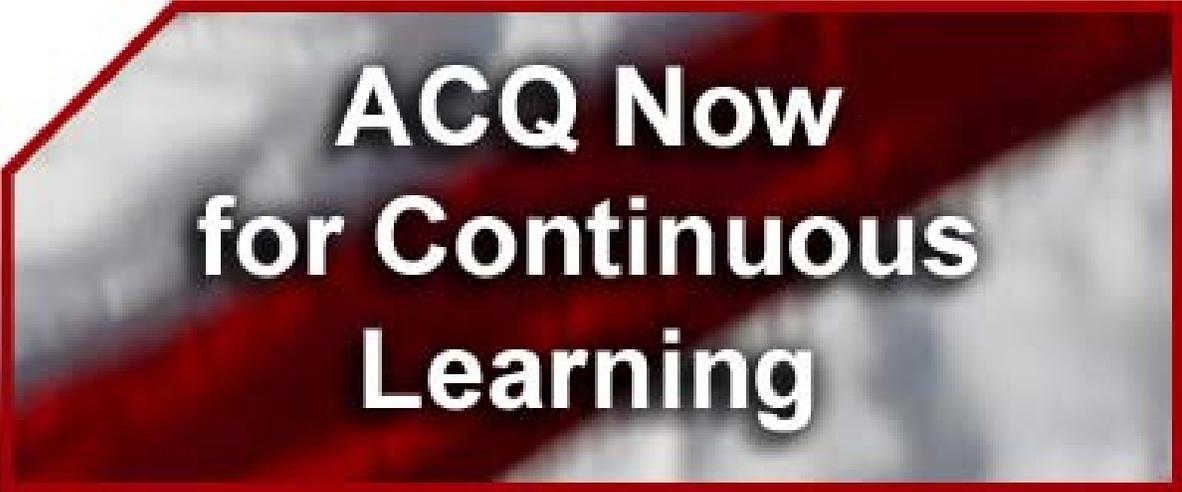


ACQ Now

For Continuous Learning Events

&

AFIT Now

A graphic with a red border and a background of blurred images. The text "ACQ Now for Continuous Learning" is centered in white, bold font.

**ACQ Now
for Continuous
Learning**

Supervisor's Guide

Revised October, 2007

United States Air Force
Acquisition Training Office
555 E Street, West Suite 5
Randolph AFB, TX 78150-4530

If you have any questions about the ACQ NOW CL System, please contact:

Mary Habib

Program Manager, ACQ Now CL
DSN 665-6580, Comm (210) 565-5900
Email: acqnowcl@randolph.af.mil

Air Force Acquisition Training Office (SAF/AQXD-ATO)
555 E Street, West Suite 5
Randolph AFB, TX 78150-4530

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About this Manual

Users should note the following terminology and conventions used in this Manual:

1. **Bolding** – Words printed in **bold letters** appear exactly that way on the website.
2. When referring in the text to a specific area of a window, an item may be highlighted in an accompanying graphic or “Figure” The convention used is to place the item in a “spotlight rectangle” emphasized by an arrow. An example of this convention appears below.



Figure #: Title

3. The term “**text box**” refers to a place on a form where text entry is required. Text may be entered directly from the keyboard or by selecting an item from a **drop-down** menu to the right of the text box (where available). The availability of a **drop-down** menu is shown by the symbol  as illustrated below. Only one item may be selected from a drop-down menu to be placed in the text box.

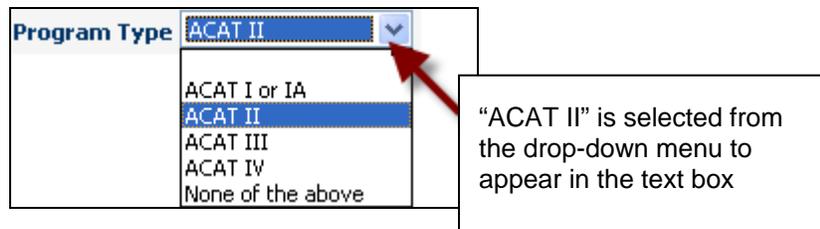


Figure #: Drop-down menu

4. Radio buttons ( ) are used when only one option from a pair or a group should be selected. A green dot in the center of the circle indicates that option is selected. Click in a radio button to add or remove its dot.
5. Checkboxes (  ) are used when more than one option may be selected from a number of alternatives. A checkmark inside a box indicates that option is selected. Click in a checkbox to add or remove its checkmark.

