ACQ Now

For DAU Training

Student Guide

With Quick Start Guide

1 December, 2007

United States Air Force

Acquisition Training Office

555 E Street, West Suite 5

Randolph AFB, TX 78150-4530

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Record of Changes

Cover Date	Revision Date	Change Description
1 December 2007	July 2010	Office Symbol AQXD replaced with AQH. This Record of Changes added.

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Introduction

The ***Air Force Registration System for Acquisition Training (ACQ Now DAU)*** is the avenue for any Air Force employee (military or civilian) to register for Defense Acquisition University (DAU) training over the Internet at

https://www.atrrs.army.mil/channels/acqnow/.

Non-Air Force personnel will <u>not</u> be allowed access to ACQ Now DAU. Contractors should apply for DAU courses at

https://www.atrrs.army.mil/channels/nondod/.

DAU provides a highly structured sequence of courses needed to meet the mandatory and desired training standards established in DoD 5000.52-M, "Acquisition Career Development Program." In many cases, prerequisite courses are identified. Students are expected to attend courses in the sequence prescribed, i.e., complete prerequisite courses before attending follow-on courses.

DAU courses are offered in a variety of modes. The most frequently used are resident (where the student attends class at one of the DAU sites) and on-site (where the instructor teaches at locations having sufficient numbers of students to support a class. Students must still register for the course using ***ACQ Now DAU***.

After the Air Force Acquisition Training Office (AFATO) approves an application for an on-line course, the student will be notified that their application has been submitted to DAU for enrollment in the course. Supervisors are encouraged to allow acquisition-coded personnel to take DAU on-line courses during normal work hours in accordance with SAF/AQ policy letter dated 18 Sep 02. If there is a large demand for the on-line course, the student's application may be placed on a DAU wait list, which may delay enrollment/access to the course for as long as 60 days. The student should receive either a wait list or enrollment notice from DAU within 5 days of the reservation confirmation email. <u>Students are usually given 60 calendar days to complete an on-line course; however, this may vary depending on the course.</u> Extensions must be approved by the DAU course instructor.

All applications must be approved by the student's supervisor prior to being forwarded to AFATO for processing. If no seats are available when AFATO processes the application, the student may be placed on 'wait' status and could possibly roll into a reservation if another student cancels their reservation. Waits are managed by the system, i.e., you cannot move ahead of another student on the wait list, nor can you be enrolled unless you are at the top of the wait list and a seat becomes vacant. If a wait rolls into a reservation, the student is expected to attend the class. Individuals with a duty location more than 45 miles from the class location will remain on the wait list until 5 calendar days prior to the class start date. Individuals with the same duty location as the class location will remain on the wait list until class start date. If an individual on wait status does not want to attend a classroom-based course or wants to avoid rolling into a reservation at the last minute, they need to submit a 'Cancellation Request.'

Once a student receives a reservation for a class, they must submit a 'Cancellation Request' if they decide they cannot attend the training. Individuals with a reservation who do not attend a class or who fail to cancel their reservation at least 5 days prior to class start date are defined as a 'no show.' The penalty assessed on 'no show' students who are centrally funded is the pursuant reservation for the same course is unit funded. The penalty assessed on 'no show' students who are unit funded is no quota reservation or wait for the same course for 12 months.

Normally, students assigned to an acquisition-coded position are eligible for centralized funding (if funds are available). Individuals who are centrally funded to attend a DAU course (except for PMT 401) must complete a travel worksheet. (DAU issues travel orders for students attending PMT 401.) See section on "*How to Submit a Travel Worksheet.*" Travel worksheets are made available to students 45 days prior to the class start date. Students who plan to travel by commercial air need to contact their commercial/contracted travel office to make a flight reservation and to get the official government airfare cost, which must be entered on the **ACQ Now** Travel Worksheet. The Travel Worksheet, which is used to generate official travel orders (DD Form 1610), **must** be successfully submitted no later than 5 calendar days prior to the class start.
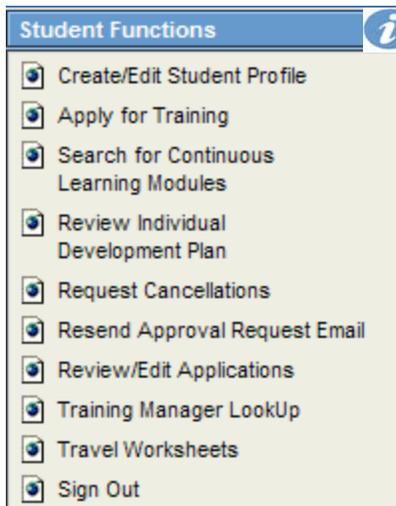
After reviewing the Travel Worksheet, the Randolph AFB Accounting Liaison Office (ALO) will certify funds, sign the travel orders, and send the DD Form 1610 electronically to the student. The student will be advised that a copy of their paid settlement voucher summary must be either faxed to the 12 CPTS/FMFL Randolph AFB TX at DSN 487-1843 or sent electronically to ACQ.Now@randolph.af.mil no later than 30 days after course completion. Failure to comply may result in denial of future DAU training requests.

Individuals who are centrally funded to attend a DAU course and have a duty location 45 miles or less from the class location may request reimbursement for vicinity mileage within their permanent duty station area. See section on "*How to Request Reimbursement for Vicinity Mileage.*"

Students are expected to attend all scheduled course sessions (including teleconferencing and satellite sessions) and complete all course work. Absences for medical or family emergencies must be approved by the DAU course manager, lead instructor, or designated representative. Cumulative absences that exceed 5 percent of contact time may be grounds for removal from the course and receipt of an 'incomplete' grade. Remediation to make up any mission instruction is at the discretion of the instructor.

ACQ Now DAU – Student's Quick Start Guide

1. Click here to access ACQ Now DAU. Log in using either a CAC or your SSN and DOB. The ACQ Now DAU menu is organized under various management tasks.

Student Functions ⓘ
- Create/Edit Student Profile
- Apply for Training
- Search for Continuous Learning Modules
- Review Individual Development Plan
- Request Cancellations
- Resend Approval Request Email
- Review/Edit Applications
- Training Manager LookUp
- Travel Worksheets
- Sign Out

Supervisor Functions ⓘ
- Supervisor Approval / Disapproval
- Supervisor Cancellation
- Supervisor Guide

Help
- ACQ NOW Help Desk
- Student Guide
- Quick Start Guide ⓘ
- Frequently Asked Questions (FAQ)
- How To
- What is CAC?
- Certificate Error with Internet Explorer 7

Links
- ACQ Now for Continuous Learn ⓘ
- About Acquisition Training
- Acquisition Career Home Page
- Data-on-Demand
- Travel / Funding Policy
- Privacy Act Statement
- DAU Web Sites
- DAU Transcript Site
- AFIT Now
- ACMS, through AFPC Secure

2. You are encouraged to apply for DAU and other Continuous Learning courses. Use the **Student Functions** menu to manage your applications and any associated travel.

> **An Interactive version of this Quick Start Guide is available by clicking the Quick Start Guide link from the Help section of ACQ Now DAU.**
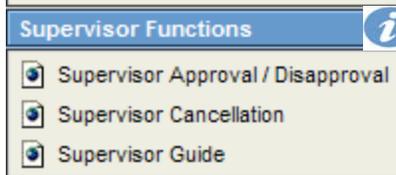
3. **Supervisor Functions** are only available to Supervisors who are tasked with managing student applications for courses. Supervisor-level access to the ACQ Now DAU is required in order to use this section of the menu.
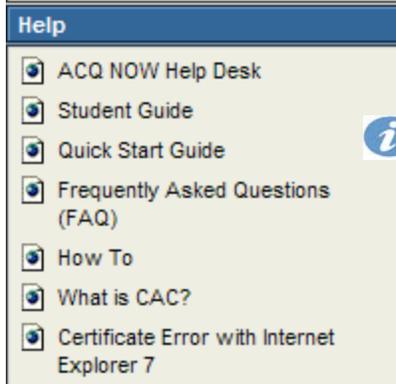
4. Use the **Help** options to learn more about the learning opportunities and how the system can help you plan ahead. Refer to the **Student Guide** for further details on each menu item and how ACQ Now DAU supports learning for members of the Acquisition Workforce.

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5. Use the **Links** options to explore learning opportunities available from sister sites.

