



Module Training Registration and Information

Summer 2026 Edition



Current Training Dates and Information

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-
NEW
ZOOM
LINK!](#)

EO 12866 Regulatory Review Module *(Offered Quarterly)*

Please read this important information before registering for any ROCIS Module training session.

How to Receive Access:

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 access, the user role required (see the Roles Available section below), and the agency/sub-agencies to which you need access.

It is our policy not to provide ROCIS Production accounts until we have obtained authorization from your agency, received a signed security agreement from you, and you have completed the required training.

Roles Available:

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

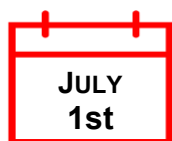
About This Training Session:

This class covers the steps necessary to create, edit, and submit an EO 12866 Review package in ROCIS.

Topics include:

- Searching for a RIN or EO Package
- Creating an EO Reg Review Package
- Accessing the Inbox
- Uploading Documents
- Submitting and Receiving Processes
- Handling 'Open for Amendment'
- Using ROCIS Administration Functions
- Viewing the Public Website (Reginfo.gov)

Training Dates:



Wednesday, July 1, 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 July 1, 2026](#)

Can't attend any of the dates above? View Upcoming Dates [here](#).

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

Please read this important information before registering for any ROCIS Module training session.

How to Receive Access:

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 access, the user role required (see the Roles Available section below), and the agency/sub-agencies to which you will need access.

It is our policy not to provide ROCIS Production accounts until we have obtained authorization from your agency, received a signed security agreement from you, and you have completed the required training.

Roles Available:

- **Paperwork Data Entry Contact (PDEC):** This role can create and edit collections.
- **Authorized Paperwork Contact (APC):** This role can create, edit, and submit collections.
- **Clearance Officer (CL):** This role serves as the agency's first point of contact for ROCIS PRA access requests and determines the level of access needed for agencies and sub-agencies.
 - **PRA Level 2 Reauthorizer (PRAREAUTH2):** This 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 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 role is initially assigned to the CO but can be delegated to the CL. They can reauthorize PRAREAUTH2 roles.

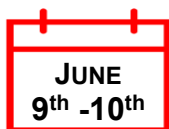
About This Training Session:

This class covers the steps necessary to create and submit ICRs and RCFs in ROCIS.

Topics Include:

- Accessing the Inboxes
- Creating a New ICR Request
- Creating Requests to use Common Forms (RCF), for example, the Personal Vetting Questionnaire (PVQ)
- Adding Information Collections (IC)
- Adding Information Collection Instruments (ICI)
- Using the Burden Worksheet
- Creating Other Requests
- Uploading Documents
- Certifying Compliance and Submitting
- Handling 'Open for Amendment'
- Accessing OIRA Concluded Data
- Using ROCIS Administration Functions
- Viewing the Public Website (Reginfo.gov)

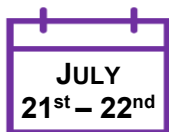
Training Dates:



Tuesday & Wednesday, June 9-10, 2026, from 1:00 PM – 4:00 PM ET

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

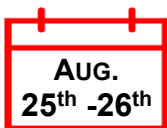
Registration Link: [PRA June 9-10, 2026](#)



Tuesday & Wednesday, July 21-22, 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 July 21-22, 2026](#)



Tuesday & Wednesday, August 25-26, 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 August 25-26, 2026](#)



Tuesday & Wednesday, September 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 September 8-9, 2026](#)

Can't attend any of the dates above? View Upcoming Dates [here](#).

Privacy Module *(Offered Quarterly)*

Please read this important information before registering for any ROCIS Module training session.

How to Receive Access:

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 access, the user role required (see the Roles Available section below), and the agency/sub-agencies to which you will need access.

It is our policy not to provide ROCIS Production accounts until we have obtained authorization from your agency and received your signed security agreement.

Roles Available:

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

This class covers the steps necessary to create and submit System of Records Notices and Matching Agreements in ROCIS.

Topics include:

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

Training Dates:



Wednesday, August 5, 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 August 5, 2026](#)

Can't attend any of the dates above? View Upcoming Dates [here](#).

Regulatory Accounting Module *(Offered Quarterly)*

Please read this important information before registering for any ROCIS Module training session.

