Employee Task Aids

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

https://www.fai.gov/

FAI@mail.mil

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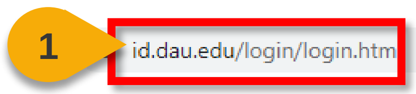
User Account Management

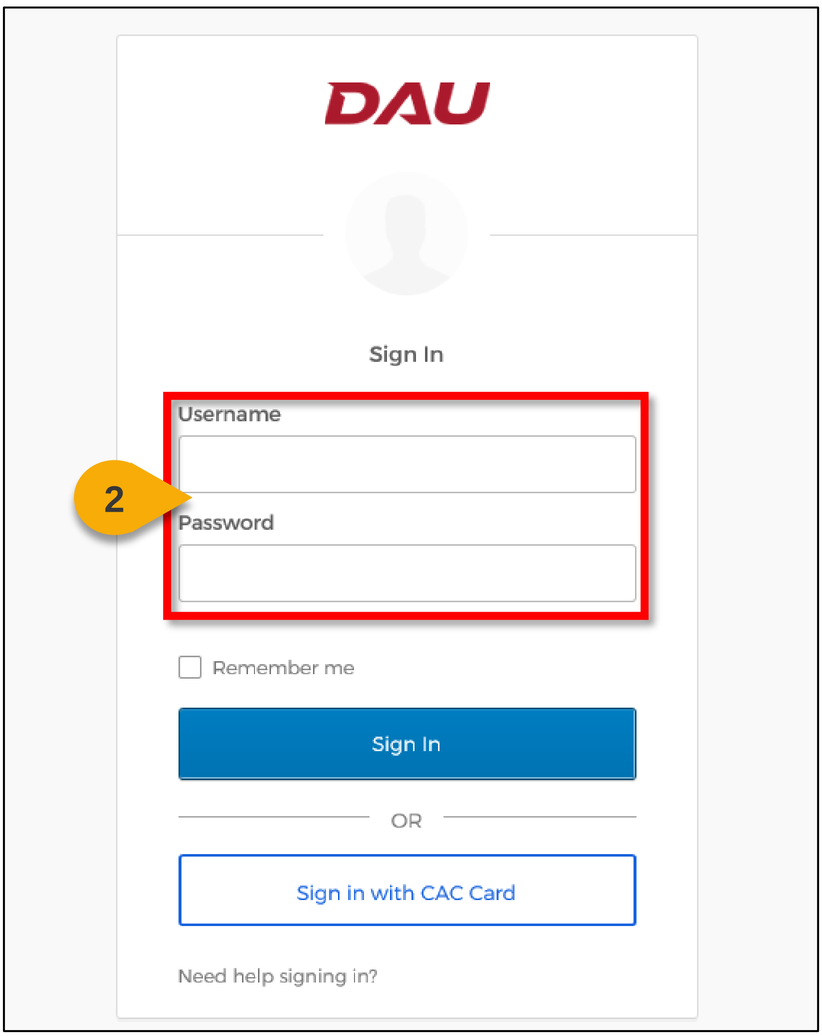
Log On – Username and Password

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.

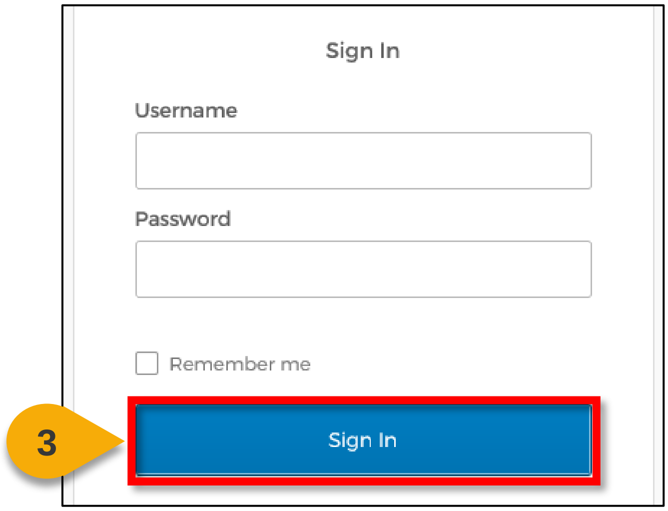


Step 2: The login window will pop up. Enter your **Username** (your email) and **Password** in their respective fields.

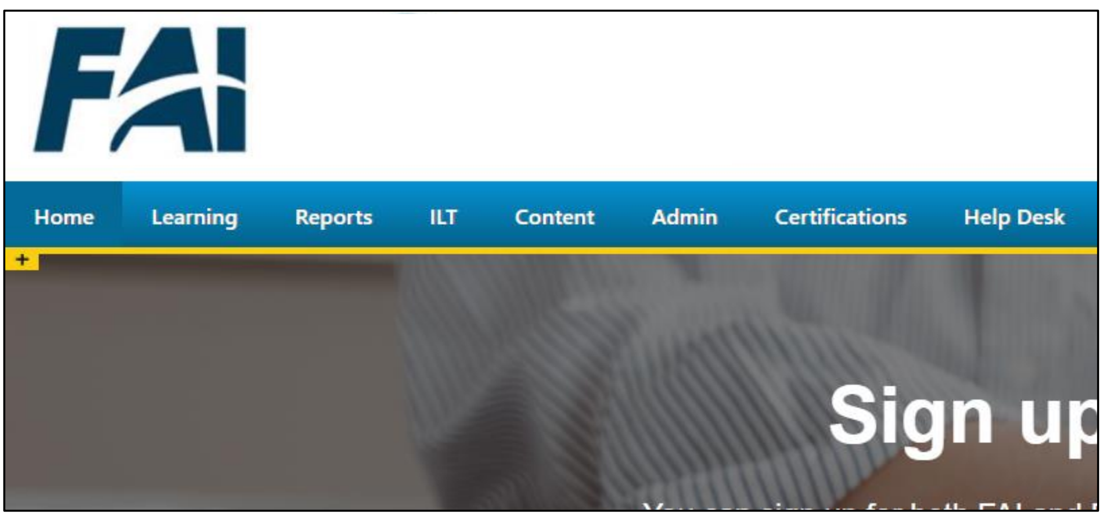


Log On – Username and Password (Cont. 1)

Step 3: Click **Sign In.**



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

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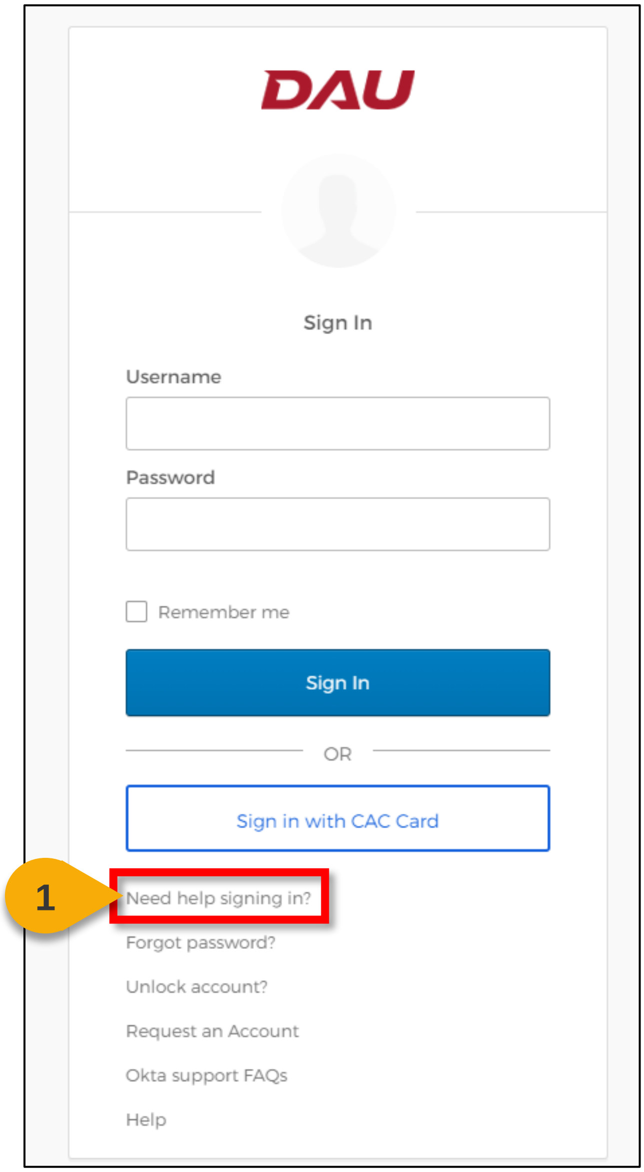
Forgot Password

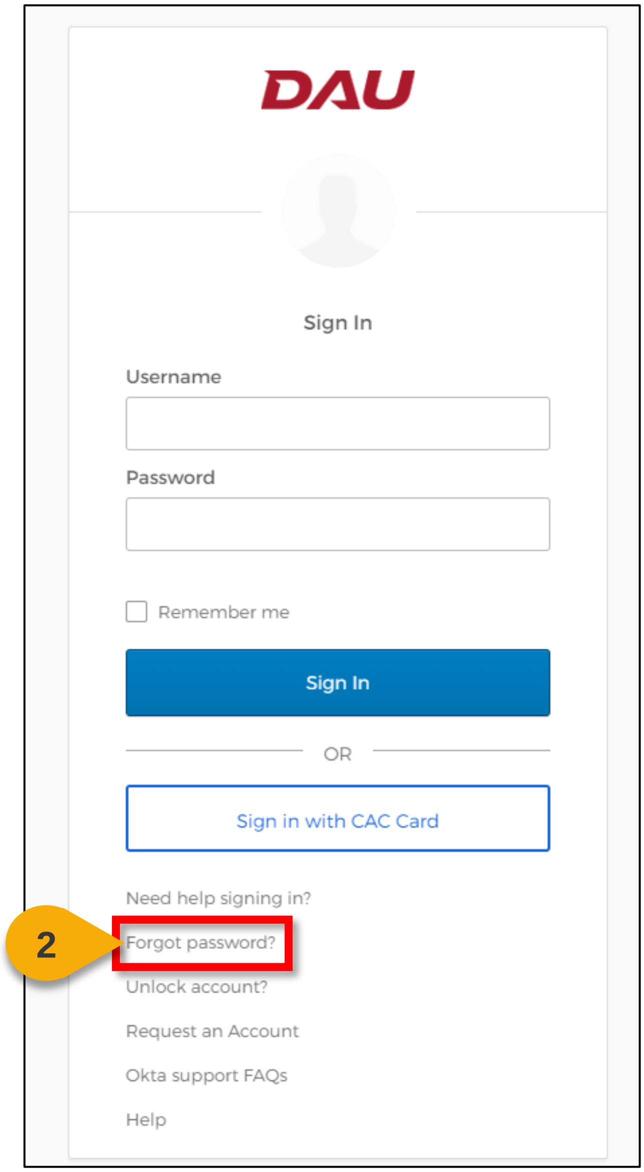
When you can't log on…

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



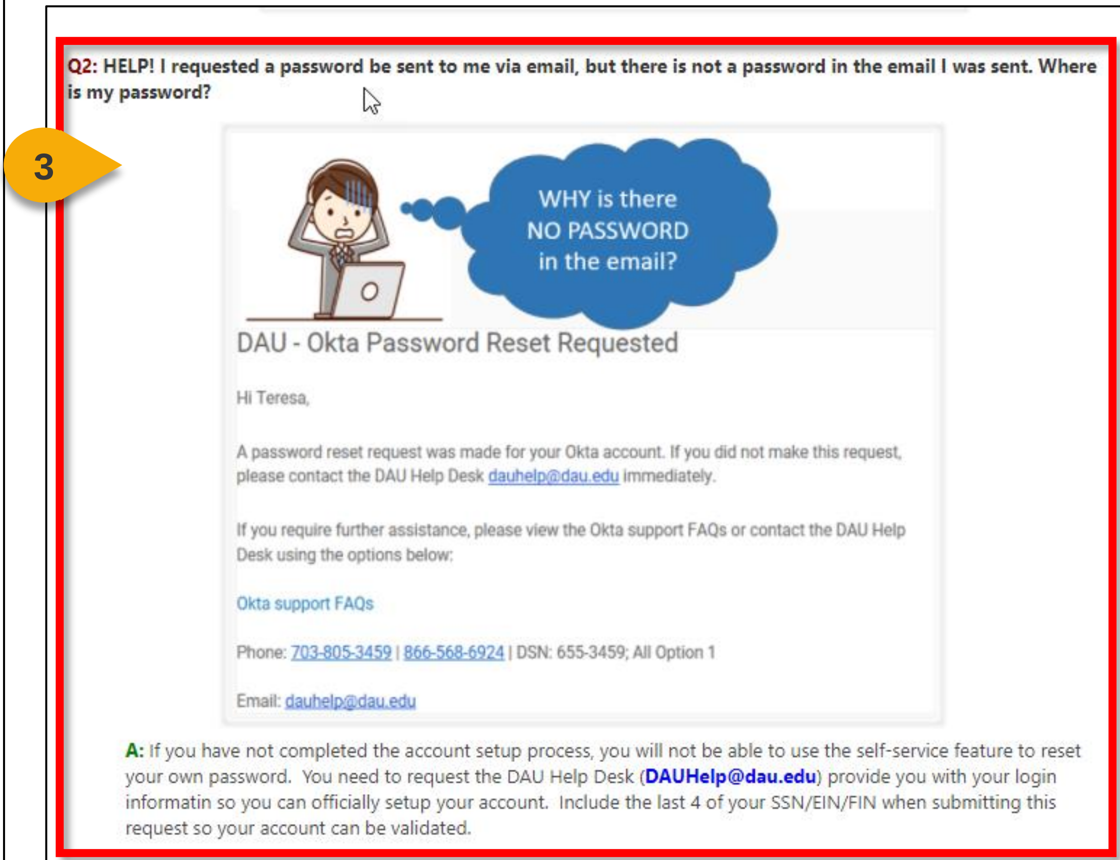
Forgot Password (Cont. 1)

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.



Forgot Password (Cont. 2)

Step 3: Select the OKTA support FAQs option and follow the directions for **Q2.**



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 dauhelp@dau.edu immediately.

If you require further assistance, please view the Okta support FAQs or contact the DAU Help Desk using the options below:

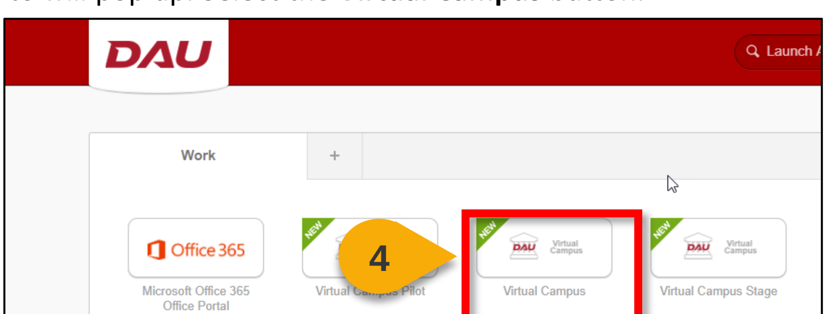
Okta support FAQs

Phone: 703-805-3459 | 866-568-6924 | DSN: 655-3459; All Option 1

Email: dauhelp@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**) 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.



