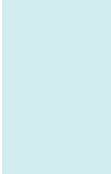**JSCP**
Online Training Program to
Promote Suicide Countermeasures at Universities

Lecture Attendance and Access Manual

To create a society where no one is driven to suicide

January 20th, 2026_Ver. 2.0

Japan Suicide Countermeasures Promotion Center

1

1. Connecting to the training program website for university faculty and staff

The training program for university faculty and staff is provided in an e-learning system by Japan Suicide Countermeasures Promotion Center (JSCP).
To take the program, connect to the Internet and follow the steps on the subsequent pages.

You can take the program on your PC, smartphone, or tablet.

1. Connecting to the training program website for university faculty and staff

❶ To connect to the Internet from your computer, start one of the following web browsers.
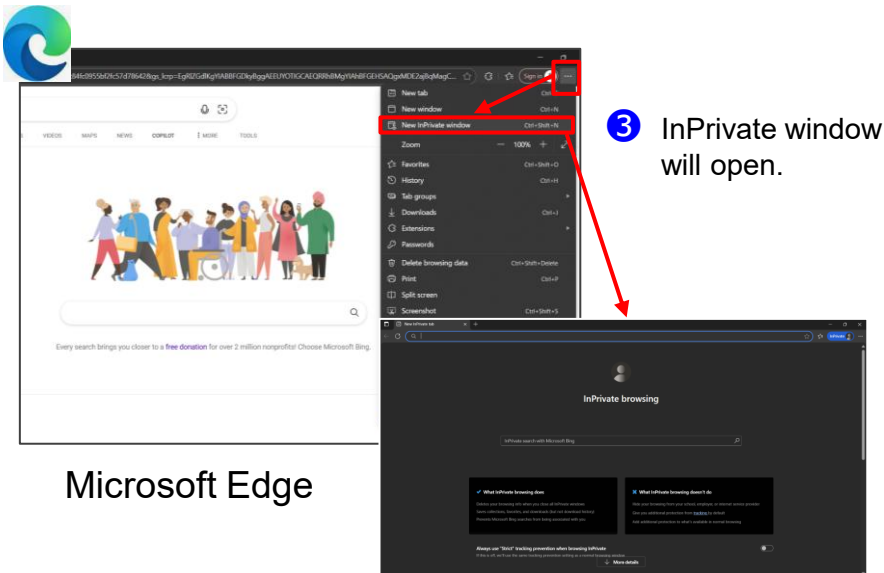
Microsoft Edge   Google Chrome

❷ Referring to the screen below, start the operation using a function that does not leave a history in the web browser.
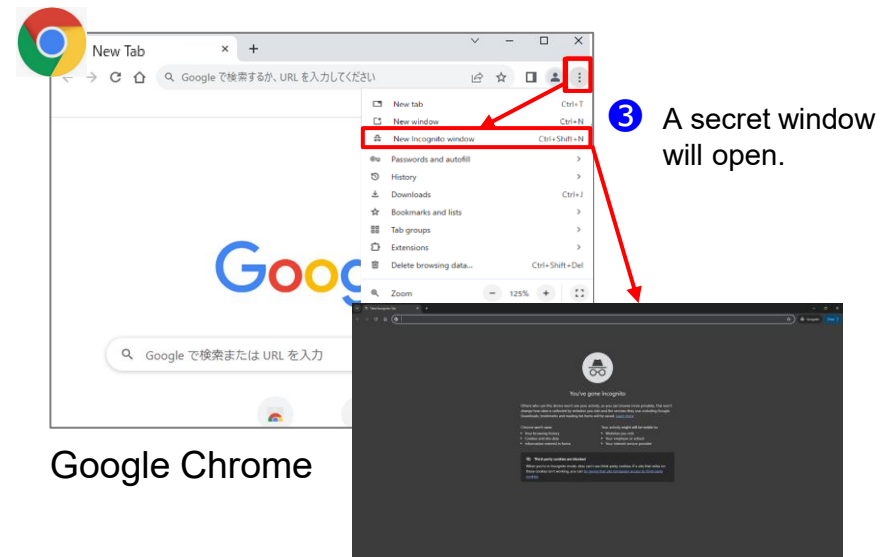(This is necessary to prevent your ID and password from being saved on your computer.)

[NOTE] (1) If you cannot open the following web browser, please check with your organization's Systems and IT Management Team.
(2) You can also use a standard web browser. After completing the program, please follow the instructions in slide 28 (3) Logout.

Microsoft Edge: Select **[新しいInPrivateウインドウ(New InPrivate Window)]** from the three dots in the upper-right corner.

Google Chrome: Select **[新しいシークレットウインドウ(New Incognito Window)]** from the three dots in the upper-right corner.

❸ InPrivate window will open.

Microsoft Edge

❸ A secret window will open.

Google Chrome

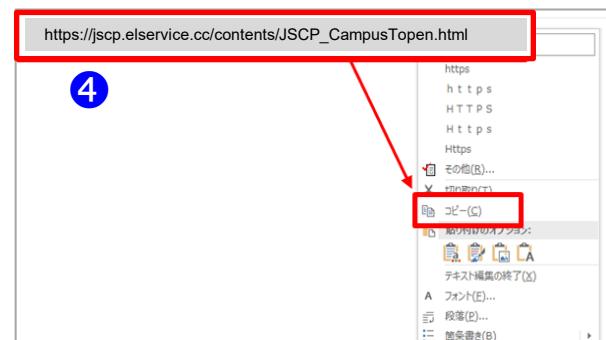# 1. Connecting to the training program website for university faculty and staff

