



# Instrumental Analysis Service 【User Guide】

Instrumental Analysis Division,  
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## 1. Introduction

Instrumental Analysis we offer is the service that you can request our technical staff for desired analyses such as structural analysis of organic compounds.

Available analysis types and target users are listed below. To use our services, you need a user registration.

### Types of Analysis

- Trace Element Analysis (CHN, S, Halogen)
- Mass Spectrometry
- Amino Acid Composition Analysis
- Protein Sequencing

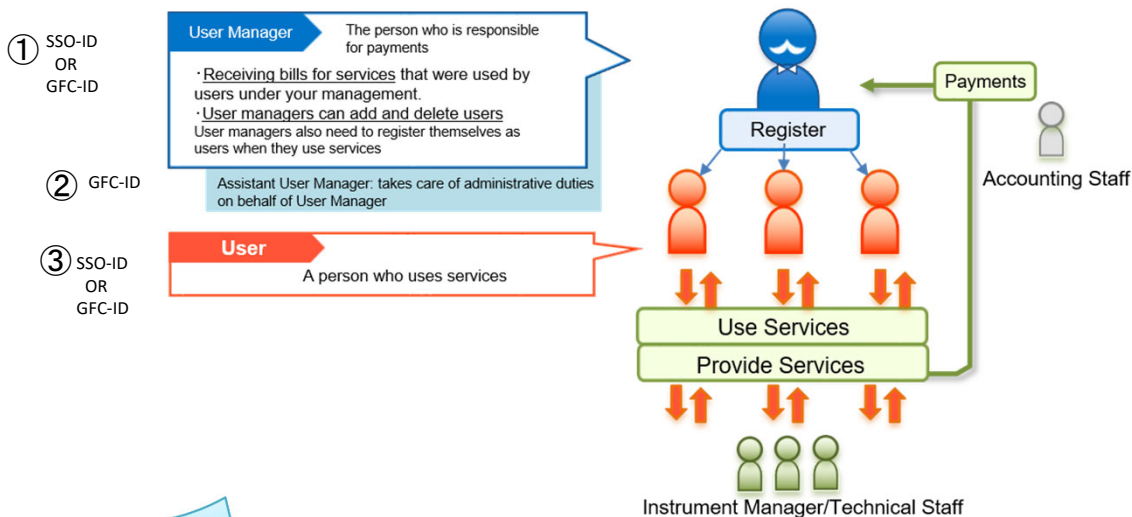
### Target Users

- Faculty members, students, researchers within campus
- People outside the campus who belong to universities, technical colleges, public research institutions, and engage in research and development
- Researchers who belong to private companies or facilities and engage in research and development that fits the purpose of our center

## 1-1. ID/Authority Types

- If you're a first-time user, please go through a registration process and get an ID
- The same ID can be used for 3 services that GFC offers; Instrumental Analysis Service, Open Facility Service, and Equipment Market Service
- Each service can be used from the GFC website
- There are 2 ID types (SSO-ID or GFC-ID) and 3 authority types (fig-1. ①-③)

★Please refer to the following figure



【Fig-1.】

To on-campus users

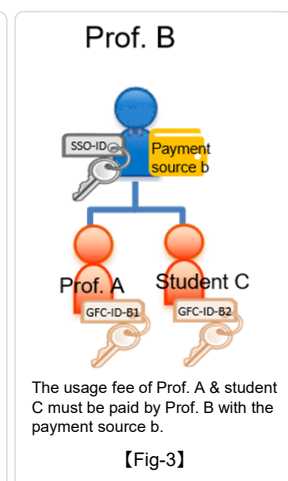
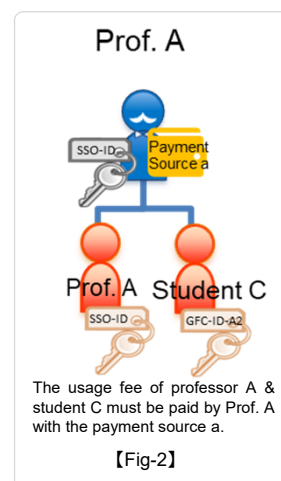
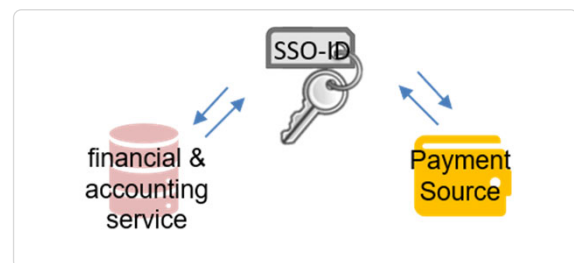
### SSO-ID & Source of Payment

The payment source that you use for your usage fee is linked with our university's financial & accounting service.

