

Defense Acquisition University

Course Registration for Air Force Military/Civilian Employees

Thank you for your interest in the Defense Acquisition University. The course enrollment process is facilitated through your Acquisition Training Office (ATO), under the Director of Acquisition Career Management (DACM) for the United States Air Force. Air Force military and civilian employees may submit their training requests to the ATO by accessing the Acquisition Now (ACQNOW) training application system. The website and appropriate enrollment instructions are outlined below for your convenience. However, if you have any questions regarding the registration process, you may contact the ACQNOW Help Desk directly at 210-565-5900, DSN: 665-5900, or Email: acqnow@us.af.mil.

To Apply for a Course:

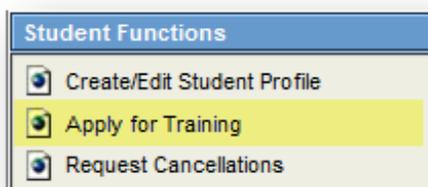
1. Access ACQNOW at: <https://www.atrrs.army.mil/channels/acqnow/>.
2. Login with your DoD Common Access Card (CAC).



[Click here for more info](#)

NOTE – If this is your first time logging into ACQNOW, the system will prompt you to complete your student profile at this time. Upon completing the profile, please click on “**Update Profile.**” You will then be directed to a confirmation screen if all fields have been properly entered. From this screen, there will be a “**Click HERE to apply...**” link for you to resume the course application process.

3. Select “**Apply for Training**” from the Student Functions menu on the left side of the screen.

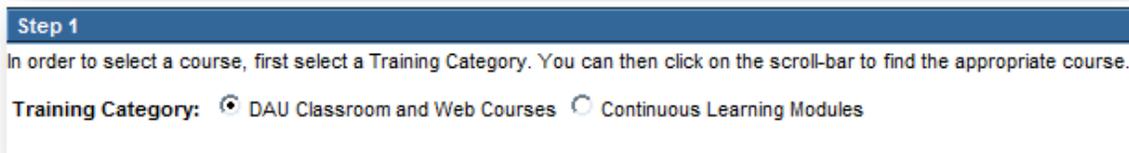


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4. You will now be presented with a 3-step process to choose your training criteria:

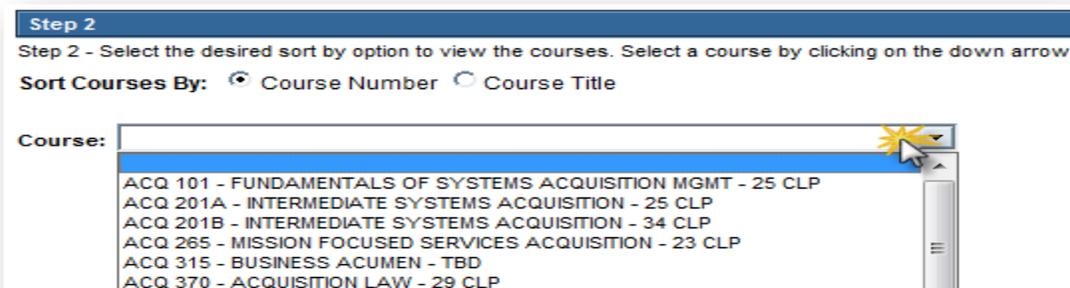
Step 1. Select a Training Category



Which one do I select?

- DAU Classroom and Web courses**
*This category pertains to Certification Training (DAWIA Curricula). Courses will begin with the following prefixes: **ACQ, AUD, BCF, CMA, CMM, CMQ, CMS, CON, COR, ENG, EVM, FE, GRT, IND, IRM, ISA, LOG, PMT, PQM, RQM, SAM, STM, SYS, TST**. A breakdown of these courses, and their delivery method (distance learning/in resident/classroom) is available through DAU's interactive catalog (iCatalog) at: <http://icatalog.dau.mil/onlinecatalog/tabnav.aspx>.*
- Continuous Learning Modules**
*Short, online course modules that are often assignment-specific and may be completed at the students own pace. Prefixes include: **CLB, CLC, CLE, CLG, CLI, CLL, CLM, CLR, CLV, CLX, DOD, FAC, SPS**. A breakdown of these modules is available at: <http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx>.*

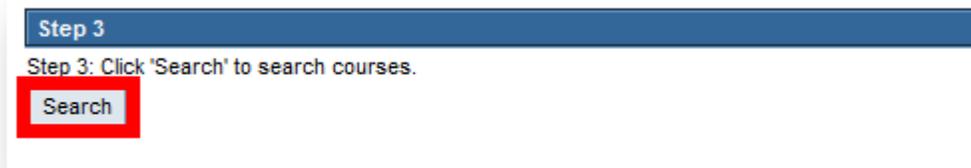
Step 2. Choose Your Course From the Drop-Down Menu



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Step 3. Click on the "Search" Button To Proceed



- If you selected a Web-based course, you will now be directed to review/update your profile information. Please ensure all information is accurate and then press “**Submit**” at the bottom of the page. From this point, it may take up to 48 hours for your application to process. Once your enrollment activates in the DAU Virtual Campus, you will receive an Enrollment Notification email with instructions for accessing your course materials. For first-time users, you will also receive a Welcome to Virtual Campus email that contains your Username, and a separate email containing your Password.
 - If you selected a DAU **Classroom Course** in the previous step, please proceed with the following instructions.
5. Click on the location for where you wish to attend the course. If there are multiple choices available, ACQNOW will present you with a pop-up alert with more information to help you in making your selections. Please be sure to carefully read any information that is presented to you.

Course	Course Title		
ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION		
Location	State	School	
KAISERSLAUTERN (507C)	AE	DAU TRAINING CENTER, KAISERSLAUTERN, GERMANY	
GUNTER ANNEX (506)	AL	DAU SOUTH REGION CAMPUS	
HUNTSVILLE (506)	AL	DAU SOUTH REGION CAMPUS	
FT HUACHUCA (505)	AZ	DAU WEST REGION CAMPUS	
CHINA LAKE (505)	CA	DAU WEST REGION CAMPUS	
EDWARDS AFB (505)	CA	DAU WEST REGION CAMPUS	

6. You will then need to click on the Class/Section Number (CLS); take note to the Start and End dates of each offering listed.

Class	Class Type
058	Classroom
075	Classroom

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7. You will now be directed to review your application. Please make any corrections to your contact information, as necessary, and then choose the “**Submit**” button at the bottom of the page. Generally, within 60 days of the Classroom Start Date, students should receive a “Welcome” email that includes detailed classroom information.

Need Help?

If you have any questions regarding the application process, you may contact the ACQNOW Help Desk:

Commercial: 210-565-5900

DSN: 665-5900

Email: acqnow@us.af.mil

Submit an online ticket by accessing: https://www.atrrs.army.mil/channels/acqnow/help/AirForce_Help.asp

If you do not receive your “Enrollment Notification” email for an online course within 48 hours of receiving notice that you have a reservation, or if you do not receive a “Welcome” email 2 months prior to the Classroom Start Date when attending a class in person, please contact the DAU Help Desk 1-866-568-6924, Option 1 or send an email to DAUhelp@dau.mil. The DAU Help Desk may also provide addition administrative and technical support for the online learning environment.

This Registration Guide Was Last Updated:

05/14/2015

Feedback on this guide may be submitted to DAUhelp@dau.mil.