

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

Version 3.1

Edition 3.0

February 25, 2019

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.



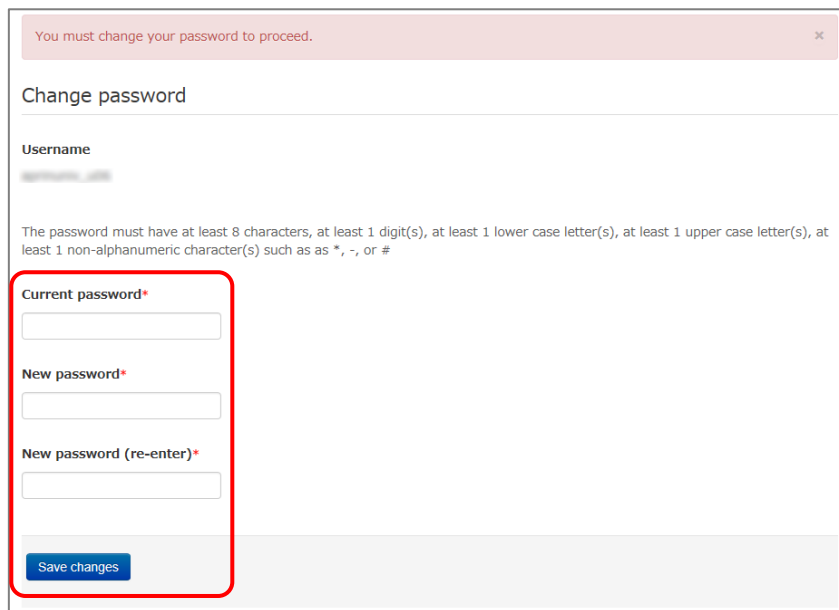
1.2 Things to Check at the First Login

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**.

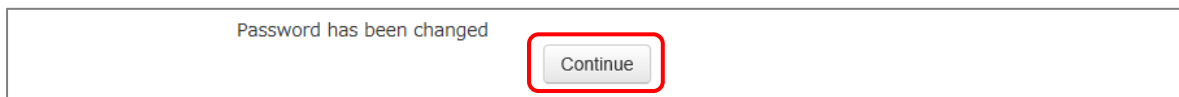
- ✓ Include at least one **numerical character**.
- ✓ Include at least one **lowercase letter**.
- ✓ Include at least one **uppercase letter**.
- ✓ Include at least one **non-alphanumeric character** such as *, -, and #.

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 *, -, 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 "Password has been changed" in a light gray box. To the right of the message is a gray "Continue" button, which 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.](#)")
- A dummy email address may already be entered by default. Change the dummy address to the one that is currently available.
- Email addresses 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.

The screenshot shows a profile edit form 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 form is divided into sections. 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 "General" section, 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2019/APRIN Course 2019
- 栄富林大学2019コース/APRIN University Course 2019
- JST事業受講者コース(3) (人文系)
- JST事業受講者コース(2) (理工系)
- JST事業受講者コース(1) (生命医科学系)

← JST Course (1)-(3)

About the course selection (Click to display)

成績管理部局 (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

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.
- If you had taken modules without selecting a course, the course selection may be required. If so, please select a course you want to display on the main menu.
- 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].

*JST Course (1)-(3)

JST 事業受講者コース(1) (生命医科学系) JST Course (1): Biomedical and others

JST 事業受講者コース(2) (理工系) JST Course (2): Engineering

JST 事業受講者コース(3) (人文系) JST Course (3): Humanities

Select [User Attribution].

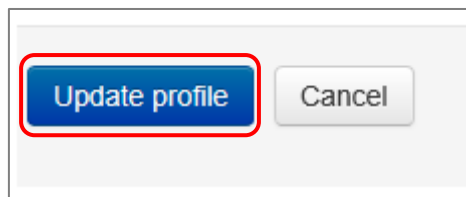
Out of the five options “Other,” “Undergraduate Student,” “Graduate Student,” “Teacher/Researcher,” and “Clerical Staff,” select the one that most closely applies to you.

