

User's Guide (application)

Nippon Kaiji Kyokai
Human Resources Development Center

21 December 2023

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



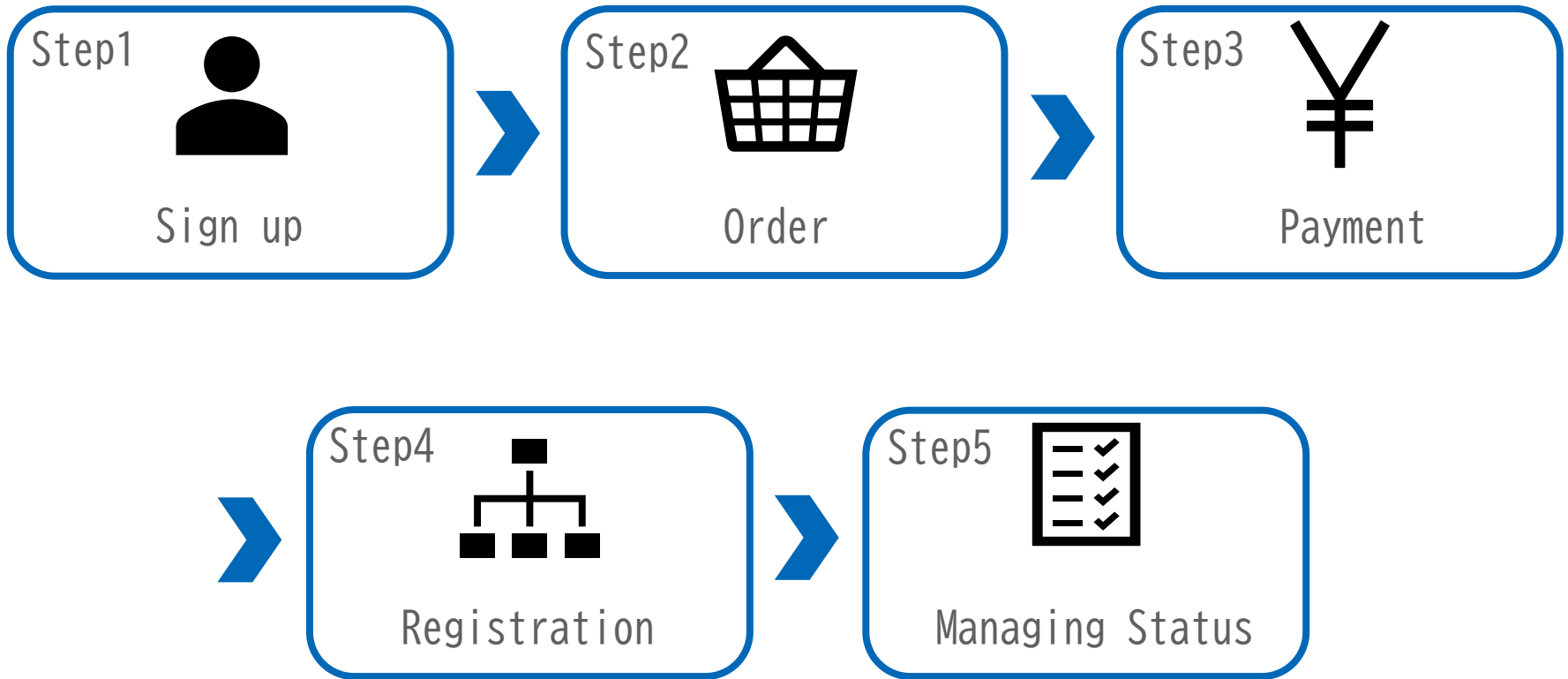
>> In case of someone other than yourself applies, please see [here](#).

