

# **AGENCYWIDE APPLICATION SERVICES**

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## **NASA On-line Registration System (NORS)**

### **User Operations Guide**

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National Aeronautics and  
Space Administration

Marshall Space Flight Center  
Huntsville, Alabama

**Introducing NORS ..... 2**

- Welcome To NORS ..... 3
- About This Guide ..... 3
- System Requirements ..... 3
- Security ..... 3
- Key Terms ..... 4
- Technical Support ..... 4
- Logging in to NORS ..... 5

**Using NORS ..... 6**

- User Home Page- Enrolled/Requested Courses ..... 9
- Viewing the Course Detail ..... 11
- Using the Course Catalog ..... 14
- Using the Course Schedule ..... 16
- Requesting New Course Offering ..... 18
- Completing a Course Evaluation ..... 19
- Approving/Denying Subordinate Requests ..... 21
- Approving/Denying Org Reviewer Requests ..... 24
- Using the Site Map ..... 26
- Viewing NASA’s Privacy Statement/Disclaimer ..... 27
- Viewing the Accessibility Certification (Section 508) ..... 28
- Viewing Frequently Asked Questions (FAQ) ..... 29
- Submitting Feedback ..... 30
- Contacting Us ..... 31
- Generating a Training History Transcript ..... 32
- Creating Subordinate Approval History report ..... 34
- Generating a Subordinate History Transcript ..... 35
- Viewing Personal Information ..... 37

Chapter 1

# Introducing NORS

- **Welcome to NORS**
  - About This Guide
  - System Requirements
  - Security
  - Technical Support
  - Key Terms
  
- **Logging in to NORS**

## Welcome To NORS

NORS is the web-based application that allows you to access and manage training.

Using NORS, you can enroll in courses, request offsite training, complete course evaluations, generate reports, update personal information, and approve/deny subordinate requests.

## About This Guide

This guide explains the procedures for using NORS.

This guide is intended for all levels of users: Subordinates, Supervisors/NASA Sponsors and Organization Reviewers.

## System Requirements

NORS has been tested and known to work on the following platforms:

- **IBM Compatible PC**
  - Internet Explorer 5.5 or higher
  - Netscape 4.76 or higher
  - Monitor resolution 800 by 600 pixels (recommended)
- **Macintosh**
  - Internet Explorer 5.0 or higher
  - Netscape 4.76 or higher
  - Monitor resolution 800 by 600 pixels (recommended)

## Security

All NORS users will need an user id and password to login to the system. The system will require you to input this data each time you enter the system. All user information inside NORS will be encrypted before being transmitted over the Internet.

## Key Terms

The following table provides a reference for key terms used throughout the document:

<b>Term</b>	<b>Definition</b>
<b>AdminSTAR</b>	An administrative application that allows the Training & Development Organization staff to manage all aspects of training.
<b>Civil Servant</b>	Any user that is a NASA employee.
<b>Contractor</b>	Any user that is not a NASA civil servant.
<b>NASA Sponsor</b>	A NASA civil servant who is responsible for approving contractor(s) course requests.
<b>Org Reviewer</b>	Any user setup in AdminSTAR to approve/deny requests for an particular Organization.
<b>Subordinate</b>	Any user in NORS that has a supervisor/NASA sponsor.
<b>Supervisor</b>	Any user specified as a supervisor by another user.
<b>Training &amp; Development Organization</b>	Organization located at each Center that manages training and development.

## Technical Support

NORS is delivered as a ready-to-use web application, equipped with an online tutorial, FAQ section, and context sensitive help option.

If for any reason you need more help than what is available from NORS please feel free to contact us:

**Phone:** (256) 544-HELP  
**Web Site:** <http://nors.nasa.gov>

## Logging in to NORS

You access NORS through the Internet using a standard web browser such as Netscape Communicator or Microsoft Internet Explorer. All NORS users will enter through the Learning Systems (SSO) Single Sign-On screen.

### To Login to NORS.

- 1 Type <http://nors.nasa.gov> into your browser.
- 2 At the login screen enter your **Username** and **Password**.

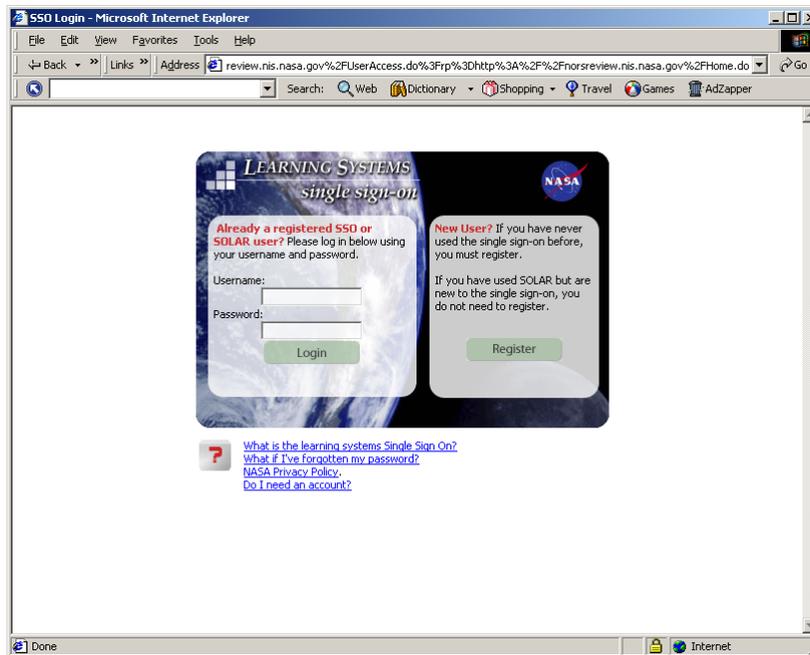


Figure 1- Learning Systems Single Sign-On Screen

- 3 Click the **Submit** button
- 4 NORS Home page appears.

Chapter 2

## Using NORS

### Using NORS

- The Menu bar
- Home Page- Enrolled/Requested Courses
- Using Course Catalog
- Using Course Schedule
- Requesting New Course Offering
- Generating Training History Report
- Completing Course Evaluation
- Approving/Denying Subordinate Request
- Creating Subordinate Approval History Report
- Update Personal Information

## Using NORS

Once you have logged into NORS, the first screen you see is the Homepage which contains the navigation header.

The Navigation header appears on every page in NORS. As you can see from the figure below the header includes the NORS logo, help links, a greeting message and the navigation bar. The navigation bar is divided into 5 major categories: Home, Course Info, My Transcript, My Account and Site Info. Each category is described in detail below.

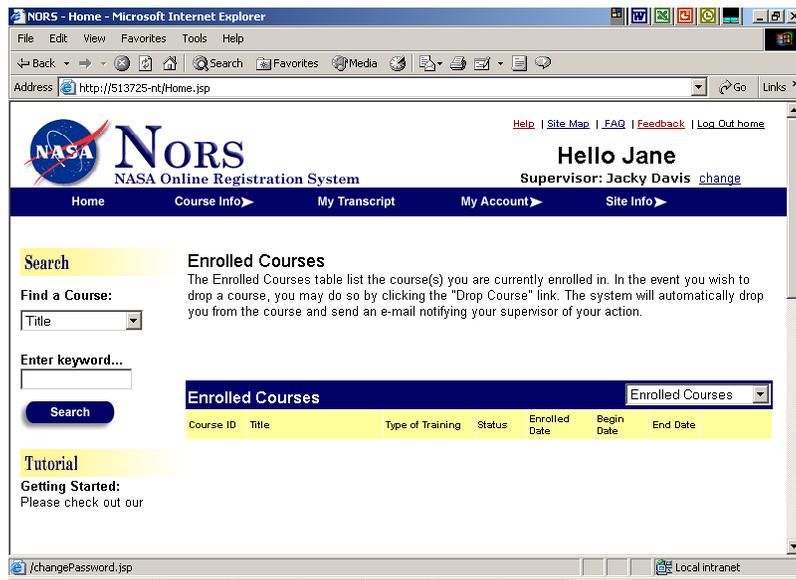


Figure 1- Home Page Screen

## The Navigation Bar

The following table breaks down each category of the Navigation bar:

Category	Description
Home	View the courses in which you are currently enrolled or have requested enrollment.
Course Info	<p><b>Course Catalog-</b> Search all active courses in the NORS catalog. You may filter your search by Course Id, Title, Center, Subject, Format, and Type of Training.</p> <p><b>Course Schedule-</b> Search all scheduled courses in the NORS catalog. Filter your search by Course Id, Title, Center, Subject,</p>

Category	Description
	<p>Format, Type of Training, or begin date and end date.</p> <p><b><u>Request New Course Offering</u></b>- Request training for a course that is not scheduled in AdminSTAR (i.e. academic training, local computer training, conferences, etc.)</p>
<b>My Transcript</b>	<p>Create a printer friendly report regarding your training history.</p>
<b>My Account</b>	<p><b><u>Course Evaluation</u></b>- Complete on-line surveys to evaluate such things as course sessions, instructors, training materials, facilities, and the overall training experience.</p> <p><b><u>Subordinate Requests</u></b>- As a supervisor/NASA sponsor, you have the capability to approve or deny your subordinates pending requests.</p> <p><b><u>Subordinate Approval History</u></b>- Create a printer friendly report regarding the approval/denial history of your subordinate requests.</p> <p><b><u>Subordinate Training History Transcript</u></b>- As a supervisor/NASA sponsor, you can view the training history of your subordinates.</p> <p><b><u>Org Reviewer Requests</u></b>- As an Org Reviewer, you have the capability to approve or deny the pending requests of any learner in your assigned organization.</p> <p><b><u>View Personal Info</u></b>- you may view your personal information in the NORS database or change your supervisor/NASA sponsor.</p>
<b>Site Info</b>	<p><b><u>508 Compliance</u></b>- States NORS compatibility with assistive technologies used by people with disabilities.</p> <p><b><u>NASA Privacy</u></b>- This policy establishes how NASA will use information gathered about you from your visit to NORS. The privacy of user information is of utmost importance to NASA.</p> <p><b><u>Site Map</u></b>- a visual model of NORS content that allows you to easily locate information.</p>

## User Home Page- Enrolled/Requested Courses

The homepage is a dynamic page which displays your enrolled/requested courses. You have the capability to drop any course(s) in which you are enrolled and/or cancel any pending request(s) you have submitted. An e-mail will be sent notifying your supervisor/ NASA sponsor of your action.