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

- To complete the research-ethical education required to be taken after the JST adoption, **select [Disclose], take the APRIN e-Learning Program (eAPRIN), and then notify JST of the certificate number issued.**
(This procedure is required only if you are taking a course using your institution account or personal account.)
- The following information stated in the certificate will be disclosed:
issue date, institution, last name/first name, department, attended course, completion date, expiration date, certificate 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).

The screenshot shows the main menu of the APRIN e-Learning Program. At the top left, there is a user profile icon and the name "Test Aprin" with a note "← Your name is displayed". Below this is a "Main menu" link (1). The main content area is divided into six numbered sections:

- 2. REGISTERED INFORMATION:** Displays the user's unit name (茶富林大学), department (茶富林大学医学部), and contact information (support_demo001@aprin.or.jp).
- 3. ANNOUNCEMENTS FROM APRIN:** Shows a notification about the eAPRIN update release.
- 4. ANNOUNCEMENTS FROM YOUR INSTITUTION:** Shows a notification about research ethics education.
- 5. COURSE OF PARTICIPANTS:** Shows the current course "2019 APRIN Course" and a list of modules to be completed.
- 6. USER'S MENU:** Provides links to check grades, certificates, and module lists.

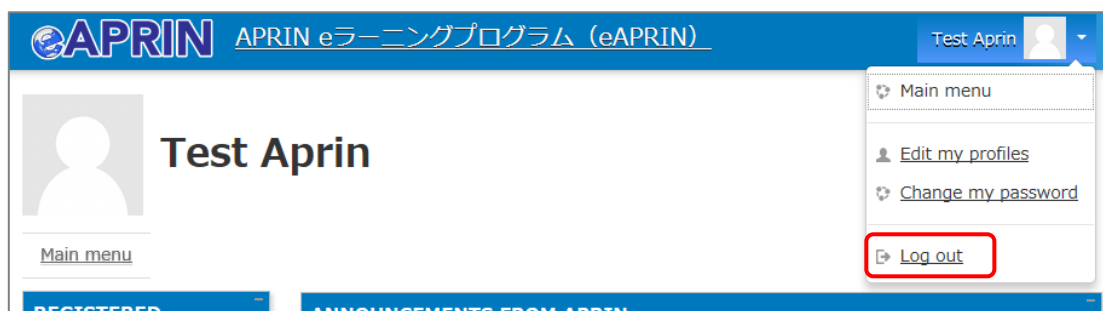
1. Link to main menu	A link to this screen. You can return to this screen from each screen by clicking this link.
2. Registered Information	Your unit name, department name, and department contact information is displayed.
3. Announcements from APRIN	Notifications from APRIN are displayed.
4. Announcements 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 Certificate Issued. "
6. User's menu	You can check on course status, course completion, and certificates, 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

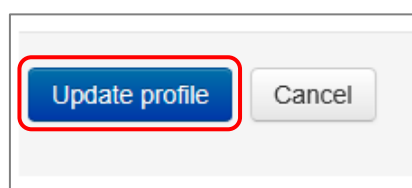
Log in to the system.

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



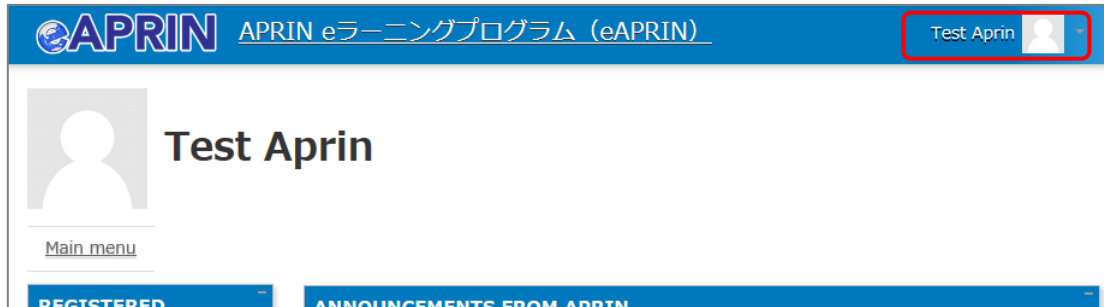
An edit screen for the profile that appeared when you initially logged in is displayed.

