Employee Task Aids

To foster a high-performing, qualified civilian acquisition workforce.

https://www.fai.gov/

Table of Contents

FAI

Table of Contents (Cont. 1)

FAI

Table of Contents (Cont. 2)

User Account Management

Log On – Username and Password

When you want to log in with your Username and password…

Step 1: Go to **https://dau.csod.com/** (do not use the Internet Explorer browser). You may want to log out of VPN before starting this process.

1 → ⊕ https://dau.csod.com/
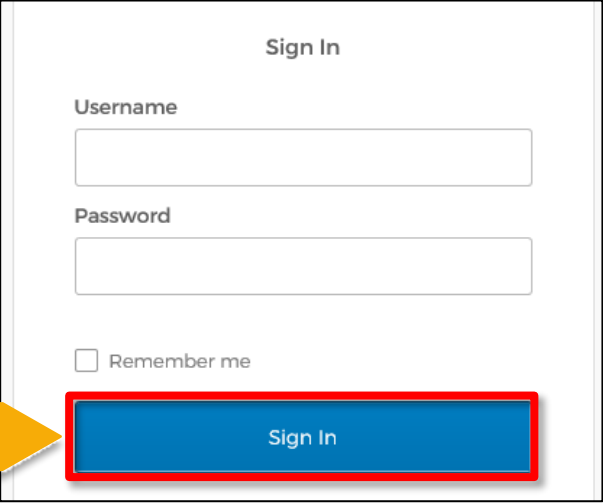
Step 2: The login window will pop up. Enter your **Username** (your email) and **Password** in their respective fields.

DAU

Sign In

Username

2

Password

☐ Remember me

Sign In

OR

Sign in with CAC Card

Need help signing in?

FAI

Log On – Username and Password (Cont. 1)

Step 3: Click **Sign In.**

Once you successfully complete the SSO login process, CSOD should open with your organization's logo in the upper left corner.

NOTE: If you receive an error message:
- Clear your cache
- Try a different browser
- Disconnect from the VPN

Forgot Password

Step 1: If you need help signing in, select the **Need help signing in?** link at the bottom of the window.

Forgot Password (Cont. 1)

Step 2: If you already set up OKTA to reset your password, select the **Forgot Password?** option to have a new password/PIN sent to your email or phone.

Forgot Password (Cont. 2)

Step 3: Select the OKTA support FAQs option and follow the directions for **Q2.**

Q2: HELP! I requested a password be sent to me via email, but there is not a password in the email I was sent. Where is my password?

3

WHY is there NO PASSWORD in the email?

DAU - Okta Password Reset Requested

Hi Teresa,

A password reset request was made for your Okta account. If you did not make this request, please contact the DAU Help Desk dauhelp@dau.edu immediately.

If you require further assistance, please view the Okta support FAQs or contact the DAU Help Desk using the options below:

Okta support FAQs

Phone: 703-805-3459 | 866-568-6924 | DSN: 655-3459; All Option 1

Email: dauhelp@dau.edu

A: If you have not completed the account setup process, you will not be able to use the self-service feature to reset your own password. You need to request the DAU Help Desk (**DAUHelp@dau.edu**) provide you with your login informatin so you can officially setup your account. Include the last 4 of your SSN/EIN/FIN when submitting this request so your account can be validated.

Step 4: Once you have the Username and password entered, the list of systems you have access to will pop up. Select the **Virtual Campus** button.

Forgot Password (Cont. 3)

Once you successfully complete the SSO log in process, CSOD should open with your organization's logo in the upper left corner.

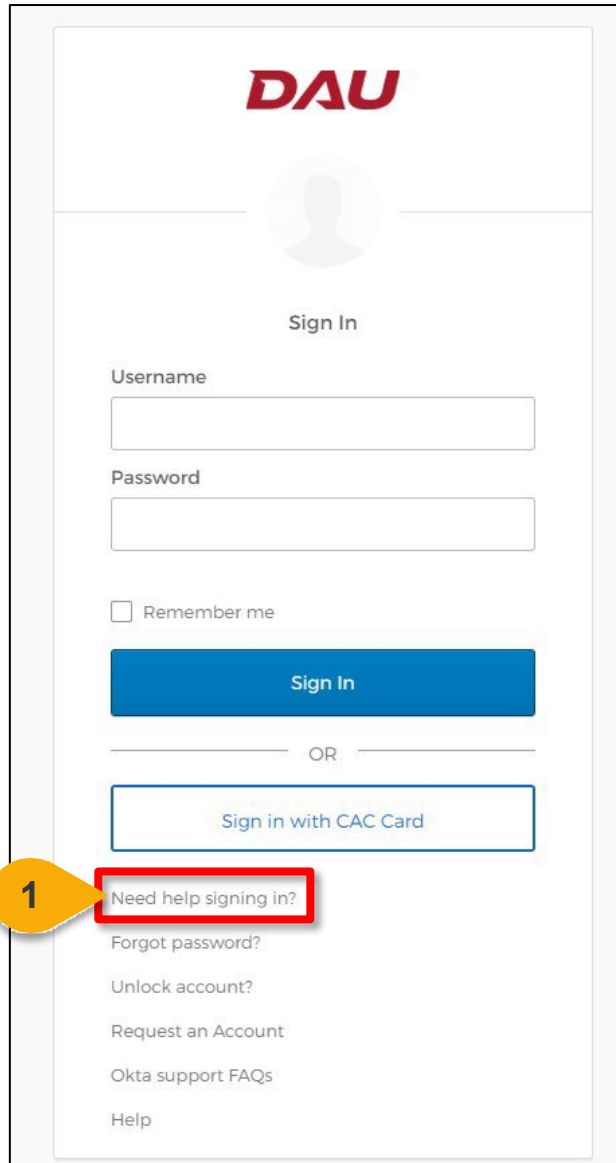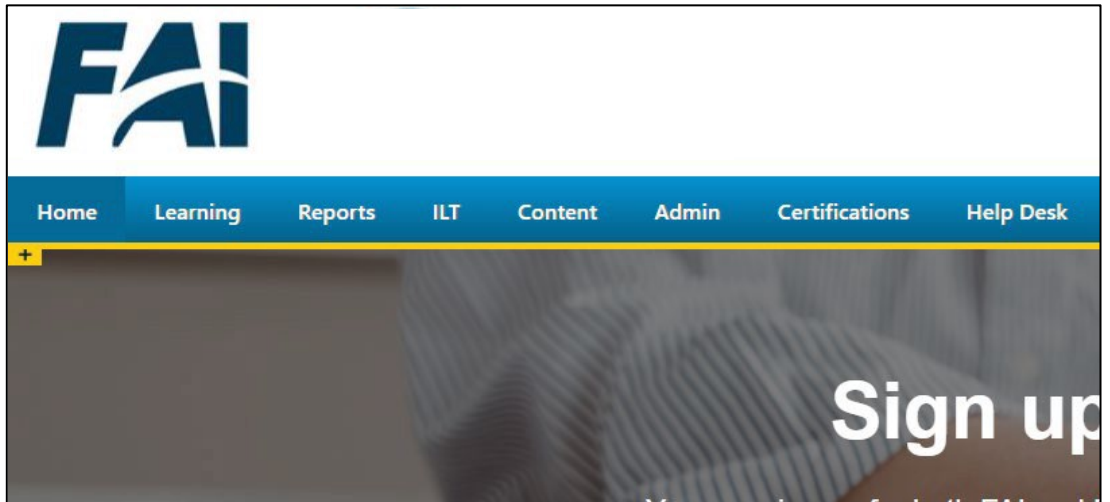**NOTE:** If you receive an error message:
- Clear your cache
- Try a different browser
- Disconnect from the VPN

Request an Account Using the SAAR Form

When you need to complete the DAU SAAR for access to the Virtual Campus…

Step 1: Navigate to https://saar.dau.edu.
Recommended browser: Google Chrome or Microsoft Edge.

1 🔒 https://saar.dau.edu
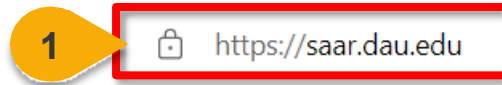
Step 2: Select whether you are associated with the **Department of Defense Agency** or **Other Federal Agency (Non-DoD).**

Request DAU Platform Access

Obtain authorized access to DAU systems by filling out and submitting the electronic SAAR form. Select an option below to get started.

2

Department of Defense Agency

Other Federal Agency (Non-DoD)

Have a Common Access Card?
Make sure to use your **Authentication Certificate** when filling out your request.
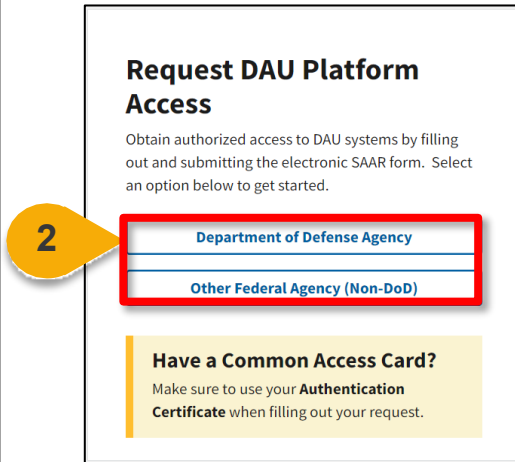
Step 3: A **Warning Notice** will appear. After reading, select **Continue** at the bottom of the page.

- Communications using, or data sto to routine monitoring, interceptio used for any USG authorized purpo
- This IS includes security measures to protect USG interests--not for yo
- Notwithstanding the above, using LE or CI investigative searching or communications, or work produc services by attorneys, psychothera communications and work produc

Continue **3**
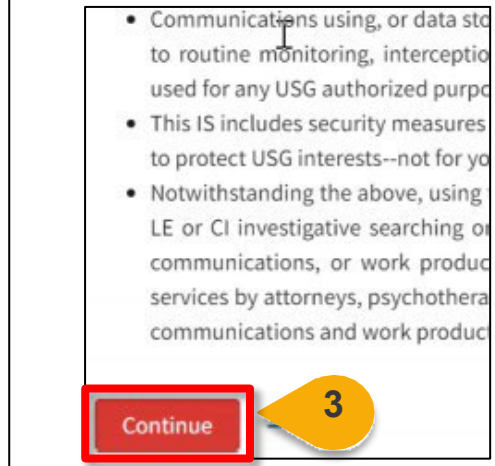
Step 4a (DoD only): If you selected DoD, you will need to select **Yes or No** to answer the **CAC** question.

Do you support the Department of Defense and have a Common Access Card (CAC)?* **4a** ○ Yes ○ No

Select your Authentication Certificate when using your DoD CAC.

Select a certificate for authentication ✕

Site saar.dau.edu443 needs your credentials:

11/4/2020

DOE.JAN.ANN.1234567890
DOD ID CA-59
Authentication-
DOE.JAN.ANN.1234567890
11/4/2020

4b

DOE.JAN.ANN.1234567890
DOD ID CA-59
ID - DOE.JAN.ANN.1234567890
11/4/2020

Certificate information **4c** **OK** Cancel

Note: If you selected **Non-DoD** in step 2, skip step 4 and proceed to Step 5.

Step 4b (DoD only): Then, select the correct **certificate** for authentication.

Step 4c (DoD only): Click **OK.**

FAI

Request an Account Using the SAAR Form (Cont. 1)

Step 5: Select **YES** or **NO** to acknowledge whether you know your DAUID.

(i) What's my DAUID?

- Your DAUID starts with "**DAU**" and is followed by a series of numbers.
- Your DAUID is NOT your Username OR your Smartcard info.
- First time users will not have a DAUID.

5

Do you know your DAUID?* ○ Yes ○ No

Step 6: Click the dropdown under System Association to select **Virtual Campus (Online Training)** to obtain access to the Virtual Campus.

SYSTEM ASSOCIATION

Please select a system for which you are requesting access *

Virtual Campus (Online Training) **6**
Industry Students (ILT/VILT Registrations Only)
DAU Homepage (Knowledge Sharing)

Step 7: Enter the reason for your request in the **Reason you are requesting an account** field.

Reason you are requesting an account

7

FAI

Request an Account Using the SAAR Form (Cont. 2)

Foreign National Students: Please review the guidance on the FAQ website (https://www.dau.edu/faq/p/FLN-Account-Creation) to determine if you need an EIN to submit the SAAR.

Step 8: Select your citizen type from the **Citizenship Type** field.

Citizenship Type *

8

US Citizen

US Permanent Resident

Foreign National w/FIN

Foreign National w/DAUID

Step 9: Enter your **SSN** or **DAUID** in the appropriate field. *If you do not have either number, please go to the FAQ website for additional guidance.*

SSN *

9

What if I don't have a SSN/DAUID?

DAUID*

Hover over the SSN heading to understand the requirement of providing your SSN.

Step 10: Enter your **First** and **Last Name** in the corresponding fields.

First Name*

10

Last Name *

MI

Suffix

Step 11: Select your designation from the **Designation** dropdown.

Designation *

11

Active Military

Reserve Military

Civilian

Contractor

Step 12: Select your organization from the **Organization** dropdown.

Organization* ..Please Select..

..Please Select..

Army

Navy

12 Air Force

Defense Contract Management Agency

Defense Logistics Agency

Other Defense Agencies

Industry

Foreign Military Sales/NATO

FAI

Request an Account Using the SAAR Form (Cont. 3)

Step 13: Select your sub organization from the **Sub Org** dropdown.

Sub Org.* | ..Please Select.. **13**

Step 14: Enter your telephone number in the **Telephone** field.

Telephone* | **14**

Step 15: Enter your email address in the **Email** field.

Email* | **15**

Step 16: Complete all fields in the **Supervisor Details** section.

SUPERVISOR DETAILS

16

First Name* | Last Name*
Supervisor Email* | Supervisor Phone*

Step 17: Read the User Agreement and select the **I Agree** box.

I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when the access is no longer required.

* **I Agree** ☑ **17**

Step 18: Enter the captcha security code in the **Type the code from the image** field. **Note:** You may select the green arrows to generate a new code or select the green sound icon for the code to be read aloud.

18 | Type the code from the image 🔊
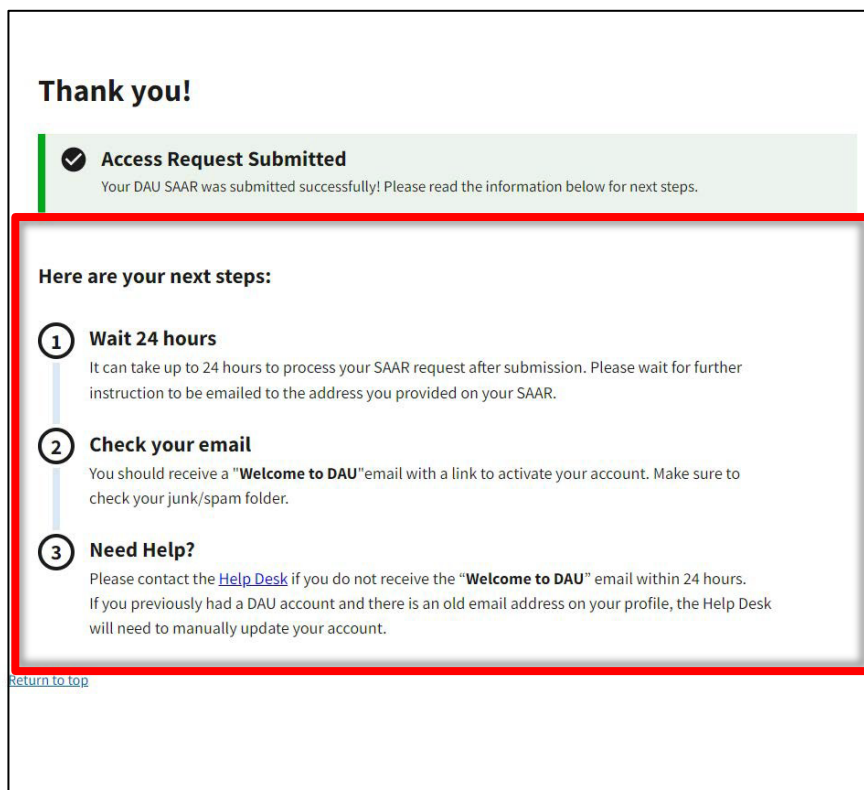
The code is not case sensitive.

SUBMIT

FAI

Request an Account Using the SAAR Form (Cont. 4)

Step 19: Select the **Submit** button.

Step 20: Read the information on the **SAAR Thank You Page** regarding the next steps.

Thank you!

✓ **Access Request Submitted**
Your DAU SAAR was submitted successfully! Please read the information below for next steps.

Here are your next steps:

(1) Wait 24 hours
It can take up to 24 hours to process your SAAR request after submission. Please wait for further instruction to be emailed to the address you provided on your SAAR.

(2) Check your email
You should receive a "**Welcome to DAU**" email with a link to activate your account. Make sure to check your junk/spam folder.

(3) Need Help?
Please contact the Help Desk if you do not receive the "**Welcome to DAU**" email within 24 hours. If you previously had a DAU account and there is an old email address on your profile, the Help Desk will need to manually update your account.

Return to top

NOTE: The **Welcome to DAU** email expires 30 days after being sent. Once you receive the email, use access the **DAU Account Setup** page for support with the process of setting up your account.

View User Record

When you want to view your User Record…

Steps 1 & 2: Hover over the **Home** tab, then select the **Universal Profile** tab. You will be taken to the User Record page.
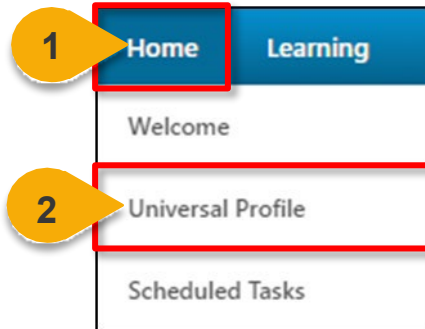
Step 3: To expand a section on the User Record page, click on the **arrow** to the right of that section.

