



Young Researchers' Portfolio (HIRAKU-PF) User Guide

For HIRAKU 3MT Applicants

What is HIRAKU-PF?

Young Researchers' Portfolio (HIRAKU-PF) has been launched in March 2016 as core IT system to support expansion of HIRAKU program.

HIRAKU-PF is aiming at supporting young researchers including doctorate students as well as post-docs, who would create innovation for next generation, through variety of functions such as skill development, indexing acquired skills, search engines of young researchers or research seeds, etc. It also accelerates the active & effective mobility of human resources and technologies across research areas/disciplines or academic/non-academic boundaries, through networking functions.

Log into the System

1. Click below URL to log in HIRAKU-PF

<https://hiraku.hiroshima-u.ac.jp>

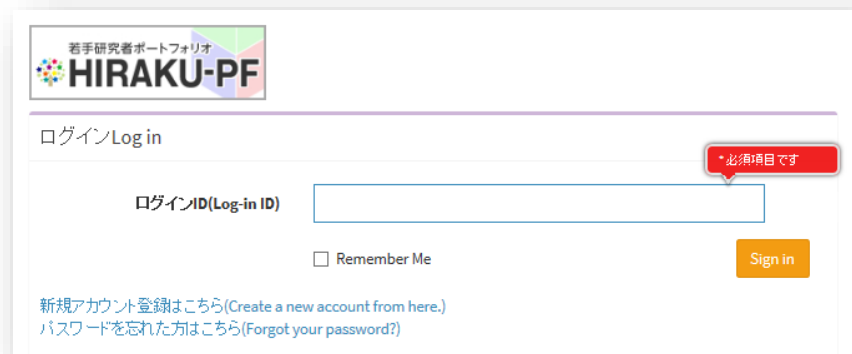
If you have an account opened, please click the below yellow box (circled in red) to log in.
If you don't have an account yet, please click the green box (circled in blue) to open your account.



Young Researchers' Portfolio (HIRAKU-PF)

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

(In case your account has been created by HIRAKU 3MT Office, your ID will be the e-mail address you have registered at the web entry.



The screenshot shows the login interface for HIRAKU-PF. At the top left is the HIRAKU-PF logo. Below it, the text 'ログインLog in' is displayed. The main login area contains a label 'ログインID(Log-in ID)' next to a text input field. A red callout bubble with the text '* 必須項目です' (Required item) points to the input field. Below the input field is a checkbox labeled 'Remember Me'. To the right of the input field is an orange 'Sign in' button. At the bottom left, there are two links: '新規アカウント登録はこちら(Create a new account from here.)' and 'パスワードを忘れた方はこちら(Forgot your password?)'.

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

[NOTE 1] For those who have entered the doctorate course at Hiroshima University on or after April 2017, you have been already granted the HIRAKU-PF access. If you forget about your password, please contact hiraku3m@hiroshima-u.ac.jp

[NOTE 2] If your account has been created by HIRAKU Operating Council Office, tentative password should have been sent to you. Make sure to change it to your own password from “Setting”>“Change Password” menu.

【For HIRAKU 3MT Applicants】

Mandatory

① Photo/Self-Promotion Message /Research Summary

1. Update your ePortfolio



Select ePortfolio / Edit ePortfolio

基本情報(Profile)

ポートフォリオ公開先(Privacy Setting) ☐ ネット公開(Public) ☒ 他ユーザに開示 (Open to the other users) ☐ 自分専用 (Private)

職位・身分(Job Title/Position) ☐ 博士課程前期(M) ☒ 博士課程後期・一貫(D) ☐ ポスドク研究員(PD) ☐ 教員(Faculty)

入学年月(Date of Entrance) 年 2017/04 月

☐ 修了者(Alumnus) ☒

姓(Family Name) HIRAKU PF

ミドルネーム(Middle Name) D

名(Given Name) テストユーザ

姓(フリガナ)(Family Name in katakana) ヒラクピーエフ

ミドルネーム(フリガナ)(Middle Name in katakana) ディー

名(フリガナ)(Given Name in katakana) エツランヨウアカウント

姓(英字)(Family Name in alphabet) HIRAKU PF

ミドルネーム(英字)(Middle Name in alphabet) D

名(英字)(Given Name in alphabet) Test User

性別(Sex) ☐ 男性(Male) ☒ 女性(Female)

所属機関(University/Institute) 広島大学(Hiroshima University)

