

# < Staff members > Start-up manual - Safety confirmation service

2020/4/6ver.

Environment, Safety, and Health Department

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# 【Safety confirmation service】

## ① User information registration **Required**

Data registered in the personnel information system is used to register user information for the safety confirmation service, so please keep the information updated at all times. (Some departments use their own data.)

## 1. Access “HR Information MyWeb” from the UTokyo Portal.



① Access the “職員名簿” on the UTokyo Portal (<http://www.ut-portal.u-tokyo.ac.jp/gakunai/>).

② The University of Tokyo Staff Directory web version (HR Information System) login button will be displayed. Click here to go to the login screen.

! Use IE for Windows and Safari for MacOS.

東大ポータル > 人事情報MyWeb >

### 目次 [非表示]

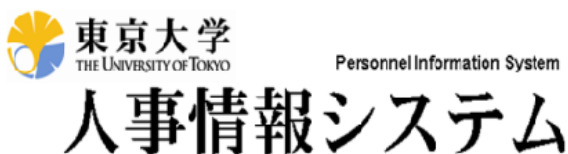
- 1 東京大学職員名簿ウェブ版 (人事情報システム)
- 2 利用にあたっての留意事項
- 3 パーソナル情報の更新のお願い
- 4 FMAP
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1 東京大学職員名簿ウェブ版 (人事情報システム) [編集]

ログイン

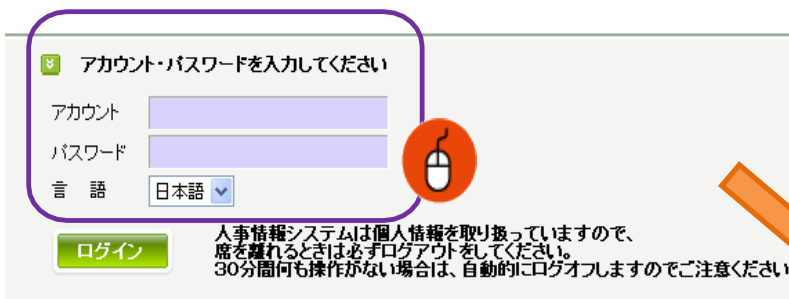
左のボタンをクリックして、システムの使用を開始してください。

## 2. Log in to the HR information system.



① Enter your UTokyoAccount ID number and password, and press the “ログイン” button.

② Click “トップページ” in the top of the page, and click “パーソナルメニュー” displayed to move to the personal information input / edit screen.



人事情報システムは個人情報を取り扱っていますので、席を離れるときは必ずログアウトをしてください。30分間何も操作がない場合は、自動的にログオフしますのでご注意ください。



### パーソナルメニュー

個人の情報を閲覧できます。居室情報、連絡先の入力・編集ができます。

### 職員名簿

職員名簿を閲覧できます。

### 3. Registering your information.

The screenshot shows a web form for registration. At the top, there are navigation links like 'メニュー選択' and 'ログイン/ログアウト'. Below, there's a section for '個人情報' (Personal Information) with a table containing fields for '共通ID', '学内メールアドレス' (labeled A), '職員名簿掲載', and '最終更新日'. Below this is a section for '災害時安全確認用情報' (Disaster Safety Confirmation Information) with fields for '携帯電話番号', '携帯電話メールアドレス' (labeled B), '自宅電話番号', and 'その他メールアドレス'.

① Enter your university email address in A (your regular email address). This is a required field.

② Enter your safety confirmation contact information (cell phone email address, etc.) to be used in times of disaster. Enter an email address (including Gmail, etc. other than carrier emails) used by yourself such as mobile phones in B.

Also enter your mobile and home phone numbers.

Personal information is used only for specific purposes and will not be otherwise disclosed.



If the email address is registered in either A or B, it will be registered in the safety confirmation service, but please register all possible email addresses.



Make sure that A and B email addresses are not duplicated. Otherwise an error will occur when registering the safety confirmation service.



Messages from the safety confirmation service will be sent to both A and B.

③ Enter your room/office information.

Press the “FMAP” button and select the room/office you are currently working in.

The screenshot shows a table for selecting a room/office. It has columns for '施設番号' (Facility Number), '場所' (Location), '内線' (Internal Line), and '内線(PHS)' (Internal Line (PHS)). There are four rows, each with an 'FMAP' button and a 'クリア' (Clear) button. A mouse cursor is pointing at the first row.