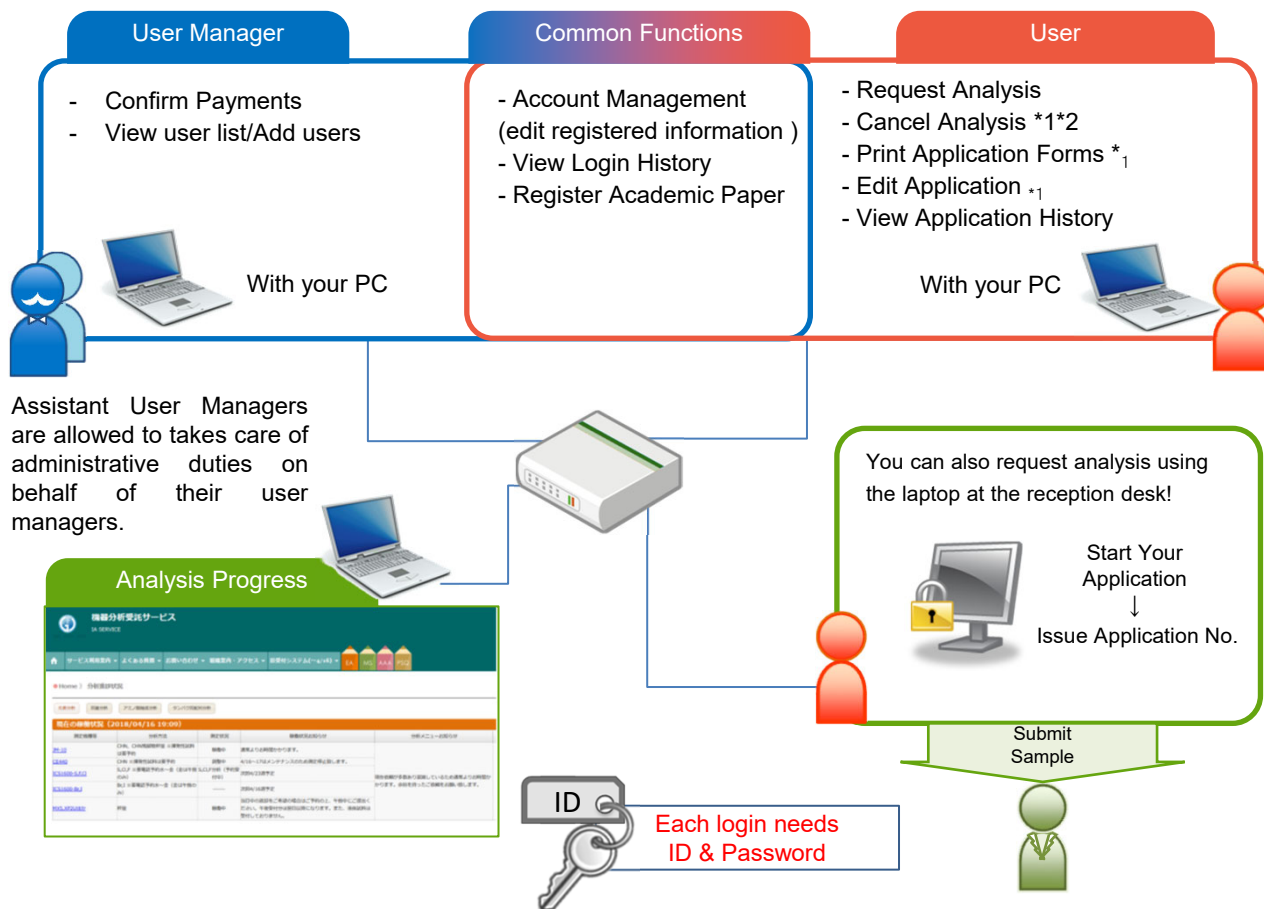
Payment source that users can select is limited to the ones that their user manager is authorized to use.

If you have a SSO-ID and would like to pay from your own payment source, please register yourself as a user. 【Fig-2】

Even if you have a SSO-ID, if you'd like to use other user manager's payment source, please register yourself as a user under the user manager who has the payment source you wish to use for your payment. 【Fig-3】



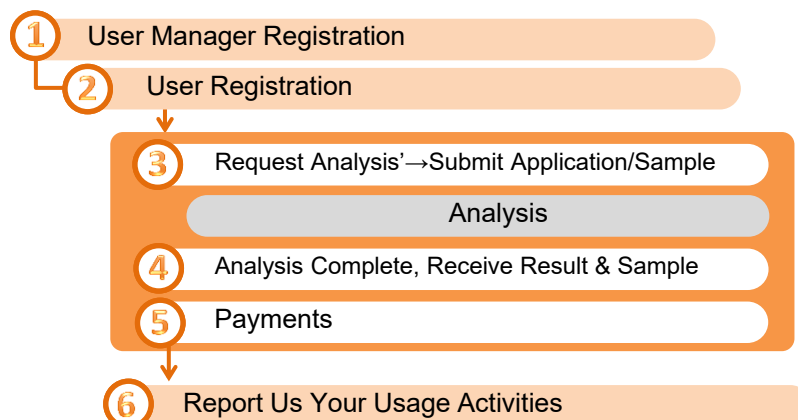
## 1-2. Functions



	Functions	Details
Common Functions	Account Management	View current & past applications
	Login History	View registered information & partial editing
	Register Academic Paper	Register your academic paper you published using our services
User Manager	User List/Add Users	View user list & add/delete users under your management
	Confirm Payments	View your users' application history
User	Request Analysis	Request Analysis/obtain an application No. & print an application form
	Cancel Analysis	Cancel analysis requests *1 *2
	Print Application	Print past application forms *1
	Edit Application	Edit application content in the past *1
	Application History	View current & past applications

\*1 limited to the analysis progress that is 'Application approved' or 'Waiting'  
 \*2 Analysis will be canceled when we don't receive an application and samples after 3 business days. Please issue a new application no. again if you'd like to request an analysis.

## 2. Usage Flow



## 3. Registration

### 3-1. User Manager Registration

- For the User Manager Registration, please go to 'Service Login' > 'New User' on the GFC website

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

#### 3-1-①. On-campus faculty members with SSO-ID

- If you have a SSO-ID, you can register/login with the SSO-ID
- However, you need an initial registration such as setting your email address, please move to 'Service Login' > 'New User' and click the blue button '[User Manager Registration with SSO-ID](#)'

##### Registration Flow

User manager registration with SSO-ID	
1	On our website, open 'Our Services' > 'How to Use'
2	Click ' <a href="#">User Manager Registration with SSO-ID</a> '
3	SSO-ID login screen
4	Enter ID and password
5	Registration steps will be displayed
6	Enter information according to the directions on the screen
7	Complete Application screen
8	You'll receive an automated email
9	Email title [Please confirm your email address ]
10	Enter authentication key
11	Open the link in the email mentioned on the step 5, and enter the authentication key written in the email
12	Comply with 'Terms and Conditions'
13	Proceed according to the directions on the screen
14	You'll receive another automated email
15	Email title [Your email address was confirmed ] <b>*GFC-ID is included in the email, but cannot login yet</b>
16	You'll receive last automated email
17	Email title [Your service registration has been approved - GFC-9999-999999]

Click 'New User'



1. Click the blue button 'User Manager registration with SSO-ID'



2. Enter ID and Password



3. [Registration Steps] screen  
Please follow directions on the screen and enter information



