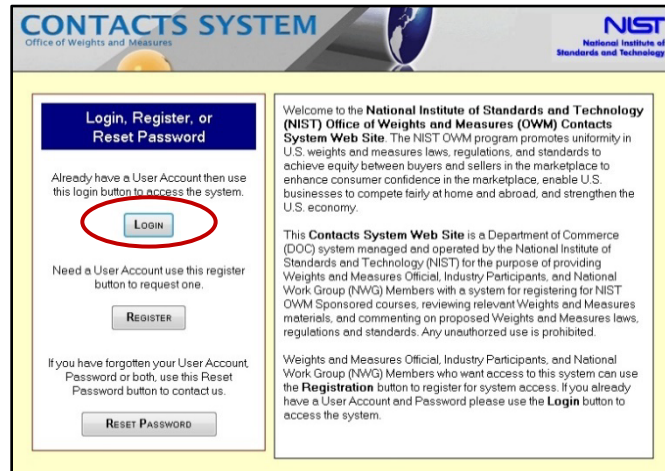


Requesting Training and Transcripts in the OWM Contacts System

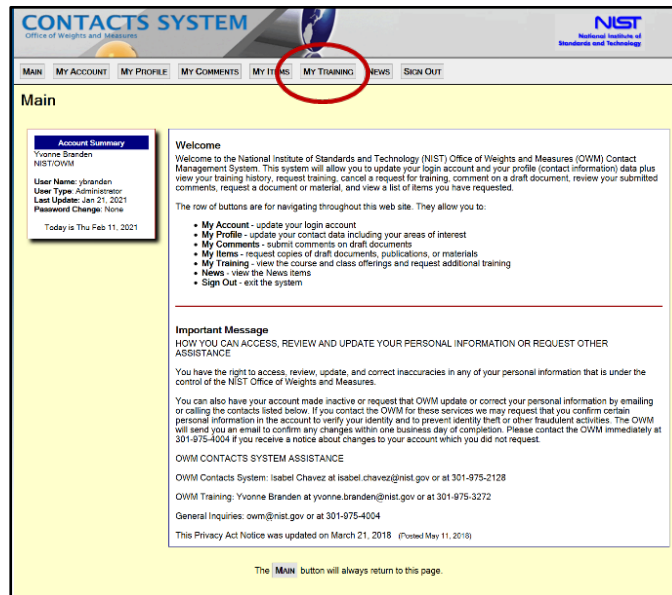
Follow the steps below to request training through the OWM Contacts System.

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

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

My Training - Training Requests and Classes

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

If you would like an Official Transcript from the Office of Weights and Measures (OWM), please send an email with your name, phone number, and reason for your request to Yvonne Branden at yvonne.branden@nist.gov.

-- You will need to scroll down for the Lists. --

B. Request Training

- 4 How to Request Training/Transcripts (PDF)
- 5 Using confirmed ID and password, participant requests training
- 6 OWM approves training request after enrollment closing date
- 7 Participant is NOW registered and will receive future communications concerning each class

Once training requests are approved, confirmation letters are sent.

- Usually 6 to 8 weeks prior for Seminar
- Usually 3 to 4 weeks prior for Webinar

If a confirmation letter is needed prior to this, please contact Yvonne Branden at yvonne.branden@nist.gov

NOTE: If course is a webinar, student will receive a URL, to sign in as a GUEST to the Adobe Connect Pro system—this does NOT use the OWM Contacts System user name or password.

[View the Quick Guide for Requesting Training.](#)

REQUEST an upcoming Class REQUEST Training REMOVE Requested Training CREATE Unofficial Transcript (PDF) RETURN to Main

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.

The screenshot shows the 'Request Training - Select a Course' page. The 'Selection Criteria' section contains the following fields:

- Course Type: A dropdown menu with a red circle around the arrow and a red box around the entire field. A red arrow points from a box containing the list of course types to this dropdown.
- Course Number: An input field with a red arrow pointing to it from a box labeled 'Course Number'.
- Class Number: An input field with a red arrow pointing to it from a box labeled 'Class Number'.
- Topic: An input field.

The 'List of Courses' table is as follows:

Action	Course	Number	Type	Format	CEUs
<input type="button" value="REQUEST"/>	Administrators Workshop	700	Administrative		
<input type="button" value="REQUEST"/>	Advanced Mass Hands-On Seminar	206	Laboratory / Metrology		

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

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	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
<input type="button" value="SELECT"/>	5725	8/9/2021	8:00 AM	40.0	Jose Anibal Torres-Ferrer, Micheal Hicks, Isabel Chavez, Katherine Smetana	Gaithersburg, MD
<input type="button" value="SELECT"/>	5726	8/16/2021	8:00 AM	40.0	Jose Anibal Torres-Ferrer, Micheal Hicks, Isabel Chavez, Katherine Smetana	Gaithersburg, MD
<input type="button" value="SELECT"/>	5727	9/13/2021	8:00 AM	40.0	Jose Anibal Torres-Ferrer, Micheal Hicks, Isabel Chavez, Lisa Com	Gaithersburg, MD
<input type="button" value="SELECT"/>	5729	11/1/2021	8:00 AM	40.0	Mark Ruefenacht, Micheal Hicks, Isabel Chavez	Gaithersburg, MD

To select a class

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.

The screenshot shows the 'CONTACTS SYSTEM' interface for the Office of Weights and Measures (OWM) at NIST. The page title is 'My Training - Training Requests and Classes'. It includes a navigation menu with options like 'MAIN', 'MY ACCOUNT', 'MY PROFILE', 'MY COMMENTS', 'MY ITEMS', 'MY TRAINING', 'NEWS', and 'SIGN OUT'. The main content area contains instructions on how to request training and transcripts, including a 'Printer Friendly' link. A flowchart titled 'B. Request Training' outlines the process in seven steps: 1. How to Request Training/Transcripts (PDF), 2. Using confirmed ID and password, participant requests training, 3. OWM approves training request after enrollment closing date, and 4. Participant is NOW registered and will receive future communications concerning each class. A callout box provides timing information: 'Usually 6 to 8 weeks prior for Seminar' and 'Usually 3 to 4 weeks prior for Webinar'. At the bottom, there are buttons for 'REQUEST an upcoming Class', 'REQUEST Training', 'REMOVE Requested Training', 'CREATE Unofficial Transcript (PDF)', and 'RETURN to Main'. Three red boxes with arrows point to specific elements: 'To print your requested training, upcoming classes, and completed classes' points to the 'Printer Friendly' link; 'To request an Official Transcript' points to the email instruction; and 'To request an Unofficial Transcript' points to the 'CREATE Unofficial Transcript (PDF)' button.