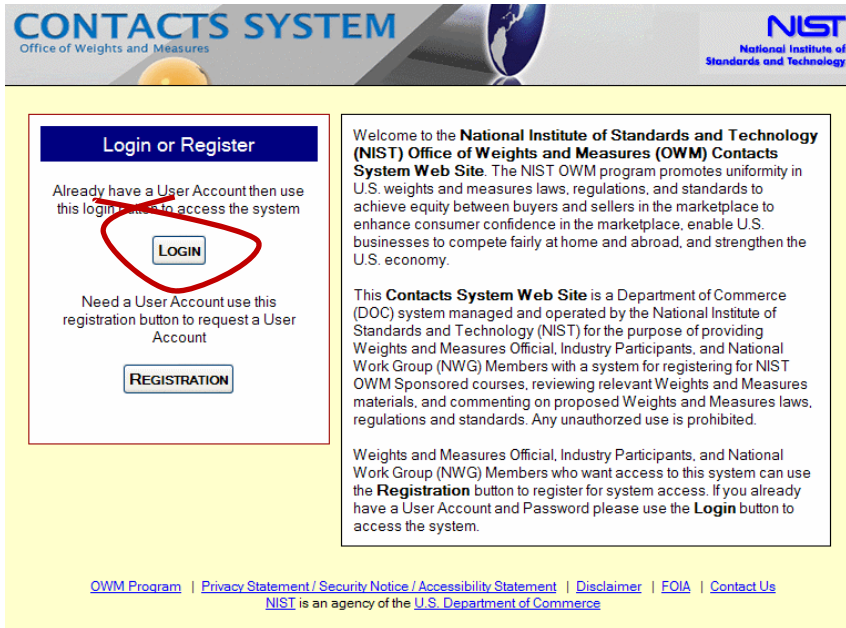


# How to Request Training

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**

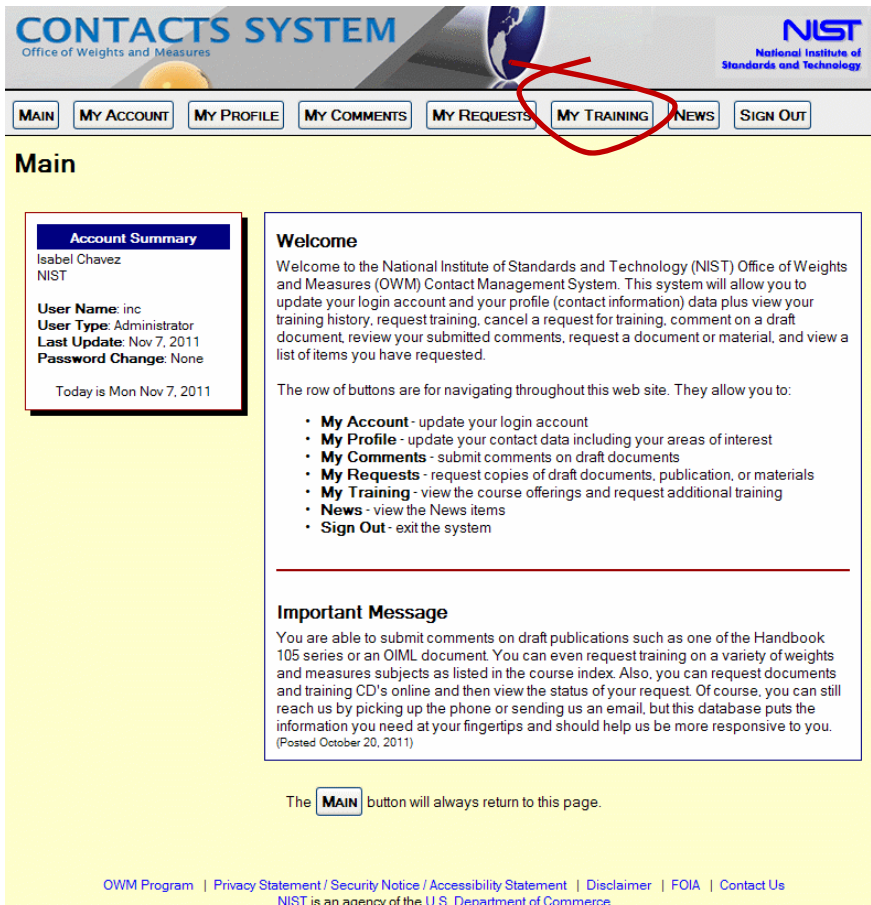
Welcome to the **National Institute of Standards and Technology (NIST) Office of Weights and Measures (OWM) Contacts System Web Site**. The NIST OWM program promotes uniformity in U.S. weights and measures laws, regulations, and standards to achieve equity between buyers and sellers in the marketplace 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 6<sup>th</sup> tab from the left.



**CONTACTS SYSTEM**  
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National Institute of Standards and Technology

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

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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- 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.

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.

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

**CANCEL** this action.

**Selection Criteria**

Course Type: -- All --

**List of Courses**  
12345

Action	Course	Number	Type
<b>REQUEST</b>	Administrators Workshop	700	Administrative
<b>REQUEST</b>	Advanced Mass Hands-On Seminar	206	Laboratory / Metrology
<b>REQUEST</b>	Advanced Mass Seminar	205	Laboratory / Metrology

-- All --  
Administrative  
Field Training  
Instructor Training  
Laboratory/Metrology

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

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

### 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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- 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.
- Once the date has been selected, click on **Submit** in the **Selected Course** field. Your request has now been submitted.
- 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).
- 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.
- 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.