4. [Complete Application]screen



5. You'll receive automated email.  
Email title; [Please confirm your email address]



6. Please open the link in the email mentioned on the step 5, and enter the authentication key written in the email



7. Comply with the terms and Conditions



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



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

9. You'll receive the last 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.

## 3-1-②. Off-campus user managers

- 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	Email Title [Please confirm your email address ]
6	Set your password	Open the link in the email mentioned on the step 4, and enter the authentication key written in the email
7	Comply with Terms and Conditions	Please enter a password (more than 8 characters & letters including numbers & capital/small letters)
8	You'll receive an automated email	Enter information according to the directions on the screen
		Email title [Your email address was confirmed ] <b>*GFC-ID is included in the email, but cannot login yet</b>
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



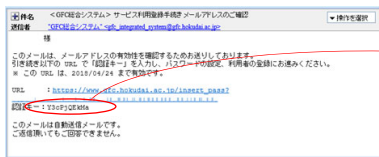
3. Complete Application



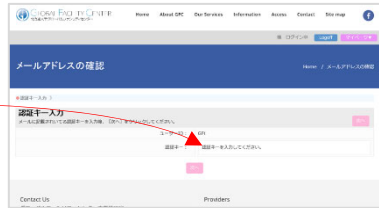
To be continued...



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

## 3-2. Assistant User Manager Registration

- User managers can register an assistant user manager to the system who has the authority to take care of administrative duties on behalf of the user manager.
- Please login and go to 'Mypage' > 'Account Management' to add an assistant user manager



## 3-3. User Registration (Add Users)

- To request an analysis, 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.

## 4. Request Analysis

- Please visit Instrumental Analysis Service Website
- When you login, you'll see 'Request Analysis/My page,' then select 'Request Analysis' and apply for your desired analysis type, and get a application no. (Please fill out an application on the website)

\*If you select 'Turn on Notification Email,' you'll receive a confirmation email regarding the application no.

Application No. issuance page

Select 'Request Analysis'

4-1. Select Analysis Type

4-2. Fill out application

4-3. Confirm Application

4-4. Issue Application No.

Detailed explanations for each step are listed below from 4-1. to 4-4.

### 4-1. Select Analysis Type

- Select a desired analysis type

機器分析受託サービス  
IA SERVICE

サービス利用案内 | 分析申込 | マイページ | よくあるご質問 | お問い合わせ | 組織案内 | アクセス | 分析受付 (4 / 16 までこちら) | EA | MS | AAA | PSQ

Home | 分析申込 | マイページ | 分析申込

分析項目選択 | 申込書作成 | 申込内容確認 | 受付No.発行

**分析項目選択**  
下記の分析申込メニューからご希望の分析を選択してください。

分析項目	
元素分析	<input type="checkbox"/> C・H・N分析, IC (S・Cl・F・Br・I) 分析
質量分析	<input type="checkbox"/> [一般] EI, ESI, APCI, FD/PI [特殊] LC/MS, GC/MS, MS/MS, LC/MS/MS, タンパク質測定
アミノ酸組成分析	標準分析, 濃縮アミノ酸分析, 高感度分析
タンパク質同定分析	標準分析, 高感度分析

**必ず確認してください**  
 感染性・放射性のサンプルや、危険有害性のため特別な取り扱いが必要なサンプルは分析できません。  
 危険有害性が疑われる物質の分析を委託される場合は、危険有害性の概要、取扱い及び保管上の注意、漏出時の措置を確認されたうえで、事前に分析スタッフまでご相談ください。

## 4-2. Application Form







- Fill out an application on the website
- When you fill out the application, following functions are available
  - ① **Register Application Content**  
Click 'Start Application' and open editing screen. After filling out required contents, click 'Reflect to Application List'
  - ② **Importing Application History**  
Past applications are saved in the application history, and you can import/copy them to your new application (Considering the confidentiality of your data, some information such as sample information aren't saved on the database)
  - ③ **Application for Multiple Samples**  
Enter the number of your samples and click 'Add'
  - ④ **Copy & Paste**  
You can copy & paste contents to one another. Blue button turns Pink after the content is copied
  - ⑤ **Delete Function**  
You can delete unnecessary applications. Please note that once you click 'Delete,' you cannot restore the data
  - ⑥ **Checking Function for Required Fields**  
Fields marked with asterisks (\*) are required. Required fields you missed will be highlighted with RED if you proceed to the 'Confirmation' without filling them out

### 【Application Screen】

Application Steps are listed.

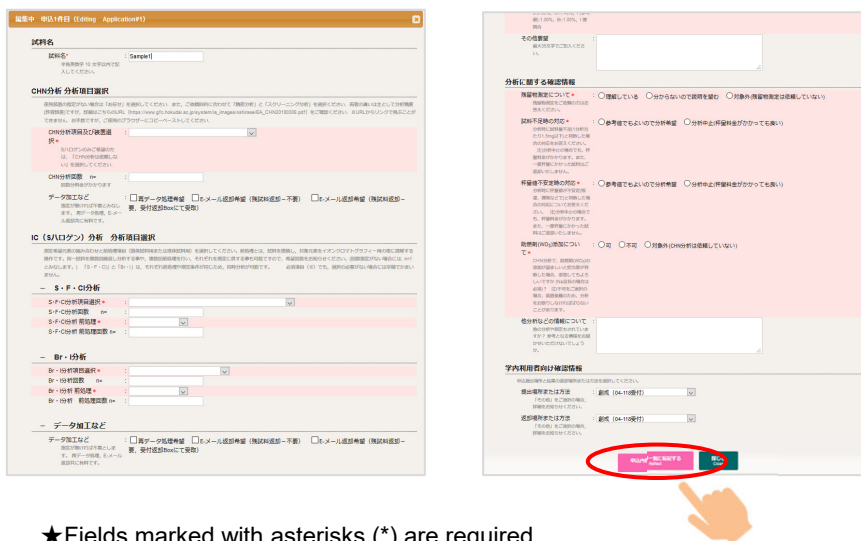
#### Application List

You can check the current application.  
Required fields you missed will be highlighted with PINK.

