

SHAREX Portal

First Time Login

User Guide

Revision History

The revision history of this document is as follows:

Version	Description	Revision Date
1.0	First Issue	August, 2022
1.1	Page 6 Correction of the published screen and the description text	August, 2025

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1 Introduction

If you are logging in via HUID, skip the next section “2. *Set Your Password*” and start from “3. *Initial Settings*.”
** After authenticating HUID, the new password password registration screen will be displayed, so please register it.

Before you start using SHAREX Portal for the first time, the following procedures are required:

- Setting your password
- Initial settings of your user account

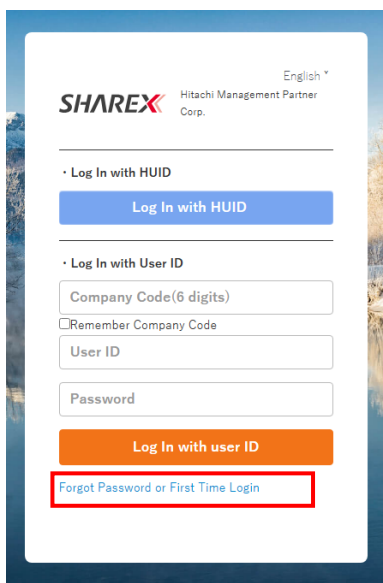
Set up your account in accordance with the procedures described in the sections in the following chapters.

2 Set Your Password

Before you start using SHAREX Portal, set a login password in accordance with the following procedure.

1 Request a password reset.

<https://portal.sharex.hitachi-mp.co.jp/welcome/>



① Access the SHAREX Portal landing page from the URL on the left.

② On the landing page, click the “Log in SHAREX Portal” button.

③ On the login page, find “[Forgot Password or First Time Login](#)” and click the link.

④

You will be redirected to the password reminder screen.
Please enter the following items and click the "Submit" button.

- Company Code (6 digits)
- User ID
- Email Address

★If the entered information matches a registered user account, a password reset email will be sent.

⑤

Then you will be brought back to the login page.

2 Open the email you received.

Dear SHAREX Portal user:

You are receiving this email because you have submitted a password reset request for SHAREX Portal. You can reset your email from the following URL:

<https://XXXXXXXXXX>

The above password reset link expires for security reasons after 1 hour from when this email is transmitted. If this happens, you can submit your password reset request again to receive another email with a new password reset link.

If you think you have received this message in error, please disregard and delete this email.

For inquiries, do not reply to this email. Please contact our Call Center for inquiries as follows:

① Click the “Password Reset” link in the Email you received.

② Then the password reset page will be displayed. Enter a password of your choice in the "New Password" field, then enter the same in the "New Password (Confirm)" field. Then, click the “Submit” button.

3 Initial Settings

Following the first-time login, the initial settings page will be displayed. Follow the procedure below to complete the initial settings.

1 Confirm the default account setting

SHAREX Portalへようこそ Welcome to SHAREX Portal

初回ログイン時のご案内/Information at First Login

ご利用の言語を選択し、下記の「SHAREX Portalについて」をお読み頂いた後、「確認」ボタンを押して先に進んでください。
※2回目以降のログインではこの画面は表示されません。以降変更が必要な場合は、「マイアカウント/ユーザーアカウント設定」画面からいつでも変更いただけます。

Please select your language, read the "About SHAREX Portal" section below, and then press the "Confirm" button to proceed.
Note: This screen will not appear on the second and subsequent logins. If you need to change your language, you can do so at any time from the "My account - User account setting" menu.

利用言語/Language: 日本語 ▼

会社メールアドレス/Email address: _____

SHAREX Portalについて
SHAREX Portalは、従業員の皆さんの会社生活をサポートするシステムです。本システムは、株式会社日立マシメントパートナーが管理・運営しています。
貴社の所属する会社と株式会社日立マシメントパートナーとのソリューションサービス契約に基づき、各種申請手続き・会社からの通知等の参照・各種システムへのリンク等の機能をご利用いただけます。

About SHAREX Portal
SHAREX Portal is a system that supports employees in the workplace. This system is managed and operated by Hitachi Management Partner Corp.
Based on the Solution Service Agreement between your company and Hitachi Management Partner Corp., you can use functions such as various request/application procedures, notices from the company, and links to various other systems.

以下の「個人情報保護に関して」についてご確認の上、本システムのご利用をお願いいたします。
Please read the following "Privacy Policy" before you start using this system.
[株式会社日立マシメントパートナー 個人情報保護に関して/Hitachi Management Partner Corp. Privacy Policy](#)

次へ/Next

When you log in to SHAREX Portal for the first time, the “Welcome to SHAREX Portal” initial settings page is displayed. In this page, you will select your preferred language, confirm your email address, read & accept (or decline) the privacy policy, then click Next.

That completes the initial settings.