



TRAINING UPDATE



NBIS TRAINING SCOOP

July 2023 (Version 1.1)

Latest & Greatest

NBIS TRAINING HAS MOVED

Effective immediately, all National Background Investigation Services (NBIS) training resources have migrated from the former website, CounterMeasures, to STEPP.

STEPP Login Instructions:

Navigate to STEPP via the CDSE website at <https://cdse.usalearning.gov/>

1. Once logged in and on the homepage, users can go to the NBIS Dashboard, which can be accessed under the Training menu on the top left of the page.

NOTE: Users can also go directly to NBIS content via the Search Bar in the top right of the page.

2. Scroll down and select NBIS End-User Training to access NBIS training materials.

NBIS users can find training materials including job aids, knowledge articles, e-learnings, and video shorts.

Users can also register for interactive events, such as live webinars, on the STEPP website.

NOTE: Access to STEPP requires an account. If you have not done so, please set up your account by following the prompts on the STEPP homepage by selecting the Create New Account button. You will be prompted to create a username and password for access.

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.

Current Learner Paths include a Foundational Learner Path, a Case Initiation Learner Path (one for Industry, another for Agency), Subject Management and Adjudication.

THE LATEST JOB AIDS AND KNOWLEDGE ARTICLES

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

Check back as new job aids and knowledge articles are frequently being added and updated to reflect the latest features and enhancements from the 4.4 release in NBIS.

The most recent job aids added to our library:

- [Manage Report Access job aid](#)
- [How to View and Export Reports job aid](#)

REGISTER FOR LIVE WEBINARS

NEWEST TRAINING VIDEO(S)

Click [here](#) to register for the current selection of live webinars geared toward the NBIS end-user. They include the following:

- NBIS Education Webinar
- Initiate-Review-Authorize (IRA) Webinar
- Initiate-Review (IR) Webinar
- A Day In The Life: NBIS For Security Managers

Excited to share our latest trainings:

- **COMING SOON:** A micro learning for NBIS Terminology. It has the feel of a podcast, and we hope that this is the first of many micro learnings.
- **COMING SOON:** Mass Initiation video short

As A Reminder...

CHECK BACK FREQUENTLY

The NBIS Training Program is continually updating and adding new end-user training materials to STEPP. Mark it as a [favorite](#) on your browser and visit often.

Did You Know?

CAN'T MAKE IT TO ONE OF THE LIVE WEBINARS?

Many of the webinars have a recording on STEPP. Check them out [here](#).

Coming Up

JULY 24	JULY 25	JULY 26	JULY 27	JULY 28
	1 pm ET: Initiate-Review (IR) Webinar	12 pm ET: NBIS Demo Day 1 pm ET: NBIS Education Webinar	1 pm ET: A Day In The Life: NBIS For Security Managers Webinar	
JULY 31	AUGUST 1	AUGUST 2	AUGUST 3	AUGUST 4
	1 pm ET: Initiate-Review (IR) Webinar	10 am ET: NBIS Education Webinar	10 am ET: Initiate-Review-Authorize (IRA) Webinar	
AUGUST 7	AUGUST 8	AUGUST 9	AUGUST 10	AUGUST 11
	1 pm ET: Initiate-Review (IR) Webinar	1 pm ET: NBIS Education Webinar	10 am ET: A Day In The Life: NBIS For Security Managers Webinar	
AUGUST 14	AUGUST 15	AUGUST 16	AUGUST 17	AUGUST 18
	1 pm ET: Initiate-Review (IR) Webinar	10 am ET: NBIS Education Webinar	1 pm ET: Initiate-Review-Authorize (IRA) Webinar	

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