

SALC Account Registration Procedure

1. When you access the designated URL, the following screen will appear.

First-time users are required to create an account. Please select “Register as a Prospective Student.”

Hiroshima University SALC

Smoothly start matching with tutors and learners to help you learn the language.

If you are a first-time user, please start with the registration process. If you already have an account, log in and proceed to the admin screen.

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Before you begin

Choose to register or log in according to your purpose of use.

REGISTER AS A PROSPECTIVE STUDENT

Instructor registration is done by the administrator. If you are participating as a lecturer, please contact the administrator.

Already using

GO TO THE LOGIN PAGE

2. Student Registration Form

Please select the appropriate category from “Hiroshima University Student,” “Faculty and Staff,” or “Higashi-Hiroshima Citizen,” and enter the required information such as your name and email address.

Fields marked with “*” are required.

Please note that the required information may vary depending on the selected category. If you are a Hiroshima University student, be sure to select “Hiroshima University Student.”

Student Registration Form

Select a category and fill in the required information. After sending, the person in charge will check the contents.

differentiate

Hiroshima University Student Faculty and staff Higashi-Hiroshima citizens

Name *

Email Address *

Preferred Language *

Language Level *

Remarks

Beginner

Intermediate

Superior

Native

Others

REGISTER

Please select your language level based on your own assessment. At SALC, sessions are conducted at the “Beginner to Intermediate” and “Intermediate to Advanced” levels. Please refer to the table below as a guideline.

Level Guide		
Level	TOEIC Score (Target)	Eiken Level
Beginner	Aiming for TOEIC 640	Grade 2
Intermediate	Aiming for TOEIC 730	Pre-1
Advanced	Aiming for TOEIC 860	Grade 1

3. Procedure After Registration

After completing your registration, a confirmation email will be sent to the email address you have provided. Please log in using the URL included in the email and set your password.

様

以下の内容で受講登録を受け付けました。

- 区分:
- 氏名:
- メールアドレス:
- 希望言語: 英語
- 言語レベル: ..
- 所属:

Confirm the information you have typed in.

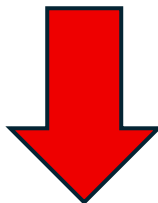
アカウントを利用するため、24時間以内に下記リンクからパスワードを設定してください。

<https://stg.salc.glc.hiroshima-u.ac.jp/force-password-reset?token=b4f55vRpbMJs24dVG89siEShJtdCbVpxnXTYt@LZFdbelZiOebfyzuzvH-mNsPPz>

パスワードの設定が完了すると、メール認証も自動的に完了します。

リンクの有効期限が切れた場合は、ログイン画面から「パスワードをお忘れの方」を選択して再発行してください。

広島大学国際部グローバルラーニングセンター



You can reset your password if necessary.

パスワード再設定が必要です

メールで受け取ったパスワード再設定リンクからアクセスしています。現在のパスワードの入力は不要です。新しいパスワードを設定してください。

リンクの有効期限は発行から1時間です。期限切れの場合は再度パスワード再発行をお試しください。

12文字以上で、英大文字・英小文字・数字・記号のすべてを含めてください。

メールアドレス*
email address

新しいパスワード* new password

新しいパスワード(確認)* new password for confirmation

新しいパスワードを設定

4. Login Screen

After setting your password, the login screen shown below will appear.

Please enter your registered password to log in. This completes the account registration process.

Hiroshima University SALC

Welcome to the Hiroshima University Foreign Language Co-study Program Online Matching System.

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Log in

Enter your email address and password.

Email Address *

Password *

SIGN IN

Support

Registration of prospective students can **be done here**.

Instructor registration is done by the administrator. If you are participating as a lecturer, please contact the administrator.

If you have forgotten your password, please click **here** to reissue it.

If you don't receive the email, contact your system administrator.

Contact the administrator: salc-system@office.hiroshima-u.ac.jp

5. Learner My Page

After logging in, the screen shown below will appear.

Please select the item you would like to use, such as “Profile Management” or “Session Reservation.”

Student My Page | DASHBOARD | PROFILE | SESSION RESERVATION | RESERVATION LIST | NOTICE FROM THE MANAGEMENT | LOG OUT

Learner Dashboard

- Profile Management**
Update basic information and desired conditions.
[Open your profile](#)
- Session Reservation**
Check the availability and book a session.
[Go to the reservation page](#)
- Reservation list**
You can see your previous bookings and upcoming plans.
[Open Reservation List](#)
- Notice from the management**
You can check the latest information and important announcements from the management.
[View Announcements](#)

6. Session Reservation

When you select “Session Reservation,” the screen shown below will be displayed.

