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 (ATRRS) Internet Training Application System (AITAS) Web site at: https://www.atrrs.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.