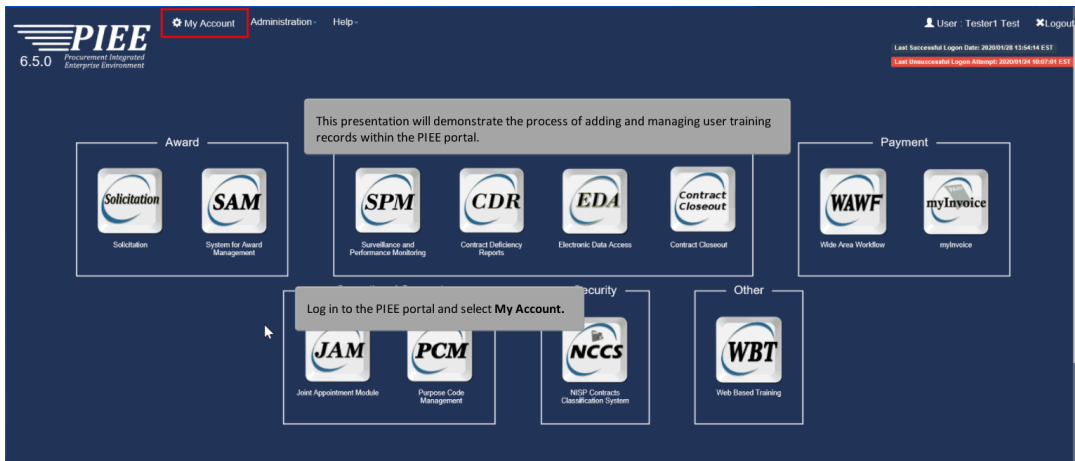## Intro
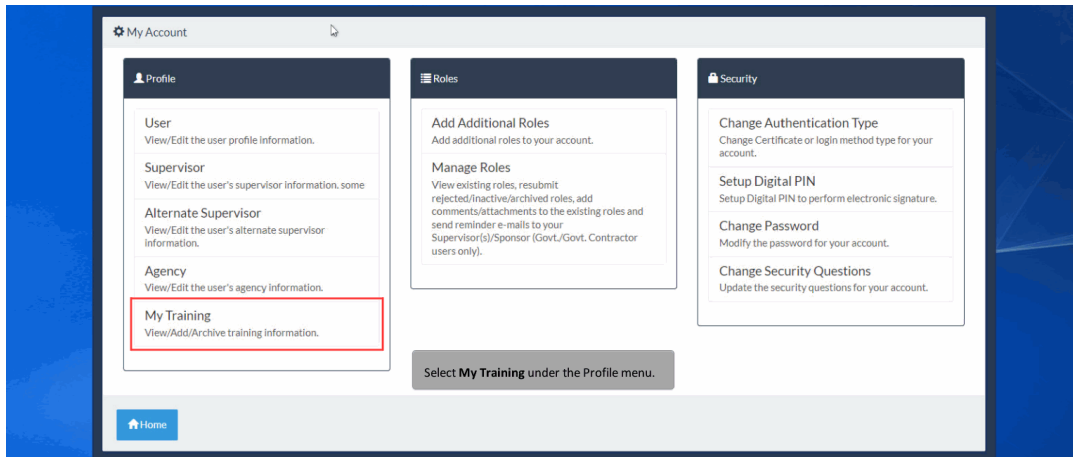

Welcome to the Procurement Integrated Enterprise Environment. This demonstration contains audio narrative. Please adjust your volume accordingly.
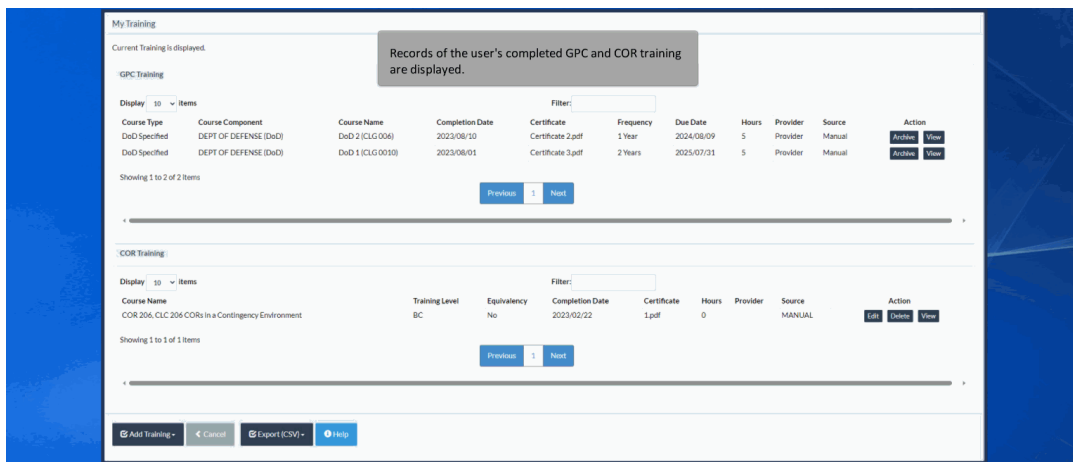
Scene 1

