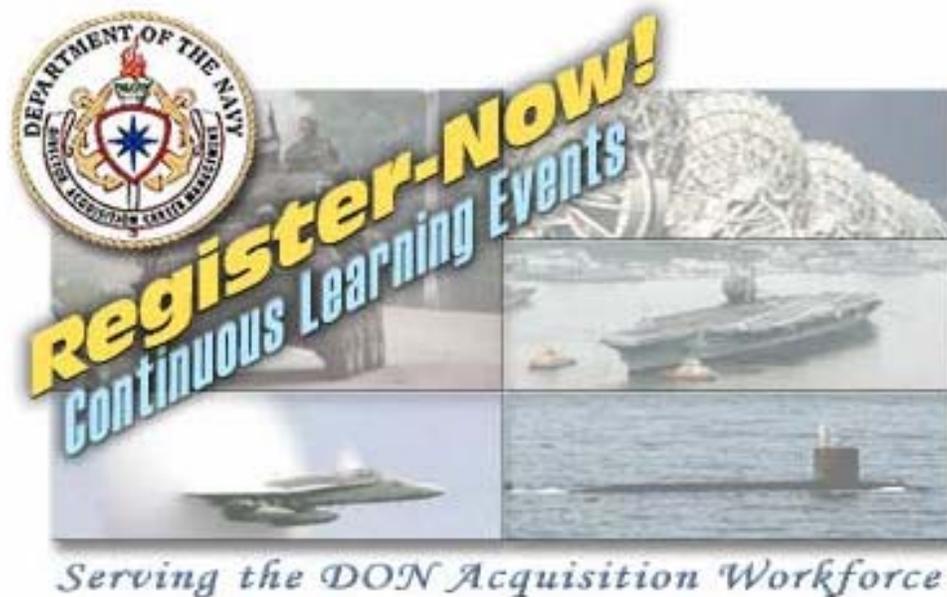


Register Now

For Continuous Learning Events



Request CL Points QUICKSTART Guide

Revised 16 October, 2003

Department of the Navy
Office of the Assistant Secretary of the Navy
(Research, Development & Acquisition) (DACM-T)

Table of Contents

3	STUDENT SECTION	3
3.1	QUICKSTART: STATUS/REQUEST CL POINTS.....	3

3 Student Section

3.1 QUICKSTART: Status/Request CL Points

This is where Students may request continuous learning points for activities completed during the current 2-year CL period.

1. To request CL points, you must first have a student profile in Register Now!. To create or edit one go to:

www.register-now.cms.navy.mil

The Register Now homepage is displayed (see Fig. 1).

