

Commerce Learning Center (CLC)

How to Confirm Mandatory Training Completions

Audience: All CLC Users



CLC Access Level: **STANDARD**

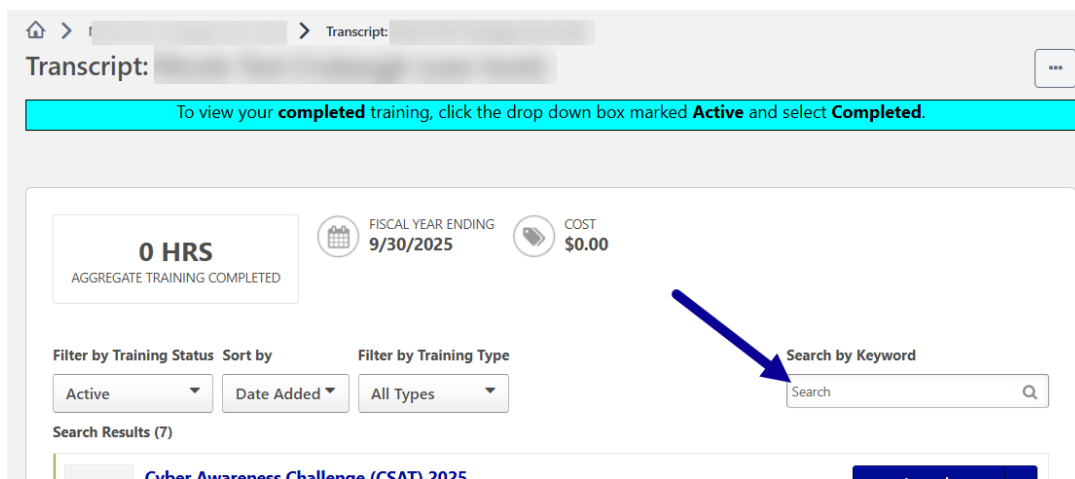
IMPORTANT NOTES:

- Some of the training courses mentioned in the Mandatory training listing are role-based training courses that you may not be required to complete.
- *We recommend **avoiding requests for new training from the mandatory course list if it is not already assigned to you. Learners identified as needing to complete any courses on the list will be assigned them as required.***
- If one of the courses noted on the Mandatory training list is already assigned to you, we recommend taking steps to complete the training prior to the Commerce Learning Center disruption date, on May 31, 2025, regardless of the training due date.

Use the steps below along with the Mandatory training list provided, to check the status of each training via the Commerce Learning Center. There are two options for accomplishing this task. Please select the option that works best for you.

OPTION 1: Check Mandatory Training Status via the Commerce Learning Center (CLC) Transcript

1. Login to the [Commerce Learning Center](#).
2. From the main navigation bar select **Learning** (or **Training**), then select **View Your Transcript**.
3. **Enter the Title** of the training you're interested in checking in the **Transcript Search** option on the right side of the transcript screen.



For immediate assistance and to speak with a real person 24/7 please visit
<https://doc.eskillzivesupport.com/support/home>

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- Then select the **magnifying glass** or select **Enter** on your keyboard to search.

The first drop-down menu will update to reflect “All” indicating the search is looking for all transcript areas. All training entries from your ACTIVE, COMPLETED, and ARCHIVED transcript that match the keywords or title entered will be displayed.

The screenshot shows the CLC training search interface. At the top, it displays '0 HRS' and 'AGGREGATE TRAINING COMPLETED'. Below this are filter sections: 'Filter by Training Status' with a dropdown set to 'All', 'Sort by' with a dropdown set to 'Date Added', and 'Filter by Training Type' with a dropdown set to 'All Types'. A 'Search by Keyword' field contains 'csat'. The search results section, titled 'Search Results (3)', shows a single result: 'Cyber Awareness Challenge (CSAT) 2025'. This result includes a laptop icon, the title, and details: 'Due : 5/30/2025', 'Status : Registered', 'Training Type : Online Class', and 'Training Status : Active'. A blue 'Launch' button is on the right. Three blue arrows point to the title, 'Status : Registered', and 'Training Status : Active'.

