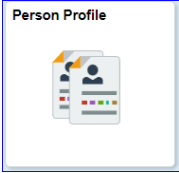
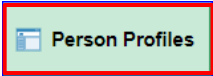
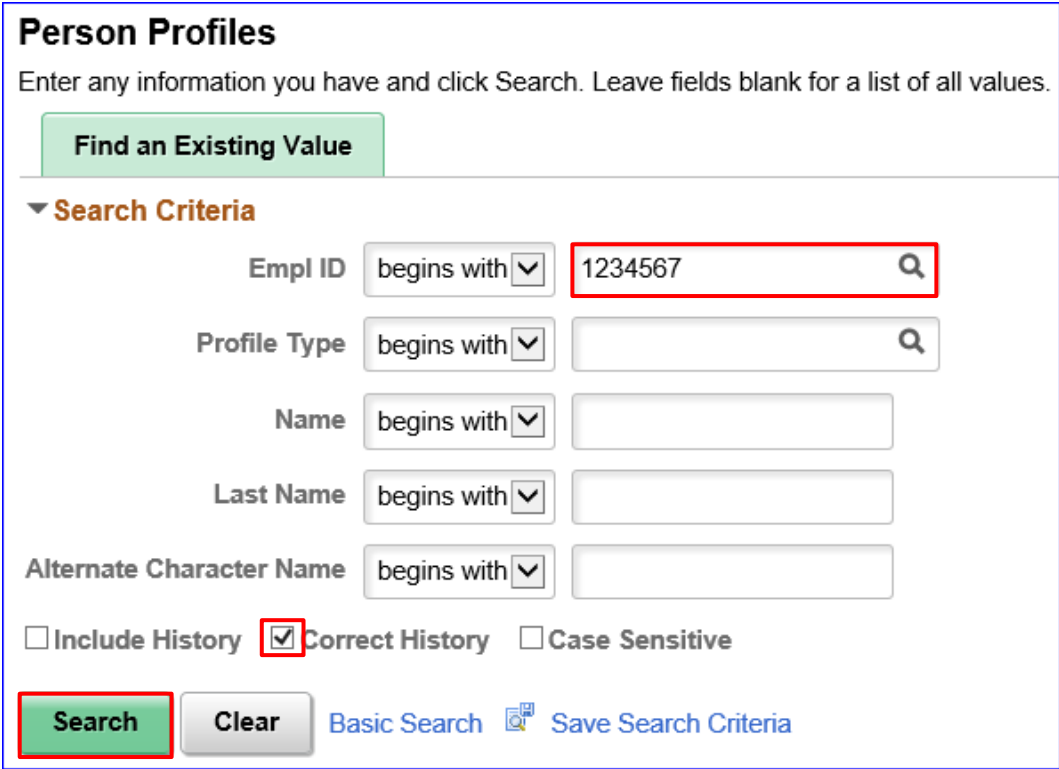


Adding/Updating Additional Training

Introduction This guide provides the procedures for adding, updating, and deleting Additional Training in Direct Access (DA).

Reference a) [Performance, Training, and Education Manual, COMDTINST M1500.1 \(series\)](#)

Procedures See below.

Step	Action
1	Click the Person Profile Tile. 
1.5	Select the Person Profiles option. 
2	Enter the member's Empl ID . The Correct History box will automatically be checked. Click Search . 

Continued on next page

Adding/Updating Additional Training, Continued

Procedures,
continued

Step	Action																								
3	<p>The Person Profile page will display. Click the Qualifications tab.</p> <div data-bbox="331 450 1390 1480" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Bulbasaur</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="checkbox"/></p> <p>*Description Bulbasaur <input type="text"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="Go"/></p> <p> <input type="button" value="Competencies"/> <input style="border: 2px solid red;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>▼ Competencies</p> <p><input type="button" value="List"/> <input type="button" value="Search"/> 1-3 of 3 <input type="button" value="View All"/></p> <table border="1" data-bbox="336 887 1385 1084"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>02/22/2013</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>PERJR</td> <td>Senior Enlisted Service Academ</td> <td>11/03/2010</td> <td>Approved/Official</td> <td>Good</td> <td></td> </tr> <tr> <td>YNCM</td> <td>YNCM ERATS</td> <td>01/26/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td></td> </tr> </tbody> </table> <p>+ Add New Competencies</p> <p>▼ Officer Specialty Code</p> <p>There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p>▼ Profile Content</p> <p>There are currently no for this profile. Please add one if required.</p> <p>+ Add New</p> <p><input type="button" value="Save"/></p> <p> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> </p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency		CMCJV	Collateral Duty Silver Badge	02/22/2013	Approved/Official	Good		PERJR	Senior Enlisted Service Academ	11/03/2010	Approved/Official	Good		YNCM	YNCM ERATS	01/26/2016	Approved/Official	3-Good	
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Continued on next page

