NBIS TRAINING SCOOP October/November 2023 (Version 1.3)

Latest & Greatest

WHERE TO GO FOR NBIS TRAINING

All National Background Investigation Services (NBIS) training resources are accessible via Security Training, Education, and Professional Portal (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.

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.

The most recent job aids added to our library:

- Initiate a Case Request
- Mass Initiation & Mass Cancellation
- Managing Attachments – Case Initiation
- Mass Foreign Travel

Check back as new job aids and knowledge articles are frequently being added and updated to reflect the latest features and enhancements in NBIS. Materials will be updated soon to reflect Release 4.5 (to include the addition of a Super Admin role, ability to create/initiate subjects with no SSNs, ability to configure case expiration timers).

NEWEST TRAINING VIDEO(S)

Excited to share our latest trainings:

- NBIS Scoop-Episode 1: DISS to NBIS Terminology Podcast
- NBIS Mass Initiation Actions Video Short
- NBIS Scoop-Episode 2: NBIS Training Overview Podcast
- New videos for both Federal & Industry onboarding to include Industry User Account: How to Provision Additional Users

Coming Soon:

- Podcast highlighting some of the changes with the 4.5 release
- Podcast discussion e-App
- Micro-learning on Affiliations & Access
- Subject Management Part 2 video short

REGISTER FOR LIVE WEBINARS

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

- NBIS Education Webinar

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.

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

Under those main topic areas, you will find a link to <u>Learner Paths</u>. 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.

As A Reminder…

CHECK BACK FREQUENTLY
The NBIS Training Program is continually updating and adding new end-user training materials to STEPP, to include enhancements to the overall user experience on the site. Mark STEPP as a favorite on your browser and visit often.

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.

Next NBIS Demo Day: Join us on Wednesday, November 1st at 12pm ET. Topics will include highlights from the latest NBIS release 4.5, eApp, as well as IRA.

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
OCTOBER 2	**OCTOBER 3**	**OCTOBER 4**	**OCTOBER 5**	**OCTOBER 6**
	1 pm ET: Initiate-Review (IR) Webinar	**10 am ET:** NBIS Education Webinar	**10 am ET:** A Day in the Life: NBIS For Security Managers Webinar	
OCTOBER 9	**OCTOBER 10**	**OCTOBER 11**	**OCTOBER 12**	**OCTOBER 13**
	1 pm ET: Initiate-Review (IR) Webinar	**1 pm ET:** NBIS Education Webinar	**1 pm ET:** Initiate-Review-Authorize (IRA) Webinar	
OCTOBER 16	**OCTOBER 17**	**OCTOBER 18**	**OCTOBER 19**	**OCTOBER 20**
	1 pm ET: Initiate-Review (IR) Webinar	**10 am ET:** NBIS Education Webinar	**1 p, ET:** A Day in the Life: NBIS For Security Managers Webinar	
OCTOBER 23	**OCTOBER 24**	**OCTOBER 25**	**OCTOBER 26**	**OCTOBER 27**
	1 pm ET: Initiate-Review (IR) Webinar	**1 pm ET:** NBIS Education Webinar	**10 am ET:** Initiate-Review-Authorize (IRA) Webinar	
OCTOBER 30	**OCTOBER 31**	**NOVEMBER 1**	**NOVEMBER 2**	**NOVEMBER 3**
	1 pm ET: Initiate-Review (IR) Webinar	**7 am ET:** NBIS Education Webinar **12 pm ET:** NBIS Demo Day	**10 am ET:** A Day in the Life: NBIS For Security Managers Webinar	

NOVEMBER 6	NOVEMBER 7	NOVEMBER 8	NOVEMBER 9	NOVEMBER 10
	1 pm ET: Initiate-Review (IR) Webinar	**1 pm ET:** NBIS Education Webinar	**1 pm ET:** Initiate-Review-Authorize (IRA) Webinar	