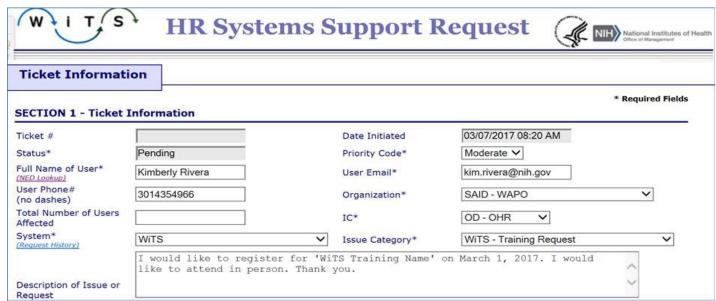


WiTS Training Registration Process

How to Register

To register for a WiTS training, interested staff will need to submit an HR Systems Support (HRSS) ticket.

- ➤ OHR WiTS Users can submit an HR System Support (HRSS) ticket directly through WiTS, using the Request for HR Systems Support workflow.
- ➤ IC Staff and Other Users can submit an HR Systems Support ticket via the <u>HR</u> Requests Page on the OHR website, selecting 'Initiate New Request'- 'Need Help?' NOTE: Other Users include those who do not currently have access to WiTS.



- In the 'Full Name of User', 'User Email', and 'User Phone#' fields, use the NED Lookup to populate the attendee's information.
- 2. Select the attendee's Branch, Office, or Unit in the 'Organization' field. *IC Staff select 'IC User'* and all Other Users select applicable organization.
- 3. Select the attendee's Institute or Center in the 'IC' field.
- 4. In the 'System' field, select 'WiTS.'
- 5. In the 'Issue Category' field, select 'WiTS Training Request.'
- 6. In the "Description of Issue or Request' field, enter the name and the date of the training class, and indicate if you wish to attend in person or via webinar, when applicable.
- 7. Submit the HRSS ticket (you will receive an email confirmation within two to three

Need to Cancel your registration?

➤ If you must cancel, for any reason, please submit an HR Systems Support ticket: IC Staffand Other Users utilize the HR Requests Page on the OHR website.

Notes about WiTS Training

- Unless stated in the training description, all WiTS training sessions are free.
- ➤ Unless stated in the training description, the WiTS Team is unable to offer sign-language interpreters or closed captioning capabilities. If you require interpreting services, please contact the Office of Research Services.
- Some training classes (for OHR employees) require Team Lead or Branch Chief nomination/approval for enrollment. See the prerequisite section for each training class for details.
- ➤ Be sure to follow any Branch or Office internal procedures before registering/attending any training class.
- Registration requests received less than two (2) business days prior to the training session may not be able to be honored.
- For webinars, you will receive the connection information (webinar link and call-in phone number) no later than two (2) business days prior to the training session.
- Classroom sessions have limited space. Registration requests will be honored in the order that they are received.
- ➤ For specific questions or inquires, or to request a personalized training session for your office, submit an HR Systems Support ticket: HR Requests Page on the OHR website or via WiTS using Issue Category- Information Request and describe your request in the Description of Issue or Request field. A member of the WiTS team will contact you within 2 business days.
- The WiTS Team does not preclude contract staff from attending training provided that they have been issued a Badge by the Division of Personnel Security and Access Control to access the NIH network and IT systems; are authorized to attend training by contract and Project Manager approval; and have completed the necessary HR Systems access disclosure forms. Forms are located on the HR Systems New User Accounts Page.

For more information, visit: Workflow information Tracking System (WiTS) at NIH