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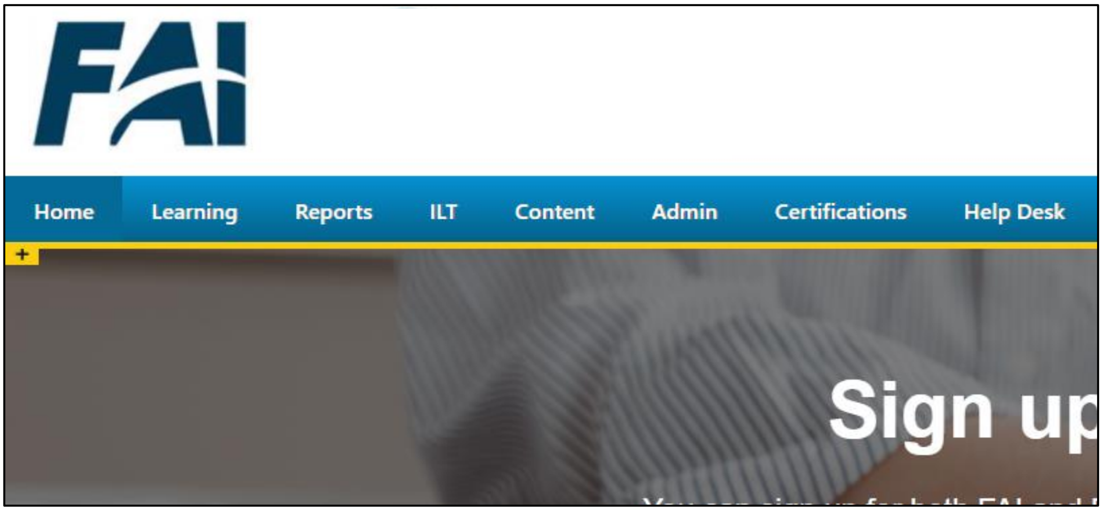
Forgot Password (Cont. 3)

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

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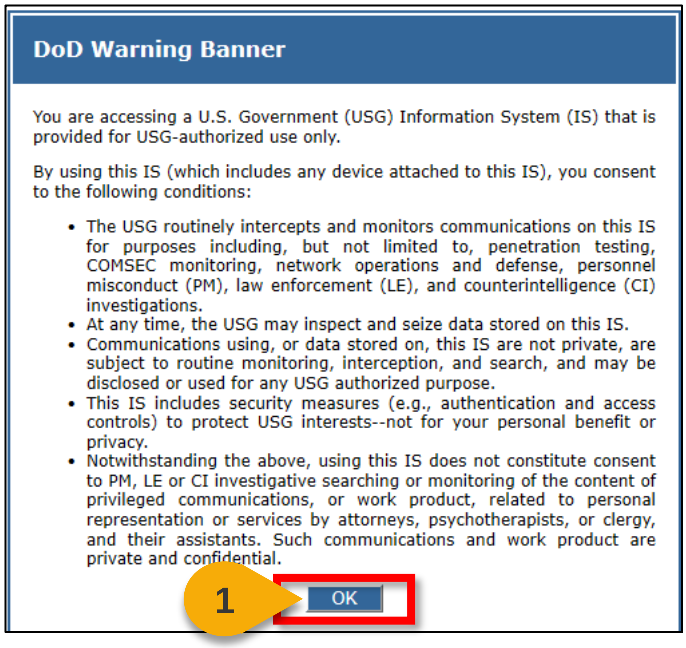
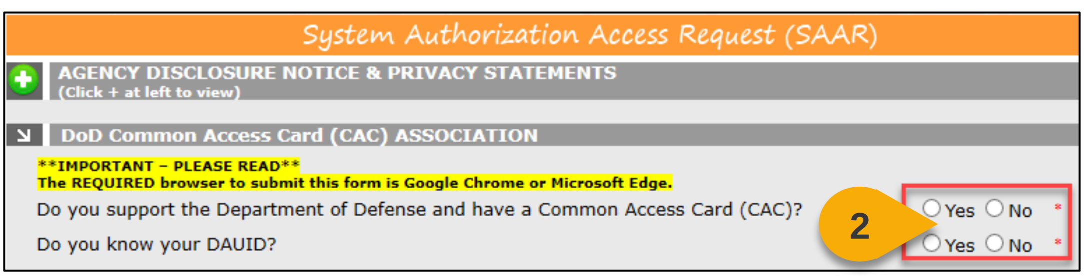
Request an Account Using the SAAR Form

When you need to complete the DAU SAAR for access to the Virtual Campus…

Step 1: Navigate to [https://saar.dau.edu.](https://saar.dau.edu) You will see a DoD Warning Banner. **Click "Ok".**



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



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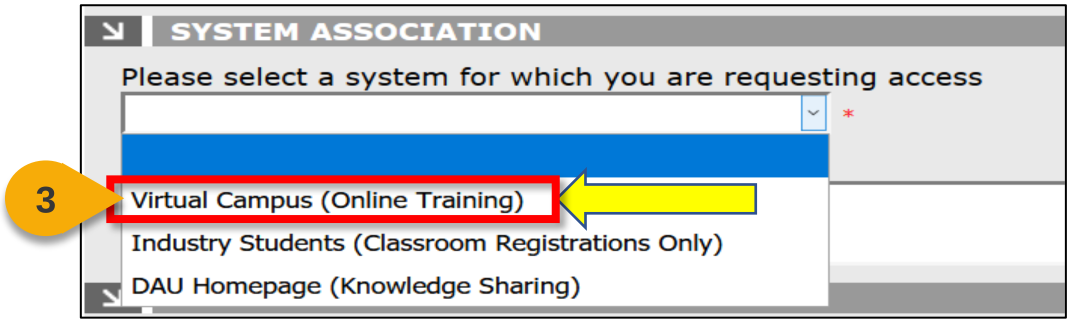
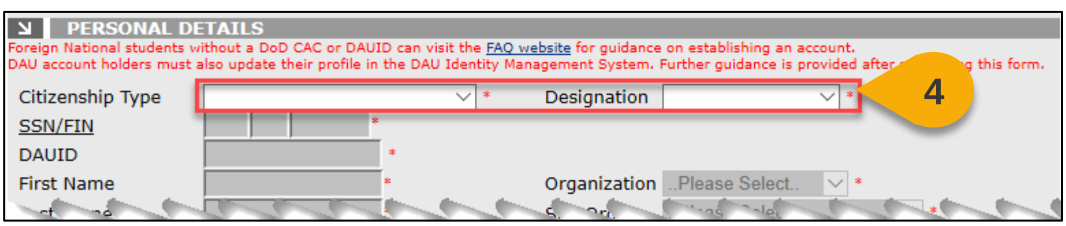
Request an Account Using the SAAR Form (Cont. 1)

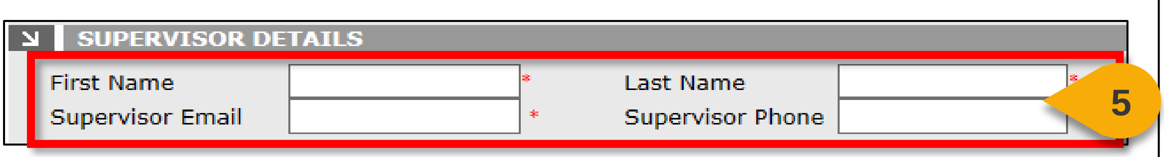
Step 3: Under SYSTEM ASSOCIATION you must select “**Virtual Campus (Online Training)**”. If you choose one of the other options, this will significantly delay the process to have an account created to take a course.



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



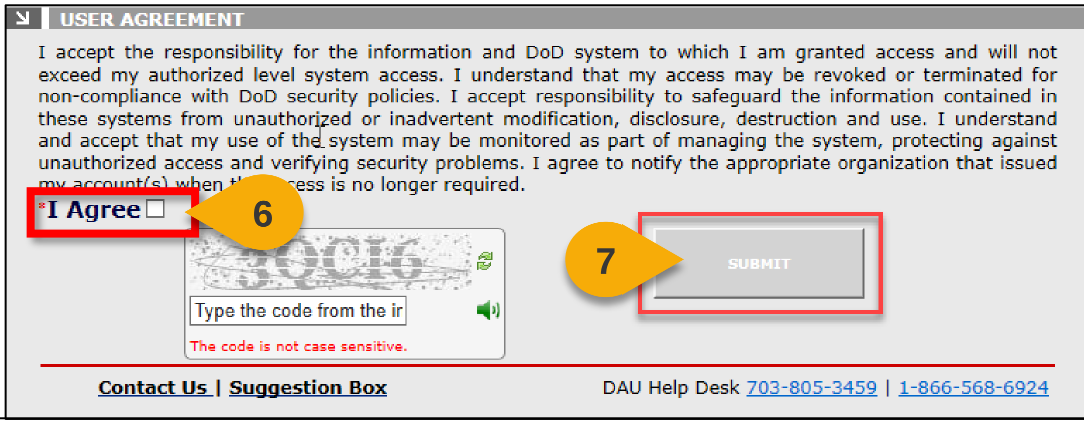
Step 5: Enter your **SUPERVISOR DETAILS**.



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

Type the code from the ir

The code is not case sensitive.

7

SUBMIT

Contact Us | Suggestion Box

DAU Help Desk 703-805-3459 | 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.

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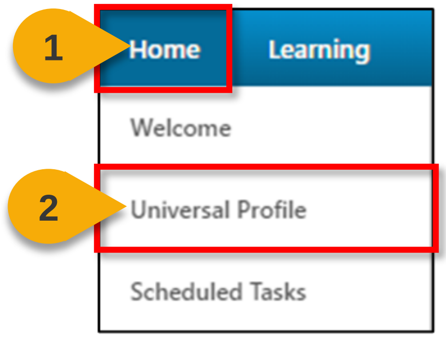
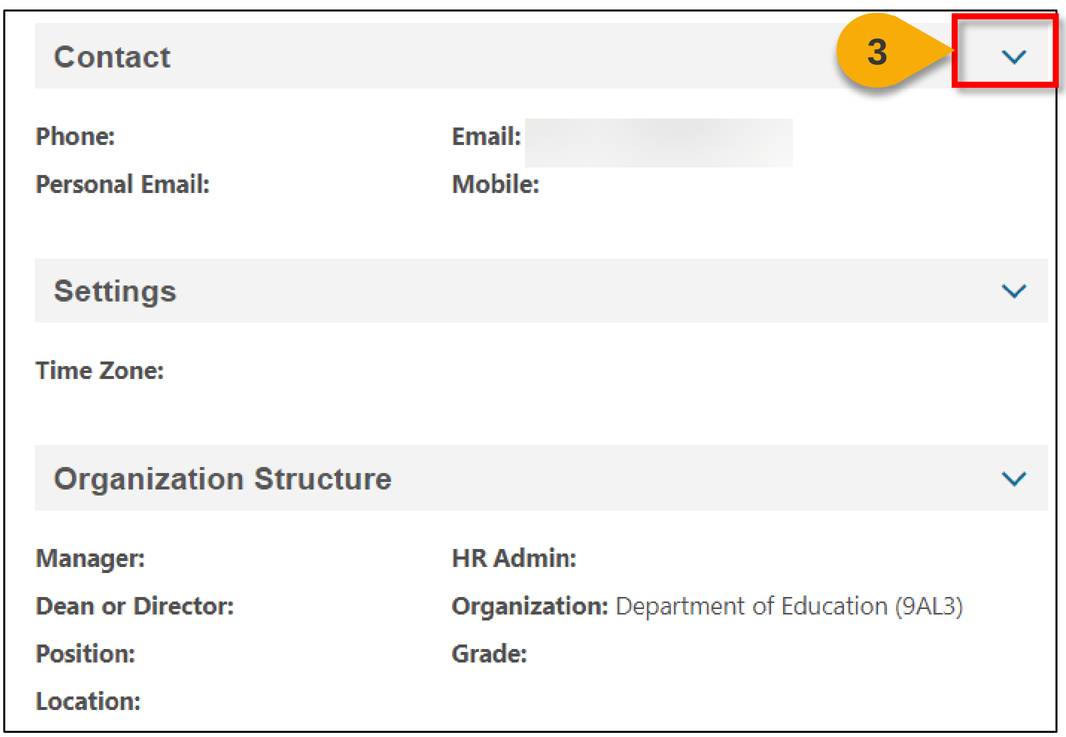
View User Record

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)

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)

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.

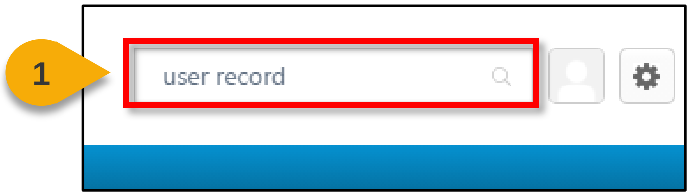
Organization Designation: Select your Organization Designation from the drop-down menu. This form is initially populated by your SAAR Access Request Form.

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

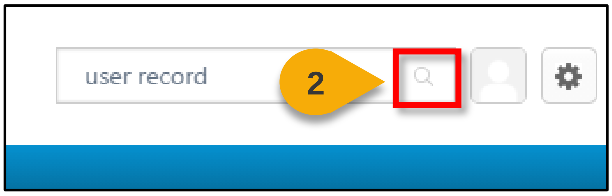
Edit User Record via Advanced Form

When you want to edit the User Record using Advanced Forms…

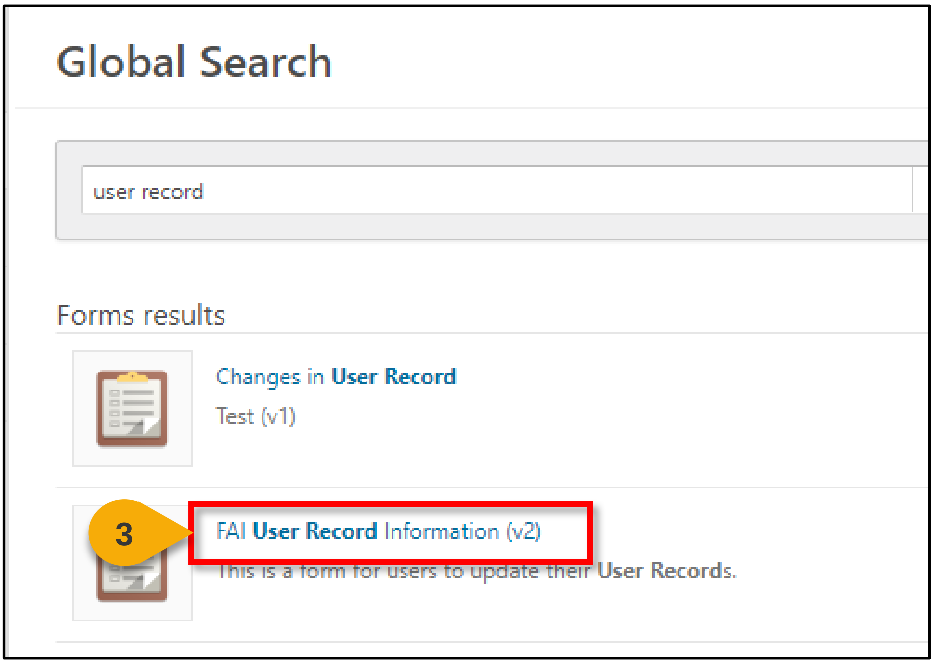
Step 1: Type **User Record** into the Global Search box.



