



Student Task Aid

2021

Our Vision

DSCU delivers the education and training required to develop an agile, certified, and experienced security cooperation workforce ready to meet the current and future global security cooperation mission.



<https://www.dscu.mil>

IT Recommendations

Please refer to the following recommendations before working in the CSOD Learning Management System.



Disconnect from VPN

- CSOD may be “blocked” by the JSP VPN. Access would need to be initiated after disconnecting from the VPN.
- A ‘warning’ pops up when you download an excel file (e.g., to view a report), click View Spreadsheet instead.



Disable popup-blocker

Disable your popup-blocker by going to your browser’s settings, privacy and security, popups and redirects, and allow popups from www.dau.csod.com.



Internet Browser

- Add Cornerstone to your Organization’s white pages and use Google Chrome as the Internet Browser.
- Increase the size of your screen by holding **CTRL** button and + at the same time or go to your browser’s settings, zoom.

Frequently Asked Questions (FAQ's)

Visit the DAU FAQs @ <https://www.dau.edu/faq/>
Or contact the DAU Help Desk:

Commercial: 703-805-3459; Option 1

Toll Free: 866-568-6924, Option 1

DSN: 655-3459; Option 1

Email: DAUHelp@dau.mil

Table of Contents

User Profile Data

01

[Request an Account Using the SAAR Form](#)
[Log On \(CAC Access, Username and Password\)](#)
[Forgot Password](#)
[View and Update Your User Record](#)
[Moving to DSCU Organizations in CSOD](#)

Search and Register for Training

02

[View Your Transcript](#)
[View Your Transcript Status](#)
[Learning Search](#)
[Global Search](#)
[Register for Learning Guides](#)
[Register for Instructor-Led Training \(ILT\)](#)
[Withdraw from a DSCU ILT/VILT Course](#)
[Complete a DSCU Curriculum](#)

Certifications

03

[View Your SC Certification Status](#)
[Request Course Within an SC Certification](#)

Submit a Request

04

[View and Request an Exception](#)
[View and Request an Equivalent Course](#)
[View Requests Stored in CSOD](#)
[View Denied and Returned Forms](#)
[Submit External Training Request](#)

Reports

05

[Shared Reports](#)
[Filter and Download Custom Reports](#)

Appendix

06

[Email Notifications](#)
[Glossary](#)

User Profile Data

01

Request an Account Using the SAAR Form
Log On (CAC Access, Username and Password)
Forgot Password
View and Update Your User Record
Update your Supervisor Information
Moving to DSCU Organizations in CSOD

Request an Account Using the SAAR Form

New Users will need to submit a DAU SAAR form to obtain access to CSOD...

Step 1: Go to <https://saar.dau.edu>.



Browser Notice

We recommend using **Microsoft Edge** when filling out this form.

Step 2: Select **Department of Defense Agency**.

Request DAU Platform Access

Obtain authorized access to DAU systems by filling out and submitting the electronic SAAR form. Select an option below to get started.

2

Department of Defense Agency

Other Federal Agency (Non-DoD)

Have a Common Access Card?

Make sure to use your **Authentication Certificate** when filling out your request.

Already have an account? [Sign in.](#)

NOTE: If you support the Department of Defense and have a Common Access Card (CAC), the system can determine if there is already a DAUID associated to your information.

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

Step 3: Select **Continue** after reading the **Warning Notice**.

Warning Notice

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.

3

Continue

[Go Back](#)

Step 4: Answer the DoD CAC question.



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

Select your Authentication Certificate when using your DoD CAC.

4

Select a certificate for authentication

Site saar.dau.edu:443 needs your credentials:

11/4/2020	
	DOE JAN ANN.1234567890 DOD ID CA-59 Authentication- DOE JAN ANN.1234567890 11/4/2020
	DOE JAN ANN.1234567890 DOD ID CA-59 ID - DOE JAN ANN.1234567890 11/4/2020

[Certificate information](#)

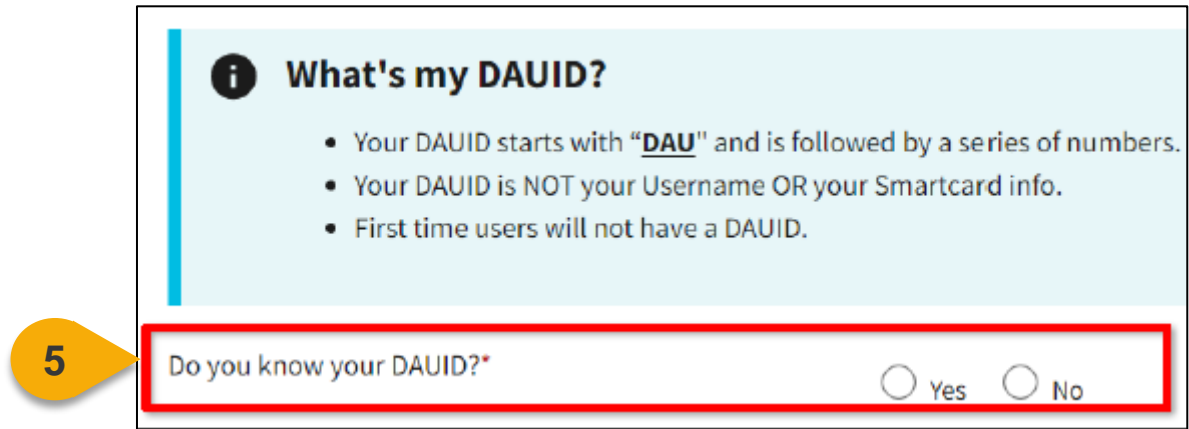
OK

Cancel

Back to Table of
Contents

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

Step 5: Read the information regarding your **DAUID** and answer **Yes** or **No** to the question.

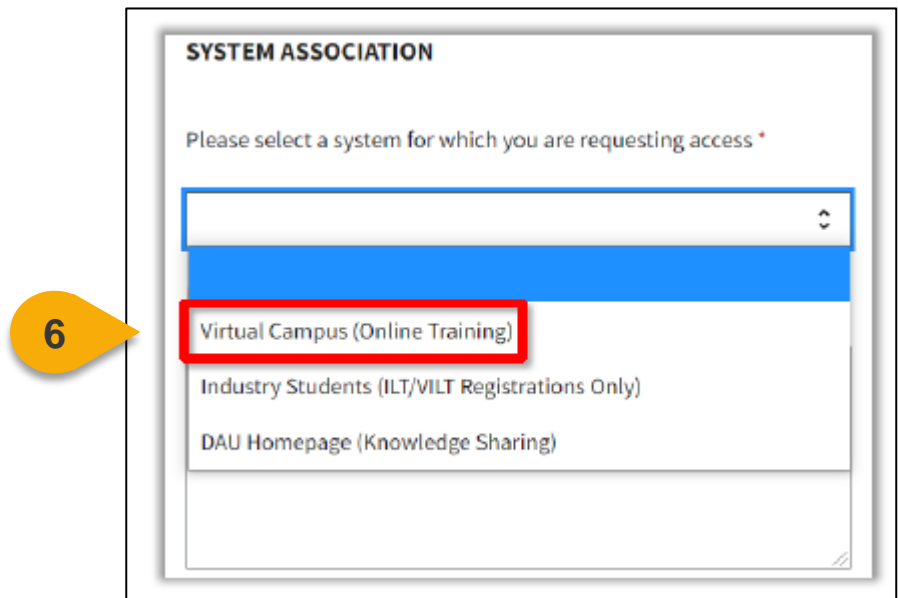


i What's my DAUID?

- Your DAUID starts with "**DAU**" and is followed by a series of numbers.
- Your DAUID is NOT your Username OR your Smartcard info.
- First time users will not have a DAUID.

5 Do you know your DAUID?* ☐ Yes ☐ No

Step 6: Select **Virtual Campus (Online Training)** to obtain access to the Virtual Campus.



SYSTEM ASSOCIATION

Please select a system for which you are requesting access *

6 Virtual Campus (Online Training)

Industry Students (ILT/VILT Registrations Only)

DAU Homepage (Knowledge Sharing)

Request an Account Using the SAAR Form (Cont. 3)

Step 7: Enter the **reason** you are requesting access to the system.

Reason you are requesting an account

7

Foreign National Students must have a DoD CAC or a DAUID to submit this form. Guidance is available on the [FAQ Website](#) for obtaining the required DAUID.

Step 8: Select your **Citizenship Type**.

Citizenship Type *

8

US Citizen
US Permanent Resident
Foreign National w/FIN
Foreign National w/DAUID

Step 9: Enter your **SSN/FIN** or **DAUID**. If you do not have either, please go to the [FAQ website](#) for additional guidance.

SSN/FIN *

DAUID *

9

Request an Account Using the SAAR Form (Cont. 4)

Step 10: Enter your **First** and **Last Name**.

10

First Name*	<input type="text"/>
Last Name *	<input type="text"/>
MI	<input type="text"/>
Suffix	<input type="text"/>

Step 11: Select your **Designation**.

11

Designation *

- Active Military
- Reserve Military
- Civilian
- Contractor

Step 12: Select your **Organization**.

12

Organization*

- Army
- Navy
- Air Force
- Defense Contract Management Agency
- Defense Logistics Agency
- Other Defense Agencies
- Industry
- Foreign Military Sales/NATO

Step 13: Select your **Sub Org**.

13

Sub Org.*

Step 14: Enter your **Telephone** number.

14

Telephone*

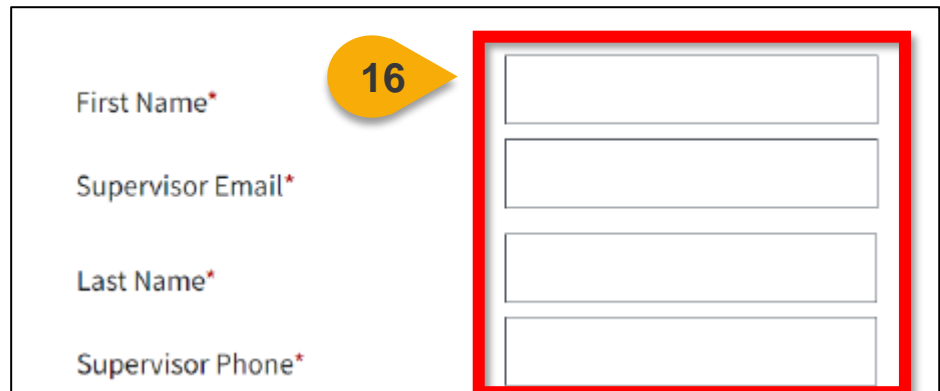
Step 15: Enter your **Email**.

15

Email*

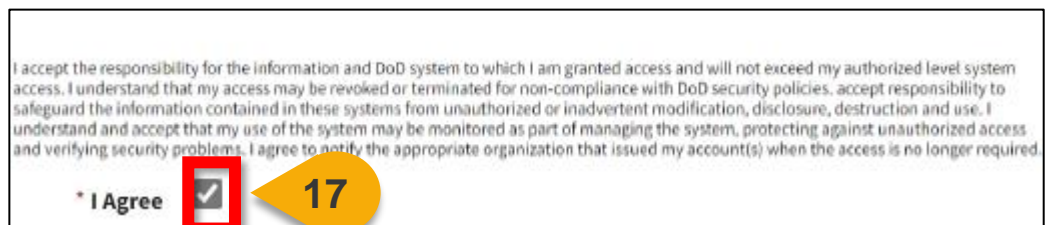
Request an Account Using the SAAR Form (Cont. 5)

Step 16: Enter the contact information for your **Supervisor**.



Form for Step 16: Enter the contact information for your Supervisor. The form includes four input fields: First Name*, Supervisor Email*, Last Name*, and Supervisor Phone*. A red box highlights the input fields, and a yellow callout bubble with the number 16 points to the First Name field.

Step 17: Read the User Agreement and select the **I Agree** box..



Form for Step 17: Read the User Agreement and select the I Agree box. The form displays the User Agreement text: "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, 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." Below the text is a checkbox labeled "I Agree". A red box highlights the checkbox, and a yellow callout bubble with the number 17 points to it.

Step 18: Enter the captcha Security Code and click the **Submit** button.

Note: You can select the green arrows to generate a new code or select the green sound image for the code to be read out loud.




Form for Step 18: Enter the captcha Security Code and click the Submit button. The form displays a captcha image with the code "ZBP1W". Below the image is a text input field labeled "Type the code from the image". A red box highlights the captcha image and the input field. To the right of the input field is a blue button labeled "SUBMIT". A yellow callout bubble with the number 18 points to the SUBMIT button.

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.

Request an Account Using the SAAR Form (Cont. 6)

Step 19: Read the information on the **SAAR Thank You Page** regarding next steps.

Thank you!

 **Access Request Submitted**

Your DAU SAAR was submitted successfully! Please read the information below for next steps.

Here are your next steps:

- 1 Wait 24 hours**

It can take up to 24 hours to process your SAAR request after submission. Please wait for further instruction to be emailed to the address you provided on your SAAR.
- 2 Check your email**

If you don't already have a DAU account, you will receive an email entitled "**Welcome to DAU**". Please follow the instructions in that message to complete your account setup. *Make sure to check your junk/spam folder!*
- 3 Need Help?**

If after 24 hours you haven't been granted access, haven't received your welcome email, or need help completing your account setup, please contact our helpdesk at DAUHelp@dau.edu for further assistance.

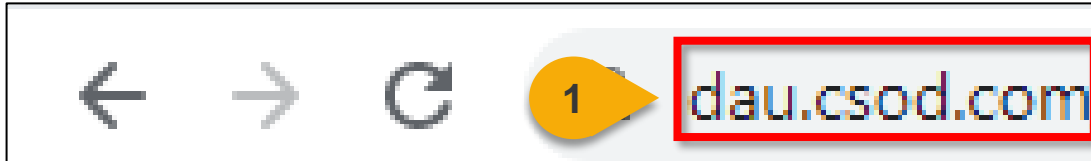
Visit our [Frequently Asked Questions](#) page for additional information on your account and DAU system access.

[Visit FAQs](#)

Log On - CAC Access

When you want to login using your CAC...

Step 1: Go to URL: <https://dau.csod.com/> (preferably using Google Chrome or Edge). You may want to log out of VPN before starting this process.

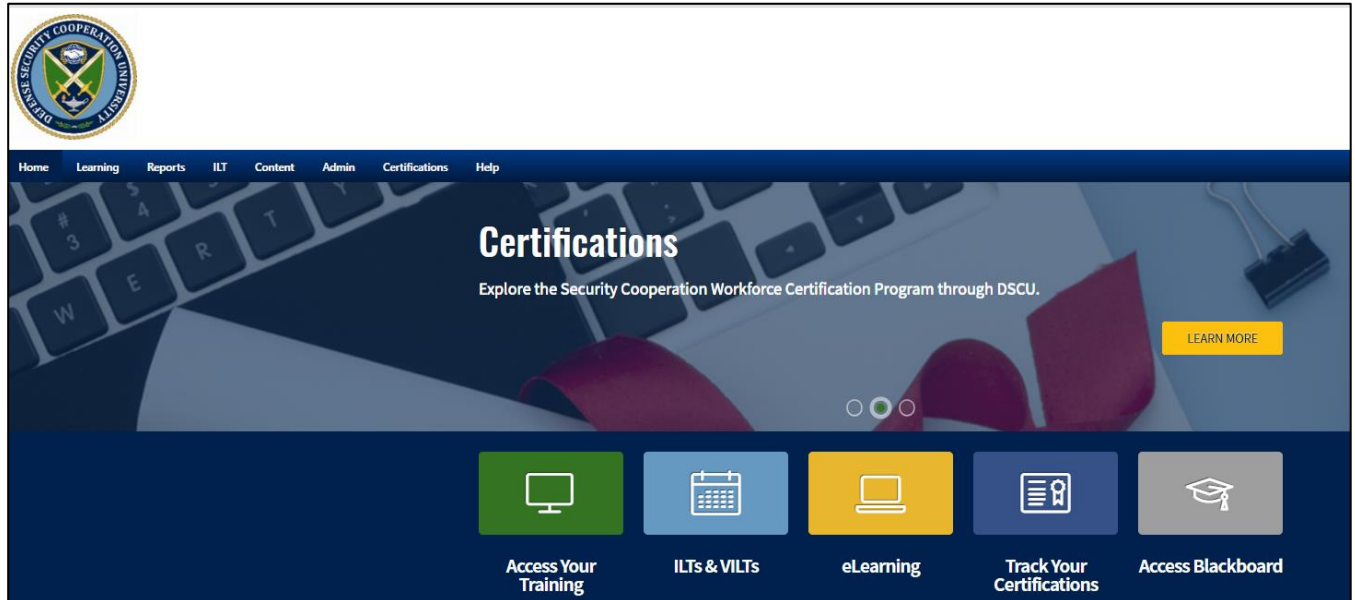


Step 2: The Sign In window will popup. Select the “Sign in with CAC Card” button below the fields for Username and Password.

A screenshot of the DAU Sign In window. At the top is the DAU logo. Below it is a placeholder for a profile picture. The text 'Sign In' is centered. There are two input fields: 'Username' and 'Password'. Below these is a checkbox labeled 'Remember me'. A blue 'Sign In' button is positioned below the checkbox. Below the button is the word 'OR'. At the bottom, there is a button labeled 'Sign in with CAC Card', which is highlighted with a red rectangular box. A yellow callout bubble with the number '2' points to this button. At the very bottom, there is a link that says 'Need help signing in?'.

Log On – CAC Access (Cont. 1)

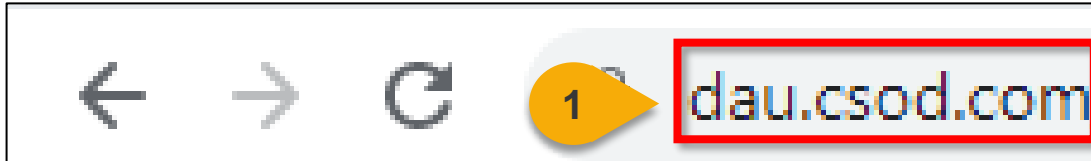
After entering your CAC card PIN, CSOD should open with your Organization's logo in the top left corner.



Log On – Username and Password

When you want to login using your Username and Password...

Step 1: Go to URL: <https://dau.csod.com/> (preferably using Google Chrome or Edge). You may want to log out of VPN before starting this process.

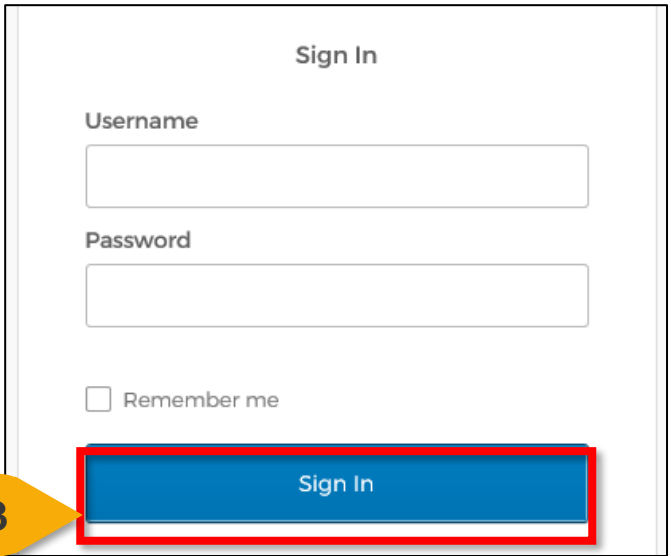


Step 2: The Sign In window will popup. Enter your Username (work email used by OKTA and CSOD) and Password (DAU provided).

A screenshot of the DAU Sign In window. The window has a white background with a grey border. 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 rectangle 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'. Below the button is the text 'OR'. Below 'OR' is a blue button labeled 'Sign in with CAC Card'. At the bottom is the text 'Need help signing in?'.

Log On – Username and Password (Cont. 1)

Step 3: Click Sign In.



