United States Department of Agriculture

Food and Nutrition Service



Manager and Director Role User Manual

for

Professional Standards Trainings and Tracker Tool (PSTTT)

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OMB Burden Statement:
This information is being collected to assist the Food and Nutrition Administration as it helps local educational agencies and school food authorities to meet the training requirements and assist in keeping track of training as required by the Healthy Hunger Free Kids Act. This is a voluntary collection and information entered into the free web-based application tool is solely for the benefit of the local education agencies and school food authority's staff for the tracking of training and storing staff training information. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0626. The time required to complete this information collection is estimated to average 1 hour and 12 minutes (1.208 hours) per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Administration, Office of Policy Support, 5601 Sunnyside Avenue Beltsville, Maryland 20705 ATTN: PRA (0584-0626).

Contents

GLOSSARY **6**

INFORMATION ICONS: "I" **6**

1 INTRODUCTION **7**

1.1 ACCESSIBILITY 7
1.1.1 Keyboard Navigation 7
1.2 OVERVIEW 9
1.2.1 Key Information 9
1.2.2 Site Header 9
1.2.3 Site Footer 9
1.3 USER CATEGORIES AND ROLES 9
1.4 ADDITIONAL RESOURCES OR ASSISTANCE 10

2 ACCESSING THE PSTTT **11**

2.1 PSTTT PAGE (THE "ABOUT" PAGE) 11
2.2 GUEST USER ACCESS 13
2.3 REGISTERED USER ACCESS – LOGIN TO PSTTT 14
2.4 CREATE YOUR PROFILE – FIRST TIME ENTRY ONLY 15
2.4.1 Available User Categories, Roles, and Job Titles 15
2.4.2 Step 1: Create User Profile 17
2.4.3 Step 2a: Create User Profile – School User Category 18
2.4.4 Step 2b: Create User Profile – State User Category 20
2.4.5 Step 2c: Create User Profile – USDA User Category 20
2.5 ADDING A NEW SCHOOL DISTRICT (SCHOOL USER CATEGORY ONLY) 21
2.6 ADDING A NEW SCHOOL (SCHOOL USER CATEGORY ONLY) 22

3 PSTTT HOME PAGE (DASHBOARD) **24**

3.1 PSTTT INTRODUCTION TEXT 25
3.2 CALENDAR COUNTDOWN AND ASSIGNED TRAININGS NOTIFICATION 25
3.3 TRAINING CERTIFICATE 26
3.4 TRAINING BADGES EARNED 27
3.5 RECENT TRAININGS 28
3.5.1 Training Hours Email Reminders 28

4 TOP NAVIGATION MENUS **30**

4.1 HOME MENU 30
4.2 TRAINING MENU 31
4.2.1 Log Training 31
4.2.1.1 Training Details 35
4.2.1.2 Edit Training 37
4.2.1.3 Upload Training Documents 37
4.2.1.4 Delete Training 39
4.2.2 Training Title List 39
4.2.2.1 Training Title Details 41
4.2.2.2 Training Title Visibility 42
4.2.2.3 Add New Training Title 42
4.2.2.4 Edit Training Title 45
4.2.2.5 Delete Training Title 46
4.2.3 View Professional Standards Trainings 46
4.2.3.1 Professional Standards Training Title Details 48
4.2.4 View Logged Certifications 48

4.2.4.1 Log New Certification 49
4.2.4.2 Certification Details 51
4.2.4.3 Edit Certification 51
4.2.4.4 Delete a Certification 52
4.2.4.5 Certification Expiration Email Reminders 52
4.3 Reports Menu 53
4.3.1 Selecting the Report Type 54
4.3.1.1 Detailed Report 54
4.3.1.2 Summary Report 54
4.3.1.3 Summary Reports by a Criterion 55
4.3.2 Viewing Report Output 55
4.4 Help Menu 56
4.4.1 Online Resources 57
4.4.2 User Guide 58
4.4.3 Training Video 58
4.4.3.1 Training Video Controls 59
4.4.4 Contact Us 60
4.5 Welcome User 60
4.5.1 My Training History 61
4.5.2 My Assigned Trainings 62
4.5.2.1 Log Assigned Training 62
4.5.3 My Certifications 65
4.5.4 Print My Certificates 65
4.5.5 User Profile 66
4.5.6 Edit User Profile 67
4.5.7 Deactivate My User Profile 68
4.5.7.1 User Deactivation Email Reminders 68
4.5.8 Log Out 69
4.5.8.1 Session Time-Out 69

5 MANAGER AND DIRECTOR-SPECIFIC FUNCTIONS 70

5.1 Changes to the Standard Functions – PSTTT Home Page (Dashboard) 70
5.2 Changes to the Standard Functions – Training Hours Email Reminders 71
5.3 Changes to the Standard Functions – Certification Expiration Email Reminders 71
5.4 Changes to the Standard Functions – Trainings 72
5.4.1 View Logged Trainings 73
5.4.2 Log Training 73
5.4.3 Training Details 75
5.4.3.1 Training Details Page – Back to List Button 75
5.4.3.2 Delete an Existing Training Record 76
5.4.3.3 Log Certification 76
5.4.4 Edit Training 76
5.4.4.1 Add Employees to an Existing Training Record 77
5.4.4.2 Remove Employees from an Existing Training Record 77
5.4.5 Bulk Import of Trainings 77
5.4.6 Assign Trainings 83
5.4.7 View Assigned Trainings 85
5.4.7.1 Assigned Training Details 86
5.4.7.2 Edit Assigned Training 87
5.4.7.3 Delete Assigned Training 88
5.4.8 Training Title List - Managing Training Titles 88
5.4.9 Training Title List - Generate Training Titles List 88
5.4.10 Training Title List – Bulk Import of Training Titles 89
5.4.11 Generate Training Titles List 94
5.4.12 Training Title Details Page – Assign Training 94

5.4.13 View Logged Certifications 94
5.5 CHANGES TO THE STANDARD FUNCTIONS – REPORTS 95
5.5.1 Selecting Employees 95
5.5.1.1 Selecting Employees – School User Category 95
5.5.1.2 Selecting Employees – State User Category 96
5.5.1.3 Selecting Employees – USDA User Category 97
5.5.2 Summary Report - Include Employees Without Trainings 98
5.6 CHANGES TO THE STANDARD FUNCTIONS – HELP MENU 98
5.7 CHANGES TO THE STANDARD FUNCTIONS – WELCOME MENU 98
5.8 EMPLOYEES MENU 99
5.8.1 When Is an Employee "Active" And Visible To Me 99
5.8.2 View Employee List 100
5.8.3 Print Certificates 102
5.8.4 Create User Profile 103
5.8.5 Upload Bulk Employee Profiles 104
5.8.6 Search Employees 110
5.8.7 View Employee User Profile 111
5.8.8 View User History 112
5.8.9 Edit Historical User Profile 112
5.8.10 Deactivate Employees 113
5.8.11 Reactivate Employees 115
5.8.12 Manage Schools (School User Category Only) 116
5.8.12.1 Create New School 116
5.8.12.2 Edit School 117
5.8.13 Generate School List 118
5.8.14 Manage School Districts (School User Category Only) 118
5.8.14.1 Edit School District 118

Glossary

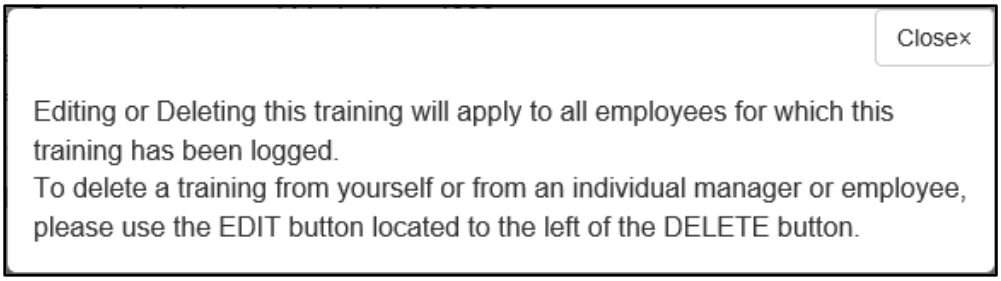
Acronym	Description
PSTTT	Professional Standards Trainings and Tracker Tool
FNS	Food and Nutrition Service
USDA	United States Department of Agriculture
* (Use of the asterisk)	On form pages within PSTTT, the asterisk character is used to note that the field is required for the form shown on the page.

Information Icons: "i"

Some fields on some pages within the application have a small, blue circle icons labeled "i" (in white italic text). These are information icons that, when clicked, provide information relevant to the field to which they are associated.



Below is an example of the information that will pop up when clicking the "i" icon. This page shows the Manager role's Edit Training, pop-up text window:



This manual has sections dedicated to each page. We will be showing the specific wording for each information icon with the page on which it appears.

1 Introduction

The Web-based Professional Standards Trainings and Tracker Tool (PSTTT) has been created by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA), to provide an easy and accessible way for school nutrition professionals to search for, access, and log annually required training hours.

The web-based Professional Standards Trainings and Tracker Tool (PSTTT) provides users with many improved features, including:

- Database of training titles which allows users to search and access trainings and then log that training once completed. Training details such as length of the course (i.e. training hours) training provider, and training categories auto-populate when the training is logged.
- User controls that allow users to add, edit, upload training documents, or delete training records for themselves.
- Manager controls that allow managers to inherit employees/staff based upon the manager's user profile settings, to maintain training records for their employees/staff, including logging a training record for multiple people at the same time.
- Provide all users with information regarding:
    - How many training courses they have logged,
    - What types/categories of training were provided in the training course (i.e. Key Area, Training Topic, and Learning Objectives),
    - Length of the training for each course, and
    - How many hours remain to be completed to fulfill the annual training requirement.
- Additional databases of schools built from the Department of Education information, which will allow users to quickly select their school. If needed, school-related users can also Add New Schools into this database.
- Other time-saving features, such as: reports, and the auto-population of school contact information, and making this tool more user-friendly and easier to navigate.

1.1 Accessibility

Please report website accessibility problems to cnpntab@usda.gov via email or using the Contact Us feature of the application (as described in Section 4.4.4). In your message, include the page address or URL and the specific problems you have encountered.

1.1.1 Keyboard Navigation

The PSTTT application can be navigated without a mouse using the keyboard only. Use the following shortcuts to navigate PSTTT screens:

- **Menus:**
    - **Tab** and **Shift + Tab** to move between items in the main menu
    - **Down Arrow** to open a menu

  - **Tab** and **Shift + Tab** to move between sub-menus
  - **Enter** to open a sub-menu
- **Accordions:**
  - **Up and Down Arrows** to move between accordions
  - **Enter** to open an accordion
  - **Enter** to collapse an accordion
  - **Tab** to move down within accordion body
  - **Shift + Tab** to move up within accordion body
  - **Shift + Tab** to move up from accordion body to the accordion header
- **Text Fields:**
  - **Tab** into a text field, type in a value, then **Tab** to the next control
- **Drop-downs:**
  - **Tab** into a drop-down and use **Up and Down Arrows** to select a value, then **Tab** to the next control
- **Radio Buttons:**
  - **Tab** into a radio button group and use **Left and Right Arrows** to select a value, then **Tab** to the next control
- **Buttons:**
  - **Tab** onto a button, then press **Enter** to activate it
- **Links:**
  - **Tab** onto a link, then press **Enter** to activate it
- **Tooltips:**
  - **Tab** onto a tooltip anchor ("i" in a circle) to bring up the tooltip bubble with text
  - **Tab off** a tooltip anchor to close the tooltip bubble with text
- **Pagination Controls:**
  - **Tab** between page number buttons
  - **Enter** on page number button to display the corresponding page
  - **Enter** on First, Last, Next, and Previous buttons to display the corresponding page
- **Calendar Controls:**
  - **Ctrl + Up, Down, Left, and Right Arrows** to move between dates
  - **Enter** to select
- **Training Video Page and Video Player:**
  - **Tab** between the Chapter headings, and use **Enter** to expand a Chapter. **Tab** between the sub-chapters. Use **Shift + Tab** to go back. Use **Enter** on a sub-chapter heading to load it into the video player.
  - **Tab** onto the video player, then
  - **Tab** onto the main Play button that overlays the video, then
  - **Tab** to video player controls
  - **Tab** to move between video player controls
  - **Shift + Tab** to move backwards between video player controls
  - **Enter** to press the Play buttons
  - **Tab** onto the Progress Bar and use **Left and Right Arrows** to scroll, **Tab** off
  - **Tab** onto the Caption Control and use **Up and Down Arrows** to choose None or a Language, **Tab** off

- **Tab** onto the Full Screen Control and use **Enter** to activate full screen mode, **Escape** to exit

1.2 Overview

1.2.1 Key Information

Site URL: https://pstrainingtracker.fns.usda.gov/

1.2.2 Site Header

The site header is a collection of images showing the following:

- USDA Logo Image
- USDA Department Name: U.S. Department of Agriculture
- Site Title: Professional Standards Trainings and Tracker Tool
- Image of 5 smiling people representing the school nutrition professionals who might be logging their required training in PSTTT

1.2.3 Site Footer

The site footer contains 12 hyperlinks arranged at the bottom of the page. The links found in the footer remain consistent throughout the application. There are no other objects in the footer, except these links. Here are the links available:

- FNS (https://www.fns.usda.gov/)
- CNPP (https://www.fns.usda.gov/cnpp)
- USDA (https://www.usda.gov/wps/portal/usda/usdahome)
- FOIA (https://www.dm.usda.gov/foia/)
- USDA Policies and Links (https://www.usda.gov/policies-and-links)
- Accessibility Statement (https://www.fns.usda.gov/web-accessibility-statement)
- Privacy Policy (https://www.usda.gov/privacy-policy)
- Information Quality (https://www.fns.usda.gov/information-quality)
- No Fear Act (http://www.usda.gov/nofear/fns/indexfns.html)
- Non-Discrimination Statement (https://www.usda.gov/non-discrimination-statement)
- USA.gov (https://www.usa.gov/)
- Whitehouse.gov (https://www.whitehouse.gov/)

1.3 User Categories and Roles

The PSTTT has two types of user access:

1. Guest User
2. Registered User

PSTTT Registered User access has three User Categories:

1. SCHOOL: Any user belonging to school type organization. Refer to School Types Guidance Chart for more information.
2. STATE: State Agency Personnel.
3. USDA: USDA Staff.

Within each User Category, users are assigned a Role:

1. Director: responsible for tracking and recording training hours for all staff in the district/organization
2. Manager: responsible for tracking and recording training hours for only staff you supervise (ex. Supervisor for one or more schools, but not the entire district)
3. Employee or Staff: responsible for tracking and recording training hours only for yourself
4. Training Director (Multiple Districts): responsible for tracking and recording training hours for all staff in multiple school districts.

1.4 Additional Resources or Assistance

This manual has been put together to walk users through the general usage steps. If there are additional questions or concerns, please send an email to: cnpntab@usda.gov.

2 Accessing the PSTTT

Users can access PSTTT in Guest mode – without creating an account and logging in – or in a Registered User mode.

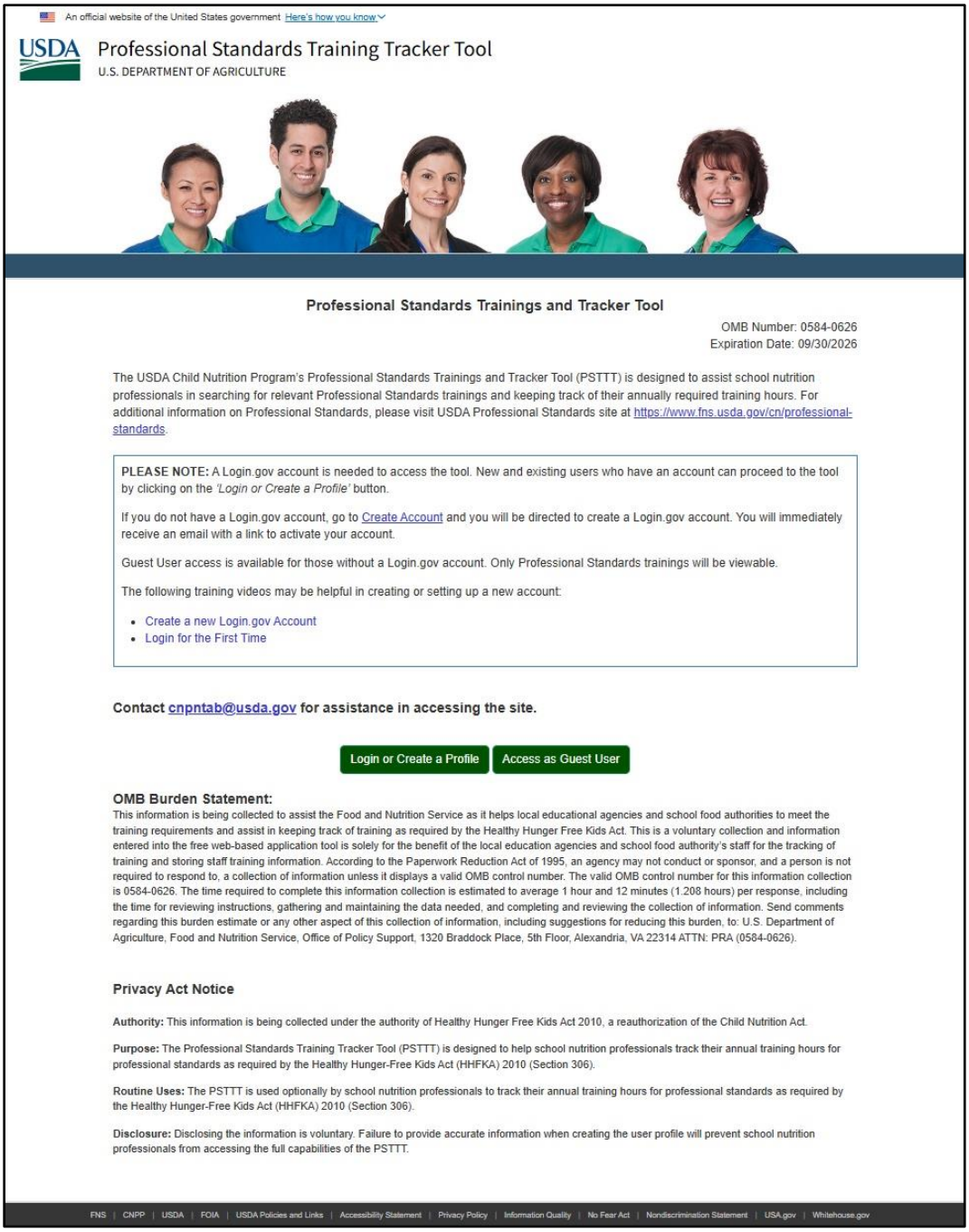
In order to log into PSTTT as a Registered User, the users must have a Login.gov account. Login.gov accounts are created and managed outside of the Professional Standards Trainings and Tracker Tool (PSTTT).

2.1 PSTTT Page (the "About" page)

This is the page that will display each time you come back to the main site URL (see graphic of the page below).

It provides the user with:

- the site's OMB Number and Expiration Date
- a site summary text area, including a hyperlink for the Professional Standards site
- a USDA Authentication information text area (section with a blue outline which starts with "PLEASE NOTE"):
    - includes a hyperlink to direct the user to create a new USDA eAuthentication account
    - includes hyperlinks to the relevant PSTTT training videos
- a contact email for users needing site access assistance
- the "Login or Create a Profile" button
- the "Access as Guest User" button
- the OMB Burden statement
- the Privacy Act Notice statement
- and the bottom navigation bar linking to other USDA, FNS, and government sites.



An official website of the United States government Here's how you know

USDA Professional Standards Training Tracker Tool
U.S. DEPARTMENT OF AGRICULTURE

Professional Standards Trainings and Tracker Tool

OMB Number: 0584-0626
Expiration Date: 09/30/2026

The USDA Child Nutrition Program's Professional Standards Trainings and Tracker Tool (PSTTT) is designed to assist school nutrition professionals in searching for relevant Professional Standards trainings and keeping track of their annually required training hours. For additional information on Professional Standards, please visit USDA Professional Standards site at https://www.fns.usda.gov/cn/professional-standards.

PLEASE NOTE: A Login.gov account is needed to access the tool. New and existing users who have an account can proceed to the tool by clicking on the *'Login or Create a Profile'* button.

If you do not have a Login.gov account, go to Create Account and you will be directed to create a Login.gov account. You will immediately receive an email with a link to activate your account.

Guest User access is available for those without a Login.gov account. Only Professional Standards trainings will be viewable.

The following training videos may be helpful in creating or setting up a new account:

- Create a new Login.gov Account
- Login for the First Time

Contact cnpntab@usda.gov for assistance in accessing the site.

Login or Create a Profile | Access as Guest User

OMB Burden Statement:
This information is being collected to assist the Food and Nutrition Service as it helps local educational agencies and school food authorities to meet the training requirements and assist in keeping track of training as required by the Healthy Hunger Free Kids Act. This is a voluntary collection and information entered into the free web-based application tool is solely for the benefit of the local education agencies and school food authority's staff for the tracking of training and storing staff training information. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0626. The time required to complete this information collection is estimated to average 1 hour and 12 minutes (1.208 hours) per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0626).

Privacy Act Notice

Authority: This information is being collected under the authority of Healthy Hunger Free Kids Act 2010, a reauthorization of the Child Nutrition Act.

Purpose: The Professional Standards Training Tracker Tool (PSTTT) is designed to help school nutrition professionals track their annual training hours for professional standards as required by the Healthy Hunger-Free Kids Act (HHFKA) 2010 (Section 306).

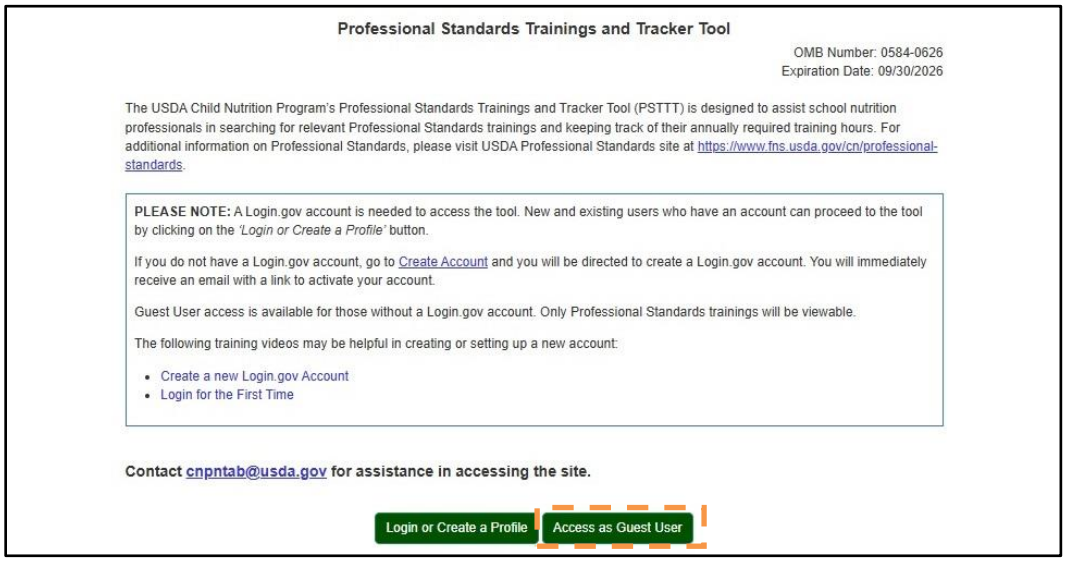
Routine Uses: The PSTTT is used optionally by school nutrition professionals to track their annual training hours for professional standards as required by the Healthy Hunger-Free Kids Act (HHFKA) 2010 (Section 306).

Disclosure: Disclosing the information is voluntary. Failure to provide accurate information when creating the user profile will prevent school nutrition professionals from accessing the full capabilities of the PSTTT.

FNS | CNPP | USDA | FOIA | USDA Policies and Links | Accessibility Statement | Privacy Policy | Information Quality | No Fear Act | Nondiscrimination Statement | USA.gov | Whitehouse.gov

2.2 Guest User Access

Guest users access PSTTT by selecting the "Access as Guest User" button.



Guest users have access to the abbreviated set of PSTTT features related to the Professional Standards trainings.



The "Home" page displays:

1. top navigation menus,
2. site title and a small introduction paragraph on the purpose of the Professional Standards Training Database,
3. resources for training.

PSTTT main menus are located at the top of the page. The menu items remain consistent throughout the site.



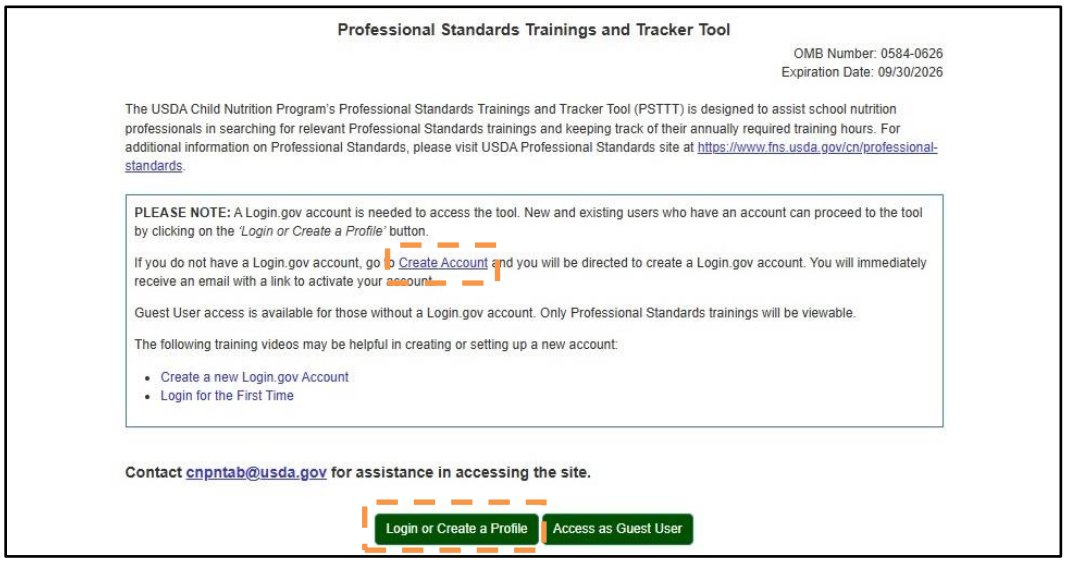
- **Home** – Returns the user to the "Home" page.

- **Access to Trainings** – Provides access to the "View Professional Standards Trainings" page.
- **Help** – Provides access to the "Online Resources" page, user guide, "Training Video" page, and "Contact Us" pages.
- **Log Out** button.

2.3 Registered User Access – Login to PSTTT

The tracking tool's "About" page contains all the elements needed to access the tool as a Registered user.

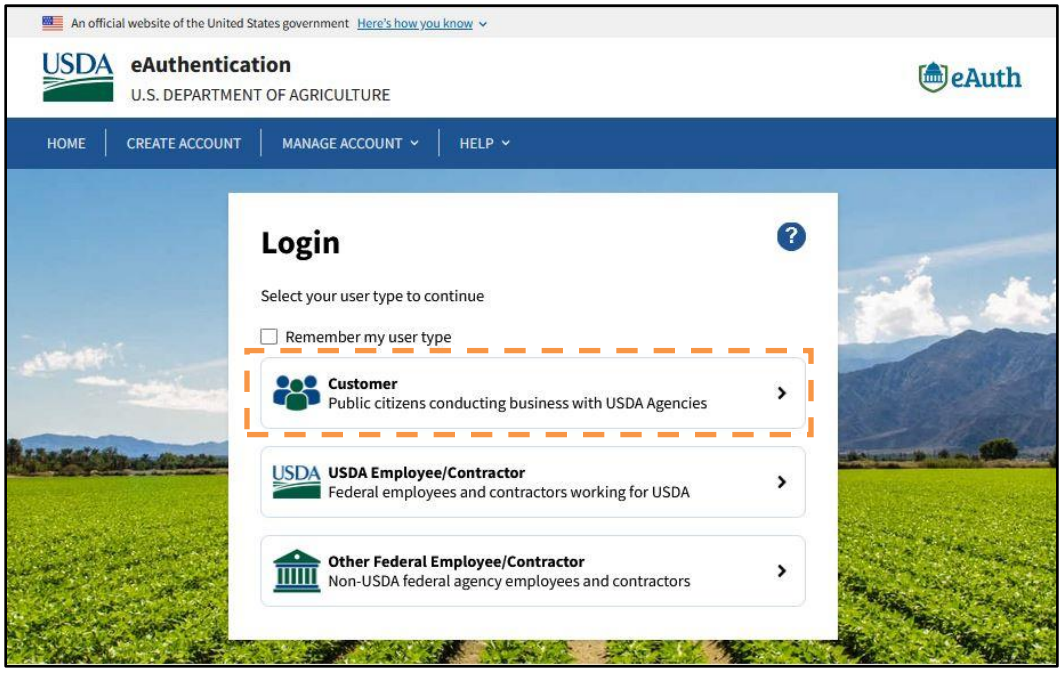
All users who currently have a Login.gov account, can continue to enter the site by clicking on "Login or Create a Profile" button at the bottom of the page. Please see Section **Error! Reference source not found.** "Login to PSTTT" of this manual for more information.



For those users who do not have either type of account, a new Login.gov account can be created by following the instructions available inside the box as shown on the screenshot above. The "Create Account" link will take you directly to register for a new Login.gov account.

Users who have a Login.gov account can proceed to the site by clicking on the "Login or Create Profile" button.

The "Login or Create a Profile" button will direct the user to the USDA eAuthentication login screen:



Select the "Customer" option to access the "Customer Login" screen that allows you to enter your credentials, then select "Login.gov".

If the user has not used the Professional Standards Trainings and Tracker Tool application before, they will be prompted to create a user profile.

2.4 Create Your Profile – First Time Entry Only

Once you have created your Login.gov account, you can return to PSTTT and use your User ID and Password to login to the tool. For your initial account login, the tool will prompt you to create a user account in PSTTT.

NOTE: If a non-Authenticated user account has been already created for you by your manager with the email address, first name, and last name matching your Login.gov account, the two accounts will automatically be combined in the Training Tool. In this case, you will not be asked to create a new profile when logging in for the first time, and you will see training records if any were logged for you previously.

2.4.1 Available User Categories, Roles, and Job Titles

It is important that you select the correct User Category, Role, and Job Title while creating your account.

- **User Category** will determine the organizational structure your account will be associated with. For example, School users will need to select a school district and one or more schools to be associated with.

- **Role** will determine the functionality available to you, and the set of data you will be able to view.
- **Job Title** will determine your number of required training hours.

PSTTT has three User Categories:

1. SCHOOL: Any user belonging to school type organization. Refer to School Types Guidance Chart for more information.
2. STATE: State Agency Personnel
3. USDA: USDA Staff.

Within each User Category, users are assigned a Role:

1. Director: responsible for tracking and recording training hours for all staff in the district/organization
2. Training Director (Multiple Districts): responsible for tracking and recording training hours for all staff in multiple districts
3. Manager: responsible for tracking and recording training hours for only staff you supervise (ex. Supervisor for one or more schools, but not the entire district)
4. Employee or Staff Role: responsible for tracking and recording training hours only for yourself

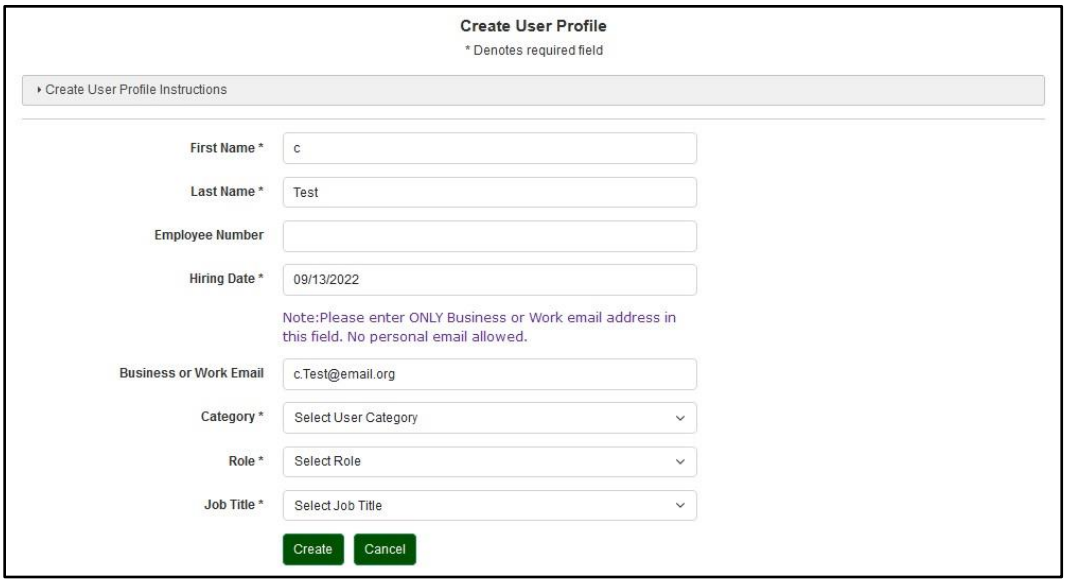
Each User Category and Role combination gives user access to one or more Job Titles. See the table below for the available User Category, Role, and Job Title combinations:

User Category	Role	Job Title
SCHOOL	TRAINING DIRECTOR (Multiple Districts)	School Food Authority - Training Director
	DIRECTOR	School Food Authority - District Director
		School Food Authority - Assistant Director
		School Food Authority - Staff Manager
		School Food Authority - Staff Full Time
		School Food Authority - Staff Part Time
		School Food Authority - Non-Food Service Employee
		School Food Authority – Volunteer
	MANAGER	School Food Authority - Staff Manager
	EMPLOYEE	School Food Authority - Staff Full Time
		School Food Authority - Staff Part Time
		School Food Authority - Non-Food Service Employee
		School Food Authority – Volunteer

STATE	DIRECTOR	State Agency – Director
		State Agency - Assistant Director
		State Agency – Staff
	MANAGER	State Agency – Staff
	STAFF	State Agency – Staff
USDA	MANAGER	FNS Manager
	MANAGER with Admin flag	FNS Manager

2.4.2 Step 1: Create User Profile

The "Create User Profile" page will automatically open when user logs in to PSTTT for the first time.



