



## Quick Reference Guide – Employee

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***Who do I call if I have a problem?***

Contact the TAC at [CISTAC@caci.com](mailto:CISTAC@caci.com) or call (703) 679-3200 or (877) 841-7909.

***What do I need to know before I try to launch a Web-Based Training (WBT) course?***

You must:

- ✓ Have the most current version of Java running on your computer
- ✓ Set your pop-up blocker to allow pop-ups from CVU
- ✓ Allow first-party cookies by adding \*.midicorp.com and \*.skillport.com.
- ✓ Agree to display both secure and non-secure items.
- ✓ Check your browser settings

***What do I do if I receive a security message after I click launch in CVU?***

When visiting an https:// (secure) site using Internet Explorer v7 & v8 you will be asked a security message. You will need to agree to display both secure and non-secure items.

- For Internet Explorer v7, click YES
- For Internet Explorer v8, click NO

For more detailed instructions [click here](#).

***What do I do if I receive the “Warning 001: Error setting cookie L4” message when I am trying to launch my compliance training?***

You will need to allow first-party cookies by adding \*.midicorp.com and \*.skillport.com to your trusted sties. For instructions on how to add these trusted sites [click here](#).

***What do I do if I receive the “Please Wait...” message when I am trying to launch a WBT?***

Check your browser settings by [clicking here](#). Enter the requested information and the browser check will email you the results. Make the necessary fixes.

If you need to disable your pop-up blockers, [click here](#) for instructions. Once you have completed your training remember to turn your pop-up blocker back on.

If you need to download the most recent version of Java [click here](#).

***How do I search the CVU Catalog?***

1. From the CVU Home page, enter an applicable search word (s) in the CVU Search portlet
2. Click **Search**

***How do I search the CVU Catalog using the Advanced Search?***

1. From the CVU Search box on the CVU Home page, click **Advanced Search**
2. Enter a word from the title, the Course ID or a keyword.
3. Click Search for a Class

**Note:** The Advanced Search begins with the first word in the course title. To obtain better search results, **enter the percentage symbol (%)**, the system wildcard, as the first character in your search.

### ***How do I launch a WBT course?***

1. Follow the steps for “*How do I search the CVU Catalog?*”
2. Locate the desired course and click **Launch**
3. Your WBT will open in a popup window

### ***What do I do if I receive the “The learner cannot be registered because they are already registered for the offering” notice?***

This notice informs you that you cannot register for the training because the course is already in your Registered Classes **OR** Transcript.

### ***To launch the course from your Registered Classes:***

1. Click the **Training Records** tab at the top of the page
2. Click **Classes** in the left column
4. Locate the desired course and click **Launch**
5. Your WBT will open in a popup window

### ***To launch the course from your My Transcript:***

3. Click the **Training Records** tab at the top of the page
4. Click **Transcript** in the left column
5. Modify the date range if needed and click **Search**
6. Locate the desired course and click **View Content**
7. Click **Launch**
8. Your WBT will open in a popup window

### ***How do I find and register for a CACI Instructor-Led Training?***

1. From the CVU Home page, enter an applicable search word in the CVU Search portlet, Search box
2. Select **CACI Instructor-Led** in the “All Resources” picklist
3. Click **Search**
4. Locate desired offering and click **Register**  
**Note:** To filter results by start date, location, etc... click on the filter title in the Filter box in the right column.

### ***What is SkillPort and how do I access it?***

SkillPort is a repository of several thousand Web-based training courses. These courses are free to all CACI employees and require no supervisor approval. In SkillPort, you can search for a wide range of applicable courses and view them by Certification Track, Categories. You can also find information about Continuing Education (CEU), Professional Development Units (PDUs) and course credits.

**To access SkillPort:** Log into CVU and click the **Click to launch SkillPort** link within the **Training Resources** portlet on the Home page.

### ***What is Books24x7 and how do I access it?***

In partnership with industry's foremost publishers, industry vendors, analyst firms, business thought leaders and senior executives; Books24x7 offers on-demand, instant access to the complete text of thousands of best-in-class books, book summaries, research reports, videos, live events and best practices. Books 24x7 also offers the Leadership Development Channel which is a unique collection of video presentations designed to help managers and leaders be more effective at managing people and driving results.

**To access Books 24x7:** Log into CVU and click the **Click to launch Books24x7** link within the **Training Resources** portlet on the Home page.

### ***What if I can't find a training course?***

1. The SkillPort search engine is more powerful than the search engine inside CVU. You may have better results if you conduct your search from our SkillPort site.
2. If you cannot find the training you are looking for, send an email to [CVUAdmin@caci.com](mailto:CVUAdmin@caci.com) describing your training need. Your supervisor will need to approve and provide an org number or project string that will be used to pay for the vendor training.

### ***How do I return to a course that I've started?***

1. Click the **Training Records** tab
  2. Click **Classes** in the left margin
  3. Click **Launch** beside the title
- Note:** Once you have registered or launched a course, you will have to launch the course from your Training Records

### ***What do I do if I need to cancel a registration?***

Email [CVUAdmin@caci.com](mailto:CVUAdmin@caci.com) with the Course ID and, if applicable, the class date.

### ***How do I verify that I've successfully completed a course or view courses I've already completed?***

1. Click the **Training Records** tab at the top of the page
  2. Click **Transcript** in the left margin
- Note:** Courses completed during the last year will be listed by default.  
To view older course completions, change the date range and click search