

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

Kobe University

September 21, 2024

Association for the Promotion of Research Integrity (APRIN)

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1 Initial Settings and Basic Operations

1.1 Logging In

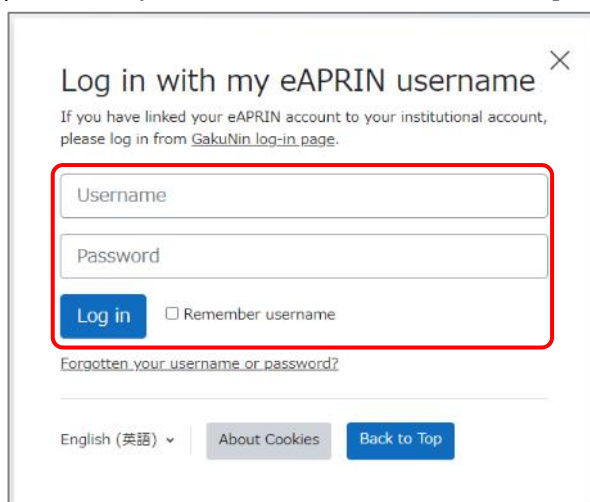
Open the login screen of the APRIN e-Learning Program (eAPRIN).

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

Click [**Log in**].



Enter the username (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** (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 interface for changing a password. At the top, a pink notification bar says "You must change your password to proceed." Below this, the title "Change password" is displayed. The "Username" field is filled with a greyed-out value. A password requirement 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 #". Three password input fields are shown: "Current password", "New password", and "New password (re-enter)". Each field has a red information icon to its left. A blue "Save changes" button is located below the "New password (re-enter)" field. A red box highlights the three password input fields and the "Save changes" button. At the bottom left, there is a red information icon followed by the text "Required".

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

The screenshot shows a confirmation message box with the text "Password has been changed" centered. To the right of the message is a grey "Continue" button, which is highlighted with a red 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.](#)")
- 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 the profile edit interface for 'Rin Eipu'. At the top right is an 'Expand all' link. Below the name, 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 is expanded, showing three input fields: 'First name' (Rin), 'Last name' (Eipu), and 'Email address' (test20240513@example.com). Each field has an information icon (i) and a help icon (?). A red box highlights these three fields, with a callout box pointing to it that says: '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, with a callout box pointing to it that says: '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)*

- 神戸大学教員等コース (生命医科学系) (2023) /Kobe University Course (Medical and Life Science)(2023)
- 神戸大学教員等コース (理工系) (2023) /Kobe University Course(Engineering)(2023) ←Kobe University Course (20YY)
- 神戸大学教員等コース (人文社会系) (2023) /Kobe University Course(Humanities and Social Sciences)(2023)
- 神戸大学事務職員等コース
- 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

About the course selection (Click to display)

成績管理部局 (部署) (Department)
神戸大学医学研究科

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.

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.

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.

Update profile Cancel

1.3 Main Menu

The main menu is displayed.

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

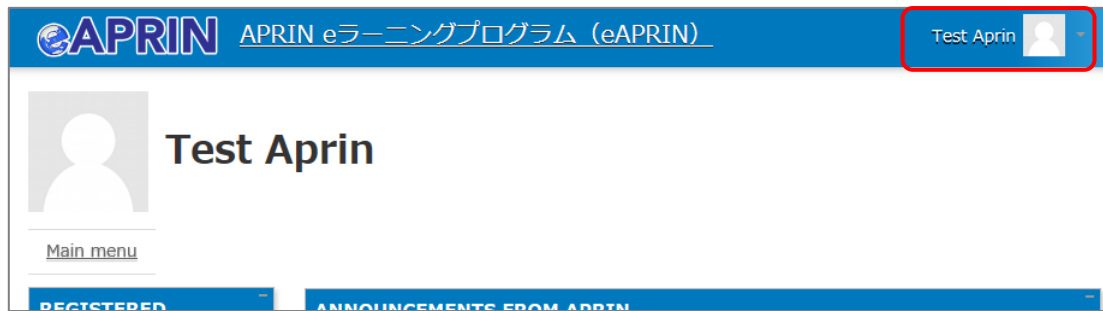
The screenshot shows the main menu interface with the following elements:

