

# Confirming and Exporting the Grade Notification on the WEB

Checking the Grade Notification using the Hosei University Information System.

## [1] Login to the Information System

<https://www.as.hosei.ac.jp/>

Go to the above URL or scan the QR code on the right, and login as explained below.



### Logging in

On the 全学ネットワークシステム総合認証 (SSO) screen, enter your user ID (student ID and password), and select the Login button.

Login with your ID / password when using a computer at university

## [2] Downloading the Grade Notification from the information portal

The Hosei University Information Portal screen appears once you have logged in successfully.

From here, you use the 単位修得状況照会 menu.

① Next, click on 成績通知書印刷 / Grade notification.

② Select 出力 (英語) / Out Put (English) in the lower right corner.

③ Click OK.

④ Select 開く(O).

⑤ This will download and open a PDF of your Grade Notification.

Please save or print this, and make sure to keep it for the future.

## [3] Grade Notification confirmation

① You can check the grades you have received for the courses you have attended by year (\*Completed courses from previous academic years are also shown).

(2) You can check your credits by course category.

③ Next, you can check your status for the academic year.