If you have any questions or suggestions for improving this user manual, please contact Mary Habib, Program Manager, DSN 665-6580, Comm (210) 565-5900

Email: acqnowcl@randolph.af.mil

Introduction

Welcome to the ACQ Now CL system. This User Manual is designed to support Supervisors tasked with managing student applications for learning Events and for the award of Continuous Learning Points (CLP). As a Supervisor, you may expect to receive a number of email applications for CLPs. To action these, you will need Supervisor-level access to the ACQ Now CL system. Access is contingent upon a valid Supervisor's email account and an Application Review Code. Once you have used these to sign in to the system, you may navigate using either the main Supervisor Menu in the top left of each window, the links and buttons available in each window, or a combination of the two.

Getting Started

1 Supervisor Application Review

Supervisors may manage Student CL applications by signing into ACQ Now CL at:

<https://www.atrrs.army.mil/channels/acqnowcl/supervisor/>

This URL provides access to a set of features designed specifically for Supervisors. From here a Supervisor may approve or disapprove a student's request for Continuous Learning Points (CLPs); approve or disapprove a student application to a learning Event; view a student's training history; and/or review Point Credit Guidelines.

- 1 Enter the above URL in your browser. Note you may also access this window from the ACQ Now CL Student menu. Click any menu item in the Supervisor Menu - the bottom section of the Main Menu – to do so (see Figure 1).

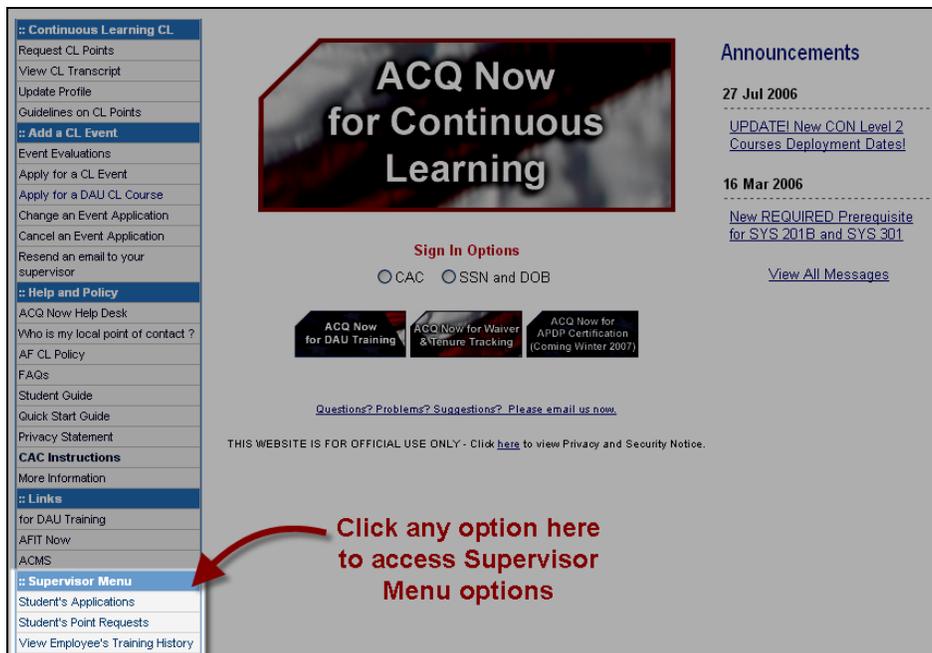


Figure 1: Accessing the Supervisor's menu from the Student Menu

- 2 The **Supervisor Application Review** window opens (See Figure 2).

Figure 2: Supervisor Application Review

- To manage student applications, Supervisors must first acquire an **Application Review Code** which provides access to student applications and student learning histories. A code may be obtained in one of two ways; it may be automatically emailed to a Supervisor when he/she is notified that a student has made an application; or a Supervisor may request a code directly from the **Supervisor Application Review** window. Note: you must sign in to the system before the main Supervisor Menu hyperlinks become functional (see Figure below).

Figure 3: The main Supervisor Menu

- If you have been emailed an **Application Review Code**, enter your email address and the code in the corresponding text boxes under **Supervisor Sign In** (see Figure 4).

