



External Continuous Learning (CL) Request Approver Task Aids

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




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



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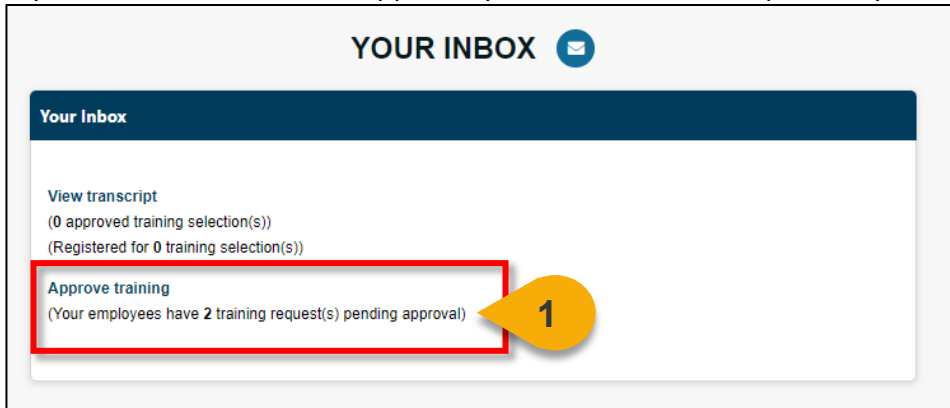


External Continuous Learning (CL) Activity Requests

Approve Continuous Learning (CL) Activity Requests

When you want to approve an External CL Activity Request...

Step 1: On the homepage, scroll down to Your Inbox and select **Approve Training**. (Note: If you do not have items to approve, you will not see this option in your inbox).



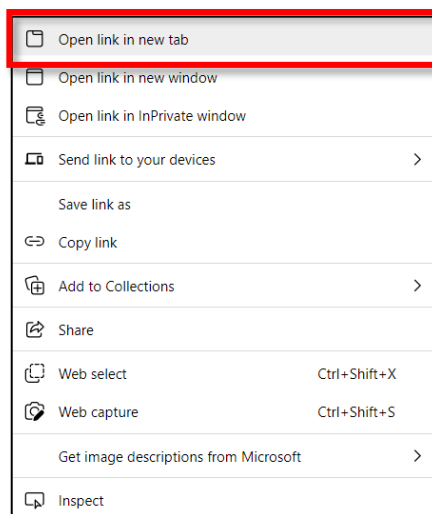
Step 2: All requests for your agency appear in the queue. To see more details, right-click on the **User's name**.

Training Pending Approval

Printable Version Export to Excel (2 Results)

Requested By	Training	Type	Date	Purpose	Options
Student1, DOJ Alcohol, Tobacco, Firearms & Explosives (Organization)	Test for Org Switch	Completion	1/30/2022 8:57 PM		✓ ✕
Student1, DOJ Alcohol, Tobacco, Firearms & Explosives (Organization)	Finance Training	Completion	3/11/2022 9:50 AM		✓ ✕

Step 3: Select **Open link in new tab** to view the User's transcript in a separate tab.



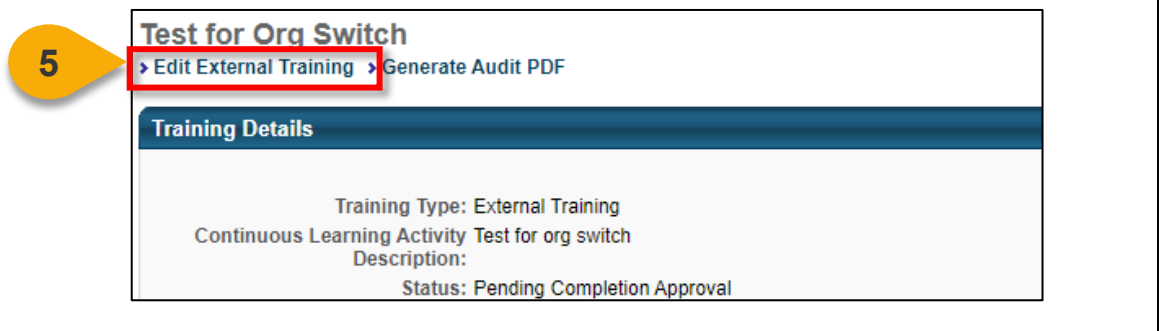
Approve Continuous Learning (CL) Activity Requests (Cont. 1)

Step 4: On the User's Active Transcript, click **View Training Details** across from the Continuous Learning Activity on the Transcript to see more information about the External CL Activity Request.



