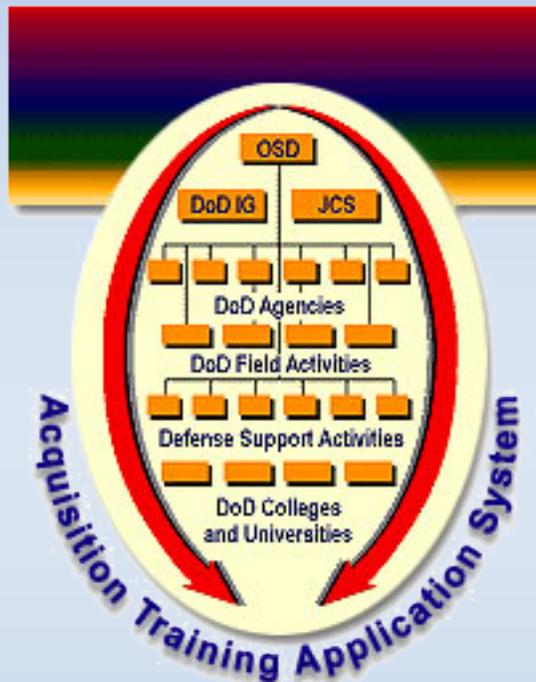


ACQTAS

Acquisition Training Application System



ACQTAS

Student User Guide

April 2011

ACQTAS Help Desk
Com: (703) 645-0161

Prepared by:
ASM Research, Inc.
3025 Hamaker Dr., Suite 100
Fairfax, VA 22015

Record of Changes

Cover Date	Revision Date	Change Description
2009	—	Initial version of the guide.
November 2010	October- November 2010	Version 1.1 – Updated formatting. Updated contents of guide to match current site functionality.
April 2011	April 2011	Version 1.2 – Minor changes to phrasing and paragraph order.

Table of Contents

1. INTRODUCTION	1
About ACQTAS	1
2. About this Manual	2
3. GETTING STARTED	3
Who May Participate in Continuous Learning Events?	3
How Do I Register for Continuous Learning Events?	3
How Do I Request Continuous Learning Points?	3
4. ACQTAS STUDENT USER INTERFACE	4
Student Log In	4
Student Home Window	4
Sign In	4
Student Main Window	8
ACQTAS Dashboard Functionality	8
5. ACQTAS Student Functions Menu	12
Update Student Profile	12
Apply for Training	14
Search for Continuous Learning Modules	20
Review / Edit Applications	21
Create / Edit Travel Worksheets	23
Request Cancellations	23
Resend Approval Request E-mail	27
DAU Schedule Lookup	28
DAU Course Lookup	29
Update Regional Organization	30
Logoff	30
6. Student Travel Functions Menu	32
Prepare Travel Request	32
Prepare Amendment	33
Travel Status	35
7. ACQTAS Continuous Learning Help and Functions	37
ACQTAS Continuous Learning Help	37
<i>CL Module Enrollment Instructions</i>	37
ACQTAS Continuous Learning Functions Menu	37
ACQTAS CL Tutorials	37
8. Help Menu	39
ACQTAS Tutorials	39
How To	39
Contact ACQTAS Help Desk	40

April 2011

DoD and DCMA Point of Contact Lookup..... 41

Contact Component Travel Manager..... 41

Frequently Asked Questions (FAQ)..... 42

9. Links..... 43

 Data on Demand..... 43

 ACQTAS for Career Field Certification..... 43

 ACQTAS for Defense Acquisition Corps..... 44

 Privacy Act Statement..... 44

 DODICS Notice of Monitoring 44

 Security Notice..... 44

 Other Useful Links..... 44

Acronyms 45

Table of Figures 47

User Feedback Request 50

1. INTRODUCTION

About ACQTAS

ACQTAS, the Acquisition Training Application System, is the DoD's web-based system for creating applications for DAU training courses. Additional functions allow DoD students to review and edit DAU applications, and review DAU course descriptions and class schedules. Students can also create and edit travel worksheets for reservations that require travel. Students are required to create a profile before the system grants access to all system features.

Sections are provided in the main menu for Continuous Learning activities, Help, FAQs, and Links to other related systems, such as Career Field Certification and Defense Acquisition Corps.

To find out more about DAU Training and other career management programs, please visit the 4th Estate DACM website: <http://www.dau.mil/doddacm/>.

2. About this Manual

- **Bolding** – Words printed in **bold letters** display exactly that way on the Web site.
- The term **text box** refers to a place on a form where text is required. Enter text directly from the keyboard or select an item from a drop-down list located to the right of the text box (where available). The availability of a drop-down list is shown by an arrow symbol (▼). Drop-down lists allow only one option to be placed in the corresponding text box.
- When referring to a specific area of a window, an item may be highlighted in an accompanying graphic or “Figure”. The convention used is to draw attention to the item with an arrow. An example of this convention is shown in Figure 1.

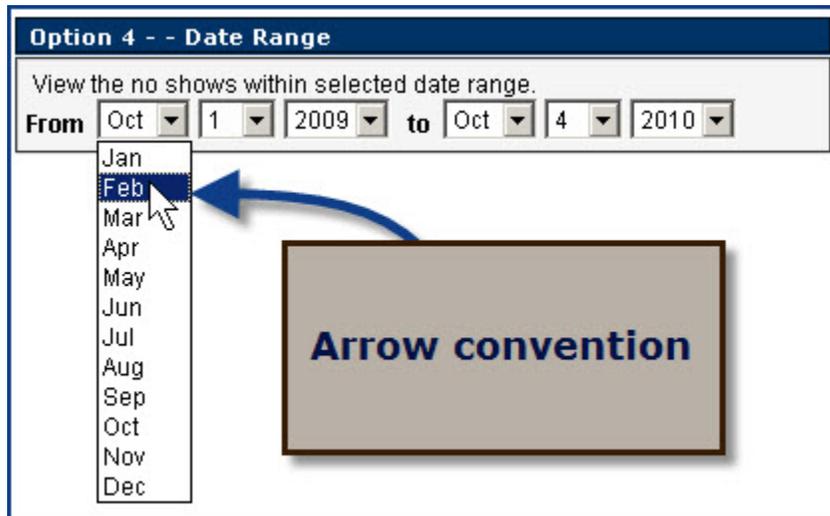


Figure 1: Arrow Convention

- Radio buttons () are used when only one option from a pair or a group should be selected. A green dot in the center of a circle indicates that option is selected. Click in a radio button to add or remove its dot.
- Icons () are used to draw attention to special features. Often an icon will also act as a button to present additional information.

3. GETTING STARTED

Who May Participate in Continuous Learning Events?

The DoD Continuous Learning Program is targeted for members of the Defense Acquisition Workforce. All DoD members may participate in CL Events, but only Acquisition Workforce members need to track their CL points to meet DoD requirements.

How Do I Register for Continuous Learning Events?

Most of the information that you need to request enrollment is already in the ACQTAS system. Log on to the ACQTAS for DAU Training site; click **Apply for Training**; browse through the catalog to see what events are available; and submit your application for the events that best meet your needs.

How Do I Request Continuous Learning Points?

ACQTAS helps you request approval from your Supervisor. If you have requested and received your Supervisor's approval through the system and successfully completed a CL event, you obtain credit towards the Continuous Learning Requirement to earn 80 Continuous Learning Points (CLPs) every 2 years. Graduation from DAU classes is automatically credited to your CL point total for those events. Additionally, if you have completed a DAU course for certification in the last year, that course is also automatically entered into your CL record.

4. ACQTAS STUDENT USER INTERFACE

Student Log In

As a Student, you are required to **Sign In** to the system with either a Common Access Card (**CAC**) or your Social Security Number (**SSN**) and Date of Birth (**DOB**). Once you have entered the ACQTAS DAU site, you may search and apply for DAU training events that will help you meet your certification and continuous learning requirements. You also may request enrollment in a variety of events, obtain your Supervisor's permission to attend activities, check your registration, and keep track of how many "points" you have earned toward your ACQTAS CL requirement.

Student Home Window

1. To log on to the ACQTAS system as a Student, navigate to:
<https://www.atrrs.army.mil/channels/acqtas/default.asp>
2. Read the displayed **Privacy and Security Notice**. Click the **I Agree** button. The ACQTAS **Home** window opens.

Sign In

The use of features in the ACQTAS system as a Student requires a **Sign In**. To **Sign In**, use either your Common Access Card (**CAC**) or your **SSN** and **DOB**.

3. To begin the **Sign In** process, select your Defense Agency Component from the drop-down menu (see Figure 2).

Figure 2: Defense Agency Component

April 2011

4. If you prefer to use your **CAC** as your **Sign In Option**, skip to paragraph 8.
Note: To use the CAC you must have both the DoD Root Certificate and your CAC identity certificate installed on your workstation.
5. If you prefer to use your **SSN and DOB** as your **Sign In Option**, then click on the **SSN and DOB** radio button as shown in Figure 3.
6. After clicking on the **SSN and DOB** radio button, the **Social Security Number** and **Date of Birth** entry boxes display.
7. Enter your **Social Security Number** in the appropriate text boxes, and select your **Date of Birth** from the drop-down lists, as shown in Figure 3 (after you enter your SSN and DOB, skip to paragraph 15).

The screenshot shows a sign-in form titled "Please sign in below:". At the top is a dropdown menu labeled "Please select your Defense Agency". Below this is the "Sign In Options" section with two radio buttons: "CAC" (unselected) and "SSN and DOB" (selected). Under "SSN and DOB", there are three input fields for "Social Security No." (with hyphens) and "Date of birth:" (with dropdown menus for "Month", "Day", and "Year"). A "Logon!" button is to the right. At the bottom, there are three red links: "Privacy Act Statement", "What is CAC?", and "Non-US Civilians - Please read". Two callout boxes with arrows point to the form: "Enter Data" points to the SSN and DOB fields, and "Click to continue" points to the "Logon!" button.

Figure 3: SSN and DOB sign in

8. Users with a Common Access Card (**CAC**) may use their card to **Sign In** to most military sites. The CAC card is a Department of Defense issued smartcard used for various tasks, which include user authentication, e-mail encryption, and secure computer log-ins.
9. To **Sign In** with a CAC you must have both the DoD Root Certificate and your CAC identity certificate installed on your workstation. These certificates are digital documents that provide the identity of a web site or an individual. If you do not have the DoD Root Certificate or your CAC certificate installed, you should contact your system administrator or **Sign In** with your SSN and DOB. If at any time during **Sign In** you are prompted for a missing certificate (see Figure 4) or to choose a certificate where no certificate exists (see Figure 5), contact your system administrator for assistance.

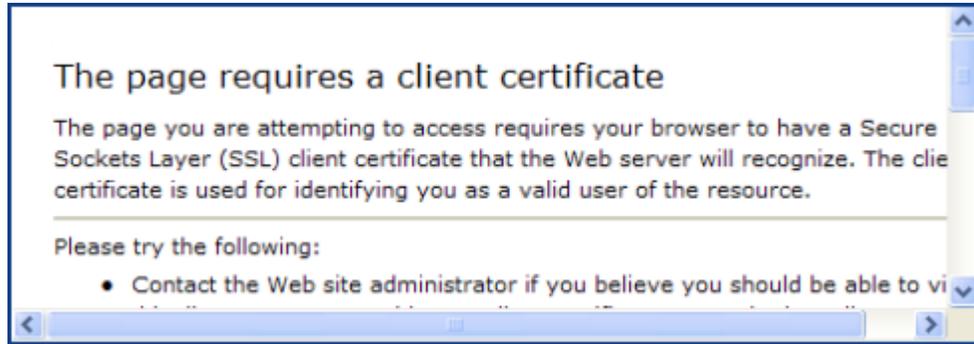


Figure 4: Missing DoD Root Certificate

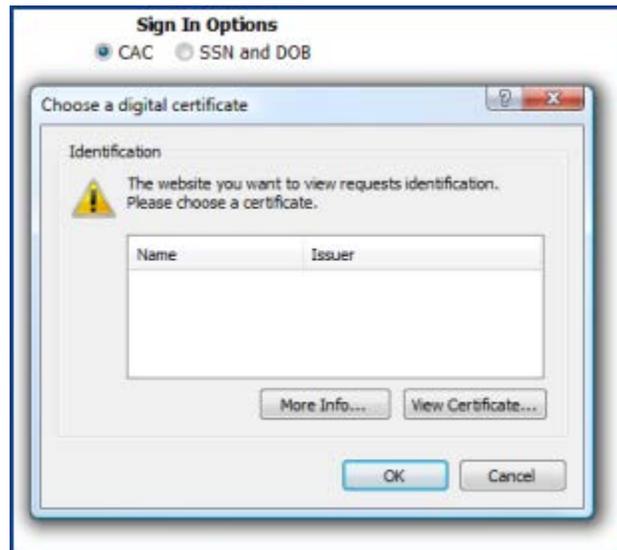


Figure 5: Missing Client Certificate

Note: This guide illustrates the use of ActivCard Gold, an example of CAC reader software widely used by DoD agencies. If you require assistance in the set up and installation of ActivCard Gold or any other CAC reader software, contact your system administrator for assistance.

