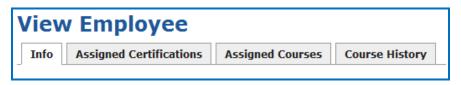


LOGIN OPTIONS

- Internal (SOFSA Portal): https://scils.sofsa.mil/scils/ (Training link at the top of the SOFSA portal: https://portal.sofsa.mil)
 - Training > Select the "DOD EMAIL" certificate > OK
- External Link: https://www.sofsa.mil/scils/
 - Select Login, then type in Username and Password (Password is the same as an employee's AutoTime password)
 - Usernames may vary due to similar employee names (i.e.- JSmith, JSmith1, JKSmith, etc.)
 - The Help Desk (859)566-4600 can assist employees with username and password issues.

EMPLOYEE PROFILES

• All employees should ensure their profile is set up correctly by clicking on the profile icon (). The profile icon will reveal four (4) tabs: Info, Assigned Certifications, Assigned Courses, and Course History.



• Review each tab for accuracy. If any information is incorrect, the employee should notify their manager and/or HR Business Partner.

STUDENT DASHBOARD

The Student Dashboard displays an employee's personal course requirements, expiration dates, and course history.

Student Dashboard



- Employees should check their courses on a regular basis to ensure accuracy.
- If an employee believes that a course was erroneously added to their learning plan, they should contact their manager or the course Subject Matter Expert (SME) for clarification.

EMPLOYEE TIPS

- Each course will contain information about how to receive credit:
 - Classroom Method: Credit given by the instructor
 - On the Job Training (OJT): Credit given by the SME or instructor
 - Manual Upload: Online training that requires an employee to upload a certificate and management to approve
 - Self-Paced: Employee reviews training online and self-acknowledges completion by clicking "Take Credit"
- Employees should print completion certificates and save them for their records.
- Cyber Awareness Challenge certificates must be signed by employees before they are uploaded for them to be valid.

Failure to complete required training on time could result in the employee's network account getting disabled