

Quick manual of Registration to the Ryugu Sample AO System

September 2022

Last Update July 2023

This manual describes the way of registration to the Ryugu Sample AO system. All proposers need registration to the AO system as a notice of intent (NOI) before proposal submission.

If you have further questions about using the AO system, please contact the AO administration office (*JAXA-curation@jaxa.jp*).

As shown in the workflow (Figure 1), the registration* process is different between personnel who already has an account from the previous AO and anyone who apply to the AO for the first time.

*Registration is required for "Notice of Intent (NOI)" which is a declaration of your intent to attend the Hayabusa2 AO.

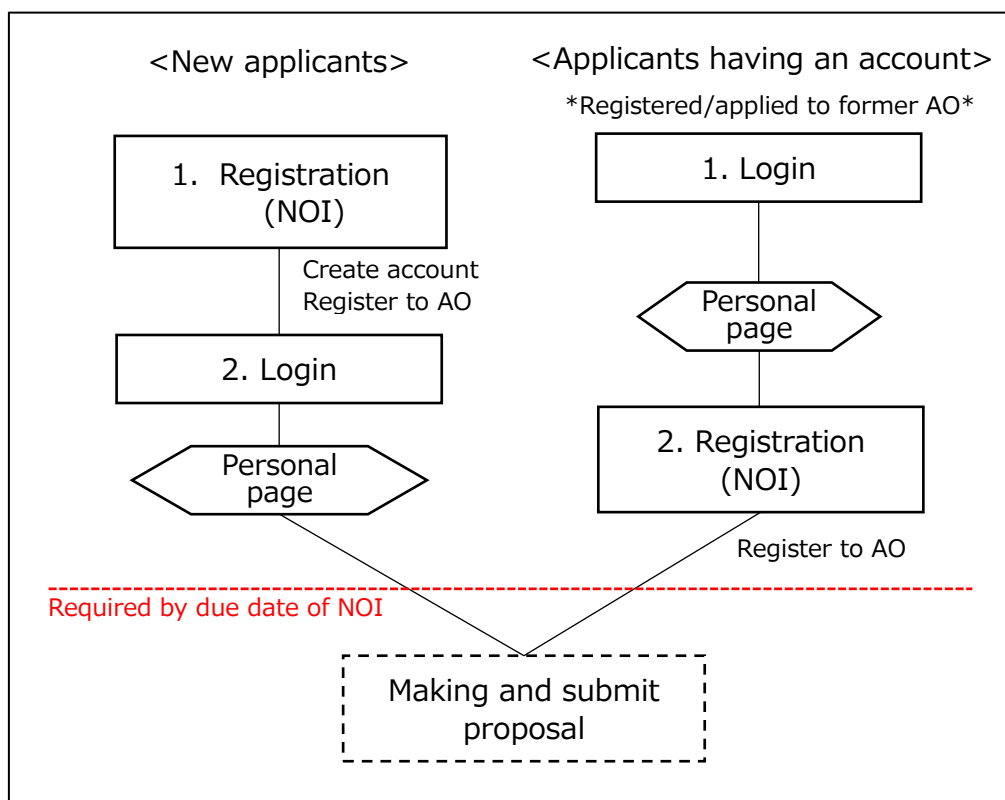


Figure 1. Workflow of the AO system

<New applicants>

1. Registration

- 1) Click **[Registration]** on the top page (<https://jaxa-ryugu-sample-ao.net/>).



Figure 2. Top page of the AO system

- 2) Click **[Registration]** again on the next page.



Figure 3. Choosing a new or existing user before registration

- 3) Fill out the registration form, then click **[CONFIRM]**. You can edit the information you fill out on this registration form later before your proposal submission.

