

# User's Guide (Application)

Nippon Kaiji Kyokai  
Human Resources Development Center

## Customers applying for more than one person



>> In case of a representative applies for more than one person at a time, please see [here](#).

## Licensed Customers



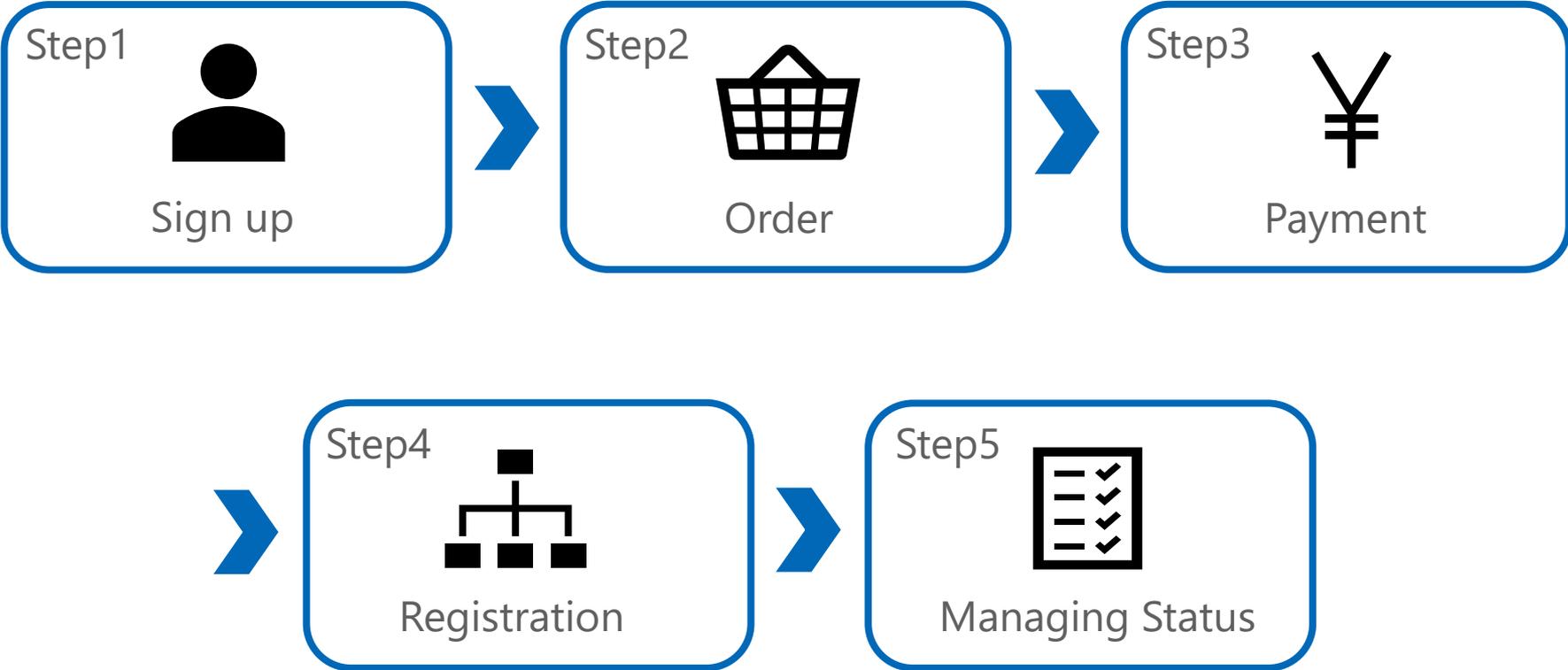
>> In case of someone other than yourself applies, please see [here](#).

## Individuals applying

(In case of applicant and participant are same)

>> If you would like to apply and take the courses, please see [here](#).

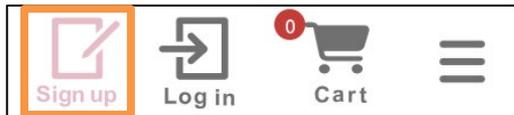
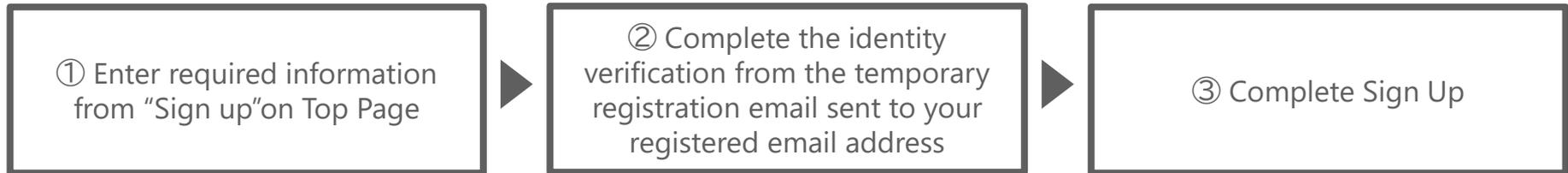




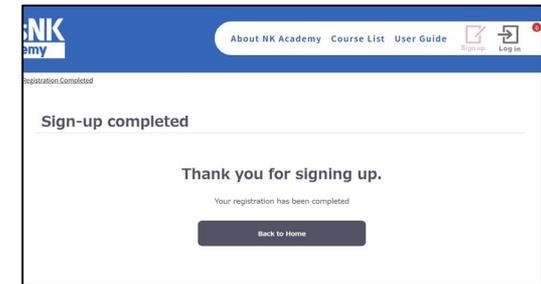
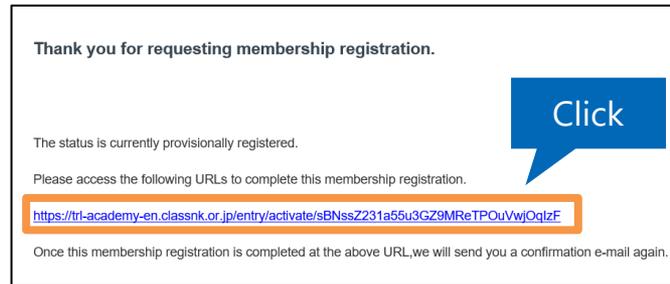
# Step 1 Sign up for a new membership

Signing up is required to apply and take the courses.