About this Manual

Users should note the following terminology and conventions used in this Manual:

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 is shown below.
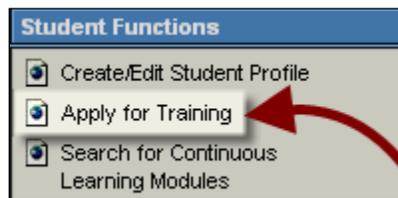
Figure #: Title

3. Navigation through the system is made possible by the Main Menu, the Footer Menu, hyperlinks, and buttons.

   a. The Main Menu is shown on the left of the Home Page and can be reached from any other page by clicking the Main Menu () button located at the top right of the page.

   b. The Footer Menu is shown at the bottom of most pages. It provides access to pages and functions associated with the current page.

   c. Hyperlinks are shown as blue, underlined text. The function and destination of the link is commonly spelled out in the link's name (e.g. Click here to search for an airport code).

   d. Clicking a button normally executes a function associated with information you have added to, or selected from, the system (e.g. Find My POC)

4. 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

"BCF 208" is selected from the drop-down menu to appear in the text box
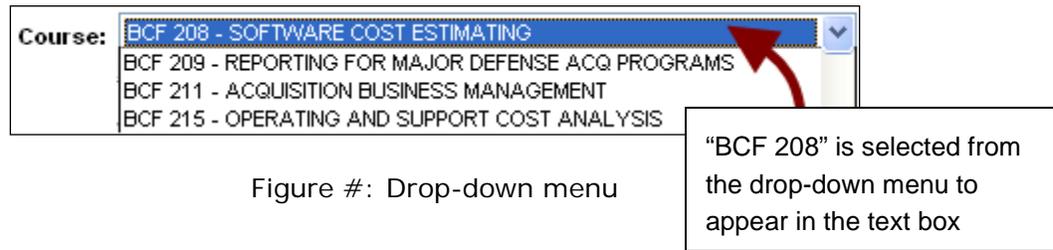
5. Radio buttons (⊙ ○) are used when only one option from a pair or a group should be selected. A green dot in the center of the circle indicates that option is selected. Click in a radio button to add or remove its dot.

6. 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.

7. 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.

8. A Quick Start Guide is provided on the page 7. With the Control Key (<Ctrl>) on your keyboard held down, you may click on any link in the Main Menu to jump to an explanation of the features that link offers. Alternatively, you may click (again, with the Control Key (<Ctrl>) on your keyboard held down) on the typical Training Manager tasks to jump to an explanation of how Main Menu items support the execution of those tasks.

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

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Menu Items and System Features

1. Sign In

To use most features of the ACQ Now for DAU Training (ACQ Now DAU) system as a Student requires a **Sign In**. This chapter explains how Students **Sign In** to the system and in doing so gain access to a suite of ACQ Now DAU 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).

1. In your browser, enter the URL for ACQ Now DAU

    https://www.atrrs.army.mil/channels/acqnow/

2. The ACQ Now DAU homepage opens showing its main menu on the left hand side of the window and two **Sign In** options below the **ACQ Now for DAU Training** Logo (see Figure 1). If you intend using your Common Access Card (CAC) see below; for Sign In using SSN and DOB see page 14.

Figure 1: ACQ NOW DAU Homepage

Sign In using a Common Access Card (CAC)

3. Choose the **CAC** method by clicking its radio button (see Figure 2).
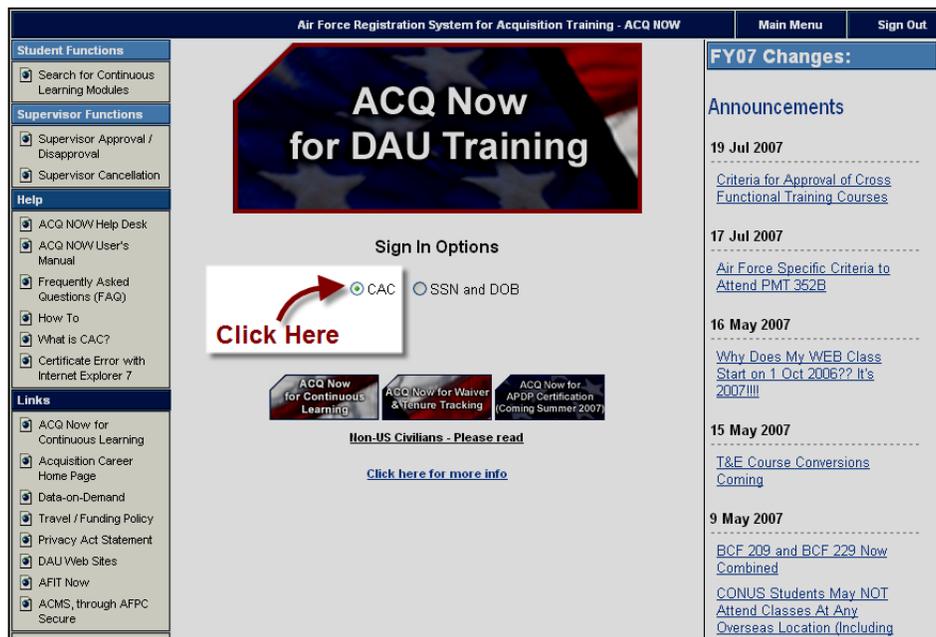
Figure 2: Click the CAC radio button to Sign In

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, e-mail 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 3) or you are requested to choose a certificate where no certificate exists (see Figure 4), contact your system administrator for assistance.

Figure 3: Missing DoD Root Certificate
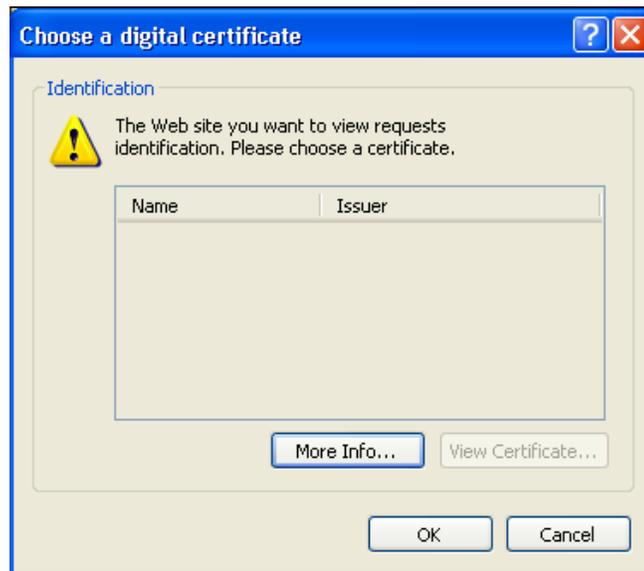
Figure 4: Missing Client Certificate

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.

8. If a choice is offered, select **CAC** as your logon 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 5). Be aware you may have more then one certificate displayed (e.g. an E-mail 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.
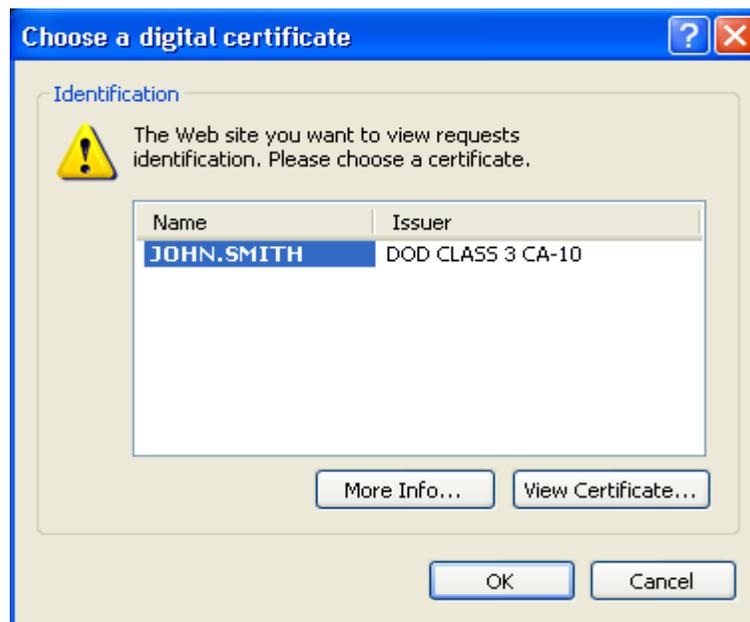
Figure 5: Choose a Digital Certificate

9. The **CAC Reader Software – Enter PIN** dialog box opens (see Figure 6). Enter your PIN (Personal Identification Number) and click the **OK** button.

Figure 6: CAC Reader Software - Enter PIN dialog box

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

Sign In using your SSN and DOB

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 7).

2. Enter your **SSN** (Social Security Number) and **DOB** (Date of Birth), in the text boxes, and then click **Sign In!**.
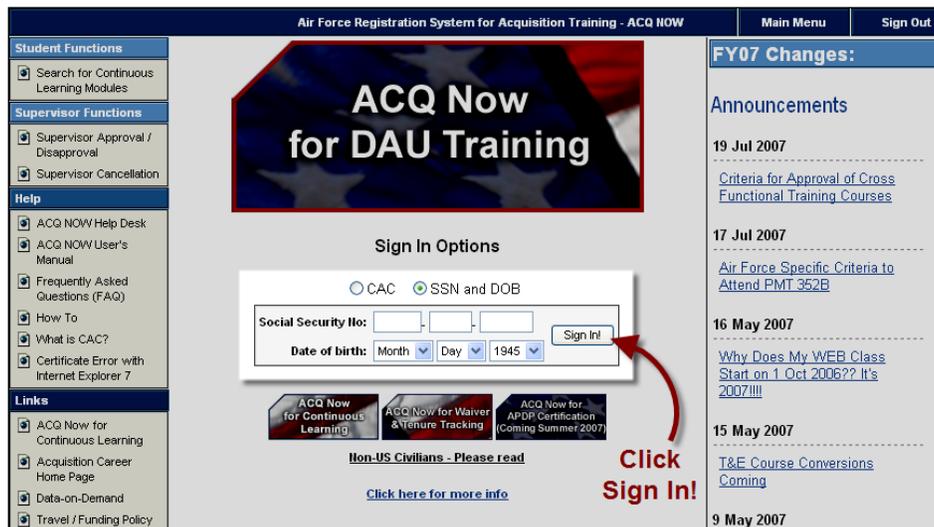
Figure 7: Sign In with SSN and DOB

2.   Create/Edit Student Profile

All users of ACQ Now DAU are required to create and maintain a personal record that is referred to as a Student Profile. Information in your Student Profile is used to auto-populate training application and travel forms, thereby saving you time and effort. It is therefore critical that you keep the information in your profile up-to-date and accurate. You may review and update your profile as often and whenever you need to.

