

# ACQ Now For DAU Training



## *Supervisor's Guide*

**1 December, 2007**

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

If you have any questions about the ACQ NOW DAU System, please contact:

**Mary Habib**

*Program Manager, ACQ Now DAU*

DSN 665-5900, Comm (210) 565-5900

Email: [acqnowcl@randolph.af.mil](mailto:acqnowcl@randolph.af.mil)

Air Force Acquisition Training Office (SAF/AQH-ATO)

555 E Street West, Suite 5

Randolph AFB, TX 78150-4530

## Record of Changes

Cover Date	Revision Date	Change Description
1 December 2007	July 2010	Office Symbol AQXD replaced with AQH. This Record of Changes added.

## Table of Contents

<b>Table of Contents</b> .....	<b>4</b>
<b>About this Manual</b> .....	<b>5</b>
<b>Sign In and Supervisor Menu</b> .....	<b>7</b>
1. Supervisor Approval/Disapproval .....	7
2. Supervisor Cancellation .....	10
<b>Table of Figures</b> .....	<b>13</b>
<b>User Feedback Request</b> .....	<b>14</b>



## 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 draw attention to the item with an arrow and, where necessary, number it to correspond with an explanation in the accompanying text. An example of this convention is shown below.



Figure #: Title

3. Navigation through the system is made possible by the Main Menu, the Footer Menu, hyperlinks, and buttons.
  - a. The Main Menu is shown on the left of the Home Page and can be reached from any other page by clicking the Main Menu (  ) button located at the top right of the page.
  - b. The Footer Menu is shown at the bottom of most pages. It provides access to pages and functions associated with the current page.
  - c. Hyperlinks are shown as blue, underlined text. The function and destination of the link is commonly spelled out in the link's name (e.g. [Click here to search for an airport code](#)).
  - d. Clicking a button normally executes a function associated with information you have added to, or selected from, the system (e.g.  ).
4. 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.

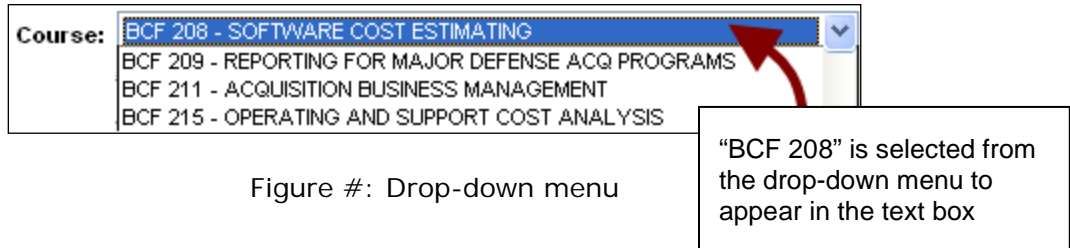


Figure #: Drop-down menu

5. 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.
6. 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.

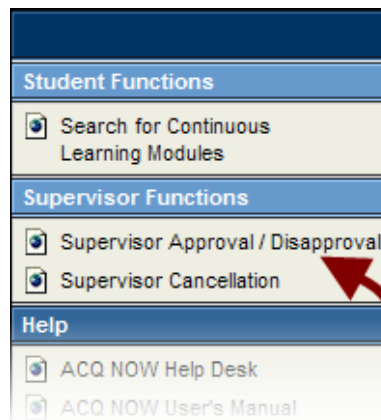
If you have any questions or suggestions for improving this user manual, please contact Mary Habib, Program Manager, DSN 665-6580, Comm (210) 565-5900

## Sign In and Supervisor Menu

### 1. Supervisor Approval/Disapproval

Air Force Registration System for Acquisition Training (ACQ Now DAU) is used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. Supervisors must approve all applications before they are forwarded to a Training Manager (also referred to as a "Registrar") for final approval.

Supervisors are informed of new or changed applications by receipt of automatically generated emails from ACQ Now DAU. To action these emails, you will need Supervisor-level access to the ACQ Now DAU system. Access is contingent upon a valid Supervisor's email account and an Application Review Code. Once you have used these to sign in to the system, you may navigate using either the main Supervisor Menu in the top right of each window, the links and buttons available in each window, or a combination of the two.



