



Employee Task Aids

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



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



FAI@mail.mil

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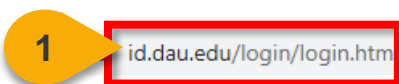


User Account Management

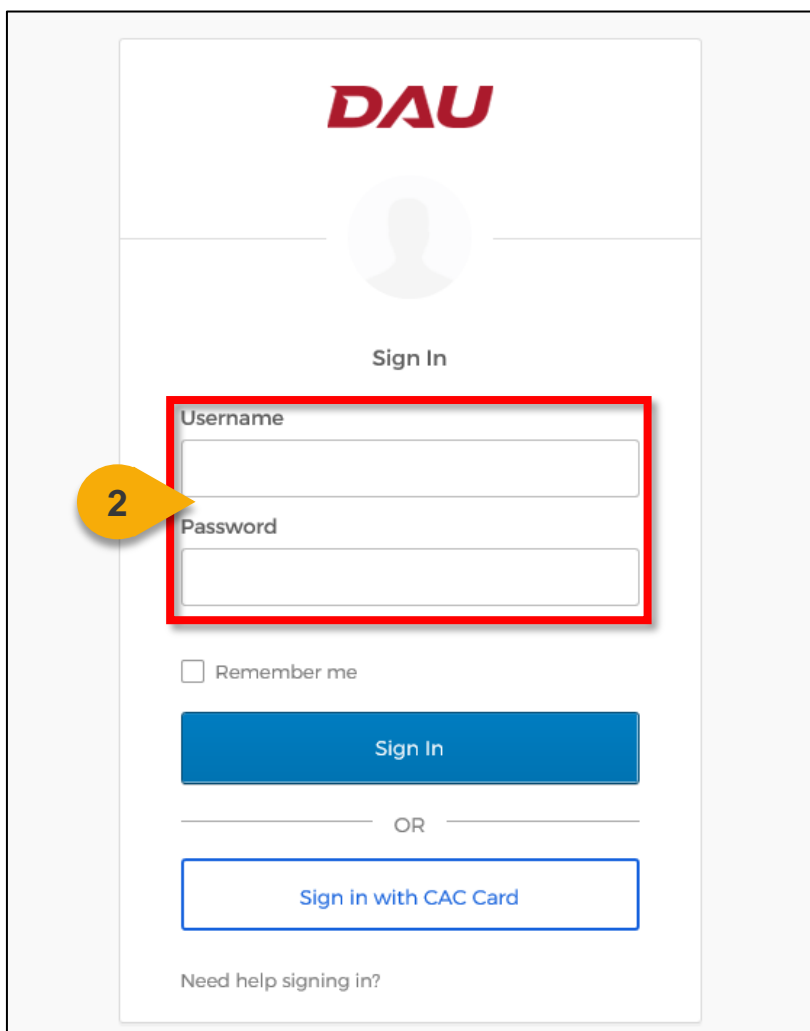
Log On – Username and Password

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

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




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

A screenshot of the DAU Sign In window. The window has a white background with a light gray border. At the top is the DAU logo in red. Below it is a gray silhouette of a person's head and shoulders. Underneath is the text 'Sign In'. A red rectangular box highlights the 'Username' and 'Password' input fields. A yellow callout bubble with the number '2' points to the 'Username' field. Below the input fields is a checkbox labeled 'Remember me'. Below that is a blue 'Sign In' button. Underneath the button is the text 'OR'. Below 'OR' is a blue-outlined box containing the text 'Sign in with CAC Card'. At the bottom is the text 'Need help signing in?'.

Log On – Username and Password (Cont. 1)

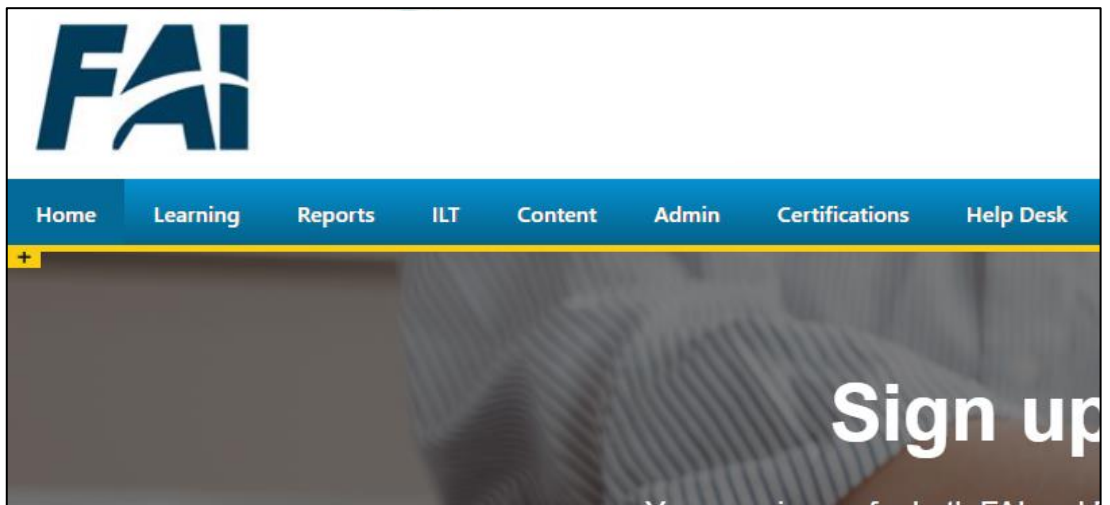
Step 3: Click Sign In.



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (title)
- Username** (label) with an input field.
- Password** (label) with an input field.
- ☐ Remember me
- Sign In** (button) highlighted with a red border and a yellow callout bubble containing the number 3.

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



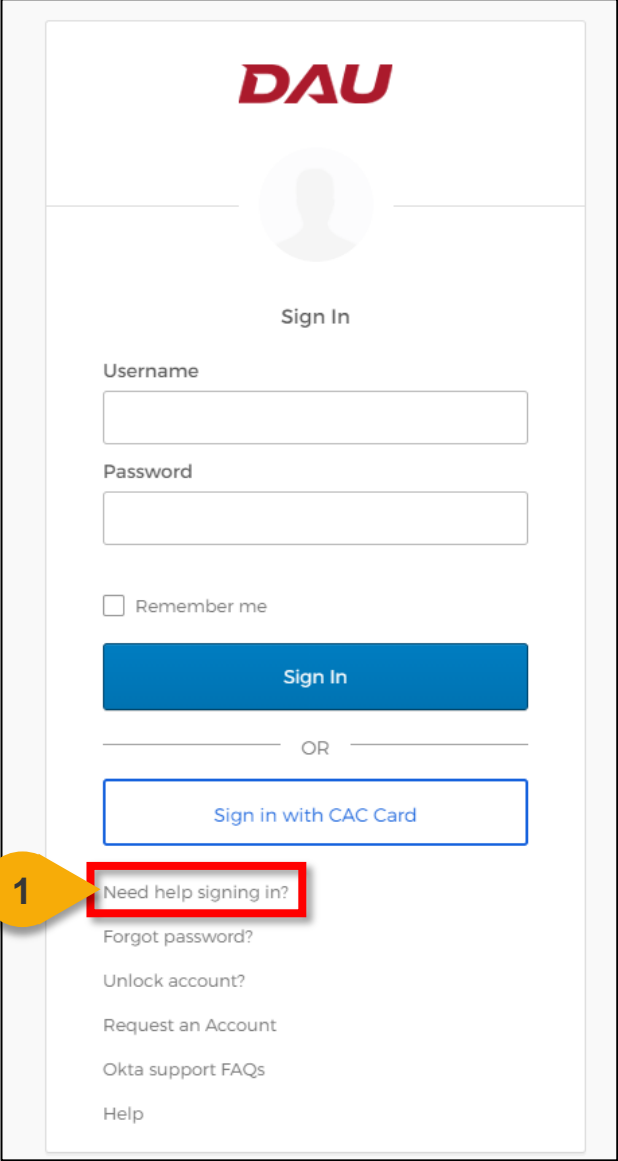
NOTE: If you receive an error message:

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

Forgot Password

When you can't log on...

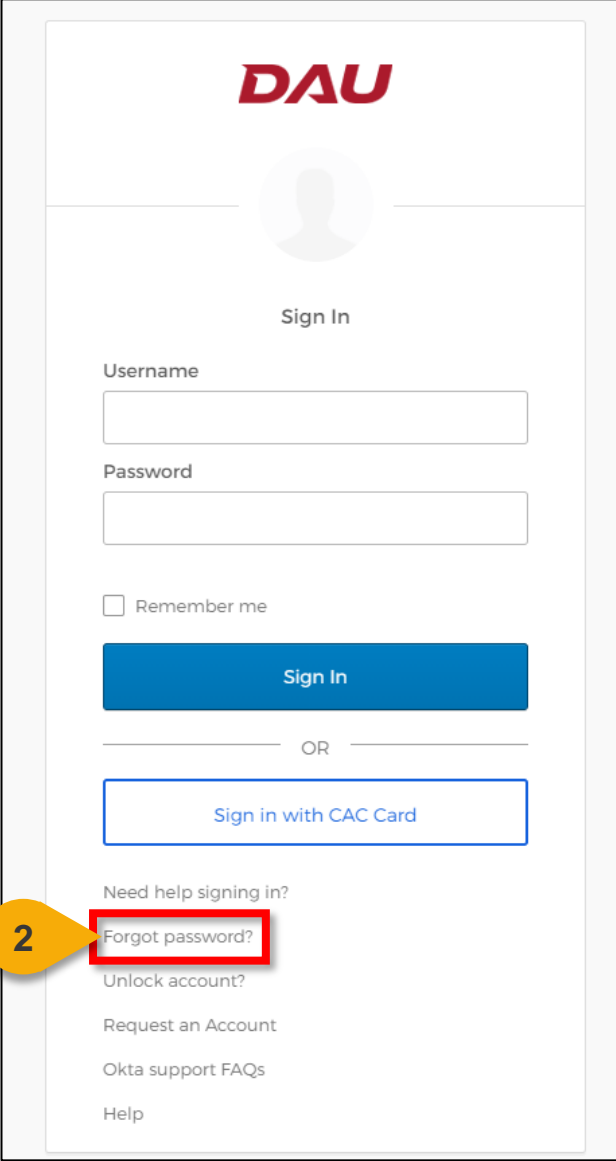
Step 1: If you need help signing in, select the **Need help signing in?** link at the bottom of the window.



The screenshot shows the DAU Sign In page. At the top is the DAU logo in red. Below it is a grey silhouette of a person's head and shoulders. Underneath is the text "Sign In". There are two input fields: "Username" and "Password". Below these is a checkbox labeled "Remember me". A blue "Sign In" button is present. Below the button is the word "OR" flanked by horizontal lines. 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 image shows a DAU (Department of the Army) Sign In page. At the top is the DAU logo in red. Below it is a grey silhouette of a person's head and shoulders. Underneath the silhouette is the text "Sign In". Below that are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me". Below the checkbox is a blue button labeled "Sign In". Below the button is a horizontal line with the word "OR" in the center. Below the line is a blue button labeled "Sign in with CAC Card". Below the "Sign in with CAC Card" button is a link labeled "Need help signing in?". Below "Need help signing in?" is a link labeled "Forgot password?", which is highlighted by a red rectangular box. To the left of the "Forgot password?" link is a yellow callout bubble with the number "2" inside. Below "Forgot password?" are three more links: "Unlock account?", "Request an Account", and "Okta support FAQs". At the bottom is a link labeled "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.

Step 4: Once you have the Username and password entered, the list of systems you have access to will pop up. Select the **Virtual Campus** button.

