

FEDERAL ACQUISITION INSTITUTE



FAITAS 2.0

FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM

EMPLOYEE QUICK START GUIDE



Donna M. Jenkins, Director
www.fai.gov

Created by *Adayana Graphics*
Maintained by *ASM Research, Inc.*
4050 Legato Road, Suite 1100
Fairfax, VA 22033
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FAITAS 2.0 EMPLOYEE QUICK START GUIDE

The Federal Acquisition Institute Training Application System (FAITAS 2.0) is the avenue for all federal civilian agency Employees to electronically submit training applications and manage their career development through Individual Development Plans (IDPs). FAITAS 2.0 also monitors and manages workforce certification requirements. In this guide, you will find quick tips on how to navigate your FAITAS 2.0 Dashboard, set up your profile, find courses, register for training, and manage your Individual Development Plan (IDP). For further information, visit the Federal Acquisition Institute website at www.fai.gov

1 FAI.GOV LINK

The FAI link takes you to the Federal Acquisition Institute website.

2 MAIN MENU

The main menu contains a horizontal navigation bar with various tabs. From here, you can edit your account or profile, request training, manage your IDPs, access the User Guide, and view FAQs.

3 DASHBOARD

The Dashboard is your homepage and contains a number of movable widgets. The number of widgets you see depends on your role. Some widgets also include links to key function areas.

Dashboard Widgets

4 MY CURRENT CLASS LIST

My Current Class Lists includes the status of any training you requested and the Apply for Training link.

5 ANNOUNCEMENTS

View system-wide announcements.

6 TRANSCRIPT SUMMARY

Transcripts for completed courses are listed. If you have not yet completed a course, your current job title, career field, and job series display.

7 IDP SUMMARY

Key information about your Individual Development Plan (IDP) is listed along with a link to your Development Plan.

The screenshot shows the FAITAS 2.0 user interface. At the top, there is a header with the FAITAS logo and the text 'FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM v.2'. A navigation bar contains links for 'My Status', 'Manage Career', 'Help', and 'Logout', along with a user name placeholder 'Not [First Name, Last Name]?'. The main content area is titled 'Dashboard' and features several widgets:

- My Current Class List (4):** A table with columns for Course Title, Status, Start Date, and End Date. It lists two courses: 'ACO 201A - INTERMEDIATE SYSTEMS ACQUISITION' (System Pending) and 'ACO 101 - FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT' (Reservation). A link 'Apply For Training' is at the bottom.
- Announcements (5):** A section for system-wide announcements.
- Transcript Summary (6):** A section displaying 'Position Data' including Job Title (Test), Career Field (Contracting), and Job Series (1102).
- IDP Summary (7):** A section showing 'Plan Progress' (0% completed), 'Plan Status' (Approved), and 'Plan Last Submitted' (Sep 22 2011).



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CERTIFICATE ERROR MESSAGE

Users who receive an error message when trying to access FAITAS 2.0, will need to download and install a DOD Security Certificate.

1. Enter this URL in your browser: <http://dodpki.c3pki.chamb.disa.mil/rootca.html>. Follow the instructions to download and install the Root CA 2 certificate.
2. Ensure that you are running one of the following web browsers:
 - MS Windows XP running IE 7.x or 8.x
 - Apple Mac OS X
 - Safari 5.x
 - Chrome 12.x
3. After you install the Root CA 2 certificate, add the FAITAS 2.0 homepage to your trusted site list. You may need to contact your local network administrator in order to obtain assistance with installing the certificate. You may also need to reinstall the certificate if your technical team conducts updates.
4. If you are unable to access the registration site after downloading the security certificate and adding the URL to your trusted site list, contact your technical representative as the problem may be an indication of internal system firewall conflicts.

REGISTER FOR FIRST TIME USERS

First-time users of FAITAS 2.0 should follow these steps to register.

1. Enter this URL in your browser: <https://www.atrrs.army.mil/faitas>.
2. A **U.S. Government Information System** window opens. Read the message.
3. Click the **I Agree** button to open the FAITAS 2.0 Login screen.
4. Click the **Register Here** link to open the **Email Information** window.
5. Enter your .mil or .gov email address. All other email addresses should be approved by the Federal Acquisition Institute (FAI).
6. Click the **Register** button.
7. A confirmation email will be sent to the email address you provided. When you receive the confirmation email, click the link contained within the email or enter its URL in your browser to continue the registration process.

LOG IN

FAITAS 2.0 system users need an email address and password.