This presentation will demonstrate the process of adding and managing user training records within the PIEE portal. Log in to the PIEE portal and select My Account.
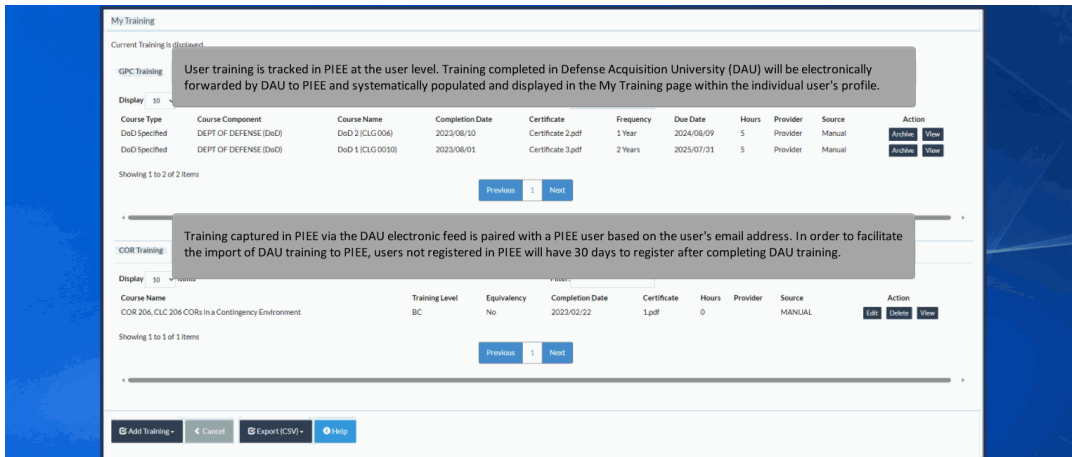
Scene 2

Select My Training under the Profile menu.
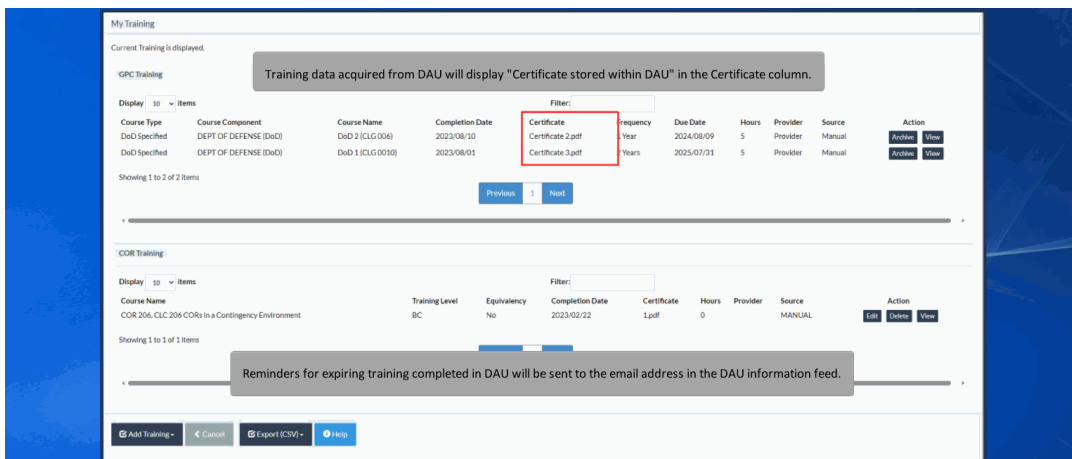
Scene 3

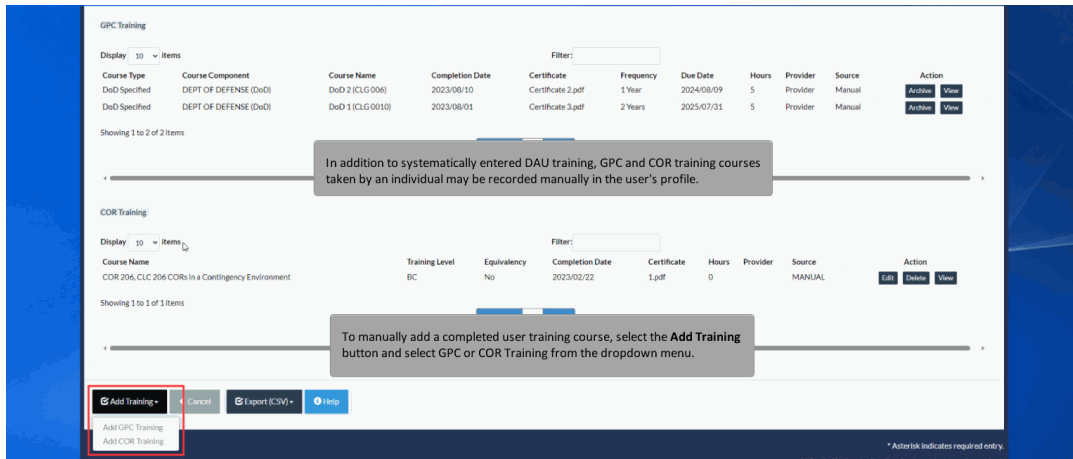Records of the user's completed GPC and COR training are displayed.