- 1. Main menu:** A link labeled "Main menu" in the top left corner.
- 2. REGISTERED INFORMATION:** A section displaying user details for "神戸大学" (Kobe University), including the unit name "神戸大学医学研究科" and contact information for the performance management representative.
- 3. ANNOUNCEMENTS FROM APRIN:** A section showing system-wide announcements, such as "eAPRIN改修版リリースのお知らせ" (eAPRIN Revised Edition Release Notice).
- 4. ANNOUNCEMENTS FROM YOUR INSTITUTION:** A section showing announcements from the user's institution, such as "研究倫理教育の受講について" (Regarding Research Ethics Education).
- 5. COURSE OF PARTICIPANTS:** A section showing the user's current course, "神戸大学教員等コース (生命医科学系) (2022)", with a remaining period of 154 days and 8 modules.
- 6. USER'S MENU:** A section with links to "Grade check list", "Course completion report list", and "Module list".

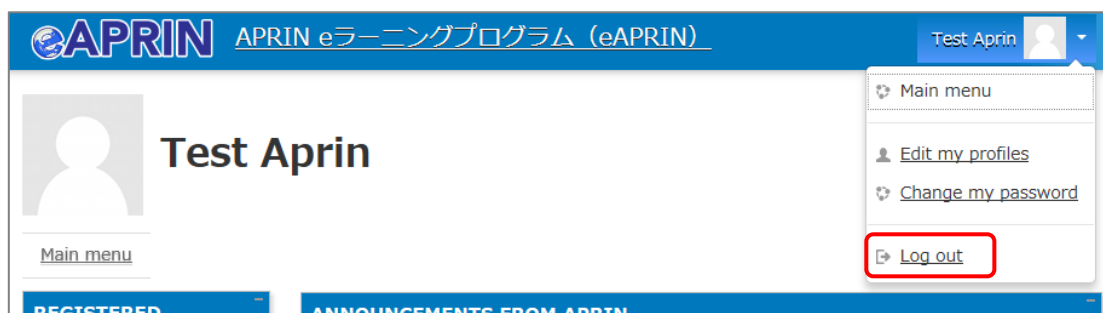
1. Link to main menu	A link to this screen. You can return to this screen from each screen by clicking this link.
2. Registered Information	Your unit name, department name, and department contact information is displayed.
3. Announcements from APRIN	Notifications from APRIN are displayed.
4. Announcements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

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

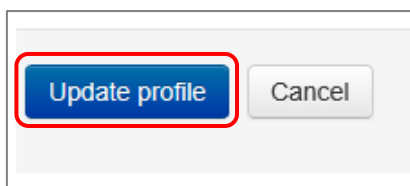
Log in to the system.

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.

The profile edit page 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 page displayed.