Sign In

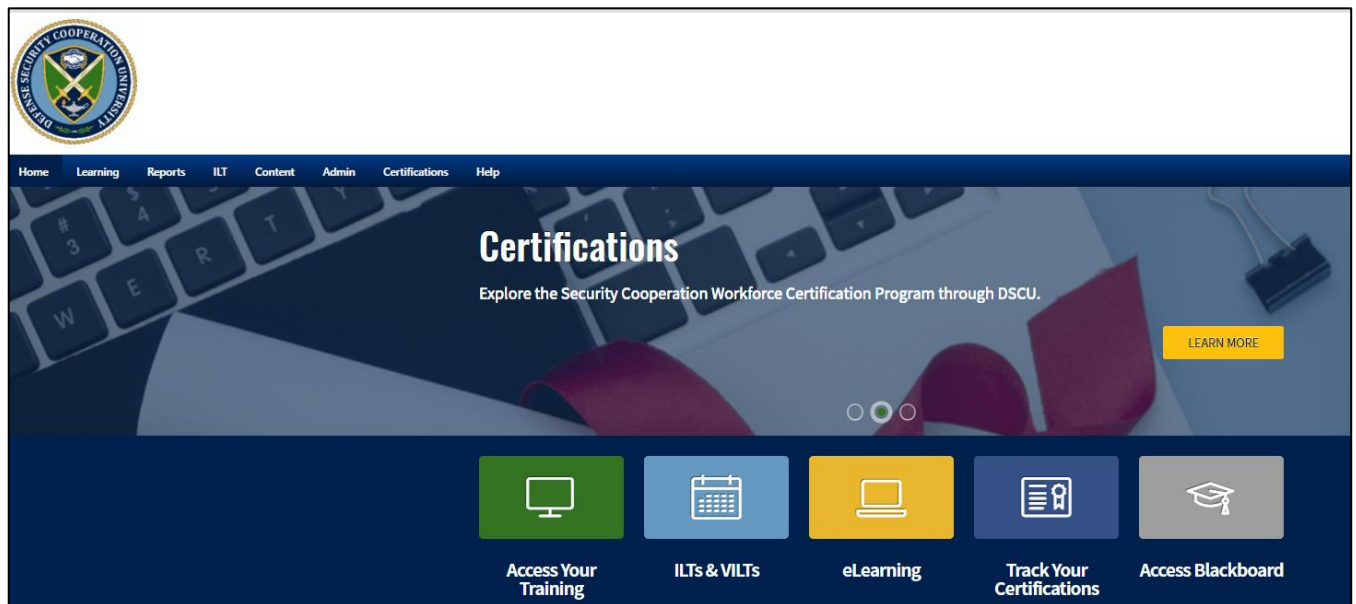
Username

Password

☐ Remember me

Sign In

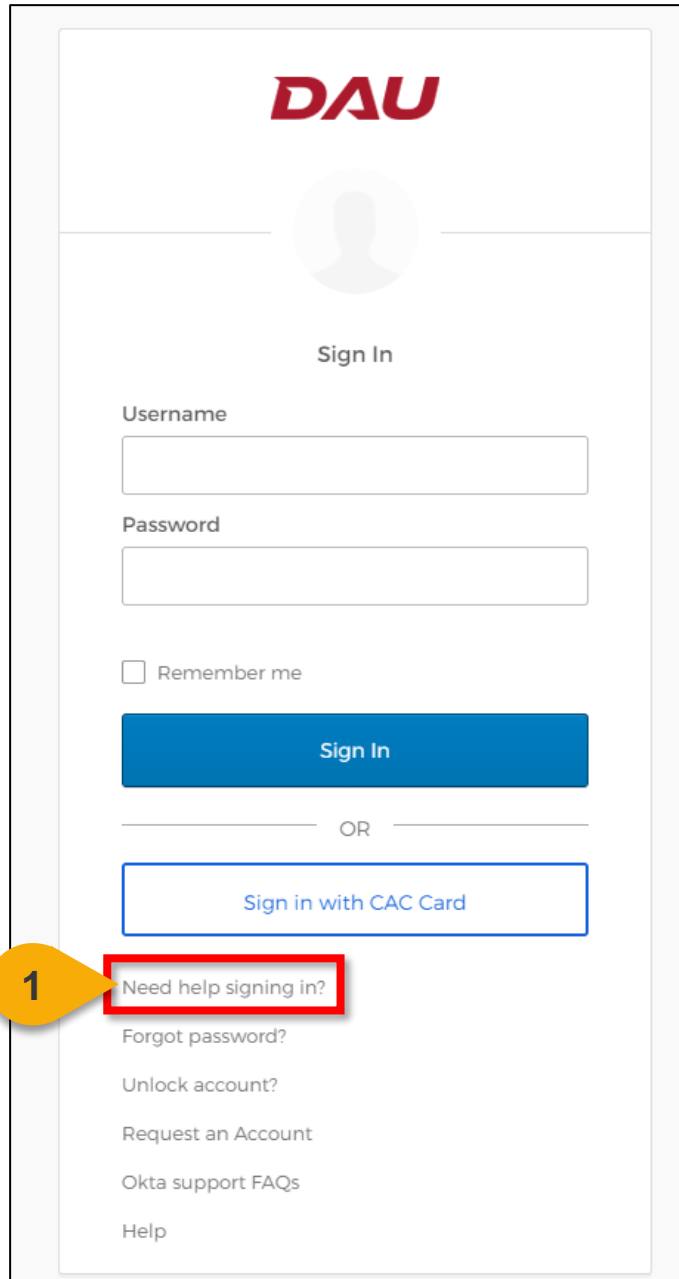
CSOD should open with your Organization's logo in the upper left corner.



Forgot Password

When you can't log on...

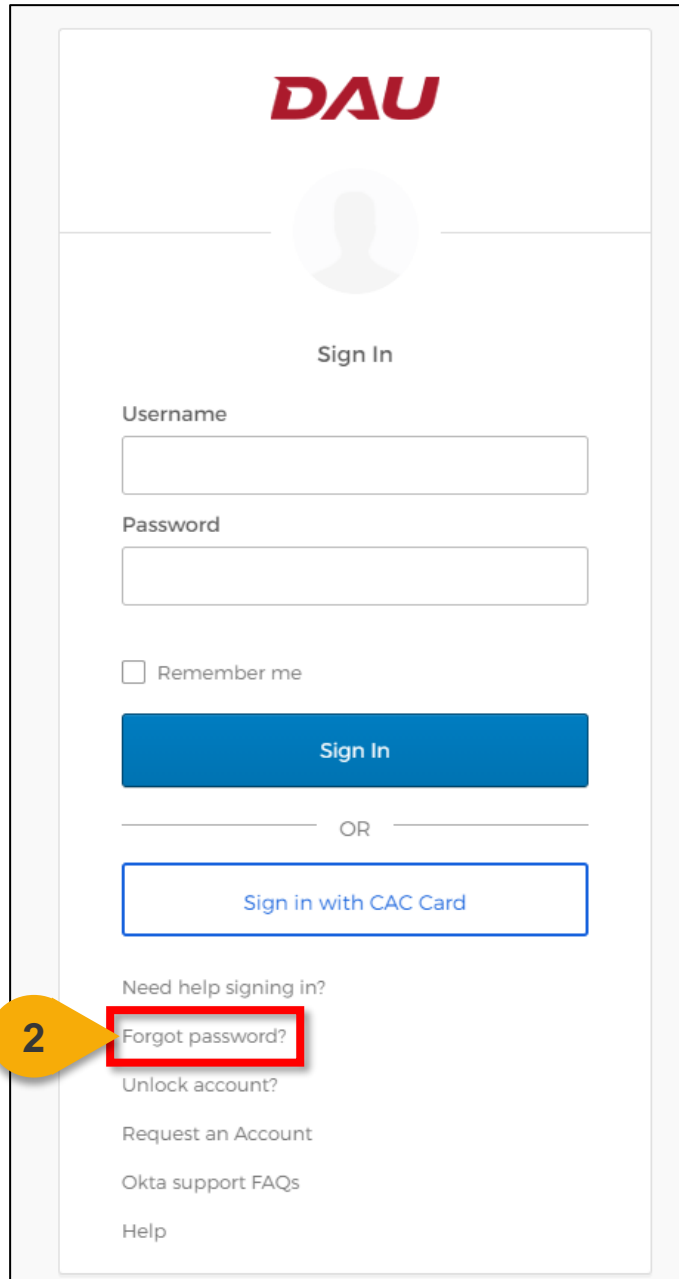
Step 1: If you need help signing in, select the **Need help signing in?** link at the bottom of the window.



The screenshot shows the DAU Sign In page. At the top is the DAU logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. There are two input fields: "Username" and "Password". Below these is a checkbox labeled "Remember me". A blue "Sign In" button is present. Below the button is a horizontal line with "OR" in the center. Underneath is a button labeled "Sign in with CAC Card". At the bottom, 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" 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. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. There are two input fields: "Username" and "Password". Below these is a checkbox labeled "Remember me". A blue "Sign In" button is present. Below the button is a horizontal line with "OR" in the center. Underneath is a button labeled "Sign in with CAC Card". At the bottom, there is a section titled "Need help signing in?". The first link in this section, "Forgot password?", is highlighted with a red rectangular box. A yellow callout bubble with the number "2" points to this link. Other links in the section include "Unlock account?", "Request an Account", "Okta support FAQs", and "Help".

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?

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 immediately.

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

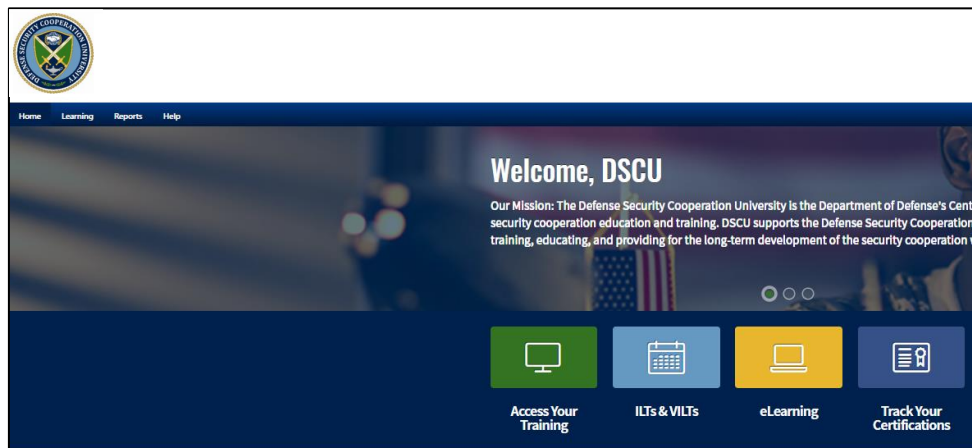
[Okta support FAQs](#)

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

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 information 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.

Once you successfully complete the SSO log in process, CSOD should open with your Organization's logo in the upper left corner.



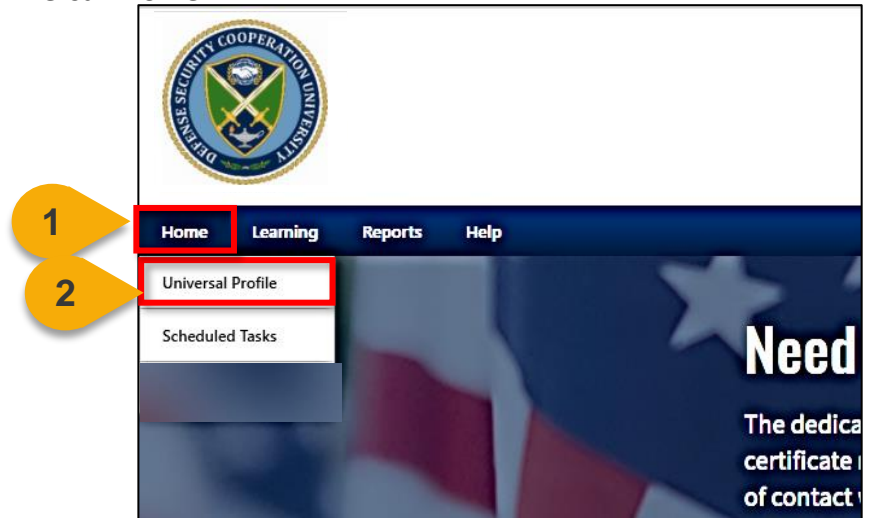
[Back to Table of Contents](#)

View and Update Your User Record

When you want to view and/or update your User Record...

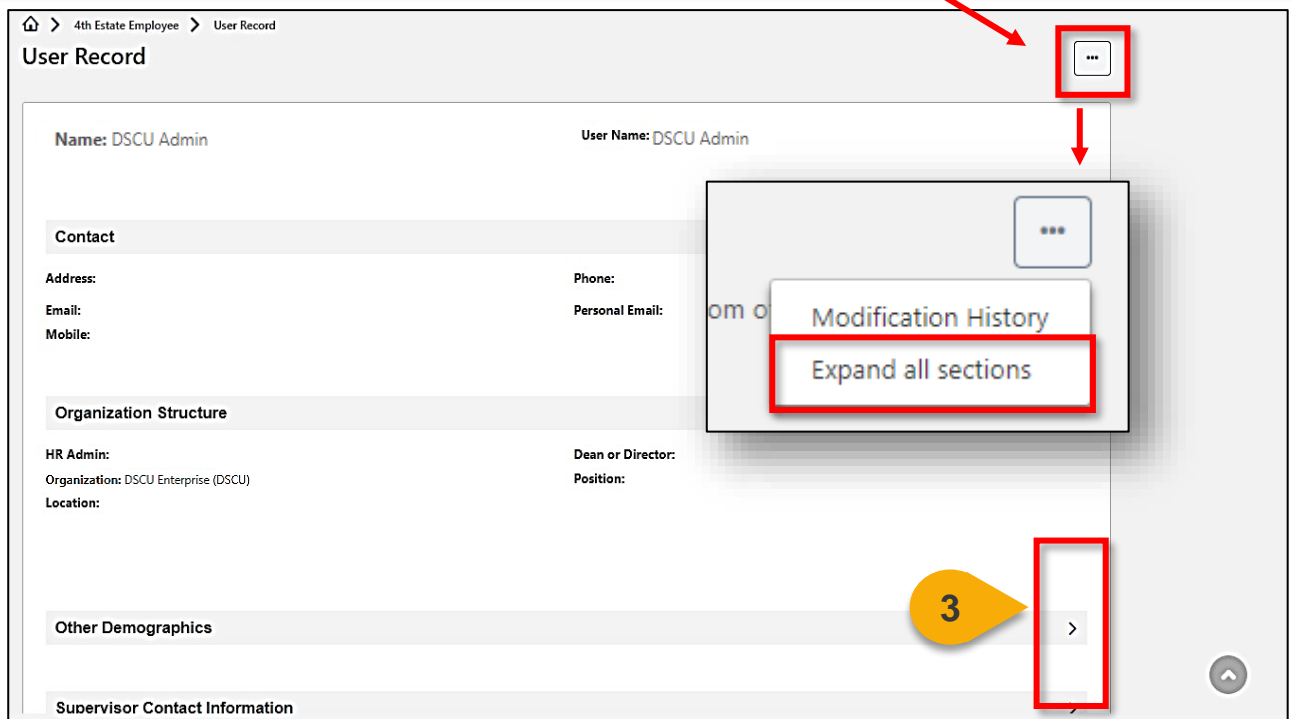
Steps 1, 2: Hover over **Home** and click **Universal Profile**.

NOTE: If you transfer out of the SC Workforce, contact the DAU Help Desk.



Step 3: Your User Record will be displayed on the screen. To expand a section within the User Record, click on the **arrow** next to the section. The only section in which details are not visible to you is Federal Acquisition Workforce and Supervisor Contact Information.

NOTE: You also can easily expand all sections by clicking on **Options** button at the top right of the page shown below and selecting **Expand all sections**.



View and Update Your User Record (Cont. 1)

You will be able to view your **Name** and **User Name**.

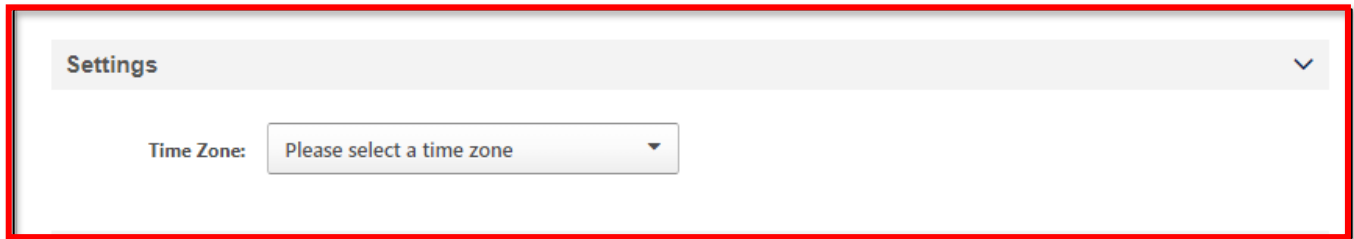
Prefix:	<input type="text"/>
First Name: *	<input type="text" value="DSCU"/>
Last Name: *	<input type="text" value="Student 6"/>
Suffix:	<input type="text"/>
User Name: *	<input type="text" value="DSCU_Student_6"/>

Under the Contact section, you can view your **Address** including **city, state, zip, country, phone,** and **email address** as applicable.

Contact	
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Country:	<input type="text" value="Please select a country"/>
Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>
Email Address:	<input type="text"/>
Personal Email Address:	<input type="text"/>

View and Update Your User Record (Cont. 2)

Under the Settings section, you can view your **Time Zone**.

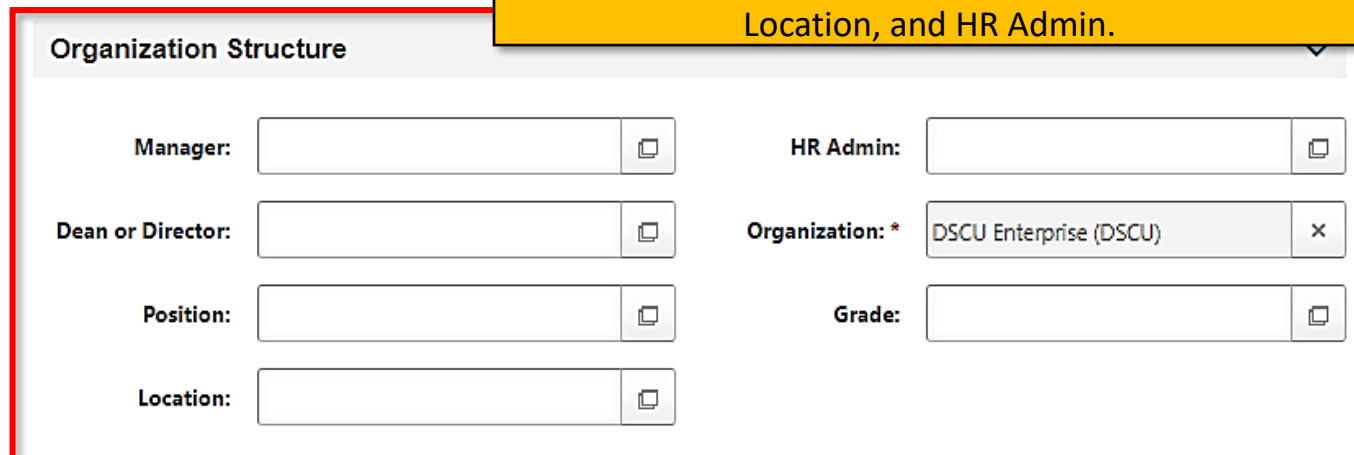


The screenshot shows a 'Settings' header with a dropdown arrow. Below it, the 'Time Zone' is set to 'Please select a time zone' with a dropdown arrow.

You can also view the following information under the **Organization Structure** section:

- Manager
- Dean or Director
- Position
- Location
- HR Admin
- Organization
- Grade

Several items in the Organizational Structure section **do not** pertain to DSCUStudents and can be ignored. These items include – Dean or Director, Position, Location, and HR Admin.



The screenshot shows the 'Organization Structure' section with the following fields:

Field	Value
Manager:	
HR Admin:	
Dean or Director:	
Organization: *	DSCU Enterprise (DSCU)
Position:	
Grade:	
Location:	

View and Update Your User Record (Cont. 3)

You can view information under the Other Demographics section. Here you can view the following fields that may or not be applicable to your position.

Other Demographics

Disability:

DAWIA Position Career Field:

Career Field Certifications:

DAW Member:

Date Entered DAWIA Position:

International Career Path:

International

The Defense Security Cooperation Workforce section is **not** editable. This field will dictate which SC Certification will be assigned to you.

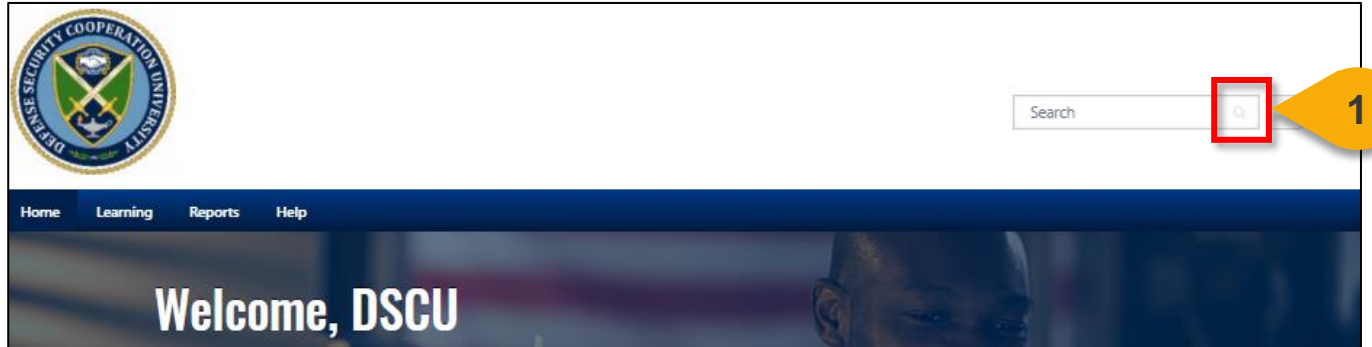
Defense Security Cooperation Workforce

SC Code: SC441

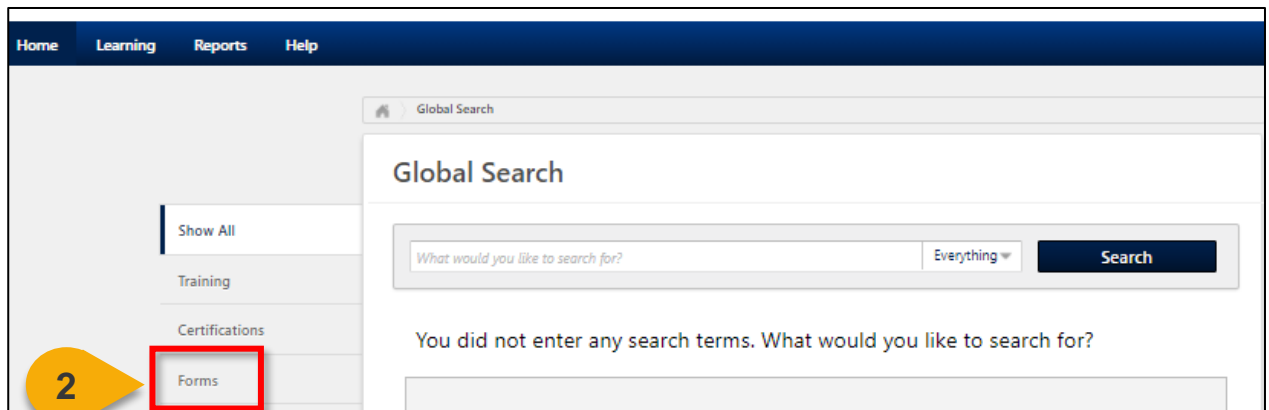
DSCU Enterprise and SC Flag – Groups all DSCUStudents who are either under the DSCU Enterprise Organization or have the SC Flag = Yes (this means they have either a position or a billet assigned to them).

