Cognos Basic Consumer Training Online 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 Course Portal at: https://usastaffing.usalearning.net/login/index.php
   - Skip to Step 9 if you have a Training account
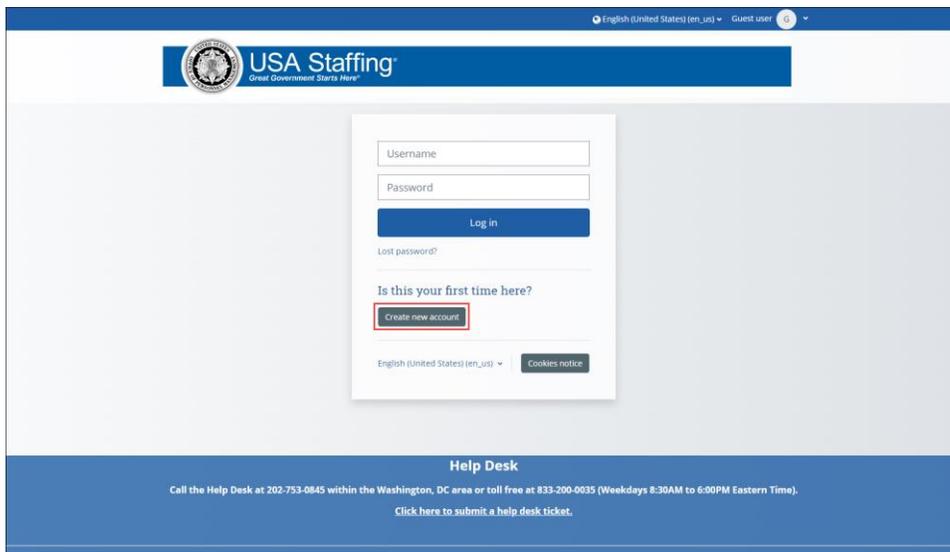2. Click the **Create new account** button.

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

3. Enter the confirmation code **Pass2$** and select the **Submit** button.

4. Enter new account information, ensure you are using your **work email address**, and select the **Create my new account** button.

Image 2: New Account creation for Online Training Courses Portal for USA Staffing.

5. You will receive a confirmation message with instructions to check your email to complete registration.

6. Go to your email and select the link.

    a) If you don't see the message, be sure to check your spam folder.

7. You will be taken to a confirmation screen. Click the **Continue** button.

8. 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) Click the **Update profile** button.

Image 3: Updating Profile Information for Online Training Courses Portal for USA Staffing.

9. To access the Cognos Consumer Training course, Click on **Other Courses**.

Image 4: Accessing the Other Courses to locate the Cognos Basic Consumer Training course.

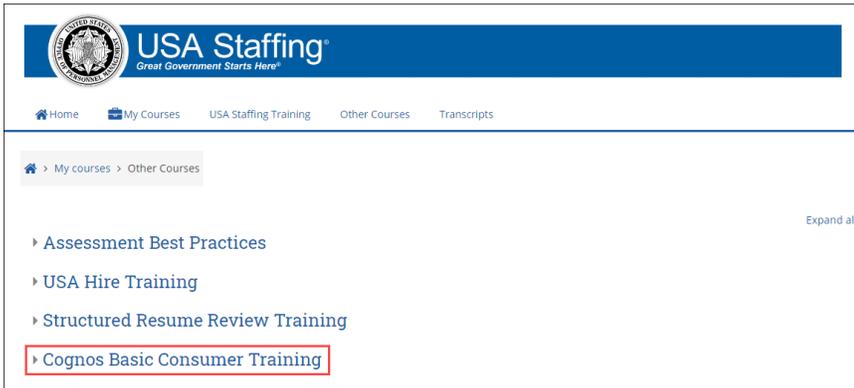10. Click on Cognos Basic Consumer Training to access the course.

Image 5: Accessing the Cognos Basic Consumer Training.

11. Enter **USASTraining1!** for the Enrollment key and click **Enroll me**.
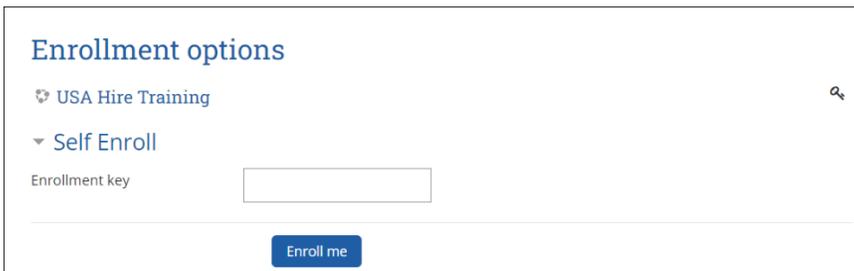

Image 6: Enter Enrollment key.

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 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 Course Portal Help Desk Call the Help Desk at 202-753-0845 or toll free at 833-200-0035 8:30 AM EST to 6:00 PM EST, except holidays.