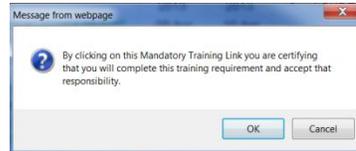


EXCERPT from Draft JMC ERP/LMP Education and Training Plan Signing up for Distance Learning Training

f. ERP/LMP Distance Learning (DL) courses are taken in ALMS. After you have received TED approval to attend the training from supervisor, you must go back into TED:

(1) Click on the applicable DL course title hyperlink on the TED Main page. Read the TED message, click “ok”.

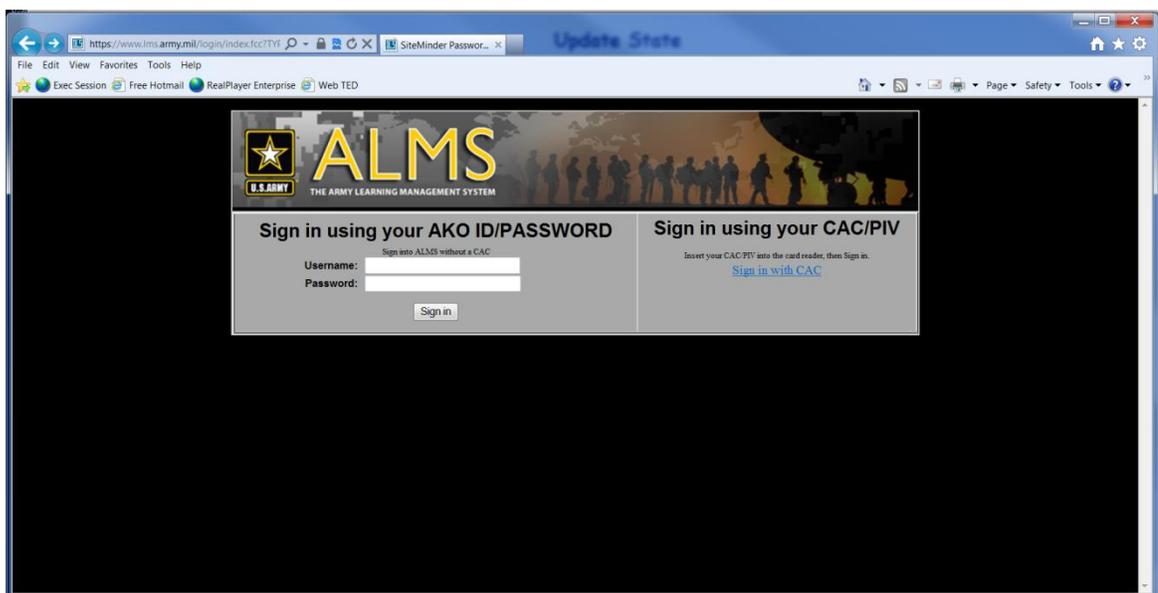


(2) You will be automatically directed to the ALMS homepage (<https://www.lms.army.mil/Saba/Web/Main>). Click on green block “Go to ALMS Homepage”, if your computer asks.

*NOTE: In order to use ALMS, you **MUST** first disable your pop-up blocker in your internet settings. To do this, open your Windows Explorer, click the **Tools** tab, click **Internet Options**, and then click the **Privacy** tab and make sure the **Block Pop-Up** button is unchecked.*

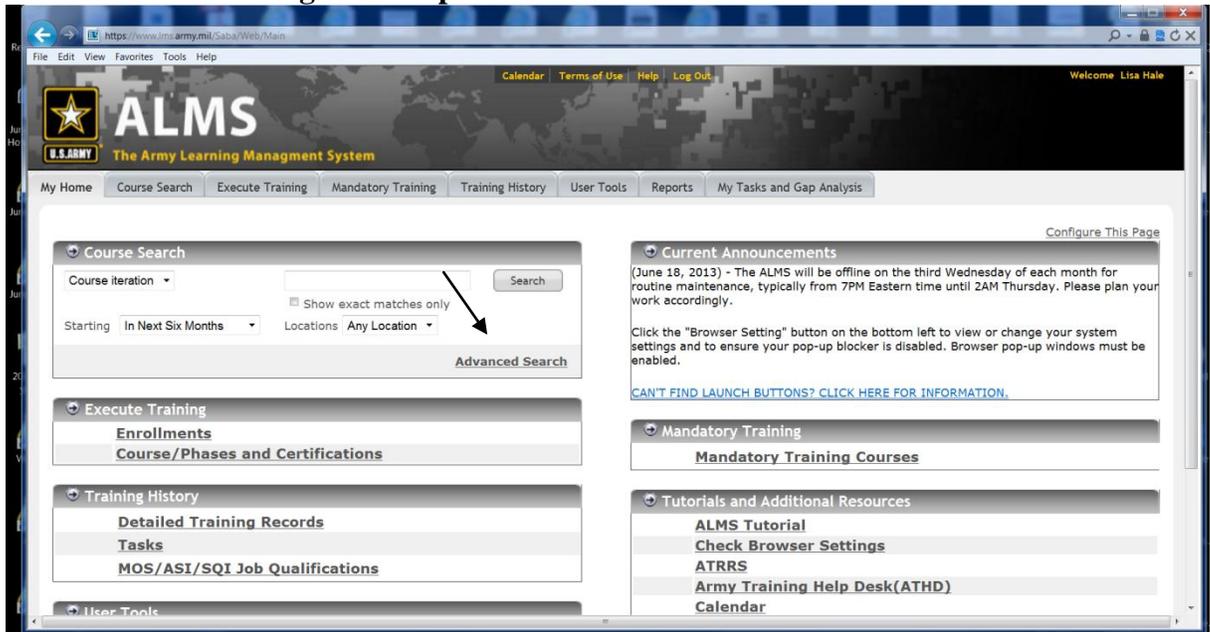
(3) If you do NOT get automatically redirected to ALMS, then go into your Web Brower and type in the URL (<https://www.lms.army.mil>). Screen may show “IF YOU DO NOT GET AUTOMATICALLY REDIRECTED TO ALMS, THEN GO INTO WEB BROWER AND TYPE IN THE URL.”

