

ELECTRONIC BASED DISTRIBUTED LEARNING

Overview

Introduction This guide provides the procedures for SPOs to enter and remove Reserve member's non Coast Guard EDBL courses (also known as correspondence courses) in Direct Access.

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Entering Electronic Based Distributed Learning (EBDL) Courses

Introduction This guide provides the procedures for SPOs to enter Reserve members' non Coast Guard EBDL courses (also known as correspondence courses) in Direct Access.

Before you Begin Only Reserve non Coast Guard EBDL courses are entered into Direct Access using this procedure.

The current approved non Coast Guard EBDL courses authorized by the Office of Reserve Affairs are posted on Commandant (CG-131) web page. [EBDL Course List](#).

Servicing Personnel Offices shall review the courses authorized prior to entering any completion in Direct Access.

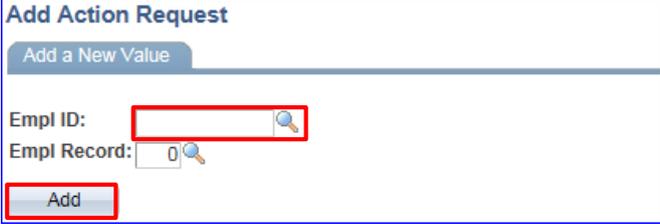
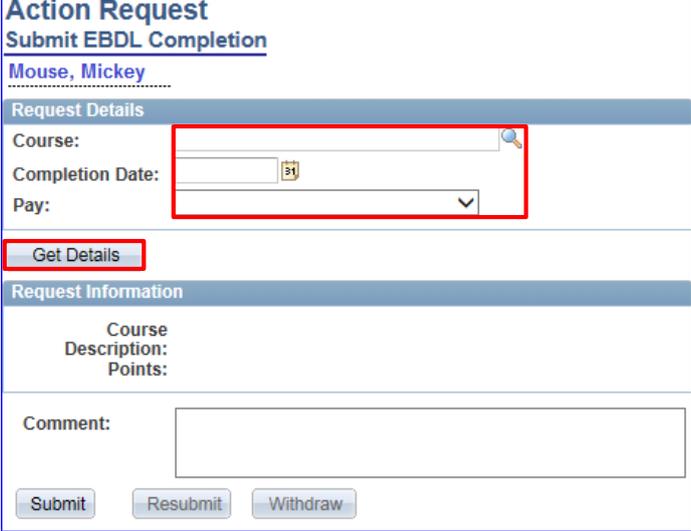
Procedures See below.

Step	Action
1	<p>Select the EBDL Completion link from the Requests tab.</p>

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Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

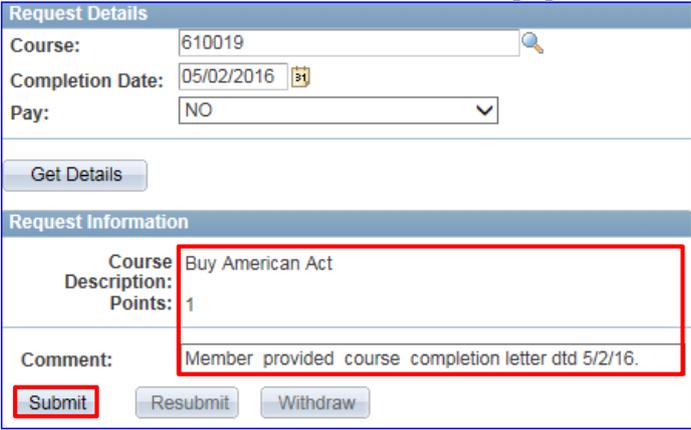
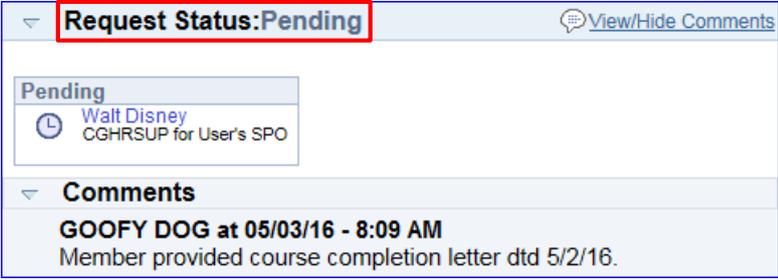
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click the ADD button.</p> 
3	<p>The Action Request page will display.</p>  <ul style="list-style-type: none"> • Course: Click the Course lookup icon and select the appropriate course. • Completion Date: Enter the completion date from the course completion notification letter. • Pay: Click the Pay drop-down and select NO. There are currently no courses authorized pay compensation. <p>When finished, click the Get Details button.</p>

