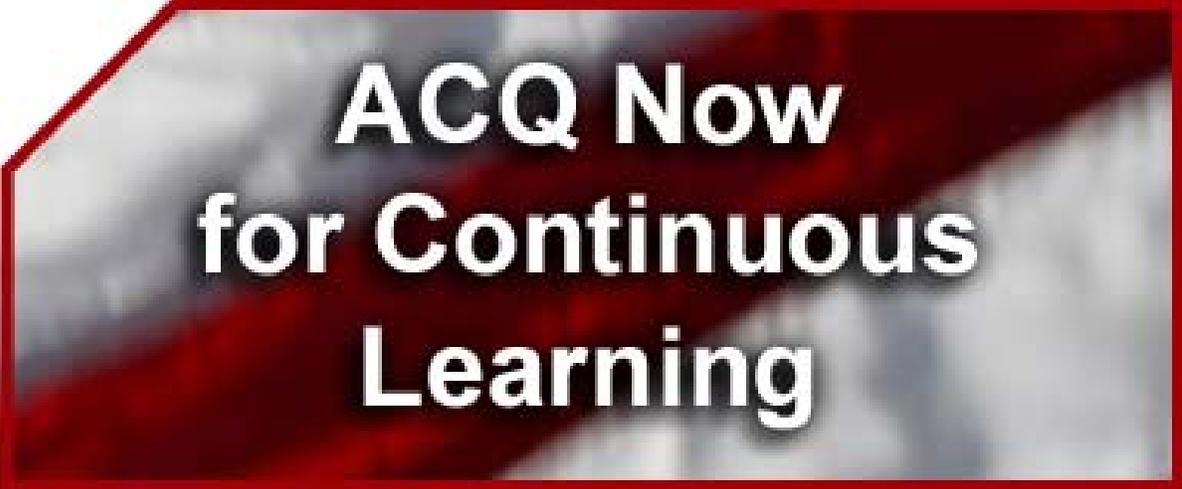


ACQ Now

For Continuous Learning Events

&

AFIT Now

A graphic with a red border and a dark red background. The text "ACQ Now for Continuous Learning" is written in white, bold, sans-serif font. The background features a blurred image of a person in a white lab coat.

**ACQ Now
for Continuous
Learning**

Student's Guide

With Quick Start Guide

Revised October, 2007

United States Air Force
Acquisition Training Office
555 E Street, West Suite 5
Randolph AFB, TX 78150-4530

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Introduction

i. What is Continuous Learning?

In 2002, the Under Secretary of Defense for Acquisition and Technology established new requirements for acquisition workforce members to participate in "Continuous Learning" Events. Every acquisition workforce member has a goal to earn 40 Continuous Learning (CL) points each year and is required to earn 80 CL points every two years through a variety of Events including the Defense Acquisition University (DAU), Major Command (MAJCOM), local training Events, conferences, rotational assignment and other professional events. To find out more about CL visit:

<http://www.safaq.hq.af.mil/>

ii. How Can Continuous Learning Benefit Me?

The Air Force is committed to helping all Acquisition Workforce members stay up-to-date in both their technical discipline and their acquisition professional development. To assist in that endeavor, the Director, Acquisition Career Management (under the Assistant Secretary of the Air Force for Acquisition) has developed a new system to advertise Continuous Learning Events and encourage on-line registration and tracking of Continuous Learning credits for all members of the Acquisition Workforce.

iii. What is ACQ Now Continuous Learning?

ACQ Now for Continuous Learning is the AF's web-based system for registering for Continuous Learning Events and obtaining credit for a wide variety of CL Events you have already attended. By using the ACQ Now CL system, you can submit requests to participate in upcoming Continuous Learning Events as well as keep track of the Continuous Learning points you may have already earned.

iv. How Can a New Student Access the ACQ Now CL website?

In your browser, enter:

<https://www.atrrs.army.mil/channels/acqnowcl>

As a new student, you'll be invited to "Sign In" to the system by selecting your work category and entering your social security number and date of birth. Once you've entered the ACQ Now CL site, you'll be able to find CL Events, local classes and other Events like Brown Bag lunches that can help you meet your CL requirement. You'll be able to request enrollment in a wide variety of Events, obtain your supervisor's permission to attend the activity, check your registration and keep track of how many "points" you've earned toward your Air Force Continuous Learning requirement. Most CL Events are offered at no cost to you or your unit.

v. How do I meet the CL Goal?

Workforce members who are working on certification requirements by taking DAU classes will automatically be credited with CL points for those Events. When you complete a Continuous Learning activity, ACQ Now CL will ask you to complete a short evaluation of that Event. Then ACQ Now will automatically update your CL point total and notify you and your supervisor of your progress. After you have earned at least 80 points within two years, ACQ Now CL will again notify your supervisor and you of your success. And you'll receive an AF Continuous Learning Certificate of

Achievement. Everyone must “renew” their CL certificate every 2 years by earning 80 more points to meet the goal.

vi. Who May Participate in Continuous Learning Events?

The AF Continuous Learning Program is targeted for members of the Acquisition Workforce. All AF members may participate in CL Events but only Acquisition Workforce members need to track their CL points to meet AF and DoD requirements. ACQ Now CL will automatically screen workforce members' personnel records to verify your Acquisition Workforce status and your Defense Acquisition Workforce Improvement Act (DAWIA) certification level when you apply for CL credit. Graduation from DAU classes will automatically be credited to your CL point total for those Events.

vii. How Do I Register for Continuous Learning Events?

You'll find that it's very easy to apply for enrollment in Continuous Learning Events. Much of the information needed to request enrollment is already in the ACQ Now CL system, especially if you have registered for mandatory DAWIA training from DAU. Once you Sign on to the ACQ Now CL site; just click on Continuous Learning; browse through the catalog to see what Events are available; and submit your application for the Events that best meet your needs. ACQ Now CL will take it from there!

ACQ Now CL will help you request approval from your supervisor. If you have completed a CL Event in the last 12 months, just type that Event into the ACQ Now CL log, and request your supervisor's approval of those points – when he / she approves CL points, you retroactively get credit towards the 80 point goal. And if you have completed a DAU course for certification in the last year, that course will automatically be entered into your CL record too. You can also request an electronic “Completion Certificate” for any approved CL Event.

viii. Other Useful Links

SAF/AQX and AFATO: <https://www.safaq.hq.af.mil/indexpub.html>

DAU: www.dau.mil

ACQ Now CL Program Manager:

(via email) - **Email: acqnowcl@randolph.af.mil**

For Additional Information Contact:

Air Force Acquisition Training Office

555 E Street West Suite 5

Randolph AFB TX 78150-4530

DSN 487-6580, Comm (210) 652-6580

ix. The ACQ Now CL Websites

The ACQ Now for Continuous Learning Events website supports three groups of users. For further assistance, visit the web page most appropriate to you.

❖ Training Managers should visit:

www.atrrs.army.mil/channels/acqnowcl/registrar

❖ Students should visit:

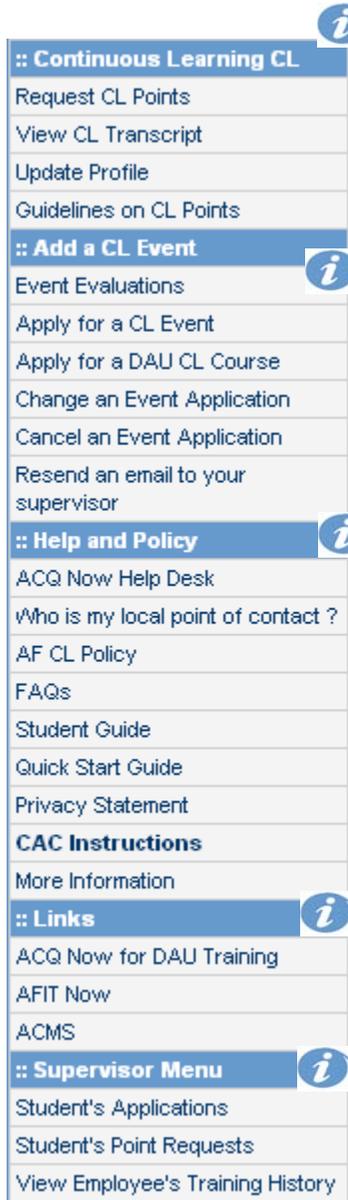
www.atrrs.army.mil/channels/acqnowcl/

❖ Supervisors should visit:

www.atrrs.army.mil/channels/acqnowcl/supervisor

ACQ Now CL & AFIT Now – Student's Quick Start Guide

1. Click [here](#) to access ACQ Now CL. Log in using either a CAC or your SSN and DoB. The ACQ Now CL menu is organized under various management tasks.



2. You are encouraged to apply for CL points related to Events you have attended, even if the event was not one listed in the course catalog. Students are also responsible for keeping their personal details up to date. Use the **Continuous Learning CL** menu for both of these tasks.

3. Use the **Add a CL Event** options to apply for courses or other learning Events. This menu also allows you to cancel or change an application, or to request the cancellation of a reservation that has been made for you.

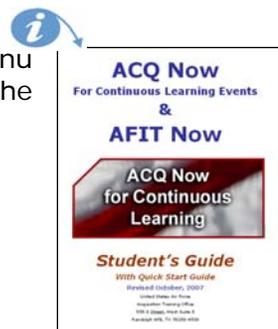
4. Use the **Help and Policy** options to learn more about the learning opportunities available to you from ACQ Now CL.

An Interactive version of this Quick Start Guide is available by clicking the Quick Start Guide link from the Help and Policy section of ACQ Now CL.

5. Use the **Links** options to explore learning opportunities available from sister sites.

6. The **Supervisor Menu** is only available to Supervisors who are tasked with managing student applications for learning Events, and for awarding Continuous Learning Points (CLP). Supervisors require a supervisor-level access to the ACQ Now CL system in order to use this section of the menu.

7. Refer to the **Student's Guide** for further details on each menu item and how ACQ Now CL supports learning for members of the Acquisition Workforce.



About this Manual

Users should note the following terminology and conventions used in this Manual:

1. **Bolding** – Words printed in **bold letters** appear exactly that way on the website.
2. When referring in the text to a specific area of a window, an item may be highlighted in an accompanying graphic or "Figure". The convention used is to place the item in a "spotlight rectangle" emphasized by an arrow. An example of this convention opens below.

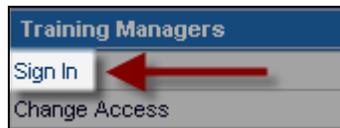


Figure #: Title

3. The term "**text box**" refers to a place on a form where text entry is required. Text may be entered directly from the keyboard or by selecting an item from a **drop-down** menu to the right of the text box (where available). The availability of a **drop-down** menu is shown by the symbol  as illustrated below. Only one item may be selected from a drop-down menu to be placed in the text box.

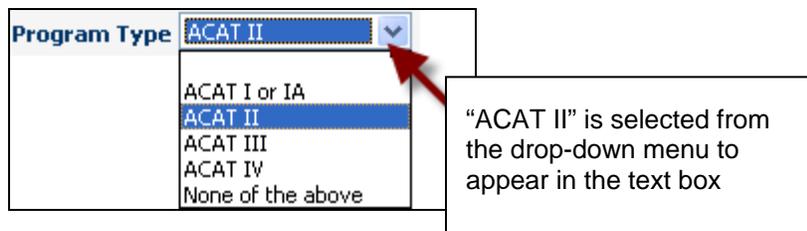


Figure #: Drop-down menu

4. Radio buttons ( ) are used when only one option from a pair or a group should be selected. A green dot in the center of the circle indicates that option is selected. Click in a radio button to add or remove its dot.
5. Checkboxes (  ) are used when more than one option may be selected from a number of alternatives. A checkmark inside a box indicates that option is selected. Click in a checkbox to add or remove its checkmark.

- Icons are used to draw attention to special features. Often an icon will also act as a button to present additional information. Icons used include a magnifying glass (🔍) to indicate finer detail is available and a histogram icon (📊) to indicate the availability of static information.
- Where users are invited to add text from their keyboard into a text box, a Check Spelling option may be provided (see Figure below).

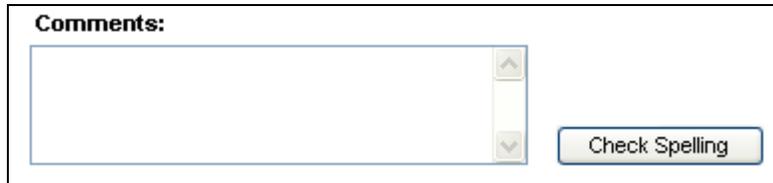


Figure #:Check Spelling option

- Using this feature ensures correct spelling in entries appearing in Event descriptions, catalogs or other documents available to workforce members. Once text has been entered into a Comments or other text box, clicking on the **Check Spelling** button verifies all words are correctly spelled. A **Spelling Results** window suggests changes to questionable spellings and provides a list of possible replacements underlined in blue (see Figure below). Clicking on one of the suggested words inserts it into your text as a replacement for the misspelled word once the **Replace Original Text** button is clicked. If you wish to correct the word yourself, you may enter a corrected version in the white text box and click the **User Corrected** button to make the change. Should you wish to add a word to the dictionary (such as a technical term or abbreviation) click on **Add Word to Dictionary** so that the next time the word is encountered the **Check Spelling** feature recognizes the word as being correctly spelled.

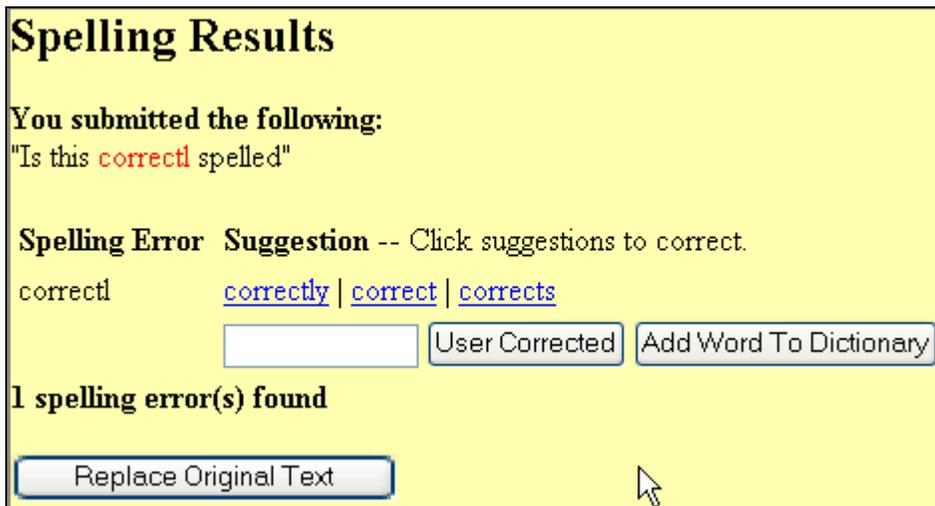


Figure #:Spelling Results

9. A Quick Start Guide is provided on the page 8. With the Control Key (<Ctrl>) on your keyboard held down, you may click on any link in the Main Menu to jump to an explanation of the features that link offers. Alternatively, you may click (again, with the Control Key (<Ctrl>) on your keyboard held down) on the typical Training Manager tasks to jump to an explanation of how Main Menu items support the execution of those tasks.

