



Defense Security Cooperation University

Defense Security Cooperation Agency

Certification 2.0 User 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: dscn.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>

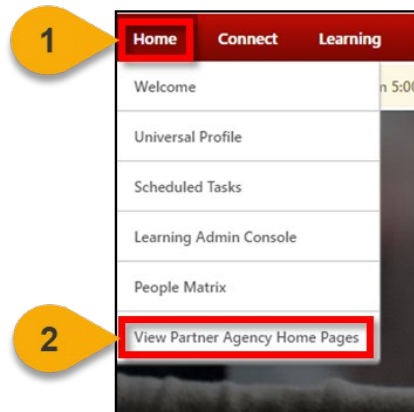


User Record Updates

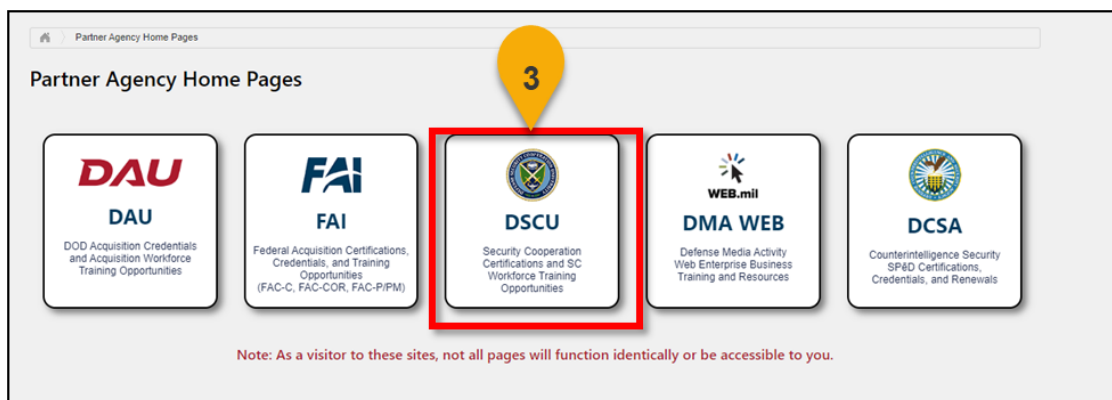
Access myDSCU From Another Agency Home Page

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

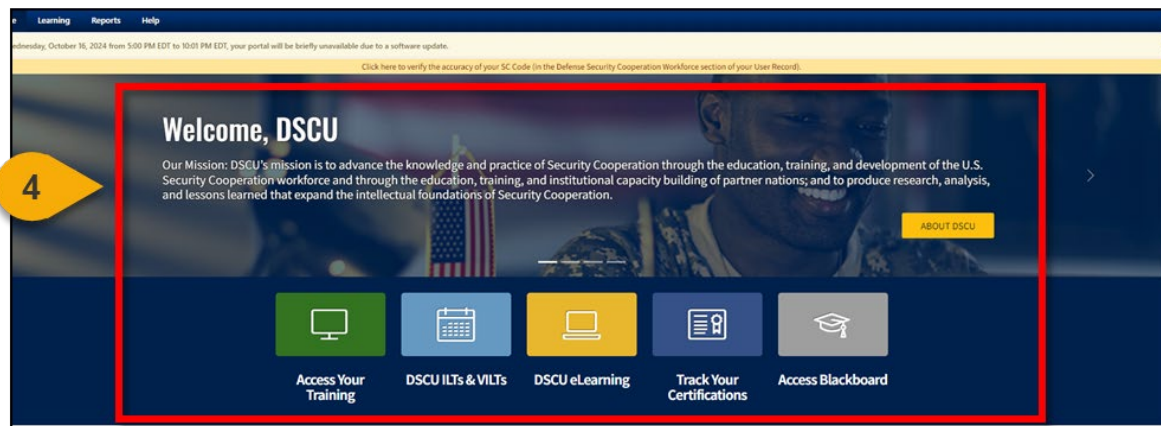
Steps 1 and 2: Hover over the **Home** tab and select **View Partner Agency Home Pages**.



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.



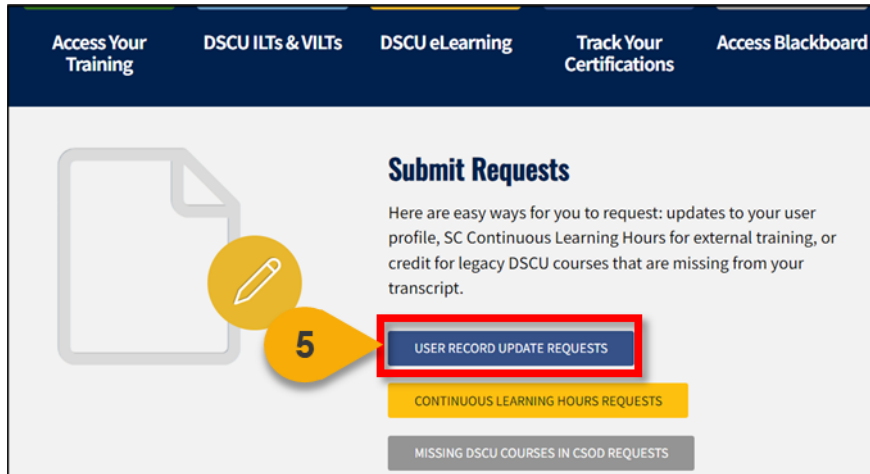
Step 4: Select the **myDSCU logo** at the top of the screen to return to your homepage.



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.

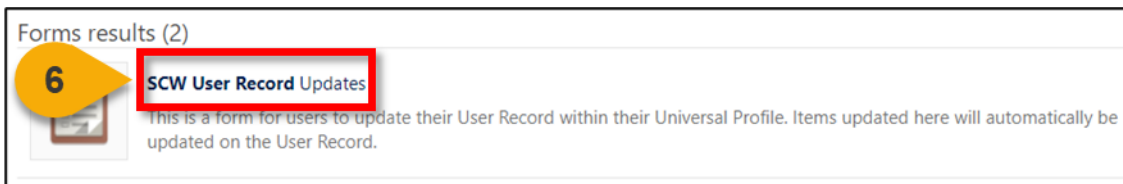
Update SC Code (Cont. 1)

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



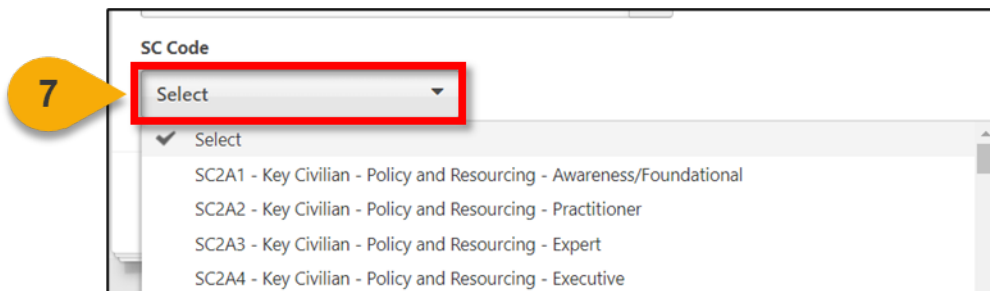
The screenshot shows a navigation bar with links: Access Your Training, DSCU ILTs & VILTs, DSCU eLearning, Track Your Certifications, and Access Blackboard. Below the navigation bar is a section titled 'Submit Requests' with a document icon and a pencil icon. A yellow callout bubble with the number 5 points to a button labeled 'USER RECORD UPDATE REQUESTS'. Below this button are two other buttons: 'CONTINUOUS LEARNING HOURS REQUESTS' and 'MISSING DSCU COURSES IN CSOD REQUESTS'.

