

Waypoints Home Page Quick Guide



This is the Waypoints home screen. Your one-stop-shop for everything you need on your learning journey.

Accessing Waypoints:

- In order to access Waypoints, type in: **don.csod.com** into your web browser URL field or click [here](#). Recommend that you use **Google Chrome or Microsoft Edge**.
- As soon as this page opens, make sure to bookmark it to add it to your Bookmarks bar. You can use the keyboard shortcut **CTRL +D** to do this quickly.
- Waypoints is accessible with a valid Department of Defense Common Access Card (CAC) or PIV from any asset with a smart card reader. Click "**Sign in with CAC/PIV**" and then select your authentication certificate.

Top of page:

- Across the top of the Waypoints home screen, you'll see a series of tabs. Hover your cursor over each of these tabs to access a menu of available pages
 - The Profile page gives you access to your inbox, scheduled tasks, and your universal profile
 - The Collaboration page give you access to Communities and the Knowledge Bank
 - The Learning page will take you to your Learner Home and your Transcript
 - The Support Center pages will show you Frequently Asked Questions, Job Aids, and the Help Desk
- If you continue to look at the top of your screen, you'll notice a Global Search Bar. You can use this search field to find anything across Waypoints
- Next to the search bar, you'll see two small squares
 - The first square, with the silhouette, will take you to your Universal Profile. Your Universal Profile contains your bio, your transcript, and any action items
 - The second square, with the gear image, allows you to access your account, the help page, and lets you logout of Waypoints
 - Note: Your Account is different than Your Profile. Your account allows you to change your preference, such as your profile picture, time zone, and out of office message.

Middle of page:

- On the right of your page, there are a series of quick links that will quickly take you to the most frequently viewed pages:
 - PROFILE allows you to view your bio, transcripts, any outstanding action items, a snapshot view of any development plans, and your user record
 - The LEARNING quick link lets you view your learning & development opportunities. You can see featured and suggested learning, as well as the most popular training over the past 60 days. You can target and filter your search by provider, type, subject, and course duration
 - PLAYLISTS allows you to create curated learning plans focused on training you select. You can share playlists, and follow playlists that have been shared by others.
 - The TRANSCRIPTS quick link lets you see all of the learning that you have requested and all of the learning that has been assigned to you. You can review due dates, see what you have upcoming, and see what learning you have completed. You can also see your total training hours and can even run reports

Bottom of page:

- Now, let's move to the bottom of the page. You'll see four widgets across the bottom that direct you to other areas of Waypoints. The one of importance for now is:

- Get Help – this will direct you to a help and support page where you can access frequently asked questions or helpful user guides