

Registering for courses in CHRTAS

ASA (FM&C) Proponency

Topics

- Accessing Civilian Human Resources Training Application System (CHRTAS)
- Applying for Training
- Checking Application Status in CHRTAS
- Accessing Training in Army Learning Management System (ALMS)

Accessing CHRTAS

Access the Civilian Human Resources Training Application System (CHRTAS):

<https://www.atrrs.army.mil/channels/chrtas/>

The screenshot shows the CHRTAS (Civilian Human Resources Training Application System) login page. At the top left is the CHRTAS logo and the text "Civilian Human Resources Training Application System". Below the logo are "Login" and "Support" links. The main heading is "Login". Below this, there are two instructions: "Use the form below to log in. If you do not have a CHRTAS account, [Create an Account](#)" and "Required information is **bold, red** text with an asterisk (*)". A "Category*" dropdown menu is set to "-- Please select --". A large "Privacy and Security Notice" box is prominently displayed, containing text about U.S. Government Information System (IS) usage and a list of conditions. Below the notice is an "I Agree" button. To the right of the notice is a "Help / Info" section with links for "New to CHRTAS? Create an Account", "What is CAC?", "What is EIN?", "Non-US Civilians - Please read", and "ISALUTE". At the bottom of the page, there are links for "Privacy Policy", "Email us ISALUTE", and "For Official Use Only!". The ATRRS logo is in the bottom right corner.

Read the Privacy and Security Notice and Select "I Agree"

Accessing CHRTAS

The screenshot shows the CHRTAS login page. The header includes the CHRTAS logo and the text "Civilian Human Resources Training Application System". Below the header, there are links for "Login" and "Support". The main content area is titled "Login" and contains instructions: "Use the form below to log in. If you do not have a CHRTAS account, [Create an Account](#)" and "Required information is **bold, red** text with an asterisk (*)." A dropdown menu labeled "Category*" is open, showing a list of options: "Civilian: Army Civilian", "Air Force Civilian", "Navy Civilian", "Marine Corps Civilian", "Military: Army Servicemember", "Air Force Servicemember", "Navy Servicemember", "Marine Corps Servicemember", and "Other: Other DOD Civilians (e.g. DCMA, DECA, DLA) DOD Contractor". A red arrow points to the "Army Civilian" option with the text "Select 'Army Civilian' from the drop down menu...".

The screenshot shows the CHRTAS login page with the "Category*" dropdown menu set to "Army Civilian". Below the dropdown, there is a section titled "Choose Sign In Type:" with two options: "CAC" and "SSN / EIN and DOB". The "CAC" option is selected, and a red arrow points to the "GO" button with the text "Select 'Go' to Login via CAC". A red box at the bottom right contains the text "When prompted, Select the Certificate associated to 'Email' and enter PIIN".

Accessing CHRTAS



CHRTAS Home

to the Civilian Human Resources Training Application System (CHRTAS).

Applicants utilize the "Student" menu options



CHRTAS is an automated management system that allows you to develop and record your completed training, apply for Civilian Human Resource, and the Civilian Education (CES) courses. Begin by [preparing/updating your profile](#), which contains critical information we need to successfully process applications and development plans. Once this is complete, you can begin to search for courses, manage your development plan and apply for training.

All applicants are encouraged to click on the link for "preparing/updating your profile" to ensure account information is up-to-date – outdated information may affect status and approval routing

Applying for Training

To Apply/Register for Training, Select “Apply for Training” from the “Student” section

CHRTAS *Civilian Human Resources Training Application System*

Student Supervisor Site Coordinator Support Links Logoff

- Create / Update Profile
- Apply for Training**
- Course Search
- Review / Edit / Cancel / Resend Applications
- Resend Supervisor Approval Request Email
- Individual Development Plan (IDP)
- Training Certificates
- About CES Course Credit
- Training History

Welcome to the Civilian Human Resources Training Application System (CHRTAS).