1.6 Changing the Password

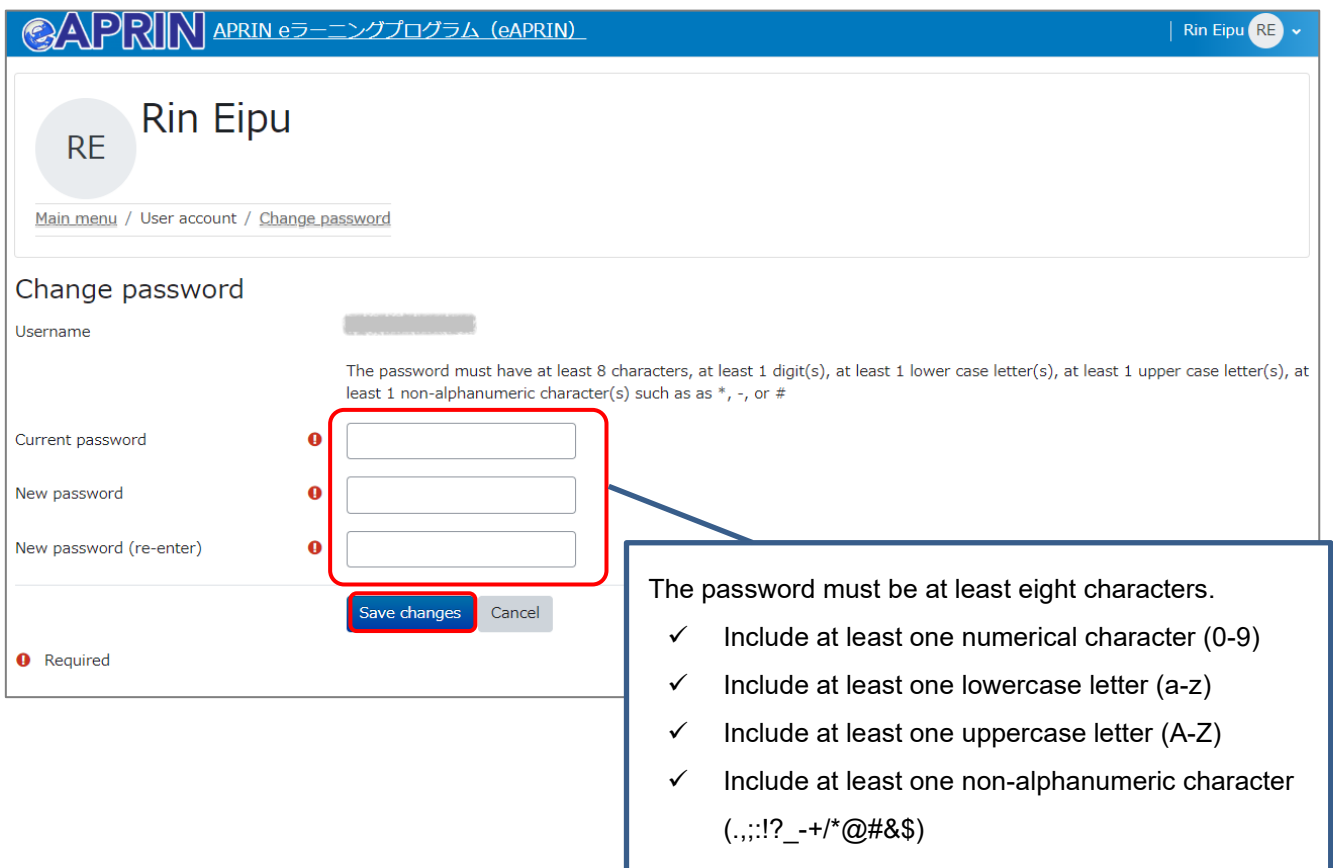
While logged in, open the menu at the top right of the screen, where your name is displayed.



Click “Change my password.”



The password edit page opens. Set a new password and click the [Save changes] button.

A screenshot of the APRIN 'Change password' page. The page title is 'Change password'. It shows the user's profile 'Rin Eipu' with a circular icon containing 'RE'. Below the profile, there is a breadcrumb trail: 'Main menu / User account / Change password'. The form has three input fields: 'Current password', 'New password', and 'New password (re-enter)'. Each field has a red exclamation mark icon to its left. Below the fields are two buttons: 'Save changes' (highlighted with a red box) and 'Cancel'. A callout box with a blue border and a blue arrow pointing to the 'New password' field contains the following text: 'The password must be at least eight characters.' followed by a list of requirements: '✓ Include at least one numerical character (0-9)', '✓ Include at least one lowercase letter (a-z)', '✓ Include at least one uppercase letter (A-Z)', and '✓ Include at least one non-alphanumeric character (.,:;!/?_+/*@#&\$)'. A legend at the bottom left indicates that the red exclamation mark icon means 'Required'.

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 eAPRIN system interface for user 'Test Aprin'. The main menu includes sections for 'REGISTERED INFORMATION', 'ANNOUNCEMENTS FROM APRIN', 'ANNOUNCEMENTS', and 'COURSE OF PARTICIPANTS'. The 'COURSE OF PARTICIPANTS' section is highlighted with a red box and contains a list of modules with status indicators (egg for incomplete, chick for progress, and chick for complete). Annotations explain the 'available period' and 'study status' of the modules.

Name of the selected course.

