

**APRIN e-Learning Program (eAPRIN)
User's Manual**

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Association for the Promotion of Research Integrity (APRIN)

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1 Initial Settings and Basic Operations

1.1 Logging In

Open the login screen of the APRIN e-Learning Program (eAPRIN).

URL: <https://edu.aprin.or.jp/>

Click [**Log in**].



Enter the user name (ID) and the password, and then click the [**Log in**] button.



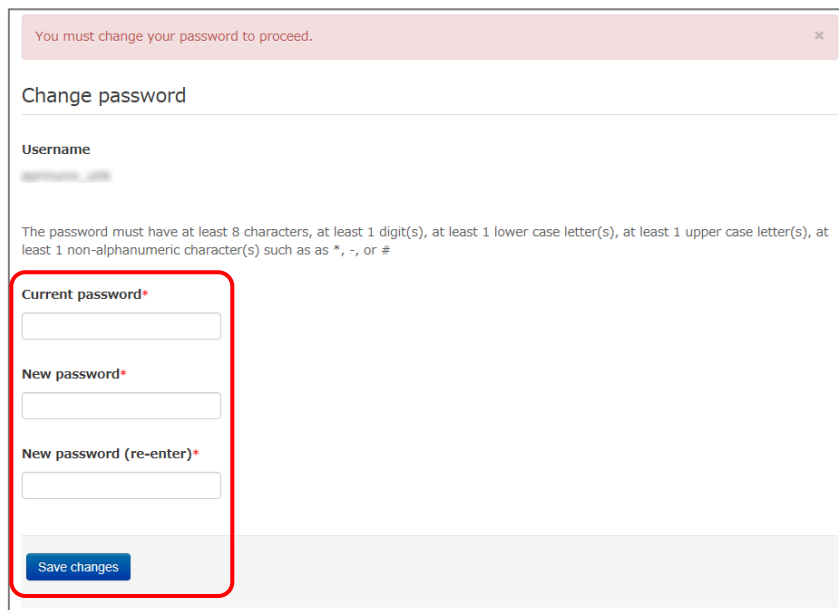
1.2 Things to Check at the First Login

When prompted to change password after your first login, set a new password according to the rules below. If the password edit screen does not appear, proceed to the next page.

The password must be at least **eight characters**.

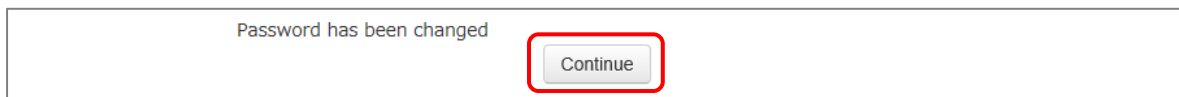
- ✓ Include at least one **numerical character**.
- ✓ Include at least one **lowercase letter**.
- ✓ Include at least one **uppercase letter**.
- ✓ Include at least one **non-alphanumeric character** such as *, -, and #.

Enter your current password and new password, then click the [**Save changes**] button.



The screenshot shows a web form titled "Change password". At the top, there is a red notification bar that says "You must change your password to proceed." Below this, the form has a "Username" field. A message below the username field states: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #". The form contains three password input fields: "Current password*", "New password*", and "New password (re-enter)*". A blue "Save changes" button is located at the bottom of the form. A red rectangular box highlights the three password input fields and the "Save changes" button.

When the message "Password has been changed" is displayed, press the [**Continue**] button.



The screenshot shows a confirmation message box with the text "Password has been changed" on the left and a grey "Continue" button on the right. The "Continue" button is highlighted with a red rectangular box.

The profile edit screen is displayed. Confirm that your first name, surname and email address are correct (change them if necessary). Make sure to check the instructions below, regarding email addresses. Set [Letter Size] here if necessary.

At the first login, confirm that the registered email address is correct.

- Make sure to register using an email address currently available. You must be able to receive emails to reset password, e.g., if you have forgotten your password. (Refer to "[4 Troubleshooting.](#)")
- Change to correct address when dummy address is set by default.

How to set Email Address

- Enter an e-mail address currently available.
- An e-mail address already registered on the system cannot be used. An error occurs if the email address you set is already registered on the system. If this happens, use a different email address.
- For updating e-mail address, receive confirmation e-mail send to new address and complete updating process.

