

**United States Department of Agriculture  
Food and Nutrition Service  
Registered User Training for the  
USDA's Professional Standards Training Tracker Tool (PSTTT)  
September 2025**

## **Guest Access**

Welcome to the Professional Standards Trainings and Tracker Tool Guest Access training video.

### **Accessing PSTTT**

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 only the Professional Standards trainings.

Clicking the "Access as Guest User" button displays the "Welcome to the Professional Standards Training Database!" page. This page displays a small introduction paragraph about the Professional Standards Training Database and the "Resources for Training" section.

This section contains three buttons. The "Professional Standards Trainings" button opens the PSTTT "View Professional Standards Trainings" page within PSTTT. We will talk about it in more detail later in this video. The "Institute of Child Nutrition iLearn Portal" and "Child Nutrition Sharing Site (CNSS)" buttons point to resources outside of PSTTT.

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

### **Navigation Overview**

Let's look at the menu options. There are four main menus available to all user categories and roles: "Home", "Access to Trainings", "Help", and "Log Out."

There are two basic types of menus in PSTTT: direct menus that act like buttons, and those that have sub-menu options. The "Home" menu option will return you to the "Welcome to the Professional Standards Training Database!" page from anywhere in the Tool.

The “Access to Trainings” menu option will open the “View Professional Standards Trainings” page. We will take a detailed look at this page later in the training.

The next menu option is “Help.” This menu also has its own section in this video.

The “Log out” menu option logs you out of PSTTT.

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

## **Help Menu**

In this section, we will be going over the “Help” menu option. This menu has four sub-menus: “Online Resources”, “User Guide”, “Training Video”, and “Contact Us.”

The “Online Resources” sub-menu opens the “Online Resources” page that displays links to pages outside of the Professional Standards Trainings and Tracker Tool that provide more information on Professional Standards, and other resources provided by USDA’s Food and Nutrition Service.

The “User Guide” sub-menu opens an online user manual in PDF format which is available for reading, downloading, and printing.

The next sub-menu is “Training Video.” The “Training Video” page allows user to view this training video. The video will play within the “Training Video” page. It might be helpful to resize the browser window to fill your screen using the available Full Screen option at the bottom, far right. There are additional video controls at the bottom of the video window such as the “Play/Pause” button, volume control, video time display, and closed captioning toggle. Transcript of the video is linked below the video player.

Returning to the “Help” menu, there is one more sub-menu – “Contact Us.” The “Contact Us” page allows you to send a message to the system administrators, so they can provide assistance. The “Title” field is the subject line of the email that is sent to the PSTTT administrators. It should be a very short summary of the message. The “Name” field would need to be populated with your name, and “Email Address” field would need to be populated with your email. These are used to contact you and may be changed appropriately if you are sending a message for a different user. The “Phone Number” field is optional. The “Message” field is the body of the email. Please use this field to give us as much detail as possible. At the bottom there is a checkbox that should be used if this problem or help request is related to Section 508 or ease of use. Please check this box, if appropriate.

This concludes our review of the “Help” menu. As a reminder, please use the help email at [cnptab@usda.gov](mailto:cnptab@usda.gov) for any questions or challenges you have while using our website.

## **View Professional Standards Trainings Page**

The “View Professional Standards Trainings” page allows users to search and view Professional Standards trainings.

The “View Professional Standards Trainings” page displays Professional Standards training titles in a table with the following columns: Training Title, Training Provider, Training Format, Training State, Training Cost, and Publication Date. You can re-sort the values by clicking on the table headers. You can also select the number of entries displayed per page and use the pagination controls below the table to navigate through all results found. The following search criteria can be used to narrow the list of training titles displayed: “Learning Objective”, “Training Format”, “Training Length Range”, “State Specific Training”, “Training Language”, and “Is Training Free?”. Use the “Reset Search Criteria” button to clear search criteria controls.

You can also narrow down the list of training titles displayed by entering one or more keywords in the Search field. Search is performed on Training Title and Training Provider values. You can click on the training titles to view the full details.

The “Training Title Details” page shows all information available for the training: the Training Title, Length, Language, Format, Provider, Link to Training, Cost, Publication Date, Additional Information, and Created Date (if available). All the Learning Objectives covered along with their corresponding Key Areas and Training Topics are also listed. The “Link to Training” will direct you out of the PSTTT to the training or provider website for more information. You can use the “Back to List” button to return to the “View Professional Standards Trainings” page.

This concludes our review of the “View Professional Standards Trainings” page.

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

Thank you for viewing!