

# FEDERAL ACQUISITION INSTITUTE



**FAITAS**

FEDERAL ACQUISITION INSTITUTE  
TRAINING APPLICATION SYSTEM

# EMPLOYEE QUICK START GUIDE



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PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES



# FAITAS EMPLOYEE QUICK START GUIDE

The Federal Acquisition Institute Training Application System (FAITAS) is the avenue for all federal civilian agency Employees to electronically submit training applications and manage their career development. FAITAS also monitors and manages workforce certification requirements. In this guide, you will find quick tips on how to navigate your FAITAS Dashboard, set up your profile, find courses, register for training, and manage your Individual Development Plan (IDP). Click the **Help Desk** link near the top of the page at [www.fai.gov](http://www.fai.gov) or the **Contact Us** option in the FAITAS Help menu for more information, to provide feedback, or to submit an online ticket.

**1 FAI.GOV LINK**  
The FAI link takes you to the **Federal Acquisition Institute** website.

**2 MAIN MENU**  
The main menu contains a horizontal navigation bar with various tabs. From here, you can edit your account or profile, request training, manage your IDPs, access the User Guide, and view FAQs.

**3 DASHBOARD**  
The **Dashboard** is your homepage and contains a number of movable widgets. The number of widgets you see depends on your role. Some widgets also include links to key function areas.

## Dashboard Widgets

**4 MY CURRENT CLASS LIST**  
My **Current Class Lists** includes the status of any training you requested that is scheduled to start within 30 days and the **Apply for Training** link.

**5 ANNOUNCEMENTS**  
View system-wide **Announcements**.

**6 TRANSCRIPT SUMMARY**  
**Certificates** that have been issued and your **Continuous Learning Summary** are listed. If you have not yet completed a course, your position information displays.

**7 IDP SUMMARY**  
Key information about your Individual Development Plan (IDP) is listed along with **Go to My Development Plan** link.

The screenshot shows the FAITAS dashboard interface. At the top, there is a navigation bar with the FAITAS logo and the text 'FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM v.2'. A callout '1' points to the 'www.fai.gov' link. Below the navigation bar, there are tabs for 'My Status', 'Manage Career', 'Help', and 'Logout'. A callout '2' points to the 'Help' tab. The main content area is titled 'Dashboard' (callout '3') and contains several widgets. The 'My Current Class List' widget (callout '4') displays a table with columns for Course Title, Status, Start Date, and End Date. It lists two courses: 'ACO 201A - INTERMEDIATE SYSTEMS ACQUISITION' (System Pending, Oct 1 2010 - Sep 27 2011) and 'ACO 101 - FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT' (Reservation, Oct 1 2010 - Sep 27 2011). Below the table is an 'Apply For Training' link (callout '7'). The 'Announcements' widget (callout '5') shows 'Position Data' with fields for Job Title (Test), Career Field (Contracting), and Job Series (1102). The 'Transcript Summary' widget (callout '6') is also visible. The 'IDP Summary' widget (callout '7') shows 'Plan Progress' at 0%, 'Plan Status' as Approved, and 'Plan Last Submitted' as Sep 22 2011.



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## CERTIFICATE ERROR MESSAGE

If you experience technical difficulties accessing FAITAS while logged onto a Government network, please provide your IT Department with the following guidance so they can assist you to gain access.

1. Ensure that you are running one of the following web browsers: MS Windows running IE 7.x or 8.x, Apple Mac OS X, Safari 5.x, or Chrome 12.x
2. To download the new DOD Certificates, enter this URL in your browser: [http://dodpki.c3pki.chamb.disa.mil/rel3\\_dodroot\\_2048.p7b](http://dodpki.c3pki.chamb.disa.mil/rel3_dodroot_2048.p7b).
3. A **File Download** window opens. Click **Open**.
4. When the new **Certificates** window displays, left-click the C:\DOCUMENTS AND SETTINGS folder and then double left-click the Certificates folder.
5. Scroll to the bottom and double-click the last certificate in the list: **DoD Root CA2** and click **Install Certificate**.
6. Left-click **Next >** in the **Certificate Import Wizard** and **Next** again, while ensuring that the radio button next to **Automatically Select the Certificate Store Based on the Type of Certificate** is highlighted.
7. Finally, click the **Finish** button to install the certificate.

**NOTE:** After you install the Root CA2 certificate, add the FAITAS home page to your trusted site list. Note that if technical updates are completed in the future, you may need to reinstall the certificate.

## REGISTER FOR FIRST TIME USERS

First-time users of FAITAS should follow these steps to register.

