

Financial Systems Division (FSD) CBS Training

The CBS Training Schedule is available from the training link on the Financial Systems Division (FSD) web site at http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html. The posted schedule will be updated on an as needed basis as revisions occur. Registrations for both Instructor Led Training (ILT) and Virtual sessions will be processed via the Commerce Learning Center (CLC). CBS training information can be accessed directly from the CLC at NOAA: <http://doc.csod.com>.

FSD/CBS Training Registration Process

- 1) Access the CLC at NOAA: <http://doc.csod.com>
- 2) At the top right is a global search
- 3) Click in it and search on the class you wish to take
- 4) A listing will appear, click on one.
- 5) Click on the date of the desired class
- 6) A new page will open showing the open session to enroll in.
- 7) Click on **Request**
- 8) You'll be taken to your Transcript Page where you'll see it listed as an active session.

OR

- 1) Access the CLC at NOAA: <http://doc.csod.com>
- 2) Click on **NOAA Programs** in the menu bar
- 3) Click on **Financial Systems Division (FSD) Client Services Branch (CSB) Training**
- 4) Click on one of the events listed
- 5) A new page will appear for that event, scroll down to an open session
- 6) Click on **Request**
- 7) You'll be taken to your Transcript Page where you'll see it listed as an active session.

*****Note: Contractors that do not have access or new employees that have yet to be added, they may contact cbs.trainingservices@noaa.gov via email to get registered for a class "outside" of the CLC.***

Certificates

Certificates are attached to the enrollments of our classes within the CLC. To get to it and print it out do the following:

- 1) Log into the CLC@NOAA (<http://doc.csod.com>)
- 2) From the Home page click on **My Transcript/Training in Progress Or Learning/view your transcript** menu option
- 3) Change from Active to Completed

- 4) Find the class and click on ***View Training Details***
- 5) Scroll down and click on ***Print Certificate***

Certificates will be given to those who were registered outside of the CLC either in the classroom or by email if was a virtual class.

Minimum Class Size

A minimum of 5 attendees per class is required for most training sessions. Exceptions may be made under certain circumstances. Individuals registered for a cancelled class will be notified via e-mail and have the opportunity to register for a later session.

Registration Approvals

A new process has been put into place when registering for CBS Training. For Instructor Led Training (Classroom), when a person signs up for the class they will receive a Registration Approval email. This email will tell the user to forward a copy of the email to CBS.TrainingServices@noaa.gov providing the full accounting (ACCS) code, including Organization, Project, and Task codes to be used in case of a late cancellation or no show. ***This needs to be done by 3 days prior to the start of the class.***

If an ACCS is not provided to CBS.TrainingServices@noaa.gov by this time that person will be removed from the class and will receive an email stating as such.

For Virtual Training, all users that sign up will be automatically approved and will receive the confirmation emails. There is no need to send an ACCS for those courses. However, it is expected that the user signing up for the training will also signs up through GoToMeeting using the link provided in the confirmation email.

Costs

There is no tuition costs associated with any of our training. There is a cancellation fee/no-show cost for **classroom training only** of \$125 that will be charged to the ACCS provided to us.

Training Confirmations

The system generated approval message from the Commerce Learning Center will be considered your confirmation for all classes. If the class needs to be canceled for any reason a separate email will be sent to registered students.

Virtual Sessions

These training sessions will be held virtually using GoToMeeting software. If you have never attended a virtual class or meeting using this software go to this website and follow the instructions there:

http://support.citrixonline.com/en_US/Webinar/help_files/G2W060001?title=Test+Your+Connection+before+Your+Session%7D

Note: You may need to contact your system IT person who has full administrative rights to your computer to be there when you first try and install the software, as there is a component that needs to be loaded and you may not have the required system administrator privileges. DO NOT try and sign up for an account using a credit card. This is not part of the process.

Time/Location

The Instructor Led Training sessions are normally scheduled for 8:30 - 4:00; any change to times for a specific training session will be identified in the confirmation e-mails.

Training is normally conducted at the following locations:

Germantown: Financial Systems Division (FSD)/Client Services Branch (CSB)
20020 Century Blvd, Building CXXI
Room 3520
Germantown, MD 20874

Western: NOAA Western Regional Center
7600 Sand Point Way NE
Seattle, WA 98115
Bldg 1 - NFMS Northwest Regional Office - OCIO Training Room
Bldg 4 – NFMS Alaska Fisheries Science Center - Traynor Seminar Room

Based upon request and specific needs, training may also be conducted at other locations.

Requests for training at specific locations should be emailed to CBS.TrainingServices@noaa.gov stating the desired course(s), estimated dates and approximate number of individuals that would be attending. Because we do not charge for our training sessions, our travel budget is limited. As a result, please note that the requesting office is required to pay all costs associated with sending two (2) trainers to their location. Also, the Client Services Training Team typically requires a minimum of 10 confirmed attendees for these types of trips.

Financial Systems Division (FSD) Training Contacts:

Erin.Cobbs@noaa.gov 301-444-3706

George.Metz@noaa.gov 301-444-3704

Lisa.Hartman@noaa.gov 301-444-3714

Special Accommodations

Any special accommodations, such as sign-language interpreters, must be sent to cbs.trainingservices@noaa.gov at least one month prior to the registered class date.

Cancellations Due to Weather Conditions

In the event of hazardous weather conditions in the Washington DC metro area, FSD complies with the NIST policy for weather-related closures. Before leaving your residence or duty station to come to training, please call the NIST Status Line.

- Call 301-975-8000
- The message continues to repeat, so if you are connected in the middle of a message, stay on the line until the message restarts in order to hear the entire message.
- Be sure to check the date of the message.

- Keep in mind that if you call at a very early hour, you may be listening to a message from the previous day. It is best to double check just prior to leaving your residence or duty station.

If NIST is open for regular business hours, our class will begin on time at 8:30am. If NIST is operating under a delay, like a two-hour delay, our class will begin at 10:30am rather than 8:30am. If the delay is more than two hours or the class is a ½ day (morning) and there is a delay, the class will be canceled and rescheduled. Afternoon ½ day classes will be handled on a case-by-case basis as the situation warrants. If NIST is closed for the day, the class that day will be canceled. Depending upon the number of days of training, it could be rescheduled or the information incorporated into the additional day(s).

In weather related scenarios, if you choose not to attend training, any late cancellation/no show fees will be waived. Your personal safety should be your number one priority. If you decide not to attend, please contact the Client Services Help desk at 301-444-3400 to let us know that you will not be attending.