Defense Security Cooperation University

Defense Security Cooperation Agency

Certification 2.0 User Task Aid

Table of Contents

IT Recommendations 3

Welcome to myDSCU 4

User Record Updates 5
- Access myDSCU From Another Agency Home Page 6
- Update SC Code 7
- Update Your Supervisor in myDSCU 9

Certification Navigation 12
- View Transcript 13
- Register for Courses 14
- Complete Leadership Training Requirement 15
- Submit Satisfactory Performance Review Verification 24
- Print Certification Certificate 25

Continuous Learning 26
- Submit External Training 27
- View Continuous Learning Dashboard 30

Submit Registration Exception Form 32
- Access myDSCU From Another Agency Home Page 33
- Submit Registration Exception Form 34

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.

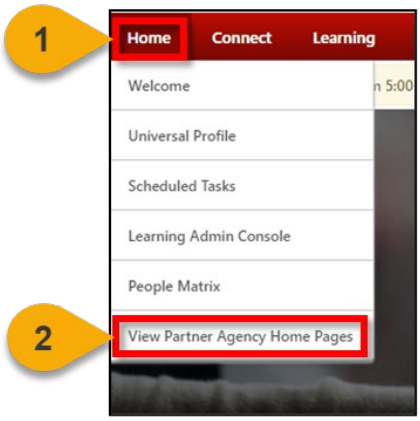
https://www.dau.edu/help-center/faq/account-activation

User Record Updates

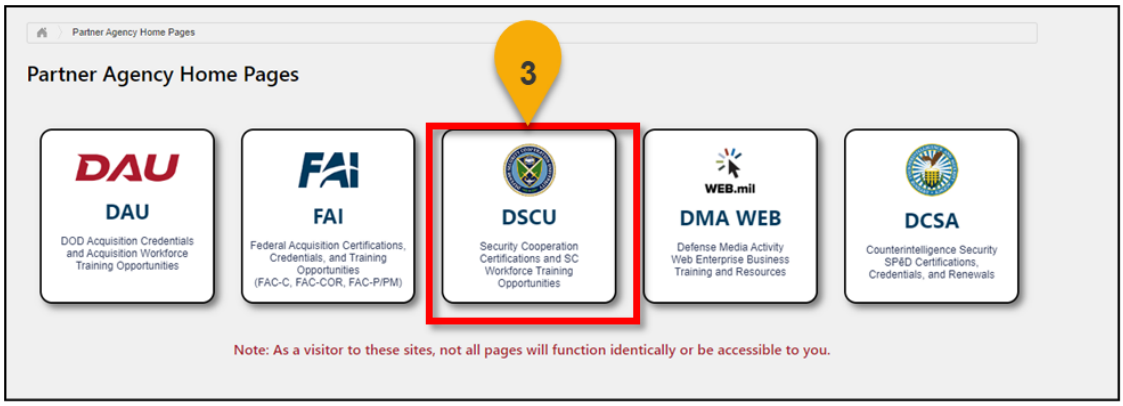
Access myDSCU From Another Agency Home Page

When your account is not in an SC Organization, and associated to another portal…

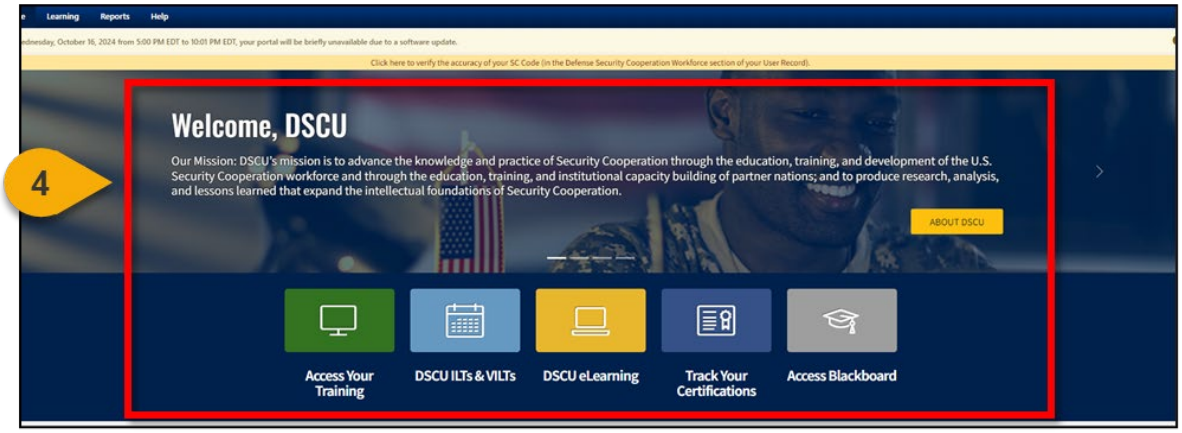
Steps 1 and 2: Hover over the **Home** tab and select **View Partner Agency Home Pages.**



Step 3: Select **DSCU**.



Step 4: After selecting DSCU, you will arrive at the **myDSCU home page**.

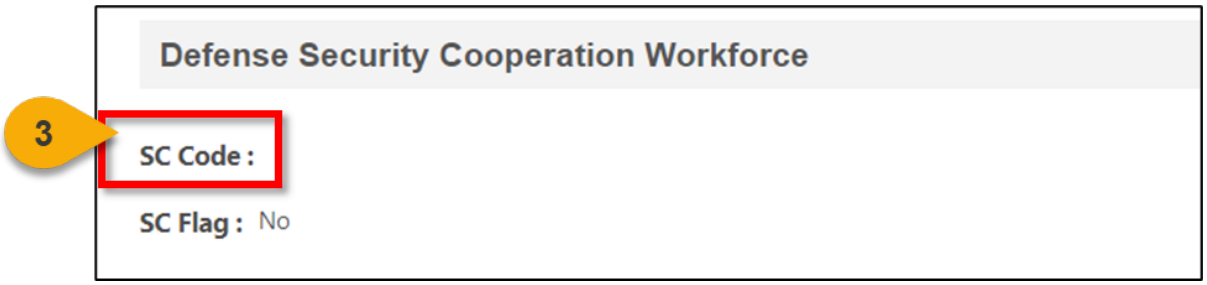


Update SC Code

When you need to view or self-select your billet's SC Code…

Steps 1 and 2: From the myDSCU home page, hover over the **Home** tab and select **Universal Profile.**

Step 3: Scroll down to the **Defense Security Cooperation Workforce** section. Here you will see your billet's **SC Code**. If this information is correct, no further action is needed. If this information is incorrect, consult with your supervisor to confirm your billets SC Code and proceed to Step 4.

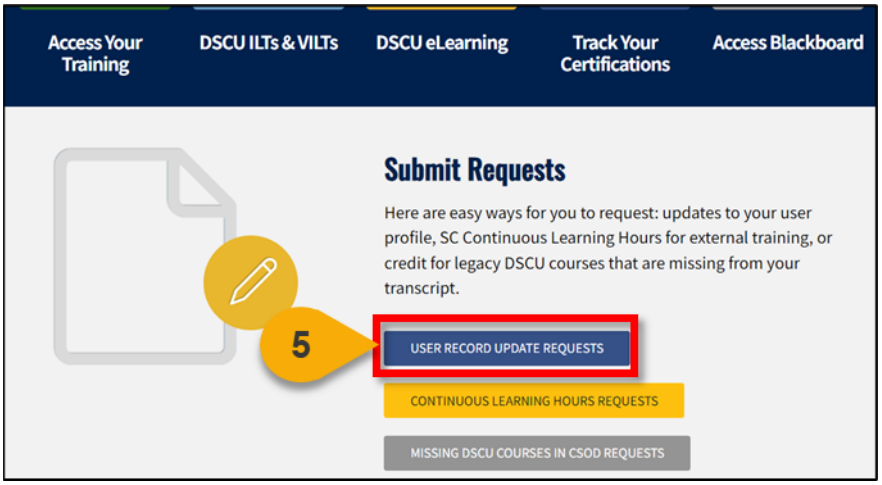


Step 4: Select the **myDSCU logo** at the top of the screen to return to your homepage.

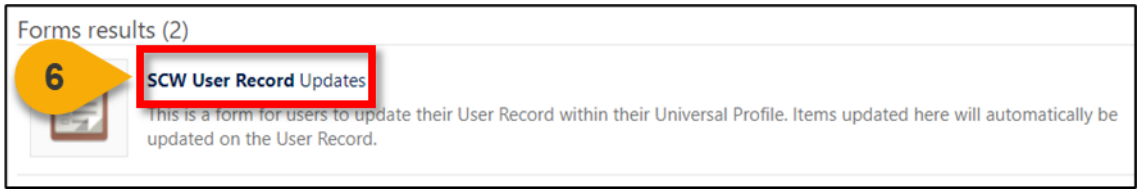
Note: If you do not belong to the DSCU organization, you will see your organization's logo at the top of the screen. Complete the steps in the **myDSCU on DAU's Partner Agency Home Page** to navigate to the myDSCU home page first, and then proceed to Step 5.

Update SC Code (Cont. 1)

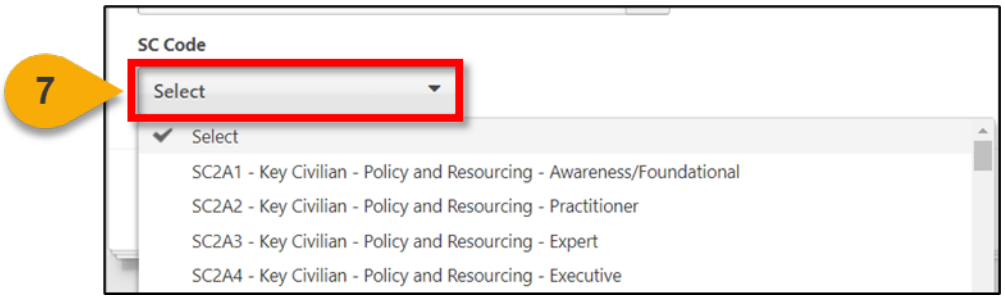
Step 5: Select the **User Record Update Requests** button.



