



# Employee Task Aids

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



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



[FAI@mail.mil](mailto:FAI@mail.mil)

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# User Account Management

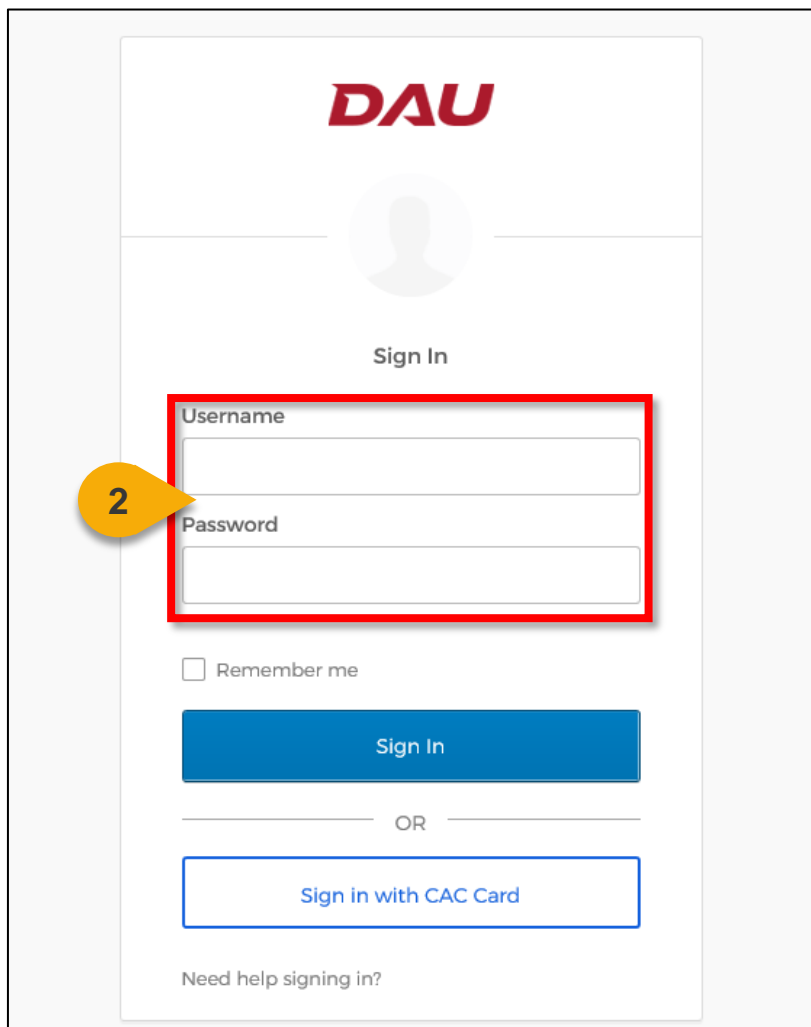
# Log On – Username and Password

*When you want to log in with your Username and password...*

**Step 1:** Go to [URL:https://id.dau.edu/login/login.htm](https://id.dau.edu/login/login.htm) (do not use the Internet Explorer browser). You may want to log out of VPN before starting this process.

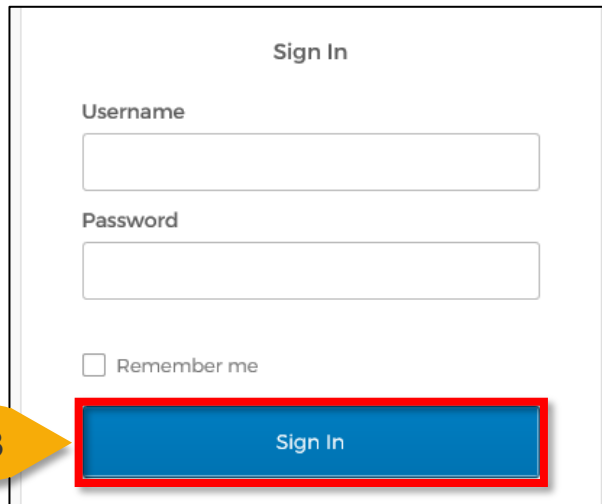


**Step 2:** The login window will pop up. Enter your **Username** (your email) and **Password** in their respective fields.

A screenshot of the DAU login 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'. A red rectangular box highlights the 'Username' and 'Password' input fields. A yellow callout bubble with the number '2' points to the 'Username' field. Below the input fields is a checkbox labeled 'Remember me'. Below that is a blue button labeled 'Sign In'. Underneath the button is the text 'OR'. Below 'OR' is a blue button labeled 'Sign in with CAC Card'. At the bottom of the form is the text 'Need help signing in?'.

# Log On – Username and Password (Cont. 1)

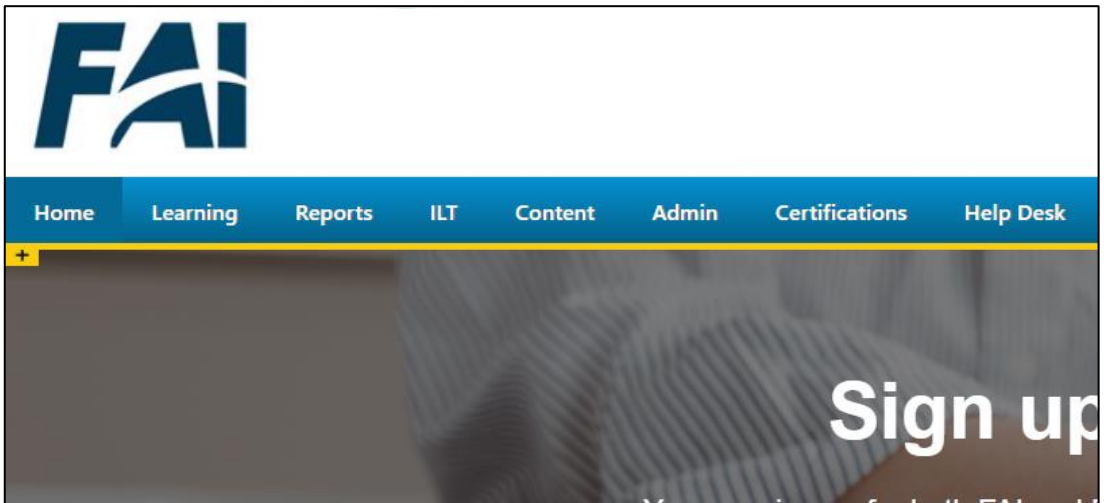
**Step 3: Click Sign In.**



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.



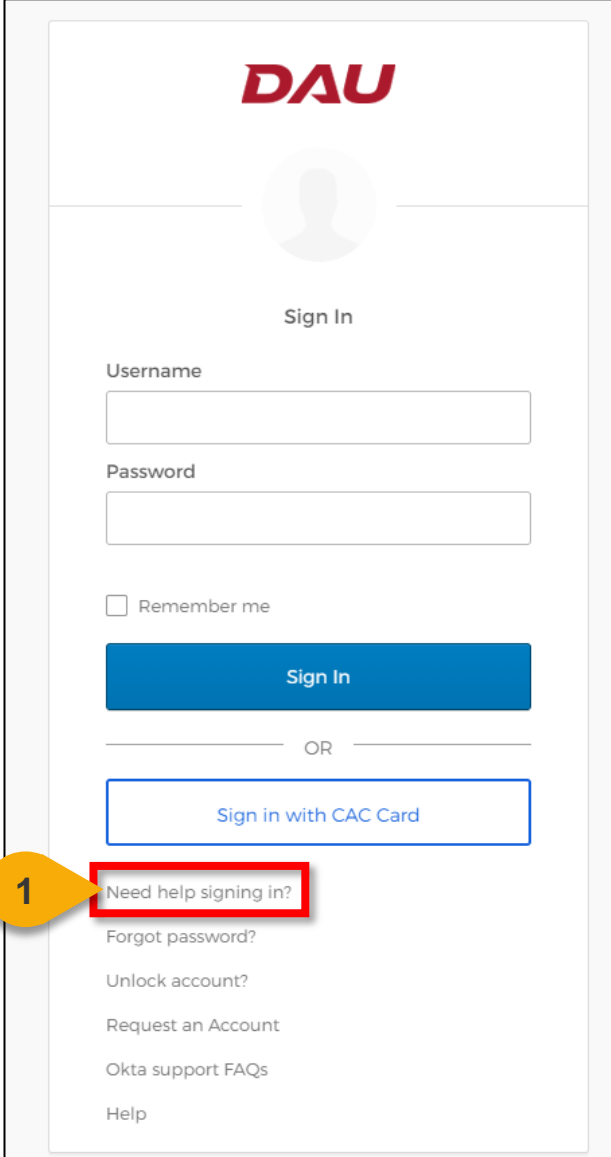
**NOTE:** If you receive an error message:

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

# Forgot Password

*When you can't log on...*

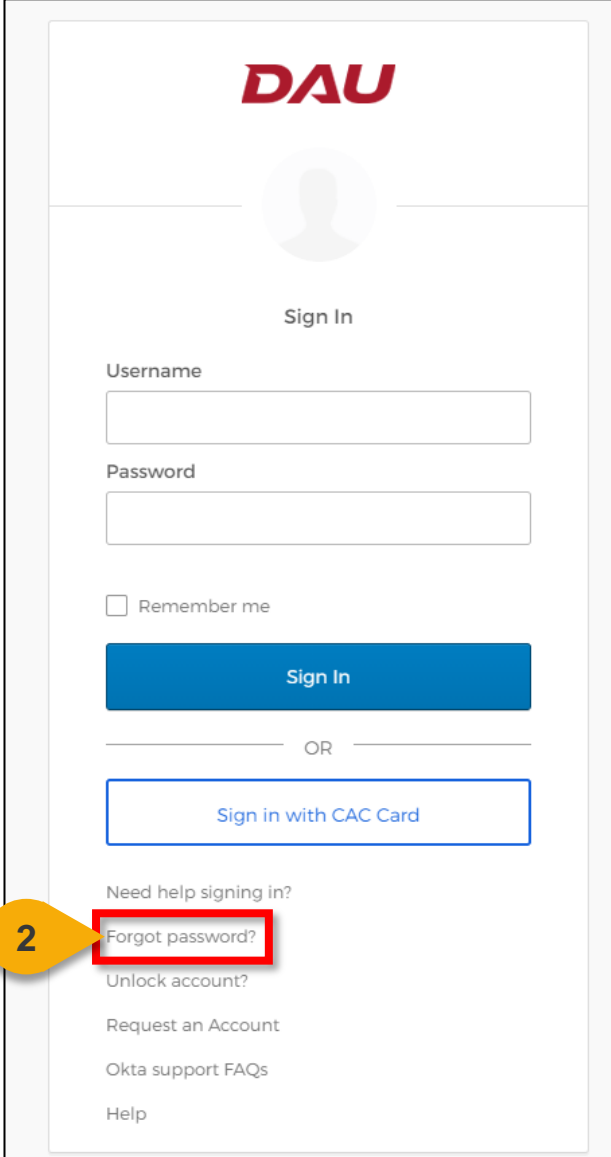
**Step 1:** If you need help signing in, select the **Need help signing in?** link at the bottom of the window.



The image shows a screenshot of the DAU (Department of Air and Space Operations) 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 blue 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 these is a checkbox labeled "Remember me". A blue button labeled "Sign In" is positioned below the checkbox. Below the button is the text "OR" flanked by horizontal lines. Underneath is a blue-outlined button 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". A yellow callout bubble with the number "2" points to the "Forgot password?" link, which is also enclosed in a red rectangular box.

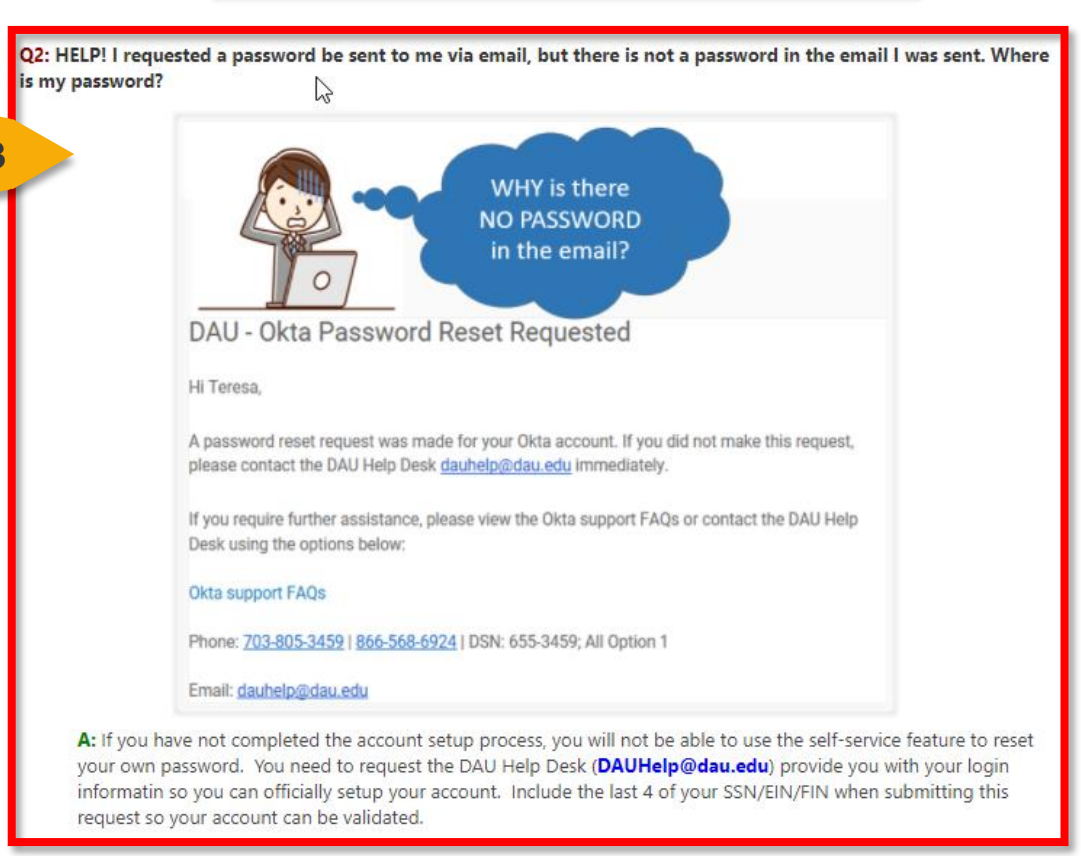


# Forgot Password (Cont. 2)

**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?**



WHY is there NO PASSWORD in the email?

