



NBIS TRAINING SCOOP

June 2024 (Version 2.6)

NBIS Training Program Mission

The NBIS Training Program provides system training for NBIS. 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.

Latest & Greatest

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 have been made to incorporate the 4.6 release changes into the training materials. As with each release, NBIS Training will continue to review and prioritize release changes to ensure materials are updated as soon as possible. Stay tuned for training updates for the upcoming 4.6.5 and 4.7 releases.

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 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
- NBIS Org Management: Notifications
- NBIS User Management: Personas

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

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 the available webinars
- Select the **Enroll Me** tab
- Choose a webinar offering

JOB AIDS AND KNOWLEDGE ARTICLES

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

- [Mass Initiate and Cancel Mass Initiate](#)
- [Create Organization Notifications](#)

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 offers the ability to set up a determination notification when a subject's determination has been rendered. This option is configured within Notifications Management. Please refer to these resources to learn more:

- [Overview of Organization Notifications](#)
- [Create Organization Notifications](#)

THE LATEST TRAINING VIDEO(S) AND eLEARNINGS

We are excited to share our latest updated training:

- [Introduction to eApp](#) – update

Coming Soon:

- Adjudications eLearning
- Subject Management video series
- Affiliation and Access eLearning
- Visit Management video series
- Position Determination Tool (PDT) video

Did You Know?

HELPFUL TIPS REGARDING eApp PRE-FILL CAPABILITIES

An updated version can be located [here](#) on STEPP.

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 |
|--------|---------|-----------|----------|--------|
| JUNE 3 | JUNE 4 | JUNE 5 | JUNE 6 | JUNE 7 |

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|--|--|--|--|---------|
| | 1 pm EST: NBIS Initiate Review (IR) Webinar | 1 pm EST: NBIS Task Management Webinar | 1 pm EST: A Day in the Life: NBIS for Security Managers Webinar | |
| JUNE 10 | JUNE 11 | JUNE 12 | JUNE 13 | JUNE 14 |
| | 10 am EST: NBIS Education Webinar | 1 pm EST: NBIS Review Process Webinar | 10 am EST: Initiate-Review-Authorize (IRA) Webinar | |
| JUNE 17 | JUNE 18 | JUNE 19 | JUNE 20 | JUNE 21 |
| | 10 am EST: NBIS Initiate Review (IR) Webinar | Juneteenth National Independence Day | 10 am EST: A Day in the Life: NBIS for Security Managers Webinar | |
| JUNE 24 | JUNE 25 | JUNE 26 | JUNE 27 | JUNE 28 |
| | 1 pm EST: NBIS Education Webinar | 1 pm EST: NBIS Tips and Tricks Webinar | 1 pm EST: Initiate-Review-Authorize (IRA) Webinar | |
| <p><i>NBIS Training Scoop is compiled by the NBIS Training Program. Please forward any questions or concerns to dcsa.quantico.nbis.mbx.training@mail.mil</i></p> | | | | |