10. At the website's **Logon** window, ensure the **Sign In Options** radio button () is set to **CAC** (see Figure 6)



Figure 6: Sign in with CAC

11. An alert box opens and asks for a valid digital certificate. Select your valid identity certificate from those listed in the **Choose a digital certificate** alert box and click **OK** (see Figure 7). Be aware you may have more than one certificate displayed (e.g. an E-mail certificate for Encryption or Signature). If you select the wrong certificate, and the system does not allow you to **Sign In**, you must **Close** your browser and re-**Open** it, then select the appropriate certificate.

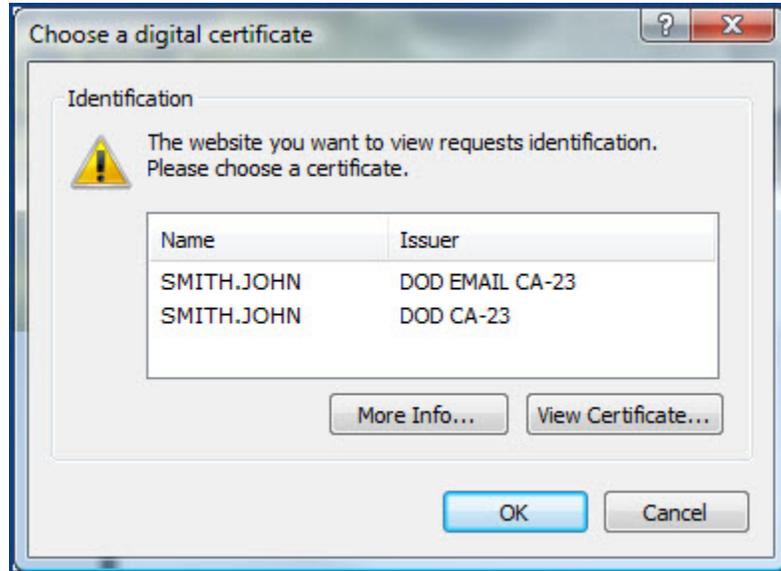


Figure 7: Choose a Digital Certificate

- The **CAC Reader Software – Enter PIN** dialog box opens (see Figure 8). Enter your PIN (Personal Identification Number) and click the **OK** button.

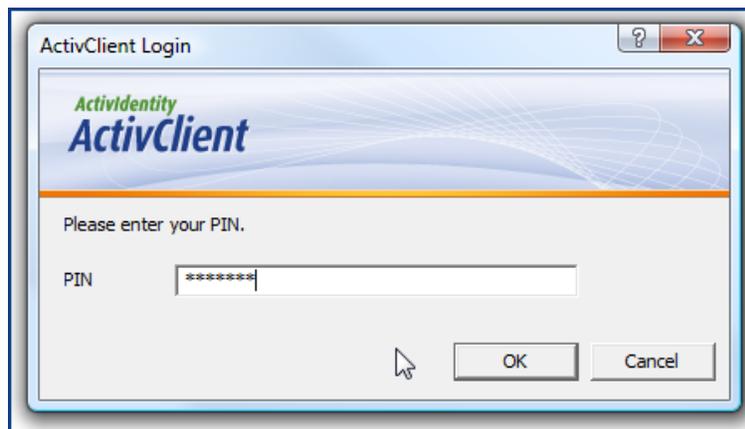


Figure 8: CAC Reader Software- Enter PIN dialog box

- Note that you may be prompted to review your social security number and date of birth before you are signed in to the system.
- If you belong to any **Defense Contract Management Agency (DCMA)**, there is one more step in the **Sign In** process. You must select the regional/subordinate organization to which you belong before you may access the main menu of the ACQTAS system. Once the regional/subordinate organization is selected from the list, click **Submit and Continue** (see Figure 9).

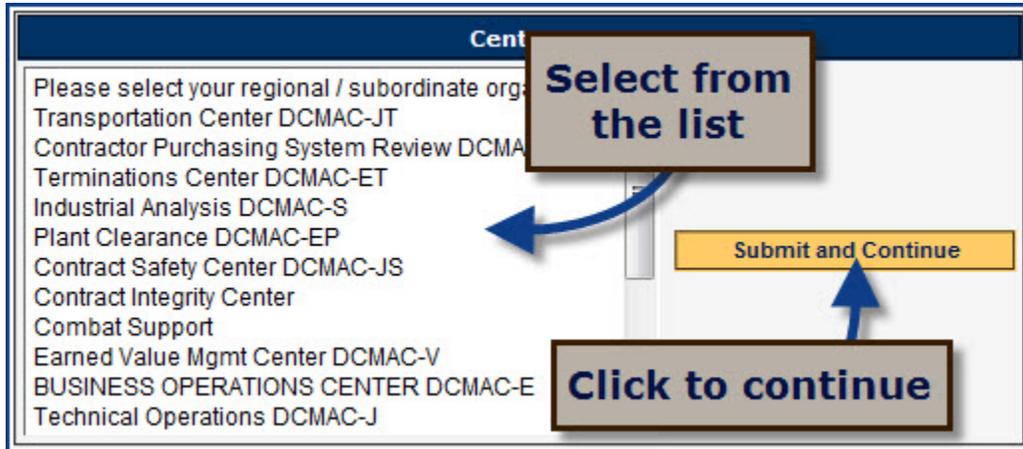


Figure 9: DCMA Log In

Student Main Window

Once you have successfully logged into the system, you are directed to the main Student window. This **Student Main Window** provides a series of menu options to register for courses, maintain your course schedule and CL requirements, plan your travel needs, and determine your certification requirements. You may return to the main window at any time. To do so, use the **Main Menu** hyperlink provided in the upper right of each window.

ACQTAS Dashboard Functionality

In this release of ACQTAS, the system features **Dashboard** functionality. The **Dashboards** are provided for the **Student** user, **Supervisor**, and **Registrar**. Each group uses their ACQTAS **Dashboard** for different purposes and has access to different system features.

- The Student Dashboard includes sections for **Continuous Learning Cycle Status**, **ACQTAS Training Applications**, **ACQTAS Student Travel**, and **ACQTAS Career Field Certification** (see Figure 10). This feature only updates for employees that are annotated as being a member of the Acquisition Workforce, and have logged into the ACQTASCL system at least once to verify the start date of their two-year CL period.

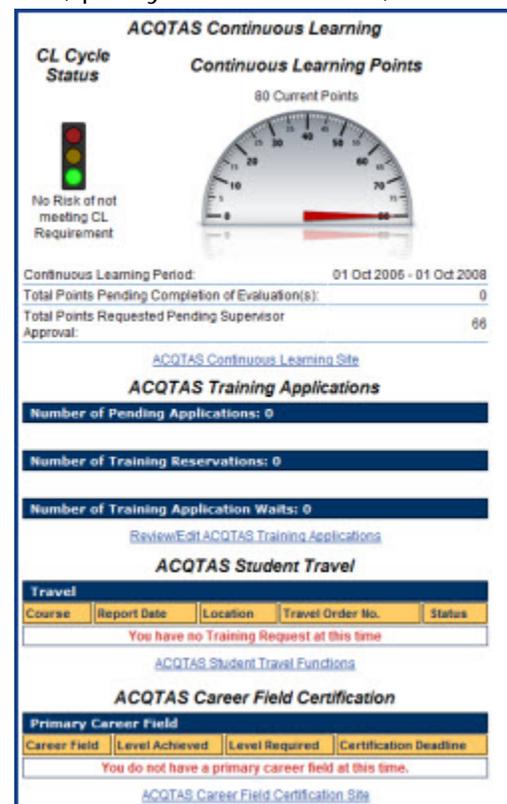


Figure 10: Student Dashboard

16. The **ACQTAS Training Applications** Dashboard feature displays information related to Student training applications (see Figure 11). It shows the number of courses for which you have applied that are still pending approval and courses for which you have received approval. If you click one of the blue banners labeled **Number of Pending Applications**, **Number of Training Applications**, or **Number of Training Application Waits**, a panel opens under the banner (see Figure 12). The panel displays information about the courses for which you have applied. Click on a course to review and update the corresponding application and re-submit if necessary.



Figure 11: Review/Edit ACQTAS Training Applications



Figure 12: Course Information

17. Click on the **Review/Edit ACQTAS Training Applications** button to view all pending and previously processed applications (see Figure 13). Use the icons to carry out specific functions related to your application(s). Please refer to the **Review / Edit Applications** section of this guide for step by step instructions on how to utilize this function.

Acquisition Training Application System (ACQTAS)
10/22/2010

Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: poc@gmail.com. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **P** - View Application Path **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications									
	FY	Sch	Crs	Cls	Class Report Date	Class Start Date	Application Status	Path	Date Applied
X	2011	501	BCF 215 (DAU)	001	2/5/2011	2/5/2011	Pending	P	10/22/2010
X	2011	501	BCF 229 (DAU)	007	6/12/2011	6/12/2011	Pending	P	10/22/2010

Previous Applications										
	FY	Sch	Crs	Cls	Class Report Date	Class Start Date	Application Status	No Show Excused	Path	Date Applied
	2011	501	BCF 102	003	11/27/2010	11/27/2010	Reservation / Cancellation Decision Pending		P	10/6/2010
R	2011	507A	PQM 103 (DAU)	002	11/28/2010	11/28/2010	This class has been cancelled or nonconducted		P	11/2/2010
	2011	505	CON 100 (DAU)	703	12/4/2010	12/4/2010	No Show status in this class	N	P	11/2/2010
	2011	506	BCF 301 (DAU)	005	12/5/2010	12/5/2010	This class has reported		P	11/2/2010
	2011	506	BCF 205 (DAU)	702	3/13/2011	3/13/2011	Reservation / Wait Cancelled		P	11/9/2010
	2011	507	BCF 203 (DAU)	007	6/4/2011	6/4/2011	Reservation / Wait Cancelled		P	10/6/2010

Figure 13: Training Applications

- The **Travel Functions** Dashboard feature displays travel information related to course sites (see Figure 14). It indicates the status of each travel worksheet that you created or submitted.

Travel Functions

Travel				
Course	Report Date	Location	Travel Order No.	Status
BCF 205 (DAU)	1/10/2011	KETTERING, OH	N4367707TO14722	Amendment Pending
BCF 301 (DAU)	12/6/2010	HUNTSVILLE, AL	N4367707TO10001	Amendment Pending

Figure 14: ACQTAS Student Travel

- The **Continuous Learning Site** Dashboard feature (see Figure 15) displays the number of points you have achieved in relation to the 80-point CL requirement. This CL summary feature helps you determine how many CL points you must earn to meet the CL requirement in the correct amount of time. Click on the **Continuous Learning Site** button to access the ACQTAS Continuous Learning website where you may view your current CL status (Note: This information only shows for Defense Acquisition Workforce members in coded acquisition positions).

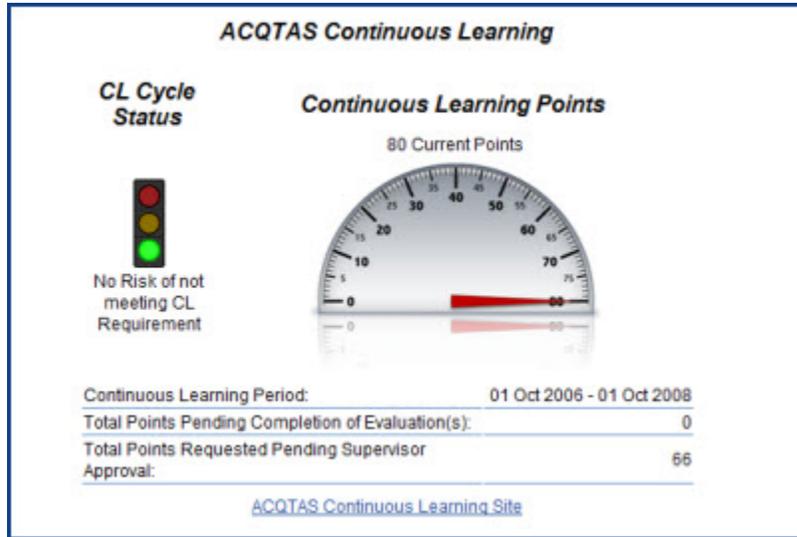


Figure 15: Student Continuous Learning Site

20. The **Certification Site Dashboard** feature displays information about your current certifications to aid you in the determination of your next required level of certification. Click the **ACQTAS Career Field Certification Site** button. You are directed to the **ACQTAS Career Certification** site where you may view current information about your certifications (see Figure 16). Only Certifications you earned that are relevant to your current Career Field, as annotated on your ACQTAS Profile, are displayed. Click on the **ACQTAS Career Field Certification Site** button for additional options, including the capability to view all certifications that have been previously earned.

