

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

Edition 4.1

April 1, 2021

Association for the Promotion of Research Integrity (APRIN)

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.



The user name and current password are as follows.

- User name : TS student number (10 digits)
e.g. TS1234567890 if your student number is 123456789.
 - Current password : Toku-your Date of birth
e.g. Toku-19950801 if your date of birth is August 1, 1995.
- * Please change the current password when you log in for the first time.

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** (0-9)
- ✓ Include at least one **lowercase letter** (a-z)
- ✓ Include at least one **uppercase letter** (A-Z)
- ✓ Include at least one **non-alphanumeric character** (.,:;!?_+/*@#&\$)

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

You must change your password to proceed. x

Change password

Username

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 #

Current password*

New password*

New password (re-enter)*

Save changes

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

Password has been changed

Continue

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.
- When you change the e-mail address and press the [Update profile] button(p. 7), a [confirmation e-mail](#) will be sent to your new address. You must click the link in the e-mail to complete the change. If you don't receive the e-mail, you might have entered an incorrect e-mail address. In that case, contact the grade administrator of your institution /department.

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

About the course selection (Click to display)

成績管理事務局 (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

JST Course (1)-(3)

Students at Tokushima University need to take "Tokushima University Student Course" as a compulsory course.

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.”

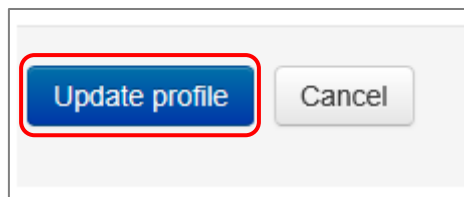
- This is to certify for JST that you have taken the research ethics education when you participate in the JST adopted project.

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).

Test Aprin ← Your name is displayed

1 Main menu

2 REGISTERED INFORMATION

栄富林大学
↑Your unit name is displayed
Group
栄富林大学医学部

Contact
【 Contact Information of 栄富林大学医学部 】
成績管理代表者の連絡先
名前：栄富林大学 成績管理代表者
メールアドレス：
support_demo001@aprin.or.jp

3 ANNOUNCEMENTS FROM APRIN

eAPRIN改修版リリースのお知らせ
11 Jan, 14:41 事務局 APRIN
Older topics ...

4 ANNOUNCEMENTS FROM YOUR INSTITUTION

研究倫理教育の受講について
11 Jan, 15:28 成績管理代表者 栄富林大学
Older topics ...

5 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
- 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)

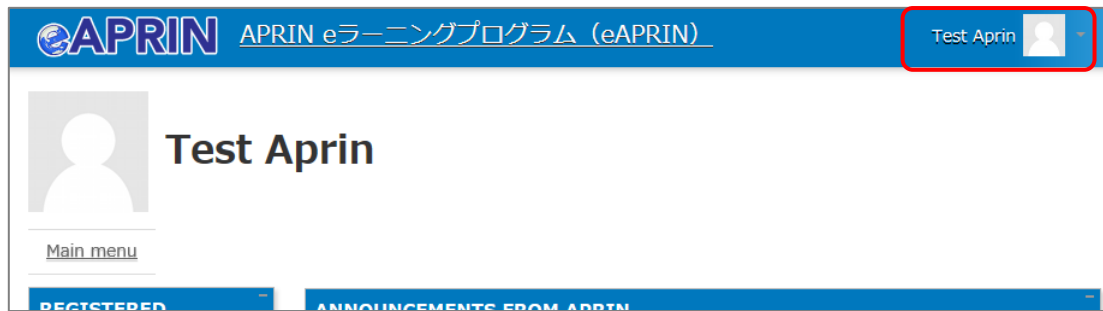
6 USER'S MENU

- Grade check list
- Course completion report list
- Module list

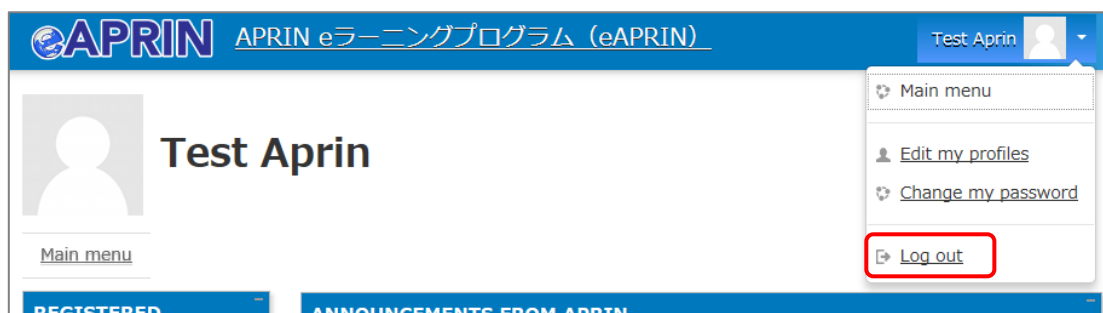
1. Link to main menu	A link to this screen. You can return to this screen from each screen by clicking this link.
2. Registered Information	Your unit name, department name, and department contact information is displayed.
3. Announcements from APRIN	Notifications from APRIN are displayed.
4. Announcements 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.



