

E-TRAINING WEBSITE VIRTUAL DEMONSTRATION

Session #1

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U.S. Department of Education

2020 Virtual FSA Training Conference for Financial Aid Professionals

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

AGENDA

- 01 Access to the E-Training Website
- 02 Navigating the Learning Management System (LMS)
- 03 Available Training Offerings
- 04 Learning Plans
- 05 Resources

ACCESS TO THE E-TRAINING WEBSITE

LOGIN

In order to log in to the FSA E-training site, enter an established username and password.

If you are a new user, scroll to the bottom of the page and click the **Create New Account** button.

The screenshot shows the login interface for the Federal Student Aid E-Training Website. At the top right, the logo for Federal Student Aid is displayed. The main content area is divided into two columns. The left column contains a login form with a blue header labeled 'LOGIN'. Below the header are two input fields: 'Username' and 'Password'. A green 'LOGIN' button is positioned below the password field. Underneath the login button, there is a link for 'Forgotten your username or password?' and a note that cookies must be enabled in the browser. At the bottom of the form, there is a green button labeled 'LOG IN AS A GUEST' and a note that some courses may allow guest access. The right column contains a heading 'Federal Student Aid E-Training Website' followed by a welcome message and a list of instructions. Below the instructions is a 'Warning' section with a detailed disclaimer about system access and a 'Create new account' button at the bottom.

Federal Student Aid E-Training Website

Welcome to the official FSA E-Training Website for the U.S. Department of Education

- To access this site and utilize all of the training features, you will need to create a user account and password.
- Please Note:** if you already have an account but need to associate a new email with it (because of a job change, for example), please contact us at helpdesk.fsatraining@ed.gov.
- To create a new account, please click on the "Create New Account" button at the bottom of this page. By creating a user account or by logging into this website, you are in acceptance of the warning statement below:

Warning

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

[Create new account](#)

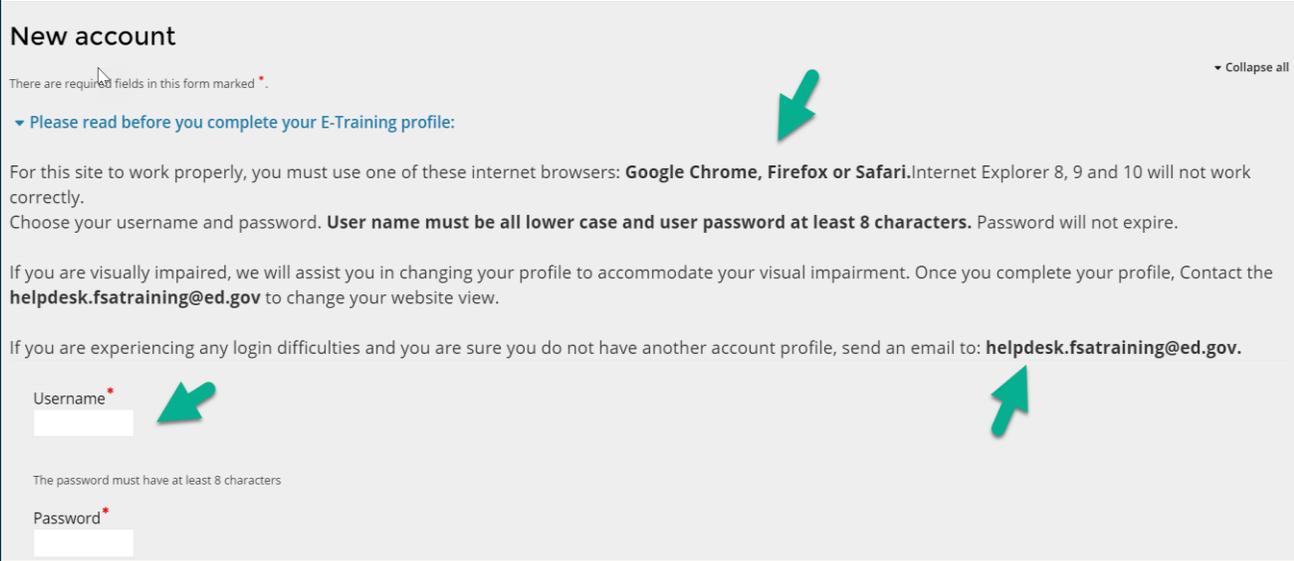
ACCESS TO THE E-TRAINING WEBSITE

NEW ACCOUNT

In order to create a new account, complete all required fields.

All required fields will be indicated by a red asterisk.

If you do not have an OPEID number, you may choose **No OPEID at This Time or N/A**. If you have any issues, or if you already have an account and do not remember your credentials, You may use the reset password button or email us at: helpdesk.fsatraining@ed.gov.



New account ▼ Collapse all

There are required fields in this form marked *.

▼ Please read before you complete your E-Training profile:

For this site to work properly, you must use one of these internet browsers: **Google Chrome, Firefox or Safari**. Internet Explorer 8, 9 and 10 will not work correctly.
Choose your username and password. **User name must be all lower case and user password at least 8 characters**. Password will not expire.

If you are visually impaired, we will assist you in changing your profile to accommodate your visual impairment. Once you complete your profile, Contact the helpdesk.fsatraining@ed.gov to change your website view.

If you are experiencing any login difficulties and you are sure you do not have another account profile, send an email to: helpdesk.fsatraining@ed.gov.

Username*

The password must have at least 8 characters

Password*

Note: Green arrows in the image point to the asterisks on 'Username' and 'Password*', and to the 'Please read before you complete your E-Training profile:' link.*

ACCESS TO THE E-TRAINING WEBSITE

TOUR

When users log in for the first time, a dialog box will appear that will provide a tour of the home page.

If a user has already accessed the tour, they have the option to scroll to the bottom of the page and click on **Replay Tour**.