Figure 4: Supervisor Sign In on the Supervisor Application Review window

- 5 If you don't have a code, you may request one by entering your email address in the **Supervisor Sign In** box and clicking on the [click here to obtain your access code](#) hyperlink. The **Review Code** window opens (see Figure 5).

Review Code

Enter your Supervisor Email address to have a new review code sent to you.

Review Code

Email:

Note: You must enter your exact e-mail address, typically "firstname.lastname@organization.af.mil"

Send

Figure 5: Review Code window

- 6 Enter your Supervisor email address then press the **Send** button. A confirmation message displays stating that a code will be sent to you at the email address you provided.
- 7 Once you have a code, enter your email address and the code in the corresponding text boxes under **Supervisor Sign In**. The **Student Requests for Continuous Learning Points** window opens (see Figure 6).

ACQ NOW for Continuous Learning Events Main Menu

Supervisor Menu

- Point Credit Guidelines
- Student Applications
- Student CL Point Requests
- View Employee Trng History

Help

- ACQ Now CL User Guides
- Contact Air Force Help Desk

Links

- About Acquisition Training
- ACQ Now for Continuous Learning Events
- Acquisition Career Home Page
- Privacy and Security Notice

Student Requests for Continuous Learning Points

When reviewing point requests, please note that your employees should not request approval of points earned by attending events they registered for using ACQ Now. This includes courses offered by the Defense Acquisition University (DAU). You approved the points earned in those events during the registration process and they are automatically added to the employee's official record in ACQ Now.

Before approving a students request, please use the "Review CL Training History" button to view events for which the student has already been awarded points, as well as any events currently scheduled. A space is also provided for comments you would like included in the student's email confirmation. Click a student's name to review that request.

1 → Pending Applications: 0

To approve a point request listed on this page, please check the box next to the name(s) of individuals you wish to approve. Then determine the number of points to be awarded for each individual you've selected, and enter that value in the "points awarded" box. When you are finished, click the "Update" button.

Pending Student Requests						
	Name	Event	Pts Requested	Pts Awarded	Request Type	Date Requested
	Tester, Tom I	CLM 003	2		Cancellation	20 Nov 2006 14:42
<input type="checkbox"/>	Anderson, John	Middle East Politics	2	<input type="text" value="2"/>	Approval	10 Oct 2006 08:32
<input type="checkbox"/>	Anderson, John	Middle East Politics	2	<input type="text" value="2"/>	Approval	10 Oct 2006 08:32
<input type="checkbox"/>	Anderson, John	Middle Eastern Politics	2	<input type="text" value="2"/>	Approval	10 Oct 2006 08:57
<input type="checkbox"/>	Anderson, John	Middle Eastern Politics	2	<input type="text" value="2"/>	Approval	10 Oct 2006 08:57

Update

You may go back and readjust points awarded, or even change the number of previously-awarded points by clicking on the student's name link. When the **Process Student CL Point Request** window appears you can **Approve** or **Disapprove** point requests simply by clicking on the corresponding radio button. You can also modify the number of points awarded in the dialog box. When completed, simply click on the **Process Request** button.

Previous Student Requests				
Name	Event	Event Type	Status	Points Awarded
Tester, Tom I	Environmental Mg System Awareness Training	Leadership Training	Approved	8
Tester, Tom I	CLM 003	DAU Continuous Learning	Approved	2
Tester, Tom I	CLM 003	DAU Continuous Learning	Approved	2
Tester, Tom I	Acquisition Conference	Leadership Training	Approved	6
Tester, Tom I	Logistics Conference	Professional Events	Approved	4

Figure 6: Student Requests for Continuous Learning Points window

- 8 The **Student Requests for Continuous Learning Points** window allows a Supervisor to manage:
- ❖ **Pending Applications** for Learning Events
 - ❖ **Pending Student Requests** for Continuous Learning Points
 - ❖ **Previous Student Requests** for Continuous Learning Points

Pending Applications.

- 9 Click on the **Pending Applications** button (arrowed as **1** → above) to open the **Student Continuous Learning Applications** window (see Figure 7). Note: the **Student Continuous Learning Applications** window may also be accessed from the **Supervisor Menu** by clicking the **Student Applications** hyperlink.

ACQ NOW for Continuous Learning Events
Main Menu

Student Continuous Learning Applications

Click on the student's name to process that application.

Pending Point Requests: 3

To approve several applications at once, click on the checkbox next to each application, and then click on the "Approve" button.

