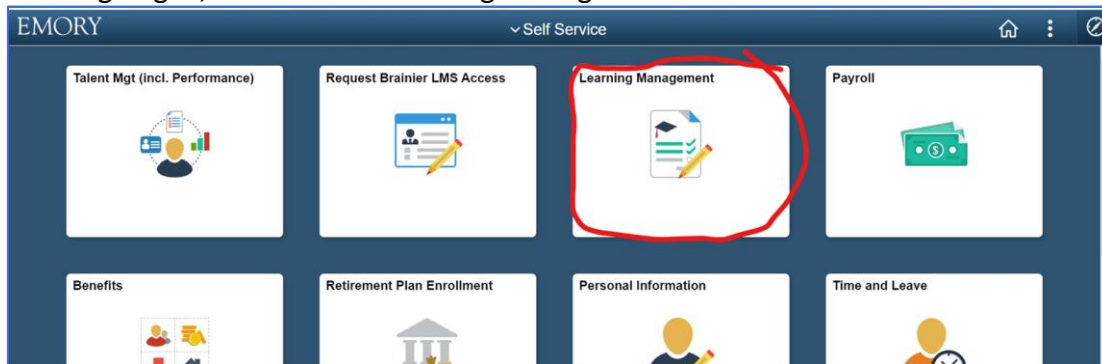# Responsible Conduct RCR of Research
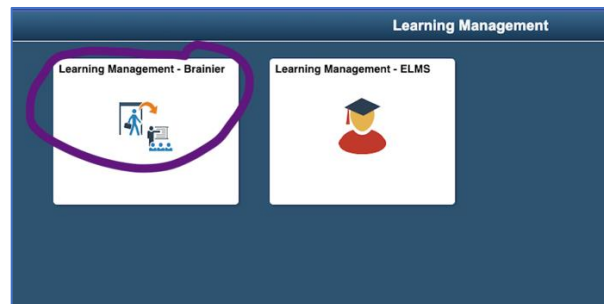
How to Register for the Online RCR Course in Brainer

NOTE 1: Please forgive inconsistencies between various screenshots regarding names of certain items.
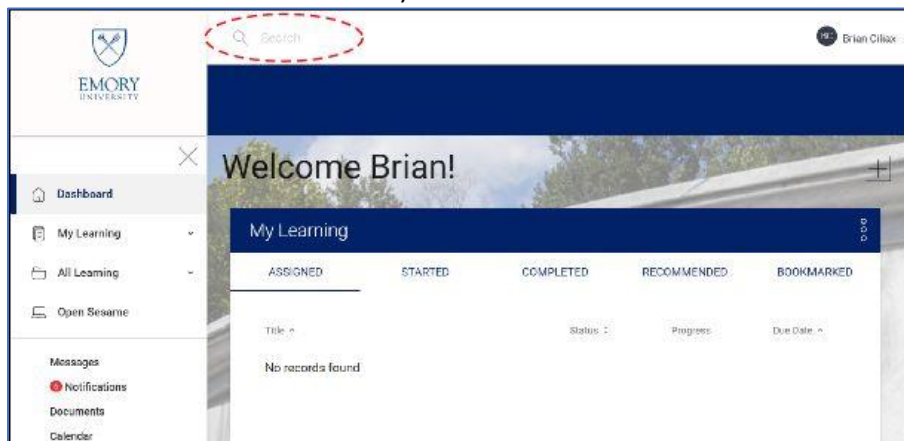
1. Log into Emory's HR Self-Service system

2. After signing in, click on the "Learning Management" tile.


3. Select the Brainer Platform

4. Go to the main dashboard (with the home icon) and use the search function at the top of the page (see red dashed oval in screen shot below).

