



Young Researchers' Portfolio (HIRAKU-PF)

User Guide for HIRAKU Long-Term Internship Applicants

◆ What's HIRAKU-PF?

HIRAKU-PF provides a platform for young researchers including doctorates and postdocs to get connected with other researchers in different fields or to interact with private industry, through multiple functions to appeal their profile and research, such as Portal, ePortfolio, Search functions. It also allows HIRAKU Member Organizations (universities, companies, public institutes, etc.) to disseminate variety of information useful for your career development or skill enhancement, which includes notices on internship opportunities, open positions, training programs/workshops, etc. Skill Development function is also available for you to understand your strengths and areas for improvement for your continued growth. Through multiple functions to “collect” “connect” and “interact”, HIRAKU-PF helps you deepen your connection to the society and build new network with insights, which will eventually open up your future.

With regards to the Research Achievement Report to submit as a part of the HIRAKU Long-Term Internship application documents, we would request you to update your research activities and achievement in ePortfolio function in HIRAKU-PF, get them downloaded to Excel and print it out for submission.

This User Guide illustrates how to create your HIRAKU-PF log-in ID, how to sign-in and register your research activities and achievement for further report extract.

You also need to raise an interview request through HIRAKU-PF Career Counseling function to take preliminary consultation, which is a mandatory requirement prior to the submission of your application documents. Please refer to the USER GUIDE, available to access from the icon appearing at the upper-right in the system.

◆ How to create your Log-in ID

If it is the first time to log in HIRAKU-PF, please register your account (ID) following the below procedure.

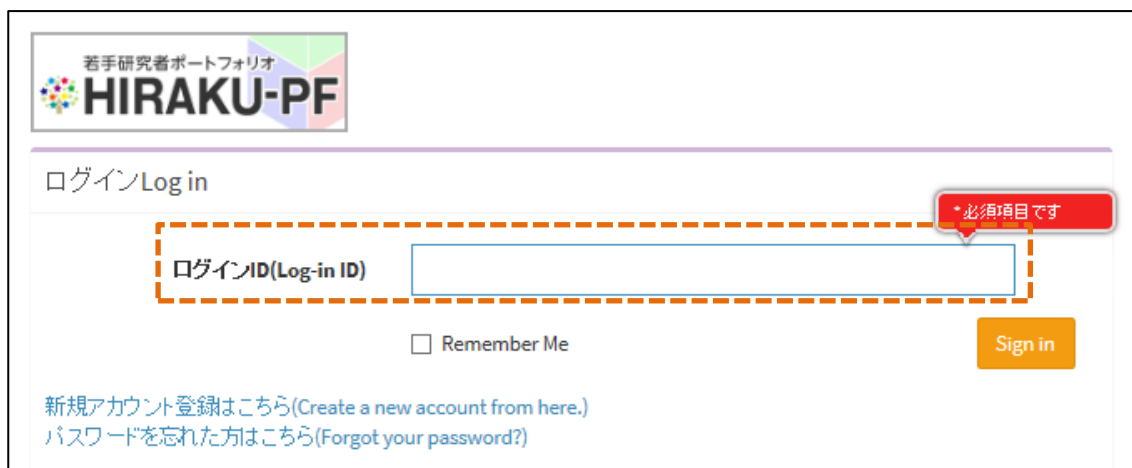
Note: For those who got enrolled at the doctorate course in Hiroshima University on or after April 1, 2017., you should have already received your log-in ID and password to your Hirodai e-mail account (i.e. [your Student ID]@hiroshima-u.ac.jp).

1. Access HIRAKU HP URL (<http://home.hiroshima-u.ac.jp/hiraku>)
2. Click the “HIRAKU-PF” icon to appear on the right.
3. Click “[\(Create a new account from here.\)](#)”, enter your Hiroshima University e-mail address (that contains the *hiroshima-u.ac.jp* domain), click Save.
4. Find an auto-notice e-mail sent to the address registered at above step #3 and click the URL described there. (If it's not automatically transfer you to the site, please copy and paste the URL into your browser.)
5. Enter your basic profile information into the “Account Registration” page.
6. Tick the “「利用規約に同意する」(Agree to the Terms of Service)” and click Save.

