APRIN e-Learning Program (CITI Japan)
User's Manual

Version 3.1

Edition 2

May, 2018

Association for the Promotion of Research Integrity (APRIN)

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1 Initial Settings and Basic Operations

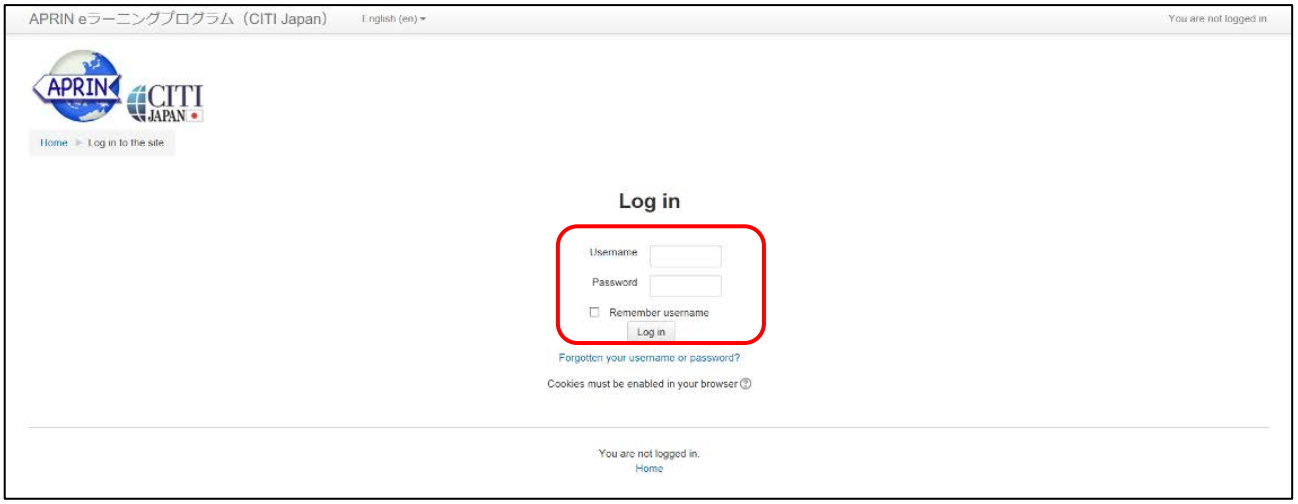
1.1 Logging In

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

URL: https://edu.aprin.or.jp/?lang=en

Click [**Log in**].

