



Employee Task Aids

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



<https://www.fai.gov/>



FAI@mail.mil

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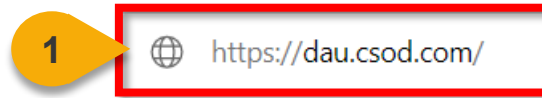
User Account Management



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.

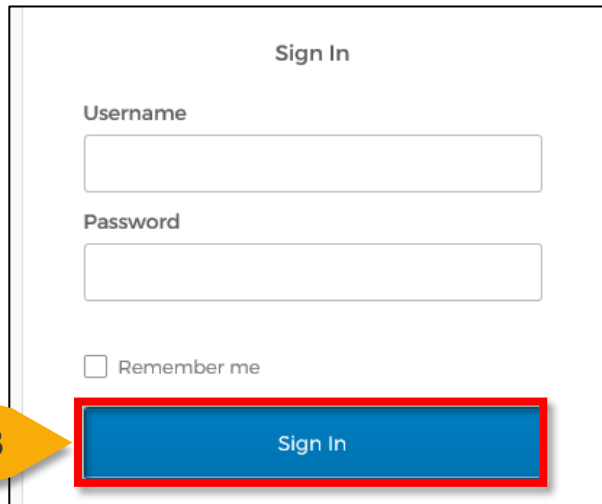


Step 2: The login window will pop up. Enter your **Username** (your email) and **Password** in their respective fields.

A screenshot of the DAU Sign In page. At the top is the 'DAU' logo in red. Below it is a grey silhouette of a person's head and shoulders. Underneath is the text 'Sign In'. There are two input fields: 'Username' and 'Password'. A red rectangular box highlights both input fields. To the left of the box is a yellow callout bubble with the number '2'. Below the input fields is a checkbox labeled 'Remember me'. Below that is a blue button labeled 'Sign In'. Below the button is the text 'OR'. Below that is a blue button labeled 'Sign in with CAC Card'. At the bottom is the text 'Need help signing in?'.

Log On – Username and Password (Cont. 1)

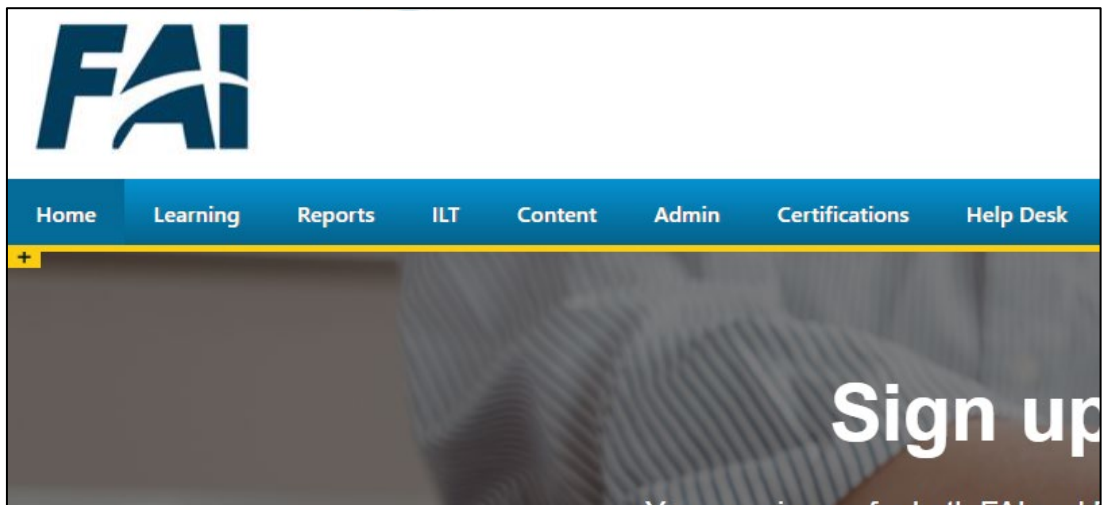
Step 3: Click **Sign In**.



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (title)
- Username** (label) with an input field
- Password** (label) with an input field
- Remember me
- Sign In** (button) highlighted with a red border and a yellow callout bubble containing the number '3'.

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



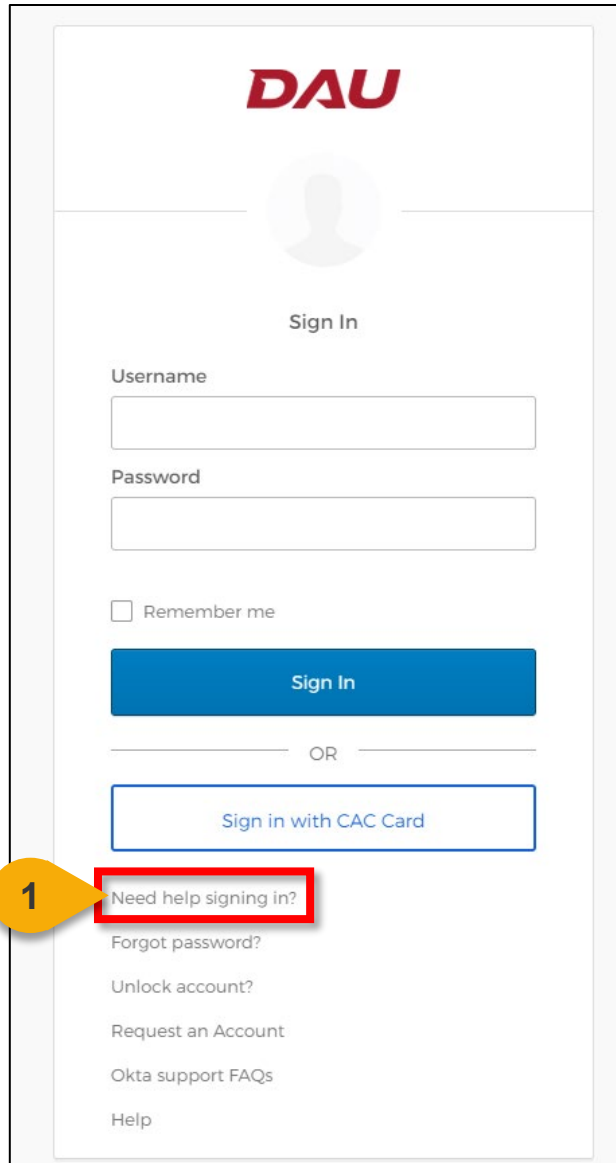
NOTE: If you receive an error message:

- Clear your cache
- Try a different browser
- Disconnect from the VPN

Forgot Password

When you can't log on...

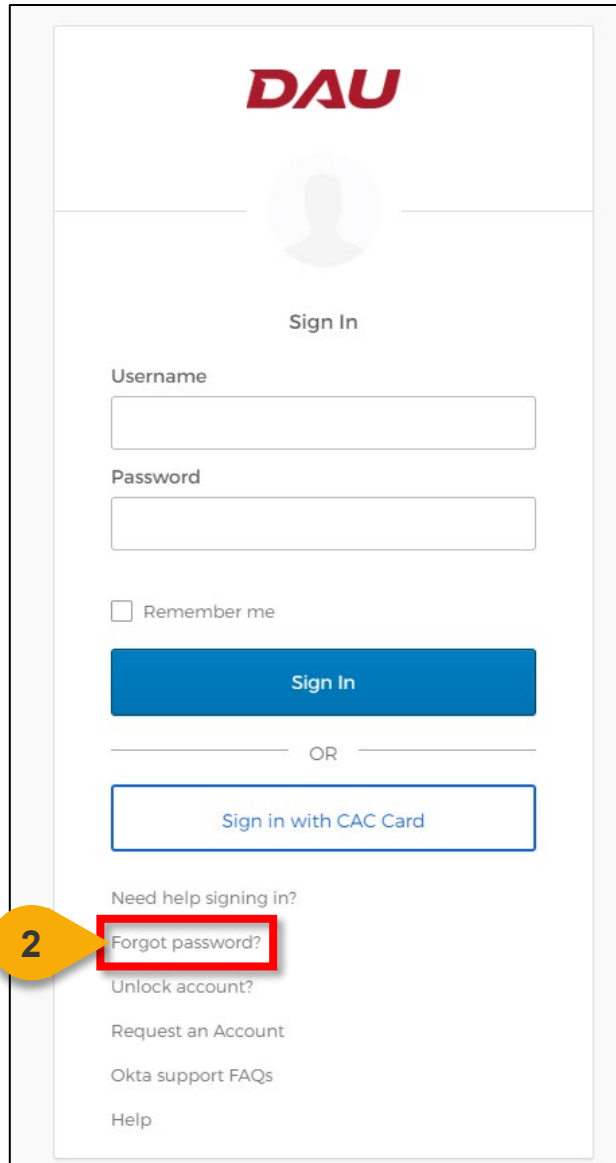
Step 1: If you need help signing in, select the **Need help signing in?** link at the bottom of the window.



The image shows a screenshot of the DAU (Department of Air and Space) Sign In page. At the top, the DAU logo is displayed in red. Below the logo is a grey silhouette of a person's head and shoulders. Underneath the silhouette, the text "Sign In" is centered. The page contains two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. Below the button, the word "OR" is centered between two horizontal lines. Underneath the lines is a button labeled "Sign in with CAC Card". At the bottom of the page, there is a list of links: "Need help signing in?", "Forgot password?", "Unlock account?", "Request an Account", "Okta support FAQs", and "Help". A yellow callout bubble with the number "1" inside points to the "Need help signing in?" link, which is also highlighted with a red rectangular box.

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.



The screenshot shows the DAU Sign In page. At the top is the DAU logo in red. Below it is a grey silhouette of a person's head and shoulders. Underneath is the text "Sign In". There are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. Below the button is the text "OR" flanked by horizontal lines. Underneath is a button with a blue border labeled "Sign in with CAC Card". At the bottom, there is a section titled "Need help signing in?" with several links: "Forgot password?", "Unlock account?", "Request an Account", "Okta support FAQs", and "Help". The "Forgot password?" link is highlighted with a red rectangular box, and a yellow callout bubble with the number "2" points to it.

Forgot Password (Cont. 2)

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

3

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?

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 dauhhelp@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](tel:703-805-3459) | [866-568-6924](tel:866-568-6924) | DSN: 655-3459; All Option 1

Email: dauhhelp@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.

DAU Launch /

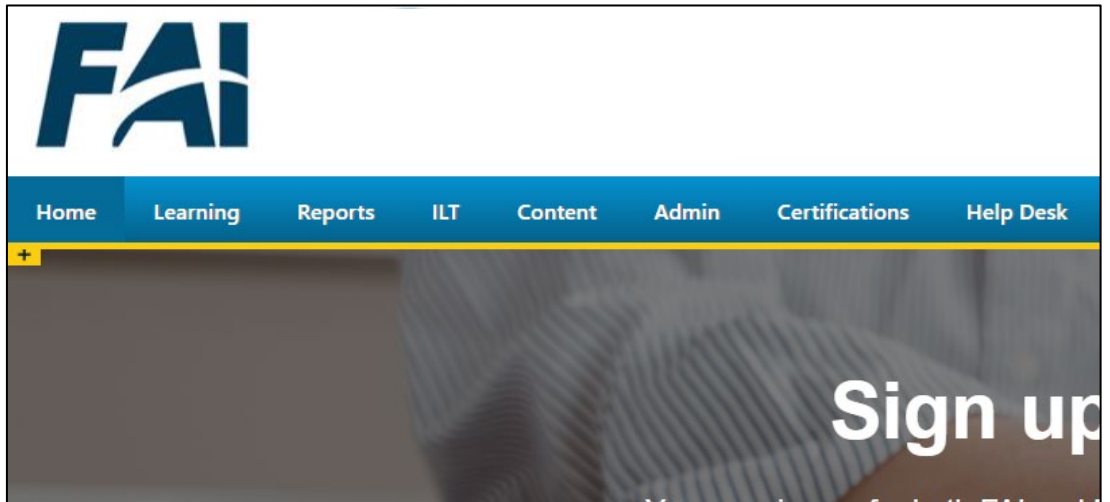
Work +

4

- Office 365
Microsoft Office 365 Office Portal
- Virtual Campus Pilot
- Virtual Campus**
- Virtual Campus Stage

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:

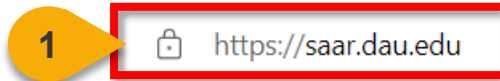
- Clear your cache
- Try a different browser
- Disconnect from the VPN

Request an Account Using the SAAR Form

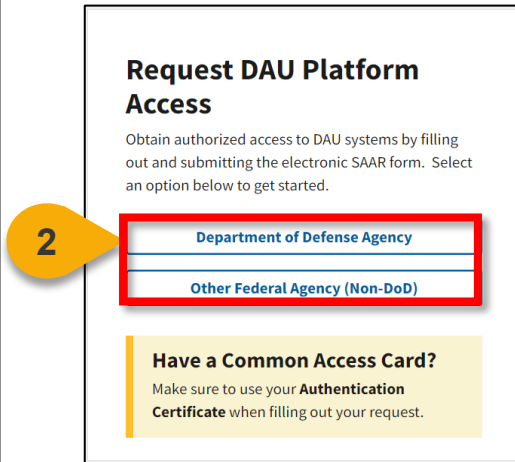
When you need to complete the DAU SAAR for access to the Virtual Campus...

Step 1: Navigate to <https://saar.dau.edu>.

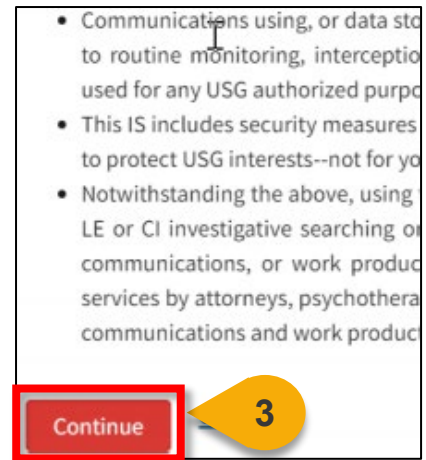
Recommended browser: Google Chrome or Microsoft Edge.



Step 2: Select whether you are associated with the **Department of Defense Agency** or **Other Federal Agency (Non-DoD)**.



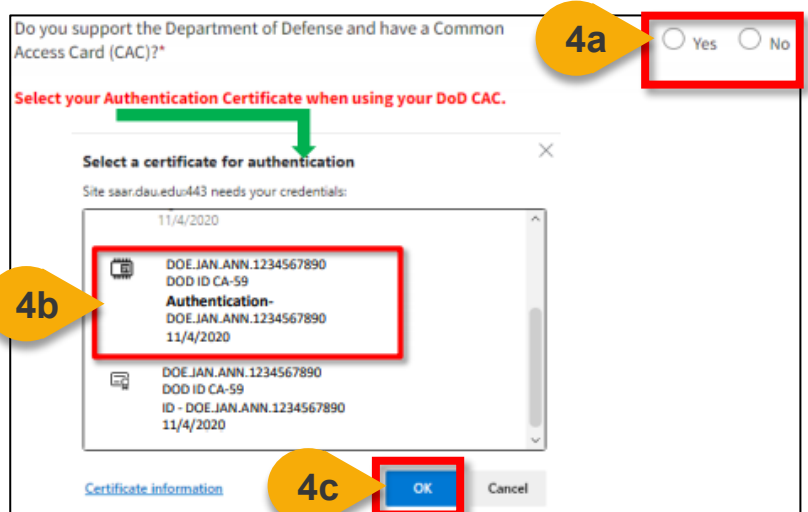
Step 3: A **Warning Notice** will appear. After reading, select **Continue** at the bottom of the page.



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

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

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



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

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

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.

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)

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

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.

