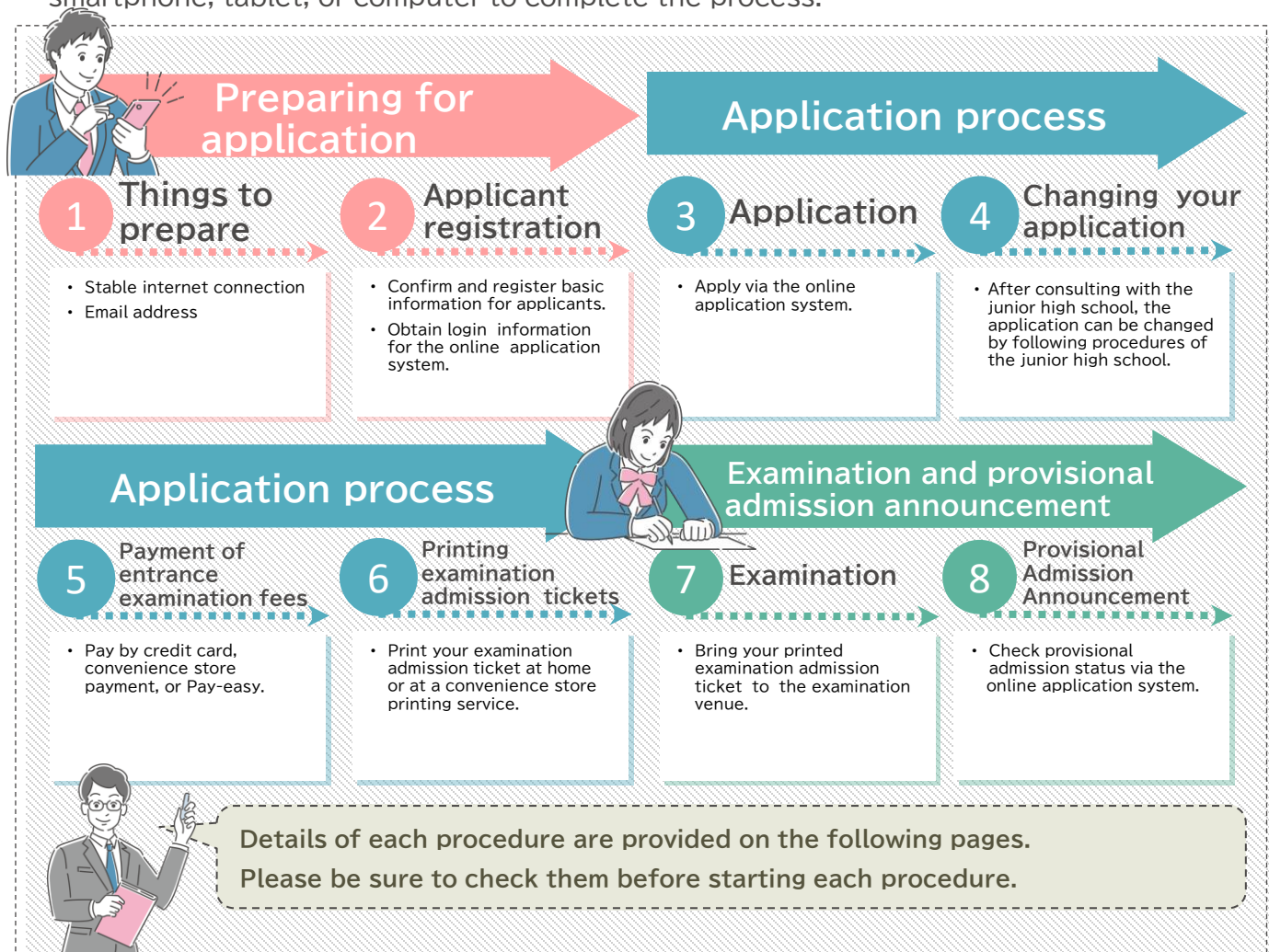# Shiga Prefectural High School Entrance Examination: Information on Using the Online Application System

For the Shiga Prefectural High School Entrance Examination, applicants will use the online application system to complete the application process and check their provisional admission status. Applicants should follow the instructions in this document and use a smartphone, tablet, or computer to complete the process.

