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

DISS TRAINING AVAILABLE ON STEPP

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

WANT MORE SPECIFICS ABOUT THE LATEST NBIS RELEASES?

Stay tuned for training updates for the upcoming 4.6.5 and 4.7 releases. Check out the release updates here to view the latest summaries.

NEW WEBINAR WEDNESDAY

Join us for our final New Webinar Wednesday Topic.
- NBIS Task Management & Review Process

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
- NBIS Review Phase
- And More!

The following pre-existing webinars will continue. Those include:

- NBIS Education
- Initiate-Review-Authorize (IRA)

- Initiate-Review (IR) – For Industry

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

To reflect current NBIS Operations, some NBIS courses and content that do not pertain to Initiate-Review-Authorize have been discontinued at this time.

JOB AIDS AND KNOWLEDGE ARTICLES	**NBIS NUGGET**
The following job aids/knowledge articles are being updated (or have been updated) to reflect the 4.6.5 and 4.7 NBIS releases:	A subject's one time password (OTP) for logging into eApp is only valid for seven days.

JOB AIDS AND KNOWLEDGE ARTICLES

The following job aids/knowledge articles are being updated (or have been updated) to reflect the 4.6.5 and 4.7 NBIS releases:

- Initiate a Split NAC
- Manage Order Form Templates
- Mass Initiation & Cancel Mass Initiate
- Initiate a Case Request
- Manage User Assignment Template
- Manage Users and Personas

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

A subject's one time password (OTP) for logging into eApp is only valid for seven days.

THE LATEST TRAINING VIDEO(S) AND eLEARNINGS

We are excited to share our latest updated training:

- Affiliation and Access eLearning

Coming Soon:

- Position Determination Tool (PDT) video
- Updated DISS modules
- Subject Management video series

Did You Know?

HELPFUL TIPS REGARDING eApp PRE-FILL CAPABILITIES

An updated version can be located here on STEPP.

NBIS TRAINING INFORMATION IS 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
			AUGUST 1	**AUGUST 2**
Live webinar schedule subject to change – always confirm via STEPP			**1 pm EST:** Initiate-Review-Authorize (IRA) Webinar	
AUGUST 5	**AUGUST 6**	**AUGUST 7**	**AUGUST 9**	**AUGUST 10**
	1 pm EST: Initiate-Review (IR) Webinar	**1 pm EST:** NBIS Task Management & Review Process		
AUGUST 12	**AUGUST 13**	**AUGUST 14**	**AUGUST 15**	**AUGUST 16**
	10 am EST: NBIS Education Webinar		**10 am EST:** Initiate-Review-Authorize (IRA) Webinar	
AUGUST 19	**AUGUST 20**	**AUGUST 21**	**AUGUST 22**	**AUGUST 23**
	10 am EST: Initiate-Review (IR) Webinar			
AUGUST 26	**AUGUST 27**	**AUGUST 28**	**AUGUST 29**	**AUGUST 30**
	1 pm EST: NBIS Education 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