### To drop a course.

- 1 Select **Home** from the navigation bar.
- 2 In the **Enrolled Courses** table click, the **Drop Course** link. (see figure 2)

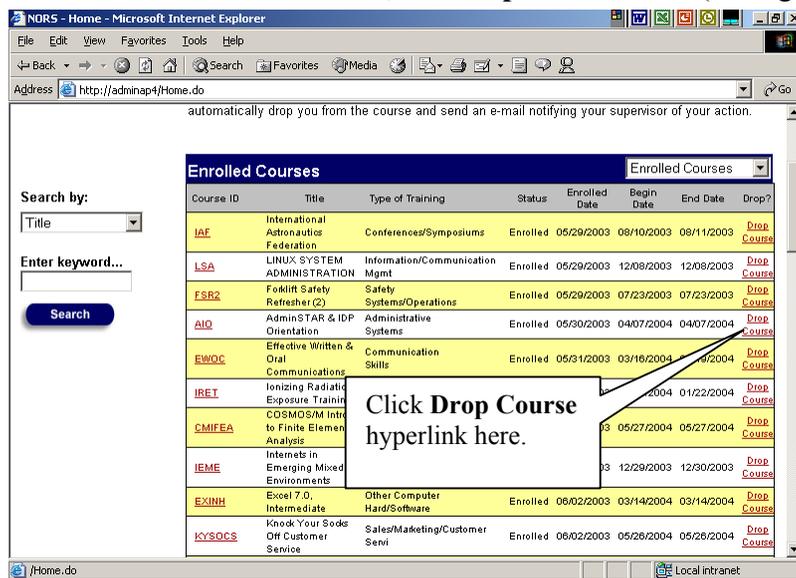


Figure 2-Enrolled Courses Table

- 3 Click the **Ok** button in the pop up menu, confirming that you want to drop the course.



- 4 A message is displayed confirming that the course enrollment was successfully dropped.  
(**Note:** An e-mail will be sent notifying your supervisor/ NASA sponsor of your action.)

## To cancel a request for enrollment.

- 1 Select **Home** from the navigation bar.
- 2 In **Enrolled Courses** Table, select **Requested Courses** from the drop down. (see figure 3)
- 3 Click the **Cancel Request** link in the Requested Courses table.

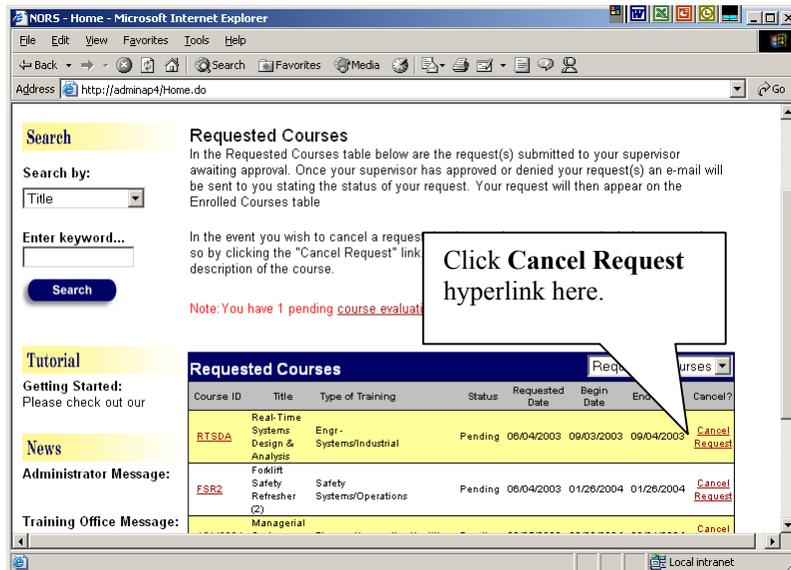


Figure 3- Requested Courses Table

- 4 Click the **Ok** button in the pop-up menu to confirm your action.



- 5 A message is displayed confirming that the course request was successfully cancelled.

(**Note:** An e-mail will be sent notifying your supervisor/NASA sponsor of your action.)

## Viewing the Course Detail

The course detail screens allow you to view detailed descriptions of the courses and course occurrences. The Course Catalog detail screen allows you to view a detailed description of the course. The Course Schedule detail screen allows you to view course dates, times, and locations of the course.

### To view the course catalog detail screen

- 1 Place mouse cursor over **Course Info** on the navigation bar and select **Course Catalog** from the drop-down.
- 2 Enter your search criteria. You can also filter your search by center, subject, format and/or type of training.
- 3 Click the **Submit** button to view search results.

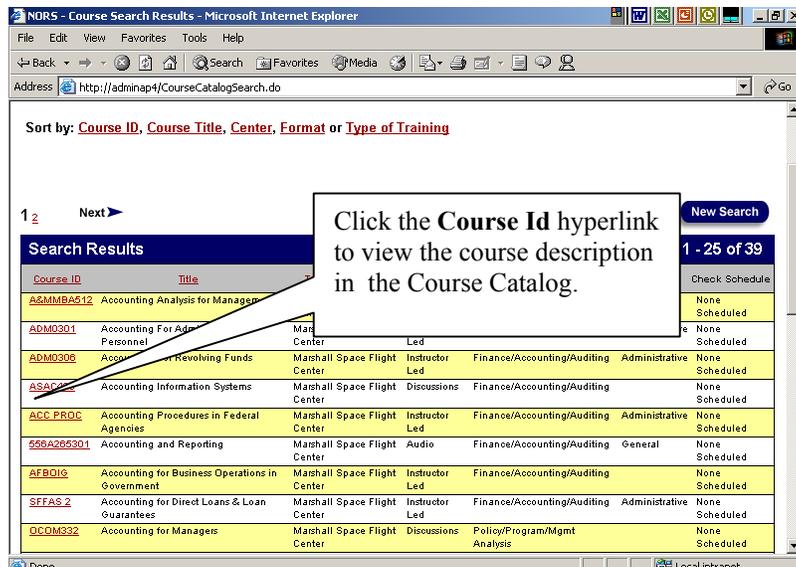


Figure 4- Course Catalog Search Results Screen

- 4 To view the Course Catalog Detail screen, click the **Course Id** of a course.

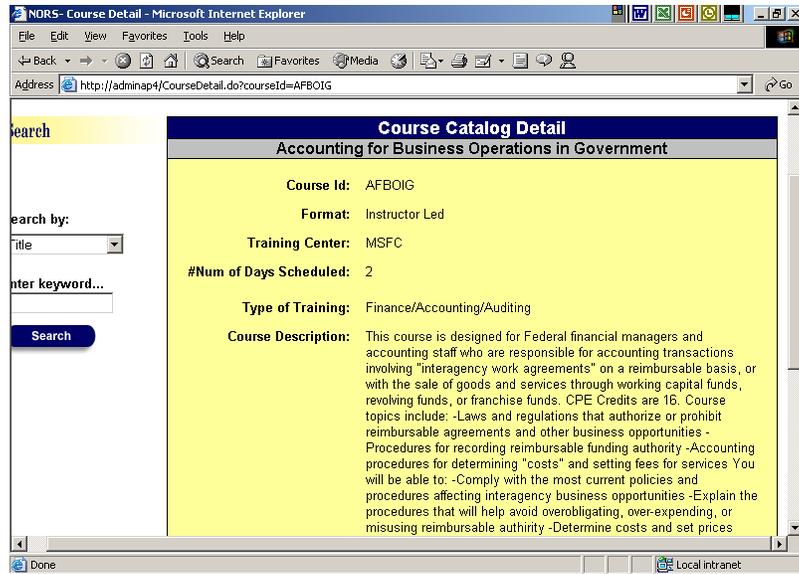


Figure 5- Course Catalog Detail Screen

- 5 Click the **Back** button to return to the previous screen.

### To view the course schedule detail screen

- 1 Place mouse cursor over **Course Info** on the navigation bar and select **Course Schedule** from the drop-down.
- 2 Enter your search criteria. You can also filter your search by center, subject, format and/or type of training.
- 3 Click the **Submit** button to view search results.

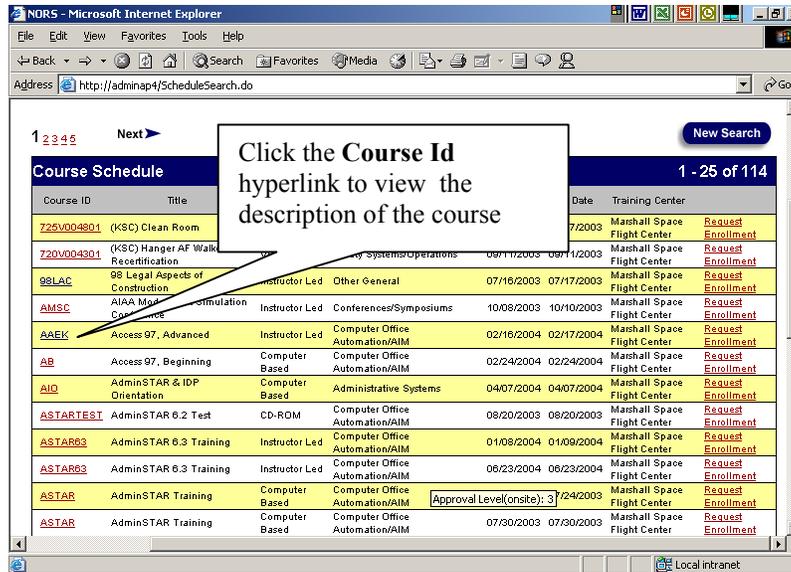


Figure 6- Course Schedule Search Results Screen

- To view the Course Schedule Detail screen click the **Course Id** of a course.

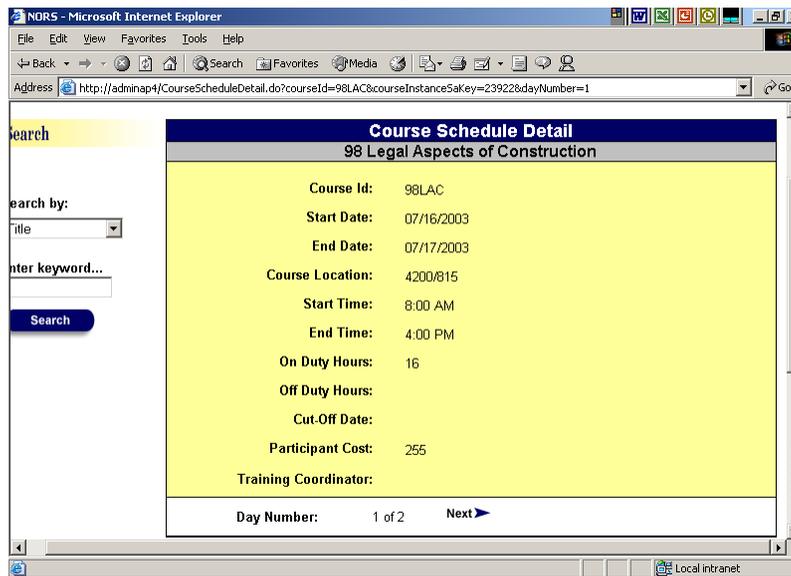


Figure 7- Course Schedule Detail Screen

- Click the **Back** button return to the previous screen.