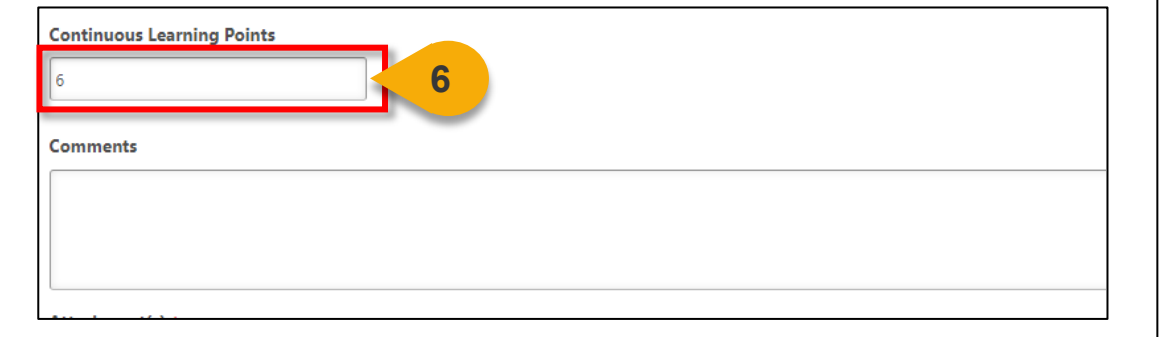
The screenshot shows a transcript entry for "Test for Org Switch" with a status of "Pending Completion Approval". A yellow callout bubble with the number "4" points to a "View Training D..." button with a dropdown arrow, which is highlighted with a red box.

Step 5: In the Training Details section, review the information the user has submitted. Click **Edit External Training** to adjust CLPs if necessary. Skip to step 8 if not necessary.



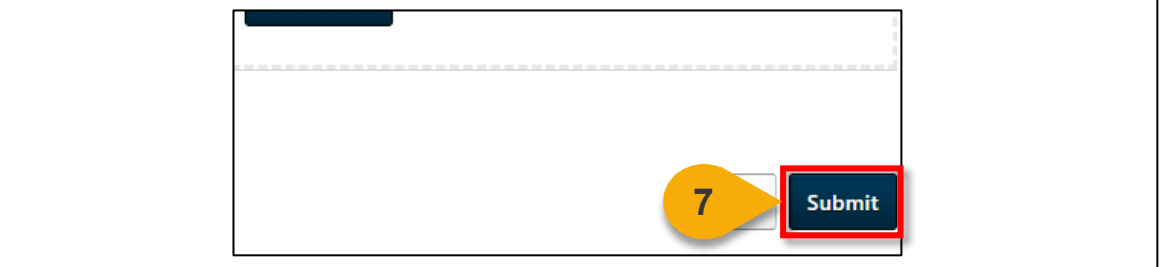
The screenshot shows the "Training Details" section for "Test for Org Switch". A yellow callout bubble with the number "5" points to the "Edit External Training" link, which is highlighted with a red box. Below the link, the training details are displayed: Training Type: External Training, Continuous Learning Activity: Test for org switch, and Status: Pending Completion Approval.

Step 6: Enter a new value in the **Continuous Learning Points** field. You will also be required to add notation to the Comments field.



The screenshot shows the "Continuous Learning Points" and "Comments" fields. A yellow callout bubble with the number "6" points to the "Continuous Learning Points" input field, which is highlighted with a red box and contains the value "6". The "Comments" field is empty.