Preparing for application

1 Things to prepare
- Stable internet connection
- Email address

2 Applicant registration
- Confirm and register basic information for applicants.
- Obtain login information for the online application system.

Application process

3 Application
- Apply via the online application system.

4 Changing your application
- After consulting with the junior high school, the application can be changed by following procedures of the junior high school.

Application process

5 Payment of entrance examination fees
- Pay by credit card, convenience store payment, or Pay-easy.

6 Printing examination admission tickets
- Print your examination admission ticket at home or at a convenience store printing service.

Examination and provisional admission announcement

7 Examination
- Bring your printed examination admission ticket to the examination venue.

8 Provisional Admission Announcement
- Check provisional admission status via the online application system.

Details of each procedure are provided on the following pages.

Please be sure to check them before starting each procedure.

Help Desk

Questions regarding the operation of the online application system will be accepted at the help desk.

We have established a help desk to respond to inquiries as follows.

Period of operation: November 4, 2025 (Tuesday) to March 31, 2026 (Tuesday)
9:00 a.m. to 5:00 p.m.
*Excluding Saturdays, Sundays, public holidays, and the year-end and New Year holidays (December 29, 2025 to January 3, 2026).

Reception details: Matters related to the operation of the online application system
(Matters related to application content and requirements are not covered.)

In addition to our help desk, we offer a variety of support tools should you have difficulty with applying. For details, please refer to "Operation Troubles" at the bottom of the next page.

1 Things to prepare

Prepare a stable internet connection and an email address.

1. Please have a smartphone, tablet, or computer with a stable internet connection and an email address ready. Also, please make sure you can use one of the following internet browsers: Google Chrome, Microsoft Edge, or Safari.

2. Enable email reception and change your spam settings. This will allow you to receive emails from the email address listed in the "Basic Information for Applicants"(志願者基本情報案内) document distributed by your junior high school.

2 Applicant registration

Access the QR code on the applicant basic information document, register your name and address, and receive your system login information.

《Access to the registration page》

1. Scan the QR code distributed by your junior high school or enter the URL in your internet browser to access the applicant basic information registration screen.

《 Registering your email address 》

2. After confirming the contents of the "Terms of Use", press the "I agree to the Terms of Use"(利用規約に同意します) button to display the authentication method registration screen. Confirm that the information on this screen is correct, then register your email address. When registering, you will be asked to send a test email (send an email from your own email address to yourself).

3. When you click the "Send Test Email"(テストメールの送信) button, the email message screen will appear. Confirm that the email address you registered in step 2 is displayed in the "To" field, and send the email without changing the subject or body.

《Confirmation and entry of basic applicant information》

4. Check that an email has been sent to the registered email address. Once confirmed, check the "I have confirmed my email address"(メールアドレスを確認しました) box and select the "Next"(次へ) button.

5. On the applicant/guardian information entry screen, please confirm or enter the following information.
   ① Please confirm your name, address, guardian's name, guardian's address, and a contact telephone number and enter the information as necessary.

   ＊You can also register an alternate email address. You will receive various notifications from the system in the same way as the email address registered in steps 2 to 4.

   ＊The password you register in the "Enter Password"(パスワード入力) field will be the password you use to log in to the system. Please keep it in a safe place so you don't forget it.
   ② After confirming that the information you have entered is correct, click the "Apply"(申請する) button.