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

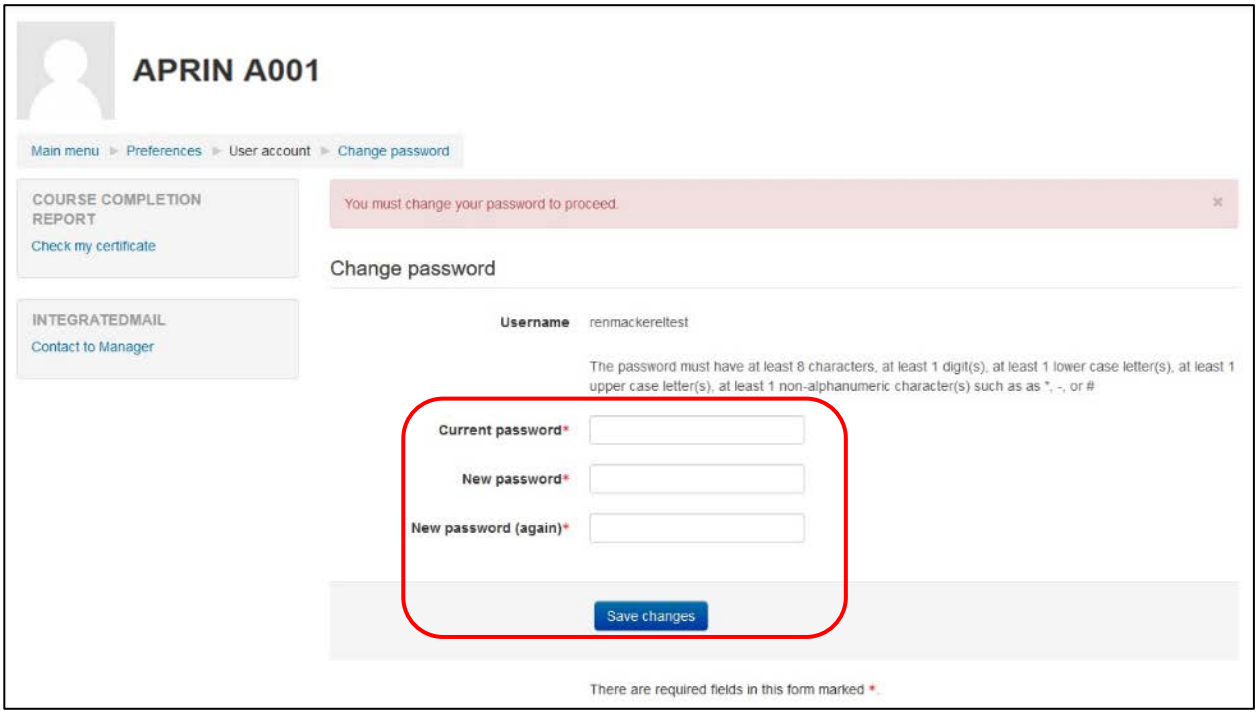


1.2 Things to Check at the First Login

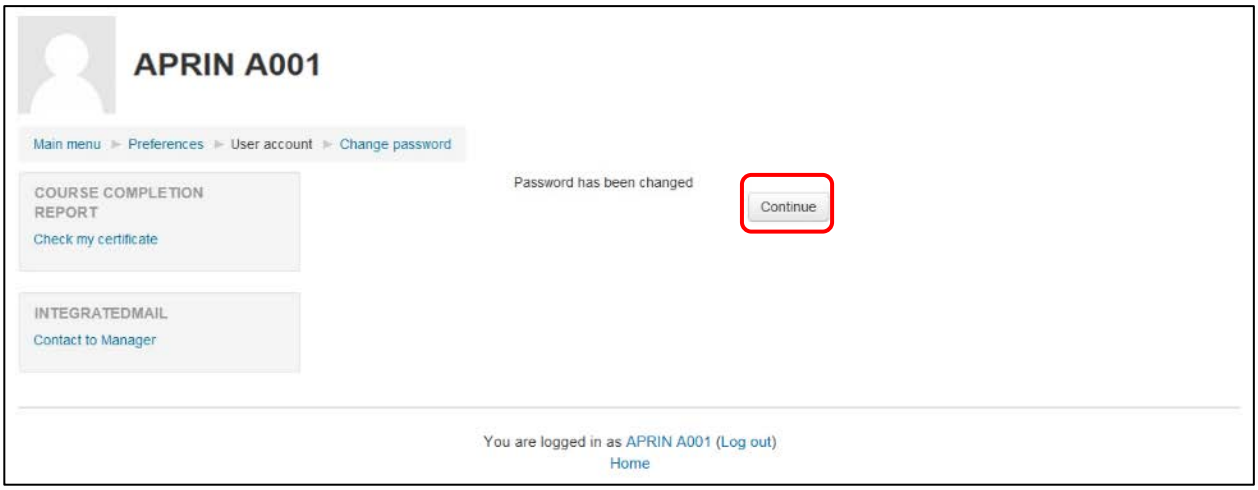
Set a new password when prompted to change the password after your first login.

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 #.