## Using the Course Catalog

The course catalog provides you with the capability to search every active course in the NORS database. Your search may be filtered by course id, title, center, subject, format, and/or type of training. You also have the capability to select a course and request enrollment if it has been scheduled.

### To search for a course using the course catalog

- 1 Place mouse cursor over **Course Info** on the navigation bar and select **Course Catalog** from the drop-down.
- 2 On the **Course Catalog** page, enter your search criteria. You can also filter your search by center, subject, format and/or type of training.

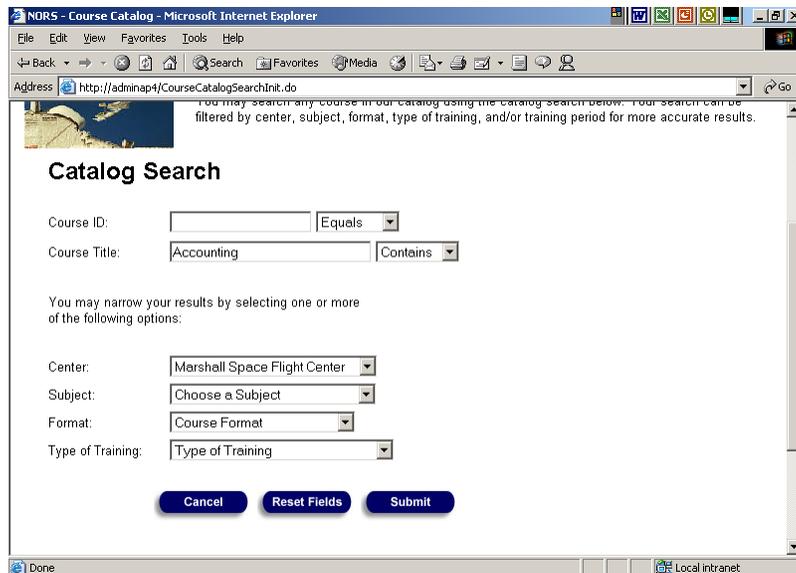


Figure 8- Course Catalog Screen

- 3 Click the **Submit** button to view search results.

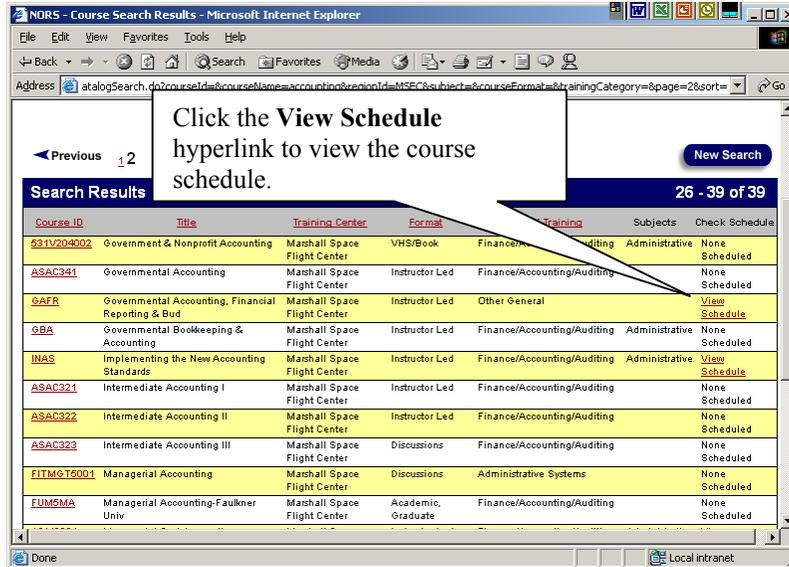


Figure 9- Course Catalog Search Results

- 4 (Optional)- You may sort your results by **Course Id**, **Course Title**, **Center**, **Format** or **Type of Training**. If you wish to see a detailed description of a course, click the **Course Id** link of the course you wish to view.
- 5 If you wish to view the schedule for a course on the **Search Results** screen, click the **View Schedule** link for that course (see figure 9).

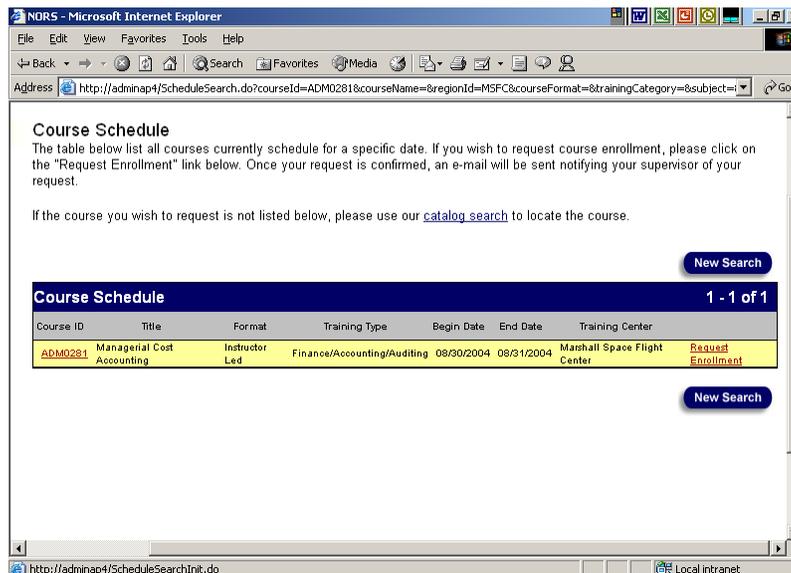


Figure 10- Scheduled Courses

- 6 To request enrollment, click the **Request Enrollment** link on the **Course Schedule Screen** (see figure 10).

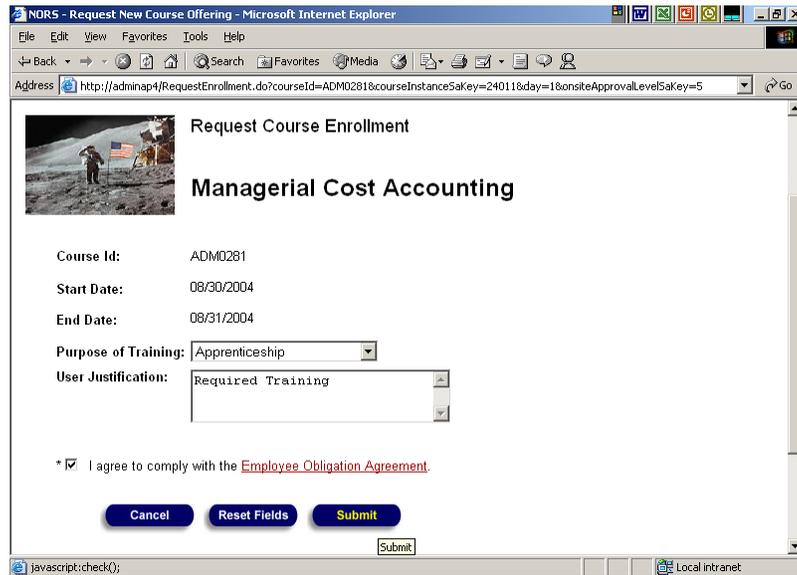


Figure 11- Request Enrollment Screen

- 7 Select **Purpose of Training** from the drop down and enter **User Justification** in the text area. (**Note:** The **Employee Obligation Agreement** must be checkbox must be checked to submit a course request.)
- 8 Click **Submit** button to submit your request.
- 9 Click the **Ok** button confirming your request was successfully submitted.

(**Note:** All contractors are automatically placed on a waitlist when requesting enrollment.)

## Using the Course Schedule

The course schedule allows you to search all scheduled courses in the NORS database. Your search may be filtered by course id, title, center, subject, format, and/or type of training. You also have the capability to select a course and request enrollment in any course scheduled.

### To search for a scheduled course

- 1 Place mouse cursor over **Course Info** on the navigation bar and select **Course Schedule** from the drop-down.

- 2 On the **Course Schedule** page, enter your search criteria. You can filter your search by center, subject, format type of training and/or begin/end date (see figure 12).

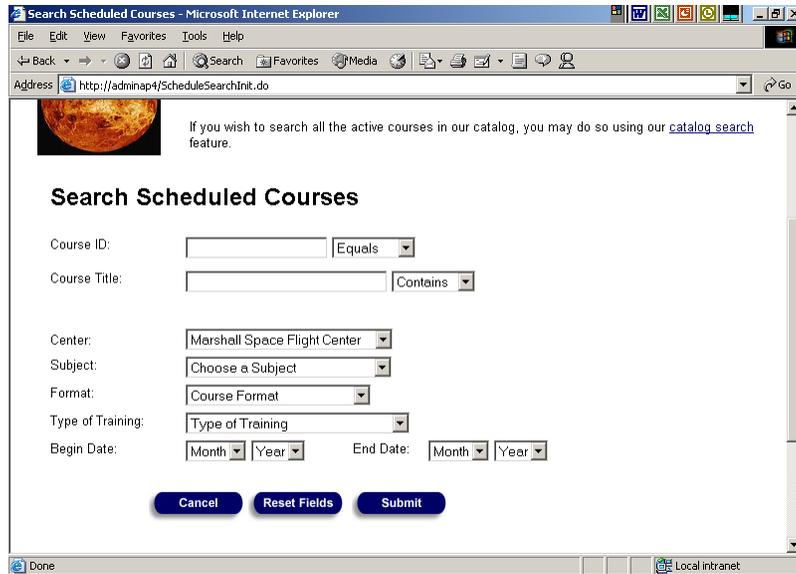


Figure 12- Course Schedule Screen

- 3 Click the **Submit** button.
- 4 (*Optional*)- If you wish to see a detailed description of a course, click the **Course Id** of that course. (see figure 13). After viewing the course description, please press the back button to return to previous page

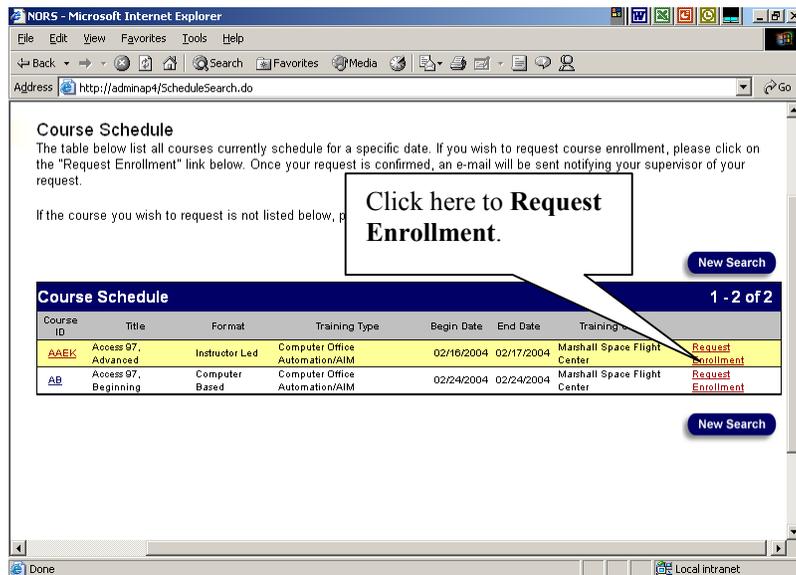


Figure 13- Course Schedule Search Results

- 5 Click the **Request Enrollment** link to submit a request (see figure 13).