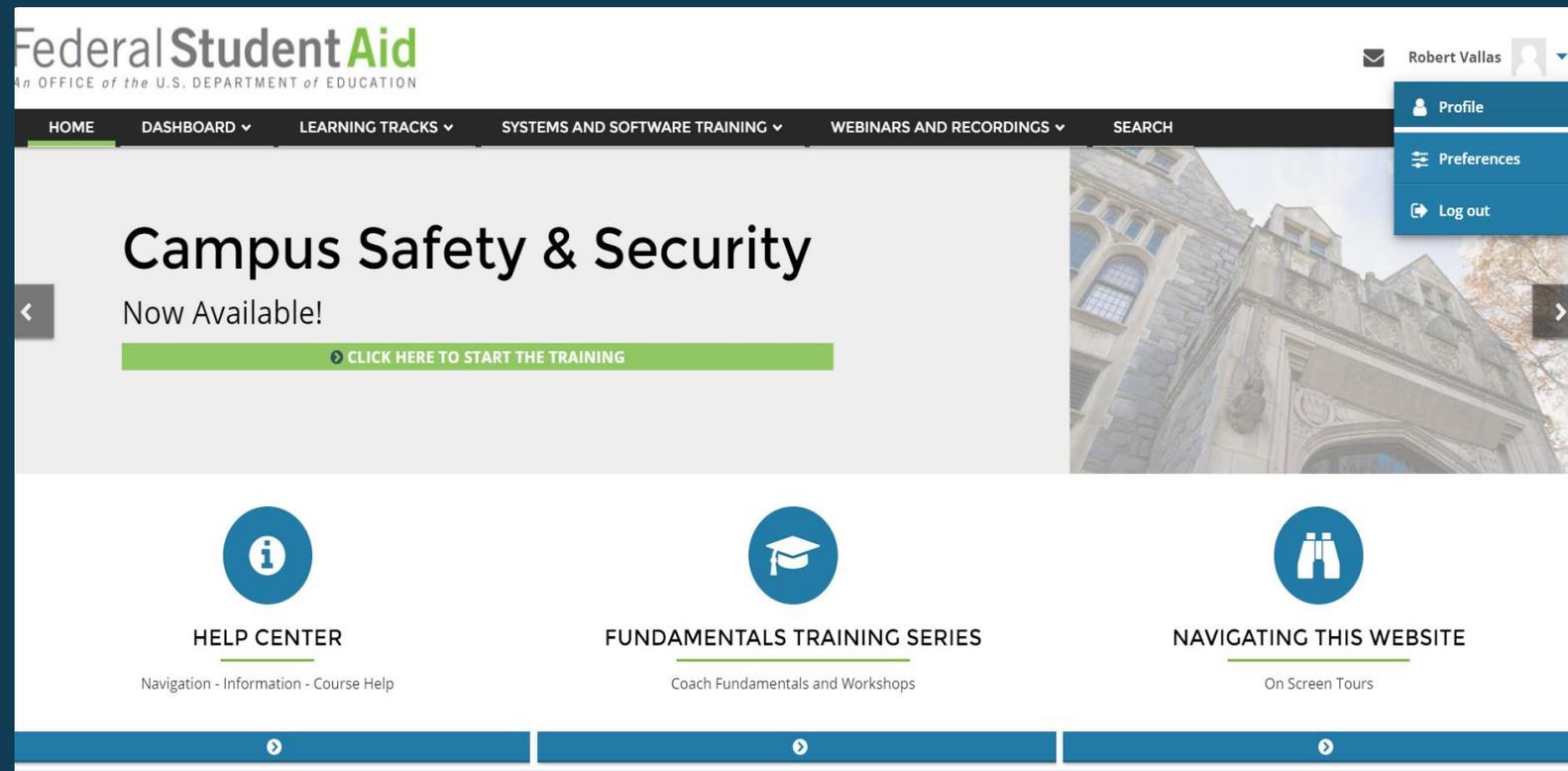


ACCESS TO THE E-TRAINING WEBSITE

PREFERENCES

In the upper right corner, you will see your name with a dropdown arrow next to it.

Users can access the logout feature here, but most importantly, the **Preferences** button which allows users to edit their personal information, including their name, email address, and password.



The screenshot displays the Federal Student Aid website interface. At the top right, the user's name "Robert Vallas" is shown next to a dropdown arrow. The dropdown menu is open, showing three options: "Profile", "Preferences" (highlighted in blue), and "Log out". The main content area features a banner for "Campus Safety & Security" with the text "Now Available!" and a green button labeled "CLICK HERE TO START THE TRAINING". Below the banner are three service tiles: "HELP CENTER" (Navigation - Information - Course Help), "FUNDAMENTALS TRAINING SERIES" (Coach Fundamentals and Workshops), and "NAVIGATING THIS WEBSITE" (On Screen Tours). The website header includes navigation links for HOME, DASHBOARD, LEARNING TRACKS, SYSTEMS AND SOFTWARE TRAINING, WEBINARS AND RECORDINGS, and SEARCH.

NAVIGATING THE LEARNING MANAGEMENT SYSTEM

HELP CENTER

The Help Center and Navigating This Website

icons in the middle of the homepage are full of helpful navigation tips and other information.

Please feel free to utilize these icons to find FAQs, site policies, assistance contacts, site tours, and other helpful items.

The screenshot displays the Federal Student Aid homepage. At the top, the logo reads "Federal Student Aid" with "An OFFICE of the U.S. DEPARTMENT of EDUCATION" below it. A navigation bar includes links for HOME, DASHBOARD, LEARNING TRACKS, SYSTEMS AND SOFTWARE TRAINING, WEBINARS AND RECORDINGS, and SEARCH. A user profile for Robert Vallas is visible in the top right corner with options for Profile, Preferences, and Log out. A central banner features the text "Campus Safety & Security Now Available!" with a green button that says "CLICK HERE TO START THE TRAINING". Below the banner are three main navigation icons: an information icon for "HELP CENTER" (Navigation - Information - Course Help), a graduation cap icon for "FUNDAMENTALS TRAINING SERIES" (Coach Fundamentals and Workshops), and a binoculars icon for "NAVIGATING THIS WEBSITE" (On Screen Tours).

NAVIGATING THE LEARNING MANAGEMENT SYSTEM

DASHBOARD

To access the Dashboard, click Dashboard and then select **My Dashboard**.

The screenshot shows the Federal Student Aid website dashboard. At the top, the logo reads "Federal Student Aid" with "An OFFICE of the U.S. DEPARTMENT of EDUCATION" below it. A user profile for "Robert Vallas" is visible in the top right. A navigation bar contains links for HOME, DASHBOARD (with a dropdown arrow), LEARNING TRACKS (with a dropdown arrow), SYSTEMS AND SOFTWARE TRAINING (with a dropdown arrow), WEBINARS AND RECORDINGS (with a dropdown arrow), and SEARCH. The main content area features a large banner for "Campus Safety & Security" with the text "Now Available!" and a green button labeled "CLICK HERE TO START THE TRAINING". Below the banner are three service tiles: "HELP CENTER" (with an information icon and subtext "Navigation - Information - Course Help"), "FUNDAMENTALS TRAINING SERIES" (with a graduation cap icon and subtext "Coach Fundamentals and Workshops"), and "NAVIGATING THIS WEBSITE" (with a binoculars icon and subtext "On Screen Tours"). Each tile has a small circular icon at the bottom.

NAVIGATING THE LEARNING MANAGEMENT SYSTEM

RECORD OF LEARNING

The **Record of Learning** will display all courses and programs users may access, and whether they are in progress or completed. Users may further refine their learning by active or completed learning in the learning block on the left.

Please note that the Learning Management System (LMS) does NOT generate certificates; if a record is needed for proof of training completion, you may simply take a screen capture of your completed learning.

