FEDERAL ACQUISITION INSTITUTE

Manager Task Aids

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

https://www.fai.gov/

FAI@mail.mil

Table of Contents

User Management

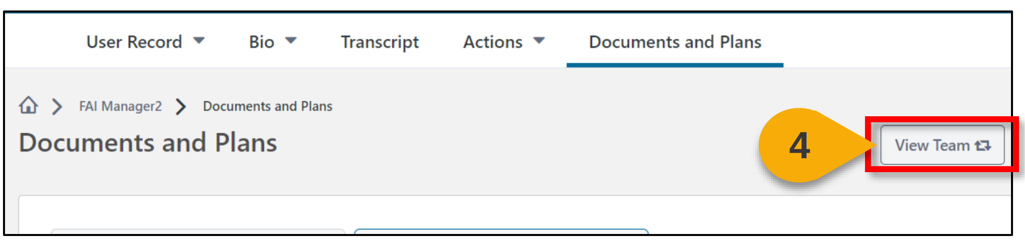
View Your Team

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

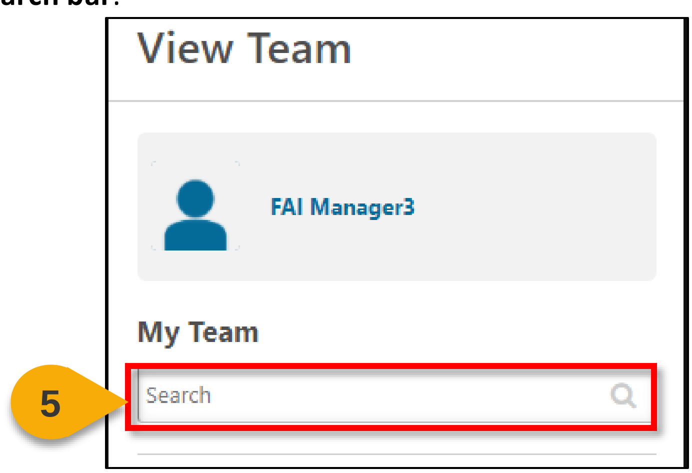
Steps 1, 2: Hover over **Home >** select **Universal Profile.**