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](mailto: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:

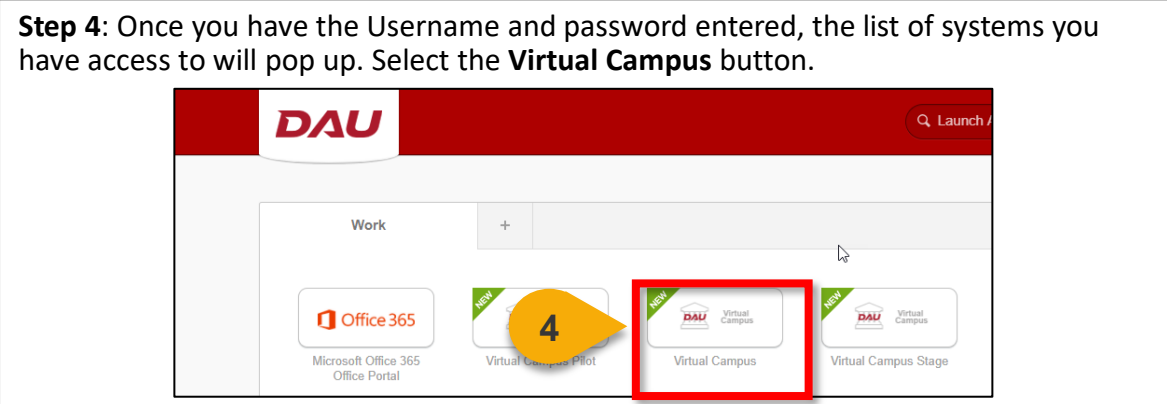
[Okta support FAQs](#)

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](mailto: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](mailto: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

Office 365  
Microsoft Office 365 Office Portal

**4**

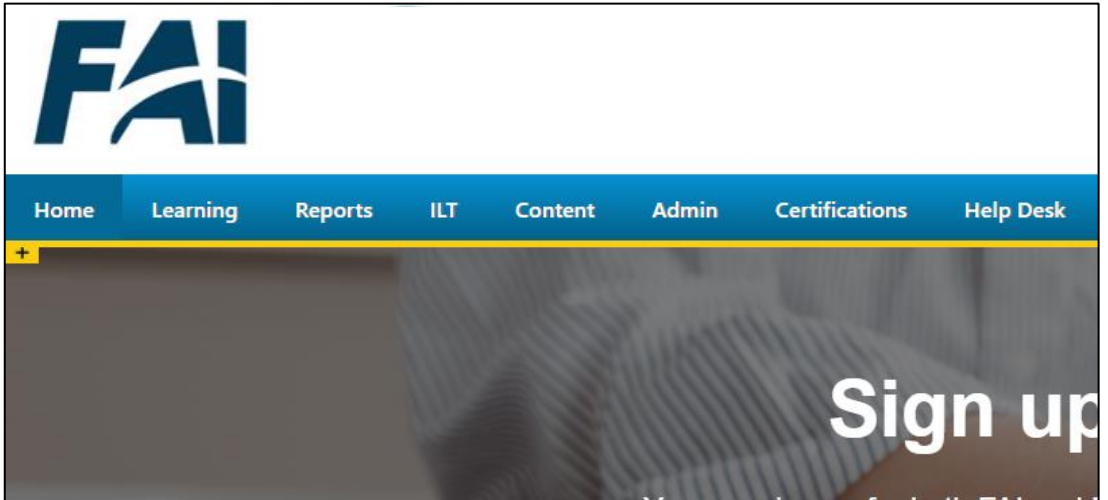
Virtual Campus

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>. You will see a DoD Warning Banner. Click "Ok".

**DoD Warning Banner**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

1

**Step 2:** Click the **radio buttons** to answer the questions regarding having a DoD CAC and/or DAUID.

*System Authorization Access Request (SAAR)*

**+** AGENCY DISCLOSURE NOTICE & PRIVACY STATEMENTS  
(Click + at left to view)

**▾** DoD Common Access Card (CAC) ASSOCIATION

**\*\*IMPORTANT - PLEASE READ\*\***  
The **REQUIRED** browser to submit this form is Google Chrome or Microsoft Edge.

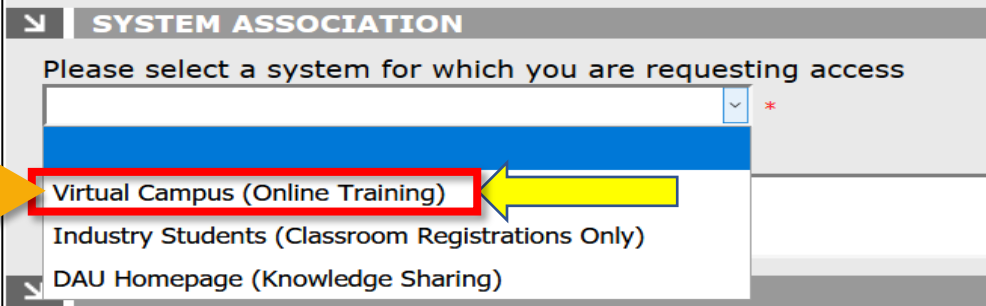
Do you support the Department of Defense and have a Common Access Card (CAC)?  Yes  No \*

Do you know your DAUID?  Yes  No \*

2

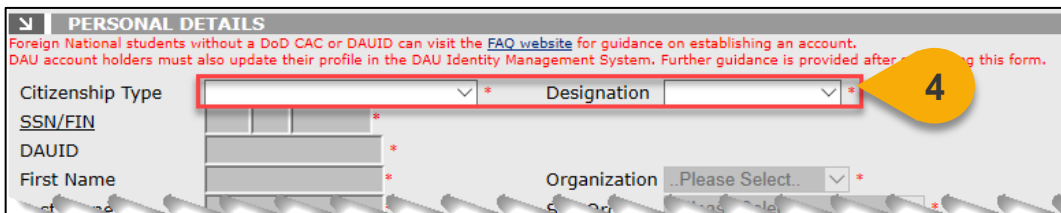
# Request an Account Using the SAAR Form (Cont. 1)

**Step 3:** Under SYSTEM ASSOCIATION you must select “**Virtual Campus (Online Training)**”. If you choose one of the other options, this will significantly delay the process to have an account created to take a course.



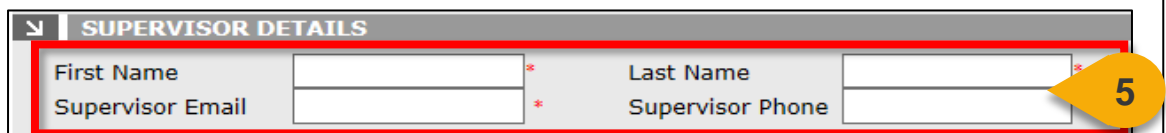
The screenshot shows a dropdown menu titled "SYSTEM ASSOCIATION" with the instruction "Please select a system for which you are requesting access". The menu is open, showing three options: "Virtual Campus (Online Training)", "Industry Students (Classroom Registrations Only)", and "DAU Homepage (Knowledge Sharing)". A yellow callout bubble with the number "3" points to the "Virtual Campus (Online Training)" option, which is highlighted with a red box and a yellow arrow.

**Step 4:** Enter the required information in all fields that have not been grayed out.



The screenshot shows the "PERSONAL DETAILS" section of the form. It includes fields for "Citizenship Type", "Designation", "SSN/FIN", "DAUID", "First Name", and "Organization". A yellow callout bubble with the number "4" points to the "Designation" field, which is highlighted with a red box. A red asterisk is visible next to the "Designation" field. A note at the top of the section reads: "Foreign National students without a DoD CAC or DAUID can visit the [FAQ website](#) for guidance on establishing an account. DAU account holders must also update their profile in the DAU Identity Management System. Further guidance is provided after logging in to this form."

**Step 5:** Enter your **SUPERVISOR DETAILS**.



The screenshot shows the "SUPERVISOR DETAILS" section of the form. It includes fields for "First Name", "Last Name", "Supervisor Email", and "Supervisor Phone". A yellow callout bubble with the number "5" points to the "First Name" and "Last Name" fields, which are highlighted with a red box. Red asterisks are visible next to the "First Name" and "Last Name" fields.

# Request an Account Using the SAAR Form (Cont. 2)

**Step 6:** Read the USER AGREEMENT and check the “I Agree” box. Enter the code, which is not case sensitive, from the image in the box. You can select the green arrows to generate a new code or select the green sound image for the code to be vocalized.

**Step 7:** Select the “Submit” button.

**USER AGREEMENT**

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**

6

2016

Type the code from the ir

The code is not case sensitive.

7

SUBMIT

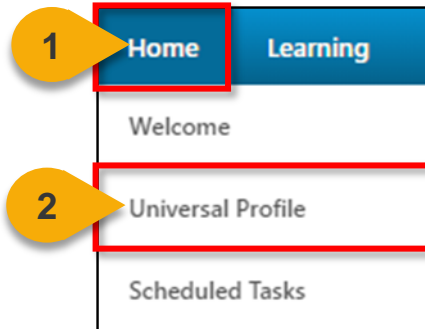
[Contact Us](#) | [Suggestion Box](#)      DAU Help Desk [703-805-3459](tel:703-805-3459) | [1-866-568-6924](tel:1-866-568-6924)

**IMPORTANT:** If there was any information that was not filled in correctly, there will be red text in the area of the form that requires your attention for correction. Afterwards, you will need to select the “I Agree” check box again and enter the new code in the image box for your SAAR to be submitted. Select the “Submit” button once you have completed the form.

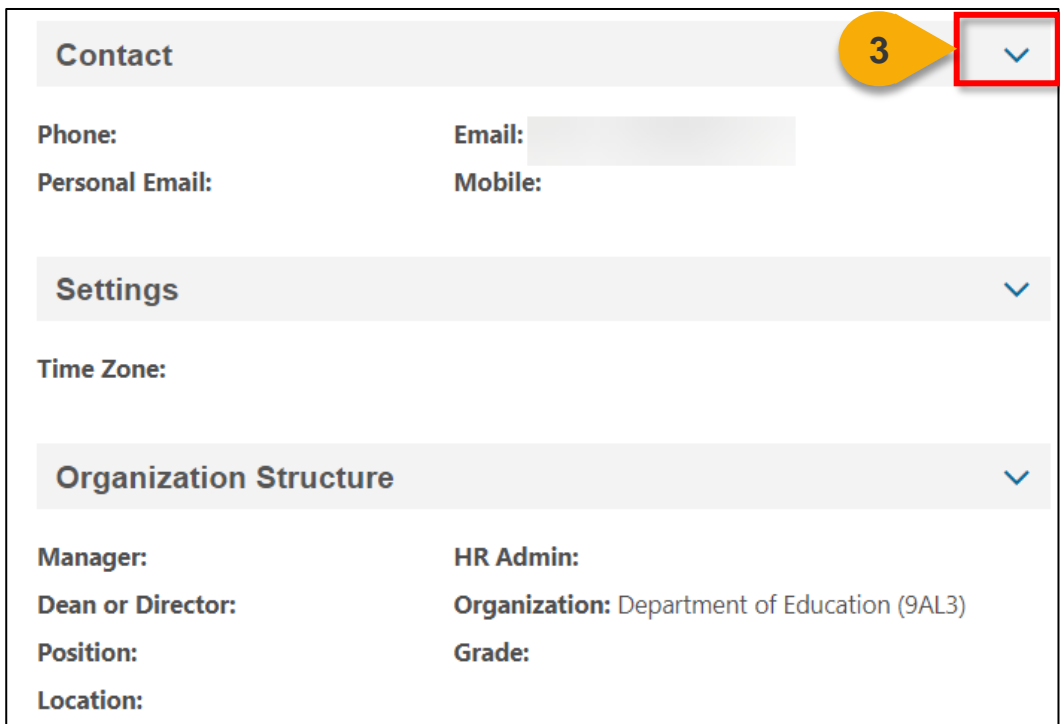
# View User Record

*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)

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**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)

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**Grade:** Select your grade from the pop-up. If you are not in the General Schedule, they 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 User by other organizations in CSOD. Federal Organization's employees will not see fields in this section.

## **Defense Security Cooperation Workforce**

This section is User 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.

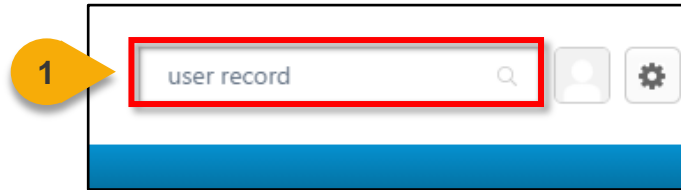
**Organization Designation:** Select your Organization Designation from the drop-down menu. This form is initially populated by your SAAR Access Request Form.

