



NBIS TRAINING SCOOP

Training Update

September 2024 (Version 2.9)

NBIS Training Program Mission

The NBIS Training Program provides system training. 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 suite of systems.

Latest & Greatest

WANT MORE SPECIFICS ABOUT THE LATEST NBIS RELEASES?

Stay tuned for training updates for the 4.7.2 release. Check out the release updates [here](#) to view the latest summaries.

DISS TRAINING AVAILABLE ON STEPP

DISS training can be accessed [here](#) via the NBIS Training Catalog on STEPP. You will find 12 eLearning modules, as well as Job Aids to support your use of DISS.

WEBINARS

Live webinars are temporarily paused. Please monitor STEPP and next month's newsletter for future dates to be posted in September. Webinar recordings are available (or will be available soon) on STEPP if you wish to view a previous session.

- [NBIS Affiliation and Access](#)
- NBIS Creating a Subject
- NBIS Initiate and Mass Initiate
- [NBIS Org Management: Notifications](#)
- NBIS User Management: Personals
- NBIS Task Management
- NBIS Review Phase
- And More!

Tip: For ease of access to links within this newsletter, it's recommended to log in to STEPP prior to selecting any of the links below.

To reflect current NBIS operations, some NBIS courses and content that do not pertain to the Initiate-Review-Authorize process have been discontinued at this time.

JOB AIDS AND KNOWLEDGE ARTICLES

The NBIS Training Program is currently working through updates of Job Aids and Knowledge Articles for the 4.7.2 release of NBIS. Be on the lookout for those updates. Additionally, any updates to training products will be communicated in next month's newsletter.

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

NBIS allows up to 30 days within the Initiation phase for subjects to access their Standard Form in eApp from the time the case is initiated. Once they access the form, NBIS allows the subject up to 90 days to complete and certify the Standard Form.

THE LATEST TRAINING VIDEO(S) AND eLEARNINGS

We are excited to share our latest updated training:

- Updated [DISS eLearning Modules](#)
- [Subject Management Video Mini-Series](#)

Coming Soon:

- Position Determination Tool (PDT) video

Did You Know?

HELPFUL TIPS REGARDING eApp PRE-FILL CAPABILITIES

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

NBIS TRAINING INFORMATION IS 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.

DISS TRAINING SECTION ON STEPP

There is now a separate section for DISS training included within our STEPP page, located [here](#). The DISS section includes eLearning modules and job aids.

Look Out for Future Webinars Posted on STEPP

NBIS Training Scoop is compiled by the NBIS Training Program. Please forward any questions or concerns to dcsa.quantico.nbis.mbx.training@mail.mil