Step 6: Select the **SCW User Record Updates** form. The form will open.



Step 7: Scroll down to the bottom of the form to see the **Self-Selected SC Code** field. Select your billet's SC Code from the drop-down.



Note: If you do not have this field available on the SCW User Record Updates form, that means that you already have an SC Code populated.

Step 8: Select **Submit** to save your selection. Your User Record Form will update.

Update Your Supervisor in myDSCU

To update your supervisor in myDSCU…

Steps 1 and 2: From the myDSCU home page or your organization's home page, hover over the **Home** tab and select **Universal Profile**.

Step 3: Scroll down to the **Organization Structure** section. Here you will see the **Manager** field. If your Supervisor is listed in this space, no further action is needed. If this information is incorrect or missing, proceed to **Step 4**.

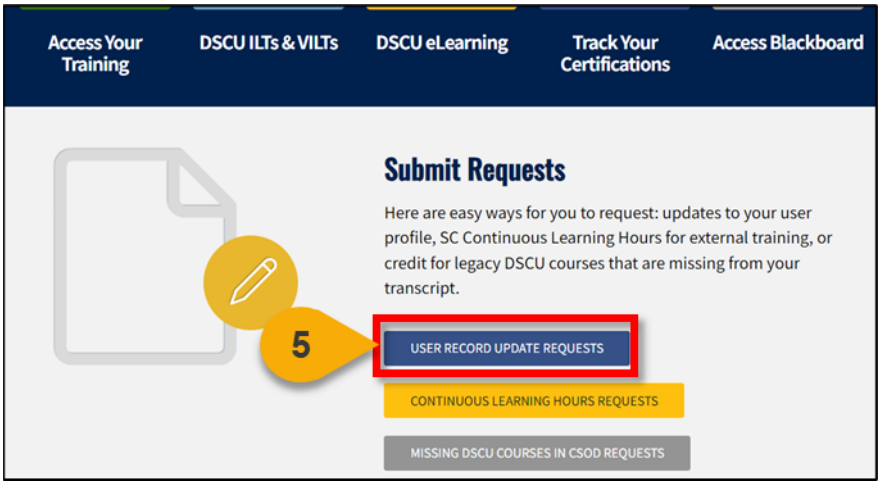
Note: In order to submit the satisfactory performance verification to your supervisor, the **Manager field** must be populated with your supervisor's name, not the supervisor field. Do not use the Supervisor field for this task. If you already use the Supervisor field, you will also need to update the Manager field

Update Your Supervisor in myDSCU (Cont. 1)

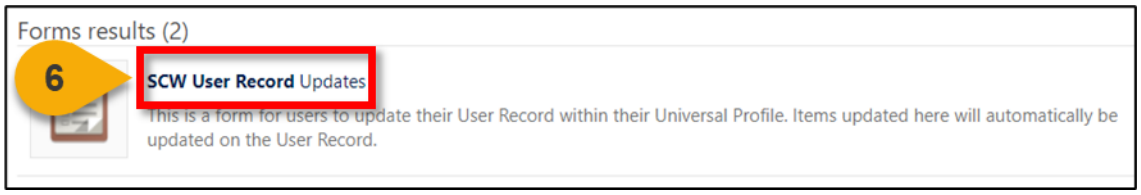
Step 4: Select the **myDSCU logo** at the top of the screen to return to your homepage.

Note: If you do not belong to the DSCU organization, you will see your organization's logo at the top of the screen. Complete the steps in the **myDSCU Partner Agency Home Page** to navigate to the myDSCU home page first and then proceed to Step 5.

Step 5: Select the **User Record Update Requests** button.



Step 6: Select the **SCW User Record Updates form**. The form will open.



Update Your Supervisor in myDSCU (Cont. 2)

Step 7: Scroll down to the bottom of the form to see the **Manager** field. Select the box to search and select your Supervisor.

TIP: For best results, search using your Supervisor's email address.

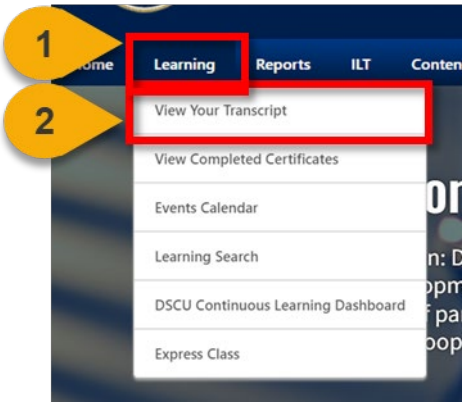
Step 8: Select **Submit** to save your selection. Your User Record Form will update.

Certification Navigation

View Transcript

To view your Transcript, including a list of required Certification 2.0 courses, and to register for courses…

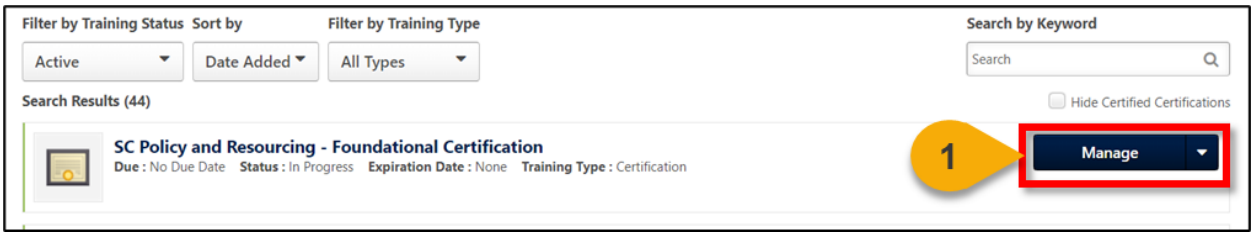
Steps 1 and 2: Hover over the **Learning** tab and select **View Your Transcript.** You will be taken to your Active Transcript.



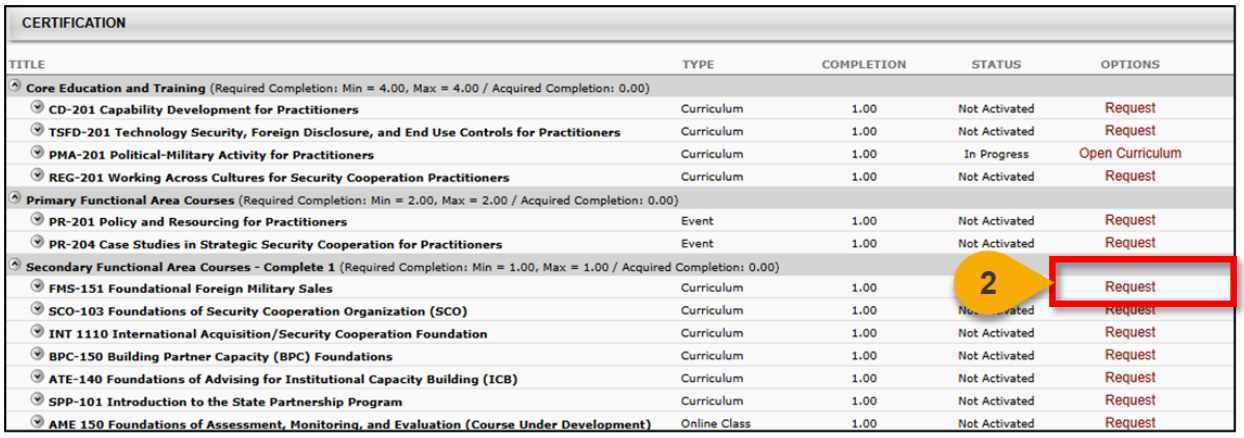
Register for Courses

To register for courses and complete Certification 2.0 requirements…

Step 1: Navigate to your Transcript and select **Manage** next to the Certification title.



Step 2: Scroll down to the CERTIFICATON panel to view which requirements you have completed, and which are In Progress or Not Activated. From here you can Launch any training you have previously started/completed or select **Request** to register for courses.



CERTIFICATION

TITLE	TYPE	COMPLETION	STATUS	OPTIONS
Core Education and Training (Required Completion: Min = 4.00, Max = 4.00 / Acquired Completion: 0.00)				
CD-201 Capability Development for Practitioners	Curriculum	1.00	Not Activated	Request
TSFD-201 Technology Security, Foreign Disclosure, and End Use Controls for Practitioners	Curriculum	1.00	Not Activated	Request
PMA-201 Political-Military Activity for Practitioners	Curriculum	1.00	In Progress	Open Curriculum
REG-201 Working Across Cultures for Security Cooperation Practitioners	Curriculum	1.00	Not Activated	Request
Primary Functional Area Courses (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)				
PR-201 Policy and Resourcing for Practitioners	Event	1.00	Not Activated	Request
PR-204 Case Studies in Strategic Security Cooperation for Practitioners	Event	1.00	Not Activated	Request
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		Request
SCO-103 Foundations of Security Cooperation Organization (SCO)	Curriculum	1.00		
INT 1110 International Acquisition/Security Cooperation Foundation	Curriculum	1.00	Not Activated	Request
BPC-150 Building Partner Capacity (BPC) Foundations	Curriculum	1.00	Not Activated	Request
ATE-140 Foundations of Advising for Institutional Capacity Building (ICB)	Curriculum	1.00	Not Activated	Request
SPP-101 Introduction to the State Partnership Program	Curriculum	1.00	Not Activated	Request
AME 150 Foundations of Assessment, Monitoring, and Evaluation (Course Under Development)	Online Class	1.00	Not Activated	Request