The first seven fields on the "Create User Profile" page will display for any user role. Required fields are denoted by the asterisk (*).

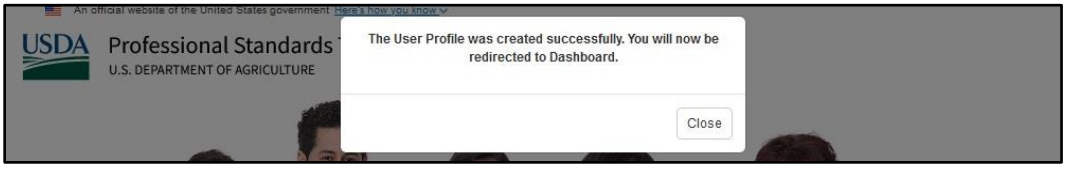
- **First Name** – required, read-only; pre-populated from Login.gov.
- **Last Name** – required, read-only; pre-populated from Login.gov.
- **Employee Number** – optional; employee ID or number in your system.
- **Hiring Date** – required; enter your date of hire for your current position.
- **Business or Work Email** – required, read-only; pre-populated from Login.gov.
- **Category** – required; select the most appropriate value from the list: SCHOOL, STATE, or USDA.
- **Role** – required; select the most appropriate value from the list of values based on the Category you selected.

- **Job Title** – required; select the most appropriate value from the list of values based on the Category and Role you selected.

The set of fields displayed further on the "Create User Profile" page will depend on your User Category, Role and Job Title selections. Please see Sections 2.4.3 – 2.4.5 for more information.

The following actions are available:
- **Create** – save the data entered to create your user profile.
- **Cancel** – cancel all the changes and log out.

When finished with all required fields, click "Create" button to create your user profile. A confirmation dialog will be displayed.



You will be able to edit your profile settings later using the "Edit User Profile" page as described in Section 4.5.6.

2.4.3 Step 2a: Create User Profile – School User Category

The following fields are available for a user in the SCHOOL User Category. Required fields are denoted by the asterisk (*).

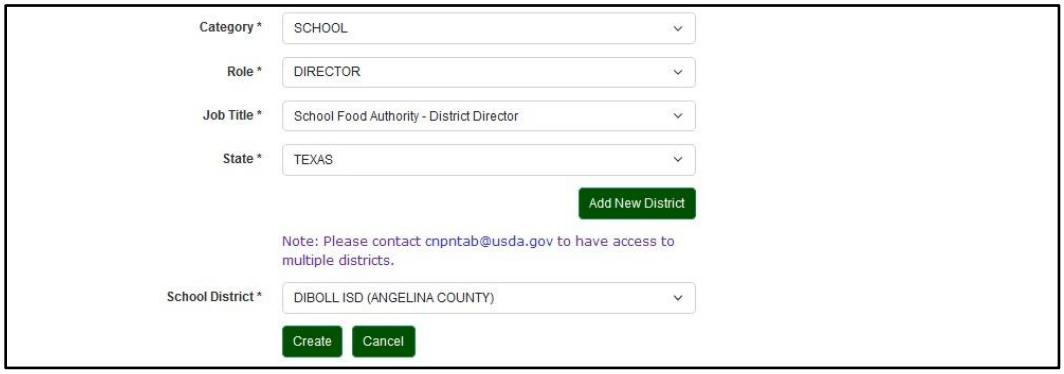
- **State** – required; select the most appropriate value from the list.
- **School District** – required; select the most appropriate value from the list of values based on the State you selected. Type the first letter of the school district name into this field to have it jump to the closest match, then continue selection from the drop-down.

  NOTE: If your School District is not in the list, Director users can add a new school district (Refer to Section 2.5 for instructions). Manager and Employee-users can send requests to add a new district to cnpntab@usda.gov.

- **School** – required for Manager (multiple selection) and Employee (single selection) roles; select the most appropriate value from the list of values based on the School District you selected. School name is followed by its zip code in parenthesis. Type the first letter of the school district name into this field to have it jump to the closest match, then continue selection from the drop-down.
- **"Add New District" button** – available only for Director Role; click this button to add a new district. For more information see Section 2.5.
- **"Add New School" button** – not available for Director Role; click this button to add a new school. For more information see Section 2.6.

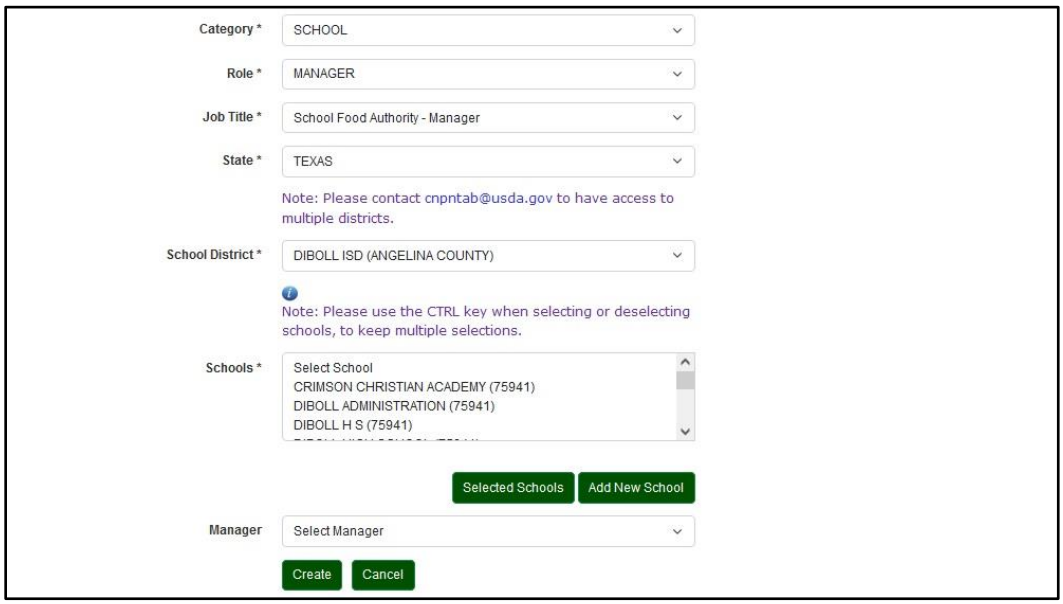
- **Manager** – not available for Director Role; select the most appropriate value from the list of values based on the School District you selected.

School Director view:

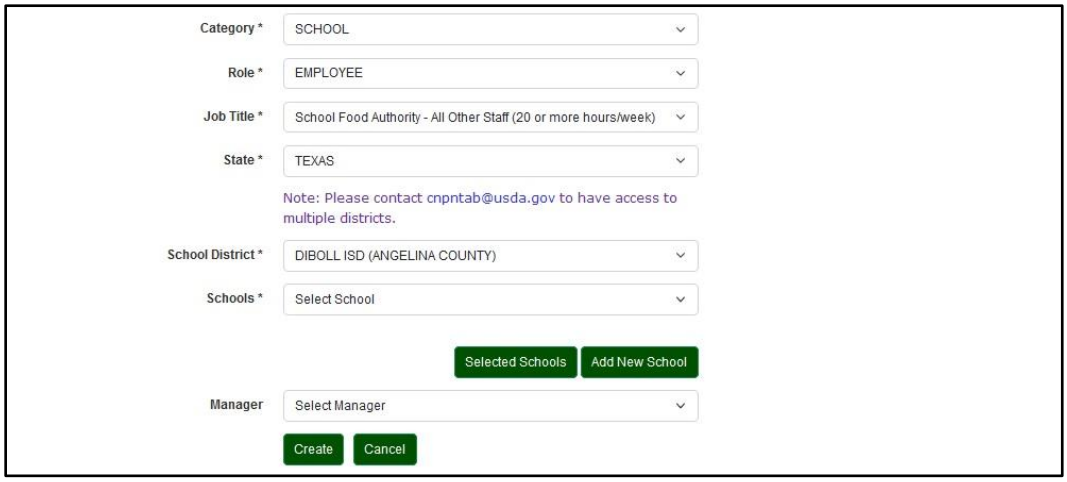


NOTE: To manage multiple school districts, create a Director account and then contact FNS staff at cnpntab@usda.gov with the request to grant the Training Director (Multiple Districts) role.

School Manager view:



School Employee view:



Press the "Create" button to save your selections. See Sections 4.5.5 and 4.5.6 for information on how to view and edit your profile.

2.4.4 Step 2b: Create User Profile – State User Category

The following fields are available for a user in the STATE User Category:

- **State** – required; select the value for your State Agency from the list.
- **Manager** – not available for Director role; select the most appropriate value from the list of values based on the State you selected.



2.4.5 Step 2c: Create User Profile – USDA User Category

The following fields are available for a user in the USDA User Category. Required fields are denoted by the asterisk (*).

- **FNS Office** – required; select the value for your USDA FNS Offices' registered location from the list.

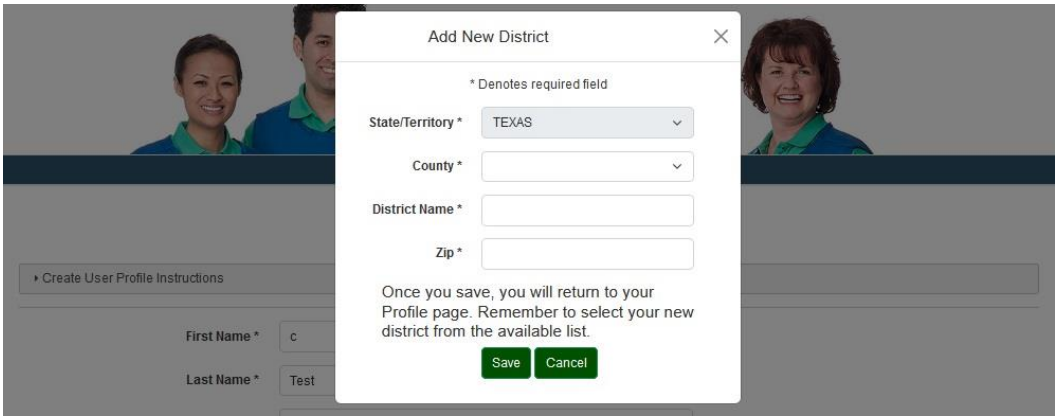
NOTE: To create an account in the FNS National Office, create an account in any FNS Regional office and then contact FNS National Office staff at cnpntab@usda.gov for assistance moving to FNS National Office.

- **Manager** – select the most appropriate value from the list of values based on the USDA FNS Office you selected.



2.5 Adding a New School District (School User Category Only)

Clicking the "Add New District" button opens Add New District pop-up. You will need to select your State and School District on the "Create User Profile" page before clicking the "Add New School" button because users are only allowed to add schools to their school district, and the corresponding fields are not editable on the pop-up dialog.



The following fields are available on Add New District pop-up. Required fields are denoted by the asterisk (*).

- **State/Territory** – required.
- **County** – required, populated based on the State selected.
- **District Name** – required; enter your district name.
- **Zip** – required; enter mailing address zip code.

NOTE: The combination of the District Name and County is required to be unique.

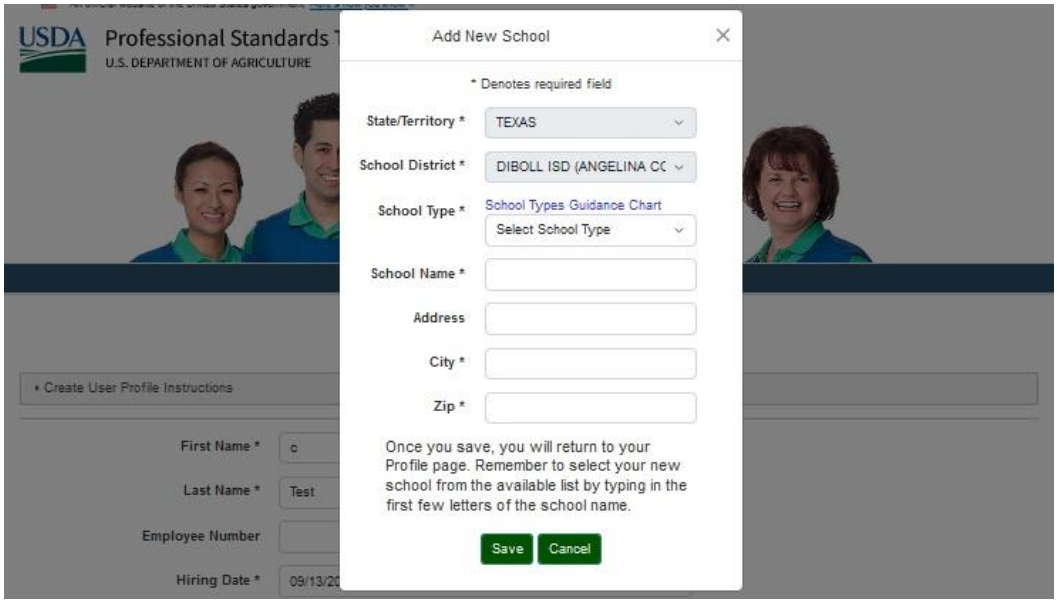
The following actions are available:

- **Save** – save the data entered to create a new school district record.
- **Cancel** – cancel all the changes and close the Add New District dialog.

Fill out the required fields and then click Save. You will return to the previous "Create User Profile" page where you will be able to make the selection in the School District field.

2.6 Adding a New School (School User Category Only)

Clicking the "Add New School" button opens Add New School pop-up. You will need to select your State and School District on the "Create User Profile" page before clicking the "Add New School" button because users are only allowed to add schools to their school district, and the corresponding fields are not editable on the pop-up dialog.



The following fields are available on Add New School pop-up. Required fields are denoted by the asterisk (*).

- **State/Territory** – required; populated with your State.
- **School District** – required; populated with your District.
- **School Type** – required. Please select your school type.
- **School Name** – required. Please enter the full, official school name.
- **Address –** Please enter the street address.
- **City –** required. Please enter the City from the School's mailing address.
- **Zip** – required. Please enter the Zip Code from the School's mailing address.

NOTE: The combination of the School Name and Zip is required to be unique.

The following actions are available:

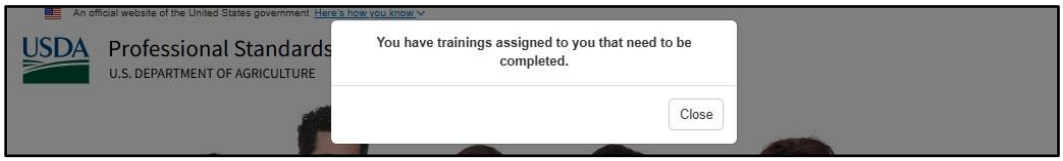
- **Save** – save the data entered to create a new school record.
- **Cancel** – cancel all the changes and close the Add New School dialog.

Fill out the required fields and then click Save. You will return to the previous "Create User Profile" page where you will be able to make the selection in the School(s) field.

3 PSTTT Home Page (Dashboard)

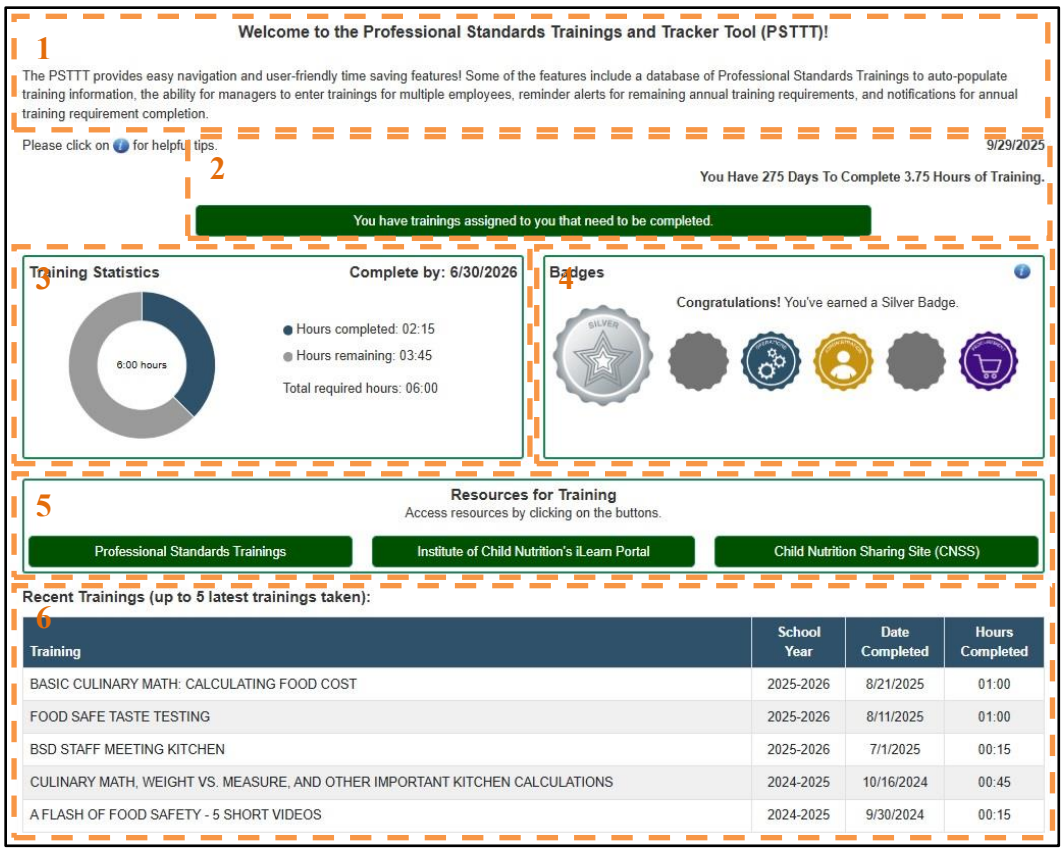
After logging into PSTTT, the user will see the “Home” page displayed. This page can also be accessed from the Top Navigation Menu by using the “Home” button.

A pop-up dialog will display to alert the user if there are pending assigned trainings.



The “Home” page displays:

1. top navigation menus, site title, and a small introduction paragraph on the purpose of the Professional Standards Trainings and Tracker Tool,
2. the training calendar countdown – how many hours are required, how many days are left in the school year, and a notification if there are any assigned trainings,
3. training statistics,
4. training badges earned (if any),
5. resources for training,
6. the list of up to 5 most recent trainings sorted first by the school year, and then by Date Completed.



3.1 PSTTT Introduction Text

This section of text provides the user with a welcome statement.

3.2 Calendar Countdown and Assigned Trainings Notification

Each nutrition professional is required to meet a minimum training standard each year. The actual value needed is determined by the job title of the user.

This function provides the user with the current date, the number of hours left to meet the training requirement, and how many days are left in the school year - in order to meet their goal. (The school year starts/ends on July 1st of a given year.)

If trainings are assigned to you and need to be completed, the “You have trainings assigned to you that need to be completed” notification is displayed. Clicking on it opens “My Assigned Trainings” page discussed in Section 4.5.2.



Once a user has met the minimum training requirements, this message will change to a Congratulations message and will allow the user to print out a certificate for use in their annual/periodic review by pressing the "Print/Save Certificate" button.



3.3 Training Certificate

After you click the "Print/Save Certificate" button, a PDF certificate will display with the following information listed:

- Your Full Name
- Employee Number
- Job Title
- Required Training Hours
- Completed Training Hours
- Today's Date
- School Year
- Training Badges Earned



The Download and Print options appear as a floating bar towards the bottom of the page containing the Save a Copy, Print (Ctrl + P), Page Up (grayed out), Page Down (grayed out), 1 (Go to a specific page) / 1 (Total number of pages), Zoom Out, Zoom In, Show Adobe Acrobat Reader Toolbar symbol controls.



3.4 Training Badges Earned

Make the completion of annual training requirement exciting by rewarding and motivating staff with badges.

Each of the trainings covers topics in one or more Key Areas:

- Nutrition
- Operations
- Administration
- Communications and Marketing

To earn a badge for a particular Key Area for a school year, the user needs to complete two trainings covering topics from that key area:









At the same time, a user earns a cumulative achievement badge, which reflects the number of Key Area badges earned: a Bronze badge for one Key Area badge earned, Silver for two, Gold for three, and Platinum for four:









To earn a Procurement badge, the user needs to complete one or more trainings that have selected Key Areas under Purchasing 2400. This badge does not count towards earning cumulative achievement badges:



3.5 Recent Trainings

Recent Trainings are also displayed on the "Home" page. This data area displays the Training Title, School Year, Date Completed, and Hours Completed for the last 5 trainings logged - according to the Date Completed.

This data is displayed in a table format on the page.

3.5.1 Training Hours Email Reminders

PSTTT sends out automatic email reminders titled "Reminder to Complete the Required Professional Standards Training Hours for the School Year" for users to complete their required training hours twice a year, on April 1st and October 1st. Individual emails are sent to users who have not completed their required training hours. Users who have no required training hours assigned based on their Job Title or have completed their required training hours do not get an individual email.

The emails are titled "Reminder to Complete the Required Professional Standards Training Hours for the School Year" and have the following format:

Hello Ana DiMumga,

You have Professional Standards training records logged for your profile in the USDA Professional Standards Trainings and Tracker Tool (PSTTT). This tool tracks training records by School Year. These records may have been entered by you, or your manager.

As part of a biannual reminder, your profile with our system shows the following information:

Annual required training hours: 06:00

Training hours logged in PSTTT: 00:00

Summary: You have 27 days remaining to complete your required hours for the 2024-2025 school year.

Click on following link to open the Professional Standards Trainings and Tracker Tool to review your records or enter additional training records: https://pstrainingtracker.fns.usda.gov

Please direct questions first to your manager, and then to PSTTT administrators at cnpntab@usda.gov. You may also use the Contact Us page once you have logged into the tool.

This is an autogenerated message. Please do not reply to this email.

Regards,
Professional Standards Trainings and Tracker Tool
USDA, Food and Nutrition Service

The email will be sent from the donotreply@usda.gov email address. Please do not reply to this email.

4 Top Navigation Menus

PSTTT main menus are located at the top of the page. The menu items remain consistent throughout the site.



- **Home** – Returns the user to the site Dashboard, showing recent trainings and a Calendar Countdown message.
- **Training** – Provides access to view the Training Title list and to Log Training (record a completed training).
- **Reports** – Opens the reports area where a user may print reports.
- **Help** – Provides access to the "Online Resources" page, user guide, "Training Video" page, and "Contact Us" pages.
- **Welcome 'User Name'** – Provides navigation to the user's Profile, Training History, Certificates, and site Logout. The username field is customized for each user, in the menu header.

A user signed on will have the ability to track their own required training hours, print a certificate once required hours are met, and run detailed or summary reports.

The Manager User has expanded options available to them. For their own records, they have access to everything that a school or state agency employee user would be able to access. In addition, the Manager role has access to the "Employees" menu, which provides an Employee Search feature, and a virtual roster. Managers may add, edit or delete training records for any employee on their roster. Please see the Functions/Features of Manager Users for more details on the additional privileges granted to Manager Users.

All pages accessible from the top navigation menu, will display the site header and footer sections. As we go through the following pages, we will focus on the main content for each page.

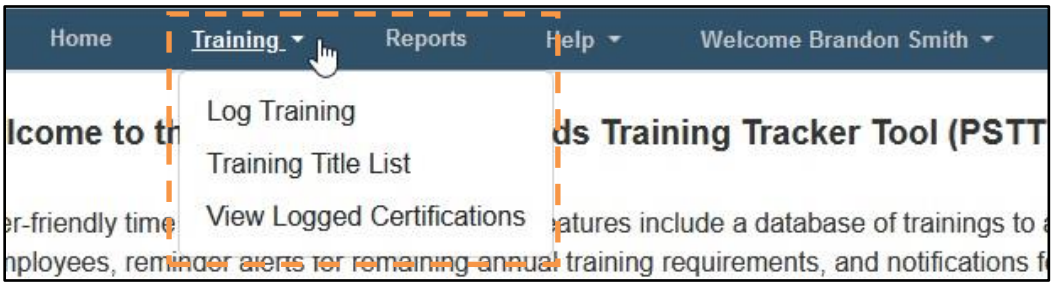
4.1 Home Menu

This top navigation bar and the buttons/menus on it are accessible from anywhere on the site.



The "Home" top navigation button will take the user back to the "Home" page.

4.2 Training Menu



The "Training" dropdown menu has the following options:

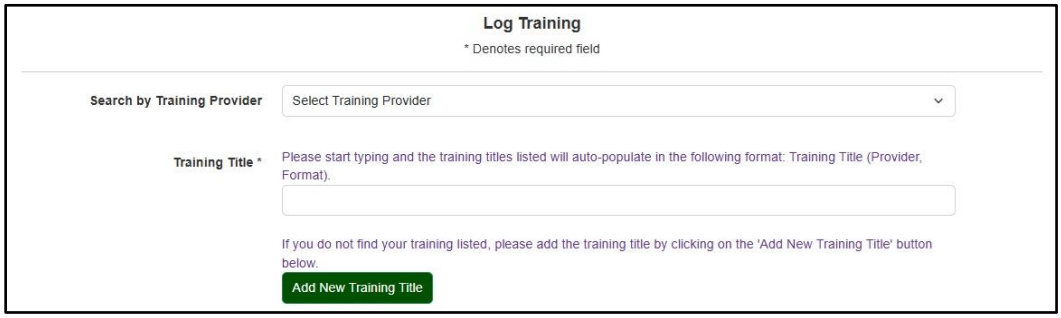
- **Log Training** – enter new trainings
- **Training Title List** – view training titles available
- **View Logged Certifications** – view logged certifications.

4.2.1 Log Training

The "Log Training" option under the "Training" menu opens the "Log Training" page which allows users to enter in all the relevant information related to their training that they are in the process of completing or have completed.

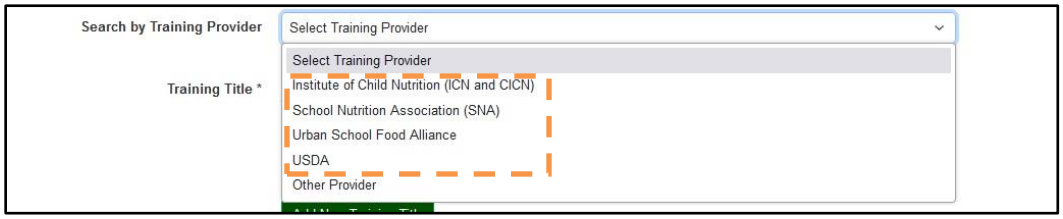
The "Log Training" page has three groups of controls: fields used to locate and select a training title, the selected training title information, and the Employee selection.

"Search by Training Provider" and "Training Title" fields, as well as the "Add New Training Title" button are used to locate and select a training title.



"Training Title" is a required dynamic search field. Enter a few letters or words, and a drop-down populated with the existing training titles created within your organization, state, or Administrator user and matching the string entered is displayed. Continue to add more words to narrow down the selection.

Use the optional “Search by Training Provider” control first to further narrow the selection of matches displayed in the “Training Title” field. You can either select an Official Training Provider



or select “Other Provider” option from the drop-down and enter the name of the provider organization or person into the “Other Training Provider” required field



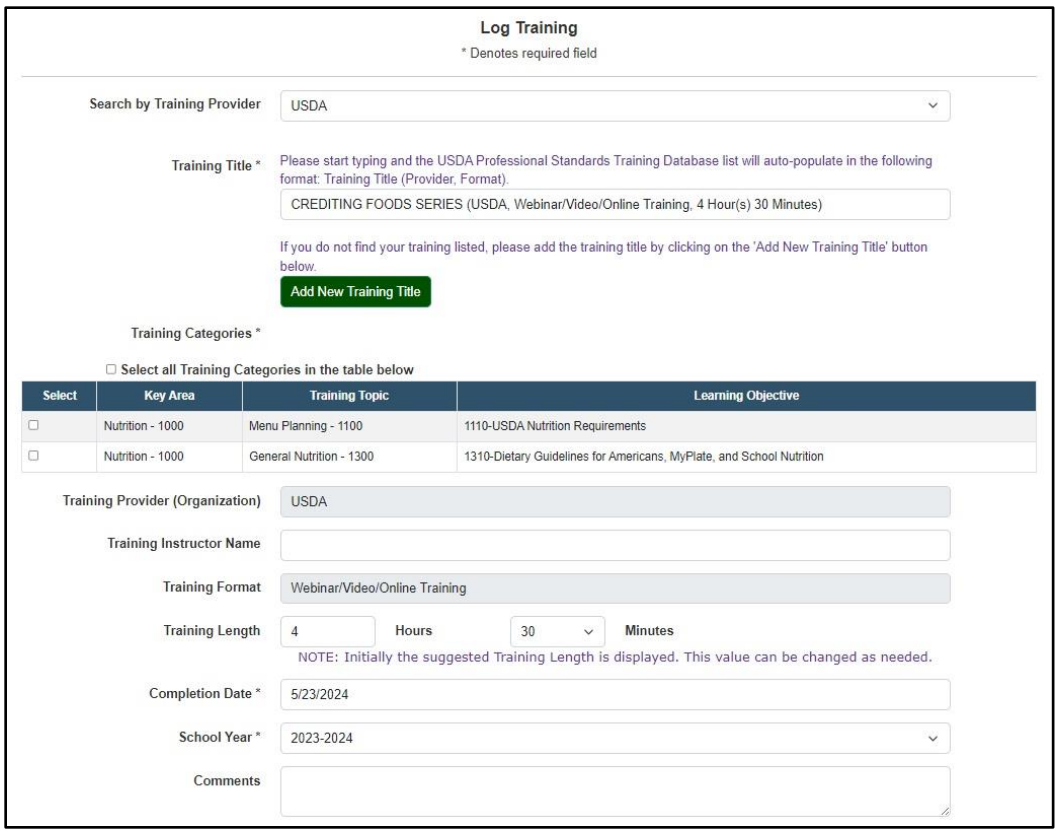
Training title information for the matches is displayed in the following format: **Training Title (Training Provider, Training Format, Training Length)**. Select a training title by clicking on one of the options in the “Training Title” drop down.

NOTE: Only training titles used to log trainings in the past 3 years will be available for selection. If a training title you are trying to locate is not shown due to not being used in the past 3 years, you may be able to locate it through a search on the “Training Title List” page and log the training as described in Section 0.

NOTE: If the training title you are searching for is not listed, click the “Add New Training Title” button to create it (see Section 4.2.2.2).



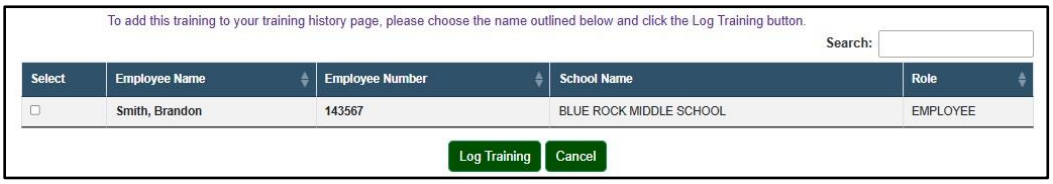
Once a training title is selected, the following training information displays for any user role: Training Categories, Training Provider (Organization), Training Instructor Name, Training Format, Training Length (Hours and Minutes), Completion Date, School Year, and Comments. Required fields are denoted by the asterisk (*).



- **Training Categories** – required; a combination checkbox field that is populated once a Training Title is selected.
  - Select all combinations that apply by clicking on checkboxes.
  - Use the "Select all Training Categories in the table below" checkbox to select all rows.
  - The training categories available for a training are set when a training title is created in the database. If there is a category needed for a training that is not available, please contact the PSTTT help at cnpntab@usda.gov.
- **Training Provider (Organization)** – a non-editable field that displays the provider of the selected Training Title.
- **Training Instructor Name** – enter instructor name.
- **Training Format** – a non-editable field that displays the format of the selected Training Title.
- **Training Length (Hours and Minutes)** – these fields display the Training Length for the Training Title selected. This is a suggested value that can be edited.
- **Completion Date** – required; completion date of the training. Use the calendar option to select a date. The date cannot be in the future.
- **School Year** - required; the school year for the training. Use the drop-down to select a value.
- **Comments** – enter comments, if any.

The Employee selection field allows the user to select their name for the training to be documented.

- Employee Name, Employee Number, and Role are listed for the employee, and for School User Category employee their schools are listed as well.
- This is a required field, so the checkbox must be selected.



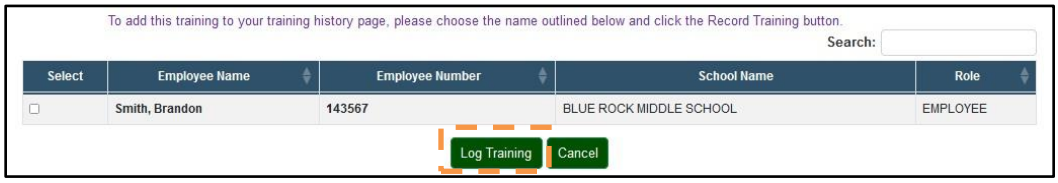
The Search field narrows down the selection of employees when you type in one or more keywords, but you will not need to use it since you will only see your own name in the table.

NOTE: If your Hiring Date is after the School Year selected for this training, or your PSTTT account was inactive during the School Year selected, the Employee selection field will be empty.

The following actions are available:

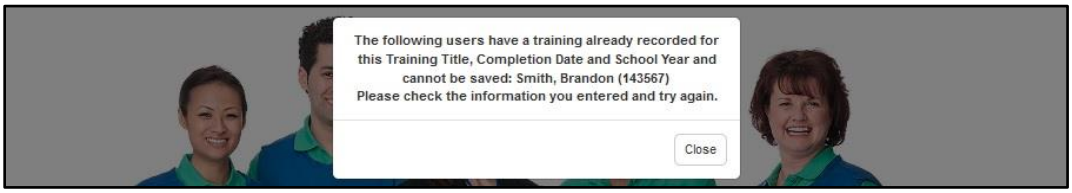
- **Log Training** – save the data entered to save a new training record.
- **Cancel** – return to Dashboard.