CHRTAS is an automated management system that allows you to develop and record your completed training, apply for Civilian Human Resource, and the Civilian Education (CES) courses. Begin by [preparing/updating your profile](#), which contains critical information we need to successfully process applications and development plans. Once this is complete, you can begin to search for courses, manage your development plan and apply for training.

Applying for Training

Page will default to “Civilian HR Training”

Select the desired Training Type (e.g. Civilian Education System (CES))

CHRTAS Civilian Human Resources Training Application System

Student Supervisor Site Coordinator Support Links Logoff Welc

Home » Student » Apply for Training

Apply for Training

Training Type	1 Course FY: 2015	2 Location	3 Class	4 Submit
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Step 1: Select Course

Fiscal Year*:

Region*:

Civilian Education System (CES) Foundation and Action Officer Development Course (AODC) are both CP-11 ACTEDS Intern Program training requirements

Interns who have already achieved either of these courses do not need to retake the course(s), but must verify course completion(s)

Applying for Training

The screenshot shows the CHRTAS interface for Step 1: Confirm Email. The top navigation bar includes 'Student', 'Supervisor', 'Site Coordinator', 'Support', 'Links', and 'Logoff'. The user is identified as 'CHRISTINE M BA'. The main content area has a progress bar with five steps: 1. Confirm Email (highlighted), 2. Course FY: 2015, 3. Location, 4. Class, and 5. Submit Application. A sidebar on the left lists training types: Civilian HR Training, Civilian Education System (CES), Supervisor Development Course (SDC), Management Development Course (MDC), and Action Officer Development Course (AODC). The main text area says 'Step 1: Confirm Email' and 'To apply for CES courses, you must first verify your AKO email'. A note states: 'Clicking "Verify" will update your CHRTAS profile email address to your .MIL email address if they differ'. Below this, the email address 'christine.bancroft@us.army.mil' is displayed with a 'Verify' button.

Select "Verify" to Confirm AKO Email Address

NOTE: Emails sent to AKO Email (us.army.mil) are automatically forwarded to Enterprise Email (mail.mil)

The screenshot shows the CHRTAS interface for Step 2: Select Course. The top navigation bar includes 'Student', 'Supervisor', 'Site Coordinator', 'Links', and 'Logoff'. The user is identified as 'CHRISTINE M BANCROFT'. The main content area has a progress bar with five steps: 1. Confirm Email (christine.bancroft@us.army.mil), 2. Course FY: 2015 Foundation Course (FC) (highlighted), 3. Location, 4. Class, and 5. Submit Application. A sidebar on the left lists training types: Civilian HR Training, Civilian Education System (CES), Supervisor Development Course (SDC), Management Development Course (MDC), and Action Officer Development Course (AODC). The main text area says 'Step 2: Select Course' and 'Fiscal Year*: 2015'. A note states: 'If you feel that the system has determined your current course level is incorrect, you may submit an equivalency request or constructive credit request (using links below). Please be advised should you submit a constructive credit request, you will not be able to submit an application for the next higher class until your request has been approved. Note: Non-Army users will not be able to apply below for the Foundation Course (FC). For resident courses (phase 2), the system has determined that you are eligible for Advanced (AC) based on your CES training history and/or course credit.' Below this, there is a button for 'CES Eligibility and Completion Status'. A red box highlights a message: 'Your records indicate that you were not in the Army Civilian Workforce prior to 30 SEP 2006. If your record needs correcting please click on the following button: Request a Record Update'. Below this, there is a section for 'Equivalency Credit Request' with two tables: 'Distributed Learning (Phase 1)' and 'Resident (Phase 2)'. The 'Distributed Learning (Phase 1)' table has four rows: Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), and Advanced Course (AC). The 'Resident (Phase 2)' table has five rows: Basic Course (BC), Intermediate Course (IC), Advanced Course (AC), and Continuing Education for Senior Leadership (CESL). The 'Foundation Course (FC)' row in the 'Distributed Learning (Phase 1)' table is highlighted with a red circle. At the bottom right, there is a 'Click to Go to Next Step' button and a 'Next' button.