DAU Launch /

Work +

4

Office 365
Microsoft Office 365 Office Portal

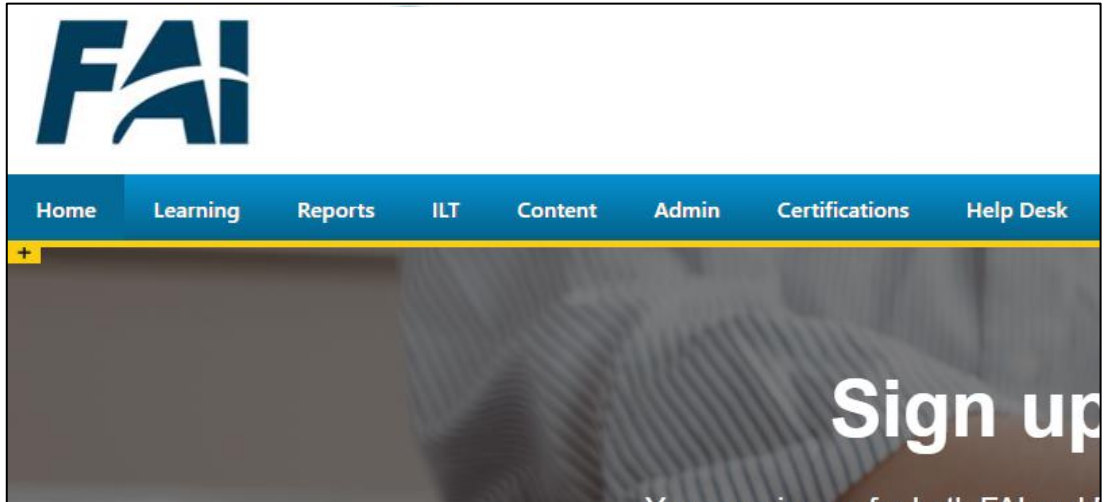
Virtual Campus
Virtual Campus Pilot

Virtual Campus
Virtual Campus

Virtual Campus Stage
Virtual Campus Stage

Forgot Password (Cont. 3)

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



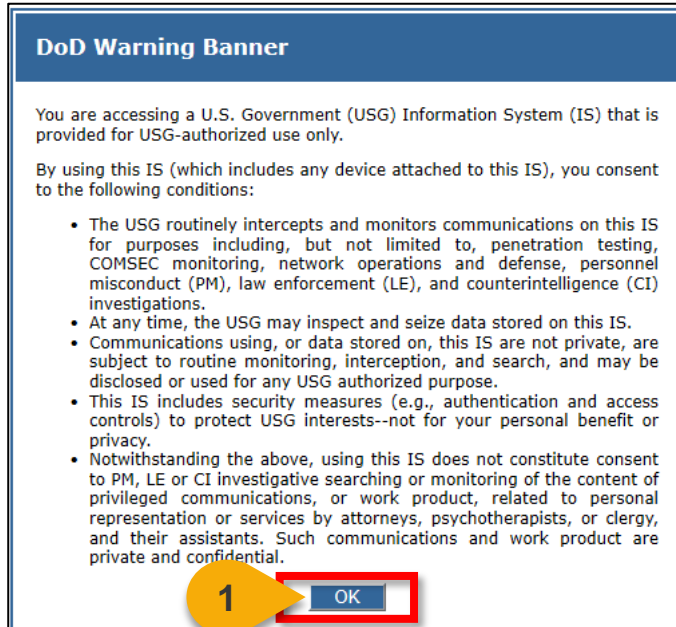
NOTE: If you receive an error message:

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

Request an Account Using the SAAR Form

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

Step 1: Navigate to <https://saar.dau.edu>. You will see a DoD Warning Banner. Click "Ok".



DoD Warning Banner

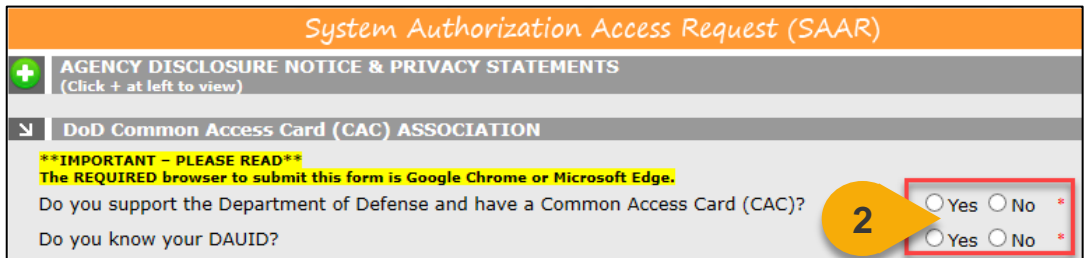
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

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

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

1 OK

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



System Authorization Access Request (SAAR)

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

DoD Common Access Card (CAC) ASSOCIATION

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

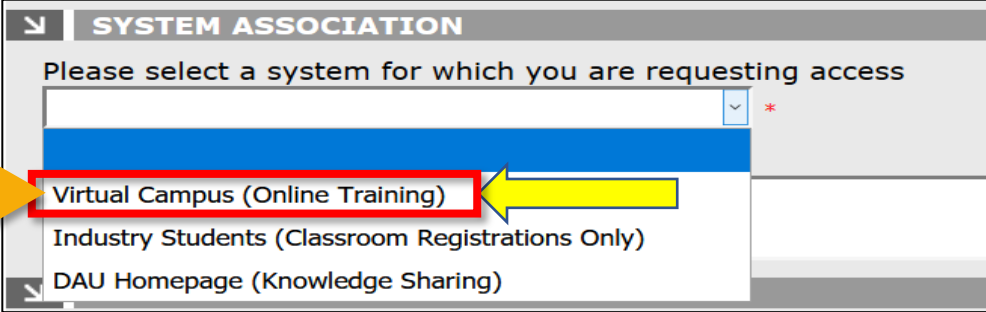
Do you support the Department of Defense and have a Common Access Card (CAC)? ☒ Yes ☐ No *

Do you know your DAUID? ☒ Yes ☐ No *

2

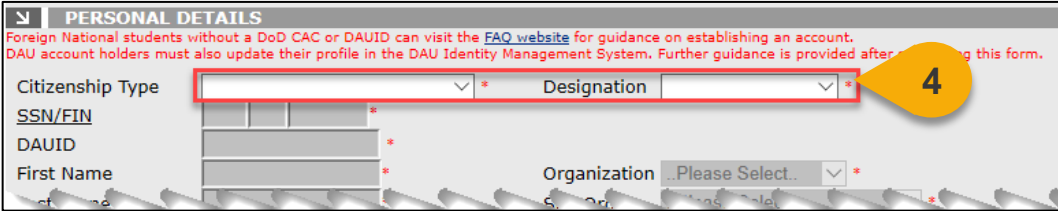
Request an Account Using the SAAR Form (Cont. 1)

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



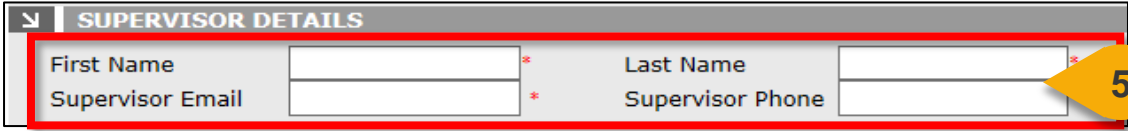
The screenshot shows the 'SYSTEM ASSOCIATION' section of the SAAR form. It contains a dropdown menu with the text 'Please select a system for which you are requesting access'. The dropdown is open, showing three options: 'Virtual Campus (Online Training)', 'Industry Students (Classroom Registrations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

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



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

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



The screenshot shows the 'SUPERVISOR DETAILS' section of the SAAR form. It includes a red box around the 'First Name', 'Supervisor Email', 'Last Name', and 'Supervisor Phone' fields. A yellow callout bubble with the number '5' points to the 'Supervisor Phone' field.

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

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

Step 7: Select the “Submit” button.

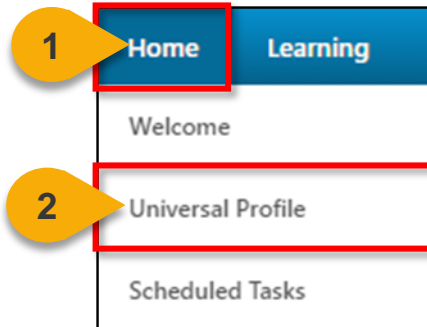
The screenshot displays the 'USER AGREEMENT' section of the SAAR form. It contains a paragraph of text stating the user's acceptance of responsibility for the information and DoD system access. Below the text is a checkbox labeled 'I Agree'. A red box highlights the checkbox, and a yellow callout bubble with the number '6' points to it. To the right of the checkbox is a code box with the text 'Type the code from the ir' and a green sound icon. A red box highlights the 'SUBMIT' button, and a yellow callout bubble with the number '7' points to it. At the bottom of the form, there are links for 'Contact Us' and 'Suggestion Box', and the DAU Help Desk contact information: 703-805-3459 | 1-866-568-6924.

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

View User Record

When you want to view your User Record...

Steps 1 & 2: Hover over the **Home** tab, then select the **Universal Profile** tab. You will be taken to the User Record page.



Step 3: To expand a section on the User Record page, click on the **arrow** to the right of that section.

A screenshot of the User Record page. The 'Contact' section is expanded, showing fields for Phone, Email, Personal Email, and Mobile. The 'Settings' section is collapsed, indicated by a blue downward arrow. The 'Organization Structure' section is also collapsed, indicated by a blue downward arrow. A yellow callout bubble with the number '3' points to the blue downward arrow in the 'Contact' section header.

Contact 3

Phone: Email:

Personal Email: Mobile:

Settings ▾

Time Zone:

Organization Structure ▾

Manager: HR Admin:

Dean or Director: **Organization:** Department of Education (9AL3)

Position: Grade:

Location:

User Record Fields

When you want more information on User Record fields...

The following data elements are on the User profile for the Federal Acquisition workforce members. To update your User Record information, refer to the next task aid in this document, Edit User Record via Advanced Form.

Prefix: Enter your prefix here, if applicable.

First Name: Enter your first name here (required). This is displayed on all course completion certificates and email notifications.

Middle Name: Enter your middle name here, if desired.

Last Name: Enter your last name here (required). This is displayed on all course completion certificates and email notifications.

Suffix: Enter your suffix here, if applicable.

User Name: This is your unique Username in CSOD. We recommend using your email address.

User ID: This is your unique identifier in CSOD. This is the number to reference when you contact the Help Desk. You cannot edit this field.

Contact Section:

Address Line 1: Enter the first line of your address here. This field is limited to 110 characters.

Address Line 2: Enter the second line of your address here, if applicable. This field is limited to 55 characters.

City: Enter your city here. This field is limited to 35 characters.

State: Enter your state here. This field is limited to 30 characters.

Zip: Enter your zip code here.

Country: Select your country from the drop-down menu.

User Record Fields (Cont. 1)

Phone: Enter your preferred work phone number here. This is the phone number used by the help desk.

Email Address: Enter your work email address here. This is the address that will receive all CSOD notifications.

Personal Email Address: Your personal email will not be used by FAI or CSOD. Please leave this field blank.

Settings Section

Time Zone: Select your time zone from the drop-down menu.

Organization Structure Section

Manager: This field is not editable by end Users. Please view the “Update Manager” task aid for directions on how to update your manager via the “My Account” page.

HR Admin: This field will not be used by employees of Federal Organizations. Please leave blank.

Dean or Director: This field will not be used by employees of Federal Organizations. Please leave blank.

Organization ID: Select your organization from the options in the pop-up (required). The accuracy of this field is critical to your CSOD experience.

Position: This field will not be used by employees of Federal Organizations. Please leave blank.

User Record Fields (Cont. 2)

Grade: Select your grade from the pop-up. If you are not in the General Schedule, they will find your grade under the FAI_Grade category.

Location: This field will not be used by employees of Federal Organizations. Please leave blank.

Defense Acquisition Workforce Information Section

This section is User by other organizations in CSOD. Federal Organization's employees will not see fields in this section.

Defense Security Cooperation Workforce

This section is User by other organizations in CSOD. Federal Organization's employees will not see fields in this section.

Federal Acquisition Workforce

Acquisition Workforce (AWF): Use this drop-down field to identify as a member of the Federal Acquisition Workforce.

Contracting Officer's Representative (COR): Use this drop-down field to identify as a COR on a contract.

Other Demographics

Disability: Check this field to indicate you require reasonable accommodations.

Citizen Type: Select your citizenship type. This form is initially populated by your SAAR Access Request Form.

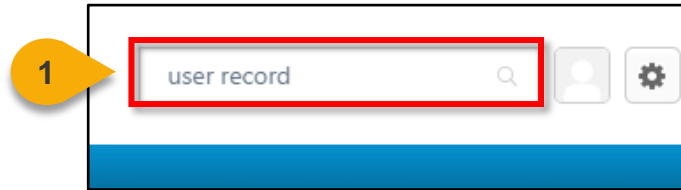
Organization Designation: Select your Organization Designation from the drop-down menu. This form is initially populated by your SAAR Access Request Form.

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

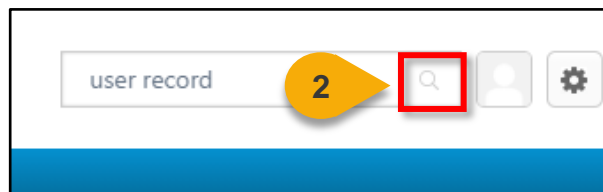
Edit User Record via Advanced Form

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

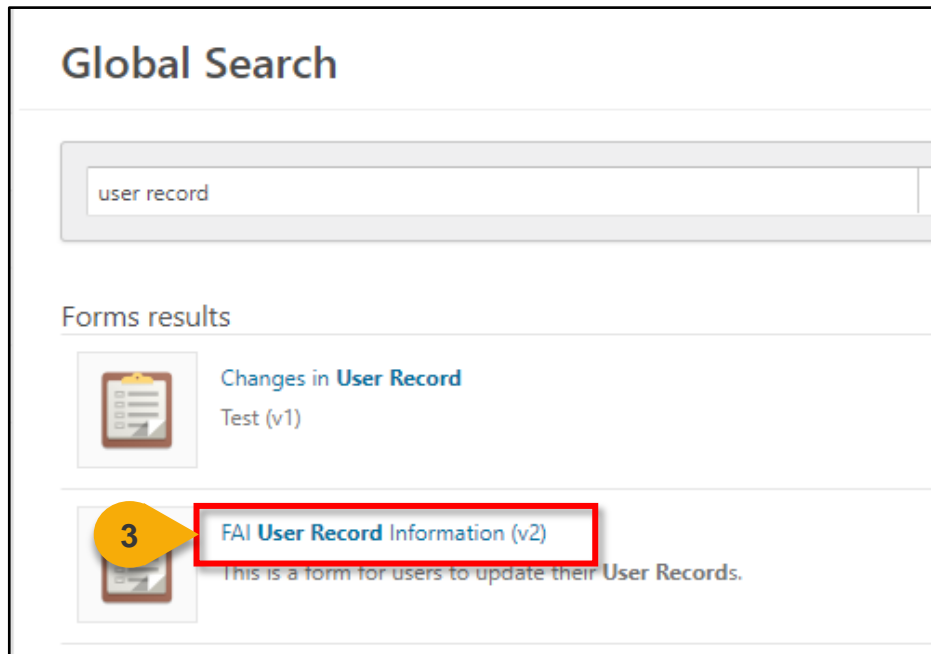
Step 1: Type **User Record** into the Global Search box.



