



NATO Communications and Information Agency

Education and Training Service Line

Student Data Base Application

(STUDABA)

Training Coordinators

User Guide

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INTRODUCTION

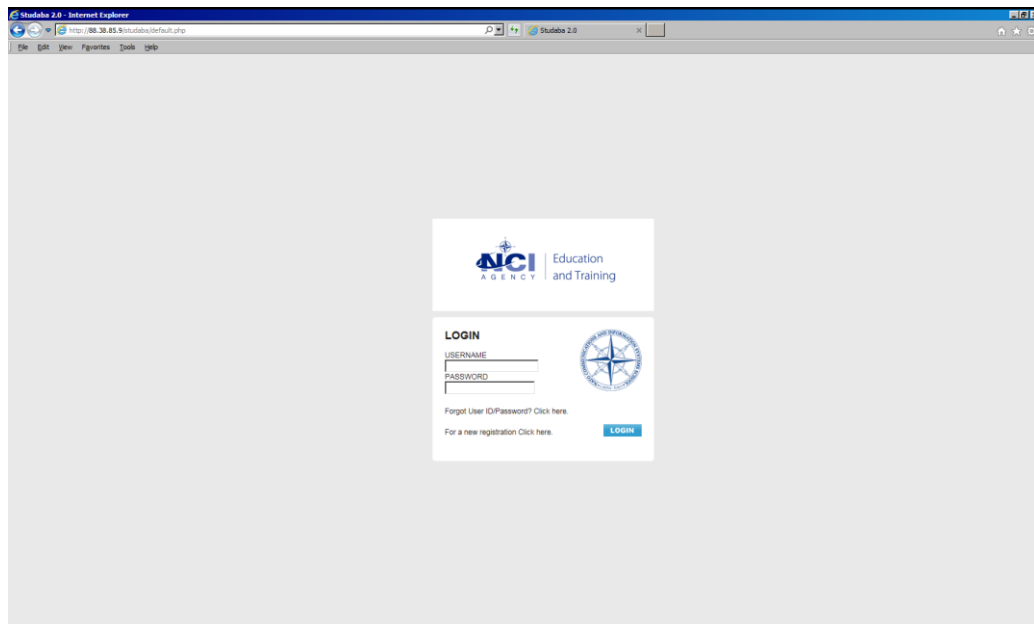
1. OBJECTIVE

This objective of this document is to guide the Unit Training Coordinators (TC) through all of the processes needed to operate the Student Data Base Application (STUDABA).

2. ACCESS THE WEBSITE

STUDABA can be accessed through the following Internet website:

<http://88.38.85.9/studaba>



3. ACCESS THE APPLICATION

To have access to the STUDABA a username and password are required.

Insert log in credentials:

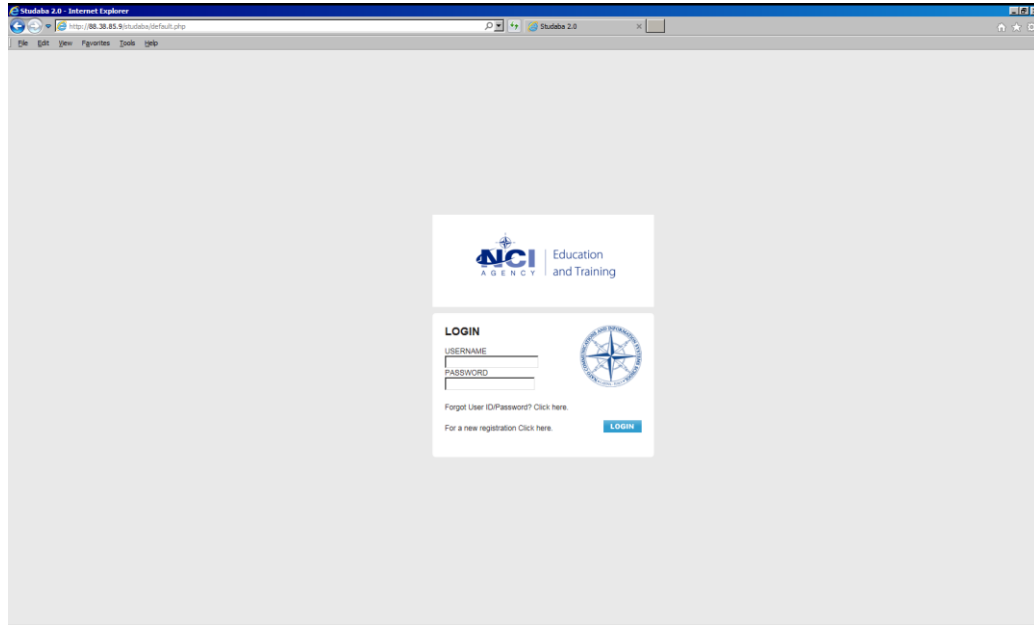
Username = e-mail address

Password = as defined.