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.



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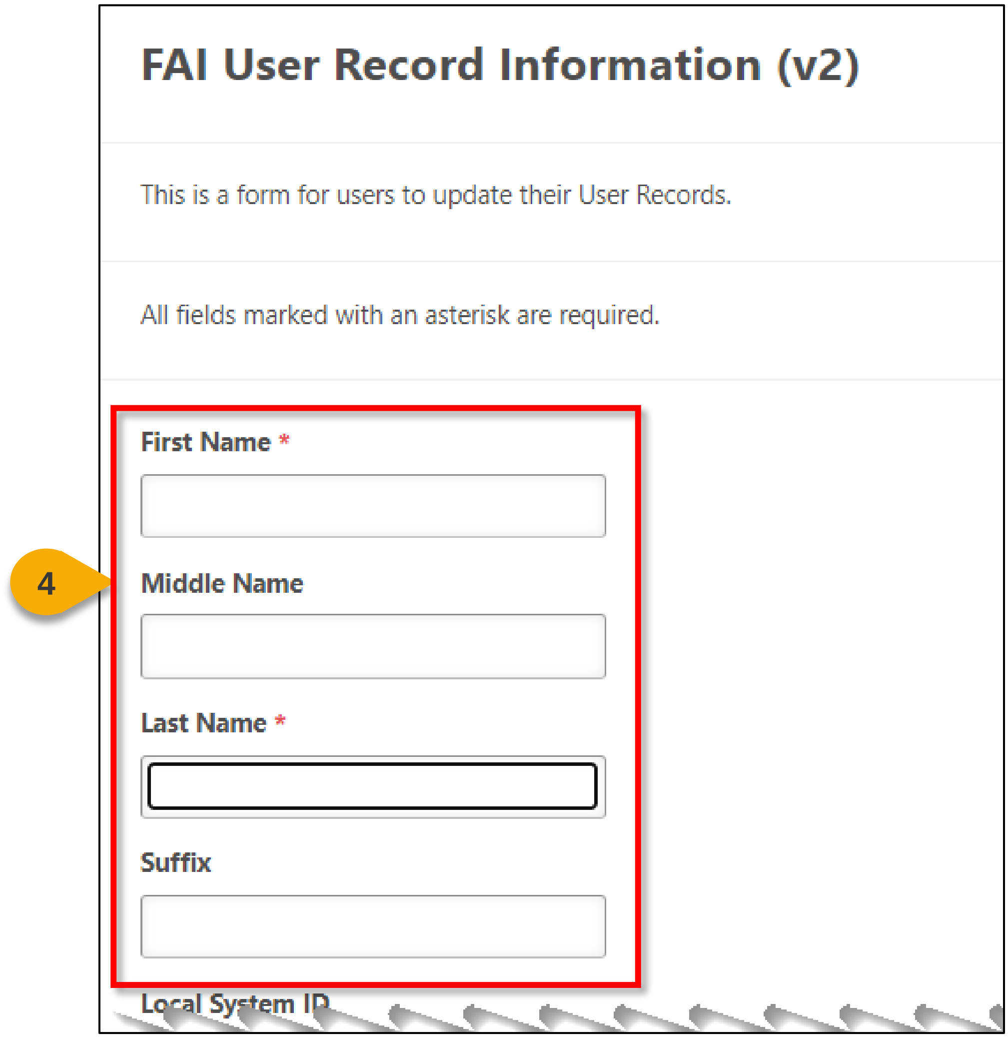
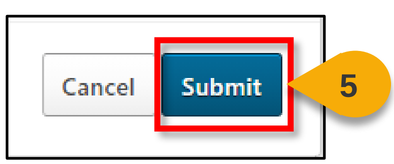
Edit User Record via Advanced Form (Cont. 1)

Step 4: Fill in the form. Fields with an * are required.



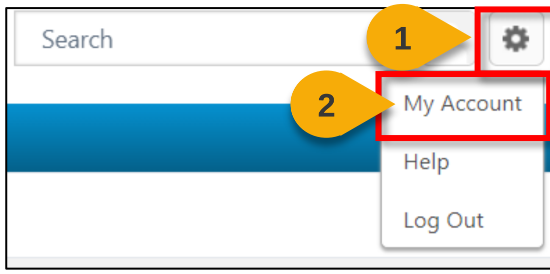
Step 5: When you are finished click **Submit**, You will see the changes reflected on your User Record immediately.



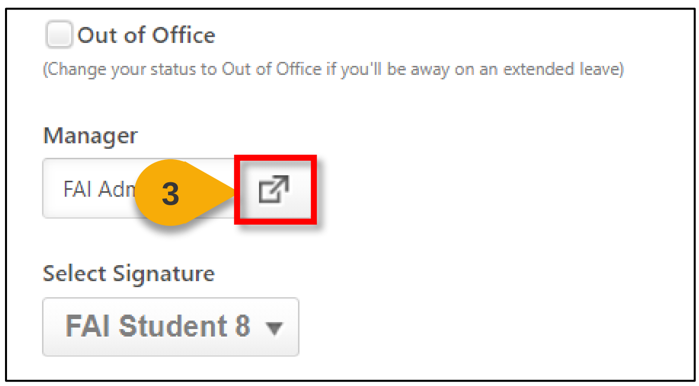
Update Manager

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**.

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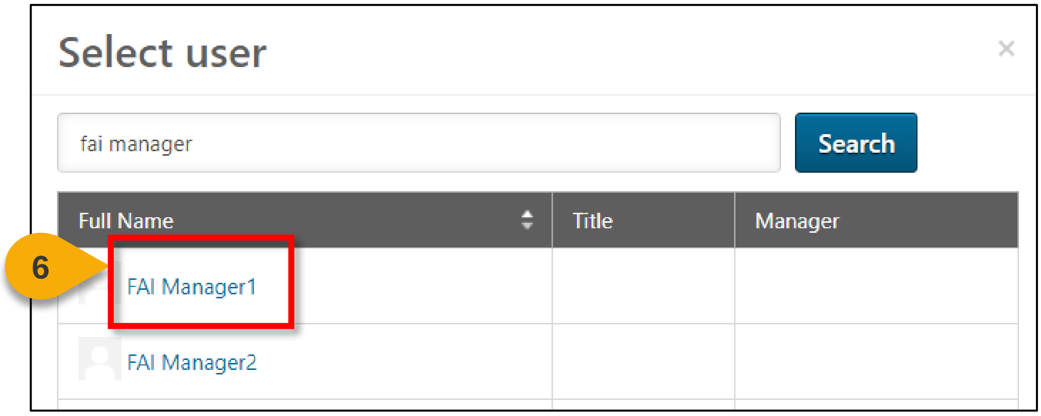
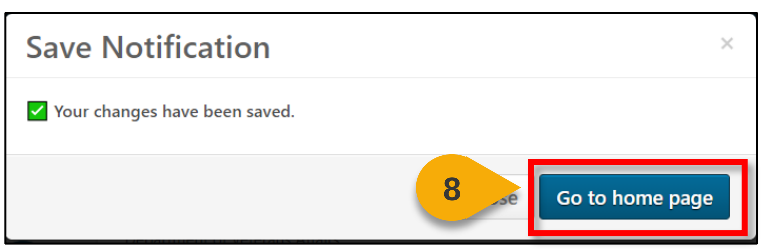
Update Manager (Cont. 1)

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.

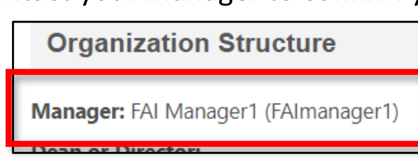


Step 7: You will be returned to the Preferences page. Click **Save**.

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.



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.



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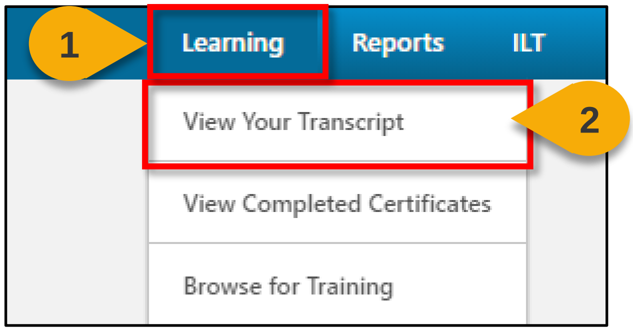
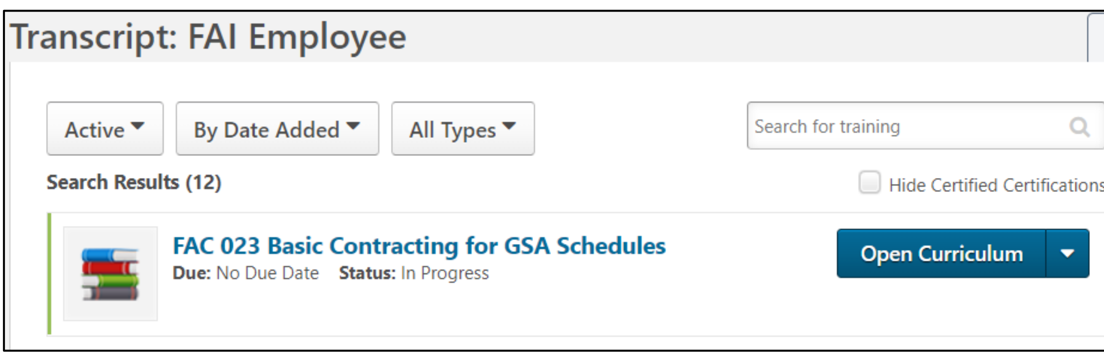
View User Transcript

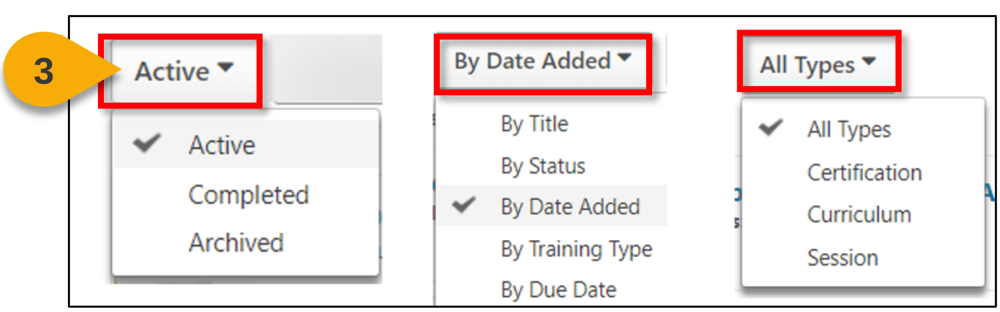
When you want to view your Transcript…

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.

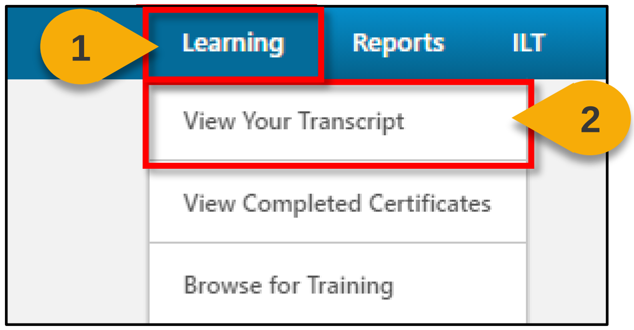




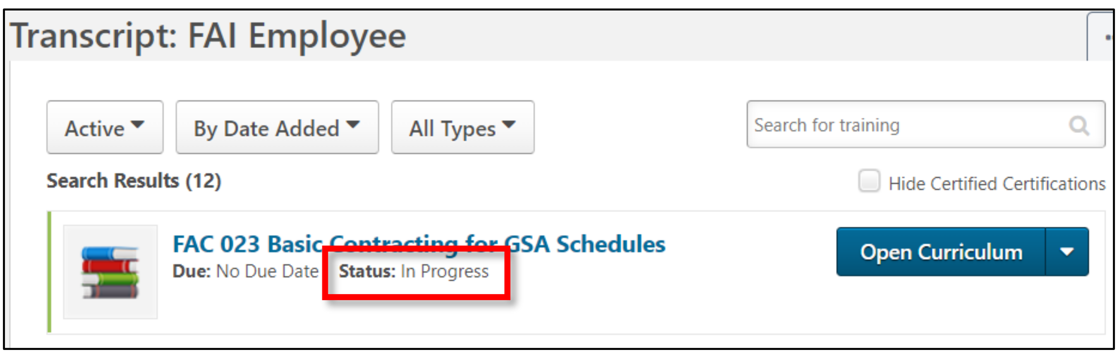
View Transcript Status

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.



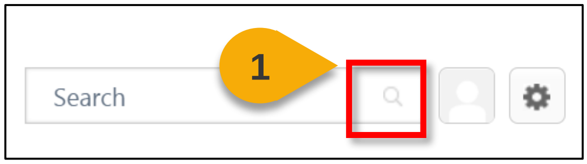
Online Training

Use Global Search

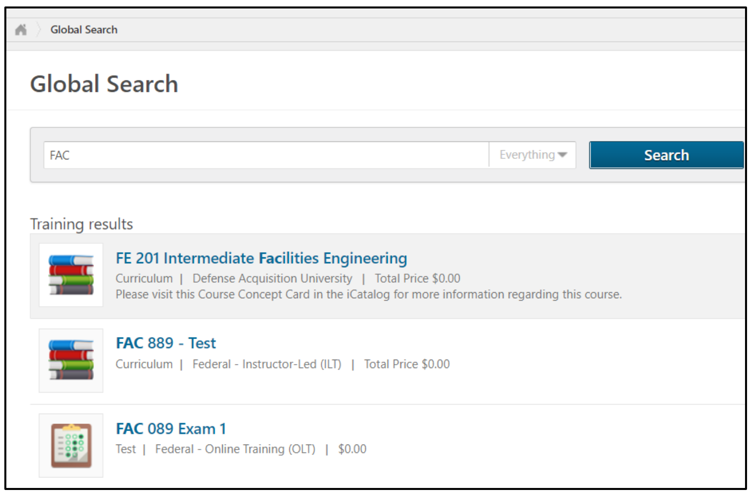
When you want to search for Training, Certifications, or Forms…

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

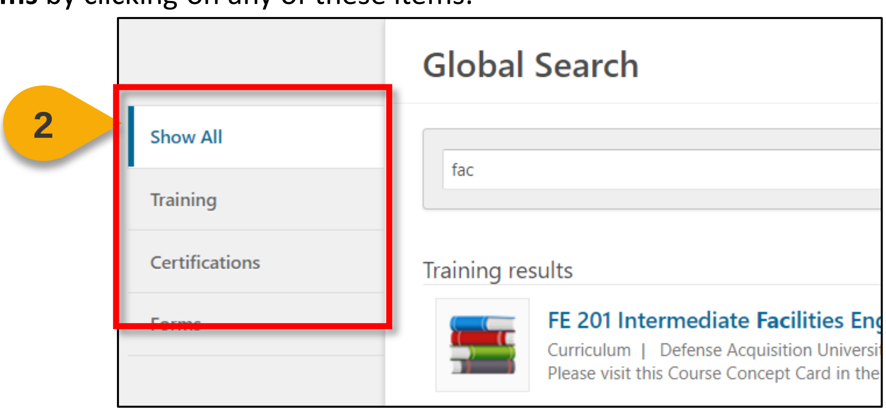
Step 1: Enter your desired Search Terms and click the **Magnifying Glass** or hit enter to search.



