



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>

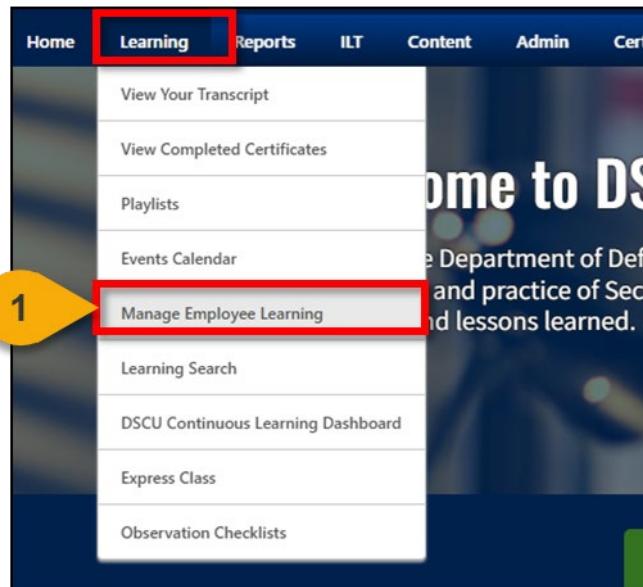


Viewing Subordinates' Certification Progress on Their Transcript in myDSCU

How to View Your Subordinate's Transcript

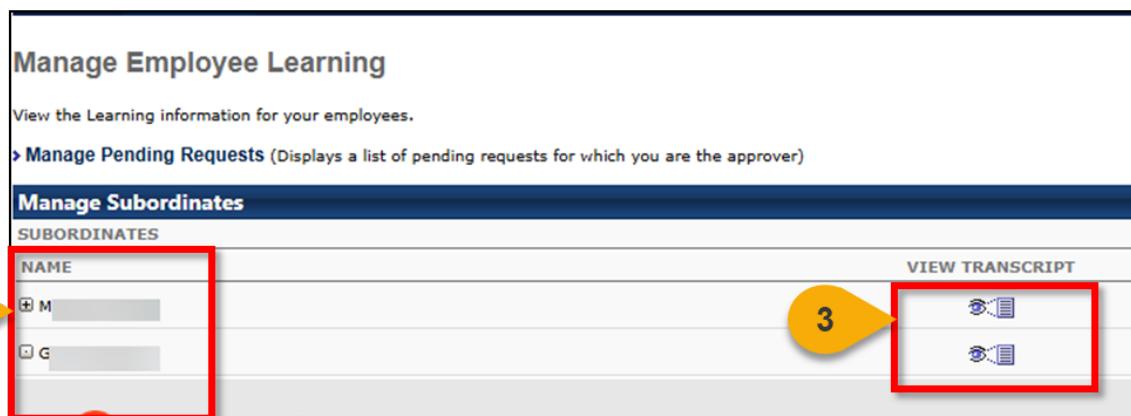
When you want to view your direct report's transcript to see their progress towards certification...

Step 1: From the Learning Tab, select **Manage Employee Learning**.



Steps 2 & 3: On the Manage Employee Learning Page, locate the **name** of the team member whose transcript you would like to view and then select the **Transcript icon** to view their transcript.

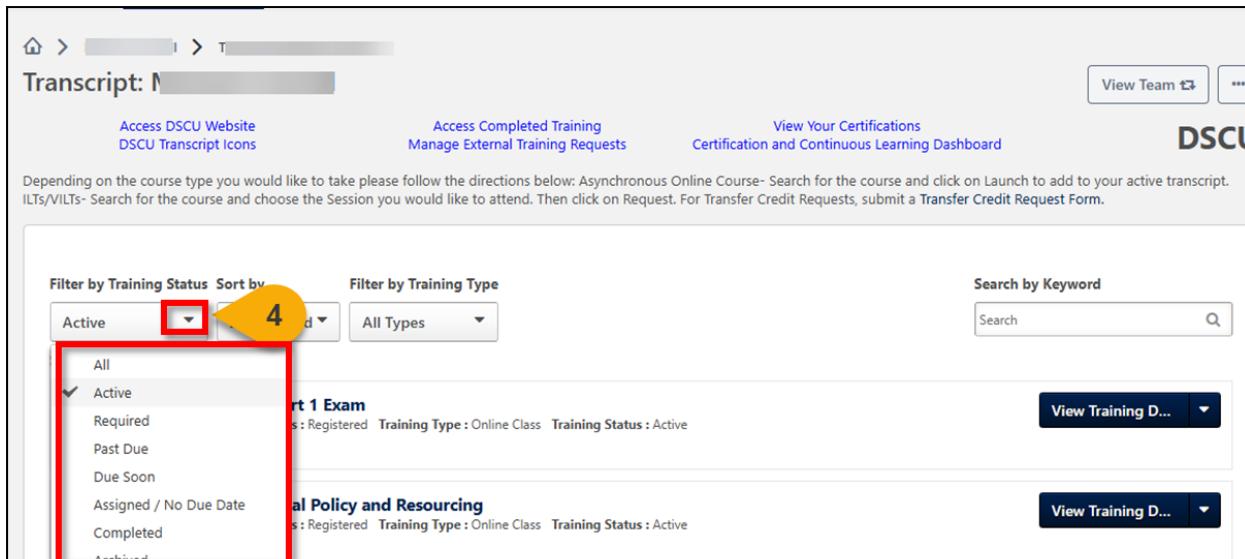
If your subordinate has direct reports, you will see a plus sign to the left of their name. Select the plus sign to see the transcript of your subordinate's team.



How to View Your Subordinate's Transcript (Cont. 1)

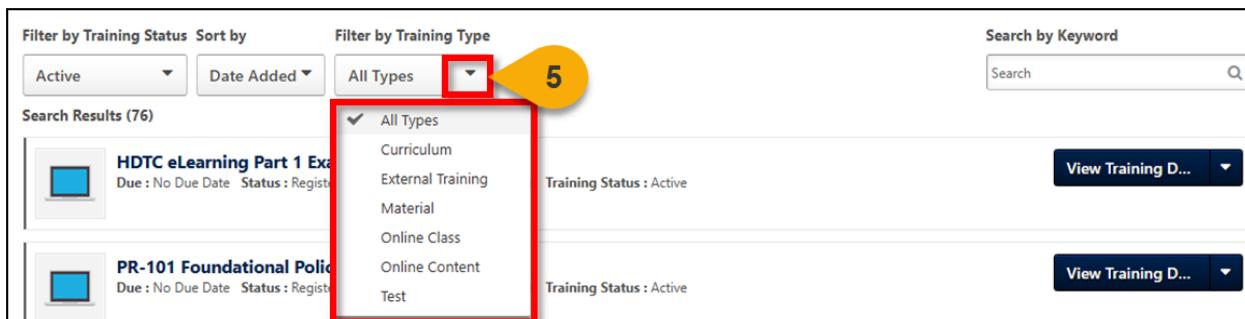
Note: Steps 4 and 5 are helpful filtering options, not required steps.