Individuals applying

(In case of applicant and participant are same)

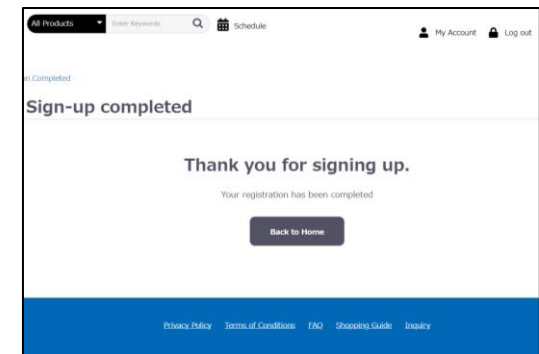
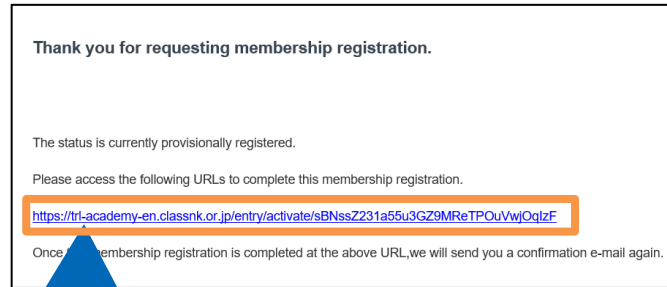
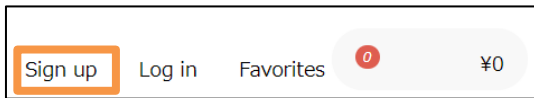
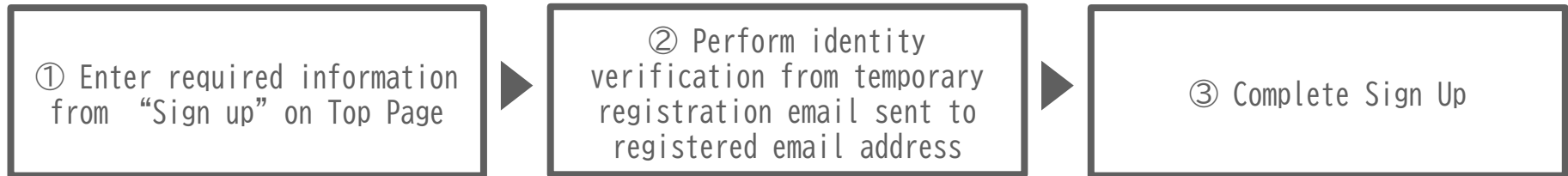


>> If you would like to apply and take the courses, please see [here](#).



Step1 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.



※ 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 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.

◀◀◀ Recommended Maritime training course by NK Academy ▶▶▶

E-Learning

E-Learning

Basics of maritime industries

ClassNK Academy

The First Course of Shipping and Shipbuilding 2023

Available courses are listed on our recommendations.

You can change the quantity within your shopping cart.

Top Page > Shopping Cart

Shopping Cart

1 — 2 — 3 — 4 — 5
Item(s) in Your Cart Customer Information Checkout Review Order Placed

Total: ¥10,000

delete	Items	Qty	Subtotal
	The First Course of Shipping and Shipbuilding 2023 ¥10,000	1 	¥10,000

Total: ¥10,000

Select asking quantity

After reviewing the contents, proceed to checkout

Step3 Payment (1/4)

Checkout

1 Item(s) in Your Cart 2 Checkout 3 Review 4 Completed

Customer Information

Product Information

The First Course of Shipping and Shipbuilding 2022
¥10,000 × 1 Subtotal:¥10,000

Payment Method

- Credit card payment
You can confirm the amount charged in USD on the next payment screen.
- Bank Transfer
※If you wish to make a transfer to our account, please select this one.
An administrative charge is charged separately.

Subtotal ¥10,000
Charge ¥0
Total **¥10,000** Tax Free
Amount Due **¥10,000** Tax Free

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

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

Review Your Order

1 Item(s) in Your Cart 2 Checkout 3 Review 4 Completed

Customer Information

Product Information

The First Course of Shipping and Shipbuilding 2022
¥10,000 × 1 Subtotal:¥10,000

Payment Method

Credit card payment(¥0)

Subtotal ¥10,000
Charge ¥0
Total **¥10,000** Tax Free
Amount Due **¥10,000** Tax Free

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

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

Step3 Payment (2/4)

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"/> <small>ハイフン「-」は省略してください (半角数字)</small>
お支払い方法	クレジットカード  <small>このマークがついていければご利用可能です</small>
カード番号	<input type="text"/> <small>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)</small>
有効期限 <small>必須</small>	月 <input type="text"/> / 年 <input type="text"/> <small>MM/YYYY 月と年を入力してください</small>
カード名義 <small>必須</small>	<input type="text"/> (例) TARO.YAMADA

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.