6. A message saying "Your registration number"(あなたの登録番号です) will be displayed. At the bottom of the screen, you will see the login information (registration number) for the online application system used for the application process. If you select the "Login information download"(ログイン情報ダウンロード) button, a PDF file containing your login information will be downloaded. This system will be used until the announcement of provisional admission status. Therefore, please keep your login information in a safe place until the announcement of provisional admission.
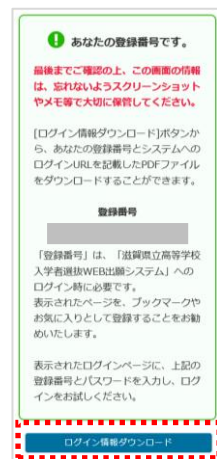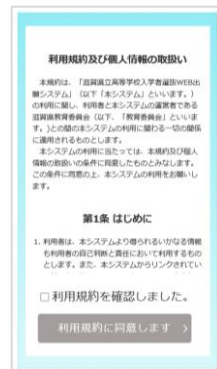
Operation Troubles

The online application system provides the following content as support tools for operation.

① **FAQ** : If you have any problems, click the button. Enter your question about the operation to display the appropriate answer. You can quickly solve problems yourself when you have trouble with the operation.

② **Operation Manual (PDF):** This manual includes screenshots of the operation interface. You can print it out for your reference. This manual is written in Japanese.

③ **Video Manual (Help Page):** This is a video manual with audio. Press the Help button to access the help page where it is available. You can check the operation while watching the actual screen movements.

④ **Inquiry form:** If you cannot find a solution to your problem in the FAQ or manual, you can submit your question using the dedicated form. You can choose to receive a response by email or phone.

3 Application

Log in to the online application system and enter your application information.

1. Log in to the online application system from your smartphone, tablet, or computer using the login information from ❷ "Applicant Registration" step 6.
2. Select and enter application information such as the type of selection process and course classification for the high school you are applying to.
3. Register the attached documents. (Only if necessary)
4. Confirm the information you have entered and select the "Apply"（申請する）button.

- You can save the contents of steps 1 and 2, and return later, but be sure to submit your application before the application deadline.
- If there are documents that need to be submitted for the high school you are applying to, you can make the application process smoother by preparing them in advance in the specified format.
- After entering the necessary application information, click the "Next"（次へ）button to display the attachment registration screen, where you can register your attachments. Please follow the instructions on the screen to register your attachments.
  *Once the application period begins, you will not be able to click the "Next"（次へ）button unless all required information has been entered.

【現在の申請状況】
出願情報入力　添付書類のアップロード
入力内容確認　出願情報申請完了

出願入力
※必須項目は必ずご記入ください。
学校
青空中学校
クラス
1
氏名
伊藤 愛
募集区分　必須
一次募集
課程区分　必須
全日
出願先高校　必須
快晴高校
・高校名に含まれる文字の一部を入力すると、リストを絞り込みすることができます。

4 Changing your application

After consulting with your homeroom teacher, you may change your application once during the designated time for changing the application.

1. If you wish to change your application, please consult with your homeroom teacher before the application change period begins. Inform them of your desire to change your application destination.

2. The procedure for changing the application destination is as follows:

① The homeroom teacher will give you permission to complete the application change procedure in the system.

② After completing the procedure in ①, log in to the system and the "Enter/Edit Application Change Information"（出願変更情報の入力/修正）button will be displayed.

③ After selecting the "Enter/Edit Application Change Information"（出願変更情報の入力/修正）button, you will enter any new application information using the same procedure as in ❸ "Application" within the application change period.

📝出願手続
📋 出願変更情報の入力/修正 ＞
・出願変更情報の作成、修正および申請（提出）を行います。
・出願変更を行う場合は、中学校等（在籍/卒業校）の許可が必要です。
・出願変更は、出願変更期間中1回に限ります。
・出願変更完了（出願変更先に提出）後、出願変更を取りやめることはできません。

【現在の申請状況】
出願情報入力　添付書類のアップロード
入力内容確認　出願情報申請完了　入学選考料納付

出願変更入力
変更する志願先を入力して下さい。
※必須項目は必ずご記入ください。
学校
青空中学校
クラス
1
氏名
西野 優斗
募集区分　必須
一般募集
課程区分　必須
全日
第1志望校　必須

5 Payment of entrance examination fees

Pay by credit card, convenience store payment, or Pay-easy.

