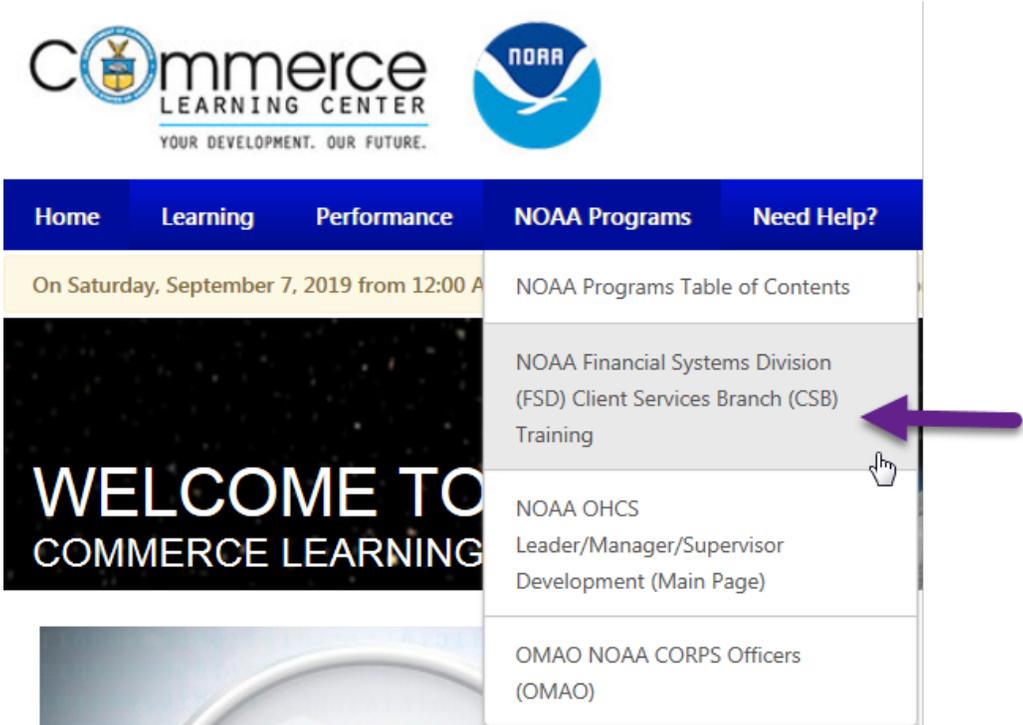
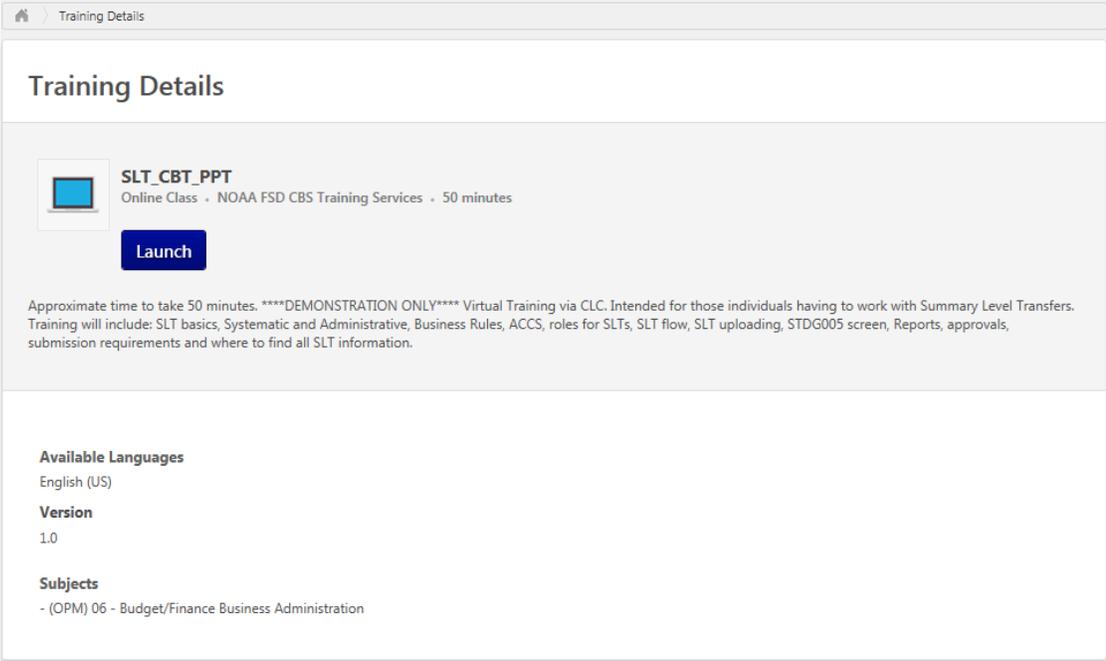