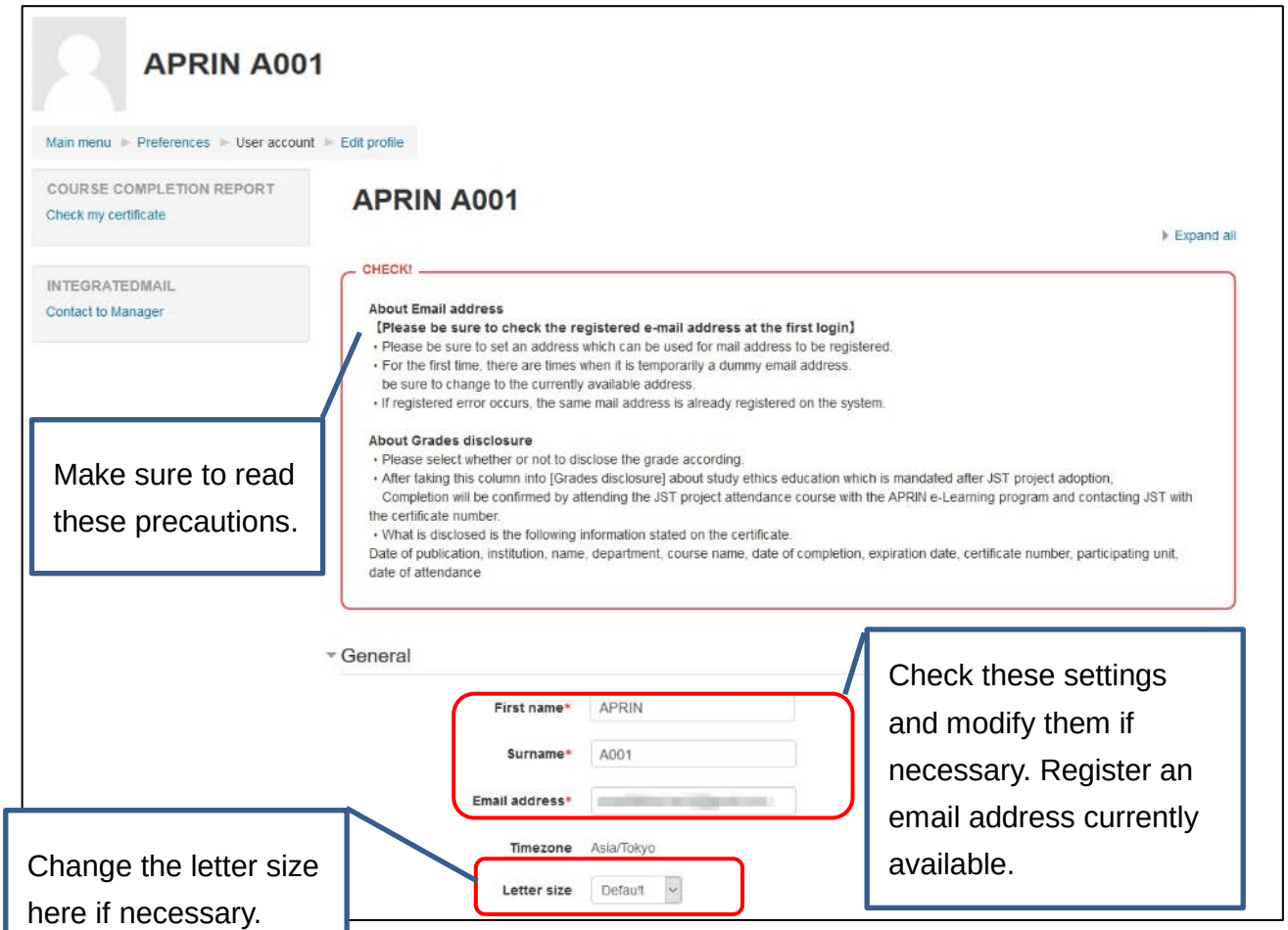
When the message "Password has been changed" is displayed, press the [Continue] button.