Complete Leadership Training Requirement

To complete the required leadership training for Certification 2.0…

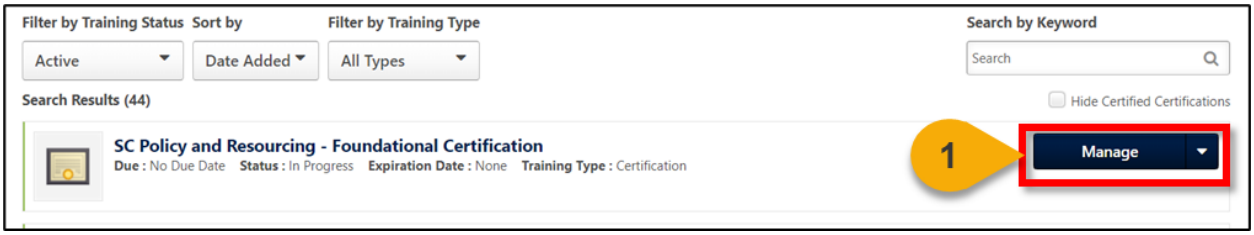
There are **3 options** to satisfy the Leadership requirement in Certification 2.0:

Option 1 – Complete the leadership course in your certification path (Step 2)

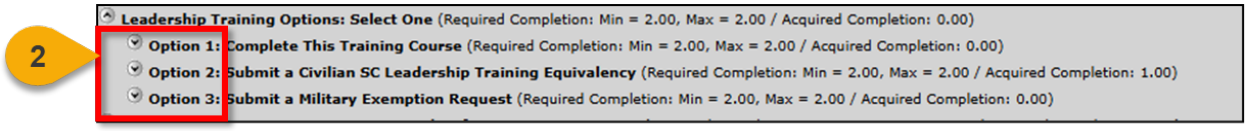
Option 2 – Civilian: Submit a Civilian – SC Leadership Training Equivalency (Steps 4 - 16)

Option 3 - Military: Submit a Military – SC Leadership Exemption Request option (Steps 17 - 24)

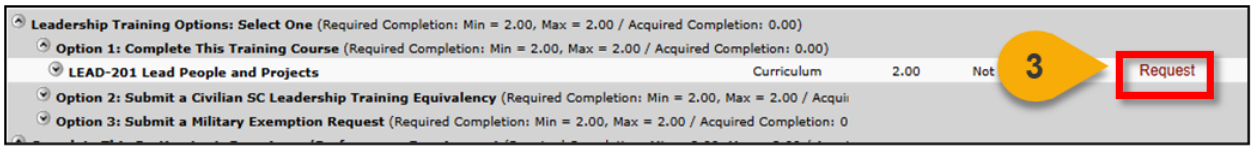
Step 1: Navigate to your Transcript and select **Manage** next to the Certification title.



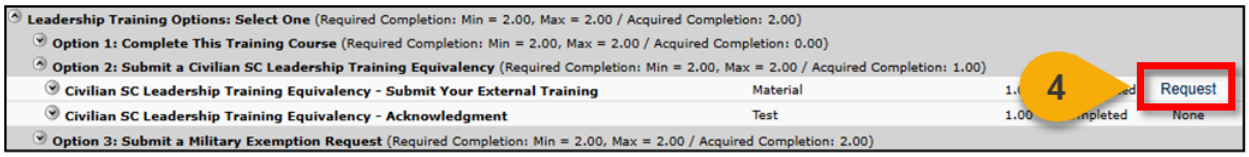
Step 2: Scroll down to the Leadership Training portion of the certification and select the **arrow** next to the option appropriate to you.



Step 3: **Option 1 – Complete the training**. Select **Request** for the Leadership Training appropriate for your Certification. After you complete the training, your Certification will be credited.

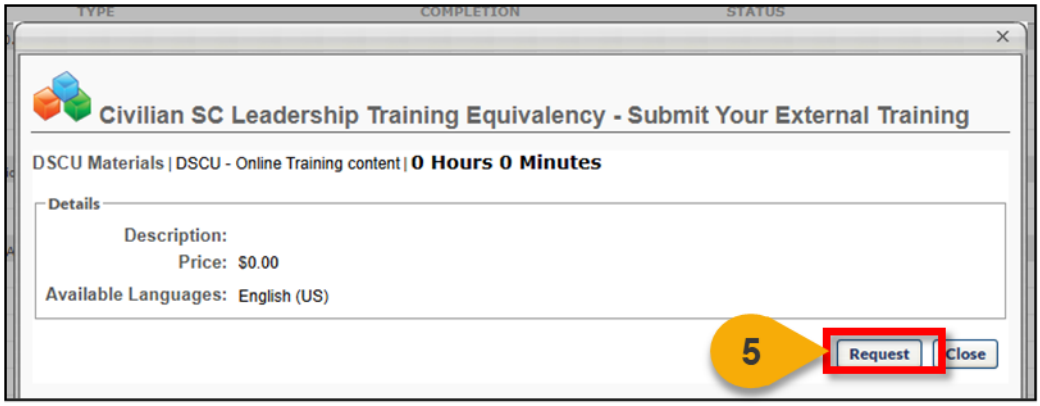


Step 4: Option 2 – Civilian Training Equivalency. Select **Request** for the Civilian SC Leadership Training Equivalency – Submit Your External Training to submit your external training documentation.

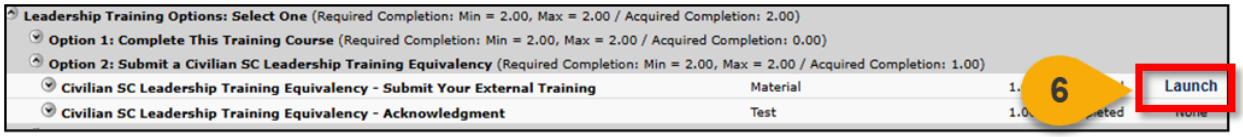


Complete Leadership Training Requirement (Cont. 1)

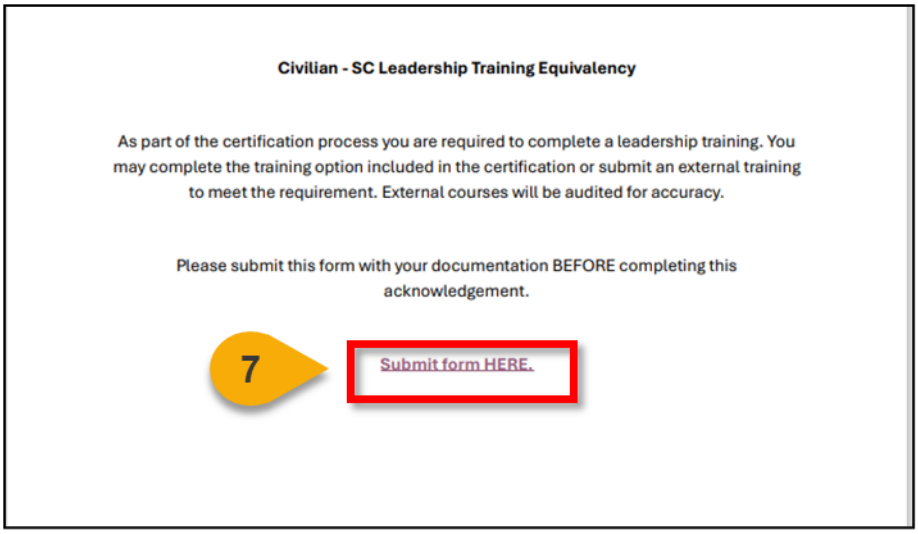
Step 5: Select **Request** in the pop-up window.



Step 6: The window will close. Select **Launch** within the Certification Management page.

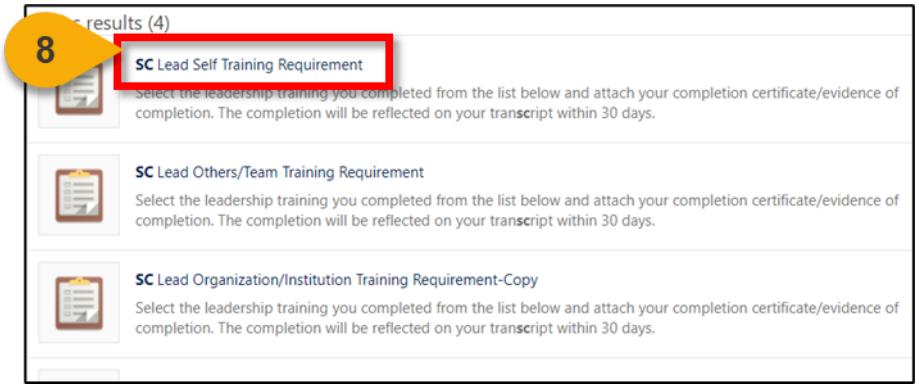


Step 7: A PDF pop-up will appear with a link. Select the **Submit form HERE** link as shown below.