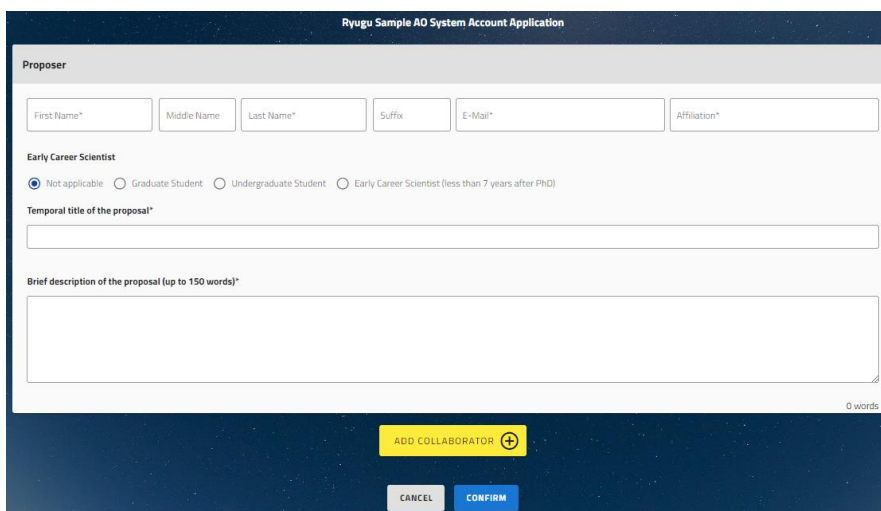
The screenshot shows the registration form titled "Ryugu Sample AO System Account Application". It is divided into two main sections: "Proposer" and "Early Career Scientist". The "Proposer" section has input fields for "First Name*", "Middle Name", "Last Name*", "Suffix", "E-Mail*", and "Affiliation*". The "Early Career Scientist" section has radio buttons for "Not applicable" (selected), "Graduate Student", "Undergraduate Student", and "Early Career Scientist (less than 7 years after PhD)". Below this is a "Temporal title of the proposal*" input field and a "Brief description of the proposal (up to 150 words)*" text area. At the bottom, there is an "ADD COLLABORATOR +" button, a "CANCEL" button, and a "CONFIRM" button.

Figure 4. Registration page

- 4) You will receive an automated email from the AO system (titled with “[Ryugu AO] Your account was created.”) including your ID and temporary password to log in for the AO system after your registration is confirmed by the AO administration office. If you do not receive this confirmation email, please check the junk box in your email inbox. If you still have not received the email, then please contact the AO office.

2. Login

- 1) Click **[Login]** on the top page (<https://jaxa-ryugu-sample-ao.net/>) to log in your account using your initial account information (ID and password) described in the email from the AO system.

*You can reset your password if you forget it. Then you will receive a new password via an email.

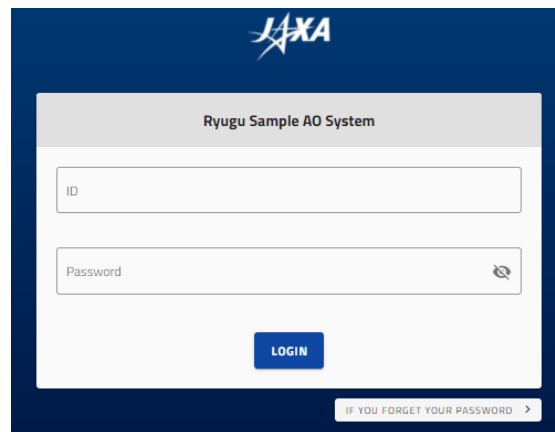


Figure 5. Login page

*Personal page will be open after logging in to the system.



Figure 6. Personal page

<Existing applicants>

Applicants who already have an account of the AO system (registered/applied to the previous AO) need to start with [Login] to the system to register the current AO for your NOI.

1. Login

- 1) Click [**Login**] on the top page (<https://jaxa-ryugu-sample-ao.net/>).



Figure 7. Top page of the AO system

*If you click [Registration] on the top page, you can also go to [Login] on the next page



Figure 8. Registration page

- 2) Log in to the system using your ID and password.

*You can reset your password if you forget it. Then you will receive a new password via an email.

