



TRAINING UPDATE



NBIS TRAINING SCOOP

March 2024 (Version 2.3)

Latest & Greatest

NEW & IMPROVED USER INTERFACE ON STEPP – IN PROGRESS

The NBIS Training Program has heard your feedback and is currently in the process of updating the user interface on [STEPP](#) for NBIS training. 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.

Please be aware that some training products may have moved or may be found under updated menus. If you're unable to find something, please utilize the Search feature or drop us a line.

When logging into STEPP and visiting the NBIS Training page, you'll find links to onboarding materials to support Agencies and Industry with scaling and operationalizing. In addition, you'll see links to the Training Catalog and to NBIS job aids for all NBIS users.

Within the Onboard to NBIS materials, you will find video shorts, learner paths, job aids and knowledge articles, and industry tools.

Check out the NBIS Training Catalog to find eLearnings, video shorts, job aids and knowledge articles, microlearnings and podcasts, webinars, and learner paths.

The Job Aid and Knowledge Article pages have been sectioned into categories, such as Case Initiation, Subject Management, and Organization Management.

Please be patient as changes are continuing into the month of March.

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

NEW WEBINARS ANNOUNCED – NEW WEBINAR WEDNESDAY


Beginning in mid-March, there will be additions to the webinar schedule. Look for new topics on Wednesdays starting March 20th.

New topics include:

- NBIS Affiliation and Access
- NBIS Creating a Subject
- NBIS Initiate and Mass Initiate
- NBIS Review Process
- NBIS Task Management
- NBIS Org Management: Notifications
- User Management: Personas
- NBIS Tips & Tricks

The following webinar topics will continue:

- NBIS Education Webinar
- Initiate-Review-Authorize (IRA) Webinar
- Initiate-Review (IR) Webinar – For Industry

<ul style="list-style-type: none">A Day in the Life: NBIS For Security Managers <p>Click here to register for any of our webinars. Can't join live? A few of the webinars have a recording on STEPP. Check them out here.</p>	
JOB AIDS AND KNOWLEDGE ARTICLES REVIEW & REFRESH The NBIS Training Program has spent the last several 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! 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. SEARCHING ON STEPP FOR JOB AIDS AND KNOWLEDGE ARTICLES <ol style="list-style-type: none">Navigate to the NBIS job aid page you are seeking: End User Training Catalog or Onboarding Job AidsSelect Expand All on the right side of the screen (this will open all the menus and make all job aids and knowledge articles visible).Type CTRL+F on the keyboard (this will activate a search block in the top right corner of the page).Enter the topic to learn more about (example: initiate, attachments, user roles, etc.).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.	NBIS NUGGET WITH PROFESSOR NBIS  Wondering what user roles you have on your persona? While you can't edit your own roles, you can view them by selecting your initials at the top right side of the NBIS page once you are logged in.
	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.
	THE LATEST TRAINING VIDEO(S) AND eLEARNINGS We are excited to share our latest updated training: <ul style="list-style-type: none">NBIS User Interface – updated version Coming Soon: <ul style="list-style-type: none">NBIS Overview & General Tasks – updated version

Did You Know?

NBIS TRAINING INFORMATION IS NOW ON THE DCSA WEBSITE TOO! 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. ADDITIONAL INFORMATION An Additional Information menu can be found under the Job Aids section, where you will find desk reference materials that may aid with troubleshooting. 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.
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Coming Up				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MARCH 4	MARCH 5	MARCH 6	MARCH 7	MARCH 8
		7 am EST: NBIS Education Webinar	1 pm EST: Initiate-Review-Authorize (IRA) Webinar	
MARCH 11	MARCH 12	MARCH 13	MARCH 14	MARCH 15

	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	
MARCH 18	MARCH 19	MARCH 20	MARCH 21	MARCH 22
	10 am EST: NBIS Education Webinar	1 pm EST: NBIS Affiliations and Access Webinar	10 am EST: Initiate-Review-Authorize (IRA) Webinar	
MARCH 25	MARCH 26	MARCH 27	MARCH 28	MARCH 29
	10 am EST: Initiate-Review (IR) Webinar	1 pm EST: NBIS Affiliations and Access 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				