



United States Army Acquisition Support Center

Quick Start Guide

Owner: US Army Acquisition Support Center

Purpose: ALTAS Events Management Release (24 August 2026)

1. [User: Profile Management \(New Users\)](#)
2. [User: Profile Management \(Existing Users\)](#)
3. [User: Apply for Events](#)
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5. [User: View Event Requests](#)
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7. [Supervisor: Event Request Processing](#)

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

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 BEFORE 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 event request.

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.

Search Users

Note: Your supervisor must have an active AITAS profile to be selected.

Search Criteria

First Name Last Name Email [Search](#) [Clear](#)

2

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

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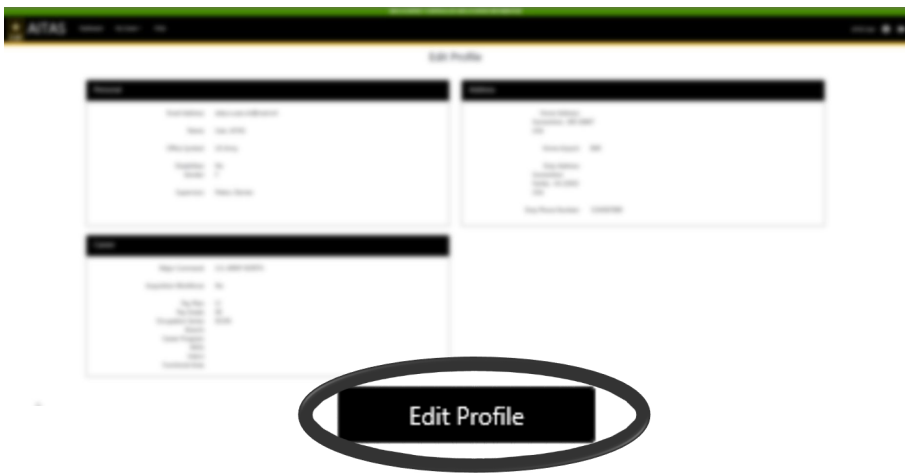
Designation of a Supervisor is required before a student can apply for training in AITAS.
 If the supervisor doesn't have a profile in AITAS, the supervisor must create a profile in AITAS BEFORE he or she can be designated as a supervisor. If you are unable to find your supervisor in AITAS, please let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

Updating an existing AITAS user profile:

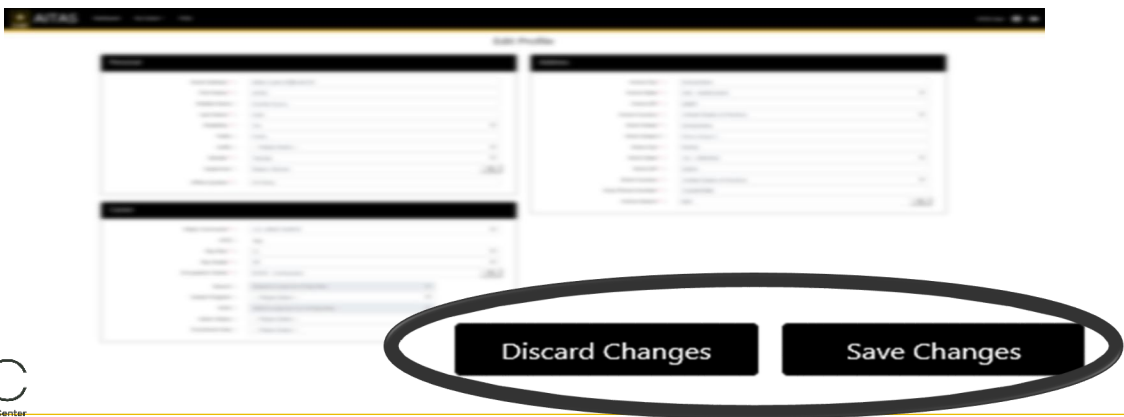
- 1 Login to AITAS < <https://www.atrrs.army.mil/aitas> > with your CAC and select the icon next to your name in the top right corner



- 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**.



APPLY FOR EVENTS

1

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

From the menu bar, select **MY CAREER | Training Events | Browse Catalog**

Training Events

Browse Catalog

Event Requests

Event History

2

View the Event Catalog by **All Events By Name**, **Upcoming Events By Date**, or, use the search box to **Search Event Name**. If using the search box, enter the **Name of the Event** for which you would like to register.

To see available offerings of the course, or event, you'd like to apply for, click anywhere on that line for details.

USAASC Event Catalog



Search event name

All Events By Name

Upcoming Events By Date

Catalog	Event Name	Current Offerings	Next Offering
USAASC	ALCP I	1	8/31/2026
USAASC	ALCP II	3	8/24/2026

CL Point Value	0.00	Acquisition Event?	No
Event Type	Formal Training/Academic/Education	Require Acquisition Position?	No
Approval Workflow	Supervisor > > Event Manager	Require Certified or Grace?	No
Event Description	ALCP II course.		
Target Audience			
Event URL	https://asc.army.mil/web/career-development/programs/acquisition-leadership-challenge-program/		

Action	Offering Location	Start/End Date	CL Point Value	First Day To Enroll	Last Day To Enroll	Note
Apply	Virtual	8/24/2026 - 8/27/2026	0	08/13/2026	08/21/2026	
Apply	Virtual	8/25/2026 - 8/28/2026	0	08/13/2026	08/20/2026	
Apply	Virtual	8/31/2026 - 9/4/2026	0	08/12/2026	08/29/2026	

Search → Confirm → Apply

APPLY FOR EVENTS

3

Locate the course, or event, you wish to apply/ register for from the available options and select the **Apply** button to submit your event request.

