

Accessing Cognos Consumer Training Online Course

Technical Requirements

Supported browsers include:

- Edge
- Mozilla Firefox
- Chrome

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: <u>https://usastaffing.usalearning.net/login/index.php</u>
- 2. Click the **Create new account** button.

Log in	Is this your first time here?
Username	Create new account
Remember username Log In	
Forgotten your username or password?	

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.

New account	* Collanse all	
- Choose your username	and password	
Username •	Ca	
	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanameric character(s) cach as as π , or #	
Password •	••••••• @	
Re-Enter password +	····· •	
~ More details		
Email address +		
Email (again) +		
Pirst name +	Internet i	
Last name •	100001	
City/town		
Country	United States	
- Other fields		
Work Email •	The company of the second	
	Create my new account Cancel	

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 and click the **Update profile** button.

Home 📾 My Courses US	SA Staffing Training Assessment Best Practices Transcripts	🔠 Hide blocks 🦨 Full screen
Dashboard > Preferences > U	ser account > Edit profile	
Kasey Acres		
General		Expand all
General	and the second se	
First name -	husey huse	
Last name -	Auto	
Email disclass (b)	Allow only other course members to see my email address	
City/town	Belfair	
Select a country	United States	
Timezone	Server timezone (America/New_York)	
• User picture		
Current picture	None	
A profile picture can only be added	once all required profile information has been saved.	
Additional names		
Interests		
Cotional		
• Optional		
▼ Other fields		
Agency -	OM00 — Office of Personnel Management	~
USA Staffing Role •	Help Desk Staff 🔍	
	Update profile Cancel	

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

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



Image 4: Accessing Cognos Consumer Training Online Course

10. Click the appropriate title of the Course to be accessed.

		USA Staffing	Training (Other Courses	Transcripts	-81
倄 > Home >	Courses > Other Co	ourses				
Assess	ment Best Pı	ractices				
• USA Hi	re Training					
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Image 5: Accessing Cognos Consumer Training Courses

💱 Cognos Basic Consumer Training

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

👫 Home 📑 My Courses	USA Staffing Training Other Courses Transcripts
A → Home → Courses → Cognos Ba	sic Consumer Training > Enroll me in this course > Enrollment options
at E Administration	Enrollment options © Cognos Basic Consumer Training
 Course administration Enroll me in this course 	Self Enrollment Enrollment key

12. Select the green circle next to the title of the training to begin the training. Once the training has been completed, on this screen you will receive a checkmark in the grey box to the right of the title.

i	You are enrolled in the course.
Course administration	Announcements
Unenroll me from Cognos Basic Consumer Training	Cognos Basic Consumer Training
	© Cognos Basic Consumer Training
	Important! - To ensure your progress and completion is tracked while completing this training, you must select the Exit button in the course and NOT your browser's close button.
	HOME RIT CLOSSARY RESONANCES CACK NEXT >
	Certificate of Completion
	When you have completed this course, select the certificate link below and then select the get certificate button.
	You must view the certificate for it to be accessible on your Learning Records page.
	Cognos Training Completion Certificate
	Restricted Not available unless: The activity Cognos Basic Consumer Training is marked complete

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 courses, 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.