研究科/学部(日本語) (Dept. in Japanese) HIRAKU-PF テスト研究科

研究科/学部 (英語) (Dept. in English) Graduate School of HIRAKU-PF

研究キーワード(Research Key Word) 認知言語学
デュークスキー
音声学
言語心理学

研究分野(Research Area) [新記録\(New\)](#)

編集(Edit)	削除(Delete)	大分類(Area)	中分類(Discipline)	細目(Research Field)	公開フラグ(Disclosure Setting)
編集(Edit)	削除(Delete)	情報学(Informatics)	人間情報学(Human Informatics)	認知科学(Cognitive science)(Cognitive science)	<input checked="" type="checkbox"/>
編集(Edit)	削除(Delete)	人文学(Humanities)	言語学(Linguistics)	言語学(Linguistics)	<input checked="" type="checkbox"/>
編集(Edit)	削除(Delete)			他ユーザに開示 (Open to the other users)	<input type="checkbox"/>

学識ID/職員ID(Student/Employee ID) 01039337

国籍(Nationality)

指導教員 (主) (Supervisors) 三須敏幸教授

Select Disclosure setting. (*) If you select Private, your ePortfolio won't be searched by anyone. Select either "Public" or "Open to the other users" to disclose your portfolio.

Click "?" button to check reference/guidance as to what kind of information you should enter.

Option menu is same as the researchmap. This will be one of the key criteria for the other users to search you.

【For HIRAKU 3MT Applicants】

Mandatory

① Photo/Self-Promotion Message /Research Summary

1. Update your ePortfolio

Enter your PR message **in 300 letters in JAPANESE**. First 20 letters or so will appear in the researchers list when searched in HIRAKU-PF.

Describe your research in language appropriate for the other users (researchers/ industry reps) to understand. **(250 words in English)**

Register SNS (Facebook Page, Twitter, Blogs with RSS feed) publicized by your research lab, etc. It'll be embedded into your portfolio. Click "?" icon to learn how to use it.

You can upload your PR picture. Trim and square it up before uploading, so that it won't get automatically adjusted to fit to the frame. **(over W228 x H300 pixels in JPEG format)**

【For HIRAKU 3MT Applicants】

Mandatory

① Photo/Self-Promotion Message /Research Summary

1. Update your ePortfolio

求職活動状況(Are you searching job?)
☐ 求職活動前・未定 (Not yet) ☒ 求職活動中(Yes)
☐ 内定済・社会人(Job offered/Employed) ?

IT業界、もしくは人材教育関係の企業を中心にサ...

データベースとの連携(Database Links)
 HIRAKU-PFは、広島大学『Myもみじ』のデータベースデータの共有に同意することで、『Myもみじ』に登録的に反映され、利便性が向上します。
 HIRAKU-PF can receive your data from "My MOMIJI" database consent to providing your information on "My MOMIJI" to MOMIJI" information will be uploaded/updated.
☐ HIRAKU-PFに対しての『Myもみじ』のデータベース I hereby consent to providing my relevant information database. (You can put off your tick to the consent la...
 広島大学では、博士課程後期在籍者と修了者への円滑な就職を促すため、大学院教育の構築のために、文部科学省「若手研究者データベース(JGRAD)」へのデータ共有を可能としています。

☒ 他ユーザのポータル画面にスクロール表示されるPR画面に優先的に掲載する。 To showcase your ePortfolio on the other users' Portal screen with higher priority.
 ポータル画面（ホーム、トップ画面）でスクロール表示される情報は一部の基本情報のみです。更新時にタイトルを入力してください。未入力の場合、「情報を更新しました」と表示されます。 You can update your PR info on the other users' Portal screen ("Home") as new updates. If you want to add a title to the PR info or to highlight your update, please enter a title (max 40 letters). If no title is entered, "Information updated" will be displayed as default title on your PR info.

更新(Save)

Please update your job search status, which will be disclosed to the Member Organizations (Companies) only. It won't be disclosed to other researchers.

Consent to the data linkage to NISTEP database, etc. Refer to the below foot note.

You can appeal your updated ePortfolio on the other users' Portal screen. If you don't want to, please tick off the box here.

Click "Save".

[Note] Some users may find an additional field to show your consent to sharing your data with the "Doctoral Human Resources Database (JGRAD) *1" promoted by the National Institute of Science and Technology Policy (NISTEP) of Ministry of Education, Culture, Sports, Science and Technology, Japan (MEXT). If you disagree to it, please tick off the box. You can change your consent status any time. Information to be provided: Name, Gender, Birth Year/Month, Nationality, Date of Entrance, Name of Graduate School, Supervisor's Name, Financial Support, Information after Graduation, etc.