Scene 4

User training is tracked in PIEE at the user level. Training completed in Defense Acquisition University (DAU) will be electronically forwarded by DAU to PIEE and systematically populated and displayed in the My Training page within the individual user's profile. Training captured in PIEE via the DAU electronic feed is paired with a PIEE user based on the user's email address. In order to facilitate the import of DAU training to PIEE, users not registered in PIEE will have 30 days to register after completing DAU training.
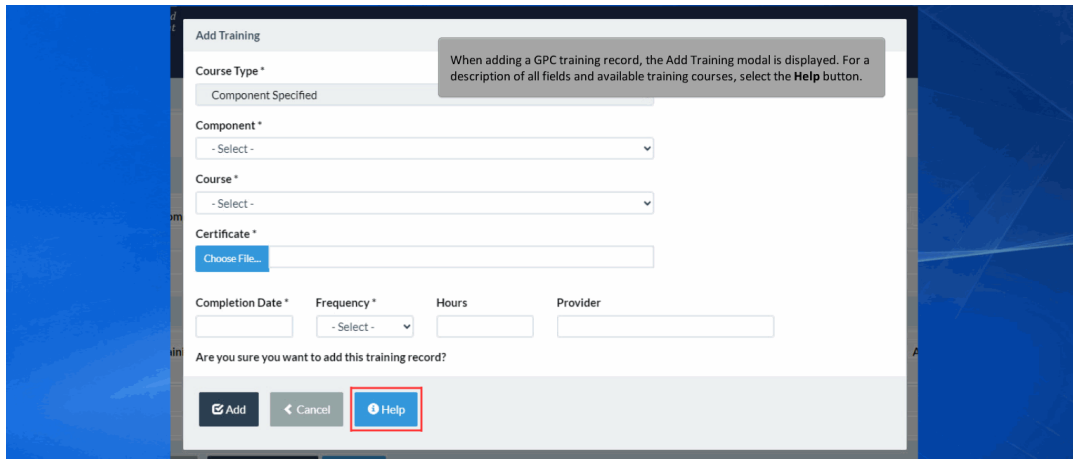
Scene 5

Training data acquired from DAU will display "Certificate stored within DAU" in the Certificate column. Reminders for expiring training completed in DAU will be sent to the email address in the DAU information feed.

Scene 6

In addition to systematically entered DAU training, GPC and COR training courses taken by an individual may be recorded manually in the user's profile. To manually add a completed user training course, select the Add Training button and select GPC or COR Training from the dropdown menu.

Scene 7

When adding a GPC training record, the Add Training modal is displayed. For a description of all fields and available training courses, select the Help button.

Scene 8

The Course Type field is locked as 'Component Specified'. Courses returned in the Course dropdown menu below will include DoD and Component Specified GPC courses as well as LPO courses.

Scene 9

Select your organization from the Component dropdown menu. If it is not listed, select the Component that granted your GPC role(s) (example: Air Guard members select DEPT OF THE ARMY; many OSD customers and all other WHS-supported orgs select WHS). If you are unsure, please contact your A/OPC for help.

Scene 10

In the Course dropdown menu, select the name of the course you have completed. If 'Other' is selected, enter the course name in the subsequent Course Name field. In the Certificate field, select the Choose File button and upload your certificate.
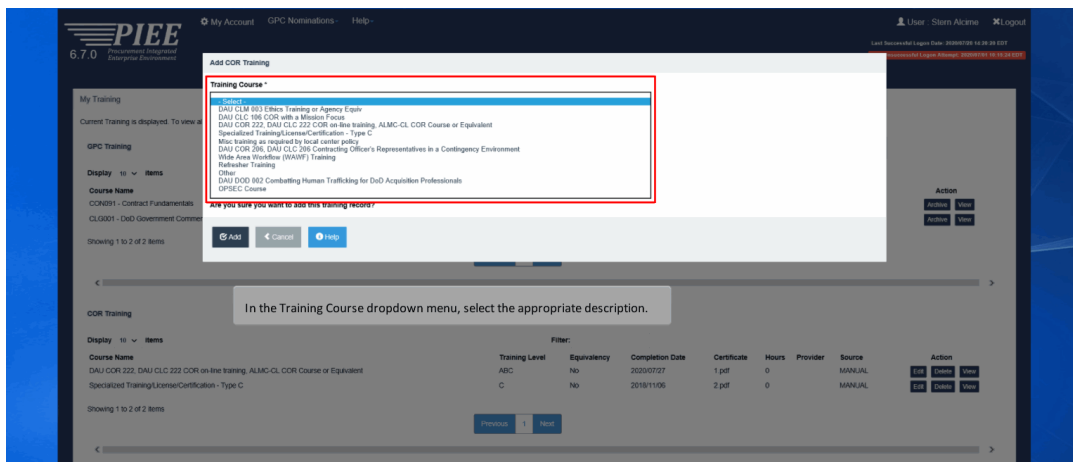
Scene 11