Adding/Updating Additional Training, Continued

Procedures,
continued

Step	Action																																																														
4	<p>Scroll down to the Additional Training section. Click View All (if necessary) to see all of the member's additional training.</p> <div data-bbox="331 488 1390 1749" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Bulbasaur</p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Bulbasaur"/></p> <hr/> <p> Comments Profile Actions [Select Action] </p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> <p>Honors and Awards</p> <p> 1-5 of 18 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGREO</td> <td>Boat Forces Operations Insinn</td> <td></td> <td></td> </tr> </tbody> </table> <p>Courses & Training</p> <p> 1-5 of 5 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td> </td> </tr> <tr> <td>230440</td> <td>LEADERSHIP & MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP & MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td> </td> </tr> </tbody> </table> <p>Additional Training</p> <p> 1-5 of 8 View All</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP & MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP & MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/></p> </div>	ID	Honor and Award	View History		CGREO	Boat Forces Operations Insinn			ID	Course Code	Effective Date		210010	BOATSWAIN'S MATE	07/31/1998		210200	YEOMAN	05/02/2000		230440	LEADERSHIP & MANAGEMENT ROADSH	11/17/2000		340720	LEADERSHIP & MANAGEMENT SCHOOL	11/13/2000		400469	CR/HRA SEXUAL HARASSMENT PREV	07/08/2004		ID	Course Code	Effective Date	View History		210010	BOATSWAIN'S MATE	07/31/1998			210200	YEOMAN	05/02/2000			230440	LEADERSHIP & MANAGEMENT ROADSH	11/17/2000			340720	LEADERSHIP & MANAGEMENT SCHOOL	11/13/2000			400469	CR/HRA SEXUAL HARASSMENT PREV	07/08/2004		
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Adding/Updating Additional Training, Continued

Procedures,
continued

Step	Action																																													
5	<p>To add new training: Click Add New Additional Training and complete Steps 6 – 10.</p> <p>To update training: Select the appropriate Course Code and complete Steps 11 – 16.</p> <p>To delete training: Click on the Trashcan icon (ONLY if the course was erroneously entered) and complete Steps 17 – 20.</p> <div data-bbox="327 703 1391 1491" style="border: 1px solid black; padding: 5px;"> <p>Additional Training</p> <p>1-8 of 8 View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP & MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP & MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>500834</td> <td>TCT-UNIT</td> <td>06/16/1998</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search Previous in List Next in List</p> </div>	ID	Course Code	Effective Date	View History		210010	BOATSWAIN'S MATE	07/31/1998			210200	YEOMAN	05/02/2000			230440	LEADERSHIP & MANAGEMENT ROADSH	11/17/2000			340720	LEADERSHIP & MANAGEMENT SCHOOL	11/13/2000			400469	CR/HRA SEXUAL HARASSMENT PREV	07/08/2004			400470	CR/HRA ORIENTATION	07/29/1997			500201	CR/HRA BASIC HUMAN AWARENESS (07/08/2004			500834	TCT-UNIT	06/16/1998		
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Adding/Updating Additional Training, Continued

Procedures,
continued

Step	Action
6	<p>The Add New Additional Training page will display. Enter the Effective Date of the training.</p> <div data-bbox="328 488 1390 1167" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Add New Additional Training</p> <p style="text-align: right;">Empl ID 1234567 Bulbasaur</p> <p style="text-align: right;">Profile Type PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Details 1 of 1</p> <p>*Effective Date <input style="border: 2px solid red;" type="text" value="10/01/2019"/> +</p> <p>*Course Code <input style="width: 100px;" type="text"/> Q</p> <p>Location <input style="width: 100%; height: 20px;" type="text"/> ↵</p> <p style="text-align: center; font-size: small;">254 characters remaining</p> </div> <p style="margin-top: 10px;"> <input style="background-color: #4CAF50; color: white;" type="button" value="OK"/> <input style="margin-left: 20px;" type="button" value="Cancel"/> <input style="margin-left: 20px;" type="button" value="Apply and Add Another"/> </p> </div>

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Adding/Updating Additional Training, Continued