	You can copy past application contents to your new application
	When you have multiple samples, please add with this button
	Application screen will be displayed
	You can delete unnecessary applications
	You can copy each row
	You can paste the content you copied

## 4-2-① Register Application Content

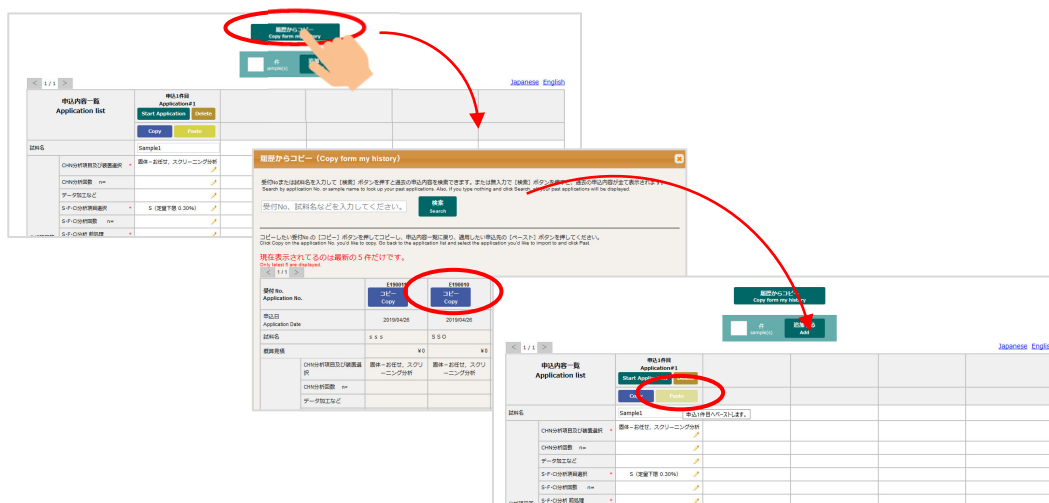
Click 'Start Application' and open the editing screen. After filling out required contents, click 'Reflect to Application List.'



★Fields marked with asterisks (\*) are required.  
Required fields you missed will be highlighted with PINK.

## 4-2-② Importing Application History

- Past applications are saved in the application history, and you can import/copy them to your new application (Considering the confidentiality of your data, some information such as sample information aren't saved on the database)
- Please select 'Copy from 'History' > click 'Copy' next to your desired application No.  
Go back to Application List > click 'Paste' next to the field you'd like to paste



## 4-2-③ Application for Multiple Samples

- Enter the number of your samples in the box and click 'Add'

Ex.) Entered 4 in the box and click 'Add'

申込内容一覧 Application list		申込1件目 Application#1	申込2件目 Application#2	申込3件目 Application#3	申込4件目 Application#4	申込5件目 Application#5
		Start Application	Start Application	Start Application	Start Application	Start Application
		Delete	Delete	Delete	Delete	Delete
		Copy	Paste	Copy	Paste	Copy
		Paste	Copy	Paste	Copy	Paste
試料名	Sample1					
分析項目等	CHN分析項目及び炭素濃度	固体-お任せ, スクリーニング分析				
	CHN分析回数 n=					
	データ加工など					
	S-F-Cl分析項目選択	S (定量下限 0.30%)				
	S-F-Cl分析回数 n=					
	S-F-Cl分析前処理					
	Br-11分析項目選択					
	Br-11分析回数 n=					
	Br-11分析前処理					
	Br-11分析前処理回数 n=					
	データ加工など					

## 4-2-④ Copy & Paste

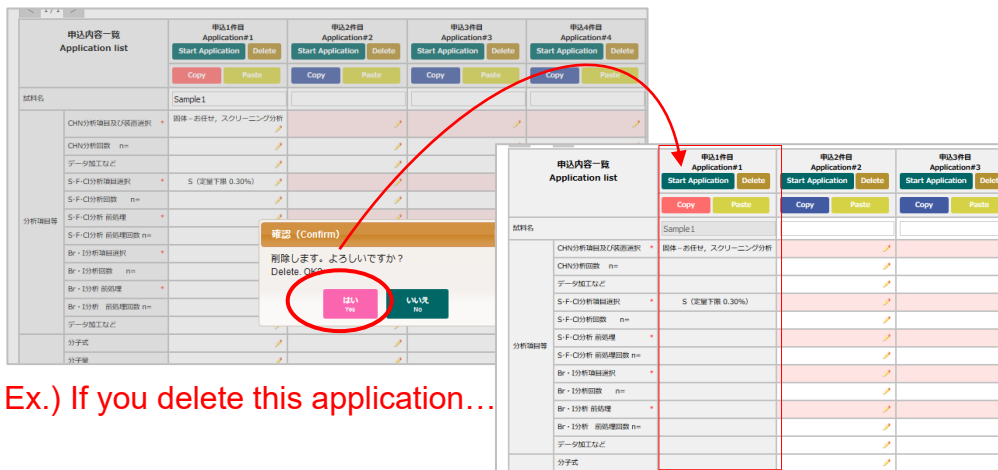
- You can copy & paste contents to one another
- Blue button turns Pink after the content was copied

The first Application was copied.

申込内容一覧 Application list		申込1件目 Application#1	申込2件目 Application#2	申込3件目 Application#3
		Start Application	Start Application	Start Application
		Delete	Delete	Delete
		Copy	Paste	Copy
		Paste	Copy	Paste
試料名	Sample1			
分析項目等	CHN分析項目及び炭素濃度	固体-お任せ, スクリーニング分析		
	CHN分析回数 n=			
	データ加工など			
	S-F-Cl分析項目選択	S (定量下限 0.30%)		
	S-F-Cl分析回数 n=			
	S-F-Cl分析前処理			

## 4-2-⑤ Delete Function

- You can delete unnecessary applications
- Please note that once you click 'Delete,' you cannot restore the data



The background turned gray and Copy & Paste button became unavailable. The row itself is still displayed.

