



# User Guide

## 1. Prometric ID Registration

**Table of Contents**

- 1 Prometric ID Registration.....3
  - 1.1 Access the Top Page for the Registration Website..... 3
  - 1.2 About Prometric ID Registration ..... 4
  - 1.3 Personal Information Agreement ..... 5
  - 1.4 Enter an E-mail Address ..... 7
  - 1.5 Confirm the Entered E-mail Address ..... 8
  - 1.6 Set a Password ..... 9
  - 1.7 Register Personal Information ..... 10
  - 1.8 Confirm Input Information ..... 11
  - 1.9 Complete Prometric ID Registration..... 12

## 1 Prometric ID Registration

This user guide explains how to register for a Prometric ID.  
A Prometric ID is required to take tests conducted by Prometric.

### 1.1 Access the Top Page for the Registration Website

Access the top page for the Registration Website.  
<http://ac.prometric-jp.com/testlist/jfe/index.html>



The screenshot shows the top page of the registration website. At the top, there is a dark navigation bar with the PROMETRIC logo on the left and a dropdown menu on the right showing 'Cambodia' and 'Select the country'. Below the navigation bar, the logos for JAPAN FOUNDATION (国際交流基金) and JFT Basic are displayed. The main heading is 'Japan Foundation Test for Basic Japanese'. There are two prominent orange buttons: 'Obtain your Prometric ID' (highlighted with a red border) and 'Login'. Below these buttons is a link that says 'Confirm and change registered information'. At the bottom, there is a section titled 'About the Test' with a sub-section 'Introduction' that describes the test's purpose for foreign nationals in Japan.

Click **[Obtain your Prometric ID]**.

## 1.2 About Prometric ID Registration



This will display the Prometric ID guidelines. Read the guidelines and click **[Next]**.

(1)

Check the following notes before creating your Prometric ID.

About Prometric ID

- The Prometric ID is the ID required to take certified tests conducted by Prometric. (Except for some tests.)
- Prometric and accreditation bodies use this ID to manage personal information and test results for each examinee.
- Historic information of your certification may not be recorded correctly if you have duplicate IDs.
- The Prometric ID consists of two letters and seven numbers.
- You need a valid e-mail address to create a Prometric ID. If you do not have an e-mail address or if you share your e-mail address with multiple users, please obtain a free e-mail address such as Yahoo!, Gmail, etc. before you create your Prometric ID.

Note

If you are disconnected from our server before completing ID creation, the procedure may not be completed. In this situation, you need to create the Prometric ID again. If you have any questions, please contact CustomerSupportEnglishJLFW@prometric.com

### 1.3 Personal Information Agreement



#### Creating a Prometric ID

##### Agreement

###### About the handling of personal information

1. We will use the acquired personal information for the following purposes.
  - To perform test registration or reservation procedures, implement tests, process test results, or request a test fee on behalf of the accreditation body.
  - To avoid re-entering basic information when the examinee takes additional tests that we conduct.
  - To report test results, including personal information, to the accreditation body for the purpose of test scoring, issuing of certificates, etc.
  - To contact the examinee by e-mail, postal mail, fax or telephone with information from the company or the testing organization related to company services, the testing organization, or sales information, as well as information related to marketing activities (seminars, events, campaigns, newsletters, etc.).
  - For use in business related to our test delivery service.

If we acquire and use personal information for any purposes other than the above, we will contact you separately to explain the reason why and how the data will be used. Even in a situation such as this, we will not use the acquired personal information beyond the purpose described. (2)

2. You do not have to provide personal information, but if you are unable to provide the necessary information it could cause issues such as not being able to perform the actions outlined in 1 above, or it may prevent you from being able to take the test.
3. We may delegate a part of the handling of personal information to an outsourcer who will act within the limits of personal information usage defined above. We will implement appropriate safety management measures to all outsourcers.
4. We provide the registered personal information to Prometric Inc via SSL encrypted communication for reservation procedures, test implementation, processing of test results, and requests for test fees. Apart from this, we will not provide any other personal information pro
5. See the [Privacy Policy](#) for personal information, to add, or delete personal i
6. You can check/change th [the Change Personal Inf](#)
7. You can contact us at Cu complaints or if you want

Prometric Japan Co., Ltd.

Regarding Notifications from Prometric  
Would you like to receive test-related information (information on campaigns, seminars, events, etc.) that support taking tests, or information on the services offered by our company or accredited bodies?

**Regarding Notifications from Prometric**

Would you like to receive test-related information (information on campaigns, seminars, events, etc.) that support taking tests, or information on the services offered by our company or accredited bodies?

: Yes  
 : No

Do you agree with the above contents?

Goes to the top page of the Registration Website

The personal information agreement will be displayed. See the next page for the actual document. If you agree, click **[Agree]**.