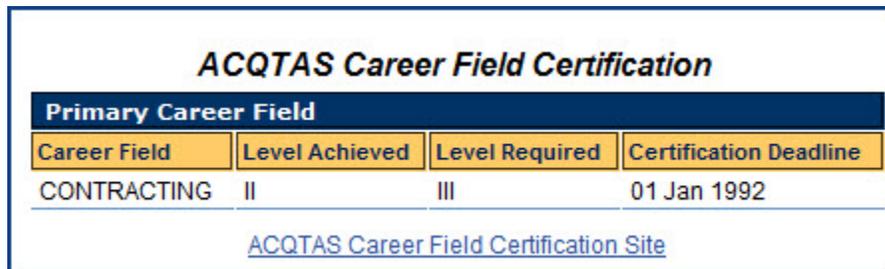


Figure 16: Student Continuous Learning Site

5. ACQTAS Student Functions Menu

The **ACQTAS Student Functions Menu** is located on the left-hand side of the window. The menu is composed of a series of links, which are listed in the table below. Select a heading in the table to jump to the instructions for the corresponding menu link.

Student Functions Menu Overview	
Update Student Profile	Resend Approval Request E-mail
Apply for Training	DAU Schedule Lookup
Search for Continuous Learning Modules	DAU Course Lookup
Review / Edit Applications	Update Regional Organization
Create / Edit Travel Worksheets	Logoff
Request Cancellations	

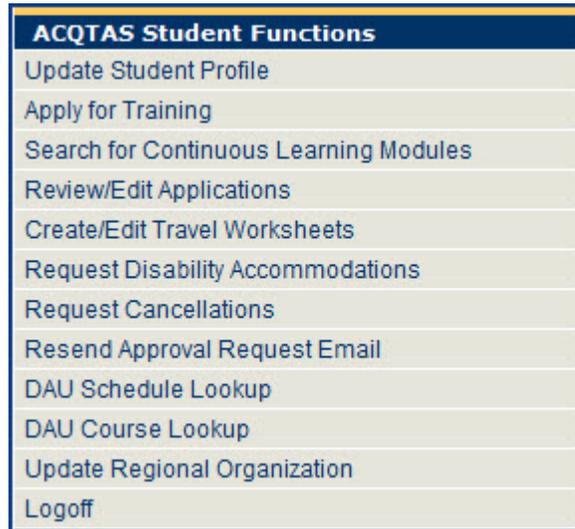


Figure 17: Student Functions Menu

Update Student Profile

Use the **Update Student Profile** link to update the information in your Student profile.

- Click on the **Update Student Profile** link (see Figure 18).



Figure 18: Update Student Profile Link

- The **Student Profile** window opens (see Figure 19). The information you provide in this window is automatically copied to applications within the **Apply for Training** window.

Important! Fields marked with an asterisk (*) are auto populated from DCPDS through Data Mart. If there is any missing or incorrect data in your profile, you may request correction through your supervisor and Human Resource (HR) Department. Once DCPDS has been corrected, your profile will reflect updated information.

Verify/Enter Student Information

Student Info:

SSN: 000000000 * Last Name: STUDENT * First Name: SAMPLE * MI:

* Gender: M Date of Birth: 1 Jan 1928

Home Street: 1234 MY HOME STREET City: TINKER AFB State: OK ZIP: 73145 -

Disabilities: No Special Requirements: Please select a Special Requirement if Disabled

* Pay Plan: GS * Pay Grade: 09

* Civilian Job Series: 0050 i.e., 0123 Intern: No

Origin Airport Code: LAX [Click here to search for an airport code](#)

Student's Certification Info:

DAC Membership: Y DAC Membership Date: 01 Jan 2005 ACQ Workforce Member: Y

Position Career Field	Level Required	Date Entered Position
CONTRACTING	III	01 Jan 1990

Career Field	Level Achieved	Date Certified
CONTRACTING	III	03 Feb 1992
PURCHASING	I	30 Jan 1981

Student's Contact Info:

Organization: **Defense Commissary Agency (DeCA)**

Duty Address: 123 MY WORK STREET City: TINKER AFB State: OK ZIP: 73145 -

Country Where Currently Located: UNITED STATES

Phone: 703 - 555 - 5555 ext.

DSN: 703 - 2223 Fax: 703 - 555 - 5555

Important! Since ACQTAS uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.
Email: samplestudent@asmr.com

Supervisor's Contact Info:

Name: TEST SUPERVISOR Phone: 555 - 555 - 5555 ext.

Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.
Email: testsuper@anyemail.provider

Press the "Update Profile" button to continue **Update Profile**

Figure 19: Student Profile Window

23. Verify your personal details as they display in all sections of the form. Make updates as necessary. Note that these updates must usually be made in the Defense Civilian Personnel Data System (DCPDS) by a member of the Human Resources (HR) department of your organization.
24. Note that a number of sections or "fields" in the form require an entry. If you fail to complete one or more of these fields, the system prompts you to do so and indicates with an arrow icon (→) where the omission(s) occurred. You must complete all required fields before the form can be updated. If you fail to fill in one or more required fields, an error message displays at the top of the window.
25. After you finish verifying and updating the information on the **Student Profile** window, click the **Update Profile** button at the bottom of the window to save your changes (see Figure 20).

April 2011

26. Fields marked with an (*) are automatically populated from DCPDS/AWDIT. If any fields that are marked with an (*) are incorrect, you must have this information updated in DCPDS/AWDIT for it to reflect accurately on your ACQTAS Profile.

Figure 20: Update Profile Button

27. After you click **Update Profile**, the system saves the changes and a confirmation message displays (see Figure 21). Once your **Student Profile** has been updated, you have the option to **Apply** for courses or return to the **Main Menu**.

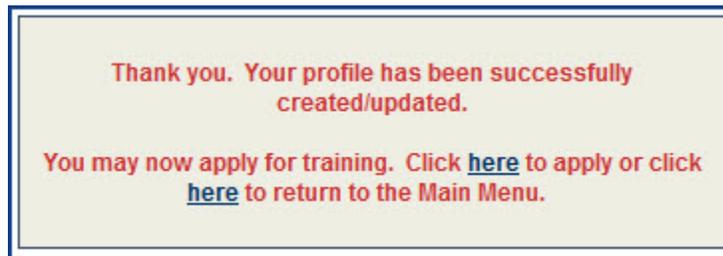


Figure 21: Profile Update Confirmation

Apply for Training

28. Use the **Apply for Training** link to sign up for DAU Training courses. To register for courses from the **Main Menu**, click the **Apply for Training** link (see Figure 22).

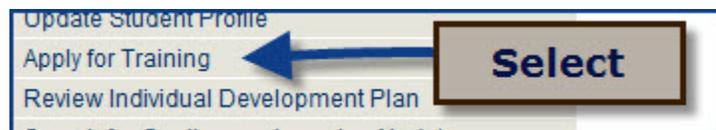


Figure 22: Apply for Training Link

29. The **Search for a Course** window displays (see Figure 23). This window allows you to search for courses you want to attend. The **Search for a Course** window is comprised of three steps.

Acquisition Training Application System (ACQTAS) Main Menu Log Off

10/22/2010

Acquisition Training Application System (ACQTAS)

Select a Course from the list below.

Search for A Course

Perform the steps below to find a course.

Step One

In order to select a course, first select a Training Category. You can then click on the scroll-bar to find the appropriate course. If you are having difficulty locating Continuous Learning Modules, you may click [here](#) to search for a Continuous Learning Module.

Training Category: DAU Classroom and Web Courses Continuous Learning Modules Harvard Business Management Modules

Step Two

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course:

Step Three

The last step is to press the "Select Course" button.

Select Course

Figure 23: Apply for Training Main Window

30. To complete **Step One** of the course selection process, select the appropriate radio button. The radio buttons determine the type of courses from which you may search. The radio button options are **DAU Classroom and Web Courses**, **Continuous Learning Modules**, and **Harvard Business Management Modules**.
31. In **Step Two**, select a course from the drop-down menu (see Figure 23). Note that the courses are listed in alphabetical order by Course Title. Click the **Select Course** button in **Step Three** to continue (see Figure 23).
32. For online courses, after you submit your course selection, the application displays. Verify that the information retrieved from your profile is correct, and then click the **Submit Application** button (see Figure 24). Proceed to paragraph 44 for further instructions.

April 2011

Acquisition Training Application System (ACQTAS) Main Menu Log Off

11/23/2010

Acquisition Training Application System (ACQTAS)

Important! Fields marked with an asterisk (*) are auto populated from DCPOS through Data Mart. If there is any missing or incorrect data in your profile, you may request correction through your supervisor and Human Resource (HR) Department. Once DCPOS has been corrected, your profile will reflect updated information.

STEP Five - Complete the Application:

Please review your profile below and update if necessary. When completed, please submit by clicking the "SUBMIT APPLICATION" button that appears on the right, or at the bottom of this page.

Verify/Enter Student Information

Course Info:

FY: 2011 School: 558 Course: ACQ 101 Phase: Class: 301
 Course Title: FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT
 School Name: DAU WEB BASED TRAINING ENROLLMENTS
 Class Location: https://team.dau.mil
 Report Date: TBD Start Date: TBD End Date: TBD
 Delivery Method: Web Remarks: URL is: https://team.dau.mil

Student Info: (Important: Review / Edit if necessary)

SSN: 000000000 * Last Name: STUDENT * First Name: S
 * Gender: M Date of Birth: Jan 01 1928

Apply for Training Review Application(s) Change Profile Resend Notification Student Travel Menu Logoff

Figure 24: Submit Application

33. For resident courses, after you submit your course selection, the **Select a Location** window displays (see Figure 25). This window only shows if the selected event is to be held at several different locations or on different days. Click on the appropriate location link to select an available class.

Acquisition Training Application System (A)

10/22/2010

Acquisition Training Application System (A)

Click on the school location (or DAU Web Address for web courses) to select a location. Click on the **CC** (Course Catalog) button to go to the DAU Course Catalog. Course locations that are highlighted in red indicate classes with no available seats. **CC** - View Course Catalog

STEP Five - Select a Location

Select the desired location. The location address is the location for classes with no available seats.

Course	Course Title	Classes	Av
CON 090	FEDERAL ACQUISITION REGULATION (FAR) FUNDAMENTALS		
ALABAMA	School	Classes	Av
HUNTSVILLE, AL (506)	DAU South Region Campus	15	39
CALIFORNIA	School	Classes	Av
EL SEGUNDO, CA (505B)	DAU Training Center	2	51

Figure 25: Select a Location Window

34. Note that locations highlighted in **RED** currently have no available seats. If you apply for a location that is highlighted in **RED**, you are placed on the waitlist.
35. Classes that are in a Cost Effective Location (CEL) are annotated by a blue C to the left of the class number (**C**). Classes that are in a CEL, but that have a current waitlist are annotated with a blue CW (**CW**) to the left of the class number.

While you are not required to apply for a course within your CEL, the choice of a non-CEL class requires you to provide a justification for that request.

Click on the school location (or DAU Web Address for web courses) to list available classes for that location. Click on the **CC** (Course Catalog) button to go to the DAU Course Catalog and review the Course Descriptions. Course Locations that are displayed in **red** indicate classes with no available spaces.

CC - View Course Catalog

STEP Five - Select a Location:

Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.) Course Locations that are displayed in **red** indicate classes with no available spaces.

A location marked with **C** is the most economical location (with vacancies) for you to attend this course using transportation cost analysis. Also a location, represented by **CW**, has been determined to be the most economical location (with vacancies) for you to attend this course using transportation cost analysis. Also a location, represented by **CW**, has been determined to be the most economical location (with vacancies) for you to attend this course using transportation cost analysis. Also a location, represented by **CW**, has been determined to be the most economical location (with vacancies) for you to attend this course using transportation cost analysis. If you decide to attend a class at a location that is not the most economical location, you must justify your reason in the pages that follow.

