

FEDERAL
ACQUISITION
INSTITUTE



Manager Task Aids

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



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



FAI@mail.mil

Table of Contents

User Management	Page #
View Your Team	p.4
Training Assignment	
Assign Training	p.6
Assign Certifications	p.9
Approvals	
Approve/Deny/Return a Warrant Application	p.12
Approve IDPs	p.14
Reports	
View Standard Reports	p.17
Additional Resources	
Additional Resources	p.20



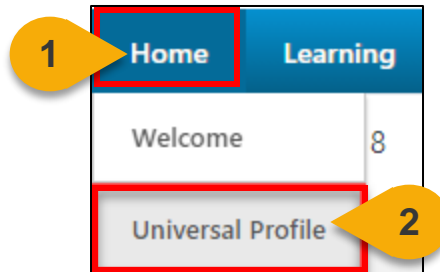
User Management



View Your Team

When you want to view all the members of your team...

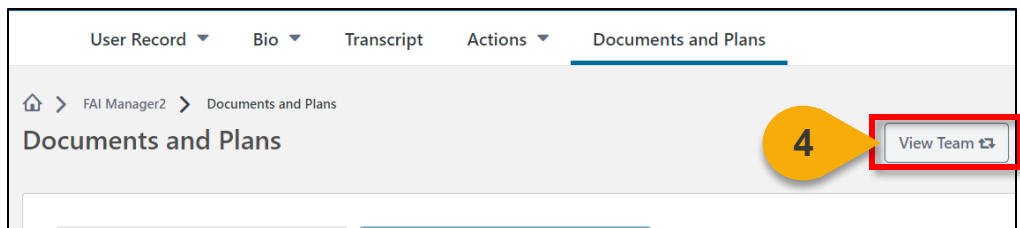
Steps 1, 2: Hover over **Home** > select **Universal Profile**.



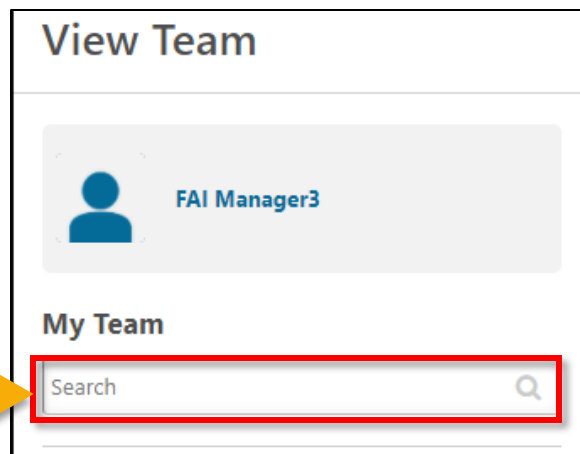
Step 3: Click on **Documents and Plans**.



Step 4: Click on **View Team**.



Step 5: A popup window will show your direct reports. Search for specific employees by using the **Search** bar.



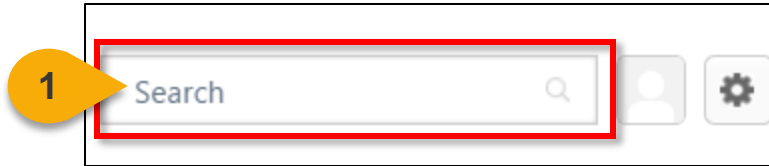
Training Assignment



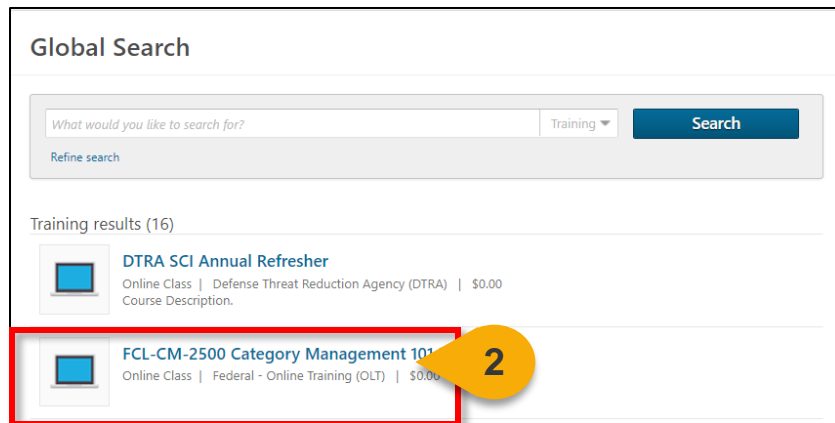
Assign Training

When you want to assign a training to your subordinates...

