

ACQ Now

For Continuous Learning Events



Student QUICKSTART Guide

Revised 13 October, 2003

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

If you have any questions about the ACQ Now CL program, please contact:

Gary R. Blum
Program Manager, ACQ Now CL
DSN 487-6580 x1002, Comm (210) 652-6580, ext. 1002
Email: acqnowcl@randolph.af.mil

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3 Student Section

The first time a student uses the ACQNOW-CL system he/she **must** create a **profile**. This profile will save you time later on because the information the student provides on the profile page will automatically populate the registration pages.

As a student, you will find the ACQNow-CL system very easy to use. But you will need five things to get started:

- * The web address of the ACQ Now-CL website:
www.atrrs.army.mil/channels/acqnowcl/
- * Your Social Security Number (SSN),
- * Your Date of Birth (DOB),
- * Your .mil email address,
- * Your supervisor's .mil email address.

Once you have these five things, all you need to do is to create your profile, which will take about 2 minutes, then you can request CL points for activities you've attended or sign up for a class (we call it an Event) in seconds.

3.1 QUICKSTART: How Do I Create My Profile?

1. To create your Profile, go to the ACQ Now-CL website at:
www.atrrs.army.mil/channels/acqnowcl/

The Sign In window will be displayed (see Fig. 1).

Please sign in below:

| | | |
|--|-----------------|--|
| Military Air Force Acquisition Workforce | | |
| Social Security No: | [] - [] - [] | |
| Date Of Birth: | [] [] [] | |

Sign In!

Fig. 1: Sign In window

2. In the first dropdown box, select **Military Air Force Acquisition Workforce**.
3. In the **Social Security No** field, enter your social security number.
4. In the **Date of Birth** dropdown boxes, enter the Month, Day, and Year of your birth.
5. Click on the **Sign In!** button.

After you sign in, under the **Student Menu**, click on the **Update Profile** link. The **Student Profile** window is displayed (see Fig. 2).

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: 111-00-5555 Date of Birth: 1/30/81 Gender: Female | |
| First Name: Henry | Middle Initial: [] Last Name: Penny |
| Home Street: Bucket Lane | City: Fulcrum |
| State: KS ZIP Code: 77777 | |
| Security Clearance: INTERIM SECRET | |
| Pay Plan: E Pay Grade: 07 Disabilities: No | |
| <small>Please enter your Civilian Job Series below.</small> | |
| Civilian Job Series: [] i.e., 0123 | |
| Student Contact Information | |
| MAJCOM/Base: AFMC - WPAFB | |
| Duty Address: 44 Hopewell Dr. | City: Fairborn |
| State: OH ZIP Code: 44444 | |
| Country: UNITED STATES | |
| Phone: 555 - 555 - 5555 ext. [] | |
| DSN: [] - [] ext. [] Fax: [] - [] - [] | |
| <small>Important! Since ACQ 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.</small> | |
| Email: jsthill3@aol.com | |
| Supervisor Contact Information | |
| Supervisor: J. Demmon | |
| Phone: 555 - 555 - 5555 ext. [] | |
| <small>Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.</small> | |
| Email: jsthill@smr.com | |

Update Profile

Fig. 2: Student Profile

6. Please be sure to insert all of your data, including your phone numbers and email address, and your Supervisor's phone number and email address. You will not be allowed to register for a CL event without this information.
7. Click on the **Update Profile** button to continue.
8. In the confirmation window, click on **OK** to continue.

Congratulations! You've just created your Profile.

3.2 QUICKSTART: Status/Request CL Points

This is where Students can check their status or request continuous learning points for activities taken after 1 October 2002.

1. Go to the ACQ Now-CL website at:
www.atrrs.army.mil/channels/acqnowcl/
2. After logging in (see 3.1, Steps 1-5), in the Student Main Menu, under the **Student Menu**, click on the **Status / Request CL Points** link (see Fig. 3).

