MICHIGAN STATE UNIVERSITY | College of Social Science
Social, Behavioral, and Economic Sciences

Research Training Tracking System

<u>The RTTS is based on the concept that the individual is responsible for recording the training they took. Faculty, staff or administrators cannot enter data for the individual.</u>

The site is: https://www.egr.msu.edu/secureresearchcourses/

Login with your MSU Net ID and password.

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

<u>When trainees first login, they are asked to select:</u>

- Their Primary College and department. This should be for the department for which they are required to take the courses. They are also asked to enter the MSUNetID of their adviser. (*This can be changed to the Net ID of a PI if they are working on a specific grant or project.)* Courses taken from another college can also be added.
    - Select List of Colleges: Choose CSS and then your unit – it will bring up all the courses/training offered for that unit.
- Training Description – can be chosen from the list of training offered by the unit.
- Number of Hours
- Training Date – is the date the training was completed, not the current date.
- Notes – includes, but is not limited to, a summary of content covered in the training was about.

Students can always go in and edit/update their information in the system.

Administrators do not need to create an account.

Faculty without the administrators' role will only see a list of their students when they login. That's provided their students correctly identified them as their adviser.

Students do not see the Administrator tab.

Under the Administration tab, you will find the following 4 entries:

- Validate Training Completion,
- View Proof of Compliance,
- Run Reports,
- Download Records.

To validate training completion as a Department Supervisor:

1. Login into the system.
2. Under the "Administration" menu select "Validate Training Completion" sub menu.
3. On the administration page select Academic Year and the Department that you want to validate the training completion for, and click on:

   "Show Trainees Accounts" button.

   It will bring the list of students with current training status.
4. To verify training completion click on "Complete" button next to the corresponding student.
5. To change training completion status to "Incomplete" click on:

   "Incomplete" next to the corresponding trainee.

To validate training completion as a Trainee Adviser:

1. Login into the system.
2. Click on "Advised Trainees" menu. Please note you will see this menu only if your advisees have already created accounts in the system and included you as an adviser.
3. At the Trainee Accounts page you will have a list of your advisees for each academic year.
4. To view the trainee report and view the training they took, select:
   "Click to View Trainee Report" button next to the corresponding trainee.
5. To validate training completion click on "Change to Complete" button next to the corresponding training.
6. To change training completion status to "Incomplete" click on:
   "Change to Incomplete" button next to the corresponding trainee.

The Run Reports are reports already configured in the tracking system.

Your Primary department reports can be for either the full year or for a selected part of the year.

Reports #2 and #4 is for selecting those who have completed a specified number of hours. The Download Records will do a CVS dump of all the records to which you have access. This allows you to do your own custom reports.

The Trainee/Adviser Lookup tab allows you to check the current records for a trainee or the records of all trainees for specific Adviser/PI.

Please contact src-help@egr.msu.edu if you have questions.