Please click “Sign Up” button from the top page to complete the membership registration process.



Click



※ Depending on the settings of the spam filter, you may not be able to receive emails. Please check your email receiving setting and add [academy2@classnk.or.jp](mailto:academy2@classnk.or.jp) first. If you cannot find the email in your inbox, please check the spam folder etc.

From the top page, you can check the products. After confirming the details of the course, add the product to your cart.

The screenshot shows the ClassNK Academy website interface. At the top left is the ClassNK Academy logo. To the right are navigation links: 'About NK Academy', 'Course List', 'User Guide', 'Sign up', and 'Log in'. A hamburger menu icon is highlighted with a blue callout box. Below the navigation is a carousel of four 'E-Learning' course cards. The first card is 'The First Course of Shipping and Shipbuilding' (Till 31 December 2026). The second is 'The Step-Up Course on Shipping and Shipbuilding -Stability-' (Till 2026 31 December). The third is 'General Package [Ship Survey Course Bundle]'. The fourth is 'Statutory Survey [Ship Survey Course]'. A blue callout box points to the carousel with the text: 'Available courses are listed here. You can add multiple products to your cart at once.' To the right of the carousel is a dropdown menu for 'All Products' with a search bar 'Enter Keywords'. The menu lists: 'Sign up', 'Log in', '¥0', '<BACK TO HOME', and a list of links: 'ClassNK Academy(Japan)', 'About NK Academy', 'Course List', 'User Guide', and 'Schedule'. A blue callout box points to the menu with the text: 'You can search for courses from the menu button.' Below the carousel is a 'NEWS' section with an exclamation mark icon. Underneath is the 'COURSES' section, which includes a 'GROUP TRAINING' icon, a '29 SCHEDULE' icon, and a grid of filter buttons: 'ALL', 'NEW', 'Group Training', 'E-Learning', 'For Beginners', 'For Intermediate', 'For Shipbuilding Companies', 'For Ship Management Companies', and 'Overseas Locations'. A blue callout box points to the 'COURSES' section with the text: 'In "/>

You can change the quantity within your shopping cart.

The screenshot shows a shopping cart interface with a progress bar at the top containing four steps: 1 CART (highlighted in blue), 2 CHECKOUT, 3 ORDER SUMMARY, and 4 COMPLETE. Below the progress bar, the total amount is displayed as 'Total: ¥11,000'. The main cart area is a table with columns for 'delete', 'Items', 'Qty', and 'Subtotal'. A single item is listed: 'The First Course of Shipping and Shipbuilding 2025 [Available Till : 2025/12/31]' with a price of '¥11,000'. The quantity '1' is shown in a text input field, which is highlighted with an orange border and a blue callout bubble containing the text 'Select quantity'. Below the quantity field are minus and plus buttons. At the bottom right, the total is repeated as 'Total: ¥11,000' in red, with an orange 'Proceed to Checkout' button below it. A blue callout bubble points to this button with the text 'After reviewing the contents, proceed to checkout'.

delete	Items	Qty	Subtotal
×	 The First Course of Shipping and Shipbuilding 2025 [Available Till : 2025/12/31] ¥11,000	1 - +	¥11,000

Total: ¥11,000

Total: ¥11,000

Proceed to Checkout

**Product Information**

Items	Qty	Subtotal (Tax Free)
 The First Course of Shipping and Shipbuilding 2026 [Available Till : 2026/12/31] ¥10,000 (Tax Free)	1	¥10,000

Subtotal: ¥10,000  
Charge : ¥0  
Total : ¥10,000  
**Amount Due : ¥10,000**  
Subjected Tax Rate 0 % : ¥10,000(Tax amount ¥0)

After confirming your payment method, click "Review" to proceed to the confirmation of your order.

**Payment Method**

Credit card payment



※You can confirm the amount charged in USD on the next payment screen.

[Go Back to Cart](#) [Review >](#)

**PRODUCT PURCHASE**  
Review Your Order

① CART / ② CHECKOUT / ③ ORDER SUMMARY / ④ COMPLETE

**Customer Information**

**Product Information**

Items	Qty	Subtotal (Tax Free)
 The First Course of Shipping and Shipbuilding 2026 [Available Till : 2026/12/31] ¥10,000 (Tax Free)	1	¥10,000

Subtotal: ¥10,000  
Charge : ¥0  
Total : ¥10,000  
**Amount Due : ¥10,000**  
Subjected Tax Rate 0 % : ¥10,000(Tax amount ¥0)

After confirming your product, payment method and amount, click "Place an order".

**Payment Method**

Credit card payment(¥0)



[Go back to Checkout](#) [Place an Order](#)

## ① Credit Card Payment

- ◆ Immediate payment is available.
- ◆ On the payment screen, enter your credit card information.