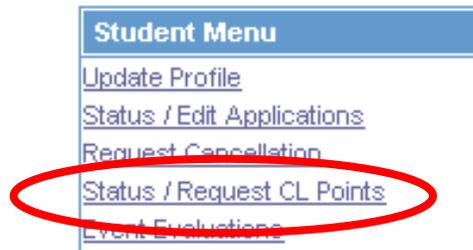


Fig. 3: Request Cancellation link

3. The **Requests for Continuous Learning Points** window is displayed (see Fig. 4).

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 |
| <input checked="" type="checkbox"/> | CL Points Improvement | Professional Events | 2 | Approval | 11 Aug 2003 16:44 |

Fig. 4: Requests for Continuous Learning Points

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

The **Request Continuous Learning Points** data update window appears (see Fig. 5).

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 ACQ 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 ACQ Now. To review your current point status, click on "Review CL Training History" on the Student Menu.

| Event Information | |
|---|---|
| Name of CL Event | <input type="text"/> |
| Event Description (1000 character limit) | <input type="text"/> |
| 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 (1000 character limit) | <input type="text"/> |
| Student Information | |
| SSN: 111-00-5555 | Date of Birth: 30 Jan 1951 |
| Gender: | Female <input type="text"/> |
| First Name: | Henny <input type="text"/> |
| Middle Initial: | L <input type="text"/> |
| Last Name: | Penny <input type="text"/> |
| Home Street: | Bucket Lane <input type="text"/> |
| City: | Fulcrom <input type="text"/> |
| State: | KS <input type="text"/> |
| ZIP Code: | 77777 <input type="text"/> |
| Security Clearance: | INTERIM SECRET <input type="text"/> |
| Military Rank: | Master Sergeant <input type="text"/> |
| Disabilities: | No <input type="text"/> |
| Student Contact Information | |
| MAJCOM Base: | AFMC - WPAFB <input type="text"/> |
| Duty Address: | 44 Hopewell Dr. <input type="text"/> |
| City: | Fairborn <input type="text"/> |
| State: | OH <input type="text"/> |
| ZIP Code: | 44444 <input type="text"/> |
| Country: | UNITED STATES <input type="text"/> |
| Phone: | 555 - 555 - 5555 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 ACQ 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: | billstill3@aol.com <input type="text"/> |
| Supervisor Contact Information | |
| Supervisor: | J. Demmon <input type="text"/> |
| Phone: | 555 - 555 - 5555 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: | bstill@asmr.com <input type="text"/> |

Submit Request

Fig. 5: Request Continuous Learning Points data update window

5. Under the **Event Information** heading, fill out the necessary information, then click on the **Submit Request** button.

The **Point Request Confirmation** window displays notifying you that an email request has been sent to your Supervisor (see Fig. 6).

Point Request Confirmation

Henny L Penny has successfully submitted a request for approval of CL points for the event listed below

| Request Confirmation |
|--|
| Application Date: 12 Aug 2003 |
| Event: Points improvement 1 |
| Event Type: Professional Events |
| Start Date: 11 Aug 2003 |
| End Date: 11 Aug 2003 |
| Points Requested: 2 |
| - An email notification has been successfully sent to you. |
| - An email notification has been successfully sent to your supervisor. |

Fig. 6: Point Request Confirmation

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

3.3 QUICKSTART: How Do I Find or Register for a CL Event

After you have created your Profile, registering for a CL Event is easy.

1. In the Student **Main Menu**, under the **Catalog** menu, click on the **Find/Register for a CL Event** link.

The **Find A Continuous Learning Event** window is displayed (see Fig. 7).

Find A Continuous Learning Event

Please browse our catalog using one or both of the search tools below. When you have selected your criteria, click the "Search Catalog" button on the bottom of the page. To view the entire catalog, leave all search criteria blank.

| Catalog Search | Advanced Options |
|--|---|
| To view available Continuous Learning events, choose one or more of the following categories below: | To narrow down your search, choose any one or more of the following options: |
| <input type="checkbox"/> Academic Courses and Degrees: <input type="checkbox"/> Experiential and Development Assignments: <input type="checkbox"/> Professional Events: | Location: <input type="text"/> And/Or <input type="checkbox"/> Web Based Events And/Or Event: (course name, conference, etc.) <input type="text"/> And/Or Date Range: (inclusive) Between <input type="text"/> <input type="text"/> <input type="text"/> And <input type="text"/> <input type="text"/> <input type="text"/> |
| <input type="button" value="Search Catalog"/> | |

Fig. 7: Find A Continuous Learning Event window

- Here is where you can narrow your search for appropriate events.

