

Off-campus user managers

✓ When you register yourself as a user manager, you must register **at least one user** (including yourself).

- If you register from off-campus, you need to get a GFC-ID.
- Please move to 'Service Login' > 'New User' and click the red **button 'New User Manger registration'**.

Registration Flow

| User manager registration with GFC-ID | | |
|---|--|--|
| 1 | On our website, open 'Our Services' > 'How to Use' | Click ' New User Manger registration ' |
| 2 | Registration steps will be displayed | Enter information according to the directions on the screen |
| 3 | Complete Application | |
| 4 | You'll receive an automated email | |
| 5 | Enter authentication key | Open the link in the email mentioned on the step 4, and enter the authentication key written in the email |
| 6 | Set your password | Please enter a password (more than 8 characters & letters including numbers & capital/small letters) |
| 7 | Comply with Terms and Conditions | Enter information according to the directions on the screen |
| 8 | You'll receive an automated email | Email title [Your email address was confirmed] *GFC-ID is included in the email, but cannot login yet |
| Your application needs to be approved by our administrators. It may take about 2 weeks. If you're in hurry, please let us know. | | |
| 9 | You'll receive an automated email | Email title [Your service registration has been approved - GFC-9999-999999] |

Click 'New User'



1. Click 'New User Registration'



2. Registration steps will be displayed.
Enter information according to the directions on the screen



3. Complete Application



To be continued...

4. You'll receive an automated email.
Email Title [Please confirm your email address]



5. Open the link in the email mentioned on the step 4, and enter the authentication key written in the email



6. Set your password
Please enter a password (more than 8 characters/letters including numbers and capital/small letters)



7. Comply with Terms and Conditions



8. You'll receive an automated email
Email title [Your email address was confirmed]



*GFC-ID is included in the email, but cannot login yet

Administrators in our center will check your application on this step.
It may take for a week for off-campus users. If you're in hurry, please let us know.

9. You'll receive an automated email
Email title [Your service registration has been approved - GFC-9999-999999]



*Once you receive the above email, your account should be activated, and you can start using our services

Forgot Password

- When you login, there is a button 'Forgot Password.' Please reset your password form there

(1) Click 'Forgot Password'



(2) Enter User ID and Email address and click 'Reset.'

Please copy the displayed Authentication key, you will need it later.



(3) Please click the URL in the email and reset your password