After entering all the required information, press the "Log Training" button to save a new training record.



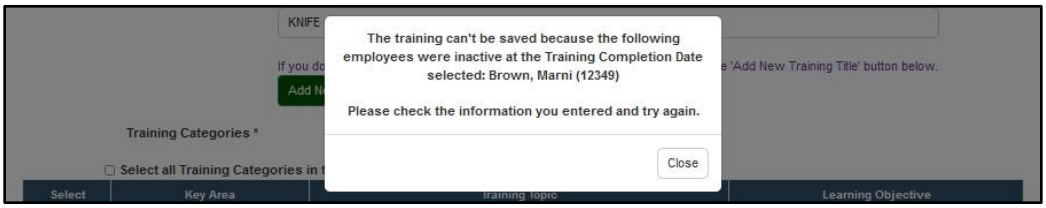
NOTE: Data entered will be checked for the employee selected to make sure no duplicate training records are being created. Uniqueness of a training record is determined by checking the combination of Employee, Training Title, Completion Date, and School Year.

If duplicate trainings are found, user is notified by an error message:



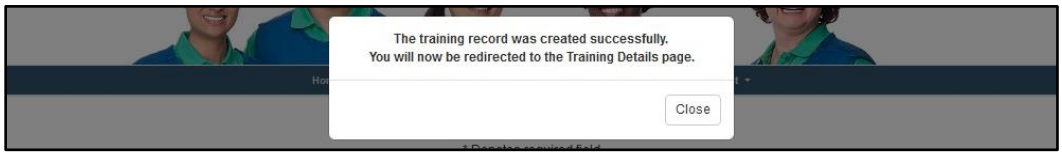
NOTE: Data entered will be checked for the employee selected to make sure that training's Completion Date is during a period when employee's PSTTT account was active.

If the Completion Date does not fall into a period when the employee's PSTTT account was active, user is notified by an error message:



Press the "Close" button on the dialog and then correct the data and press the "Log Training" button again.

Once the training is successfully saved, user is notified by a confirmation dialog:



Press the "Close" button on the confirmation dialog to go to the "Training Details" page (see Section 4.2.1.1). Training information can be later edited if necessary – see Section 4.2.1.2.

4.2.1.1 Training Details

The "Training Details" page provides a view of all the details for the training.

The following information is shown for the training:

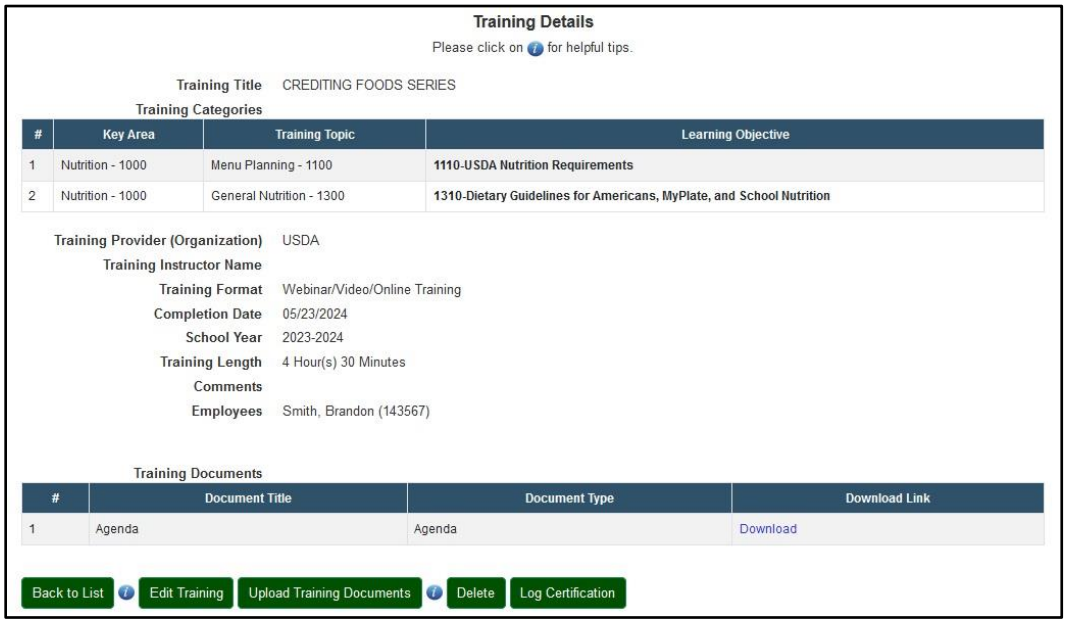
- **Training Title**
- **Training Categories** – combinations of Key Area, Training Topic, and Learning Objective selected
- **Training Provider (Organization)**
- **Training Instructor Name**
- **Completion Date**
- **School Year**
- **Length of Training**
- **Comments**
- **Employees** – a list of employees who participated in this training.

  NOTE: Inactive employees who participated in the training, if any, will be listed in the "Invalid Employees" section below the "Employee" section.

- **Training Documents** – documents uploaded

- **Certifications Logged** – associated certifications logged by user or Manager (see Section 4.2.4)

The "NOTE: This Training can't be deleted because it has Certification(s) associated with it." message will be displayed on top of the page and the "Delete" button will not be available when the "Certifications Logged" section is present.



The following actions are available:

- **Back to List** – returns the user to the User's "Training History" page or "View Logged Trainings" page.
- **Edit Training** – opens the "Edit Training" page.
- **Upload Training Documents** – opens the "Upload Training Documents" page.
- **Delete** – allows the user to completely delete the training record and any documents uploaded.
- **Log Certification** – log a Certification for this training (see Section 4.2.4.1).

NOTE: A user may edit, upload documents for, or delete training records for which the user has proper authority over all the training attendees.

If even one attendee is not under the user's authority, then the "Training Details" page will display the message below, and "Back to List" will be the only button available:

NOTE: This training record cannot be modified or deleted. Please contact cnpntab@usda.gov for assistance.

4.2.1.2 Edit Training

To edit a specific training record, press the "Edit Training" button on the "Training Details" page as described in the previous section. The "Update Training" page displays the same set of fields as the "Log Training" page (see Section 4.2.1), however, the Training Title field is not editable.

The user can change the following information:

- **Training Categories** – required; a combination checkbox field that is populated once.
- **Training Instructor Name** – enter instructor name.
- **Completion Date** – required; completion date of the training. Use the calendar option to select a date. The date cannot be in the future.
- **School Year** - required; the school year for the training. Use the drop-down to select a value.
- **Comments** – enter comments, if any.
- **Employee** selected.

The following actions are available:

- **Save Training** – save the data entered to update training records.
- **Cancel** – cancel all the changes and return to the "Training Details" page.

NOTE: Data entered will be confirmed for the employee selected to make sure no duplicate training records are being created. Uniqueness of a training record is determined by checking the combination of Employee, Training Title, Completion Date, and School Year.

If duplicate trainings are found, user is notified by an error message listing all employees. Press the "Close" button on the dialog and then correct the data and press the "Save Training" button again.

Once the training is successfully saved, user is notified by a confirmation dialog.

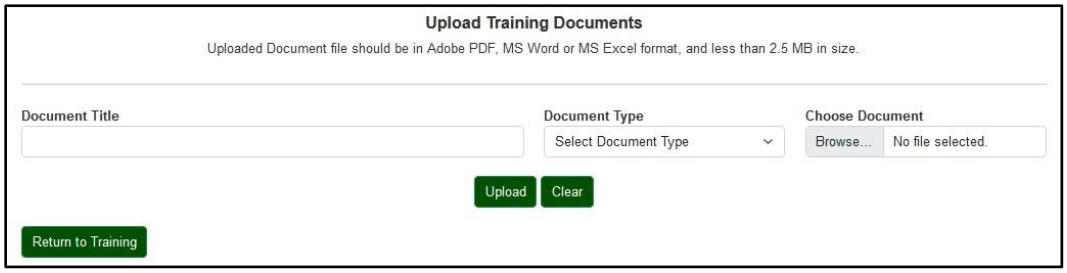


Press the "Close" button on the confirmation dialog to go to the "Training Details" page (see Section 4.2.1.1).

4.2.1.3 Upload Training Documents

Training classes often have informative handouts, and other elements that some people would like to keep with their training records. Use the Upload Training Documents functionality to upload documents for your training.

To upload documents for your training, press the “Edit Training” button on the “Training Details” page to access the “Upload Training Documents” page.



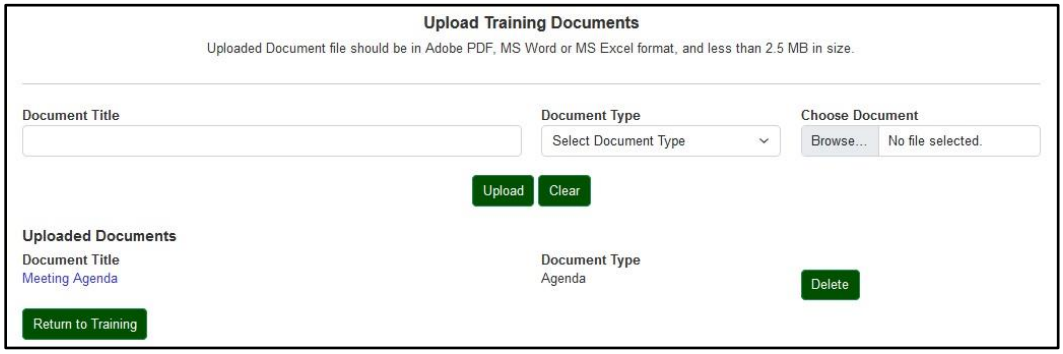
The user needs to enter the following information:

- **Document Title** – a descriptive title for the document.
- **Document Type** – select a document type.
- **Choose Document –** select a file in Adobe PDF, MS Word or MS Excel format, and less than 2.5 MB in size.

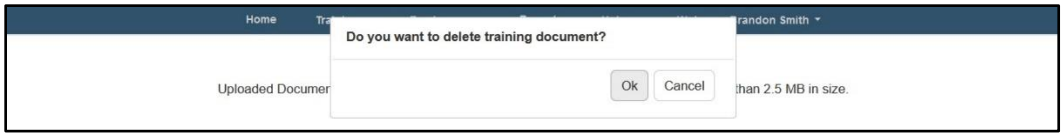
The following actions are available:

- **Upload** – upload the document.
- **Clear** – clear out the document information.

All files uploaded for this training will be displayed in the “Uploaded Documents” section of the page. Click on the document title to open and view the document.



Press the corresponding “Delete” button to delete the document. A confirmation dialog will be displayed.

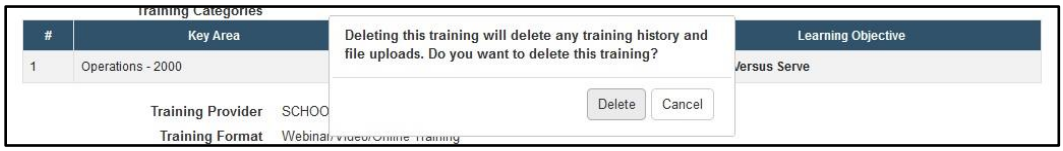


Use the “Return to Training” button to go back to the “Training Details” page.

4.2.1.4 Delete Training

The "Delete" button on the "Training Details" page allows the user to delete an incorrectly entered training record. To prevent accidental deletion, a succession of two confirmation dialogs is displayed.

- Step 1: Click the "Delete" button. The system will open a confirmation dialog box. Click "Delete" to confirm or "Cancel" to cancel.



- Step 2: If "Delete" was pressed, the system will open the second confirmation dialog box. Click Yes to confirm or No to cancel.



- Step 3: If "Yes" was pressed, the training record and all associated documents will be deleted. If "No" was pressed, "Training Details" page is displayed.

4.2.2 Training Title List

The "Training Title List" option under the "Training" menu opens the "Training Title List" page which allows users to search and view all training titles available in the system and their information.

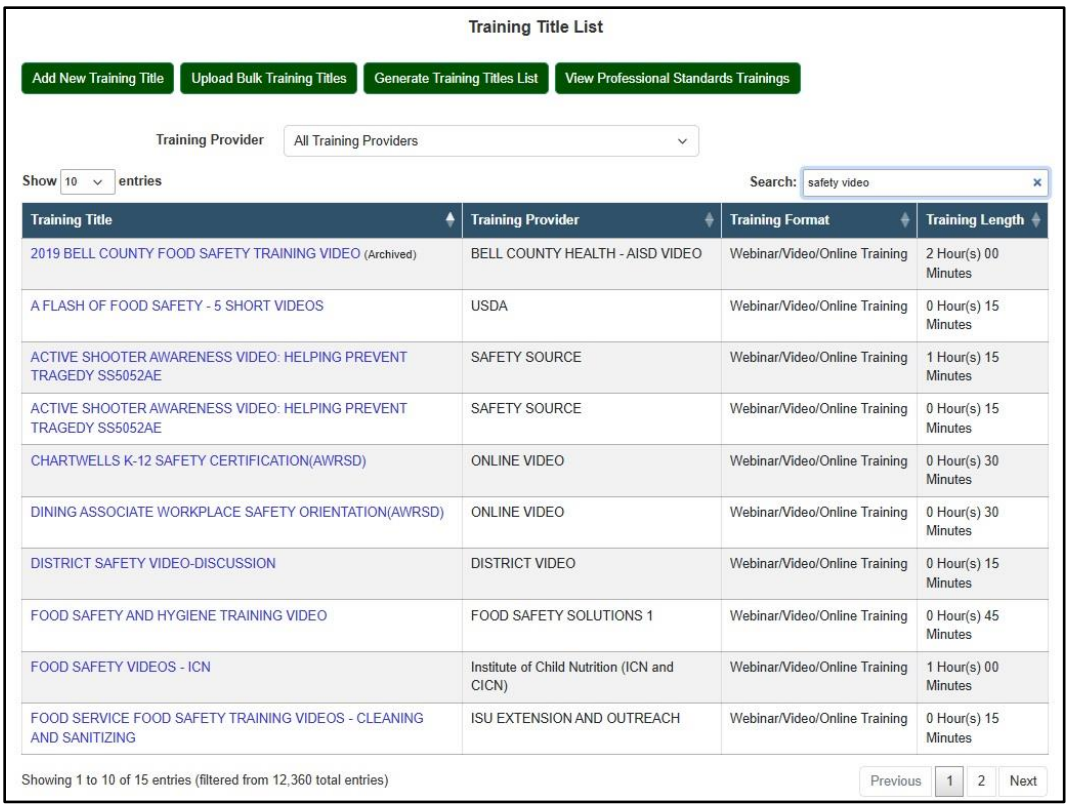
The "Training Titles List" page displays training titles in a table with the following columns: Training Title, Training Provider, Training Format, and Training Length.

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.

Training Titles that were archived display with the "(Archived)" status following the training title name. The archived training titles can only be viewed.

The following actions are available:

- **Add New Training Title** – add a new training title record.
- **View Professional Standards Trainings** – View Professional Standards training titles.



If looking for a training conducted by a particular Official Training Provider (e.g. USDA or the Institute of Child Nutrition), select the corresponding value from the “Training Provider” drop-down. You can also select the “Other” provider option to only view trainings conducted by training providers that are not considered official.

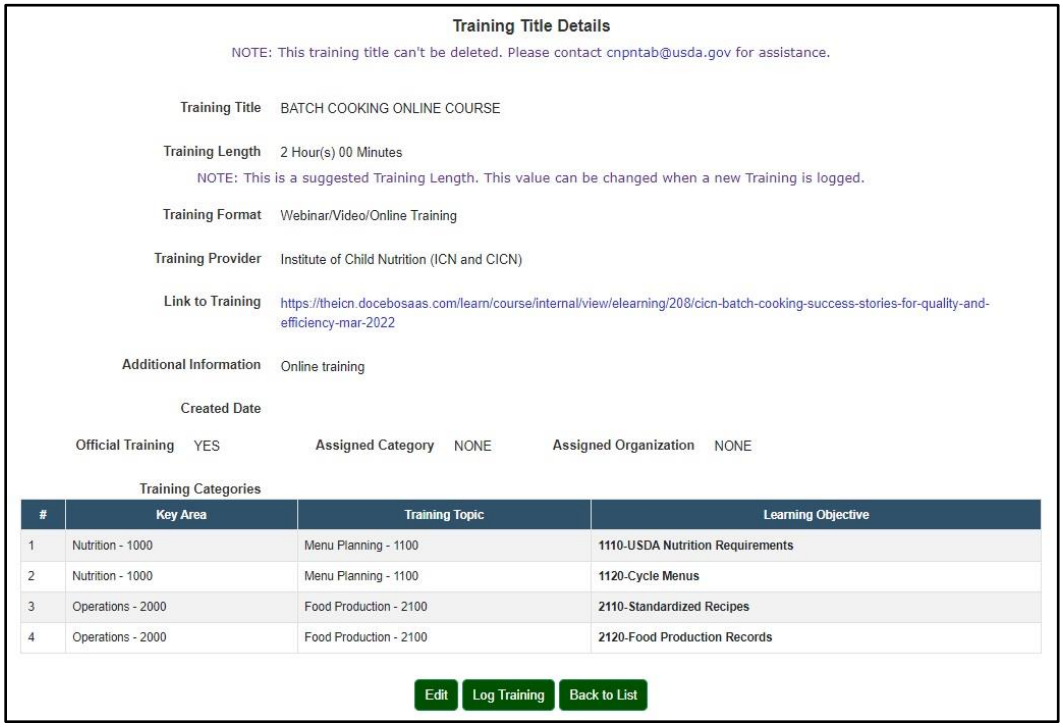
You can further narrow down the list of training titles displayed by entering one or more keywords in the Search field. Search is performed on Training Title and Training Provider values.

If the training title you are searching for is not listed, click the “Add New Training Title” button to create it (see Section 4.2.2.2).

You can click on the training titles to view their full detailed information.

4.2.2.1 Training Title Details

The "Training Title Details" page provides a view of all the details for the training title.



The following information is shown for the training title:

- **Training Title**
- **Training Length (Hours and Minutes)**

  NOTE: This is a suggested Training Length. This value can be changed when a new Training is logged.

- **Training Format**
- **Training Provider**
- **Link to Training –** a link is displayed for a training title if an online course is available through the Institute of Child Nutrition. Clicking on the link opens the course in another browser tab.
- **Additional Information**
- **Created Date** (if available)
- **Training Categories** – combinations of Key Area, Training Topic, and Learning Objective selected

The following actions are available:

- **Edit** – opens the "Edit Training Title" page.
- **Delete** – allows the user to completely delete the training title record.
- **Log Training** – opens the "Log Training" page (see Section 4.2.1) with this training title selected.

- **Back to List** – returns the user to the "Training Title List" page.

NOTE: A user may edit training title records that
- **are not older than the previous school year AND**
- **for which the user has proper authority.**

NOTE: A user may delete training title records that
- **are not older than the previous school year AND**
- **do not have corresponding logged trainings AND**
- **for which the user has proper authority.**

4.2.2.2 Training Title Visibility

Global training titles are visible to and can be used to log trainings by any user of the PSTTT. Global training titles include those with an Official Training Provider (e.g. USDA or the Institute of Child Nutrition).

In addition to Global training titles, PSTTT users are able to view training titles created by other users in their organization. So, for example, State of Alabama users are able to view and use training titles created by other State of Alabama users. School users in the ABC School district of Alabama are able to view and use training titles created by other ABC school district users.

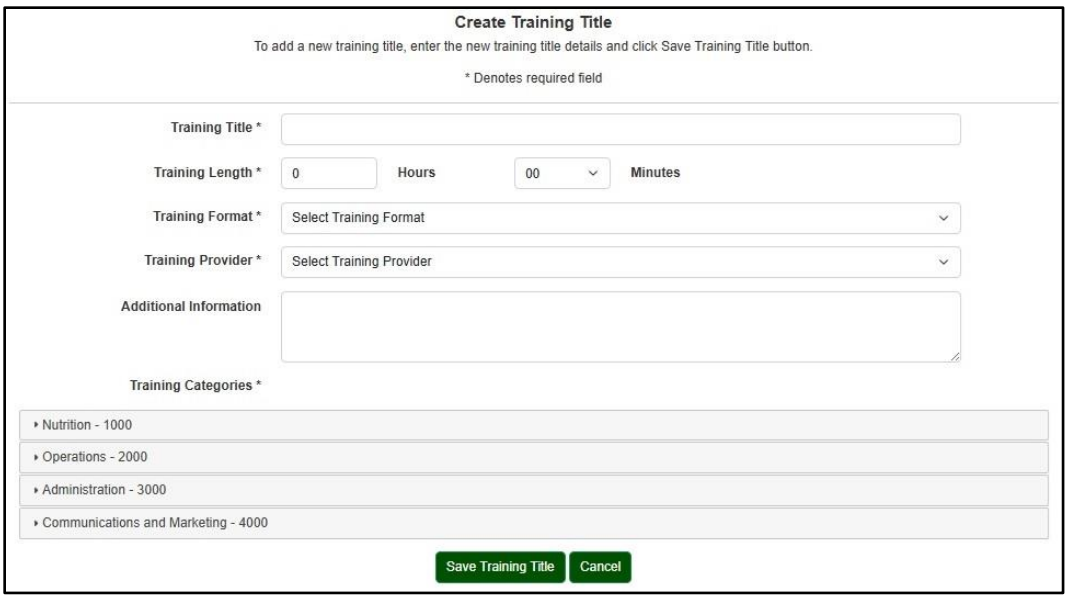
In addition to that, School users can also view and use training titles created by the State users in their state. For example, school users from the ABC school district can view and use training titles created by the State of Alabama users.

4.2.2.3 Add New Training Title

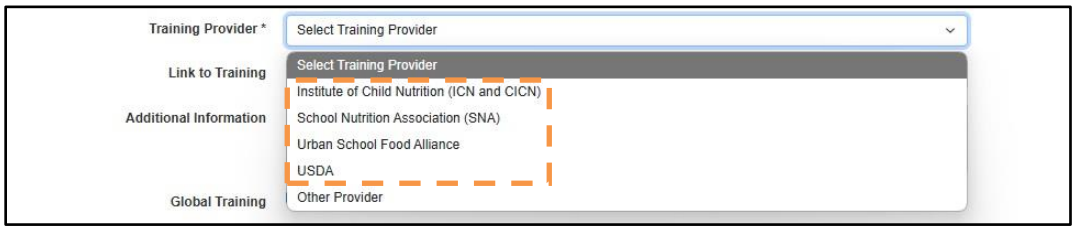
If the training title that you wish to enter is not present in the system, you may create a new training title. This functionality is available via the "Add New Training Title" button available at the following locations:

- On "Log Training" page below the Training Title field, and
- On top of the "Training Titles List" page.

After pressing the button, you will be taken to the "Create Training Title" page. This page provides fields for entering the Training Title, Training Length (Hours and Minutes), Training Format, Training Provider, Additional Information, and Training Categories. Required fields are denoted by the asterisk (*).



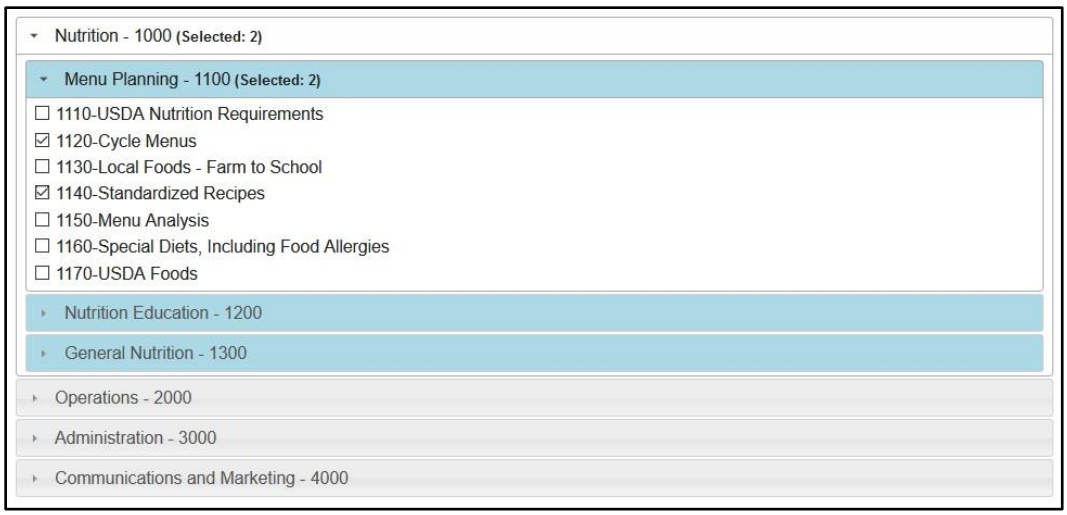
- **Training Title** – required; enter a descriptive training title.
- **Training Length (Hours and Minutes)** – required; enter a numeric value for Hours and select a value for Minutes from a drop-down.
- **Training Format** – required; select a value from a drop-down.
- **Training Provider** – required; select an Official Training Provider or enter the name of the provider organization or person.



  - Click on the drop-down to select an Official Training Provider OR
  - Select "Other Provider" option from the drop-down and enter the name of the provider organization or person into the "Other Training Provider" required field.



- **Additional Information** – enter additional information and/or comments, if any.
- **Training Categories** – required; click and drill in to select one or more values that apply:

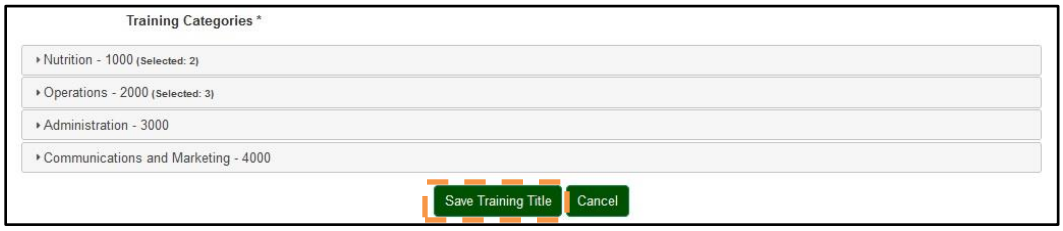


- Click on category names to expand and view the available values
- Click on checkbox(es) to select
- Repeat with other categories as needed
- The number of items selected for each parent category will be displayed next to its name.

The following actions are available:

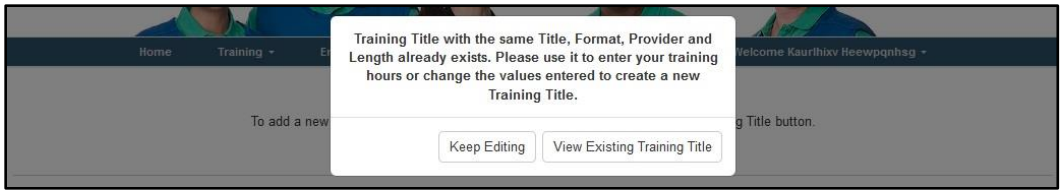
- **Save Training Title** – save the data entered to save a new training title record.
- **Cancel** – return to the "Training Title List" page.

After entering all the required information, press the "Save Training Title" button to save a new training title record.



NOTE: Data entered will be checked to make sure a duplicate training title record is not being created. Uniqueness of a training title record is determined by checking the combination of Training Title, Training Provider, Training Format, and Training Length.

If an existing training title record with the same combination of the Training Title, Training Provider, Training Type, and Training Length is found, user is notified by an error message:



Press the "Keep Editing" button on the dialog to get back to the "Create Training Title" page. Correct data if needed or cancel if you should be using the existing training title. Press the "View Existing Training Title" button on the dialog to go to the "Training Title Details" page of the existing training title instead.

Once the training title is successfully saved, user is notified by a confirmation dialog:



Press the "Close" button on the confirmation dialog to go to the "Training Title Details" page (see Section 0). Training Title information can be later edited if necessary – see Section 4.2.2.4.

4.2.2.4 Edit Training Title

To edit a specific training title record, press the "Edit" button on the "Training Title Details" page as described in the previous section. The "Update Training Title" page displays the same set of fields as the "Create Training Title" page (see Section 4.2.2.2).

The user can change the following information:

- **Training Title** – required; enter a descriptive training title.
- **Training Length (Hours and Minutes)** – required; enter a numeric value for Hours and select a value for Minutes from a drop-down.
- **Training Format** – required; select a value from a drop-down.
- **Training Provider** – required; select an Official Training Provider or enter the name or the provider organization or person.
- **Additional Information** – enter additional information and/or comments, if any.
- **Training Categories** – required; click and drill in to select one or more values that apply:

  NOTE: Training Categories can be edited only if there are no trainings logged for this training title.

The following actions are available:

- **Save Training Title** – save the data entered to save a new training title record and return to the "Training Title Details" page.
- **Cancel** – return to the "Training Title Details" page.

NOTE: Data entered will be checked to make sure a duplicate training title record is not being created. Uniqueness of a training title record is determined by checking the combination of Training Title, Training Provider, and Training Format.

If an existing training title record with the same combination of the Training Title, Training Provider, and Training Type is found, user is notified by an error message.

Once the training title is successfully saved, user is notified by a confirmation dialog. Press the "Close" button on the confirmation dialog to go to the "Training Title Details" page (see Section 0).

4.2.2.5 Delete Training Title

The "Delete" button on the "Training Title Details" page allows the user to delete an incorrectly entered training title record. To prevent accidental deletion, a confirmation dialog is displayed.

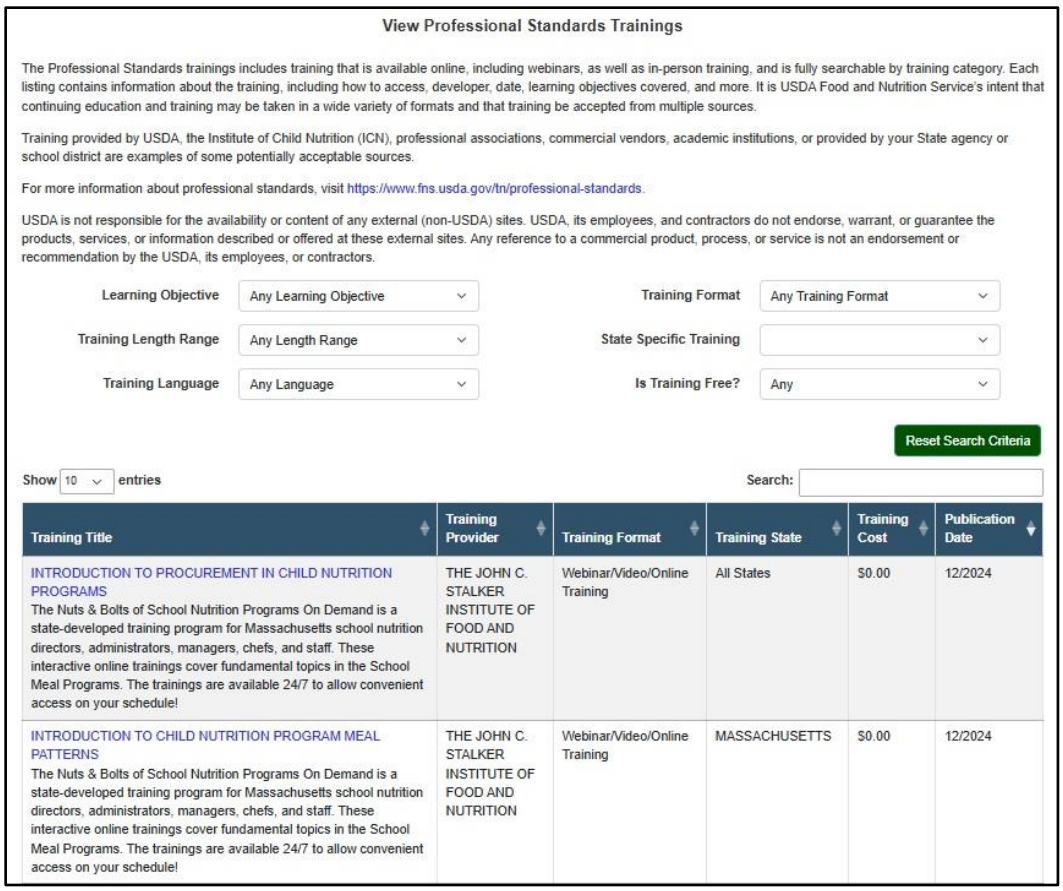


4.2.3 View Professional Standards Trainings

The "View Professional Standards Trainings" button on "Training Title List" page opens the "View Professional Standards Trainings" page which allows users to search and view all Professional Standards trainings available and the respective training details.

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
- Is Training Free?

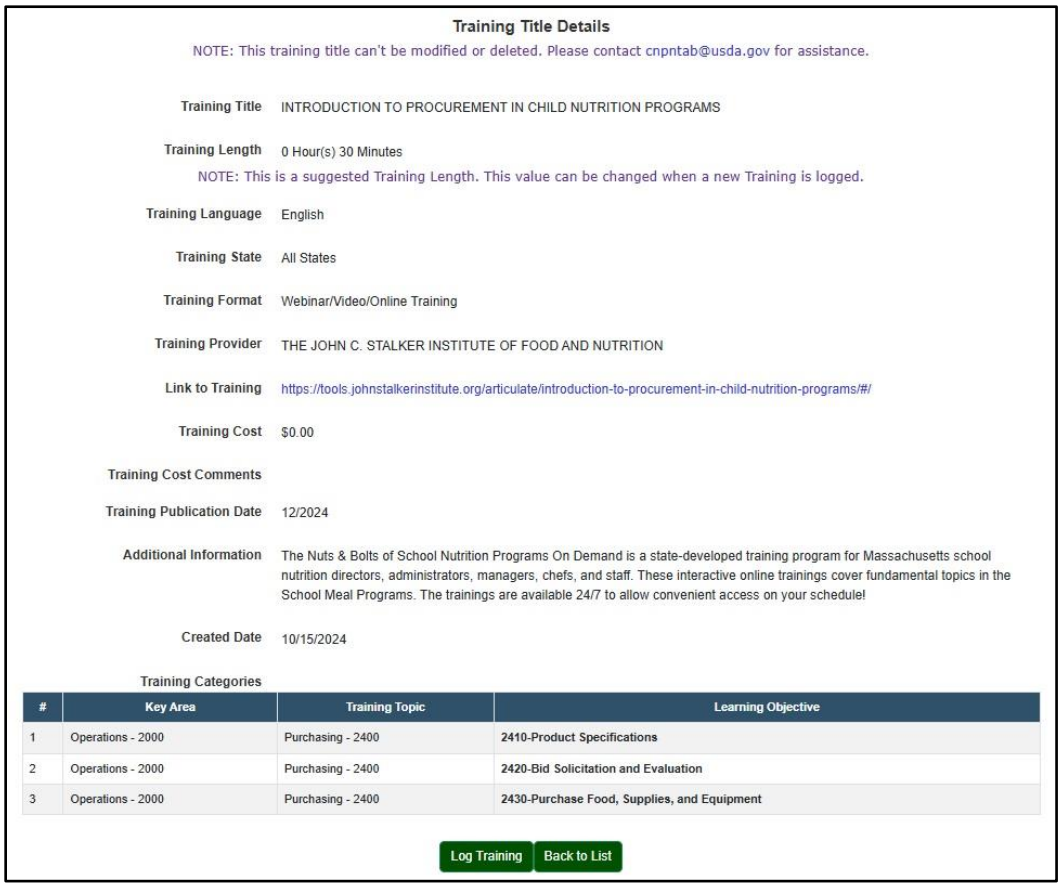
Use the "Reset Search Criteria" button to clear search criteria controls.

