RESEARCH TRAINING PROGRAM

RTP User Manual V4.0
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*The Research Training Program will be referred to throughout this document as “RTP”*
New User Sign Up

Access RTP here:

http://www.howscienceworks.pitt.edu

From the home screen, click the Research Training Program tab. That will take you to the landing page below.

Research Training Program Information

Frequently Asked Questions - Students

What is the Research Training Program (RTP)?

The University of Pittsburgh Schools of the Health Sciences Research Training Program (RTP) is an unpaid, non-credit educational experience for high school students (age 16 and older) and undergraduate students designed to foster their interest in areas of science, medicine, and other health professions. The purpose of the program is to integrate their educational experience with practical skills development.
From the RTP landing page you can scroll down and click the link on the screen as shown below or access by accessing the following web address:

https://rtp.hs.pitt.edu/rtp

**How do I apply for the RTP?**

High school students (must be at least 16 years of age) submit information online here:

https://rtp.hs.pitt.edu/rtp

Undergraduate students (current University of Pittsburgh undergraduate student or undergraduate student at another university) submit information online here:

https://rtp.hs.pitt.edu/rtp
Student Sign up

High School and Non-Pitt Undergraduate Students

Click “OTHER USERS” on the right of the screen.

To create a new account:

Click “Create One Now!” from the left

Fill out the form and click Submit.
Logging in for the first time
Once your account has been created, you can log in here:
Pitt Undergraduate Students
Click “Pitt Users” on the left of the screen

Find “Research Training Program” in the list of Recently Used Applications and click the grey icon to the right to launch RTP.

For password reset:
Click the link on the left of the screen
Enter your email address and click Submit. An email will be sent to you to confirm your request.
RTP Home

Once you have successfully signed in you will have access to this Home Screen.

For most students, you will land on the Student Profile tab by default. For Pitt students, some of this information will be pre-populated.
Student Attachments

Students will need to provide documents for upload such as resumes/CV, parental consent forms (for high school students under 18, and any other required documentation).

Upload attachments
To upload attachments find the link below in the student profile form.

Managing uploads
From this screen you can:

- Upload additional attachments
- Overwrite Existing Attachments
- Delete Existing Attachments
- Download attachments

Choosing a Research Interest
From the list as shown below, check the checkbox for each research interest you would like to match with
Choosing a Preferred Faculty

When you check a research interest, a list of available faculty will appear as a drop down. You can select one or all from the list. This is optional.

Faculty Sign up & Login

Sign in using your Pitt Passport account

Find Research Training Program in your list of Applications in HSConnect. Click the grey icon to the right of the application name as shown below:

<table>
<thead>
<tr>
<th>Application</th>
<th>Last Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSConnect</td>
<td>12/07/2023, 5:09 PM</td>
</tr>
<tr>
<td>Research Training Program</td>
<td>12/06/2023, 3:12 PM</td>
</tr>
</tbody>
</table>
From the default landing page you should see the following tabs:

- Home
- Faculty Profile
- Faculty Reports
- Help

Updating Faculty Profile

Your profile will be prepopulated by default with demographical information found in your Pitt account.
You will need to verify that the information is correct, and update your availability and research interests. Lastly at the bottom of the screen you will need to select the type of students you are accepting for this research, then click save to update your information.

Student Matching Reports
To access the student matching reports, click the tab for the report you want to see. There you can filter, sort and download a copy of the report.

Accessing Student Profiles
To access a student’s profile from the report, click the student ID. This field is setup as a hyperlink and will direct you to view the student’s profile. There you can review their information and download their attachments.
Sorting a Report
Each column in the report can be sorted by clicking to the right of the column heading as shown by the red arrow below.

Download a Report
To download click “download” from the bottom right (circled in red).