

To register in ACMIS –

(a full user's guide is posted at <http://www.fai.gov/pdfs/ACMIStrainermanual.pdf>)

Go to www.acmis.gov

Click on “Login”

Click “Accept” regarding the Site Disclosure.

Fill in the requested information (make up a user name, provide last name, social security #, month and date of birth, e-mail address, hint question and hint answer)

They suggest using your name as the user name, like johnsmith.

When entering your SS #, use no dashes.

Remember to submit your work e-mail address

Under “Agency” use the drop down list to select “National Institutes of Health”

Click on “Register”

The system will verify the information and e-mail a temporary password within 24 hours.

You can't log on to ACMIS till it sends you the temporary password.

To log in to ACMIS for the first time

Go back to www.acmis.gov

On the welcome screen, click the login link located on the sidebar. This will display the login screen.

Enter your user name and temporary password. (The username is what you made up at registration. The password was e-mailed to you.)

Click the Login button. The Change Password screen will then display.

You must change your password after you login, or you'll be locked out of the system.

Your password must be at least 8 characters in length, and must have letters, numbers and special characters.

Example: pazzwr#03

Note that the password will expire every 90 days and you'll have to change it to continue using the system.

The ACMIS help desk is at questions@fai.gov and 703 805-2300.

The first time you log in with your new password, you must read and accept the Rules of Behavior to enter the system. When you click on the **I Agree** button, it will end your session and you will have to log in again.

Note that the system allows five failed log in attempts before locking an account. Use the *Forgot your password* function before you lock yourself out.

Entering your Information

All Contracting Officers, Project Officers, 1102s, 1105s, and 1106s are required to have complete and up to date information in the ACMIS system. Further definition of complete and up to date isn't provided, other than can be intuited by looking at the information called for in the ACMIS system. At a minimum contracts staff should enter information about your current job, warrant and certification. Further you should enter information sufficient to document compliance with the skills currency requirement for the current period (January 1, 2006 – December 31, 2007) Since Acquisition Certification implies taking certain courses, you don't have to enter in the courses required for certification if that certification is complete and entered in the ACMIS system. **Note to Project Officers** – ACMIS refers to Project Officers as Contracting Officer's Representatives (COTRs) or Contracting Officer's Representatives (CORs) That is the term that most of the rest of the government uses to label the Project Officer role.

Here is a section by section guide to ACMIS.

After logging in to ACMIS, the main screen gives you ten fields in which to enter information, within three categories.

The place to enter in training information is in the first field – “Federal Certifications and Qualifications” But first it will have you fill out some background information (this only happens to you once – in future logins, you won’t go through this process again.) First you must select from a drop down menu that provides options such as :

Add my FAC-C	Add my FAC-CLPs
Add my FAC-P/PM	Add my FAC-P/PM CLPs
Add my COR	Add my COR CLPs

FAC-C refers to Federal Acquisition Certificate in Contracting, and applies to Contract Specialists and Contracting Officers. The FAC-CLPs refers to Continuous Learning Points and is supposed to be where you add training hours. FAC-P/PM refers to Federal Acquisition Certificate in Program and Project Management. Nobody at NIH has been certified in this yet – we don’t have clear directions on this program, which was recently created. Add my COR refers to Project Officers. COR stands for “Contracting Officer’s Representative” which is synonymous with Project Officer.

You will have to select a Job Title from a drop down box that includes hundreds of job titles such as Able Seaman, Contracting, Management and Program Analyst, Medical Officer, Microbiologist and Public Health Program Specialist. If the aforementioned titles don’t fit, you can spend a few minutes looking through the hundreds of titles and become annoyed that they don’t have your job title. Or you can select the first field – “Not specified”. ACMIS will accept this answer.

Then select your pay grade and pay plan. The Pay Plan field has dozens of obscure payment systems. Most of you will be under “General Schedule”. You may instead be under “Wage Grade” or Scientific and Professional”. ACMIS doesn’t know and will take your word for it whatever you decide.

Now select your Agency. ACMIS doesn’t list NIH here, so go with Department of Health and Human Services. Be careful when you leave this field. It can scroll off of your selection and randomly assign you to another agency. Or if you click too close to the drop down menu outside of it, it can reassign you to the Adv. Council for the Arts.

Then it asks for the date that you started in your job. You must answer in the MM/DD/YYYY format or you will get an error. So September 1, 2003 is entered as 09/01/2003 for instance.

After you have entered this biographical data, you can then add training you have taken. The fields are fairly straight forward – fill them in. For Training Provider you can put HHS or Outside Vendor, or the name of the company that did the training. You can’t leave it blank.

Under Mandatory Training, you get a list of options that may or may not be relevant to the training you are trying to enter. If there is a relevant item, select it. If not, go with Elective.

Back out at the main screen you have other fields to deal with, although you may have filled some of these in when going through the initial data entry process. Most of this is clear enough. Note that you are supposed to add your supervisor and give him/her access to your account under the section “My Supervisors”.

The ACMIS help desk is at 703 805-2300 and questions@fai.gov. The help number occasionally beeps and says “The number you have reached is not in service...” Try again later. The number above is correct.

HHS requires 40 hours of work related training during the period from Jan. 1, 2006 to Dec. 31, 2007. You are supposed to enter this training in ACMIS and to keep a file of it at your desk.

Note that ACMIS is now tracking training for the FY 08 fiscal year. If you click the “Apply” button for training that occurred before this period, it will give you an error message. So don’t click the “Apply” button for training that occurred before October 1, 2007.

If you try the wrong password more than 5 times, the system will lock you out. If you get locked out of the system, please contact Carl Henn – ch24v@nih.gov – to get a new password. He will need your username in order to reset you. If you have forgotten your user name, contact the help desk. If you try the Password Reminder function and it gives you a reminder question that you didn’t create, that means you are already locked out.