Please select a language and choose your preferred date and time.

You can select the date and time from the calendar, or click “Check Availability” to view available session slots.

Student My Page DASHBOARD PROFILE SESSION RESERVATION RESERVATION LIST NOTICE FROM THE MANAGEMENT LOG OUT

Session Reservation

Check the available times in your preferred language and dates to secure available spots.

Current Matching Method: Confirming...
You can make a reservation from the open slot. We do not accept requests for the desired date.

Language * Date * 2026-03-27 CHECK AVAILABILITY

Use the selected date for the slot search.

There is no frame to display. Change the conditions or select a different date.

March 2026 < >

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

4/13 (Mon) 10:30-11:00
Instructor information will be provided after the reservation is confirmed.
30 / 30 remaining
SALC英語 (English) BOOK THIS SLOT

Select “Book This Slot” for your desired time, and then click “Confirm” to complete your reservation. Once completed, your reservation will be reflected in the “Reservation List.”

7. Reservation List

In the “Reservation List,” you can check the sessions you have booked.

If the status shows “Adjusting,” the administrator is currently coordinating the schedule with the instructor. Please wait until your reservation is confirmed.

Reservation list

You can see your session reservations so far. RELOAD

Upcoming Bookings 1 piece

Monday, April 13, 10:30 AM - 11:00 AM Sure CANCEL
SALC英語 (English) Instructor adjustment

Booking status
This appointment is being adjusted by the instructor. There will be information from the management after the instructor is confirmed.

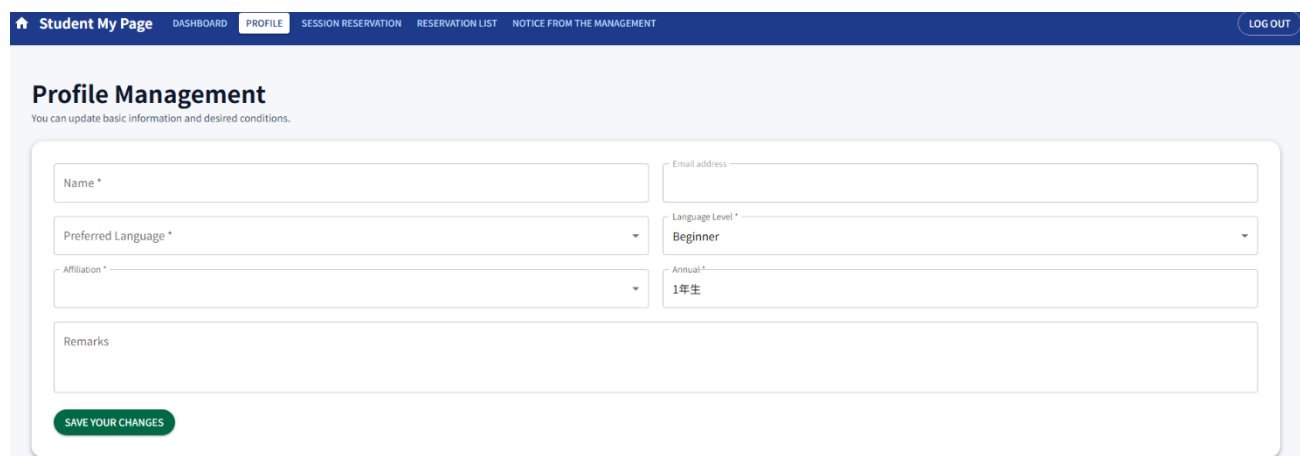
3月11日(水) 14:00 ~ 14:30 出席 未出席
授業開始時に講師から共有されたコードを

When this status is displayed, your reservation has been confirmed.
To verify your attendance, you will be required to enter a code on the day of the session.