☒ 職員名簿への掲載を承諾する

※掲載を承諾すると、東京大学職員名簿へ、居室情報のみが掲載されます。  
※その他の情報は、掲載を承諾するにチェックを入れても公開されることはありません。

内容確認

④ Click the “内容確認” button at the bottom right of the screen to confirm the registered content. If there are no errors in the registration details, press the “登録” button which will appear in the bottom right of the screen to complete the operation.

# 【Safety confirmation service】

## ③ Receiving and answering safety confirmation mails **Required**

When an earthquake with a seismic intensity of 5 or lower occurs or a large tsunami warning is issued in the commuting destination and the region where you live, an email will be sent from the safety confirmation service <ut-safety@ems8.e-ansin.com> There are three response methods to the safety confirmation email: email response, web response, and app response.

### < Request to cancel the mobile phone's call-blocking >

If you do not disable the call-blocking function of your mobile phone for emails from the following domain, you will not be able to receive the safety confirmation emails in the event of a disaster. [e-ansin.com] Please perform the necessary procedures to ensure receipt of the email.

You can check the detailed domain-specific reception settings for each carrier in the “Unauthorized settings check for mobile device spam” file through the following link.

■東大ポータル>便利帳>環境安全本部>環境安全本部一覧>安否確認サービス  
<https://www.ut-portal.u-tokyo.ac.jp/wiki/index.php/安否確認サービス>

## 1. The following e-mail (example) will be sent to your e-mail address (refer to \* on page 3).

Subject: [h0909048-1] 【UTokyo/東京大学】安否状況確認について/Safety Confirmation

環境安全担当理事

居住地もしくは通勤通学先の都道府県で震度5以上の地震もしくは大津波が発生しました。  
ご自身の安全を確保の上、安否確認サービスに安否状況を登録してください。

To Employees and students of UTokyo

From: Executive Vice President for Environment and Safety

A major earthquake or large tsunami has occurred in the area where you live or your place of work/study.  
Once you have ensured your safety, please indicate your safety situation by replying to our safety confirmation service.

安否/Condition?

1: 無事/Safe

2: 負傷/Injured

避難場所/Evacuated?

3: 自宅/Home

4: 本郷/Hongo Campus

5: 駒1/Komaba 1 Campus

6: 駒2/Komaba 2 Campus

7: 柏/Kashiwa Campus

8: 白金台/Shirokanedai Campus

9: その他/The Other 安否/Condition?

このメールの返信により回答できますが、該当する番号のみ記載ください。例.13

または下記URL（PCの方はスマホ用URL）・アプリから回答してください。

Please reply using the applicable numbers only. Example "13" or answer using the following link (for PC and smartphones) or the App.

-----  
本メールは東京大学環境安全本部よりお送りしております。

お問い合わせは所属部局のご担当へお願いします。

This email is sent by the Division for Environment, Health and Safety, The University of Tokyo.

For any inquiries about this email, please contact your department.  
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WEB回答URL(ケータイ用とスマホ用があります)

(ケータイの方はこちら)

<https://ems8.e-ansin.com/ky11/ut-safety/mobile/MobileWebAnswer.do+key=.....>

(スマホの方はこちら)

<https://ems8.e-ansin.com/ky11/ut-safety/smart/SmartWebAnswer.do+key=.....>

Web response link  
(Mobiles) (Smartphones)

## 2. How to answer \* You can reply using any of the following methods.

### ■Reply with the number corresponding to the received mail

※Answers sent from a forwarded email address will be invalid.

### ■Click the web response link in the email and reply from the website

### ■Reply using the safety confirmation service app

※See the following pages for web responses and app responses.

**You can answer as many times as you like.**  
**(Response will be updated to your latest answer)**

#### List of choices

安否/Condition?

1: 無事/Safe

2: 負傷/Injured



避難場所/Evacuated?