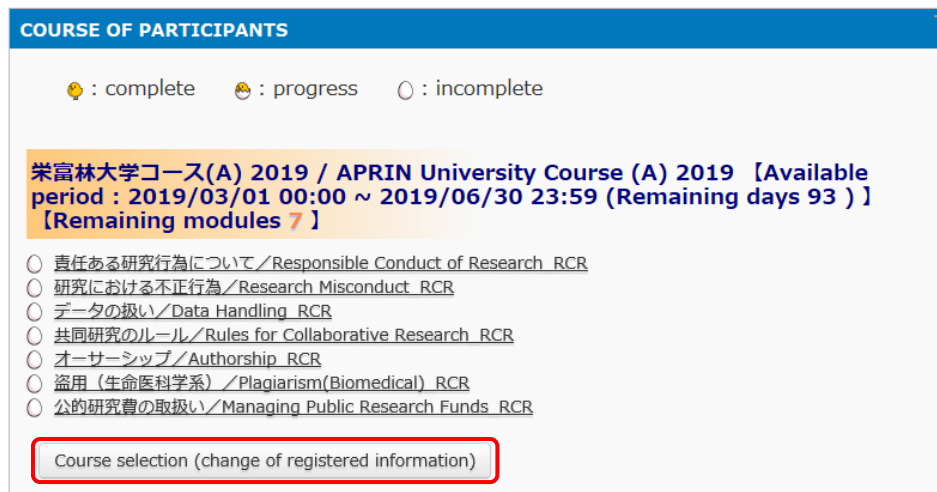
The drop-down menu is displayed. Click “**Log out**” to log out of the system.



1.5 Changing the Profile and Course Selection

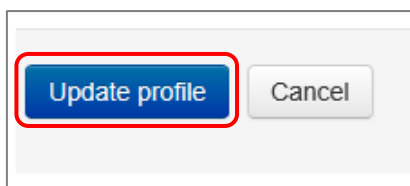
Log in to the system.

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.



If you change your email address, you'll receive a [confirmation email](#) from APRIN to the new email address. Follow the instructions in the email to complete the registration of your new email address.

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 main menu, registered information (Name: 栄富林大学, Group: 栄富林大学医学部), and a 'COURSE OF PARTICIPANTS' section. This section shows the course '栄富林大学コース(A) 2019 / APRIN University Course (A) 2019' with an available period from 2019/03/01 00:00 to 2019/06/30 23:59 (93 days remaining). Below the course title, a list of modules is shown, each with a radio button and a completion status icon (chick for complete, egg for progress, empty circle for incomplete). 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iership / 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). A legend at the bottom of the screenshot explains the status icons: a chick icon for 'complete', an egg icon for 'progress', and an empty circle for 'incomplete'. A red dashed box highlights the module list, and a blue dashed box highlights the course title and available period.

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 “—”

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 (生命医科学系) / Plagiarism(Biomedical)_RCR
- 公的研究費の取扱い / Managing Public Research Funds_RCR

Course selection (change of registered information)

Please take the "< Digest Version > Responsible Conduct of Research_RCR" in the "Tokushima University Student Course". Some faculties might have other options, so please follow the instructions of your faculty.

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 part 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 white 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.

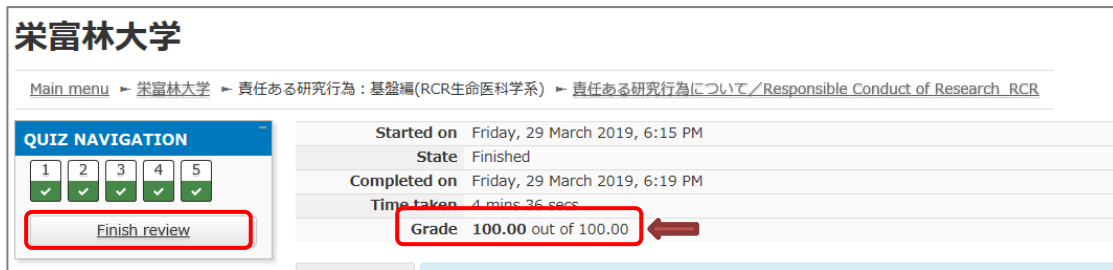
Answer all the questions, and then click the “**Finish**” button.