View and Update Your User Record (Cont. 4)

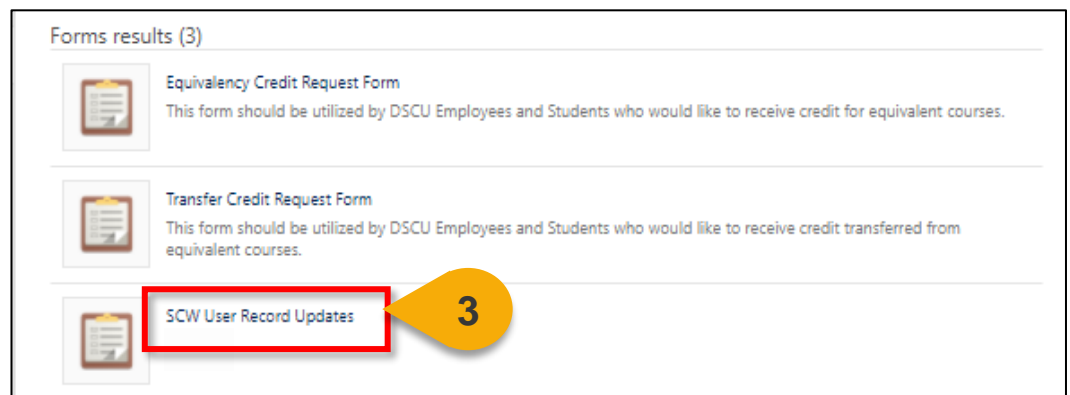
Step 1: Navigate to **Global Search** at the top right of your screen and click on the **magnifying glass icon**.



Step 2: Click on **Forms**.



Step 3: Click on the **SCW User Record Updates Form**.



View and Update Your User Record (Cont. 5)

Step 4: Use this Form to update your User Record information. All fields with an asterisk are required. Once finished click **Submit**. Updates will reflect your User Record immediately.

SCW User Record Updates

All fields marked with an asterisk are required.

First Name *

DSCU

Middle Name

Last Name *

Student 6

Address Line 1

Address Line 2

City

State

Zip

Phone

Email

noreply@dscu.edu

Citizen Type

Select

Disability

☐

Organization Designation

Select

Grade

Organization *

Defense Security Cooperation Agency (DSCA) (KABZ)

Manager

DSCU Manager 1 (DSCU_Manager_1)

Duplicate Manager choices? Enter your Supervisor's Org and Email below.

4

Submit

Note: If you find duplicate values when updating your Manager, use the field below to enter your Supervisor's information.

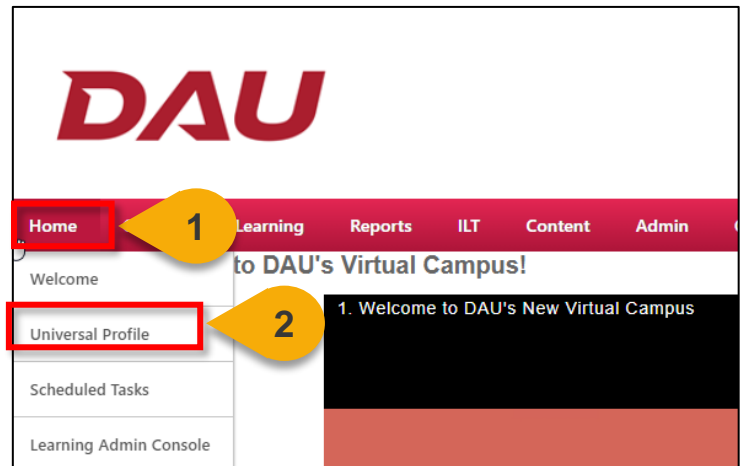
Moving to DSCU Organizations in CSOD

When you want to change your Organization to DSCU in your User Record...

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

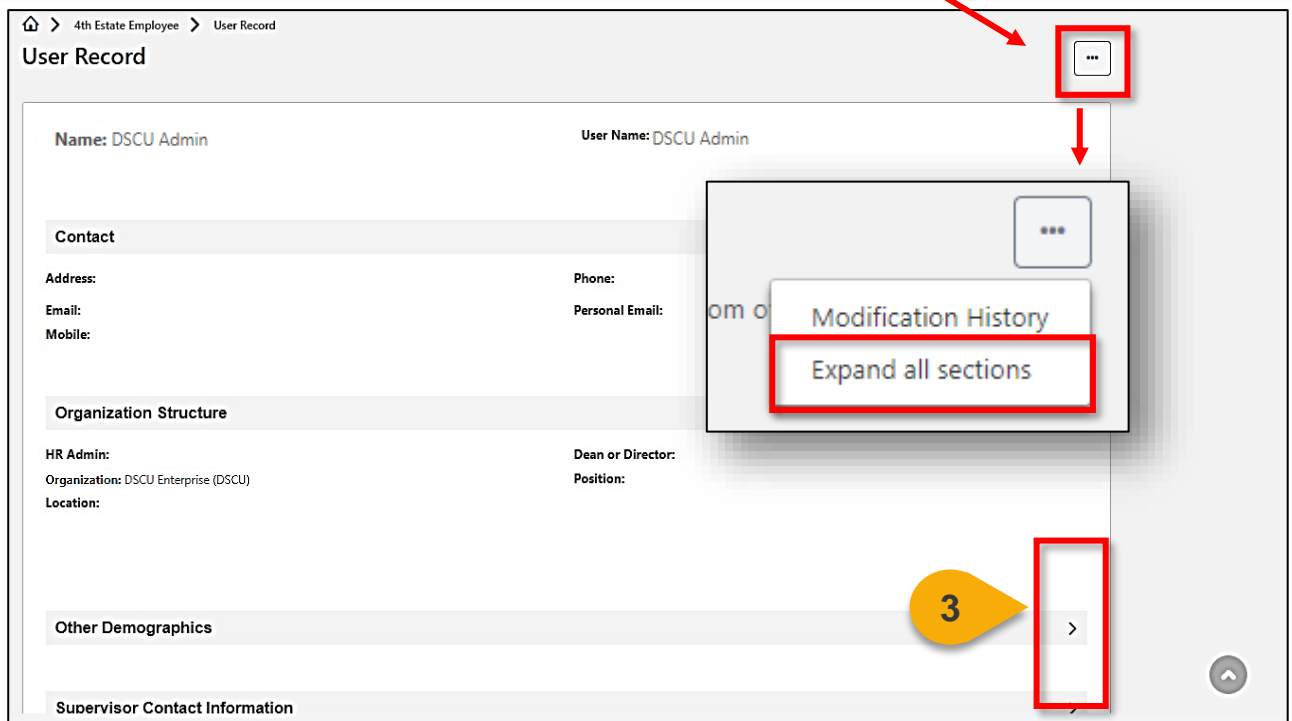
If you would like to become a DSCU Student in CSOD and have full access to DSCU courses and Certification Dashboard, you can change your Organization to DSCU.

If you would like to just take a DSCU course such as SC-101, you can search it using Global Search. You will remain under your current Organization.



Step 3: Your User Record will be displayed on the screen. To expand a section within the User Record, click on the **arrow** next to the section. The only section in which details are not visible to you is Federal Acquisition Workforce and Supervisor Contact Information.

NOTE: You also can easily expand all sections by clicking on **Options button** at the top right of the page shown below and selecting **Expand all sections**.



Moving to DSCU Organizations in CSOD (Cont. 1)

Step 4: Click the **Edit** button at the bottom right of the page.

DAU

Search

Home Connect Learning Reports ILT Content Admin Certifications Help Desk Performance

Fatimah Patterson User Record Bio Feedback Transcript Actions Snapshot

User Record

Name: Fatimah Patterson
User ID: DAU20260002336
Original Hire Date:
Allow Reconciliation: No
Active Status: Active

User Name: Patterson_Fatimah@bah.com
Local System ID:
Last Hire Date:
Absent: No

Contact

Address:
Email: Patterson_Fatimah@bah.com
Mobile:
Phone: 9193606664
Personal Email:
Fax:

Settings

4 Edit Record

You can change your Organization affiliation under the **Organization Structure** section. Changing your Organization under **DSCU Registrar** will give you access to all DSCU's Online and Instructor Led Training courses.

Step 5: If you have an Organization currently listed, **click on the x** to clear the selection.

Organization Structure

Manager:

HR Admin:

Dean or Director:

Organization: * AIR MOBILITY COMMAND

Position:

Grade:


Location:


5


Moving to DSCU Organizations in CSOD (Cont. 2)


Step 6: Click on the **expand** icon.

Organization Structure

Manager: 

HR Admin: 


Organization: * 

Grade: 

6

Steps 7, 8: A list of organizations will appear on the screen. Search for **DSCU** and click **Search**. You can navigate to the other pages by clicking on the page number at the bottom right of the popup window.

Select Organization ×

 **Search**

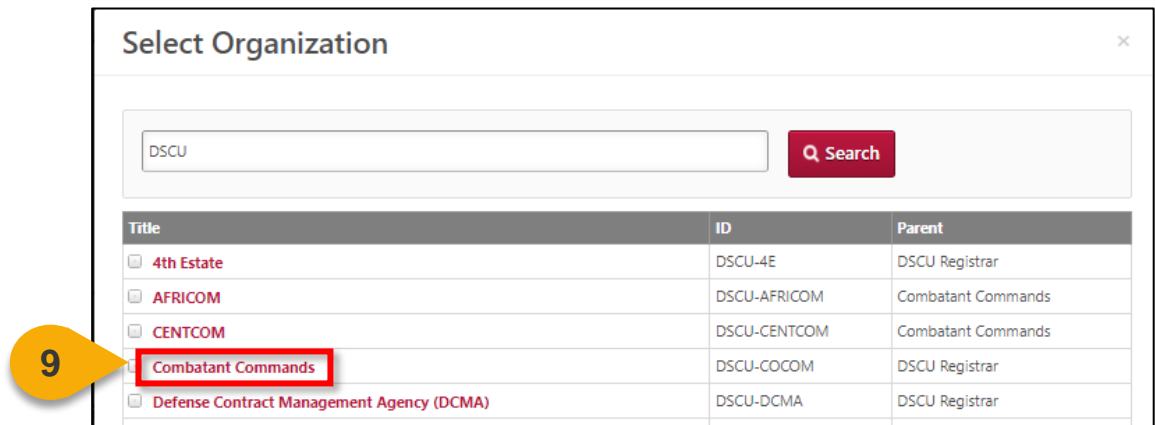
Title	ID	Parent
<input type="checkbox"/> 4th Estate	DSCU-4E	DSCU Registrar
<input type="checkbox"/> AFRICOM	DSCU-AFRICOM	Combatant Commands
<input type="checkbox"/> CENTCOM	DSCU-CENTCOM	Combatant Commands
<input type="checkbox"/> Combatant Commands	DSCU-COCOM	DSCU Registrar
<input type="checkbox"/> Defense Contract Management Agency (DCMA)	DSCU-DCMA	DSCU Registrar
<input type="checkbox"/> Defense Finance and Accounting Service (DFAS)	DSCU-DFAS	DSCU Registrar
<input type="checkbox"/> Defense Information Systems Agency (DISA)	DSCU-DISA	DSCU Registrar
<input type="checkbox"/> Defense Logistics Agency (DLA)	DSCU-DLA	DSCU Registrar
<input type="checkbox"/> Defense Technology Security Administration (DTSA)	DSCU-DTSA	DSCU Registrar
<input type="checkbox"/> DSCU Registrar	DSCU-Reg	DSCU Enterprise

1 2 3 4
1 to 10 of 33

Cancel

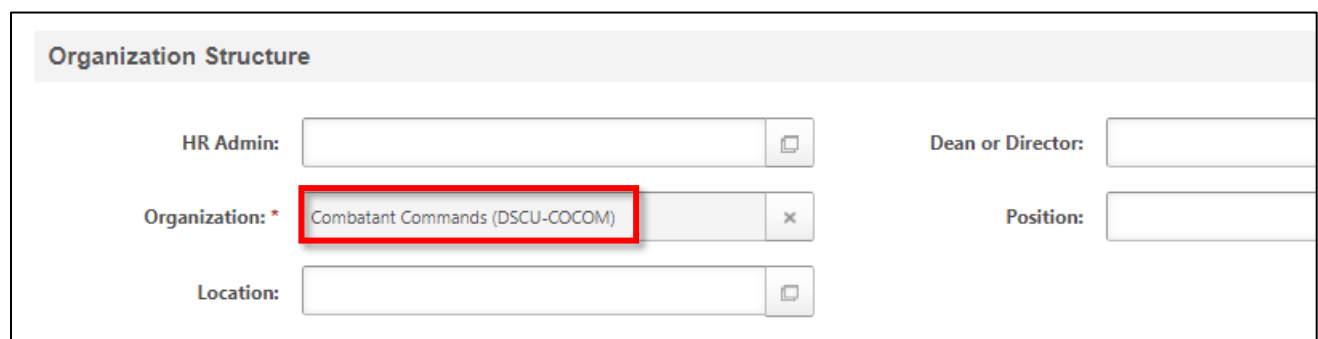
Moving to DSCU Organizations in CSOD (Cont. 3)

Step 9: Once you find your organization, click on the **title**. This will select the organization. In the example below, the organization Combatant Commands has been selected.




Title	ID	Parent
<input type="checkbox"/> 4th Estate	DSCU-4E	DSCU Registrar
<input type="checkbox"/> AFRICOM	DSCU-AFRICOM	Combatant Commands
<input type="checkbox"/> CENTCOM	DSCU-CENTCOM	Combatant Commands
<input checked="" type="checkbox"/> Combatant Commands	DSCU-COCOM	DSCU Registrar
<input type="checkbox"/> Defense Contract Management Agency (DCMA)	DSCU-DCMA	DSCU Registrar


The Organization field in your user record will update to reflect your selection.




Organization Structure

HR Admin: 

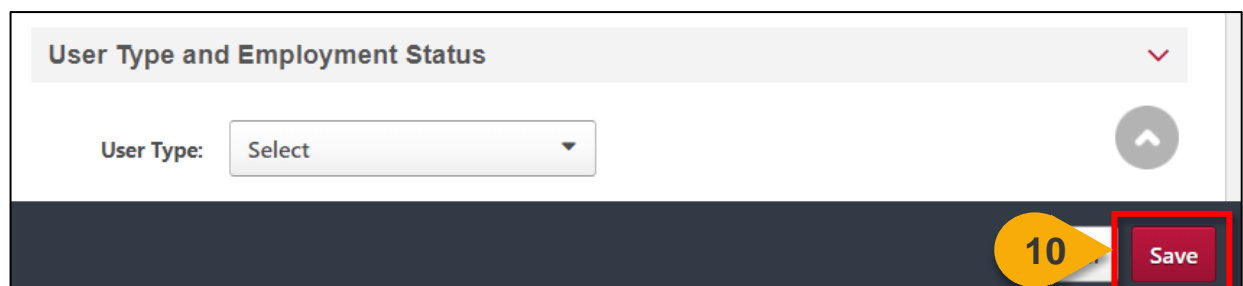
Dean or Director:


Organization: * **Combatant Commands (DSCU-COCOM)** 


Position:

Location: 

Step 10: Click **Save** at the bottom of the page.



User Type and Employment Status 

User Type: 

10 **Save**

NOTE: It is highly recommended to make this change at the end of the day. Once you have changed your Organization in CSOD, the system will need 4 hours to reflect this change. If you log in before 4 hours has passed, the changes made to your Organization will **not** save. Once your Organization has updated, you will see the DSCU Home page when you log in.

Search and Register for Training

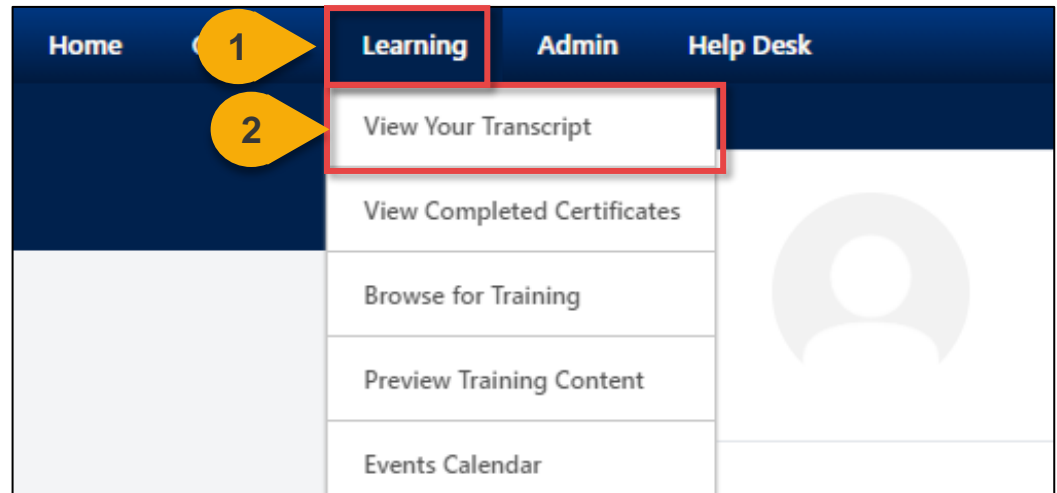
02

- [View Your Transcript](#)
- [View Your Transcript Status](#)
- [Learning Search](#)
- [Global Search](#)
- [Register for Learning Guides](#)
- [Register for Instructor-Led Training \(ILT\)](#)
- [Withdraw from a DSCU ILT/VILT Course](#)
- [Complete a DSCU Curriculum](#)

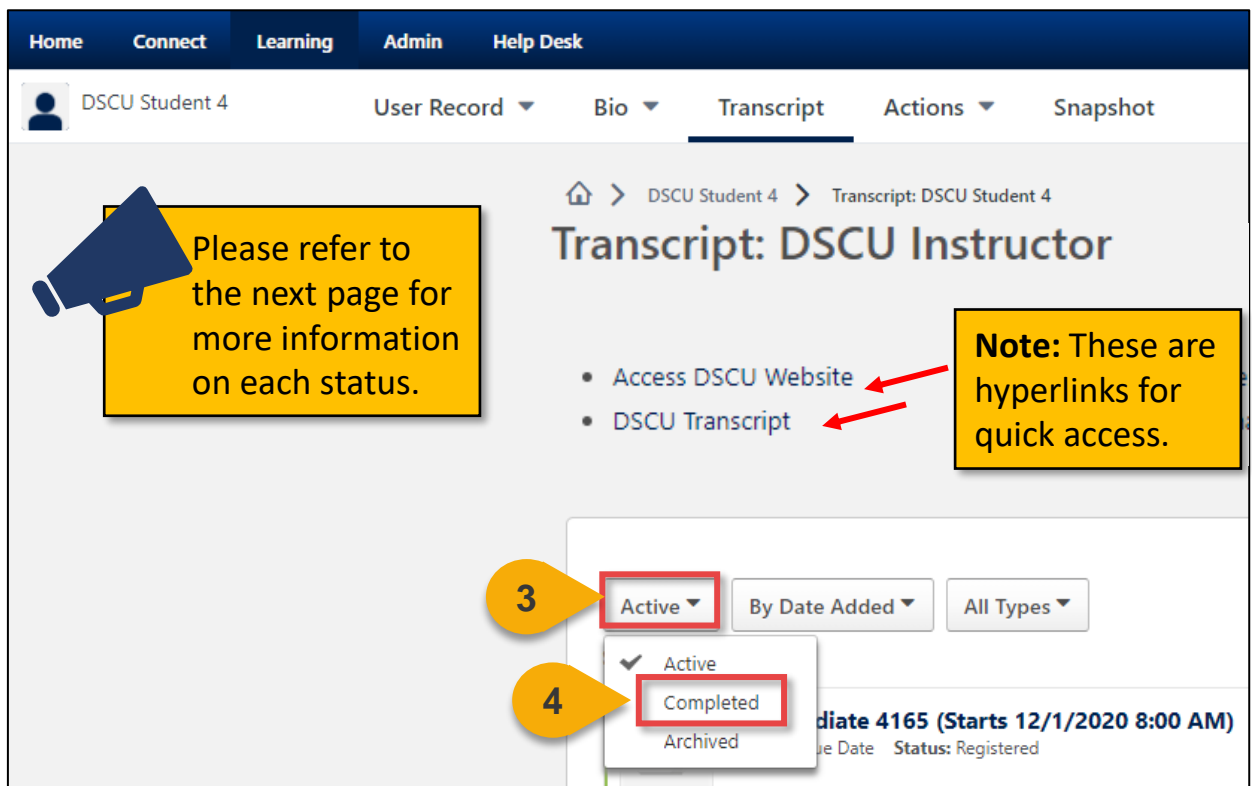
View Your Transcript

When you want to view your Transcript...

Steps 1, 2: Hover over **Learning** and click on **View Your Transcript**.

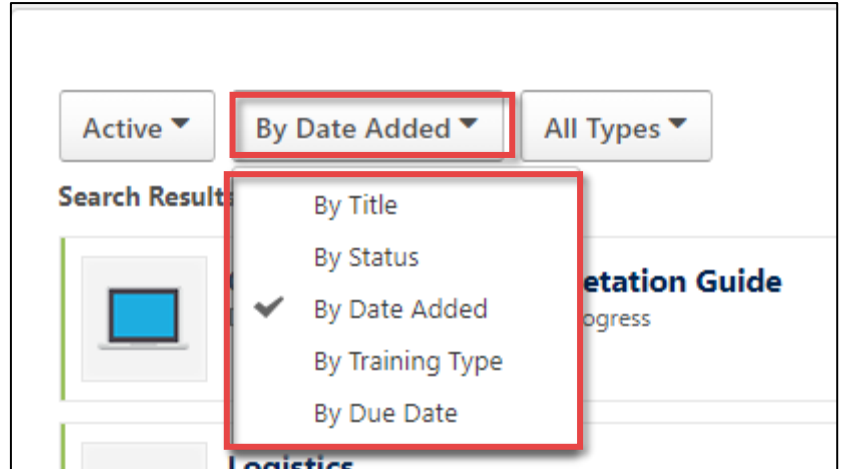


Steps 3, 4: Your Transcript will be displayed on the screen. By default, the filter is set to active courses that are still in progress. To view your completed training, click on **Active dropdown** and select **Completed**. Note that you also have the option to sort by date, title, and status.