Under Distributed Learning (Phase 1),
Select "Foundation Course (FC)"

Select "Next"

Applying for Training

CHRTAS Civilian Human Resources Training Application System

Student Supervisor Site Coordinator Support Links Logoff Welcome CHRISTINE M BANCROFT

Home » Student » Apply for Training

Apply for Training

1 Confirm Email
christine.bancroft@us.army.mil

2 Course
FY: 2015
Foundation Course (FC)

3 Location
1-250-C59 (DL):

4 Class

5 Submit Application

Training Type

- Civilian HR Training
- Civilian Education System (CES)**
- Supervisor Development Course (SDC)
- Management Development Course (MDC)
- Action Officer Development Course (AODC)

Step 3: Select Location

- Select a location to continue registration for this **Distributed Learning (DL)** Course
- Course locations that are displayed with an asterisk (*) and in red indicate classes with no available seats. You may still apply for a class with no available seats. However, if your application is approved, you will be placed on a wait-list for the class.

1-250-C59 (DL) CIVILIAN FOUNDATION

School	Classes	Select
	1	Web Class

Distributive Learning courses only provide one Location

Select "Web Class"

Select "Next"

Click to Go to Next Step

Previous Start Over Next

Applying for Training

CHRTAS Civilian Human Resources Training Application System

Student Supervisor Site Coordinator Support Links Logoff Welcome CHRISTINE M BANCROFT

Home » Student » Apply for Training

Apply for Training

1 Confirm Email
christine.bancroft@us.army.mil

2 Course
FY: 2015
Foundation Course (FC)

3 Location
1-250-C59 (DL):

4 Class
005 / Web

5 Submit Application

Training Type

- Civilian HR Training
- Civilian Education System (CES)**
- Supervisor Development Course (SDC)
- Management Development Course (MDC)
- Action Officer Development Course (AODC)

Step 4: Select Class

Class Numbers displayed with an asterisk (*) and in red indicate no available seats for your Command/Organization.

Class List			
Class Type	Start Date	End Date	Select
Web	TBD	TBD	005

Distributive Learning courses only provide one Class

Select session associated to "Class Type: Web"

Select "Next"

Click to Go to Next Step

Previous Start Over Next

Applying for Training

CHRTAS Civilian Human Resources Training Application System

Student Supervisor Site Coordinator Support Links Logoff Welcome CHRISTINE M BANCROFT

Home » Student » Apply for Training

Apply for Training

Training Type
Civilian HR Training

Civilian Education System (CES)
Supervisor Development Course (SDC)
Management Development Course (MDC)
Action Officer Development Course (AODC)

1 Confirm Email
christine.bancroft@us.army.mil

2 Course
FY: 2015
Foundation Course (FC)

3 Location
1-250-C59 (DL):

4 Class
005 / Web

5 Submit Application

Step 5: Submit Application

- Click the "Submit Application" button to receive an onscreen confirmation that you have successfully submitted your application.
- Required information is **bold, red** text with an asterisk (*).

Training Application

Relevant Profile Information
Email: christine.bancroft@us.army.mil
Nominating Supervisor Name: IVONNE C REID-BORLAND | Nominating Supervisor: **(No Approving Supervisor)**
If you need to make any changes to your profile, select "Edit Your profile".

Course Info
FY: 2015 | School: 704W | Course: 1-250-C59 (DL) | Phase: | Class: 005
Course Title: CIVILIAN FOUNDATION
School Name:
Class Location: https://www.lms.army.mil
Start Date: TBD | End Date: TBD
Delivery Method: Web | Remarks: URL is: https://www.lms.army.mil
(Optional) Alternate date range you are available for training
From (Start Date): | To (End Date):

Application Info: Enter Remarks in Comments Block as Required
Justification for Course:
Characters left: 941
To fulfill CP-11 ACTEDS Intern Program Training Requirement

Choose Extra Class
You may choose to submit an application for one other class of this CES Course by selecting the class from the following list.
There are no additional classes you can apply for.