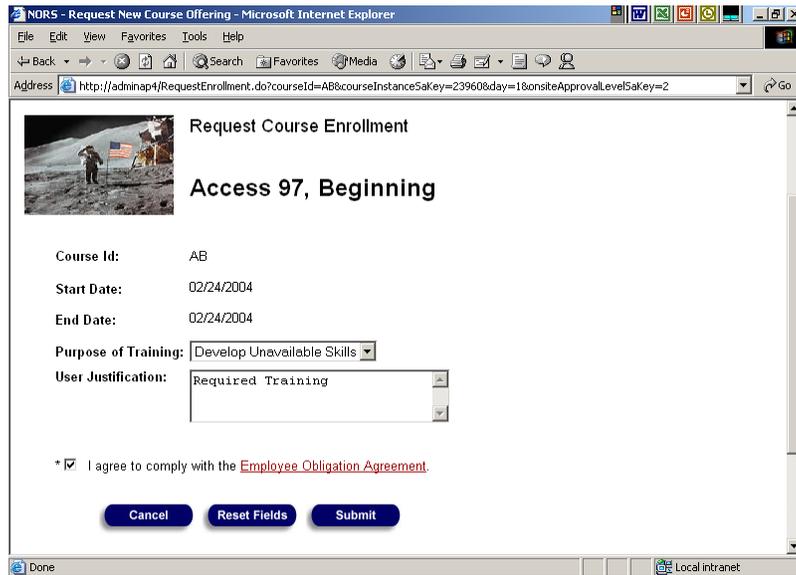


Figure 14- Request Enrollment Screen

- 6 Select your **Purpose of Training** from the drop-down and enter **User Justification** in the text area. . (Note: The **Employee Obligation Agreement** must be checkbox must be checked to submit a course request.)
- 7 Click **Submit** button to submit your request .
- 8 Click the **Ok** button confirming your request was successfully submitted.

(Note: All contractors are automatically placed on a waitlist when requesting enrollment.)

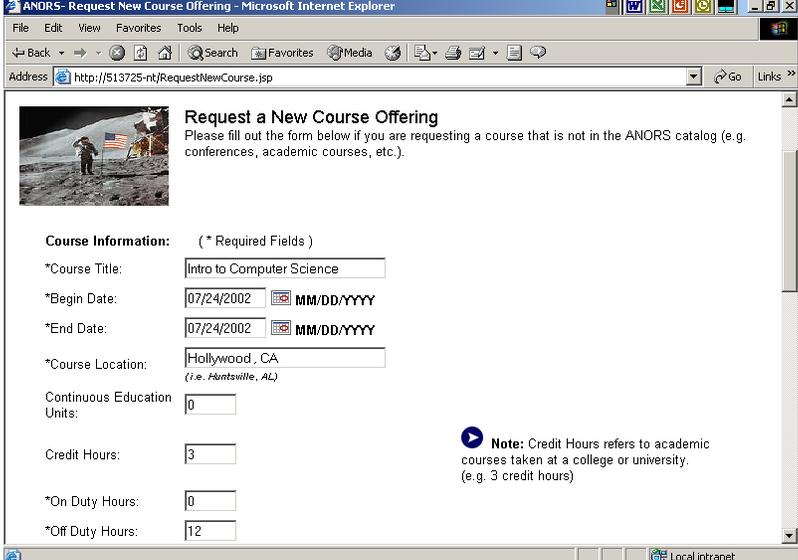
## Requesting New Course Offering

You have the capability to request training for a course that is not a NASA sponsored course, therefore it doesn't exist in the catalog or the schedule in AdminSTAR (i.e. academic courses, local computer short courses,, conferences, etc.). Upon submission, a pending request will be sent to your supervisor for approval/rejection.

### To request a new course offering

- 1 Place mouse cursor over **Course Info** on the navigation bar and select **Request New Course Offering** from the drop-down.

- 2 On the **Request New Course Offering** screen, enter the **Course Information** and **Vendor/School Information**. Required fields are marked with an asterisk (\*). (See figure 15).



ANDRS- Request New Course Offering - Microsoft Internet Explorer

Address: http://S13725-nt/RequestNewCourse.jsp

### Request a New Course Offering

Please fill out the form below if you are requesting a course that is not in the ANORS catalog (e.g. conferences, academic courses, etc.).

**Course Information:** (\* Required Fields)

\*Course Title:

\*Begin Date:  MM/DD/YYYY

\*End Date:  MM/DD/YYYY

\*Course Location:   
(i.e. Huntsville, AL)

Continuous Education Units:

Credit Hours:

\*On Duty Hours:

\*Off Duty Hours:

**Note:** Credit Hours refers to academic courses taken at a college or university. (e.g. 3 credit hours)

Figure 15- Request New Course Offering Screen

- 3 Click the **Submit** button.

(**Note:** A request with the status of “pending” will be added to the **Requested Courses** table on the **Homepage**.)

- 4 Click the “**ok**” button, to confirm your course request was successfully submitted.

## Completing a Course Evaluation

Some courses in NORS require you to complete a course evaluation. NORS will notify you upon login and via e-mail of your pending course evaluation(s). The course evaluation(s) must be completed before you can receive credit for completion of the course(s).

### To complete a course evaluation.

- 1 Place mouse cursor over **My Account** on the navigation bar and select **Course Evaluation** from the drop-down.

- 2 In the **Course Evaluation** table, select the **Take Evaluation** link (see figure 16).

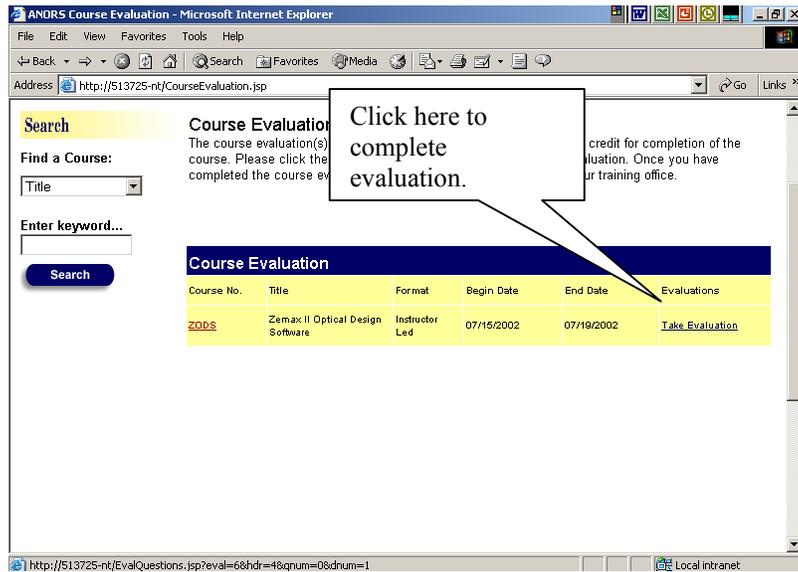


Figure 16- Course Evaluation Table

- 3 Complete the course evaluation and click the **Submit** button.

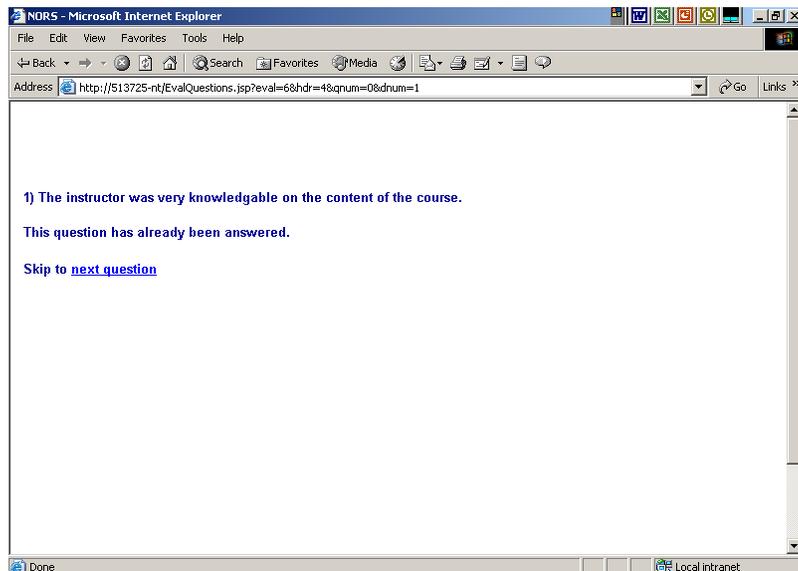


Figure 17- Sample Evaluation Question

(Note: An e-mail will be sent notifying your Training & Development Organization that you have completed the **Course Evaluation**.)

## Approving/Denying Subordinate Requests

As a supervisor/ NASA sponsor in NORS, you have the ability to approve or deny your subordinate(s) request. Your subordinate(s) will receive an e-mail regarding your approval/denial status.

### To approve a request.

- 4 Place mouse cursor over **My Account** on the navigation bar, select **Subordinate Info**, and select **Subordinate Request** from the drop-down.
- 5 In the Subordinate Requests table, select the **Approve** link (see figure 18).

(**Note:** If the course requested by the user is being held at a Center other than the Center they are assigned to, an alert message will appear. stating that the request is located at a different center than the subordinate is assigned.)

