Defense Security Cooperation University

Defense Security Cooperation Agency

Certification 2.0 Supervisor Task Aid

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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 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/help-center/faq/dod-cac-login-assistance

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.

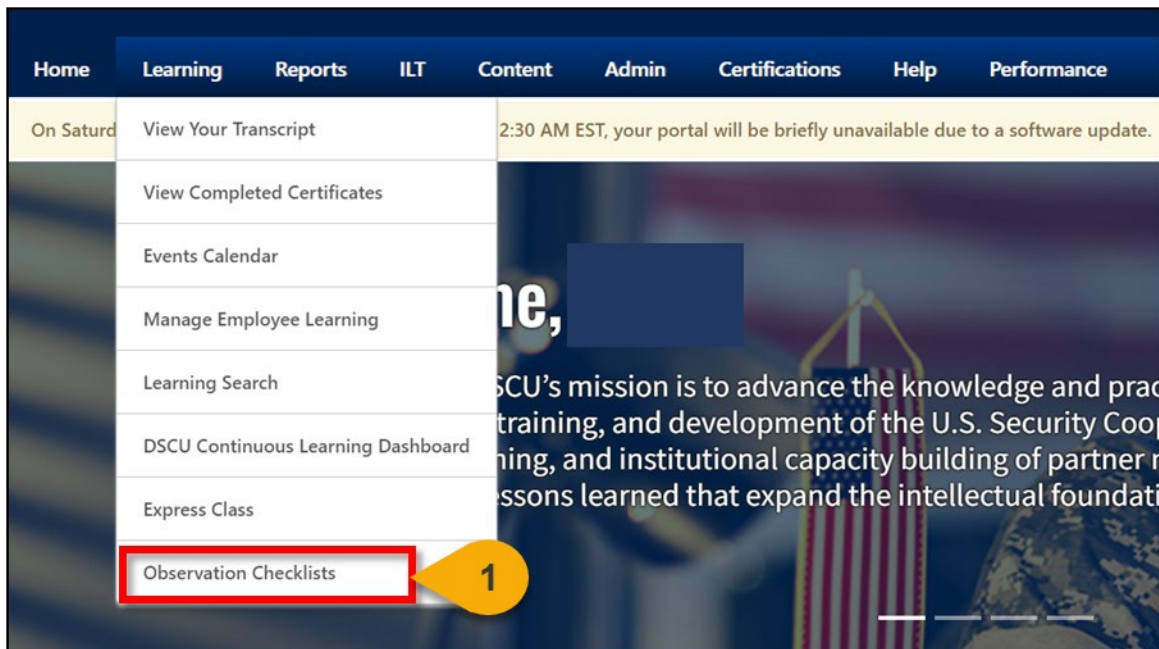https://www.dau.edu/help-center/faq/account-activation

Satisfactory Performance Review Approval for a SC Certification

How to Validate a Satisfactory Performance Review for Direct Reports
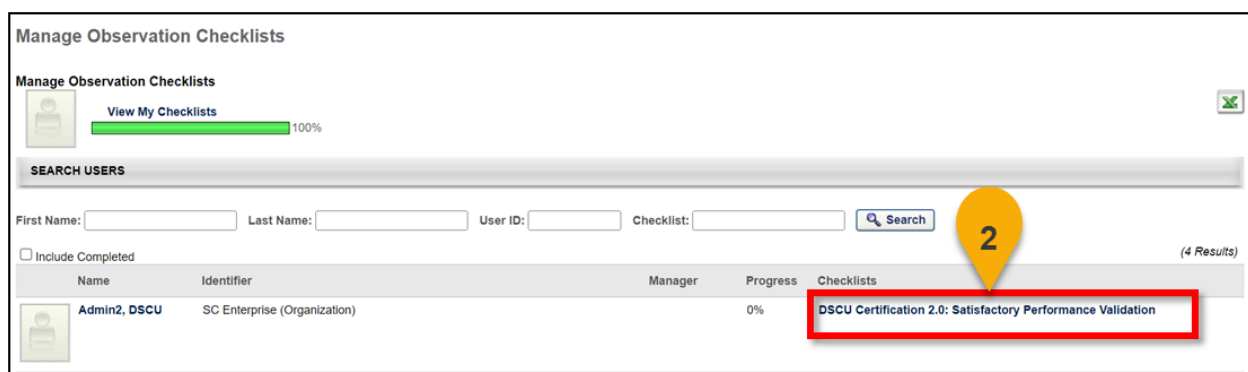
When you want to approve/ validate a direct report's satisfactory performance ...

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.

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.

External Continuous Learning Hours Requests to Maintain SC Certification Status

How to Approve or Deny External Continuous Learning Hours Requests

When you want to approve or deny external continuous learning hours requests from your direct reports...
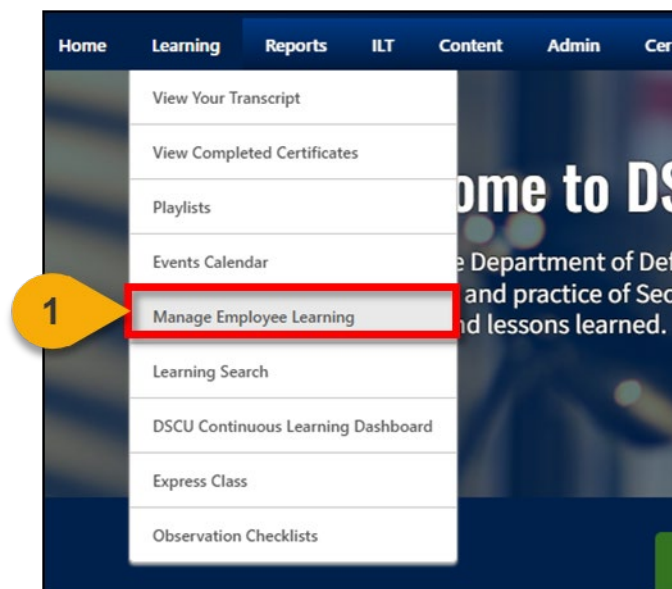
Note: You should receive a notification from CSOD to alert you of a pending request.