The screenshot shows a profile edit page for 'Test Aprin'. At the top, it says 'Please confirm/edit the contents, and click the "Update profile" button below. Please be sure to input items with * marks.' There is an 'Expand all' link. The 'General' section contains three input fields: 'First name*' with 'Test', 'Surname*' with 'Aprin', and 'Email address*' with 'aprin_demo_0219@aprin.or.jp'. A red box highlights these three fields, with a callout box pointing to them that says 'Check these settings and modify them if necessary. Register an email address currently available.' Below the email field is a link 'How to set Email address (Click to display)'. At the bottom, there is a 'Letter size' dropdown menu set to 'Default', with a red box around it and a callout box pointing to it that says 'Change the letter size here if necessary.'

Scroll down the profile edit screen until the [Course etc] is displayed.

▼ 受講コース等 (Course etc)

受講コース(Course Selection)*

- 栄富林大学コース(A) 2019 / APRIN University Course (A) 2019
- 栄富林大学2019コース/APRIN University Course 2019
- JSTコース(3) (人文系) /JST Course (3) Humanities
- JSTコース(2) (理工系) /JST Course (2) Engineering
- JSTコース(1) (生命医科学系) /JST Course (1) Biomedical

← JST Course (1)-(3)

About the course selection (Click to display)

成績管理部署 (部署) (Department)
栄富林大学医学部

ユーザ属性(User Attribution)*
大学院生(Graduate Student)

成績の開示(Grade Disclosure)*
開示する(Disclose)

About the grade disclosure (Click to display) *for members of the JST adopted project

Select [**Course Selection**].

- When you are taking a course using your institution account, select the course specified by the administrator. Skip this step if the course is already selected by the administrator when you are logged in.
- For researchers joining the JST adopted project, select only one JST course that suits your field of expertise out of JST Course (1)-(3), then select [Disclose] from the following drop-down menu for [Grade Disclosure].

Select [**User Attribution**].

- Out of the five options “Other,” “Undergraduate Student,” “Graduate Student,” “Teacher/Researcher,” and “Clerical Staff,” select the one that most closely applies to you.

Select [**Grade Disclosure**]. Read the instructions below, and then select either “Disclose” or “Do Not Disclose.”

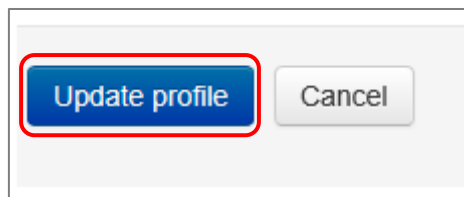
- This is to certify for JST that you have taken the research ethics education when you participate in the JST adopted project.

For members of the JST adopted project

- Select [Disclose], take the APRIN e-Learning Program, and then notify JST of the course completion report number issued.
- The following information stated in the course completion report will be disclosed: issue date, institution, last name/first name, department, attended course, completion date, expiration date, course completion report number, attended modules, attendance date.

These profile settings can be edited later. Refer to [“1.5 Changing the Profile and Course Selection”](#).

When all fields are filled in, press the [**Update profile**] button.



1.3 Main Menu

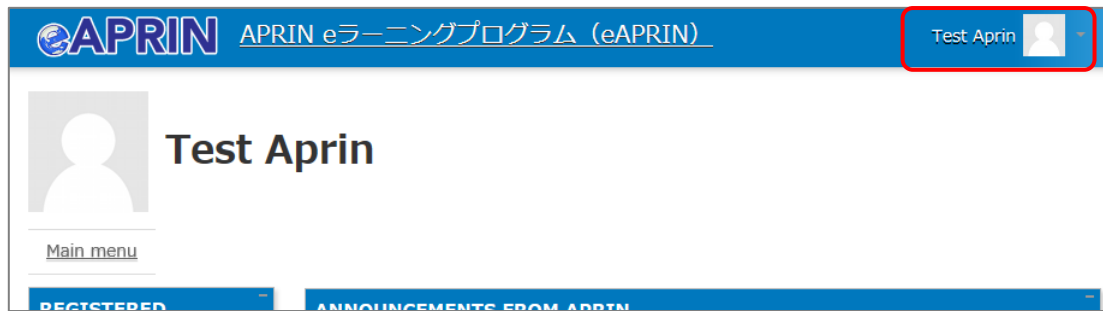
The main menu is displayed.

The main menu is the home screen of the APRIN e-Learning Program (eAPRIN).

