



**METI Government of JAPAN**  
**JAPAN JOB FAIR in ASIA**

# Web Management System User's Manual [FY2023 Edition]

# Contents

## **1. Registering an Account**

1. Temporarily Registering an Account
2. Finalizing Account Registration
3. Logging In to Your My Page

## **2. Setting Up your Profile**

1. Setting Up Your CV
2. Uploading Your CV Date

## **3. Scouting from Companies**

1. Making it Easier for you to be Scouted
2. Responding to a Scout Email

## **4. Checking the Recruitment Information of Participating Companies**

1. Viewing the Company Profile
2. Viewing Job Requirements
3. Applying for Online Career Seminars

# Contents

## **5. Applying for Online Guidance**

1. Applying for Guidance

## **6. How to Attend online Guidance and Career Seminars that You Applied to**

1. Checking the Applied List
2. Downloading Company Profile Materials
3. Joining Using the Live Viewing Button
4. Viewing a Recording

## **7. How to register with companies for offline events**

## **8. Resetting Your Password**

- 1 . Reissuing a password
- 2 . Responding to a Scout Email

## **9. How to check job fairs in your country**

---

# 1. Registering an Account

# 1.1. Temporarily Registering an Account

1. In order to receive an email from this system confirming that you have completed registration and scout emails from companies, read the below information.



**Emails received from this system may be recognized as spam by your email service, email software, and/or anti-virus software, and you may not receive emails from this system.**

**Before using this system, configure your settings to allow emails to be received from the following domain:**

**[@mypage.japanjobfair.go.jp](mailto:@mypage.japanjobfair.go.jp)**

# 1.1. Temporarily Registering an Account

2. Go to <https://mypage.japanjobfair.go.jp/login> and open the Login screen.
3. Click the New Registration button to open the New Registration screen.

Login • New Registration

## New Registration

Register Now!  
Click here to register as a new member of JOB  
FAIR My Page.

**New Registration**

## Login

Email address

Password

**Log in**

[> Forget password?](#)

# 1.1. Temporarily Registering an Account

4. Follow the form and input the required items to register an account. All items must be input.

New Registration

By submitting, you agree to the Terms and understand that information will be used as described in our Privacy Policy. Please fill out the application sheet in Japanese or English.

**REQUIRED** Given Name  
An

Family Name  
Nguyen

**REQUIRED** Full Name Mother Language  
An Nguyen

**REQUIRED** E-mail  
example@example.com

**REQUIRED** Password

**REQUIRED** Re-enter password

**REQUIRED** Job fair

- JAPAN JOB FAIR 2023 in Dhaka ONLINE
- JAPAN JOB FAIR 2023 in Dhaka OFFLINE
- JAPAN JOB FAIR 2023 in Bangkok ONLINE
- JAPAN JOB FAIR 2023 in Bangkok OFFLINE
- JAPAN JOB FAIR 2023 in Kuala Lumpur ONLINE
- JAPAN JOB FAIR 2023 in Kuala Lumpur OFFLINE

**REQUIRED** Information source

- University, School
- Facebook
- Japan Internship Program
- Acquaintances, Friends
- Pasona
- Official Website
- Another Social Media
- Japan Foundation
- JETRO
- Other

Tel(country code) Tel

+81 123-4567-8900

**REQUIRED** Cellular phone(country code) **REQUIRED** Cellular phone

+81 123-4567-8900

Please enter both online and offline events.

# 1.1. Temporarily Registering an Account

5. Once you have input all the items, select the “I agree with the Privacy Policy” check box and click the Review the Information button. The confirmation screen will then appear.

Privacy Policy

Pasona, Inc. (hereinafter referred to as “the Company”) has been commissioned by the Ministry of Economy, Trade and Industry to operate the JAPAN JOB FAIR in ASIA2023 (hereinafter referred to as “the Program”). In operating the Program, the Company shall be strongly aware of the importance of personal information obtained by the Company, shall comply with the Act on the Protection of Personal Information and other relevant laws and regulations, and declares that it shall safely and appropriately handle personal information in accordance with the “Handling of Personal Information” as set forth below.

<Handling of Personal Information>

1. Purpose of use  
Personal information obtained by the Company through the Program shall be used for the following purposes:

- To receive, respond to, and manage inquiries, applications, and feedback; send and provide materials; provide information on seminars and events for the Program; compile statistical data for and concerning the Program; and take other such actions;
- With respect to the use of photographs, video footage, and other audio-video recordings, to publicize recruitment through the Program and report on outcomes of the Program.

2. Providing personal information to third parties  
Personal information obtained by the Company through the Program shall be provided to exhibiting companies participating in joint company information sessions pertaining to

I agree with the Privacy Policy.

Review the Information



# 1.1. Temporarily Registering an Account

6. Check the input information and if it is correct, click the Register button.

Information source

Facebook

Pasona

Tel(country code)      Tel

+81      123456789

Cellular phone(country code)      Cellular phone

+81      123456789

I agree with the Privacy Policy.

Yes

Back Register

# 1.1. Temporarily Registering an Account

7. Temporary registration is complete when the Register Confirmation screen appears.

## Verify Your Email Address

Before proceeding, please check your email for a verification link. If you did not receive the email,

[click here to request another.](#)



Once temporary registration is complete, a confirmation email will be sent to the email address that you registered. Use that email to finalize registration of your account.

**Note: You cannot attend a job fair if you do not finalize account registration.**

# 1.2. Finalizing Account Registration

1. Once you have completed temporary account registration, finalize registration by clicking the link in the email that you received.

This is JAPAN JOB FAIR in ASIA office.

Thank you for your registration for "JAPAN JOB FAIR in ASIA 2023".

It is just a temporary registration, please read the instruction of our email carefully until the end.

■ Please access the following URL ("official registration" page).

<https://hbw1004prcev.smartrelease.jp/email/verify/3/0050554c8f3bbf8efa4aec1777f5a34aefa05e94?expires=1687757287&signature=0e76208c89a60dedd1eab9c94ac6d417ac3c09f4b01b4454c88a9d30844e4fdd>

\* In case, if the URL above is divided into two lines, please copy the whole URL and paste it into your browser's address bar and complete authentication.

Once the above URL has been authenticated, you can log in to your account.

After one or more week has passed, the temporary registration data will be deleted, in that case please register again.

In addition, after log-in, create your profile/Web resume on My Page.

By creating all the necessary information with your attractive profiles, then you can have a contact from many companies.

■ Deadline

Please finalize this process within 7 days.

