

## **HOTLINE INFORMATION FOR TRAINING WORKFLOW**

### **Hot-Line Instructions for Training Requestors**

1. Contact your organizational training coordinator:
  - If you need information on how your organization uses CHRIS Training workflow
  - If you have questions on how the process works or whom you should select for the approver boxes
  - If the system does not appear to be functioning properly
  
2. Contact the System Security Administrator via e-mail at [CHRIS@NETL.DOE.GOV](mailto:CHRIS@NETL.DOE.GOV)
  - If you have forgotten your userid or password or your assigned password does not give you access

### **Hot-Line Instructions for TR Workflow POCs**

1. Contact Karyn Collins on 202-287-1597 or via email at [Karyn.Collins@hq.doe.gov](mailto:Karyn.Collins@hq.doe.gov) OR Margo Mark on 202-287-1682 (Margo.Mark@hq.doe.gov)
  - To report system problems