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.

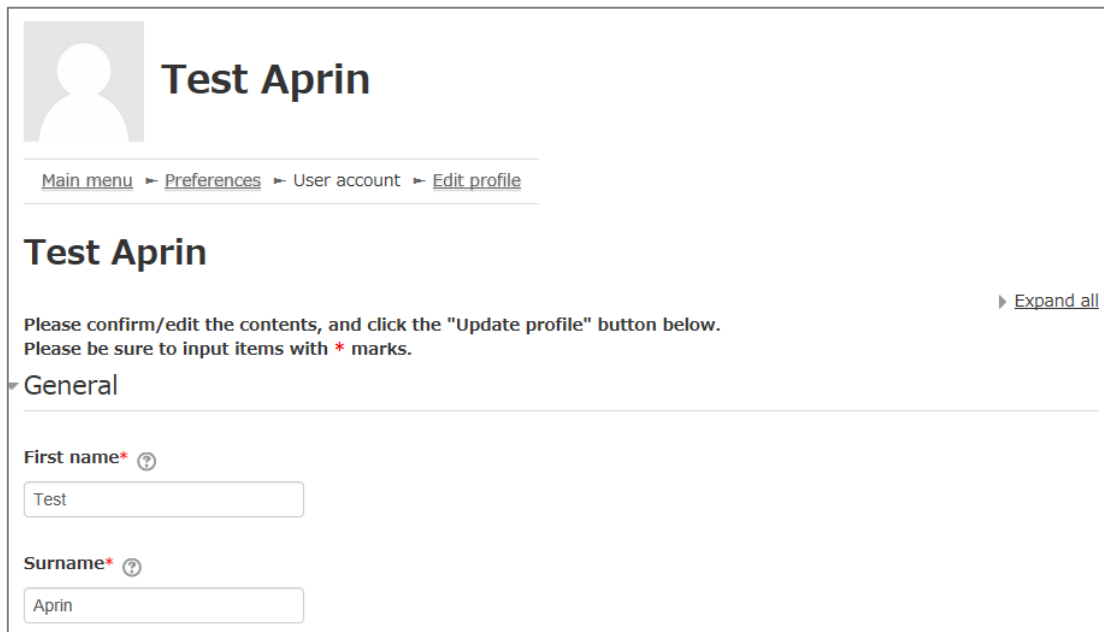
While logged in, open the menu at the top right of the screen, where your name is displayed.



Click "Edit my profiles".

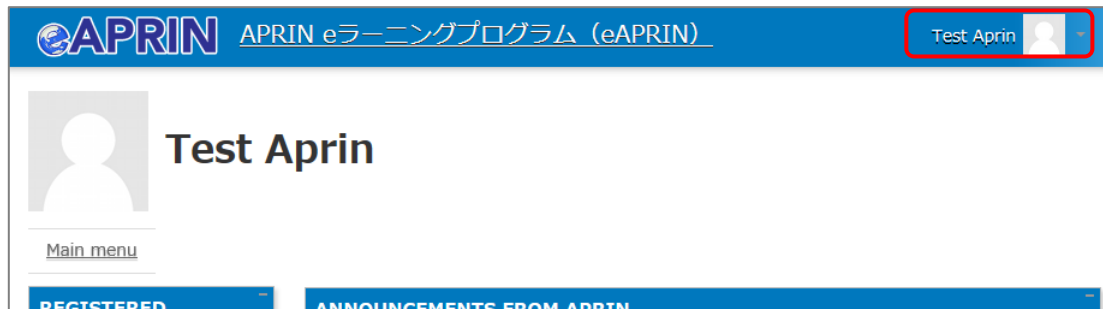


The profile edit screen displayed.