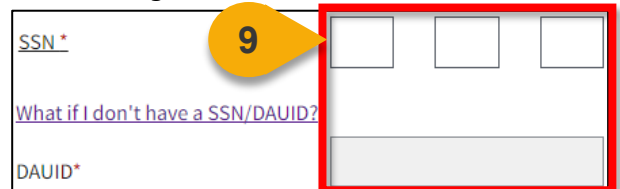


Citizenship Type *

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 *

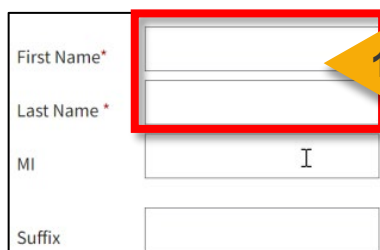
9

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 *

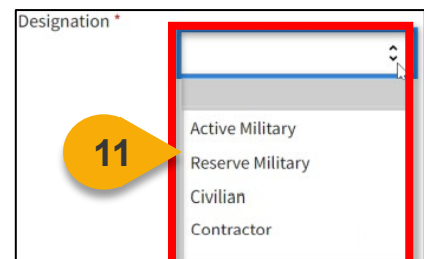
Last Name *

MI

Suffix

10

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

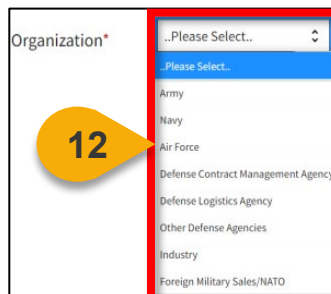


Designation *

11

- Active Military
- Reserve Military
- Civilian
- Contractor

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



Organization *

12

- ..Please Select..
- ..Please Select..
- Army
- Navy
- Air Force
- Defense Contract Management Agency
- Defense Logistics Agency
- Other Defense Agencies
- Industry
- Foreign Military Sales/NATO

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

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

Sub Org.* 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

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First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Supervisor Email*	<input type="text"/>	Supervisor Phone*	<input type="text"/>

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. I 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.

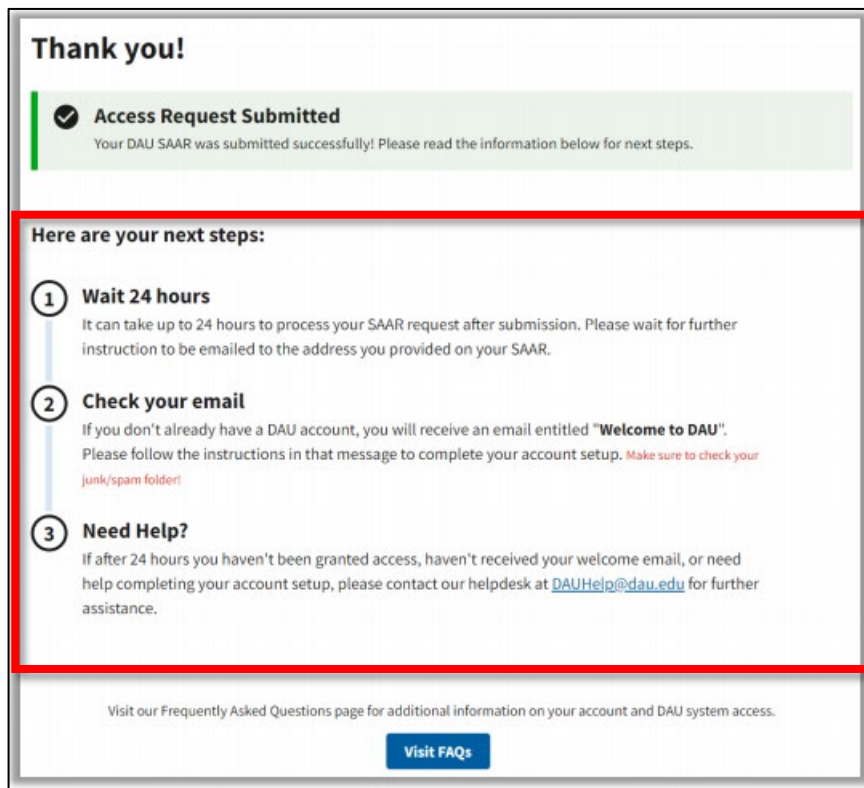
Request an Account Using the SAAR Form (Cont. 4)

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



The image shows a CAPTCHA verification step. On the left, there is a box containing a distorted image of the letters 'ZBPW' and a text input field with the placeholder 'Type the code from the image'. Below the input field, it says 'The code is not case sensitive.' To the right of the CAPTCHA box is a blue button with the word 'SUBMIT' in white capital letters. A yellow callout bubble with the number '19' points to the 'SUBMIT' button.

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



The image shows a 'Thank you!' confirmation page. At the top, it says 'Thank you!' followed by a green checkmark icon and the text 'Access Request Submitted'. Below this, it says 'Your DAU SAAR was submitted successfully! Please read the information below for next steps.' A red box highlights the 'Here are your next steps:' section, which contains three numbered items:

- 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**
If you don't already have a DAU account, you will receive an email entitled "Welcome to DAU". Please follow the instructions in that message to complete your account setup. *Make sure to check your junk/spam folder!*
- 3 Need Help?**
If after 24 hours you haven't been granted access, haven't received your welcome email, or need help completing your account setup, please contact our helpdesk at DAUHelp@dau.edu for further assistance.

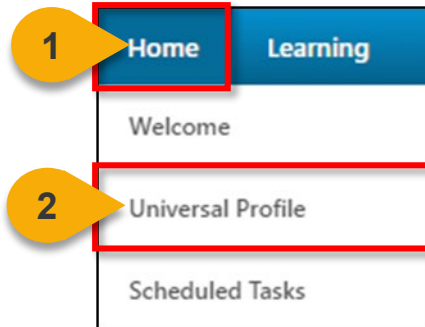
At the bottom of the page, there is a link to 'Visit FAQs' and a button labeled 'Visit FAQs'.

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.

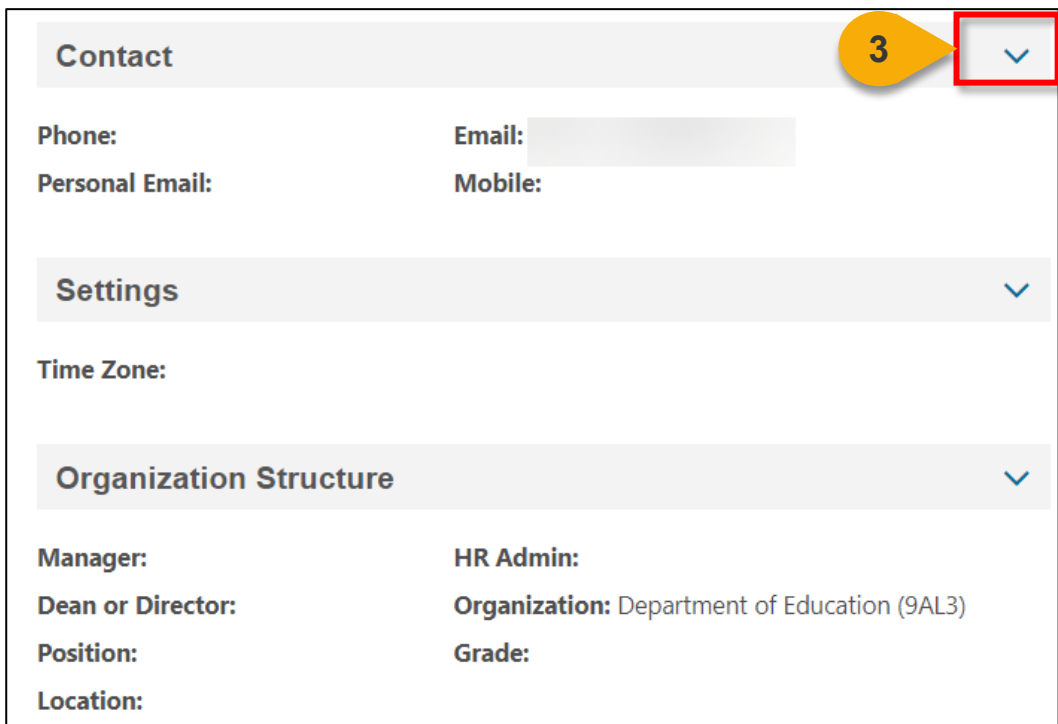
View User Record

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.



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.

User Record Fields (Cont. 1)

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.

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.

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.

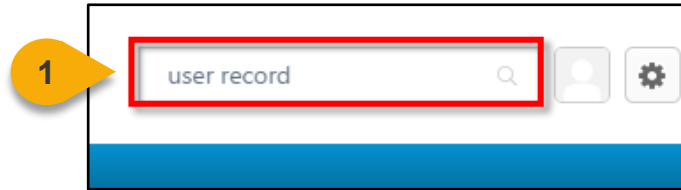
Organization Designation: Select your Organization Designation from the drop-down menu. This form is initially populated by your SAAR Access Request Form.

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

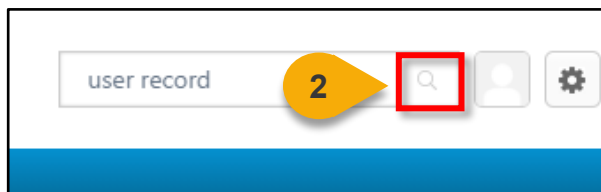
Edit User Record via Advanced Form

When you want to edit the User Record using Advanced Forms...

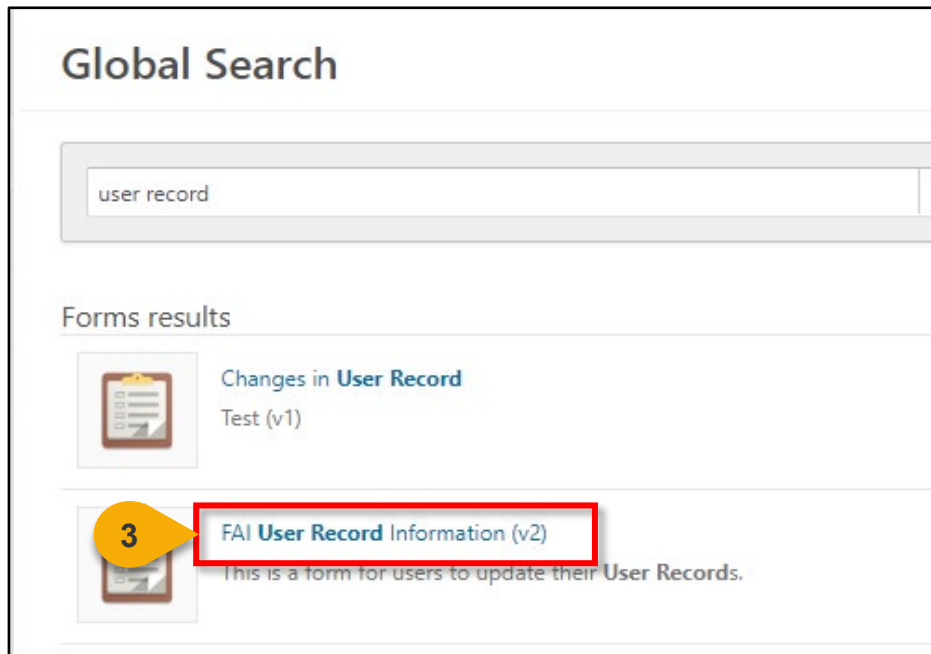
Step 1: Type **User Record** into the Global Search box.



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



Step 3: In the search results click the form name, **FAI User Record Information** to open the form.



Edit User Record via Advanced Form (Cont. 1)

Step 4: Fill in the form. Fields with an * are required.

FAI User Record Information (v2)

This is a form for users to update their User Records.

All fields marked with an asterisk are required.

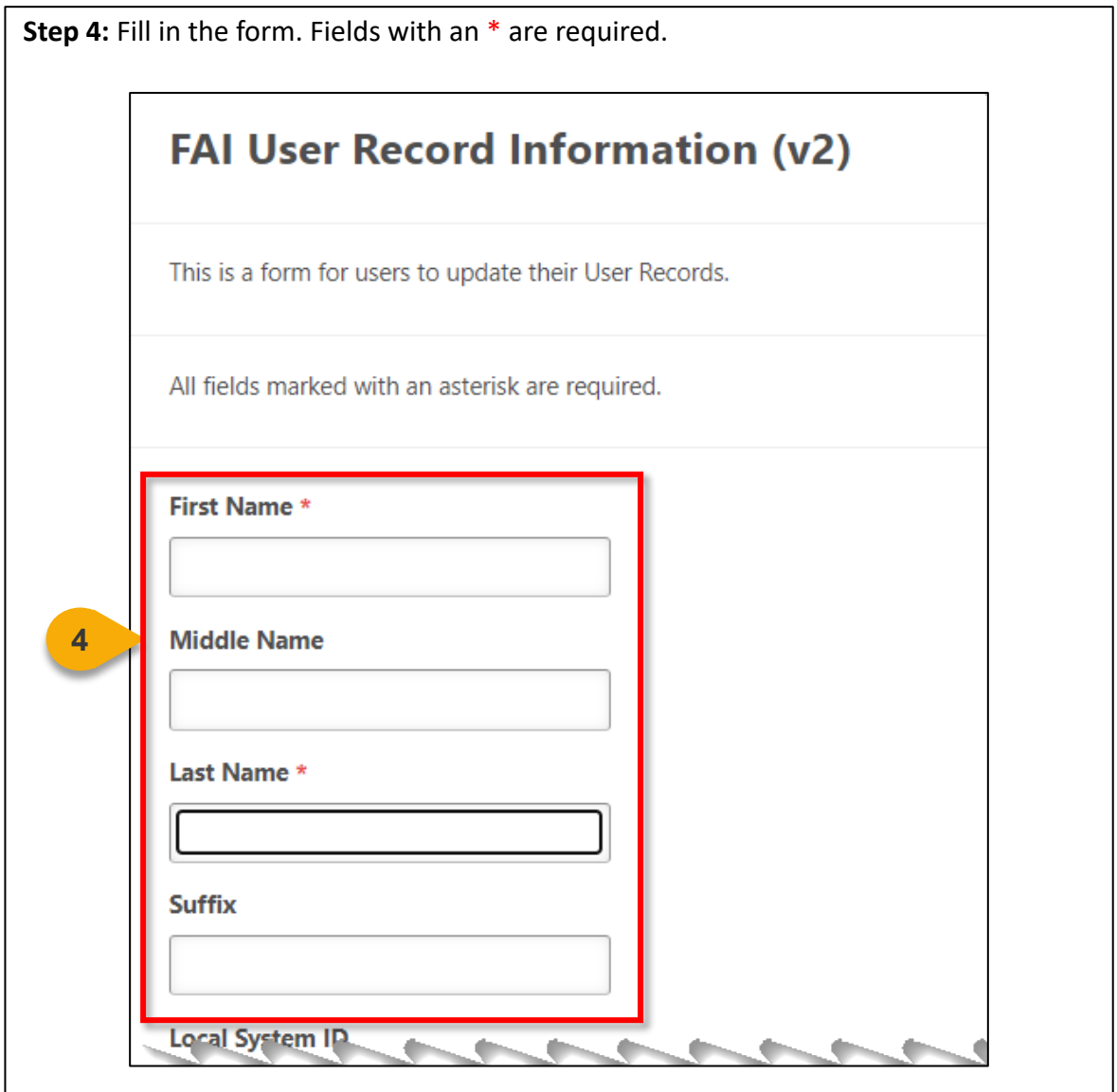
First Name *

Middle Name

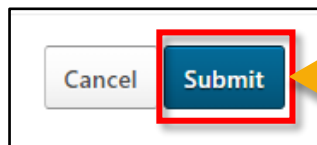
Last Name *

Suffix

Local System ID



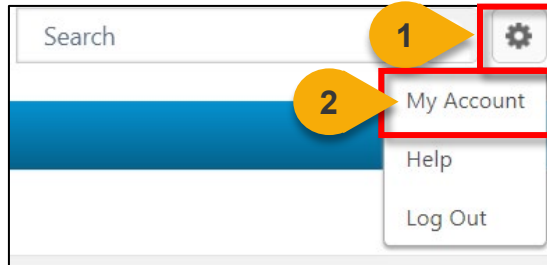
Step 5: When you are finished click **Submit**. You will see the changes reflected on your User Record immediately.



