

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

April 1, 2023 Tokushima University Excerpt

Edition 5.0

July 28, 2022

Association for the Promotion of Research Integrity (APRIN)

1 Initial Settings and Basic Operations

1.1 Logging In

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

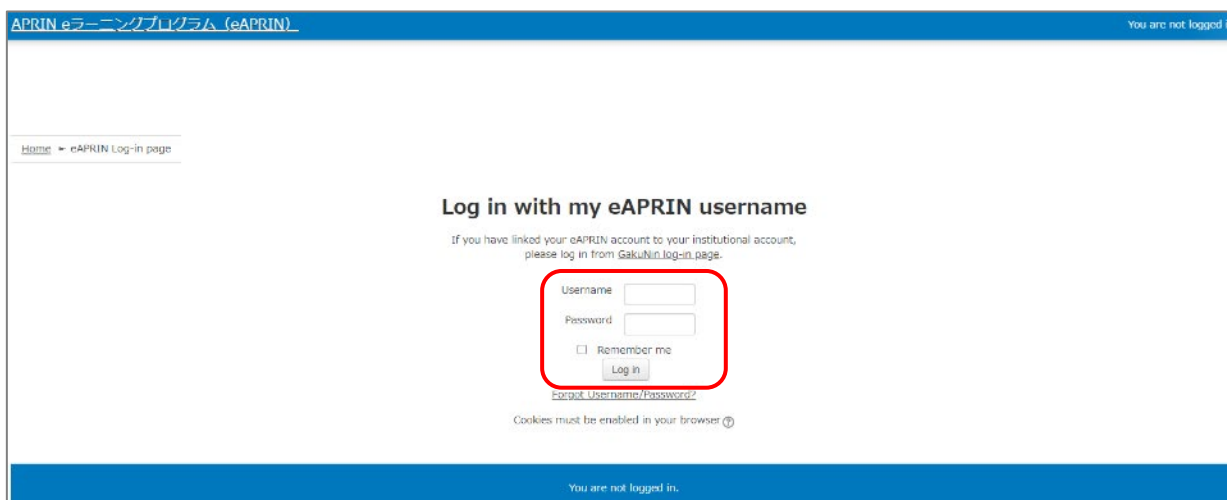
URL: <https://edu.aprin.or.jp/>



Click [**Log in**].



Enter the username (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.