Note: None of these search fields are required. If you want the broadest possible search, merely click on the **Search Catalog** button. Making selections from this page narrows your search.

Under the **Catalog Search** heading, you can check any or all of the available categories:

- * **Academic Courses and Degrees**
- * **Experiential and Development Assignments**
- * **Professional Events**

For this example, check **Professional Events**.

- Under the **Advanced Options** heading, notice that you can narrow your search by selecting from any or all of the available fields:
 - * **Location**
 - * **Web Based Events**
 - * **The name of the Event or**
 - * **Date Range**

4. In the **Event** dropdown list select your Event.
5. Click on the **Search Catalog** button.

The search results window is displayed with one event listed that matched your search criteria (see Fig. 8).

| Discovery Map Training |
|---|
| Event Type: Professional Events |
| Target Audience: |
| URL: http:// |
| CL Points: 2 |
| Description: Training for Discovery Map |
| Remarks: |
| Click HERE to view schedule (1 scheduled) |

Fig. 8: Continuous Learning Events search results window

6. At the bottom of this window, click on the **Click HERE to view schedule (1 scheduled)** link.

The **Event Schedule for Discovery Map Training** window is displayed (see Fig. 9).

Event Schedule for Discovery Map Training

Click on the location name to submit an application for that location.

Important Note: When selecting your location, please keep in mind that travel and per diem costs associated with continuous learning events are not centrally funded. Any travel / per diem required to attend this event must be funded by your local command.

| Location | City, State | Start Date | End Date | Available | Waits |
|----------------------|--------------|-------------|-------------|-----------|-------|
| AFIT | Fairborn, OH | 01 Jan 2004 | 02 Jan 2004 | 39 | 0 |

[New Search](#) | [Back to Search Results](#)

| Event Information |
|---|
| Event Type: Professional Events |
| Target Audience: |
| URL: http:// |
| CL Points: 2 |
| Description: Training for Discovery Map |
| Remarks: |

Fig. 9: Event Schedule for Discovery Map Training window

7. To sign up for this Event, under the **Location** header, location link.

The **Student Continuous Learning Application** window is displayed (see Fig. 10).

Student Continuous Learning Application

Complete and/or verify the information below. Once you are sure the information on this application is correct, press the 'Submit Application' button at the bottom of the page. Once your application is submitted, you will be sent a confirmation notice via email.

| | | |
|---|------------------------------------|--------------------------------|
| Verify/Enter Application Information | | |
| Event Information | | |
| Event: Discovery Map Training | Building: | POC: Joe Schmoe |
| Location: AFIT | Room: | POC Phone: 555555555 |
| Street: 123 Main | Start Date: 01 Jan 2004 | POC Fax: (555) 555-5555 |
| City: Fairborn | State: OH | End Date: 02 Jan 2004 |
| CL Points: 2 | POC Email: atassup@asmr.com | Location URL: http:// |
| Student Information | | |
| SSI: 277-72-7786 | Date of Birth: 1/1/55 | Gender: Male |
| First Name: a | Middle Initial: M | Last Name: Jones |
| Home Street: 11 a | City: t | |
| State: AE | ZIP Code: 22222 | |
| Security Clearance: TOP SECRET WITH INTERIM ACCESS TO SENSITIVE COMPART INFO | | |
| Military Rank: Lieutenant General | Disabilities: Yes | |
| Student Contact Information | | |
| MAJCOM/Base: ACC - ALL OTHER | | |
| Duty Address: t | City: th | |
| State: AE | ZIP Code: 88888 | |
| Country: UNITED STATES | | |
| Phone: 888 - 888 - 8888 | ext.: | |
| DSI: - ext. - | Fax: - - | |
| Important: Since ACQ 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: atassstu@asmr.com | | |
| Supervisor Contact Information | | |
| Supervisor: g | | |
| Phone: 888 - 888 - 8888 | 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 | | |
| Student Comments | | |
| Comments: (timestamp is automatically generated - 1000 character limit) | | |
| Please enter any comments you would like included in the email sent to your supervisor requesting approval of your participation in this Continuous Learning event. | | |

Submit Application

Fig. 10: Student Continuous Learning Application window

- Notice that all your Student Profile information has automatically populated this application. It's just that easy! If all of your information is correct, all you have to do to apply for this Event is to click on the **Submit Application** button (see Fig. 11).