Pending Student Applications						
	Name	Event	Location	Request Type	Date Applied	Start Date
	Jacobs, Sally <small>L</small>	Advanced Heavy Lifting	TBD	Cancellation	22 Feb 2006 12:37	01 Jun 2006
<input type="checkbox"/>	Anderson, John	Advanced Heavy Lifting	ASM Research	Training	23 Feb 2006 15:54	22 Mar 2006
<input type="checkbox"/>	Anderson, John	2006 USMC Acquisition Excellence Day	Fairfax	Training	22 Feb 2006 15:12	22 Mar 2006
<input type="checkbox"/>	Jacobs, Sally <small>L</small>	ACAT Categories	Web-based	Training	10 Mar 2006 15:44	01 May 2006
<input type="checkbox"/>	Jacobs, Sally <small>L</small>	2006 USMC Acquisition Excellence Day	Fairfax	Training	10 Mar 2006 15:48	22 Mar 2006
<input type="checkbox"/>	Penny, Jose <small>A</small>	Discovery Map 9	AFIT	Training	10 Mar 2006 16:00	27 Nov 2006 08:15
<input type="checkbox"/>	Jacobs, Sally <small>L</small>	Asset Visibility	Web-based	Training	10 Mar 2006 15:52	27 Mar 2006

Figure 7: Student Continuous Learning Applications window

- 10 The **Student Continuous Learning Applications** window lists Events for which one or more students have applied. Together they are listed in the **Pending Student Applications** table. Each application needs the approval of a Supervisor before forwarding to a Training Manager for final approval.
- 11 To approve an application, place a check mark in its corresponding check box i.e. the check box in the same row as the Event you approve the student to attend. A Supervisor may approve more than one application at a time by checking multiple check boxes. To confirm approval(s), click the **Approve** button below the table.
- 12 The **Pending Point Requests** button at the top right hand side of the window may be used to return to the **Student Requests for Continuous Learning Points** window.
- 13 A Supervisor may also approve or disapprove a student's application for an Event from the **Process Student Application** window (see Figure 8). This window is available by clicking on a student's name in the **Student Continuous Learning Applications** window (Figure 7)

ACQ NOW for Continuous Learning Events		Main Menu						
Process Student Application								
Review the application below and select an approval status at the bottom of the application. It is also advised that you enter any comments you would like included in the student's application confirmation. When you have selected a status, press the 'Process Application' button.								
Student Training Application								
Event Information								
Event: Asset Visibility	Building:	POC: Jason marley						
Location: ASM Research	Room:	POC Phone:						
Street: Test St.	Start Date: 16 Jan 2007	POC Fax:						
City: Test City	State: AE	End Date: 30 Jan 2007						
CL Points: 10	Location URL:	POC Email: aitassup@asmr.com						
Student Information								
SSN: ***-**-1111	Name: Yonder, Wild B	Gender: MALE						
Pay Plan: O	Pay Grade: 05							
Student Contact Information	Student Comments							
Organization: AFMC - WPAFB Organization/Full Office Symbol: 346 TWCCD Duty Address: 333 Airport Road City: Fairborn State: OH ZIP Code: 45234 Country Where Currently Located: UNITED STATES Phone: (555) 555-5555 DSII Country Code: DSII: Fax: Email: aitasstu@asmr.com	<div style="border: 1px solid gray; height: 100px;"></div>							
Supervisor Approval								
Approval of this application indicates approval of the continuous learning event, concurrence with the points earned, and if required, commitment of funding for travel and per diem required for this employee to attend this event.								
Status: <input type="radio"/> Approve <input type="radio"/> Disapprove	Comments: (timestamp is automatically generated - 1000 character limit) <div style="border: 1px solid gray; height: 40px;"></div>	Current Location Statistics <table border="1"> <thead> <tr> <th>Reservations</th> <th>Waits</th> <th>Available</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>15</td> </tr> </tbody> </table>	Reservations	Waits	Available	0	0	15
Reservations	Waits	Available						
0	0	15						
<div style="background-color: red; color: white; padding: 5px; display: inline-block; border: 1px solid black;">Process Application</div>								

Figure 8: Process Student Application window

- 14 The **Process Student Application** window displays information about the student and the Event the student applied for. At the bottom of the window there is a section reserved for action by a Supervisor (see Figure 9).