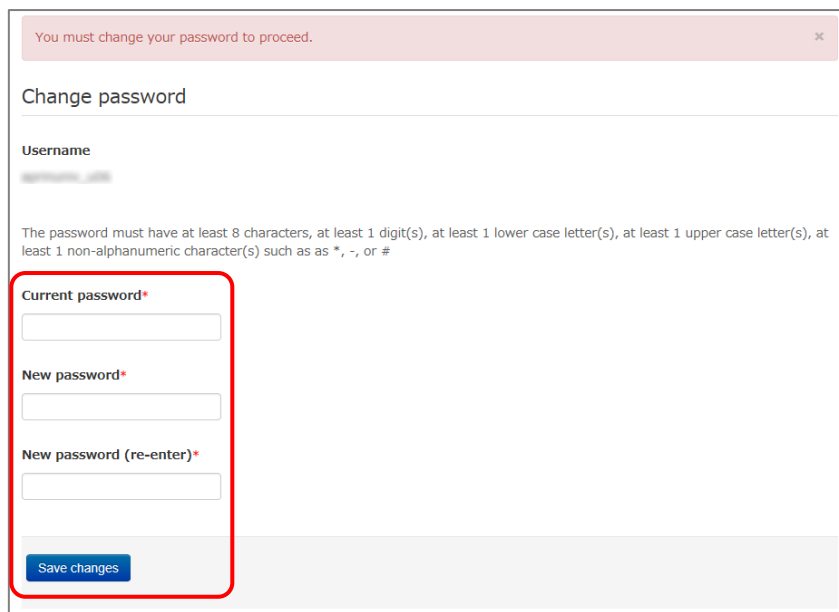
1.2 Things to Check at the First Login

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

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

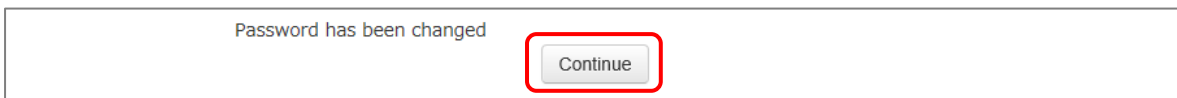
- ✓ Include at least one **numerical character** (0-9)
- ✓ Include at least one **lowercase letter** (a-z)
- ✓ Include at least one **uppercase letter** (A-Z)
- ✓ Include at least one **non-alphanumeric character** (.,:;!/?_+/*@#&\$)

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



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 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)*". A blue "Save changes" button is located at the bottom of the form. A red 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 in a light gray box: "Password has been changed". To the right of the message is a gray "Continue" button. A red box highlights the "Continue" button.

The profile edit page is displayed. Confirm that your first name, surname and email address are correct (change them if necessary). Set [Letter Size] here if necessary.

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*'. 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 that says 'Change the 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, 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.

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

受講コース等 (Course etc)

受講コース(Course Selection)*

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

←JST Course (1)-(3)

About the course selection (Click to display)

成績管理部門 (部署) (Department)
茶富林大学医学部

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

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.”

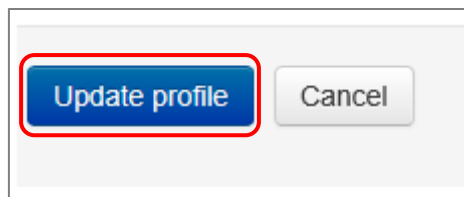
- This is to certify for JST that you have taken the research ethics education when you participate in the JST adopted project.

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. This 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. 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. "
4. Language switch	You can switch your eAPRIN language settings between Japanese and English. It is displayed in the main menu only.
5. Account menu	You can change your profile and other settings or log out of the system. For details, refer to " 1.4 Logging Out ", " 1.5 Changing the Profile and Course Selection " and " 1.6 Changing the Password. "
6. Announcements from APRIN	Notifications from APRIN are displayed.
7. Announcements from your institution	Notifications from your unit or department are displayed.
8. 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. "

1.4 Logging Out

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



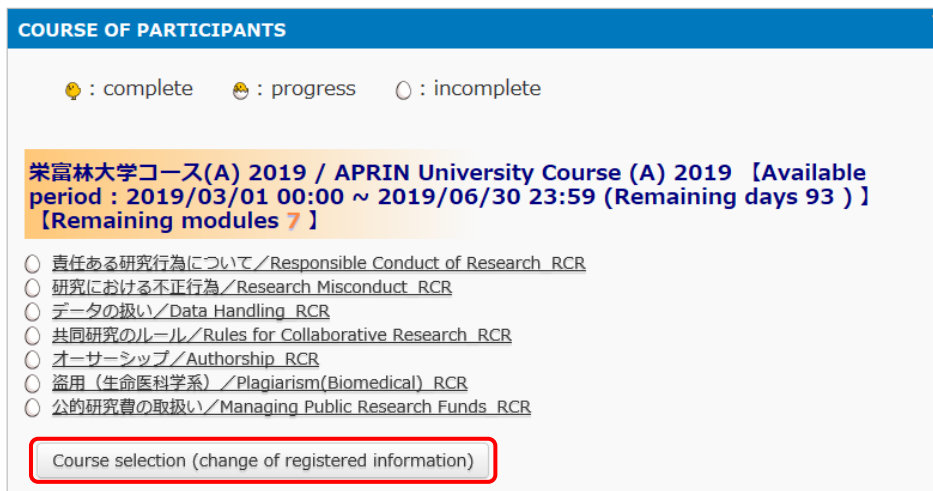
The drop-down menu is displayed. Click "**Log out**" to log out of the system.