1. Please select one of the following payment methods: credit card, convenience store payment, or Pay-easy.

2. Payment procedures vary depending on the payment method. Please follow the instructions displayed on the screen to pay the entrance examination fees.

Please discuss with your guardian(s) who will pay the entrance examination fee and when, and then make the payment.

納付方法選択
納付方法を選択し、画面下の「次へ」ボタンを選択してください。

納付方法
○ クレジット
VISA　mastercard　JCB
○ コンビニ / ペイジー
7-ELEVEN　LAWSON　FamilyMart　Seicomart　MINISTOP
MUFG　MIZUHO　三井住友銀行　りそな銀行　埼玉りそな銀行
ゆうちょ銀行　Rakuten銀行　au じぶん銀行
===必ずご確認ください===
コンビニやATMで納付される場合、以下の番号が納付番号となります。

6 Printing examination admission tickets

Print at home or through a convenience store printing service.

[When printing from your home printer]

1. Log in to the online application system from a computer or smartphone that can perform printing operations.

2. Press the "Print Examination Admission Ticket"(受検票印刷) button on the menu, then press the "Print to PDF"(PDFから印刷する) button.

3. Please print out the downloaded examination admission ticket PDF file using your home printer.

[When printing through a convenience store printing service]

1. Log in to the online application system.

2. Press the "Print Examination Admission Ticket"(受検票印刷) button on the menu.

3. Before printing, watch the video "How to Print at a Convenience Store"(コンビニでの印刷操作方法) to confirm the procedure.
   ※Printing is available at convenience stores operated by FamilyMart, LAWSON, Poplar Group, and MINISTOP.

4. Please read the "Network Print Service Terms of Use"(ネットワークプリントサービス利用規約), check the box, "Agree to the terms"(上記の利用規約に同意する), and then click the "Print at a convenience store"(コンビニエンスストアで印刷する) button.

5. Follow the instructions on the screen, and the information necessary for printing will be sent to your My Menu notifications. (If you do not receive the notification, please wait about 10 minutes and check again.)

6. Follow the steps in the video you watched in step 3 to operate the multi-function copier installed at the convenience store, enter the information listed in the notification, and print out your examination admission ticket.

- Please confirm the information on your examination admission ticket before the examination date.
- The examination number listed on the examination admission ticket is necessary to check provisional admission status. Please keep the examination admission ticket in a safe place after the examination.

7 Examination

Be sure to bring your printed examination admission ticket to the examination venue.
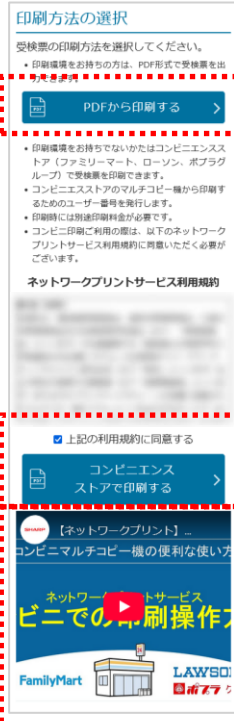
1. You will take the examination at the high school where you applied. You will need your examination admission ticket to take the examination, so please remember to bring it with you.

8 Provisional Admission Announcement

Enter the name of the high school you are applying to, your registration number, examination number, and your date of birth to display the results.

1. On the date of the announcement of provisional admission, the "Provisional Admission Announcement"(入学許可予定者発表) will be displayed on the login screen. Please select the "〇〇 Recruitment"(〇次募集) button.

2. Enter the high school you took the examination at, your registration number, examination number, and your date of birth, and then select the "Display results"(結果を表示する) button to see your results.

- Before the date and time of the announcement of provisional admission, the "Provisional Admission Announcement"(入学許可予定者発表) will not be displayed on the login screen.
- Please note that you will not be able to check your admission status if you log in with your registration number and password only as you did when entering your application information.