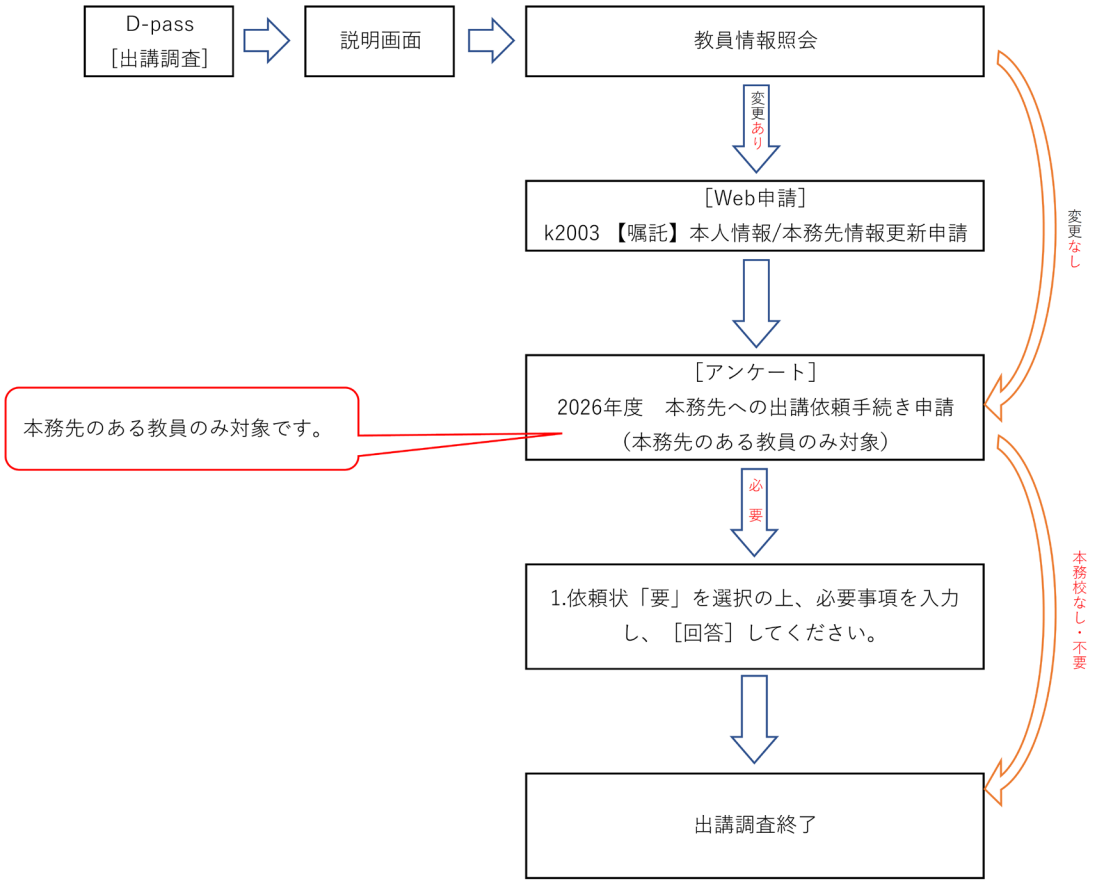
D-pass Operation Manual

【Faculty Lecture Survey】

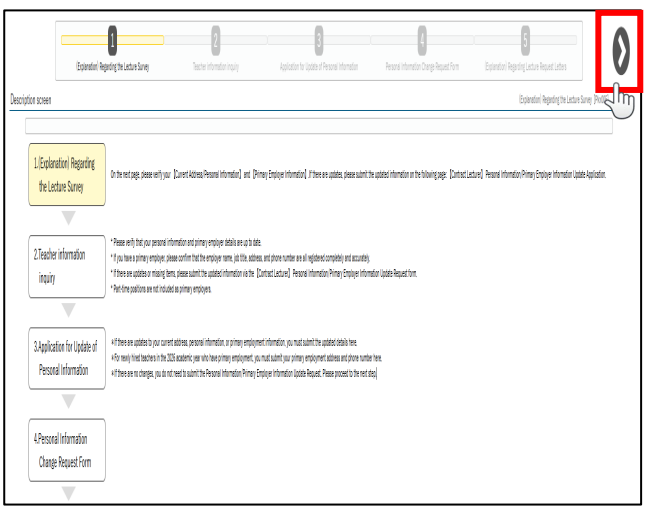
Doshisha Women's College of Liberal Arts

Flow of the Lecture Survey

The process for external teaching assignments proceeds as follows.If there are no changes to personal information or primary employment information, submission is not required.Similarly, if there is no primary employment, submission of the external teaching request procedure application is not required.