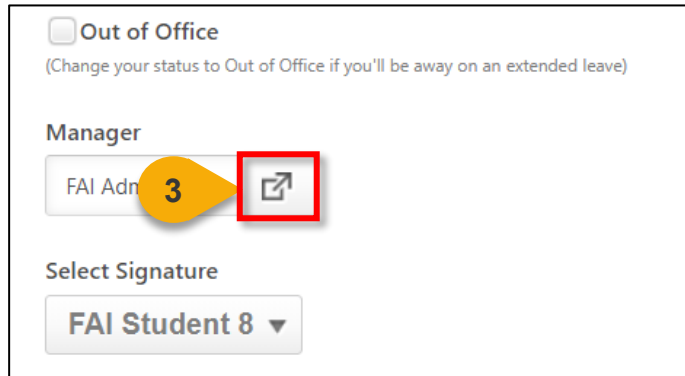
Update Manager

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**.



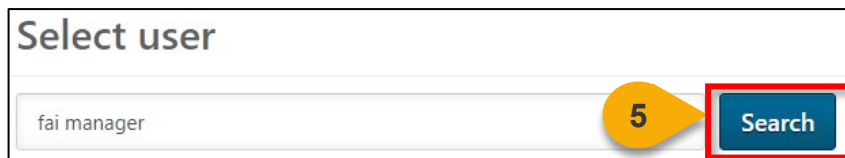
Step 3: The Preferences page will open. Click the **pop-out** icon next to your current supervisor/manager's name.



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



Step 5: Click **Search**.



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.

Full Name	Title	Manager
FAI Manager1		
FAI Manager2		

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

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.

Save Notification

✓ Your changes have been saved.

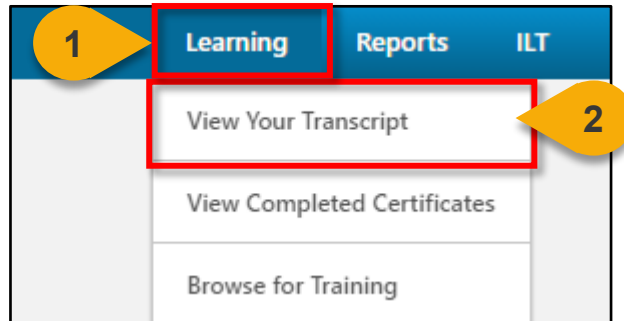
Go to home page

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.

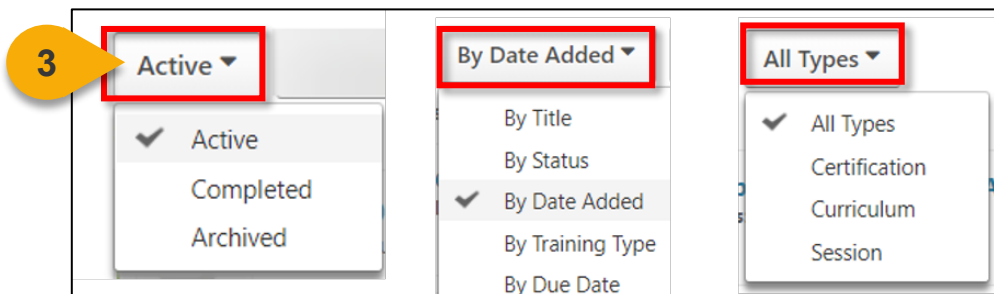
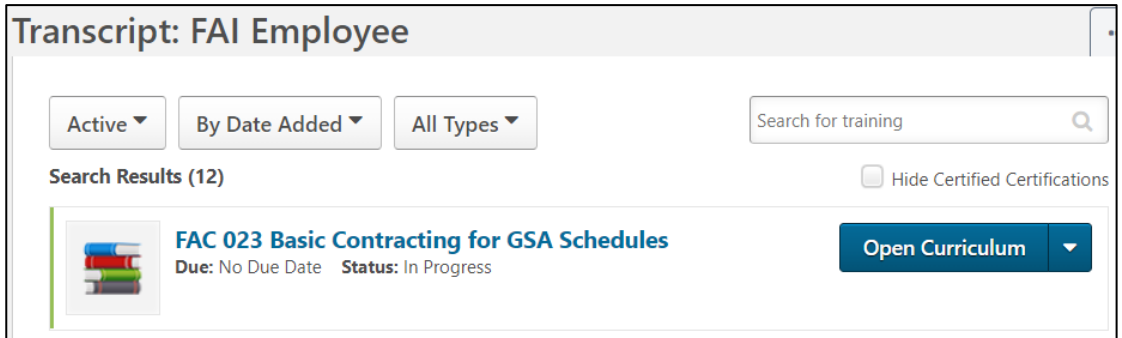
View User Transcript

When you want to view your Transcript...

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



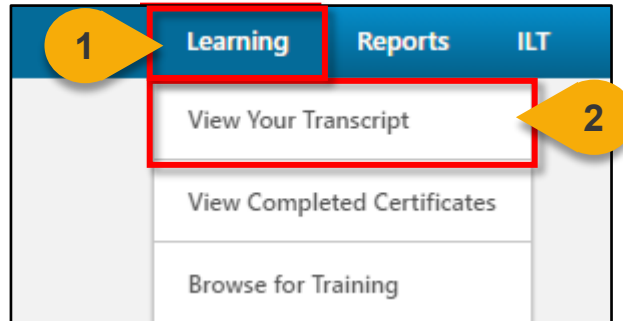
Step 3: You will be taken to your Transcript. You can click the **dropdown arrow** filter to show Active, Completed, and Archived courses. By default, only active courses you have not completed will be listed. Click on the **arrows** by each filter for dropdowns to sort the courses.



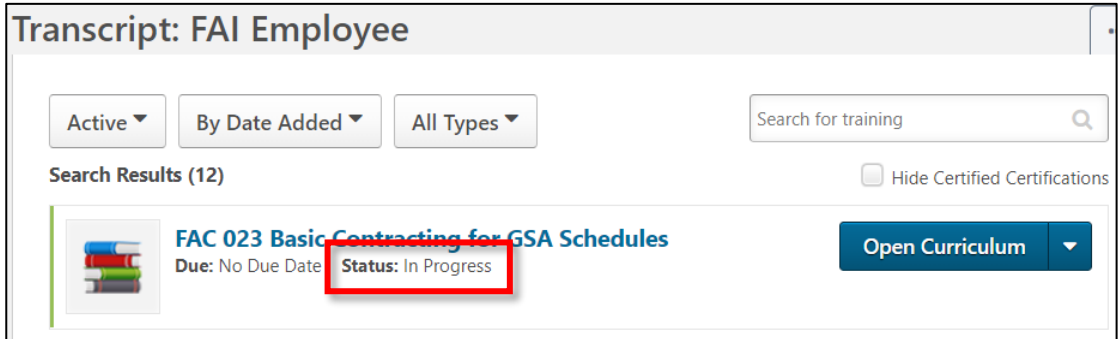
View Transcript Status

When you want to view your Transcript status...

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



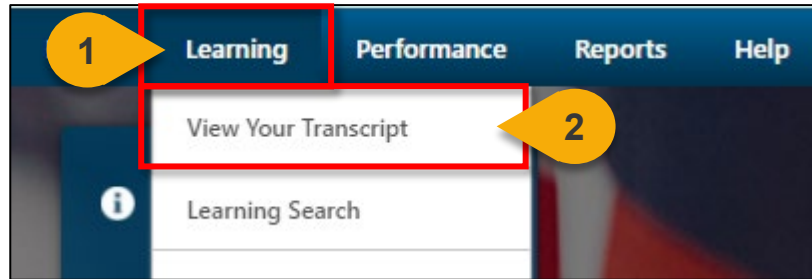
Your Transcript will display in the screen. The **status** of your courses will be listed underneath the title of the course.



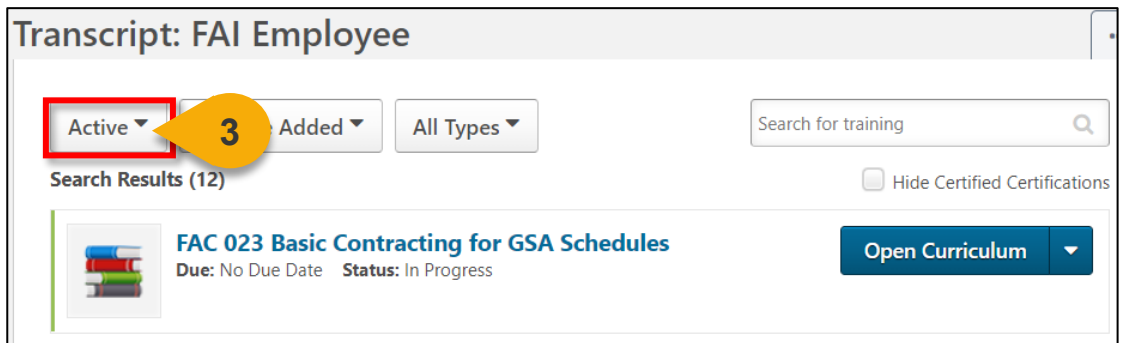
View CLPs on Completed Transcript

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

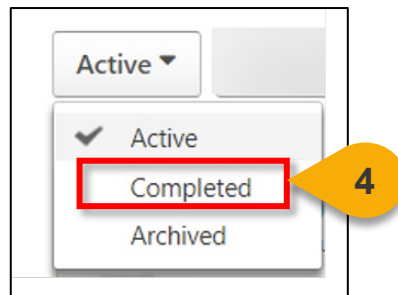
Steps 1 & 2: Hover over the **Learning** tab and select **View Your Transcript**.



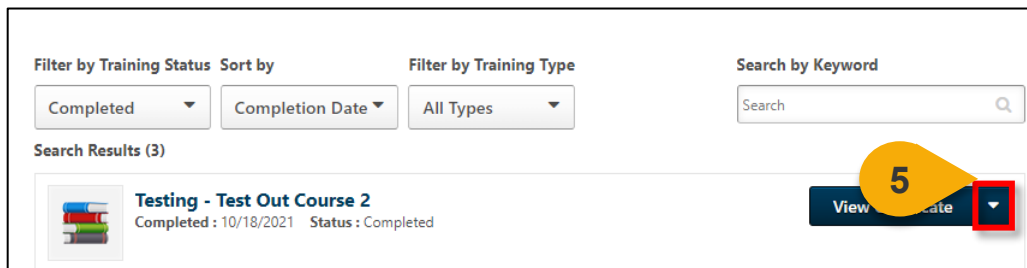
Step 3: Click the **Active** button to toggle to the Completed Transcript.



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.

Filter by Training Status: Completed | Sort by: Completion Date | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (3)

- Testing - Test Out Course 2**
Completed : 10/18/2021 | Status : Completed
View Certificate dropdown menu:
 - View Certificate
 - Open Curriculum
 - View Training Details**
 - Move to Archived Transcript
- ACQ 1300 Lessons 0-1**
Completed : 10/18/2021 | Status : Completed Equivalent

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

Training Details

Training Type: Curriculum
Provider: Defense Acquisition University
Version: 2.0 **Structure History**
Training Hours: Information not supplied by provider
Description:
Status: Completed
Training Purpose:
Due Date: None
Certificate: Print Certificate
Expiration Date:
Continuous Learning Points: 50



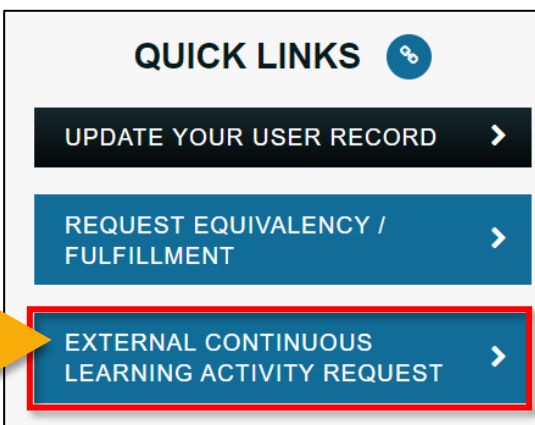
Continuous Learning

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.

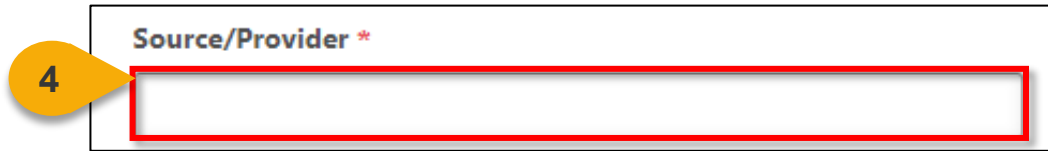
A screenshot of a form field labeled 'External Continuous Learning Activity Title *'. The field is empty and has a red rectangular border. A yellow callout bubble with the number '2' points to the field.

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

A screenshot of a form field labeled 'External Continuous Learning Activity Description *'. The field is empty and has a red rectangular border. A yellow callout bubble with the number '3' points to the field.

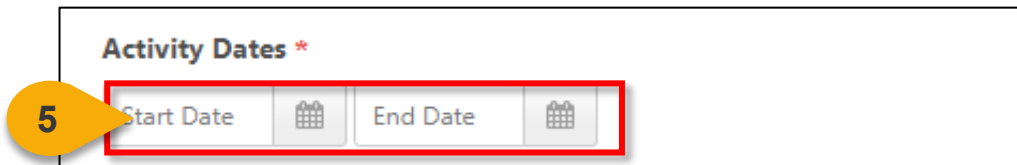
Submit External CL Activity Request (Cont. 1)

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



A screenshot of a form field labeled "Source/Provider *". The field is empty and has a red border. A yellow callout bubble with the number "4" points to the field.

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



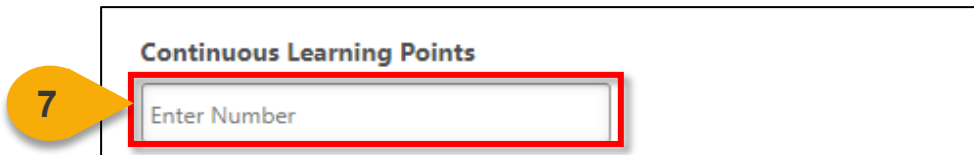
A screenshot of a form field labeled "Activity Dates *". The field contains two date pickers: "Start Date" and "End Date", each with a calendar icon. A red border highlights the field, and a yellow callout bubble with the number "5" points to it.

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



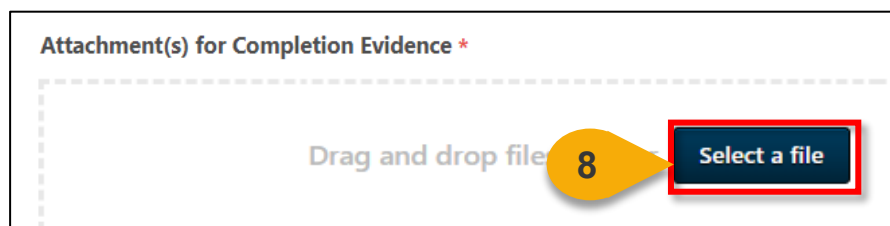
A screenshot of a form field labeled "Activity Category". The field is a dropdown menu with the text "Select" and a downward arrow. A red border highlights the field, and a yellow callout bubble with the number "6" points to it.