❹ Place your cursor on the URL below, select the range, **right-click**, and select **"Copy."**

https://jscp.elservice.cc/contents/JSCP_CampusTopen.html
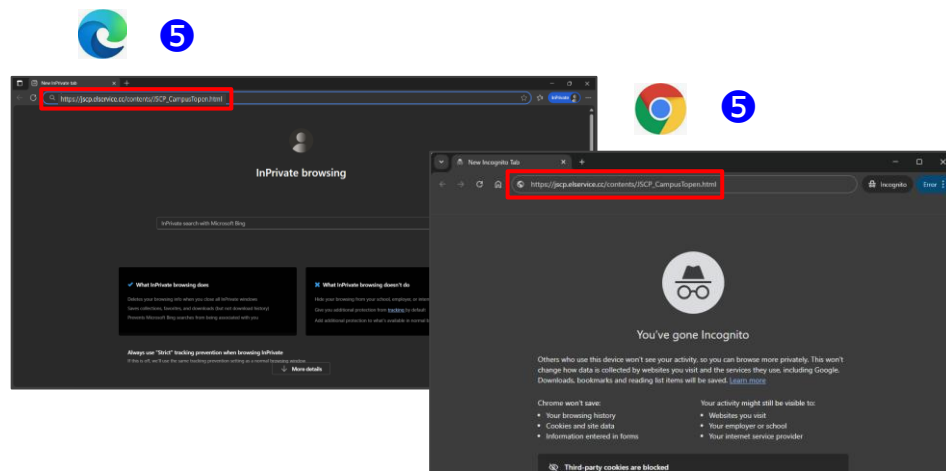
This URL is the entry point for this training.
If you use a different URL, you may not be able to
register or log in properly.
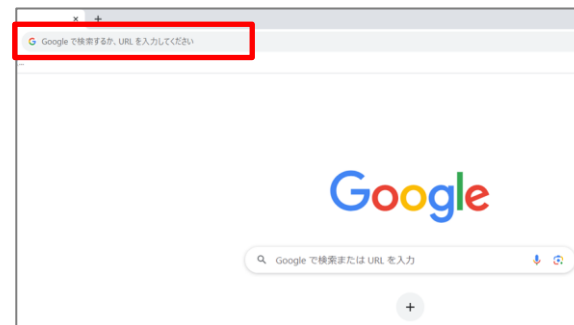* Please bookmark the above URL.

❺ In the red-framed area of the "InPrivate window" or "secret window," **right-click**
and select **[Paste]**.
Check that https://jscp.elservice.cc/contents/JSCP_CampusTopen.html is entered
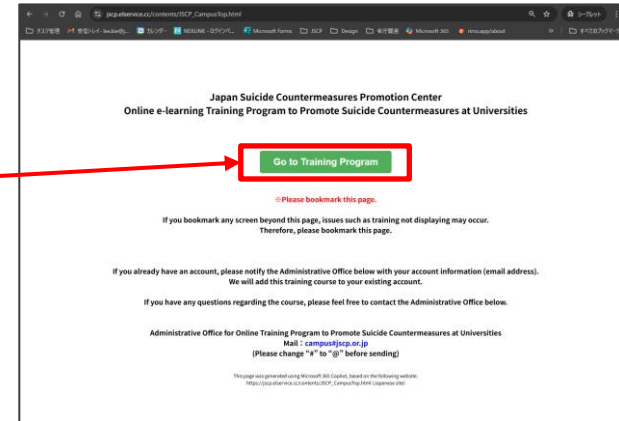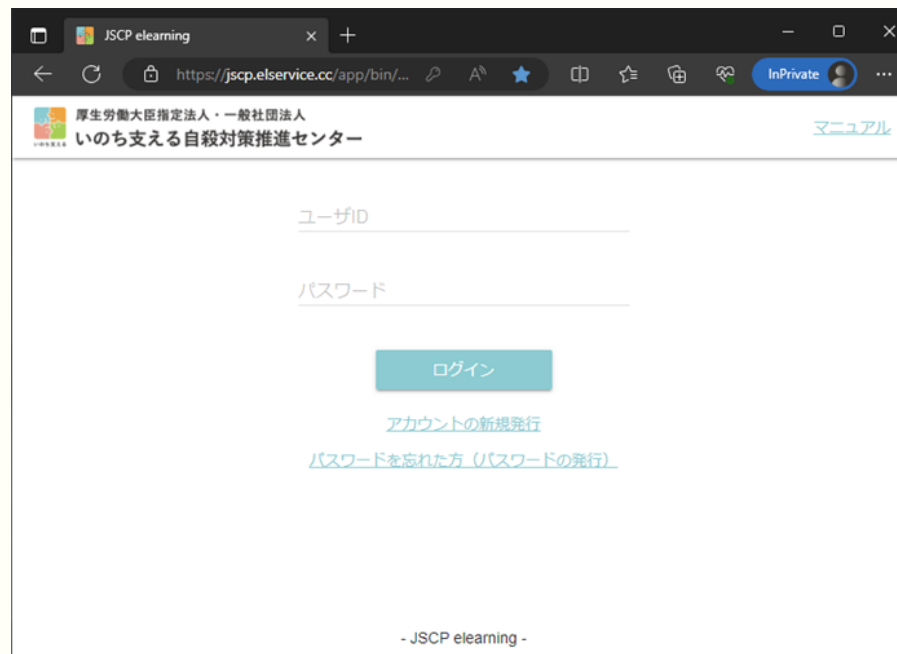and press the **ENTER** key.

Standard browser window

1. Connecting to training program website for university faculty and staff

❻ Select
　　［Go to Training Program］.

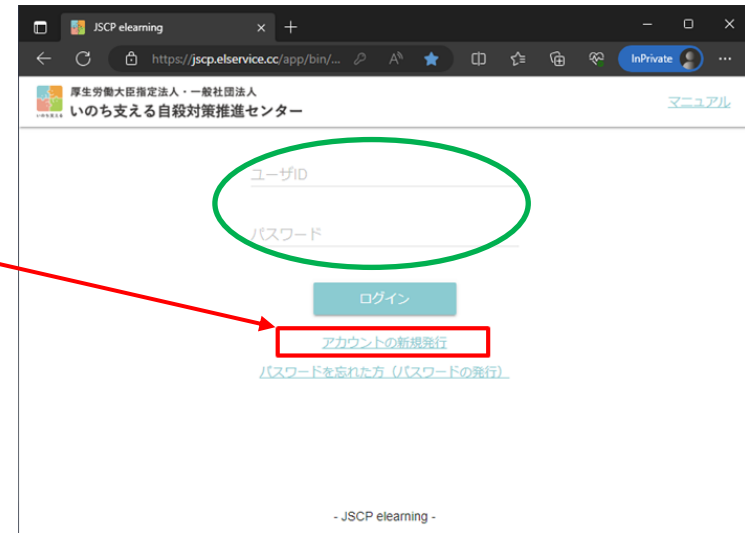The ログイン (Login) screen for "Training Program for University Faculty and Staff" will be displayed.

