

FEDERAL ACQUISITION INSTITUTE



FAITAS 2.0

FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM

SUPERVISOR QUICK START GUIDE



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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, and manage Employee training requests and IDPs. For tips on how to request and manage your own training and career development, consult the Employee Quick Start Guide. 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.
- 3 DASHBOARD**
The Dashboard is your homepage and includes a number of movable widgets. The number of widgets you see depends on your FAITAS 2.0 role.

The screenshot shows the FAITAS 2.0 Supervisor Dashboard. At the top, there is a header with the FAITAS logo and the text 'FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM v.2'. Below the header is a navigation bar with tabs: 'My Status', 'Manage Career', 'Manage Employees', 'Manage Workforce', 'Help', 'Logout', and 'Not [First and Last Name]?'. The main content area is titled 'Dashboard' and contains several widgets:

- My Current Class List**: A table with columns 'Course Title', 'Status', 'Start Date', and 'End Date'. It shows 'No current training requests.' and an 'Apply For Training' link.
- Supervisor Requests Pending Your Review**: A table with columns 'Course', 'Name', 'Location', 'Close Date', 'Start Date', and 'End Date'. It shows 'No training requests await your action.' and a 'Manage Training Requests' link.
- Development Plans Pending Your Review**: A table with columns 'Name', 'Date Submitted', and 'Employee Email'. It shows 'No pending development plans' and a 'Review Development Plans' link.
- Announcements**: A section for system-wide announcements.
- Transcript Summary**: A section for completed course transcript data, including 'Position Data' (Job Title: Test, Career Field: Contracting, Job Series: 1102).
- IDP Summary**: A section for Individual Development Plans, showing 'Plan Progress' (0% completed), 'Plan Status' (Pending Supervisor), and 'Plan Last Submitted' (Sep 22 2011).

Dashboard Widgets

- 4 MY CURRENT CLASS LIST**
Status of your training requests and training link
- 5 ANNOUNCEMENTS**
System-wide announcements
- 6 TRANSCRIPT SUMMARY**
Completed course transcript data
- 7 SUPERVISOR REQUESTS PENDING YOUR REVIEW**
Employee training requests and training requests link
- 8 IDPs PENDING YOUR REVIEW**
Employee Individual Development Plans (IDPs) and Development Plans link
- 9 IDP SUMMARY**
Status of your IDP and Development Plan link



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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.
3. Click the **I Agree** button to open the FAITAS 2.0 Login screen.
4. Enter your email address and password.
5. Click the **Login** button.
6. If you forgot your password, click the **Forgot Your Password** link to receive additional information.
7. 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.

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.

1. To begin, hover your mouse over the **My Status** tab. Click **Profile** to display the **Update [Employee Name] Profile** window.
2. Notice that FAITAS 2.0 pre-fills some fields.
3. Complete or update all required information.
4. 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.
5. Click the **Update Information** button to continue or the **Cancel** button to return to your Dashboard.
6. To update your profile at any time, select **My Status | Profile**.

REVIEW TRAINING REQUESTS

There are two ways to access pending Employee training requests. From the Dashboard, click the **Manage Training Requests** link or follow the main navigation tabs: **Manage Employees | Review Training Requests**.

1. In the **Pending Requests for Supervisor** window, click the Employee's name to open the **Review of [Course Title] Request for [Employee's Name]**.
2. View the training offering information about the specific training being requested by the Employee.
3. Click the **View Training History** link to see the Employee's past and present training requests.
4. Check to ensure that the Employee meets any prerequisite requirements.
5. Enter comments in the **General Remark** textbox. These comments will be seen by the Employee. If you are disapproving the training request, you must enter a remark. If you are approving the request, no comment is necessary.
6. Click the **Add Remark** button to save your comments.
7. Choose either the **Forward to Training Manager** (or Registrar if there is no Training Manager assigned) or **Disapprove Request** button.

ADD COURSES

Supervisors can add individual courses to an Employee's IDP.

Access the CPM module by selecting **Manage Employees | Career Path Management | Review Development Plans** or click the **Review Development Plans** link on your Dashboard.

1. Click the Employee's name to open the **Process Development Plan** window.
2. In the **Add Course** section, 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 for the Employee to take the course.
5. Click the **Add Course** button. A green text message confirms that the course was successfully added and the **Courses Scheduled by Supervisor** section refreshes to display the revised course listing.