Step 7: Click **Submit** to update the form. The Training Details will update.



The screenshot shows the "Submit" button highlighted with a red box. A yellow callout bubble with the number "7" points to the button.

Approve Continuous Learning (CL) Activity Requests (Cont. 2)

Step 8: To approve the Continuous Learning Activity Request, navigate back to the **View Pending Requests** page in the previous tab.



Step 9: Click the **green checkmark** to approve.

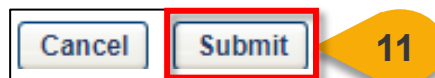
Requested By	Training	Type	Date	Purpose	Options
Student1, DOJ Alcohol, Tobacco, Firearms & Explosives (Organization)	Test for Org Switch	Completion	1/30/2022 8:57 PM	9	<input checked="" type="checkbox"/>

Step 10: Add **comments** for the request approval. It is strongly recommended to add the number of CLPs that this Continuous Learning Activity Request was approved for.

Home > > View Pending Requests > Approve Request

Please enter any additional comments:

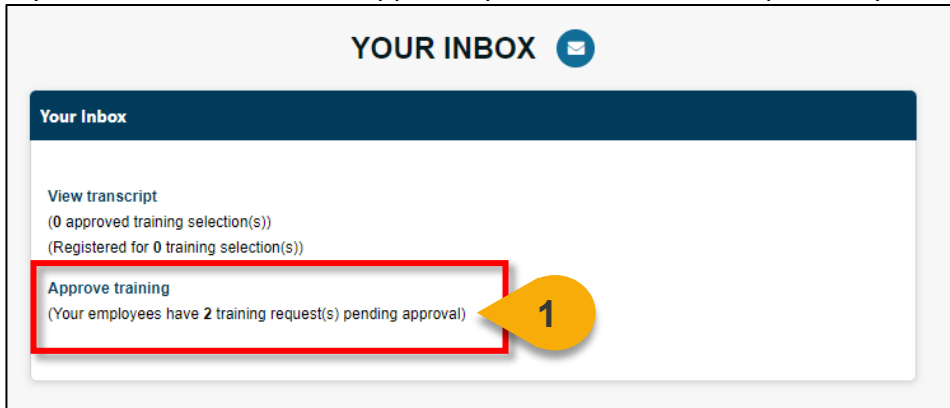
Step 11: Click **Submit**. After approval, the Continuous Learning Activity Request will move to the User's Completed transcript.



Deny Continuous Learning (CL) Activity Requests

When you want to deny an External CL Activity Request...

Step 1: On the homepage, scroll down to Your Inbox and select **Approve Training** (Note: If you do not have items to approve, you will not see this option in your inbox).



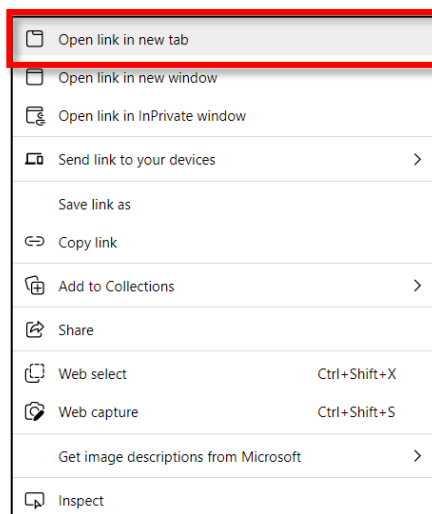
Step 2: All requests appear in the queue. To see more details, right-click on the **User's name**.

