



Learning Management System (manaba) Supplementary Manual for Students

This manual describes the functions of the Learning Management System (manaba) that are provided for the University of Tsukuba but not described in the online manual. Some functions, such as the portfolio, are described in the online manual but cannot be used at the University of Tsukuba.

Login

To log in to manaba, follow the steps below using your Unified Authentication ID and password.

1. Enter the URL below directly into your browser to access the manaba login page. (You can also access the login page quickly using the QR code on the right.)

<https://manaba.tsukuba.ac.jp>

2. When the login screen of the University of Tsukuba Unified Authentication System appears, enter the Unified Authentication ID (UTID-13: 13-digit number on the back of your student ID card) and password.

3. If you log in successfully, My Page will be displayed. (Please refer to “Manual for Students” in the online manual for information on the various features of My Page.)

❗ To log in to manaba, you do not need to visit the manaba support website of the Office of Educational Cloud. Please enter the above URL directly in your browser.

❗ Please be sure to access manaba using the URL above. If you set a bookmark on the login screen of the Unified Authentication System, you may not be able to log in properly.

❗ Due to the maintenance of the Unified Authentication System, you may not be able to log in to manaba temporarily. In that case, please wait a while and try again. Please check the following URL for the regular maintenance schedule.

<https://www.cc.tsukuba.ac.jp/wp-e/service/unified-authentication-system/>

❗ If you use an account issued by the Office of Educational Cloud, please log in at the following URL.

<https://manaba.tsukuba.ac.jp/local/>



QR code for logging in to manaba

<https://manaba.tsukuba.ac.jp>

Login Page (Unified Authentication System)

My Page

Logout

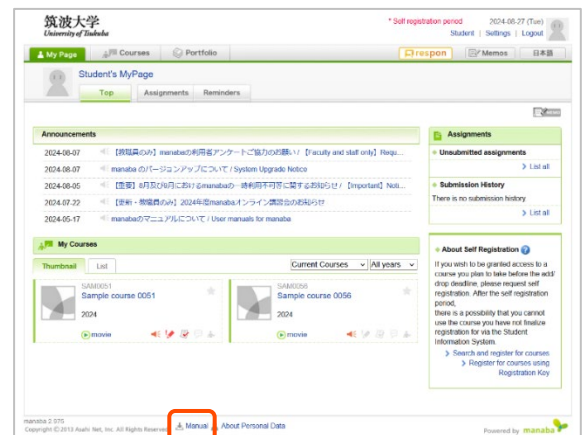
manaba does not provide a logout function, so please close all windows and tabs of your browser. If you are using a smartphone or tablet, exit the browser application using the appropriate procedure for your device.

❗ If you do not close the browser, other users may continue to use your User ID without authentication.

Resources for manaba are available below.

Online manual

The online manual is available from the **Manual** link at the bottom of the manaba screen.

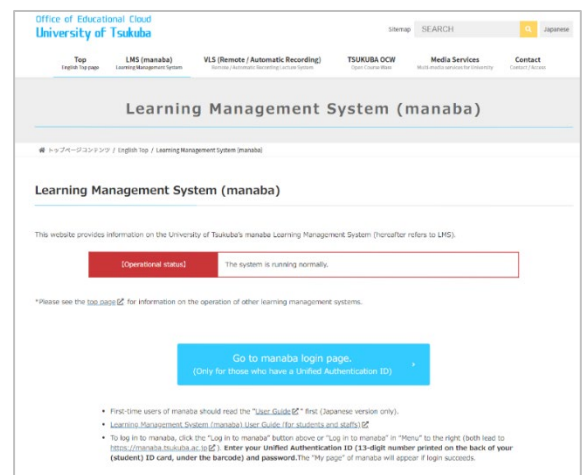


My Page

Support website

On the manaba support website of the Office of Educational Cloud (<https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba>), you can access a beginner's guide in addition to this supplementary manual.

Information from the Office of Educational Cloud, such as the operational status of the system, is also posted as needed.



Support Website

Reminder settings

Reminder is a feature that sends update notifications to the email address registered by the user whenever a new notification or posting is made in manaba.

To configure reminder settings, click **Settings** in the upper-right corner of My Page and then click **Change reminder settings**.

For details, please refer to “Change settings” in “Introduction to manaba” in the online manual.

- ❗ Please register an email address you check frequently for receiving reminder emails and check the registered email address regularly.
- ❗ Depending on the email client you use, the button to stop receiving reminder emails may be displayed. If you wish to continue receiving reminder emails, please do not click this button.
- ❗ Users with accounts issued by the Office of Educational Cloud cannot access the corresponding page using the URL included in a reminder email.