You can further 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 their full detailed information, including a link to access the training (external to the PSTTT site).

4.2.3.1 Professional Standards Training Title Details

The "Training Title Details" page for Professional Standards trainings provides a view of all the details for the training.



Training Title Details

NOTE: This training title can't be modified or deleted. Please contact cnpntab@usda.gov for assistance.

Training Title	INTRODUCTION TO PROCUREMENT IN CHILD NUTRITION PROGRAMS
Training Length	0 Hour(s) 30 Minutes
	NOTE: This is a suggested Training Length. This value can be changed when a new Training is logged.
Training Language	English
Training State	All States
Training Format	Webinar/Video/Online Training
Training Provider	THE JOHN C. STALKER INSTITUTE OF FOOD AND NUTRITION
Link to Training	https://tools.johnstalkerinstitute.org/articulate/introduction-to-procurement-in-child-nutrition-programs/#/
Training Cost	$0.00
Training Cost Comments	
Training Publication Date	12/2024
Additional Information	The Nuts & Bolts of School Nutrition Programs On Demand is a state-developed training program for Massachusetts school nutrition directors, administrators, managers, chefs, and staff. These interactive online trainings cover fundamental topics in the School Meal Programs. The trainings are available 24/7 to allow convenient access on your schedule!
Created Date	10/15/2024

Training Categories

#	Key Area	Training Topic	Learning Objective
1	Operations - 2000	Purchasing - 2400	2410-Product Specifications
2	Operations - 2000	Purchasing - 2400	2420-Bid Solicitation and Evaluation
3	Operations - 2000	Purchasing - 2400	2430-Purchase Food, Supplies, and Equipment

Log Training | Back to List

The same information fields on the "Training Details" page (see section 4.2.1.1) are shown with the following additional fields:

- **Training Language**
- **Training State**
- **Training Cost**
- **Training Cost Comments**
- **Training Publication Date**

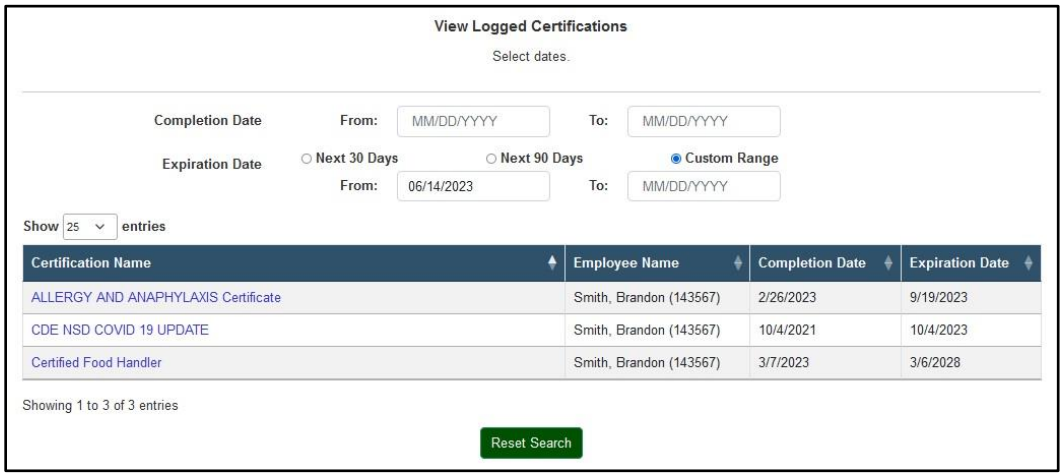
4.2.4 View Logged Certifications

The "View Logged Certifications" option under the "Training" menu opens the "View Logged Certifications" page which allows users to search and view their certifications.

The "View Logged Certifications" page displays certifications in a table with the following columns: Certification Name, Employee Name, Completion Date, and Expiration Date.

The certifications displayed in the table are selected using the following controls:

- Completion Date range controls:
  - "From" and "To" date fields
- Expiration Date range controls:
  - "From" and "To" date fields
  - "Next 30 Days" radio button – populates "From" date with today's date and "To" date with the date 30 days from today's date
  - "Next 90 Days" radio button – populates "From" date with today's date and "To" date with the date 90 days from today's date
  - "Custom Range" radio button – populates "From" date with today's date and leaves "To" date empty



Users can re-sort the values by clicking on the table headers. Users can also select the number of entries displayed per page and use the pagination controls below the table to navigate through all results found.

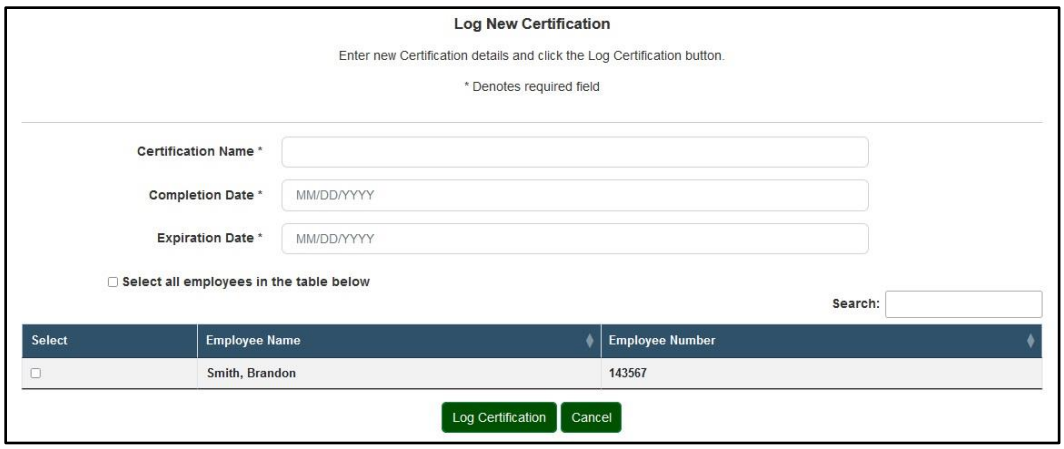
Click on the certification names to edit the information.

NOTE: If no certifications are logged, "No employees with Certifications found" message will be displayed, and all controls will be hidden.



4.2.4.1 Log New Certification

A new certification can be added using the "Log Certification" button on your "User Profile" page. After pressing the button, you will be taken to the "Log New Certification" page. This page provides fields for entering the certification details. Required fields are denoted by the asterisk (*).



The following fields are available:

- **Certification Name** – required; enter a descriptive certification name.
- **Completion Date** – required; enter the completion date or select from the calendar control.
- **Expiration Date** – required; enter the expiration date or select from the calendar control.

The Employee selection field allows the user to select their name for the certification.

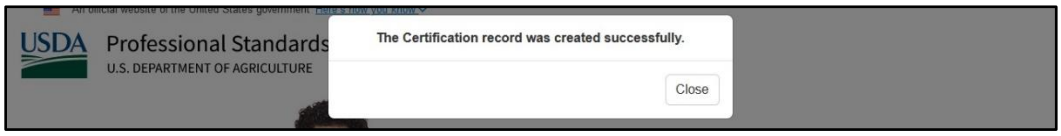
- Employee Name and Employee Number are listed for the employee.

The following actions are available:

- **Log Certification** – save the data entered to save a new certification record.
- **Cancel** – return to the "User Profile" page.

After entering the required information, press the "Log Certification" button to save the new certification record.

Once the certification is successfully saved, the user is notified by a confirmation dialog:



Press the "Close" button on the confirmation dialog to go to the "User Profile" page.

The "Log Certification" button on "My Certifications" page is another option to navigate to the "Log New Certification" page.

4.2.4.2 Certification Details

To view certification details, click on its name on "View Logged Certifications" page. The "Certification Details" page displays containing the following information:

- **Certification Name**
- **Completion Date**
- **Expiration Date**
- **Employees -** Employee Name and Employee Number are listed for the employee

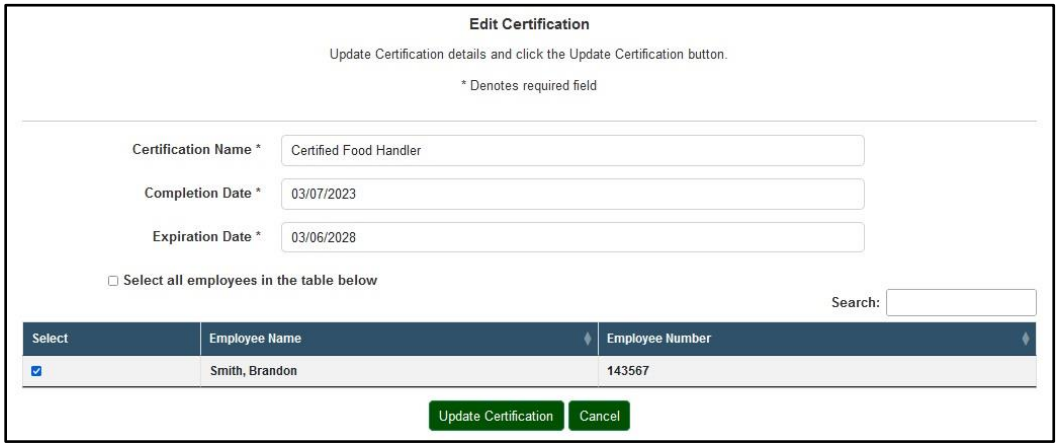


The following actions are available:

- **Edit Certification** – edit certification data.
- **Delete Certification** – delete certification.

4.2.4.3 Edit Certification

To edit a certification record, press the "Edit Certification" button on "Certification Details" page. The "Edit Certification" page displays the same set of fields as the "Add New Certification" page.



The user can change the following information:

- **Certification Name** – required; enter a descriptive certification name.
- **Completion Date**– required; enter the completion date or select from the calendar control.

- **Expiration Date** – required; enter the expiration date or select from the calendar control.
- **The Employee selection field** – required; check the box by your name.

The following actions are available:

- **Update Certification** – save the data entered to update the certification record.
- **Cancel** – return to the "View Certifications" page.

Once the certification is successfully saved, user is notified by a confirmation dialog. Press the "Close" button on the confirmation dialog to go to the "View Certifications" page.



4.2.4.4 Delete a Certification

The "Delete" button on the "Certification Details" page allows the user to delete an incorrectly entered certification record. To prevent accidental deletion, a confirmation dialog is displayed.

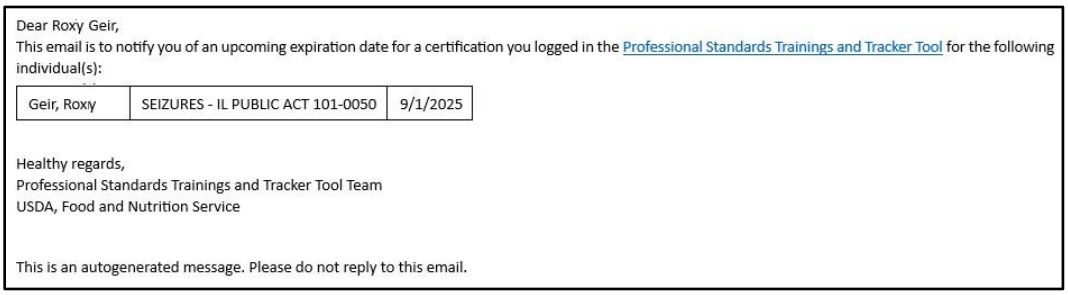
Press the "Delete" button. The system will open a confirmation dialog box. Click "Ok" to confirm or "Cancel" to cancel.



After the certification is deleted, the "View Logged Certifications" page is displayed.

4.2.4.5 Certification Expiration Email Reminders

PSTTT sends out automatic email reminders when user's certification(s) are about to expire. The emails are titled "PSTTT Certification Expiration Reminder" and have the following format:



The email will be sent from the donotreply@usda.gov email address. Please do not reply to this email.

4.3 Reports Menu

Selecting the "Reports" button on the top navigation bar will open the "Reports" page.

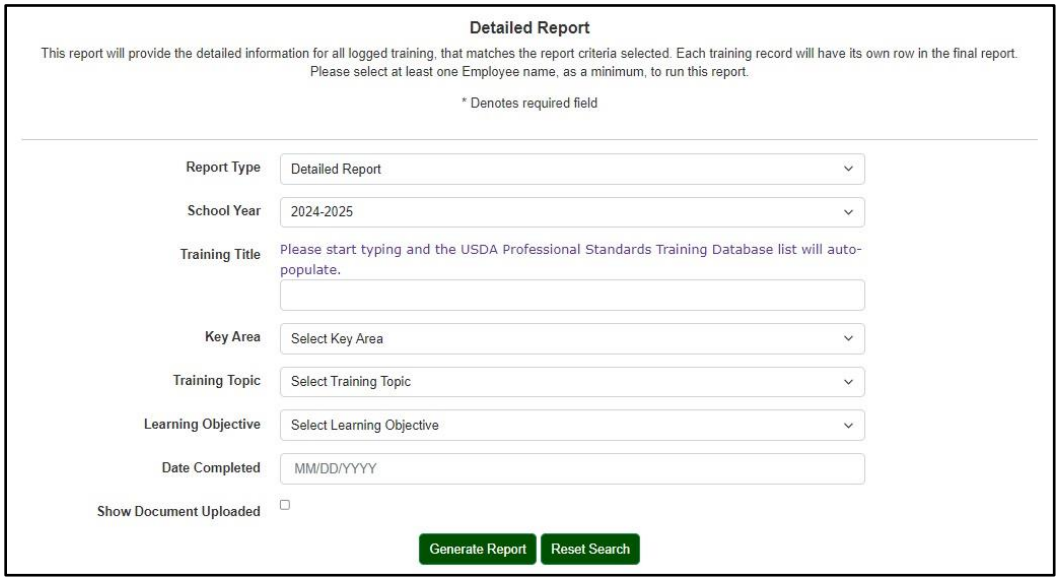


There are two types of reports currently available to the user: Detailed report and Summary report. Both report types provide information on training logged for employees that match the selected search criteria, with Detailed report allowing for more search criteria to be entered and listing more data fields than the Summary report.

User needs to select the desired Report Type from the drop-down on top of the page:

- Detailed Report
- Summary Report
- Summary Report by a criterion: Summary Report by Key Area, Summary Report by Training Topic, Summary Report by Learning Objective, and Summary Report by Training Title

The user may enter other search criteria and press the "Generate Report" button to generate the report. Press the "Reset Search" button to clear the search criteria.



The report results are displayed in a separate browser tab that allows for the report to be printed, exported as a CSV file, exported as an MS Excel file, and exported as a PDF file. See Section 4.3.2 for more information.

4.3.1 Selecting the Report Type

The report type chosen by the user can be determined based on the search criteria the user wants to enter an on the information the user wants to see in the report. Please see the sections below for report descriptions.

4.3.1.1 Detailed Report

The Detailed Report provides the most robust search criteria selection and displays the most fields for the training matches found. This report will display results for all employees with logged trainings.

The Detailed Report allows the user to enter the following search criteria:

- School Year
- Training Title
- Key Area
- Training Topic
- Learning Objective
- Date Completed
- Document Uploaded (whether to list the document names)

The Detailed Report returns the following information for each training record that matches the search criteria:

- Employee Name and Employee Number (if provided)
- Job Title
- Hiring Date
- Training Title
- Key Area
- Training Topic
- Learning Objective
- Training Hours
- School Year
- Document Uploaded (if this option is selected)

4.3.1.2 Summary Report

The Summary Report provides the abbreviated search criteria selection and displays fewer fields for the training matches found. This report will display results for all employees (with or without logged trainings).

The Summary Report allows the user to enter the following search criteria:

- School Year

The Summary Report returns the following information for each training record that matches the search criteria:

- Employee Name and Employee Number (if provided)
- Job Title
- Location
- Hiring Date
- Required Training Hours
- Completed Training Hours
- Remaining Training Hours
- School Year

4.3.1.3 Summary Reports by a Criterion

The Summary Reports by Key Area, Training Topic, Learning Objective, and Training Title are similar to the Summary Report, but allow one additional search criteria to be entered (that matches the report title). These four reports will display results for all employees with logged trainings.

Key Area, Training Topic, Learning Objective need to be selected by the user from a drop-down.

Training Title needs to be entered using the Training Title field (same as on the "Log Training" page, see Section 4.2.1 for more information.
These Summary Reports allow the user to enter the following search criteria:

- School Year
- Key Area or Training Topic or Learning Objective or Training Title

These Summary Reports return the same following information for each training record that matches the search criteria:

- Employee Name and Employee Number (if provided)
- Job Title
- Location
- Hiring Date
- Completed Training Hours
- School Year

4.3.2 Viewing Report Output

Report output is displayed in a separate browser tab with the Report Type listed on top. For Summary Reports by a Criterion the selected criterion value is displayed under the report type in parenthesis.

Report results are displayed in a table initially sorted by Employee Name. The information can be re-sorted by clicking on table column headings. The total number of records found is displayed below the table. Employee and Staff users will only see their own trainings in the reports output.

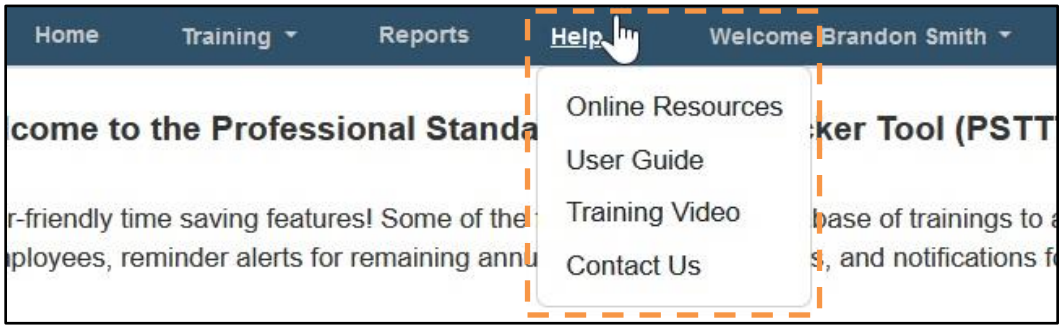


The following actions are available from the "Report Results" page:

- Close Report – closes report browser tab
- Print Report – brings up the system Print dialog
- Export CSV – generates a delimited file of report results; the file will open in MS Excel or other software installed on user's computer based on its local settings.
- Export Excel – generates a MS Excel spreadsheet of report results; the file will open in MS Excel.
- Export PDF – generates a PDF file of report results.

Close the browser tab to close the report results.

4.4 Help Menu



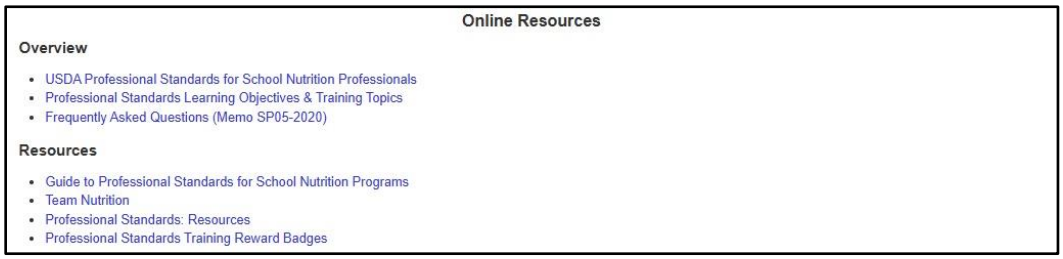
The "Help" dropdown menu has the following options:

- **Online Resources** - This page holds links to other sites which may be of interest.
- **User Guide** - Provides a PDF of the current User Guide with step-by-step instructions on how to utilize the tool,
- **Training Video** - Provides training videos with chapters and subchapters demonstrating how to utilize the tool, and
- **Contact Us** - Provides the generation of an email for additional assistance.

4.4.1 Online Resources

The "Online Resources" menu item opens a page for resources on Professional Standards.

This page displays Overview links and Resources links:



Overview

- USDA Professional Standards Web site (https://www.fns.usda.gov/tn/professional-standards)
- Learning Objectives and Training Topics (https://www.fns.usda.gov/tn/professional-standards/training-objectives-topics)
- Frequently Asked Questions (Memo SP05-2020) (https://www.fns.usda.gov/cn/questions-answers-regarding-professional-standards-state-and-local-school-nutrition)

Resources

- Guide to Professional Standards for School Nutrition Programs (https://www.fns.usda.gov/tn/guide-professional-standards-school-nutrition-programs)
- Team Nutrition (https://www.fns.usda.gov/tn/team-nutrition)
- Professional Standards: Resources (https://www.fns.usda.gov/tn/professional-standards-resources)
- Professional Standards Training Reward Badges (https://www.fns.usda.gov/tn/professional-standards-training-reward-badges)

The links on this page all have pop-up messages letting the user know they are leaving our site. The pop-up message is as follows:

"The links on this page will connect to FNS resources that are outside of the Professional Standards Trainings and Tracker Tool."

Each internet browser adds their own formatting around pop-up messages; however, the function will be consistent. If you click the "OK" button, the destination page will open in a new tab. If you click the "Cancel" button, you will remain on the "Online Resources" page.

4.4.2 User Guide

The "User Guide" menu item opens the PSTTT user guide for the appropriate user role in PDF format.

4.4.3 Training Video

The "Training Video" page provides access to PSTTT training videos. These videos will play embedded in the screen or maximized and are closed captioned. There are multiple videos which cover broad topics for our system. All published videos appear on this page.



The cumulative transcript for the videos in PDF format is linked from the "Training Video" page.

The current video catalogue:

- Chapter 1: Create a New Login.gov Account
- Chapter 2: Login for the First Time
  - Chapter 2.1: Start Your Profile
  - Chapter 2.2: Create a School Employee User Profile
  - Chapter 2.3: Create a School Manager User Profile
  - Chapter 2.4: Create a School Director User Profile
  - Chapter 2.5: Create a User Profile for a State User
  - Chapter 2.6: Create a User Profile for a USDA User
  - Chapter 2.7: Once You Are Logged In
- Chapter 3: Navigation, Help, and the Dashboard page
  - Chapter 3.1: Navigation Overview
  - Chapter 3.2: Help Menu
  - Chapter 3.3: Welcome Menu
  - Chapter 3.4: PSTTT Dashboard
- Chapter 4: Adding, Editing, and Deleting Training Records and Training Titles; Reports
  - Chapter 4.1: Your Training Status
  - Chapter 4.2: Viewing Training Record Details

- Chapter 4.3: Browsing Available Training Titles
- Chapter 4.4: Adding a Training Record
- Chapter 4.5: Managing a Training Record
- Chapter 4.6: Adding a Training Title
- Chapter 4.7: Managing a Training Title
- Chapter 4.8: View Professional Standards Trainings Page
- Chapter 4.9: Reports

- Chapter 5: Adding, Editing, and Deleting Certifications
  - Chapter 5.1: Viewing Your Certifications
  - Chapter 5.2: Viewing Certification Details
  - Chapter 5.3: Adding a Certification
  - Chapter 5.4: Managing a Certification

4.4.3.1 Training Video Controls

The PSTTT "Training Video" page allows user to review all available training videos. There are multiple videos which cover broad topics for our system. All published videos appear on this page. The first two videos are also available via links on the Tool's "About" page.

Each video has a chapter number and a title. The chapters that have a number that ends in a zero (e.g. 3.0 or 4.0) are considered 'main' chapters. If a chapter number is displayed as a decimal (e.g. 3.1 or 4.3), then they are considered sub-chapters.

Clicking on the main chapter link will play all sub-chapters, and any other content as a single video. These videos might take a long time to finish. It is possible to only watch a portion of the video by either clicking on a sub-chapter link, or by jumping to the sub-chapter section using the built-in video controls.

To access the video controls, use your mouse to hover over a video. The controls will appear at the bottom of the video screen. The most helpful controls are:

- "Play/Pause" button
- Volume Control
- Video Time Display/Bar
- Closed Captioning toggle
- Settings
- Full/Reduced Screen

In the center you will see the video time bar. Your current point in the video will show up starting from the left as a bright colored line progressing to the right (towards end of video). If you click and drag on the end of this, or click somewhere else in the timeline, the video will jump to that point.

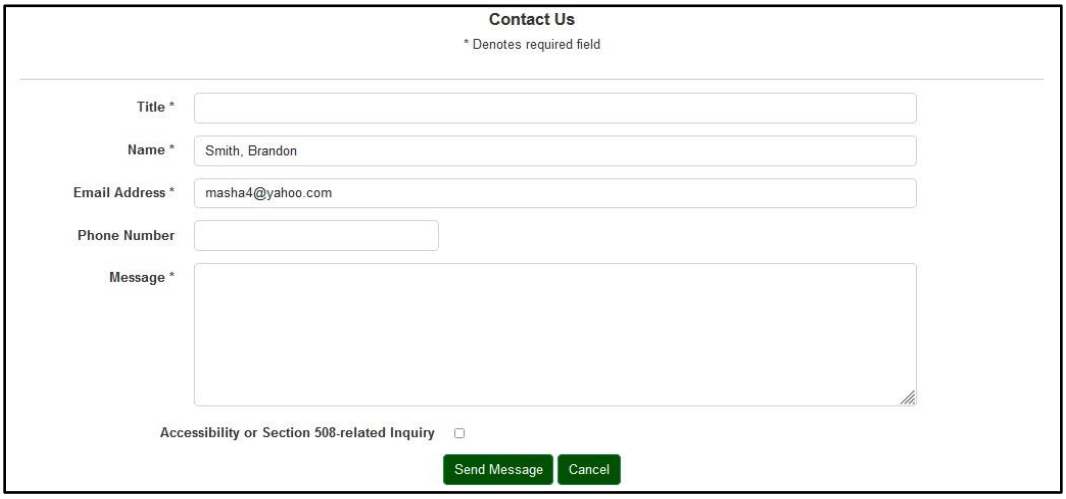
Your computer's video player software will also affect viewing videos. For video quality issues, it is recommended to adjust the "Quality" setting to 1080p HD. If there are any problems that are not fixed with the displayed controls, please request your computer's technical support team to help you.

4.4.4 Contact Us

The "Contact Us" form page displays data entry fields for the user to allow them to submit a request for assistance. The asterisks following the field names, indicate that the field is a required field. The "User Name" and "Email" are populated by default, if the user is logged in, but may be changed.

This form provides the following fields. Required fields are denoted by the asterisk (*).

- **Title** – required; the preferred title of address for correspondence.
- **Name** – required; the name that should be used. By default, this value shows the logged in user.
- **Email Address** – required; the email address that should be used for correspondence. By default, this value shows the logged in user.
- **Phone Number** – the user may choose to provide this method of correspondence.
- **Message** – required; the details of the problem, observation, or suggestion. This is the statement upon which the user would like assistance.
- **Accessibility or Section 508-related Inquiry** – a checkbox field. If this is an accessibility assistance request, please check this box.

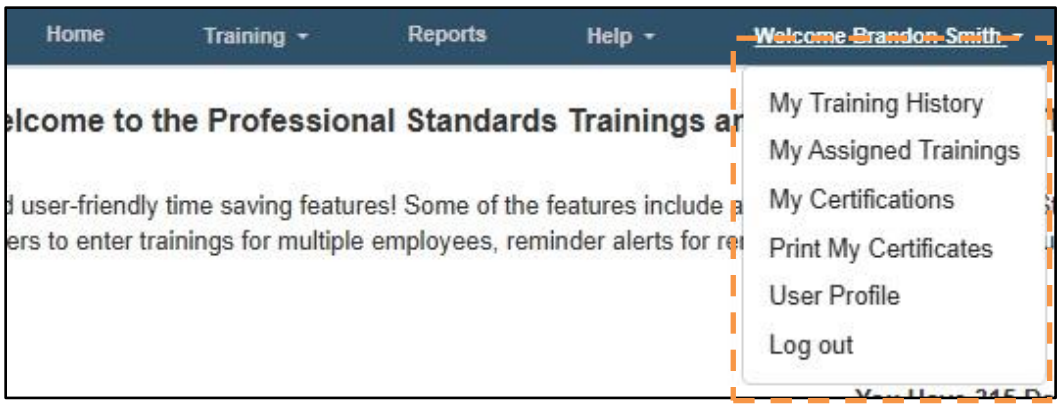


The following actions are available:

- **Send Message** – submit the assistance request.
- **Cancel** – cancel the assistance request and return the user to the "Home" ("Dashboard") page of the tool.

4.5 Welcome User

The two links in the "Welcome…" dropdown menu will take the user to their "User Profile" page or log them out of the site.



The "Welcome User" dropdown menu has the following options:

- **My Training History** – View your training history,
- **My Assigned Trainings** – View your assigned trainings,
- **My Certifications** – View your certifications,
- **Print My Certificates** – Print your training certificates,
- **User Profile** – View and edit your user profile information, and
- **Log out** – Log out of the PSTTT web application.

4.5.1 My Training History

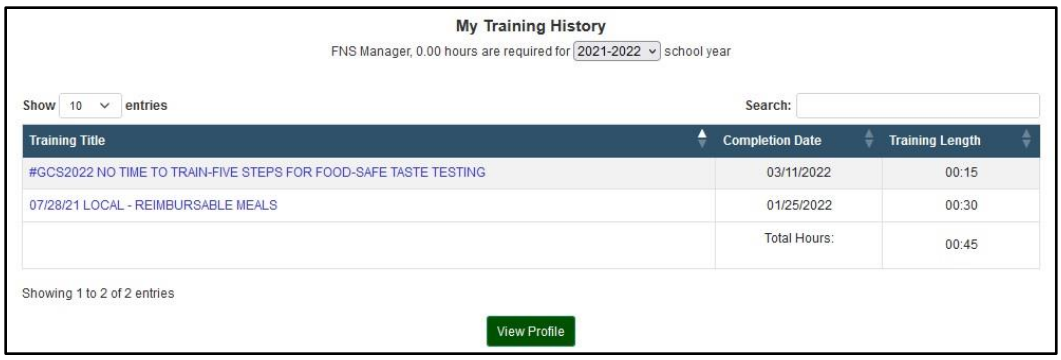
The "My Training History" option under the "Welcome User" menu opens the "My Training History" page which provides a quick view of the user's training by school year.

The user's "My Training History" page provides a selectable school year option, and a course information area showing a hyperlinked Training Title, Completion Date, and Training Hours for each course taken for the selected program year.

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.

Use the Search field to narrow down the selection by typing in one or more keywords of the training title. The entries in the table will be updated as you type.

Clicking the hyperlink for a course will navigate the user to the "Training Details" page for that training.

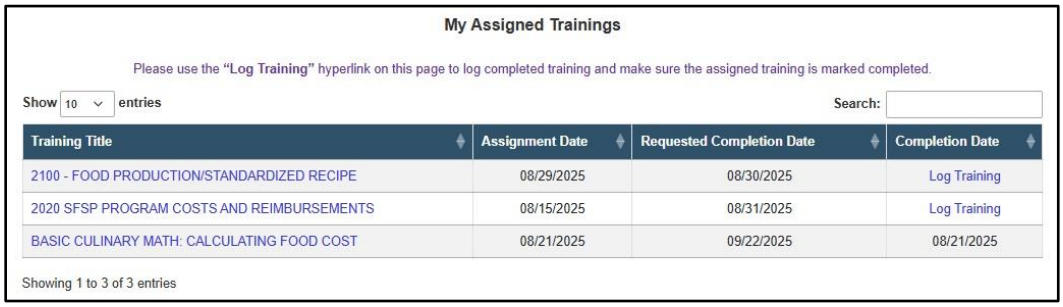


The following actions are available:

- **View Profile** – view your "User Profile" page.
- **Click on each training title** to view training details (see section 4.2.1.1).

4.5.2 My Assigned Trainings

The "My Assigned Trainings" option under the "Welcome User" menu opens the "My Assigned Trainings" page which provides a quick view of trainings assigned to the user.



Clicking the hyperlink for a training title will navigate the user to the "Training Title Details" page for that training (see section 4.2.2.1). This page should be used to look up the training title details and to access the link to the training course if hosted at a site external to the PSTTT.