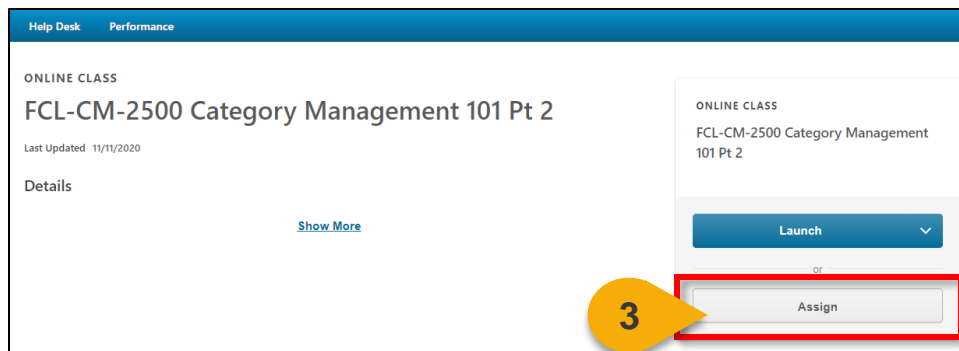
Step 1: Search for the **online training** that you would like to assign using Global Search.



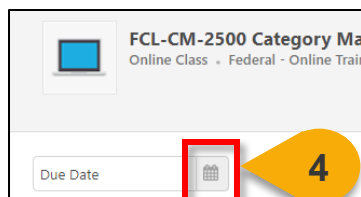
Step 2: Select the **training** you wish to assign by clicking on the training title.



Step 3: Click **Assign**.

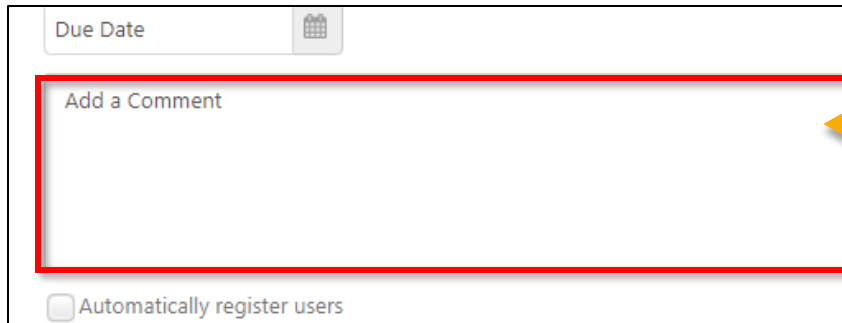



Step 4: Select a Due Date (if applicable) by clicking on the **Calendar icon**.



Assign Training (Cont. 1)

Step 5: Enter any comments in the **Comment box**.

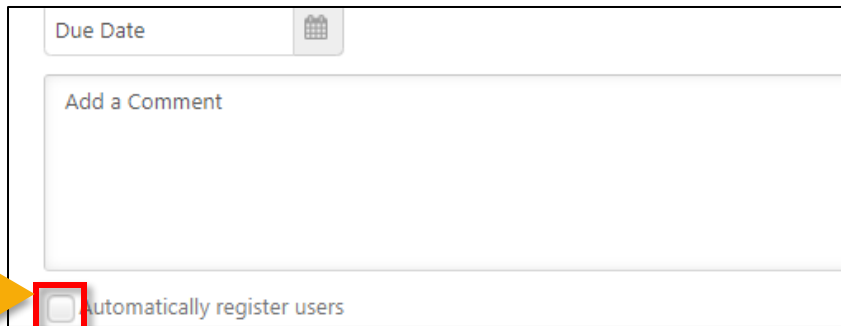



Due Date 

Add a Comment

Automatically register users

Step 6: You can decide to automatically register subordinates into the ILT by click the **checkbox** next to “Automatically Registers Users” (recommended).

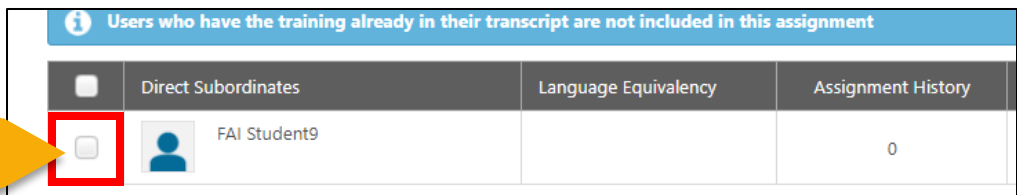



Due Date 


Add a Comment

Automatically register users

Step 7: Select the subordinates you want to assign the training to by marking the **checkbox** next to the name of the subordinate. You may assign to your direct and indirect subordinates.