Step 4: Select the **dropdown** next to the **Filter by Training Status** field to filter by training status.



The screenshot shows the DSCU Transcript page. At the top, there are links for 'Access DSCU Website', 'Access Completed Training', 'View Your Certifications', and 'DSCU Transcript Icons'. Below that is a note about course types and a 'View Team' button. The main area has a 'Filter by Training Status' dropdown (number 4) set to 'Active', a 'Sort by' dropdown, and a 'Filter by Training Type' dropdown (number 5) set to 'All Types'. A 'Search by Keyword' field is also present. Below these filters, there are two training items: 'HDT eLearning Part 1 Exam' and 'PR-101 Foundational Policy and Ressourcing'. Each item has a 'View Training D...' button.

Step 5: To filter by training type, select the **dropdown** next to the **Filter by Training Type** to filter by training type.



This screenshot shows the same DSCU Transcript page as above, but the 'Filter by Training Type' dropdown (number 5) is open, displaying a list of training types: 'All Types', 'Curriculum', 'External Training', 'Material', 'Online Class', 'Online Content', and 'Test'. The 'All Types' option is selected. The rest of the page, including the training items and search fields, remains the same.

How to View Your Subordinate's Transcript (Cont. 2)

Step 6: Locate the certification on the subordinate's transcript. You can see the overall status of the certification next to the **Status** field under the certification title.



SC Policy and Resourcing - Practitioner
Status : In Progress Expiration Date : None Training Type : Certification Training Status : Active

SC Support Enablers - Foundational
Completed : 4/10/2025 Status : Certified Expiration Date : None Training Type : Certification Training Status : Active

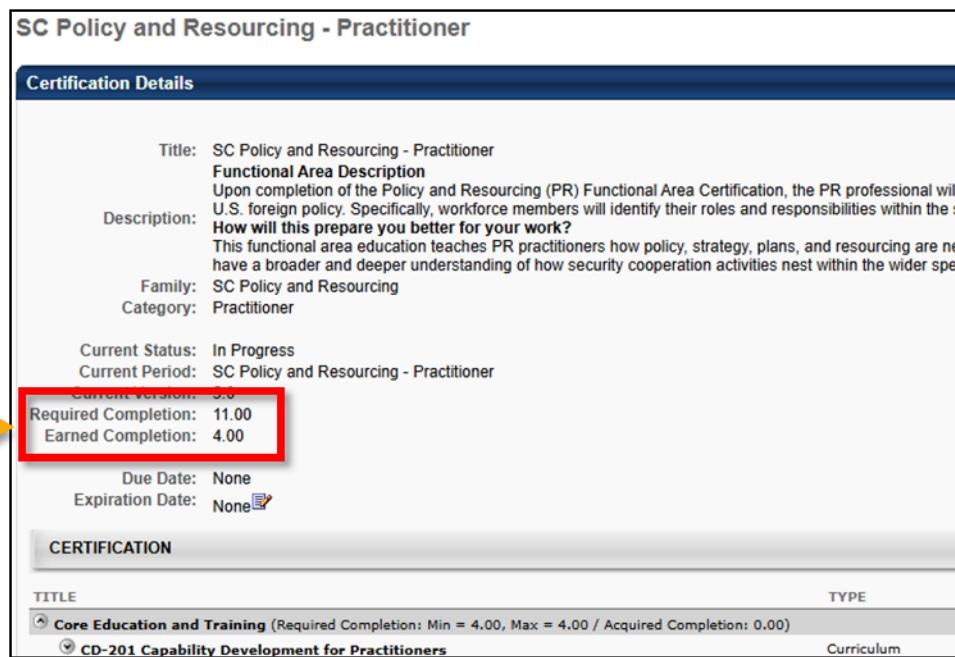
Step 7: Select **Manage** to view the details/requirements of the certification.



SC Policy and Resourcing - Practitioner
Due : No Due Date Status : In Progress Expiration Date : None Training Type : Certification Training Status : Active

SC Support Enablers - Foundational
Completed : 4/10/2025 Status : Certified Expiration Date : None Training Type : Certification Training Status : Active

Step 8: You will see the total number of credits required for certification and the credits earned next to the **Required Completion** and **Earned Completion** fields.



SC Policy and Resourcing - Practitioner

Certification Details

Title: SC Policy and Resourcing - Practitioner
Functional Area Description: Upon completion of the Policy and Resourcing (PR) Functional Area Certification, the PR professional will have a broad understanding of how security cooperation activities nest within the wider spectrum of U.S. foreign policy. Specifically, workforce members will identify their roles and responsibilities within the security cooperation framework and how this will prepare them for their work.
Description: This functional area education teaches PR practitioners how policy, strategy, plans, and resourcing are used to support security cooperation activities. It will help them understand the context in which security cooperation activities are conducted and how they can contribute to the overall success of these activities.
Family: SC Policy and Resourcing
Category: Practitioner

Current Status: In Progress
Current Period: SC Policy and Resourcing - Practitioner

Current Version: 3.0
Required Completion: 11.00
Earned Completion: 4.00

Due Date: None
Expiration Date: None

CERTIFICATION

TITLE	TYPE
<input checked="" type="radio"/> Core Education and Training (Required Completion: Min = 4.00, Max = 4.00 / Acquired Completion: 0.00)	
<input checked="" type="radio"/> CD-201 Capability Development for Practitioners	Curriculum

How to View Your Subordinate's Transcript (Cont. 3)

Step 9: The certification pathways are organized into Sections. Each section has a minimum and maximum number of credits that need to be completed to meet the requirements of that section. You can check to see how many credits are required and how many credits your subordinate has earned towards each section of their certification. Note the **Required Completion** Min/Max and **Acquired Completion** fields are highlighted below as an example.