1. Enter this URL in your browser: <https://www.atrrs.army.mil/faitas>.
2. A **U.S. Government Information System** window opens. Read the message.
3. Click the **I Agree** button to open the FAITAS v.2 Login screen.
4. Click the **Register Here** link to open the **Email Information** window.
5. Enter your .mil or .gov email address. All other email addresses should be approved by the Federal Acquisition Institute (FAI).
6. Click the **Register** button.
7. A confirmation email will be sent to the email address you provided. When you receive the confirmation email, click the link contained within the email or enter its URL in your browser to continue the registration process.



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## SET UP YOUR ACCOUNT

All FAITAS users must complete an **Account** and set up an **Employee Profile**.

1. Hover your mouse over the **My Status** tab. Click **Account** to display the **Update Account** window.
2. Notice that FAITAS pre-populates your SSN with only the last four numbers visible.
3. Enter your .gov or .mil email address.
4. Under **Change Password**, enter your **Old Password**, **New Password**, and **Confirm Password**. Following the on-screen password creation support ensures that your password will meet all the requirements.
5. Select and respond to three security questions from the suggested drop-down lists.
6. Click **Update** to continue or **Cancel** to return to your Dashboard.

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## LOG IN

FAITAS system users need an email address and password.

1. To begin, enter this URL in your browser: <https://www.atrrs.army.mil/faitas>
2. A **U.S. Government Information System** window opens. Read the message. Click the **I Agree** button to open the FAITAS Login screen. Enter your email address and password. Click the **Login** button.
3. If you forgot your password, click the **Forgot Your Password** link to receive additional information.
4. If this is your first time accessing FAITAS, a **Notice to First Time Users** window opens after you select the **Login** button. If you have accessed FAITAS before, your Dashboard displays after you select the **Login** button.

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## LOGOUT

1. To log off FAITAS, click the **Logoff** tab on the main navigation bar.
2. A **green** confirmation logout text message appears at the top of the **Login** window along with the **U.S. Government (USG) Information System (IS)** message.
3. To log out of FAITAS completely, close your browser.



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## SET UP YOUR EMPLOYEE PROFILE

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All FAITAS users should keep their profiles up-to-date because information from the profile auto-populates applications, thereby saving users time and effort.

1. To begin, hover your mouse over the **My Status** tab. Click **Profile** to display the **Update [Employee Name] Profile** window.
2. Notice that FAITAS pre-fills some fields.
3. Complete or update all required information.
4. In the **Supervisor Information** section, click the **Select User** button to identify a Supervisor. To use all FAITAS functions, you must designate a Supervisor. If your Supervisor does not have an account, send an email to request that your Supervisor creates an account.
5. Click the **Update Information** button to continue or the **Cancel** button to return to your Dashboard.
6. To update your profile at any time, select **My Status | Profile**.

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## SEARCH FOR TRAINING OPTIONS

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To search for a training option, select **Manage Career | Training | Search for Training**. The **Course Search** window opens.

### Standard Search

Under **Standard Search**, click the **Order by Course Title** or **Order by Course Number** radio button for a course type. Select a course from the drop-down list. Click the **Submit** button.

### Advanced Search

Click **Advanced Search** to search for training by **Location, Course, or Date Range**. Enter search criteria in at least one of the fields. Click the **Search** button. Select a **Course**.

### Key Word Search

Click one of the **Key Word Search** options, to search for courses by key words. Enter the course title or number. Select a **Course** from the drop-down list. Click the **Submit** button.

### Search by Course Abbreviation

Click **Search by Course Abbreviation**. Select a **Course Abbreviation** from the drop-down list. Choose a course from the **Select Course** drop-down list. Click the **Submit** button.

Depending on your selection, either the **Locations for [Course Title]** or the **Create New Training Request for [Course Title]** window opens.



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## CREATE NEW TRAINING REQUESTS

The **Create New Training Request** form contains pre-populated information from the Employee Profile. To update that information, go to **My Status | Profile**.

1. Some courses have prerequisites that are indicated in the course specific information. In order to avoid any process delays, ensure that you have completed all the necessary prerequisites before you submit your training request.
2. The **Create New Training Request** form contains specific class information.
3. View the **Training Remark** section for any prerequisite information.
4. Enter any information about your training request or course prerequisites in the **General Remark** textbox.
5. Click the **Submit Request** button when your request is complete to forward your training request to your Supervisor.
6. If your Supervisor approves the request, it is automatically forwarded to the Training Manager and/or Registrar, who is the final approval authority for training requests.

## VIEW MY INDIVIDUAL DEVELOPMENT PLAN (IDP)

The **Career Path Management (CPM)** module provides a process for managing your career through an Individual Development Plan (IDP) that Employees create and send to Supervisors as the first step in the approval process.