FAI
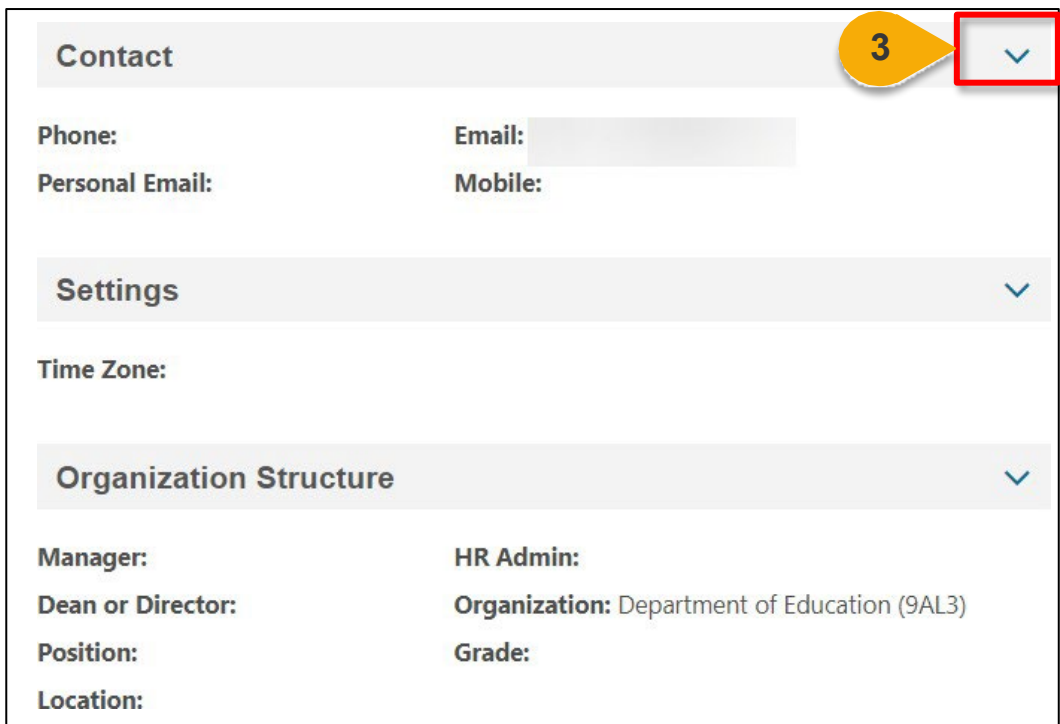
User Record Fields

When you want more information on User Record fields…

The following data elements are on the User profile for the Federal Acquisition workforce members. To update your User Record information, refer to the next task aid in this document, Edit User Record via Advanced Form.

Prefix: Enter your prefix here, if applicable.

First Name: Enter your first name here (required). This is displayed on all course completion certificates and email notifications.

Middle Name: Enter your middle name here, if desired.

Last Name: Enter your last name here (required). This is displayed on all course completion certificates and email notifications.

Suffix: Enter your suffix here, if applicable.

User Name: This is your unique Username in CSOD. We recommend using your email address.

**User ID:** This is your unique identifier in CSOD. This is the number to reference when you contact the Help Desk. You cannot edit this field.

Contact Section:
Address Line 1: Enter the first line of your address here. This field is limited to 110 characters.

Address Line 2: Enter the second line of your address here, if applicable. This field is limited to 55 characters.

City: Enter your city here. This field is limited to 35 characters.

State: Enter your state here. This field is limited to 30 characters.

Zip: Enter your zip code here.

Country: Select your country from the drop-down menu.

FAI

Phone: Enter your preferred work phone number here. This is the phone number used by the help desk.

Email Address: Enter your work email address here. This is the address that will receive all CSOD notifications.

If you update via the form template, please wait 4 hours before logging back in. At that time you will be able to log in with the new email address.

If you update via OKTA, the change is immediate and you can log in with the new email address.

Personal Email Address: Your personal email will not be used by FAI or CSOD. Please leave this field blank.

Settings Section

Time Zone: Select your time zone from the drop-down menu.

Organization Structure Section

Manager: This field is not editable by end Users. Please view the "Update Manager" task aid for directions on how to update your manager via the "My Account" page.

HR Admin: This field will not be used by employees of Federal Organizations. Please leave blank.

Dean or Director: This field will not be used by employees of Federal Organizations. Please leave blank.

Organization ID: Select your organization from the options in the pop-up (required). The accuracy of this field is critical to your CSOD experience.

Position: This field will not be used by employees of Federal Organizations. Please leave blank.

FAI

User Record Fields (Cont. 2)

Grade: Select your grade from the pop-up. If you are not in the General Schedule, you will find your grade under the FAI_Grade category.

Location: This field will not be used by employees of Federal Organizations. Please leave blank.

Defense Acquisition Workforce Information Section

This section is used by other organizations in CSOD. Federal Organization's employees will not see fields in this section.

Defense Security Cooperation Workforce

This section is used by other organizations in CSOD. Federal Organization's employees will not see fields in this section.

Federal Acquisition Workforce

Acquisition Workforce (AWF): Use this drop-down field to identify as a member of the Federal Acquisition Workforce.

Contracting Officer's Representative (COR): Use this drop-down field to identify as a COR on a contract.

Other Demographics

Disability: Check this field to indicate you require reasonable accommodations.

Citizen Type: Select your citizenship type. This form is initially populated by your SAAR Access Request Form.

Organization Designation: Select your Organization Designation from the drop-down menu. This form is initially populated by your SAAR Access Request Form.

Job Series: Enter your Job Series to identify your occupational job family (example: 1102)
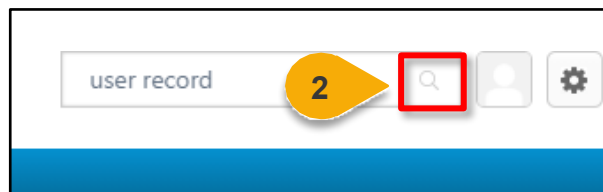
FAI

Edit User Record via Advanced Form

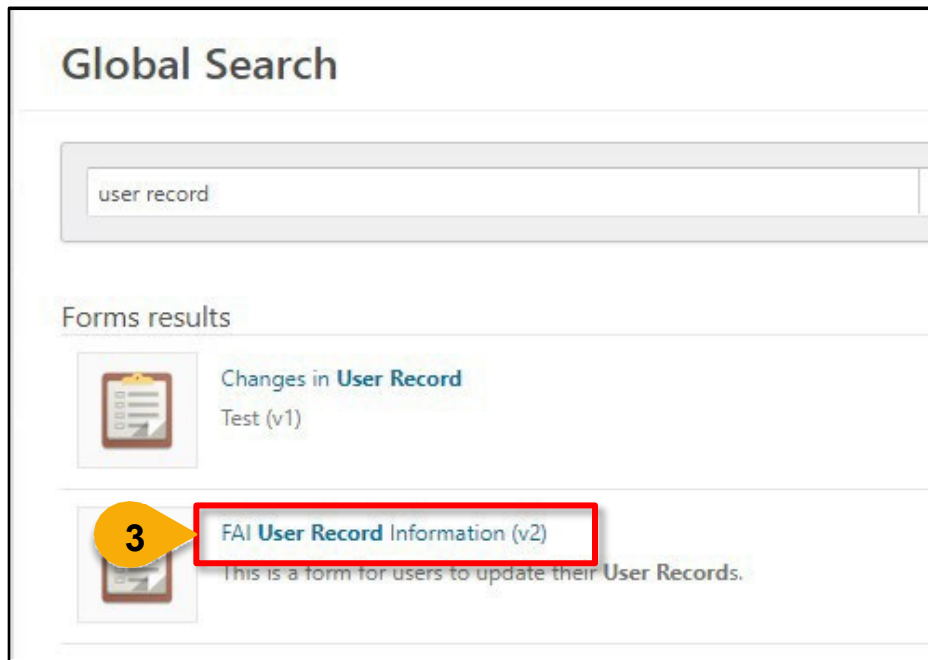*When you want to edit the User Record using Advanced Forms…*

Step 1: Type **User Record** into the Global Search box.
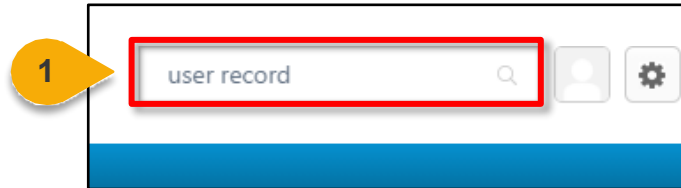
1 | user record   🔍   👤   ⚙

Step 2: Click the **Magnifying Glass** to search.

user record   **2**   🔍   👤   ⚙

Step 3: In the search results click the form name, **FAI User Record Information** to open the form. **Note:** The FAI User Record Information version number may vary.

Global Search

user record

Forms results

Changes in **User Record**
Test (v1)

3 FAI **User Record** Information (v2)
This is a form for users to update their User Records.

FAI

Edit User Record via Advanced Form (Cont. 1)

Step 4: Fill in the form. Fields with an * are required. **Note:** This is also where you will update your user organization.

FAI User Record Information (v2)

This is a form for users to update their User Records.
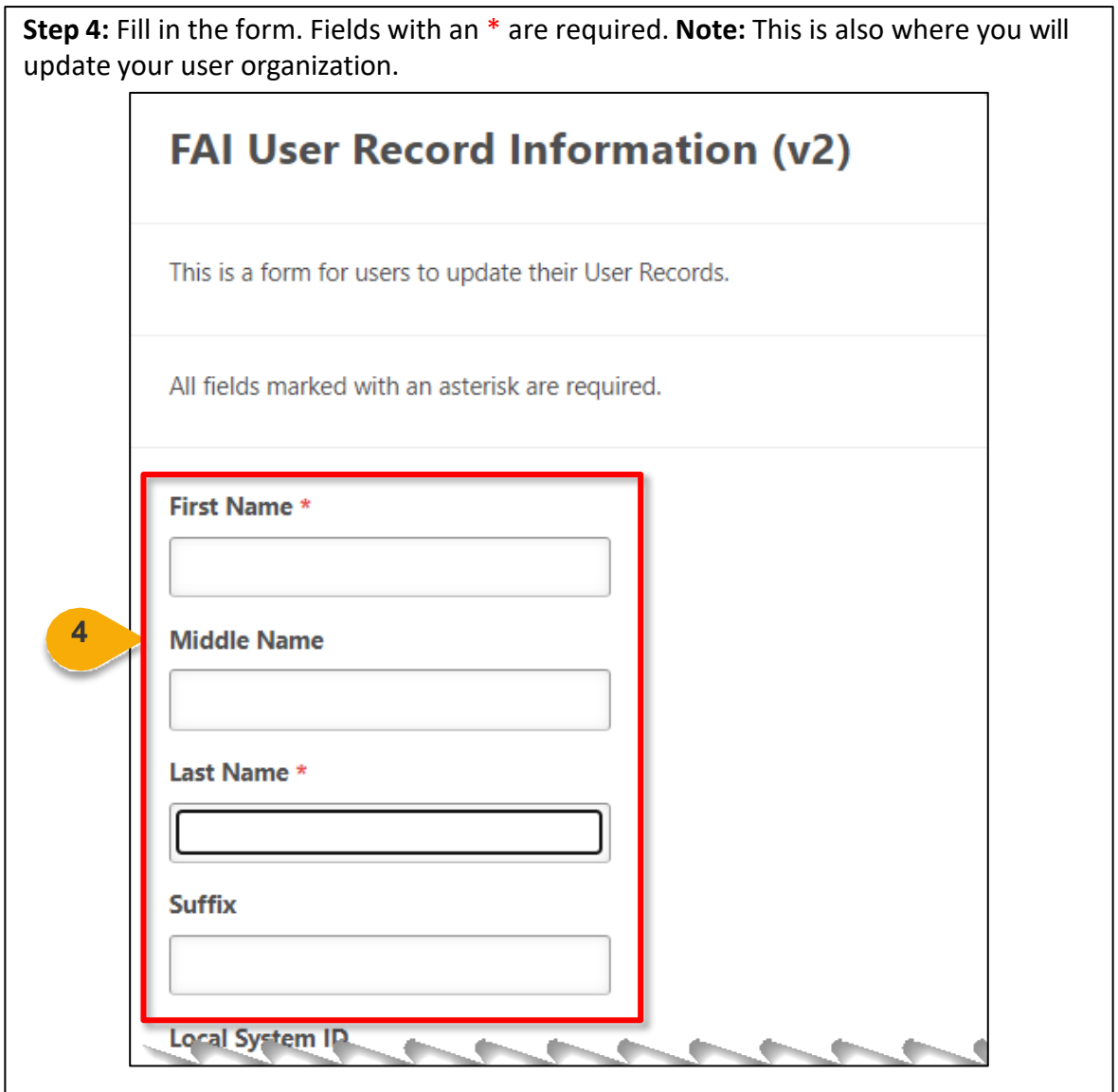
All fields marked with an asterisk are required.
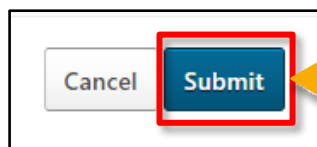
First Name *

4

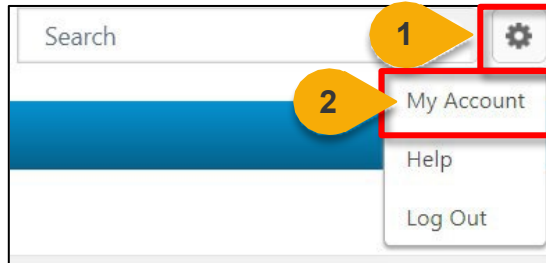**Middle Name**

Last Name *

Suffix

Local System ID

Step 5: When you are finished click **Submit**. You will see the changes reflected on your User Record immediately.
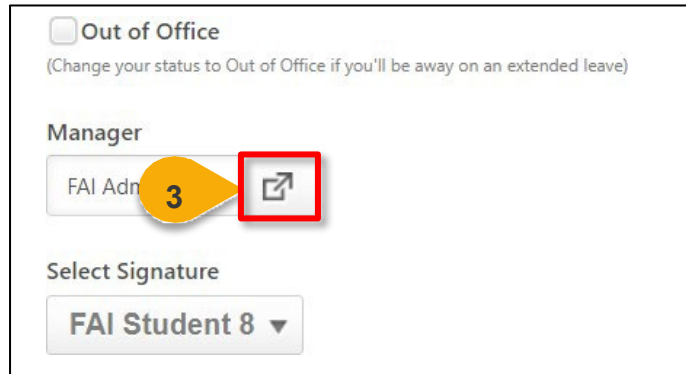
Cancel   Submit   **5**

FAI

Update Manager

When you want to update your supervisor/manager in CSOD...
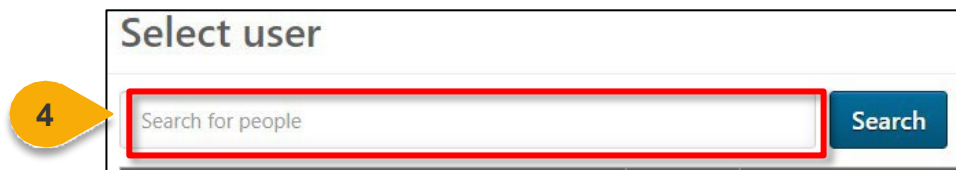
Steps 1 & 2: Hover over the **Gear icon** in the top right of your page and click **My Account.**

Search | 1 | ⚙
2 | My Account
Help
Log Out

Step 3: The Preferences page will open. Click the **pop-out icon** next to your current supervisor/manager's name.

☐ Out of Office
(Change your status to Out of Office if you'll be away on an extended leave)

Manager

FAI Adm 3 ⬈

Select Signature

FAI Student 8 ▾

Step 4: A new window will open. Type your supervisor/manager's name into the **Search for people box**.

Select user

4 Search for people | Search

Step 5: Click **Search**.

Select user

fai manager 5 Search

FAI

Update Manager (Cont. 1)

Step 6: All Users with that name will appear. CSOD only provides you with a few details to differentiate these Users. If you know your manager/supervisor's manager, that can help you distinguish between Users. Click the User's **name** to add them as your supervisor/manager.

Step 7: You will be returned to the Preferences page. Click **Save**.

Step 8: A pop-up will appear and let you know your changes were saved. Click **Go to home page** to be returned to the Welcome page.


To confirm you have selected the correct supervisor/manager, use the "View User Record" task aid to view the Manager field. This will display the DAU ID of the individual you selected. Contact your manager to confirm you have selected the correct User.
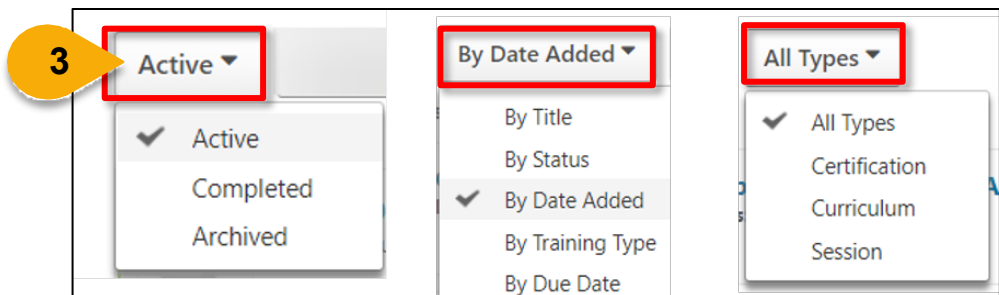
View User Transcript

When you want to view your Transcript...

Steps 1 & 2: Hover over the **Learning tab** and then select **View Your Transcript.**
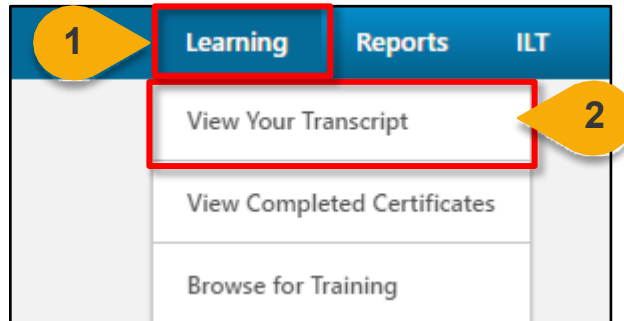
Step 3: You will be taken to your Transcript. You can click the **dropdown arrow** filter to show Active, Completed, and Archived courses. By default, only active courses you have not completed will be listed. Click on the **arrows** by each filter for dropdowns to sort the courses.

