



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: <https://usastaffing.usalearning.net/login/index.php>
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 and click the **Update profile** button.

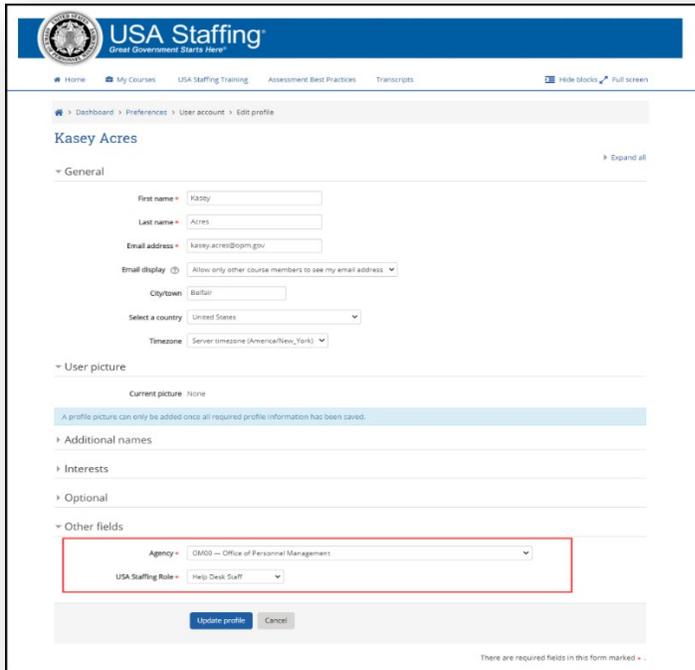


Image 3: Updating Profile Information for Online Training Courses Portal for USA Staffing.

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

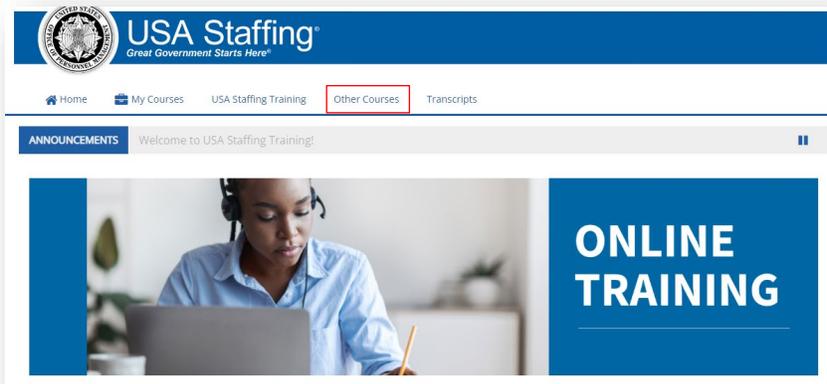


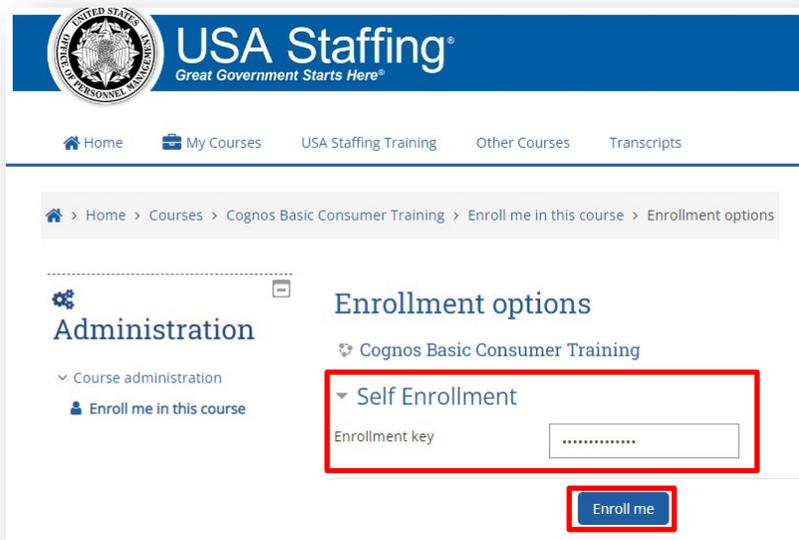
Image 4: Accessing Cognos Consumer Training Online Course

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

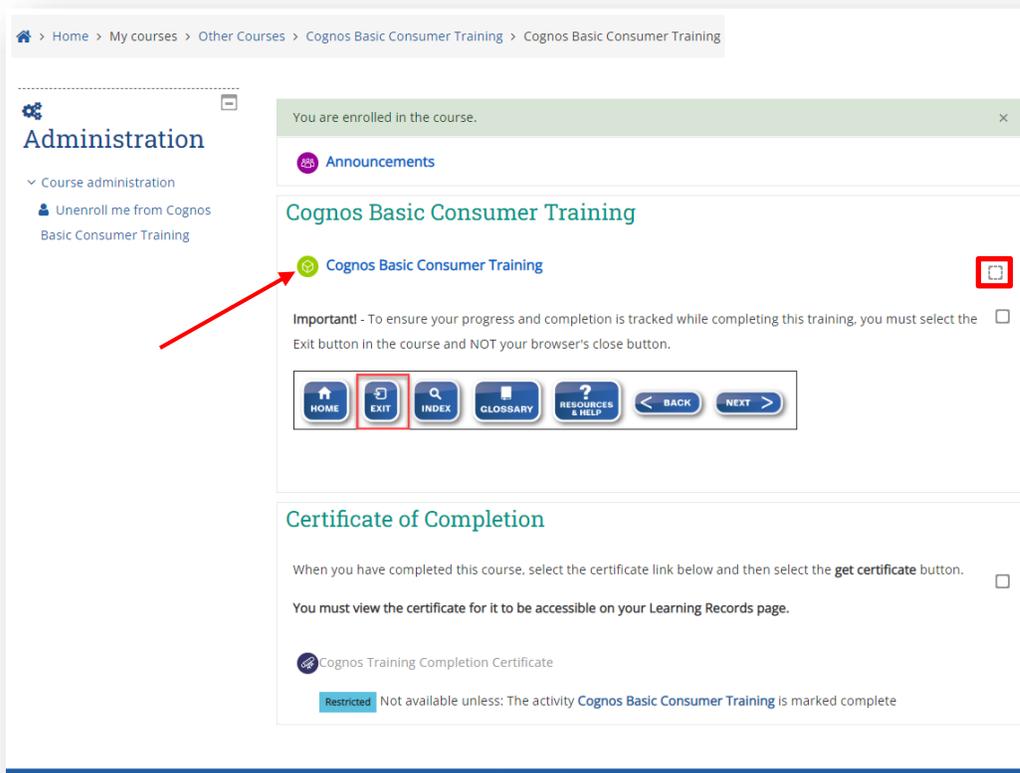


Image 5: Accessing Cognos Consumer Training Courses

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



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.



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.