

Guide to Submitting OTMs Through the Database System v3.4.2

To Submit an Individual or Group OTM

- 1) Go to <http://otms.nrh.org/> and click on "Submit General OTM"
- 2) Select "University of North Dakota"
- 3) Select the category and fill in all of the information
- 4) Type up your nomination and use the word count tool at the bottom of the page to be sure you are within the specified word limits.
- 5) Click submit and you're done!

To Submit a Program OTM

- 1) Go to <http://otms.nrh.org/> and click on "Submit Program OTM"
- 2) Select "University of North Dakota"
- 3) Select the category and fill in all of the basic information.
- 4) Type up your description and responses to all of the questions and use the word count feature to be sure you are within the specified word limits.
- 5) Click submit and you're done!

To Setup an Account

There are several benefits to setting up and submitting OTMs through an account on the database including:

- The ability to edit OTMs right up until the due date
- The ability to see a list of all OTMs you've submitted and any awards they won
- All personal information will be filled in automatically every time you submit an OTM, saving you some time and energy
- The ability to have instant visual confirmation that your OTM has been successfully submitted to the database

If you wish to setup an account:

- 1) Go to <http://otms.nrh.org/> and click on "Create an Account"
- 2) Select "University of North Dakota"
- 3) Fill in all of your information and select a username and password
- 4) Click submit and you're done!

NOTE: The database requires that all accounts be 'verified' before they are made active. After setting up your account, an e-mail will be sent to those who have 'Campus Administrator' privileges for UND. As soon as your account is 'verified', you will receive an e-mail saying that you are active. **Maximum turnaround time for this should be no more than 24 hours.

Questions

If you have any questions or experience technical difficulties with the system, please e-mail nrhh@und.nodak.edu as soon as possible.

'Old' System

The 'Old' OTM system at <http://www.und.edu/org/nrh/> will be continue to be available for submitting OTMs for the remainder of the academic year.