Resource Allocation Selection System – First Time Login

**Assistant G-1 for
Civilian Personnel**

Purpose	This is a step-by-step guide for an Army Civilian Training, Education, and Development System (ACTEDS) Intern to access the Resource Allocation Selection System (RASS) for first time log in.
Background	RASS is a real-time, web-based management system for the centralized management and funding of ACTEDS Intern training. This system enables the online creation, submission, approval, status tracking, and reporting of ACTEDS Intern training via the Standard Form 182.

> **RASS access for an ACTEDS Intern is automatically created upon the employee's assignment to an ACTEDS Intern position. RASS does not require a request for an account.**
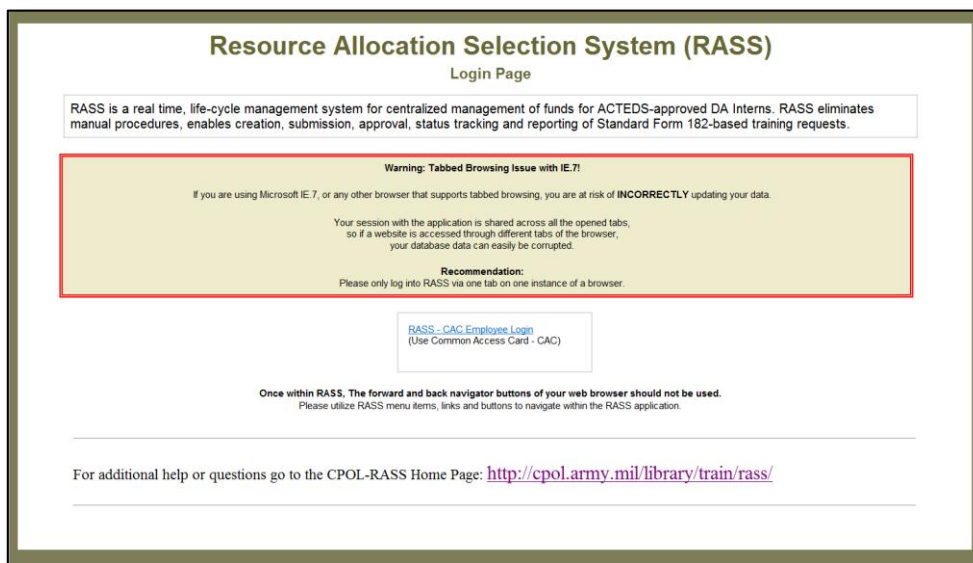
> **Please ensure you have the following information readily available to update your Personnel Date Sheet and record within RASS:**
> – **Official E-mail address**
> – **Home Mailing Address (Street, State/Country, and Zip/Postal Code)**
> – **Work Mailing Address (Street, State/Country, and Zip/Postal Code)**
> – **Work Phone**

How to Access RASS	1. Insert your Common Access Card (CAC) into the CAC reader and navigate to https://rass.army.mil/#.
	2. Click the blue **RASS – CAC Employee Login** that is located near the center of the RASS login page.

Resource Allocation Selection System (RASS)
Login Page

RASS is a real time, life-cycle management system for centralized management of funds for ACTEDS-approved DA Interns. RASS eliminates manual procedures, enables creation, submission, approval, status tracking and reporting of Standard Form 182-based training requests.

Warning: Tabbed Browsing Issue with IE.7!

If you are using Microsoft IE.7, or any other browser that supports tabbed browsing, you are at risk of **INCORRECTLY** updating your data.

Your session with the application is shared across all the opened tabs,
so if a website is accessed through different tabs of the browser,
your database data can easily be corrupted.

Recommendation:
Please only log into RASS via one tab on one instance of a browser.

RASS - CAC Employee Login
(Use Common Access Card - CAC)

Once within RASS, The forward and back navigator buttons of your web browser should not be used.
Please utilize RASS menu items, links and buttons to navigate within the RASS application.

For additional help or questions go to the CPOL-RASS Home Page: http://cpol.army.mil/library/train/rass/

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A windows security window displays **Select a Certificate**.
3. Select your DOD CAC certificate. Click **OK**.

A Privacy Act Statement displays.

4. Read the policy and **Accept**. Selecting **Decline** will provide a link to return you to the RASS login page.

> Several fields within the Personnel Data Sheet auto-populate based upon your official personnel record as retrieved from Defense Civilian Personnel Data System (DCPDS). You can edit this information directly within RASS for record keeping purposes only. An edit or update to the RASS Personnel Data Sheet does not update your official personnel record. Contact your local customer service representative for instructions to update your official personnel record.

