

Instructions for Acquisition Workforce to apply for DAU courses in ATRRS Internet Training Application System

Prepare an application by accessing the U.S. Army Training Requirements and Resources System (ATTRS) Internet Training Application System (AITAS) Web site at: <https://www.attrs.army.mil/channels/aitas/> and follow these instructions:

- Click on “Apply for Training” in upper left hand corner.
- Select “I Agree” to the Privacy and Security page
- Click on the pull down box; please select the correct category from the drop-down list.
- Click the radio button next to your preferred sign-in option and follow the instructions.
- Click on “LOGON” (If you chose the DOB/SSN option, you will be asked to verify your DOB and SSN).
- Select the type of course (classroom/web/continuous learning module)
- For a web course or a continuous learning module.
 - Select the DAU course from the drop down menu you want to apply for. Only the classes approved on your Individual Development Plan (IDP) will appear in the drop down menu. Once you select a course you will be directed to your ATRRS student profile. Ensure all the information is correct and hit “submit application”.
- For classroom (resident) courses.
 - Select the DAU course from the drop down menu you want to apply for. Only the classes approved on your Individual Development Plan (IDP) will appear in the drop down menu.
 - Click on “SEARCH.”
 - Select the school location you want to attend. Click on the “Location and Course Number (CRS)” to view that school’s class schedule. Please remember that if you do not chose a cost-effective location (marked with a C or CW) there is a chance that your unit/command/agency will have to fund your TDY/travel expenses.
 - Select the “Class” that you would like to attend by clicking the “Class Number (CLS).”
 - Enter/verify the information required on the application.
 - Once you have completed your profile, go to the lower right corner and click “Submit Application.” If you properly completed all the blocks and clicked “submit application.”
- A pop-up message that says “a confirmation has been e-mailed to the student and the student’s supervisor” will appear on your screen. Click “OK” to close it. IMPORTANT! Once you are at the screen which asks you to select the DAU course for which you are applying, the only courses that will appear on the drop-down list will be the DAU courses reflected in your approved IDP. If you do not have any approved DAU courses in your IDP, you will not have any courses from which to select. A pop-up message will appear advising you that no DAU courses were found on your IDP and that you will not be able to proceed.

ATRRS Online - Help Desk DSN 225-2353/2060 - Windows Internet Explorer
https://www.atrrs.army.mil/channels/aitas/

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ATRRS Internet Training Application System

Main Menu


Student

- Apply for Training
- Review Applications(s)
- Cancel Reservation/Wait
- Delete Application
- Search for Continuous Learning Modules
- Continuous Learning Training
- Update Profile
- Resend Supervisor Email(s)
- Course Lookup
- Create/Edit Travel Worksheet
- Logout

Help

- FAQ
- Travel Worksheet Guidance
- How To's
- Links
- Pre Course Material
- Privacy Act Statement
- Contact Information
- Contact Your ACM

Data On Demand



Please sign in below.

Please select a Category

- Continental Army Non-Acquisition Workforce
- Military Army Acquisition Workforce
- Army Reserves Military Acquisition Workforce
- Army National Guard Military Acquisition Workforce
- Foreign Local National
- Non-Acquisition Civilian & Military Workforce
- Acquisition Workforce Intern
- Non-Acquisition Workforce Intern

Note: Luminatus are responsible for travel and per diem funding for Non-Acquisition Workforce personnel.

For Continuous Learning Courses - Click Here

Announcements

6 Oct 2010
[NEW Army DAU Helpline Procedures](#)

28 Sep 2010
[EAS1 Military Officers Application for Training in Different Career Field](#)

24 Sep 2010
[Fulfillment of RCF 206 for Certification](#)

30 Aug 2010
[Equivalent Training to Meet DAU Prerequisite](#)

16 Aug 2010
["No Reset" Test Policy](#)

5 Aug 2010
[Army Cancellation Policy for DAU classes](#)

[View All Messages](#)