

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.

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 from which can be accessed by administrators for tracking and reporting purposes. Access is controlled by MSUNetID and password.

When trainees first login, they are asked to select:

- 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.
 - o 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.