Enter the data requested in the remaining fields. Select the Add button to save the training course record to the My Training page.
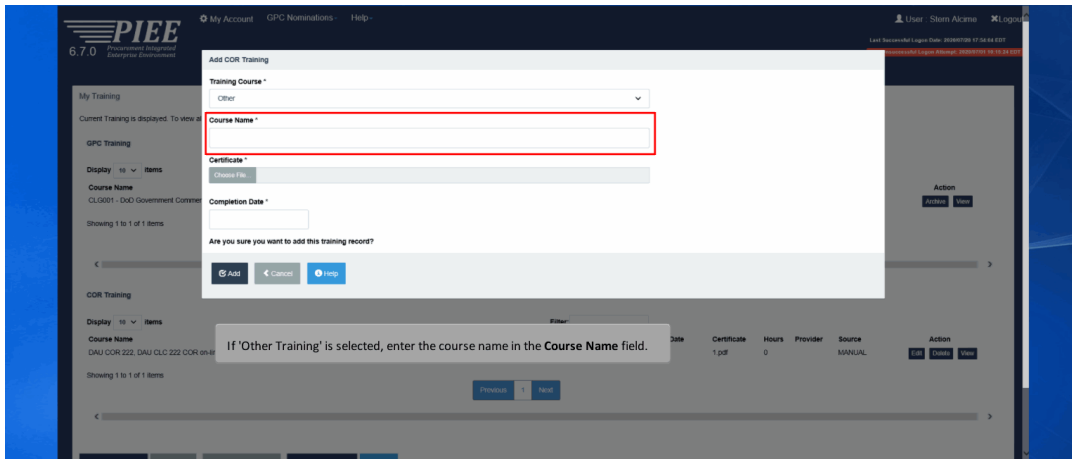
Scene 12
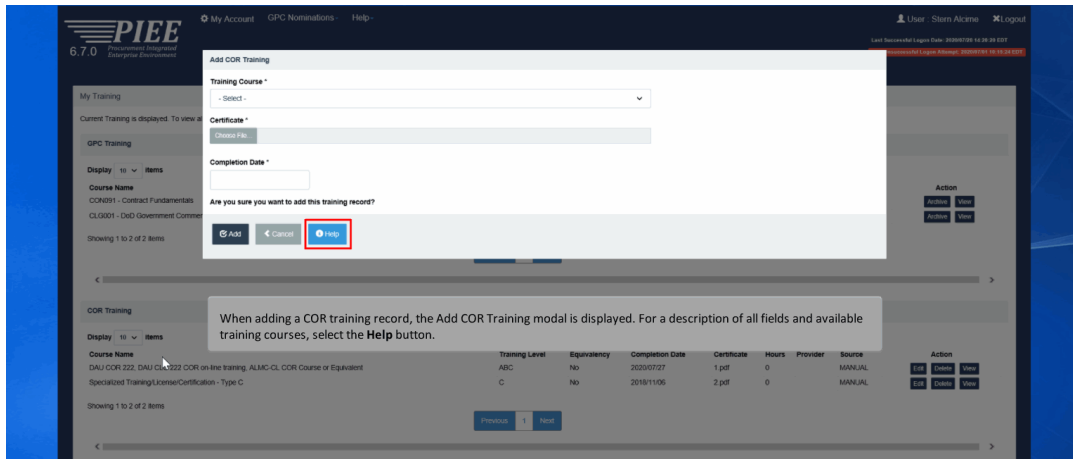
When adding a COR training record, the Add COR Training modal is displayed. For a description of all fields and available training courses, select the Help button.
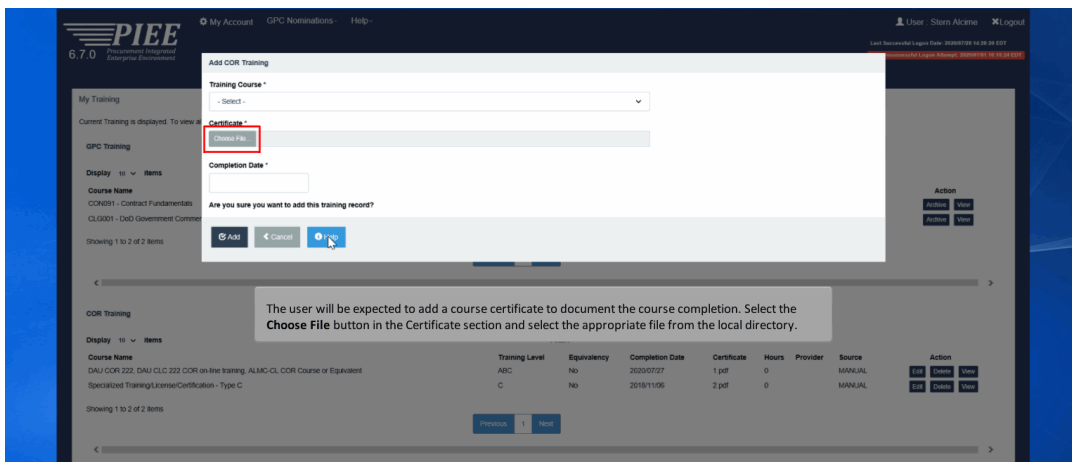
Scene 13

In the Training Course dropdown menu, select the appropriate description.
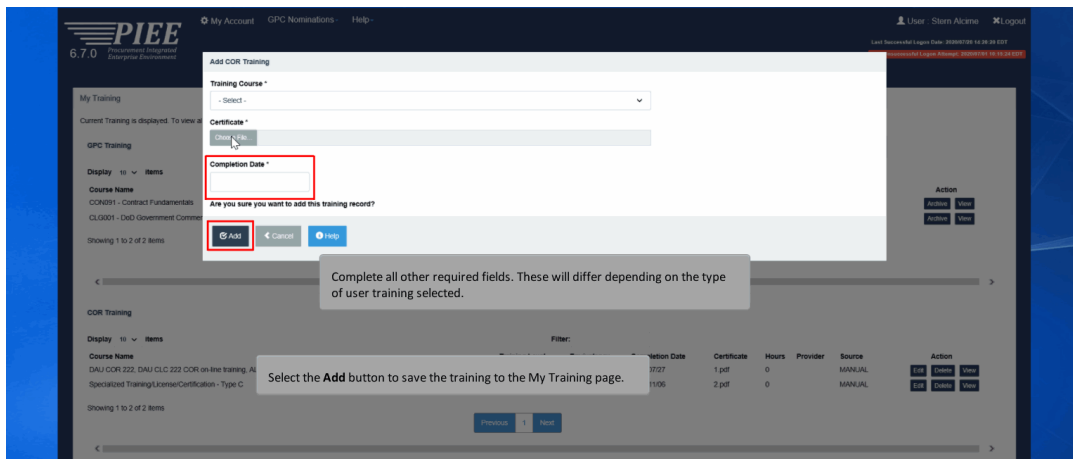
Scene 14

If 'Other Training' is selected, enter the course name in the Course Name field.