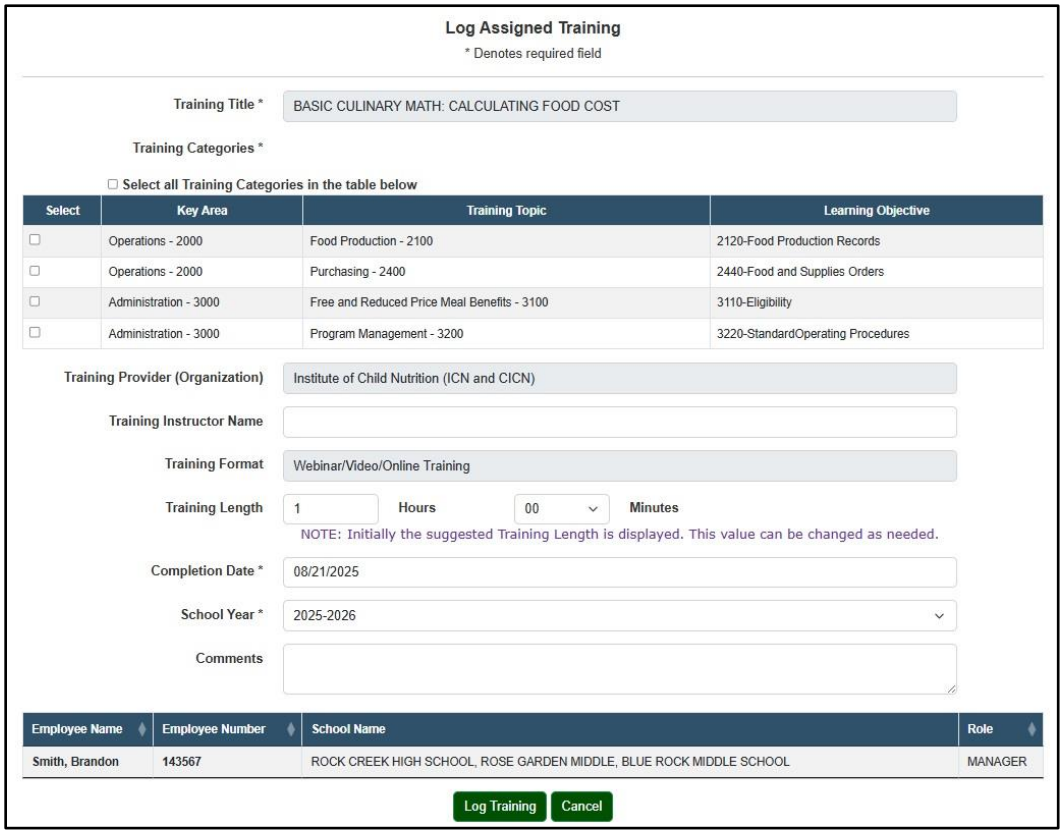
Clicking the "Log Training" hyperlink for a training title will navigate the user to the "Log Assigned Training" page for that training.

Assigned trainings that were completed by logging a corresponding training will have the completion date listed instead of the "Log Training" link.

4.5.2.1 Log Assigned Training

The "Log Assigned Training" page allows user to log an assigned training and is similar to the "Log Training" page (see section 4.2.1).

The "Log Assigned Training" page has the training title information already populated and only the name of the user logged in is listed in the Employee selection.



You will need to enter information listed below. Required fields are denoted by the asterisk (*).

- **Training Categories** – required; a combination checkbox field that is populated once a Training Title is selected.
  - Select all combinations that apply by clicking on checkboxes.
  - Use the "Select all Training Categories in the table below" checkbox to select all rows.
  - The training categories available for a training are set when a training title is created in the database. If there is a category needed for a training that is not available, please contact the PSTTT help at cnpntab@usda.gov.
- **Training Instructor Name** – enter instructor name.
- **Training Length (Hours and Minutes)** – these fields display the Training Length for the Training Title selected. This is a suggested value that can be edited.
- **Completion Date** – required; completion date of the training. Use the calendar option to select a date. The date cannot be in the future.
- **School Year** - required; the school year for the training. Use the drop-down to select a value.

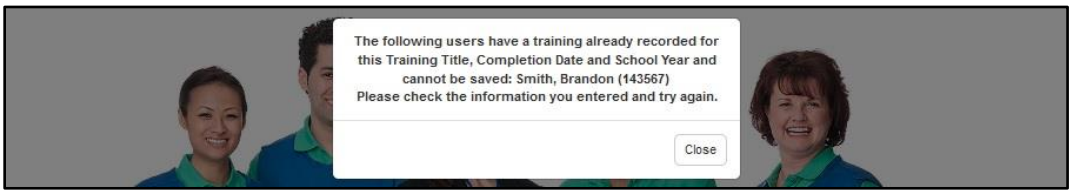
- **Comments** – enter comments, if any.

The following actions are available:

- **Log Training** – save the data entered to save a new training record and mark your training assignment as completed.
- **Cancel** – return to "My Assigned Trainings" page.

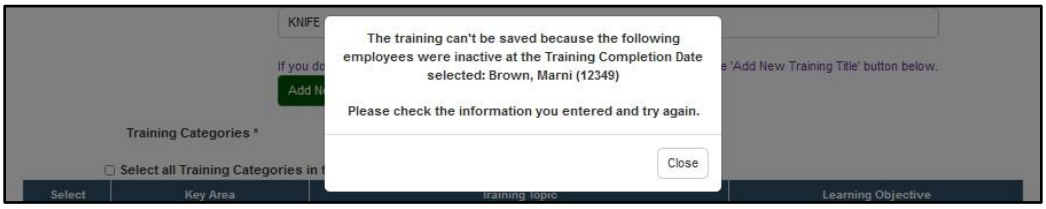
NOTE: Data entered will be checked to make sure no duplicate training records are created. Uniqueness of a training record is determined by the combination of Employee, Training Title, Completion Date, and School Year.

If duplicate trainings are found, user is notified by an error message:



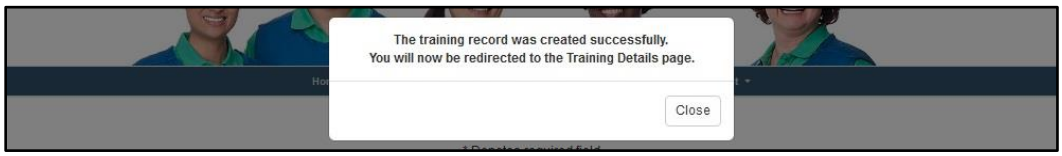
NOTE: Data entered will be checked for the employee selected to make sure that training's Completion Date is during a period when employee's PSTTT account was active.

If the Completion Date does not fall into a period when the employee's PSTTT account was active, user is notified by an error message:



Press the "Close" button on the dialog and then correct the data and press the "Log Training" button again.

Once the training is successfully saved, the user is notified by a confirmation dialog:



Press the "Close" button on the confirmation dialog to go to the "Training Details" page (see Section 4.2.1.1). Training information can be later edited if necessary – see Section 4.2.1.2.

4.5.3 My Certifications

The "My Certifications" option under the "Welcome User" menu opens the "My Certifications" page which provides a quick view of the user's certifications.

The user's "My Certifications" page displays certification information in a table with the following columns: Certification Name, Completion Date, Expiration Date.

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 actions are available:

- **View Profile** – view your "User Profile" page.
- **Log Certification** – log a new Certification
- **Click on each certification title** to view certification details (see section 4.2.4.2).

4.5.4 Print My Certificates

The "Print My Certificates" option under the "Welcome User" menu opens the "Print My Certificates" page which provides a quick view of the user's training by school year.

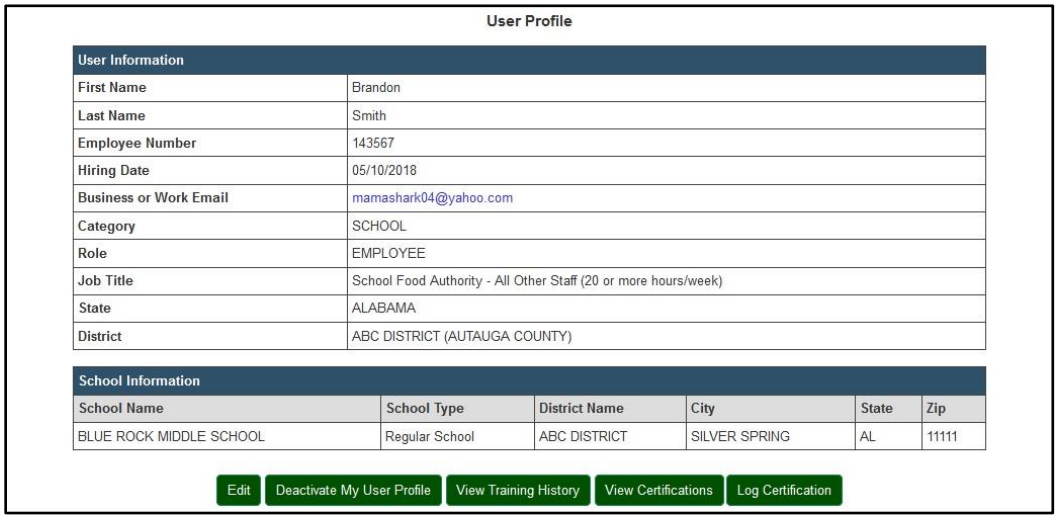
The User's "Print My Certificates" page lists information for every school year the user was active in a table, a row per school year. Required hours and Completed hours are listed for each school year, as well as the Key Area badges earned, School years for which the user has completed their training requirements, has a checkbox in the Select column of the table.

Check one or more the checkbox and press the Print Certificates button to print the certificates. Please see Section 3.3 "Training Certificate" of this manual for more information.



4.5.5 User Profile

The "User Profile" page displays user profile information. Manager's information is displayed if available. For users with the School User Category, District information will be displayed, and School information will be displayed if entered.



From the "User Profile" page, the following actions are available:

- **Edit** – edit your user profile information,
- **Deactivate My User Profile** – deactivate your user profile.
- **View Training History** – view your logged trainings (see Section 4.5.1),
- **View Certifications** – view your logged certifications (see Section 4.2.4),
- **Log Certification** – log a new Certification (see Section 4.2.4.1).

4.5.6 Edit User Profile

The "Edit" button on the "User Profile" page will open the "Edit User Profile" page and allow the user to make selected changes to their own profile.

The functionality of the "Edit User Profile" page is the same as the "Create User Profile" page that is described in Section 2.4. The fields displayed on Edit User Profile are the same as the fields on the "Create User Profile" page with the following differences in field population/content:

- **First Name** – required, read-only; pre-populated fromLogin.gov.
- **Last Name** – required, read-only; pre-populated fromLogin.gov.
- **Employee Number** – optional; employee ID or number in your system.
- **Hiring Date** – required; enter your date of hire for your current position.

  NOTE: Hiring Date is validated to make sure it is before the Completion Date for any trainings logged for the employee.

- **Business or Work Email** – required, read-only; pre-populated fromLogin.gov.
- **User Category** – required, read-only; populated with your User Category.
- **Role** – required; select the most appropriate value from the list of values based on User Category you selected.
- **Job Title** – required; select the most appropriate value from the list of values based on User Category and Role you selected.
- **State** – required, read-only; populated with your State.
- **School District** (for SCHOOL User Category only) – required, read-only; populated with your School District.

  NOTE: If your School District is not in the list or has changed, Director users can add a new school district or make edits to the current district (Refer to Section 2.5 for instructions). Manager and Employee-users can send requests to add a new district to cnpntab@usda.gov.

- **School** (for SCHOOL User Category only) – required for Manager (multiple selection) and Employee (single selection) roles; select the most appropriate value from the list of values based on the School District you selected. School name is followed by its zip code in parenthesis. Type the first letter of the school district name into this field to have it jump to the closest match, then continue selection from the drop-down.
- **"Selected Schools" button** (for SCHOOL User Category only) – not available for Director Role; click this button to view your school(s) that are currently saved for the user.
- **"Add New School" button** (for SCHOOL User Category only) – not available for Director Role; click this button to add a new school. For more information see Section 2.6.
- **Organization Assignment Date** – The "Organization Assignment Date" defaults to today's date and is enabled when employee's Organization (State, District, School

combination) is changed. For example, when editing your school, you can set the "Organization Assignment Date" to the date when your transfer from one school to another occurred. The value of the "Organization Assignment Date" has to fall within the employee's last activity period and be after the last organization assignment date.

- **Manager** – not available for Director Role; select the most appropriate value from the list of values.

The following actions are available:

- **Update** – save the changes and return to the "User Profile" page.
- **Cancel** – cancel all changes and return to the "User Profile" page.

4.5.7 Deactivate My User Profile

The "Deactivate My User Profile" button on the "User Profile" page will open a confirmation dialog:



Press "Cancel" button to cancel, or press "Ok" button to deactivate your user profile and log out of the application.

If you try to log in to PSTTT while your account is inactive, an information page will be displayed:



Your user profile can be reactivated by contacting FNS staff at cnpntab@usda.gov.

4.5.7.1 User Deactivation Email Reminders

On the 1st of each month PSTTT sends out automatic email reminders titled "PSTTT Automated Deactivation Reminder" to registered users who have not logged in for 330 days. These emails encourage users to log in to PSTTT in order to keep their PSTTT accounts active. Users that have not logged in for 365 days are automatically deactivated.

Below is the sample email text:

Dear Fano Wing

This notification is regarding your registered profile for the Professional Standards Trainings and Tracker Tool (PSTTT).

Your registered PSTTT profile for **fwiguviqx@imijldkjgslfgi.jrn** has been inactive for 343 days. Please be aware that inactivity for 365 days will result in deactivation of your PSTTT account on 6/3/2025. To continue to access the PSTTT digital resources please log in to the Professional Standards Trainings and Tracker Tool prior to the deactivation date.

To deactivate your own profile, log in to the Professional Standards Trainings and Tracker Tool, click on "Welcome Fano Wilx-opts" and select "User Profile". On the bottom of your user profile, select "Deactivate" and confirm deactivation. Please reach out to cnpntab@usda.gov if you need or assistance or if you would like to reactivate your registered PSTTT profile.

Healthy regards,

Professional Standards Trainings and Tracker Tool Mailbox
USDA, Food and Nutrition Service

This is an autogenerated message. Please do not reply to this email.

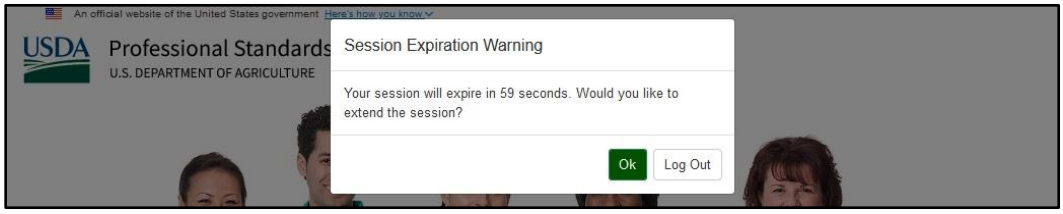
4.5.8 Log Out

Selecting the Log out option will log the user out of PSTTT.

4.5.8.1 Session Time-Out

User sessions in PSTTT will time out in 20 minutes due to user inactivity. A Session Expiration Warning dialog will be displayed with two buttons:

- **OK** – extend your session and continue using PSTTT.
- **Log Out** – log out of PSTTT.



If the user does not respond to the session expiration warning, the PSTTT will automatically log them out after 20 minutes.

5 Manager and Director-Specific Functions

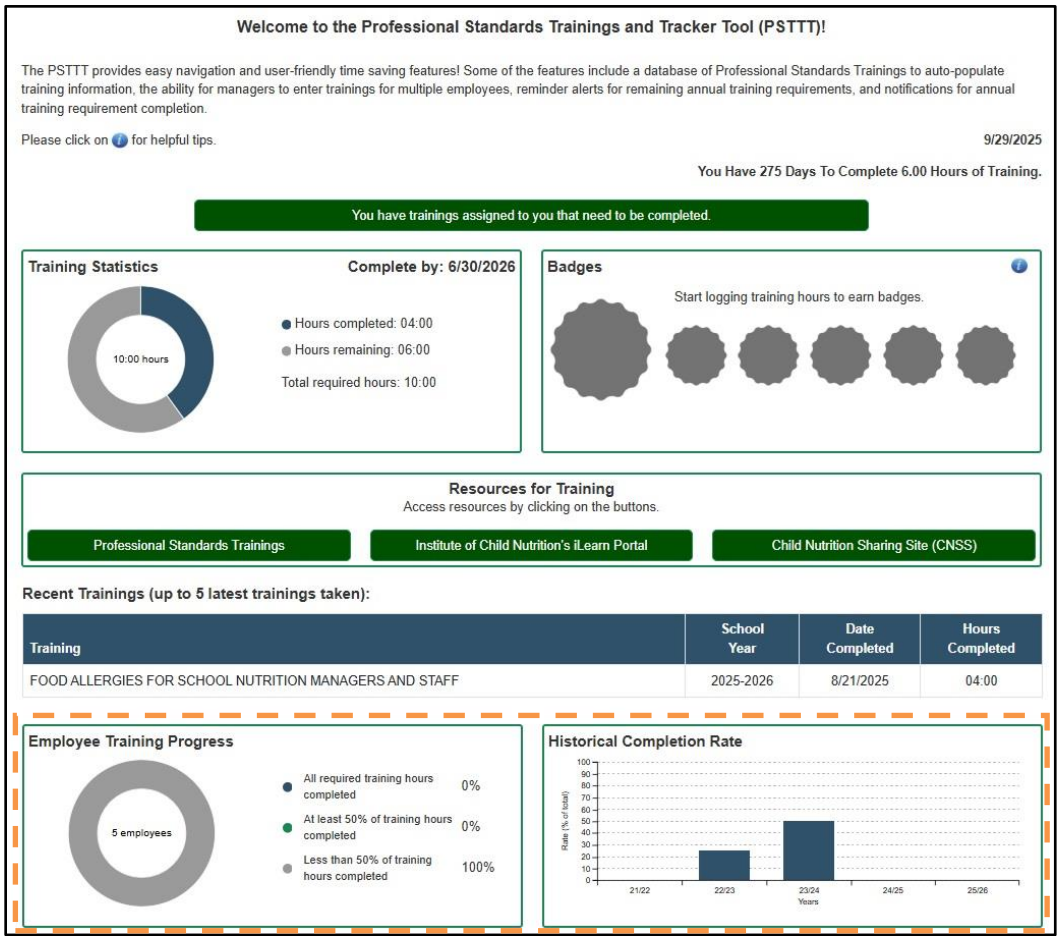
There are many functions available to Employees that have been enhanced for use by Managers and Directors. There are also functions reserved for Managers and Directors. This section of the manual details those functions.

5.1 Changes to the Standard Functions – PSTTT Home Page (Dashboard)

Managers and Directors have access to two additional display features on the dashboard – Employee Training Progress and Historical Completion Rate – that are located below the list of up to 5 most recent trainings.

Employee Training Progress displays completion statistics for employees in your organization including you.

Historical Completion Rate displays completion statistics for employees in your organization including you, per year for the past 5 years.



5.2 Changes to the Standard Functions – Training Hours Email Reminders

PSTTT sends out automatic email reminders for users to complete their required training hours twice a year, on April 1st and October 1st. In addition to the personal emails, Managers and Directors will receive a summary status email when one or more of their employees has not completed their required training hours. Employees who have no required training hours assigned based on their Job Title or have completed their required training hours are not included in Manager/Director emails' employee table.

The emails are titled "Status of Required Professional Standards Training Hours for the School Year" and have the following format:

Dear Kaya New,
You are a registered user of the USDA Professional Standards Trainings and Tracker Tool (PSTTT).
Below is a list of employee(s) in your school(s)/district(s) that have 27 days remaining to complete their required training hours for the 2024-2025 school year:

Employee Name	Required Training Hours	Completed Hours	Role	Job Title	Can Login to the Tool
BAIL, JENA	06:00	00:00	EMPLOYEE	School Food Authority - All Other Staff (20 or more hours/week)	No
EAMDE, MONICA	06:00	00:00	EMPLOYEE	School Food Authority - All Other Staff (20 or more hours/week)	No

This is an autogenerated message. Please do not reply to this email.
Regards,
Professional Standards Trainings and Tracker Tool
USDA, Food and Nutrition Service

The email will be sent from the donotreply@usda.gov email address. Please do not reply to this email.

5.3 Changes to the Standard Functions – Certification Expiration Email Reminders

PSTTT sends out automatic email reminders to users when their certification(s) are about to expire.

The emails are titled "PSTTT Certification Expiration Reminder" and have the following format:

Dear Kaya New,

This email is to notify you of an upcoming expiration date for a certification you logged in the Professional Standards Trainings and Tracker Tool for the following individual(s):

BAIL, JENA	CHILD NUTRITION SUMMER WORKSHOP SERIES: COMMODITY PROCESSING AND FORECASTING WITH TEXAS 20	9/1/2025
EAMDE, MONICA	CHILD NUTRITION SUMMER WORKSHOP SERIES: COMMODITY PROCESSING ING AND FORECASTING WITH TEXAS 20	9/1/2025
HAMM, SUMMER	CHILD NUTRITION SUMMER WORKSHOP SERIES: COMMODITY PROCESSING ING AND FORECASTING WITH TEXAS 20	9/1/2025

Healthy regards,

Professional Standards Trainings and Tracker Tool Team
USDA, Food and Nutrition Service

This is an autogenerated message. Please do not reply to this email.

The email will be sent from the donotreply@usda.gov email address. Please do not reply to this email.

5.4 Changes to the Standard Functions – Trainings

The "Training" menu for Managers and Directors has five extra options:

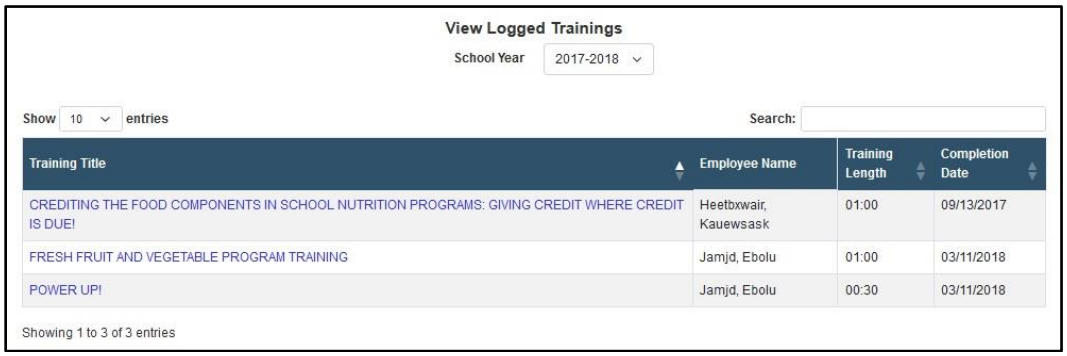
- "View Logged Trainings" allows Managers and Directors to view the list of trainings that have been logged for any employee
- "Upload Bulk Training Records" allows Managers and Directors to bulk upload training records for their employees
- "Assign Training" allows Managers and Directors to assign trainings to their employees that log into the PSTTT.
- "View Assigned Trainings" allows Managers and Directors to view trainings assigned to their employees.
- "Generate Training Titles List" produces a list of all training titles in Excel file format.



5.4.1 View Logged Trainings

The "View Logged Trainings" option under the "Training" menu is available to Managers and Directors only. It opens the "View Logged Trainings" page which allows managers to view the list of training classes that have been created for any employee.

This page lists the Training Title, Employee Name(s), Training Length, and Completion Date for the employees visible to the user logged in (based on their permissions) that were active during the School Year selected in the drop-down and are currently active.



NOTE: Only employees who were active during the School Year selected are listed for each training on View Logged Trainings page.

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.

Use the Search field to narrow down the selection by typing in one or more characters (letters or numbers) of the training title. The entries in the table will be updated as you type.

Clicking on the Training Title for a training record shown on the "View Logged Training" page will take the manager to the "Training Details" page for that training record. For more information, please see Section 4.2.1.1.

5.4.2 Log Training

The "Log Training" functionality for Managers and Directors is as described in Section 4.2.1, and they can select multiple participants for each training session.

The Employee selection field allows the user to select one or more names (including their own), via checkboxes, for the training to be documented.

- The field is populated with the list of employees based on the user's access level, with the user's own name on top.

- Employee Name and Role are listed for each employee, and for the School User Category employee's schools are listed as well.
- This is a required field, so at least one checkbox must be selected.

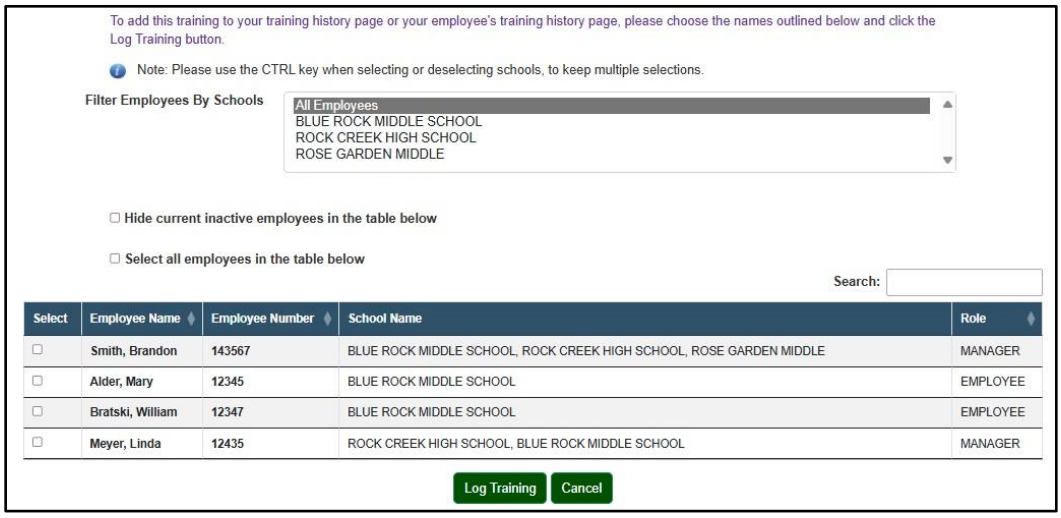
The employees listed in the Employee selection field are selected based on the School Year selected for the training. If you select some employees and then change the School Year value, the list of employees will be updated, and your selections will be cleared out.

To make Employee selection process easier, School Manager and Director users can select one or more schools using the "Filter Employees By Schools" control to filter the employees shown in this area.

Use the "Hide Current Inactive Employees in the table below" checkbox to limit the employees displayed to those who are currently active.

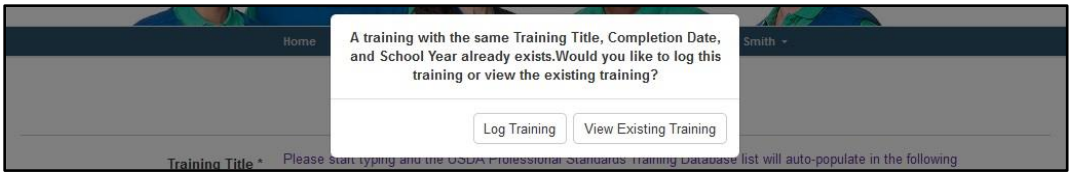
Use the "Search" field to narrow down the selection by typing in one or more keywords of the employee name and/or employee number. The entries in the table will be updated as you type.

Re-sort the values by clicking on the table headers.



After entering all the required information, press the "Log Training" button to save a new training record.

If a logged training with the same combination of Training Title, Completion Date, and School Year already exists within the same organization, the Manager or Director will be given a choice to either go ahead and log this training, or to view the existing training.



Press the "View Existing Training" button to view and/or edit training details for the existing training. Press the "Log Training" button to continue to save the new training.

NOTE: Data entered will be validated for each employee selected to make sure no duplicate training records are being created. Uniqueness of a training record is determined by checking the combination of Employee, Training Title, Completion Date, and School Year.

NOTE: Data entered will be validated for each employee selected to make sure that training's Completion Date is during a period when employee's PSTTT account was active.

5.4.3 Training Details

The "Training Details" page provides a view of all the details for the training.

> **NOTE: A user may edit, upload documents for, or delete training records for which the user has proper authority over all the training attendees.**

Any employees no longer valid for the training will be listed in the "Invalid Employees" section.

If you have proper authority over all training attendees, "Edit Training" button will be available allowing you to edit the training record. In addition to that, if all employees selected for the training were active during the selected School Year, the "Delete" button will be available allowing you to delete the training record.

An employee can become invalid for an existing training if they were deactivated with a Deactivation Date that is before the School Year selected for the training (see Section 5.8.10).

5.4.3.1 Training Details Page – Back to List Button

The behavior of the "Back to List" button on the "Training Details" page for Managers and Directors depends on how you reached the "Training Details" page:

Coming From:	Back to List Takes you to:
Clicking on a Training Title on YOUR "Training History" page	YOUR "Training History" page

Creating or Editing a training with you as the only employee selected	YOUR "Training History" page
Creating or Editing a training with you and other employees selected	YOUR "Training History" page
Creating or Editing a training with other employees only	"View Logged Trainings" page (correct school year selected)
Clicking on a Training on the "View Logged Trainings" page	"View Logged Trainings" page (correct school year selected)
Clicking on a Training on an employee's "Training History" page	Employee's "Training History" page

5.4.3.2 Delete an Existing Training Record

You can delete it and all associated information using the "Delete" button on "Training Details" page. For more information see Section 4.2.1.4.

Use this functionality if:

- The incorrect training title was selected for a class.
- All training records should be removed for all indicated training attendees.

5.4.3.3 Log Certification

You can log a certification for one or more employees using the "Log Certification" button on "Training Details" page. The "Log Certification" button opens the "Add New Certification" page (see Section 4.2.4.1).

The "Certification Name" field will be editable and pre-populated with the Training Title.

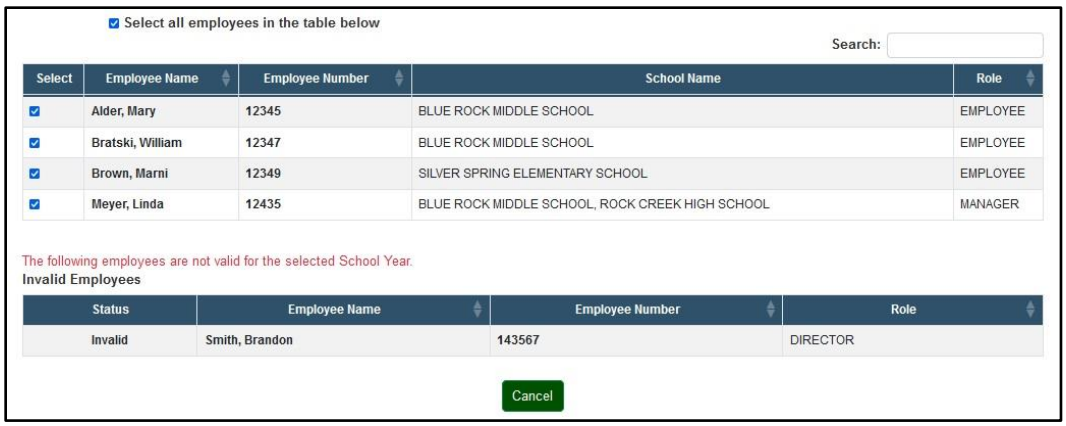
NOTE: You will be able to log multiple certifications for the same Training, so make sure that each employee is only selected once.

5.4.4 Edit Training

To edit a specific training record, press the "Edit Training" button on the "Training Details" page. The "Update Training" page for Managers and Directors functions the same as described for Employees in Section 4.2.1.2.

The "Employees" control will list all employees that were active in the School Year selected. Employees that were assigned to the training will have their checkboxes checked.

If you change the School Year value, the list of employees available for this training will change and "Employees" control will be updated accordingly. Employees who were assigned to the training but are invalid for the School Year selected will be listed in the "Invalid Employees" section, preventing you from saving the training record.



5.4.4.1 Add Employees to an Existing Training Record

To add employees to an existing training record, use the "Edit" button on the "Training Details" page to edit the training. On the "Update Training" page check the checkboxes for any additional employees and save as described in Section 4.2.1.2.

5.4.4.2 Remove Employees from an Existing Training Record

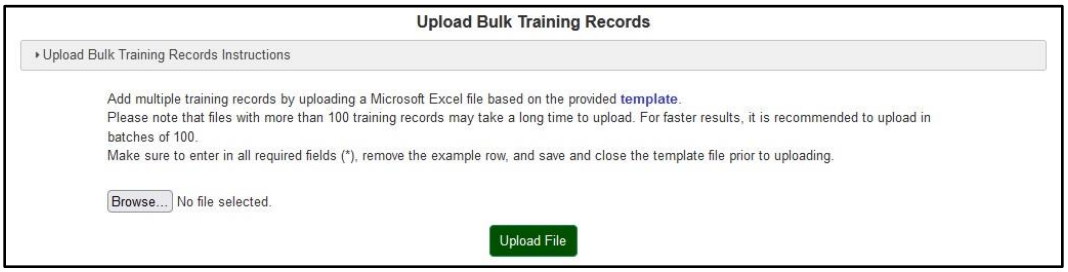
To remove employees from an existing training record, use the "Edit" button on the "Training Details" page to edit the training. On the "Update Training" page uncheck the checkboxes for any additional employees and save as described in Section 4.2.1.2.

Use this functionality if:

- The training class was correctly recorded.
- The employee list logged for the training has one or more incorrect employees listed.
- The training should only be removed for some (not all) of the training attendees.

5.4.5 Bulk Import of Trainings

Managers and Directors have the ability to perform a bulk upload of trainings for their employees using the "Upload Bulk Training Records" sub-menu under the Training menu. The "Upload Bulk Training Records" sub-menu takes you to the "Upload Bulk Training Records" page.



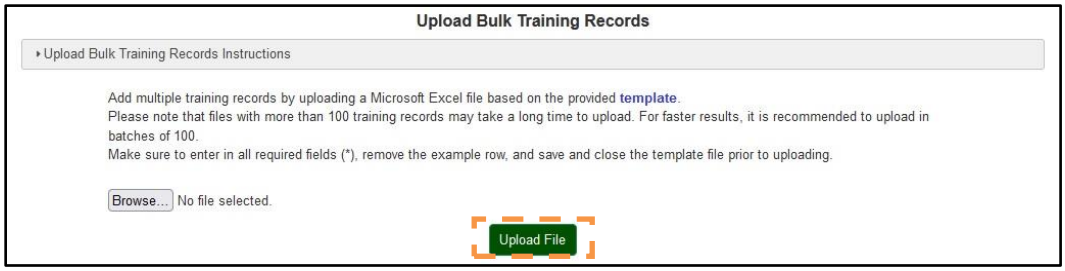
Click on the "template" link, shown in blue, and save the template file to your computer. The template contains the following columns:

- **Training Title ID** – required; enter the training title ID(s) for the training(s) being logged. Please refer to the Generate Training Title List (available under Training menu) to add the requested training title information to the template.
- **Learning Objectives (comma-separated)** – required; enter numeric values for Learning Objectives, separated by commas.
- **Completion Date** – required; enter the date the training was completed.
- **School Year** – required; enter a school year (e.g. 2021-2022).
- **Comments** – enter additional information and/or comments, if any, for the training(s) being logged.
- **PSTTT Employee IDs (comma-separated)**– required; enter the PSTTT employee IDs of the employees who completed the training(s), separated by commas. Please refer to the "View Employee List" page (available under the Employees menu) to Generate Employee List to add the requested employee information to the template.