If you have any questions or suggestions for improving this user manual, please contact Mary Habib, Program Manager, DSN 665-6580, Comm (210) 565-5900

E-mail: acqnowcl@randolph.af.mil

Menu Items and System Features

1. Sign In

To use most features of the ACQ Now CL system as a Student requires a **Sign In**. This chapter explains how Students **Sign In** to the system and in doing so gain access to a suite of ACQ Now CL features available only to them. To **Sign In** use either your Common Access Card (CAC) or **Sign In** using your Social Security Number (SSN) and Date of Birth (DOB).

1. In your browser, enter the URL for ACQ Now CL
<https://www.atrrs.army.mil/channels/acqnowcl/>
2. The ACQ Now CL homepage opens showing its main menu on the left hand side of the window and two **Sign In** options below the **ACQ Now for Continuous Learning** Logo (see Figure 1). If you intend using your Common Access Card (CAC) see below; for Sign In using SSN and DOB see page 16.

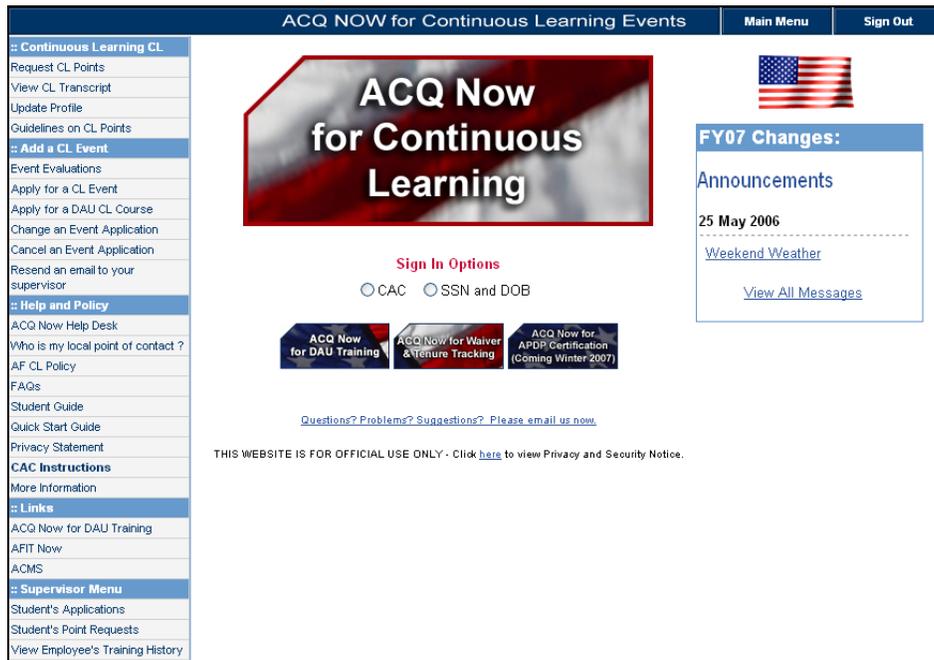


Figure 1: ACQ NOW CL Homepage

Sign In using a Common Access Card (CAC)

Choose the **CAC** method by clicking its radio button (see Figure 2).

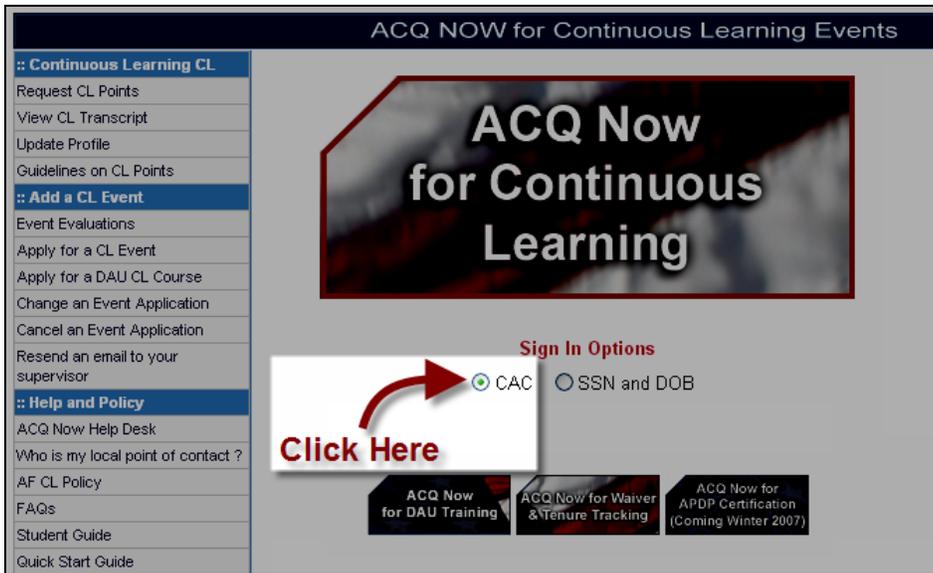


Figure 2: Click the CAC radio button to Sign In

3. Users can now **Sign In** using their Common Access Card (CAC). The CAC is a Department of Defense issued smartcard used for various tasks, including user authentication, e-mail encryption, and secure computer log-ins.
4. To **Sign In** using a CAC you must have both the DoD Root Certificate and your CAC identity certificate installed on your workstation. These certificates are digital documents that provide the identity of a web site or an individual. If you do not have the DoD Root Certificate or your CAC certificate installed, you should contact your system administrator. If at any time during **Sign In** you are prompted for a missing certificate (see Figure 3) or you are requested to choose a certificate where no certificate exists (see Figure 4), contact your system administrator for assistance.



Figure 3: Missing DoD Root Certificate

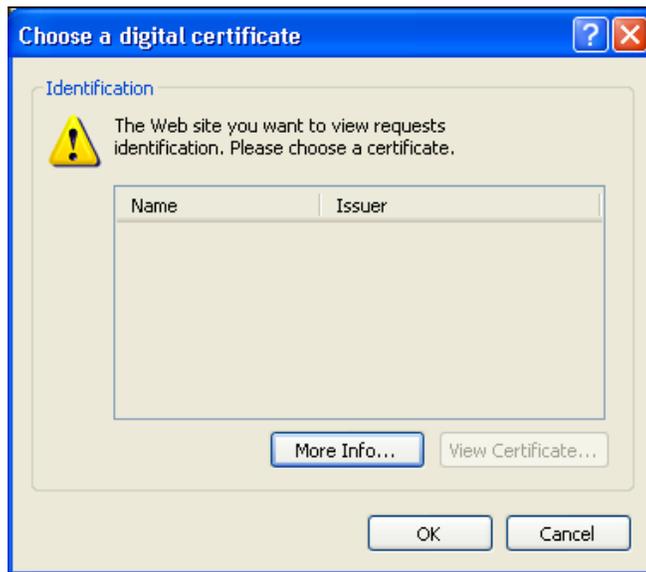


Figure 4: Missing Client Certificate

5. Ensure that your CAC reader software is running on your workstation. This guide illustrates the use of ActivCard Gold, an example of CAC reader software widely used by DoD agencies. If you require assistance in setting up and installing ActivCard Gold or any other CAC reader software, contact your system administrator for assistance.
6. Insert your CAC card into the reader attached to your workstation.

Enter the home page or **Sign In** page of the website you wish to access.
If a choice is offered, select **CAC** as your logon method.

An alert box opens to ask for a valid digital certificate. Select your valid identity certificate from those listed in the **Choose a digital certificate** alert box and click **OK** (see Figure 5). Be aware you may have more than one certificate displayed (e.g. an E-mail certificate for Encryption or Signature). If you select the wrong certificate, and the system does not allow you to **Sign In**, you must **Close** your existing browser and **Open** a new one to be able to reselect the appropriate certificate.

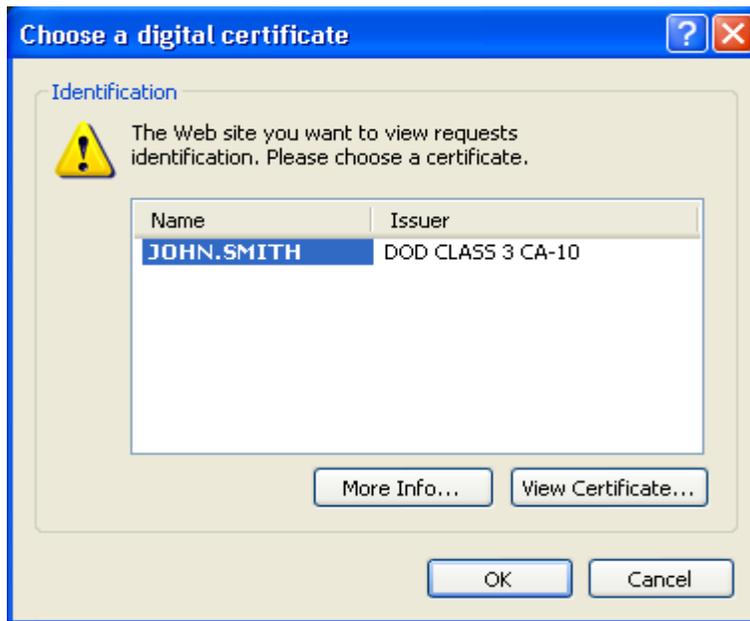


Figure 5: Choose a Digital Certificate

7. The **CAC Reader Software – Enter PIN** dialog box opens (see Figure 6). Enter your PIN (Personal Identification Number) and click the **OK** button.



Figure 6: CAC Reader Software - Enter PIN dialog box

8. You may be prompted to review your social security number and date of birth, before you are signed in to the system.

Sign In using your SSN and DOB

1. To **Sign In** using your social security number and date of birth, click the **SSN and DOB** radio button. A panel of text boxes and drop-down menus is displayed (see Figure 7).
2. Enter your **SSN** (Social Security Number) and **DOB** (Date of Birth), in the text boxes, and then click the **Click Here to Sign In!** button.

Figure 7: Sign In with SSN and DOB

2. First Time Users – Getting Started with your Profile

1. The first time a student uses the ACQ Now CL system he/she must create a profile. This profile will save you time later as the information you provide in your profile will automatically be copied to the registration pages when you apply for an Event (“Events” include courses, classes or other learning activities).
2. Once your profile has been created, you may:
 - a. Search for and register for a CL event
 - b. Check on the status of your CL event applications
 - c. Request cancellation of a CL event application or registration
 - d. Request CL points for prior training
 - e. Provide evaluations of a CL event
3. As a student, you will find the ACQ Now CL system very easy to use. But you will need four things to get started:
 - f. Your Social Security Number (SSN),
 - g. Your Date of Birth (DOB),
 - h. Your .mil e-mail address,
 - i. Your supervisor's .mil e-mail address.
4. With these four pieces of information you may create your profile. This will take about 2 minutes, after which you may request CL points for activities you've already attended or sign up for a new Event.
5. The system will recognize you as a new user and you'll see the window shown below. Click on the word **here** in the first paragraph as highlighted in Figure 8. (If you have an existing account, click the **here** hyperlink in the second paragraph and follow on the on-screen instructions.)



Figure 8: User Welcome window

6. As a new user, clicking **here** takes you to a summary window that shows a summary of the progress you have made toward earning the 80 Continuous Learning (CL) points that are required in any two year period. As a new student it's likely that you will not yet have earned any CL points towards your target of 80. However, as you earn points in the future, you'll be able to return

here to check on your progress. To search for CL Events that will earn you points, use the hyperlinks highlighted in Figure 9.

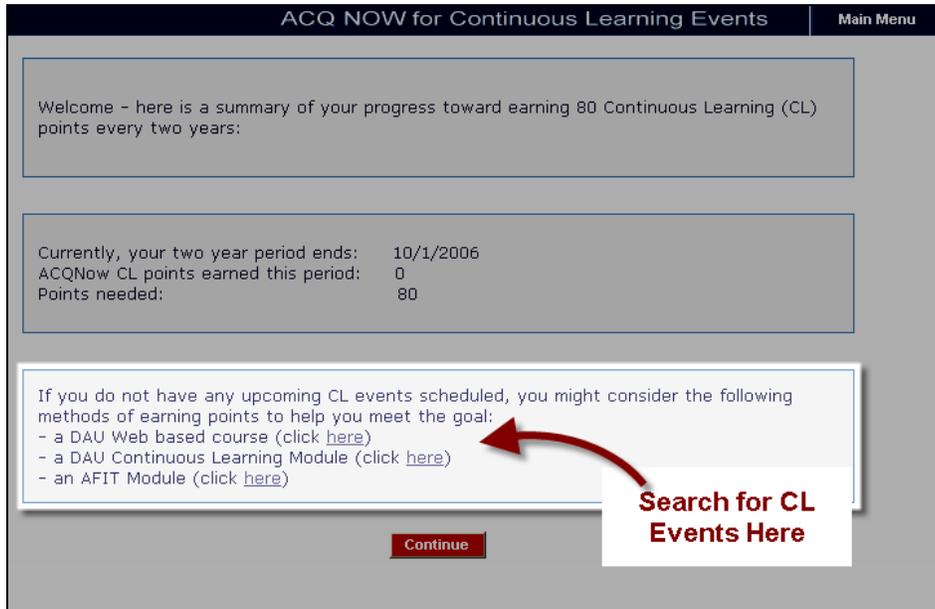


Figure 9: CL points summary table

7. Click on the **Continue** button to return to the homepage. From the homepage you may use the main menu to begin your studies.
8. Each time you Sign In you will see the CL points summary table as described above.

3. The Main Menu

The Main Menu is available on the left hand side of each window. Listed in the menu are a series of links which are grouped under five headings: **Continuous Learning CL**; **Add a CL Event**; **Help and Policy**; **Links**; and **Supervisor Menu**. Menu items under the Supervisor Menu are restricted to supervisors. Together, Main Menu links provide you with the tools you need to manage your continuous learning within the Acquisition workforce. The following chapters explain the purpose and function of each link and how each will benefit you in the course of your studies.