1. The first time you use ACQ Now DAU you must create an account. ACQ Now DAU recognizes new users and prompts them to create an account. The first time you sign into ACQ Now DAU, click the hyperlink shown in Figure 8 to open the Student Registration Form as shown in Figure 9.
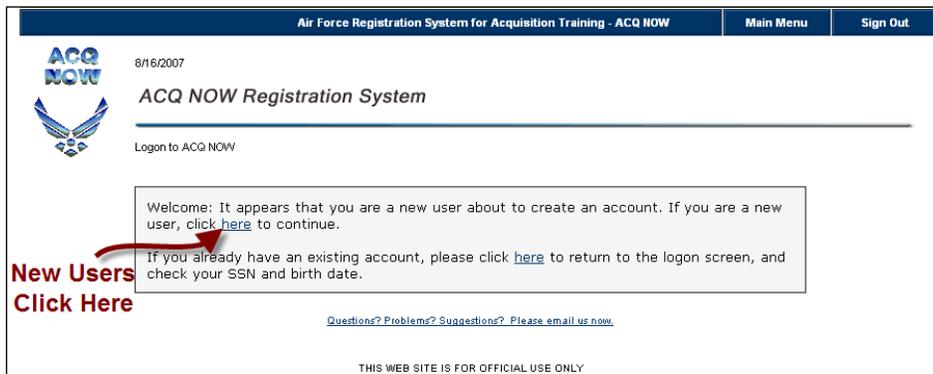
Figure 8: Creating a New Account

Figure 9: Student Registration Form

2. Complete all four sections of the registration form. Note that there are drop-down menus to assist you complete certain fields. Two hyperlinks in the form help in a similar way. In the **Student Info:** section of the form, the **Click here to search for an airport code** link opens the **Airport Code Lookup.** Follow the on-screen instructions to add the Origin Airport Code of the airport closest to your home address. This information will be used to more effectively schedule your training and travel. The second hyperlink, **Job Series**, lists all **Civilian Series Codes**: click from the list to complete the **Job Series** text box.

3. When all four sections of the form are complete, click **Update Profile** to save your registration form.

4. You should keep your registration details up-to-date as this will save you time later as the information you provide in your account will automatically be copied to the registration pages when you apply for a DAU course.

5. You may update your profile at any time by selecting **Create/Edit Student Profile**, the first menu item under the Student Functions section of the Main Menu, or by clicking **Create/Edit Profile** from the footer menu, whichever is available.

3.   The Main Menu

The Main Menu is available from anywhere in the system by clicking the **Main Menu** button found towards the top right of a window. Listed in the menu are a series of links which are grouped under five headings: **Student Functions**; **Supervisor Functions**; **Help,** and **Links**. Menu items under the **Supervisor Functions** are restricted to supervisors. Together, Main Menu links provide you with the tools you need to manage your learning within the Acquisition workforce. The following chapters explain the purpose and function of each link and how each will benefit you in the course of your studies.

Figure 10: Main Menu

1. Once you select a Main Menu item, you are transferred to the information or data capture pages associated with that menu item, at which time the Main Menu no longer shows. Instead, at the bottom of the window may be displayed hyperlinks to assist you manage your applications (see Figure 11).

Figure 11: Hyperlinks show in the Footer

2. Click a hyperlink to be taken to that function or click the **Main Menu** button toward the top right of the window to return to the Main Menu (see Figure 10).

4.   Apply for Training

A big advantage of the ACQ Now DAU system is the convenience it provides students who may now apply for classroom or web-based training from any location in the world where there is an internet connection.

1. To apply for training, first Sign In to ACQ Now DAU

2. Click on the **Apply for Training** link under **Student Functions** (see Figure 12).

Figure 12: Apply for Training

3. The **Provide Training Criteria** window opens (see Figure 13). Here you may browse and select from the available training. Follow the three steps to make your selection.

    a. In **Step 1** select whether you are interested in either **DAU Classroom and Web Courses** or **Continuous Learning Modules**. Click inside the radio button that corresponds to your choice (the default is always **DAU Classroom and Web Courses**). The selection you make in **Step 1** determines the courses offered to you in **Step 2**.

    b. Click the down arrow to display the list of courses that match your selection in **Step 1**. You may **Sort Courses By** their reference number or by their title by clicking inside the radio button that corresponds to your choice (the default is always **Course Number**). Click on a course from the list to select it. The course shows in the **Course** text box.

    c. Click the **Search** button to display one or more courses that correspond to your selection.
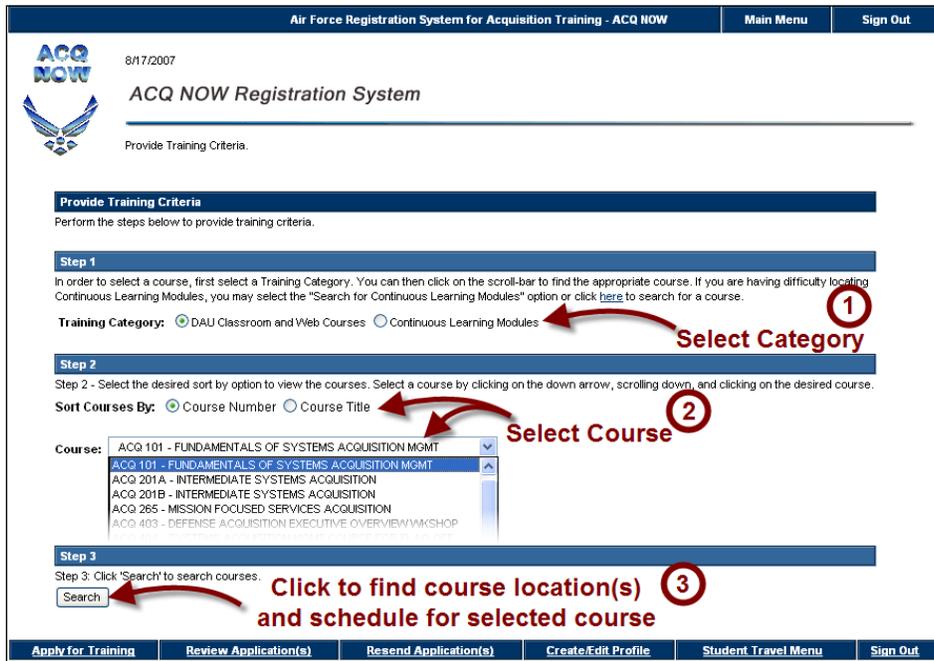
Figure 13: Provide Training Criteria

4. If you know all or part of a course title or a keyword associated with a course, you may search for the course directly from **Step 1**. To do so, click the here hyperlink in **Step 1** to open the Search page (see Figure 14).
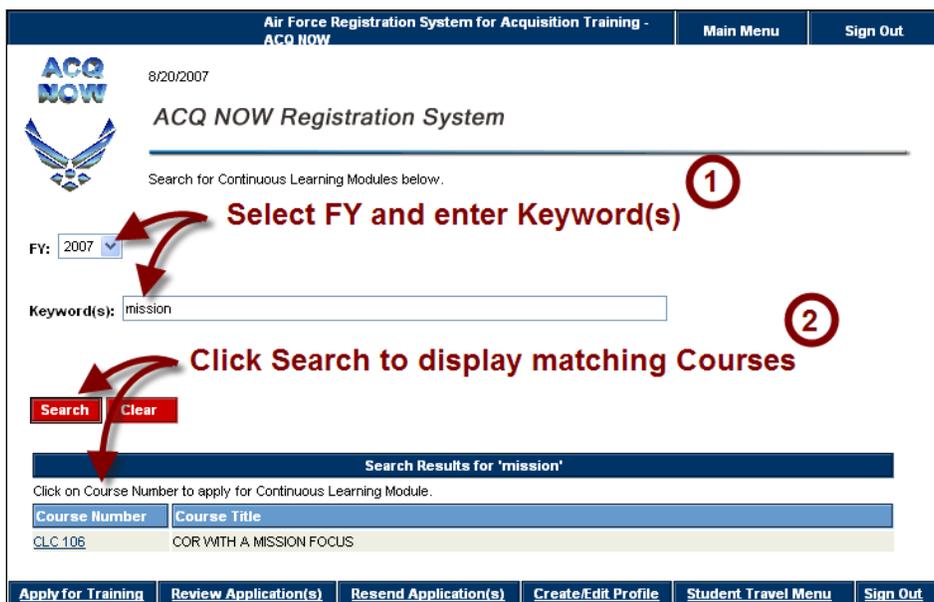
Figure 14: Search Results Initiated from Step 1

5. Clicking the **Search** button in **Step 3** (or the results of a search initiated from **Step 1**) retrieves registration details associated with the course you selected.