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

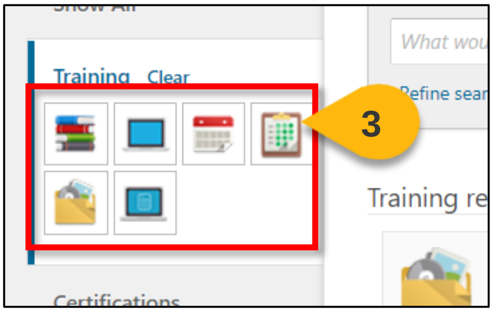


Step 2: To the left of the search bar, you can choose to filter by **Training, Certifications, or Forms** by clicking on any of these items.

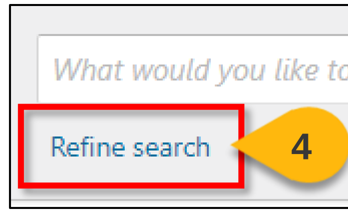


Use Global Search (Cont. 1)

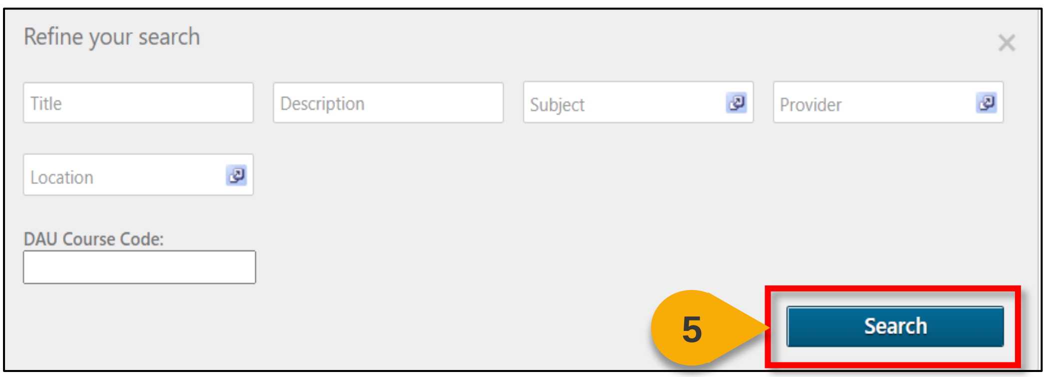
Step 3: When searching for training, click the Training filter to expand the menu further. Click **any Training Type** to filter by that type.



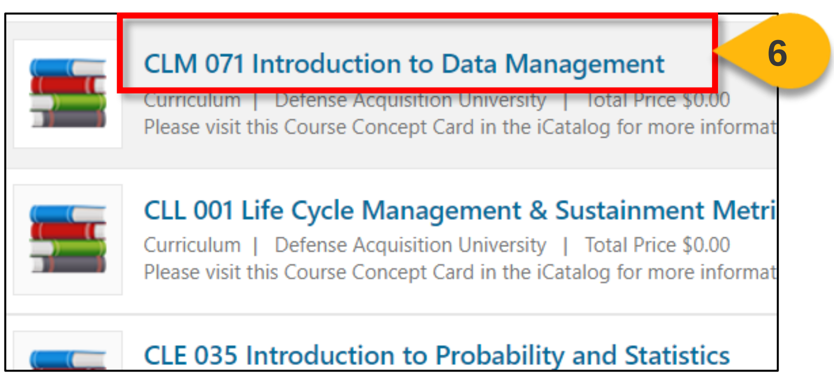
Step 4: The Refine Search option will appear under the search bar. Click **Refine Search** to view additional filters.



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



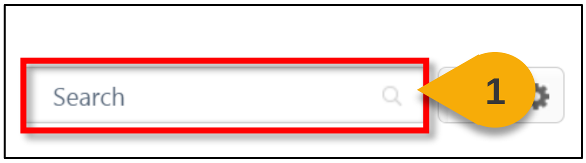
Step 6: To open any search result, click the search result **title**.



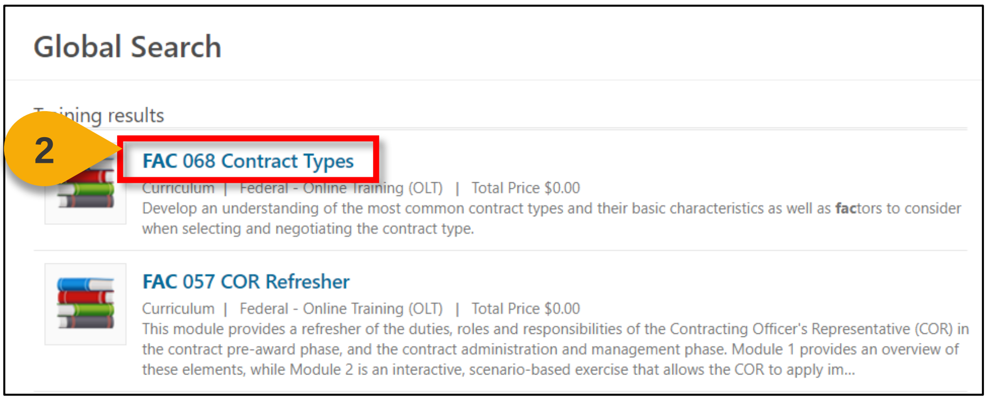
Register for Online Training (OLT)

When you want to register for Online Training…

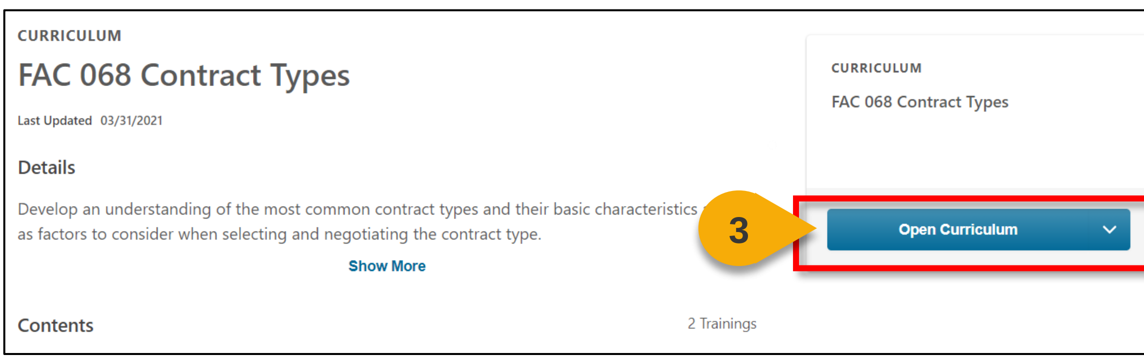
Step 1: Type the name of the OLT you would like to take into the Global Search box and click **the magnifying glass** or hit enter. See the “Use Global Search” task aid for more information on searching for training.



Step 2: Your search results will appear on the next page. Click the **title** of the OLT you would like to take.

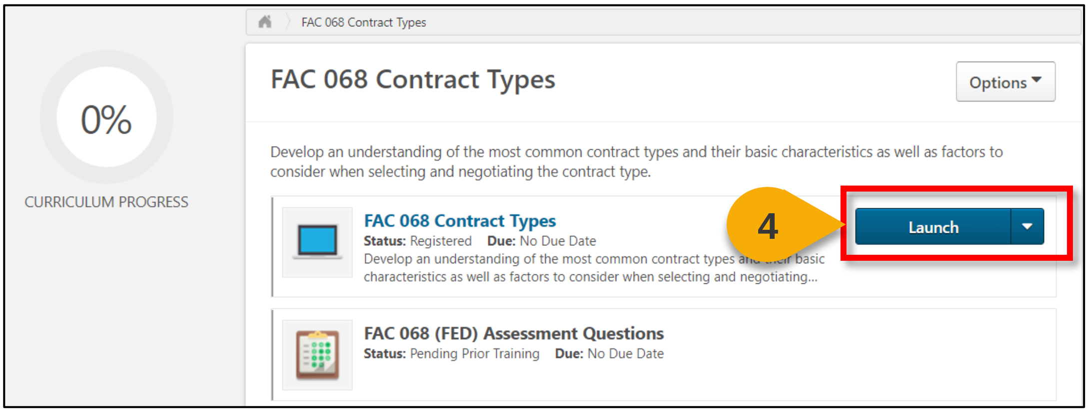


Step 3: Click the **Open Curriculum** button to register for the OLT. The course will then be added to your Transcript with a status of In Progress.



Register for Online Training (OLT) (Cont. 1)

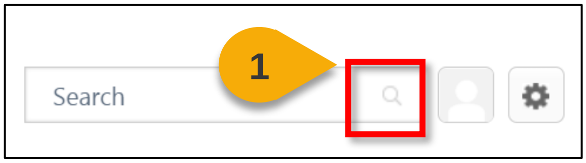
Step 4: The Curriculum Player page will show. You will see all components that are a part of the curriculum. Click **Launch** to start the training. The training will open in a new window.



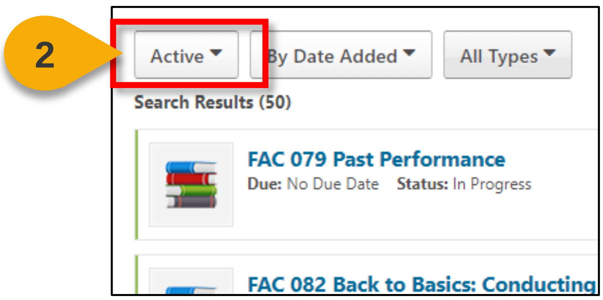
View Completion Certificate

When you want to view/download/print a completion certificate…

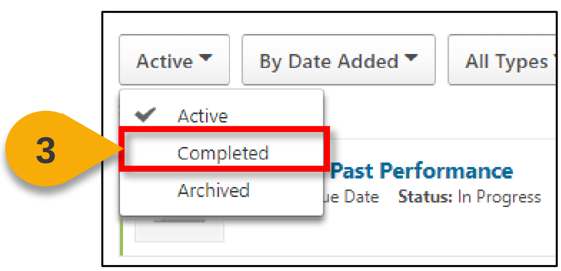
Step 1: Use the View User Transcript” task aid to navigate to your task aid.



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.

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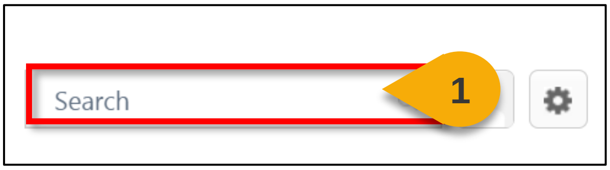
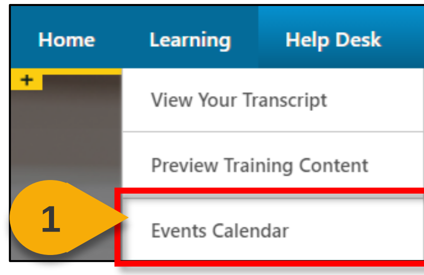
Instructor-Led Training

Register for Instructor-Led Training (ILT)

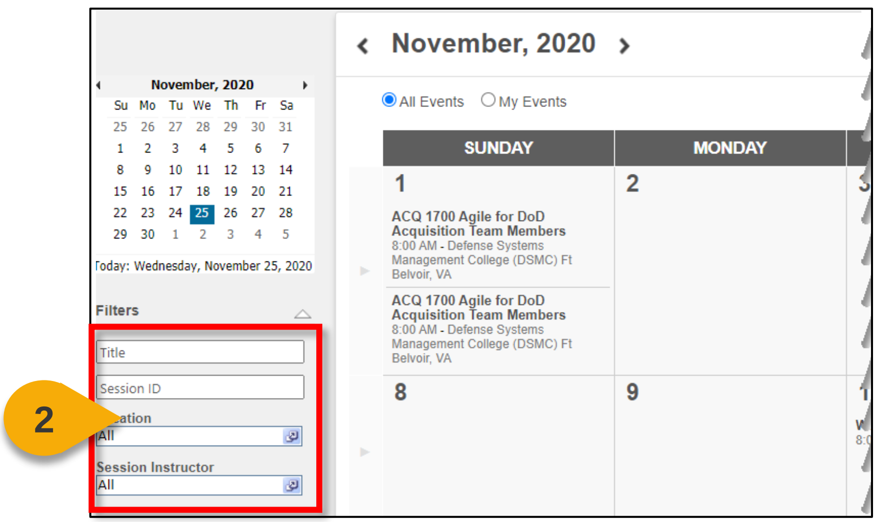
When you want to register for an Instructor Led Training…

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

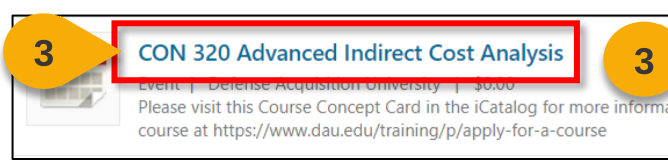


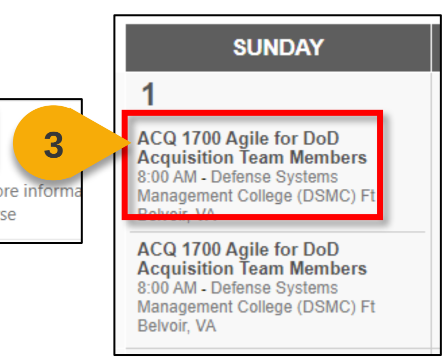


Step 2: On the Events Calendar, you can search by Title, Session ID, Subject, or Instructor.



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



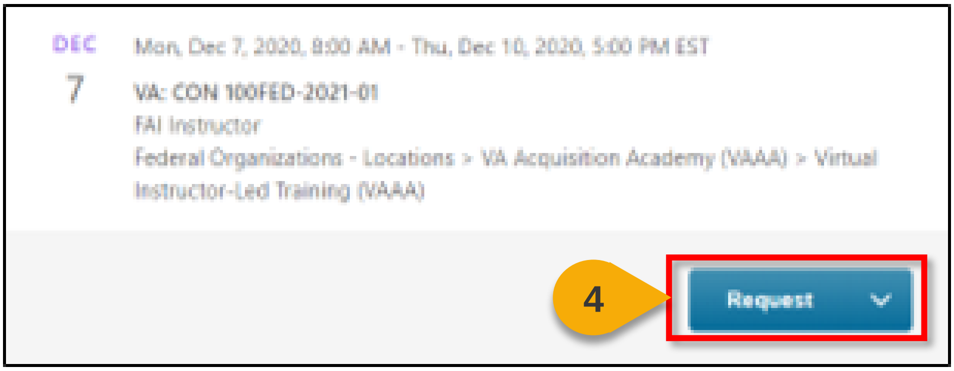


Register for Instructor-Led Training (ILT) (Cont. 1)

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.