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 “—”

COURSE OF PARTICIPANTS

🐣 : complete 🐣 : progress ○ : incomplete

神戸大学教員等コース (生命医科学系) (2022) [Available period : 2022/04/11 00:00 ~ 2023/03/31 23:59 (Remaining days 154)] [Remaining modules 8]

- 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
- オーサーシップ / Authorship RCR
- 盗用 (生命医科学系) / Plagiarism (Biomedical) RCR
- 公的研究費の取扱い / Managing Public Funds RCR

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.



COURSE OF PARTICIPANTS

● : complete ● : progress ○ : incomplete

神戸大学教員等コース (生命医科学系) (2022) [Available period : 2022/04/11 00:00 ~ 2023/03/31 23:59 (Remaining days 154)] [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
- 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)

Click the [Read the text] button.



神戸大学

Main menu > 神戸大学 > 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.



神戸大学

Main menu > 神戸大学 > 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.

神戸大学

Main menu ▶ 神戸大学 ▶ 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

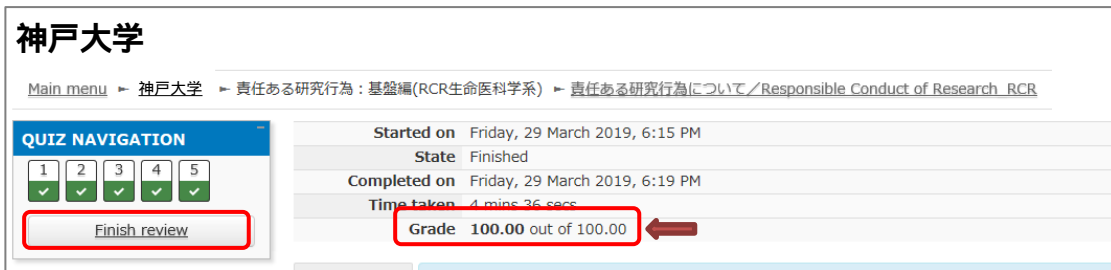
The confirmation screen is displayed. To return to the quiz click “Cancel.” To proceed, click [**Finish**].

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	
神戸大学教員等コース (生命医科学系) (2022) 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) : 国立大学法人神戸大学 (Kobe 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

3 History Review

3.1 Checking Study History and Past Completion Report

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

The screenshot shows the user interface for 'Test Aprin'. On the left, there is a sidebar with 'REGISTERED INFORMATION' (神戸大学, 神戸大学医学研究科) and 'USER'S MENU' (Grade check list, Course completion report list, Module list). The main area displays 'ANNOUNCEMENTS FROM APRIN', 'ANNOUNCEMENTS FROM YOUR INSTITUTION', and 'COURSE OF PARTICIPANTS'. The course title is '神戸大学教員等コース (生命医科学系) (2022) [Available period : 2022/04/11 00:00 ~ 2023/03/31 23:59 (Remaining days 154)] [Remaining modules 8]'. A list of modules is shown with progress indicators (yellow, orange, white).

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.

The screenshot shows the 'Grade check list' for the course '責任ある研究行為 : 基盤編(RCR生命医科学系)'. It displays a table with columns for the module name, date, and grade.

Module Name	Date	Grade
責任ある研究行為について / Responsible Conduct of Research_RCR	Friday, 29 March 2019, 6:19 PM (11 mins 26 secs)	Grade: 100.00 / 100.00
研究における不正行為 / Research Misconduct_RCR		Grade: 100.00 /

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

Course completion report list			
【Name】 Aprin Test			
Show course completion report of old system			
Completion report No. ▼	Courses	Validity	Redisplay report
AP0000100704	神戸大学教員等コース (生命医科学系) /Kobe University Course (Biomedical)	2024/06/30	Redisplay report

If you are using the account from the old system, “Show course completion report of old system” button is displayed. You can check the completion reports issued by the old system here.

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](#).

