

## Defense Acquisition University

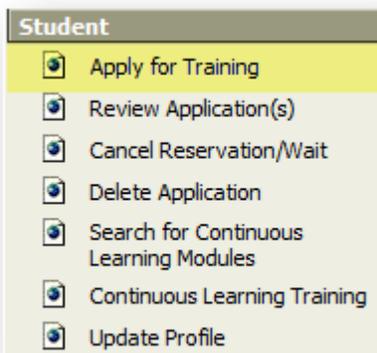
### Course Registration for Army Military/Civilian Employees

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 Army. Army military and civilian employees may submit their training requests to the ATO by accessing the ATRRS Internet Training Application System (AITAS). 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 help desk for the Army Training Requirements and Resources System (ATRRS) directly at 703-695-2353, DSN: 255-2353, or send an email to [ahelp@asmr.com](mailto:ahelp@asmr.com).

Please note: You must have a DoD Common Access Card (CAC) in order to apply for training.

#### To Apply for a Course:

1. Access the ATRRS Internet Training Application System at: <https://www.atrrs.army.mil/channels/aitas/>.
2. Select “**Apply for Training**” from the Student menu on the left side of the screen.



3. Read and agree to the terms outlined in their privacy and security notice.
4. Towards the center of the page, select the “CAC” sign in option.



NOTE – If this is your first time logging into AITAS, 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.

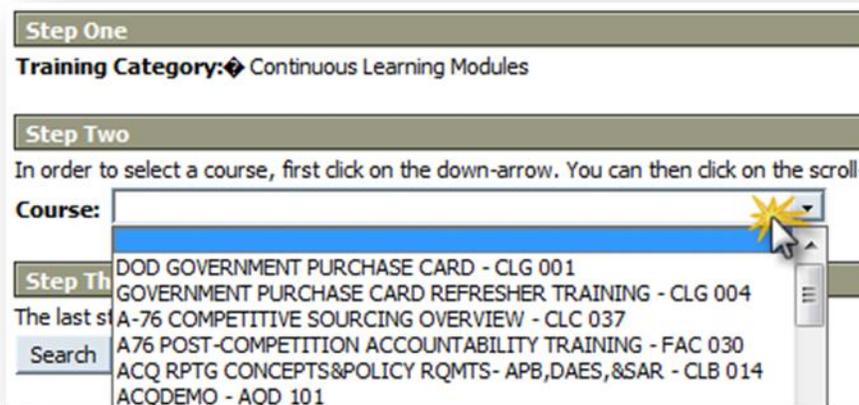
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- You will now be prompted to **Select a Training Category**. From the website, you may click on each category for a definition or example of each course-type. You may also find DAU's interactive catalog (iCatalog) to be helpful in determining the delivery method of each course offering, along with the complete course description. To view the iCatalog, please access <http://icatalog.dau.mil/>.



- On the subsequent page, you will be prompted to select your course from a drop-down menu.  
NOTE – This menu has each course sorted alphabetically by the course title, not the course prefix.



IMPORTANT – For members of the Army Acquisition Workforce and Foreign Local Nationals, you may require pre-approval for Classroom and Web Courses to appear in the course drop-down menu. Pre-approvals are processed through your Individual Development Plan (IDP) in CAPPMS: <https://rda.altess.army.mil/camp/>. For assistance with this process, please submit a ticket through the Army's Workforce Management Inquiry by accessing: <https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest>.

- After choosing your course, click on the **“Search”** button to proceed with your course application.
  - If you selected a **Web Course** or **Continuous Learning Module**, 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.

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- If you selected a DAU **Classroom Course** in the previous step, please proceed with the following instructions.

8. Click on the location for where you wish to attend the course. If there are multiple choices available, AITAS 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	
<a href="#">KAISERSLAUTERN (507C)</a>	AE	DAU TRAINING CENTER, KAISERSLAUTERN, GERMANY	
<a href="#">GUNTER ANNEX (506)</a>	AL	DAU SOUTH REGION CAMPUS	
<a href="#">HUNTSVILLE (506)</a>	AL	DAU SOUTH REGION CAMPUS	
<a href="#">FT HUACHUCA (505)</a>	AZ	DAU WEST REGION CAMPUS	
<a href="#">CHINA LAKE (505)</a>	CA	DAU WEST REGION CAMPUS	
<a href="#">EDWARDS AFB (505)</a>	CA	DAU WEST REGION CAMPUS	

9. 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
<a href="#">058</a>	Classroom
<a href="#">075</a>	Classroom

10. 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 ATRRS Help Desk at 703-695-2353, DSN: 225-2353, or Email: [ahelp@asmr.com](mailto:ahelp@asmr.com).

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 at 1-866-568-6924, Option 1 or send an email to [DAUhelp@dau.mil](mailto:DAUhelp@dau.mil). The DAU Help Desk may also provide additional administrative and technical support for the online learning environment.

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*This Registration Guide Was Last Updated:*

05/14/2015

*Feedback on this guide may be submitted to [DAUhelp@dau.mil](mailto:DAUhelp@dau.mil).*