CERTIFICATION	
TITLE	TYPE
Core Education and Training (Required Completion: Min = 4.00, Max = 4.00 / Acquired Completion: 0.00)	
CD-201 Capability Development for Practitioners	Curriculum
TSFD-201 Technology Security, Foreign Disclosure, and End Use Controls for Practitioners	Curriculum
PMA-201 Political-Military Activity for Practitioners	Curriculum
REG-201 Working Across Cultures for Security Cooperation Practitioners	Curriculum
Primary Functional Area Courses (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)	
PR-201 Policy and Resourcing for Practitioners	Session
PR-204 Case Studies in Strategic Security Cooperation for Practitioners	Event
Secondary Functional Area Courses - Complete 1 (Required Completion: Min = 1.00, Max = 1.00 / Acquired Completion: 0.00)	
FMS-151 Foundational Foreign Military Sales	Curriculum
SCO-103 Foundations of Security Cooperation Organization (SCO)	Curriculum
INT 1100 International Acquisition/Security Cooperation Foundation	Curriculum
BPC-150 Building Partner Capacity (BPC) Foundations	Curriculum
ATE-140 Foundations of Advising for Institutional Capacity Building (ICB)	Curriculum
SPP-101 Introduction to the State Partnership Program	Curriculum
AME 150 Foundations of Assessment, Monitoring, and Evaluation (Course Under Development)	Online Class

Step 10: The **Status** field column provides the training status for each learning activity within the sections of the certification pathway.

TITLE	TYPE	COMPLETION	STATUS	OPTIONS	CREDITED	DETAILS
Core Education and Training (Required Completion: Min = 4.00, Max = 4.00 / Acquired Completion: 0.00)						
CD-201 Capability Development for Practitioners	Curriculum		In Progress	Open Curriculum	No	
TSFD-201 Technology Security, Foreign Disclosure, and End Use Controls for Practitioners	Curriculum		Not Activated	None	No	
PMA-201 Political-Military Activity for Practitioners	Curriculum	1.00	In Progress	Open Curriculum	No	
REG-201 Working Across Cultures for Security Cooperation Practitioners	Curriculum	1.00	Not Activated	None	No	
Primary Functional Area Courses (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)						
PR-201 Policy and Resourcing for Practitioners	Session	1.00	Cancelled	Withdraw	No	
PR-204 Case Studies in Strategic Security Cooperation for Practitioners	Event	1.00	Not Activated	Request	No	
Secondary Functional Area Courses - Complete 1 (Required Completion: Min = 1.00, Max = 1.00 / Acquired Completion: 0.00)						
FMS-151 Foundational Foreign Military Sales	Curriculum	1.00	Not Activated	None	No	
SCO-103 Foundations of Security Cooperation Organization (SCO)	Curriculum	1.00	Not Activated	None	No	
INT 1100 International Acquisition/Security Cooperation Foundation	Curriculum	1.00	Not Activated	None	No	
BPC-150 Building Partner Capacity (BPC) Foundations	Curriculum	1.00	Not Activated	None	No	
ATE-140 Foundations of Advising for Institutional Capacity Building (ICB)	Curriculum	1.00	Not Activated	None	No	
SPP-101 Introduction to the State Partnership Program	Curriculum	1.00	Not Activated	None	No	
AME 150 Foundations of Assessment, Monitoring, and Evaluation (Course Under Development)	Online Class	1.00	Not Activated	None	No	
Leadership Training Options: Select One (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 2.00)						
Option 1: Complete This Training Course (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)						
Option 2: Submit a Civilian SC Leadership Training Equivalency (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)						
Option 3: Submit a Military Exemption Request (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 2.00)						
Complete This Section Last: Experience/Performance Requirement (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 2.00)						
DSCU Supervisor Update Instructions	Online Class	1.00	Completed	None	Yes	
DSCU Certification 2.0: Satisfactory Performance Validation	Observation Checklist	1.00	Completed	Validate Checklist	Yes	

How to View Your Subordinate's Transcript (Cont. 4)

Step 11: The **Credited** field column reflects if the learning activity was credited towards the subordinate's certification completion.

CERTIFICATION		TYPE	COMPLETION	STATUS	OPTIONS	CREDITED	DETAILS
Core Education and Training (Required Completion: Min = 4.00, Max = 4.00 / Acquired Completion: 0.00)							
<input checked="" type="checkbox"/>	CD-201 Capability Development for Practitioners	Curriculum	1.00	In Progress	None	No	 
<input checked="" type="checkbox"/>	TSFD-201 Technology Security, Foreign Disclosure, and End Use Controls for Practitioners	Curriculum	1.00	Not Activated	None	No	 
<input checked="" type="checkbox"/>	PMA-201 Political-Military Activity for Practitioners	Curriculum	1.00	In Progress	Open Curriculum	No	 
<input checked="" type="checkbox"/>	REG-201 Working Across Cultures for Security Cooperation Practitioners	Curriculum	1.00	Not Activated	None	No	 
Primary Functional Area Courses (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)							
<input checked="" type="checkbox"/>	PR-201 Policy and Resourcing for Practitioners	Session	1.00	Cancelled	Withdraw	No	 
<input checked="" type="checkbox"/>	PR-204 Case Studies in Strategic Security Cooperation for Practitioners	Event	1.00	Not Activated	Request	No	 
Secondary Functional Area Courses - Complete 1 (Required Completion: Min = 1.00, Max = 1.00 / Acquired Completion: 0.00)							
<input checked="" type="checkbox"/>	FMS-151 Foundational Foreign Military Sales	Curriculum	1.00	Not Activated	None	No	 
<input checked="" type="checkbox"/>	SCO-103 Foundations of Security Cooperation Organization (SCO)	Curriculum	1.00	Not Activated	None	No	 
<input checked="" type="checkbox"/>	INT 1110 International Acquisition/Security Cooperation Foundation	Curriculum	1.00	Not Activated	None	No	 
<input checked="" type="checkbox"/>	BPC-150 Building Partner Capacity (BPC) Foundations	Curriculum	1.00	Not Activated	None	No	 
<input checked="" type="checkbox"/>	ATE-140 Foundations of Advising for Institutional Capacity Building (ICB)	Curriculum	1.00	Not Activated	None	No	 
<input checked="" type="checkbox"/>	SPP-101 Introduction to the State Partnership Program	Curriculum	1.00	Not Activated	None	No	 
<input checked="" type="checkbox"/>	AME 150 Foundations of Assessment, Monitoring, and Evaluation (Course Under Development)	Online Class	1.00	Not Activated	None	No	 
Leadership Training Options: Select One (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 2.00)							
<input checked="" type="checkbox"/>	Option 1: Complete This Training Course	Curriculum	1.00	Not Activated	None	No	 
<input checked="" type="checkbox"/>	Option 2: Submit a Civilian SC Leadership Training Equivalency	Curriculum	1.00	Not Activated	None	No	 
<input checked="" type="checkbox"/>	Option 3: Submit a Military Exemption Request	Curriculum	1.00	Not Activated	None	No	 
Complete This Section Last: Experience/Performance Requirement (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 2.00)							
<input checked="" type="checkbox"/>	DSCU Supervisor Update Instructions	Online Class	1.00	Completed	None	Yes	 
<input checked="" type="checkbox"/>	DSCU Certification 2.0: Satisfactory Performance Validation	Observation Checklist	1.00	Completed	Validate Checklist	Yes	 



