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Adding a new Track RECR page for a new graduate degree

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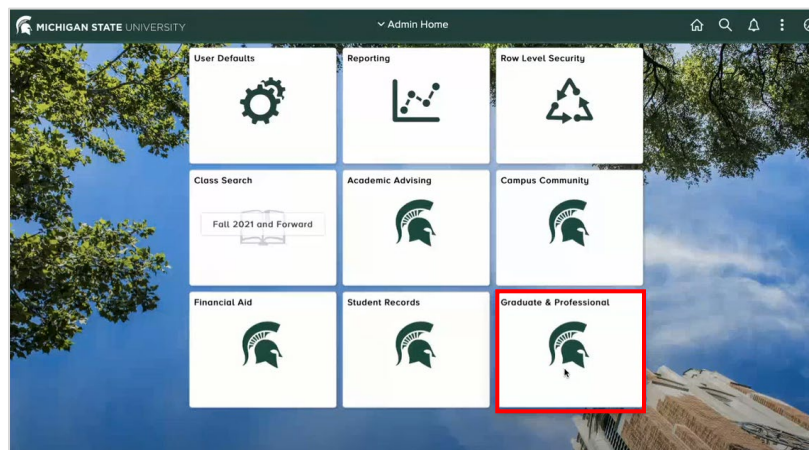
Adding a new Track RECR page for a new graduate degree

Separate Track RECR pages for multiple graduate degrees

The Track RECR page indicates the first academic year in the first graduate career program that a student was enrolled. When students complete one graduate degree and then begin another graduate degree later, a new Track RECR page must be created to record the RECR requirements for the new degree.

IMPORTANT!

- **This functionality is ONLY to be used when a student has completed one graduate career degree and has started another graduate career degree later.** It is intended to separate each degree's specific RECR requirements. (It is not for students getting a Master's degree in passing on the way to earning a PhD. Only one Track RECR page is needed for that scenario.)



How to add a new Track RECR page for a new Graduate Degree

- Log-in to <https://student.msu.edu>
- Click on the Graduate & Professional Tile
- Click **Track RECR** on the left side menu.
- Look up a student



Student Services Center

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

ID: begins with Campus ID: begins with National ID: begins with Last Name: begins with First Name: begins with

Show fewer options

Case Sensitive

Search Clear

- **Emplid:** If you know the Student ID number, enter it, and click **Search**. If you do not know the Student ID, enter Last Name/First Name, and click Search.
- At the top of the RECR page to the right of the student's name and Emplid, there is a "Start New RECR Requirements" button.

First 1 of 1 Last

Start new RECR Requirements

Academic Career Graduate First Academic Year 2019-20

- Click on the Start new RECR Requirements button.
- A box comes up where the new RECR requirements are defined (First academic year of new RECR page and the date when the new page should start).
- Type in the First Academic Year of the new Graduate Degree in the following format: XXXX-YY (example: 2023-24)
- Add the date in which the new Graduate Degree begins in the "As of Date" section (example: mm/dd/yyyy). The date should be the first day of the academic year for the new Track RECR page. (Example: new academic year = 2023-24; Use the first day of that academic year (09/01/2023). Otherwise, the date defaults to the current (today's) date and the page will not be set up accurately.



- Click OK
- The Track RECR page now has two rows. In the example below the new page has a 2023-24 academic year start date.

- The original page (below) is viewable by clicking an arrow button or Last.

University RECR requirements: <https://grad.msu.edu/researchintegrity>

- When a “new” Track RECR page is started, the “old” Track RECR page becomes “locked.” **No changes can be made and no comments can be added to the “old” page.**
- Anything from the “old” Track RECR page that was completed on or after the new RECR page start date will appear on the “new” RECR page. (*You need to refresh the page after a few minutes.*)



- Courses that may have been in a “refresher year” field on the old page may now be in the “Discussion-Based” section on the new page because refresher training does not start until year 3, but discussion-based training can start in Year 1.

Helpful Hints

- If a mistake is made with the date on which the “new” page should begin, click on the Update RECR Requirements button.

The screenshot shows a web interface for RECR Requirements. At the top right, there are navigation links: "First", "1 of 2", and "Last". Below these, there are two buttons: "Start new RECR Requirements" and "Update RECR Requirements". The "Update RECR Requirements" button is highlighted with a red arrow. Below the buttons, there is a section labeled "Academic Career Graduate" and "First Academic Year 2023-24".

- The new page start date may be adjusted by correcting the “As of Date” and clicking OK

The screenshot shows a dialog box titled "Update RCR Requirements". It has a close button (X) and a "Help" link. Inside the dialog, there are two input fields: "*First Academic Year (YYYY-YY)" with the value "2023-24" and "*As of Date" with the value "08/16/2023". Below these fields are "OK" and "Cancel" buttons. A red arrow points to the "OK" button.

REMINDERS:

- Users must have a GradPlan role and at least the RECR update-in-person discussion role to start a new RECR page.
- If a student completed year 1 and year 2 CITI modules in the first degree program and the completion dates are within 5 years of starting the second degree program, the year 1 and year 2 CITI modules do not need to be completed again. Those years may be marked complete on the new Track RECR page,



and a comment should be added to the bottom of the page. Users with the “RECR Correct” role can mark years complete and add comments.

- Students need to complete 6 hours of discussion-based training for each degree.
- Refresher training begins in year 3 for PhD students.
- All one-on-one discussion training PhD students may have with their advisor that are in “Not Reviewed” Status must be verified/rejected prior to the creation of a new RECR page for a new degree.

If you have any questions, please reach out to gradsis@grd.msu.edu for assistance.