(4) At the ALMS homepage sign in with your CAC. Confirm your CAC certificate.



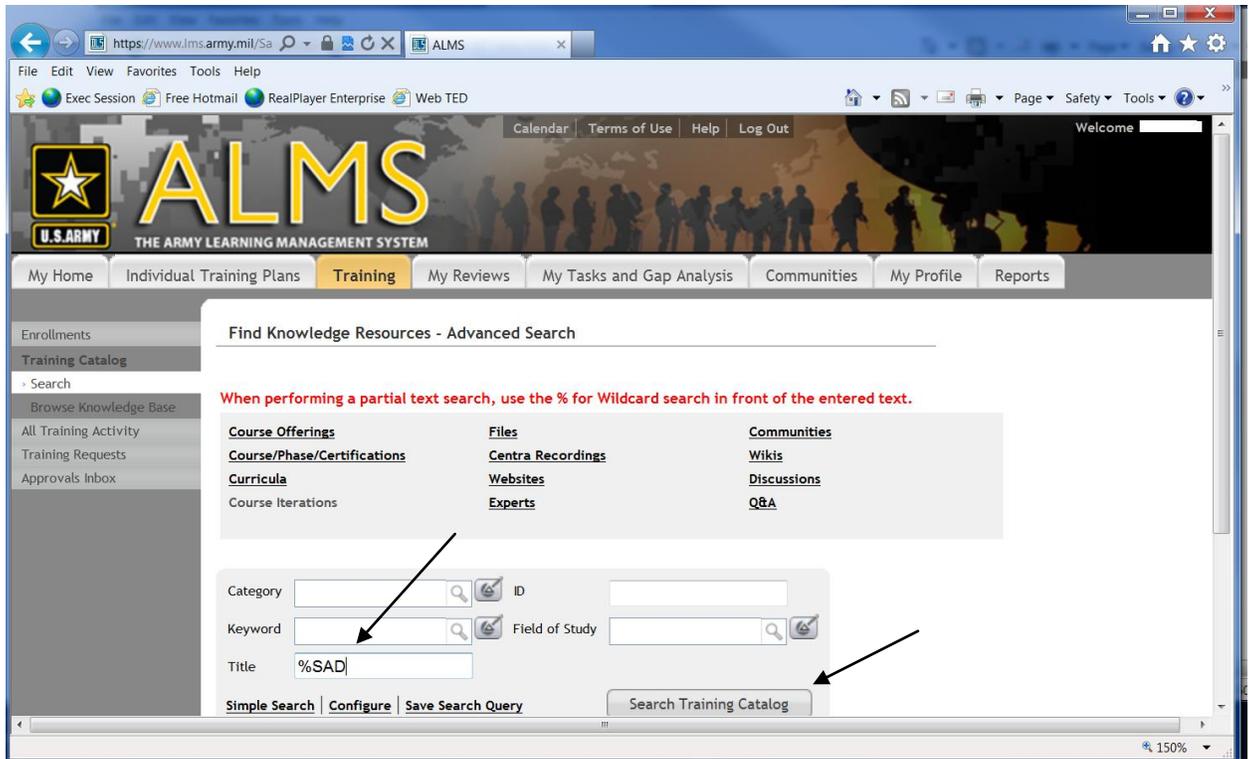
(5) At the ALMS Welcome Page below, click on "Course Search – Advanced Search hyperlink"

PLEASE NOTE: ALMS modifies their “my home” screen periodically, but the basic search/registration process below remains the same.