The screenshot displays the 'Record of Learning : All Courses' page. The navigation menu on the left includes 'LEARNING', 'Learning Plans', and 'Record of Learning'. The main content area shows a search bar with 'Course Title' and a dropdown menu set to 'contains'. Below the search bar are 'Search' and 'Clear' buttons. A 'Show/Hide Columns' button is also present. The table below lists learning records with columns for 'User's Fullname', 'User ID', 'Course Title', 'Previous Completions', 'Progress or Final Score', and 'Course completion date'.

User's Fullname	User ID	Course Title	Previous Completions	Progress or Final Score	Course completion date
Robert Vallas	52955	2019-20 Verification		<div style="width: 100%;"></div>	18 Dec 2019
Robert Vallas	52955	2020-21 Verification		<div style="width: 100%;"></div>	15 May 2020
Robert Vallas	52955	Administering Aid in Non-Standard Terms		<div style="width: 100%;"></div>	
Robert Vallas	52955	Awarding Pell in a Nonterm or Clock-hour Program		<div style="width: 100%;"></div>	
Robert Vallas	52955	Campus Safety and Security Training		<div style="width: 100%;"></div>	

AVAILABLE TRAINING OFFERINGS

FSA COACH FUNDAMENTALS

Some schools that are new to participating in the federal student aid programs are required to have their officers successfully complete the FSA Coach Fundamentals Series of Training that includes an online portion and a live workshop. The online portion of the training is located within the FSA E-training site.

The FSA Coach Fundamentals Online enrollment page and course links can be accessed by clicking on the blue button in the center of the home page or under Learning Tracks on the black menu bar.

FUNDAMENTALS TRAINING SERIES HOME PAGE

Carefully review the tabs below for important information on the Fundamentals Training Series program:

FUNDAMENTALS TRAINING SERIES PROGRAM	IMPORTANT NAVIGATION TIPS AND FAQs	LET'S GET STARTED
<p>Completing the Fundamentals Training Series Program</p> <p>The "Fundamentals Training Series Program" (FTS) is comprised of two courses:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The first course is online and is called "FSA Coach Fundamentals". <input checked="" type="checkbox"/> The second course is the in-person Fundamentals Workshop. <input checked="" type="checkbox"/> FSA Coach Fundamentals is a prerequisite to registering for an in-person workshop. 		
<p> Fundamentals Workbook</p>	<p> Workshop Refresher Videos</p> <p style="font-size: small;">We will be covering many topics in the virtual workshop within a limited time frame, so it is important that you join the workshop prepared. We know some time may have passed since you completed the online portion of the course, so we strongly encourage you to take time just prior to the virtual workshop to re-watch a few of our videos from the online course.</p>	

AVAILABLE TRAINING OFFERINGS

FSA COACH FUNDAMENTALS REGISTRATION

To register for the live Fundamentals workshop, you must first complete the online FSA Coach Fundamentals Course. In order to enroll in the online course, the user must select the Let's Get Started tab in the course front page. The course is designed for schools new to federal student aid administration, but anyone who completes the online course can register for the live workshop.

FUNDAMENTALS TRAINING SERIES HOME PAGE

Carefully review the tabs below for important information on the Fundamentals Training Series program:

FUNDAMENTALS TRAINING SERIES PROGRAM	IMPORTANT NAVIGATION TIPS AND FAQs	LET'S GET STARTED
<p>Let's Get Started</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> To enroll in the online course select here <input type="checkbox"/> Select here to view workshops available beginning November 2019. IMPORTANT! Please use the filter buttons to be sure to see future workshop dates. You CANNOT register with this workshop list (see below) <input checked="" type="checkbox"/> If you have already successfully completed the 19-20 course online training, and you want to register for a workshop, select here 		
<div style="display: flex; gap: 10px;"> <div style="display: flex; align-items: center; gap: 5px;"> Fundamentals Workbook </div> <div style="display: flex; align-items: center; gap: 5px;"> Workshop Refresher Videos </div> </div> <p style="font-size: small; margin-top: 5px;">We will be covering many topics in the virtual workshop within a limited time frame, so it is important that you join the workshop prepared. We know some time may have passed since you completed the online portion of the course, so we strongly encourage you to take time just prior to the virtual workshop to re-watch a few of our videos from the online course.</p>		

AVAILABLE TRAINING OFFERINGS

FUNDAMENTALS ONLINE COURSE

The fundamentals online course is an overview of Federal Student Aid administrative requirements for the following seven modules:

- **FSA Overview**
- **Application**
- **Review**
- **Packaging**
- **Disbursement**
- **Departure**
- **Institutional Eligibility**

The system tracks progress and completion so learners can exit and return to complete the training at their own pace.

FSA Coach Fundamentals 2020-2021 | Start this course by selecting the Federal Student Aid Overview icon.

FEDERAL STUDENT AID OVERVIEW | **APPLICATION** | **REVIEW** | **PACKAGING** | **DISBURSEMENT** | **DEPARTURE** | **INSTITUTIONAL ELIGIBILITY**

GLOSSARY AND ACRONYMS
 Glossary of General Terms
 Acronyms

FEEDBACK
 Please Provide us with Your Feedback

COURSE PROGRESS COMPLETION
 This course's seven sections are displayed above as section tiles.
 Section tiles displaying in color are either complete or in progress. To locate your place in the course, click on the tile displaying in color farthest to the right - this is the section tile where your furthest progress.
 Once you click on the tile, you will see black circles with check marks on the far right showing which lessons you have completed. Scroll down to the lesson with a green circle to find the next lesson to complete/continue your training.