Course	Course Title	Classes	Available	Waitlist	Next Class Start Date	Estimated Cost
ALABAMA		2	6			
HUNTSVILLE, AL (506)		2	6			
CALIFORNIA		1	4			
C SAN DIEGO, CA (505)		1	0		2/1/2011	\$874
OHIO		1	0			
CW WEST VIRGINIA, OH (504)		1	0			
VIRGINIA		2	0	24	12/14/2010	\$1694
FT BELVOIR, VA (501)		2	0			

Figure 26: Cost Effective Locations

36. The **Step Six – Select a Class Offering** window opens. Click a class number link to select the corresponding class (see Figure 27).
37. Not all classes that DAU has scheduled are available to all employees. If a class is displayed in the DAU Course Schedules site, but is not available for you to apply, it is either because the class is already full and has reached its maximum allowable wait list, or the class is an ‘onsite’ class that is only offered to employees of a specific agency/organization.

The Reservation Cut-Off Date, reflected below, is the last date that applications can be submitted and/or approved for that class.

STEP Six - Select a Class Offering

The last step in the application process is to select a class offering.

Location	Course Title	Class	Class Type	Reserv Cut-Off Date	Start	End	Available	Waitlist
HUNTSVILLE, AL (506) (DAU SOUTH REGION CAMPUS)	CON 090 FEDERAL ACQ REGULATION (FAR) FUNDAMENTALS	011	Classroom	11/29/2010	11/29/2010	12/23/2010	10	0
		014	Classroom	1/4/2011	1/4/2011	1/28/2011	18	0

Figure 27: Select a Class Offering Window

38. A **Prerequisite Set** may display for some courses. These prerequisites must be met for a Supervisor to approve the course application. Click **Continue to Application** to submit a course application (see Figure 28).

Required Prerequisite Course(s) for BCF 211	
Prerequisite Set	
BCF 102	
AND	
BCF 103	
AND	
BCF 106	

Continue To Application

Figure 28: Continue to Application Button

39. Enter the ranges for your dates of availability in the **Application Info** section (see Figure 29). Note that the entry of date ranges only pertains to non-online courses. It is important that you enter accurate Alternate Date ranges as your Quota Manager uses them to reserve a seat for you in another class when the one for which you applied is not available.

Application Info:

Alternate date range you are available for training: **(Required)**

From: Month Day Year To: Month Day Year

Date range to avoid: **(Optional)**

From: Month Day Year To: Month Day Year

Figure 29: Application Info Section

40. If a course requires prerequisites that are not a part of your training history, you must enter comments in the **Comments** box to submit the application (see Figure 30).

Email: testsuper@anyemail.provider

Comments:

Enter comments about prerequisite courses here...

Figure 30: Comments Box

41. After you have entered potential alternate training dates, click the **Submit Application** button at the bottom of the window (see Figure 31).

Step Eight - Submit the Application:

You must press the "Submit Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form pointing to discrepancies, correct them, and press the "Submit Application" button again. If you do not receive an eMail notice confirming this action please return to ACQTAS, and select the [] menu option.

Submit Application

Figure 31: Submit Application Button

April 2011

42. A confirmation message opens and shows the email addresses for you and your Supervisor. Review the provided information (see Figure 32). Click **OK** to complete the application submission process.

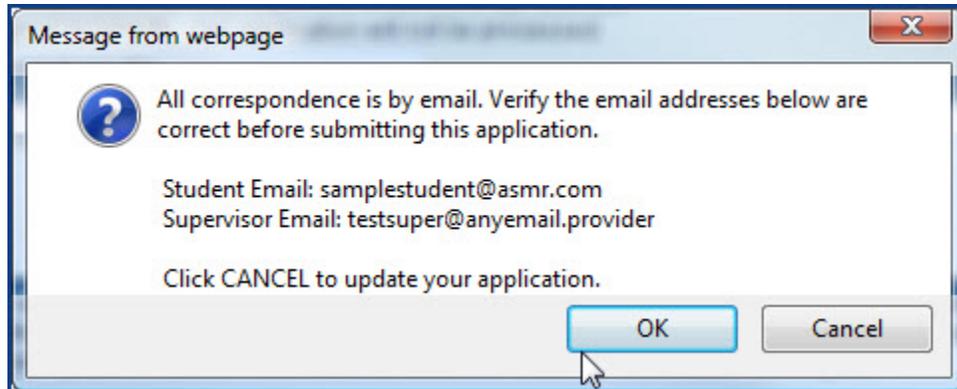


Figure 32: E-mail Verification Message

43. A second confirmation message displays (see Figure 33). Click **OK** to finalize the e-mail notification that is sent to you and your Supervisor.

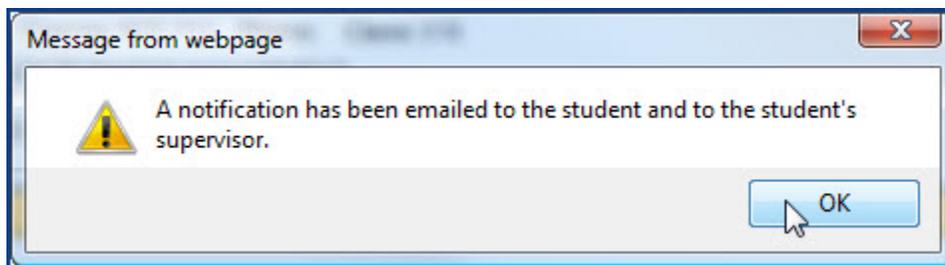


Figure 33: E-mail Notification Message

44. After you click **OK** for the second time, the **Training Application Confirmation** window displays (see Figure 34).

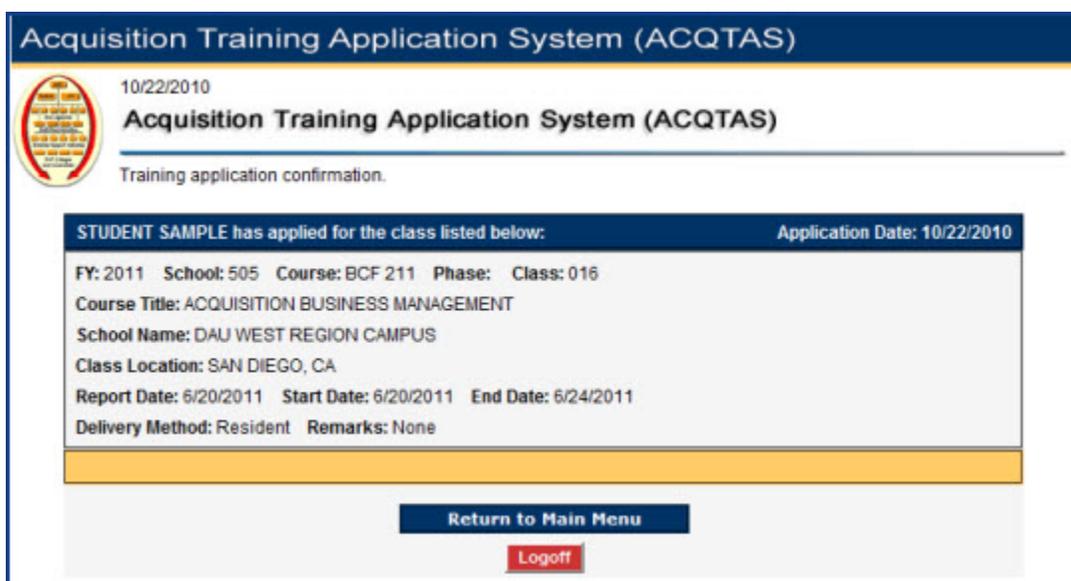


Figure 34: Training Application Confirmation Window

Search for Continuous Learning Modules

Use the **Search for Continuous Learning Modules** link to acquire information about a course by name.

45. Select the **Search for Continuous Learning Modules** link (see Figure 35).



Figure 35: Search for Continuous Learning Modules Link

46. The **Search for CL Modules** window displays. In this window, you may search for specific courses by the course number or course title.
47. Select the year of the course from the **FY** drop-down menu. In the **Keyword(s)** text box, enter the course number or course title. Click **Search** (see Figure 36).

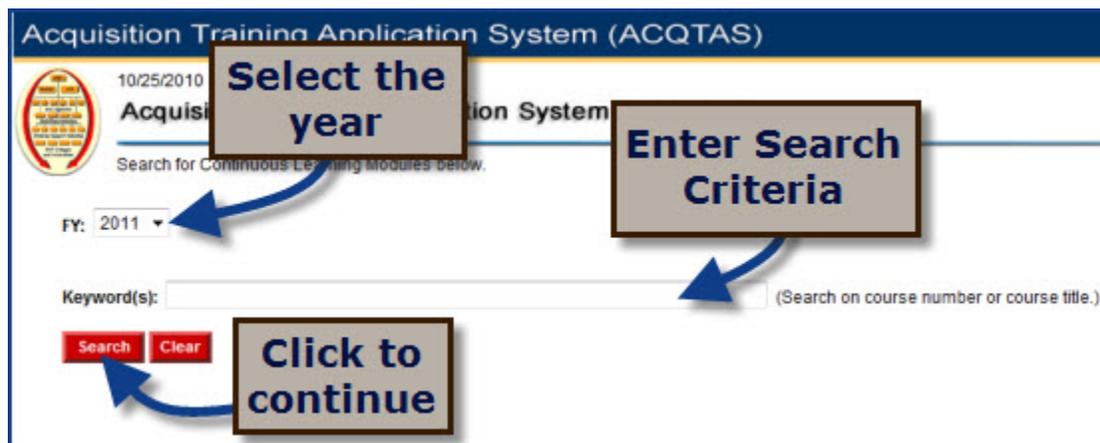


Figure 36: Search for CL Modules Window

48. After you click **Search**, the system queries the course database and displays the results in **Search Results** window (see Figure 37).

Search Results for 'Business'	
Click on Course Number to apply for Continuous Learning Module.	
Course Number	Course Title
CLC 009	SVC-DISABLED VETERAN-OWNED SMALL BUSINESS PGM
CLL 015	BUSINESS CASE ANALYSIS
FAC 009	SET ASIDES FOR SMALL BUSINESS
FAC 013	SHAPING SMART BUSINESS ARRANGEMENTS-EXPERT ED
FAC 031	INTRODUCTION TO SMALL BUSINESS
FAC 032	SMALL BUSINESS: A REQUIREMENTS APPROACH
HBS 202	BUSINESS CASE DEVELOPMENT
HBS 203	BUSINESS PLAN DEVELOPMENT

Figure 37: Continuous Learning Modules Search Results window

April 2011

49. In the **Search Results** window, click on the desired **Course Number** on the left side of the screen to be directed to that particular course application (see Figure 38).



Figure 38: Search Results window

Review / Edit Applications

Use the **Review / Edit Applications** link to review or edit pending applications.

50. Click on the **Review / Edit Applications** link under the **ACQTAS Student Functions** menu (see Figure 39).



Figure 39: Review / Edit Applications Link

51. The **Review / Edit Applications** window opens (see Figure 40).

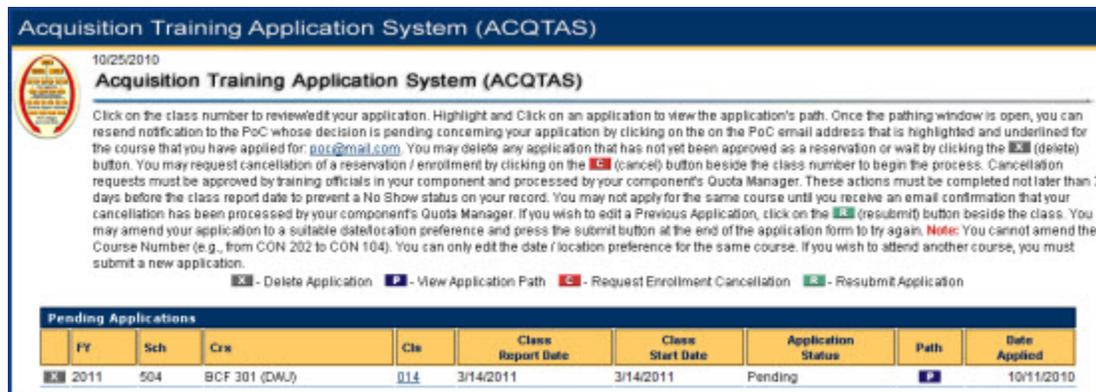


Figure 40: Review/Edit Applications Window

52. The window summarizes a Student's current applications for upcoming events. Reservations that are pending show beneath the **Pending Applications** heading. Reservations that may be cancelled are indicated by an icon in the far left-hand corner. To cancel a pending reservation, click on the icon (see Figure 41).