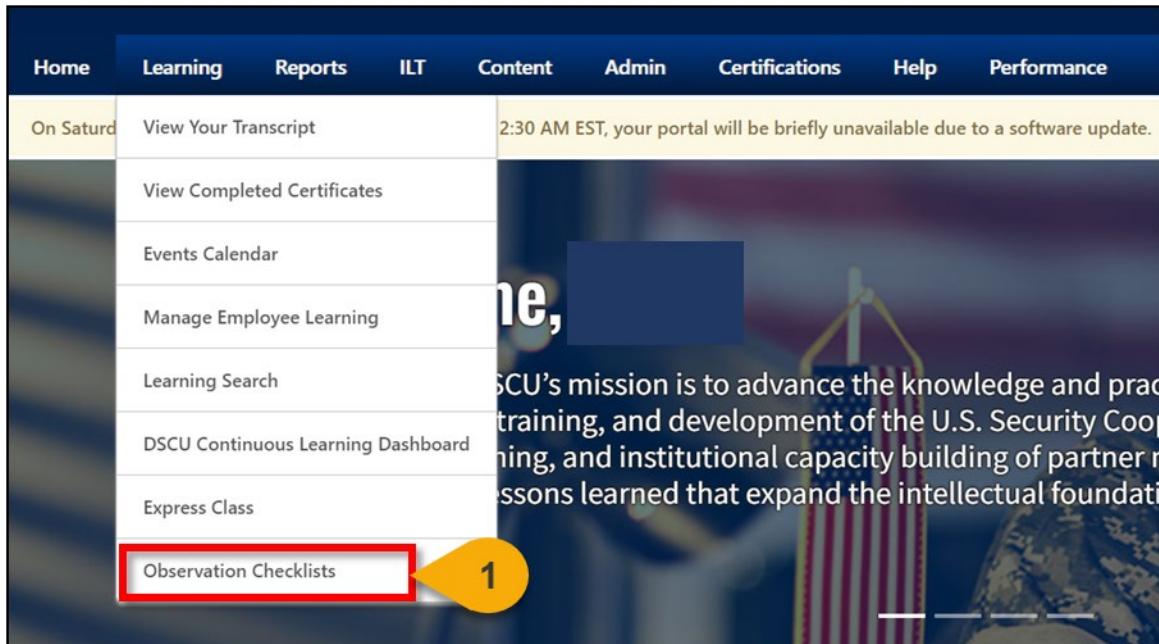
Satisfactory Performance Review Approval for a SC Certification

How to Validate a Satisfactory Performance Review for Direct Reports

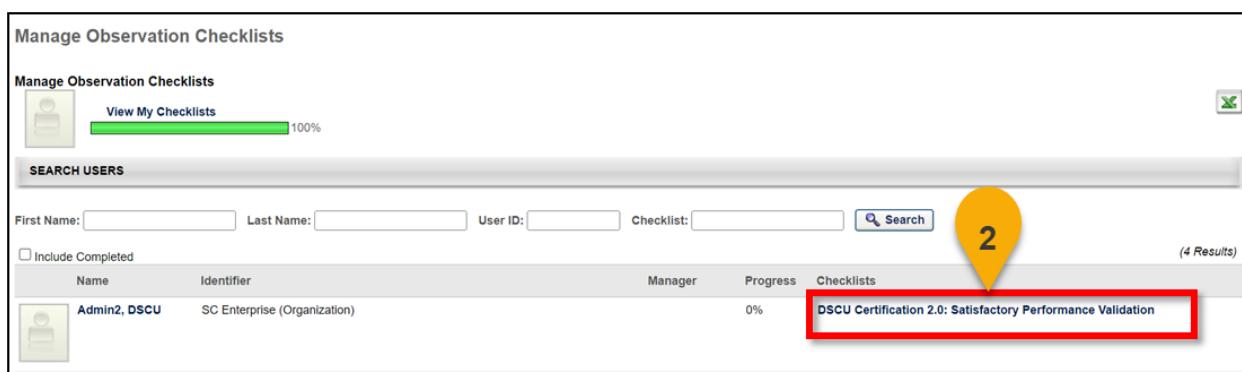
When you want to approve/ validate a direct report's satisfactory performance ...

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.



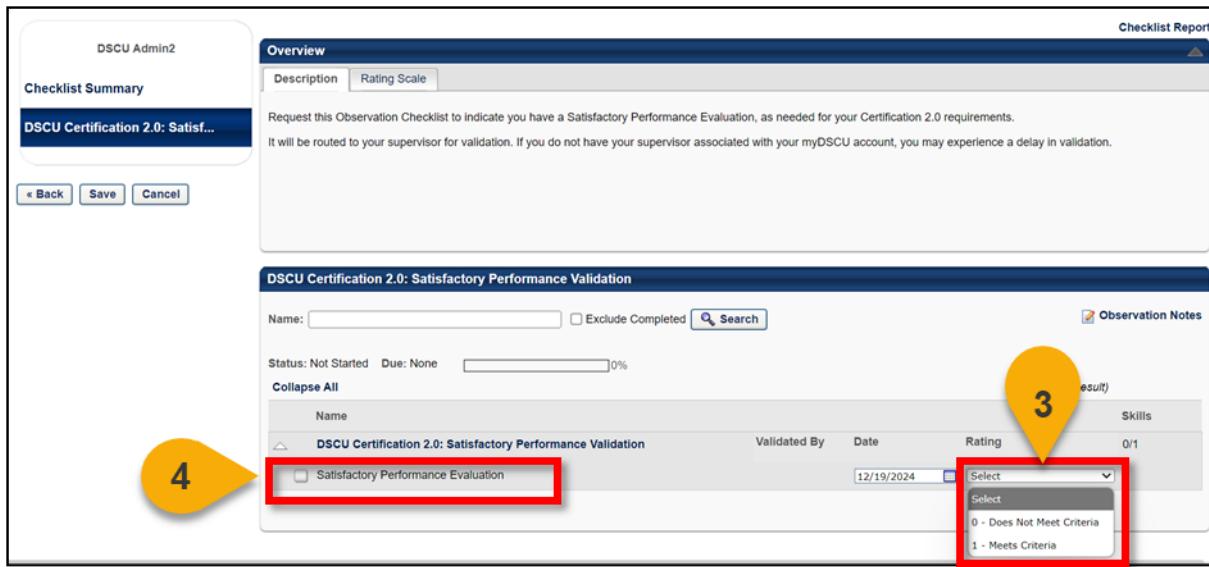
Step 2: Find the appropriate individual and select the **Certification title**.



