



## Module Training Registration and Information

*Fall 2026 Edition*



### Current Training Dates and Information

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Training sessions are grouped by module. To view a specific training session, click the module link below:

[EO 12866  
Module](#)

[Paperwork  
Reduction Act  
\(PRA\) Module](#)

[Privacy  
\(SORNs/MAs\)  
Module](#)

[Regulatory  
Accounting  
Module](#)

[Unified  
Agenda  
Module](#)

[ROCIS  
Office  
Hours](#)

Please review the Module section prior to registering for a training session.

### EO 12866 Regulatory Review Module

#### How to Receive Access:

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If you are a new user of the EO 12866 module, **before registering for any training session, please check with your agency's Unified Agenda Contact or Regulatory Office** to determine if you need ROCIS access, what your user role will be, and which agency/sub-agencies you will need access to.

ROCIS Production accounts will not be created until we have authorization from your agency, have received a signed security agreement from you, and you have completed the required training.

#### Available EO 12866 Regulatory Review Module User Roles:

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- **Regulatory Review Processor (RRP):** This user role can create and edit EO packages.
- **Executive Order Regulatory Contact (EORC):** This user role can create, edit, and submit EO packages.
- **Reg Pub Date Updater (RPDU):** This user role can update the Federal Register Publication Date for concluded EO reviews.
- **Agenda Reauthorizer (AGREAUTH):** This user role serves as the agency's first point of contact for EO 12866 Regulatory Review module access requests and determines the agency and sub-agencies access.

#### About This Training Session:

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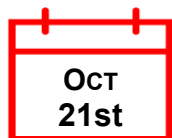
This session covers the steps to create, edit, and submit an EO 12866 Regulatory Review package.

##### Topics include:

- Searching for a RIN or EO Package
- Creating an EO Package
- Accessing the Inbox
- Uploading and Managing Documents
- Submitting an EO Package
- Processing 'Open for Amendment' EO Packages
- Using ROCIS Administration Functions
- Viewing the EO 12866 Section on Reginfo.gov

#### Training Dates:

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**Wednesday, October 21, 2026, from 1:00 PM – 3:30 PM ET**

**Training is online via [Zoom.gov](#).** A calendar invitation will be emailed to you.

**Registration Link: [EO 12866 October 21, 2026](#)**

## Paperwork Reduction Act (PRA) Module: (2-day Session)

### How to Receive Access:

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If you are a new user of the PRA module, **before registering for any training session, please check with your agency's CIO or PRA Clearance Officer** to determine if you need ROCIS access, what your user role will be, and which agency/sub-agencies you will need access to.

ROCIS Production accounts will not be created until we have authorization from your agency, have received a signed security agreement from you, and you have completed the required training.

### Available PRA Module User Roles:

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- **Paperwork Data Entry Contact (PDEC):** This user role can create and edit Information Collection Requests (ICRs)
- **Authorized Paperwork Contact (APC):** This user role can create, edit, and submit ICRs.
- **Clearance Officer (CL):** This user role serves as the agency's first point of contact for PRA module access requests and determines the level of access needed for agencies and sub-agencies.
  - **PRA Level 2 Reauthorizer (PRAREAUTH2):** This user role is initially assigned to the CL but can be delegated to another APC. They can reauthorize all roles except PRAREAUTH1.
- **Certifying Official (CO):** This user role authorizes access for CLs and APCs and is ultimately responsible for PRA. The CO is usually the agency's Chief Information Officer (CIO) or Chief Data Officer (CDO).
  - **PRA Level 1 Reauthorizer (PRAREAUTH1):** This user role is initially assigned to the CO but can be delegated to the CL. They can reauthorize PRAREAUTH2 roles.

### About This Training Session:

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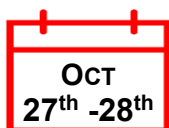
This session covers the steps to create and submit an Information Collection Request (ICR) Package.

#### Topics Include:

- Accessing the Inboxes
- Creating a New ICR
- Creating a Request to use Common Form (RCF)
- Adding an Information Collection (IC)
- Adding an Information Collection Instrument (ICI)
- Using the Burden Worksheet
- Creating Other Requests
- Uploading Documents
- Certifying Compliance and Submitting
- Processing 'Open for Amendment' request
- Accessing OIRA Concluded Data
- Using ROCIS Administration Functions
- Viewing the ICR Section on Reginfo.gov)

### Training Dates:

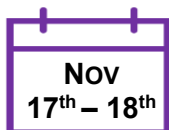
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**Tuesday & Wednesday, October 27-28, 2026, from 1:00 PM – 4:00 PM ET**

Training is online via [Zoom.gov](#). A calendar invitation will be emailed to you.