Pending Applications					
	FY	Sch	Crs	Cls	
X	2011		CQ 101	301	TBD
X	2011		CF 101 (DAU)	023	9/8/20
X	2011	501D	ACQ 201B	155	9/15/2

Figure 41: Cancel Application

53. To request cancellation of a confirmed reservation, click on the **C** icon (see Figure 42).

Previous Applications					
	FY	Sch	Crs	Cls	
C	2011		CON 100 (DAU)	008	11/18/
C	2011		GRT 201 (DAU)	605	3/23/2
C	2011	506	LAW 801 (DAU)	001	8/3/20

Figure 42: Cancel Confirmed Reservation

54. The **R** icon allows the Student to edit and resubmit an application that was previously disapproved. To resubmit an application, click on the **R** icon (see Figure 43).

Pending Applications					
	FY	Sch	Crs	Cls	
X	2011		ACQ 101	301	TBD
X	2011		BCF 101 (DAU)	023	9/8/20
R	2011	501D	ACQ 201B	155	9/15/2

Figure 43: Resubmit Application

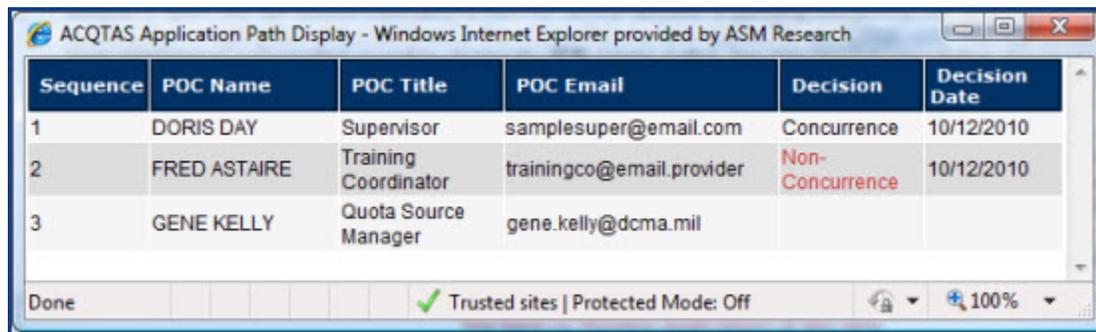
55. A **P** icon on the right-hand side of the window allows the Student to view the application path, which is the process by which the application must travel for approval. To view the application path, click on an available **P** icon as shown in Figure 44.

Class Start Date	Application Status	Path	Date Applied
TBD	Pending	P	10/25/2010
1/10/2011	Pending	P	9/3/2010
1/24/2011	Pending	P	7/15/2010

Figure 44: View Application Path

56. The **Application Path** window provides read-only Point of Contact (POC) information for the Student's **Supervisor**, **Training Coordinator**, and **Quota**

Source Manager. The window also shows the date and result of **Decisions** made by each of the Student's Points of Contact on the application.



Sequence	POC Name	POC Title	POC Email	Decision	Decision Date
1	DORIS DAY	Supervisor	samplesuper@email.com	Concurrence	10/12/2010
2	FRED ASTAIRE	Training Coordinator	trainingco@email.provider	Non-Concurrence	10/12/2010
3	GENE KELLY	Quota Source Manager	gene.kelly@dcma.mil		

Figure 45: Application Path

Create / Edit Travel Worksheets

Use the **Create / Edit Travel Worksheets** link to create or edit a travel worksheet.

57. Click the **Create / Edit Travel Worksheets** button, as shown in Figure 46.



Figure 46: Create / Edit Travel Worksheets

58. You are directed to the **Prepare/Submit Travel Requirements Worksheets** window which contains the **Student Travel Functions** menu (see [Section 6](#), Student Travel Functions Menu).

Request Cancellations

Use the **Request Cancellation** link to cancel CL points already awarded, delete a pending request, or update and review previously submitted requests. Students may not cancel an event reservation; instead Students must request the cancellation through the approval of a Supervisor and/or Quota Manager. Note that this link only allows Students to request cancellations for classroom courses. Students do not have the option to request cancellation for web-based training.

59. Click the **Request Cancellations** link (see Figure 47).



Figure 47: Request Cancellations Link

60. The **Review Training Requests** window opens (see Figure 48).

10/22/2010
Acquisition Training Application System (ACQTAS)

Click on the class number to review/edit your application. Highlight and Click on an application to view the application's path. Once the pathing window is open, you can resend notification to the PoC whose decision is pending concerning your application by clicking on the on the PoC email address that is highlighted and underlined for the course that you have applied for: poc@mail.com. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **P** - View Application Path **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications									
	FY	Sch	Crs	Cls	Class Report Date	Class Start Date	Application Status	Path	Date Applied
X	2011	501	BCF 215 (DAU)	<u>001</u>	2/5/2011	2/5/2011	Pending	P	10/22/2010
X	2011	501	BCF 229 (DAU)	<u>007</u>	6/12/2011	6/12/2011	Pending	P	10/22/2010

Previous Applications										
	FY	Sch	Crs	Cls	Class Report Date	Class Start Date	Application Status	No Show Excused	Path	Date Applied
	2011	501	BCF 102	<u>003</u>	11/27/2010	11/27/2010	Reservation / Cancellation Decision Pending		P	10/6/2010
R	2011	507A	POM 103 (DAU)	<u>002</u>	11/28/2010	11/28/2010	This class has been cancelled or nonconducted		P	11/2/2010
	2011	505	CON 100 (DAU)	<u>003</u>	12/4/2010	12/4/2010	No Show status in this class	N	P	11/2/2010
	2011	506	BCF 301 (DAU)	<u>005</u>	12/5/2010	12/5/2010	This class has reported		P	11/2/2010
	2011	506	BCF 205 (DAU)	<u>002</u>	3/13/2011	3/13/2011	Reservation / Wait Cancelled		P	11/9/2010
	2011	507	BCF 203 (DAU)	<u>007</u>	6/4/2011	6/4/2011	Reservation / Wait Cancelled		P	10/6/2010

Figure 48: Requests for Approved Applications

- 61. To cancel an approved application, click on the **C** icon next to the event name in the far left-hand column (see Figure 49).

Pending Applications					
	FY	Sch	Crs	Cls	Class Report Date
X	2011	500	ACQ 101	<u>301</u>	TBD
X	2011	500	ACQ 201A	<u>301</u>	TBD

Click

Previous Applications					
	FY	Sch	Crs	Cls	Class Report Date
C	2011	506	CON 100 (DAU)	<u>048</u>	1/10/2011

Figure 49: Cancel Icon

- 62. The **Cancellation Request** window displays (see Figure 50).

Figure 50: Cancellation Request Window

63. Select the reason for cancellation from the drop-down menu (see Figure 51).

Figure 51: Reason for Cancellation

64. Enter an additional explanation for the cancellation in the **Other Comments** text box and then click **Continue** (see Figure 52).

Figure 52: Submit Cancellation

65. A **Cancellation Request Confirmation** window displays (see Figure 53). Note that a cancellation request does not guarantee a cancellation; cancellation

April 2011

requests must be approved by training officials within your organization. Verify that your Supervisor and Quota Manager approved the cancellation request prior to the class start date to avoid being listed as a no-show.

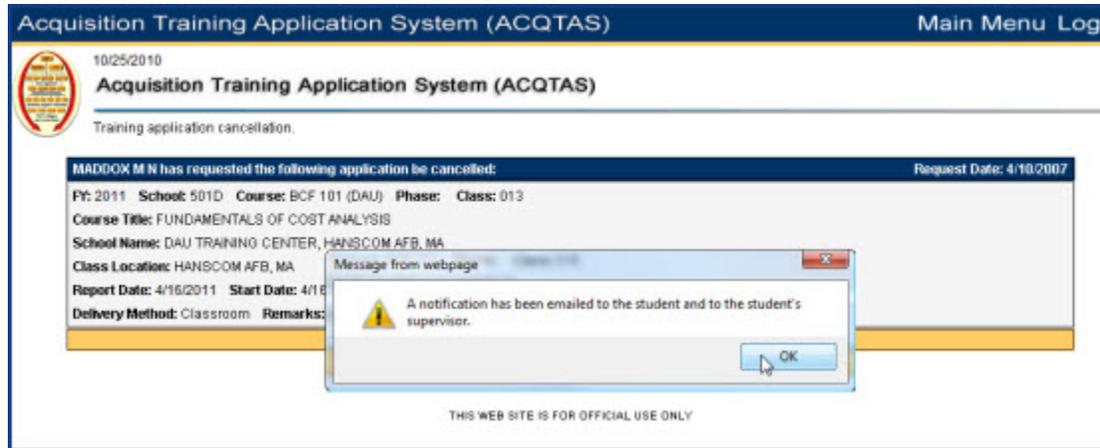


Figure 53: Cancellation Request Confirmation Window

66. To delete a pending cancellation request, click on the  icon next to the event name in the far left column of the **Pending Applications** window (see Figure 54). Note that only pending requests may be cancelled. If the cancellation request has already been approved, it cannot be cancelled. Instead, you must reapply for the course.

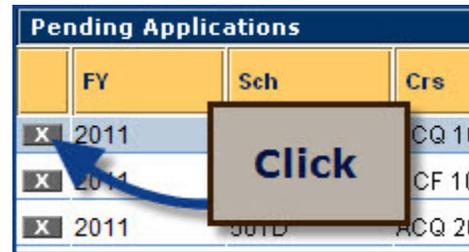


Figure 54: Delete Icon

67. A confirmation window displays (see Figure 55).



Figure 55: Delete Confirmation Message

68. Click **OK** to cancel your application for the selected event. The **Delete Confirmation** window displays to confirm your application is withdrawn and that an e-mail notification has been sent to you and your Supervisor (see Figure 56). Click **OK** to close the pop-up window.



Figure 56: Delete Confirmation Window

69. The **R** icon allows the Student to edit and resubmit an application that has been cancelled. To resubmit an application click on the **R** icon (see Figure 57).

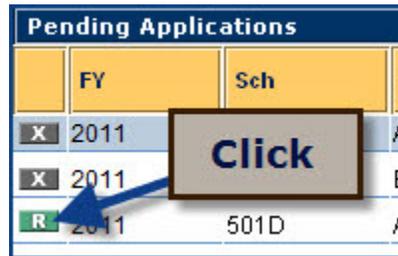


Figure 57: Resubmit Application

Resend Approval Request E-mail

If your application has been pending approval for more than two weeks, use the **Resend Approval Request E-mail** link to send another e-mail to your Supervisor to request the approval of a training application.

70. Click the **Resend Approval Request E-mail** link (see Figure 58).

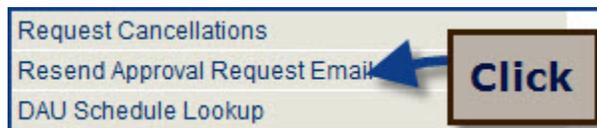


Figure 58: Resend Approval Request E-mail Link

71. The **Resend Approval E-mail** window opens (see Figure 59). To submit a notification to your Supervisor and request they review your application, click inside the course(s) checkbox(es).

Acquisition Training Application System (ACQTAS)

10/25/2010

Acquisition Training Application System (ACQTAS)

Send Student Notification

Place a check in the box below if you would like a copy of the student notification sent to your email address.

Send student notification

Select notifications to resend

<input type="checkbox"/>	FY	Sch	Crs	Cls	Class Report	Type	POC Name	POC Email	Date Applied	Days Old
<input type="checkbox"/>	2011	558	CON 112	301	11/1/2010	Training	TEST SUPERVISOR	testsuper@anyemail.provider	9/10/2010	1141

Resend Notification(s)

Figure 59: Resend Approval Request E-mail Checkbox

72. If you want a copy of the notification e-mail also sent to you, click in the box next to **Send Student notification** (see Figure 60).

Acquisition Training Application System (ACQTAS)

10/25/2010

Acquisition Training Application System (ACQTAS)

Send Student Notification

Place a check in the box below if you would like a copy of the student notification sent to your email address.

Send student notification

Select notifications to resend

<input type="checkbox"/>	FY	Sch	Crs	Cls	Class Report	Type	POC Name	POC Email	Date Applied	Days Old
<input type="checkbox"/>	2011	558	CON 112	301	11/1/2010	Training	TEST SUPERVISOR	testsuper@anyemail.provider	9/10/2010	1141

Resend Notification(s)

Figure 60: Send Student Notification Box

DAU Schedule Lookup

Use the **DAU Schedule Lookup** link to view a schedule of DAU courses.

73. Click the **DAU Schedule Lookup** link (see Figure 61).

Resend Approval Request Email

DAU Schedule Lookup

DAU Course Lookup

Select

Figure 61: DAU Schedule Lookup Link

74. Note that selection of this link results in navigation away from ACQTAS and entrance to the DAU Website.
75. The Defense Acquisition University Schedule Lookup opens in a new window. This window allows users to view information about a particular course on the DAU website. To do so, click on the particular course number in the **Access Concept Card** column (see Figure 62).

