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

1. Go to ATRRS AITAS main page at https://www.atrrs.army.mil/channels/aitas/ (see screen shot on 2nd page of this document)

2. Under the "Student" menu, click on "Apply for Training". Click Agree on the next page.

3. Go to the middle of the screen, at "Please select a category", click drop down arrow and select "Non-Acquisition Civilian & Military Workforce", 6th option on the page.

4. From the Sign In Options select how you are going to sign in, CAC, DOB&SSN or AKO.

5. After successful login, select “Classroom Courses”.

6. Drop-down and select the course for which you wish to take, click the “Search” bottom.

7. Select the most Cost Effective (CEL) location.

8. Click on the class link, under “Class” for the specific date you would like.

9. Review your application profile and ensure your information is correct, specifically you and your Supervisor’s email address. Include any relevant comments to the registrar (if applicable). Your supervisor will be auto-notified from the ATRRS AITAS to approve your application, before the Army Registration Office is able to give you a reservation. From this point forward, you and your Supervisor are notified via email when you have confirmed reservation and class information.