Basic Operations



To proceed with the lecture survey, please navigate through the screens.

Once you have reviewed and addressed the information displayed on the screen, **please click the “＞” button in the upper right corner to move to the next screen.**

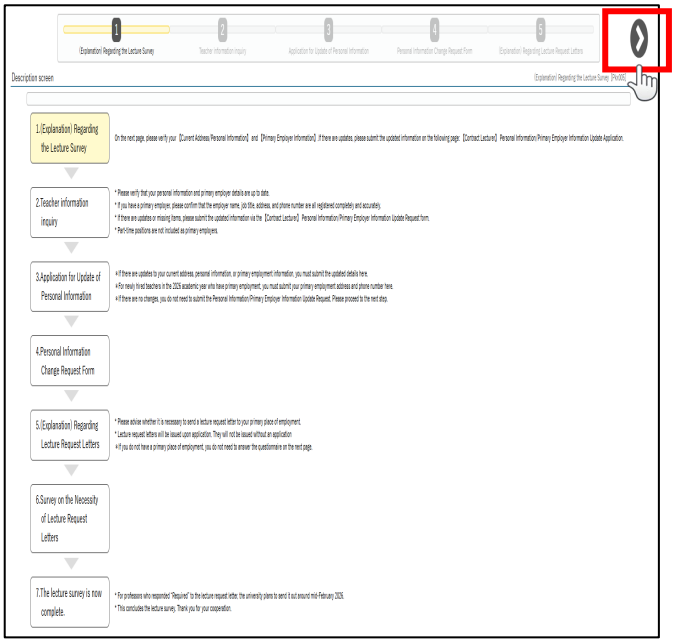
Submission of Lecture Attendance Survey



1

From the main menu,click [Lecture Attendance Survey].

※This will only be displayed during the response period.

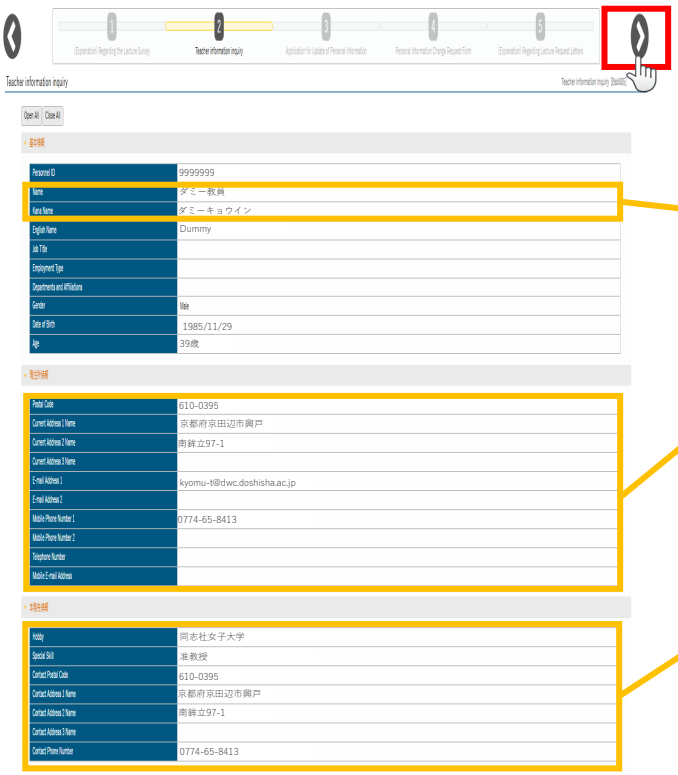


2

The [Description screen] will appear.

Be sure to review the explanation before proceeding.

Click the arrow in the upper-right corner to advance to the next page.



3

【Teacher information inquiry】 will be displayed.
Please verify that the various information displayed is up to date.