## 4-2-⑥ Checking Functions for Required Fields

- Required fields you missed will be highlighted with PINK if you proceed to 'Confirmation' without filling them out

申込内容一覧		申込1件目	申込2件目	申込3件目	申込4件目
試料名		Sample1			
分析項目等	EI		(直接導入) スペクトル→精定実施		
	ESI		(標準) スペクトル→精定実施		
	APCI				
	FD, FI				
	必要項目にチェック				
試料情報 - 1	試料量 (µg, µg/µL) *	µg, µg/µL	200µg	µg, µg/µL	µg, µg/µL
	溶液提出時の使用溶媒				
	精製方法 *		シリカゲルカラム		
	測定使用可能溶媒 *		MeOH, CHCl <sub>3</sub>		
	測定使用不可溶媒		使用可能溶媒と同じ		
	器具洗浄溶媒				
	試料の性状等-1 *		固体		
試料情報 - 3	試料の性状等-2 *		特記事項なし		
	取り扱以上の注意 *		特記事項なし		
	試料提出場所 *		冷蔵 (5℃程度)		
化学式 *					
測定溶媒・規格					
測定範囲(m/z 値)		~	35~800	~	

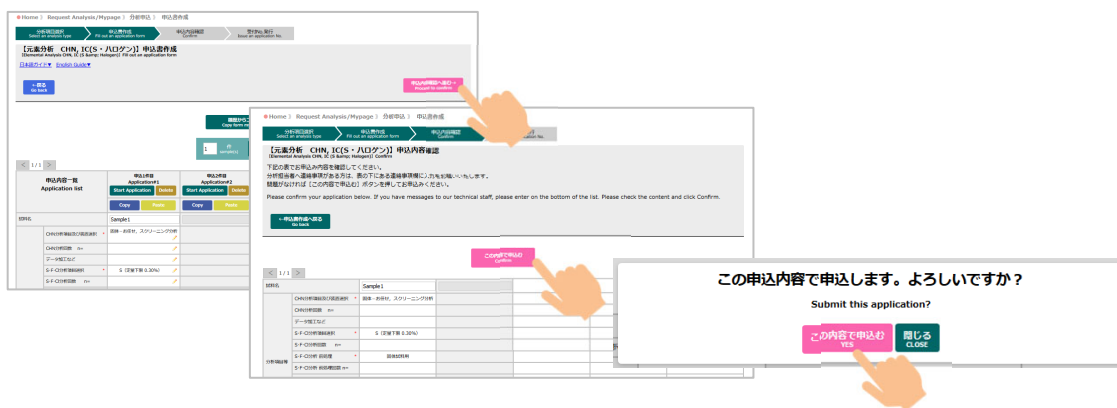
Fields marked with asterisks (\*) are required

Required fields, but the entry was completed, thus, it is white

Required fields, and the entry hasn't been completed, thus, it is pink

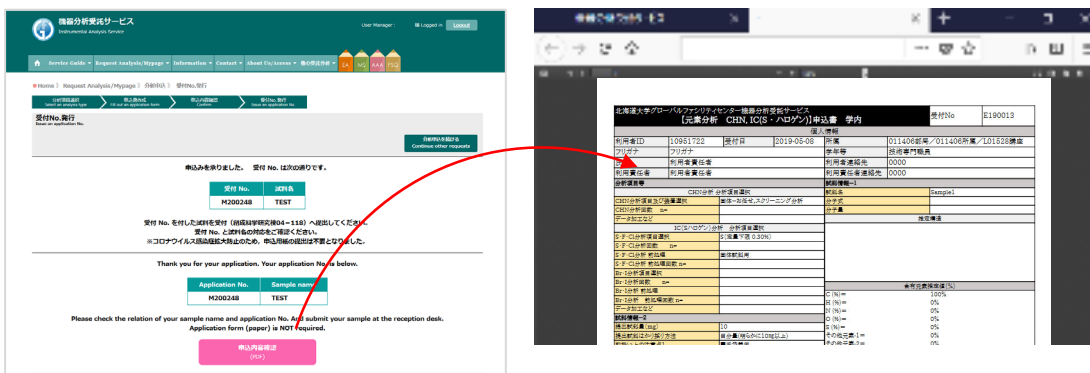
### 4-3. Confirmation

- If you have no place to edit, please click 'Submit'



### 4-4. Issue Application No.

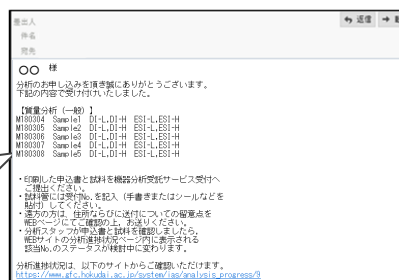
- Application No. will be displayed on the top of the screen.
- Printed application form is "not" required.



Confirmation Email Regarding the Application No.

After you, 'Issue Application No., you will receive a notification email if you selected receiving those when you registered.

Application No.  
Sample name  
Analysis type

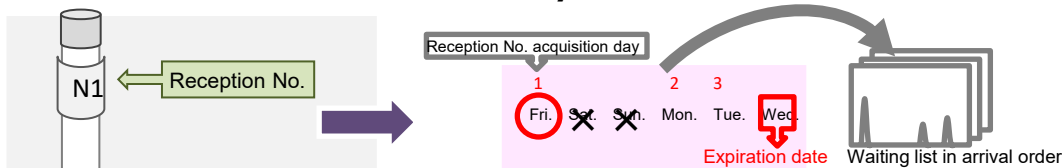




## 5. Submit Application Form & Sample

- After you prepare an application form and sample, please check the following points in the green box and submit them to the reception desk (Room #04-118, CRIS, Hokkaido University)

### ✓ Please attach a reception No. sticker on the sample bottle and submit it within 3 business days.



Use the one you have or the one at the reception area

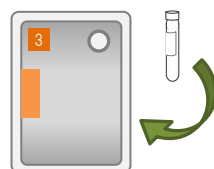
Please submit your application & sample **within 3 business days**. Otherwise, your application will be  **canceled**. This rule won't be applied if the shipping takes longer than 3 days. However, please specify the expected delivery date on the application.