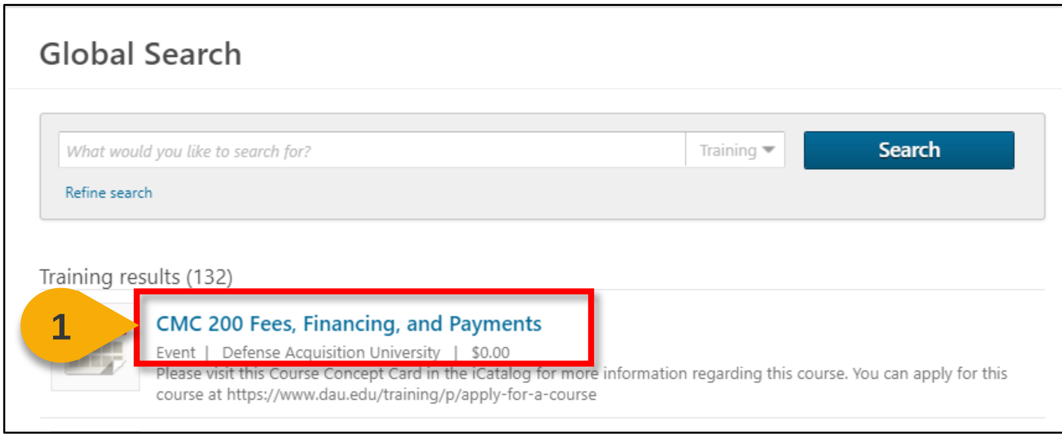
Waitlist: If you see the waitlist option, the Agency sponsoring this Session may not be allowing Users from your Agency at this time or the course may be full. Choose this option to be placed on the Waitlist for the Session.



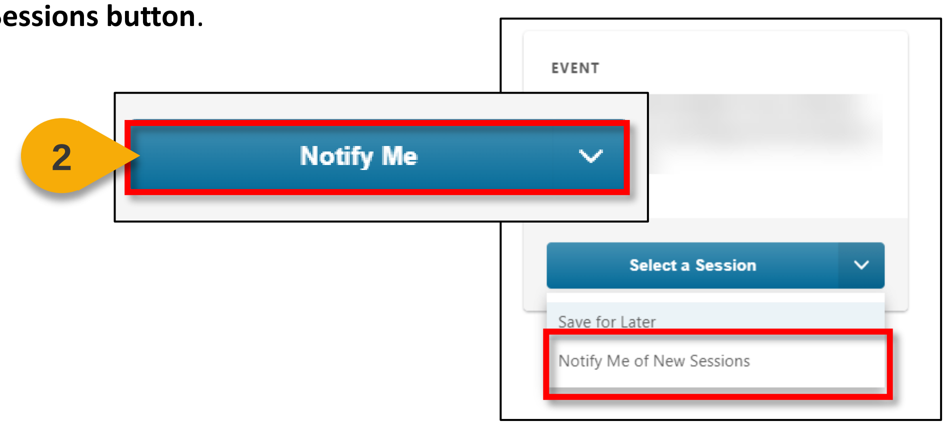
Indicate Interest in a Future Session

When interested in a course once new Sessions become available…

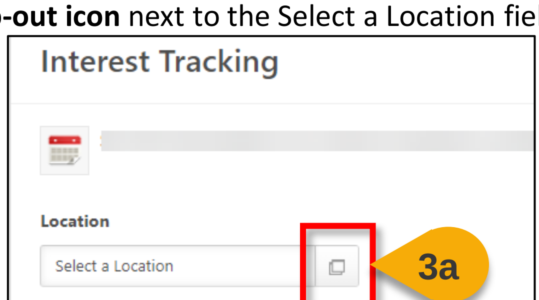
Step 1: Use Global Search to search for the course you'd like to take. Refer to the "Use Global Search" task aid. Click on the **Event Title**.



Step 2 : On the on the Event page, click either the **Notify Me** or **Notify Me of New Sessions button**.

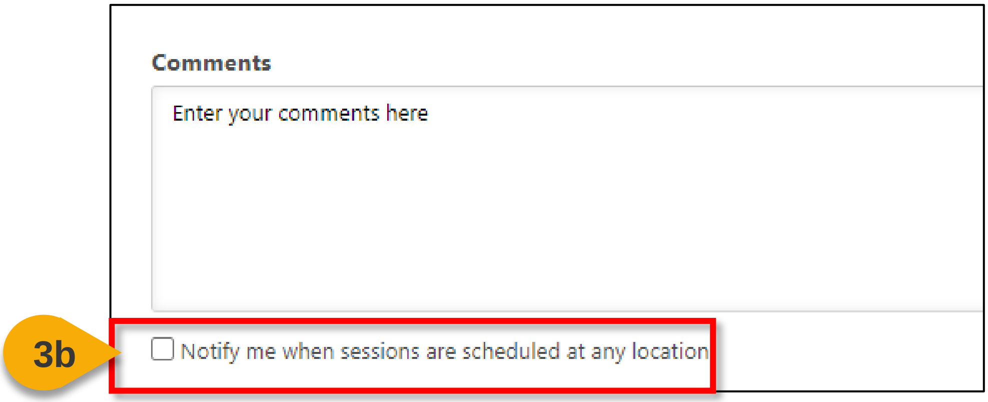


Step 3a: You have the option to select to be notified of Sessions held in a specific location. Click the **pop-out icon** next to the Select a Location field to do this.



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**.

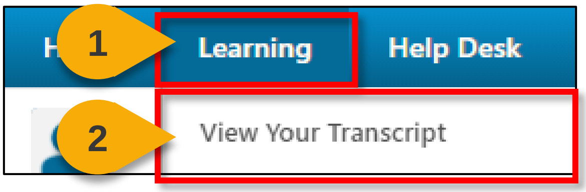


Step 4: Once you have completed selecting the location preferences, click the **Submit button** at the bottom of the page. You will receive an email notification when new Sessions are added that meet the location criteria you provided.

Withdraw from an ILT

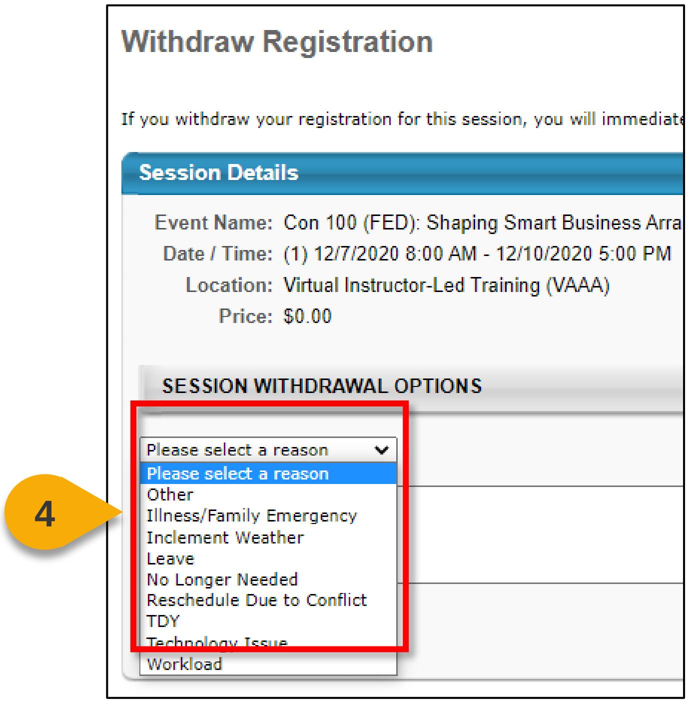
When you need to withdraw from an ILT course…

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

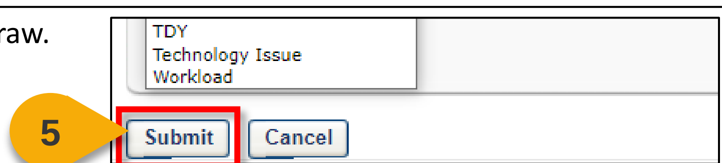


Step 3: Search and find the course you wish to withdraw. Select **Withdraw**. **Note:** If Withdraw is not the option in the blue button, you may need to click the triangle to expand the menu.

Step 4: Select a reason for withdrawal in the **Please select a reason dropdown**.



Step 5: Click **Submit** to withdraw.



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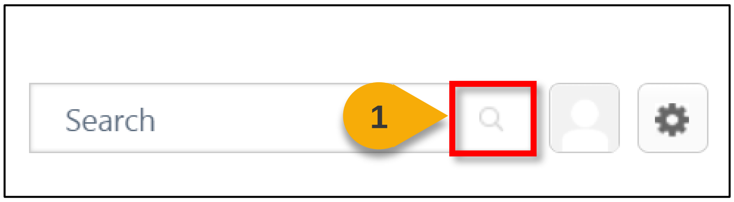
Equivalency & Fulfillment Forms

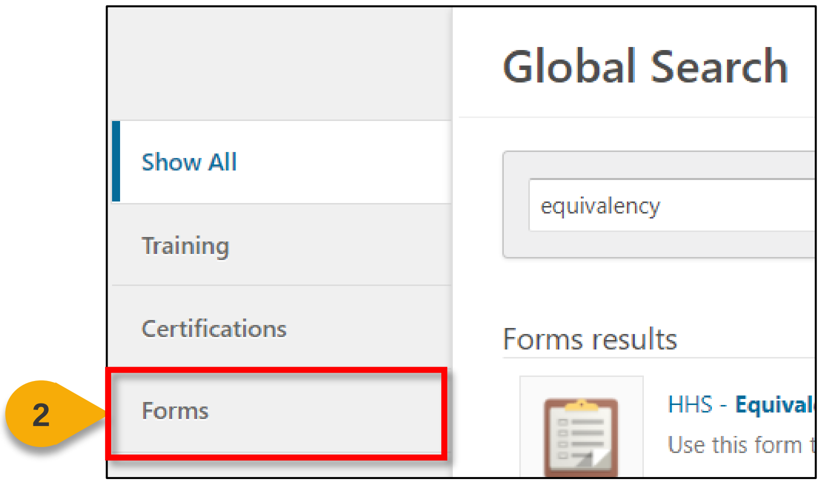
Submit an Equivalency/Fulfillment Form

When you want to request Equivalency or Fulfilment for a Course…

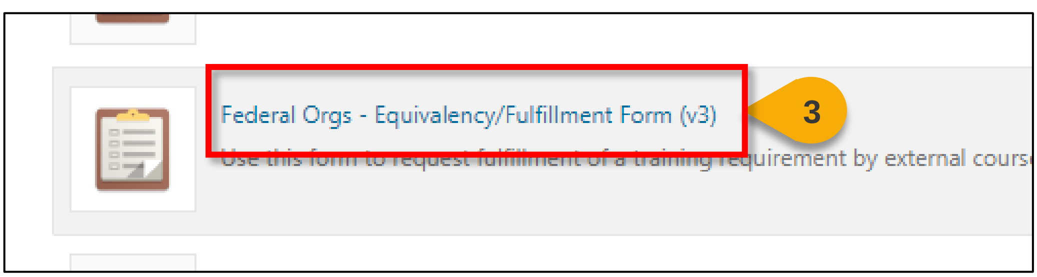
Step 1: Use Global Search to search for the keyword "Equivalency". Click the **Magnifying Glass** to search.



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

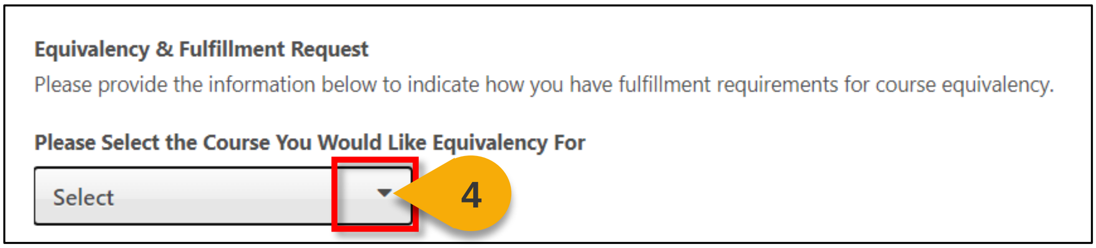


Step 3: Click on the **Equivalency/Fulfillment Form** for your Agency.

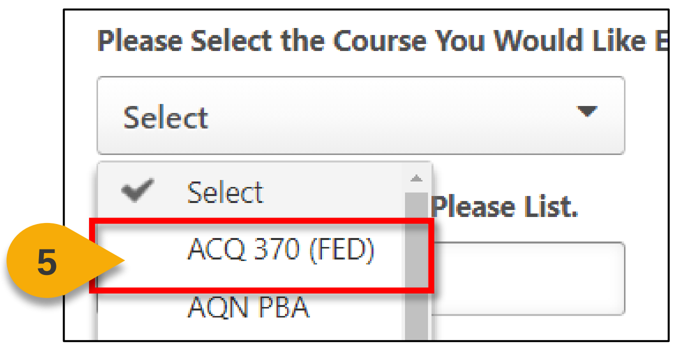


Submit an Equivalency/Fulfillment Form (Cont. 1)

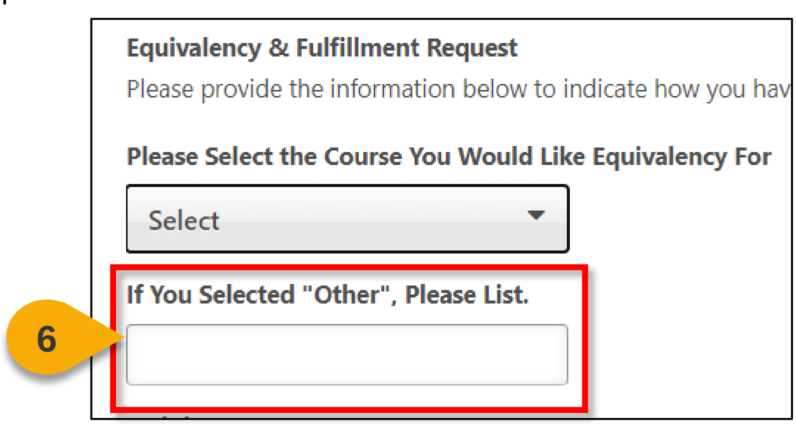
Step 4: Select the **dropdown arrow** to choose the course for which you would like an equivalency.



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

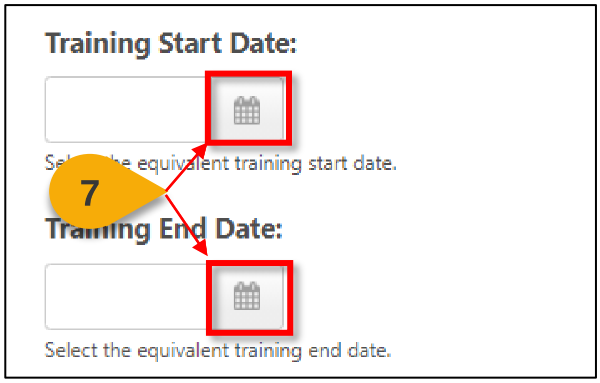


Step 6: If the course you are trying to request an equivalency for is not available in the dropdown, choose Other and enter the course code in the field labeled **If You Selected "Other", Please List**. **Note**: You must use the format ABC 123 (FED) or your request will not be approved.