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 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%

4

3

Skills 0/1

DSCU Certification 2.0: Satisfactory Performance Validation

Name	Validated By	Date	Rating	Skills
<input type="checkbox"/> Satisfactory Performance Evaluation	12/19/2024		0/1	

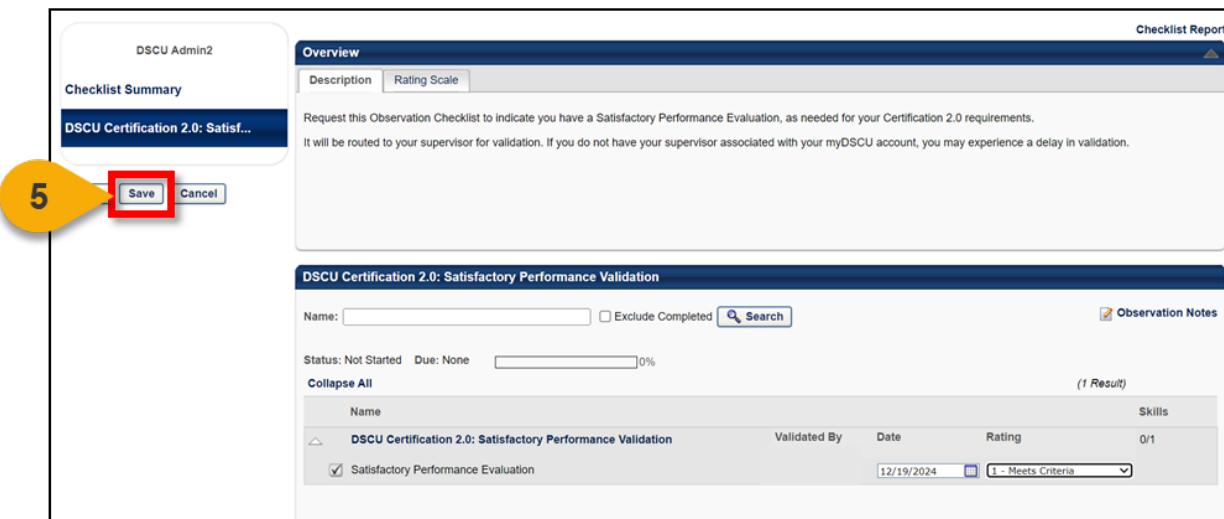
Select

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 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%

5

DSCU Certification 2.0: Satisfactory Performance Validation

Name	Validated By	Date	Rating	Skills
<input checked="" type="checkbox"/> Satisfactory Performance Evaluation	12/19/2024		0/1	

Select

Select

0 - Does Not Meet Criteria

1 - Meets Criteria



How to Approve External Continuous Learning Hours Request and Viewing Your Subordinates' Continuous Learning Hours Dashboard

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...

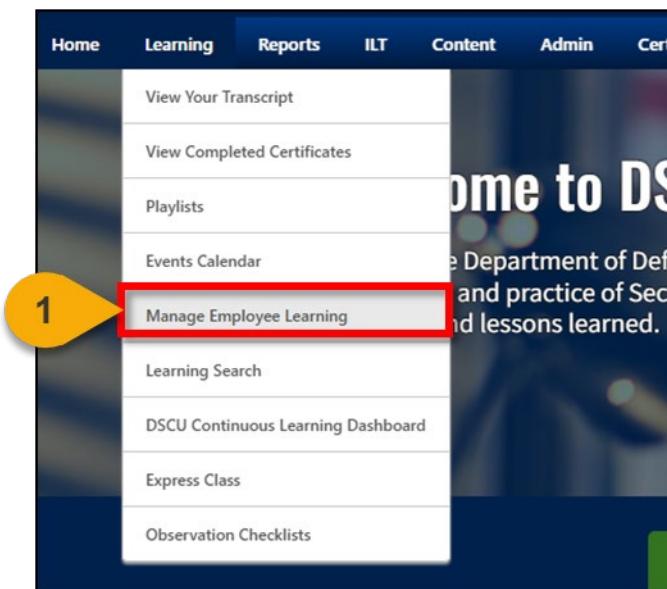
Note: You should receive a notification from CSOD to alert you of a pending request.

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.

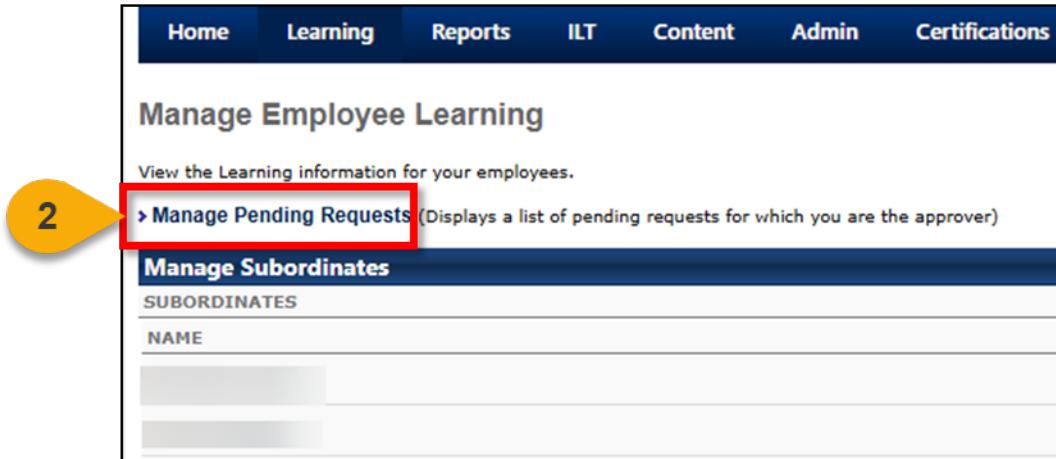
Note: *Periodic audits of approved CLH submissions by DSCU may result in a reversal and request for re-submission if it is determined that the submission does not meet requirements.*

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.