Step 2: Click the **Magnifying Glass** to search.

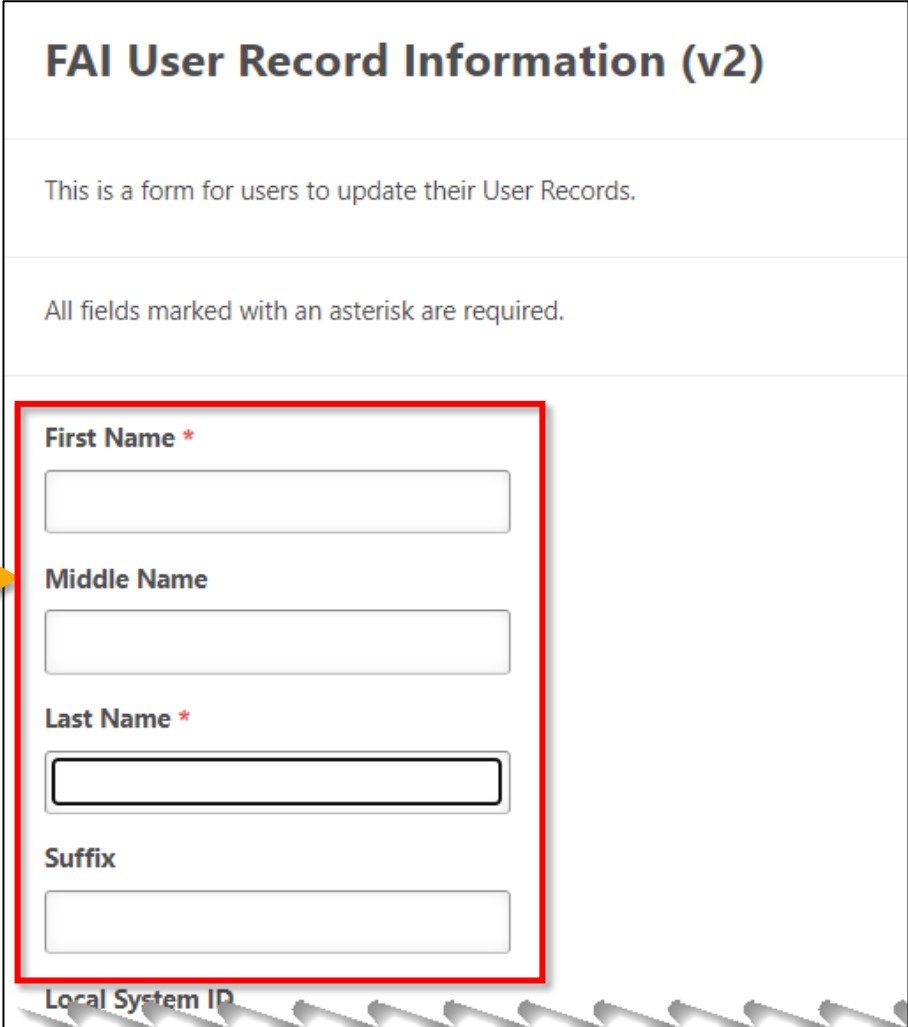


Step 3: In the search results click the form name, **FAI User Record Information** to open the form.



Edit User Record via Advanced Form (Cont. 1)

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



FAI User Record Information (v2)

This is a form for users to update their User Records.

All fields marked with an asterisk are required.

First Name *

Middle Name

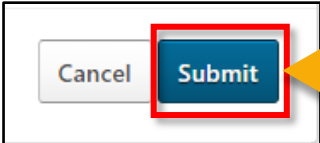
Last Name *

Suffix

Local System ID

4

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



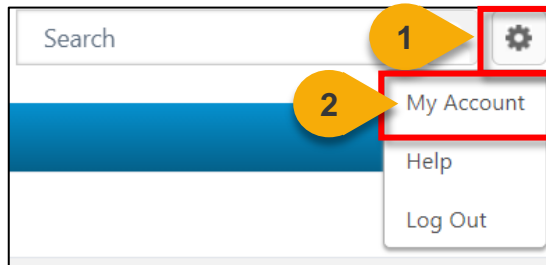
Cancel Submit

5

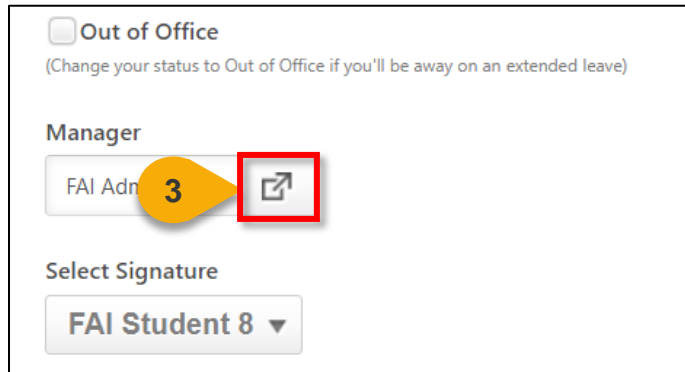
Update Manager

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

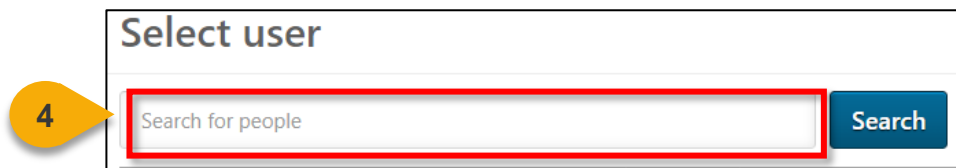
Steps 1 & 2: Hover over the **Gear icon** in the top right of your page and click **My Account**.



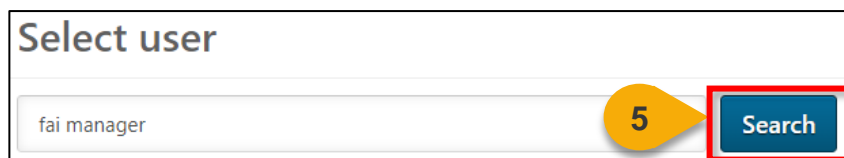
Step 3: The Preferences page will open. Click the **pop-out icon** next to your current supervisor/manager's name.

A screenshot of a 'Preferences' page. At the top is a checkbox labeled 'Out of Office' with the subtext '(Change your status to Out of Office if you'll be away on an extended leave)'. Below this is a section titled 'Manager' with a dropdown menu showing 'FAI Adm' (labeled with a yellow callout bubble '3'). To the right of the dropdown is a square icon with an arrow pointing out of a box (labeled with a red rectangular box). Below the 'Manager' section is a 'Select Signature' dropdown menu showing 'FAI Student 8'.

Step 4: A new window will open. Type your supervisor/manager's name into the **Search for people box**.

A screenshot of a 'Select user' window. It has a title bar 'Select user'. Below the title bar is a search input field with the placeholder text 'Search for people' (labeled with a yellow callout bubble '4'). To the right of the input field is a blue button labeled 'Search'.

Step 5: Click **Search**.

A screenshot of the 'Select user' window. The search input field now contains the text 'fai manager'. The blue 'Search' button is highlighted with a red rectangular box (labeled with a yellow callout bubble '5').

Update Manager (Cont. 1)

Step 6: All Users with that name will appear. CSOD only provides you with a few details to differentiate these Users. If you know your manager/supervisor's manager, that can help you distinguish between Users. Click the User's **name** to add them as your supervisor/manager.

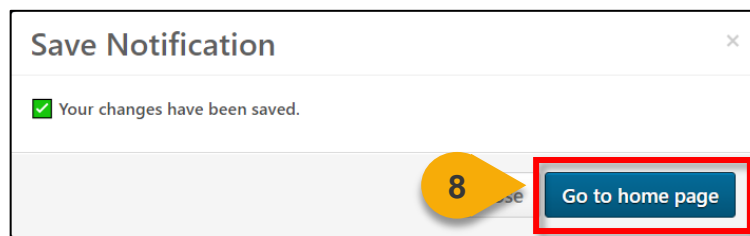


Full Name	Title	Manager
FAI Manager1		
FAI Manager2		

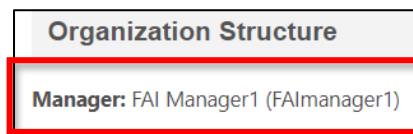
Step 7: You will be returned to the Preferences page. Click **Save**.



Step 8: A pop-up will appear and let you know your changes were saved. Click **Go to home page** to be returned to the Welcome page.



Step 9: To confirm you have selected the correct supervisor/manager, use the "View User Record" task aid to view the Manager field. This will display the DAU ID of the individual you selected. Contact your manager to confirm you have selected the correct User.



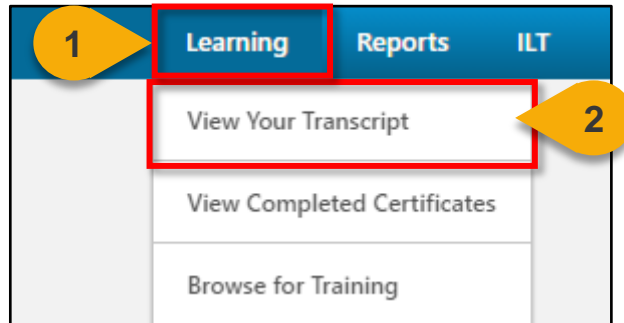
Organization Structure

Manager: FAI Manager1 (FAImanager1)

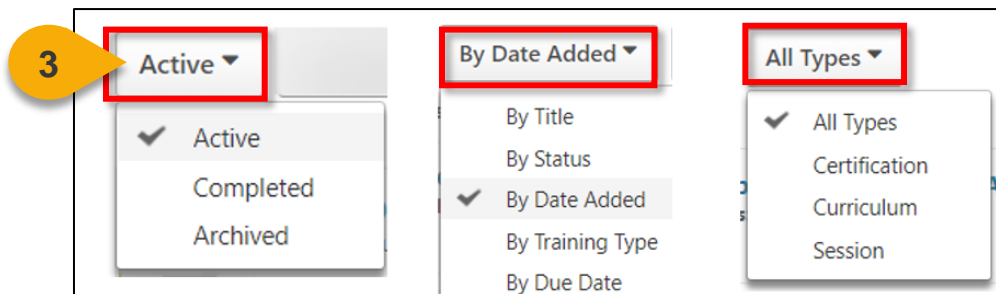
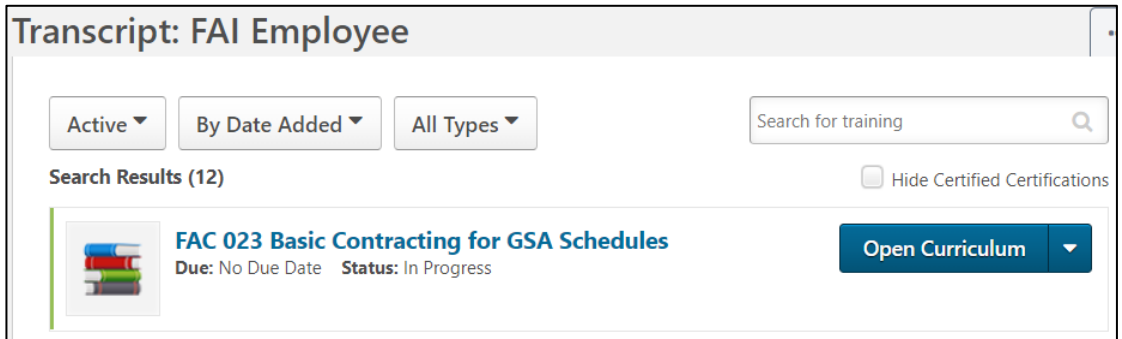
View User Transcript

When you want to view your Transcript...

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



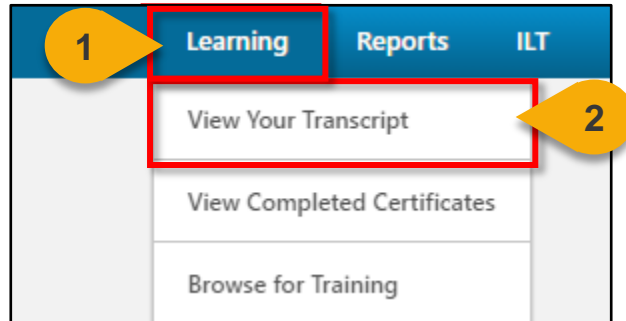
Step 3: You will be taken to your Transcript. You can click the **dropdown arrow** filter to show Active, Completed, and Archived courses. By default, only active courses you have not completed will be listed. Click on the **arrows** by each filter for dropdowns to sort the courses.