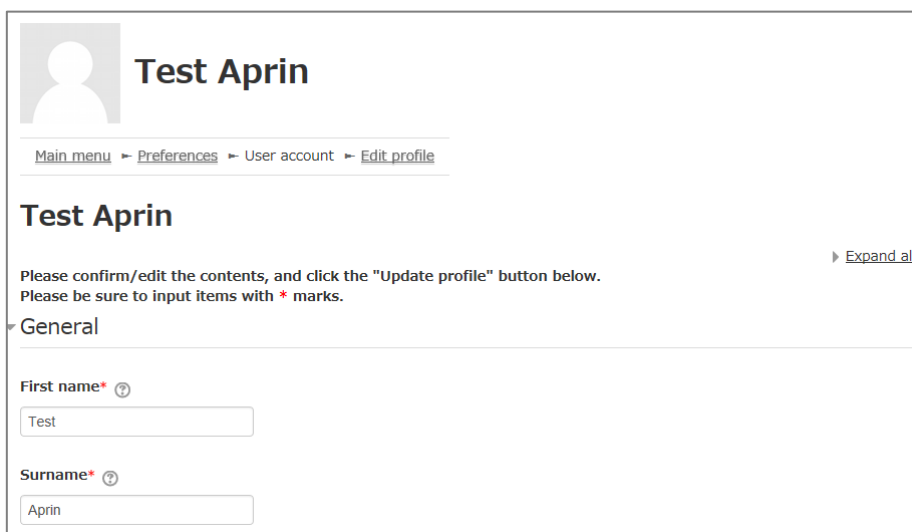
1.5 Changing the Profile and Course Selection

Log in to the system.

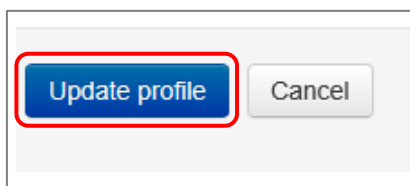
Click the [Course selection (change of registered information)] button at the far bottom of the “COURSE OF PARTICIPANTS” panel under the main menu.



An edit page 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 will 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 shows the APRIN system interface for a user named 'Test Aprin'. The interface includes a 'Main menu' with sections for 'REGISTERED INFORMATION', 'ANNOUNCEMENTS FROM APRIN', 'ANNOUNCEMENTS', 'COURSE OF PARTICIPANTS', and 'USER'S MENU'. The 'COURSE OF PARTICIPANTS' section is highlighted with a red box and contains a list of modules. A callout box points to the course name '栄富林大学コース(A) 2019 / APRIN University Course (A) 2019' and its available period '2019/03/01 00:00 ~ 2019/06/30 23:59 (Remaining days 93)'. Another callout box points to the module list, which includes items like '責任ある研究行為について / Responsible Conduct of Research_RCR' and '研究における不正行為 / Research Misconduct_RCR'. A third callout box points to the module status icons (egg, chick, and empty circle).

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.

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]

English Modules

Drafted date: 2014.7.1
Last update: 2017.7.3

Responsible Conduct of Research

< 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.

Please provide feedback on this material

Take the quiz

The quiz screen is displayed.

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

Marked out of 10.00

Finish

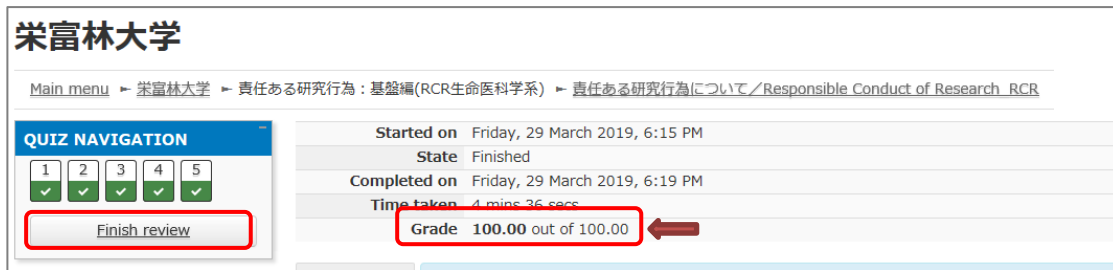
The confirmation screen is displayed. To return to the quiz click “Cancel.” To proceed, click [**Finish**].