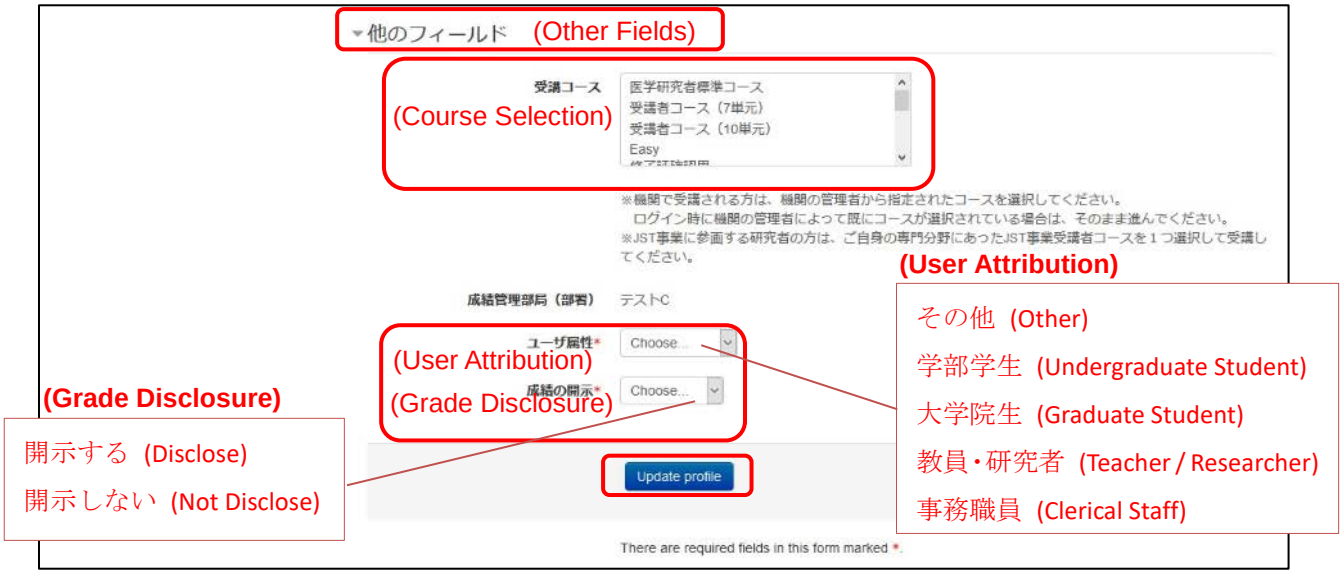
The profile edit screen is displayed. Check the precautions described in the “CHECK!” section, and confirm that your first name, surname and email address are correct (change them if necessary). Set [Letter Size] here if necessary.

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

- Make sure to register using an email address **currently available**.
- 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.**



Scroll down the profile edit screen until the [Other Fields] is displayed.



・Select [**Course Selection**]. To select multiple courses, select them while holding down the Ctrl key.

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 business, select a JST course that suits your field of expertise.

・Select the most appropriate option for [**User Attribution**].

User Attribution

- その他 (Other)
- 学部学生 (Undergraduate Student)
- 大学院生 (Graduate Student)
- 教員・研究者 (Teacher / Researcher)
- 事務職員 (Clerical Staff)

(Continued on next page)

・Select an option from the drop-down menu for [**Grade Disclosure**].

Grade Disclosure

- Specify whether to have your grades disclosed.
- To complete the research-ethical education required to be taken after the JST adoption, **select [Disclose], take the APRIN e-Learning Program (CITI Japan), 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.

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

*These profile settings can be edited later. Refer to "1.5 Changing the Profile, Course Selection, and Password".

1.3 Main Menu

The main menu is displayed.

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

(1) The course selected on the profile edit screen is displayed in the [COURSE OF PARTICIPANTS] pane. The area is highlighted with a blue background.

(3) Contains links to the certificates.

(2) The following common courses are already registered by default. Common courses are not mandatory if not otherwise specified.
- JST course (1) (Medical science)
- JST course (2) (Science and technology)
- JST course (3) (Humanities)

(4) Click this to display the contact information of the person in charge of grade management in your institution/department.

