United States Department of Agriculture
Food and Nutrition Service
Registered User Training for the
USDA's Professional Standards Training Tracker Tool (PSTTT)
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Chapter 2: Login for the First Time

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Welcome to the Professional Standards Trainings and Tracker Tool training video series. This is Chapter 2: Login for the First Time.

Start Your Profile

The Professional Standards Trainings and Tracker Tool is open to any school nutrition professional, who would like to track their required annual Professional Standards training hours.

On the tool's front page, you will find information about the functionality of the tool, as well as information on Creating a Login.gov account, an email contact to get help with the tool, "Login or Create Account" button, "Access as Guest User" button, OMB Burden Statement, and Privacy Act Notice.

Clicking the "Access as Guest User" button allows you to access the Professional Standards trainings only. This functionality is described in detail in a separate video.

Clicking the "Login or Create Account" button displays the USDA eAuthentication "Customer Login" page.

A Login.gov account is required to login to the Professional Standards Trainings and Tracker Tool. You will need to create your own account before you can login to the tool as described in the "Chapter 1: Create a new Login.gov Account" training video. Click on the "Login.gov" option and enter your user id and password to access the Professional Standards Trainings and Tracker Tool.

When you reach the Professional Standards Trainings and Tracker Tool for the first time, you will be brought to the "Create User Profile" page. Instructions are available on top of the page. The following fields are displayed for all users: First Name, Last Name, and email address you used for your Login.gov account. All other required fields indicated by an asterisk must be filled out before your profile is saved. Now, we will set up a profile.

The first field to fill is “Employee Number”. This is an optional field containing your employee ID or number in your system. The next field to fill in is the “Hiring Date”. This is intended to be the same date that your manager would reference as your start date during your annual review. This field defaults automatically to the current date, so please make sure to enter your correct hiring date.

The “Category” field is critical, as it will determine the organizational structure your account will be associated with as well as the set of fields to be shown on this screen. Please choose the value which best fits your situation.

There are only three options, SCHOOL, STATE, and USDA:
1. Select SCHOOL for people working for a school district, group of schools, or a school directly;
2. Select STATE for people working for a State Agency; or
3. Select USDA for USDA staff.

Once you select the category, the “Create User Profile” page changes to display the set of fields appropriate for the selected category. We will discuss fields specific to each category later in this video.

The “Role” is also a critical field. The options available in this field are directly linked to the category you selected. In general, there are supervisor and staff options available.

The options in the “Job Title” field depend on the category and role selected. The selected job title value will define the settings for the required number of training hours.

This concludes our review of the fields used by all users. Fields specific to the available Category and Role combinations are discussed further in this video.

As a reminder, please use the help email cnpntab@usda.gov for any questions or challenges you have while using our website.

Create a School Employee User Profile

In this section, we will be showing how to fill out the profile screen for a school employee.

To create a user profile for a school employee, select SCHOOL in the “Category” field.

The “Role” field represents the role you have when using the tool. If you anticipate that you will only ever log your own training records, select the EMPLOYEE role.

The “Job Title” field is limited to the options which match the required annual training hours. This may not have the exact title that you might use on your resume, but it is important to make sure that you have the one that has the correct number of total required annual hours. You will be able to see the number of hours assigned to the Job Title you select here

immediately after creating your account.

Once your job title is selected, you need to select your state. The “State” field displays options for all U.S. States, U.S. Territories, Department of Defense areas, and Bureau of Indian Affairs sites. Each user may only select one state option.

Next you will need to select a school district value. If the school district you need is missing, please send an email to cnpntab@usda.gov, so the district can be added to the list.

School employee users will also need to select a school at which they are working. Now that we have selected the school district, the “Schools” drop-down is populated with all schools in the district. If your school is missing, you may add a new school using the “Add New School” button below the “Schools” field.

