

Cognos Author Online Training Course

Technical Requirements

Supported browsers include:

- Edge
- Chrome
- Mozilla Firefox

If you want to make the display larger, try holding down the Ctrl button on your keyboard and using the scroll ball on your mouse to enlarge or reduce the size of the course.

Creating an Account

1. Go to the USA Staffing Online Training Portal at: <https://usastaffing.usalearning.gov/login/index.php>
 - Skip to Step 11 if you have a Training account connected to Login.gov or Entra.
2. To create a new account, select the **Create new account** button.

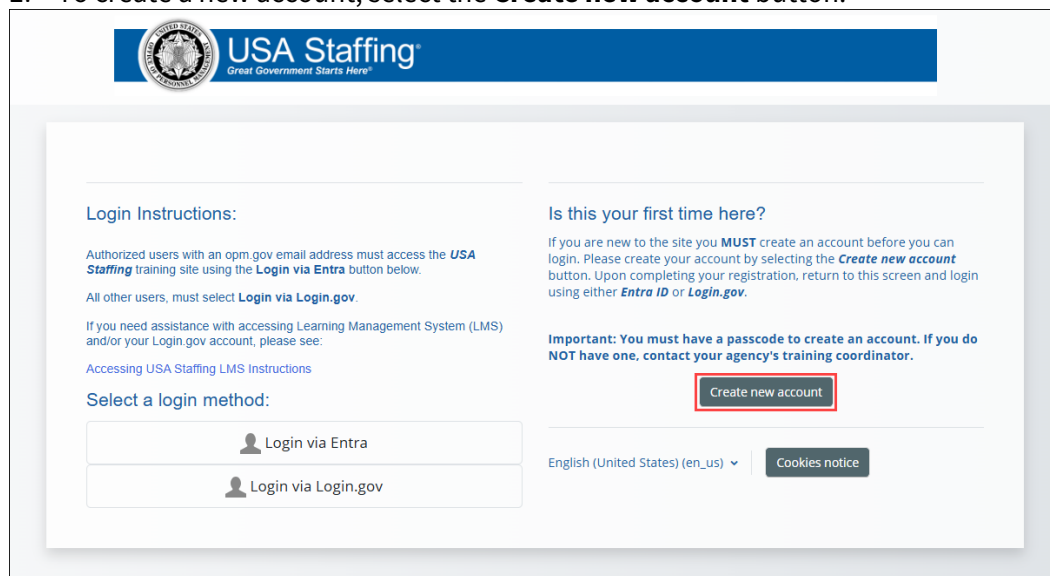


Image 1: Login page for Online Training Courses Portal for USA Staffing.

3. From the **Registration** page, complete the **Required fields**.
4. Enter the confirmation code **Pass2\$** in the **Registration code** field.
5. Enter your **work email address** in the **Government issued email address** and **Re-Enter Government issued email address** fields.
6. After completing the remaining account details, complete the **reCAPTCHA**.
7. Select the **Begin account creation** button.

Image 2: Registration page for USA Staffing Online Training Courses.

8. Your account has now been registered. Select the **Continue** button to return to the **Login** screen.

Image 3: Registration Confirmation page for USA Staffing Online Training Courses.

9. Follow the **Login Instruction** to log into your account.

- Authorized users with an opm.gov email address must access the USA Staffing training site using the **Login via Entra** button.
- All other users must select **Login via Login.gov**.

10. Once logged in, you now must update the remaining required fields under the **Other fields** section.

- a) Select your **Agency** from the drop-down menu.
- b) Select your **Sub-Agency** from the drop-down menu, if applicable.
- c) Select your **USA Staffing Role** from the drop-down menu.
- d) Select the **Update profile** button.

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Home My Courses USA Staffing Training Other Courses Transcripts

Home > Preferences > User account > Edit profile

Expand all

General

First name Required

Last name Required

Government issued email address Required

Email visibility Info Visible to course participants

City/town

Select a country United States

Timezone Server timezone (America/New_York)

User picture

Additional names

Interests

Optional

Other fields

Agency Required

Sub Agency

USA Staffing Role Required

Update profile Cancel

Required

Image 4: Updating Profile Information for USA Staffing Online Training Courses.

11. To access the Cognos Author Training course, select the **Other Courses** tab.

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ONLINE TRAINING

Welcome to the USA Staffing training site! Training topics include a USA Staffing Orientation which will prepare you for the onsite USA Staffing training as well as help you understand the basics of the system; this training will also benefit supervisors of USA Staffing users to help them better understand how their staff accomplishes work via USA Staffing. To proceed, please click the USA Staffing Training link to review available courses and get started. **Before you begin, you will need an enrollment key to enter the courses. If the enrollment key has not been provided to you, please reach out to your agency training coordinator or USA Staffing Account Manager.**

Image 5: Accessing the Other Courses to locate the Cognos Author Training course.

12. Select Cognos Author Training to access the course.

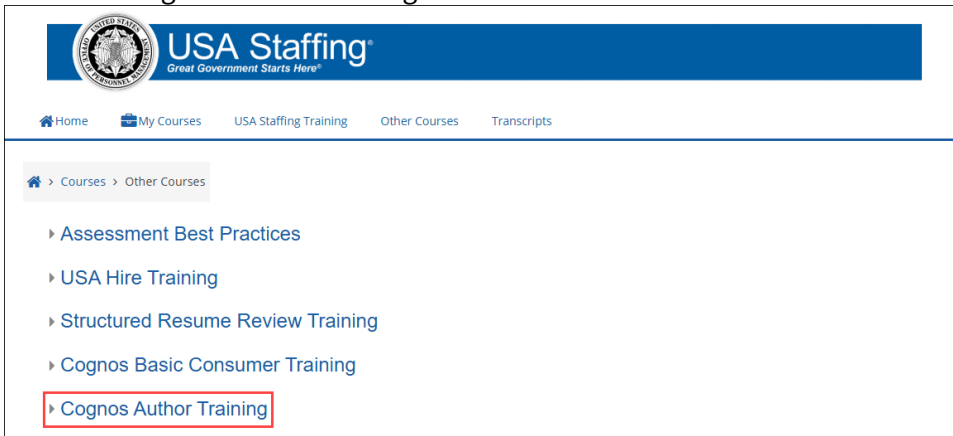


Image 6: Accessing the Cognos Author Training.

13. Enter **USASAuthor1!** for the Enrollment key and select **Enroll me.**

A screenshot of the 'Enrollment options' form. At the top, it says 'Enrollment options'. Below that is a search bar containing 'Cognos Author Training'. A dropdown menu is open, showing 'Self enrollment (Student)'. Below the dropdown is a text input field labeled 'Enrollment key'. An 'Enroll me' button is located at the bottom right of the form.

Image 7: Enter Enrollment key.

To view your certificates once you have completed your course, select **Transcripts**. You can see the courses you are enrolled in, **Course Name**, **Enrollment Date**, **Completion Date**, completion **Status**, **Delivery Type** (such as web-based, instructor-led, etc.), and a direct link to the **Certificate**.

Additional Assistance

If you have questions regarding the content of the course, check online help or submit a Help Desk ticket.

If you have any problems with registration, technical aspects of the courses, or the completion certificate call the Online Training Portal Help Desk at 202-753-0845 or toll free at 833-200-0035 8:30 AM EST to 6:00 PM EST, except holidays, or submit an Online Training Portal Help Desk ticket.