

# Learning Management System Essay Contest Submission Operation Manual

## 【1】 Login to the Class Support System

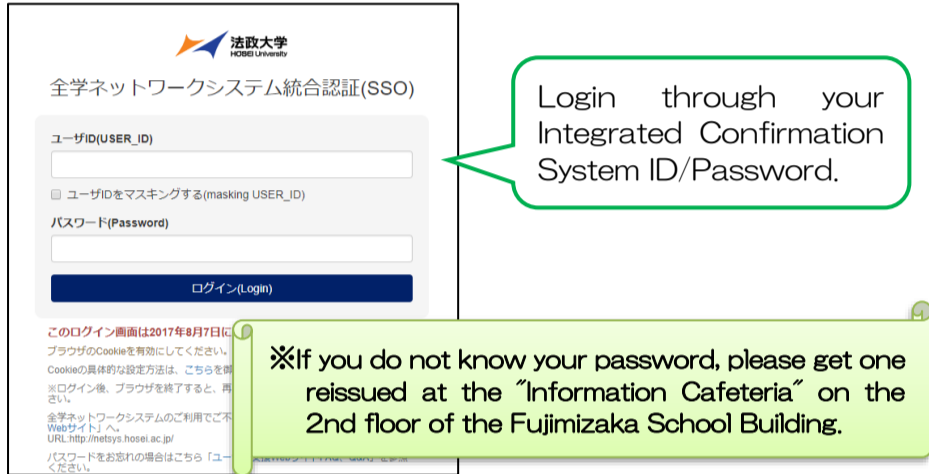
<https://hoppii.hosei.ac.jp/porta/>

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.



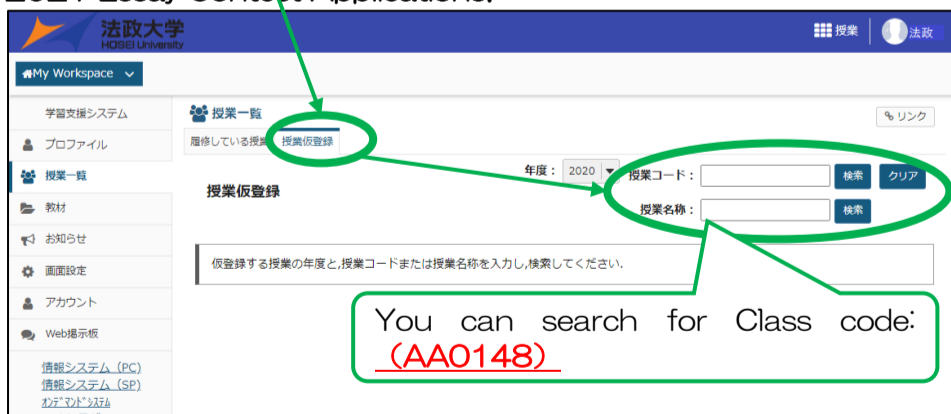
## 【2】 Search for Essay Contest (Class code: AA0148)

After successfully logging in, the Class Support System screen will appear. Here, select the 2021 Essay Contest Applications.

### ② Click 「Classes Overview」



### ② Click on "Temporary Class Registration" and search for the 2021 Essay Contest Applications.



### ③ Register.

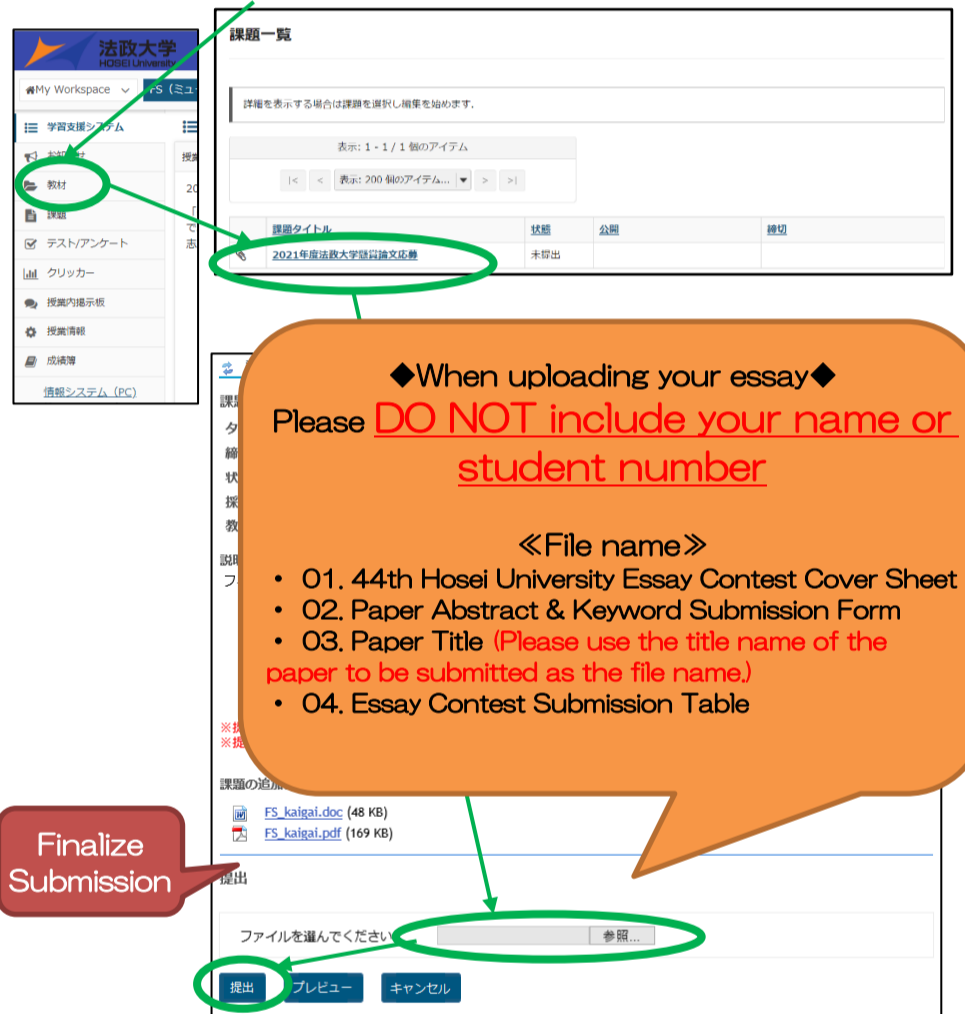


## 【3】 Submitting your Essay

- ④ Click on your registered "2021 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.



## ★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】

