

selfDevelopment center



User Guide

November 2010

ATRRS Help Desk
DSN: 225-2353/2060
Commercial: (703) 695-2353/2060

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Record of Changes

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Introduction

The ATRRS Self-Development Center provides a range of courses for the benefit of all military and DoD civilian personnel. Enrollment in a self development course is on a self-nomination basis and does not require the approval of a supervisor. To browse or enroll in one or more of the available courses visit the Self-Development Center (<https://www.atrrs.army.mil/selfdevctr>). Links to the Center are also available from:

[Army Knowledge Online](#) (Select **My Training** from the **Self Service Menu**, then select **Take Self-Development Courses** from the **ATRRS Student Center**), or from the

[ATRRS Homepage](#) (Select **Army** from the **Channels** directory, and then click **Self-Development**).

Each of the links above directs you to the Self-Development Center (see Figure 1)



Figure 1: Self-Development Center home page

The menus on the main navigation box on the left of the Self-Development home page provide options to locate and apply for a course or to review other personal training information (see Figure 1). You may search for a course without logging in to the Self-Development Center, but you must log in to apply for a course.

1. Quick Course Search

This option allows you to search for courses using all or part of a course reference number or title, or a single key word. Enter the information you have in one of the two **Quick Course Search** text boxes (see Figure 2) and click either **Search** button. Results that match your criteria are listed in an information table in the center of the page. To learn more about any course in the list, click its course reference number (see Figure 2).

Enter search criteria here

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Quick Course Search

Crs Nbr Search

Title Search

User Tools

- Advanced Course Search
- Sign up for the Army e-Learning Program
- View Your ATTRRS Training Record
- View Your Unofficial ATTRRS Transcript

ATTRRS Related Sites

- The Army Homepage
- Army Knowledge Online

ATTRRS Course Catalog Search Results

Back to Search Criteria New Search

Click on the course to see the available classes.

8 Total Courses Page 1 of 1

School	School Name	Course	Phase	Course Title
772	JOINT WARFIGHTING CENTER (JKDDC)	JOP-WS407		DEPLOY & DISTRD: JTF LOGISTICS CJTF-KQA 09
772	JOINT WARFIGHTING CENTER (JKDDC)	JOP-WS236		DEPLOYMENT DISTRIBUTION AND JTF LOGISTICS OF
772	JOINT WARFIGHTING CENTER (JKDDC)	JOP-WS426		JOINT LOGISTICS COURSE
772	JOINT WARFIGHTING CENTER (JKDDC)	JST-WS426		JSOTF LOGISTICS AND SUPPORT COURSE (PART 7)
772	JOINT WARFIGHTING CENTER (JKDDC)	JOP-WS013	7-3	JTF 101 MOD 7: JOINT LOGISTICS
555	AMEDD CORRESPONDENCE COURSES	ML-MS0300		LOGISTICS AGENCIES SPT THE US ARMY
772	JOINT WARFIGHTING CENTER (JKDDC)	JST-WS079		NATO LOGISTICS CRS
772	JOINT WARFIGHTING CENTER (JKDDC)	JOP-WS205		THEATER LOGISTICS OPERATIONS (CJTF-KQA)

8 Total Courses Page 1 of 1

Click Course number for information about the course

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Figure 2: Quick Course Search

The list refreshes to show a **Class Schedule** and, where available, the **Course Scope** and information on the School responsible for the Class. To register for a class, click the **Register** button in the left hand column of the **Class Schedule** (see Figure 3)

Click to Register for this Class

Information For Course J3OP-US407

Class	Report Date	Start Date	End Date	Class Capacity	Class Type
881	01 Oct 2010	01 Oct 2010	30 Sep 2011	9999	Internet

Details of Course and School

Course Scope

The purpose of this course is to educate Individual Augmentees (IA's) assigned to the Combined Joint Task Force - Horn of Africa (CJTF-HOA) staff who were unable to participate in the formal training seminars held at the Joint Warfighting Center (JWFC) as part of the core staff. The student will become familiar with Deployment, Distribution and Joint Task Force Logistics Operations that will impact the Joint Force Headquarters. At the conclusion of the course, the student will be able to: discuss the Deployment and Distribution Concept; describe the function of the Joint Deployment Distribution Operations Center; describe the Theater Logistics Environment; Understand Logistics Staff support to decision making; discuss the Joint Logistics Framework and understand Common User Logistics. This course is derived from the USJFCOM/JWFC Deployable Training Seminar Series training seminars presented to the incoming CJTF HQA staff during the CJTF-HQA 99-1 Mission Exercise, 17-21 November 2008.