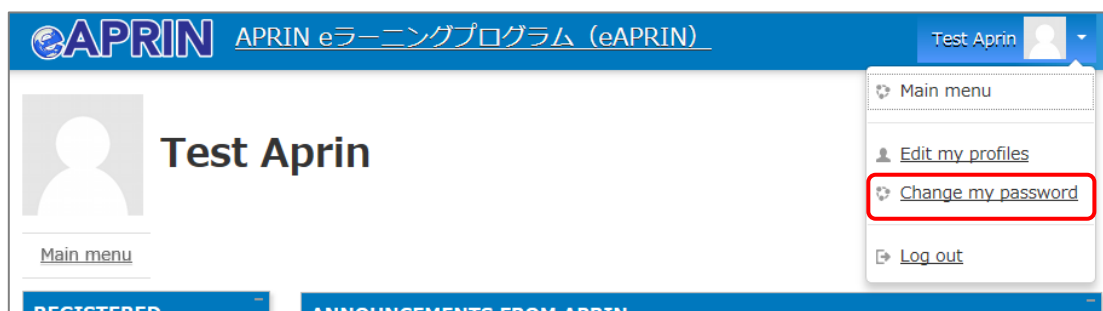


1.6 Changing the Password

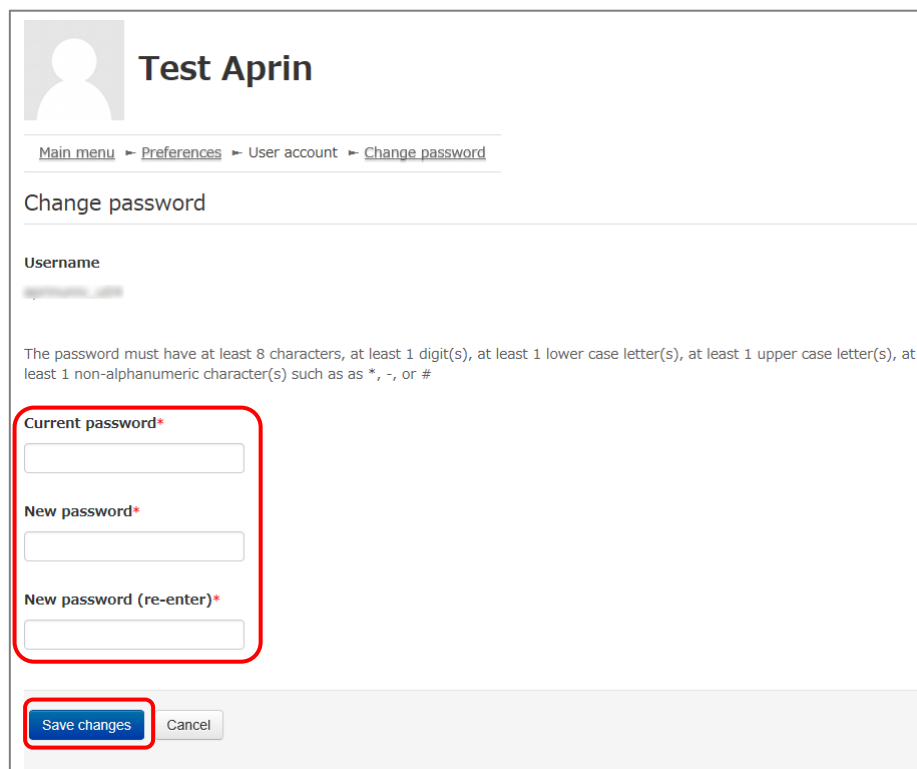
While logged in, open the menu at the top right of the screen, where your name is displayed.



