Hollings and EPP/MSI Undergraduate Scholars
Summer 2025 Student Scholarship Training Record (SSTR)
On-Line System Instructions

The purpose of the Student Scholarship Training Record (SSTR) is to document the scholar's progress towards completing their 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.

INSTRUCTIONS FOR MENTORS:

For scholars starting the internship on the official start date of Tuesday, May 27, 2025, **MENTORS** are to **verify the SSTR** by **close of business** beginning **Thursday, May 29, 2025,** and every other Thursday thereafter for the duration of the internship. Scholars starting earlier or later than May 28th will submit the training record for the period that corresponds to their internship start date.

Once the scholar has submitted their training record, the mentor that the scholar has identified in the SSTR system will receive an email from StudentScholarshipPrograms@noaa.gov with a link (NO LOGIN REQUIRED) to the online Mentor Verification Form to approve or disapprove the scholar's tasks/activities and hours associated with their internship 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, weekly summary of tasks/activities, and number of hours reported. **Co-mentors without a NOAA email address cannot verify the scholar's training records. In this case, scholars are encouraged to share their training record summaries with the non-NOAA co-mentor outside of the SSTR system (e.g., email a copy of their** bi-weekly training record summary for co-mentor to review).

1. The mentor selects either APPROVE or DISAPPROVE. If the training record is DISAPPROVED, the mentor must enter comments and the Scholarship 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.
2. To review the status of the approved/disapproved training record, the mentor may click on the link provided in the email.

INSTRUCTIONS FOR SCHOLARS:

Scholars starting the internship May 18 - 31, 2025:
Your **first** training record is due on **Thursday, May 29, 2025, by 12:00 p.m. (eastern time). Record information for the training period May 18-31, 2025**.
Please project and record activities and hours for Friday, May 30, 2025 (and project hours for every other Friday thereafter). The **first stipend payment** for this training period is **Friday, June 6, 2025**, and reflects one week of the internship. **Refer to the schedule of training periods, submission dates, and stipend disbursement dates in the table below.**

Scholars (quarter system) starting the internship June 16, 2025:
Do not enter activities/hours for previous training periods. **Begin entering your activities/hours** with the **June 15-28, 2025 training period, and submit your first online training record on Thursday, June 26, 2025, by 12:00 p.m. (eastern**

time). Project your hours for Friday, June 27th and every other Friday thereafter. Scholars on the quarter system and who start their internship on June 16th will receive their first stipend payment on June 27, 2025, and reflects one week of the internship. **Refer to the schedule of training periods, submission dates, and stipend disbursements in the table below**.

For all other approved start dates outside of the official internship start date of May 27, 2025, scholars will submit the training record for the training period that corresponds closest to their internship start date. **Do not enter activities/hours for previous training periods. Refer to the schedule of training periods, submission dates, and stipend disbursements in the table below**.

ACCESSING THE SSTR:

The link to the SSTR system is listed below and also 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.** Please allow time for the mentor to verify the information that has been submitted. If the mentor will be out of the office/lab 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.

1. **The website for the SSTR online system is: https://oedwebdbapps.iso.noaa.gov/sstr/. The scholar must first register an account**. 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. **The Training Period will change bi-weekly to reflect the dates of the current Training Period**. Scholars will record activities and hours for the current training period only. 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 (must have NOAA email address).

5. **Entering hours and activities:** Enter the number of hours (whole numbers) 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, that time should be credited to hours and activities during the week. Each week's total number of hours should not exceed 40 hours.

6. <u>Monday, May 26, 2025 (Memorial Day)</u>, <u>Thursday, June 19, 2025 (Juneteenth)</u>, and <u>Friday, July 4, 2025 (Independence Day)</u>, are observed as Federal holidays, however, please enter 8 hours for these dates. Scholars are not required to work on their projects or report to the internship site on these dates as Federal offices are officially closed. **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.

7. 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**. ==Scholars **must select SUBMIT** in order for the **mentor to receive** and verify the training record==. The scholar will receive a confirmation e-mail from StudentScholarshipPrograms@noaa.gov thanking them for using the SSTR Online System. The scholar may contact the mentor to ensure they are aware the Training Record has been submitted for their verification.

8. 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**.

9. **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.

TRAINING PERIODS:

Note: The first bi-weekly stipend payment will not be disbursed until June 6, 2025, for scholars beginning on or before May 27, 2025.

Training Period Dates	*Scholar Submits SSTR On:	Stipend Disbursement Date:
May 18-31, 2025	**Thurs. May 29, 2025**	Fri. June 6, 2025
June 1-14, 2025	**Thurs. June 12, 2025**	Fri. June 20, 2025
June 15-28, 2025	**Thurs. June 26, 2025**	Thurs. July 3, 2025
June 29-July 12, 2025	**Thurs. July 10, 2025**	Fri. July 18, 2025
July 13-26, 2025	**Thurs. July 24, 2025**	Fri. August 1, 2025
July 27-Aug. 9, 2025	**Thurs. August 7, 2025**	Fri. August 15, 2025
August 10-23, 2025	**Thurs. August 21, 2025**	Fri. August 22, 2025

*Non-submission of SSTR may delay stipend disbursement