Special Information

There is no Special Information.

Information for School 772, Last updated 04 Jan 2010

Welcome to JKO Joint Knowledge Online!

JKO is your entry to individual joint training and competency. Consider this your essential resource for joint preparation. As the cornerstone for accessible, relevant, real-time individual joint training, JKO provides a comprehensive Web-based source of joint training information and tools. You'll find JKO courseware providing training opportunities to prepare for joint training events or real-world operations. You'll also find learning support with access to subject matter experts, real-time critical information and lessons learned. Use JKO as your personal development plan as you build a profile, track your training and take advantage of recommended learning activities.

The goal of Joint Knowledge Online is to provide the training support necessary to prepare individuals for interoperable joint forces - a spectrum that may include integrated operations with inter-governmental, inter-Agency and multi-national partnerships.

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[Privacy and Security Notice](#)

Figure 3: Course Information

The **Privacy and Security** notice shows: click the **I Agree** button to continue to the **Login** page. The method used to Login and make a course application is determined by the School that runs the class.

2. Advance Course Search

To search or browse for a course by category, click **Advanced Course Search** under the **User Tools** section of the main navigation menu. The ATRRS Course Catalog search option opens (see Figure 4). The catalog search option allows you to search by **Fiscal Year** and **School** criteria, in addition to the **Quick Course Search** options of **Course Number** and **Course Title**. Select the **Fiscal Year** in which you wish to

begin a course from the drop-down list (see Figure 4) to begin a search of the ATTRRS Course Catalog.