確定 キャンセル

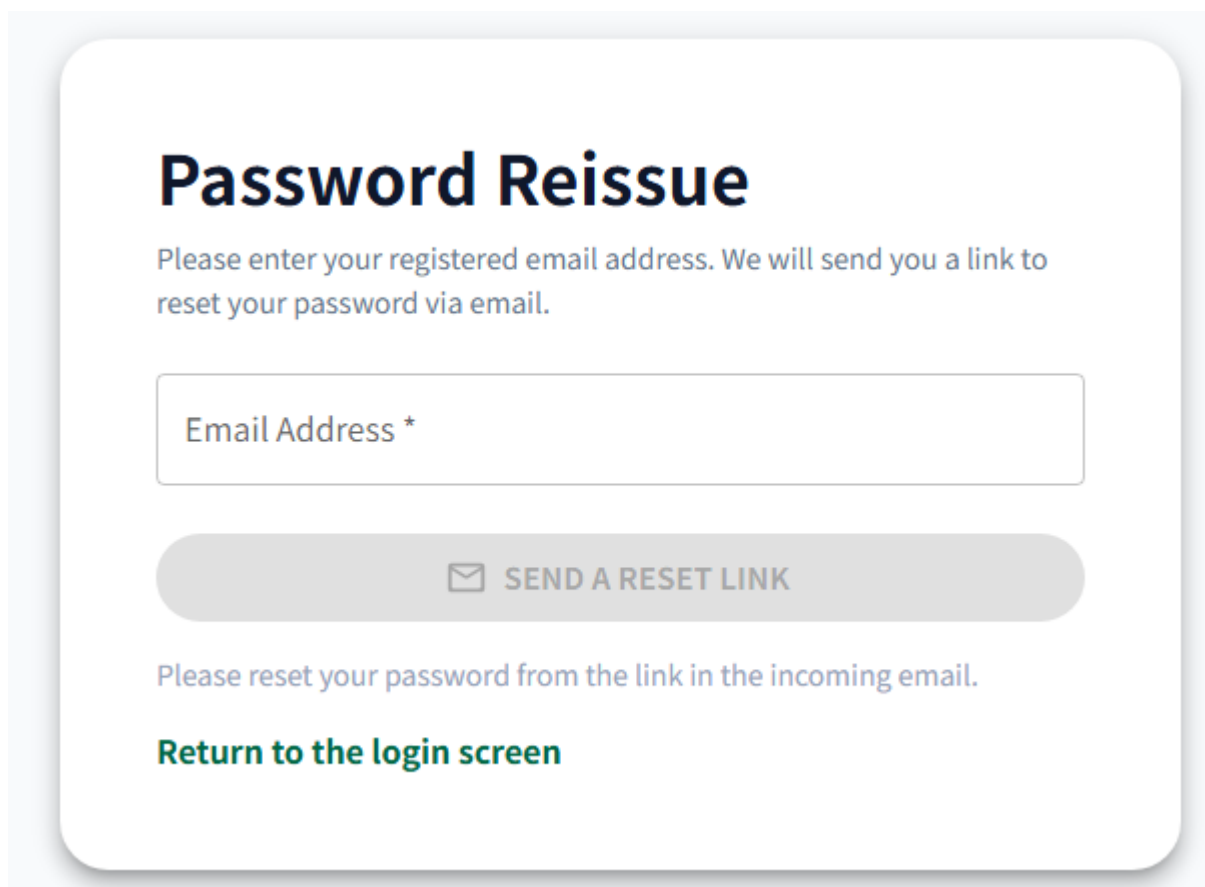
8. Others

In “Profile Management,” you can update your personal information, such as your name, preferred language, and language level. You may also use the “Remarks” section to add any comments or additional information.



The screenshot shows a web interface for "Profile Management". At the top, there is a navigation bar with "Student My Page" and several menu items: "DASHBOARD", "PROFILE", "SESSION RESERVATION", "RESERVATION LIST", and "NOTICE FROM THE MANAGEMENT". A "LOG OUT" button is in the top right corner. Below the navigation bar, the page title is "Profile Management" with a subtitle "You can update basic information and desired conditions." The main content area contains a form with the following fields: "Name *" (text input), "Email address" (text input), "Preferred Language *" (dropdown menu), "Language Level *" (dropdown menu with "Beginner" selected), "Affiliation *" (dropdown menu), and "Annual*" (dropdown menu with "1年生" selected). There is also a "Remarks" text area and a green "SAVE YOUR CHANGES" button at the bottom left of the form.

If you have forgotten your password, please follow the password reset procedure from the login screen.



The screenshot shows a "Password Reissue" page. The title "Password Reissue" is in large, bold, dark blue font. Below the title, the text reads "Please enter your registered email address. We will send you a link to reset your password via email." There is a text input field labeled "Email Address *". Below the input field is a grey button with an envelope icon and the text "SEND A RESET LINK". At the bottom, the text says "Please reset your password from the link in the incoming email." and a green link "Return to the login screen" is provided.