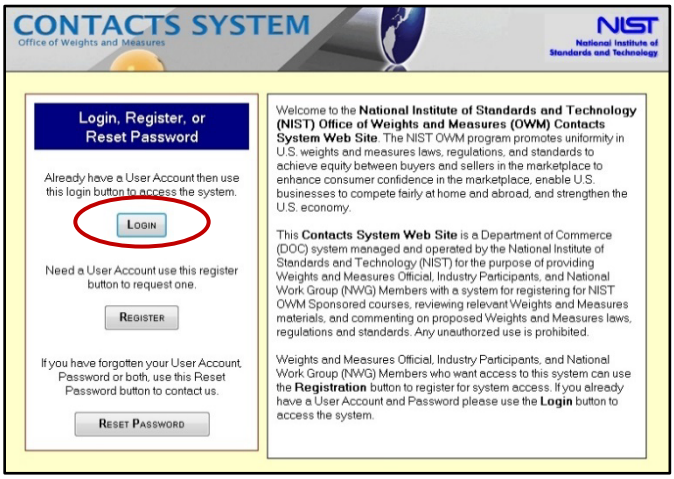
Requesting Training and Transcripts in the OWM Contacts System

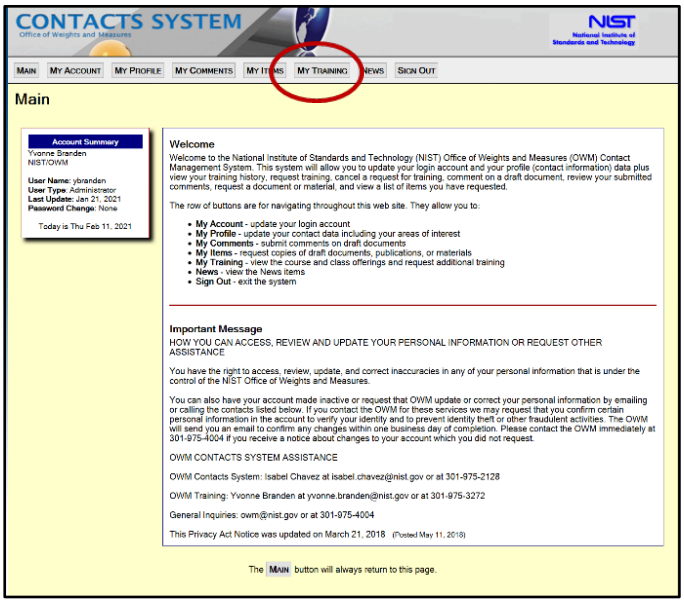
Follow the steps below to request training through the OWM Contacts System.

1. Log into the OWM Contacts System Database with your user account and password: **tsapps.nist.gov/WMD/default.aspx.**

   To reset a password or recover a user account follow this instruction: **Resetting a Password or Recovering a User Account in the OWM Contacts System.**



2. Once you log in, select the **My Training** tab from the top menu.



3. **"My Training - Training Requests and Classes"** page: The following buttons are located at the bottom of the page.

   - **Request an upcoming Class** – This will bring up all scheduled classes and will allow you to request/register for classes.