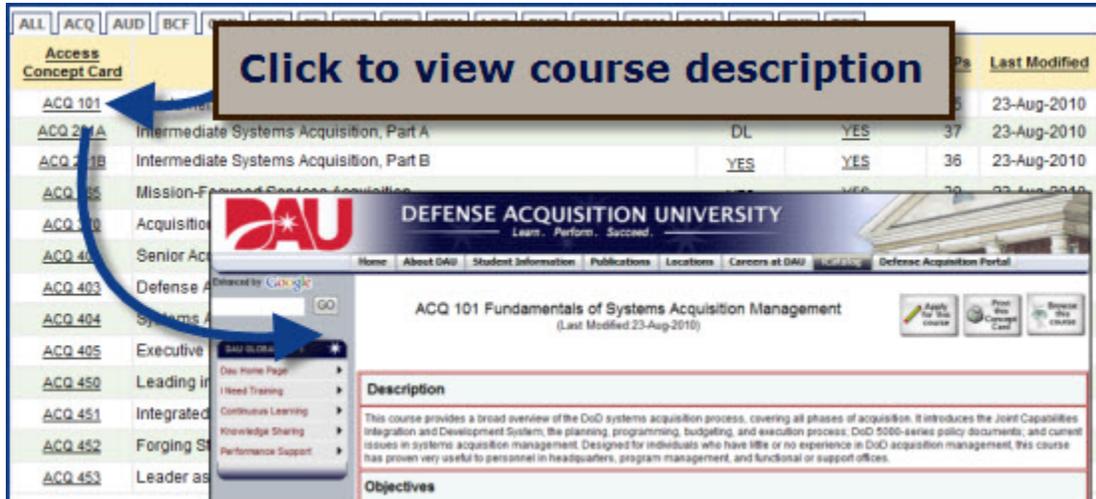


Figure 62: DAU Schedule Lookup

DAU Course Lookup

Use the **DAU Course Lookup** link to view the DAU course catalog.

76. Select the **DAU Course Lookup** link (see Figure 63).

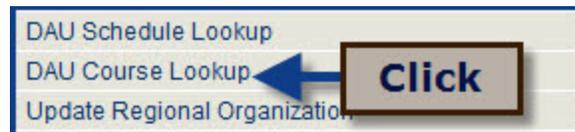


Figure 63: DAU Course Lookup

77. The **DAU Course Lookup** window displays and allows users to open the course catalog and look up additional information about DAU Courses. To do so, click on the **DAU 2009 Catalog** as shown in Figure 64.



Figure 64: DAU Course Lookup

Update Regional Organization

Use the **Update Regional Organization** link to modify information that pertains to any subordinate/regional acquisition offices.

78. To change the regional/subordinate organization to which you belong, click on **Update Regional Organization**. You are directed the **Update Regional Organization** window, pick a region/organization, and click the **Update Regional/Subordinate Org** button (see Figure 66).

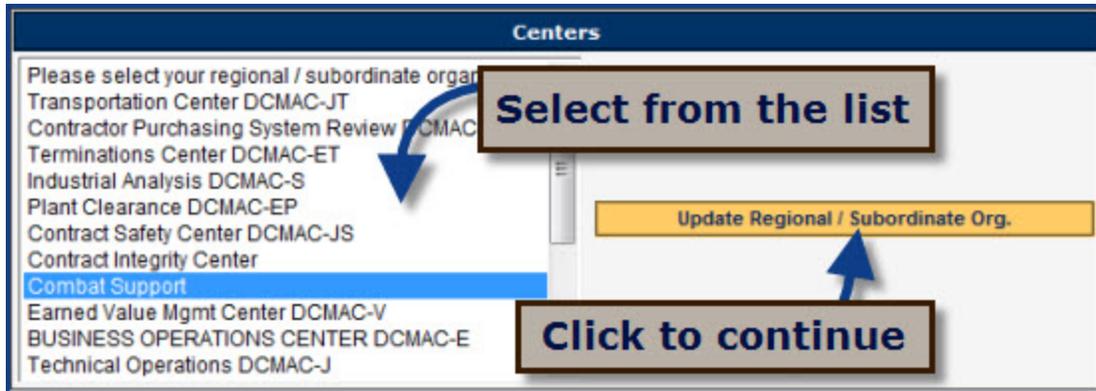


Figure 65: Update Regional/ Subordinate Org.

Logoff

Use one of the available **Logoff** links to exit the system immediately.

79. To exit the system, select a **Logoff** link from either the main menu or the upper right hand corner of the window.



Figure 66: Select a Logoff Link

80. A confirmation message displays. Click **OK** to continue or **Cancel** to return to the ACQTAS system.

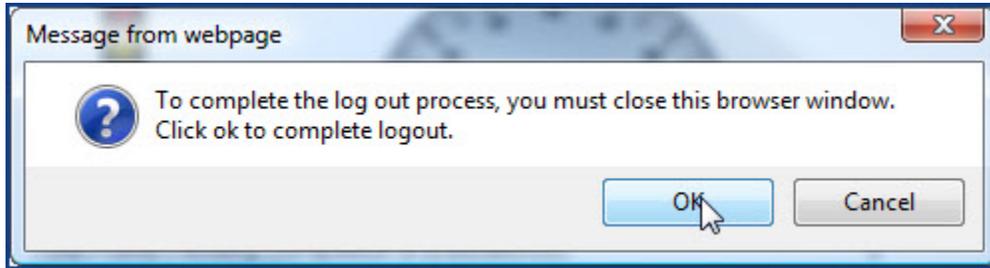


Figure 67: Logoff Confirmation Message

81. When **OK** is selected, a second message displays to ask if the window may be closed. Select **Yes** to close the window, or select **No** to return to the **Sign In** process (see Figure 69).

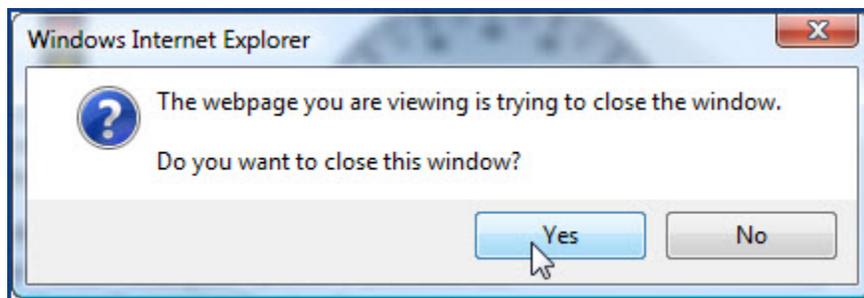


Figure 68: Logoff Confirmation Message

6. Student Travel Functions Menu

The **Student Travel Functions** menu is composed of a series of links, which are listed in the table below. Select a heading in the table to jump to the instructions for the corresponding menu link.

Student Travel Functions Menu	
Prepare Travel Request	Travel Status
Prepare Amendment	

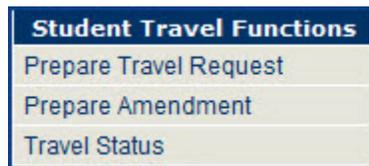


Figure 69: Student Travel Functions Sub-Menu

Prepare Travel Request

Use the **Prepare Travel Request** link to prepare anticipated travel arrangements.

82. Click the **Prepare Travel Request** link (see Figure 71).



Figure 70: Prepare Travel Report Link

83. Once you have a confirmed reservation for a resident course, you have access to the **Travel Requirements Worksheet** for that course. Notice the warning at the top of the window that states, 'To obtain centralized Department of Defense funding to attend DAU training, you must submit your anticipated travel arrangements/needs on the Travel Requirements Worksheet. Your Worksheet must be submitted 30 days in advance of the class report date (as indicated on your Enrollment Notice). If your Worksheet has not been submitted by the due date, you may lose centralized funding. For those worksheets submitted by the due date, your travel manager from your Component will e-mail your travel orders to you not later than one week prior to the report date.'
84. To submit a Travel Requirements Worksheet, click on the **Course** (see Figure 72).



Figure 71: Prepare Travel Requirements Sheet

April 2011

85. The **Student Travel Requirement Worksheet** window opens. There are six sub-sections of the Travel Requirement Worksheet: **Applicant Information**, **Travel Request**, **Government Credit Card Status**, **TDY Worksheet**, **Additional Requirements**, and **Remarks/Comments for the Travel Manager for your Component**. Note that all monetary amounts entered in the **Student Travel Requirements Worksheet** must be whole dollar amounts and should not include punctuation (i.e., \$101.50 should be entered as 102). Failure to enter numerical amounts in this fashion results in the worksheet not being submitted.
86. If you fail to complete one or more of these fields, the system prompts you to do so and indicates with an arrow icon (→) where the omission(s) occurred. The only required field on this window is the **BOQ Confirmation Reservation Number**. Fill in the **Reservation Confirmation Number** as shown in Figure 73.

The screenshot shows a window titled "TDY Worksheet:". Below the title bar, there is a message: "▶ LODGING: No government lodging is required at th...". Below this, there are two input fields. The first is labeled "BOQ RESERVATION CONFIRMATION NUMBER" and contains the text "14233". The second is labeled "BOQ RESERVATION NON-AVAILABILITY NUMBER" and is empty. A blue arrow points from a callout box on the right to the first input field. The callout box contains the text "Enter Reservation Confirmation Number".

Figure 72: BOQ Reservation Confirmation Number

87. Fill out the other fields that pertain to you, and then click the button at the bottom of the window labeled **Press To Submit Travel Requirements Worksheet**.
88. The **Student's Travel Worksheet Confirmation** window displays with a message that states 'Your Travel worksheet has been submitted to the Travel Manager for your Component.'

Prepare Amendment

Use the **Prepare Amendment** link to request an amendment to a travel order that you have already been issued.

89. To initiate the amendment process, click on the **Prepare Amendment** link (see Figure 74).



Figure 73: Prepare Amendment Link

90. The **Amendment Request** window opens (see Figure 75).

10/25/2010
Acquisition Training Application System (ACQTAS)
 Amendment Request

From this menu you may request an amendment to a travel order that has already been issued to you. You will receive by Email either the travel order amendment or an explanation if the amendment is not approved.

Click beside the course number of the applicable travel order.

Course	Location	Report Date	Start Date	Date Amended	Status
BCF 301 (DAU)	HUNTSVILLE, AL	12/6/2010	12/6/2010	10/25/2010	Pending
BCF 205 (DAU)	KETTERING, OH	1/10/2011	1/10/2011	10/25/2010	Pending

Figure 74: Amendment Request Window

- Click on the course number for which you want to make a travel amendment request (see Figure 76).

10/25/2010
Acquisition Training Application System (ACQTAS)
 Amendment Request

From this menu you may request an amendment to a travel order that has already been issued to you. You will receive by Email either the travel order amendment or an explanation if the amendment is not approved.

Click beside the course number of the applicable travel order.

Course	Location	Report Date	Start Date	Date Amended	Status
BCF 301 (DAU)	HUNTSVILLE, AL	12/6/2010	12/6/2010	10/25/2010	Pending
BCF 205 (DAU)	KETTERING, OH	1/10/2011	1/10/2011	10/25/2010	Pending

Figure 75: Travel Amendment Request

- The **Amendment Request/Local Mileage & Parking** window displays (see Figure 77).

- Enter your required mileage and parking expenses and then click **Submit Amendment Request** (see Figure 78).

10/25/2010
Acquisition Training Application System (ACQTAS)
 AMENDMENT REQUEST/LOCAL MILEAGE & PARKING

Amendment Request/Local Mileage & Parking

Name: STUDENT SAMPLE Email: samstudent@email.com Travel Day(s): 4

FY: 2011 SCH: 504 Course: BCF 205 (DAU) Class: 002

School Name: DAU MIDWEST REGION CAMPUS

Report Date: 1/10/2011 Start Date: 1/10/2011 End Date: 1/13/2011

Duty Location: CITY, VA

Residence: CITY, VA

Class Location: KETTERING, OH

AUTHORIZED LOCAL EXCESS MILEAGE

Calculated Excess Miles: [780] Per day [3120] total [\$1512] Max Authorized:

MILEAGE AMENDMENT REQUEST:

Mile: Resident to Work: Resident to Class: Excess per day(round trip):

AUTHORIZED PARKING:

Authorized: [\$471] per day [\$1884] max authorized:

PARKING AMENDMENT REQUEST

Per day: \$ Total: \$

Reason for Amendment Request

Text 20

NOTE: Amendments to travel orders will use the Memorandum of Endorsement method. Format will be provided by Defense Information Systems Agency (DISA).

