The Training Tracker is a tool developed to give employees and managers an easy way to access their learning history in one location. The system displays completed research administration training details, current certifications information, and certification renewals. It is housed in myRESEARCHhome, maintained by OASIS, and populated by information in the Learning Management System The Tracker is limited to Company Code 0010 employees and does not provide information for certificate holders in DUHS.

**TRAINING TRACKER TOOLS**

**Training Search**
Search completed training records for any Company Code 0010 employee to see a detailed list of their profile data, certificates achieved over time, full history of classes completed, and continuing education credits earned.

**Certification Search**
Quickly check the certifications held by Company Code 0010 employees and their total continuing education (CE) credits for the current and previous Fiscal Year (FY). You can access other employees' My Transcript report view from

**My Transcript**
Review a printable copy of your training history, including current certifications, date the certification was completed, when they renewed their certification, and previous years' continuing education totals.

**HOW TO SELECT THE RIGHT TOOL**
Review the different features and learn how to choose the best option for your needs.

<table>
<thead>
<tr>
<th>Tool Features</th>
<th>Training Search</th>
<th>Certification Search</th>
<th>My Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find your transcript information</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Find transcript information for others</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Search by Employee Name, ID, or Unit</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Filter by Date range</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Filter by RACI Job Code</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Get calculated CE totals by Fiscal Year</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Check employees' completed classes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Check employees' completed certifications</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Export results to spreadsheet</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Provides printable view for export</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Part 1 - Access

1. Go to https://radapps.duke.edu/rcc.
2. Log in with your Net ID and password.

Part 2 - Training Search

Tool Search Functions

1. Go to https://radapps.duke.edu/rcc/training_search or click the Training Search tab.
2. The Training Search tool includes many search fields to narrow down your results.
   a. Search by the employee’s Last and/or First Name
   b. Search by their Duke ID (the numerical employee identification number)
   c. Run the report by the Duke Org number (10-digit BFR number)
   d. Search by time period with the Start/End Month selections
3. Additional controls filter the results further
   e. Recommended! Keep People with training checked avoid including employees with no training results and when using BFR or Date searches
   f. Using the Grant Manager Job Codes checkbox will limit results to people in RACI job Codes (2627, 2628, 2629, 2647, 2648, 2649)
   g. Use the Search button to display results on the web in the Training Tracker
   h. Use the Spreadsheet button to export the results in an Excel spreadsheet
Using the Tool

4. Enter your search parameters

5. Click Search to display the results in Training Tracker or click Spreadsheet to export the results.

6. Search results* provide the following information:

- **Last Name:** Employee last name
- **First Name:** Employee first name
- **Duke ID:** Numeric employee ID number
- **Duke Org:** 10-digit unit BFR number
- **Org Description:** Unit name text
- **Job Code:** Employee’s 4-digit job description
- **Title:** Employee’s HR job title
- **Year:** Current Fiscal Year
- **Training:** Name of the training event
- **Training Date:** Completion or LMS entry date
- **Cr:** Number of Continuing Education credits

*NOTE: The results in the Training Tracker will condense for smaller screens and only show Name, Year, Training, and Cr columns. Expanding to full screen, opening it on a desktop screen rather than a digital device, or using the Spreadsheet export option will give you the full details.
Tool Search Functions

- The Certification Search uses the same criteria as the Training Search without Start/End Month fields.
- Results include content for the current and last fiscal years.

Using the Tool

1. Go to https://radapps.duke.edu/rcc/certification_search or click the Certification Search tab.
2. Enter your search parameters.

3. Click Search to display results in the Training Tracker or Spreadsheet to export the results.
4. Search results provide the following information:
   - **Name**: Employee's name. Click on their name to open that employee's My Transcript* view.
   - **Credits** (Right Column): Total Continuing Education credits for the previous fiscal year (shown here as FY23). Click on the total to open that employee's My Transcript* view.
   - **Credits** (Left Column): Total Continuing Education credits for current fiscal year to date (shown here as FY24). Click on the total to open that employee's My Transcript* view.
   - **Certifications**: List of available Research Administration Certificates with active certifications for the current year shown with a Green Checkmark
     *Details on that document are available in Part 4 of this guide.*

5. You can hover over the Green Checkmarks to view additional renewal date information.
Part 4 - My Transcript

- My Transcript is a printable view of your training history only.
- You can access other employees’ My Transcript by clicking their Name or Credits totals in the Certification Search tool.

Reading the Report

1. Go to https://radapps.duke.edu/rcc/
2. Click on the My Transcript tab
3. A print-friendly report of your transcript will be displayed.
4. Content includes:
   - Employee Details: Name, ID, Department, Job Code
   - Certification Details: Original date a certification was earned and renewal dates
   - Coursework Details - by Fiscal Year: List of CE completed with annual totals by fiscal year
   - Print icon (top-right) to download a pdf or print a copy of the transcript