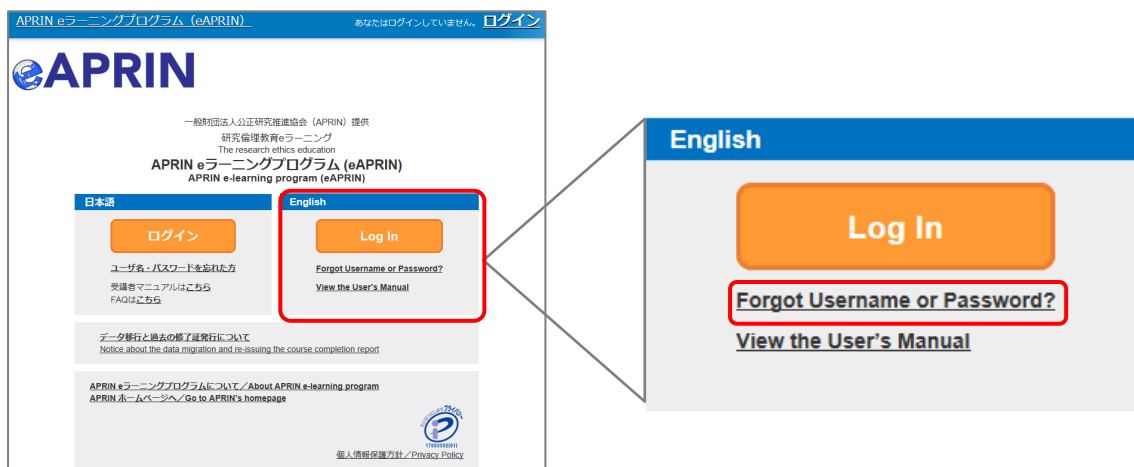
4.1 Frequently Asked Questions

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.

4.2 Notification Emails

The following are examples of notification emails that you may receive from eAPRIN. The headline indicates the subject of the email. The sender of the email is “no-reply@aprin.or.jp”.

1) APRIN eラーニングプログラム (eAPRIN) : [eAPRIN]アカウント発行のお知らせ／ Your Account

This is an email notifying you that the account issuer (e.g., the institution’s grade administrator) has registered your account. There may not be a “Notes from the administrator of your institution” in the text.

※このメールアドレスは送信専用です。当メールアドレスへの返信はできません。
This is a send-only address. Please do not reply to this email.

様

APRIN eラーニングプログラム (eAPRIN) のアカウントが
下記の通り発行されましたのでお知らせします。
URL:
<https://edu.aprin.or.jp/login/index.php?lang=ja>

Your account has been issued on APRIN e-learning program(eAPRIN).
Log-in information is as follows.
URL:
<https://edu.aprin.or.jp/login/index.php?lang=en>

ユーザ名(Username):
初期パスワード(Initial password):
(最初にログインした時にパスワードを変更してください
/Please change the initial password to a new one.)

アカウント作成元からのお知らせ
(Notes from the administrator of your institution):

一般財団法人公正研究推進協会(APRIN : エイブリン)
Association for the Promotion of Research Integrity(APRIN)

※このメールを受け取る前に、別の連絡によってすでにログイン済みの場合、
上記の初期パスワードはすでに無効です。
If you have already logged in before receiving this email, your initial password above is no longer valid.

2) APRIN e ラーニングプログラム (eAPRIN) : [eAPRIN]パスワード再発行のお知らせ／ Your Account

This is an email notifying you that the account issuer (e.g., the institution's grade administrator) has reissued your account password.

※このメールアドレスは送信専用です。当メールアドレスへの返信はできません。
This is a send-only address. Please do not reply to this email.

XXXXXXXXXXXXXXXXXXXX 様

APRIN eラーニングプログラム (eAPRIN) の
パスワードが再発行されました。
<https://edu.aprin.or.jp/login/index.php?lang=ja>
よりログインしてください。

Your password has been reissued on APRIN e-learning program(eAPRIN).
Log-in information is as follows.
URL:
<https://edu.aprin.or.jp/login/index.php?lang=en>

ユーザ名(Username): XXXXXXXXXXXX
初期パスワード(Initial password): XXXXXXXXXXXX
(最初にログインした時にパスワードを変更してください
/Please change the initial password to a new one.)