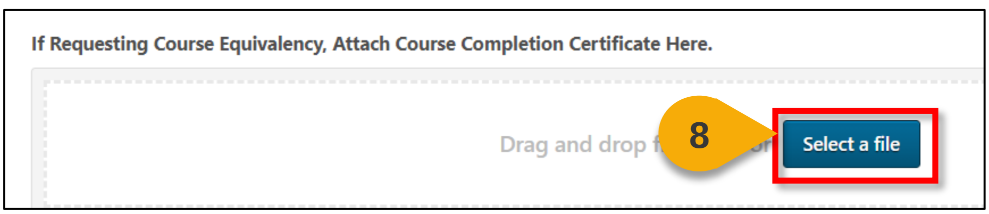


Submit an Equivalency/Fulfillment Form (Cont. 2)

Step 7: Click the **calendar icons** to enter the Training Start and End dates.

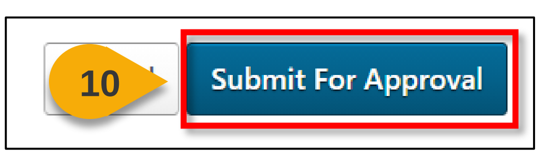


Step 8: Click **Select File** to add any supporting documentation in the attachment sections. You can add multiple attachments to any section.



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

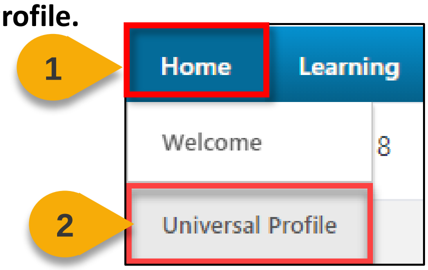
Step 10: Click **Submit for Approval** to route to your Agency Equivalency and Fulfillment Approvers. After final approval, the course will appear on your Transcript, marked as “Exempt” within 14 days.



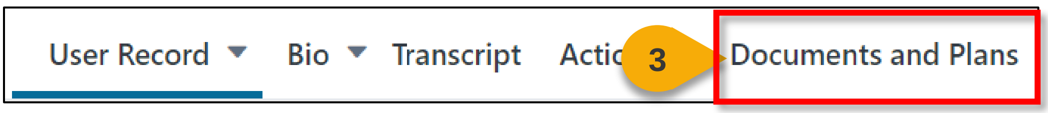
View Submitted Forms

When you want to see the forms you've submitted…

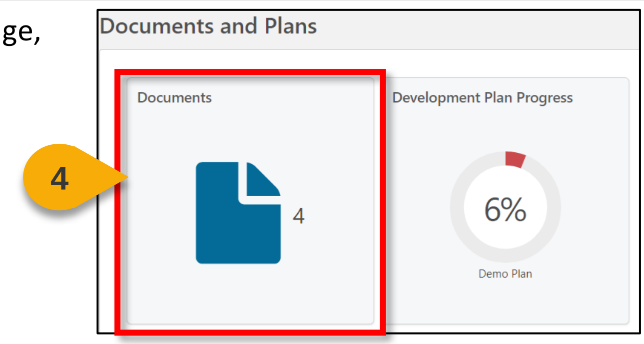
Steps 1 & 2: Hover over **Home** and click **Universal Profile.**



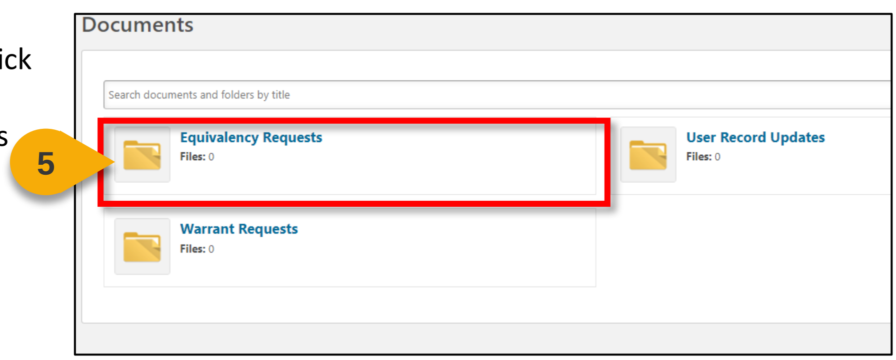
Step 3: Click **Documents and Plans**.



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.

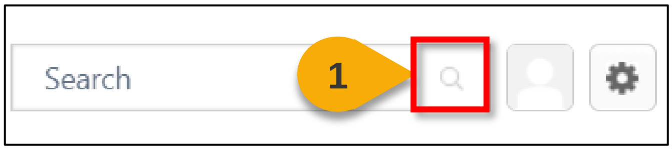
User Record Updates: Contains User Record Update Forms you have submitted.

Certifications

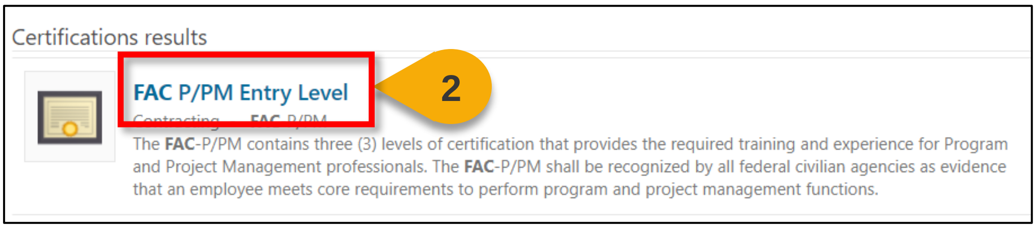
Request and Manage a Certification

When you want to request a Certification…

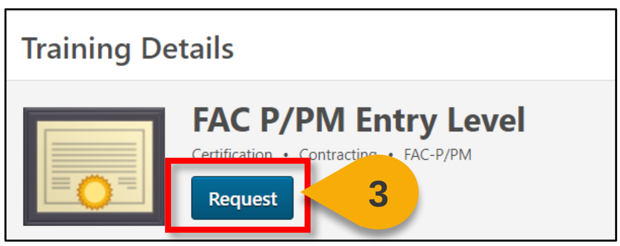
Step 1: In Global Search, **type** in the Certification you wish to request and click the **Magnifying Glass**.



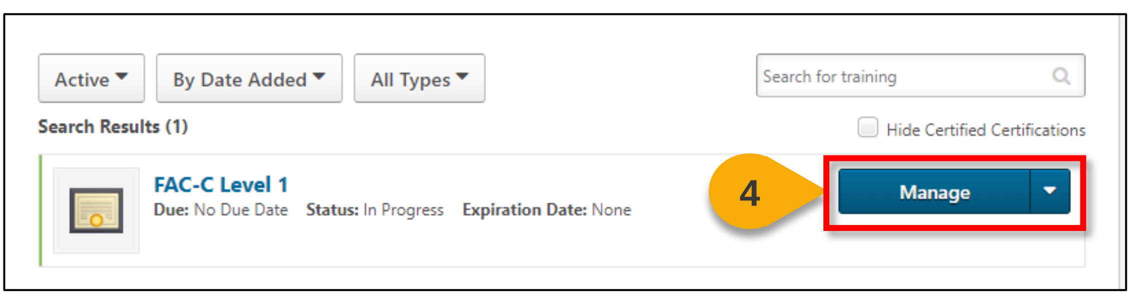
Step 2: In the results, click the **Certification Title**.



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
Experience & Education (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)						
Federal Education Verification-FAI FAC-C - Lvl 1&2	Observation Checklist	1.00	[illegible]	Request	No	
Federal Experience Verification - FAI FAC-C Lvl 1	Observation Checklist	1.00	Not Activated	Request	No	
Required Training (Required Completion: Min = 12.00, Max = 12.00 / Acquired Completion: 1.00)						
Con 091 (FED): Contract Fundamentals	Event	0.00	Not Activated	Request	No	
CON 121 Contract Planning	Curriculum	1.00	Not Activated	Request	No	
CON 124 Contract Execution	Curriculum	1.00	Not Activated	Request	No	

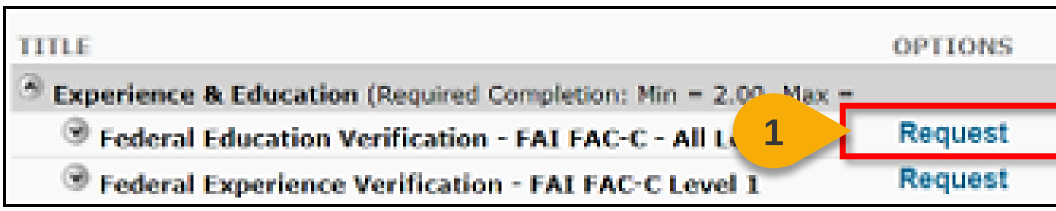
Certification Details Columns:
Title: The title of the Learning Object you need to complete. This could be a checklist, a training, or another Certification.
Type: The Learning Object type.
Completion: How many completions this Learning Object is worth. As a student, you can ignore this column.
Status: 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

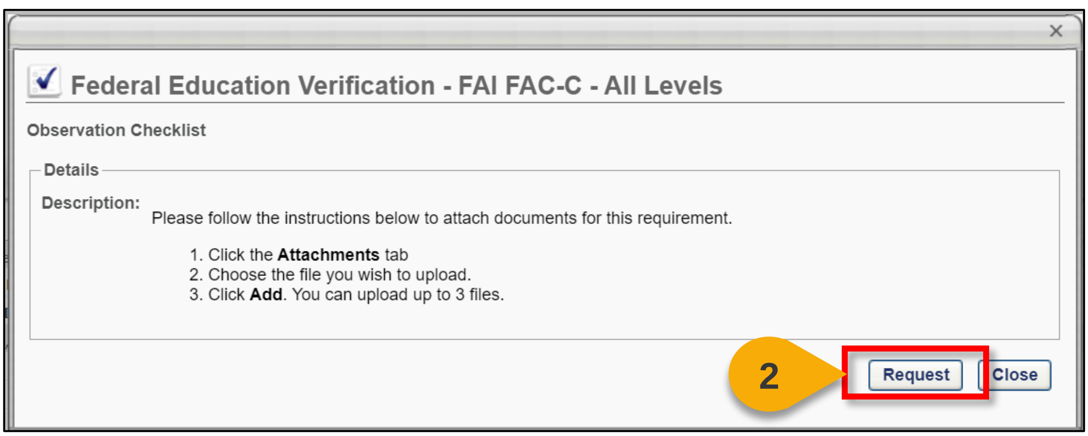
When you need to submit an Education or Experience Verification Checklist for a Certification…

Checklists are used to validate experience and education requirements for Certifications.

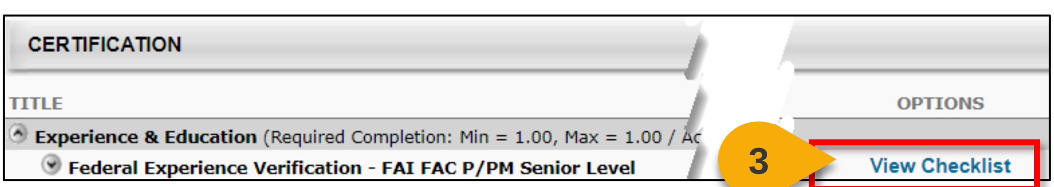
Step 1: Refer to the “Request and Manage a Certification” task aid to navigate to the Certification Details page of the Certification you would like to complete. Click **Request** in the Options column of the checklist you would like to complete.



Step 2: After you click on Request. A popup will appear, click **Request** again.

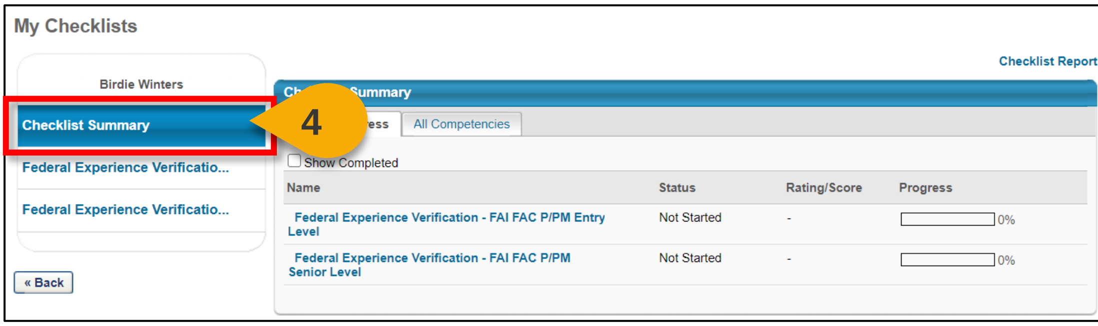


Step 3: On the Certification Details page, click **View Checklist**.



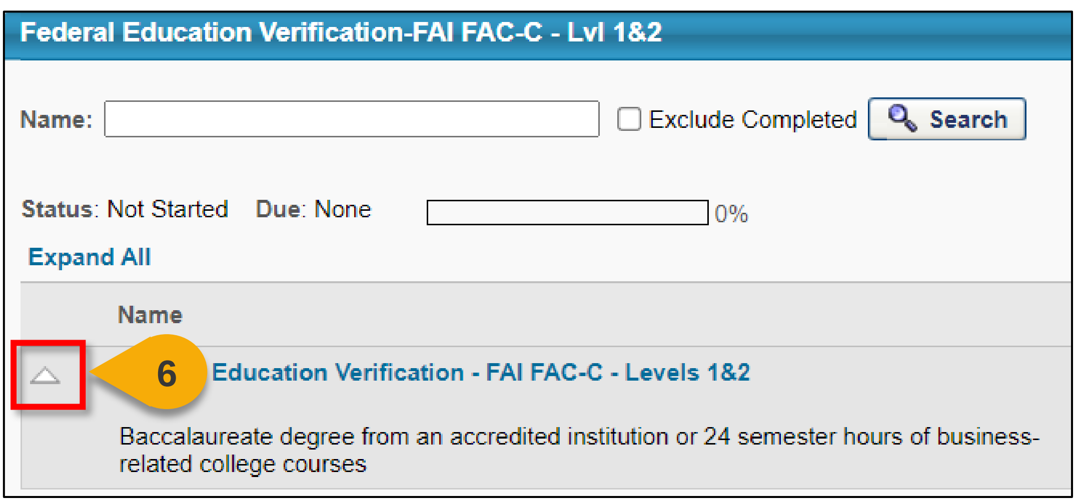
Request Education/Experience Verification (Cont. 1)

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.



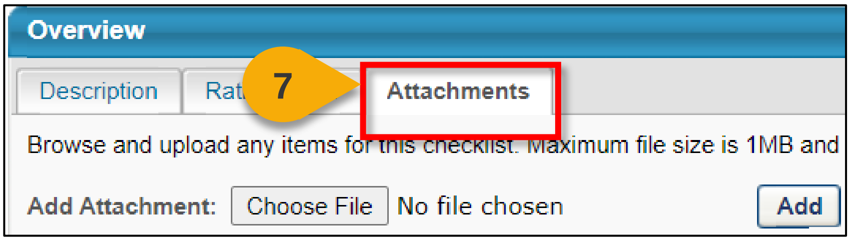
Step 5: Click the **name** of the Checklist you wish to complete**.**

Step 6: Click the **triangle** next to the checklist name to view the requirements for this checklist.