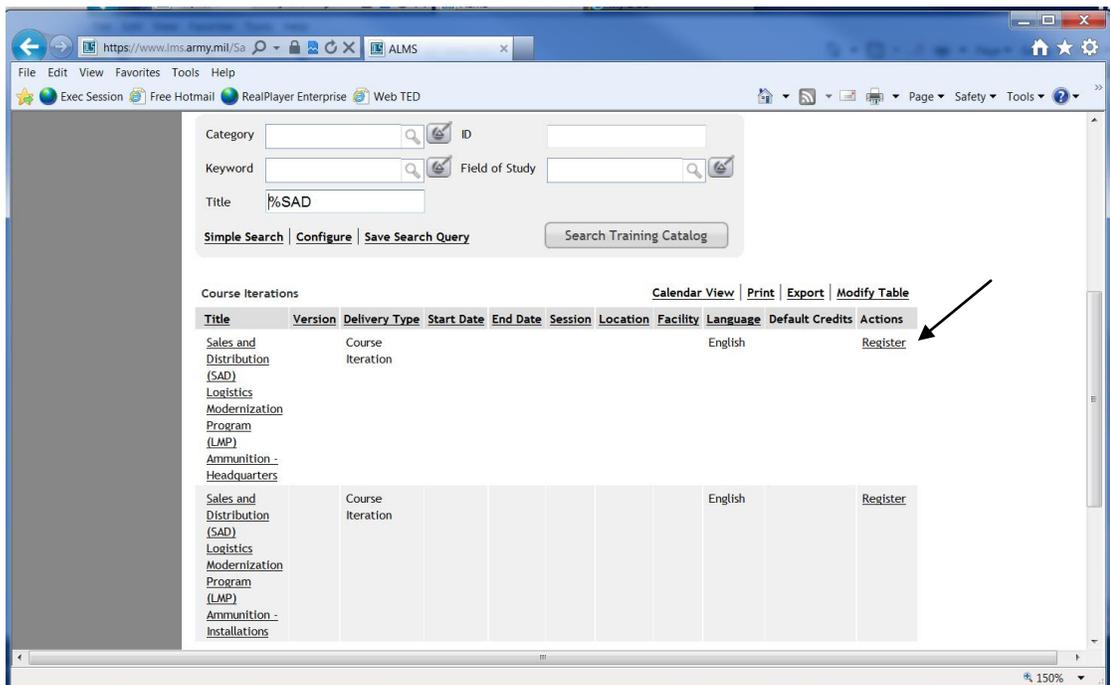


(6) In the Title block of the Advanced Search screen, type in either the course Number or do a wildcard search (e.g %SAD, %ACQ, etc).

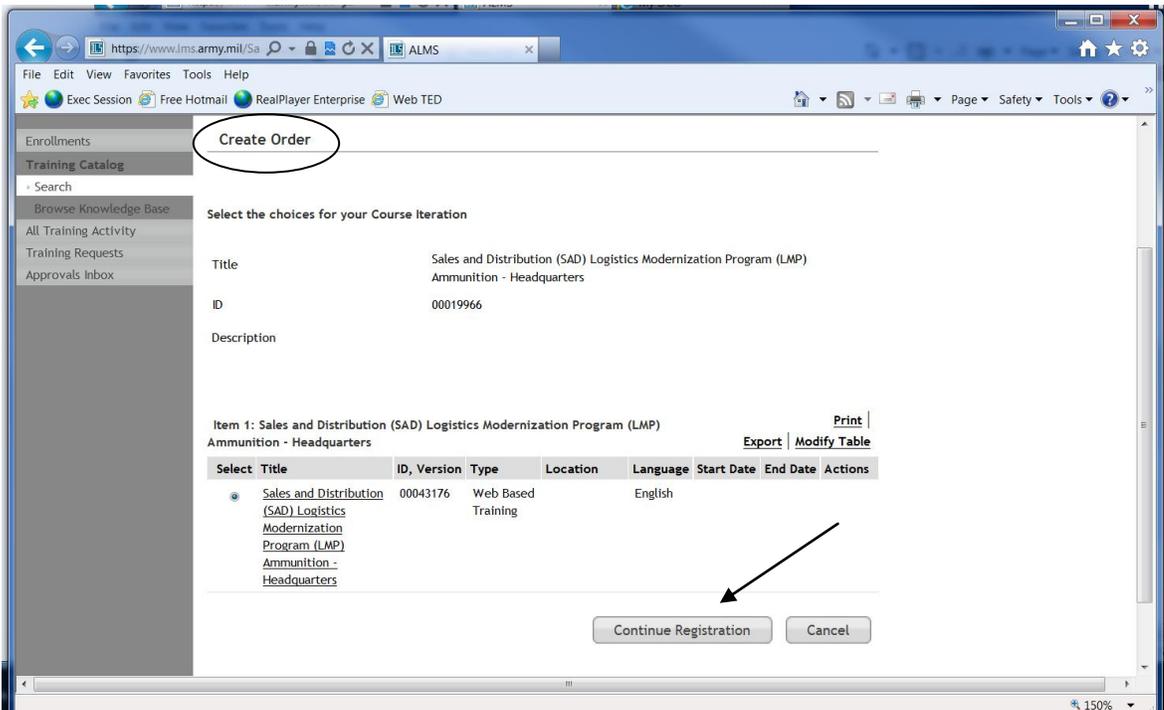
(7) Then click “Search Training Catalog” button.



(8) Scroll down the course iterations applicable to your search and find the course that you want to register for; then click the “register” link on the far right of the applicable course.