3: 自宅/Home

4: 本郷/Hongo Campus

5: 駒Ⅰ/Komaba I Campus

6: 駒Ⅱ/Komaba II Campus

7: 柏/Kashiwa Campus

8: 白金台/Shirokanedai Campus

9: その他/The Other

Answer

example : 13

(image)

[宛先]〇〇〇@□□□.jp  
[題名]Re:[e1217094]安否確認

[本文]

13

>こちらは、〇〇大学です。  
>△△地方にて災害が発生いたしました。  
>安否状況を回答してください。  
>

>安否/Condition?  
>1: 無事/safe  
>2: 負傷/Injured  
>避難場所/Evacuated?  
>3: 自宅/home

Once you have replied, an email confirming it has been received will be sent to you.  
Once you have answered, you can check your answer status by accessing the web answering link.

- 1 Please access through the link in the mail text. (Use the link for smartphones if using PCs)

The following screen will be displayed. Select the answer and press “次項”.

Answer screen  
( image )

■■■■さんの回答状況

回答を入力し、最終ページの登録ボタンをクリックしてください。

■ 回答項目 1 / 2

☐ 1.無事/Safe

☐ 2.負傷/Injured

次項

[回答を中止する](#)

- 2 When all items have been answered, a confirmation screen is displayed.  
If there are no errors in the contents, click “登録” completing the response.

緊急連絡／安否確認

以下が入力されました。

■ 回答項目

1.無事/Safe

4.本郷/Hongo Campus

回答内容をご確認の上、登録ボタンをクリックしてください。  
(なお、メッセージがある場合には以下に入力してください。)

登録

戻る

[回答を中止する](#)

You can also enter a message as an option.

If you access the web through the link again after answering, you can check your answer.

# 【Safety confirmation service】

– Reference – Answering using the app

You can also reply to the safety confirmation email from the app.

If you want to use the app, please register as follows.

(This cannot be used on multiple devices )

## 1. Perform the password initialization procedure.

If you do not have an email address registered in the HR information system The following operations cannot be performed as the address is not registered with the safety confirmation service.

You can register information in the personnel information system and perform the operation once the information has been updated by headquarters.

Also, for those who have newly entered their email address in the personnel information system, the email will not be sent to the new address until after the system has been updated by headquarters.

The Common IDs are used as the IDs for members of departments using the system. When logging on to the service for the first time, access through the following link. (There are some examples of external stations.)

\* Common ID: The last 10 digits of the 18 digit number on the lower right of the student / staff ID card

☐ Safety confirmation service login URL  
(PC)

<https://ems8.e-ansin.com/tsky11/ut-safety/>

( Smartphone / Mobile )

<https://ems8.e-ansin.com/tsky11/ut-safety/smart/>



URL for  
smartphone

1 Click “ユーザ情報登録・修正”.

2 Click “パスワードをお忘れの方はこちら”.

- 3 Enter your Common ID in the ID field and press [送信].

- 4 You will receive an “【緊急連絡/安否確認サービス】パスワード変更手続きのご案内” e-mail at the e-mail address registered on the HR Information System (marked \* on page 3). (Please perform the operation using one of the email addresses. You do not have to do the same for all email addresses.)

Access the initialization link from the received mail.

- 5 For mobile phones, go to the link for “ケータイの方はこちら”. For PCs or smartphones, go to the link for “スマホの方はこちら”.

Type in a new password of your choice in the password change screen and once you press the “Update” button will complete the change, and a confirmation email confirming that the password has been changed will be sent to your email address (marked \* on page 3).

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## 2. Download the app.



### 1 iOS

Download the “安否確認アプリ (FujitsuLimited)” from the App Store.

※You can also download it from the link below.



<https://itunes.apple.com/jp/app/an-fou-que-renapuri/id949342058?mt=8&ign-mpt=uo%3D4>

### Android

Download the “安否確認アプリ（富士通株式会社）” from GooglePlay etc.

※You can also download it from the link below.



<https://play.google.com/store/apps/details?id=safety.anpi.android>

### 2 Enter the required information on the initial setting screen that appears when you first open the app.

- Site identification information

Enter the following link directly or use the QR code.

ems8/uky11/ut-safety



- ID

Enter your Common ID number.

- Password

Enter the password set on pages 7 and 8.