 Users who have the training already in their transcript are not included in this assignment


<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History
<input type="checkbox"/>	 FAI Student9		0


Assign Training (Cont. 2)

Step 8: Click the **Submit** button at the bottom of the page. The training will be assigned to the User within a few minutes.

Automatically register users

Users who have the training already in their transcript are not

<input type="checkbox"/>	Direct Subordinates	Language E	Current Status	Include Subordinates
<input checked="" type="checkbox"/>	 FAI Student3		None	

Select an Indirect Subordinate  Select a User from

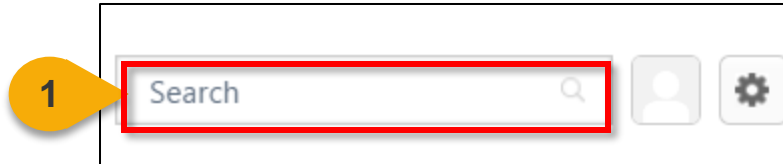
Indirect Subordinates	Language Equival	Category	Current Status
-----------------------	------------------	----------	----------------

8 **Submit**

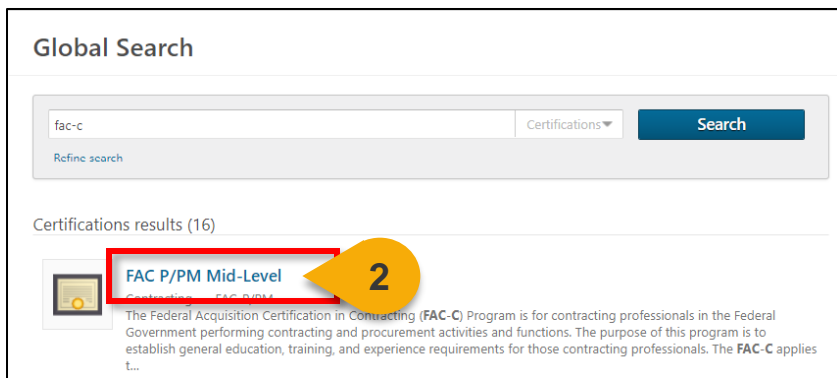
Assign Certifications

When you want to assign a certification to your subordinates...

Step 1: Search for the certification you would like to assign using Global Search, which is located at the upper right-hand corner of the page.



Step 2: Click on the **title** of the certification you'd like to assign.



Step 3: Click **Assign**.



Assign Certifications (Cont. 1)

Step 4: Enter any comments as needed in the **Comment Box**.

The screenshot shows a web form titled "Assign Certification" for "FAC P/PM Mid-Level". Below the title, there is a breadcrumb trail: "Certification | Contracting | FAC-P/PM". A descriptive paragraph follows: "The Federal Acquisition Certification in Contracting (FAC-C) Program is for contracting professionals in the Federal Government performing... The FAC-C applies to all executive agencies, except the Department of Defense (DoD)." Below this is a section labeled "COMMENTS" with a large, empty text input field. A red rectangular box highlights this input field, and a yellow callout bubble with the number "4" points to it.

Step 5: Select the subordinates you want to assign the certification to by clicking the **checkbox** next to their name. You can assign to both direct and indirect subordinates.

The screenshot shows a section titled "DIRECT SUBORDINATES" containing a list of subordinates. The first row has a checkbox and the name "Name". The second row has a checkbox and the name "FAI Student9". A red rectangular box highlights the checkbox for "FAI Student9", and a yellow callout bubble with the number "5" points to it.

Step 6: Click **Submit** to assign the certification.

The screenshot shows a section titled "INDIRECT SUBORDINATES" with a blue link "Indirect Subordinates". Below this section is a "Submit" button. A red rectangular box highlights the "Submit" button, and a yellow callout bubble with the number "6" points to it.