6. If the course you selected is a Rolling Admission Web Course (i.e. the course start/end dates are flexible and allow you to decide your own schedule) you will be taken directly to the application form as **Step 4** (see Figure 15). The form will be pre-filled with information that includes your personal details, details associated with the course, and contact details for your supervisor. Check that all details are correct before clicking the red **Submit this Application** button (**Step 6**) as shown in Figure 15.

Figure 15: Submitting a Student Training Application

7. If the selected course is a Resident Course to be run in more than one location and/or on different dates, a list of these course options is shown as **Step 5** (see Figure 16). Similarly if the course is a Quota Managed Web Course (i.e. it has a published start and end date) the course will display in a list that allows you the option to first select a course, and then apply. Click on a course location (or in the case of a web course the DAU Web address) to select a class from those listed.

Figure 16: Step 5 - Selecting a Location

8. Your selection will be added to your registration request. In the event that you are not eligible to attend the class, a disclaimer will warn you that your application will be disapproved. However you may still continue with your application (see Figure 17).

Figure 17: Disclaimer

9. One location may be annotated as the most cost-effective training location based on your home address and duty station zip code. This location will show a white letter C in a blue background (**C**). In instances where a course at the most cost effective location is already full, the letters CW (**CW**) denote this as the most cost effective location for you to be wait listed. Locations that are fully booked will show with an asterisk and in red text (see Figure 18). Click the **Cost Estimator Tool Instructions** near the top left of the window for the latest information about course reservations. To open a copy of the

Figure 18: Course Fully Booked

DAU Course Catalog for course descriptions and course objectives, click the catalog icon (CC).

10. When you click a training location (see Figure 16), classes which run at that location display with their course dates and availability. To submit an application, click the reference number of the class you wish to attend (see Figure 19).

Figure 19: Click to Select a Class

11. The **Student Training Application** window opens with course and student information pre-filled for the selected class (see Figure 15). Review the form to check all details are correct and then click Submit This Application to apply for the class. In the event that you have omitted to complete one or more required field(s) on the **Student Training Application** form, a red arrow ( ) will highlight where there is missing information. You must complete all required information before your application will be accepted.

12. When all details are accurate and complete, click the **Submit This Application** button. A message confirming a successful application opens and notification is sent to both you and your supervisor (see Figure 20 for examples of two confirmation messages).
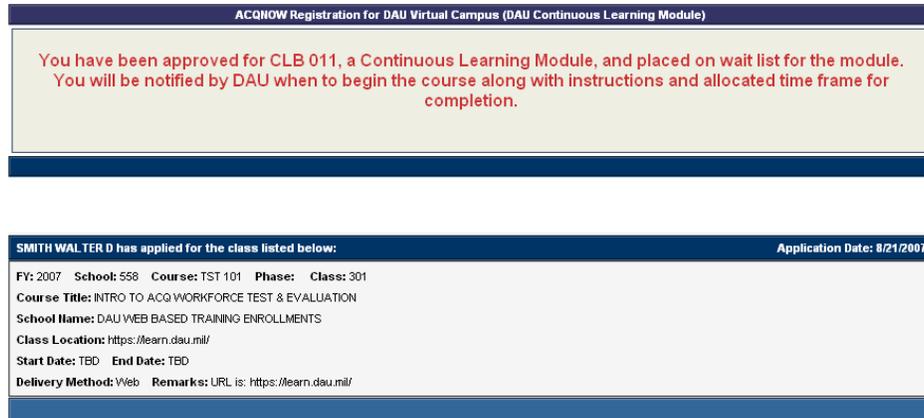
Figure 20: Application Confirmation Messages

13. The application is also added to your **Pending Applications** so you may track its approval status. To do so, click **Review Application(s)** from the footer menu or **Review/Edit Applications** from the Main Menu.

Department of the Air Force No Show Management Policy

14. It is important that you attend the courses for which you apply. In the event that you are unable to attend a course for which you have a reservation, it is important that you request a cancellation at the earliest opportunity (see Chapter 7). Should you be absent at the start of a class you were scheduled to attend, you will be recorded as a "No-Show".

15. Department of the Air Force policy states that an individual with a DAU class reservation who does not attend a course or who fails to notify AFATO at least 14 days prior to class start date (CSD) is defined as a 'No-Show.' As a No-Show you may be penalized should you re-apply for the same course. If this is the case, you will be notified of any penalty when you re-apply.

16. To re-apply for a course for which you were previously a No-Show, select the course as explained earlier in this chapter. Once you have selected the course, you will be informed if there is any penalty associated with re-applying for the course and you may be invited to continue if you accept the penalty (see Figure 21 for an example). Click **Continue** to do so and follow the procedures explained earlier in this chapter.

17. If you are a Priority 4 No-Show, you will not have the option to continue (the **Continue** button will not show with the explanation of any penalty). As a Priority 4 No-Show, you cannot receive a quota reservation or wait for the same course for 12 months from the start date of the class for which you were a No-Show.

Figure 21: Notification of Penalty

18. Registrars (Training Managers) are authorized to remove penalties imposed on students who wish to re-apply for a course for which they were previously a No-Show. Students should contact their Registrar to explain why they were unable to attend the course. Contact may be by telephone, email or other method outside of ACQ Now DAU. Once a penalty is removed, a student may reapply as explained at the beginning of this chapter.

5. Search for Continuous Learning Modules

As an alternative to browsing the DAU Course Catalog, you may choose a targeted search based on one or more keywords.

1. Sign In to ACQ Now DAU

2. Click on **Search for Continuous Learning Modules** from the Main Menu (see Figure 22).

Figure 22: Search for Continuous Learning Modules

3. The search window opens. For directions on using this window, see Chapter 4, Paragraph 4 onwards.

6.   Review Individual Development Plan

This menu option is currently under development.

7. Request Cancellations

As a student, you may cancel any application for a course that has not been approved as a reservation by your Supervisor and AFATO. To cancel a reservation previously approved by both your Supervisor and AFATO, you must complete a cancellation request. Only when the request is approved by AFATO is your reservation cancelled.

1. Sign In to ACQ Now DAU

2. Click on **Request Cancellations**, from the Main Menu (see Figure 23).
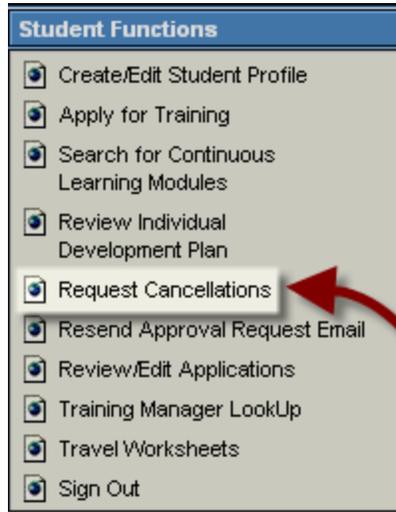
Figure 23: Request Cancellations

3. The Application window opens listing your **Pending Applications** and **Previous Applications** (see Figure 24).

Figure 24: Managing Applications

4. Once you submit an application for a course, the application is routed to your Supervisor and, if approved, it is forwarded to AFATO. Until your application is processed by AFATO, it is classed as a **Pending Application** and shows in upper section of the Application window.

5. The status of each Pending Application is shown under the **Application Status** column (see Figure 25). This shows the progress of your application as it moves first to your Supervisor and then to AFATO for final approval. In the event that the status of your application remains as **Supervisor Pending**, you may send your supervisor a reminder of the need to process the application. To do so, click the **Supervisor Pending** hyperlink: an email is

    Figure 25: Application Status

    automatically sent to your supervisor to remind him/her of your application and a confirmation message to this effect opens in a new window. Click the window's close button (🗙) to close the confirmation message.

6. Note that each time you click the **Supervisor Pending** hyperlink an email is sent, so you should not click the link repeatedly. It is not possible to send a reminder to the AFATO in the same way for an application that is pending in their office.

7. To cancel a **Pending Application**, click the **Delete Application** icon (🗙) to the left of the application you intend to cancel. A warning opens to show the details of the course and to remind you that this cancellation cannot be undone (see Figure 26). Click **OK** to cancel the application: click **Cancel** to retain your application.
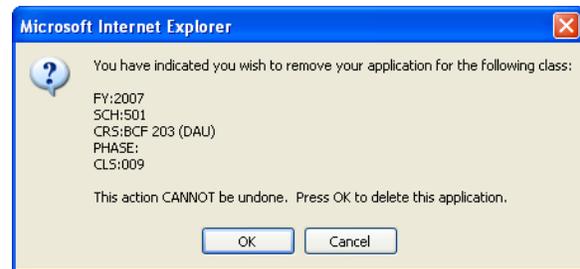
    Figure 26: Delete Application Warning

8. As a student, you also have the option to resubmit a **Previous Application** that may have been cancelled or disapproved (see Chapter 9 for further information).

8. Resend Approval Request Email

If you do not get a response from your Supervisor once you have submitted an application for a course, you may remind them of your earlier request for their approval for you to attend the course. One way of doing so is to use the Resend Approval Request Email feature.

