

## 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.

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	Talent Mgt (incl. Performance)	Request Brainier LMS Access	Learning Management	Payroll			
	Benefits	Retirement Plan Enrollment	Personal Information	Time and Leave			

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).

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5. Search for "RCR:" and review the pop-up list of suggested objects until you find your inperson training (called a "curriculum object"; be sure to include the colon (":") after "RCR" in your search term, which will filter out many other types of objects).

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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 dashed oval in the screenshot above, which is enlarged below).

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CR: Fall 2023	
RCR: Fall 2024 - Faculty Section	
RCR: Fall 2024 - Postdoc Section	
RCP: Spring 2023 - Faculty Section	

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 (called "Pre-approval" in Brainier). Please remember you are committing to attending all the training dates by signing up. You will not receive credit if you miss one of the sessions.



8. Once you receive access, you will receive an email when your access is granted. Check your junk email as needed!



9. You can now return to the system and access the information for the course. First, download the syllabus by clicking the "Download" button in the STEP 1 tile.

Course Overview Who should take this course? The Responsible Conduct of Research course is designed to satisfy ethics training requirements of federal agencies such as the NHR, NSF, and DOD, specifically for Postdocs, Medical Research Fellows, and Early Career Researchers. What does this More ~ bject Details STEP 1 RCR Syllabus O%	dh: 10 hours cyCourseNumber: GAH: 601A, RCRA-ORIC-RCR-##### : DE: Compliance Research RCR : Indian: Responsible Conduct of Research Course: For Postdoctoral and Medical Research Fellov	Re	esponsible C	onduc Researc
What does this More ~ ject Details STEP 1 RCR Syllabus 0%	e Overview should take this course? Responsible Conduct of Research course is designed to satisfy ethics training requirements of fede VSF, and DOD, specifically for Postdoos, Medical Research Fellows, and Early Career Researchers.	Not eral agencies such as the	Started 0%	428 View
STEP 1 RCR Syllabus 0%	t Details			
Type: Document Length: 10 minutes	EP 1 CR Syllabus	0% <sub>Complete</sub>	Download Respo	onsible

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 4year 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), <u>not the</u> <u>semester you completed all requirements</u>.

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.