- Refer to the **Status** and **Training Status** indicators for each entry shown in the results to determine if the course is currently present in your transcript and to determine the status for the training specifically.

Any course designated as Inactive will not be available to complete. **Please disregard inactive training.**

This screenshot shows the same CLC training search interface as the previous one, but with three search results displayed. The first result is 'Cyber Awareness Challenge (CSAT) 2025' with 'Status : Registered' and 'Training Status : Active'. The second result is 'IT Cybersecurity Awareness Training' with 'Status : In Progress' and 'Training Status : Active'. The third result is 'Cyber Awareness Challenge 2022 (CSAT)' with 'Status : Registered / Past Due' and 'Training Status : Archived'. Each result has a corresponding button: 'Launch' for the first two and 'Inactive' for the third. The results are highlighted with yellow background bars.

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6. The **STATUS** indicator will indicate the current transcript status for the training. (Registered, Registered/ Past Due, In Progress, In Progress/ Past Due, Pending Acknowledgement, Completed, etc.)

If the training has a due date noted, the due date will be visible in the search results.

7. **If the training is already listed on your Transcript, with a Due Date noted, and the training has not yet been completed, we recommend completing the training prior to Friday, May 29, 2025.** Select the **Launch** button beside the training to launch the training.
8. If the training is already completed, or once you finish it (see step 7), download the completion certificate and save it for your records. For guidance, refer to the "*How to Download My CLC Certificates - User*" job aid.

OPTION 2: Check Mandatory Training Status via the CLC Details

1. Login to the [Commerce Learning Center](#).
2. Select the **hyperlinked course titles** from the list at the end of this job list to view the **Learning Details** page for each training course.
 - **Important:** Some bureaus use customized or alternative training options and timeframes for their mandatory courses. If this applies to your bureau, please use the links for your customized or alternative version.
3. On the **Learning Details** page, on the right side of the screen, you will see the **Training Card**.

The card includes:

- Your current Transcript status for the selected course.
- A due date indicator along with the due date, if the training includes a due date.
- The appropriate default "action" option. The button's option will differ based on your current Transcript status for the selected training.

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ONLINE CLASS

Cyber Awareness Challenge (CSAT) 2025

Last Updated 01/26/2025 Duration 1 hour

Details

The Cyber Awareness Challenge, created by the Defense Information Systems Agency (DISA), is designed to influence behavior focusing on actions that authorized users can take to mitigate threats and vulnerabilities to information and systems. This course provides an overview of current cybersecurity threats and best practices to keep information and information systems secure at work and at home. The training also reinforces best practices to protect classified, controlled unclassified information (CUI), and personally identifiable information (PII). A Knowledge Check option is available for users with advanced knowledge of information security best practices. The Challenge is DOC's standard for end user cybersecurity awareness training, providing content that addresses evolving requirements issued by the Cybersecurity and Infrastructure Security Agency (CISA), Congress, the Office of Management and

ONLINE CLASS

Cyber Awareness Challenge (CSAT) 2025

Registered

Assigned training is due on 5/30/2025. Training has been successfully registered to [your transcript](#).

Launch

4. If the training is already listed on your Transcript, with a Due Date noted, and the training has not yet been completed, **we recommend taking steps to complete the training prior to Friday, May 29, 2025.** You may use the Launch button on the card to launch the training.
5. If the training is already **completed**, or **upon completion** (see step 7), **download the completion certificate** to keep locally. For guidance, refer to the *"How to Download My CLC Certificates - User"* job aid.