Approvals

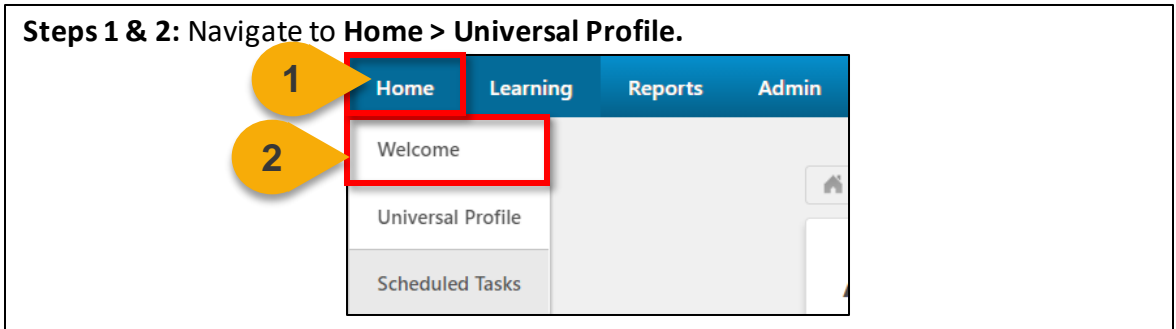


Approve/Deny/Return a Warrant Application

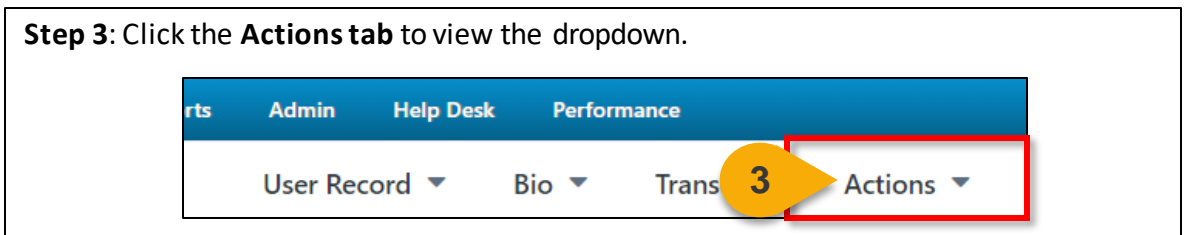
When you want to approve, deny, or return a Warrant Application ...

Some Agencies have chosen to have supervisors as part of the Warrant Application approval process. If you are part of this process, you will receive an email indicating that you have a Warrant Application in your approval queue.

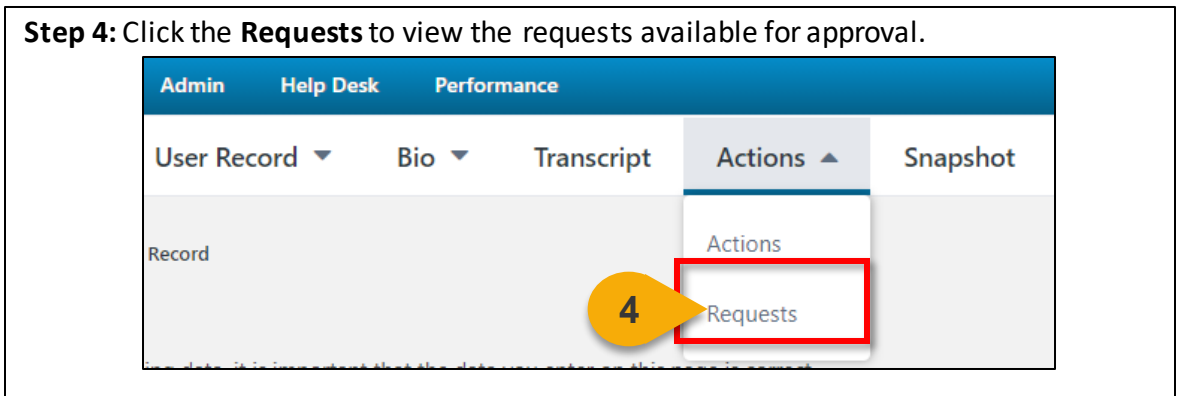
Steps 1 & 2: Navigate to **Home > Universal Profile**.



Step 3: Click the **Actions** tab to view the dropdown.



Step 4: Click the **Requests** to view the requests available for approval.



Approve/Deny/Return a Warrant Application (Cont. 1)

Step 5: Click the **Warrant Application** title to view the submission.

Actions Requests

Show All ▾ By Date Submitted ▾ Pending ▾ Search

Start Date [calendar] End Date [calendar] Search

Submitted This Week

DHS Warrant Application Form 5

Date Submitted: 12/2/2020 Status: Pending Submitted by: FAI Admin Attachment(s): 0

✓ ✗ ▾

Step 6: Review the information. Enter comments in the **Approval Comments (optional)** field.

