

Hollings and EPP/MSI Undergraduate Scholars Summer 2016 Student Scholarship Training Record (SSTR) On-Line System Instructions

**Submission Deadline: 12:00 p.m. EDT, June 2, 2016
(and every other Thursday thereafter)**

Submission Deadline for early-start scholars: 12:00 p.m. EDT, May 20, 2016

The purpose of the Student Scholarship Training Record (SSTR) is to document the scholar's progress towards completing their research project during the summer internship. All scholars are required to complete a bi-weekly training record indicating the number of hours, tasks and/or activities they participated in during each week.

The SSTR is submitted online at: <https://oedwebapps.iso.noaa.gov/ssstr/> by 12:00 p.m. EDT, Thursday, June 2, 2016, and every other Thursday thereafter. Mentors are required to verify the SSTR by close of business beginning Thursday, June 2nd, and every other Thursday thereafter.

SCHOLARS:

Because the training record will be due on Thursdays, please project your activities and hours for Friday, June 3, 2016 (and every other Friday thereafter).

The link to the SSTR system is available on the Ernest F. Hollings and EPP/MSI Undergraduate Scholarship Program websites. **You must use your NOAA e-mail account to access the SSTR Online System.** If you will not be at the internship site or have internet access when the training record is due, submit it ahead of time and contact StudentScholarshipPrograms@noaa.gov. Scholars who submit the training record after the submission deadline may not receive their bi-weekly stipend payment on time. Please allow time for the mentor to verify the information that has been submitted. Without the mentor's verification, the scholar may not receive their bi-weekly stipend payment on time. If the mentor will be out of the office and unable to verify the training record, a secondary mentor (who must also have a NOAA email address) may be added to the SSTR system by the scholar. Please notify the Scholarships Team in advance of adding the secondary mentor.

Accessing the SSTR:

- 1. The website for the SSTR online system is:** <https://oedwebapps.iso.noaa.gov/ssstr/>. The scholar must first register. Click on CREATE LOGIN ACCOUNT, complete the information requested. The scholar may select SUBMIT or RESET. If RESET is selected, the information will be deleted and the scholar may begin again. If the scholar is satisfied with the information on the form, select SUBMIT. The scholar will be re-directed to a screen to VERIFY INFORMATION. If the scholar is not satisfied with the information, select BACK which will take you back to the SSTR Registration Form. If the information is correct, select VERIFIED. The scholar will receive an e-mail CONFIRMATION NOTICE containing the Registration Status. The System Administrator receives the CONFIRMATION NOTICE that a scholar has registered. **The System Administrator will activate the new account and send the scholar an e-mail from StudentScholarshipPrograms@noaa.gov stating that the SSTR login account is now active.**
- 2. Once the scholar receives the e-mail from the System Administrator, return to the SSTR link, go to SIGN IN. Scholars cannot access the SSTR Online System**

without a NOAA e-mail account. Enter your NOAA e-mail account, enter your newly created SSTR password, and select LOGIN. **Scholars will be re-directed to the online TRAINING RECORD.**

3. The current Training Period will be indicated on the form. **The Training Period will change bi-weekly to reflect the dates of the current Training Period.** Scholars will only be able to record activities and hours for one training period at a time. Record your internship start date in the Summary boxes along with a description of your tasks and activities.
4. If the NOAA mentor will not be available to verify the SSTR, please indicate a secondary mentor and contact StudentScholarshipPrograms@noaa.gov.
5. **Entering hours and activities:** Enter the number of hours to one decimal point, ½ hour is indicated as .5, for Monday through Friday, for the appropriate week as indicated. Scholars will not be paid overtime. We encourage scholars and mentors to limit activities to 8 hours per day. If a scholar does participate in activities that are project related during the weekend, they should be allowed the same amount of time off during the week. The program understands that research cruises and field activities may often exceed 8 hours per day. Each week's total number of hours should not exceed 40 hours.
6. **Monday, May 30, 2016, is a Federal holiday, however, please enter 8 hours. Monday, July 4, 2016, is observed as a Federal holiday, however, please enter 8 hours.** Scholars are not required to work on their projects or come into the NOAA facility on either of these days as Federal offices will be closed.
7. **Enter a description of the tasks and/or activities performed that relate to your project in the Week One and Week Two Summary boxes.** There is a character limit on each text box of 2,000 characters.
8. The scholar may select **SAVE, SUBMIT, or RESET if you've entered your information.** If RESET is selected this will clear the entire document of all information and the scholar may begin again. The scholar may select SAVE if they are unable to complete the Training Record at this time. The training record status will reflect NONE until SUBMIT is selected. **If the scholar is satisfied with the information included on the form, select SUBMIT, and the status will change to PENDING.** The scholar's information will then be sent to the mentor identified on the SSTR for verification. The scholar will receive a confirmation e-mail from StudentScholarshipPrograms@noaa.gov thanking them for using the SSTR Online System. The scholar should contact the mentor to make sure they are aware that the Training Record has been submitted for their verification.
9. The System Administrator and the scholar will receive an e-mail notification that the SSTR was submitted. **The NOAA mentor will receive an email with a Verification Link containing the scholar's training record.**
10. **The scholar will receive a confirmation e-mail from StudentScholarshipPrograms@noaa.gov when the training record has been Verified (approved or disapproved) by the mentor.** If the training record is disapproved, the scholar should contact StudentScholarshipPrograms@noaa.gov immediately.
11. **Scholars who started the internship prior to May 31, 2016:** Record training activities and hours for the training period May 8-21, 2016. **Please inform your mentor that they will receive an email with a link (not spam) to access the training record.** Submit your training record for this training period only, by 12:00 p.m., Friday, May 20, 2016. Follow the submission schedule for subsequent training periods. The first bi-weekly stipend payment will be disbursed on June 10, 2016, regardless of when the internship began. Scholars on the quarter system and who start their internship on June 13th, will receive their first stipend payment on June 24, 2016.

12. TRAINING PERIODS:

Training Period Dates	Submit SSTR On:	Stipend Disbursed On:
May 8-21, 2016	May 20, 2016	June 10, 2016
May 22-June 4, 2016	June 2, 2016	June 10, 2016
June 5-18, 2016	June 16, 2016	June 24, 2016
June 19-July 2, 2016	June 30, 2016	July 8, 2016
July 3-16, 2016	July 14, 2016	July 22, 2016
July 17-30, 2016	July 28, 2016	August 5, 2016
July 31-August 13, 2016	August 11, 2016	August 19, 2016

MENTORS:

1. Mentors do not access the SSTR system as the scholars do with their NOAA email address. The mentor that the scholar has identified in the SSTR system will receive an e-mail from StudentScholarshipPrograms@noaa.gov with a link to the online Mentor Verification Form to approve or disapprove the scholar's hours and tasks/activities associated with their research project during the two week period indicated. The online Mentor Verification Form will contain the scholar's name, NOAA e-mail address, the training period, number of hours reported, and weekly summary of tasks/activities.
2. The mentor selects either APPROVE or DISAPPROVE. If the training record is DISAPPROVED, the mentor must enter comments and the Scholarships Team will contact the student to correct and re-submit the training record for the mentor's approval. For both approved and disapproved training records, the mentor must click the "Training Record-Verified" button in order to submit the verification form. After the form has been submitted, the mentor will see a confirmation message.

To view the status of the approved/disapproved training record, the mentor may click on the link provided in the email.