### ✓ Ways to Submit

- ① Submit to a technical staff in person
- ② Submit to the reception desk
- ③ Mail with the suitable methods for samples



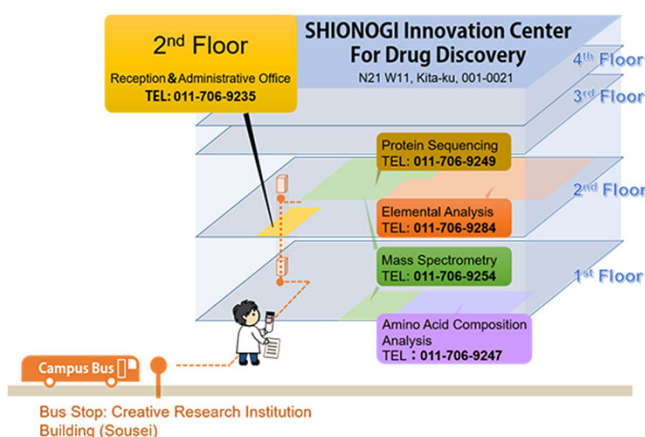
Office Hours:  
Mon.-Fri. 9AM-4:30PM



Office Hours:  
Mon.-Fri. 9AM-9PM



### [Place to Submit]



Office #02-213, Instrumental Analysis Division,  
 Global Facility Center, Creative Research  
 Institution, Hokkaido University  
 N21 W11, Kita-ku, Sapporo, Hokkaido, 001-  
 0021

[Campus Mail : 45]

Please submit your application & sample within 3 business days. Otherwise, your application will be canceled. This rule won't be applied if the shipping takes longer than 3 days. However, please specify the expected delivery date on the application.

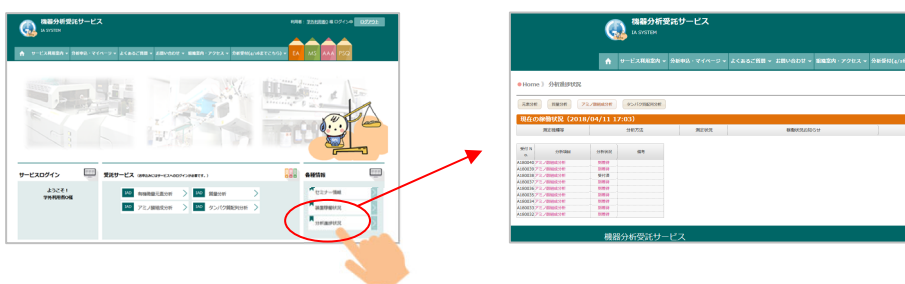
- If you request multiple analyses, you can send applications and samples all together
- For more details about sample submission, please refer to each analysis page



Infectious, radioactive samples are hazardous to analyze and we cannot accept them. Upon request, we can analyze in the presence of users. Analysis room tour is also available. Please contact us in advance.

## 6. Analysis Completion, Receive Results & Samples

- If you selected 'Turn on Notification Email,' you'll receive an Analysis Completion Email
- Also, please visit 'Analysis Progress' page on the Instrumental Analysis Website to see if your analysis is complete. If your Application No. isn't displayed, your analysis is complete



- You can see your Analysis Progress on the Application History page as well  
Please login > Request Analysis/My page > Application History



Due to COVID-19, we changed the basic delivery method for your results from pick up to e-mail in June 2020. Your results will be sent to you later in another email.

- If you selected 'Hand Delivery' on your application, please contact a technical staff in charge of the analysis before arrival.
- If you selected 'Need to return your samples' on your application, please come to pick up your samples during the facility open hours (Weekdays;8AM-6PM) if you are a Sapporo campus user. If you are a off-campus user, we will mail your samples as soon as it's ready. The shipping fee will be charged to each user.

## 7. Application History & Edit/Cancel Application

- You can check application history and the following functions from; Request Analysis/MyPage > Application



- ① **Application History Narrowing-Down Function**  
If you put application no., sample name, analysis type, user name, or application date in the keyword box, list of results will be displayed. Also, CSV export of the application history is available
- ② **Application Printing Function**  
You can print past applications
- ③ **Edit Sample Name**  
You can edit sample names from the sample name icon
- ④ **Edit Application**  
You can check and edit applications from the application list. You can only edit when the analysis progress is either 'Application approved' or 'Waiting'. You **cannot edit after the progress says 'Under review'**
- ⑤ **Application Progress & Revision History**  
On the Application Progress page, you can view Application Revision History
- ⑥ **Cancel Application Function**  
To cancel your application, please check the box on the left and click the 'Cancel Analysis.' However, You can only cancel when the Analysis Progress is either 'Application approved' or 'Waiting.' You **cannot cancel after the progress says 'Under review'**

### [Application History]

## 8. Payments

- Payments will be processed according to the settled schedule.
- Within and outside campus schedules are different

### Within Campus

#### 【Payment Schedule】

Analysis request → Analysis → Analysis Complete	Analysis charge is confirmed by GFC	Request user manager to confirm charges/select payment source	Notify each accounting Dep. to transfer their budget	Deduction on the accounting system
Apr.-Jun.	Will be confirmed within few days after your analysis (will be reflected on the system)	Beg. of Jul.	Mid of Aug.	Please contact each accounting Dep. for a specific deduction date.
Jul.-Sep.		Beg. of Oct.	Mid of Nov.	
Oct.-Dec.		Beg. of Jan.	Mid of Feb.	
Jan.		Beg. of Feb.	End of Feb.	
Feb.		Beg. of Mar.	End of Mar.	
Mar.		Beg. of Jul. (Next fiscal year) <small>*same payment period as Apr.- Jun</small>	Mid of Aug. <small>*Next fiscal year</small>	

#### 【Payment Source】

Period Subject to Payment	Budget transfer period	General Management Fund/Donation	External funds
Apr.-Jun.	Mid of Aug.	Available	Available
Jul.-Sep.	Mid of Nov.	Available	Available
Oct.-Dec.	Mid of Feb.	Available	Available
Jan.	End of Feb.	Available	Available
Feb.	End of Mar.	Available	Available
Mar.	Mid of Aug. in next fiscal year	Available *deducted from the next fiscal year's fund	Not available <small>*Except the ones that can be carried forward</small>

- Depending on the month analysis is complete, The payment is every month or every 3 months
- Charges will be finalized within few days after each analysis is complete
- After the charges are finalized by our accounting personnel, a confirmation email will be sent to user managers and assistant user managers. Please confirm from the 'Confirm Payments' page on 'My page' (Need to login)
- Also, The usage fees will be finalized within few days after the analysis. You can check the finalized fees online. You confirm the payments then too.
- Payments for analyses that will be completed after Oct. will be the end of the fiscal year. Please check the administrative deadline for your desired payment source
- For Mar., because of administrative process, only general management fund or donation is available for use. Also, payment will be next fiscal year between Apr.-Jun. (Please contact each department directly for available payment source)

If you have any inquires on payments, please contact the below.