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



The screenshot shows a list of forms under the heading 'Forms results (2)'. A yellow callout bubble with the number 6 points to a form titled 'SCW User Record Updates'. Below the title is a description: 'This is a form for users to update their User Record within their Universal Profile. Items updated here will automatically be updated on the User Record.'

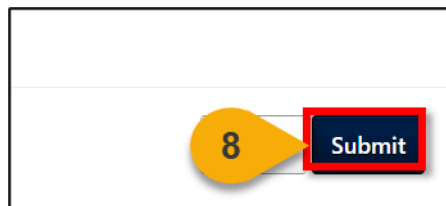
Step 7: Scroll down to the bottom of the form to see the **Self-Selected SC Code** field. Select your billet's SC Code from the drop-down.



The screenshot shows a form with a field labeled 'SC Code'. A yellow callout bubble with the number 7 points to a drop-down menu with the text 'Select'. Below the drop-down menu is a list of options: 'Select', 'SC2A1 - Key Civilian - Policy and Resourcing - Awareness/Foundational', 'SC2A2 - Key Civilian - Policy and Resourcing - Practitioner', 'SC2A3 - Key Civilian - Policy and Resourcing - Expert', and 'SC2A4 - Key Civilian - Policy and Resourcing - Executive'.

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.



The screenshot shows a button labeled 'Submit' with a yellow callout bubble with the number 8 pointing to it.

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

Organization Structure	
Manager :	Approver :
HR Admin :	Dean or Director :
Organization : Industry - All Others Not Listed (00NL)	Position :
Grade :	Location :
Job Series :	

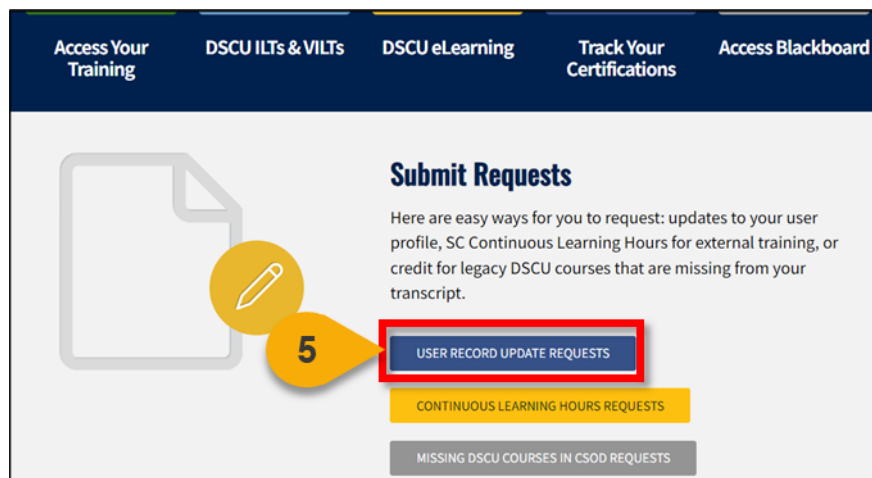
Update Your Supervisor in myDSCU (Cont. 1)

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

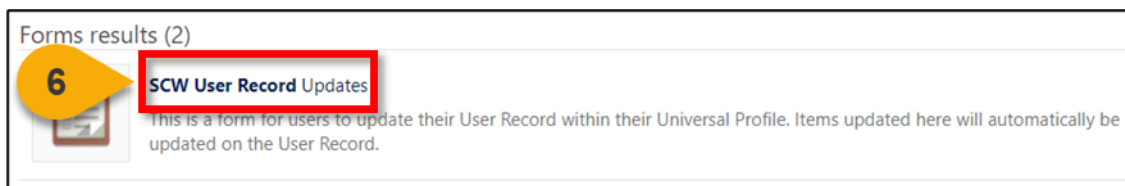


Note: If you do not belong to the DSCU organization, you will see your organization's logo at the top of the screen. Complete the steps in the **myDSCU Partner Agency Home Page** to navigate to the myDSCU home page first and then proceed to Step 5.

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



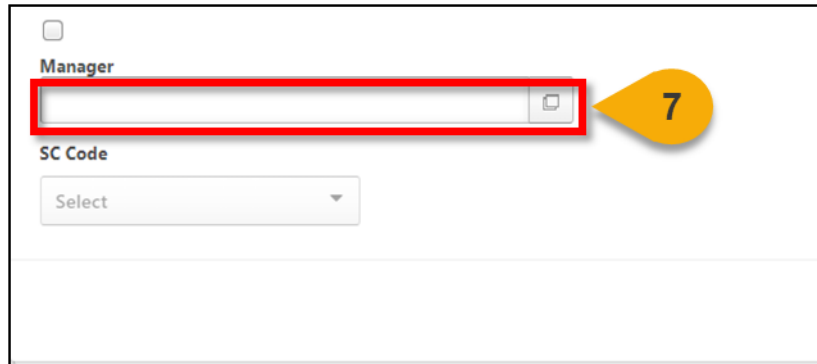
Step 6: Select the **SCW User Record Updates form**. The form will open.



Update Your Supervisor in myDSCU (Cont. 2)

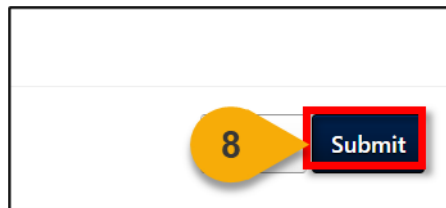
Step 7: Scroll down to the bottom of the form to see the **Manager** field. Select the box to search and select your Supervisor.

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



A screenshot of a web form. At the top, there is a small square checkbox. Below it is the label "Manager". Under the label is a text input field. This input field is highlighted with a red rectangular border. To the right of the input field is a small square icon with a magnifying glass. A yellow callout bubble with the number "7" points to this magnifying glass icon. Below the input field is the label "SC Code". Under "SC Code" is a dropdown menu with the word "Select" and a downward-pointing arrow.

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



A screenshot of a web form. At the bottom, there is a dark blue button with the word "Submit" in white. The button is highlighted with a red rectangular border. To the left of the button is a yellow callout bubble with the number "8" pointing to the button.

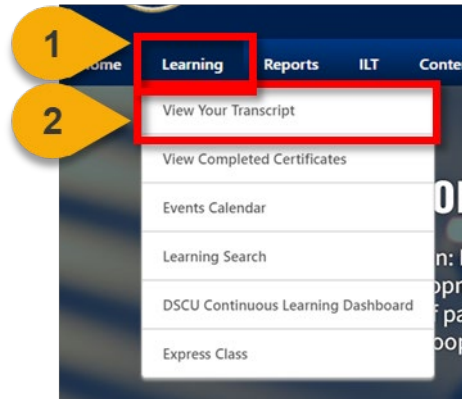


Certification Navigation

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.

Filter by Training Status: Active | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (44)

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

1 Manage

Step 2: Scroll down to the CERTIFICATION 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	Not Activated	Request
SCO-103 Foundations of Security Cooperation Organization (SCO)	Curriculum	1.00	Not Activated	Request
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.

Filter by Training Status: Active | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (44)

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

1 Manage

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

Leadership Training Options: Select One (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)

- 2 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: 1.00)
- Option 3: Submit a Military Exemption Request (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)

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.