Clicking on the “Add New School” button displays a window that allows user to enter school information. The “State or Territory” and “School District” values will be already selected based on the values you entered on “Create User Profile” page. The fields denoted by an asterisk are required. Select the school type. There is the “School Types Guidance Chart” information link above the “School Type” field. It opens a document in a new browser tab which provides information on different school types available. Enter the school name, city, and zip. The address is optional. Saving will add a new school to the state and school district specified.

Now that the school has been added to the school list, it can be selected from the “Schools” field.

“Manager” field is not required.

Press the “Create” button at the bottom of the screen to save the information. A confirmation message is displayed. Closing the message pop-up takes you to the Professional Standards Trainings and Tracker Tool “Home” page.

This concludes our example for creation of a school employee user profile. The last section of this video will demonstrate some of the screens you will have access to after your user profile creation. As a reminder, please use the help email at cnpntab@usda.gov for any questions or challenges you have while using our website.

Create a School Manager User Profile

In this section, we will be showing how to fill out the profile screen for a school manager.

To create a user profile for a school manger, select SCHOOL in the “Category” field.

The “Role” field represents what role you have when using the tool. If you are expected to directly monitor or manage training progress for a group or are expected to log training for your

employees, select the MANAGER role.

The “Job Title” field is limited to the options which match the required annual training hours. This may not have the exact title that you might use on your resume, but it is important to make sure that you have the one that has the correct number of total required annual hours. You will be able to see the number of hours assigned to the Job Title you select here immediately after creating your account.

Once your job title is selected, you need to select your state. The “State” field displays options for all U.S. States, U.S. Territories, Department of Defense areas, and Bureau of Indian Affairs sites. Each user may only select one state option.

Next you will need to select a school district. If the school district you need is missing, please send an email to cnpntab@usda.gov, so the district can be added to the list.

School manager users will also need to select one or more schools at which they are working. Now that we have selected the school district, the “Schools” field is populated with all schools in the district. If your school is missing, you may add a new school using the “Add New School” button below the “Schools” field.

Clicking on the “Add New School” button displays a window that allows user to enter school information. The “State or Territory” and “School District” values will be already selected based on the values you entered on “Create User Profile” page. The fields denoted by an asterisk are required. Select the school type. There is the “School Types Guidance Chart” information link above the “School Type” field. It opens a document in a new browser tab which provides information on different school types available. Enter the school name, city, and zip. The address is optional. Saving will add a new school to the state and school district specified.

Now that the school has been added to the school list, it can be selected from the “Schools” field. You can select multiple schools by using the Control or CTRL key and your mouse. If you just want to select a single school, use the mouse to make a single click. Notice how now only one school ends up being selected. If you want to select multiple schools, you need to hold down the Control key as you click with the mouse. The mouse will allow you to scroll and select additional values, but the Control key allows you to hold onto the schools selected.

“Manager” field is not required.

Press the “Create” button at the bottom of the screen to save the information. A confirmation message is displayed. Closing the message pop-up takes you to the Professional Standards Training**s** and Tracker Tool “Home” page.

This concludes our example for creation of a school manager user profile. The last section of this video will demonstrate some of the screens you will have access to after your user profile

creation. As a reminder, please use the help email at cnpntab@usda.gov for any questions or challenges you have while using our website.

Create a School Director User Profile

In this section, we will be showing how to fill out the profile screen for a school director.

To create a user profile for a school employee, select SCHOOL in the Category field. The “Role” field represents what role you have when using tool. If you are expected to monitor or manage training progress for the entire school district, select the DIRECTOR role.

The “Job Title” field is limited to the options which match the required annual training hours. This may not have the exact title that you might use on your resume, but it is important to make sure that you have the one that has the correct number of the total required annual hours. You will be able to see the number of hours assigned to the Job Title you select here immediately after creating your account.

Once your job title is selected, you need to select your state. The “State” field displays options for all U.S. States, U.S. Territories, Department of Defense areas, and Bureau of Indian Affairs sites. Each user may only select one state option.