Current Location Statistics		
Reservations	Waits	Available
0	0	15

Figure 9: Supervisor Approval Box

- 15 A Supervisor may **Approve** or **Disapprove** the application by checking the respective radio button (highlighted at the left in the figure above). A decision may be influenced by the **Current Location Statistics** (highlighted at the right in the figure above) which show the number of **Available** places at the Event, the number of **Reservations** already taken and, where appropriate, any **Waits**. This information may be of use to a Supervisor in determining if an application should be approved. The final decision whether a student attends an Event will be made by the Training Manager who subsequently receives the application.
- 16 The **Comments** text box under **Supervisor Approval** may be used to record comments that will be forwarded to the student in an email informing them of their Supervisor's decision.
- 17 When a decision is made to **Approve** or **Disapprove** the application, click the **Process Application** button at the bottom of the window to confirm the decision.

Pending Student Requests.

- 18 The **Pending Student Requests** table (arrowed as **2**→ in Figure 6) displays completed Events for which a student seeks a Supervisor's approval for an award of CLPs. The table displays one or more Events for which a student requests CLPs; the number of CLPs requested by the student; a column for the Supervisor to record the number of CLPs awarded; the type of request; and the date the request was made.
- 19 A Supervisor may approve the award of CLPs for a completed Event by placing a check mark next to a student's name and clicking the **Update** button. A Supervisor may approve more than one request at a time by checking multiple check boxes, then clicking the **Update** button to approve all the checked requests (see Figure 10). Note it is not possible to **Disapprove** an application from this window. To **Disapprove** an application click on the student's name to open the **Process Student CL Point Request** window (see paragraph 22 for instructions).

To approve a point request listed on this page, please check the box next to the name(s) of individuals you wish to approve. Then determine the number of points to be awarded for each individual you've selected, and enter that value in the "points awarded" box. When you are finished, click the "Update" button.

Pending Student Requests						
	Name	Event	Pts Requested	Pts Awarded	Request Type	Date Requested
	Anderson, John	Brown Bag Lunch - Far East Diplomacy	1		Cancellation	22 Feb 2006 14:46
<input checked="" type="checkbox"/>	Anderson, John	Basic First Aid for First Responders	3	<input type="text" value="3"/>	Approval	23 Feb 2006 13:26
<input checked="" type="checkbox"/>	Anderson, John	Applied Project Management	16	<input type="text" value="16"/>	Approval	13 Mar 2006 11:36

Update

Figure 10: Clicking the Update button approves both checked events

- 20 Note that students should not request approval for points earned by attending events they registered for using ACQ Now CL. This includes courses offered by the Defense Acquisition University (DAU). Points for these Events are approved during the registration process and they are automatically added to a student's official record.
- 21 A Supervisor may review additional information about an Event before deciding on whether to approve or disapprove CLPs. To do so, click on the hyperlink for the student's name where it is displayed next to the Event in question (see Figure 11).

Pending Student Requests						
	Name	Event	Pts Requested	Pts Awarded	Request Type	Date Requested
	Anderson, John	Brown Bag Lunch - Far East Diplomacy	1		Cancellation	22 Feb 2006 14:46
<input type="checkbox"/>	Anderson, John	Basic First Aid for First Responders	3	<input type="text" value="3"/>	Approval	23 Feb 2006 13:26
<input type="checkbox"/>	Anderson, John	Applied Project Management	16	<input type="text" value="16"/>	Approval	13 Mar 2006 11:36

Figure 11: Student's name is a hyperlink to Event details

22 The **Process Student CL Point Request** window opens (see Figure 12).

Process Student CL Point Request

Please review the request below and select an approval status at the bottom of the form. If you choose to approve the request, enter the appropriate number of points to award the event. In general, the number of points awarded should equal the number of hours spent in the event. For more information on determining the appropriate point value, click on "Points Awarded" to review the OSD guidelines for crediting continuous learning events.

Use the "Review CL Training History" button to view events for which the student has already been awarded points, as well as any events currently scheduled. A space is also provided for comments you would like included in the student's email confirmation. When you have entered the required information, press the 'Process Request' button.