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

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



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



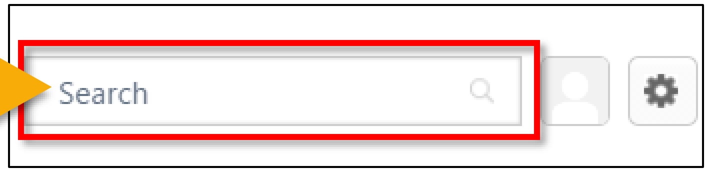
Back to Table of Contents

Training Assignment

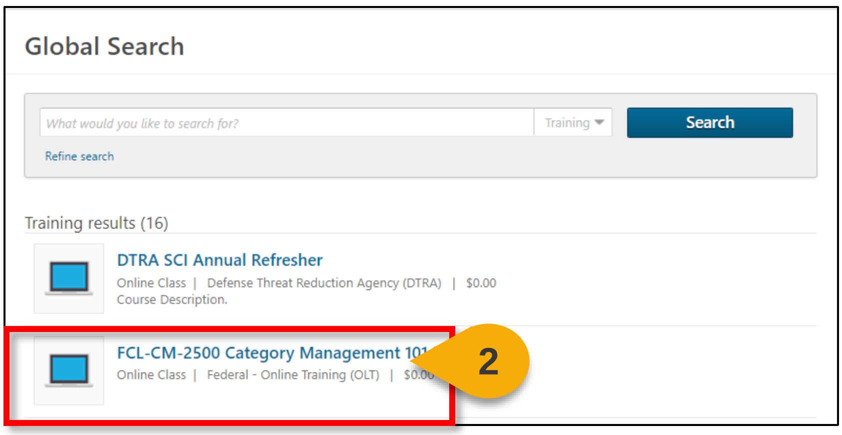
Assign Training

When you want to assign a training to your subordinates…

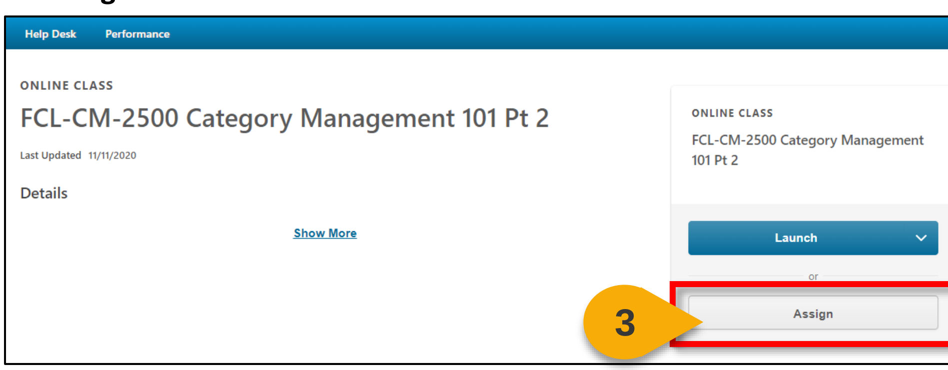
Step 1: Search for the **online training** that you would like to assign using Global Search.



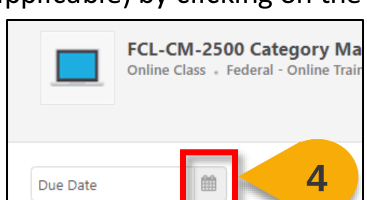
Step 2: Select the **training** you wish to assign by clicking on the training title.



Step 3: Click **Assign.**



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

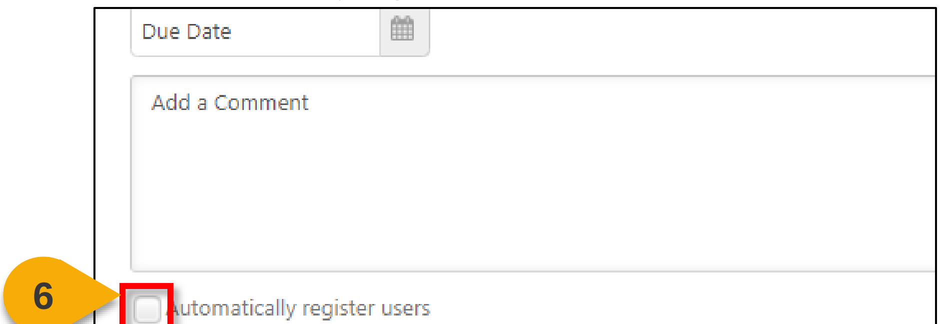


Back to Table of Contents

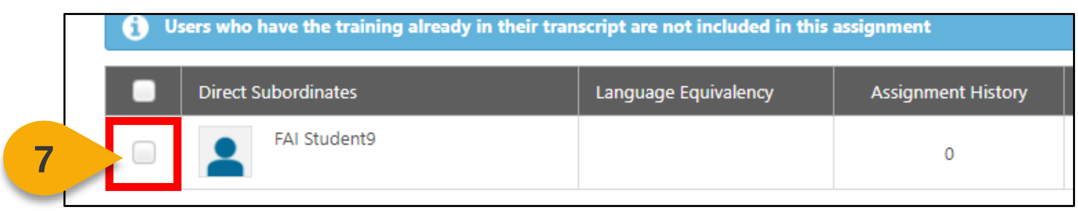
Assign Training (Cont. 1)

