Instructions for Requesting Training and Transcripts

Follow the following steps to request training or training transcripts form the OWM Contacts System.

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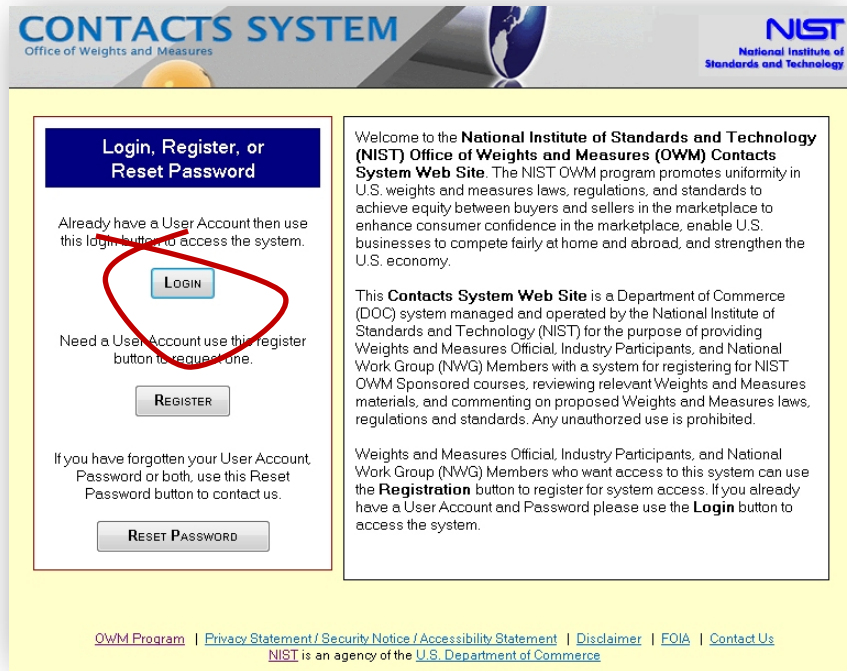

Figure 1. Login, Register, or Reset Password Screen.

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

3. My Training - Training Requests and Classes page (Figure 3) will display several options:

   a. Register for a Class
   b. Requested Training,
   c. Remove Requested Training,
   d. Upcoming Classes, and
   e. Completed Classes.

4. To **Request Transcripts**, click on "Printer Friendly" (see Figure 3) and a pop-up window will display a "Printer Friendly" link to initiate the print function. (**Note:** Your updated transcript is generally available within 15 days of when a class is completed.)

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Figure 3. My Training - Training Requests and Classes Screen.

5. To **Request Training**, select "Request Training" button (Figure 3).

   a. To find a class, you can search by (See Figure 4):

      i. selecting a Course Type field from the drop down list,

      ii. entering Course Number,

      iii. entering Class Number, or

      iv. entering a **Topic** that you are interested in learning.

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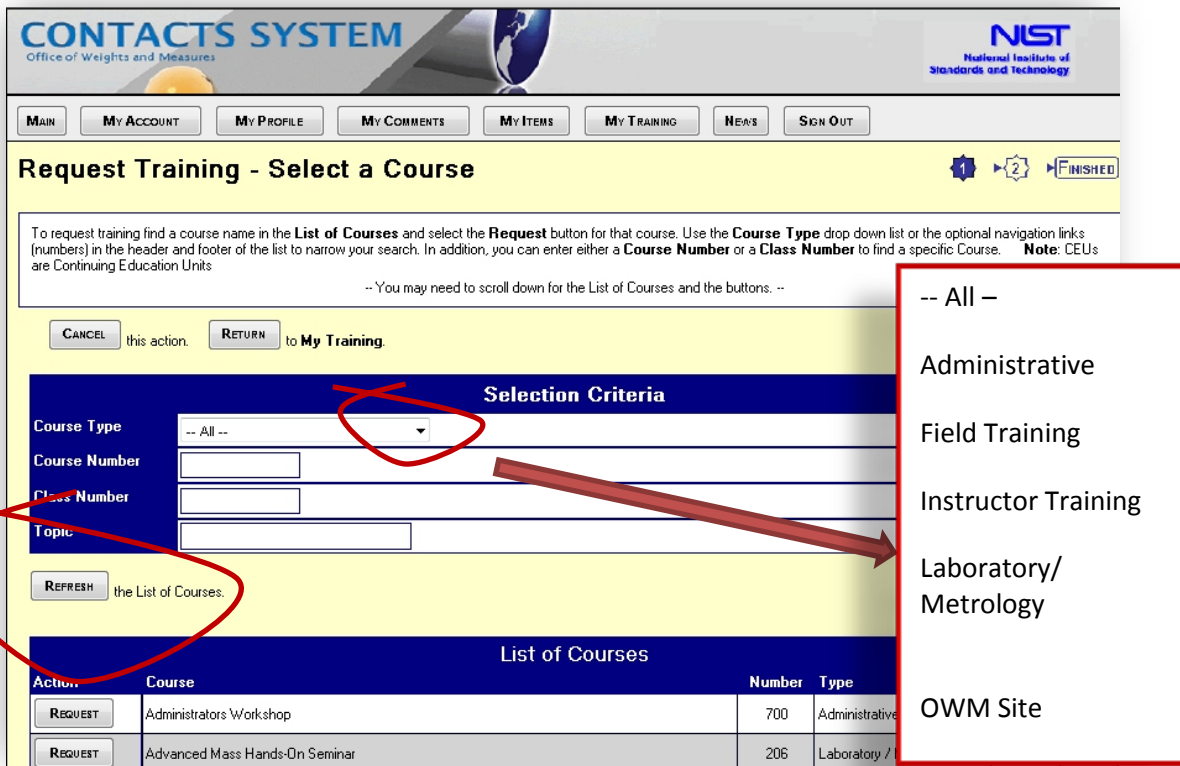

Figure 4. Request Training - Select a Course Screen.

b. From the **List of Courses**, select the "Request" button for that course (see Figure 5).

   i. For example, **Fundamentals of Metrology**, if the class has already been scheduled, use the "Select" button for your Class preference (See Figure 5).

   ii. Once selected, if correct, select the "Submit" button.

   iii. If a class has been scheduled, use the "Select" button for your Class preference.

   iv. If the "Select" button for a class is disabled, the class is full.

c. Once you click on "Submit" in the **Selected Course** field, a pop-up message will appear stating, "Are you sure you want to select this class?"

d. If yes, your request will be now submitted.

e. If you click "Cancel," the OWM Contacts System screen will return to "Request Training – Confirm Selection."

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Figure 5. Request Training - Confirm Selection Screen.

6. Your training request will be processed by an OWM staff member. When your request has been approved, you will receive an acknowledgement e-mail. You will be contacted 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).

7. If the **COURSE** you are interested in has not been scheduled, your selection will notify our office of your interest, which will be taken into consideration when planning future training events.

8. 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.