Review CL Training History

Student CL Point Request	
Event Information	
Event: Basic First Aid for First Responders	Start Date: 2/2/2006
Event Type: Leadership Training	End Date: 2/2/2006
Points Requested: 3	
Event Description: Delivered by the Red Cross and mandatory for First Responders at military depots storing Hazmat materials	
Student Information	
SSN: ***-**-3344	Name: Anderson, John
Pay Plan: GS	Pay Grade: 03
Gender: MALE	Civilian Job Series: 7402
Student Contact Information	Student Comments
Organization: AFRL - Air Force Research Lab Organization/Full Office Symbol: CCD Duty Address: 1234 Testing Street City: Fairfax State: VA ZIP Code: 90247 Country Where Currently Located: UNITED STATES Phone: (310) 444-5555 ext.8181 DSN Country Code: DSN: Fax: (121) 212-1212 Email: aitasstu@asmr.com	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Supervisor Approval	
Status: <input type="radio"/> Approve -- <u>Points Awarded:</u> <input style="width: 50px;" type="text" value="3"/> Review CL Training History <input type="radio"/> Disapprove	
Comments: (1000 character limit) <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	

Process Request

Figure 12: Process Student CL Point Request window

23 The **Process Student CL Point Request** window provides information on the Event and any associated comments made by the student. At the bottom of the window there is a **Supervisor Approval** box containing the **Approve** and **Disapprove** radio buttons. Click in the **Approve** radio button to award the student the number of CL points shown in the **Points Awarded** text box; click

in the **Disapprove** radio button to deny the award. The **Comments** box at the bottom of this window allows a Supervisor to provide comments which will be included in a confirmation email sent to the student. Click the **Process Request** button to record your decision and close the window.

- 24 Before approving an award of CLPs, a Supervisor may choose to revise the number of points awarded to a student. To revise the number of points to be awarded for successful completion of an Event, delete the number shown in the **Points Awarded** box and enter the new figure. (Click the **Point Credit Guidelines** for help in determining an appropriate number of points to award). Click the **Process Request** button to record your decision and close the window.
- 25 Where more information is needed about a student's training history, click on the **View Employee Trng History** button. This button appears near the top of the window and again in the **Supervisor Approval** box. Click on either button to display a student's **Employee Continuous Learning Training History** (see Figure 14).

Name	Student's Email	Current CL Points	CL Points Needed	End Date
Yonder, Wild B	aitasstu@asmr.com	0	80	01 Oct 2008
Yonder, Wild B	aitasstu@asmr.com	0	80	01 Oct 2008

Figure 13: Employee Continuous Learning Training History window

- 26 If there are students listed in the **Employee Continuous Learning Training History** window who are no longer your employees, you should contact them and request that they update their profile. Click on their email address to remind them to update their profile.
- 27 Click on a student's **Name** to view details of their **Continuous Learning Training History**, including all CL courses or events completed and the total number of points they still need to meet the 80 point requirement (see Figure 14).

If you are new to your supervisory position and do not see a complete listing of your employees, click the **Contact Air Force Help Desk** link in the Main Menu to resolve the issue. If any of your employees' information is missing or is incomplete, encourage your employees to begin tracking their continuous learning activities in ACQ Now CL.

ACQ NOW for Continuous Learning Events				Main Menu	
Continuous Learning Training History					
Continuous Learning Training History for:		Yonder, Wild B			
Holds Current CL Certificate:		No			
Current Continuous Learning Certification Period Ends:		10/1/2008			
Total Points Earned for Current Certification Period:		0.0			
Points Still Needed to Meet 80 Point Requirement:		80.0			
Total Points Pending Completion of Evaluation(s):		0.0			
Total Points Requested Pending Supervisor Approval:		0.0			
Previous Two Year Periods					
Beginning Two Year Period	Ending Two Year Period	Points	Points Needed	Achieved	
10/1/2002	10/1/2004	0	80	No	
10/1/2004	10/1/2006	0	80	No	
CL Events Scheduled for the Current Certification Period					
Event Name	Status	Points	Start Date	End Date	
Configuration Management (SYS 028)	Reservation	9	1/1/2004	12/31/2006	
Capability Maturity Model Integration (SYS 130)	Reservation	9	1/1/2004	12/31/2006	
Commercial Business Approach (SYS 195)	Reservation	6	1/1/2004	12/31/2006	
CoreDRAW 9--Introduction	Reservation	0	1/1/2004	12/31/2006	
Maintenance Requirements Review Board Process	Reservation	2	5/5/2006	12/31/2007	
Source Selection	Reservation	4	5/5/2006	12/31/2007	
CL Events Completed for the Current Certification Period					
Event Name	Points	Eval. Completed	Start Date	End Date	
Foreign Diplomacy	6	N/A	11/9/2006	11/13/2006	
Foreign Diplomacy	6	N/A	11/9/2006	11/13/2006	
Course of Action	9	N/A	10/20/2006	10/29/2006	
Basic First Aid for First Responders	2	N/A	10/8/2006	10/8/2006	
* Items identified with an asterisk will not be awarded points until event evaluation is completed.					