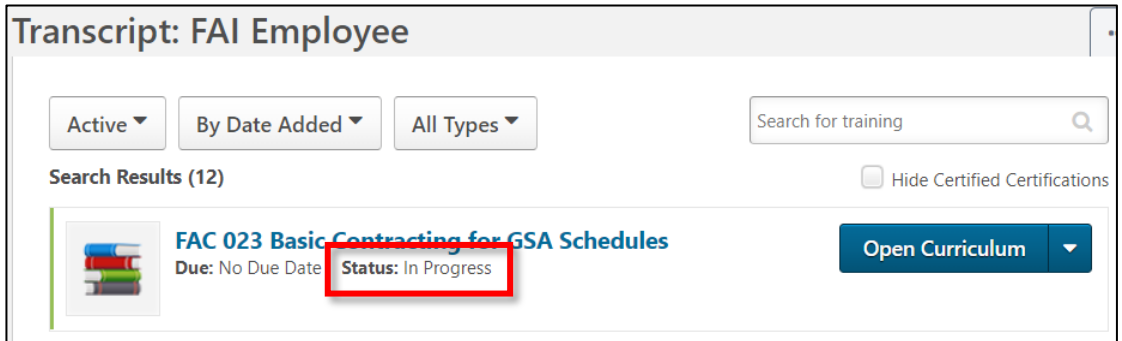
View Transcript Status

When you want to view your Transcript status...

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



Your Transcript will display in the screen. The **status** of your courses will be listed underneath the title of the course.



A modern glass skyscraper with a grid-like facade, viewed from a low angle looking up. The building is partially obscured by a white geometric pattern in the bottom left corner.

Online Training



Use Global Search

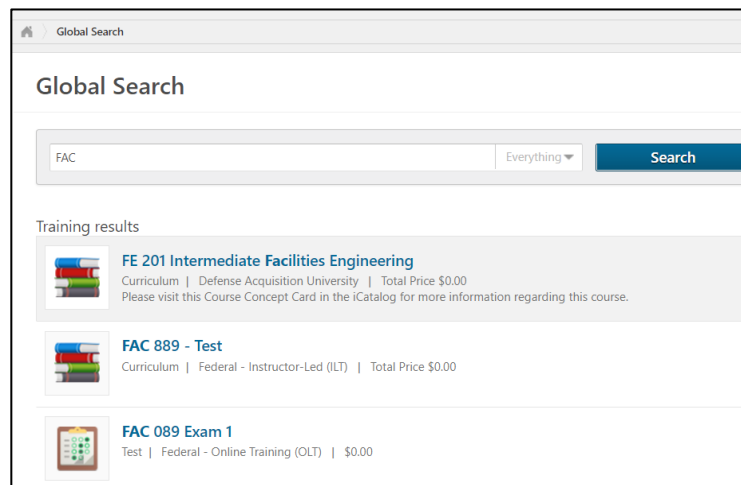
When you want to search for Training, Certifications, or Forms...

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

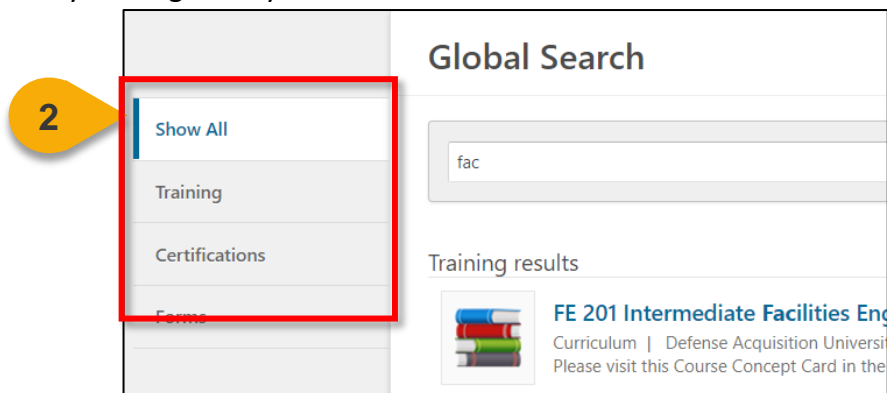
Step 1: Enter your desired Search Terms and click the **Magnifying Glass** or hit enter to search.



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

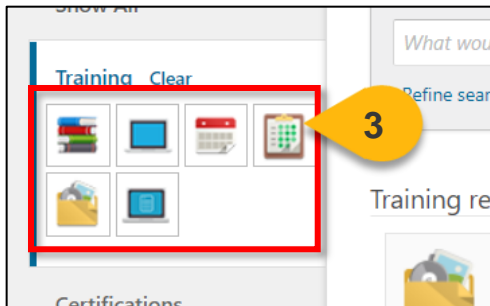


Step 2: To the left of the search bar, you can choose to filter by **Training, Certifications, or Forms** by clicking on any of these items.

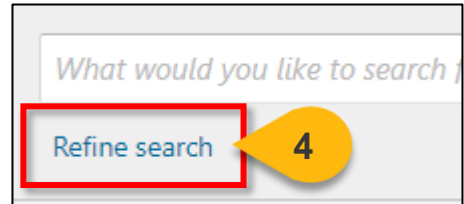


Use Global Search (Cont. 1)

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



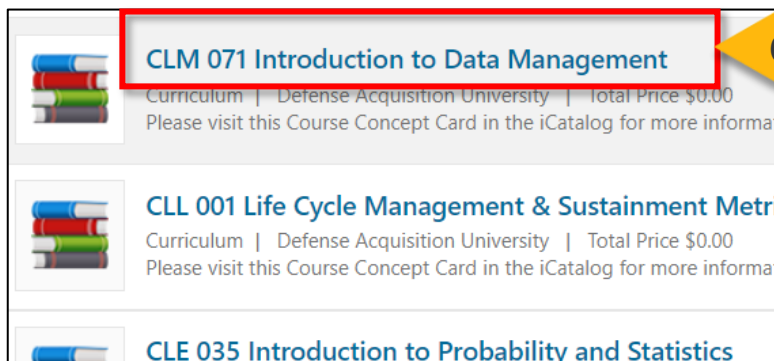
Step 4: The Refine Search option will appear under the search bar. Click **Refine Search** to view additional filters.



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

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


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



Register for Online Training (OLT)

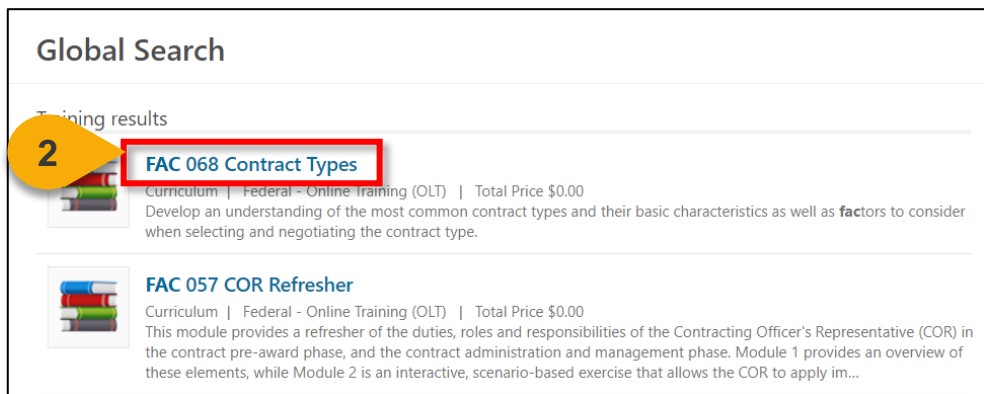
When you want to register for Online Training...

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



A search box with the placeholder text "Search". To the right of the box is a magnifying glass icon. A yellow callout bubble with the number "1" points to the magnifying glass icon.

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



Global Search

Training results

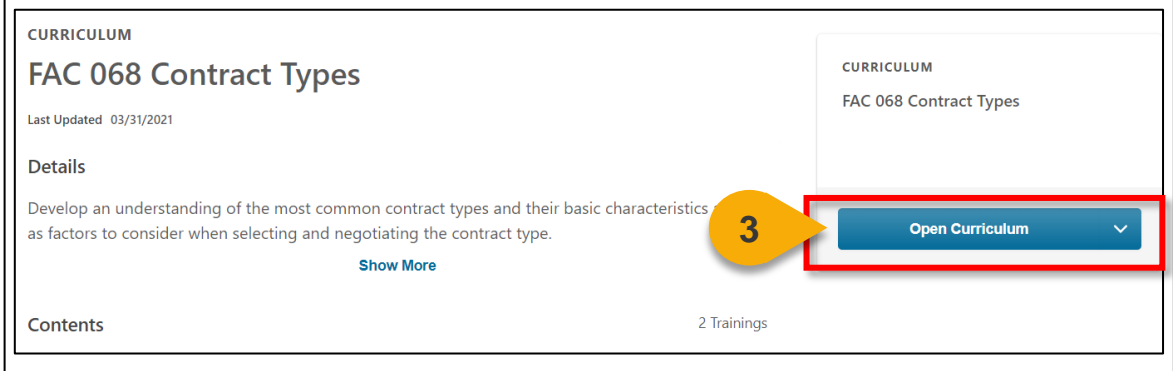
FAC 068 Contract Types

Curriculum | Federal - Online Training (OLT) | Total Price \$0.00
Develop an understanding of the most common contract types and their basic characteristics as well as **factors** to consider when selecting and negotiating the contract type.

FAC 057 COR Refresher

Curriculum | Federal - Online Training (OLT) | Total Price \$0.00
This module provides a refresher of the duties, roles and responsibilities of the Contracting Officer's Representative (COR) in the contract pre-award phase, and the contract administration and management phase. Module 1 provides an overview of these elements, while Module 2 is an interactive, scenario-based exercise that allows the COR to apply im...

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



CURRICULUM

FAC 068 Contract Types

Last Updated 03/31/2021

Details

Develop an understanding of the most common contract types and their basic characteristics as factors to consider when selecting and negotiating the contract type.

[Show More](#)

Contents

2 Trainings

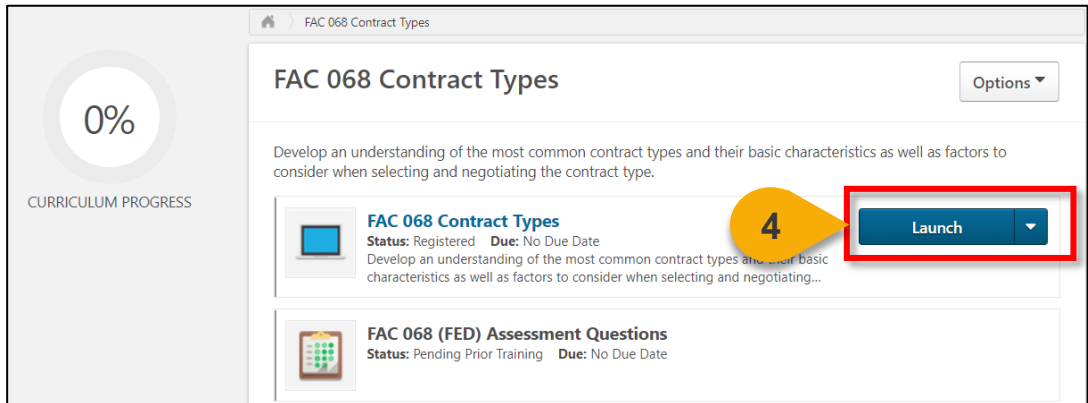
CURRICULUM

FAC 068 Contract Types

Open Curriculum ▼

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

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



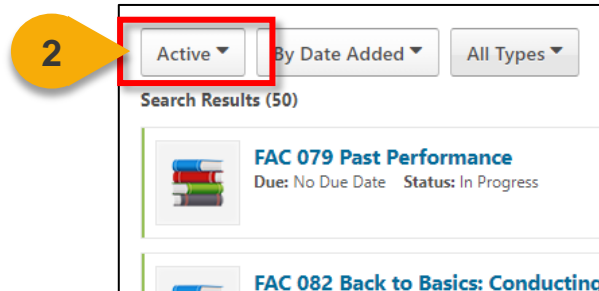
View Completion Certificate

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

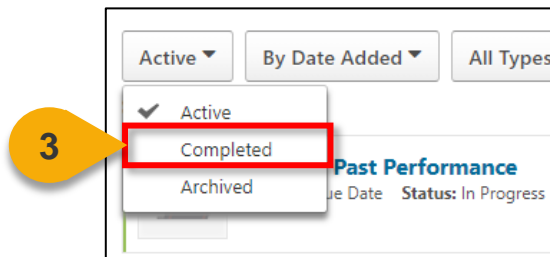
Step 1: Use the View User Transcript” task aid to navigate to your task aid.