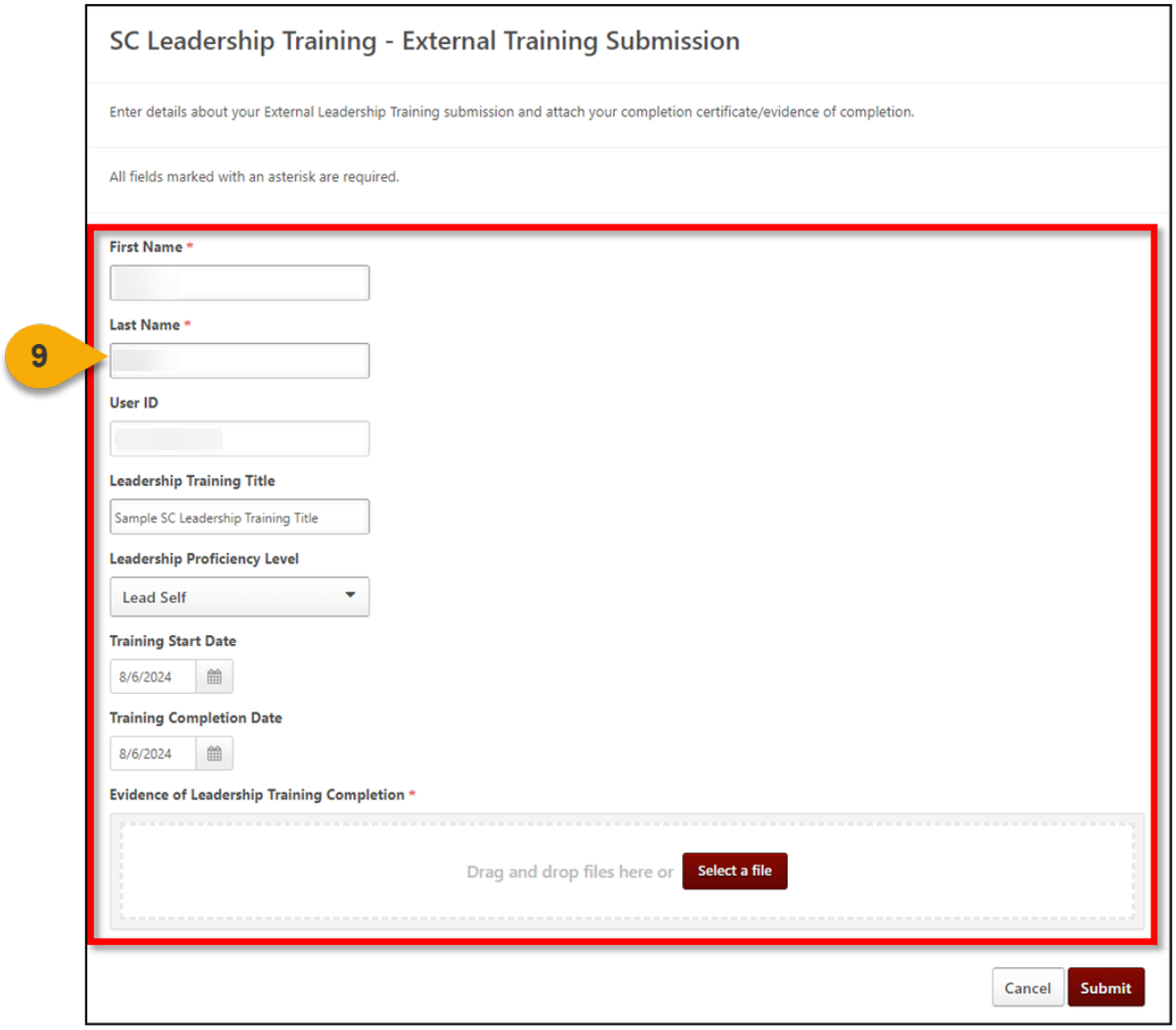


Complete Leadership Training Requirement (Cont. 2)

Step 8: Select the appropriate form **title** for your Certification level.

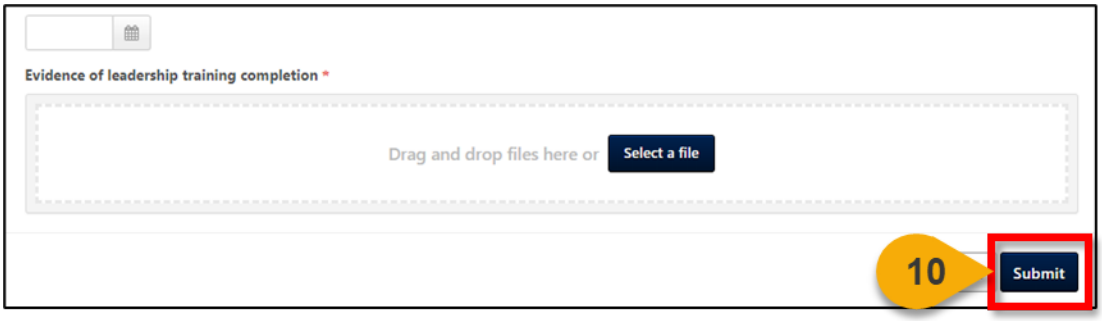


Step 9: Complete the **fields** on the form and add an **attachment** showing you have met the requirement for equivalency.

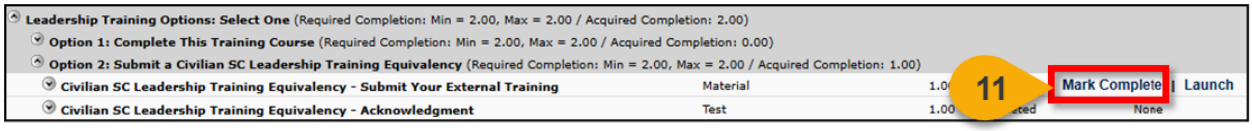


Complete Leadership Training Requirement (Cont. 3)

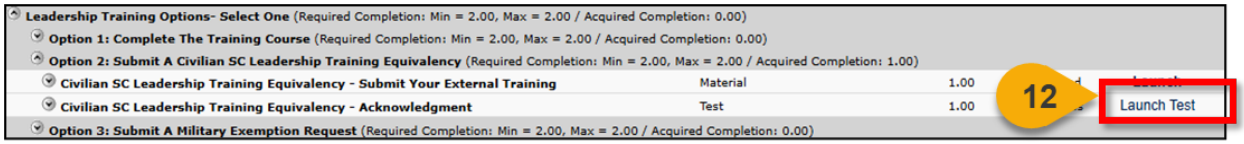
Step 10: Select **Submit**. Your Certification will be credited.



Step 11: Select **Mark Complete** within the Certification Management page to receive credit for the submittal. You must mark yourself complete in order to do the next step.

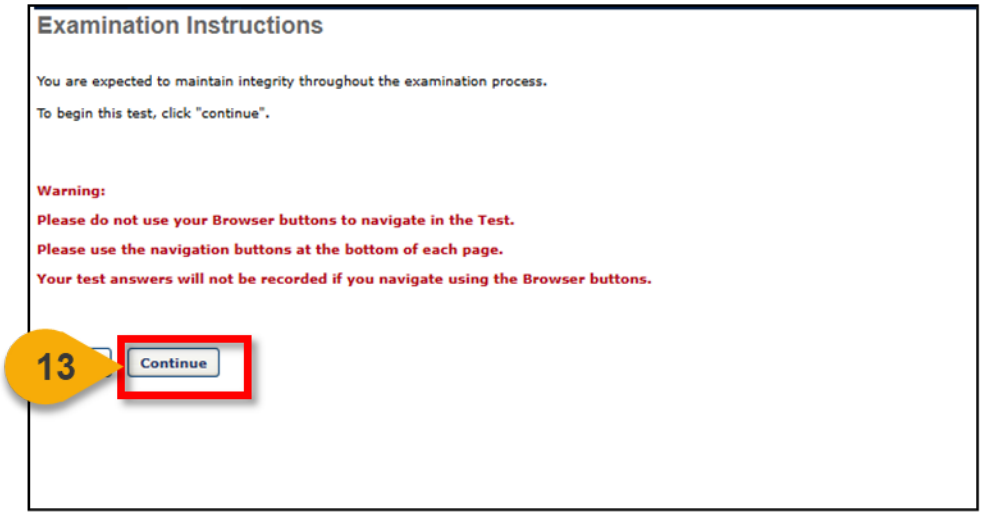


Step 12: Select **Launch Test** for the Civilian – SC Leadership Equivalency – Acknowledgment option as shown below.

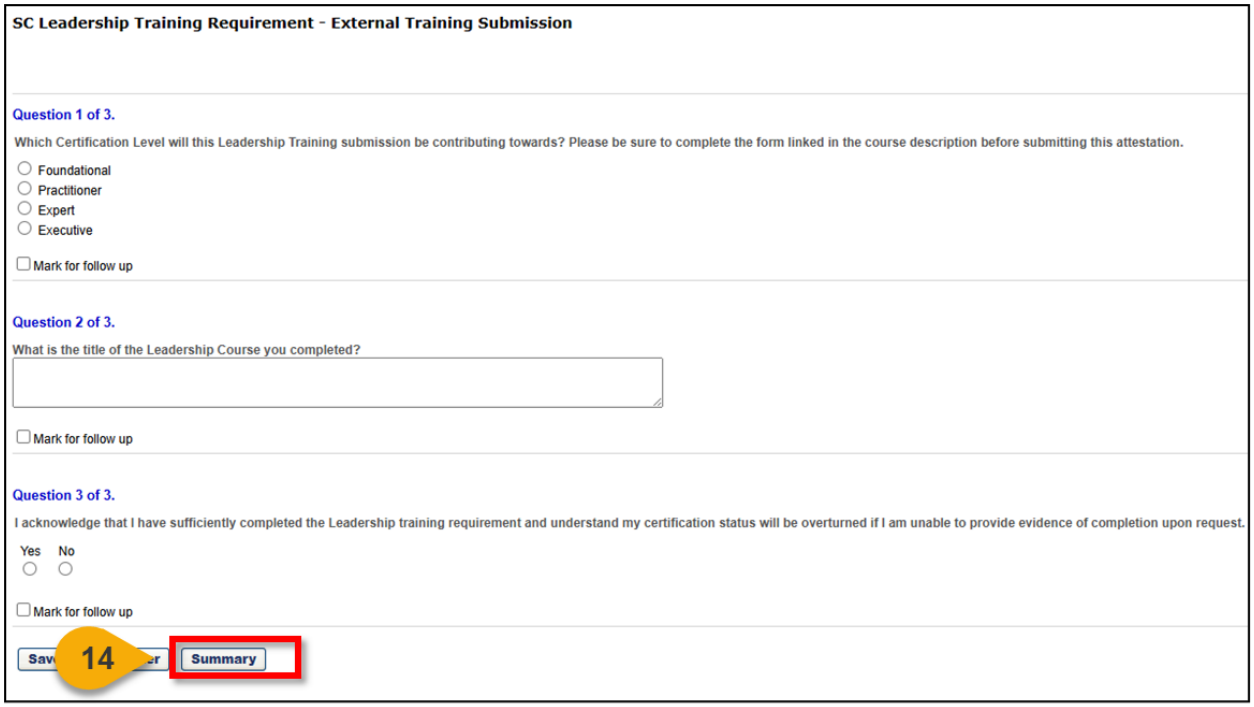


Complete Leadership Training Requirement (Cont. 4)

Step 13: The Examination Instructions will open. Select **Continue**.

