Documenting your RCR training

The College of Engineering, The Graduate School and the Division of Engineering Computing Services created a web-based system to document RCR training. They have graciously allowed us to use their system.

The intent of the Research Training Tracking System is to enable those needing non-credit training to record classes and other training events in electronic form which can be accessed by administrators for tracking and reporting purposes.

The Research Training Tracking System (RTTS) can be accessed at <https://www.egr.msu.edu/secureresearchcourses/>

Log in with your MSUNetID and password.

If your MSUNetID is bigfish@msu.edu, enter bigfish in the Username space.

Enter your password in the Password space.

Click on the Login button.

Select Create/Edit Trainee Account in the upper left-hand corner.

From the list of colleges in the lower left-hand corner, select College of Agriculture and Natural Resources.

A new page will open. Fill in the requested information.

Pick the Trainee Type that most closely matches your position. Do not worry if it is not a perfect match, the important thing is to get into the system.

You will find Fisheries and Wildlife in the drop-down menu for Trainee Primary Department.

Enter the MSUNetID for the faculty Adviser for the research project you are working on. For most graduate students this will be your major professor. For others, it will be the Principal Investigator for the research project you are working on. In almost all cases the faculty Adviser will be a faculty member with an appointment in FW.

Once you have entered in the MSUNetID for your faculty adviser and hit return, his/her name should appear just above the SAVE button.

Once all of the information on this page is correct, click on SAVE. MAKE SURE THAT THE INFORMATION IS CORRECT. ONCE YOU CLICK ON SAVE, YOU WILL BE IN THE SYSTEM AND IT CAN BE DIFFICULT TO MAKE CHANGES TO YOUR INFORMATION.

Once you save that page, it will bring you to a page called Responsible Conduct of Research Training Completed Courses.

Click on the Add Course from Primary College/Department (at the bottom of the page)

From the drop-down menu (Training Description) pick a course.

Depending upon what you pick, you may be asked to provide the topic.  Not all choices ask for this, since for some (like IACUC training) the topic is defined by the title.

Fill in the Number of Hours, Training Date, and (if necessary) any Notes.

Hit save.

Repeat as necessary.

Remember to SAVE.

You can access other department's courses at the top of the courses page by clicking on the Add/Edit Ttraining Courses and picking other college/department courses.

After you have added the information on all of the training you have completed, you can print a copy of your Training Courses Report by clicking on the Run Training Courses Report on the top of the page.

Make at least three copies – one for your major professor/PI, one for you and one for your personnel file. Get them signed before you file them.

Log off when you are done.

The next time you log in, after you click on “Create/Edit Trainee Account” you will be taken to a page that shows your existing information. If you click on “Edit Account Information” you can add, delete or edit training information.