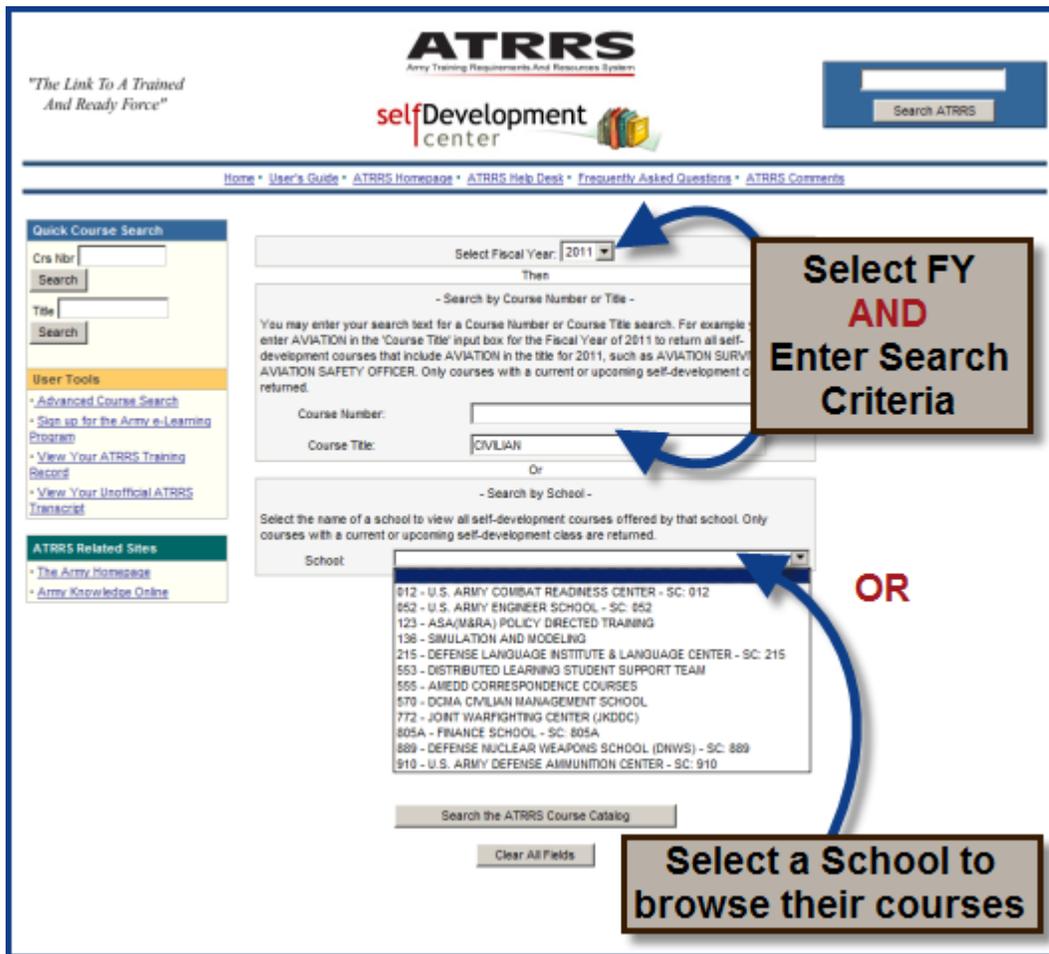


Figure 4: Search or Browse by Category

You may then choose to search by **Course Number** and/or **Course Title**, or you may choose to view all self-development courses offered by a single school. To search by school, select the **School** of your choice from the **Search by School** drop-down list. Click the **Search the ATTRRS Course Catalog** button to see the results of your search and follow the instructions in the Quick Course Search section (see page 2) for further information on courses offered.

3. Applying for a Self-Development Course

To apply for a course requires that you first log in to the Self-Development Center. The type of log in is determined by the school that offers the course you selected.

A School may offer Login by:

- CAC or AKO
- AKO only
- CAC and AKO, but restricted to applicants with an existing AKO account

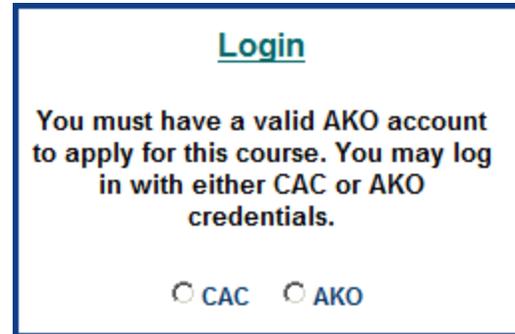


Figure 5: Login Options

Where a **Login** option exists, click a radio button to select your preferred method to login to the password protected area of the Center. Enter your credentials and click the Login button. A **Training Application** form shows for the course and class selected.

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Quick Course Search
Crs No: [] Search
Title: [] Search

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• View Your ATTRRS Training Record
• View Your Unofficial ATTRRS Transcript

ATTRRS Related Sites
• The Army Homepage
• Army Knowledge Online

Training Application

Status History

Application Status History
You have no current application history for this course.

Reservation Status History
You have no current reservation history for this course.

Class Summary

FN: 2011 SCH: 4005 CR#: 1-256-C48-1 (DL) Phase:
Title: STRUCTURED SELF-DEVELOPMENT - LEVEL 1
Class: 401 Class Type: internet
Report Date: 01 Oct 2010 Start Date: 01 Oct 2010 End Date: 30 Sep 2013

Student Info

First Name: Roger M: J Last Name: Dodger
Gender: Male Female Disabilities: Yes No
Duty Position: [Watch Supervisor]
Clearance: [F - SECRET]
Please enter either your work or home address:
Street: [123 Main Street]
City: [Newtown]
State: [OH - OHIO] Zip: [43]
Email: [Someone@us.army.mil]

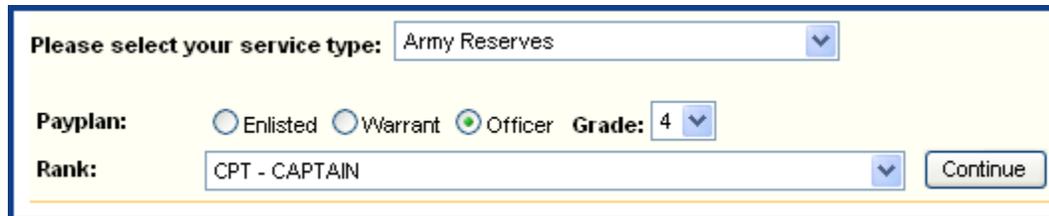
Complete form then Submit Application

Submit Application

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Figure 6: Training Application form