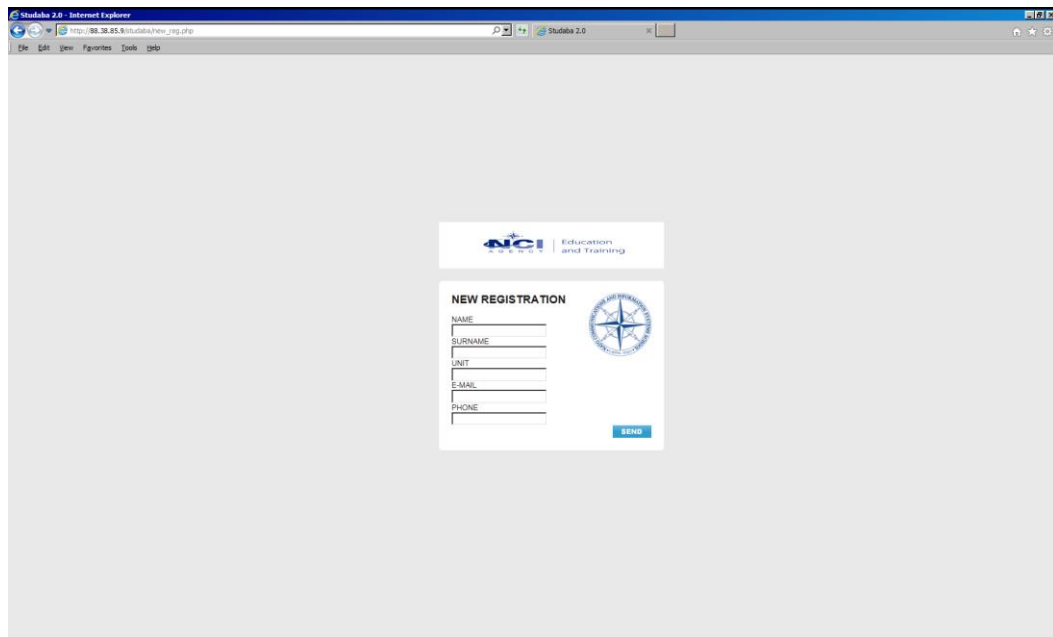
4. NEW REGISTRATION

To create a new registration on the STUDABA, follow the next steps:

- a. Click on “For a new registration Click **here.**”



- b. Populate the area highlighted below and click send. This action will submit your application to Training Administration for authentication and approval. Once authenticated you will receive your log in credentials by e-mail.