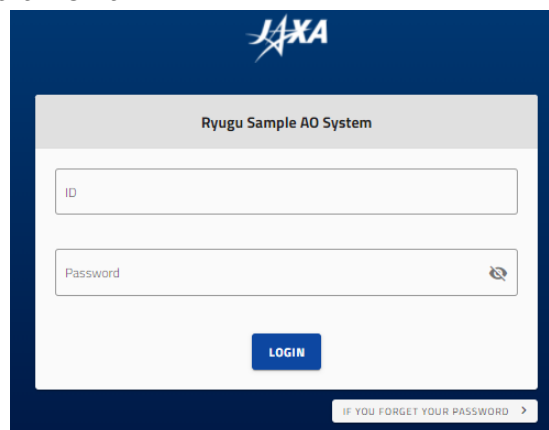


Figure 9. Login page

2. Registration

After login to the system, your personal page will be open.

- 1) Click [**Registration**] on the personal page.

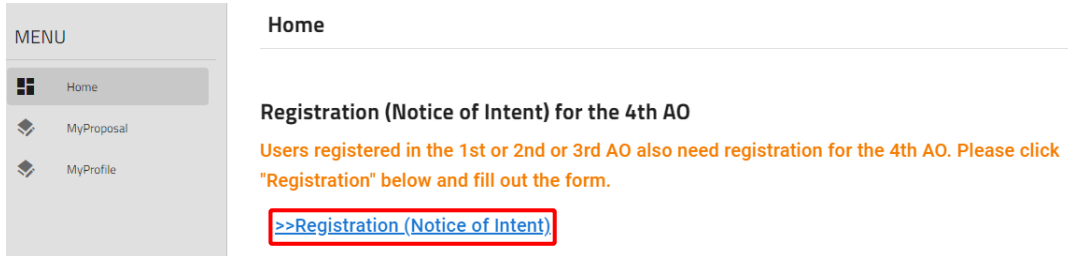


Figure 10. Login page

- 2) Fill out the registration form, then click [**CONFIRM**]. You can edit the information input on this registration form later before your proposal submission.

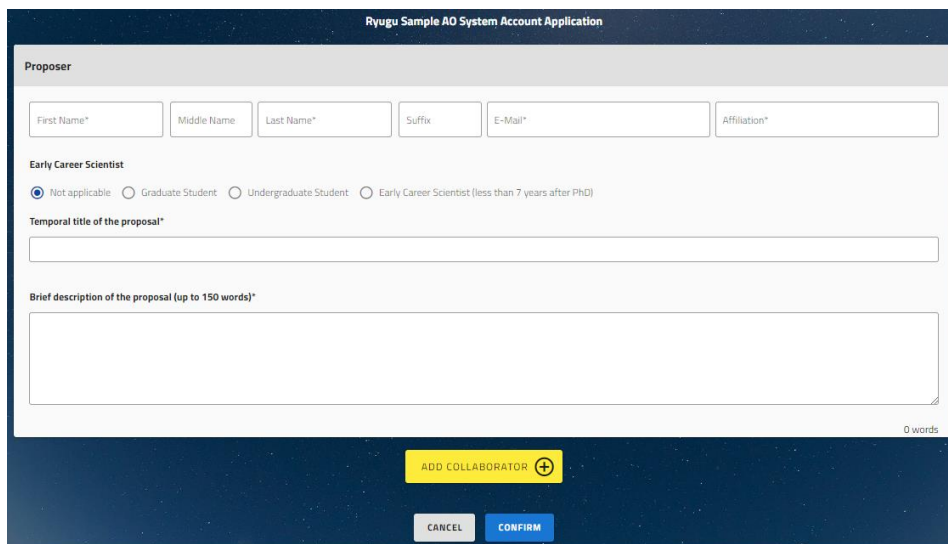
The screenshot shows the 'Ryugu Sample AO System Account Application' registration form. The form is titled 'Proposer' and includes several input fields: 'First Name*', 'Middle Name', 'Last Name*', 'Suffix', 'E-Mail*', and 'Affiliation*'. Below these is the 'Early Career Scientist' section with radio buttons for 'Not applicable' (selected), 'Graduate Student', 'Undergraduate Student', and 'Early Career Scientist (less than 7 years after PhD)'. There is a 'Temporal title of the proposal*' text field and a 'Brief description of the proposal (up to 150 words)*' text area. At the bottom, there is an 'ADD COLLABORATOR +' button, a 'CANCEL' button, and a 'CONFIRM' button. A word count of '0 words' is visible in the bottom right corner of the text area.

Figure 11. Registration page