お支払い画面  
PAYMENT

1.情報入力 → 2.確認 → 3.決済完了

ご注文内容をご確認の上、決済情報を入力してください

決済金額	¥ 10,000 (約 \$ 71.69)
氏名 <small>必須</small>	<input type="text"/>
メールアドレス <small>必須</small>	<input type="text"/>
電話番号 <small>必須</small>	<input type="text"/>
お支払い方法	<p>クレジットカード</p> <p>      </p> <p>このマークがついていればご利用可能です</p>
カード番号 <small>必須</small>	<p>例) 1234567890123456</p> <p>14-16桁の番号をハイフン「-」を省略して入力してください(半角数字)</p>
有効期限 <small>必須</small>	<p>月 <input type="text"/> / 年 <input type="text"/></p> <p>MM/YYYY 月と年を入力してください</p>
カード名義 <small>必須</small>	例) TONY MARTIN

Available credit cards are displayed.

Payments are made in dollars.

The exchange rate is applied by the card company you use.

There may be a difference between the "Receipt Amount" and "Refund Amount" due to the difference in the applied rate between the receipt date and the refund date.

Please understand the above in advance before completing your payment.

Once your application is complete, you will receive your "order number" and an application completion email. Your "order number" will be required when making an inquiry.

The screenshot shows the 'Order Placed' confirmation page on the ClassNK Academy website. At the top left is the ClassNK Academy logo. The top right navigation bar includes links for 'About NK Academy', 'Course List', and 'User Guide', along with icons for 'MY Page', 'Log out', and 'Cart' (with a red notification badge). Below the navigation bar, a breadcrumb trail reads 'Home > Top Page > Order/Order Completed'. The main heading is 'Order Placed'. A progress bar below the heading shows four steps: 1. CART, 2. CHECKOUT, 3. ORDER SUMMARY, and 4. COMPLETE (highlighted in blue). The central message reads 'Thank You for Your Order!' followed by the text 'We have sent an email to you. If you do not receive the email, please contact us'. Below this, the 'Order No. : 90' is displayed in a white box with an orange border. At the bottom center is a dark grey button labeled 'Back to Home'.

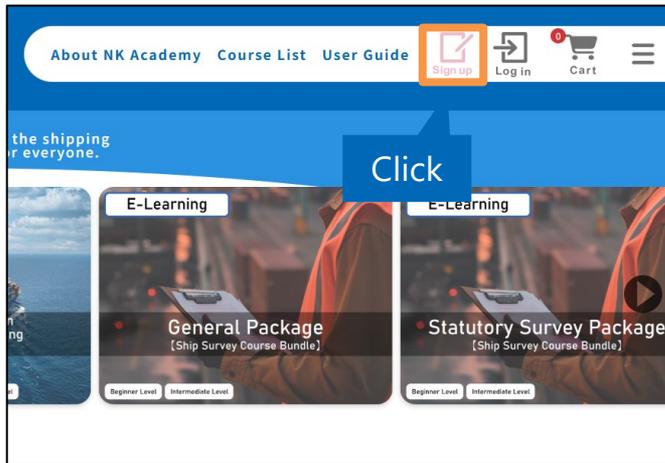
# Step 4 Participant Enrollment (1/2)

After receiving the payment completion email, please complete the participant enrollment.

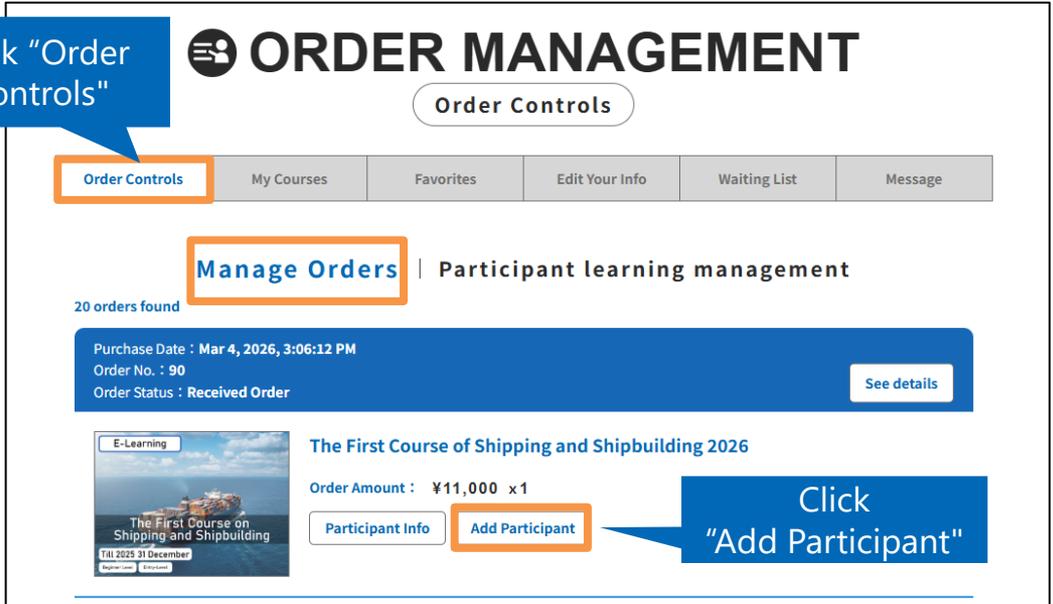
① The participant themselves needs to register a membership beforehand.



② My Page > Order Controls > Manage Orders  
Click on "Add Participant" for the applicable product.



