NBIS TRAINING SCOOP
Training Update

NBIS Training Program Mission

The NBIS Training Program provides system training. 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 suite of systems.

Latest & Greatest

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 have been made to incorporate the 4.6 release changes into the training materials. As with each release, NBIS Training continues to review and prioritize release changes to ensure materials are updated as soon as possible.

Stay tuned for training updates for the upcoming 4.6.5 and 4.7 releases. Some of the changes with these releases include adding additional fields for case initiation as well as changes to the review tab. **WANT MORE SPECIFICS ABOUT THE LATEST NBIS RELEASES?** Check out the release updates here to view the latest summaries.

NEW WEBINARS ANNOUNCED – NEW WEBINAR WEDNESDAY

These new topics will be rotated through on Wednesdays and are planned through mid-summer.*

New topics include:
- NBIS Review Phase
- NBIS Tips & Tricks
- NBIS Affiliation & Create Subject*
- NBIS Org Notifications & User Management Personas*
- NBIS Task Management & Review Process *

   *Check STEPP for registration information in the coming week

Coming soon - Watch for recordings of these previous webinars on STEPP.

- NBIS Affiliation and Access
- NBIS Creating a Subject
- NBIS Initiate and Mass Initiate
- NBIS Org Management: Notifications
- NBIS User Management: Personas
- NBIS Task Management

Pre-existing webinars will continue. Those include:

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

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.

Click here to register for any of our webinars. Can't join live? Some webinars have been recorded on STEPP. Check them out here.

- To browse available webinar offerings, select the **Webinar** tab from the Training Catalog
- To register, select the **main category** hyperlink to view available webinars
- Select the **Enroll Me** tab
- Choose a webinar offering

JOB AIDS AND KNOWLEDGE ARTICLES	THE LATEST TRAINING VIDEO(S) AND eLEARNINGS
SEARCHING ON STEPP FOR JOB AIDS AND KNOWLEDGE ARTICLES	We are excited to share our latest updated training:
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 Task Management – update Coming Soon: • Subject Management video series • Affiliation and Access eLearning • Position Determination Tool (PDT) video

Did You Know?

DISS TRAINING AVAILABLE ON STEPP

DISS eLearning modules can now be accessed here via the NBIS Training Catalog on STEPP.

HELPFUL TIPS REGARDING eApp PRE-FILL CAPABILITIES

An updated version can be located here on STEPP.

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 obtain Professional Development Units (PDUs) needed to maintain professional certifications obtained through CDSE.

Coming Up

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

JULY 1	JULY 2	JULY 3	JULY 4	JULY 5
			Federal Holiday	
JULY 8	**JULY 9**	**JULY 10**	**JULY 11**	**JULY 12**
	1 pm EST: Initiate-Review (IR) Webinar	**1 pm EST:** NBIS Tips and Tricks Webinar	**1 pm EST:** A Day in the Life: NBIS for Security Managers	
JULY 15	**JULY 16**	**JULY 17**	**JULY 18**	**JULY 19**
	10 am EST: NBIS Education Webinar	**1 pm EST:** Review Process Webinar	**10 am EST:** Initiate-Review-Authorize (IRA) Webinar	
JULY 22	**JULY 23**	**JULY 24**	**JULY 25**	**JULY 26**
	10 am EST: Initiate-Review (IR) Webinar	**NBIS Affiliation & Create Subject***	**10 am EST:** A Day in the Life: NBIS for Security Managers	
JULY 29	**JULY 30**	**JULY 31**		
	1 pm EST: NBIS Education Webinar	**NBIS Org Notifications & User Management Personas***		
NBIS Training Scoop is compiled by the NBIS Training Program. Please forward any questions or concerns to dcsa.quantico.nbis.mbx.training@mail.mil				