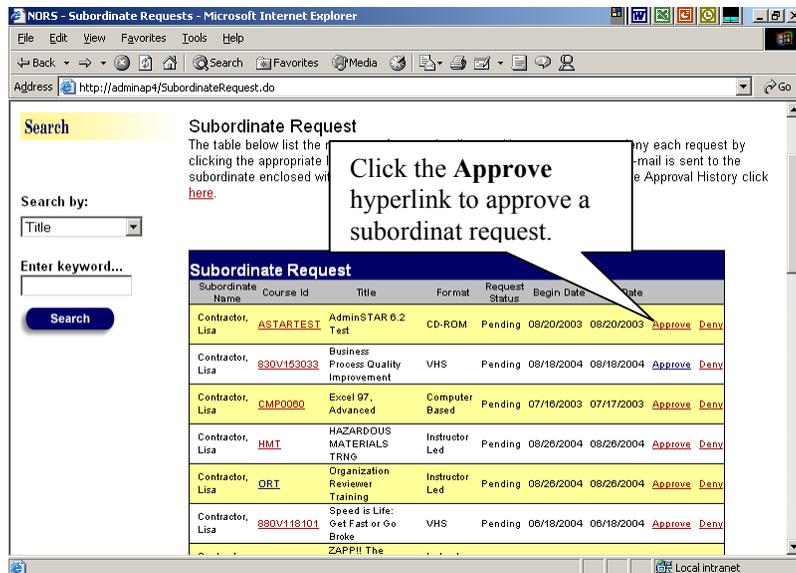
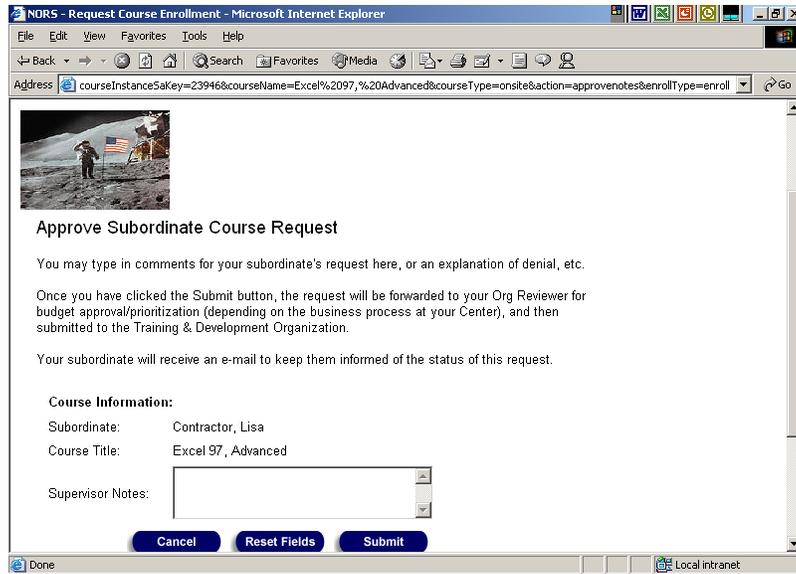


Figure18- Subordinate Request Table

- 6 Input **Supervisor Notes** into the text area and click the **“Submit”** button.

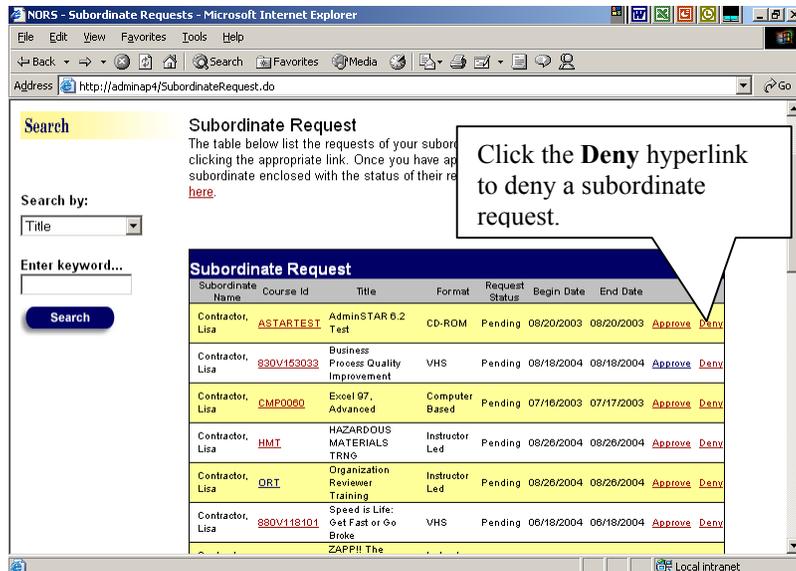


**Figure 19– Approve Subordinate Course Request screen**

- 7 Click **Ok** button, confirming your action.

### To deny a request.

- 1 Place mouse cursor over **My Account** on the navigation bar, select **Subordinate Info**, and then select **Subordinate Request** from the drop-down.
- 2 In the Subordinate Requests table select the **Deny** link (see figure 20).



**Figure 20- Subordinate Request Table**

- 3 Input **Supervisor Notes** into the text area and click the **Submit** button.

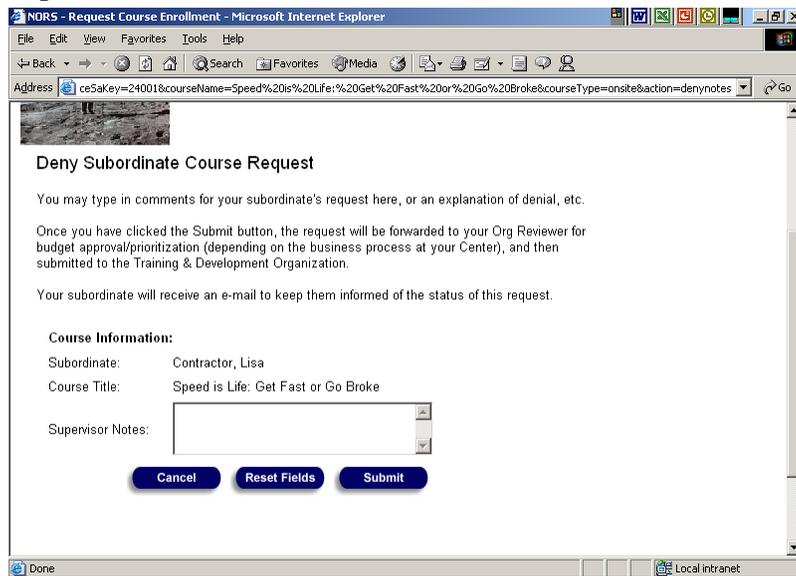


Figure 21 – Deny Subordinate Course Request screen

- 4 Click **Ok** button, confirming your action.

(**Note:** NORS will send an email to the subordinate notifying them that you have updated the status of their request.)

### To add a subordinate to waiting list.

- 1 Place mouse cursor over **My Account** on the navigation bar, select **Subordinate Info**, and then select **Subordinate Request** from the drop-down.
- 2 In the Subordinate Requests table select the **Approve** link.
- 3 An alert message message appears stating the class full and asking if you want to add the subordinate to waiting list. Click **Yes** in the popup message to add user to the waiting list.
- 4 Input **Justification/Comments** into the pop-up window and click the **Submit** button.
- 5 Click **Ok** button, confirming your action.

## Approving/Denying Org Reviewer Requests

As a Org Reviewer in NORS, you have the ability to approve or deny your subordinate(s) request. Your employee(s) will receive an e-mail regarding your approval/denial status.

### To approve a request.

- 1 Place mouse cursor over **My Account** on the navigation bar, select **Org Reviewer Request** from the drop-down.
- 2 In the Org Reviewer Request table, select the **Approve** link (see figure 22).

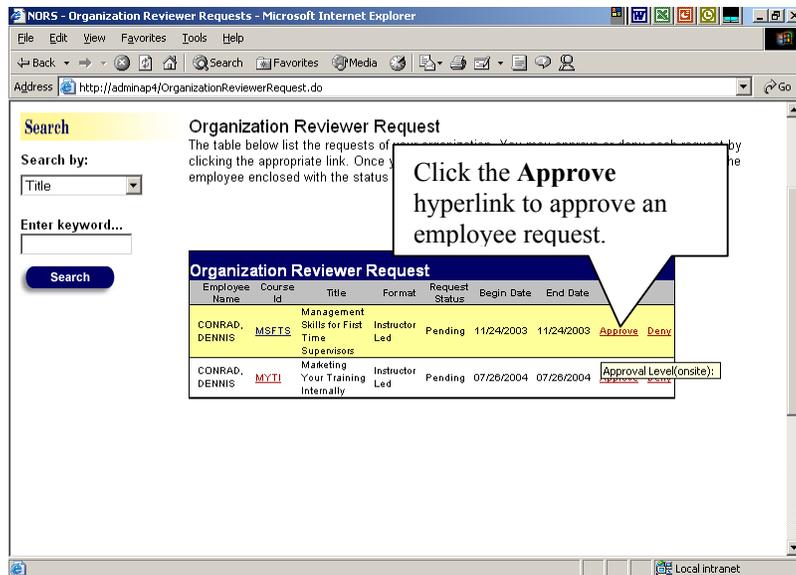


Figure 22- Organization Reviewer Request Table

- 3 Input **Organization Reviewer Notes** into the text area and click the **“Submit”** button.

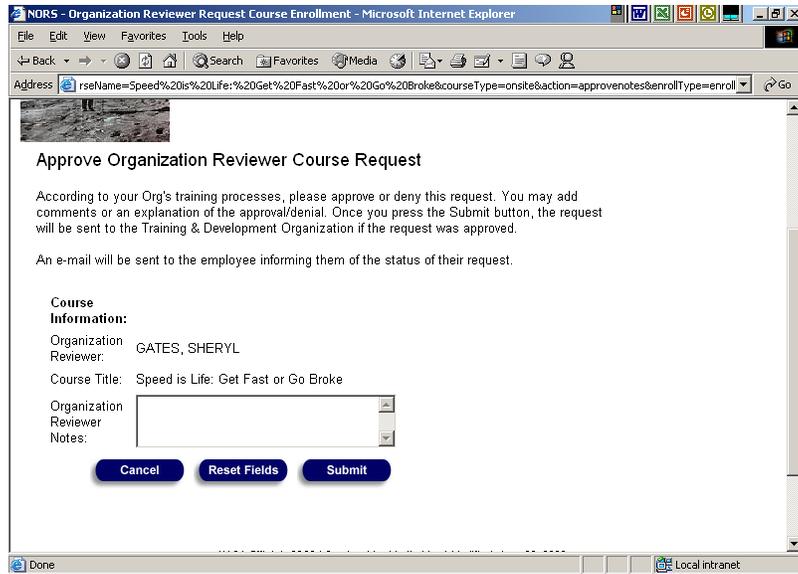


Figure 23– Approve Organization Reviewer Course Request screen

- 4 Click **Ok** button, confirming your action.