(5) Click this to display the [CONTENTS LIST] screen. All the course materials are available from this link. For details, refer to “3.1 Taking Optional Modules from the Course Material List”.

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, Course Selection, and Password

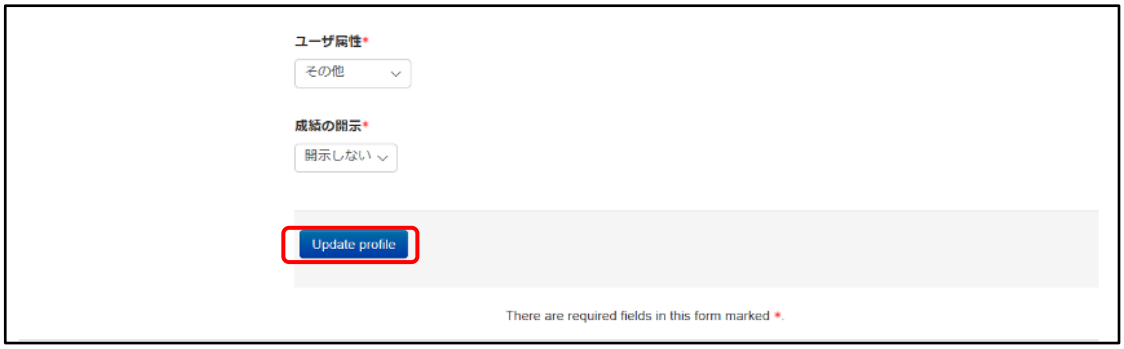
Log in to the system. Open the menu at the top right corner of the screen, which is also used for logout.

Changing the Profile and Course Selection

Click [**Profile**] to open your current profile screen.

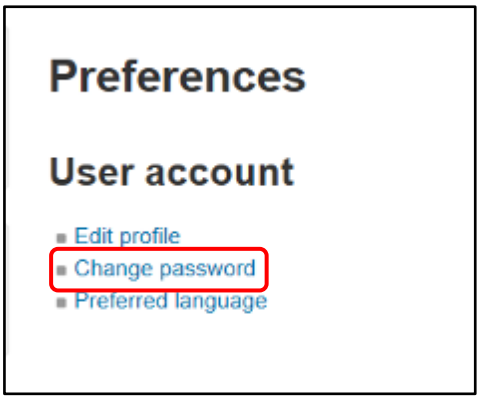
Click [Edit profile] at the top corner of the [User details] pane to display the profile edit screen, which was displayed at your first login (refer to page 5).

From this window, you can edit your name, email address, and course selection.
After editing the information, click the [Update profile] button at the bottom of the page.



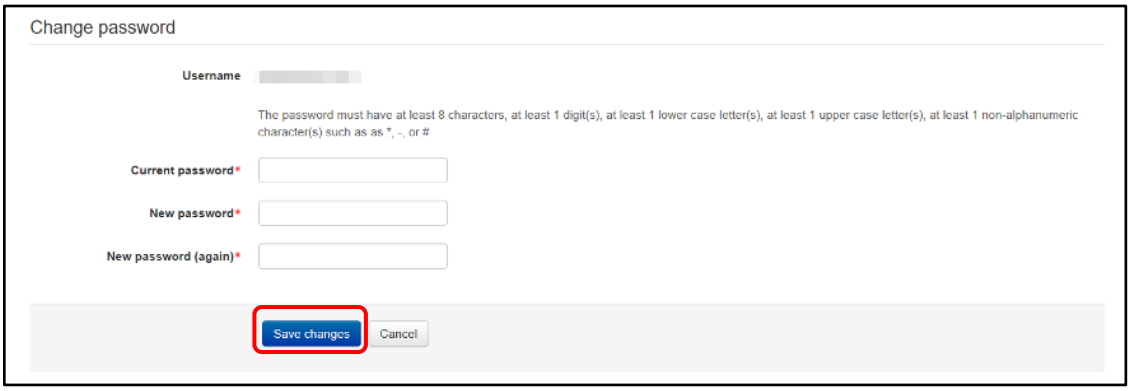
Changing the password

Click [**Preferences**] to display the following three links.