Click "Order Controls"



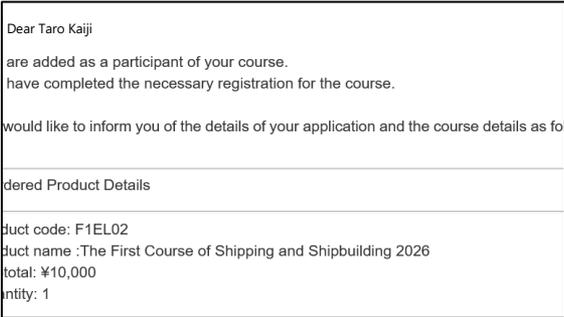
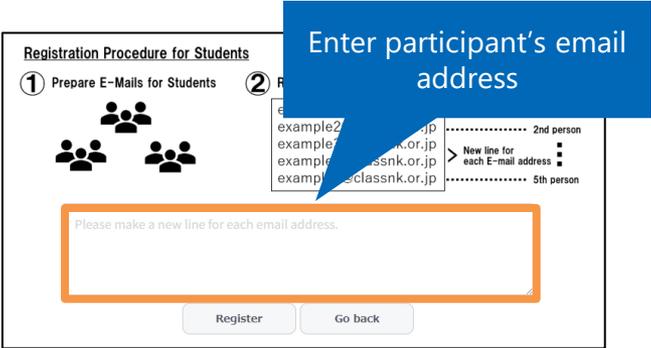
If participants have already registered as a member, they do not need to register as a new membership.  
Please add the participant using the email address that was registered when the participant created their account.

# Step 4 Participant Enrollment (2/2)

③ Enter each participant's email address line by line.

④ Linked participants will receive an email

⑤ Start taking classes



- ※ **By entering a new line for each email address, multiple accounts can be linked at once. (The number of participant you can link is only for the quantity you purchased at the time of application.)**
- ※ **If the applicant themselves is to take the course, please enter their email address.**
- ※ **Once completing the linking, please log out of your account and log back in.**

# Step 5 Management of your attendance

The applicant can check the learning status of linked participants.

Manage Orders | **Participant learning management**

Participant learning management

CSV Download of Participant History

List of linked participants

Click on Participant learning management

Click participant's name

You can check the course history and comprehension test results in a list.

Manage Orders | **Participant learning management**

Participant learning management

Participant Name: [blurred]

All Products

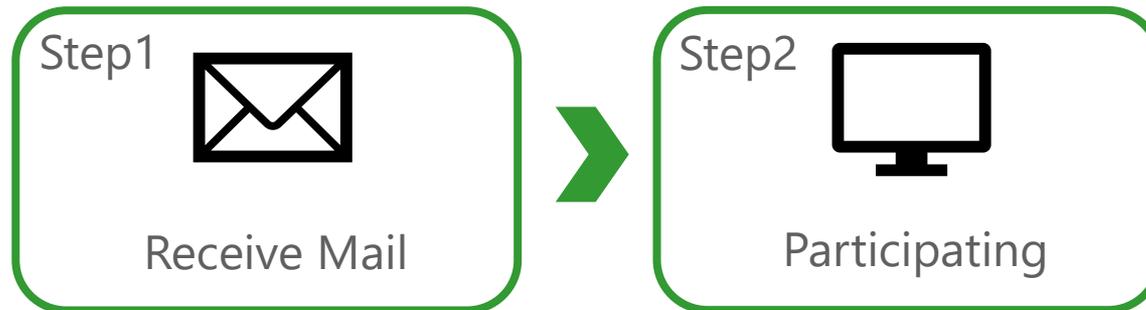
The Step-up Course on Shipping and Ship Stability

Lecture Materials Certificate

Participant information is displayed

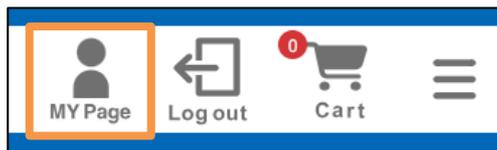
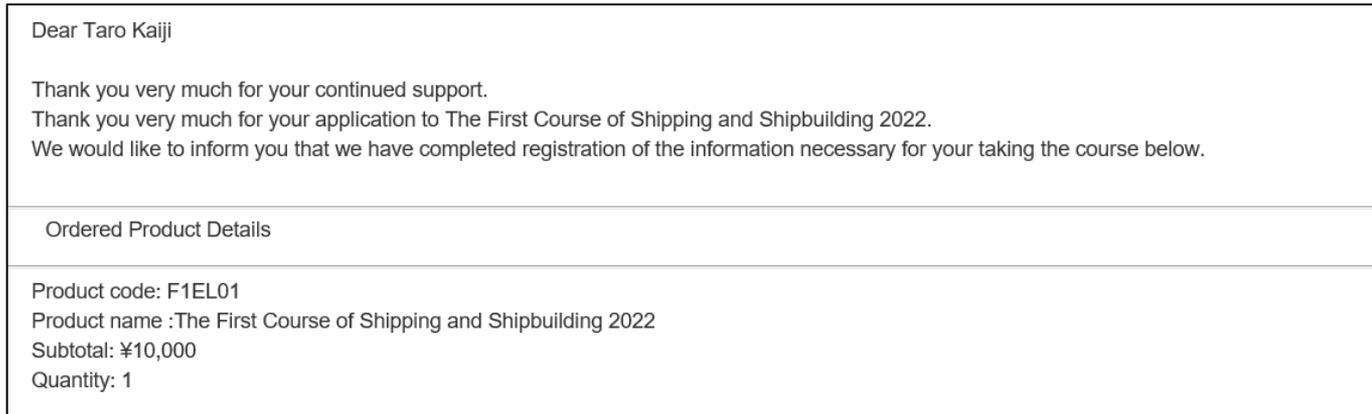
After the participant has completed the questionnaire, a certificate can be issued.

