

FAITAS QUICK REFERENCE GUIDE

Signing In

1. In your browser, access the Federal Acquisition Institute Training Application System ([FAITAS](#))



The screenshot displays the FAITAS homepage. At the top, it reads 'FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM'. The main header features the FAI logo and the text 'FAI TRAINING APPLICATION SYSTEM'. Below the header is a collage of images showing people in professional settings. On the left side, there is a 'Student Menu' with options like 'Apply for Training', 'Create / Update Profile', and 'Logoff'. Below that is a 'Help' section with 'Contact Us', 'FAQ', and 'Privacy and Security Notice'. At the bottom of the left menu is a 'Links' section. The central area contains a login form with fields for 'Agency' (a dropdown menu), 'Social Security Number' (with a 'Hide SSN' link), and 'Date of Birth' (with dropdowns for month, day, and year). A 'Logon' button is positioned below these fields. To the right of the login form is an 'Announcements' section with dates and links for various notices, such as 'Employees Needing Special Accommodations' and 'Notice to U.S. Coast Guard Military Personnel'. At the bottom of the page, there is a 'Notice to First Time Users' and a link for 'Non-US Personnel Working Outside the USA - Please read'.

(FAITAS Homepage)

2. To Logon to FAITAS, enter the following information:
 - a) **Agency- Note:** If you select one of the first five agencies in the list (Army, Navy, Air Force, Defense and Contractor/Industry) you will be directed to the website dedicated to members of that agency and you will not be able to apply for courses through FAITAS.
 - b) **Social Security Number-** If you prefer not to reveal your SSN, click the **Hide SSN** text.
 - c) **Date of Birth**

Once all field are entered, click **Logon** to enter FAITAS

Apply for Training

1. After logging in, The **Provide Training Criteria** window opens. Follow the three steps that follow to make your selection.
 - a. **Step 1**, Select the **Training Category** in which you want to take a course.
 - b. **Step 2**, Click on a **Course** from the list.
 - c. **Step 3**, Click the **Search** button to display your choices.
2. You will see a list of locations and seat availability of your selected course. To learn more about courses scheduled at a site, click the class location for further information. **Note:** Course details in red text indicate that the course is full and no seats are currently available. To apply for a class, click its **Class** reference number.
3. Review the class pre-requisites in the [DAU course catalog](#) or the [pre-requisite page](#) on www.fai.gov. **If you do not have the appropriate pre-requisites for the class you're applying for, FAI will not approve your application.**
4. Complete the application form in its entirety and click **Submit this application** button. If there is information on pre-requisites, certification, and equivalency that must be addressed, please include it in the student profile section in your application. In the event that you have omitted required data, a notification of the specific data that is missing shows in the **Verify/Enter Student Information** section of the form.
5. A confirmation message will show when your application is received. Note that distance learning courses may be approved without being authorized by your supervisor, whereas classroom-based courses will require the approval of your supervisor.

Create/Update Profile

All users of FAITAS are required to create and maintain a Student Profile. Information in your Student Profile is used to auto-populate training applications, thereby saving you time and effort. It is therefore critical that you keep the information in your profile up-to-date and accurate. You may review and update your profile as often and whenever you need.

1. The first time you use FAITAS you must complete the Student Information form, which opens automatically as soon as you login. FAITAS will recognize you from your logon details and will attempt to pre-fill your student information form with relevant information from its database. You might have to add information to the form (see [Figure](#)).

FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM

Student Menu

- Apply for Training
- Create / Update Profile
- Cancel Training Requests
- Resend Approval Email
- Review Training Requests
- Search for Continuous Learning Modules
- Logoff

Help

- Contact Us
- FAQ
- Privacy and Security Notice

Links

- Federal Acquisition Institute (FAI)
- Federal Acquisition Institute for Continuous Learning Events (FAICL)

Update / Edit Student Info:
All fields are mandatory with the exception of Fax and Civilian Series for Military Members.

Student Info:

SSN: 123121919 First Name: Last Name: MI:

Gender: Select Gender Date Of Birth: Jan 01 1930

Street:

City: State: AA - ARMED FORCES AMERICAS ZIP: -

Disabilities: No Special Requirements Please select a special requirement.

Pay Plan: AD Pay Grade: 01

Civilian Job Series i.e., 0123

Duty Position Title:

Emergency POC Contact Info (Primary)

First Name: Last Name: MI:

Phone: - - Ext.

Student's Contact Info

Agency: Other Agencies Bureau:

Agency Street:

Work City: Work State: AA - ARMED FORCES AMERICAS Work ZIP: -

Country where currently located: UNITED STATES

Work Phone: - - Ext.

Work Fax: - -

Work / Preferred Email:

Supervisor Contact Info:

Name:

Phone: - - Ext.

Email:

[Questions? Problems? Suggestion? Please email us now.](#)

THIS WEB SITE IS FOR OFFICIAL USE ONLY

Figure 1: Complete Student Information form

2. Click a **Series** number from the **Civilian Job Series**.
3. When all sections of the form are complete, click **Update Profile** to save your changes to the FAITAS database.
4. Each time you logon to FAITAS you are directed to the **Update/Edit Student Info** window. Be sure to keep your registration details up-to-date as this will save you time later as the information you provide here automatically copies to the registration pages when you apply for a course.
5. You may update your profile at any time by selecting **Create/Update Profile**, from the main menu.

Cancel Training Requests

1. To cancel training requests, logon to [FAITAS](#)
2. Click on the Cancel Training Requests under the Student Menu (see [Figure 2](#))

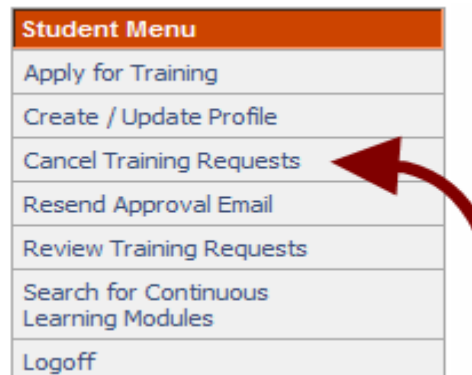


Figure 2: Cancel Training Requests

3. Click on the Class Number to review/edit your application (see [Figure 3](#))

	FY	Sch	Crs	Cls	ClassStartDate	Pending
<input checked="" type="checkbox"/>	2008	501	ACQ 201B	143	08/18/2008	
<input checked="" type="checkbox"/>	2008	558	CLC 037	301	TBD	

Click 

Figure 3: Review/Edit your application

4. You may delete any reservation that hasn't been approved as a reservation by clicking on the button beside the course (see [Figure 4](#)).

	FY	Sch	Crs	Cls	ClassStartDate
X	2008	501	ACQ 201B	143	08/18/2008
X	2008	558	CLC 037	301	TBD

Click

Figure 4: Deleting unapproved reservations

5. Once a class has been approved, you can request to cancel a reservation by clicking the **C** icon next to the class number.
6. You can edit a previous application that was cancelled or disapproved by clicking the **R** (resubmit) icon next to the class number.