Leadership Training Options: Select One (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)

- Option 1: Complete This Training Course (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)
 - LEAD-201 Lead People and Projects | Curriculum | 2.00 | Not | 3 Request
- Option 2: Submit a Civilian SC Leadership Training Equivalency (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 1.00)
- Option 3: Submit a Military Exemption Request (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)

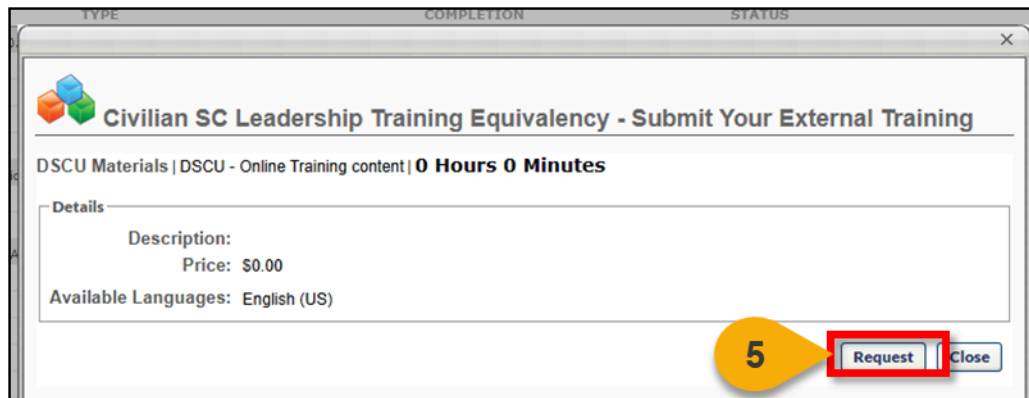
Step 4: Option 2 – Civilian Training Equivalency. Select **Request** for the Civilian SC Leadership Training Equivalency – Submit Your External Training to submit your external training documentation.

Leadership Training Options: Select One (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 2.00)

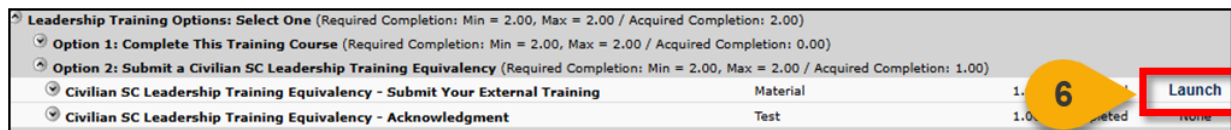
- Option 1: Complete This Training Course (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)
- Option 2: Submit a Civilian SC Leadership Training Equivalency (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 1.00)
 - Civilian SC Leadership Training Equivalency - Submit Your External Training | Material | 1.00 | Not Completed | 4 Request
 - Civilian SC Leadership Training Equivalency - Acknowledgment | Test | 1.00 | Completed | None
- Option 3: Submit a Military Exemption Request (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 2.00)

Complete Leadership Training Requirement (Cont. 1)

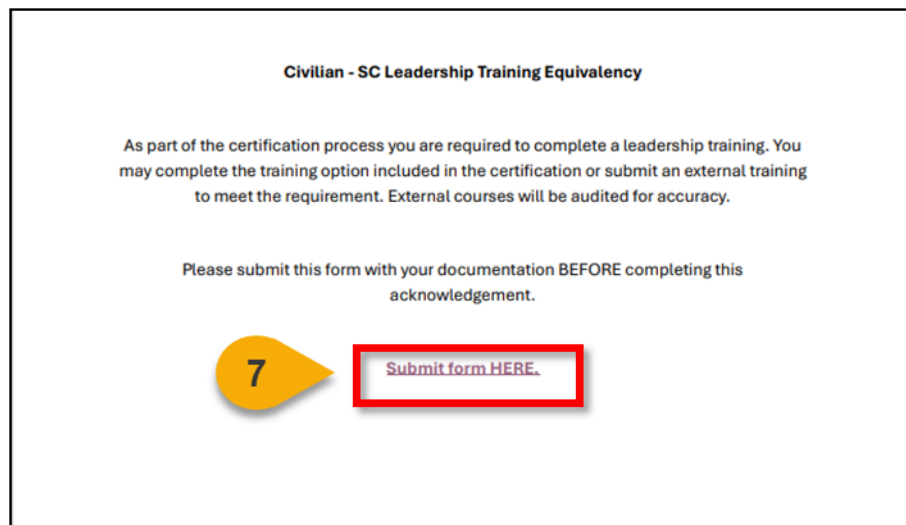
Step 5: Select **Request** in the pop-up window.



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

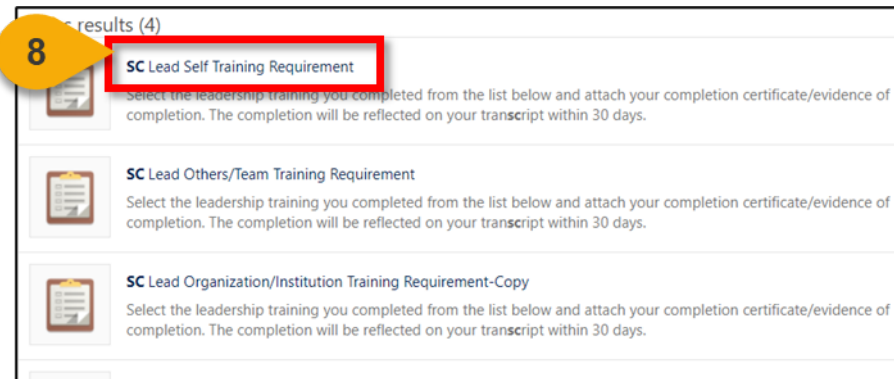


Step 7: A PDF pop-up will appear with a link. Select the **Submit form HERE** link as shown below.



Complete Leadership Training Requirement (Cont. 2)