Submit Application

Previous Next

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Input short statement as "Justification for Course"

NOTE: "No Approving Supervisor" is correct
The ACTEDS Intern Supervisor is both the Nominating and Approving Supervisor

Select "Submit Application"

Applying for Training

CHRTAS Civilian Human Resources Training Application System

Student Supervisor Site Coordinator Support Links Logoff Welcome CHRISTINE M BANCROFT

Home » Student » Apply for Training

Apply for Training

Training Type
Civilian HR Training

Civilian Education System (CES)
Supervisor Development Course (SDC)
Management Development Course (MDC)
Action Officer Development Course (AODC)

1 Confirm Email
christine.bancroft@us.army.mil

2 Course
FY: 2015
Foundation Course (FC)

3 Location
1-250-C59 (DL);

4 Class
005 / Web

Submit Application

Step 5: Submit Application

✓ A notification has been emailed to the student's supervisor.

Christine Bancroft has applied for the class listed below:

Application Date: 2/13/2015

Course Info

FY: 2015 | School: 704W | Course: 1-250-C59 (DL) | Phase: | Class: 005

Course Title: CIVILIAN FOUNDATION

School Name:

Class Location: <https://www.lms.army.mil>

Start Date: TBD | End Date: TBD

Delivery Method: Web. **Remarks: URL is: <https://www.lms.army.mil>**

NOTE: Applicant can track Course Approvals in CHRTAS.

Approved CHRTAS courses are accessed through the Army Learning Management System (ALMS)

Previous Start Over Next

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Supervisor identified in the Applicant's CHRTAS profile will receive an email notifying them a training application is awaiting their approval

Applicant will also receive an email notification verifying their application submission

NOTE: Applicant can track Course Approvals in CHRTAS.

Approved CHRTAS courses are accessed through the Army Learning Management System (ALMS)

Checking Application Status

To check the status of a pending application, log into CHRTAS and Select “Review/Edit/Cancel/Resend Applications” from the “Student” Drop Down Menu

CHRTAS *Civilian Human Resources Training Application System*

United States Army
Individual Installation
HR Solutions
Command
CHRTAS

Student Supervisor Site Coordinator Support Links Logoff

Create / Update Profile
Apply for Training
Course Search
Review / Edit / Cancel / Resend Applications
Resend Supervisor Approval Request Email
Individual Development Plan (IDP)
Training Certificates
About CES Course Credit
Training History

Home

The Civilian Human Resources Training Application System (CHRTAS).

CHRTAS is an automated management system that allows you to develop and record your completed training, apply for Civilian Human Resource, and the Civilian Education (CES) courses. Begin by [preparing/updating your profile](#), which contains critical information we need to successfully process applications and development plans. Once this is complete, you can begin to search for courses, manage your development plan and apply for training.

Checking Application Status

Applications still pending Supervisor Approval will show Status as “Nominating Supervisor Pending”

CHRTAS Civilian Human Resources Training Application System

Student Supervisor Site Coordinator Support Links Logoff

Home >> Student >> Review / Edit / Cancel Applications

Review Training Request

Review training requests for the current Fiscal Year (FY) and beyond.

Show/Hide Instructions...

- Click on the class number to review/edit your training request.
- You may delete any training request that has not yet been approved as a reservation or wait by clicking the **Delete** button.
- You may request cancellation of a reservation / enrollment by clicking on the **Cancel** button to begin the process.
- These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record.
- You may not apply for the same course until you receive an email confirmation that your cancellation has been processed.
- You may amend your training request to a suitable date/location preference and click on the submit button at the end of the training request form to try again.
- Note:** You cannot amend the Course Number. You can only edit the date / location preference for the same course
- If you wish to attend another course, you must submit a new training request.

