

Using reservation system of Japanese Language Support Desk

1. Click “Reserve Online” at <https://cjle.rikkyo.ac.jp/english/supportdesk> .

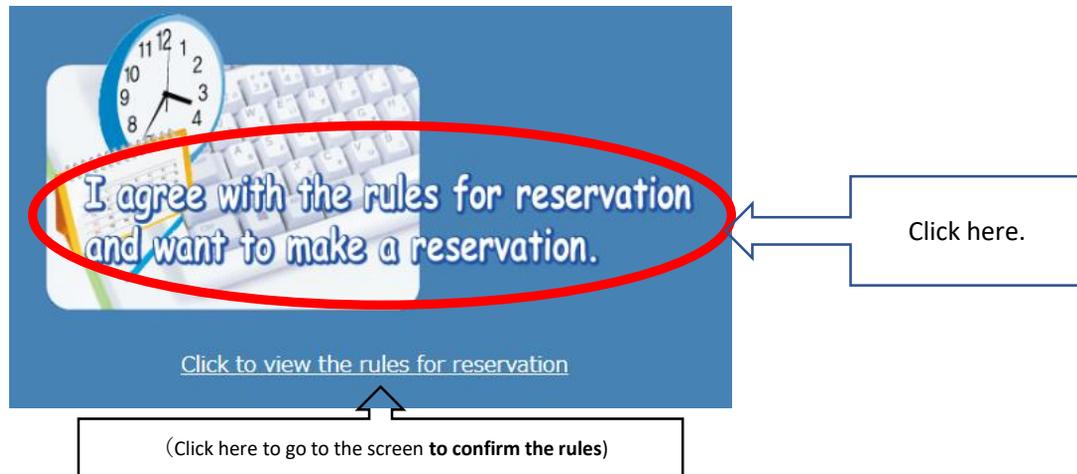
name in full. Then the instructor can read it beforehand. Depending on the contents and length, you may need to have several sessions.

<Cancellation>

- You may cancel online by yourself.
- Please refrain from canceling on the day of your reservation, as other students will not be able to make a reservation.



2. Click “I agree with the rules for reservation and I want to make a reservation.”



3. Sign in with your V-campus ID.



RIKKYO UNIVERSITY

V-Campus SIGN IN

サインイン

[パスワードを忘れた場合](#)
Forgot your password?

4. The screen of reservation system is displayed.

- ① For the first time use ⇒ ① See “Registration for the system”
- ② For the second or onwards ⇒ ② Log-in to the system

The screenshot shows the reservation system interface. At the top left is the logo for C/LE+ 日本語教育センター. In the top right, there are two buttons: "ログイン" (Login) and "会員/Membership登録/Registe" (Registration). A blue box with an arrow points to the "ログイン" button, containing the text "② Log-in to the system (After ① registration for the system)". A red box with an arrow points to the "会員/Membership登録/Registe" button, containing the text "① Registration for the system (Required only for the first time during the academic year.)". Below these buttons is a form with two sections: "絞り込み/Narrowing" and "予約枠を選択/Select a slot". The "絞り込み/Narrowing" section has a dropdown menu with "全て" (All) selected. The "予約枠を選択/Select a slot" section has a dropdown menu with "全て" (All) selected. Below the form is a date selector showing "2024年 04月" (April 2024) and a calendar icon. A red box with an arrow points to a message box containing the text "指定期間内に該当する予約枠/Reservation slotが見つかりませんでした。" (No reservation slot was found within the specified period.). A blue box with an arrow points to the left side of the interface, containing the text "This part is shown before log-in and will be disappeared after log-in and available slots are shown below." At the bottom, a blue box contains the text "Available slots are shown here after log-in to the reservation system."