

No Fear Act Training

Frequently Asked Questions

QUESTION #1A:

When using the Power Point training slides, how do I submit my certification when viewing the slides in “**Normal-Mode**”?

ANSWER:

- 1) Right-Click on the NoFearTraining@nsf.gov alias to access the e-mail in Microsoft Outlook.
- 2) Return to Slides in Microsoft PowerPoint
- 3) Copy certification statement
- 4) Return to e-mail in Microsoft Outlook
- 5) Paste certification statement into e-mail
- 6) Send the e-mail

QUESTION#1B:

When using the Power Point training slides, how do I submit my certification when viewing the slides in “**Slide Show-Mode**”?

ANSWER:

- 1) Left-Click on the NoFearTraining@nsf.gov alias to access the e-mail in Microsoft Outlook.
- 2) Return to Slides in Microsoft PowerPoint
- 3) End the Slide Show (*This will return you to “Normal-Mode”*)
- 4) Follow steps 3 through 6 in “Normal-mode” (*above*)

NOTE: NoFearTraining@nsf.gov alias can also be accessed from the Global Address List in Microsoft Outlook’s address book.

QUESTION#2:

Whom should I contact, if I am trying to take the No Fear Act training through NSF’s Academy Learn system and have an issue regarding my password?

ANSWER:

Contact IT Help Central at 703-292-5040 regarding any password issues.

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QUESTION#3:

Do IPAs have to take the No Fear Act training?

ANSWER:

Yes.

QUESTION#4:

Who is exempt from taking the No Fear Act training?

ANSWER:

Only Contractors are exempt from the No Fear Act training requirement.

QUESTION#5:

Will my certification be included in my training history in the AcademyLearn system, though I took the training via PowerPoint?

ANSWER:

Yes. This will show-up as "Complete" in the status column of your training history.

QUESTION#6:

Where do I go to file a complaint, if I'm a non-bargaining employee?

ANSWER:

The Office of Equal Opportunity Programs – Rm. 255-S