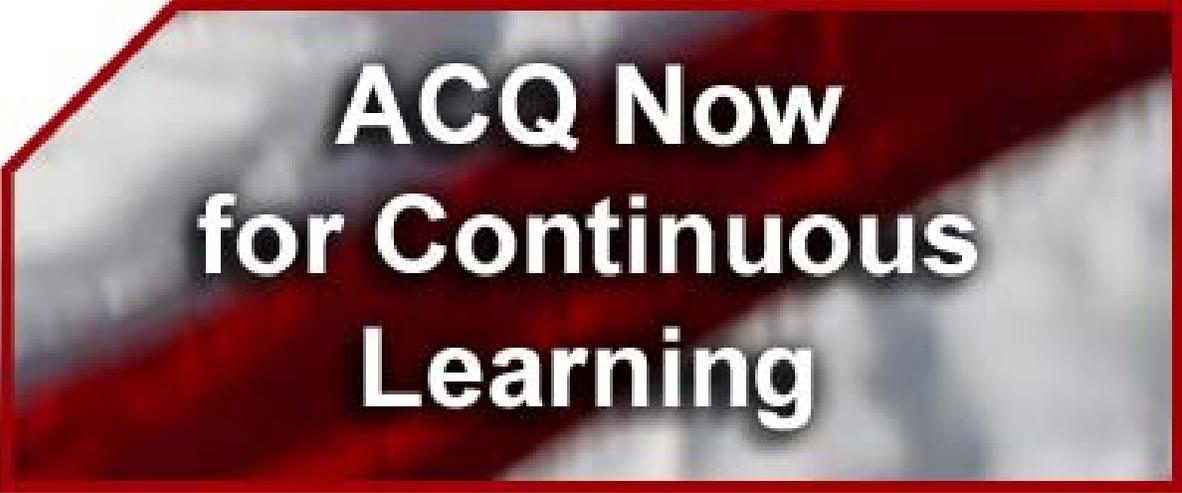


# ACQ Now

For Continuous Learning Events  
&

# AFIT Now

A graphic with a red border and a dark red background. The text "ACQ Now for Continuous Learning" is written in white, bold, sans-serif font. The background features a blurred image of a person's face.

**ACQ Now  
for Continuous  
Learning**

## *Training Manager User's Guide*

*With Quick Start Guide*

**Revised October, 2007**

United States Air Force  
Acquisition Training Office  
555 E Street West, Suite 5  
Randolph AFB, TX 78150-4530



If you have any questions about the ACQ NOW CL System, please contact:

**Mary Habib**

*Program Manager, ACQ Now CL*

DSN 665-6580, Comm (210) 565-5900

Email: [acqnowcl@randolph.af.mil](mailto:acqnowcl@randolph.af.mil)

Air Force Acquisition Training Office (SAF/AQXD-ATO)

555 E Street West, Suite 5

Randolph AFB, TX 78150-4530

## Table of Contents

<b>Table of Contents</b> .....	<b>4</b>
<b>About this Manual</b> .....	<b>6</b>
<b>Training Manager Quick Start Menu</b> .....	<b>9</b>
<b>Introduction</b> .....	<b>10</b>
i. What is Continuous Learning? .....	10
ii. How Does Continuous Learning Benefit Me? .....	10
iii. What is ACQ Now Continuous Learning? .....	10
iv. How Can a New Student Access the ACQ Now CL website?.....	10
v. How do I meet the CL Goal? .....	10
vi. Who May Participate in Continuous Learning Events? .....	11
vii. How Do I Register for Continuous Learning Events? .....	11
viii. Other Useful Links.....	11
ix. The ACQ Now CL Websites .....	11
<b>Main Menu</b> .....	<b>12</b>
1. Training Manager/Registrar Home Page.....	12
2. Sign In .....	14
3. Change Access .....	18
4. Sign Off.....	19
5. Request Training Manager Access.....	20
6. Create CL Events .....	22
7. Scheduling and Changing Event Times and Locations .....	30
8. Edit Event Descriptions .....	33
9. Edit Event quotas, schedules, POCs .....	38
10. Process Applications .....	44
11. Process Cancellations .....	49
12. Process Transfers.....	52
13. Manage Walk-ins .....	55
14. Rosters.....	59
15. Search or Sign in as Student .....	62
16. Event Attendance Report .....	67
17. View CL Student History .....	78
18. Student Profile .....	81
19. CL Participation Reports .....	84
20. Individual CL History .....	85
21. Event Reports.....	86
22. Build a List.....	87
23. Edit a List .....	91
24. Send a message .....	98
25. ACQ Now Help Desk .....	100

---

26. AF CL Policy .....	101
27. FAQs.....	102
28. Quick Start Guide for Training Managers .....	103
29. User Manual.....	105
<b>Table of Figures.....</b>	<b>107</b>
<b>Index.....</b>	<b>111</b>
<b>User Feedback Request .....</b>	<b>113</b>

## About this Manual

Users should note the following terminology and conventions used in this Manual (also referred to as the Training Manager User's Guide):

1. **Bolding** – Words printed in **bold letters** appear exactly that way on the website.
2. When referring in the text to a specific area of a window, an item may be highlighted in an accompanying graphic or "Figure". The convention used is to place the item in a "spotlight rectangle" emphasized by an arrow. An example of this convention appears below.

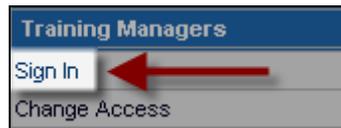


Figure #: Title

3. The term "**text box**" refers to a place on a form where text entry is required. Text may be entered directly from the keyboard or by selecting an item from a **drop-down** menu to the right of the text box (where available). The availability of a **drop-down** menu is shown by the symbol  as illustrated below. Only one item may be selected from a drop-down menu to be placed in the text box.

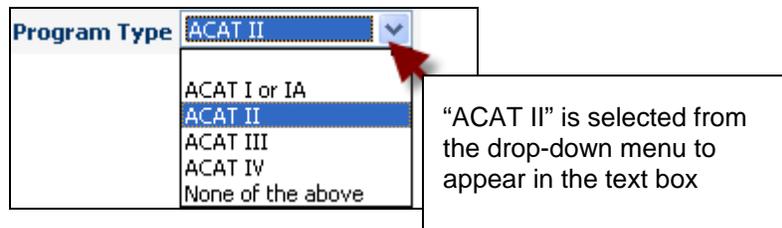


Figure #: Drop-down menu

4. Radio buttons ( ) are used when only one option from a pair or a group should be selected. A green dot in the center of the circle indicates that option is selected. Click in a radio button to add or remove its dot.
5. Checkboxes (  ) are used when more than one option may be selected from a number of alternatives. A checkmark inside a box indicates that option is selected. Click in a checkbox to add or remove its checkmark.

- Icons are used to draw attention to special features. Often an icon will also act as a button to present additional information. Icons used include a magnifying glass (🔍) to indicate finer detail is available and a histogram icon (📊) to indicate the availability of static information.
- Where users are invited to add text from their keyboard into a text box, a Check Spelling option may be provided (see Figure below).

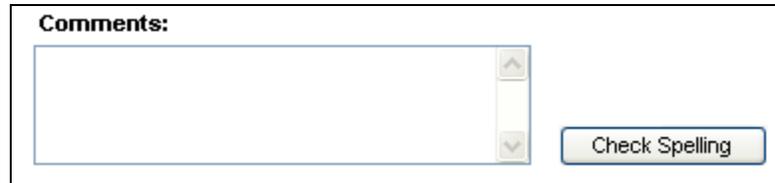


Figure #: Check Spelling

- Check Spelling. Using this feature checks spelling in entries appearing in Event descriptions, catalogs or other documents available to workforce members. Once text has been entered into a Comments or other text box, clicking on the **Check Spelling** button verifies all words are correctly spelled. A **Spelling Results** window suggests changes to questionable spellings and provides a list of possible replacements underlined in blue (see Figure below). Clicking on one of the suggested words inserts it into your text as a replacement for the misspelled word once the **Replace Original Text** button is clicked. If you wish to correct the word yourself, you may enter a corrected version in the white text box and click the **User Corrected** button to make the change. Should you wish to add a word to the dictionary (such as a technical term or abbreviation) click on **Add Word to Dictionary** so that the next time the word is encountered, the **Check Spelling** feature recognizes the word as being correctly spelled.

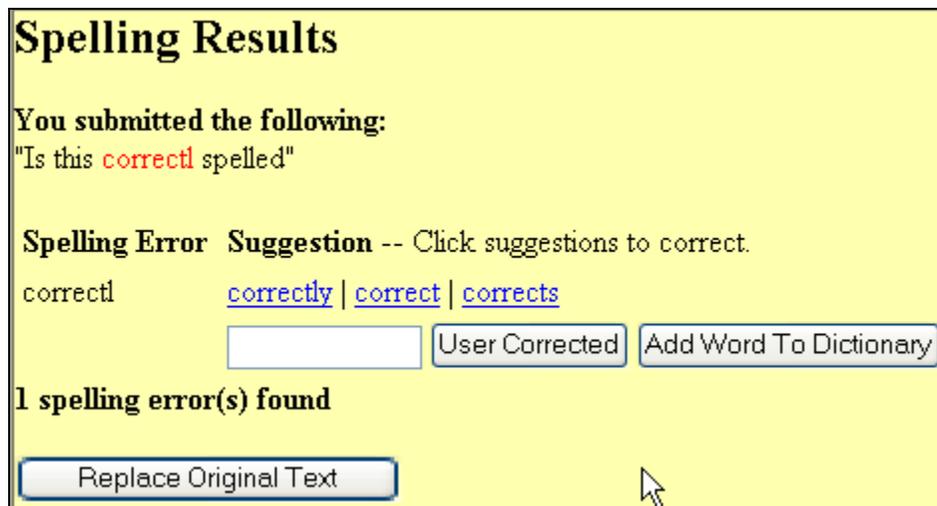


Figure #: Spelling Results

If you have any questions or suggestions for improving this user manual, please contact Mary Habib, Program Manager, DSN 665-6580, Comm (210) 565-5900

Email: [acqnowcl@randolph.af.mil](mailto:acqnowcl@randolph.af.mil)

## Training Manager Quick Start Menu

### ACQ Now CL - Training Managers' Quick Start Guide

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

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

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

**An Interactive version of this Quick Start Guide is available by clicking the Quick Start Guide for Training Managers link from the Help section of ACQ Now CL.**

**ACQ Now**  
For Continuous Learning Events



**Training Manager User's Guide**  
With Quick Start Guide

## Introduction

### i. What is Continuous Learning?

In 2002, the Under Secretary of Defense for Acquisition and Technology established new requirements for acquisition workforce members to participate in "Continuous Learning" Events. Every acquisition workforce member has a goal to earn 40 Continuous Learning (CL) points each year and is required to earn 80 CL points every 24 months through a variety of Events including the Defense Acquisition University (DAU), Major Command (MAJCOM), local training Events, conferences, rotational assignment, and other professional events. To find out more about CL visit:

<http://www.safaq.hq.af.mil/>

### ii. How Does Continuous Learning Benefit Me?

The Air Force is committed to helping all Acquisition Workforce members stay up-to-date in both their technical discipline and their acquisition professional development. To assist in that endeavor, the Director, Acquisition Career Management (under the Assistant Secretary of the Air Force for Acquisition) has developed a new system to advertise Continuous Learning Events and encourage on-line registration and tracking of Continuous Learning credits for all members of the Acquisition Workforce.

### iii. What is ACQ Now Continuous Learning?

ACQ Now for Continuous Learning is the AF's web-based system for registering for Continuous Learning Events and obtaining credit for a wide variety of CL Events you have already attended. By using the ACQ Now CL system, you can submit requests to participate in upcoming Continuous Learning Events as well as keep track of the Continuous Learning points you may have already earned.

### iv. How Can a New Student Access the ACQ Now CL website?

In your browser, enter:

<https://www.atrrs.army.mil/channels/acqnowcl>

As a new student, you'll be invited to "Sign In" to the system using your CAC or entering your social security number and date of birth. Once you've entered the ACQ Now CL site, you'll be able to find CL Events, local classes and other Events that can help you meet your CL requirement. You'll be able to request enrollment in a wide variety of Events, obtain your supervisor's permission to attend the activity, check your registration and keep track of how many "points" you've earned toward your Air Force Continuous Learning requirement. Most CL Events are offered at no cost to you or your unit.

### v. How do I meet the CL Goal?

Workforce members who are working on certification requirements by taking DAU classes will automatically be credited with CL points for those Events. When you complete a Continuous Learning activity, ACQ Now CL will ask you to complete a short evaluation of that Event. Then ACQ Now will automatically update your CL point total and notify you and your supervisor of your progress. After you have earned at least 80 points within 24 months, ACQ Now CL will again notify your supervisor and you of your success. And you'll

receive an AF Continuous Learning Certificate of Achievement. Details of the AF CL Policy are available from the Acquisition Career Home Page, a link to which is in the **Links** section of the Main Menu.

#### **vi. Who May Participate in Continuous Learning Events?**

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

#### **vii. How Do I Register for Continuous Learning Events?**

It's very easy to apply for enrollment in Continuous Learning Events as much of the information needed to register is already in the ACQ Now CL system. Once you Sign In to the ACQ Now CL site; just click on Continuous Learning; browse through the catalog to see what Events are available; and submit your application for the Events that best meet your needs. ACQ Now CL will take it from there!

ACQ Now CL will help you request approval from your supervisor. If you have completed a CL Event in the last 12 months, just type that Event into the ACQ Now CL log, and request your supervisor's approval of those points. And if you have completed a DAU course for certification, that course will automatically be entered into your CL record too. You can also request an electronic "Completion Certificate" for any approved CL Event.

#### **viii. Other Useful Links**

SAF/AQX and AFATO: <https://www.safaq.hq.af.mil/mil/career/index.cfm>

DAU: [www.dau.mil](http://www.dau.mil)

ACQ Now CL Program Manager:

(via email) - **Email: [acqnowcl@randolph.af.mil](mailto:acqnowcl@randolph.af.mil)**

For Additional Information Contact:

Air Force Acquisition Training Office  
555 E Street West Suite 5  
Randolph AFB TX 78150-4530  
DSN 487-6580, Comm (210) 652-6580

#### **ix. The ACQ Now CL Websites**

The ACQ Now for Continuous Learning Events website supports three groups of users. For further assistance, visit the web page most appropriate to you.

- ❖ Training Managers should visit:

[www.atrrs.army.mil/channels/acqnowcl/registrar](http://www.atrrs.army.mil/channels/acqnowcl/registrar)

- ❖ Students should visit:

[www.atrrs.army.mil/channels/acqnowcl/](http://www.atrrs.army.mil/channels/acqnowcl/)

- ❖ Supervisors should visit:

[www.atrrs.army.mil/channels/acqnowcl/supervisor](http://www.atrrs.army.mil/channels/acqnowcl/supervisor)

## Main Menu

### 1. Training Manager/Registrar Home Page

- Go to <https://www.atrrs.army.mil/channels/acqnowcl/registrar/> to access the ACQ Now CL website. This window is the home page for Registrars (also referred to as Training Managers). The window's Main Menu is to the left (see Figure 1). The Main Menu is divided into eight task-related sections though most options are inactive until a user has signed in. Registrars/Training Managers should click **Sign In** from the **Training Managers'** section to reach this page from elsewhere in the system.

Figure 1: Home Page with Sign In and Main Menu highlighted

2. The **Sign In** window opens (see Figure 2) and offers the option of signing in with either a CAC (Common Access Card) or SSN and DOB.

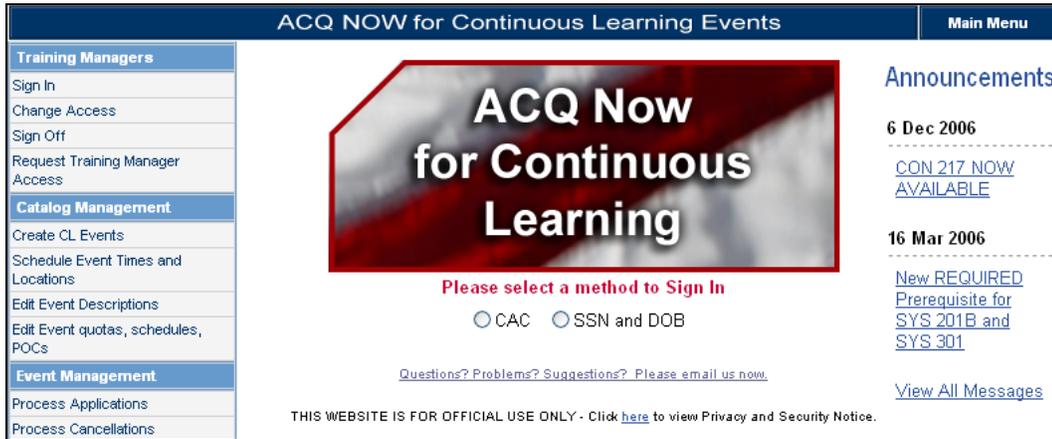


Figure 2: Sign In window

## 2. Sign In

To use most features of the ACQ Now CL system as a Training Manager requires a **Sign In**. This chapter explains how Training Managers **Sign In** to the system and gain access to the suite of ACQ Now CL features available only to them. To **Sign In** use either your Common Access Card (CAC) or **Sign In** using your Social Security Number (SSN) and Date of Birth (DOB).

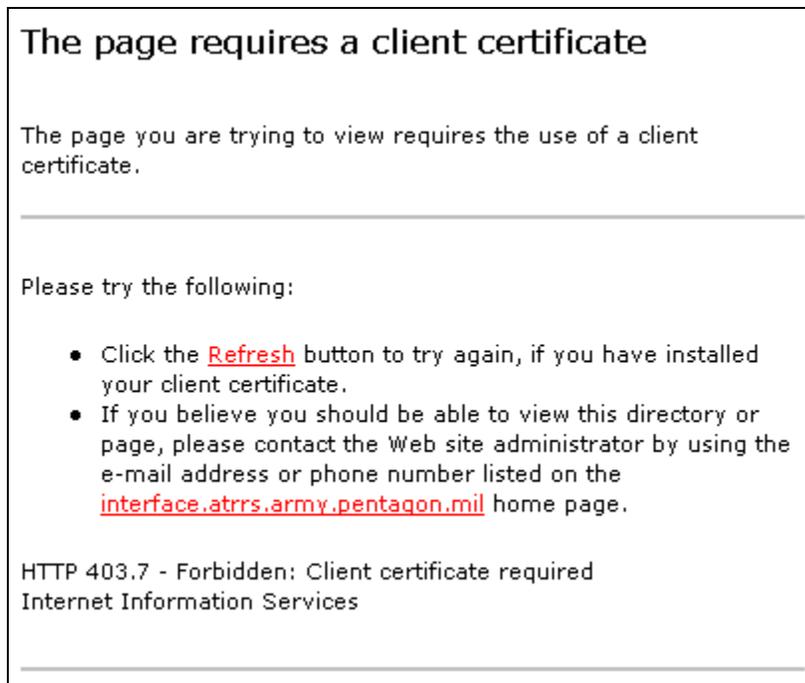
### Common Access Card (CAC) method

3. Choose the **CAC** method by clicking its radio button (see Figure 3).

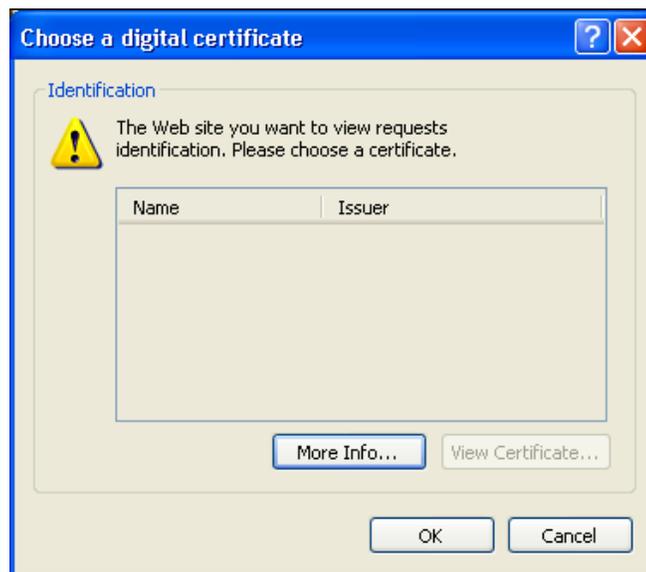


**Figure 3: Click the CAC radio button to Sign In**

4. Users can now **Sign In** using their Common Access Card (CAC). The CAC is a Department of Defense issued smartcard used for various tasks, including user authentication, email encryption, and secure computer log-ins.
5. To **Sign In** using 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. If at any time during **Sign In** you are prompted for a missing certificate (see Figure 4) or you are requested to choose a certificate where no certificate exists (see Figure 5), contact your system administrator for assistance.



**Figure 4: Missing DoD Root Certificate**



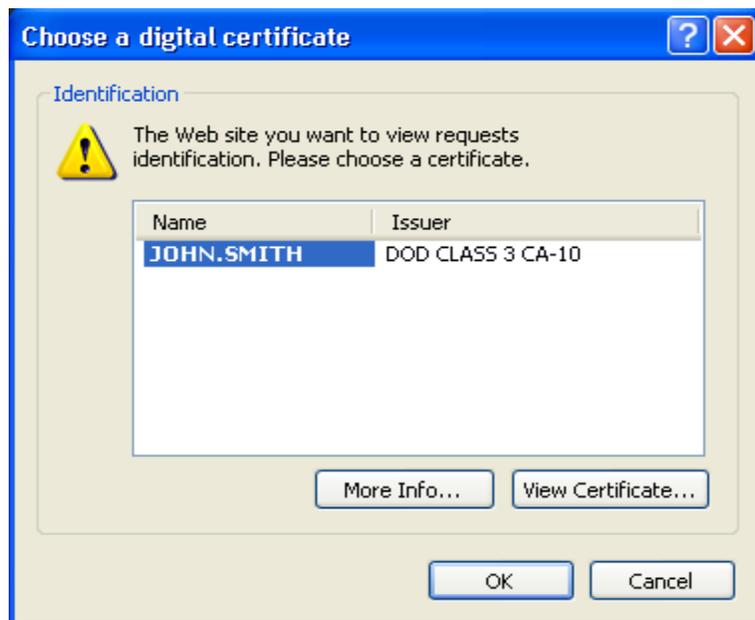
**Figure 5: Missing Client Certificate**

6. Ensure that your CAC reader software is running on your workstation. This guide illustrates the use of ActivCard Gold, an example of CAC reader software widely used by DoD agencies. If you require assistance in setting up and installing ActivCard Gold or any other CAC reader software, contact your system administrator for assistance.
7. Insert your CAC card into the reader attached to your workstation.

Enter the home page or **Sign In** page of the website you wish to access.

If a choice is offered, select **CAC** as your Sign In method.

An alert box opens to ask 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 6). Be aware you may have more than one certificate displayed (e.g. an Email 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 existing browser and **Open** a new one to be able to reselect the appropriate certificate.



**Figure 6: Choose a Digital Certificate**

8. The **CAC Reader Software – Enter PIN** dialog box opens (see Figure 7). Enter your PIN (Personal Identification Number) and click the **OK** button.



**Figure 7: CAC Reader Software - Enter PIN dialog box**

9. You may be prompted to review your social security number and date of birth, before you are signed in to the system.

#### SSN and DOB method

1. To **Sign In** using your social security number and date of birth, click the **SSN and DOB** radio button. A panel of text boxes and drop-down menus is displayed (see Figure 8).
2. Enter your **SSN** (Social Security Number) and **DOB** (Date of Birth), in the text boxes, and then click the **Click Here to Sign In!** button.

ACQ NOW for Continuous Learning Events

Main Menu

ACQ Now  
for Continuous  
Learning

Please select a method to Sign In

CAC  SSN and DOB

1. Social Security No: [ ] - [ ] - [ ]

2. Date Of Birth: Month [ ] Day [ ] 1945 [ ]

Click here to Sign In!

Announcements

6 Dec 2006

[CON 217 NOW AVAILABLE](#)

16 Mar 2006

[New REQUIRED Prerequisite for SYS 201B and SYS 301](#)

[View All Messages](#)

Questions? Problems? Suggestions? Please email us now.

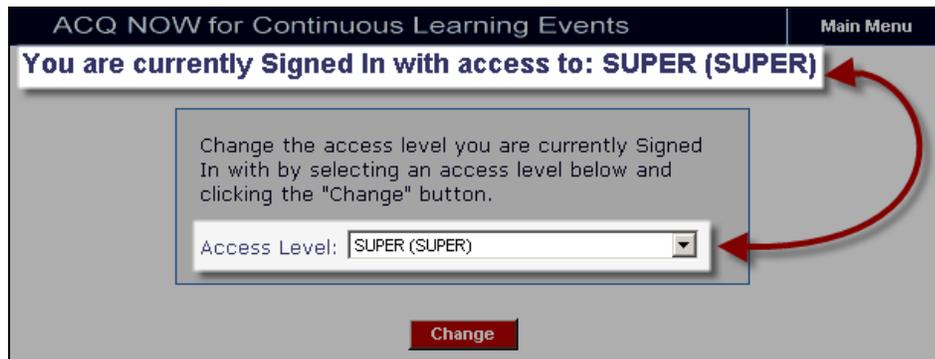
THIS WEBSITE IS FOR OFFICIAL USE ONLY - Click [here](#) to view Privacy and Security Notice.

Figure 8: Sign In with SSN and DOB

### 3. Change Access

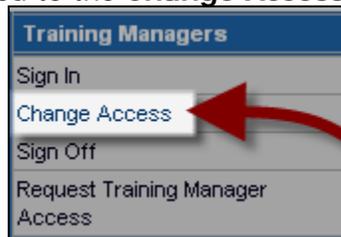
Training Managers have different levels of access depending upon their roles and responsibilities. When first granted access to ACQ Now CL, a Training Manager is allocated to at least one Access Level. That level may be related to the billet the person occupies and/or the Events for which they are responsible. An Access Level permits a Training Manager to create, retrieve or manage information related to a specific Event. Different Access Levels are linked to different Events; only those managers with an appropriate Access Level will be able to manage an associated Event in ACQ Now CL. Training Managers should be aware of the Access Level they use when creating an Event and who else has the same Access Level to reach and manage that Event. Those without the appropriate Access Level will not be able to manage the Event. Training Managers with more than one Access Level can easily switch between Levels as explained in this chapter.

1. First **Sign In** to the ACQ Now CL System.
2. Your current level of access and the **Change Access** text box are displayed (see Figure 9). To change your access level, click on the drop-down menu to the right of the **Access Level** text box. Scroll to the **Access Level** you want until it highlights in blue. Release the button on your mouse and the new level is selected in the text box. Click **Change** to confirm your selection.