Available credit cards are displayed.

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.

Order Placed

1 Item(s) in Your Cart 2 Checkout 3 Review 4 Order Placed

Thank You for Your Order!

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

Order No. : 49

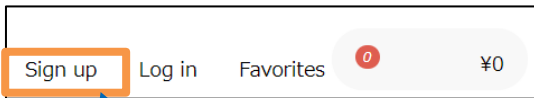
[Back to Home](#)

Step4 Participant Enrollment (1/2)

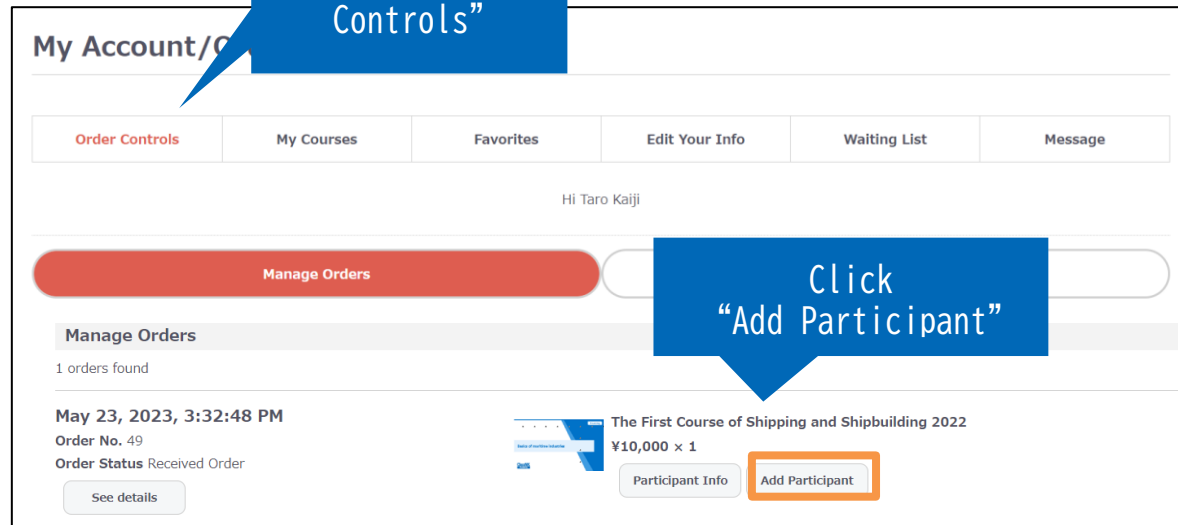
After receiving the payment completion email, please complete the participant enrollment.

① In advance, the participant themselves needs to register a membership.

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



Click

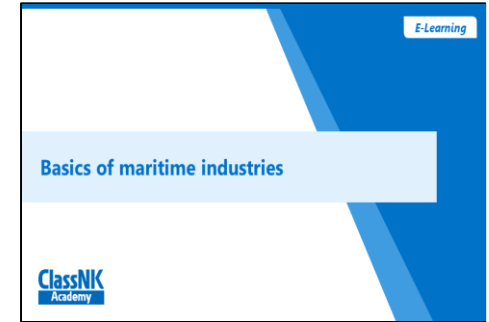
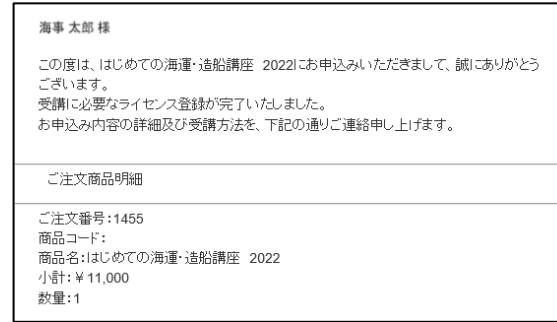


Click "Order Controls"

Click "Add Participant"

If participants have already registered as a member, they do not need to register as a new membership.

