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# The Army Distributed Learning Program Registration Site User Role

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# Nominations User Guide: User

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## What is Nominations?

[Nominations](#) is The Army Distributed Learning Program (TADLP) new nomination website. The purpose of the website is to provide an Army-wide capability for the nomination and approval of distributed learning (DL) products. The website is used for TADLP nominations that are to be developed using the Combined Arms Products of Distributed Learning (CAPDL) contract. All Army requesting activities (Army Commands, Army Service Component Commands, Direct Reporting Units, program managers, and program executive officers) must use this site for nominating distributed learning products. The website can be accessed at <https://www.atsc.army.mil/auth/Authenticated/Registration/>. This website requires CAC authentication and is best viewed with Windows Internet Explorer.

Before beginning the Nomination process, please use the ADDIE questions job aid to help you define your requirements. It is located on the TADLP website:

[http://www.atsc.army.mil/tadlp/content/nomination/addie\\_questions\\_job\\_aid.asp](http://www.atsc.army.mil/tadlp/content/nomination/addie_questions_job_aid.asp)

## User Roles

The Nominations website has three (3) user roles: User, Proponent Admin, and Administrator (Admin). Each role can access different functions within the site and will only see functions available to that role.

### *Role: User*

User is a base role. Users can create new nominations. They are also able to edit, submit, view, and cancel nominations they have created. For more information on the User role see Nominations User Guide: User.

### *Role: Proponent Admin*

Proponent Admin is a limited administrative role. Proponent Admins have the same privileges as the User role in regards to nominations. Proponent Admins can also add users to the proponent they are a member of. For more information on the Proponent Admin role see Nominations User Guide: Proponent Admin.

### *Role: Administrator*

Administrators (Admins) have the most privileges. Admins are not only able to create, edit, submit, view, and cancel any nomination, they are also able to unlock, approve, or deny nominations once they have been canceled or submitted. Admins also have the capability to manage school information, questions regarding nominations, users, and proponents. The Administrator role is only available to members of the TCM-TADLP division. For more information on the Administrator role see Nominations User Guide: Administrator.

## Role: User

User is a base role. Users can create new nominations. They are also able to edit, submit, view, and cancel nominations that they have created.

## Creating a Nomination

1. Navigate to the Nominations website using your web browser. The **Home** page will be displayed.
2. Click the **'Enter Nomination'** button on the **Home** page.

Welcome to The Army Distributed Learning Program (TADLP) new nomination/registration website. The purpose of this website is to provide an Army-wide capability for the nomination, registration, and approval of distributed learning (DL) products. We will use the website initially for TADLP nominations that are to be developed using the Combined Arms Products of Distributed Learning (CAPDL) contract and later for both nomination/registration when procedures for registration have been developed (Projected April 2014). Registration means that schools, Centers of Excellence (CoEs), and other agencies who are not competing for TADLP resources will indicate their desire to develop content for the following services, for example, in-house development, migration, etc...

All Army requesting activities (Army Commands, Army Service Component Commands, Direct Reporting Units, program managers, and program executive officers) must use this site for nominating and registering distributed learning products. As we develop the registration portion of this website, additional information will be provided to assist you in your development efforts. We are trying to capture all development efforts to assist us in prioritizing, implementing, fielding, and hosting of Army DL products.

[Enter Nomination](#)

Before beginning the nomination process, please use the ADDIE questions job aid to help you define your requirements. It is located on the TADLP website: [http://www.atsc.army.mil/tadlp/content/nomination/addie\\_questions\\_job\\_aid.asp](http://www.atsc.army.mil/tadlp/content/nomination/addie_questions_job_aid.asp).

"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, registered trademark holders, or other authorized personnel. Such communications and work product are intended to remain confidential. See USG

Home page

3. The **'Service Selection'** screen will be displayed. Required fields are marked with a \*.

**NOTE:** The **'Service Selection'** screen can also be accessed by clicking **'Nomination Submission'** link within the page header.

*Service Selection screen*

4. Select your school from the **'Select School'** dropdown.
5. Enter the name of the Nomination in the **'Product Name'** field. The Product Name can be edited later.
6. Select MOS from the **'Select MOS'** dropdown box.
7. Enter area of concentration in the **'Area of Concentration'** field.
8. Select a year from the **'Fiscal Year'** dropdown box. Choose the fiscal year for which funding for development is being requested.
9. Choose priority within the **'Priority of Nomination'** box. Higher numerical value denotes a higher priority.
10. Select which service you wish to enter under **'Select Service'**. The service selected will determine the questions that are asked on the next screen.
11. Once all required fields are completed click the **'Continue'** button to proceed. If any required fields are not completed an error message will be displayed.

*Sample error message*

12. The **'Question Entry'** screen will be shown. The required details and questions that appear on this page are dependent on the service selected in the previous screen.