> The Social Security Number (SSN) and MACOM data fields auto-populate within the RASS Personnel Data sheet and are not editable. Contact your local customer service representative to update your SSN. Contact your intern command representative for assistance to update your MACOM (permanent duty station organization).

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The Personnel Data Sheet displays.

5. Complete the fields on the screen.

6. Select **UPDATE Record**.

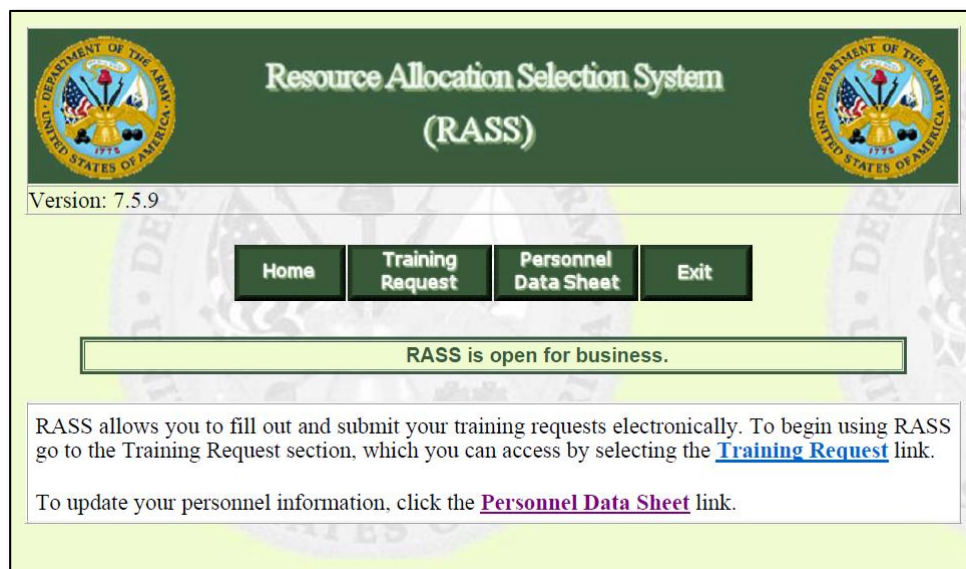**UNCLASSIFIED//FOR OFFICIAL USE ONLY**

The webpage refreshes and displays **Datasheet Updated Successfully!**
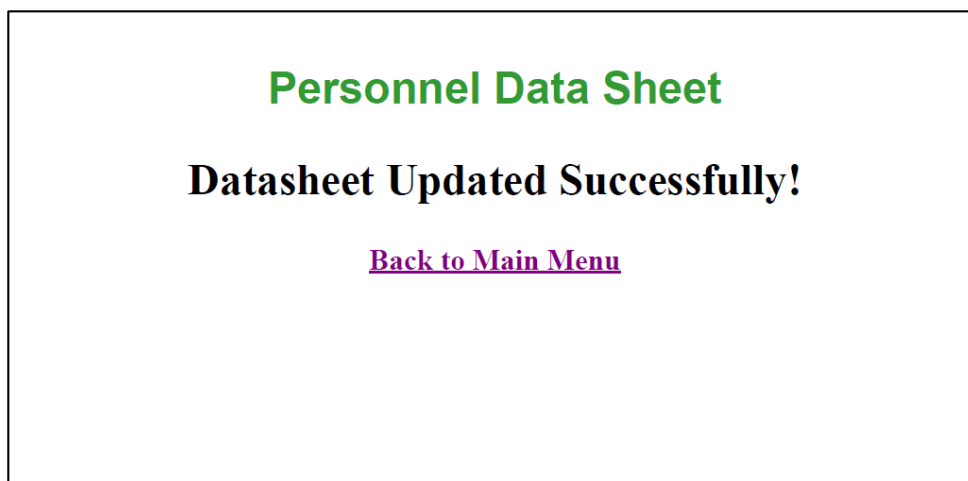
The intitial RASS login is complete.

7. To edit your Personnel Data Sheet information, select **Back to Main Menu**.

The RASS Main menu displays.

8. Select **Personnel Data Sheet** link near the bottom the page or located in the middle right of the toolbar selections. Continue to edit your entries.
9. Select **Update Record.**

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You must input your Re-enter Email Address to exit the Personnel Data Sheet after the initial setup.

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