*1. The database executed by NISTEP as a part of the "Science for RE-designing Science, Technology and Innovation Policy" under MEXT. (<http://www.nistep.go.jp/research/human-resources-in-science-and-technology/jgrad>)

【For HIRAKU 3MT Applicants】

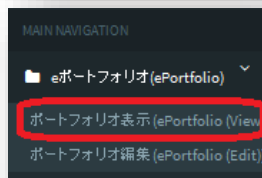
Mandatory

① Photo/Self-Promotion Message /Research Summary

2. Check the updated ePortfolio.

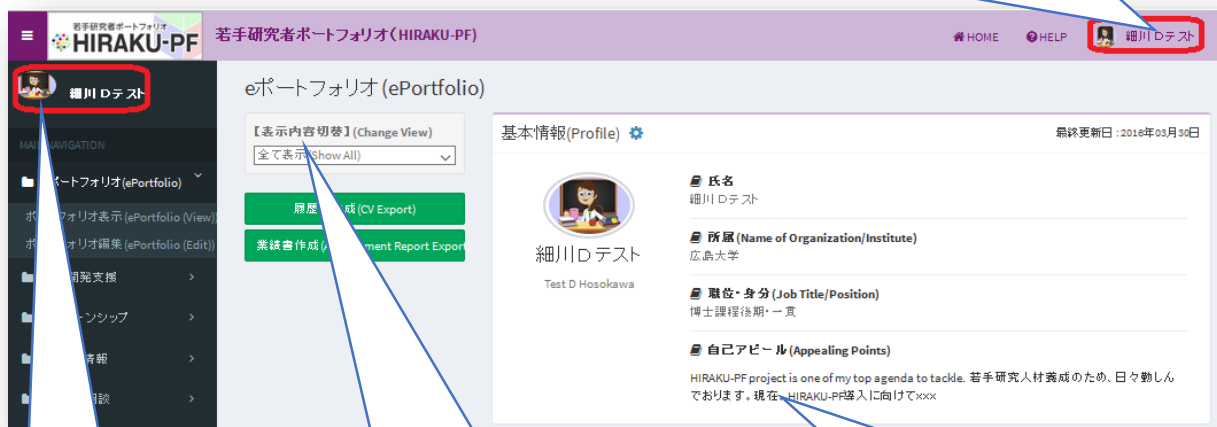


Once you save the data, you can check its status on the top bar in green. If successfully updated, you'll be automatically transferred to the ePortfolio-View page.



If you want to re-confirm your updates, click ePotfolio/View under the navigation menu bar.

Your picture and account name updated in your ePortfolio will be also reflected in the right-above corner.



Your picture and account name will be also reflected on the menu bar.

You can check your profile information available to the other users depending on the disclosure setting.

This is your ePortfolio page to appear when other users search you in the system.

【For HIRAKU 3MT Applicants】

Mandatory

② How to use Bulleting Board

Find a new tread under the 3MT Bulletin Board group and responnd to it.

Find the subject Bulletin Board group from “Bulleting Board/View”, click the group name to show the thread posted.

Enter a response message above and upload any files to be submitted from here. Click “Send” to post your response to the thread.

【For HIRAKU 3MT Applicants】

Reference

ePortfolio Function

③ Update your research achievement in your ePortfolio.



Click ePortfolio/Edit under the navigation menu.

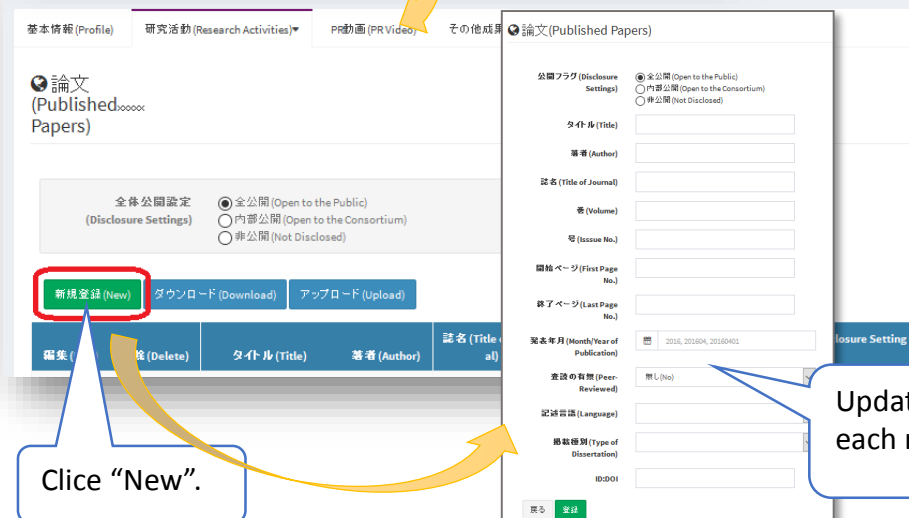
ポートフォリオ編集 (ePortfolio (Edit))