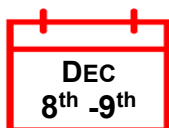
Registration Link: [PRA October 27-28, 2026](#)



**Tuesday & Wednesday, November 17-18, 2026, from 1:00 PM – 4:00 PM ET**

Training is online via [Zoom.gov](#). A calendar invitation will be emailed to you.

Registration Link: [PRA November 17-18, 2026](#)



**Tuesday & Wednesday, December 8-9, 2026, from 1:00 PM – 4:00 PM ET**

Training is online via [Zoom.gov](#). A calendar invitation will be emailed to you.

Registration Link: [PRA December 8-9, 2026](#)

## Privacy Module

### How to Receive Access:

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If you are a new user of the Privacy module, **before registering for any training session, please check with your agency's Senior Privacy Official or Privacy Office** to determine if you need ROCIS access, what your user role will be, and which agency/sub-agencies you will need access to.

ROCIS Production accounts will not be created until we have authorization from your agency, have received a signed security agreement from you, and you have completed the required training.

### Available Privacy User Roles:

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- **SORN Preparer (SP):** This user role can create and edit SORNs and MAs.
- **SORN Privacy Officer (SPO):** This user role can create, edit, and submit SORNs and MAs.
- **SORN Administrative Contact (SAC):** This user role serves as the agency's first point of contact for Privacy module access requests and determines the level of access needed for agencies and sub-agencies.
  - **Privacy Level 2 Reauthorizer (PRIREAUTH2):** This user role can reauthorize all roles except PRIREAUTH1. This user role is initially assigned to the SAC but can be delegated to an SPO.
- **Senior SORN Privacy Officer (SSPO):** This user role authorizes access for SACs and SPOs and is ultimately responsible for Privacy Module requests.
  - **Privacy Level 1 Reauthorizer (PRIREAUTH1):** This user role can reauthorize Level 2 Reauthorizers (PRIREAUTH2). This role is initially assigned to the SSPO but can be delegated to an SAC.

### About This Training Session:

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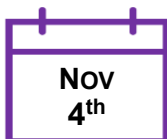
This session covers the steps to create and submit System of Records Notices and Matching Agreements.

#### Topics include:

- |                                              |                                         |
|----------------------------------------------|-----------------------------------------|
| ▪ Accessing ROCIS Production                 | ▪ Viewing a Concluded Request           |
| ▪ Navigating and Searching Inbox Sections    | ▪ Adding the FR Publication Data        |
| ▪ Creating and editing a new SORN Request    | ▪ Creating and editing a new MA Request |
| ▪ Uploading Documents                        | ▪ Submitting an MA Request              |
| ▪ Submitting a SORN Request                  | ▪ Using ROCIS Administrative Functions  |
| ▪ Processing an 'Open for Amendment' request |                                         |

### Training Dates:

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**Wednesday, November 4, 2026, from 1:00 PM – 3:30 PM ET**

**Training is online via [Zoom.gov](#).** A calendar invitation will be emailed to you.

**Registration Link: [Privacy November 4, 2026](#)**

## Regulatory Accounting Module

### How to Receive Access:

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If you are a new user of the Regulatory Accounting Module, **before registering for any training session, please check with your agency's Unified Agenda Contact** to determine if you need ROCIS access, what your user role will be, and which agency/sub-agencies you will need access to.

ROCIS Production accounts will not be created until we have authorization from your agency, have received a signed security agreement from you, and you have completed the required training.

### Available RAM User Roles:

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- **Regulatory Data Review Processor (RDRP):** This user role can create and edit RAM cost/cost savings requests.
- **Regulatory Data Review Manager (RDRM):** This user role has the same privileges as an RDRP, but they can also submit RAM cost/cost savings requests to OIRA for review.
- **Regulatory Data Review Admin (RDRA):** This user role has the same privileges as an RDRP and RDRM, but can also create, edit, and submit: FY Allowance, Inter-agency Transfers, EOFY Accounting, and Non-compliance Target Plans.
- **Regulatory Data Review Authorizer (RDRREAUTH):** This user role can reauthorize the above roles annually, so that they remain active in ROCIS. This role is assigned to the RDRA upon account creation.

### About This Training Session:

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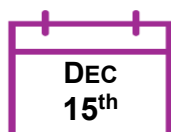
This session covers the steps to create, edit, and submit a Regulatory/Deregulatory Request package.