Scene 15

The user will be expected to add a course certificate to document the course completion. Select the Choose File button in the Certificate section and select the appropriate file from the local directory.
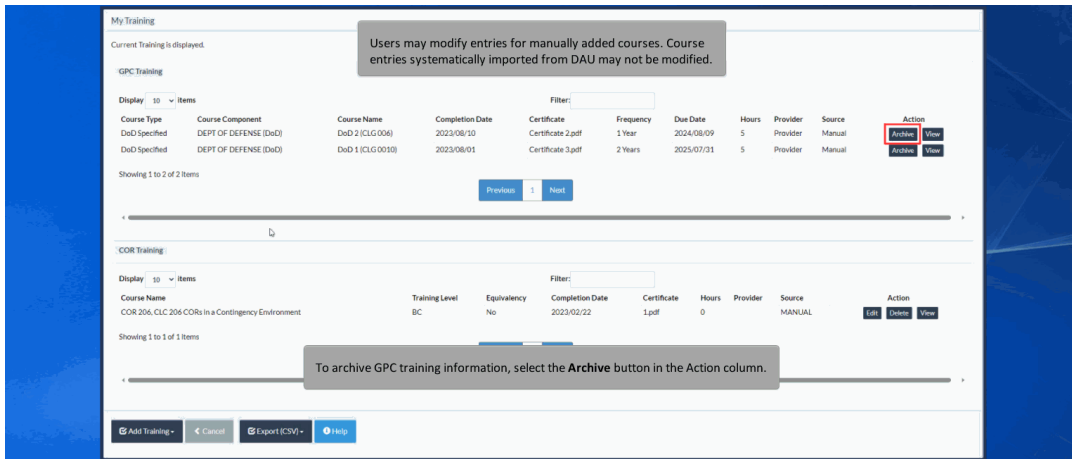
Scene 16

Complete all other required fields. These will differ depending on the type of user training selected. Select the Add button to save the training to the My Training page.

Scene 17
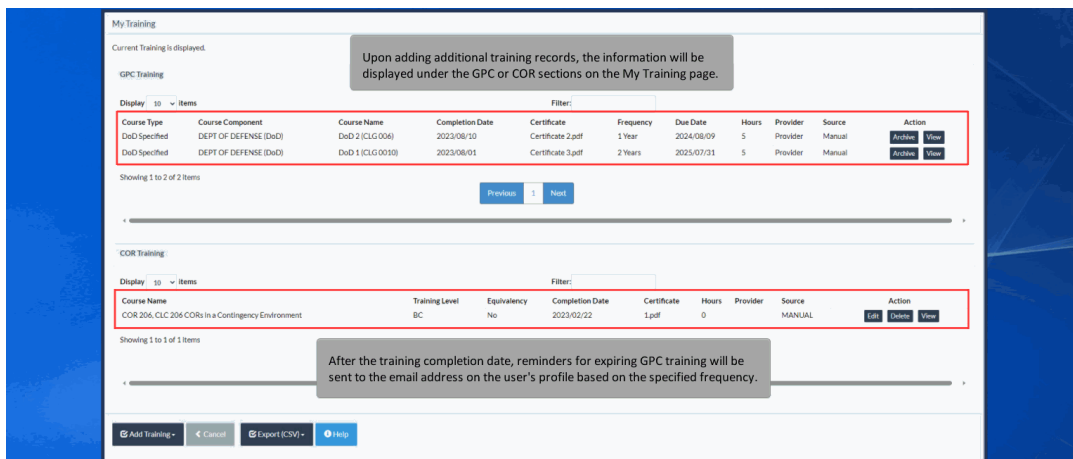
Upon adding additional training records, the information will be displayed under the GPC or COR sections on the My Training page. After the training completion date, reminders for expiring GPC training will be sent to the email address on the user's profile based on the specified frequency.

Scene 18

Users may modify entries for manually added courses. Course entries systematically imported from DAU may not be modified. To archive GPC training information, select the Archive button in the Action column.