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

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

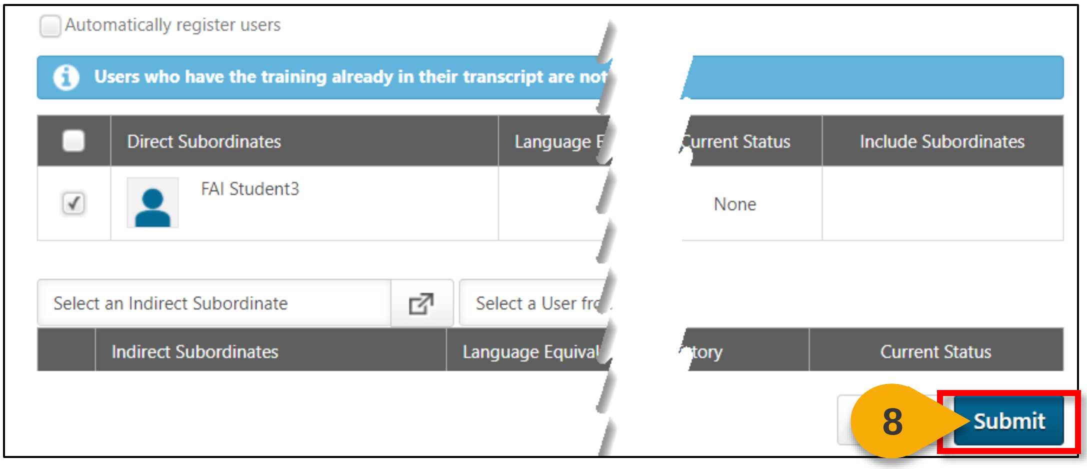


Step 7: Select the subordinates you want to assign the training to by marking the **checkbox** next to the name of the subordinate. You may assign to your direct and indirect subordinates.



Assign Training (Cont. 2)

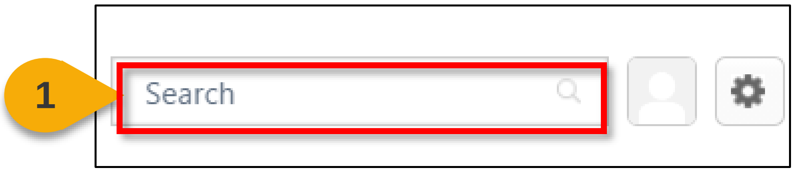
Step 8: Click the **Submit button** at the bottom of the page. The training will be assigned to the User within a few minutes.



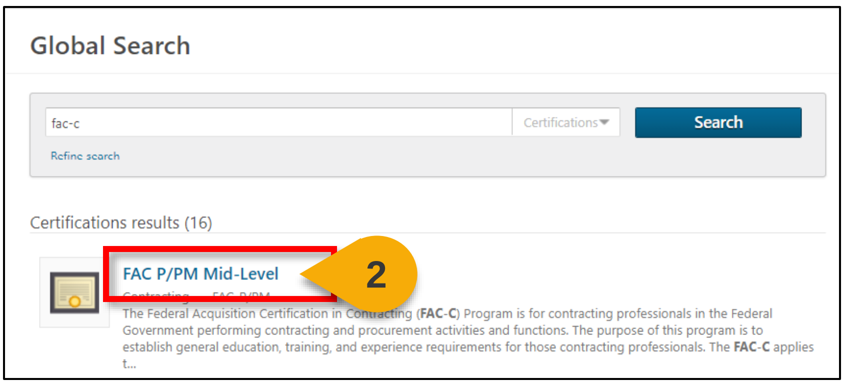
Assign Certifications

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

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



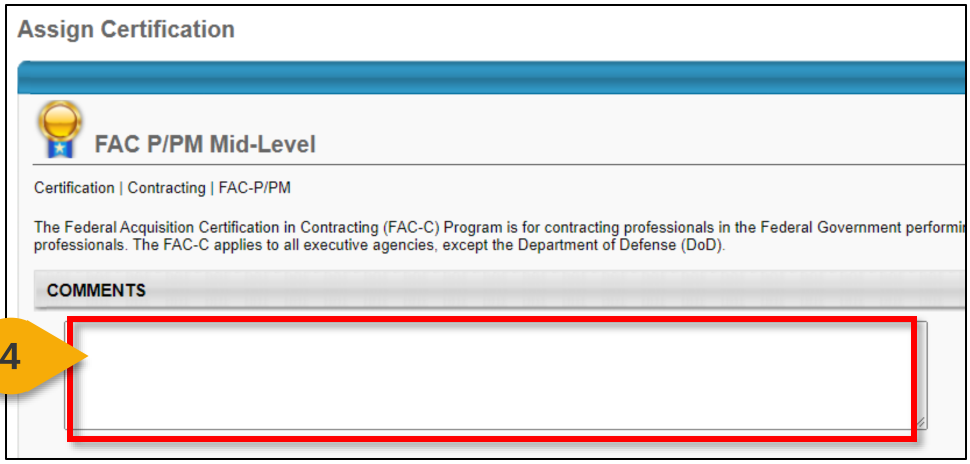
Step 2: Click on the **title** of the certification you'd like to assign.