#### Topics include:

- Searching for data
- Accessing the Inbox
- Creating a Package for a RIN/ZRIN
- Creating a Package for an ICR
- Entering Economic Data
- Uploading Documents
- Using the Agency Accounting Tool
- Using the FY Projection Tool
- Submitting an FY Allowance Request
- Creating an Inter-Agency Transfer Request
- Creating an EOFY Accounting Request
- Creating a Non-Compliance Target Plan
- Understanding the Submitting/Receiving Processes
- Processing an 'Open for Amendment' request

### Training Dates:

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**Tuesday, December 15, 2026, from 1:00 PM – 3:30 PM ET**

**Training is online via [Zoom.gov](#).** A calendar invitation will be emailed to you.

**Registration Link: [Regulatory Accounting December 15, 2026](#)**

## Unified Agenda Module

### How to Receive Access:

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If you are a new user of the Unified Agenda Module, **before registering for any training session, please check with your agency's Unified Agenda Contact** to determine if you need ROCIS access, what your user role will be, and which agency/sub-agencies you will need access to.

ROCIS Production accounts will not be created until we have authorization from your agency, have received a signed security agreement from you, and you have completed the required training.

### Available Unified Agenda User Role:

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- **Regulatory Data Entry Contact (RDEC):** This user role can request new RINs and update agenda entries in ROCIS.
- **Authorized Regulatory Contact (ARC):** This user role can perform all the same tasks that the RDEC can perform. In addition, this user can authorize submission of the Unified Agenda and Regulatory Plan for publication.
- **Agenda Reauthorizer (AGREAUTH):** This user role serves as the agency's first point of contact for Agenda and EO/Regs access requests and determines the level of access needed for agencies and sub-agencies.

### About This Training Session:

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This session covers the steps to request a Regulation Identifier Number (RIN) when a new regulation is under development.

#### Topics include:

- |                                               |                                         |
|-----------------------------------------------|-----------------------------------------|
| ▪ Overview of the Unified Agenda              | ▪ Uploading documents                   |
| ▪ Overview of the Regulatory Plan (Data Call) | ▪ Submitting the Agenda/Regulatory Plan |
| ▪ Searching for a RIN/ZRIN                    | ▪ Generating Reports                    |
| ▪ Requesting a new RIN or a ZRIN              | ▪ Viewing the Agenda on Reginfo.gov     |

### Training Dates:

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**As needed.**

For questions related to the Unified Agenda, please email: [RISC@gsa.gov](mailto:RISC@gsa.gov).



## ROCIS Office Hours *(Offered Monthly)*

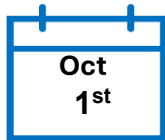
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These informal sessions, hosted by the ROCIS Training Specialist and Help Desk Agent, will be used to answer data-entry questions or to explain a system-related process for any ROCIS Module. Office Hours are held on the **first Thursday of every month** (unless a holiday falls on that day, in which case it will be held the following Thursday). These sessions are online via Zoom.gov. **No registration is required.**

**Please note: This is not a training session.** This session is designed for users to ask questions or get assistance. Users do not have to stay for the entire session. **Please come prepared with questions or issues.** This session is not recorded.

### Office Hours Dates:

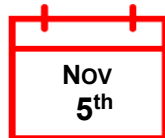
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#### **October ROCIS Office Hours**

Thursday, October 1, 2026, from 12:00 PM - 1:00 PM ET

Zoom.gov Link: [Zoom Link for All Upcoming Office Hours](#)



#### **November ROCIS Office Hours**

Thursday, November 5, 2026, from 12:00 PM - 1:00 PM ET

Zoom.gov Link: [Zoom Link for All Upcoming Office Hours](#)



#### **December ROCIS Office Hours**

Thursday, December 3, 2026, from 12:00 PM - 1:00 PM ET

Zoom.gov Link: [Zoom Link for All Upcoming Office Hours](#)



## Training Information and Reminders

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A registration confirmation email will be sent to the user after they have registered. Training materials and reminders will be sent via email 24 hours before the training.

### **Reminders:**

- Log into the Zoom meeting at least 5 minutes before the training begins, so that you can get connected to Zoom.gov and have time to troubleshoot any issues.
- Use the browser version of Zoom if you do not have the application downloaded to your computer.



## Contact Us

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### **For Training Assistance:**

For more information related to the EO 12866, PRA, Privacy, Regulatory Accounting, or Unified Agenda module training, please contact [heidi.griffith@gsa.gov](mailto:heidi.griffith@gsa.gov).

### **For Unified Agenda Assistance:**

If you have questions regarding the Unified Agenda, please contact: [RISC@gsa.gov](mailto:RISC@gsa.gov).

### **For ROCIS Assistance:**

If you need assistance with ROCIS, please contact the ROCIS Help Desk by calling 1-866-498-2945, option 3, or submitting an online request at <https://www.rocis.gov/rocis/contactUs.do>.