Scene 19
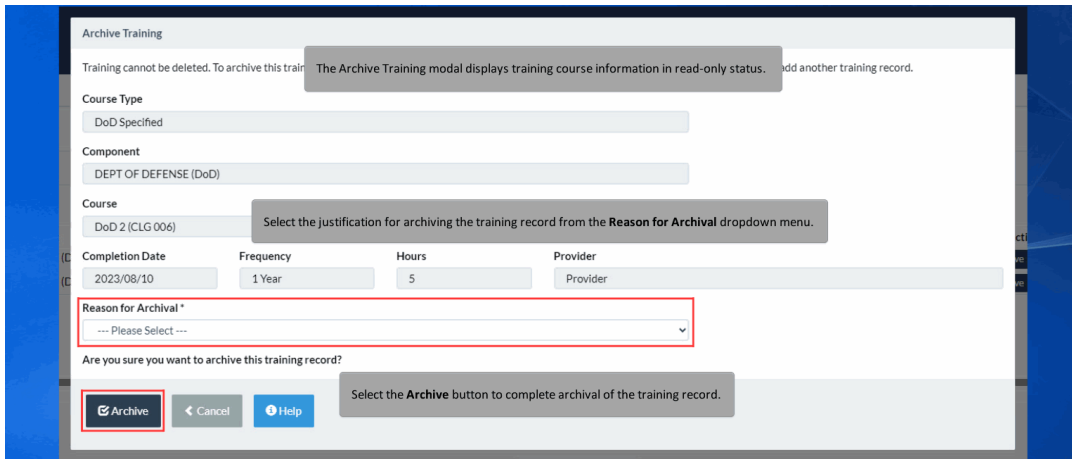
The Archive Training modal displays training course information in read-only status. Select the justification for archiving the training record from the Reason for Archival dropdown menu. Select the Archive button to complete archival of the training record.
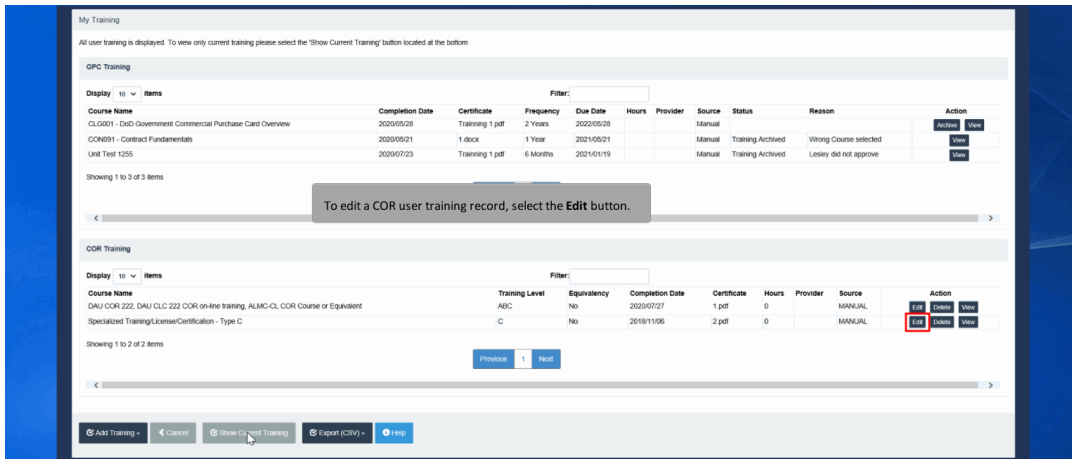
Scene 20
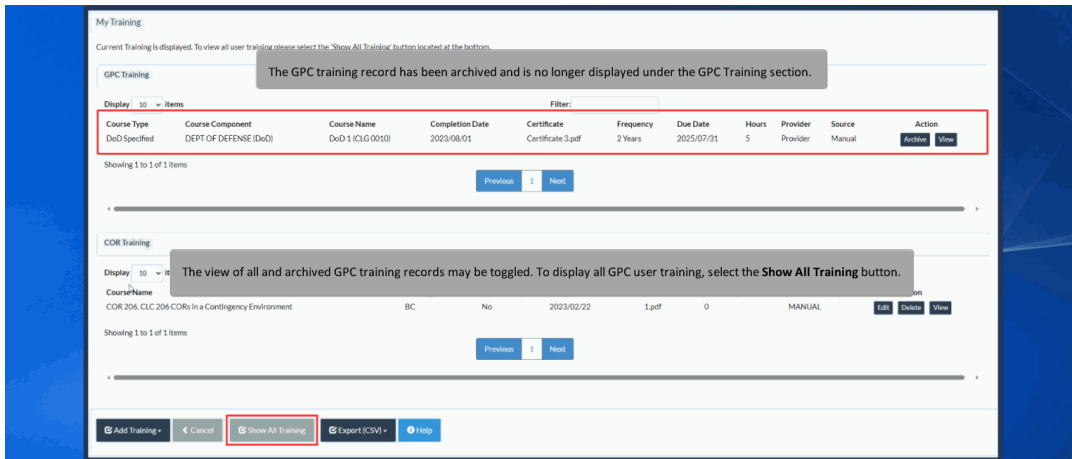
The GPC training record has been archived and is no longer displayed under the GPC Training section. The view of all and archived GPC training records may be toggled. To display all GPC user training, select the Show All Training button.
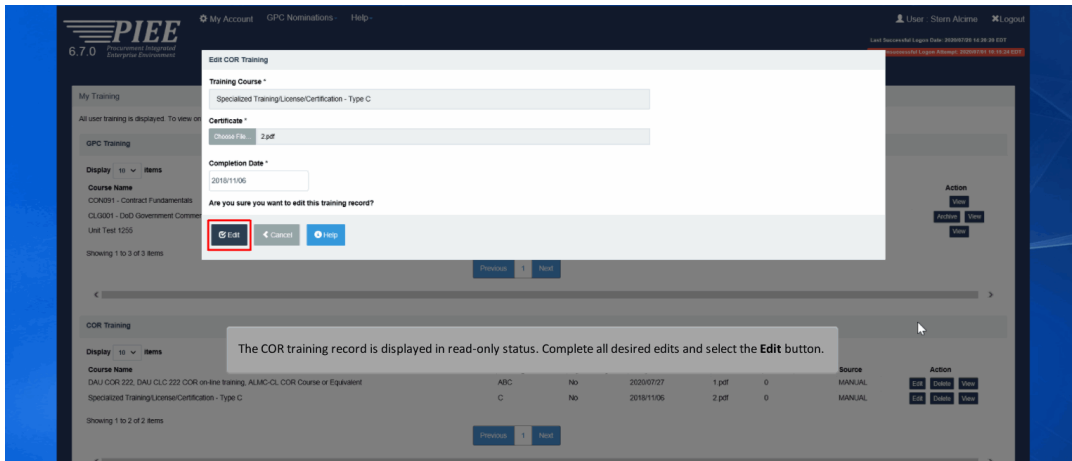
Scene 21
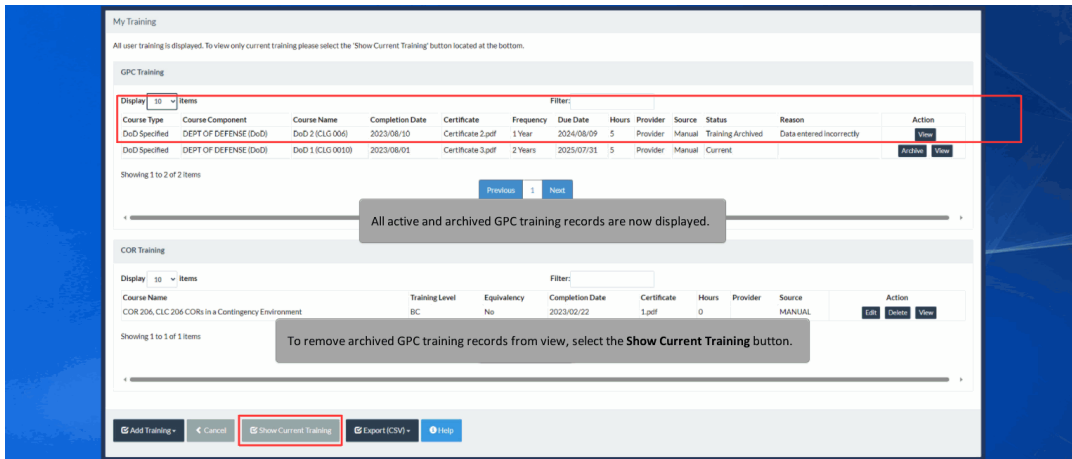
All active and archived GPC training records are now displayed. To remove archived GPC training records from view, select the Show Current Training button.
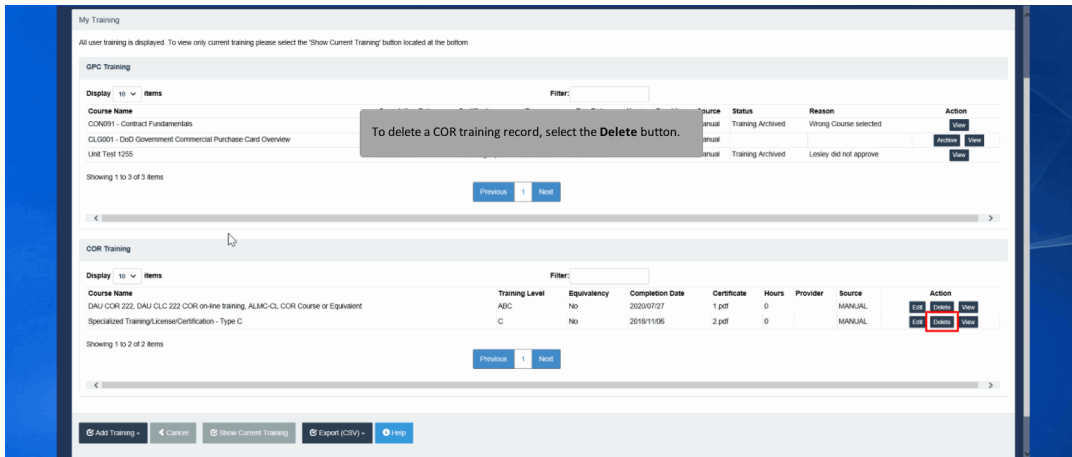
Scene 22

