ACCESS ASAP TRAINING

Located in ALMS

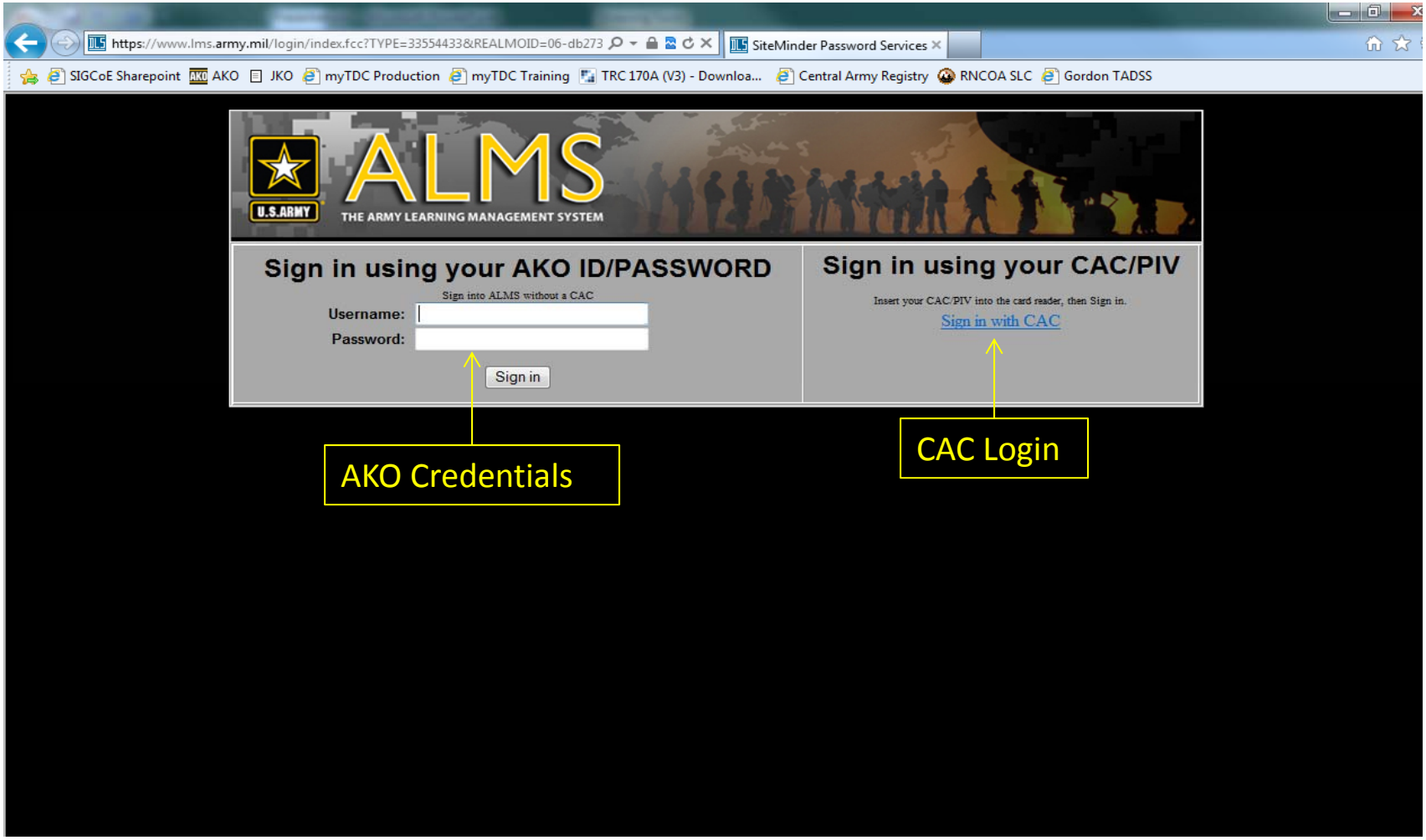
https://www.lms.army.mil/

