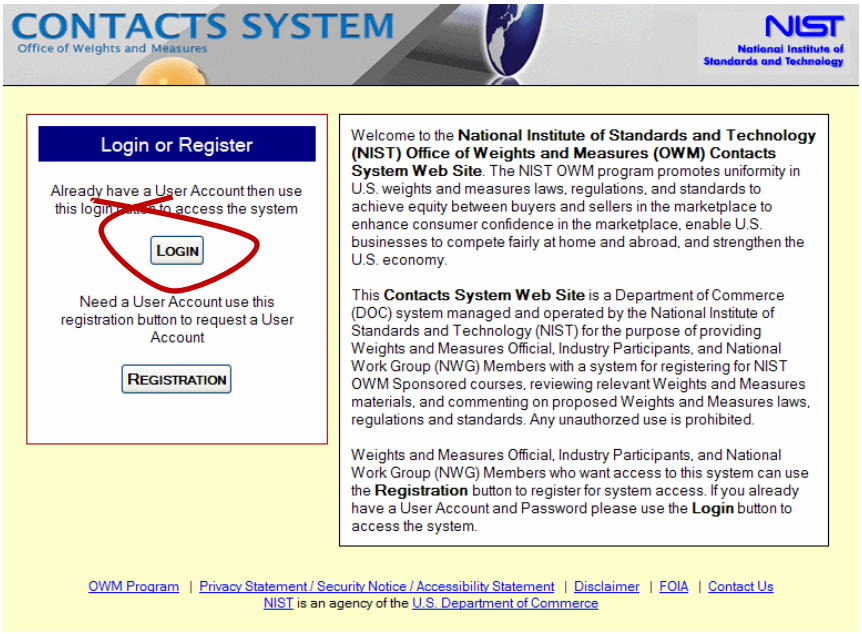
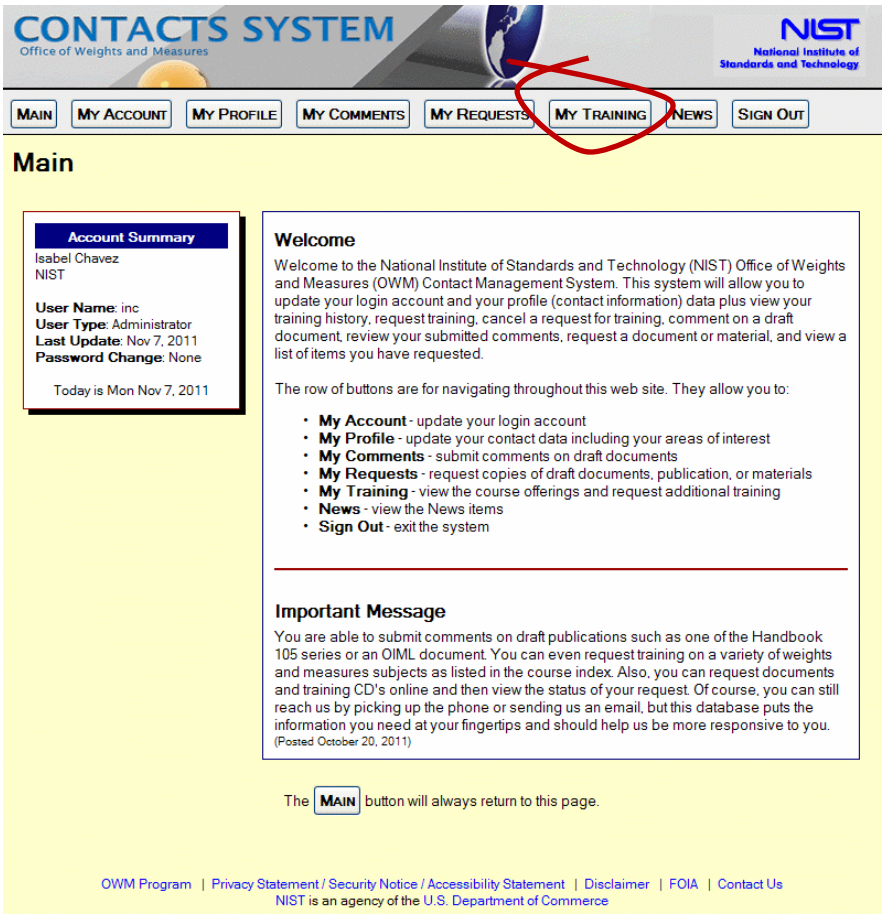
How to Request Training