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



8

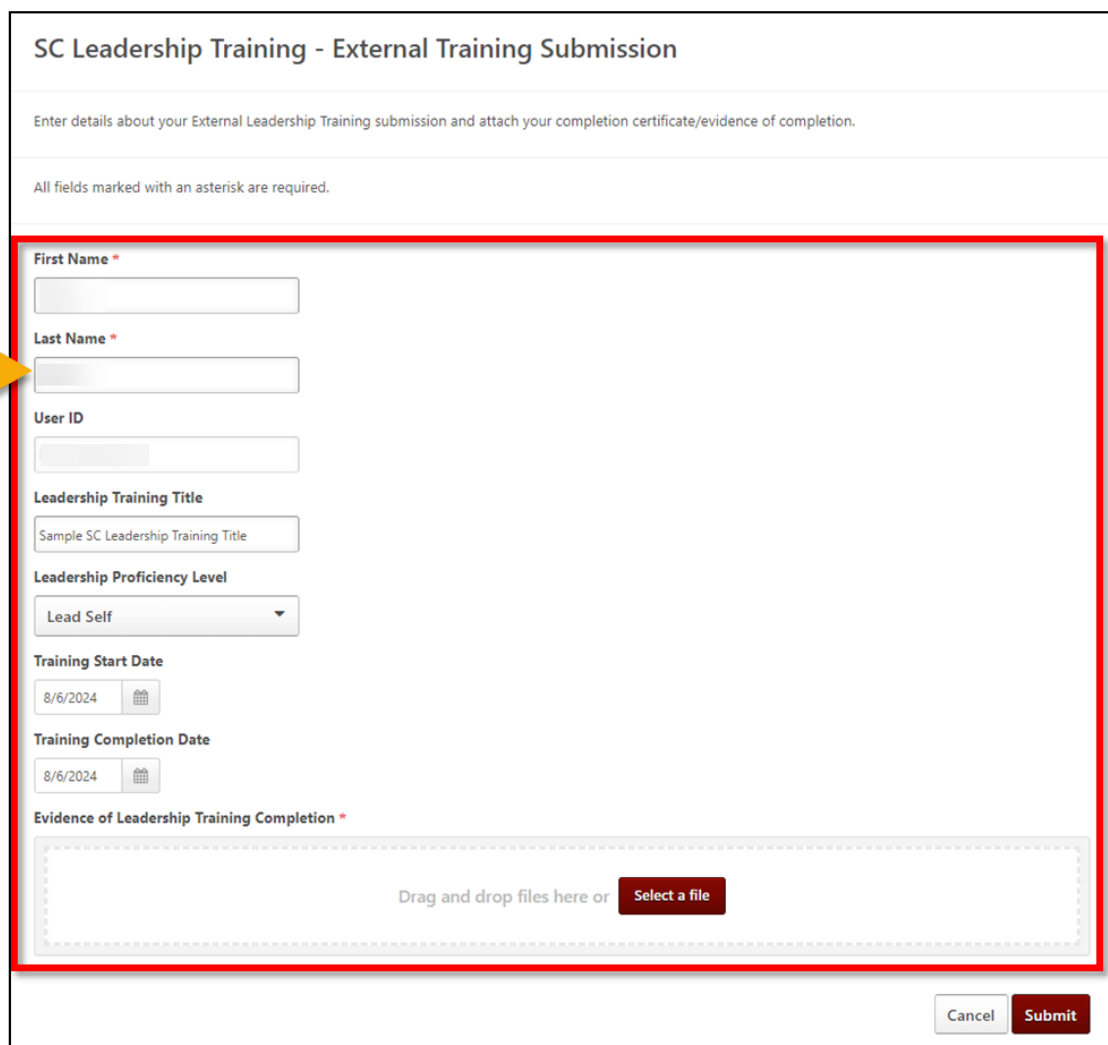
results (4)

SC Lead Self Training Requirement
Select the leadership training you completed from the list below and attach your completion certificate/evidence of completion. The completion will be reflected on your transcript within 30 days.

SC Lead Others/Team Training Requirement
Select the leadership training you completed from the list below and attach your completion certificate/evidence of completion. The completion will be reflected on your transcript within 30 days.

SC Lead Organization/Institution Training Requirement-Copy
Select the leadership training you completed from the list below and attach your completion certificate/evidence of completion. The completion will be reflected on your transcript within 30 days.

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



9

SC Leadership Training - External Training Submission

Enter details about your External Leadership Training submission and attach your completion certificate/evidence of completion.

All fields marked with an asterisk are required.

First Name *

Last Name *

User ID

Leadership Training Title

Leadership Proficiency Level

Training Start Date

Training Completion Date

Evidence of Leadership Training Completion *
Drag and drop files here or [Select a file](#)

[Cancel](#) [Submit](#)

Complete Leadership Training Requirement (Cont. 3)

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

Evidence of leadership training completion *

Drag and drop files here or [Select a file](#)

10 [Submit](#)

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.

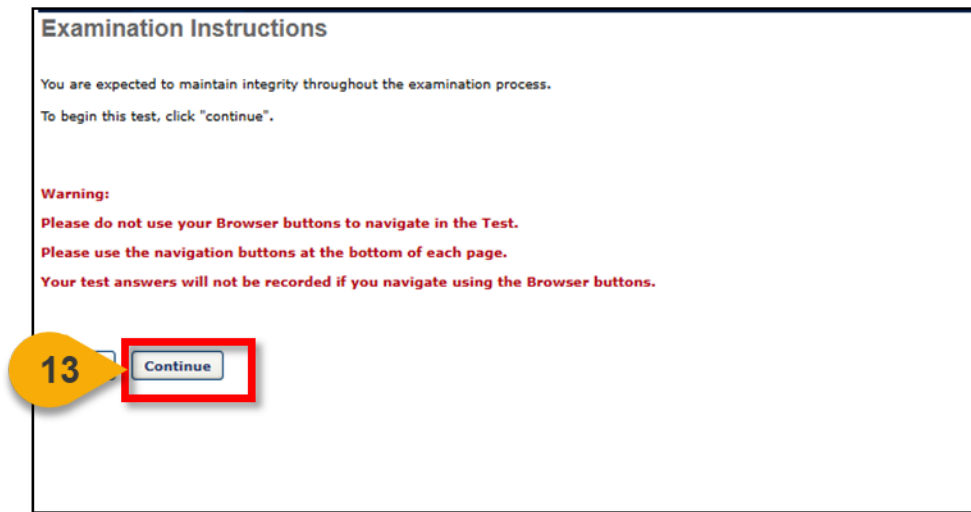
Leadership Training Options: Select One (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 2.00)			
Option 1: Complete This Training Course (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)			
Option 2: Submit a Civilian SC Leadership Training Equivalency (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 1.00)			
Civilian SC Leadership Training Equivalency - Submit Your External Training	Material	1.00	Mark Complete Launch
Civilian SC Leadership Training Equivalency - Acknowledgment	Test	1.00	Mark Complete Launch

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

Leadership Training Options: Select One (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)			
Option 1: Complete The 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: 1.00)			
Civilian SC Leadership Training Equivalency - Submit Your External Training	Material	1.00	Mark Complete Launch Test
Civilian SC Leadership Training Equivalency - Acknowledgment	Test	1.00	Mark Complete Launch Test
Option 3: Submit A Military Exemption Request (Required Completion: Min = 2.00, Max = 2.00 / Acquired Completion: 0.00)			

Complete Leadership Training Requirement (Cont. 4)

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



Examination Instructions

You are expected to maintain integrity throughout the examination process.

To begin this test, click "continue".

Warning:

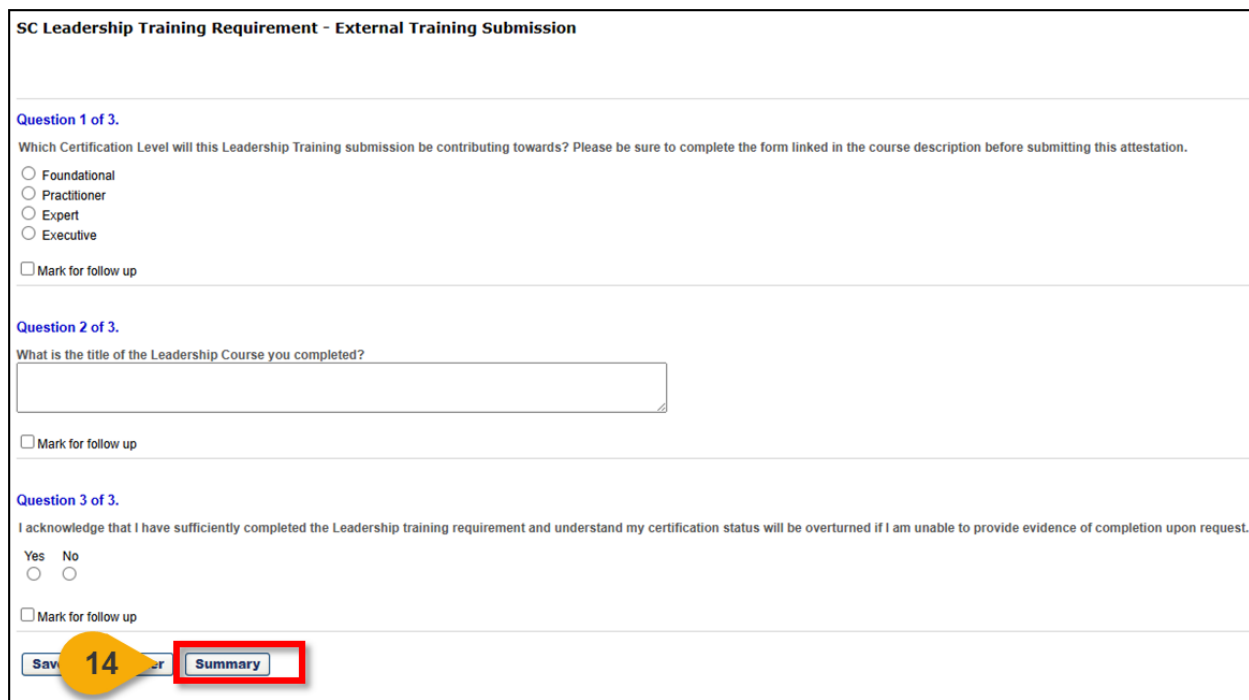
Please do not use your Browser buttons to navigate in the Test.