Did you know? You can send training to the Archived Transcript by viewing the Training Details page for a course on your Active Transcript.
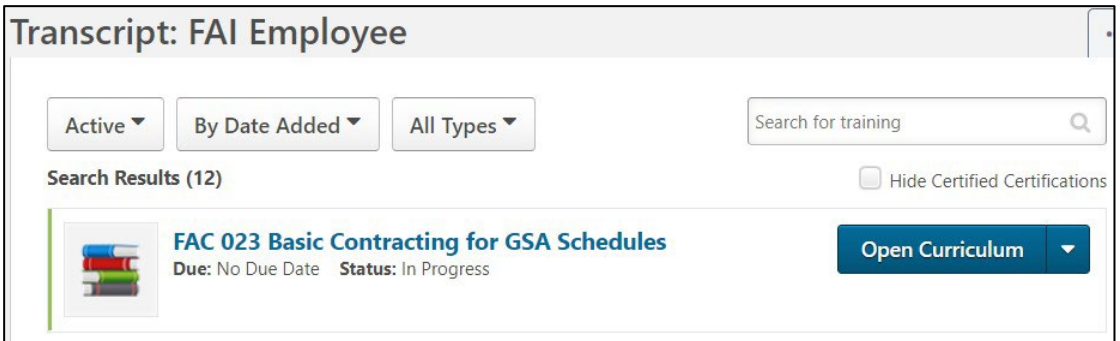
View Transcript Status

When you want to view your Transcript status…

Steps 1 & 2: Hover over the **Learning tab** and then select **View Your Transcript**.
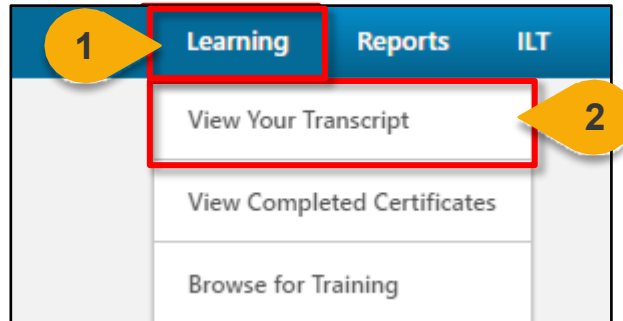
Your Transcript will display in the screen. The **status** of your courses will be listed underneath the title of the course.

FAI
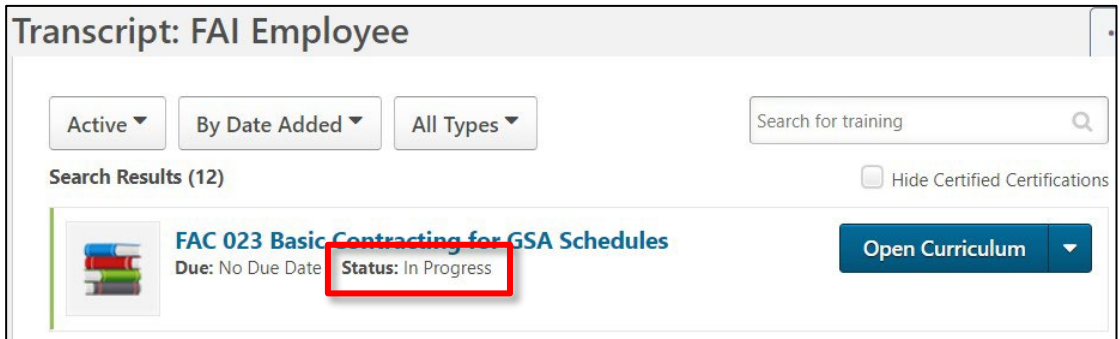
View CLPs on Completed Transcript

When you want to see how many CLPs were credited for a course…

Steps 1 & 2: Hover over the **Learning** tab and select **View Your Transcript.**
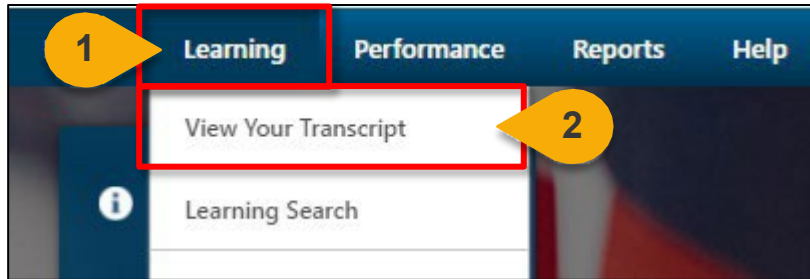
Step 3: Click the **Active** button to toggle to the Completed Transcript.
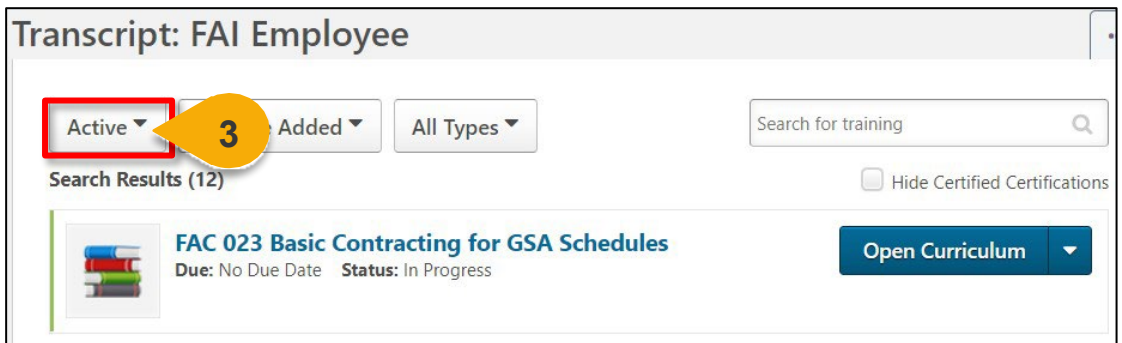
Step 4: Choose **Completed**.
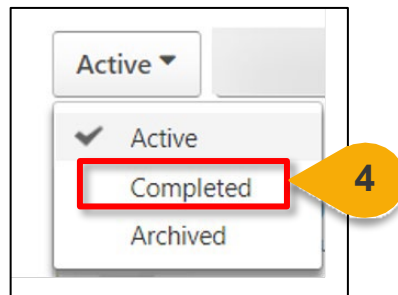
Step 5: Click the **dropdown arrow** next to the View Certificate button.

View CLPs on Completed Transcript (Cont.1)

Step 6: Click **View Training Details.**

Step 7: Your earned CLPs will be displayed on the screen in the **Continuous Learning Points** field.

Continuous Learning

Submit External Continuous Learning (CL) Activity Request

When you need to account for externally obtained CLPs...

> Please see page 86 for more guidance on when to use External Continuous Learning (CL) Activity Requests vs. Equivalent/Fulfillment Requests.

Step 1: Click the **External Continuous Learning Activity Request** button under the Quick Links section of the Welcome Page.

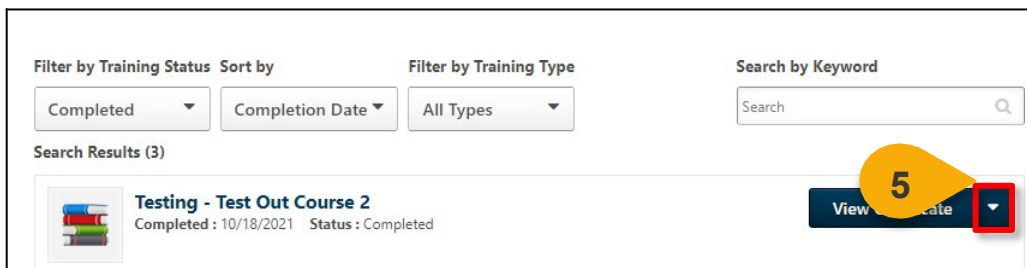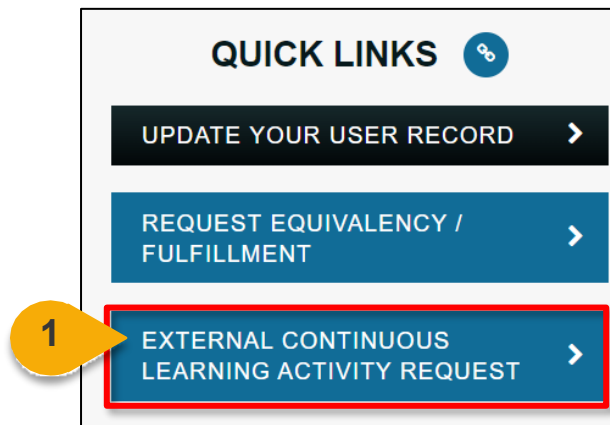**Step 2:** You will be redirected to the "Add External Training" form. Fields with an * are required. Enter the activity title in the **External Continuous Learning Activity Title** field.
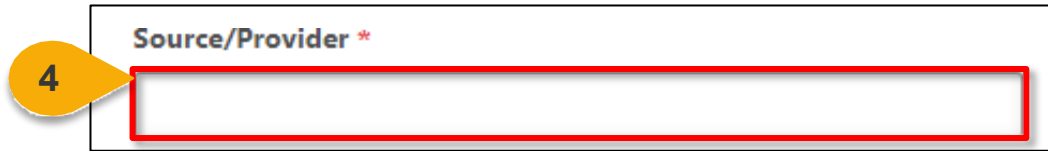
External Continuous Learning Activity Title *

Step 3: Enter an activity description in the **External Continuous Learning Activity Description** field.

External Continuous Learning Activity Description *

FAI
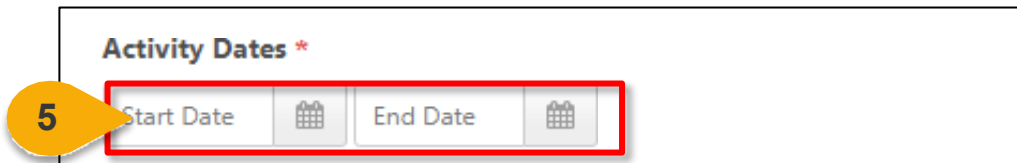
Submit External CL Activity Request (Cont. 1)

Step 4: Enter a source or provider of the activity in the **Source/Provider** field.
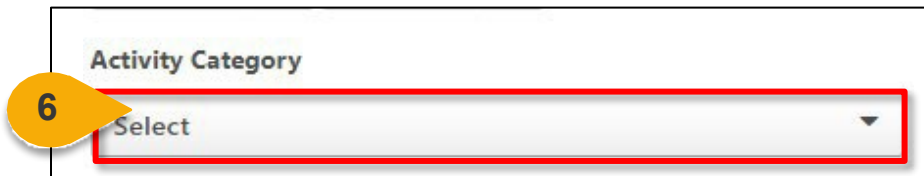
Source/Provider *

4

Step 5: Add when the activity occurred in the **Activity Dates**.
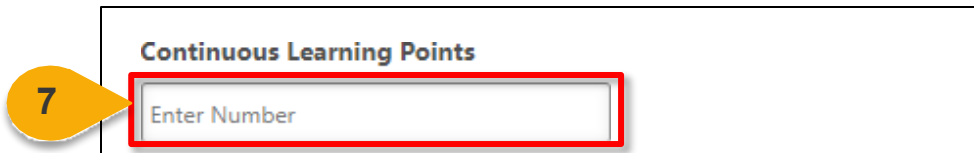
Activity Dates *

5 Start Date | End Date

Step 6: Choose a category from the **Activity Category** dropdown.
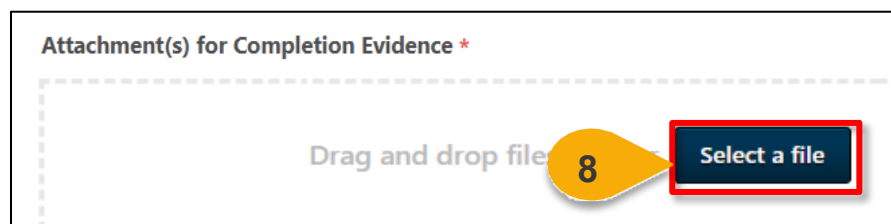
Activity Category

6 Select ▼

Step 7: Enter the Continuous Learning Points (CLPs) this activity was worth in the **Continuous Learning Points** field.

Continuous Learning Points

7 Enter Number

Step 8: Click **Select a File** to attach proof of completion (examples include a certificate of completion, transcript from source/provider, grade from educational institute, etc.).
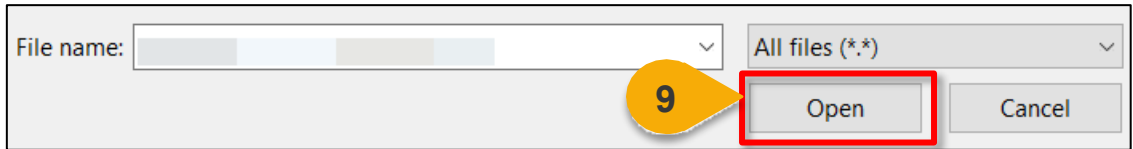
Attachment(s) for Completion Evidence *

Drag and drop file **8** Select a file

Note: Each attachment is limited to 1 MB, with a maximum of 15 attachments. The file name of the attachment cannot exceed 45 characters or an error stating that the file name is too long will result. Prior to uploading, rename the file to shorten its title if necessary.

FAI

Submit External CL Activity Request (Cont. 2)
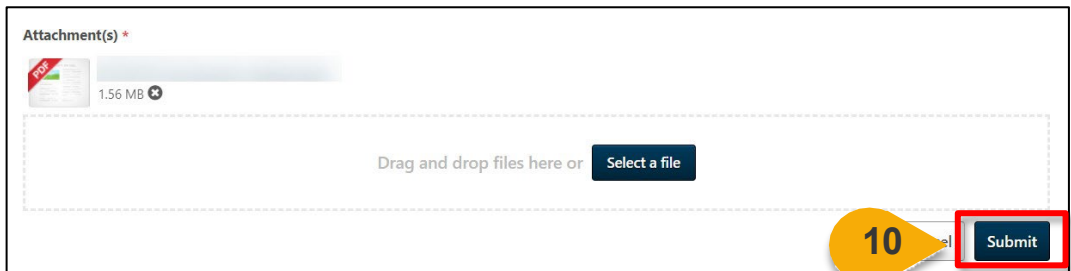
Step 9: Select the file and click **Open**. Allow the file to load.

File name:		All files (*.*)	
		Open	Cancel

9

Step 10: Click **Submit** to submit your External Continuous Learning Activity Request.
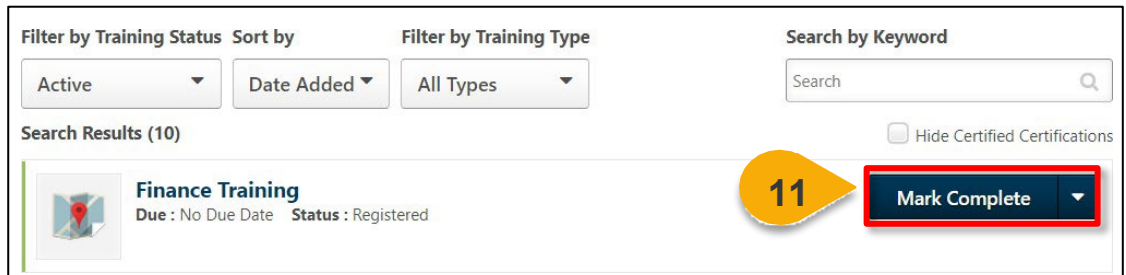
Attachment(s) *

PDF
1.56 MB ⊗

Drag and drop files here or **Select a file**

10 el **Submit**

Step 11: You will be re-directed to your Active Transcript. Locate the External Continuous Learning Activity Request added and click the **Mark Complete** button.

Filter by Training Status   Sort by

Active ▼   Date Added ▼

Filter by Training Type

All Types ▼

Search by Keyword

Search 🔍

Search Results (10)

☐ Hide Certified Certifications

Finance Training
Due : No Due Date   Status : Registered

11   **Mark Complete** ▼

> Note: If the activity is in the future, you will not be able to select Mark Complete until after the end date has passed.
>
> The activity will be routed for agency approval and display on your Completed Transcript when approved.

FAI

Submit a Small Agency External Continuous Learning (CL) Request

When you want to add an External CL Request as a Small Agency user…

Steps 1 & 2: Hover over **Learning** and click **Add External CL Activity Request**.

1 Learning ILT Content

View Your Transcript

View Completed Certificates

Learning Search

Interests and Waitlists

Add External CL Activity Request **2**
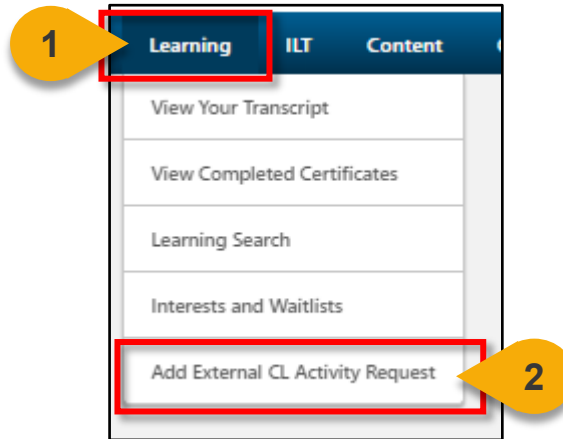
Step 3: You will be redirected to the "**Add External Training**" form. Fill in the form. Fields with an * are required.

External Continuous Learning Activity Title * **3**

External Continuous Learning Activity Description *

Source/Provider *

Activity Dates *

Start Date | End Date

Activity Category

Select

Step 4: Click **Select File** to attach proof of completion.

Attachment(s) for Completion Evidence *

Drag and dr **4** Select a file

Cancel | Submit

FAI

Submit a Small Agency External Continuous Learning (CL) Request (Cont. 1)

Step 5: Click **Submit**.

Attachment(s) for Completion Evidence *

Drag and drop files here or [Select a file]

5 [Submit]

Step 6: Go to your **Active** transcript. Locate the external training and click **Mark Complete**.

Filter by Training Status | Sort by | Filter by Training Type | Search by Keyword

Active | Date Added | All Types | Search

Search Results (6)

Hide Certified Certifications

Due : No Due Date   Status : Registered   Training Type : External Training

6 [Mark Complete]

Step 7: Go to your **Completed** transcript and confirm the external training is now there. *Note: Your ACM/SAR will periodically run an external CL report to validate submissions.*

7 Filter by Training Status | Sort by | Filter by Training Type | Search by Keyword

Completed | Completion Date | External Training | Search

Search Results (1)

Status : Completed   Training Type : External Training

[View Training D...]

FAI

Edit External CL Activity Request Prior to Approval

When you need to edit your Request prior to Approval...