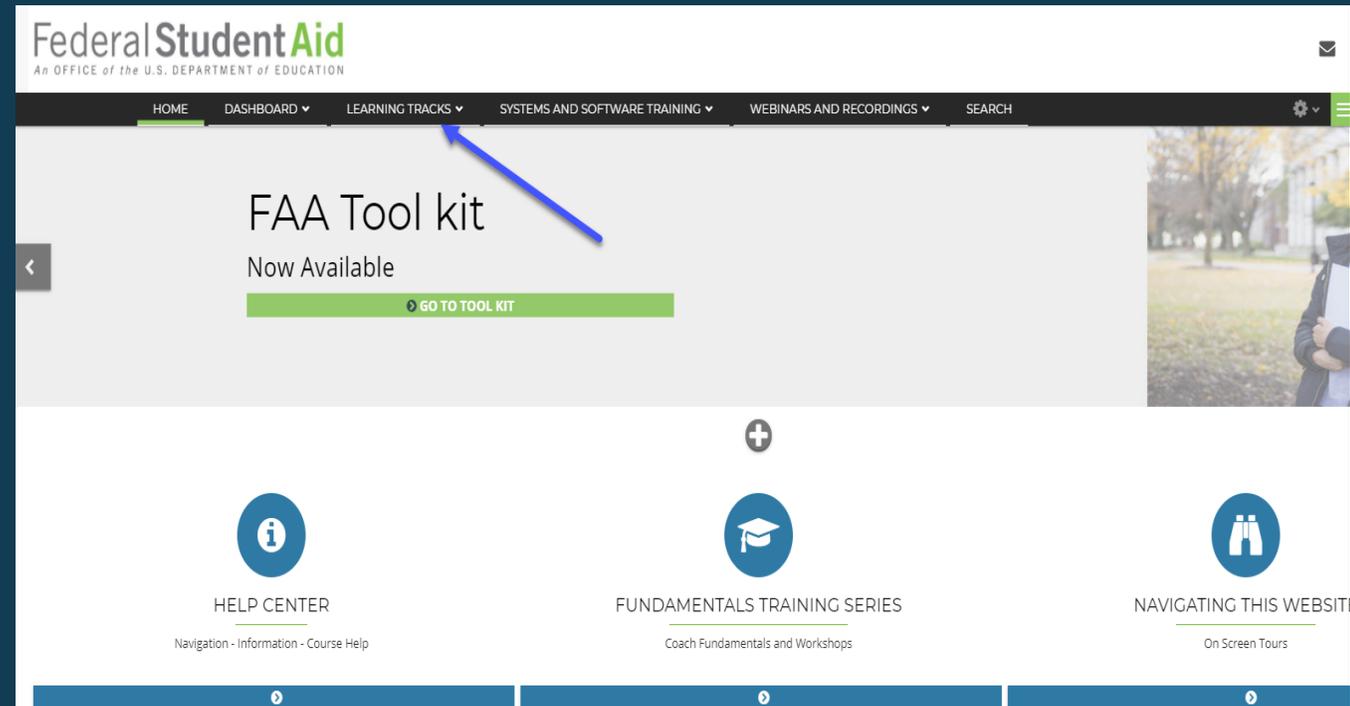
REPORT A PROBLEM
 If you have identified a navigation problem or other issue, please detail the problem you are having. What module? Lesson? Page number? This will expedite your request.
 Email: coursehelp.fsatraining@ed.gov

AVAILABLE TRAINING OFFERINGS

FINANCIAL AID ADMINISTRATOR (FAA) TOOLKIT

The FAA Toolkit is designed to provide quick access to resources, reference guides, and training materials to assist financial aid professionals in administering the Federal Student Aid programs in compliance with the federal regulations.

Access to the FAA Toolkit is located under Learning Tracks on the menu bar.



AVAILABLE TRAINING OFFERINGS

FAA TOOLKIT

The FAA Toolkit includes four toolboxes:

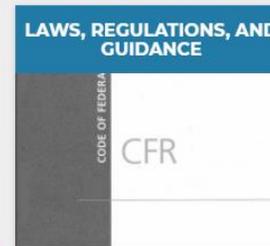
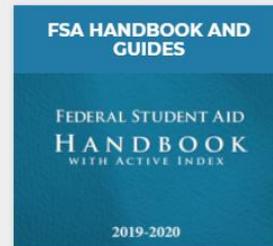
- **Federal Student Aid (FSA) Handbook and Guides**
- **Laws, Regulations, and Guidance**
- **Web-based Tools and Resources**
- **Institutional Self-Help Assessment and Monitoring Tools**

FINANCIAL AID ADMINISTRATOR TOOL KIT



This tool kit is designed to provide quick access to resources, reference guides and training material to assist financial aid professionals to administer the Federal Student Aid programs in compliance with the federal regulations.

The tool kit is divided into sections to improve the search function for the tool kit contents. Select an image below to explore and find a resource to help you.



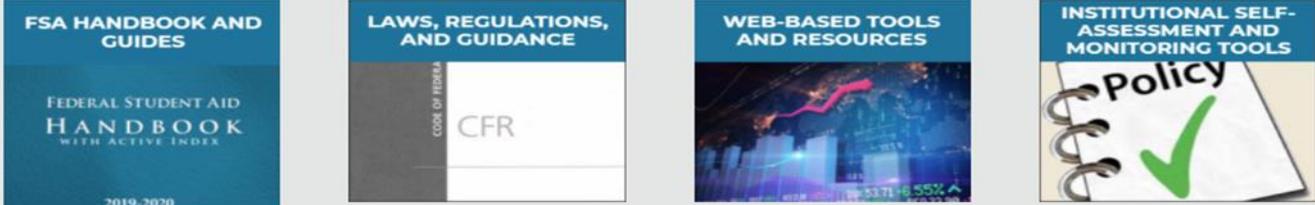
AVAILABLE TRAINING OFFERINGS

FAA TOOLKIT - FEDERAL STUDENT HANDBOOK EXAMPLE

The FAA Toolkit contains videos on how to use the resources. Examples include the FSA Handbook, how to read the Code of Federal Regulations, and how to search for Dear Colleague letters.

FSA Handbook and Guides

If you don't find what you're looking for in this section, select a toolbox to navigate directly to a different section of the FAA Tool Kit



Tool Box 1: FSA Handbook and Guides

- Information for Financial Aid Professionals (IFAP)
- Federal Student Aid Handbook
- Application Processing Guides
- Operational Guides
- Technical References
- Acronyms (PDF)

AVAILABLE TRAINING OFFERINGS

FAA TOOLKIT - FEDERAL STUDENT HANDBOOK EXAMPLE

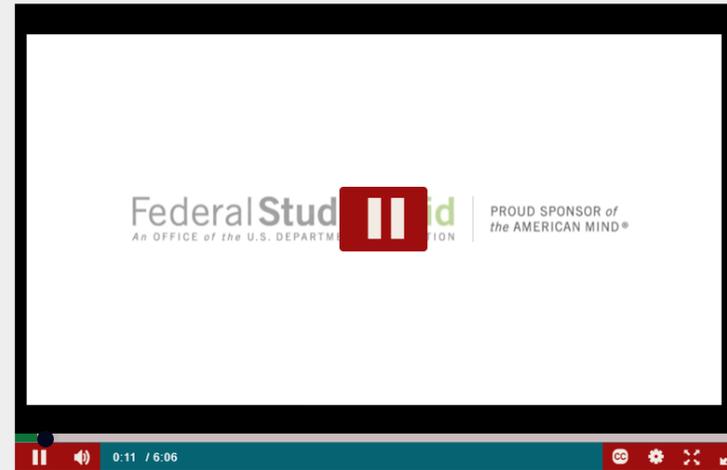
The Federal Student Handbook toolkit has several resources to aid institutions in learning how to read the handbook.

A video is included that demonstrates how to find the answer to a financial aid question using the FSA Handbook. The page also has a link to take you directly to the FSA Handbook.