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

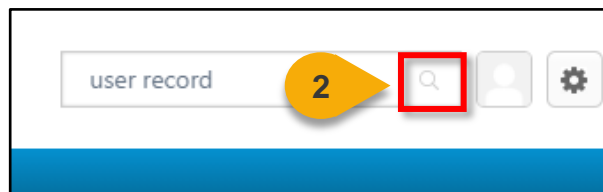
# Edit User Record via Advanced Form

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

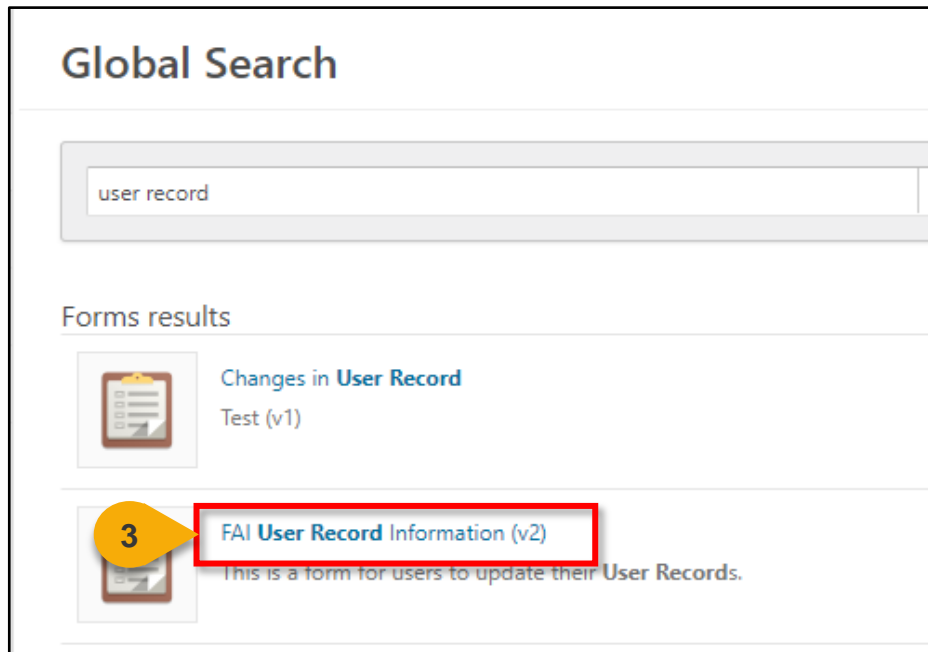
**Step 1:** Type **User Record** into the Global Search box.



**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.

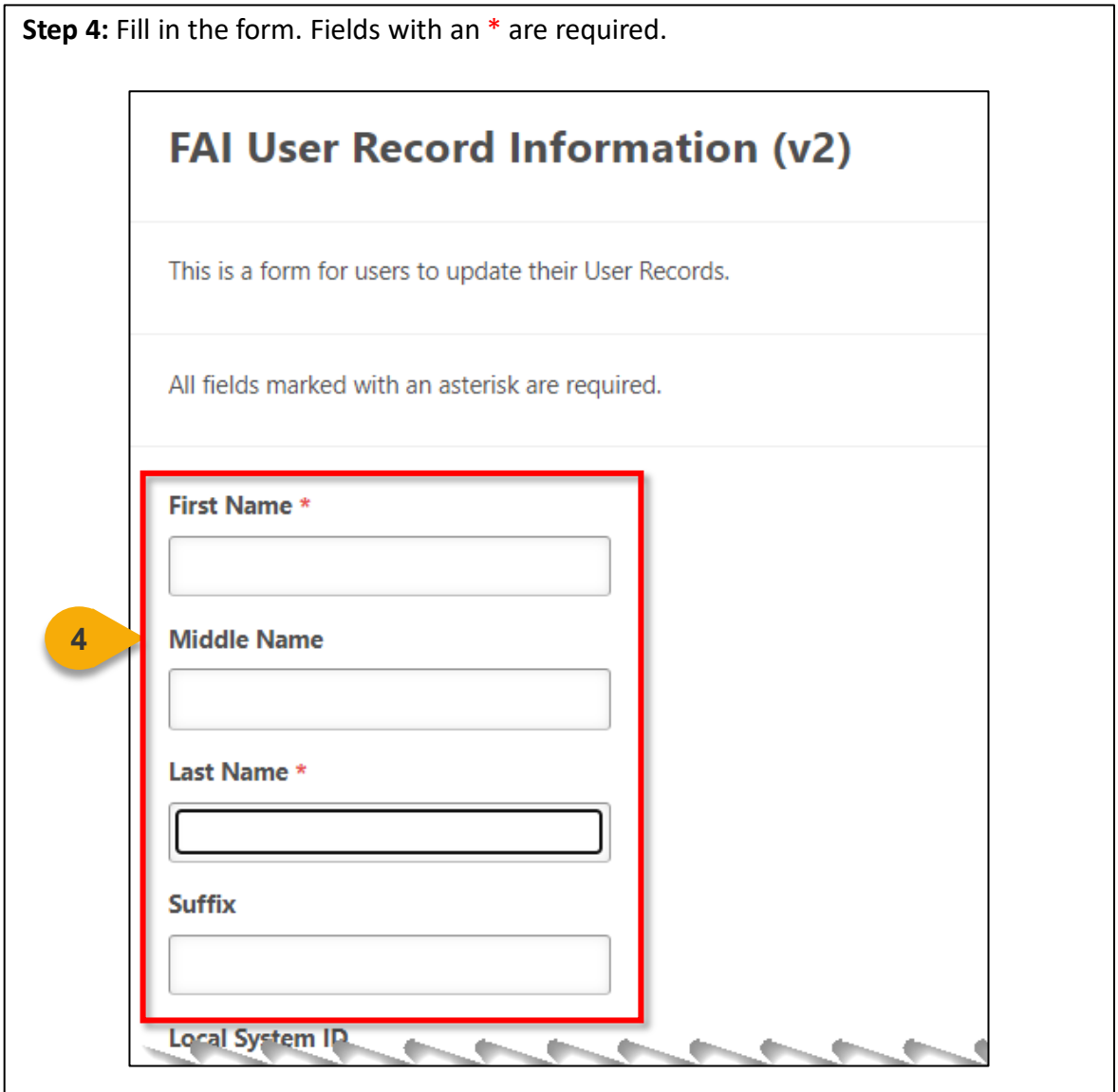
**First Name \***

**Middle Name**

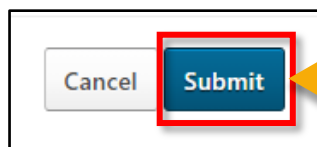
**Last Name \***

**Suffix**

Local System ID



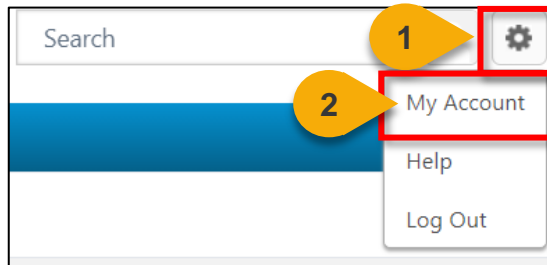
**Step 5:** When you are finished click **Submit**, You will see the changes reflected on your User Record immediately.



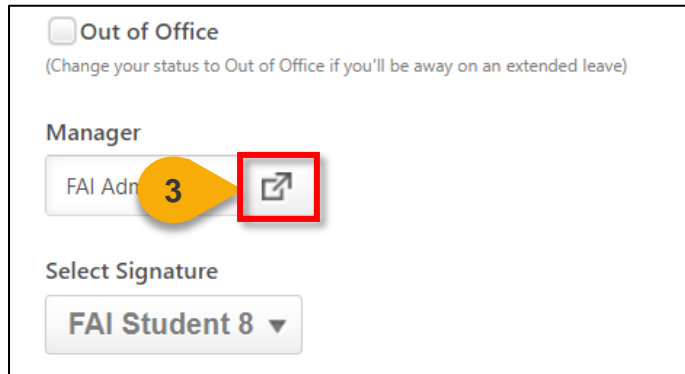
# Update Manager

*When you want to update your supervisor/manager in CSOD...*

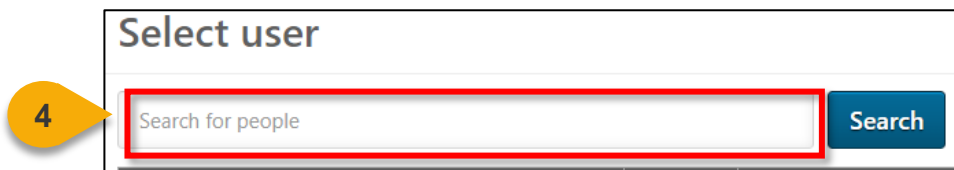
**Steps 1 & 2:** Hover over the **Gear icon** in the top right of your page and click **My Account**.



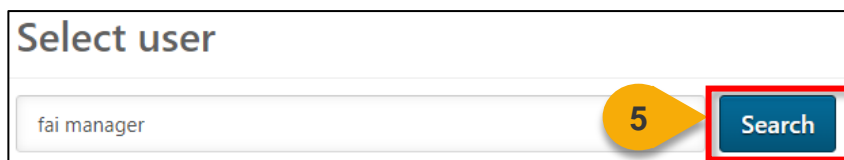
**Step 3:** The Preferences page will open. Click the **pop-out icon** next to your current supervisor/manager's name.



**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**.

**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

**Step 9:** 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.

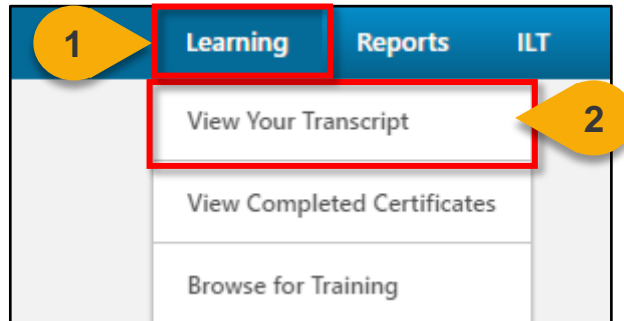
Organization Structure

Manager: FAI Manager1 (FAImanager1)

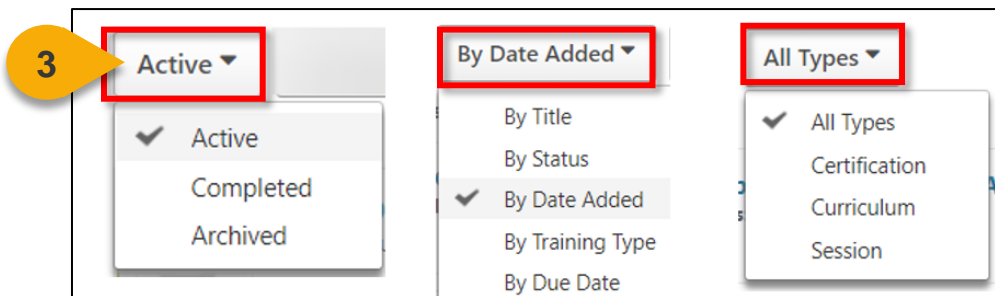
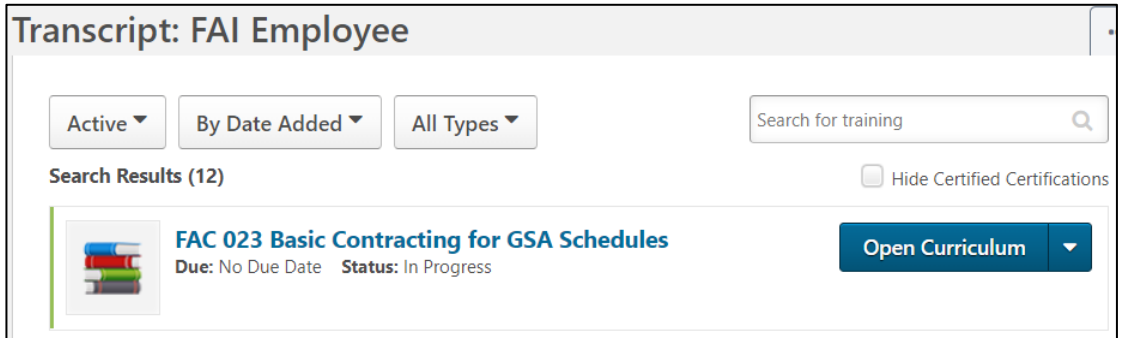
# View User Transcript

*When you want to view your Transcript...*

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



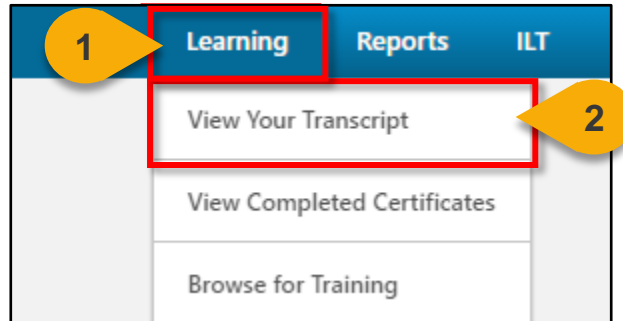
**Step 3:** You will be taken to your Transcript. You can click the **dropdown arrow** filter to show Active, Completed, and Archived courses. By default, only active courses you have not completed will be listed. Click on the **arrows** by each filter for dropdowns to sort the courses.