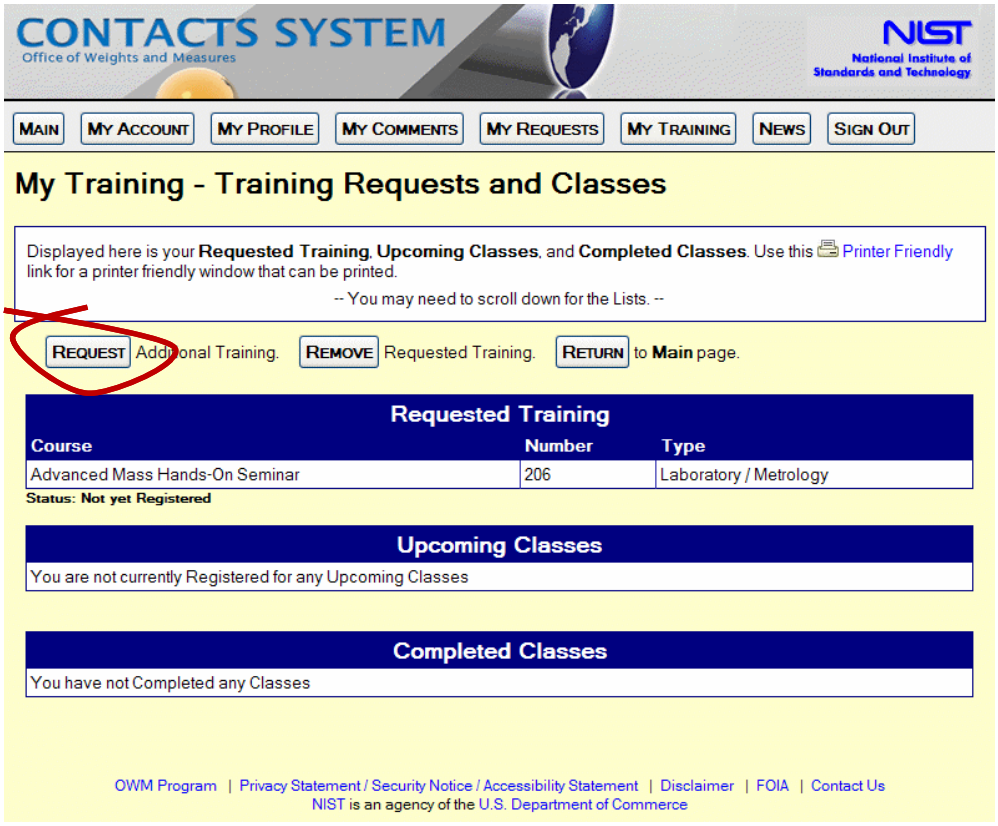
1. **Log in** to the OWM Contacts System Database with your username and password: https://tsapps.nist.gov/WMD/default.aspx



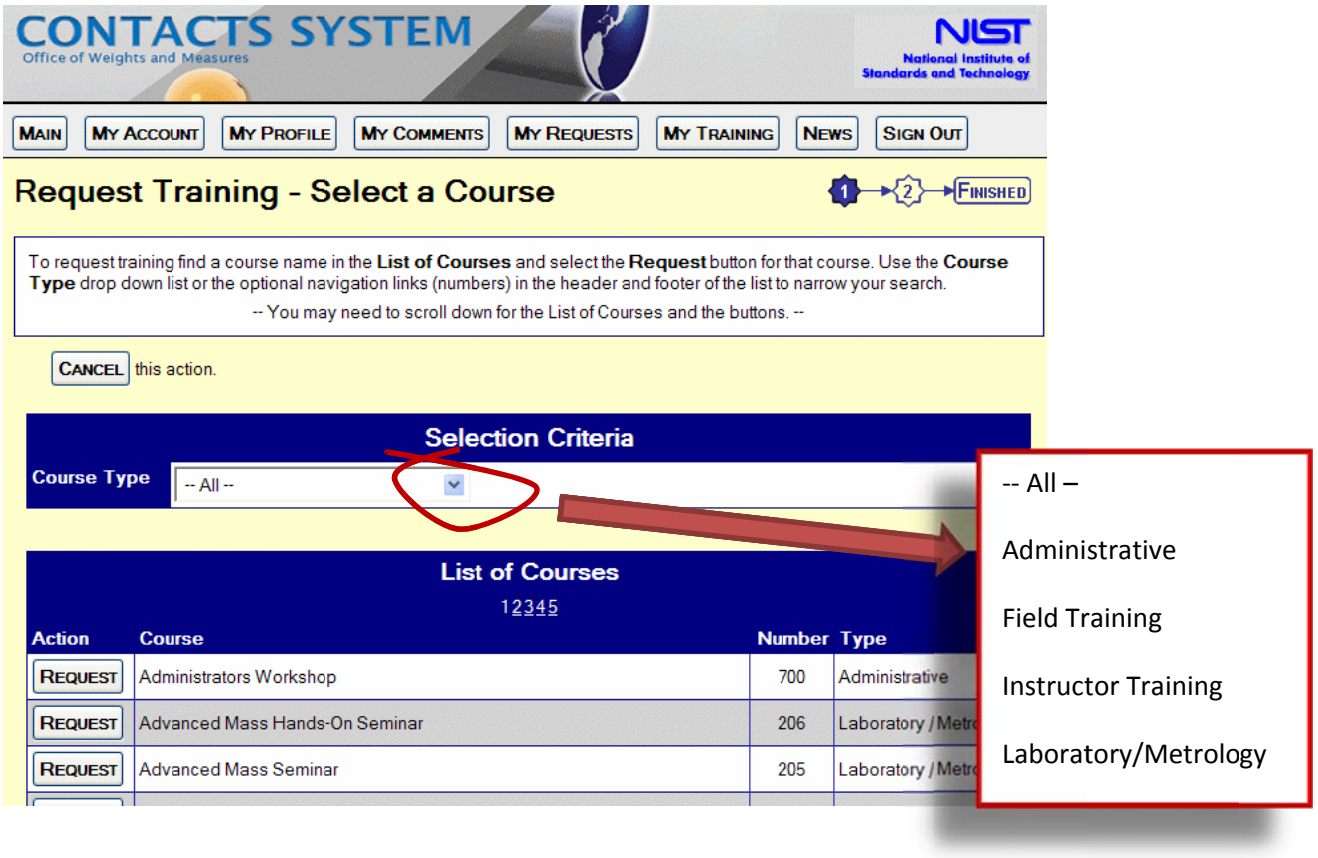
2. Once you log in, select the **MY TRAINING** tab from the top menu. It is the 6th tab from the left.