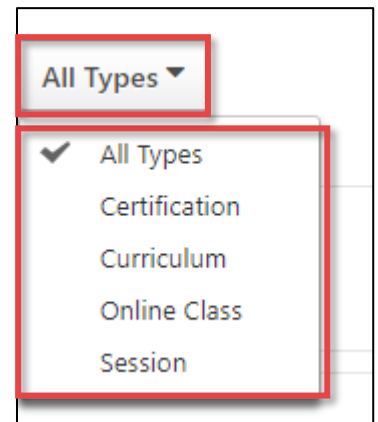


View Your Transcript (Cont. 1)

Note that there are various ways you can filter your training in your Transcript Page. When you click on the arrow next to **By Date Added** you can further filter your search by **Title, Status, By Date Added, By Training Type, or By Due Date.**



You can also filter your search by Training Type. You can click on **All Types** and further filter your search by **All Types, Certification, Curriculum, Online Class** or **Session**. Note that by default, Certifications will show on the Active tab, even if you are certified.



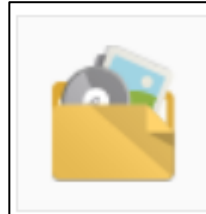
View Your Transcript (Cont. 2)

The icons below explain the various kinds of training content you may see on your transcript based on what DSCU is offering.



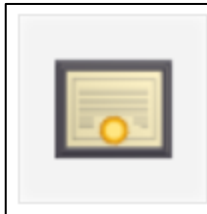
Online Class

Asynchronous course that is available online.



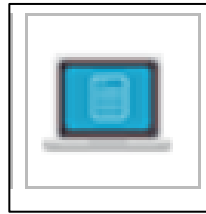
Material

A training type that can be used to manage various types of documentation. A material can be a website URL or an uploaded file such as an image, text document, or presentation document.



Certification

SCW members require professional certification and is a condition of employment for civilians and an order for service members.



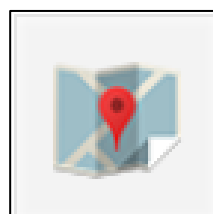
Online Content

Not currently being used by DSCU. An example would be an asynchronous online course (e.g., LinkedIn, Harvard).



Curriculum

Comprised of multiple Learning Objects which are part of one program and can include tests, external courses, online learning, or instructor-led training.



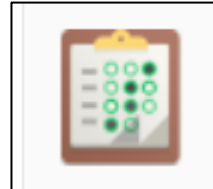
External Training

Users can capture training taken outside the system, such as conferences, external online courses, books, etc. on their learning transcript that they would like credit applied towards their Continuous Learning Hours.



Session

A synchronous online or in person class led by instructors.



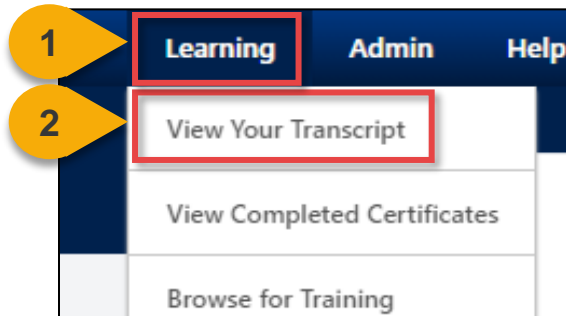
Test

An exam at the end of a course or module. Can also be in the form of a pre-test (test-out).

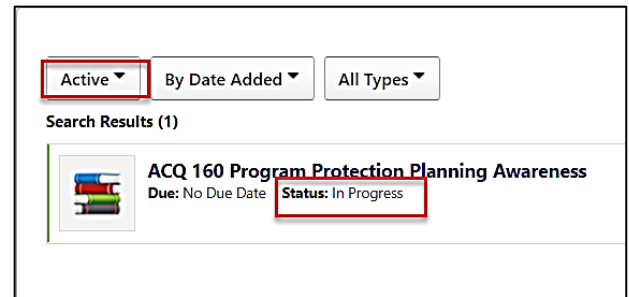
View Your Transcript Status

When you want to view the status of training courses in your Transcript...

Steps 1, 2: Hover over **Learning** and click on **View Your Transcript**.



Under the **Active view** of your Transcript page, you may check the status of training courses you are enrolled in. Right beneath the training title, you will see the field "Status". This field displays the status of the training you are enrolled.



See below the available Transcript statuses in CSOD followed by a brief description.

TRANSCRIPT STATUS	DEFINITION	APPLICABLE TRAINING TYPES
Approved	Training was approved by the approver. This status is accompanied by the Register option. For approved events, the Select Session option appears.	All
Cancelled	User was registered for an ILT session that was cancelled. This status is accompanied by the Select Session option.	ILT Session
Completed	<p>The training is complete and all required evaluations and acknowledgments are complete. For WebEx sessions, a status of Completed is achieved if:</p> <ul style="list-style-type: none">- The session is ongoing, but the User has completed enough parts for completion to occur and an administrator submits the roster for completed Users.- The User has completed all attendance/part requirements, and an administrator submits the roster.	All



See next page for more

View Your Transcript Status (Cont. 1)

See below the available transcript statuses followed by a brief description (cont. 1).

TRANSCRIPT STATUS	DEFINITION	APPLICABLE TRAINING TYPES
Denied	Approval is required for the training item requested by the User and the training request was denied by the approver. For DSCU, only External Training has an approval workflow.	Curriculum, Library, Online Course, Posting, Quick Course, Video, External Training
Incomplete	This may mean either that the course was marked complete and the User did not pass or attend all the required parts, or a test was failed but more attempts are allowed.	All (except Video)
Incomplete/Past Due	This status displays when the above conditions for the Incomplete status are met, and the due date for the training has passed.	All (except Video)
In Progress	This status appears when a training item is currently in progress.	Cohort, Curriculum, ILT Session, Library, Online Course, Posting, Quick Course
No Show	User did not attend any of the parts for an ILT session and the roster was submitted.	ILT Session
No Show/Past Due	The User did not attend any parts for an ILT session and the roster was submitted, and the due date for the session has also passed.	ILT Session
Not Started	The training has not yet been launched or opened by the User.	All
Registered	The User receives this status for training when training has been added to their transcript (either via a request or assignment), and no further actions are required prior to taking the training.	All (except events)



See next page for more

View Your Transcript Status (Cont. 2)

See below the available transcript statuses followed by a brief description (cont. 2).

TRANSCRIPT STATUS	DEFINITION	APPLICABLE TRAINING TYPES
Registered/Past Due	The above conditions for Registered are met, and the due date for the training has also passed.	ILT Session
Registration Pending	The User receives this training status if the User has been granted an opening from the waitlist for an ILT session but has not yet registered for the session.	ILT Session
Waitlisted	The User receives this training status for an ILT session when they request a session which has no more available seats. The User remains on a waitlist until a seat becomes available.	ILT Session or Library
Withdrawn	The User withdrew or was withdrawn from an ILT session or external training item.	External Training, ILT Session
Pending Approval	The User receives this status for training if the training requires approval before the User can be registered for it.	For DSCU this is only applicable for External Training.
Registered	The User receives this status for training when training has been added to their transcript (either via a request or assignment), and no further actions are required prior to taking the training.	All (except events)

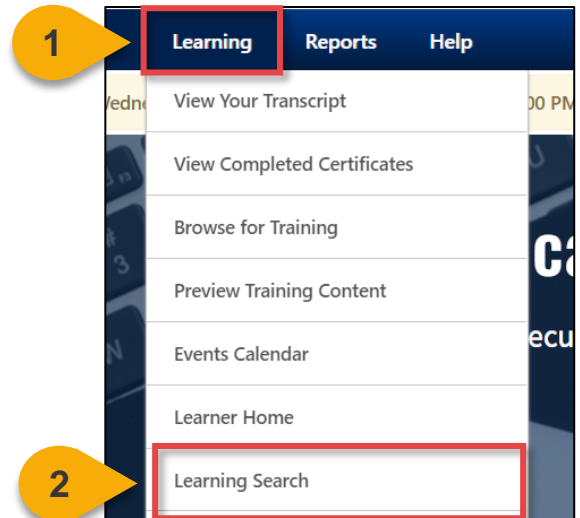
Learning Search

When you need to filter and search for training courses...

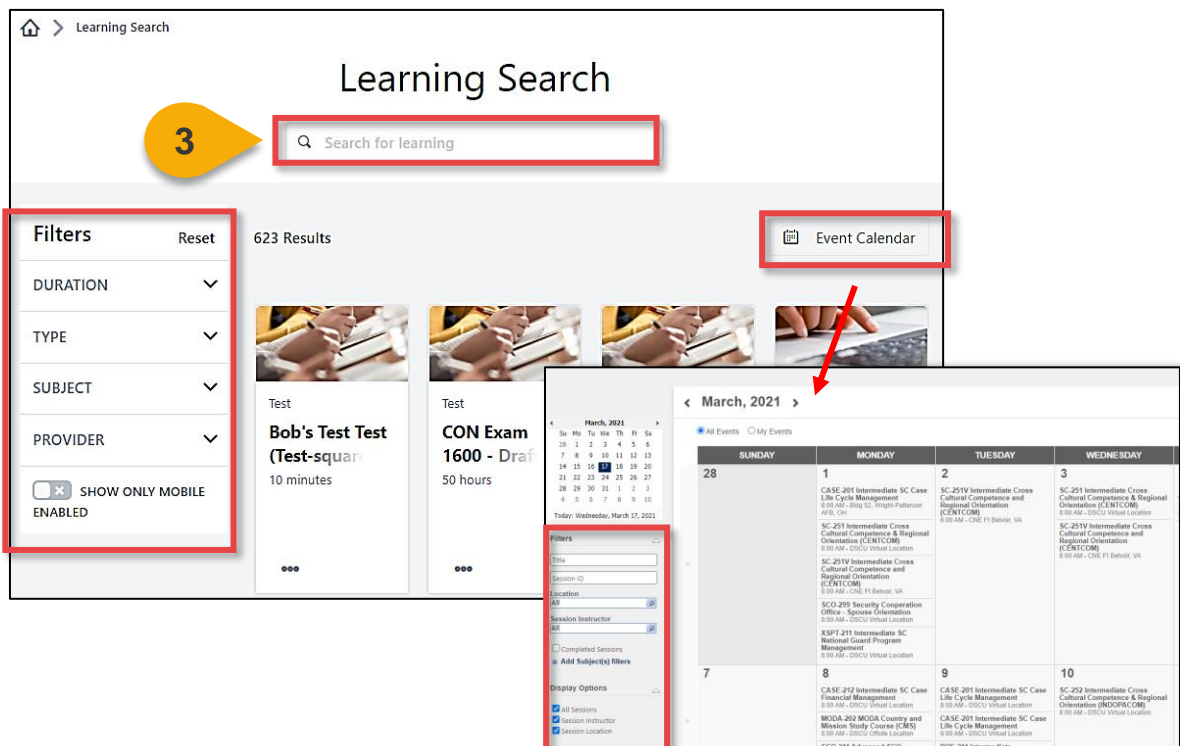
Steps 1, 2: Hover over **Learning** and click on **Learning Search**.

Learning Search

The Learning Search page allows Users to search for and filter training in the system. The robust filter options make it easy for Users to find training. Learning Search is accessed from the Learning menu.



Step 3: In the **Search** field, enter the appropriate search terms. If appropriate, you may filter your search results by selecting a **search type** from the dropdown list, or **filter** from the left of the page. You can also click on the **Event Calendar** to find and register for upcoming sessions.



Learning Search (Cont. 1)

DURATION

- ☒ Any Duration (622)
- ☐ < 15 minutes (2)
- ☐ < 30 minutes (2)
- ☐ < 1 hour (4)
- ☐ < 2 hours (7)
- ☐ 2+ hours (53)

Duration options display based on the entered search terms, meaning that if no training that meets a User's search criteria has a duration of greater than two hours, then the **2+ hours** filter option doesn't display.

TYPE

- ☐ Curriculum (369)
- ☐ Event (190)
- ☐ External Content (3)
- ☐ Material (13)
- ☐ Online Class (37)
- ☐ Playlist (1)
- ☐ Test (9)

Type options display based on the entered search terms, meaning that if, for example, no curricula meet the User's search criteria, the **Curriculum** filter option does not display.

SUBJECT

- ☐ SC Case Life Cycle Management (8)
- ☐ SC Enterprise - Industry (1)
- ☐ SC Enterprise - International Partner (7)
- ☐ SC Execution Support Management (2)

Subject: If no training that meets the User's search criteria has an associated subject, the subject filter does not display.

PROVIDER

- ☐ DAU Workshops (4)
- ☐ Defense Acquisition University (489)
- ☒ Defense Security Cooperation University (DSCU) (47)
- ☒ DSCU - Online Training content (3)

Provider options display based on the entered search terms, meaning that if, for example, no training items that meet the User's search criteria are associated with the provider Skillsoft, the **Skillsoft** filter option does not display. Inactive providers may display if associated with the search results.

Learning Search

Search for learning

Filters Reset 623 Results

- DURATION
- TYPE
- SUBJECT
- PROVIDER

SHOW ONLY MOBILE ENABLED

Test Bob's Test Test (Test-squar 10 minutes

Test CON Exam 1600 - Draf 50 hours

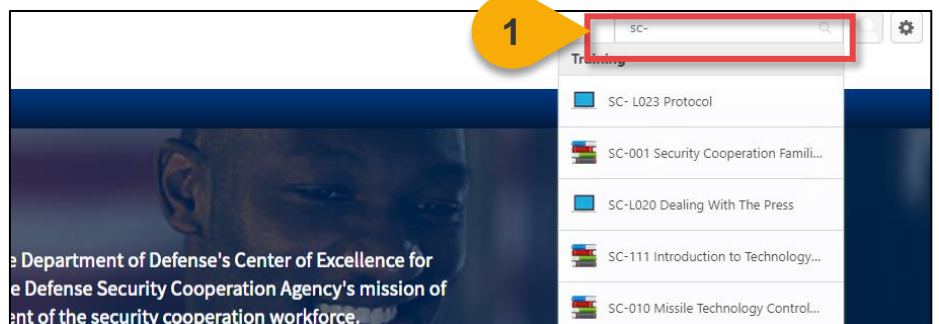
Global Search

When you need to search and find training courses...

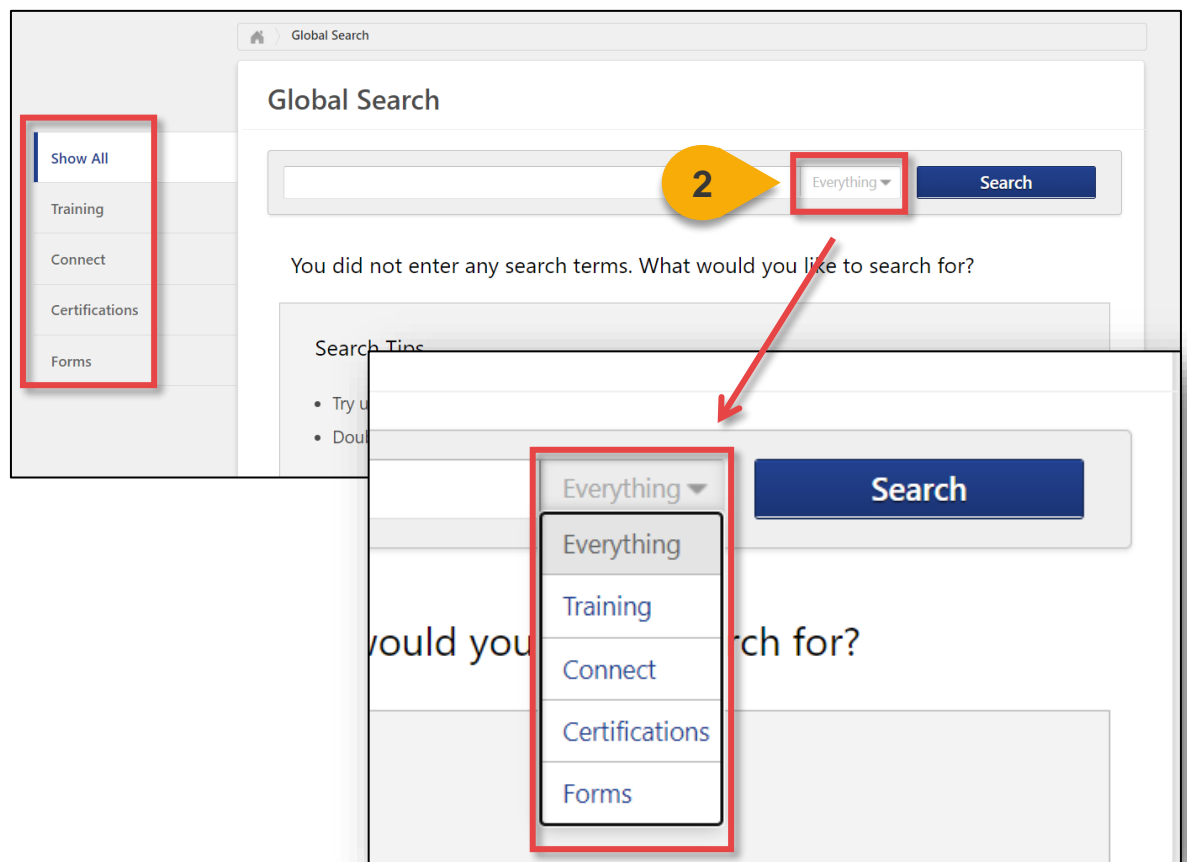
Step 1: Click on the **magnifying glass** to open Global Search.

Global Search

This predictive search bar, found at the top right of the home page, helps Users search for Training, DAU Certifications, and Forms.



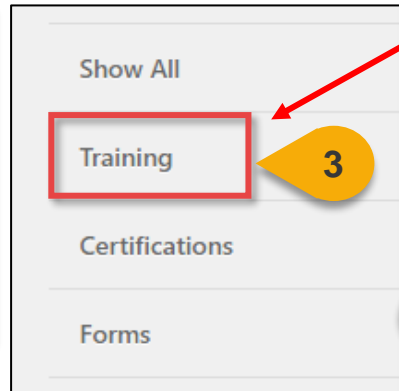
Step 2: In the **Search field**, enter the appropriate search terms. If appropriate, you may filter your search results by selecting a **search type** from the dropdown list, or from the **menu** to the left of the page.



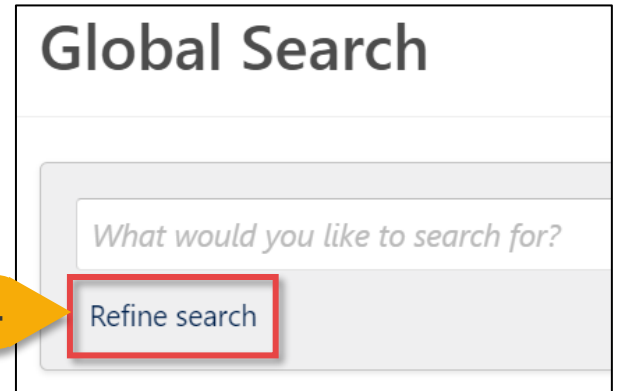
Global Search (Cont. 1)

Steps 3, 4: You may also refine your search to get more relevant results.

To view Refine search, you must click on the Training tab under Show All to the left of the page **first**.



A sidebar menu titled 'Show All' with three options: 'Training', 'Certifications', and 'Forms'. The 'Training' option is highlighted with a red rectangular box. A red arrow points from the 'Training' box to a yellow callout bubble containing the number '3'.

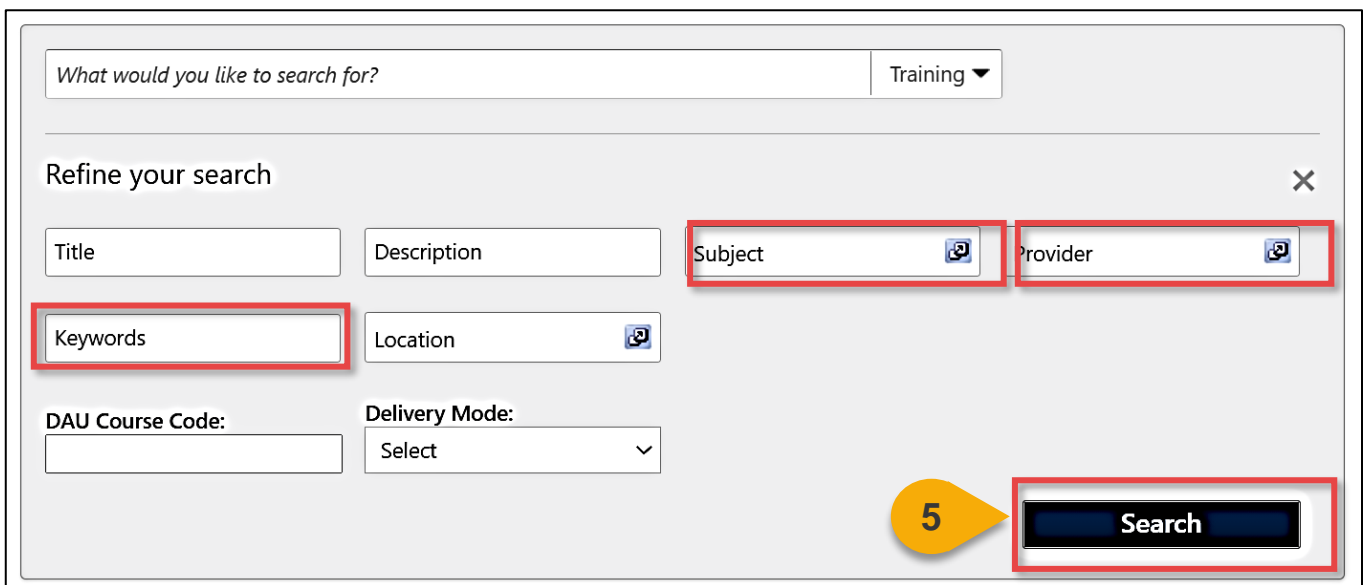


A header section titled 'Global Search'. Below the title is a search input field with the placeholder text 'What would you like to search for?'. Below the input field is a button labeled 'Refine search', which is highlighted with a red rectangular box. A yellow callout bubble containing the number '4' points to this button.