Login with CAC or AKO Credentials

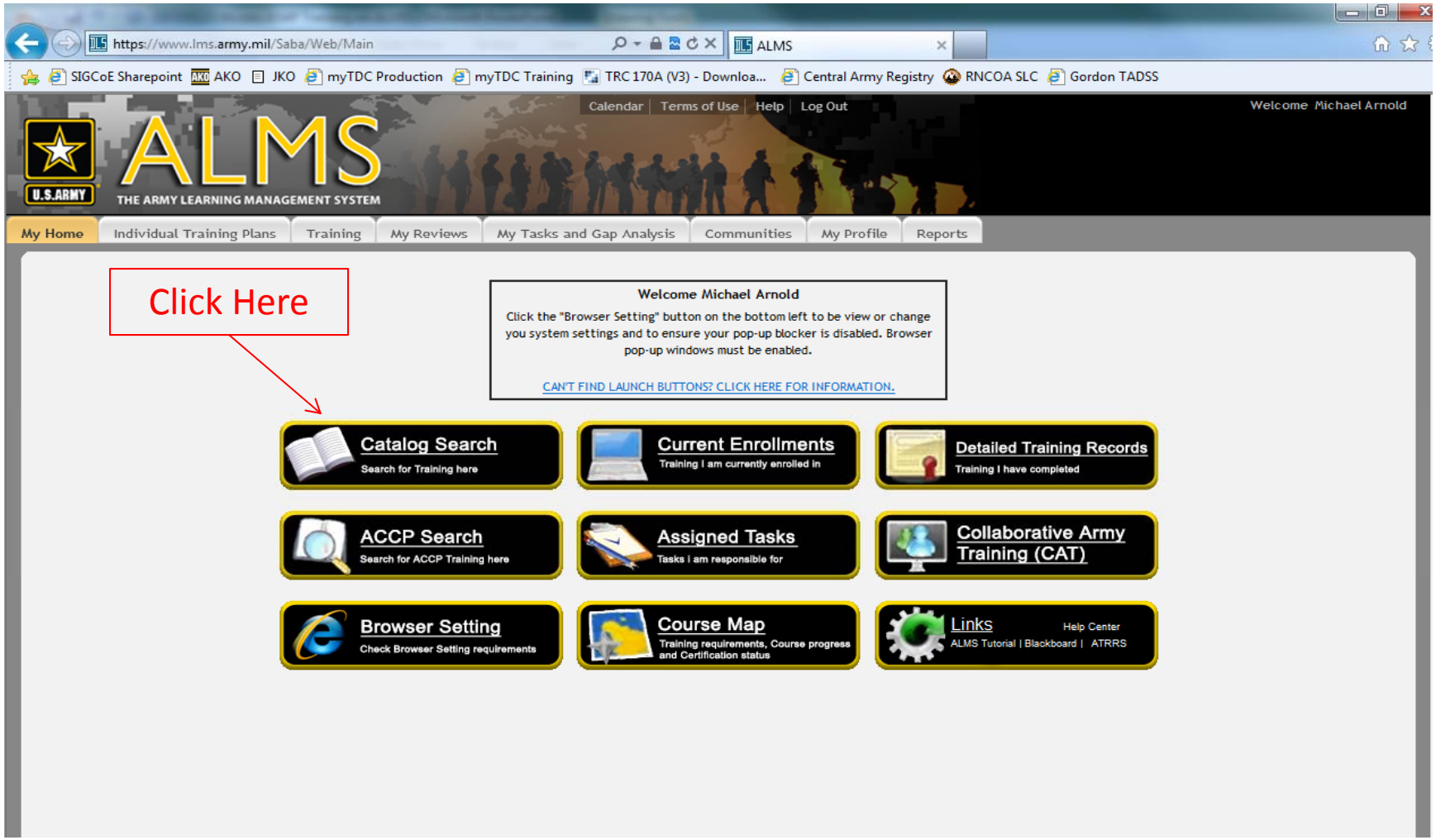
GO TO ALMS