**Figure 9: Change Access window**

3. You may also change your access level at any time simply by selecting **Change Access** from the **Training Managers** menu list (see Figure 10). Clicking on **Change Access** takes you to the **Change Access** window shown above.



**Figure 10: Change Access link**

#### 4. Sign Off

ACQ Now CL hosts personal data on Training Managers, Students and their Supervisors. Maintaining the confidentiality of this data is an on-going responsibility of all users of ACQ Now CL. Every window provides ready access to the Sign Off link. All users are advised to Sign Off from the system if they are away from their workstation for any period of time.

1. **Sign Off** immediately closes your access to ACQ Now CL. Where appropriate, you should ensure that changes made to the last window you were working on are saved to the system before you **Sign Off**. This may be done by clicking on a **Submit**, **Update**, **Continue**, or other action button at the bottom of a window. Action buttons are recognizable by their red rectangular background (see Figure 11 for an example.)



Figure 11: Example of an action button

2. Click on the **Sign Off** hyperlink from **Training Managers** (see Figure 12).

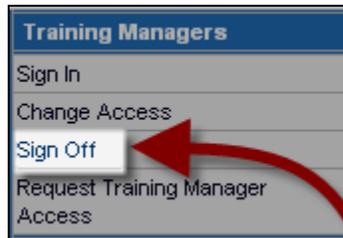


Figure 12: Training Managers menu with Sign Off highlighted

3. Access to ACQ Now CL is terminated and confirmation is given in a system message (see Figure 13)



Figure 13: Sign Off confirmation message

## 5. Request Training Manager Access

**Overview:** Creating a CL event is a 3 step process, and normally takes less than 5 minutes.

- ❖ Step 1 – define the event – provide the event name, description, CEUs/CLPs
  - ❖ Step 2 – schedule the event – specify date(s), time(s), location, building, and room number.
  - ❖ Step 3 – open the seats – so students may apply by adding quotas.
1. To request access as a Training Manager, click on the **Request Training Manager Access** link (see Figure 14).



**Figure 14: Request Training Manager Access link**

2. The **Request Training Manager Access** form opens (see Figure 15).

The image shows the "Request Training Manager Access" form. The header is "ACQ NOW for Continuous Learning Events" with a "Main Menu" link. The left sidebar contains "Training Managers" (with sub-items: Sign In, Change Access, Sign Off, Request Training Manager Access) and "Catalog Management" (with sub-items: Create CL Events, Schedule Event Times and Locations, Edit Event Descriptions, Edit Event quotas, schedules, POCs). The main content area is titled "Request Training Manager Access" and contains the text "Please complete the form below and we will contact you shortly." Below this is a "Training Manager Access Request" form with the following fields: SSN (with three input boxes), First Name, MI, Last Name, DOB (with Month, Day, and Year dropdowns), and Email. A red "Submit Request" button is at the bottom.

**Figure 15: Request Training Manager Access Form**

3. Complete the request form by adding your name and your email address. Also check that your **SSN** (Social Security Number) and **DOB** (Date of Birth) are shown correctly. These fields will be used as authentication during the **Sign In** process. When the form is complete, submit your request by clicking on the red **Submit Request** button. A confirmation message displays to confirm your training manager profile has been created (see Figure 16). You will be contacted with instructions on how you may access your account.

ACQ NOW for Continuous Learning Events		Main Menu
<b>Training Managers</b>	<b>Training Manager Access Request Confirmation</b>	
Sign In	<div style="border: 1px solid black; padding: 10px; text-align: center;"><p>You have successfully established a training manager profile.</p></div> <p style="text-align: center;"><a href="#">Questions? Problems? Suggestions? Please email us now.</a></p> <p style="text-align: center;">THIS WEBSITE IS FOR OFFICIAL USE ONLY - Click <a href="#">here</a> to view Privacy and Security Notice.</p>	
Change Access		
Sign Off		
Request Training Manager Access		
<b>Catalog Management</b>		
Create CL Events		
Schedule Event Times and Locations		
Edit Event Descriptions		

**Figure 16: Training Manager profile confirmed**

## 6. Create CL Events

New Events are continually being added to the ACQ Now CL catalog. In order to publicize and then manage new Events, they must first be entered in the system and a Registrar or Training Manager may be tasked to do this. This Chapter explains how an Event may be created, along with accompanying details regarding its location, enrollment protocols, resulting CL points, and other associated details.

A new Continuous Learning Event should take less than 5 minutes to create in ACQ Now CL.

1. First **Sign In** to the ACQ Now CL System.
2. From **Catalog Management** click on the **Create CL Events** link (see Figure 17).



**Figure 17: Create CL Events link**

3. The **Create CL Events** window displays (see Figure 18).

ACQ NOW for Continuous Learning Events		Main Menu																																												
<p><b>Training Managers</b></p> <p>Sign In Change Access Sign Off Request Training Manager Access Training Manager List</p> <p><b>Catalog Management</b></p> <p>Create CL Events Schedule Event Times and Locations Edit Event Descriptions Edit Event quotas, schedules, POCs</p> <p><b>Event Management</b></p> <p>Process Applications Process Cancellations Process Transfers Manage Walk-ins Rosters</p> <p><b>Student Management</b></p> <p>Search or Sign in as Student Event Attendance Report View Student CL History Manage CL Periods Student Profile Merge Student Data</p> <p><b>Reports</b></p> <p>CL Participation Reports Individual CL History Event Reports</p> <p><b>Mailing List</b></p> <p>Build a List Edit a List Send a message</p> <p><b>Help</b></p> <p>ACQ Now Help Desk AF CL Policy FAQs Quick Start Guide for Training Managers User Manual Privacy Statement</p> <p><b>CAC Instructions</b></p> <p>More Information</p> <p><b>Links</b></p> <p>ACQ Now for DAU ACQ Now for Certification (coming soon) Acquisition Career Home Page ACMS-Acquisition Career Management System</p>	<p><b>Create CL Events</b></p> <p>Fill out the fields below to add a new event. Fields in <i>italics</i> are required. Click the 'Add This Event' button to add the event, you will then be able to schedule locations for this event.</p> <p>Add New Event</p> <table border="1"> <tr> <td><i>Event Name*</i></td> <td><input type="text"/></td> </tr> <tr> <td><i>Event Description (2000 character limit)*</i></td> <td><div style="border: 1px solid #ccc; height: 100px;"></div></td> </tr> <tr> <td></td> <td><input type="button" value="Check Spelling"/></td> </tr> <tr> <td><i>Event Type*</i></td> <td><input type="text"/></td> </tr> <tr> <td><i>Event Provider*</i></td> <td>ACQ Now (standard catalog) <input type="button" value="v"/></td> </tr> <tr> <td>Event Evaluation Template</td> <td>No Evaluation Required <input type="button" value="v"/> <input type="button" value="View Evaluations"/></td> </tr> <tr> <td>Refresher Course</td> <td>No <input type="button" value="v"/></td> </tr> <tr> <td>Learn.Com Course</td> <td>No <input type="button" value="v"/></td> </tr> <tr> <td>Event URL</td> <td>http:// <input type="text"/></td> </tr> <tr> <td>Target Audience (500 character limit)</td> <td><div style="border: 1px solid #ccc; height: 30px;"></div></td> </tr> <tr> <td><i>Course Type*</i></td> <td><input type="text"/></td> </tr> <tr> <td>Course Number</td> <td><input type="text"/></td> </tr> <tr> <td>Civilian PDS Code</td> <td><input type="text"/></td> </tr> <tr> <td>Military PDS Code</td> <td><input type="text"/></td> </tr> <tr> <td>Quarter Hours</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>CEUs</td> <td><input type="text" value="0"/></td> </tr> <tr> <td><i>CL Points*</i></td> <td><input type="text"/></td> </tr> <tr> <td><i>Allow Waits*</i></td> <td>Yes <input type="button" value="v"/></td> </tr> <tr> <td><i>Cutoff Waits*</i></td> <td><input type="text" value="0"/> days before start of event</td> </tr> <tr> <td>Event Remarks (2000 character limit)</td> <td><div style="border: 1px solid #ccc; height: 50px;"></div></td> </tr> <tr> <td></td> <td><input type="button" value="Check Spelling"/></td> </tr> <tr> <td>Registrar Access</td> <td><input type="text"/></td> </tr> </table> <p><i>* denotes a required field</i></p> <p style="text-align: center;"><input type="button" value="Add This Event"/></p> <p style="text-align: center;"><a href="#">Questions? Problems? Suggestions? Please email us now.</a></p> <p style="text-align: center;">THIS WEBSITE IS FOR OFFICIAL USE ONLY - Click <a href="#">here</a> to view Privacy and Security Notice.</p>		<i>Event Name*</i>	<input type="text"/>	<i>Event Description (2000 character limit)*</i>	<div style="border: 1px solid #ccc; height: 100px;"></div>		<input type="button" value="Check Spelling"/>	<i>Event Type*</i>	<input type="text"/>	<i>Event Provider*</i>	ACQ Now (standard catalog) <input type="button" value="v"/>	Event Evaluation Template	No Evaluation Required <input type="button" value="v"/> <input type="button" value="View Evaluations"/>	Refresher Course	No <input type="button" value="v"/>	Learn.Com Course	No <input type="button" value="v"/>	Event URL	http:// <input type="text"/>	Target Audience (500 character limit)	<div style="border: 1px solid #ccc; height: 30px;"></div>	<i>Course Type*</i>	<input type="text"/>	Course Number	<input type="text"/>	Civilian PDS Code	<input type="text"/>	Military PDS Code	<input type="text"/>	Quarter Hours	<input type="text" value="0"/>	CEUs	<input type="text" value="0"/>	<i>CL Points*</i>	<input type="text"/>	<i>Allow Waits*</i>	Yes <input type="button" value="v"/>	<i>Cutoff Waits*</i>	<input type="text" value="0"/> days before start of event	Event Remarks (2000 character limit)	<div style="border: 1px solid #ccc; height: 50px;"></div>		<input type="button" value="Check Spelling"/>	Registrar Access	<input type="text"/>
<i>Event Name*</i>	<input type="text"/>																																													
<i>Event Description (2000 character limit)*</i>	<div style="border: 1px solid #ccc; height: 100px;"></div>																																													
	<input type="button" value="Check Spelling"/>																																													
<i>Event Type*</i>	<input type="text"/>																																													
<i>Event Provider*</i>	ACQ Now (standard catalog) <input type="button" value="v"/>																																													
Event Evaluation Template	No Evaluation Required <input type="button" value="v"/> <input type="button" value="View Evaluations"/>																																													
Refresher Course	No <input type="button" value="v"/>																																													
Learn.Com Course	No <input type="button" value="v"/>																																													
Event URL	http:// <input type="text"/>																																													
Target Audience (500 character limit)	<div style="border: 1px solid #ccc; height: 30px;"></div>																																													
<i>Course Type*</i>	<input type="text"/>																																													
Course Number	<input type="text"/>																																													
Civilian PDS Code	<input type="text"/>																																													
Military PDS Code	<input type="text"/>																																													
Quarter Hours	<input type="text" value="0"/>																																													
CEUs	<input type="text" value="0"/>																																													
<i>CL Points*</i>	<input type="text"/>																																													
<i>Allow Waits*</i>	Yes <input type="button" value="v"/>																																													
<i>Cutoff Waits*</i>	<input type="text" value="0"/> days before start of event																																													
Event Remarks (2000 character limit)	<div style="border: 1px solid #ccc; height: 50px;"></div>																																													
	<input type="button" value="Check Spelling"/>																																													
Registrar Access	<input type="text"/>																																													

Figure 18: Create CL Events window

4. Enter the new Event's name in the **Event Name** text box. NOTE: All fields labeled in *italicized font* must be complete before the form will be accepted.
5. Enter the Event description in the **Event Description** text box. The length of this description is limited to 2000 characters. The description should inform prospective students about the objectives, content and purpose of the Event.

6. You may check the spelling of your Event description by clicking on the **Check Spelling** button. Words which may be misspelled are identified in a new pop-up window with suggested corrections. You may select the correct spelling or add new words to the system dictionary as appropriate.
7. In the **Event Type** field select the appropriate type of Event from the drop-down list.
8. In the **Event Provider** field select the appropriate provider from the drop-down list.
9. The **Event Evaluation Template** refers to the type of evaluation that will be given at the end of the Event. From the drop-down box choose the evaluation method best suited to the Event. To browse the evaluations that are available, click the **View Evaluations** button. Your Event may not require an evaluation, in which case the default of **No Evaluation Required** will apply and you need take no action. If an evaluation is selected, students will be required to complete the evaluation before receiving a course completion certificate.
10. For **Refresher Course** you should indicate whether the Event is a refresher course or not by selecting from the drop-down menu.
11. Learn.com is a course delivery system used mainly by the Air Force Institute of Technology (AFIT). If the Event or course is to be delivered as a **Learn.com Course**, **Yes** should be selected from the drop-down menu and the URL for the course entered in the **Event URL** box. If Learn.com is not involved, select **No** from the drop-down menu and leave the **Event URL** box blank.
12. The **Target Audience** box allows up to a 500 character description of the student population the event is designed to benefit. This description assists students make an informed choice about the most appropriate Events to attend.
13. The **Course Type** field is a required field. Determine which option to select based on whether the course is **Centralized**, **Command Unique** or **Web Based**. **Centralized** means the training is available to anyone. Travel funds are normally NOT provided. **Command Unique** means the course is geared to a specific group, such AFMC Annual 1449 Training or 17<sup>th</sup> CONs Source Selection Training. **Web Based** means the course is taken on the web, and is normally self paced. It may be centralized or command unique.
14. If the course has been given a reference or other identifying number it should be entered as the **Course Number**. Similarly, **Civilian PDS Code** and/or **Military PDS Code** information should be added in the corresponding box(es).
15. If the Event qualifies for academic credit measured in **Quarter Hours**, the number of **Quarter Hours** should be entered here. Ten (10) Continuous Learning Points (CLP) are awarded for each Quarter Hour attained on academic courses.
16. If the Event qualifies for Continuing Education Units (**CEUs**) the number of **CEUs** associated with successful completion of the course should be entered in the **CEUs** box. Again, Ten (10) Continuous Learning Points (CLP) are awarded for each **CEU**.

17. The **CL Points** is a required field. The number of points associated with successful completion of the course should be entered in the **CL Points** box. Guidance on crediting CL points is available from the **Acquisition Career Home Page**, a link to which is in the **Links** section of the main menu.
18. The **Allow Waits** is a required field. If students are to be added to a waiting list once an event is full. **Yes** should be selected from the drop-down menu; if not, select **No**.
19. **Cutoff Waits** is a required field and refers to the number of days before an Event when attendance will be confirmed. Prospective students on a waiting list will not be accepted after this date and the attendance list will be considered closed.
20. The **Event Remarks** box allows comments about the Event to be added to provide additional information. The **Check Spelling** option (described earlier in Paragraph 6) also is available here.
21. Click on the **Add This Event** button to add the Event to the catalog. The **Schedule Event Times and Locations** window opens (see Figure 19).

ACQ NOW for Continuous Learning Events		Main Menu																																																
<p><b>Training Managers</b></p> <p>Sign In Change Access Sign Off Request Training Manager Access Training Manager List</p> <p><b>Catalog Management</b></p> <p>Create CL Events Schedule Event Times and Locations Edit Event Descriptions Edit Event quotas, schedules, POCs</p> <p><b>Event Management</b></p> <p>Process Applications Process Cancellations Process Transfers Manage Walk-ins Rosters</p> <p><b>Student Management</b></p> <p>Search or Sign in as Student Event Attendance Report View Student CL History Manage CL Periods Student Profile Merge Student Data</p> <p><b>Reports</b></p> <p>CL Participation Reports Individual CL History Event Reports</p> <p><b>Mailing List</b></p> <p>Build a List Edit a List Send a message</p> <p><b>Help</b></p> <p>ACQ Now Help Desk AF CL Policy FAQs Quick Start Guide for Training Managers User Manual Privacy Statement</p> <p><b>CAC Instructions</b></p> <p>More Information</p> <p><b>Links</b></p> <p>ACQ Now for DAU ACQ Now for Certification (coming soon) Acquisition Career Home Page ACMS-Acquisition Career Management System</p>	<p align="center"><b>Schedule Event Times and Locations</b></p> <p>Fill out the fields below to schedule this event. Fields in <i>italics</i> are required. Click the 'Update Schedule' button to schedule the event, you will then be able to add quotas for this location.</p> <table border="1"> <thead> <tr> <th colspan="2">Schedule Continuous Learning Event</th> </tr> </thead> <tbody> <tr> <td><i>Event Name*</i></td> <td>AQ AFSS021 Awareness</td> </tr> <tr> <td>Location Host</td> <td>SAF/AQ</td> </tr> <tr> <td><i>Location Name*</i></td> <td>SAFTAS Conference Center Select from the list above, or enter a new location below</td> </tr> <tr> <td><i>Street Address*</i></td> <td>1560 Wilson Blvd., Suite 400</td> </tr> <tr> <td><i>City*</i></td> <td>Rosslyn</td> </tr> <tr> <td><i>State*</i></td> <td>VA</td> </tr> <tr> <td><i>Zip Code*</i></td> <td></td> </tr> <tr> <td>Building</td> <td></td> </tr> <tr> <td>Room</td> <td></td> </tr> <tr> <td>Location Url</td> <td>http://</td> </tr> <tr> <td>Offering Number</td> <td></td> </tr> <tr> <td>Event Group</td> <td></td> </tr> <tr> <td><i>Start Date*</i></td> <td>Aug 20 2007 at 09:00 hrs (time not required)</td> </tr> <tr> <td><i>End Date*</i></td> <td>Aug 20 2007 at 17:00 hrs (time not required)</td> </tr> <tr> <td><i>Minimum Capacity*</i></td> <td>5</td> </tr> <tr> <td><i>Maximum Capacity*</i></td> <td>20</td> </tr> <tr> <td><i>POC Name*</i></td> <td>Jim Jones <input type="button" value="Get POC Data"/></td> </tr> <tr> <td><i>POC Email*</i></td> <td>aitassup@asmr.com</td> </tr> <tr> <td>POC Phone</td> <td>( ) - ext.</td> </tr> <tr> <td>POC DSN</td> <td>- ext.</td> </tr> <tr> <td>POC Fax</td> <td>( ) -</td> </tr> <tr> <td>Location Remarks (5000 character limit)</td> <td><input type="text"/> <input type="button" value="Check Spelling"/></td> </tr> <tr> <td>Location Cost</td> <td>0 dollars</td> </tr> </tbody> </table> <p><i>* denotes a required field</i></p> <p align="center"><input type="button" value="Update Schedule"/></p> <p align="center"><a href="#">Questions? Problems? Suggestions? Please email us now.</a></p> <p align="center">THIS WEBSITE IS FOR OFFICIAL USE ONLY - Click <a href="#">here</a> to view Privacy and Security Notice.</p>		Schedule Continuous Learning Event		<i>Event Name*</i>	AQ AFSS021 Awareness	Location Host	SAF/AQ	<i>Location Name*</i>	SAFTAS Conference Center Select from the list above, or enter a new location below	<i>Street Address*</i>	1560 Wilson Blvd., Suite 400	<i>City*</i>	Rosslyn	<i>State*</i>	VA	<i>Zip Code*</i>		Building		Room		Location Url	http://	Offering Number		Event Group		<i>Start Date*</i>	Aug 20 2007 at 09:00 hrs (time not required)	<i>End Date*</i>	Aug 20 2007 at 17:00 hrs (time not required)	<i>Minimum Capacity*</i>	5	<i>Maximum Capacity*</i>	20	<i>POC Name*</i>	Jim Jones <input type="button" value="Get POC Data"/>	<i>POC Email*</i>	aitassup@asmr.com	POC Phone	( ) - ext.	POC DSN	- ext.	POC Fax	( ) -	Location Remarks (5000 character limit)	<input type="text"/> <input type="button" value="Check Spelling"/>	Location Cost	0 dollars
Schedule Continuous Learning Event																																																		
<i>Event Name*</i>	AQ AFSS021 Awareness																																																	
Location Host	SAF/AQ																																																	
<i>Location Name*</i>	SAFTAS Conference Center Select from the list above, or enter a new location below																																																	
<i>Street Address*</i>	1560 Wilson Blvd., Suite 400																																																	
<i>City*</i>	Rosslyn																																																	
<i>State*</i>	VA																																																	
<i>Zip Code*</i>																																																		
Building																																																		
Room																																																		
Location Url	http://																																																	
Offering Number																																																		
Event Group																																																		
<i>Start Date*</i>	Aug 20 2007 at 09:00 hrs (time not required)																																																	
<i>End Date*</i>	Aug 20 2007 at 17:00 hrs (time not required)																																																	
<i>Minimum Capacity*</i>	5																																																	
<i>Maximum Capacity*</i>	20																																																	
<i>POC Name*</i>	Jim Jones <input type="button" value="Get POC Data"/>																																																	
<i>POC Email*</i>	aitassup@asmr.com																																																	
POC Phone	( ) - ext.																																																	
POC DSN	- ext.																																																	
POC Fax	( ) -																																																	
Location Remarks (5000 character limit)	<input type="text"/> <input type="button" value="Check Spelling"/>																																																	
Location Cost	0 dollars																																																	

**Figure 19: Schedule Event Times and Locations window**

- For **Event Name**, select the name of the Event you wish to schedule from the drop-down menu.
- For **Location Host**, select from the drop-down menu the name of the host organization that is to accommodate the Event.

24. For **Location Name**, select the place where the Event is to be held from the drop-down menu of available locations. If the location is being used for the first time, select “**New**” as the **Location Name** and enter the name of the new location in the box provided.
25. In the next four boxes, add the required **Street Address, City, State, and Zip Code** of the location. If you know the **Building and Room** where the Event is to be held, these should be added in the two text boxes that follow.
26. For Courses that are web-based, a URL should be added in the **Location Url** box.
27. For **Offering Number**, complete as appropriate.
28. **Event Group** (This feature is under development and scheduled for implementation later. This field should be left blank).
29. In the **Start Date** pop-up boxes, select the date and time when the Event is scheduled to run (see Figure 20). Note: although a date is required, the time is not.

<i>Start Date*</i>	Month <input type="button" value="v"/>	Day <input type="button" value="v"/>	Year <input type="button" value="v"/>	at	<input type="button" value="v"/>	:	<input type="button" value="v"/>	hrs (time not required)
<i>End Date*</i>	Month <input type="button" value="v"/>	Day <input type="button" value="v"/>	Year <input type="button" value="v"/>	at	<input type="button" value="v"/>	:	<input type="button" value="v"/>	hrs (time not required)

**Figure 20: Date/Time fields**

30. In the **Minimum Capacity** text box, enter the minimum number of students necessary for the class to take place.
31. In the **Maximum Capacity** text box, enter the maximum number of students allowed.
32. In the **POC Name** field click on the **Get POC Data** button. The **POC Listing** window opens. Here, you may search for **POC** (Point of Contact) by **First Name** or **Email**. When you find your POC, click on the name and close the **POC Listing** window. Notice that the **POC Name** text box and the **POC Email** text boxes have been automatically populated with the selected POC's name and email address. If there is no POC listed, you may add one here.
33. The **Location Remarks** box allows comments about the location to be added to provide additional information for the benefit of attendees. The **Check Spelling** option (described earlier in Paragraph 6) is also available here.
34. In the **Location Cost** box, insert the cost of using the location for this Event if the cost is known.
35. Select the **Update Schedule** button.
36. The **Update Scheduled Continuous Learning Event** window opens to confirm **Schedule successfully updated**. Details of the Event may be corrected or updated from this window. If changes are made, click the **Save Changes** button at the bottom of the window.

37. An Event is not complete until a **Quota Management** value is assigned to it. Along with the minimum and maximum number of students needed to make the Event viable, a quota value indicates the ideal number of students for whom the Event was designed. When first entered into ACQ NOW CL, a quota value is referred to as the **OrigQta** (Original Quota). Later a subsequent value (**CurrQta** or Current Quota) may be added if it is determined later that the Event is better suited to a different number of participants than first entered as the **OrigQta**. Both the **OrigQta** (Original Quota) and the **CurrQta** (Current Quota) are useful indicators to users who apply for and manage Event registrations. An original quota value must be assigned to an Event after it is first created in order for that event to appear in a Catalog(s). If no quota value is assigned, students who use the Catalog(s) will not be aware the Event exists.

38. To assign an **OrigQta** (Original Quota) to a new Event, you must select either **Edit Event Descriptions** or **Edit Event quotas, schedules, POCs** from the main menu. The **Catalog Management – Main Menu** window opens (see Figure 21). Select the Event you wish to manage from the **Catalog Main Option List** and the **Action** you wish to take as **Quota Management**. Click **Continue**.

39.

Figure 21: Catalog Management - Main Menu

40. The **Catalog Management – Quota Management** window opens. Registrars/Training Managers may enter an **OrigQta** or a **CurrQta** from this window (see Figure 22). An **OrigQta** may only be entered once (following the creation of an Event), after which the option exists to update the **CurrQta** (which takes the **OrigQta** as its starting value). Note that both quota values must fall between the **Min** and **Max** values for the Event. A light blue box (7) indicates a quota value that may be updated (see Figure 22).

ACQ NOW for Continuous Learning Events Main Menu

**Training Managers**

- Sign In
- Change Access
- Sign Off
- Request Training Manager Access

**Catalog Management**

- Create CL Events
- Schedule Event Times and Locations
- Edit Event Descriptions
- Edit Event quotas, schedules, POCs

**Event Management**

- Process Applications
- Process Cancellations
- Process Transfers
- Manage Walk-ins
- Rosters

**Student Management**

- Search or Sign in as Student

**Catalog Management - Quota Management**

To modify an event, click on the event name in the list below. To modify a location, click on the name of the location you wish to modify. To add quotas to an event, enter the quota amount into the boxes for that location and click on the "Update Quota(s)" button at the bottom of the page. The quotas will be immediately updated. To jump to an event or location roster, click on the appropriate **R** button. To cancel an event or location, click on the appropriate **C** button.

**R** - Event/Location Roster **C** - Cancel Event/Location

Event Name	Event Type	Event URL	CL Points	Waits Allowed
<b>R</b> <b>C</b> <a href="#">Flags of the World</a>	Continuing Education / Training (short courses)	http://	1	N

Location Name	Start Date	End Date	Min	Max	OrigQta	CurrQta	Res	Waits	Cancel	Pend	Avail
<b>R</b> <b>C</b> <a href="#">ASC/PM Conference Room</a>	01 Jun 2007	02 Jun 2007	7	15	10	<input type="text" value="7"/>	0	0	0	0	7
<b>R</b> <b>C</b> <a href="#">Edwards AFB CA</a>	16 Jun 2007	19 Jun 2007	12	15	12	<input type="text" value="15"/>	0	0	0	0	12
<b>R</b> <b>C</b> <a href="#">Davis-Monthan AFB AZ</a>	22 Jul 2007	24 Jul 2007	4			<input type="text" value="0"/>	0	0	0	0	0

[Click Here to schedule a new location](#)

**Update Quota(s)**

**New Event requires OrigQta**      **Existing Event permits CurrQta to be updated**

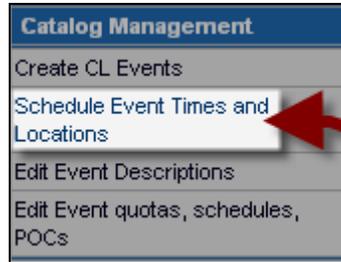
Figure 22: Setting Quotas

41. Click **Update Quota(s)** to save your changes.

## 7. Scheduling and Changing Event Times and Locations

Changing circumstances and/or priorities may result in the need to revise an Event or the administrative arrangements supporting it. This Chapter explains how revisions to an Event's time and location are managed in ACQ Now CL.