Regards,

# 1.3. Logging in to Your My Page

1. Input the Email address and Password that you registered, and then click the Log in button.

Login • New Registration

The image shows two side-by-side panels. The left panel is titled 'New Registration' and contains the text 'Register Now! Click here to register as a new member of JOB FAIR My Page.' and a red 'New Registration' button. The right panel is titled 'Login' and contains three input fields: 'Email address', 'Password', and a red 'Log in' button. Below the 'Log in' button is a link '> Forget password?'. Three blue arrows originate from the 'New Registration' button and point to the 'Email address', 'Password', and 'Log in' fields respectively.

**New Registration**

Register Now!  
Click here to register as a new member of JOB FAIR My Page.

New Registration

**Login**

Email address

Password

Log in

> Forget password?

# 1.3. Logging in to Your My Page

2. After logging in, your My Page appears.



The screenshot displays the user interface for the 'My PAGE' section of the JAPAN Job Fair website. At the top, a red navigation bar contains the text 'JOB FAIR' on the left and a series of menu items: 'MY PAGE', 'CV REGISTRATION', 'CV DATA UPLOAD', 'GUIDANCE INFORMATION', 'APPLIED LIST', 'CHANGE PASSWORD', '福澤至里紗', and 'LOGOUT'. Below the navigation bar, the 'JAPAN Job Fair' logo is positioned to the left of the main heading 'METI Government of JAPAN Japan Job Fair in Asia'. Underneath the heading, the text 'My PAGE' is displayed. A row of four red square buttons with white icons and text labels is shown: 'CV Registration' (with a person and document icon), 'CV data Upload' (with a cloud and refresh icon), 'Guidance Information' (with a person and screen icon), and 'Applied List' (with a checklist icon). Below these buttons, a red link reads 'Click here to check the list of Job Fairs you have applied'. The main content area is titled 'Not Applied companies' and contains a single entry: 'JAPAN JOB FAIR 2023 in Bangkok ONLINE' with the date and time '16.Sep.2023 [ ICT 00:00~00:01 ]'.

JOB FAIR

MY PAGE CV REGISTRATION CV DATA UPLOAD GUIDANCE INFORMATION APPLIED LIST CHANGE PASSWORD 福澤至里紗 LOGOUT

**JAPAN Job Fair**

**METI Government of JAPAN**  
**Japan Job Fair in Asia**

My PAGE

CV Registration CV data Upload Guidance Information Applied List

[Click here to check the list of Job Fairs you have applied](#)

**Not Applied companies**

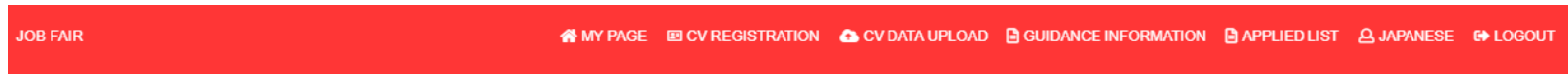
JAPAN JOB FAIR 2023 in Bangkok ONLINE  
16.Sep.2023 [ ICT 00:00~00:01 ]

---

## 2. Setting Up Your Profile

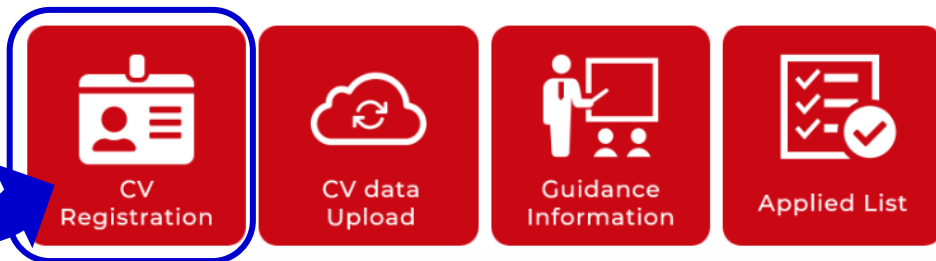
# 2.1. Setting Up Your CV

1. Set up your profile. On the Menu of My Page, click the CV Registration button.



## METI Government of JAPAN Japan Job Fair

My PAGE



You will not be able to join the company unless you have completed all the items on your resume. You are more likely to be scouted by companies that search your resume registration.

# 2.1. Setting Up Your CV

2. A menu will appear for each category. Selecting the desired category will display the form for that category.

CV Registration

- Personal Information **NOT ENTERED**
- Educational Background **NOT ENTERED**
- Employment History **NOT ENTERED**
- Language Skills **NOT ENTERED**
- Other Skills & Experience **NOT ENTERED**
- Desired Condition **NOT ENTERED**
- Questions
- Job fair



You will not be able to join the company unless you have completed all the items on your resume. You are more likely to be scouted by companies that search your resume registration.



# 2.1. Setting Up Your CV

3. Input the items on the form. Note that items that have **NOT ENTERED** appended to them must be input.
4. Once you have input the items, click the **Modify the Information** button.

## Language Skills

**REQUIRED** English Language Skill Level ?

**REQUIRED** Japanese Language Skill Level ?

JLPT

The Year and Month of Passed JLPT

Other Language Skills

Back

Modify the Information

Clicking the Cancel button discards the input information and returns the screen to the category menu.

# 2.1. Setting Up Your CV

5.Registration is complete when all **NOT ENTERED** are cleared.

CV Registration

Personal Information
Educational Background
Employment History
Language Skills
Other Skills & Experience
Desired Condition
Questions
Job fair



**The CV that you set up will be available to companies that you applied to attend their online career seminar.**

## 2.2. Uploading Your CV Data

1. You can upload CV data. On the Menu of My Page, click the CV data upload button.



# 2.2. Uploading Your CV Data

2. Click the Upload button and select the file that you want to upload.

**CV upload**

By uploading your CV Data, then you can have a contact from more companies.

You can upload .pdf, .docx, .xlsx, .pptx, .jpeg, and .hwp files with a maximum file size of 10 MB.

**Upload**

**CV upload List**



Data	Registered Date	Operation
------	-----------------	-----------



**You can upload .pdf, .docx, .xlsx, .pptx, .jpeg, and .hwp files with a maximum file size of 10 MB.**

## 2.2. Uploading Your CV Data

3. After you have uploaded a file, the file information will appear in the CV upload list.

CV upload List	Data	Registered Date	Operation
	CV sample.xlsx	2023-06-19 15:44:47	 

You can download the file to check its content.

You can delete the file.



The CV data that you uploaded will be available to companies that you applied to attend their online career seminar.

# 2.2. Uploading Your CV Data

Primary Item	Tertiary Item	Before Entry	After Entry
Personal Information	Given Name/Family Name	×	○
	Date of birth	×	○
	Gender	×	○
	Nationality	×	○
	Mother Language	○	○
	Cellular phone(country code)	×	○
	E-mail	×	○
Educational Background	Current Status	○	○
	Name of University	○	○
	Faculty, Department and Major	○	○
	(Expected) Year and Month of Graduation	○	○
Employment History	Name of Company	×	○
	Type of Business	○	○
Language Skills	English Language Skill Level	○	○
	Japanese Language Skill Level	○	○
	JLPT	○	○
Other Skills & Experience	Other Language Skills	○	○
	Study abroad experience in Japan	○	○
CV upload	CV Date	×	○

This is a list of personal information disclosed to companies before and after the entry.