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



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



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





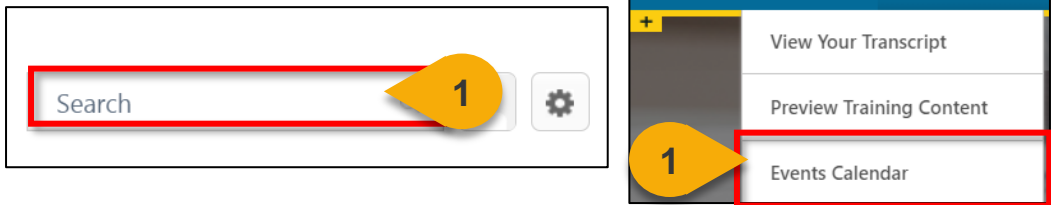
Instructor- Led Training



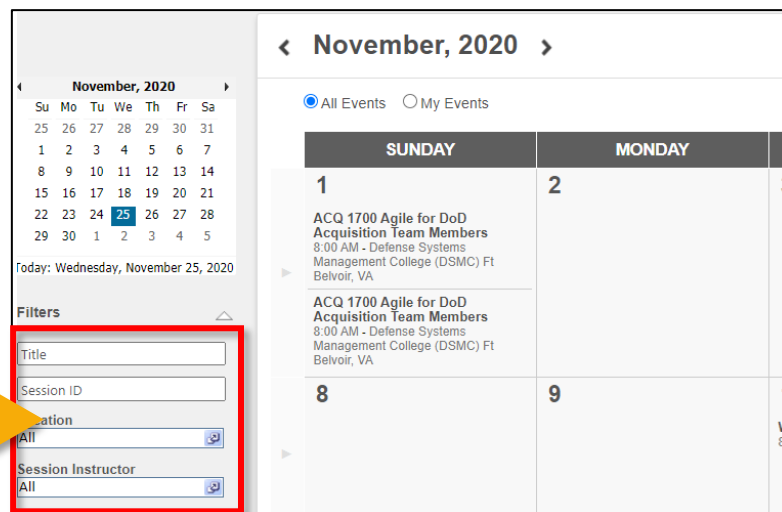
Register for Instructor-Led Training (ILT)

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

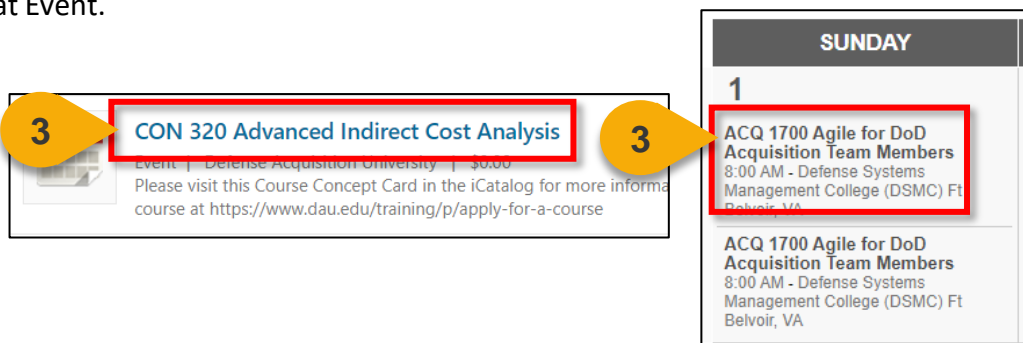
Step 1: Use **Global Search** or **Events Calendar** to find the instructor-led training course you'd like to take.



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



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

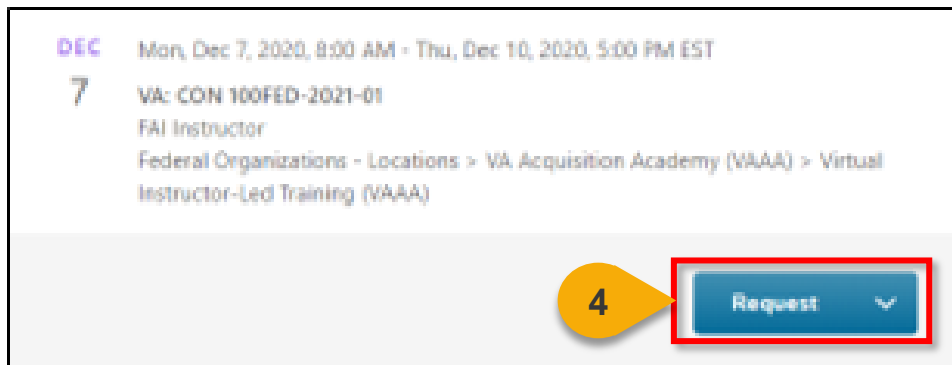


Register for Instructor-Led Training (ILT) (Cont. 1)

Step 4: Locate the Session you wish to enroll in. Depending on your Agency and the Session configurations you may see different options. Click **Request** or **Waitlist**. You will now be able to view the Session on your Transcript.

Request: This will enroll you in the Session. If you are a VA User enrolling in a VA Session, your spot in the course will be Pending Approval as the request is routed through the approval workflow.

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



DEC 7 Mon, Dec 7, 2020, 8:00 AM - Thu, Dec 10, 2020, 5:00 PM EST
VA: CON 100FED-2021-01
FAI Instructor
Federal Organizations - Locations > VA Acquisition Academy (VAAA) > Virtual Instructor-Led Training (VAAA)

4 Request ▾

Indicate Interest in a Future Session

When interested in a course once new Sessions become available...

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

The screenshot shows the 'Global Search' interface. At the top, there is a search bar with the placeholder text 'What would you like to search for?' and a dropdown menu set to 'Training'. A blue 'Search' button is to the right. Below the search bar is a link that says 'Refine search'. The search results are titled 'Training results (132)'. The first result is 'CMC 200 Fees, Financing, and Payments', which is highlighted with a red box. To the left of this result is a yellow callout bubble with the number '1'. Below the title, it says 'Event | Defense Acquisition University | \$0.00'. Further down, there is a paragraph of text: 'Please visit this Course Concept Card in the iCatalog for more information regarding this course. You can apply for this course at <https://www.dau.edu/training/p/apply-for-a-course>'.

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

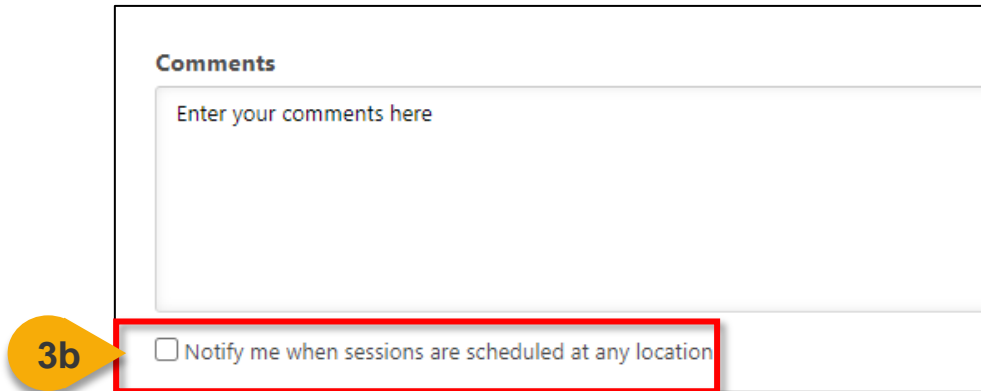
The screenshot shows a portion of an 'EVENT' page. A yellow callout bubble with the number '2' points to a blue button labeled 'Notify Me' with a dropdown arrow. Below this button is a 'Select a Session' dropdown menu. Underneath the dropdown menu, there are two options: 'Save for Later' and 'Notify Me of New Sessions'. The 'Notify Me of New Sessions' option is highlighted with a red box.

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

The screenshot shows the 'Interest Tracking' section. It features a 'Location' field with the text 'Select a Location'. To the right of this field is a small square icon with a diagonal line, which is highlighted with a red box. A yellow callout bubble with the text '3a' points to this icon.

Indicate Interest in a Future Session (Cont. 1)

Step 3b: To be notified for all sessions in any location, check the box next to **Notify me when sessions are schedule at any location.**



The screenshot shows a form with a 'Comments' section. The 'Comments' section has a text area with the placeholder text 'Enter your comments here'. Below the text area is a checkbox labeled 'Notify me when sessions are schedule at any location.' A yellow callout bubble with the number '3b' points to the checkbox. A red rectangular box highlights the checkbox and its label.

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

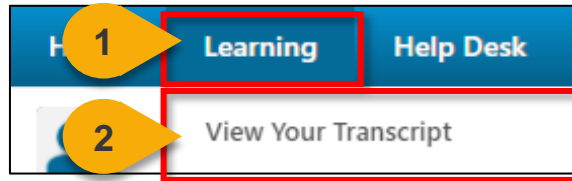


The screenshot shows a 'Submit' button. A yellow callout bubble with the number '4' points to the button. A red rectangular box highlights the button.

Withdraw from an ILT

When you need to withdraw from an ILT course...

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



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

Con 100 (FED): Shaping Smart Business Arrangements (Starts
Due: No Due Date **Status:** Pending Approval

3

Withdraw

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

Withdraw Registration

If you withdraw your registration for this session, you will immediately

Session Details

Event Name: Con 100 (FED): Shaping Smart Business Arra
Date / Time: (1) 12/7/2020 8:00 AM - 12/10/2020 5:00 PM
Location: Virtual Instructor-Led Training (VAAA)
Price: \$0.00

SESSION WITHDRAWAL OPTIONS

Please select a reason ▼
Please select a reason
Other
Illness/Family Emergency
Inclement Weather
Leave
No Longer Needed
Reschedule Due to Conflict
TDY
Technology Issue
Workload

4


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

TDY
Technology Issue
Workload

5

Submit

Cancel

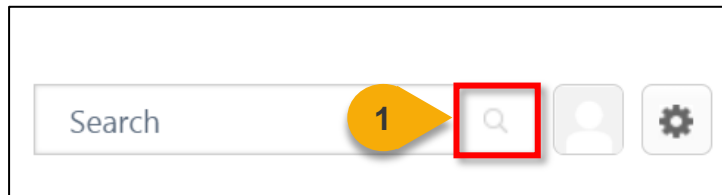


Equivalency & Fulfillment Forms

Submit an Equivalency/Fulfillment Form

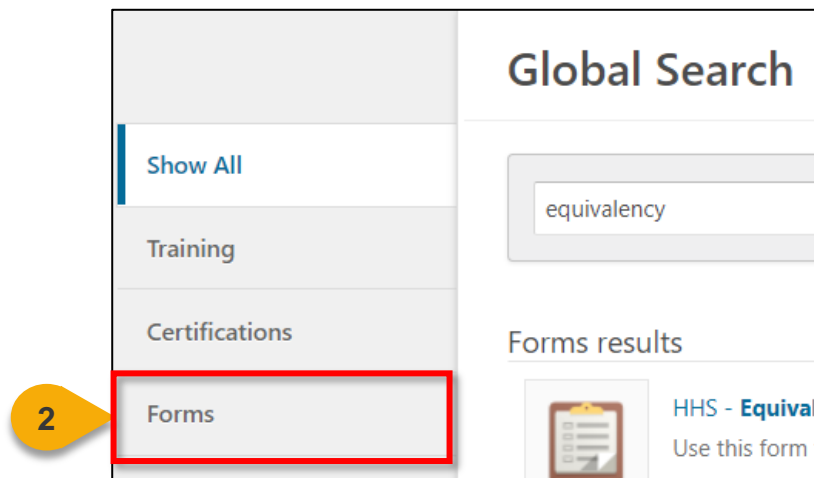
When you want to request Equivalency or Fulfillment for a Course...

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



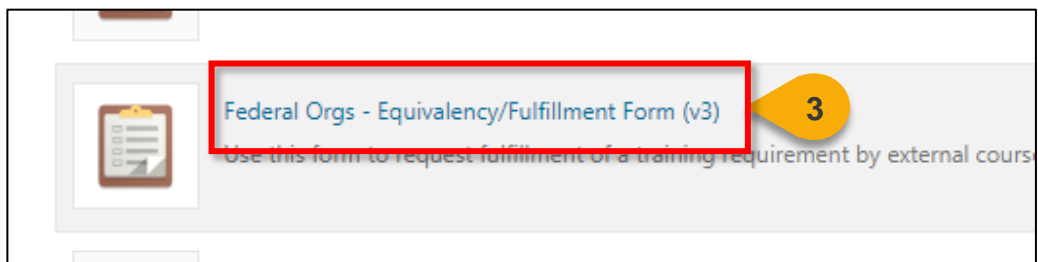
A search bar with the placeholder text "Search". To the right of the search bar is a magnifying glass icon, which is highlighted by a red rectangular box. A yellow callout bubble with the number "1" points to the magnifying glass icon. To the right of the magnifying glass icon are two other icons: a person icon and a gear icon.

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



The "Global Search" results page. On the left is a sidebar with a list of filters: "Show All", "Training", "Certifications", and "Forms". The "Forms" filter is highlighted by a red rectangular box. A yellow callout bubble with the number "2" points to the "Forms" filter. On the right, the search results are displayed. The search term "equivalency" is entered in the search bar. Below the search bar, the text "Forms results" is displayed. Below "Forms results" is a card titled "HHS - Equivalency" with a clipboard icon and the text "Use this form to request fulfillment of a training requirement by external course".