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Entering Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
<p>4</p>	<p>The Details for the course selected will populate.</p>  <p>Comments: Enter reference information for validating the course completion.</p> <p>When finished, click the Submit button.</p>
<p>5</p>	<p>The Action Request has been forwarded to the SPO Auditor for approval.</p> 
<p>6</p>	<p>After SPO Auditor approval, the course will be listed in the Courses and Training section of the members Person Profile.</p>

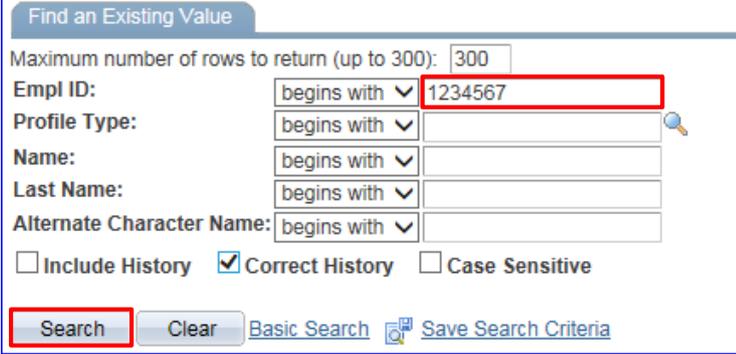
Removing Electronic Based Distributed Learning (EBDL) Courses

Introduction This guide provides the procedures for SPOs to remove Reserve members non Coast Guard EDBL courses (also known as correspondence courses) in Direct Access.

Before you Begin Verify the course to remove is recorded in the members Personal Profile.

The Remove EBDL Completion will only delete courses that are already posted to a members Courses and Training section of their Personal Profile page in Direct Access.

Procedures See below.

Step	Action
<p>1</p>	<p>Verify the EBDL course to be deleted had been recorded in a member's Personal Profile in Direct Access.</p> <p>Select the Person Profile link in the Person Profile pagelet</p> 
<p>2</p>	<p>Enter the member's Empl ID then click the Search button.</p> 