Procedures,
continued

Step	Action																								
7	<p>Enter the Course Code or select the Course Code using the lookup.</p> <div data-bbox="331 450 1390 1126"> <p>Person Profile</p> <p>Add New Additional Training</p> <p>Empl ID 1234567 Bulbasaur Profile Type PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</p> <div data-bbox="336 707 1385 1055"> <p>Details 1 of 1 View All</p> <p>*Effective Date 09/13/2019</p> <p>*Course Code 501457 RESERVE NAT'L SECURITY COURSE</p> <p>Location <input type="text"/> 254 characters remaining</p> <p>OK Cancel Apply and Add Another</p> </div> </div> <div data-bbox="331 1167 927 1854"> <p>Look Up Course Code</p> <p>Content Type ADDL_COURSES</p> <p>Content Item ID begins with <input type="text"/></p> <p>Content Group Type begins with <input type="text"/></p> <p>Content Group begins with <input type="text"/></p> <p>Description begins with Reserve</p> <p>Search Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 1-5 of 5</p> <table border="1"> <thead> <tr> <th>Content Item ID</th> <th>Content Group Type</th> <th>Content Group</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>501457</td> <td>(blank)</td> <td>(blank)</td> <td>RESERVE NAT'L SECURITY COURSE</td> </tr> <tr> <td>501458</td> <td>(blank)</td> <td>(blank)</td> <td>RESERVE OFF JOINT MILITARY OPS</td> </tr> <tr> <td>501450</td> <td>(blank)</td> <td>(blank)</td> <td>RESERVE OFF NATL SEC DECMAKR</td> </tr> <tr> <td>501459</td> <td>(blank)</td> <td>(blank)</td> <td>RESERVE OFF STRATEGY & POLICY</td> </tr> <tr> <td>502420</td> <td>(blank)</td> <td>(blank)</td> <td>Reserve RB-S Boat Crew Member</td> </tr> </tbody> </table> </div>	Content Item ID	Content Group Type	Content Group	Description	501457	(blank)	(blank)	RESERVE NAT'L SECURITY COURSE	501458	(blank)	(blank)	RESERVE OFF JOINT MILITARY OPS	501450	(blank)	(blank)	RESERVE OFF NATL SEC DECMAKR	501459	(blank)	(blank)	RESERVE OFF STRATEGY & POLICY	502420	(blank)	(blank)	Reserve RB-S Boat Crew Member
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Adding/Updating Additional Training, Continued

Procedures,
continued

8	<p>Enter the Location as appropriate and click OK.</p> <div style="border: 1px solid blue; padding: 5px;"><p>Person Profile Add New Additional Training</p><p style="text-align: right;">Empl ID 1234567 Bulbasaur Profile Type PERSON Person</p><p>Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</p><div style="border: 1px solid gray; padding: 5px;"><p>Details 🔍 ⏪ ⏩ 1 of 1 ▾ View All</p><p>*Effective Date <input type="text" value="09/13/2019"/> 📅 +</p><p>*Course Code <input type="text" value="501457"/> 🔍 RESERVE NAT'L SECURITY COURSE</p><p>Location <input style="border: 2px solid red;" type="text" value="Arlington, VA"/> 📌</p><p style="text-align: right;">241 characters remaining</p></div><p style="text-align: center;">OK <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/></p></div>
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Continued on next page

Adding/Updating Additional Training, Continued

Procedures,
continued

Step	Action																														
9	<p>Click Save.</p> <div data-bbox="331 488 1385 1830"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Bulbasaur</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Bulbasaur"/></p> <hr/> <p> Print Comments Profile Actions <input type="text" value="[Select Action]"/></p> <hr/> <p> <input type="button" value="Competencies"/> <input checked="" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p> ▶ Honors and Awards + Add New Honors and Awards </p> <p> ▶ Language Skills + Add New Language Skills </p> <p> ▶ Licenses and Certifications + Add New Licenses and Certifications </p> <p> ▶ Memberships + Add New Memberships </p> <p> ▶ Tests or Examinations + Add New Tests or Examinations </p> <p> ▶ Courses & Training ▼ Additional Training </p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p> <input type="text" value="Q"/> 1-5 of 9</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>500834</td> <td>TCT-UNIT</td> <td>06/16/1998</td> <td></td> <td></td> </tr> <tr> <td>501457</td> <td>RESERVE NAT'L SECURITY COURSE</td> <td>09/13/2019</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p><input style="border: 2px solid red;" type="button" value="Save"/></p> <p> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> </p> </div> </div>	ID	Course Code	Effective Date	View History		400469	CR/HRA SEXUAL HARASSMENT PREV	07/08/2004			400470	CR/HRA ORIENTATION	07/29/1997			500201	CR/HRA BASIC HUMAN AWARENESS (07/08/2004			500834	TCT-UNIT	06/16/1998			501457	RESERVE NAT'L SECURITY COURSE	09/13/2019		
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Adding/Updating Additional Training, Continued