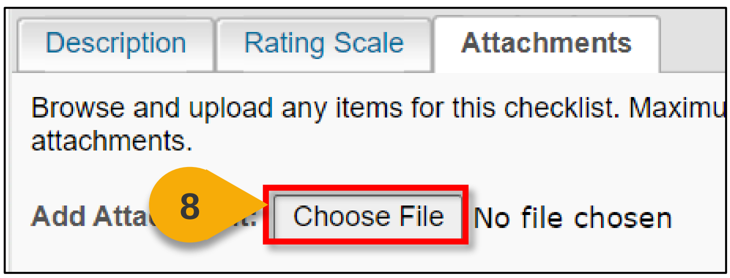


Request Education/Experience Verification (Cont. 2)

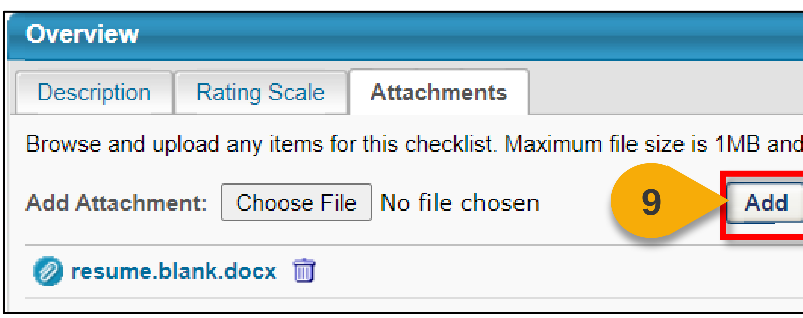
Step 7: Click on the **Attachments** tab to upload any necessary documents for the checklist verifier to review.



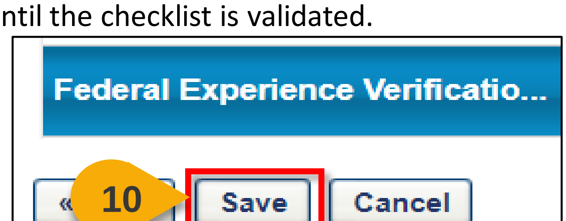
Step 8 : Click **Choose File** to add a copy of your resume or other relevant documents.



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



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.



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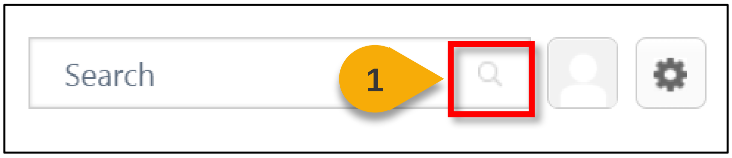
Warrants

Submit a Warrant Application Form

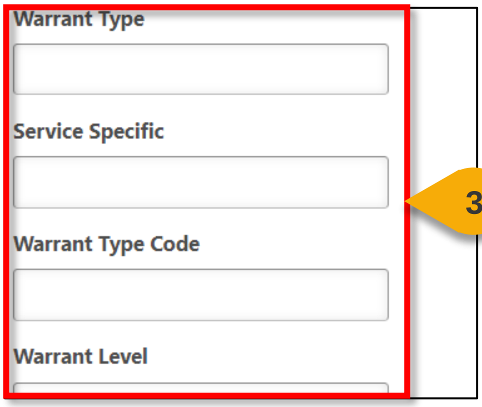
When you need to submit an application for a Warrant

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.

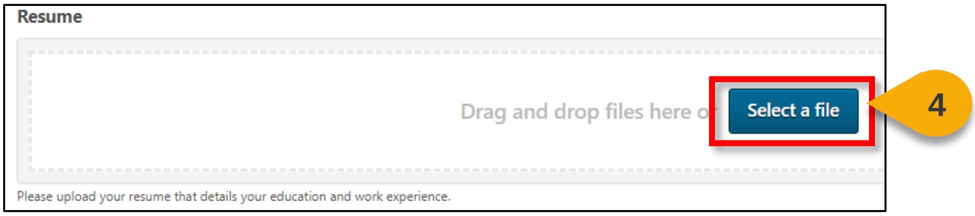


Step 2: Click on the **Warrant Application form title** to open the form.

Step 3: Complete all fields as instructed by your Agency. The fields on this form will vary by Agency.



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.



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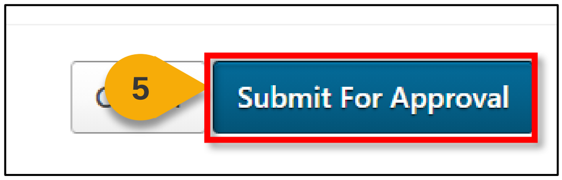
Submit a Warrant Application Form (Cont. 1)

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

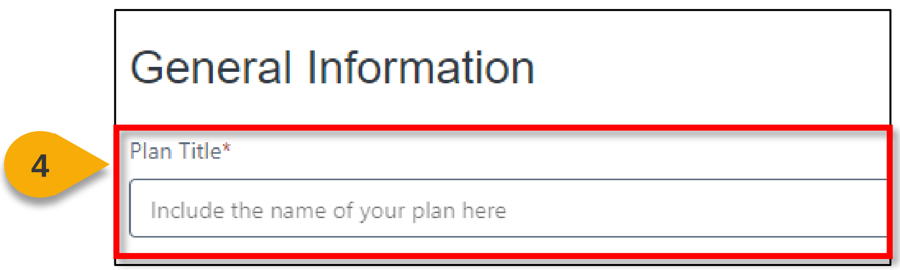
Create an IDP

When you want to create an IDP…

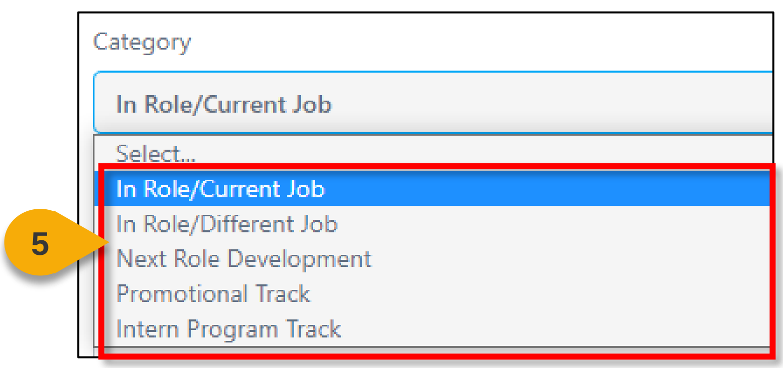
Steps 1 & 2: Hover over **Performance** and click on **Development Plans.**

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

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

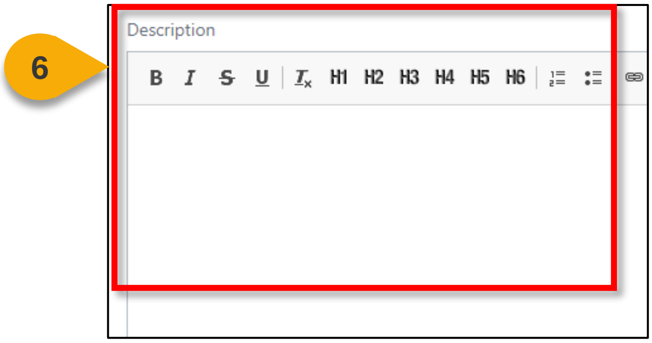


Step 5: Select the Category for this IDP from the **Category** dropdown.

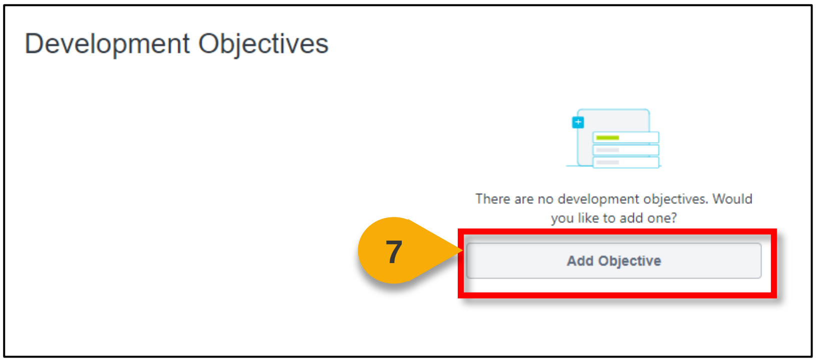


Create an IDP (Cont. 1)

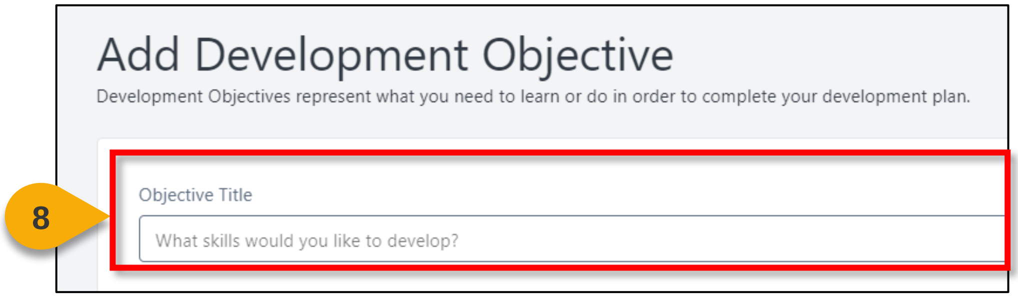
Step 6: Add a description for this IDP in the **Description field**.



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



Step 8: Enter an **Objective Title**.



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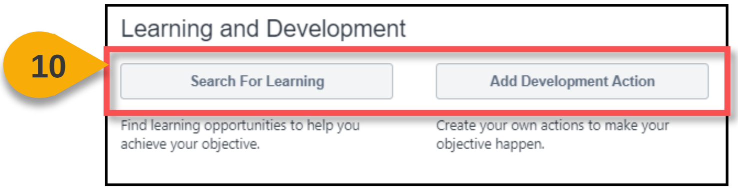
Create an IDP (Cont. 2)

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

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**.



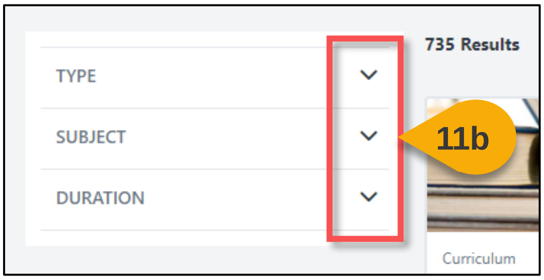
Search for Learning:
Encompasses training sessions provided. It allows you to select online sessions.

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**.

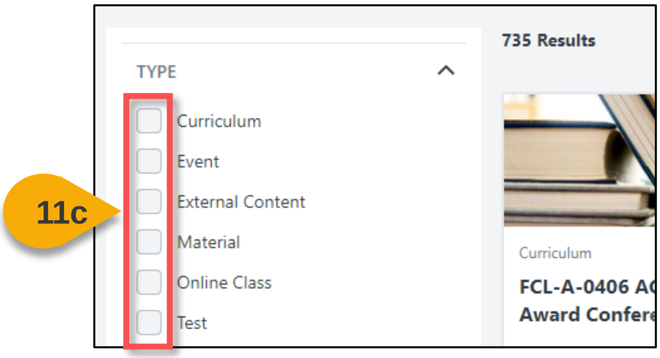
Create an IDP (Cont. 2)

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.

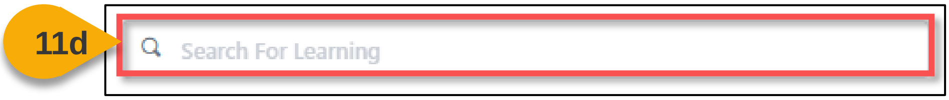


Step 11c: The filter options will expand on the screen. Select the filter you wish to apply by clicking on the **checkboxes** next to each option.

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**.



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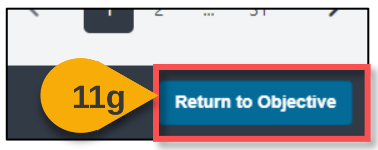
Create an IDP (Cont. 3)

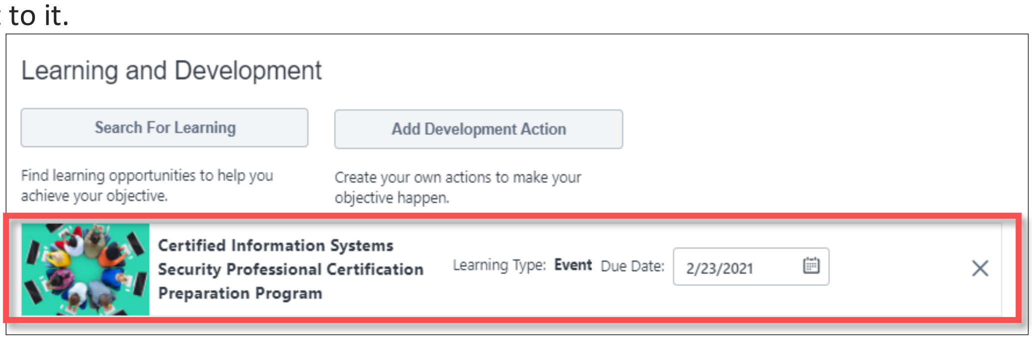
Step 11e: Select the **Add to Objective** link beneath any training you want to add. Multiple training courses can be selected.

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

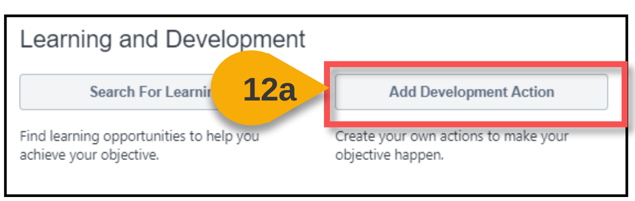
Step 11g: Once you are done selecting the training courses to be added to your Objective, click **Return to Objective** at the bottom of the page.



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.



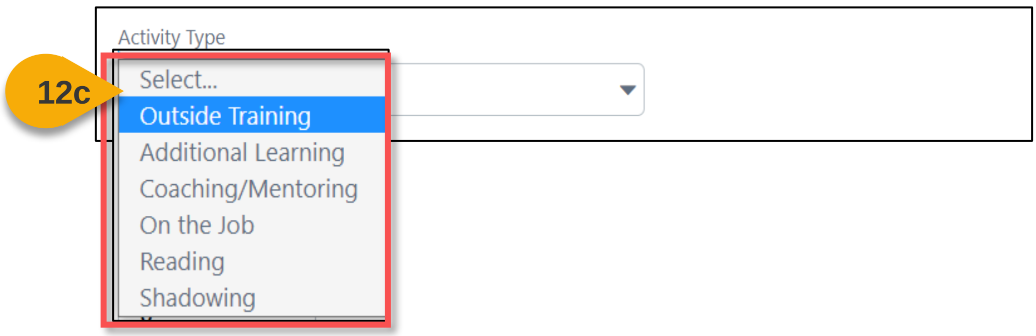
Step 12a: To add action items not in the CSOD catalog to your IDP Objective, click on **Add Development Action**.



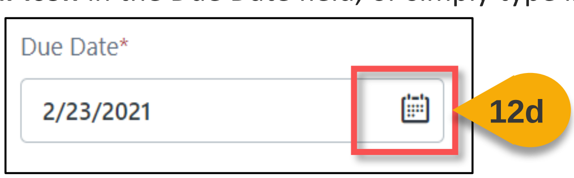
Create an IDP (Cont. 4)

Step 12b: A pop-up window will appear on the screen. You must add at description to your development action in the **Description field**.