Confirmation

Submit all and finish the quiz?
Press "Cancel" if you attempt again.

Finish Cancel

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.

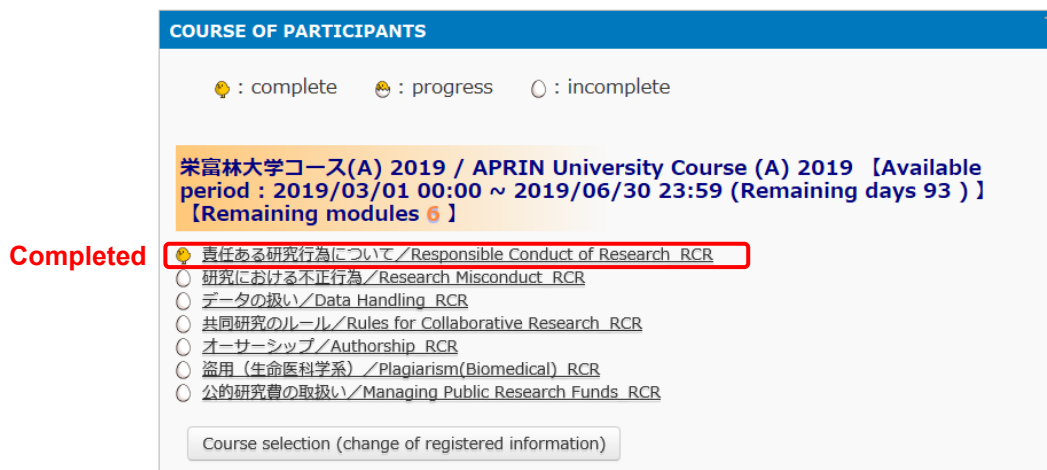


Return to the main menu.

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.

COURSE COMPLETION REPORT	
栄富林大学コース(A) 2019 / APRIN University Course (A) 2019 カリキュラム 修了証	
 一般財団法人公正研究推進協会 Association for the Promotion of Research Integrity	
所属機関(INSTITUTION) : 栄富林大学 (APRIN university)	
姓(LAST NAME) : Aprin	
名(FIRST NAME) : Test	
修了日(Passed on) : 2019/03/29	
修了証番号(Course Completion Report Number) : AP0000100704	
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](#).

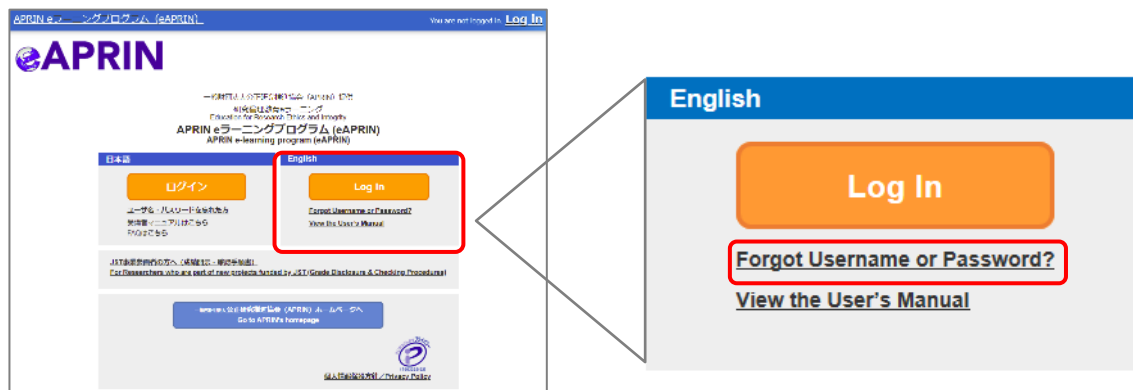
4.1 Frequently Asked Questions

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

I forgot my username (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.