




Employee Reference Guide

LOGIN OPTIONS

- **Internal (SOFS Portal):** <https://scils.sofsa.mil/scils/> (Training link at the top of the SOFS 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, JSmith, 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.

View Employee

Info Assigned Certifications Assigned Courses 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

Course ID	Title	Expiration Date	Completion Date
SA6012a	Mishap Reporting - Injuries and Illness	May 17, 2017	May 17, 2016
SA6012b	Mishap Report Training - Vehicle and PIT	Jun 27, 2017	Jun 27, 2016
SA6012c	Mishap Report Training - Aviation	Jun 29, 2017	Jun 29, 2016
SA6012d	Mishap Report Training - Chemical Spills	Aug 01, 2017	Aug 01, 2016
MS7503	Cyber Awareness Challenge	Sep 14, 2017	Sep 14, 2016
SC3512	Dept. of Defense (DoD) Threat Awareness Reporting Program (TARP)	Mar 28, 2018	Mar 28, 2016
SA6410	Asbestos Awareness	Never	Jul 29, 2015
SA6560	Emergency Evacuation and Planning	Never	Jul 16, 2015
SC3501	Security Awareness, DSS / OPSEC	Never	Apr 07, 2014
SC3502	Portable Electronic Device Acknowledgement	Never	Nov 24, 2015

 **Assign a Course to Student**
Find and add a course to this student

- 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