Helpful tips using Refine Search:

- ✓ DSCU courses have been mapped to Areas of Concentration that can be found under **Subjects**.
- ✓ Use **Provider** to search for training provided by DSCU.
- ✓ Only Learning Search has the additional filter : Duration

Step 5: Once you are done, click **Search** to view results.

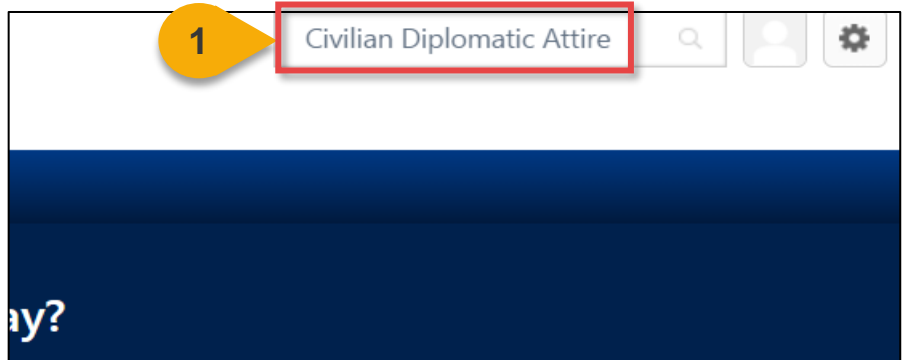


A 'Refine your search' dialog box with a close button (X) in the top right corner. It contains several search filters: 'Title', 'Description', 'Subject', 'Provider', 'Keywords', and 'Location'. Each filter has a text input field and a magnifying glass icon. The 'Keywords' field is highlighted with a red rectangular box. Below these filters are two sections: 'DAU Course Code:' with a text input field, and 'Delivery Mode:' with a dropdown menu showing 'Select'. At the bottom right, there is a large blue button labeled 'Search', which is highlighted with a red rectangular box. A yellow callout bubble containing the number '5' points to this button.

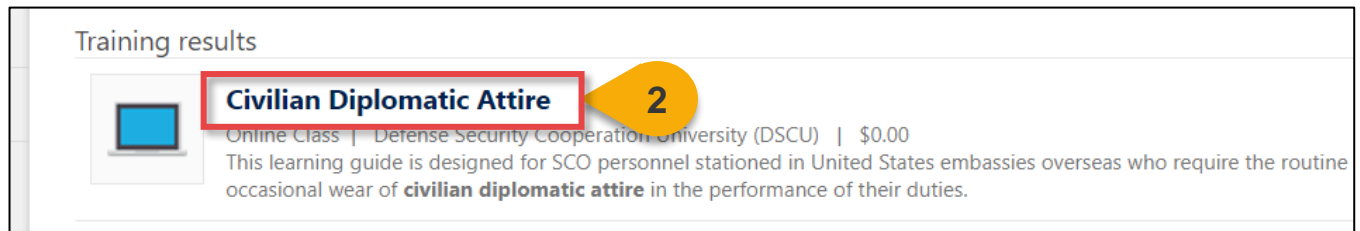
Register for Learning Guides

When you want to register for a Learning Guide Course...

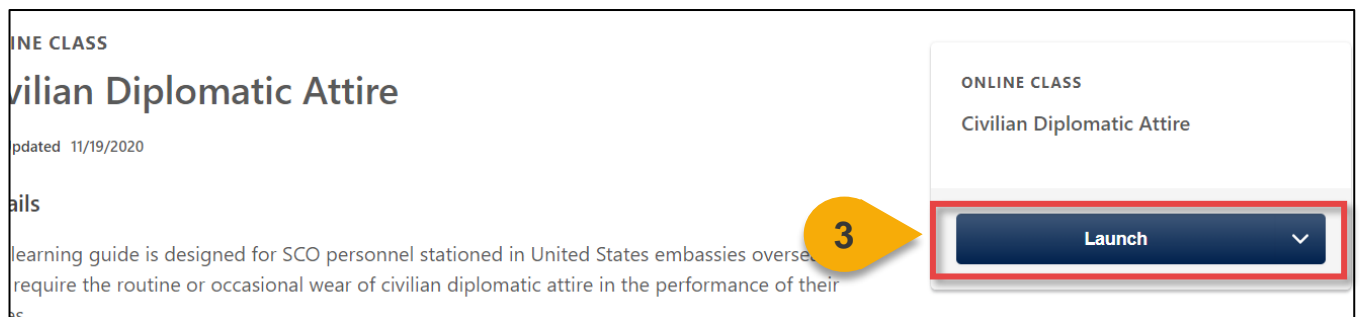
Step 1: From your Homepage, use **Global Search** to find the Learning Guide course you'd like to take. Type in the **title of the course** and **press Enter** on your keyboard.



Step 2: The Learning Guide course will be displayed on the screen. Click on the **title of the course**.



Step 3: The online class will be ready to launch. Click on the **Launch** button to begin the course. This action will automatically add this training course to your transcript.

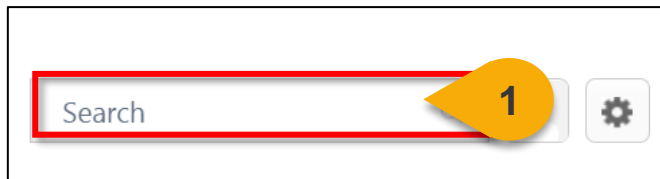


NOTE: You must click **Launch** in order to add the Learning Guide to your Transcript. If you wish to complete the course later, you can exit out of the course after you have launched it.

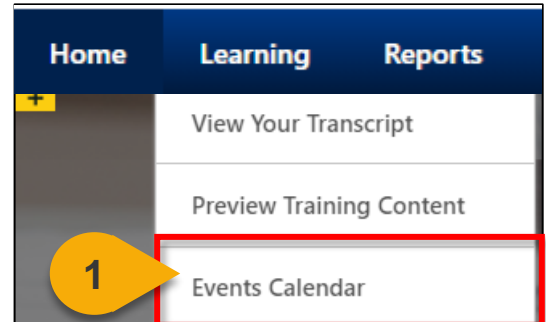
Register for Instructor-Led Training (ILT)

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

Step 1: From your Homepage, use **Global Search** or **Learning > Events Calendar** to find the instructor-led training course you'd like to take.

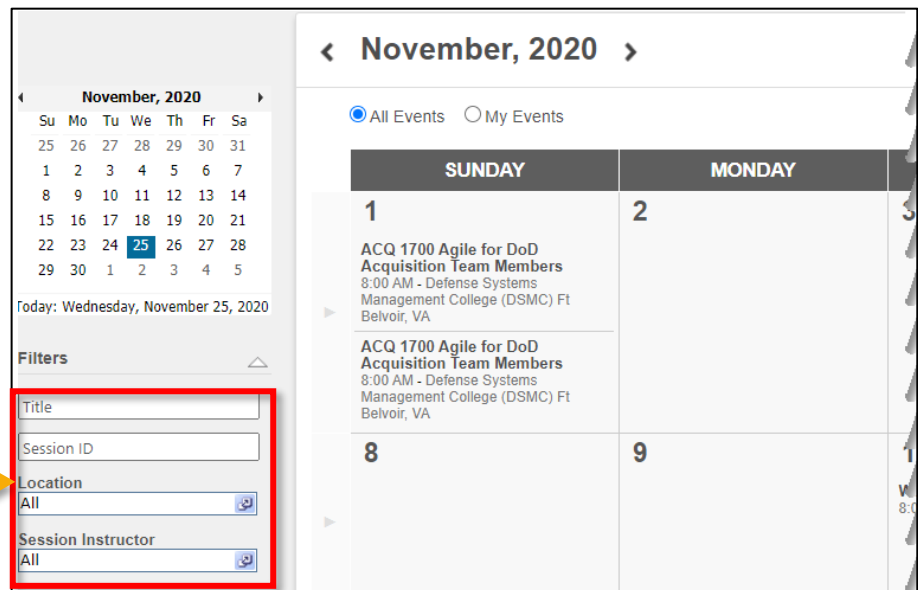


Search

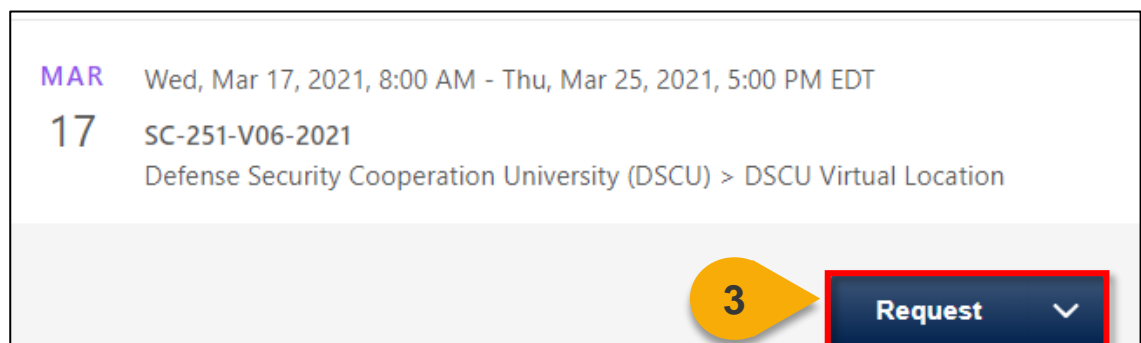


Step 2: On the Events Calendar, you can search by Title, Session ID, Location, or Instructor.

If the Session is full or if you are not eligible for the course, you will be placed on a Waitlist.



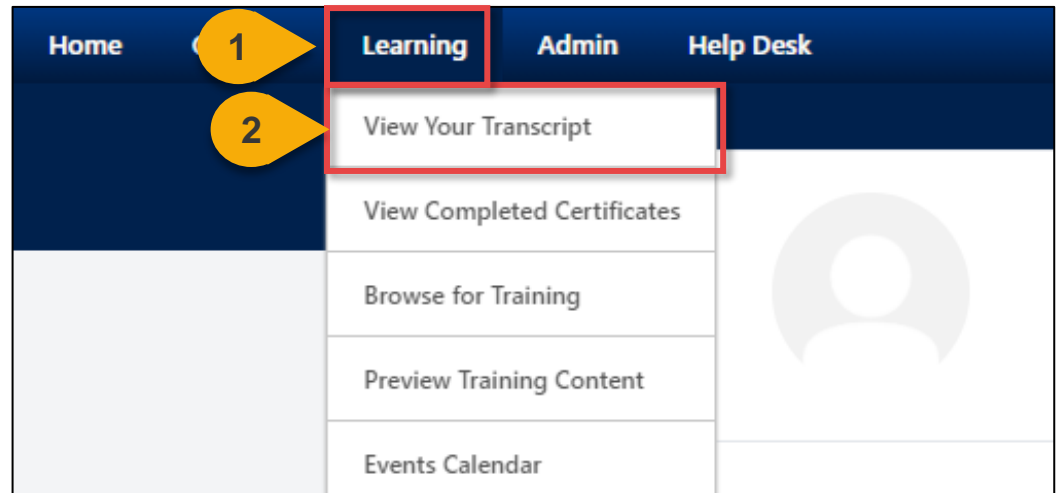
Step 3: If the Event has Sessions, they will be available on this page. Next to the desired Session, click on **Request**.



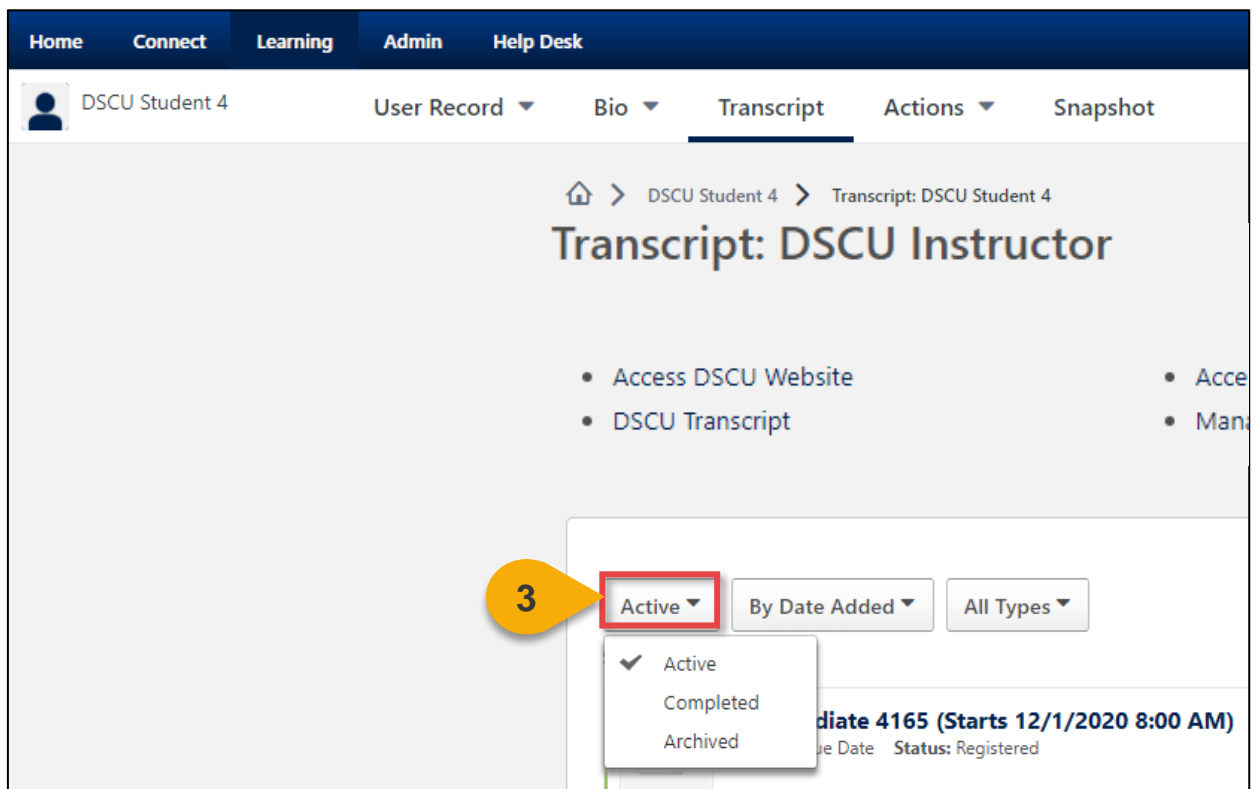
Withdraw from a DSCU ILT/VILT Course

When you want to withdraw from a DSCU ILT or VILT course...

Steps 1, 2: Hover over **Learning** and click **View Your Transcript**.



Step 3: Your Transcript will be displayed on the screen. By default, the filter is set to active courses that are still in progress.



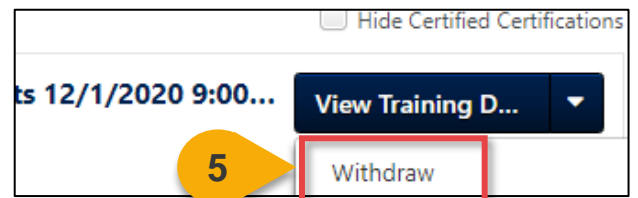
Withdraw from a DSCU ILT/VILT Course (Cont. 1)

Step 4: When you want to request a different session from the DSCU ILT/VILT course in which you have registered for, or you can no longer take the course, you will need to withdraw your registration. You will not be able to register for more than one session for the same event at a time. From your Transcript page, click on the arrow next to **View Training Details** for the session you wish to withdraw.



SCO Embassy Operations Capstone (Starts 12/30/2020 8:00 AM) Due: No Due Date Status: Registered View Training Details ▾

Step 5: Click on the **Withdraw** button.



ts 12/1/2020 9:00... View Training Details ▾ Withdraw

Step 6: Click on the **dropdown arrow** to select a reason for withdrawing from the session.

Step 7: Add your comments as applicable.

Step 8: Click **Submit**.

NOTE:

- If your ILT/VILT has started, you won't be able to withdraw. Work with your Instructor if you need to withdraw in this circumstance.
- You and your Supervisor receive email notifications upon Withdrawal.

Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

Event Name: SC-251V Intermediate Cross Cultural Competence and Regional Orientation (CENTCOM)
Date / Time: (1) 12/1/2020 9:00 AM - 12/1/2020 5:00 PM
Location: CG2, Arlington, VA

SESSION WITHDRAWAL OPTIONS

Please select a reason ▾

Comments

Submit

Cancel

Withdraw from a DSCU ILT/VILT Course (Cont. 2)

Step 9: If you wish to select another session for the same event, click on the **Select Session** button from the session you just withdrew from. If requesting a session from a different event, use Global Search to find and request the course.

**SCO Embassy Operations Capstone (Starts 12/30/2020 8:00 AM)**
Due: No Due Date Status: Withdrawn

9

Select Session ▾

Step 10: You will be taken to the training course details. **Scroll down** until you see the sessions available on the screen. Click the **View Details** dropdown.

Step 11: Click **Request**.

If you do not meet the prioritization criteria for the Session, you'll not have the option to register. Instead, you will have the option to be placed on a Waitlist.

DEC

30

SCO-2020-001
Wed, Dec 30, 2020, 8:00 AM - 5:00 PM
Register by Wed, Dec 23, 2020, 8:00 AM
Defense Security Cooperation University (DSCU)
English (US)

View Details ▾
Withdrawn


11

Request
Save for Later

10

View Details ▾

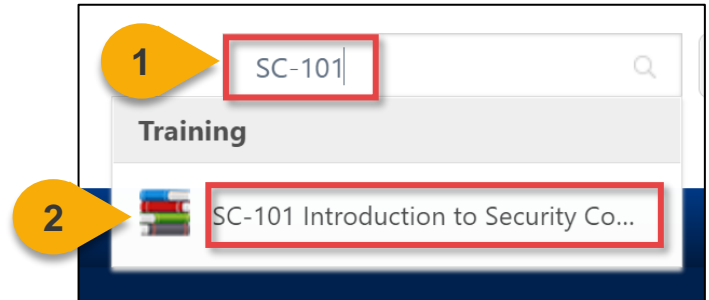
You will be taken back to your Transcript page. Notice that the new session has been added to your Transcript with status Registered.

**SCO Embassy Operations Capstone (Starts 1/6/2021 8:00 AM)**
Due: No Due Date Status: Registered

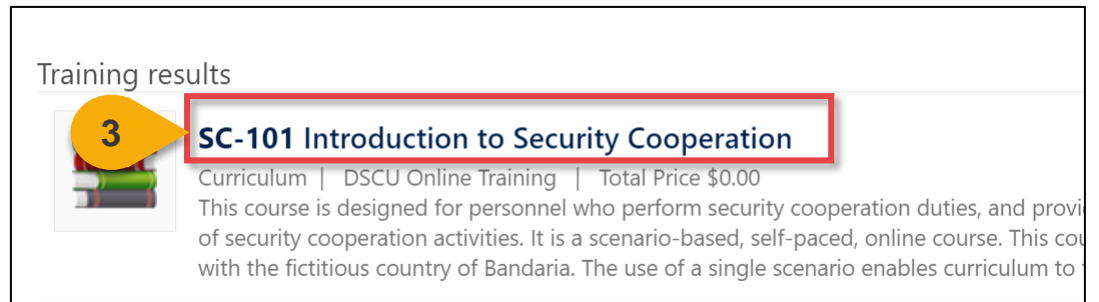
Complete a DSCU Curriculum

When you want to complete a DSCU Curriculum...

Steps 1, 2: Navigate to **Global Search** and **search** for the course you wish to take.

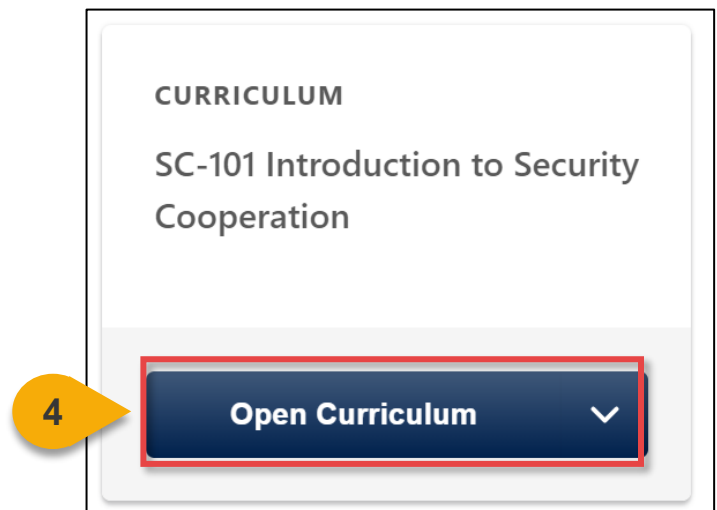


Step 3: Click on the **title of the course** in the Global Search results.



Step 4: Click on **Open Curriculum**. This action will add the course to your Transcript page. You will also receive an email notification thanking you for enrolling in the course.

Note that DSCU academic policy is to deny all exception requests. AllStudents are required to complete the course prerequisites before registering for a course.



Complete a DSCU Curriculum (Cont. 1)

DSCU academic policy allows Students to take a knowledge test out for each course module. If the Student achieves a 70% or above on a module, that module will be updated with a Completed status. Students will only need to launch and take the tests for the non-complete modules (Constructive Credit).

Step 5: To view the test out option, click on **View Details** next to the **Knowledge Test Out (Optional)** section.

SC-101 Introduction to Security Cooperation Options ▾

CURRICULUM PROGRESS

SC-101 Introduction to Security Cooperation

- ✓ KNOWLEDGE TEST OUT (OPTIONAL)
- MODULE 1
- MODULE 2
- MODULE 3
- MODULE 4

This course is designed for personnel who perform security cooperation duties, and provides an overview of the full range of security cooperation activities. It is a scenario-based, self-paced, online course. This course is based on U.S. interaction with the fictitious country of Bandaria. The use of a single scenario enables curriculum to follow a strategy to capability paradigm. Upon completion of the course, students should have gained an awareness and retained basic knowledge across the broad spectrum of the DoD SC Workforce Competencies.
Optionally you can take the knowledge test out for each module. If you reach a score of 70% or above, you will be given credit for the module and will not need to complete it.
Please Note: Exception requests for skipping this course as a prerequisite will be denied.