1. Sign In to ACQ Now DAU

2. Under **Student Functions**, click on **Resend Approval Request Email** (see Figure 27).
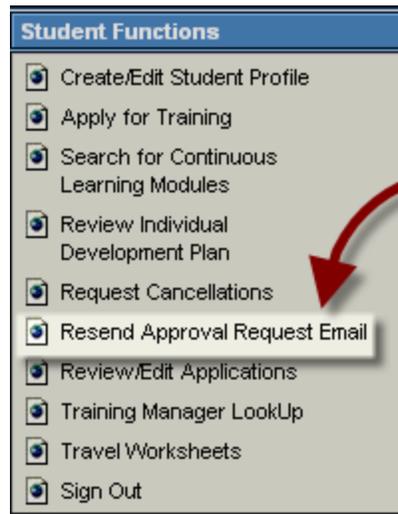
Figure 27: Event Evaluations link

3. A list opens showing your Supervisor's email address and one or more courses for which your Supervisor has yet to approve your attendance (see Figure 28).
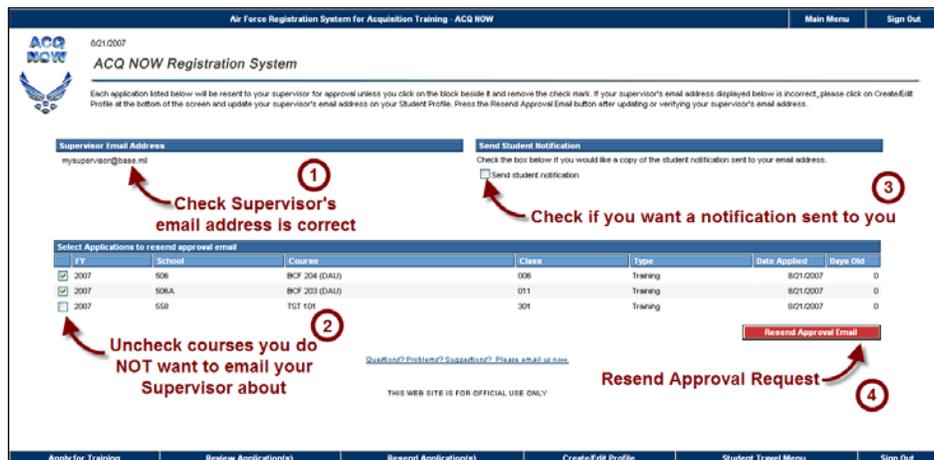
Figure 28: Options for Resend Approval Email

4. First check that the email address shown for your Supervisor is correct. If it is not, click **Create/Edit Profile** from the footer menu and correct the address. Return to this window via the **Main Menu**.

5. Select the Application(s) that you wish to remind your Supervisor about. As a default, all your Pending Applications (those yet to be approved by your Supervisor) are shown with a green check mark (✓) beside them. If you do not want to send a reminder for one or more courses that are listed, remove its checkmark by clicking on it. Reminders will only be sent for those courses showing a checkmark.

6. If you would like a notification of sending this reminder, check the **Send student notification** box to have a notification emailed to you.

7. Click **Resend Approval Email** to request approval for the classes that show a checkmark.

9.   Review/Edit Applications

As a student, you may cancel any application for a course that has not been approved as a reservation by your Supervisor and AFATO. To cancel a reservation previously approved by both your Supervisor and AFATO, you must complete a cancellation request and send it to your Supervisor. Only when the request is approved by both your Supervisor and AFATO is your reservation cancelled. You may also resubmit a Previous Application that was cancelled or disapproved.

1. Sign In to ACQ Now DAU

2. Select **Review/Edit Applications** under **Student Functions** (see Figure 29).
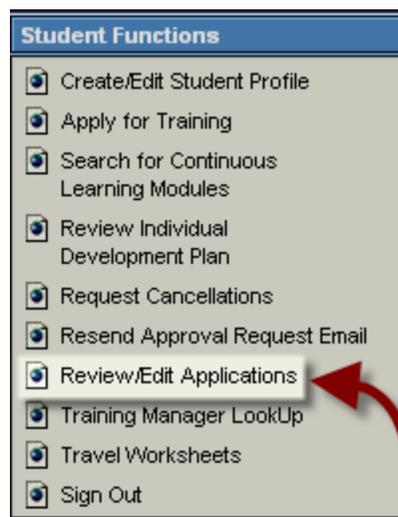
Figure 29: Review/edit Applications

3. Your **Pending Applications** and **Previous Applications** are shown. See Chapter 7 for an explanation of the options you have as a Student to review and cancel **Pending Applications** and for requesting cancellation of a **Previous Application** that has been approved by your Supervisor and by AFATO.

4. The **Review/Edit Applications** feature also offers you the option to resubmit an application for a course that you had planned to attend at an earlier date. You may have requested a cancellation of your place in the class or your application may have been disapproved by your Supervisor or by AFATO. Even though you did not attend the class, your earlier application is retained and listed under **Previous Applications** (see Figure 30). A cancelled or disapproved Application is recognizable by the white R symbol (R) to its left. In the **Application Status** column is shown the reason for not attending the course (i.e. the Application was **Cancelled** or **Disapproved**). An **Application Status** of **Reviewed** denotes that an application has been reviewed by AFATO but the application has not been processed.

Figure 30: Resubmit an Application

5. When resubmitting your Application, you may change the course date or course location, but you cannot change the course number, e.g. from CON 202 to CON 210. To resubmit an Application click the Resubmit button (R) beside the Application you wish to resubmit.   You will automatically be routed to the appropriate point in the Application process where you may review, change and resubmit your Application, in accordance with the step process explained earlier (see Chapter 4, paragraph 6 onwards for further details).

6. For example, if the application you wish to resubmit is for a Rolling Admission Web Course, you will be transferred to the course application form (see Chapter 4, paragraph 6). Here you may wish to provide further information for your Supervisor in support of your Application. If the application you wish to submit is for a Resident Course or a Quota Managed Web Course, you will be transferred to a list of course dates and locations from where you may make your selection (see Chapter 4, paragraph 7).

7. Once you have resubmitted a **Previous Application** it shows as a **Pending Application** and is treated in the same way as if it were a new Application.

10. Training Manager LookUp

Training Managers are responsible for approving Applications approved and submitted to them by your Supervisor. Training Managers are your first point of contact for questions regarding acquisition training issues and procedures The Training Manager LookUp feature allows you to locate the contact details of your Training Manager based on their place of duty.

1. Sign In to ACQ Now DAU

2. Click **Training Manager LookUp** from **Student Functions** (see Figure 31).
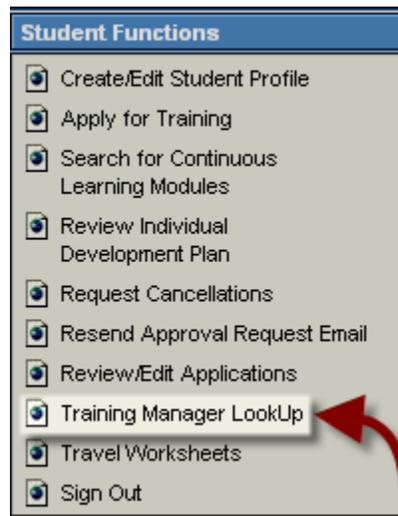
Figure 31: Training Manager LookUp

3. A drop-down menu listing **Air Force Organizations** acquisition organizations displays (see Figure 32).
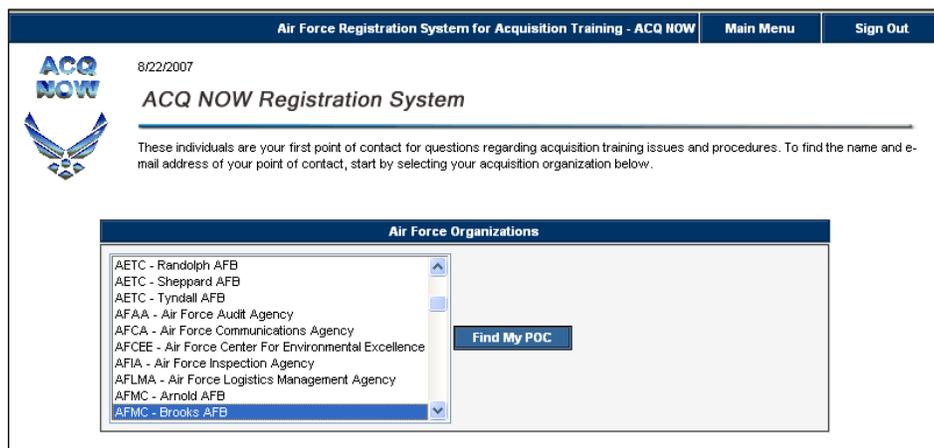
Figure 32: ACQ NOW Help Desk window

4. To find the name and email address of your Training Manager, scroll down the list to find your organization. Click on your organization's name so it highlights with a blue background. Now click on the **Find My POC** button. The **Air Force Organization Point of Contact** window opens to show contact details for the Training Manager located at the organization you selected. (see Figure 33).