The Federal Student Aid (FSA) Handbook

[Introduction to the FSA Handbook \(video\)](#) > [Go to the FSA Handbook Now](#)

How to Find the Answer in the *FSA Handbook* to a Financial Aid Question

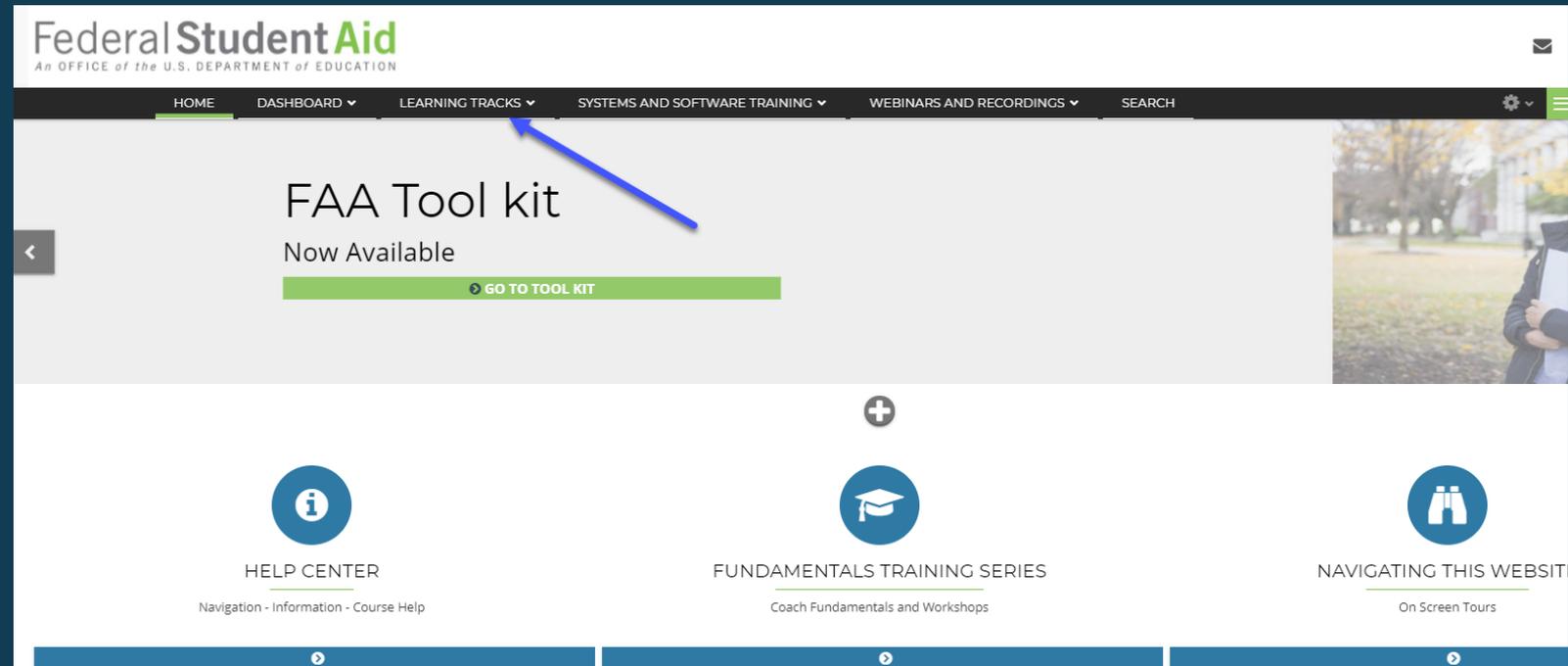


AVAILABLE TRAINING OFFERINGS

LEARNING TRACKS

Learning Tracks are self-paced learning modules that consist of lessons and an assessment on a specific topic.

The Learning Tracks are accessed from the main menu bar near the top of the screen.



AVAILABLE TRAINING OFFERINGS

LEARNING TRACKS: GRANTS

When accessing the **Learning Tracks**, users will see a dropdown menu that displays the various training topics currently available. The number at the end of each topic is the number of tracks available on the topic.

For example, **Grants** has four different learning tracks available.

LEARNING TRACKS ▾	SYSTEM
FSA Coach Fundamentals	
FAA Tool Kit	
General Student Eligibility (1)	
Verification (1)	
Grants (4)	
Loans (3)	
Campus-Based Programs (1)	
FSA Funds Management (3)	
Student Withdrawals (3)	
School Eligibility (2)	
Campus Safety and Security (1)	
FSA Coach for Foreign Schools	

AVAILABLE TRAINING OFFERINGS

LEARNING TRACKS: GRANTS

The Grants learning section provides an overview of the following sections:

- **Awarding the Federal Pell Grant in a non term or clock-hour program**
- **Awarding Pell Grant in a term-based program**
- **Pell Life-time Eligibility Usage (LEU) and Unusual Enrollment History (UEH)**
- **TEACH Grant Program**

The screenshot displays the 'GRANT LEARNING TRACKS' section of the Federal Student Aid website. At the top, a blue navigation bar contains the text 'GRANT LEARNING TRACKS | PELL GRANTS | SEOG GRANTS | TEACH GRANTS'. Below this is a search bar with the placeholder text 'Search courses' and a blue 'Go' button. The main content area lists four learning tracks, each with a yellow folder icon and a brief description:

- Awarding Pell in a Nonterm or Clock-hour Program**: This learning track explores the concepts and formula calculations when awarding Pell Grants in a program of study that is measured in non-term credit hours or clock-hours. The track contains two lessons and an assessment.
- Awarding Pell in a Term-Based Program**: This learning track explores the concepts and formula calculations for awarding Pell Grants in a program of study that is measured in standard terms or nonstandard terms. The track contains three lessons and an assessment.
- Pell LEU and Unusual Enrollment History (UEH)**: This learning track explores the concepts and administration of Pell Lifetime Eligibility Used (LEU) as well as Unusual Enrollment History (UEH). The track contains two lessons and an assessment.
- TEACH Grant Program**: This learning track explores the administration of the TEACH Grant program. The track contains three lessons and an assessment.

AVAILABLE TRAINING OFFERINGS

FEEDBACK

Users of the Learning Management System (LMS) will have access to provide feedback and a direct email link to: coursehelp.fsatraining@ed.gov to report any issues you have with the site or the training. We want to hear from you.

The screenshot displays a user interface for course support. At the top, there is a list of training offerings:

- Monitoring for Pell Lifetime Eligibility Used
- Unusual Enrollment History and Resolving UEH C-Codes
- Learning Assessment

Below this list is a section titled "Course Support (Admin Use Only)" with a URL of "1 HotPot: 1" and a progress indicator of "0 / 1".

At the bottom, there are three main action buttons:

- FEEDBACK**: A button with a speech bubble icon and the text "Please Provide us with Your Feedback".
- ONLINE USERS**: A button with a group of people icon and the text "last 60 minutes: 1".
- REPORT A PROBLEM**: A button with a grid icon and a text box containing the instruction: "If you have identified a navigation problem or other issue, please detail the problem you are having. What module? Lesson? Page number? This will expedite your request." Below the text box is an email address: "Email: coursehelp.fsatraining@ed.gov".

