

# 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>.

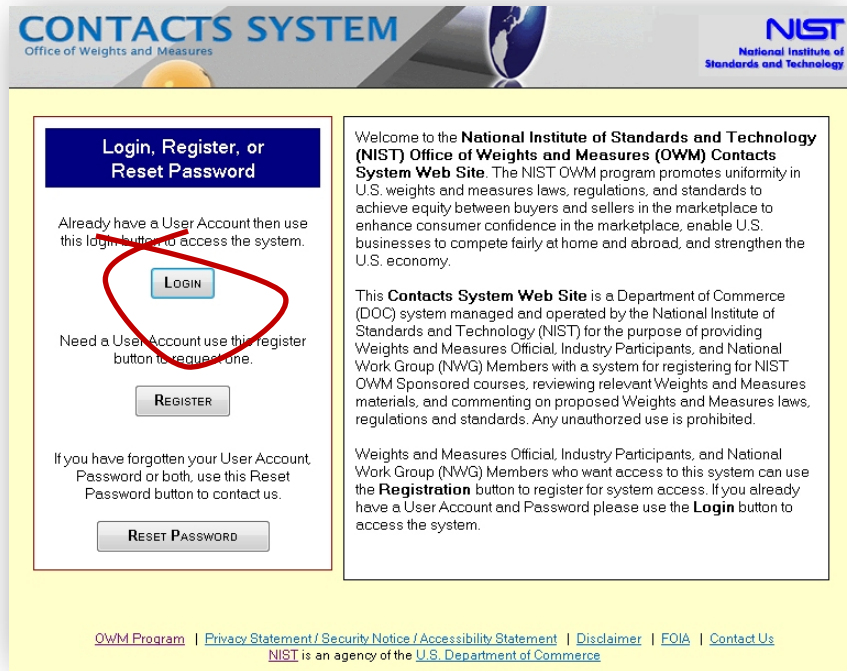


Figure 1. Login, Register, or Reset Password Screen.

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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.

The screenshot shows the main interface of the NIST OWM Contact Management System. At the top, a navigation bar contains several tabs: MAIN, MY ACCOUNT, MY PROFILE, MY COMMENTS, MY ITEMS, MY TRAINING (circled in red), NEWS, and SIGN OUT. Below the navigation bar, the page is divided into several sections. On the left, there is an 'Account Summary' box for Isabel Chavez, an Administrator, with fields for User Name, User Type, Last Update, and Password Change. The main content area features a 'Welcome' message, a list of navigation options (My Account, My Profile, My Comments, My Items, My Training, News, Sign Out), and an 'Important Message' regarding draft publications. At the bottom, a table titled 'Recently Added New Items and Documents' lists two items: 'Handbook 105-7 Consolidated Comments Mar2013' and 'Handbook 105-7 Seraphin Comments'.

Item	Number	Type	Date Added	Comments Due
Handbook 105-7 Consolidated Comments Mar2013	105-7C	Other	3/07/2013	1/02/2014
Handbook 105-7 Seraphin Comments	009	Other	2/19/2013	1/02/2014

Figure 2. Main Screen after sign-on.

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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The screenshot displays the 'CONTACTS SYSTEM' interface for the Office of Weights and Measures, National Institute of Standards and Technology (NIST). The page title is 'My Training - Training Requests and Classes'. It features a navigation bar with buttons for 'MAIN', 'MY ACCOUNT', 'MY PROFILE', 'MY COMMENTS', 'MY ITEMS', 'MY TRAINING', 'NEWS', and 'SIGN OUT'. The main content area is divided into three sections: 'Requested Training', 'Upcoming Classes', and 'Completed Classes'. Each section contains a table of course information. Red callouts highlight specific elements: 'To request an OFFICIAL Transcript' points to the 'CREATE Unofficial Transcript (PDF)' button; 'To print an UNOFFICIAL Transcript' points to the 'REQUEST' button; and 'To Request Training' points to the 'REQUEST' button. The 'Requested Training' table lists 'Fundamentals of Metrology' (Class 711, Type Laboratory / Metrology, Format Seminar, CEUs 4.5, Preference August 12, 2013). The 'Upcoming Classes' table lists 'Webinar - Document Control and Record Keeping' (Class 5247, Date 8/15/2013, Time 2:00 PM, Hours 2.0, Format, Location Adobe Connect). The 'Completed Classes' table lists 'Webinar - Internal Auditing Best Practices' (Class 5234, Date 5/2/2013, Hours 2.0, CEUs, Instructor Elizabeth Gentry, Location Adobe Connect).