Knowledge Test Out (Optional)
100% Completed: 0 Min Required: 0 Total Items: 6 **5** **View Details**

Module 1
0% Completed: 0 Min Required: 2 Total Items: 2 **View Details**

Step 6: To take the Test Out option, click on **Launch Test**. You will have one attempt to take the Test Out. If you do not pass, you will be required to complete each module and pass each corresponding test. If you pass the test out option for the module, the module and test will be marked Completed Equivalent.

SC-101 - Module 1 Test Out Option
Status: Registered Due: No Due Date **6** **Launch Test** ▾

SC-101 - Module 2 Test Out Option
Status: Registered Due: No Due Date **Launch Test** ▾



Certifications

03

View Your SC Certification Status
Request Course within an SC Certification

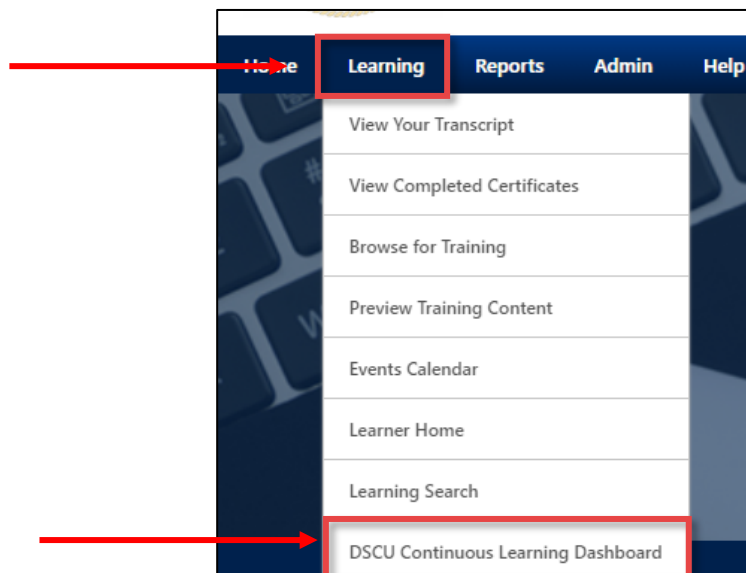
View Your SC Certification Status

When you want to check your SC Certification status...

Step 1: You can view your Certification Dashboard by clicking on **Track Your Certifications** from your Home Page.



NOTE: You can also view your Certification Dashboard by navigating to **Learning > DSCU Continuous Learning Dashboard**.

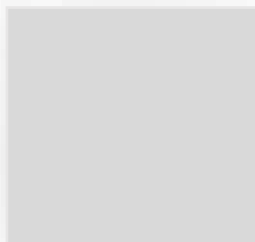


View Your SC Certification Status (Cont. 1)

Step 2: Click on the **SC Certifications** tab. Your Certification Dashboard shows your overall status towards becoming certified. You can also click on the **Continuous Learning Hours** tab to view your status on remaining in good standing with your learning hours. Note that when you log in, the Continuous Learning Hours page view is shown as the default.

Dashboard

User Info



Certification Info

Continuous Learning Hours

SC Certifications

2

Continuous Learning Hours

See Continuous Learning Hours details below. Progress is calculated over a two year period, in which a minimum of 20 CLHs must be earned.

0 Hours					
Due Date	Hours Required	Hours Earned	Hours Remaining	Time Remaining in CLH Period	Status
2/5/2023	20	0	20	1 year, 11 months	In Progress

[View Details](#)



NOTE: All DSCU and DAU courses count towards your Continuous Learning Hours. The Certification Dashboard will automatically calculate your progress.

View Your SC Certification Status (Cont. 2)

Step 3: Click on **View Details** to see your progress toward becoming certified.

SC Acquisition Management Certification - Basic

1 Points

Points Required	Points Earned	Points Remaining	Certified On	Status
5	1	4		In Progress

View Details

3

Step 4: You will be able to view the status of courses that count towards your certification. Click on **Hide Details** when you are done.

SC Acquisition Management Certification - Basic

1 Points

Points Required	Points Earned	Points Remaining	Certified On	Status
5	1	4		In Progress

Hide Details

4

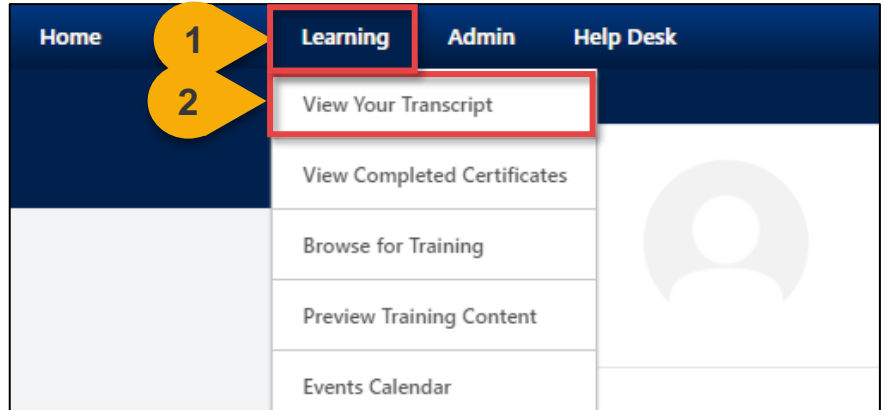
Title	Type	Completion Date	Status	Credit
SC-101 Introduction to Security Cooperation	Curriculum	NaN/NaN/NaN	Completed	1

NOTE: The Certification Dashboard automatically calculates and visually displays **points earned** and **points remaining** towards becoming certified.

Request Course within an SC Certification

When you want to request a course within their SC Certification...

Steps 1, 2: Hover over **Learning** and click **View Your Transcript** to view the courses that you need to complete within your SC Certification.



Step 3: Select **Manage** on the certification.



Step 4: Select **Request** next to the course that you would like to begin.

TITLE	TYPE	COMPLETION	STATUS	OPTIONS	CREDITS
Required Courses (Required Completion: Min = 4.00, Max = 4.00 / Acquired Completion: 0.00)					
SC-101 Introduction to Security Cooperation	Curriculum	1.00	Not Active	Request	

NOTE: Depending on the course type you would like to take please follow the directions below:

- **Online Class or Curriculum:** Search for the course and click on **Request**, then **Launch** to add to your active transcript.
- **ILTs/VILTs:** Search for the course and choose the Session you would like to attend. Then click on **Request**.

Request Course within an SC Certification (Cont. 1)

Step 5: Once you complete a required course, you will have the option to complete a course Evaluation. Click on **Evaluate** (Optional).

TITLE	TYPE	COMPLETION	STATUS	OPTIONS	C
Required Courses (Required Completion: Min = 4.00, Max = 4.00 / Acquired Completion: 4.00)					
Introduction to Cross Cultural Competence and Regional Orientation	Curriculum	1.00	Completed	Open Curriculum Evaluate	
Introduction to End Use Monitoring	Curriculum	1.00	Completed	Open Curriculum Evaluate	
Introduction to Technology Transfer	Curriculum	1.00	Completed	Open Curriculum Evaluate	
SC-101 Introduction to Security Cooperation	Curriculum	1.00	Completed	Open Curriculum Evaluate	
Experience Verification (Required Completion: Min = 1.00, Max = 1.00 / Acquired Completion: 0.00)					
SC Planning, Oversight & Execution Management Basic Experience Met	Material	1.00	Not Activated	None	

Submit a Request

04

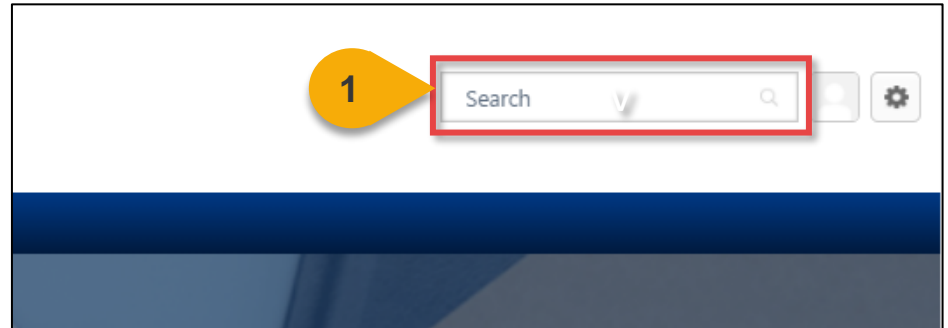
- [View and Request an Exception](#)
- [View and Request an Equivalent Course](#)
- [View Requests Stored in CSOD](#)
- [View Denied and Returned Forms](#)
- [Submit External Training Request](#)

View and Request an Exception

When you want to request an exception for a Curriculum ...

Step 1: Search for the course you wish to take using Global Search and click on the **course title**.

Step 2: Click on **Request**.



CURRICULUM

SC-010 Missile Technology Control Regime (MTCR)

Last Updated 03/17/2021

Details

This is a facilitated online course which provides a familiarization with the MTCR basic guidelines, the relevant review process for Foreign Military Sales (FMS) cases. A discussion of the FMS process and the relationship of the MTCR to the Arms Export Control Act (AECA) and International Traffic in Arms Regulations (ITAR) provide the students a framework for understanding the need for thorough reviews of items provided on Letters of Offer and Acceptance (LOA). In addition, students are introduced to the roles and responsibilities of the Departments of State, Commerce, and Defense. This course requires approximately one-two hours of student work and participation on each scheduled day

Show More

Prerequisites

CURRICULUM SC-101 Introduction to Security Cooperation

Contents

17 Trainings

CURRICULUM

SC-010 Missile Technology Control Regime (MTCR)

Request



NOTE: All Exception Requests for asynchronous online courses will be Denied. You are required to complete the Prerequisites prior to registering for the course.

What is Exception Request?

Students can request to be excused from having to complete a prerequisite course for asynchronous online courses. The exception request can be submitted at the time the Student is enrolling on the course.

Back to Table of Contents

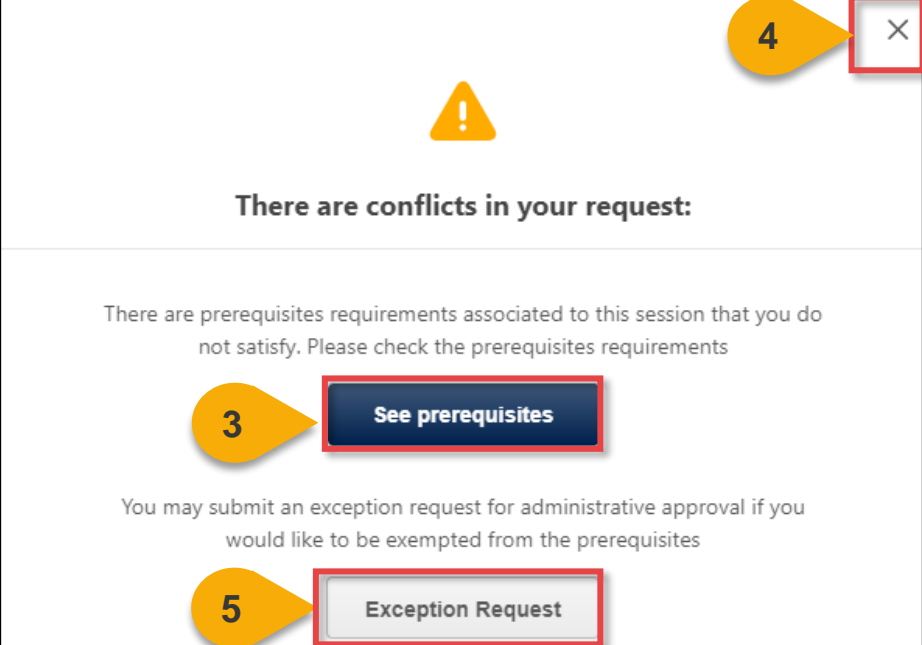
View and Request an Exception (Cont. 1)

Step 3: A popup window will appear on the screen, explaining that this course has a required prerequisite. If you would like to view and register for the prerequisites, click on **See Prerequisites**.

Step 4: If you do not wish to submit an exception request, click the **X icon**, and you won't be able to register for the training you are trying to request.

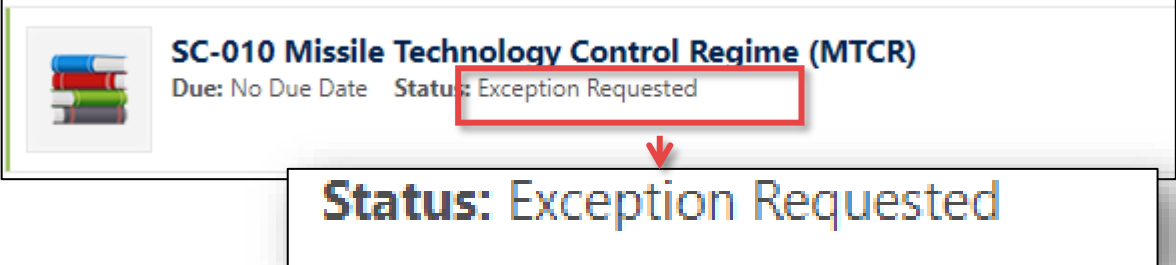
Step 5: By clicking **Exception Request** you are requesting to be excused from completing this prerequisite. Select **Exception Request**.

NOTE: If you have previously taken the prerequisite, you will automatically be registered for the course.



A screenshot of a warning popup window. At the top right is a close button (X) labeled with a yellow callout '4'. In the center is a yellow warning triangle icon. Below the icon, the text reads: "There are conflicts in your request:". Underneath, a smaller text says: "There are prerequisites requirements associated to this session that you do not satisfy. Please check the prerequisites requirements". Below this, there are two buttons. The first button is labeled "See prerequisites" and is pointed to by a yellow callout '3'. The second button is labeled "Exception Request" and is pointed to by a yellow callout '5'.

The training course you have requested will be added to your Transcript page with the status Exception Requested. Upon **Exception Granted**, your status will change to **Registered**. If exception is not granted, the status will be **Denied**.



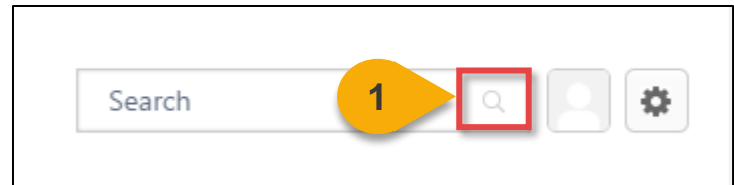
A screenshot of a course entry in a transcript. On the left is an icon of three books. To its right, the course title is "SC-010 Missile Technology Control Regime (MTCR)". Below the title, it says "Due: No Due Date" and "Status: Exception Requested". The "Status" field is highlighted with a red box. A red arrow points from this box down to a larger white box below that contains the text "Status: Exception Requested".

Notice that you will be required to complete the prerequisite course before you can attend the training course (event) requested. **If you do not complete the prerequisite in time, you will be withdrawn from the session before the session begins.**

View and Request an Equivalent Course

When a Student wants to submit an Equivalency Credit Request Form...

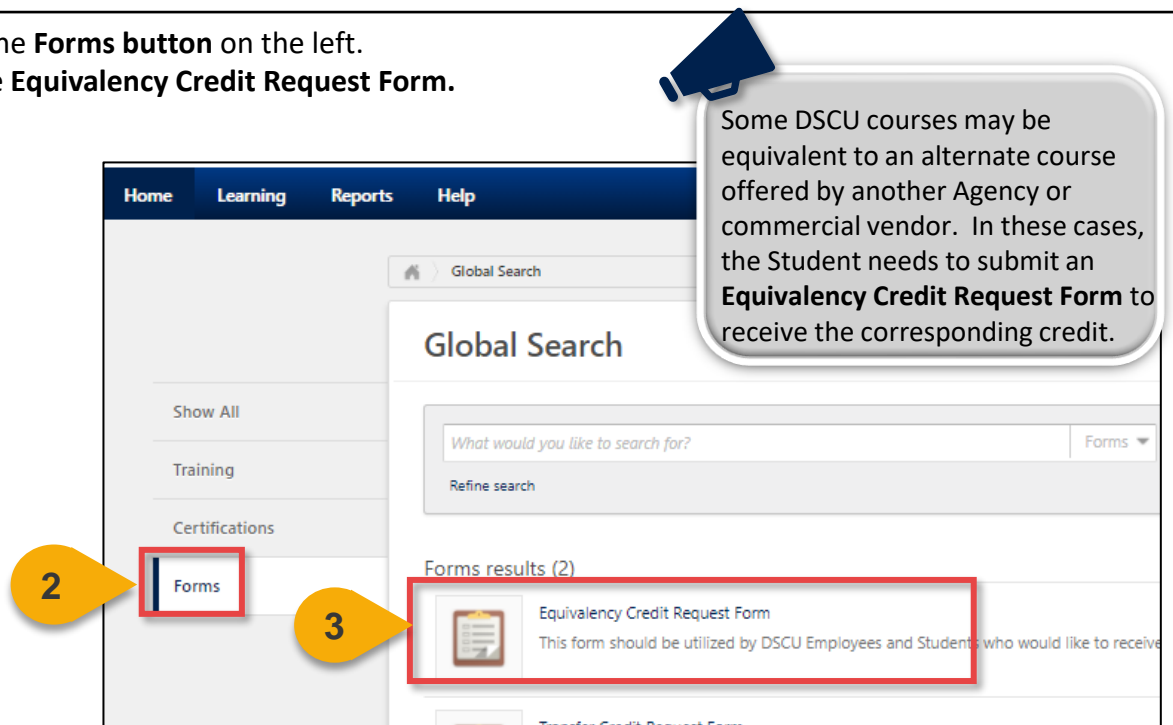
Step 1: Navigate to your **Global Search** on the top-right corner of your Home page and click on the **magnifying glass**.



Search [magnifying glass icon] [user icon] [gear icon]

Step 2: Click on the **Forms** button on the left.

Step 3: Select the **Equivalency Credit Request Form**.



Home Learning Reports Help

Global Search

What would you like to search for? Forms

Refine search

Forms results (2)

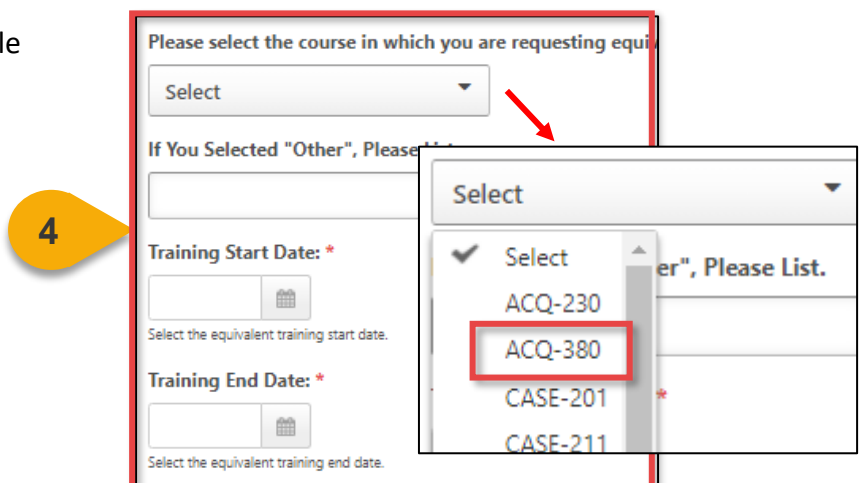
Equivalency Credit Request Form
This form should be utilized by DSCU Employees and Students who would like to receive

Transfer Credit Request Form

Some DSCU courses may be equivalent to an alternate course offered by another Agency or commercial vendor. In these cases, the Student needs to submit an **Equivalency Credit Request Form** to receive the corresponding credit.

Step 4: Fill out the form with the applicable information.

- ✓ Select the **Course** you are requesting equivalency credit for
- ✓ Enter the **Training Start Date**
- ✓ Enter your **Training End Date**



Please select the course in which you are requesting equivalent credit

Select

If You Selected "Other", Please List:

Training Start Date: *

Select the equivalent training start date.

Training End Date: *

Select the equivalent training end date.

Select

✓ Select

ACQ-230

ACQ-380

CASE-201

CASE-211


View and Request an Equivalent Course (Cont. 1)

Step 5: Click on **Select a File** or drag and drop a file to attach your documentation (certificate of attendance or completion, or course transcript).

Attach here certificate of attendance or completion, course transcript

Drag and drop **5** **Select a file**

Attachments

	Legacy_Courses.pdf 213.7 KB
---	--------------------------------

Step 6: Once you are done, click on **Submit**. This course will be added to your transcript with Exempt status in a few days when the equivalency is processed.



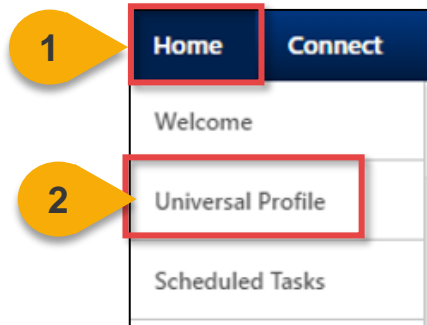
NOTE: You can also submit an **Equivalency Credit Request** directly from your Home page under the section **Submit Requests**. The turnaround time for these requests to be reviewed can take up to **one week**. Contact LMS@bah.com if you need assistance.

You may also submit a Transfer Credit request form by clicking on the Transfer Credit Request button under Submit Requests in the homepage. The Transfer Credit form requires you to submit a memorandum which is provided within the form and routes for approval. Upon approval, the course credit requested will be added to your transcript with Exempt status.

View Requests Stored in CSOD

When a Student wants to view their stored forms...