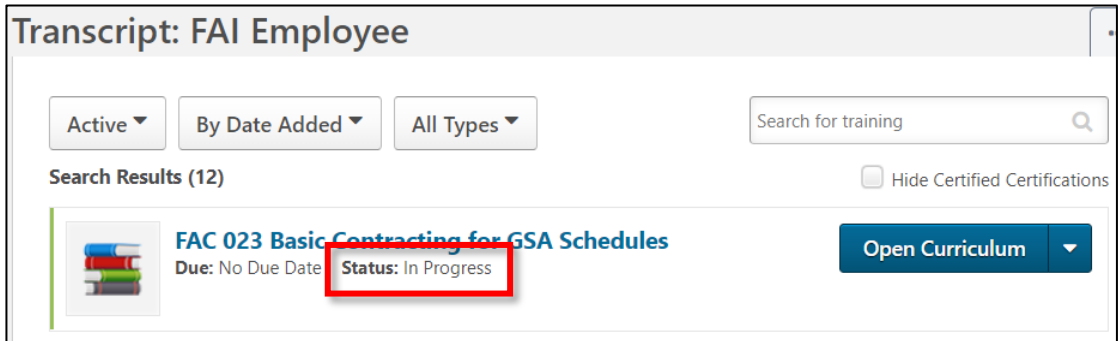
# View Transcript Status

*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.





# Online Training



# Use Global Search

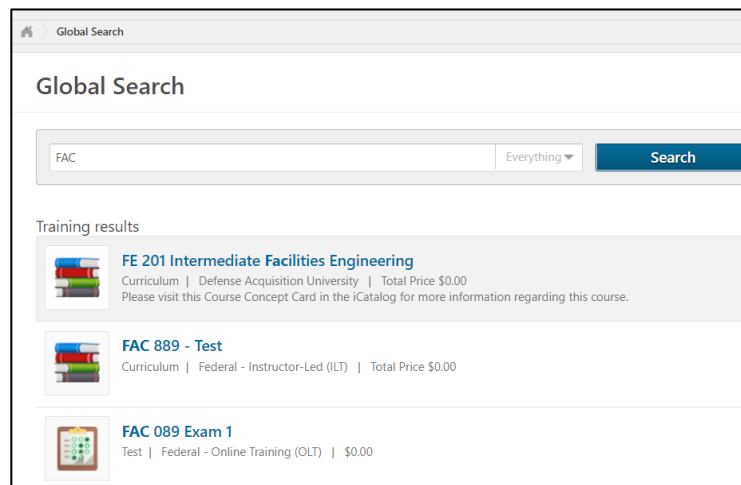
*When you want to search for Training, Certifications, or Forms...*

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

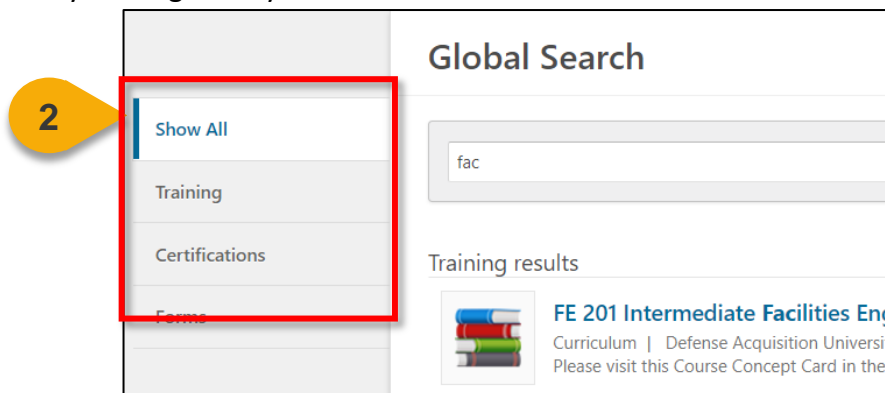
**Step 1:** Enter your desired Search Terms and click the **Magnifying Glass** or hit enter to search.



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

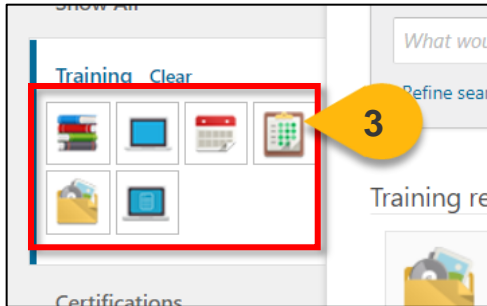


**Step 2:** To the left of the search bar, you can choose to filter by **Training, Certifications, or Forms** by clicking on any of these items.

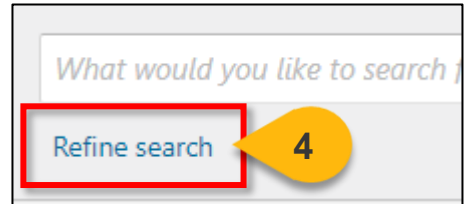


# Use Global Search (Cont. 1)

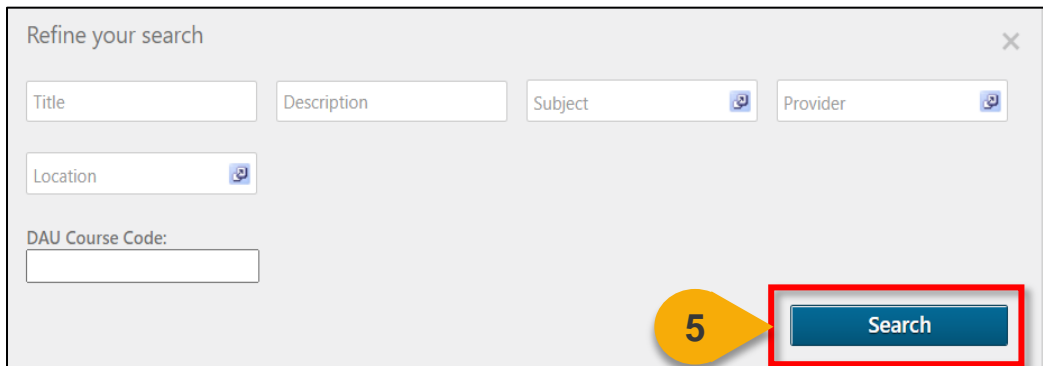
**Step 3:** When searching for training, click the Training filter to expand the menu further. Click **any Training Type** to filter by that type.



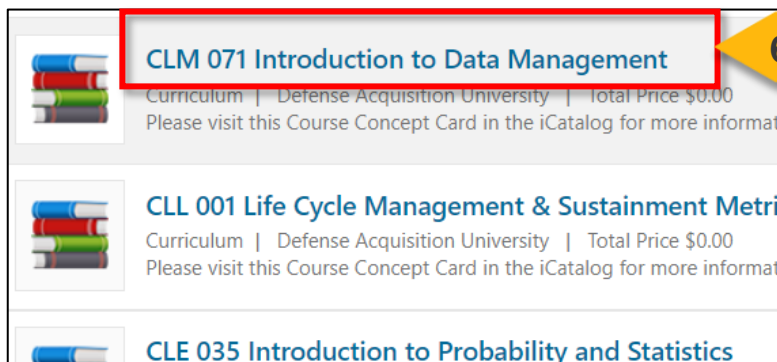
**Step 4:** The Refine Search option will appear under the search bar. Click **Refine Search** to view additional filters.



**Step 5:** Use any of the fields to refine your search and then click **Search**.

A screenshot of a 'Refine your search' dialog box. The dialog box contains several input fields: 'Title', 'Description', 'Subject', 'Provider', 'Location', and 'DAU Course Code'. A red rectangular box highlights the 'Search' button at the bottom right. A yellow callout bubble with the number '5' points to the button.

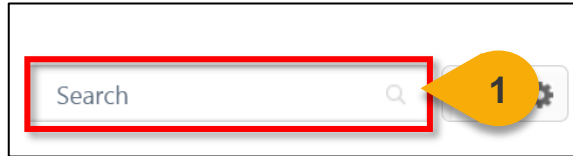
**Step 6:** To open any search result, click the search result **title**.



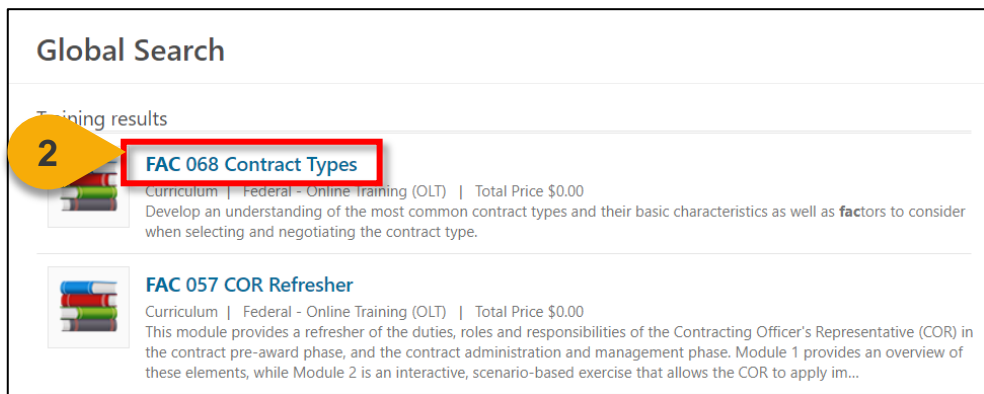
# Register for Online Training (OLT)

*When you want to register for Online Training...*

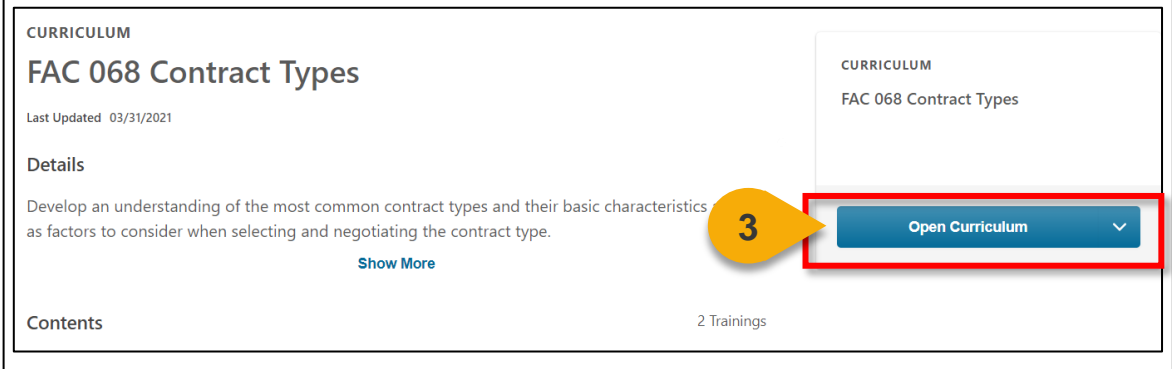
**Step 1:** Type the name of the OLT you would like to take into the Global Search box and click **the magnifying glass** or hit enter. See the “Use Global Search” task aid for more information on searching for training.



**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.

The screenshot shows a web interface for 'FAC 068 Contract Types'. On the left, a circular progress indicator shows '0%' under the heading 'CURRICULUM PROGRESS'. The main content area has a title 'FAC 068 Contract Types' and an 'Options' dropdown. Below the title is a description: '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.' There are two curriculum items listed:

- 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

A yellow callout bubble with the number '4' points to a blue 'Launch' button with a dropdown arrow, which is highlighted with a red rectangular box.

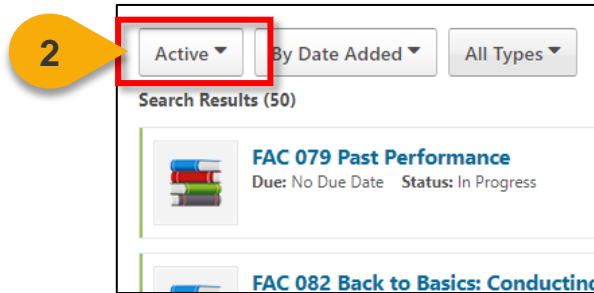
# View Completion Certificate

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

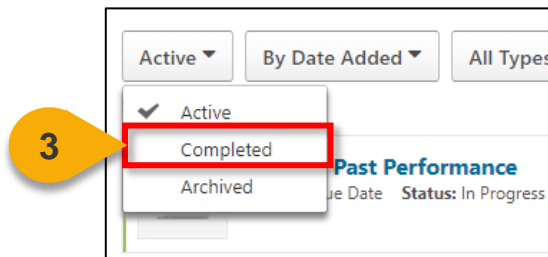
**Step 1:** Use the View User Transcript” task aid to navigate to your task aid.



**Step 2:** Click the **Active** filter.



**Step 3:** Select **Completed** to only view your completed training.



**Step 4:** Click **View Certificate** across from the Learning Object you wish to view a certificate for. The certificate will open in a new window.





