ACQ Now Course Registration Instructions

Log in at: https://acqnow.atrrs.army.mil

Please note, your supervisor will need to log in and update their profile information. Once completed, you can add them as your supervisor, and complete the steps below.

1. Log in using CHROME or IE
2. ACQ Now https://acqnow.atrrs.army.mil
3. Follow prompts to sign/CAC in
4. Select "My Career" in the blue bar at the top
5. Under Continuous Learning on the left:
   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 "My Tasks" section on the bottom right of the Dashboard

My Tasks (1)

To do: Process CL Event Requests
Pending Supervisor Action (1)  Go to Pending Queue

For additional assistance you may contact me at jeremiah.brauhn@afit.edu or our Training Administrator/Course Manager organizational inbox at: AFIT.LSACOURSEMANAGER@AFIT.EDU or call DSN 785-7777x3164 or Commercial: (937) 255-7777 x3164.