Click “Research Activities” tab and select the activity item you want to update.

(※ List of information per respective activities is almost the same as the one used in the researchmap)

ポートフォリオ編集 (ePortfolio (Edit))



Click “New”.

Update the details of each research activity.

【For HIRAKU 3MT Applicants】

Reference

ePortfolio Function

- ④ You can upload your research achievement in bulk.

ポートフォリオ編集(ePortfolio (Edit))

基本情報 (Profile) | 研究活動 (Research Activities) | PR動画 (PR Video) | その他成果物 (Other Achievements)

論文 (Published Papers)

全体公開設定 (Disclosure Settings)
☒ 全公開 (Open to the Public)
☐ 内部公開 (Open to the Consortium)
☐ 非公開 (Not Disclosed)

新規登録 (New) | **ダウンロード (Download)** | アップロード (Upload)

編集 (Edit) | 削除 (Delete) | タイトル (Title) | 著者 (Author)

編集 (Edit)	削除 (Delete)	タイトル (Title)	著者 (Author)	発表年月 (Month/Year of Publication)	言語 (Language)	掲載種別 (Publication Type)	ID-DOI	公開範囲 (Open to the Public)
編集 (Edit)	削除 (Delete)	Le Grand Scientifique	Test D Hosokawa	2015/05/06	英語 (English)	研究論文 (Research Paper)	10.1111/12345678	内部公開 (Open to the Consortium)
編集 (Edit)	削除 (Delete)	若手研究者の実態 (テスト)	細川 D テスト	2014/11/15	日本語 (Japanese)	研究論文 (Research Paper)	10.1111/12345678	内部公開 (Open to the Consortium)

次のファイルを開こうとしています:
 results_paper.xlsx
 ファイルの種類: Microsoft Excel 97-2003 ワークシート (72.5 KB)
 ファイルの場所: https://hiraku.hiroshima-u.ac.jp
 このファイルをどのように処理するかを選んでください
☒ プログラムで開く(O): Microsoft Excel (既定)
☐ ファイルを保存する(S)
☐ 今後この種類のファイルは同様に処理する(A)
 OK キャンセル

Select actions and click "OK" to get the template.

Click "download" to get the template.

Please overwrite the information if you want to update the existing data. If you want to add new data, please add them under the existing one row. Save the file in your local drive.

Click "Upload" button.

Find the above-saved file in your local drive to upload.

基本情報 (Profile) | 研究活動 (Research Activities) | PR動画 (PR Video) | その他成果物 (Other Achievements)

論文 (Published Papers)

全体公開設定 (Disclosure Settings)
☒ 全公開 (Open to the Public)
☐ 内部公開 (Open to the Consortium)
☐ 非公開 (Not Disclosed)

新規登録 (New) | ダウンロード (Download) | **アップロード (Upload)**

編集 (Edit) | 削除 (Delete) | タイトル (Title) | 著者 (Author)

編集 (Edit)	削除 (Delete)	タイトル (Title)	著者 (Author)	発表年月 (Month/Year of Publication)	言語 (Language)	掲載種別 (Publication Type)	ID-DOI	公開範囲 (Open to the Public)
編集 (Edit)	削除 (Delete)	Le Grand Scientifique	Test D Hosokawa	2015/05/06	英語 (English)	研究論文 (Research Paper)	10.1111/12345678	内部公開 (Open to the Consortium)
編集 (Edit)	削除 (Delete)	若手研究者の実態 (テスト)	細川 D テスト	2014/11/15	日本語 (Japanese)	研究論文 (Research Paper)	10.1111/12345678	内部公開 (Open to the Consortium)

更新 (Save)

【For HIRAKU 3MT Applicants】

Reference

ePortfolio Function

⑤ You can upload your video clips.

