

**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF G-1**  
**300 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0300**

DAPE-MPT

On behalf of the Deputy Chief of Staff G-1, welcome to the Army Training Requirements and Resources System (ATRRS). This document contains a wealth of information for new ATRRS users including how to receive ATRRS training, logging on to ATRRS for the first time, changing your password, and how to contact us to get assistance with ATRRS. Please review all the information below, before you get started; it will make your first ATRRS experience a pleasant one!

As you begin to use ATRRS, please remember ATRRS is a growing, evolving system which depends on its users for timely input of accurate data. The data you post to this system forms critical information provided to Congress to support your organization's resources, manpower and dollars. Everything you do as an ATRRS user and everything we do in managing ATRRS ultimately affects the service member or civilian in training.

You will need to obtain an approved web browser from your Directorate of Information Management (DOIM) office. The web browser will enable you to access the ATRRS home page, <https://www.atrrs.army.mil>, where you will find the latest information, software upgrades, and exciting news about developments in ATRRS. You may also use your web browser to visit the ATRRS Portals site to make the most of your ATRRS experience through our graphic user displays.

ATRRS is a dynamic system which is constantly changing to support new requirements. We always welcome comments and suggestions from our users, so feel free to email your suggestions to our ATRRS Help Desk [ahelp@asmr.com](mailto:ahelp@asmr.com) so we may better serve you!

And again, welcome to ATRRS!

### **ATRRS Assistance**

For self service solutions to most problems you may encounter with your ATRRS password, please visit the Logon Assistance Center, available 24/7 under SUPPORT on the ATRRS homepage, at <https://www.atrrs.army.mil>. Follow the link to the U.S. Army Information Technology Agency (USAITA) password management website, provided in the answer page for your specific password problem.

For additional assistance, contact the ATRRS Help Desk via phone or email:

- Hours of operation: 0730 to 1730 Eastern Standard Time Monday - Friday (except for Federal holidays).
- Phone: COMM (703) 695-2060/2353 or DSN 225-2060/2353. (Voicemail is available after hours.)
- Email: [ahelp@asmr.com](mailto:ahelp@asmr.com)

### **Deployment**

If you are deploying, and will not have access to your ATRRS account you may wish to place your Logon ID in a “deployed” status. If an ATRRS account is not used within 365 days it is deleted for inactivity. Placing your Logon ID in the “deployed” status will prevent this deletion.

You may notify the ATRRS Help Desk of your deployment by sending an email to [ahelp@asmr.com](mailto:ahelp@asmr.com). Please include your name, Logon ID, and an email address where you may be contacted. When you return from deployment you will need to send another email (with the same information), requesting your account be reinstated.

If you do not notify the ATRRS Help Desk of your deployment and your account is deleted, you will be required to reapply for access.

### **ATRRS Training**

**Resident ATRRS-101:** The ATRRS-101 course is designed to introduce new users to ATRRS and to provide some practical experience in a short time. The course is approximately 8 hours of instruction and provides hands-on experience and covers basic ATRRS operations and functions. If you would like to attend our resident ATRRS-101 you may call the ATRRS Help Desk to make a reservation.