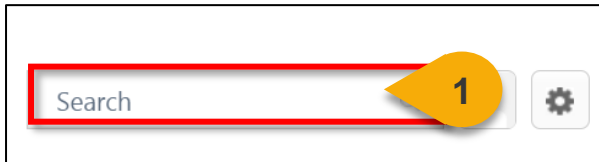
# **Instructor- Led Training**



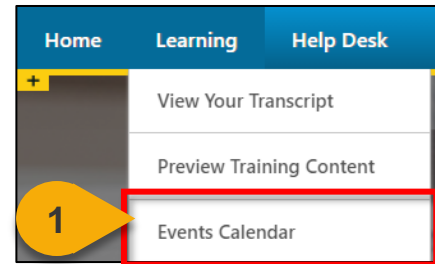
# Register for Instructor-Led Training (ILT)

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

**Step 1:** Use **Global Search** or **Events Calendar** to find the instructor-led training course you'd like to take.



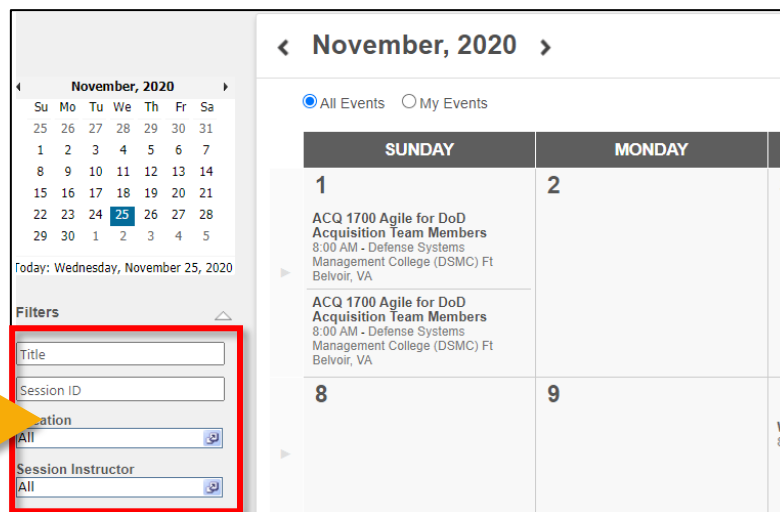
Search



Home Learning Help Desk

- View Your Transcript
- Preview Training Content
- Events Calendar

**Step 2:** On the Events Calendar, you can search by Title, Session ID, Subject, or Instructor.



November, 2020

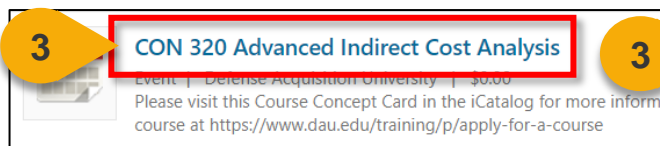
Today: Wednesday, November 25, 2020

Filters

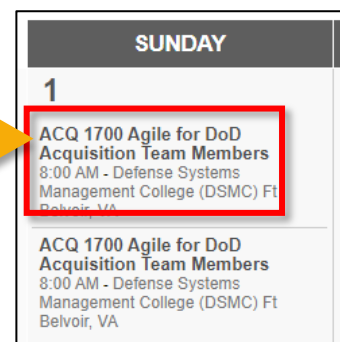
- Title
- Session ID
- Location
- Session Instructor

ACQ 1700 Agile for DoD Acquisition Team Members  
8:00 AM - Defense Systems  
Management College (DSMC) Ft Belvoir, VA

**Step 3:** In either location, click the **Event name** to view the occurrences (Sessions) of that Event.



CON 320 Advanced Indirect Cost Analysis



SUNDAY

1

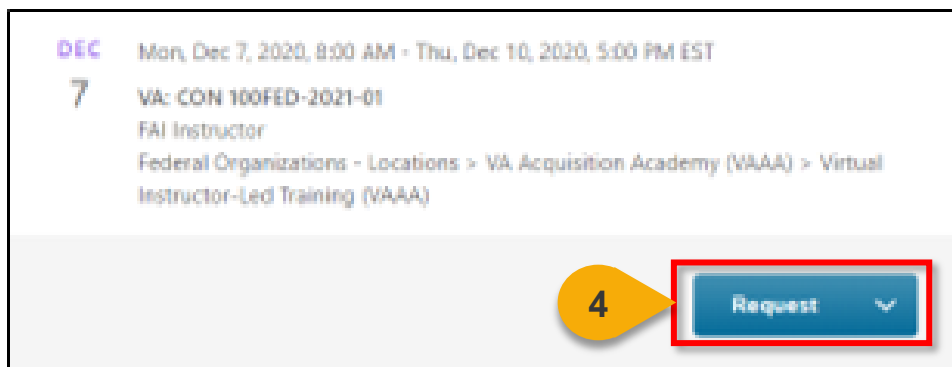
ACQ 1700 Agile for DoD Acquisition Team Members  
8:00 AM - Defense Systems  
Management College (DSMC) Ft Belvoir, VA

# 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 small icon of a document is to the left of the title. Below the event information, there is a line of text: '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**.

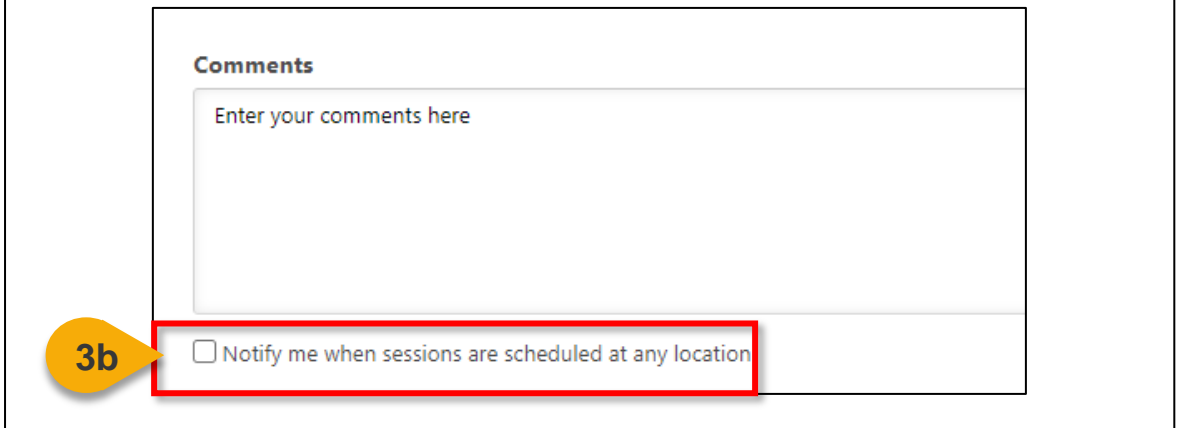
The screenshot shows a portion of an event page. At the top, it says 'EVENT'. Below this, there is a blue button labeled 'Notify Me' with a dropdown arrow, highlighted with a red box. A yellow callout bubble with the number '2' points to this button. Below the 'Notify Me' button is a 'Select a Session' dropdown menu. Below that, 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' section. It has a header 'Interest Tracking' and a sub-header 'Location'. Below the sub-header is a text input field labeled 'Select a Location'. To the right of the input field is a small square icon with a plus sign inside, highlighted with a red box. 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.**

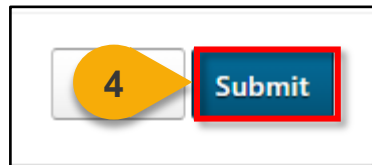


**Comments**

Enter your comments here

Notify me when sessions are scheduled at any location

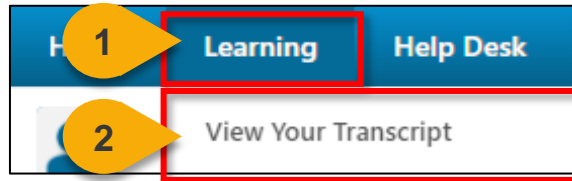
**Step 4:** Once you have completed selecting the location preferences, click the **Submit button** at the bottom of the page. You will receive an email notification when new Sessions are added that meet the location criteria you provided.



# 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 and find the course you wish to withdraw. 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 the 'Withdraw Registration' form. It includes a header, a warning message, and a 'Session Details' section with fields for Event Name, Date / Time, Location, and Price. Below this is a 'SESSION WITHDRAWAL OPTIONS' section with a dropdown menu labeled 'Please select a reason'. A yellow callout bubble with the number '4' points to the dropdown menu. A red box highlights the dropdown menu, which is expanded to show 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.

A screenshot of the bottom of the form, showing a dropdown menu with 'TDY', 'Technology Issue', and 'Workload' selected. Below the dropdown are two buttons: 'Submit' and 'Cancel'. A yellow callout bubble with the number '5' points to the 'Submit' button. A red box highlights the 'Submit' button.

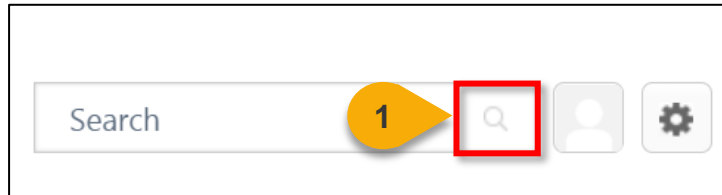


# **Equivalency & Fulfillment Forms**

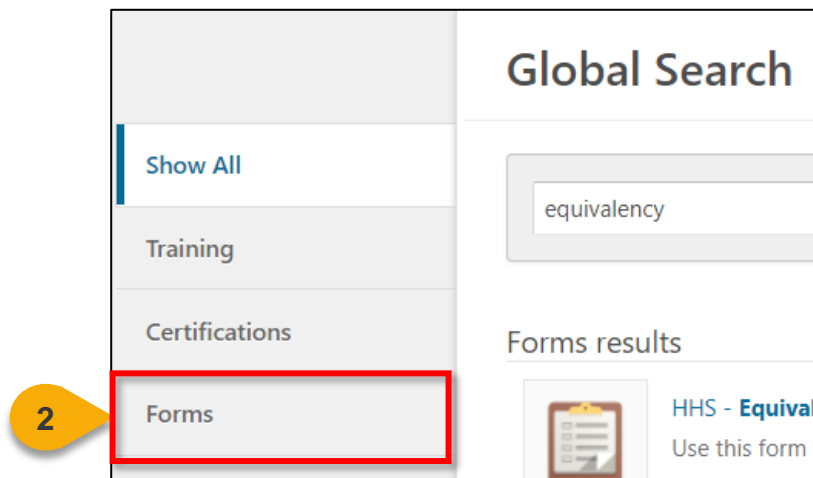
# Submit an Equivalency/Fulfillment Form

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

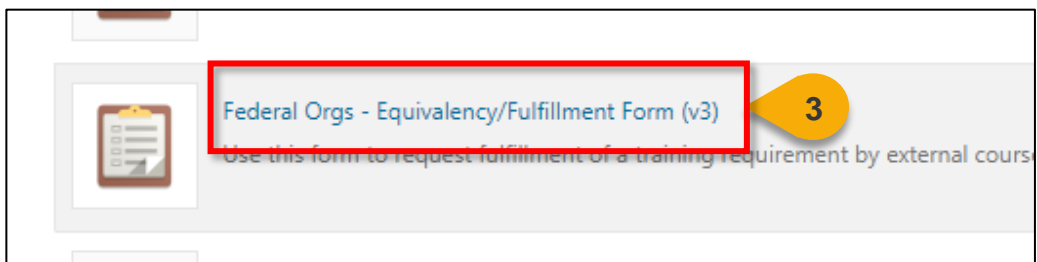
**Step 1:** Use Global Search to search for the keyword "Equivalency". Click the **Magnifying Glass** to search.



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



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





# 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.


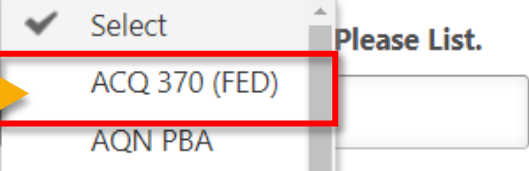
**Please Select the Course You Would Like Equivalency For**

Select  

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

**Please Select the Course You Would Like E**

Select 


 


Please List.

**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

Select a file

**Step 9:** Enter any supporting comments in the **Employee Remarks** field.

**Employee Remarks:**

2000 characters maximum.

Cancel Submit For Approval

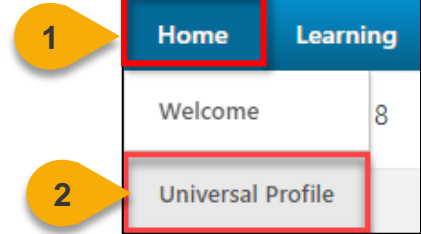
**Step 10:** Click **Submit for Approval** to route to your Agency Equivalency and Fulfillment Approvers. After final approval, the course will appear on your Transcript, marked as "Exempt" within 14 days.

Submit For Approval

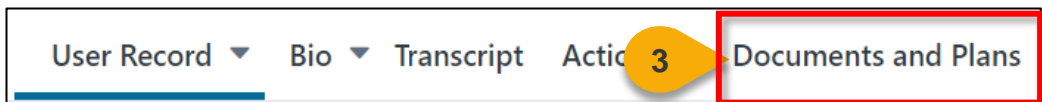
# View Submitted Forms

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

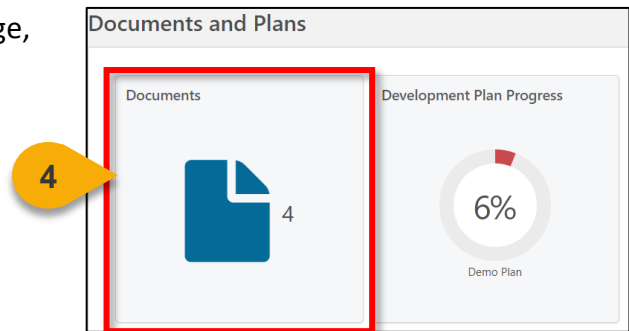
**Steps 1 & 2:** Hover over **Home** and click **Universal Profile**.



