User Guide

Application · Payment

How to Apply

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My Course

● MANABI JOURNEY is mobile-friendly, but the screenshots of this guide are based on the desktop version.

● The screenshots were made at the time of writing this guide, so please keep in mind that the layout and contents of the site are subject to change.

new learning experience
MANABI JOURNEY

User Guide

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Application・Payment

How to Apply

The process from applying to starting a course is very simple.

*To start using MANABI JOURNEY, and be able to apply for our courses,
  you need to sign up for our free membership and log in.

１．Steps to apply for our free trial course

(1) When you sign up

After you log in, you can immediately start the free trial courses.

| STEP 1
Click "FREE TRIAL" in the course page or front page | > | Fill in the info &
start the course |

* After starting a course, you can check your progress on "My Course" page.(https://manabijourney.jp/orders/)

(2) Taking courses without signing up

You can only start our courses after signing up with your email or social media account.

| STEP 1
Click "FREE TRIAL" in the Course page or front page | > | STEP 2
Membership Sign-up
(Email or Social media account) | > | Fill in the info &
start the course (*) |

(Membership Sign-up screen)

Let's Try " FREE TRIAL " !　✕

You can immediately learn " FREE TRIAL " courses
as soon as you sign up (free) below.

▼Sign up with **Social Account**
Move to the page of " FREE TRIAL " course
▼Sign Up with **E-mail**
Email you the URL of " FREE TRIAL " course.

※Please check Terms of Use in advance.

〉 Sign up with Social Account

f t

〉 Sign up with E-mail
E-mail *

Anti-bot validation *

FD2EF ⟳

Type the characters you see in the picture above.

Already are you member? Log in 〉

Email the URL of "FREE TRIAL"

* Notice

▼When signing up with a social media account
You are automatically redirected to the "FREE TRIAL"
course page.

▼When signing up with email
We will email you the "FREE TRIAL" course URL

After that, you can start courses and check your progress
on the "My Course" page.
(https://manabijourney.jp/orders/)

2．Steps for a paid course application

STEP 1 Click "Application" in the Course page	STEP 2 Input a payment method in the Payment Procedure	STEP 3 Click "SUBMIT MY ORDER" in Checkout	Completion (Payment) start the

<Notice>
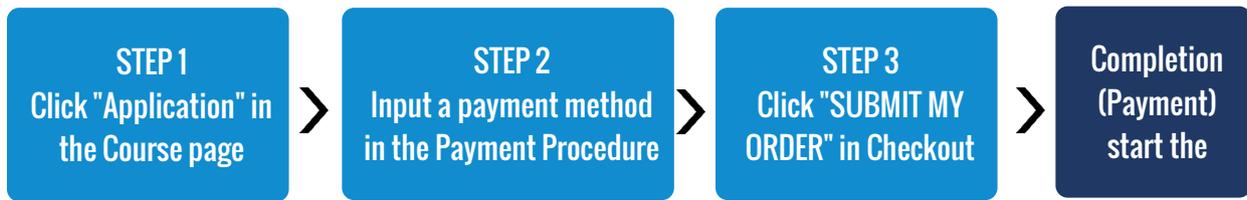
1. There are two payment methods, **Credit card** or **PayPal**.

2. You **need to fill in** your payment information in the "Checkout" page after signing up
(When you sign up with your social media account, you will be redirected to the front page after signing up.)

Page Sample

<e.g. : Payment Procedure>

Course in your order

Manga Drawing Comprehensive Standard

US$ 699.00

Do you have a Coupon Code ?	Hide ^
1 item(s)	US$ 699.00
Taxes Consumption tax (8% included)	US$ 51.78
Enter the Coupon Code	Apply
Order Total	US$ 699.00

Credit Card

Card number *

Valid thru (mm/yy) *

Credit Card

Available: VISA, MASTER, Diners, AMEX and JCB

If you choose "Time payments", you are responsible for split commissions.

Our site is protected to encrypt your highly confidential information (credit card, personal, etc.) by SSL security. Our database does not store your credit card information. When you input your card information, it is stored in PAYGENT (collection agency) in an encrypted state.

The total fee and the course you're applying for is displayed on the top.

If you have a coupon code, input it in this screen.

And below that, you can choose your payment method.

<e.g. : Application Procedure Completion>

When you finish your payment procedure,

the following is displayed.

* After this, you can start the course immediately.

Congratulations!

We have received your order.
You could immediately start your course.

❯ My Course - Now , Start to Learn!

❯ Order details

Payment Procedure

You can choose the payment methods, "Credit card" or "Paypal".

1．About Credit Card Payment

(1) Accepted cards

VISA,MASTER, Diners, AMEX, JCB

(2) Number of Payments

One single payment

(3) After completing the procedure

You can immediately start your course from

"My course" page.