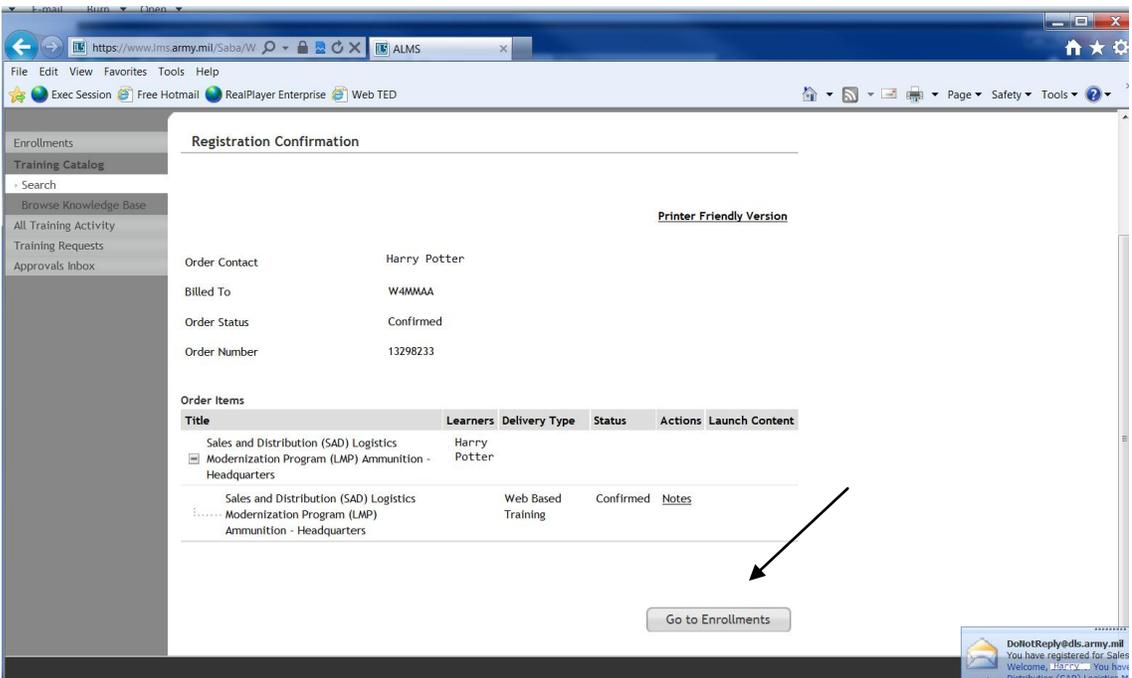


(9) On the Create Order screen, click on “Continue Registration” button.

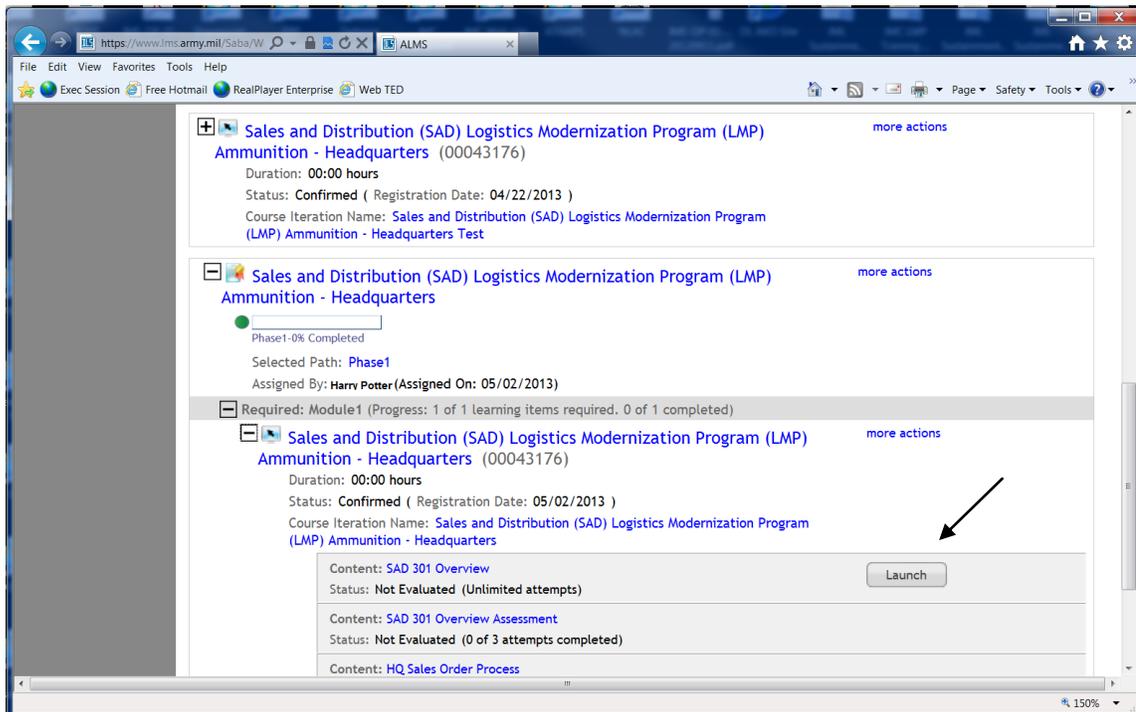


(10) You will automatically receive an email from DONOTREPLY@dls.army.mil indicating you have registered for the applicable course.