Stubsba 2.0 - Internet Explorer
http://88.38.85.9/stubsba/new_reg.php

NCI AGENCY Education and Training

NEW REGISTRATION

NAME

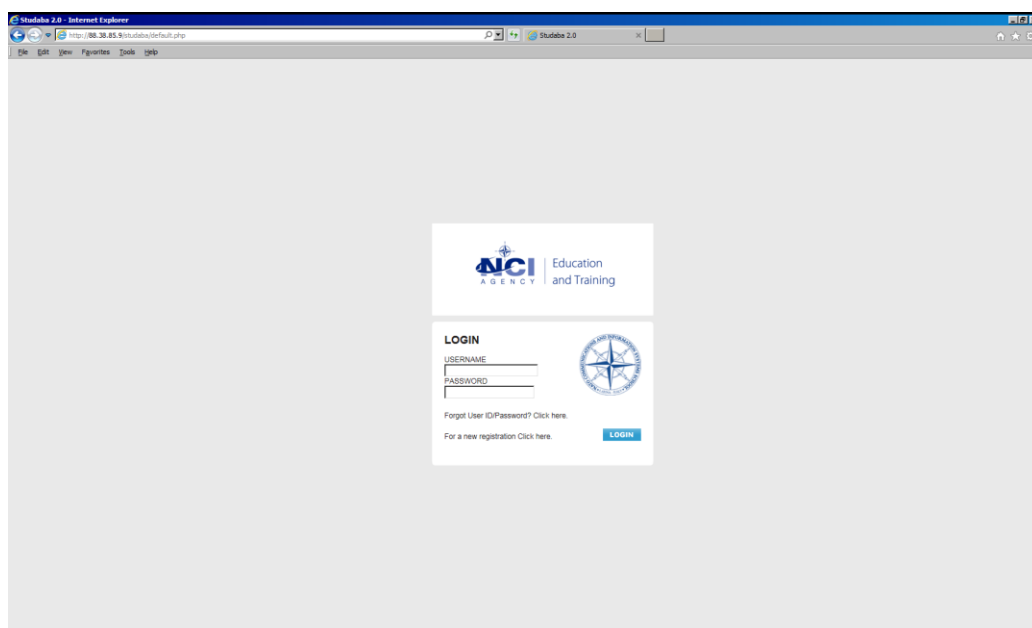
SURNAME

UNIT

E-MAIL

PHONE

- c. Once you have received your log in details you can access the website. Insert your username and the password provided.



Stubsba 2.0 - Internet Explorer
http://88.38.85.9/stubsba/default.php

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LOGIN

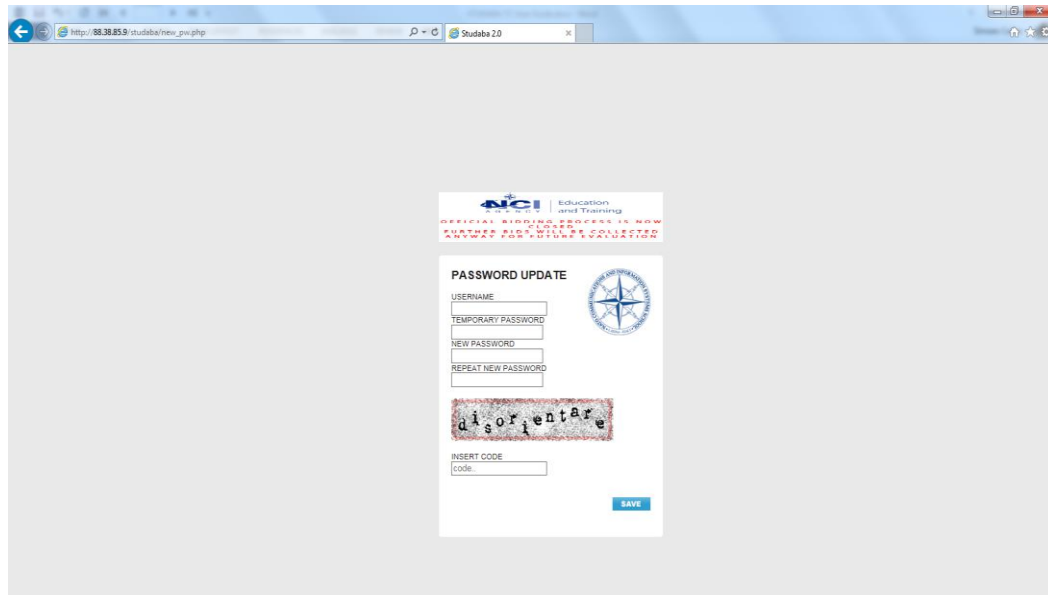
USERNAME

PASSWORD

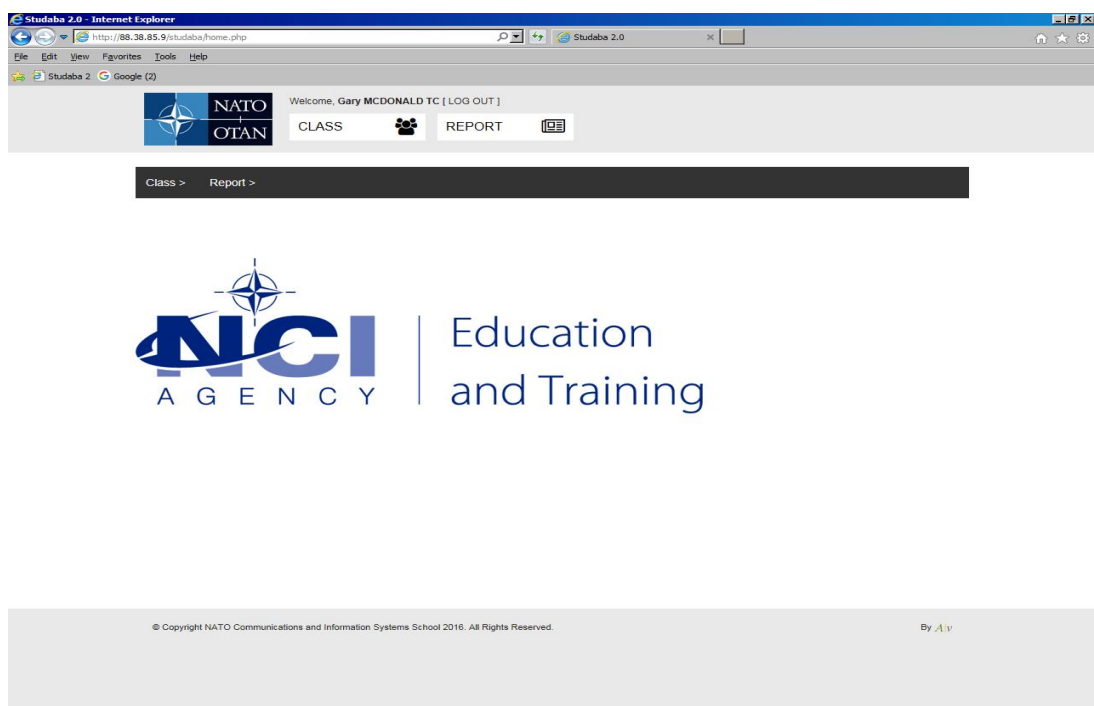
Forgot User ID/Password? [Click here.](#)