We will email the "order content" to you.

＜About credit card security＞
Our site encrypts your highly confidential information (credit card, personal, etc.) using SSL. Your credit card information isn't stored in our databases, instead it's safely encrypted by PAYGENT.

2．About Convenience Store Payment

This payment method is **only availabe in Japan**.

3．About PayPal Payment

(1) About PayPal

PayPal is an online payment service where you can register for free.

If you register your credit card information on your PayPal account,

you do not need to input your card information in MANABI JOURNEY.

You can pay a course using PayPal.

▼PayPal website

https://www.paypal.com

(2) Payment Procedure

Click "SUBMIT MY ORDER" in Payment

Procedure and continue to the PayPal website. > Log in
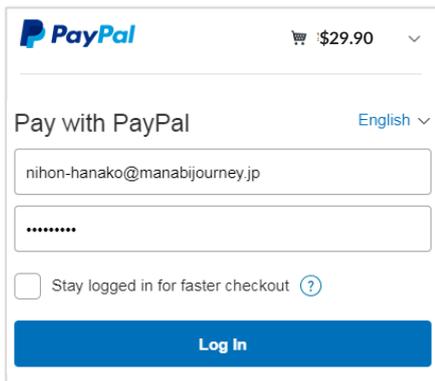
Check your payment details

 > Agree and Pay

> (arrow)
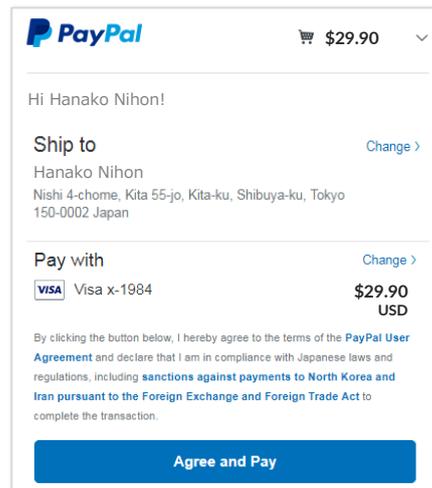
This is the payment completion screen

in PayPal
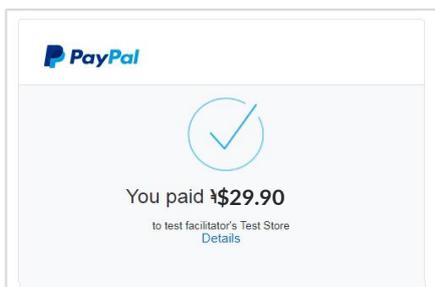
*The shipping address registered in PayPal is automatically displayed.

> (arrow)

Click "Return to MANABI JOURNEY".

When you come back to our website,

a message saying "Your order has been

completed." will be displayed.

After your payment has gone through,

you can immediately start your course.

<Notice>

When you choose a PayPal payment, please finish your payment procedure **within 30 minutes** after moving to PayPal the site. If you do not pay within the time limit, we recognize that you have cancelled your order.

(If that happens, we will email you a "Cancellation / Expiration" notice.) The cancellation will prompt when:

▲ Over 30 minutes have passed after movint to the PayPal site.

▲ Closing the PayPal screen before finishing the payment.

* How to reapply

Please **wait at least 30 minutes** before reapplying for the course.

My Course

1．Receipt of "Complete" payment

We will email you a "Notice of Payment Completed" after confirming your payment.

You can immediately start your course via "My Course" page after receiving our email.

▼My Course

https://manabijourney.jp/orders/

2．My Course

(1) About "My Course"

This screen is to confirm your application status, applications & order record,

course progression rate and recieved certificates.

(2) How to use "My Course"

ID ▾	Course Start	Your Course	Progression Rate	Standard Study Period*	Certificate
#265	Start	FREE Let's go to JAPAN! -Travel & Daily life- Shopping	50%	----	
#262	Start	Let's go to JAPAN! -Travel & Daily life- Immigration	100%	2018/06/23	Certificat
#258	Start	Manga Drawing / Comprehensive Course	17%	2019/04/15	

Item	Function
ID	Application ID You can confirm application date, payment method, etc., by clicking the ID.
Course Start	You can start the course by clicking the "Start" button. (*1)
Your Course	You will be redirected to the web page containing the course information when you click the course name.
Progression Rate	Displays your progression rate in the "Learning Management System (LMS)". (*2)
Standard Study Period	Displays the final date of the standard study period. (*3)
Certificate	When you finish your course within the course term, the certificate is issued.

*1 You move to the website of learning management system (LMS). The design is a little different.

*2 The rate does not go up in some courses because you did not obtain the passing score.

*3 This is not the deadline of the course.

　　The deadline will be 60 days from the final date of standard study period.