Procedures,
continued

<p>10</p>	<p>A confirmation message will display. To enter or update additional training for another member, click Return to Search at the bottom of the page or click the Home button to return to the DA main page.</p> <div data-bbox="327 560 1388 985" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 Bulbasaur</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description <input type="text" value="Bulbasaur"/></p> <hr/> <p> Print Comments Profile Actions [Select Action] <input type="button" value="v"/> </p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <p> <input type="button" value="Competencies"/> <input style="background-color: #d9ead3; border: 1px solid #d9ead3;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> </div>																																													
<p>11</p>	<p>To update, click on the Course Code to be updated.</p> <div data-bbox="327 1052 1388 1859" style="border: 1px solid black; padding: 5px;"> <p>Additional Training</p> <p> 1-8 of 8 <input type="button" value="v"/> View 5</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP & MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>250240</td> <td>EMT CERTIFICATION</td> <td>08/11/2017</td> <td></td> <td></td> </tr> <tr> <td>250241</td> <td style="border: 2px solid red;">EMT RECERTIFICATION</td> <td>08/17/2018</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP & MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> </tbody> </table> <p> Add New Additional Training</p> <p><input type="button" value="Save"/></p> <p> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> </p> </div>	ID	Course Code	Effective Date	View History		210200	YEOMAN	05/02/2000			230440	LEADERSHIP & MANAGEMENT ROADSH	11/17/2000			250240	EMT CERTIFICATION	08/11/2017			250241	EMT RECERTIFICATION	08/17/2018			340720	LEADERSHIP & MANAGEMENT SCHOOL	11/13/2000			400469	CR/HRA SEXUAL HARASSMENT PREV	07/08/2004			400470	CR/HRA ORIENTATION	07/29/1997			500201	CR/HRA BASIC HUMAN AWARENESS (07/08/2004		
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Adding/Updating Additional Training, Continued

Procedures,
continued

<p>12</p>	<p>The Course will display. If the Effective Date is incorrect or the Location needs to be populated, make changes to the fields as appropriate.</p> <p>To add another row, click the (+) button. For example, this member renewed their EMT Certification so another row is being added to log the certification.</p> <div data-bbox="331 622 1385 1265" style="border: 1px solid black; padding: 5px;"> <p>Person Profile Update Additional Training</p> <p>Empl ID 1234567 Bulbasaur Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Details View All</p> <p>*Effective Date 08/17/2018 +</p> <p>Course Code 250241 EMT RECERTIFICATION</p> <p>Location <input style="width: 100%;" type="text"/> ↕</p> <p style="text-align: center;">254 characters remaining</p> </div> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
<p>13</p>	<p>Click View All (optional) to view all of the rows associated with this course.</p> <div data-bbox="331 1332 1385 1982" style="border: 1px solid black; padding: 5px;"> <p>Person Profile Update Additional Training</p> <p>Empl ID 1234567 Bulbasaur Profile Type PERSON Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Details View All</p> <p>*Effective Date 10/03/2019 + -</p> <p>Course Code 250241 EMT RECERTIFICATION</p> <p>Location <input style="width: 100%;" type="text"/> ↕</p> <p style="text-align: center;">254 characters remaining</p> </div> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>

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Adding/Updating Additional Training, Continued

Procedures,
continued

14	<p>Enter the Effective Date of the training. Enter a Location (if appropriate), then click OK.</p> <div style="border: 1px solid blue; padding: 5px;"><p>Person Profile Update Additional Training</p><p>Empl ID 1234567 Bulbasaur Profile Type PERSON Person</p><p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p><div style="border: 1px solid gray; padding: 5px;"><p>Details 🔍 ⏪ ⏩ 1-2 of 2 View 1</p><p>*Effective Date <input type="text" value="08/09/2019"/> 📅 + -</p><p>Course Code 250241 EMT RECERTIFICATION</p><p>Location <input type="text"/> 📄 254 characters remaining</p><hr/><p>*Effective Date <input type="text" value="08/17/2018"/> 📅 + -</p><p>Course Code 250241 EMT RECERTIFICATION</p><p>Location <input type="text"/> 📄 254 characters remaining</p></div><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>
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Adding/Updating Additional Training, Continued