Please use the navigation buttons at the bottom of each page.

Your test answers will not be recorded if you navigate using the Browser buttons.

13 **Continue**

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



SC Leadership Training Requirement - External Training Submission

Question 1 of 3.

Which Certification Level will this Leadership Training submission be contributing towards? Please be sure to complete the form linked in the course description before submitting this attestation.

☐ Foundational

☐ Practitioner

☐ Expert

☐ Executive

☐ Mark for follow up

Question 2 of 3.

What is the title of the Leadership Course you completed?

☐ Mark for follow up

Question 3 of 3.

I acknowledge that I have sufficiently completed the Leadership training requirement and understand my certification status will be overturned if I am unable to provide evidence of completion upon request.

Yes ☐ No ☐

☐ Mark for follow up

14 **Summary**

Complete Leadership Training Requirement (Cont. 5)

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

Questions			
FOLLOW UP	SECTION	ANSWERED	OPTIONS
	SC Leadership Training Requirement - External Training Submission	3 of 3	Go to Section
	Question 1 of 3	Answered	
	Question 2 of 3	Answered	
	Question 3 of 3	Answered	

15 **Submit Final Answers**

Step 16: Select **Done**.

Questions on Test: 3
Questions Correct: 1
Questions Incorrect: 2
Percent Correct: 33%
Passing Score: 30%
Pass/Fail: Passed

Scores By Section	
SC Leadership Training Requirement - External Training Submission:	33% (1 Out Of 3)
Overall Score:	33% (1 Out Of 3)

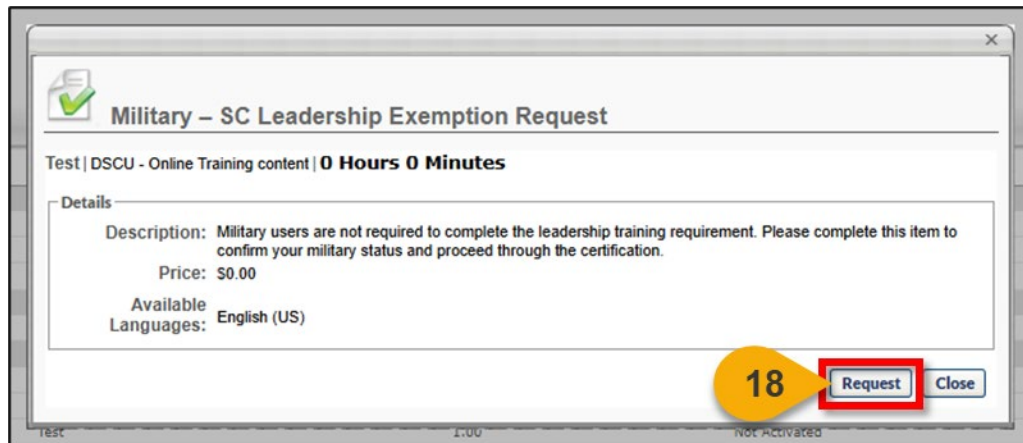
16 **Done**

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

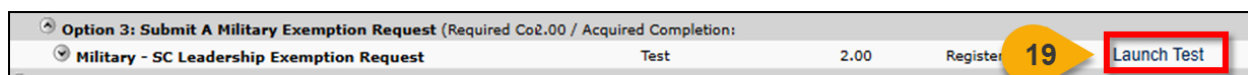
Option 3: Submit A Military Exemption Request (Required Co= 2.00 / Acquired Completion: 0.00)				
Military - SC Leadership Exemption Request	Test	2.00	Not A	17 Request

Complete Leadership Training Requirement (Cont. 6)

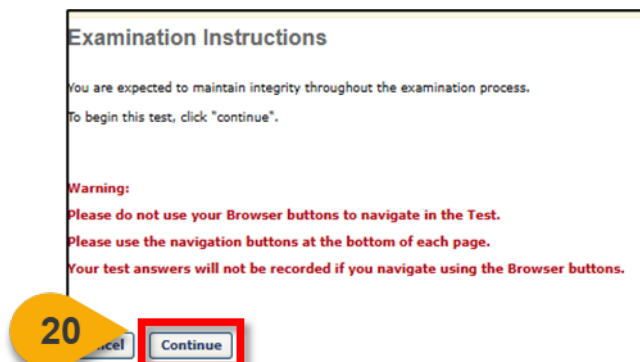
Step 18: Select **Request** in the pop-up window.



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**.

21

Question 1 of 1.

I acknowledge that I meet the eligibility requirements to be exempt from completing the Leadership Training requirement. If I am found to have incorrectly exempted myself my Certification status may be overturned until the Leadership Requirement is met.

☒ Yes ☐ No

☐ Mark for follow up

[Save / Return Later](#) [Summary](#)

Step 22: Select **Summary**.

22

Question 1 of 1.

I acknowledge that I meet the eligibility requirements to be exempt from completing the Leadership Training requirement. If I am found to have incorrectly exempted myself my Certification status may be overturned until the Leadership Requirement is met.

☒ Yes ☐ No

☐ Mark for follow up

[Save / Return Later](#) [Summary](#)

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

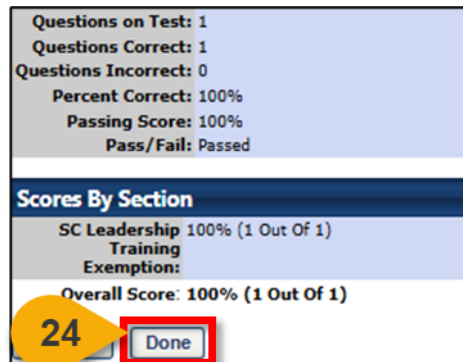
23

Questions			
FOLLOW UP	SECTION	ANSWERED	OPTIONS
	SC Leadership Training Exemption	1 of 1	Go to Section
	Question 1 of 1	Answered	

[Submit Final Answers](#)

Complete Leadership Training Requirement (Cont. 8)

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



Questions on Test: 1
Questions Correct: 1
Questions Incorrect: 0
Percent Correct: 100%
Passing Score: 100%
Pass/Fail: Passed

Scores By Section

SC Leadership Training Exemption: 100% (1 Out Of 1)
Overall Score: 100% (1 Out Of 1)

24 Done

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.