To access the CPM module, select **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. Click **My Development Plan** to display the **View My Development Plan** window.
2. The **Employee Information** section pre-populates with your **Personal Profile** information.
3. The **Development Plan Information** displays a **Plan Progress** graphic, your **Plan Status**, **Date Plan Last Submitted**, **Date Last Processed by Supervisor**, and **Supervisor Comments**.
4. Notice that the courses listed in your Development Plan are those that you or your Supervisor selected.
5. To begin the registration process for any course listed in your Development Plan, click its **Course Number**.



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## EDIT MY INDIVIDUAL DEVELOPMENT PLAN (IDP)

Employees can develop their own plans or import Master Development Plans (MDP). To edit your IDP, access the CPM module by selecting **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. Select the **Edit Development Plan**.
2. In the **Add Course** window, select the radio button next to either **Resident and Web Course Offerings** or **Continuous Learning Modules** course types.
3. Select a **Course** from the drop-down list.
4. Click the down arrow from the required **Scheduled FY** and **Scheduled Quarter** fields to select the fiscal year and quarter that you plan on taking the course.
5. Click the **Add Course** button. The **Edit My Development Plan** refreshes to display the revised course listing.

## IMPORT A MASTER DEVELOPMENT PLAN (MDP)

Employees can import a Master Development Plan (MDP). MDP Managers create Agency MDPs. MDP Administrators create Global MDPs that are available to all Employees. To import an MDP, access the CPM module by selecting **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. Click the **Import Master Development Plan** link to open the **Select a Plan to Import** window.
2. To filter the **Master Development Plans** list, enter a key word, such as "education," in the **Filter Plans** field.
3. Click the **Select** link next to the Plan that you want to import.
4. Review the course listing. Click the checkbox next to each of the courses that you want to include in the import process.
5. Select a required **Fiscal Year (FY)** and **Quarter** for each course.
6. Click the **Import Plan** button.
7. The **Edit My Development Plan** refreshes to include the selected courses from the imported MDP.



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## SUBMIT YOUR IDP FOR APPROVAL

After completing IDPs by adding course or importing an MDP, Employees must submit IDPs to Supervisors as the first step in the approval process.

To submit your IDP for approval, access the CPM module by selecting **Manage Career | Career Path Management | My Development Plan** or select the **My Development Plan** link from your Dashboard.

1. In your IDP, review the **Courses Scheduled by Employee** selection.
2. Delete any courses that you do not want to include in the IDP by selecting the **Delete** link next to the **Course Number**.
3. To change the **Fiscal Year (FY)** or **Quarter**, enter the changes into the corresponding fields. Click the **Save** link. The course listing refreshes by re-ordering the list based on your **FY** and **Quarter** changes. Notice that you must make **FY** and **Quarter** changes to each course individually.
4. When the IDP is completed, click the **Submit** button to send it to your Supervisor for review.
5. Once submitted, you cannot edit your Plan until your Supervisor reviews it and makes a decision.

## VIEW FREQUENTLY ASKED QUESTIONS (FAQs)

The FAQ function includes a list of frequently asked questions concerning special accommodations, registration, course certification, transcripts, etc. To access the FAQ section, hover your mouse over the **Help** tab. Click the FAQ function to open the **Frequently Asked Questions** window.

1. To filter the number of questions that display, narrow your search parameters by using the following filters:
  - Option 1 is to select a module from the drop-down list.
  - Option 2 is to enter a key word.
2. Click the **Search** button.
3. Scroll through the list of FAQs that display. Click any question to see the response.
4. Notice that when you click a new question, the previous answer rolls up to leave just the response to your current question.





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## REVIEW/PRINT MY CERTIFICATIONS

Employees can review their certifications and print certificates.

To view your certifications, select **Manage Career | Certification | My Certifications**.

1. The **Certifications History for [Employee Name]** window opens.
2. Click the Certification title to open a **File Download** window that asks whether you want to Open or Save the PDF file.
3. Click the **Open** button.
4. A PDF of the Certificate for your Certification opens.
5. Use the PDF navigation to print or save a copy of your Certificate.
6. If you notice an error, select the Certification Manager link that is listed on the **Certifications History for [Employee Name]** window.

## REQUEST CERTIFICATION REQUESTS

Employees of some Agencies can request certification through FAITAS. Be sure to have electronic copies of supporting documentation for Training, Education, and Experience on hand to be attached, if needed, to the certification request.

To begin, select **Manage Career | Certification | My Certification Requests**.