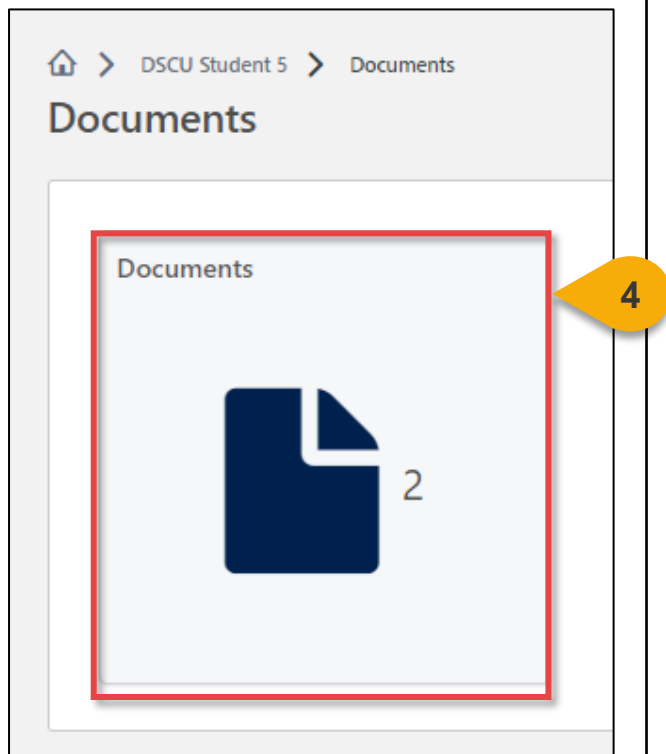
Steps 1, 2: Hover over **Home** and click on **Universal Profile**.



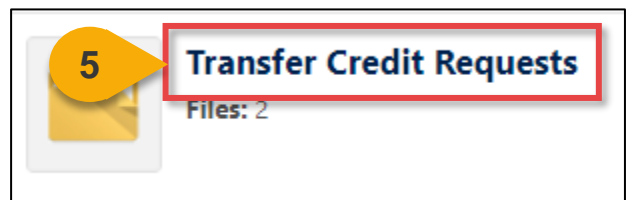
Step 3: Click on **Documents**.



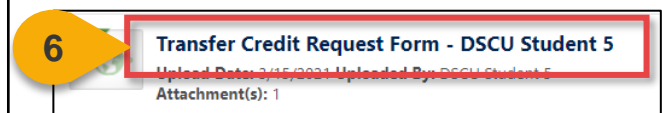
Step 4: Click on the **Documents widget** on the page. This will take you to a page where you can view folders along with the forms submitted by you.



Step 5: To view a form, click on the **corresponding folder** on the screen (Transfer Credit Requests or Equivalency Credit Requests).



Step 6: To view form details and status, click on the **title of the form**.



Submit External Training Request

When you want to receive credit for External Training...

Steps 1, 2: Hover over **Learning** and click **View Your Transcript**.

The screenshot shows two parts of the interface. On the left, under the heading 'Submit Requests', there are three buttons: 'EQUIVALENCY REQUESTS' (green), 'TRANSFER CREDIT REQUESTS' (dark blue), and 'EXTERNAL TRAINING REQUESTS' (yellow). A red arrow points to the 'EXTERNAL TRAINING REQUESTS' button. A yellow callout box with the number '2' contains the text: 'You can also click on **External Training Requests** via your Home Page under Submit Requests.' On the right, a navigation menu is shown with 'Home', 'Learning', 'Admin', and 'Help Desk'. A yellow callout box with the number '1' points to the 'Learning' tab. A red box highlights the 'View Your Transcript' option in the dropdown menu under 'Learning'. A yellow callout box with the number '2' points to the 'View Your Transcript' option.

Steps 3, 4: Click on the **Options** box to expand and select **Add External Training**.

The screenshot shows the 'Transcript: DSCU Student 6' page. At the top, there is a breadcrumb trail: 'Home > DSCU Student 6 > Transcript: DSCU Student 6'. Below this, the title 'Transcript: DSCU Student 6' is displayed. There are two columns of links: 'Access DSCU Website', 'HELP Printing Certificate', 'Access Completed Training', 'Manage Pending Requests', 'View Your Certifications', and 'Placeholder for CLH dashboard page'. A yellow callout box with the number '3' points to a three-dot menu icon in the top right corner. A red arrow points from this icon to a dropdown menu. A yellow callout box with the number '4' points to the 'Add External Training' option in the dropdown menu. The dropdown menu also contains 'Export to PDF', 'Print Transcript', and 'Run Transcript Report'.



Users can request credit for non-Agency training. This includes attending a conference or completing an external course related to your certification area. After approval, the credit will be applied towards your Continuous Learning Hours requirement.

Submit External Training Request (Cont. 1)

Steps 5-10: Fill out the Form with the applicable information. Notice that you should add as much information as possible, as this request will be routed for approval. Click **Submit**. Upon approval, the request will be added to your Completed Transcript page as well as your Certification Dashboard.

Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

You must select the section in which you should apply this external training in the certification. For that, click on the dropdown menu next to Apply Training to and select Training and Experience Achievements.

Continuous Learning Hours should be calculated with the number of training hours. For example, if a training took 3 hours, the Requested CLH field should display 3.

* = Required

Language

English (US)

Title *

5

Training Description

6

Institution

7

Training Dates

Start Date



End Date



Continuous Lea...

8

Training Hours

Hours

Minutes

0

0

Attachment(s) *

9

Drag and drop files here or

Select a file

10

Submit

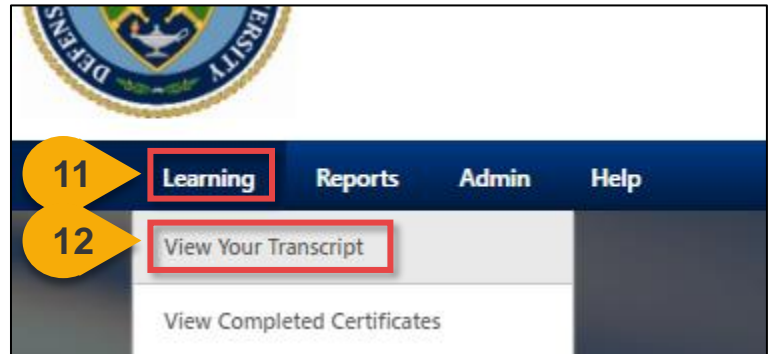
Enter the Training Description and Institution or Location of the Training (e.g., Verizon Center, Washington D.C.)

Enter the number of CLH requested for this training – this will give you credit toward your Continuous Learning.

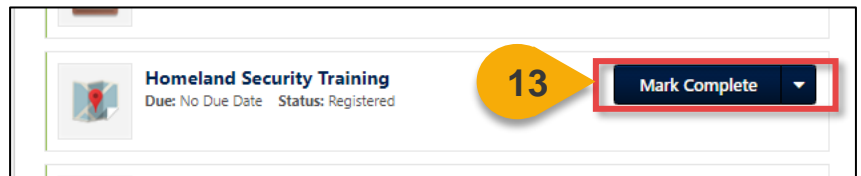
This is a **mandatory** field. Attach your certification of completion or “proof” of attendance.

Submit External Training Request (Cont. 2)

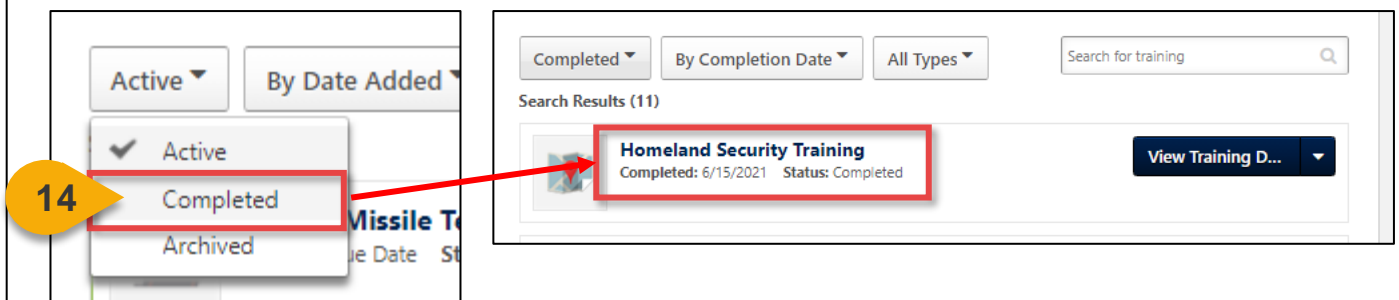
Steps 11, 12: Navigate to **Learning** and click on **View Your Transcript**. Once your request is approved, there are a few more steps that must be completed so you can receive credit for the external training.



Step 13: Search for the approved External Training. Click **Mark Complete**.



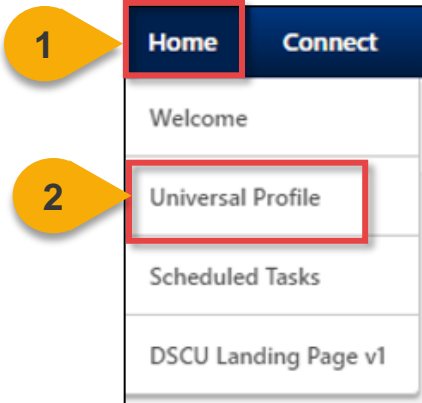
Step 14: Go to the **Completed** tab under the Active. The training will be listed with Completed status.



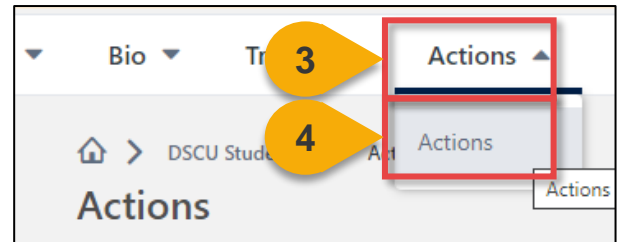
View Denied and Returned Forms

When a Student wants to resubmit their denied and returned form...

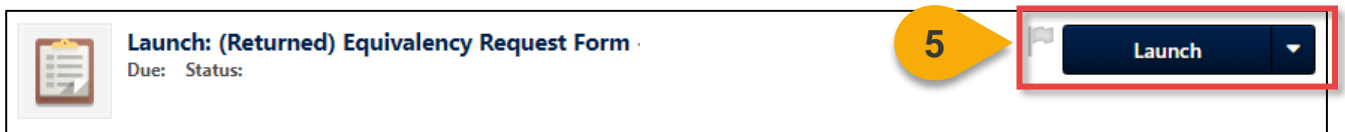
Steps 1, 2: Hover over **Home** and click **Universal Profile**.



Steps 3, 4: Click on **Actions > Actions**.



Step 5: Search for the form in your listed Actions. Click on **Launch**.

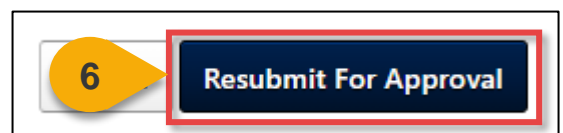


The form will open on the screen. All the fields are editable to you. The form status, along with the approver's comments will display at the top of the form, highlighted in orange.

Equivalency Request Form

DSCU Approver denied and returned to you with the following comments: please resubmit documentation

Step 6: Once the form is updated, click on **Resubmit For Approval**.





Reports

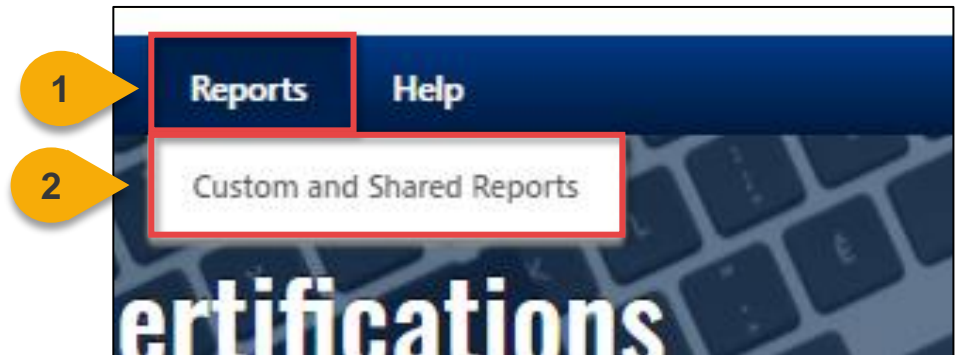
05

Shared Reports
Filter and Download Custom Reports

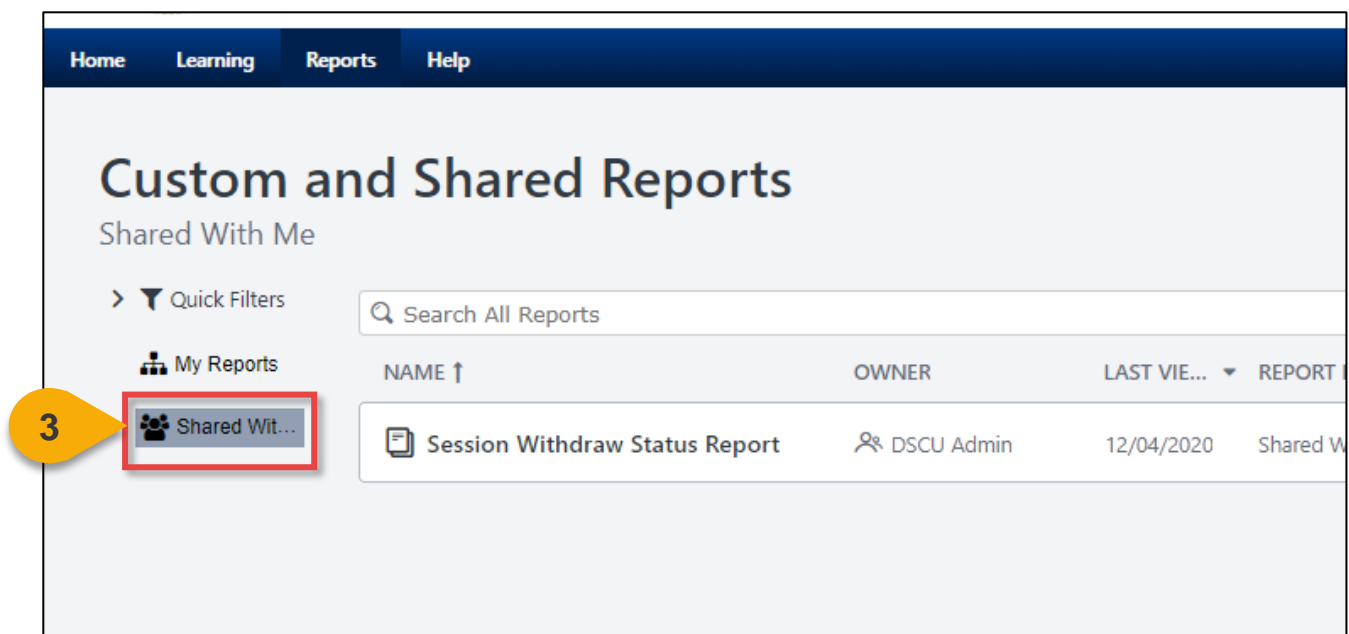
Shared Reports

When you want to access reports shared with you...

Steps 1, 2: Hover over **Reports** and click **Custom and Shared Reports**.



Step 3: Click on **Shared With Me**. Depending on your permissions, you will have access to different shared reports in the system.

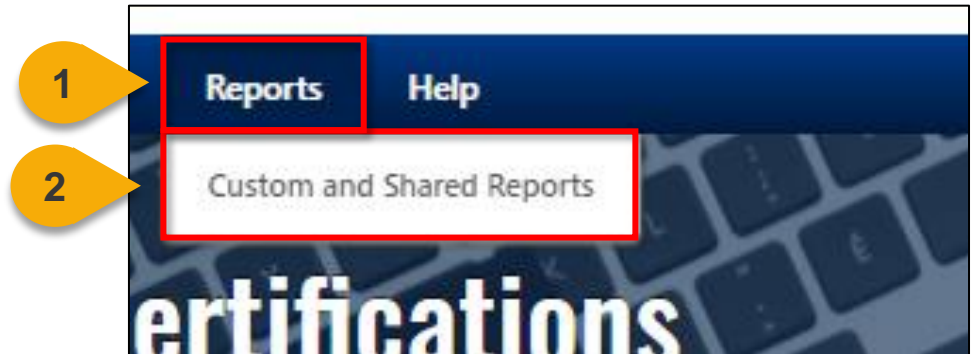


NOTE: Students will **not** be able to edit custom shared reports **unless** they are given the permission to do so when the report is shared with them.

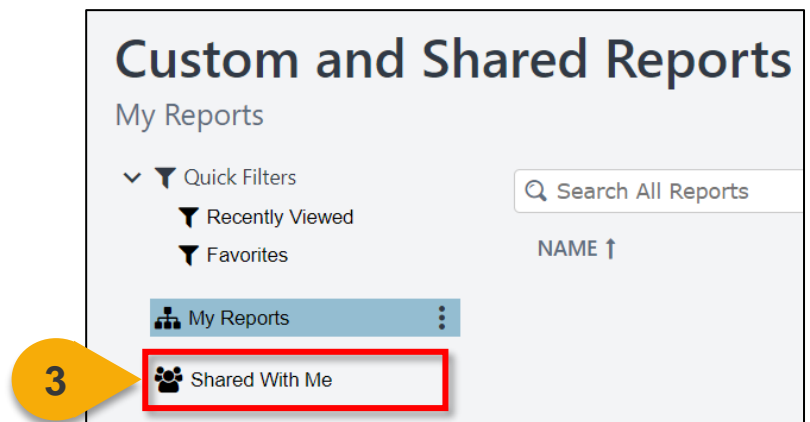
Filter and Download Custom Reports

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

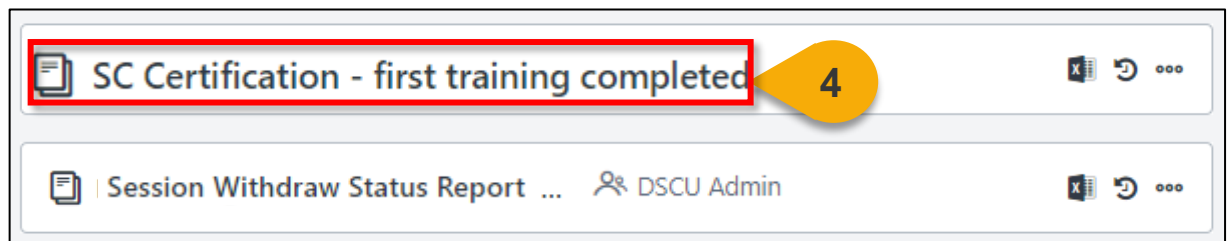
Steps 1, 2: Hover over **Reports** and click **Custom and Shared Reports**.



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



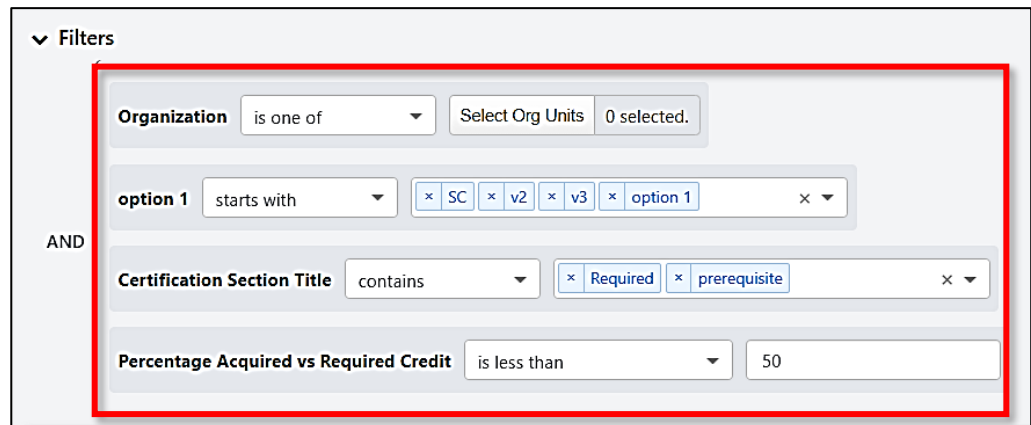
Step 4: Click the **Report Name** you want to view to update the report filters.



Filter and Download Custom Reports (Cont. 1)

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

5



Filters

Organization is one of Select Org Units 0 selected.

option 1 starts with SC v2 v3 option 1

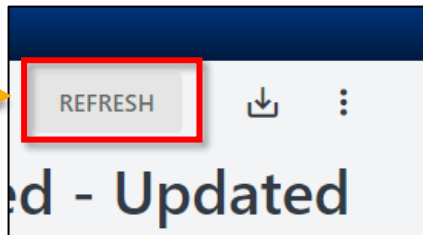
AND

Certification Section Title contains Required prerequisite

Percentage Acquired vs Required Credit is less than 50

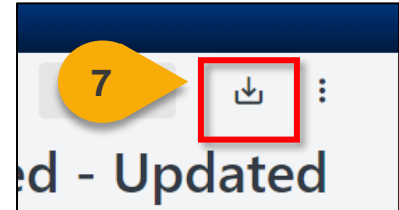
Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.

6

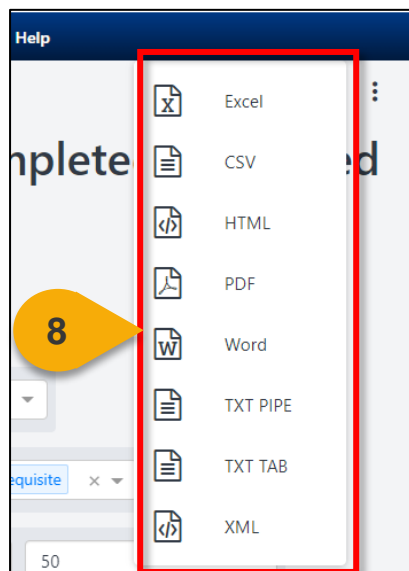


Step 7: Click the **Download Options** icon in the top right corner to see the formats available for this report.

7



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



For more information on Custom Reports, visit [Online Help](#).



Appendix

06

Email Notifications
Glossary

Email Notifications

See below the list of emails sent to the Student from CSOD

Equivalency and Transfer Credit Request Form

This email is triggered when a DSCU Student submits an Equivalency or Transfer Credit Request Form.