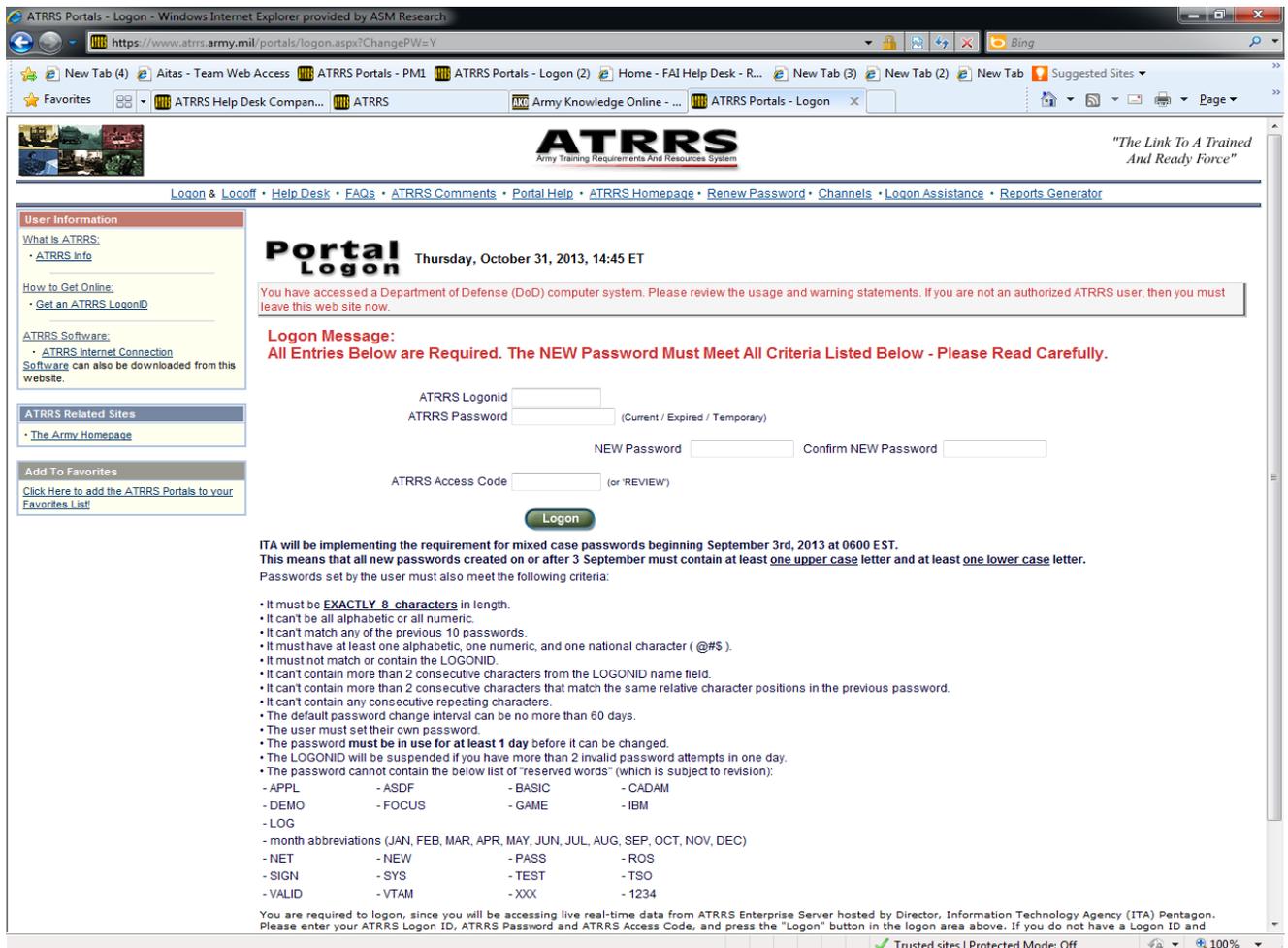
**Onsite ATRRS-101:** On-site classes are also available! (NOTE: Payment for cost of instructor travel to your site is required.) To obtain more information about on-site training classes, please email the ATRRS Help Desk at [ahelp@asmr.com](mailto:ahelp@asmr.com) ATTN: Training Coordinator.

**ATRRS Portals Guide:** The ATRRS Portals Guide is designed to provide users with instructions for navigating through the ATRRS Portals on the web. To obtain a copy, please visit the ATRRS Homepage at <https://www.atrrs.army.mil> and click on the ATRRS Portals icon on the right hand side of the page. Log into ATRRS Portals and then click the Portal Help link at the top of the page.

Online ATRRS Training: Our online training section is ever expanding with useful training videos for ATRRS Users. Please visit User Training under SUPPORT on the ATRRS Homepage (<https://www.atrrs.army.mil/training.aspx>), to see what online training is currently available.

### **Logging on to ATRRS for the First Time:**

1. Open Internet Explorer and go to the ATRRS Homepage at <https://www.atrrs.army.mil>
2. Click on the ATRRS Portals Logon on the right of the page.
3. Click I Agree on the Privacy and Security Notice.
4. Click on the “Renew Password” link under ATRRS Banner at the top of the page.
5. The next screen will be the Portal Logon including the New Password creation menu.



6. Enter your ATRRS Logon Id, the password sent in the welcome email in ATRRS Password field and then the password you are creating in the NEW Password and Confirm NEW Password field, finally enter REVIEW in the ATRRS Access code. Please ensure the password you are creating meets the criteria outlined on the page. When you successfully create a 60 day password you will

be provided a Congratulations message. Otherwise, you will be provided an error message which specifies what needs to be corrected in order to create a new password.

7. After the Congratulations message you will go to the E4 Function. (Screen Shot below – if the E4 page does not automatically display, please go there manually by selecting “Logon Information – E4” from the drop down box under the word “Function.” Your personal information must be filled in for your ATRRS Logon ID to work properly. If information already exists from a previous user, you may type over it.