(11) If you want to take the training while you are in ALMS, click on “Go to Enrollments”. If you do not want to take the course at this time, follow the instruction on the email noted above when you take the training.

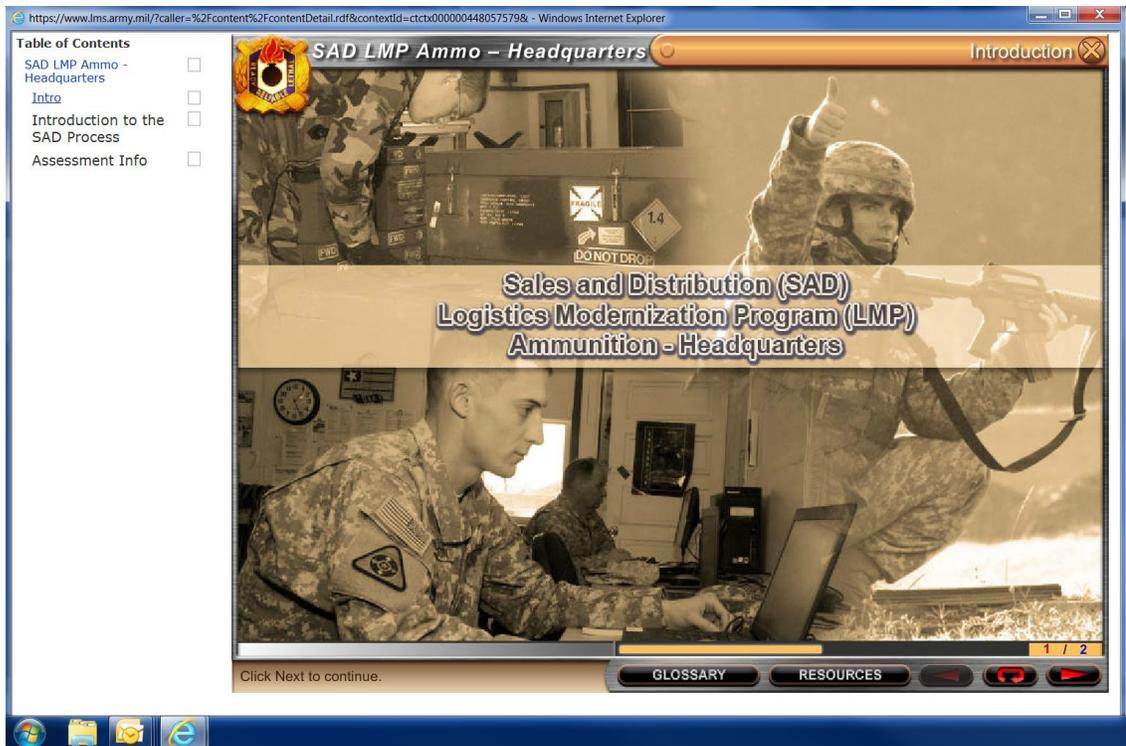


(12) In the Enrollments screen, scroll down and find the course you registered for. Click on “+” to the left of the course title. If there is another “+” to the left of “Required: Module 1” or another course title, click on the “+” until you get to a screen similar to below where you can “Launch” the course.



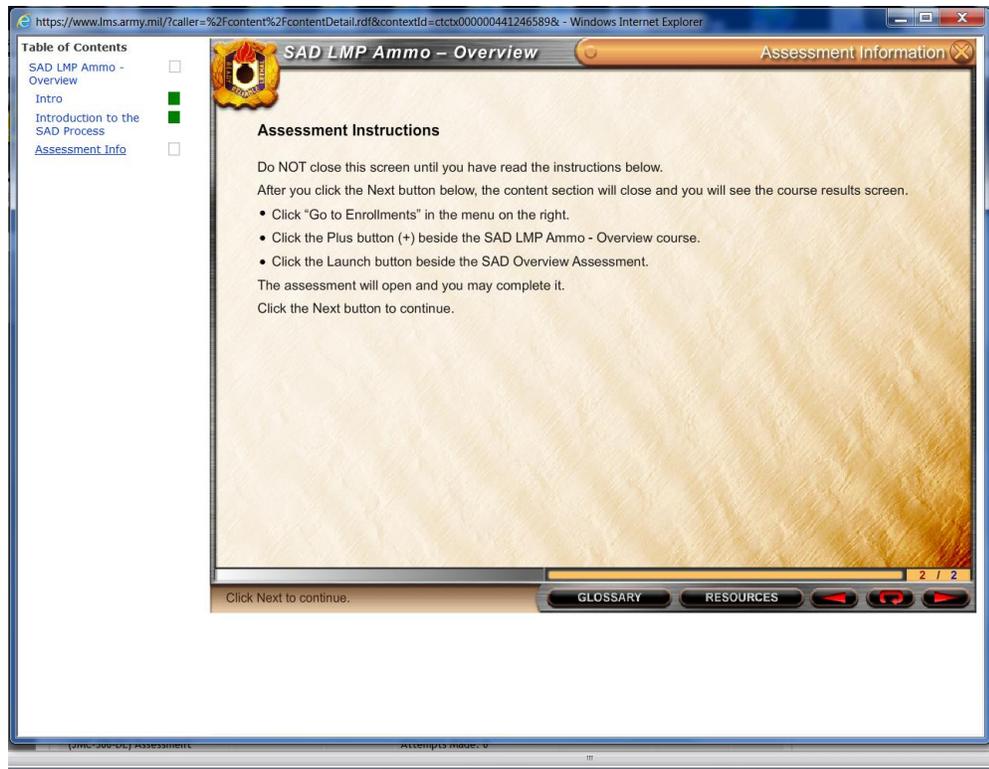
(13) Click on "Launch" button for the applicable course.

