



# NBIS TRAINING SCOOP

November/December 2023 (Version 1.4)

## 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 to include job aids, knowledge articles, e-learnings, video shorts and the option to register for live webinars via STEPP.

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 or knowledge articles added to our library (new or updated):

- [Create a Subject](#)
- [Modify a Subject](#)
- [Manage Form Routing Workflows](#)
- [IRA Configurations Steps for NISP](#)

Check back as new job aids and knowledge articles are frequently being added and updated to reflect the latest features and enhancements in NBIS. Updates are currently underway to reflect the latest 4.5 release functionalities and capabilities.

### THE LATEST TRAINING VIDEO(S)

We are excited to share our latest trainings:

- [NBIS Scoop – Episode 3: eApp](#) podcast
- [NBIS Scoop – Episode 4: NBIS Affiliation and Access](#) podcast
- [NBIS Subject Management Part 2 Video](#)

Coming Soon:

- Microlearning discussing Defer into CV Enrollment
- Mass Subject Update Video Short
- Microlearning discussing the latest updates from the 4.5 Release

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

### 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.

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.

## 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](#).

### DIFFERENCE BETWEEN JOB AIDS AND KNOWLEDGE ARTICLES

On STEPP, you will find Job Aids and Knowledge Articles. What's the difference?

The Job Aids are meant to show users of NBIS step-by-step actions – essentially a guide that shows users how to perform the task(s). Knowledge Articles are more informational and provide more in-depth discussion to strengthen a user's understanding of a particular topic.

## Coming Up

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
NOVEMBER 13	NOVEMBER 14	NOVEMBER 15	NOVEMBER 16	NOVEMBER 17
	1 pm EST: <a href="#">Initiate-Review (IR) Webinar</a>	10 am EST: <a href="#">NBIS Education Webinar</a>	1 pm EST: <a href="#">A Day in the Life: NBIS For Security Managers Webinar</a>	
NOVEMBER 20	NOVEMBER 21	NOVEMBER 22	NOVEMBER 23	NOVEMBER 24
			Thanksgiving	
NOVEMBER 27	NOVEMBER 28	NOVEMBER 29	NOVEMBER 30	DECEMBER 1
	1 pm EST: <a href="#">Initiate-Review (IR) Webinar</a>	10 am EST: <a href="#">NBIS Education Webinar</a>	10 am EST: <a href="#">A Day in the Life: NBIS For Security Managers Webinar</a>	
DECEMBER 4	DECEMBER 5	DECEMBER 6	DECEMBER 7	DECEMBER 8
	1 pm EST: <a href="#">Initiate-Review (IR) Webinar</a>	1 pm EST: <a href="#">NBIS Education Webinar</a>	1 pm EST: <a href="#">Initiate-Review-Authorize (IRA) Webinar</a>	
DECEMBER 11	DECEMBER 12	DECEMBER 13	DECEMBER 14	DECEMBER 15

	1 pm EST: <a href="#">Initiate-Review (IR) Webinar</a>	10 am EST: <a href="#">NBIS Education Webinar</a>	1 pm EST: <a href="#">A Day in the Life: NBIS For Security Managers Webinar</a>	
<b>DECEMBER 18</b>	<b>DECEMBER 19</b>	<b>DECEMBER 20</b>	<b>DECEMBER 21</b>	<b>DECEMBER 22</b>
	1 pm EST: <a href="#">Initiate-Review (IR) Webinar</a>	1 pm EST: <a href="#">NBIS Education Webinar</a>	10 am EST: <a href="#">Initiate-Review-Authorize (IRA) Webinar</a>	
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