一般財団法人公正研究推進協会 (APRIN/エイプリン)
Association for the Promotion of Research Integrity(APRIN)

3) [eAPRIN]アカウント異動申請手続きのご案内/Account transfer request

This is an email notifying you that your institution's grade administrator has submitted a request to transfer your account from another institution to your institution.

※送信専用アドレスから発信しています。当メールへの直接返信はできません。

*This is a send-only address. Please do not reply to this email.

このメールに心当たりがない場合は、ただちに破棄するか、下記の連絡先またはご所属の成績管理者・成績管理代表者にお知らせください。

If you are not the intended recipient, please delete immediately and notify the institutional administrator.

平素より、APRIN eラーニングプログラム(eAPRIN)をご利用いただきありがとうございます。

Thank you for taking APRIN e-learning program (eAPRIN).

あなたのeAPRINアカウントに対して、新しい機関への異動申請がありました。

手続きを完了させるには、下記のURLにアクセスしてください。

※eAPRINへのログインが必要です。

利用停止（削除）されていた場合でも、この手続きのため、以前の

ユーザ名とパスワードでログインしてください。

This is a transfer request of the unit to which the account belongs.

Please access the following URL or log in to the system and check the notice.

異動申請確認URL :

Page for confirming :

<https://edu.aprin.or.jp/blocks/usershift/reply/confirm.php>

(ログイン後の画面に表示される「お知らせ」からも開けます)

申請内容が表示されますので、問題なければ「承認」ボタンを押してください。

間違いがある、心当たりがない場合は「拒否」ボタンを押してください。

何も手続きしない場合、申請は7日経過後に自動的にキャンセルされます。

If there is no problem with the contents displayed on the page, please push "accept" button.

If there is a mistake, or you do not remember, please push the "reject" button.

ご不明な点は下記へお問い合わせください。

異動申請者（成績管理者）連絡先 :

This applicant's contact (Institutional administrator) :

一般財団法人公正研究推進協会（APRIN/エイプリン）

Association for the Promotion of Research Integrity(APRIN)

5) [eAPRIN]メールアドレス更新確認／Change your registered email address

This is an email that will be sent to you when you change your registered email address on the profile edit page of eAPRIN. By clicking on the URL in the email, you can complete the change of your registered email address.

※このメールアドレスは送信専用です。当メールアドレスへの返信はできません。

このメールに心当たりがない場合は、ただちに破棄してください。

*This is a send-only address. Please do not reply to this email.

If you are not the intended recipient, please delete immediately.

平素より、APRIN eラーニングプログラムをご利用いただきありがとうございます。

Thank you for taking APRIN e-learning program (eAPRIN).

メールアドレス変更を行うには下記のURLをクリックしてください。

To change your registered email address,

please click the following URL and confirm your new email.

<https://edu.aprin.or.jp/user/emailupdate.> 

一般財団法人公正研究推進協会（APRIN：エイプリン）

Association for the Promotion of Research Integrity(APRIN)

6) [eAPRIN]アカウントロック通知／Your account has been locked.

This is an email that will be sent to you when your account has been locked due to an incorrect password. If you can log in correctly from the URL in the email, your account will be unlocked.

※このメールアドレスは送信専用です。当メールアドレスへの返信はできません。

*This is a send-only address. Please do not reply to this email.

平素より、APRIN eラーニングプログラムをご利用いただきありがとうございます。

Thank you for taking APRIN e-learning program (eAPRIN).

あなたのアカウントは複数回の誤ったログイン操作によりロックされました。

1時間ほど経つとロックは自動的に解除されます。

Your account on eAPRIN has been locked temporarily.

It will be automatically unlocked about one hour later.

あなたのユーザ名(ID) / Your Username(ID): [REDACTED]

すぐにアカウントをロック解除するには下記のURLにアクセスしてください。

正しくログインをすると、ロックが解除されます。

To unlock now, try to log in again from the following URL:

[https://edu.aprin.or.jp/login/unlock_account.\[REDACTED\]](https://edu.aprin.or.jp/login/unlock_account.[REDACTED])

一般財団法人公正研究推進協会 (APRIN/エイプリン)

Association for the Promotion of Research Integrity(APRIN)