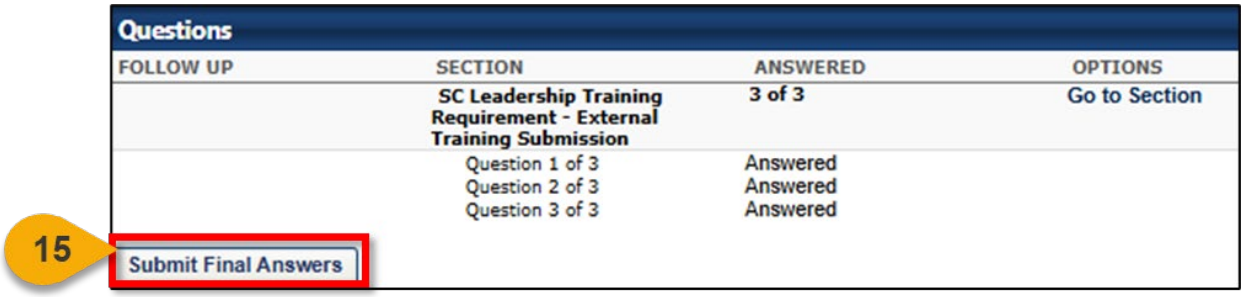


Step 14: Complete the fields and select **Summary**.

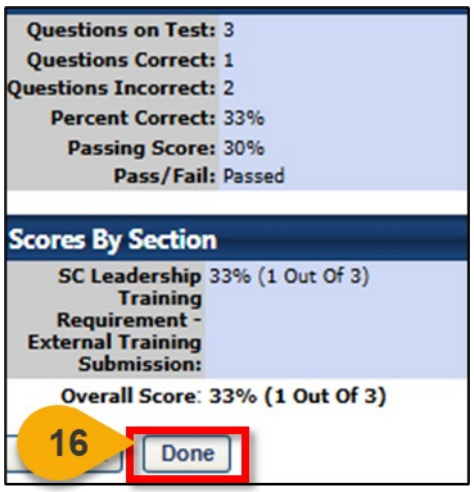


Complete Leadership Training Requirement (Cont. 5)

Step 15: Select **Submit Final Answers.**



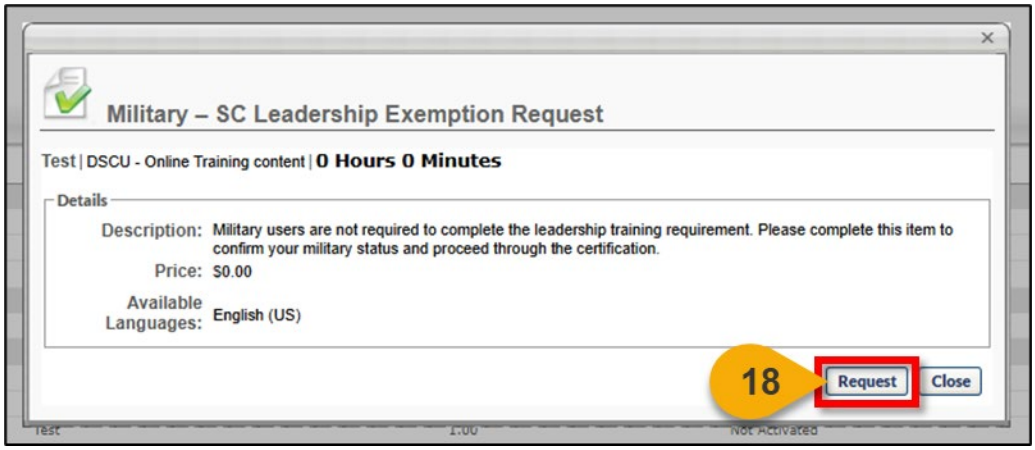
Step 16: Select **Done**.



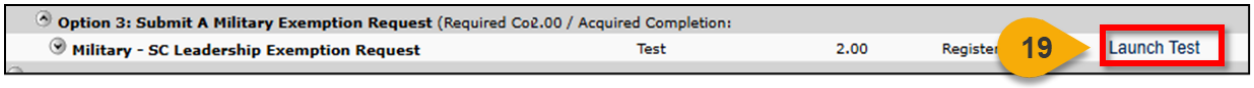
Step 17: Option 3- Submit a Military Exemption Request. Select **Request** for the Military – SC Leadership Exemption Request option within the Leadership Training section.

Complete Leadership Training Requirement (Cont. 6)

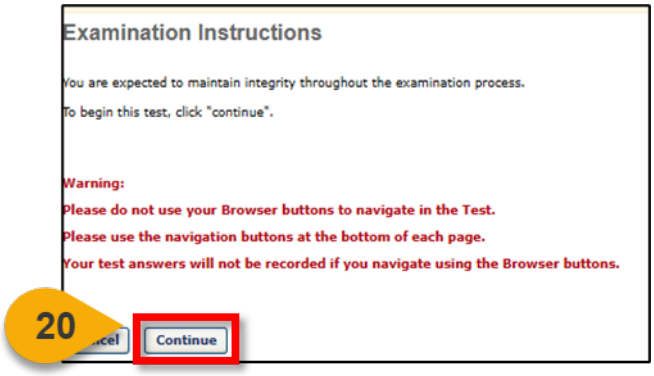
Step 18: Select **Request** in the pop-up window.



Step 19: The window will close. Select **Launch Test** within the Certification Management page.



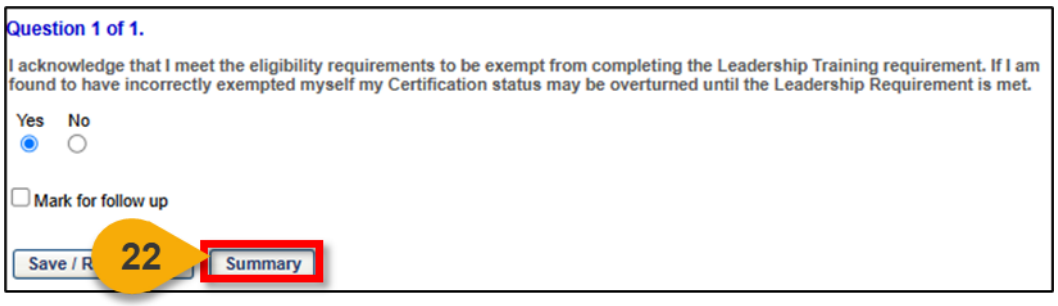
Step 20: The Examination Instructions will open. Select **Continue.**



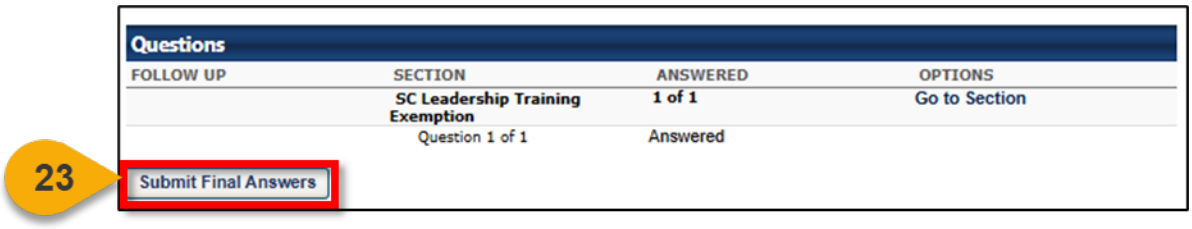
Complete Leadership Training Requirement (Cont. 7)

Step 21: Respond to the acknowledgement that you meet the eligibility requirements to be exempt from this requirement by selecting the button for **Yes**.

Step 22: Select **Summary**.

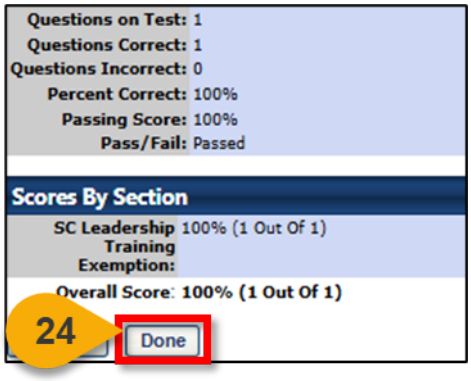


Step 23: Select **Submit Final Answers.**



Complete Leadership Training Requirement (Cont. 8)

Step 24: Select **Done.** Your certification will be credited with the exemption.

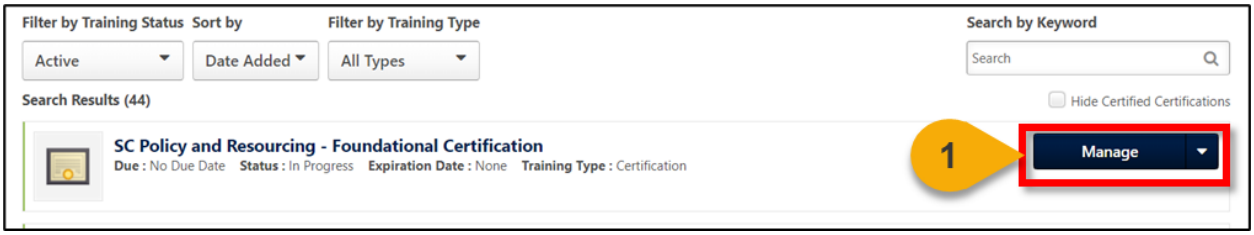


Submit Satisfactory Performance Review Verification

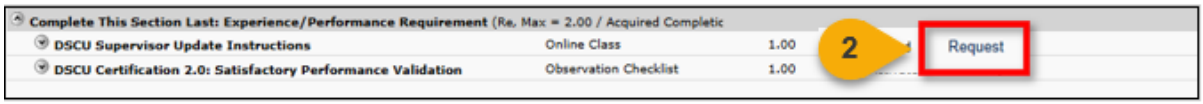
Certification 2.0 requires supervisor's confirmation that you have fulfilled the Satisfactory Performance requirement for your Certification…

Complete this section last after you have completed all other training courses. This should be your last step in the certification process.