Steps 1 & 2: Hover over the **Learning** tab and select **View Your Transcript.**
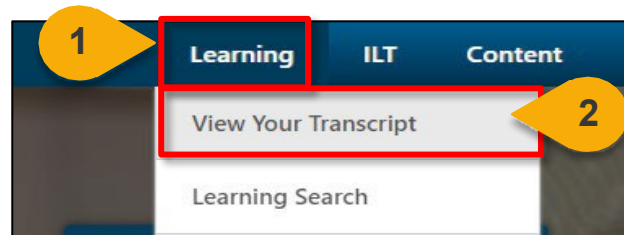
Step 3: From the Active transcript, click the dropdown arrow beside the Mark Complete button and select **View Training Details**.
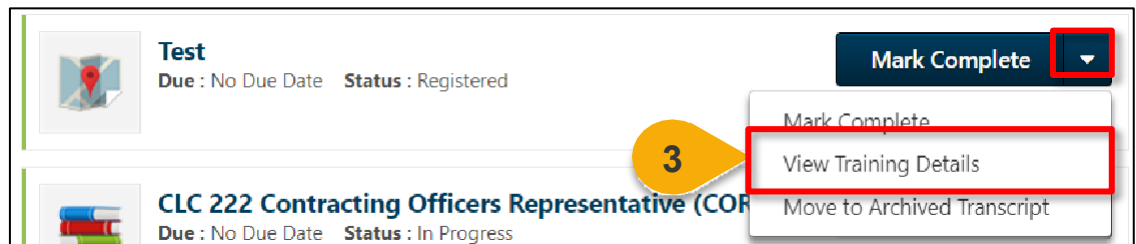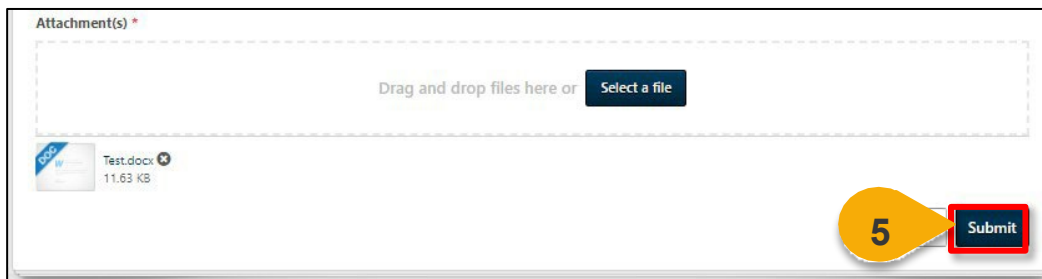
Step 4: Click **Edit External Training**.

FAI
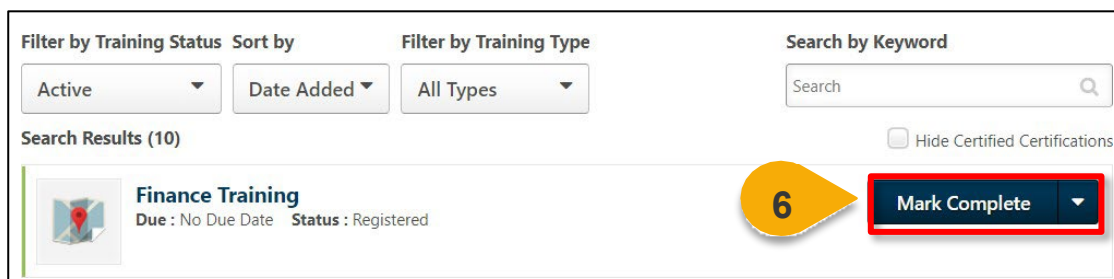
Edit External CL Activity Request Prior to Approval (Cont. 1)

Step 5: Make the necessary edits and click the **Submit** button.

Attachment(s) *

Drag and drop files here or Select a file

Test.docx
11.63 KB

5 → Submit

Step 6: If you had not completed the step of Mark Complete yet, you will be re-directed to your Active Transcript. Locate the External CL Activity and click the **Mark Complete** button. If your activity has not yet taken place, you will not have this option until the end date for the activity has passed.

Filter by Training Status Sort by   Filter by Training Type   Search by Keyword

Active   Date Added   All Types   Search

Search Results (10)   Hide Certified Certifications

Finance Training
Due : No Due Date   Status : Registered   **6** →   Mark Complete

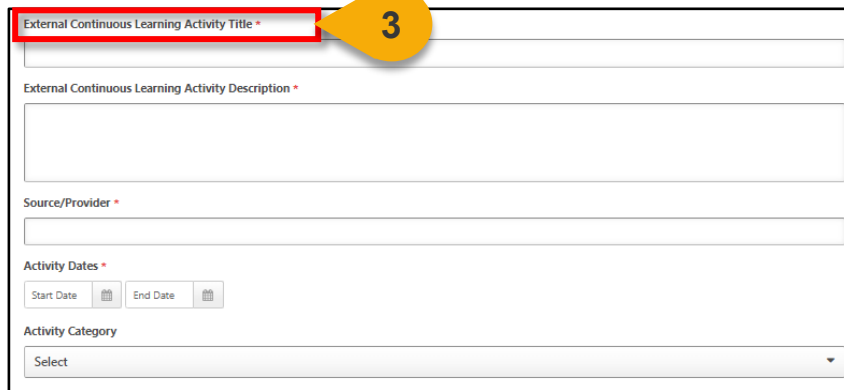The activity will be routed for agency approval and display on your Completed Transcript when approved. If denied, the denial will show on your Active Transcript.

FAI

Withdraw Future Dated External CL Activity Request

When you need to withdraw a future External CL Activity Request...

Steps 1 & 2: Hover over the **Learning** tab and select **View Your Transcript.**

Step 3: Find the future dated External Continuous Learning Activity Title on your Active Transcript and click the **Withdraw** button.

Step 4: In the pop-up window, click **Submit** to withdraw this External Continuous Learning Activity Title.

Step 5: The **Status** of that External Continuous Learning Activity Title with now reflect Withdrawn.

Test 2 - Future Date
Due : No Due Date Status : Withdrawn 5

View Training D...

Resubmit Denied External CL Activity Request

When you need to resubmit a denied External CL Activity Request...

Steps 1 & 2: Hover over the **Learning** tab and select **View Your Transcript.**

Step 3: Find the denied External Continuous Learning Activity Title on your Active Transcript and click the **dropdown arrow** next to the Request Completion button**.**
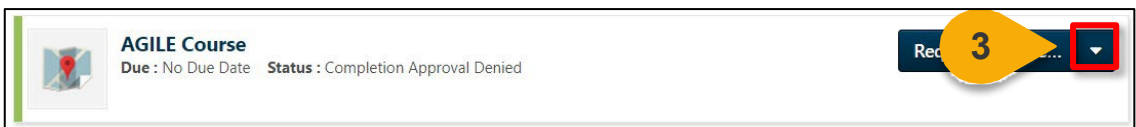
Step 4: In the dropdown menu, select **View Training Details**.
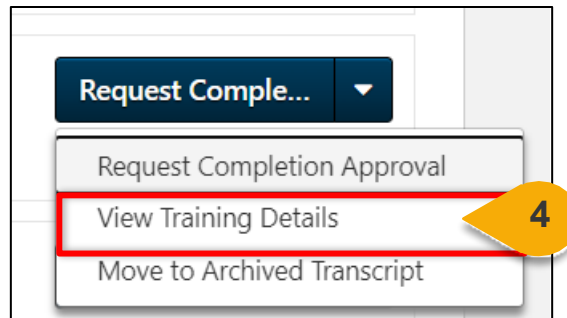
Step 5: Select **Edit External Training** under the training title.

Resubmit Denied External CL Activity Request (Cont. 1)

Step 6: Edit your form responses as needed then click **Submit.**

Cancel | Submit ← 6

Step 7: You will be returned to your Active transcript. Locate the denied training again and click the **Request Completion Approval button**.

AGILE Course
Due : No Due Date   Status : Completion Approval Denied

7 → Request Comple... ▼
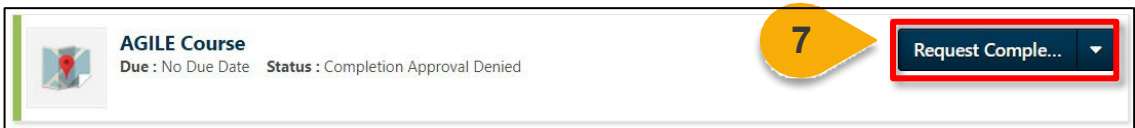
Step 8: The status for the training will change from Completion Approval Denied to **Pending Completion Approval**.

AGILE Course
Due : No Due Date   Status : Pending Completion Approval

8   View Training D... ▼

The activity will be routed for agency approval and display on your Completed Transcript when approved.

FAI

Accessing and Reviewing Your CLIP Dashboard

When you want to view your CLP accrual…

The Continuous Learning Individual Progress (CLIP) Dashboard will show your progress toward Continuous Learning Point (CLP) accrual for your completed Certifications that require 8, 40, or 80 CLPs. The CLIP Dashboard will only show your current CL Period at this time.

Step 1: From your Welcome page, click the **CLIP Dashboard** tile. A new tab will open with your personal CLIP Dashboard (example shown below).

FIND CERTIFICATIONS

1
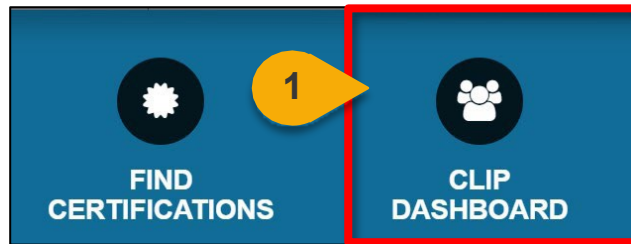
CLIP DASHBOARD

FAI Dashboard

User Information

DAU

CLP Period Start: 3/15/2021

Instructions

Welcome to your continuous learning dashboard

Your Continuous Learning Points (CLP) for each of your certifications should be reflected below. Note: If you do not see a sp

CLP progress is calculated via the CLP dashboard for the two-year continuous learning period.

All FAI and DAU course completions within CSOD will automatically reflect in the CLP dashboard. We encourage and recomm

For training completed outside of FAI CSOD, users will enter a Continuous Learning Activity request. Upon approval of your a

The continuous learning requirements for Federal certifications are detailed in OFPP policy, click here.

For agency specific certifications and questions, please reach out to your agency POC.

Note: This page refreshes every 15 minutes. On-line training completions may take 15 minutes to appear on the dashboard.

Certifications

My Certs	My Points

FAC-COR Level 2
FAC-COR Level 3

63.75%

Due Date:	CLPs Required:	CLPs Earned:	C
3/15/2023	40	25.5	14

FAC-C Level 1
FAC-C Level 2
FAC-C Level 3

31.87%

Due Date:	CLPs Required:	CLPs Earned:	C
3/15/2023	80	25.5	54

FAI

Accessing and Reviewing Your CLIP Dashboard (Cont. 1)

Step 2: In the **My Certs** section, you will see your certifications, grouped by how many CLPs are required to maintain them.

Step 3: In the **My Points** section you will see your CLP accrual towards the 8, 40, and/or 80 CLP requirements, as applicable.

Step 4: Beneath each bar you will see additional information and details about your CLP accrual such as **Due Date**, **CLPs Required**, **CLPs Earned**, **CLPs Remaining**, **Time Remaining in Period**, and **Status**.

Step 5: At the bottom of the page, click the **View Details** to view which courses are crediting towards your CLP accrual.

Accessing and Reviewing Your CLIP Dashboard (Cont. 2)

Step 6: In the View Details section you can see information about each Learning Object that is crediting your CLIP Dashboard including **Title**, **Type**, **Completion Date**, **Status** and **CLPs Earned**.

Step 7: At the top of the page, click the **Download button** to download a printable PDF of your CLIP Dashboard.

Online Training

Use Global Search

When you want to search for Training, Certifications, or Forms…

Global Search: This predictive search bar, found at the top right of the home page, helps Users search for training, certification and forms.

Step 1: Enter your desired Search Terms and click the **Magnifying Glass** or hit enter to search.

The page will refresh, and your results will be listed on the page.
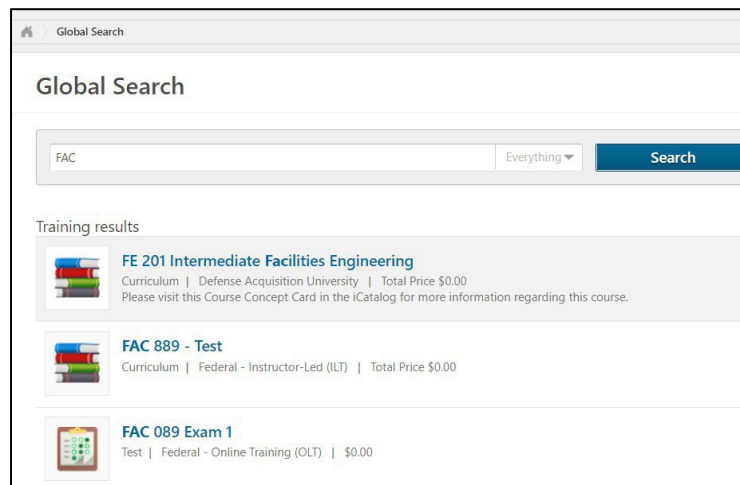
Step 2: To the left of the search bar, you can choose to filter by **Training, Certifications, or Forms** by clicking on any of these items.
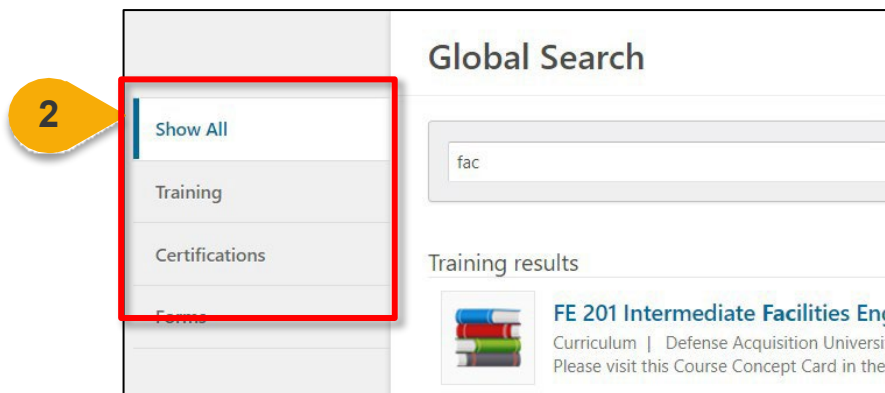
Use Global Search (Cont. 1)

Step 3: When searching for training, click the Training filter to expand the menu further. Click **any Training Type** to filter by that type.
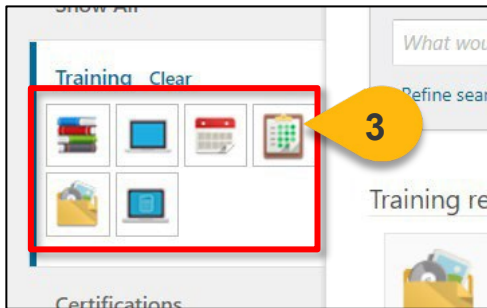
Step 4: The Refine Search option will appear under the search bar. Click **Refine Search** to view additional filters.
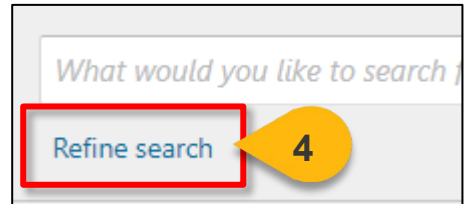
Step 5: Use any of the fields to refine your search and then click **Search**.

Step 6: To open any search result, click the search result **title**.

CLM 071 Introduction to Data Management
Curriculum | Defense Acquisition University | Total Price $0.00
Please visit this Course Concept Card in the iCatalog for more informat

CLL 001 Life Cycle Management & Sustainment Metri
Curriculum | Defense Acquisition University | Total Price $0.00
Please visit this Course Concept Card in the iCatalog for more informat

CLE 035 Introduction to Probability and Statistics

Register for Online Training (OLT)

When you want to register for Online Training…

Step 1: Type the name of the OLT you would like to take into the Global Search box and click the **magnifying glass** or hit enter. See the "Use Global Search" task aid for more information on searching for training.

Search **1**

Step 2: Your search results will appear on the next page. Click the **title** of the OLT you would like to take.

Global Search

Training results

2 FAC 068 Contract Types
Curriculum | Federal - Online Training (OLT) | Total Price $0.00
Develop an understanding of the most common contract types and their basic characteristics as well as **fac**tors to consider when selecting and negotiating the contract type.

FAC 057 COR Refresher
Curriculum | Federal - Online Training (OLT) | Total Price $0.00
This module provides a refresher of the duties, roles and responsibilities of the Contracting Officer's Representative (COR) in the contract pre-award phase, and the contract administration and management phase. Module 1 provides an overview of these elements, while Module 2 is an interactive, scenario-based exercise that allows the COR to apply im...

Step 3: Click the **Open Curriculum** button to register for the OLT. The course will then be added to your Transcript with a status of In Progress. **Note:** If you do not see the Open Curriculum button, click the **Request** button to request access to the OLT.

CURRICULUM

FAC 068 Contract Types

Last Updated 03/31/2021

Details

Develop an understanding of the most common contract types and their basic characteristics as factors to consider when selecting and negotiating the contract type.

Show More

Contents   2 Trainings

CURRICULUM

FAC 068 Contract Types

3 Open Curriculum ⌄

FAI
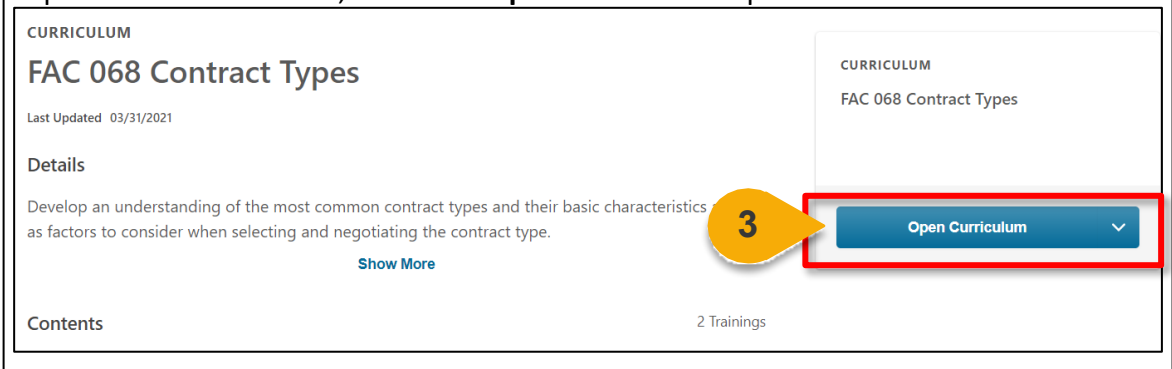
Register for Online Training (OLT) (Cont. 1)

Step 4: The Curriculum Player page will show. You will see all components that are a part of the curriculum. Click **Launch** to start the training. The training will open in a new window.