(14) The Intro screen of the DL course will open; follow instructions to complete the training.

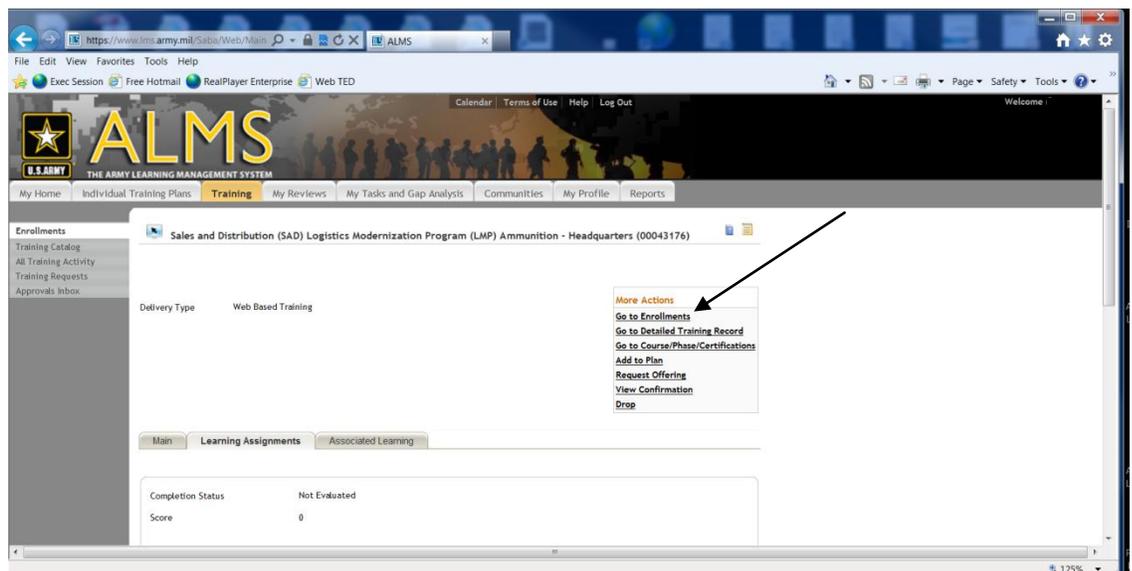


(15) Completing the Course KA in ALMS

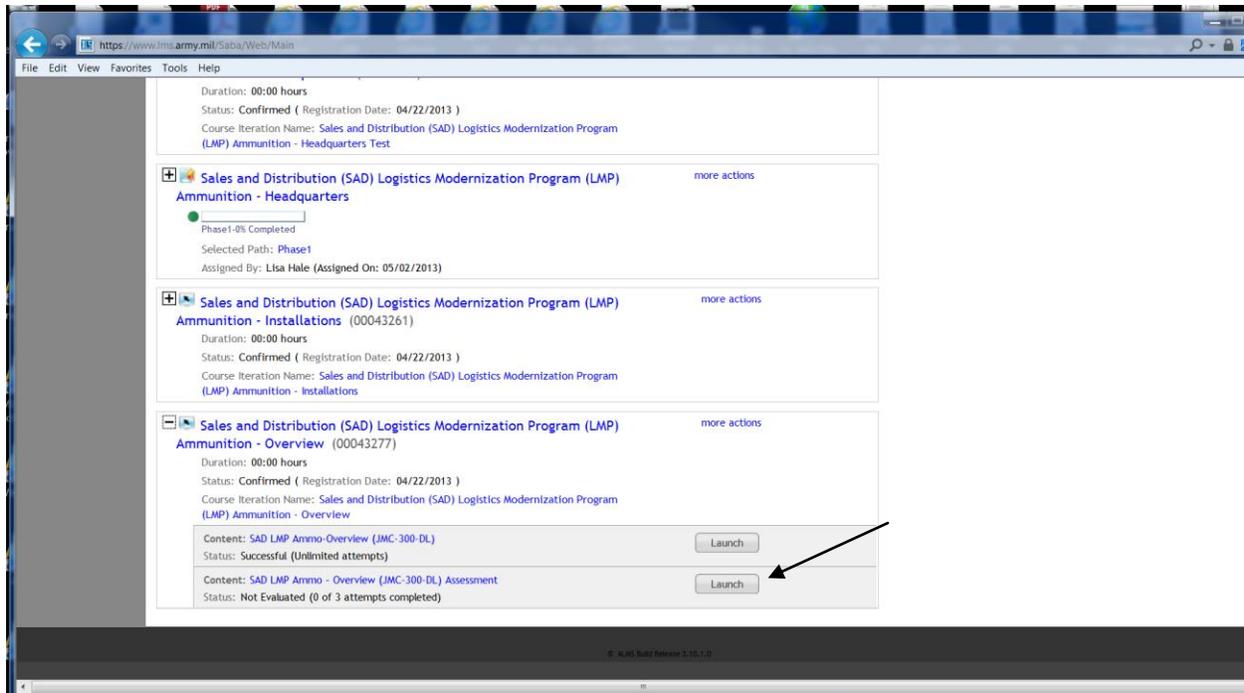
- (a) At the end of each module in the training course is completed, you will need to complete an assessment. Read the Assessment Instructions in the Distance Learning course carefully.