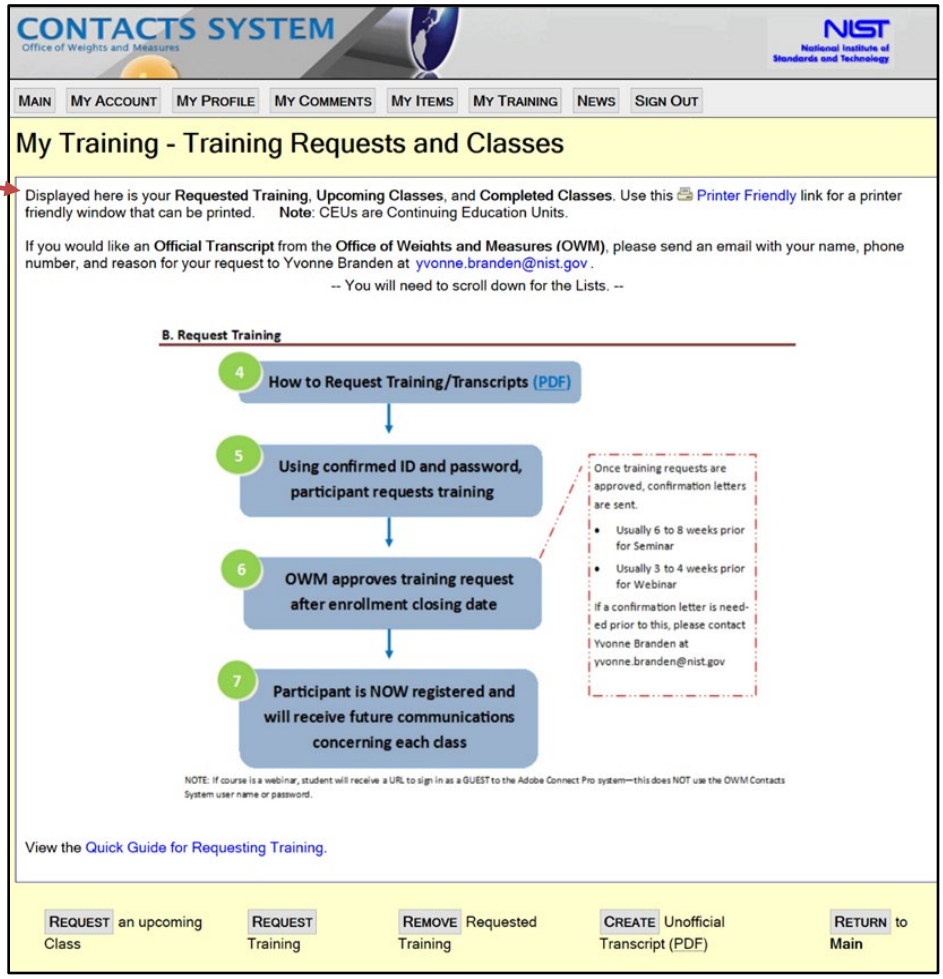
     - Any "register" button that is grayed out means that there are no available seats left in the class.

Requesting Training and Transcripts in the OWM Contacts System

- 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.
- **NOTE:** You are not confirmed for the class until you receive an email from the OWM Contacts System confirming that you are registered for the class.

- **Request Training that has not been scheduled** – Your selection will notify OWM of your interest and it will be taken into consideration when we are planning future events.
- **Remove Requested Training** – This will permanently remove your request for a class.
- **Create Unofficial Transcript (PDF)** – See page 5 for instructions.
- **Return to Main menu.**

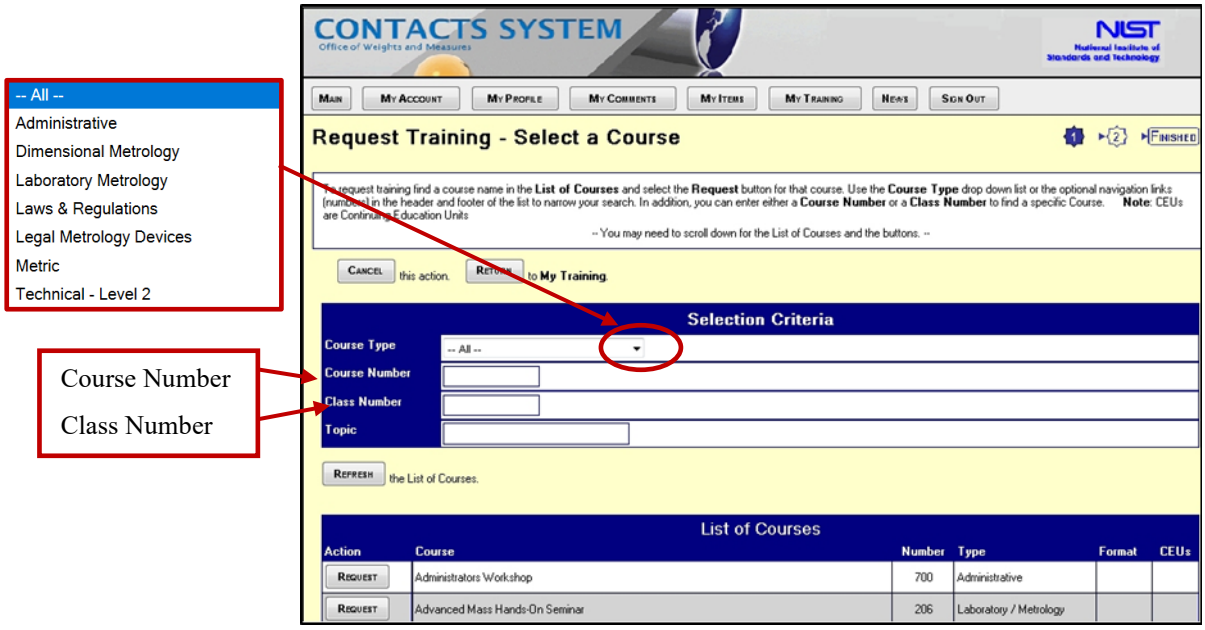
To print your requested training, upcoming classes, and completed classes