If you apply for an “entry” to the company, they will be able to obtain your contact information, so there is a possibility that they will contact you.

---

## 3. Scouting from Companies

# 3.1. Making it Easier for You to be Scouted

1. Companies consider whether to scout candidates for their career seminars based on the information below registered in **CV Registration**. Registering the below information will help you get scouted.

Item name	Item name
Native language	Japanese level
Type of university	English level
Major/field of research	Office software
Current affiliation (studying, etc.)	Other software
Graduation year, period	Programming languages
Job title	



**If you enter, the company can get your contact information, so there is a possibility that you can interact. However, we cannot guarantee an interview.**



## 3.2. Responding to a Scout Email

1. You will receive an email if a company scouts you to attend their online career seminar. Check the company information and application guidelines, and if you are interested, apply\* for the online career seminar. \*See “[4.3. Applying for Career Seminars](#)”



**Applying to a career seminar will make all data in the CV that you registered available to the company. The more attractive the registered content is, the more likely the recruitment manager will scout you.**

---

## 4. Checking the Recruitment Information of Participating Companies

# 4.1. Viewing the Company Overview

1. Click the Job Requirement link displayed in the Not Applied companies or Applied companies on the My Page homepage to display the company information screen  
Note: You can perform the same operation on the Applied List screen. (See “6.1. Checking the Applied List”)

JAPAN JOB FAIR 2023 in Dhaka ONLINE  
15.Sep.2023 [ BST 09:00~16:00 ]

**Pasona Inc.**

**Pasona Group Inc.**  
Composite services

Job Requirement Entry

Job Requirement Entry


the company's page.

For more information on this button, go to the next page.

# 4.1. Viewing the Company Profile

2. On the company information screen, click Company profile.

Pasona Inc.



Company profile materials

Download file

Message

heio

▼ Company profile

▼ Job requirement 1

You can download the documents used by the company at the online career seminar from here.

! It will not be displayed unless the company has entered the Job requirement.

# 4.1. Viewing the Company Profile

3. The content will be expanded enabling you to view the company profile.

✕ Company profile

Headquarter

Tokyo

Industry

Agriculture and Forestry

Business details

aaaaaaaaa

Date of the founding of the company

2023/06/15

Numbers of employees

10000

Number of foreign employees

1000

URL

<https://www.pasona.co.jp/>

▼ Job requirement 1

# 4.2. Viewing Job Requirements

1. On the company information screen, click Job requirement.

Pasona Inc.



Company profile materials

Download file

Message

heio

▼ Company profile

▼ Job requirement 1

If a company has registered multiple job requirements, several rows will be displayed.



# 4.2. Viewing Job Requirements

2. The content will be expanded enabling you to view the job requirements.

✕ Job requirement 1

Country  City

Occupation

Other occupation

---

**Job description**

Responsibilities and duties

Job details

Other responsibilities and task

Required abilities/skills

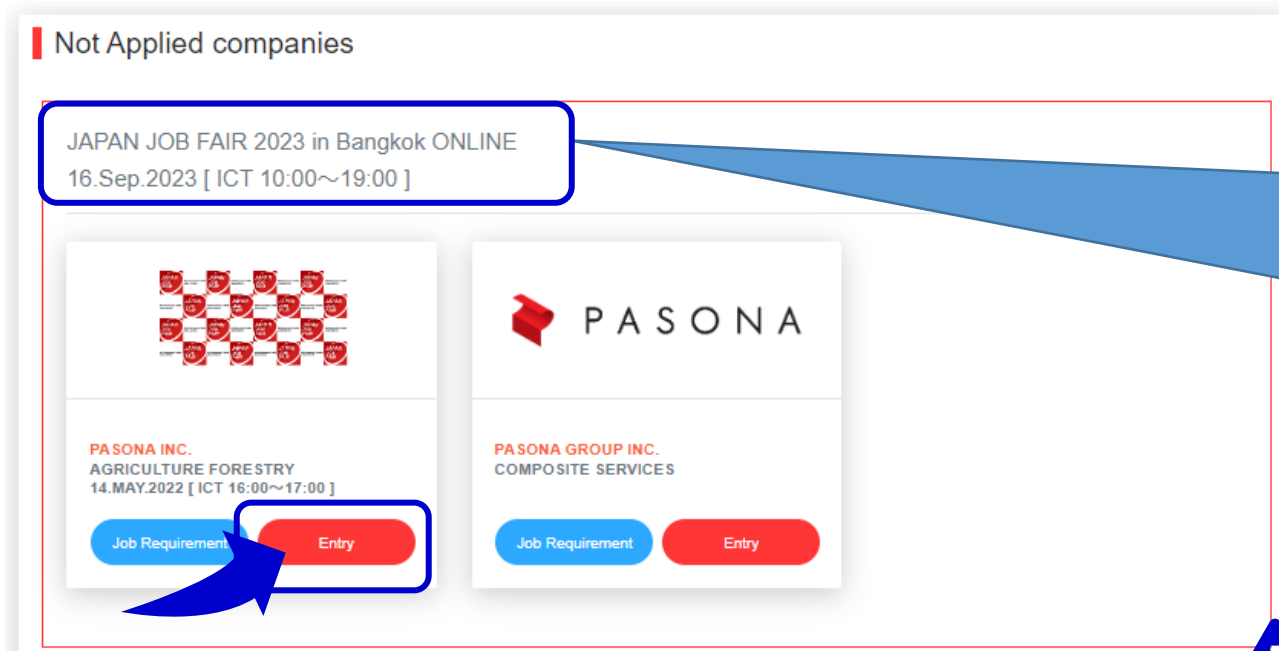
Why we need a global talent for this job

---

Educational background

# 4.3. Applying for Online Career Seminars

1. Apply to attend an online career seminar. On your My Page under Not Applied Companies List, click the Entry button for the seminar that you want to attend.