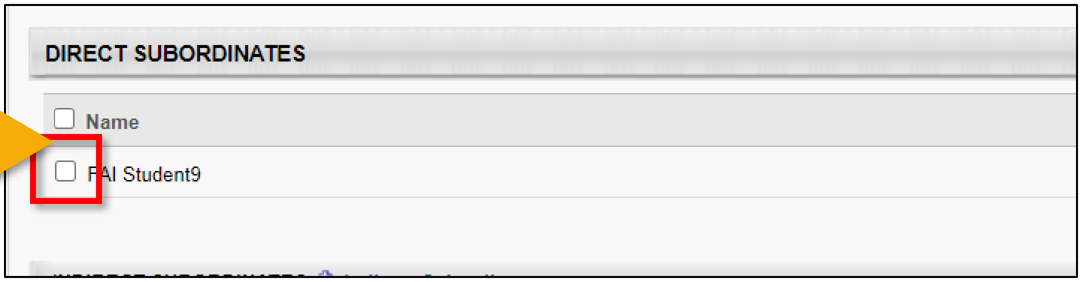
Step 3: Click **Assign.**

Assign Certifications (Cont. 1)

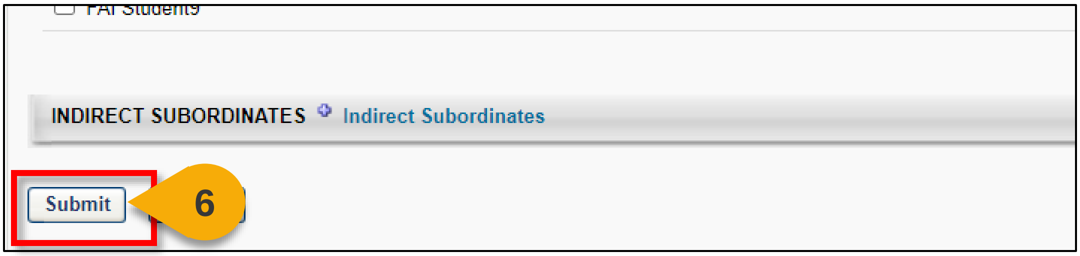
Step 4: Enter any comments as needed in the **Comment Box.**



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



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



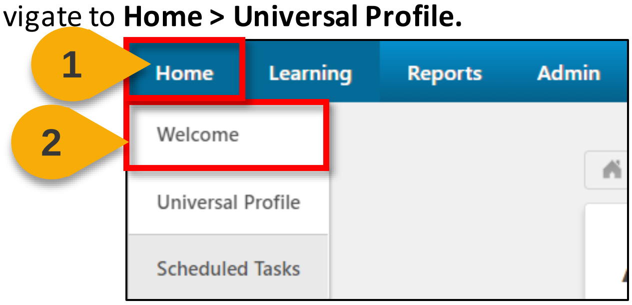
Approvals

Approve/Deny/Return a Warrant Application

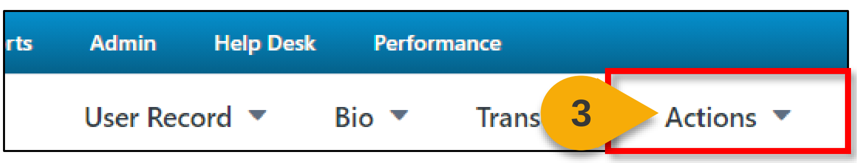
When you want to approve, deny, or return a Warrant Application …