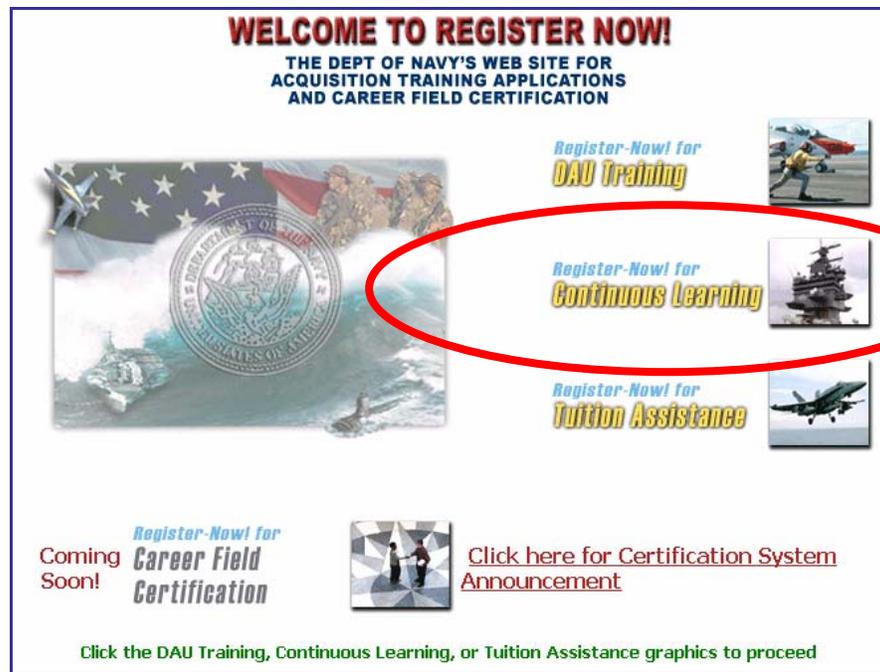


Fig. 1: Register Now homepage

2. Click anywhere in the **Register-Now! for Continuous Learning** graphic to continue (see Fig. 1 above).

The **Register-Now! for Continuous Learning Events** homepage displays (see Fig. 2).

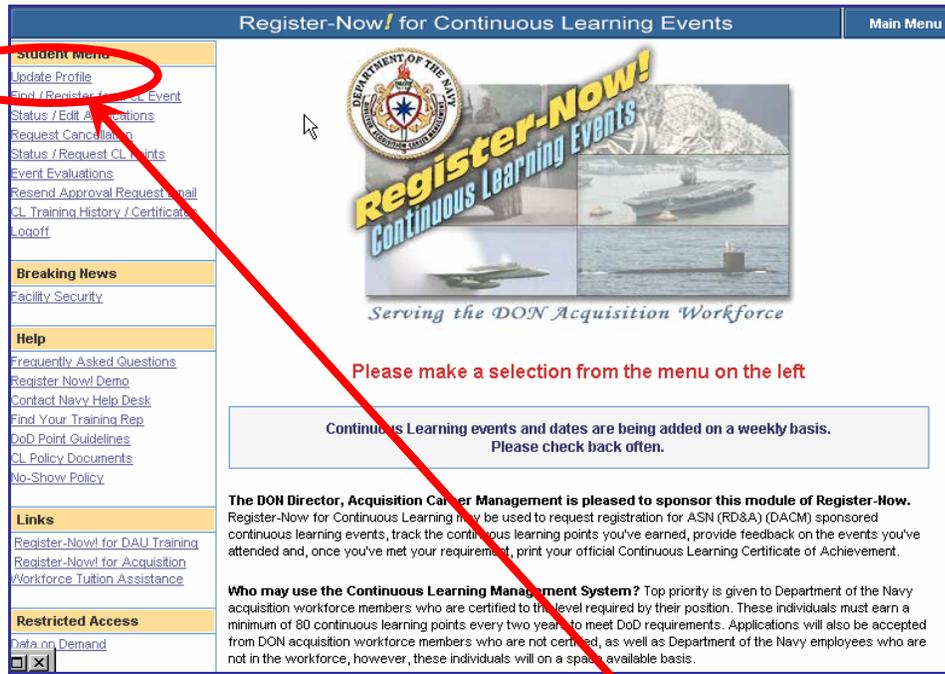


Fig. 2: Register Now! for Continuous Learning Events

3. If you do not have a profile or need to modify an existing one, under the **Student Menu**, click on the **Update Profile** link.

The **Student Profile** page displays (see Fig. 3).

Student Profile

Complete and/or verify the information below. Be sure to be as accurate as possible, misinformation may prevent your application from being processed.

Verify/Enter Student Information

Student Information

SSN: 231-6-██████ Date of Birth: 20██-██-██ Gender: Male

First Name: Bill Middle Initial: T Last Name: St██████

Pay Plan: GS Pay Grade: 12 Service: Dept. Of Navy Disabilities: No

If you are a civilian employee of the Dept. of the Navy or the Marine Corps, please enter your Civilian Job Series Below.