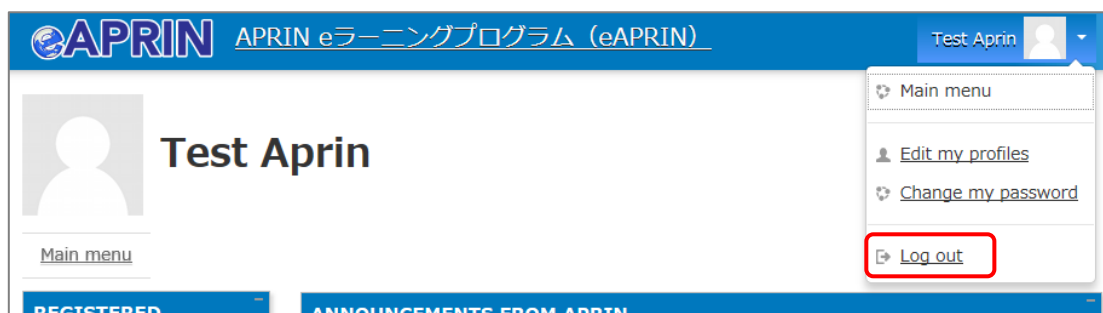
1. Link to main menu	A link to this screen. You can return to this screen from each screen by clicking this link.
2. Registered Information	Your unit name, department name, and department contact information is displayed.
3. Announcements from APRIN	Notifications from APRIN are displayed.
4. Announcements from your institution	Notifications from your unit or department are displayed.
5. Course of Participants	Your currently selected courses are displayed. This is where you start when taking a course. For details, refer to " 2 Taking a Course and Having a Course Completion Report Issued. "
6. User's menu	You can check on course status, course completion, and course completion reports. And you can take modules that are not included in courses. For details, refer to " 3 Checking the Course Material List and History. "

1.4 Logging Out

Click the right end section of the top task bar where your name is displayed.



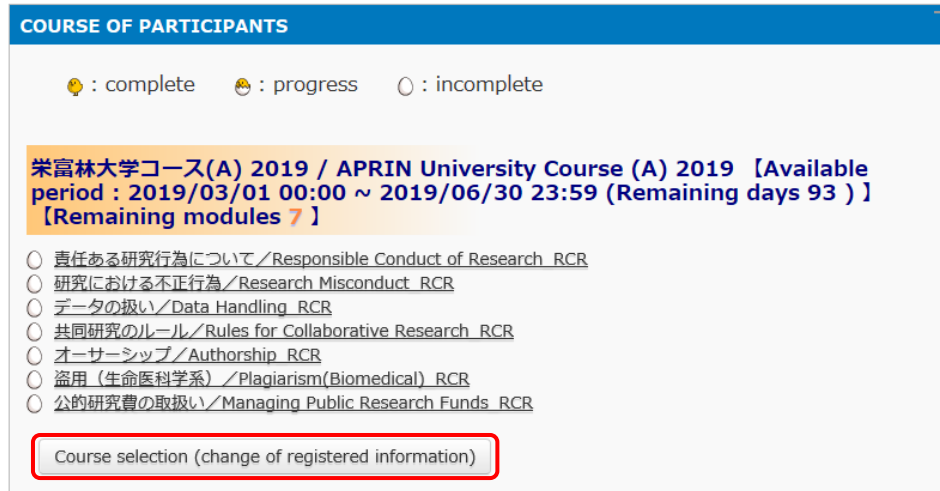
The drop-down menu is displayed. Click “**Log out**” to log out of the system.



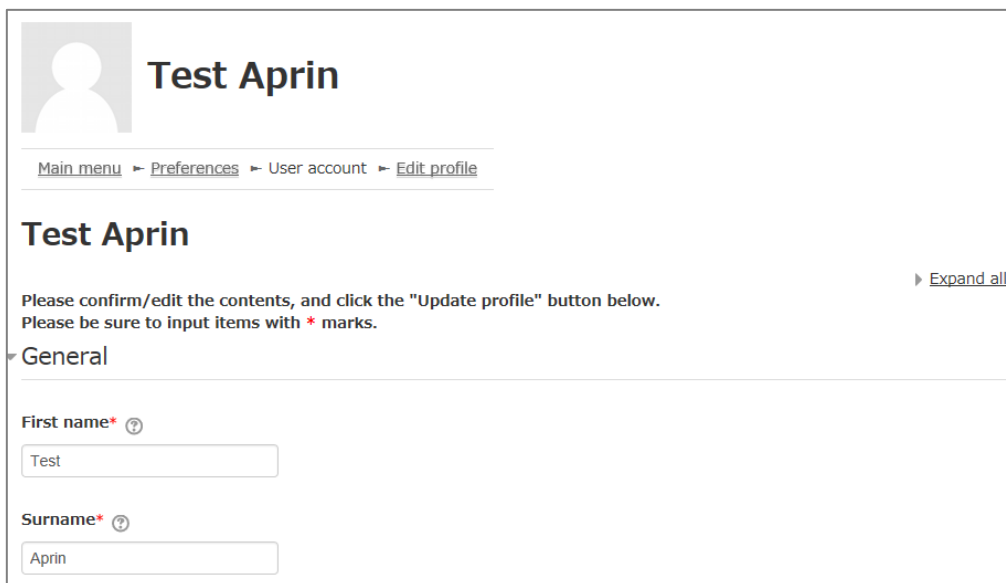
1.5 Changing the Profile and Course Selection

Log in to the system.