Note that Figure 6 shows the standard Training Application. This form is used when ATRRS already holds all necessary information about the applicant (as verified by the applicant's logon credentials). In instances where insufficient applicant data is held, additional fields (e.g. to capture an applicant's Branch or Service, Payplan, or Rank) may be included. When this is the case, additional fields at the bottom of the form must be completed by the applicant (see Figure 7 for an example).



The screenshot shows a web form with the following fields:

- Please select your service type:** A dropdown menu with "Army Reserves" selected.
- Payplan:** Three radio buttons: "Enlisted", "Warrant", and "Officer". The "Officer" button is selected.
- Grade:** A dropdown menu with "4" selected.
- Rank:** A dropdown menu with "CPT - CAPTAIN" selected.
- Continue:** A button to the right of the Rank dropdown.

Figure 7: Additional Applicant Information Required

When the form is complete, click the **Submit Application** button (in the yellow bar at the bottom) to complete the process.

A confirmation window displays: click **OK** to close it.

The window refreshes to show your pending application. At the top of the window (see Figure 8) there is a reminder that you will be notified of the result of your application by email. Do not submit a duplicate application for this course until you have received the result of your first application (which may take as little as ten minutes). If you do not receive an email within 24 hours of your application, contact the ATRRS Help desk for assistance.

Note also that below the confirmation message your **Application Status History** shows a new entry and the entire form is now read only to reflect the application is complete.

Training Application
Your application will be processed soon and you will be notified of the result by email. This normally takes about 10 minutes. Please allow 24 hours before contacting the ATRRS Help desk.

Application Status History

Date Applied	FY	School Course	Phase	Class	Status
10/27/2010 2:18:56 PM	2011	400S 1-250-C49-1 (DL)		001	This application has not been processed at this time. Please wait for this status to be updated.

Reservation Status History
You have no current reservation history for this course.

Class Summary

FY:	2011	SCH:	400S	CRS:	1-250-C49-1 (DL)	Phase:	
Title:	STRUCTURED SELF-DEVELOPMENT - LEVEL 1						
Class:	401	Class Type:	Internet				
Report Date:	01 Oct 2010	Start Date:	01 Oct 2010	End Date:	30 Sep 2013		

Student Info

First Name: Roger M: J Last Name: Dodger Suffix:

Gender: Male Female Disabilities: Yes No

Duty Position: watchkeeper

Clearance: F - SECRET

Please enter either your work or home address:

Street: Main

City: Vienna

State: VA - VIRGINIA Zip: 22182 -

Email: [redacted]

Confirmation Message

Application Status History

Application is now Read Only

Figure 8: Completed Application

4. Enroll with Army e-Learning

To enroll directly with Army e-Learning, click the **Sign up for the Army e-Learning Program** link in the main menu (see Figure 1). This link transfers you to the Army e-Learning website. Here you will have access to over 1,500 Information Technology, Business Skills, and Interpersonal Skills courses around the clock (24/7). To access the courses (which are free) you must be an active duty Soldier, a member of the National Guard or Reserves, a Department of the Army civilian employee, a USMA or an ROTC cadet. To register for an Army e-Learning class you must have an Army Knowledge Online (AKO) account and complete your registration through ATRRS (you do NOT need an ATRRS Logonid/Account to register). After Login, you may browse the Army e-Learning Course Catalog to see the courses available to you.

5. Review your ATRRS Training Record and/or Transcript

From the **User Tools** section of the main menu, click the **View Your ATRRS Training Record** or the **View Your Unofficial ATRRS Transcript** link (see Figure 1) to view your training record, as maintained in the ATRRS database. You will have to login with your AKO credentials or CAC to view your ATRRS training record. You may print these documents if you wish.

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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 page 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 or contact the ATRRS Help Desk on DSN 225-2060 or Commercial (703) 695-2060.