

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/cbs/>. 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: <https://doc.learn.com/noaa>.

FSD/CBS Training Registration Process

- 1) Access the CLC at NOAA: <https://doc.learn.com/noaa>
OR click the **NOAA Learning Center** link on the CLC at <https://doc.learn.com/>
- 2) At the top bar, mouse over ***Line Office Training***
- 3) Click on the ***FSD/CBS*** link
- 4) Scroll through the available CBS classes
- 5) Click on the date of the desired class
- 6) In the new window, click on the ENROLL button in the upper right corner
- 7) An acknowledgment of your enrollment will be displayed and a system generated message will be sent via email with information for the specific class
- 8) Registration status is available on the CLC at NOAA by clicking **MY TRAINING PLAN** from the Home page

*****Note: For those employees of agencies cross-serviced by NOAA and do not have access to NOAA's CLC page may contact us via email to get registered for a class.***

*****Note: Workforce Management Office has come up with new procedures on getting added to the CLC. Instructions for new employees and contractors to get access can be found here: <http://www.wfm.noaa.gov/e-learning/index.html>.***

*****Note: If contractors are not going to get access to the CLC or new employees have yet to be added, they may contact us via email to get registered for a class "outside" of the CLC.***

Certificates

Certificates are now 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 (<https://doc.learn.com/noaa>)
- 2) From the Home Page mouse over ***My Training***
- 3) Click on ***My Transcripts***
- 4) When the screen changes, scroll toward the bottom of the page until you see Instructor Led Trainings
- 5) Find the class and next to it will be a "paper icon" representing the certificate, click on the icon
- 6) This will open up a new window; you may be prompted with the message: "Do you want to view only the webpage content that was delivered securely?" Click on No. Otherwise the graphics associated to the certificate will not appear.

- 7) At the top right should be a print button, click on it and you'll have the copy of your 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 Acknowledgment vs Approval

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 Acknowledgment 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. Once the ACCS has been emailed, the user will then be approved and will receive the confirmation email for the class. If an ACCS is not provided to CBS.TrainingServices@noaa.gov by one week prior to the start date of the training, 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 are no tuition costs associated with any of our training. We have, however, implemented a late cancellation fee of \$125 that will be charged to the ACCS cited for each registration; for any invalid codes, costs will be charged to the default ACCS which is used for labor. If individuals are unable to attend as scheduled, cancellations must be received at least one week prior to the training unless a substitute is provided. Submit the substitution's name to CBS.TrainingServices@noaa.gov. Cancellations should be submitted to CBS.TrainingServices@noaa.gov. ***This cancellation policy applies only to classroom (Instructor Led) training sessions; no fees are currently being assessed for virtual sessions.***

Training Confirmations (Change in Policy)

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. ***Any questions, cancellations, etc., should not be sent in reply to the automatic email address from the CLC. They should be forwarded to CBS.TrainingServices@noaa.gov.***

Virtual Sessions

These training sessions will be held virtually using GoToMeeting software and a conference call number. If you have never attended a virtual class or meeting using this software, the following steps need to be completed prior to the class:

- . <http://www.gotomeeting.com>

- . Click on the "Log In" link
- . Click on the "Need to re-install our software?" link.

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

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.

Learning Coordinators

A list of the learning coordinators for each office can be found by logging into the Commerce Learning Center (CLC) at NOAA and clicking on the ***NOAA Learning Coordinators List*** link found on the left side of the screen.

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.