# Direct Access Postgraduate/Advanced Education Application &Endorsement Tutorial

## Table of Contents

# Applicant Process Guide

**Step 1**

- Self-Service > Employee > Tasks > My Panel Submissions
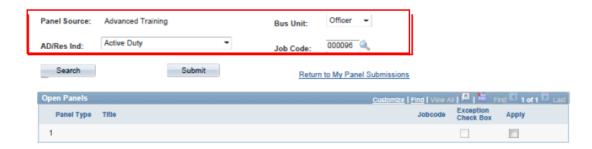


**Step 2**
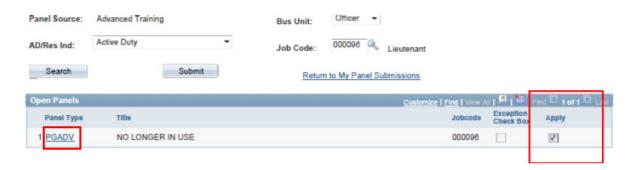
- Select 'Advanced Training' as the Panel Source

**Step 3**

- Input the following criteria:
  - ➢ AD/Res Ind: Reserve – Active Component
  - ➢ Bus Unit: LEAVE BLANK
  - ➢ Job Code: LEAVE BLANK

| Panel Source: | Advanced Training | | Bus Unit: | Officer ▼ | | |
|---|---|---|---|---|---|---|
| AD/Res Ind: | Active Duty ▼ | | Job Code: | 000096 🔍 | | |

| Search | | Submit | | Return to My Panel Submissions |
|---|---|---|---|---|

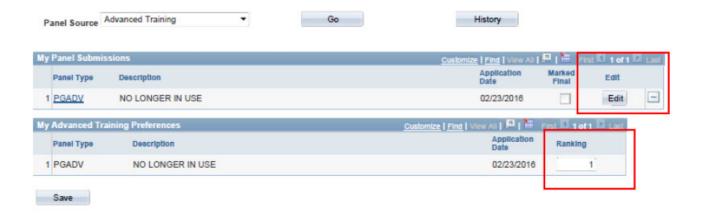| Open Panels | | | Customize \| Find \| View All \| 🔎 \| 🔳 First 🔳 1 of 1 🔳 Last | | |
|---|---|---|---|---|---|
| **Panel Type** | **Title** | | **Jobcode** | **Exception Check Box** | **Apply** |
| 1 | | | | ☐ | ☐ |

**Step 4**

- Check 'Apply' for ALL desired programs (Panel type: RCNSC, AJPME, etc.)
- Note: "Masters in Strategic Intel-Enlisted" is the MSSI program for both Officer & Enlisted applicants
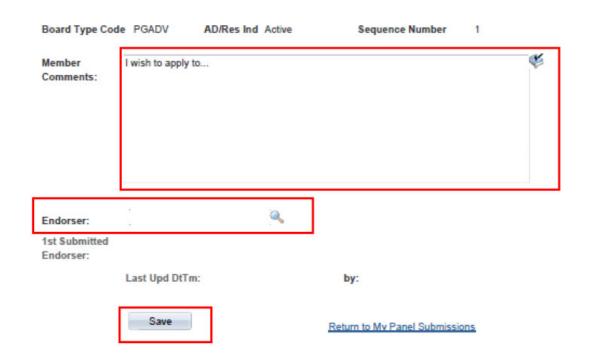
| Panel Source: | Advanced Training | | Bus Unit: | Officer ▼ | | |
|---|---|---|---|---|---|---|
| AD/Res Ind: | Active Duty ▼ | | Job Code: | 000096 🔍 Lieutenant | | |

| Search | | Submit | | Return to My Panel Submissions |
|---|---|---|---|---|

| Open Panels | | | Customize \| Find \| View All \| 🔎 \| 🔳 First 🔳 1 of 1 🔳 Last | | |
|---|---|---|---|---|---|
| **Panel Type** | **Title** | | **Jobcode** | **Exception Check Box** | **Apply** |
| 1 PGADV | NO LONGER IN USE | | 000096 | ☐ | ☑ |

**Step 5**

- Click 'Edit' to input and submit your comments to your Command/Endorser
- Rank your programs in desired order

## Step 6

- Input 'Member Comments'
- Select Commanding Officer/Endorser
- Save after completion

# Endorser Process Guide

**Step 1**

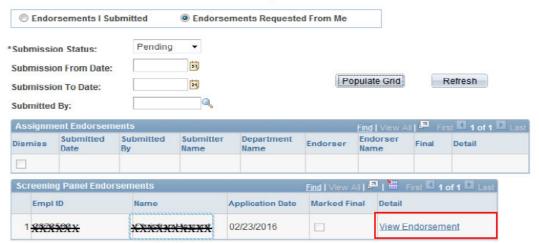- Self-Service > Employee > Tasks > My Assignments Endorsements



**Step 2**

- View Applicant's Endorsement

**Step 3**

- Command/Endorser MUST provide comments
- Select Recommend/Not Recommended
- Mark Final
- Save after completion

## Endorsement Summary

Board Type Code  PGADV    AD/Res Ind  Active    Sequence Number    1

Member Comments: I wish to apply to...

Endorser:

1st Submitted Endorser:

○ Recommend    ○ Not Recommended    ☐ Mark Final

Endorser Comments:

Last Upd DtTm: 02/23/16 11:40:49AM    by:

Save    Return to My Panel Submissions