NBIS TRAINING SCOOP APRIL 2024 (Version 2.4)

Latest & Greatest

NEW & IMPROVED USER INTERFACE ON STEPP

Updates to the user interface on STEPP for NBIS training are wrapping up. As mentioned in the March NBIS Training Scoop newsletter, the NBIS Training Program has heard your feedback and has been working to make updates. Once logged into STEPP, navigate to the NBIS Training Homepage by selecting "Training" in the top left, then select "NBIS" from the drop-down list.

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, there are links to the Training Catalog for all NBIS users and Additional Information.

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

Check out the 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.

Under Additional Information, you'll find FAQs and Useful Tips and the NBIS Comms & Newsletter repository. A summary of 4.6 (and future) release notes can be located under the NBIS Comms & Newsletter tile.

Another new feature is the Quick Access bar located on the right-hand side of any NBIS Training page. Select the arrow to pop out the menu. Once visible, the menu remains open for as long as desired. From here, you'll find Upcoming Events, a link to Browse Training Library, and a Search Courses function.

Coming Soon: A guided tour of the website to help you navigate the NBIS training materials and resources.

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

New webinar topics began last month. These new topics will be rotated through on Wednesdays and are planned through mid-summer.
New topics include:
- NBIS Affiliation and Access
- NBIS Creating a Subject
- NBIS Initiate and Mass Initiate
- NBIS Review Phase
- NBIS Task Management
- NBIS Org Management: Notifications
- NBIS 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
- A Day in the Life: NBIS For Security Managers

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.

JOB AIDS AND KNOWLEDGE ARTICLES

REVIEW & REFRESH

The NBIS Training Program has spent the past couple months conducting a thorough review and refresh of materials, ensuring all Job Aids and Knowledge Articles are updated. Updates will continue as the 4.6 release changes are incorporated into the training materials.

New additions to the job aid/knowledge article library:
- Overview of Organization Notifications
- How to Create Organization Notifications – Coming Soon!

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

1. Navigate to the NBIS job aid page you are seeking: End User Training Catalog or Onboarding Job Aids.
2. 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).
3. Type **CTRL+F** on the keyboard (this will activate a search block in the top right corner of the page).
4. Enter the topic to learn more about (example: initiate, attachments, user roles, etc.).
5. 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

Did you know that you can tailor your NBIS table view to suit your workflow preferences? The NBIS table settings and table view function allows you to customize settings to adjust visibility and enhance efficiency. Check out the Table Settings & Table View job aid here for step-by-step guidance.

THE LATEST TRAINING VIDEO(S) AND eLEARNINGS

Coming Soon:
- NBIS Overview & General Tasks eLearning – updated version
- Adjudications eLearning
- Subject Management video series
- Affiliation and Access eLearning

NBIS TRAINING PROGRAM MISSION

The NBIS Training Program provides system training for the NBIS system. Our scalable and adaptable training approach aligns with the NBIS Agile development processes; we track NBIS release updates to iteratively develop training materials. Our methods and modalities provide instruction on how to use the NBIS system.

Topics covered within our training include Federal Agency and Industry Onboarding, Organization Management, Foundational learning, Case Initiation-Review-Authorize (I-R-A) to include eApp, Subject Management, and Adjudication Management.

Check out our training materials on STEPP for our latest eLearnings, video shorts, job aids and knowledge articles, microlearnings and podcasts, webinar recordings, and learner paths.

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.

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
APRIL 1	**APRIL 2**	**APRIL 3**	**APRIL 4**	**APRIL 5**
	1 pm EST: NBIS Education Webinar	**1 pm EST:** NBIS Creating a Subject Webinar	**1 pm EST:** Initiate-Review-Authorize (IRA) Webinar	
APRIL 8	**APRIL 9**	**APRIL 10**	**APRIL 11**	**APRIL 12**
	1 pm EST: Initiate-Review (IR) Webinar	**1 pm EST:** NBIS Creating a Subject Webinar	**1 pm EST:** A Day in the Life: NBIS For Security Managers Webinar	
APRIL 15	**APRIL 16**	**APRIL 17**	**APRIL 18**	**APRIL 19**
	10 am EST: NBIS Education Webinar	**1 pm EST:** NBIS Initiate/Mass Initiate Webinar	**10 am EST:** Initiate-Review-Authorize (IRA) Webinar	
APRIL 22	**APRIL 23**	**APRIL 24**	**APRIL 25**	**APRIL 26**
	10 am EST: Initiate-Review (IR) Webinar	**1 pm EST:** NBIS Initiate/Mass Initiate Webinar	**10 am EST:** A Day in the Life: NBIS For Security Managers Webinar	
APRIL 29	**APRIL 30**	**MAY 1**	**MAY 2**	**MAY 3**
	1 pm EST: NBIS Education Webinar	**1 pm EST:** NBIS Org Management: Notifications Webinar	**1 pm EST:** Initiate-Review-Authorize (IRA) 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