

ACQ Now CL & AFIT Now Training Managers' Quick Start Guide

1. Click [here](#) to access ACQ Now CL. Sign In using either a CAC or your SSN and DoB. The ACQ Now CL menu is organized under various management tasks. Click a link from the menu below for an explanation of its purpose.

Training Managers	
Sign In	
Change Access	
Sign Off	
Request Training Manager Access	
Catalog Management	
Create CL Events	
Schedule Event Times and Locations	
Edit Event Descriptions	
Edit Event quotas, schedules, POCs	
Event Management	
Process Applications	
Process Cancellations	
Process Transfers	
Manage Walk-ins	
Rosters	
Student Management	
Search or Sign in as Student	
Event Attendance Report	
View Student CL History	
Manage CL Periods	
Student Profile	
Reports	
CL Participation Reports	
Individual CL History	
Event Reports	
Mailing List	
Build a List	
Edit a List	
Send a message	
Help	
ACQ Now Help Desk	
AF CL Policy	
FAQs	
Quick Start Guide for Training Managers	
User Manual	
Privacy Statement	
CAC Instructions	
More Information	
Links	
ACQ Now for DAU	
ACQ Now for Certification (coming soon)	
Acquisition Career Home Page	
ACMS-Acquisition Career Management System	

2. New users must request access as a Training Manager. To do so, click [Request Training Manager Access](#) and follow the prompts. ACQ Now CL supports three groups of users: Students, their Supervisors, and Training Managers. Each group uses ACQ Now CL for different purposes and has access to different features.
3. Use [Catalog Management](#) to create new Events, schedule or reschedule existing Events and/or their locations.
4. Use [Event Management](#) to enroll students in events, to cancel or transfer existing enrollments, to manage walk-ins or to see and print Event rosters.
5. Use [Student Management](#) to review a student's profile or training history.
6. Use [Reports](#) to access and collate metrics on training performance. Reports cover student attendance and achievements, as well as unit, command and workforce performance.
7. Use [Mailing List](#) to efficiently communicate with students.
8. Resources under the [Help](#) and [Links](#) menus provide access to useful materials associated with ACQ Now CL.
9. Refer to the [Training Manager User's Guide](#) for further details on each menu item and how ACQ Now CL supports the role of the Registrar/Training Manager.

Click a Link from the Main Menu on the left for an explanation of its function.