Next you will need to select a school district. If your district is missing, you may add a new district using the “Add New District” button below the “State” field. Clicking on the “Add New District” button displays a window that allows user to enter district information. The “State or Territory” value will be already selected based on the value you entered on “Create User Profile” page. The fields denoted by an asterisk are required. Select the county and enter the district name and zip code. Saving will add a new district to the state specified.

Now that the district has been added to the district list, it can be selected from the “School District” drop-down.

Press the “Create” button at the bottom of the screen to save the information. A confirmation message is displayed. Closing the message pop-up takes you to the Professional Standards Trainings and Tracker Tool “Home” page.

This concludes our example for creation of a school director user profile. The last section of this video will demonstrate some of the screens you will have access to after your user profile creation. As a reminder, please use the help email at cnpntab@usda.gov for any questions or challenges you have while using our website.

Create a User Profile for a State User

In this section, we will be showing how to fill out the profile screen for a state user.

To create a user profile for a state employee, select STATE in the “Category” field.

The “Role” field represents what role you have when using the tool. If you anticipate that you will only ever log your own training records, select the STAFF role. If you are expected to directly monitor or manage training progress for a group or are expected to log training for your employees - then MANAGER is what you should select for the Role. If you are expected to monitor or manage training progress for the entire State Agency - then DIRECTOR is what you should select for Role.

We are going to tackle the State Agency STAFF role first. The “Job Title” field is limited to the options which match the required annual training hours. This may not have the exact title that you might use on your resume, but it is important to make sure that you have the one that has the correct number of the total required annual hours. You will be able to see the number of hours assigned to the Job Title you select here immediately after creating your account. Once your job title is selected, you need to select your state. The State field displays options for all U.S. States, U.S. Territories, Department of Defense areas, and Bureau of Indian Affairs sites. Each user may only select one state option. “Manager” field is not required.

Same fields are displayed for the state agency MANAGER role.

For the state agency DIRECTOR role the “Manager” field is hidden. Press the “Create” button at the bottom of the screen to save the information. A confirmation message is displayed. Closing the message pop-up takes you to the Professional Standards Trainings and Tracker Tool “Home” page.

This concludes our example for creation of a State user profile. The last section of this video will demonstrate some of the screens you will have access to after your user profile creation. As a reminder, please use the help email at cnpntab@usda.gov for any questions or challenges you have while using our website.

Create a User Profile for a USDA User

In this section, we will be showing how to fill out the profile screen for a USDA user.

To create a user profile for a USDA user, select USDA in the “Category” field.

The “Role” field represents what role you have when using the tool. Only one role – MANAGER – is available for USDA users. For USDA, there are no required training hours. You’ll also note only one job title is available – FNS Manager. Once your job title is selected, you need to select your FNS Office. “Manager” field is not required. Press the “Create” button at the bottom of the screen to save the information. A confirmation message is displayed. Closing the message pop-up takes you to the Professional Standards Trainings and Tracker Tool “Home” page.

This concludes our example for creation of a USDA user profile. The last section of this video will demonstrate some of the screens you will have access to after your user profile creation. As a reminder, please use the help email at cnpntab@usda.gov for any questions or challenges you have while using our website.

Once You Are Logged In

In this section, we will show you how to find your profile details once you are logged into the Professional Standards Trainings and Tracker Tool.

You can find your profile information under the ”User Profile” option of the ”Welcome...” menu. Clicking on the **“**User Profile” menu item opens the “User Profile” page populated with your information. To edit your profile information, press the “Edit” button.

The “Edit User Profile” page looks and acts much like the “Create User Profile” page that we just used. This is the “Edit User Profile” page as it would be seen by a School EMPLOYEE.

Here you can update your selections. Changes submitted by clicking the “Update” button take effect immediately. A confirmation message is displayed. Closing the message pop-up displayed your “User Profile” page.

Use the “Log out” sub-menu under the “Welcome…” menu to log out of the Professional Standards Trainings and Tracker Tool.

As a reminder, please use the Contact Us menu item under the Help menu to email cnpntab@usda.gov for any questions or challenges you may have while using the Professional Standards Trainings and Tracker Tool.

Thank you for viewing!