- ✓ Edit profile (*The profile edit screen described above is displayed.)
- ✓ Change password
- ✓ Preferred language (*The language is displayed next to the APRIN logo at the left end of the title bar, and can also be changed from the drop-down menu.)

Click [Change password] in the middle of the list. When the password edit screen is displayed, set a new password, and click the [Save changes] button.



2 Taking a Course and Having a Certificate Issued

2.1 Taking a Module

Log in to the system and display the main menu.

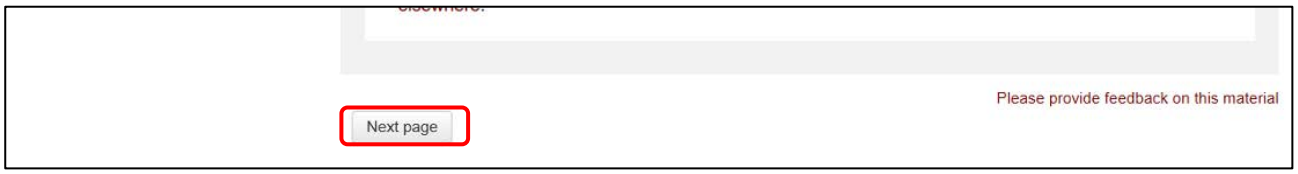
Click a module you want to take from the [COURSE OF PARTICIPANTS] pane.

The top page of the module is displayed. Click the [Module name [TEXT]] link.

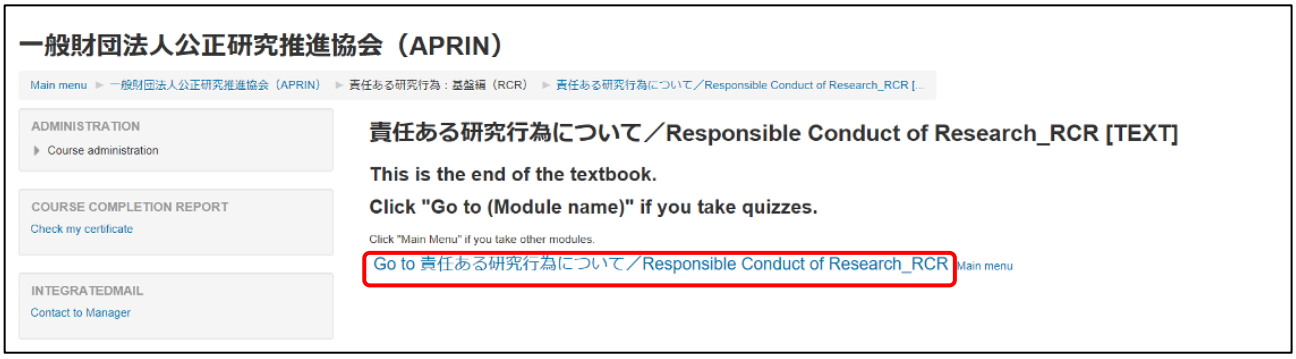
The language selection page is displayed if the English version of the module is provided. Select a language.

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

When you reach the end of the page, click the [Next page] button at the bottom.



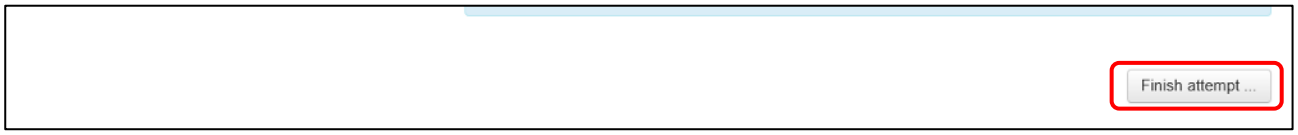
The screen indicating the end of the text is displayed. Click the [Go to (Module name)] link.



