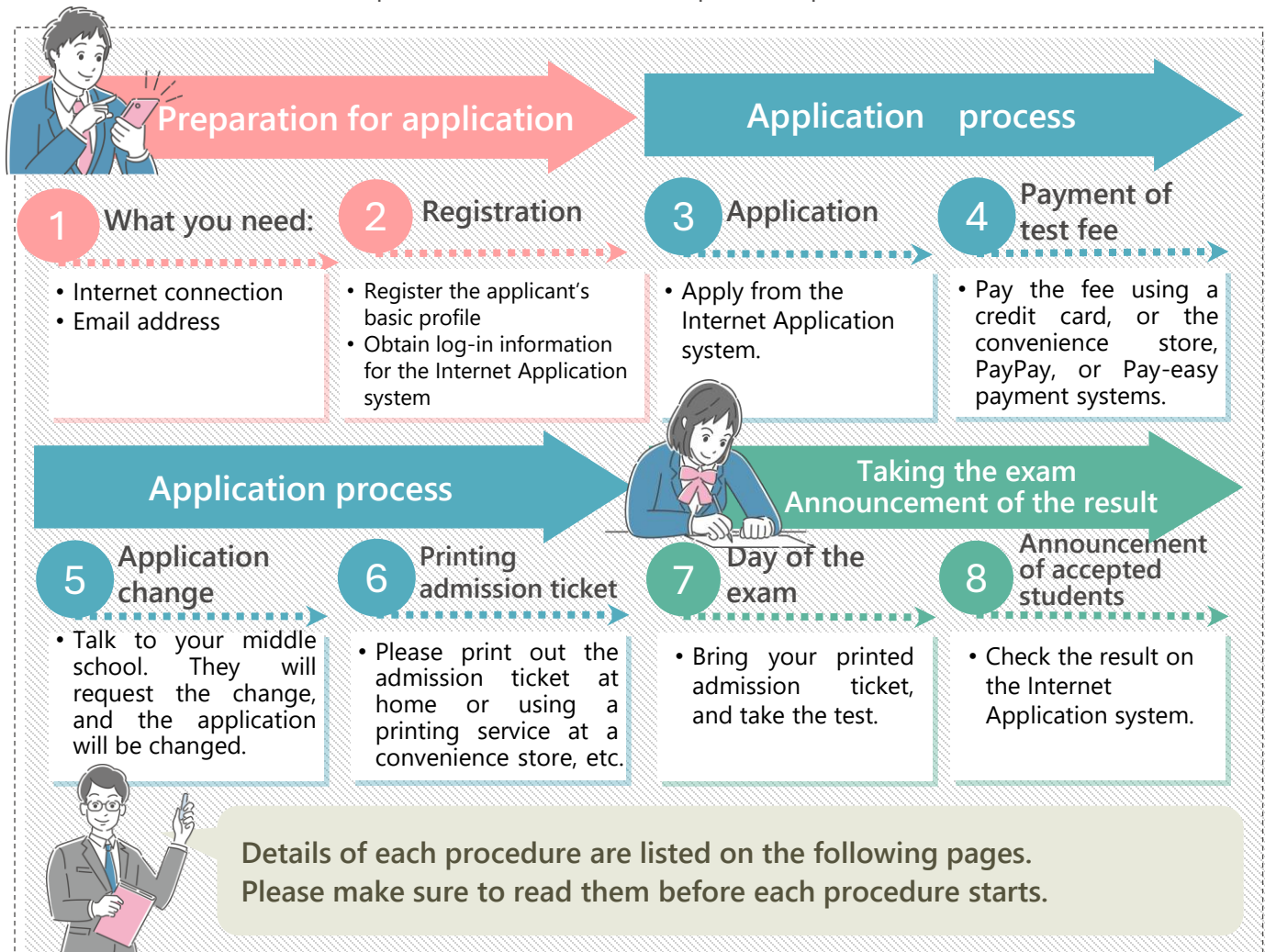# Nagano Prefectural High School Entrance Exams
Guide to Internet Application

In the process of selecting new students for Nagano prefectural high schools, the Internet Application system is used for application and announcement of accepted students. When you apply, please refer to this Guide, and use a smartphone, tablet or PC to complete the procedure.