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

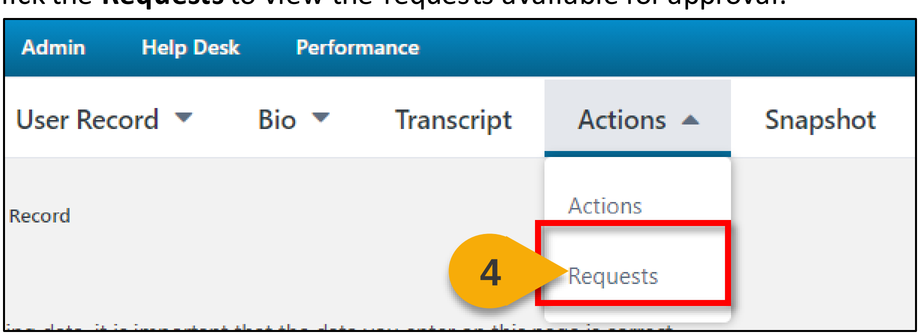
Steps 1 & 2: Navigate to **Home > Universal Profile.**



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

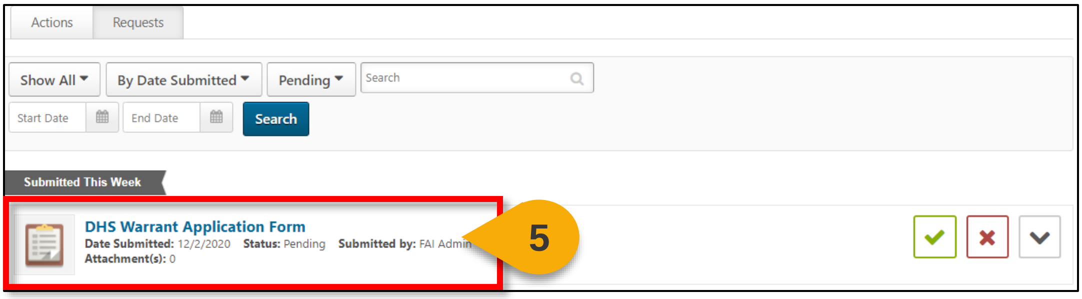


Step 4: Click the **Requests** to view the requests available for approval.



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

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



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

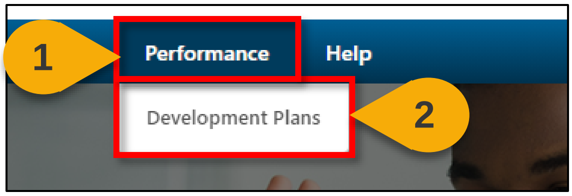
Step 7: At the bottom of the form, click **Deny, Deny and Return, or Approve** as appropriate. If approved, the form will go to the next approval level.

Back to Table of Contents

Approve IDPs

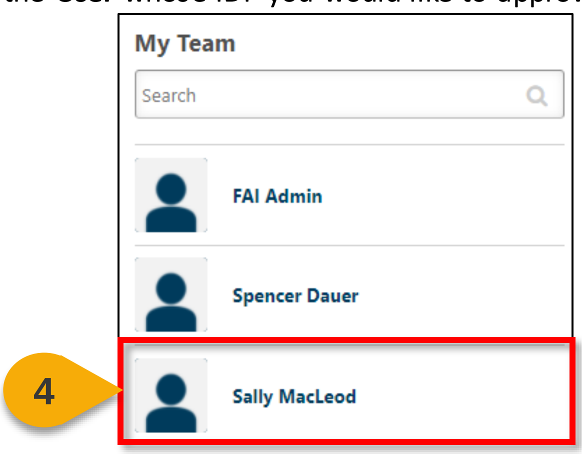
When you want to approve or deny your subordinate's IDP…

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

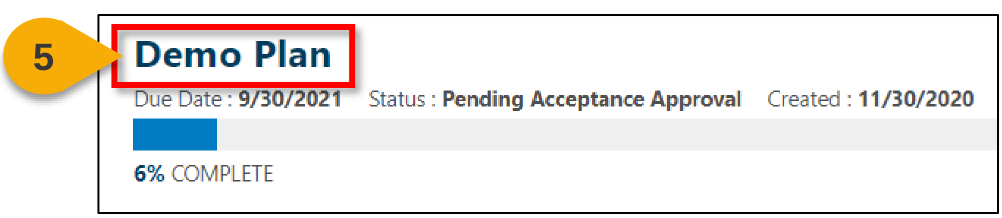


Step 3: Select **View Team.**

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



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



Approve IDPs (Cont. 1)

