

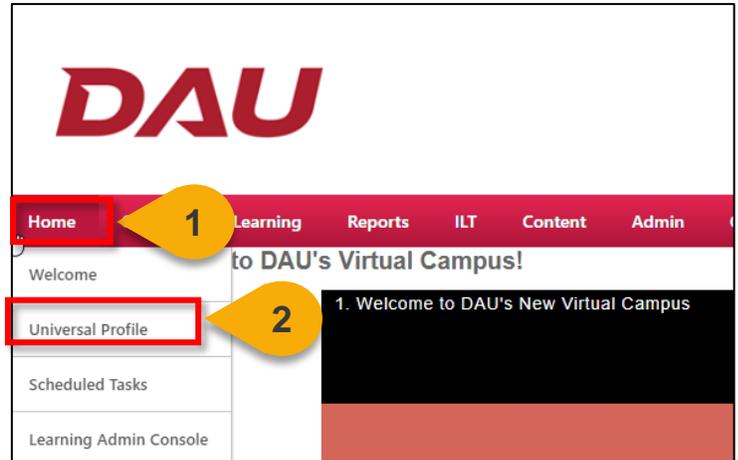
Changing your profile's organization to DSCU so you can see and register for DSCU courses

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

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

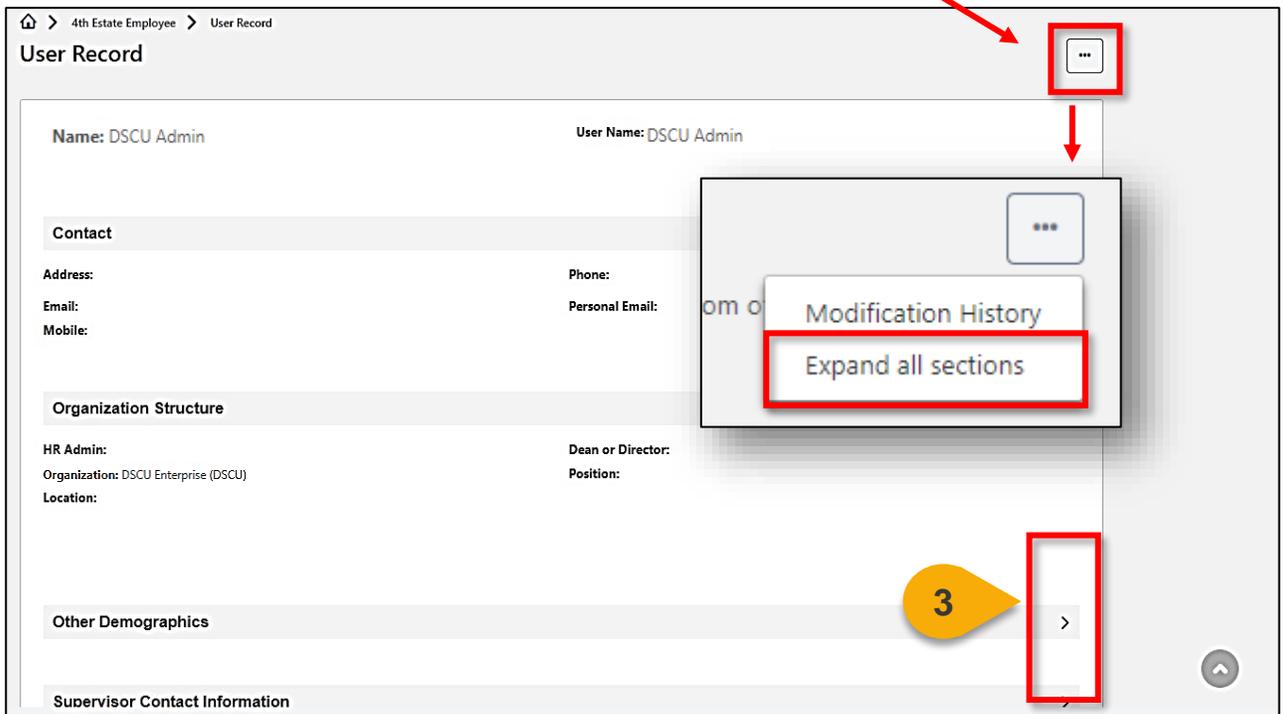
If you would like to become a DSCU Student in CSOD and have full access to DSCU courses and Certification Dashboard, you can change your Organization to DSCU.

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.

The screenshot shows the DAU User Record page for Fatimah Patterson. The page includes a navigation menu with options like Home, Connect, Learning, Reports, ILT, Content, Admin, Certifications, Help Desk, and Performance. The user record details are as follows:

Name: Fatimah Patterson	User Name: Patterson_Fatimah@bah.com
User ID: DAU20260002336	Local System ID:
Original Hire Date:	Last Hire Date:
Allow Reconciliation: No	Absent: No
Active Status: Active	

Below the details are sections for Contact and Settings. The 'Edit Record' button is located at the bottom right, highlighted with a red box and a yellow callout bubble with the number 4. A red arrow points to this button.

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.

The screenshot shows the Organization Structure section with the following fields:

Manager:	<input type="text"/>	<input type="checkbox"/>	HR Admin:	<input type="text"/>	<input type="checkbox"/>
Dean or Director:	<input type="text"/>	<input type="checkbox"/>	Organization: *	AIR MOBILITY COMMAND	<input checked="" type="checkbox"/>
Position:	<input type="text"/>	<input type="checkbox"/>	Grade:	<input type="text"/>	<input type="checkbox"/>
Location:	<input type="text"/>	<input type="checkbox"/>			

The Organization field is highlighted with a red box and a yellow callout bubble with the number 5, indicating the 'x' button used to clear the selection.

Moving to DSCU Organizations in CSOD (Cont. 2)

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

Organization Structure

Manager: 

HR Admin: 

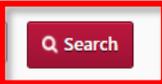
Organization: * 

Grade: 

6

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 ✕



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

1 2 3 4
1 to 10 of 33

Cancel

7

8

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.

Title	ID	Parent
<input type="checkbox"/> 4th Estate	DSCU-4E	DSCU Registrar
<input type="checkbox"/> AFRICOM	DSCU-AFRICOM	Combatant Commands
<input type="checkbox"/> CENTCOM	DSCU-CENTCOM	Combatant Commands
<input checked="" type="checkbox"/> Combatant Commands	DSCU-COCOM	DSCU Registrar
<input type="checkbox"/> Defense Contract Management Agency (DCMA)	DSCU-DCMA	DSCU Registrar

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

Organization Structure

HR Admin:

Dean or Director:

Organization: * **Combatant Commands (DSCU-COCOM)**

Position:

Location:

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

User Type and Employment Status

User Type:

10

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.