Preparation for application

Application process

1 **What you need:**
- Internet connection
- Email address

2 **Registration**
- Register the applicant's basic profile
- Obtain log-in information for the Internet Application system

3 **Application**
- Apply from the Internet Application system.

4 **Payment of test fee**
- Pay the fee using a credit card, or the convenience store, PayPay, or Pay-easy payment systems.

Application process

Taking the exam / Announcement of the result

5 **Application change**
- Talk to your middle school. They will request the change, and the application will be changed.

6 **Printing admission ticket**
- Please print out the admission ticket at home or using a printing service at a convenience store, etc.

7 **Day of the exam**
- Bring your printed admission ticket, and take the test.

8 **Announcement of accepted students**
- Check the result on the Internet Application system.

Details of each procedure are listed on the following pages.
Please make sure to read them before each procedure starts.

Help Desk will open!

Please contact the Help Desk if you have any questions about using the Internet Application system.

Here is the contact information about the Help Desk:
Phone: 050-3538-5308
Period: Tuesday, Nov. 25, 2025 – Tuesday, March 31, 2026, 9:00am – 5:00pm
 ※Not available on Saturdays, Sundays, national holidays and Dec. 29, 2025 – Jan. 3, 2026
Topic: They will provide information about how to use the Internet Application system (not about applying for high school, including how to fill out the application form).
There are several other ways to get help for how to use the internet system. For details, please check "If you have a problem" at the bottom of the next page.

① What you need: Internet connection and mail address

1. Please have ready a smartphone, tablet or PC connected to the Internet, as well as your email address. Make sure that you can use Google Chrome, Microsoft Edge or Safari on your device.

2. Set your device to allow incoming emails from info@mail.shutsugan.pref.nagano.lg.jp and change your spam mail settings. Please make sure that you will be able to receive emails from the address above.

② Registration Access the QR code in the registration guide, register your name and address, and receive the log-in information.

1. Scan the QR code distributed by your middle school, or type the URL in the Internet browser to access the page to register your basic information.

2. Check the information in 【Terms of use】, and click ［利用規約に同意します］ (I agree). A page showing registration of authentication method will be displayed. Check to see that there is no mistake on this page, and register your email address. At this time, you are instructed to send a test email to yourself using your email address.

3. Click ［テストメールの送信(Send test email)］, and the email message will be displayed on the screen. Make sure that the registered email address is correctly written in the Recipient line. Do not change the Subject or message. Send the mail.

4. Check if the test email has been delivered to your registered email address. If it has, check "メールアドレスを確認しました (I have confirmed the mail address)" and click [次へ (Next)].

5. On the page where you are asked to fill out the applicant/parent information, please write/confirm the following information:
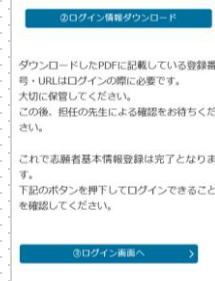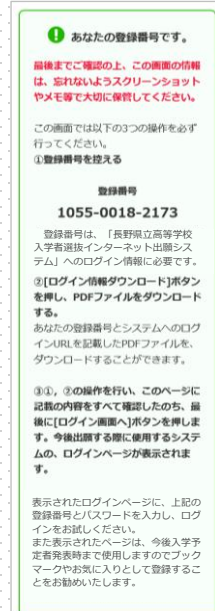   ① Fill out/confirm the applicant (your) name and address, and your parent's name and address.
   ※You can register the second email address. Just like the address you registered in No. 2-4, you will receive various information from the system at this address. Please use this as an extra email address.
   ※The password you registered when you were prompted by 【Enter your password】 is used to log into the system. Please keep it safe so that you will remember it.
   ② Make sure that there are no mistakes in the entered information, and click the [申請する (Apply)] button.