Training Pending Approval

Printable Version Export to Excel (2 Results)

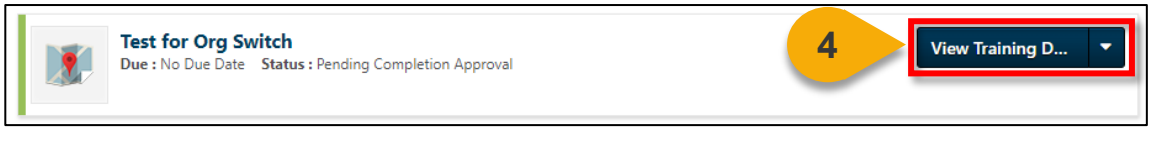
Requested By	Training	Type	Date	Purpose	Options
Student1, DOJ Alcohol, Tobacco, Firearms & Explosives (Organization)	Test for Org Switch	Completion	1/30/2022 8:57 PM		✓ ✕
Student1, DOJ Alcohol, Tobacco, Firearms & Explosives (Organization)	Finance Training	Completion	3/11/2022 9:50 AM		✓ ✕

Step 3: Select **Open link in new tab** to view the User's transcript in a separate tab.



Deny Continuous Learning (CL) Activity Requests (Cont. 1)

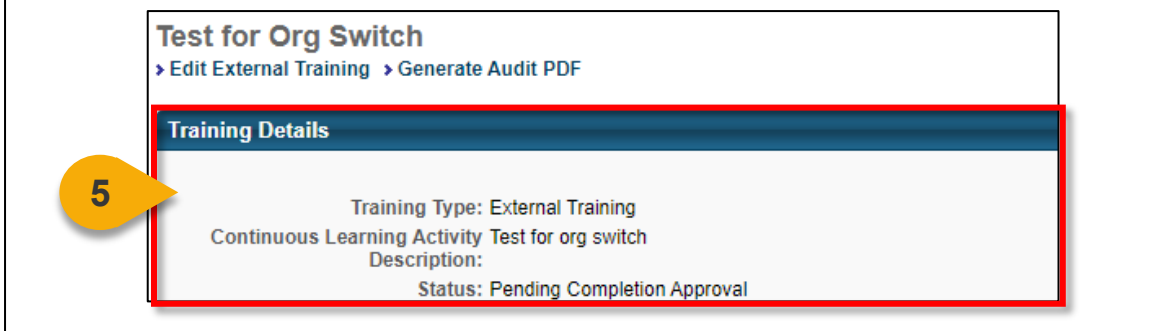
Step 4: On the User's Active Transcript, click **View Training Details** across from the Continuous Learning Activity on the Transcript to see more information about the External CL Activity Request.



Test for Org Switch
Due : No Due Date Status : Pending Completion Approval

4 View Training D...

Step 5: In the Training Details section, review the information the user has submitted.



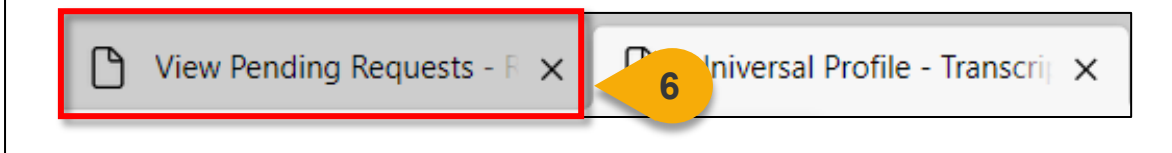
Test for Org Switch
> Edit External Training > Generate Audit PDF

5

Training Details

Training Type: External Training
Continuous Learning Activity Test for org switch
Description:
Status: Pending Completion Approval




Step 6: To deny the Continuous Learning Activity Request, navigate back to **View Pending Requests** page in the previous tab.



6

View Pending Requests - F × Universal Profile - Transcrip ×

Step 7: Click the **red X** to deny. Note: There is no deny and return. Users may resubmit denied requests.

Requested By	Training	Type	Date	Purpose	Options
Student1, DOJ  Alcohol, Tobacco, Firearms & Explosives (Organization)	 Test for Org Switch	Completion	1/30/2022 8:57 PM	7	

Deny Continuous Learning (CL) Activity Requests (Cont. 2)

Step 8: Add **comments** for the request denial.

