

RTTS System Instructions - How to enter and validate RCR training 2013-05-31

RTTS enables those needing non-credit training to record training events in electronic form which can be accessed by administrators for tracking and reporting purposes.

STUDENT/RESEARCHER - HOW TO ENTER TRAINING

Each student/researcher must record their training. Faculty/staff cannot enter data for the individual.

- Go to <https://www.egr.msu.edu/secureresearchcourses/>
- Login with MSUNetID and password.
- Create account.
- Select the college and department. This should be the department for which the student/researcher is required to take the training.
- Enter the MSUNetID of the faculty adviser/project Principle Investigator (PI).

FACULTY ADVISER/PROJECT PI – HOW TO VALIDATE STUDENT/RESEARCHER TRAINING

- Go to <https://www.egr.msu.edu/secureresearchcourses/>
- Login with MSUNetID and password.
- Click on "Advised Trainees" menu. Please note you will see this menu only if your student/advisee has already created an account in the system and included you as their adviser.
- At the Trainee Accounts page you will have a list of your advisees for each academic year.
- To view the trainee report and view the training they took, select "Click to View Trainee Report" button next to the corresponding trainee.
- To validate training completion, click on "**Change to Complete**" button next to the corresponding training.
- To change training completion status to Incomplete click on "**Change to Incomplete**" button next to the corresponding trainee.

ADMINISTRATORS – HOW TO RUN REPORTS

- Go to <https://www.egr.msu.edu/secureresearchcourses/>
- Login with MSUNetID and password. Administrators are assigned and can be changed through CAL's Research Office who will work with DECS to make the change. Contact Barbara Miller in CAL's Research Office, bmiller@msu.edu, 517-353-4939.
- Under the Administration tab, you'll find 4 entries, Validate Training Completion, Run Reports, and Download Records.
- Run Reports are configured in the tracking system.
Your Primary department reports can be for either the full year or part of the year.
Reports #2 and #4 are for selecting those who have completed a specified number of hours.
Download Records will do a CVS dump of all records to which you have access, allowing user to do custom reports.
Trainee/Adviser Lookup allows you to check records for one trainee or all trainees for specific Adviser/PI.

HELP CONTACTS

- Barbara Miller in CAL's Research Office, bmiller@msu.edu, 517-353-4939.
- Engineering DECS: src-help@egr.msu.edu