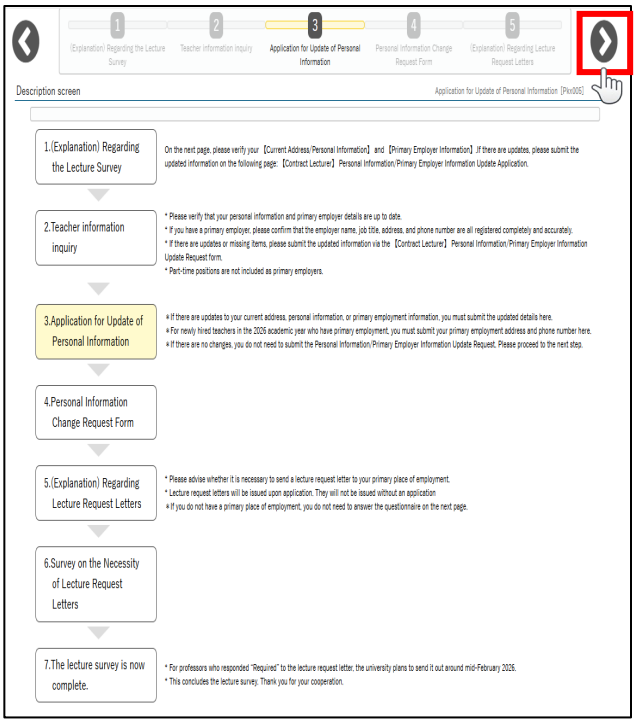
『Basic Information』
Please verify your “Full Name” and “Kana Name”.If you find incorrect, please contact the Academic Affairs Office.

『Current Address Information』
Please verify your “Current Address,” “Email Address,” and “Phone Number.”
Your “Email Address” will be used for communications from the university.

『Primary Employer Information』
This section appears only if a primary employer is registered.
Please verify the “Primary Employer Name,” “Primary Employer Position,” “Primary Employer Address,” and “Primary Employer Phone Number.”

※Part-time positions are not included as primary employment.
※This is also required if your primary employment is not a school.
※If any changes occur to your primary employment or job title in the future,be sure to report them.

After confirming the contents, click the arrow in the upper right cornerto proceed to the next page.

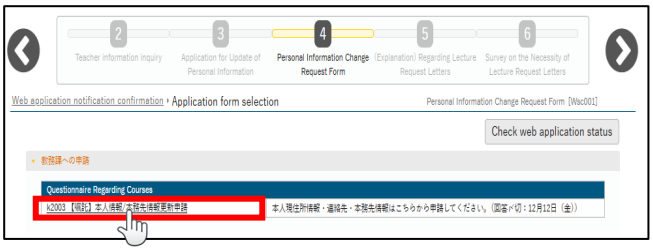


4

The [Description screen] will be displayed.

After reviewing the contents,click the arrow in the upper right corner to proceed to the next page.

※For newly hired teachers in the 2026 academic year who have a primary place of employment, please be sure to apply for the primary place of employment address and phone number on the next page.