View Pending Requests

View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to view their transcript. If you would like improving permissions for users for whom you are the following:

Search Name Date (dd/mm/yyyy)

Training Pending Approval

Requested By	Transcript	Training	Training Type	Type	Date	Actions
Agencies/DSCA/DSCU (Organization)	 3	Continuous Learning Hours Request	External Training	Completion	12/5/2025 2:12 PM	Approve Deny

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

Home Learning Reports ILT Content Admin Certifications Help Performance

Manage Employee Learning > View Pending Requests >

Continuous Learning Hours Request

[Edit External Training](#) [Generate Audit PDF](#)

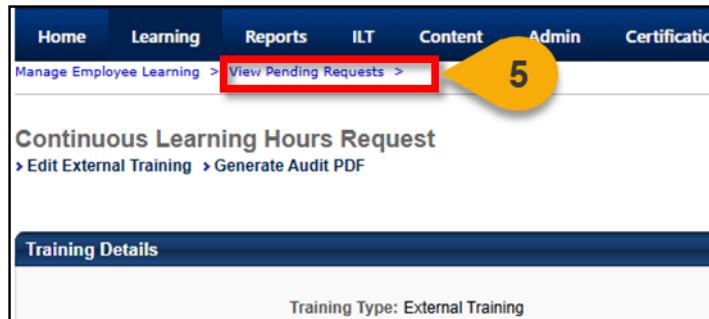
Training Details

Training Type: External Training
Training/Description & How it Relates the SC: test
Status: Pending Completion Approval **Mark Complete**
Training Purpose:
Due Date: None
Language: English (US)
Institution: ABC Institution
Training Dates: 11/24/2025- 11/28/2025
Continuous Learning Hours (CLH): 48
Attachment Description: test
Attachment(s): **4** **Attachments**
2025_12_04_DSCU_Digest_Mtg.pptx

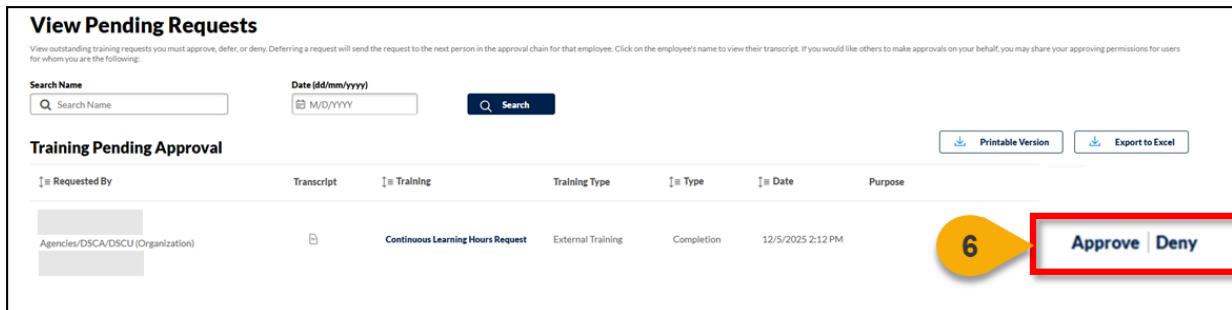
Assignment History

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.



How to Approve or Deny External Continuous Learning Hours Requests (Cont. 4)

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

Please enter any additional comments:



Cancel

Approve

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

Please enter any additional comments:



Approve

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

Please enter any additional comments:



Deny

How to Track Subordinates' Continuous Learning Hours After Earning a Certification

When you want to view your subordinates' continuous learning hours (CLH)...

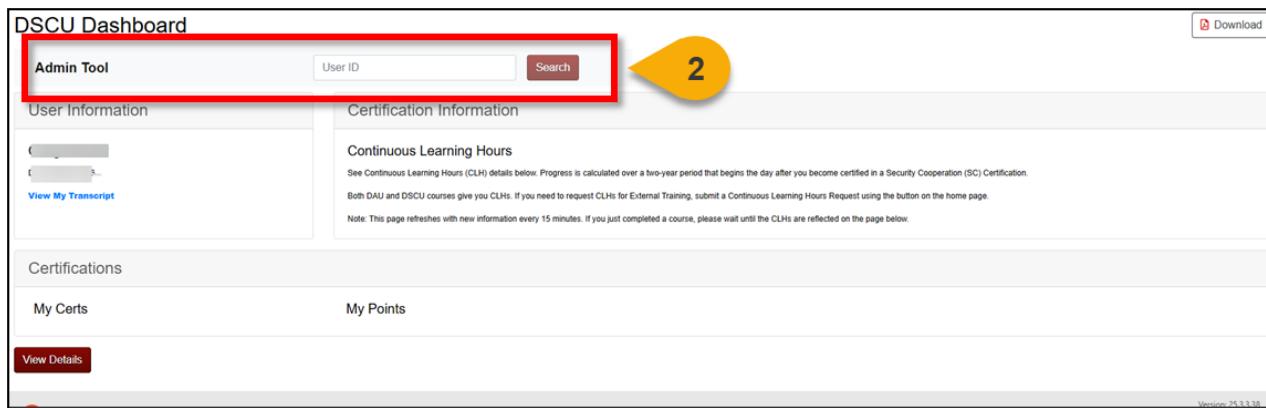
Continuous learning hours (CLH) are tracked on the Continuous Learning Hours Dashboard in myDSCU. Only Managers who are in the SC Workforce will have admin access to the dashboard to view their Subordinates' continuous learning hours.

Step1: From the myDSCU Homepage select the **Track Your Certifications** icon.



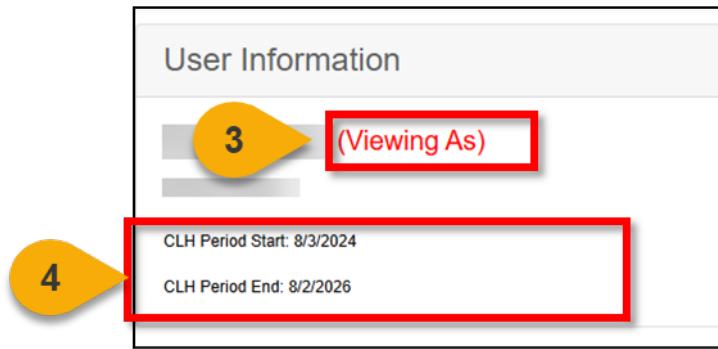
Step 2: You will arrive at your CLH dashboard. Enter the DAU ID of the subordinate's dashboard you wish to view in the **Search field** and select Search.