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

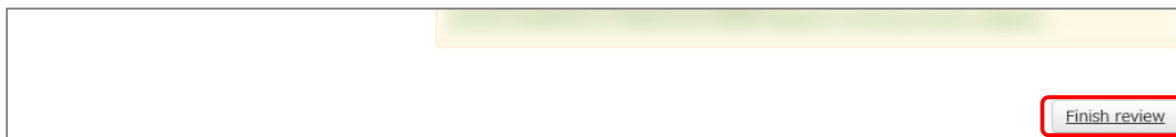
The confirmation screen is displayed. To return to the quiz click “Cancel.” To proceed, click [**Finish**].

The screenshot shows a confirmation dialog box titled 'Confirmation'. It contains the text: '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.

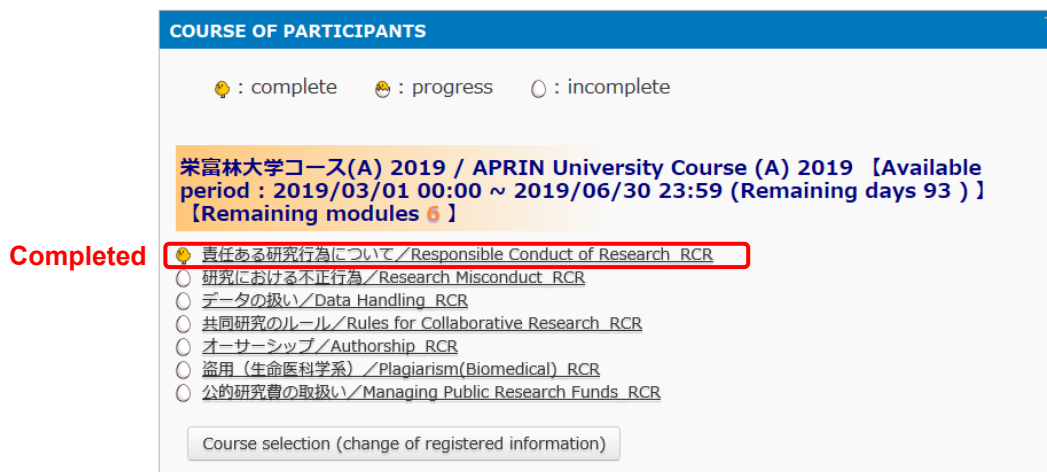


Return to the main menu.

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

4 Troubleshooting

Please contact your institution/department's grade administrator, which will appear under "Contact" in "Registered Information" pane on the left side of the main menu (Refer to "[1.3 Main Menu](#)"). You can also refer to [the FAQ on our website](#).

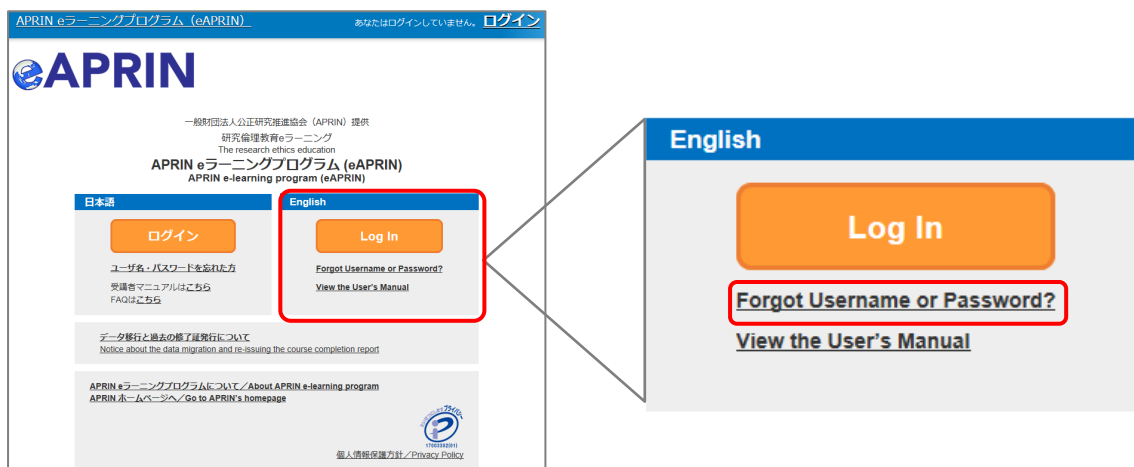
4.1 Frequently Asked Questions

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

I forgot my user name (ID) and password.

→ If the email address you registered with is available, you can reset your password from the page that appears when you click the "Forgot Username or Password?" link below the login button. [A link to reset your password will be sent](#) to your registered email address.

If you need to change your registered email address, please contact your institution/department's grade administrator.



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.