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Hyperlinked Titles	Compliance	Frequency	Audience
Annual CNSI Security Clearance Holder Training (FY2025)	Mandatory	Annually	Clearance holders as identified by OSY
DOC Insider Threat Awareness 2025	Mandatory	Within the first 30 days of employment or following access to classified information.	Employees with access to classified information
Cyber Awareness Challenge (CSAT) 2025	Mandatory	Annually	All users
Annual SCI Refresher Briefing FY2025	Required	Annually	SCI group only. clearance holders as identified by OSY
No FEAR Act 2024-2025	Mandatory	Within 90 days of appointment, then every two-year cycle.	All federal employees
Purchase Card Refresher DOC Purchase Card Refresher Training Mystery 1 FY2025	Required	Immediately after receiving the Travel Card	Purchase cardholders and approving officials; and employees who are in possession of a government purchasing card.
FY25 Approving Official Training	Required	Immediately after being assigned as approving official	Purchase cardholders and approving officials.
Controlled Unclassified Information (CUI) 2025	Required	Annual	Personnel having access to CUI.
Occupational Health and Safety, Your Employee Reported an Injury- So What?	Mandatory	Annual	Supervisory training for employees' accidents during work

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Commerce Learning Center (CLC)

How to Download Certificates from My CLC Transcript

Audience: All CLC Users



CLC Access Level: Standard

To download a Certificate of Completion from the [Commerce Learning Center \(CLC\)](#):

1. Login to the [Commerce Learning Center](#).
2. From the main navigation bar select **Learning** (or **Training**), then select **View Your Transcript**.
3. From the **Filter by Training Status** drop-down select **Completed**, or search for the desired training using the **Search by Keyword** option on the right side of the Transcript view.

Transcript: [Redacted]

To view your **completed** training, click the drop down box marked **Active** and select **Completed**.

210.6 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 9/30/2025

COST \$0.00

Filter by Training Status: Active (selected)
Sort by: Date Added
Filter by Training Type: All Types

Search by Keyword: [Search]

Open Curriculum

4. **Locate the training that you would like to print a Certificate for.**
5. Then select the **View Certificate** option next to the course entry to generate the certificate PDF file.

Transcript: [Redacted]

To view your **completed** training, click the drop down box marked **Active** and select **Completed**.

210.6 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 9/30/2025

COST \$0.00

Filter by Training Status: Completed
Sort by: Completion Date
Filter by Training Type: All Types

Search by Keyword: [Search]

Search Results (46)

CLC Administrator Training (Starts 2/19/2025 1:00 PM)
Completed : 2/19/2025 Status : Completed Training Type : Session Training Status : Completed

View Certificate

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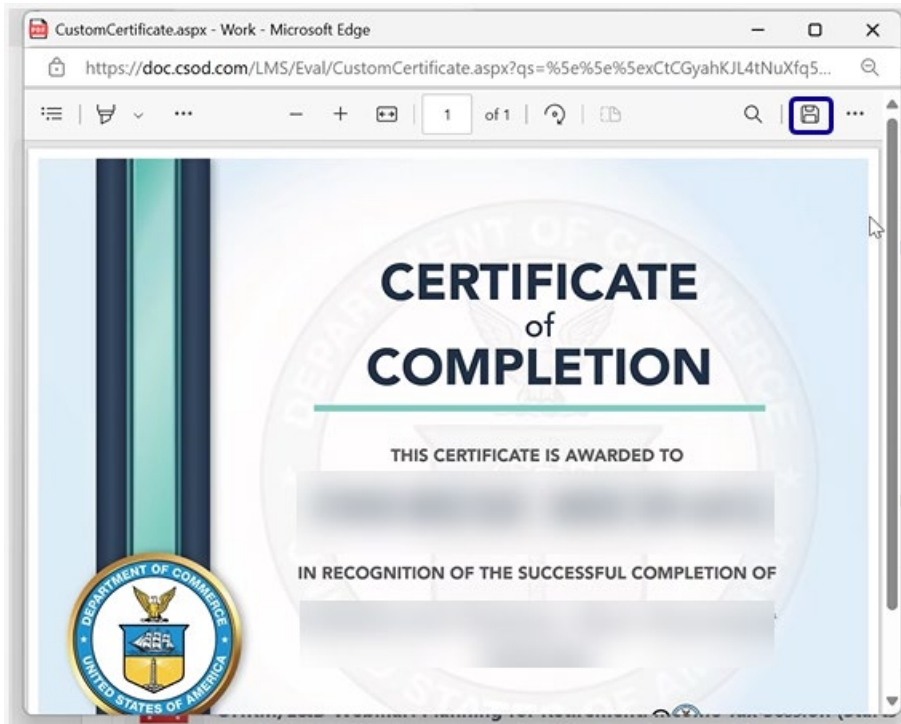
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6. When the file opens, select the **Save** icon.