Pending Training Request								
Action	Fiscal Year	School	Course	Class	Phase	Start Date	End Date	Status
<input type="button" value="Submit"/>	2015	704W	1-250-000 (DL)	<input type="button" value="000"/>		TBD	TBD	Approval Authority Pending
<input type="button" value="Delete"/> <input type="button" value="Resend"/>	2015	704W	1-250-C62 (DL)	<input type="button" value="001"/>	1	TBD	TBD	Nominating Supervisor Pending

Previous Training Request									
Action	Fiscal Year	School	Course	Class	Phase	Approval Authority	Status	Approval Date	Class Report Date

To Approve, Supervisor must:

- Log into CHRTAS via the link provided in the Subordinate Approval notification email
- Select “Training Application” from the “Supervisor” drop down menu
- Select the “Decision” tab
- Select “Approve” from the drop down menu and Enter Justification Statement for approval
- Select “Submit”

Checking Application Status

Applications approved by Supervisor will show Status as “Approval Authority Pending”

CHRTAS Civilian Human Resources Training Application System

Student Supervisor Site Coordinator Support Links Logoff

Home >> Student >> Review / Edit / Cancel Applications

Review Training Request

Review training requests for the current Fiscal Year (FY) and beyond.

Show/Hide Instructions...

- Click on the class number to review/edit your training request.
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- These actions should be completed not later than 3 days before the class report date to prevent a No Show status on your record.
- You may not apply for the same course until you receive an email confirmation that your cancellation has been processed.
- You may amend your training request to a suitable date/location preference and click on the submit button at the end of the training request form to try again.
- Note:** You cannot amend the Course Number. You can only edit the date / location preference for the same course
- If you wish to attend another course, you must submit a new training request.

Pending Training Request								
Action	Fiscal Year	School	Course	Class	Phase	Start Date	End Date	Status
<input type="button" value="Delete"/>	2015	704W	1-250-C59 (DL)	<input type="button" value="005"/>		TBD	TBD	Approval Authority Pending
<input type="button" value="Delete"/> <input type="button" value="Reserve"/>	2015	704W	1-250-C59 (DL)	<input type="button" value="005"/>		TBD	TBD	Approval Authority Pending

Previous Training Request									
Action	Fiscal Year	School	Course	Class	Phase	Approval Authority	Status	Approval Date	Class Report Date

CHRTAS Training Coordinator must approve the training

Once Training Coordinator approval is received status will reflect as “Approved”

Accessing Training in ALMS

To access the course, access the Army Learning Management System (ALMS):

<https://www.lms.army.mil/>

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests -not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [ALMS User Agreement](#) for details.

I Accept

Read Accessibility Agreement and Select "I Accept"

ALMS
The Army Learning Management System

U.S. ARMY

Sign in using your AKO ID/PASSWORD

Sign in using your CAC/PIV

Insert your CAC/PIV into the card reader, then Sign in.

Log in with CAC

DoD-Approved Certificate Login

For CAC Login, Select "DoD-Approved Certificate Login"

Select the Certificate and enter PIIN as prompted

Accessing Training in ALMS

ALMS

Browse ▾ Enter keyword, ID or Description 🔍

Christine Bancroft

Configure This Page

Welcome

Christine Bancroft

Home

- Search
- Compliance
- In-Progress Learning
- Assigned Learning
- Completed Learning
- Social Media
- Courses or Certifications
- Tasks and Gap Analysis
- Reports
- Help

Assigned Learning

Name	Status	Action
GFEBs HQDA Budget Reporter	In Progress	Launch

Completed Learning

- Transcript
- Detailed Training Record

In-Progress Learning Activities

Sort: Alphabetical

Name	Due Date	Actions
CIVILIAN FOUNDATION Course Placeholder		View Details

Active Courses will be located under "In-Progress Learning Activities"

If "Actions" Section reflects:

- "View Details" - course has been approved by Supervisor but is still awaiting Training Coordinator approval
- "Launch" - course has been fully approved and is accessible

For additional help on navigating ALMS, please view the [ALMS Video Tutorial](#) (Right Click and Select "Open Hyperlink" - CAC access is required)