1. First **Sign In** to the ACQ Now CL System.
2. Click on the **Schedule Event Times and Locations** link under **Catalog Management**. (see Figure 23).



**Figure 23: Schedule Event Times and Locations link**

3. The **Schedule Event Times and Locations** window opens (see Figure 24).

ACQ NOW for Continuous Learning Events		Main Menu																																																																								
<p><b>Training Managers</b></p> <p>Sign In Change Access Sign Off Request Training Manager Access Training Manager List</p> <p><b>Catalog Management</b></p> <p>Create CL Events Schedule Event Times and Locations Edit Event Descriptions Edit Event quotas, schedules, POCs</p> <p><b>Event Management</b></p> <p>Process Applications Process Cancellations Process Transfers Manage Walk-ins Rosters</p> <p><b>Student Management</b></p> <p>Search or Sign in as Student Event Attendance Report View Student CL History Manage CL Periods Student Profile Merge Student Data</p> <p><b>Reports</b></p> <p>CL Participation Reports Individual CL History Event Reports</p> <p><b>Mailing List</b></p> <p>Build a List Edit a List Send a message</p> <p><b>Help</b></p> <p>ACQ Now Help Desk AF CL Policy FAQs Quick Start Guide for Training Managers User Manual Privacy Statement</p> <p><b>CAC Instructions</b></p> <p>More Information</p> <p><b>Links</b></p> <p>ACQ Now for DAU ACQ Now for Certification (coming soon) Acquisition Career Home Page ACMS-Acquisition Career Management System</p>	<p align="center"><b>Schedule Event Times and Locations</b></p> <p>Fill out the fields below to schedule this event. Fields in <i>italics</i> are required. Click the 'Update Schedule' button to schedule the event, you will then be able to add quotas for this location.</p> <table border="1"> <thead> <tr> <th colspan="3">Schedule Continuous Learning Event</th> </tr> </thead> <tbody> <tr> <td><i>Event Name*</i></td> <td colspan="2">AQ AFSO21 Awareness</td> </tr> <tr> <td>Location Host</td> <td colspan="2">SAF/AQ</td> </tr> <tr> <td><i>Location Name*</i></td> <td colspan="2">SAFTAS Conference Center Select from the list above, or enter a new location below</td> </tr> <tr> <td><i>Street Address*</i></td> <td colspan="2">1560 Wilson Blvd., Suite 400</td> </tr> <tr> <td><i>City*</i></td> <td colspan="2">Rosslyn</td> </tr> <tr> <td><i>State*</i></td> <td colspan="2">VA</td> </tr> <tr> <td><i>Zip Code*</i></td> <td colspan="2"></td> </tr> <tr> <td>Building</td> <td colspan="2"></td> </tr> <tr> <td>Room</td> <td colspan="2"></td> </tr> <tr> <td>Location Url</td> <td colspan="2">http://</td> </tr> <tr> <td>Offering Number</td> <td colspan="2"></td> </tr> <tr> <td>Event Group</td> <td colspan="2"></td> </tr> <tr> <td><i>Start Date*</i></td> <td colspan="2">Aug 20 2007 at 09:00 hrs (time not required)</td> </tr> <tr> <td><i>End Date*</i></td> <td colspan="2">Aug 20 2007 at 17:00 hrs (time not required)</td> </tr> <tr> <td><i>Minimum Capacity*</i></td> <td colspan="2">5</td> </tr> <tr> <td><i>Maximum Capacity*</i></td> <td colspan="2">20</td> </tr> <tr> <td><i>POC Name*</i></td> <td>Jim Jones</td> <td><input type="button" value="Get POC Data"/></td> </tr> <tr> <td><i>POC Email*</i></td> <td colspan="2">aitassup@asmr.com</td> </tr> <tr> <td>POC Phone</td> <td colspan="2">( ) - ext.</td> </tr> <tr> <td>POC DSN</td> <td colspan="2">- ext.</td> </tr> <tr> <td>POC Fax</td> <td colspan="2">( ) -</td> </tr> <tr> <td>Location Remarks (5000 character limit)</td> <td colspan="2"><input type="text"/> <input type="button" value="Check Spelling"/></td> </tr> <tr> <td>Location Cost</td> <td colspan="2">0 dollars</td> </tr> </tbody> </table> <p><i>* denotes a required field</i></p> <p align="center"><input type="button" value="Update Schedule"/></p> <p align="center"><a href="#">Questions? Problems? Suggestions? Please email us now.</a></p> <p align="center">THIS WEBSITE IS FOR OFFICIAL USE ONLY - Click <a href="#">here</a> to view Privacy and Security Notice.</p>		Schedule Continuous Learning Event			<i>Event Name*</i>	AQ AFSO21 Awareness		Location Host	SAF/AQ		<i>Location Name*</i>	SAFTAS Conference Center Select from the list above, or enter a new location below		<i>Street Address*</i>	1560 Wilson Blvd., Suite 400		<i>City*</i>	Rosslyn		<i>State*</i>	VA		<i>Zip Code*</i>			Building			Room			Location Url	http://		Offering Number			Event Group			<i>Start Date*</i>	Aug 20 2007 at 09:00 hrs (time not required)		<i>End Date*</i>	Aug 20 2007 at 17:00 hrs (time not required)		<i>Minimum Capacity*</i>	5		<i>Maximum Capacity*</i>	20		<i>POC Name*</i>	Jim Jones	<input type="button" value="Get POC Data"/>	<i>POC Email*</i>	aitassup@asmr.com		POC Phone	( ) - ext.		POC DSN	- ext.		POC Fax	( ) -		Location Remarks (5000 character limit)	<input type="text"/> <input type="button" value="Check Spelling"/>		Location Cost	0 dollars	
Schedule Continuous Learning Event																																																																										
<i>Event Name*</i>	AQ AFSO21 Awareness																																																																									
Location Host	SAF/AQ																																																																									
<i>Location Name*</i>	SAFTAS Conference Center Select from the list above, or enter a new location below																																																																									
<i>Street Address*</i>	1560 Wilson Blvd., Suite 400																																																																									
<i>City*</i>	Rosslyn																																																																									
<i>State*</i>	VA																																																																									
<i>Zip Code*</i>																																																																										
Building																																																																										
Room																																																																										
Location Url	http://																																																																									
Offering Number																																																																										
Event Group																																																																										
<i>Start Date*</i>	Aug 20 2007 at 09:00 hrs (time not required)																																																																									
<i>End Date*</i>	Aug 20 2007 at 17:00 hrs (time not required)																																																																									
<i>Minimum Capacity*</i>	5																																																																									
<i>Maximum Capacity*</i>	20																																																																									
<i>POC Name*</i>	Jim Jones	<input type="button" value="Get POC Data"/>																																																																								
<i>POC Email*</i>	aitassup@asmr.com																																																																									
POC Phone	( ) - ext.																																																																									
POC DSN	- ext.																																																																									
POC Fax	( ) -																																																																									
Location Remarks (5000 character limit)	<input type="text"/> <input type="button" value="Check Spelling"/>																																																																									
Location Cost	0 dollars																																																																									

**Figure 24: Schedule Event Times and Locations window**

- Select from the drop-down menus the **Event Name**, **Location Host**, **Location Name** and the **State** where the Event is to be held. Then add all additional information related to the Event's location in the corresponding text boxes. Note that text boxes labeled in *italics* (and sometimes referred to as "fields") must be completed with valid information. The **Location Url** text box should be completed where the Event is to be web-based.

- From the Start Date drop-down menus, select a date and time the Event is to start (see Figure 25). From the **End Date** drop-down menus, select a date and time the Event is expected to finish. Note: although dates are required, times are not.

<i>Start Date*</i>	Month ▼	Day ▼	Year ▼	at	▼	:	▼	hrs (time not required)
<i>End Date*</i>	Month ▼	Day ▼	Year ▼	at	▼	:	▼	hrs (time not required)

**Figure 25: Date/Time fields**

- To complete the **POC Name** field, click on the **Get POC Data** button. The **POC Listing** window opens. Here, you can search for **POC** (Point of Contact) by **First Name** or **Email**. When you find your **POC**, click on their name and close the **POC Listing** window. Notice that the **POC Name** and **POC Email** text boxes have been automatically populated with your POC's name and email address.
- Enter any **Remarks** relevant to the Event's scheduling then click the **Update Schedule** button.

## 8. Edit Event Descriptions

Changing circumstances and/or priorities may result in the need to amend the course catalog. This Chapter explains how this may be done.

1. First **Sign In** to the ACQ Now CL System.
2. Click on the **Edit Event Descriptions** link (see Figure 26).

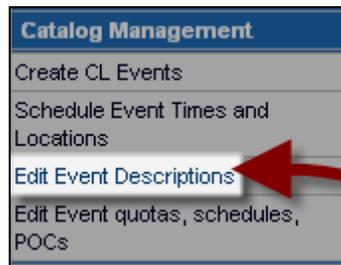


Figure 26: Edit Event Descriptions link

3. The **Catalog Management - Main Menu** window opens (see Figure 27).

The screenshot shows the 'ACQ NOW for Continuous Learning Events' interface. At the top right is a 'Main Menu' button. The main heading is 'Catalog Management - Main Menu'. Below this is a text prompt: 'Fill out the fields below and select an action to perform. To search on all criteria, leave that field blank.' The form contains several fields: 'Event Provider' (dropdown), 'Event Group' (dropdown with 'Please select an event provider'), 'Event Name' (dropdown), 'Location Status' (radio buttons for 'Current', 'Canceled', 'All'), 'Location Name' (dropdown), 'Event Type' (dropdown), and 'Start Date Range' (Month, Day, Year dropdowns followed by 'To' and another set of Month, Day, Year dropdowns with '(inclusive)'). Below these fields is the instruction 'Select an action to perform from the list below:' followed by an 'Action' dropdown menu. At the bottom center is a red 'Continue' button.

Figure 27: Catalog Management - Main Menu window

4. Identify the course to be edited by completing the fields in the **Catalog Main Option List**. Use the drop-down menus to select a course name, location and other details. At a minimum, the **Event Provider** and an **Event Name** or **Location Name** is required.

5. The Action field at the bottom of the Catalog Main Option List provides a choice of four actions related to the selected Event. The four Actions are:
  - ❖ **Add/Edit Event.** This option allows you to modify an existing event or create an entirely new one. If you choose to create a new event you must select **--New Event--** the first option offered in the **Event Name** drop-down menu. Creating a new event in this way is an alternative to selecting **Create CL Events** under **Catalog Management**. For guidance on creating a new Event, see Page 22.
  - ❖ **Add/Edit Schedule.** For changes to Events already scheduled.
  - ❖ **Cancel Location.** Cancels an Event scheduled for a given location.
  - ❖ **Quota Management.** Enables changes to be made to the Current Quota.
  
6. Select an **Action** and click **Continue** to open an appropriate window as follows:
  - ❖ **Add/Edit Event.** Takes you to the **Modify Continuous Learning Event** window (or if you selected **--New Event--** to the **Create CL Events** window). See Paragraph 7 of this chapter.
  - ❖ **Add/Edit Schedule.** Takes you to the **Catalog Management – Event Schedule** window. Skip to Paragraph 10 of this chapter.
  - ❖ **Cancel Location.** Takes you to the **Catalog Management – Event Schedule** window. Skip to Paragraph 10 of this chapter.
  - ❖ **Quota Management.** Takes you to the **Catalog Management – Quota Management** window. Skip to Paragraph 14 of this chapter.
  
7. Events are edited in the **Modify Continuous Learning Event** window (see Figure 28).

**Figure 28: Section of the Modify Continuous Learning window**

8. Make changes to the existing event and then click on **Save Changes**.
  
9. If you chose **--New Event--** from the **Catalog Management – Main Menu**, you will see a blank version of the **Modify Continuous Learning Event** form which

will be titled **Create CL Events**. Add details of the new Event (see Page 22) and click on the **Add This Event** button when complete.

- Event and Location schedules are edited from the **Catalog Management – Event Schedule** window (see Figure 29).

The screenshot shows the 'ACQ NOW for Continuous Learning Events' interface. At the top, there's a 'Main Menu' button. Below it, the title is 'Catalog Management - Event Schedule'. A text block explains how to modify events and locations. A legend defines the icons: Q (Modify Quotas), R (Jump to Roster), C (Cancel Location), and N (Add New Schedule). The main table lists events and their locations. The first event is 'Course of Action' with 20 CL Points and 'Waits Allowed' set to 'Y'. Below it, two locations are listed: 'ASM Research' (3025 hamaker, fairfax VA) and 'NGB - National Guard Bureau' (13 blah blah balh, west AE). A button at the bottom right says 'Click Here to schedule a new location'. At the very bottom, there are links for 'Back to Event Listing' and 'Catalog Main Menu'.

Event Name	Event Type	Event URL	CL Points	Waits Allowed					
<a href="#">Course of Action</a>	Experiential and Development Assignments	http://	20	Y					
Location Name	Street	City	State	Building	Room	Offering Number	Start Date	End Date	Location Status
<a href="#">ASM Research</a>	3025 hamaker	fairfax	VA				02 Nov 2006	09 Nov 2006	Current
<a href="#">NGB - National Guard Bureau</a>	13 blah blah balh	west	AE				17 Apr 2007	23 Jul 2007	Current

**Figure 29: Catalog Management – Event Schedule window**

- Changes are made to existing schedules using the colored icons and hyperlinks available in this window. Available changes are explained below.
- To modify an Event, click on the hyperlink under **Event Name** – this will take you to the **Update Scheduled Continuous Learning Event** window.
- To modify a location, click on the name of the location you wish to modify from those listed under **Location Name**. Where there are multiple entries for the same location, be sure you edit the correct Event by cross-referencing with the date of the Event listed under **Start Date** and **End Date**.
- To modify quotas for an event or location, click on the **Q** icon to the left of the **Location Name** (see Figure 29). Clicking this button takes you to the **Catalog Management – Quota Management** window (see Figure 30) where you can adjust Current Quotas (**CurrQta**). Click the **Update Quota(s)** button to save changes. Clicking on the [Click Here to schedule a new location](#) hyperlink towards the bottom right of the window takes you to the **Schedule Event Times and Locations** window (see Page 25)

ACQ NOW for Continuous Learning Events Main Menu

### Catalog Management - Quota Management

To modify an event, click on the event name in the list below. To modify a location, click on the name of the location you wish to modify. To add quotas to an event, enter the quota amount into the boxes for that location and click on the 'Update Quota(s)' button at the bottom of the page. The quotas will be immediately updated. To jump to an event or location roster, click on the appropriate **R** button. To cancel an event or location, click on the appropriate **C** button.

**R** - Event/Location Roster    **C** - Cancel Event/Location

Event Name	Event Type		Event URL	CL Points	Waits Allowed						
<b>R</b> <b>C</b> Air Force Fundamentals of Acq. Mgmt (FAM 102)	Continuing Education / Training (short courses)		http://	95	Y						
Location Name	Start Date	End Date	Min	Max	OrigGta	CurrGta	Res	Waits	Cancel	Pend	Avail
<b>R</b> <b>C</b> AFIT/Research Park	11 Jul 2004	28 Aug 2004	20	35	35	<input type="text" value="35"/>	1	0	0	0	34

[Click Here to schedule a new location](#)

**Update Quota(s)**

Figure 30: The Catalog Management – Quota Management window

15. To jump to an event or location roster click on the **R** icon closest to the **Event Name** you're interested in. The Student Roster for that course will display and allow you to view individual student applications.
16. To cancel a location click on the appropriate **C** icon closest to the **Event Name** you're interested in. The **Cancel Continuous Learning Location** window opens (see Figure 31). Remarks entered in the Text box will be forwarded by email to students with a reservation, wait or pending application. Click the **Cancel Location** button at the bottom of the window to complete the cancellation process.

ACQ NOW for Continuous Learning Events	Main Menu
<b>Cancel Continuous Learning Location</b>	
<b>You have indicated you wish to cancel Air Force Fundamentals of Acq. Mgmt (FAM 102) at AFIT/Research Park</b>	
There are currently <b>1 reservation(s)</b> , <b>0 wait(s)</b> and <b>0 pending application(s)</b> for this location. These students will be automatically cancelled. <a href="#">Click Here to review these application(s)</a> .	
Please enter any remarks you would like added to the student notification: <i>(optional - 1000 character limit)</i>	
<p>This course is cancelled due to an unavoidable conflict. It will be rescheduled later this year. Please check the catalog for further announcements.</p>	<input type="button" value="Check Spelling"/>
Once you have verified the above information, click the 'Cancel Location' button to cancel this location.	
<input type="button" value="Cancel Location"/>	

**Figure 31: Cancel Continuous Learning Location**

## 9. Edit Event quotas, schedules, POCs

Changing circumstances and/or priorities may result in the need to revise an Event or the administrative arrangements supporting it. This Chapter explains how revisions should be managed in ACQ Now CL.

1. First **Sign In** to the ACQ Now CL System.
2. Under **Catalog Management** click on the **Edit Event quotas, schedules, POCs** link (see Figure 32).

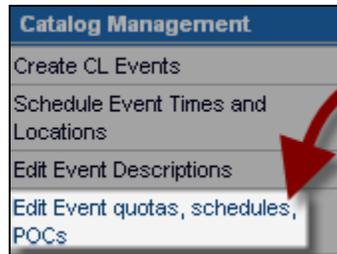


Figure 32: Edit Event quotas, schedules, POCs

3. The **Catalog Management - Main Menu** opens (see Figure 33).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Catalog Management - Main Menu</b>		
Fill out the fields below and select an action to perform. To search on all criteria, leave that field blank.		
Catalog Main Option List		
Event Provider	<input type="text"/>	
Event Group	Please select an event provider <input type="text"/>	
Event Name	<input type="text"/>	
Location Status	<input checked="" type="radio"/> Current: <input type="radio"/> Canceled: <input type="radio"/> All:	
Location Name	<input type="text"/>	
Event Type	<input type="text"/>	
Start Date Range	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> To Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> (inclusive)	
Select an action to perform from the list below:		
Action	<input type="text"/>	
<b>Continue</b>		

Figure 33: Catalog Management - Main Menu window

4. Regardless of whether you wish to modify a Class Quota, Schedule or POC, first, identify the Event you wish to modify using the drop-down menus under **Catalog Main Option List**. Don't worry if you are unable to complete all the text boxes as

the system will search for your Event provided you can provide either the **Event Name** or the **Location Name**. If you have additional information you may add it to narrow the search.

- To modify **Class Quotas** make your selection under the **Catalog Main Option List**, then select **Quota Management** from the **Action** drop-down menu at the bottom of the window. Click the **Continue** button (see Figure 34).

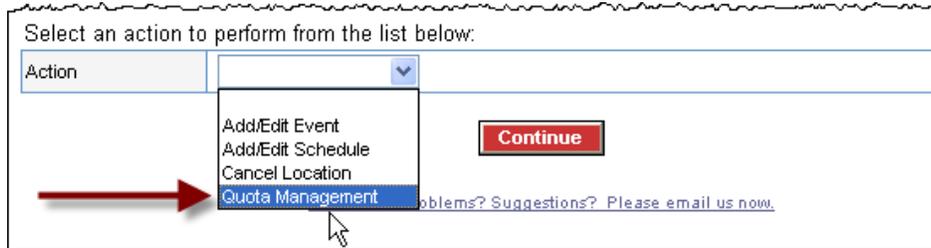


Figure 34: Action drop-down menu with Quota Management selected

- The **Catalog Management – Quota Management** window displays (see Figure 35). Here you can adjust Current Quotas (**CurrQta**). Click the **Update Quota(s)** button to save changes. Clicking on the [Click Here to schedule a new location](#) hyperlink towards the bottom right of the window takes you to the **Schedule Event Times and Locations** window (see Page 25)

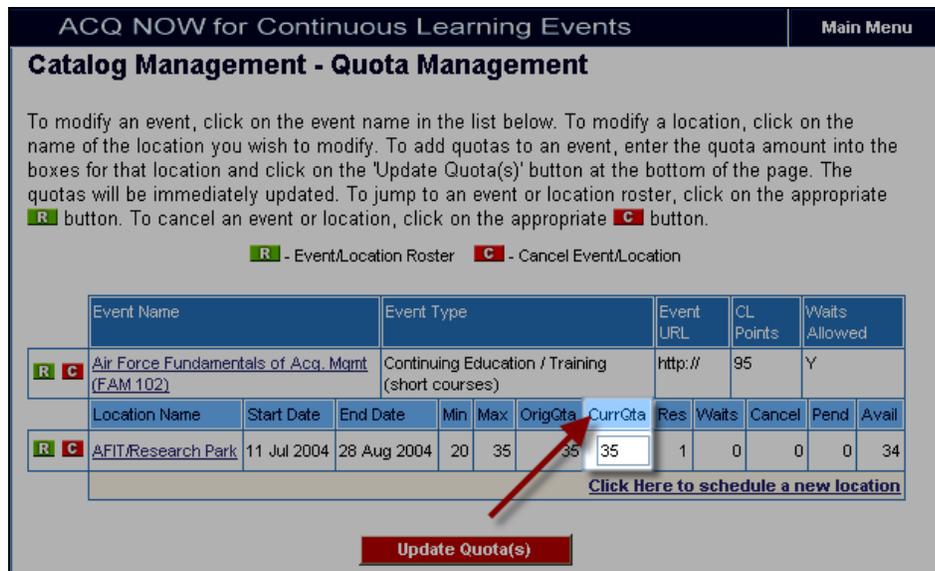
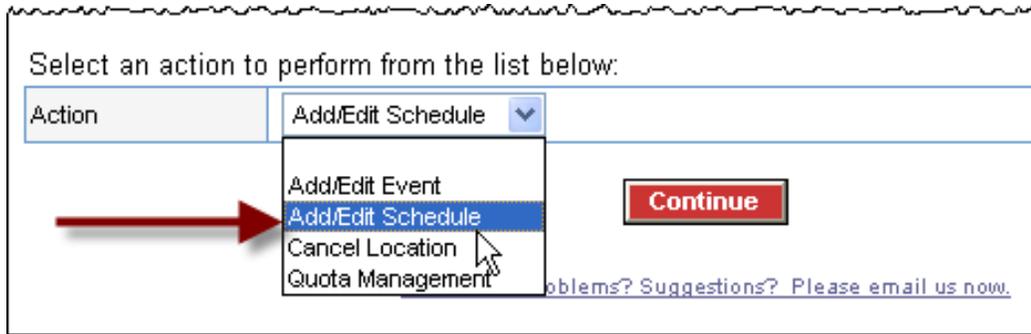


Figure 35: The Catalog Management – Quota Management window

- To modify a **Class Schedule** make your selection under the **Catalog Main Option**, then select **Add/Edit Schedule** from the **Action** drop-down menu at the bottom of the window. Click the **Continue** button (see Figure 36).



**Figure 36: Action drop-down menu with Add/Edit Schedule selected**

8. Event and Location schedules are edited from the **Catalog Management – Event Schedule** window (see Figure 37).

ACQ NOW for Continuous Learning Events
Main Menu

### Catalog Management - Event Schedule

To modify an event, click on the event name in the list below. To modify a location, click on the name of the location you wish to modify. To schedule a new location, click where it says 'Click Here to schedule a new location' at the bottom right of the page.

**Q** - Modify Quotas for an Event or Location

**R** - Jump to an Event or Location Roster

**C** - Cancel a Location

**N** - Add a New Schedule for the Same Location

Event Name		Event Type					Event URL	CL Points	Waits Allowed
<b>Q R</b>	<a href="#">Air Force Fundamentals of Acq. Mgmt (FAM 102)</a>	Continuing Education / Training (short courses)					http://	95	Y
Location Name	Street	City	State	Building	Room	Offering Number	Start Date	End Date	Location Status
<b>Q R</b> <b>C N</b>	<a href="#">AFIT/Research Park</a>	3100 Research Blvd Pod 3	Kettering OH				11 Jul 2004	28 Aug 2004	Current
<b>Q R</b> <b>C N</b>	<a href="#">AFIT/Research Park</a>	3100 Research Blvd Pod 3	Kettering OH				03 Aug 2004	20 Aug 2004	Current

**Figure 37: Catalog Management – Event Schedule window**

9. Changes are made to existing schedules using the colored icons and hyperlinks available in this window. Available changes include:
10. To modify an event, click on the hyperlink under **Event Name** – this will take you to the **Modify Continuous Learning Event** window.
11. To modify a location, click on the name of the location you wish to modify from those listed under **Location Name**. Where there are multiple entries for the same location, be sure you edit the correct Event by cross-referencing with the date of the Event listed under **Start Date** and **End Date**.
12. To cancel a location click on the appropriate **C** icon closest to the **Event Name** you're interested in. The **Cancel Continuous Learning Location** window opens (see Figure 38). Remarks entered in the Text box will be forwarded by email to

students with a reservation, wait or pending application. Click the **Cancel Location** button at the bottom of the window to complete the cancellation process.

13. To modify a **POC** make your selection under the **Catalog Main Option List**, then select **Add/Edit Schedule** from the **Action** drop-down menu at the bottom of the window. Click the **Continue** button.
14. **POC** details are edited by first clicking on the venue for an Event as it appears in the **Location Name** column (see Figure 38).

The screenshot shows the 'ACQ NOW for Continuous Learning Events' interface. The main heading is 'Catalog Management - Event Schedule'. Below the heading is a text instruction: 'To modify an event, click on the event name in the list below. To modify a location, click on the name of the location you wish to modify. To schedule a new location, click where it says 'Click Here to schedule a new location' at the bottom right of the page.' Below this is a legend for action buttons: 'Q' for Modify Quotas, 'R' for Jump to an Event or Location Roster, 'C' for Cancel a Location, and 'N' for Add a New Schedule. The main table has columns for Event Name, Event Type, Event URL, CL Points, Waits Allowed, Location Name, Street, City, State, Building, Room, Offering Number, Start Date, End Date, and Location Status. A red arrow points to the 'AFIT/Research Park' location in the 'Location Name' column.