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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																																																																																																																																																
3	<p>The course to be removed is listed in the member's Courses and Training. You will need to note the course ID and Effective Date the course was originally entered.</p> <table border="1" data-bbox="363 645 1369 1272"> <tr> <td colspan="5">Competencies</td> <td colspan="5">Qualifications</td> <td colspan="5">Education</td> <td colspan="5">Mobility</td> <td colspan="5">Waivers</td> <td colspan="5">CAN</td> </tr> <tr> <td colspan="25"> Honors and Awards Customize Find View All First 1-2 of 2 Last </td> </tr> <tr> <td>ID</td> <td colspan="10">Honor and Award</td> <td colspan="4">Content Type</td> <td colspan="6"></td> </tr> <tr> <td>CGNA</td> <td colspan="10">CG Comdt Ltr of Comm Ribbon</td> <td colspan="4">HON</td> <td colspan="6"></td> </tr> <tr> <td>CGNH</td> <td colspan="10">National Defense Service Medal</td> <td colspan="4">HON</td> <td colspan="6"></td> </tr> <tr> <td colspan="25">+ Add New Honors and Awards</td> </tr> <tr> <td colspan="25"> Courses & Training Customize Find View 5 First 1-10 of 10 Last </td> </tr> <tr> <td>ID</td> <td colspan="5">Course Code</td> <td colspan="5">Content Type</td> <td colspan="5">*Effective Date</td> <td colspan="5">View History</td> </tr> <tr> <td>610019</td> <td colspan="5">Buy American Act</td> <td colspan="5">CR_COURSES</td> <td colspan="5">05/02/2016</td> <td colspan="5"></td> </tr> <tr> <td>610193</td> <td colspan="5">ICS for Healthcare/Hospitals</td> <td colspan="5">CR_COURSES</td> <td colspan="5">05/18/2014</td> <td colspan="5"></td> </tr> <tr> <td>610204</td> <td colspan="5">Fundamentals of Emergency Mana</td> <td colspan="5">CR_COURSES</td> <td colspan="5">05/02/2016</td> <td colspan="5"></td> </tr> <tr> <td>610206</td> <td colspan="5">Leadership & Influence</td> <td colspan="5">CR_COURSES</td> <td colspan="5">12/14/2013</td> <td colspan="5"></td> </tr> <tr> <td>610207</td> <td colspan="5">Decision Making & Problem Solv</td> <td colspan="5">CR_COURSES</td> <td colspan="5">11/17/2013</td> <td colspan="5"></td> </tr> <tr> <td>610208</td> <td colspan="5">Effective Communication</td> <td colspan="5">CR_COURSES</td> <td colspan="5">11/17/2013</td> <td colspan="5"></td> </tr> <tr> <td>610209</td> <td colspan="5">Developing and Managing Volunt</td> <td colspan="5">CR_COURSES</td> <td colspan="5">12/26/2013</td> <td colspan="5"></td> </tr> </table> <p>After noting the necessary information, return to the Requests tab.</p>	Competencies					Qualifications					Education					Mobility					Waivers					CAN					Honors and Awards Customize Find View All First 1-2 of 2 Last																									ID	Honor and Award										Content Type										CGNA	CG Comdt Ltr of Comm Ribbon										HON										CGNH	National Defense Service Medal										HON										+ Add New Honors and Awards																									Courses & Training Customize Find View 5 First 1-10 of 10 Last																									ID	Course Code					Content Type					*Effective Date					View History					610019	Buy American Act					CR_COURSES					05/02/2016										610193	ICS for Healthcare/Hospitals					CR_COURSES					05/18/2014										610204	Fundamentals of Emergency Mana					CR_COURSES					05/02/2016										610206	Leadership & Influence					CR_COURSES					12/14/2013										610207	Decision Making & Problem Solv					CR_COURSES					11/17/2013										610208	Effective Communication					CR_COURSES					11/17/2013										610209	Developing and Managing Volunt					CR_COURSES					12/26/2013									
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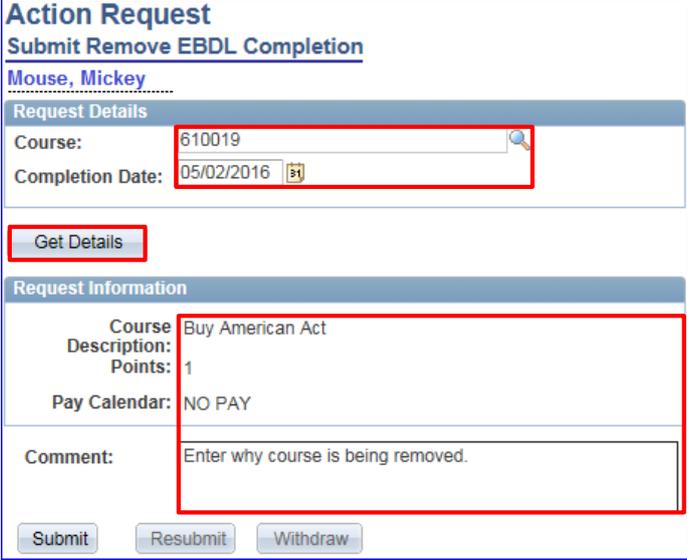
Procedures,
continued

Step	Action
<p>4</p>	<p>Select the Remove EBDL Completion link.</p>  <p>The screenshot shows a navigation menu with 'My Page', 'Self Service', and 'Requests'. Under 'Requests', there are sections for 'Self Service Requests' and 'Payroll Requests'. The 'Remove EBDL Completion' link is located at the bottom of the 'Payroll Requests' list and is highlighted with a red box.</p>
<p>5</p>	<p>Enter the members Empl ID and click the ADD button.</p>  <p>The screenshot shows a form titled 'Add Action Request' with a search bar 'Add a New Value'. Below it, there are two input fields: 'Empl ID:' and 'Empl Record:'. The 'Empl ID' field is highlighted with a red box. Below the input fields is an 'Add' button, also highlighted with a red box.</p>

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Removing Electronic Based Distributed Learning (EBDL) Courses, Continued

Procedures,
continued

Step	Action
<p>6</p>	<p>The Action Request page to Remove EBDL Completion will display.</p>  <ul style="list-style-type: none"> • Course: Enter the course ID number noted in the previous steps. • Completion Date: Enter the completion date previously entered. Then click the Get Details button. <p>The Request Information section will display the data previously entered using the EBDL Completion process.</p> <p>Enter the reason the course is being removed in the Comment section. Then click the Submit button.</p>
<p>7</p>	<p>The Action Request has been forwarded to the SPO Auditor for approval.</p> 