Figure 14: Continuous Learning Training History window

- 28 The **Continuous Learning Training History** details student accomplishments in the current year and for **Previous Two Year Periods**. It also displays the number of CL points earned, CL points still required, and those pending a Supervisor's approval. Note the window is "read only" meaning you cannot change any of the information shown in the window. Scroll to the bottom of the window and click on the [Back to Employee Training History](#) link to exit this window or choose another link from the Main Menu.

Previous Student Requests.

- 29 At the bottom of the **Student Requests for Continuous Learning Points** window is displayed the **Previous Student Requests** table (arrowed as **3→** in Figure 6). This table lists Events a student has successfully completed and the number of CPLs awarded as a result.
- 30 A Supervisor may change the number of points previously awarded for an Event, as listed in the **Previous Student Requests** table. To do so, click on the hyperlink for the student's name (where it is displayed in the same row as the Points awarded total you wish to change). The **Update CL Point Request** window opens. This window functions the same way as the **Process Student CL Point Request** (see paragraphs 23 through 25 above) the only difference being that you may now amend the number of previously awarded points, rather than approve the award of new ones.
- 31 Click **Update Request** when you have finished making changes.

2 View Employee Training History

This window summarizes the progress being made by subordinates in attaining their target of 80 Continuous Learning Points (CLP) in the current two year period. The window also allows access to each subordinate's training history.

1. First **Sign in** to the ACQ Now CL System.
2. Click on the **View Employee Trng History** from the **Supervisor Menu** (see Figure 15).



Figure 15: View Employee Trng History link

3. The **Employee Continuous Learning Training History** window opens (see Figure 16).

ACQ NOW for Continuous Learning Events				Main Menu
Employee Continuous Learning Training History				
Click on the Student's Name link to view the detail of the Student's CL Training History, including all CL courses or events and the total points still needed to meet their 80 point requirement.				
The students listed below have identified you as their supervisor on their ACQ Now CL profile. If you see students who are no longer your employees, you may contact them and request that they update their profile by clicking on their email address below.				
If you are new to your supervisory position and do not see a complete listing of your employees, please contact the helpdesk via the " Contact Air Force Help Desk " link at left. Clicking this link will allow you to obtain assistance. If any of your employee's information isn't present or is incomplete, please encourage your employee to begin tracking their continuous learning activities in ACQ Now CL.				
Click here to email a printable version of this report				
Name	Student's Email	Current CL Points	CL Points Needed	End Date
Yonder, Wild B	aitasstu@asmr.com	0	80	01 Oct 2008
Yonder, Wild B	aitasstu@asmr.com	0	80	01 Oct 2008
Questions? Problems? Suggestions? Please email us now.				

Figure 16: Employee Continuous Learning Training History

4. The **Employee Continuous Learning Training History** window lists subordinates for whom a Supervisor is responsible. It also shows the

current number of CLPs attained by a student (in the **Current CL Points** column); the remaining CLPs needed to reach a target of 80 points (in the **CL Points Needed** column); and the date when the current two year continuous learning period ends for each student (in the **End Date** column).

5. Click on a subordinate's name in the Name column to view the **Employee Continuous Learning Training History** window (shown above as Figure 14). This details the student's accomplishments in the current year and for **Previous Two Year Periods**. It also displays the number of CL points earned, still required and those pending a Supervisor's approval. Note the window is "read only" meaning you cannot change any of the information from this window. Click on the [Back to Employee Training History](#) link at the bottom of the window to exit or choose another link from the Main Menu.
6. In the event that an employee you are responsible for is not listed in the table, a Supervisor should contact the Air Force Help Desk. To do so, click on **Contact Air Force Help Desk** from the **Help** menu (see Figure below).

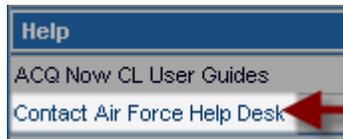


Figure 17: Contact Air Force Help Desk link

7. The **Contact the Air Force Continuous Learning Help Desk** window opens with telephone and email **Contact Information** (see Figure 18).