## To deny a request.

- 1 Place mouse cursor over **My Account** on the navigation bar, select **Subordinate Info**, and then select **Subordinate Request** from the drop-down.
- 2 In the Organization Reviewer Request table select the **Deny** link (see figure 24).

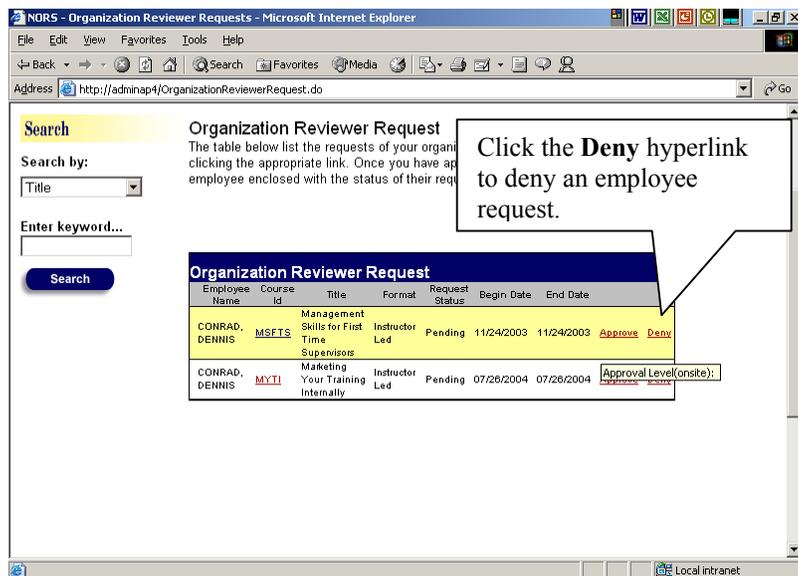


Figure 24- Organization Reviewer Request Table

- 3 Input **Organization Reviewer Notes** into the text area and click the **Submit** button.

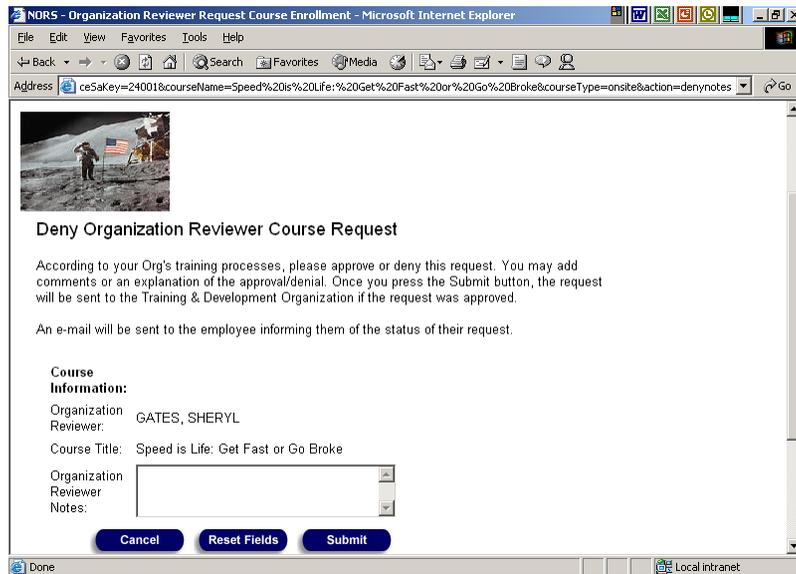


Figure 25– Deny Organization Reviewer Course Request screen

- 4 Click **Ok** button, confirming your action.

(**Note:** NORS will send an email to the employees notifying them that you have updated the status of their request.)

## Using the Site Map

The site map displays a map of all the pages available after you log into NORS.

### To view the site map.

- 1 Click the **Site Map** link in upper right hand corner of the page or place the mouse cursor over **Site Info** on the navigation bar and select **Site Map** from drop down.

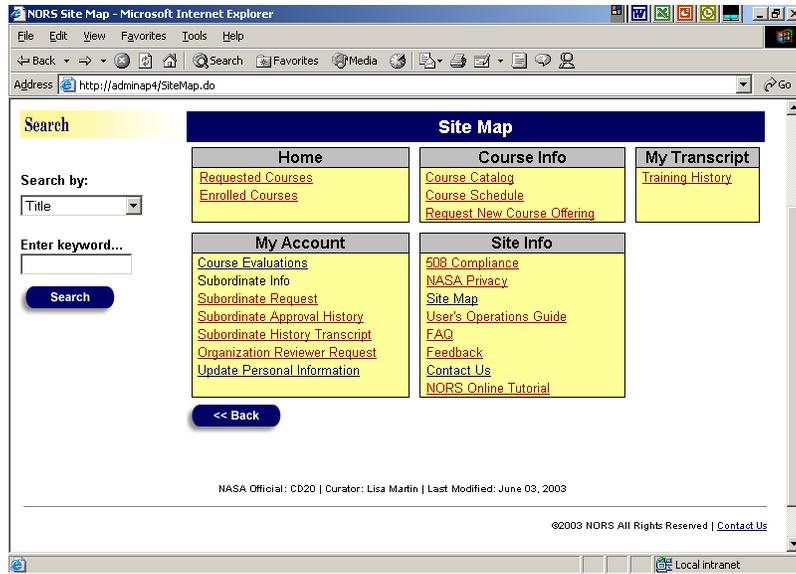


Figure 26- Site Map

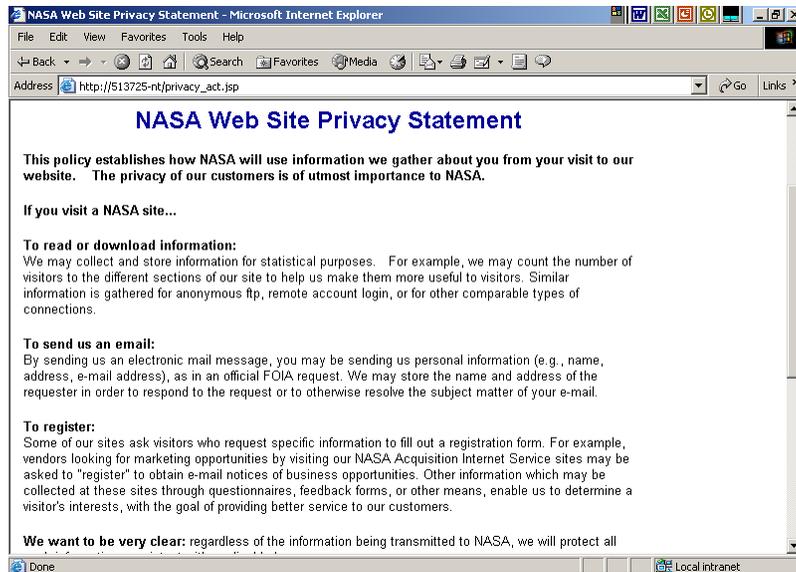
- 2 Click the link of the screen you wish to view or click the **Back** button to return to the previous page.

## Viewing NASA's Privacy Statement/Disclaimer

NASA's Privacy Statement states how NASA will use information gathered about you from your visit to NORS. The privacy of user information is of utmost importance to NASA.

### To view NASA's Privacy Statement/Disclaimer.

- 1 Place mouse cursor over **Site Info** on the navigation bar and select **Privacy Statement** from drop down.



**Figure 27- NASA Privacy Statement/Disclaimer**

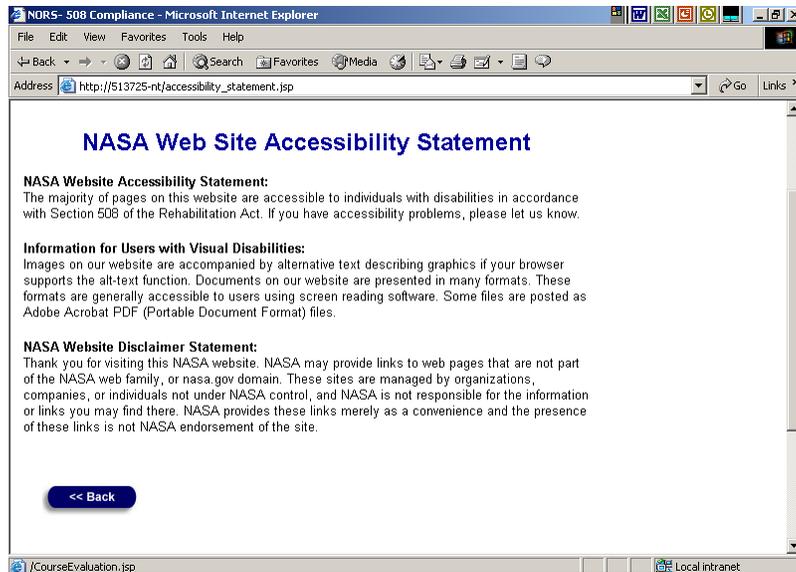
- 2 After viewing, click the **Back** button if you wish to return to the previous page.

## Viewing the Accessibility Certification (Section 508)

The Accessibility Certification (Section 508) screen states NORS compatibility with assistive technologies used by people with disabilities.

### To view the Accessibility Certification.

- 1 Place mouse cursor over **Site Info** on the navigation bar and select **508 Compliance** from drop down.



**Figure 28- Accessibility Statement (Section 508)**

- 2 After viewing, click the **Back** button if you wish to return to the previous page.

## Viewing Frequently Asked Questions (FAQ)

The Frequently Asked Questions (FAQ) screen displays a list of frequently asked questions by the users of NORS.

### To view the Frequently Asked Questions.

- 1 Click the **FAQ** link in the upper right hand corner of the screen.