Event Name		Event Type				Event URL	CL Points	Waits Allowed	
Q	R	Air Force Fundamentals of Acq. Mgmt (FAM 102)		Continuing Education / Training (short courses)		http://	95	Y	
Location Name	Street	City	State	Building	Room	Offering Number	Start Date	End Date	Location Status
Q	R	AFIT/Research	3100	Kettering	OH		11 Jul 2004	28 Aug 2004	Current
C	N		Research Bldv Pod 3						
Q	R	AFIT/Research	3100	Kettering	OH		03 Aug 2004	20 Aug 2004	Current
C	N	Park	Research Bldv Pod 3						

Figure 38: Catalog Management – Event Schedule window

15. The **Update Scheduled Continuous Learning Event** opens. Towards the bottom of this window are displayed details of the current Point Of Contact (POC) alongside the **Get POC data** button (see Figure 39).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Update Scheduled Continuous Learning Event</b>		
Fill out the fields below to modify this location. Fields in <i>italics</i> are required. Click the 'Save Changes' button to save your changes.		
Schedule Continuous Learning Event		
<i>Event Name*</i>	AQ AFSO21 Awareness	
Location Host	SAF/AQ	
<i>Location Name*</i>	SAFTAS Conference Center	
	Select from the list above, or enter a new location below	
<i>Street Address*</i>	1560 Wilson Blvd., Suite 400	
<i>City*</i>	Rosslyn	
<i>State*</i>	VA	
<i>Zip Code*</i>	22209 - 0000	
Building		
Room	430	
Location Url	http://	
Offering Number		
Event Group		
<i>Start Date*</i>	Jan 08 2007 at 00:00 hrs (time not required)	
<i>End Date*</i>	Jan 08 2007 at 00:00 hrs (time not required)	
<i>Minimum Capacity*</i>	10	
<i>Maximum Capacity*</i>	24	
<i>POC Name*</i>	Sheila Coin	Get POC Data
<i>POC Email*</i>	sheila.coin@pentagon.af.mil	
POC Phone	(703) 253 - 5628 ext. 000	
POC DSN		
POC Fax		
Location Remarks (5000 character limit)	Take Metro	
	Check Spelling	
Location Cost	0 dollars	
<i>* denotes a required field</i>		
<b>Update Schedule</b>		

Figure 39: Update Scheduled Continuous Learning Event window

- Click on the **Get POC Data** button (see arrow at Figure 39). The **POC Listing** window opens. Here, you can search for POC (Point of Contact) by **First Name** or **Email**. When you identify a replacement POC, click on their **Name** and then close the **POC Listing** window. Notice that the selected POC's data has automatically been entered in the POC-related text boxes (see Figure 40). Click on the **Save Changes** button at the bottom of the window.

The screenshot shows the 'ACQ NOW for Continuous Learning Events' interface. A 'POC Listing - Microsoft Internet Explorer' window is overlaid on top. The main form has fields for Street Address\*, City\*, State\*, Zip Code\*, Building, Room, Location Url, Offering Number, Event Group, Start Date\*, End Date\*, Minimum Capacity\*, and Maximum Capacity\*. The POC Listing window has search fields for First Name and Email, and a Search button. Below the search fields is a table with the following data:

Name	Phone	Phone Ext.	DSN	DSN Ext.	Fax	Email
Anita Huddleston						aitassuo@asmr.c
Annette Leonard	(937) 255-7777	3236	785-7777	3236	(937) 255-8458	Annette.Leonard
Bob Jones	(123) 123-1234	1234	567-5678	5678	(987) 654-3210	bob@jones.com
Candace Barber	(937) 255-7777	3319	785-7777	3319		candace.barker@

Below the table is a 'Get POC Data' button. A red arrow points from the 'Bob Jones' entry in the table to the 'Bob Jones' text box in the main form's POC Name\* field. The main form's POC Name\* field is populated with 'Bob Jones', POC Email\* with 'bob@jones.com', POC Phone with '(123) 123 - 1234 ext. 1234', POC DSN with '567 - 5678 ext. 5678', and POC Fax with '(987) 654 - 3210'.

Figure 40: POC Listing automatically populates Update Scheduled

## 10. Process Applications

This Chapter explains the Event application process and the roles played by Students, Supervisors and Training Managers in completing it.

1. First **Sign In** to the ACQ Now CL System.
2. There are three steps required to complete an application. In turn, these involve the Student who enrolls for an Event; his/her Supervisor who approves the application; and the Training Manager who accepts the application. A successful application follows this sequence:
  - ❖ One or more students enroll for an Event.
  - ❖ Once a student enrolls for an Event, an email is sent to his/her Supervisor. The Supervisor must approve the enrollment and forward the application to a Training Manager.
  - ❖ The Training Manager must next approve the application. Students appear on the Roster only after both their Supervisor approves and the Training Manager accepts their application.
3. To accept a Student's application, under **Event Management** click on the **Process Applications** link (see Figure 41).



**Figure 41: Process Applications**

4. The **Retrieve Continuous Learning Applications** window opens (see Figure below).

**Retrieve Continuous Learning Applications**

Fill out the fields below to retrieve applications. Fields in *italics* are required.  
Click the 'Get Applications' button to retrieve applications that match your criteria.

Training Manager Main Option List	
Event Provider	<input type="text"/>
Event Group	Please select an event provider <input type="text"/>
Event Name	<p><i>Hold down &lt;Ctrl&gt; to select multiple events</i></p> <div style="border: 1px solid black; padding: 2px;">                     ACAT Categories                      Access Management                      Activity Based Costing                      Activity Based Costing (FIN 160)                      Adv Acq &amp; Sustainment Mgmt Course (SYS 400)                 </div>
Start Date Range	Sep <input type="text"/> 27 <input type="text"/> 2006 <input type="text"/> To Sep <input type="text"/> 30 <input type="text"/> 2006 <input type="text"/> (inclusive)
Priority*	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Supervisor Status*	<input type="checkbox"/> Pending <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Cancelled <input type="checkbox"/> Disapproved
Registration Status*	<input checked="" type="checkbox"/> Pending <input type="checkbox"/> Reservation <input type="checkbox"/> Wait <input type="checkbox"/> Cancelled <input type="checkbox"/> Disapproved
Student(s)	<input checked="" type="radio"/> All <input type="radio"/> SSN <input type="text"/> <input type="radio"/> Last Name <input type="text"/>

*\* denotes a required field*

**Get Applications**

**Figure 42: Review Continuous Learning Applications window**

- Use the **Event Provider** and **Event Name** drop-down menus, to select the Event you are interested in. Since there may be many classes with the same Event name and provider, you can narrow your search by selecting a date range in the **Start Date Range** drop-down menus and **To Date Range** drop-down menus. Notice in the figure above that the **Supervisor Status** is **Approved** (denoting that only those applications approved by a Supervisor will be retrieved), and the **Reservation Status** is **Pending** (denoting that only those applications awaiting your approval will be retrieved). Click on the **Get Applications** button.
- The **Continuous Learning Applications** window opens (see Figure 43).

ACQ NOW for Continuous Learning Events							Main Menu
<b>Continuous Learning Applications</b>							
Click the student's name of the application you wish to review to open that application. Click on the student's priority to update that priority.							
<a href="#">Click here to email a printable version of the application(s)</a>							
Name	Organization	Event	Location	Priority	Status	Startdate	Date Applied
<a href="#">Jones, Bob</a>	AETC - Randolph AFB	AQ AFSSO21 Awareness Training	SAFTAS Conference Center	3	Sup Approved Reg Pending	08 Jan 2007	19 Dec 2006 14:23
<a href="#">Training Manager Main Menu</a>							

**Figure 43: Continuous Learning Applications window**

7. Under the **Name** column, click on the name of a student whose application you wish to review (see highlighted area in Figure 43).
8. The **Process Student Application** window opens (see Figure 44).

**ACQ NOW for Continuous Learning Events** Main Menu

**Process Student Application**

Review the application below and select an approval status at the bottom of the application. It is also advised that you enter any comments you would like included in the student's application confirmation. When you have selected a status, press the 'Process Application' button.

**Student Training Application**

**Event Information**

**Event:** AQ AF5021 Awareness Training    **Location:** SAFTAS Conference Center    **POC:** Sheila Coin  
**POC Phone:** (703) 253-5628 ext.000  
**Event Host:** SAF/AQ    **City:** Rosslyn    **State:** VA    **POC Fax:**  
**Course Type:** C    **Start Date:** 1/8/2007    **POC Email:** sheila.coin@pentagon.af.mil  
**CL Points:** 2    **End Date:** 1/8/2007

**Student Information**

**SSN:** 463-55-5555    **Name:** Jones, Bob    **Gender:** FEMALE  
**Pay Plan:** YA    **Pay Grade:** 03    **Civilian Job Series:** 1102

**Student Contact Information**    **Student Comments**

**Organization:** AETC - Randolph AFB  
**Organization/Full Office Symbol:** OFC SYMBOL  
**Duty Address:** 3025 Hamaker Ct  
**City:** Fairfax    **State:** VA    **ZIP Code:** 22031  
**Country Where Currently Located:** UNITED STATES  
**Phone:** (703) 645-0420  
**DSII Country Code:**  
**DSII:**  
**Fax:**  
**Email:** jsur@asmr.com  
**ACQ Position Career Cat:**  
**ACQ Level:**  
**ACQ Critical Position:**

**Supervisor Contact Information**    **Supervisor Comments**

**Supervisor:** El Jeffe  
**Phone:** (703) 645-0420  
**Email:** aitassup@asmr.com

**Application Approval**

**Priority:** 3    **Date Applied:** 12/19/2006 2:23:12 PM

**Status:**  Reservation     Wait     Disapprove  
**Comments:** (timestamp is automatically generated - 1000 character limit)

Pri. 1 Res	Pri. 2 Res	Pri. 3 Res	Waits	Pending	Available
0	0	1	0	1	23

**Figure 44: Process Student Application window**

9. At the bottom left of the **Process Student Application** window the **Status** may already be pre-filled when the window opens.
10. Current applications would not have radio buttons pre-selected and would appear as in Figure 45.

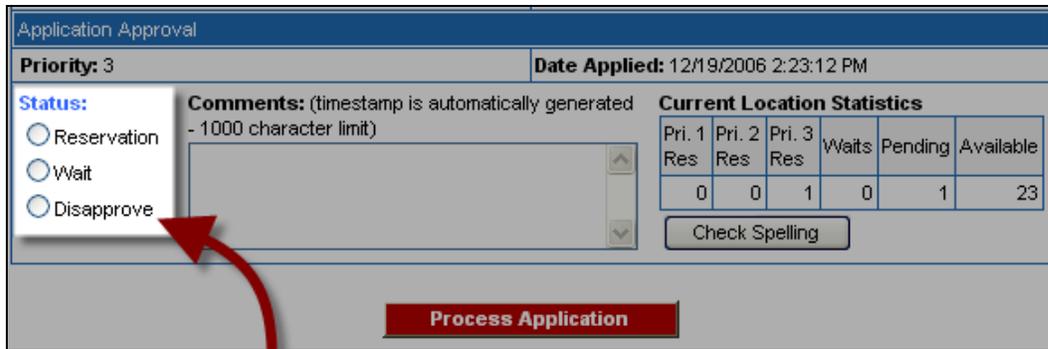


Figure 45: Bottom of Process Student Application window

- As a Training Manager you must decide if the applicant should have a placed reserved (**Reservation**), be placed on a waiting list in the event a place becomes available (**Wait**), or have his/her application disapproved (**Disapprove**). Click the radio button that reflects your decision.

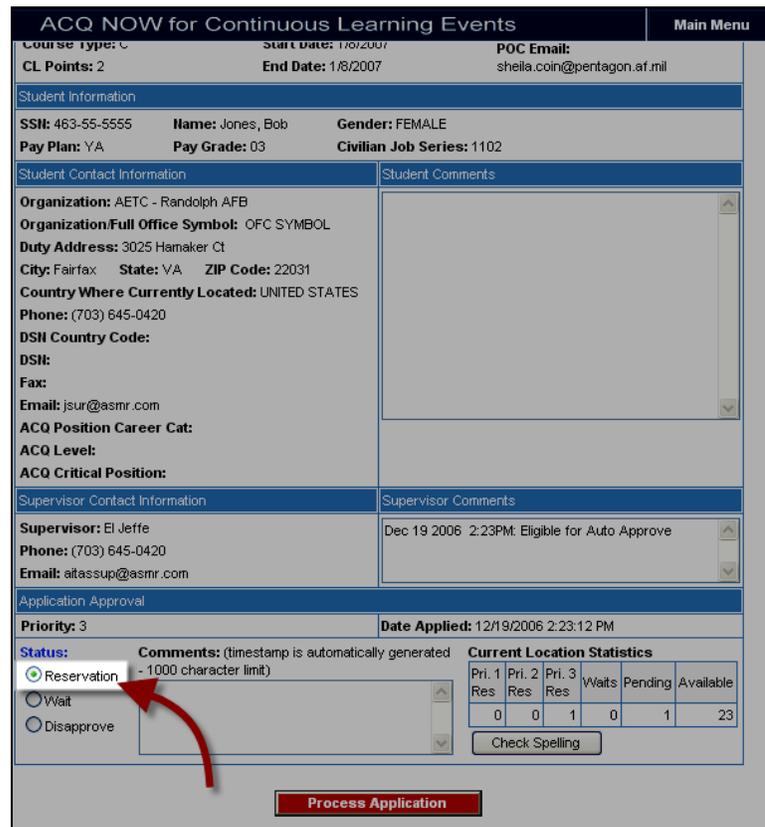


Figure 46: Reservation button

- Lastly, click on the **Process Application** button. This action sends an email notification to the student, notifying them of your decision. Confirmation that this has happened appears in the **Application Confirmation** window which notes an email has been successfully sent to the student (see Figure 47).

ACQ NOW for Continuous Learning Events	Main Menu
<b>Application Confirmation</b>	
Jones, Bob has been assigned a RESERVATION for the event listed below	
Application Confirmation	
<b>Application Date:</b> 20 Dec 2006	
<b>Event:</b> AQ AFSO21 Awareness Training	
<b>Location:</b> SAFTAS Conference Center	
<b>City:</b> Rosslyn	
<b>Start Date:</b> 08 Jan 2007	
<b>End Date:</b> 08 Jan 2007	
<b>- An email notification has been successfully sent to the student</b>	
<a href="#">Back to Applications</a>   <a href="#">Training Manager Main Menu</a>	

**Figure 47: Application Confirmation window**

## 11. Process Cancellations

As a Training Manager, you have authority to approve or disapprove a student's request to cancel his/her attendance at an Event. This Chapter explains how to review the history of a student's Event application, how to cancel an application, and options for explaining and forwarding your decision to the student.

1. First **Sign In** to the ACQ Now CL System
2. To process a cancellation request made by a student, click on the **Process Cancellations** link from **Event Management** (see Figure 48).



Figure 48: Process Cancellation link

3. The **Cancellation Requests** window displays. In the **Name** column, click on the student's name link to review their application (see Figure 49).

ACQ NOW for Continuous Learning Events						Main Menu
Cancellation Requests						
Click the student's name of the application you wish to review. Clicking on a column title will sort the requests by that column.						
Name	SSN	Event	Location	Priority	Status	Startdate
<a href="#">TESTER, TOM I</a>	463-55-5555	Asset Visibility	Web-based	3	Reservation	27 Mar 2006

Figure 49: Cancellation Requests window highlighting Student Name link

4. The **Process Student Cancellation Request** window displays. This form records a history of the student's application, including comments made by the Student, the Supervisor and the Training Manager. After reviewing the request, your option is to either **Approve** or **Disapprove** the cancellation. You should indicate your decision by selecting either the **Approve** or **Disapprove** radio button (see Figure 50).

**ACQ NOW for Continuous Learning Events**
**Main Menu**

### Process Student Cancellation Request

Review the application below and select an approval status at the bottom of the application. It is also advised that you enter any comments you would like included in the student's email notification. When you have selected a status, press the 'Process Request' button.

Student Training Application										
Event Information										
<b>Event:</b> AQ AFSO21 Awareness Training	<b>Location:</b> SAFTAS Conference Center	<b>POC:</b> Sheila Coin								
<b>Event Host:</b> SAF/AQ	<b>City:</b> Rosslyn <b>State:</b> VA	<b>POC Phone:</b> (703) 253-5628 ext.000								
<b>Course Type:</b> C	<b>Start Date:</b> 1/8/2007	<b>POC Fax:</b>								
<b>CL Points:</b> 2	<b>End Date:</b> 1/8/2007	<b>POC Email:</b> sheila.coin@pentagon.af.mil								
Student Information										
<b>SSN:</b> 463-55-5555	<b>Name:</b> Jones, Bob	<b>Gender:</b> FEMALE								
<b>Pay Plan:</b> YA	<b>Pay Grade:</b> 03	<b>Civilian Job Series:</b> 1102								
Student Contact Information		Student Comments								
<b>Organization:</b> AETC - Randolph AFB <b>Organization/Full Office Symbol:</b> OFC SYMBOL <b>Duty Address:</b> 3025 Hamaker Ct <b>City:</b> Fairfax <b>State:</b> VA <b>ZIP Code:</b> 22031 <b>Country Where Currently Located:</b> UNITED STATES <b>Phone:</b> (703) 645-0420 <b>DSN Country Code:</b> <b>DSN:</b> <b>Fax:</b> <b>Email:</b> jsur@asmr.com		<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>								
Supervisor Contact Information		Supervisor Comments								
<b>Supervisor:</b> El Jeffe <b>Phone:</b> (703) 645-0420 <b>Email:</b> david.maddrell@asmr.com		<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>								
Cancellation Approval										
<b>Status:</b> <input type="radio"/> Approve <input type="radio"/> Disapprove	<b>Cancel Reason:</b> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <input style="width: 100%; height: 20px;" type="text"/> <div style="margin-left: 5px; border-left: 1px solid gray; border-right: 1px solid gray; border-top: 1px solid gray; border-bottom: 1px solid gray; padding: 0 5px;">▼</div> </div>	<b>Current Location Statistics</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Reservations</th> <th>Waits</th> <th>Pending</th> <th>Available</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0</td> <td>0</td> <td>22</td> </tr> </tbody> </table>	Reservations	Waits	Pending	Available	2	0	0	22
Reservations	Waits	Pending	Available							
2	0	0	22							
<b>Comments:</b> (timestamp is automatically generated)		<b>Previous Comments:</b>								
<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>		<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>								
<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Check Spelling</div>										
<div style="background-color: #800000; color: white; padding: 5px; display: inline-block; border: 1px solid black;">Process Request</div>										

Figure 50: Approve, Disapprove and Cancel Reasons

- If you **Approve** the cancellation, you must select a reason for doing so from the options offered in the **Cancel Reason** drop-down menu (see Figure 50).

6. If you choose the **Other (Comments Required)** option from the **Cancel Reason** drop-down menu (see Figure 51) then you must include a comment in the **Comments** box. For any other cancellation reason, comments are optional.

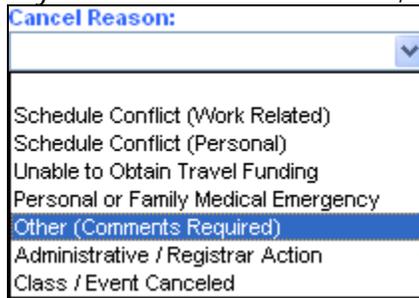


Figure 51: Cancel Reason drop-down menu

7. If you **Disapprove** the cancellation, you must select **Other (Comments Required)** from the drop-down menu underneath **Cancel Reason** (see Figure 51). You must then include a comment in the **Comments** box.
8. When finished, click on the **Process Request** button.
9. The **Application Confirmation** window opens (see Figure 52).

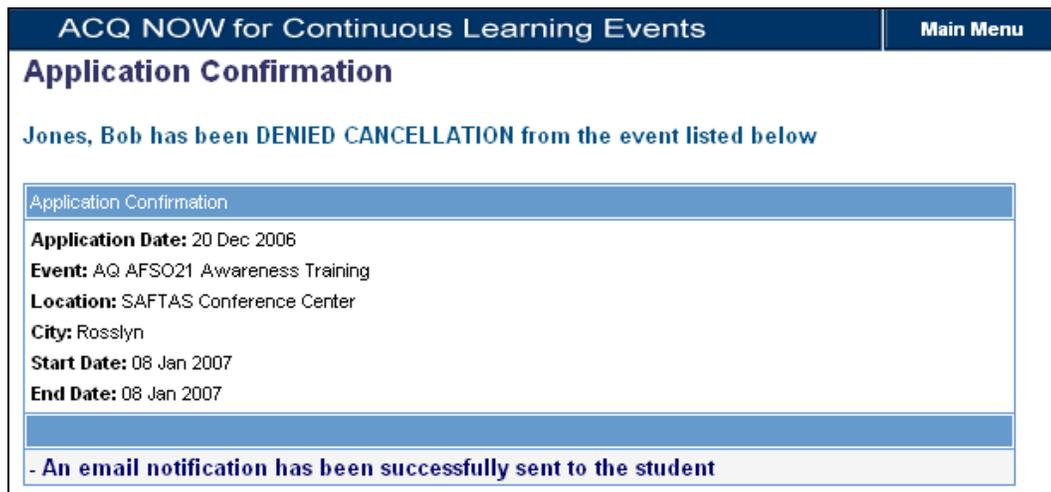


Figure 52: Application Confirmation window

## 12. Process Transfers

This Chapter explains how to transfer a student's planned attendance at an Event to an alternative Event, an alternative location, or an alternative time.

1. First **Sign In** to the ACQ Now CL System.
2. To process a Student transfer, click on the **Process Transfer** link under **Event Management** (see Figure 53).



Figure 53: Process Transfer link

3. The **Process Transfers** window opens (see Figure 54).

 A screenshot of the "ACQ NOW for Continuous Learning Events" interface. The page title is "ACQ NOW for Continuous Learning Events" and there is a "Main Menu" link in the top right. The main heading is "Process Transfers". Below the heading is a paragraph of instructions: "Select an event and event location to transfer students from and then select an event and event location to transfer students into. You may limit the events displayed by selecting to view 'Active' or 'Cancelled' events as well as selecting to view previous events. Once you have made your selections, press the 'Continue' button." Below the instructions are two rows of radio buttons: "Location Status:  Active  Cancelled" and "Show Previous Events:  No  Yes". The main form area contains four steps: "Step 1 - Select An Event To Transfer From" with an "Event" dropdown menu; "Step 2 - Select A Location To Transfer From" with a "Location" dropdown menu; "Step 3 - Select An Event To Transfer Into" with an "Event" dropdown menu; and "Step 4 - Select A Location To Transfer Into" with a "Location" dropdown menu. At the bottom center is a red "Continue" button.

Figure 54: Process Transfers window

4. Use the radio buttons to limit the number of Events for display by choosing to:
  - ❖ View either **Active** or **Cancelled** Events at a Location
  - ❖ **Show Previous Events** in addition to planned Events.
5. Use the drop-down menus in Step 1 and Step 2 to select an Event and Event location to transfer students from. Then use the drop-down menus in Step 3 and Step 4 to select an Event and Event location to transfer students into.
6. The **Student Transfer – Student Selection/Applications Options** window opens (see Figure 55).

Figure 55: Student Transfer – Student Selection/Applications Options window

7. Select a transfer action for each student you want to transfer. If waits are not allowed or the wait cut-off date has been reached, the wait option will not display in the **Transfer Action** drop-down menu (see Figure 56).

The screenshot shows the 'Student Transfer - Student Selection/Application Options' page. It includes a 'Main Menu' button in the top right. Below the title, there is a paragraph of instructions. The page is divided into two main sections: 'Transfer From' and 'Transfer To'. The 'Transfer From' section shows details for 'Discovery Map 9' at 'AFIT' with dates from 27 Nov 2006 08:15 to 29 Nov 2006 17:01. A table lists one student, 'Yonder, Wld B', with SSN 111-00-1111, priority 3, and location 'Fairborn, OH'. A 'Transfer Action' drop-down menu is open, showing options: 'Reservation', 'Wait', and 'Supervisor Approval'. A red arrow points to the 'Wait' option. The 'Transfer To' section shows details for 'Advanced Heavy Lifting' at 'TBD' with dates from 01 Jun 2006 to 01 Jun 2006.

Figure 56: Transfer Action drop-down lists

- In the **Email Comments** box, enter any text for inclusion in the body of the email that will automatically be sent to the student to inform them of the transfer. Click the **Transfer Student(s)** button when finished (see Figure 57).

The screenshot shows the 'Email Comments' section of the interface. It features a text input field with a placeholder '(timestamp is automatically generated - 1000 character limit)'. Below the text box is a red button labeled 'Transfer Student(s)'.

Figure 57: Email Comments text box and Transfer Students button

- The **Student Transfer – Confirmation** window opens (see Figure 58).

The screenshot shows the 'Student Transfer - Confirmation' window. It has a 'Main Menu' button in the top right. The window is divided into two columns: 'Transferred From' and 'Transferred To'. The 'Transferred From' column shows details for 'Discovery Map 9' at 'AFIT', 'Fairborn, OH', with start and end dates. The 'Transferred To' column shows details for 'Advanced Heavy Lifting' at 'TBD', 'Sheppard, TX', with start and end dates. Below the columns, a message states: 'An email notification has been sent to the student(s) and supervisor(s)'.

Figure 58: Student Transfer – Confirmation window

### 13. Manage Walk-ins

The ACQ Now CL system allows the flexibility of enrolling students immediately before an Event begins. Students who enroll in this way are referred to as "Walk-ins." This Chapter provides step-by-step instructions on how a Walk-in student may be enrolled in an Event, regardless of whether or not the student has a profile on ACQ Now CL.

1. First **Sign In** to the ACQ Now CL System.
2. To register Walk-in students on the day of an Event, select the **Manage Walk-ins** link under **Event Management** (see Figure 59).



Figure 59: Manage Walk-ins link

3. The **Event Roster-Roster Selection Options** window opens. Click on the **Input Walk-in** radio button (see Figure 60). From the drop-down menu beside **Step 1 – Select an Event**, select the Event in which you wish to enroll a student. Click on the **Continue** button.

The screenshot shows a web interface for "ACQ NOW for Continuous Learning Events". The main heading is "Event Roster - Roster Selection Options". Below the heading, there is a "Main Menu" link. The instructions state: "Perform the steps below to retrieve a student roster. Once you have made your selections, press the 'Continue' button." There are three radio buttons: "Student Roster", "Attendance/Completion", and "Input Walk-In" (which is selected). Below the radio buttons is a "Roster Selection Criteria" section. It contains a text box labeled "Step 1 - Select an Event" with the value "Activity Based Costing" and a drop-down arrow. At the bottom of the form is a red "Continue" button.

Figure 60: Input Walk-in radio button

4. The **Step 2 – Select a Location** text box displays (see Figure 61). A drop-down menu displays available locations for the Event you chose. Select a location, then click on the **Continue** button.

Figure 61: Step 2 – Select a Location

- The **Retrieve Student Profile for Walk-in** window opens (see Figure 62).

