

Registration of e-mail address

Registering your e-mail address, you can reserve a book that has been checked out 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.

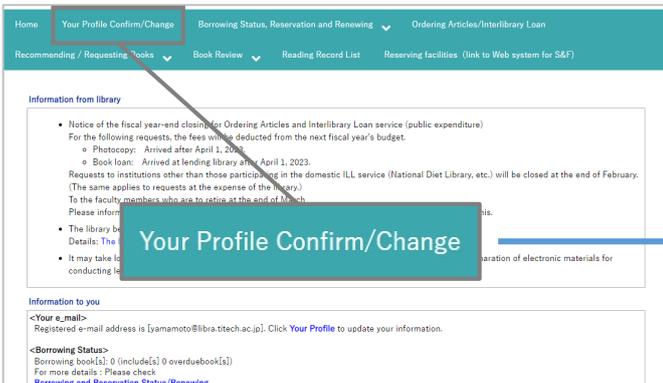
● From the Tokyo Tech Portal

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

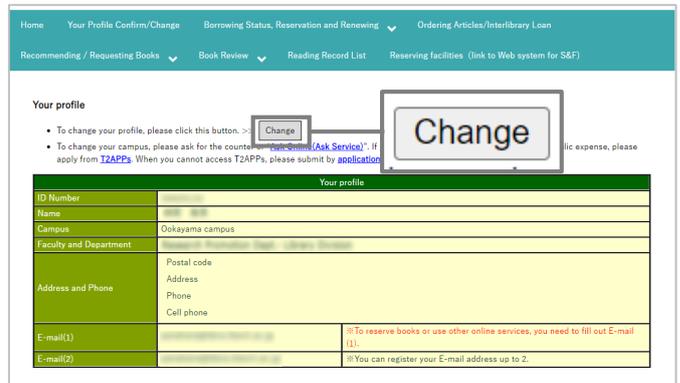


After logging in to Tokyo Tech Portal, click “図書館サービス : Library Service”.

Step 2: Registration of e-mail address



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



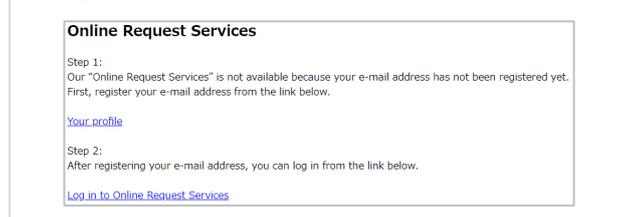
Click “Change” to go to the “Changing your profile” screen which you can register your contact information and so on.

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.

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



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