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 is located within the user profile page. It includes a breadcrumb trail: "Main menu > Preferences > User account > Change password". Below the title, there is a "Username" field with a placeholder value. A note specifies the password requirements: "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)*". The "Current password" field is highlighted with a red box. At the bottom of the form, there are two buttons: "Save changes" (highlighted with a red box) and "Cancel".

2 Taking a Course and Having a Certificate Issued

2.1 Taking a Module

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

The screenshot shows a user interface for 'Test Aprin'. The main menu includes 'REGISTERED INFORMATION', 'ANNOUNCEMENTS FROM APRIN', 'ANNOUNCEMENTS', and 'COURSE OF PARTICIPANTS'. The 'COURSE OF PARTICIPANTS' section is highlighted with a red box. Below it, a course is listed: '栄富林大学コース2019/APRIN Course 2019' with an available period of '2019/01/10 00:00 ~ 2019/03/31 23:59 (Remaining days 39)' and 'Remaining modules 8'. A list of modules follows, each with a status icon (egg for incomplete, chick for complete):

- 専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
- 利益相反 / Conflicts of Interest RCR
- オーサiership / Authorship RCR
- 盗用 / Plagiarism RCR
- 公的研究費の取扱い / Managing Public F

Callout boxes provide additional information:

- 'Name of the selected course.' points to the course title.
- 'The study status of each module is displayed using egg and chick icons.' points to the status 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.”' points to the available period.
- 'These are the modules necessary for course completion.' points to the list of modules.

[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2019 / APRIN Course 2019 [Available period : 2019/01/10 00:00 ~ 2019/03/31 23:59 (Remaining days 39)] [Remaining modules 8]

- 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
- 利益相反 / Conflicts of Interest_RCR
- オーサーシップ / Authorship_RCR
- 盗用 / Plagiarism_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 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'. On the right side, there is a box containing the text 'Drafted date: 2014.7.1' and 'Last update: 2017.7.3'. The main content area has a blue heading 'Responsible Conduct of Research' with a red underline. Below it, there is a note: '< Material provided by > 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 it, there 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 lines of text, which are blurred. At the bottom right, 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.

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

QUIZ NAVIGATION

1 2 3 4 5
✓ ✓ ✓ ✓ ✓

Finish review

Started on	Wednesday, 20 February 2019, 4:05 PM
State	Finished
Completed on	Wednesday, 20 February 2019, 4:14 PM
Time taken	9 mins 23 secs
Grade	100.00 out of 100.00

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

Finish review

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.

COURSE OF PARTICIPANTS

🐣 : complete 🥚 : progress ○ : incomplete

栄富林大学コース2019 / APRIN Course 2019 【Available period : 2019/01/10 00:00 ~ 2019/03/31 23:59 (Remaining days 39)】 【Remaining modules 7】

Completed 🐣 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
- 利益相反 / Conflicts of Interest_RCR
- オーサーシップ / Authorship_RCR
- 盗用 / Plagiarism_RCR
- 公的研究費の取扱い / Managing Public Research Funds_RCR

Course selection (change of registered information)

Proceed to the next module in the same way.

2.2 Completing a Course/Having a Certificate 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 certificate】**.

If you need to get a certificate issued, follow the procedure below.

Click **【Click to issue a certificate】**.

The certificate will be displayed on a different screen. The certificate 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	2019/02/20
研究における不正行為/Research Misconduct_RCR	2019/02/20

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.
- Certificates are issued only for each course (a group of modules set by the grade administrator). No certificate can be issued for separately taken modules.