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



A screenshot of a form field labeled "Continuous Learning Points". The field contains the text "Enter Number". A red border highlights the field, and a yellow callout bubble with the number "7" points to it.

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.).

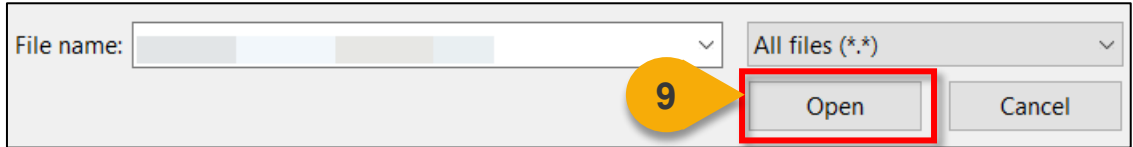


A screenshot of a form field labeled "Attachment(s) for Completion Evidence *". The field contains a dashed box with the text "Drag and drop file" and a button labeled "Select a file". A red border highlights the button, and a yellow callout bubble with the number "8" points to it.

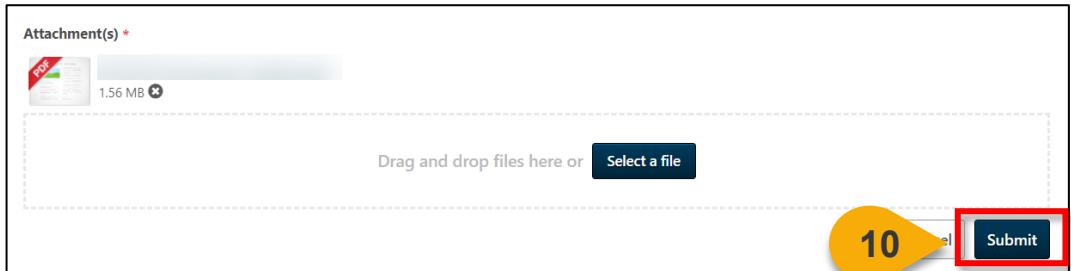
Note: Each attachment is limited to 1 MB, with a maximum of 15 attachments. The file name of the attachment cannot exceed 45 characters or an error stating that the file name is too long will result. Prior to uploading, rename the file to shorten its title if necessary.

Submit External CL Activity Request (Cont. 2)

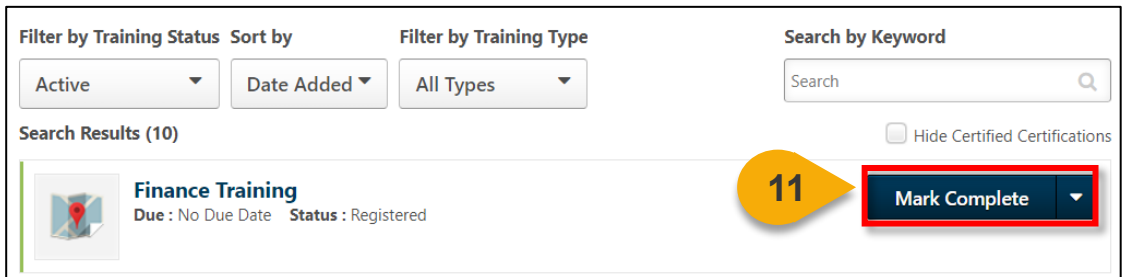
Step 9: Select the file and click **Open**. Allow the file to load.



Step 10: Click **Submit** to submit your External Continuous Learning Activity Request.



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.



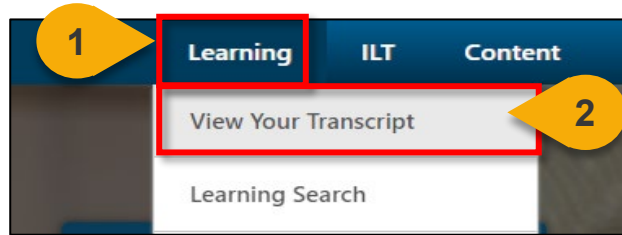
Note: If the activity is in the future, you will not be able to select Mark Complete until after the end date has passed.

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

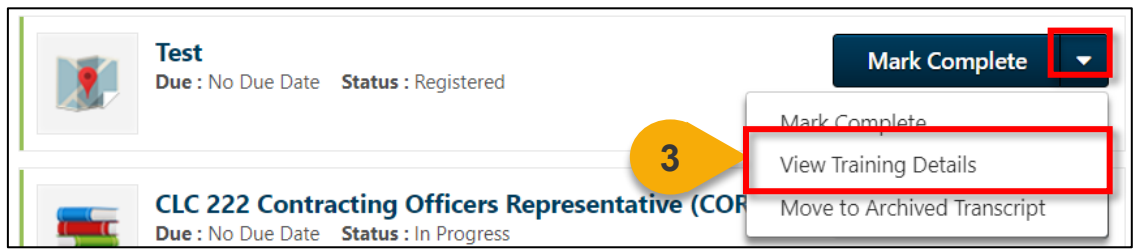
Edit External CL Activity Request Prior to Approval

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**.

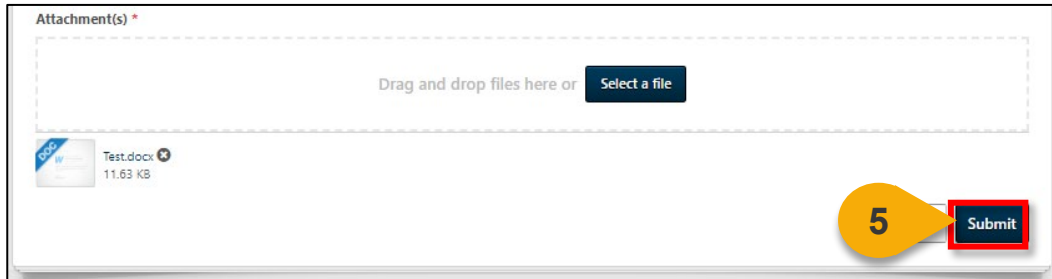


Step 4: Click **Edit External Training**.

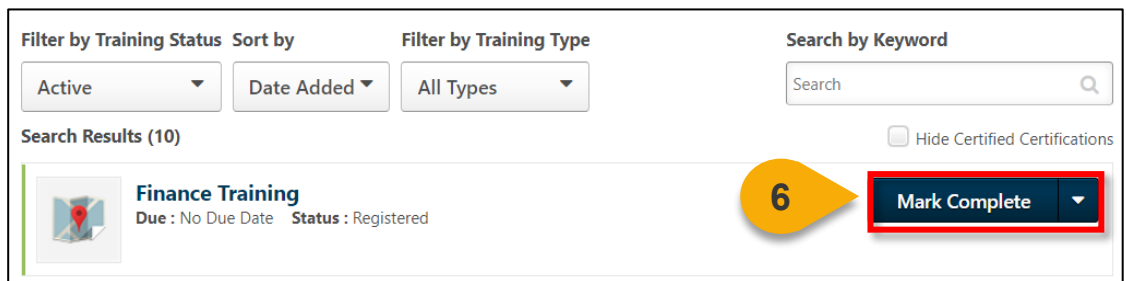


Edit External CL Activity Request Prior to Approval (Cont. 1)

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



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.



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.

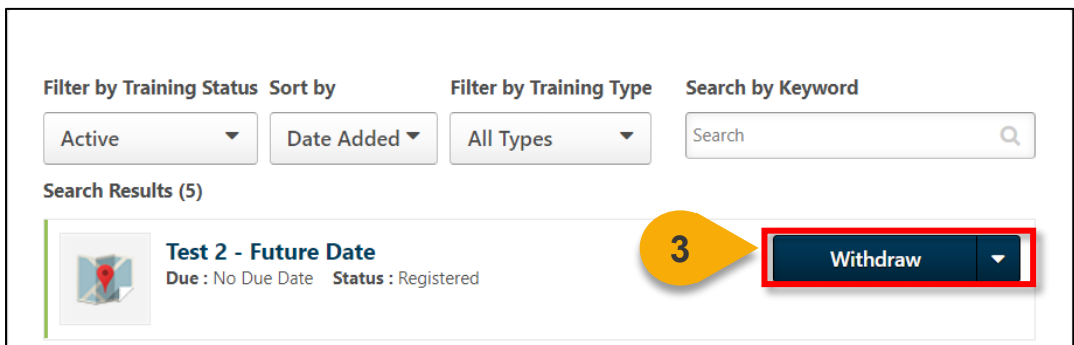
Withdraw Future Dated External CL Activity Request

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

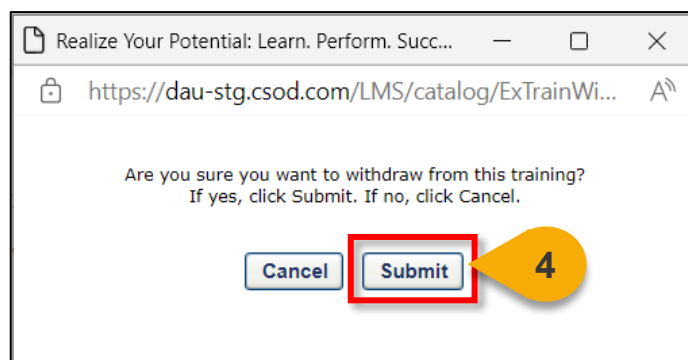
Steps 1 & 2: Hover over the **Learning** tab and select **View Your Transcript**.



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

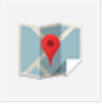


Step 4: In the pop-up window, click **Submit** to withdraw this External Continuous Learning Activity Title.



Withdraw Future Dated External CL Activity Request (Cont. 1)

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**

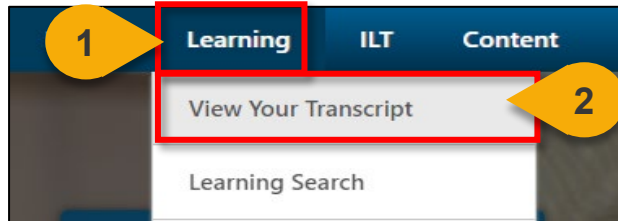
5

[View Training D...](#)

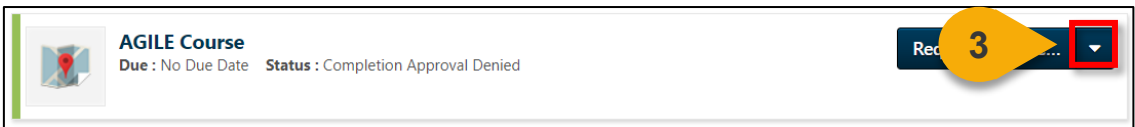
Resubmit Denied External CL Activity Request

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

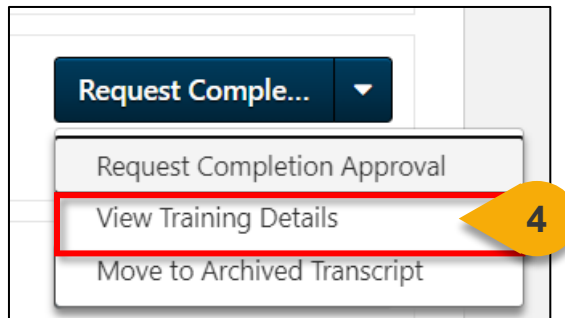
Steps 1 & 2: Hover over the **Learning** tab and select **View Your Transcript**.



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.

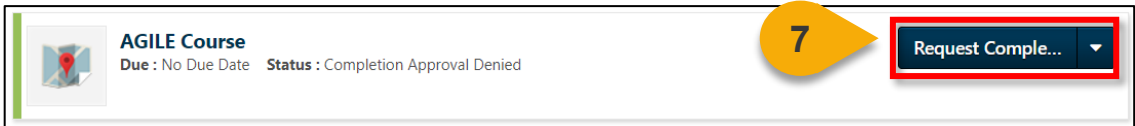


Resubmit Denied External CL Activity Request (Cont. 1)

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



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



Step 8: The status for the training will change from Completion Approval Denied to **Pending Completion Approval**.



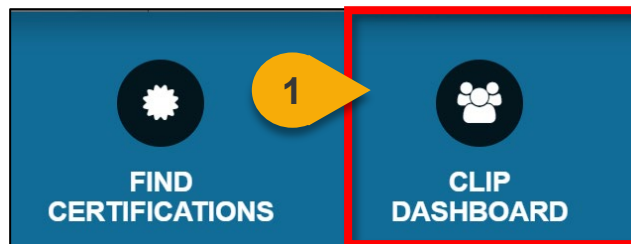
The activity will be routed for agency approval and display on your Completed Transcript when approved.

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).



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 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 recommend that you complete your training within CSOD.

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

The continuous learning requirements for Federal certifications are detailed in OFFPP 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	<div style="width: 63.75%; background-color: green; height: 10px;"></div> <table border="1"><thead><tr><th>Due Date:</th><th>CLPs Required:</th><th>CLPs Earned:</th></tr></thead><tbody><tr><td>3/15/2023</td><td>40</td><td>25.5</td></tr></tbody></table>	Due Date:	CLPs Required:	CLPs Earned:	3/15/2023	40	25.5
Due Date:	CLPs Required:	CLPs Earned:					
3/15/2023	40	25.5					
FAC-C Level 1 FAC-C Level 2 FAC-C Level 3	<div style="width: 31.87%; background-color: green; height: 10px;"></div> <table border="1"><thead><tr><th>Due Date:</th><th>CLPs Required:</th><th>CLPs Earned:</th></tr></thead><tbody><tr><td>3/15/2023</td><td>80</td><td>25.5</td></tr></tbody></table>	Due Date:	CLPs Required:	CLPs Earned:	3/15/2023	80	25.5
Due Date:	CLPs Required:	CLPs Earned:					
3/15/2023	80	25.5					

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.

Certifications

My Certs

- FAC-COR Level 2
- FAC-COR Level 3

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

My Points

63.75%

Due Date: 3/15/2023 CLPs Required: 40

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

My Points

63.75% 40 Pts

Due Date:	CLPs Required:	CLPs Earned:	CLPs Remaining:	Time Remaining in Period:	Status:
3/15/2023	40	25.5	14.5	11 months, 18 days	In Progress

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**.

My Points

63.75% 40 Pts

Due Date:	CLPs Required:	CLPs Earned:	CLPs Remaining:	Time Remaining in Period:	Status:
3/15/2023	40	25.5	14.5	11 months, 18 days	In Progress

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

View Details

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**.



Title	Type	Completion Date
Demo for Focus Group 1	Material	3/7/2022
GSA/PBS R6 Test Class #2	Material	3/1/2022

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

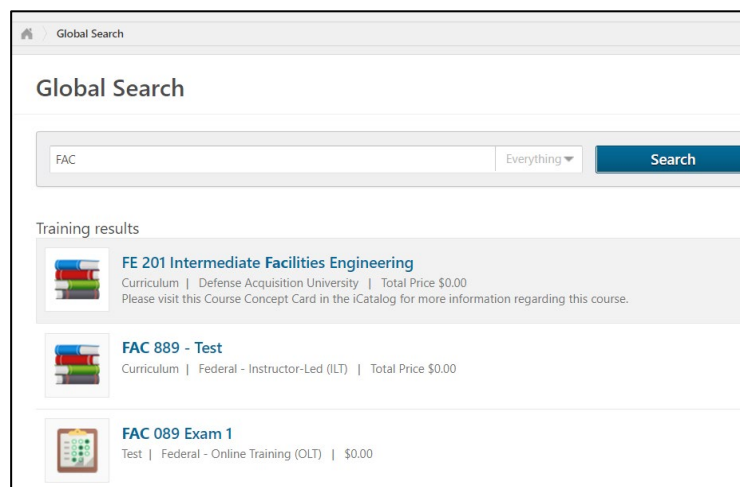
When you want to search for Training, Certifications, or Forms...