2. Registration for training

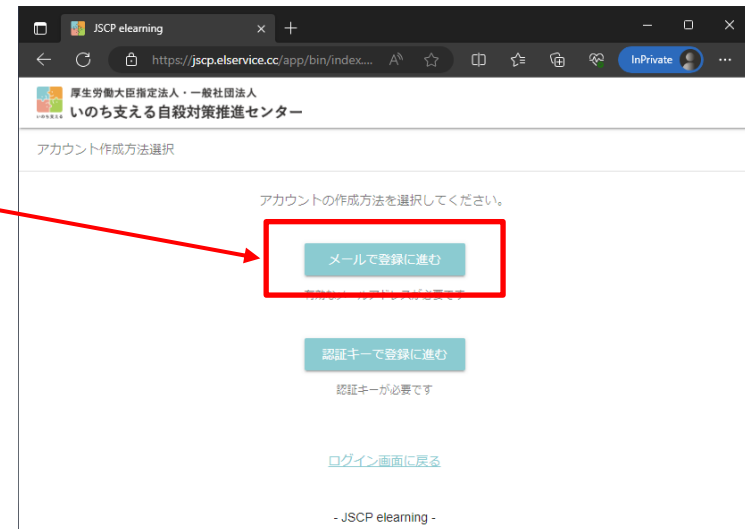**Registration with an e-mail address**

2. Registration for training

❶ Select [アカウントの新規発行 (Create a new account)] on the login screen.

> After completing your initial registration (and to watch lectures again), proceed using the fields in the green circle.

❷ Select [メールで登録に進む (Register with e-mail)].

*For security reasons, please register your personal e-mail address rather than a shared address.

2. Registration for training

❸ After entering your e-mail address, select [メール送信 (Send e-mail)].

  *The e-mail address you register here will be your user ID.

❹ A screen for entering the one-time code will be displayed.
A one-time code issuance e-mail has been sent to your e-mail address.
Please check your e-mail inbox.
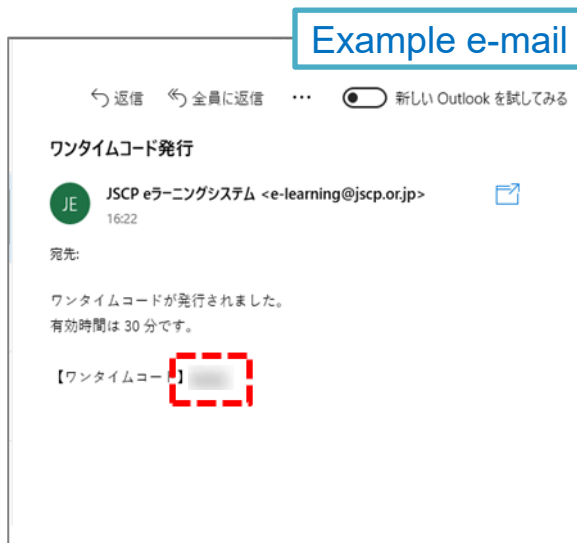
  See the next page for an example e-mail.

  *Depending on your e-mail system, our e-mail may be sorted into your spam folder. If you cannot find our e-mail, please also check your spam folder.

2. Registration for training

Depending on your e-mail software, the e-mail may be classified as "junk mail" as shown in the figure above. If the e-mail is received normally, the display will be as shown in the figure below. (This is not junk mail.)

❺ Select the one-time code (four digits) and select "Copy" from the right-click menu.

Example e-mail

2. Registration for training

❻ Enter the code sent to your e-mail address in the "ワンタイムコード入力 (One-time code entry)" screen (❹).

❼ Here, you can set a password for logging in. Enter your desired password, re-enter the same password in the field below for confirmation, and select [次へ (Next)].
Set a password that is
at least 8 alpha-numeric characters long.

Enter the password with "A" shown as the language displayed in the taskbar at the bottom right of the screen, not the Japanese character "あ."

2. Registration for training

❽ A confirmation screen will appear. Select [登録 (Register)].

2. Registration for training

❾ Enter your information.

Red text (1)(2)(4)(5) indicates required information.
Blue text (3) is not required.

⑴ ユーザ名 (User name)
(* will be displayed on the certificate of completion)
(Enter your name)

⑵ ユーザ名（よみがな）
(User name (pronunciation))
(Enter the pronunciation of your name)

⑶ グループ参加キー (Group participation key)
* Do not enter anything.

⑷ 勤務先 (Place of employment)
(Enter the name of your university)

⑸ 属性 (Job type)
Check or enter your job type.
Example: ☑その他 (Other)
(Health Management Department staff), etc.

Once you have entered all the information,
select [登録 (Register)].

❿ A confirmation screen will appear. Please
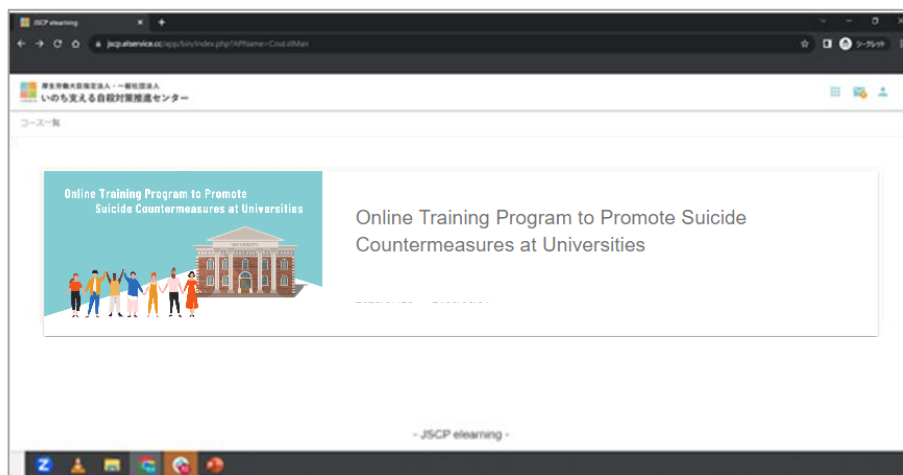double-check and select [登録 (Register)].