Home > Transcript: DOJ Student1 > Deny Request

Please enter any additional comments:

8

Step 9: Click **Submit**. The request will remain on the User's Active Transcript unless the User archives the Learning Object.

Cancel

Submit

9

Note: Users will have the ability to resubmit a denied request.



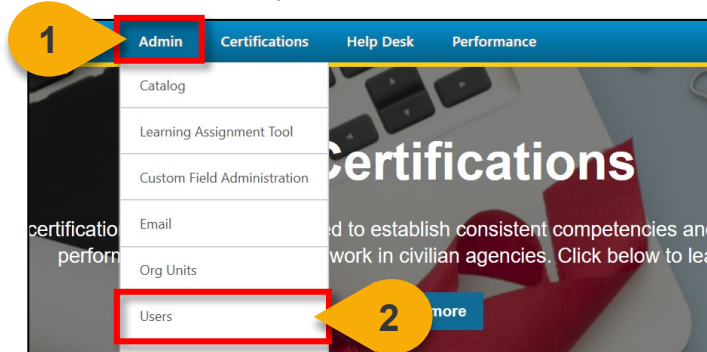
User Information



Search for a User

When you want to look up a User...

Steps 1 & 2: Hover over the **Admin** tab, then click **Users**.



Step 3: Enter User information into the **search fields**.

A screenshot of the 'Users' search form. The form contains several input fields: 'Last Name', 'City', 'Manager' (with a pop-out icon), 'First Name', 'State', 'Approver' (with a pop-out icon), 'User ID', 'Zip', 'Active' (dropdown), 'User Name', 'Country' (dropdown), and 'Email'. A 'Select OU Criteria' dropdown is located at the bottom. A red box highlights the search fields, and a yellow callout bubble with the number '3' points to the 'Approver' field.

Step 4: Click on **Select OU Criteria** to further filter your search if desired. A dropdown menu will appear and allow you to select the OU type. The pop-out icon will then appear and allow you to select the OU.

A screenshot of the 'Users' search form, identical to the previous one. A red box highlights the 'Select OU Criteria' dropdown at the bottom, and a yellow callout bubble with the number '4' points to it.

Search for a User (Cont. 1)

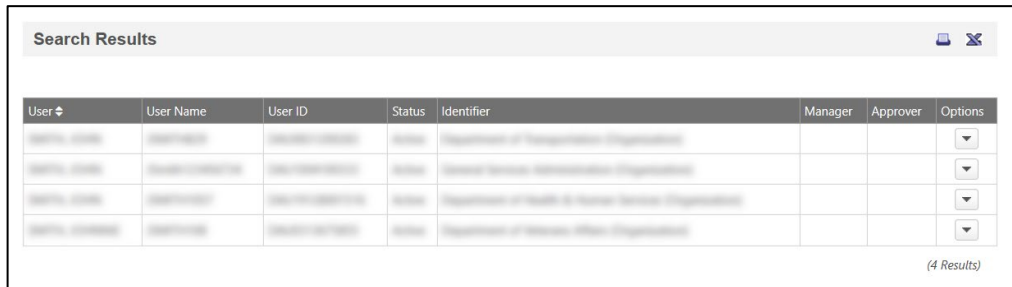
Step 5: Hit enter or click Search.



The screenshot shows a search interface with the following elements:

- An input field labeled "Email".
- A dropdown menu labeled "Select OU Criteria".
- A blue button with a magnifying glass icon and the text "Search".
- A red rectangular box highlights the "Search" button.
- A yellow callout bubble with the number "5" points to the "Search" button.
- A link labeled "+ Create New Group" is located at the bottom left of the search area.

The search results will populate. From here, you can view the User Record or Transcript for the User. See the “View User’s Transcript” task aid for more information on how to perform this function.



The screenshot shows a table titled "Search Results" with the following columns: User, User Name, User ID, Status, Identifier, Manager, Approver, and Options. There are four rows of data, each with a dropdown arrow in the Options column. Below the table, it says "(4 Results)".