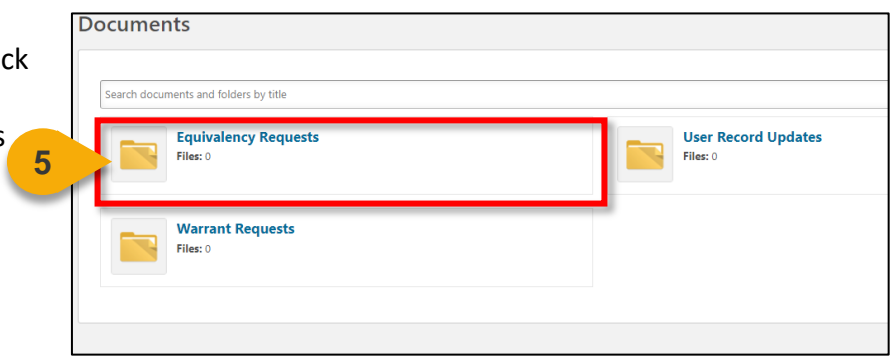
**Step 3:** Click **Documents and Plans**.



**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.

[Back to Table of Contents](#)





# Certifications



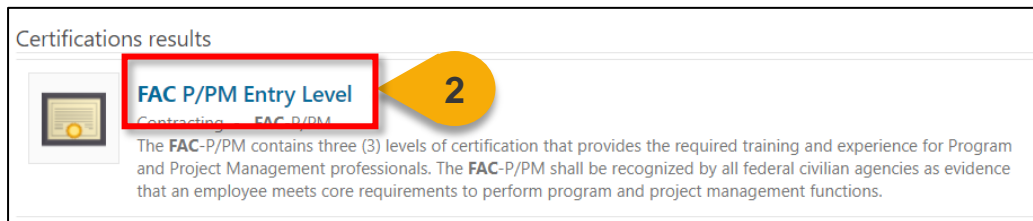
# Request and Manage a Certification

*When you want to request a Certification...*

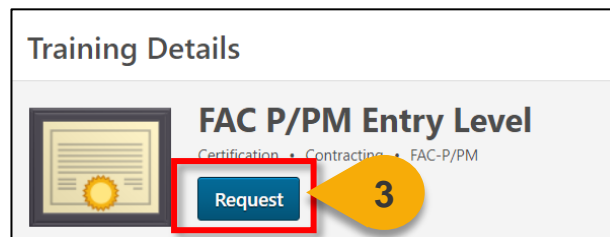
**Step 1:** In Global Search, **type** in the Certification you wish to request and click the **Magnifying Glass**.



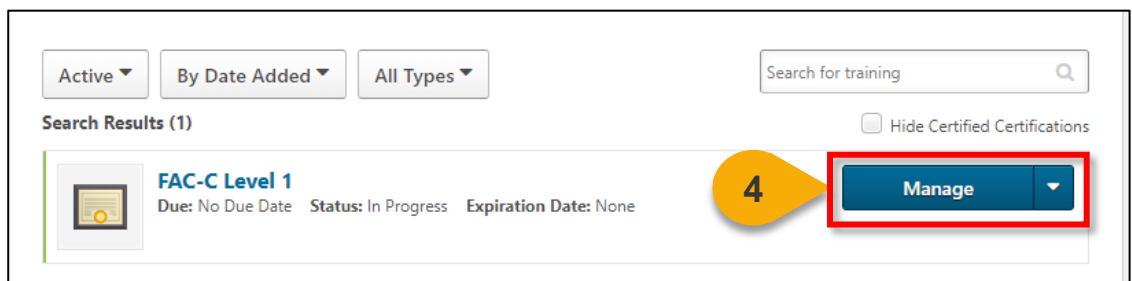
**Step 2:** In the results, click the **Certification Title**.



**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)

**Step 6:** 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
<b>Experience &amp; Education</b> (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)						
<b>Federal Education Verification-FAI FAC-C - Lvl 1&amp;2</b>	Observation Checklist	1.00	Not Activated	<a href="#">Request</a>	No	
<b>Federal Experience Verification - FAI FAC-C Lvl 1</b>	Observation Checklist	1.00	Not Activated	<a href="#">Request</a>	No	
<b>Required Training</b> (Required Completion: Min = 12.00, Max = 12.00 / Acquired Completion: 1.00)						
<b>Con 091 (FED): Contract Fundamentals</b>	Event	0.00	Not Activated	<a href="#">Request</a>	No	
<b>CON 121 Contract Planning</b>	Curriculum	1.00	Not Activated	<a href="#">Request</a>	No	
<b>CON 124 Contract Execution</b>	Curriculum	1.00	Not Activated	<a href="#">Request</a>	No	

## 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.

# 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	<b>Request</b>
Federal Experience Verification - FAI FAC-C Level 1	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	<b>View Checklist</b>

# 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 Checklist Report

Birdie Winters

**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

**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

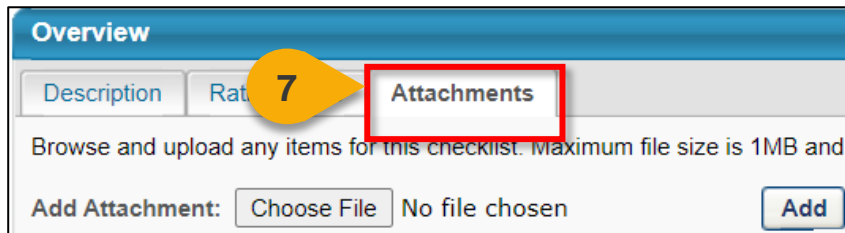
Status: Not Started Due: None  0%

**Expand All**

Name
<input type="button" value="△"/> <b>Education Verification - FAI FAC-C - Levels 1&amp;2</b> Baccalaureate degree from an accredited institution or 24 semester hours of business-related college courses

# Request Education/Experience Verification (Cont. 2)

**Step 7:** Click on the **Attachments** tab to upload any necessary documents for the checklist verifier to review.



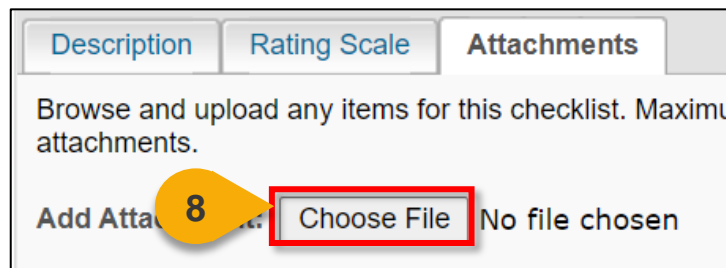
**Overview**

Description Rating Scale **Attachments**

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

Add Attachment: Choose File No file chosen Add

**Step 8 :** Click **Choose File** to add a copy of your resume or other relevant documents.

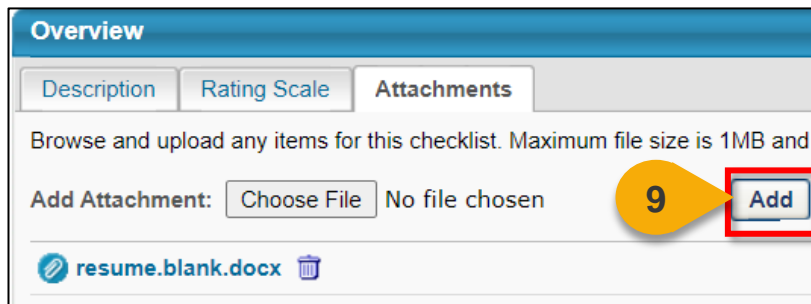


Description Rating Scale Attachments

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

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

**Step 9 :** After you select the file, click **Add** to add the file to your Checklist.



**Overview**

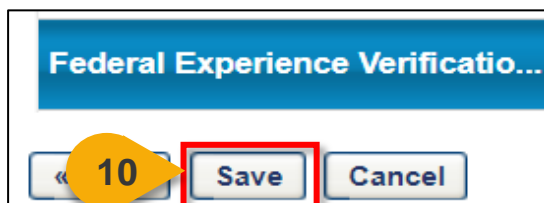
Description Rating Scale Attachments

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

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

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...**

« **10** Save Cancel

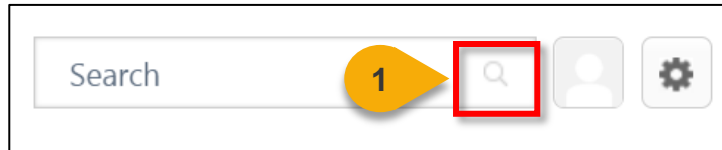


# Warrants

# Submit a Warrant Application Form

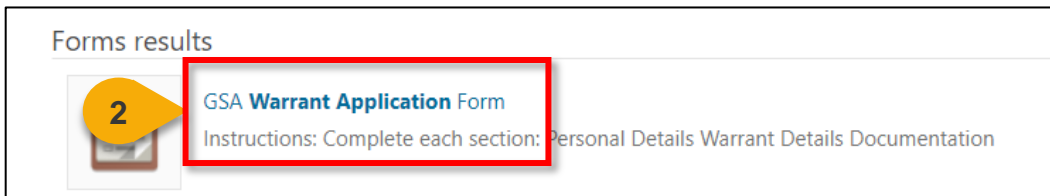
*When you need to submit an application for a Warrant*

**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.



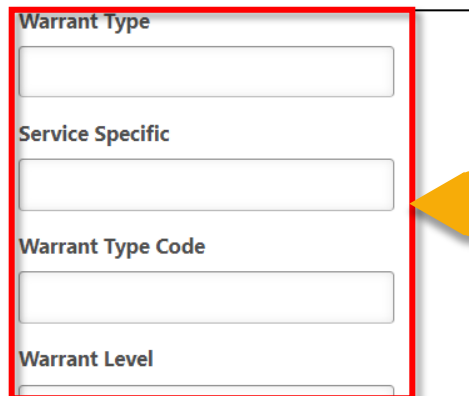
A search bar with the word "Search" inside. To the right of the search bar is a yellow callout bubble with the number "1" pointing to a magnifying glass icon. Further right are icons for a user profile and a gear.

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



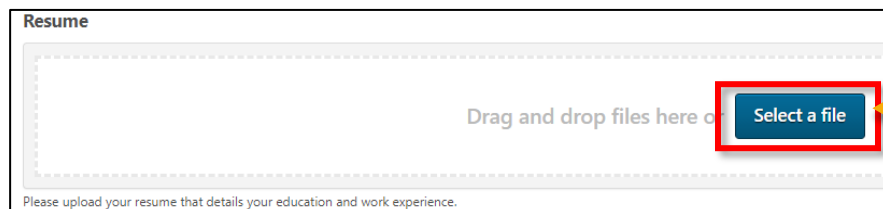
A section titled "Forms results" containing a list item. The list item has a yellow callout bubble with the number "2" pointing to a document icon. The text of the list item is "GSA Warrant Application Form" (highlighted with a red box) and "Instructions: Complete each section: Personal Details Warrant 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. The first field is labeled "Warrant Type", the second "Service Specific", the third "Warrant Type Code", and the fourth "Warrant Level". A red box highlights all four fields, 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.



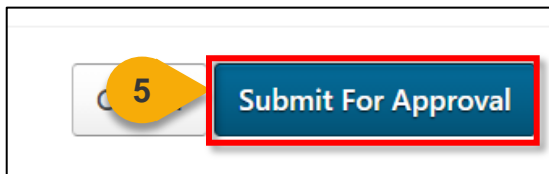
An attachment section titled "Resume" with a dashed border. Inside the border is the text "Drag and drop files here or". To the right of this text is a blue button labeled "Select a file" (highlighted with a red box). A yellow callout bubble with the number "4" points to the button. Below the dashed border is the text "Please upload your resume that details your education and work experience."



# Submit a Warrant Application Form (Cont. 1)

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**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.



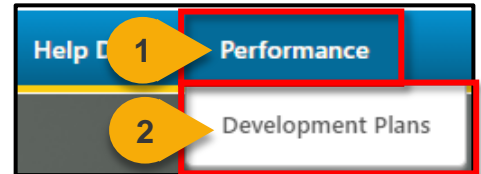


# Individual Development Plans

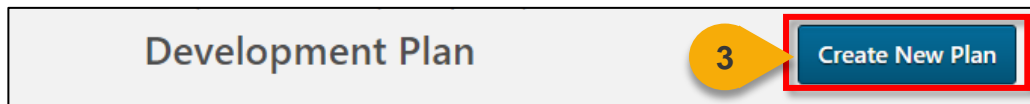
# Create an IDP

*When you want to create an IDP...*

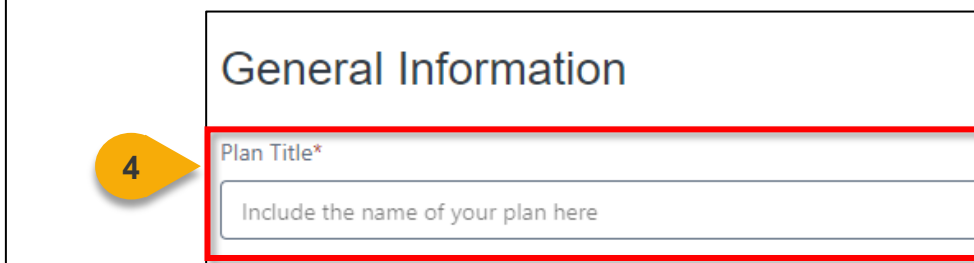
**Steps 1 & 2:** Hover over **Performance** and click on **Development Plans**.