For a new registration [Click here.](#)

- d. A second page will prompt you to change your password. Insert the username (email address), the password provided to you, a new password twice and the code.



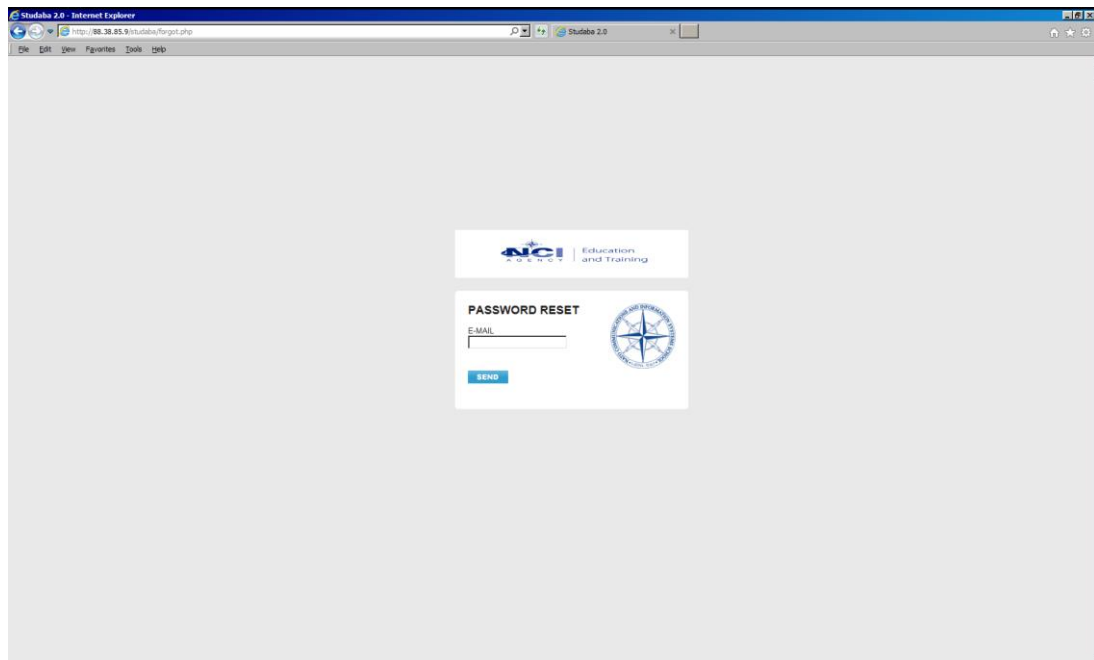
e. Once your log-in is effective you are presented with the home screen.



5. **FORGOT THE USER ID OR THE PASSWORD**

If you forgot the User ID or the Password, you need to follow the next steps:

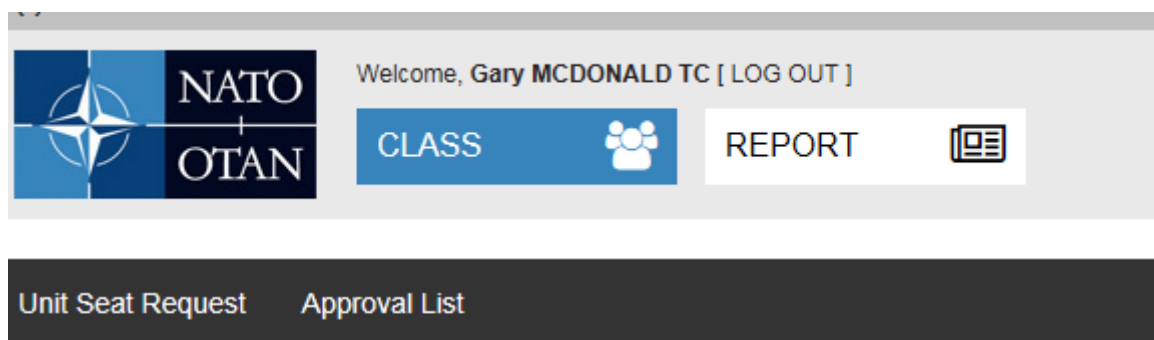
a. Click on the “Forgot User ID/Password? Click **here.**”



- b. Insert your email address.
- c. You will receive an email with your credentials.

6. REQUEST A SEAT

- a. When you are logged in click 'class' then click 'Unit Seat Request' then click 'add'.



- b. This will present you with a series of drop down menus:

- Choose the COURSE on which you want a seat on the drop down menu then click 'select' next to the course drop down. This will present you with available classes.
- The UNIT making the request. By default your Unit should be the Unit for which you are TC. If you represent more than 1 unit then select the unit by drop down for which you are submitting this bid
- The DATE of the request (you cannot change the date).
- Choose the class where you want the seat.
- Choose the appropriate PRIORITY for your request.
- Insert the number of seats you require on REQUESTED SEATS.
- You have the option to insert remarks in the final box.

Then click SAVE.

If you want to cancel the request just click on CANCEL AND BACK TO LIST.

Notice: to view available classes, first select a course and then press select

COURSE	0004 - Crypto Administration <input type="checkbox"/>	SELECT
UNIT	NCISS <input type="checkbox"/>	
DATE	26/04/2018	
CLASSES	Select a course to view available classes.	
PRIORITY	3 JD related skills for a position within NATO HQs/ Entities <input type="checkbox"/>	
REQUESTED SEATS	0	
REMARKS	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="float: right; text-align: right;"> <input type="button" value="SAVE"/> <input type="button" value="CANCEL AND BACK TO LIST"/> <input style="background-color: #ffcc00; border: 1px solid #ccc; padding: 2px 10px; margin-left: 20px;" type="button" value="REQUEST ADDITIONAL CLASS"/> </div> </div>	

Repeat this process for additional requests by adding in a line as required (click 'ADD').

If the dates are not suitable to meet your training requirements or you want to request additional training, for example at your unit (MTT), then you have the option to 'request additional class'. Click the yellow button and populate the fields as before however you are asked to define preferred dates and the location.

PREFERRED DATES	START: <input type="text"/>	END: <input type="text"/>	(requested format: yyyy-mm-dd)
LOCATION	<input type="text"/>		

7. UNIT SEATS REQUEST

As well as 'adding' seat requests, on this page you can view the status of your requests:

- Requests to be processed: In this option you can see a list of seat requests waiting for validation from the Training Provider. Bids submitted in error can be deleted or edited in this view.
- Approved Requests: In this option you can see a list of the approved seat requests.
- Rejected Requests: The list of seats that was rejected by the Training Provider.
- Cancelled Requests: Requests submitted in error can be deleted by TCs. This view will show those requests that have been deleted and who carried out the action.

<input type="text" value="Search"/>	Requests To be processed <input type="button" value="v"/>	<input type="button" value="🔍"/>				
	Requestor	Date	Course	QTR	Class	Priority