The screenshot shows the ATRRS web portal interface. At the top, there is a navigation bar with links like 'Logon & Logout', 'Help Desk', 'FAQs', etc. Below that is a search bar and a 'Jump To Another Portal' dropdown. The main content area is titled 'Admin Portal - Logonid Information Function (E4)'. It contains a form with various input fields and radio buttons. The form is titled 'Logonid Information Function (E4)' and includes a 'Jump To Another Portal' dropdown. The form fields are: Logonid (CASBJ), Primary ACCODE (empty), Last Date: 2012-11-20, AKO User ID (empty), CONFIRM Notify (radio buttons for Yes/No, No is selected), \*Last and First Name (text input), Attention Line (text input), \*Street (text input), \*City (text input, value: FAIRFAX), \*State (dropdown menu, value: VA), \*ZIP (text input, value: 22030), \*Commercial Phone (text input, value: 703 695 - 2353), DSN (text input, value: 225 - 2353), FAX (text input, value: 703 645 - 0432), \*Internet E-Mail (text input, value: AHHELP@ASMR.COM), E-Mail Valid (radio buttons for Yes/No, No is selected), and Comments (text input). At the bottom of the form is a green 'Update Logonid' button. Below the button is a link for 'For Official Use Only'. At the very bottom of the page, there is a footer with a copyright notice and a 'Privacy and Security Notice' link.

8. When you are finished updating the information, please click the “Update Logon ID” button at the bottom of the page.
9. You may return to this screen at any time to update your personal information (for example, if you switch units or change phone numbers), by using the manual procedures identified in Step 7 above, then clicking on the “Update LogonID” button at the bottom of the page to update your profile.
10. Once you have created your first new password and received the Congratulations message as described in step 6, sign the password receipt form and fax it to USAITA Access Management at COMM 703-614-8017. **If the USAITA Access Management office does not receive the signed Password Receipt form within two weeks from the date your Logon ID was sent to you, your ATRRS Logon ID will be assumed lost and suspended until you call to have it reactivated.**

## Changing Your Password

Your password will be good for 60 days and then you will need to click on the Renew Password link as described above in Step 4 to change your password. Please keep in mind if your password expires, you will still be able to create a new password with the expired password.

## ATRRS Access Code

The ATRRS Access Code determines what kind of data entry privileges you have in ATRRS. Everyone may use the Access Code REVIEW for read only purposes. If you need update capability, you will need to have an Access Code other than REVIEW.

To obtain an Access Code other than REVIEW, please contact one of the following:

- Active Army – ATRRS Help Desk
- Army Reserve – RSC or USARC
- National Guard – Contact POTO or State Quota Source Manager
- Air Force and Navy – COMM (703) 695-5914 or DSN 225-5914
- Air Force DAU Only – COMM (703) 695-7557 or DSN 225-7557

Once you receive your new Access Code, you may log into ATRRS using the new Access Code rather than using REVIEW.

If you have multiple Access Codes, you may switch between them while logged in to ATRRS by going to the PS function. To navigate to the PS Function you may select “ATRRS Access Code – PS” from the drop down box, then click on the “Go” button. Type the ATRRS Access Code you would like to switch to in the text box and click on the “Switch Access Code” button. The PS function also contains Points of Contact for ATRRS.

The screenshot shows the ATRRS web application interface. At the top, there is a navigation bar with links for Logon & Logout, Help Desk, FAQs, ATRRS Comments, Portal Help, ATRRS Homepage, Renew Password, Channels, Logon Assistance, and Reports Generator. Below this is a search bar with fields for Input Parameters (MPFLAG, P, FY, SCH, CRS, PHASE, CLS, QS, SSN) and an Update Parameters button. The main content area displays the Admin Menu, including Admin Portal - ATRRS Access Code (PS) and a Jump To Another Portal dropdown. A message indicates the user is currently logged on with ATRRS Access Code (REVIEW) and provides contact information for the ATRRS Help Desk. A red banner reads "ATRRS Access Code Switched OK". Below this, there are buttons for Continue in Portals (Continue in ATRRS) and Change your ATRRS Access Code to (REVIEW) with a Switch Access Code button. On the right, there is an ATRRS Headlines section with two entries: "21 Oct 13 N3 and MustFix Report Users" and "06 Aug 13 Attention AD/C8/ADS/C9/C3 Users". The footer contains the text "ATRRS POC - Help Desk", "Mr. Jason Garner (CTR)", "DSN 225-2353 or 2060", and "(703) 695-2353 or 2060".