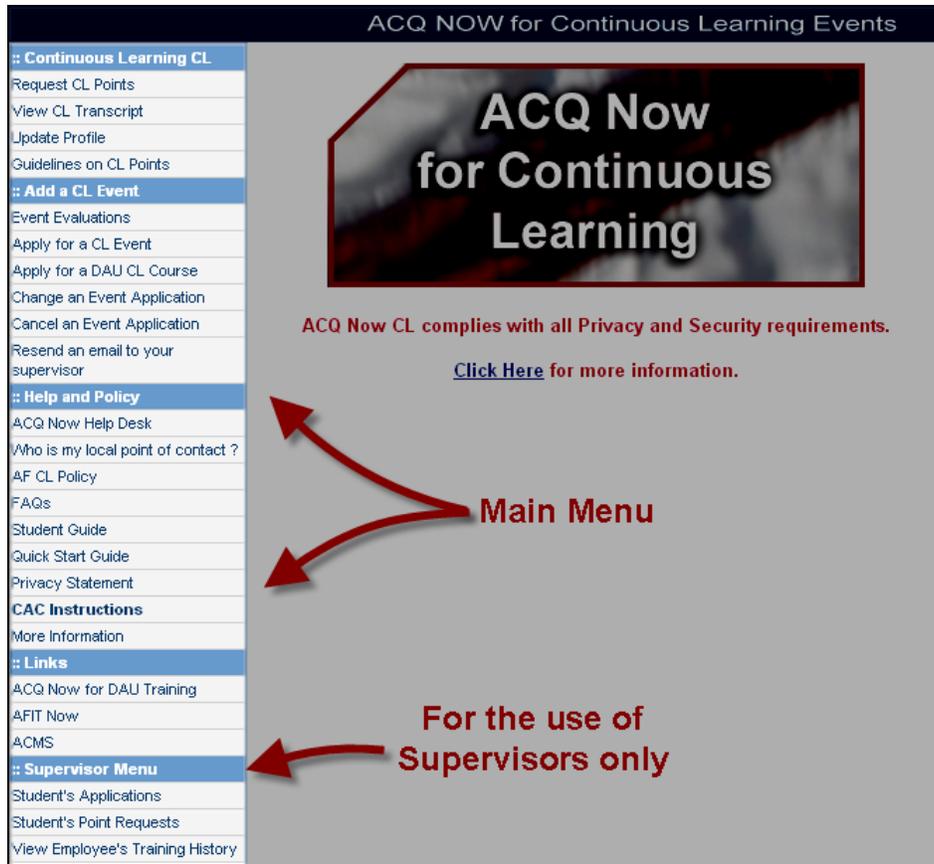


Figure 10: Main Menu

4. Request CL Points

Students may request CL points by clicking on the **Request CL Points** link under **Continuous Learning CL**. This feature is particularly useful if you wish to claim CL points earned locally and not administered through ACQ Now DAU or ACQ Now CL. Remember that if you registered for a course, class or other Event using ACQ Now DAU or ACQ Now CL, the points you earned will be automatically credited to your CL Transcript.

1. Sign In to ACQ Now CL
2. Click on the **Request CL Points** link under **Continuous Learning CL** (see Figure 11).

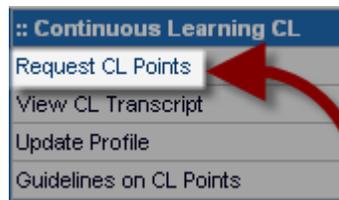


Figure 11: Request CL Points

3. The **Request CL Points** window opens (see Figure 12).

The screenshot shows the "Request CL Points" window. At the top, there is a "Main Menu" button. Below it, a button labeled "Click Here to Request CL Points" is highlighted with a red arrow and the text "Click Here to make New Request". Below this button, a message states "You have no pending point requests at this time" with a red arrow pointing to the text "Pending Requests Listed Here". Below this is a table titled "Point Requests Processed by Supervisor". The table has columns for "Event", "Event Type", "Status", and "Points Awarded". Below the table, there is a paragraph of instructions and a red arrow pointing to the text "Approved Requests Listed Here". At the bottom, there is a footer with a link to the Privacy and Security Notice.

Event	Event Type	Status	Points Awarded
<input checked="" type="checkbox"/> CLM 003	DAU Continuous Learning	Approved	2
<input checked="" type="checkbox"/> CLM 003	DAU Continuous Learning	Approved	2
<input checked="" type="checkbox"/> Acquisition Conference	Leadership Training	Approved	6
<input checked="" type="checkbox"/> Environmental Mgt System Awareness Training	Leadership Training	Approved	8
<input checked="" type="checkbox"/> Logistics Conference	Professional Events	Approved	4

Figure 12: Request CL Points

4. The **Request CL Points** window shows the status of your previous point requests. **Pending** and **Approved** CL Points are listed where appropriate and these previously submitted requests may be changed or deleted. Follow the on-screen instructions to change previously submitted requests. Click the **Click Here to Request CL Points** button to submit a request to your Supervisor for

an approval of new or additional CL points. The **Request Continuous Learning Points** window opens (see Figure 13).

ACQ NOW for Continuous Learning Events		Main Menu
Request Continuous Learning Points		
<p>Please use this screen to request your supervisor's approval of continuous learning points you have earned through participation in locally funded training events, experiential assignments, or professional events.</p> <p><i>If you registered for a course, class or event using ACQ Now DAU or ACQ Now CL - you should not request CL points - the points will be automatically credited to your CL Transcript. To review your current CL point credits, please click on "Review CL Transcript (Current Period)" on the ACQ Now CL Student Menu.</i></p>		
Event Information		
Name of CL Event	<input type="text"/>	
Event Description <i>(1000 character limit)</i>	<p>Complete Event Information section and check the information in the other sections is correct</p>	
Event Type	<input type="text"/>	
Start Date	Month <input type="text"/>	Day <input type="text"/> Year <input type="text"/>
End Date	Month <input type="text"/>	Day <input type="text"/> Year <input type="text"/>
Number of Points Requested	<input type="text"/>	
Comments <i>(1000 character limit)</i>	<input type="text"/>	
Student Information		
SSN: ***-**-3344	Date of Birth: Jun <input type="text"/> 14 <input type="text"/> 1967 <input type="text"/>	Gender: Male <input type="text"/>
First Name: John <input type="text"/>	Middle Initial: <input type="text"/>	Last Name: Anderson <input type="text"/>
Home Street: 44 Demo Drive <input type="text"/>	City: Washington <input type="text"/>	
State: DC <input type="text"/>	ZIP Code: 22222 <input type="text"/> - <input type="text"/>	
Pay Plan: GS <input type="text"/>	Pay Grade: 03 <input type="text"/>	Disabilities: No <input type="text"/> Acquisition Coded: No
Please enter your Civilian Job Series below.		Please enter 1st 3 characters of your AFSC
Civilian Job Series: 7402 <input type="text"/> i.e., 0123	Duty AFSC: 31P <input type="text"/> e.g., 63A or 31P	<input type="checkbox"/> Contractor
Current CL Tracking Period Starts: 10/1/2004 Current CL Tracking Period Ends: 10/1/2006		

Figure 13: Request Continuous Learning Points window

- Use this window to request your Supervisor's approval of continuous learning points you have earned through participation in locally funded training events, experiential assignments, or professional events. Complete the top section of the form which asks for **Event Information** and check that the details in the remainder of the form are correct. Remember that if you registered for a

course, class or other Event using ACQ Now DAU or ACQ Now CL, the points you earned will be automatically credited to your CL Transcript and you should not use this form.

- Note that a number of sections or "fields" in the form require an entry. If you omit to complete one or more of these fields, the system will prompt you to do so and indicate with an arrow icon (➔) where the omission(s) occurred (see Figure 14). You will need to complete all required fields before the form can be sent to your Supervisor.

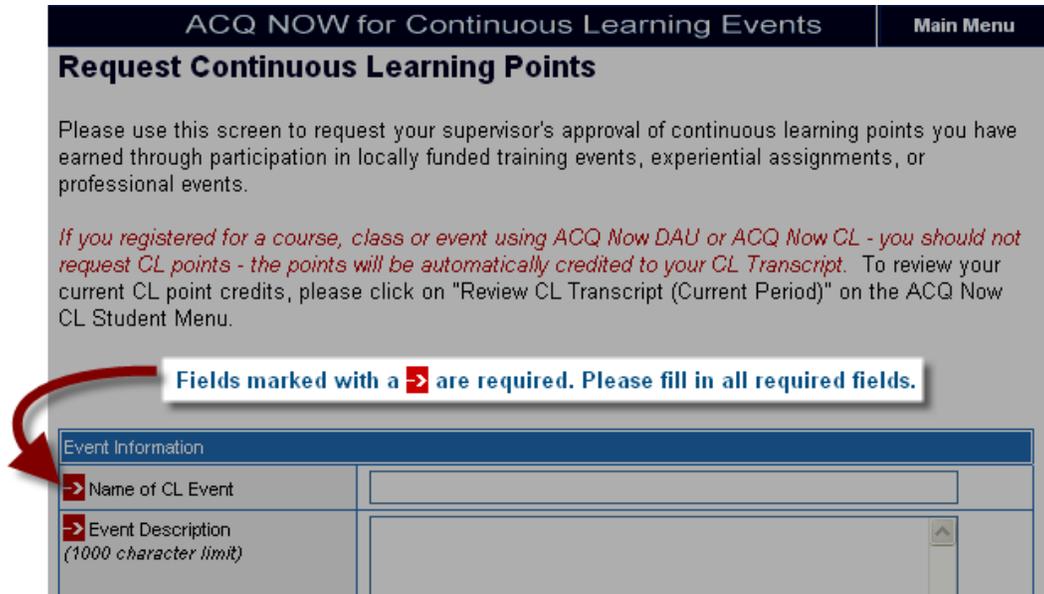


Figure 14: Prompt to complete a required field

- When the form is complete, click the **Submit Request** button at the bottom of the window.
- The **Point Request Confirmation** window displays notifying you that an e-mail request has been sent to your Supervisor (see Figure 15).

ACQ NOW for Continuous Learning Events	Main Menu							
Point Request Confirmation								
John Anderson has successfully submitted a request for approval of CL points for the event listed below								
<table border="1"><thead><tr><th data-bbox="295 394 1344 436">Request Confirmation</th></tr></thead><tbody><tr><td data-bbox="295 436 1344 478">Application Date: 23 Feb 2006</td></tr><tr><td data-bbox="295 478 1344 520">Event: Basic First Aid for First Responders</td></tr><tr><td data-bbox="295 520 1344 562">Event Type: Leadership Training</td></tr><tr><td data-bbox="295 562 1344 604">Start Date: 02 Feb 2006</td></tr><tr><td data-bbox="295 604 1344 632">End Date: 02 Feb 2006</td></tr><tr><td data-bbox="295 632 1344 646">Points Requested: 3</td></tr></tbody></table>		Request Confirmation	Application Date: 23 Feb 2006	Event: Basic First Aid for First Responders	Event Type: Leadership Training	Start Date: 02 Feb 2006	End Date: 02 Feb 2006	Points Requested: 3
Request Confirmation								
Application Date: 23 Feb 2006								
Event: Basic First Aid for First Responders								
Event Type: Leadership Training								
Start Date: 02 Feb 2006								
End Date: 02 Feb 2006								
Points Requested: 3								
<table border="1"><tbody><tr><td data-bbox="295 632 1344 762">- An email notification has been successfully sent to you. - An email notification has been successfully sent to your supervisor.</td></tr></tbody></table>		- An email notification has been successfully sent to you. - An email notification has been successfully sent to your supervisor.						
- An email notification has been successfully sent to you. - An email notification has been successfully sent to your supervisor.								

Figure 15: Point Request Confirmation window

5. View CL Transcript

From time to time, you will want to check on the number of points you have accumulated, and the amount of time you still have to reach your required point total. This chapter explains how to check your point total.

1. Sign In to ACQ Now CL
2. Click on the **View CL Transcript** link under **Continuous Learning CL** (see Figure 16).

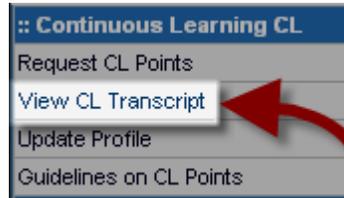


Figure 16: Review CL Training History link

3. The **Transcript Options** window displays (see Figure 17). Using one of two **Continue** buttons on this window, you may choose to view;
 - ❖ Transcripts for the Current two-year period
 - ❖ Transcripts for the Previous two-year period
4. To review your transcript for the current period, click the **Continue** button on the left of the window.

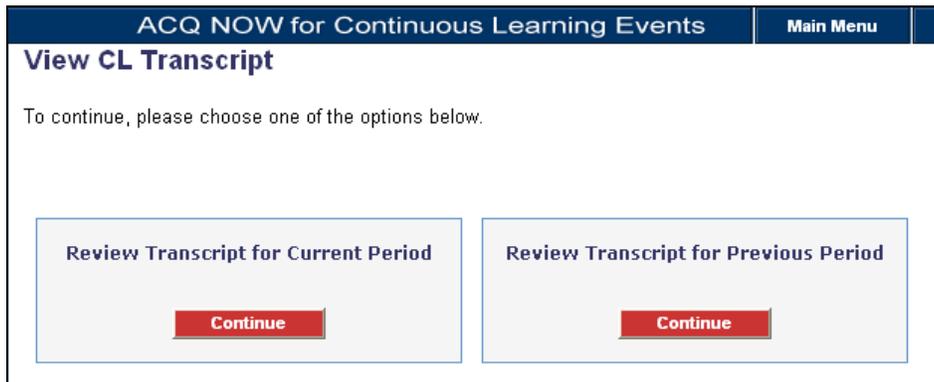


Figure 17: Transcript Options window

5. The **Continuous Learning Training History** window opens (see Figure 18) to show a summary of progress made in the current period, a brief list of achievements in previous two year periods (where applicable) and options for printing a summary, requesting a duplicate event completion certificate, and/or transcripts of achievements. (If you want information about reviewing your transcript for a previous period, see paragraph 10)

ACQ NOW for Continuous Learning Events		Main Menu		
Continuous Learning Training History				
<ul style="list-style-type: none"> • Click here to print the summary of your current CL Training History (as shown below) • Click here to print a current transcript. • Click here to print the previous period(s) transcript. • Click here to print all transcript information. • Click on the event name to receive a duplicate event completion certificate (for events registered via ACQ Now CL) • Record additional CL points by clicking here ("Status / Request CL Points") • If you feel any information on this page is incorrect, please click here to e-mail the ACQ Now CL Help Desk 				
Your CL Training History is provided below:				
Continuous Learning Training History for:		Anderson, John		
Holds Current CL Certificate:		No		
Current Continuous Learning Certification Period Ends:		10/1/2006		
Total Points Earned for Current Certification Period:		0.0		
Points Still Needed to Meet 80 Point Requirement:		80.0		
Total Points Pending Completion of Evaluation(s):		0.0		
Total Points Requested Pending Supervisor Approval:		4.0		
Previous Two Year Periods				
Beginning Two Year Period	Ending Two Year Period	Points	Points Needed	Achieved
10/1/2002	10/1/2004	100	0	Y
CL Events Scheduled for the Current Certification Period				
Event Name	Status	Points	Start Date	End Date
Collaborative Inventory Planning	Reservation	1	10/1/2005	9/30/2006
CL Events Completed for the Current Certification Period				
Event Name	Points	Eval. Completed	Start Date	End Date
New Eval Server Event	8	Y	3/1/2006 8:00:00 AM	3/4/2006 4:10:00 PM
* Items identified with an asterisk will not be awarded points until event evaluation is completed.				