View Completion Certificate

When you want to view/download/print a completion certificate…

Step 1: Hover over the **Learning tab**.
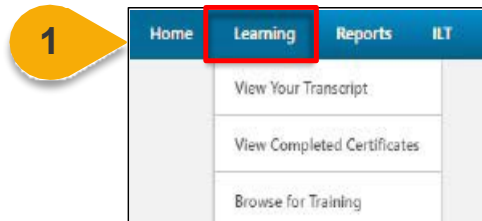
Step 2: Select **View Completed Certificates** to only view your completed training.
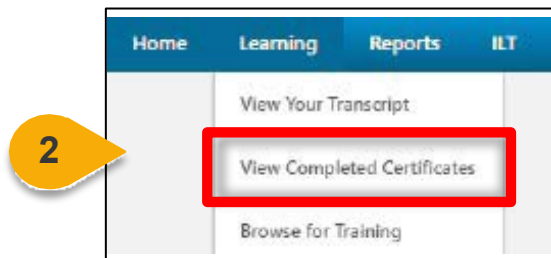
Step 3: Click **View Certificate** across from the Learning Object you wish to view a certificate for. The certificate will open in a new window.

CLM 090 Sustainable Military Facilities
Completed: 11/24/2020   Status: Completed

Instructor-Led Training

Register for Instructor-Led Training (ILT)

When you want to register for an Instructor Led Training…

Step 1: Enter keywords for the Instructor-Led Training you'd like to take in to Global Search. Press **Enter** or click the **Magnifying Glass** to search.

Search **1**
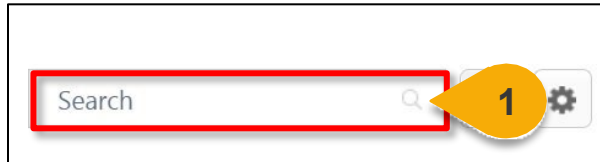
Step 2: From the **Training** filters, select Event

Show All

Training   Clear

2

Certifications

Forms
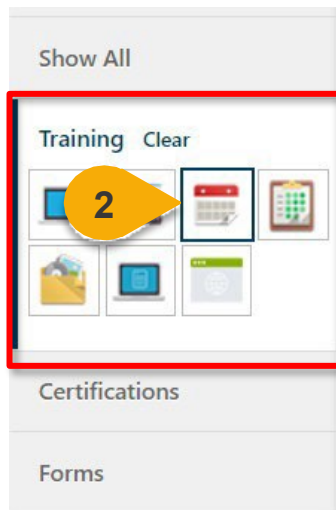
Step 3: Once the Event has been found**,** click the **Event name** to view the occurrences (Sessions) of that Event.

3 CON 320 Advanced Indirect Cost Analysis
Event | Defense Acquisition University | $0.00
Please visit this Course Concept Card in the iCatalog for more informa
course at https://www.dau.edu/training/p/apply-for-a-course

FAI
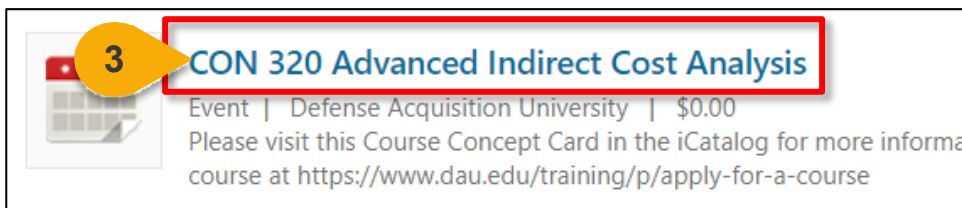
Register for Instructor-Led Training (ILT) (Cont. 1)

Step 4: Locate the Session you wish to enroll in. Depending on your Agency and the Session configurations you may see different options. Click **Request** or **Waitlist**. You will now be able to view the Session on your Transcript.

Request: This will enroll you in the Session. If you are a VA User enrolling in a VA Session, your spot in the course will be Pending Approval as the request is routed through the approval workflow.

Waitlist: If you see the waitlist option, the Agency sponsoring this Session may not be allowing Users from your Agency at this time or the course may be full. Choose this option to be placed on the Waitlist for the Session.

Note: If Cornerstone on Demand shows open seats after the registration deadline has passed, registration through the help desk is not advised as these open seats would have already gone to waitlist individuals.

DEC 7   Mon, Dec 7, 2020, 8:00 AM - Thu, Dec 10, 2020, 5:00 PM EST

VA: CON 100FED-2021-01
FAI Instructor
Federal Organizations - Locations > VA Acquisition Academy (VAAA) > Virtual Instructor-Led Training (VAAA)

4   Request

FAI

Indicate Interest in a Future Session

When interested in a course once new Sessions become available…

Step 1: Use Global Search to search for the course you'd like to take. Refer to the "Use Global Search" task aid. Click on the **Event Title**.

Step 2 : On the on the Event page, click either the **Notify Me** or **Notify Me of New Sessions button**.

Step 3a: You have the option to select to be notified of Sessions held in a specific location. Click the **pop-out icon** next to the Select a Location field to do this.

Step 3b: To be notified for all sessions in any location, check the box next to **Notify me when sessions are scheduled at any location**.

Comments

Enter your comments here

3b

☐ Notify me when sessions are scheduled at any location

Step 4: Once you have completed selecting the location preferences, click the **Submit button** at the bottom of the page. You will receive an email notification when new Sessions are added that meet the location criteria you provided.

4 → Submit

FAI

Withdraw from an ILT

When you need to withdraw from an ILT course…

Steps 1 & 2: Hover over the **Learning tab** and select **View Your Transcript.**
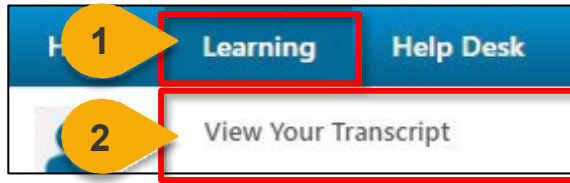
Step 3: Search for and find the course from which you wish to withdraw on your Transcript. Select **Withdraw**. **Note:** If Withdraw is not the option in the blue button, you may need to click the triangle to expand the menu, or the deadline to withdraw has passed, and you will need to request withdrawal through the help desk.

Con 100 (FED): Shaping Smart Business Arrangements (Starts 1
Due: No Due Date   **Status:** Pending Approval

Step 4: Select a reason for withdrawal in the **Please select a reason dropdown**.

Withdraw Registration

If you withdraw your registration for this session, you will immediate

Session Details

Event Name: Con 100 (FED): Shaping Smart Business Arra
Date / Time: (1) 12/7/2020 8:00 AM - 12/10/2020 5:00 PM
Location: Virtual Instructor-Led Training (VAAA)
Price: $0.00

SESSION WITHDRAWAL OPTIONS

Please select a reason
Please select a reason
Other
Illness/Family Emergency
Inclement Weather
Leave
No Longer Needed
Reschedule Due to Conflict
TDY
Technology Issue
Workload

Step 5: Click **Submit** to withdraw.

TDY
Technology Issue
Workload

Submit   Cancel
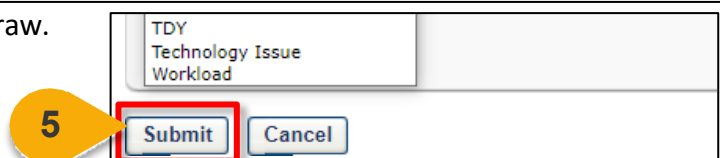
Equivalency & Fulfillment Forms

Submit an Equivalency/Fulfillment Form

When you want to request Equivalency or Fulfilment for a Course…

NOTE: Small Agency users must work with their Small Agency Representative for Equivalent/Fulfilment Credit. You can find your Small Agency Representative here: https://www.fai.gov/humancapital/acm

Step 1: Use Global Search to search for the keyword "Equivalency".
Click the **Magnifying Glass** to search.
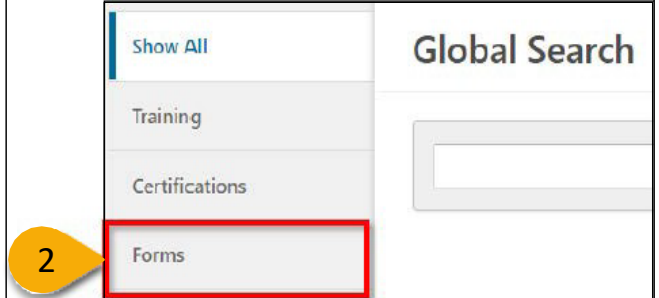
Search ... 1

Step 2: Click on **Forms** to view only Forms in the results page.
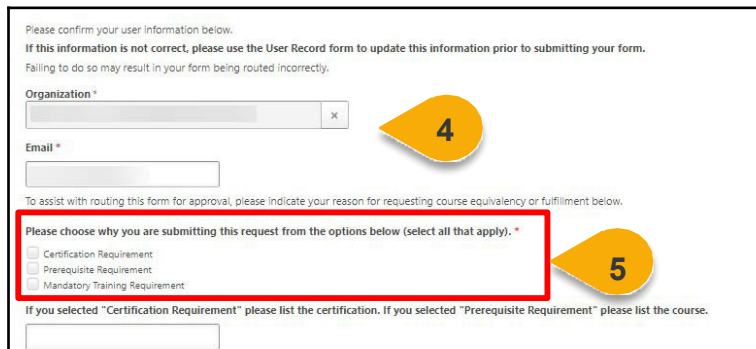
Show All

Training

Certifications

2 → Forms

Global Search

Step 3: Click on the **Equivalency/Fulfillment Form** for your Agency.

- Equivalency/Fulfillment Request Form (v3)   3

Use this form to request equivalency or fulfillment of a FAI CSOD course by de education, experience, or a combination thereof has satisfied the learning obje THIS FORM FOR CLP REQUESTS

Steps 4-5: Confirm your **Organization** and **Email** are correct. **Choose your reason for submitting the request (select all that apply)**.

Please confirm your user information below.
If this information is not correct, please use the User Record form to update this information prior to submitting your form.
Failing to do so may result in your form being routed incorrectly.

Organization *

4

Email *

To assist with routing this form for approval, please indicate your reason for requesting course equivalency or fulfillment below.

Please choose why you are submitting this request from the options below (select all that apply). *
- Certification Requirement
- Prerequisite Requirement   5
- Mandatory Training Requirement

If you selected "Certification Requirement" please list the certification. If you selected "Prerequisite Requirement" please list the course.

FAI

Submit an Equivalency/Fulfillment Form (Cont. 1)

Step 6: Select the **dropdown arrow** to choose the course for which you would like an equivalency.

Equivalency & Fulfillment Request
Please provide the information below to indicate how you have fulfillment requirements for course equivalency.

Please Select the Course You Would Like Equivalency For

Select ▼   **6**

Step 7: Select the **course** from the dropdown menu.

Please Select the Course You Would Like E

Select ▼

✓ Select
7 ACQ 370 (FED)   **Please List.**
AQN PBA

Step 8: If the course you are trying to request an equivalency for is not available in the dropdown, choose Other and enter the course code in the field labeled **If You Selected "Other", Please List**. **Note**: Please confirm that your course is in ABC 123 (FED) format before submitting your request. Verify you did not include any information after ABC 123 (FED) and that the spacing is correct, otherwise your request will not be approved.

Equivalency & Fulfillment Request
Please provide the information below to indicate how you hav

Please Select the Course You Would Like Equivalency For

Select ▼

If You Selected "Other", Please List.

8

FAI

Submit an Equivalency/Fulfillment Form (Cont. 2)

Step 9 Click the **calendar icons** to enter the Training Start and End dates.

Training Start Date:

Select the equivalent training start date.

9

Training End Date:

Select the equivalent training end date.

Step 10: Click **Select File** to add any supporting documentation in the attachment sections. You can add multiple attachments to any section.

Attach any documentation below to support your request for equivalent/fulfillment course credit.
Equivalency Option: Course Completion Certificate

Drag and drop files here or **Select a file**

If requesting course equivalency, attach course completion certificate here.
Additional Documentation

10

Drag and drop files here or **Select a file**

If needed, attach additional documents here.

Steps 11 & 12 If applicable, enter any supporting comments in the **Employee Remarks (Optional) field**. Click **Submit for Approval** to route to your Agency Equivalency and Fulfillment Approvers. Please note: The time frame for approving requests varies by Agency. After final approval, the course will appear on your Transcript, marked as "Exempt", within 14 days.

Employee Remarks (Optional)

11

Cancel   **Submit For Approval**   **12**

To view your submitted requests and to check your form status, please view the View Submitted Forms and View Form Status Task Aids.

FAI

View Submitted Forms

When you want to see the forms you've submitted...
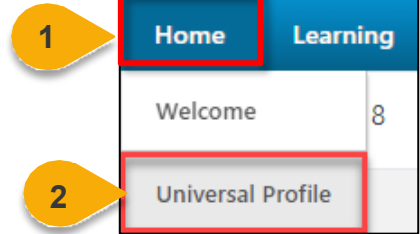
Steps 1 & 2: Hover over **Home** and click **Universal Profile.**

1

2

Home	Learning
Welcome	8
Universal Profile	

Step 3: Click **Documents and Plans**.

User Record ▼   Bio ▼   Transcript   Acti   3   Documents and Plans

Step 4: On the Documents and Plans page, click **Documents.**

4

Documents and Plans

Documents — 4

Development Plan Progress — 6% — Demo Plan
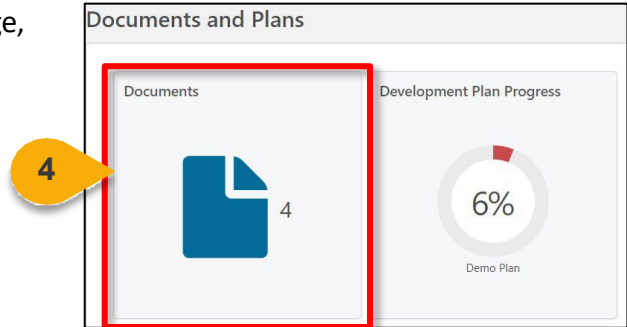
Step 5: On the Documents page, click the **folder** you'd like to view the contents of.

5

DOCUMENTS

Search documents and folders by title

Education/Experience Checklist Document Dropbox
Files: 0

Equivalency/Fulfillment Requests
Files: 0

FAI Official Transcript
Files: 0

SF-1402 (User Upload)
Files: 0

User Record Updates
Files: 0

Warrant Requests
Files: 0

| **Equivalent Requests:** Contains Equivalent/Fulfillment Forms you have submitted. | **Warrant Requests:** Contains Warrant Forms you have submitted. | **User Record Updates:** Contains User Record Update Forms you have submitted. |

FAI

View Form Status

When you want to see the status of the forms you've submitted…
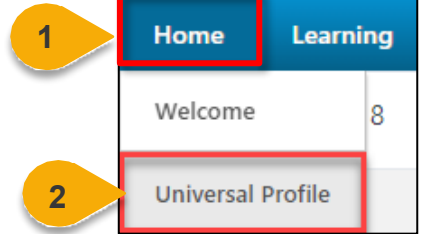
Steps 1 & 2: Hover over **Home** and click **Universal Profile.**

1 — Home | Learning

Welcome 8

2 — Universal Profile

Step 3: Click **Documents and Plans**.

User Record ▼   Bio ▼   Transcript   Acti... 3 → Documents and Plans

Step 4: On the Documents and Plans page, click **Documents.**

Documents and Plans

Documents 4

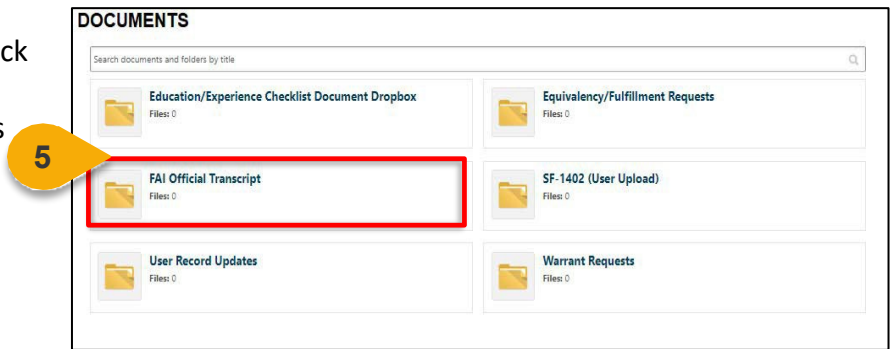4 → Documents

Development Plan Progress 6% Demo Plan
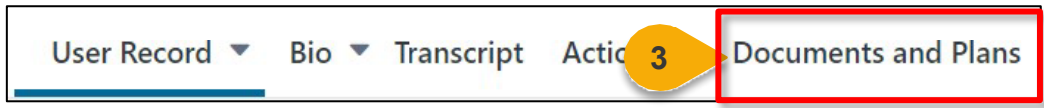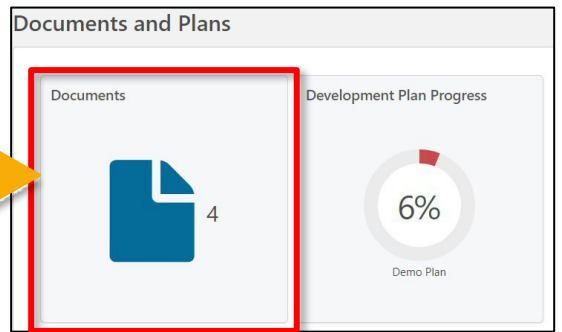
Step 5: On the Documents page, click the **folder** for the request you'd like to view.

Documents

Search documents and folders by title

5 → **Equivalency Requests** Files: 0

User Record Updates Files: 0

Warrant Requests Files: 0
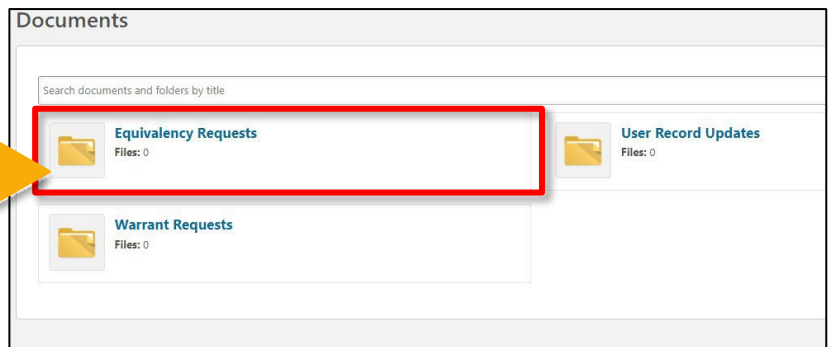
Step 6: Click the **title** of the request you'd like to view.