7. **Browse** to the location where you'd like to save the file. **Rename** the file if desired. Then select **Save**.
8. **Browse** to the location where you saved the file **to open and view** the certificate.

Commerce Learning Center (CLC)

How to Export my CLC Transcript to Excel

Audience: All CLC Users



CLC Access Level: Standard

To download a full Excel training transcript from the [Commerce Learning Center \(CLC\)](#):

1. Login to the [Commerce Learning Center](#).
 2. From the main navigation bar select **Learning** (or **Training**), then select **View Your Transcript**.
 3. Select the **three-dot ellipsis** on the upper right corner of your Transcript. Then select **Run Transcript Report**.
- **Important:** It is recommended to select **Run Transcript Report** instead of Export to PDF. The Export to PDF option generates a page-by-page PDF, which can be time-consuming when exporting long transcripts.

Transcript: [Redacted]

To view your **completed** training, select the drop down box marked **Active** and select **Completed**

0 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 9/30/2025 COST \$0.00

Filter by Training Status Sort by Filter by Training Type Search by Keyword

Active Date Added All Types Search

Search Results (1)

(Mechanical) Clear and Concise Writing Workshop for Patent Examiners (CBT)
Due : No Due Date Status : In Progress Training Type : Online Class Training Status : Active Launch

4. **Select** your desired **reporting options**. To obtain a full download of all training included on your CLC transcript, refer to the table below for recommended reporting selections.

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Section	Suggested Selections
1. Training	Leave the default option, All Training selected. If desired, add a filter to limit the report results.
2. Date	Leave the default option, No Date Range selected. If desired, add a filter to limit the report results.
3. Advanced	Select the Include Associated Training , Include Archived Training , and Include Training Detail options selected. Upon selecting Include Training Detail , additional options will become available, select the desired additional detail options. It is recommended as the best practice to select Training Hours at a minimum.

The screenshot shows the 'Transcript Report' interface. It has three main sections highlighted with numbered callouts: 1. Training: Includes a 'Type' dropdown menu (set to 'All Training'), a 'Title' search box, and a 'Subject(s)' field. 2. Date: Includes radio buttons for 'Date added to transcript', 'Training Start Date', and 'Training Completion Date'. Below these is a 'Select Range' dropdown (set to 'Select') and date pickers for 'Start Date' and 'End Date'. 3. Advanced: Includes checkboxes for 'Include Associated Training', 'Include Archived Training', and 'Include Completed Training Only'. Below these is a section for 'Include Training Detail Information' with checkboxes for 'Credits', 'Price', 'Training Hours' (checked), 'Training Program POC', 'Version', 'Mandatory / Required', 'Provider', 'Materials Microsite', 'Time Code', and 'Training Purpose'. At the bottom right are 'Back' and 'Run Report' buttons.

5. Select **Run Report** to generate your Transcript report.
6. The **Microsoft Excel** report output will **automatically download** to your default download location.
7. **Navigate** to your **Downloads** folder to obtain the exported data.
8. From the Download folder, **Open** the file to view the exported data. If you have any questions regarding the data included in the report, please contact your bureau level CLO or Commerce Learning Center End-User support.

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