Step4 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.)
- ※ If the applicant themselves is to take the course, please enter their email address.
- ※ Please use same e-mail address that you registered as a member of this site to link.

Step5 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

Taro Kaiji

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

Click on Participant learning management

Click participant's name

Participant learning management

Participant Name:Taro Kaiji

All Products

The First Course of Shipping and Shipbuilding

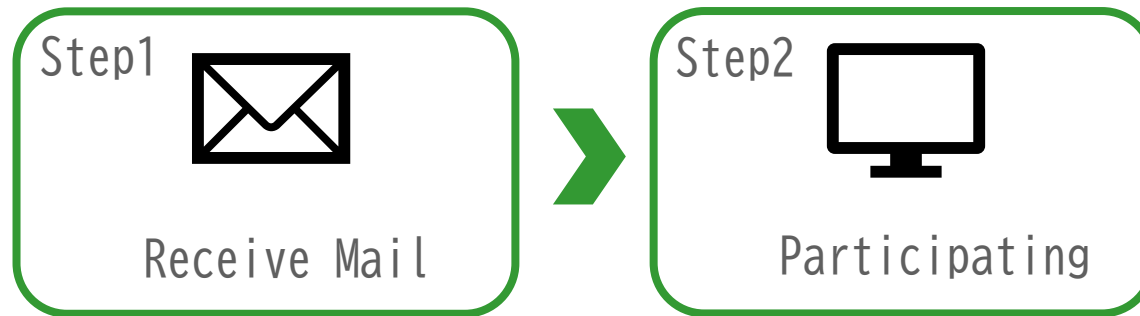
Lecture Materials

Certificate

Participant information is displayed

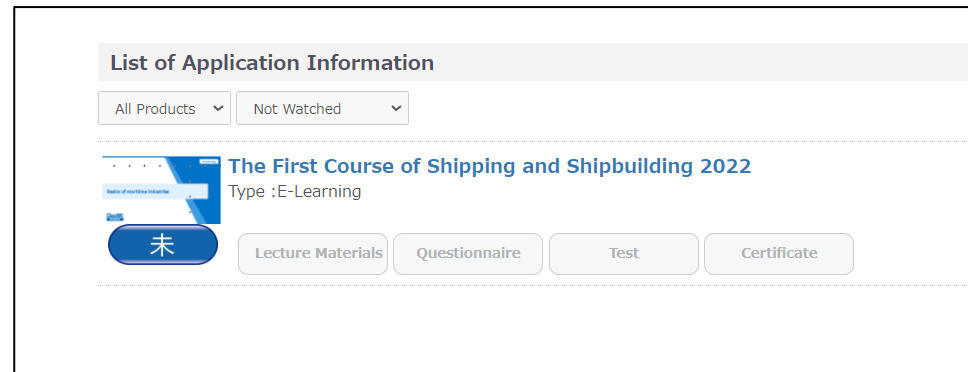
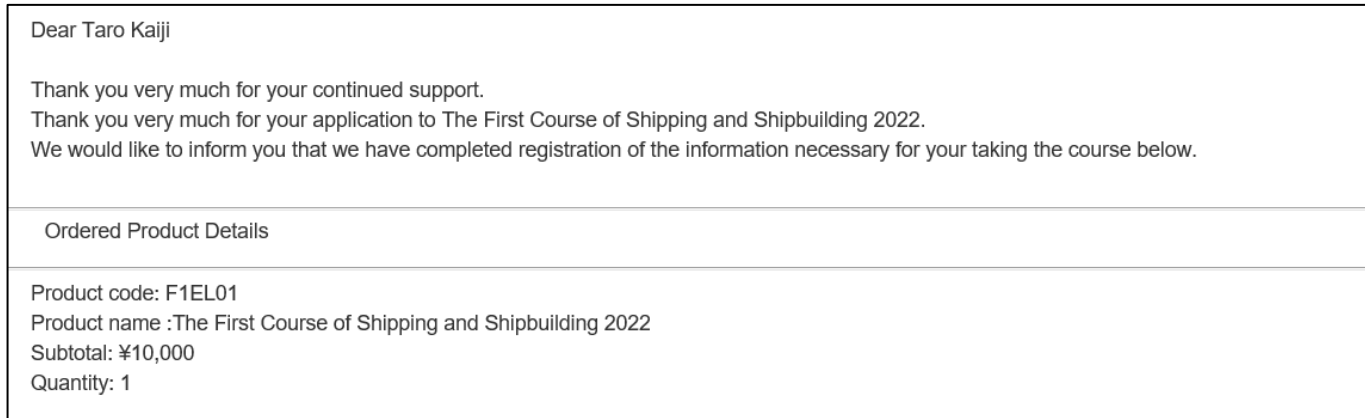
After participant has completed the questionnaire, a certificate can be issued.

