APRIN e-Learning Program (eAPRIN)
User’s Manual

Version 3.1

Edition 3.2
For Meiji University Graduate School Students

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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/](https://edu.aprin.or.jp/)

Click [Log in].

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

**【Students since AY 2018】**
Username: MJ + Student ID Number (10 digits)
Password: Meiji + last 5 digits of Student ID Number + #

**【Students enrolled in AY 2017 or before】**
Username: MJ + Student ID Number (10 digits)
Password: meiji + last 5 digits of Student ID Number
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.

When the message "Password has been changed" is displayed, press the [Continue] button.
The profile edit screen is displayed. Confirm that your first name, surname and email address are correct (change them if necessary). Set [Letter Size] here if necessary.

At the first login, make sure to change the given mail address (dummy) to the one you use for this program.

- 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.

Check these settings and modify them if necessary. Register an email address currently available.

Change the letter size here if necessary.
Scroll down the profile edit screen until the [Course etc] is displayed.

Select [Course Selection].

- Choose one course which is closest to the field of your research among “JST Course” by filling a check in the checkbox. Make sure to uncheck the checkbox of which you do not take.

Select [User Attribution].

- Choose “Graduate Student”.

Uncheck the course you do not take.
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.

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

![Update profile button](image)
1.3 Main Menu

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

<table>
<thead>
<tr>
<th>1. Link to main menu</th>
<th>A link to this screen. You can return to this screen from each screen by clicking this link.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Registered Information</td>
<td>Your unit name, department name, and department contact information is displayed.</td>
</tr>
<tr>
<td>3. Announcements from APRIN</td>
<td>Notifications from APRIN are displayed.</td>
</tr>
<tr>
<td>4. Announcements from your institution</td>
<td>Notifications from your unit or department are displayed.</td>
</tr>
<tr>
<td>5. Course of Participants</td>
<td>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.”</td>
</tr>
<tr>
<td>6. User’s menu</td>
<td>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.”</td>
</tr>
</tbody>
</table>
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.
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 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.”

Name of the selected course.

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

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.

Click the [Read the text] button.

The language selection page is displayed if the English version of the module is provided. Select a language.
When you reach the end of the page, click the [Take the quiz] button at the bottom.

The quiz screen is displayed. Answer all the questions, and then click the “Finish” button.

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

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

![Course Completion Report](image)

* 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.
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 Module List will be displayed. Click the name of the module you want to take.
3.2 Checking Study History and Past Completion Report

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Aprin Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion report No.</td>
<td>Courses</td>
</tr>
<tr>
<td>AP00000100704</td>
<td>保育士大学コース(A) 2019 / APRIN University Course (A) 2019</td>
</tr>
</tbody>
</table>
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.