If you do not know where to locate the user/DAU ID, see the task aid titled **How to Locate Subordinates' DAU Identification Number** within this document.

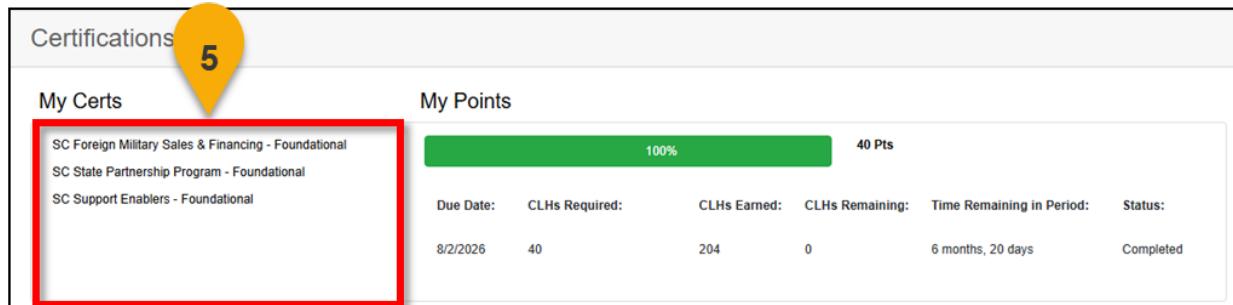


How to Track Subordinates' CLH After a Certification is Achieved (Cont. 1)

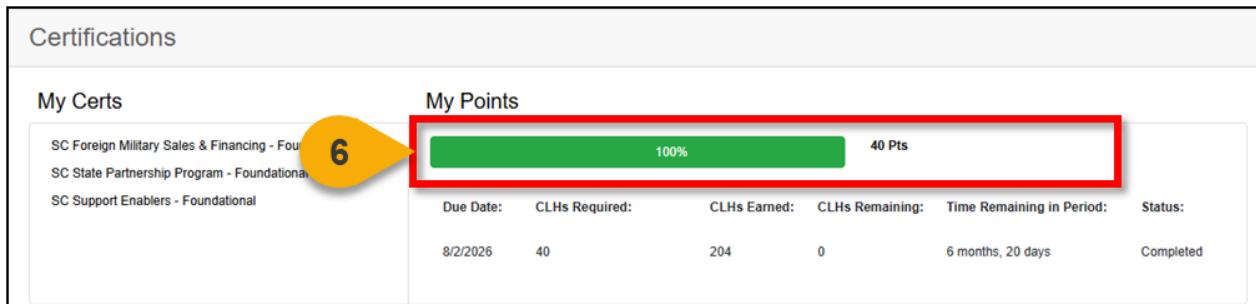
Steps 3 & 4: You are now viewing the CLH dashboard from your subordinate's perspective. To confirm you are viewing their perspective, you will see **View As** to the right of your subordinate's name located in the User Information box. You will also see their certification period start date and end date.



Step 5: Note the **My Certs** section located in the Certifications box. All certifications completed by your subordinate will appear in this section.



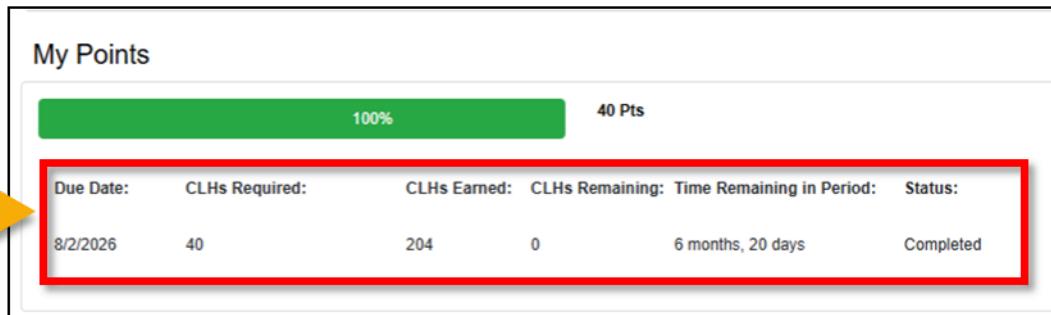
Step 6: A green progress bar is displayed in the **My Points** section representing the percentage of CLH that has been earned along with the total number of points that is required.



How to Track Subordinates' CLH After a Certification is Achieved (Cont. 2)

Step 7: View your Subordinates' **CLH Due Date, CLH Required, CLH Earned, Time Remaining in Period** and their **CLH Status**.

Completed status means they have earned all their CLH for the certification period. In Progress means they have not earned all their CLH for the certification period.



Steps 8 & 9: Select the **View Details** button to view each learning activity your subordinate has completed and the number of CLH earned.

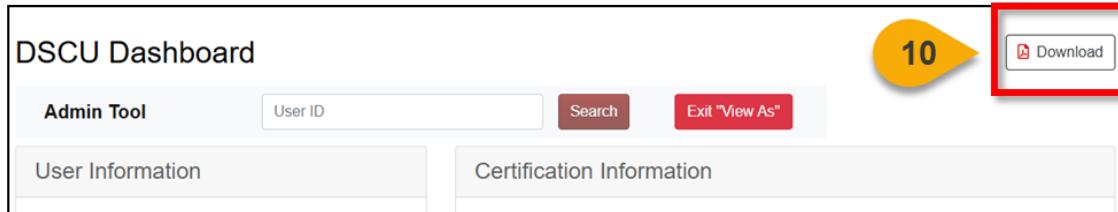
The screenshot shows the 'View Details' page for a subordinate. It has two main sections: 'My Certs' and 'My Points'. The 'My Points' section is identical to the one in the previous screenshot. Below it, a table lists completed learning activities:

Title	Type	Completion Date	Status	CLH Earned
SCO-215 Security Cooperation Organization (SCO) Locally Intermediate Course	Session	1/9/2026	Completed	40
External CLH Test with Decimals	External Training	1/5/2026	Completed	0.75
SCO-103 Foundations of Security Cooperation Organization	Curriculum	12/31/2025	Completed	4.25
SCO-L031 Security Cooperation Organization (SCO) Person	Online Class	12/30/2025	Completed	1
SharePoint 2016 Essential Training	Online Class	12/30/2025	Completed	9
test	External Training	12/19/2025	Completed	35