When approving external CLHs, please consider the following:

a) How does the external learning event relate to security cooperation? Note, external CLHs are registered for/completed outside CSOD/myDSCU.

b) Is there ample evidence provided in the attachment indicating the number of continuous learning hours requested in the form? For example, is there a certificate of completion or participation with the number of hours listed? There could also be an announcement of the event and the dates/times or other clear evidence of the learning event, for example.

c) Please note that additional DSCU courses on the SCW member's transcript that do not count toward initial certification may NOT be submitted as external CLHs; external courses are registered for outside CSOD and are completed after the SCW member achieves initial certification.
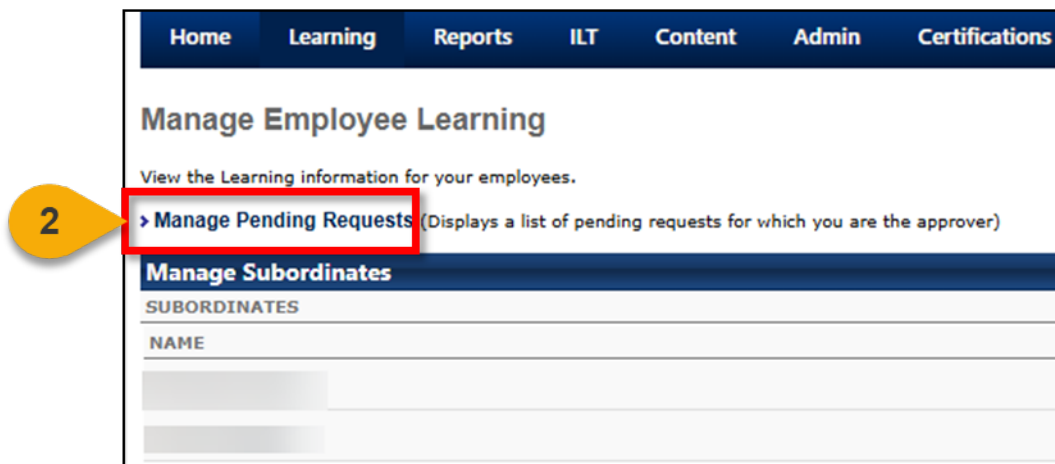
Note: *Periodic audits of approved CLH submissions by DSCU may result in a reversal and request for re-submission if it is determined that the submission does not meet requirements.*

Step 1: Under the **Learning tab**, select **Manage Employee Learning**.

How to Approve or Deny External Continuous Learning Hours Requests (Cont. 1)

Step 2: Select **Manage Pending Requests.**

How to Approve or Deny External Continuous Learning Hours Requests (Cont. 2)

Step 3: You are now on the **View Pending Requests** screen. Select the **Transcript icon** as shown below to read more details about the request and review supporting documentation that is attached.

Step 4: Select the **Attachment link** to review supporting documentation for the external continuous learning hours request.

How to Approve or Deny External Continuous Learning Hours Requests (Cont. 3)

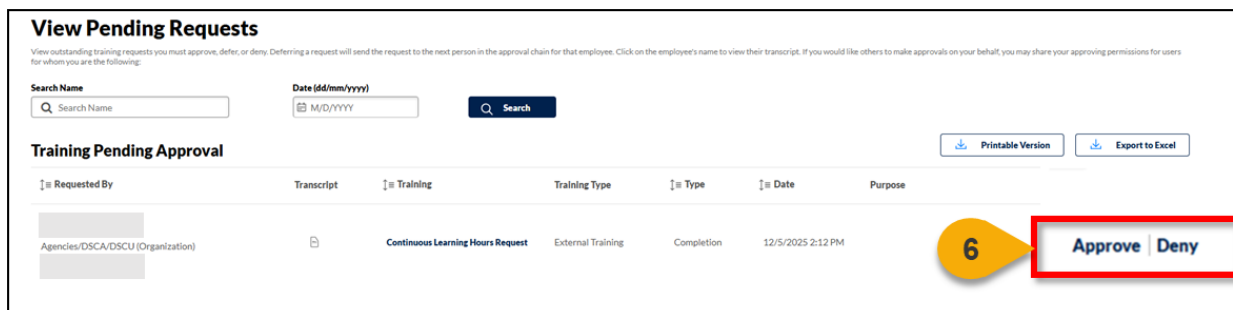**Step 5**: Select **View Pending Requests** from the navigation path to return to the View Pending Requests screen to approve or deny the request.

Step 6: From the View Pending Requests screen, Select **Approve or Deny** to initiate the desired action on the request.

Step 7: Enter comments in the **Comments Field**.

Step 8: Select the **Approve** button if you chose Approve in Step 6.

Step 9: Select the **Deny** button if you chose Deny in Step 6.