

Registration of e-mail address

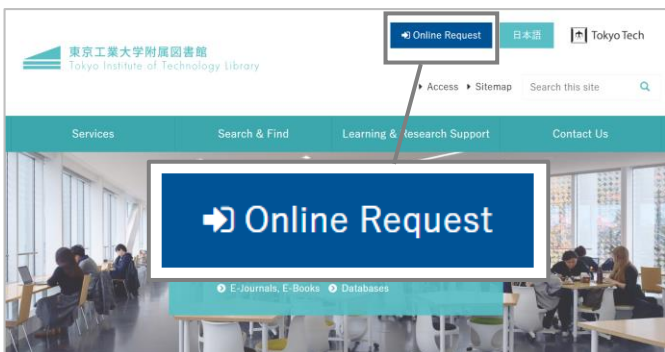
After registering your e-mail address, you can reserve a book on loan or order a book from another campus online.

Step 1: Log in to Online Request

There are two ways to log in.

- From the library’s website

<https://www.libra.titech.ac.jp/en>



Click “Online Request” on the top of the library’s website. Login method is the same as Tokyo Tech Portal.

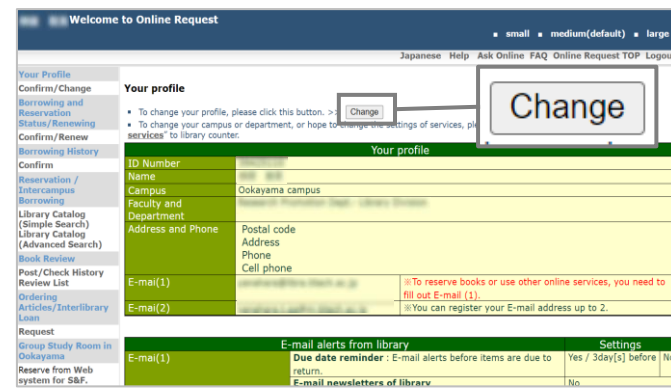
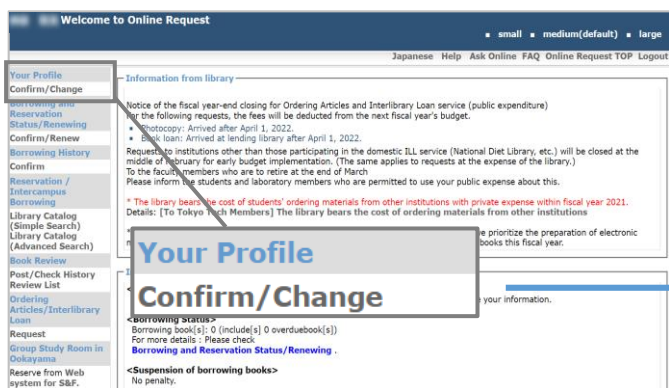
- From the Tokyo Tech Portal

<https://portal.titech.ac.jp/portal-e.jp>



After logging in to Tokyo Tech Portal, click “図書館サービス : Library Service”.

Step 2: Registration of e-mail address



After logging in to Online Request, click “Confirm/Change” below “Your Profile” on the service menu.

Click “Change” to go to the “Changing your profile” screen which you can register your contact information and so on.

The screen below will be displayed only your e-mail address has not been registered. Click “Your profile” to register your e-mail address.



Please register the e-mail address you will use to reserve books and order books from another campus in “E-mail(1)”.

In the “E-mail alerts from library” section of this screen, you can set due date reminder.

Click “Send” after setting.



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