ポートフォリオ 編集(ePortfolio (Edit))

基本情報(Profile) 研究活動(Research Activities) **PR動画(PR Video)** その他の成果物(Other Achievements)

3分間動画、その他PR動画を登録することができます。公開する場合には、他者のコンテンツをアップロードすることなどないよう、十分注意してください。詳細についてはシステム利用規約をご確認ください。(You can upload the video to appeal your achievement, such as Your 3 Minutes Presentation. Please take necessary care of Intellectual Property Rights and other legal requirement when you upload the file, following the terms and conditions of this system.)

PR動画(PR Video)

全体公開設定 (Disclosure Settings)
☒ 全公開 (Open to the Public)
☐ 内部公開 (Open to the Consortium)
☐ 非公開 (Show All)

新規登録 (New)

編集 (Edit) 削除 (Delete) タイトル (Title) 登録日 ファイル名/YouTubeリンク 公開フラグ (Disclosure Settings)

Click "PR Video" tab.

Click "New"

ポートフォリオ 編集(Edit ePortfolio)

PR動画(PR Video)

YouTube上の動画を添付するには、動画下の「共有」をクリック、「埋め込みコード」をクリックすると表示される「コード」のうち、「https://www.youtube.com/embed/xxxxx」の部分「YouTubeリンク」欄に張り付けてください。公開する他者の著作権、肖像権、名誉等を侵害してはならず、公序良俗に反してはならないこと、本システム利用規約に同意することを確認してください。詳細については、画面右上のアカウント名をクリックし、直接利用規約をご覧ください。You want to embed a YouTube video on your ePortfolio, please click "Share" button under the video clip and click to get the embed code. Out of the full code, copy "https://www.youtube.com/embed/xxxxx" and paste it into the "YouTube Link" field. When you update the link, however, please take necessary care of intellectual property rights or any other legal requirements described under the Article No.14 of the terms of service of HIRAKU-PF, which can be found by clicking name at the top-right corner.

公開フラグ (Disclosure Settings)
☒ 全公開 (Open to the Public)
☐ 内部公開 (Open to the Consortium)
☐ 非公開 (Show All)

種別 (Category)
☒ ファイル (Video File) ☐ YouTube

タイトル (Title)
 例) xx大会出場 2015/11/03(e.g. xx Cc)

ファイル登録 (Upload File)

YouTubeリンク (YouTube Link)
 https://www.youtube.com/embed/xxxxx

戻る (Back) **登録 (Save)**

Select the file time of your video to upload. In case you upload video files like MP4, click "Import" to upload find it from your local drive. If you want to update YouTube link, please fill in the URL in the YouTube Link field.

(※) How to get the YouTube URL?

- ①Click "Share" under the video clip.
- ②Click "Embed Code"
- ③Select the below part from the code shown, "<https://www.youtube.com/embed/xxxxx>" and paste it in the above YouTube Link field in HIRAKU-PF.

Click "Save" and check the update status to appear on the top. (Note: It takes time to get properly saved/reflected depending on the size of the video files. Please wait till you can confirm the "Updated" status on the top.)

【For HIRAKU 3MT Applicants】

Reference

ePortfolio Function

⑥ You can upload any other files.

ポートフォリオ 編集(ePortfolio (Edit))

基本情報 (Profile) 研究活動 (Research Activities) PR動画 (PR Video) **その他成果物 (Other Achievements)**

その他成果物 (Other Achievements)

その他PR用に紹介したいファイルがあれば自由に登録してください。(例: xxx学会プレゼン資料、など)
ただし公開する場合には、他者のコンテンツをアップロードすることなどないよう、十分に著作権等配慮してください。詳細については利用規約をご覧ください。(Please upload any other files you want to disclose for research dissemination/self-introduction purpose. Please take necessary care of Intellectual Rights and other legal requirement when you upload the file, following the terms and conditions of this system.)

全体公開設定 (Disclosure Settings) ☒ 全公開 (Open to the Public) ☐ 内部公開 (Open to the Consortium) ☐ 非公開 (Not Disclosed) **更新 (Update)**

Click "Other Achievement" tab.

Click "New".

You can change your disclosure setting in bulk by clicking this button. If you want to differentiate the settings, please change it in each page of the file.