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

Reports

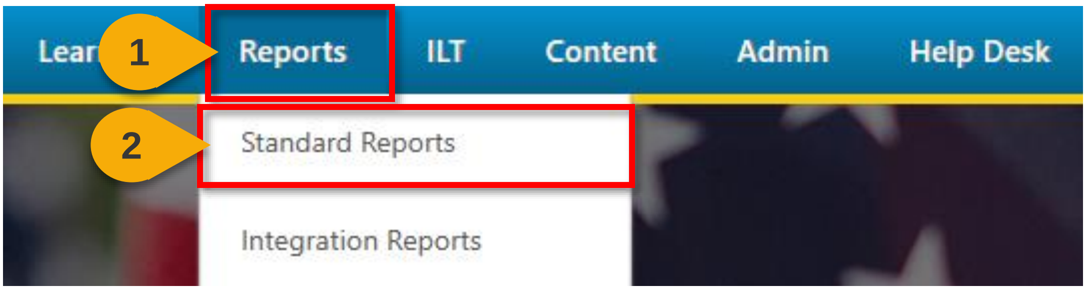
Standard Reports Available to Managers:

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

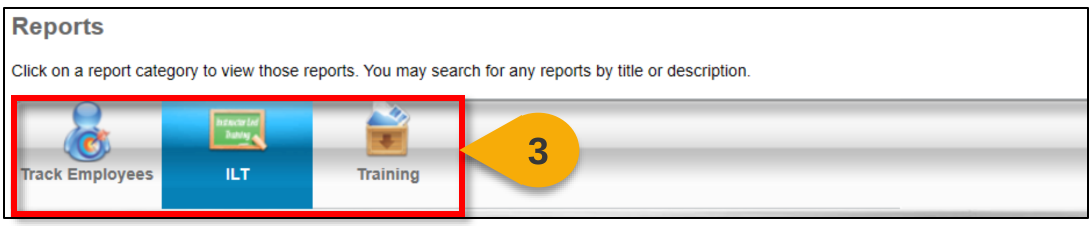
View Standard Reports

When you want to view Standard Reports…

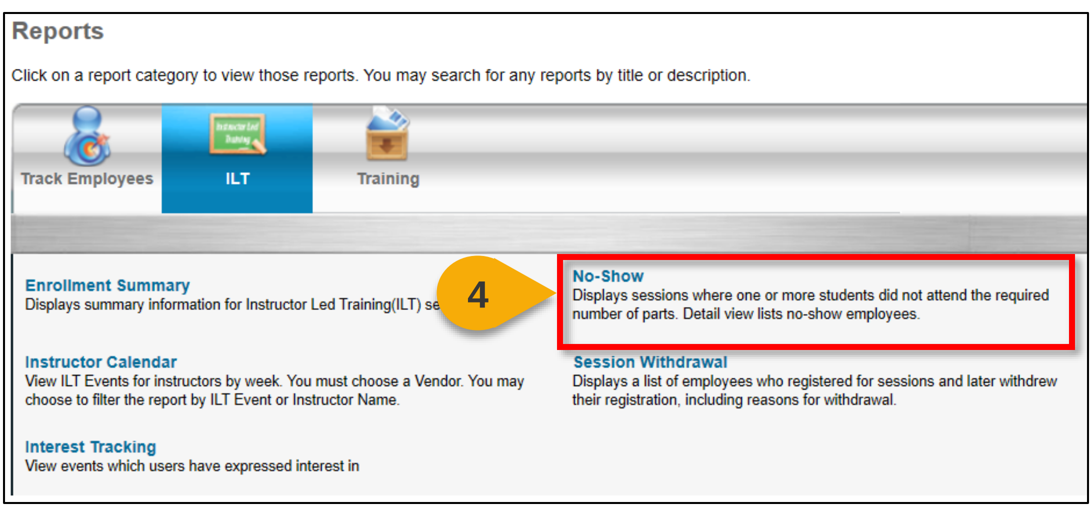
Steps 1 & 2: Hover over the **Reports tab**, then click **Standard Reports**.