The top page of the module is displayed again. Click the [Attempt quiz now] button.

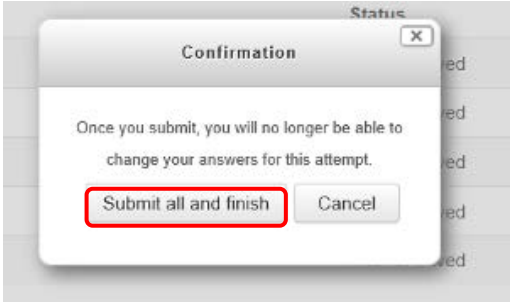
The quiz screen is displayed. Start the quiz.

At the end of the quiz, the [Finish attempt ...] button appears at the bottom right corner of the screen. Click this button after answering all the questions.

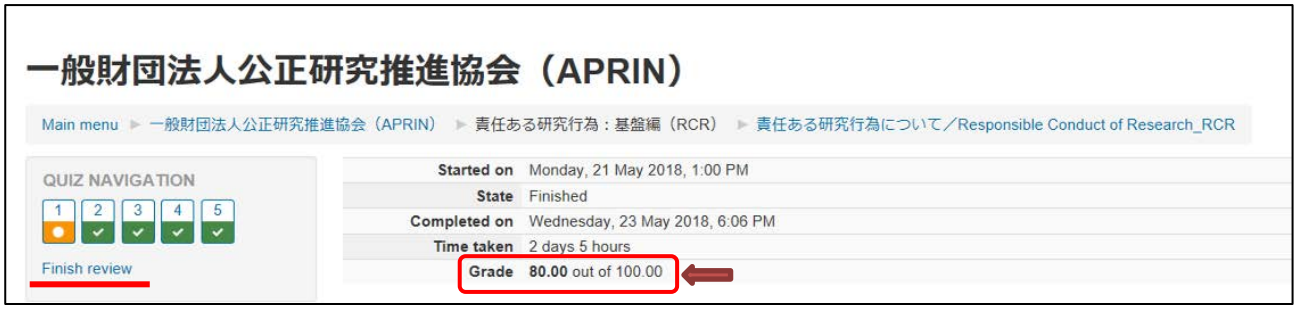


The confirmation screen is displayed. Confirm that all the questions are answered.
Note that the quiz is not complete at this point.
Click [Submit all and finish].

When the confirmation screen is displayed again, click [Submit all and finish].



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



Click [Finish review] at the bottom right corner of the screen or in the [QUIZ NAVIGATION] pane to exit the review page.

The top page of the module is displayed again.
Click [**Take the next module(back to mainmenu)**] to take the next module.
Click the [Module name [TEXT]] link if you want to go over the text again, or click the [Re-attempt quiz] button to retry the quiz.

*This screen can be displayed at any time by clicking the module name link from the main menu.

When you pass the quiz, a check mark is placed in the box to the right of the module in the [COURSE OF PARTICIPANTS] pane of the main menu.

Check box to the right of the module

- A check mark indicates that you passed the test of that module by getting at least 80% on it. **Check marks cannot be removed once placed.**
- Additional requirements such as the attendance period may be applied to have the certificate of the course issued. Therefore, the certificate may not always be issued even when check marks are placed in all the module check boxes. Refer to “2.2 Completing a Course/Having a Certificate Issued”.

2.2 Completing a Course/Having a Certificate Issued

Once you have passed all the modules in [COURSE OF PARTICIPANTS] (**requiring at least 80% for each module test**), 【Not completed】 changes to **【Click to complete / issue a certificate】**.