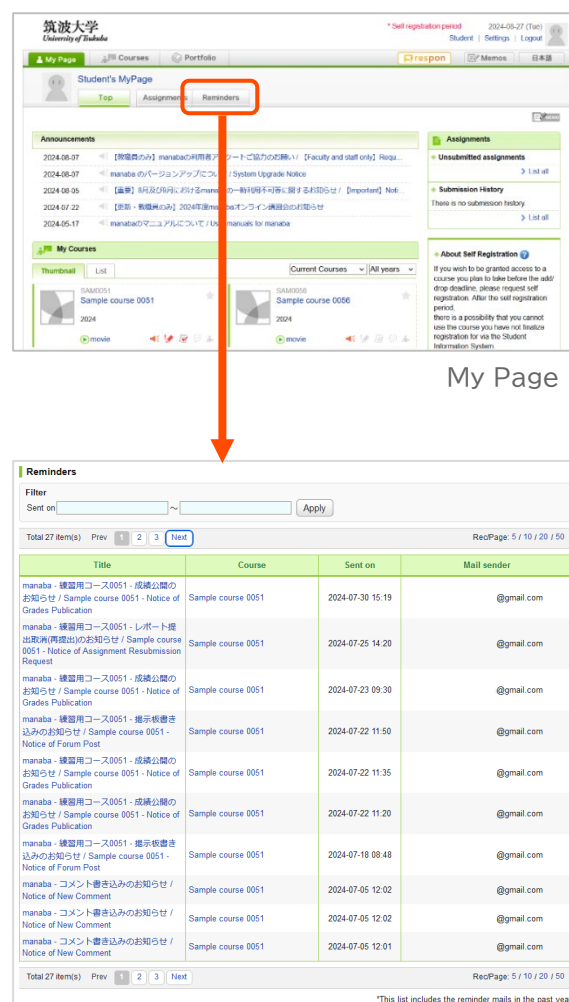


Browse past reminders

Click the **Reminders** tab to access the list of previously received reminders.

You can filter the reminders by date and time sent.

- ❗ Reminders from the past year are displayed.
- ❗ If multiple email addresses are registered, reminders sent to each email address are displayed.
- ❗ Both summary reminders and individual reminders are displayed.



Reminders List page

How to respond when “Unverified” or similar messages are displayed

As a result of the version update implemented on March 4, 2026, a reminder email address verification feature was introduced.

With the introduction of this feature, messages such as “Unverified” and “You need to verify your email address.” may be displayed on the Change reminder settings page and the My page.

Even if these messages are displayed, not all users are required to complete the verification process.

For users who are not required to complete verification

If a reminder email address was registered before the March 4, 2026 version update and has not been changed since the update, you can continue to receive reminder emails as before without completing verification.

If you are unsure whether this applies to you or have concerns about receiving reminder emails, please try **Save and send test email** on the Change reminder settings page.

If you receive the test email, reminder emails can be delivered successfully, and you fall under the category of users for whom verification is not required.

❗ Please refer to “Reminder Settings” on the previous page for instructions on accessing the Change reminder settings page.

For users who are required to complete verification

If the above does not apply to you, or if it does apply but you would like to hide these messages, please refer to “Change settings” in “Introduction to manaba” in the online manual.

Change reminder settings page

My Page

Change reminder settings page

In order to access the course page of the course you are taking, you need to register the manaba course page. (This registration is also called “course member registration”).

Registration for regular courses

In regular courses, your manaba courses are automatically registered/canceled simply by registering/canceling the classes at TWINS.

- One day after you register a course on TWINS, the course page of the course you registered will be displayed in the list of courses on My Page in manaba, and then you will be able to access the course page.
- If you cancel your course registration on TWINS, the course registration for manaba will be canceled on the following day, and you will no longer be able to access the course page.
- ❗ Since TWINS and manaba are different systems, the registration for regular courses on TWINS does not immediately register the course pages on manaba. Once a day at midnight, TWINS and manaba work in cooperation. manaba registers the course pages, only after TWINS transmits the registration information for regular courses to manaba. Therefore, there is a time lag between registering on TWINS and manaba.
- ❗ If the course page still does not appear in the course list the day after you registered the courses on TWINS, please contact the Office of Educational Cloud.

Self registration

For regular courses, you usually do not have to do any registration operations on manaba, but may register according to the instructions of the instructor. This is called “self registration”. For details, please refer to “About Self Registration” in the online manual.

- ❗ You can register or cancel self registration at any time regardless of the course registration period on TWINS.

Images to upload

A profile image is the picture that appears on your My Page and beside your comments in a thread.

When registering your profile image, please ensure that you upload a photograph of yourself.

For details, please refer to “Profile settings” under “Change settings” in “Introduction to manaba” in the online manual.

- ❗ If you have already uploaded an image other than your photo, please either replace it with a photograph of yourself or revert to the default image by referring to “Changing to the Default Image” below.

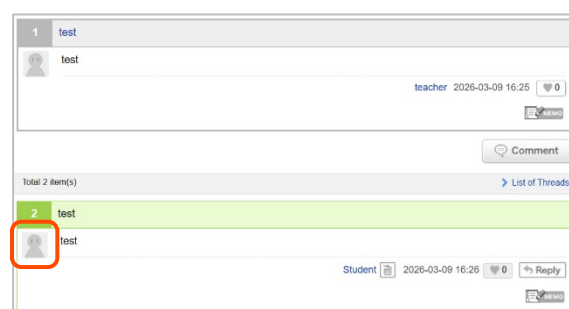
Changing to the default image

To revert your profile image to the default image, please download the default image file from the URL below and upload it as your profile image.

<https://www.ecloud.tsukuba.ac.jp/profile-default-image>



My Page



Thread

Office in charge

Learning Management System (manaba) help desk, Office of Educational Cloud,
Academic Computing & Communications Center

Support website URL

<https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba>

- Information on usage such as system outage schedules and version upgrades is posted as needed.
 - If you have any questions, please send email to the email address described at <https://www.ecloud.tsukuba.ac.jp/en/access>
or use the お問い合わせWebフォーム (Inquiry Web Form) in Japanese on <https://www.ecloud.tsukuba.ac.jp/manaba/accessmanaba>
 - Please be sure to specify your affiliation and contact information in your questions.
 - When inquiring about software issues, please specify the OS and browser type.
- ❗ **Inquiries by phone are not currently accepted.**

Mailing list

The Office of Educational Cloud may email you important information on manaba.
The following destination addresses are used in the mailing lists for the notifications.

- lms-users@ecloud.tsukuba.ac.jp (for all faculty, staff, and students of the university)
- lms-users-students@ecloud.tsukuba.ac.jp (for all students of the university)

Please make sure your settings allow you to receive emails from these addresses.