**\*The certificate can also be issued from the participant's own "My Page".**

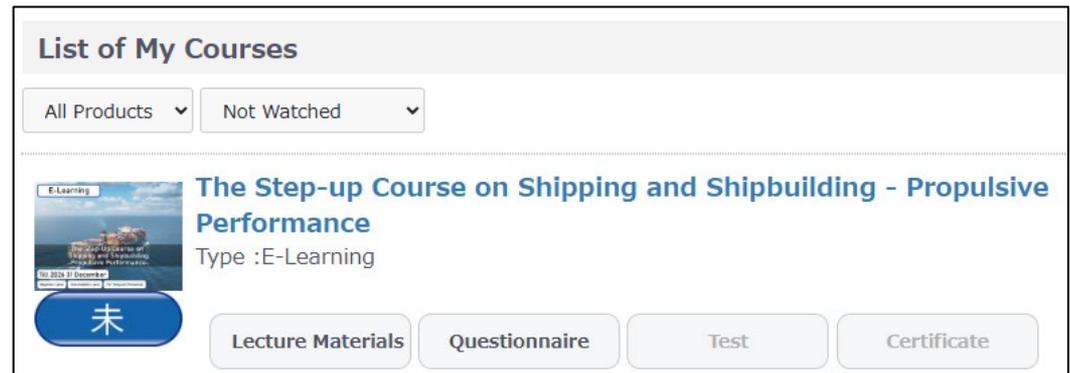


# Step 1 Receive mail

When the applicant completes the registration, an email will be sent as below. After receiving it, you can check the course that you are linked to as a participant under "My Courses" on your "My Page".



Click



The "List of My Courses" tab on "My Account" allows you to:

The screenshot shows the 'List of My Courses' section of a user account. At the top, there is a navigation bar with tabs: 'Order Controls', 'My Courses' (selected), 'Favorites', 'Edit Your Info', 'Waiting List', and 'Message'. Below the navigation bar, a greeting 'Hi [blurred name]' is visible. The main section is titled 'List of My Courses' and includes two dropdown menus: 'All Products' and 'Not Watched'. A callout points to the course title 'The First Course of Shipping and Shipbuilding 2026' with the text 'Click title to view the content'. Below the course title, there is a small thumbnail image of a ship, a blue button with the Japanese character '未' (unread), and four buttons: 'Lecture Materials', 'Questionnaire', 'Test', and 'Certificate'. Three callouts provide instructions: 'Download the lecture material' points to 'Lecture Materials', 'Access to the questionnaire' points to 'Questionnaire', and 'After viewing the content and completing the questionnaire, a certificate will be issued.' points to 'Certificate'.

**Training Info**

**The First Course of Shipping and Shipbuilding 2026**  
Type :E-Learning

If you watch all chapters, it will be marked "済" (=Done).

未

Lecture Materials

Questionnaire

Test

Certificate

---

**Detailed Training Info**

Online content

Chapter 1 Basics of Maritime Industries  
Score (Number of Tests taken)- (0)

Test

未

Watch

Chapter 2 Shipping and Shipbuilding Business  
Score (Number of Tests taken)- (0)

Test

未

Watch

Chapter 3 Various Types of Cargo Ships  
Score (Number of Tests taken)- (0)