The file also contains a sample row. Use this row as an example, then delete it from the spreadsheet.

Please make sure to include all of the required information (marked with *). Delete the example row (marked in red) prior to uploading.					
Training Title ID*	Learning Objectives* (separated by commas)	Completion Date*	School Year*	Comments	PSTTT Employee IDs* (comma-separated)
123	1170, 1210, 1230, 1310	3/5/2021	2020-2021	This is a very interesting training.	1234, 1235, 1238

Fill out and save the spreadsheet to your computer. Click "Browse" to locate the spreadsheet you just saved, then use the "Upload File" button on "Upload Bulk Training Records" page to upload the file.

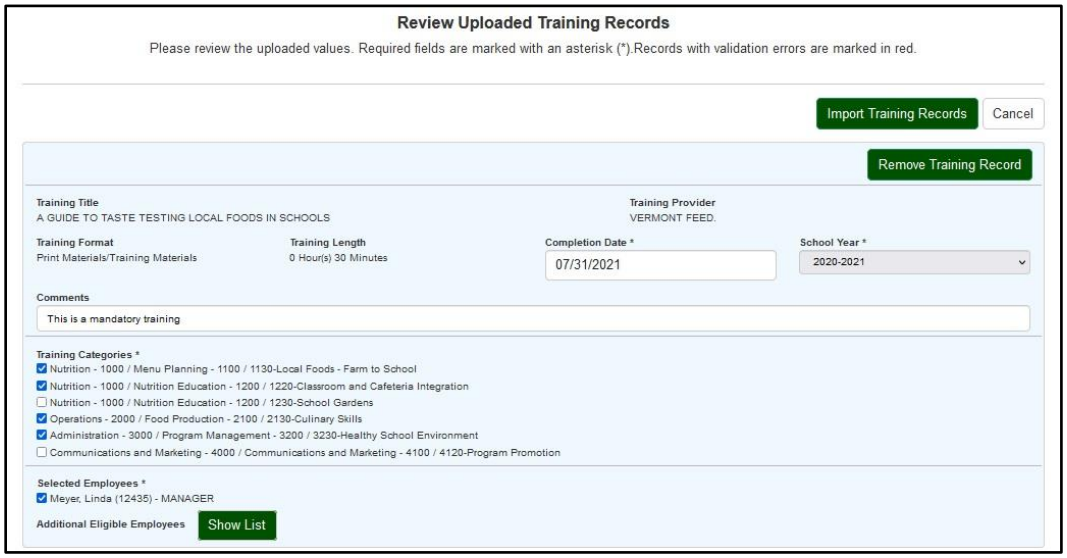


The "Review Uploaded Training Records" page is displayed once the file is uploaded. The page displays a block of data entry controls for each training record imported from the MS Excel file.

The data entry fields are:

- Training Title, Training Provider, Training Format, Training Length (Hours and Minutes) – derived from the Training Title ID,
- Completion Date,
- School Year,
- Comments,
- Training Categories, and
- Selected Employees – derived from the PSTTT Employee IDs in the file uploaded.

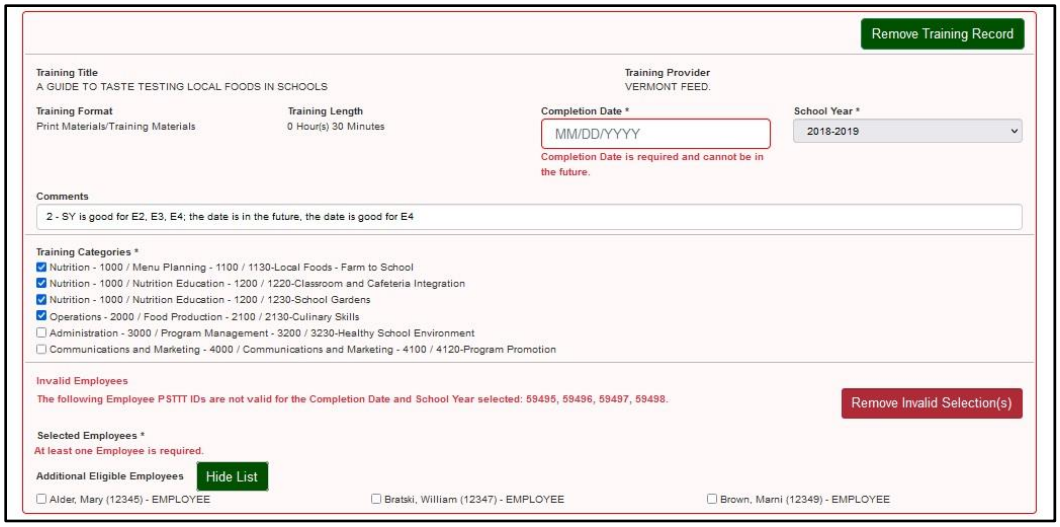
Required fields are denoted by the asterisk (*).



The “Show List” button in the “Selected Employees” section expands the list of employees available for the School Year and Completion Date selected. If you change the School Year or Completion Date value, the list of employees available for this training will change.



Blocks for training records that were flagged by the import data validation as having errors, will be displayed in red. Error messages will be displayed for each field that has invalid or missing values in it.



Edit the fields to correct the errors, and as you do so, the error messages will disappear.

The “Selected Employees” control may have up to three sections, as applicable. The “Invalid Employees” section lists employee IDs imported from your spreadsheet that are not valid for the School Year and/or Completion Date selected. “Selected Employees” section displays employees, whose IDs were successfully imported from your spreadsheet; you can uncheck them if necessary. “Additional Eligible Employees” section lists additional employees who were valid for the School Year and Completion Date selected; you can select them if necessary.

Use the “Remove Invalid Selection(s)” buttons in the “Training Categories” and “Invalid Employees” sections to remove invalid selections, if any. Once there are no validation errors detected for a particular training title, the block will become blue.

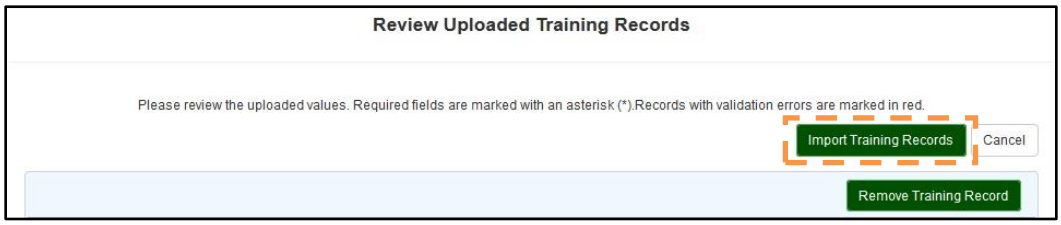
You can also delete any training record block by pressing the “Remove Training Record” button.



A confirmation dialog will be displayed. Once removed, this action cannot be undone.

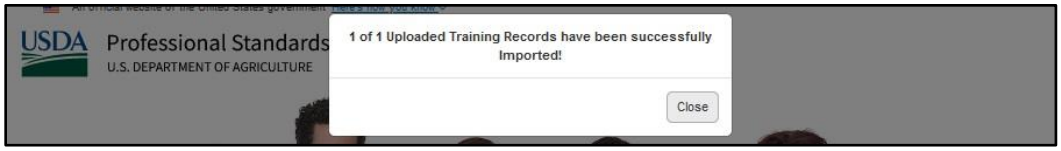


Once you are done correcting and modifying the training records data, use the “Import Training Records” button to save the training records.



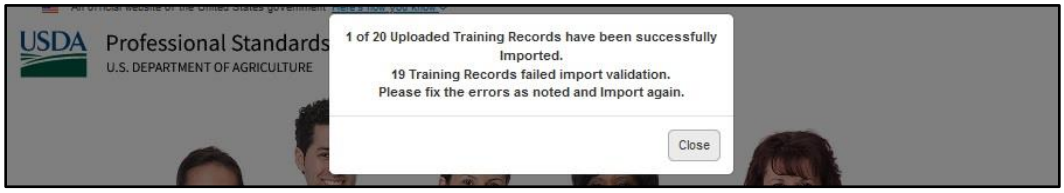
NOTE: Data entered will be checked to make sure no duplicate training records are being created. Uniqueness of a training record is determined by checking the combination of Employee, Training Title, Completion Date, and School Year.

If all training records are saved without errors, a confirmation dialog will be displayed, and you will be taken to the “View Logged Trainings” page after pressing the “Close” button.

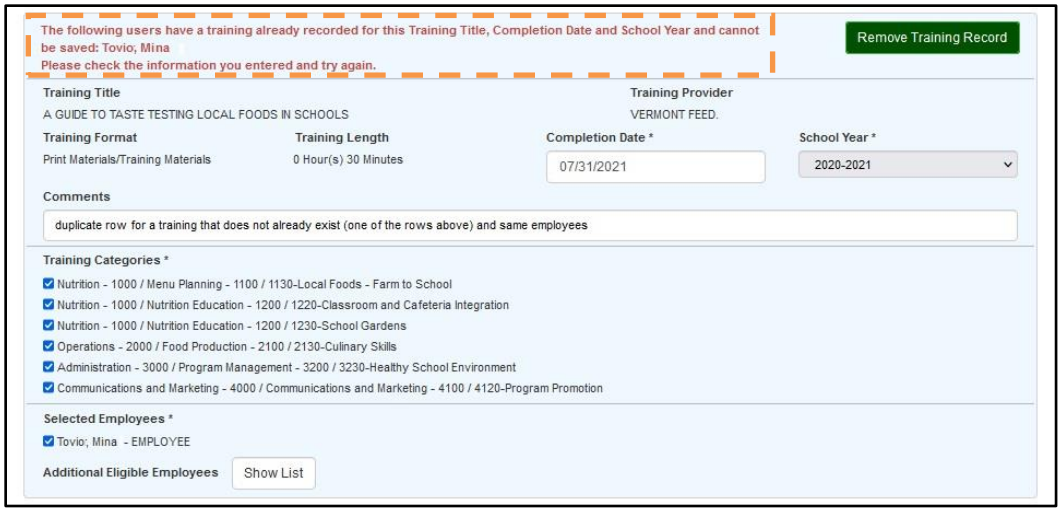


If all or some training records caused further errors while being saved, an error message will be displayed in the dialog.

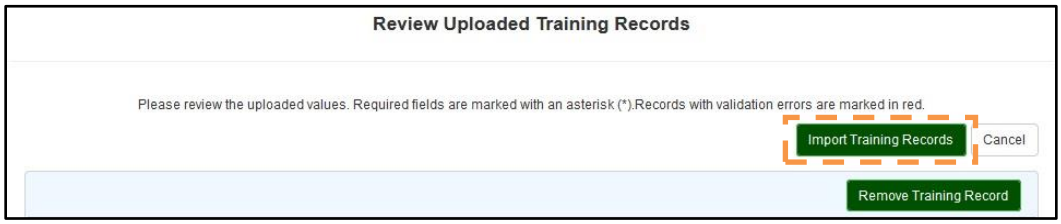
NOTE: The training records that did not have any errors will be saved at this point and will be accessible through the PSTTT screens.



Any records with errors will be listed on “Review Uploaded Training Records” page with the appropriate error messages.



You can edit the data for training records with errors or use the “Remove Training Record” button for each training record block. Once you are done correcting and modifying the data, use the “Import Training Records” button again to save.



You can also cancel the process of importing the training records at any point by pressing the “Cancel” button on “Review Uploaded Training Records” page. If some of the training records were already saved, they will remain in the system, but the records still displayed on “Review Uploaded Training Records” page will not be saved.

A confirmation dialog will be displayed since this action cannot be undone.



Press “Leave page” button to cancel, or press “Stay on page” button to stay on page and continue editing data in the training title blocks. If you cancel, you will be taken to the “Upload Bulk Training Records” page.

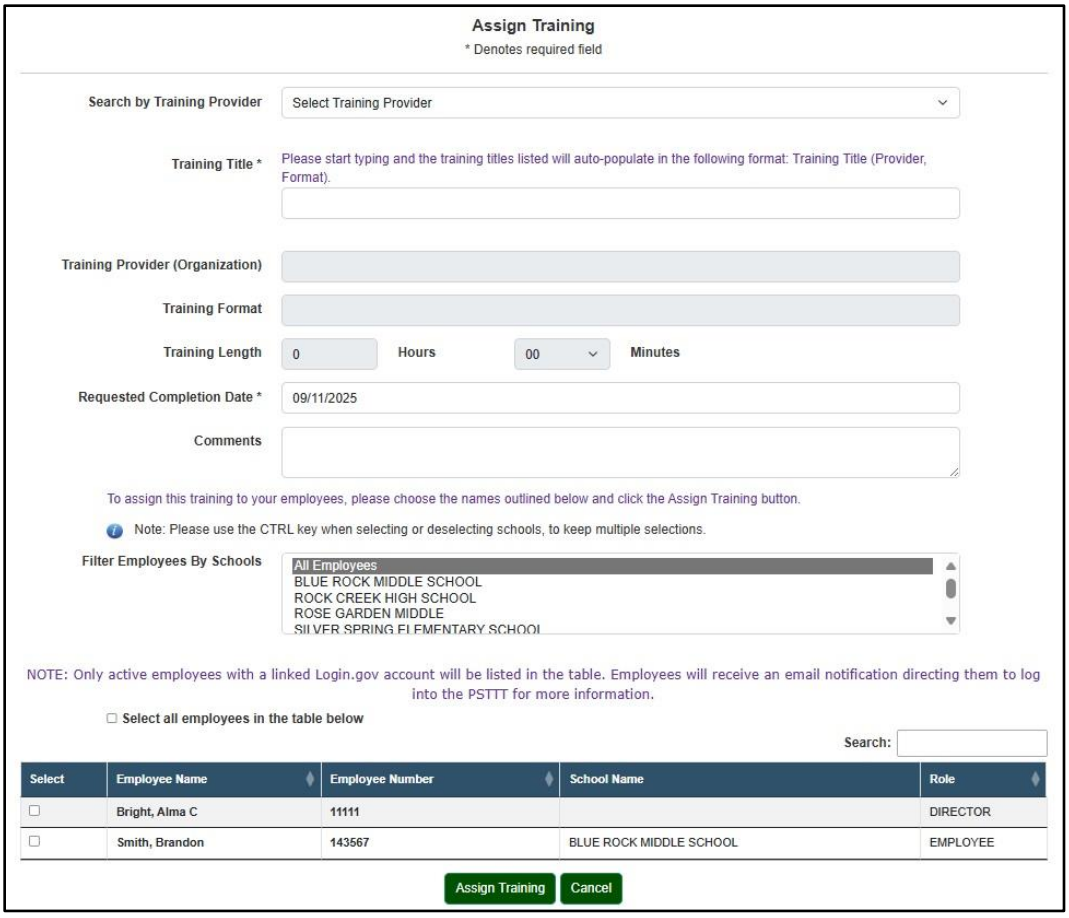
Once import process is complete, a success dialog is displayed, and the user is taken to the “View Logged Trainings” page.

5.4.6 Assign Trainings

The “Assign Training” option under the “Training” menu opens the “Assign Training” page which allows Managers and Directors to assign trainings to their employees.

The “Assign Training” page uses the same controls as the “Log Training” page to select a training title (see section 4.2.1). There is no option to add a training title from this page.

Once a training title is selected, the following training information is displayed: Training Provider (Organization), Training Format, Training Length (Hours and Minutes). All Training Categories of the training title selected will be carried into the training assignment.



You will need to enter the information listed below. Required fields are denoted by the asterisk (*).

- **Requested Completion Date** – required; requested completion date of the training. Use the calendar option to select a date. The date defaults to the following day.
- **Comments** – enter comments, if any.

The Employee selection field allows the user to select employees for the training assignment. Employee Name, Employee Number, and Role are listed for the employee, and for School User Category employee their schools are listed as well. This is a required field, so at least one employee must be selected.

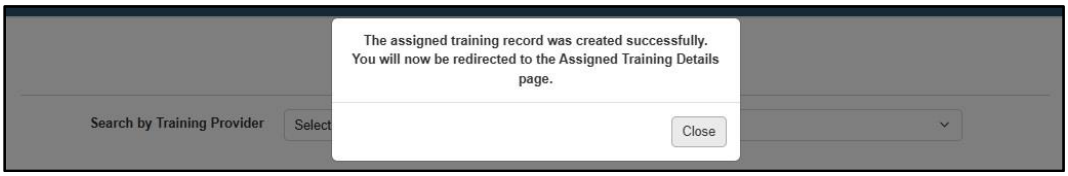
NOTE: Only currently active employees who log in to PSTTT using Login.gov accounts will be listed.

The Search field narrows down the selection of employees when you type in one or more keywords, but you will not need to use it since you will only see your own name in the table.

The following actions are available:

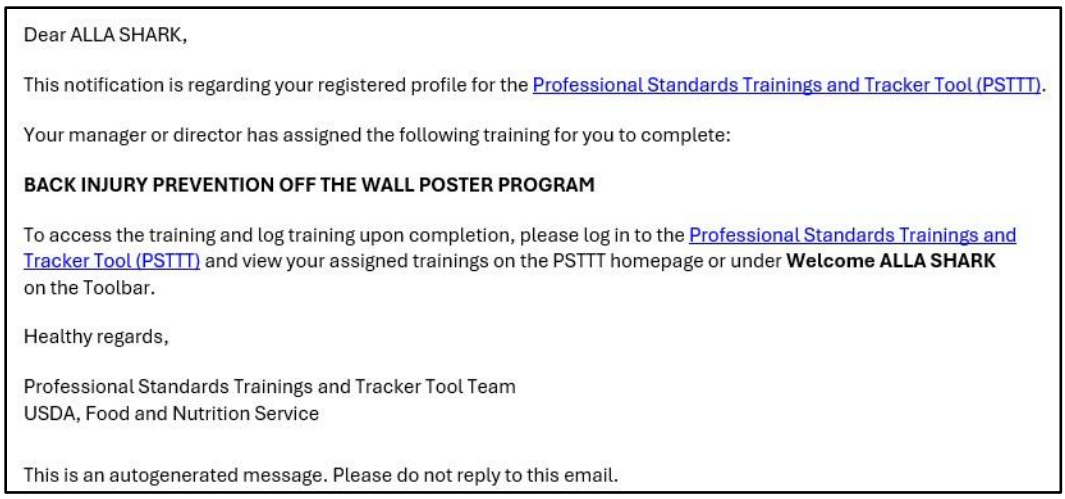
- **Assign Training** – save the data entered to save a new training assignment record.
- **Cancel** – return to Dashboard.

Once the training assignment is successfully saved, the user is notified by a confirmation dialog:



Press the “Close” button on the confirmation dialog to go to the “Assigned Training Details” page (see Section 5.4.7.1). Training assignment information can be edited later, if necessary (see Section 5.4.7.2).

Notification emails are sent to the employees listed once training assignment is saved.



Dear ALLA SHARK,

This notification is regarding your registered profile for the Professional Standards Trainings and Tracker Tool (PSTTT).

Your manager or director has assigned the following training for you to complete:

BACK INJURY PREVENTION OFF THE WALL POSTER PROGRAM

To access the training and log training upon completion, please log in to the Professional Standards Trainings and Tracker Tool (PSTTT) and view your assigned trainings on the PSTTT homepage or under **Welcome ALLA SHARK** on the Toolbar.

Healthy regards,

Professional Standards Trainings and Tracker Tool Team
USDA, Food and Nutrition Service

This is an autogenerated message. Please do not reply to this email.

5.4.7 View Assigned Trainings

The "View Assigned Trainings" option under the "Training" menu is available to Managers and Directors only. It opens the "View Assigned Trainings" page which allows managers and directors to view the list of training assignments created by them and other people in their roster.

This page lists the Training Title, Employee Name(s), Assigned Date, and Requested Completion Date for each training assignment. All employees for a training assignment will be listed, even if some employees are not in the manager's roster. This scenario is applicable to school managers who have different but overlapping schools.



View Assigned Trainings

☐ Hide completed assignments

Show 10 entries Search:

Training Title	Employee Name	Assigned Date	Requested Completion Date
FOOD ALLERGIES FOR SCHOOL NUTRITION MANAGERS AND STAFF	Bright, Alma C (11111) Smith, Brandon (143567)	09/25/2025	10/27/2025
BASIC CULINARY MATH: CALCULATING FOOD COST (Completed)	Bright, Alma C (11111) (Completed on 8/20/2025) Smith, Brandon (143567) (Completed on 8/21/2025)	08/21/2025	09/22/2025
2100 - FOOD PRODUCTION/STANDARDIZED RECIPE	Bright, Alma C (11111) Smith, Brandon (143567)	08/29/2025	08/30/2025

Showing 1 to 3 of 3 entries

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.

Use the Search field to narrow down the selection by typing in one or more characters (letters or numbers) of the training title. The entries in the table will be updated as you type.

If employee has completed the assigned training, the completion date will be listed in parentheses after the employee's name. If all employees have completed the assigned training, the completed status will be listed in parentheses after the training title.

Check the "Hide completed assignments" checkbox to only display pending training assignments.

Clicking on the Training Title for a training assignment record shown on the "View Assigned Training" page will take the manager/director to the "Assigned Training Details" page for that training assignment record. For more information (see Section5.4.7.1).

5.4.7.1 Assigned Training Details

The "Assigned Training Details" page provides a view of all the details for the training assignment.



The following information is shown for the training:

- **Training Title**
- **Training Provider (Organization)**
- **Training Format**
- **Training Length**
- **Requested Completion Date**
- **Comments**
- **Employees** – a list of employees to whom this training was assigned.

The "Completion Date" column will contain the training completion date for employees who have completed and logged the training for this assignment. The "Select" column will contain a checkbox otherwise.

The following actions are available:

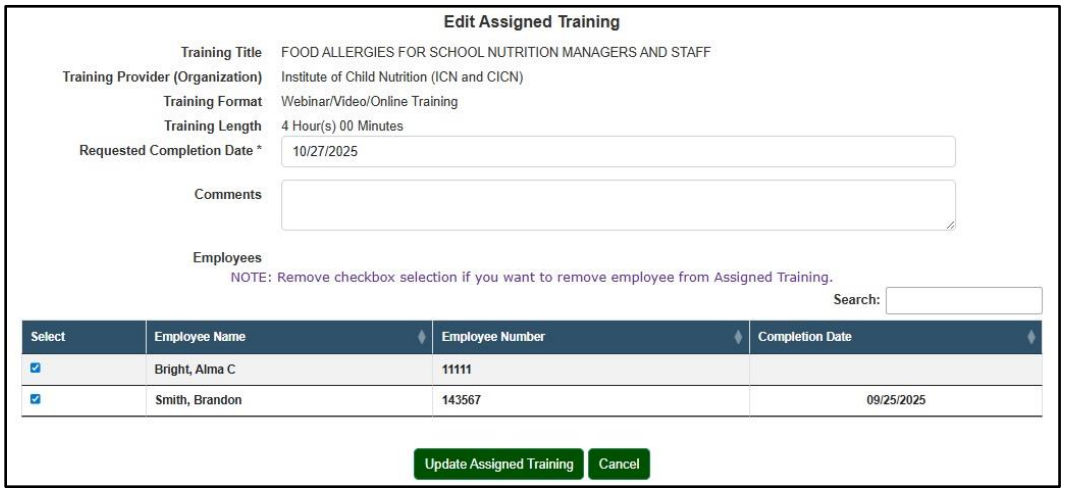
- **Back to List** – returns the user to the "View Assigned Trainings" page.
- **Send Reminder** – sends a reminder email to employees with a checked checkbox in the "Select" column.

- **Edit** – opens the "Edit Assigned Training" page.
- **Delete** – deleted the training assignment.

The "Edit" and "Delete" buttons are available for training assignments where at least one employee is in your roster.

5.4.7.2 Edit Assigned Training

The "Edit Assigned Training" page allows managers and directors to edit the requested completion date and remove employees from a training assignment.



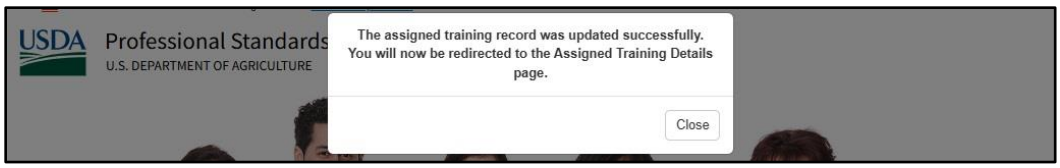
The user can change the following information:

- **Requested Completion Date** – required; requested completion date of the training assignment. Use the calendar option to select a date.
- **Comments**.
- **Employees** selected. Both employees who have not completed the assigned training and employees who have completed it can be removed. Any logged training will not be removed.

The following actions are available:

- **Update Assigned Training** – save the data entered to update the assigned training record.
- **Cancel** – cancel all the changes and return to the "Assigned Training Details" page.

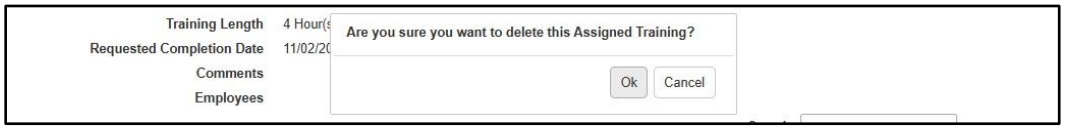
Once the training assignment is successfully saved, the user is notified by a confirmation dialog.



Press the "Close" button on the confirmation dialog to go to the "Assigned Training Details" page (see Section 5.4.7.1).

5.4.7.3 Delete Assigned Training

The "Delete" button on the "Assigned Training Details" page allows the user to delete an incorrectly entered training assignment record. To prevent accidental deletion, a confirmation dialog is displayed.



5.4.8 Training Title List - Managing Training Titles

- School Directors can manage all training titles created by employees in their school district.
- State Directors can manage all training titles created by employees in their state.
- Managers can only manage their own training titles.

5.4.9 Training Title List - Generate Training Titles List

Managers and Directors have the ability to generate a list of all training titles in Excel file format by pressing the "Generate Training Titles List" button on the "Training Title List" page or by selecting the "Generate Training Titles List" sub-menu under the Training menu. The following information is included for each training title: ID, Title, Provider, Type, Length, Note, Created On date, and Number of Trainings recorded for the training title.



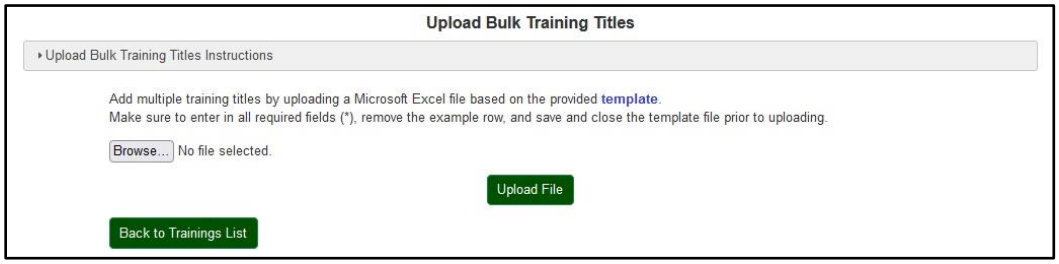
5.4.10 Training Title List – Bulk Import of Training Titles

Managers and Directors have the ability to perform a bulk upload of training titles using the "Upload Bulk Training Titles" button on the "Training Title List" page.



After clicking the button, you will be taken to the "Upload Bulk Training Titles" page.

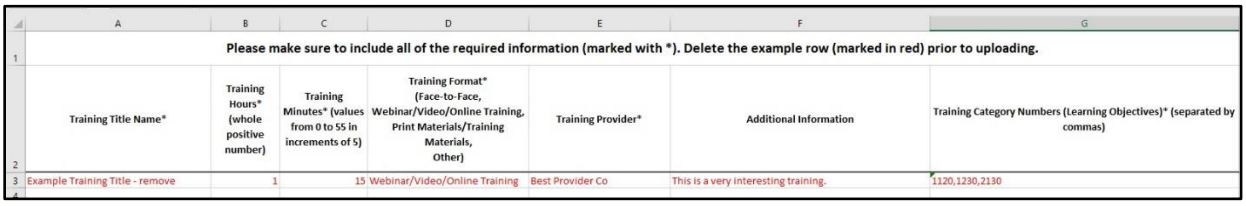
This page provides controls to select and upload an Excel file with training titles data. The file must mirror the template spreadsheet linked from the page.



Click on the "template" link, shown in blue, and save the template file to your computer. The template contains the following columns:

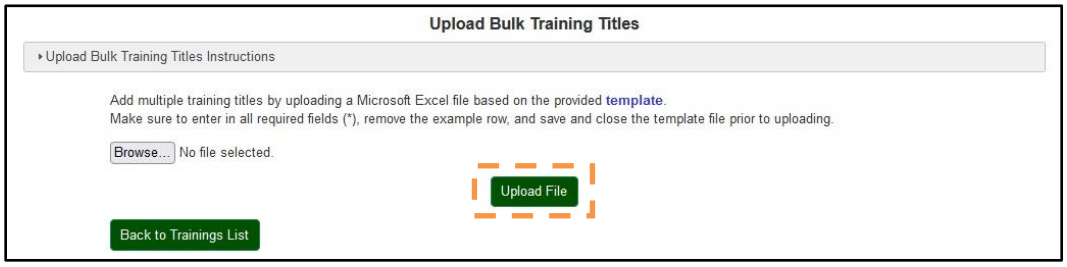
- **Training Title Name** – required; enter a descriptive training title.
- **Training Hours** – required; enter a numeric value for Hours (whole number, 0 or greater).
- **Training Minutes** – required; enter a numeric value for Minutes (whole number, from 0 to 55 in increments of 5).
- **Training Format** – required; enter one of the following values: Face-to-Face, Webinar/Video/Online Training, Print Materials/Training Materials, Other.
- **Training Provider** – required; enter the instructor name or the provider organization or person.
- **Additional Information** – enter additional information and/or comments, if any.
- **Training Categories** – required; enter Learning Objectives separated by commas.

The file also contains a sample row. Use this row as a sample, then delete it from the spreadsheet.



	A	B	C	D	E	F	G
1	Please make sure to include all of the required information (marked with *). Delete the example row (marked in red) prior to uploading.						
2	Training Title Name*	Training Hours* (whole positive number)	Training Minutes* (values from 0 to 55 in increments of 5)	Training Format* (Face-to-Face, Webinar/Video/Online Training, Print Materials/Training Materials, Other)	Training Provider*	Additional Information	Training Category Numbers (Learning Objectives)* (separated by commas)
3	Example Training Title - remove	1	15	Webinar/Video/Online Training	Best Provider Co	This is a very interesting training.	1120,1230,2130

Fill out and save the spreadsheet to your computer. Click “Browse” to locate the spreadsheet you just saved, then use the “Upload File” button on “Upload Bulk Training Titles” page to upload the file.



The “Review Uploaded Training Titles” page is displayed once the file is uploaded. The page displays a block of data entry controls for each training title imported from the MS Excel file.

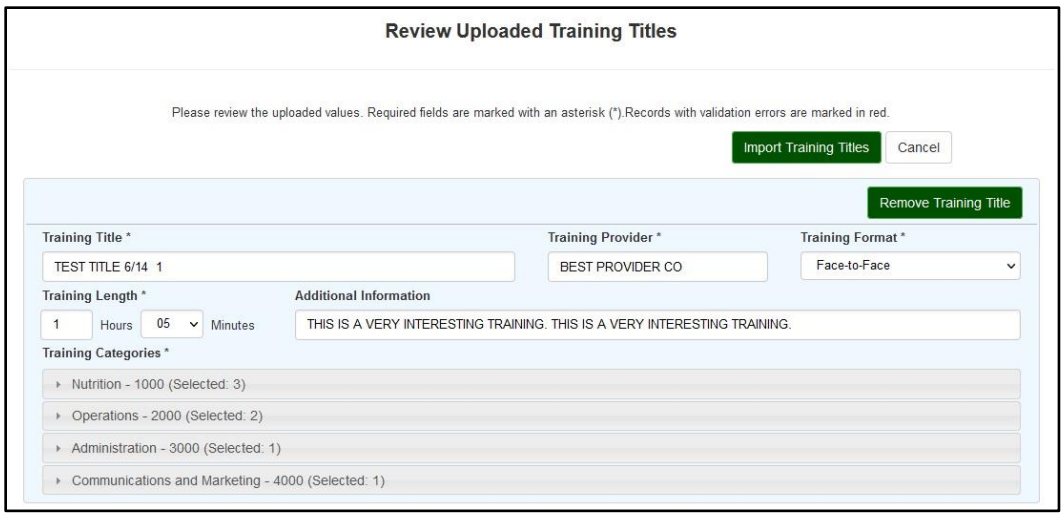
The data entry fields are:

- Training Title,
- Training Provider,
- Training Format,
- Training Length (Hours and Minutes),
- Additional Information, and
- Training Categories - Learning Objective numbers.

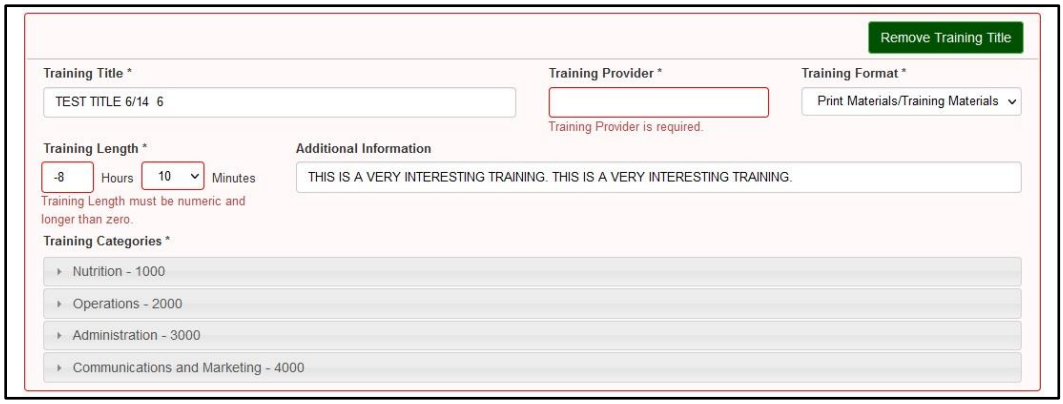
Required fields are denoted by the asterisk (*).