(b) The Distance Learning screen will return to ALMS screen below; click on “Go to Enrollments” in right hand corner of screen.

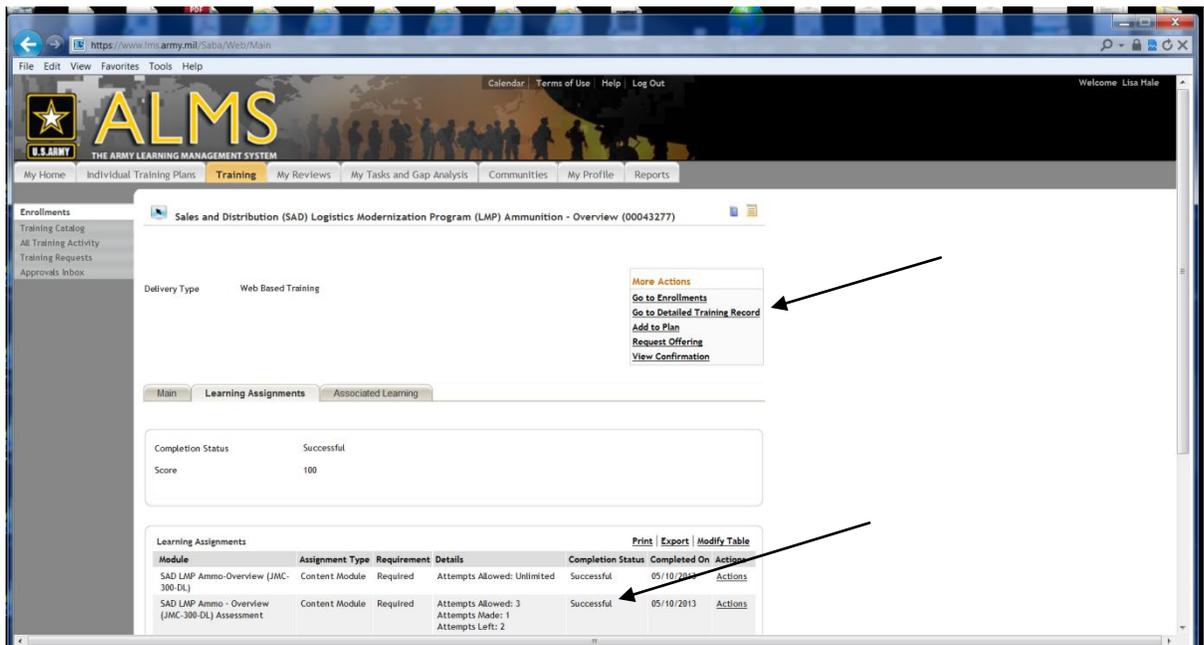


© Scroll down the screen. Click on “+” next to the applicable module you just completed and click “Launch” in the “Actions” column for the course exam.



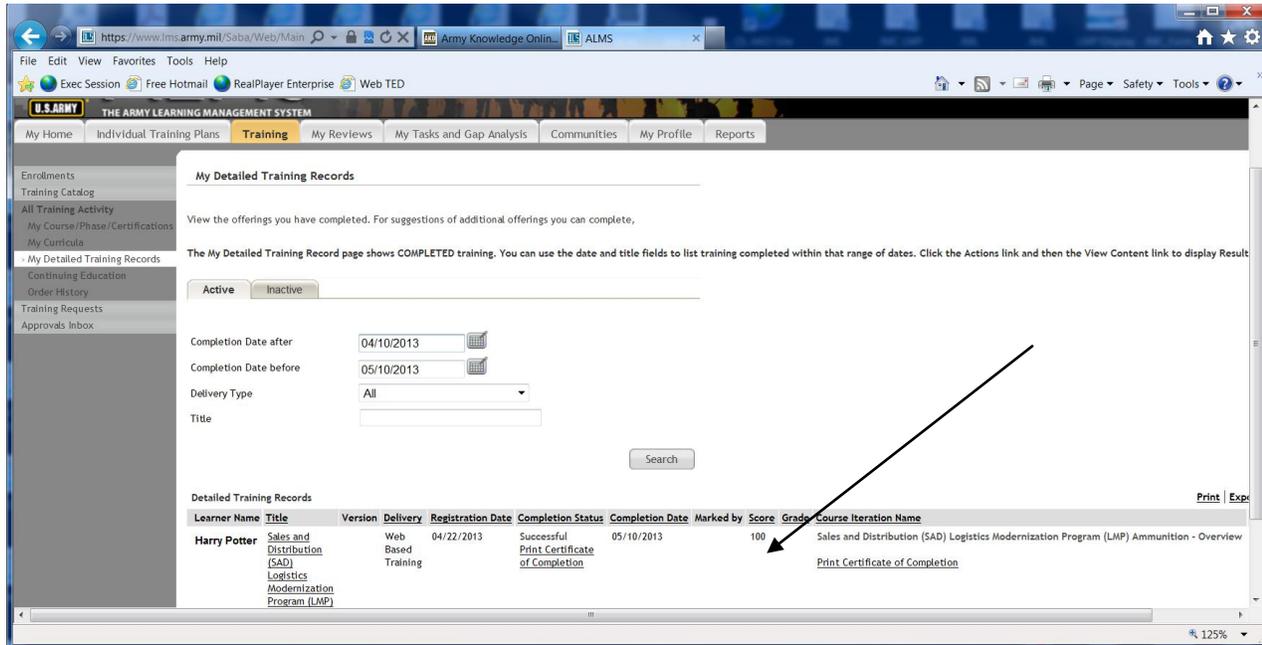
(d) Complete the exam; you get 3 tries to get 70% to pass.