Figure 18: Continuous Learning Training History window

- There are four reports that you can print directly from this window (see bulleted list at the top of the window). They are;
 - ❖ a summary of your current CL Training History (as shown on this page)
 - ❖ a current transcript.
 - ❖ a previous period(s) transcript.
 - ❖ all transcript information.
- Review your history carefully to be sure you have received credit for all of your completed Events. Note that you will not be awarded points until you have filled out an **Event Evaluation** form. Events for which you've completed an Evaluation will be marked with a **Y** in the **Eval. Completed** column and the event Name will be a hyperlink allowing you to click on it to receive a duplicate completion certificate if the Event was registered via ACQ Now CL (see Figure 19).

CL Events Completed for the Current Certification Period				
Event Name	Points	Eval. Completed	Start Date	End Date
New Eval Server Event	8 Y		3/1/2006 8:00:00 AM	3/4/2006 4:10:00 PM

* Items identified with an asterisk will not be awarded points until event evaluation is completed.

Figure 19: CL Events Completed showing hyperlinked course

8. Just click on the **Event Name** to have an e-mail sent to you with the certificate attached.
9. If you believe your record as shown is incorrect you may either;
 - ❖ record additional CL points by clicking the corresponding hyperlink in the bulleted list at the top of the window to take you to the **Request CL Points** window, or
 - ❖ e-mail the ACQ Now CL Help Desk by clicking [here](#) in the last bulleted point in the list at the top of the window.
10. To review your transcript for a previous period, follow the instructions in paragraphs 1 – 4 above, at which point the **Transcript Options** window opens. This time click the button on the right of the window.

ACQ NOW for Continuous Learning Events		Main Menu
Transcript Options		
To continue, please choose one of the options below.		
<p>Review Transcript for Current Period</p> <p>Continue</p>	<p>Review Transcript for Previous Period</p> <p>Continue</p>	

Figure 20: Transcript Options window

11. Click on the **Continue** button below **Review Transcript for Previous Period** on the right of the window. The **Continuous Learning Training History** window opens (see Figure 21).

ACQ NOW for Continuous Learning Events		Main Menu
Continuous Learning Training History (10/1/2002 - 10/1/2004)		
<ul style="list-style-type: none"> Click here to print the summary of your current CL Training History (as shown below) Click here to print a current transcript. Click here to print the previous period(s) transcript. Click here to print all transcript information. Click on the event name to receive a duplicate event completion certificate (for events registered via ACQ Now CL) Record additional CL points by clicking here ("Status / Request CL Points") If you feel any information on this page is incorrect, please click here to e-mail the ACQ Now CL Help Desk 		
Your Continuous Learning Training History is provided below:		
Transcript For		
Name: ANDERSON, JOHN	Certification Period Ended: 10/1/2004	
SSI: ***-**-3344	CL Points Earned: 100	
Certificates Of Completion		
Period Start: 10/1/2002	Period End: 10/1/2004	Expires: 10/1/2006
Previous Two Year Periods		
Begin Two Year Period: 10/1/2002	CL Point Earned: 100	Achieved: Y
End Two Year Period: 10/1/2004	CL Points Needed: 0	
Continuous Learning History		
Event: AGILE ACQUISITION & SUPPORT (SYS 281)	CL Points: 20	
Location: LA AFB CA, LA AFB, CA		
Dates Of Attendance: 9/14/2004 - 9/16/2004		
Description: A MUST COURSE FOR ALL INVOLVED WITH ACQUISITION AND SUPPORT. THIS COURSE DELIVERS CRITICAL KNOWLEDGE OF CURRENT ACQUISITION HOT TOPICS APPLICABLE FOR ALL GRADE LEVELS AND ALL FUNCTIONAL AREAS! THE DYNAMIC NATURE OF THIS COURSE'S CONTENT IS SUCH THAT GRADUATES SHOULD ATTEND EVERY FEW YEARS. WE PROVIDE AN OVERVIEW OF THE LATEST TECHNIQUES IN ACQUISITION AND SUPPORT, WITH A DISTINCT FOCUS ON INSTILLING A CULTURE OF COLLABORATION, TRUST, RISK TAKING AND INNOVATION. THE COURSE CONTENT IS LACED WITH REAL WORLD EXAMPLES AND ACTUAL PROGRAM RESULTS.		

"Y"
Denotes
Target
Reached



Figure 21: Continuous Learning Training History

- The **Continuous Learning Training History** displays learning achievements from previous Continuous Learning periods and records whether the target of 80 CL Points was reached in the associated period. In Figure 21, the target is shown as being reached (denoted by the **Y** next to **Achieved**).

6. Update Profile

The first time a student uses the ACQ Now CL system he/she must create a profile. This profile will save you time later on because the information you provide on the profile page will automatically be copied to the registration pages. (For further information on using ACQ Now CL for the first time, see "First Time Users – Getting Started with Your Profile" on Page 17 of this manual). As personal circumstances change, it may become necessary to update your profile; this chapter explains how that is done.

1. Sign In to ACQ Now CL
2. Click on the **Update Profile** link under **Continuous Learning CL** (see Figure 22).

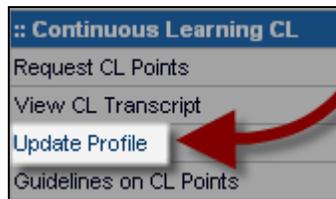


Figure 22: Update Profile

3. The **Update Profile** window opens (see Figure 23).

ACQ NOW for Continuous Learning Events		Main Menu
Update Profile		
Complete and/or verify the information below. Be sure to be as accurate as possible, misinformation may prevent your application from being processed.		
Verify/Enter Student Information		
Student Information		
SSN: ***-**-3333	Date of Birth: Jan 01 1935	Gender: Male
First Name: TOM	Middle Initial: T	Last Name: TESTER
Home Street: 3025 HAMAKER COURT	City: FAIRFAX	
State: VA	ZIP Code: 22031	
Pay Plan: GS	Pay Grade: 05	Disabilities: No Acquisition Coded: No
Please enter your Civilian Job Series below.		Please enter 1st 3 characters of your AFSC
Civilian Job Series: 1105 i.e., 0123	Duty AFSC: 63A e.g., 63A or 31P	<input type="checkbox"/> Contractor
Current CL Tracking Period Starts: 10/1/2004		Current CL Tracking Period Ends: 10/1/2006
Student Contact Information		
MAJCOM Base: SAF/AQ		
Organization/Full Office Symbol: (Example: 346 TW/CCD)	DET11	
Duty Address: 1 DUTY ADDRESS	City: SAN ANTONIO	
State: TX	ZIP Code: 78236	
Country Where Currently Located:	UNITED STATES OF AMERICA	
Phone: 555 - 555 - 5555	ext.	
DSII Country Code:	DSII: 555 - 5555	ext.
Fax: 555 - 555 - 5555		
Important: Since ACQ Now uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.		
Email:	aitasstu@asmr.com	
Supervisor Contact Information		
Supervisor:	david maddrell	
Phone: 555 - 555 - 5555	ext.	
Important: Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.		
Email:	david.maddrell@asmr.com	
Optional Email Address (as designated by local policy):		
Important: An optional email address may be entered as designated by local policy. Please contact your Base/MAJCOM training manager to determine if an optional email address should be entered, and if so, the correct email address. To obtain your Base/MAJCOM POC, click on ACQ Now POC Look Up on the main menu, select your Base/MAJCOM from the drop-down table, and then click on the Find My POC button.		
Email:		
Update Profile		

Figure 23: Update Profile window

- Complete and/or verify all sections of the form. Be sure to be as accurate as possible as misinformation may prevent a future application from being processed. In particular ensure your e-mail address and that of your Supervisor is correctly shown.

- When finished, click on the **Update Profile** button. Note that a number of sections or "fields" in the form require an entry. If you omit to complete one or more of these fields, the system will prompt you to do so and indicate with an arrow icon (→) where the omission(s) occurred. You will need to complete all required fields before the form can be updated. If you fail to fill in one or more required fields, an error message will display at the top of the **Update Profile** window (see Figure 24).

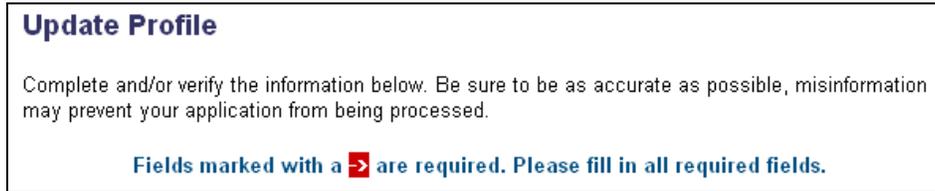


Figure 24: Error Message prompt

- When all information has been added to the form, click **Update Profile**. When changes have been saved by the system, a confirmation message is displayed (see Figure 25).



Figure 25: Confirmation that a Profile has been Updated

7. Guidelines on CL Points

1. Sign In to ACQ Now CL
2. To access DOD **Point Credit Guidelines**, click on **Guidelines on CL Points** under **Continuous Learning CL** (see Figure 26).

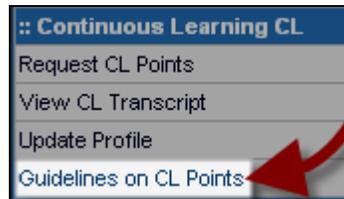


Figure 26: Point Credit Guidelines link

3. A new window opens on the safaq.hq.af.mil website. Guidelines on attaining CL Points are available only to users authorized to access this .mil website.

8. Event Evaluations

Once you have successfully completed an authorized learning Event, you're entitled to the Continuous Learning (CL) points associated with that Event. However, before the CL points are accredited to you, you must first fill out an Event Evaluation form. This should only take you a minute to do.

1. Sign In to ACQ Now CL
2. Under **Continuous Learning CL**, click on the **Event Evaluations** link (see Figure 27).



Figure 27: Event Evaluations link

3. The **Pending Event Evaluations** window opens (see Figure 28). (If there are no Events for you to evaluate, you will not be directed to the **Pending Event Evaluations** window. Instead you'll be informed that **You have no pending evaluations at this time**. If this is the case, you may logout of ACQ Now CL or use the Main Menu hyperlinks to begin another activity).

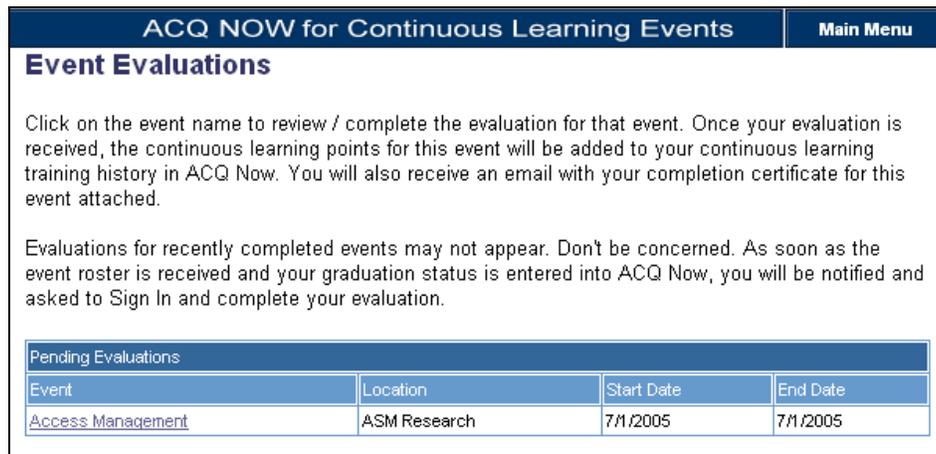


Figure 28: Pending Event Evaluations window

4. One or more Events will be listed in the first column of the **Pending Evaluations** table. Click on the name of the CL Event you wish to evaluate. The **AF Continuous Learning Event Evaluation** window displays the evaluation form used to survey the Event you selected (see Figure 29).

ACQ NOW for Continuous Learning Events	Main Menu
AF Continuous Learning Event Evaluation	
<p>Event Title: Access Management Location: ASM Research Dates: 7/1/2005 8:00:00 AM to 7/1/2005 9:00:00 AM Evaluation Template: AFIT Evaluation</p>	
<p>Instructions: Please take a few minutes to complete this event evaluation. Your feedback will help us improve the quality and suitability of continuous learning opportunities. Once your evaluation is received, you will receive an email with your completion certificate for that event attached. Please answer all questions candidly and honestly.</p>	
<p><u>End-of-Course Survey</u></p>	
<p>1. How would you rate the overall effectiveness of the instruction provided? Please consider the use of appropriate style and technique, as well as organizational and communication skills.</p> <p><input type="radio"/> Unsatisfactory <input type="radio"/> Marginal <input type="radio"/> Satisfactory <input type="radio"/> Excellent <input type="radio"/> Outstanding</p>	
<p>2. How well did the instructor demonstrate command of the subject material?</p> <p><input type="radio"/> Unsatisfactory <input type="radio"/> Marginal <input type="radio"/> Satisfactory <input type="radio"/> Excellent <input type="radio"/> Outstanding <input type="radio"/> Not Applicable</p>	
<p>3. If you had an instructor, tell us what the instructor did well and/or what can be done to improve this learning experience.</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p style="text-align: right; font-size: small;">1000 characters maximum</p>	

Figure 29: AF Continuous Learning Event Evaluation window

5. The evaluation form is organized as a series of statements to which you are asked your opinion. Respond by clicking the radio button that corresponds to each of your choices – a green dot (●) opens in each radio button you choose. There's also the opportunity for you to add comments of your own to the form. You should be honest and candid in your assessment of the Event you attended. When you've completed your evaluation, click the **Submit Evaluation** button at the bottom of the window.

6. The **Evaluation Confirmation** window displays (see Figure 30) to state you'll be receiving a system-generated e-mail.

Evaluation Confirmation
<p>Your evaluation for the event listed below has been successfully processed.</p>
<p>Evaluation Confirmation</p>
<p>Application Date: 11/16/2006 Event: Access Management Location: ASM Research City: Fairfax State: VA Start Date: 7/1/2005 End Date: 7/1/2005</p>
<p>- An email notification has been successfully sent to the student</p>

Figure 30: Evaluation Confirmation window

9. Apply for a CL Event

A big advantage of the ACQ Now CL system is the convenience it provides for members of the Acquisition Workforce to apply for Events from any location. The system provides ready access to an Event Catalog, a link to which is accessible from any window.

1. Sign In to ACQ Now CL
2. To find a CL Event, click on the **Apply for a CL Event** link under **Add a CL Event** (see Figure 31).