Filter by Training Status: Active | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (44)

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

1 | Manage

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.

Complete This Section Last: Experience/Performance Requirement (Re. Max = 2.00 / Acquired Complete)

Item	Type	Value
DSCU Supervisor Update Instructions	Online Class	1.00
DSCU Certification 2.0: Satisfactory Performance Validation	Observation Checklist	1.00

2 | Request

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

✓ DSCU Certification 2.0: Satisfactory Performance Validation

Observation Checklist

Details

Description: 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.

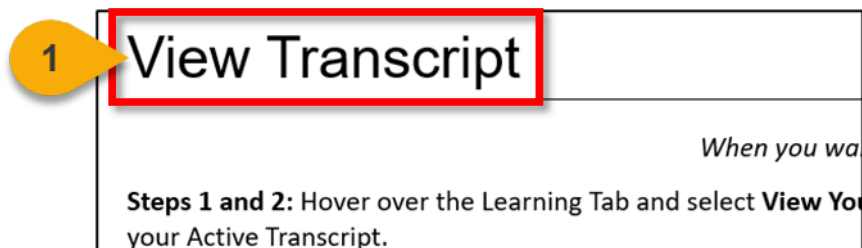
3 | Request | Close

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

Print Certification Certificate

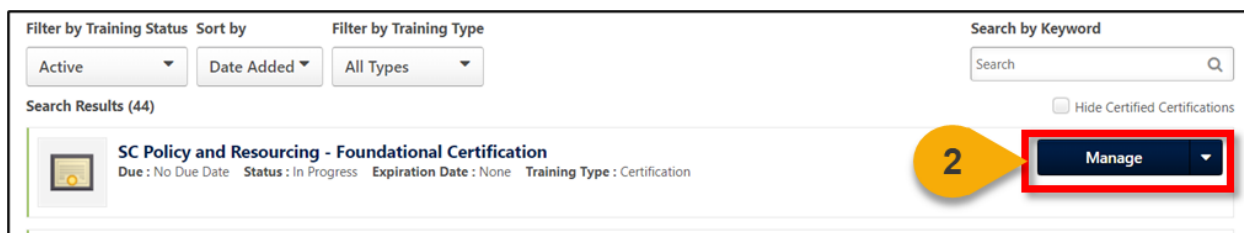
To print your SC Certification 2.0 certificate...

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

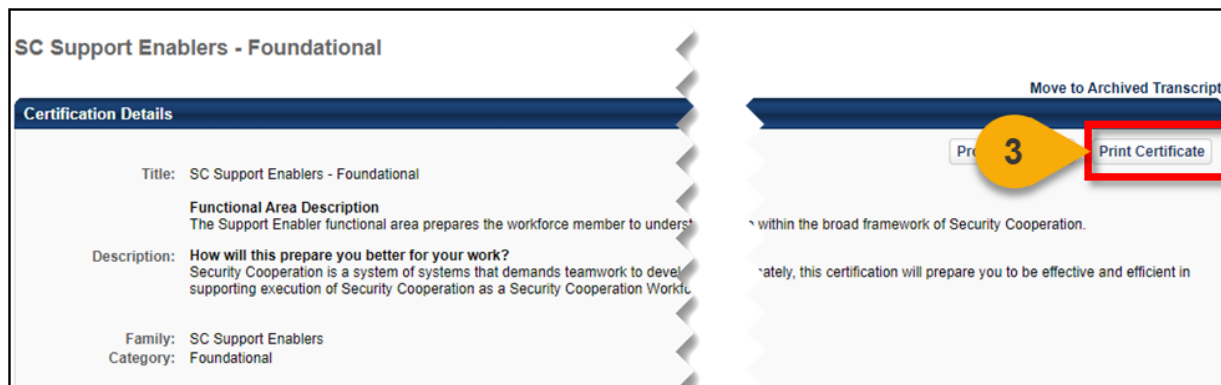


Step 2: Locate the certification on your Transcript and select **Manage**.

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.





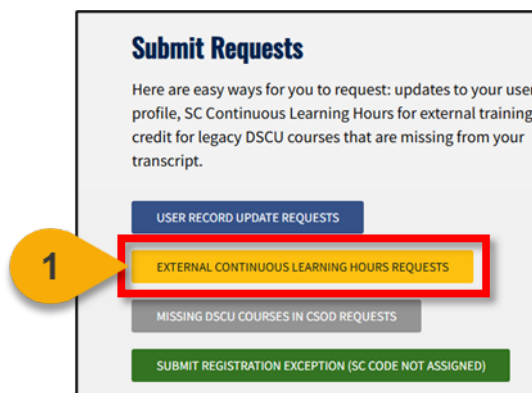
Continuous Learning

Submit External Training

After initial completion 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**.

The screenshot shows a web form titled "Add External Training". At the top, it says "Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training." Below this is a note "* = Required". The form fields include: "Language" (a dropdown menu currently showing "English (US)"), "Title" (a text input field with an asterisk indicating it is required), "Training Description" (a large text area), "Institution" (a text input field), "Training Dates" (which includes "Start Date" and "End Date" fields, each with a calendar icon), and "Schedule" (a text input field). A red rectangular box highlights the "Submit" button, which is a dark blue button with white text. A yellow callout bubble with the number "2" points to the "Submit" button.

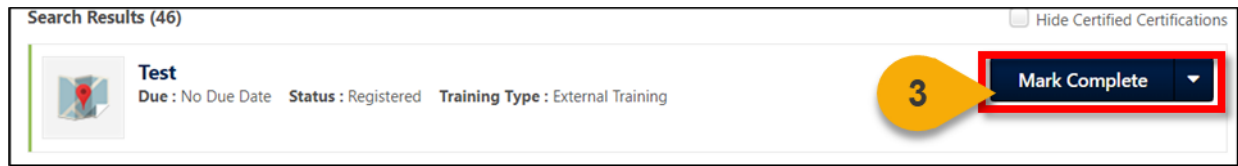
Requirements for Submitting External Continuous Learning Hours (CLHs) Request Form: Please complete all items in the form, including the following:

- 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.

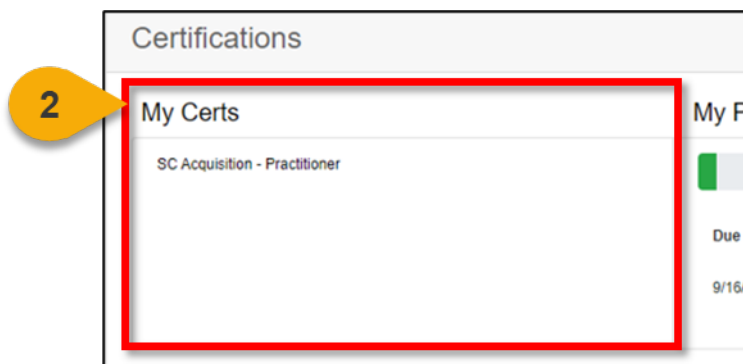
View Continuous Learning Dashboard

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

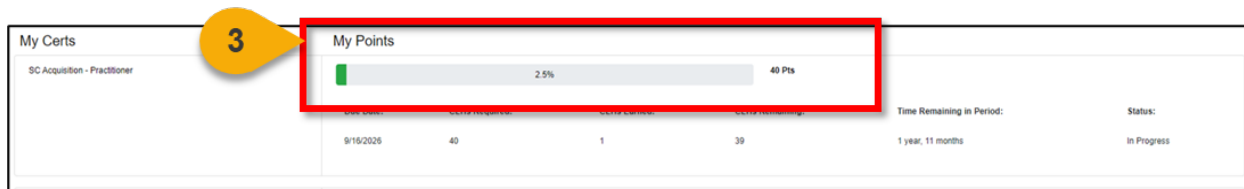
Step 1: On the myDSCU homepage, select **Track Your Certifications**. This will launch the dashboard.