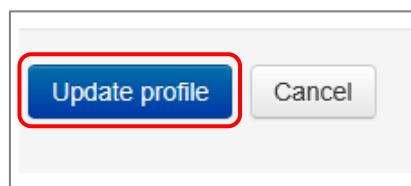
Click the **[Course selection (change of registered information)]** button at the far bottom of the “COURSE OF PARTICIPANTS” panel under the main menu.



An edit screen for the profile that appeared when you initially logged in is displayed.



In addition to switching course, you can modify your name, email address, user attributes, and grade disclosure settings. After editing the information, click the **[Update profile]** button at the bottom of the page.



The profile edit screen can also be displayed by following the procedure below.

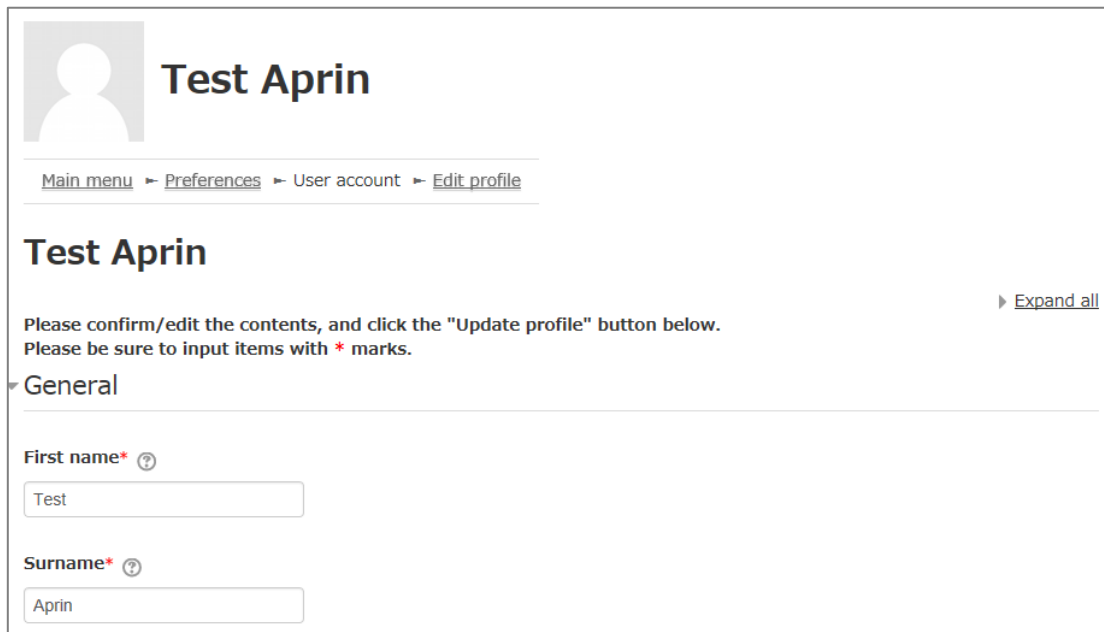
While logged in, open the menu at the top right of the screen, where your name is displayed.



Click "Edit my profiles".

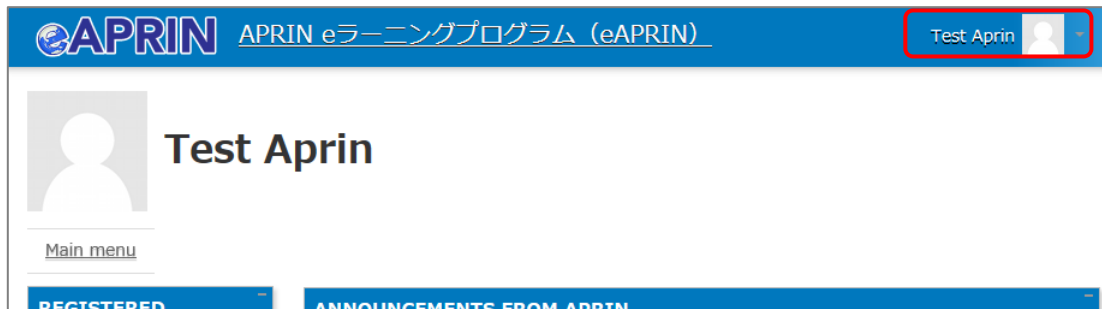


The profile edit screen displayed.