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





A card titled "Federal Orgs - Equivalency/Fulfillment Form (v3)". The card is highlighted by a red rectangular box. A yellow callout bubble with the number "3" points to the card. Below the title, the text "Use this form to request fulfillment of a training requirement by external course" is visible.

Submit an Equivalency/Fulfillment Form (Cont. 1)

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


Equivalency & Fulfillment Request
Please provide the information below to indicate how you have fulfillment requirements for course equivalency.


Please Select the Course You Would Like Equivalency For

Select  

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

Please Select the Course You Would Like E

Select 

✓ Select  Please List.


ACQ 370 (FED)


AQN PBA

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

Equivalency & Fulfillment Request
Please provide the information below to indicate how you hav

Please Select the Course You Would Like Equivalency For

Select 

 **If You Selected "Other", Please List.**

Submit an Equivalency/Fulfillment Form (Cont. 2)

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

Training Start Date:
[Text input field] [Calendar icon]

Select the equivalent training start date.

Training End Date:
[Text input field] [Calendar icon]

Select the equivalent training end date.

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

If Requesting Course Equivalency, Attach Course Completion Certificate Here.

Drag and drop file here or

Select a file

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

Employee Remarks:

[Text input field]

2000 characters maximum.

Cancel **Submit For Approval**

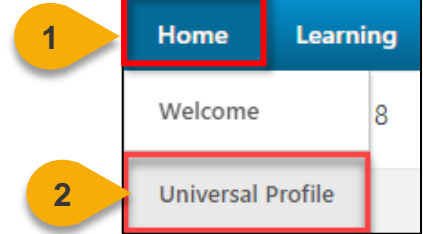
Step 10: Click **Submit for Approval** to route to your Agency Equivalency and Fulfillment Approvers. After final approval, the course will appear on your Transcript, marked as "Exempt" within 14 days.

Submit For Approval

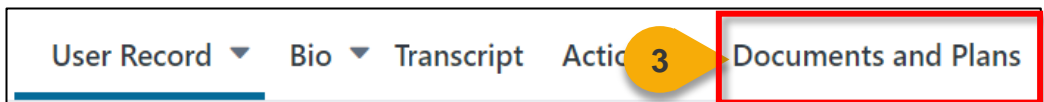
View Submitted Forms

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

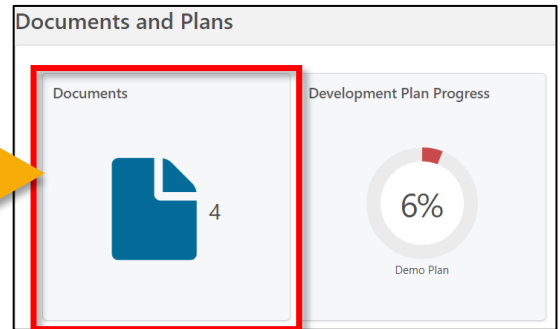
Steps 1 & 2: Hover over **Home** and click **Universal Profile**.



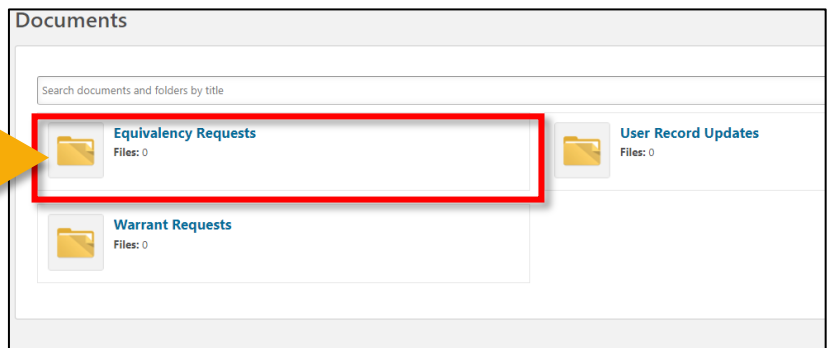
Step 3: Click **Documents and Plans**.



Step 4: On the Documents and Plans page, click **Documents**.



Step 5: On the Documents page, click the **folder** you'd like to view the contents of.



Equivalent Requests:
Contains
Equivalent/Fulfillment
Forms you have submitted.

Warrant Requests:
Contains Warrant Forms
you have submitted.

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

[Back to Table of
Contents](#)

A modern glass skyscraper with a curved facade, reflecting the sky, occupies the left side of the image. In the foreground, there is a geometric pattern of white squares and lines on a light gray background.

Certifications



Request and Manage a Certification

When you want to request a Certification...


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



Search

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

Certifications results




FAC P/PM Entry Level

Contracting • FAC P/PM

The FAC-P/PM contains three (3) levels of certification that provides the required training and experience for Program and Project Management professionals. The FAC-P/PM shall be recognized by all federal civilian agencies as evidence that an employee meets core requirements to perform program and project management functions.

Step 3: The Training Details for this Certification will open. Click **Request**.

Training Details



FAC P/PM Entry Level

Certification • Contracting • FAC-P/PM

Request


Step 4: You will be directed to your Transcript page. The Certification will be listed on the screen under Active courses with an “In Progress” status. Click **Manage** to view the Certification’s requirements.

Active ▾ By Date Added ▾ All Types ▾

Search for training

Search Results (1)

☐ Hide Certified Certifications



FAC-C Level 1

Due: No Due Date Status: In Progress Expiration Date: None

Manage ▾

Request and Manage a Certification (Cont. 1)

Step 6: Scroll down the Certification Details page to view the requirements for this certification and your progress towards meeting those requirements. You can request any items required for the Certification from this page by clicking the **Request** button in the Options column.

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

Certification Details Columns:

Title: The title of the Learning Object you need to complete. This could be a checklist, a training, or another Certification.

Type: The Learning Object type.

Completion: How many completions this Learning Object is worth. As a student, you can ignore this column.

Status: Your Learning Object Status (Not Activated, In Progress, Completed).

Options: Actions you can take on this Learning Object.

Credited: Whether completion of this Learning Object has been credited towards your Certification.

Request Education/Experience Verification

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

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

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

TITLE	OPTIONS
Experience & Education (Required Completion: Min = 2.00, Max = 2.00)	
Federal Education Verification - FAI FAC-C - All Levels	1 Request
Federal Experience Verification - FAI FAC-C Level 1	Request

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

☒ **Federal Education Verification - FAI FAC-C - All Levels**

Observation Checklist

Details

Description: Please follow the instructions below to attach documents for this requirement.

1. Click the **Attachments** tab
2. Choose the file you wish to upload.
3. Click **Add**. You can upload up to 3 files.

2 Request Close

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

CERTIFICATION	
TITLE	OPTIONS
Experience & Education (Required Completion: Min = 1.00, Max = 1.00 / Ac	
Federal Experience Verification - FAI FAC P/PM Senior Level	3 View Checklist

Request Education/Experience Verification (Cont. 1)

Step 4: The My Checklists page will open. Click **Checklist Summary** to view the overall progress of any checklists associated with Certifications you are enrolled in.

My Checklists

Birdie Winters

Checklist Summary

Checklist Summary

Filter: All Competencies

☐ Show Completed

Name	Status	Rating/Score	Progress
Federal Experience Verification - FAI FAC P/PM Entry Level	Not Started	-	0%
Federal Experience Verification - FAI FAC P/PM Senior Level	Not Started	-	0%

« Back

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

Checklist Summary

Federal Education Verification...


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

Federal Education Verification-FAI FAC-C - Lvl 1&2

Name: ☐ Exclude Completed

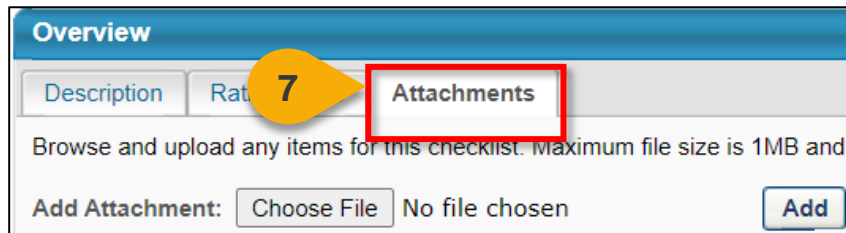
Status: Not Started Due: None 0%

Expand All

Name
 Education Verification - FAI FAC-C - Levels 1&2 Baccalaureate degree from an accredited institution or 24 semester hours of business-related college courses

Request Education/Experience Verification (Cont. 2)

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



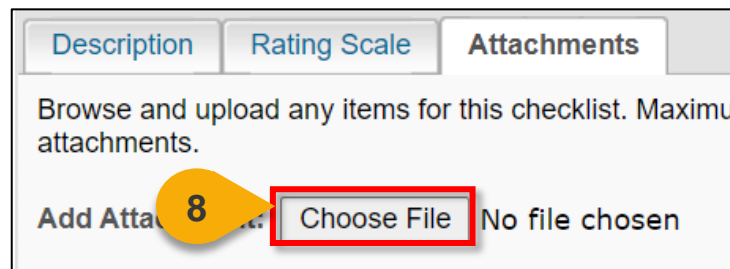
Overview

Description Rating **Attachments**

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

Add Attachment: Choose File No file chosen Add

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

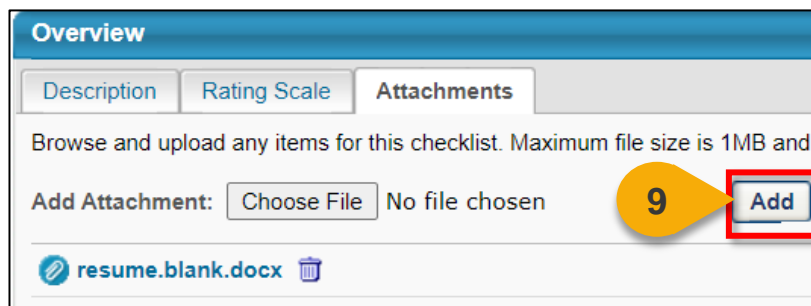


Description Rating Scale **Attachments**

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

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

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



Overview

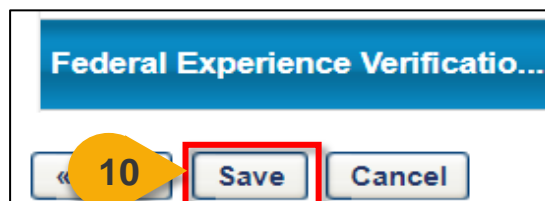
Description Rating Scale **Attachments**

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

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

resume.blank.docx

Step 10: Once all the desired attachments have been added (up to 3), click **Save**. The Checklist will be routed for approval. **NOTE:** Your status will not update on your Certification Details until the checklist is validated.



Federal Experience Verification...

« **Save** Cancel

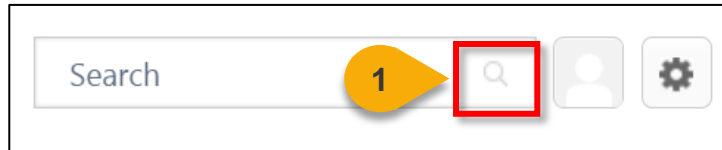
A modern glass skyscraper with a grid-like facade, partially visible on the left side of the page. The building's reflection is visible on a surface below it.

Warrants

Submit a Warrant Application Form

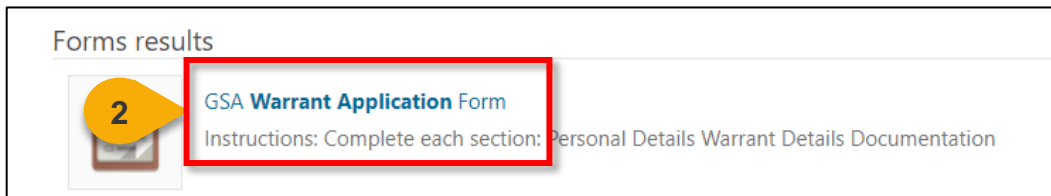
When you need to submit an application for a Warrant

Step 1: You will be notified by your Agency when the application form is available for you. Use Global Search to **search** for the keyword “Warrant Application”. Click the **Magnifying Glass** to search.



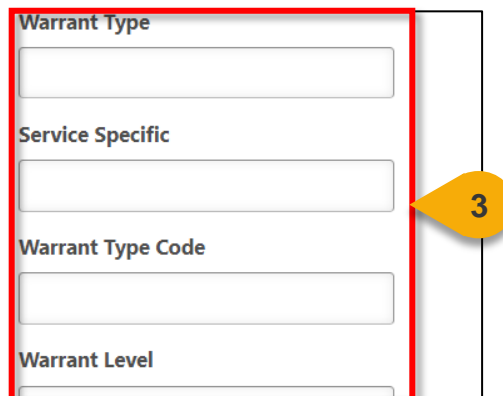
A search bar with the placeholder text "Search". To the right of the bar is a magnifying glass icon, which is highlighted by a red rectangular box. A yellow callout bubble with the number "1" points to this icon. Further right are two smaller icons: a person silhouette and a gear.