8. NEW TRAINING YEAR – BIDDING PROCESS

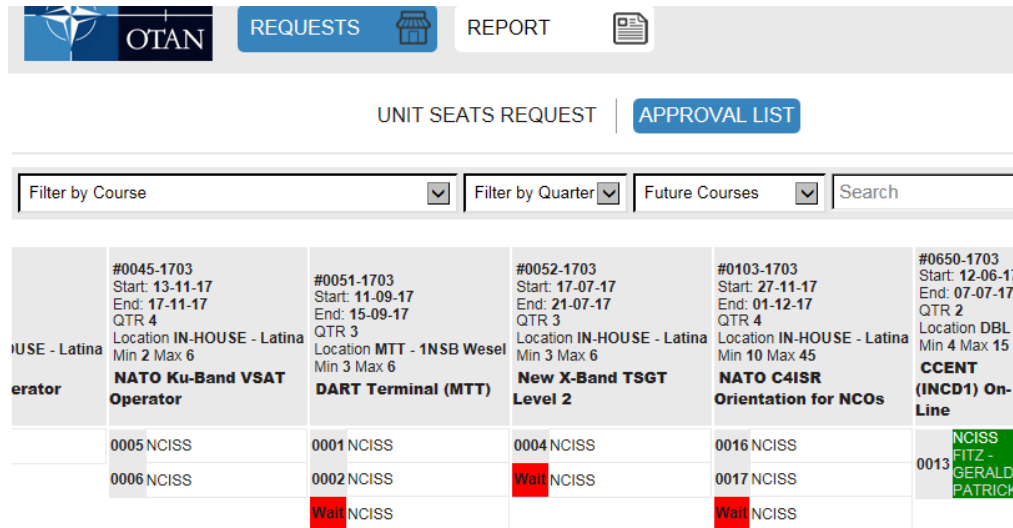
Allocation of seats to Units is made in accordance with guidelines defined in the bidding letter, setting priorities in line with that policy.

9. APPROVAL LIST

Once 'allocated' seats by Training Provider then you can see your allocations on each course under the 'APPROVAL LIST' tab.

Use the search/filter functions as required to browse your allocations which also includes the 'Waiting List' allocations for courses/classes that are oversubscribed.

(Below is an example screen shot – once active you will only see seats that are allocated to your unit, not other units)

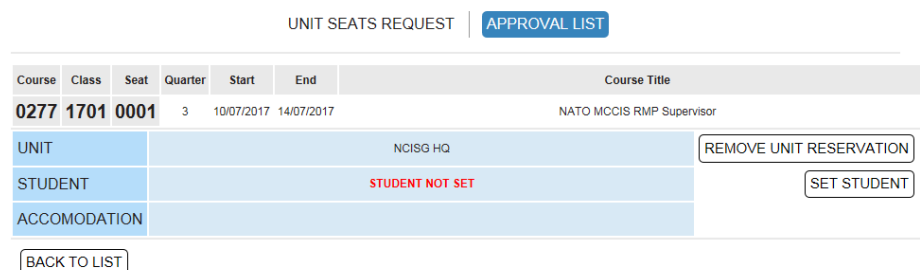


The screenshot shows the OTAN REQUESTS REPORT interface. At the top, there are navigation buttons for 'REQUESTS' and 'REPORT'. Below that, the page title is 'UNIT SEATS REQUEST' with a sub-tab for 'APPROVAL LIST'. There are filters for 'Filter by Course', 'Filter by Quarter', and 'Future Courses', along with a search box. The main content is a table with columns for Course ID, Start/End dates, Location, and Course Title. The table lists several courses, including 'NATO Ku-Band VSAT Operator', 'DART Terminal (MTT)', 'New X-Band TSGT Level 2', and 'NATO C4ISR Orientation for NCOs'. Each course has associated NCISS seats, some of which are marked as 'Wait' or 'NCISS'.

Course ID	Start	End	Location	Course Title
#0045-1703	13-11-17	17-11-17	IN-HOUSE - Latina	NATO Ku-Band VSAT Operator
#0051-1703	11-09-17	15-09-17	MTT - 1NSB Wesel	DART Terminal (MTT)
#0052-1703	17-07-17	21-07-17	IN-HOUSE - Latina	New X-Band TSGT Level 2
#0103-1703	27-11-17	01-12-17	IN-HOUSE - Latina	NATO C4ISR Orientation for NCOs
#0650-1703	12-06-17	07-07-17	DBL	CCENT (INCD1) On-Line

10. FILL A STUDENT

Once the bidding and allocations process is complete and you can see your allocations given to your unit then you can 'fill' those seats allocated to your unit with students. Click on the seat you wish to 'fill' with your student. If you are allocated a 'waiting list' entry then good practice is to fill this seat with your student's details. Waiting List seats filled with student details will have priority when seats become available. Waiting List entries that remain unfilled will not be moved into available seats. (See process below)



The screenshot shows the 'SET STUDENT' interface for a specific seat. The page title is 'UNIT SEATS REQUEST' with a sub-tab for 'APPROVAL LIST'. The main content is a table with columns for Course, Class, Seat, Quarter, Start, End, and Course Title. The selected seat is 0277 1701 0001, with a start date of 10/07/2017 and an end date of 14/07/2017. The course title is 'NATO MCCIS RMP Supervisor'. Below the table, there are buttons for 'REMOVE UNIT RESERVATION' and 'SET STUDENT'. The 'STUDENT' field is currently empty, with the text 'STUDENT NOT SET' displayed. There is also a 'BACK TO LIST' button.