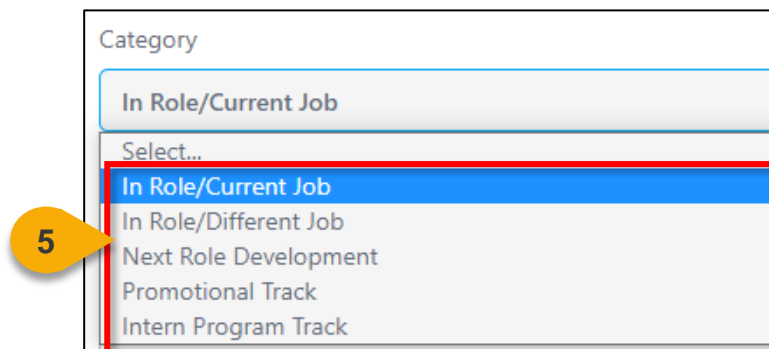
**Step 3:** Click on the **Create New Plan** button.



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

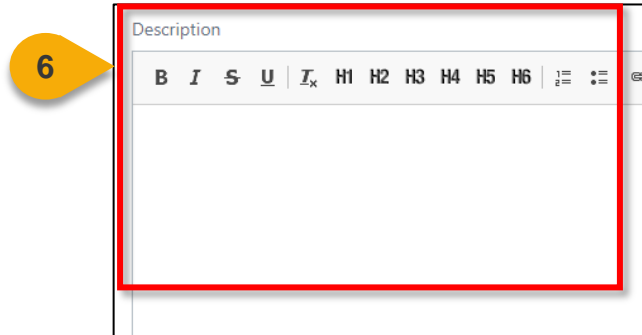
A screenshot of a form titled 'General Information'. The 'Plan Title\*' field is highlighted with a red box and a yellow callout bubble containing the number '4'. Below the field is a placeholder text: 'Include the name of your plan here'.

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

A screenshot of a dropdown menu titled 'Category'. The menu is open, showing several options. The first option, 'In Role/Current Job', is highlighted in blue and has a yellow callout bubble with the number '5' pointing to it. Other options include 'Select...', '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.



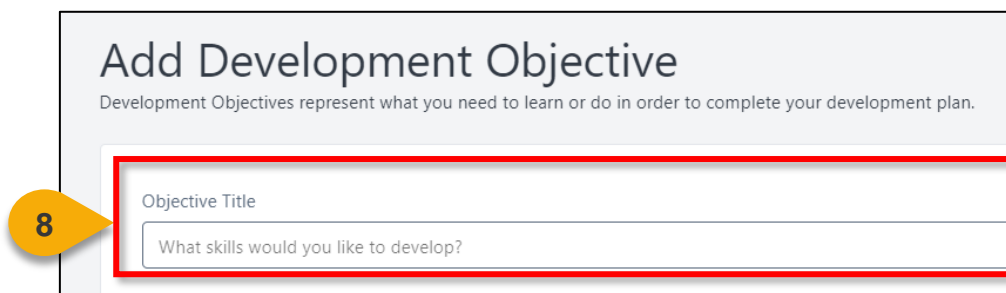
A screenshot of a text editor interface. The title bar reads "Description". Below the title bar is a rich text toolbar with icons for Bold (B), Italic (I), Strikethrough (ABC), Underline (U), Text Color (I\_x), and various heading levels (H1, H2, H3, H4, H5, H6). To the right of the toolbar are icons for bulleted list, numbered list, and a link icon. The main text area is empty. A red rectangular border highlights the entire editor area. A yellow callout bubble with the number "6" points to the top-left corner of the red border.

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



A screenshot of the "Development Objectives" section. The title "Development Objectives" is at the top. Below it is a light blue icon of a document with a plus sign. Underneath the icon is the text: "There are no development objectives. Would you like to add one?". At the bottom right is a button labeled "Add Objective". A red rectangular border highlights the "Add Objective" button. A yellow callout bubble with the number "7" points to the top-left corner of the red border.

**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." Below this is a form with a label "Objective Title" and a text input field containing the placeholder text "What skills would you like to develop?". A red rectangular border highlights the entire form area. A yellow callout bubble with the number "8" points to the top-left corner of the red border.

# Create an IDP (Cont. 2)

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



what skills would you like to develop:

Category

Development Objectives

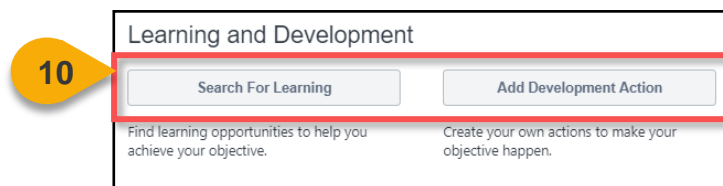
Select...

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 Training** and **Add Development Action**.



Learning and Development

Search For Learning

Add Development Action

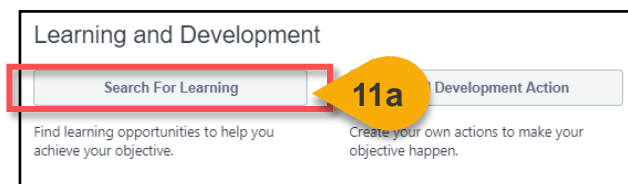
Find learning opportunities to help you achieve your objective.

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

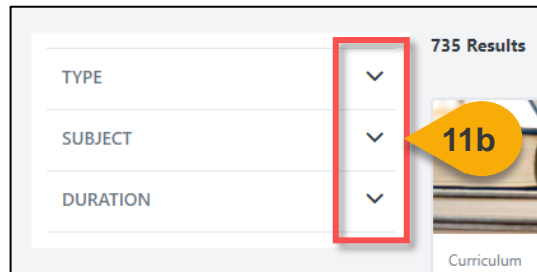
Development Action

Find learning opportunities to help you achieve your objective.

Create your own actions to make your objective happen.

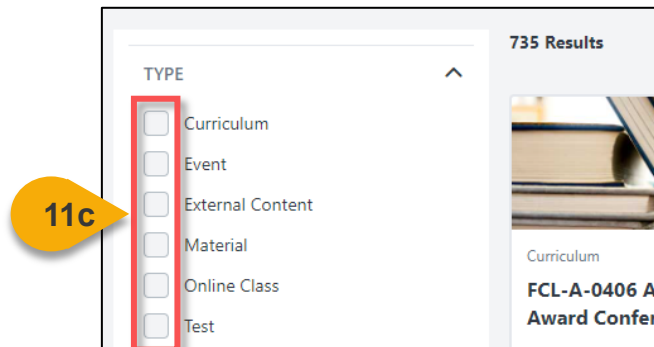
# Create an IDP (Cont. 2)

**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.

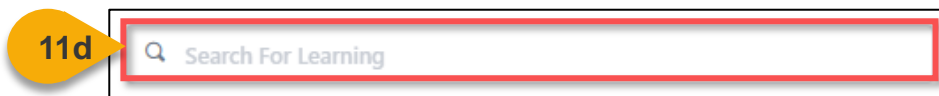


**Step 11c:** The filter options will expand on the screen. Select the filter you wish to apply by clicking on the **checkboxes** next to each option.

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**.

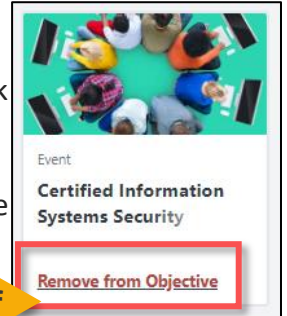


# Create an IDP (Cont. 3)

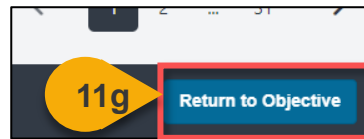
**Step 11e:** Select the **Add to Objective** link beneath any training you want to add. Multiple training courses can be selected.



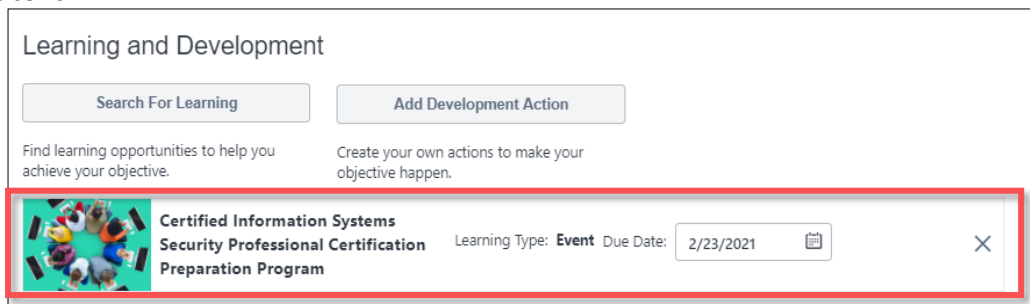
**Step 11f:** If you change your mind, simply click on **Remove from Objective** and the course will be removed from your IDP.



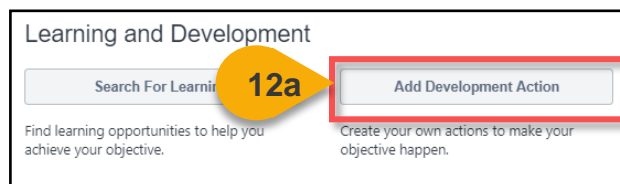
**Step 11g:** Once you are done selecting the training courses to be added to your Objective, click **Return to Objective** at the bottom of the page.



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

Calendar icon

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



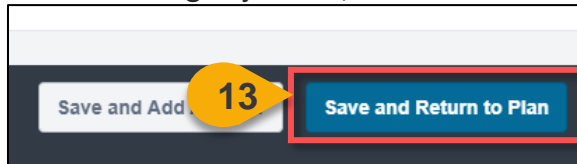
# Create an IDP (Cont. 5)

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



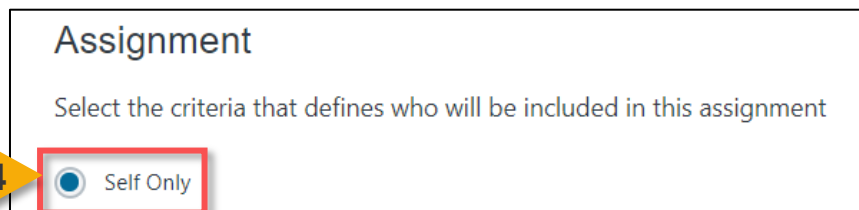
A screenshot of a progress bar labeled "Progress" with the number "0" inside. Below the bar are two buttons: "Cancel" on the left and "Done" on the right. A yellow callout bubble with the number "12f" points to the "Done" button, which is also highlighted with a red rectangular box.

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



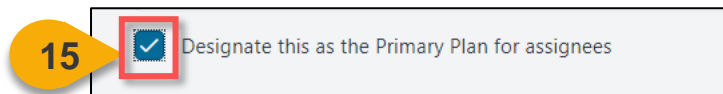
A screenshot of a button bar with two buttons: "Save and Add" on the left and "Save and Return to Plan" on the right. A yellow callout bubble with the number "13" points to the "Save and Return to Plan" button, which is highlighted with a red rectangular box.

**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.



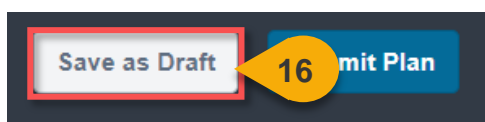
A screenshot of an "Assignment" section. The title "Assignment" is at the top, followed by the text "Select the criteria that defines who will be included in this assignment". Below this text is a radio button labeled "Self Only". A yellow callout bubble with the number "14" points to the "Self Only" radio button, which is highlighted with a red rectangular box.

**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**.



A screenshot of a checkbox labeled "Designate this as the Primary Plan for assignees". The checkbox is checked. A yellow callout bubble with the number "15" points to the checked checkbox, which is highlighted with a red rectangular box.

**Step 16:** To save the plan as a draft and return to it later, click **Save as Draft**.



A screenshot of a button bar with two buttons: "Save as Draft" on the left and "Submit Plan" on the right. A yellow callout bubble with the number "16" points to the "Save as Draft" button, which is highlighted with a red rectangular box.

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

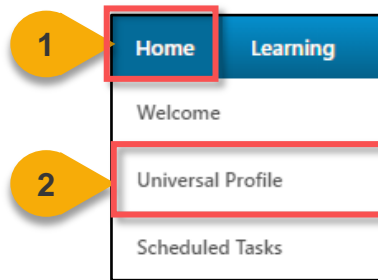


A screenshot of a button bar with two buttons: "Save as" on the left and "Submit Plan" on the right. A yellow callout bubble with the number "17" points to the "Submit Plan" button, which is highlighted with a red rectangular box.

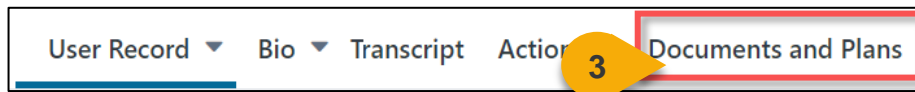
# Update an IDP

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

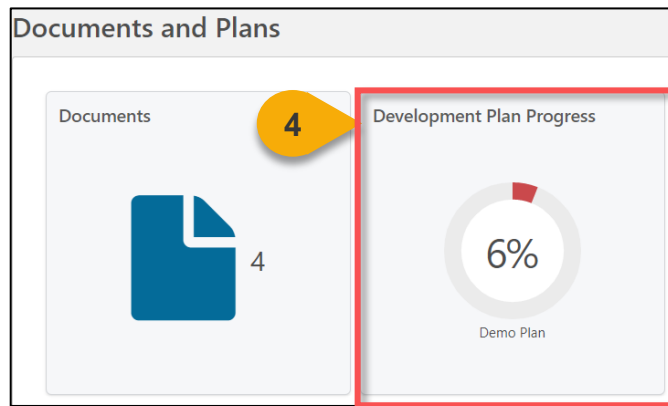
**Steps 1 & 2:** Hover over **Home** then navigate to **Universal Profile**.



