



Defense Security Cooperation University

Defense Security Cooperation Agency

Certification 2.0 Satisfactory Performance Review Approval for Supervisors

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IT Recommendations

Please refer to the following IT recommendations before working in myDSCU, hosted on DAU's CSOD Learning Management System.



Disconnect from VPN

- If access is “blocked” by a VPN, disconnect from the VPN.
- A ‘warning’ pops up when you download an excel file (e.g., to view a report), select View Spreadsheet instead.



Disable Pop-up-Blocker

Disable your pop-up-blocker by going to your browser's settings, privacy and security, pop-ups and redirects, and allow pop-ups from www.dau.csod.com.



Internet Browser

- Add Cornerstone (myDSCU) to your organization's white pages, use Microsoft Edge or Google Chrome.
- Increase the size of your screen by holding CTRL button and + at the same time or go to your browser's settings, zoom.

Frequently Asked Questions (FAQ's)

SC Certification 2.0: Visit DSCU's FAQs @ <https://dscu.edu/certification2>

DSCU Technology Service Desk: dsca.ncr.dscu.mbx.dscu-support@mail.mil

Welcome to myDSCU



Create Account

New Users will need to submit a DAU SAAR Form to obtain access to myDSCU, hosted on DAU's CSOD.

Select the **link** below to create an account.

<https://dscu.edu/course-access>



CAC Assistance

Multiple factors can impact your ability to log into CSOD with your DoD CAC.

Select the **link** below for CAC related assistance.

<https://www.dau.edu/faq/p/CACLoginAssistance>



Public Service Portal

Submit an Incident Ticket to the DAU Help Desk for all login related assistance.

Select the **link** below to submit a Help Desk ticket.

https://services.dau.edu/psp?id=public_portal



Login FAQs

- DoD CAC Login Assistance
- Username Assistance
- Password Assistance

Select the **link** below to access FAQ's.

<https://www.dau.edu/faq/Pages/Okta-Identity-Solution.aspx>



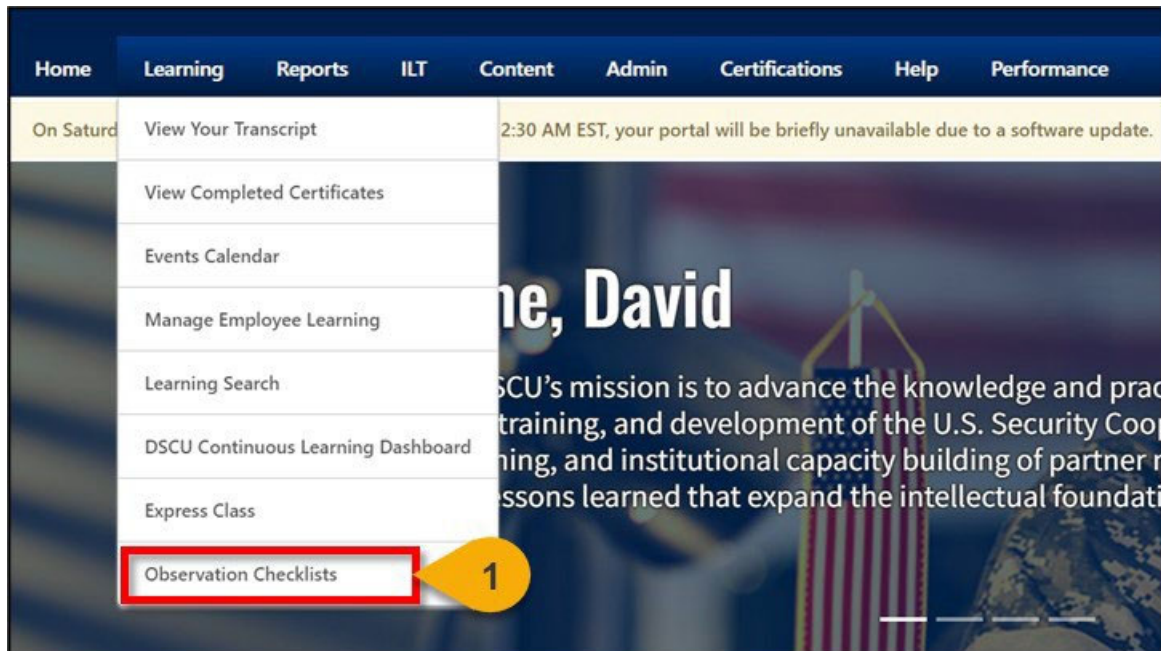
Satisfactory Performance Review Approval for a SC Certification