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

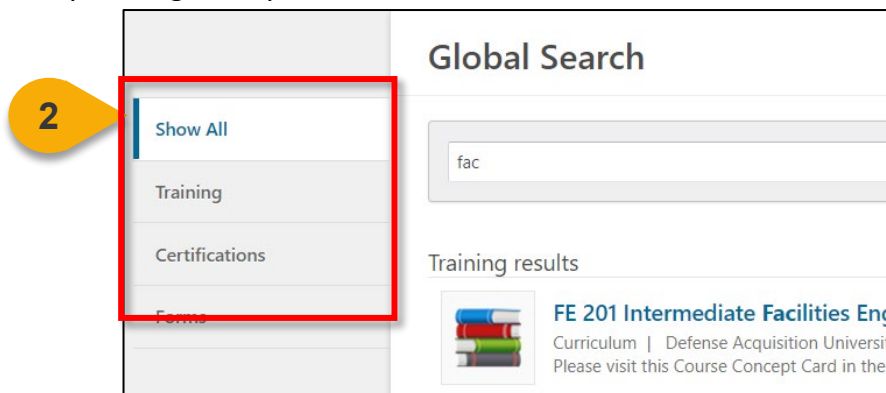
Step 1: Enter your desired Search Terms and click the **Magnifying Glass** or hit enter to search.



The page will refresh, and your results will be listed on the page.

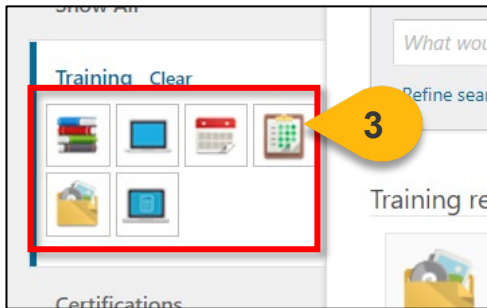


Step 2: To the left of the search bar, you can choose to filter by **Training, Certifications, or Forms** by clicking on any of these items.

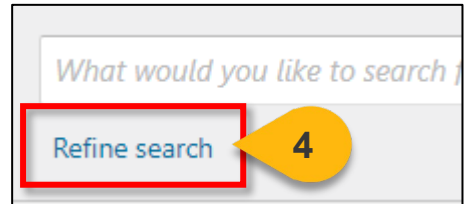


Use Global Search (Cont. 1)

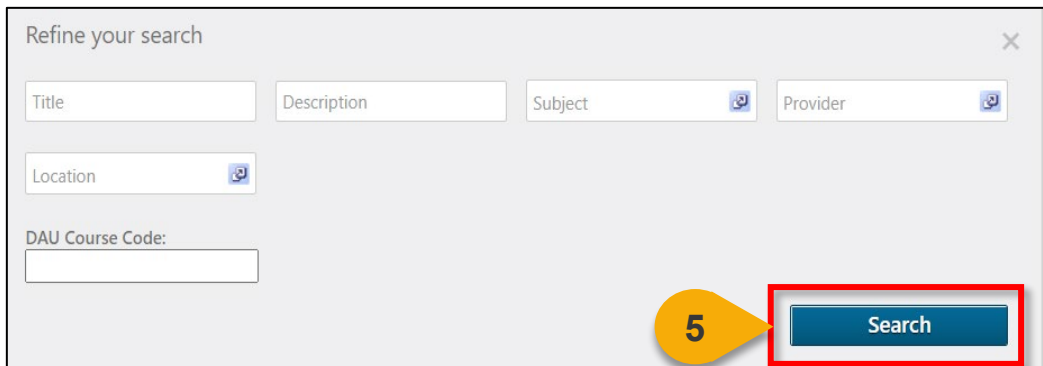
Step 3: When searching for training, click the Training filter to expand the menu further. Click **any Training Type** to filter by that type.



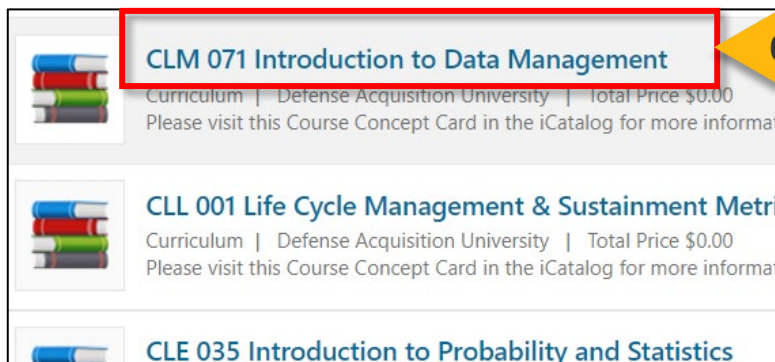
Step 4: The Refine Search option will appear under the search bar. Click **Refine Search** to view additional filters.



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**.



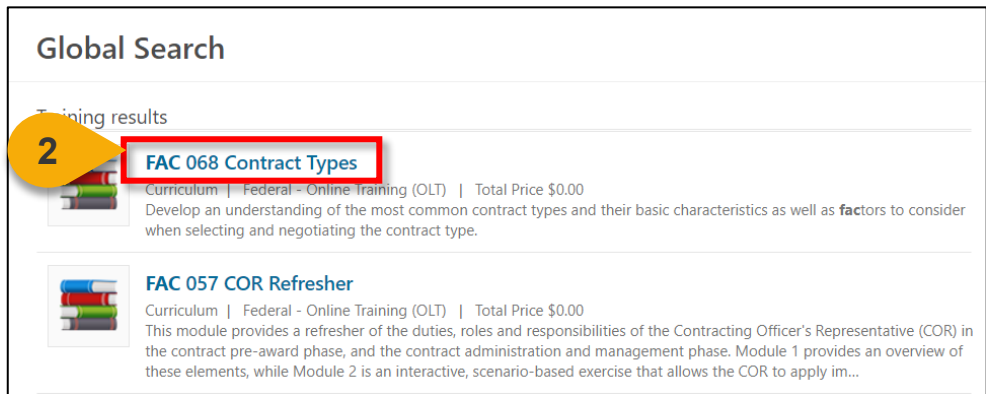
Register for Online Training (OLT)

When you want to register for Online Training...

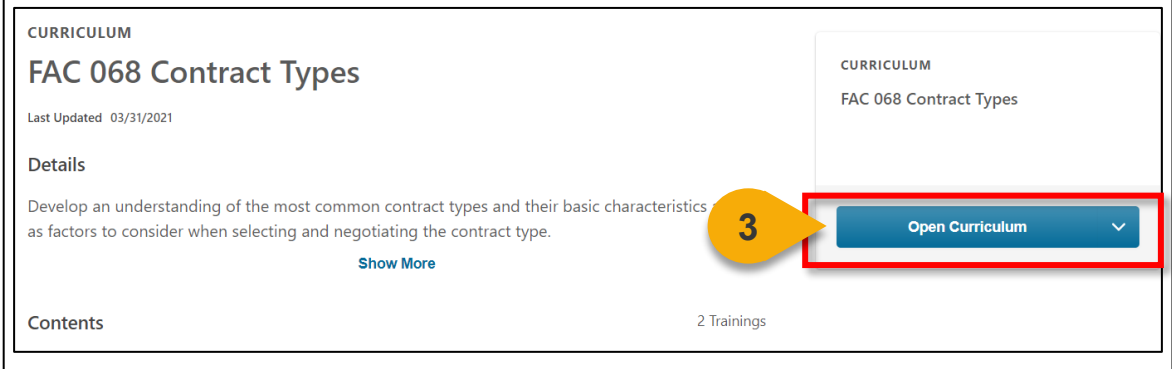
Step 1: Type the name of the OLT you would like to take into the Global Search box and click the **magnifying glass** or hit enter. See the “Use Global Search” task aid for more information on searching for training.



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



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.



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.

FAC 068 Contract Types

Options ▾

0%

CURRICULUM PROGRESS

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

FAC 068 Contract Types
Status: Registered Due: No Due Date
Develop an understanding of the most common contract types and their basic characteristics as well as factors to consider when selecting and negotiating...

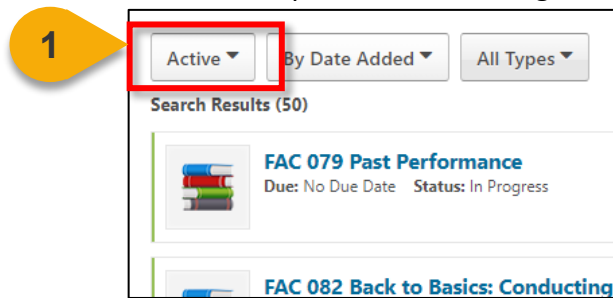
FAC 068 (FED) Assessment Questions
Status: Pending Prior Training Due: No Due Date

Launch ▾

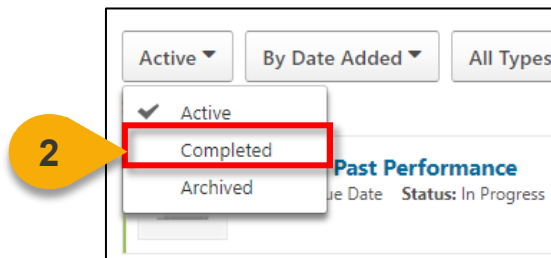
View Completion Certificate

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

Step 1: Use the “View User Transcript” task aid to navigate to your Transcript. Click the **Active** filter.



Step 2: Select **Completed** 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.





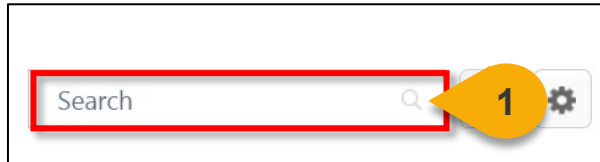
Instructor- Led Training



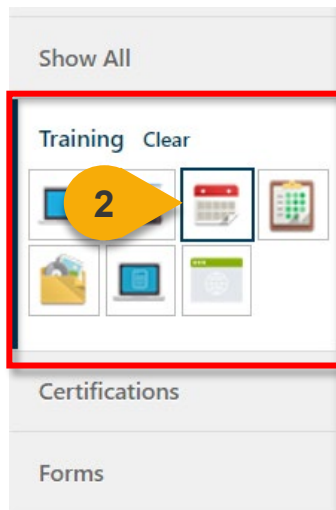
Register for Instructor-Led Training (ILT)

When you want to register for an Instructor Led Training...

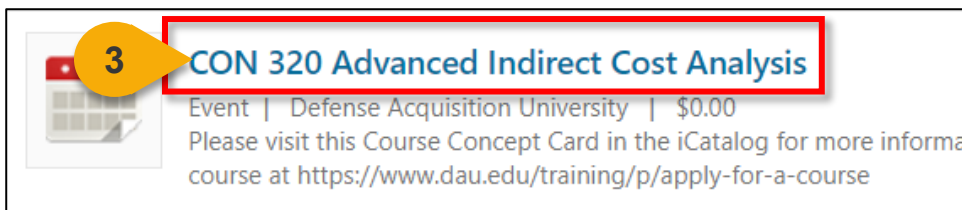
Step 1: Use **Global Search** to find the instructor-led training course you'd like to take. Click on the magnifying glass.



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



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

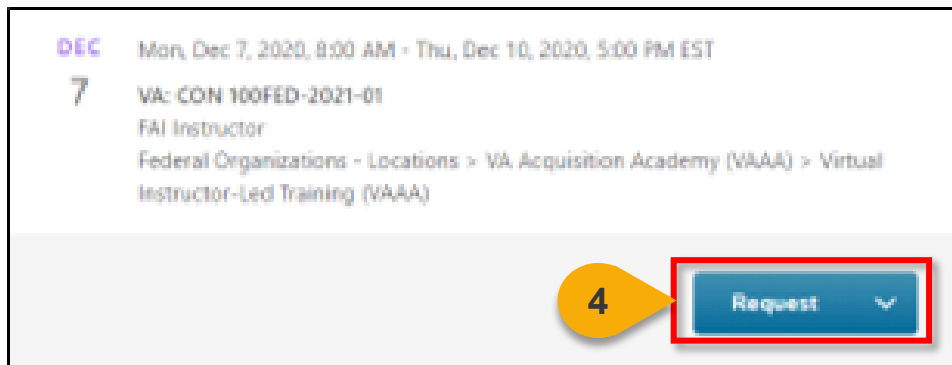


Register for Instructor-Led Training (ILT) (Cont. 1)

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.



The screenshot shows a training session card with the following details:

- DEC** Mon, Dec 7, 2020, 8:00 AM - Thu, Dec 10, 2020, 5:00 PM EST
- 7** VA: CON 100FED-2021-01
- FAI Instructor
- Federal Organizations - Locations > VA Acquisition Academy (WAAA) > Virtual Instructor-Led Training (WAAA)

At the bottom right of the card, there is a yellow callout bubble with the number '4' pointing to a blue button labeled 'Request' with a dropdown arrow. The button is highlighted with a red rectangular border.

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**.

The screenshot shows the 'Global Search' interface. At the top, there is a search bar with the placeholder text 'What would you like to search for?' and a dropdown menu set to 'Training'. A blue 'Search' button is to the right. Below the search bar is a 'Refine search' link. The search results are titled 'Training results (132)'. The first result is 'CMC 200 Fees, Financing, and Payments', which is highlighted with a red box. A yellow callout bubble with the number '1' points to this result. Below the title, it says 'Event | Defense Acquisition University | \$0.00'. A link to the course page is provided: 'Please visit this Course Concept Card in the iCatalog for more information regarding this course. You can apply for this course at <https://www.dau.edu/training/p/apply-for-a-course>'.

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

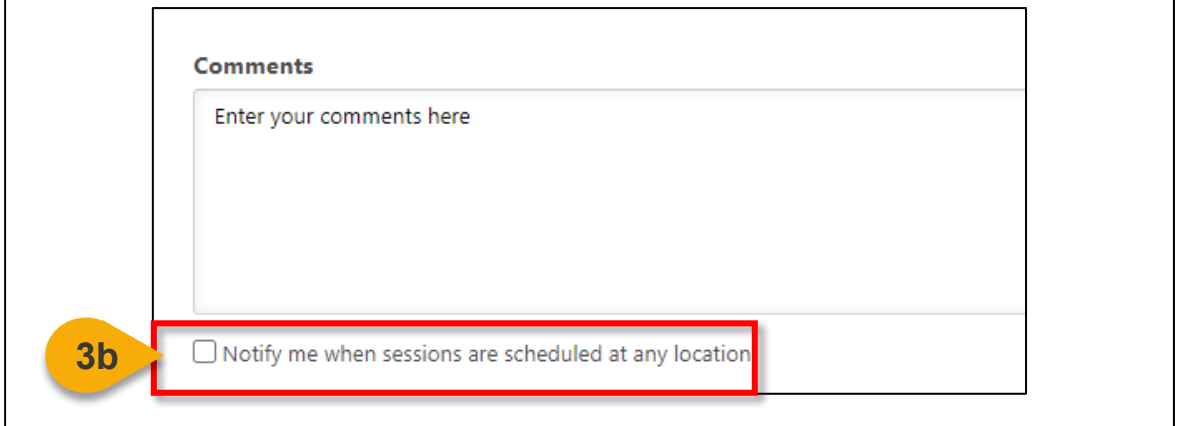
The screenshot shows the 'EVENT' page. A blue 'Notify Me' button with a dropdown arrow is highlighted with a red box. A yellow callout bubble with the number '2' points to this button. Below it, there is a 'Select a Session' dropdown menu. Underneath, there are two options: 'Save for Later' and 'Notify Me of New Sessions', with the latter highlighted by a red box.