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



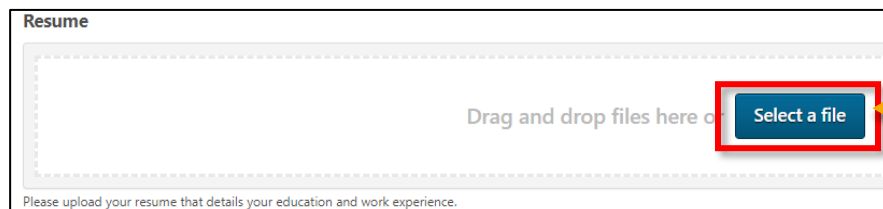
A section titled "Forms results". Below the title is a list of results. The first result is "GSA Warrant Application Form", which is highlighted by a red rectangular box. A yellow callout bubble with the number "2" points to this result. Below the title is a sub-header "Instructions: Complete each section: Personal Details Warrant Details Documentation".

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



A form with four input fields. The first three fields are labeled "Warrant Type", "Service Specific", and "Warrant Type Code". These three fields are grouped together and highlighted by a red rectangular box. A yellow callout bubble with the number "3" points to this group. The fourth field is labeled "Warrant Level".

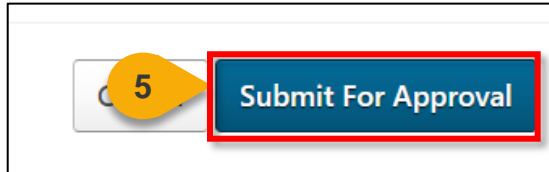
Step 4: In the attachment section, attach all files necessary for your application. You can attach multiple files per section. The attachment fields will vary by Agency. Click **Select a File** and choose the file you wish to attach.



An attachment section titled "Resume". It contains a large dashed rectangular box for file upload. To the right of this box is a blue button labeled "Select a file", which is highlighted by a red rectangular box. A yellow callout bubble with the number "4" points to this button. Below the dashed box is the text "Please upload your resume that details your education and work experience."

Submit a Warrant Application Form (Cont. 1)

Step 5: When your form is complete, click **Submit for Approval**. The form will then be routed through your Agency's approval workflow. If your application is inaccurate or missing any information, it will be returned to you to revise. Refer to the "View Submitted Forms" task aid to see the status of your form at any time.





Individual Development Plans

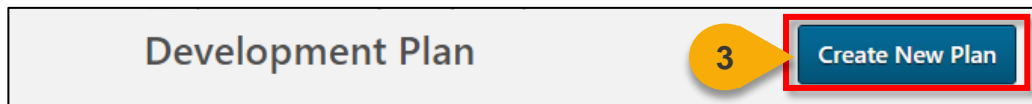
Create an IDP

When you want to create an IDP...

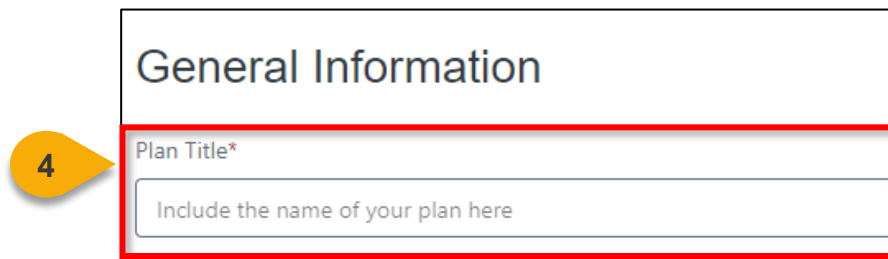
Steps 1 & 2: Hover over **Performance** and click on **Development Plans**.



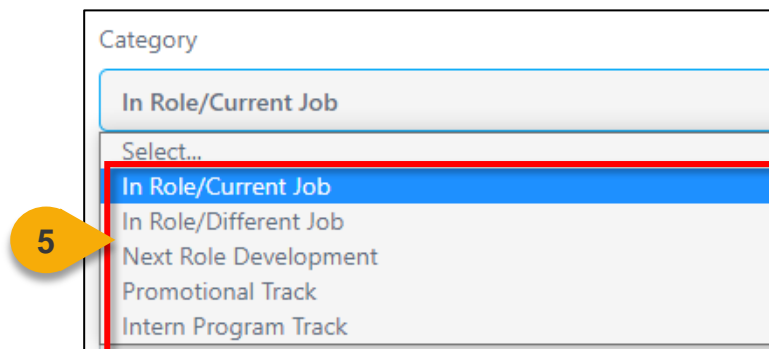
Step 3: Click on the **Create New Plan** button.



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

A screenshot of a form titled 'General Information'. Below the title is a text input field labeled 'Plan Title*'. Inside the field, there is a placeholder text: 'Include the name of your plan here'. A red box highlights the input field, and a yellow callout bubble with the number '4' points to it.

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

A screenshot of a dropdown menu titled 'Category'. The menu is open, showing several options. The first option, 'In Role/Current Job', is highlighted in blue. A red box highlights the entire dropdown menu area, and a yellow callout bubble with the number '5' points to it. The other options visible are 'Select...', 'In Role/Different Job', 'Next Role Development', 'Promotional Track', and 'Intern Program Track'.

Create an IDP (Cont. 1)

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

6

Description

B I S U | *I_x* | H1 H2 H3 H4 H5 H6 |

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

Development Objectives



There are no development objectives. Would you like to add one?

7 **Add Objective**

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

8

Add Development Objective

Development Objectives represent what you need to learn or do in order to complete your development plan.

Objective Title

What skills would you like to develop?

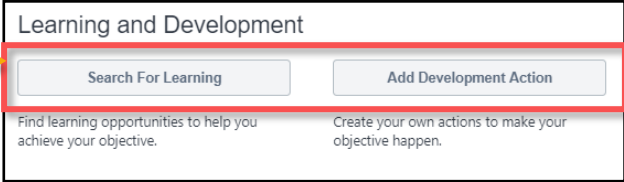
Create an IDP (Cont. 2)

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



A screenshot of a web form titled "what skills would you like to develop?". Below the title is a "Category" dropdown menu. A red box highlights the dropdown, and a yellow callout bubble with the number "9" points to it. The dropdown menu is open, showing the following options: "Development Objectives" (selected), "Select...", "Development Objectives", "Long-Term (3-5 years)", and "Short-Term (1-2 years)".

Step 10: Add **Development Actions**. Under Learning and Development there are three options you can utilize to add training/development actions to your Objective: **Search for Training** and **Add Development Action**.



A screenshot of a web form titled "Learning and Development". Below the title are two buttons: "Search For Learning" and "Add Development Action". A red box highlights both buttons, and a yellow callout bubble with the number "10" points to the "Search For Learning" button. Below the buttons are two text boxes: "Find learning opportunities to help you achieve your objective." and "Create your own actions to make your objective happen."

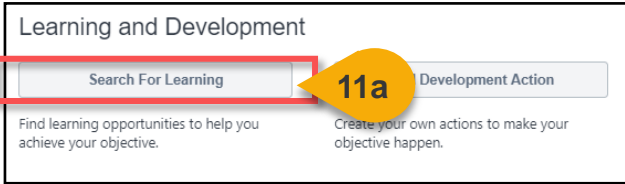
Search for Learning:

Encompasses training sessions provided. It allows you to select online sessions.

Add Development Action:

Free text that allows you to add any external training or action item you wish to include in order to develop yourself professionally.

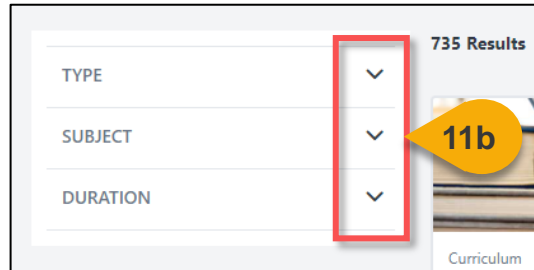
Step 11a: To add training courses available online in Cornerstone, click on **Search For Learning**.



A screenshot of a web form titled "Learning and Development". Below the title are two buttons: "Search For Learning" and "Development Action". A red box highlights the "Search For Learning" button, and a yellow callout bubble with the number "11a" points to it. Below the buttons are two text boxes: "Find learning opportunities to help you achieve your objective." and "Create your own actions to make your objective happen."

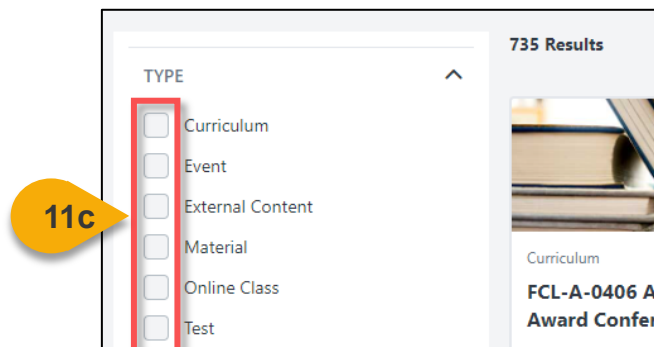
Create an IDP (Cont. 2)

Step 11b: All the available courses will be displayed on the screen. To filter the results displayed, click on the **arrows** next to the filter options to the left of the page.

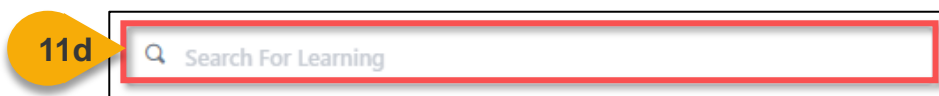


Step 11c: The filter options will expand on the screen. Select the filter you wish to apply by clicking on the **checkboxes** next to each option.

The results will be updated on the screen based on the filters you select.



Step 11d: You may also search for a specific training course using the **Search bar**.

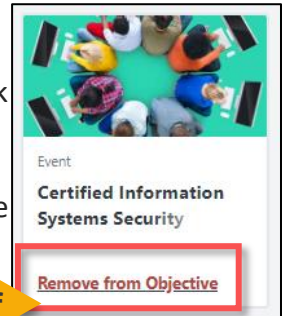


Create an IDP (Cont. 3)

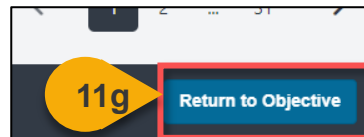
Step 11e: Select the **Add to Objective** link beneath any training you want to add. Multiple training courses can be selected.



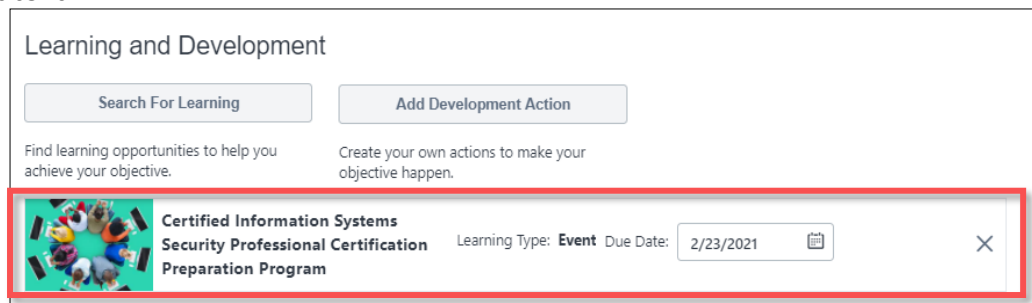
Step 11f: If you change your mind, simply click on **Remove from Objective** and the course will be removed from your IDP.



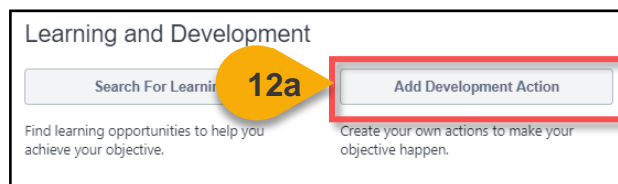
Step 11g: Once you are done selecting the training courses to be added to your Objective, click **Return to Objective** at the bottom of the page.



The course(s) selected will appear on the main Objective screen. By default, the training due date is set up to be due 6 months from now, but this date is editable. Notice that the training can be removed from your Objective by clicking on the **X** icon next to it.



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



Create an IDP (Cont. 4)

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

Development Action

Description*

12b

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

Activity Type

Select...

Outside Training

Additional Learning

Coaching/Mentoring

On the Job

Reading

Shadowing

12c

Step 12d: Confirm the due date for the development item. By default, the due date is set up to be due 6 months from when you first create this item. To change the due date, click on the **calendar icon** in the Due Date field, or simply type in the date.

Due Date*

2/23/2021

Calendar icon

12d

Step 12e: Update the progress you have made as applicable in the **Progress field**. This is a percentage, but you don't need to type "%", just the number, e.g., for 25%, type in "25".

Progress

0

12e

Create an IDP (Cont. 5)

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

Progress

0

Cancel Done

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

Save and Add Save and Return to Plan

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

Assignment

Select the criteria that defines who will be included in this assignment

14 Self Only

Step 15: To assign this IDP as your primary IDP (you can have multiple IDPs), check the box next to **Designate this as the Primary Plan for assignees**.

15 Designate this as the Primary Plan for assignees

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

Save as Draft Submit Plan

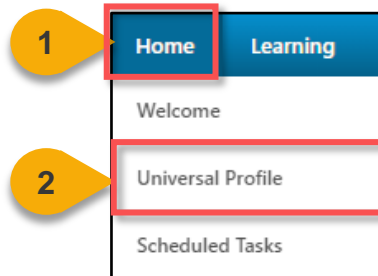
Step 17: To submit the plan for Manager approval, click **Submit Plan**.