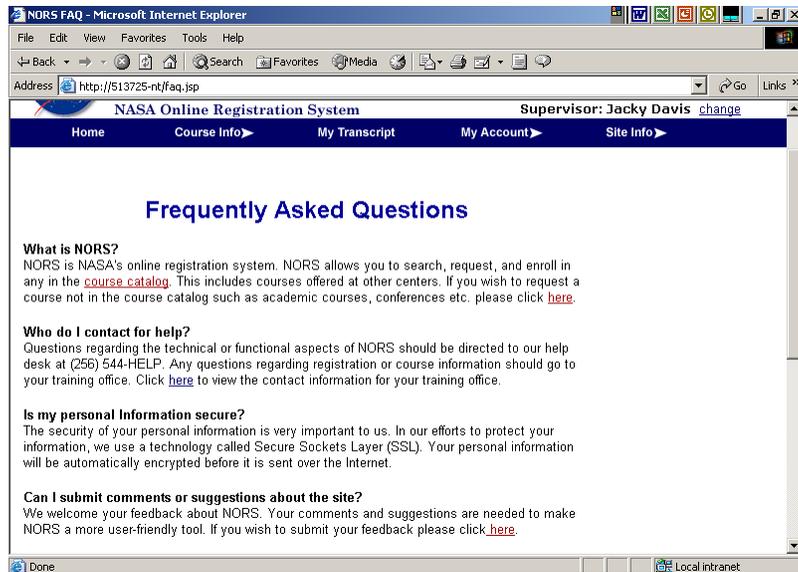


Figure 29- Frequently Asked Questions

- 2 After viewing, click the **Back** button if you wish to return to the previous page.

## Submitting Feedback

The Feedback section provides you an opportunity to express your suggestions/comments. Your suggestions/comments will be taken into consideration for future enhancements of NORS.

### To submit your feedback.

- 1 Click the **Feedback** link in the upper right corner of the screen.

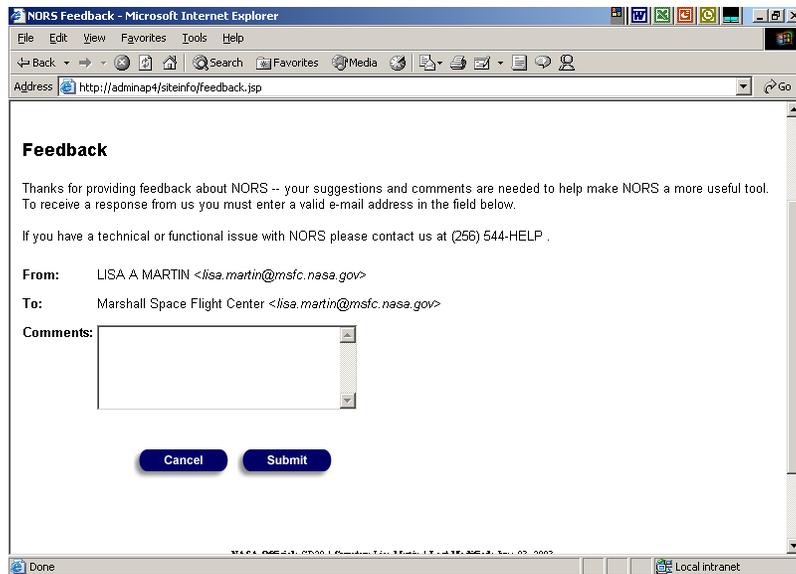


Figure 30- Feedback Screen

- 2 Enter suggestions/comments in **Comments** text area.
- 3 Click the **Submit** button.
- 4 Click the **Ok** button to confirm your feedback was successfully submitted.

## Contacting Us

The contact page displays each center Training & Development Organization contact information. Contact information consist of a telephone number and e-mail address.

**To view the Contact screen.**

- 5 Click **Contact Us** at the bottom of the screen.

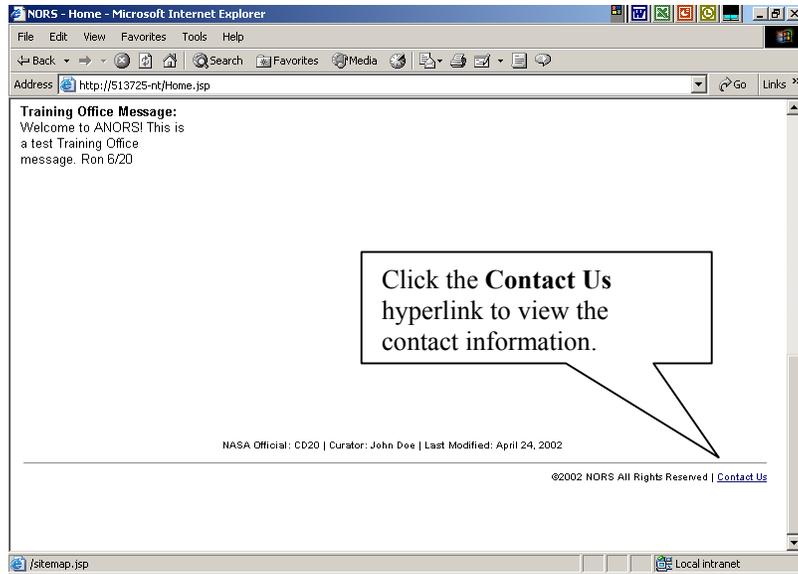


Figure 31- Contact Us Link

## 6 View Contact Information.

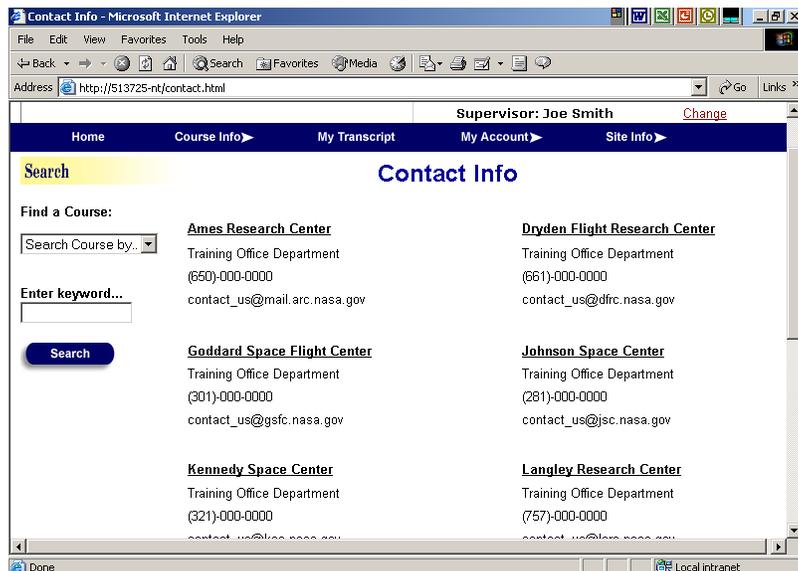


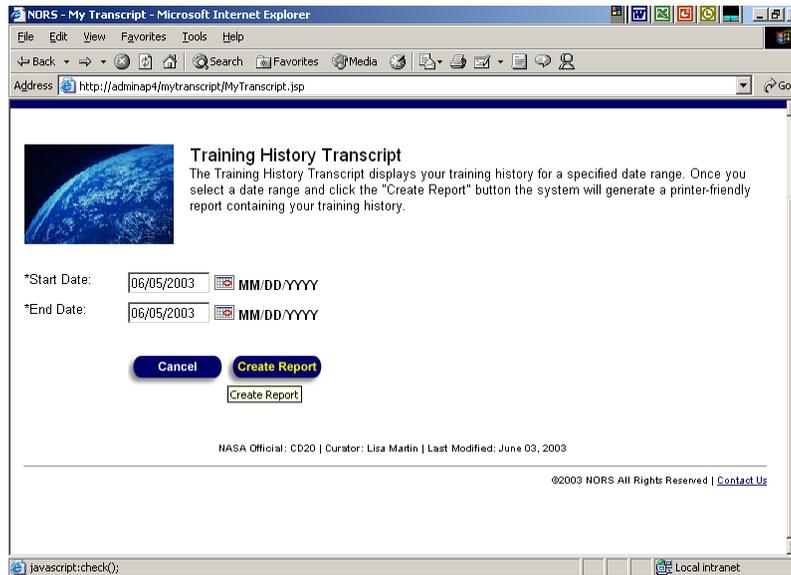
Figure 32- Contact Info Screen

## Generating a Training History Transcript

You can view courses and other training in which you have completed. NORS generates a printer friendly training history transcript listing the course id, course title, date completed, on-duty hours, off-duty hours, grade, and vendor.

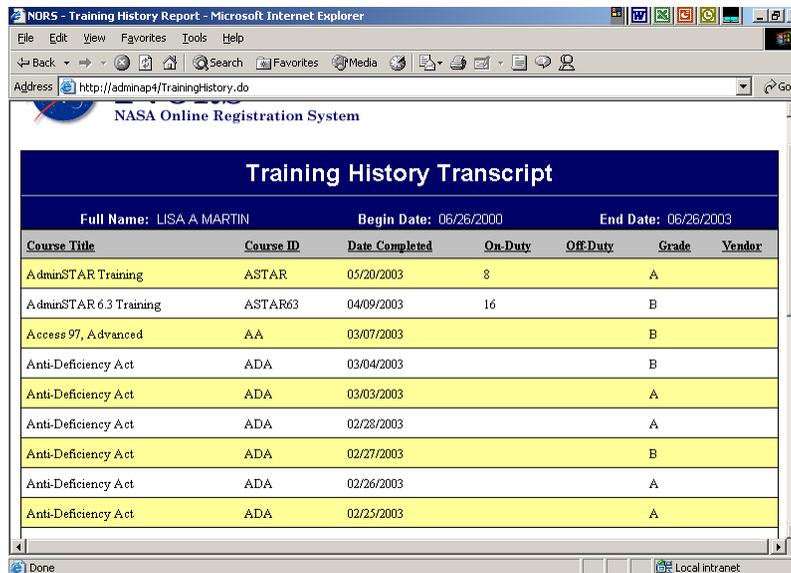
**To generate a training history transcript.**

- 1 Click **My Transcript** from the navigation bar
- 2 On the **Training History Transcript** screen, select a **Start Date** and **End Date**.



**Figure 33- Training History Transcript Screen**

- 3 Click the **Create Report** button to generate your **Training History Transcript**.



**Figure 34- Training History Transcript**

- 4 You may print your **Training History Transcript** using your browsers print function. For best results set page layout to **Landscape**.

## Creating Subordinate Approval History report

As a supervisor/ NASA sponsor, NORS provide you with the capability to create a printer friendly Subordinate Approval History Report. You view your approval history for an individual or all your subordinates.

### To create subordinate approval history report

- 1 Place mouse cursor over **My Account** on the navigation bar, select **Subordinate Info**, and then select **Subordinate Approval History** from the drop-down.
- 2 Select Subordinate Name and Request Status.
- 3 **Note:** To view approval history for all subordinates, select **All** from the drop down. (see figure 35).

