




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 [HR 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.

HR Systems Support Request  National Institutes of Health
Office of Management

Ticket Information

SECTION 1 - Ticket Information * Required Fields

Ticket #	<input type="text"/>	Date Initiated	03/07/2017 08:20 AM
Status*	Pending	Priority Code*	Moderate ▼
Full Name of User* <small>(NED Lookup)</small>	Kimberly Rivera	User Email*	kim.rivera@nih.gov
User Phone# <small>(no dashes)</small>	3014354966	Organization*	SAID - WAPO ▼
Total Number of Users Affected	<input type="text"/>	IC*	OD - OHR ▼
System* <small>(Request History)</small>	WiTS ▼	Issue Category*	WiTS - Training Request ▼
Description of Issue or Request	<input type="text" value="I would like to register for 'WiTS Training Name' on March 1, 2017. I would like to attend in person. Thank you."/>		

1. 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

business days of submission.

Need to Cancel your registration?

- If you must cancel, for any reason, please submit an HR Systems Support ticket: IC Staff and 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](#)