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)

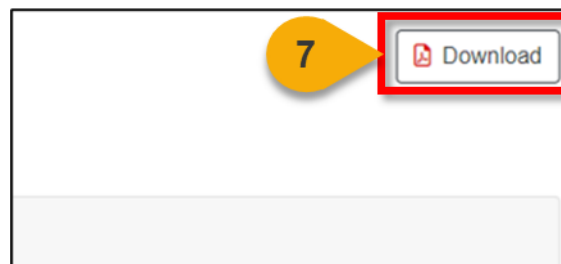
Step 5: At the bottom of the page, select **View Details** to view which courses are crediting towards your CLH accrual.



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.

Title	Type	Completion Date	Status	CLHs Earned
Leading Yourself	Online Class	9/17/2024	Completed	1

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



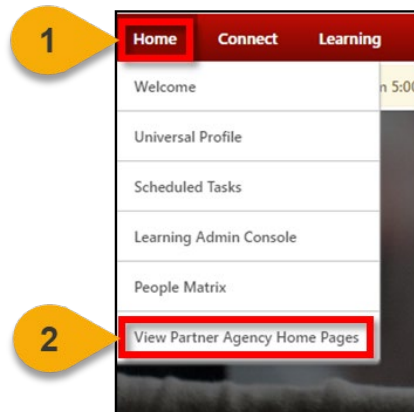


Submit Registration Exception Form

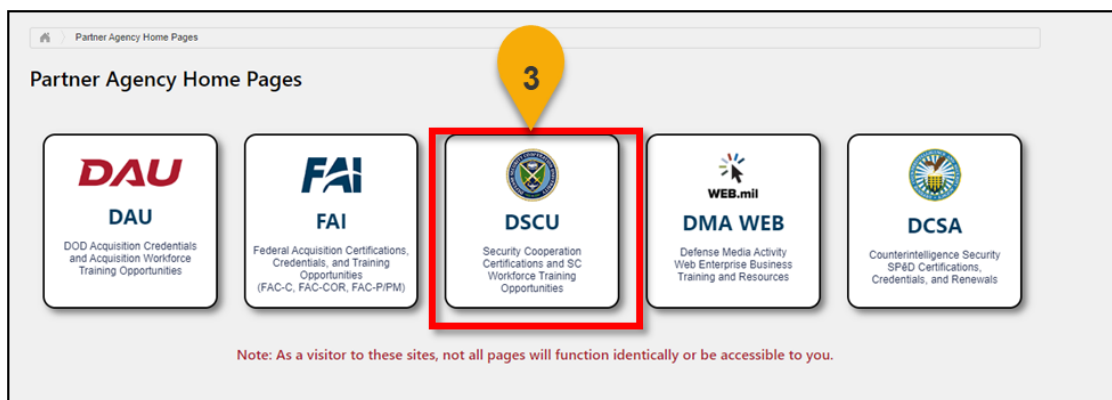
Access myDSCU From Another Agency Home Page

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

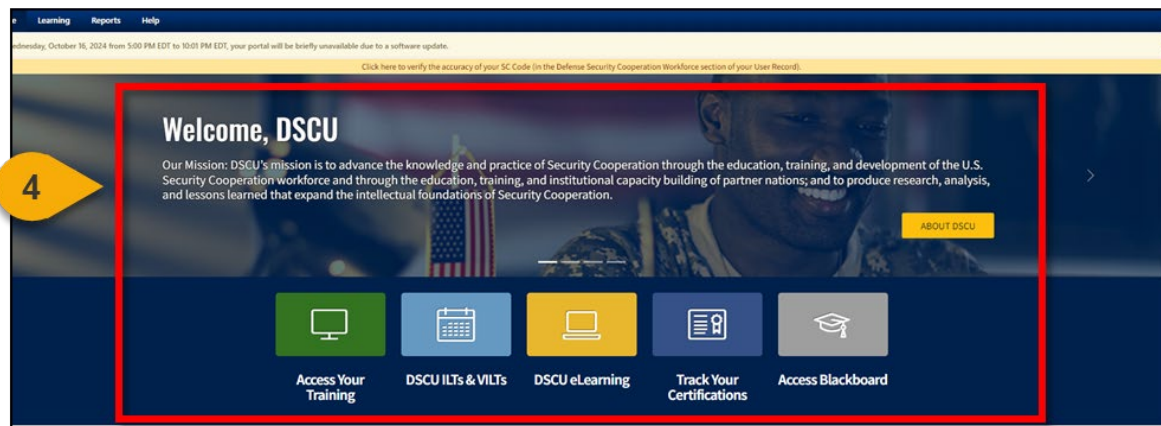
Steps 1 and 2: Hover over the **Home** tab and select **View Partner Agency Home Pages**.



Step 3: Select **DSCU**.



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



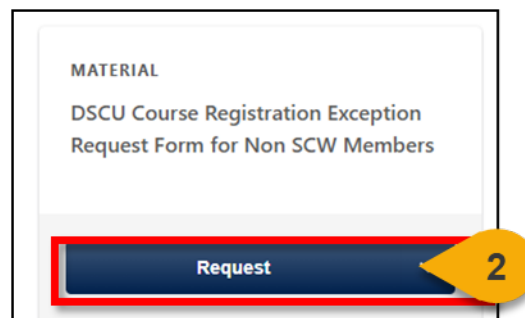
Submit Registration Exception Form

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

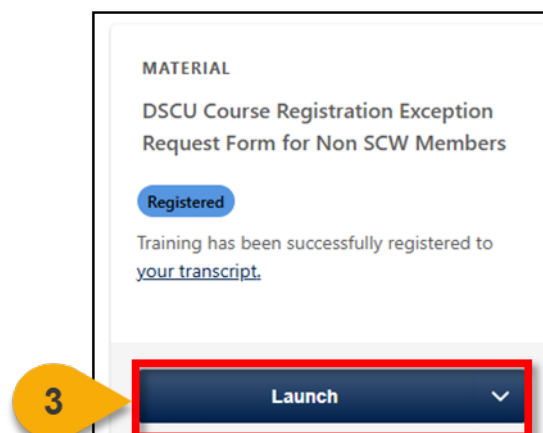
Step 1: From the myDSCU Homepage, select the **green button** labeled “**Submit Registration Exception (SC Code Not Assigned).**”



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.

DSCU Course Registration Exception Request Form for Non-SCW Members

Instructions: Please select the link to the appropriate form title based on your association.

Form Title
DSCU Course Registration Exception Request - Department of State Civilian
DSCU Course Registration Exception Request - Locally Employed Staff of U.S. Embassy, SCO, or OSC
DSCU Course Registration Exception Request - US Coast Guard
DSCU Course Registration Exception Request - Other Federal Civilian/ Military (non-SCW)
DSCU Course Registration Exception Request - Contractor/Industry
DSCU Course Registration Exception Request - Foreign Nationals

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.”**

DSCU Course Registration Exception Request - Department of State Civilian

For students who are not currently SC-coded but are requesting access to DSCU Training.