Confirmation screen →

2. Registration for training

⓫ 利用規約 (Terms of Use) will be displayed.
After reading, check [利用規約に同意する
(I agree to the Terms of Use)]
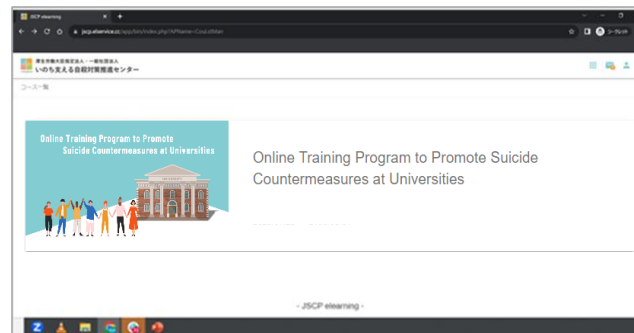and select [登録 (Register)].

⓬ The "Online Training Program to Promote Suicide
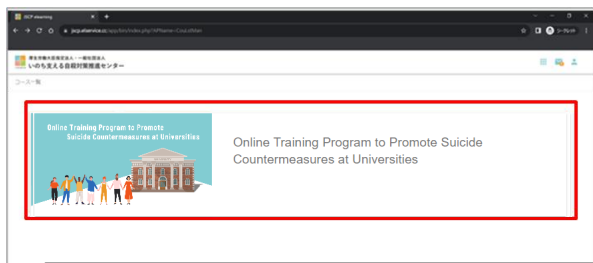Countermeasures at Universities" start screen will appear.

Please refer to page 14 for an
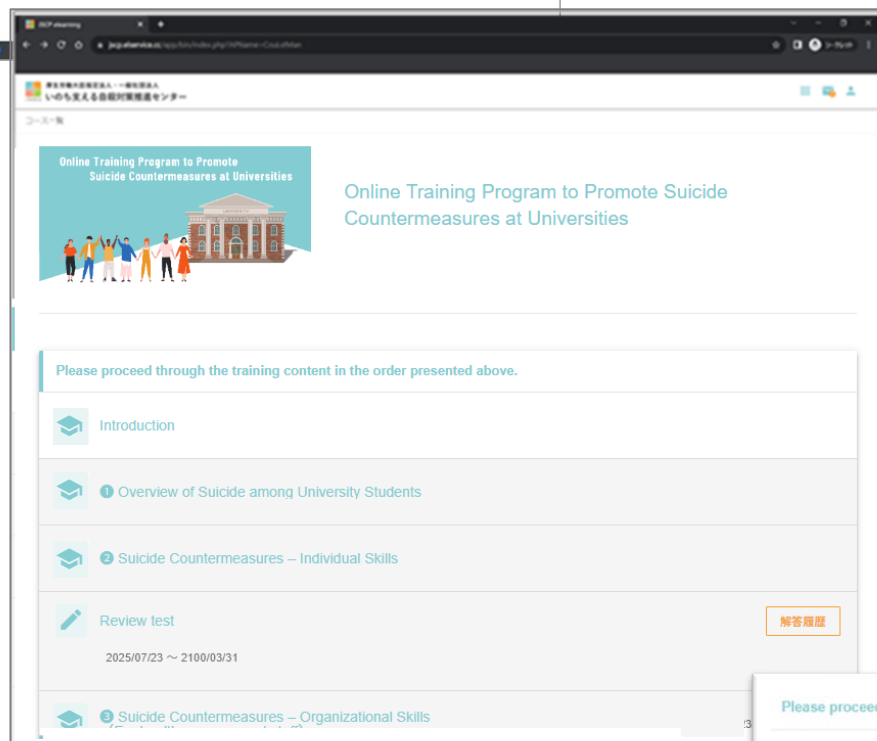explanation of the training screen.

3. Instructions for operating the training system
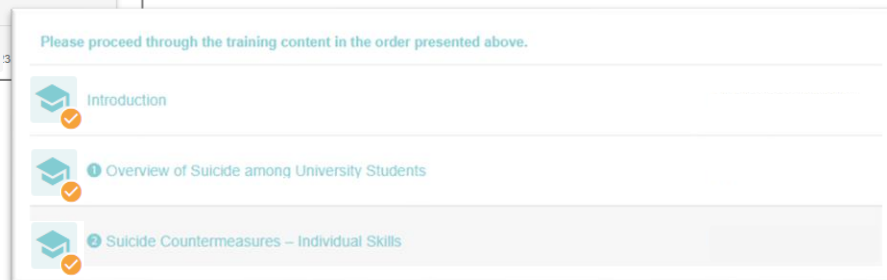
3. Instructions for operating the training system

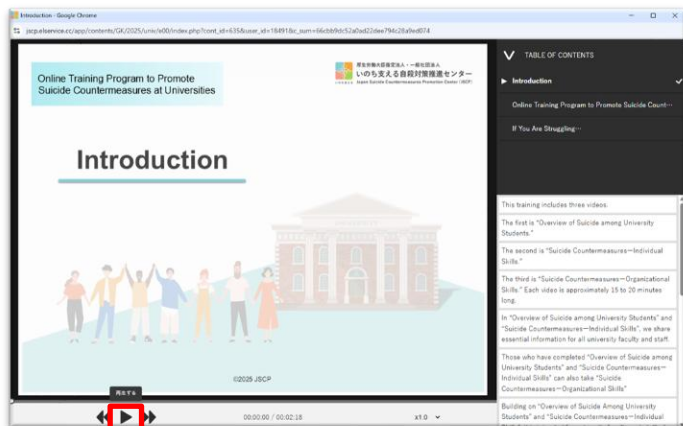❶ Select "Online Training Program to Promote Suicide Countermeasures at Universities".
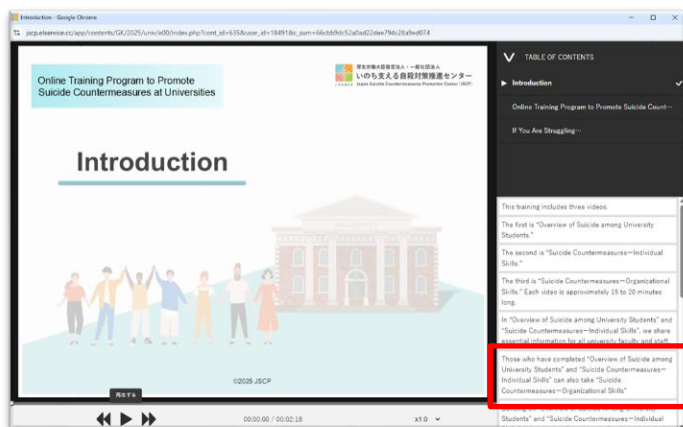
❷ The program content will be displayed.