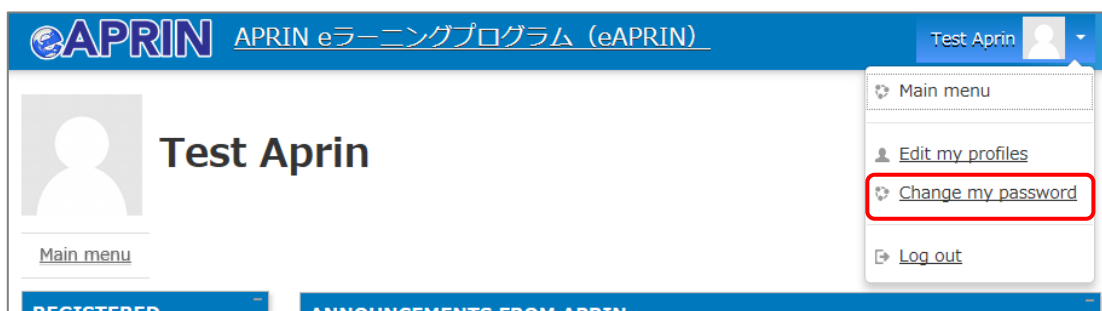


1.6 Changing the Password

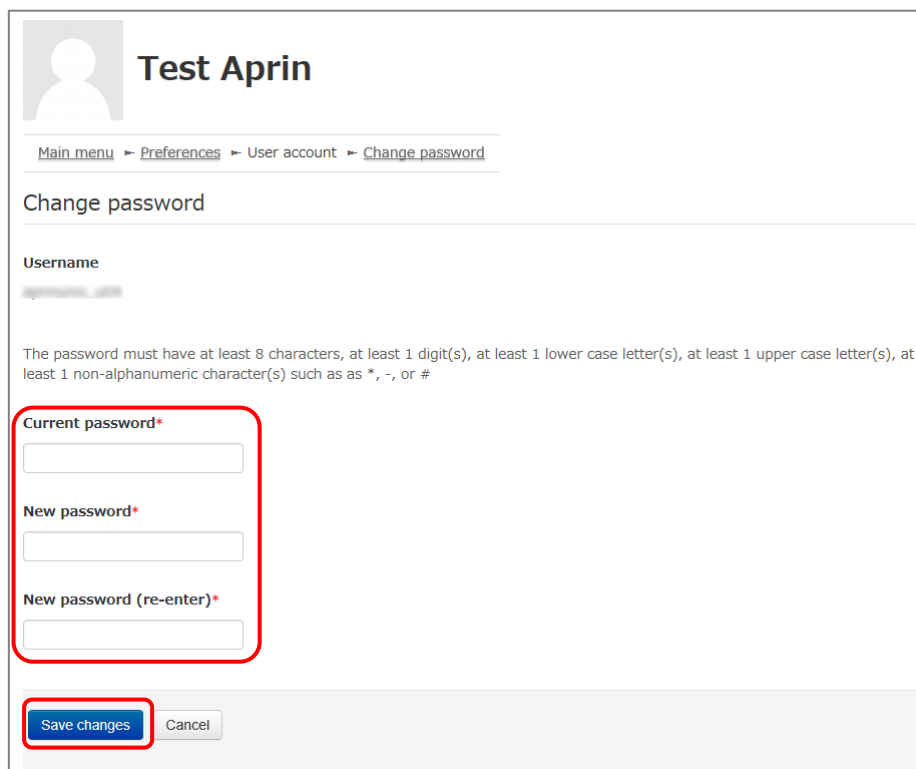
While logged in, open the menu at the top right of the screen, where your name is displayed.



Click "Change my password."



The password edit screen opens. Set a new password and click the [Save changes] button.

A screenshot of the "Change password" form. The form is titled "Change password" and includes a breadcrumb trail: "Main menu > Preferences > User account > Change password". Below the title, there is a "Username" field with a masked value. A note states: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #". There are three password input fields: "Current password*", "New password*", and "New password (re-enter)*". At the bottom, there are two buttons: "Save changes" (highlighted with a red box) and "Cancel".

2 Taking a Course and Having a Course Completion Report Issued

2.1 Taking a Module

Log in to the system and display the main menu. Check “COURSE OF PARTICIPANTS.”

