

# Learning Management System Essay Contest Submission Operation Manual

## 【1】Login to the Class Support System

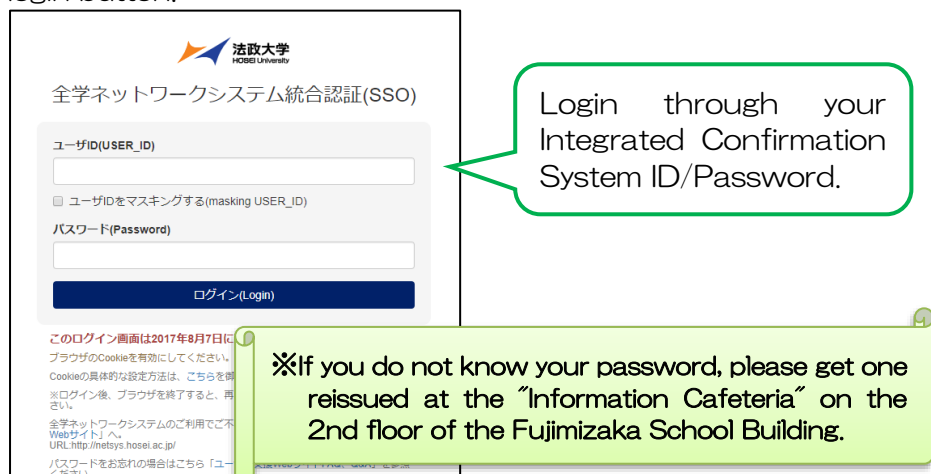
<https://hoppii.hosei.ac.jp/portal>

Open the URL above to access the Learning Management System and login.



### Login

As is shown below, on the 「net2010 Integrated Confirmation System」, enter your user ID (student number)/password, and then click on the login button.



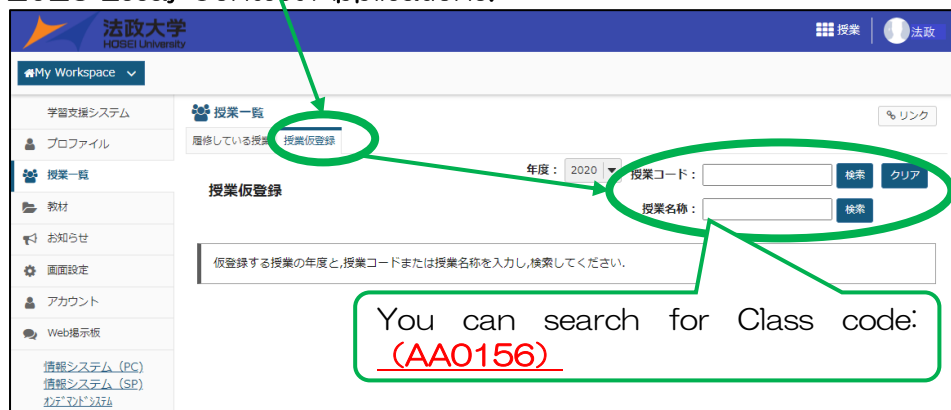
## 【2】Search for Essay Contest (Class code: AA0156)

After successfully logging in, the Class Support System screen will appear. Here, select the 2023 Essay Contest Applications.

### ② Click 「Classes Overview」



② Click on “Temporary Class Registration” and search for the 2023 Essay Contest Applications.



### ③ Register.



## 【3】Submitting your Essay

- ④ Click on your registered “2023 Essay Contest Application” tab. If you have a lot of registered courses and the tab does not appear, select it from the “Class Overview” section.



- ⑤ Click on “Assignments” and upload.

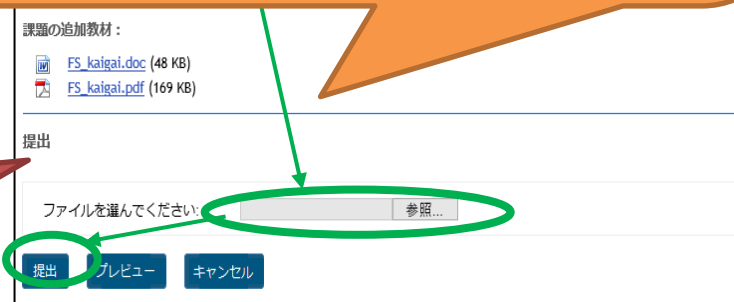


### ◆When uploading your essay◆

Please **DO NOT** include your name or student number  
《File name》

- 01. 46th Hosei University Essay Contest Cover Sheet
- 02. Paper Abstract & Keyword Submission Form
- 03. Essay Title (Please use your essay title as the file name.)
- 04. Recommendation Form from a Faculty Member
- 05. Essay Contest Submission Table

Finalize Submission



## ★Precautions★

◆After finalizing your submission, the Class Support System will send you an “Assignment Submission Notification.”

**Because of that, please make sure to confirm that the Class Support System has your correct email address registered.**

【Confirming/Changing your Email Address】