- Click on the titles to take the lectures, starting from "Introduction".

- Titles you have already completed will be marked with .

- Please proceed in order.

- You cannot proceed to the next lecture until you finish the current one.
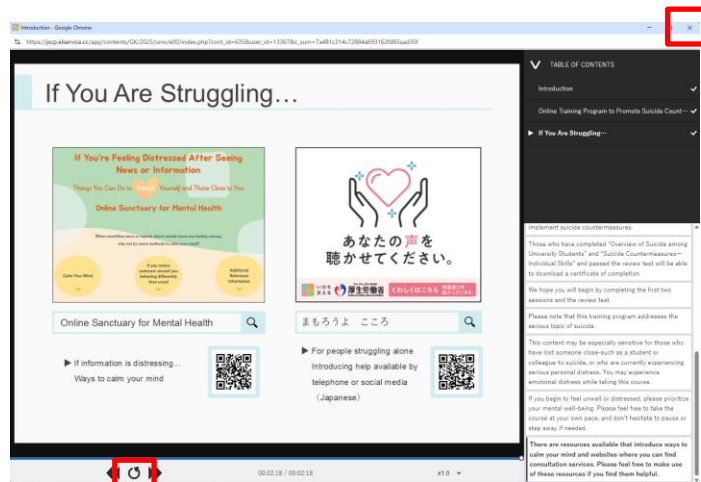
3. Instructions for operating the training system

❸ Click "Introduction" to display the screen on the left.
Click the ▶ mark at the bottom-left to play.
The screen below will appear.
If the subtitles do not appear next to the slides, please enlarge the window.
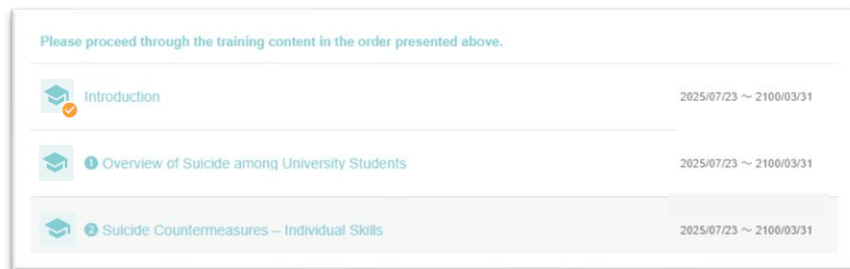

❹ You can click on any subtitle line to return to that part of the video.

3. Instructions for operating the training system

❺ When the video ends, the screen will stop.
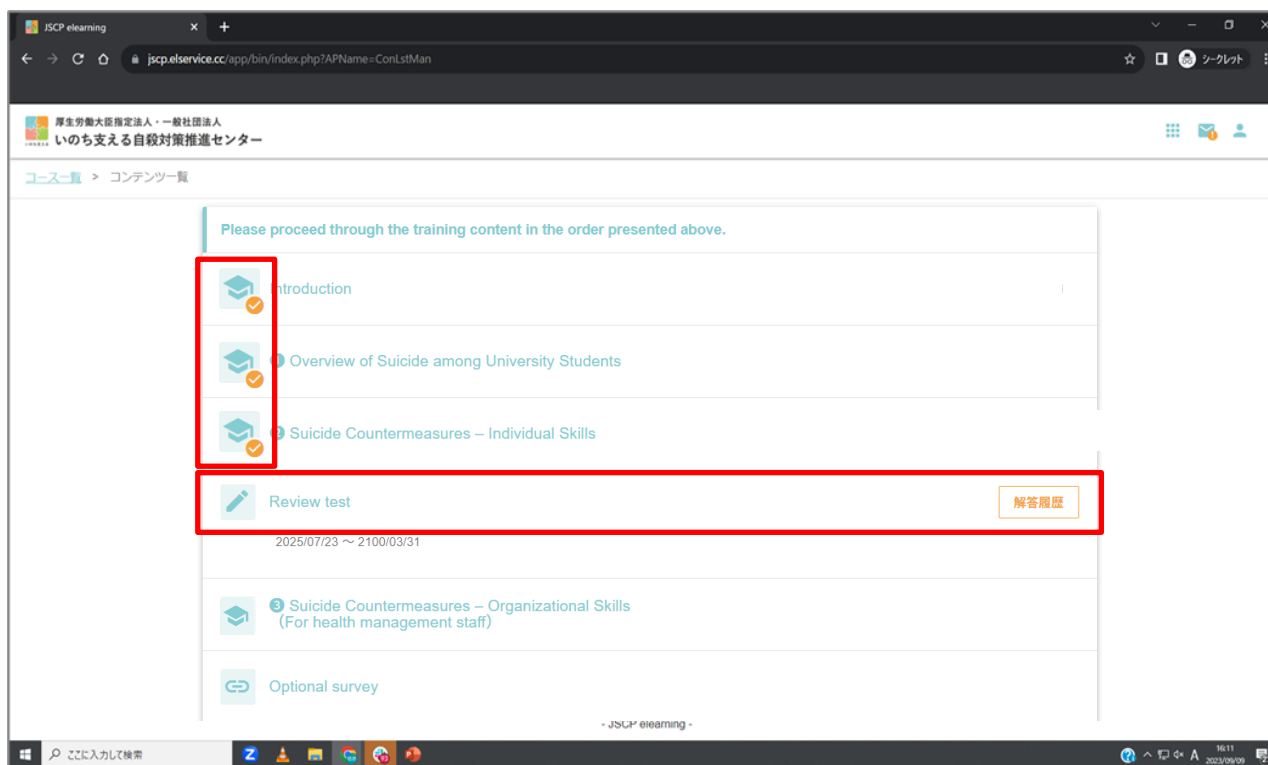Select [✖] in the upper-right corner to close the screen.

If you click on the ⟳ button, the same video will start playing. However, since you have completed the lecture, please select [✖] in the upper-right corner to close the screen.

❻ You can now select the next program content.

Select "❶ Overview of Suicide among University Students."

❽ Completed contents will be marked with a ✔ in the lower-right of the button.