Resume

Please upload your resume that details your education and work experience.

Additional Attachments

If necessary, upload an additional attachment to support your suitability for this warrant.

Approval Comment (optional)

6

Cancel Deny Deny and Return Approve

Step 7: At the bottom of the form, click **Deny**, **Deny and Return**, or **Approve** as appropriate. If approved, the form will go to the next approval level.

Resume

Please upload your resume that details your education and work experience.

Additional Attachments

If necessary, upload an additional attachment to support your suitability for this warrant.

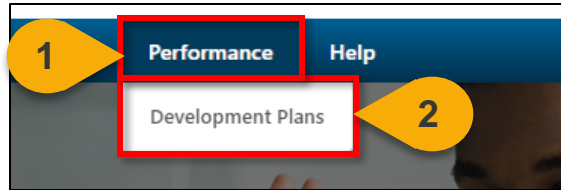
Approval Comment (optional)

Cancel Deny Deny and Return Approve 7

Approve IDPs

When you want to approve or deny your subordinate's IDP...

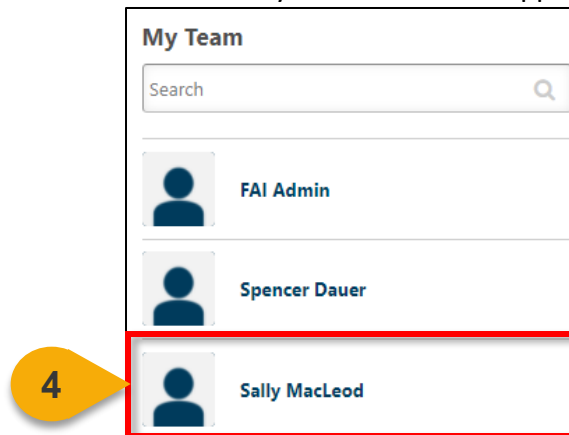
Steps 1 & 2: Hover over the **Performance** tab and select **Development Plans**.



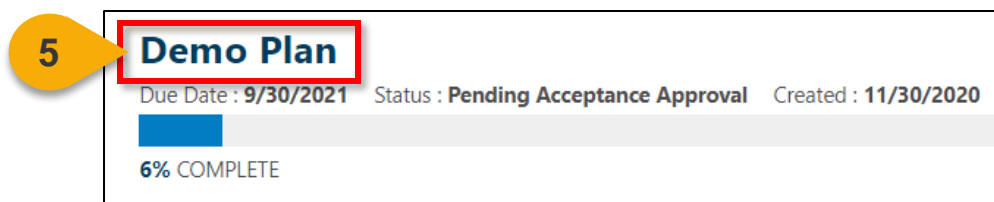
Step 3: Select **View Team**.



Step 4: Click on the **User** whose IDP you would like to approve.



Step 5: Select the **plan title** to view more details on the IDP.



Approve IDPs (Cont. 1)

Steps 6: Review the plan and click **Approve** to approve the IDP.



Reports

Standard Reports Available to Managers:

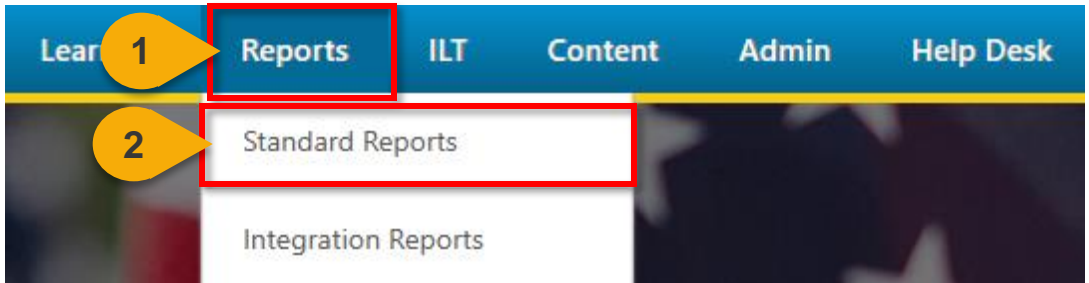
- Employee Transcripts – Manager Approver Access
- ILT No Show Report – Manager Version
- ILT Session Withdrawal Report – Manager Version
- Track Employees – Employee Records
- Track Employees – Training Progress Pie Chart
- Past Training Requests Report
- Track Employees – Past Due Report
- Track Employees – Training Status Summary Report
- Online Training Status Report
- Training – Curriculum Details Report
- SCORM 2004 Course Progress Chart Report
- Transcript Status Report