Requesting Training and Transcripts in the OWM Contacts System

To request training, select the **"Request Training"** button that appears on the "**My Training - Training Requests and Classes**" page. To find a class, you can search by:

- selecting a Course Type field from the drop-down list;
- entering Course Number;
- entering Class Number; or
- entering a Topic that you are interested in learning.



Selecting by a List of Courses – Select the "**Request**" button for that course.

1. For example, **Fundamentals of Metrology**, if the class has already been scheduled, use the "Select" button for your Class preference.

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

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

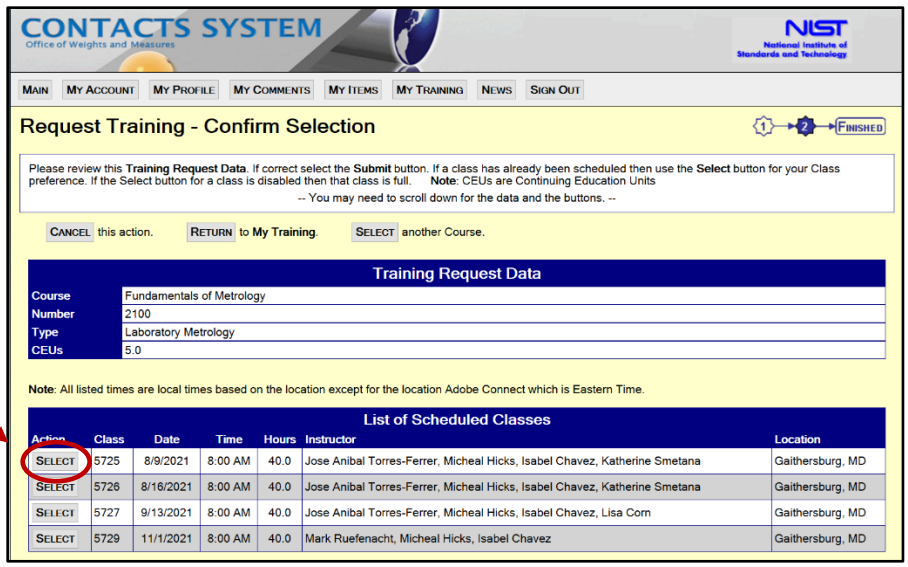
4. If the "Select" button for a class is disabled, the class is full.

   - 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?" If yes, your request will be submitted.

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

Requesting Training and Transcripts in the OWM Contacts System

To select a class



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

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. **Note**: CEUs are Continuing Education Units

-- You may need to scroll down for the data and the buttons. --

CANCEL this action. RETURN to **My Training**. SELECT another Course.

Training Request Data

Course	Fundamentals of Metrology
Number	2100
Type	Laboratory Metrology
CEUs	5.0

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
SELECT	5725	8/9/2021	8:00 AM	40.0	Jose Anibal Torres-Ferrer, Micheal Hicks, Isabel Chavez, Katherine Smetana	Gaithersburg, MD
SELECT	5726	8/16/2021	8:00 AM	40.0	Jose Anibal Torres-Ferrer, Micheal Hicks, Isabel Chavez, Katherine Smetana	Gaithersburg, MD
SELECT	5727	9/13/2021	8:00 AM	40.0	Jose Anibal Torres-Ferrer, Micheal Hicks, Isabel Chavez, Lisa Corn	Gaithersburg, MD
SELECT	5729	11/1/2021	8:00 AM	40.0	Mark Ruefenacht, Micheal Hicks, Isabel Chavez	Gaithersburg, MD