Save as Draft Submit Plan

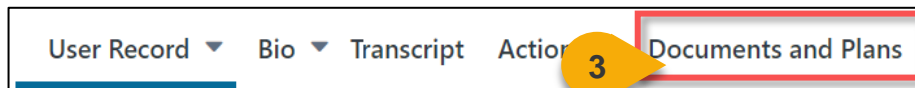
Update an IDP

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

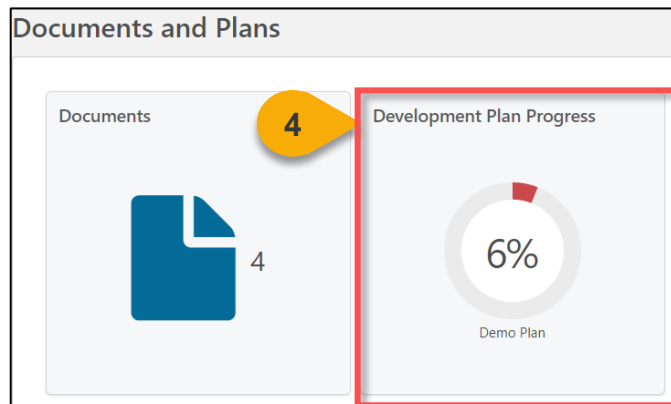
Steps 1 & 2: Hover over **Home** then navigate to **Universal Profile**.



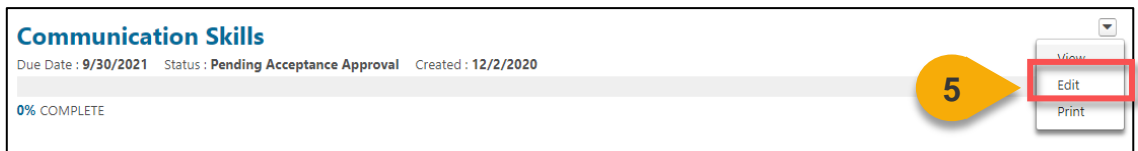
Step 3: Click on the **Documents and Plans** tab.



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

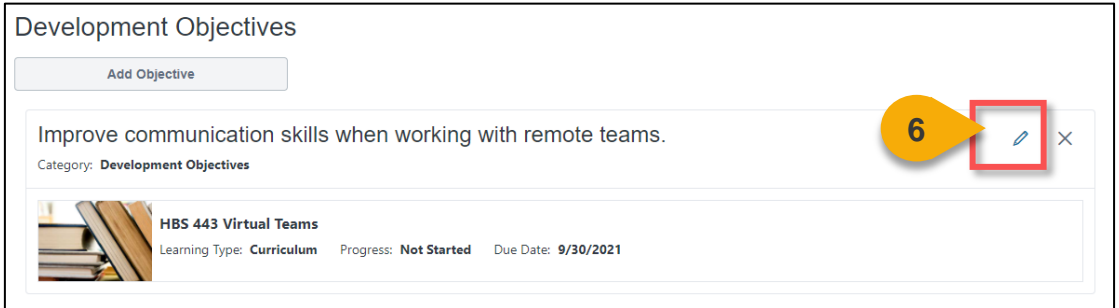


Step 5: Select the dropdown icon **Edit** option next to the IDP to which you want to add a new Objective.



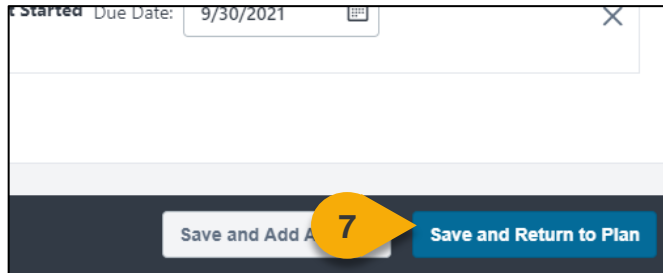
Update an IDP (Cont. 1)

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



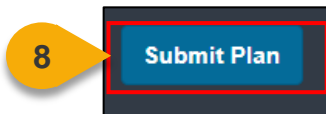
The screenshot shows the 'Development Objectives' section. At the top is an 'Add Objective' button. Below it is a list of objectives. The first objective is 'Improve communication skills when working with remote teams.' with a category of 'Development Objectives'. Below this is a card for 'HBS 443 Virtual Teams' with a learning type of 'Curriculum', progress of 'Not Started', and a due date of '9/30/2021'. An edit icon (pencil) is highlighted with a red box and a yellow callout bubble with the number 6.

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



The screenshot shows the bottom of the objective edit form. It includes a 'Save and Add A' button and a 'Save and Return to Plan' button. A yellow callout bubble with the number 7 points to the 'Save and Return to Plan' button.

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

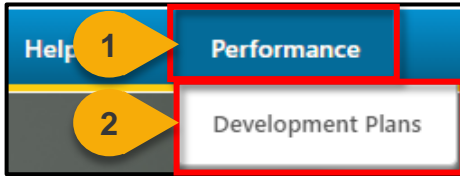


The screenshot shows a blue button labeled 'Submit Plan'. A yellow callout bubble with the number 8 points to the button.

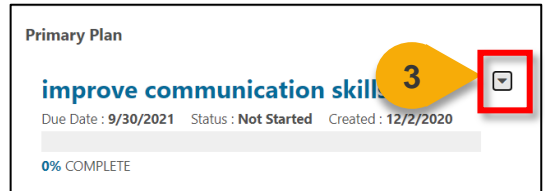
Cancel an IDP

When you want to cancel an IDP...

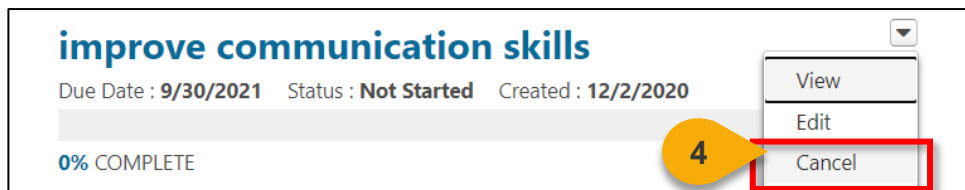
Steps 1 & 2: Hover over the **Performance** tab and then click **Development Plans**.



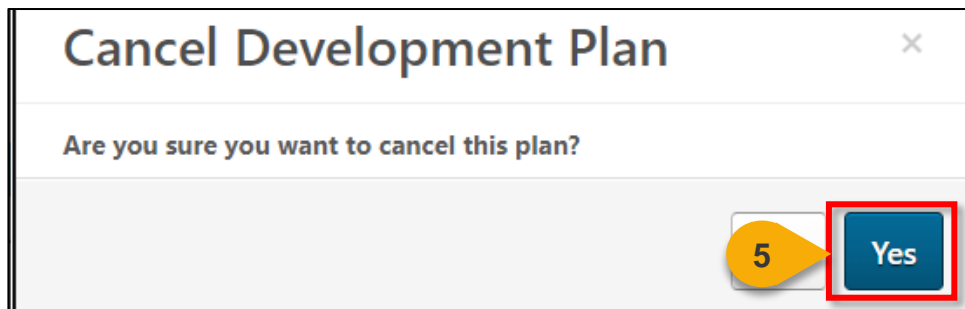
Step 3: Click the **dropdown arrow** next to the plan you would like to cancel.



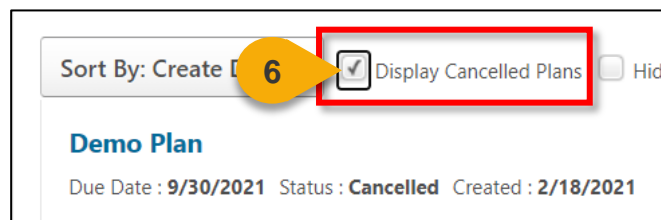
Step 4: Select **Cancel** from the dropdown menu. **Note:** You can only cancel approved plans.



Step 5: A popup will appear. Select **Yes** to cancel the IDP.



Step 6: The plan will be cancelled. Should you wish, you can view this plan by selecting **Display Cancelled Plans** on your Development Plan page.



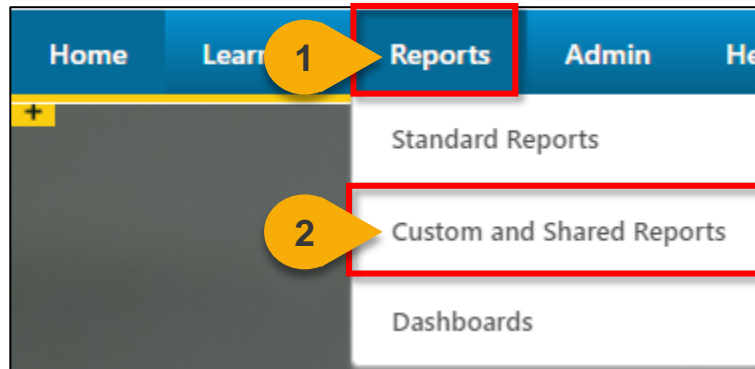


Reports

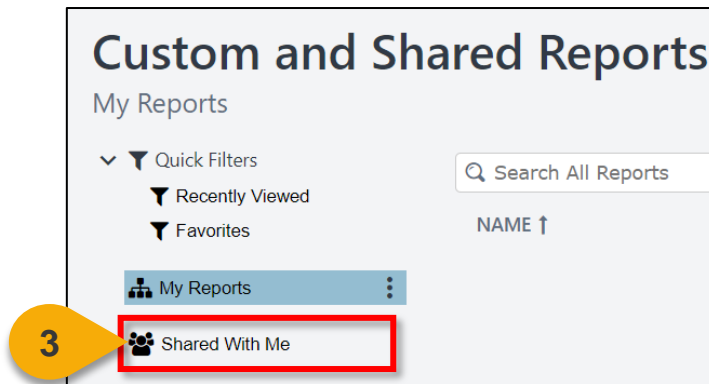
View and Download Custom Reports

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

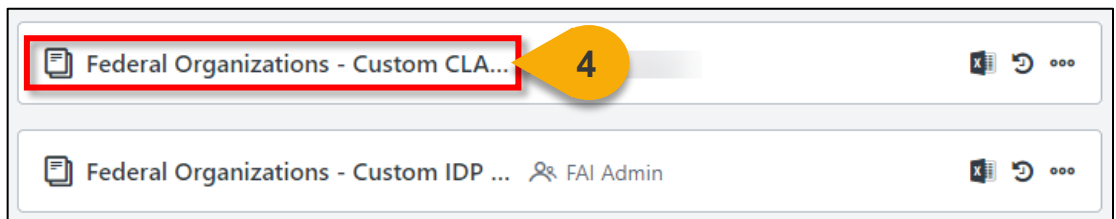
Steps 1 & 2: Navigate to the **Reports** tab and then select **Custom and Shared Reports**.



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



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



View and Download Custom Reports (Cont. 1)

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

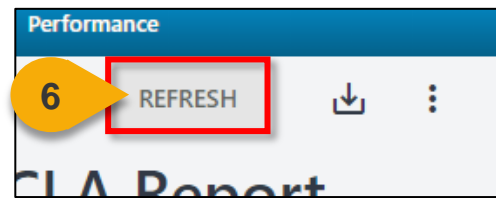
▼ Filters

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

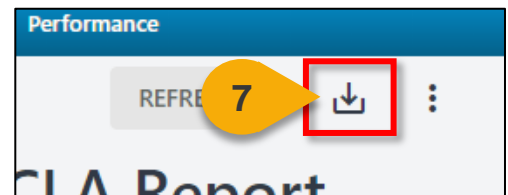
AND Certifications - Certification User Status is one of Select...

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

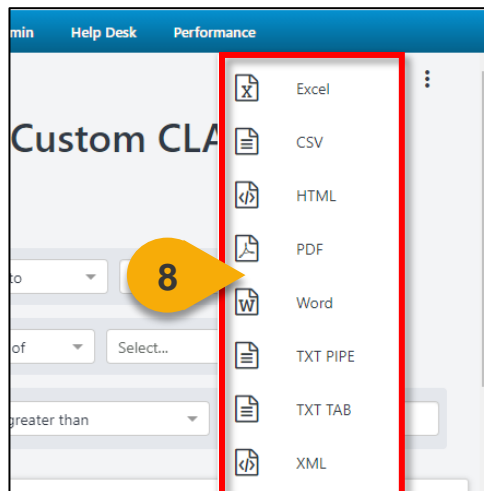
Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.



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



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



Help

Help

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

Addendum

For DHS-specific guidance regarding User records, training, certification and specialization requirements and routing, continuous learning, and warrants, please refer to:

[https://urldefense.com/v3/http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/TrainingCareerDev/Pages/OAW-Main.aspx;!!May37g!czl1g9fhw1QwnkSksSkpwhE285UIDDRNiMCXT0UaurKc2mQE1Py8WHTVvri7uzk\\$](https://urldefense.com/v3/http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/TrainingCareerDev/Pages/OAW-Main.aspx;!!May37g!czl1g9fhw1QwnkSksSkpwhE285UIDDRNiMCXT0UaurKc2mQE1Py8WHTVvri7uzk$).

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