Adding/Updating Additional Training

| Introduction | This guide provides the procedures for adding, updating, and deleting Additional Training in Direct Access (DA). |
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| Reference | a) Performance, Training, and Education Manual, COMDTINST M1500.1 (series) |

Procedures See below.

| Step | Action |
|------|---|
| 1 | Click the Person Profile Tile. |
| | Person Profile |
| | |
| | |
| | |
| | |
| 1.5 | Select the Person Profiles option. |
| | Person Profiles |
| | |
| 2 | Enter the member's Empl ID. The Correct History box will automatically be |
| | checked. Click Search. |
| | Person Profiles |
| | Enter any information you have and click Search. Leave fields blank for a list of all values. |
| | Find an Existing Value |
| | |
| | ▼ Search Criteria |
| | Empl ID begins with V 1234567 Q |
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| | Profile Type begins with 🖌 🔍 |
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| | Alternate Character Name begins with |
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| | Search Clear Basic Search 🖾 Save Search Criteria |

Procedures,

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| 3 | The Pers | son Profile page wi | ll display | . Click | the Quali t | fications tab. | |
| | Person | Profile | | | | | |
| | | Empl ID 1234 | 1567 | Bull | oasaur | | |
| | | Profile Type PEF | RSON | Pers | on | | |
| | | *Profile Status Acti | ve 🔽 | | | | |
| | | *Description Bulk | asaur | | × | | |
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| | 🖨 Print 🤅 | Comments | | P | rofile Actions | [Select Action] | ♥ ⊗ |
| | Compe | etencies Qualifications | Education | Mobility | Waivers | CAN | |
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| | ▼ Profile | Content | | | | | |
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| o add - 10. | new training: Click Add New Additi | ional Training a | and comple | te Step |
| o upd a 16. | ate training: Select the appropriate Co | ourse Code and | complete S | Steps 11 |
| rroneou | te training: Click on the Trashcan icously entered) and complete Steps 17 – | | e course wa | .S |
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| 400470 | CR/HRA ORIENTATION | 07/29/1997 | | Î |
| 500201 | CR/HRA BASIC HUMAN AWARENESS (| 07/08/2004 | | Î |
| 500834 | TCT-UNIT | 06/16/1998 | | Î |
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| | Person Profile | | | | | |
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| | | Profile Type | PERSON | | Person | |
| | Add item details. Select OK Select Apply and Add Anot | | | | thout making any | / changes. |
| | Details | | Q 4 | 1 of 1 🗸 | | View All |
| | *Effective Date | 10/01/2019 | | | | + |
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| | | | le or select the | Course Co | ode using the lo | okup. | |
| | n Profile | - | | | | | |
| Add N | ew Add | litional | Training | | | | |
| | | | Empl ID | 1234567 | | Bulbasaur | |
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Procedures, continued

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| | Profile Type | PERSON | Person | |
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| Click Save. | | | | | | | | | |
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| | *Description | Bulbasa | aur | | | | | | |
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| Print | *Description | | Profile Actions | [Select A | ction] | |
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Procedures, continued

| | To add another row, click the (+) button. For example, this member renewed |
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| | their EMT Certification so another row is being added to log the certification. Person Profile |
| | Update Additional Training |
| | Empl ID 1234567 Bulbasaur |
| | Profile Type PERSON Person |
| | Update item details, then select OK to apply changes and return. Select Cancel to return without any changes. |
| | Details Q I I I I I I View All |
| | *Effective Date 08/17/2018 |
| | Course Code 250241 EMT RECERTIFICATION |
| | Location |
| | 254 characters remaining |
| | |
| | OK Cancel |
| 13 | OK Cancel Click View All (optional) to view all of the rows associated with this course. |
| 13 | Click View All (optional) to view all of the rows associated with this course. Person Profile |
| 13 | Click View All (optional) to view all of the rows associated with this course. Person Profile Update Additional Training |
| 13 | Click View All (optional) to view all of the rows associated with this course. Person Profile Update Additional Training Empl ID 1234567 Bulbasaur |
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Adding/Updating Additional Training, Continued

Procedures, continued

| Person Profile Update Addition | al Traini | ng | | | | | | |
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| Update item details, the | n select OK | to apply chan | nges ar | nd return. | Select | Cancel to retur | n without | anyo |
| Details | | | Q | $I = \mathbb{N}$ | | 1-2 of 2 | • | |
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| 230440 | LEADERSHIP & MANAGEMENT ROADSH | 11/17/2000 | | Î |
| 250240 | EMT CERTIFICATION | 08/11/2017 | | Î |
| 250241 | EMT RECERTIFICATION | 08/09/2019 | 1 | Î |
| 340720 | LEADERSHIP & MANAGEMENT SCHOOL | 11/13/2000 | | Î |
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| Procedures, |
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|--|---|-------------------|--------------|
| 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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