NBIS TRAINING SCOOP
January 2024 (Version 2.1)

Latest & Greatest

WHERE TO GO FOR NBIS TRAINING

All National Background Investigation Services (NBIS) training resources are accessible via Security Training, Education, and Professional Portal (STEPP). Visit STEPP for NBIS training materials including job aids, e-learnings, video shorts, learner paths, and registration for live webinars. Access to STEPP requires an account, and the site is now accessible via a more secure Smart Card Login (*scroll to bottom of page to locate*). If you have not done so, please set up your account by following the prompts on the STEPP homepage by selecting Create New Account with DOD CAC or Non-DOD CAC.

Once logged into STEPP, navigate to the NBIS Training Homepage by selecting "Training" in the top left, and select "NBIS" from the drop-down list.

Tip: For ease of access to links within this training update, it's recommended to log into STEPP prior to selecting any of the links.

FINDING JOB AIDS & KNOWLEDGE ARTICLES IN STEPP WITH EASE

1. Log into STEPP and navigate to the **NBIS Training homepage**.
2. From the NBIS Training homepage, select **NBIS Job Aids**.
3. Select **Expand All** on the right side of the screen (this will open all the menus and make all job aids and knowledge articles visible).
4. Type **CTRL+F** on the keyboard (this will activate a search block in the top right corner of the page).
5. Enter the topic to learn more about (for example initiate, attachments, user roles, etc.).
6. All job aids and knowledge articles relevant to the searched topic will be highlighted on the page. Navigate down the page to see items with that topic name.

THE LATEST JOB AIDS AND KNOWLEDGE ARTICLES

Find all the latest job aids for NBIS end-users as well as organization management job aids for both Federal and Industry onboarding managers here.

A new Additional Information menu can be found under the Job Aids section, where you will find desk reference materials that may aid with troubleshooting.

The most recent job aids or knowledge articles added to our library (new or updated):

- Manage Users and Personas Job Aid
- Super Admin Role Knowledge Article
- Create Organization Job Aid
- IRA Statuses Knowledge Article
- Table Settings & Table View – Subject Management Job Aid
- How to Navigate the Split Case Process Job Aid
- Review a Case Request Job Aid
- Mass Initiation & Start Cancellation Job Aid

THE LATEST TRAINING VIDEO(S)

We are excited to share our latest trainings:

- NBIS Scoop – Episode 5: 4.5 Release Podcast
- NBIS Scoop – Episode 6: Continuous Vetting Deferment During Authorization
- Component Adjudication eLearning
- NBIS Mass Update Subjects Video Short

Coming Soon:

- IRA eLearning - updated version
- Reports User Interface Microlearning

- How to Generate and Export a Report

Check back, as new job aids and knowledge articles are frequently being added and updated to reflect the latest features and enhancements in NBIS. Updates are currently underway to reflect the latest 4.5.2 release functionalities and capabilities, as well as planning ahead for the release of 4.6.

REGISTER FOR LIVE WEBINARS

Click here to register for the current selection of live webinars geared toward the NBIS end-user. They include the following:

- NBIS Education Webinar
- Initiate-Review-Authorize (IRA) Webinar
- Initiate-Review (IR) Webinar – For Industry
- A Day in the Life: NBIS For Security Managers

Check STEPP in the coming weeks for a new series of webinar topics that will be available.

FIND A LEARNER PATH

On STEPP, under the End-User Training, you will find various topic areas such as NBIS Overview & General Tasks, Subject Management, Adjudication Management, etc.

Under those main topic areas, you will find a link to Learner Paths. These learner paths provide a recommended series of courses to help the end-user navigate the training materials and ultimately be better prepared to navigate NBIS.

There are currently learner paths covering the following topics: Foundational, Case Initiation (one for Industry; another for Agency), Subject Management, and Adjudication.

As A Reminder…

CHECK BACK FREQUENTLY

The NBIS Training Program is continually updating and adding new end-user training materials to STEPP, to include enhancements to the overall user experience on the site. Mark STEPP as a favorite on your browser and visit often.

TRAINING PRODUCT DEVELOPMENT

NBIS Training regularly assesses the training needs in each NBIS release through its alignment with the iterative NBIS development. The needs are prioritized based on mission and user impacts, and level of effort to update or create new materials. For example, the removal of the pencil icon – this change impacted the bulk of the training catalog. NBIS Training is currently in the process of updating all training materials to reflect the change to the blue hyperlink. Please refer to the Modify a Subject Job Aid for reference.

Did You Know?

CAN'T MAKE IT TO ONE OF THE LIVE WEBINARS?
Many of the webinars have a recording on STEPP. Check them out here.

NBIS TRAINING IS NOW ON THE DCSA WEBSITE TOO!
Previous NBIS Training Scoop newsletters can be found on DCSA.mil.

DIFFERENCE BETWEEN JOB AIDS AND KNOWLEDGE ARTICLES

On STEPP, you will find Job Aids and Knowledge Articles. What's the difference?

Job Aids are meant to show step-by-step actions – essentially a guide demonstrating how to perform the task(s). Knowledge Articles are more informational and provide more in-depth discussion to strengthen a user's understanding of a particular topic.

EARN CERTIFICATES FOR NBIS TRAINING

Following completion of a learner path or webinar, users can obtain a certificate to use to obtain Professional Development Units (PDUs) needed to maintain professional certifications obtained through CDSE.

Coming Up

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JANUARY 1	JANUARY 2	JANUARY 3	JANUARY 4	JANUARY 5

New Year's Day	**1 pm EST**: Initiate-Review (IR) Webinar	**7 am EST:** NBIS Education Webinar	**10 am EST:** A Day in the Life: NBIS For Security Managers Webinar	
JANUARY 8	**JANUARY 9**	**JANUARY 10**	**JANUARY 11**	**JANUARY 12**
		10 am EST: NBIS Education Webinar	**1 pm EST:** Initiate-Review-Authorize (IRA) Webinar	
JANUARY 15	**JANUARY 16**	**JANUARY 17**	**JANUARY 18**	**JANUARY 19**
Martin Luther King Jr. Day	**1 pm EST**: Initiate-Review (IR) Webinar	**1 pm EST:** NBIS Education Webinar	**1 pm EST:** A Day in the Life: NBIS For Security Managers Webinar	
JANUARY 22	**JANUARY 23**	**JANUARY 24**	**JANUARY 25**	**JANUARY 26**
		10 am EST: NBIS Education Webinar	**10 am EST:** Initiate-Review-Authorize (IRA) Webinar	
JANUARY 29	**JANUARY 30**	**JANUARY 31**	**FEBRUARY 1**	**FEBRUARY 2**
	1 pm EST: Initiate-Review (IR) Webinar	**1 pm EST:** NBIS Education Webinar	**10 am EST:** A Day in the Life: NBIS For Security Managers Webinar	