The Training Categories control functions the same as on “Create Training Title” page (see Section 4.2.2.2). Click to expand each of the training categories to view sub-categories and the selected values, if any.

You can edit information in the fields on “Review Uploaded Training Titles” page if you want to change any values before being saved.

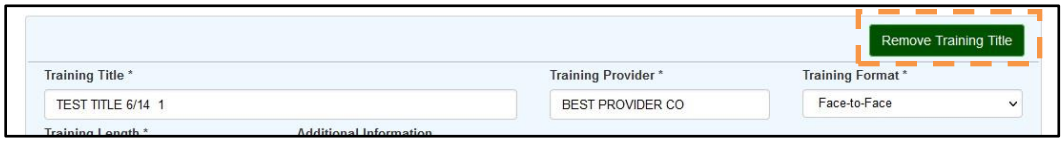


Blocks for training titles that were flagged by the import data validation as having errors, will be displayed in red. Error messages will be displayed for each field that has invalid or missing values in it.



Edit the fields to correct the errors, and as you do so, the error messages will disappear. Once there are no validation errors detected for a particular training title, its block will become blue.

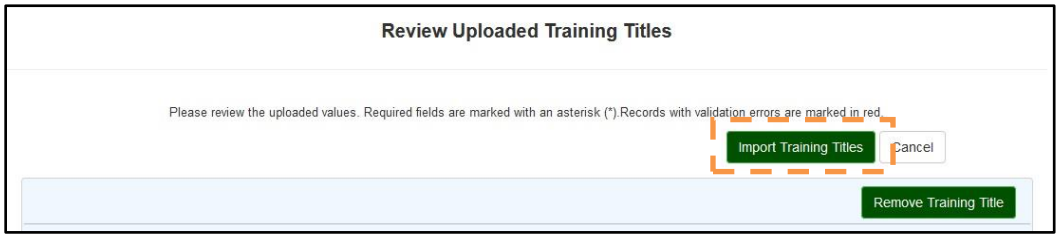
You can also delete any training title block by pressing the “Remove Training Title” button.



A confirmation dialog will be displayed. Once removed, this action cannot be undone.



Once you are done correcting and modifying the training titles data, use the "Import Training Titles" button to save the trainings.



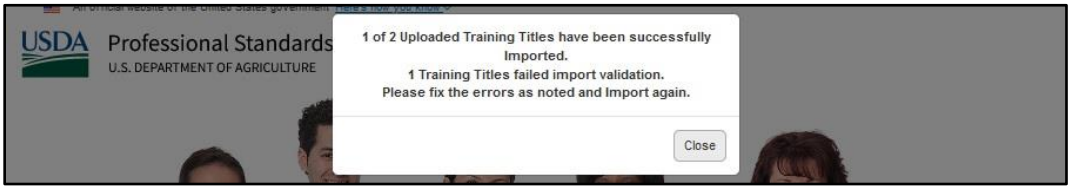
NOTE: Data entered will be checked to make sure no duplicate training title records are being created. Uniqueness of a training title record is determined by checking the combination of Training Title, Training Provider, and Training Format.

If all training titles are saved without errors, a confirmation dialog will be displayed, and you will be taken to the "Training Titles List" page after pressing the "Close" button.

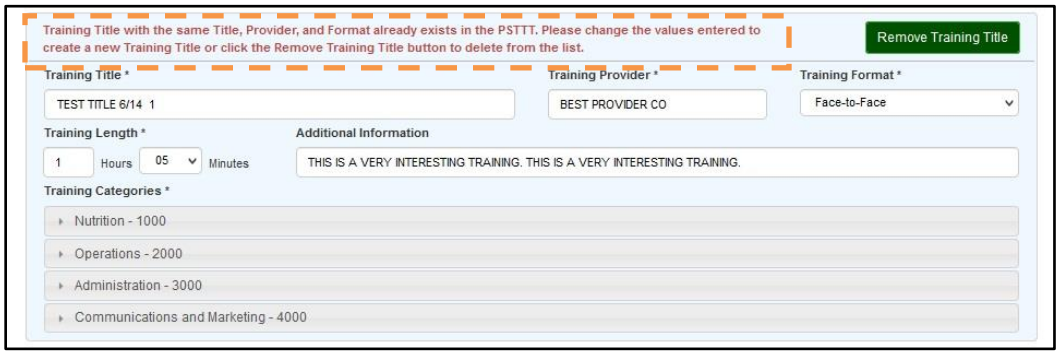


If all or some training title records caused further errors while being saved, an error message will be displayed in the dialog.

NOTE: The training title records that did not have any errors will be saved at this point and will be accessible through the PSTTT screens.

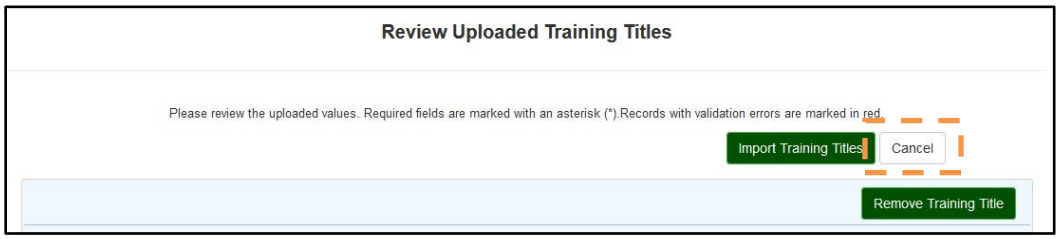


Any records with errors will be listed on “Review Uploaded Training Titles” page with the appropriate error messages.



You can edit the data for training titles with errors or use the “Remove Training Title” button for each training title block. Once you are done correcting and modifying the data, use the “Import Training Titles” button again to save.

You can also cancel the process of importing the training title records at any point by pressing the “Cancel” button on “Review Uploaded Training Titles” page. If some of the training title records were already saved, they will remain in the system, but the records still displayed on “Review Uploaded Training Titles” page will not be saved.



A confirmation dialog will be displayed since this action cannot be undone.



Press “Leave page” button to cancel, or press “Stay on page” button to stay on page and continue editing data in the training title blocks.

Once import process is complete, a success dialog is displayed, and the user is taken to the "Training Titles List" page.

5.4.11 Generate Training Titles List

The "Generate Training Titles List" option under the "Training" menu is available to Managers and Directors only. It produces an Excel file containing information for all training titles listed on PSTTT training titles database. The following information is included for each training title: ID, Title, Provider, Type, Length, Note, Created On date, and Number of Trainings recorded for the training title.

5.4.12 Training Title Details Page – Assign Training

The "Assign Training" button on "Training Title Details" page is available to Managers and Directors only. It displays the "Assign Training" page populated with the training title details. See Section 5.4.6 for more information.

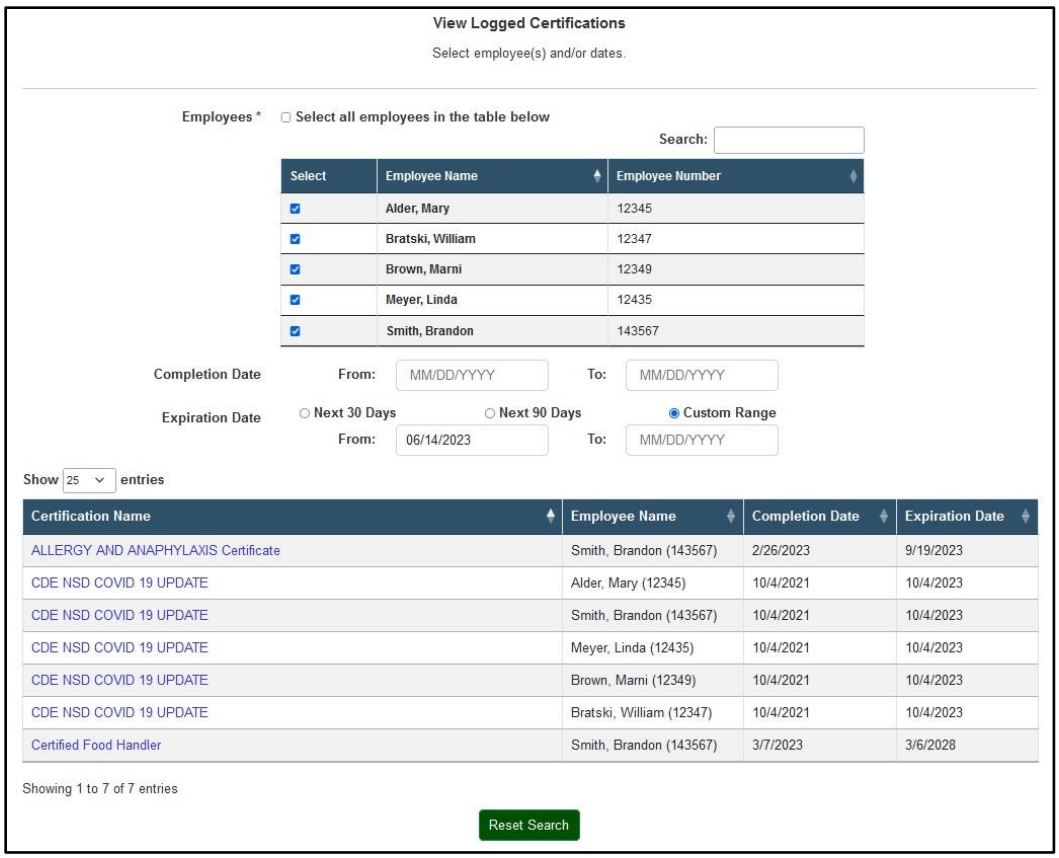
5.4.13 View Logged Certifications

The "View Logged Certifications" option under the "Training" menu opens the "View Logged Certifications" page which allows Managers and Directors to search and view certifications for their employees.

The "View Logged Certifications" page has an additional "Employees" control that allows to select one or more employees to view the certifications for. Only active employees who had once or more certifications logged are listed in the table.

NOTE: If no employees have any certifications logged, "No employees with Certifications found" message will be displayed, and all controls will be hidden.

Press the "Reset Search" button to clear any employees selected and get back to the original values of the Completion Date range (a year back from today) and Expiration Date range (empty).



5.5 Changes to the Standard Functions – Reports

5.5.1 Selecting Employees

All reports require the user to select the set of employees the report is generated for. The set of employees available to be selected for a report depends on the access privileges of the user logged in. The Employee or Staff user can only run reports on their own training hours, so employee selection controls are hidden for them. Manager and Director users can run reports on their employees' training hours as well as their own training hours.

The set of employees available for selection depends on the School Year selected – all employees active during this year are listed.

Managers and Directors are also able to filter reports by Job Title.

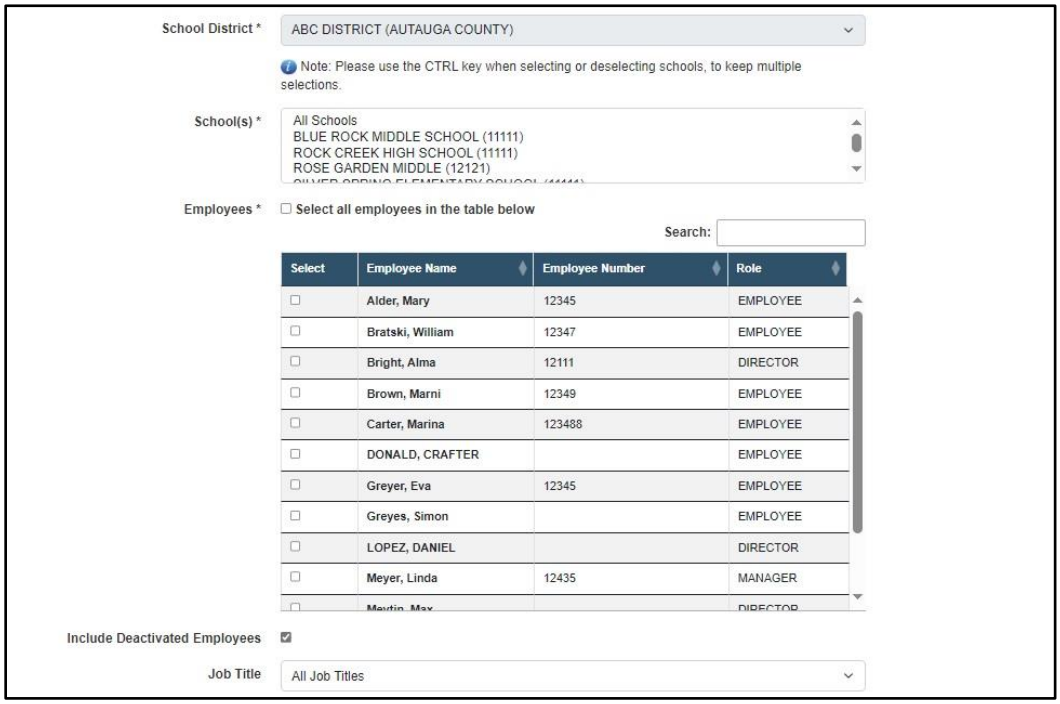
5.5.1.1 Selecting Employees – School User Category

School users select employees within their School District.

School Directors can select all, one, or several schools in their District. The Employees field is then populated with all employees for the school(s) selected, and the user should be able to select all, one, or several employees.

School Managers can select all, one, or several schools they are assigned to. The Employees field is then populated with all employees for the school(s) selected, and the user should be able to select all, one, or several employees.

Use the "Include Deactivated Employees" checkbox to include or exclude employees who are currently inactive in the report output.



School Employees can only generate reports for their own training records, so for them the Employee selection and Job Title controls are hidden.

5.5.1.2 Selecting Employees – State User Category

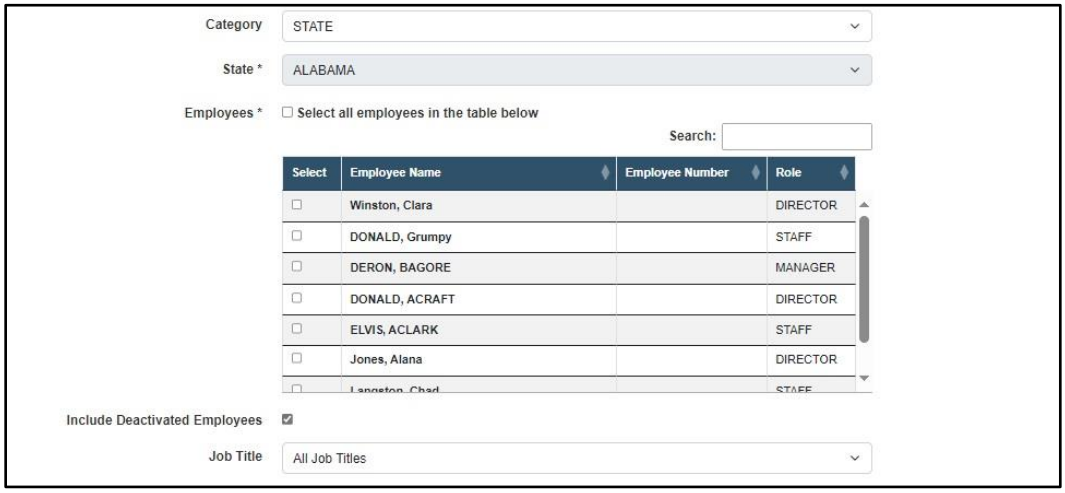
State users select employees within their State.

State Directors and Managers can generate reports on State users in their state or on School users in their state – the selection is driven by the "Category" drop-down.

When SCHOOL is selected in the "Category" drop-down, the Employee selection controls are as described in Section 5.5.1.1, but a school District will need to be selected to populate the "Schools" and "Employees" controls.

When STATE is selected in the "Category" control, the "Employees" control is populated automatically.

Use the "Include Deactivated Employees" checkbox to include or exclude employees who are currently inactive in the report output.



State Staff can only generate reports for their own training records, so for them the Employee selection and Job Title controls are hidden.

5.5.1.3 Selecting Employees – USDA User Category

USDA users select employees within their FNS Office.



FNS Managers can generate reports on all, one, or several Employees in their FNS Office.

Use the "Include Deactivated Employees" checkbox to include or exclude employees who are currently inactive in the report output.

5.5.2 Summary Report - Include Employees Without Trainings

For Managers and Directors, the Summary report has one additional option – the "Include Employees Without Trainings" checkbox. Summary report is run for employees selected in the Employees control. When the "Include Employees Without Trainings" checkbox is not selected, employees who do not have any trainings logged will not be included in the Summary report output. When the "Include Employees Without Trainings" checkbox is selected, employees without any trainings logged will be included in the Summary report output.

5.6 Changes to the Standard Functions – Help Menu

For Managers and Directors, the "Training Video" page under the "Help" menu provides access to three more training videos:

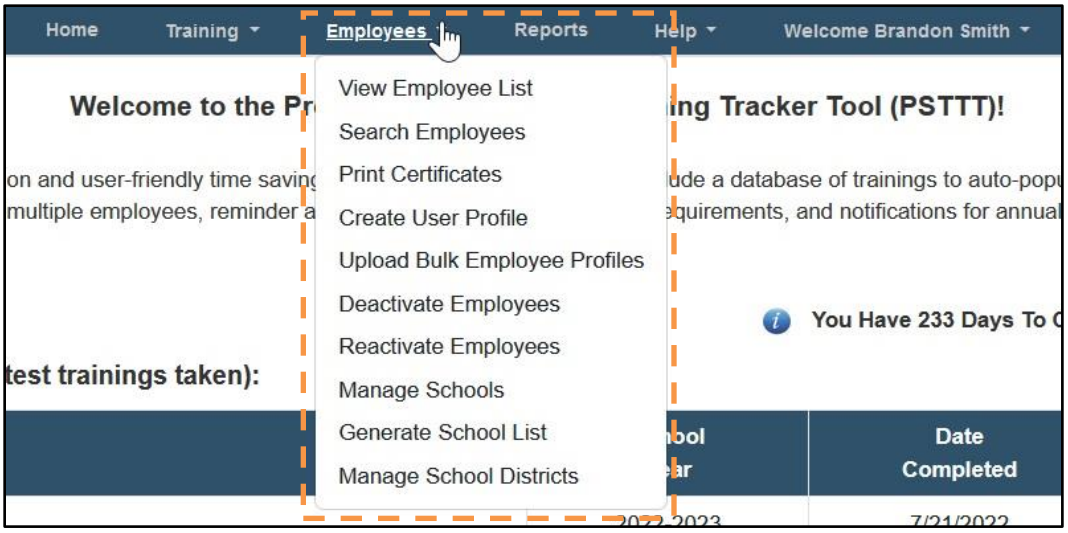
- Chapter 6: Manager and Director - Employees Functionality
  - Chapter 6.1: View Employee List
  - Chapter 6.2: Search Employees
  - Chapter 6.3: User Profile Page for an Employee
  - Chapter 6.4: Print Certificates
  - Chapter 6.5: Create User Profile
  - Chapter 6.6: Upload Bulk Employee Profiles
  - Chapter 6.7: Deactivate Employees
- Chapter 7: Manager and Director - Additional Functionality
  - Chapter 7.1: Log Training
  - Chapter 7.2: View Logged Trainings
  - Chapter 7.3: Upload Buk Training Records
  - Chapter 7.4: Managing Training Titles
  - Chapter 7.5: Upload Bulk Training Titles
  - Chapter 7.6: Additional Reports Functionality
  - Chapter 7.7: Additional Help Menu Functionality
- Chapter 8: School Manager and Director Functionality
  - Chapter 8.1: Employee Selection Options
  - Chapter 8.2: Manage Schools
  - Chapter 8.3: Generate School List
  - Chapter 8.4: Manage School Districts
  - Chapter 8.5: Training Director (Multiple School Districts) Functionality

5.7 Changes to the Standard Functions – Welcome Menu

For Managers and Directors, the "User Profile" page under the "Welcome" menu has one extra button – "View User History" – and functions like the employee "User Profile" page described in Section 5.8.7.

The "View User History" button opens the "User History" page described in Section 5.8.8.

5.8 Employees Menu



The "Employees" dropdown menu has the following options:

- **View Employee List** – view the employees for which they may log trainings
- **Search Employees** – search for employees
- **Print Certificates** – print training certificates
- **Create User Profile** – create employee profiles
- **Upload Bulk Employee Profiles** – perform a bulk upload of employee profiles
- **Deactivate Employees** – deactivate employee accounts
- **Reactivate Employees** – reactivate employee accounts (Directors only)
- **Manage Schools** – manage schools (School Managers and Directors only)
- **Generate School List** – generate a list of schools in .XSLX format (School Managers and Directors only)
- **Manage School Districts** – manage school districts (School Directors only)

5.8.1 When Is an Employee "Active" And Visible To Me

PSTTT tracks employee activity periods based on their Hire Date, and any Deactivation and Activation dates available. Activity periods are those between the Hire Date and the Deactivation Date (if any), and between Reactivation Date and the next Deactivation Date (if any). If only the Hire Date is available, the employee is deemed active from that date forward.



An employee is deemed **Active for a particular Manager or Director logged in** during a particular school year if:

1. **At the end of the school year selected employee's assigned organization (state, school district, state) falls under the organization of the manager logged in.**
   - If an employee was assigned to your organization at the end of a given school year, they will be visible to you for that school year.
   - If an employee has started the school year under your organization and was moved to another organization before the end of the school year, they will not be visible for that school year.
   - If an employee was assigned to your organization at the end of a given school year, but was moved to another organization later, they will be visible for that school year with the status of Relocated.
2. **Employee has at least one activity period during the school year selected.** For the current school year, PSTTT assumed today's date as the year end date for this rule.
   - If an employee was active under your organization for at least one day in a given school year, they will be visible to you for that school year.
   - If an employee has started the school year under your organization and was deactivated before the end of the school year, they will be visible for that school year with the status of Deactivated.
   - If an employee was assigned to your organization at the end of a given school year, but was deactivated later, they will be visible for that school year with the status of Deactivated.

5.8.2 View Employee List

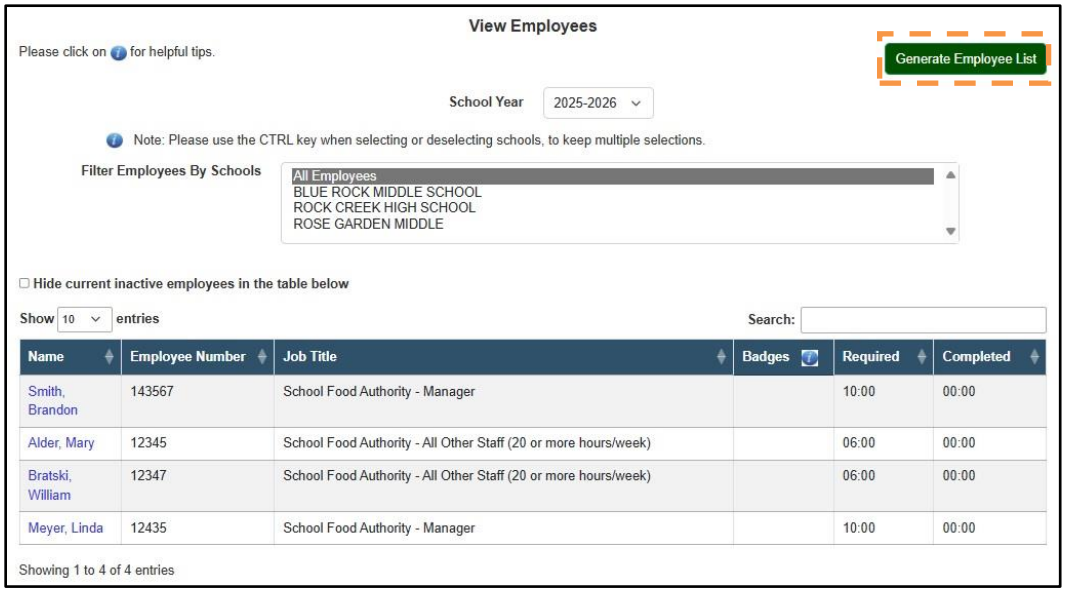
The "View Employee List" option under the "Employees" menu opens the "View Employees" page which allows managers to search and view all their employees. The user's name will be listed at the top.

This page lists the Employee Name, Employee Number, Job Title, Badges (earned), Required (training hours), and Completed (training hours) for the employees visible to the user logged in (based on their permissions) that were active during the School Year selected in the drop-down.

NOTE: For School Staff Managers, this page will show the names of employees at each school in the manager's profile (except their own name).

NOTE: For School District Directors, this page will show the employees and managers at each school in the school district (except their own name).

NOTE: For State Agency Managers and Directors, this page will show the staff for their designated State (except their own name).



School Manager and Director users can select one or more schools using the "Filter Employees By Schools" control to filter the employees shown in this area.

Use the "Hide current inactive employees in the table below" checkbox to limit the employees displayed to those who are currently active.

Use the Search field to narrow down the selection by typing in one or more characters (letters or numbers) of the employee name and/or employee number. The entries in the table will be updated as you type.

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.

"Generate Employee List" button opens an Excel file listing employee information for the School Year selected. Inactive employees can be excluded by checking the "Hide current inactive employees in the table below" checkbox.

Clicking on an employee name on this page will take the manager to the employee's account profile and allow drill-down into that employee's information and training history.

If an employee was deactivated during the selected school year or later, the employee name will not be clickable, and the corresponding status will be listed as Deactivated.

If an employee was moved to a different office that does not fall under the jurisdiction of the user logged in after the end of the selected school year, the employee name will not be clickable, and the corresponding status will be listed as Relocated.



Chris, Chris *(Deactivated on 10/10/2020)*		School Food Authority - All Other Staff (20 or more hours/week)		06:00	02:00
Dorman, Dora *(Relocated)*		School Food Authority - Manager		10:00	00:00

5.8.3 Print Certificates

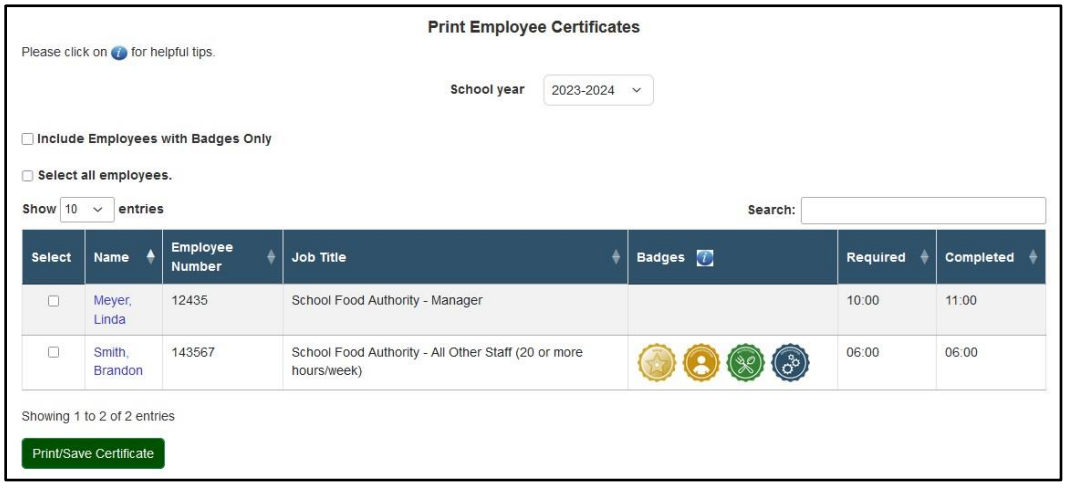
The “Print Certificates” option under the “Employees” menu opens the “Print Employee Certificates” page which allows managers to view and print completion certificates for any employee who has met or exceeded their annual training hours for the school year selected. The certificates printed for each employee are described in Section 4.5.3 for more information.

This page lists the Employee Name, Employee Number, Job Title, Badges (earned), Required (training hours), and Completed (training hours) for the employees visible to the user logged in (based on their permissions) that were active during the School Year selected in the drop-down.

NOTE: For School Staff Managers, this page will show the names of employees at each school that have met or exceeded their annual training hours.

NOTE: For School District Directors, this page will show the employees and managers at each school in the school district that have met or exceeded their annual training hours.

NOTE: For State Agency Managers and Directors, this page will show the staff for their designated State that have met or exceeded their training annual hours.



Select the "Include Employees with Badges Only" checkbox to only have employees who earned one or more badges displayed in the table.

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.

Use the Search field to narrow down the selection by typing in one or more characters (letters or numbers) of the employee name and/or employee number. The entries in the table will be updated as you type.

If an employee was deactivated during the selected school year or later, the employee name will not be clickable, and the corresponding status will be listed as Deactivated.

If an employee was moved to a different office that doesn't fall under the jurisdiction of the user logged in after the end of the selected school year, the employee name will not be clickable, and the corresponding status will be listed as Relocated.

The checkboxes next to the employee names allow the manager to select one or multiple names. Clicking the "Print Certificate" button will generate the certificates for all selected employees in a single PDF file. Each employee's certificate will be on a separate page in the PDF output.

5.8.4 Create User Profile

The "Create User Profile" option under the "Employees" menu opens the "Create User Profile" page which allows managers to create Employee profiles for employees who will not be logging into PSTTT, so that the manager can track training hours for them.

The functionality of the "Create User Profile" page used by Managers and Directors to create employee profiles is the same as the "Create User Profile" page that is described in Section 2.4. The fields displayed on Create User Profile for an employee are as follows:

- **First Name** – required; enter employee's first name.
- **Last Name** – required; enter employee's last name.
- **Employee Number** – optional; employee ID or number in your system.
- **Hiring Date** – required; enter your date of hire for the current position.
- **Business or Work Email** – enter employee's email address, if available.
- **User Category** – required, read-only; populated with your User Category.
- **Role** – required; select the most appropriate value from the list of values based on User Category you selected.
- **Job Title** – required; select the most appropriate value from the list of values based on User Category and Role you selected.
- **State** – required, read-only; populated with your State.
- **School District** (for SCHOOL User Category only) – required, read-only; populated with your School District.

NOTE: If your School District is not in the list, please contact FNS staff at cnpntab@usda.gov with the request to add it.

- **School** (for SCHOOL User Category only) – required for Manager (multiple selection) and Employee (single selection) roles; select the most appropriate value from the list of values based on the School District you selected. School name is followed by its zip code in parenthesis. Type the first letter of the school district name into this field to have it jump to the closest match, then continue selection from the drop-down.
- **"Add New School" button** (for SCHOOL User Category only) – click this button to add a new school. For more information see Section 2.6.
- **Manager** – not available for Director Role; select the most appropriate value from the list of values.

Press the "Create" button to save your changes or press the "Cancel" button to return to the "Home" page without saving your changes. You will be able to edit your profile settings later using the "Edit User Profile" page as described in Section 4.5.6.

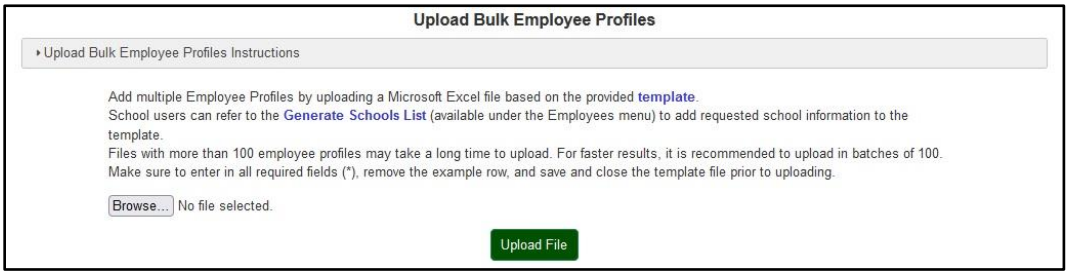
NOTE: if a previously non-Authenticated user logs into the tool with Login.gov, and their email address, first name, and last name match, the two will automatically be combined in the Training Tool. The user will not then be asked to create a new profile when logging in for the first time.

5.8.5 Upload Bulk Employee Profiles

The "Upload Bulk Employee Profiles" option under the "Employees" menu allows Managers and Directors to perform a bulk upload of employee profiles from "Upload Bulk Employee Profiles" page.

This page provides controls to select and upload an Excel file with employee records data. The file must mirror the template spreadsheet linked from the page.

Please note that depending on your computer connection speed, files with more than 100 employee profiles may take a long time to upload. For faster results, it is recommended to upload in batches of 100.

