May 10, 2023

2023 Guidance for New Users (e-Learning)
Research Equipment Section, Central Research Laboratory (CRL)

New users of Central Research Laboratory (CRL) need to take the 2023 Guidance for New Users (e-Learning) prior to registration and use.

Users who already registered before can keep their registration status by simple submission of the renewal application form annually.

◯ Date & Time: Available from May 10th (Wednesday), 2023
◯ How to register
  (1) Access "WebClass" and watch the two online lecture movies.
  (2) Download "Check Report" and "Application Form for CRL User Registration".
  (3) Fill out both forms.
  (4) Submit both of them to the CRL office by e-mail (hqcrl@belle.shiga-med.ac.jp) or intra campus mail.

◯ **How to access WebClass**:
＜To take the course from the PC on campus＞
1.   Access "WebClass" for SUMS e-Learning (URL: https://latte.shiga-med.ac.jp/).
2.   Click "Show Login Screen" and enter your User ID (the part of your e-mail address before @) and Password.
3.   Click "Add Course" on the right side.
4.   Click "2023 Guidance for New Users" and select "Members: Join this Course".
5.   Click on the lecture movie to watch the two movies.
6.   Download "Check Report" and "Application Form for CRL User Registration".

＜To take the course from off-campus, such as from home＞
1.   Access the SUMS homepage (URL: https://www.shiga-med.ac.jp).
2.   Click "For Faculty and Staff" at the top (Japanese only) and "SUMS e-Learning".
3.   Follow the instructions from Step 2 in ＜To take the course from the PC on campus＞.

※ **Once you have completed the registration ・・・**
    When using equipment for the first time, you must "be sure" to receive instruction on operation and precautions from the staff member.
※ The handout of the Guidance is available from the CRL Website.
※ If you plan to use the laboratory where access is controlled by ID card authentication, you need to contact the CRL staff.