Air Force Organization Point of Contact

Organization: AFMC - Brooks AFB
POC: Mary Ladd
DSN:
COMMERCIAL PHONE:
Email: aitassup@asmr.com

Figure 33: Air Force Organization Point of Contact window

5. To exit the window click **Main Menu** or **Sign Out**.

11. Travel Worksheets

ACQ Now Travel Worksheets enable you to claim commercial air and local travel expenses. They may be accessed 45 days before the start date of a class for which you are required to travel.

1. Sign In to ACQ Now DAU

2. Click **Travel Worksheets** from **Student Functions** (see Figure 34).
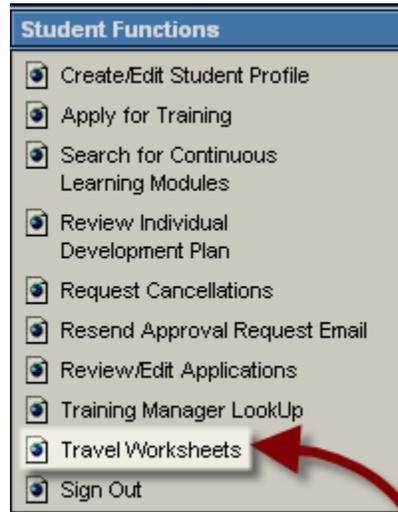
Figure 34: Change an Event Application

3. A list of **Travel Requirements Worksheets** opens (see Figure 35). Note that the footer menu for this feature is customized for travel requirements.

Figure 35: Index of Travel Requirements Worksheets

4. Click on a course reference number to enter any **Special Travel Requirements** you have for that course. Special requirements are defined as **Taking Leave in Conjunction with TDY** (see Paragraph 9) or attending **Back-to-Back DAU Classes** (see Paragraph 12). If neither of these special requirements apply, check the **No Special Travel Requirements** check box (see Figure 36).

Figure 36: No Special Travel Requirements selection

5. **No Special Travel Requirements —** Checking this box refreshes the window and makes the two special arrangement options unavailable (i.e. their check boxes are now grayed out). To return the check boxes to their original state, click **Clear**: if you are ready to prepare your worksheet click the **Go To Travel Worksheet** to open the **AFATO Rental Car Policy**.

6. Scroll down to the bottom of the **AFATO Rental Car Policy** window and if appropriate request a **Centrally Funded** rental car for yourself and any additional students who will be traveling with you. Click **Continue**.

7. An alert box opens to remind you that your official travel orders (DD Form 1610) will be generated based on information in your ACQ Now Student Profile. If any information in your Student Profile is incorrect, you must update your Student Profile before completing your travel worksheet. Press **OK** to continue to the travel worksheet (see Paragraph 8): press **Cancel** to be transferred automatically to your Student Profile (see Chapter 2 for information on creating and updating your Student Profile).

8. The **Student Travel Requirements Worksheet** opens showing **Student** and **Application Information** replicated from your Student Profile and Application Form. Complete and/or confirm information in the remaining sections of the

worksheet and click the **Press to Submit Travel Requirements Worksheet to AFATO** button when complete.

9. **Taking Leave in Conjunction with TDY –** Checking this box refreshes the window and opens the **Leave Information** form (see Figure 37).

Figure 37: Leave Information Form

10. In the event you need to go back to the **Special Travel Requirements** window without completing the **Leave Information** form, click the **Return to Special Requirements Menu** button.

11. If you wish to record leave you intend to take in conjunction with a course, complete your leave and contact details and click the **Submit Leave Information** button. You are returned to the **Special Travel Requirements** window where two additional hyperlinks, **Edit** and **Delete**, now show (see Figure 38). Use **Edit** to update the leave information you previously entered in the **Leave Information** form to which this link returns you. Note that you can not remove the check mark shown in Figure 38 to delete your leave details: you must use the **Delete** hyperlink instead. If you do so, a warning window opens to let you know this action cannot be undone. Respond **OK** to the warning to delete the leave information, otherwise click **Cancel**.

Figure 38: Edit and Delete buttons added

12. To continue, click **Go To Travel Worksheet** to open the **AFATO Rental Car Policy** window (see Paragraph 6 for further details).
    Back-to-Back DAU Classes - Checking this box refreshes the window and opens a list of **Approved Courses** which list below the **Course Selected** (i.e. the one for which you are currently arranging travel orders, see Figure 39).


Figure 39: Selecting Back-to-Back classes

13. You may request that you complete these courses consecutively (as back-to-back classes) before you return to your place of duty. If you wish to do so, travel may be arranged accordingly. If you wish to return to the Special Travel Requirements window without requesting back-to-back travel, click the **Return to Special Requirements Menu** button.

14. If you wish to attend an **Approved Course** during the same TDY trip as the **Course Selected**, click the radio button for the **Approved Course** that you

wish to attend back-to-back with the **Course Selected** (see Figure 39) and click **Submit Information**. (Note that in the event that the course start date of your 2nd class exceeds AFATO policy, you must enter a note in the comments block of the Travel Worksheet to explain why you feel it is more cost effective to the government to attend both classes during one TDY trip. A note to this effect will display as shown in Figure 39).

15. Clicking the **Submit Information** button returns you to the **Special Travel Requirements** window where the **Back-to-Back DAU Classes** option is checked and the option to **Delete** your request for a single travel order has been added (see Figure 40).
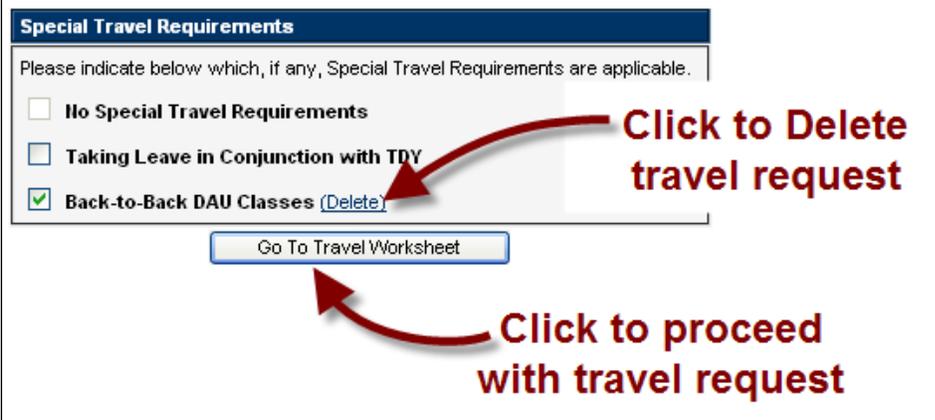
Figure 40: Delete button added

16. Click **Delete** to cancel your request, click **Go To Travel Worksheet** to proceed to the **Student Travel Requirements Worksheet** (see Figure 41).

Figure 41: Student Travel Requirements Worksheet

17. Note that the **Remarks/Comments for AFATO** section of the **Student Travel Requirements Worksheet** states the requirement for comments explaining why you feel it is more cost effective to the government that you attend both classes during one TDY trip. When all sections of the worksheet are complete, click **Press to submit Travel Requirements Worksheet to AFATO**. An acknowledgement that your worksheet was submitted displays (see Figure 42).

Figure 42: Worksheet successfully submitted

12. Sign Out

The option exists to Sign Out regardless of where you are in ACQ Now DAU. As well as being a Main Menu option, the Sign Out button shows in the top right hand corner of all windows.

1. To **Sign Out** of ACQ Now DAU click either the **Main Menu** option (see) or the **Sign Out** button at the top right of any window.

Figure 43: Options to Sign Out

2. A message window opens to state that to **Sign Out** requires you close your browser window (see Figure 44). Click **OK** to exit ACQ Now DAU and your browser: click **Cancel** to return to ACQ Now DAU.
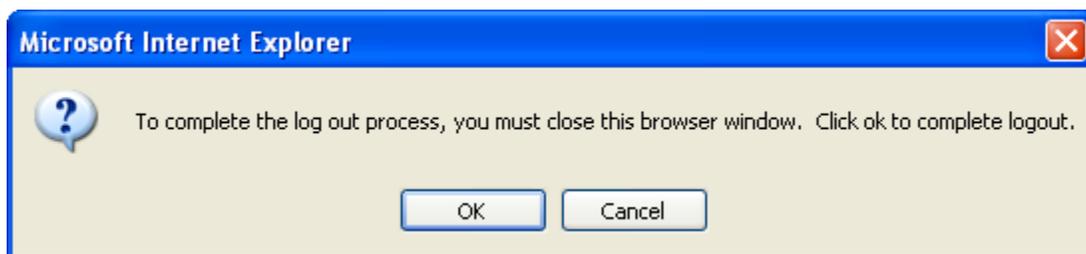

Figure 44: Sign Out requires you close your browser

13. Supervisor Functions

Supervisors and AFATO Training Managers access ACQ Now DAU in the course of approving student requests for training. The menu options under the Supervisor Functions of the Main Menu are for the use of Supervisors who already have an Application Review Code.

Figure 45: Supervisor Functions

1. For more information on these options see the Supervisor and Registrar/Training Manager User Guides.

14. ACQ Now Help Desk

The ACQ Now Help Desk is available to assist you with any problems you encounter in managing your applications or in the use of the ACQ Now DAU system. To contact the Help Desk you should create a Help Desk ticket as explained below. Once you have raised a ticket you may contact the Help Desk by phone for updates.