6 → **GSA - Equivalency/Fulfillment Form (v3) -**
Upload Date: 11/27/2020 Uploaded By:
Attachment(s): 1

FAI

View Form Status (Cont. 1)

The submitted request will open with the current status in the orange bar at the top.

GSA - Equivalency/Fulfillment Form (v3)

Form denied.

Use this form to request fulfillment of a training requirement by external coursework or experience.

Equivalency & Fulfillment Request

Please provide the information below to indicate how you have fulfillment requirements for course equivalency.

Pending Approval

Your request is awaiting approval.

Approved

Your request has been approved.

Returned
Your request has been returned to you for additional information or attachments.

Denied
Your request was denied. A new form must be submitted if you'd like to correct the documentation.

FAI

Certifications

Request and Manage a Certification

When you want to request a Certification...
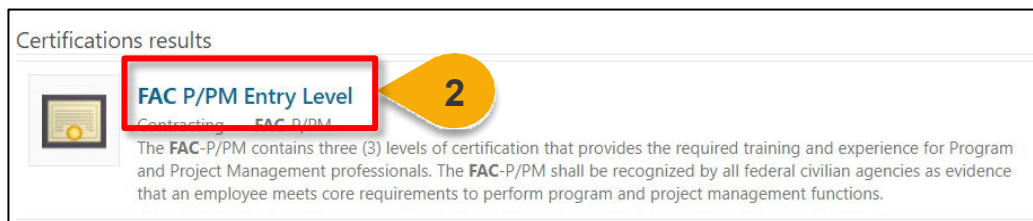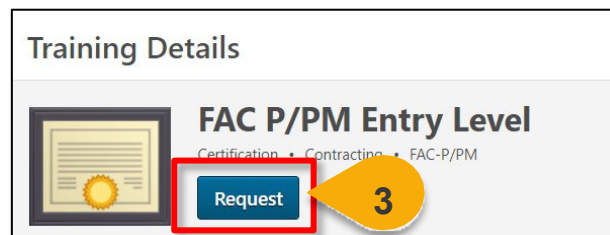
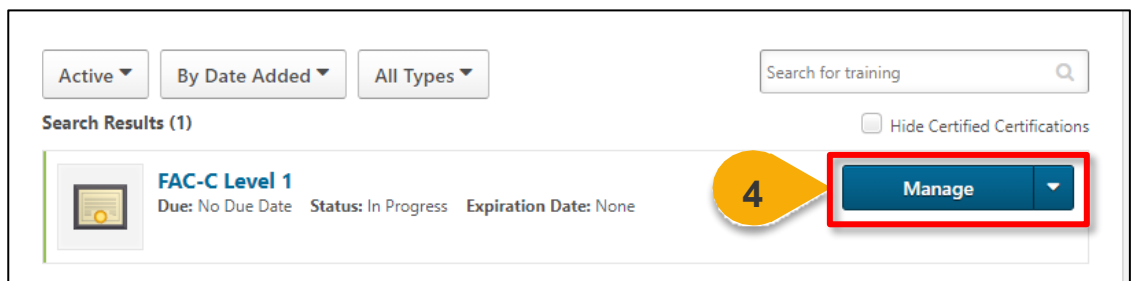**Step 1:** In Global Search, **type** in the Certification you wish to request and click the **Magnifying Glass**.

Search | 1 | 🔍 | 👤 | ⚙

Step 2: In the results, click the **Certification Title**.

Certifications results

FAC P/PM Entry Level | 2
Contracting • FAC-P/PM
The **FAC**-P/PM contains three (3) levels of certification that provides the required training and experience for Program and Project Management professionals. The **FAC**-P/PM shall be recognized by all federal civilian agencies as evidence that an employee meets core requirements to perform program and project management functions.

Step 3: The Training Details for this Certification will open. Click **Request**.

Training Details

FAC P/PM Entry Level
Certification • Contracting • FAC-P/PM
Request | 3

Step 4: You will be directed to your Transcript page. The Certification will be listed on the screen under Active courses with an "In Progress" status. Click **Manage** to view the Certification's requirements and print your certificate after completion.

Active ▾ | By Date Added ▾ | All Types ▾ | Search for training 🔍
Search Results (1) | ☐ Hide Certified Certifications

FAC-C Level 1
Due: No Due Date   Status: In Progress   Expiration Date: None | 4 | Manage ▾

FAI

Request and Manage a Certification (Cont. 1)

Certification Details Columns:
Title: The title of the Learning Object you need to complete. This could be a checklist, a training, or another Certification.
Type: The Learning Object type.
Completion: How many completions this Learning Object is worth. As a student, you can ignore this column.
Status: Your Learning Object Status (Not Activated, In Progress, Completed).
Options: Actions you can take on this Learning Object.
Credited: Whether completion of this Learning Object has been credited towards your Certification.

Step 5: Scroll down the Certification Details page to view the requirements for this certification and your progress towards meeting those requirements. You can request any items required for the Certification from this page by clicking the **Request button** in the Options column.

TITLE	TYPE	COMPLETION	STATUS	OPTIONS	CREDITED	DETAILS
⊙ **Experience & Education** (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)						
⊙ **Federal Education Verification-FAI FAC-C - Lvl 1&2**	Observation Checklist	1.00	No**5**	Request	No	
⊙ **Federal Experience Verification - FAI FAC-C Lvl 1**	Observation Checklist	1.00	Not Activated	Request	No	
⊙ **Required Training** (Required Completion: Min = 12.00, Max = 12.00 / Acquired Completion: 1.00)						
⊙ **Con 091 (FED): Contract Fundamentals**	Event	0.00	Not Activated	Request	No	
⊙ **CON 121 Contract Planning**	Curriculum	1.00	Not Activated	Request	No	
⊙ **CON 124 Contract Execution**	Curriculum	1.00	Not Activated	Request	No	

Did you complete a course outside of CSOD that satisfies one of the certification training requirements?
You will need to submit an Equivalent/Fulfillment request for that course. A separate request is needed for each required FAI/DAU course you would like to have exempted. Please see the Task Aid: Submit an Equivalent/Fulfillment Request for more information.

FAI

Request Education/Experience Verification

When you need to submit an Education or Experience Verification Checklist for a Certification...

Checklists are used to validate experience and education requirements for Certifications.

Step 1: Refer to the "Request and Manage a Certification" task aid to navigate to the Certification Details page of the Certification you would like to complete. Click **Request** in the Options column of the checklist you would like to complete.

Step 2: After you click on Request, a popup will appear, click **Request** again.

Step 3: On the Certification Details page, click **View Checklist**.

Request Education/Experience Verification (Cont. 1)

Step 4: The My Checklists page will open. Click **Checklist Summary** to view the overall progress of any checklists associated with Certifications you are enrolled in.

Step 5: Click the **name** of the Checklist you wish to complete**.**

Step 6: Click the **triangle** next to the checklist name to view the requirements for this checklist.

Request Education/Experience Verification (Cont. 2)

Steps 7 & 8: Click on the **Attachments** tab to upload any necessary documents for the checklist verifier to review. Then click **Choose File** to add a copy of your resume or other relevant documents.
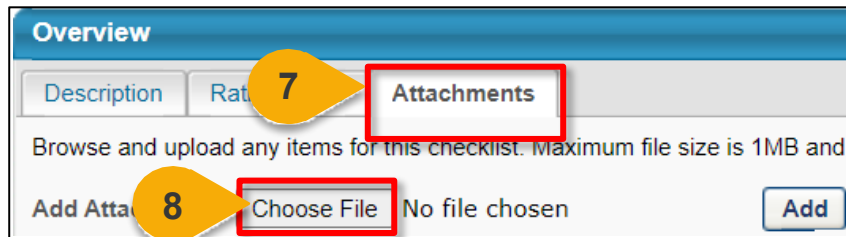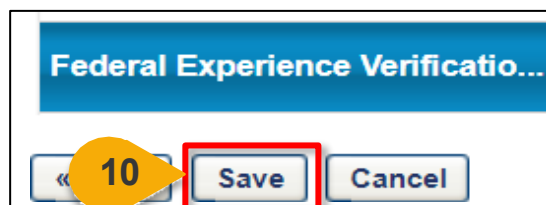

Step 9 : After you select the file, click **Add** to add the file to your Checklist. You may add up to 3 files.
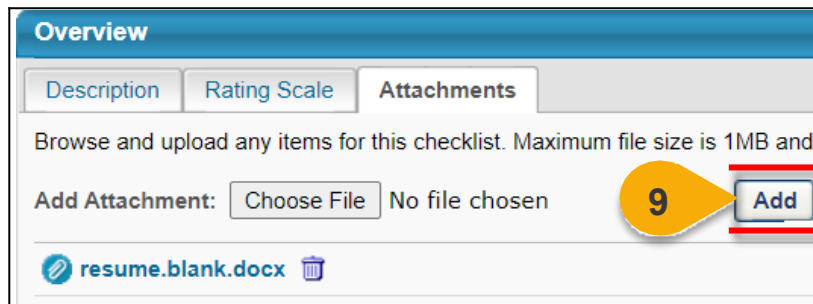
Step 10: Once all the desired attachments have been added (up to 3), click **Save**. The Checklist will be routed for approval. **NOTE:** Your status will not update on your Certification Details until the checklist is validated.

NOTE: Check with your Agency ACM to ensure that you are providing the correct documents to verify your experience.

Need to attach more than 3 documents?
Combine the multiple documents as one file, then upload that file as an attachment in the experience section.

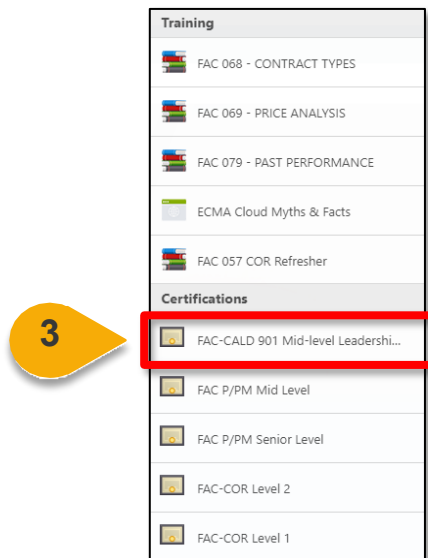# Obtain & Maintain a Credential

FAI

Register for a Federal Credential

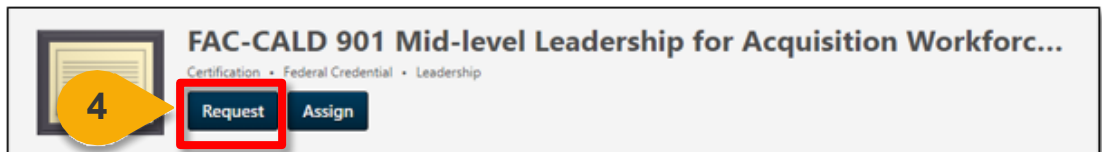*When you want to enroll in a Federal Credential...*

Steps 1 and 2: Type the full or partial name of the Credential in the **Global Search** field. Click the **Magnifying Glass** or press **Enter** on your keyboard to search.
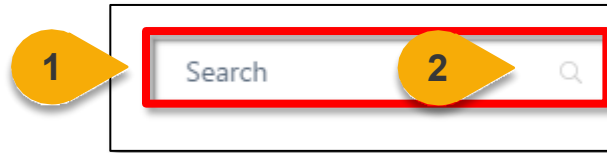
Step 3: In the search results, locate the Credential and click the **Credential Title**.

Step 4: This will take you to the Credential Details Page. Click **Request** to register for the Credential. After doing so, you will be taken to your transcript.

FAI

View Federal Credential Requirements

When you want to see requirements to obtain a Federal Credential…

Step 1: Navigate to your Transcript and find the **Credential Name** on your Active Transcript.

Step 2: Click the **Manage** button to view the Credential Details.

Step 3: Review the courses identified under the **CERTIFICATION** heading. Pay close attention to the sub-headings in this section, as this will identify required training vs. personalized options that you may choose from.

FAI

View Federal Credential Requirements (Cont. 1)

Step 4: Take note of the **STATUS** of each course that is identified on this list. You may find that you have already completed one or more of the training requirements if a Completed status is recorded. Otherwise, you will need to take action to register for courses that reflect a Not Activated or Pending Prior Training status.

Step 5: To register for training, click the **Request** link that appears under the Options column. A pop-up window will appear outlining the course description, registration options, and a list of learning objects that correspond with the course's training requirements and supplemental resources.

Step 6: After you complete all requirements, you can download a completion Certification by selecting **Print Certificate** in the upper right-hand corner of the page.

FAI
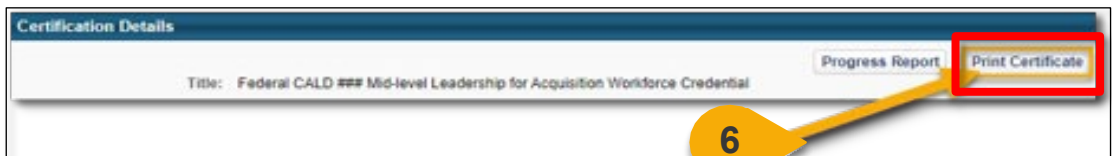
View Federal Credential Requirements (Cont. 2)

Step 7: Upon completion of all requirements, your credential will remain visible in the **Active** view of your transcript. However, the status will change from "In Progress" to "Certified" until your Credential enters the renewal period.
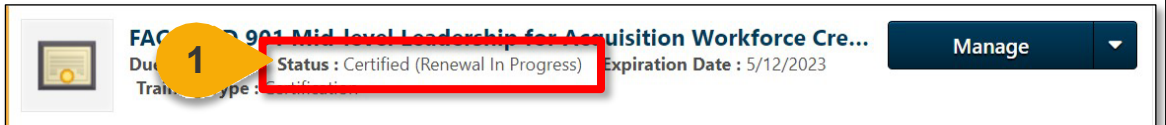
Fe... CALD ### Mid-level Leadership for Acquisition Workforce Credential
Du... **7** **Status : Certified** xpiration Date : 10/28/2028 **Training Type :** Certification

FAI

Renew a Federal Credential

When you need to complete requirements to renew a Credential…

Step 1: When your Credential is in renewal you will see the status **Certified (Renewal In Progress)** on your transcript.

FAC-CALD 901 Mid-level Leadership for Acquisition Workforce Cre...
1 Status : Certified (Renewal In Progress)   Expiration Date : 5/12/2023
Training Type : Certification

Manage ▼

Step 2: To see your Renewal Requirement, click the **Manage** button.

FAC-CALD 901 Mid-level Leadership for Acquisition Workforce
Due : 5/12/2023   Status : Certified (Renewal In Progress)   Expiration Date : 5/12/
Training Type : Certification
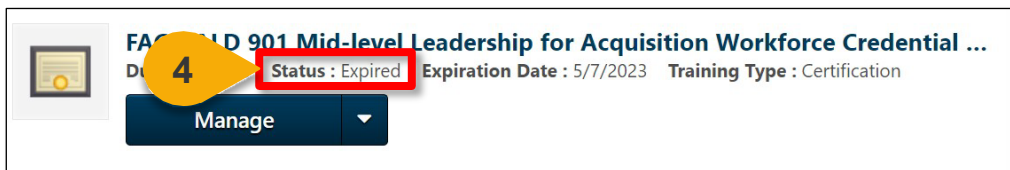
2 Manage ▼

Note: The renewal requirement is not displayed in the Credential until the renewal period begins.

Step 3: Click **Request** to register for the courses required for renewal.

CERTIFICATION

TITLE	TYPE	COMPLETION	STATUS	OPTIONS	CREDITED	DETAILS
Renewal Period (Required Completion: Min = 1.00, Max = 1.00 / Acquired Completion: 0.00)						
FAC 043 (FY23) Ethics and Procurement Integrity for the Acquisition Workforce	Curriculum	1.00	Comple **3**	Request	No	👁📋

Step 4: Once you complete all renewal requirements on your Transcript, your **Credential Status** will change back to **Certified**. If you do not complete your renewal requirements, your Credential will become **Expired.**

FAC-CALD 901 Mid-level Leadership for Acquisition Workforce Credential ...
Du **4** Status : Expired   Expiration Date : 5/7/2023   Training Type : Certification

Manage ▼

FAI

Federal Credential Statuses

When you need to understand the status of your Credential…

Status	Meaning
In Progress	You have requested the credential but have not yet completed all the requirements to complete it.
Certified	You have met all of the requirements to complete the credential.
Certified (Renewal In Progress)	You are in your renewal period for your Credential. Review and complete the renewal requirements.
Past Due	When a certification becomes Past Due, this indicates that the due date has passed, and that the certification is not yet complete. The next day it will become Expired.
Expired	Your Credential will expire if you do not complete renewal requirements within the 6-month renewal period.

FAI
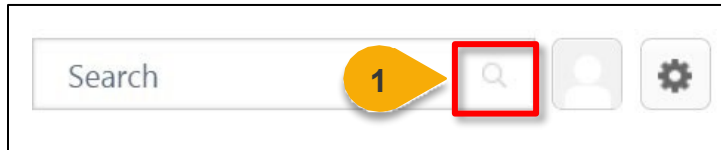
Warrants

Submit a Warrant Application Form

When you need to submit an application for a Warrant

Step 1: You will be notified by your Agency when the application form is available for you. Use Global Search to **search** for the keyword "Warrant Application". Click the **Magnifying Glass** to search.
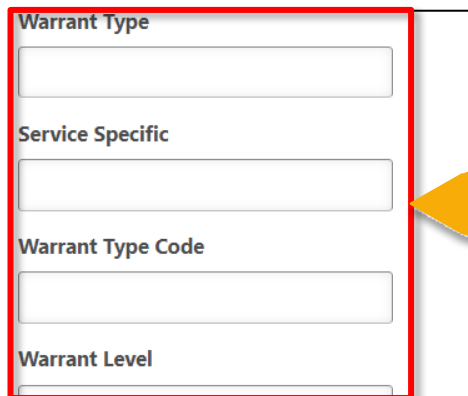
Step 2: Click on the **Warrant Application form title** to open the form.

Step 3: Complete all fields as instructed by your Agency. The fields on this form will vary by Agency.
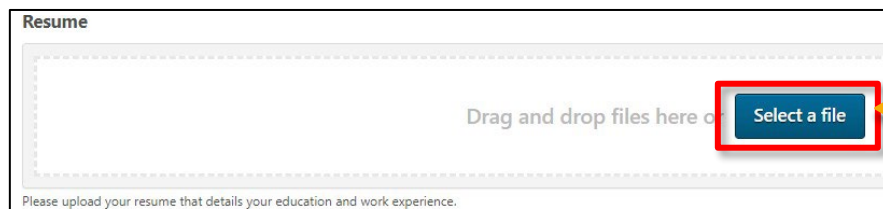
Step 4: In the attachment section, attach all files necessary for your application. You can attach multiple files per section. The attachment fields will vary by Agency. Click **Select a File** and choose the file you wish to attach.