AVAILABLE TRAINING OFFERINGS

FEEDBACK

Feedback is imperative as it assists in identifying and developing new and improved training opportunities to the FAA community. Some future training(s) being developed include:

- Updated EDEXpress software training
- Updated training for foreign schools
- Common, Origination, and Disbursement (COD) learning tracks
- Basic training for new FAA hires
- Administering aid for transfer students
- Top 10 program review and audit findings

The screenshot displays a training dashboard with the following elements:

- Course Progress:** A list of three courses, each with a green progress indicator (a circle with a checkmark):
 - Monitoring for Pell Lifetime Eligibility Used
 - Unusual Enrollment History and Resolving UEH C-Codes
 - Learning Assessment
- Course Support (Admin Use Only):** A section with a grey background. On the right side, it shows "URL: 1 HotPot: 1" and "Progress: 0 / 1".
- Administrative Tools:** Three white buttons with green icons:
 - FEEDBACK:** Includes the text "Please Provide us with Your Feedback".
 - ONLINE USERS:** Shows "last 60 minutes: 1".
 - REPORT A PROBLEM:** Includes the text: "If you have identified a navigation problem or other issue, please detail the problem you are having. What module? Lesson? Page number? This will expedite your request." and the email address "Email: coursehelp.fsatraining@ed.gov".

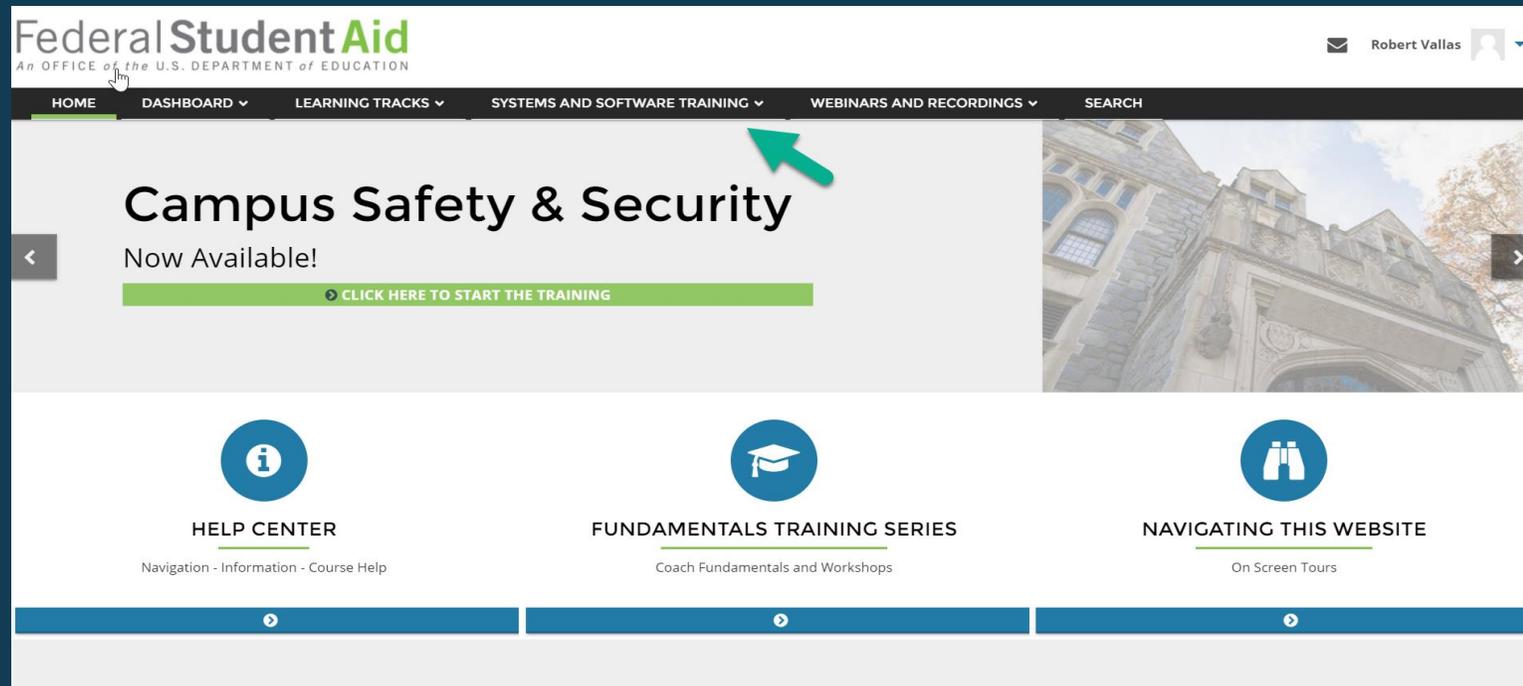
AVAILABLE TRAINING OFFERINGS

SYSTEMS AND SOFTWARE TRAINING

Systems and Software Training is located on the main menu bar. There are two training series located here.

COD Training currently has four modules which provide step-by-step video instruction on working in the COD online system.

EExpress Training contains six modules which provide video instruction on using the Department's free financial aid software.