1. Point browser to https://www.lms.army.mil

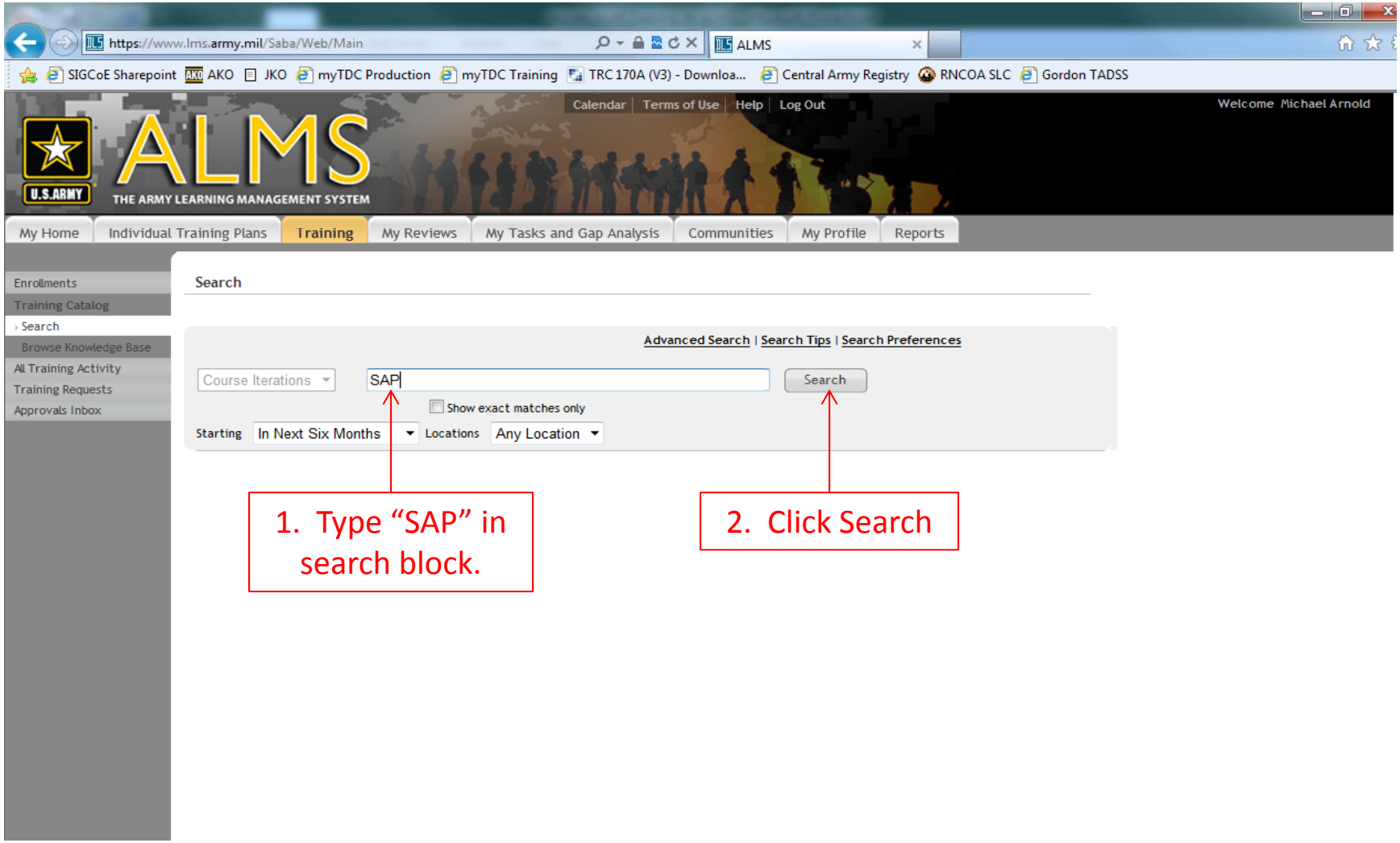
2. Login in CAC or AKO Credentials