(2)

Agreement

About the handling of personal information

1. We will use the acquired personal information for the following purposes.
2. To perform testregistration or reservation procedures, implement tests, process test results, or request a test fee on behalf of the accreditation body.
3. To avoid re-entering basic information when the examinee takes additional tests that we conduct.
4. To report test results, including personal information, to the accreditation body for the purpose of test scoring, issuing of certificates, etc.
5. To contact the examinee by e-mail, postal mail, fax or telephone with information from the company or the testing organization related to company services, the testing organization, or sales information, as well as information related to marketing activities (seminars, events, campaigns, newsletters, etc.).
6. Your personal information that you registered may be submitted to the government agency of your nationality.
7. For use in business related to our test delivery service.
8. If we acquire and use personal information for any purposes other than the above, we will contact you separately to explain the reason why and how the data will be used. Even in a situation such as this, we will not use the acquired personal information beyond the purpose described.
9. You do not have to provide personal information, but if you are unable to provide the necessary information it could cause issues such as not being able to perform the actions outlined in 1 above, or it may prevent you from being able to take the test.
10. We may delegate a part of the handling of personal information to an outsourcer who will act within the limits of personal information usage defined above. We will implement appropriate safety management measures to all outsourcers.
11. We provide the registered personal information to Prometric Inc via SSL encrypted communication for reservation procedures, test implementation, processing of test results, and requests for test fees. Apart from this, we will not provide any other personal information to any third parties without your consent.
12. See the Privacy Policy for details on requesting information on the purpose of using personal information, to stop offering your information to third parties, and to correct, add, or delete personal information.
13. You can check/change the personal information you registered for the Prometric ID on the Change Personal Info page.
14. You can contact us at CustomersupportenglishJLFW@prometric.com if you have any complaints or if you want to learn more about our handling of personal information.

Prometric Japan Co., Ltd.

1.4 Enter an E-mail Address



Enter your e-mail address, then click **[Next]**.


1	<b>E-mail address</b>	Mandatory	Enter your e-mail address
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(3)  
Make sure you enter a valid e-mail address as we will send your Prometric ID by e-mail.  
If you do not have an e-mail address, please create a free e-mail address such as Yahoo!, Gmail, etc. before you create your Prometric ID.

1.5 Confirm the Entered E-mail Address



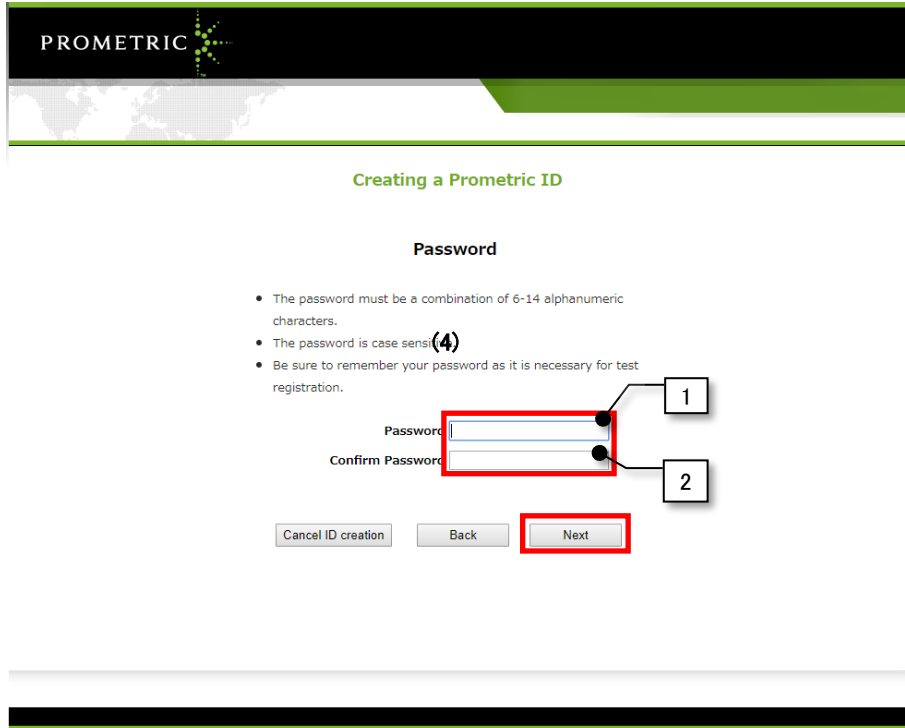
If the e-mail address is correct as displayed, click **[Next]**.

 If the e-mail address entered has already been registered, the following screen will be displayed. If you click **[Yes]**, the registered Prometric ID information will be sent to that e-mail address.

