



TRAINING UPDATE



NBIS TRAINING SCOOP

February 2024 (Version 2.2)

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-learning, 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. 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 newsletter, 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 (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.

JOB AIDS AND KNOWLEDGE ARTICLES – ANNUAL REVIEW & REFRESH

Find all the job aids for NBIS end-users as well as organization management job aids for both Federal and Industry onboarding managers [here](#).

As a reminder, NBIS is being developed iteratively, meaning the system is enhanced with each release. As a result, training materials may require updates if the enhancements cause changes to the user interface or current functionality. The NBIS Training Program has spent the last few weeks conducting a routine review and refresh of materials, ensuring all Job Aids and Knowledge Articles are up-to-date. Many are already available on STEPP, with more to be posted in the coming weeks. Check STEPP often for current versions as this effort continues!

An [Additional Information](#) menu can be found under the Job Aids section, where you will find desk reference materials that may aid with troubleshooting.

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:

THE LATEST TRAINING VIDEO(S)

We are excited to share our latest new and updated trainings:

- [NBIS Subject Management Part 1 video](#) - **Updated as of 1/26/2024**
- [NBIS Initiate Review Authorize eLearning](#) - **Updated as of 1/19/2024**
- [NBIS Scoop – Episode 7: Reports User Interface](#)

Coming Soon:

- NBIS Overview & General Tasks – updated version

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.

<ul style="list-style-type: none">NBIS Education WebinarInitiate-Review-Authorize (IRA) WebinarInitiate-Review (IR) Webinar – For IndustryA Day in the Life: NBIS For Security Managers <p>Check STEPP in early spring to register for a new series of webinars that will be available.</p> <p>Topics planned include:</p> <ul style="list-style-type: none">Affiliation and AccessCreate a Subject, Pseudo SSN, Edit Subject, Subject Worksheet InformationInitiate and Mass InitiateNotifications	<p>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.</p> <p>There are currently learner paths covering the following topics: Foundational, Case Initiation (one for Industry; another for Agency), Subject Management, and Adjudication.</p>
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Did You Know?

<p>CAN'T MAKE IT TO ONE OF THE LIVE WEBINARS?</p> <p>Many of the webinars have a recording on STEPP. Check them out here.</p> <p>NBIS TRAINING IS NOW ON THE DCSA WEBSITE TOO!</p> <p>NBIS Training Scoop newsletters can be found on DCSA.mil. The distribution of this newsletter is to all NBIS users, but if others need access to this edition or past editions, please refer them to the website.</p> <p>DIFFERENCE BETWEEN JOB AIDS AND KNOWLEDGE ARTICLES</p> <p>On STEPP, you will find Job Aids and Knowledge Articles. What’s the difference?</p> <p>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.</p> <p>EARN CERTIFICATES FOR NBIS TRAINING</p> <p>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.</p>

Coming Up				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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	
FEBRUARY 5	FEBRUARY 6	FEBRUARY 7	FEBRUARY 8	FEBRUARY 9
		10 am EST: NBIS Education Webinar	1 pm EST: Initiate-Review-Authorize (IRA) Webinar	
FEBRUARY 12	FEBRUARY 13	FEBRUARY 14	FEBRUARY 15	FEBRUARY 16
	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	

FEBRUARY 19	FEBRUARY 20	FEBRUARY 21	FEBRUARY 22	FEBRUARY 23
Presidents' Day		10 am EST: NBIS Education Webinar	10 am EST: Initiate-Review-Authorize (IRA) Webinar	
FEBRUARY 26	FEBRUARY 27	FEBRUARY 28	FEBRUARY 29	MARCH 1
	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	
NBIS Training Scoop is compiled by the NBIS Training Program. Please forward any questions or concerns to dcsa.quantico.nbis.mbx.training@mail.mil				