Figure 31: Apply for a CL Event

3. The **Apply for a CL Event** window opens (see Figure 32).

Apply for a CL Event

Please browse our catalog using one or both of the search tools below.
 When you have selected your criteria, click the "Search Catalog" button on the bottom of the page.
 To view the entire catalog, leave all search criteria blank.

Catalog Search	Advanced Options
<p>To view available Continuous Learning events, choose one or more of the following categories below:</p> <p><input type="checkbox"/> Training (Functional, Technical):</p> <p><input type="checkbox"/> Leadership Training:</p> <p><input type="checkbox"/> Continuing Education / Training (short courses):</p> <p><input type="checkbox"/> DAU Continuous Learning:</p> <p><input type="checkbox"/> ASC Focus Week:</p>	<p>To narrow down your search, choose any one or more of the following options:</p> <p>Event Provider: <input type="text"/></p> <p>And/Or</p> <p>Event Group: <input type="text"/></p> <p>And/Or</p> <p>Location: <input type="text"/></p> <p>And/Or</p> <p><input type="checkbox"/> Web Based Events</p> <p>And/Or</p> <p>Event: (course name, conference, etc.) <input type="text"/></p> <p>And/Or</p> <p>Date Range: (inclusive)</p> <p>Between</p> <p>Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p> <p>And</p> <p>Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p>
<div style="display: flex; justify-content: center; gap: 20px;"> Search Catalog View Calendar </div>	

Figure 32: Apply for a CL Event window

4. This window allows you to search through the system's database of Events for ones you may wish to attend. You are not required to make any selections from this window. You may simply click on the **Search Catalog** button and the system will list every CL Event anywhere in the world. However, due to the large number of Events available, it is advisable to narrow your search by entering search criteria. You may narrow your search by category using the check boxes in the left hand column; and/or use the drop-down menus in the right hand column to select **Event Provider**, **Event Group**, **Location**, **Event** or **Date Range** criteria. Clicking the **Web Based Events** check box will restrict your search to computer based learning opportunities.

5. When you've narrowed your search sufficiently, click on the **Search Catalog** button. The **Continuous Learning Events** window displays to list Events that match your search criteria. (see Figure 33).

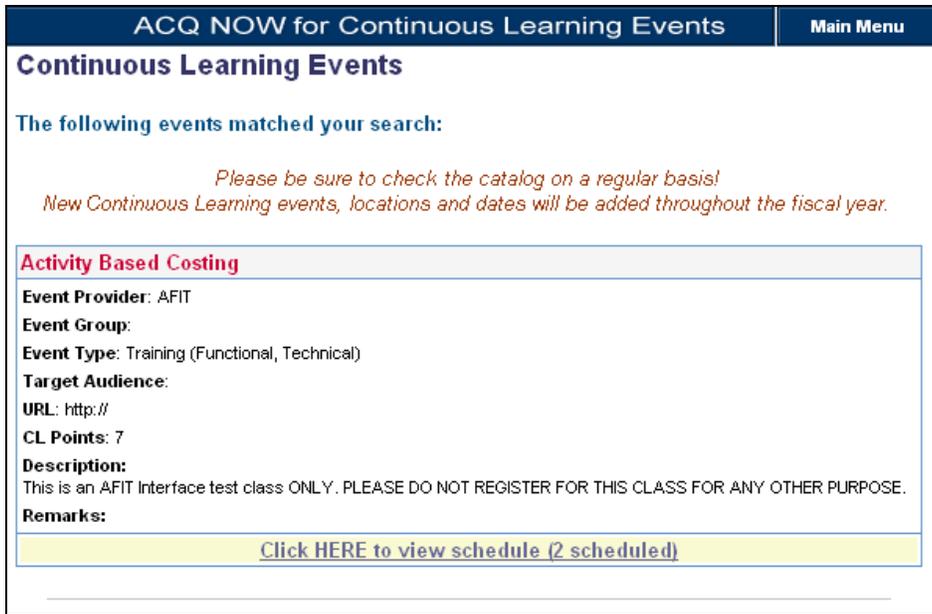


Figure 33: Continuous Learning Events window

6. Where more than one Event is scheduled, you may scroll through this list to view all the Events that match your search criteria. When you find an Event you'd like to apply for, click the **Click HERE to view schedule** link below the Event summary you're interested in.
7. The **Event Schedule for [Event Name]** window opens (see Figure 34).

ACQ NOW for Continuous Learning Events
Main Menu

Event Schedule for Activity Based Costing

Click on the location name to submit an application for that location.

Important Note: When selecting your location, please keep in mind that travel and per diem costs associated with continuous learning events are not centrally funded. Any travel / per diem required to attend this event must be funded by your local command.

Location	City, State	Start Date	End Date	Available	Waits
AFIT/Research Park	Kettering, OH	24 Oct 2006 09:00	26 Oct 2006 12:00	98	0
Elmendorf AFB AK	malibu, CA	01 Sep 2011	01 Sep 2011	10	0

[New Search](#) | [Back to Search Results](#)

Event Information

Event Type: Continuing Education / Training (short courses)

Target Audience:

URL: http://

CL Points: 7

Description:
This is an AFIT Interface test class ONLY. PLEASE DO NOT REGISTER FOR THIS CLASS FOR ANY OTHER PURPOSE.

Remarks:

Figure 34: Event Schedule for [Event Name] window

8. The **Event Schedule for [Event Name]** window provides information on the selected Event. Information may include the **Target Audience** it's intended for, the number of **CL points** associated with the Event and most importantly, information on where and when the Event will be held. Should you wish to apply for a particular Event, click on the **Location** hyperlink which will also state where the Event is to be held (see Figure 35).

ACQ NOW for Continuous Learning Events
Main Menu

Event Schedule for Activity Based Costing

Click on the location name to submit an application for that location.

Important Note: When selecting your location, please keep in mind that travel and per diem costs associated with continuous learning events are not centrally funded. Any travel / per diem required to attend this event must be funded by your local command.

Click Here

Location	City, State	Start Date	End Date	Available	Waits
Elmendorf AFB AK	malibu, CA	01 Sep 2011	01 Sep 2011	10	0

[New Search](#) | [Back to Search Results](#)

Figure 35: Click Location To Apply for that Event

9. The **Student Continuous Learning Application** window opens (see Figure 36).

ACQ NOW for Continuous Learning Events		Main Menu
Student Continuous Learning Application		
<p>Complete and/or verify the information below. Once you are sure the information on this application is correct, press the 'Submit Application' button at the bottom of the page. Once your application is submitted, you will be sent a confirmation notice via email.</p>		
Verify/Enter Application Information		
Event Information		
Event: Activity Based Costing	Building:	POC: James Bickley
Location: AFIT/Research Park	Room:	POC Phone: (111) 222-3333 ext.444
Street: 123 Research Park	Start Date: 24 Oct 2006 09:00	POC Fax: (888) 999-0000
City: Kettering	State: OH	End Date: 26 Oct 2006 12:00
CL Points: 7	Location URL:	POC Email: jbickley@asmr.com
Student Information		
SSII: ***-**-3344	Date of Birth: Jun 14 1967	Gender: Male
First Name: John	Middle Initial:	Last Name: Anderson
Home Street: 44 Demo Drive	City: Washington	
State: DC	ZIP Code: 22222	
Pay Plan: GS	Pay Grade: 03	Disabilities: No
Acquisition Coded: No		
<i>Please enter your Civilian Job Series below.</i>		<i>Please enter 1st 3 characters of your AFSC</i>
Civilian Job Series: 7402	i.e., 0123	Duty AFSC: 31P
		e.g., 63A or 31P
<input type="checkbox"/> Contractor		
Current CL Tracking Period Starts: 10/1/2006		
Current CL Tracking Period Ends: 10/1/2008		
Student Contact Information		
MAJCOMBase: AFRL - Air Force Research Lab		
Organization/Full Office Symbol: (Example: 346 TW/CCD) CCD		
Duty Address: 1234 Testing Street		City: Fairfax
State: VA	ZIP Code: 90247	
Country Where Currently Located: UNITED STATES OF AMERICA		
Phone: 310 - 444 - 5555	ext. 8181	
DSH Country Code:	DSII:	ext.
Fax: 121 - 212 - 1212		
Important: Since ACQ Now uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.		
Email: aitastu@asmr.com		
Supervisor Contact Information		
Supervisor: Drake Taylor		
Phone: 310 - 227 - 7272	ext.	
Important: Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.		
Email: aitassup@asmr.com		
Optional Email Address (as designated by local policy):		
Important: An optional email address may be entered as designated by local policy. Please contact your Base/MAJCOM training manager to determine if an optional email address should be entered, and if so, the correct email address. To obtain your Base/MAJCOM POC, click on ACQ Now POC Look Up on the main menu, select your Base/MAJCOM from the drop-down table, and then click on the Find My POC button.		
Email:		
Student Comments		
Comments: (timestamp is automatically generated - 1000 character limit)		
Please enter any comments you would like included in the email sent to your supervisor requesting approval of your participation in this Continuous Learning event.		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
Submit Application		

Figure 36: Student Continuous Learning Application window

10. The **Student Continuous Learning Application** window is pre-filled with both details of the Event and your student profile (if you created one earlier). If you have yet to create a student profile, you will need to add the missing information on this form. Click on the **Submit Application** button when your application is complete.
11. The **Application Confirmation** window opens (see Figure 37).

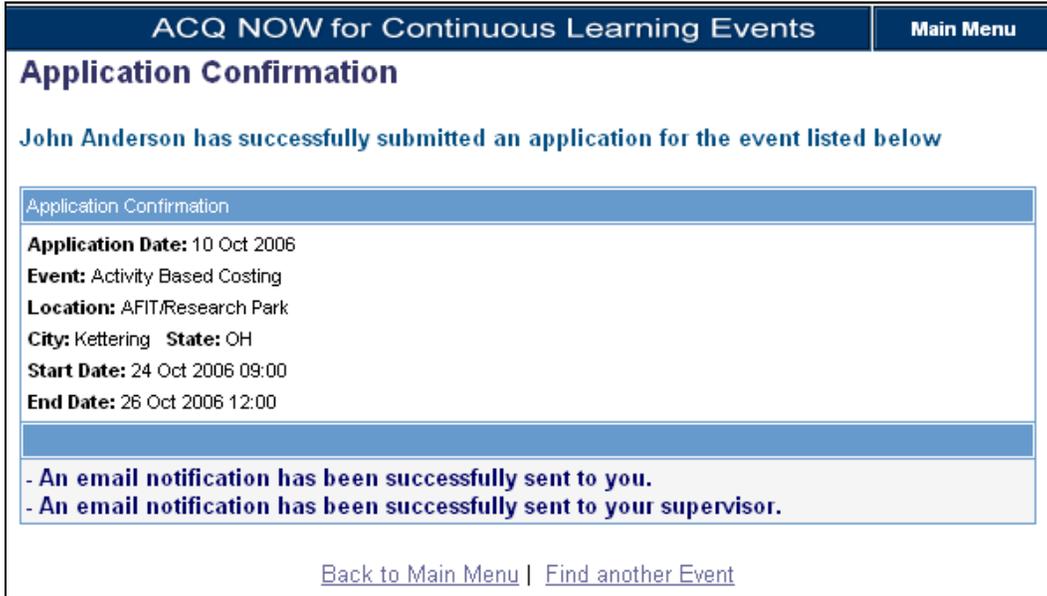


Figure 37: Application Confirmation window

12. You may also choose to browse the catalog by venue or date using the **View Calendar** option shown in Figure 32. To use this feature you must first select an **Event Provider** from those shown in the drop-down menu in the **Advanced Options** column. You may limit your search by including additional options if you wish.
13. Click the **View Calendar** button at the bottom of the window to view Events that match your search criteria. Events are shown in chronological order, a week at a time. You may review an earlier schedule or advance to a future schedule using the respective **Go to** buttons (see Figure 38), or you may jump directly to a given date using the calendar. To use the calendar, click whatever date is displayed in the **Week of:** text box to display the system calendar. Scroll to the month you are interested in using the forward (▶) and/or back (◀) arrows. Click a date in the month when you'd like to attend an Event; the date highlights in bold text and a cream colored background as the calendar closes.

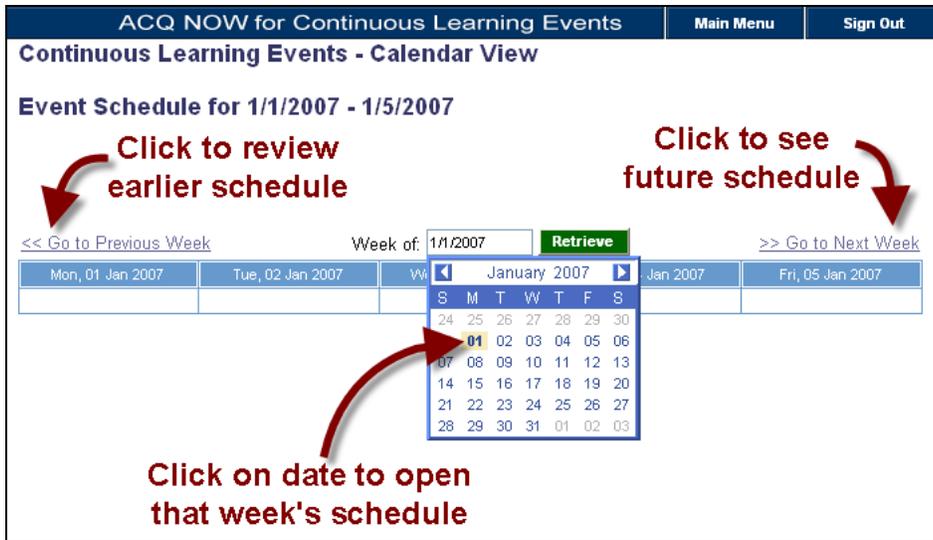


Figure 38: Browsing Events by Event Provider and date

- The date has now been transferred to the **Week of:** text box. Click the green **Retrieve** button to refresh the display to show events available in the week you chose (see Figure 39).



Figure 39: Finding an Event and date

- Click the **Apply>>** hyperlink to open the **Student Continuous Learning Application** window. For details on completing and submitting this application, see paragraph 10 of this chapter.

10. Apply for a DAU CL Course

1. Sign In to ACQ Now CL
2. Click on the **Apply for a DAU CL Course** link under **Apply for a CL Event** (see Figure 41).



Figure 40: Apply for a DAU CL Course

3. The Defense Acquisition University Training homepage opens (see Figure 41). This homepage is the entry point to an associated website with its own menu, protocols and user instructions. Follow the on-screen instructions to make a DAU application.