The times are displayed in the following time zones:

- MYT: Malaysia Time
- WIB: Indonesian Western Standard Time
- IST: Indian Standard Time
- BST : Bangladesh Standard Time
- VST : Vietnam Standard Time
- ICT : Indochina Time

! Even if the career seminar has been held, **you can view a recording of the seminar by applying for the seminar.**



# 4.3. Applying for Online Career Seminars

2. You have successfully applied for the seminar if the button appears as Entry.

## Applied companies

The screenshot displays the 'Applied companies' section of a website. At the top, it reads 'JAPAN JOB FAIR 2023 in Dhaka ONLINE' and '15.Sep.2023 [ BST 10:00~19:00 ]'. Below this, there are two seminar listings. The first listing is for 'PASONA INC. AGRICULTURE FORESTRY' on '02.FEB.2024 [ BST 16:00~17:00 ]'. It features a grid of red circular icons with 'JAPAN JOB FAIR 2023' text. Below the listing are two buttons: 'Job Requirement' (blue) and 'Cancellation' (green). A blue callout box with a white exclamation mark points to the 'Cancellation' button, containing the text: 'You can cancel your participation by clicking the cancellation button.' The second listing is for 'PASONA GROUP INC. COMPOSITE SERVICES'. It also has 'Job Requirement' and 'Cancellation' buttons. A larger blue callout box with a white exclamation mark points to the 'Cancellation' button of the second listing, containing the text: 'Once you have applied for the seminar, you will receive an email requesting that your complete registration to the online career seminar.'

---

## 5. Applying for Online Guidance

# 5.1. Applying for Guidance Seminars

1. When you attend online career seminars, you can attend guidance seminars held by the secretariat. On your My Page homepage, click the Guidance Information button.



# 5.1. Applying for Guidance Seminars

2. In the job fair field that you have applied to, guidance information will appear. Clicking the Apply button, you can apply to attend guidance seminars.

**Guidance Information**

In this guidance, we can provide you more details about Japan Job Fair and how to participate and answer your questions through the online live broadcasting.  
You can apply for it here.

Day and Time	Status
16.Jun.2023 [ BST 16:00~17:00 ]	Applied
17.Jun.2023 [ BST 17:00~20:00 ]	Applied

**Job Fair at Kuala Lumpur**

Day and Time	Status
30.Jun.2023 [ MYT 17:00~18:00 ]	Applied

**After you apply, you will receive an email requesting that your complete registration for guidance.**

# Contents

---

6. How to Attend Online Guidance and Career Seminars that you Applied to

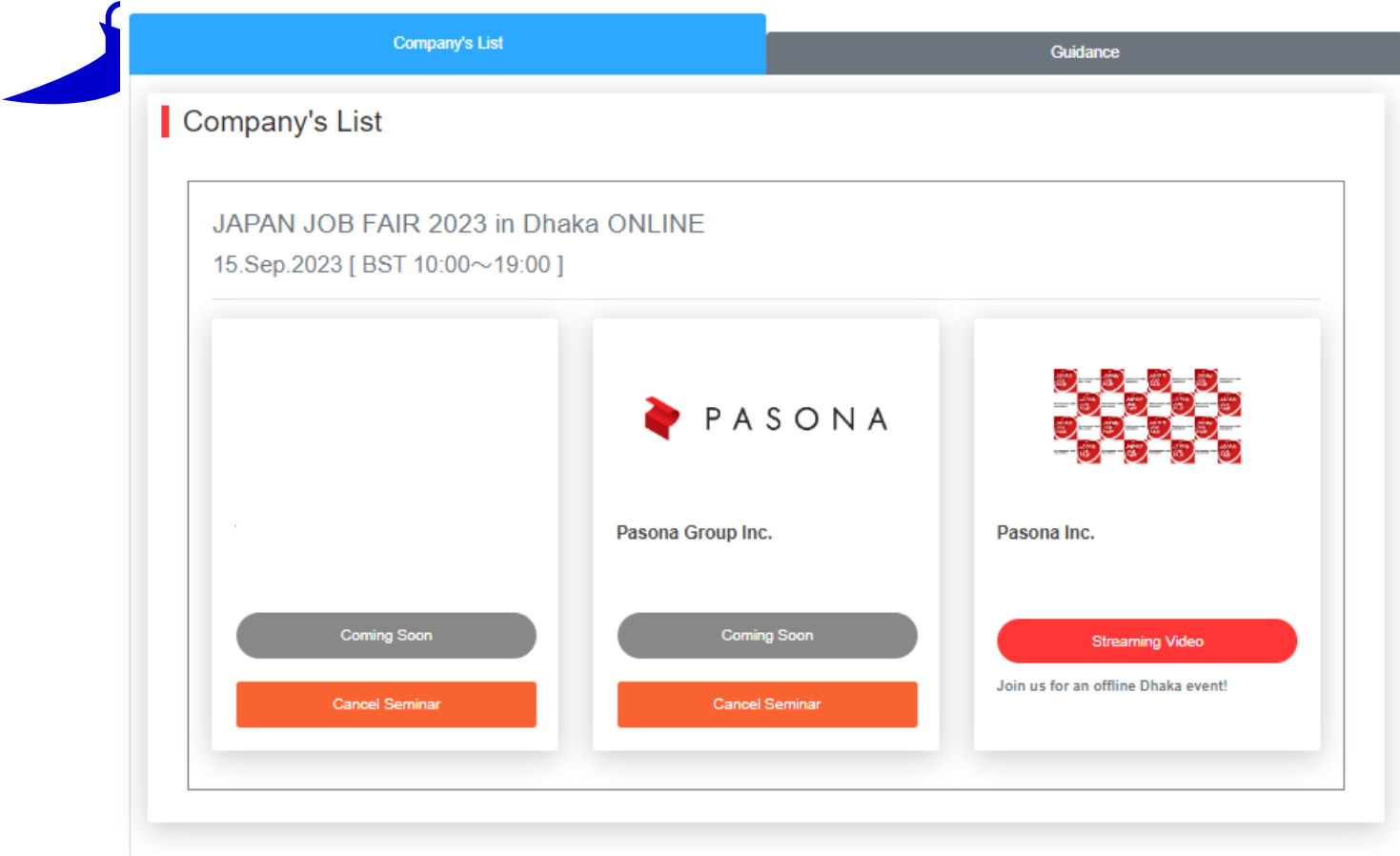
# 6.1. Checking the Applied List

1. You can check the online career and guidance seminars that you have applied for in a list. On your My Page homepage, click the Applied List button.