Figure 18: Contact the Air Force Continuous Learning Help Desk window

8. Click on the **Help Desk Email** address to request help. To return to the previous window you must use your browser's back button or select from the Main Menu hyperlinks.

3 External Sources of Information.

The Main Menu located at the top left of all windows offers Supervisors access to a number of additional help and linked resources. Together these are to be found under **Help** and **Links** (see Figure 19).

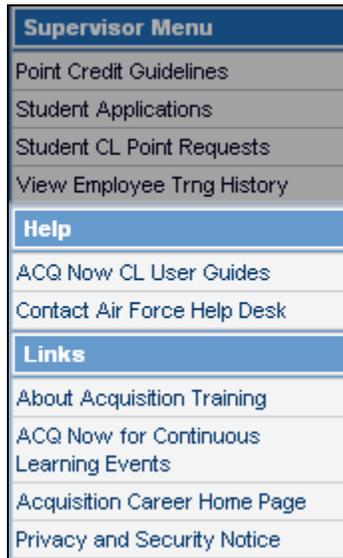


Figure 19: Help and Links offer access to additional resources

- 1 Click on the **ACQ Now CL User Guides** link to obtain the latest version of the Supervisor Guide. You may either download an Adobe Reader .pdf copy of the guide or request that a copy be emailed to you.
- 2 To download a copy of the guide, click on the [Supervisor Guide](#) hyperlink (see Figure 20). The guide opens in Adobe Reader and may be saved and/or printed.

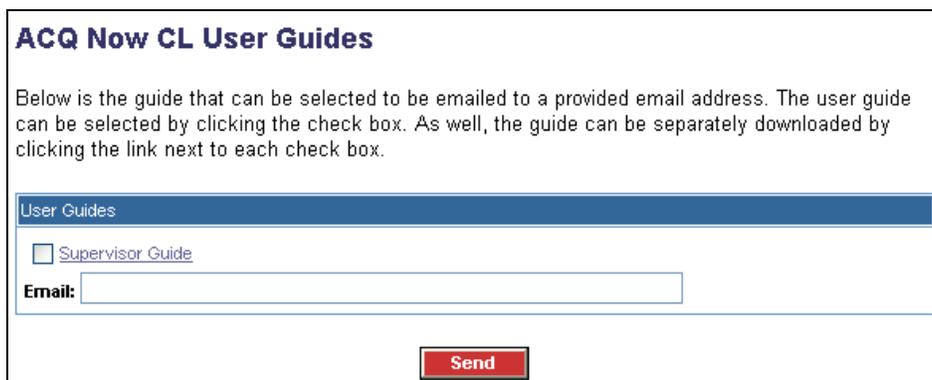


Figure 20: ACQ Now CL User Guides window

- 3 To return to the **ACQ Now CL User Guides** window, click on the Back button of your browser or use the Main Menu to exit the window.
- 4 To request a copy of the guide be emailed to you, place a check mark in the check box next to the Supervisor Guide hyperlink and enter your email address in the text box. Click the **Send** button to complete your request: a copy of the guide will be sent to the address you provided (see Figure 20).
- 5 Click on **Contact Air Force Help Desk** to open the **Contact the Air Force Continuous Learning Help Desk** window. Here you'll find commercial and DSN phone numbers and an email address for the Help Desk (see Figure 18).
- 6 The first hyperlink under the **Links** section of the Main Menu is **About Acquisition Training**. This link opens a new window that provides information restricted to those with required access rights.
- 7 The **ACQ Now for Continuous Learning Events** link opens the Student Home window for ACQ Now CL. A user guide for this part of ACQ Now CL is available from the Main Menu, shown on the left of the Student Home window.
- 8 Click the **Acquisition Career Home Page** link to open a new window that provides information restricted to those with required access rights.
- 9 The **Privacy and Security Notice** link displays the privacy and security notice provided by the Army G-1, U.S. Army.

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User Feedback Request

We are constantly working to improve our technical manuals and user guides. If you are aware of any inaccuracies or omissions in this guide, please help by forwarding a description that references:

- The title and date of the guide
- The page or paragraph number to which you refer (if applicable).
- The error or omission you've noted

If you'd like to offer a suggestion on how we might better support your user community, we'd like to hear about that too.

Please email your feedback and suggestions to: -

ACQNowCL@randolph.af.mil