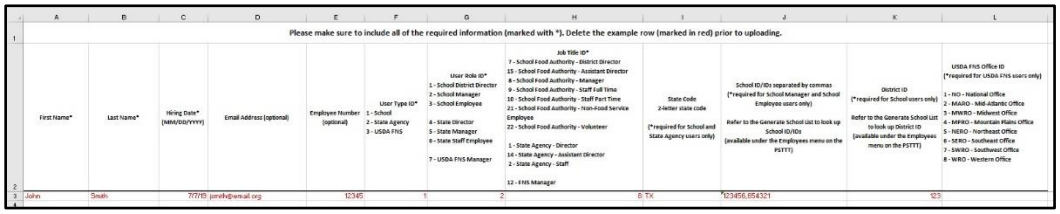


Click on the "template" link, shown in blue, and save the template file to your computer. The template contains the following columns:

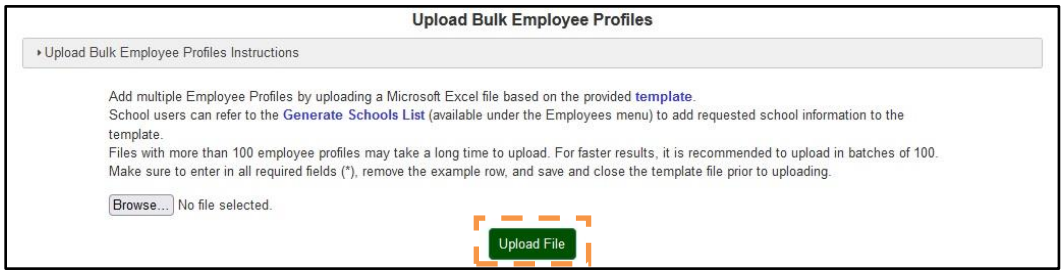
- **First Name** – required; enter employee's first name.
- **Last Name** – required; enter employee's last name.
- **Hiring Date** – required; enter employee's hiring date in the MM/DD/YYYY format.
- **Email Address** – enter employee's email address.
- **Employee Number** – enter employee number.
- **User Type ID** – required; enter one of the following numeric values:
  1 - School
  2 - State Agency
  3 - USDA FNS
- **User Role ID** – required; enter one of the following numeric values:
  1 - School District Director
  2 - School Manager
  3 - School Employee
  4 - State Director
  5 - State Manager
  6 - State Staff Employee
  7 - USDA FNS Manager
- **Job Title ID** – required; enter one of the following numeric values:
  7 - School Food Authority - District Director
  15 - School Food Authority - Assistant Director
  8 - School Food Authority - Manager
  9 - School Food Authority - Staff Full Time
  10 - School Food Authority - Staff Part Time
  21 - School Food Authority - Non-Food Service Employee
  22 - School Food Authority - Volunteer
  1 - State Agency - Director
  14 - State Agency - Assistant Director
  2 - State Agency - Staff
  12 - FNS Manager
- **State Code** – required for School and State Agency users only; enter a 2-letter state code.
- **School ID/IDs** – required for School Manager and School Employee users only; enter one or more numeric school IDs separated by commas.
  Please refer to the Generate Schools List (available under the Employee tab) to look up the School ID.
- **District ID** – required for School users only; enter a numeric district ID.
  Please refer to the Generate Schools List (available under the Employee tab) to look up the District ID.
- **USDA FNS Office ID** – required for USDA FNS users only; enter one of the following numeric values:
  1 - NO - National Office
  2 - MARO - Mid-Atlantic Office
  3 - MWRO - Midwest Office

4 - MPRO - Mountain Plains Office
5 - NERO - Northeast Office
6 - SERO - Southeast Office
7 - SWRO - Southwest Office
8 - WRO - Western Office

The file also contains a sample row. Use this row as a sample, then delete it from the spreadsheet.



Fill out and save the spreadsheet to your computer. Click “Browse” to locate the spreadsheet you just saved, then use the “Upload File” button on “Upload Bulk Employee Profiles” page to upload the file.



The “Review Uploaded Employee Profiles” page is displayed once the file is uploaded. The page displays a block of data entry controls for each employee profile imported from the MS Excel file.

The data entry fields are:

- First Name,
- Last Name,
- Business or Work Email,
- Employee Number,
- Hiring Date,
- Role,
- Job Title,
- State,
- District, and
- Schools.

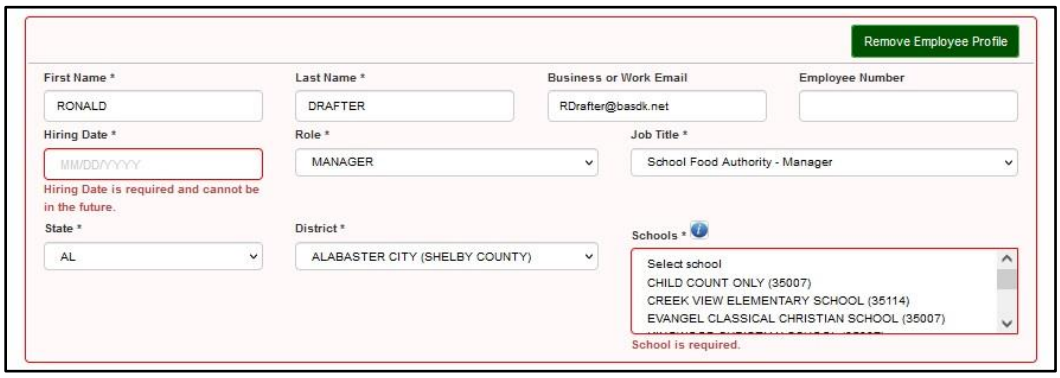
Required fields are denoted by the asterisk (*):

- The State field is required for School and State Agency users.
- The District field is required for School users.
- The Schools field is required for School Managers and Directors.

You can edit information in the fields on "Review Uploaded Employee Profiles" page if you want to change any values before being saved.



Blocks for employee profiles that were flagged by the import data validation as having errors, will be displayed in red. Error messages will be displayed for each field that has invalid or missing values in it.



Edit the fields to correct the errors, and as you do so, the error messages will disappear. Once there are no validation errors detected for a particular employee profile, its block will become blue.

You can also delete any employee profile block by pressing the “Remove Employee Profile” button.



A confirmation dialog will be displayed. Once removed, this action cannot be undone.

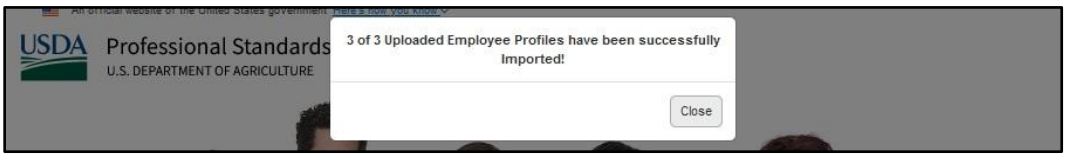


Once you are done correcting and modifying the employee profiles data, use the “Import Employee Profiles” button to save the employee profiles.



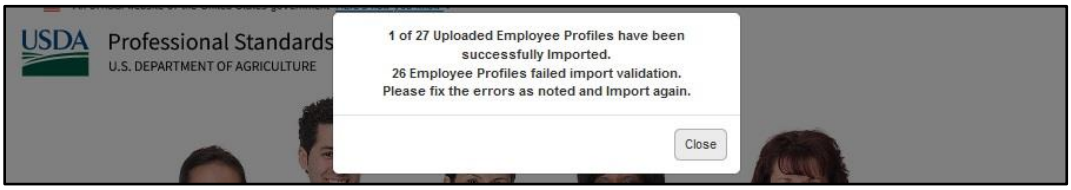
NOTE: Data entered will be checked to make sure no duplicate employee records are being created. Uniqueness of an employee record is determined by checking the combination of First Name, Last Name, Email Address and Employee Number.

If all employee profiles are saved without errors, a confirmation dialog will be displayed, and you will be taken to the “View Employees” page after pressing the “Close” button.

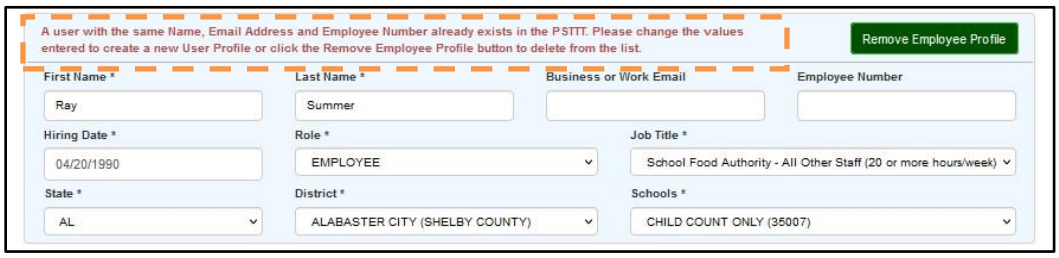


If all or some employee profile records caused further errors while being saved, an error message will be displayed in the dialog.

NOTE: The employee profiles that did not have any errors will be saved at this point and will be accessible through the PSTTT screens.



Any records with errors will be listed on "Review Uploaded Employee Profiles" page with the appropriate error messages.



You can edit the data for employee profiles with errors or use the "Remove Employee Profile" button for each employee profile block. Once you are done correcting and modifying the data, use the "Import Employee Profiles" button again to save.

You can also cancel the process of importing the employee profile records at any point by pressing the "Cancel" button on "Review Uploaded Employee Profiles" page. If some of the employee profile records were already saved, they will remain in the system, but the records still displayed on "Review Uploaded Employee Profiles" page will not be saved.



A confirmation dialog will be displayed since this action cannot be undone.



Press “Leave page” button to cancel, or press “Stay on page” button to stay on page and continue editing data in the employee profile blocks.

Once import process is complete, a success dialog is displayed, and the user is taken to the “View Employees” page.

5.8.6 Search Employees

The “Search Employees” option under the “Employees” menu opens the “Employee Search” page which allows managers to search for their active employees.

This page lists the Employee Name, Employee Number, and School District Name for School employees or State Agency name for State employees.

You can re-sort the values by clicking on the table headers.

Use the Search field to narrow down the selection by typing in one or more characters (letters or numbers) of the employee name and/or employee number. The entries in the table will be updated as you type.

School Manager/Director view – employees in the District:



State Agency Manager/Director view – employees in the State:

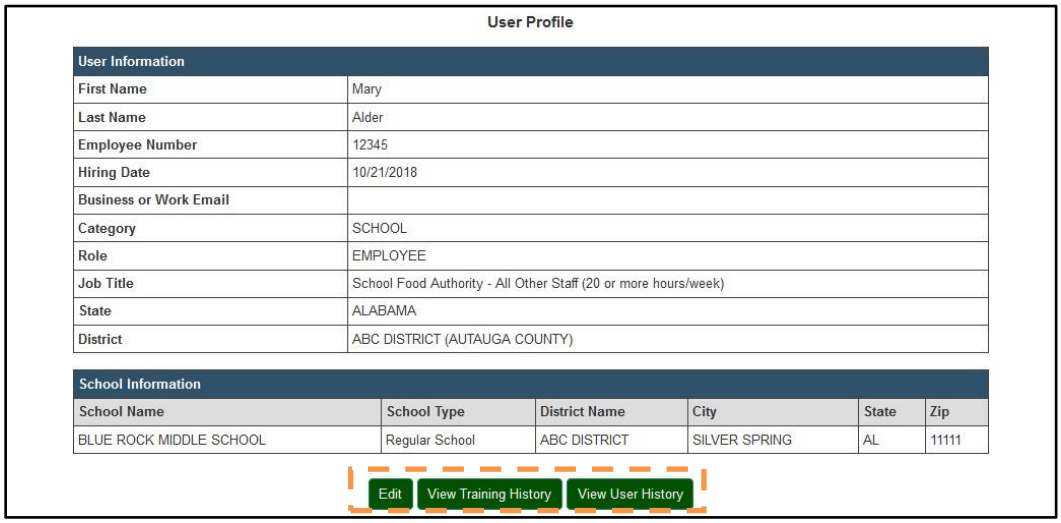


Clicking on an employee name on this page will take the manager to the employee's account profile and allows drill-down into that employee's information and training history.

5.8.7 View Employee User Profile

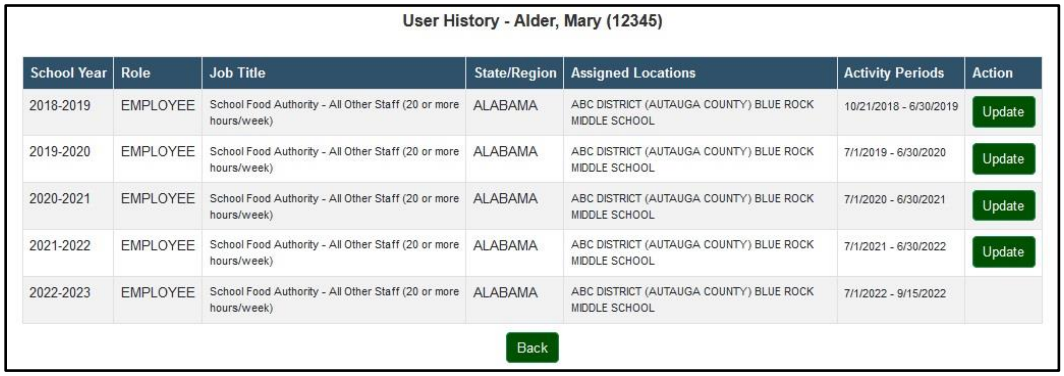
The employee "User Profile" page is the same as the "User Profile" page described in Section 4.5.5. For managers and directors, this page allows to perform the following actions for the employee selected:

- Viewing the summary data.
- Editing employee's profile information by pressing the "Edit" button (see Section 4.5.6).
- Viewing employee's training history by pressing the "View Training History" button (see Section 4.5.1).
- Uploading training documents for this employee's training records from the "Training History" page (see Section 4.2.1.3).
- Viewing employee history of roles, job titles, and organizations by pressing the "View User History" button (see Section 5.8.8).



5.8.8 View User History

The "View User History" button on "User Profile" page opens the "User History" page which allows the Manager and Director users to view employee's role, job title, assigned location, and activity periods for every school year. It also allows Managers and Directors to change employee's role and job title for any given school year within their organization.



The table on "User History" page contains a row for every school year an employee was active with the role, job title, location, and activity periods listed.

If an employee held multiple positions in multiple organizations during a given school year, only the last organization / position combination is displayed, since the last position during a school year is used to calculate the number of required hours.

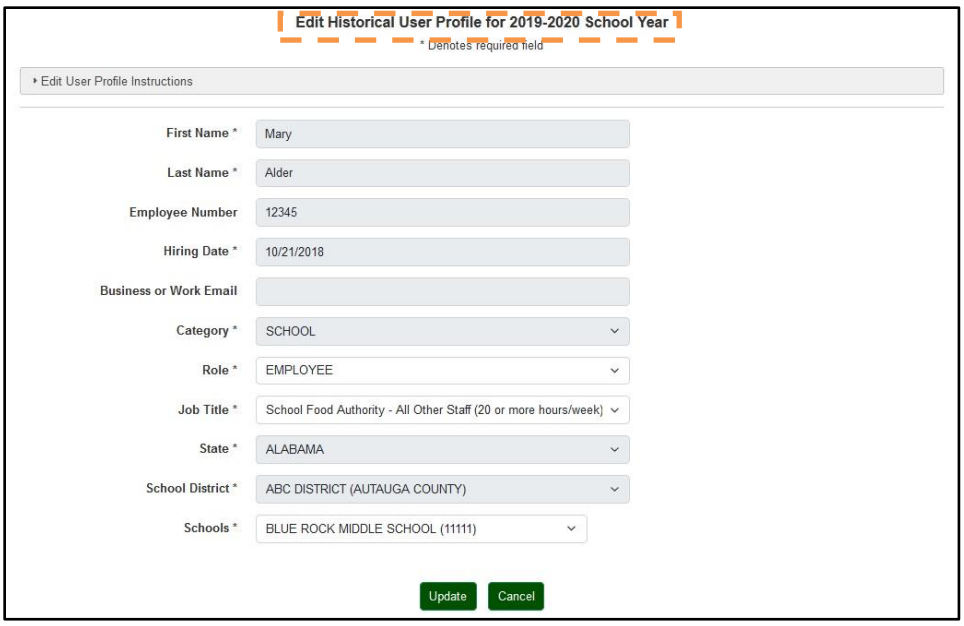
For each school year, activity period start and end date are listed for one or more activity period during which the employee was active.

Manager and Director users can update employee's role and job title retroactively for each school year by pressing the corresponding "Update" button.

5.8.9 Edit Historical User Profile

The "Update" button on "User History" page opens the "Edit Historical User History" page that allows to update employee's information retroactively for a particular school year.

The "Edit Historical User History" page is similar to the "Edit User Profile" page, however, it only applies to one school year and allows to edit only the Role and Job Title. Press the "Update" button to save, or the "Cancel" button to cancel.

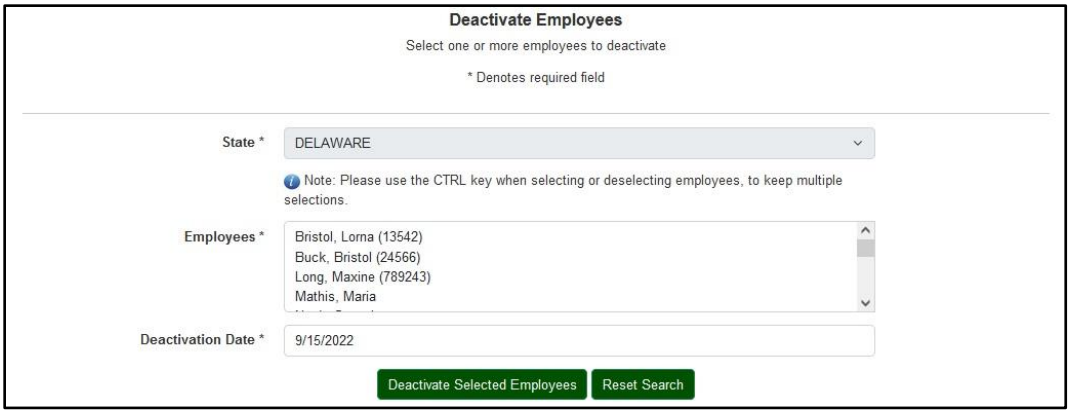


5.8.10 Deactivate Employees

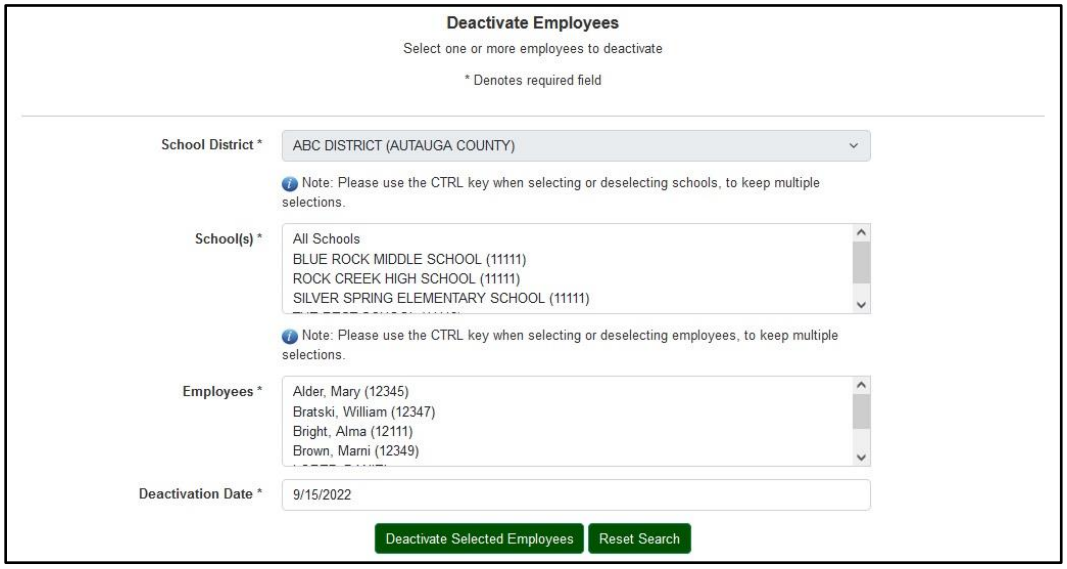
The "Deactivate Employees" option under the "Employees" menu opens the "Deactivate Employees" page which allows the manager to select one or more active employees to deactivate. Controls on this page allow the manager to select one or more employees. Required fields are denoted by the asterisk (*).

The "Deactivation Date" field allows the user to enter the actual employee departure date. This date will be validated for each employee selected to make sure it falls into a time period when this employee was last active. If the employee was never deactivated before, the Deactivation Date has to be after their Hire Date; otherwise, it has to be after their last Activation Date.

State Agency Manager/Director view:



School Manager/Director view:



Select one or more employees in the "Employees" field and press the "Deactivate Selected Employees" button. A confirmation dialog listing the selected employees will be displayed.



Press the "Deactivate" button to deactivate the selected employees. Press the "Cancel" button to cancel.

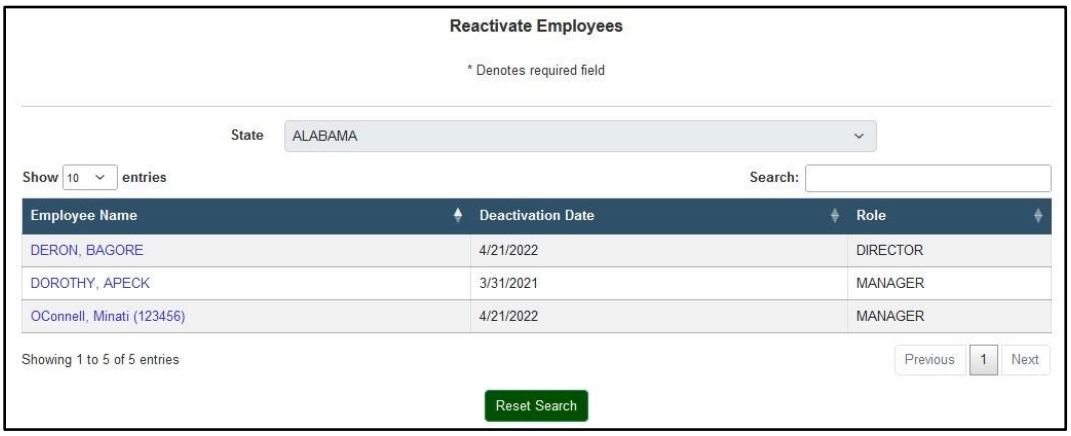
Confirmation dialog displayed after the deactivations are performed lists all employees who could not be deactivated with the corresponding reasons:



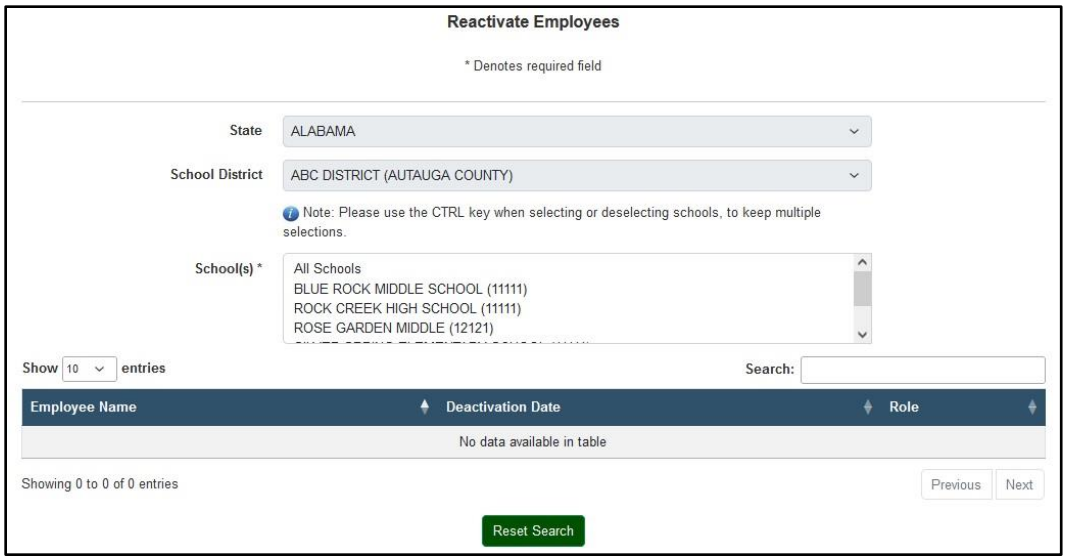
5.8.11 Reactivate Employees

The "Reactivate Employees" option under the "Employees" menu is available to Directors only. It opens the "Reactivate Employees" page which allows Directors to view all inactive employees in their organization. Controls on this page allow the user to select one or more employees. Required fields are denoted by the asterisk (*).

State Agency Director view:



School Director view:



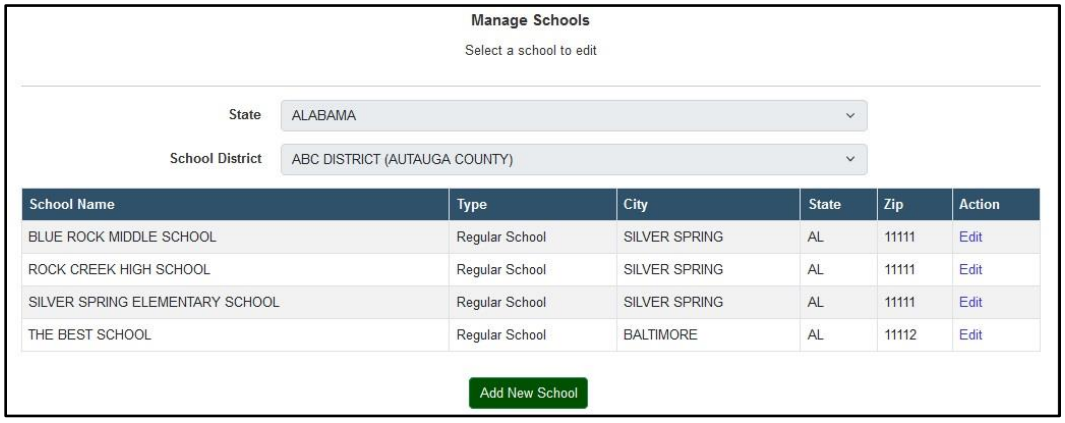
Keywords entered into the Search control apply across all the fields represented in the table: Employee Name, Employee Number (if provided), Deactivation Date, and Role, State, District (for School Directors only), and School names (for School Directors only). The simplest way would be to enter the employee name and then enter additional keywords if necessary.

Click on the employee name to reactivate the employee from the “Edit User Profile” page.

You may need to adjust employee’s role, job title, etc. and enter the Reactivation Date if it is different from today’s date. For these inactive employees, the “Update” button on the “Edit User Profile” page will be replaced with the “Reactivate” button.

5.8.12 Manage Schools (School User Category Only)

The “Manage Schools” option under the “Employees” menu is available to Managers and Directors in the School User Category only. It opens the “Manage Schools” page which allows the manager to view and manage schools in their school district.

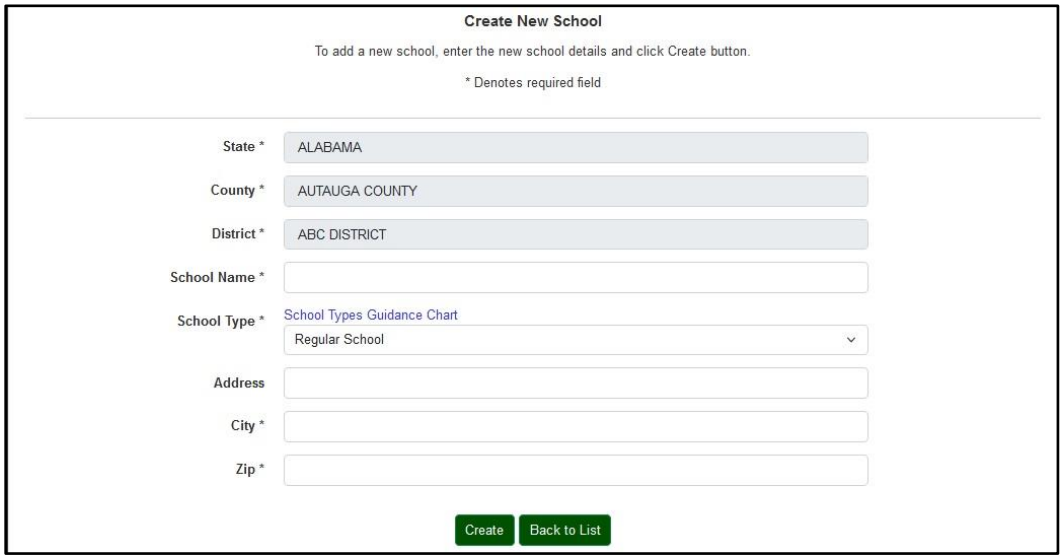


Press the “Add New School” button to open the “Create New School” page.

Select a School and click on the corresponding “Edit” link to open the “Edit School” page for the selected school.

5.8.12.1 Create New School

Use the “Create New School” page to add a new school.



The following fields will display on Create New School page. Required fields are denoted by the asterisk (*).

- **State** – required, populated with your State, disabled.
- **County** – required, populated with your District's county, disabled.
- **District** – required, populated with your District's name, disabled.
- **School Name** – required. Please enter the full, official school name.
- **School Type** – required. Please select your school type.
- **Address –** Please enter the street address.
- **City –** required. Please enter the City from the School's mailing address.
- **Zip** – required. Please enter the Zip Code from the School's mailing address.

NOTE: The combination of the School Name and Zip is required to be unique.

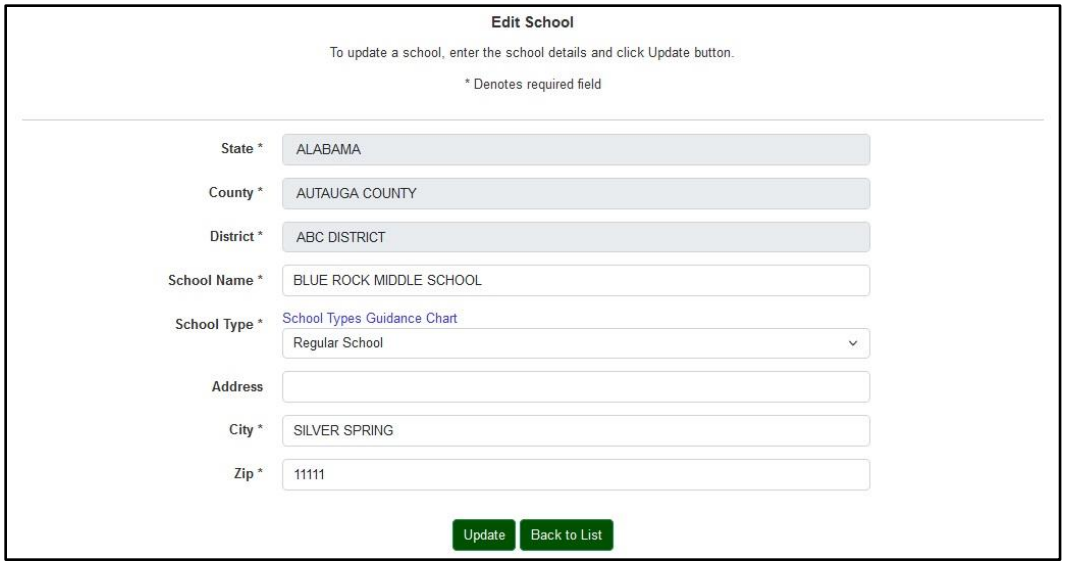
The following actions are available:

- **Create** – save the data entered to create a new District.
- **Back to List** – cancel all the changes and go back to Manage School Districts page.

When finished with all required fields, click "Create" button to create a district.

5.8.12.2 Edit School

Use the "Edit School" page to edit school information.



The following fields will display. Required fields are denoted by the asterisk (*).

- **State** – required, populated with your State, disabled.
- **County** – required, populated with your District's county, disabled.
- **District** – required, populated with your District's name, disabled.
- **School Name** – required. Please enter the full, official school name.
- **School Type** – required. Please select your school type.
- **Address –** Please enter the street address.
- **City –** required. Please enter the City from the School's mailing address.
- **Zip** – required. Please enter the Zip Code from the School's mailing address.

The following actions are available:

- **Update** – save the data entered.
- **Cancel** – cancel all the changes and return to "Manage Schools" page.

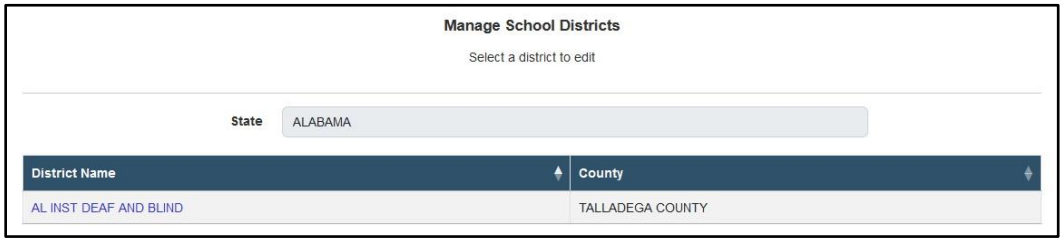
When finished with all the updates, click "Update" button to update District information and return to the Manage School Districts page.

5.8.13 Generate School List

The "Generate School List" option under the "Employees" menu produces an Excel file containing information for all schools in your district. The following information is included for each school: School ID, School Name, District ID, District Name, State, County Name, City, Zip, Created On date, and Number of Employees currently assigned to the school.

5.8.14 Manage School Districts (School User Category Only)

The "Manage School Districts" option under the "Employees" menu opens the "Manage School Districts" page which allows school directors to edit their School District information.



Click on the school district name to open the "Edit School District" page for your district.

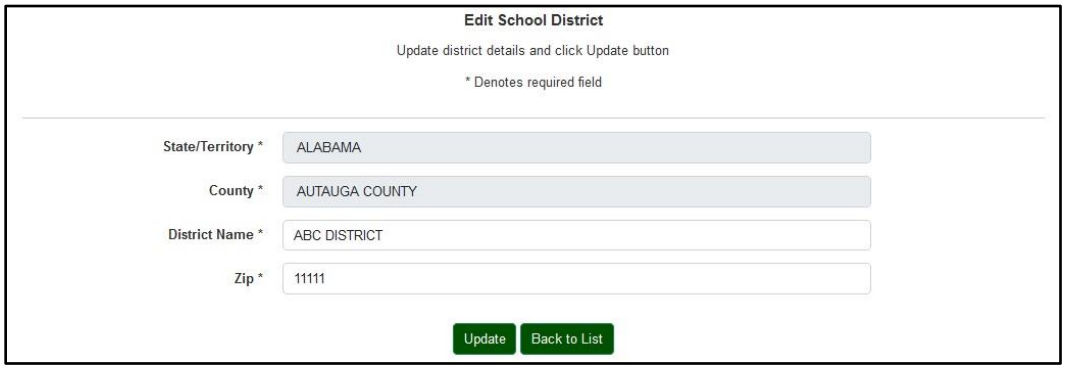
5.8.14.1 Edit School District

School directors have capability to edit their School District information.

The following fields will display on Edit School District page. Required fields are denoted by the asterisk (*).

- **State/Territory** – required, populated with your State, read-only.

- **County** – required, read-only.
- **District Name**– required; enter your district name.
- **Zip** – required; enter mailing address zip code.



The following actions are available:

- **Update** – save the data entered and go back to the "Manage School Districts" page.
- **Back to List** – cancel all the changes and go back to the "Manage School Districts" page.