5. **Search for the following concatenated text: "RCR: " + the semester (e.g., "Fall " or "Spring ") + the year.** The final concatenated text should look something like "RCR: Spring 2026" (see red oval in the screenshot below). Review the pop-up list of suggested objects until you find your in-person training (called a "curriculum object"). Click on the correct curriculum object (e.g., see object in green oval in the screenshot below).
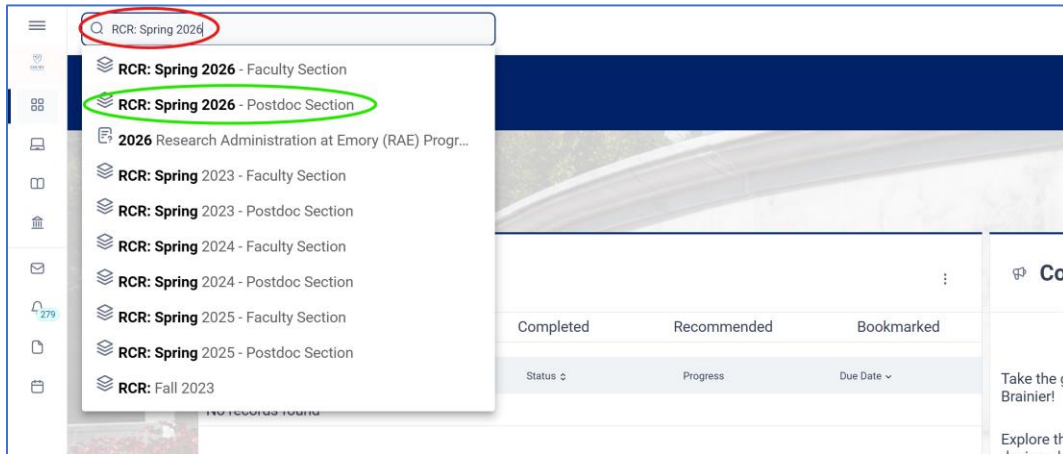

6. Click on one of the sections (either "Faculty Section" or "Postdoc Section") of the upcoming semester's course (see for example the item encircled by the green oval in the screenshot above, which is enlarged below).
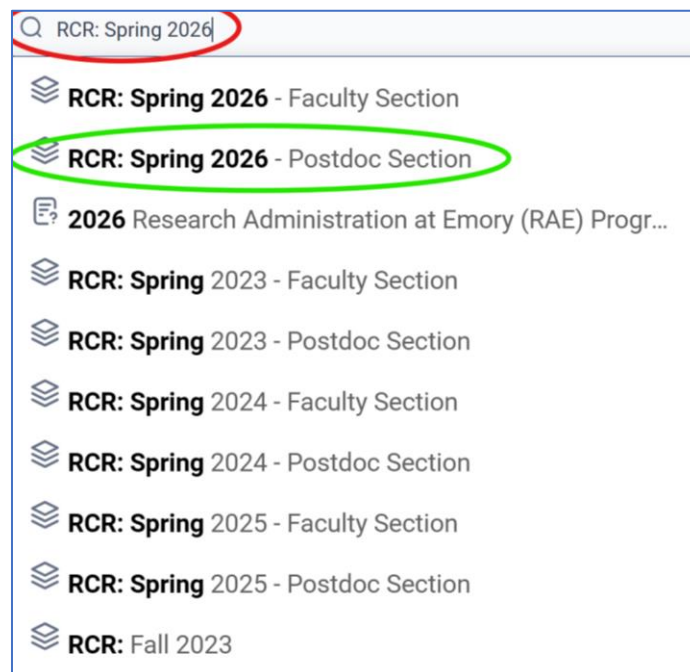
7. This will take you to the curriculum object's "Request Access" page. Click on the "Request Access" button (see button in lower left of screenshot below) to request registration for the course (also called "Pre-approval" in Brainier). **Please remember you are committing to attending all classes by signing up, if not in that semester, then in the earliest subsequent semester(s).** You will not receive credit until you attend all classes, complete all homework assignments, and complete the end-of-course quiz.