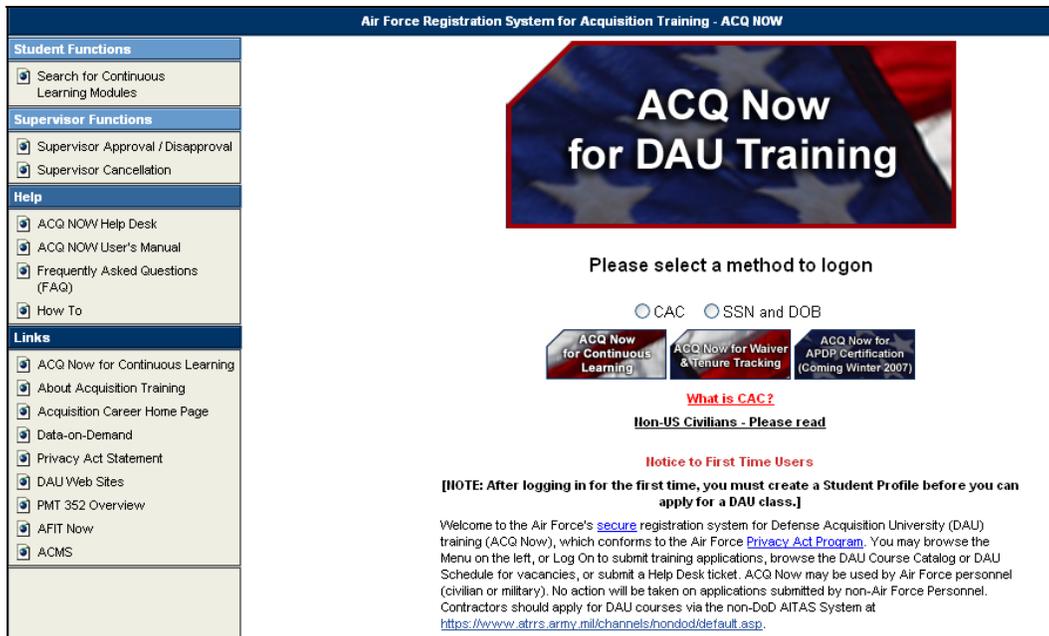


Figure 41: Apply for a DAU CL Course link

11. Change an Event Application

The **Change an Event Application** link allows students to quickly determine which Events they have registered for, which they have cancelled, and which applications await a Supervisor's or Training Manager's approval.

Once a Student applies for an Event, the file produced by the system is designated as an Application. It remains an Application until approved by both the student's Supervisor and his/her Training Manager. Once approved by both a Supervisor and a Training Manager, the Application becomes a Reservation. This is significant as a Student may cancel an Application at any point, but only a Training Manager may cancel a Reservation. Once a Training Manager approves a Reservation, the only action a Student may take is to request the Reservation be cancelled.

1. Sign In to ACQ Now CL
2. Click on **Change an Event Application** under **Add a CL Event** (see Figure 42).



Figure 42: Change an Event Application

3. **The Change an Event Application** window opens (see Figure 43).

ACQ NOW for Continuous Learning Events
Main Menu

Change an Event Application

Click on the location name to review / edit that application submitted using ACQ Now CL. If you wish to delete a pending application, click on the **X** next to the event name. If you wish to cancel your reservation for an upcoming event, click on the **C** next to the event name.

Pending Applications					
	Event	Location	Status	Date Applied	Start Date
X	2006 USMC Acquisition Excellence Day	Fairfax	Supervisor Pending	22 Feb 2006 15:12	22 Mar 2006

Previous Applications					
	Event	Location	Status	Approval Date	Start Date
	Commercial Business Approach	Web-based	Event Started	23 Jan 2006 18:02	25 Jan 2006
	Organization and Forecasting	Washington DC	Event Ended	23 Jan 2006 18:55	24 Nov 2005 13:00
	IDECS Training: Mods	A-Team Conference & Innovation Center	Wait	23 Jan 2006 19:31	26 Jan 2006 07:00
	Interest Based Negotiations	AFIT/DAU	Event Ended	23 Jan 2006 19:33	23 Jan 2006 07:00

Figure 43: Change an Event Application window

4. Pending applications are listed in the **Pending Applications** table. To review or edit an application, click on its **Location**; all locations are listed in the **Location** column, next to the **Event** they accommodate.

5. The **Student Continuous Learning Application** window opens (see Figure 36).

6. From this window you may update and/or verify the information in the application. Note there is a **Comments** box at the bottom of the form so you may include additional information in support of your application. Once you are sure the information shown in the window is correct, press the **Submit Application** button at the bottom of the window.

7. The **Application Confirmation** window displays to confirm your Application has been updated (see Figure 44). You will also receive confirmation by e-mail.

ACQ NOW for Continuous Learning Events	Main Menu							
<h3>Application Confirmation</h3> <p>Your application has successfully been updated.</p> <table border="1"><thead><tr><th>Application Confirmation</th></tr></thead><tbody><tr><td>Application Date: 10 Oct 2006</td></tr><tr><td>Event: Activity Based Costing</td></tr><tr><td>Location: AFIT/Research Park</td></tr><tr><td>City: Kettering State: OH</td></tr><tr><td>Start Date: 24 Oct 2006 09:00</td></tr><tr><td>End Date: 26 Oct 2006 12:00</td></tr></tbody></table> <p>Back to Main Menu Find another Event</p>		Application Confirmation	Application Date: 10 Oct 2006	Event: Activity Based Costing	Location: AFIT/Research Park	City: Kettering State: OH	Start Date: 24 Oct 2006 09:00	End Date: 26 Oct 2006 12:00
Application Confirmation								
Application Date: 10 Oct 2006								
Event: Activity Based Costing								
Location: AFIT/Research Park								
City: Kettering State: OH								
Start Date: 24 Oct 2006 09:00								
End Date: 26 Oct 2006 12:00								

Figure 44: Application Confirmation window

12. Cancel an Event Application

Students may cancel a request for CL Points and they may also cancel Applications for CL Events. Both of these tasks use ACQ Now CL's **Cancel an Event Application** feature.

1. Sign In to ACQ Now CL
2. From **Add a CL Event**, click on **Cancel an Event Application** (see Figure 45).



Figure 45: Request Cancellation link

3. The **Cancel an Event Application** window displays (see Figure 46). This window offers you a choice between cancelling a training application for an Event or cancelling Continuous Learning points associated with an Event.

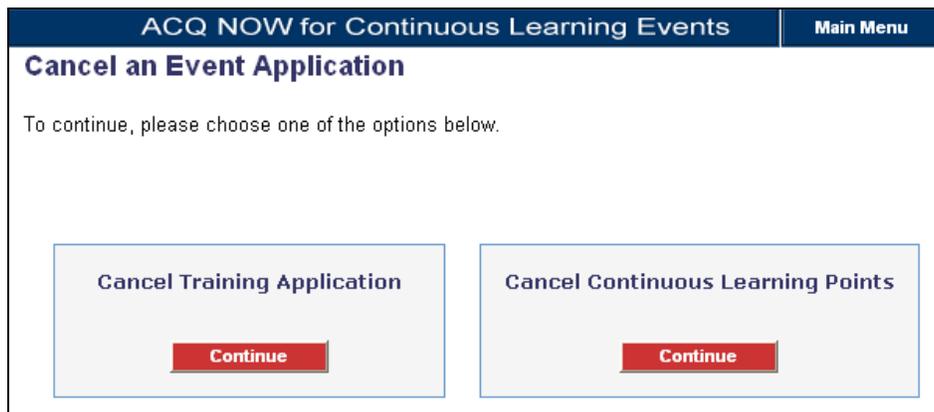


Figure 46: Cancel an Event Application window

4. To **Cancel Continuous Learning Points**, click on the **Continue** button on the right of the window below **Cancel Continuous Learning Points** and refer to paragraph 14 in this chapter.
5. To cancel a Training Application, click on the **Continue** button below **Cancel Training Application**. The **Change an Event Application** window opens (see Figure 47).

ACQ NOW for Continuous Learning Events					Main Menu
Status / Edit Event Applications					
Click on the location name to review / edit that application submitted using ACQ Now CL. If you wish to delete a pending application, click on the X next to the event name. If you wish to cancel your reservation for an upcoming event, click on the C next to the event name.					
Pending Applications					
	Event	Location	Status	Date Applied	Start Date
X	Activity Based Costing (FIN 160)	Web-based	Training Manager Pending	23 Jan 2006 19:03	01 Jan 2004
Previous Applications					
	Event	Location	Status	Approval Date	Start Date
	IDECS Training: Mods	A-Team Conference & Innovation Center	Supervisor Disapproved	23 Jan 2006 18:06	26 Jan 2006 07:00
	Commercial Business Approach	Web-based	Event Started	23 Jan 2006 18:02	25 Jan 2006
	FM - Cost Analysis for Program Managers	FM Conf. Room Bldg 14, RM. 141	Event Ended	23 Jan 2006 18:48	31 Jan 2006 13:00
	Organization and Forecasting	Washington DC	No Show	23 Jan 2006 18:57	24 Nov 2005 13:00
	Interest Based Negotiations	AFIT/DAU	Training Manager Disapproved	24 Jan 2006 14:11	23 Jan 2006 07:00
	Advanced Heavy Lifting	TBD	Reservation	31 Jan 2006 11:18	01 Jun 2006
C	17th Contracting Squadron	ASM Research	Reservation	21 Feb 2006 16:09	01 Mar 2006
C	355 CONS Squadron Training	Jacksonville FL	Reservation	21 Feb 2006 16:11	17 Apr 2006

Figure 47: Change an Event Application window

6. This window summarizes a student's recent training history and lists current applications placed for upcoming Events. Applications are either;
 - ❖ pending, i.e. they have not been confirmed by a Supervisor and a Training Manager; or
 - ❖ a reservation, i.e. a place has been confirmed for a student following approval by a Supervisor and a Training Manager.

Reservations that are pending are indicated by an **X** icon in the far left hand column and confirmed reservations by a **C** icon.

7. To edit a pending application you will need to make changes in the **Pending Applications** section of this window. Click on the **X** icon in the far left hand column, next to the event for which you wish to cancel your application. A warning message opens (see Figure 48).



Figure 48: Delete this Application warning

8. Click **OK** if you are sure you wish to cancel your application for this Event. The **Delete Confirmation** window opens (see Figure 49) to confirm you have withdrawn your application.

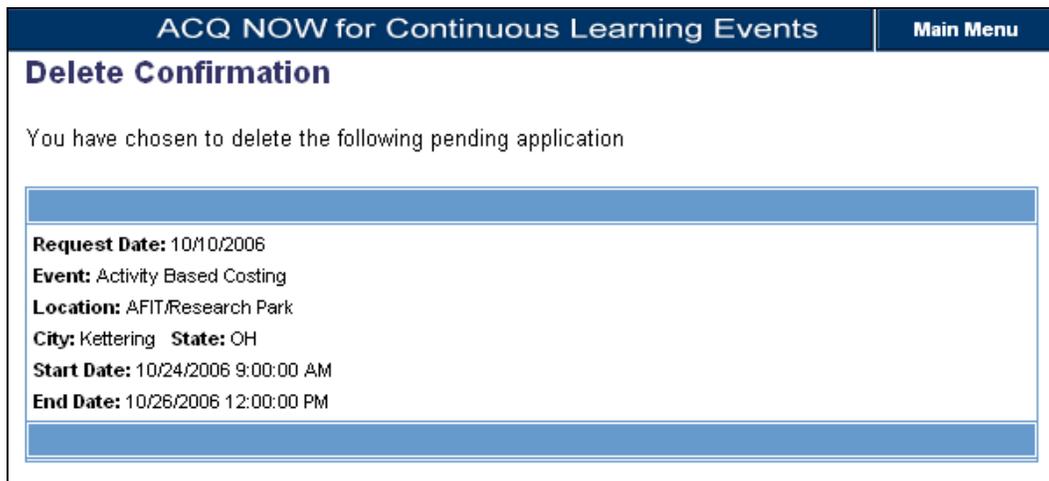


Figure 49: Delete Confirmation window

9. When you return to the **Change an Event Application** window, you will notice that the **Pending Applications** section of that window reflects the changes you have made.
10. Students may request that a reservation for an Event be cancelled. A student may not cancel a reservation directly but instead must request the cancellation be approved by a Supervisor and a Training Manager. To request a cancellation, first locate the application you wish to cancel in the **Previous Applications** table. Applications that may be cancelled are identified by having a **C** icon in the left hand column of their row (see Figure 50).

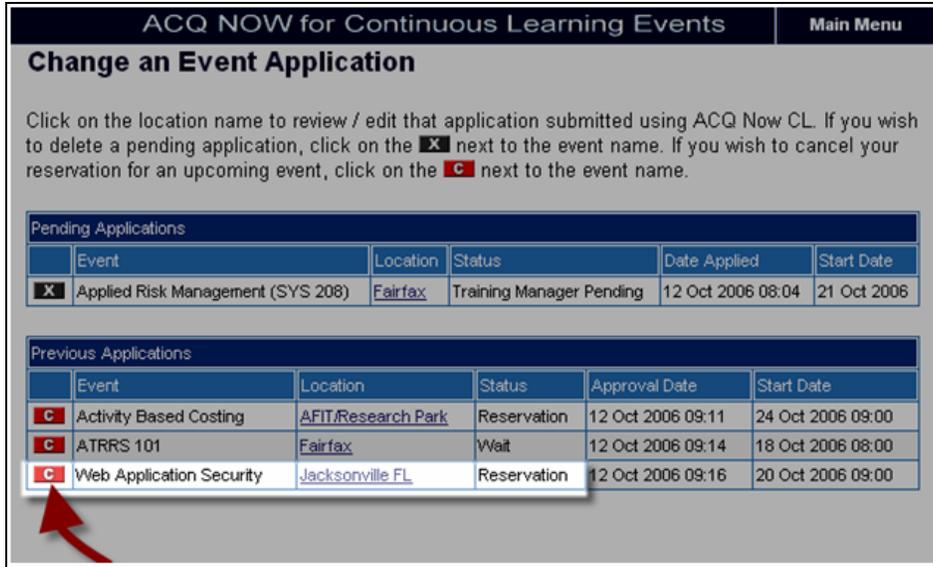


Figure 50: Change an Event Application

- To request cancellation of your attendance at an Event, click on the **c** icon next to the **Event** name. In the example shown above, a student wishes to cancel a reservation on the **Web Application Security** Event, so clicks on the icon shown by the arrow. The **Cancellation Request** window opens (see Figure 51).