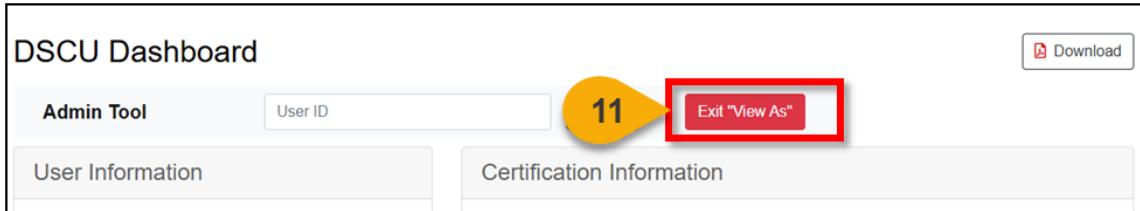
A yellow circle with the number '8' is pointing to the 'View Details' button, and a yellow circle with the number '9' is pointing to the table.

How to Track Subordinates' CLH After a Certification is Achieved (Cont. 3)

Step 10: Select the **Download** button located on the top right of the dashboard if you would like to print out or save a copy of the subordinate's dashboard you are viewing.



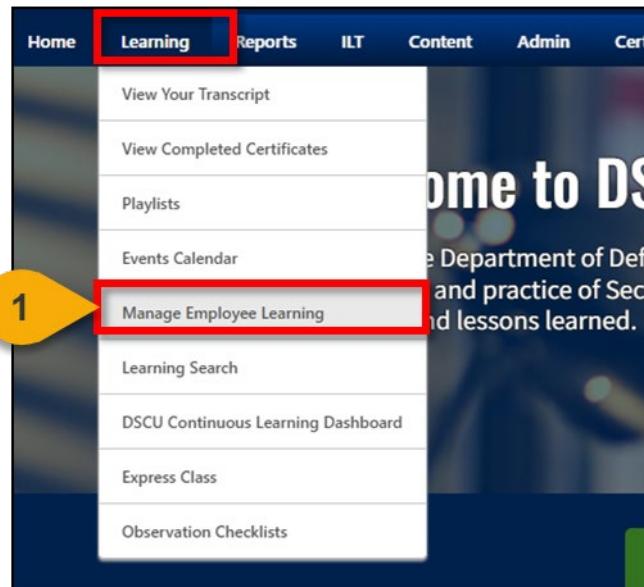
Step 11: Repeat these steps to view another subordinate. If you are finished and need to return to your CLH dashboard, select the **Exit "View As"** button.



How to Locate Subordinates' DAU Identification Number

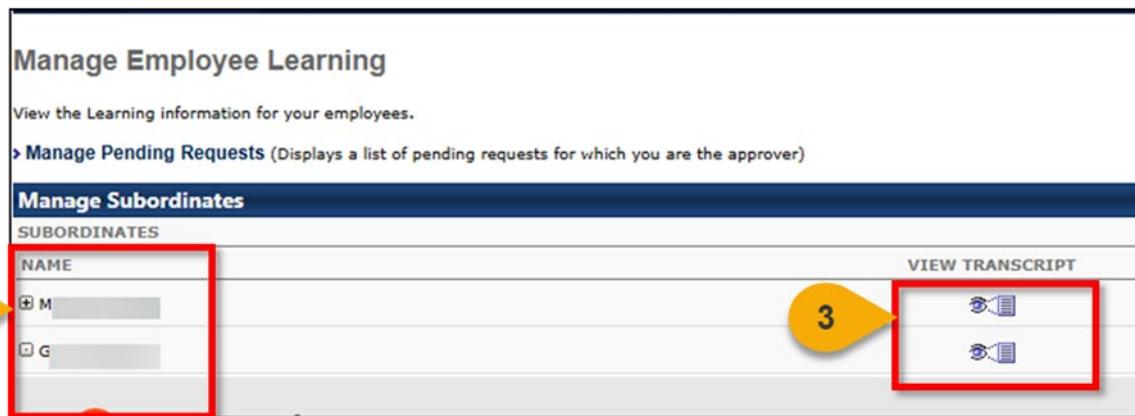
When you need your subordinates' DAU ID/UserID...

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



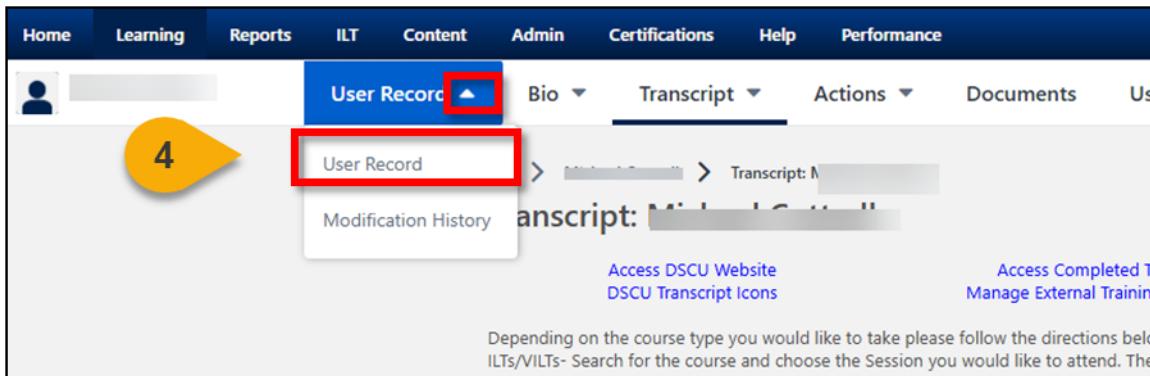
Steps 2 & 3: On the Manage Employee Learning Page, locate the **name** of the team member whose transcript you would like to view and then select the **Transcript** icon to view their transcript.

If your subordinate has direct reports, you will see a plus sign to the left of their name. Select the plus sign to see the transcript of your subordinate's team.



How to Locate Subordinates' DAU Identification Number (Cont. 1)

Step 4: After selecting the Transcript icon, you will arrive on the subordinate's active transcript page. Select the **drop-down arrow** to the right of User Record menu option and select **User Record**.



Step 5: You will see the **User ID/DAU ID** just below the Name field.