8. After clicking the "Request Access" button, a message should appear saying the request is pending approval (see red oval in screenshot below). Pre-approval is granted by our office intermittently. If you haven't received confirmation yet, it may be in progress still.
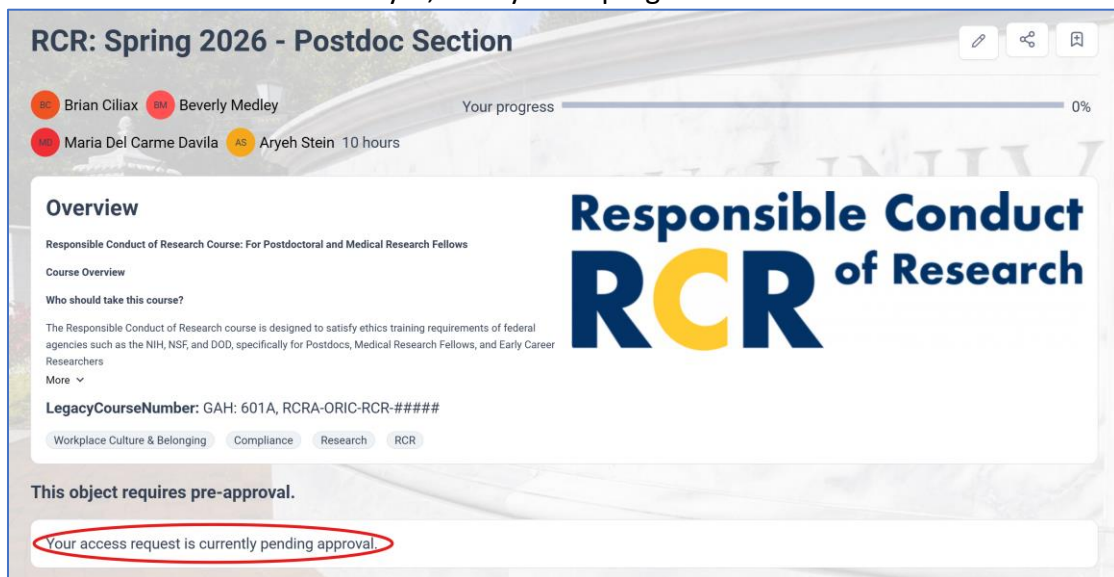
9. You will receive an email when your request is approved. The curriculum object will be shown in the first bullet point (see red rectangle in screenshot below).
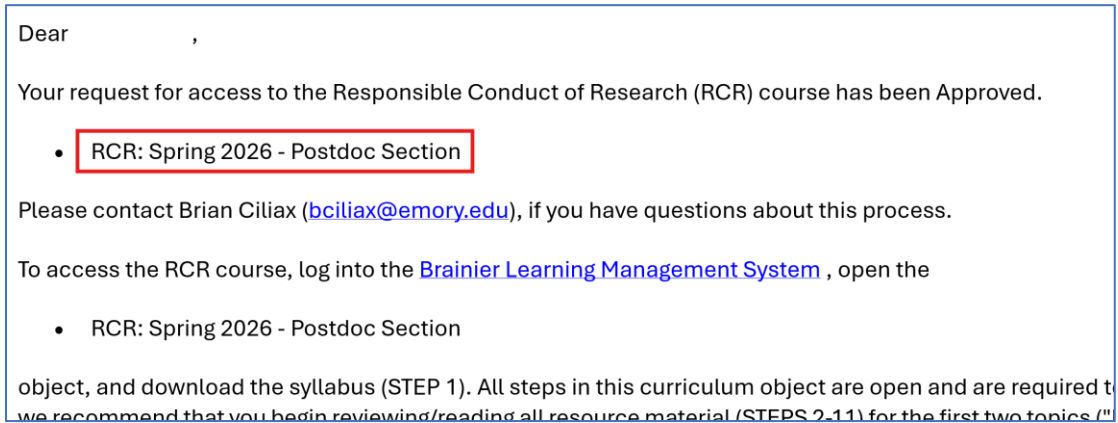

10. You can now return to the system and access the information for the course. Open Brainier again and repeat the search for the specific curriculum object (bullet points 1-6 above).

