

# Shikigaku Cloud Organization Survey Quick Manual

## Shikigaku Cloud Login

1. Access the following URL.

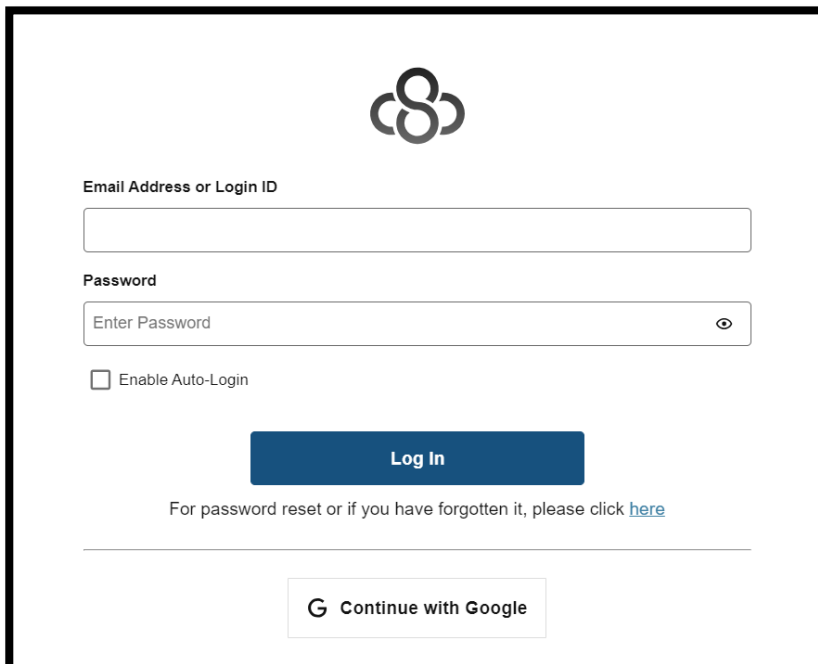
URL : <https://shikigaku-cloud.com/login>

2. You can switch from Japanese to English by clicking “English” in the upper right corner of the screen.



3. Enter the following information to log in.

- Email Address or Login ID : Your email address or ID
- Password : Your Password



# Organization Survey Procedures

1. Click on the "Shikigaku Survey" button



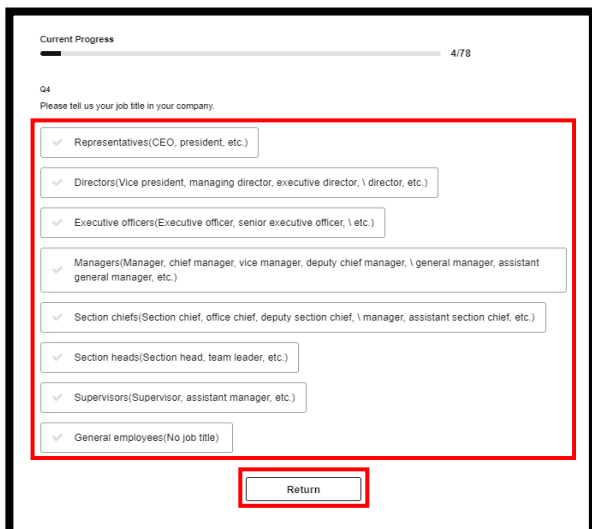
2. Click on the "Respond Organization Survey" button



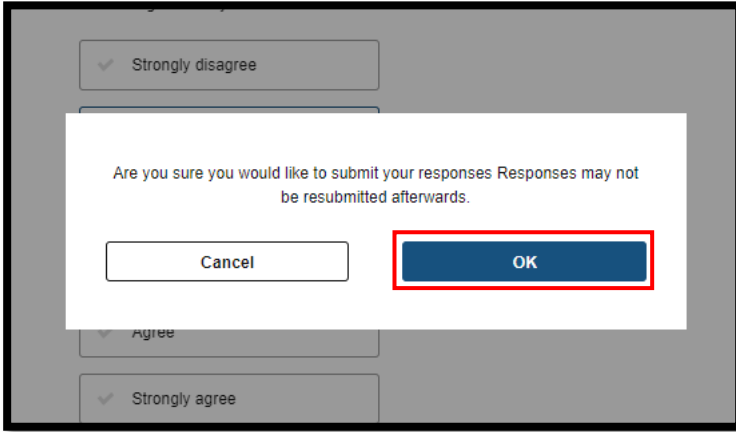
3. Begin responding to the questions for the survey that you are completing.



4. From the choices given, click your answer (if you make a mistake in your chosen answer, you may return to the previous question by clicking the 'Return' button).



5. After you have completed the final question of the survey, click the 'OK' button, and then the survey procedures will be complete (after submitting a survey, it may not be resubmitted afterwards).



6. The survey has been completed.