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



Step1 Receive mail


When the applicant completes registration, an email will be sent as below. After receiving it, you can check the course that you are linked to as a Participant on the web site.



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

The screenshot shows the 'List of My Courses' interface. At the top, there is a title 'List of My Courses' and two filters: 'All Products' and 'Not Watched'. Below this, a course titled 'The First Course of Shipping and Shipbuilding 2022' is displayed, with 'Type :E-Learning' underneath. To the left of the course title is a blue button with the Japanese character '未' (unread). Below the course title are four buttons: 'Lecture Materials', 'Questionnaire', 'Test', and 'Certificate'. Three green callout boxes provide instructions: one points to the course title with the text 'Click title to go to content'; another points to the 'Questionnaire' button with the text 'Access to the questionnaire'; and a third points to the 'Certificate' button with the text 'After viewing the content and completing the questionnaire, a certificate will be issued.' A fourth callout box points to the 'Lecture Materials' button with the text 'Download the lecture material'.

Training Info

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

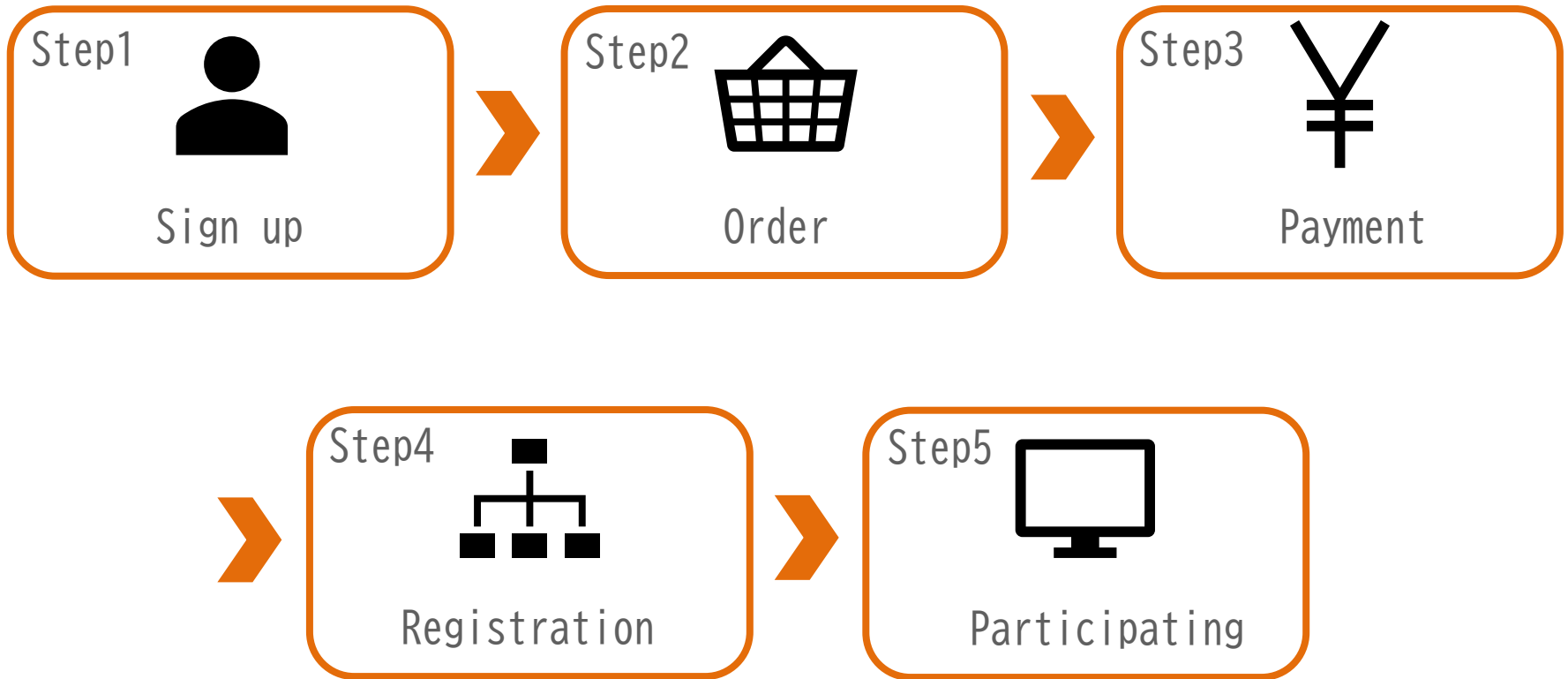
Detailed Training Info

Online content

Basics of the Maritime 2022	Score (Number of Tests taken)- (0)	<input type="button" value="未"/>	<input type="button" value="Watch"/>	<input type="button" value="Test"/>
Shipping and Shipbuilding Business	Score (Number of Tests taken)- (0)	<input type="button" value="未"/>	<input type="button" value="Watch"/>	<input type="button" value="Test"/>

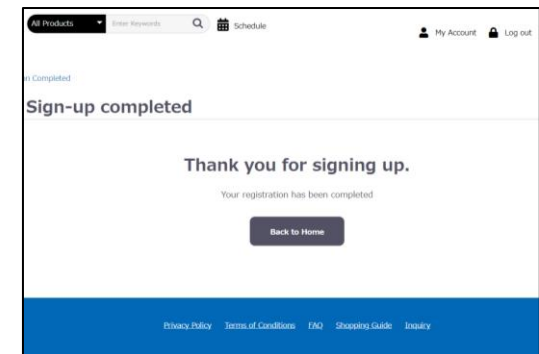
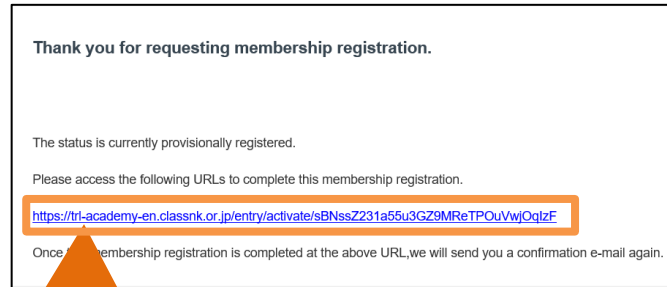
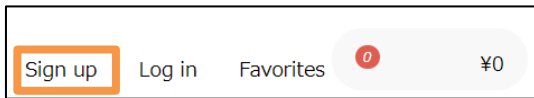
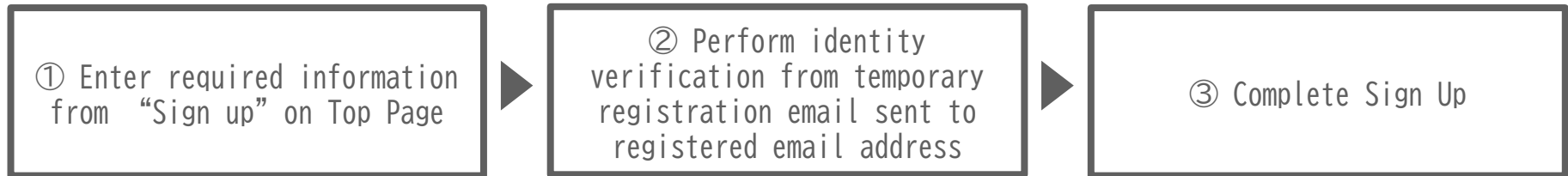
If you watch all chapters, it will be marked "Done."

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



Step1 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.