◆ Log in to the System

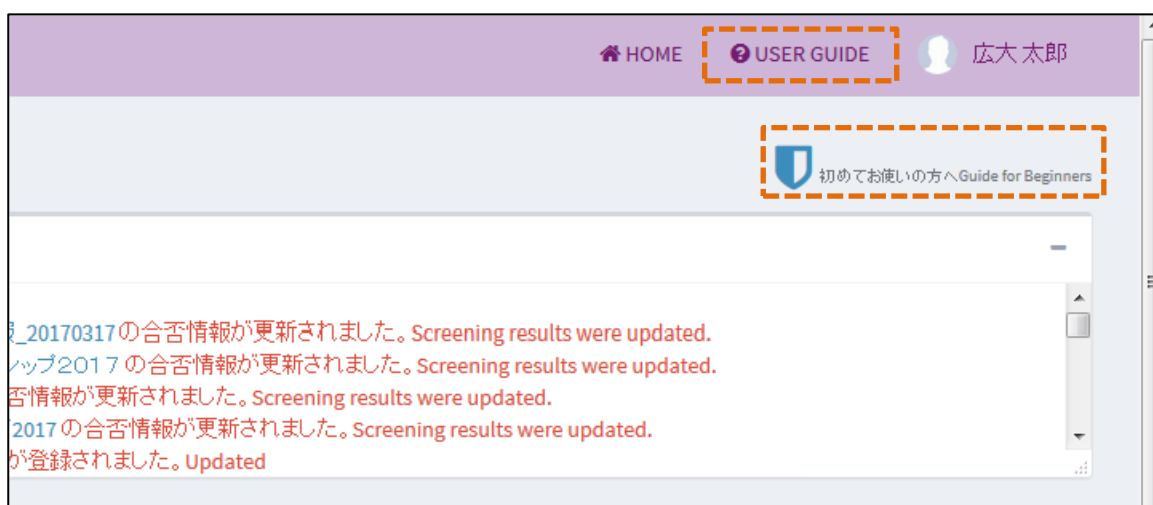
- ① Click below URL to log in HIRAKU-PF
<https://hiraku.hiroshima-u.ac.jp>

- ② Enter your log-in ID and click “Sign in” button.



- ③ Enter the password and click “Sign in”.

[NOTE] You can download the operating manual by clicking the “USER GUIDE” icon at the upper-right. You can also download more detailed user manual by clicking “Guide for Beginners” below.



◆ Update your Research Activities and Achievement in your ePortfolio

Click “ePortfolio → Edit” from the function menu at left. Following the User Guides, click “Research Activities” tab and register your record of Published Papers, Lecture/Oral Presentation, Publications/Books, Patents, Awards, Works, External Funds, etc.

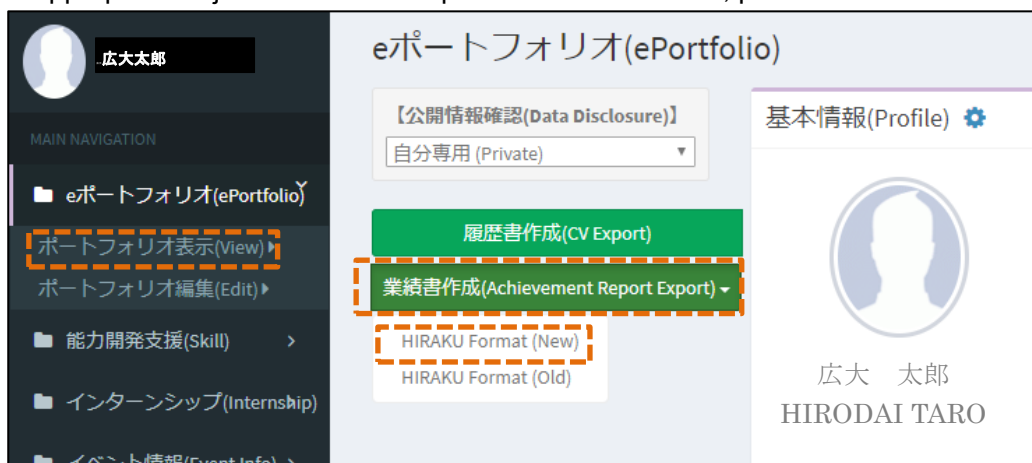
<Reference>

“Guide for Beginners” P42~43 1.ePortfolio ③ Update your basic profile and your research achievement. & ④ Upload your research activities in bulk.



◆ Download your Research Activities Report

Click “ePortfolio → View” from the function menu at left. Click “Achievement Report Export” icon in green and select “HIRAKU Format (New)” to download the report into Excel. Please make appropriate adjustment* of the report format or contents, print and submit it.



*Note: Please be sure to make the following adjustment after you download the report to Excel.

- To make your name bold and underlined in the list of your research achievement.
- To fill in Y or N in the “SCI/SSCI/A&HCI/ESCI 論文(Journal) (Y/N)” fields for each paper.

◆ Other Remarks

Click your account name at the upper right corner, where you can find the “Sign out” button.



◆ Inquiry/Contacts

If you have any questions or queries about HIRAKU-PF, please contact HIRAKU Operating Council Office (hiraku@hiroshima-u.ac.jp).