**Figure 1: Supervisor Approval/Disapproval**

- Supervisors are informed of a new or changed application by receipt of an automatically generated email from ACQ Now DAU. To Sign In as an Air Force Supervisor you must use your Air Force email address and the Application Review Code sent in the body of the email.
- On receipt of the email, click on the following hyperlink to review and approve the student's application: <https://www.eval2.asmr.com/channels/acqnow/> You may also reach the same window by clicking **Supervisor Approval/Disapproval** from the **Supervisor Functions** in the Main Menu (see Figure 1).

- In the text boxes that display, enter your **Email** address and your **Application Review Code** (see Figure 2). In the event that you do not have your code, click the **Forgot your code?** link and the code will be resent to your email address.

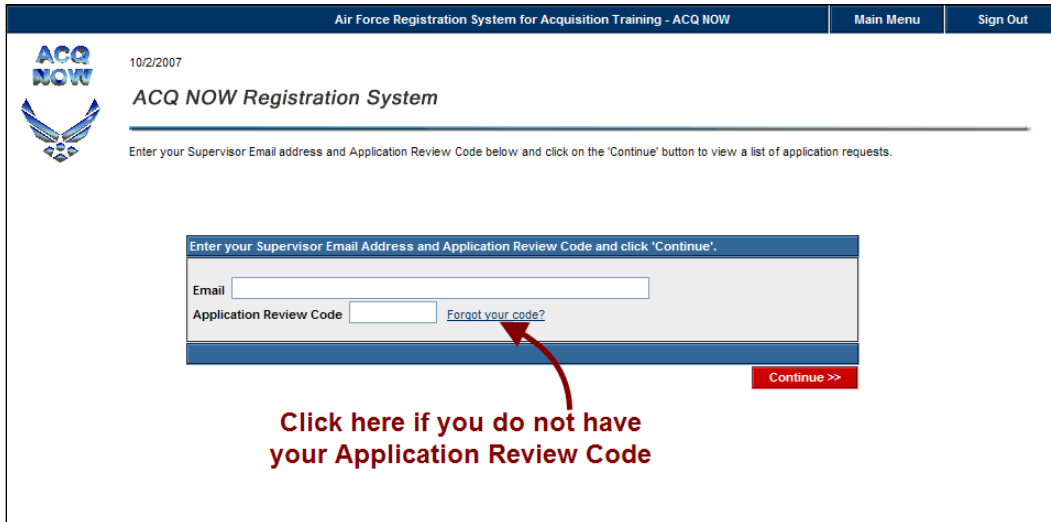


Figure 2: Supervisor Login

- Click the **Continue** button to access all applications for which you are the supervisor of record. The window refreshes to show a list of Pending and Previous student applications (see Figure 3)

