

**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](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**

**Note: This method works for NOAA employees who have CLC access only**

- 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 (courses) 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 the session listed as an active session.

Alternative Ways to Search and Register for CBS Classes

Note: May be used by both NOAA and non-NOAA staff

Alternative Method 1

- 1) Access the CLC at NOAA: <http://doc.csod.com>
- 2) At the top right is a global search
- 3) Click in the field and search for the class you wish to take
- 4) A list of classes matching your search criteria will appear. Click on the listing for the type of class you wish to take:
  - a. FYXXXX indicates a classroom class
  - b. FYXXXX(V) indicates a live, instructor led webinar
  - c. CBT Indicates a Computer Based Training course that is pre-recorded and can be viewed at the student's own pace at any time
  - d.
- 5) Click on the date of the desired class (Excluding CBTs)
- 6) A new page will open showing the open session.
- 7) Click on **Request**
- 8) You'll be taken to your Transcript Page where you'll see the class listed as an active session.

OR

Alternative Method 2

- 1) Access the CLC at NOAA: <http://doc.csod.com>
- 2) Click on **Learning** in the menu bar
- 3) Click on **Events Calendar**
- 4) Find the date of the class you wish to take and click on it

- 5) Click on **Request**
- 6) 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 to the Commerce Learning Center and new employees that have yet to receive their access must contact [cbs.trainingservices@noaa.gov](mailto:cbs.trainingservices@noaa.gov) via email to be registered for their class outside of the CLC. Contractors will need email approval from CORs sent to CBS Training informing them it is ok for the contractor to take this training.**

**We are not able to give access to the CLC nor are we able to register people for classes that are not our own.**

### **Certificates**

Certificates of Completion are attached to the enrollments of our classes within the CLC. To find and print your certificate 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 the view 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 emailed to those who do not have CLC access and were registered outside of the CLC.

### **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**

Upon registration for Instructor Led Training (Classroom), participants will receive a Registration Approval email. This email will tell the participant to forward a copy of the email to [cbs.trainingservices@noaa.gov](mailto:cbs.trainingservices@noaa.gov) and provide 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 submitted no later than 3 days prior to the start of the class.***

If an ACCS is not provided to [cbs.trainingservices@noaa.gov](mailto:cbs.trainingservices@noaa.gov) by the required deadline the participant will be removed from the class and will receive an email notifying them of their change in enrollment status.

For Virtual Training (Webinar), all participants will be automatically approved and will receive a confirmation email. There is no need to send an ACCS for virtual courses. However, it is expected that the participant will also sign up through GoToWebinar using the link provided in the reminder email.

### **Issues with Registrations**

If you think you have registered for a class but do not see it on your transcript, please contact [cbs.trainingservices@noaa.gov](mailto:cbs.trainingservices@noaa.gov) to let them know at least one day prior to the session. We will be happy to verify your enrollment status.

### **Costs**

There is no tuition cost associated with any of our training. There is a last minute cancellation /no-show fee 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 GoToWebinar software. Links for the virtual sessions will be provided prior to the class. If you have never attended a virtual class or meeting using this software, please go to this website and follow the instructions there:

<https://support.logmeininc.com/gotowebinar/help/join-a-test-session-g2w060001>

*Note: You may need to contact your local desktop support or system IT person who has full administrative rights to your computer to assist with installing the software, as there is a component that needs to be loaded to your desktop. Most users do not have the required system administrator privileges to install software on NOAA laptops/PCs. PLEASE DO NOT try and sign up for an account using a credit card. This is not part of the process and you are not required to purchase anything to attend our classes*

### **Time/Location**

The Instructor Led Training sessions are normally scheduled for 8:30 - 4:00 ET. 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

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](mailto: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  
jaemie.hughes@noaa.gov 301-444-3714

### ***Special Accommodations***

Any special accommodations, such as sign-language interpreters, must be sent to [cbs.trainingservices@noaa.gov](mailto:cbs.trainingservices@noaa.gov) at least 30 days prior to the registered class date. Failure to notify CBS Training Services at least 30 days prior will jeopardize our ability to acquire the appropriate accommodations by the date of the class.

### ***Cancellations Due to Weather Conditions***

In the event of hazardous weather conditions in the Washington DC metro area, the NOAA Finance Office 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 condensed/incorporated into the additional day(s) of the class.

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.