CLICK ON CATALOG SEARCH



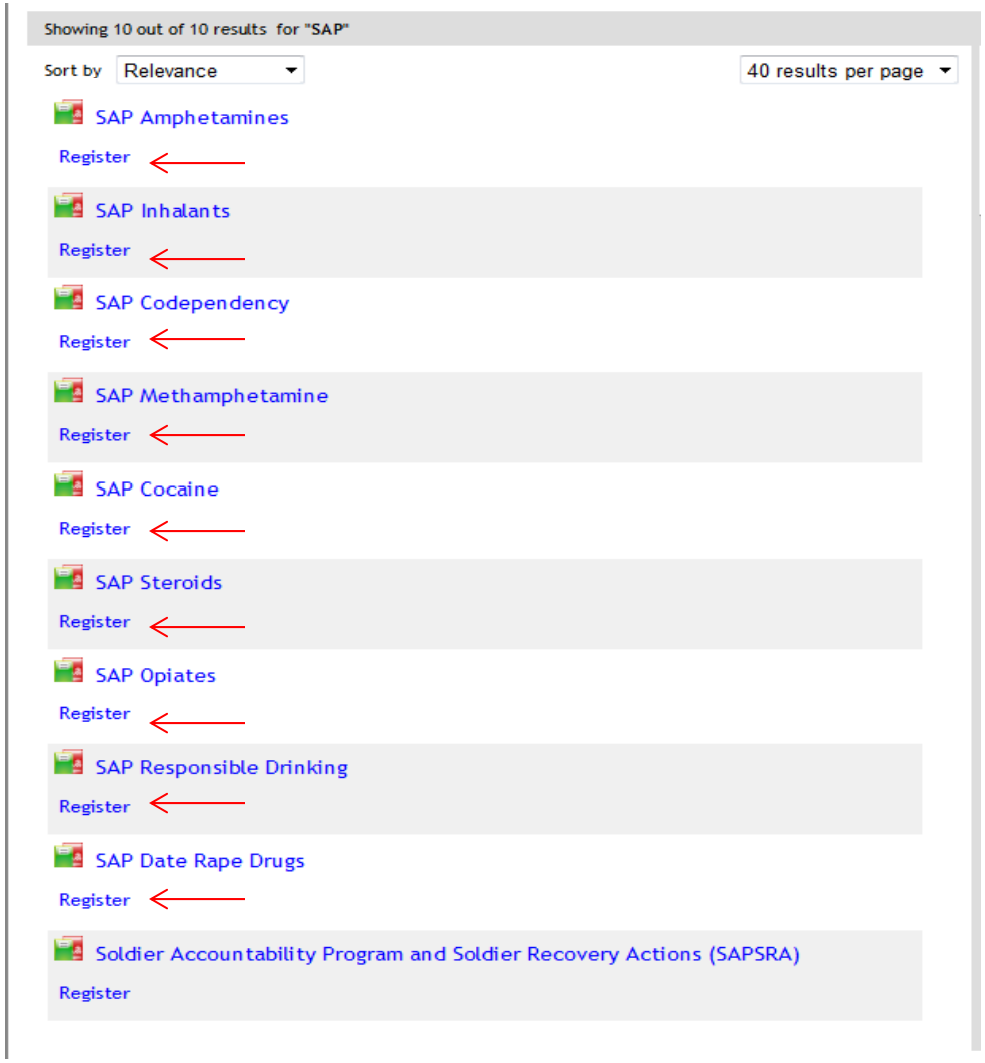
SEARCH FOR “SAP”