The screenshot displays the APRIN system interface for a user named 'Test Aprin'. The interface includes a sidebar with 'REGISTERED INFORMATION' (showing '栄富林大学' and '栄富林大学医学部'), 'ANNOUNCEMENTS FROM APRIN', and 'ANNOUNCEMENTS'. The main content area is titled 'COURSE OF PARTICIPANTS' and shows a list of modules for the course '栄富林大学コース(A) 2019 / APRIN University Course (A) 2019'. The course has an available period from 2019/03/01 00:00 to 2019/06/30 23:59 (93 days remaining). The modules listed are: 責任ある研究行為について / Responsible Conduct of Research RCR, 研究における不正行為 / Research Misconduct RCR, データの扱い / Data Handling RCR, 共同研究のルール / Rules for Collaborative Research RCR, オーサーシップ / Authorship RCR, 盗用 (生命医科学系) / Plagiarism (Biomedical) RCR, and 公的研究費の取扱い / Managing Public Funds RCR. Each module has a status icon: a chick for 'complete', an egg for 'progress', and an empty circle for 'incomplete'. A legend at the bottom of the screenshot explains these icons.

Name of the selected course.

The study status of each module is displayed using egg and chick icons.

The course available period is displayed. All modules in the course must be completed within the available period. The courses without an available period are displayed “Unlimited.”

These are the modules necessary for course completion.

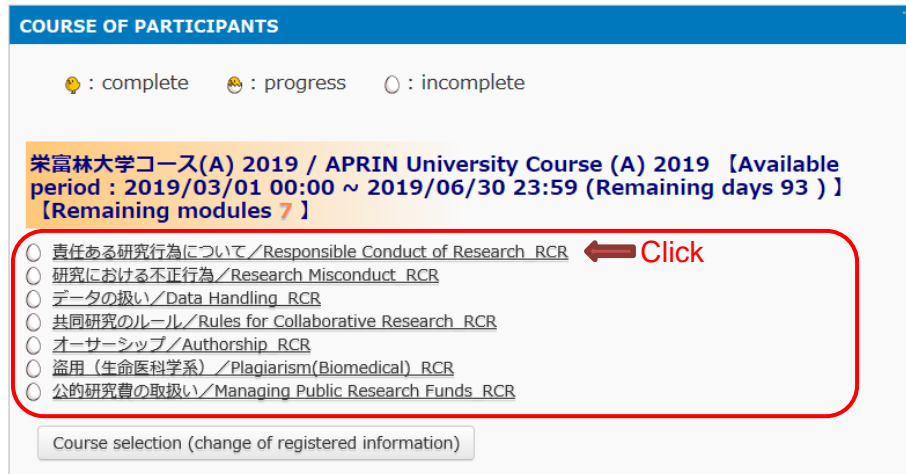
[About study status]

🐣 : complete 🥚 : progress ○ : incomplete

If you score 80 points or more on the quiz for any module within the course available period, the module will be denoted as “Completed” (chick).

However, even if you score 80 points or more, if you did not take the module within the course available period, it will remain “Incomplete” (egg).

Click a module you want to take.



COURSE OF PARTICIPANTS

● : complete ● : progress ○ : incomplete

栄富林大学コース(A) 2019 / APRIN University Course (A) 2019 [Available period : 2019/03/01 00:00 ~ 2019/06/30 23:59 (Remaining days 93)] [Remaining modules 7]

- 責任ある研究行為について / Responsible Conduct of Research_RCR ← Click
- 研究における不正行為 / Research Misconduct_RCR
- データの扱い / Data Handling_RCR
- 共同研究のルール / Rules for Collaborative Research_RCR
- オーサiership / Authorship_RCR
- 盗用 (生命医学系) / Plagiarism(Biomedical)_RCR
- 公的研究費の取扱い / Managing Public Research Funds_RCR

Course selection (change of registered information)

Click the [Read the text] button.



栄富林大学

Main menu > 栄富林大学 > 責任ある研究行為：基盤編 (RCR) > 責任ある研究行為について / Responsible Conduct of Research_RCR

責任ある研究行為について / Responsible Conduct of Research_RCR

Please read the text first.
After you read the text, you can take the quiz.

テキストを読む / Read the text

クイズはまだ受けられません / Cannot take the quiz yet

クイズで80.00点以上を獲得すると完了となります。
You complete the required module when you score 80.00 percent on the quizzes.

To Main Menu

The language selection page is displayed if the English version of the module is provided.
Select a language.