※ 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 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.

◀◀◀ Recommended Maritime training course by NK Academy ▶▶▶

E-Learning

E-Learning

Basics of maritime industries

ClassNK Academy

The First Course of Shipping and Shipbuilding 2023

Available courses are listed on our recommendations.

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1 2 3 4 5
Item(s) in Your Cart Customer Information Checkout Review Order Placed

Total: ¥10,000

delete	Items	Qty	Subtotal
	The First Course of Shipping and Shipbuilding 2022 ¥10,000	1 	¥10,000

Total: ¥10,000

Select asking quantity

After reviewing the contents, proceed to checkout

Step3 Payment (1/3)

Checkout

1 Item(s) in Your Cart 2 Checkout 3 Review 4 Completed

Customer Information

Product Information

The First Course of Shipping and Shipbuilding 2022
¥10,000 × 1 Subtotal:¥10,000

Payment Method

- Credit card payment
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- Bank Transfer
※If you wish to make a transfer to our account, please select this one.
An administrative charge is charged separately.

Subtotal ¥10,000
Charge ¥0
Total **¥10,000** Tax Free
Amount Due **¥10,000** Tax Free

[Review](#)

[Go Back to Cart](#)

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

Review Your Order

1 Item(s) in Your Cart 2 Checkout 3 Review 4 Completed

Customer Information

Product Information

The First Course of Shipping and Shipbuilding 2022
¥10,000 × 1 Subtotal:¥10,000

Payment Method

Credit card payment(¥0)

Subtotal ¥10,000
Charge ¥0
Total **¥10,000** Tax Free
Amount Due **¥10,000** Tax Free

[Place an Order](#)

[Go back to Checkout](#)

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

Step3 Payment (2/3)

① Credit Card Payment

- ◆ Immediate payment is available.
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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"/> ハイフン「-」は省略してください(半角数字)
お支払い方法	クレジットカード  このマークがついていければご利用可能です
	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)
有効期限 <small>必須</small>	月 <input type="text"/> / 年 <input type="text"/> MM/YYYY 月と年を入力してください
カード名義 <small>必須</small>	<input type="text"/> (例) TARO.YAMADA

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

Order No. : 49

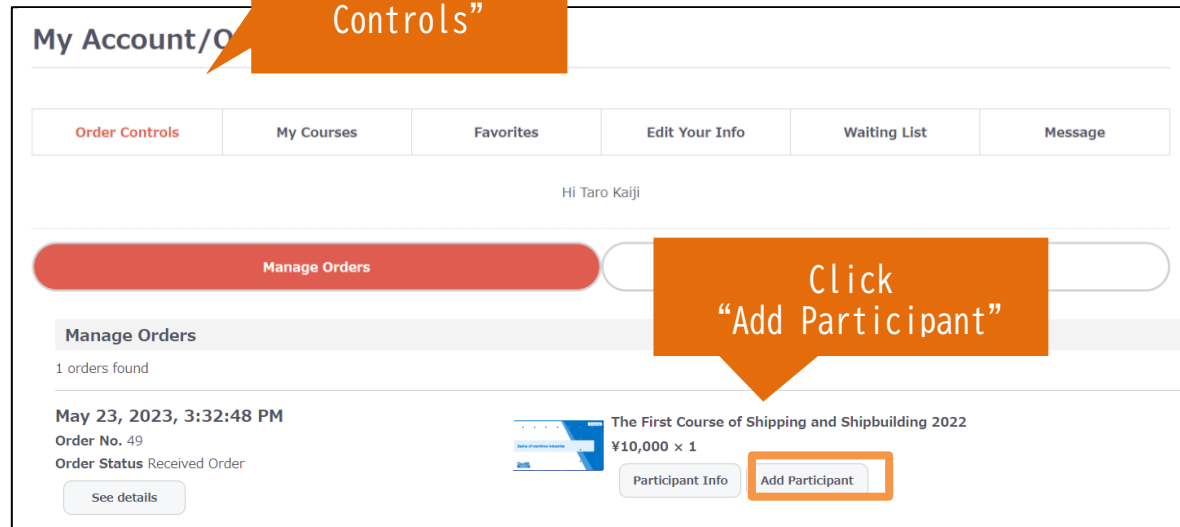
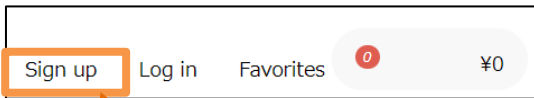
[Back to Home](#)