How to Receive Access:

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 access, the user role required (see the Roles Available section below), and the agency/sub-agencies to which you will need access.

It is our policy not to provide ROCIS Production accounts until we have obtained authorization from your agency, received a signed security agreement from you, and you have completed the required training.

Roles Available:

- **Regulatory Data Review Processor (RDRP):** This role can create and edit RAM cost/cost savings requests.
- **Regulatory Data Review Manager (RDRM):** This 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 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 can reauthorize the above roles annually, so that they remain active in ROCIS. This role is assigned to the RDRA upon account creation.

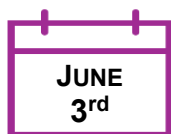
About This Training Session:

This class covers the steps necessary to create, edit, and submit Regulatory/Deregulatory request packages (as required by EO 14192) in ROCIS.

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 new 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
- Handling 'Open for Amendment'

Training Dates:



Thursday, June 3, 2026, from 1:00 PM – 3:30 PM ET

Training is online via [Zoom.gov](https://zoom.us). A calendar invitation will be emailed to you.

Registration Link: [Regulatory Accounting June 3, 2026](#)



Tuesday, Sept. 22, 2026, from 1:00 PM – 3:30 PM ET

Training is online via [Zoom.gov](https://zoom.us). A calendar invitation will be emailed to you.

Registration Link: [Regulatory Accounting September 22, 2026](#)

Can't attend any of the dates above? View Upcoming Dates [here](#).

Unified Agenda Module

Please read this important information before registering for any ROCIS Module training session.

How to Receive Access:

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 access, the user role required (see the Roles Available section below), and the agency/sub-agencies to which you will need access.

It is our policy not to provide ROCIS Production accounts until we have obtained authorization from your agency, received a signed security agreement from you, and you have completed the training.

Roles Available:

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

About This Training Session:

This class takes the participant through the steps to request a Regulation Identifier Number (RIN) when a new regulation is under development.

Topics include:

- Brief Overview of the Unified Agenda and Regulatory Plan (Data Call)
- Administrative - "Who to Call for What."
- Virtual Walk Through
 - Search the ROCIS Database for a Specific RIN
 - Request a New RIN or a ZRIN
 - Entering Data into ROCIS
 - Submission/Upload Agency Preamble
 - Submission of Agency's Agenda/Regulatory Plan
 - Run/Generate Various Agenda Reports
 - Viewing the Public Website Reginfo.gov

Training Dates:

Tentative Fall 2026 UA Training Session to be announced.

For questions related to the Unified Agenda, please email: RISC@gsa.gov.

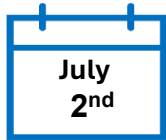


ROCIS Office Hours (*Offered Monthly*)- **NEW ZOOM LINK!!!**

These informal sessions, hosted by the ROCIS Help Desk Agent and SMEs, will be used to answer data-entry questions or explain a system-related process for any ROCIS Module. These sessions are for new or existing users who have recently completed training. It will be **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 quickly come in, ask questions or get assistance, and then leave. Please come prepared with questions or issues. This session is not recorded.

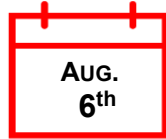
Office Hours Dates:



July ROCIS Office Hours

Thursday, July 2, 2026, from 12:00 PM - 1:00 PM ET

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



August ROCIS Office Hours

Thursday, August 6, 2026, from 12:00 PM - 1:00 PM ET

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



September ROCIS Office Hours

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

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



Training Information and Reminders

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 start date.

Reminders:

- Please plan to log into the Zoom system at least 5 minutes before the training begins, so that you can get connected to Zoom.gov and have time to troubleshoot any issues.
- It is our policy not to provide ROCIS Production accounts until we have obtained authorization from your agency, received a signed security agreement from you, and you have completed the necessary training.



Contact Us

For Training Assistance

For more information related to the EO 12866, PRA, Privacy, Regulatory Accounting, or Unified Agenda modules, please contact heidi.griffith@gsa.gov.

For information related to the Unified Agenda.

Please contact: RISC@gsa.gov.

For ROCIS Assistance

If you need assistance with ROCIS, please call 1-866-498-2945, option 3, or submit an online request at <https://www.rocis.gov/rocis/contactUs.do>.