Civilian Job Series: 1083 i.e., 0123

Student Contact Information

Organization: ALL OTHERS Duty Location UIC: 48142

Duty Address: 3025 Hamaker Court City: Fairfax

State: VA ZIP Code: 22031 - ██

Country: UNITED STATES

Phone: 703 - 645 - 0420 ext. ██

DSN: ██ - ██ ext. ██ Fax: ██ - ██ - ██

Important: Since Register-Now! 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: bstill██████@m

Supervisor Contact Information

Supervisor: D. Big Boss

Phone: 703 - 645 - 0420 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: bstill@asmr.com

Update Profile

Fig. 3: Student Profile window

4. Fill in all the information. Pay special attention to the accuracy of your **Email** address and the **Email** address of your Supervisor. If either **Email** address is incorrect, you or your Supervisor will not be properly notified. The result would be that your request will not be processed.
5. When finished, click the on **Update Profile** button. A confirmation window appears. Click on the **OK** button. You are returned to the **Main Menu**.
6. To request CL points or check on your point request status, under the **Student Menu** click on the **Status / Request CL Points** link (see Fig.4).

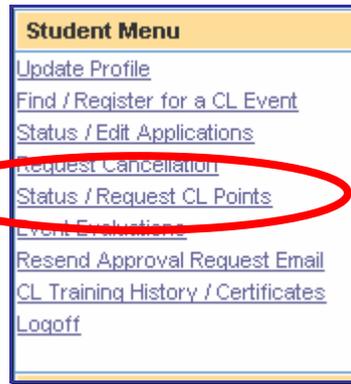


Fig. 4: Request Cancellation link

7. The **Requests for Continuous Learning Points** window is displayed (see Fig. 5).

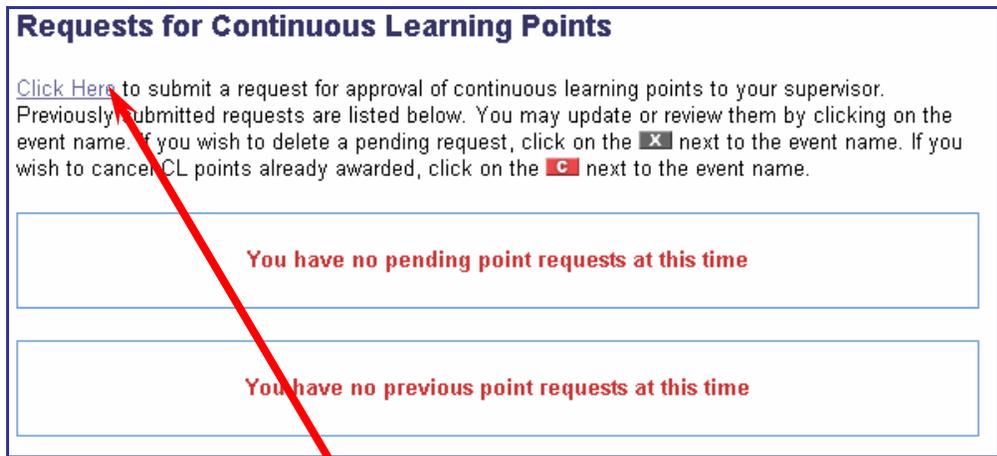


Fig. 5: Requests for Continuous Learning Points

8. To submit a request for approval of CL points to your Supervisor, click on the **Click Here** link.

NOTE: No one should request CL points for DAU courses, since points are automatically posted to their CL training history upon course completion.

The **Request Continuous Learning Points** data update window appears (see Fig. 6).

Request Continuous Learning Points

Please use this screen to request your supervisor's approval of continuous learning points you have earned through participation in locally funded training events, experiential assignments, or professional events.

You should not request approval of points earned by attending events you registered for using Register-Now! This includes courses offered by the Defense Acquisition University (DAU). The points you earned in those events were approved during the registration process and are automatically added to your official record in Register-Now! (www.dau.mil is different than Register-Now for DAU and the two are not linked so you should request points for events taken on www.dau.mil.) To review your current point status, click on "Review CL Training History/Certificates" on the Student Menu.