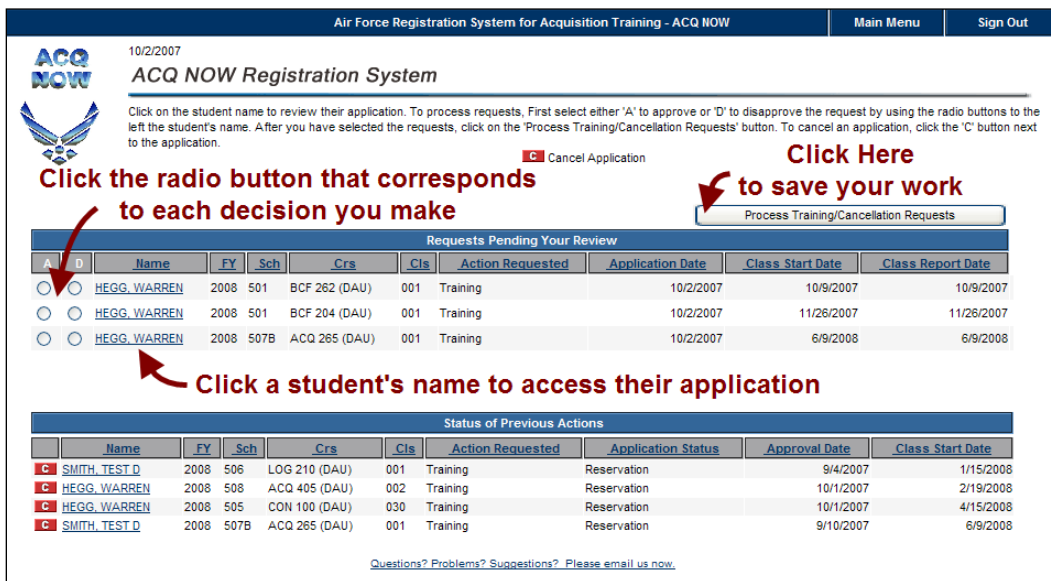


Figure 3: Student Applications

- Click on a student's name in **Requests Pending Your Review** (the table in the upper part of the window) to open a copy of the student's

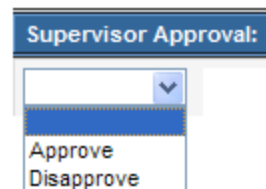


Figure 4: Approval



application. Towards the bottom of the Application, in the **Supervisor Approval** section of the form, there is a drop-down menu (see Figure 4). Select an approval decision and click the **Submit** button in the bottom right of the form to forward the application to a Training Manager with your recommendation.

6. Alternatively, you may process one or more applications using the radio buttons in the upper table. Click in either the **A** (Approve) or **D** (Disapprove) radio buttons to record your decision alongside the application to which it relates (see Figure 5). Click the **Process Training/Cancellation Requests** button to forward one or more recommendation(s) to a Training Manager.

A	D	Name
<input checked="" type="radio"/>	<input type="radio"/>	HEGG, WARREN
<input type="radio"/>	<input checked="" type="radio"/>	CLIVE LLOYD
<input checked="" type="radio"/>	<input type="radio"/>	ANDREW KENNEDY

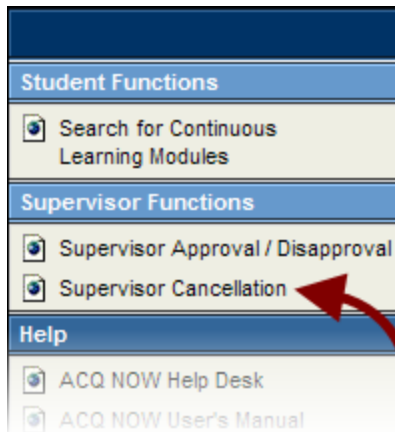
**Figure 5: Approval Buttons**

7. The student will be advised by a system-generated email of your approval/disapproval decision.

## 2. Supervisor Cancellation

To cancel a student reservation you will need Supervisor-level access to the ACQ Now DAU system. Access is contingent upon a valid Supervisor's email account and an Application Review Code. Once you have used these to sign in to the system, you may navigate using either the main Supervisor Menu in the top right of each window, the links and buttons available in each window, or a combination of the two.

A student may cancel an application for a course that has not been approved as a reservation or wait by their Supervisor. To cancel a reservation previously approved by you (as a Supervisor), a student must complete a cancellation request which is automatically routed to you. Only when the request is approved by both you and AFATO is the reservation cancelled. Supervisors are informed of a student's request to cancel a confirmed reservation or wait by receipt of automatically generated emails from ACQ Now DAU.



**Figure 6: Supervisor Cancellation**

1. Supervisors are informed of a new or changed application by receipt of an automatically generated email from ACQ Now DAU. To **Sign In** as an Air Force Supervisor you must use your Air Force email address and the Application Review Code sent in the body of the email.
2. On receipt of the email, click on the following hyperlink to review and approve the student's application: <https://www.eval2.asmr.com/channels/acqnow/> You may also reach the same window by clicking **Supervisor Cancellation** from the **Supervisor Functions** in the Main Menu (see Figure 6).
3. In the text boxes that display, enter your **Email** address and your **Application Review Code** (see Figure 2). In the event that you do not have your code, click the **Forgot your code?** link and the code will be resent to

your email address.