1. The **Certification Requests for [Employee Name]** opens. Click the **Add Certification Requests** link. The **New Certification Request** window opens. Select a **Certification** and **Level** from the appropriate drop-down lists. Click the **Next** button.
2. The **New Certification Request** window opens to display the Requirements section. Carefully review the Education, Experience, and Training sections. In some cases supporting documentation is required. In other cases, it is optional.
3. To upload documentation, click the **Attach Supporting Documentation** link and follow the instructions. Click the Education, Experience, and Training checkboxes. Click the checkbox in the **Employee Statement** section, certifying the information entered is accurate to the best of your knowledge. Click the **Submit Request** button.
4. Check **My Certification Request** to view the workflow. At each decision point, the status updates in the **Certification Requests for [Employee Name]** section.



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## REQUEST CONTINUOUS LEARNING POINTS

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The Continuous Learning Point Requests function allows FAITAS users to manage their CL Point requests. There is no need to submit CL Point requests for training that is already tracked by FAITAS because classes in an Employee's training history are included in the CL History. Employees cannot request CL Points until they have at least one current certification.

1. To begin, follow this path: **Manage Career | Continuous Learning | My Point Requests**. The **Continuous Learning Point Requests for [Employee Name]** window opens.
2. Click the **Add Continuous Learning Point Requests** button.
3. Complete the required fields: **Event Name, Event Description, Event Type, Start Date, End Date, and Number of Points Requested**.
4. Use the **View Event Type Information** link to define the event types and the **View Continuous Learning Point Information** link to convert different Continuous Learning values like CEU to CL Points.
5. Upload **Supporting Documentation**, if necessary.
6. Click the **Submit Request** button. Agency policy determines the approval process workflow.

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## UPLOAD DOCUMENTATION

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FAITAS users can upload supporting documentation to a Continuous Learning Point (CLP) request. The maximum file size per upload is 4 Mb.

1. Click the **Attach Supporting Documentation** link.
2. In the **Attach File** field, click the **Browse** button, select a file from your directories, click the **Open** button, select the **Document Type** from the drop-down list, enter a **File Description**, and click the **Submit** button to upload the file.
3. The name of the file will display under **Supporting Documentation**. Others who view your request will be able to view the supporting documentation files.
4. The process can be repeated for each supporting document that needs to be uploaded.



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## VIEW CONTINUOUS LEARNING POINT REQUESTS

FAITAS users can view the status of their Continuous Learning Point Requests.

To begin, select **Manage Career | Continuous Learning | My Point Requests**.

1. The **Continuous Learning Point Requests** screen opens.
2. Both **Pending** and **Processed CLP Requests** are visible.
3. To view the status of **Pending CLP Requests**, view the **Status** column.
4. If necessary, an Employee can resend a CLP request to a Supervisor as long as the Supervisor has not yet acted on the request. Click the envelope icon located next to the right of the **Status** column.
5. A pop-up Window message confirms request notification email verification.

## RESPOND TO “RETURN TO EMPLOYEE” REQUESTS

Approval authorities can return a request to the Employee. Requests that are returned to Employees **MUST** contain an explanation for returning the request.

1. From the main navigation bar, go to **Manage Career | Continuous Learning | My Point Requests**.
2. Notice the **Continuous Learning Point Requests for [Employee Name]** contains the updated status: “Returned by Supervisor/Bureau Continuous Learning Manager”.
3. Click the **Edit** link under the **Action** column next to the CL Point Request that was returned.
4. Review the Supervisor/Bureau Continuous Learning Manager comment.
5. Complete the requested task..
6. Enter a message in the text box to confirm you have responded to the Supervisor or Bureau CL Manager’s requested task.
7. Click the **Resubmit Request** button to resume the workflow.



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## SUBMIT CL ACHIEVEMENT REQUEST

The final step of the certification maintenance process is submitting the CL Achievement request. As a reminder that an Achievement Request must be submitted, FAITAS sends auto-generated emails once the Employee has met CLP requirements for the current CL period.

1. After you receive the system-generated email, follow this path: **Manage Career | Continuous Learning | My Achievement Requests**.
2. The **Achievement Request for [Employee Name]** opens.
3. Under the **Continuous Learning Periods** heading, click the **Achievement Request** button located in the **Action** column to initiate the Achievement Request process. Review the **Continuous Learning Achievement Request**. Click the **Submit Achievement Request** button.
4. A **green** text message confirms that your request has been submitted. After reviewing the request, your Supervisor will process the request with a **Approve** or **Disapprove** decision.
5. Agency policy determines the final approval authority. The **Processed Continuous Learning Achievement Requests** table updates with the final decision.