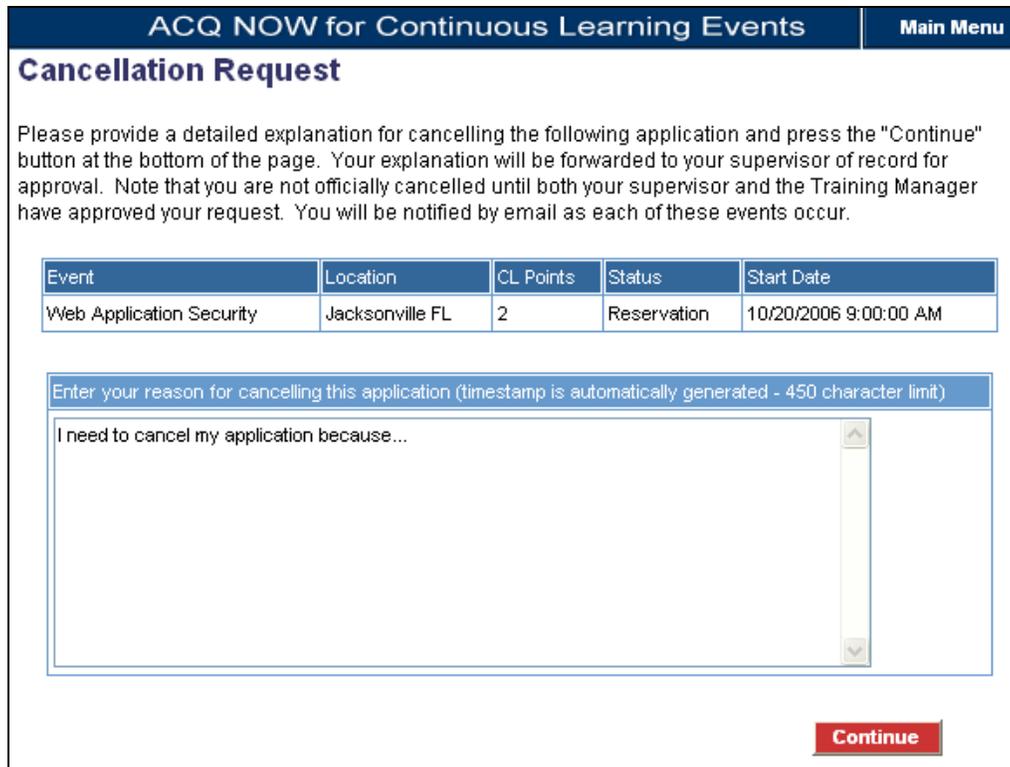


Figure 51: Cancellation Request window

12. The **Cancellation Request** window shows the **Event** name, **Location**, **CL Points** available, **Status** and **Start Date**, and provides a text box for the student to enter the reason(s) why a cancellation is requested. Explanations must be kept short so as not to exceed a limit of 450 characters; the explanation is time stamped and forwarded to a student's supervisor of record for their approval of the cancellation. Click the **Continue** button to send the **Cancellation Request**. The **Cancellation Request Confirmation** window opens (see Figure 52).

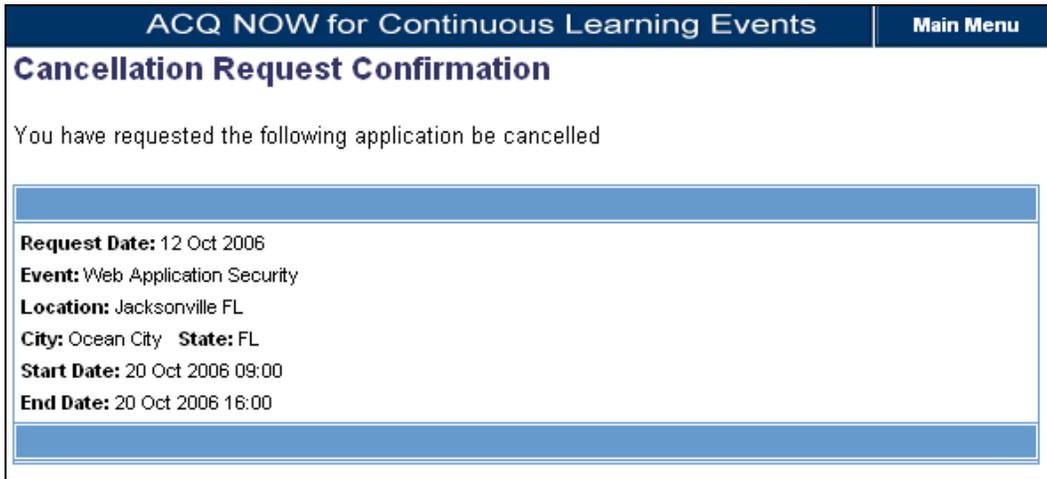


Figure 52: Cancellation Request Confirmation

13. If a student's request is approved by their Supervisor, the request is forwarded to a Training Manager for final approval; if the Supervisor denies the request, the reservation remains and the student is expected to take their place at the Event. Students are notified of the progress of their request by e-mail.
14. To **Cancel Continuous Learning Points** (see paragraphs 1-3 above) click the **Continue** button below **Cancel Continuous Learning Points** (see Figure 53.)

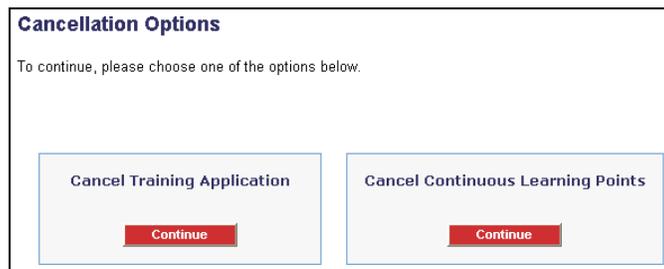


Figure 53: Cancel an Event Application window

15. The **Request CL Points** window opens (see Figure 54.)

ACQ NOW for Continuous Learning Events
Main Menu

Request CL Points

Point Requests Pending Supervisor Approval					
	Event	Event Type	Points Requested	Request Type	Date Requested
<input type="checkbox"/>	Brown Bag - Force Projection in Japan	Professional Events	1	Approval	22 Feb 2006 13:20

Point Requests Processed by Supervisor				
	Event	Event Type	Status	Points Awarded
<input type="checkbox"/>	FM - Cost Analysis for Program Managers	ASC Focus Week	Approved	3
<input type="checkbox"/>	CLM.003	DAU Continuous Learning	Approved	2
<input type="checkbox"/>	Brown Bag Lunch - Far East Diplomacy	Professional Events	Approved	1
<input type="checkbox"/>	Brown Bag Lunch - Diplomacy at Work	Professional Events	Approved	1

Previously submitted requests are listed above. You may update or review them by clicking on the event name. If you wish to delete a pending request, click on the next to the event name. If you wish to cancel CL points already awarded, click on the next to the event name.

Figure 54: Request CL Points

16. The **Request CL Points** window displays two tables, the upper table shows requests previously made that are pending approval by a Supervisor; the lower table lists Events that have already been approved. Both tables also show the number of CL points associated with each Event.

17. A **Click Here to Request CL Points** button at the top of the window is used to request additional CL points. Its function is described in Chapter 4.

18. To cancel either a pending CL point request from the upper table or a confirmed CL point request from the lower table, click on the icon associated with the Event for which you wish to cancel CL points. If you wish to cancel CL points which are pending a Supervisor's approval, click on the icon next to the Event for which CL points were claimed; if you wish to cancel CL points already confirmed by a Supervisor, click on the icon next to the Event for which CL points were claimed.

19. Clicking on an icon displays a warning window (see Figure 55).

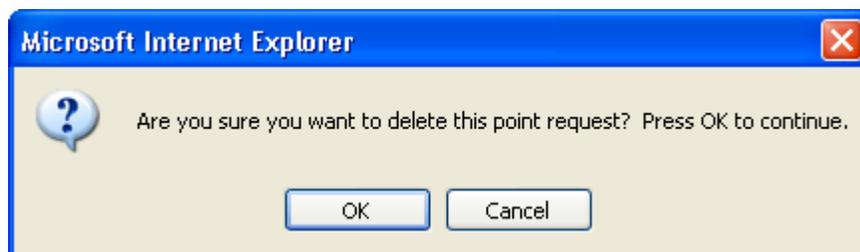


Figure 55: Confirm Delete Warning

20. If you wish to delete the point request click **OK**, otherwise click **Cancel**.
21. If you click **OK** the **Delete Confirmation** window opens to confirm your wish to delete the CL points associated with this event. E-mail notification of this change is sent to you and your supervisor.

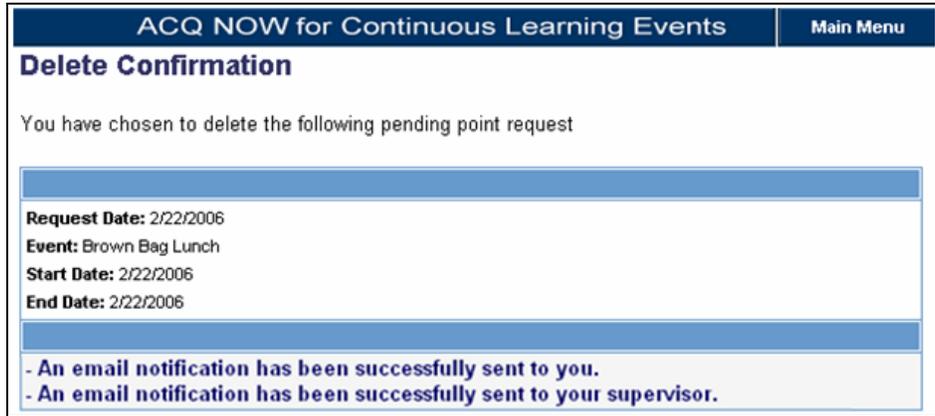


Figure 56: Delete Confirmation window

22. Clicking on an **C** icon displays the **Cancellation Request** window (see Figure 57).

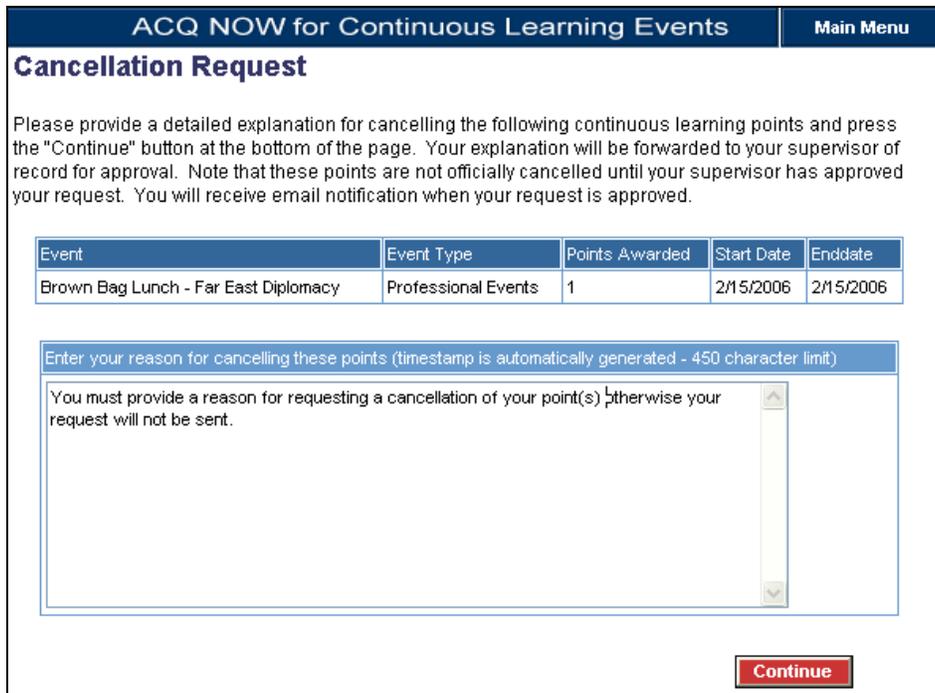
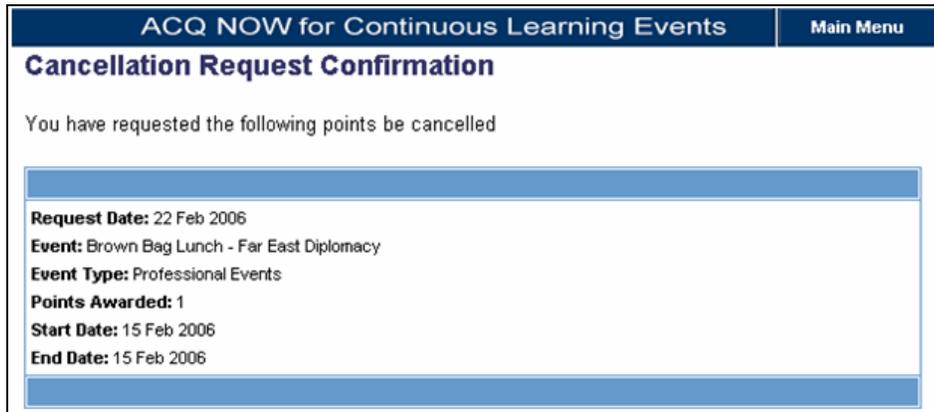


Figure 57: Cancellation Request window

23. The **Cancellation Request** window shows the **Event** name, **Event Type**, **Points Awarded**, **Start Date**, and **End Date** and provides a text box for the student to enter the reason(s) why cancellation of the CL points is requested. Explanations must be kept short so as not to exceed a limit of 450 characters; the explanation is time stamped and forwarded to a student's supervisor of record for approval. An explanation must be entered before a request can be sent. Click the **Continue** button to send the **Cancellation Request**. The **Cancellation Request Confirmation** window opens (see Figure 58).



The screenshot shows a web application window titled "ACQ NOW for Continuous Learning Events" with a "Main Menu" link. The main heading is "Cancellation Request Confirmation". Below the heading, it states "You have requested the following points be cancelled". A blue-bordered box contains the following details:

Request Date: 22 Feb 2006
Event: Brown Bag Lunch - Far East Diplomacy
Event Type: Professional Events
Points Awarded: 1
Start Date: 15 Feb 2006
End Date: 15 Feb 2006

Figure 58: Cancellation Request Confirmation

13. Resend an e-mail to your supervisor

Sometimes e-mailed requests get lost, accidentally deleted, or remain unread. As a result there will be times when Students will need to resend their approval requests.

1. Sign In to ACQ Now CL
2. To resend an approval request, click on the **Resend an e-mail to your supervisor** link from the **Add a CL Event** (see Figure 59).



Figure 59: Resend an e-mail to your supervisor link

3. The **Resend an email to you supervisor** window displays (see Figure 60).

ACQ NOW for Continuous Learning Events					Main Menu	
Resend an email to your supervisor						
To resend an application or point request to your supervisor, verify that the email address shown is correct, click on the box next to the notification(s) you would like to resend, and press the 'Resend Notification(s)' button.						
Approving Official Email Please verify your supervisor's email address is correct, and if necessary make any changes below. david.maddrell@asmr.com			Send Student Notification Place a check in the box below if you would like a copy of the student notification sent to you. <input type="checkbox"/> Send student notification			
Applications pending supervisor approval						
<input type="checkbox"/>	Event	Location	Request Type	Date Applied	Days Pending	
<input type="checkbox"/>	2006 USMC Acquisition Excellence Day	AFIT/Research Park	Training	01 Jun 2006 11:57	172	
Point Requests pending supervisor approval						
<input type="checkbox"/>	Event	Event Type	Request Type	Points Requested	Date Requested	Days Pending
<input type="checkbox"/>	CLM 003	DAU Continuous Learning	Cancellation	2	20 Nov 2006 14:42	0
Resend Notification(s)						

Figure 60: Resend an e-mail to your supervisor window

- To resend an e-mail to your Supervisor, first verify their email address is correctly shown in the Approving Official Email text box; if necessary, correct it. Click in the check box of any pending requests you want to resend (see Figure 61).