4. Click the **Continue** button to access all applications for which you are the supervisor of record. The window refreshes to show a list of Pending and Previous student applications (see Figure 3)
5. Applications that list in the **Status of Previous Actions** list and which are prefixed with the letter **C** symbol ( **C** ) are those that students have requested be cancelled. Applications in this list that are not prefixed with **C** cannot be cancelled by a Supervisor as they are still pending action by an AFATO Training Manager (see Figure 7).

Air Force Registration System for Acquisition Training - ACQ NOW Main Menu Sign Out

10/3/2007  
**ACQ NOW** Registration System

Click on the student name to review their application. To process requests, First select either 'A' to approve or 'D' to disapprove the request by using the radio buttons to the left of the student's name. After you have selected the requests, click on the 'Process Training/Cancellation Requests' button. To cancel an application, click the 'C' button next to the application.

**C** Cancel Application

There are no applications pending for your review at this time

The status of courses Pending AFATO action cannot be changed by a Supervisor

Status of Previous Actions									
Name	FY	Sch	Crs	Cls	Action Requested	Application Status	Approval Date	Class Start Date	
HEGG, WARREN	2008	501	BCF 204 (DAU)	001	Training	AFATO Pending		11/28/2007	
HEGG, WARREN	2008	501	BCF 262 (DAU)	001	Training	AFATO Pending		10/9/2007	
HEGG, WARREN	2008	507B	ACQ 265 (DAU)	001	Training	AFATO Pending		6/9/2008	
<b>C</b> HEGG, WARREN	2008	508	ACQ 405 (DAU)	002	Training	Reservation	10/1/2007	2/19/2008	
<b>C</b> HEGG, WARREN	2008	505	CON 100 (DAU)	030	Training	Reservation	10/1/2007	4/15/2008	
<b>C</b> SMITH, TEST D	2008	506	LOG 210 (DAU)	001	Training	Reservation	9/4/2007	1/15/2008	
<b>C</b> SMITH, TEST D	2008	507B	ACQ 265 (DAU)	001	Training	Reservation	9/10/2007	6/9/2008	

A Supervisor may recommend AFATO cancel any course prefixed with a **C**

Figure 7: Status of Previous Actions table

6. Click on a student's name under **Status Of Previous Actions** (the table in the lower part of the window) to open a copy of any student application that is listed. Application forms are read only and cannot be changed from this window.
7. To approve a cancellation, click the **C** alongside the application you want to cancel. Scroll to the bottom of the application to the **Cancel Reason** drop-down menu. Select an applicable reason from those listed and enter explanatory comments in the text box below the drop-down menu (see Figure 8). The request cannot be forwarded without a cancellation reason that is supported by your comments.



**Figure 8: Submit Cancellation Request to AFATO**

8. Click the **Submit Cancellation Request>>** button to recommend the application be cancelled. A pop-up window opens to confirm your decision. Click **OK** to submit your request, otherwise click **Cancel**.
  
9. You may click the **<<Back** button in the bottom left of the window to return to the previous window without recommending a reservation or wait be cancelled (see Figure 8).
  
10. In the event you recommend a cancellation, the student and their Training Manager will be advised by email of your decision. If you decide to deny the request to cancel, no action will be taken and the reservation or wait will stand.

## Table of Figures

Figure 1: Supervisor Approval/Disapproval .....	7
Figure 2: Supervisor Login .....	8
Figure 3: Student Applications .....	8
Figure 4: Approval.....	8
Figure 5: Approval Buttons .....	9
Figure 6: Supervisor Cancellation .....	10
Figure 7: Status of Previous Actions table.....	11
Figure 8: Submit Cancellation Request to AFATO .....	12

## 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: -

[ACQ.NOW@randolph.af.mil](mailto:ACQ.NOW@randolph.af.mil)