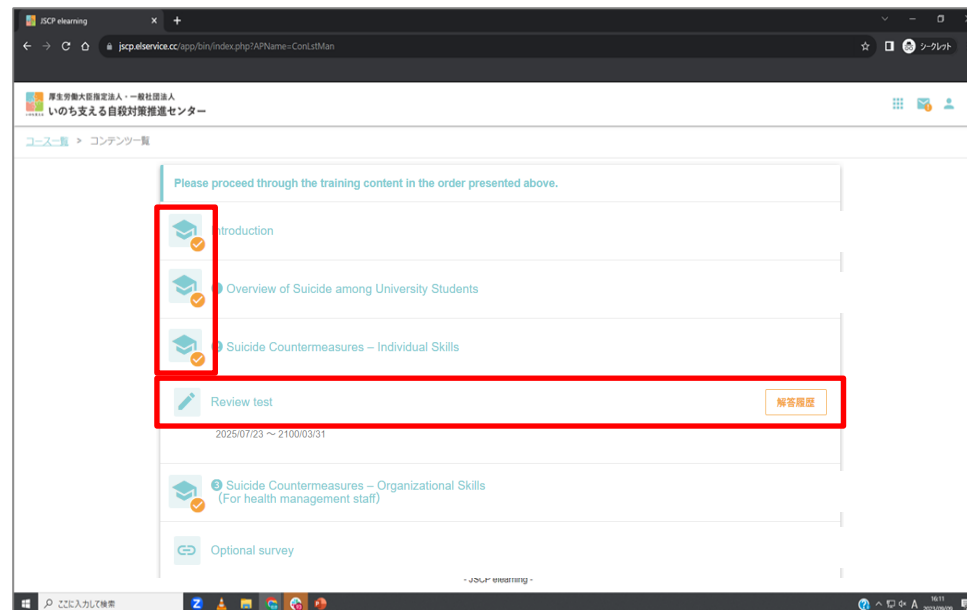After taking the "❶ Overview of Suicide among University Students" and "❷ Suicide Countermeasures—Individual Skills lectures," go to the Review test.
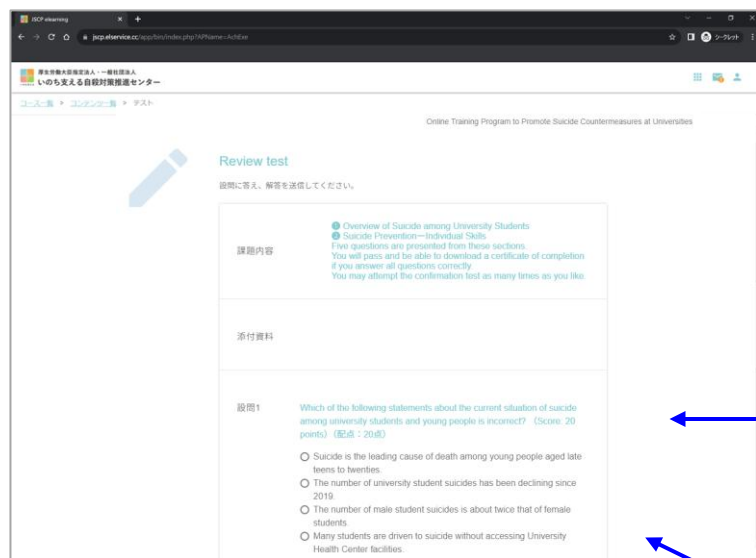
4. Instructions for taking review test

4. Instructions for taking review test

✓ You can take a review test after you have completed the "Introduction,"
   "❶ Overview of Suicide among University Students" and
   "❷ Suicide Countermeasures—Individual Skills" lectures.

✓ There are five questions in the review test.

✓ You will pass the test if you answer all five questions correctly.

✓ Once you have passed it, you will receive a certificate of completion.

4. Instructions for taking review test

■ Just like selecting a lecture, click [Review test] on the screen. The questions will be displayed.

Question 1: The question will be displayed.

When you click an option, ○ will change to ◎ .
After selecting your answers to the five questions, click [送信 (Submit)].

4. Instructions for taking review test
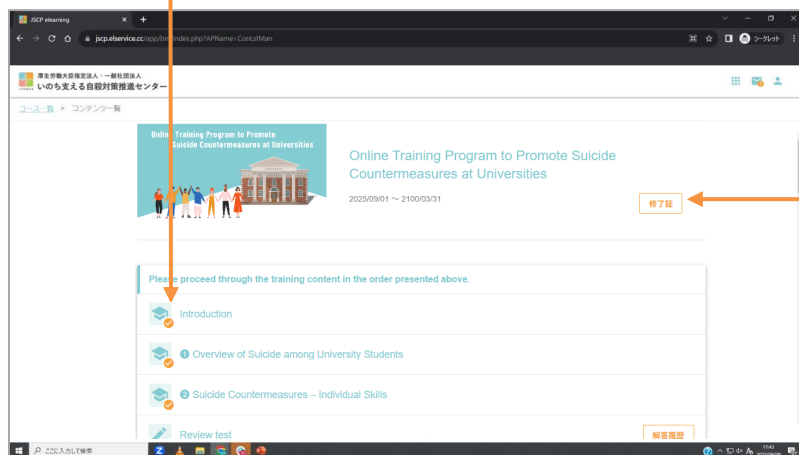
■ The Pass or Fail result will appear.

合否判定 (Pass/Fail): Pass or Fail will be displayed.

After confirming whether you passed or failed, click [OK].

○ If you answer all five questions correctly, you will receive the ✏ mark, meaning the review test is complete.

✕ If your answer is incorrect, there will be no ✓ mark. Please try again.
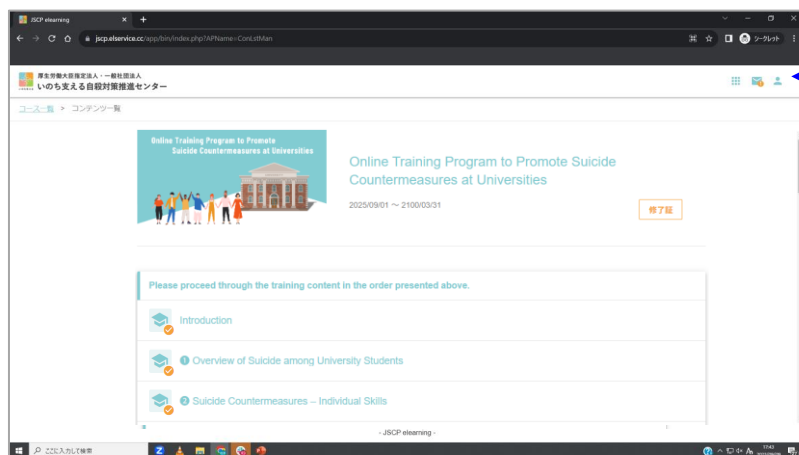
4. Instructions for taking review test

Once you have four ✅ marks, you have completed the training program.