To edit a COR user training record, select the Edit button.
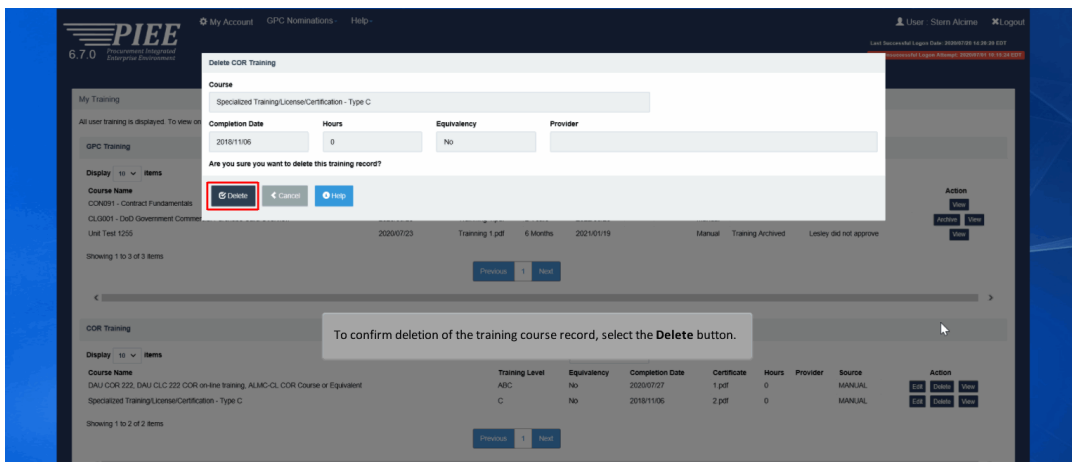
Scene 23

