ACQ Now Registration Instructions

1. Click the following link: https://acqnow.atrrs.army.mil
2. Logon with CAC
3. Establish/Update Profile
   (select the most appropriate option from the dropdown menu or populate the fill field)
   a. ensure email address is .mil/.gov email for both self and supervisor
   b. in order to take classes you must populate supervisor data and your supervisor must be in the ACQ Now system
   c. you must select a MAJCOM
   d. contractors must select CI (Contractor/Industry)

To register for a class:

4. Select "My Career" in the blue bar at the top
5. Under “Training Events”:
   a. Select "Search For AFIT Events"
6. Scroll down to AFIT Event Catalog
   a. Select the blue "View Catalog" button
7. Tab: All Events By Name
8. Scroll down to the course you are interested in
   a. Click on "+" to open
9. Select the blue "Apply" button to the left of the offering
10. Scroll to bottom
    a. any remarks in the remarks section are to your supervisor on file
    b. Select the blue "Submit Request" button at the bottom right of the screen
    c. NOTE: If you do not see "Submit Request", change your screen size to 75%
11. Your request will be submitted to your supervisor for approval (For live classes only)
12. You will receive an email with the status update
13. Your supervisor will receive an email to approve the application
14. If your supervisor does not get/cannot find the email:
    a. They can log in to the link from step 2 and check the "tasks" section on the bottom right of the main page