FAI

Submit a Warrant Application Form (Cont. 1)

Step 5: When your form is complete, click **Submit for Approval**. The form will then be routed through your Agency's approval workflow. If your application is inaccurate or missing any information, it will be returned to you to revise. Refer to the "View Submitted Forms" task aid to see the status of your form at any time.

Individual Development Plans

Create an IDP

Steps 1 & 2: Hover over **Performance** and click on **Development Plans.**

1 Performance

2 Development Plans

Help D
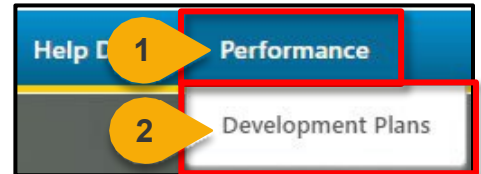
Step 3: Click on the **Create New Plan button.**

Development Plan

3 Create New Plan

Step 4: Add a **Plan Title**.

General Information

4 Plan Title*

Include the name of your plan here
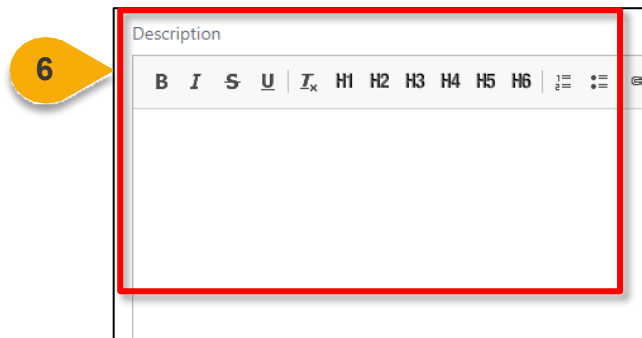
Step 5: Select the Category for this IDP from the **Category** dropdown.

Category

In Role/Current Job

Select...

5
In Role/Current Job
In Role/Different Job
Next Role Development
Promotional Track
Intern Program Track

FAI

Create an IDP (Cont. 1)

Step 6: Add a description for this IDP in the **Description field**.
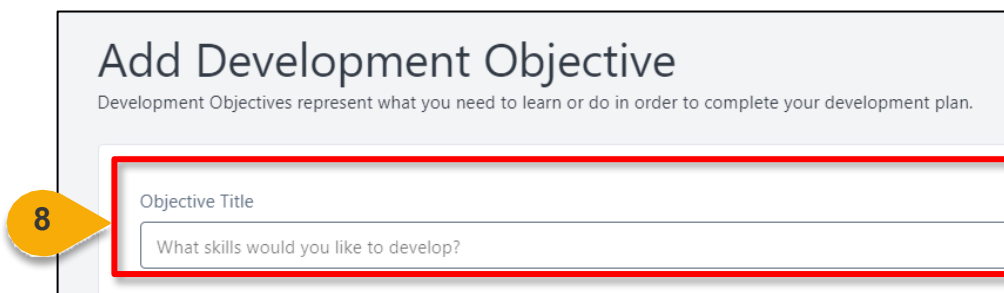
Step 7: In the Development Objectives section, click **Add Objective**.

Step 8: Enter an **Objective Title**.

Create an IDP (Cont. 2)

Step 9: Select a category from the **Category** dropdown.

Step 10: Add **Development Actions**. Under Learning and Development there are two options you can utilize to add training/development actions to your Objective: **Search for Learning** and **Add Development Action**.

Search for Learning:
Encompasses training sessions provided. It allows you to select online sessions.

Add Development Action:
Free text that allows you to add any external training or action item you wish to include in order to develop yourself professionally.

Step 11a: To add training courses available online in Cornerstone, click on **Search For Learning**.

FAI

Create an IDP (Cont. 2)

Step 11b: All the available courses will be displayed on the screen. To filter the results displayed, click on the **arrows** next to the filter options to the left of the page.
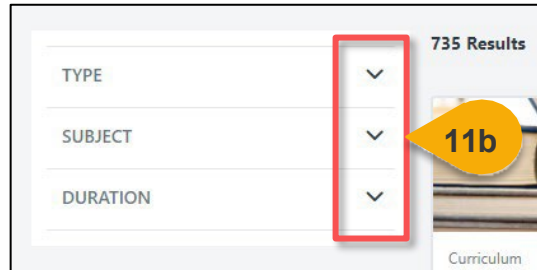
Step 11c: The filter options will expand on the screen. Select the filter you wish to apply by clicking on the **checkboxes** next to each option.

The results will be updated on the screen based on the filters you select.
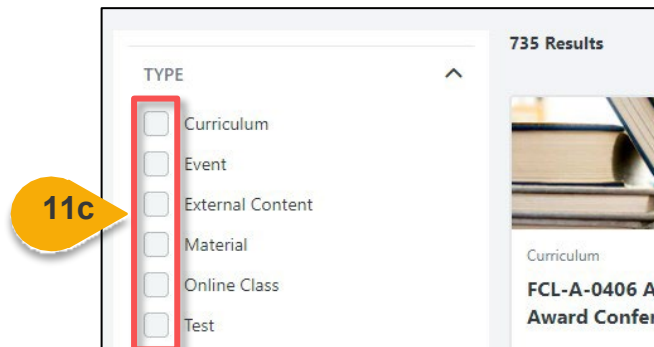
Step 11d: You may also search for a specific training course using the **Search bar**.

Create an IDP (Cont. 3)

Step 11e: Select the **Add to Objective** link beneath any training you want to add. Multiple training courses can be selected.

Event
Certified Information Systems Security

Add to Objective **11e**

Step 11f: If you change your mind, simply click on **Remove from Objective** and the course will be removed from your IDP.

Event
Certified Information Systems Security

Remove from Objective **11f**
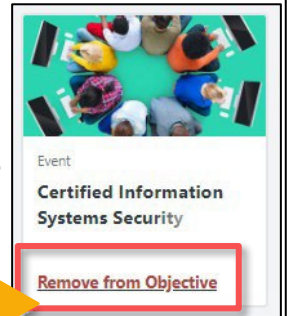
Step 11g: Once you are done selecting the training courses to be added to your Objective, click **Return to Objective** at the bottom of the page.

11g Return to Objective
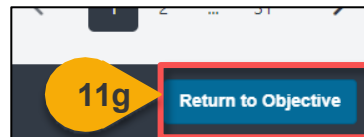
The course(s) selected will appear on the main Objective screen. By default, the training due date is set up to be due 6 months from now, but this date is editable. Notice that the training can be removed from your Objective by clicking on the **X icon** next to it.

Learning and Development

Search For Learning
Find learning opportunities to help you achieve your objective.

Add Development Action
Create your own actions to make your objective happen.

Certified Information Systems Security Professional Certification Preparation Program Learning Type: **Event** Due Date: 2/23/2021 ✕
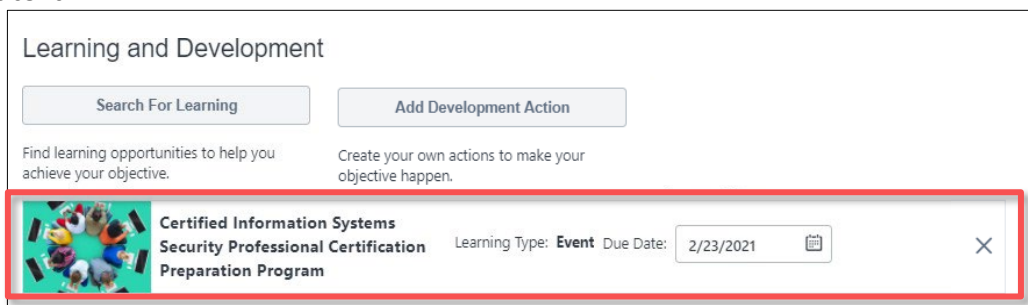
Step 12a: To add action items not in the CSOD catalog to your IDP Objective, click on **Add Development Action**.

Learning and Development

Search For Learning **12a** Add Development Action
Find learning opportunities to help you achieve your objective. Create your own actions to make your objective happen.

FAI
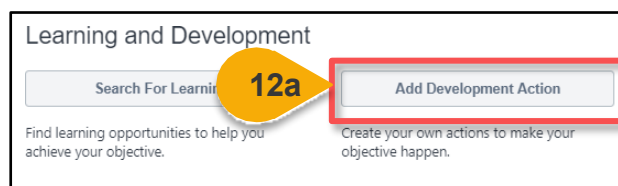
Create an IDP (Cont. 4)

Step 12b: A pop-up window will appear on the screen. You must add a description to your development action in the **Description field**.

Development Action

Description*

12b

Step 12c: Select the **activity type** from the Activity Type dropdown menu.

Activity Type

12c

Outside Training

Select...
Outside Training
Additional Learning
Coaching/Mentoring
Developmental Assignments
External Training
On the Job
Reading
Shadowing

Step 12d: Confirm the due date for the development item. By default, the due date is set up to be due 6 months from when you first create this item. To change the due date, click on the **calendar icon** in the Due Date field, or simply type in the date.

Due Date*

2/23/2021   **12d**

Step 12e: Update the progress you have made as applicable in the **Progress field**. This is a percentage, but you don't need to type "%", just the number, e.g., for 25%, type in "25".

Progress

0   **12e**

FAI

Create an IDP (Cont. 5)

Step 12f: Click **Done** to add the activity to your IDP.

Progress

0

Cancel

12f → Done

Step 13: When you are done adding objectives, click **Save and Return to Plan**.

Save and Add **13** **Save and Return to Plan**

Step 14: Under Assignment, select **Self Only** to assign this IDP to yourself. If you are a Supervisor, you can assign this IDP to your employees. To assign IDPs to employees, view the "Manager" task aids.

Assignment

Select the criteria that defines who will be included in this assignment

14 ◉ Self Only

Step 15: To assign this IDP as your primary IDP (you can have multiple IDPs), check the box next to **Designate this as the Primary Plan for assignees**.

15 ☑ Designate this as the Primary Plan for assignees

Step 16: To save the plan as a draft and return to it later, click **Save as Draft**.

Save as Draft **16** mit Plan

Step 17: To submit the plan for Manager approval, click **Submit Plan**.

Save as **17** **Submit Plan**

FAI

Update an IDP

When you want to update an IDP Objective, Training or Action Step...

Steps 1 & 2: Hover over **Home** then navigate to **Universal Profile**.

1	Home	Learning
	Welcome
2	Universal Profile
	Scheduled Tasks
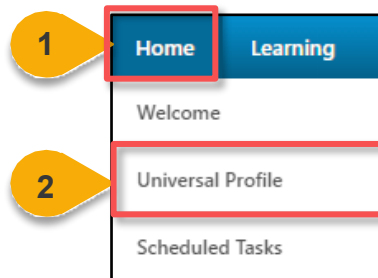
Step 3: Click on the **Documents and Plans** tab.

User Record ▼   Bio ▼   Transcript   Action **3** Documents and Plans
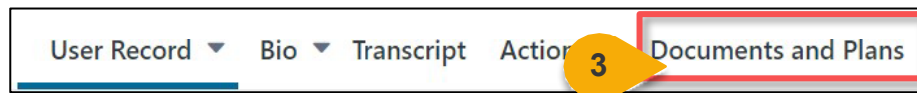
Step 4: Click on the **Development Plan Progress widget**.

Documents and Plans

Documents   **4**   Development Plan Progress

4

6%

Demo Plan
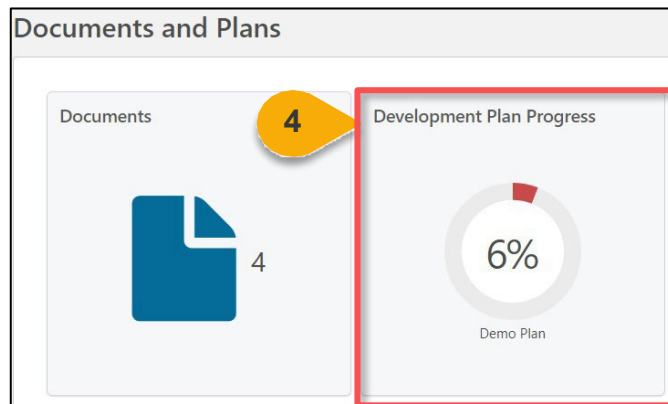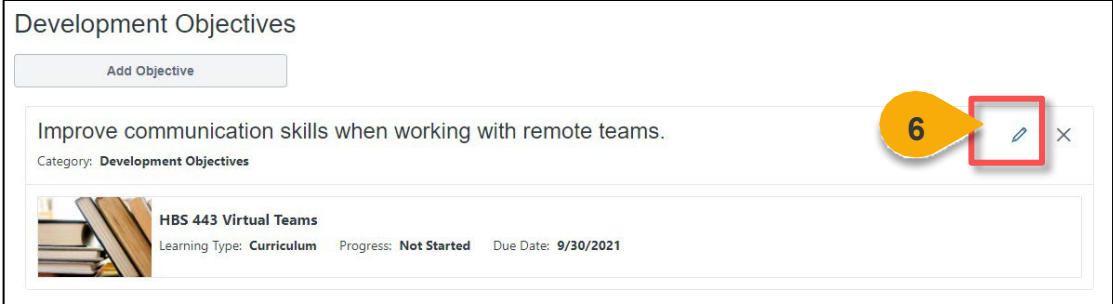
Step 5: Select the dropdown icon **Edit option** next to the IDP to which you want to add a new Objective.

Communication Skills

Due Date : **9/30/2021**   Status : **Pending Acceptance Approval**   Created : **12/2/2020**

0% COMPLETE

5   View / Edit / Print
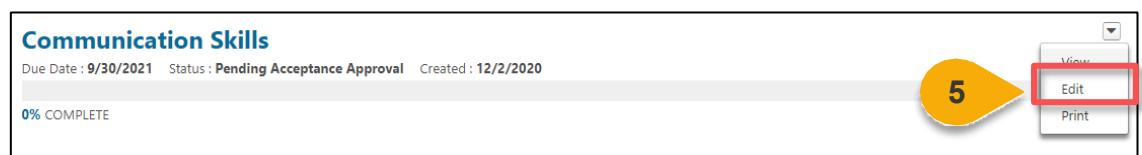
Update an IDP (Cont. 1)

Step 6: Click the **Edit icon** in the Development Objectives section to edit an objective.

Development Objectives

Add Objective
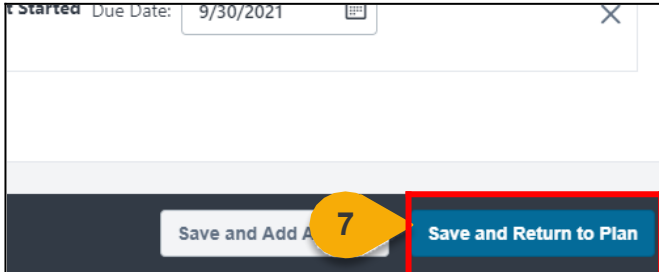
Improve communication skills when working with remote teams.
Category: **Development Objectives**

6

HBS 443 Virtual Teams
Learning Type: **Curriculum**   Progress: **Not Started**   Due Date: **9/30/2021**

Step 7: When you've completed your edits, click **Save and Return to Plan**.
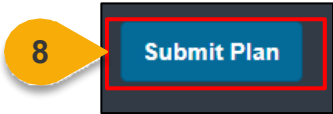
Started   Due Date: 9/30/2021

Save and Add A   7   Save and Return to Plan

Step 8: Click on the **Submit Plan button** when you are ready to resubmit your plan for approval.

8   Submit Plan

FAI

Cancel an IDP

When you want to cancel an IDP…

Steps 1 & 2: Hover over the **Performance tab** and then click **Development Plans**.
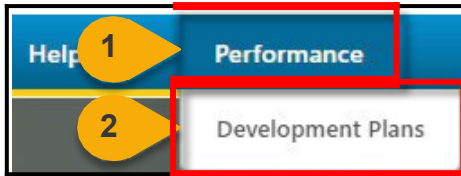
Step 3: Click the **dropdown arrow** next to the plan you would like to cancel.
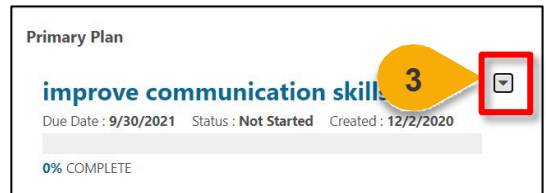
Step 4: Select **Cancel** from the dropdown menu. **Note:** You can only cancel approved plans.
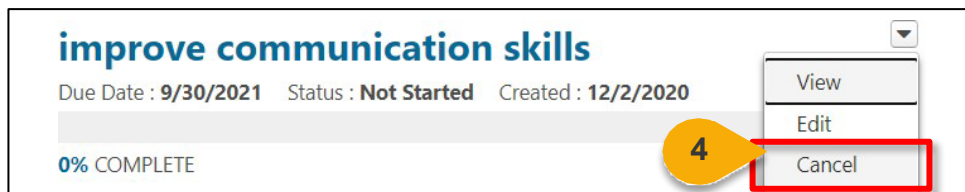
Step 5: A popup will appear. Select **Yes** to cancel the IDP.
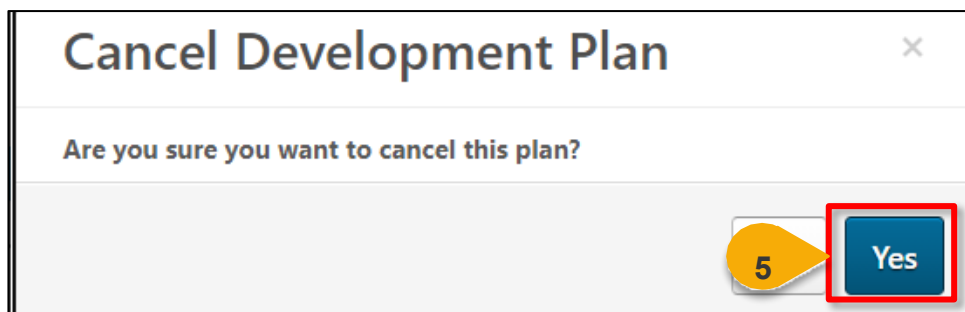
Step 6: The plan will be cancelled. Should you wish, you can view this plan by selecting **Display Cancelled Plans** on your Development Plan page.