IMPORT A MASTER DEVELOPMENT PLAN (MDP)

Supervisors can import an MDP to an Employee's IDP.

Access the CPM module by selecting **Manage Employees | Career Path Management | Review Development Plans** or click the **Review Development Plans** link on your Dashboard.

1. Click the Employee's name to open the **Process Development Plan** window.
1. From the **Select a Plan to Import** window, enter a key word, such as "education," in the **Filter Plans** field to display a shorter list of MDPs.
2. Click the **Select** link next to the Plan that you want to import.
3. Review the course listing from the **Import Master Development Plan** window. Click the checkbox next to each of the courses that you want to include in the import process.
4. Select a required **Fiscal Year (FY)** and **Quarter** for each of the selected course.
5. Click the **Import Plan** button.
6. A green text message confirms that the MDP was successfully added and the **Courses Scheduled by Supervisor** section refreshes to display the revised course listing.



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SEARCH FOR DEVELOPMENT PLANS

Supervisors can search for Employee IDPs.

Access the CPM module by selecting **Manage Employees | Career Path Management | Search for Development Plans**.

- In the **Search for Development Plans** window, select at least one of the following filters to help you locate an individual IDP or a group of IDPs.
 - Enter the Employee's **First Name**.
 - Enter the Employee's **Last Name**.
 - Enter the **Date Submitted Plan** or **Date Processed Plan** dates.
 - Click a **Plan Status** option, for example, **Pending Supervisor Approved**, or **Disapproved**. Notice that it is possible to select more than one **Plan Status** option.
 - Select specified **Career Fields**. Hold the CTRL button down and use your mouse to select more than one **Career Field**.
- Click the **Reset** button to refresh the screen.
- Click the **Search** button to display the Development Plans that fall within the selected search parameters.
- The **Development Plan List** updates with the revised listing.

REVIEW DEVELOPMENT PLANS

Employees submit their **Individual Development Plans (IDPs)** to Supervisors for review.

To act on an Employee's IDP, access the CPM module by selecting **Manage Employees | Career Path Management | Review Development Plans** or click the **Review Development Plans** link on your Dashboard.

- To process a **Pending Development Plan**, click the Employee's name to open the **Process Development Plan** window.
- Add courses via the **Add Course** button or the **Import Master Development Plan** link. Refer to the **Add Course** or **Import MDP** sections of this Quick Start Guide for more details.
- Make further adjustments in the Employee IDP by deleting courses or adjusting the **FY** or **Quarter** fields. Enter comments to the Employee in the **Add Remark** textbox. If you **Disapprove the Plan**, you must enter a comment.
- Select the **Approve Plan** or **Disapprove Plan** button.

MANAGE CERTIFICATION REQUESTS

Supervisors recommend approval or disapproval for Employee certification requests. Supervisors also can return a request to an Employee for additional supporting documentation.

One way to **Manage Certification Requests** is through your Dashboard. Another way is through the main navigation bar. This QuickStart Guide uses the Dashboard access.

- From the Dashboard, locate the **Certification Requests Pending Your Review** section.
- Click either the Employee Name or the **Manage Certification Requests** link to open the Certification Request window.
- Click the **View** link for any Education, Experience, or Training supporting documentation to determine whether it is sufficient for the requested Certification.
- Enter a comment in the **Remark** textbox if you want to recommend disapproval or return the request to the Employee for additional documentation.
- Click either the **Recommend Approval**, **Recommend Disapproval**, or **Return to Employee** buttons to continue the workflow.

REVIEW CERTIFICATION REQUESTS

Supervisors can review pending or processed requests.

To begin, select **Manage Employees | Certification | Review Certification Requests** from the main navigation bar.

- The **Review Certification Requests** page displays either pending or processed certification requests depending on the selected radio button.
 - To review pending requests, click the radio button in front of **Pending** in the **List Requests** field.
 - Enter a **First Name** or **Last Name**.
 - Click the **Filter** button to apply the name parameters.
 - Click the **Clear Filter** button to clear the name parameter fields.
 - To review process requests, click the radio button in front of **Processed** in the **List Requests** field. Follow the steps in #2 above to apply name parameters.
- For **Pending** or **Processed** requests, click the Employee Name to view the certification request.
- In the Employee's Certification Request, click the **View Employee Certifications** or **View Training History** buttons.



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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.

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.