How to Validate a Satisfactory Performance Review for Direct Reports

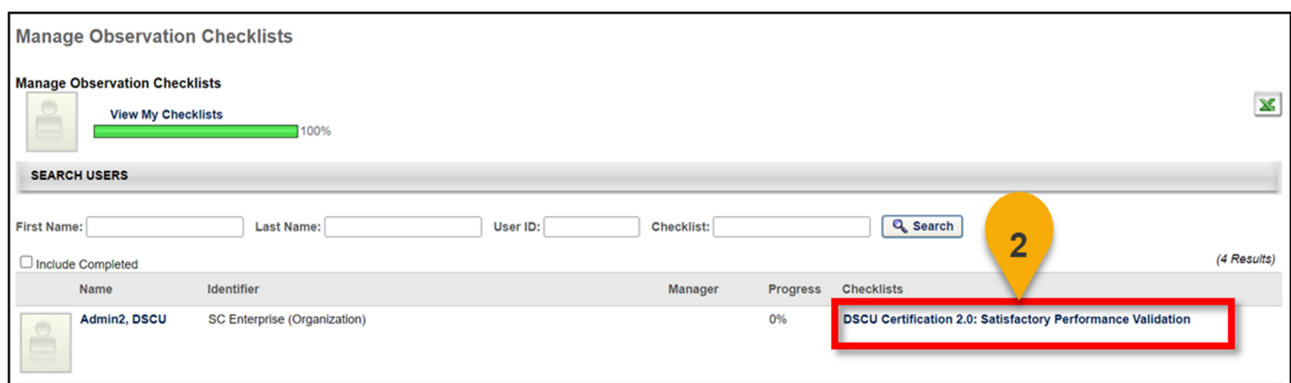
When you want to approve/ validate a direct report's satisfactory performance ...

Step 1: Under the **Learning** tab, select **Observation Checklists**.

Note: This option will not be available until your subordinate requests their Observation Checklist. You will receive a notification when this occurs.



Step 2: Find the appropriate individual and select the **Certification** title.



How to Validate a Satisfactory Performance Review for Direct Reports (Cont. 1)

Steps 3 & 4: If the user has a satisfactory performance review, select **1- Meets Criteria**. If they do not, select **0-Does Not Meet Criteria** from the **Ratings menu**.

The Satisfactory Performance box in Step 4 will auto populate if Meets Criteria is selected. You will need to **check the box** if Does not Meet Criteria is selected.

DSCU Admin2 Checklist Report

Checklist Summary

DSCU Certification 2.0: Satisf...

« Back Save Cancel

Overview

Description Rating Scale

Request this Observation Checklist to indicate you have a Satisfactory Performance Evaluation, as needed for your Certification 2.0 requirements. It will be routed to your supervisor for validation. If you do not have your supervisor associated with your myDSCU account, you may experience a delay in validation.

DSCU Certification 2.0: Satisfactory Performance Validation

Name: ☐ Exclude Completed

Status: Not Started Due: None 0%

Collapse All

Name	Validated By	Date	Rating	Skills
DSCU Certification 2.0: Satisfactory Performance Validation		12/19/2024	Select	0/1
<input type="checkbox"/> Satisfactory Performance Evaluation			Select	

0 - Does Not Meet Criteria

1 - Meets Criteria

Step 5: Select the **Save** button to ensure the rating is saved. If you selected that the user meets criteria, their Certification will now be credited for the requirement.

DSCU Admin2 Checklist Report

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DSCU Certification 2.0: Satisf...

« Back Save Cancel

Overview

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Status: Not Started Due: None 0%

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Name	Validated By	Date	Rating	Skills
DSCU Certification 2.0: Satisfactory Performance Validation		12/19/2024	1 - Meets Criteria	0/1
<input checked="" type="checkbox"/> Satisfactory Performance Evaluation	Jacobs, David			