6. "あなたの登録情報です (This is the information you have registered)" will be displayed. This page has the information necessary to log into the Internet Application system (registration No., log-in URL). You will obtain your log-in information by following ① to ③ on the screen. You will use this system until the announcement of selected students. Please keep your log-in information safe until the announcement is complete. In addition, clicking the [③ログイン画面へ (To the log-in page)] will take you back to the log-in page. After finishing ① and ②, please click the ③ button. When you see the log-in page, please save it in My Favorites or Bookmark.

If you have a problem... / **The following support tools are available to help you!**

① **FAQ**（**If you have a problem):** Type in your question about how to use the Internet Application system, and you will receive the answer you need. This is a quick way to get an answer by yourself when you have a problem.
② **User's Manual** (PDF): This manual includes images of the screen. Printable.
③ **Video Manual (inside HELP page)**: A video manual with audio. Click the HELP button, and it is stored on the HELP page. You can watch and follow each step to learn how to use the system.
④ **Inquiry form:** If you still have a question after reading the FAQ and the manuals, you can ask the question from the inquiry form. Select the response method from an email or a phone call.
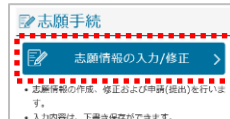
3 Application — Log in to the Internet Application system and input application information.

1. Log in to the Internet Application system from your smartphone, tablet or PC using the login information in "②志願者登録-6. (②Registration-6.)"
2. Choose the [志願情報の入力／修正 (Input/Change application information)] button on the Menu page.
3. Input page will be displayed. Choose and input information to apply for a high school including the type of entrance exam, module, etc.
4. Check the information you entered, and click [申請する (Apply)].

- You can save the information as a draft by clicking [下書き保存 (Save draft)]. To edit or send the draft information, please follow 2. above. Make sure to send the saved information before the application deadline.

4 Payment of test fee — Pay the fee using a credit card, or the convenience store, Pay-easy, or Pay-Pay payment systems.

1. Please choose one of the payment methods: a credit card or convenience store/Pay-easy/PayPay payment systems.

2. The payment process is different by the payment method. Please follow the instructions on the screen to make the payment.
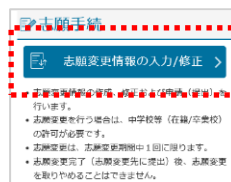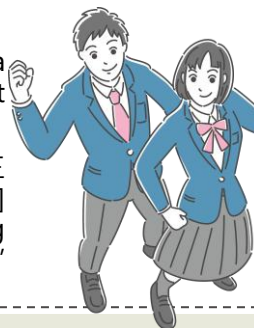
- Please discuss with your family who should make the payment and when.
- Even if the application information is registered, the information cannot be sent to the high school if the test fee is not paid. Please make sure that the fee is paid before the deadline.

5 Application change — Discuss with your classroom teacher if you changed your mind about which school to apply to. Change is allowed only once during the changing period.

1. To change schools, talk to your classroom teacher first before the changing period starts. Let him/her know that you want to apply to a different school.

2. Follow the following procedure to change schools:

   ① Your classroom teacher must first complete the procedure to change schools on the system.

   ② After ① is done, log into the system. You will see a [志願変更情報の入力/修正 (Input/Correct application change information)] button.

   ③ Choose the [志願変更情報の入力/修正 (Input/Correct application change information)] button. Input new application information during the changing period following "③ Application" above.

- In some cases (changing from evening to full-time modules, for example) payment of test fee may be required. If it is required, a payment button for the test will be displayed. Please make sure to pay it during the changing period. If the payment is not necessary, the button will not show.

6 Printing admission ticket

Use your printer or printing service at a convenience store.