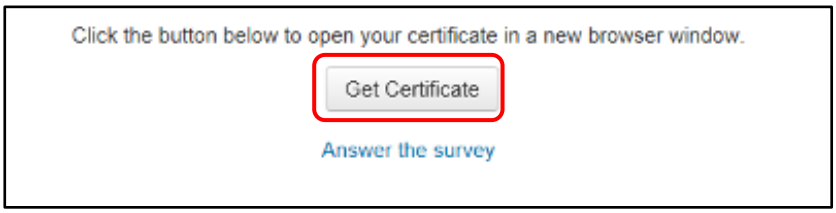
Note that the course is not complete at this point.

Click [**Course name【Click to complete / issue a certificate】**].

The system calculates and determines whether you have satisfied the conditions set for the course for completion.

Make sure to click the course name as doing so is required to complete the course.

Click the [**Get Certificate**] button on the certificate issuance screen.



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

If the message “**You can not issue a certificate of completion. In order to issue a certificate of completion, it is necessary to take a passing grade in the next unit within the prescribed period.**” is displayed, this indicates that the conditions set for the course are not satisfied (conditions such as the attendance period may be set) and the certificate cannot be issued.

If this screen is displayed even if you have passed all the modules for the course, contact the administrator via [Contact to Manager] ((4) of “1.3 Main Menu”) and have the conditions for the course checked.

The certificate will be displayed on a different screen. The certificate can be downloaded as a PDF file.

COURSE COMPLETION REPORT

JST事業受講者コース(1)（生命医科学系） 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) ： 一般財団法人公正研究推進協会（APRIN） (Institution004)

姓(LAST NAME) ： A001 ()

名(FIRST NAME) ： APRIN ()

修了日(Passed on) ：2017/12/28

修了証番号(Course Completion Report Number) ：JB000

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	2017/12/28
研究における不正行為／Research Misconduct_RCR	2017/12/28
データの扱い／Data Handling_RCR	2017/12/28
共同研究のルール／Rules for Collaborative Research_RCR	2017/12/28
オーサーシップ／Authorship_RCR	2017/12/28
盗用／Plagiarism_RCR	2017/12/28
公的研究費の取扱い／Managing Public Research Funds_RCR	2017/12/28

上記の通り、APRIN eラーニングプログラム（CITI Japan）教材の履修を修了したことを証明します。

一般財団法人 公正研究推進協会

発行年月日(Printed on)：2017/12/28

3 Checking the Course Material List

3.1 Taking Optional Modules from the Course Material List

Click the link of your institution at the bottom of the main menu.

The [CONTENT LIST] screen is displayed.

*Click [Grades] on the left side of the screen to view the scores of all modules.

Scroll down the page until the course material list is displayed.

All the course materials provided by APRIN are available through these links.

*Because a certificate is issued for the entire course, taking modules here would not lead to having a certificate issued.

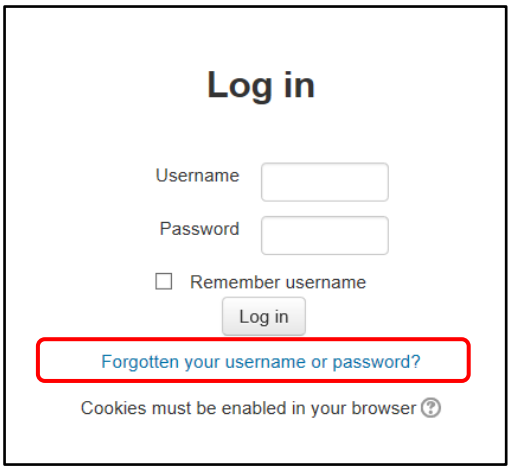
Two links are provided for each module. Click the link with a check mark to go to the module's top page, or click the link with [TEXT] to go directly to the module text (or the language selection screen if both the English and Japanese versions are provided).

4 Troubleshooting

Click [INTEGRATEDMAIL] → [Contact to Manager] in the left pane of the main menu to contact 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.



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.