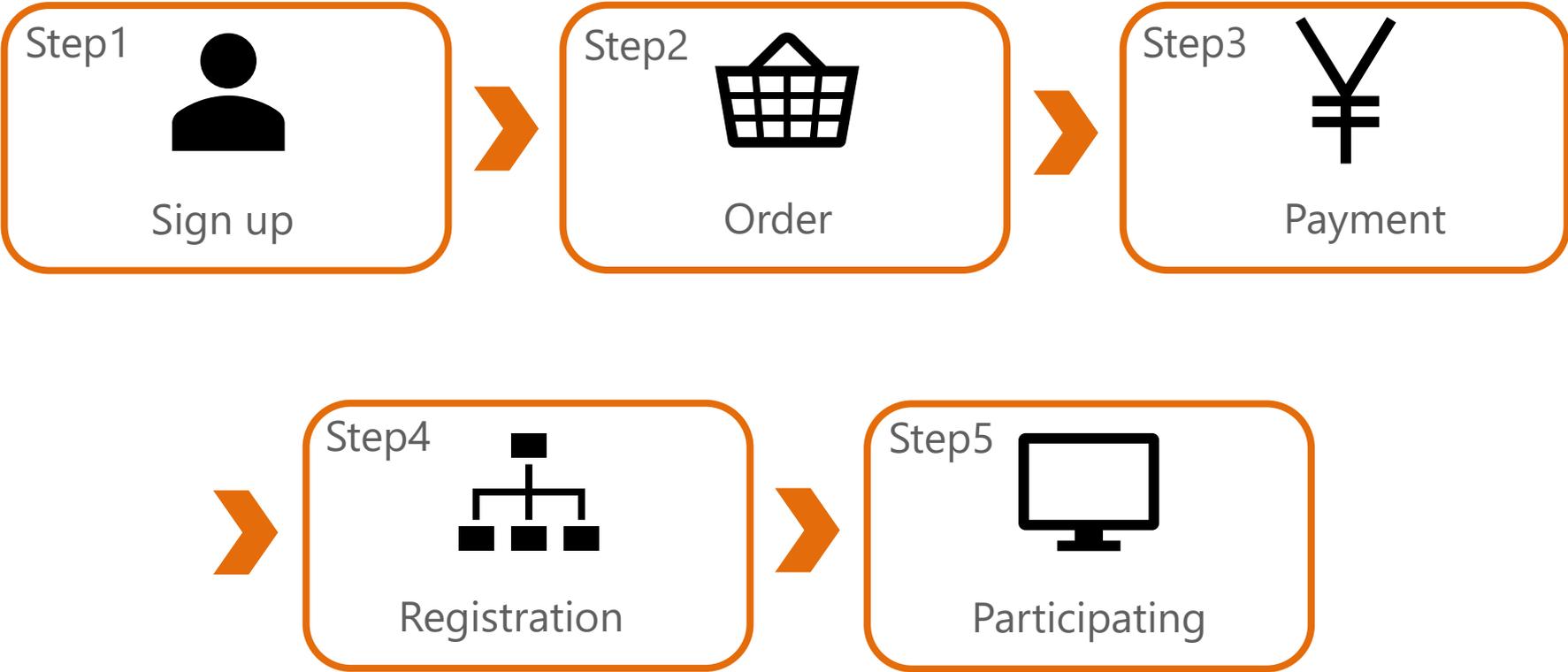
Test

未

Watch

Click "Watch" and a video playback screen will appear.

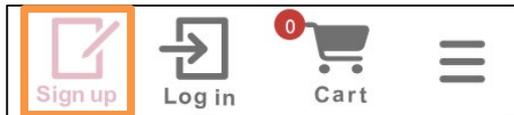
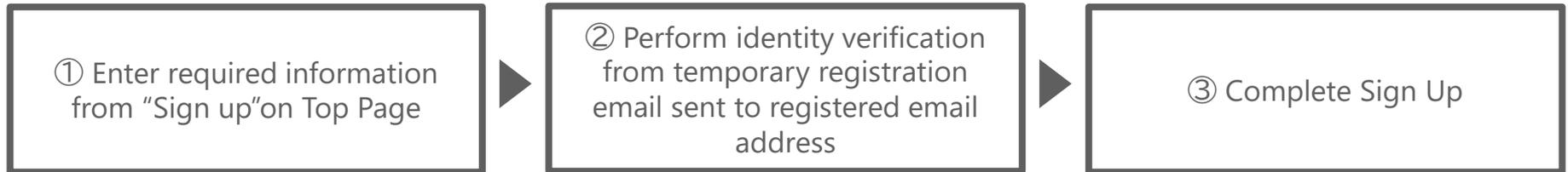
※Comprehension test can be taken if it is enabled.



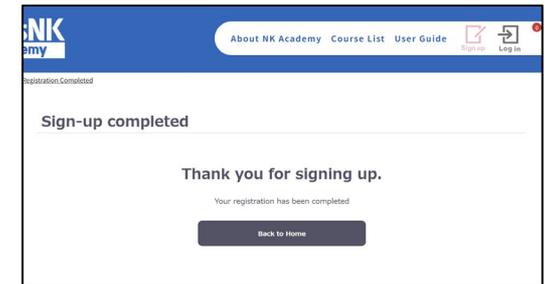
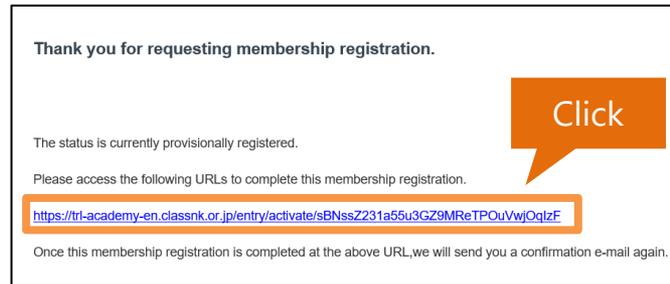
# Step 1 Sign up for a new membership

Signing up is required to apply and take the course.

Please click “Sign Up” button from the top page to complete the membership registration process.



Click



※ Depending on the settings of the spam filter, you may not be able to receive emails. Please check your email receiving setting and add [academy2@classnk.or.jp](mailto:academy2@classnk.or.jp) first. If you cannot find the email in your inbox, please check the spam folder etc.

From the top page, you can check the products. After confirming the details of the course, add the product to your cart.

The screenshot shows the ClassNK Academy website interface. At the top left is the logo. The top right contains navigation links: 'About NK Academy', 'Course List', 'User Guide', 'Sign up', and 'Log in'. A menu button (three horizontal lines) is highlighted with an orange box. Below the navigation is a banner with the text 'Basic knowledge required for the shipping and shipbuilding industry for everyone.' Below the banner are four course cards, each labeled 'E-Learning'. The first card is 'The First Course of Shipping and Shipbuilding' (Till 31 December 2026). The second is 'The Step-Up Course on Shipping and Shipbuilding -Stability-' (Till 2026 31 December). The third is 'General Package [Ship Survey Course Bundle]'. The fourth is 'Statutory Survey [Ship Survey Course]'. A dropdown menu is open from the menu button, showing 'All Products' and a search bar. The menu items are: 'Sign up', 'Log in', '¥0', '<BACK TO HOME', 'ClassNK Academy(Japan)', 'About NK Academy', 'Course List', 'User Guide', and 'Schedule'. Below the course cards is a 'NEWS' section with an exclamation mark icon. Below that is a 'COURSES' section with a magnifying glass icon and a '29 SCHEDULE' icon. The 'COURSES' section has a grid of buttons: 'ALL', 'NEW' (highlighted in blue), 'Group Training', 'E-Learning', 'For Beginners', 'For Intermediate', 'For Shipbuilding Companies', 'For Ship Management Companies', and 'Overseas Locations'. At the bottom of the 'COURSES' section is the text 'Click the button to view courses in the selected category.'