Figure 62: Retrieve Student Profile for Walk-in

- Here you can search for students by Social Security Number (**SSN**), **First Name**, **Last Name**, **Email address** or **Supervisor Email address** (see Figure 63). It is usually more efficient to simply enter a Walk-in student's **Last Name** and click on the **Search** button.
- The **Student Profile Selection for Walk-in** window opens (see Figure 63).

Figure 63: Student Profile Selection for Walk-in window

- Click on the Walk-in student's name. The **Continuous Learning Event Walk-in** window displays (see Figure 64).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Continuous Learning Event Walk-In</b>		
Complete and/or verify the information below. Once you are sure the information on this application is correct, press the 'Add Walk-In' button at the bottom of the page. Once the information is submitted, the student and supervisor will be sent a confirmation notice via email.		
Verify/Enter Application Information		
Event Information		
<b>Event:</b> Activity Based Costing	<b>Building:</b>	<b>POC:</b> Joe Schmoie
<b>Location:</b> AFIT/Research Park	<b>Room:</b>	<b>POC Phone:</b>
<b>Street:</b> 21 AFIT Avenue	<b>Start Date:</b> 01 Jan 2005 08:00	<b>POC Fax:</b>
<b>City:</b> Kettering	<b>State:</b> OH	<b>End Date:</b> 31 May 2006 17:00
<b>CL Points:</b> 7	<b>Location URL:</b>	<b>POC Email:</b> aitassup@asmr.com
Student Information		
<b>SSII:</b> 448-44-5461	<b>Date of Birth:</b> Dec 10 1946	<b>Gender:</b>
<b>First Name:</b> MYRA	<b>Middle Initial:</b> L	<b>Last Name:</b> TESTERMAN
<b>Home Street:</b>	<b>City:</b>	
<b>State:</b>	<b>ZIP Code:</b>	
<b>Pay Plan:</b> WVG	<b>Pay Grade:</b> 10	<b>Disabilities:</b>
<b>Acquisition Coded:</b> No		<input type="checkbox"/> <b>Contractor</b>
<i>Please enter your Civilian Job Series below.</i>		<i>Please enter 1st 3 characters of your AFSC</i>
<b>Civilian Job Series:</b> 3414 i.e., 0123	<b>Duty AFSC:</b>	
<b>Current CL Tracking Period Starts:</b> N/A <b>Current CL Tracking Period Ends:</b> N/A		
Student Contact Information		
<b>MAJCOM/Base:</b>		
<b>Organization/Full Office Symbol: (Example: 346 TW/CCD)</b>		
<b>Duty Address:</b>		<b>City:</b>
<b>State:</b>	<b>ZIP Code:</b>	
<b>Country Where Currently Located:</b>		
<b>Phone:</b> - ext.		
<b>DSH Country Code:</b> <b>DSH:</b> - ext.		
<b>Fax:</b> -		
<b>Important!</b> Since AFIT 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.		
<b>Email:</b> aitassu@asmr.com		
Supervisor Contact Information		
<b>Supervisor:</b>		
<b>Phone:</b> - ext.		
<b>Important!</b> Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.		
<b>Email:</b> aitassup@asmr.com		
Training Manager Comments		
<b>Comments:</b> (timestamp is automatically generated)		

Add Walk-In

Figure 64: The Continuous Learning Event Walk-in window

9. The **Continuous Learning Event Walk-in** window displays the student's profile information (assuming the student has previously filled out a profile with the ACQ Now CL system.) If the student has not previously completed a profile, he/she should create one now by logging on to ACQ Now CL (see Student Manual for further information).
  
10. When complete, click on the **Add Walk-in** button at the bottom of the window. The system displays the **Student SSN Search** window again in case you want to add another Walk-in student.

## 14. Rosters

ACQ Now CL enables Training Managers to print a roster of students attending an Event and/or transfer the information to Microsoft Excel. The system also enables an Excel spreadsheet version of a roster to be sent to colleagues by email.

1. First **Sign In** to the ACQ Now CL System
2. To display or print a student roster, select the **Rosters** link under **Event Management** (see Figure 65).



Figure 65: Rosters link

3. The **Event Roster-Roster Selection Options** window displays (see Figure 66).

The screenshot shows a web application window titled "ACQ NOW for Continuous Learning Events" with a "Main Menu" link in the top right. The main heading is "Event Roster - Roster Selection Options". Below the heading, there is instructional text: "Perform the steps below to retrieve a student roster. Once you have made your selections, press the 'Continue' button." There are three radio buttons: "Student Roster" (which is selected), "Attendance/Completion", and "Input Walk-In". Below the radio buttons is a section titled "Roster Selection Criteria" containing a drop-down menu labeled "Step 1 - Select an Event". At the bottom of the window is a red "Continue" button.

Figure 66: Event Roster-Roster Selection Options window

4. Click on the **Student Roster** radio button if this is not already selected.
5. To display or print out a student roster for a particular Event, select an event from the drop-down menu beside **Step 1 – Select an Event** (see Figure 67). Click the **Continue** button.

ACQ NOW for Continuous Learning Events		Main Menu
<b>Event Roster - Roster Selection Options</b>		
Perform the steps below to retrieve a student roster. Once you have made your selections, press the 'Continue' button.		
<input checked="" type="radio"/> Student Roster <input type="radio"/> Attendance/Completion <input type="radio"/> Input Walk-In		
Roster Selection Criteria		
Step 1 - Select an Event	Applied Risk Management (SYS 208)	▼
<b>Continue</b>		

**Figure 67: Select an Event text box**

- From the **Step 2 – Select a Location** drop-down menu, select the location for which you wish to see a student roster (see Figure 68). Click **Continue**.

ACQ NOW for Continuous Learning Events		Main Menu
<b>Event Roster - Roster Selection Options</b>		
Perform the steps below to retrieve a student roster. Once you have made your selections, press the 'Continue' button.		
<input checked="" type="radio"/> Student Roster <input type="radio"/> Attendance/Completion <input type="radio"/> Input Walk-In		
Roster Selection Criteria		
Step 1 - Select an Event	Applied Risk Management (SYS 208)	▼
Step 2 - Select a Location	Vandenberg AFB CA - 20 Sep 2005->22 Sep 2005	▼
<b>Continue</b>		

**Figure 68: Select a Location dropdown box**

- The **Student Roster** window displays (see Figure 69). You may click on a student's name to review their application. Click on a column title to sort the roster by that category.

ACQ NOW for Continuous Learning Events								Main Menu		
<b>Student Roster</b>										
Applied Risk Management (SYS 208)/Vandenberg AFB CA										
Dates: 9/20/2005 - 9/22/2005										
Click the student's name of the application you wish to review to open that application. Clicking on a column title will sort the roster by that column.										
<a href="#">Click Here to export this roster to Excel</a>										
<a href="#">Click Here to email a printable version of this roster</a>										
Name	SSN	MAJCOM	Grade/Rank	Duty AFSC/ Civilian Series	Priority	City, State	Email	Disabilities	Input	Output
<a href="#">BICKLEY, JAMES C</a>	579-90-4922	ACC - Eglin AFB	E1 / AB	63A	3	THECITY, VA	jbickley@asmr.com	NO	I	G

**Figure 69: Student Roster window**

- To export the roster to Excel, click on the link:

**[Click Here to export this roster to Excel](#)**

- To email a printable version of this roster, click on the link:

**[Click Here to email a printable version of this roster](#)**

## 15. Search or Sign in as Student

From time to time, Training Managers may need to know the progress made by a student in attaining CL points. In order to do this, Training Managers have the option to Sign In as if they were that student. The Search or Sign In as Student feature also permits a Training Manager to search for a student's profile recorded on ACQ Now CL. The search may be undertaken when limited information is available, as when only a student's last name is known.

This Chapter explains how to access a summary of a student's performance, and how to return to ACQ Now CL while retaining full Training Manager access rights.

1. First **Sign In** to the ACQ Now CL System.
2. From the **Student Management** menu, select **Search or Sign in as Student** (see Figure 70)

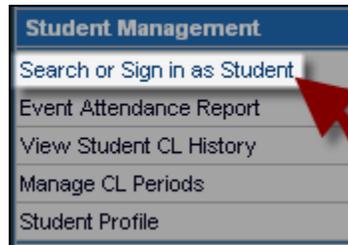


Figure 70: Search or Sign in as Student link

3. The **Retrieve Student Profile** window displays. Here you can search for students by Social Security Number (**SSN**), **First Name**, **Last Name**, **Email** address or **Supervisor Email** address (see Figure 71).

 A screenshot of the "Retrieve Student Profile" window. The window title is "ACQ NOW for Continuous Learning Events" with a "Main Menu" link. The form contains the following fields: "Search For Student" (header), "SSN:", "First Name:", "Last Name:", "Email:", and "Supervisor Email:". Each field has a corresponding text input box. A red "Search" button is located at the bottom of the form.

Figure 71: Retrieve Student Profile

4. It is usually more efficient to search by a student's **SSN** or **Last Name**. When you have entered data into at least one box, click on the **Search** button.

5. The **Student Profile Selection** window opens (see Figure 72).

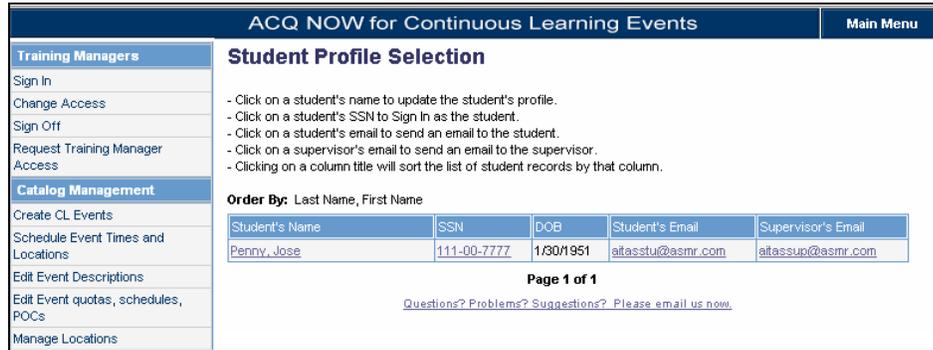


Figure 72: Student Profile Selection

6. Click on a student's **SSN**. A confirmation window displays to ask if you want to Sign In as the name of that student (see Figure 73).

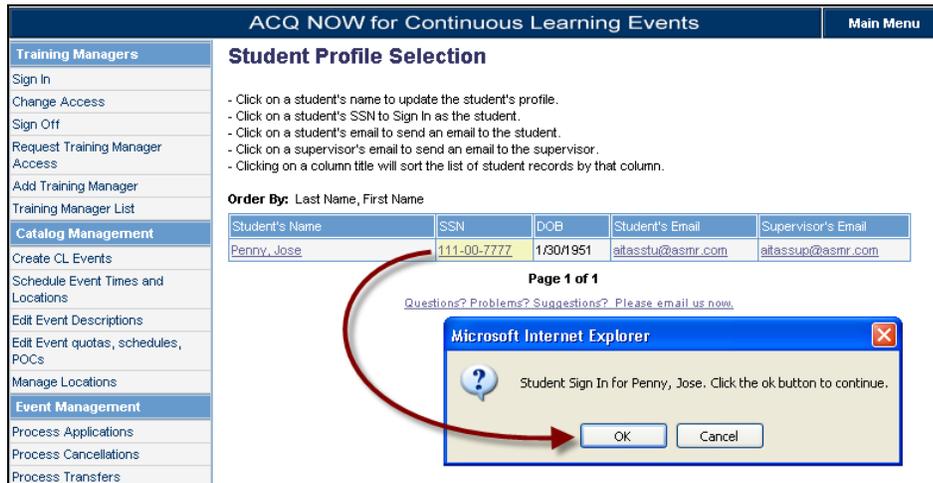


Figure 73: Student Profile Selection - click SSN #

- Click OK to display the **Continuous Learning Events** window for the student you selected (see Figure 74)

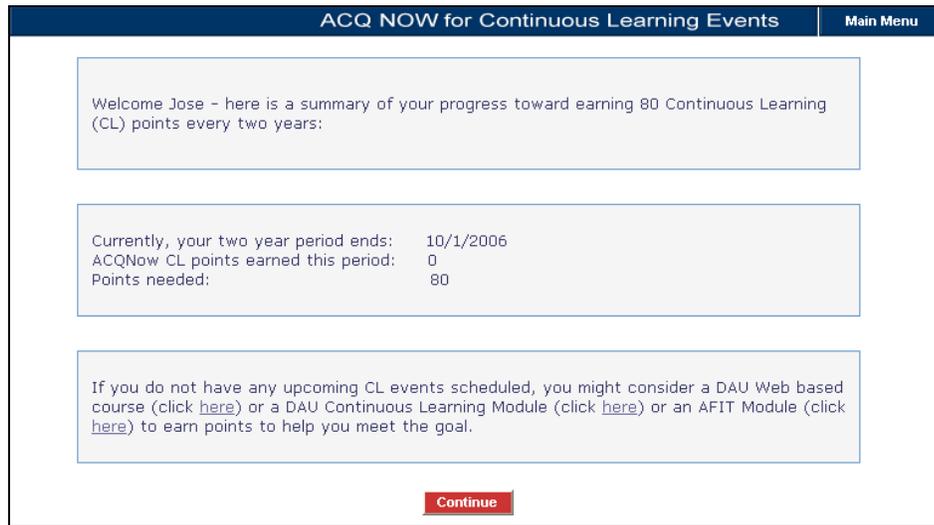


Figure 74: Continuous Learning Events window

- Click the **Continue** button to move to the student homepage on ACQ Now CL.



Figure 75: Clicking Continue moves a Training Manager to the Student Homepage

- Alternatively, you may wish to return to the Training Manager menu. To return to the Training Manager menu, close the Student Training History window using the browser's exit button (X). The **Student Profile Selection** window opens again.
- To search for a student's record or profile you should click on the **Student's Name** in the Student Profile Selection window (see Figure 76).

ACQ NOW for Continuous Learning Events		Main Menu										
<b>Training Managers</b>	<b>Student Profile Selection</b>											
Sign In	- Click on a student's name to update the student's profile.											
Change Access	- Click on a student's SSN to Sign In as the student.											
Sign Off	- Click on a student's email to send an email to the student.											
Request Training Manager Access	- Click on a supervisor's email to send an email to the supervisor.											
	- Clicking on a column title will sort the list of student records by that column.											
<b>Catalog Management</b>	<b>Order By:</b> Last Name, First Name, Middle Initial											
Create CL Events	<table border="1"> <thead> <tr> <th>Student's Name</th> <th>SSN</th> <th>DOB</th> <th>Student's Email</th> <th>Supervisor's Email</th> </tr> </thead> <tbody> <tr> <td><a href="#">Quilliam, John, D</a></td> <td>987-65-4321</td> <td>1/1/1957</td> <td>aitasstu@asmr.com</td> <td>aitassup@asmr.com</td> </tr> </tbody> </table>		Student's Name	SSN	DOB	Student's Email	Supervisor's Email	<a href="#">Quilliam, John, D</a>	987-65-4321	1/1/1957	aitasstu@asmr.com	aitassup@asmr.com
Student's Name	SSN	DOB	Student's Email	Supervisor's Email								
<a href="#">Quilliam, John, D</a>	987-65-4321	1/1/1957	aitasstu@asmr.com	aitassup@asmr.com								
Schedule Event Times and Locations	<b>Page 1 of 1</b>											
Edit Event Descriptions	<a href="#">Questions? Problems? Suggestions? Please email us now.</a>											
Edit Event quotas, schedules, POCs	THIS WEBSITE IS FOR OFFICIAL USE ONLY - Click <a href="#">here</a> to view Privacy and Security Notice.											
<b>Event Management</b>												

**Figure 76: Student Profile Selection - click Student's Name**

11. The **Update Student Profile** window opens (see Figure 72).

ACQ NOW for Continuous Learning Events		Main Menu
<p><b>Training Managers</b></p> <p>Sign In Change Access Sign Off Request Training Manager Access</p> <p><b>Catalog Management</b></p> <p>Create CL Events Schedule Event Times and Locations Edit Event Descriptions Edit Event quotas, schedules, POCs</p> <p><b>Event Management</b></p> <p>Process Applications Process Cancellations Process Transfers Manage Walk-ins Rosters</p> <p><b>Student Management</b></p> <p>Search or Sign in as Student Event Attendance Report View Student CL History Manage CL Periods Student Profile</p> <p><b>Reports</b></p> <p>CL Participation Reports Individual CL History Event Reports DoD Ethics Tng Participation</p> <p><b>Mailing List</b></p> <p>Build a List Edit a List Send a message</p> <p><b>Help</b></p> <p>ACQ Now Help Desk AF CL Policy FAQs Quick Start Guide for Training Managers User Manual Privacy Statement</p> <p><b>CAC Instructions</b></p> <p>More Information</p> <p><b>Links</b></p> <p>ACQ Now for DAU ACQ Now for Certification (coming soon) Acquisition Career Home Page ACMS-Acquisition Career Management System</p>	<h3>Update Student Profile</h3> <p>Complete and/or verify the information below. Be sure to be as accurate as possible, misinformation may prevent this student's application(s) from being processed.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Verify/Enter Student Information</p> <p>Student Information</p> <p>SSN: 987-65-4321    Date of Birth: Jan 01 1957    Gender: Male</p> <p>First Name: John    Middle Initial: D    Last Name: Guillian</p> <p>Home Street: Burford Drive    City: Woodbridge</p> <p>State: VA    ZIP Code: 25476</p> <p>Pay Plan: GS    Pay Grade: 11    Disabilities: No    Acquisition Coded: No</p> <p>Please enter your Civilian Job Series below.    Please enter 1st 3 characters of your AFSC</p> <p>Civilian Job Series: 1102 i.e., 0123    Duty AFSC:    e.g., 63A or 31P    <input type="checkbox"/> Contractor</p> <p>Current CL Tracking Period Starts: 10/1/2002    Current CL Tracking Period Ends: 10/1/2004</p> <p>Acquisition Workforce: <input checked="" type="radio"/> Yes <input type="radio"/> No    Certification Date: Oct 01 2002</p> <p>Position Functional Category: Program Management</p> <p>Certification Level Achieved: 2    Position Certification Level Required: 2</p> <p>Student Contact Information</p> <p>MAJCOM Base: SAF/AQ</p> <p>Organization/Full Office Symbol: (Example: 346 TW/CCD) SAF/AQXD-ATO</p> <p>Duty Address: 555 E STREET WEST, SUITE 5    City: RANDOLPH AFB</p> <p>State: TX    ZIP Code: 78150 - 8150</p> <p>Country Where Currently Located: UNITED STATES OF AMERICA</p> <p>Phone: 210 - 652 - 6580 ext. 1002</p> <p>DSN Country Code:    DSN: 487 - 6580 ext.   </p> <p>Fax: 210 - 652 - 6560</p> <p><b>Important!</b> 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.</p> <p>Email: aitasstu@asmr.com</p> <p>Supervisor Contact Information</p> <p>Supervisor: ANITA HUDDLESTON</p> <p>Phone: 210 - 652 - 6580 ext. 1001</p> <p><b>Important!</b> Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.</p> <p>Email: aitasstup@asmr.com</p> <p>Optional Email Address (as designated by local policy):</p> <p><b>Important!</b> An optional email address may be entered as designated by local policy. Please contact your Base/MAJCOM training manager to determine if an optional email address should be entered, and if so, the correct email address. To obtain your Base/MAJCOM POC, click on ACQ Now POC Look Up on the main menu, select your Base/MAJCOM from the drop-down table, and then click on the Find My POC button.</p> <p>Email: _____</p> </div> <p style="text-align: center;"><b>Update Profile</b></p>	

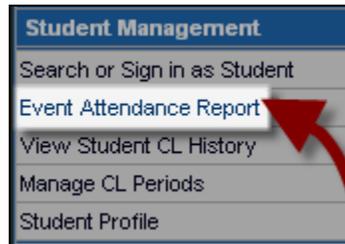
Figure 77: Update Student Profile window

- You may update the student's record or profile from this page and store the result by clicking the **Update Profile** button.

## 16. Event Attendance Report

ACQ Now CL provides a wealth of information related to student, unit, command, and workforce performance. This feature provides access to eleven reports which may be customized as required.

1. First **Sign In** to the ACQ Now CL System
2. Click on the **Event Attendance Report** link (see Figure 78).



**Figure 78: Event Attendance Report link**

3. The **Retrieve Continuous Learning Report** window opens with a drop-down menu of options (see Figure 79).

The screenshot shows the 'ACQ NOW for Continuous Learning Events' interface. At the top right is a 'Main Menu' link. The main heading is 'Retrieve Continuous Learning Report'. Below this is a text instruction: 'Fill out the fields below to retrieve a report. Fields in *italics* are required. Click the 'Get Report' button to retrieve the report generated using your criteria.'

There is a section titled 'Report Main Option List' containing a dropdown menu for 'Report Name\*'. The dropdown is open, showing the following options: 'CL Participation by Unit', 'Attendee Report', 'CL Participation by MAJCOM/SUBCMD', 'Class Fill', 'Continuous Learning Schedule', 'Event Evaluation Summary', 'Event Evaluation Summary By Completion Date', 'Quota Utilization', 'Student Wait List', 'Student Walk-In/Cancellation/No-Show', 'Workforce Participation And Achievement', and 'CL Email Templates'. A red 'Get Report' button is visible to the right of the dropdown. A note '\* denotes a required field' is present. There are also links for 'US NOW' and 'Privacy and Security Notice'.

**Figure 79: Retrieve Continuous Learning Report window**

4. Under the **Report Main Option List** heading, select a report from the drop-down menu. The **Get Report** button ( **Get Report** ) appears. Click the **Get Report** button to retrieve the report you selected.

- In all there are twelve different reports you may choose from the drop-down menu. Each report differs in its functionality and the information it provides. The twelve reports are:

 **CL Participation by Unit.** This report provides unit and personal level information on the progress made by Acquisition Workforce members in the Air Force. Data on a specific population of Acquisition Workforce members may be isolated using the radio buttons provided. Click on a population for a pop-up box containing its definition (see Figure 80).

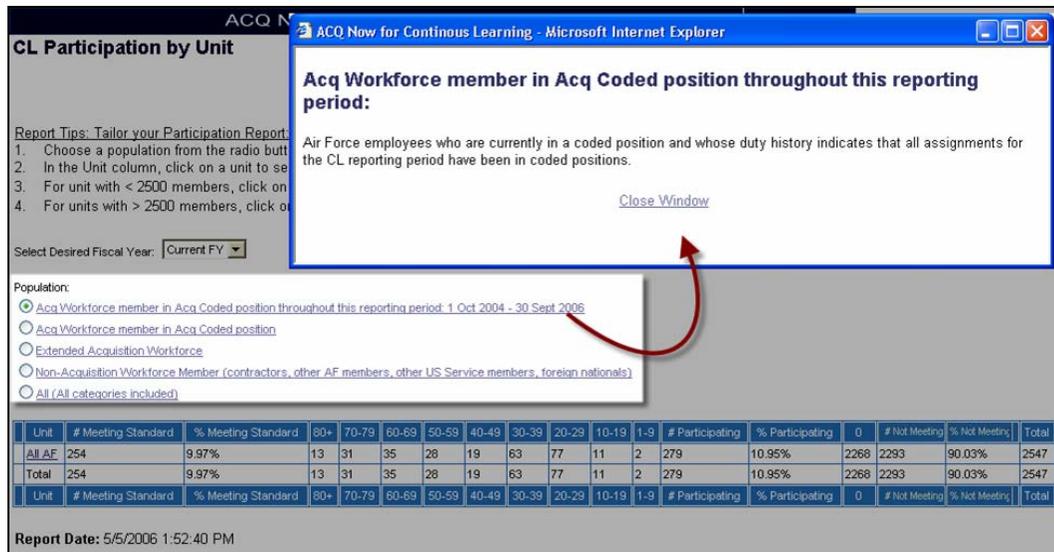


Figure 80: CL Participation by Unit window

- Click on a unit in the **Unit** Column to see the selected participation report for that unit (see Figure 81).

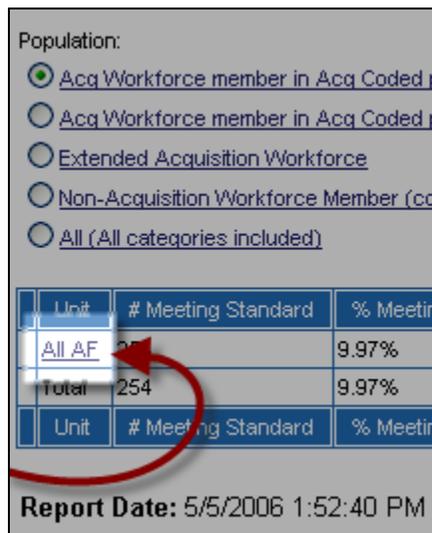


Figure 81: CL Participation by Unit window

- The **CL Participation by Unit** window opens showing CL metrics for the selected unit (see Figure 82).

Unit	# Meeting Standard	% Meeting Standard	80+	70-79	60-69	50-59	40-49	30-39	20-29	10-19	1-9	# Participating	% Participating	0	# Not Meeting Standard	% Not Meeting Standard	Total
AF ELEMENTS SUPPORTING DOD	8	7.69%	1	3	0	1	2	0	5	0	0	12	11.54%	92	96	92.31%	104
AF ELEMENTS SUPPORTING THE WHITE HOUSE	0	0.00%	0	0	0	0	0	0	0	0	0	0	0.00%	1	1	100.00%	1

Figure 82: CL Participation by Unit window

- Reading from left to right the spreadsheet columns display:
  - ❖ **Unit** – the name of the command/element to which the row refers.
  - ❖ **#Meeting Standard** – the number of members in the command/element meeting the CL standard
  - ❖ **% Meeting Standard** – the percentage of members in the command/element meeting the CL standard
  - ❖ **80+ through 1-9** – these nine columns reflect the number of members whose CL points fall in each band
  - ❖ **# Participating** – the total number of members with CL achievements
  - ❖ **% Participating** – the total percentage of members with CL achievements
  - ❖ **0** – the total number of members without CL achievements
  - ❖ **# Not Meeting Standard** – the total number of members without CL achievements plus those participating who have not yet met the standard
  - ❖ **% Not Meeting Standard** – the total percentage of members without CL achievements plus those participating who have not yet met the standard
  - ❖ **Total** – the total number of members in the named unit.
- To view data at the individual level (i.e. for each student in a command/element,) click on the icon next to a Unit (see Figure 83).

**CL Participation by Unit**

[<< Back to R](#)

**Report Tips: Tailor your Participation Report:**

1. Choose a population from the radio buttons below. Click on the words for a definition of each population.
2. In the Unit column, click on a unit to see specific information for that unit.
3. For unit with < 2500 members, click on the to see specific information on students.
4. For units with > 2500 members, click on the to see student information.