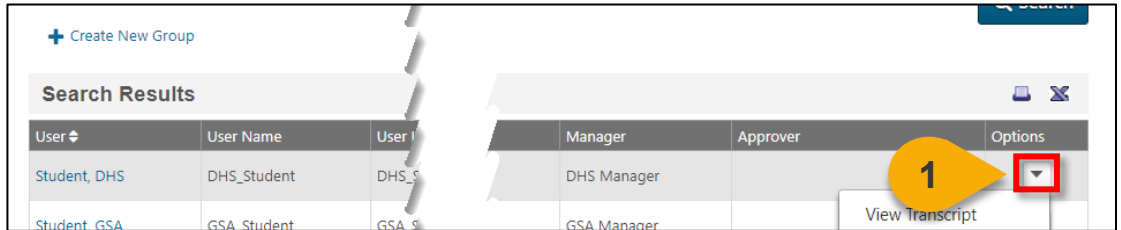
User	User Name	User ID	Status	Identifier	Manager	Approver	Options
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]			▼
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]			▼
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]			▼
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]			▼

(4 Results)

View User's Transcript

When you want to view a Transcript...

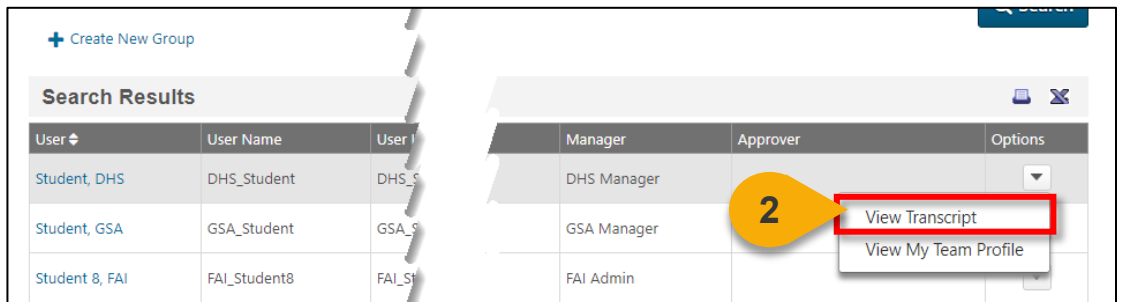
Step 1: Use the "Search for a User" task aid to find the User Record you wish to view. Click the **dropdown arrow** in the **Options** column.



The screenshot shows a search results table with the following columns: User, User Name, User ID, Manager, Approver, and Options. A yellow callout bubble with the number '1' points to a red-bordered dropdown arrow in the Options column of the first row.

User	User Name	User ID	Manager	Approver	Options
Student, DHS	DHS_Student	DHS_S...	DHS Manager		▼
Student, GSA	GSA_Student	GSA_S...	GSA Manager		

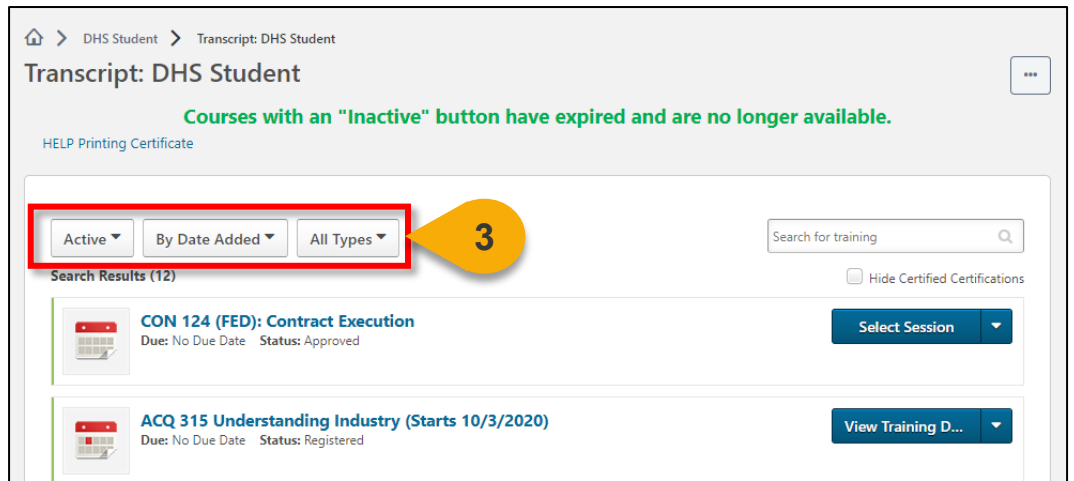
Step 2: In the dropdown menu, select **View Transcript**.



