# Changing your profile's organization to DSCU so you can see and register for DSCU courses

Take the following steps to change your organization to DSCU in your profile:

Steps 1, 2: Hover over **Home** and click **Universal Profile**.

If you would like to become a DSCU Student in CSOD and have full access to DSCU courses and Certification Dashboard, you can change your Organization to DSCU.

If you would like to just take a DSCU course such as SC-101, you can search it using Global Search. You will remain under your current Organization.
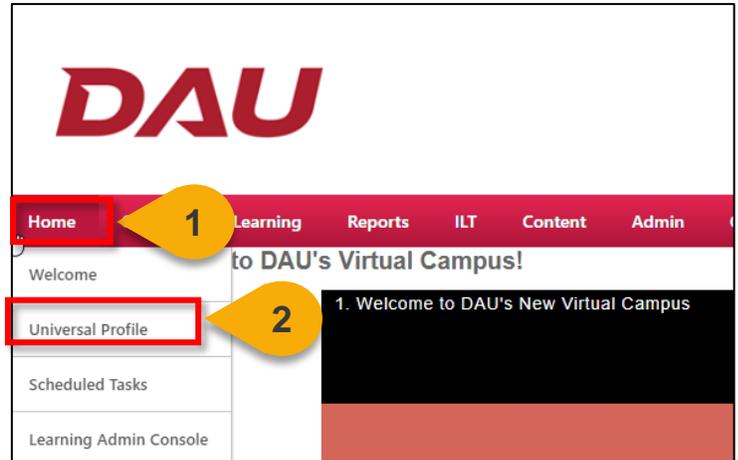
Step 3: Your User Record will be displayed on the screen. To expand a section within the User Record, click on the **arrow** next to the section. The only section in which details are not visible to you is Federal Acquisition Workforce and Supervisor Contact Information.

NOTE: You also can easily expand all sections by clicking on **Options button** at the top right of the page shown below and selecting **Expand all sections**.
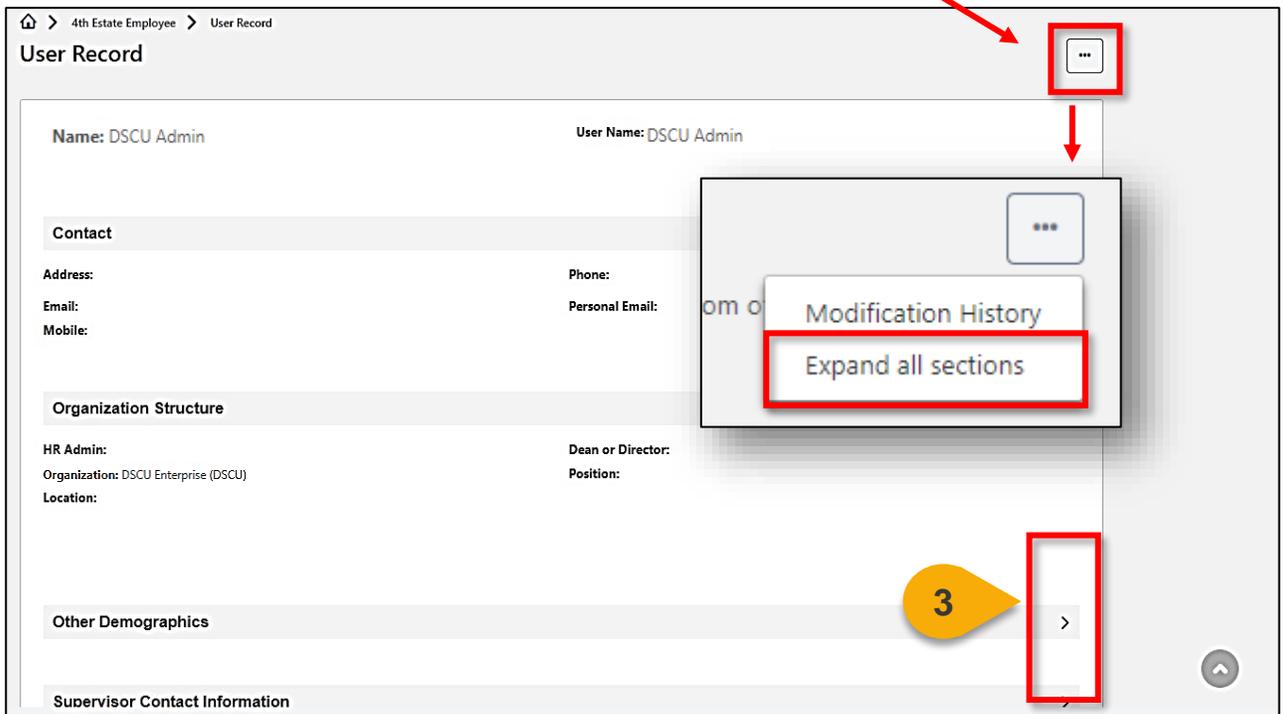
Moving to DSCU Organizations in CSOD (Cont. 1)

Step 4: Click the **Edit button** at the bottom right of the page.

You can change your Organization affiliation under the **Organization Structure** section. Changing your Organization under **DSCU Registrar** will give you access to all DSCU's Online and Instructor Led Training courses.

Step 5: If you have an Organization currently listed, **click on the x** to clear the selection.

Moving to DSCU Organizations in CSOD (Cont. 2)

Step 6: Click on the **expand icon**.
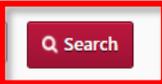
Organization Structure

Manager:

HR Admin:

Organization: * — **6**

Grade:

Steps 7, 8: A list of organizations will appear on the screen. Search for **DSCU** and click **Search**. You can navigate to the other pages by clicking on the page number at the bottom right of the popup window.

Select Organization   ×

7 → DSCU   **Q Search**   **8**

Title	ID	Parent
4th Estate	DSCU-4E	DSCU Registrar
AFRICOM	DSCU-AFRICOM	Combatant Commands
CENTCOM	DSCU-CENTCOM	Combatant Commands
Combatant Commands	DSCU-COCOM	DSCU Registrar
Defense Contract Management Agency (DCMA)	DSCU-DCMA	DSCU Registrar
Defense Finance and Accounting Service (DFAS)	DSCU-DFAS	DSCU Registrar
Defense Information Systems Agency (DISA)	DSCU-DISA	DSCU Registrar
Defense Logistics Agency (DLA)	DSCU-DLA	DSCU Registrar
Defense Technology Security Administration (DTSA)	DSCU-DTSA	DSCU Registrar
DSCU Registrar	DSCU-Reg	DSCU Enterprise

1 2 3 4

1 to 10 of 33

Cancel

Moving to DSCU Organizations in CSOD (Cont. 3)

Step 9: Once you find your organization, click on the **title**. This will select the organization. In the example below, the organization Combatant Commands has been selected.

The Organization field in your user record will update to reflect your selection.

Step 10: Click **Save** at the bottom of the page.

NOTE: It is highly recommended to make this change at the end of the day. Once you have changed your Organization in CSOD, the system will need 4 hours to reflect this change. If you log in before 4 hours has passed, the changes made to your Organization will **not** save. Once your Organization has updated, you will see the DSCU Home page when you log in.