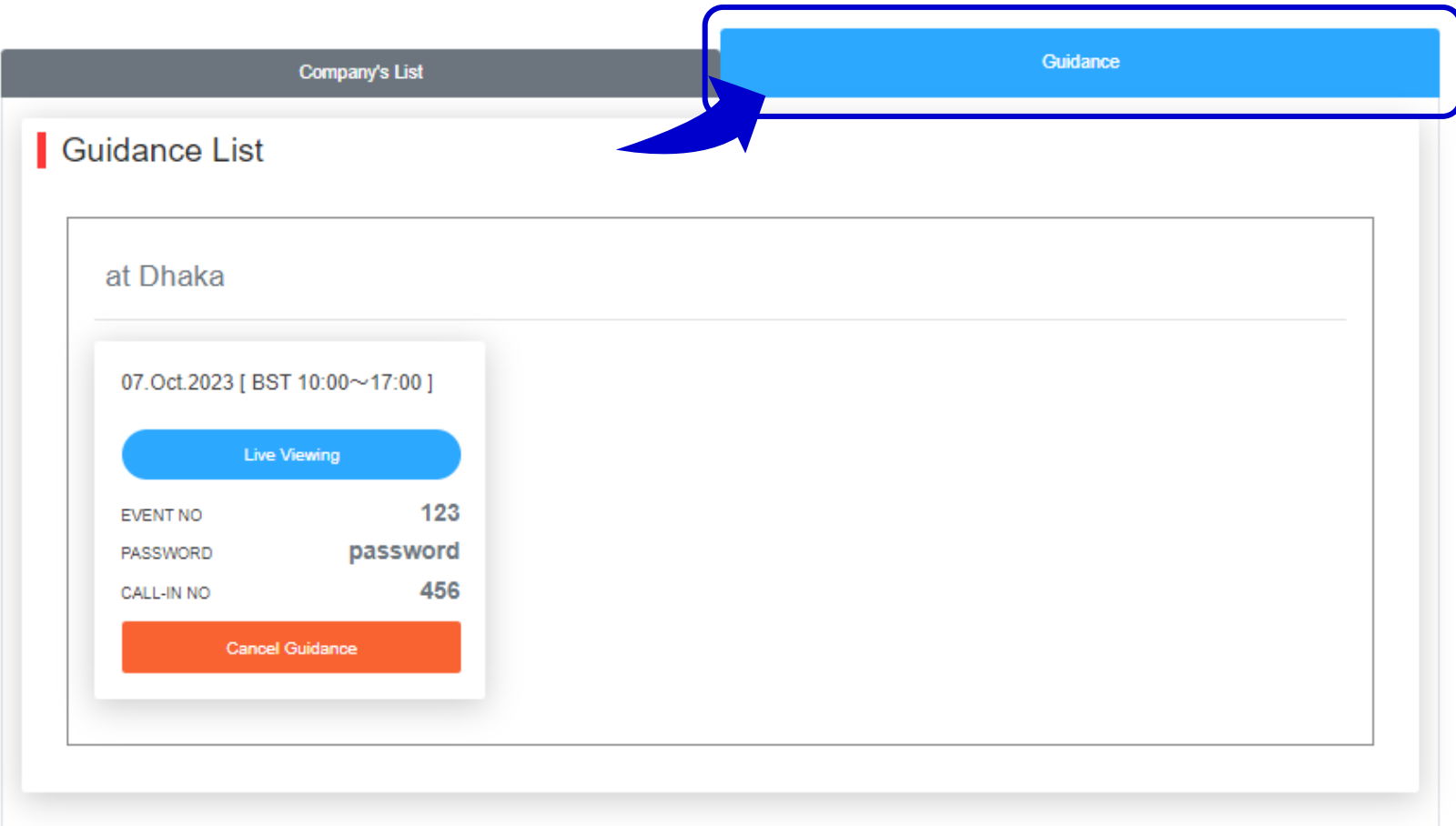
# 6.1. Checking the Applied List

2. The Applied List screen will open. Clicking the Company's List tab will display the online career seminars that you have applied for by job fair.



# 6.1. Checking the Applied List

3. Additionally, clicking the Guidance tab will display the guidance seminars that you have applied for by job fair.






# 6.2. Downloading Company Profile Materials

1. You can download and view the company profile materials that will be used on the day of the online career seminar. Under Online Career Seminar List, click the company logo or company name link.

**Company's List**

JAPAN JOB FAIR 2023 in Bangkok ONLINE  
16.Sep.2023 [ ICT 07:00~15:00 ]



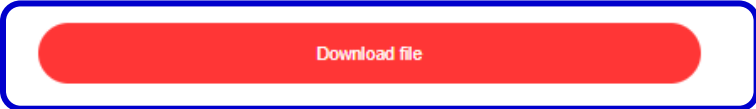
Pasona Inc.

Coming Soon

Cancel Seminar

Pasona Inc.

Company profile materials



Message

heio

▼ Company profile

▼ Job requirement 1

**!** If you cannot view the live stream of the seminar due to issues beyond your control, you can listen to live audio of the seminar separately while looking at these documents.

# 6.3. Joining Using the Live Viewing Button

1. This section describes how to join the online career seminar on the day using the Live Viewing button. Display the Applied List screen.



# 6.3. Joining Using the Live Viewing Button

2. After the Applied List screen appears, You can confirm all the information about the online career seminars and guidances you applied. If you would like to join, please click the "Live Viewing" button.

Applied List

You can confirm all the information about the online career seminars and guidances you applied. If you would like to join, please click the "Live Viewing" or "Streaming Video" button.

Participant ID : 2  
▲ When you attend the "Live Viewing" career seminars and guidances, please enter your ID.

Company's List

Company's List

JAPAN JOB FAIR 2023 in Dhaka ONLINE  
15.Sep.2023 [ BST 00:00~00:01 ]

PASONA  
Pasona Group Inc.

Pasona Inc.

Coming Soon

Live Viewing

Cancel Seminar

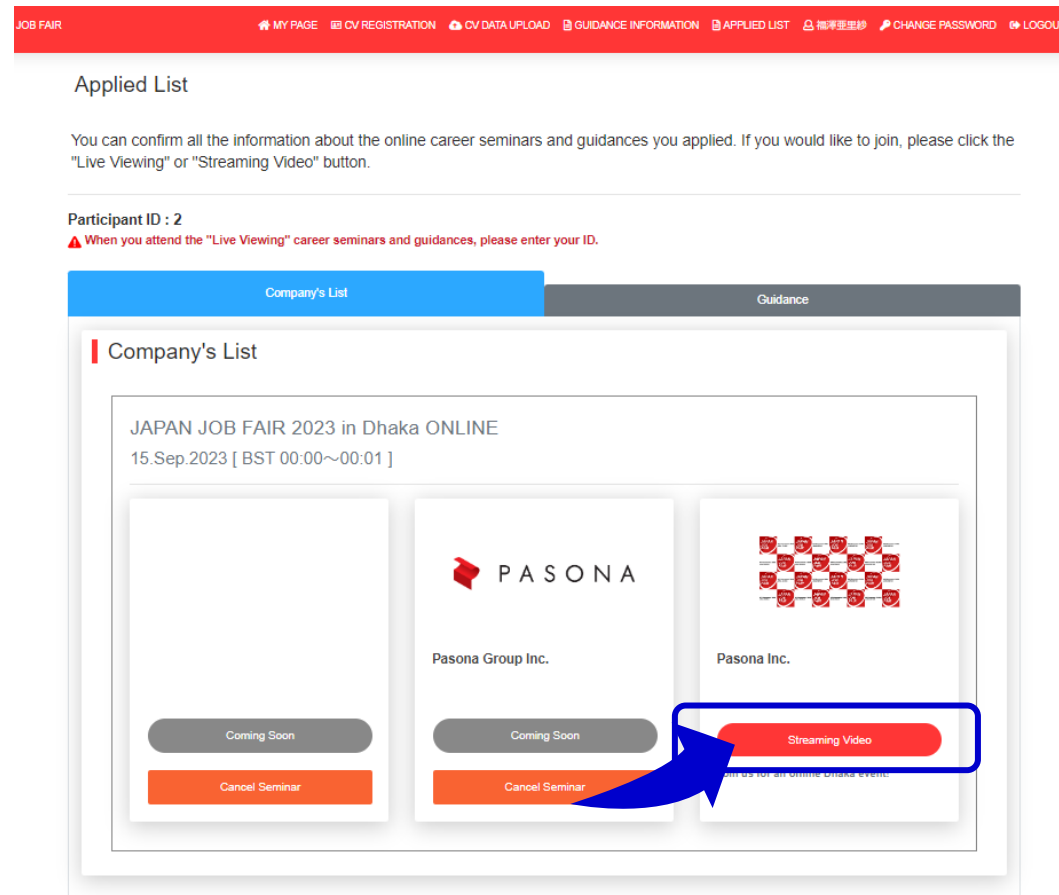
The Cisco Webex screen will open.  
For details about how to operate Webex, see the following manual:

 [Cisco Webex User's Guide](#)

Coming soon

# 6.4. Viewing a Recording

1. The online career seminars will be recorded and released at a later date. When the video is released, the Streaming Video button will be displayed.
2. Clicking the Streaming Video button enables you to view the video of the recorded seminar.



The screenshot shows a user interface for an 'Applied List'. At the top, a red navigation bar contains links for 'JOB FAIR', 'MY PAGE', 'CV REGISTRATION', 'CV DATA UPLOAD', 'GUIDANCE INFORMATION', 'APPLIED LIST', '検索履歴', 'CHANGE PASSWORD', and 'LOGOUT'. Below this, the page title is 'Applied List'. A message states: 'You can confirm all the information about the online career seminars and guidances you applied. If you would like to join, please click the "Live Viewing" or "Streaming Video" button.' Below the message, it says 'Participant ID : 2' and a warning: 'When you attend the "Live Viewing" career seminars and guidances, please enter your ID.' The main content area has two tabs: 'Company's List' (active) and 'Guidance'. Under 'Company's List', the event is 'JAPAN JOB FAIR 2023 in Dhaka ONLINE' on '15.Sep.2023 [ BST 00:00~00:01 ]'. There are three seminar cards. The first is 'Coming Soon' with a 'Cancel Seminar' button. The second is for 'PASONA' (Pasona Group Inc.) with a 'Coming Soon' button and a 'Cancel Seminar' button. The third is for 'Pasona Inc.' with a 'Streaming Video' button highlighted by a blue box and a blue arrow pointing to it.

# Contents

---

7. How to register with companies for offline events.

# 7. How to register with companies for offline events.

1. After participating in the online event, you will apply for the offline event.
2. Select offline events from **Not Applied** companies on **My Page**.
3. If offline is not displayed, click the red "**Click here to check the list of Job Fairs you have applied**" and register the offline event.  
※See [page 47 for another confirmation](#) method.
4. **Print your ID and bring it with you when attending offline events. Check your entry.**

JOB FAIR

MY PAGE CV REGISTRATION CV DATA UPLOAD GUIDANCE INFORMATION APPLIED LIST CHANGE PASSWORD LOGOUT

**JAPAN Job Fair** METI Government of JAPAN  
**Japan Job Fair in Asia**

My PAGE

CV Registration CV data Upload Guidance Information Applied List

Click here to check the list of Job Fairs you have applied

**Not Applied companies**

JAPAN JOB FAIR 2023 in Bangkok OFFLINE  
07.Oct.2023 [ ICT 10:00~17:00 ]

Print ID

Pasona Inc. Agriculture forestry  
Job Requirement Entry

Pasona Group Inc. Composite services  
Job Requirement Entry

Pasona Service industry (where no other industry classification applies)  
Job Requirement Entry

Job fair

REQUIRED Job fair

<input type="checkbox"/> JAPAN JOB FAIR 2023 in Dhaka OFFLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Dhaka ONLINE
<input checked="" type="checkbox"/> JAPAN JOB FAIR 2023 in Bangkok OFFLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Bangkok ONLINE
<input type="checkbox"/> JAPAN JOB FAIR 2023 in Kuala Lumpur ONLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Kuala Lumpur OFFLINE
<input type="checkbox"/> JAPAN JOB FAIR 2023 in Jakarta ONLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Jakarta OFFLINE
<input type="checkbox"/> JAPAN JOB FAIR 2023 in Bandung ONLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Bandung OFFLINE
<input type="checkbox"/> JAPAN JOB FAIR 2023 in Bangkok ONLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Bangkok OFFLINE
<input type="checkbox"/> JAPAN JOB FAIR 2023 in Delhi ONLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Delhi OFFLINE
<input type="checkbox"/> JAPAN JOB FAIR 2023 in Ho Chi Minh ONLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Ho Chi Minh OFFLINE
<input type="checkbox"/> JAPAN JOB FAIR 2023 in Hanoi ONLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Hanoi OFFLINE
<input type="checkbox"/> JAPAN JOB FAIR 2023 in Chennai ONLINE	<input type="checkbox"/> JAPAN JOB FAIR 2023 in Chennai OFFLINE

Back Modify the Information

**! Please enter both online and offline events.**

# 7. How to register with companies for offline events.

Reference page 46 - 3.

If the offline event is not displayed on My Page, please add the offline event from your CV Registration button.

The image illustrates the steps to register for offline events through the CV Registration process. It consists of three overlapping screenshots of the web portal:

- Top-left screenshot:** Shows the 'My PAGE' with a navigation menu. The 'CV Registration' button is highlighted with a blue circle and an arrow pointing to the next step.
- Top-middle screenshot:** Shows the 'CV Registration' form. The 'Job fair' section at the bottom is highlighted with a blue circle and an arrow pointing to the next step.
- Top-right screenshot:** Shows the 'Job fair' selection screen. A red 'REQUIRED' label is present. The list includes:
  - JAPAN JOB FAIR 2023 in Dhaka OFFLINE
  - JAPAN JOB FAIR 2023 in Bangkok OFFLINE
  - JAPAN JOB FAIR 2023 in Dhaka ONLINE
  - JAPAN JOB FAIR 2023 in Bangkok ONLINEThe 'JAPAN JOB FAIR 2023 in Bangkok OFFLINE' option is circled in blue.