### 3 Check “Send” for the location information when answering and press “Set”. The settings are now complete.

Safety Confirmation

Initial Settings

Please register information  
Site identification information

Site identification information

ID

Password

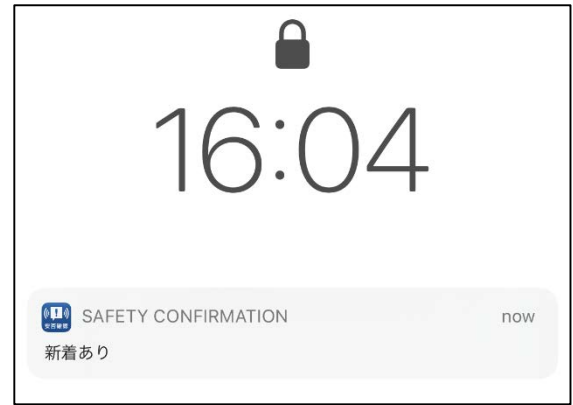
Location information

Select whether to send location information when replying.  
It becomes enabled when using map linkage function in safety confirmation service.

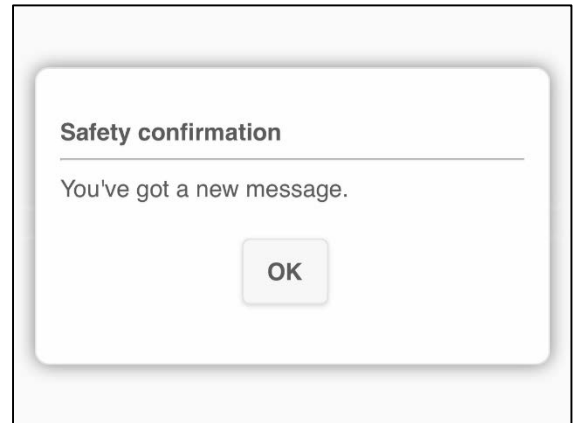
☐ Send

Set

- 1 You will receive a push notification like the example on the right when a message is sent. (Please set your smartphone to allow push notifications in advance)

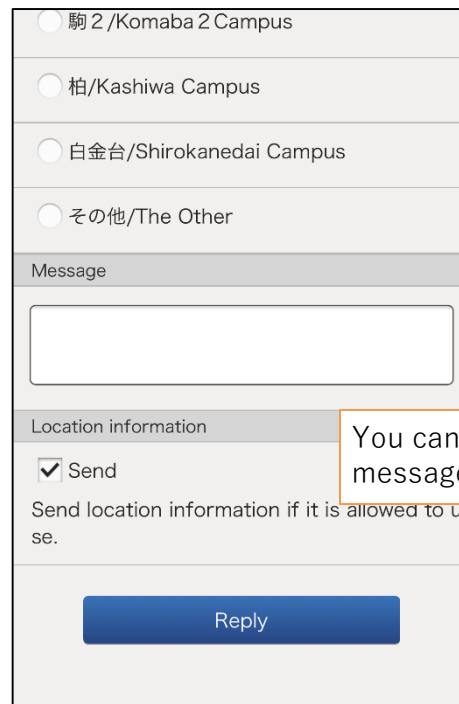


- 2 When you open the app, a screen like the one on the right will appear. Click "OK".



- 3 The mail text and answer items will be displayed. Check the corresponding item and press "Reply". When the confirmation screen is displayed, click "Yes". The answering is now complete. (You can check your response status from the "Reply History")

Answer screen (image)

A screenshot of the 'Reply' screen in the app. The header is blue with a back arrow and the word 'Reply'. Below the header, there is a message from '■テスト送信■【UTokyo/東京大学】安否状況確認について/Safety Confirmation' dated '2019/12/18 16:07:34'. The message body says '＝テスト送信＝' and '環境安全担当理事'. There is a yellow rectangular area for a response. Below this, it says '【UTokyo/東京大学】安否状況確認について/Safety Confirmation' and '居住地もしくは通勤通学先の都道府県で震度5以上の地震もしくは大津波が発生しました。ご自身の安全を確保の上、安否確認サービスに安否状況を回答してください。'. At the bottom, it says 'To Employees and students of UTokyo' and 'From: Norio Matsuki, Executive Vice President for Environment and Safety'.A screenshot of the location selection screen. It has a list of radio buttons for '駒2 /Komaba 2 Campus', '柏/Kashiwa Campus', '白金台/Shirokanedai Campus', and 'その他/The Other'. Below this is a 'Message' section with a text input field. Then there is a 'Location information' section with a checked 'Send' option and the text 'Send location information if it is allowed to use.' At the bottom is a blue 'Reply' button.

You can also enter a message as an option.