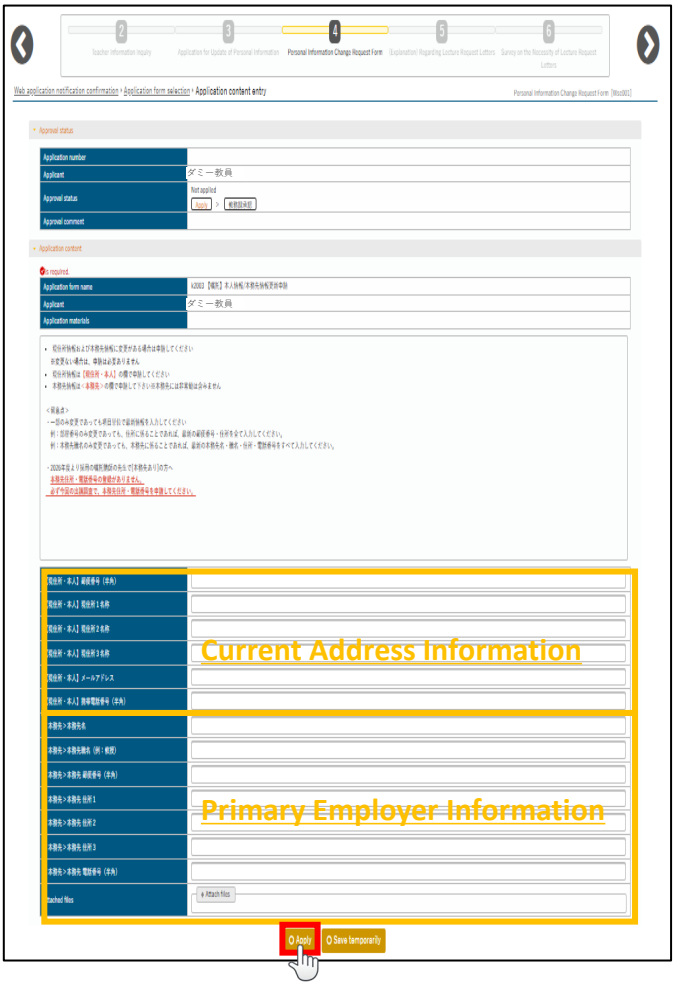
5

The [Application Form Selection] screen will appear.

If you need to update your faculty information,
Click「k2003【嘱託】本人情報/本務先情報更新申請」to proceed to the next page.

※If you do not need to update your faculty information,click the arrow in the upper right corner twice to proceed to "⑥ Survey on the Necessity of Lecture Request Letters." (Please proceed to step 9 on page 6 of the manual.)





6

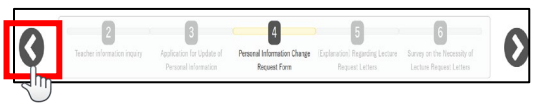
The [Application content entry] screen will appear.
Be sure to review the important notes, enter the required information, and click [Apply].

※Please apply only if changes are required to your current address or primary employer information. If no changes are needed, click the arrow in the upper right corner to proceed to the next page.

※For changes to your current address information, please enter the details in the [Current Address/Personal] section.For changes to your primary employer information, please enter the details in the respective fields under the〈Primary Employer〉section.

※Even if only a portion of the information changes (such as the room number), please enter the latest information for all fields (postal code, address, etc.). (Do not enter only the new room number.)

※For teachers hired in fiscal year 2026 who have a primary employment:Your primary employment address and phone number are not registered. Please be sure to apply for your primary employment address and phone number during this teaching assignment survey.



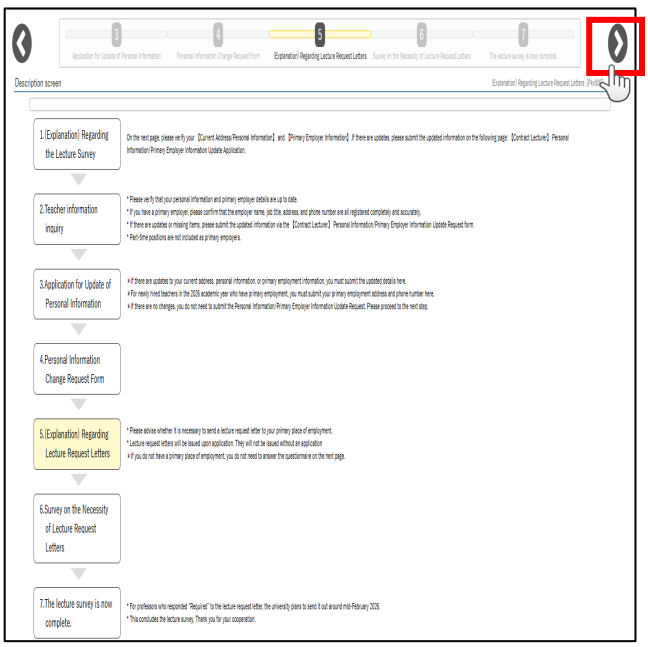
※To review your current registration information or copy/paste it, click the arrow in the upper left corner to return to the previous page.



7

The information you entered (address details, etc.) will be displayed in gray.

Click the arrow in the upper right corner to proceed to the next page.