Select Desired Fiscal Year:

Population:

Acq Workforce member in Acq Coded position throughout this reporting period: 1 Oct 2004 - 30 Sept 2006

Acq Workforce member in Acq Coded position

Extended Acquisition Workforce

Non-Acquisition Workforce Member (contractors, other AF members, other US Service members, foreign nationals)

All (All categories included)

Unit	# Meeting Standard	% Meeting Standard	80+	70-79	60-69	50-59	40-49	30-39	20-29	10-19	1-9
AF ELEMENTS SUPPORTING DOD	20	9.13%	1	5	2	1	1	2	4	0	1
AF ELEMENTS SUPPORTING THE WHITE HOUSE	0	0.00%	0	0	0	0	0	0	0	0	0
HQ AF RESERVE COMMAND	4	1.09%	0	0	2	0	1	0	2	1	0
SECAF ELEMENTS	20	11.76%	1	0	1	4	0	4	3	0	0
U.S. AIR FORCE	466	10.58%	16	85	62	79	40	98	124	15	2
Total	510	9.88%	18	90	67	84	42	104	133	16	3

Figure 83: CL Participation by Unit window

10. The CL Participation by Unit Report opens (see Figure 84).

ACQ NOW for Continuous Learning Events Main Menu

**CL Participation by Unit Report**

Report Date: 9/27/2006 4:25:18 PM [<< Back to Reporting Main Menu](#)  
[<< Back to Previous Screen](#)  
[<< Export to Excel](#)

Add a Column to the Report:

Position Category **1 Check box(es)**

Position Level

Previously Meeting Standard

**2 Click Button**

**3 Column Added**

	Name	SSN	Organization	Office Symbol	Pay Plan/ Pay Grade	Duty AFSC/ Civilian Series	Position Category	Email Address	Begin Two Year Period	End Two Year Period	Points	Meeting Standard
1	ALLEN, DANA G	2923	AFELM DEF INTEL AG JI	DIA/DWO-3	O4	62E		atlasstu@asmr.com	10/1/2004	10/1/2006	0	Y
2	ALLISON, JOHN B	9584	AFELM DEF INTEL AG JI	DIA/DWO-3	O4	63A		atlasstu@asmr.com	10/1/2002	10/1/2004	0	N

Figure 84: Information at the individual level

11. The option exists to display additional information by checking one or more of the options available from this window, then clicking the **Generate Report** button. The requested information is presented as one or more additional columns in the table (see numbered arrows in Figure 84).
12. To view static student information for units of more than 2500 members, click on the  icon next to a Unit to open a **CL Participation by Unit Report** (see Figure 85).

ACQ NOW for Continuous Learning Events											Main Menu			
CL Participation by Unit Report														
Report Date: 9/28/2006 8:47:52 AM											<a href="#">&lt;&lt; Back to Reporting Main Menu</a> <a href="#">&lt;&lt; Back to Previous Screen</a> <a href="#">&lt;&lt; Export to Excel</a>			
Please click on the radio button next to the number of records you would like to view at a time. Then use the 'Previous Page' and 'Next Page' links to view each page of data.														
<input checked="" type="radio"/> 250 <input type="radio"/> 500 <input type="radio"/> 750											<a href="#">Next Page</a>			
	Name	SSN	Organization	Office Symbol	Pay Plan/ Pay Grade	Duty AFSC/ Civilian Series	Position Category	Position Level	Email Address	Begin Two Year Period	End Two Year Period	Points	Meeting Standard	Previously Meeting Standard
1	,	9525	SEEK EAGLE OF		GS13	0861	SYSTEMS PLANNING, RD&E - SYSTEMS ENGINEERING	2	aitasstu@asmr.com	10/1/2004	10/1/2006	0	N	NA
2	,	2326	412 TEST WING		NH13	0855	TEST & EVALUATION	2	aitasstu@asmr.com	10/1/2004	10/1/2006	0	N	NA

Figure 85: CL Participation by Unit Report

13. Information for fiscal years other than the current year may be selected from the **Select Desired Fiscal Year** drop-down menu (see Figure 83).

 **Attendee Report, Class Fill, Event Evaluation Summary, Event Evaluation Summary by Completion Date, Quota Utilization, Student Wait List, and Student Walk-in/Cancellation/No-show.** These reports provide information on specific courses. To retrieve one of these reports, select the **Event Provider** and **Event Name** using the drop-down menus, enter the **Start Date Range** and click the **Get Report** button (see Figure 86).

**ACQ NOW for Continuous Learning Events** Main Menu

### Retrieve Continuous Learning Report

Fill out the fields below to retrieve a report. Fields in *italics* are required. Click the 'Get Report' button to retrieve the report generated using your criteria.

Report Main Option List

*Report Name\**

Event Provider

Event Name

Course Type

Start Date Range    To    (inclusive)

**Get Report**

**Figure 86: Retrieve Continuous Learning Report**

- The requested report opens and offers the option to export data to Excel (see Figure 87).

**ACQ NOW for Continuous Learning Events** Main Menu

### CLM Reporting - Class Fill Report

Offering Date or Date Range: 12/20/2006 - 1/19/2007  
 Course Type: All Course types  
 Report Date: 12/20/2006 7:07:36 AM

[Click Here to export this report to Excel](#)  
 << Back to Reporting Main Menu

**Click here for Export to Excel option**

Event Name	Location Name	Startdate	Quotas	Training Manager Approved				Training Manager Pending				Sup Pending			
				1	2	3	Total	1	2	3	Total	1	2	3	Total
AQ AFSO21 Awareness Training	SAFTAS Conference Center	1/8/2007	24	0	0	1	1	0	0	1	1	0	0	0	0
AQ AFSO21 Awareness Training	SAFTAS Conference Center	1/17/2007	24	0	0	0	0	0	0	0	0	0	0	0	

[Back to Report Main Menu](#) | [Training Manager Main Menu](#)

Questions? Problems? Suggestions? Please email us now.

**Figure 87: Example Report showing option to Export to Excel**

- CL Participation by MAJCOM/SUBCMD.** To view numerical data related to CL achievements in specific commands, make this selection from the drop-down menu and click **Get Report** (see Figure 88).

Figure 88: Retrieve Continuous Learning Report for MAJCOM/SUBCMD

15. The **Point Stratification Report** displays. This indicates the progress made by members in achieving the 80 CL goal – each column shows the number of members in that **MAJCOM** who fall in each band of scores (e.g. 30-39 CL units).

MAJCOM	80+	70-79	60-69	50-59	40-49	30-39	20-29	10-19	1-9	0	Workforce Member
11TH WING	0	0	1	0	0	2	0	0	0	27	30
AF AGENCY MODELING AND SIMULATION	0	0	0	0	0	0	0	0	0	7	7

Figure 89: Point Stratification Report (MAJCOM)

16. To view progress at the **SUBCMD** level, click on the  icon beside the **SUBCMD** of interest in the **MAJCOM** column to see a breakdown of performances by subordinate command (see Figure 90).

SUBCMD	80+	70-79	60-69	50-59	40-49	30-39	20-29	10-19	1-9	0	Workforce Member
11th Wing	0	0	0	0	0	0	0	0	0	1	1
Air Force Band	0	0	0	0	0	0	0	0	0	0	0
Air Force Honor Guard	0	0	1	0	0	2	0	0	0	24	27
HQ AFDW	0	0	0	0	0	0	0	0	0	2	2
Operating Agency	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	2	0	0	0	27	30

Figure 90: Point Stratification Report (SUBCMD)

17. To view progress at the individual level, click on the  icon beside the **SUBCMD** of interest in the **SUBCMD** column to see a breakdown of individual performances (see Figure 91).

ACQ NOW for Continuous Learning Events						Main Menu
<b>Point Stratification Report</b>						
MAJCOM: 11TH WING			<a href="#">&lt;&lt; Back to Reporting Main Menu</a>			
SUBCMD: 11th Wing			<a href="#">&lt;&lt; Export to Excel</a>			
Report Date: 2/6/2006 12:26:12 PM						
	Name	SSN	Organization	Office Symbol	Email Address	Points
1	SCHINDLER, DANA R	3683	AFELM PERS EXCH PR OTHER DEPARTMENT OF DEFENSE ACTIVITIES		altasstu@asmr.com	0
<b>Total</b>	<b>1</b>					

**Figure 91: Point Stratification Report (by individual)**

-  **Continuous Learning Schedule.** This menu item provides scheduling information on courses, including cost, quota and location details. **Select Continuous Learning Schedule** from the **Report Name** drop-down menu (See Figure 92).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Retrieve Continuous Learning Report</b>		
Fill out the fields below to retrieve a report. Fields in <i>italics</i> are required. Click the 'Get Report' button to retrieve the report generated using your criteria.		
Report Main Option List		
<i>Report Name*</i>	Continuous Learning Schedule	
Event Provider	ACQ Now (standard catalog)	
Event Name	<ul style="list-style-type: none"> <li>AQ AFSO21 Awareness</li> <li>ASM Eval Test Event</li> <li>Asset Visibility</li> <li>Basics of Architecture (SYS 183)</li> <li>Best Value</li> <li>Capability Maturity Model Integration (SYS 130)</li> <li>Cinco de Mayo Test Event</li> <li>CL Test entry</li> <li>Class with No Available Seats</li> <li>Combat Logistics (LOG 299)</li> </ul>	
<b>Get Report</b>		
<small>* denotes a required field</small>		

**Figure 92: Retrieve Continuous Learning Report (Continuous Learning Schedule)**

18. Next select the **Event Provider** from its drop-down menu. Select an Event name by clicking on a selection to highlight it in blue. When you are happy with the parameters you've chosen, click on **Get Report**. The **CLM Reporting – Continuous Learning Event Schedule** opens (see Figure 93).

ACQ NOW for Continuous Learning Events								Main Menu		
<b>CLM Reporting - Continuous Learning Event Schedule</b>										
Course Type: All Course types						<a href="#">Click Here to export this report to Excel</a>				
Offering Date or Date Range: 12/20/2006 - 1/19/2007						<a href="#">&lt;&lt; Back to Report Main Menu</a>				
Report Date: 12/20/2006 7:18:04 AM										
Event Name	Course Type	Location Host	Start Date	End Date	Location Name	Qtas	Cost	Host POC		
								Name	Phone	Fax
AQ AFSO21 Awareness	Centralized	HQ US AIR FORCE/SAF	1/8/2007	1/8/2007	SAFTAS Conference Center	24	\$ 0.00	Sheila Coin	(703) 253-5628	ext.000
AQ AFSO21 Awareness	Centralized	HQ US AIR FORCE/SAF	1/17/2007	1/17/2007	SAFTAS Conference Center	24	\$ 0.00	Sheila Coin	(703) 253-5628	ext.000
<b>Centralized Total</b>						<b>48</b>	<b>\$ 0.00</b>			
<b>Cmd Unique Total</b>						<b>0</b>	<b>\$ 0.00</b>			
<b>Grand Total</b>						<b>48</b>	<b>\$ 0.00</b>			

Figure 93: CLM Reporting – Continuous Learning Event Schedule

19. The **CLM Reporting – Continuous Learning Event Schedule** provides the following information:

- ❖ **Event Name** – the name of the course or Event for which data is provided
- ❖ **Course Type** – whether the course is Centralized, Command or Web-based.
- ❖ **Location Host** – who is providing the course or Event
- ❖ **Start Date** – when the course begins
- ❖ **End Date** – when the course will finish
- ❖ **Location Name** – the place the course or Event is to be held.
- ❖ **Qtas** – The number of student places available on the course/Event
- ❖ **Cost** – the total cost of providing the course/Event
- ❖ **Host POC** – contact details for the Host's Point of Contact including Name, Phone and Fax numbers.

 **Workforce Participation And Achievement.** This window provides an overall view of CL progress made by members of the Acquisition workforce serving with the Air Force. To display this data, select **Workforce Participation And Achievement** from the **Report Name** drop-down menu and click on **Get Report** (see Figure 94).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Retrieve Continuous Learning Report</b>		
Fill out the fields below to retrieve a report. Fields in <i>italics</i> are required. Click the 'Get Report' button to retrieve the report generated using your criteria.		
Report Main Option List		
<i>Report Name*</i>	Workforce Participation And Achievement	<input type="button" value="v"/>
<input type="button" value="Get Report"/>		
<small>* denotes a required field</small>		

Figure 94: Retrieve Continuous Learning Report

20. The **Air Force CL Reporting – Workforce Participation and Achievement Report** displays (see Figure 95).

ACQ NOW for Continuous Learning Events						Main Menu
<b>Air Force CL Reporting - Workforce Participation and Achievement Report</b>						
Report Date: 16 Feb 2006 10:08				<a href="#">Click Here to export this report to Excel</a> <a href="#">&lt;&lt; Back to Report Main Menu</a>		
History as of date	# Workforce	# of Workforce With Complete Profiles	# of Workforce Participating	% of Workforce Participating	# of Workforce Meeting Standard	% of Workforce Meeting Standard
31 Oct 2005	19,544	18,886	18,295	93.61%	12,814	65.56%
30 Nov 2005	19,302	18,780	18,334	94.98%	12,833	66.49%
31 Dec 2005	18,995	18,494	18,076	95.16%	12,814	67.46%
31 Jan 2006	18,564	18,103	17,614	94.88%	12,678	68.29%
Organization	# Workforce	# of Workforce with Complete Profiles	# of Workforce Participating	% of Workforce Participating	# of Workforce Meeting Standard	% of Workforce Meeting Standard
AF ELEMENTS SUPPORTING THE WHITE HOUSE	1	0	0	0.00%	0	0.00%
AF ELEMENTS SUPPORTING DOD	104	24	20	19.23%	8	7.69%
SECAF ELEMENTS	94	41	24	25.53%	13	13.83%
HQ AF RESERVE COMMAND	201	14	6	2.99%	4	1.99%
U S AIR FORCE	2,147	757	481	22.40%	230	10.71%
<b>Total</b>	<b>2,547</b>	<b>836</b>	<b>531</b>	<b>20.85%</b>	<b>255</b>	<b>10.01%</b>

Figure 95: Workforce Participation and Achievement Report

21. By column (reading left to right in the second table) the table displays current information on:

- ❖ **Organization** – an Air Force element where one or more members of the AT&L Workforce are located
- ❖ **# Workforce** – the number of Acquisition Workforce members in a coded position in that Organization and whose duty history indicates that all assignments for the CL reporting period have been in coded positions.
- ❖ **# of Workforce with Complete Profiles** – those numbered in the previous column for whom there is a student record in the ACQ Now CL system
- ❖ **% of Workforce Participating** – percentage of Workforce in a coded position in that Organization who have met the CL requirement or who are actively pursuing it.
- ❖ **# of Workforce Meeting Standard** – the number of members who currently have attained the CL requirement
- ❖ **% of Workforce Meeting Standard** – the percentage of members who currently have attained the CL requirement

22. At any time you may return to the main **Retrieve Continuous Learning Report** page by using one of the hyperlinks provided in the upper right of each report pages. Additional links appear where appropriate to allow a report to be exported to Microsoft Excel or to return to the previous page (see Figure 96).

ACQ NOW for Continuous Learning Events
Main Menu

### CL Participation by Unit Report

Report Date: 9/28/2006 9:50:10 AM

[<< Back to Reporting Main Menu](#)  
[<< Back to Previous Screen](#)  
[<< Export to Excel](#)

Add a Column to the Report:

Position Category

Position Level

Previously Meeting Standard

	Name	SSN	Organization	Office Symbol	Pay Plan/ Pay Grade	Duty AFSC/ Civilian Series	Email Address	Begin Two Year Period	End Two Year Period	Points	Meeting Standard
1	PERRY, KENDRIC J	8308	AFELM DOE EX		O4	33S	aitasstu@asmr.com			0	N

[Back to Report Main Menu](#) | [Training Manager Main Menu](#)

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEBSITE IS FOR OFFICIAL USE ONLY - Click [here](#) to view Privacy and Security Notice.

Figure 96: Report page showing hyperlinks

## 17. View CL Student History

From time to time, Training Managers may need to know the progress made by a student in attaining CL points. One option is for the Training Manager to Sign In as if he/she were that student. This Chapter explains how to do so and monitor student progress using the **View CL Student History** feature.

1. First **Sign In** to the ACQ Now CL System.
2. To view a student's training history, click on the **View CL Student History** link (see Figure 97).

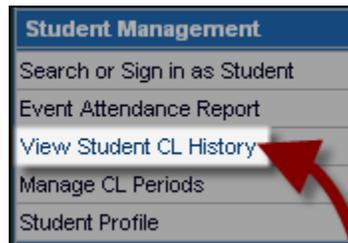


Figure 97: View CL Student History link

3. The **Retrieve Student Profile** window opens (see Figure 98).

The image shows a web application window titled "ACQ NOW for Continuous Learning Events" with a "Main Menu" link. The main content area is titled "Retrieve Student Profile". Under the heading "Search For Student", there are five input fields: "SSN:", "First Name:", "Last Name:", "Email:", and "Supervisor Email:". Below these fields is a red "Search" button. A mouse cursor is visible over the "Last Name" field.

Figure 98: Retrieve Student Profile window

4. Under the **Search For Student** heading, enter one or more of the following: a student's **SSN** (Social Security Number), and/or their **First Name**, and/or their **Last Name**, their **Email**, and/or their **Supervisor Email**, then click on the **Search** button. Typically it's easiest to search by a student's **Last Name**.
5. A list of names will result from a search (unless you search using a student's SSN). You should select the **SSN** of the student whose training history you're seeking by clicking on their Social Security Number in the **SSN** column (see Figure 99).

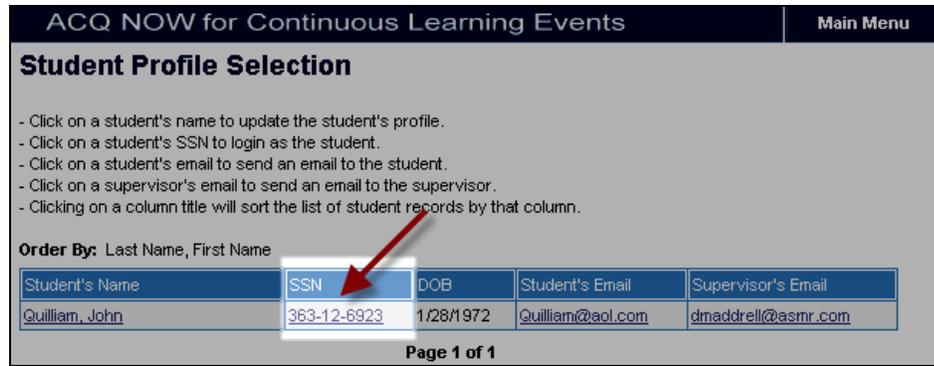


Figure 99: Student SSN link

- At the confirmation box click on the **OK** button to continue (see Figure 100).



Figure 100: Confirmation box – Click OK to continue

- A summary of the student's progress towards earning 80 CL points is displayed (see Figure 101).

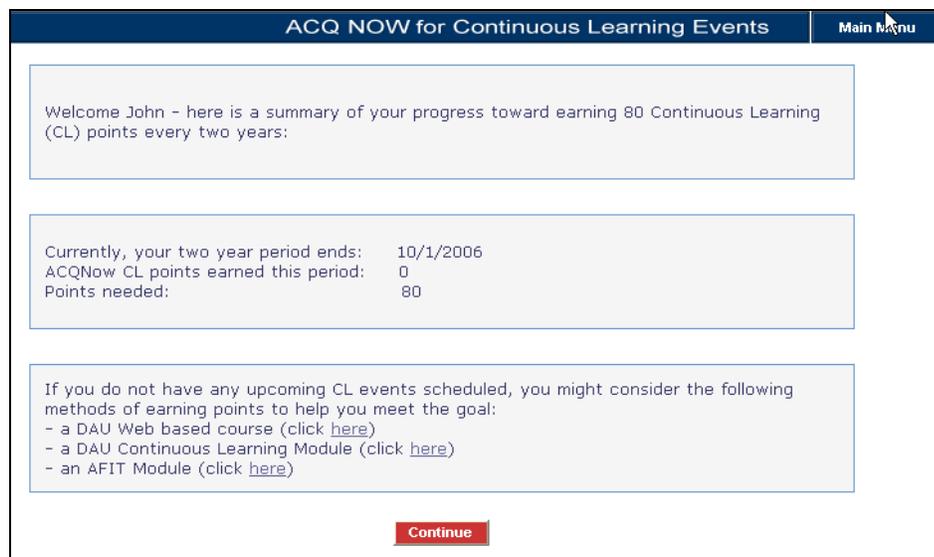


Figure 101: A view of CL Student Training History

8. Clicking the **Continue** button at this point will direct you to the Student menu. It is more likely that you will wish to return to the Training Manager menu. To return to the Training Manager menu, close the Student Training History window using the browser's exit button (✖). The **Student Profile Selection** window opens again.

## 18. Student Profile

Maintaining accurate student profiles is a continuing requirement that may involve a Training Manager retrieving and updating student records. This Chapter explains an efficient way of doing so.

1. First **Sign In** to the ACQ Now CL System.
2. Under **Student Management** click on **Student Profile** (see Figure 102).

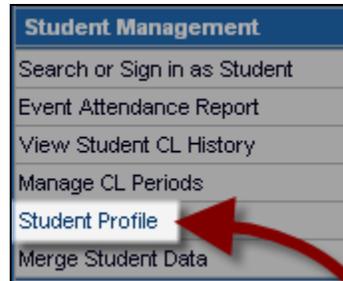


Figure 102: Student Profile link

3. The **Retrieve Student Profile** window opens (see Figure 103).

A screenshot of the "Retrieve Student Profile" window. The window has a dark blue header with the text "ACQ NOW for Continuous Learning Events" and a "Main Menu" link. Below the header, the title "Retrieve Student Profile" is displayed. The main content area contains a "Search For Student" form with the following fields: "SSN:", "First Name:", "Last Name:", "Email:", and "Supervisor Email:". Each field has a corresponding text input box. A red "Search" button is located at the bottom center of the form. A mouse cursor is visible over the "Last Name" input field.

Figure 103: Retrieve Student Profile window

4. Under the **Search For Student** heading, enter one or more of the following: a student's **SSN** (Social Security Number), and/or their **First Name**, and/or their **Last Name**, their **Email**, and/or their **Supervisor Email**, then click on the **Search** button. Typically it's easiest to search by a student's **Last Name**.

5. A list of names will result from a search (unless you search using a student's SSN). You should select the name of the student whose record you're seeking by clicking on their name in the **Student's Name** column. Note there may be several pages to view if the **Last Name** you searched on is a common one.

The screenshot shows the 'ACQ NOW for Continuous Learning Events' interface. At the top right is a 'Main Menu' link. The main heading is 'Student Profile Selection'. Below this are four instructions: '- Click on a student's name to update the student's profile.', '- Click on a student's SSN to Sign In as the student.', '- Click on a student's email to send an email to the student.', and '- Click on a supervisor's email to send an email to the supervisor.' Below the instructions is the text 'Order By: Last Name, First Name'. A table with six columns is displayed: 'Student's Name', 'SSN', 'DOB', 'Student's Email', and 'Supervisor's Email'. The first row contains the data: 'Yonder, Wild', '111-00-1111', '1/1/1926', 'aitasstu@asmr.com', and 'dmaddrell@asmr.com'. A red arrow points to the 'Student's Name' column header. Below the table is the text 'Page 1 of 1' and a link: 'Questions? Problems? Suggestions? Please email us now.'

Student's Name	SSN	DOB	Student's Email	Supervisor's Email
Yonder, Wild	111-00-1111	1/1/1926	aitasstu@asmr.com	dmaddrell@asmr.com

**Figure 104: Student's Name link**

6. The student's record or Profile opens (see Figure 105).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Update Student Profile</b>		
Complete and/or verify the information below. Be sure to be as accurate as possible, misinformation may prevent this student's application(s) from being processed.		
Verify/Enter Student Information		
Student Information		
SSII: 111-00-1111	Date of Birth: Jan 01 1926	Gender: Male
First Name: Wild	Middle Initial: B	Last Name: Yonder
Home Street: 123 Yeager Parkway	City: Fairborn	
State: OH	ZIP Code: 45234	
Pay Plan: GS	Pay Grade: 12	Disabilities: Yes Acquisition Coded: Yes
Please enter your Civilian Job Series below.		Please enter 1st 3 characters of your AFSC
Civilian Job Series: 1102 i.e., 0123	Duty AFSC: e.g., 63A or 31P	<input type="checkbox"/> Contractor
Current CL Tracking Period Starts: 10/1/2006		Current CL Tracking Period Ends: 10/1/2008
Acquisition Workforce: <input checked="" type="radio"/> Yes <input type="radio"/> No	Certification Date: Oct 01 2006	
Position Functional Category: Contracting		
Certification Level Achieved: 2	Position Certification Level Required: 2	
Student Contact Information		
MAJCOM/Base: AFMC - WPAFB		
Organization/Full Office Symbol: (Example: 346 TW/CCD)	346 TW/CCD	
Duty Address: 333 Airport Road	City: Fairborn	
State: OH	ZIP Code: 45234	
Country Where Currently Located: UNITED STATES OF AMERICA		
Phone: 555 - 555 - 5555 ext.		
DSN Country Code: DSI: ext.		
Fax:		
<b>Important!</b> 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: aitasstu@asmr.com		
Supervisor Contact Information		
Supervisor: D Maddrell		
Phone: 555 - 444 - 3333 ext.		
<b>Important!</b> Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.		
Email: dmaddrell@asmr.com		
Optional Email Address (as designated by local policy):		
<b>Important!</b> An optional email address may be entered as designated by local policy. Please contact your Base/MAJCOM training manager to determine if an optional email address should be entered, and if so, the correct email address. To obtain your Base/MAJCOM POC, click on ACQ Now POC Look Up on the main menu, select your Base/MAJCOM from the drop-down table, and then click on the Find My POC button.		
Email: dmaddrell@asmr.com		
<b>Update Profile</b>		

Figure 105: Update Student Profile window

- You may update the student's record or profile from this page and store the result by clicking the **Update Profile** button.

## 19. CL Participation Reports

1. First **Sign In** to the ACQ Now CL System
2. Click on the **CL Participation Reports** link (see Figure 106).



**Figure 106: CL Participation Reports link**

3. The **Retrieve Continuous Learning Report** window opens with a drop-down menu of options (see Figure 107).

The screenshot shows the 'ACQ NOW for Continuous Learning Events' interface. The main heading is 'Retrieve Continuous Learning Report'. Below the heading, there is a text box: 'Fill out the fields below to retrieve a report. Fields in *italics* are required. Click the 'Get Report' button to retrieve the report generated using your criteria.'

There is a 'Report Main Option List' section with a dropdown menu for 'Report Name\*'. The dropdown list is open, showing the following options:

- CL Participation by Unit
- Attendee Report
- CL Participation by MAJCOM/SUBCMD
- Class Fill
- Continuous Learning Schedule
- Event Evaluation Summary
- Quota Utilization
- Student Wait List
- Student Walk-In/Cancellation/No-Show
- Workforce Participation And Achievement
- CL Email Templates

Other visible text includes 'THIS WEBSITE |' and 'Privacy and Security Notice.' There is also a link that says 'ail us now.'