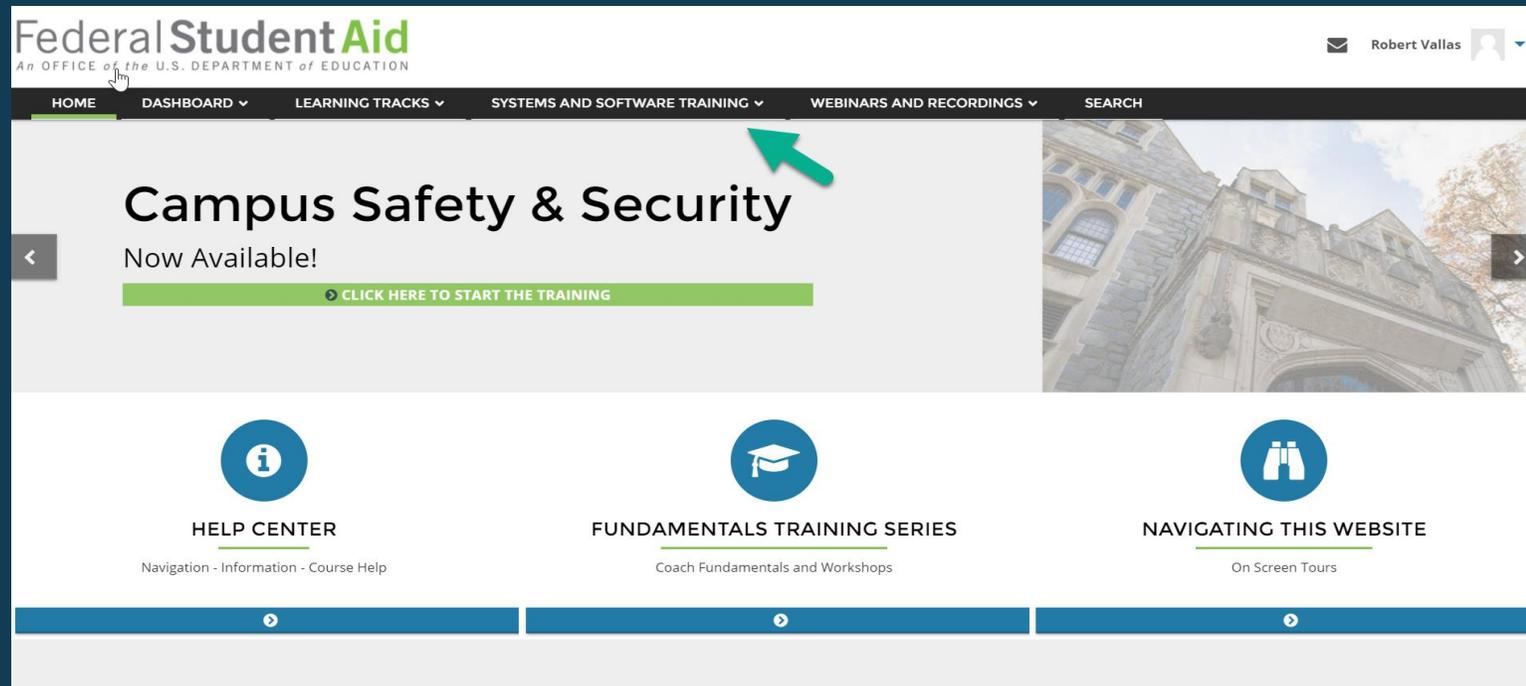
AVAILABLE TRAINING OFFERINGS

SYSTEMS AND SOFTWARE TRAINING

Systems and Software Training is located on the main menu bar. There are currently two training series located here.

COD Training currently has four modules which provide step-by-step video instruction on working in the COD online system.

EExpress Training contains six modules which provide video instruction on using FSA's free financial aid software.



AVAILABLE TRAINING OFFERINGS

WEBINARS AND RECORDINGS

Webinars and Recordings options can be accessed from the main toolbar and selecting options from the dropdown menu.

Recorded Webinars hosts a selection of recorded webinars from various online training resources.

Quick Takes is a series of six short videos on important financial aid topics.

2019 FSATC Recordings provide direct access to the 2019 conference trainings and PowerPoint presentations.

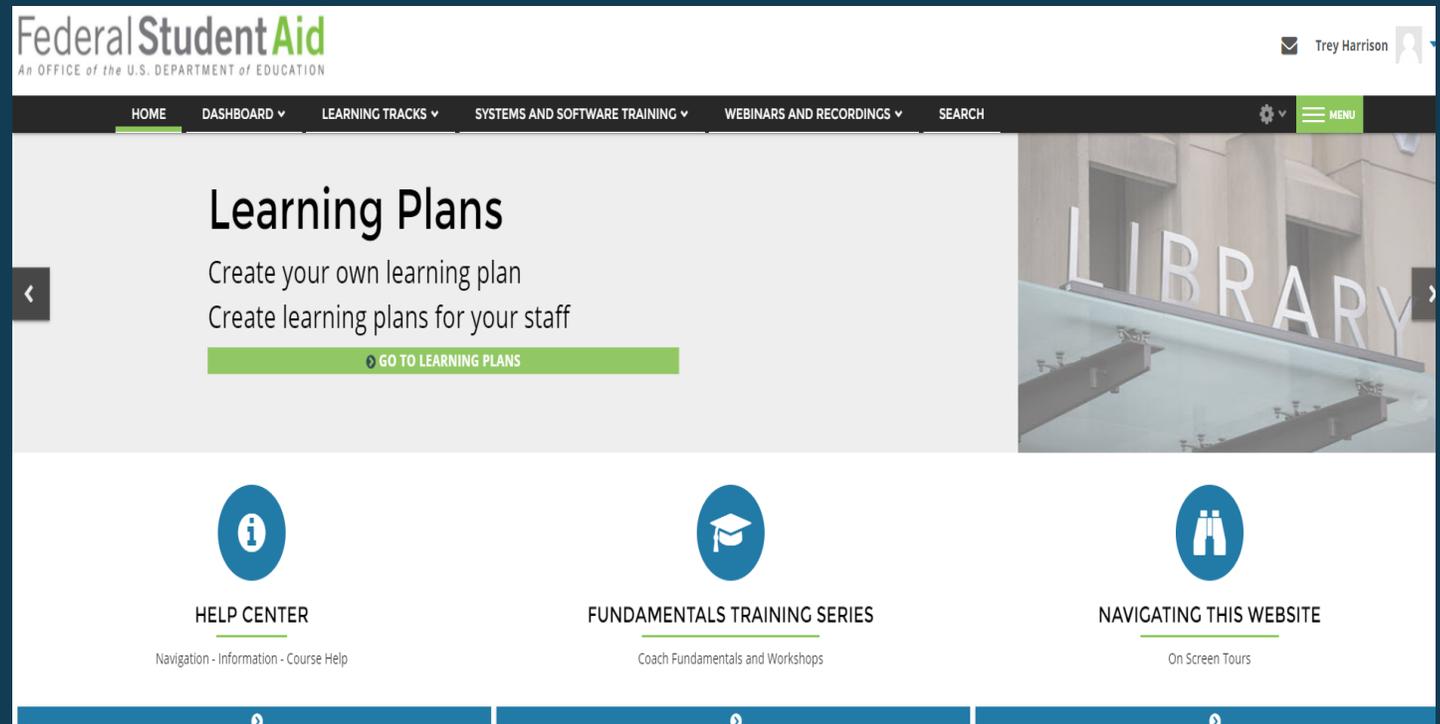


LEARNING PLANS

LEARNING PLANS

The FSA E-training site allows users an opportunity to create quick and customizable lesson plans based on various training offerings, also known as “tracks”, “courses”, or “programs” maintained on the LMS.

Learning Plans offer a wide range of implementation and configuration options to support you and your team’s training and development goals.



LEARNING PLANS

CREATING LEARNING PLANS

To create a Learning Plan, please select the blue **Create New Plan** button.

Users may choose the default **Plan Template** for most learning plans. Users have the option to customize the plan by updating the **Plan name**.

Users also have the option to customize the **Plan description** and set an indicated target date for completion.

Create new learning plan

To create a new plan please add the plan title, a short description of the plan and a date by which the plan should be completed. You can click "Create plan" once you have entered this information.

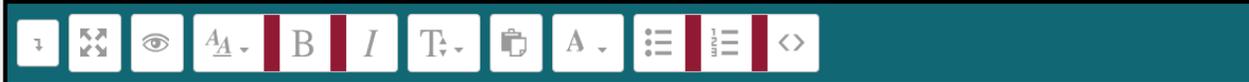
There are required fields in this form marked *.

