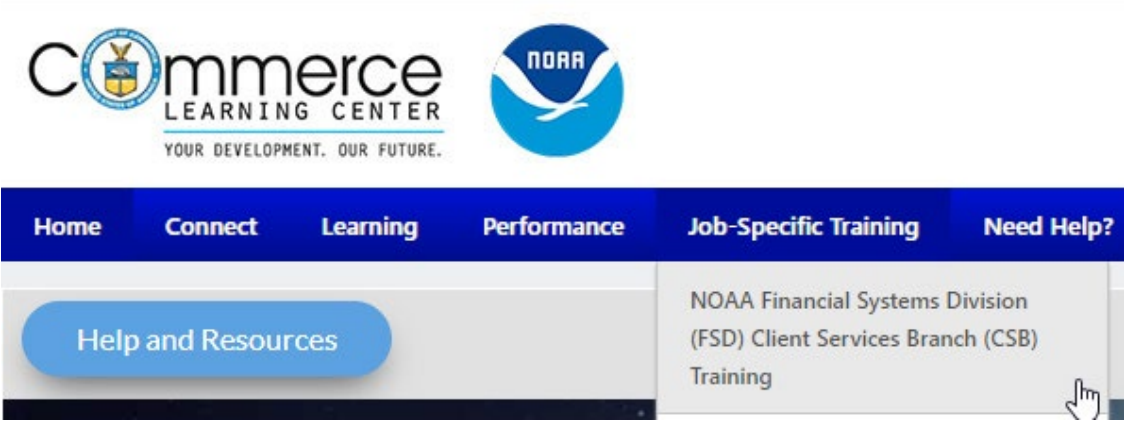


Instructions to FSD CSB Training Page in the CLC

Step	Action
1	Go to the CLC address and Login
2	<p data-bbox="313 531 565 562">On the Menu Bar:</p> <ul data-bbox="313 636 1385 741" style="list-style-type: none"><li data-bbox="313 636 789 667">➤ Highlight Job-Specific Training<li data-bbox="313 674 1385 741">➤ Click on NOAA Financial Systems Division (FSD) Client Services Branch (CSB) Training <div data-bbox="313 814 1430 1234" style="border: 1px solid #ccc; padding: 10px;"></div>

Step	Action
3	<p>The FSD CSB Training Page will appear:</p> <p>Virtual/Webinar Trainings are on the left side Classroom Trainings are in the middle Computer Based Trainings are on the right side</p> <p>The screenshot shows the Commerce Learning Center website. At the top, there are logos for Commerce Learning Center and NDRR. Below the logos is a navigation bar with links: Home, Connect, Learning, Performance, Job-Specific Training, and Need Help?. The main content area is titled 'Financial Systems Division (FSD) Client Services Branch (CSB) Training' and includes a sub-header 'NDRR CBS Training provided by the Financial Systems Division (FSD) Client Services Branch (CSB). Includes links to all CBS Training - Instructor Led Classroom, Instructor Led Virtual/Webinar and Computer (Online) Based Training (CBT)'. The page is divided into three columns:</p> <ul style="list-style-type: none"> Virtual/Webinar Trainings: <ul style="list-style-type: none"> Commerce Business Systems (CBS) <ul style="list-style-type: none"> Budget Operating Plans Data Warehouse & Quick Reports Discoverer FMC1 C.Suite C.Award C.Request E2 Travel System <ul style="list-style-type: none"> E2 Travel Basic E2 Travel Intermediate E2 Subject to Availability of Funds (SAF) E2 System Basics and OBE Training Instructor Led Classroom Trainings: <ul style="list-style-type: none"> Commerce Business Systems (CBS) <ul style="list-style-type: none"> Budget Operating Plans C.Suite C.Award C.Request E2 Travel System <ul style="list-style-type: none"> E2 Travel Basic E2 Travel Intermediate Computer Based Trainings (CBT): <ul style="list-style-type: none"> Commerce Business Systems (CBS) <ul style="list-style-type: none"> Adjustments Summary Level Transfers (SLT) Document Level Adjustments (DLA) De-Obligations Agreements <ul style="list-style-type: none"> Office of General Counsel's (OGC) Agreement Training E2 Travel <ul style="list-style-type: none"> Approving Officials E2 Approving Official Course Travelers and Arrangers <ul style="list-style-type: none"> E2 System Basics and Online Booking Engine (OBE) <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="354 394 1409 1318"> <p>EVENT FY2022 (V) E2 Travel Basic</p> <p>Last Updated 09/17/2021 Duration 8 hours</p> <p>Details</p> <p>**DEMONSTRATION ONLY/VIRTUAL TRAINING**</p> <p>Two-Day Class that is a Virtual Training. Class is from 1-5 PM Eastern Time each day. Intended for those individuals that need an understanding who need to create electronic travel documents in the system. Training will include: Creating a basic authorization, copying an authorization, Recalling and adjusting an authorization, adding accounting as well as allocating it, creating an authorization with leave, duty station not in per diem and multiple locations on an authorization. It also includes the basic voucher, reclaim voucher, supplemental voucher and local voucher.</p> <p style="text-align: center;">Show More</p> <p>Upcoming Sessions</p> <p>Date (Ascending) 3 Sessions</p> <hr/> <p>OCT (V) E2 Travel Basic October 12-13, 2021 1-5pm ET 12 Tue, Oct 12, 2021, 1:00 PM - Wed, Oct 13, 2021, 5:00 PM EDT Register by Mon, Oct 11, 2021, 1:00 PM EDT CBS-Virtual, *Virtual, NOAA English (US) View Details 50 seats available</p> <hr/> <p>NOV (V) E2 Travel Basic November 3-4, 2021 1-5pm ET 3 Wed, Nov 3, 2021, 1:00 PM - Thu, Nov 4, 2021, 5:00 PM EDT Register by Tue, Nov 2, 2021, 1:00 PM EDT CBS-Virtual, *Virtual, NOAA English (US) View Details 50 seats available</p> </div> <p>➤ Click on View Details button of the session you want to attend to request training.</p> <div data-bbox="326 1434 597 1688"> <p>View Details</p> <ul style="list-style-type: none"> Request Save for Later Add to Playlist </div>