FAI
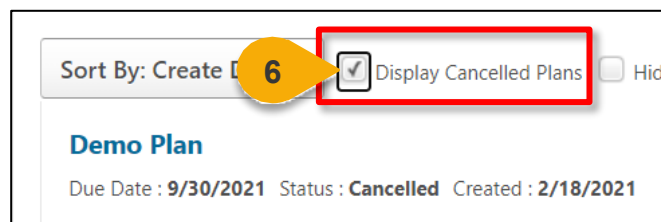
Reports

View and Download Custom Reports

When you want to filter and download a report...

Steps 1 & 2: Navigate to the **Reports tab** and then select **Custom and Shared Reports.**
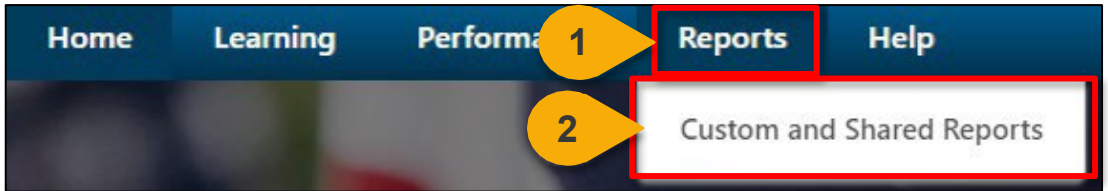
Step 3: On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you. If no reports populate, no reports have been shared with you.
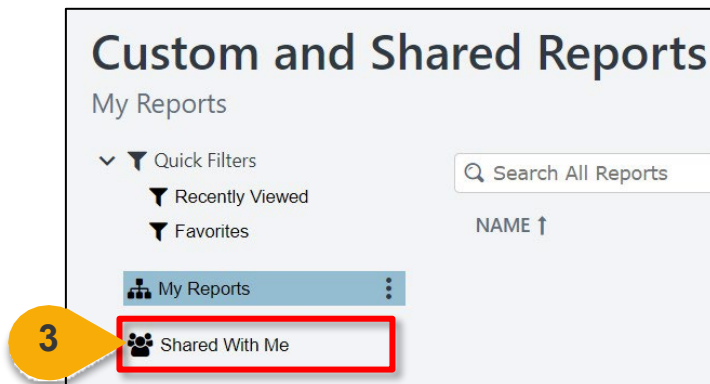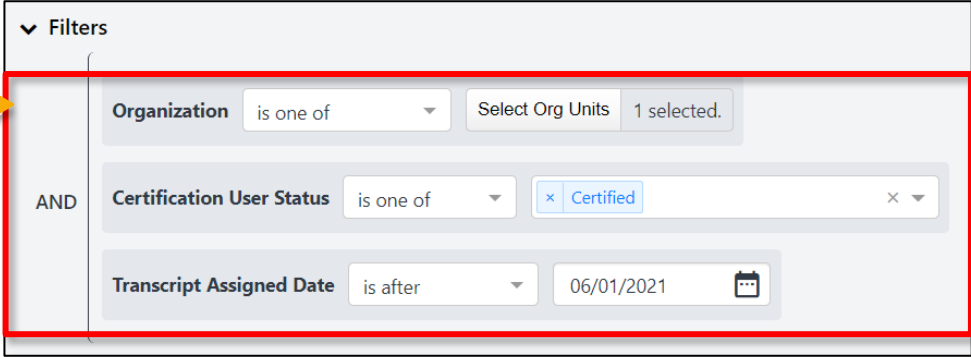
Step 4: Click the **Report Name** you want to view to update the report filters.
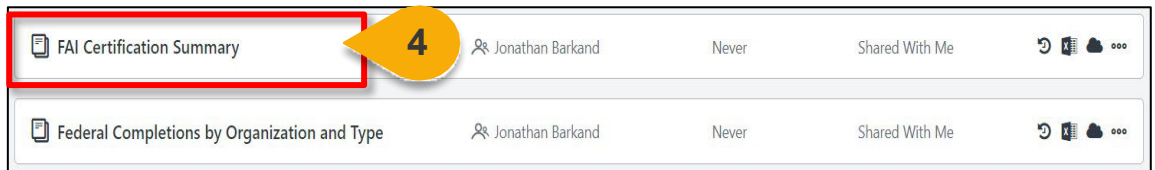
View and Download Custom Reports (Cont. 1)

Step 5: Update the **filters** as needed. The filters will vary based on the report.

Step 6: Click **Refresh this report** icon in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.
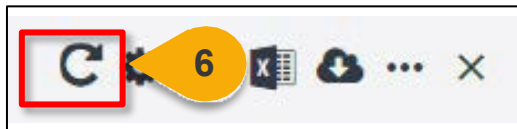
Step 7: Click the **Export report to Excel file** icon in the top right corner to get a downloadable Excel version of the report right away.

Step 8: Click the **Download the report** icon in the top right corner to get a downloadable version of the report right away.
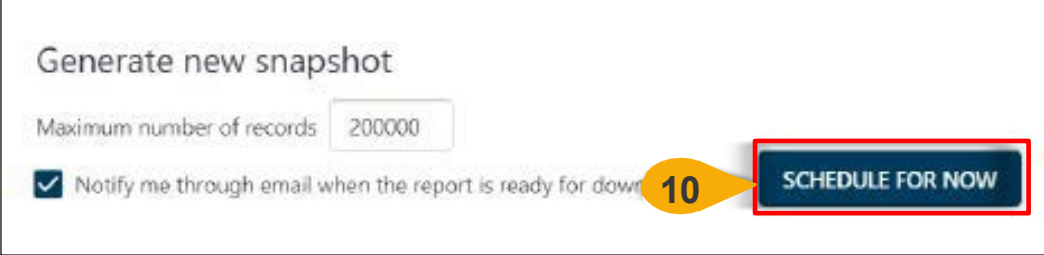
Step 9: Click the **Schedule for now** icon in the top right corner to get a downloadable version of the report right away.

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View and Download Custom Reports (Cont. 2)

Step 10: Click the **SCHEDULE FOR NOW** button.
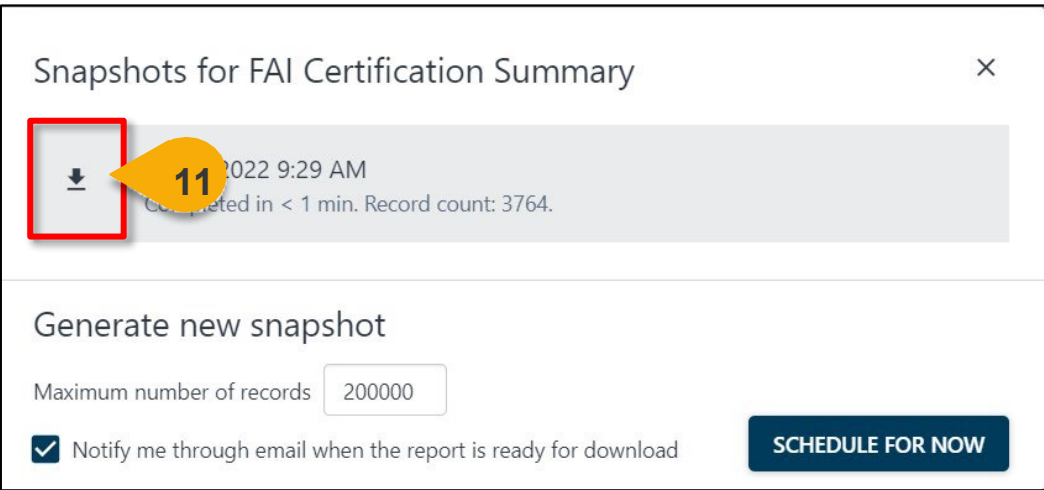
Step 11: Click on the file download.
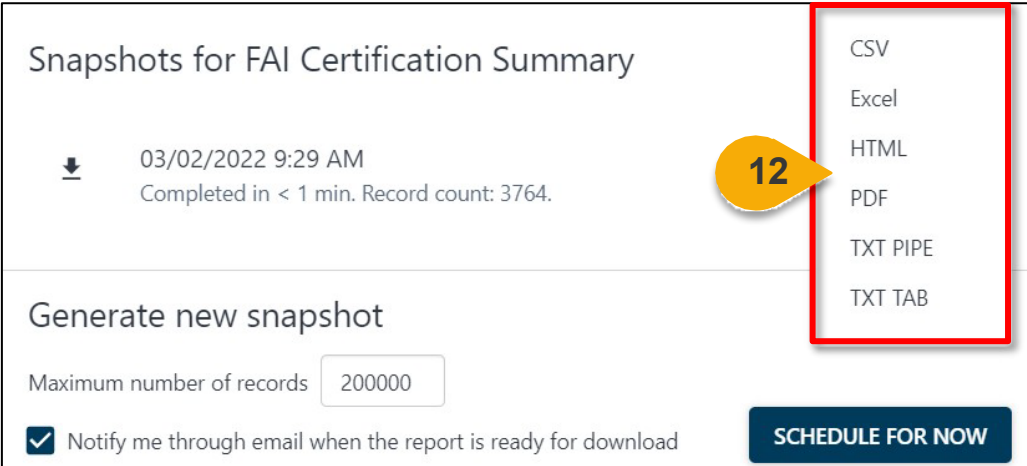
Step 12: Choose the **File Format** in which you would like to download the report. The report will download to your computer.

Help

Help

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	• FAI CSOD System Questions and Issues • FAI CSOD System Errors and Troubleshooting • Password Issues and Resets	Commercial: 703-805-3459; Option 1 Toll Free: 1-866-568-6924, Option 1 DSN: 655-3459; Option 1 https://services.dau.edu/psp?id=public_portal
Your Agency's Acquisition Career Manager (ACM)	• Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements • Agency-specific Acquisition Policies and Procedures • Career Development • Training and Development Opportunities	https://www.fai.gov/humancapital/acm
FAI CSOD Training Materials and Online Resources	• Task Aids for FAI CSOD Roles • FAI CSOD Training Videos • Other Guidance for Performing Tasks in FAI CSOD	https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	• FAI CSOD Migration • Acquisition Training • Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM) • More!	https://www.fai.gov/page/fai-cornerstone-ondemand-csod-faqs#latestInfo

FAI

When to Use Equivalent/Fulfillment vs. External CL Activity Requests

Submit an *Equivalent/Fulfillment Request* when training:
- was completed external to FAI CSOD (i.e., you completed it directly with a commercial training provider)
- is equivalent to training that exists in the FAI CSOD training catalog

Submitting an *Equivalent/Fulfillment Request* is essential if the training satisfies a prerequisite or certification requirement.

However, *Equivalent/Fulfillment Requests* do not confer Continuous Learning Points (CLPs) and will not appear on your CLIP Dashboard. Therefore, you *also* need to submit an *External Continuous Learning Activity Request* for that training to earn CLPs.

You can and should submit an *External Continuous Learning Activity Request* for training or learning activities that are not equivalent to what exists in the FAI CSOD training catalog. Examples include: completing college/university courses, attending a training conference, etc.

Addendum

DHS

For DHS-specific guidance regarding User records, training, certification and specialization requirements and routing, continuous learning, and warrants, please refer to:
https://urldefense.com/v3/__http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/TrainingCareerDev/Pages/OAW-Main.aspx__;!!May37g!czI1g9fhw1QwnkSksSkpwhE285UIDDRNiMCXT0UaurKc2mQE1Py8WHTVvrI7uzk$.

Please note, you must be logged onto the DHS network to access this link.

DOI

DOI Employees - Prior to contacting the DOI ACM as referenced in the "Addition Resources" section, first contact your BUREAU ACQUISITION CAREER COORDINATOR (BACC).

BACC contact information, along with DOI-specific guidance related to FAC certifications, can be found here: DOI Acquisition Toolkit: Bureau Acquisition Career Coordinator: https://doimspp.sharepoint.com/sites/DOIToolKit/SitePages/DOI-Acquisition-ToolKit.aspx

EPA

EPA Continuous Learning (CL) Guidance

Guidance for CLPs

The Office of Management and Budget, Office of Federal Procurement Policy (OMB [OFPP)/ Federal Acquisition Institute (FAI) Continuous Learning Guidance, Continuous Professional Learning, supersedes the EPA Guidance On Meeting Requirements For](#) Continuous Learning Points (CLPs) dated June 7, 2021.

Continuous learning activities enhance the skills of acquisition professionals, affords opportunities for professional growth, and can improve the quality of services rendered. Federal Acquisition Certification (FAC) certified workforce members are required to earn Continuous Learning Points (CLPs) every two years to maintain their certification.

The agency Acquisition Career Manager (ACM) and supervisors shall work with acquisition workforce members to identify opportunities and determine the appropriate number of Continuous Learning Points (CLPs) obtained from each learning activity. Accounting for and documenting continuous learning activities is a mutual responsibility between the acquisition workforce member, supervisor and ACM.

Supporting Documentation

Supporting documentation must be submitted with all external training courses and events/activities CL requests (For example, training course certificate of completion, training agenda, redacted SF 50 with no personally identifiable information **(PII),** article publication - table of content with article title and author's name or a memorandum signed by supervisor that attest and certify training/events /activities for requested CLPs - the memorandum can be electronically signed).

Express Classes (Administrative Role for ACM Only)

•All continuous learning (CL) external training, activities, and events not registered and completed in FAI CSOD with five or more participants, must be submitted to the ACM as an Express Class to avoid the need of inputting these training types as individual external training requests for CLPs.

•The Express Class feature in the CL module allows the ACM to create a specific course and upload a Microsoft Excel file with the participants email addresses, course date, start and end time, and CL points credited as a batch upload for such things as conferences, all as **EPA annual mandatory training**, conferences, all hands meeting, technical evaluation panel (TEP), brown bags training, etc. Therefore**, DO NOT ENTER** these CL activities as individual external training requests for CLPs.

•This Microsoft Excel file with the participants' email addresses, course date, start and end time, and CL points credited must be provided to the ACM by host/facilitator of the training, activities, or events.

•There are no CLP certificates issued for completion of an Express Class. These training, activities, and events will appear in the transcript as "Completed."

FAI

EPA (Cont. 1)

The following activities can generally be used to obtain CLPs:

• **Training/Education:** CLPs may be earned through formal or informal training activities that are related to the acquisition workforce member's job, including participating in self-directed study, presenting training, and taking higher education coursework.

• **Participating in Professional Organizations and/or their Events:** CLPs may be earned for participating in professional organizations, attending events sponsored by them, and obtaining professional licenses or certifications. Membership in a professional organization alone will not be considered as fulfilling continuous learning requirements, however, participation in organizational leadership will be considered.

o Self-directed study programs must be approved by the employee's supervisor.

o Before participating in professional organizations, workforce members must ensure that their participation is authorized by their agency and is permitted by ethics laws and regulations. Examples of activities that may qualify for CLPs include holding elected/appointed positions, such as committee leadership roles, or attending and/or presenting at educational conferences or meetings.

• **Publishing:** Publishing articles related to acquisition are generally acceptable for CLPs. Points will only be awarded in the year published. Authors must comply with agency publication policy.

• **Participating in Experiential Activities:** Experiential activities are those at-work experiences that serve to enhance workforce professional skills and improve agency acquisition delivery, such as rotational and developmental assignments or mentoring.

o CLPs accumulate for learning; simply performing an already understood work function **SHOULD NOT** be used to accumulate CLPs.

o Longer experiences assignments can be more beneficial than shorter experiences, but the granting of CLPs should be focused on what the workforce member has learned, rather than what they have done.

o Supervisors and workforce members should pre-define, as much as possible, the learning activities to be accomplished in each experience assignment and should work together to determine the appropriate number of CLPs that each experience will accumulate for the member.

o Mentoring of workforce members during experiential learning is encouraged, as is sharing of knowledge gained in an experiential assignment through reports, briefings, project designs or formal or informal training.

o Workforce members and supervisors should work together to identify qualifying experiences and their resulting CLP values. They should also seek and consider the ACM advice in the assignment of CLP values for activities not listed in the OMB OFPP/ FAI CL Guidance Listing.

FAI

EPA (Cont. 2)

Additional Training, Events, and Activities for CLPs

The following CLPs are NOT listed in the OMB, OFPP/FAI CL guidance:

Activity	Points
EPA Formal or Informal Training Course (Classroom, Webinar, or Online) (**Also applicable to presentation of pilot courses**)	1 CLP per hour of instruction
Training Development (**For course developers of assigned training course**)	2 CLPs per hour for each hour of course instruction during delivery
External Vendor Procured Training (**Training not required for FAC-C, FAC-COR, or FAC-P/PM certification**)	CLPs as stated on the Certificate of Completion
Professional Development Unit (PDU)	1 CLP per PDU
Continuing Professional Education (CPE)	1 CLP per CPE
Volunteers for Contract Management Assessment (CMAT) Program Reviews (**Does not apply to the Program Manager**)	1 CLP per hour of activity; maximum 40 CLPs per cycle
Purchase Card Transaction Reviews as part of the Contract Management Assessment CMAT Program Reviews (**Does not apply to the Program Manager**)	1 CLP per hour of activity; maximum 40 CLPs per cycle
Webinars /All-Hands Meeting/Brown Bag Training Session	Includes Q&A - 1 CLP per hour; maximum of 20 CLPs per year
EPA Annual Required (Mandatory) Training	1 CLP each course per year
On-Site Coordinators (OSC) Warrant Training Course (**1-time credit only upon completion during current cycle**)	40 CLPs
OSC Continuous Learning Course presented by OAS, HQAD	Up to 40 CLPs depending on course length (**As advertised in training announcement**)
Special Workgroups - (e.g. EAS, ELMS Project Initiatives; Remedial Acquisition Framework (RAF); SME for FAC- P/PM Policy Development (**Only if not part of assigned position requirements**)	Includes Q&A - 1 CLP per hour; maximum of 20 CLPs per year
Technical Evaluation Panel (TEP)	1 CLP per hour of activity; maximum 20 CLPs per cycle (Need documentation with panel members name, contract number and CO name, for example: email with panel members names or memorandum for CO.)
Integrated Project Team (IPT)	1 CLP per hour of activity (Need documentation project name and project or program manager name); maximum 20 CLPs per cycle

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Treasury

Treasury Employees – In lieu of contracting the Treasury ACM as references in the "Help" section, please contact your BUREAU ACQUISITION CAREER MANAGER (BACM). Treasury BACMs will escalate issues to the Treasury ACM, as needed.

For Treasury-specific guidance regarding user records, training, FAC certifications, warrants, specialization requirements, routing, and continuous learning, please contact your BACM directly.

Treasury BCM contact information, along with Treasury-specific guidance can be found here:

https://my.treas.gov/Collab/OPE/Acquisition%20Workforce/Pages/Career%20Management_Home.aspx

FAI