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

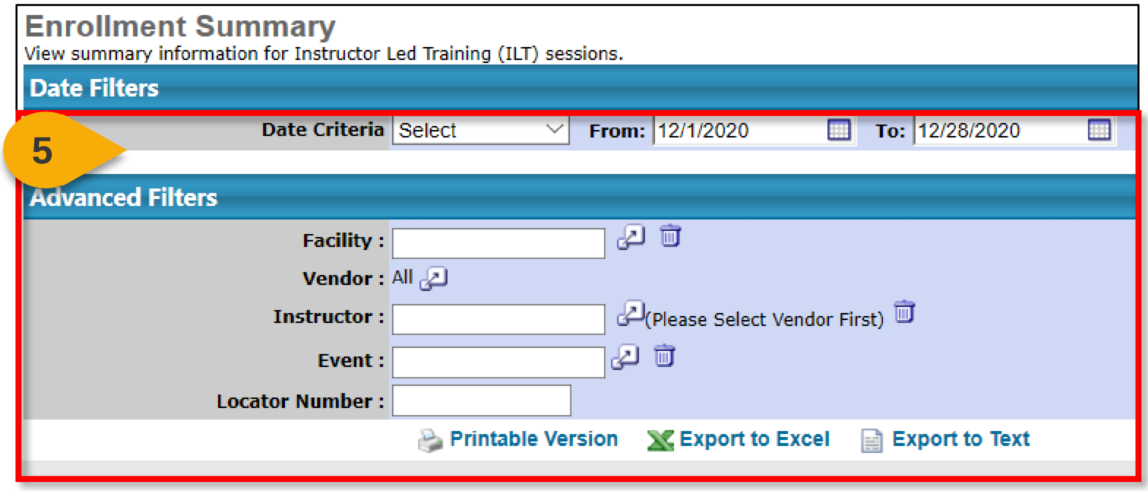


Step 4: Select the type of report you would like to view by clicking on the **name of the report**. The reports available to you will vary depending on your roles. See the previous page of this task aid for the minimum reports you should see for this role.

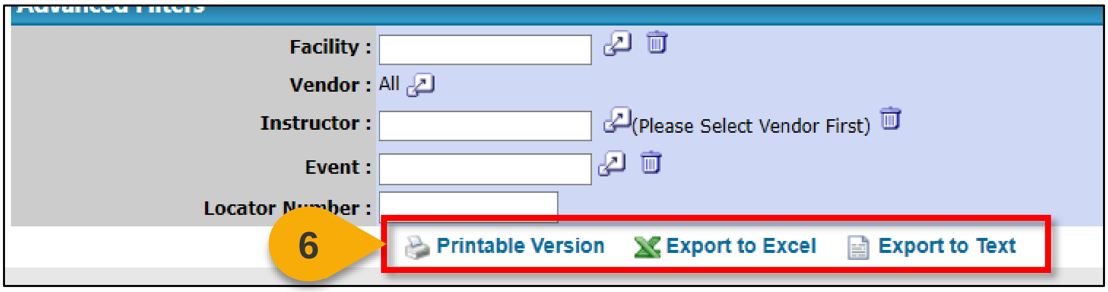


View Standard Reports (Cont. 1)

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



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



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

Back to Table of Contents

Additional Resources

Additional Resources

Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	• FAI CSOD System Questions and Issues • FAI CSOD System Errors and Troubleshooting • Password Issues and Resets	Email: DAUHelp@dau.edu Phone: (703) 805-3459, X1
Your Agency's Acquisition Career Manager (ACM)	• Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements • Agency-specific Acquisition Policies and Procedures • Career Development • Training and Development Opportunities	https://www.fai.gov/humancapital/acquisition-career-manager-acm
FAI CSOD Training Materials and Online Resources	• Task Aids for FAI CSOD Roles • FAI CSOD Training Videos • Other Guidance for Performing Tasks in FAI CSOD	https://dau.csod.com/catalog/CustomPage.aspx?id=221000511 https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	• FAI CSOD Migration • Acquisition Training • Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM) • More!	https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs
FAI Staff	All other questions	faicsod@gsa.gov

Back to Table of Contents