Certificate of completion

Click on "修了証 (Certificate of completion)" to display the certificate screen, where you can print or download the certificate.

Please finish (log out of) the e-learning training program.

4. Instructions for taking review test

"❸ Suicide Countermeasures—Organizational Skills" is content intended for health management staff.
It can also be taken by university faculty and staff who want to learn more after they have taken "❶ Overview of Suicide among University Students" and
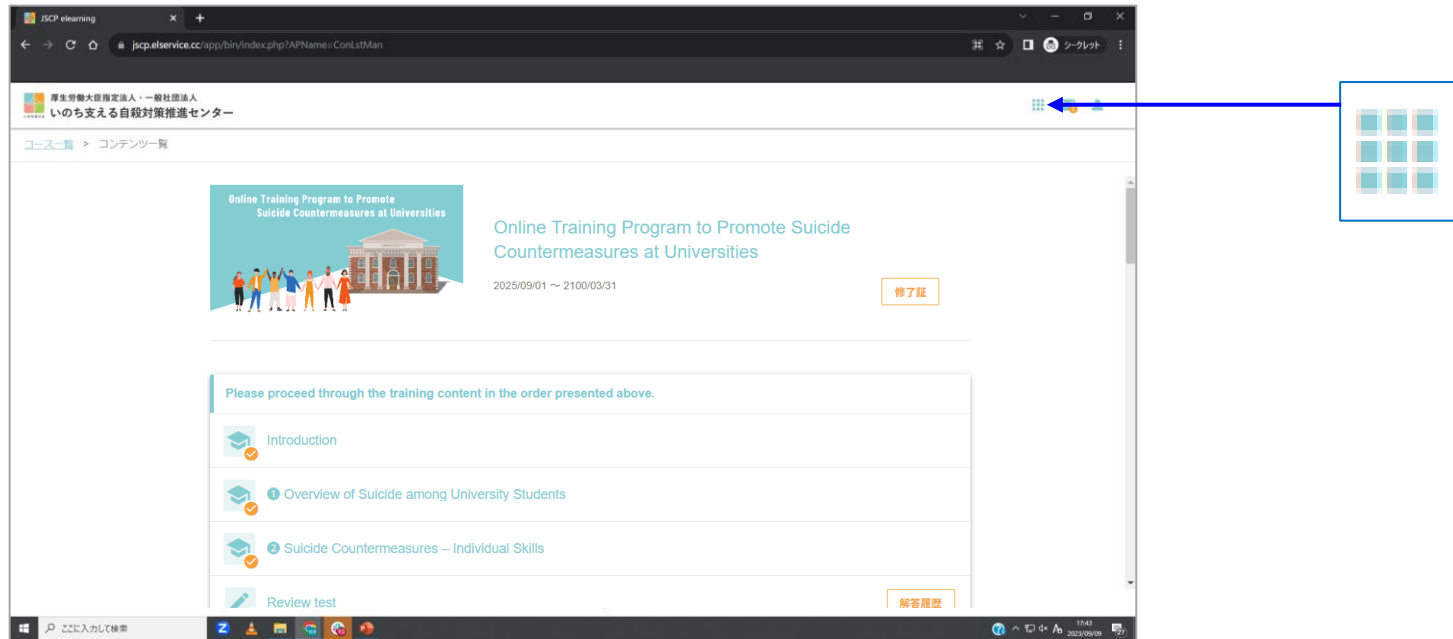"❷ Suicide Countermeasures—Individual Skills".

We would appreciate your cooperation in filling out an optional survey to help us improve our training.

These are PDF files containing training materials. Please read the precautions for use before using the materials.

5. Others

5. Others

▶ Select ▦ in the upper-right corner of the screen to access the following functions.

(1) コース一覧 (Course list)
You can return to the screen just after logging in to the training screen.
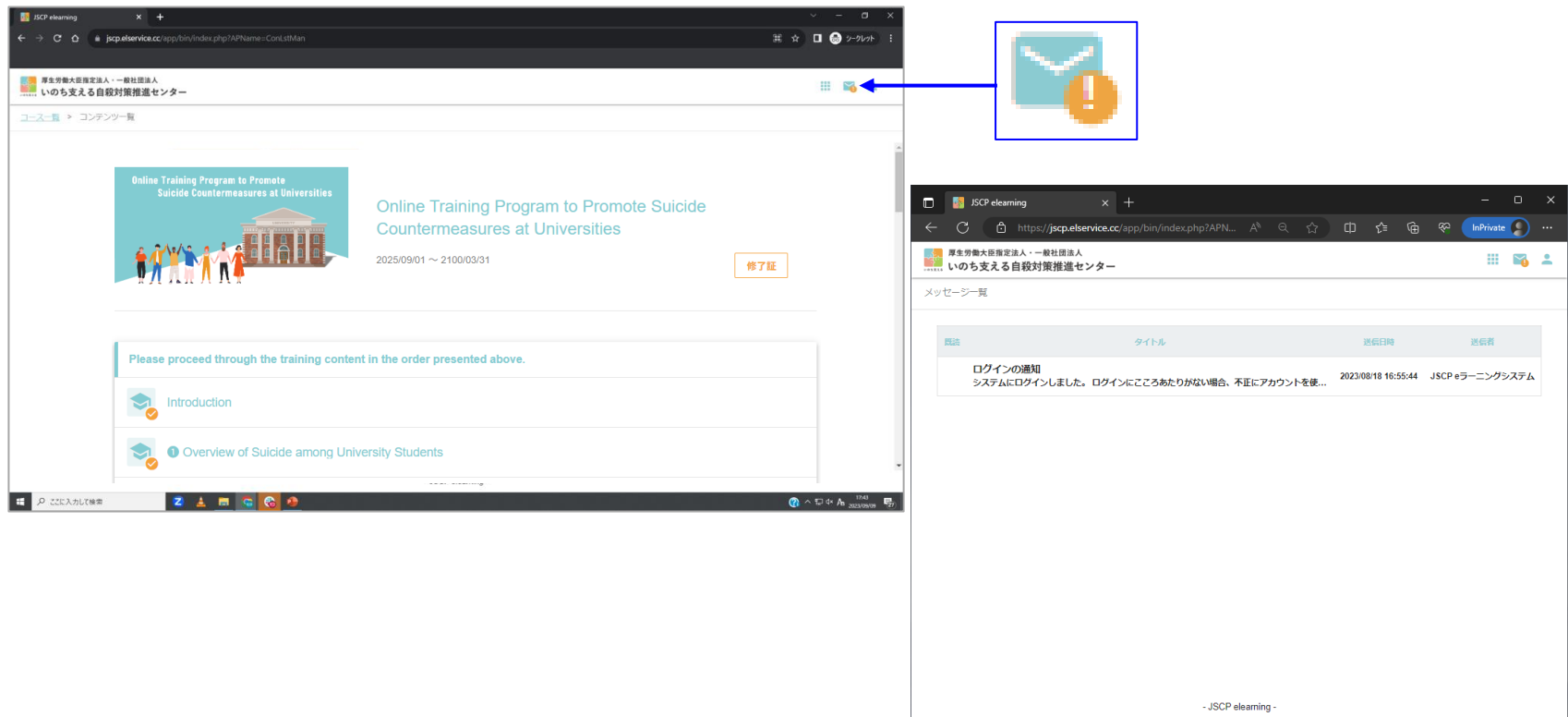
(2) お問い合わせ (Contact)
You can send questions about the e-learning system.
(Your questions will be sent to JSCP. The answers will be displayed on the screen just after logging in to the training screen. Answers can be automatically forwarded to your e-mail address. For details, refer to page 29.)