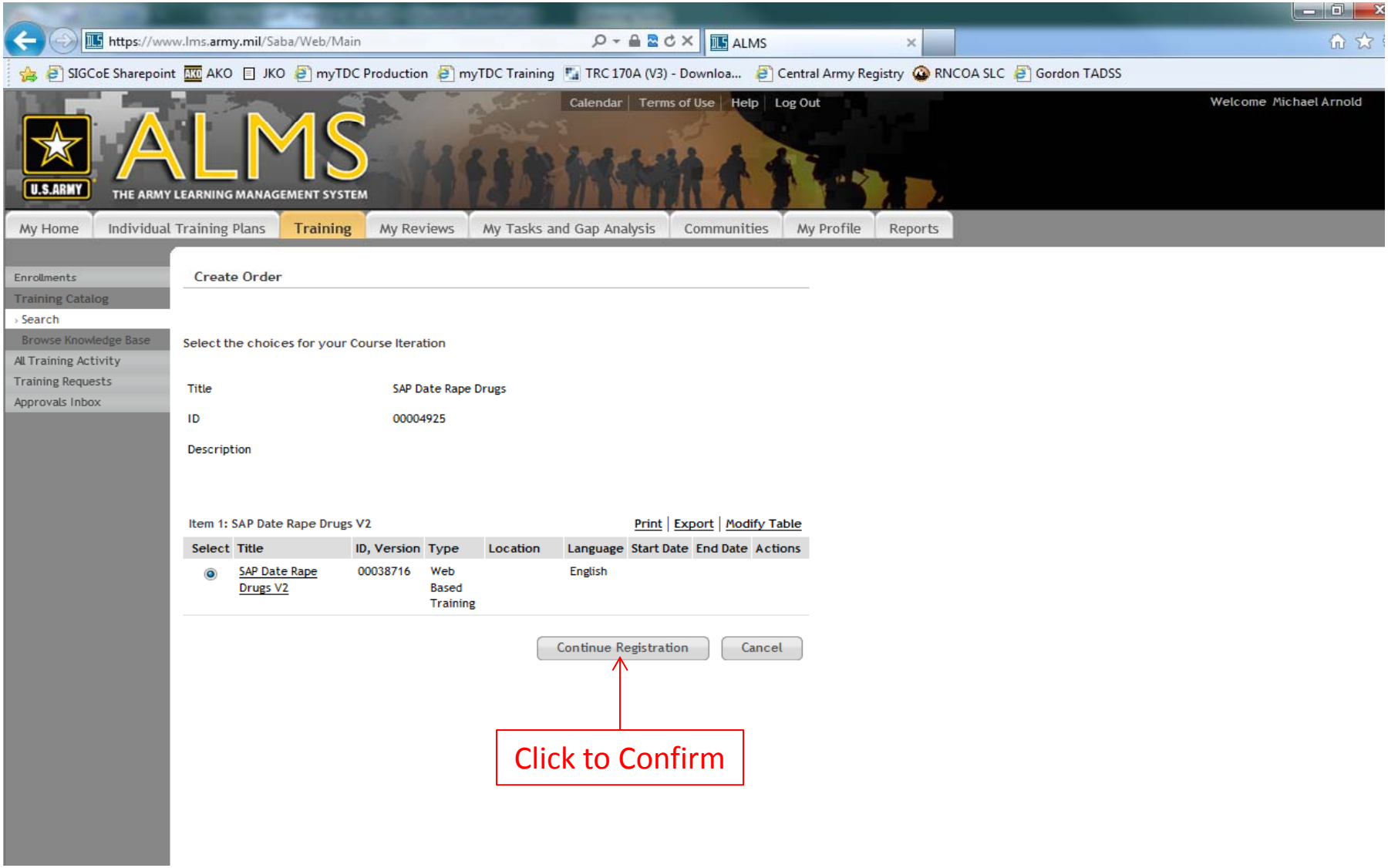
CHOOSE YOUR CLASS

1. Click "Register" under required course.

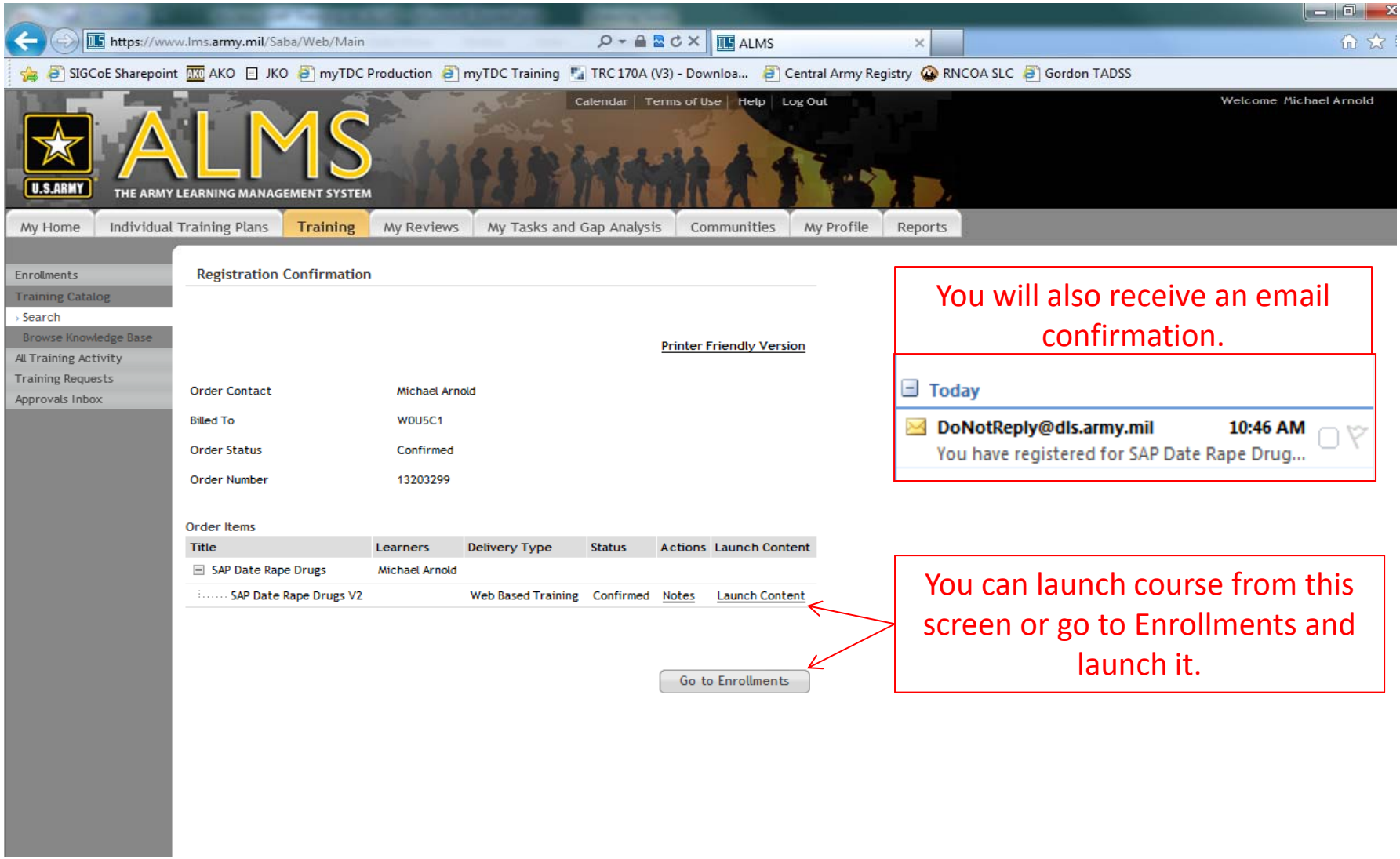
2. DO NOT click Register on the SAPSRA class; that is for the Reserves.



CONFIRM REGISTRATION



CONFIRMATION SCREEN



WHEN YOU COMPLETE THE COURSE

- After completing the course you need to print the certificate.

- The following slides cover how to print your certificate.

- First Click on the “My Home” tab at the top left of the screen under the title “ALMS”

PRINT CERTIFICATE

PRINT CERTIFICATE

https://www.lms.army.mil/Saba/Web/Main

SIGCoE Sharepoint | AKO | JKO | myTDC Production | myTDC Training | TRC 170A (V3) - Downloa... | Central Army Registry | RNCOA SLC | Gordon TADSS

Calendar | Terms of Use | Help | Log Out

Welcome Michael Arnold

ALMS
THE ARMY LEARNING MANAGEMENT SYSTEM

My Home | Individual Training Plans | Training | My Reviews | My Tasks and Gap Analysis | Communities | My Profile | Reports

- Enrollments
- Training Catalog
- All Training Activity
  - My Course/Phase/Certifications
  - My Curricula
  - My Detailed Training Records
  - Continuing Education
  - Order History
- Training Requests
- Approvals Inbox

My Detailed Training Records

View the offerings you have completed. For suggestions of additional offerings you can complete,

The My Detailed Training Record page shows COMPLETED training. You can use the date and title fields to list training completed within that range of dates. Click the Actions link and then the View Content link to display Results by Module.

Active | Inactive

Completion Date after: 03/26/2013

Completion Date before: 04/25/2013

Delivery Type: All

Title:

Search

By default, it shows you the history for the last 30 days. You can adjust here if you need to.

Detailed Training Records

Print | Export | Modify Table

Learner Name	Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Course Iteration Name	Credits	Actions
Michael Arnold	SAP Responsible Drinking V2		Web Based Training	04/24/2013	Successful Print Certificate of Completion	04/24/2013		0		SAP Responsible Drinking Print Certificate of Completion		Actions

DO NOT click this link.