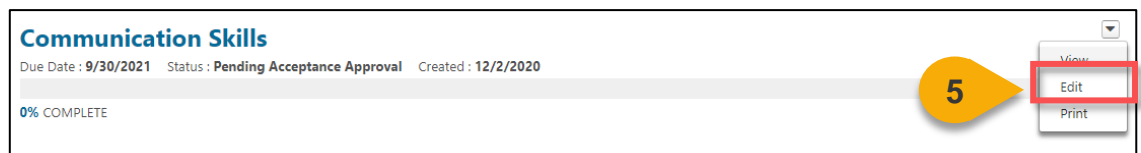
**Step 3:** Click on the **Documents and Plans** tab.



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

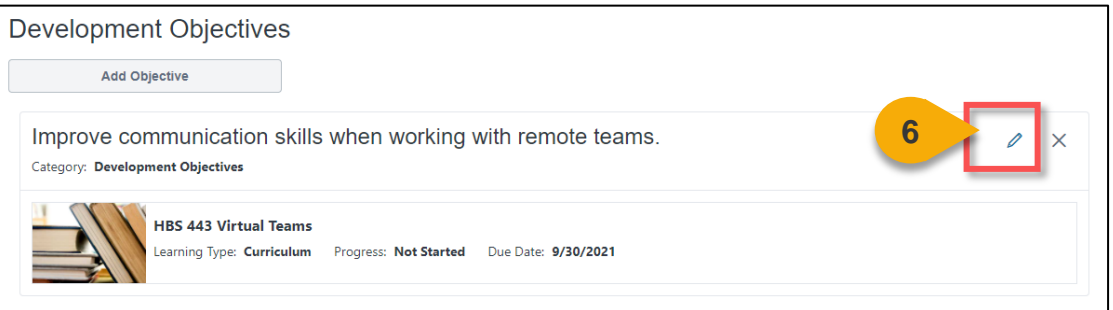


**Step 5:** Select the dropdown icon **Edit** option next to the IDP to which you want to add a new Objective.



# Update an IDP (Cont. 1)

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




Development Objectives

Add Objective

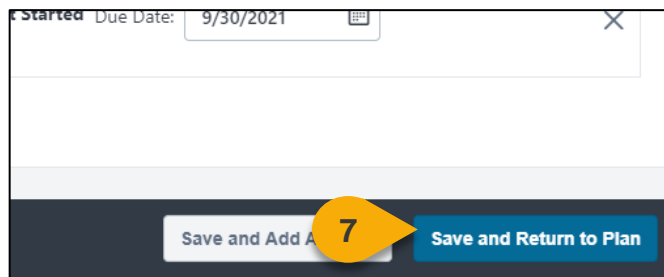
Improve communication skills when working with remote teams.

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**.

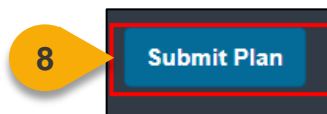


Not Started Due Date: 9/30/2021

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

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

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



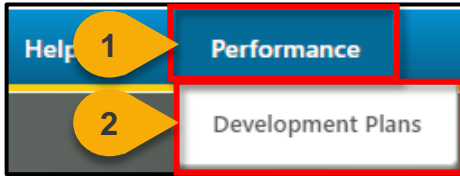
**8** Submit Plan

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

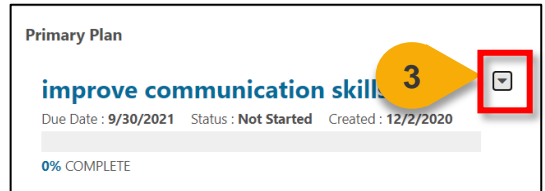
# Cancel an IDP

*When you want to cancel an IDP...*

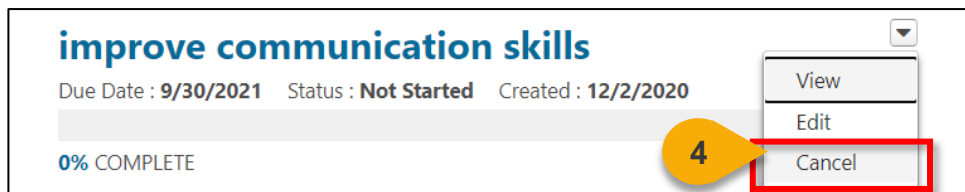
**Steps 1 & 2:** Hover over the **Performance** tab and then click **Development Plans**.



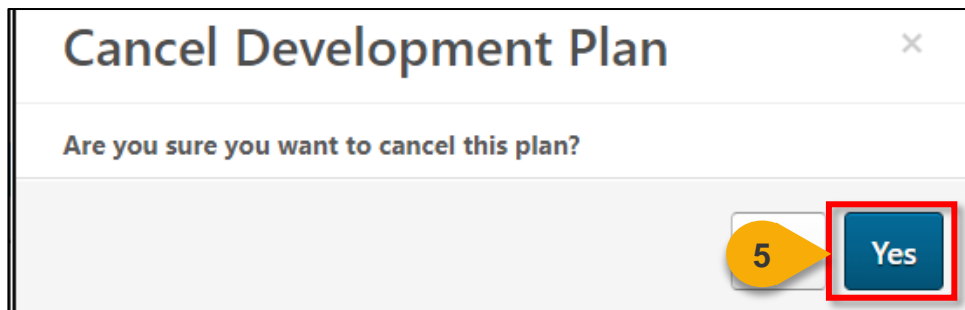
**Step 3:** Click the **dropdown arrow** next to the plan you would like to cancel.



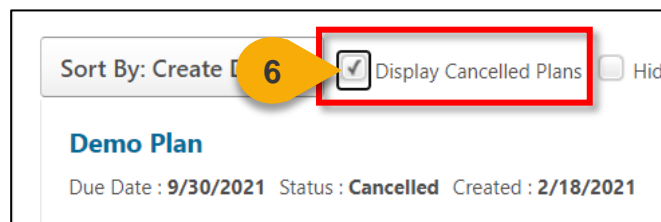
**Step 4:** Select **Cancel** from the dropdown menu. **Note:** You can only cancel approved plans.



**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.



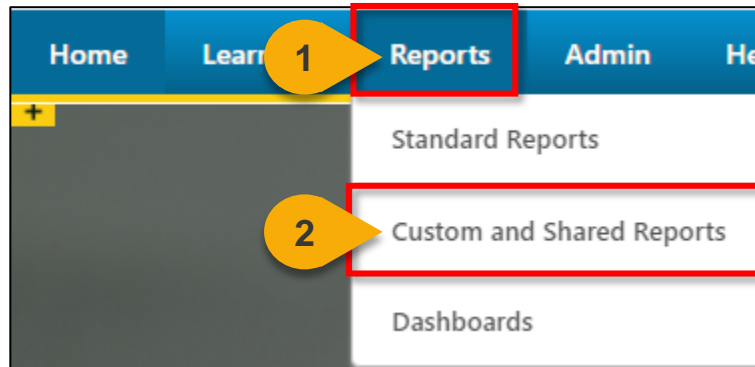


# Reports

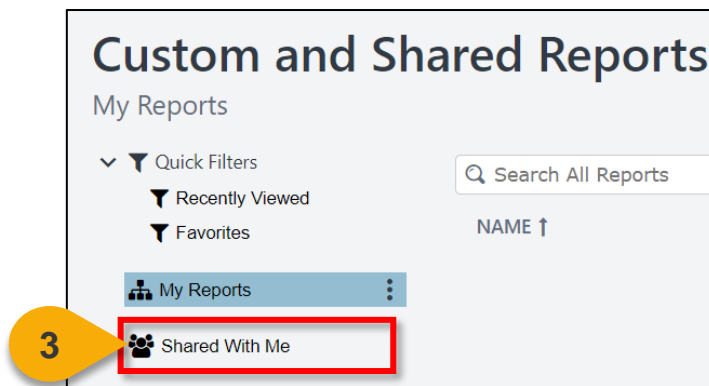
# View and Download Custom Reports

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

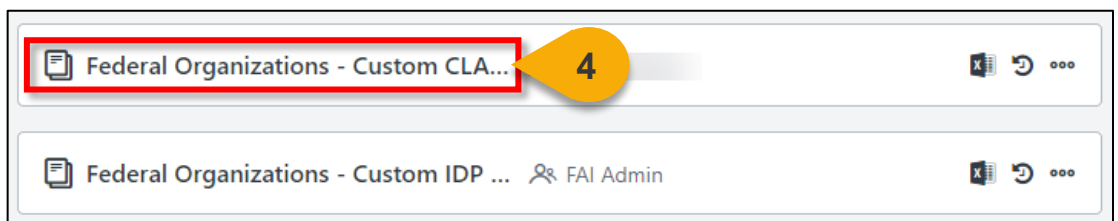
**Steps 1 & 2:** Navigate to the **Reports** tab and then select **Custom and Shared Reports**.



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

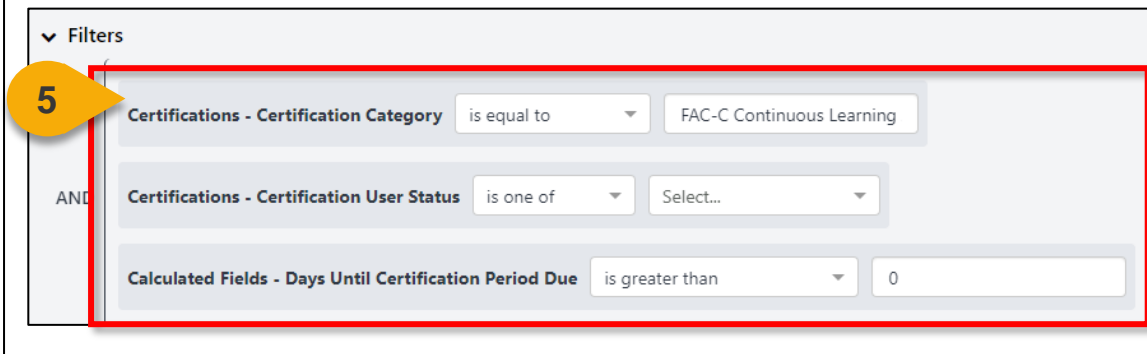


**Step 4:** Click the **Report Name** you want to view to update the report filters.

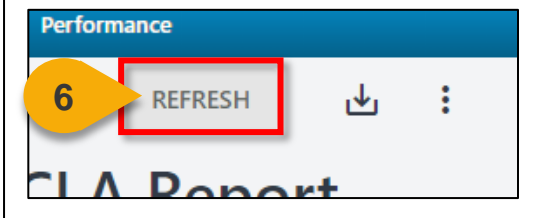


# View and Download Custom Reports (Cont. 1)

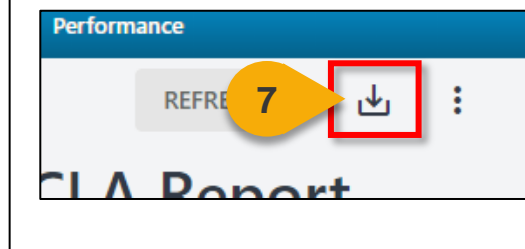
**Step 5:** Update the **filters** as needed. The filters will vary based on the report.



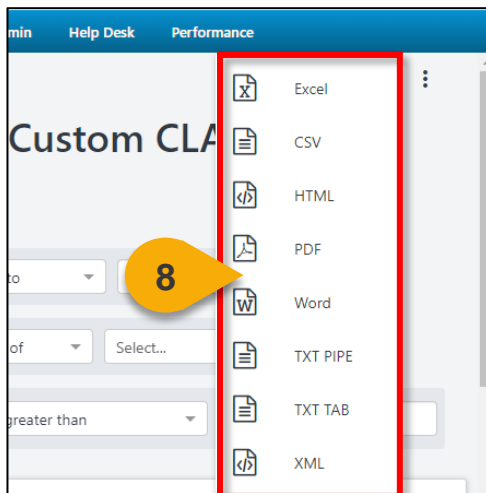
**Step 6:** Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.



**Step 7:** Click the **Download Options** icon in the top right corner to see the formats available for this report.



**Step 8:** Choose the **File Format** in which you would like to download the report. The report will download to your computer.



# Help



# Help

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	<ul style="list-style-type: none"> <li>FAI CSOD System Questions and Issues</li> <li>FAI CSOD System Errors and Troubleshooting</li> <li>Password Issues and Resets</li> </ul>	Commercial: 703-805-3459; Option 1 Toll Free: 1-866-568-6924, Option 1 DSN: 655-3459; Option 1 Email: <a href="mailto:DAUHelp@dau.edu">DAUHelp@dau.edu</a>
Your Agency's Acquisition Career Manager (ACM)	<ul style="list-style-type: none"> <li>Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements</li> <li>Agency-specific Acquisition Policies and Procedures</li> <li>Career Development</li> <li>Training and Development Opportunities</li> </ul>	<a href="https://www.fai.gov/human-capital/acquisition-career-manager-acm">https://www.fai.gov/human-capital/acquisition-career-manager-acm</a>
FAI CSOD Training Materials and Online Resources	<ul style="list-style-type: none"> <li>Task Aids for FAI CSOD Roles</li> <li>FAI CSOD Training Videos</li> <li>Other Guidance for Performing Tasks in FAI CSOD</li> </ul>	<a href="https://dau.csod.com/catalog/CustomPage.aspx?id=221000509">https://dau.csod.com/catalog/CustomPage.aspx?id=221000509</a>
FAI Website FAQs	<ul style="list-style-type: none"> <li>FAI CSOD Migration</li> <li>Acquisition Training</li> <li>Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM)</li> <li>More!</li> </ul>	<a href="https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs">https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs</a>

# Addendum

# DHS

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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.