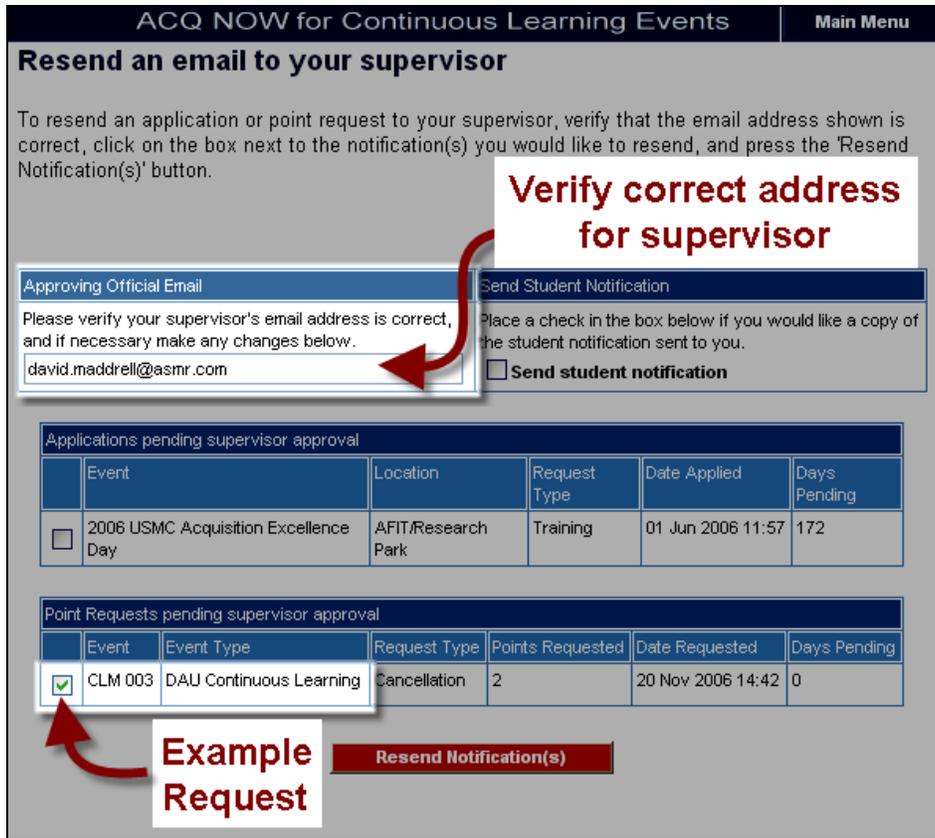


Figure 61: Resend an e-mail to your supervisor

- When finished, click on the **Resend Notification(s)** button. The **Approval Request Resend Confirmation** window displays (see Figure 62) to confirm an e-mail reminder has been sent to the Supervisor regarding the checked item(s).

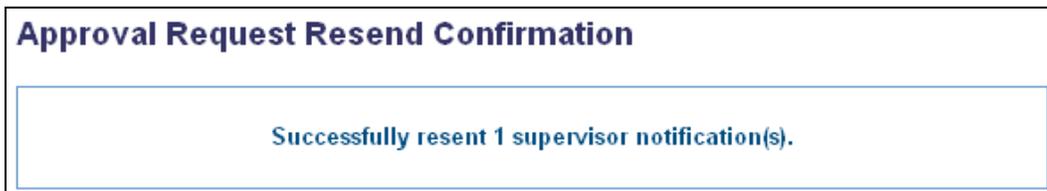


Figure 62: Approval Request Resend Confirmation window

14. ACQ Now Help Desk

1. Sign In to ACQ Now CL
2. Click **ACQ Now Help Desk** from **Help and Policy** (see Figure 63).

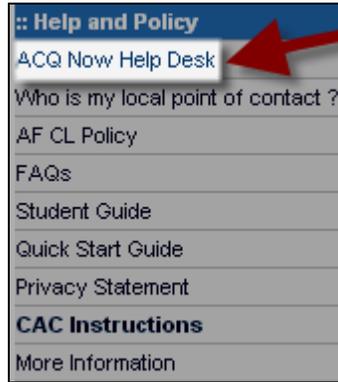


Figure 63: ACQ Now Help Desk link

3. The **ACQ NOW Help Desk** window displays (see Figure 64).



Figure 64: ACQ NOW Help Desk window

4. This window enables you to contact the ACQ Now CL Help Desk team. Use the menu in the top left of the window to send a create a Help Desk Ticket describing the kind of assistance you need or to view the progress of previous tickets you have submitted.

15. Who is my local point of contact?

1. Sign On to ACQ Now CL
2. Click **Who is my local point of contact?** from **Help and Policy** (see Figure 63).

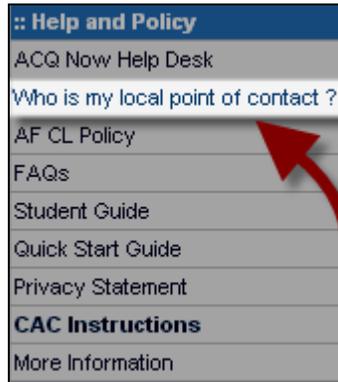


Figure 65: ACQ Now Help Desk link

3. The **ACQ NOW Help Desk** window displays (see Figure 66).

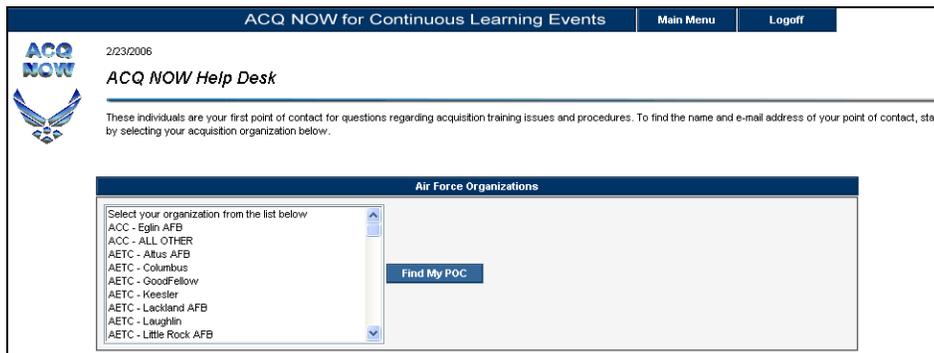


Figure 66: ACQ NOW Help Desk window

4. To find the name and email address of your POC, scroll down the list of acquisition organizations under the **Air Force Organizations** heading. When you find your organization, click on its name: it will highlight with a blue background. Now click on the **Find My POC** button. The **Air Force Organization Point of Contact** window displays for the organization you selected. (see Figure 67).

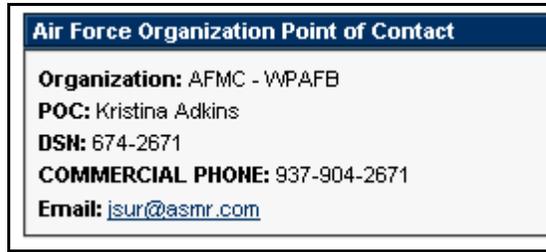


Figure 67: Air Force Organization Point of Contact window

16. AF CL Policy

1. Sign In to ACQ Now CL
2. Clicking on this link from the **Help** Menu opens the Acquisition Career Management website (see Figure 68).

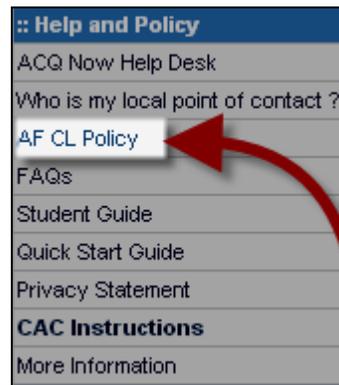


Figure 68: AF CL Policy link

3. The Acquisition Career Management website is only available to users with appropriate access rights and permissions.

17. Frequently Asked Questions

1. Sign In to ACQ Now CL
2. To access **Frequently Asked Questions**, click on **FAQs** under **Help** (see Figure 69).

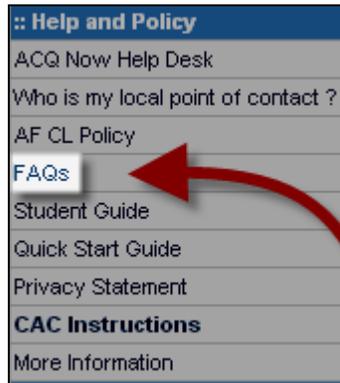


Figure 69: FAQs link

3. The **FAQ's** window opens with a hyperlink to the Help Desk E-mail. Click the acqnowcl@randolph.af.mil hyperlink to open a blank e-mail for you to add your question. An answer from the Help Desk will be sent directly to you.
4. Below are listed the six most frequently asked questions received by the Help Desk. The answer to each question follows.

Where can I see a record of the CL events I have completed? You can view your CL Transcripts by selecting **View CL Transcript** from the **Continuous Learning CL** and then selecting **Review Transcript for Current Period** or **Review Transcript for Previous Period**.

I completed a local CL event and want to know how I can have that added to my CL Transcript? Courses you register for in ACQ NOW DAU or ACQ Now CL are automatically updated in your ACQ Now CL record upon completion. You must request points for all other courses/events. To request CL points, select **Status/Request CL Points** from the **Continuous Learning CL**, and follow the instructions provided. To determine the points awarded, please refer to the **Point Credit Guidelines** which can be found on the ACQ Now CL homepage under the **Help** menu.

I have a duplicate entry for an event on my CL Transcript. To remove the duplicate entry, you will need to submit a request for cancellation of points. You can accomplish by selecting **Request Cancellation** from the **Continuous Learning CL** and then **Cancel Continuous Learning Points**. These actions will direct you to the **Request CL Points** window. Once there click on the **C** icon next to the event you wish to

cancel (i.e. the duplicate entry you wish to remove from the history) and follow the instructions provided.

How can I obtain a copy of my 80-point CL Achievement Certificate?

To obtain a copy of your 80-point CL Achievement Certificate select **View CL Transcript** and then **Review Transcript for Current Period**. This will bring you to the **Continuous Learning Training History** window. Once there follow the instructions at the top of the window to obtain a certificate.

I don't understand how CL Point Tracking Start dates are assigned.

The start date coincides with the date a member entered the acquisition workforce. Anyone who entered after 1 Oct 2002 is given a start date that coincides with their entry into the workforce and they have two years from that date to earn 80 CL points. For example, if a member entered the workforce 16 Sep 2005, their start date would be 16 Sep 2005 and their end date would be 16 Sep 2007. All members who were already part of the workforce when we began tracking CL points in 2002 were given a start date of 1 Oct 2002. That group's initial tracking period ended 1 Oct 2004 and they are now on their second tracking period which began 1 Oct 2004 and ends 1 Oct 2006. If you believe your start date is in error, please contact the help desk.

I am a supervisor. When I view my subordinates training history some names do not appear.

The system is designed to cue on the supervisor's e-mail address in the ACQ Now CL student profile. When a supervisor asks to view their subordinates' history, they will be given access to whoever has them listed as their supervisor. You will be able to view the CL point summaries of all personnel who have you listed as their supervisor. Likewise, you will continue to see subordinates you no longer supervise as long as they continue to identify you as their supervisor on their ACQ Now CL profile.

18. Student Guide

1. Sign In to ACQ Now CL
2. Click on the **Student Guide** link under **Help** (see Figure 70).

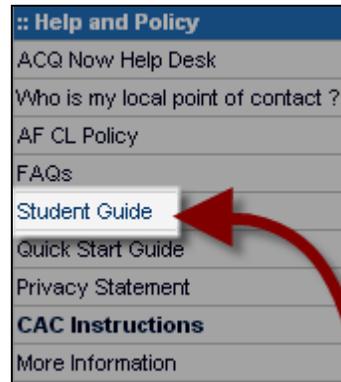


Figure 70: Student Guide link

3. An electronic copy of this guide in Adobe Acrobat Portable Document Format (PDF) opens. You may read the document online, save it, or print it. You should click this link from time to time to ensure you're using the latest version of the **Student Guide**.

19. Quick Start Guide

1. Sign In to ACQ Now CL
2. Click on the **Quick Start Guide** link under **Help** (see Figure 71).

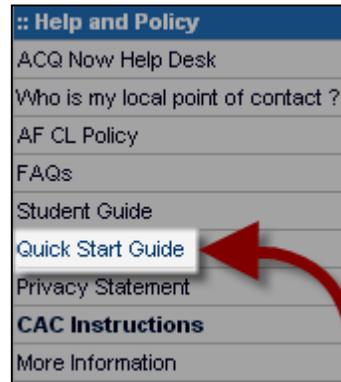
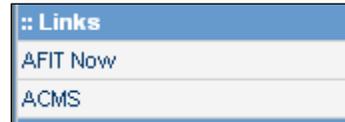


Figure 71: Quick Start Guide link

3. The **Quick Start Guide** is designed to readily assist students who are new users of the system to accomplish common tasks. Common tasks include creating a profile, checking the status of CL Points, registering for or cancelling an event, or simply signing in.

20. AFIT Now and ACMS

Towards the bottom of the main menu are two links, each of which transfer users to a sister site that provides continuing education events. Click **ACQ Now for DAU Training** for DAU courses: click **AFIT Now** to open a new window for the Air Force Institute of Technology website: click **ACMS** to open the Acquisition Career Management System. These websites offer their own management systems and user guides, details of which are available from each site.



21. Supervisor Menu

The bottom section of the menu is provided for Supervisors who are tasked with managing student applications for learning Events and for awarding Continuous Learning Points (CLP). Supervisors require a Supervisor-level access to the ACQ Now CL system. Access is contingent upon a valid Supervisor's email account and an Application Review Code. For further details, Supervisors should see the Supervisor's User Guide.

:: Supervisor Menu
Student's Applications
Student's Point Requests
View Employee's Training History

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User Feedback Request

We are constantly working to improve our technical manuals and user guides. If you are aware of any inaccuracies or omissions in this guide, please help by forwarding a description that references:

- The title and date of the guide
- The page or paragraph number to which you refer (if applicable).
- The error or omission you've noted

If you'd like to offer a suggestion on how we might better support your user community, we'd like to hear about that too.

Please email your feedback and suggestions to: -

ACQNowCL@randolph.af.mil