(3) 利用規約 (Terms of Use)
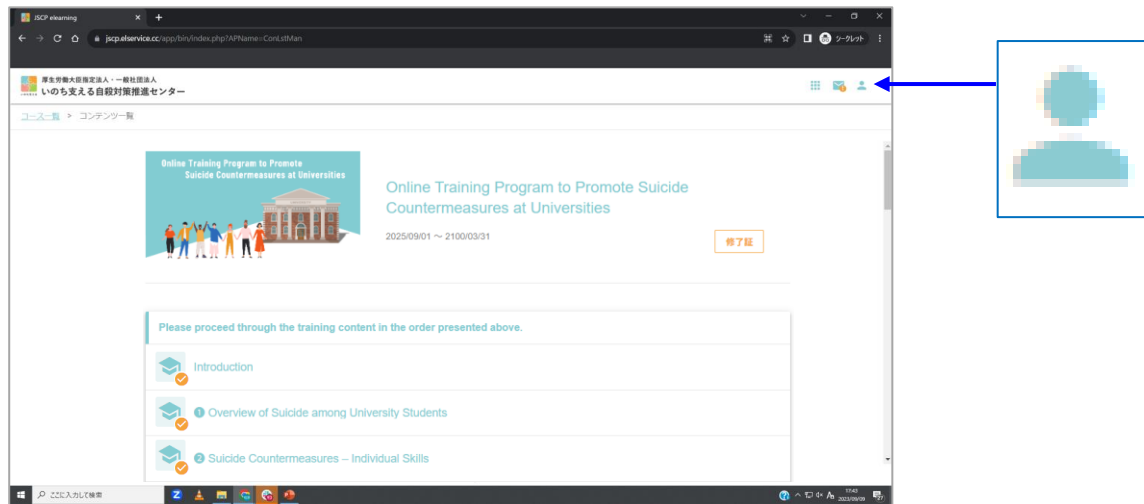You can review the terms of use for the e-learning system.

5. Others

▶ Select in the upper-right corner of the screen to access the following function.

メッセージ一覧 (Message list): You can check notifications about logging into the system and the details of your inquiries.

5. Others

▶ Select 👤 in the upper-right corner of the screen to access the following functions.

    (1) ユーザ名 (User name)   : The user name you registered will appear at the top.

    (2) プロフィール編集 (Edit profile) : You can edit your profile.

    (3) ログアウト (Logout)   : You can finish (log out of) the e-learning training program.

Profile editing example

You can edit various information on the プロフィール編集 (Edit profile) screen.

This system forwards content updates and answers to your questions to your e-mail address. If you would like to receive those, please click "転送する (Forward)."

5. Others　　* Request for cooperation with our optional survey

Click "Optional Survey"

▶ To improve future training, we would appreciate your cooperation
in filling out an optional survey (takes about five minutes).

6. Forget ID or password?
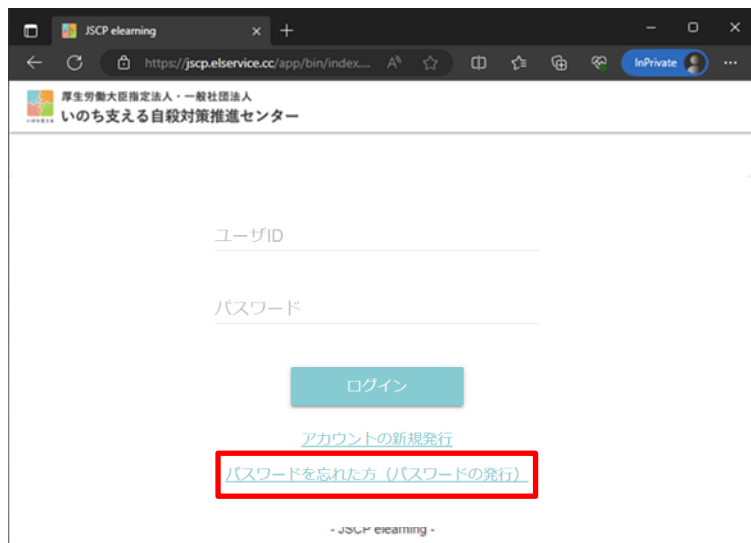
6. Forget ID or password

If you forgot your ID
Your ID is the e-mail address you registered. 　　→ Slide 8
If you forgot your password
You can reissue your password from "パスワードを忘れた方 (Forgot your password?)" on the login page. The e-mail address used for re-issuing a password is the same as your user ID.

E-mail address is the same as your user ID.

7. Bookmarking

7. Bookmarking

* When bookmarking, be sure to use the following QR code or URL.

<URL>
https://jscp.elservice.cc/contents/JSCP_CampusTopen.html

Please note that you will not be able to access the training program
even if you bookmark the URL after logging in or out.

Japan Suicide Countermeasures Promotion Center