Quick Start Guide

Owner: US Army Acquisition Support Center

Purpose: AITAS Release (10 May 2021)

This guide is created to assist AITAS users with creating and updating profile information, assigning a supervisor to their profile, and processing applications.

Designation of a Supervisor is required before a student can apply for training in AITAS.
If the supervisor doesn't have a profile in AITAS, the supervisor must create a profile in AITAS <u>BEFORE</u> he or she can be designated as a supervisor. If you are unable to find your supervisor in AITAS, please let your supervisor know that he or she must create a profile before you can submit your application.

New AITAS users and supervisors who do not have an AITAS profile:

1 Login to AITAS < https://www.atrrs.army.mil/aitas > with your CAC. If you do not have an existing profile, you will be taken to this screen:

Note: When you click on the magnifying glass, you will come to the "Search Users" screen shown below.

Search for your supervisor. If your supervisor does not come up in the search, your supervisor **MUST** create a profile in AITAS before you can successfully apply for training.

2 Update each section (Personal, Address, and Career) and select **Save Changes** (circled in blue)

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Updating an existing AITAS user profile:

1 Login to AITAS < https://www.atrrs.army.mil/aitas> with your CAC and select the icon next to your name in the top right corner

2 Select the **Edit Profile** button at the bottom of the page, to edit/update your information in each section.
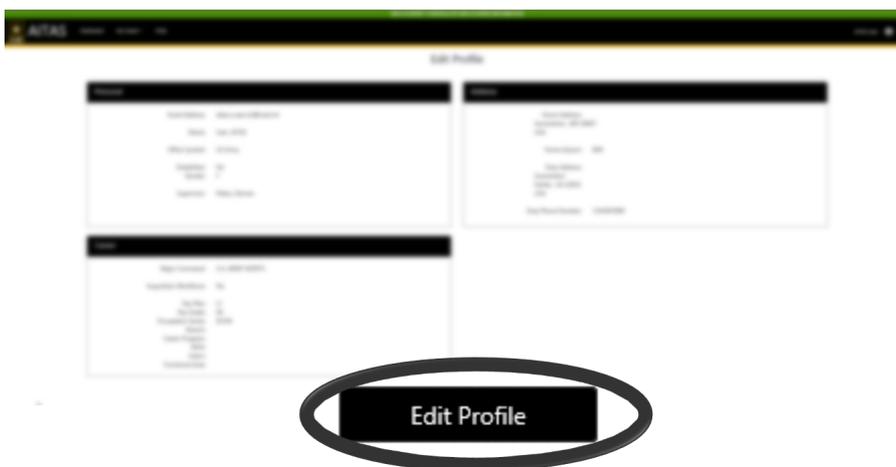
3 Update each section for Personal, Address, and Career accordingly and select **Save Changes.**

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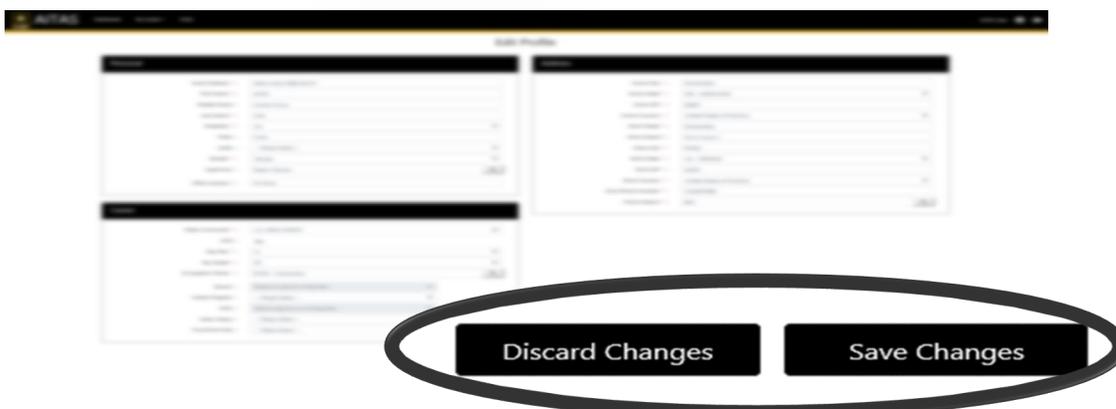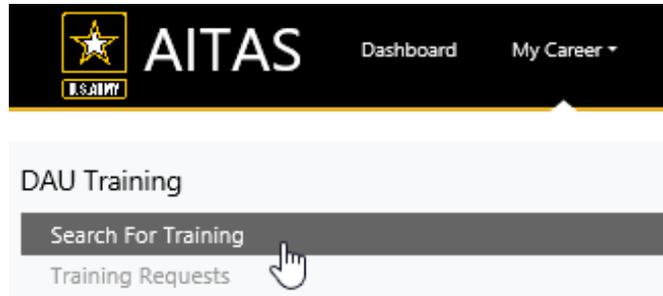
From the menu bar, select **My Career | DAU Training | Search for Training**

AITAS   Dashboard   My Career ▾

DAU Training

Search For Training

Training Requests

2 Enter the **Course ID** or **Course Title** of the Course for which you need to Register. Once located, select and click **Find Available Classes**. Courses ending in **V** are Virtual Instructor Led Training (VILT) classes.