Submit Amendment Request

Figure 76: Local Mileage & Parking Window

Figure 77: Submit Amendment Request Button

94. A confirmation message displays (see Figure 79). If the information is correct, click **OK**. If the information in the dialogue box is incorrect, click **Cancel** and enter the correct information. Once the **OK** button is selected, your **Amendment Request** is submitted for approval.



Figure 78: Mileage / Parking Message

Travel Status

Use the **Travel Status** link to check the status of all travel accounts for the current fiscal year.

95. Click on the **Travel Status** link (see Figure 80).



Figure 79: Travel Account Status link

96. The **Travel Account Status** window displays. Review the status of your travel accounts. The status of each travel account is located in the far right column of the **Current Fiscal Year Travel Accounts** panel (see Figure 81).

7. ACQTAS Continuous Learning Help and Functions

ACQTAS Continuous Learning Help

The **ACQTAS Continuous Learning Help** menu lists two links: **CL Module Enrollment Instructions** and **Ethics Training Instructions** (see Figure 84).

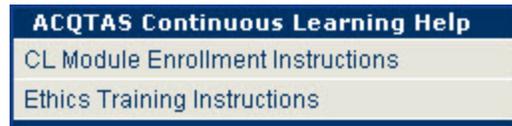


Figure 83: ACQTAS CL Help Menu

CL Module Enrollment Instructions

The **CL Module Enrollment Instructions** link shows information on how to submit applications for DAU CL courses.

99. Click the **CL Module Enrollment Instructions** link (see Figure 85).

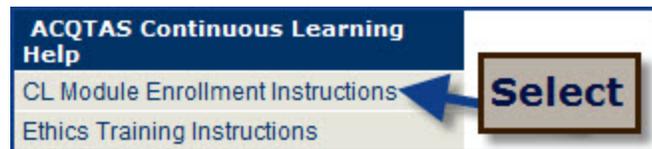


Figure 84: CL Module Enrollment Instructions Link

100. A window opens that explains step by step how to submit applications for DAU CL courses.

ACQTAS Continuous Learning Functions Menu

Under the **ACQTAS Continuous Learning Functions** menu, click the **Enter ACQTAS CL Site** link (see Figure 87). This link directs you to the **ACQTAS Continuous Learning** site.



Figure 85: Enter ACQTAS CL Site Link

ACQTAS CL Tutorials

Under the **ACQTAS Continuous Learning Functions** menu, click on the **ACQTAS CL Tutorials** link (see Figure 88) to access the **ACQTAS for Continuous Learning (CL) Events User Manual**.

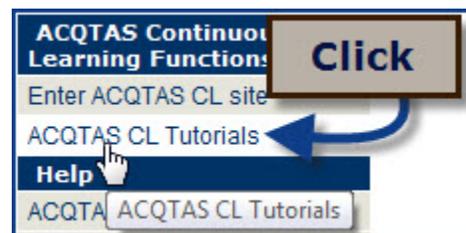


Figure 86: ACQTAS CL Tutorials Link

101. A **File Download** window displays (see Figure 89). Click **Open** to view the file immediately in the appropriate program for the file extension. Click **Save** to store the file on one of your computer's local drives. Click **Cancel** to close the **File**

April 2011

Download window and return to the **ACQTAS Continuous Learning Functions** menu without viewing the file.

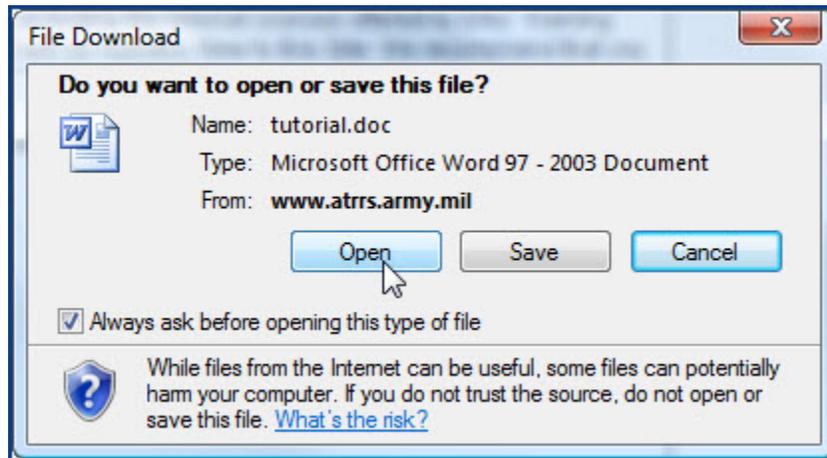


Figure 87: File Download

102. The **ACQTAS for Continuous Learning (CL) Events User Manual** opens in Microsoft Word (see Figure 90). Review the manual, and then close it to return to the **ACQTAS** system.

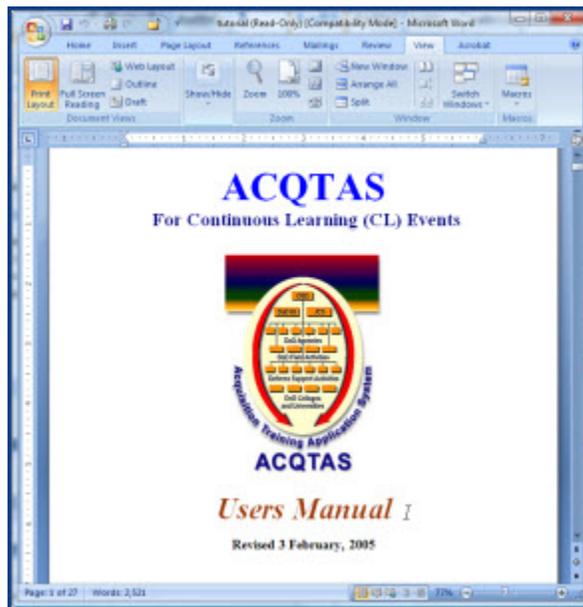


Figure 88: ACQTAS for CL Events User Manual

8. Help Menu

The **Help** menu is composed of a series of links, which are listed in the table below. Select a heading in the table to jump to the instructions for the corresponding menu link.

Help Menu	
ACQTAS Tutorials	DoD and DCMA Point of Contact Lookup
How To	Contact Component Travel Manager
Contact ACQTAS Help Desk	Frequently Asked Questions (FAQ)

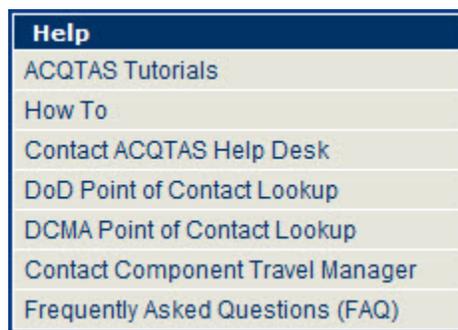


Figure 89: Help Menu

ACQTAS Tutorials

Click on **ACQTAS Tutorials** under the **Help Menu** as shown in the figure below. The **ACQTAS Tutorials** window opens with a list of available tutorials. These tutorials are designed to assist users in navigating the **ACQTAS for DAU** main window.



Figure 90: ACQTAS Tutorials

How To

Click on the **How To** link under the **Help Menu** as shown in the figure below to access the **How To** window. This window provides instructions on how to submit and cancel an application for DAU courses, how to re-apply to a canceled course, and how to check the status of applications.



Figure 91: How To

Contact ACQTAS Help Desk

If you need further assistance with any technical issue within the ACQTAS system, the **Contact ACQTAS Help Desk** link allows you to contact an expert within the system.

103. Click on **Contact ACQTAS Help Desk** under the **Help Menu** (see Figure 94).



Figure 92: Contact ACQTAS Help Desk

104. The **Contact ACQTAS Help Desk** window opens (see Figure 95).

 A screenshot of a web form titled 'CONTACT ACQTAS HELP DESK'. The form contains several fields: a subject dropdown menu with the text 'Please select the subject of your Email', a 'Student Name' text box, a 'Student Email Address' text box, a 'Phone' field with three boxes for digits and an 'ext.' field, and a large text area for 'Please describe your question or concern in detail:'. At the bottom is a 'Send Email' button. Three callout boxes with arrows point to the form: 'Fill in required information' points to the name and email fields; 'Describe question or concern' points to the description text area; and 'Click to finish' points to the 'Send Email' button.

Figure 93: Help Desk Information Fields

105. Select the **Subject** of the problem from the drop-down menu (see Figure 96).

 A screenshot of the 'CONTACT ACQTAS HELP DESK' form with the 'Subject' dropdown menu open. The menu lists several options: 'Please select the subject of your Email' (highlighted), 'Technical Problem', 'Registration/Schedule Question', 'DAWIA Question', 'Cancellation Question', 'Travel Question', and 'Other'.

Figure 94: Help Desk E-mail Subject

106. Fill in your **Student Name**, **Student E-mail Address**, **Phone Number**, and then write a short but detailed description of your question or concern. Click **Send E-mail** to report the issue to the ACQTAS help desk.

DoD and DCMA Point of Contact Lookup

107. Click on either the **DoD** or **DCMA Point of Contact Lookup** link (see Figure 97).



Figure 95: DoD Point of Contact Lookup

108. The **DoD Point of Contact** window displays. Select the agency of the POC you want to contact from a drop-down list, and then click the **Look Up Acquisition POC** button (see Figure 98).

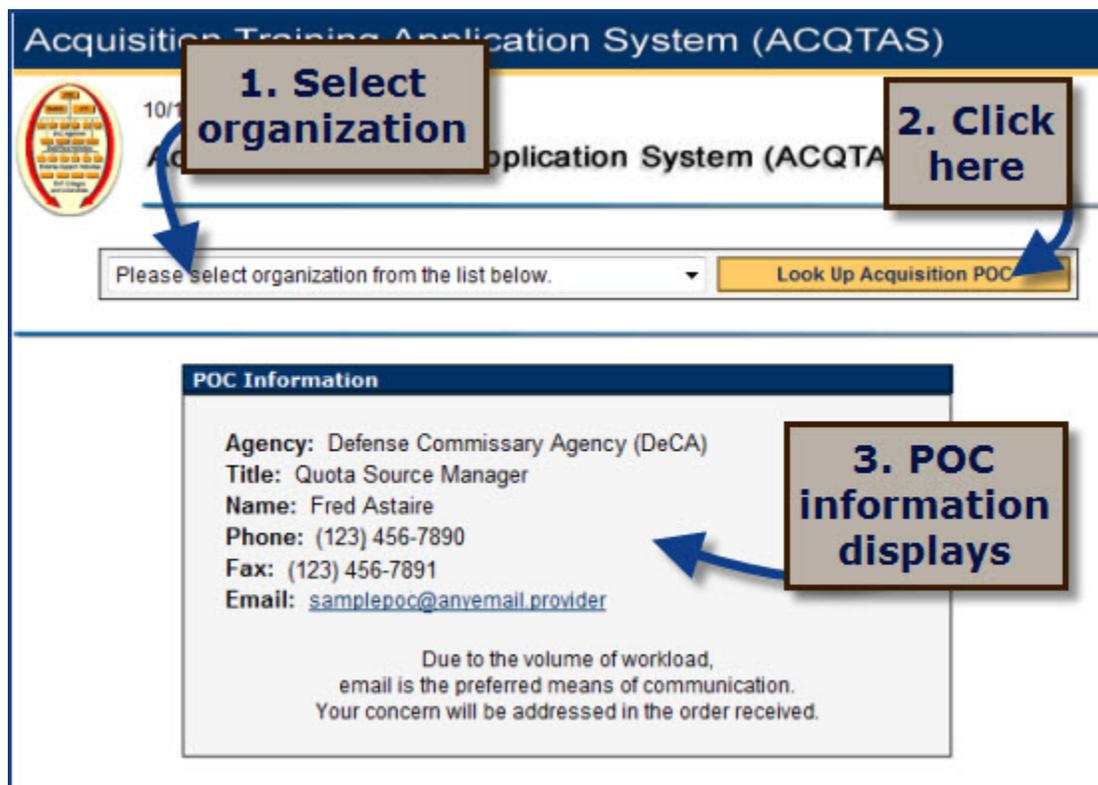


Figure 96: Look Up Acquisition POC

109. A panel opens and displays the POC's contact information for the selected agency.

Contact Component Travel Manager

110. Click on the **Contact Component Travel Manager** link (see Figure 99).



Figure 97: Contact Component Travel Manager

April 2011

111. The **Contact Component Travel Manager** window opens. Select your **DoD Component** from the drop-down menu and click the **Look Up Travel Manager** button (see Figure 100).