**Instructions to FSD CSB Training Page in the CLC**

| Step | Action   |
|------|--|
| 1    | Go to the CLC address and Login  |
| 2    | <p>On the Menu Bar:</p> <ul style="list-style-type: none"> <li>➤ Highlight NOAA Programs</li> <li>➤ Click on Financial Systems Division (FSD) Client Services Branch (CSB) Training</li> </ul>  |

| Step | Action   |
|------|--|
| 3    | <p>The FSD CSB Training Page will appear:</p> <ul style="list-style-type: none"> <li>Virtual/Webinar Trainings are on the left side</li> <li>Classroom Trainings are in the middle</li> <li>Computer Based Trainings are on the right side</li> </ul>  <p>➤ Click the Virtual, Classroom or CBT course you wish to take</p> |

| Step | Action  |
|------|---|
| 4a   | <p>The Training Details page appears (for Classroom and Virtual classes):</p> <div data-bbox="315 365 1424 1444" style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin-top: 0;">Training Details</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  <p><b>FY2020 (V) E2 System Basics and OBE Training</b><br/>Event · NOAA FSD CBS Training Services · 3 hours</p> <p><b>**DEMONSTRATION ONLY**</b><br/>Three-Hour Class that is a Virtual Training via GoToWebinar. Class is from 10-1 or 1-4 PM Eastern Time. Intended for those individuals that need an understanding of the system basics and online booking engine for the ETS2 Travel system. This training includes: The E2 hierarchy structure, user types, user roles, how to get access to E2, logging into E2, E2 basic navigation, the E2 profile, the TMC profile, reservation basics, saving a reservation, creating a TA from reservation and fees.</p> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span>Sessions</span> <span>Details</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <span>Show</span> <span>Available ▾</span> <span><a href="#">View Full Calendar</a></span> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;">  <p><b>124994 - March 31, 2020 10 am-1 pm</b><br/>Session · NOAA FSD CBS Training Services · 3 hours</p> <p><b>Location</b><br/>CBS-Virtual, *Virtual, NOAA<br/>English (US)</p> </div> <div style="text-align: right;"> <p><b>Duration</b><br/>3/31/2020, 10:00 AM EST - 3/31/2020, 1:00 PM EST</p> </div> <div style="text-align: right;"> <p><b>46 Openings Available</b></p> <p><a href="#">Request ▾</a></p> </div> </div> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;">  <p><b>126602 - April 1, 2020 10 am-1 pm</b><br/>Session · NOAA FSD CBS Training Services · 3 hours</p> <p><b>Location</b><br/>CBS-Virtual, *Virtual, NOAA<br/>English (US)</p> </div> <div style="text-align: right;"> <p><b>Duration</b><br/>4/1/2020, 10:00 AM EST - 4/1/2020, 1:00 PM EST</p> </div> <div style="text-align: right;"> <p><b>50 Openings Available</b></p> <p><a href="#">Request ▾</a></p> </div> </div> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;">  <p><b>126607 - April 9, 2020 1-4 pm</b><br/>Session · NOAA FSD CBS Training Services · 3 hours</p> <p><b>Location</b><br/>CBS-Virtual, *Virtual, NOAA<br/>English (US)</p> </div> <div style="text-align: right;"> <p><b>Duration</b><br/>4/9/2020, 1:00 PM EST - 4/9/2020, 4:00 PM EST</p> </div> <div style="text-align: right;"> <p><b>50 Openings Available</b></p> <p><a href="#">Request ▾</a></p> </div> </div> </div> <div style="padding-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;">  <p><b>126604 - April 22, 2020 10 am-1 pm</b><br/>Session · NOAA FSD CBS Training Services · 3 hours</p> <p><b>Location</b></p> </div> <div style="text-align: right;"> <p><b>Duration</b></p> </div> <div style="text-align: right;"> <p><b>50 Openings Available</b></p> <p><a href="#">Request ▾</a></p> </div> </div> </div> </div> |

| Step | Action  |
|------|---|
| 4b   | <p>The Training Details page will appear for the CBT:</p>  <p>➤ Click on Launch</p> <p>➤ Follow any other instructions</p> <p>➤ Depending on Browser you may need to make sure your pop-up blocker is off.</p> |