**Figure 107: Retrieve Continuous Learning Report window**

4. For a description of all learning reports available from the **Retrieve Continuous Learning Report** window, see Paragraph 5, Page 68

## 20. Individual CL History

From time to time, Training Managers may need to know the progress made by a student in attaining CL points. One option is for the Training Manager to Sign In as if he/she were that student. An alternative way of monitoring student progress is to use the **View CL Student History** feature (see Page 78 for an explanation). A third way to do so is by using the **Individual CL History** feature which is described here.

1. First **Sign In** to the ACQ Now CL System.
2. To pull up a student's CL history, click on the **Individual CL History** link (see Figure 108).



**Figure 108: Individual CL History link**

3. The **Retrieve Student Profile** window displays. For a description of the options available from this window see paragraph 3 onwards on Page 62.

## 21. Event Reports

ACQ Now CL provides a wealth of information related to student, unit, command, and workforce performance. This feature provides access to eleven reports that can be customized as required.

1. First **Sign In** to the ACQ Now CL System.
2. To generate an Event (or Class) management report, click on the **Event Reports** link under **Generate Reports** (see Figure 109).



Figure 109: Event Reports link

3. The **Retrieve Continuous Learning Report** window opens with a drop-down menu of options. For an explanation of the options available from the **Retrieve Continuous Learning Report** window, see paragraph 3, Page 67.

## 22. Build a List

1. First **Sign In** to the ACQ Now CL System.
2. To build a mailing list, click on the **Build a List** link (see Figure 110).

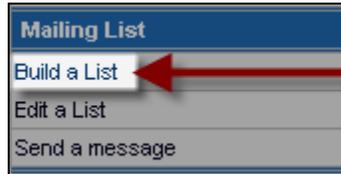


Figure 110: Build a List link

3. The **Build a List** window opens (see Figure 111).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Build A Mailing List</b>		
<p>Fill out the fields below to build a mailing list. Fields in <i>italics</i> are required.                      If you do not select an Organization, you must select an Event or Career Field.                      Click the 'Submit' button to build a mailing list that matches your criteria.  <i>Processing may take a while so please be patient.</i></p>		
List Of Options To Build A Mailing List		
Organizations	<input type="text"/>	
Event Name	<i>Hold down &lt;Ctrl&gt; to select multiple events</i>	
	17th Contracting Squadron 2004 AF Acquisition Training Managers Conference 2006 USMC Acquisition Excellence Day 355 CONS Squadron Training 7.10 test	
Event Location	<i>Hold down &lt;Ctrl&gt; to select multiple events</i>	
	AFCEE - Air Force Center for Environmental Excellence - 14 Apr 2006->05 Jun 2006 AFCEE - Air Force Center for Environmental Excellence - 14 Apr 2006->05 Jun 2006 AFCEE - Air Force Center for Environmental Excellence - 18 May 2006->19 May 2006 AFIT - 01 Jan 2003->01 Jan 2003 AFIT - 15 Mar 2003->15 Mar 2003	
Career Field	<i>Hold down &lt;Ctrl&gt; to select multiple career fields</i>	
	BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT CONTRACTING FACILITIES ENGINEERING INDUSTRIAL PROPERTY MGT. INFORMATION TECHNOLOGY	
Priority	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> All	
Supervisor Status	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Cancelled <input type="checkbox"/> Disapproved <input type="checkbox"/> All	
Registration Status	<input type="checkbox"/> Pending <input type="checkbox"/> Reservation <input type="checkbox"/> Wait <input type="checkbox"/> Cancelled <input type="checkbox"/> Disapproved <input type="checkbox"/> All	
Evaluation Status	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> All	
Email Recipients*	<input checked="" type="checkbox"/> Student <input type="checkbox"/> Supervisor <input type="checkbox"/> Poc	
* denotes a required field		
<input type="button" value="Submit"/>		

Figure 111: Build a List window

4. The **Build a List** window offers a number of options that help direct an email to only those who need to receive it. By carefully completing each of the text boxes under **List Of Options To Build a Mailing List** you can build and store your own library of mailing lists for future use. The following information describes the options for completing each text box.
5. The **Organizations** drop-down menu offers a list of organizations that have scheduled events in ACQ Now CL. Choosing an organization from the drop-down menu, and checking one or more boxes beside **Email Recipient** at the bottom of the window, will result in a mailing list comprising recipients in that organization. If you do not wish to add any of the listed organizations to your mailing list, you must choose at least one **Event** or **Career Field** from the options that follow.
6. Choose one or more Events from those listed in the **Event Name** drop-down menu. If you have already selected an organization, only those Events associated with that organization will be listed in the drop-down menu. If no organization is selected, the drop-down menu offers a list of all scheduled events in ACQ Now CL. You may choose to send your email to participants in more than one event by holding down the <Ctrl> key and clicking on more than one Event in the drop-down menu; if you do, participants associated with all the selected events will be added to your mailing list.
7. Choose one or more locations from those listed in the **Event Location** drop-down menu. If you have already selected an organization and/or an Event, only those locations associated with that organization/Event will be listed in the drop-down menu. If no organization/Event is selected, the drop-down menu offers a list of all scheduled locations in ACQ Now CL. You may choose to send your email to participants in more than one location by holding down the <Ctrl> key and clicking on more than one location in the drop-down menu; if you do, participants associated with all the selected locations will be added to your mailing list.
8. The **Career Field** drop-down menu allows you to select members of specific career fields within the AT&L workforce to address your email to. If you've already narrowed your mailing list by limiting it to specific organizations, Events and/or locations, selecting specific career fields further limits the distribution. Again you may choose to send your email to members in more than one career field by holding down the <Ctrl> key and clicking on more than one career field in the drop-down menu.
9. The **Priority** check boxes allow mailing lists to be directed at members of the AT&L workforce with specific learning requirements. Check one or more boxes dependent upon whether your mailing list is to include:
  - a. **Priority 1** students - those in the Acquisition Workforce who have not yet met their 80-point requirement.
  - b. **Priority 2** students - those in the Acquisition Workforce who have met their 80-point requirement.
  - c. **Priority 3** students - those not in the Acquisition Workforce.
  - d. **All** students
10. The **Supervisor Status** check boxes allow you to limit the distribution of your mailing list based on whether you want email to reach those supervisors with responsibility for students with **Pending, Approved, Cancelled, Disapproved**, or **All** four categories of applications. You may check one or more check boxes; if

none are checked, no supervisor will be added to your mailing list.

11. The **Registration Status** check boxes allow you to limit the distribution of your mailing list based on whether you want email to reach those students with **Pending, Reservation, Wait, Cancelled, Disapproved** or **All** five categories of applications. You may check one or more check boxes; if none are checked, no student will be added to your mailing list.
12. **Evaluation Status** refers to when the Event occurred. If the event is **Complete** it has already occurred; if **Incomplete** it's either being held now or scheduled for a future date.
13. When you have decided on a distribution for your email list, click the **Submit** button to **Build a List**. The **Save Mailing List** window displays (see Figure 112).

Figure 112: Save Mailing List window

14. The **Save Mailing List** displays the recipient(s) name and email address and offers **Mailing Options** to save as a **New Mailing List** (the default option) or to **Append Recipient(s)**. However, before changing the default value, save your mailing list under a name you'll recognize later. To do so enter the name in the **List Name** text box, then click the **Save Mailing List** button. A message confirms your mailing list has been saved (see Figure 113).

Figure 113: Save Mailing List window



## 23. Edit a List

1. First **Sign In** to the ACQ Now CL System.
2. Click on the **Edit a List** link (see Figure 114).

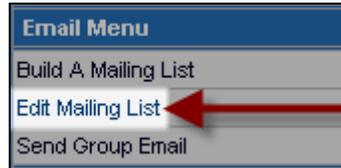


Figure 114: Edit a List link

3. The **Edit a List** window opens (see Figure 115).

The screenshot shows the 'ACQ NOW for Continuous Learning Events' interface. The main heading is 'Edit a List'. Below the heading is the instruction 'Select a mailing list and action to perform.' There is a form titled 'Mailing List Edit Selection' with two dropdown menus: 'Mailing List Name:' and 'Action:'. The 'Action:' dropdown is currently set to 'Update Mailing list'. A red 'Submit' button is located below the form.

Figure 115: Edit a List window

4. Select the mailing list you wish to edit from the **Mailing List Name** drop-down menu (see Figure 116).

This screenshot is similar to Figure 115, but the 'Mailing List Name:' dropdown menu is open, showing a list of options: 'Discovery Map 2 list', 'dropDownTest', 'Intermediate Logistic Modeling', 'Management and Leadership', and 'My Training List'. The 'My Training List' option is highlighted in blue.

Figure 116: Mailing List Name drop-down menu

- Now select the kind of edit you wish to make by choosing an action from the **Action** drop-down menu (see Figure 117).

The screenshot shows a web interface titled "ACQ NOW for Continuous Learning Events" with a "Main Menu" link. The main heading is "Edit a List" with the instruction "Select a mailing list and action to perform." Below this, there is a form titled "Mailing List Edit Selection". It contains two dropdown menus: "Mailing List Name:" with "My Training List" selected, and "Action:" with "Update Mailing list" selected. The "Action:" dropdown menu is open, showing four options: "Update Mailing list" (highlighted), "Add Recipient(s)", "View and/or Delete Recipient(s)", and "Delete Mailing List".

**Figure 117: Action drop-down menu**

- There are four options you may choose from:
  - ❖ **Update Mailing List**
  - ❖ **Add Recipient(s)**
  - ❖ **View and/or Delete Recipient(s)**
  - ❖ **Delete Mailing List**

The sequence to follow differs depending on which option is chosen. The use of each option is explained below.

- Update Mailing List.** Select **Update Mailing List** as the **Action** and click on the **Submit** button to continue (see Figure 118).

This screenshot is similar to Figure 117, showing the "Mailing List Edit Selection" form. In this view, the "Action:" dropdown menu is closed and set to "Update Mailing list". A red arrow points from the right side of the form down to a red "Submit" button located below the form.

**Figure 118: Mailing List Edit window with Action highlighted**

- The Update Mailing List: [Mailing List Name]** window opens (see Figure 119).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Update Mailing List: My Training List</b>		
Fill out the fields below and click the 'Update Mailing List' button to update the mailing list. Fields in <i>italics</i> are required.		
<b>Mailing List Information</b>		
<i>Mailing List Name*</i>	<input type="text" value="My Training List"/>	
Subject	<input type="text"/>	
Comments (3000 character limit)	<input type="text"/>	
Disclaimer (1000 character limit)	<input type="text"/>	
<i>* denotes a required field</i>		
<b>Update Mailing List</b>		

**Figure 119: Update Mailing List: [Mailing List Name] window**

9. Enter your updates. Updates made here will appear as email text when opened by recipients on this mailing list. Changes may be made to the **Subject** line of the email; to **Comments** included in the body of the email; and/or to **Disclaimer** information appearing at the bottom of the email. Note that only the **Mailing List Name** is a requirement for this window. When you have made your changes, click on the **Update Mailing List** button.
10. A confirmation message displays confirming the mailing list was updated (see Figure 120).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Update Mailing List: My Training List</b>		
<b>The mailing list was successfully updated.</b>		

**Figure 120: Update Mailing List window confirms successful update**

11. **Add Recipient(s)**. Follow steps 1 – 5 (above) then select **Add Recipient(s)** as the **Action** and click on the **Submit** button to continue (see Figure 121).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Edit a List</b>		
Select a mailing list and action to perform.		
Mailing List Edit Selection		
Mailing List Name:	My Training List	▼
Action:	Add Recipient(s)	▼
<b>Submit</b>		

**Figure 121: Add Recipient (s) selection**

12. The **Add Mailing List Recipient(s)** window opens (see Figure 122).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Add Mailing List Recipient(s) To: My Training List</b>		
Fill out the fields below and click the 'Add Recipient' button to add a recipient to the mailing list. Fields in <i>italics</i> are required.		
Add Recipients		
<i>Recipient Name*</i> :	<input type="text"/>	
<i>Recipient Email*</i> :	<input type="text"/>	
<i>* denotes a required field</i>		
<b>Add Recipient</b>		

**Figure 122: Add Mailing List Recipient[s] to: [Mailing List Name]**

13. Add a **Recipient Name**, and a **Recipient Email**, then click on the **Add Recipient** button. A confirmation message opens letting you know you've successfully added a new recipient to the mailing list (see Figure 123) and providing further text boxes should you wish to add another recipient.

ACQ NOW for Continuous Learning Events Main Menu

### Add Mailing List Recipient(s) To: My Training List

Fill out the fields below and click the 'Add Recipient' button to add a recipient to the mailing list. Fields in *italics* are required.

**The following recipient was added to the mailing list.**

**Recipient Name:** Mike Cross  
**Recipient Email:** MCross@Base.mil

**Add Recipients**

*Recipient Name\**:

*Recipient Email\**:

\* denotes a required field

**Add Recipient**

**Figure 123: Confirmation Message highlighted - text boxes for further additions**

- View and/or Delete Recipient(s).** Follow steps 1 – 5 (above) then select **View and/or Delete Recipient(s)** as the **Action** and click on the **Submit** button to continue (see Figure 124).

ACQ NOW for Continuous Learning Events Main Menu

### Edit a List

Select a mailing list and action to perform.

**Mailing List Edit Selection**

Mailing List Name: My Training List

Action: View and/or Delete Recipient(s)

**Submit**

**Figure 124: View and/or Delete Recipient[s]**

- The **Delete Mailing List Recipients from: [Mailing List Name]** window opens (see Figure 125).

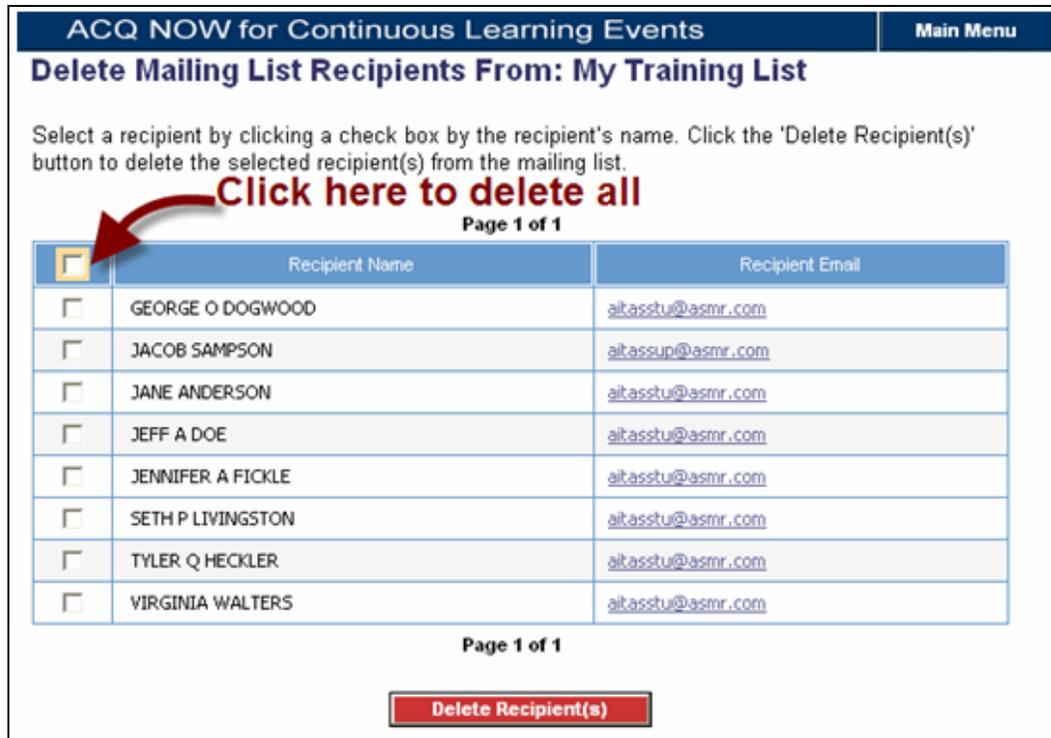


Figure 125: Delete Mailing List Recipients from: [Mailing List Name] window

- Click in the check box beside an individual name to delete that person from the mailing list or click the yellow-framed box at the top of the column to delete everyone on the list. When your selection is complete, click on the **Delete Recipient(s)** button. An alert box asks you to confirm the deletion (see Figure 126).

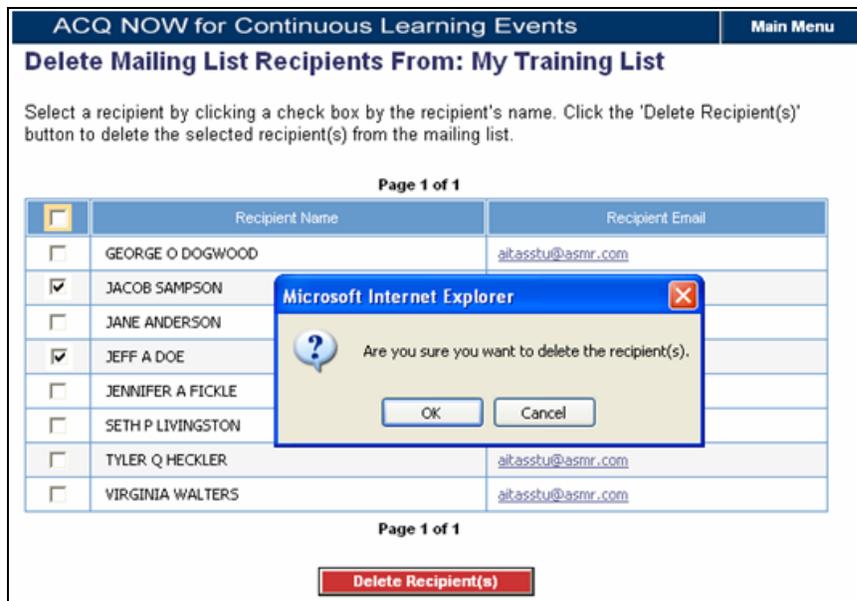
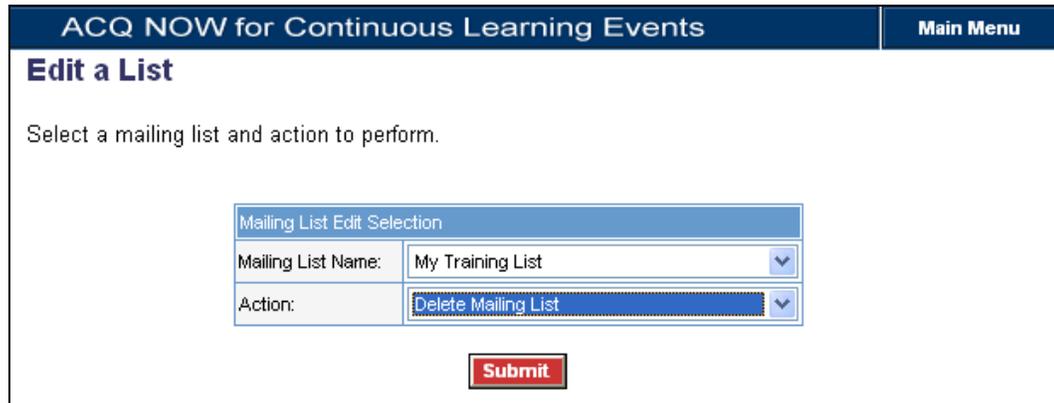


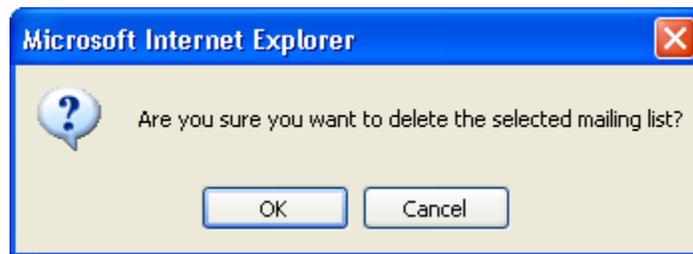
Figure 126: Delete Mailing List Recipients window with Alert Box

17. Click **OK** to confirm the deletion; click **Cancel** to close the message and change your selection in the **Delete Mailing List Recipients** window.
18. **Delete Mailing List.** Follow steps 1 – 5 (above) then select **Delete Mailing List** as the **Action** and click on the **Submit** button to continue (see Figure 127).



**Figure 127: Delete Mailing List selection**

19. To delete this mailing list, simply click on the **Submit button**. A warning message asks you to confirm the deletion (see Figure 128).



**Figure 128: Warning Message**

20. Click **OK** to confirm the deletion; click **Cancel** to close the message and change your selection in the **Mailing List Edit Menu** window. Once you've chosen **OK** you are returned to the **Edit a List Menu** to make further selections as appropriate.

## 24. Send a message

1. First **Sign In** to the ACQ Now CL System.
2. Under the **Email Menu**, click on the **Send a message** link (see Figure 129).

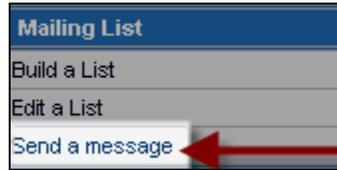


Figure 129: Send a message link

3. The **Send a message** window opens (see Figure 130).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Send a message</b>		
Fill out the fields below to send an email. Fields in <i>italics</i> are required. Click the 'Send Email' button to send the email. <i>Processing may take a while so please be patient.</i>		
Group Email Option List		
<i>Mailing List*</i>	[Dropdown menu]	
Subject	[Text box]	
Send From	acqnowcl@randolph.af.mil	
Save Information	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Comments (2000 character limit)	[Text area]	
Disclaimer (1000 character limit)	[Text area]	
<i>* denotes a required field</i>		
<b>Send Email</b>		

Figure 130: Send a message window

4. Select a list from the **Mailing List** drop-down menu; the **Subject**, **Comments** and **Disclaimer** text boxes may display information previously entered as part of the selected **Mailing List**. The **Send From** box is pre-filled with [acqnowcl@randolph.af.mil](mailto:acqnowcl@randolph.af.mil) as all emails originate from the AC Now CL system. You may update information in the **Subject**, **Comments** and **Disclaimer** text boxes or send the email as it first appears (see Figure 131).

ACQ NOW for Continuous Learning Events		Main Menu
<b>Send a message</b>		
Fill out the fields below to send an email. Fields in <i>italics</i> are required. Click the 'Send Email' button to send the email. <i>Processing may take a while so please be patient.</i>		
Group Email Option List		
<i>Mailing List*</i>	My Training List	▼
Subject	Reminder of CL requirement	
Send From	acqnowcl@randolph.af.mil	
Save Information	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Comments (2000 character limit)	All students are reminded that... ▲ ▼	
Disclaimer (1000 character limit)	As required... ▲ ▼	
<i>* denotes a required field</i>		
<b>Send Email</b>		

Figure 131: Send a message window

5. Click the **Send Email** button to send the email as displayed.

## 25. ACQ Now Help Desk

1. Click on the ACQ Now Help Desk link under Help (see Figure 132).

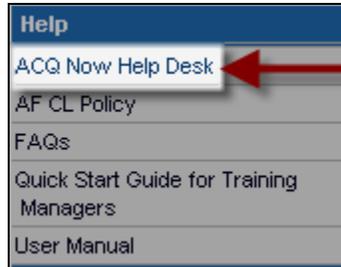


Figure 132: ACQ Now Help Desk link

2. The **Welcome to the Help Desk** window opens (see Figure 133). Enter your **Email** address and **Password** in the Logon box at the top left of the window, then click the **Logon** button to reach the Help Desk.

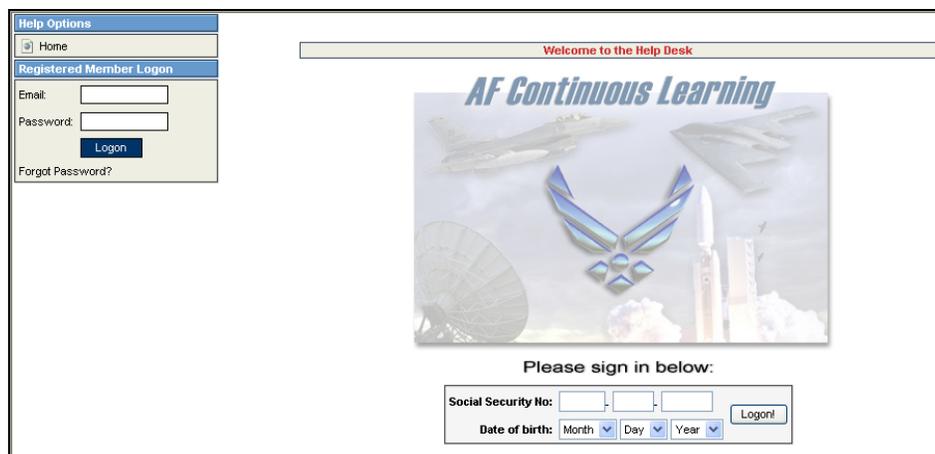
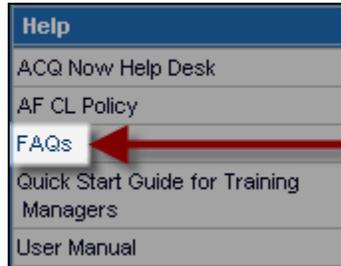


Figure 133: Welcome to the Help Desk window

## 26. AF CL Policy

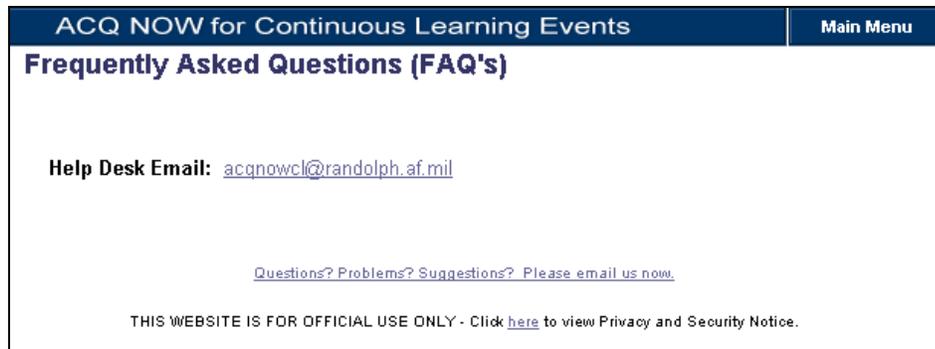
## 27. FAQs

1. Click on the **FAQs** (Frequently Asked Questions) link under **Help** (see Figure 132).



**Figure 134: FAQs link**

2. The **FAQs** window opens (see Figure 135). Click the Help Desk Email link to ask a question or request a copy of Frequently Asked Questions.