Step4 Participant Enrollment (1/2)

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

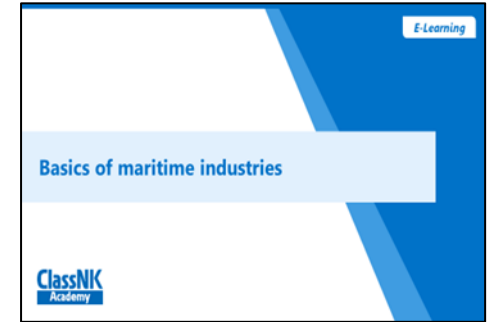
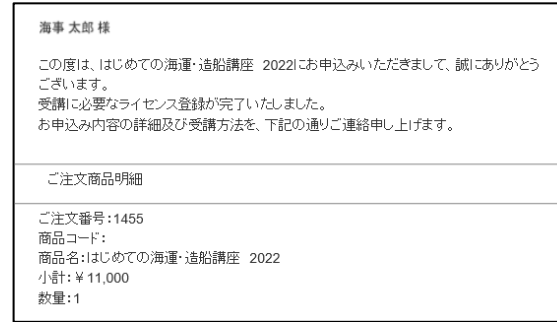
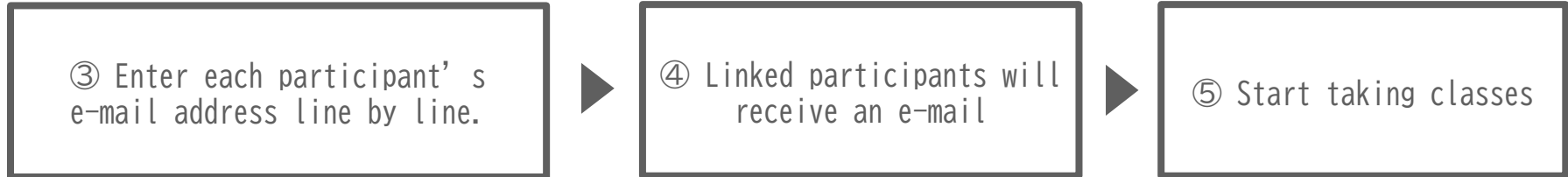
① In advance, the participant themselves needs to register a membership.

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



If participants have already registered as a membership, they do not need to register as a new membership.

Step4 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.)
- ※ If the applicant themselves is to take the course, please enter their email address.
- ※ Please use same e-mail address that you registered as a member of this site to link.


Step5 Take E-learning (1/2)

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

The screenshot shows the 'List of My Courses' page. At the top, there is a header 'List of My Courses' and a filter section with 'All Products' and 'Not Watched'. Below this, a course titled 'The First Course of Shipping and Shipbuilding 2022' is displayed, with 'Type :E-Learning' and a '未' (Not Started) status. A row of buttons includes 'Lecture Materials', 'Questionnaire', 'Test', and 'Certificate'. Green callout boxes provide instructions: 'Click title to go to content' points to the course title; 'Download the lecture material' points to the 'Lecture Materials' button; 'Access to the questionnaire' points to the 'Questionnaire' button; and 'After viewing the content and completing the questionnaire, a certificate will be issued.' points to the 'Certificate' button.

If your sign up is for an E-Learning course, please log out once after “Participant Enrollment.” After your logging in again, your course information will be displayed on this page.

Training Info

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

Detailed Training Info

Online content

Basics of the Maritime 2022	Score (Number of Tests taken)- (0)	<input type="button" value="未"/>	<input type="button" value="Watch"/>	<input type="button" value="Test"/>
Shipping and Shipbuilding Business	Score (Number of Tests taken)- (0)	<input type="button" value="未"/>	<input type="button" value="Watch"/>	<input type="button" value="Test"/>

If you watch all chapters, it will be marked "Done."

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