11. The curriculum object's page will open. Click the bookmark icon at the top left (see red rectangle in screenshot below). This will make it easier to find in your primary lists of Brainier courses on the Dashboard. Note that "Step 1 RCR Syllabus" will now appear below the Overview box in the Object Details section (see green rectangle in screenshot below) and the "Download" button will appear to its right (see cyan rectangle in screenshot below). Click the button to download the latest syllabus (whether now or in the future, if you are making up any classes in subsequent semesters).
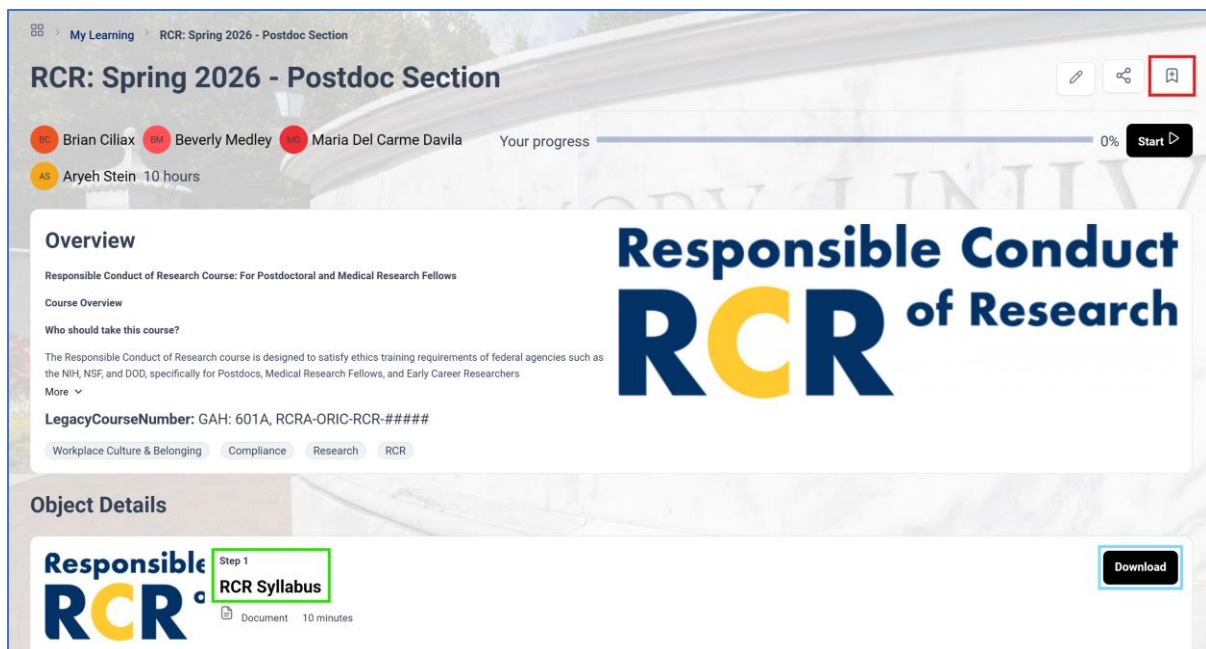
12. Click the Dashboard icon (see red rectangle in screenshot below). One of the tabs (Assigned / Started / Completed / Recommended / Bookmarked) will have an underline below it (see green rectangle in screenshot below). Click on the Bookmarked tab (see cyan rectangle in screenshot below).
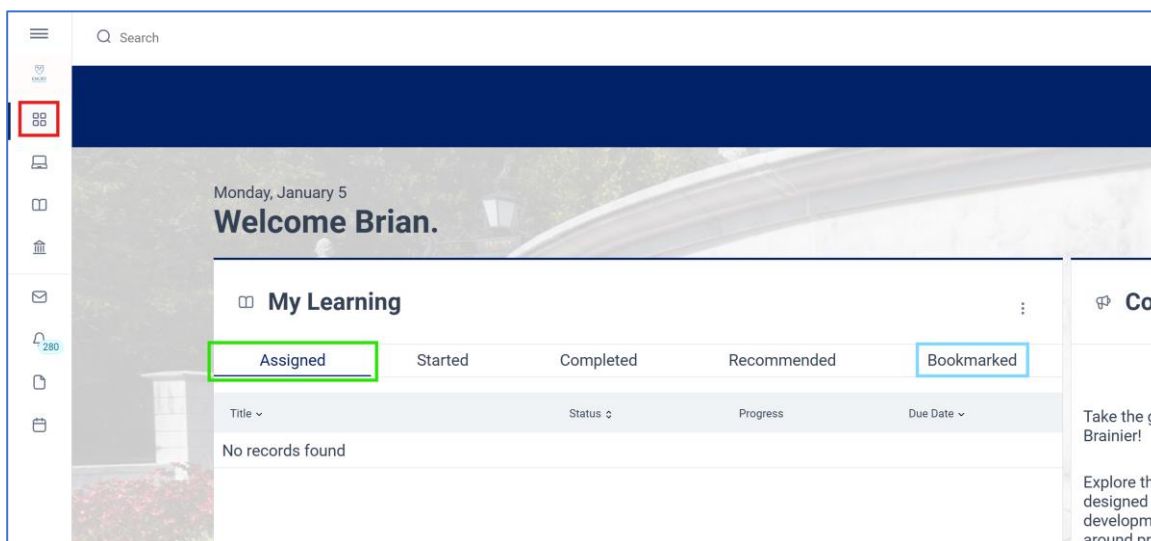