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.

The screenshot shows the 'Interest Tracking' form. There is a 'Location' section with a 'Select a Location' dropdown menu. A red box highlights a small square icon (the pop-out icon) next to the dropdown. A yellow callout bubble with the text '3a' points to this icon.

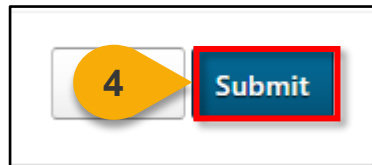
Indicate Interest in a Future Session (Cont. 1)

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



The screenshot shows a registration form with a "Comments" section. The comments box contains the placeholder text "Enter your comments here". Below the comments box is a checkbox labeled "Notify me when sessions are scheduled at any location". A yellow callout bubble with the number "3b" points to the checkbox, and a red rectangular box highlights the checkbox and its label.

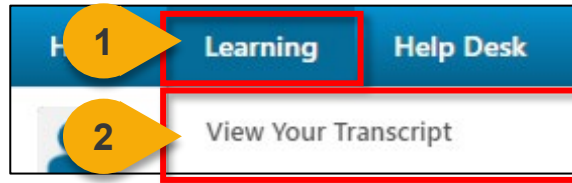
Step 4: Once you have completed selecting the location preferences, click the **Submit button** at the bottom of the page. You will receive an email notification when new Sessions are added that meet the location criteria you provided.



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**.



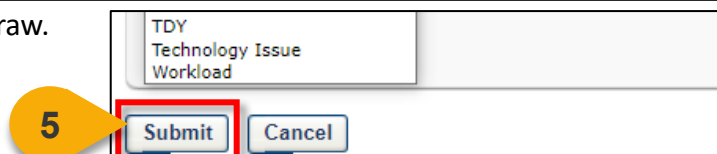
Step 3: Search for and find the course from which you wish to withdraw on your Transcript. Select **Withdraw**. **Note:** If Withdraw is not the option in the blue button, you may need to click the triangle to expand the menu.



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

A screenshot of a 'Withdraw Registration' form. At the top, it says 'If you withdraw your registration for this session, you will immediately...'. Below this is a 'Session Details' section with the following information: 'Event Name: Con 100 (FED): Shaping Smart Business Arrangements', 'Date / Time: (1) 12/7/2020 8:00 AM - 12/10/2020 5:00 PM', 'Location: Virtual Instructor-Led Training (VAAA)', and 'Price: \$0.00'. Below the session details is a section titled 'SESSION WITHDRAWAL OPTIONS' which contains a dropdown menu labeled 'Please select a reason'. A red box highlights the dropdown menu, and a yellow callout bubble with the number '4' points to it. The dropdown menu is open, showing the following options: 'Please select a reason', 'Other', 'Illness/Family Emergency', 'Inclement Weather', 'Leave', 'No Longer Needed', 'Reschedule Due to Conflict', 'TDY', 'Technology Issue', and 'Workload'.

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



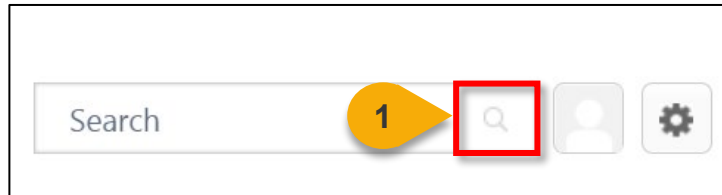


Equivalency & Fulfillment Forms

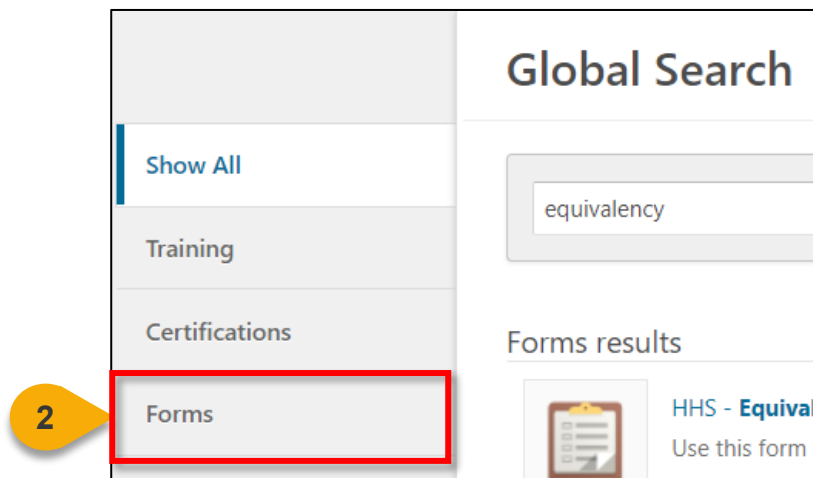
Submit an Equivalency/Fulfillment Form

When you want to request Equivalency or Fulfillment for a Course...

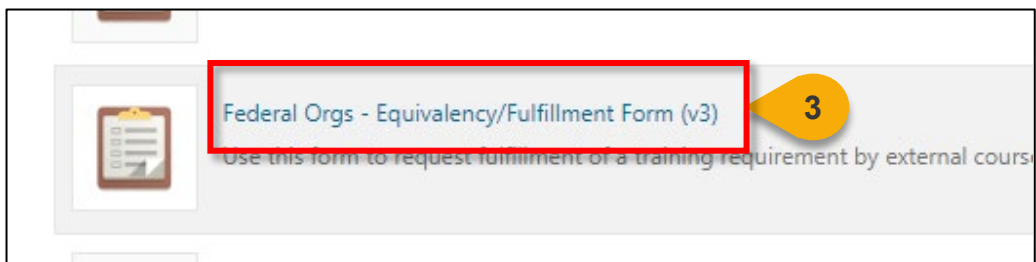
Step 1: Use Global Search to search for the keyword “Equivalency”. Click the **Magnifying Glass** to search.



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



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





See page 86 for more information on when to use an Equivalent/Fulfillment Form.

Submit an Equivalency/Fulfillment Form (Cont. 1)

Step 4: 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  

Step 5: Select the **course** from the dropdown menu.

Please Select the Course You Would Like E

Select 

 Select  **Please List.**


 ACQ 370 (FED)


AQN PBA

Step 6: 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:** You must use the format ABC 123 (FED) or your request will not be approved.

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

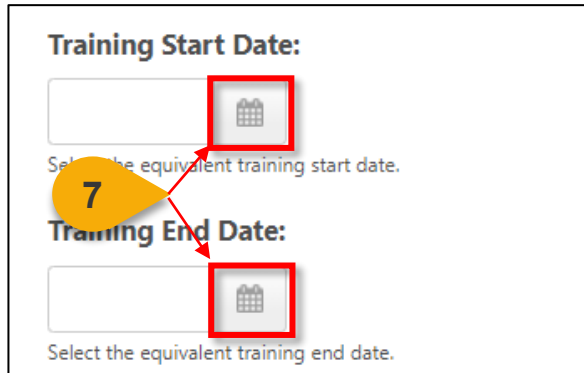
Please Select the Course You Would Like Equivalency For

Select 

 **If You Selected "Other", Please List.**

Submit an Equivalency/Fulfillment Form (Cont. 2)

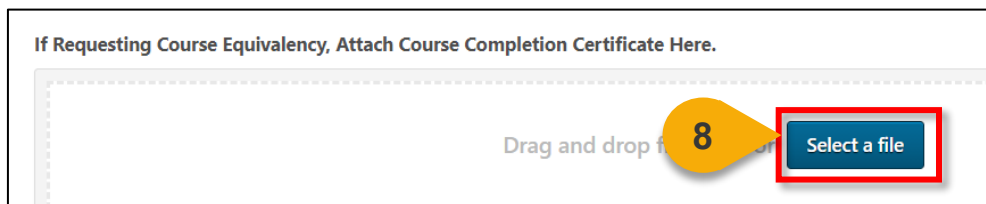
Step 7: Click the **calendar icons** to enter the Training Start and End dates.



Training Start Date:
Select the equivalent training start date.

Training End Date:
Select the equivalent training end date.

Step 8: Click **Select File** to add any supporting documentation in the attachment sections. You can add multiple attachments to any section.

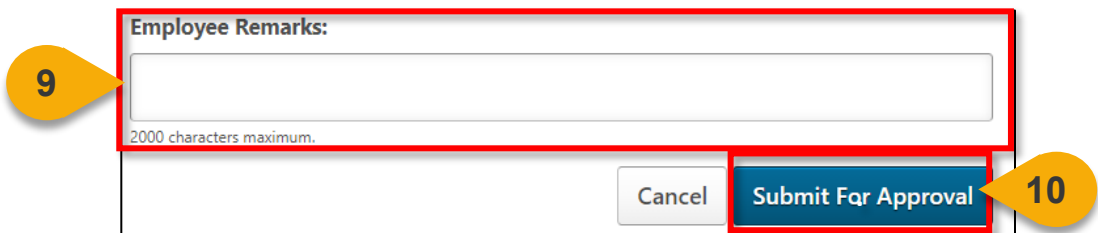


If Requesting Course Equivalency, Attach Course Completion Certificate Here.

Drag and drop files here or click to select files.

Select a file

Steps 9 & 10: Enter any supporting comments in the **Employee Remarks** field. Click **Submit for Approval** to route to your Agency Equivalency and Fulfillment Approvers. Please note: The timeframe for approving requests varies by Agency. After final approval, the course will appear on your Transcript, marked as “Exempt”, within 14 days.



Employee Remarks:
2000 characters maximum.

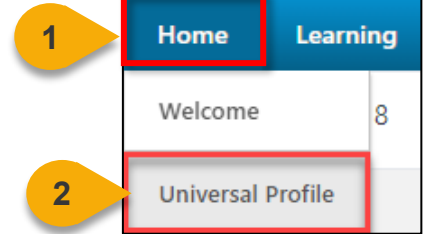
Cancel Submit For Approval

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

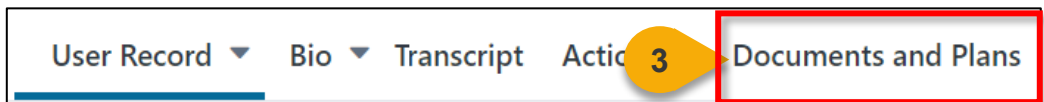
View Submitted Forms

When you want to see the forms you've submitted...

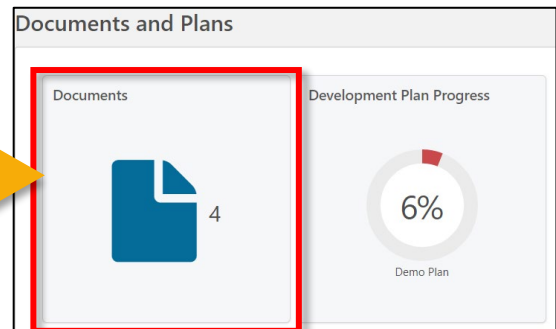
Steps 1 & 2: Hover over **Home** and click **Universal Profile**.



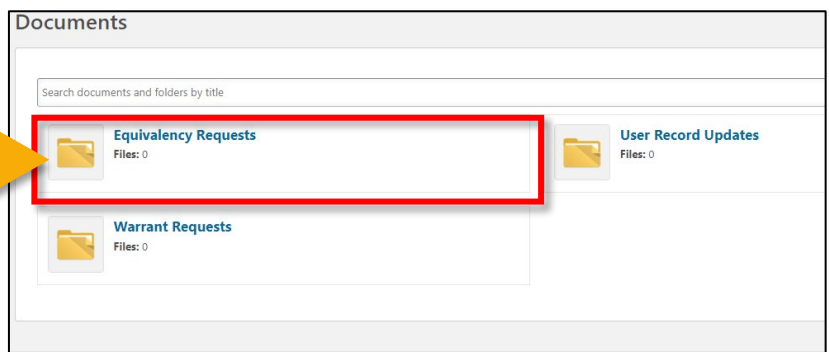
Step 3: Click **Documents and Plans**.



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



Step 5: On the Documents page, click the **folder** you'd like to view the contents of.



Equivalent Requests:
Contains
Equivalent/Fulfillment
Forms you have submitted.

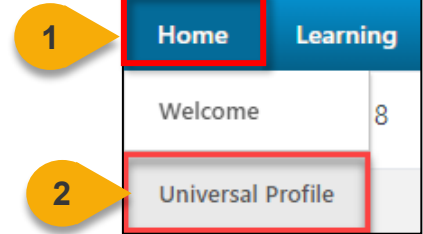
Warrant Requests:
Contains Warrant Forms
you have submitted.

User Record Updates:
Contains User Record
Update Forms you have
submitted.

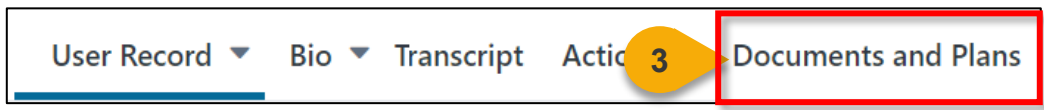
View Form Status

When you want to see the status of the forms you've submitted...

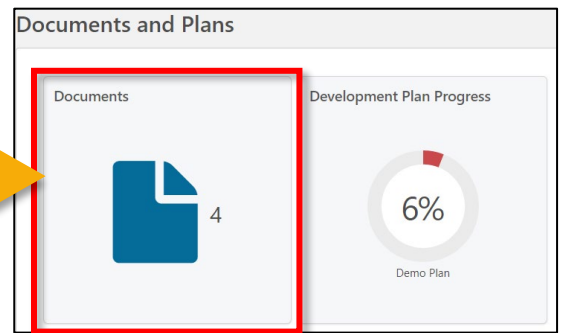
Steps 1 & 2: Hover over **Home** and click **Universal Profile**.



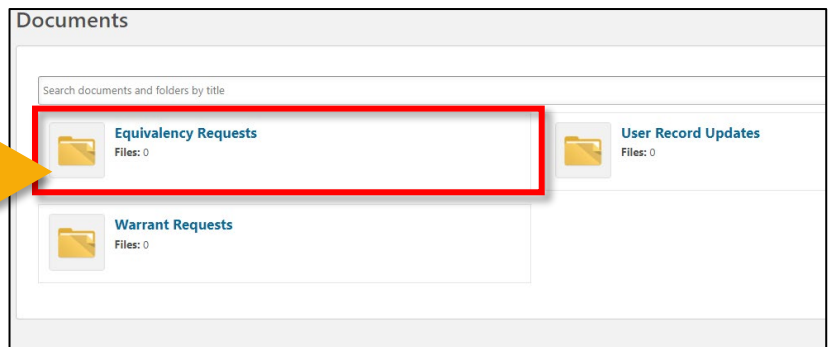
Step 3: Click **Documents and Plans**.



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



Step 5: On the Documents page, click the **folder** for the request you'd like to view.



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



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.



Certifications



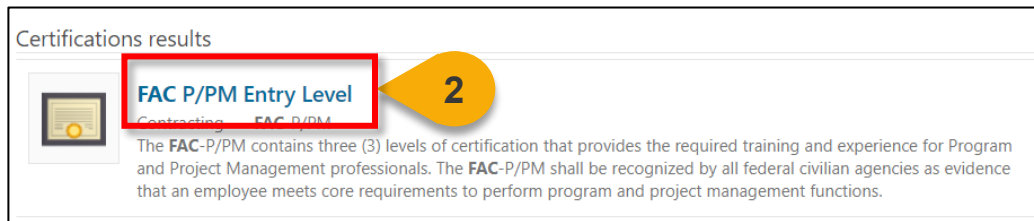
Request and Manage a Certification

When you want to request a Certification...