- Begin typing a title or course number for autocomplete results.
- You can use the up/down arrow keys to scroll through the list.

Search   Browse

acq 203   ✕

ACQ 203 - INTERMEDIATE SYSTEMS ACQUISITION, PART B

ACQ 203V - INTERMEDIATE SYSTEMS ACQUISITION, PART B

Find Available Classes

Note: To apply for self-paced DAU Online Training (OLT), please register at the DAU Virtual Campus: https://dau.csod.com

3 Choose **$Best** when presented with the option. This option only appears for classroom, Instructor-Led Training (ILT); there is no TDY involved for VILT classes.

Note: DAU implemented a cost-effective module to assist you in making the right training location choice to reduce travel costs. The designation **$Best** appears to the right of the City and State when one or more cost effective classes are available. In the **View Classes** list, the same **$Best** designation appears to the left of classes which still have availability and are cost effective. If you decide not to make this choice, you will be required to justify your selection in the Remarks section of the Training Request (see next page.)

Search ➡ **Confirm** ➡ **Apply**

APPLY FOR TRAINING

3 Locate the Training you wish to take from the available options and select the **Show Class** button on the left to review course details. Select **Apply** to submit your application.

Ft Belvoir, VA	**$Best**							
Hide Classes		Next Start Date **24 Aug 2021**		Available Seats **1**		Waits **1**		Cost Range **$00**

Time Zone	CEL	Est. Cost	Class	CLPs	Res. Close Date	Start Date	End Date	Available Seats	Waits	Apply
	$Best	$0	020	34	22 Aug 2021	24 Aug 2021	27 Aug 2021	1	1	**Apply**

California, MD	**$Best**							
Show Classes		Next Start Date **15 Jun 2021**		Available Seats **16**		Waits **0**		Cost Range **$00 - $74**

4 Review the Prerequisite information presented. Select **Cancel** to back out of the application. Select **Continue** to proceed to the next page.

⚠ Indicates a prerequisite not met
✅ Indicates a prerequisite met

Graduations may take 24-48 hours to appear as meeting the training course prerequisite.

Note I: Please ensure that you have either 1) completed the prerequisite(s), 2) are scheduled for the prerequisite(s) or 3) have submitted an application for the prerequisite(s) and that the prerequisites are scheduled in the proper sequence.

Note II: The training application *will allow* you to submit an application even if prerequisites are not met. However, Your application will be disapproved if you are not registered for the prerequisites. If you are given a reservation, your prerequisite(s) MUST be completed NLT 30 days prior to the class start date or your reservation will be cancelled. .

5 Review the information presented and enter any needed remarks. Select **Apply for Course.**

Availability
Notices
No Show
Policy

Employee
Information

Class
Information
Request
Information

You're done!

Your Training Request page will display the status of the application as it moves through the application workflow.

VIEW TRAINING REQUESTS

1 Navigate to AITAS < https://www.atrrs.army.mil/aitas > and login with your CAC.

From the menu bar, select **My Career | DAU Training | Training Requests**

AITAS Dashboard My Career ▾

DAU Training
Search For Training
Training Requests
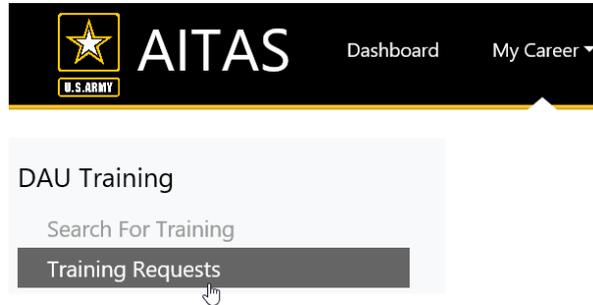
2 There are three (3) tabs available from which to choose:

Pending Applications:
Applications which are pending with an Approval Authority for processing

Processed Applications:
Applications which have already been processed by the Approval Authority

Current Applications:
Approved applications in a Reservation or Wait Status which are upcoming

3 Select the Course ID/Title to view additional information associated with any course in these views

Course	FY	Class	School	Location	Status	Applied Date	Reservation Close	Last Day to Cancel	Class Start	Class End
ACQ 203 - INTERMEDIATE SYSTEMS ACQUISITION, PART B	2021	020	501	Ft Belvoir, VA	Pending Supervisor	19 Apr 2021	22 Aug 2021	21 Aug 2021	24 Aug 2021	27 Aug 2021

RESEND NOTIFICATION TO SUPERVISOR

4 When reviewing the **Training Request**, scroll to the bottom of the page, enter remarks, and select **Remind Supervisor** to resend the training request email to your supervisor.

