



# FAI CSOD User Organization Profile Update

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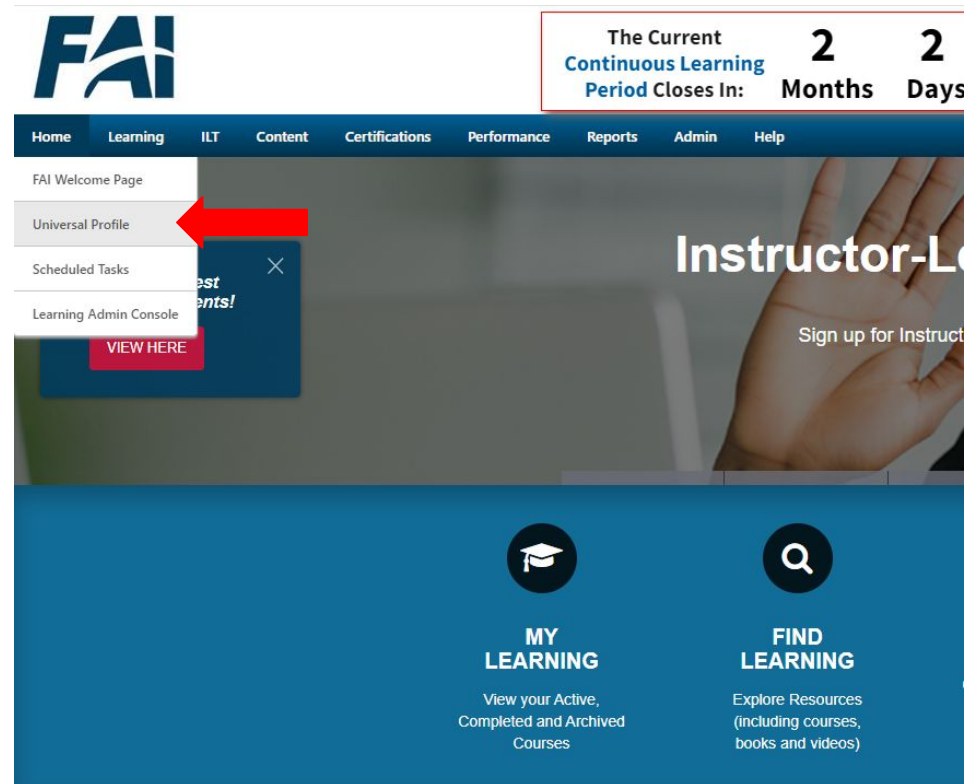
## Task Aid

February 2024

# Log-In & Access Your Profile

1. Log-in to FAI CSOD at <https://dau.csod.com/>. As a federal user, you should see the navy-blue FAI logo in the upper left-hand corner. If not, contact the DAU help desk ([https://services.dau.edu/psp?id=public\\_portal](https://services.dau.edu/psp?id=public_portal))

2. Hover your cursor over the **'Home'** tab in the top left of your homepage and click on **'Universal Profile'**. Your User Record will appear.



# Update Your Organization

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3. Click the 'Update User Record form' hyperlink at the top of your User Record. An FAI User Record Information form will appear.

4. Scroll down to the field titled 'Organization' and click the 'X' symbol to the right of the field entry. The symbol will change to a 'double folder.'

## User Record

To help FAI accurately report training data, it is important that the data you enter on this page is correct. Complete the [Update User Record form](#) to update your user record.

Organization \*

Federal Organizations (FO) X

Organization \*

X

# Update Your Organization

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*(Continued)*

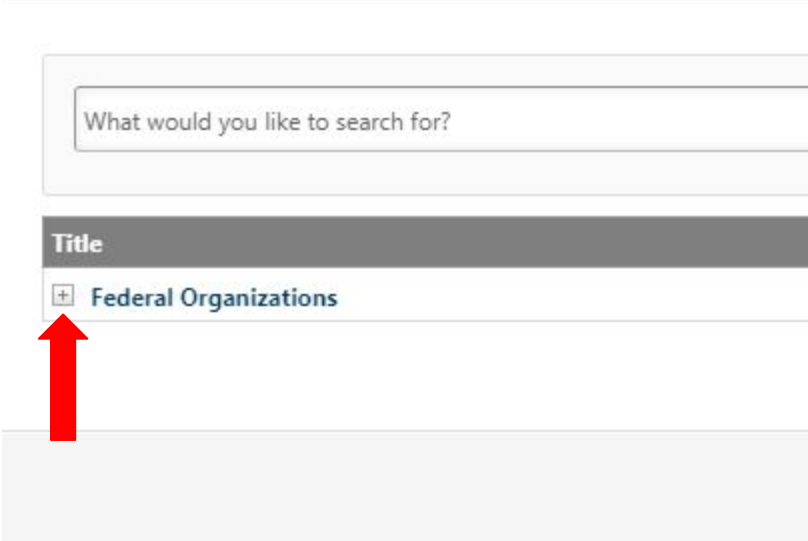
5. Click the 'double folder' icon. A pop out window will appear titled 'Select Organization'.
6. Click the plus sign to the left of the Federal Organizations option to expand the list.

Select Organization

What would you like to search for?

Title

+ Federal Organizations



# Update Your Organization

*(Continued)*

7. Find your agency and select the plus sign to view all the organizations listed within your agency. Continue to expand the options, as necessary, until you locate the lowest known/possible organization level for which you belong.
8. Select the lowest known/possible organization that you can. After selecting your new organization, the name of that organization should now appear in the 'Organization' field of the FAI User Record form.

## Select Organization

All ▸ Federal Organizations

### Title

- + Department of Agriculture
- + Department of Commerce
- + Department of Education
- + Department of Energy (HQ Admins Only)
- + Department of Health & Human Services
- + Department of Homeland Security
- + Department of Housing and Urban Development
- + Department of Interior
- + Department of Justice
- + Department of Labor

# Save Your Changes

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9. Review all your other personal information in the form and update it as necessary.
10. When finished updating your profile information, scroll to the bottom of the FAI User Record form and click 'Submit'.
11. All updates will automatically be updated on your User Record.

Acquisition Workforce (AWF) \*


No ▼

Contracting Officer's Representative (COR)

Select ▼

Manager

Duplicate Manager choices? Enter your Supervisor's Org and Email below.



# IMPORTANT

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**PLEASE REFRAIN FROM LOGGING BACK FOR A MINIMUM OF FOUR (4) HOURS** so the changes you made can take effect.

# Additional Resources

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- Additional instructions can be found in the Help tab of your FAI CSOD homepage:
  - [https://dau.csod.com/catalog/CustomPage.aspx?id=221000509&tab\\_page\\_id=221000509](https://dau.csod.com/catalog/CustomPage.aspx?id=221000509&tab_page_id=221000509)
- For further assistance updating your organization or other information in your User Profile, please contact the DAU Help Desk via ServiceNow Online Portal:
  - [https://services.dau.edu/psp?id=public\\_portal](https://services.dau.edu/psp?id=public_portal)



**FAI**