Step 12c: Select the **activity type** from the Activity Type dropdown menu.



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.



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".

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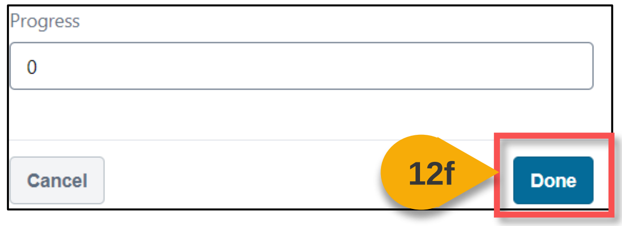
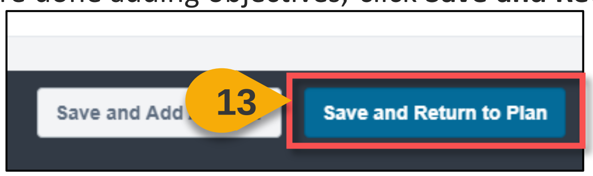
Create an IDP (Cont. 5)

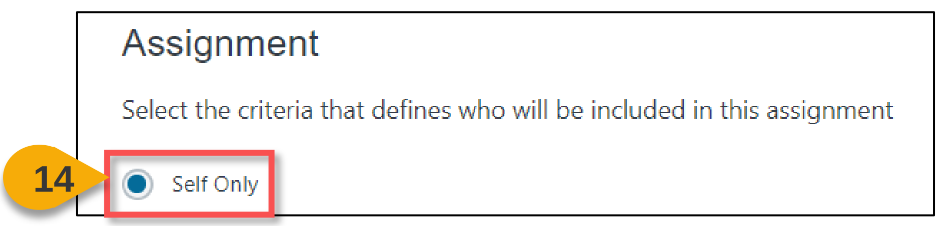
Step 12f: Click **Done** to add the activity to your IDP.



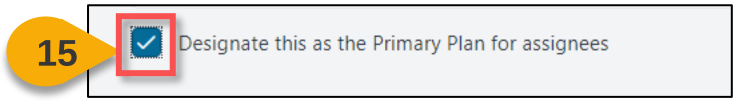
Step 13: When you are done adding objectives, click **Save and Return to Plan**.



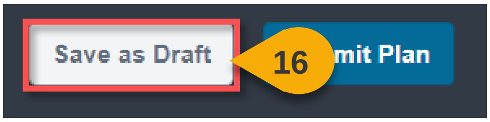
Step 14: Under Assignment, select **Self Only** to assign this IDP to yourself. If you are a Supervisor, you can assign this IDP to your employees. To assign IDPs to employees, view the “Manager” task aids.



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**.



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

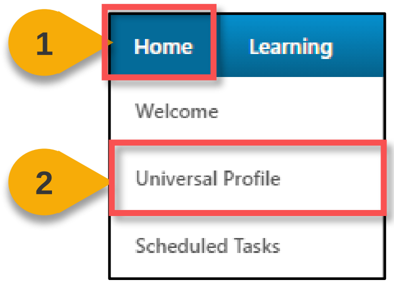


Step 17: To submit the plan for Manager approval, click **Submit Plan**.

Update an IDP

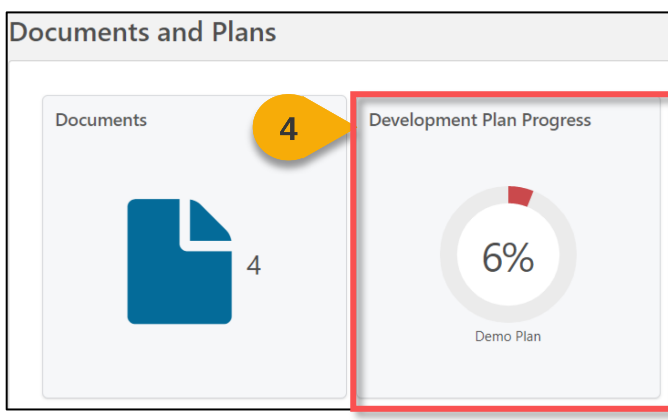
When you want to update an IDP Objective, Training or Action Step…

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

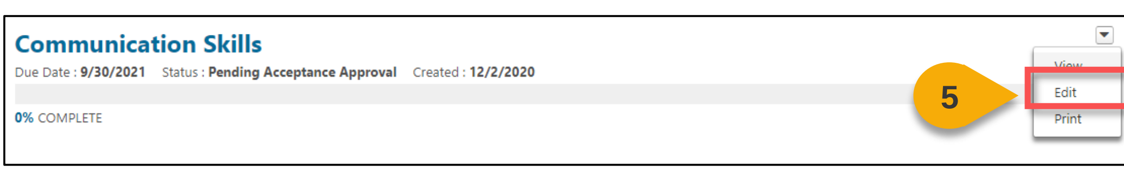


Step 3: Click on the **Documents and Plans** tab.

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

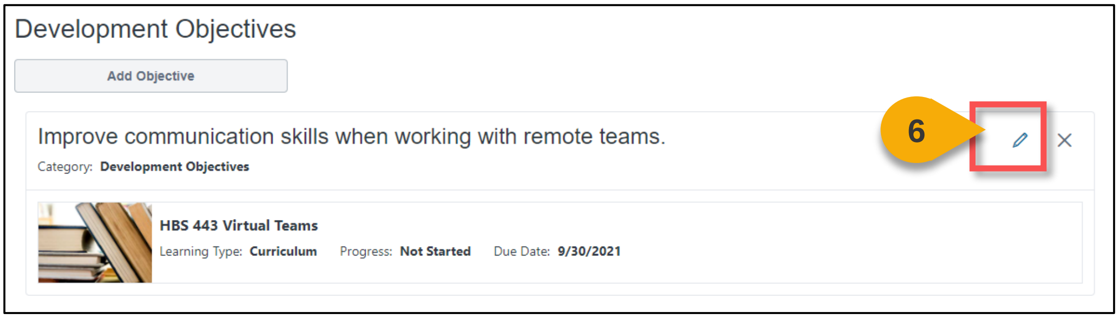


Step 5: Select the dropdown icon **Edit option** next to the IDP to which you want to add a new Objective.

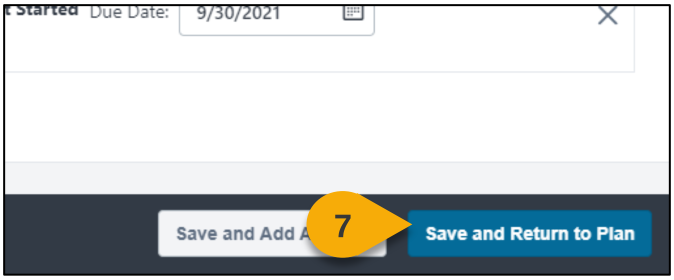


Update an IDP (Cont. 1)

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



Step 7: When you've completed your edits, click **Save and Return to Plan**.

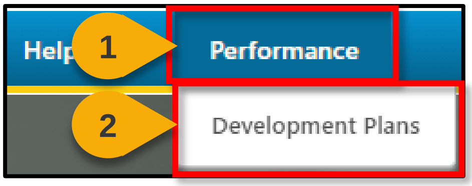


Step 8: Click on the **Submit Plan button** when you are ready to resubmit your plan for approval.

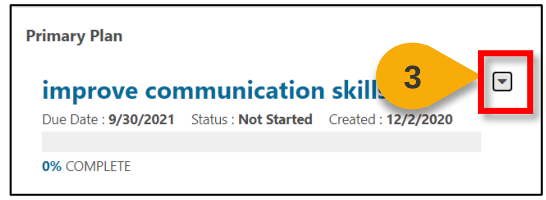
Cancel an IDP

When you want to cancel an IDP…

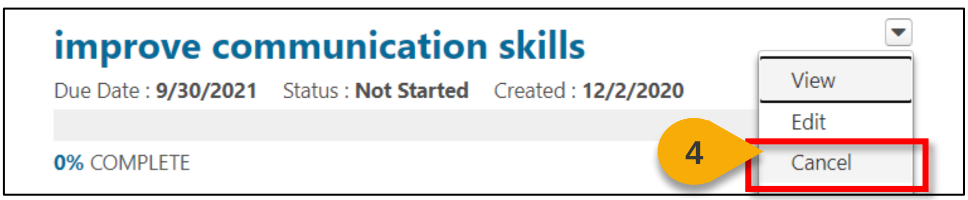
Steps 1 & 2: Hover over the **Performance tab** and then click **Development Plans**.



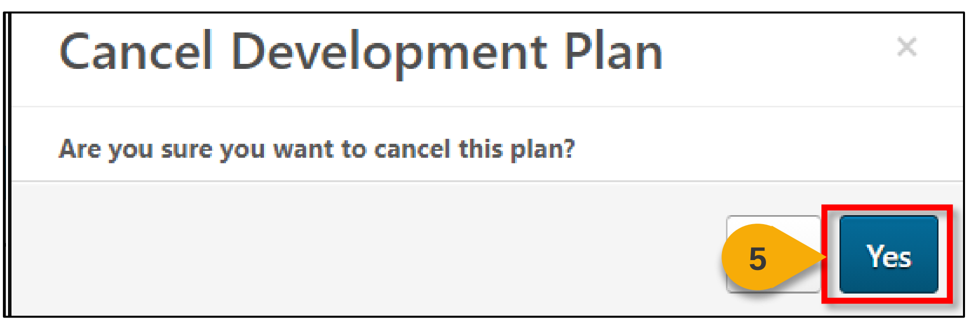
Step 3: Click the **dropdown arrow** next to the plan you would like to cancel.



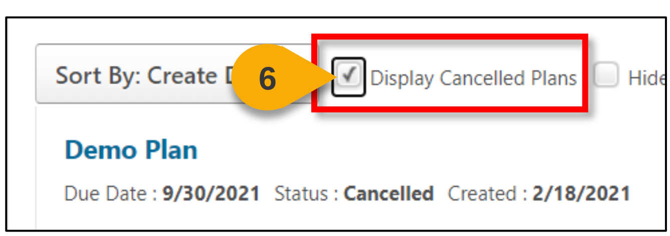
Step 4: Select **Cancel** from the dropdown menu. **Note:** You can only cancel approved plans.



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.



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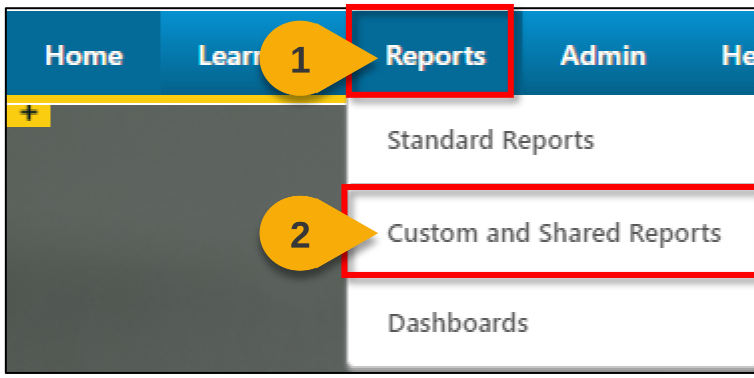
Reports

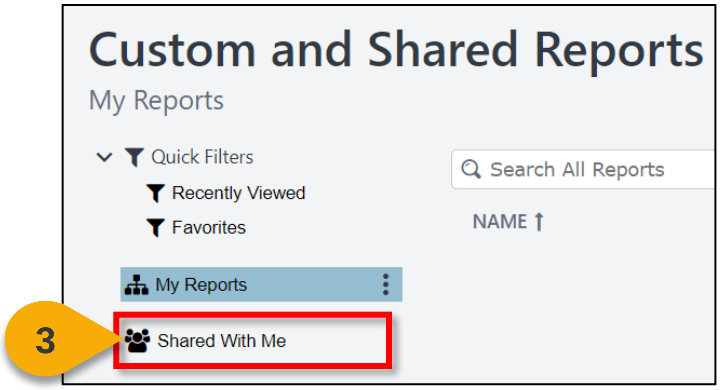
View and Download Custom Reports

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.

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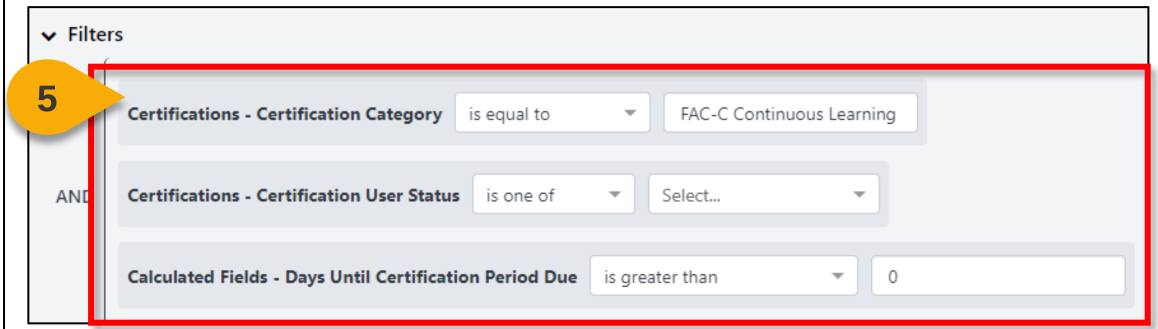
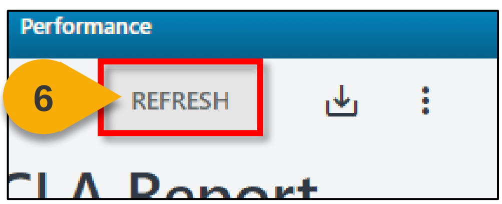
View and Download Custom Reports (Cont. 1)

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

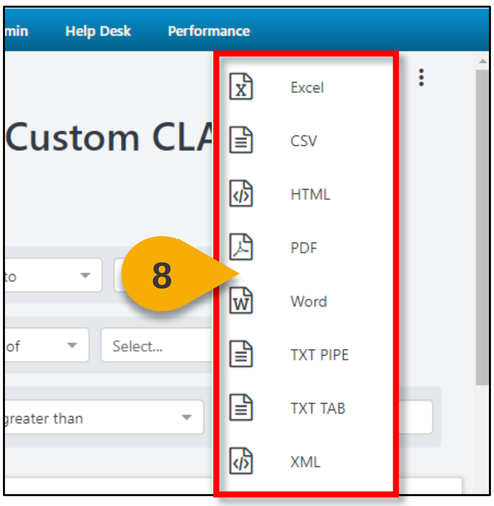


Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.



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.



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Help

Help

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	• FAI CSOD System Questions and Issues • FAI CSOD System Errors and Troubleshooting • Password Issues and Resets	Commercial: 703-805-3459; Option 1 Toll Free: 1-866-568-6924, Option 1 DSN: 655-3459; Option 1 Email: DAUHelp@dau.edu
Your Agency's Acquisition Career Manager (ACM)	• 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	• Task Aids for FAI CSOD Roles • FAI CSOD Training Videos • Other Guidance for Performing Tasks in FAI CSOD	https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	• 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

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Addendum

DHS

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!czI1g9fhw1QwnkSksSkpwhE285UIDDRNiMCXT0UaurKc2mQE1Py8WHTVvrI7uzk$.

Please note, you must be logged onto the DHS network to access this link.