The COR training record is displayed in read-only status. Complete all desired edits and select the Edit button.
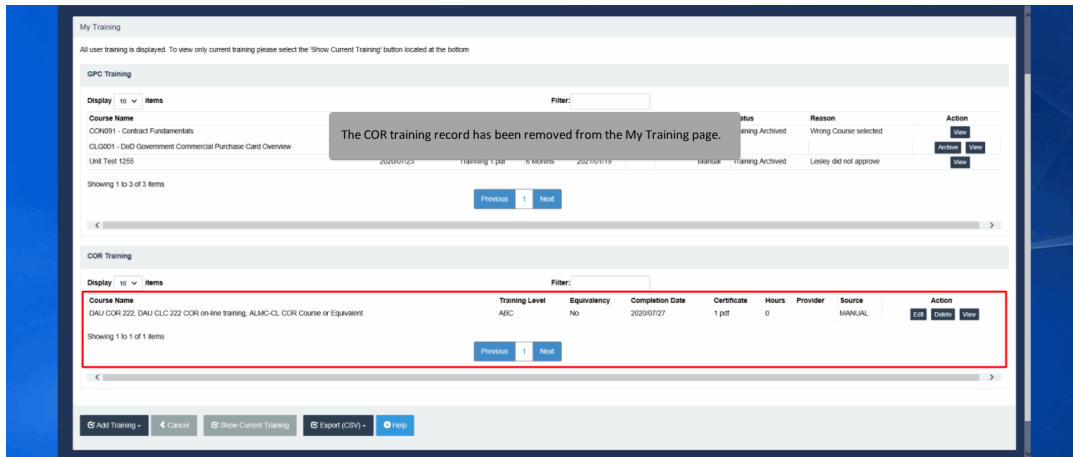
Scene 24

To delete a COR training record, select the Delete button.
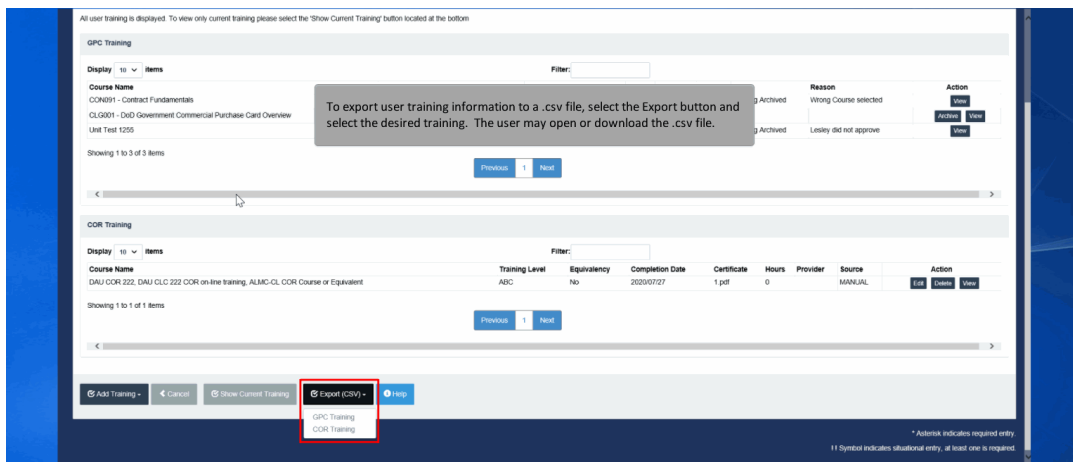
Scene 25

To confirm deletion of the training course record, select the Delete button.
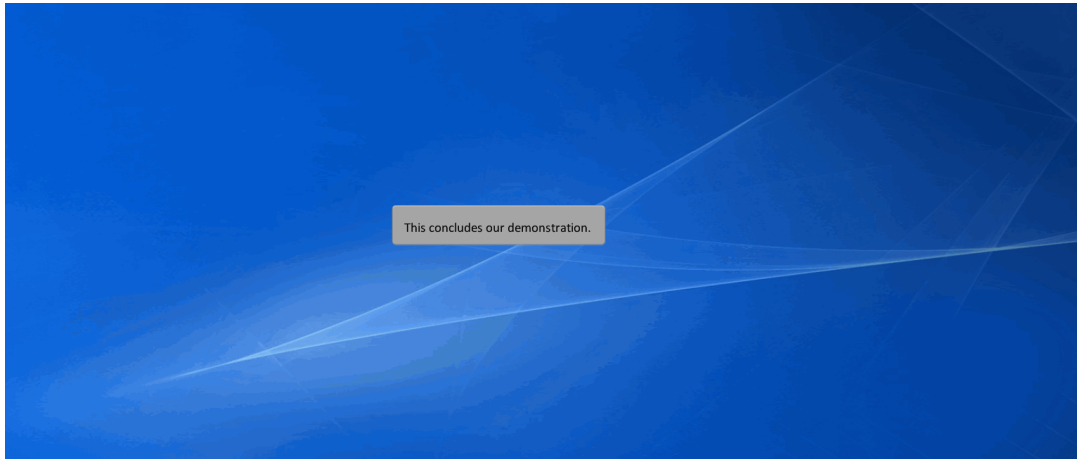
Scene 26

The COR training record has been removed from the My Training page.

Scene 27

To export user training information to a .csv file, select the Export button and select the desired training. The user may open or download the .csv file.

This concludes our demonstration.