The screenshot shows the same search results table as in Step 1. A yellow callout bubble with the number '2' points to a red-bordered dropdown menu that is open, showing the 'View Transcript' option selected.

User	User Name	User ID	Manager	Approver	Options
Student, DHS	DHS_Student	DHS_S...	DHS Manager		▼
Student, GSA	GSA_Student	GSA_S...	GSA Manager		
Student 8, FAI	FAI_Student8	FAI_ST...	FAI Admin		

Step 3: You will now see the **User's Transcript**. You can use the **filters** on this page to view items with a specific status or of a specific type. You can also change how your results are ordered. The default is set to order By Date Added.



The screenshot shows the transcript page for a DHS Student. The page title is 'Transcript: DHS Student'. Below the title, there is a green message: 'Courses with an "Inactive" button have expired and are no longer available.' Below this, there are three filter buttons: 'Active', 'By Date Added', and 'All Types'. A yellow callout bubble with the number '3' points to these filter buttons. To the right of the filters is a search box labeled 'Search for training'. Below the filters, there are two course entries: 'CON 124 (FED): Contract Execution' and 'ACQ 315 Understanding Industry (Starts 10/3/2020)'. Each entry has a 'Status' and a button to view the transcript.

Transcript: DHS Student

Courses with an "Inactive" button have expired and are no longer available.

HELP Printing Certificate

Active By Date Added All Types

Search for training

Search Results (12)

CON 124 (FED): Contract Execution
Due: No Due Date Status: Approved

ACQ 315 Understanding Industry (Starts 10/3/2020)
Due: No Due Date Status: Registered