CL Point Value	0.00	Acquisition Event?	No
Event Type	Formal Training/Academic/Education	Require Acquisition Position?	No
Approval Workflow	Supervisor >> Event Manager	Require Certified or Grace?	No
Event Description	ALCP II course.		
Target Audience			
Event URL	https://asc.army.mil/web/career-development/programs/acquisition-leadership-challenge-program/		

Action	Offering Location	Start/End Date	CL Point Value	First Day To Enroll	Last Day To Enroll	Note
Apply	Virtual	8/24/2026 - 8/27/2026	0	08/13/2026	08/21/2026	
Apply	Virtual	8/25/2026 - 8/28/2026	0	08/13/2026	08/20/2026	
Apply	Virtual	8/31/2026 - 9/4/2026	0	08/12/2026	08/29/2026	

4

The **Request Workflow** illustrates the event request and approval process.

5

Review the Event information presented. Select **Submit Request** to apply/ register for the course. If you do not wish to apply, select **Close** to back out of the event request.

This completes the event request process!

VIEW EVENT REQUESTS

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

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

Training Events

Browse Catalog

Event Requests

Event History

- 2 There are two (2) tabs available from which to choose:

Pending: Event request which are pending with an Approval Authority for processing

Processed: Event requests which have already been processed by the Approval Authority

Event Requests

Pending (1)

Processed (1)

Actions		Event Name	Request Type	Catalog	Location	Event Start Date	Event End Date	Status	Submit Date
<button>View</button>	<button>Withdraw</button>	ALCP II	Registration	USAASC	Virtual	08/24/2026	08/27/2026	Supervisor Pending	08/20/2026

- 3 Select the View button to review additional information associated with the Event Requests

Event requests which have been approved by your supervisor, or event requests with a Reservation or Wait status, **MUST** be cancelled in AITAS. Cancellation requests must be approved by the ACLP Program Manager or the student will be reported as a “No Show” and penalties may be imposed. NOTE: Once your request has been approved by your supervisor, you cannot withdraw your training request. You will be able to request cancellation after the Event Manager has processed your event request.

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 | Training Events | Event Requests**

Training Events

Browse Catalog

Event Requests

Event History

NOTE: You can also view your processed event requests via your AITAS dashboard.

- 2 Select the **Processed** tab, which displays approved event requests in a **Reservation** or **Wait** status for all processed event requests. Cancel or view the Event Request by selecting the correct button. To submit a cancellation request, an explanation must be added. A cancellation request will follow the same workflow as the approval workflow, i.e. if a Supervisor and/or Event Manager had to approve the course, they will also have to approve the cancellation.

Event Requests

Pending (1)

Processed (2)

Actions	Event Name	Request Type	Catalog	Location	Event Start Date	Event End Date	Status	Date Processed
View Cancel	ALCP I	Registration	USAASC	Virtual	08/31/2026	09/04/2026	Reservation	08/20/2026

- 3 To withdraw an event request that is pending approval, review the Event Request in the **Pending** tab and select **Withdraw**; click **OK** within the pop-up window, to **withdraw from this event**. NOTE: Once your request has been approved by your supervisor, you cannot withdraw your training request. You will be able to request cancellation after the Event Manager has processed your event request.

Event Requests

Pending (1)

Processed (1)

Actions	Event Name	Request Type	Catalog	Location	Event Start Date	Event End Date	Status	Submit Date
View Withdraw	ALCP II	Registration	USAASC	Virtual	08/24/2026	08/27/2026	Supervisor Pending	08/20/2026

- 4 You're done! You should refer to the Events Requests page to review the status of your request.

NOTE: Cancellation requests for approved events with a Reservation or Wait status will be routed for approval. Once your supervisor and the event 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 create a profile.

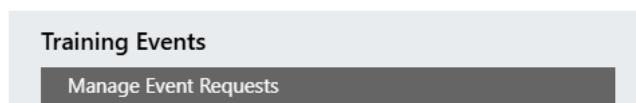
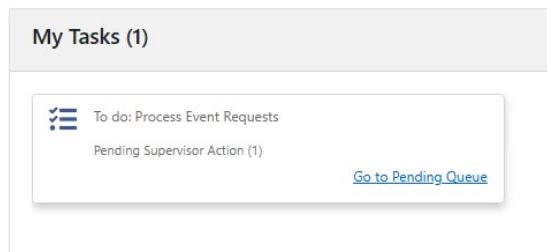
Refer to the Profile Management: Existing Users page to review and update an existing profile.

VIEW PENDING TRAINING REQUESTS

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

On your Dashboard, select Go to Pending Queue to process ...

... **or** within the menu bar, select **Manage Employees | Training Events | Manage Event Requests**.



2 Review the Event Request Information to inform your approval decision

No Show
Policy
Employee
Information

Event
Information

Request
Information
Request
History

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 Event Manager for final review and processing if required.

Disapprove: This option disapproves the event request and stops the workflow from continuing.

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