Event Information	
Name of CL Event	<input type="text"/>
Event Description <i>(1000 character limit)</i>	<div style="border: 1px solid #ccc; height: 60px;"></div>
Event Type	<input type="text"/>
Start Date	<input type="text"/> - <input type="text"/> - <input type="text"/>
End Date	<input type="text"/> - <input type="text"/> - <input type="text"/>
Number of Points Requested	<input type="text"/>
Comments <i>(1000 character limit)</i>	<div style="border: 1px solid #ccc; height: 40px;"></div>
Student Information	
SSN: 231-6- <input type="text"/>	Date of Birth: 20Ja <input type="text"/> Gender: <input type="text"/>
First Name: <input type="text"/>	Middle Initial: <input type="text"/> Last Name: <input type="text"/>
Pay Plan: GS	Pay Grade: 12 Service: Dept. Of Navy Disabilities: <input type="text"/>
If you are a civilian employee of the Dept. of the Navy or the Marine Corps, please enter your Civilian Job Series Below.	
Civilian Job Series: <input type="text"/> i.e., 0123	
Student Contact Information	
Organization: <input type="text"/>	Duty Location UIC: <input type="text"/>
Duty Address: <input type="text"/>	City: <input type="text"/>
State: <input type="text"/>	ZIP Code: <input type="text"/> - <input type="text"/>
Country: <input type="text"/>	
Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> ext. <input type="text"/>	
DSN: <input type="text"/> - <input type="text"/> ext. <input type="text"/>	Fax: <input type="text"/> - <input type="text"/> - <input type="text"/>
Important: Since Register-Now! 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: <input type="text"/>	
To select a subUIC: Click on the "SubUIC" link below to bring up a list of valid SubUIC's. Click on the organization that matches your subUIC. SubUIC: DC	
Supervisor Contact Information	
Supervisor: <input type="text"/>	
Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> ext. <input type="text"/>	
Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.	
Email: <input type="text"/>	
<input type="button" value="Submit Request"/>	

Fig. 6: Request Continuous Learning Points data update window

9. Under the **Event Information** heading, fill out the necessary information (see Fig. 7).

Event Information	
Name of CL Event	Discovery Map training
Event Description (1000 character limit)	This is important training for the purposes of this Student Quickstart Guide.
Event Type	Training (Functional or Technical)
Start Date	Jan 08 2003
End Date	Feb 25 2003
Number of Points Requested	3
Comments (1000 character limit)	It would be greatly appreciated to have these points approved for this class I have already taken.

Fig. 7: Event Information Heading

10. When finished, click on the **Submit Request** button at the bottom of the **Request Continuous Learning Points** window.

The **Point Request Confirmation** window displays notifying you that an email request has been sent to your Supervisor (see Fig. 8).

Point Request Confirmation
Bill T Still has successfully submitted a request for approval of CL points for the event listed below
Request Confirmation
Application Date: 15 Oct 2003
Event: Discovery Map training
Event Type: Training (Functional or Technical)
Start Date: 08 Jan 2003
End Date: 25 Feb 2003
Points Requested: 3
- An email notification has been successfully sent to you.
- An email notification has been successfully sent to your supervisor.

Fig. 8: Point Request Confirmation

11. To check on the status of your request, return to the **Main Menu**, click on the **Status/Request CL Points** link.

The **Requests for Continuous Learning Points** window appears (see Fig. 9).

Requests for Continuous Learning Points

[Click Here](#) to submit a request for approval of continuous learning points to your supervisor. Previously submitted requests are listed below. You may update or review them by clicking on the event name. If you wish to delete a pending request, click on the **X** next to the event name. If you wish to cancel CL points already awarded, click on the **C** next to the event name.

Point Requests Pending Supervisor Approval					
	Event	Event Type	Points Requested	Request Type	Date Requested
X	Discovery Map training	Training (Functional or Technical)	3	Approval	15 Oct 2003 11:44

Fig. 9: Requests for Continuous Learning Points window

Once your Supervisor approves your request, you will receive an email notifying you of approval.

Congratulations! You've just requested CL points from your Supervisor.