Research Support Div., Accounting Dep.  
Phone (Ext.) : 9570 · 9316  
E-mail : kaikei@research.hokudai.ac.jp

## How to check charges and select a payment source

「<GFC総合システム> ●●●-利用料金の確認をお願いいたします (Please check your charges)」 \*only Japanese is available for this email at the moment

Please handle the following once you'll receive this email form our system.

①

②

料金確定  
利用料金を確認し、料金確定する項目を選択してください。

確定するデータを選択し、「執行財源入力へ」  
※一番上をチェックすると一括選択ができる

日付	利用種別	利用番号	利用者	申請	数量	支払料金
<input type="checkbox"/>	未定					¥8,200
<input type="checkbox"/>	2018/04/19	E180204	岡 征子 (学外-他院)		¥8,200	¥8,200
<input type="checkbox"/>	2018/04/19	E180204	広瀬 (学外-他院)		¥18,800	¥18,800
<input type="checkbox"/>	2018/04/19	E180202	広瀬 (学外-他院)		¥4,500	¥4,500
<input checked="" type="checkbox"/>	2018/04/19	E180203	岡 征子 (学外-他院)		¥41,800	¥41,800
<input checked="" type="checkbox"/>	2018/04/19	E180203	岡 征子 (学外-他院)		¥41,800	¥41,800
合計金額						¥73,300

③

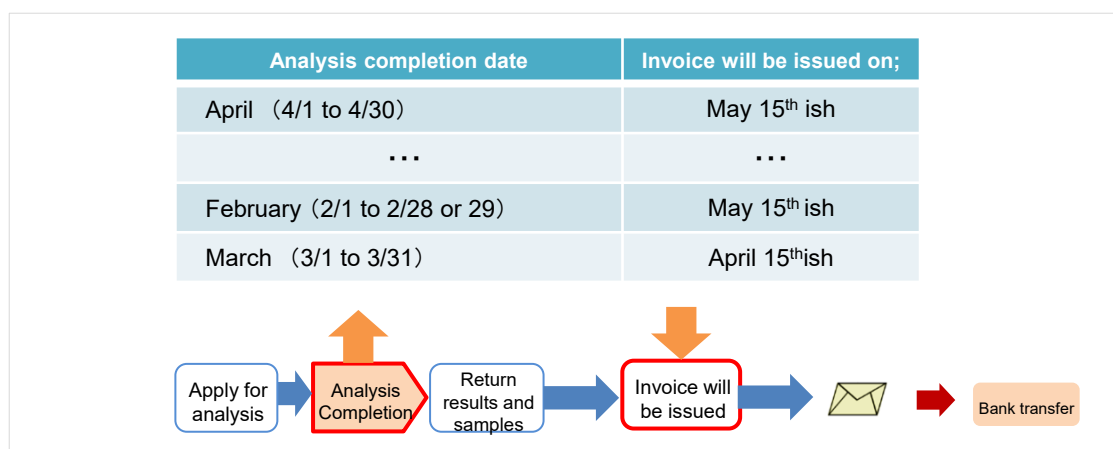
料金確定/執行財源入力  
実行を行う財源を選択してください。

No.	品名	終了日	利用番号	利用者	単価	数量	予約利用料
1	J.A.実行分	2018/04/19	E180200	広瀬 紀弘	¥25	-	¥2,500
2	J.A.実行分	2018/04/19	E180200	広瀬 紀弘	¥2,500	-	¥2,500
3	J.A.実行分	2018/04/19	E180201	広瀬 紀弘	¥25	-	¥2,500
4	J.A.実行分	2018/04/19	E180201	広瀬 紀弘	¥2,500	-	¥2,500
5	J.A.実行分	2018/04/19	E180202	広瀬 紀弘	¥25	-	¥2,500
6	J.A.実行分	2018/04/19	E180202	広瀬 紀弘	¥2,500	-	¥2,500
7	J.A.実行分	2018/04/19	E180203	広瀬 紀弘	¥25	-	¥2,500
8	J.A.実行分	2018/04/19	E180203	広瀬 紀弘	¥2,500	-	¥2,500
合計金額							¥20,000

自身の予算情報が紐付いているので、財源を選択し、「確認へ進む」次ページで「料金を確定する」

\*If you have any inquires on payments, please contact Research Support Div. (Ext. 9570)

## Outside Campus



- Payments will be charged every month.
- Your account will be closed at the end of the month and invoices will be issued on the 15<sup>th</sup> of the next month. Please be aware that the invoices will be issued based on your analysis completion date
- The analysis completion date is the date you receive your analysis completion email. (We'll ship your results/samples after the email was sent. The shipping date and the completion date could be on a different date.)
- **Beginning of the next month after the analysis completion, the email regarding the fees and confirmation of the billing address will be sent. Once you receive the email, please confirm the charges on your 'Mypage'.**
- Also, the charges will be updated after each analysis, you can check them on your page (you can confirm the charge after each analysis).
- To pay, please transfer the charges to the university with the invoice at the bank.

\*Shipping fee will be charged to each user (less than 100yen will be rounded up). Please be aware that the cost varies depending on the weight. Please specify a shipping method when you apply.