**Figure 135: Email link for FAQs**

## 28. Quick Start Guide for Training Managers

The Quick Start Guide for Training Managers explains the common functions used by Training Managers without providing the full level of detail available in the Complete User Manual. The guide is available to any member of the Acquisition workforce but is designed to support the specific needs of Training Managers. "Quick Start" links provide ready access to the typical tasks undertaken by a Training Manager.

1. It is not necessary to **Sign In** to the ACQ Now CL System to view and/or print the **Quick Start Guide for Training Managers**.
2. Click on the **Quick Start Guide for Training Managers** link under **Help** (see Figure 136).

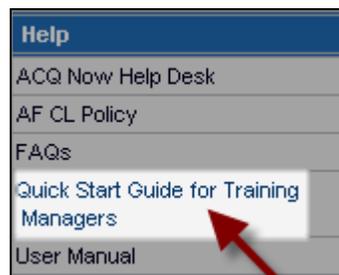


Figure 136: Quick Start Guide for Training Managers link

3. The **Quick Start Guide for Training Managers** opens in a new window as an Adobe .pdf file (see Figure 137).

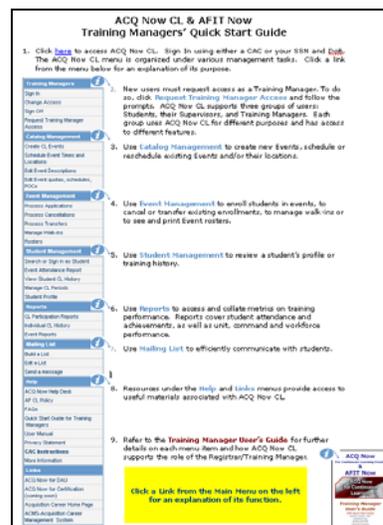
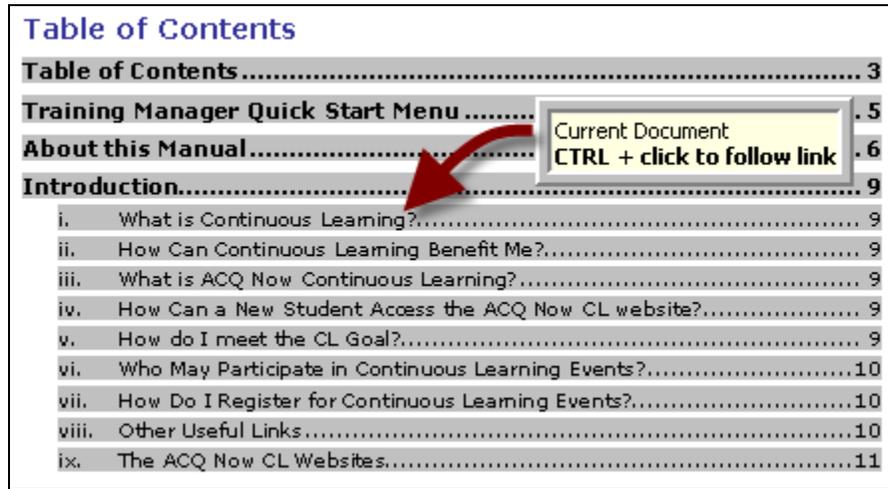


Figure 137: Quick Start Guide for Training Managers

4. The Quick Start Guide provides summary information on the purpose of each of the main menu sections. Click any item in the main menu (shown on the left of the page) to jump directly to the relevant chapter in the Training Manager User's Guide. Use your browser's back button to return to the Quick Start Guide or

explore the Training Manager User's Guide from its interactive Table of Contents. Click on an item in the Guide's Table of Contents to go directly to the relevant section describing that item (see Figure 138).



The screenshot shows a 'Table of Contents' with the following items and page numbers:

<b>Table of Contents</b> .....	<b>3</b>
<b>Training Manager Quick Start Menu</b> .....	<b>5</b>
<b>About this Manual</b> .....	<b>6</b>
<b>Introduction</b> .....	<b>9</b>
i. What is Continuous Learning?.....	9
ii. How Can Continuous Learning Benefit Me?.....	9
iii. What is ACQ Now Continuous Learning?.....	9
iv. How Can a New Student Access the ACQ Now CL website?.....	9
v. How do I meet the CL Goal?.....	9
vi. Who May Participate in Continuous Learning Events?.....	10
vii. How Do I Register for Continuous Learning Events?.....	10
viii. Other Useful Links .....	10
ix. The ACQ Now CL Websites.....	11

A red arrow points from a callout box to the 'Introduction' section. The callout box contains the text: 'Current Document' and 'CTRL + click to follow link'.

**Figure 138: Table of Contents showing direct links**

5. An alternative means of accessing information is provided by Quick Start links. The Quick Start links can be found on Page 3. Training Managers in particular will find Quick Start Links useful as they are designed to assist those new to ACQ Now CL master common tasks and procedures. As with the traditional Table of Contents, Quick Start links will take you directly to the information you need. Quick Starts differ in that they are indexed by the tasks common to all Training Managers. Clicking on the task you need help with takes you to an explanation of that task and reminds you of the main menu links to be used. The six Quick Start links are:
- ❖ How do I begin to use ACQ Now CL as a Training Manager?
  - ❖ How do I manage an event?
  - ❖ How do I review a student's profile or training history?
  - ❖ How do I create an Event?
  - ❖ How do I find metrics on workforce training performance?
  - ❖ How should I communicate with students and colleagues?

## 29. User Manual

The ACQ Now CL & AFIT Now User's Guide explains the functional use of the ACQ Now CL system with in-depth documentation on all its features. The manual is available to any member of the Acquisition workforce but is designed to support the specific needs of Training Managers, Students and Supervisors. The manual provides guidance on all features of the ACQ Now CL system and is organized to complement the main menu, found on the left of all windows in the system. An additional option is to use "Quick Start" links to provide guidance on the typical tasks undertaken by a Training Manager. These links are available from a table of contents and are cross referenced to the main menu.

1. It is not necessary to **Sign In** to the ACQ Now CL System to view and/or print the **User Manual** (also known as the Training Manager User's Guide).
2. Click on the **User Manual** link under **Help** (see Figure 139).

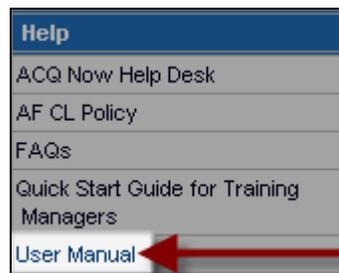


Figure 139: Complete User Manual link

3. The **User Manual** opens in a new window as an Adobe .pdf file (see Figure 140).

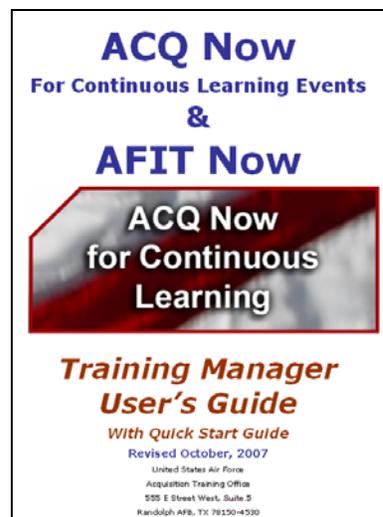
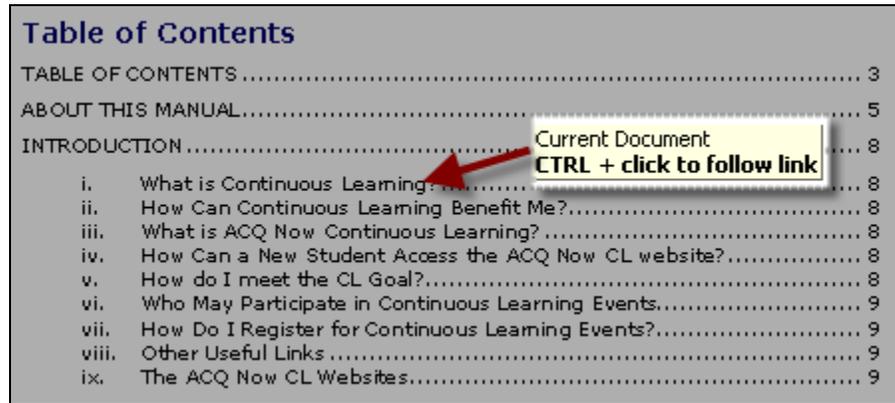


Figure 140: Complete User Manual

- Page 4 of the manual begins an interactive Table of Contents. By clicking on an item in the Table of Contents, a user is taken directly to the relevant section describing that item.



The screenshot shows a 'Table of Contents' with the following items and page numbers:

TABLE OF CONTENTS .....	3
ABOUT THIS MANUAL.....	5
INTRODUCTION .....	8
i. What is Continuous Learning?.....	8
ii. How Can Continuous Learning Benefit Me?.....	8
iii. What is ACQ Now Continuous Learning? .....	8
iv. How Can a New Student Access the ACQ Now CL website?.....	8
v. How do I meet the CL Goal?.....	8
vi. Who May Participate in Continuous Learning Events.....	9
vii. How Do I Register for Continuous Learning Events?.....	9
viii. Other Useful Links .....	9
ix. The ACQ Now CL Websites.....	9

A red arrow points from a yellow callout box to the first item under 'INTRODUCTION'. The callout box contains the text: 'Current Document' and 'CTRL + click to follow link'.

**Figure 141: Table of Contents showing direct links**

- An alternative means of accessing information is provided by Quick Start links. The six Quick Start links can be found on Page 7. Training Managers in particular will find Quick Start Links useful as they are designed to assist those new to ACQ Now CL master common tasks and procedures. As with the traditional Table of Contents, Quick Start links will take you directly to the information you need. Quick Starts differ in that they are indexed by the tasks common to all Training Managers. Clicking on the task you need help with takes you to an explanation of that task with a reminder of the main menu links to be used. The six Quick Start links are:

- ❖ How do I begin to use ACQ Now CL as a Training Manager?
- ❖ How do I manage an event?
- ❖ How do I review a student's profile or training history?
- ❖ How do I create an Event?
- ❖ How do I find metrics on workforce training performance?

How should I communicate with students and colleagues?

## Table of Figures

Figure 1: Home Page with Sign In and Main Menu highlighted .....	12
Figure 2: Sign In window .....	13
Figure 3: Click the CAC radio button to Sign In.....	14
Figure 4: Missing DoD Root Certificate .....	15
Figure 5: Missing Client Certificate.....	15
Figure 6: Choose a Digital Certificate .....	16
Figure 7: CAC Reader Software - Enter PIN dialog box.....	16
Figure 8: Sign In with SSN and DOB .....	17
Figure 9: Change Access window.....	18
Figure 10: Change Access link .....	18
Figure 11: Example of an action button.....	19
Figure 12: Training Managers menu with Sign Off highlighted.....	19
Figure 13: Sign Off confirmation message .....	19
Figure 14: Request Training Manager Access link.....	20
Figure 15: Request Training Manager Access Form.....	20
Figure 16: Training Manager profile confirmed.....	21
Figure 17: Create CL Events link .....	22
Figure 18: Create CL Events window .....	23
Figure 19: Schedule Event Times and Locations window .....	26
Figure 20: Date/Time fields .....	27
Figure 21: Catalog Management - Main Menu.....	28
Figure 22: Setting Quotas .....	29
Figure 23: Schedule Event Times and Locations link.....	30
Figure 24: Schedule Event Times and Locations window .....	31
Figure 25: Date/Time fields .....	32
Figure 26: Edit Event Descriptions link .....	33
Figure 27: Catalog Management - Main Menu window .....	33
Figure 28: Section of the Modify Continuous Learning window .....	34
Figure 29: Catalog Management – Event Schedule window.....	35
Figure 30: The Catalog Management – Quota Management window.....	36
Figure 31: Cancel Continuous Learning Location .....	37
Figure 32: Edit Event quotas, schedules, POCs .....	38
Figure 33: Catalog Management - Main Menu window .....	38
Figure 34: Action drop-down menu with Quota Management selected.....	39

Figure 35: The Catalog Management – Quota Management window .....	39
Figure 36: Action drop-down menu with Add/Edit Schedule selected.....	40
Figure 37: Catalog Management – Event Schedule window.....	40
Figure 38: Catalog Management – Event Schedule window.....	41
Figure 39: Update Scheduled Continuous Learning Event window.....	42
Figure 40: POC Listing automatically populates Update Scheduled.....	43
Figure 41: Process Applications .....	44
Figure 42: Review Continuous Learning Applications window .....	45
Figure 43: Continuous Learning Applications window.....	45
Figure 44: Process Student Application window .....	46
Figure 45: Bottom of Process Student Application window.....	47
Figure 46: Reservation button.....	47
Figure 47: Application Confirmation window.....	48
Figure 48: Process Cancellation link.....	49
Figure 49: Cancellation Requests window highlighting Student Name link.....	49
Figure 50: Approve, Disapprove and Cancel Reasons.....	50
Figure 51: Cancel Reason drop-down menu .....	51
Figure 52: Application Confirmation window.....	51
Figure 53: Process Transfer link .....	52
Figure 54: Process Transfers window .....	52
Figure 55: Student Transfer – Student Selection/Applications Options window .....	53
Figure 56: Transfer Action drop-down lists.....	54
Figure 57: Email Comments text box and Transfer Students button.....	54
Figure 58: Student Transfer – Confirmation window .....	54
Figure 59: Manage Walk-ins link .....	55
Figure 60: Input Walk-in radio button .....	55
Figure 61: Step 2 – Select a Location.....	56
Figure 62: Retrieve Student Profile for Walk-in.....	56
Figure 63: Student Profile Selection for Walk-in window.....	56
Figure 64: The Continuous Learning Event Walk-in window .....	57
Figure 65: Rosters link.....	59
Figure 66: Event Roster-Roster Selection Options window .....	59
Figure 67: Select an Event text box.....	60
Figure 68: Select a Location dropdown box.....	60
Figure 69: Student Roster window.....	61
Figure 70: Search or Sign in as Student link .....	62

Figure 71: Retrieve Student Profile .....	62
Figure 72: Student Profile Selection .....	63
Figure 73: Student Profile Selection - click SSN # .....	63
Figure 74: Continuous Learning Events window .....	64
Figure 75: Clicking Continue moves a Training Manager to the Student Homepage .....	64
Figure 76: Student Profile Selection - click Student's Name .....	65
Figure 77: Update Student Profile window .....	66
Figure 78: Event Attendance Report link.....	67
Figure 79: Retrieve Continuous Learning Report window .....	67
Figure 80: CL Participation by Unit window .....	68
Figure 81: CL Participation by Unit window .....	68
Figure 82: CL Participation by Unit window .....	69
Figure 83: CL Participation by Unit window .....	70
Figure 84: Information at the individual level .....	70
Figure 85: CL Participation by Unit Report .....	71
Figure 86: Retrieve Continuous Learning Report .....	72
Figure 87: Example Report showing option to Export to Excel.....	72
Figure 88: Retrieve Continuous Learning Report for MAJCOM/SUBCMD .....	73
Figure 89: Point Stratification Report (MAJCOM) .....	73
Figure 90: Point Stratification Report (SUBCMD).....	73
Figure 91: Point Stratification Report (by individual) .....	74
Figure 92: Retrieve Continuous Learning Report (Continuous Learning Schedule) .....	74
Figure 93: CLM Reporting – Continuous Learning Event Schedule.....	75
Figure 94: Retrieve Continuous Learning Report .....	75
Figure 95: Workforce Participation and Achievement Report .....	76
Figure 96: Report page showing hyperlinks.....	77
Figure 97: View CL Student History link.....	78
Figure 98: Retrieve Student Profile window.....	78
Figure 99: Student SSN link .....	79
Figure 100: Confirmation box – Click OK to continue.....	79
Figure 101: A view of CL Student Training History .....	79
Figure 102: Student Profile link.....	81
Figure 103: Retrieve Student Profile window .....	81
Figure 104: Student's Name link .....	82
Figure 105: Update Student Profile window.....	83
Figure 106: CL Participation Reports link .....	84

Figure 107: Retrieve Continuous Learning Report window .....	84
Figure 108: Individual CL History link.....	85
Figure 109: Event Reports link .....	86
Figure 110: Build a List link .....	87
Figure 111: Build a List window.....	87
Figure 112: Save Mailing List window.....	89
Figure 113: Save Mailing List window.....	89
Figure 114: Edit a List link.....	91
Figure 115: Edit a List window .....	91
Figure 116: Mailing List Name drop-down menu .....	91
Figure 117: Action drop-down menu .....	92
Figure 118: Mailing List Edit window with Action highlighted.....	92
Figure 119: Update Mailing List: [Mailing List Name] window.....	93
Figure 120: Update Mailing List window confirms successful update.....	93
Figure 121: Add Recipient (s) selection .....	94
Figure 122: Add Mailing List Recipient[s] to: [Mailing List Name] .....	94
Figure 123: Confirmation Message highlighted - text boxes for further additions .....	95
Figure 124: View and/or Delete Recipient[s] .....	95
Figure 125: Delete Mailing List Recipients from: [Mailing List Name] window .....	96
Figure 126: Delete Mailing List Recipients window with Alert Box .....	96
Figure 127: Delete Mailing List selection .....	97
Figure 128: Warning Message.....	97
Figure 129: Send a message link.....	98
Figure 130: Send a message window .....	98
Figure 131: Send a message window .....	99
Figure 132: ACQ Now Help Desk link.....	100
Figure 133: Welcome to the Help Desk window .....	100
Figure 134: FAQs link .....	102
Figure 135: Email link for FAQs .....	102
Figure 136: Quick Start Guide for Training Managers link .....	103
Figure 137: Quick Start Guide for Training Managers.....	103
Figure 138: Table of Contents showing direct links.....	104
Figure 139: Complete User Manual link .....	105
Figure 140: Complete User Manual .....	105
Figure 141: Table of Contents showing direct links.....	106

## Index

# of Workforce Meeting Standard .....	76	Class Fill .....	71
# of Workforce with Complete Profiles .....	76	Class Quotas .....	39
# Participating .....	69	Class Schedule .....	39
# Workforce .....	76	Click Here to email a printable version of this roster .....	61
#Meeting Standard .....	69	<a href="#">Click Here to export this roster to Excel</a> .....	61
% Meeting Standard .....	69	<a href="#">Click Here to schedule a new location</a> .....	35, 39
% of Workforce Meeting Standard .....	76	CLM Reporting – Continuous Learning Event Schedule .....	74, 75
% of Workforce Participating .....	76	Common Access Card .....	14, 16
% Participating .....	69	Complete .....	90
80 CL points .....	10	Complete User Manual .....	101, 103, 104, 106
Access Level .....	18	Continue .....	55
ACQ Now CL log .....	11	Continuous Learning Applications window .....	45
ACQ Now CL Websites .....	6, 11	Continuous Learning Event Walk In .....	56
ACQ Now for Continuous Learning .....	10	Continuous Learning Event Walk In window ...	58
Active .....	53	Continuous Learning Events .....	10, 11, 64
Activity Roster – Roster Selection Options window .....	59	Continuous Learning Schedule .....	74
Activity Roster-Roster Selection Options window .....	55	Cost .....	75
Add Continuous Learning Event .....	22, 34, 35	Course Number .....	24
Add Continuous Learning Event window .....	22	Course Type .....	24, 75
Add Mailing List Recipient(s) .....	95	Create New CL Event or Class .....	22, 34
Add Recipient .....	93, 94, 95	Create New CL Event window .....	22
Add Recipient(s) .....	93, 94	CurrQta .....	35, 39
Add This Event .....	25, 35	Cutoff Waits .....	25
Add Walk In button .....	58	DAU .....	10, 11
Add/Edit Event .....	34	DAU course .....	11
Add/Edit Schedule .....	34, 39, 41	Delete Mailing List .....	93, 96, 98
AF Continuous Learning Certificate of Achievement .....	11	Delete Recipient(s) button .....	97
AFATO .....	11	Director, Acquisition Career Management .....	10
AFIT .....	24	Disapprove .....	47, 49, 51
Air Force CL Reporting – Workforce Participation and Achievement Report .....	76	Disapproved .....	89, 90
Allow Waits .....	25	Disclaimer .....	94, 99
Append Recipient(s) .....	90	Edit Event or Class Description .....	33
Application Confirmation window .....	47, 51	Edit Event or Class Quotas/Schedule/POC link .....	38
Approved .....	45, 89	Edit Mailing List .....	92
Attendee Report .....	71	electronic “Completion Certificate” .....	11
Build a Mailing List .....	88	Email address .....	56
Build A Mailing List .....	88, 89, 90	Email Recipient .....	89
Cancel Continuous Learning Location .....	36, 40	End Date .....	32, 35, 40, 75
Cancel Location .....	34, 36, 41	Evaluation Status .....	90
Cancel Reason .....	50, 51	Event Description .....	23
Cancellation Requests link .....	52	Event Evaluation Summary .....	71
Cancellation Requests window .....	49	Event Location .....	89
Cancelled .....	53, 89, 90	Event Name .. 23, 26, 31, 34, 35, 36, 39, 40, 45, 75, 89	
Career Field .....	89	Event Name dialogue box .....	23
Catalog Main Option List .....	38, 39, 41	Event Name scrolling box .....	45
Catalog Management – Event Schedule .. 34, 35, 40		Event or Class Management Reports .....	87
Catalog Management - Main Menu .....	33, 38	Event Provider .....	24, 45, 74
Catalog Management – Main Menu .....	34	Event Remarks .....	25
Catalog Management – Quota Management ... 34, 35, 39		Event Template .....	24
CEUs .....	24	Event Type field .....	24
Change Access .....	18	Event Url .....	24
Check Spelling .....	7	Event/Course Attendee Report .....	67, 85
Check Spelling button .....	24	Event/Location Roster link .....	59
Civilian PDS Code .....	24	First Name .....	56
CL Participation by MAJCOM/SUBCMD .....	72	Get Applications .....	45
CL Participation by Unit .....	68, 69	Get POC data .....	41
CL Points .....	25	Get POC Data button .....	27, 32, 43
		Get Report .....	67, 72, 74, 75
		Group Email .....	99
		Host POC .....	75

Icons.....	7	Reservation.....	45, 47, 90
Incomplete.....	90	Reservation Status.....	45
Individual CL History .....	86	Retrieve Continuous Learning Applications window .....	44
Input.....	55	Retrieve Continuous Learning Report. 67, 75, 76, 85, 87	
Input Walk In radio button .....	55	Retrieve Student Profile window ...62, 78, 81, 86	
Input Walk-Ins .....	55	SAF/AQX .....	11
Last Name .....	56, 78, 81	Save Mailing List.....	90
Learn.com Course .....	24	Schedule Continuous Learning Event. 25, 30, 35, 39	
List Name .....	90, 92, 93, 94, 96	Schedule Event or Class Time/Location.....	30
List Of Options To Build A Mailing List .....	89	Search For Student heading .....	78, 81
Location Cost .....	27	Send From.....	99
Location Host .....	26, 31, 75	Send Group Email .....	99
Location Name.....	27, 31, 35, 39, 40, 41, 75	Show Previous Events .....	53
Location Name field.....	26, 27	Sign In.....	17
Location Remarks .....	27	SSN .....	56, 78, 81
Location Url.....	27, 31	Start Date.....	27, 32, 35, 40, 45, 75
Logoff.....	19	Start Date pop-up boxes.....	27, 32
Mailing List.....	90, 92, 93, 94, 95, 96, 98, 99	Start Date Range.....	45
Mailing List Edit Menu.....	98	Start Date Range dropdown menus.....	45
Mailing Options.....	90	State.....	27, 31
MAJCOM .....	10, 72, 73	Step 1 – Select an Event .....	55, 59
Maximum Capacity dialog box .....	27	Step 2 – Select a Location .....	60
Message .....	98	Step 2 – Select a Location field.....	55
Military PDS Code .....	24	Student Profile Selection.....	56, 63, 64, 65, 80
Minimum Capacity dialog box .....	27	Student Profile Selection for Walk-in .....	56
Modify Continuous Learning Event.....	34, 35, 40	Student Profile Selection window .....	56, 63, 65
New Event .....	34	Student Roster .....	59
New Mailing List.....	90	Student Roster window.....	60
No Evaluation Required.....	24	Student SSN Search window .....	56, 58
Organization.....	76	Student Training History.....	64, 80
Organizations drop-down menu .....	89	Student Transfer – Confirmation.....	54
Other (Comments Required).....	51	Student Transfer – Select Events .....	52
Participation Reports .....	85	Student Transfer – Student Selection/Applications Options .....	53
Pending .....	89	Student Wait List.....	71
POC .....	27, 32, 38, 41, 43	Student walk-in/Cancellation/No-show .....	71
POC Email dialog boxes .....	27, 32	SUBCMD.....	73
POC Listing window .....	27, 32, 43	Subject line.....	94
POC Name dialog box .....	27	Supervisor Email address.....	56
POC Name field.....	27, 32	Supervisor Status .....	45, 89
Point Stratification Report .....	73	Target Audience .....	24
Priority .....	89	text box .....	18
Priority 1 students.....	89	their First Name .....	78, 81
Priority 2 students.....	89	To Date Range dropdown menus .....	45
Priority 3 students.....	89	Training Manager Access .....	18
Process Application button .....	47	Training Manager Access Request Form .....	20
Process Cancellation Requests .....	49	Transfer Action.....	53
Process Request button .....	51	Transfer Student(s) .....	54
Process Student Application .....	46	Unit .....	68, 69, 70
Process Student Application window .....	46	Update Mailing List.....	93, 94
Process Student Cancellation Request window	49	Update Profile .....	66, 84
Process/Review Applications.....	44	Update Quota(s) .....	35, 39
Qtas .....	75	Update Schedule .....	27, 32
Quarter Hours .....	24	Update Schedule button .....	32
Quick Start Guide for Training Managers .....	104	Update Scheduled Continuous Learning Event	41
Quick Start links .....	105, 107	Update Student Data.....	62
Quota Management.....	34, 39	View and/or Delete Recipient(s) .....	93, 96
Quota Utilization .....	71	View CL Student Training History.....	78, 86
<b>Recipient E-mail</b> .....	95	View/Update Student Profile.....	81
Recipient Name .....	95	Wait.....	47, 71, 90
Refresher Course .....	24	Workforce Participation and Achievement .....	75
Registration Status.....	90	Workforce Participation And Achievement .....	75
Remarks .....	32, 36, 40		
Report Main Option List heading .....	67		
Report Name .....	74, 75		
Request Tng Mgr Access .....	20		

## User Feedback Request

We are constantly working to improve our technical manuals and user guides. If you are aware of any inaccuracies or omissions in this guide, please help by forwarding a description that references:

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

If you'd like to offer a suggestion on how we might better support your user community, we'd like to hear about that too.

Please email your feedback and suggestions to: -

[ACQNowCL@randolph.af.mil](mailto:ACQNowCL@randolph.af.mil)