1. You may access the **ACQ Now Help Desk** link before or after you have signed in to ACQ Now DAU.

2. Click **ACQ Now Help Desk** from the **Help** section of the Main Menu (see Figure 46).
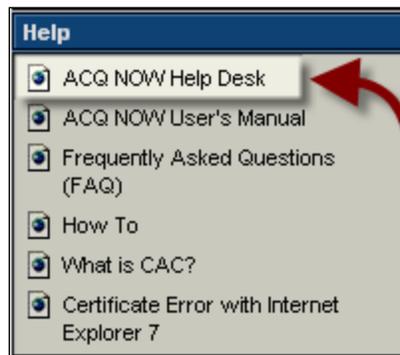

Figure 46: ACQ Now Help Desk link

3. The **ACQ NOW Help Desk** home page displays with its own menu of **Help Options** (see Figure 47).
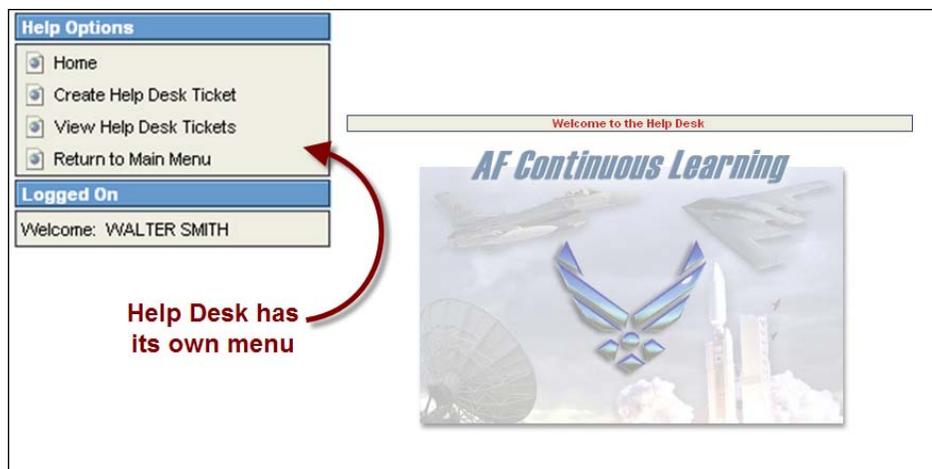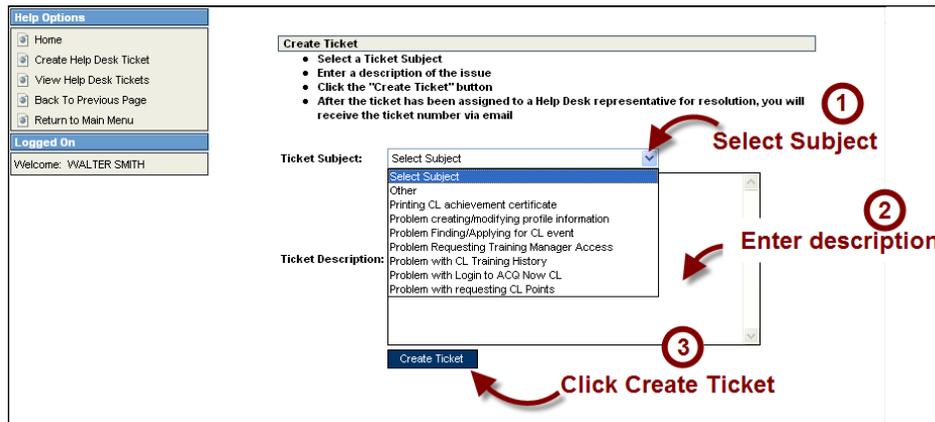

Figure 47: ACQ NOW Help Desk window

4. From the **Help Options** select **Create Help Desk Ticket** to open the ticket template (see Figure 48). Select a **Ticket Subject**, one that best describes the

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kind of help you need, and type an explanation of your difficulty in the **Ticket Description** text box.

Figure 48: Creating a Help Desk Ticket

5. Click **Create Ticket** to send your enquiry to the Help Desk for resolution. You will receive a ticket number and status update via email. Use the **Help Options** menu to exit this window.

6. To view or update an existing ticket from the **Help Options** home page, click **View Help Desk tickets**. The numbers of tickets you have submitted for each type are shown. Tickets are categorized as **Pending**, **Open** and **Closed** (see Figure 49).
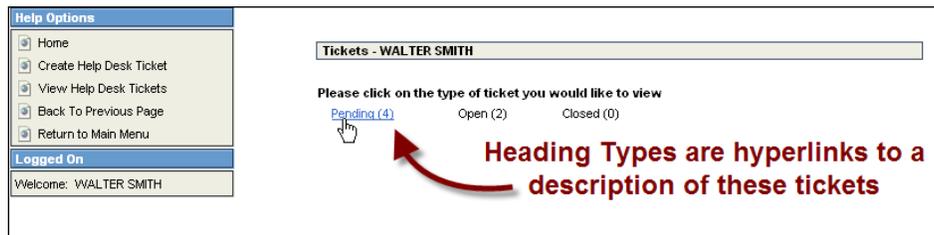
Figure 49: Ticket types are hyperlinks

7. Each ticket type heading is a hyperlink to a summary of the tickets of that type. For example, clicking the **Pending** hyperlink lists all pending tickets that currently require resolution (see Figure 50).

Figure 50: Pending tickets

8. To view or update a ticket, click the **View Ticket** hyperlink as shown in Figure 50. A more detailed description of the ticket opens which includes the option for you to add new information or comments. Enter add new information or comments in the **Add Comments** text box and click the **Add Comment** button (see Figure 51).

Figure 51: Update ticket information

9. A confirmation window opens to verify you want to add your comment to this ticket (see Figure 52). Click **OK** to the question to add your comment to the **Ticket Details**.

Figure 52: Confirmation window

10. The ACQ Now Help Desk may update your ticket with a request for additional information should it be needed in order to troubleshoot the problem. Alternatively, they may contact you by email for more information. Once a ticket is complete and the problem resolved, the Help Desk will close out the ticket and it will be categorized as **Closed** (see Paragraph 6).

11. In the event you need to speak with a Help Desk representative, you may call the ACQ Now Help Desk at DSN 487-6580 x1003 or commercial (210) 652-6580 x1003.

15. Student Guide

The Student Guide provides information on individual menu options and their most effective use. The guide is periodically updated to include information on new system features and best practices. It may be printed as a reference or accessed on line. This Guide includes a feedback form (see page 60) should you wish to recommend any additions or improvements.

1. You may access the **Student Guide** link before or after you have signed in to ACQ Now DAU.

2. Click on the **Student Guide** link under **Help** (see Figure 56).
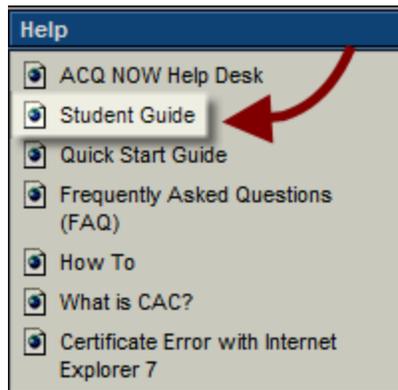
Figure 53: Student Guide link

3. An electronic copy of this guide in Adobe Acrobat Portable Document Format (PDF) opens. You may read the document online, save it, or print it. You should click this link from time to time to ensure you're using the latest version of the **Student Guide**.

16.   Quick Start Guide

The Quick Start Guide is an interactive menu that provides ready access to the information you need. This short guide mirrors the ACQ Now DAU main menu with each menu item being a hyperlink to information about the corresponding item. It is recommended that you use an online version of the Quick Start Guide rather than printing a copy.

1. You may access the **Quick start Guide** link before or after you have signed in to ACQ Now DAU.

2. Click on the **Quick Start Guide** link under **Help** (see Figure 54).
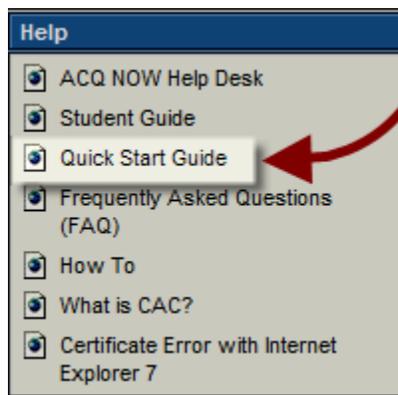
Figure 54: Quick Start Guide link

3. The **Quick Start Guide** is designed to readily assist students who are new users of the system to accomplish common tasks. Common tasks include creating a profile, registering for or cancelling an event, or preparing a travel worksheet.

17.   Frequently Asked Questions

Frequently Asked Questions ("FAQ" for short) are a compilation of answers to the most common questions asked about ACQ Now DAU and its use. You should search our FAQ in the event that you have a system-related question and before contacting your Supervisor, Training Manager, or the Help Desk.