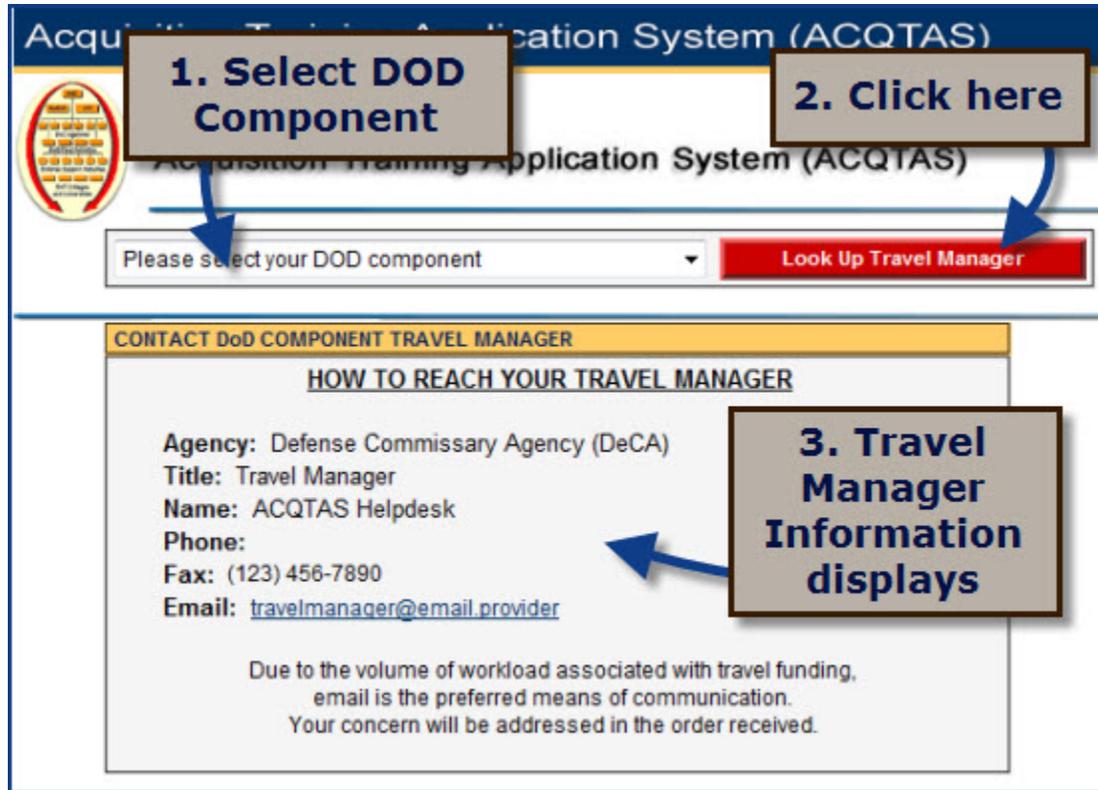


Figure 98: Look Up Travel Manager

Frequently Asked Questions (FAQ)

112. Click on the **Frequently Asked Questions (FAQ)** link to open the **Frequently Asked Questions** window (see Figure 101).

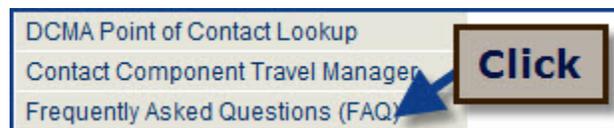


Figure 99: Frequently Asked Questions link

113. The **Frequently Asked Questions** window provides a series of questions aimed to help you navigate through the ACQTAS system.

9. Links

The **Links** menu is composed of a series of links, which are listed in the table below. Select a heading in the table to jump to the instructions for the corresponding menu link.

Links Menu	
Data on Demand	DODICS Notice of Monitoring
ACQTAS for Career Field Certification	Security Notice
ACQTAS for Defense Acquisition Corps	Other Useful Links
Privacy Act Statement	



Figure 100: Links Menu

Data on Demand

114. Click the **Data on Demand** link, as shown in Figure 103, to be directed to the **ACQTAS Data on Demand** main window.



Figure 101: Data on Demand Link

ACQTAS for Career Field Certification

115. Click on the **ACQTAS for Career Field Certification** link, as shown in Figure 104, to access the **ACQTAS for Career Field Certification** main window.

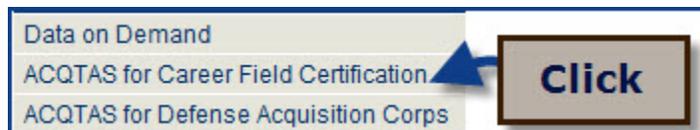


Figure 102: ACQTAS for Career Field Certification

ACQTAS for Defense Acquisition Corps

116. Click on the **ACQTAS for Defense Acquisition Corps** link (see Figure 105) to access the ACQTAS for Defense Acquisition Corps main window.

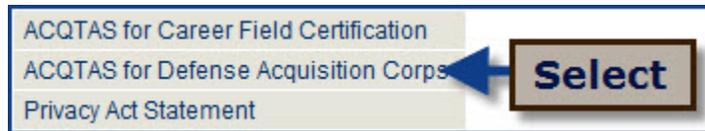


Figure 103: ACQTAS for Defense Acquisition Corps

Privacy Act Statement

117. Click on the **Privacy Act Statement** link (see Figure 106).



Figure 104: Privacy Act Statement

118. The **Privacy Act Statement** window opens and displays an annotated version of the **Privacy Act Statement**. Click the link labeled **Please Click Here to View the Expanded Privacy Statement** to view the expanded privacy statement.

DODICS Notice of Monitoring

119. Click the **DODICS Notice of Monitoring** link, as shown in Figure 107, to be directed to the **DODICS Notice of Monitoring** message. This message explains that the site is subject to monitoring by the DoD.



Figure 105: DODICS Notice of Monitoring

Security Notice

120. Click on the **Security Notice** link, as shown in Figure 108, to access to the Security Notice window, where the security notice is explained.



Figure 106: Security Notice

Other Useful Links

121. Click on the **Other Useful Links** link (see Figure 109) to access a window that displays links to websites related to ATRRS and DAU.



Figure 107: Other Useful Links link

Acronyms

ACQTAS	Acquisition Training Application System
ARPRINT	Army Program for Individual Training
ATRRS	Army Training Requirements and Resources System
CAC	Common Access Card
CC	Course Catalog
CEU	Continuing Education Unit
CL	Continuous Learning
DAU	Defense Acquisition University
DeCA	Defense Commissary Agency
DCPDS	Defense Civilian Personnel Data System
DOB	Date of Birth
DoD	Department of Defense
DODICS	Department of Defense Interest Computer System
FAQ	Frequently Asked Questions
FY	Fiscal Year
IP	Internet Protocol
IRMC	Information Resource Management College
JTR	Joint Travel Regulations
MOB ARPRINT	Mobilization Army Program for Individual Training
MTPS	Mobilization Training Planning System
NAC	National Agency Check
NISA	Network Infrastructure Services Agency
ODCSPER	Office of the Deputy Chief of Staff for Personnel

April 2011

POC	Point of Contact
POV	Privately Owned Vehicle
SMDR	Structure Manning Decision Review
SSL	Secure Socket Layers
SSN	Social Security Number
TBD	To Be Determined
TSACS	Terminal Server Access Controller System
USAITA	U.S. Army Information Technology Agency
VAL	Visit Authorization Letter

Table of Figures

Figure 1: Arrow Convention	2
Figure 2: Defense Agency Component	4
Figure 3: SSN and DOB sign in	5
Figure 4: Missing DoD Root Certificate	6
Figure 5: Missing Client Certificate	6
Figure 6: Sign in with CAC.....	6
Figure 7: Choose a Digital Certificate	7
Figure 8: CAC Reader Software- Enter PIN dialog box	7
Figure 9: DCMA Log In.....	8
Figure 10: Student Dashboard	
Figure 11: Review/Edit ACQTAS Training Applications	9
Figure 12: Course Information	9
Figure 13: Training Applications	10
Figure 14: ACQTAS Student Travel	10
Figure 15: Student Continuous Learning Site	11
Figure 16: Student Continuous Learning Site	11
Figure 17: Student Functions Menu	12
Figure 18: Update Student Profile Link	12
Figure 19: Student Profile Window.....	13
Figure 20: Update Profile Button	14
Figure 21: Profile Update Confirmation.....	14
Figure 22: Apply for Training Link.....	14
Figure 23: Apply for Training Main Window.....	15
Figure 24: Submit Application.....	16
Figure 25: Select a Location Window	16
Figure 26: Cost Effective Locations	17
Figure 27: Select a Class Offering Window.....	17
Figure 28: Continue to Application Button	18
Figure 29: Application Info Section	18
Figure 30: Comments Box	18
Figure 31: Submit Application Button.....	18
Figure 32: E-mail Verification Message.....	19
Figure 33: E-mail Notification Message.....	19
Figure 34: Training Application Confirmation Window.....	19
Figure 35: Search for Continuous Learning Modules Link	20
Figure 36: Search for CL Modules Window	20
Figure 37: Continuous Learning Modules Search Results window	20
Figure 38: Search Results window	21
Figure 39: Review / Edit Applications Link	21

April 2011

Figure 40: Review/Edit Applications Window	21
Figure 41: Cancel Application.....	22
Figure 42: Cancel Confirmed Reservation	22
Figure 43: Resubmit Application.....	22
Figure 44: View Application Path	22
Figure 45: Application Path.....	23
Figure 46: Create / Edit Travel Worksheets	23
Figure 47: Request Cancellations Link.....	23
Figure 48: Requests for Approved Applications.....	24
Figure 49: Cancel Icon.....	24
Figure 50: Cancellation Request Window	25
Figure 51: Reason for Cancellation	25
Figure 52: Submit Cancellation	25
Figure 53: Cancellation Request Confirmation Window	26
Figure 54: Delete Icon	26
Figure 55: Delete Confirmation Message	26
Figure 56: Delete Confirmation Window	27
Figure 57: Resubmit Application.....	27
Figure 58: Resend Approval Request E-mail Link.....	27
Figure 59: Resend Approval Request E-mail Checkbox	28
Figure 60: Send Student Notification Box	28
Figure 61: DAU Schedule Lookup.....	28
Figure 62: DAU Schedule Lookup	29
Figure 63: DAU Course Lookup	29
Figure 64: DAU Course Lookup	29
Figure 66: Update Regional/ Subordinate Org.	30
Figure 67: Select a Logoff Link.....	30
Figure 68: Logoff Confirmation Message.....	31
Figure 69: Logoff Confirmation Message.....	31
Figure 70: Student Travel Functions Sub-Menu	32
Figure 71: Prepare Travel Report Link.....	32
Figure 72: Prepare Travel Requirements Sheet	32
Figure 73: BOQ Reservation Confirmation Number	33
Figure 74: Prepare Amendment Link.....	33
Figure 75: Amendment Request Window.....	34
Figure 76: Travel Amendment Request	34
Figure 77: Local Mileage & Parking Window	Error! Bookmark not defined.
Figure 78: Submit Amendment Request Button.....	35
Figure 79: Mileage / Parking Message	35
Figure 80: Travel Account Status link.....	35
Figure 81: Travel Account Status Column.....	36
Figure 82: ACQTAS Travel Settlement Fax Cover Sheet Button	36
Figure 83: ACQTAS Travel Settlement Fax Cover Sheet.....	36

April 2011

Figure 84: ACQTAS CL Help Menu	37
Figure 85: CL Module Enrollment Instructions Link	37
Figure 87: Enter ACQTAS CL Site Link.....	37
Figure 88: ACQTAS CL Tutorials Link	37
Figure 89: File Download.....	38
Figure 90: ACQTAS for CL Events User Manual.....	38
Figure 91: Help Menu	39
Figure 92: ACQTAS Tutorials.....	39
Figure 93: How To.....	39
Figure 94: Contact ACQTAS Help Desk.....	40
Figure 95: Help Desk Information Fields.....	40
Figure 96: Help Desk E-mail Subject.....	40
Figure 97: DoD Point of Contact Lookup.....	41
Figure 98: Look Up Acquisition POC.....	41
Figure 99: Contact Component Travel Manager.....	41
Figure 100: Look Up Travel Manager	42
Figure 101: Frequently Asked Questions link	42
Figure 102: Links Menu.....	43
Figure 103: Data on Demand Link	43
Figure 104: ACQTAS for Career Field Certification	43
Figure 105: ACQTAS for Defense Acquisition Corps.....	44
Figure 106: Privacy Act Statement	44
Figure 107: DODICS Notice of Monitoring.....	44
Figure 108: Security Notice	44
Figure 109: Other Useful Links link.....	44

User Feedback Request

We continually strive to improve our technical manuals and user guides. If you are aware of any inaccuracies or omissions in this guide, please forward a description which references:

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

If you have a suggestion on how we may better support your user community, we ask that you share it with us.

Please email your feedback and suggestions to UserGuides@asmr.com.