Back   Withdraw   Remind Supervisor   Enter Remark

Training requests which have been approved by your supervisor, or applications with a Reservations or Wait status, **MUST** be cancelled in AITAS as outlined in the Army DACM DAU Training Policy if you will not be able to attend the training. Cancellation requests must be approved by the Army Registrar's Office or the student will be reported as a "No Show" and penalties may be imposed.

REQUESTING WITHDRAWALS AND CANCELLATION

1 Navigate to AITAS < https://www.atrrs.army.mil/aitas > and login with your CAC.

From the menu bar, select **My Career | DAU Training | Training Requests**
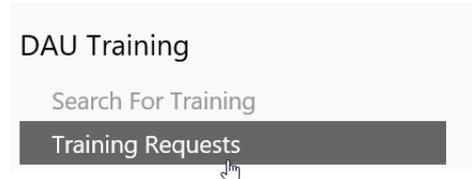
2 Select the **Current Applications** tab, which displays approved training applications in a Reservation or Wait Status for upcoming training. Access the Training Request by selecting the **Course ID/Title** for the class you wish to cancel/withdraw from.

Course	FY	Class	School	Location	Status	Applied Date	Reservation Close	Last Day to Cancel	Class Start	Class End
ACQ 203 - INTERMEDIATE SYSTEMS ACQUISITION, PART B	2021	020	501	Ft Belvoir, VA	Pending Supervisor	19 Apr 2021	22 Aug 2021	21 Aug 2021	24 Aug 2021	27 Aug 2021

3 To withdraw an application that is pending supervisor approval, or cancel an application that has been processed and is in a Reservation or Wait status: Review the **Training Request**, scroll to the bottom of the page, enter remarks, and select **Withdraw**; click **OK** within the pop-up window, to **withdraw from this class.**

Actions

Enter Remark*

Withdraw

Enter Remark

4 You're done! The Training Requests page displays a confirmation of the cancellation request, and the status information for the application(s).

NOTE: Cancellation requests for approved training with a Reservation or Wait status will be routed for approval. Once your supervisor and the course manager approve your request, you will be removed from the class roster. If your request is disapproved, and you do not attend training, you will be reported as a "No Show" and penalties may be imposed.

Your employees will not be able to identify you as their supervisor if you don't have a profile in AITAS.
Please refer to the Profile Management: New Users page of this guide to <u>create</u> a profile.
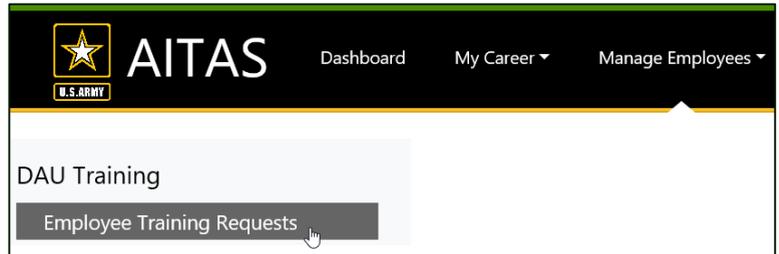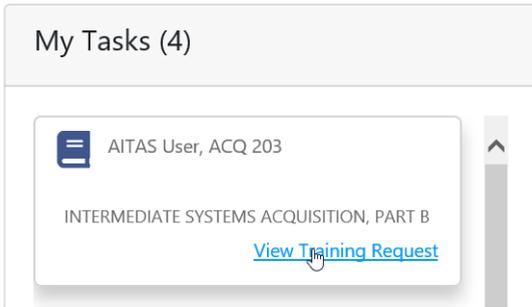Refer to the Profile Management: Existing Users page to review and update an existing profile.

VIEW PENDING TRAINING REQUESTS

1 Navigate to AITAS < https://www.atrrs.army.mil/aitas > and login with your CAC.

On your Dashboard, select View Training Requests next to the request you wish to process …

… **or** within the menu bar, select **Manage Employees | DAU Training | Employee Training Requests.**

My Tasks (4)
AITAS User, ACQ 203
INTERMEDIATE SYSTEMS ACQUISITION, PART B
View Training Request

AITAS   Dashboard   My Career ▾   Manage Employees ▾

DAU Training
Employee Training Requests

2 Review the Training Application Information to inform your approval decision

No Show Policy		Request Information
Employee Information	Class Information	Request History

NOTE: Be sure to **review the prerequisite** completions for your employee. A pop-up window with prerequisite related information is available by selecting the YES or NO link by 'User Passes Prerequisites" as shown below. Once Reviewed, close (x) the pop-up window and continue reviewing the student's application information.

User Passes Prerequisites: No

3 Scroll to the bottom of the page, enter remarks and select the appropriate processing Action:

Recommend Approval: This option forwards the request to the Registrar for final review and processing.
Disapprove: This option disapproves the application and stops the workflow from continuing.

4 You're done! The following page presents the training request processing confirmation.

✔ The training request has been processed.