編集 (Edit)	削除 (Delete)	タイトル (Title)	登録日	ファイル名	公開フラグ (Disclosure Settings)
編集 (Edit)	削除 (Delete)	HIRAKU-PF	2016年03月17日	HIRAKU-PFのご案内(若手研究者向け)160301v3-2.pptx	全公開 (Open to the Public)

ポートフォリオ 編集(ePortfolio (Edit))

その他成果物 (Other Achievements)

公開フラグ (Disclosure Settings) ☒ 全公開 (Open to the Public) ☐ 内部公開 (Open to the Consortium) ☐ 非公開 (Not Disclosed)

タイトル (Title) 文字を入力してください。

その他成果物 (Other Achievements) **読込 (Import)**

戻る **登録**

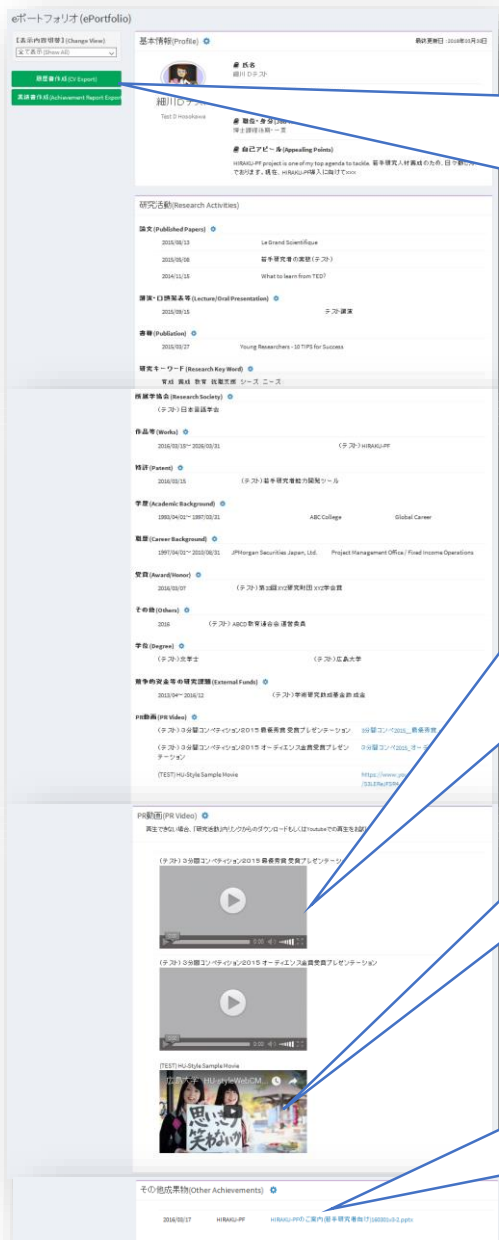
Click "Save" and check the update status in the top bar.

【For HIRAKU 3MT Applicants】

Reference

ePortfolio Function

- ⑦ You can check the updated ePortfolio and download the achievement report.



Click “CV Export” or “Achievement Report Export” to download respective data.

(※) CV template is based on the JST format. Regarding the Research Activities, all of your input data will be downloaded to Excel. Please change the format as appropriate for your own purpose.

Uploaded video clips will be displayed in your ePortfolio as embedded.

In case it's not properly embedded or other users cannot play the video from the window, users can download the file(s) from the link displayed in the Research Activities section.

Users can download the files updated in the “Other Achievement” section.

【For HIRAKU 3MT Applicants】

Reference

ePortfolio Function

- ① Check ePortfolio of other Member Organizations or other researchers.

Click HOME to go to the My Portal page.

Check new/updated info in each function menu. Click each sentence to check the contents.

You can appeal your updated ePotfolio in the PR window here. It will be displayed for 30 days after you save the data.

- ② Enter/Check SEEDS/NEEDS information.

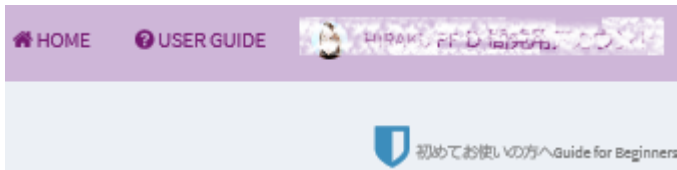
Check SEEDS/NEEDS info. Click "User Manual" to learn how to use the function.

【For HIRAKU 3MT Applicants】

Reference

Other Remarks

- ① You can find more detailed User Guide available at the upper right.。



- ② Click your account name at the upper right corner, where you can find the “Sign out” button.



Inquiries /Contacts

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