栄富林大学

Main menu > 栄富林大学 > 責任ある研究行為：基盤編 (RCR) > 責任ある研究行為について / Responsible Conduct of Research_RCR [TEXT]

責任ある研究行為について / Responsible Conduct of Research_RCR [TEXT]

教材言語選択 / Select Your Language

教材は日本語版と英語版がありますので、どちらかの言語を選択してください。
Please select preferred language for modules (Japanese or English version).

日本語 English

The text is displayed. Use the text for your learning purposes.

The screenshot shows the top portion of a webpage. At the top left is the logo for 栄富林大学 (Eichu University). Below it is a breadcrumb trail: Main menu ▶ 栄富林大学 ▶ 責任ある研究行為：基盤編 (RCR) ▶ 責任ある研究行為について/Responsible Conduct of Research_RCR [TEXT]. The main heading is 責任ある研究行為について/Responsible Conduct of Research_RCR [TEXT]. Below this is the section 'English Modules'. A light gray box contains the title 'Responsible Conduct of Research' in blue, with a red underline. To the right of the title, it says 'Drafted date: 2014.7.1' and 'Last update: 2017.7.3'. Below the title, it says '< Material provided by >' and 'APRIN, Association for the Promotion of Research Integrity'.

When you reach the end of the page, click the [**Take the quiz**] button at the bottom.

The screenshot shows the bottom of a page. On the right side, there is a red link that says 'Please provide feedback on this material'. Below this link is a button labeled 'Take the quiz', which is highlighted with a red border.

The quiz screen is displayed.

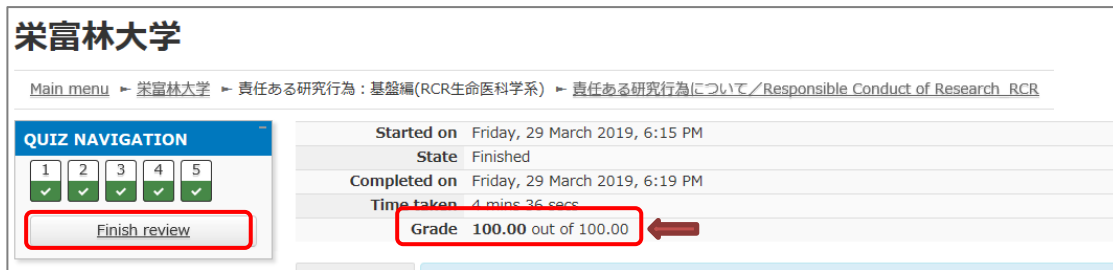
Answer all the questions, and then click the “**Finish**” button.

The screenshot shows a quiz interface. On the left, there is a box labeled 'Marked out of' with some text below it. The main area is a light blue box containing several lines of text, which are blurred. At the bottom right of the page, there is a button labeled 'Finish', which is highlighted with a red border.

The confirmation screen is displayed. To return to the quiz click “Cancel.” To proceed, click [**Finish**].

The screenshot shows a confirmation dialog box titled 'Confirmation'. The text inside says 'Submit all and finish the quiz?' and 'Press "Cancel" if you attempt again.' Below the text are two buttons: 'Finish' and 'Cancel'. The 'Finish' button is highlighted with a red border.

The review page is displayed. **At least 80%** is required to pass the quiz.



To finish review, click the [Finish review] button at the bottom right, or click [Finish review] under “QUIZ NAVIGATION” at the top left.



Return to the main menu.

If you do not pass a module, you can click the module name to try the quiz again.

If you pass a module, check that the status for the module is shown as “Completed” (chick).

If you have passed a module, but its status remains “Incomplete” (egg), check the course available period again.



Proceed to the next module in the same way.

2.2 Completing a Course/Having a Course Completion Report Issued

If you complete a course, by completing all the modules in the course within the course available period (scoring 80 points or more on the quiz for each module), **【Remaining modules X】** to the right of the course name will change to **【Click to issue a course completion report】**.

If you need to get a course completion report issued, follow the procedure below.

Click **【Click to issue a course completion report】**.

* We are conducting a survey regarding e-Learning. If you would like to answer our survey, please click the [Answer the survey] link. We value your opinion to further improve the usability of our system.

The course completion report will be displayed on a different screen. It can be downloaded as a PDF file.

単元名(Required modules)	完了日(Date completed)
責任ある研究行為について / Responsible Conduct of Research_RCR	2019/03/29
研究における不正行為 / Research Misconduct_RCR	2019/03/29

3 Checking the Course Material List and History

3.1 Taking Modules Not Included in a Course

- You are free to take any of the course materials offered by APRIN.
- Course completion reports are issued only for each course (a group of modules set by the grade administrator). No course completion report can be issued for separately taken modules.