Course	Class	Seat	Quarter	Start	End	Course Title
0277	1701	0001	3	10/07/2017	14/07/2017	NATO MCCIS RMP Supervisor

Click 'SET STUDENT'.

Populate the screen with all the details pertaining to the student. Mandatory fields are marked with a ‘ * ‘

Private e-mails are necessary for some on-line courses so please check requirements in the course description. If your student has been ‘loaded’ before then you can select them from the ‘pick from students’ option and ‘load student’.

Please ensure you are spelling names and using the correct order of names as if you change then Studaba will create a new student. Also avoid using language specific characters as the database creates errors when we export data.

UNIT SEATS REQUEST | **APPROVAL LIST**

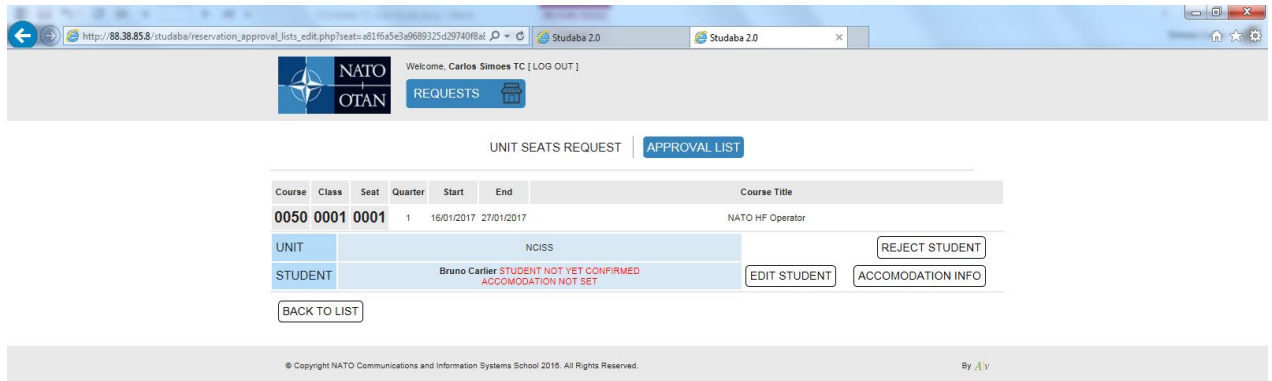
PICK FROM STUDENTS

EMAIL *	<input type="text"/>	OFFICE EMAIL *	<input type="text"/>
PRIVATE EMAIL	<input type="text"/>	UNIT	<input type="text"/>
FIRST NAME *	<input type="text"/>	LAST NAME *	<input type="text"/>
OFFICE PHONE *	<input type="text"/>	PRIVATE PHONE	<input type="text"/>
GENDER	MALE <input checked="" type="radio"/> FEMALE <input type="radio"/>	ID CARD # *	<input type="text"/>
NATIONAL RANK *	<input type="text"/>	NATO RANK	OF1 <input type="text"/>
NATIONALITY	AFGHANISTAN <input type="text"/>	SERVICES	A <input type="text"/>
ALERT BY EMAIL	<input checked="" type="checkbox"/>		
REMARKS	<input type="text"/>		

By setting this student you are confirming that the necessary pre-requisites are satisfied

Part of your responsibility is to ensure that the students you send satisfy ALL the necessary pre-requisites as defined in the course description. This may define experience, language skill, rank, employment and previous courses attended. Once you are satisfied then ‘check’ this box and ‘set student’. You cannot set the student without confirming you have checked.

Once complete then click ‘SET THIS STUDENT’. The next screen requires you to select accommodation options for the student under ‘ACCOMMODATION INFO’ tab.



UNIT SEATS REQUEST | APPROVAL LIST

Course	Class	Seat	Quarter	Start	End	Course Title
0050	0001	0001	1	16/01/2017	27/01/2017	NATO HF Operator