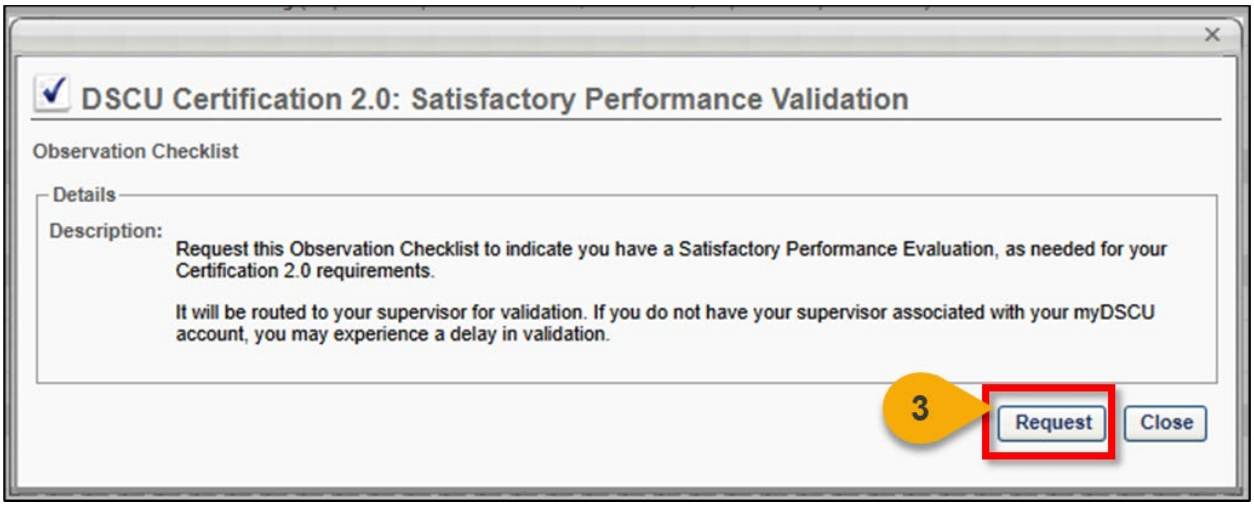
Step 1: Navigate to your Transcript and select **Manage** next to the Certification title.



Step 2: Scroll down to the Experience/Performance Requirement section of your Certification and complete the DSCU Supervisor Update Course. Then select **Request** for the next item to request a performance validation from your supervisor.



Step 3: In the pop-up, select **Request** again.

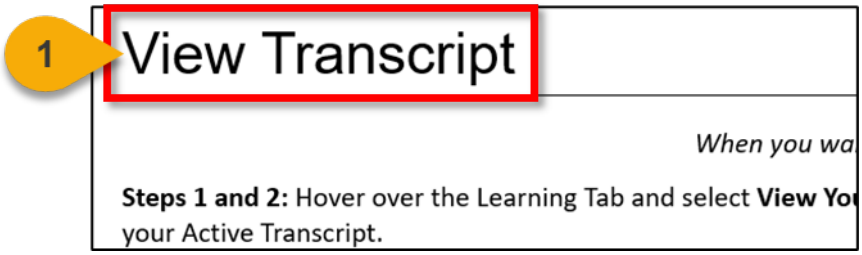


If your Supervisor is identified in myDSCU, the checklist will route to your Supervisor for validation.

Print Certification Certificate

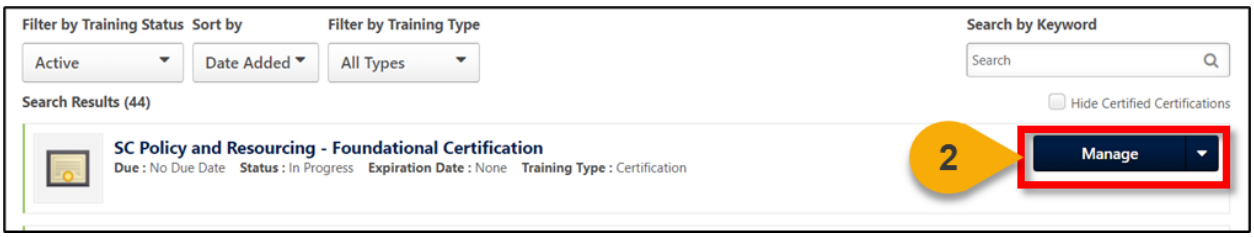
To print your SC Certification 2.0 certificate…

Step 1: Use the **View Transcript task aid** to navigate to your Transcript.

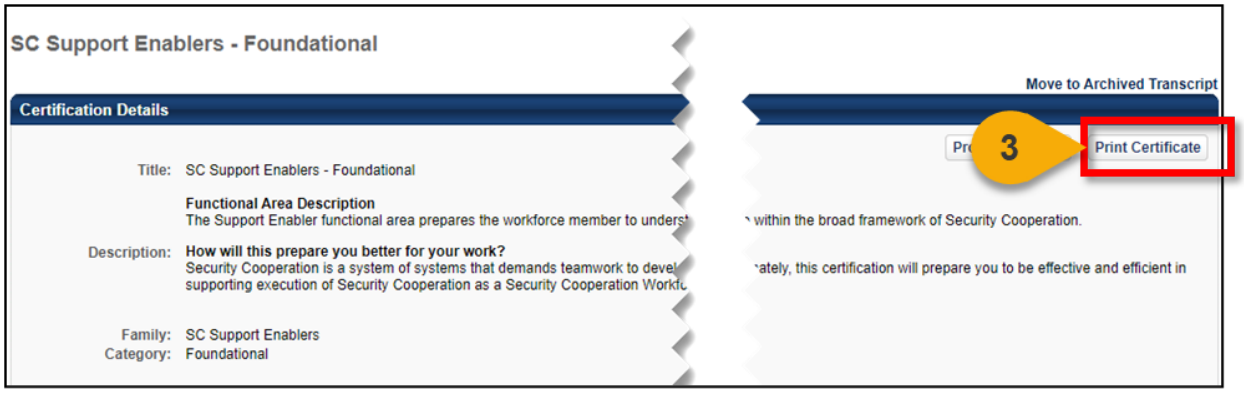


Step 2: Locate the certification on your Transcript and select **Manage.**

Note: You can view certificates for certifications the same as with other training types by selecting from the drop-down menu from this screen.



Step 3: The certification details page will open. Select **Print Certificate.** The certificate will open in another window for you to Save or Print.



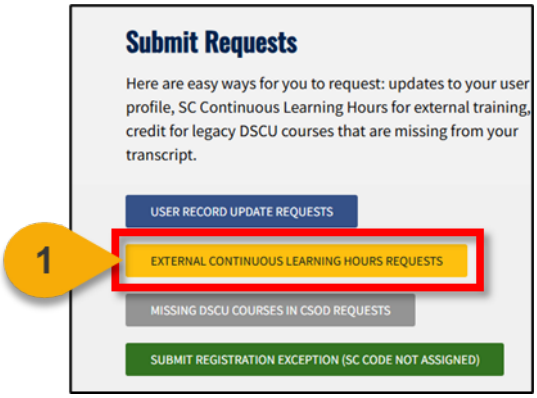
Continuous Learning

Submit External Training

After initial competition of Certification 2.0 requirements, submit Continuous Learning Hours (CLHs) for a learning experience outside of myDSCU…

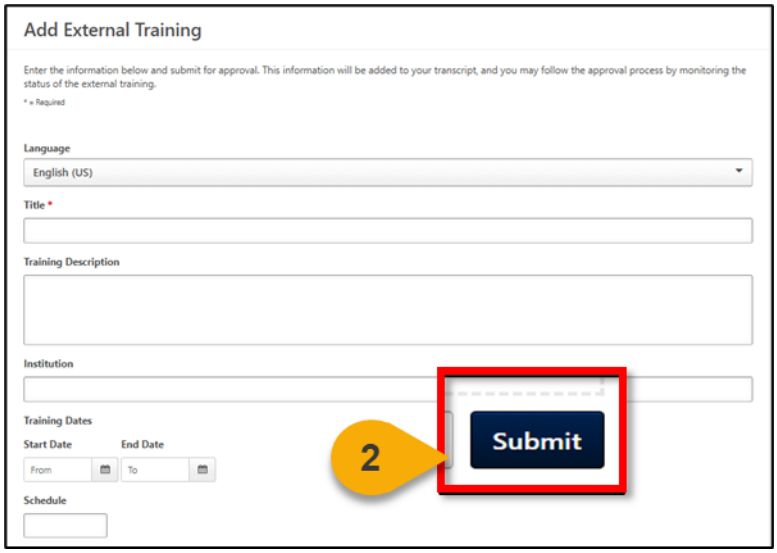
If you are not a member of an SC organization, complete the steps in the **Access myDSCU Partner Agency Home Page** task aid to navigate to the myDSCU home page first and then proceed to Step 1.

Step 1: From the **myDSCU** home page, scroll down and select the **External Continuous Learning Hours Requests** button.



Submit External Training (Cont. 1)

Step 2: The External Training form will launch. Fill out the fields and select **Submit**.



Requirements for Submitting External Continuous Learning Hours (CLHs) Request Form: Please complete all items in the form, including the following:

a) Describe the external learning event and how it relates to SC.

b) Describe/list the evidence to be provided in the attachment. For example, it could be a certificate of completion or participation with the number of hours listed. It could also be an announcement of the event and the dates/times or other clear evidence of the learning event.

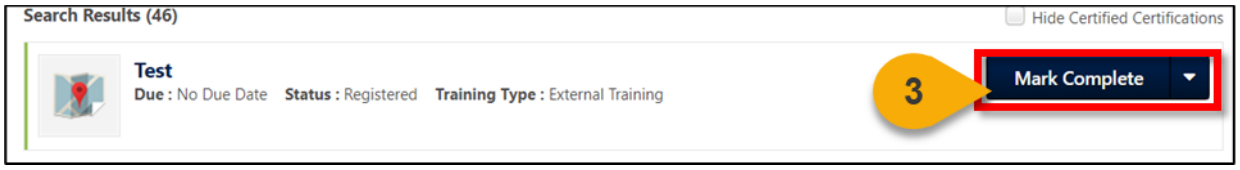
c) Please note that additional DSCU courses on your transcript that do not count toward your initial certification may NOT be submitted as external CLHs; external courses are registered for outside CSOD.

d) CLHs should be equated to the number of learning hours. For example, if an event had 3 learning hours, enter "3" for the number of CLHs.