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


The screenshot displays the APRIN user interface for a user named 'Test Aprin'. The interface is divided into several sections:

- REGISTERED INFORMATION:** Shows the user's name 'Test Aprin', their group '栄富林大学医学部', and contact information for the grade administrator.
- ANNOUNCEMENTS FROM APRIN:** Displays a notice about the eAPRIN update release.
- ANNOUNCEMENTS FROM YOUR INSTITUTION:** Displays a notice about research ethics education.
- COURSE OF PARTICIPANTS:** Shows a list of modules with status indicators (complete, progress, incomplete). The 'APRIN Course 2019' is highlighted, with a remaining period of 39 days and a link to issue a certificate. The list of modules includes: Responsible Conduct of Research, Research Misconduct, Data Handling, Rules for Collaborative Research, Conflicts of Interest, Authorship, Plagiarism, and Managing Public Research Funds.
- USER'S MENU:** Contains links for 'Grade check list', 'Certificate list', and 'Module list' (which is highlighted with a red box).

The Course Material List will be displayed. Click the name of the course material you want and proceed to take the course.

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 Certificate

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' section with details for 'Aurum University' and 'Aurum University School of Medicine'. Below this is the 'USER'S MENU' which is highlighted with a red box and contains three items: 'Grade check list', 'Certificate list', and 'Module list'. To the right, there are sections for 'ANNOUNCEMENTS FROM APRIN', 'ANNOUNCEMENTS FROM YOUR INSTITUTION', and 'COURSE OF PARTICIPANTS'. The 'COURSE OF PARTICIPANTS' section shows a list of completed courses, including 'Aurum University Course 2019 / APRIN Course 2019' with a 'Click to issue a certificate' link.

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

The latest summary of your grades and study time is displayed if you have passed a module (with a score of 80 or more). Please note that once you have passed a module, 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' page for 'Test Aprin'. It displays a table of completed modules under the heading '責任ある研究行為 : 基盤編 (RCR)'. The table has two columns: the module name and the grade. The first row is '責任ある研究行為について / Responsible Conduct of Research RCR' with a grade of '100.00 / 100.00'. The second row is '研究における不正行為 / Research Misconduct RCR' with a grade of '100.00 / 100.00'. The date and time for the first entry is 'Wednesday, 20 February 2019, 4:14 PM (41 mins 45 secs)'.

Module Name	Grade
責任ある研究行為について / Responsible Conduct of Research RCR	100.00 / 100.00
研究における不正行為 / Research Misconduct RCR	100.00 / 100.00

Click “**Certificate List**” to view a list of all the certificates you have obtained up to now.

The screenshot shows the 'Certificate list' page for 'Test Aprin'. It displays a table of certificates. The first row shows a certificate with ID 'AP0000100698' for the course 'Aurum University Course 2019 / APRIN Course 2019', which is valid until '2024/03/31'. There is a 'Redisplay certificate' button next to it.

Certificateid	Courses	Validity	Redisplay certificate
AP0000100698	栄富林大学コース2019/APRIN Course 2019	2024/03/31	Redisplay certificate

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

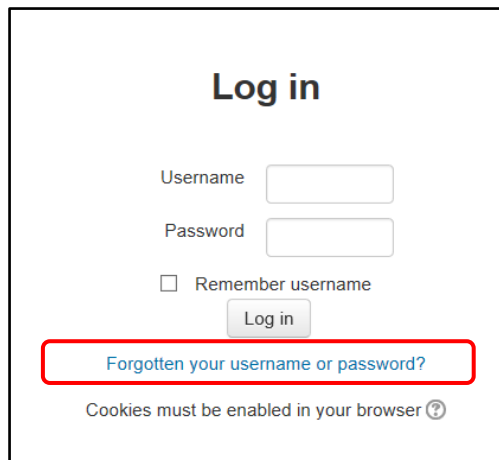
I have not received an email notifying me of the user name (ID) and password.

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

I forgot my user name (ID) and password.

→ Click [Forgotten your username or password?] at the bottom of the login page to reset the password.

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



The image shows a login form titled "Log in". It contains the following elements: a "Username" label with an input field, a "Password" label with an input field, a checkbox labeled "Remember username", and a "Log in" button. Below the button is a link "Forgotten your username or password?" which is highlighted with a red rectangular box. At the bottom of the form, there is a note: "Cookies must be enabled in your browser" with a small question mark icon.

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.