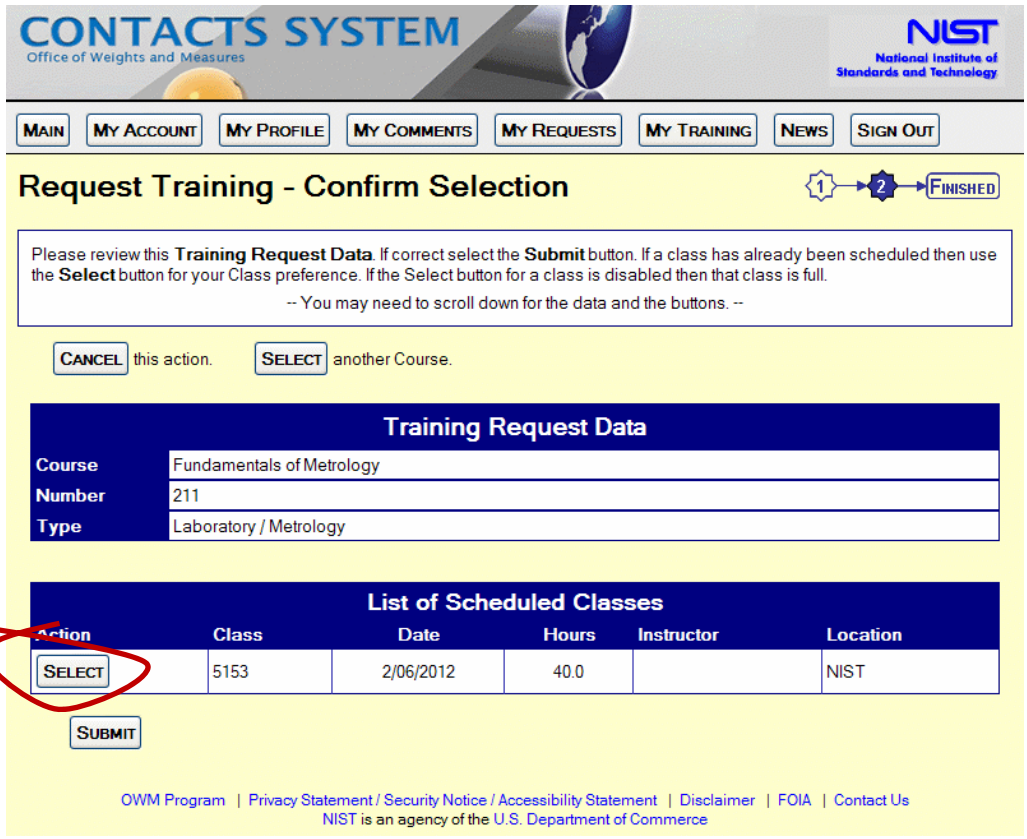
3. Select **Request** Additional Training from **MY TRAINING** tab.



4. Under the **Course Type** field, use the toggle button (down arrow) to select the type of course in which you are interested. From the **List of Courses**, select the **REQUEST** button for that course.



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



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.