The screenshot shows the Prometric logo at the top left. Below it, the text "Creating a Prometric ID" is displayed. Underneath, the message "The e-mail address you entered has already been registered." is shown. The email address "johnsmith@example.com" is displayed. Below the email address, the text reads: "Would you like to send the registered Prometric ID by e-mail?" At the bottom, there are three buttons: "Cancel create ID", "No", and "Yes". The "Yes" button is highlighted with a red border.



1.6 Set a Password



Enter the password of your choosing under “Password” and again in “Confirm Password and click **[Next]**.

1	<b>Password</b>	Mandatory	Enter a login password
2	<b>Confirm Password</b>	Mandatory	For confirmation, re-enter the same value entered for password above

(4)

- The password must be a combination of 6-14 alphanumeric characters.
- The password is case sensitive.
- Be sure to remember your password as it is necessary for test registration.

1.7 Register Personal Information

**PROMETRIC**

**Creating a Prometric ID**

**Enter your information in English.**

1 First Name *Required*

2 Middle Name

3 Last Name

4 Phone *Required*

5 Street Address 1

6 Street Address 2 *Required*

7 City *Required*

8 State/Province *Required*

9 Postal/Zip Code *Required* \*If you don't have postal/zip code, please enter "000"

clear

Cancel create ID    Back    **Next**

Resets the form and erases all input information

Enter your own information for the examinee and click **[Next]**.

1	<b>First Name</b>	Mandatory	Enter the name for the examinee in English.
2	<b>Middle Name</b>		If your name is long and unable to input in one field, please use other fields. (e.g. input last part of your first name into the middle name field.) Your name will be output in English name order (first name, middle name, last name) on the test result announcement. Your name (first name + last name) is required to log into the Registration Website. If using as an official document, such as in an application for Japanese residence status, please enter your name exactly as it appears on your passport (names cannot be corrected after testing).
3	<b>Last Name</b>		
4	<b>Phone</b>	Mandatory	
5	<b>Street Address 1</b>		Name of the building, like an apartment bldg. and room number (if applicable) Enter the address in English
6	<b>Street Address 2</b>	Mandatory	House number, street, town/village Enter the address in English
7	<b>City</b>	Mandatory	Enter the city name in English
8	<b>State/Province</b>	Mandatory	Enter the state or province name in English
9	<b>Postal/Zip Code</b>	Mandatory	Enter the postal or zip code If you don't have postal/zip code, please enter "000"

1.8 Confirm Input Information

PROMETRIC

Creating a Prometric ID

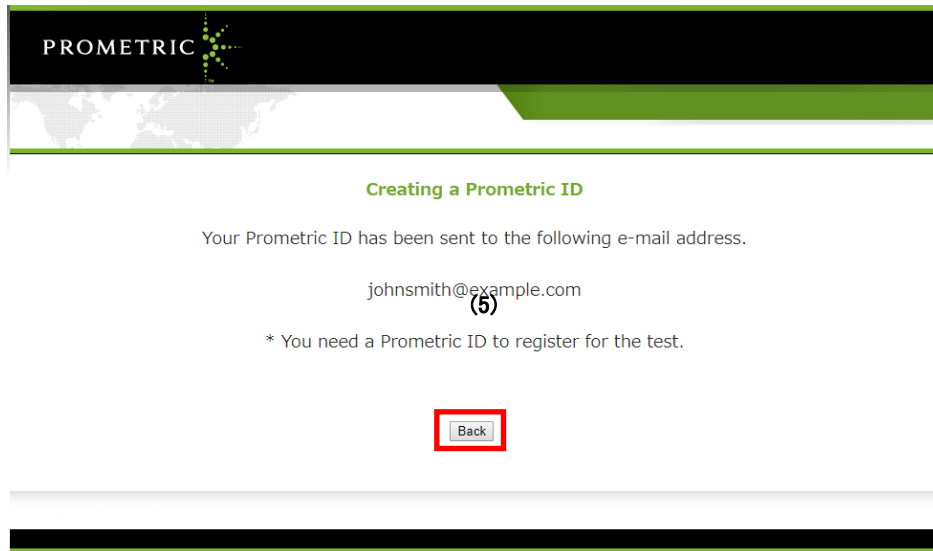
Check that the following information is correct, and then click "Next".

First Name	John
Middle Name	
Last Name	Smith
Phone	870-457-7183
Street Address 1	1234 Apple Street
Street Address 2	345
City	Seattle
State/Province	USA
Postal/Zip Code	99800

Cancel create ID    Back    **Next**

If the information entered is correct as displayed, click **[Next]**.  
Please check your name carefully. It will be shown on the test results announcement.

## 1.9 Complete Prometric ID Registration



Click **[Back]** to go back to the top page of the Registration Website.  
Your Prometric ID, password, and name (first name + last name) is required to log into the Registration Website. Please do not forget the details registered.

(5)  
Your Prometric ID has been sent to the following e-mail address.  
\* You need a Prometric ID to register for the test.