Click “**Module list**” from “**USER’S MENU**” at the bottom left of the main menu.

The screenshot shows the user interface for 'Test Aprin'. On the left, there is a 'Main menu' with sections: 'REGISTERED INFORMATION' (showing '茶富林大学', 'Group: 茶富林大学医学部', and 'Contact' information), and 'USER'S MENU' (with options: 'Grade check list', 'Course completion report list', and 'Module list' which is highlighted with a red box). The main content area is divided into three sections: 'ANNOUNCEMENTS FROM APRIN' (with a notice about eAPRIN updates), 'ANNOUNCEMENTS FROM YOUR INSTITUTION' (with a notice about research ethics education), and 'COURSE OF PARTICIPANTS' (showing course details for '茶富林大学コース(A) 2019 / APRIN University Course (A) 2019' with a remaining days of 93, and a list of modules with completion status indicators: '責任ある研究行為について / Responsible Conduct of Research_RCR', '研究における不正行為 / Research Misconduct_RCR', 'データの扱い / Data Handling_RCR', '共同研究のルール / Rules for Collaborative Research_RCR', 'オーサiership / Authorship_RCR', '盗用 (生命医学系) / Plagiarism(Biomedical)_RCR', and '公的研究費の取扱い / Managing Public Research Funds_RCR'). A 'Course selection' button is at the bottom.


The Module List will be displayed. Click the name of the module you want to take.

栄富林大学

[Main menu](#) ▶ [栄富林大学](#)

 [アナウンスメント](#)

責任ある研究行為：基盤編（RCR）

-  [責任ある研究行為について／Responsible Conduct of Research_RCR](#)
-  [研究における不正行為／Research Misconduct_RCR](#)
-  [データの扱い／Data Handling_RCR](#)

3.2 Checking Study History and Past Completion Report

Go to the main menu. Check “**USER’S MENU**” at the bottom left.

The screenshot shows a user profile for 'Test Aprin'. On the left, there is a 'REGISTERED INFORMATION' sidebar with fields for 'Main menu', 'Group' (茶富林大学医学部), and 'Contact' (support_demo001@aprin.or.jp). The 'USER'S MENU' is highlighted with a red box and contains three items: 'Grade check list', 'Course completion report list', and 'Module list'. The main content area is divided into three sections: 'ANNOUNCEMENTS FROM APRIN', 'ANNOUNCEMENTS FROM YOUR INSTITUTION', and 'COURSE OF PARTICIPANTS'. The 'COURSE OF PARTICIPANTS' section shows a list of courses with progress indicators (yellow, orange, and white circles). The first course, '茶富林大学コース(A) 2019 / APRIN University Course (A) 2019', is highlighted in orange and includes a 'Grade check list' link. Below the course list is a 'Course selection (change of registered information)' button.

Click “**Grade check list**” to see your study history for each module.

The latest summary of your grades and study time is displayed. Please note that once you have passed a module (with a score of 80 or more), your score will no longer be updated to show any lower than a score of 80 or more.

The screenshot shows the 'Grade check list' for 'Test Aprin'. The title is '責任ある研究行為：基盤編(RCR生命医科学系)'. The table displays the following records:

Course Name	Grade
責任ある研究行為について/Responsible Conduct of Research_RCR	Grade: 100.00 / 100.00
Friday, 29 March 2019, 6:19 PM (11 mins 26 secs)	
研究における不正行為/Research Misconduct_RCR	Grade: 100.00 /

Click “**Course completion report list**” to view a list of all the completion reports you have obtained up to now.

Course completion report list			
【Name】 Aprin Test			
Completion report No. ▾	Courses	Validity	Redisplay report
AP0000100704	茶富林大学コース(A) 2019 / APRIN University Course (A) 2019	2024/06/30	<input type="button" value="Redisplay report"/>

4 Troubleshooting

Please see the [REGISTERED INFORMATION] pane of the main menu for contact information of the grade administrator of your institution /department.
(Refer to "[1.3 Main Menu](#)".)

Frequently asked questions

I have not received an email notifying me of the user name (ID) and password.

I accidentally deleted the email notifying me of the user name (ID) and password.

I forgot my user name (ID) and password.

→ Click [Forgot Username or Password?] under the Login button to reset the password.

*To use this function, your registered email address must be currently available.



My account is locked due to wrong password attempts.

→ An email titled "Your account has been locked." will be sent to the registered email address. Click the URL in the email to log in to the system. Your account will be unlocked.