Course	Number	Type	Format	CEUs	Preference
Fundamentals of Metrology	711	Laboratory / Metrology	Seminar	4.5	August 12, 2013

Course	Class	Date	Time	Hours	Format	Location
Webinar - Document Control and Record Keeping	5247	8/15/2013	2:00 PM	2.0		Adobe Connect

Course	Class	Date	Hours	CEUs	Instructor	Location
Webinar - Internal Auditing Best Practices	5234	5/2/2013	2.0		Elizabeth Gentry	Adobe Connect

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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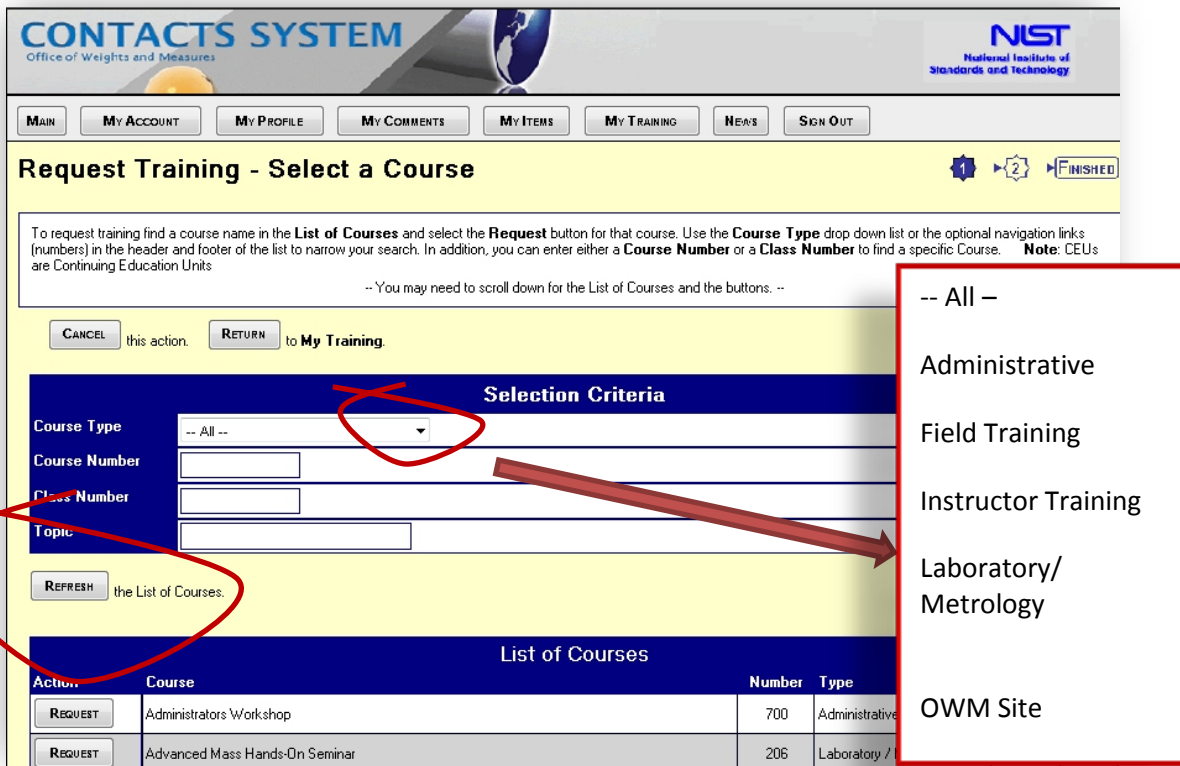


Figure 4. Request Training - Select a Course Screen.

- 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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**CONTACTS SYSTEM**  
Office of Weights and Measures

**NIST**  
National Institute of Standards and Technology

MAIN MY ACCOUNT MY PROFILE MY COMMENTS MY ITEMS MY TRAINING NEWS SIGN OUT

## Request Training - Confirm Selection

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. **Note:** CEUs are Continuing Education Units  
-- You may need to scroll down for the data and the buttons. --

this action.  to **My Training**.  another Course.

### Training Request Data

Course	Fundamentals of Metrology
Number	211
Type	Laboratory / Metrology

**Note:** All listed times are local times based on the location except for the location Adobe Connect which is Eastern Time.

### List of Scheduled Classes

Action	Class	Date	Time	Hours	Instructor	Location
<input type="button" value="SELECT"/>	5208	4/15/2013	8:00 AM	40.0	Jose Anibal Torres-Ferrer, Val Miller	Gaithersburg, MD
<input type="button" value="SELECT"/>	5248	8/19/2013	8:00 AM	40.0	Val Miller	NIST Gaithersburg, MD

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.