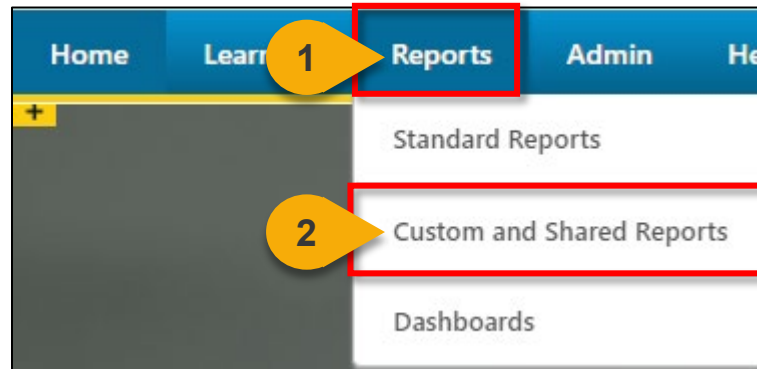


Reports

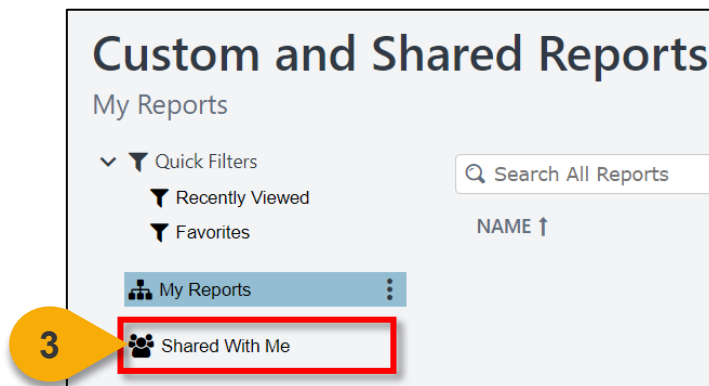
View and Download Custom Reports

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

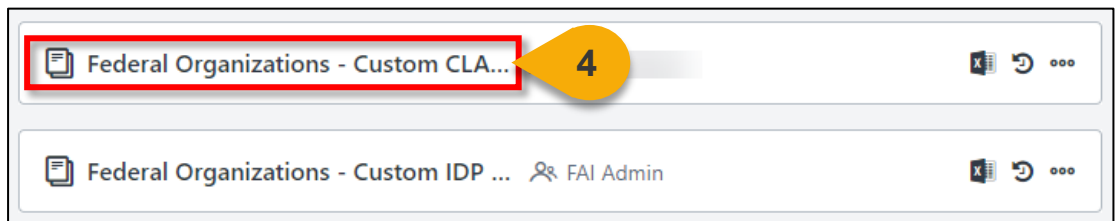
Steps 1 & 2: Navigate to the **Reports** tab and then select **Custom and Shared Reports**.



Step 3: On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.



Step 4: Click the **Report Name** you want to view. Note: The report you select will be specific to the data need.



View and Download Custom Reports (Cont. 1)

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

Filters

5 Certifications - Certification Category is equal to FAC-C Continuous Learning

AND Certifications - Certification User Status is one of Select...

Calculated Fields - Days Until Certification Period Due is greater than 0

Step 6: Click the **Refresh** icon in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.

6 Refresh icon

Step 7: Click the **Download Your Report** icon in the top right corner to download.

7 Download icon

Step 8: Click **Schedule For Now** to begin the download.

Snapshots for CLPs in Federal Learning Objects

03/03/2022 1:22 PM
Completed in 2 min. Record count: 16145.

Generate new snapshot

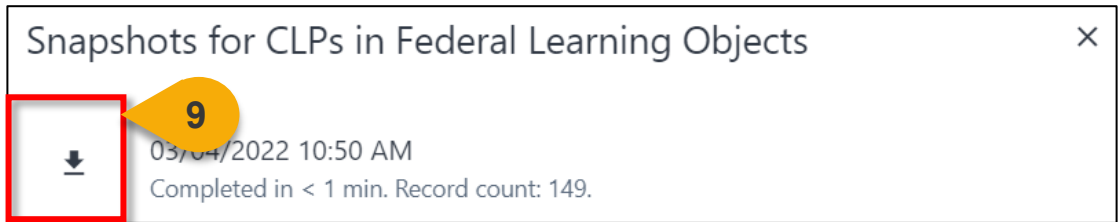
Maximum number of records 200000

Notify me through email when the report is ready for download

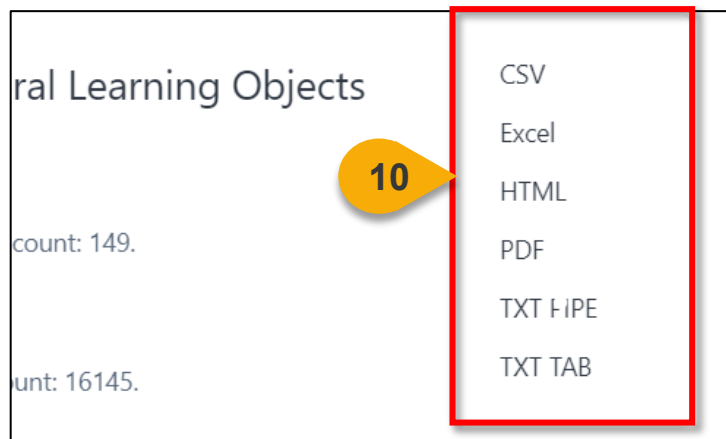
8 SCHEDULE FOR NOW

View and Download Custom Reports (Cont. 2)

Step 9: The report will buffer. When complete, click the **Download** icon.



Step 10: Choose your **File Type**. The report will then download to your browser.



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