1. You may access the **Frequently Asked questions** link before or after you have signed in to ACQ Now DAU.

2. To access **Frequently Asked Questions**, click on **FAQs** under **Help** (see Figure 55).
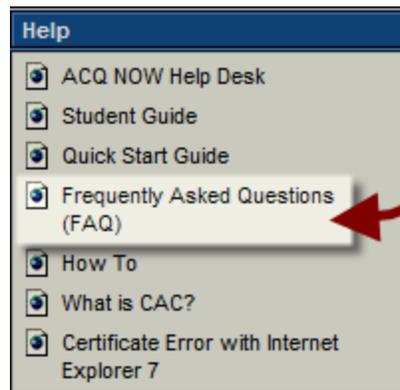
Figure 55: FAQs link

3. The **FAQ's** window opens listing common questions and answers related to the use of ACQ Now DAU and AFATO and other AF policies that apply to the system and its users. Answers are provided to questions related to:

    a. Logging on to ACQ Now DAU

    b. Submitting/Updating Applications

    c. DAU Courses

    d. Travel/Funding

    e. Course Attendance/Completion, and

    f. ACQ Now DAU Help Desk.

4. If you cannot find the information you need in this user guide, it is recommended that you read the FAQ's before contacting the Help Desk, your Supervisor, or your Training Officer.

18.   How To

The How To link provides best practices in support of common user activities.

1. You may access the **How To** link before or after you have signed in to ACQ Now DAU.

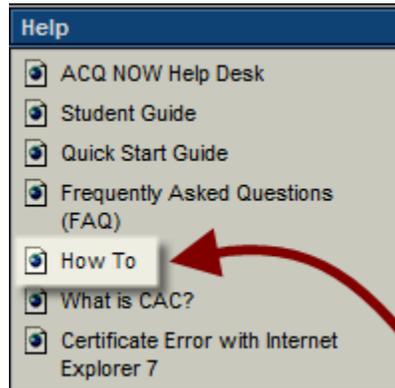2. Click on the **How To** link under **Help** (see Figure 56).

Figure 56: Student Guide link

3. The **ACQ Now How To** window opens listing step-by-step instructions as **Answers** to common **Questions** in ACQ Now DAU. Click any of the How to **Questions** for instructions on the quickest way to complete that task (see Figure 57).
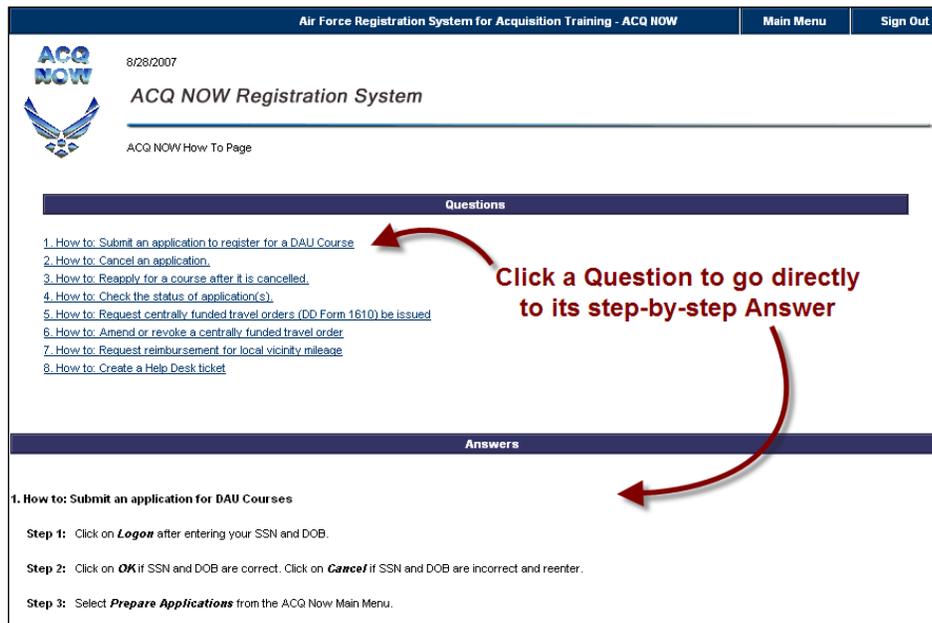

Figure 57: "How to" Questions and Answers

19. What is CAC

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.

1. You may access the **What is CAC** link before or after you have signed in to ACQ Now DAU. The link proves an electronic copy of the following instructions.

2. Click on the **Quick Start Guide** link under **Help** (see Figure 58).
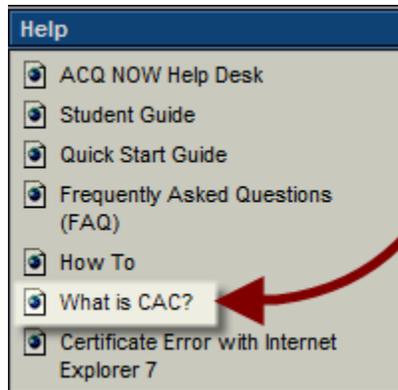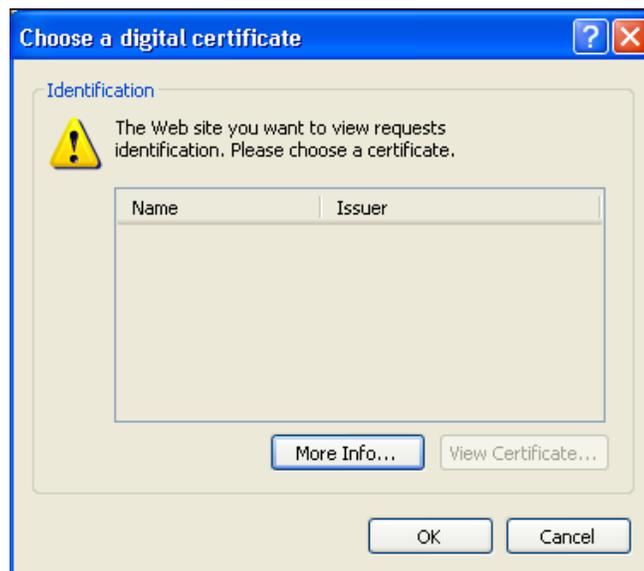

Figure 58: Quick Start Guide link

3. 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 59) or you are requested to choose a certificate where no certificate exists (see Figure 60), contact your system administrator for assistance.

The page requires a client certificate

The page you are trying to view requires the use of a client certificate.

Please try the following:

- Click the Refresh button to try again, if you have installed your client certificate.
- If you believe you should be able to view this directory or page, please contact the Web site administrator by using the e-mail address or phone number listed on the interface.atrrs.army.pentagon.mil home page.

HTTP 403.7 - Forbidden: Client certificate required
Internet Information Services

Figure 59: Missing DoD Root Certificate

Figure 60: Missing Client Certificate

4. 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.

5. Insert your CAC card into the reader attached to your workstation.

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

7. If a choice is offered, select **CAC** as your logon method.

8. 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 61). Be aware you may have more then 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 61: Choose a Digital Certificate

9. The **CAC Reader Software – Enter PIN** dialog box opens (see Figure 62). Enter your PIN (Personal Identification Number) and click the **OK** button.

Figure 62: CAC Reader Software - Enter PIN dialog box

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

20.   Certificate Error with Internet Explorer 7

If you use Internet Explorer version 7, you may encounter a problem with a missing root certificate. This link provides a solution to the problem.

1. You may access the **Certificate Error with Internet explorer 7** link before or after you have signed in to ACQ Now DAU. The link proves an electronic copy of the following instructions.

2. Click on the **Quick Start Guide** link under **Help** (see Figure 58).
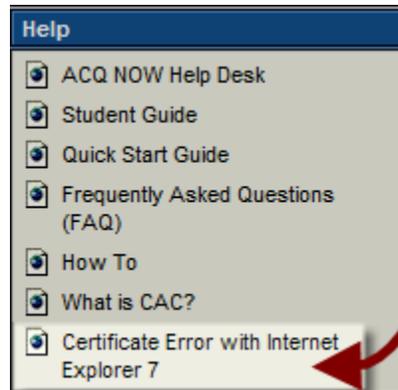
Figure 63: Quick Start Guide link

3. A vital element of the Department of Defense (DoD) strategy is the use of a common, integrated DoD Public Key Infrastructure (PKI) to enable network security services throughout the enterprise. PKI is significant in implementing the DoD Defense-in-Depth strategy to protect information assets.

4. Part of the PKI Infrastructure requires that DoD Root Certificates be installed. If not installed, users will see the following certificate error with Internet Explorer 7 (see Figure 64).

Figure 64: Notification of a Security Problem

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5. To install the Root Certificates, go to https://afpki.lackland.af.mil. On the menu that runs horizontally across the top of the screen, choose **Resources**, then **Downloads**, then **DoD Root Certificates**, then, indented, select **End User Installation**.

6. If you need help, please contact your *local* Client Support Administrator (aka Workgroup Manager) or contact the AF PKI Help Desk at (210) 925-2521 (DSN 945-2521).

21. Links

Towards the bottom of the main menu are a number of links, each of which transfer you to a sister site or one that supports continuing education. These websites offer their own management systems and user guides, details of which are available from each site.

Figure 65: Links Menu

Table of Figures

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: -

ACQ.NOW@randolph.af.mil