Procedures,
continued

<p>15</p>	<p>Because another row was added to this course, the View History field is now populated. Click Save.</p> <div data-bbox="331 524 1390 1328" style="border: 1px solid blue; padding: 5px;"> <p>Additional Training</p> <p>1-8 of 8 View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP & MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>250240</td> <td>EMT CERTIFICATION</td> <td>08/11/2017</td> <td></td> <td></td> </tr> <tr> <td>250241</td> <td>EMT RECERTIFICATION</td> <td>08/09/2019</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP & MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search Previous in List Next in List</p> </div>	ID	Course Code	Effective Date	View History		210200	YEOMAN	05/02/2000			230440	LEADERSHIP & MANAGEMENT ROADSH	11/17/2000			250240	EMT CERTIFICATION	08/11/2017			250241	EMT RECERTIFICATION	08/09/2019			340720	LEADERSHIP & MANAGEMENT SCHOOL	11/13/2000			400469	CR/HRA SEXUAL HARASSMENT PREV	07/08/2004			400470	CR/HRA ORIENTATION	07/29/1997			500201	CR/HRA BASIC HUMAN AWARENESS (07/08/2004		
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<p>16</p>	<p>A confirmation message will display. To enter or update additional training for another member, click Return to Search at the bottom of the page or click the Home button to return to the DA main page.</p> <div data-bbox="331 1476 1390 1899" style="border: 1px solid blue; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Bulbasaur</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description Bulbasaur</p> <p>Print Comments Profile Actions [Select Action]</p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> </div>																																													

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Adding/Updating Additional Training, Continued

Procedures,
continued

<p>17</p>	<p>To delete, click the Trashcan icon for the training to be deleted. Remember: the training should ONLY be deleted, if it was erroneously entered for the member.</p> <div data-bbox="327 521 1390 1312" style="border: 1px solid blue; padding: 5px;"> <p>▼ Additional Training</p> <p>☰ 🔍 1-8 of 8 View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP & MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP & MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>500834</td> <td>TCT-UNIT</td> <td>06/16/2019</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search Previous in List Next in List</p> </div>	ID	Course Code	Effective Date	View History		210010	BOATSWAIN'S MATE	07/31/1998			210200	YEOMAN	05/02/2000			230440	LEADERSHIP & MANAGEMENT ROADSH	11/17/2000			340720	LEADERSHIP & MANAGEMENT SCHOOL	11/13/2000			400469	CR/HRA SEXUAL HARASSMENT PREV	07/08/2004			400470	CR/HRA ORIENTATION	07/29/1997			500201	CR/HRA BASIC HUMAN AWARENESS (07/08/2004			500834	TCT-UNIT	06/16/2019		
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<p>18</p>	<p>A confirmation message will display. Click OK.</p> <div data-bbox="327 1386 1390 1541" style="border: 1px solid blue; padding: 5px;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p style="text-align: center;"> OK Cancel </p> </div>																																													

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Adding/Updating Additional Training, Continued

Procedures,
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<p>19</p>	<p>Click Save.</p> <div data-bbox="327 488 1390 1218" style="border: 1px solid black; padding: 5px;"> <p>Additional Training</p> <p>1-8 of 8 View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>*Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP & MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP & MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search Previous in List Next in List</p> </div>	ID	Course Code	*Effective Date	View History		210010	BOATSWAIN'S MATE	07/31/1998			210200	YEOMAN	05/02/2000			230440	LEADERSHIP & MANAGEMENT ROADSH	11/17/2000			340720	LEADERSHIP & MANAGEMENT SCHOOL	11/13/2000			400469	CR/HRA SEXUAL HARASSMENT PREV	07/08/2004			400470	CR/HRA ORIENTATION	07/29/1997			500201	CR/HRA BASIC HUMAN AWARENESS (07/08/2004		
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<p>20</p>	<p>A confirmation message will display. To enter or update additional training for another member, click Return to Search at the bottom of the page or click the Home button to return to the DA main page.</p> <div data-bbox="327 1361 1390 1787" style="border: 1px solid black; padding: 5px;"> <p>Person Profile</p> <p>Empl ID 1234567 <u>Bulbasaur</u></p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active <input type="button" value="v"/></p> <p>*Description Bulbasaur</p> <p> Print Comments</p> <p>Profile Actions [Select Action] <input type="button" value="v"/> </p> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> <p>Competencies Qualifications Education Mobility Waivers CAN</p> </div>																																								