Available courses are listed here.

You can add multiple products to your cart at once.

You can search for courses from the menu button.

In "COURSES", you can view the courses within the selected categories.

Step 2 Order (2/2)

You can change the quantity within your shopping cart.

The screenshot shows a shopping cart interface with a progress bar at the top containing four steps: 1 CART (highlighted in blue), 2 CHECKOUT, 3 ORDER SUMMARY, and 4 COMPLETE. Below the progress bar, the total price is displayed as 'Total: ¥11,000'. The cart contains one item: 'The First Course of Shipping and Shipbuilding 2025 [Available Till : 2025/12/31]' priced at ¥11,000. The item's quantity is currently set to 1, which is highlighted by an orange box and a callout bubble that says 'Select quantity'. Below the quantity box are minus and plus buttons. A 'delete' button is located to the left of the item. At the bottom right, the total price is repeated as 'Total: ¥11,000' in red, with a 'Proceed to Checkout' button below it. A callout bubble points to this button with the text 'After reviewing the contents, proceed to checkout'.

delete	Items	Qty	Subtotal
×	 <b>The First Course of Shipping and Shipbuilding 2025 [Available Till : 2025/12/31]</b> ¥11,000	1 - +	¥11,000

Total: ¥11,000

Total: **¥11,000**

Proceed to Checkout

### Product Information

Items	Qty	Subtotal (Tax Free)
 <b>The First Course of Shipping and Shipbuilding 2026</b> [Available Till : 2026/12/31] ¥10,000 (Tax Free)	1	¥10,000

Subtotal: ¥10,000

Charge : ¥0

Total : ¥10,000

**Amount Due : ¥10,000**

Subjected Tax Rate 0 % : ¥10,000(Tax amount ¥0)

After confirming your payment method, click "Review" to proceed to the confirmation of your order.

### Payment Method

Credit card payment



※You can confirm the amount charged in USD on the next payment screen.

< Go Back to Cart
Review >

## PRODUCT PURCHASE

Review Your Order

① CART / ② CHECKOUT / ③ ORDER SUMMARY / ④ COMPLETE

### Customer Information

### Product Information

Items	Qty	Subtotal (Tax Free)
 <b>The First Course of Shipping and Shipbuilding 2026</b> [Available Till : 2026/12/31] ¥10,000 (Tax Free)	1	¥10,000

Subtotal: ¥10,000

Charge : ¥0

Total : ¥10,000

**Amount Due : ¥10,000**

Subjected Tax Rate 0 % : ¥10,000(Tax amount ¥0)

After confirming your product, payment method and amount, click "Place an order".

### Payment Method

Credit card payment(¥0)



Go back to Checkout
Place an Order

# Step 3 Payment (2/3)

## ① Credit Card Payment

- ◆ Immediate payment is available.
- ◆ On the payment screen, enter your credit card information.

お支払い画面  
PAYMENT

1.情報入力    2.確認    3.決済完了

ご注文内容をご確認の上、決済情報を入力してください

決済金額	¥ 10,000 (約 \$ 71.69)
氏名 <small>必須</small>	<input type="text"/>
メールアドレス <small>必須</small>	<input type="text"/>
電話番号 <small>必須</small>	<input type="text"/>
お支払い方法	<p>クレジットカード</p> <p>      </p> <p>このマークがついていればご利用可能です</p>
カード番号 <small>必須</small>	<p>例) 1234567890123456</p> <p>14-16桁の番号をハイフン「-」を省略して入力してください(半角数字)</p>
有効期限 <small>必須</small>	<p>月 <input type="text"/> / 年 <input type="text"/></p> <p>MM/YYYY 月と年を入力してください</p>
カード名義 <small>必須</small>	例) TONY MARRA

Available credit cards are displayed.

Payments are made in dollars.

The exchange rate is applied by the card company you use.

There may be a difference between the "Receipt Amount" and "Refund Amount" due to the difference in the applied rate between the receipt date and the refund date.

Please understand the above in advance before completing your payment.

Once your application is complete, you will receive your "order number" and an application completion email. Your "order number" will be required when making an inquiry.

**ClassNK Academy**

[About NK Academy](#) [Course List](#) [User Guide](#) [MY Page](#) [Log out](#) [Cart](#)

[Top Page](#) > [Order/Order Completed](#)

### Order Placed

① CART / ② CHECKOUT / ③ ORDER SUMMARY / ④ COMPLETE

## Thank You for Your Order!

We have sent an email to you.  
If you do not receive the email, please contact us

**Order No. : 90**

[Back to Home](#)

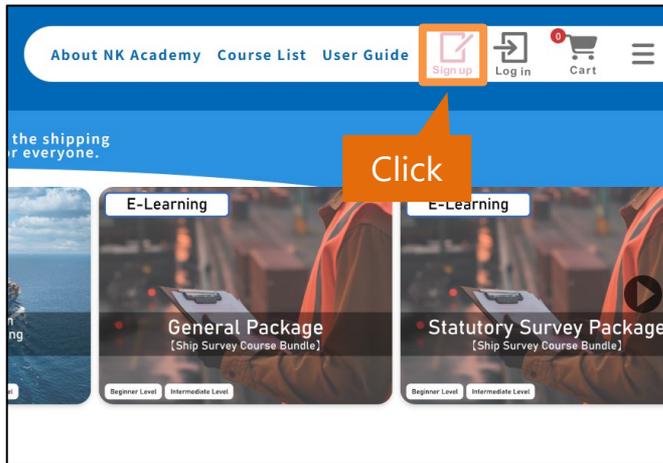
# Step 4 Participant Enrollment (1/2)

After receiving the payment completion e-mail, please complete the participant enrollment.