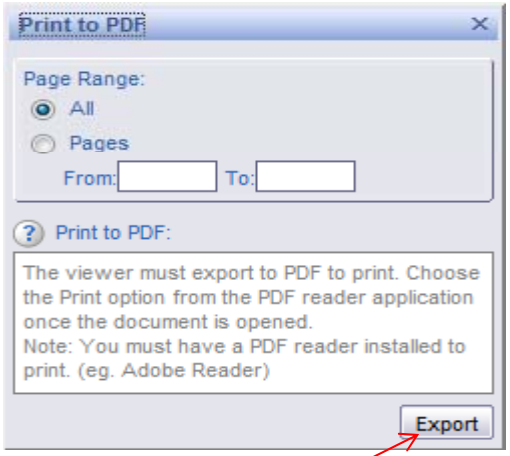
DO click this link.

PRINT CERTIFICATE

This is the new window that will appear.

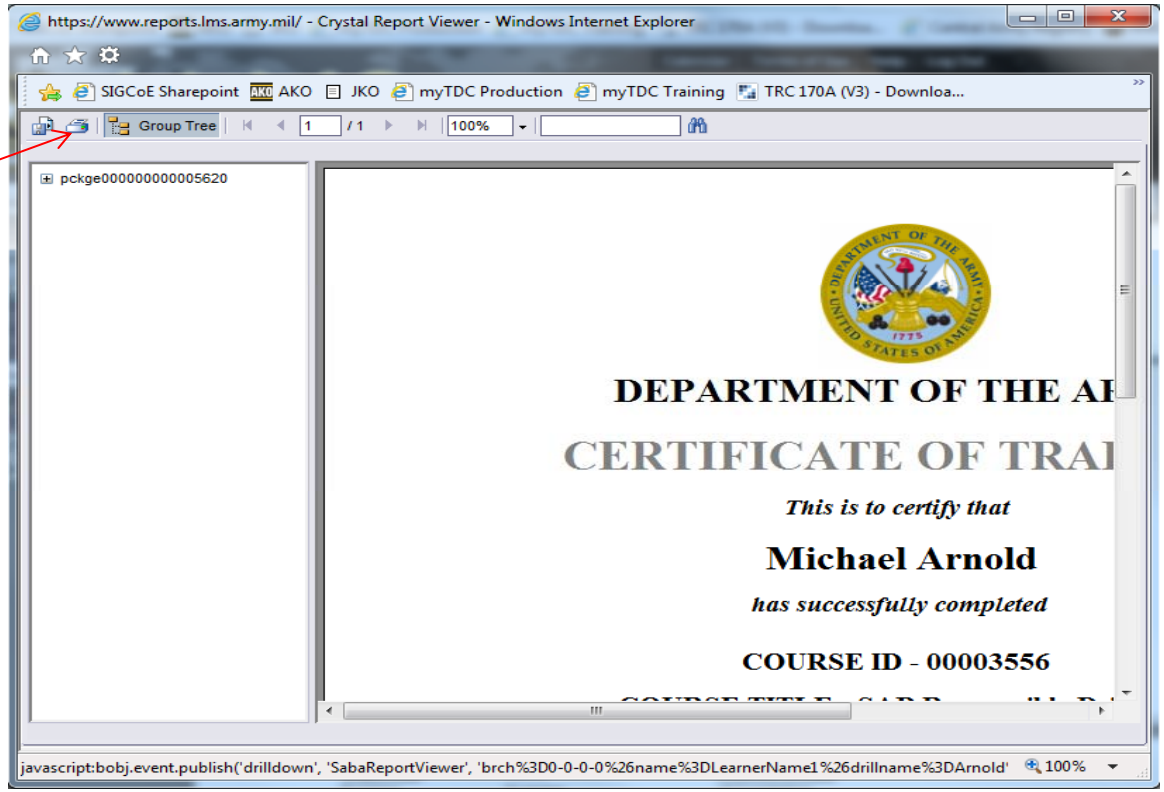
1. Click the Print button.