# Contents

---

## 8. Resetting Your Password



# 8.1. Reissuing a Password

1. If you forget your password, you can reissue it. On the Login screen, click the Forget password? link.

JOB FAIR

**JAPAN  
Job  
Fair**

**METI Government of JAPAN  
Japan Job Fair in Asia**

Login · New Registration

**New Registration**

Register Now!  
Click here to register as a new member of JOB FAIR My Page.

New Registration

**Login**

Email address

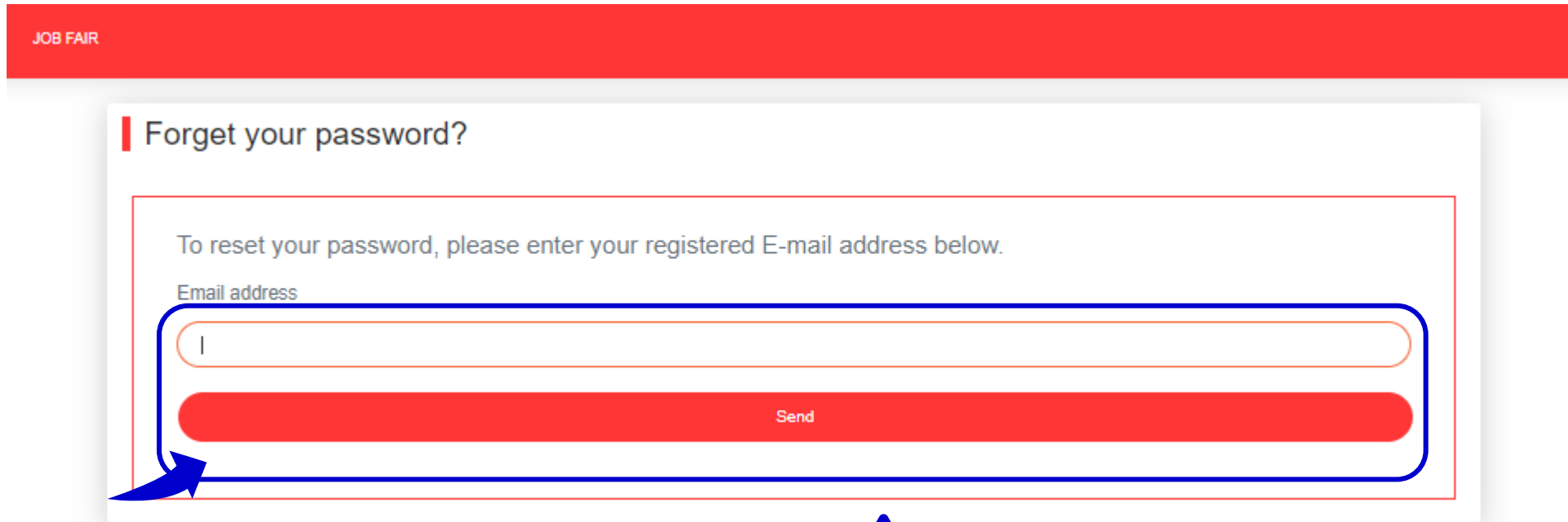
Password

Log in

> Forget password?

# 8.1. Reissuing a Password

2. Input the email address to receive the email to reset the password and click the Send button.



The screenshot shows a web interface for password reset. At the top is a red header with the text "JOB FAIR". Below it is a white box with the heading "Forget your password?". Inside this box, there is a light gray instruction: "To reset your password, please enter your registered E-mail address below." Below the instruction is a label "Email address" followed by a text input field containing a vertical bar "|". Underneath the input field is a prominent red "Send" button. A blue arrow points from the bottom left of the form area towards the "Send" button.



**You will receive an email at the input address to reissue the password. Reissue a password using the received email.**

# 8.1. Reissuing a Password

## 3. Reissue a password by clicking the link in the body of the received email

This is the JAPAN JOB FAIR in ASIA office.  
Your password has been reset successfully.

■ Please access and follow the instruction below URL,

<https://hbw1004prcev.smartrelease.jp/password/reset/6a94b95eda4c393ac4b40ba2027c8b8ec914f8c5c8d8a3488c2d060451c34f2a?email=afukuzawa%40pasona.co.jp>

JAPAN JOB FAIR  
mypage.japanjobfair.go.jp

\* In case, if the URL above is divided into two lines, please copy the whole URL and paste it into your browser's address bar and complete authentication.

Once the above URL has been authenticated, you can log in to your account.

After one or more week has passed, temporary registration data will be deleted, in that case please register again.



