

#### QUICK REFERENCE GUIDE

# Navigating ACMIS for Existing Users

My Information: My Certifications and Qualifications is the primary screen which houses links to sections where employee data is entered and edited in ACMIS.

Existing users (users who registered and entered data into the previous version of ACMIS) have to click the Federal Certifications link to open the Federal Certifications and Qualifications screen where they will establish whether they are in the system as part of FAC-C, FAC-PPM or COR.



#### My Federal Certifications and Qualifications HELP Please choose an action... MENU After adding FAC-C, FAC-P/FAdd my COR hrough a multi-step Wizard to enter your qualifications - Educati Add COR CLPs My Information Change My Password The Wizard determines which level of certification best fits your qualifications, and displays what requirements are missing for you to achieve it. My Record Changes My Administrators When ready you can send your information to your Training Manager, Supervisor, and/or Agency Administrator. One or more of them can then review or approve your request. System Management To begin, select FAC-C, FAC-P/PM, or COR from the dropdown list, and click the Submit button. Analysis and Reports After adding your FAC-C, FAC-P/PM, or COR, use the corresponding links to manage or upgrade your certification. When finished, click the My Information link to be returned to the main menu. HAVING DIFFICULTIES WITH FAC-C Email the ACMIS Help Desk (Questions@fai.gov) or call Level 1 (703) 805-2300. Submitted for Review Add FAC-C CLPs View Existing list FAC-P/PM LOGIN INFORMATION Entry Level Logged in as Edit Add FAC-P/PM CLPs Pending clarkem

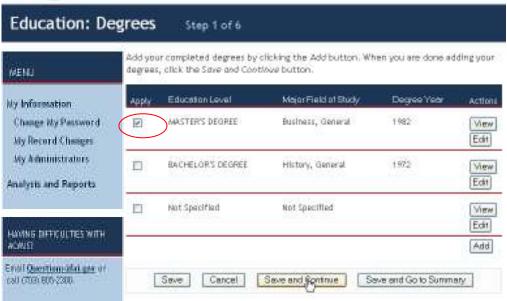
Existing users will select and apply education, jobs, and training from "existing lists" as opposed to New Users who will be "Adding". Click the **Edit** link.

NOTE: Information previously entered in ACMIS has not been lost. All data has been moved to the new environment.

An existing user that does not want to enter information to actually get a certification approved for FAC-C or FAC-P/PM can select to enter Continuous Learning for these areas.

## STEP 1

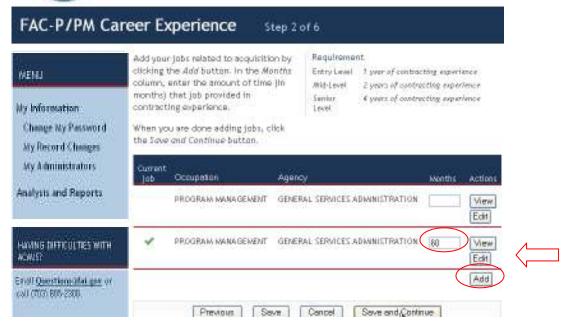




Select the education /training that you wish you apply to the level of certification and click the **Save and Continue** button.

#### STEP 2





Add related jobs by clicking the **Add** button. Enter the amount of time the selected job provided contracting experience in the data entry filed in the **Months** column. Click the **Save and Continue** button.

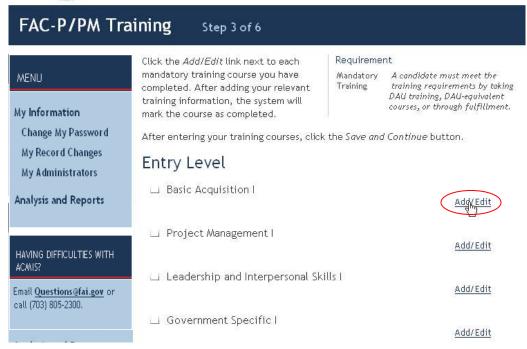
## STEP 3

Step 3 is the entire process of Adding Training to the Certification. That process is a 4 screen mini-wizard:

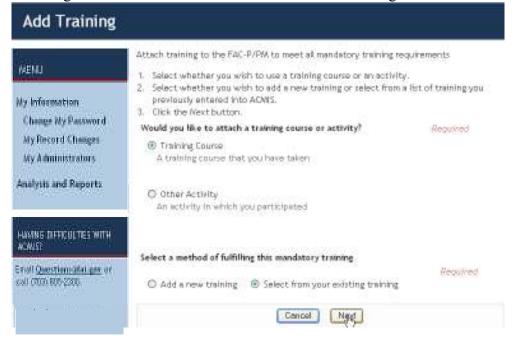
- 1<sup>st</sup> screen shows the different Training Level requirements
- 2<sup>nd</sup> screen requires the user to select whether he/she is adding a Training Course or an Activity
- 3<sup>rd</sup> screen is where you actually apply one of your existing courses or add a new one.
- 4<sup>th</sup> screen is the Summary screen

All four screens are part of the overall "Step 3 of 6".

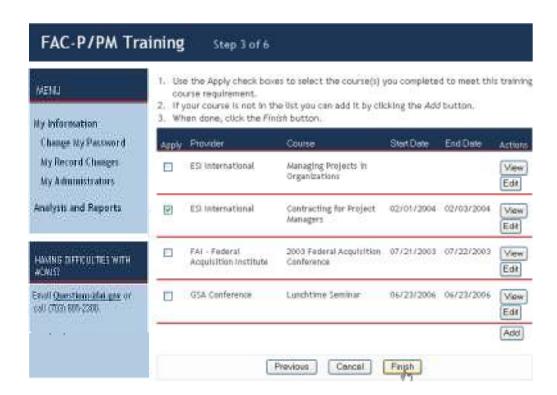




Selecting the Add/Edit button will launch the Add Training Wizard.



Select the **Training Course** radio button and click **Next** to see the list of training courses that you have already taken.



Click the **Finish** button and return to the certification Wizard. The system has marked the course as complete. The course can be edited or removed. Additional courses can also be added from this screen.





### STEP 4



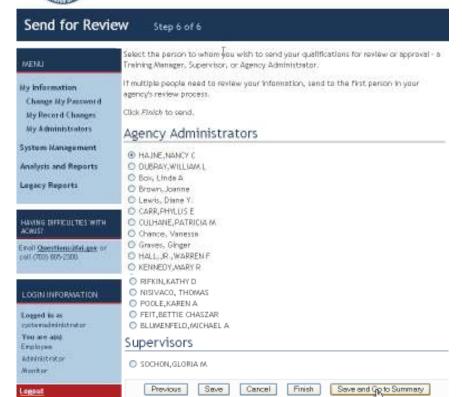


Click the **Save and Continue** button.

NOTE: The system alerts the user that the qualifications have NOT been met for the selected certification.

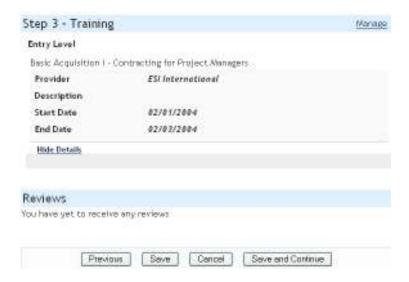
## STEP 5





Select the radio button next to the name of the Agency Administrator that should review your records and click **Save and Go to Summary** button. The Agency Administrator will receive an email that the records are ready for review.

The summary page now shows the training that you have selected.



Select Save and Continue to return to the main My Information page.