【Printing at home】

1. From the PC or smartphone you are printing from, log into the Internet Application system.

2. On the menu, press [受検票印刷 (Pring admission ticket)] button. Then press [ＰＤＦから印刷する (Print from PDF)] button.

3. Print out the downloaded PDF file from your printer.

印刷方法の選択

受検票の印刷方法を選択してください。

- 印刷環境をお持ちの方は、PDF形式で受検票を出力可能です。

| PDFから印刷する ＞ |

- 印刷環境をお持ちでないかたはコンビニエンスストア（ファミリーマート、ローソン、ポプラグループ）で受検票を印刷できます。
- コンビニエスストアのマルチコピー機から印刷するためのユーザー番号を発行します。
- 印刷時には別途印刷料金が必要です。
- コンビニ印刷ご利用の際は、以下のネットワークプリントサービス利用規約に同意いただく必要がございます。

ネットワークプリントサービス利用規約

第1条（目的）
本規約は、福岡県教育委員会、福岡市教育委員会、久留米市教育委員会及び古賀学校組合（以下、「教育委員会」といいます）が企画運営する「福岡県立高等学校入学者選抜WEB出願システム」のお客様がシャープマーケティングジャパン株式会社（以下「弊社」といいます）および弊社が提携する事業者（以下「提携事業者」といいます）またはそのフランチャイズチェーンの店舗に設置され

【Printing at a convenience store】

1. Log into the Internet Application system.

2. Press [受検票印刷 (Print admission ticket)] button.

3. Before starting printing, watch the "コンビニでの印刷操作方法 (How to print out at a convenience store)" video to confirm how to print out. ※Four convenience stores offer the printing service: Family Mart, Lawson, Poplar Group and Mini Stop.

☑ 上記の利用規約に同意する

| コンビニエンスストアで印刷する ＞ |

【ネットワークプリント】
コンビニマルチコピー機の便利な使い方
ネットワーク〔...〕トサービス
ビニでの〔...〕刷操作プ
FamilyMart　LAWSO〔...〕
ポプラ〔...〕

4. Please read the Network Print Service Terms of Use. Select [上記の利用規約に同意する (I agree to the above Terms of Use)] and the [コンビニエンスストアで印刷する (Print at a convenience store)] button becomes active. Press the button.

5. Follow the instructions on the screen, and the information necessary for printing comes to your Announcement in My Menu. (If you do not receive the information, wait for about 10 minutes, and try again.)

6. Follow the process you watched on the video in 2. above, and operate the multi-copy machine at the store, input the information you received in My Menu. Then print out the admission ticket.

- Check the information on the admission ticket before the examination day.
- You will need the exam code on the admission ticket (7-digit number to check the test result) when the selected students are announced. Please keep your admission ticket even after the exam is over.

7 Taking the exam

Do not forget your printed admission ticket!

1. You will take the exam at the school you have applied to. You will not be able to take the test without your admission ticket. Please make sure to take it with you.

8 Announcement of test result

Input the high school name, registration No., exam code, and your date of birth to see the result.

1. **On the day of announcement, [入学予定者発表のお知らせ (Announcement of accepted students)] is displayed on the log-in page. Select [○○選抜 (... Exam) button.**

2. Input the name of high school, registration No., exam code (written on your admission ticket), and your date of birth. Select [結果を表示する (Display result)] button. Then the result will be displayed on the screen.

入学予定者発表のお知らせ

入学予定者発表の結果は以下のボタンからご確認ください。

| 一般入学者選抜 ＞ |

ログイン

登録番号

高校

快晴高校

- 高校名に含まれる文字の一部を入力すると、リストを絞り込みが可能です。

登録番号

受検コード（7桁）

生年月日

2009年

1月

1日

＞ 結果を表示する

- The result will not be displayed if you access to the system before the time of announcement.
- Even if you input the registration number and password just like you input information for application, you will not be able to check **the announcement of accepted students.**