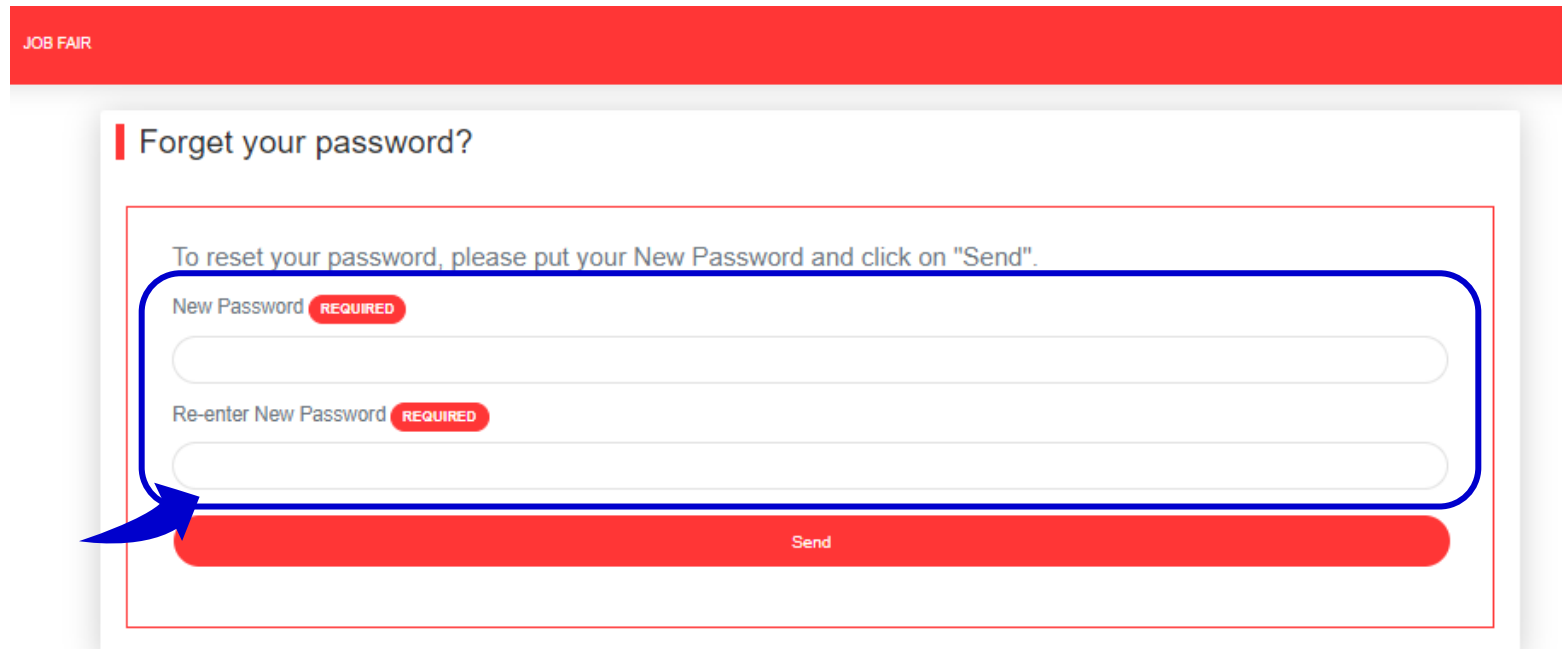
JOB FAIR

### Forget your password?

An email with has been sent to the address you entered.  
Please click on the link on the email and reset your password.

# 8.1. Reissuing a Password

4. The Forget your password? screen will appear. Input a new password and click the Send button.



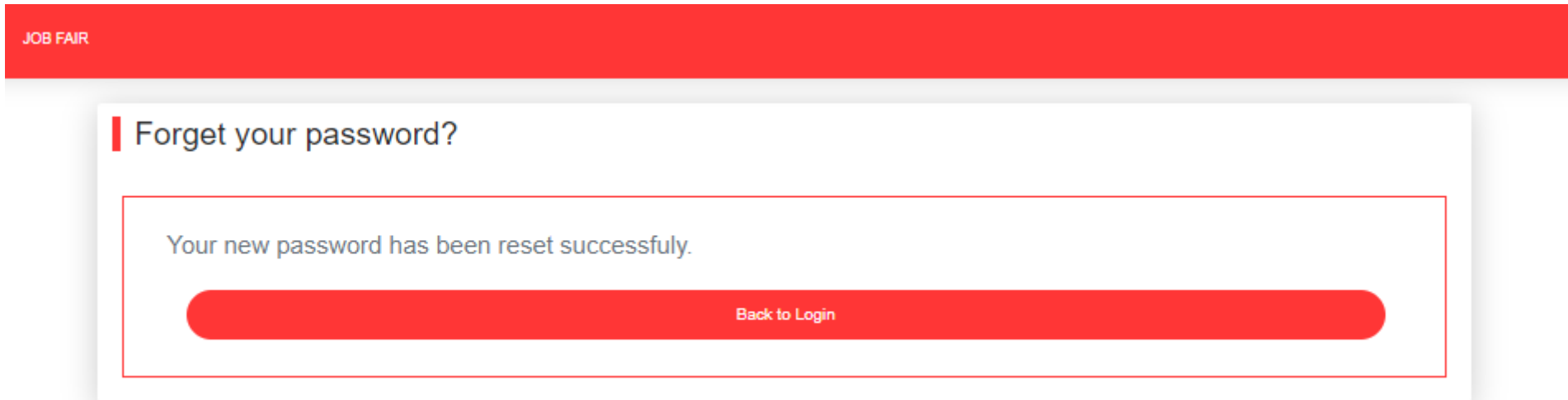
The screenshot shows a web form titled "Forget your password?" with a red header bar containing the text "JOB FAIR". The form contains the following elements:

- A title: "Forget your password?"
- A instruction: "To reset your password, please put your New Password and click on "Send"."
- A "New Password" input field with a red "REQUIRED" label.
- A "Re-enter New Password" input field with a red "REQUIRED" label.
- A red "Send" button at the bottom.

A blue arrow points from the left side of the form to the "Send" button.

# 8.1. Reissuing a Password

5. A password has been reissued once the screen below appears. Click the Back to Login button to display the Login screen.



# 8.1. Reissuing a Password

6. Check that you can log in with the registered email address and new password on the Login screen.

The screenshot displays the website interface for the METI Government of JAPAN Japan Job Fair in Asia. At the top, there is a red navigation bar with the text "JOB FAIR". Below this, the logo for "JAPAN Job Fair" is shown next to the text "METI Government of JAPAN" and "Japan Job Fair in Asia". Underneath the logo and text, there is a navigation link "Login · New Registration". The main content area is divided into two panels: "New Registration" and "Login". The "New Registration" panel contains the text "Register Now! Click here to register as a new member of JOB FAIR My Page." and a red "New Registration" button. The "Login" panel contains two input fields labeled "Email address" and "Password", a red "Log in" button, and a link "> Forget password?". A blue arrow points from the "New Registration" panel to the "Login" panel, indicating the transition from registration to login.

# Contents

---

9. How to check job fairs in your country

# 9. How to check job fairs in your country

1. How to check participating city events Please refer to [page46 7. How to register with companies for offline events.](#)
2. For example, there will be 4 events in Indonesia. for Indonesia, you can participate in up to 4 events.(Jakarta online/offline, Bandung online/offline)

The image displays three overlapping screenshots of the METI Government Japan Job Fair website interface. The top-left screenshot shows the main dashboard with the 'JAPAN Job Fair' logo and 'METI Government Japan Job Fair' text. Below the logo, there is a 'My PAGE' section with four red buttons: 'CV Registration', 'CV data Upload', 'Guidance Information', and 'Applied List'. The 'CV Registration' button is highlighted with a blue circle and an arrow pointing to the middle screenshot. The middle screenshot shows the 'CV Registration' form with fields for Personal Information, Educational Background, Employment History, Language Skills, Other Skills & Experience, Desired Condition, and Questions. A 'Job fair' section is visible at the bottom of the form, highlighted with a blue box and an arrow pointing to the right screenshot. The right screenshot shows the 'Job fair' selection screen with a 'REQUIRED Job fair' section. It lists eight events with checkboxes: JAPAN JOB FAIR 2023 in Dhaka OFFLINE, JAPAN JOB FAIR 2023 in Dhaka ONLINE, JAPAN JOB FAIR 2023 in Bangkok OFFLINE, JAPAN JOB FAIR 2023 in Bangkok ONLINE, JAPAN JOB FAIR 2023 in Kuala Lumpur ONLINE, JAPAN JOB FAIR 2023 in Kuala Lumpur OFFLINE, JAPAN JOB FAIR 2023 in Jakarta ONLINE, and JAPAN JOB FAIR 2023 in Jakarta OFFLINE. The 'JAPAN JOB FAIR 2023 in Jakarta ONLINE' and 'JAPAN JOB FAIR 2023 in Bandung ONLINE' options are checked, and this section is highlighted with a blue box and an arrow pointing from the middle screenshot.