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.*

Submit External Training (Cont. 2)

Step 3: You will be returned to your transcript. The External Training request will automatically populate on your Active Transcript. If the completion date is in the past for the External Training, select **Mark Complete**. Marking the training complete sends the training request to your manager for approval.

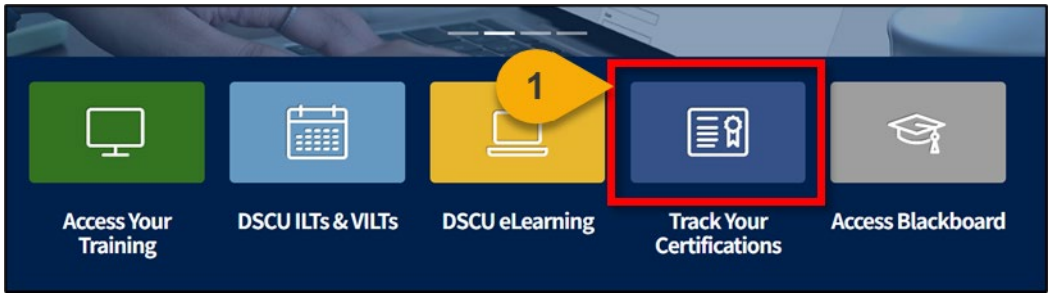


Note: You will not be able to mark complete until the training has passed. Once the training is marked complete on your active transcript, it will be pending approval by your manager.

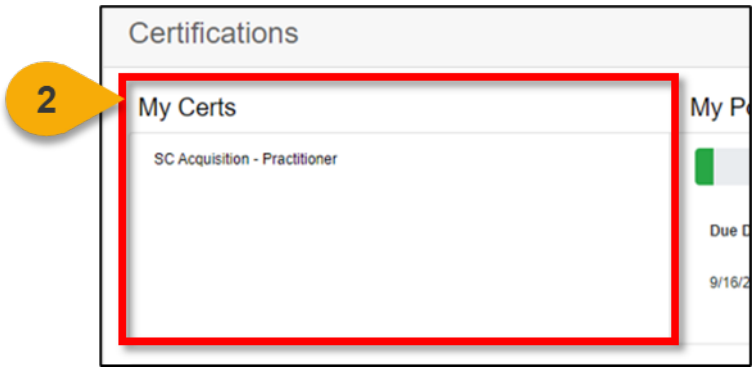
View Continuous Learning Dashboard

When you want to view your Continuous Learning Hour (CLH) progress…

Step 1: On the myDSCU homepage, select **Track Your Certifications**. This will launch the dashboard.



Step 2: In the **My Certs** section, you will see your certifications, grouped by how many CLHs are required to maintain them.



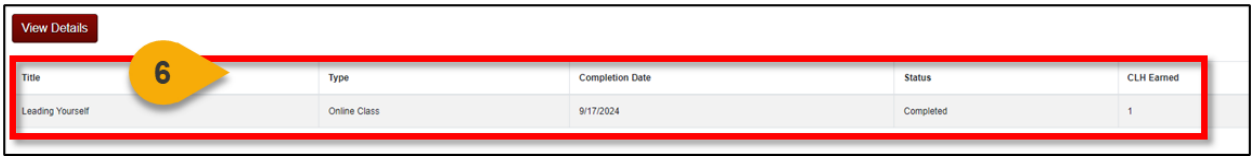
Step 3: In the **My Points** section, you will see your CLH accrual.

Step 4: Beneath each bar you will see additional information and details about your CLH accrual such as **Due Date, CLHs Required, CLHs Earned, CLHs Remaining, Time Remaining in Period,** and **Status.**

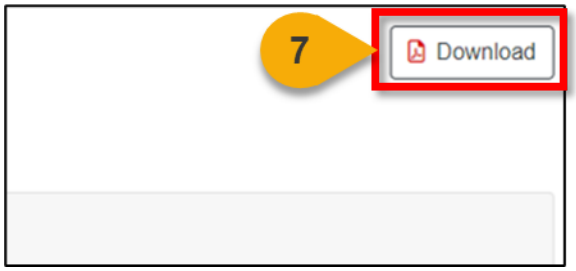
View Continuous Learning Dashboard (Cont. 1)

Step 5: At the bottom of the page, select **View Details** to view which courses are crediting towards your CLH accrual.

Step 6: In the **View Details** section, you can see information about each Learning Object that is crediting your dashboard including Title, Type, Completion Date, Status and CLHs Earned.



Step 7: At the top of the page, select the **Download** button to download a printable PDF of your CLH dashboard.

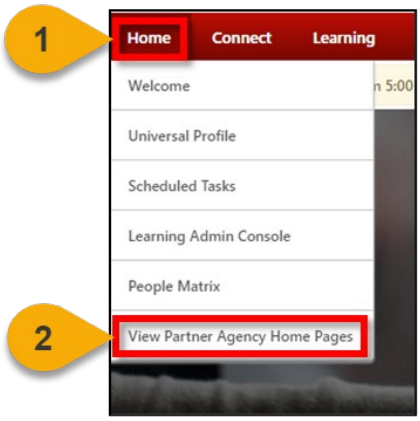


Submit Registration Exception Form

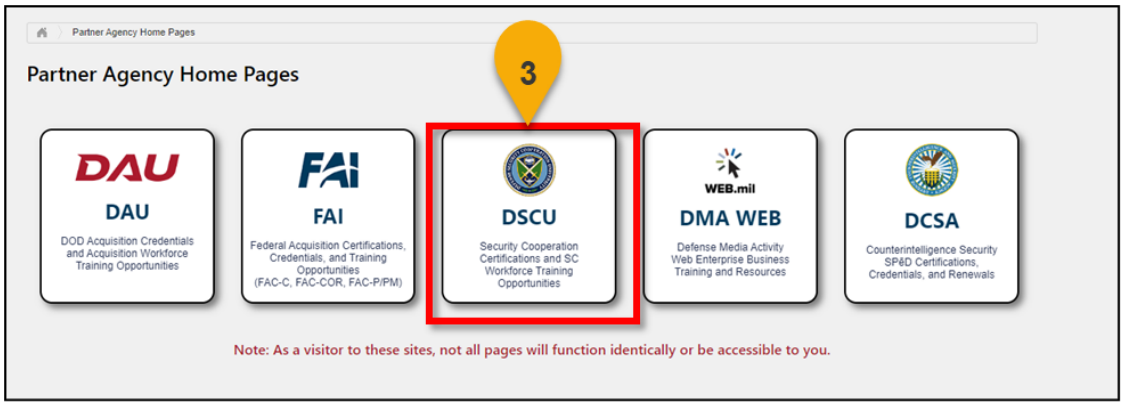
Access myDSCU From Another Agency Home Page

When your account is not in an SC Organization, and is associated to another portal…

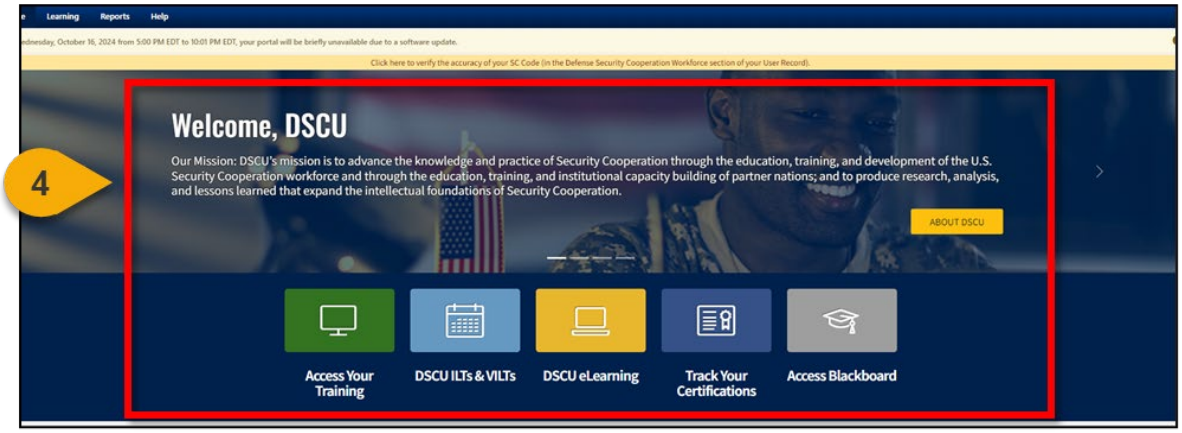
Steps 1 and 2: Hover over the **Home tab** and select **View Partner Agency Home Pages.**



Step 3: Select **DSCU**.



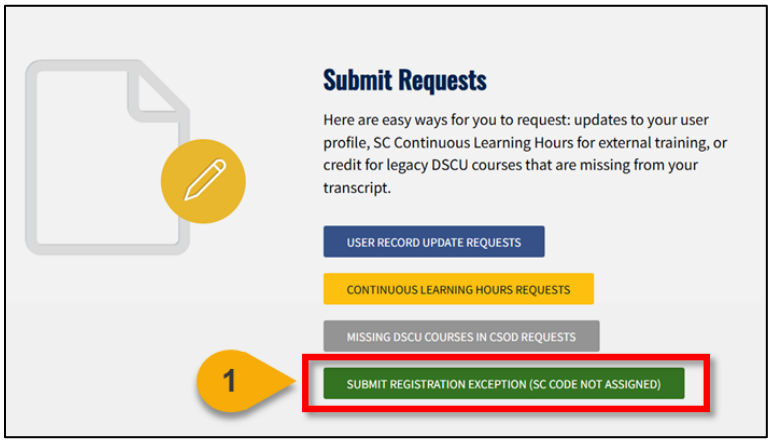
Step 4: After selecting DSCU, you will arrive at the **myDSCU home page**.