13. If you clicked the bookmark icon on the curriculum object page (bullet point 11), the corresponding object should be listed under the Bookmarked tab (see red rectangle in screenshot below). Clicking the listed object will open the main page of the corresponding curriculum object. You can then proceed with the course.
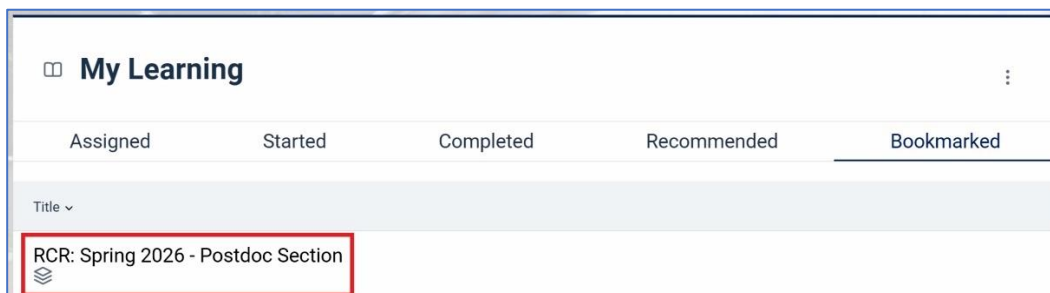
NOTE 2: You will be expected to make up missed session(s) in an upcoming semester. Be aware that the two topics covered in a tandem session of classes in this semester (i.e., initially held on the same day), will not necessarily be paired again on the same day in a subsequent semester.

NOTE 3: Whenever you complete the entire course and thereby earn your certificate, the 4-year countdown until you need to re-take the course (if you are still in the same career phase (e.g., postdoc vs. faculty)) will have begun the earliest semester in which you completed a course requirement (class, homework assignment, final quiz), not the semester you completed all requirements.

NOTE 4: If you advance to a new career phase (e.g., a postdoc being promoted to a faculty member), you need to re-take the course, this time in the faculty section rather than in the postdoc section.