

Instructions for Non-Acquisition Workforce to apply for DAU courses in ATRRS Internet Training Application System

1. Go to ATRRS AITAS main page at <https://www.atrrs.army.mil/channels/aitas/> (see screen shot on 2nd page of this document)
2. Under the "**Student**" menu, click on "**Apply for Training**". Click Agree on the next page.
3. Go to the middle of the screen, at "**Please select a category**", click drop down arrow and select "**Non-Acquisition Civilian & Military Workforce**", 6th option on the page.
4. From the **Sign In Options** select how you are going to sign in, CAC, DOB&SSN or AKO.
5. After successful login, select "Classroom Courses".
6. Drop-down and select the course for which you wish to take, click the "Search" bottom.
7. Select the most Cost Effective (CEL) location.
8. Click on the class link, under "Class" for the specific date you would like.
9. Review your application profile and ensure your information is correct, specifically you and your Supervisor's email address. Include any relevant comments to the registrar (if applicable). Your supervisor will be auto-notified from the ATRRS AITAS to approve your application, before the Army Registration Office is able to give you a reservation. From this point forward, you and your Supervisor are notified via email when you have confirmed reservation and class information.

ATRRS Online - Help Desk DSN 225-2353/2060 - Windows Internet Explorer
 https://www.atrrs.army.mil/channels/aitas/

File Edit View Favorites Tools Help

ATRRS Online - Help Desk DSN 225-2353/2060

ATRRS Internet Training Application System

Main Menu


Student

- Apply for Training**
- Review Application(s)
- Cancel Reservation/Wait
- Delete Application
- Search for Continuous Learning Modules
- Continuous Learning Training
- Update Profile
- Resend Supervisor Email(s)
- Course Lookup
- Create/Edit Travel Worksheet
- Logoff

Help!

- FAQ
- Travel Worksheet Guidance
- How To's
- Links
- Pre Course Material
- Privacy Act Statement
- Contact Information
- Contact Your ACM

Data On Demand



Please sign in below.

Please select a Category

Please select a Category

Civilian Army Acquisition Workforce

Military Army Acquisition Workforce

Army Reserves Military Acquisition Workforce

Army National Guard Military Acquisition Workforce

Foreign Local National

Non-Acquisition Civilian & Military Workforce

Acquisition Workforce Intern

Non-Acquisition Workforce Intern

Note: Commands are responsible for travel and per diem funding for Non-Acquisition Workforce personnel.

For Continuous Learning Courses - Click Here

Announcements

6 Oct 2010

[NEW Army DAU Helpdesk Procedures](#)

28 Sep 2010

[FA51 Military Officers Application for Training in Different Career Field](#)

24 Sep 2010

[Fulfillment of BCF 206 for Certification](#)

30 Aug 2010

[Equivalent Training to Meet DAU Prerequisite](#)

16 Aug 2010

["No Rest" Test Policy](#)

5 Aug 2010

[Army Cancellation Policy for](#)

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