1. To begin, enter this URL in your browser: <https://www.atrrs.army.mil/faitas>
2. A **U.S. Government Information System** window opens. Read the message. Click the **I Agree** button to open the FAITAS 2.0 Login screen. Enter your email address and password. Click the **Login** button.
3. If you forgot your password, click the **Forgot Your Password** link to receive additional information.
4. If this is your first time accessing FAITAS 2.0, a **Notice to First Time Users** window opens after you select the **Login** button. If you have accessed FAITAS 2.0 before, your Dashboard displays after you select the **Login** button.

LOGOUT

1. To log off FAITAS 2.0, click the **Logoff** tab on the main navigation bar.
2. A green confirmation logout text message appears at the top of the **Login** window along with the **U.S. Government (USG) Information System (IS)** message.
3. To log out of FAITAS 2.0 completely, close your browser.

SET UP YOUR ACCOUNT

All FAITAS 2.0 users must complete an **Account** and set up an **Employee Profile**.

1. Hover your mouse over the **My Status** tab. Click **Account** to display the **Update Account** window.
2. Notice that FAITAS 2.0 pre-populates your SSN with only the last four numbers visible.
3. Enter your .gov or .mil email address.
4. Under **Change Password**, enter your **Old Password**, **New Password**, and **Confirm Password**. Following the on-screen password creation support ensures that your password will meet all the requirements.
5. Select and respond to three security questions from the suggested drop-down lists.
6. Click **Update** to continue or **Cancel** to return to your Dashboard.



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SET UP YOUR EMPLOYEE PROFILE

All FAITAS 2.0 users should keep their profiles up-to-date because information from the profile auto-populates applications, thereby saving users time and effort.

- To begin, hover your mouse over the **My Status** tab. Click **Profile** to display the **Update [Employee Name] Profile** window.
- Notice that FAITAS 2.0 pre-fills some fields.
- Complete or update all required information.
- In the **Supervisor Information** section, click the **Select User** button to identify a Supervisor. To use all FAITAS 2.0 functions, you must designate a Supervisor. If your Supervisor does not have an account, send an email to request that your Supervisor creates an account.
- Click the **Update Information** button to continue or the **Cancel** button to return to your Dashboard.
- To update your profile at any time, select **My Status | Profile**.

SEARCH FOR TRAINING OPTIONS

To search for a training option, select **Manage Career | Training | Search for Training**. The **Course Search** window opens.

Standard Search

Under **Standard Search**, click the **Order by Course Title** or **Order by Course Number** radio button for a course type. Select a course from the drop-down list. Click the **Submit** button.

Advanced Search

Click **Advanced Search** to search for training by **Location**, **Course**, or **Date Range**. Enter search criteria in at least one of the fields. Click the **Search** button. Select a **Course**.

Key Word Search

Click one of the **Key Word Search** options, to search for courses by key words. Enter the course title or number. Select a **Course** from the drop-down list. Click the **Submit** button.

Search by Course Abbreviation

Click **Search by Course Abbreviation**. Select a **Course Abbreviation** from the drop-down list. Choose a course from the **Select Course** drop-down list. Click the **Submit** button.

Depending on your selection, either the **Locations for [Course Title]** or the **Create New Training Request for [Course Title]** window opens.

CREATE NEW TRAINING REQUESTS

The **Create New Training Request** form contains pre-populated information from the Employee Profile. To update that information, go to **My Status | Profile**.

- Some courses have prerequisites that are indicated in the course specific information. In order to avoid any process delays, ensure that you have completed all the necessary prerequisites before you submit your training request.
- The **Create New Training Request** form contains specific class information.
- View the **Training Remark** section for any prerequisite information.
- Enter any information about your training request or course prerequisites in the **General Remark** textbox.
- Click the **Submit Request** button when your request is complete to forward your training request to your Supervisor.
- If your Supervisor approves the request, it is automatically forwarded to the Training Manager and/or Registrar, who is the final approval authority for training requests.

VIEW MY INDIVIDUAL DEVELOPMENT PLAN (IDP)

The **Career Path Management (CPM)** module provides a process for managing your career through an Individual Development Plan (IDP) that Employees create and send to Supervisors as the first step in the approval process.

To access the CPM module, select **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

- Click **My Development Plan** to display the **View My Development Plan** window.
- The **Employee Information** section pre-populates with your **Personal Profile** information.
- The **Development Plan Information** displays a **Plan Progress** graphic, your **Plan Status**, **Date Plan Last Submitted**, **Date Last Processed by Supervisor**, and **Supervisor Comments**.
- Notice that the courses listed in your Development Plan are those that you or your Supervisor selected.
- To begin the registration process for any course listed in your Development Plan, click its **Course Number**.