▼ Plan details

Plan template
My Learning Plan ▼

Plan name*
My Learning Plan

Plan description



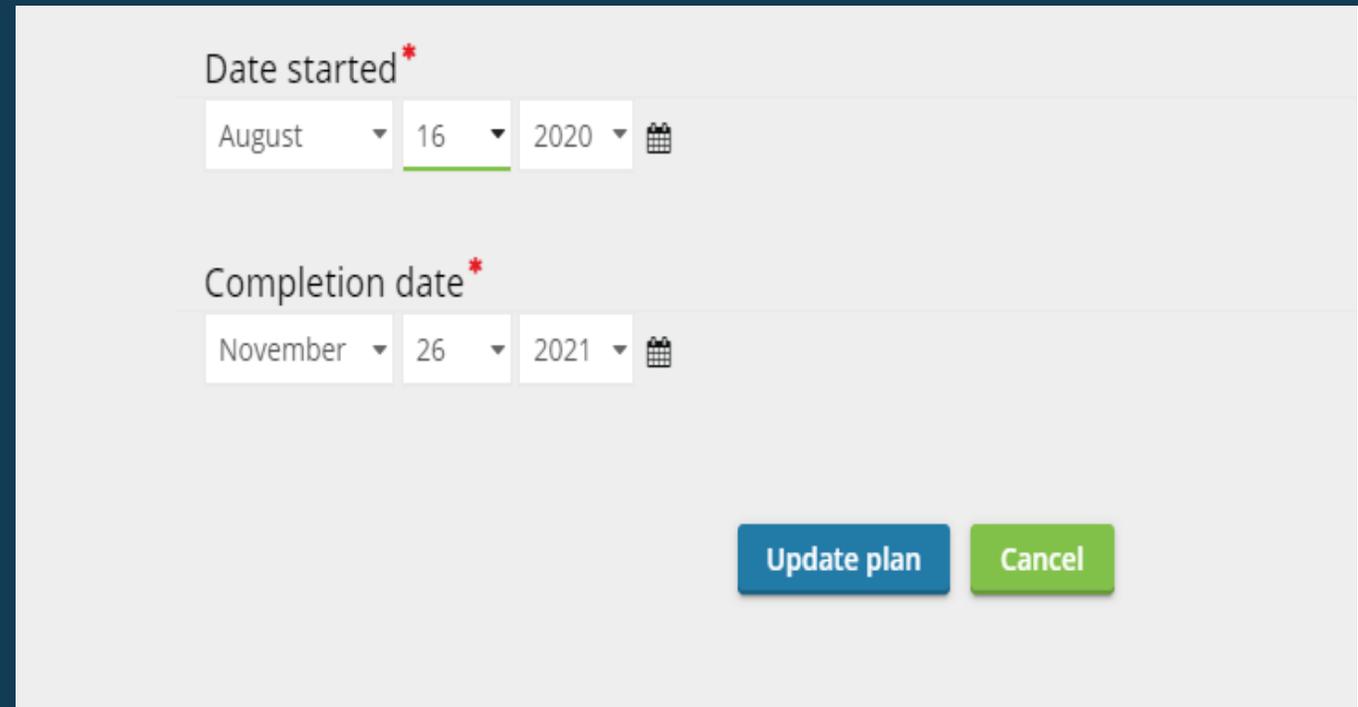
LEARNING PLANS

CREATING LEARNING PLANS

Date started: Select a date by entering the specific date or clicking on the calendar.

Completion date: Once all required fields have been entered, the user may select a variation of training offerings to be included in the plan.

Before creating the plan, users should review and confirm which tracks or courses they would like to incorporate into their learning plan.



The screenshot displays a form for creating a learning plan. It features two date selection fields. The first field, labeled "Date started" with a red asterisk, has dropdown menus for "August", "16", and "2020", followed by a calendar icon. The second field, labeled "Completion date" with a red asterisk, has dropdown menus for "November", "26", and "2021", followed by a calendar icon. At the bottom right, there are two buttons: a blue "Update plan" button and a green "Cancel" button.

LEARNING PLANS

CREATING LEARNING PLANS

The plan name will display the following menu options:

- **Courses**
- **Competencies**
- **Objectives**
- **Programs**

Plan: Federal Student Aid Professional Development Plan

[Overview](#)
[Courses](#)
[Competencies](#)
[Objectives](#)
[Programs](#)

Below is a short summary of your learning plan.

▼ **Plan details**

Plan name
 Federal Student Aid Professional Developm

Plan description

Date started
 August 19 2020

Completion date
 November 26 2021

[Edit details](#)
[Delete plan](#)

Add a comment...

Save comment

LEARNING PLANS

CREATING LEARNING PLANS – ADD COURSES

LMS users have the option to add courses to their learning plans by selecting **Browse** or **Search**.

Once the results have been finalized, account users may select a training module.

The training will appear in the **Items to Add** section.

In order to save the results, click **Save** located at the bottom of the page. This will assign the training into the individual lesson plan.

The screenshot shows a web interface titled "ADD COURSES/TRACKS". It features two tabs: "Browse" and "Search", with "Search" being the active tab. Below the tabs is a search input field containing the text "150%" and a blue "Search" button. Underneath the search field, there is a small text label: "Limits to Direct Loan Subsidized Interest Benefits (150% Rule)". To the right of the search area is a section titled "Items to add", which is currently empty. At the bottom right of the interface, there are two buttons: "Save" and "Cancel".

LEARNING PLANS

CREATING LEARNING PLANS – COURSES PAGE

Once selections have been confirmed, the browser will return to the Courses page, where all courses identified in the plan will be displayed along with the following options for each course listing:

- Launch course
- Progress
- Priority
- Due date
- Comments
- Evidence

Plan: Federal Student Aid Professional Development Plan

Overview **Courses** Competencies Objectives Programs

All the courses that form your learning plan are shown below. You can view any course by clicking the course title. Add courses/tracks

[Add courses/tracks](#)

Reset table preferences

Course Name	Progress	Evidence [▲]	Priority	Due date	Comments	Actions
 2020-21 Verification	Launch course	Not tracked 0	Medium ▾	mm/dd/yyyy 	0	
 Limits to Direct Loan Subsidized Interest Benefits (150% Rule)	Launch course	Not tracked 0	High ▾	mm/dd/yyyy 	0	

LEARNING PLANS

CREATING LEARNING PLANS – ACTIVATE PLAN

Once finalized, the plan may be activated by electing **Activate Plan** from the main learning plan dashboard.

Email confirmation will be sent to the account user's email address.

Once the plan has been activated users may share the training plan with colleagues.

Plan "Federal Student Aid Professional Development Plan" has been activated

Plan: Federal Student Aid Professional Development Plan

[Overview](#) [Courses](#) [Competencies](#) [Objectives](#) [Programs](#)

Below is a short summary of your learning plan.

▼ [Plan details](#)

Plan name	Federal Student Aid Professional Developm
Plan description	
Date started	August 19 2020
Completion date	November 26 2021

R&R: RECAP AND RESOURCES

We appreciate you taking the time to review the
E-Training Website:

<https://fsatraining.ed.gov>

Should you have any questions related to the E-Training
Website, please email helpdesk.fsatraining@ed.gov or
coursehelp.fsatraining@ed.gov.