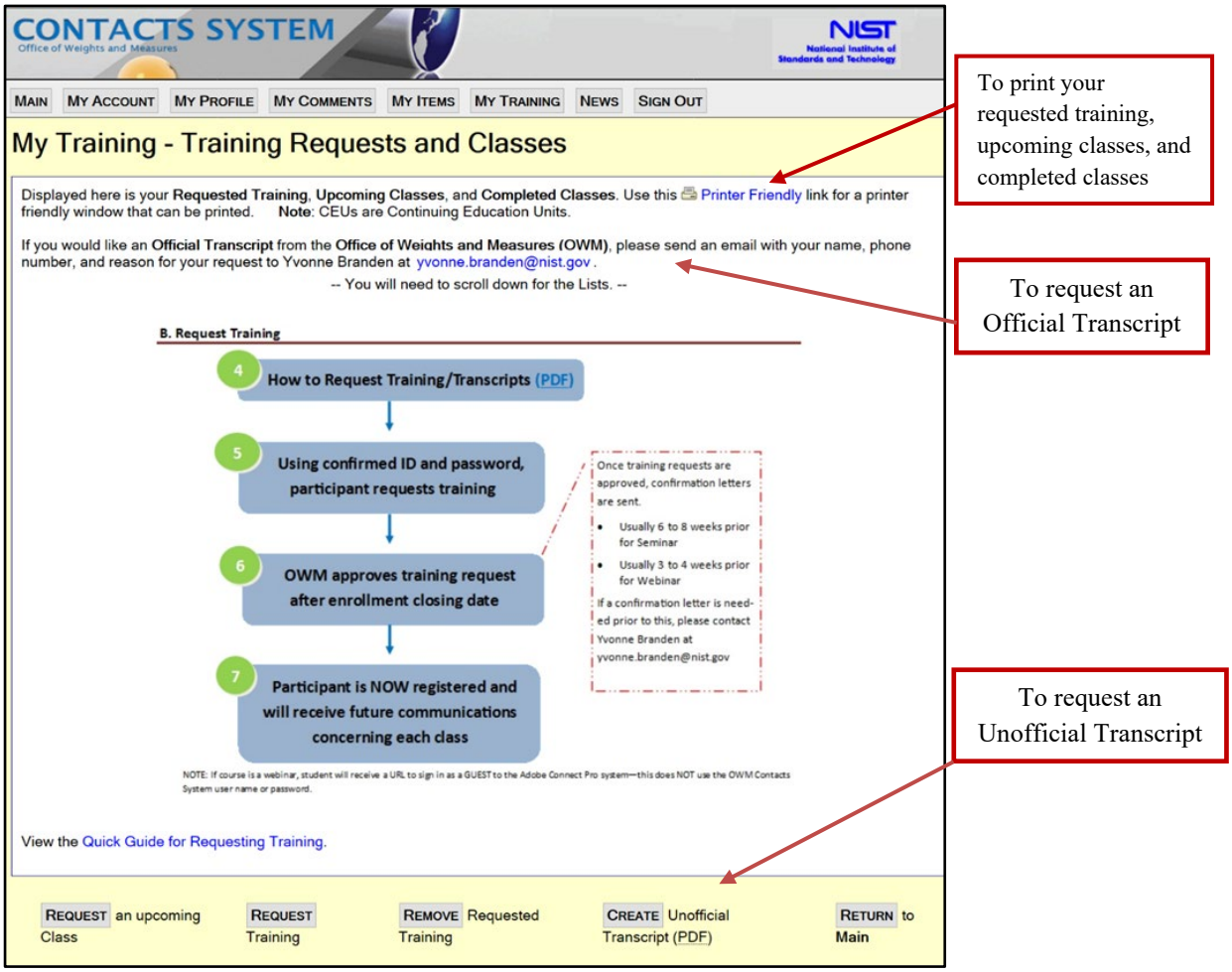
Your training request will be processed by an OWM staff member. When your request has been approved, you will receive an acknowledgement via email. You will be contacted with class specific information under separate cover (which may include a separate confirmation letter with requests for payment, if the course has a registration fee).

Requesting Training and Transcripts in the OWM Contacts System

Follow the steps below to request transcripts through the OWM Contacts System.

To request an Unofficial transcript, click on the "Create" Unofficial Transcript (PDF).

To request an Official transcript, please send an email with your name, phone number, and reason for your request to **yvonne.branden@nist.gov**. Please allow up to 20 business days for an official transcript.

To print your Requested Training, Upcoming Classes and Completed History – Click on "Printer Friendly" link at the top of the page and a pop-up window will display a "Printer Friendly" link to initiate the print function.

NOTE: Your most recently completed classes may take up to 15 days to appear in your Completed Classes list.