If you have any inquires on payments, please contact below.  
 Research Support Div., Accounting Dep.  
 Phone (Ext.) : 9570 · 9316  
 E-mail : kaikei@research.hokudai.ac.jp

## 9. Acknowledgement

- If you use the data acquired through GFC services on your academic paper, please acknowledge us
- After it's published, please let us know the title of the academic paper
- To register the above information, you can also visit 'Mypage' > 'Register Scholarly Publication'

GLOBAL FACILITY CENTER  
北海道大学グローバルファシリティセンター

Home About GFC Our Services Information Access Contact Site map

▼ ログイン中 Logoff マイページ

● GFC | マイページ | 論文登録

**論文登録**  
論文を登録します。

戻る

利用装置 \* : なし

登録方法 \* :  内容を入力  ファイルで登録

登録ファイル \* : 参照... ファイルが選択されていません。

論文表紙 \* :

DOI :

第1著者 \* :

その他著者名 :

雑誌名 \* :

巻 \* :

発行年 \* :

追加

論文一覧

件数: 10

論文表紙	DOI	利用装置	登録著者	その他著者名	雑誌名	巻	発行年	ファイル	削除
データがありません									

件数: 10

Your usage results will encourage us and provide opportunities to learn and shape future activities to enhance our services. Thank you for your cooperation.



## 10. Forgot Password

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

(1) Click Forgot Password'

サービスログイン

GFC-ID

Password

LOGIN

←戻る **パスワード忘れ**

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

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

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パスワード再設定

パスワード再設定のため、ユーザーIDとメールアドレスを入力してください。

ユーザーID: GFC-00000000

メールアドレス:

パスワード再設定用のメールを送りました。ご確認ください。

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

差出人: GFC総合システム <gfc\_integrated\_system@gfc.hokudai.ac.jp>

件名: <GFC総合システム> パスワードの再設定を受け付けました。

宛先: (学外-民間) 様

GFC総合システムのパスワードの再設定を受け付けました。下のリンクでパスワードの再設定をお願いします。 ※ このURLは、2018/04/18まで有効です。

リンク: [https://www.gfc.hokudai.ac.jp/reset\\_pass](https://www.gfc.hokudai.ac.jp/reset_pass)

このメールは自動送信メールです。返信してもご回答できません。

GLOBAL FACILITY CENTER

パスワード再設定

確認キー入力

パスワード入力

完了

## 11. Contacts

### ■ For User Registration

Phone: 011-706-9235 10:00AM-4:30PM (Weekdays)

E-mail: adm-iaad@gfc.hokudai.ac.jp

### ■ For Payments

Phone: 011-706-9316 8:30AM-5:00PM (Weekdays)

E-mail: kaikei@research.hokudai.ac.jp

### ■ For Analysis Services

#### Analysis Services

Trace Element Analysis

Mass Spectrometry

Amino Acid Composition Analysis

Protein Sequencing Analysis

#### Phone

011-706-9284

011-706-9254

011-706-9247

011-706-9249

#### E-mail

chn-sx@gfc.hokudai.ac.jp

mass@gfc.hokudai.ac.jp

aaa@gfc.hokudai.ac.jp

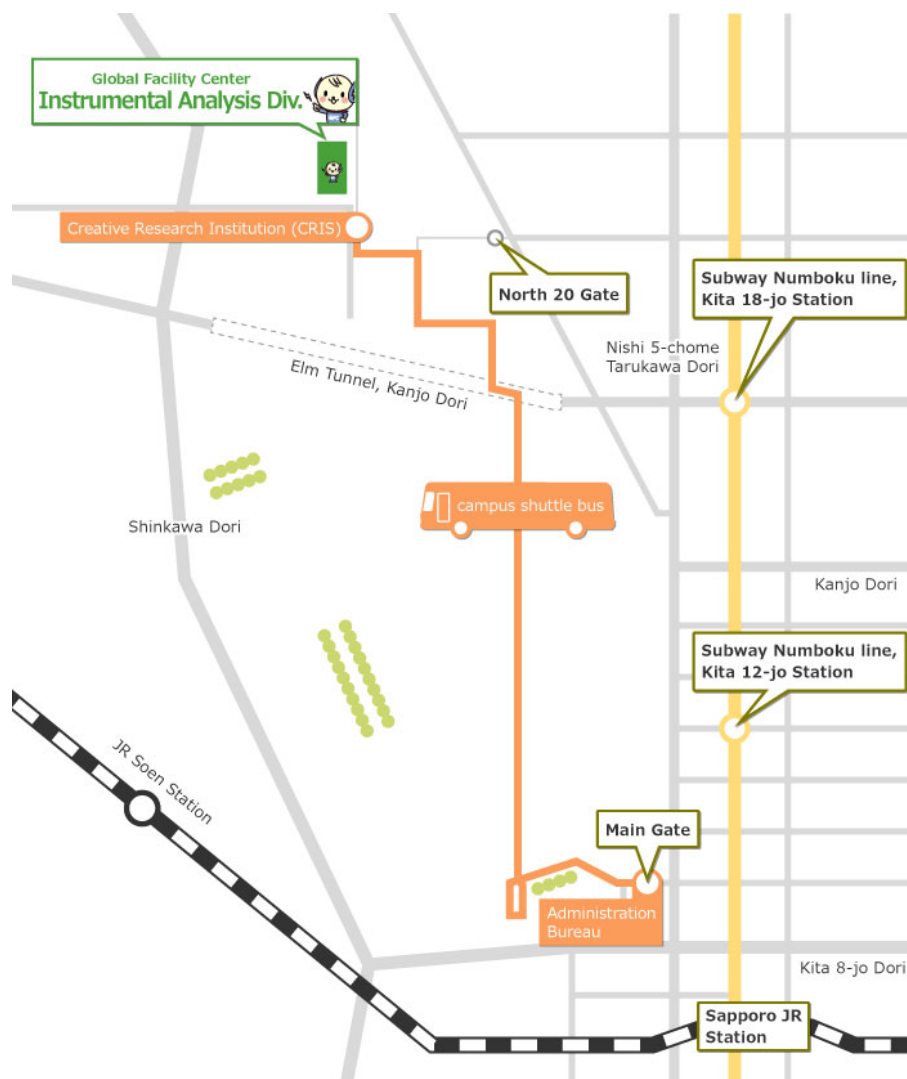
psq@gfc.hokudai.ac.jp

Accept calls between 9:00AM-4:30PM (Weekdays)

Even during weekdays, because of analysis or events, we might not be able to answer your calls. Thank you for your understanding.







Instrumental Analysis Division, Global Facility Center,  
 Creative Research Institution, Hokkaido University  
 N21 W11, Kita-ku, Sapporo, Hokkaido, 001-0021

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