Obtaining the training records for your people

When the individuals working on your research project(s) enter their RCR training information into the RTTS, their information is linked to your name through your MSUNetID. You can access the RCR training document for each of your research personnel.

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](mailto:bigfish@msu.edu), enter bigfish in the Username space.

Enter your password in the Password space.

Click on the Login button.  
  
You will see a screen that says Welcome. Lower on the screen it will say “To view trainees information, please click on the “Advised Trainees” tab on the menu bar.” Do it.

When you click on the Advised Trainees tab, a table will pop up listing all of the individuals that have listed you as their Major Professor/PI and the information about their training.

If you wish to print out this information, you need to click on the Trainee/Adviser Lookup tab.

Enter your MSUNetID in the Find Adviser Information slot then click on the Find Adviser Information.

If you move the mouse over the page number at the bottom center of the page, you can print a copy of the report or save it another location.

The report will tell you the total number of training hours entered by individual. If you want to know the specific courses each individual has completed, you need to have them print out a copy of their information.