

# Commerce Learning Center (CLC)

## How to Confirm Mandatory Training Completions

Audience: All CLC Users



CLC Access Level: **STANDARD**

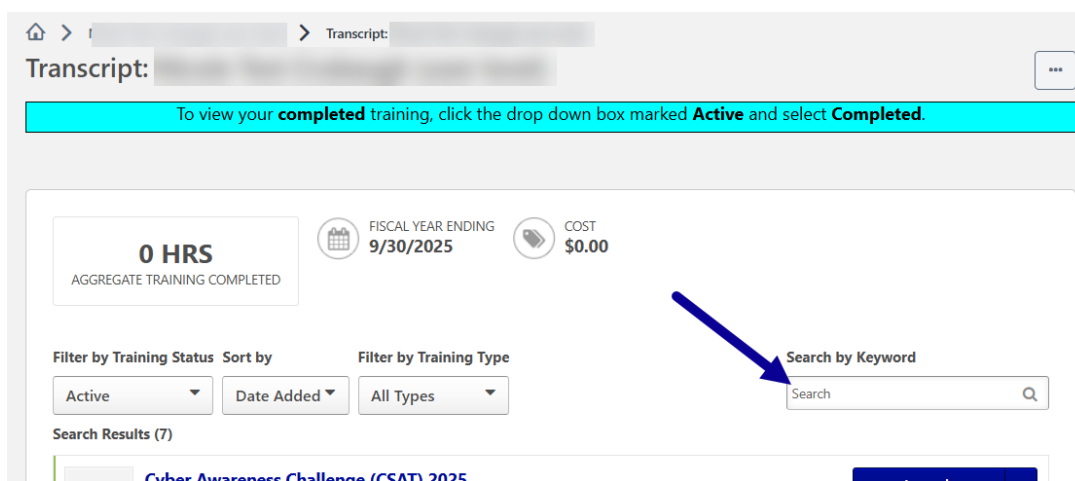
### IMPORTANT NOTES:

- 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>

## Commerce Learning Center (CLC)

### How to Confirm Mandatory Training Completions

Audience: All CLC Users



- 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.

0 HRS  
AGGREGATE TRAINING COMPLETED

Filter by Training Status: All | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword: csat

Search Results (3)

Icon	Training Title	Due	Status	Training Type	Training Status	Action
	Cyber Awareness Challenge (CSAT) 2025	5/30/2025	Registered	Online Class	Active	Launch

- 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.**

0 HRS  
AGGREGATE TRAINING COMPLETED

Filter by Training Status: All | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword: csat

Search Results (3)

Icon	Training Title	Due	Status	Training Type	Training Status	Action
	Cyber Awareness Challenge (CSAT) 2025	5/30/2025	Registered	Online Class	Active	Launch
	IT Cybersecurity Awareness Training	No Due Date	In Progress	Online Class	Active	Launch
	Cyber Awareness Challenge 2022 (CSAT)	5/31/2022	Registered / Past Due	Online Class	Archived	Inactive

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

## Commerce Learning Center (CLC)

### How to Confirm Mandatory Training Completions

Audience: All CLC Users



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.

# Commerce Learning Center (CLC)

## How to Confirm Mandatory Training Completions

Audience: All CLC Users



### 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.

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

## Commerce Learning Center (CLC)

### How to Confirm Mandatory Training Completions

Audience: All CLC Users



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

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