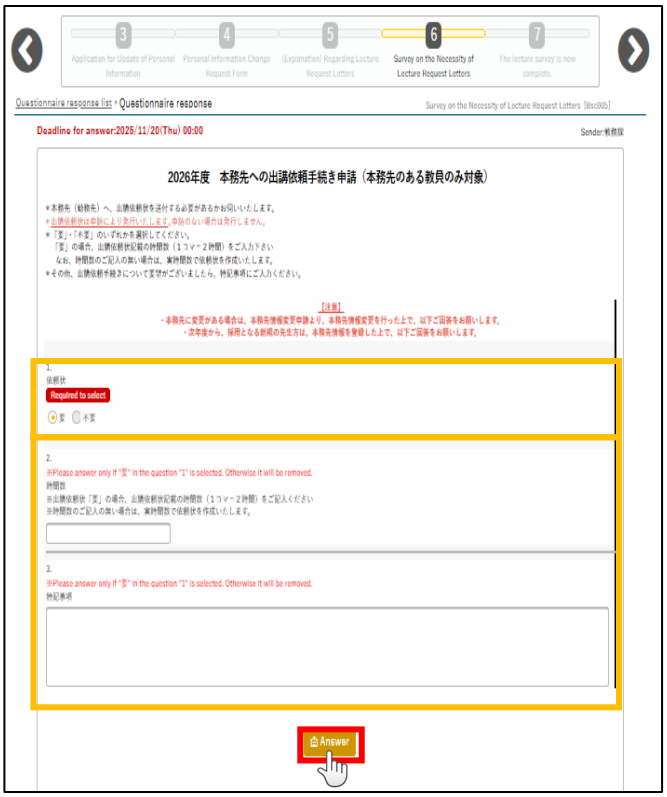


8

The [Description screen] will appear.

After reviewing the contents, click the arrow in the upper-right corner to proceed to the next page.





9

The【Questionnaire response】screen will appear.

Faculty members with primary employment should click “2026年度　本務先への出講依頼手続き申請（本務先のある教員のみ対象）（教務課）” and proceed to the next page.

If you do not have a primary employment, click the arrow in the upper right corner twice and proceed to “⑦ The lecture survey is now complete.” (Please proceed to item ⑫ on page 7 of the manual.)



10

The [Questionnaire response list] screen will appear.Please review the instructions, select or enter the required information, and click [Answer].

※This survey is for requesting a letter of invitation to teach at your primary institution (place of employment). **It is only for faculty members who have a primary institution.**
※Letters of invitation will be issued upon request. They will not be issued without a request.

If you do not require a lecture request letter,select “不要” under “1. 依頼状” and click [Answer].

If you require a lecture request letter, select “要” under “1. 依頼状,” enter the “2.時間数” and “3.特記事項,” then click [Answer].

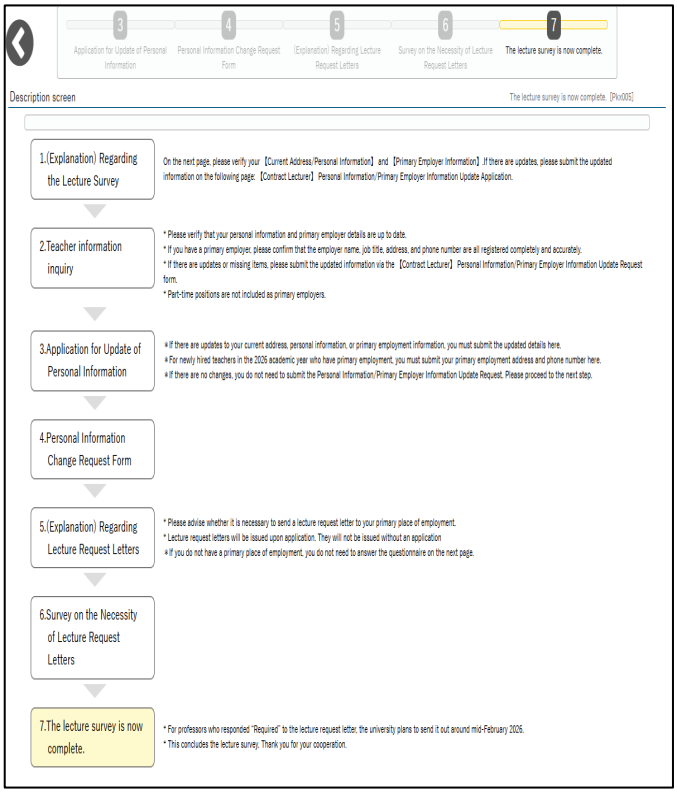
※ “2.時間数”: Please enter the number of hours specified in the lecture request form(1 session = 2 hours) if required. If no hours are entered, the request form will be created based on the actual number of hours.
※ “3.特記事項”: Please enter any other requests regarding the lecture request procedure here.



11

Once your application is complete, it will display a Responded

Click the arrow in the upper right corner to proceed to the next page.



12

The [Description Screen] will appear.

※For instructors who responded “Required” to the lecture request form, the university plans to send the forms around mid-February as in previous years.

This concludes the lecture survey.
Thank you for your cooperation.