All fields marked with an asterisk are required.

SCW qualification is determined by guidelines in 10 U.S.C 384
[https://uscode.house.gov/view.xhtml?req=\(title:10%20section:384%20edition:prelim\)](https://uscode.house.gov/view.xhtml?req=(title:10%20section:384%20edition:prelim))

Are you a DoD Civilian or Uniformed Military Member that qualifies as SCW based on these guidelines? *

☒ Yes
☐ No

If Yes:
You must be SC-coded to register for DSCU courses.
Please refer to DSCU's website for more information on SC Coding <https://dscu.edu/certification2>
If your supervisor is unsure who your Component Certification Authority (CCA) is for coding in manpower system of record, please contact Security Cooperation Workforce Development Program- Human Capital Initiative (SCWDP-HCI) dscan.cr.fo.mbx.scwdd@mail.mil

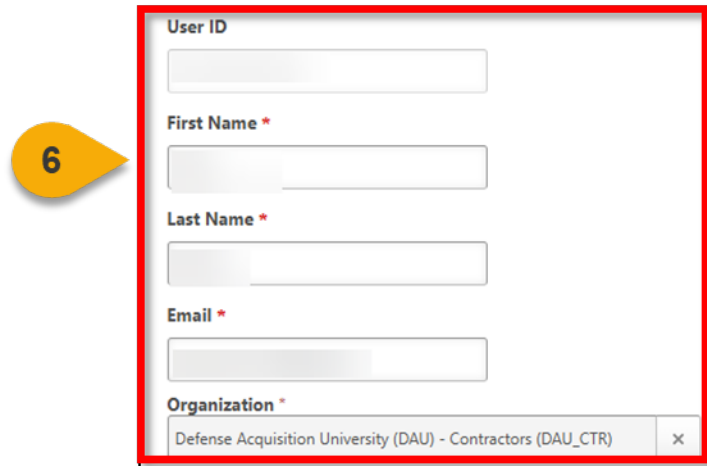
If you are a DoD Civilian or Military member and have registered with a CAC, you may self-select a provisional SC Code while this request is in progress. Please refer to the **SC Certification 2.0 Task-Aid** on the myDSCU homepage for guidance on how to self-select a provisional SC Code.

End Form – No exception processing required

If No:
Please continue below to determine if you qualify for an exception. Currently, exception requests are only being accepted for self-paced Online Training courses (OLT). Virtual Instructor-Led content will be available for exceptions beginning October 2027 but may require re-imbursement.

Submit Registration Exception Form (Cont. 2)

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



User ID

First Name *

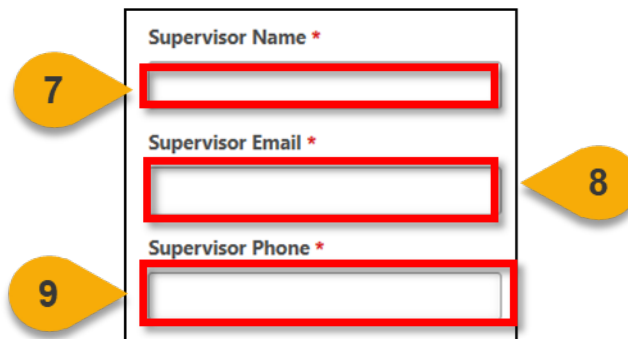
Last Name *

Email *

Organization *

Defense Acquisition University (DAU) - Contractors (DAU_CTR) x

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

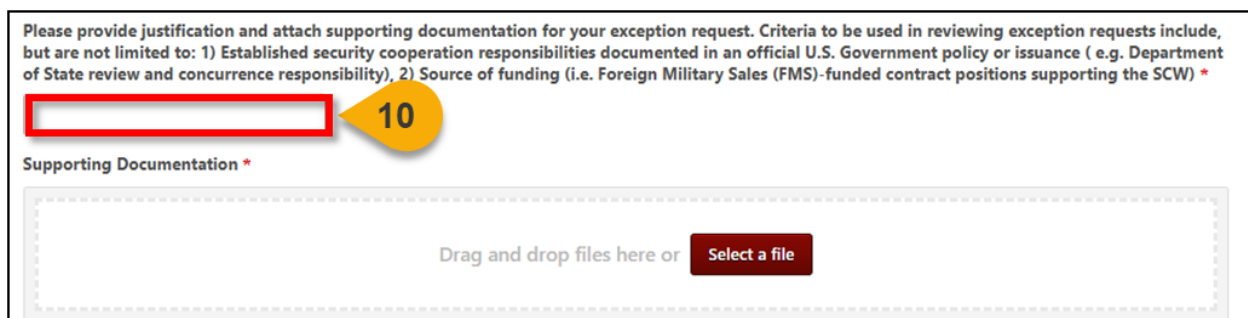


Supervisor Name *

Supervisor Email *

Supervisor Phone *

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



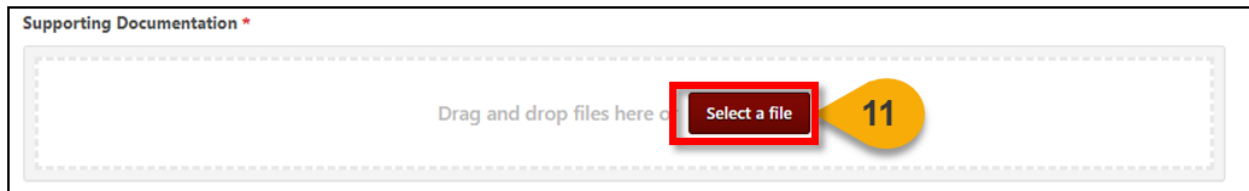
Please provide justification and attach supporting documentation for your exception request. Criteria to be used in reviewing exception requests include, but are not limited to: 1) Established security cooperation responsibilities documented in an official U.S. Government policy or issuance (e.g. Department of State review and concurrence responsibility), 2) Source of funding (i.e. Foreign Military Sales (FMS)-funded contract positions supporting the SCW) *

Supporting Documentation *

Drag and drop files here or [Select a file](#)

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.

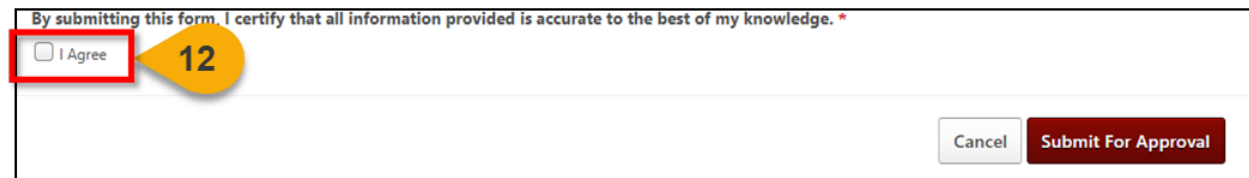


Supporting Documentation *

Drag and drop files here or **Select a file**

A yellow callout bubble with the number 11 points to the "Select a file" button.

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



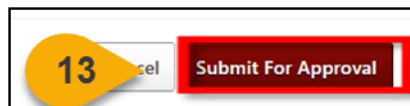
By submitting this form, I certify that all information provided is accurate to the best of my knowledge. *

☐ I Agree

A yellow callout bubble with the number 12 points to the "I Agree" checkbox.

Cancel Submit For Approval

Step 13: Select the “**Submit for Approval**” button.



Cancel **Submit For Approval**

A yellow callout bubble with the number 13 points to the "Submit For Approval" button.