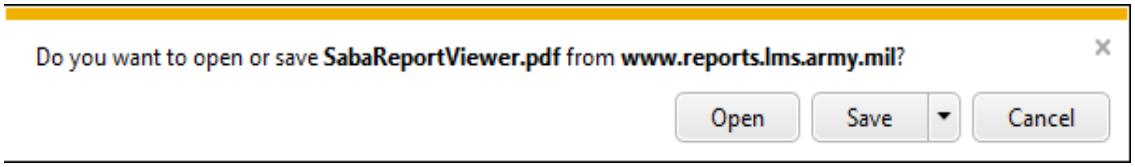
2. This dialog box appears.



3. Click "Export."

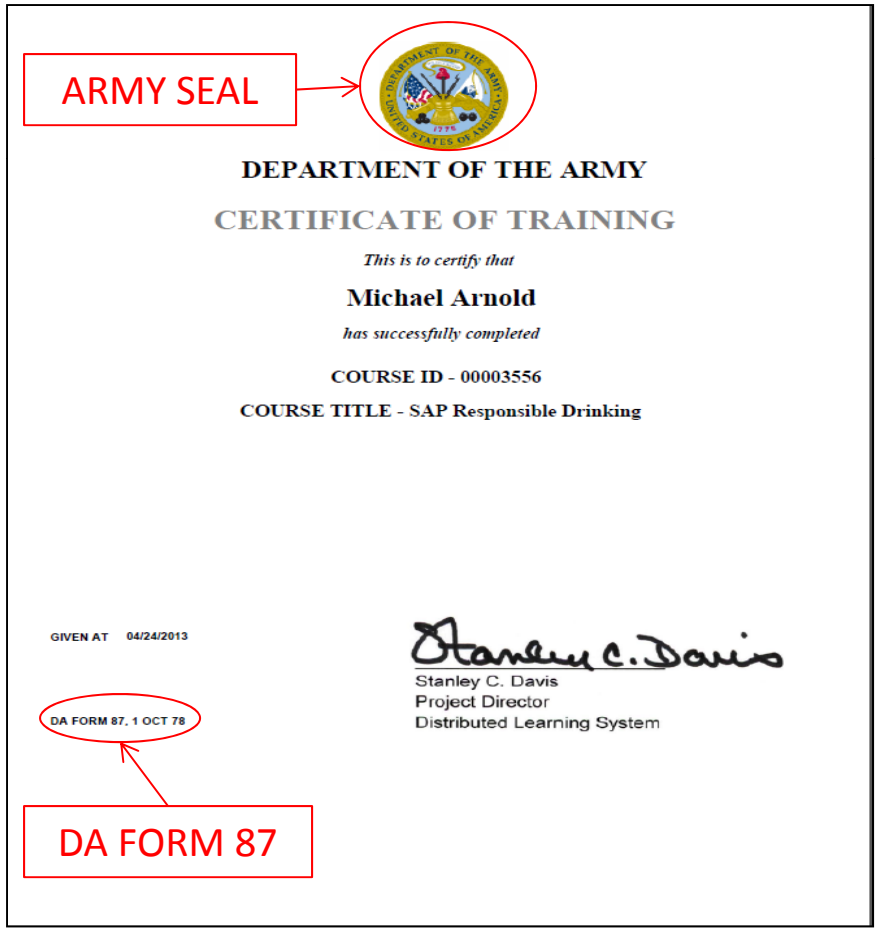
4. Now you can open it for printing or save it for emailing.





CERTIFICATE COMPARISON

CORRECT CERTIFICATE



WRONG CERTIFICATE

ALMS Training Reporting Instructions

- Both Gillem Enclave and Fort Gordon civilian personnel should make every attempt to attend one live training event.

- After completing one online training course the certificate(s) for Fort Gordon personnel should be printed, turned in to your Unit Prevention Leader (UPL) and hand delivered to the Prevention Coordinator (PC) at Bldg 38702, 202 7th Avenue accompanied by a training cover letter. If you are unable to ascertain who your UPL is training should be done, certificates printed out and turned in by section and/or directorate to the PC. The cover letter is available on the Fort Gordon ASAP web page, http://www.gordon.army.mil/asap/.

- Gillem personnel can complete the online training and send certificates and a cover letter via email to the PC at michael.a.reed177.civ@mail.mil.

- Any questions may be directed to the PC at 706 791-5797, or via the email above.

THE END

THANK YOU