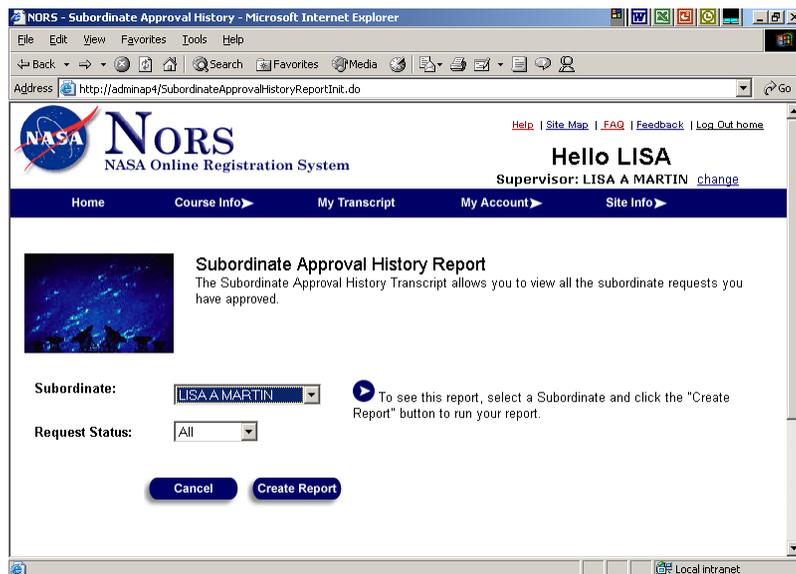


Figure 35- Subordinate Approval History Screen

- 4 Click the **Create Report** button.

NASA Online Registration System

**Subordinate Approval History Report**

Subordinate Name: LISA A MARTIN

Course ID	Course Title	Begin Date	End Date	Status Date	Status	Justifications
200B199003	High Involvement Management	09/07/2004	09/07/2004	06/05/2003	Approved	dsfg
200B199003	High Involvement Management	09/07/2004	09/07/2004	06/05/2003	Approved	sadf
200B199003	High Involvement Management	09/07/2004	09/07/2004	06/06/2003	Approved	test
720V004301	(KSC) Hanger AF Walkdown Recertification	09/11/2003	09/11/2003	06/09/2003	Approved	To support my new work assignment duties.
818V073901	Successful Communication	09/17/2004	09/17/2004	06/07/2003	Approved	test
830V153033	Business Process Quality Improvement	08/18/2004	08/18/2004	06/04/2003	Approved	ok
880V118101	Speed is Life: Get Fast or Go Broke	06/18/2004	06/18/2004	06/04/2003	Approved	ok
ADM0033	First Aid/CPR	05/18/2004	05/18/2004	06/03/2003	Approved	no

Figure 36- Subordinate Approval History Report

- 5 You may print your subordinate approval history report using your browsers' print function. For best results, set page layout to **Landscape**.

## Generating a Subordinate History Transcript

As a supervisor/NASA sponsor you can view any of your subordinates completed training history. NORS generates a printer friendly transcript listing the course id, course title, date completed, on-duty hours, off-duty hours, grade, and vendor.

### To generate a subordinate history transcript.

- 1 Place mouse cursor over **My Account** on the navigation bar, select **Subordinate Info**, and then select **Subordinate Training History Transcript** from the drop-down.
- 2 On the **Subordinate History Transcript** screen, select a **Subordinate**, **Start Date** and **End Date**.

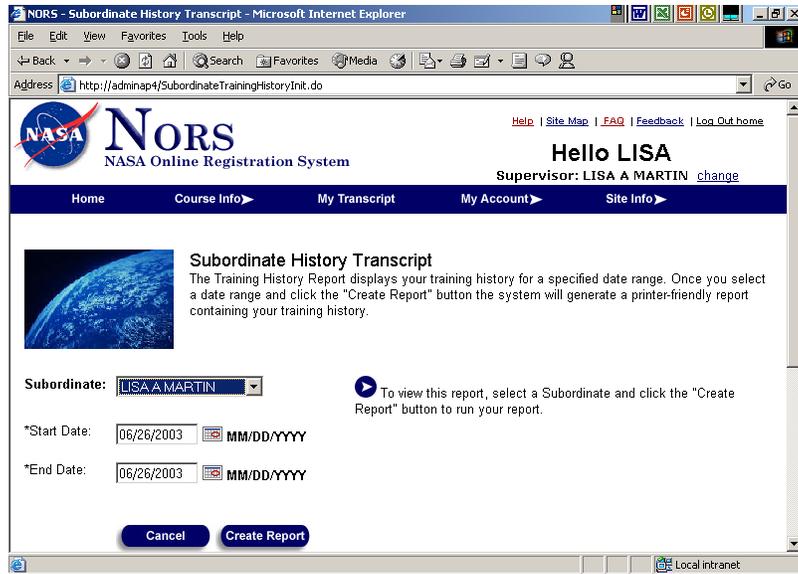


Figure 37- Subordinate History Transcript Screen

- 3 Click the **Create Report** button to generate transcript.

Subordinate History Transcript						
Full Name: LISA A MARTIN		Begin Date: 06/26/2000		End Date: 06/26/2003		
Course Title	Course ID	Date Completed	On-Duty	Off-Duty	Grade	Vendor
AdminSTAR Training	ASTAR	05/20/2003	8		A	
AdminSTAR 6.3 Training	ASTAR63	04/09/2003	16		B	
Access 97, Advanced	AA	03/07/2003			B	
Anti-Deficiency Act	ADA	03/04/2003			B	
Anti-Deficiency Act	ADA	03/03/2003			A	
Anti-Deficiency Act	ADA	02/28/2003			A	
Anti-Deficiency Act	ADA	02/27/2003			B	
Anti-Deficiency Act	ADA	02/26/2003			A	
Anti-Deficiency Act	ADA	02/25/2003			A	

Figure 38- Subordinate History Transcript

- 4 You may print your **Subordinate History Transcript** using your browsers print function. For best results set page layout to **Landscape**.

## Viewing Personal Information

The Personal info screen allows you to view part of your personal information that in the NORS database. Many of the fields on this screen can be edited/updated at the (SSO) Single Single-On screen. You can however change your supervisor/NASA sponsor by following the steps below.

### To change your supervisor/NASA sponsor

- 1 Place mouse cursor over **My Account** on the navigation bar and select **View Personal Info** from the drop-down or click the **change** hyperlink next to your supervisor/NASA sponsor's name.
- 2 Select your **Supervisor's Organization** from the drop-down. (**Note:** NORS will dynamically populate the **Supervisor** field base on the **Supervisor Organization** selected.)
- 3 Select the your **Supervisor**.  
(**Note:** All your pending course requesting in the Requested Course table will be move to your new Supervisor/NASA sponsor for approval.)
- 4 Click the **Submit** button.

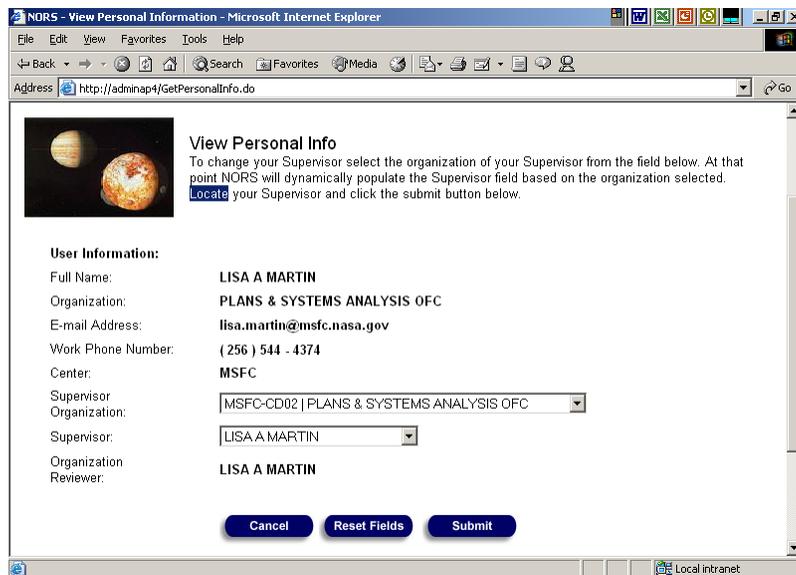
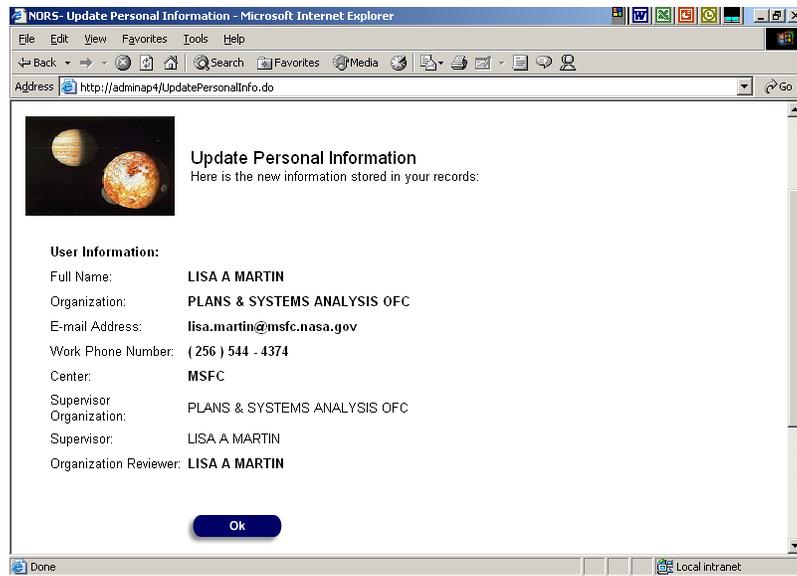


Figure 39- View Personal Info Screen

- 5 On the confirmation screen , click the **Ok** button confirming the change of your supervisor/NASA sponsor change.



**Figure 40- View Personal Info Confirmation Screen**

APPENDIX A  
(Training & Development Organization Contact Info)

**Ames Research Center**

Training & Development Organization  
(650)-604-0584

**Dryden Flight Research Center**

Training & Development Organization  
(661)-276-2501

**Glenn Research Center**

Training & Development Organization  
(216)-433-2991

**Goddard Space Flight Center**

Training & Development Organization  
(301)-286-0033

**NASA Headquarters**

Training & Development Organization  
(301)-286-0033

**Johnson Space Flight Center**

Training & Development Organization  
(281)-483-3067

**Kennedy Space Center**

Training & Development Organization  
(321)-867-2081

**Langley Research Center**

Training & Development Organization  
(757)-864-2585

**Marshall Space Flight Center**

Training & Development Organization  
(256)-544-7834

**Stennis Space Center**

Training & Development Organization  
(228)-688-1759