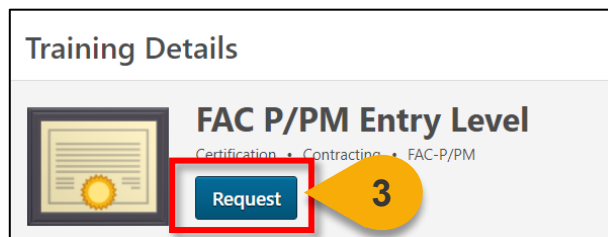
Step 1: In Global Search, **type** in the Certification you wish to request and click the **Magnifying Glass**.



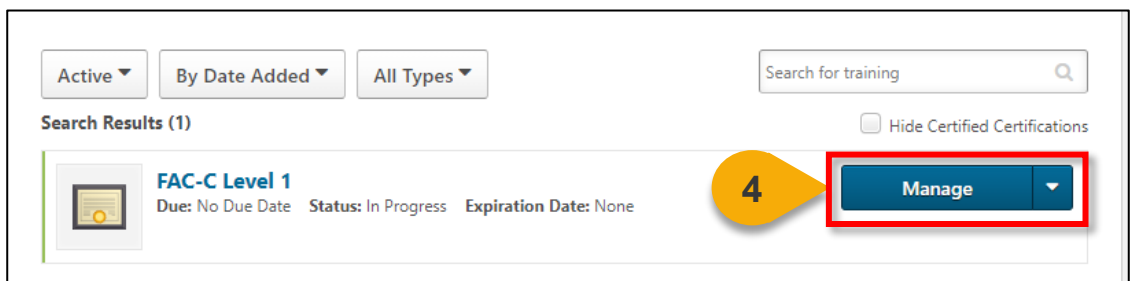
Step 2: In the results, click the **Certification Title**.



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



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.



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	Not Activated	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 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.

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.

TITLE	OPTIONS
Experience & Education (Required Completion: Min = 2.00, Max =	
Federal Education Verification - FAI FAC-C - All L	Request
Federal Experience Verification - FAI FAC-C Level I	Request

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

Federal Education Verification - FAI FAC-C - All Levels

Observation Checklist

Details

Description: Please follow the instructions below to attach documents for this requirement.

1. Click the **Attachments** tab
2. Choose the file you wish to upload.
3. Click **Add**. You can upload up to 3 files.

Request Close

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

CERTIFICATION	
TITLE	OPTIONS
Experience & Education (Required Completion: Min = 1.00, Max = 1.00 / Ac	
Federal Experience Verification - FAI FAC P/PM Senior Level	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.

My Checklists

Birdie Winters

Checklist Summary

Checklist Summary

Filter: All Competencies

Show Completed

Name	Status	Rating/Score	Progress
Federal Experience Verification - FAI FAC P/PM Entry Level	Not Started	-	<input type="text"/> 0%
Federal Experience Verification - FAI FAC P/PM Senior Level	Not Started	-	<input type="text"/> 0%

« Back

Checklist Report

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

Checklist Summary

Federal Education Verification...

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

Federal Education Verification-FAI FAC-C - Lvl 1&2

Name: Exclude Completed

Status: Not Started Due: None 0%

Expand All

Name
<input type="button" value="△"/> Education Verification - FAI FAC-C - Levels 1&2

Baccalaureate degree from an accredited institution or 24 semester hours of business-related college courses

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.

Overview

Description Rating **Attachments**

Browse and upload any items for this checklist. Maximum file size is 1MB and

Add Attachment: **Choose File** No file chosen **Add**

Step 9: After you select the file, click **Add** to add the file to your Checklist. You may add up to 3 files.

Overview

Description Rating Scale **Attachments**

Browse and upload any items for this checklist. Maximum file size is 1MB and

Add Attachment: **Add** No file chosen

resume.blank.docx

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.

Federal Experience Verificatio...

« **Save** Cancel

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?

Upload multiple documents as one file, then upload that file as an attachment in the experience section.

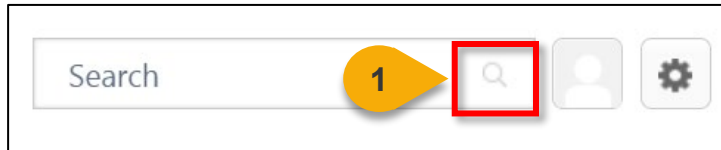


Warrants

Submit a Warrant Application Form

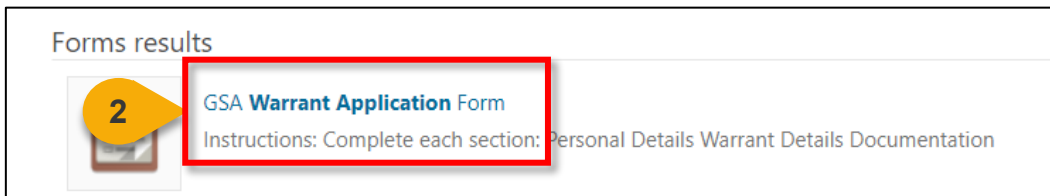
When you need to submit an application for a Warrant

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.



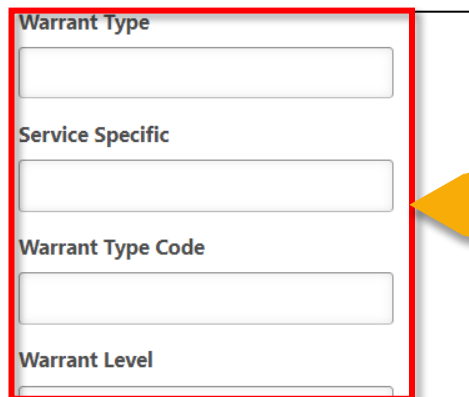
A search bar with the text "Search" inside. To the right of the search bar are three icons: a magnifying glass (highlighted with a red box and a yellow callout bubble with the number 1), a person icon, and a gear icon.

Step 2: Click on the **Warrant Application** form title to open the form.



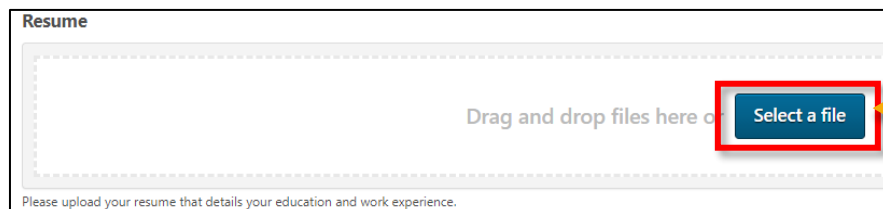
A section titled "Forms results" containing a list of search results. The first result is "GSA Warrant Application Form" (highlighted with a red box and a yellow callout bubble with the number 2). Below the title are instructions: "Instructions: Complete each section: Personal Details Warrant Details Documentation".

Step 3: Complete all fields as instructed by your Agency. The fields on this form will vary by Agency.



A form with four input fields, each with a label to its left: "Warrant Type", "Service Specific", "Warrant Type Code", and "Warrant Level". The entire form is enclosed in a red box, and a yellow callout bubble with the number 3 points to the right side of the form.

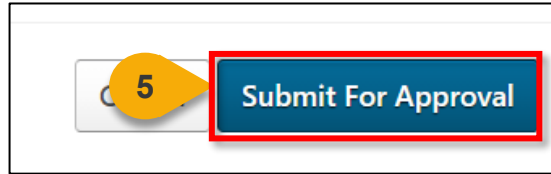
Step 4: In the attachment section, attach all files necessary for your application. You can attach multiple files per section. The attachment fields will vary by Agency. Click **Select a File** and choose the file you wish to attach.



A section titled "Resume" with a large dashed border indicating a file upload area. The text "Drag and drop files here or" is visible. A blue button labeled "Select a file" (highlighted with a red box and a yellow callout bubble with the number 4) is located at the bottom right. Below the upload area, there is a small text instruction: "Please upload your resume that details your education and work experience."

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.



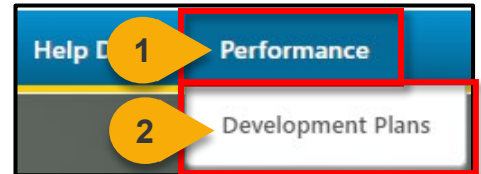


Individual Development Plans

Create an IDP

When you want to create an IDP...

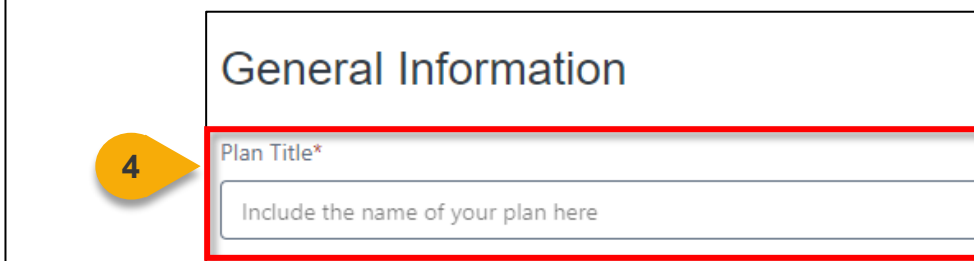
Steps 1 & 2: Hover over **Performance** and click on **Development Plans**.



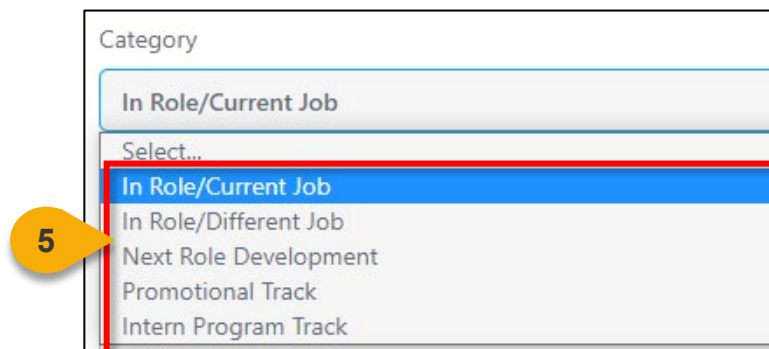
Step 3: Click on the **Create New Plan** button.



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

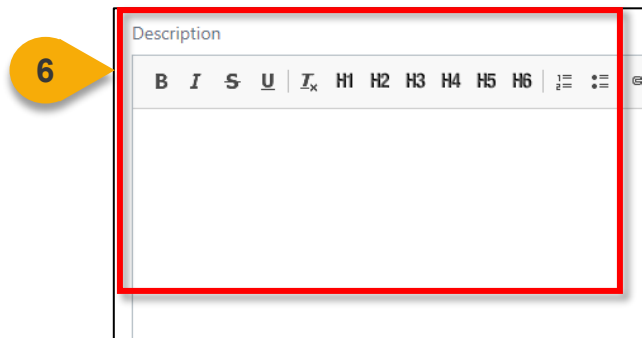
A screenshot of a form titled 'General Information'. The 'Plan Title*' field is highlighted with a red box and a yellow callout bubble containing the number '4'. Below the field is a placeholder text: 'Include the name of your plan here'.

Step 5: Select the Category for this IDP from the **Category** dropdown.

A screenshot of a dropdown menu titled 'Category'. The 'In Role/Current Job' option is selected and highlighted with a blue background. A red box highlights the entire dropdown menu, and a yellow callout bubble containing the number '5' points to the selected option. Other options in the menu include 'In Role/Different Job', 'Next Role Development', 'Promotional Track', and 'Intern Program Track'.

Create an IDP (Cont. 1)

Step 6: Add a description for this IDP in the **Description** field.



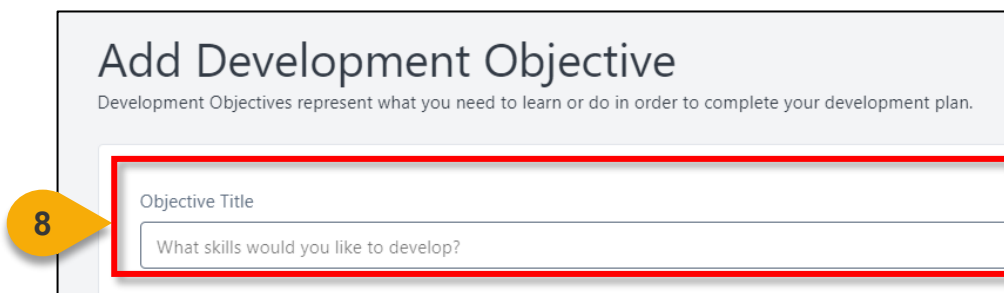
A screenshot of a text editor interface. A yellow callout bubble with the number '6' points to the 'Description' field. The field is outlined in red and contains a rich text editor toolbar with options for Bold (B), Italic (I), Strikethrough (ABC), Underline (U), Text Color (I_x), and heading levels (H1-H6). Below the toolbar is a large empty text area.

Step 7: In the Development Objectives section, click **Add Objective**.



A screenshot of the 'Development Objectives' section. The text 'Development Objectives' is at the top. Below it is a message: 'There are no development objectives. Would you like to add one?' with a document icon. A yellow callout bubble with the number '7' points to a red-bordered 'Add Objective' button.

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



A screenshot of the 'Add Development Objective' form. The title 'Add Development Objective' is at the top, followed by the subtitle 'Development Objectives represent what you need to learn or do in order to complete your development plan.' A yellow callout bubble with the number '8' points to a red-bordered text input field labeled 'Objective Title'. The input field contains the placeholder text 'What skills would you like to develop?'.

Create an IDP (Cont. 2)

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

what skills would you like to develop?

Category

Development Objectives

Select...

Development Objectives

Long-Term (3-5 years)

Short-Term (1-2 years)

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

Learning and Development

Search For Learning

Add Development Action

Find learning opportunities to help you achieve your objective.

Create your own actions to make your objective happen.

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**.

Learning and Development

Search For Learning

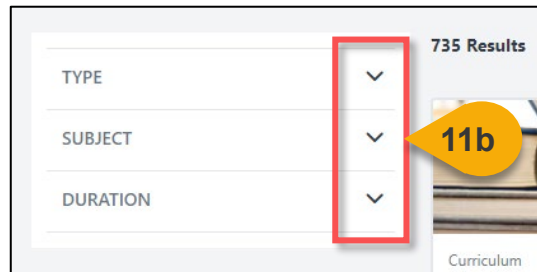
Development Action

Find learning opportunities to help you achieve your objective.

Create your own actions to make your objective happen.

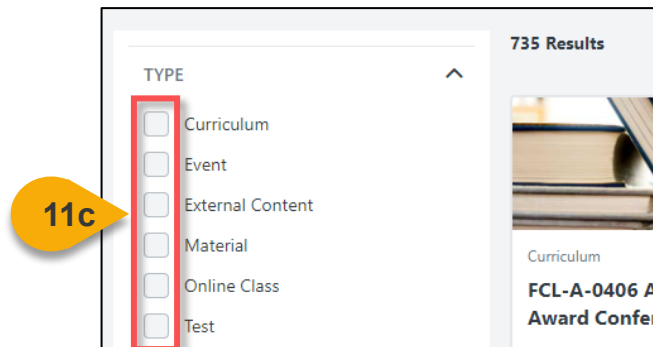
Create an IDP (Cont. 2)

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**.

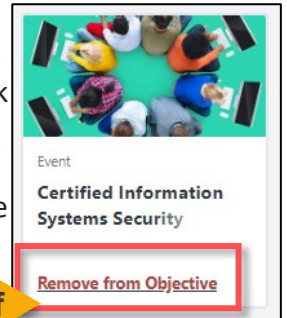


Create an IDP (Cont. 3)

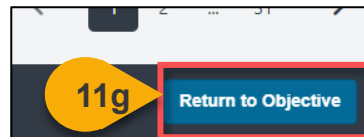
Step 11e: Select the **Add to Objective** link beneath any training you want to add. Multiple training courses can be selected.