Step	Action																		
4b	<p>The CBT will appear in one of two ways:</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>ONLINE CLASS</p> <h3>De-Obligation Training</h3> <p>Last Updated 06/17/2021 Duration 20 minutes</p> <p>Details</p> <p>Computer Base Training over De-obligations</p> <p style="text-align: right;">Show More</p> </div> <div style="width: 35%; border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>ONLINE CLASS</p> <p>De-Obligation Training</p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; margin-top: 10px;"> Launch </div> </div> </div> <p style="margin-top: 20px;">Or</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>CURRICULUM</p> <h3>FY 2020 NOAA E2 Travel Approving Official Training</h3> <p>Last Updated 06/04/2020 Duration 39 minutes</p> <p>Details</p> <p>Parts 1-9 of the E2 Travel Approving Official Course of the Department of Commerce/NOAA</p> <p style="text-align: right;">Show More</p> <p>Contents 9 Trainings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="font-size: small;">ONLINE CLASS</td><td>1-E2 Approving Official Power Point Presentation</td></tr> <tr><td style="font-size: small;">ONLINE CLASS</td><td>2-E2 Approving Official Review Travel Auth No Issues</td></tr> <tr><td style="font-size: small;">ONLINE CLASS</td><td>3-E2 Approving Official Review Travel Auth Split Funding</td></tr> <tr><td style="font-size: small;">ONLINE CLASS</td><td>4-E2 Approving Official Review Travel Auth Return</td></tr> <tr><td style="font-size: small;">ONLINE CLASS</td><td>5-E2 Approving Official Review Travel Auth with Leave</td></tr> <tr><td style="font-size: small;">ONLINE CLASS</td><td>6-E2 Approving Official Review Travel Voucher Deny Expenses</td></tr> <tr><td style="font-size: small;">ONLINE CLASS</td><td>7-E2 Approving Official Review Supplemental Travel Voucher</td></tr> <tr><td style="font-size: small;">ONLINE CLASS</td><td>8-E2 Approving Official Review Reclaim Travel Voucher</td></tr> <tr><td style="font-size: small;">ONLINE CLASS</td><td>9-E2 Approving Official Review Local Travel Voucher</td></tr> </tbody> </table> <p style="text-align: right;">Show Less</p> </div> <div style="width: 35%; border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>CURRICULUM</p> <p>FY 2020 NOAA E2 Travel Approving Official Training</p> <div style="background-color: #4caf50; color: white; text-align: center; padding: 2px; margin-top: 10px; font-size: small;">Completed</div> <p style="font-size: small;">Training was successfully completed and recorded to your transcript.</p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; margin-top: 10px;"> Register </div> </div> </div> <p style="margin-top: 20px;">➤ Click on the button to launch or to register to launch</p>	ONLINE CLASS	1-E2 Approving Official Power Point Presentation	ONLINE CLASS	2-E2 Approving Official Review Travel Auth No Issues	ONLINE CLASS	3-E2 Approving Official Review Travel Auth Split Funding	ONLINE CLASS	4-E2 Approving Official Review Travel Auth Return	ONLINE CLASS	5-E2 Approving Official Review Travel Auth with Leave	ONLINE CLASS	6-E2 Approving Official Review Travel Voucher Deny Expenses	ONLINE CLASS	7-E2 Approving Official Review Supplemental Travel Voucher	ONLINE CLASS	8-E2 Approving Official Review Reclaim Travel Voucher	ONLINE CLASS	9-E2 Approving Official Review Local Travel Voucher
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