

How to Request Training

1. **Log in** to the OWM Contacts System Database with your username and password:
<https://tsapps.nist.gov/WMD/default.aspx>

CONTACTS SYSTEM
Office of Weights and Measures

NIST
National Institute of Standards and Technology

Login or Register

Already have a User Account then use this login button to access the system

LOGIN

Need a User Account use this registration button to request a User Account

REGISTRATION

Welcome to the **National Institute of Standards and Technology (NIST) Office of Weights and Measures (OWM) Contacts System Web Site**. The NIST OWM program promotes uniformity in U.S. weights and measures laws, regulations, and standards to achieve equity between buyers and sellers in the marketplace to enhance consumer confidence in the marketplace, enable U.S. businesses to compete fairly at home and abroad, and strengthen the U.S. economy.

This **Contacts System Web Site** is a Department of Commerce (DOC) system managed and operated by the National Institute of Standards and Technology (NIST) for the purpose of providing Weights and Measures Official, Industry Participants, and National Work Group (NWG) Members with a system for registering for NIST OWM Sponsored courses, reviewing relevant Weights and Measures materials, and commenting on proposed Weights and Measures laws, regulations and standards. Any unauthorized use is prohibited.

Weights and Measures Official, Industry Participants, and National Work Group (NWG) Members who want access to this system can use the **Registration** button to register for system access. If you already have a User Account and Password please use the **Login** button to access the system.

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2. Once you log in, select the **MY TRAINING** tab from the top menu. It is the 6th tab from the left.

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MAIN **MY ACCOUNT** **MY PROFILE** **MY COMMENTS** **MY REQUESTS** **MY TRAINING** **NEWS** **SIGN OUT**

Main

Account Summary
Isabel Chavez
NIST
User Name: inc
User Type: Administrator
Last Update: Nov 7, 2011
Password Change: None
Today is Mon Nov 7, 2011

Welcome
Welcome to the National Institute of Standards and Technology (NIST) Office of Weights and Measures (OWM) Contact Management System. This system will allow you to update your login account and your profile (contact information) data plus view your training history, request training, cancel a request for training, comment on a draft document, review your submitted comments, request a document or material, and view a list of items you have requested.

The row of buttons are for navigating throughout this web site. They allow you to:

- **My Account** - update your login account
- **My Profile** - update your contact data including your areas of interest
- **My Comments** - submit comments on draft documents
- **My Requests** - request copies of draft documents, publication, or materials
- **My Training** - view the course offerings and request additional training
- **News** - view the News items
- **Sign Out** - exit the system

Important Message
You are able to submit comments on draft publications such as one of the Handbook 105 series or an OIML document. You can even request training on a variety of weights and measures subjects as listed in the course index. Also, you can request documents and training CD's online and then view the status of your request. Of course, you can still reach us by picking up the phone or sending us an email, but this database puts the information you need at your fingertips and should help us be more responsive to you. (Posted October 20, 2011)

The **MAIN** button will always return to this page.

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3. Select **Request** Additional Training from **MY TRAINING** tab.

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My Training - Training Requests and Classes

Displayed here is your **Requested Training**, **Upcoming Classes**, and **Completed Classes**. Use this  [Printer Friendly](#) link for a printer friendly window that can be printed.
-- You may need to scroll down for the Lists. --

[REQUEST](#) Additional Training. [REMOVE](#) Requested Training. [RETURN](#) to Main page.

Requested Training		
Course	Number	Type
Advanced Mass Hands-On Seminar	206	Laboratory / Metrology

Status: **Not yet Registered**

Upcoming Classes
You are not currently Registered for any Upcoming Classes

Completed Classes
You have not Completed any Classes

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4. To find a class, you can search by:
 - a. Entering Course Number
 - b. Entering Class Number
 - c. Selecting a **Course Type** field from the drop down list.

From the **List of Courses**, select the **REQUEST** button for that course.

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Request Training - Select a Course

1 → 2 → FINISHED

To request training find a course name in the **List of Courses** and select the **Request** button for that course. Use the **Course Type** drop down list or the optional navigation links (numbers) in the header and footer of the list to narrow your search. In addition, you can enter either a **Course Number** or a **Class Number** to find a specific Course.

-- You may need to scroll down for the List of Courses and the buttons. --

CANCEL this action.

Selection Criteria

Course Type

-- All --

Course Number

Class Number

REFRESH the List of Courses.

List of Courses

12345

Action	Course	Number	Type
REQUEST	Administrators Workshop	700	Administrative
REQUEST	Advanced Mass Hands-On Seminar	206	Laboratory / Metrology
REQUEST	Advanced Mass Seminar	205	Laboratory / Metrology
REQUEST	Application of Computer Systems to Weights and Measures Administration	34	Field Training
REQUEST	Audit Trail Instructor Training	701	Instructor Training
REQUEST	Balance and Scale Calibration and Uncertainties	230	Laboratory / Metrology
REQUEST	Basic Metrology Short Course (MSC)	210	Laboratory / Metrology

-- All --

Administrative

Field Training

Instructor Training

Laboratory/Metrology

5. For example: **Fundamentals of Metrology**. If the class has already been scheduled, use the **SELECT** button for your Class preference.

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Request Training - Confirm Selection

1 → 2 → FINISHED

Please review this **Training Request Data**. If correct select the **Submit** button. If a class has already been scheduled then use the **Select** button for your Class preference. If the Select button for a class is disabled then that class is full.
-- You may need to scroll down for the data and the buttons. --

this action. another Course.

Training Request Data	
Course	Fundamentals of Metrology
Number	211
Type	Laboratory / Metrology

List of Scheduled Classes					
Action	Class	Date	Hours	Instructor	Location
<input type="button" value="SELECT"/>	5153	2/06/2012	40.0		NIST

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6. Once selected, if the course is being offered multiple times, use the toggle button (down arrow) in the **Class Selection** field to choose the **date** for which you would like to request training.
7. Once the date has been selected, click on **Submit** in the **Selected Course** field. Your request has now been submitted.
8. Your training request will be processed by [an OWM staff member responsible for the course](#). When your request has been approved, you will receive an acknowledgement email. The Instructor will contact you with class specific information under separate cover (which may include a separate confirmation letter with requests for payment if it is a fee-supported course).
9. If the COURSE you are interested in has not been scheduled, your selection will notify our office for consideration when we are planning future training events.
10. If a CLASS is full, you may ask to be placed on the waiting list for that course. If a cancellation occurs, you will be notified that you have been accepted into the class.