Email Triggered: DSCU Equivalency and Transfer Credit Form Submitted

Send to: Form Respondent
Reply to: noreply@dscu.edu

Subject: You have submitted a FORM.TITLE

Message:

FORM.RESPONDENT.FIRST.NAME FORM.RESPONDENT.LAST.NAME,

You have submitted the form FORM.TITLE on ACTION.DATE. To view the form, go to <https://dau.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Snapshot/Documents> and click on the corresponding folder for your request.

Please note that your request will be processed within 30 days, and once completed, you will see the course in which you submitted the request under your Completed tab within your Transcript page with Exempt status.

*** Please do not reply to this email. This mailbox does not allow incoming messages. ***

Transfer Credit Request Form – Approval Completed

This email is triggered after the Transfer Credit Request Form has been approved.

Email Triggered: DSCU Transfer Credit Form Approval Completed

Send to: Form Responder
Reply to: noreply@dscu.edu

Subject: Your FORM.TITLE Form has been APPROVAL.STATUS

Message:

FORM.RESPONDER.FIRST.NAME FORM.RESPONDER.LAST.NAME,

The FORM.TITLE form has been APPROVAL.STATUS on ACTION.DATE. To view the form, go to <https://dau.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Snapshot/Documents> and click on the corresponding folder for your request.

****Please do not reply to this email. This mailbox does not allow incoming messages. ****

Email Notifications (Cont. 1)

Interest Notification

This email is triggered when an ILT Session is approved and made available for enrollment.

Email Triggered: DSCU ILT Session Becomes Available

Send to: Interested Users, Session's Instructors

Reply To: noreply@dscu.edu

Subject: The Session TITLE Starting on SESSION.START.DATE Became Available for Enrollment

Message:

This email is to notify you that the session TITLE starting on SESSION.START.DATE just became available for enrollment. Go to Search and find the session if you would like to request it.

****Please do not reply to this email. This mailbox does not allow incoming messages.****

Session Changed

The Session Changed email is triggered if the following Session fields were changed: Advanced Registration Settings, Instructor, Location, No Show Penalty, Pre-work/Post-work/Prerequisite Details, Session Charge Date, Start or End Dates and Times, and Waitlist Deadlines.

Email triggered: DSCU ILT Session Changed
Outlook Meeting Invite

Send to: Registered Students, Session Instructors

Reply to: dscu.wright-patt.dscu.list.registrars@mail.mil

Subject: TITLE Has Been Changed

Message:

RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

The ILT session information for TITLE was changed on ACTION.DATE. Please see the current information below.

SCHEDULES.DETAILS

SESSION.LOCATION

Session Information: CUSTOM.Session_Information

****If you have any questions, please reach out to dscu.wright-patt.dscu.list.registrars@mail.mil.****

Email Notifications (Cont. 2)

Session Start Date - Disability Students (45-Day Reminder)

This email is triggered when a Student is self-identified as requiring additional accommodations for attending a session.

Email Triggered: DSCU Session Start Date (45-Day Special Needs Student) Reminder

Send to: Disability Flagged Students
Reply To: dsc.wright-patt.dscu.list.registrars@mail.mil

Subject: Special Needs Student - Accommodations Information Request Reminder for TITLE (TRAINING.NUMBER)

Message:

This is a REMINDER EMAIL that follows up an earlier email. If you already replied to the earlier Special Needs email, please disregard this reminder.

If you did NOT reply to the earlier email, please respond immediately to the following four questions:

- 1. Have you taken a DSCU course before? If so, which one, when? Did you request a reasonable accommodation for that course? If so, how were you accommodated?*
- 2. What activity or activities does your condition affect?*
- 3. In what way(s) do you anticipate that your disability or condition will limit your ability to perform the essential functions of a Student attending a DSCU course?*
- 4. What do you suggest as a reasonable accommodation and how will the accommodation assist you in successfully participating and completing the course?*

*****If you have any questions, please reach out to dsc.wright-patt.dscu.list.registrars@mail.mil.*****

Email Notifications (Cont. 3)

Session Start Date - Disability Students (15-Day Reminder)

If all pre-work is completed by the Student prior to the trigger date for the reminder, this email is not sent to the Student.

Email Triggered: DSCU Session Start Date (15-Day Special Needs Student) Reminder

Send to: Disability Flagged Students
Reply To: dscu.wright-patt.dscu.list.registrars@mail.mil

Subject: Special Needs Student - Accommodations Information Request Reminder for TITLE (TRAINING.NUMBER)

Message:

This is a REMINDER EMAIL that follows up an earlier email (SUBJECT: Special Needs Student - Accommodations Information Request). If you already replied to the earlier Special Needs email, please disregard this reminder.

If you did NOT reply to the earlier email, please respond immediately to the following four questions:

- 1. Have you taken a DSCU course before? If so, which one, when? Did you request a reasonable accommodation for that course? If so, how were you accommodated?*
- 2. What activity or activities does your condition affect?*
- 3. In what way(s) do you anticipate that your disability or condition will limit your ability to perform the essential functions of a Student attending a DSCU course?*
- 4. What do you suggest as a reasonable accommodation and how will the accommodation assist you in successfully participating and completing the course?*

Your response will provide DSCU with the information needed to respond to your request for reasonable accommodations. Please send a reply to this email even if you do not require any special assistance, or if you have cancelled out of this class.

******If you have any questions, please reach out to dscu.wright-patt.dscu.list.registrars@mail.mil.******

Email Notifications (Cont. 4)

Session Start Date (15-Day Reminder)

This reminder email will be triggered to remind Users of the start date for a Session for which they are registered.

Email triggered: DSCU Session Start Date
To be sent 15 days before the session starts

Send to: *Registered Students, Session Instructors*
Reply to: *noreply@dscu.edu*

Subject: *Reminder: TITLE starts on SESSION.START.DATE*

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

You are registered for TITLE from SESSION.START.DATE to SESSION.END.DATE .

SCHEDULES.DETAILS

First Day Info: The first class will start at SESSION.START.TIME on SESSION.START.DATE .

CANCELLATION: If you need to cancel or change your registration, please go to your transcript (<https://dau.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript>) and withdraw.

*****Please do not reply to this email. This mailbox does not allow incoming messages.*****

Email Notifications (Cont. 5)

Session Start Date (30-Day Reminder w/ Blackboard)

This reminder email will be triggered to remind Users of the start date for a Session for which they are registered.

Email triggered: DSCU Session Start Date (30-Day Reminder) - w/ Blackboard Message

Send to: *Registered Students, Session Instructors*
Reply to: *noreply@dscu.edu*

Subject: *Reminder: TITLE starts on SESSION.START.DATE*

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

You are registered for TITLE from SESSION.START.DATE to SESSION.END.DATE.

SCHEDULES.DETAILS

First Day Info: The first class will start at SESSION.START.TIME on SESSION.START.DATE.

DSCU provides access to Blackboard materials 30 days prior to classroom attendance. Your course materials for TITLE (TRAINING.NUMBER) are now available.

Access Blackboard (<https://dscu.blackboard.com/webapps/login/>) to view your course materials. Instructions on accessing pre-work materials will be posted in your class. Course materials will be available until seven days after your course's end date.

CANCELLATION: If you need to cancel or change your registration, please go to your transcript (<https://dau.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript>) and withdraw.

*****Please do not reply to this email. This mailbox does not allow incoming messages.*****

Email Notifications (Cont. 6)

Session Pre-work (Due in 30 Days)

This email is sent to a Student a specified number of days prior to the start of an ILT Session if they have not yet completed the Session's pre-work assignments. If all pre-work is completed by the Student prior to the trigger date for the reminder, the email is not sent.

Email triggered: DSCU Session Pre-work is Due in 30 Days
To be sent 30 days in advance from the session's start date

Send to: Session attendees
Reply to: noreply@dscu.edu

Subject: TITLE (TRAINING.NUMBER) Pre-Work is Due in 30 days

Message:

Your pre-work for course TITLE is coming due. To review your pre-work, go to your Transcript page and click on View Training Details next to the session title.

*****Please do not reply to this email. This mailbox does not allow incoming messages.*****

Session Pre-work (Due in 7 Days)

This email is sent to a Student a specified number of days prior to the start of an ILT Session if they have not yet completed the Session's pre-work assignments. If all pre-work is completed by the Student prior to the trigger date for the reminder, the email is not sent.

Email triggered: DSCU Session Pre-work is Due in 7 Days
To be sent 7 days in advance from the session's start date

Send to: Session instructors and Registered Students
Reply to: noreply@dscu.edu

Subject: TITLE (TRAINING.NUMBER) Pre-Work is Due in 7 Days

Message:

Your pre-work for course TITLE is coming due. To review your pre-work, go to your Transcript page and click on View Training Details next to the session title.

*****Please do not reply to this email. This mailbox does not allow incoming messages.*****

Email Notifications (Cont. 7)

Cancel Session

This email will be triggered for current/upcoming ILT Sessions that have been cancelled.

Email Triggered: DSCU Session Cancelled

Send to: Cancelled Students and Session Instructors
Reply to: noreply@dscu.edu

Subject: Session TITLE scheduled to start on SESSION.START.DATE Has Been Cancelled

Message:

This email is to notify you that the session TITLE (Class number TRAINING.NUMBER), TRAINING.TYPE training type starting on SESSION.START.DATE has been cancelled on ACTION.DATE due to REASON.CANCEL.SESSION. If you would still like to enroll in this training course, please search for another session available to you and enroll accordingly.

****If you have any questions, please reach out to dscu.wright-patt.dscu.list.registrars@mail.mil.****

Assign ILT Session

This email will be triggered when a Supervisor assigns an ILT Session to Users or an administrator uses a learning assignment to assign an ILT Session to Users.

Email triggered: DSCU Assign ILT Session

Send to: Student
Cc: User's Manager
Reply to: noreply@dscu.edu

Subject: You have been assigned TITLE

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

You have been assigned training TITLE TRAINING.NUMBER from SESSION.START.DATE to SESSION.END.DATE by ASSIGNOR.FIRST.NAME ASSIGNOR.LAST.NAME.

SCHEDULES.DETAILS

****Please do not reply to this email. This mailbox does not allow incoming messages.****

Email Notifications (Cont. 8)

ILT Session Register (Email)

This email will be triggered when a User registers for an ILT Session

Email triggered: DSCU ILT Session Register – email

Send to: Student

Reply to: [dscu.wright-](mailto:dscu.wright-patt.dscu.list.registrars@mail.mil)

patt.dscu.list.registrars@mail.mil

Subject: You have been registered for TITLE

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

Your registration is confirmed for TITLE

SCHEDULES.DETAILS

CANCELLATION: If you need to cancel or change your registration, please log into CSOD and make the applicable changes. Your promptness in changing your reservation allows a waitlisted Student an opportunity to attend the course.

SPECIAL NEEDS STUDENTS: If you identified yourself as requiring special needs when you applied for this course, a representative from DSCU will contact you to discuss any special needs you may have. Perhaps someone has contacted you already, in which case no further action is required unless there is a change in the type of assistance you need. For those who haven't already been contacted, please contact dscu.wright-patt.dscu.list.registrars@mail.mil.

****If you have any questions, please reach out to dscu.wright-patt.dscu.list.registrars@mail.mil.****

Email Notifications (Cont. 9)

ILT Session Register (Outlook Calendar)

This email will be triggered when a User registers for an ILT Session

Email triggered: DSCU ILT Session Register – outlook calendar

Outlook Calendar Invite

Send to: Student

Reply to: dsca.wright-patt.dscu.list.registrars@mail.mil

Subject: You have been registered for TITLE

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

Your registration is confirmed for TITLE

SCHEDULES.DETAILS

CANCELLATION: If you need to cancel or change your registration, please log into CSOD and make the applicable changes. Your promptness in changing your reservation allows a waitlisted Student an opportunity to attend the course.

SPECIAL NEEDS STUDENTS: If you identified yourself as requiring special needs when you applied for this course, a representative from DSCU will contact you to discuss any special needs you may have. Perhaps someone has contacted you already, in which case no further action is required unless there is a change in the type of assistance you need. For those who haven't already been contacted, please contact dsca.wright-patt.dscu.list.registrars@mail.mil.

****If you have any questions, please reach out to dsca.wright-patt.dscu.list.registrars@mail.mil.****

Email Notifications (Cont. 10)

Waitlist Request

This email will be triggered when a User registers for an ILT Session and has been placed on the Waitlist.

Email triggered: DSCU Waitlist Request

Send to: Student

Reply to: Noreply@dscu.edu

Subject: RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME added to waiting list for TITLE

Message:

RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

You have been added to the waiting list for the following activity:

Session name: TITLE

Start Date: SESSION.START.DATE

End Date: SESSION.END.DATE

SCHEDULES.DETAILS

You will receive a registration confirmation if and when you are moved from the waiting list to a registered status.

****Please do not reply to this email. This mailbox does not allow incoming messages.****

Cancel Registration (Without Withdrawal Penalty)

This email will be triggered when a User has been withdrawn from a Session.

Email triggered: DSCU Cancel Registration

Send to: Student

CC: User's Manager

Reply to: Noreply@dscu.edu

Subject: You Have Been Withdrawn From TITLE

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

You have been withdrawn from the session TITLE TRAINING.NUMBER scheduled to start on SESSION.START.DATE and end on SESSION.END.DATE.

****Please do not reply to this email. This mailbox does not allow incoming messages.****

Email Notifications (Cont. 11)

Session Transcript Status Changed by Roster Submission (No-show)

This email will be triggered for each User separately by the DSCU Registrar submitting the roster

Email triggered: *DSCU Session Transcript Change/No Show*

Send to: *Student*

Cc: *User's Manager*

Reply to: dscu.wright-patt.dscu.list.registrars@mail.mil

Subject: *You Have Been Marked as "No Show" for TITLE*

Message:

RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

Your training status for TITLE on SESSION.END.DATE was recorded as a No Show.

If you feel this is an error, please contact the DSCU registrar for this class.

*****If you have any questions, please reach out to dscu.wright-patt.dscu.list.registrars@mail.mil.*****

Approve Training Request (External Training)

This email will be triggered once an External Training Request has been approved.

Email triggered: *DSCU Training Request Approved*

Send to: *Student*

Reply to: *Noreply@dscu.edu*

Subject: *External Training TITLE Has Been Approved*

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

Your request for External Training title TITLE has been approved on ACTION.DATE.

*****Please do not reply to this email. This mailbox does not allow incoming messages.*****

Email Notifications (Cont. 12)

Deny Training Request (External Training)

This email will be triggered once an External Training Request has been denied.

Email triggered: DSCU Training Request Denied

Send to: Student

Reply to: Noreply@dscu.edu

Subject: External Training TITLE Has Been Denied

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

Your request for External Training title TITLE and CREDITS learning hours has been denied on ACTION.DATE.
Denial comments: DENY.COMMENT. If you have any questions, please reach out to your Supervisor.

****Please do not reply to this email. This mailbox does not allow incoming messages.****

Register (Online Class and Curriculum)

This email will be triggered when a User registers for Online Class or Curriculum.

Email triggered: DSCU Registration

Send to: Student

Cc: User's Manager

Reply to: Noreply@dscu.edu

Subject: You Are Registered for TITLE

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME (RECIPIENT.USERNAME),

You have been registered for TITLE.

To access this course, click here: LAUNCH.TRAINING.

****Please do not reply to this email. This mailbox does not allow incoming messages.****

Email Notifications (Cont. 13)

Training is Completed (with Evaluation L1 Link)

This email will be triggered once the User has successfully completed a session, online class, quick course, curriculum, library, posting, test, or material.

Email triggered: DSCU Training is Complete

Send to: User

Reply to: Noreply@dscu.edu

Subject: Thank you for Completing TITLE

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

Congratulations!! You have successfully completed TITLE TRAINING.NUMBER

Click here to print your certificate: CERTIFICATE.LINK

Click here to complete a short survey about the training: EVALUATION.LEVEL1

****Please do not reply to this email. This mailbox does not allow incoming messages.****

Training is Completed (without Evaluation L1 Link)

This email will be triggered once the User has successfully completed a session, online class, quick course, curriculum, library, posting, test, or material. This is applicable to all Learning Guides, Socium and Constructive Credit courses.

Email triggered: DSCU Training is Complete

Send to: User

Reply to: Noreply@dscu.edu

Subject: Thank you for Completing TITLE

Message:

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME,

Congratulations!! You have successfully completed TITLE TRAINING.NUMBER

Click here to print your certificate: CERTIFICATE.LINK

****Please do not reply to this email. This mailbox does not allow incoming messages.****

Email Notifications (Cont. 14)

Assign Evaluation Task (L1 & L3)

The Assign Evaluation Task email is triggered for each individual Student after the course was completed by that User on evaluation assignment date (immediately after the course ends for Level 1, and 60 days after the course ended for Level 3 ILT).

Email triggered: DSCU Assign Evaluation Task

Send to: Evaluation Task Assessors

Reply to: Noreply@dscu.edu

Subject: DSCU Needs Your Feedback for EVALUATION.TASK.TITLE

Message:

RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME (RECIPIENT.USERNAME),

You recently completed a DSCU online training or instructor-led course. The EVALUATION.TASK.TITLE has been assigned to you for completion. This evaluation helps us ensure the training you completed has long-term value for you.

Please complete the evaluation using this link: EVALUATION.TASK.LINK

Note: The evaluation will expire after 14 days.

Evaluation Task Due (L1 & L3)

This email will be triggered 7 days before the evaluation expires.

Email triggered: DSCU Evaluation Task Due

Send to: Student

Reply to: Noreply@dscu.edu

Subject: DSCU Needs Your Feedback for EVALUATION.TASK.TITLE – it will expire in 7 days

Message:

You recently completed a DSCU online training or instructor-led course. The EVALUATION.TASK.TITLE has been assigned to you for completion. This evaluation helps us ensure the training you completed has long-term value for you. Please complete the evaluation using this link: EVALUATION.TASK.LINK.

Note: The evaluation will expire in 7 days.

Thank you!

****Please do not reply to this email. This mailbox does not allow incoming messages.****

Email Notifications (Cont. 15)

Enrolled in Certification

This email is triggered when a User becomes enrolled in a certification via assignment or proxy enrollment.

Email triggered: *DSCU Enrolled in SC Certification*

Send to: *Certification Candidate*

Cc: *User's Supervisor*

Reply to: *Noreply@dscu.edu*

Subject: *Registration for DSCU Certification CERTIFICATION.TITLE*

Message:

CERTIFICATION.USER.FIRST.NAME CERTIFICATION.USER.LAST.NAME,

Welcome and thank you for enrolling in CERTIFICATION.TITLE provided by Defense Security Cooperation University (DSCU). You have been enrolled in this certification based on your position CERTIFICATION.USER.POSITION. Please start working on the completion of this certification.

DSCU Student Policies for a Certification can be found at the following link:

[\[https://www.dscu.mil/pages/certification/certification-1.aspx\]](https://www.dscu.mil/pages/certification/certification-1.aspx).

*****Please do not reply to this email. This mailbox does not allow incoming messages.*****

Glossary

Terms	Definition
Approvees	Users for whom another User is designated as an approver. The Users for whom an approver is responsible for making approvals on behalf of are referred to as "approvees."
Approver	The employee responsible for approving all of your training requests. This is a Learning term.
Archived Transcript	This transcript training category contains training items that have been archived by the end User, their manager, or an administrator. This is a Learning term.
Availability	Availability is the means by which administrators determine which segments of the active User population will have access to Learning Objects, Tasks, etc.
Curriculum	Curricula are comprised of multiple learning objects which are part of one program and can include tests, external courses, online learning, instructor-led training, postings, tests, evaluations and more to allow for a blended learning experience. Once assigned, curricula appear within a User's transcript to be managed. This is a Learning term.
Document	Documents page is part of the Universal Profile and it enables Users to view and manage Equivalency and Transfer Credit Forms submitted by a User.
Email Tag	A tag is a text code which automatically substitutes specific information, such as the User's name, the name of a training item, a date, etc. into the email when it is sent to Users.
Email Trigger	An email trigger is the action that triggers an email in the system. For example: A User has requested training. An email is sent to his manager to approve the training. The email trigger is the request for training.
Event	Instructor-led training courses. An example of an event could be "Introduction to Public Speaking." Because there are typically many instances of one course held at different times and locations by different instructors, every event can occur at a variety of times and places. In the system, these scheduled instances of an event are referred to as sessions. This is a Learning term.
Events Calendar	A comprehensive session management and integrated facilities management system for instructor-led training (ILT) and other Organization events. This is a Learning term.
Facility	Physical space used for instructor-led training session. This is a Learning term.
ILT	Instructor Lead Training (ILT) is any type of training that is led by an instructor. This type of learning object (LO) is first built in the learning management system (LMS) as an event, and then the specific instances of the event (called sessions) are scheduled and built next. This is a Learning term.
Learning Object	A learning object (LO) is any training opportunity within the system. This is a Learning term.
Location	A default type of OU describes the physical location of a Student or division of an Organization. If this OU is not appropriate for the client portal, it can be renamed.
My Account	My Account allows Users to modify their preferences including their absent status, manage social accounts, manage devices, manage course reviews, and view order history. The My Account may be accessed in the upper-right corner of any page.
Pre-Work	User must complete pre-work before the training, if not, their status will be marked Incomplete when the session is marked complete.

Glossary (Cont. 1)

Terms	Definition
Sessions	A specific scheduled instance of an instructor-led training event. For example, if there is an "Introduction to Public Speaking" event, then there may be a session that occurs once a month if the training event is available on a monthly basis. Sessions can have multiple parts if the session occurs across multiple days, such as a week-long training. This is a Learning term.
Subject	Helps categorize training by topic. This makes it easier to search for and identify training. This is a Learning term.
Transcript	Displays and manages all training for a User. This is a Learning term.
Waitlist	An administrator can view a list of Users who want to attend a full session. Administrators can then enroll waitlisted Users if an opening arises.
Welcome Page	The first area of the system an end User sees when they log in to the portal. It may be configured by Division through the use of standard widget boxes, selection of a color theme, and determining the Welcome Greeting.