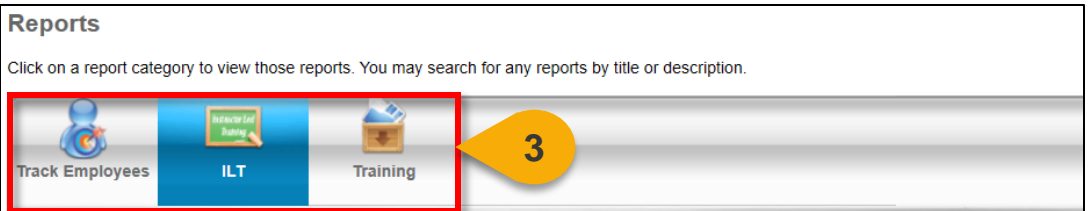
View Standard Reports

When you want to view Standard Reports...

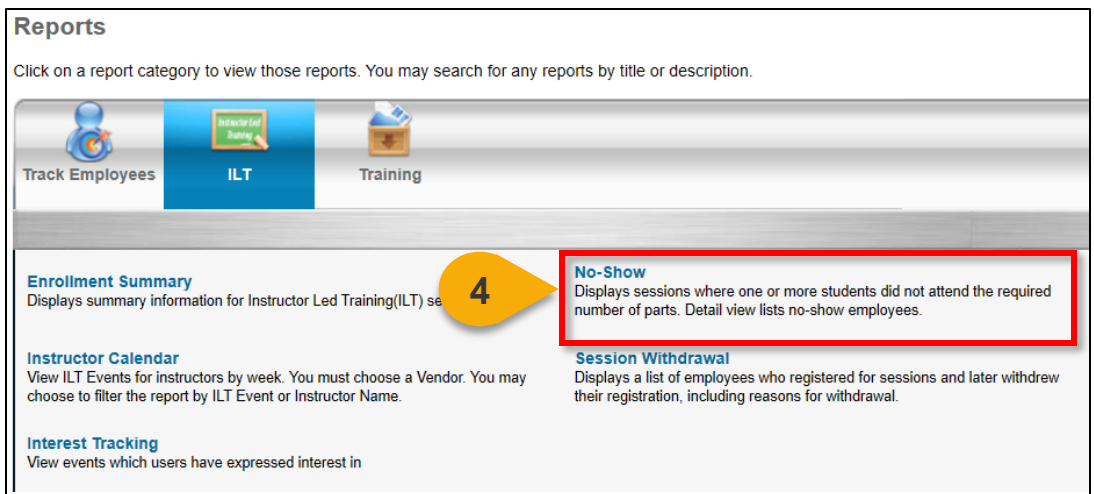
Steps 1 & 2: Hover over the **Reports** tab, then click **Standard Reports**.



Step 3: Choose the **Report Category**. The Report Categories available will vary depending on your roles.



Step 4: Select the type of report you would like to view by clicking on the **name of the report**. The reports available to you will vary depending on your roles. See the previous page of this task aid for the minimum reports you should see for this role.



View Standard Reports (Cont. 1)

Step 5: Enter data into the **filters** you would like to apply to the report. The filters available will vary depending on the report selected. The system will alert you if you try to run a Standard Report with required fields missing. Visit https://help.csod.com/help/csod_0/Content/Reporting/Standard_Reports/Standard_Reports_Overview.htm?Highlight=standard%20report for more information on specific standard reports.

Enrollment Summary
View summary information for Instructor Led Training (ILT) sessions.

Date Filters

5

Date Criteria: Select From: 12/1/2020 To: 12/28/2020

Advanced Filters

Facility :

Vendor : All

Instructor : (Please Select Vendor First)

Event :

Locator Number :

Printable Version Export to Excel Export to Text

Step 6: Select the option you would like for the export: **Printable Version**, **Export to Excel**, or **Export to Text** (when available). The file will download to your computer.

Advanced Filters

Facility :

Vendor : All

Instructor : (Please Select Vendor First)

Event :

Locator Number :

6

Printable Version Export to Excel Export to Text

Note: You may receive an error message when trying to open the spreadsheet. If this happens, click “Yes” to open the file.

Additional Resources



Additional Resources

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 	Email: DAUHelp@dau.edu Phone: (703) 805-3459, X1
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/acquisition-career-manager-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=221000511 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/migration-faitas-fai-cornerstone-ondemand-csod-faqs
FAI Staff	All other questions	faicsod@gsa.gov