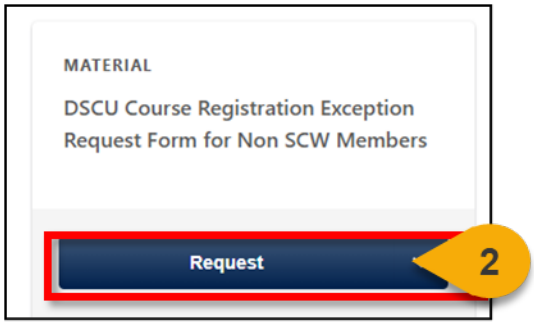
Submit Registration Exception Form

When you want to take a DSCU course but are not a member of the SCW Workforce…

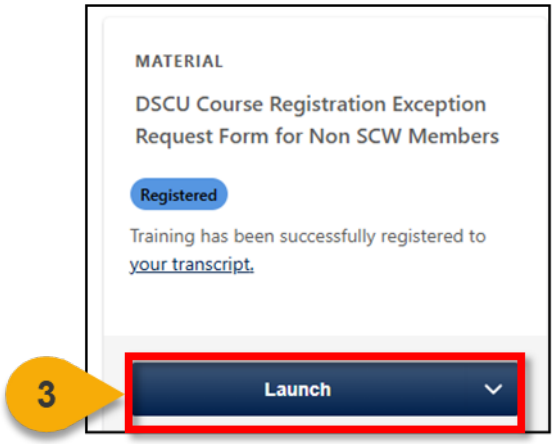
Step 1: From the myDSCU Homepage, select the **green button** labeled "**Submit Registration Exception (SC Code Not Assigned).**"



Step 2: The DSCU Course Registration Exception Request Form for Non SCW Members material document will appear. Select **Request** to register for the document.



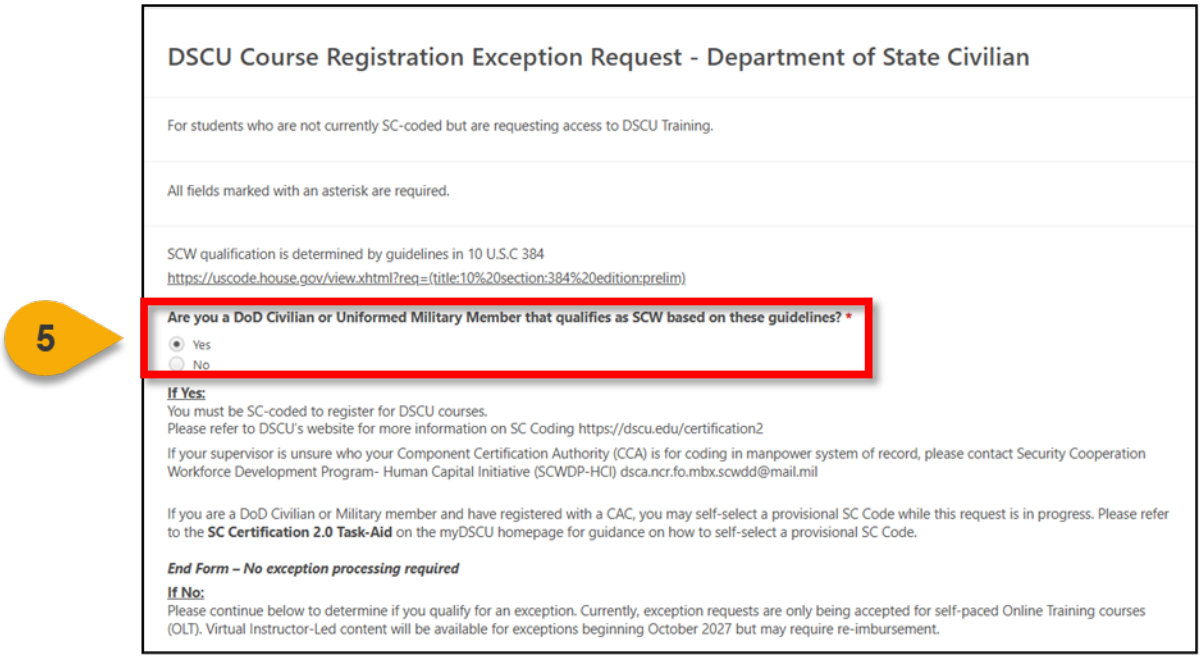
Step 3: Select **Launch** to open the PDF document.



Submit Registration Exception Form (Cont. 1)

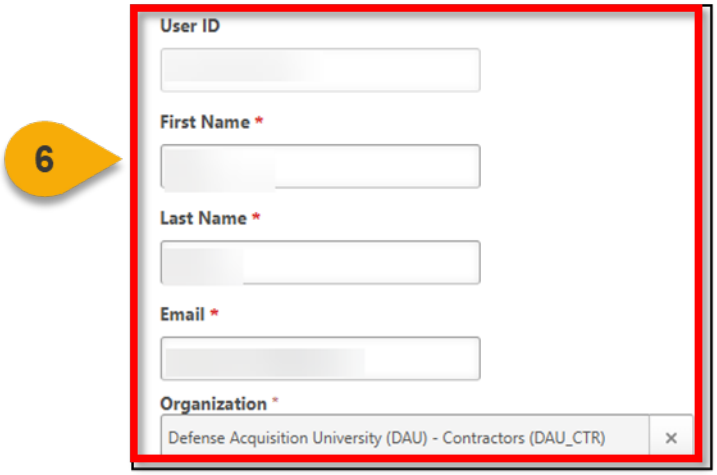
Step 4: A window with a PDF document will appear. Select the **link to the appropriate form title** based on your association.

Step 5: If you are a DoD Civilian or uniformed Military Member that qualifies as SCW based on the guidelines in 10 U.S.C. 384, select "**Yes.**"

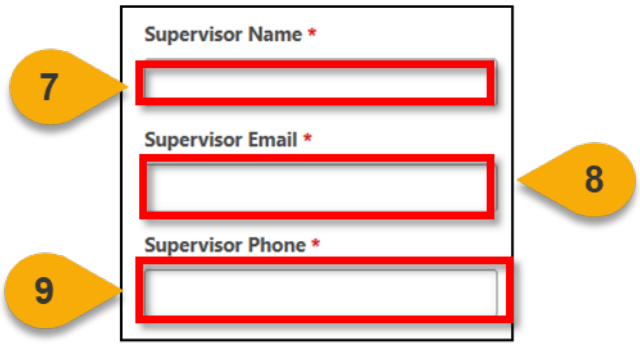


Submit Registration Exception Form (Cont. 2)

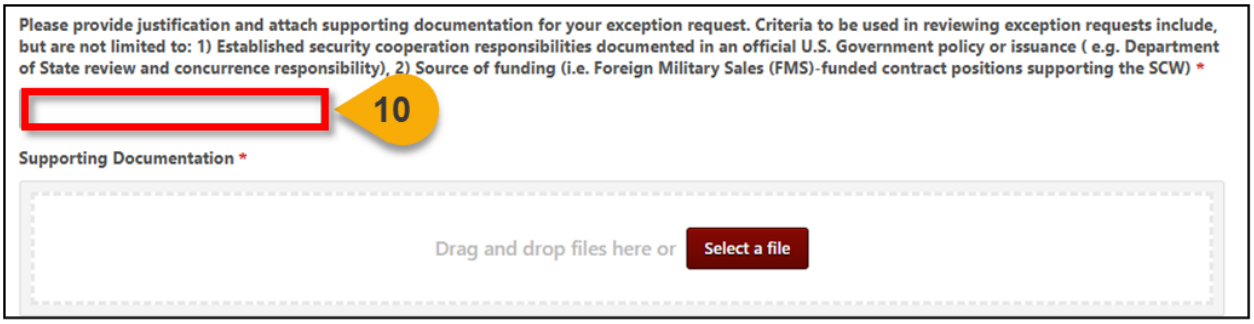
Step 6: The form will automatically fill in the **first 5 fields**.



Steps 7- 9: Enter your **Supervisor's Name, Email,** and **Phone**.

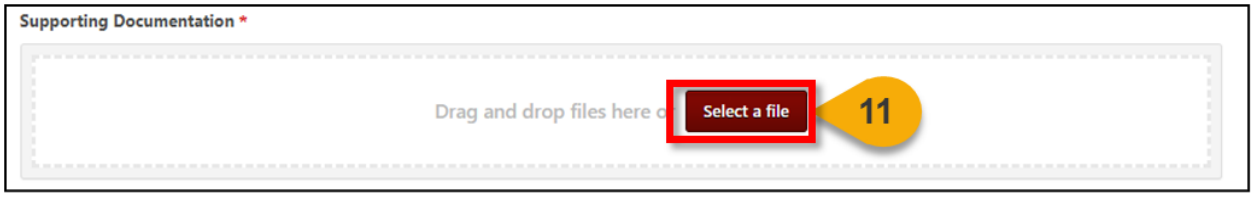


Step 10: Provide **justification** for training requirements related to DSCU courses

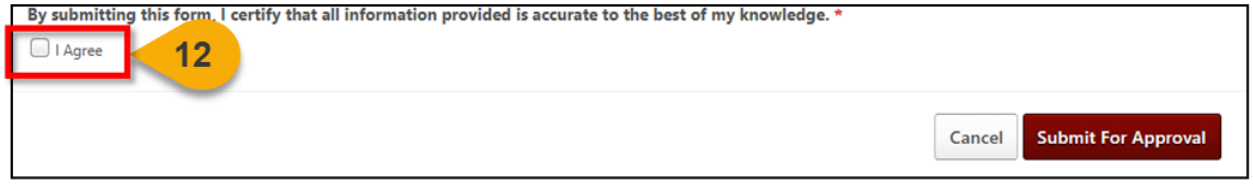
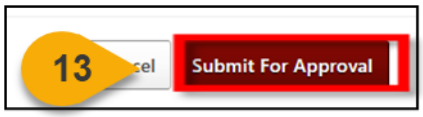


Submit Registration Exception Form (Cont. 3)

Step 11: Attach supporting documentation by selecting the "**Select a File**" button and then choosing the appropriate file from your computer.



Step 12: Read the attestation and then select "**I Agree.**"



Step 13: Select the "**Submit for Approval**" button.