Guide to Submitting OTMs Through the Database System v3.4.2

To Submit an Individual or Group OTM
1) Go to http://otms.nrhh.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.nrhh.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.nrhh.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 you’re 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/nrhh/ will be continue to be available for submitting OTMs for the remainder of the academic year.