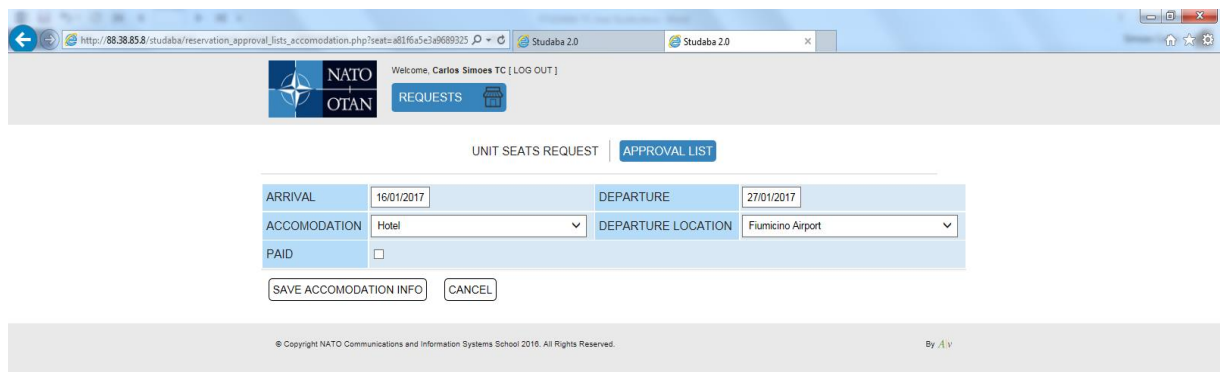
UNIT: NOISS

STUDENT: Bruno Carlier **STUDENT NOT YET CONFIRMED**
ACCOMMODATION NOT SET

Buttons: REJECT STUDENT, EDIT STUDENT, ACCOMMODATION INFO, BACK TO LIST

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Click 'ACCOMMODATION INFO' and select accommodation preference, hotel, private or select Student Quarter allocation. Select the location where your student will depart from to allow us to coordinate transport arrangements. Please note that Latina have a limited amount of SQ rooms and during busy periods we may revise your accommodation status.



UNIT SEATS REQUEST | APPROVAL LIST

ARRIVAL: 16/01/2017 DEPARTURE: 27/01/2017

ACCOMMODATION: Hotel DEPARTURE LOCATION: Fiumicino Airport

PAID:

Buttons: SAVE ACCOMMODATION INFO, CANCEL

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This system presumes you will arrive on Monday and leave on the last Friday of the course. Change the arrival date if the student arrives on the base earlier or departure date if the student will NOT leave on the Friday but requires to stay overnight through to Saturday or Sunday. Once complete SAVE ACCOMMODATION INFO.

STUDENT	KARL BOOTH STUDENT NOT YET CONFIRMED
ACCOMMODATION	Arrival:27/08/2018 Departure:31/08/2018 Accomodation:Private

At this point you can see that area of the student box is still red. It will turn green once the Training Admin have confirmed your student.

STUDENT	David Conway STUDENT CONFIRMED
ACCOMODATION	Arrival:14/05/2018 Departure:18/05/2018 Accomodation:Private

If you need to edit student details or change the student you will need to contact the Training Provider to 'release' the confirmation so you can access the student and edit. If you want to change the student completely then ask the training provider to 'reject' the current student. Once you have completed the edit then set the student and Training Provider will re-confirm the student and the allocation will go green. Each occurrence is timestamped for information purposes and the system will generate an e-mail to Training Provider each time an occurrence is created.

11. SEAT ALLOCATION GUIDELINES

There are two providers processing training through Studaba 2. The NCISS, in Latina, and Education and Training Service Line (E&T SL), in The Hague. The purpose of this section is to remind all Training Coordinators of the procedures adopted for the management of seats and students.

Seats are allocated to units according to priorities detailed in the Catalogue of Training available on the agency's website (www.ncia.nato.int/training). If you are not allocated a seat, your bid is still outstanding or you are on the waiting list you can request a higher consideration based on your justification by sending an email to Training Control Group (TCG) NCIA E&T SL at training@ncia.nato.int . If accepted then we will allocate a fixed seat on the course.

Unit TCs are required to assign students to seats as soon as possible but in any case before the 7 week point. Unit TCs who are allocated WL entries can also load prospective students. At the 7 week point TCs will receive notification that they have unfilled seats and they should fill them as a matter of priority.

At the 6 week point any remaining unfilled seats will be removed from that unit and re-allocated from the waiting list, from outstanding bids or from new bids received, in that order. Unit TCs

will be advised of available seats and may submit bids for those seats if they do not have an outstanding bid or have a seat on the waiting list.

At the 4 week point, depending on the number of confirmed students, the training providers in consultation with various agencies may cancel that class/iteration. It is most important to understand that, although your student may be confirmed, there is still the possibility that the class will be cancelled. We therefore advise units not to make final travel arrangements until the 4 week point.

Units that no longer require a seat that is allocated to them should 'turn back' that allocated seat as soon as possible to allow for its re-allocation to waiting units. You can do this by mail to training@ncia.nato.int at any time throughout the year, you need not wait until the 7 week point.