Access to DLRSS

Anyone with a CAC authorized GKO account can access DLRSS for the purpose of reviewing a classroom schedule and requesting or recording usage of a classroom.

Determining availability of and scheduling a DL Classroom

a. Log onto DLRSS <u>https://dlrss.ngb.army.mil/</u>. Select your e-mail digital certificate when requested and enter PIN.

Confirm this click Cancel	certificate by clicking OK. If this is not the correct certificat	e,
	GILLJERRY.MARK.1084915 Issuer: DOD EMAIL CA-30 Valid From: 12/29/2013 to 12/26/20 Click here to view certificate prope	
	OK	1
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b. Select the "I Agree" button on the DoD warning screen.



c. On the next screen select "Schedule DL Classroom" and the "Select State" drop down menu appears.



d. Scroll down and select "Indiana" from the drop down menu.



e. You will be taken to the IN DLP Schedule. Select the "Day" Tab.



f. Then click on the day, month and year for which you wish to check scheduling on the calendar in the upper left corner of the screen.

DLRSS DL Reporting & Scheduling System	-	J	2						
	Re	eserve	Meetings	Resources	Logoff				1
December 2013 S M T W T F S	1	Day	Week Mont	ther	Tuesday, Decem	^{My} ber 31, 2013	Location: Indiana	_	
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 Alabama Arkansas Arkansas (PEC) Arizona 	30								
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g. Scroll across down, if necessary to locate the desired classroom and the applicable time to be scheduled.

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S		R	eserve M	leetings	Resources	Logoff			2
December 2013 S M T W T F S		1	Day Week	Month	7	Tuesday, Decen	My 1ber 31, 2013	Location: Indiana	
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Alabama Arkansas Arkansas (PEC)		30							
Arizona California Colorado Connecticut Washington_DC		45							
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h. If the classroom is available (nothing scheduled for the date and time it is needed) click on the Reserve button at the top of the screen.



i. Complete the Class Request format and click "Save and Close."

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End:	9/4/2014 💌	4:00:00 PM	Recur	rence	Cleanup Time 0			
Resources: IN, Lafayette IN0	IN, Edinburg	on IN001 (IN_DI colis IN002 (IN_C end IN004 (IN_I atop IN007 (IN	P_Eastern_Time DLP_Eastern_Tim DLP_Eastern_Tim	/Indiana) ne/Indiana) ne/Indiana) me/Indiana)	* 	P		
General A	Attendees	Shared Use				-		
Event Hoe	Driver Training	,		v	Event	POC	SFC John Doe	
Event Type	Individual Train	ning	~		POC PI	hone	317-458-8526	
this Shared Use					POC E-	mail	John.e.doe.mil@mail.mil	
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