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EDIT MY INDIVIDUAL DEVELOPMENT PLAN (IDP)

Employees can develop their own plans or import Master Development Plans (MDP).

To edit your IDP, access the CPM module by selecting **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. Select the **Edit Development Plan**.
2. In the **Add Course** window, select the radio button next to either **Resident and Web Course Offerings** or **Continuous Learning Modules** course types.
3. Select a **Course** from the drop-down list.
4. Click the down arrow from the required **Scheduled FY** and **Scheduled Quarter** fields to select the fiscal year and quarter that you plan on taking the course.
5. Click the **Add Course** button. The **Edit My Development Plan** refreshes to display the revised course listing.

IMPORT A MASTER DEVELOPMENT PLAN (MDP)

Employees can import a Master Development Plan (MDP). MDP Managers create Agency MDPs. MDP Administrators create Global MDPs that are available to all Employees.

To import an MDP, access the CPM module by selecting **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. Click the **Import Master Development Plan** link to open the **Select a Plan to Import** window.
2. To filter the **Master Development Plans** list, enter a key word, such as "education," in the **Filter Plans** field.
3. Click the **Select** link next to the Plan that you want to import.
4. Review the course listing. Click the checkbox next to each of the courses that you want to include in the import process.
5. Select a required **Fiscal Year (FY)** and **Quarter** for each course.
6. Click the **Import Plan** button.
7. The **Edit My Development Plan** refreshes to include the selected courses from the imported MDP.

SUBMIT YOUR IDP FOR APPROVAL

After completing IDPs by adding course or importing an MDP, Employees must submit IDPs to Supervisors as the first step in the approval process.

To submit your IDP for approval, access the CPM module by selecting **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. In your IDP, review the **Courses Scheduled by Employee** selection.
2. Delete any courses that you do not want to include in the IDP by selecting the **Delete** link next to the **Course Number**.
3. To change the **Fiscal Year (FY)** or **Quarter**, enter the changes into the corresponding fields. Click the **Save** link. The course listing refreshes by re-ordering the list based on your **FY** and **Quarter** changes. Notice that you must make **FY** and **Quarter** changes to each course individually.
4. When the IDP is completed, click the **Submit** button to send it to your Supervisor for review.
5. Once submitted, you cannot edit your Plan until your Supervisor reviews it and makes a decision.

VIEW FREQUENTLY ASKED QUESTIONS (FAQs)

The FAQ function includes a list of frequently asked questions concerning special accommodations, registration, course certification, transcripts, etc.

To access the FAQ section, hover your mouse over the **Help** tab. Click the FAQ function to open the **Frequently Asked Questions** window.

1. To filter the number of questions that display, narrow your search parameters by using the following filters:
 - Option 1 is to select a module from the drop-down list.
 - Option 2 is to enter a key word.
2. Click the **Search** button.
3. Scroll through the list of FAQs that display. Click any question to see the response.
4. Notice that when you click a new question, the previous answer rolls up to leave just the response to your current question.



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REVIEW/PRINT MY CERTIFICATIONS

Employees can review their certifications and print certificates.

To view your certifications, select **Manage Career | Certification | My Certifications**.

1. The **Certifications History for [Employee Name]** window opens.
2. Click the Certification title to open a **File Download** window that asks whether you want to Open or Save the PDF file.
3. Click the **Open** button.
4. A PDF of the Certificate for your Certification opens.
5. Use the PDF navigation to print or save a copy of your Certificate.
6. If you notice an error, select the Certification Manager link that is listed on the **Certifications History for [Employee Name]** window.

ADD A CERTIFICATION

Employees can add certifications. To ensure the process goes more smoothly, have electronic versions of supporting documentation to hand.

To add a certification, select **Manage Career | Certification | My Certification Requests**.

1. The **Certification Requests for [Employee Name]** opens. Click the **Add Certification Requests** link. The **New Certification Request** window opens. Select a **Certification** and **Level** from the appropriate drop-down lists. Click the **Next** button.
2. The **New Certification Request** window opens to display the Requirements section. Carefully review the Education, Experience, and Training sections. In some cases supporting documentation is required. In other cases, it is optional.
3. To upload documentation, click the **Attach Supporting Documentation** link and follow the instructions. Click the Education, Experience, and Training checkboxes. Click the **Submit Request** button.
4. Check **My Certification Request** to view the workflow. When it is approved or disapproved, the status updates in the **Certification Requests for [Employee Name]** section.