(e) Once you've successfully passed the KA, the system will take you back to ALMS screen. It will show that you successfully passed the assessment. To get your course completion certificate, click "Go to Detailed Training Record".

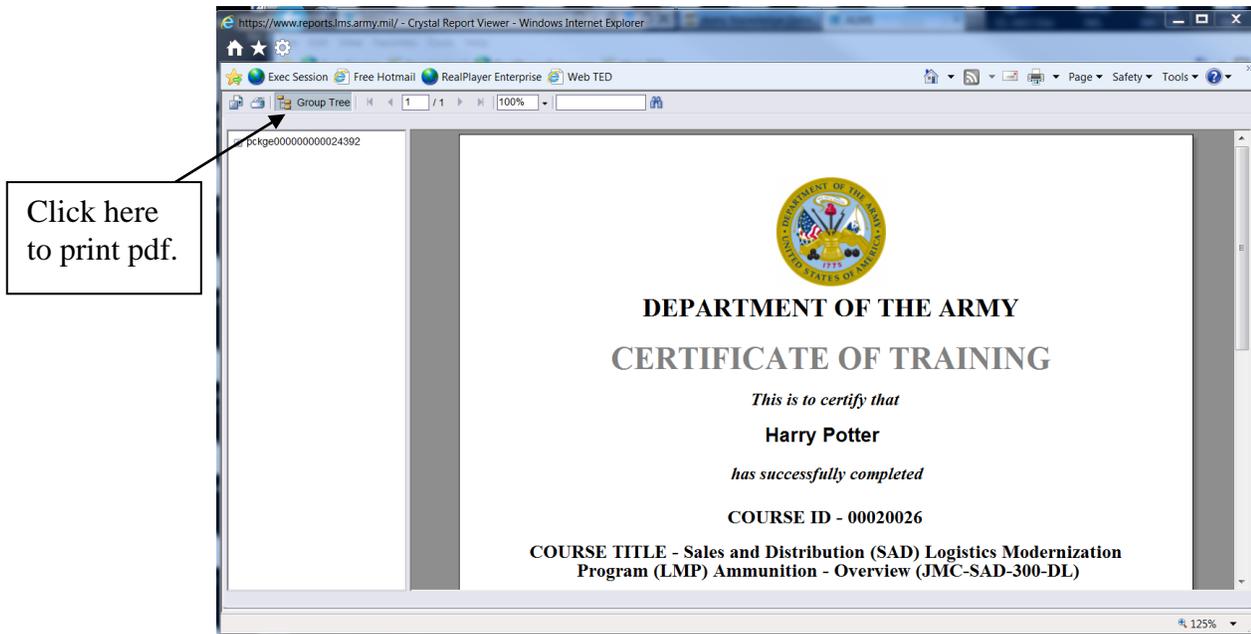


(16) Obtaining your ALMS certificate of completion:

(a) On the “Detailed Training Records” page, go to the course just completed. Click “Print Certificate of Completion” link and save it in your training files.



(b) To print a pdf version of the certificate, click the icon on the top left of the certificate screen.



- (c) At the next window, click “Export”, then save the certificate to your files.
- (d) For JMC HQ personnel, you must also post a copy of the certificate to the G1 Sharepoint site IAW local procedures.
- (e) For JMC Site personnel, follow your local procedure on dissemination of the course completion certification.

(17) Completing Course Survey:

- (a) Once the TED office receives your certificate of completion, they will make the course survey available for you to complete. You must complete this ASAP; your training will not move into your training history until you complete the survey.
- (b) Click on the Survey link associated with the applicable course.

CLP	Course Title	Start Date	End Date	Hours	Status	Survey	Test/Cert	Registration	Class Number	Delete
1	SALES AND DISTRIBUTION (SAD) LOGISTICS MODERNIZATION PROGRAM (LMP) AMMUNITION - OVERVIEW (JMC_SAD_300_DL)	30 Sep 2013	30 Sep 2013	1	COMPLETED	Survey				