① Click "Order Controls" on your "My Page".



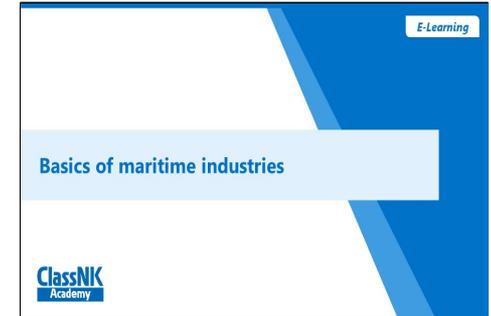
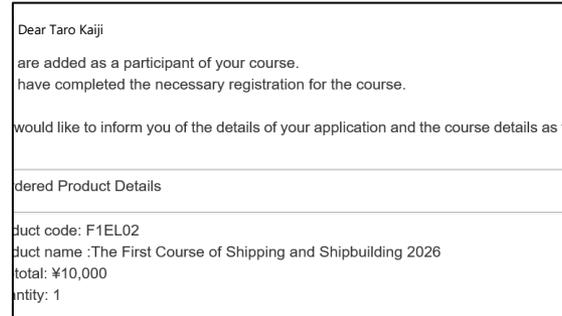
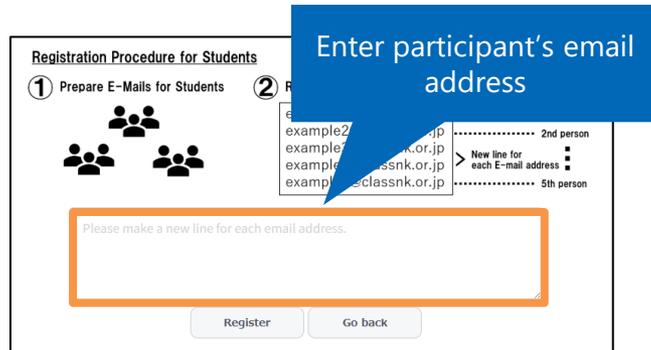
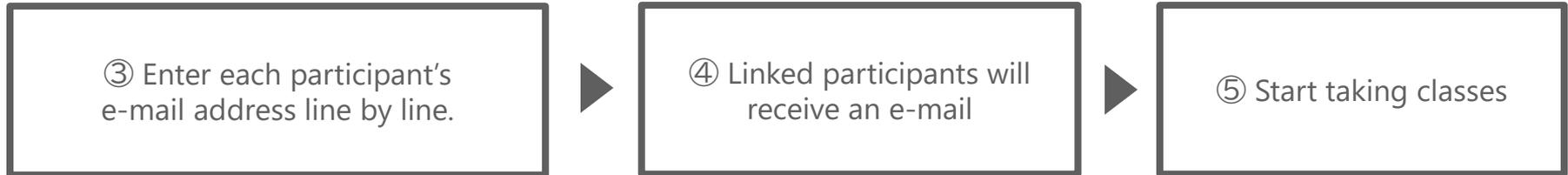
② Click "Add Participant".



Click "Order Controls"



# Step 4 Participant Enrollment (2/2)



- ❖ **By entering a new line for each email address, multiple accounts can be linked at once. (The number of participant you can link is only for the quantity you purchased at the time of application.)**
- ❖ **Please add the participant using the email address that was registered when the participant created their account.**
- ❖ **Once completing the linking, please log out of your account and log back in.**

The "List of My Courses" tab on "My Account" allows you to:

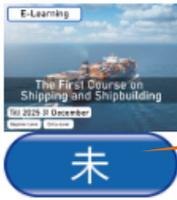
The screenshot shows a user interface for 'My Courses'. At the top, there are navigation tabs: 'Order Controls', 'My Courses' (highlighted), 'Favorites', 'Edit Your Info', 'Waiting List', and 'Message'. Below the tabs, a greeting 'Hi [blurred name]' is visible. The main section is titled 'List of My Courses' and includes two dropdown filters: 'All Products' and 'Not Watched'. A callout points to the course title 'The First Course of Shipping and Shipbuilding 2026' with the instruction 'Click title to view the content'. Below the title, the course type is 'E-Learning'. A blue button with the character '未' (unread) is on the left. To the right are four buttons: 'Lecture Materials', 'Questionnaire', 'Test', and 'Certificate'. Callouts point to these buttons with instructions: 'Download the lecture material' for 'Lecture Materials', 'Access to the questionnaire' for 'Questionnaire', and 'After viewing the content and completing the questionnaire, a certificate will be issued.' for 'Certificate'.

Download the lecture material

Access to the questionnaire

After viewing the content and completing the questionnaire, a certificate will be issued.

**Training Info**



**The First Course of Shipping and Shipbuilding 2026**  
Type :E-Learning

If you watch all chapters, it will be marked "済" (=Done).

未

Lecture Materials

Questionnaire

Test

Certificate

---

**Detailed Training Info**

Online content

Chapter 1 Basics of Maritime Industries	Score (Number of Tests taken)- (0)	未	Watch
<input type="button" value="Test"/>			
Chapter 2 Shipping and Shipbuilding Business	Score (Number of Tests taken)- (0)	未	Watch
<input type="button" value="Test"/>			
Chapter 3 Various Types of Cargo Ships	Score (Number of Tests taken)- (0)	未	Watch
<input type="button" value="Test"/>			

Click "Watch" and a video playback screen will appear.

※Comprehension test can be taken if it is enabled.