Application Confirmation

a M Jones has successfully submitted an application for the event listed below

| Application Confirmation |
|--|
| Application Date: 17 Jul 2003 |
| Event: Discovery Map Training |
| Location: AFIT |
| City: Fairborn State: OH |
| Start Date: 01 Jan 2004 |
| End Date: 02 Jan 2004 |
| - An email notification has been successfully sent to you. |
| - An email notification has been successfully sent to your supervisor. |

Fig. 11: Application Confirmation

Notice that an email has been sent to both you and your Supervisor. Now, your Supervisor must approve your application. When your Supervisor approves, then your application is forwarded to the Training Manager for the Event. The Training Manager then approves or disapproves your application. When the Training Manager approves your application, you get a confirmation email.

Congratulations! You are now registered for this CL Event.

3.4 QUICKSTART: How Do I Request a Cancellation?

If you need to cancel your reservation for a CL Event, in order to avoid being counted as a “No Show” you must submit a Cancellation Request and it must be approved by your Supervisor, and then approved by the Training Manager before the Event begins. Here’s all you have to do:

1. Go to the ACQ Now-CL website at:

www.atrrs.army.mil/channels/acqnowcl/

Under the **Student Menu**, click on the **Request Cancellation** link.

The **Cancellation Options** window displays (See Fig. 12).

Cancellation Options

To continue, please choose one of the options below.

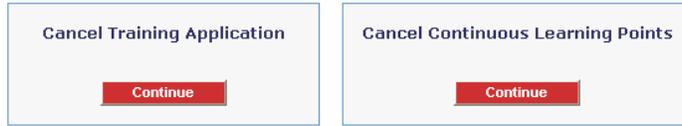


Fig. 12: Cancellation Options window

2. In the **Cancel Training Application** sub-window, click on **Continue**. The **Student Applications** window displays (see Fig. 13).

Student Applications

Click on the location name to review / edit that application. Applications that have been processed by the Training Manager will not be editable. If you wish to delete a pending application, click on the **X** next to the event name. If you wish to cancel your reservation for an upcoming event, click on the **C** next to the event name.



Fig. 13: Your Student Applications window

3. Under the **Previous Applications** header, select the Event you want to cancel by pressing the red **C** button in the field on the far left. The **Cancellation Request** window displays (see Fig. 14).

Cancellation Request

Please provide a detailed explanation for cancelling the following application and press the "Continue" button at the bottom of the page. Your explanation will be forwarded to your supervisor of record for approval. Note that you are not officially cancelled until both your supervisor and the Training Manager have approved your request. You will be notified by email as each of these events occur.

| Event | Location | CL Points | Status | Start Date |
|-----------------|----------|-----------|-------------|--------------------|
| Discovery Map 3 | AFIT | 3 | Reservation | 1/10/04 9:00:00 AM |

Enter your reason for cancelling this application

Fig. 14: Your Student Applications window

- In the **Enter your reason for canceling this application** dialog box, enter the reason you want to cancel your reservation to this Event, then click on **Continue**.

The **Cancellation Request Confirmation** window displays (see Fig. 15).

Cancellation Request Confirmation

You have requested the following application be cancelled

Request Date: 04 Aug 2003
Event: Discovery Map 3
Location: AFIT
City: Fairborn **State:** OH
Start Date: 10 Jan 2004 09:00
End Date: 12 Jan 2004 17:00

- An email notification has been successfully sent to the supervisor

Fig. 15: Cancellation Request Confirmation window

Once your Supervisor has approved your cancellation request, and then the Training Manager has approved as well, you will get an email confirming your cancellation.

Congratulations! You have just cancelled your reservation for a CL Event.

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