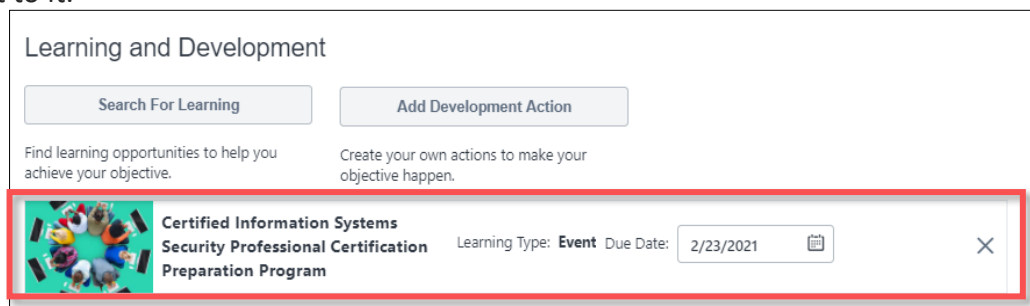
Step 11f: If you change your mind, simply click on **Remove from Objective** and the course will be removed from your IDP.



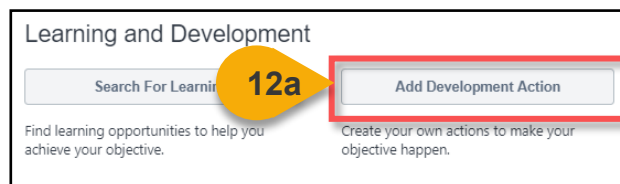
Step 11g: Once you are done selecting the training courses to be added to your Objective, click **Return to Objective** at the bottom of the page.



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.



Step 12a: To add action items not in the CSOD catalog to your IDP Objective, click on **Add Development Action**.



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

Select...

12c

- Outside Training
- Additional Learning
- Coaching/Mentoring
- 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

Create an IDP (Cont. 5)

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

Progress
0

Cancel Done

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

Save and Add 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 Submit Plan

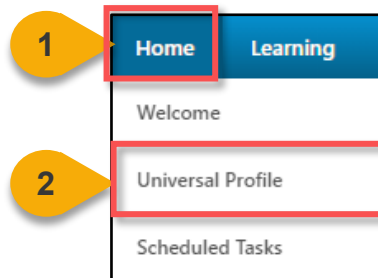
Step 17: To submit the plan for Manager approval, click **Submit Plan**.

Save as Draft Submit Plan

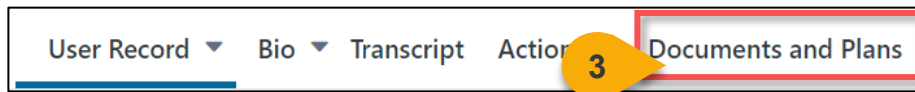
Update an IDP

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

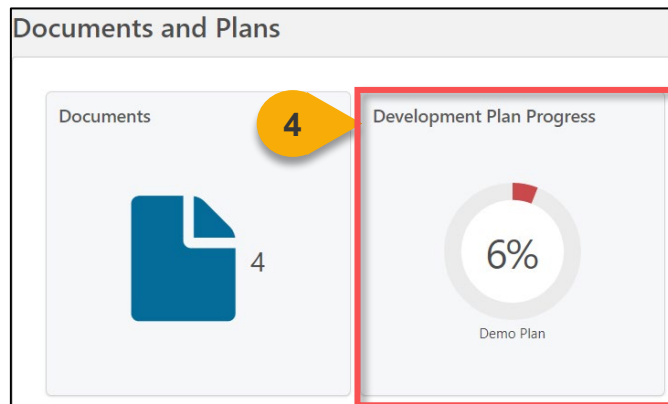
Steps 1 & 2: Hover over **Home** then navigate to **Universal Profile**.



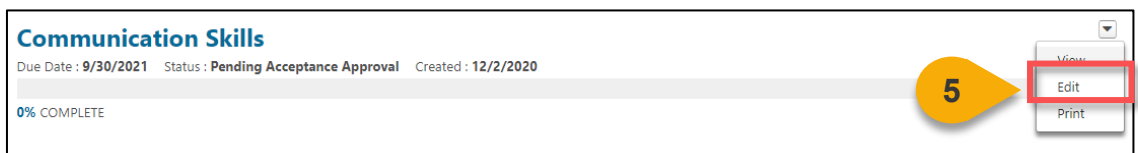
Step 3: Click on the **Documents and Plans** tab.



Step 4: Click on the **Development Plan Progress** widget.

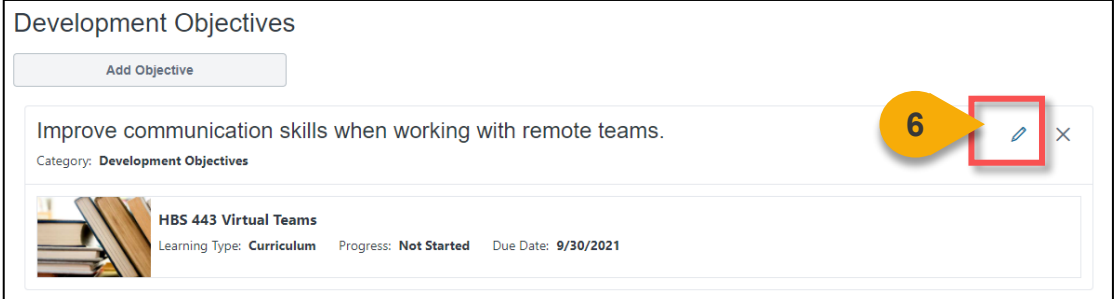


Step 5: Select the dropdown icon **Edit** option next to the IDP to which you want to add a new Objective.



Update an IDP (Cont. 1)

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




Development Objectives

Add Objective

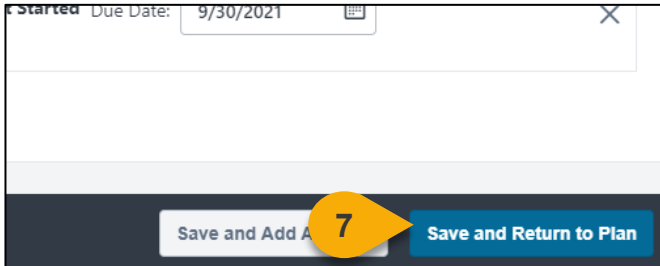
Improve communication skills when working with remote teams.

Category: **Development Objectives**

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

A yellow callout bubble with the number 6 points to a red-bordered edit icon (a pencil) in the top right corner of the objective card.

Step 7: When you've completed your edits, click **Save and Return to Plan**.

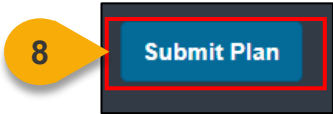


Not Started Due Date: 9/30/2021

Save and Add A **7** Save and Return to Plan

A yellow callout bubble with the number 7 points to the blue "Save and Return to Plan" button.

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



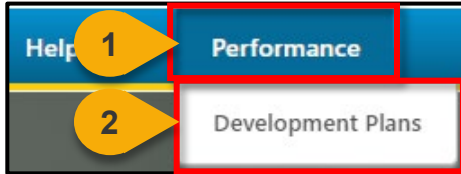
8 Submit Plan

A yellow callout bubble with the number 8 points to a red-bordered "Submit Plan" button.

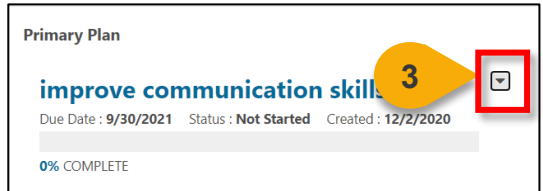
Cancel an IDP

When you want to cancel an IDP...

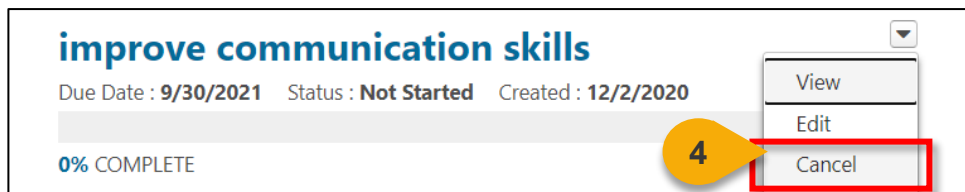
Steps 1 & 2: Hover over the **Performance** tab and then click **Development Plans**.



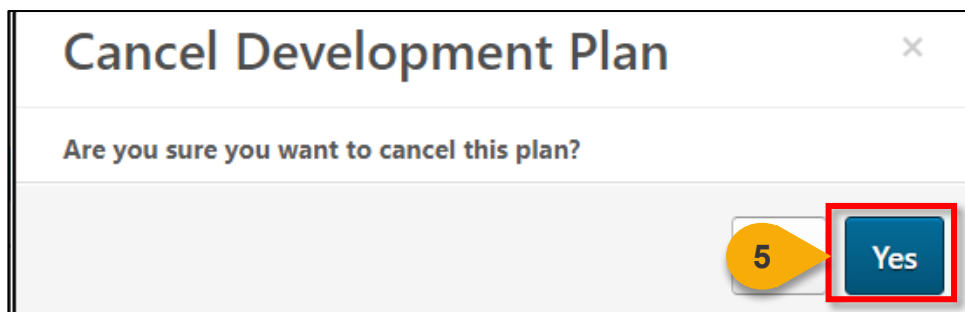
Step 3: Click the **dropdown arrow** next to the plan you would like to cancel.



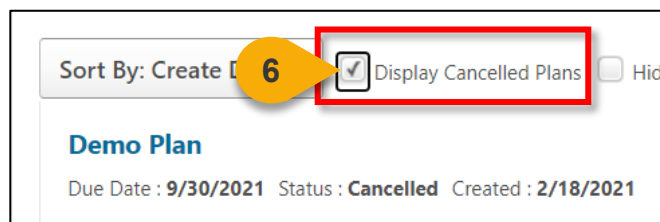
Step 4: Select **Cancel** from the dropdown menu. **Note:** You can only cancel approved plans.



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.



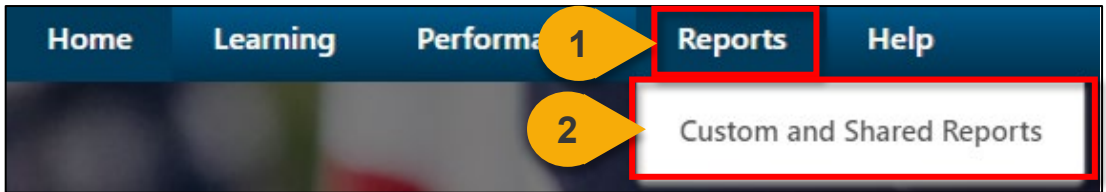


Reports

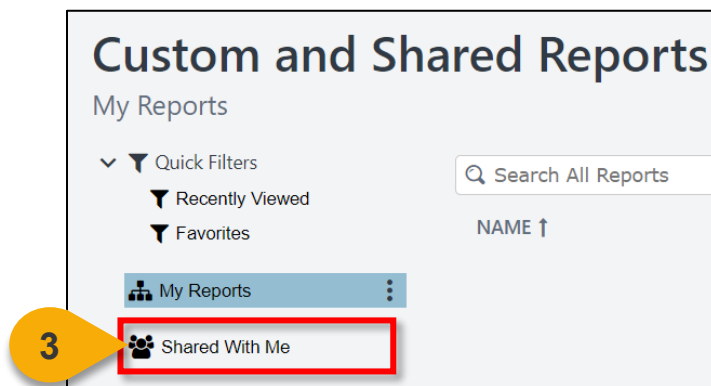
View and Download Custom Reports

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

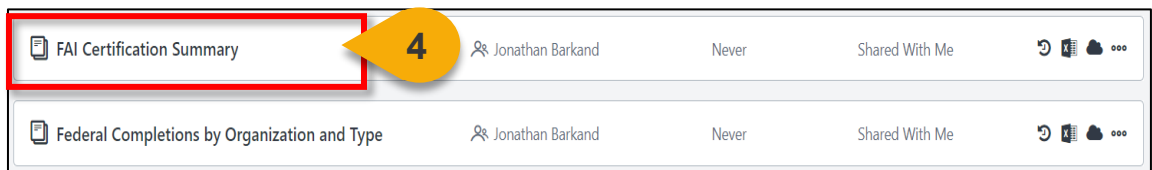
Steps 1 & 2: Navigate to the **Reports** tab and then select **Custom and Shared Reports**.



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.

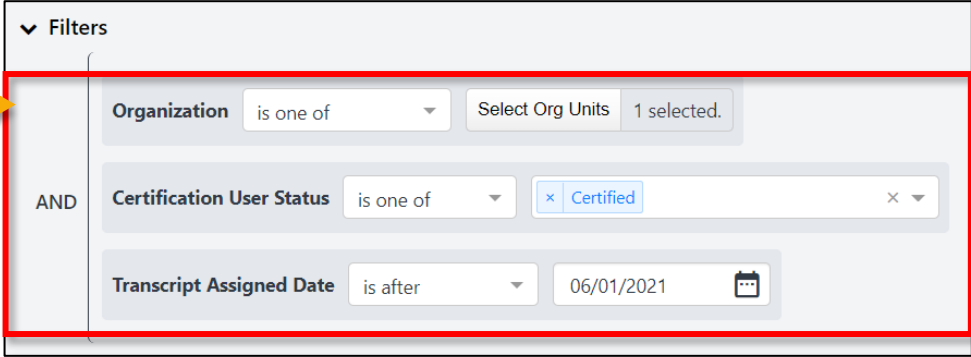


Step 4: Click the **Report Name** you want to view to update the report filters.



View and Download Custom Reports (Cont. 1)

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



5

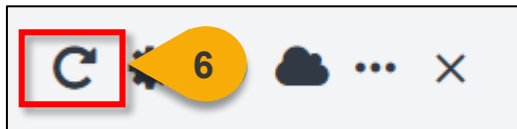
Filters

Organization is one of Select Org Units 1 selected.

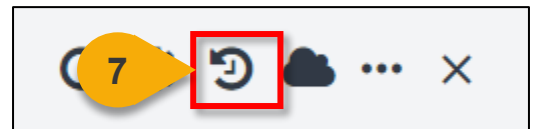
AND Certification User Status is one of Certified

Transcript Assigned Date is after 06/01/2021

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 **Schedule for now** icon in the top right corner to get a downloadable 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.



View and Download Custom Reports (Cont. 2)

Step 9: Click on the file download.

Snapshots for FAI Certification Summary

↓ 03/02/2022 9:29 AM
Completed in < 1 min. Record count: 3764.

Generate new snapshot

Maximum number of records

Notify me through email when the report is ready for download

SCHEDULE FOR NOW

Step 10: Choose the **File Format** in which you would like to download the report. The report will download to your computer.

Snapshots for FAI Certification Summary

↓ 03/02/2022 9:29 AM
Completed in < 1 min. Record count: 3764.

Generate new snapshot

Maximum number of records

Notify me through email when the report is ready for download

SCHEDULE FOR NOW

- CSV
- Excel
- HTML
- PDF
- TXT PIPE
- TXT TAB

Help

Help

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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



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!czl1g9fhw1QwnkSksSkpwhE285UIDDRNiMCXT0UaurKc2mQE1Py8WHTVvri7uzk\\$](https://urldefense.com/v3/http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/TrainingCareerDev/Pages/OAW-Main.aspx;!!May37g!czl1g9fhw1QwnkSksSkpwhE285UIDDRNiMCXT0UaurKc2mQE1Py8WHTVvri7uzk$).

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 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."

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.

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

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

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

Treasury

Treasury Employees – In lieu of contacting 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>