

## **User Registration (Add Users)**

- To request an analysis or to reserve an instrument, user registration (adding users) is required. The user registration is the procedure that can be completed by a user manager or an assistant user manager
- Please login and go to 'Mypage' > 'User List/Add User' to add users
- When a user manager also wants to be a user to request analysis, please click the button 'Register Myself as User'



- Email confirmation with an authentication key is also required when user are added. There is an expiration date for the authentication key. Please let your users know this and encourage them to process early.