



# NBIS TRAINING SCOOP

May 2024 (Version 2.5)

## Latest & Greatest

### NEW & IMPROVED USER INTERFACE ON STEPP


Updates to the user interface on [STEPP](#) for NBIS training have wrapped up. Once logged into STEPP, navigate to the NBIS Training Homepage by selecting **Training** in the top left, then select **NBIS** from the drop-down list.

STEPP tour is now live!

### National Background Investigation Services (NBIS) Training

The website provides NBIS training resources that are sectioned into topics which guide users on the NBIS system.

Select the "Open block drawer" arrow on the right-hand side of the page to view upcoming webinars and new course offerings, or to search the NBIS training library.

To view the user tour again, [click here](#) 

**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.

### NEW WEBINARS ANNOUNCED – NEW WEBINAR WEDNESDAY

New webinar topics began last month. These new topics will be rotated through on Wednesdays and are planned through mid-summer.

New topics include:

- NBIS Org Management: Notifications
- NBIS User Management: Personas
- NBIS Task Management
- NBIS Review Phase
- NBIS Tips & Tricks

Watch for recordings of these previous webinars on STEPP – Coming Soon:

- NBIS Affiliation and Access
- NBIS Creating a Subject
- NBIS Initiate and Mass Initiate

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

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

## JOB AIDS AND KNOWLEDGE ARTICLES

### 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 will continue as the 4.6 release changes are incorporated into the training materials.

New addition(s) to the job aid/knowledge article library:

- Create Organization Notifications – Coming Soon!

### 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 WITH PROFESSOR NBIS

With the 4.6 release, NBIS now allows up to 20 alpha-numeric characters to be entered into the contract number field for single and mass initiation. The relaxing of contract numbers from 13 to 20 characters allows cleared industry to utilize a full range of contract numbers.

### THE LATEST TRAINING VIDEO(S) AND eLEARNINGS

We are excited to share our latest updated training:

- [NBIS Overview & General Tasks eLearning](#)

Coming Soon:

- Adjudications eLearning
- Subject Management video series
- Affiliation and Access eLearning
- Introduction to eApp – update

### NBIS TRAINING PROGRAM MISSION

The NBIS Training Program provides system training for the NBIS system. 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 system.

Topics covered within our training include Federal Agency and Industry Onboarding, Organization Management, Foundational learning, Case Initiation-Review-Authorize (I-R-A) to include eApp, Subject Management, and Adjudication Management.

Check out our training materials on STEPP for our latest eLearnings, video shorts, job aids and knowledge articles, microlearnings and podcasts, webinar recordings, and learner paths.

## Did You Know?

### HELPFUL TIPS REGARDING eApp PRE-FILL CAPABILITIES

Updated version coming this week and can be located [here](#).

### WANT MORE SPECIFICS ABOUT THE LATEST NBIS RELEASE(S)?

Check out the release updates [here](#) to view the latest summary of 4.6 release.

### 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
APRIL 29	APRIL 30	MAY 1	MAY 2	MAY 3
	1 pm EST: <a href="#">NBIS Education Webinar</a>	1 pm EST: <a href="#">NBIS Org Management: Notifications Webinar</a>	1 pm EST: <a href="#">Initiate-Review-Authorize (IRA) Webinar</a>	
MAY 6	MAY 7	MAY 8	MAY 9	MAY 10
	1 pm EST: <a href="#">Initiate-Review (IR) Webinar</a>	1 pm EST: <a href="#">NBIS Org Management: Notifications Webinar</a>	1 pm EST: <a href="#">A Day in the Life: NBIS For Security Managers Webinar</a>	
MAY 13	MAY 14	MAY 15	MAY 16	MAY 17
	7 am EST: <a href="#">NBIS Education Webinar</a>	1 pm EST: <a href="#">NBIS User Management: Personas Webinar</a>	10 am EST: <a href="#">Initiate-Review-Authorize (IRA) Webinar</a>	
MAY 20	MAY 21	MAY 22	MAY 23	MAY 24
	10 am EST: <a href="#">Initiate-Review (IR) Webinar</a>	1 pm EST: <a href="#">NBIS User Management: Personas Webinar</a>	10 am EST: <a href="#">A Day in the Life: NBIS For Security Managers Webinar</a>	
MAY 27	MAY 28	MAY 29	MAY 30	MAY 31
Memorial Day	1 pm EST: <a href="#">NBIS Education Webinar</a>	1 pm EST: <a href="#">NBIS Task Management Webinar</a>	1 pm EST: <a href="#">Initiate-Review-Authorize (IRA) Webinar</a>	

*NBIS Training Scoop is compiled by the NBIS Training Program. Please forward any questions or concerns to [dcsa.quantico.nbis.mbx.training@mail.mil](mailto:dcsa.quantico.nbis.mbx.training@mail.mil)*