

How do I submit Academic Training Transcripts & Grades?

1. To submit an Academic Grade Transcript click [NSSC HR Services Training Catalog](#) and select “Academic Grade Transcripts” from the training catalog options below:

The screenshot shows the NSSC HR Services Training Catalog interface. The 'Academic Grade Transcripts' option is highlighted with a red box and a red arrow pointing to it. A red text box on the left says "Use this request form to submit Academic Grade Transcript."

Item	Description
Academic Grade Transcripts	Use this form to submit official transcripts for completed academic training
Class Roster	Use this form to submit class rosters after training sessions have ended
Offsite Training Modification	Use this form to submit a modification request for an existing external training purchase case.
Onsite Training Modification	Use this form to submit a modification request for an Onsite Training case.
Onsite Training Request	I need to request an Onsite Training at my Center

2. Once the form is selected, populate the request form as indicated below:

The screenshot shows the "Academic Grade Transcripts" request form. Red arrows point to various fields with explanatory text. A "Submit" button is visible at the top right. A "Required Information Missing" warning is shown on the right side.

Submitter/Requestor Information
This request is for:
 Myself Someone Else
Name: Defaults to Learners Name
Center: Defaults to Learners Center
Work Email: Defaults to Learners Email
Work Phone: Defaults to Learners Phone

Submit Academic Transcript
* Course Title: -- Please make a selection --
 Course Title Not Found?
SATERN Tracking Number: [Field]
HR Case Number: [Field]
Academic Approver: [Field]
* Grade: -- None --

Required Information Missing
Course Title Grade

Annotations:
- Use the dropdown to locate Academic SF-182 submitted after October 1, 2019.
- Fields will auto-populate when the Academic Course is located in the dropdown.
- Academic transcripts are required by NASA before credit can be given. Please attach before submitting.
- If you can't locate your Academic SF-182 select "Course Title Not Found?" to manually enter the course information.
- Select Letter Grade from the dropdown.

3. After the request form is submitted you will receive the following confirmation:

4. NSSC HR Case View allows Learners the ability to track the status of requests, communicate with case workers and provide additional documentation.