Describe the Target Audience. For example, the primary target audience is a skill level 10 Soldier. Soldiers will have at least a high school education and basic understanding of mobile devices and computers.)\*

What is the funding source?\*

What is the date of last task analysis? If task analysis is over 3 years old , a new task analysis must be developed before content/courseware can be updated. \*

When will this new product be considered out of date? (Technical lifecycle of this product is estimated to be three years. To answer this question, add three years to the date you need this product.) \*

When do you need this product to be available for student to register for training?\*

Do you have current GFI supporting this project?\*

Is there any content to be included in this nomination for which you must request approval to use copyrighted material? If answer is "Yes", you will need to provide the approvals to TCM TADLP prior to development. \*

Sample Question Entry screen

13. Provide the required information and answer questions using the fields provided. Required fields are marked with a \*.

**WARNING:** The 'Question Entry' page expires after **20 minutes**. A warning will appear shortly before the page expires. **ANY UNSAVED INFORMATION WILL BE LOST**. In order to retain your information when the page expiration warning appears **SAVE YOUR WORK IMMEDIATELY** using the 'Save' button at the bottom of the page.

14. A Nomination can be saved at any time by selecting the 'Save' button. If all necessary information and required details have been completed the Nomination can be submitted using the 'Submit' button. **NOTE:** Once a Nomination is **submitted** it can no longer be edited.

## Saving a Nomination

At the bottom of the 'Question Entry' page there is a 'Save' button. If a Nomination is saved, changes can be made to it at a later time. This feature is extremely useful if there are required details missing,

necessary information is not available, or the Nomination needs to be completed at a later time. To save a Nomination simply click the **'Save'** button at any time.



## Printing a Nomination

Nomination details can be printed from the **'Question Entry'** page by clicking the **'Print'** button at the top of the page. If the Nomination is in the process of being created, the questions and details can be printed from **'Question Entry'** page at that time. If the Nomination has already been created, the **'Question Entry'** page can be accessed using the **Edit** or the **View** function on the **'Course Nominations List'** page. For more information on those functions see [Editing a Nomination](#) and [Viewing Nomination Details](#)



## Viewing Nomination Status

Nomination status can be viewed at any time using the **'Course Nominations List'** page. To view Nomination status:

1. Navigate to the Nominations website using a web browser. The **Home** page will be displayed.
2. On the **Home** page click the **'Course Nomination List'** link in the banner. The **'Course Nomination List'** screen will show. Only Nominations that were created within the current account's proponent will be visible.

Command	Nomination ID	School Code	Fiscal Year	Proponent	School	Product Title	Submitted	Status	MOS	Area of Concentration	Priority	Date Created	Date Modified
<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Cancel"/> <input type="button" value="Copy"/> <input type="button" value="Edit Priority"/>	102	21	2013	ADmin	CRXXI	Army training	<input type="checkbox"/>	Saved	102	Army training	2	9/20/2013 1:19:04 PM	9/20/2013 1:19:04 PM
<input type="checkbox"/> <input type="button" value="View"/> <input type="button" value="Cancel"/> <input type="button" value="Copy"/> <input type="button" value="Edit Priority"/>	103	21	2013	ADmin	CRXXI	test	<input checked="" type="checkbox"/>	Awaiting Approval	102	Army training	1	9/20/2013 1:19:04 PM	9/20/2013 1:19:04 PM

*Course Nomination List screen*

There are 13 informational columns on **Course Nomination List** page. The list of Nominations displayed can be sorted by any of these columns. The columns are described below:

- a. Nomination ID: a unique ID for each nomination. This number never changes and will be used to track the nomination throughout its life.
- b. School Code: Numeric designation for school chosen.
- c. Fiscal Year
- d. Proponent: The proponent by whom nomination was submitted. By default users can only see nominations from their own proponent.
- e. School: Name of school
- f. Product Title: The reader friendly title given to the nomination.
- g. Submitted: a checkbox indicating whether the course nomination has been submitted for approval or not.
- h. Status: Displays the status of the nomination
  - **Saved:** User has saved the nomination without submitting it. The Nomination can still be edited.
  - **Awaiting approval:** The nomination has been submitted and is awaiting approval. It can no longer be edited.
  - **Approved:** The nomination has been approved. It can no longer be edited.
  - **Canceled:** The nomination has been canceled. Canceled Nominations can be unlocked by an Administrator.
  - **Denied:** The course has been denied.
- i. MOS: Numerical representation of MOS
- j. Area of Concentration
- k. Priority
- l. Date Created
- m. Date Modified

## Editing a Nomination

Once a nomination has been saved it can be edited. To edit a Nomination:

1. Navigate to the Nominations website using a web browser. The **Home** page will be displayed.
2. On the **Home** page click the '**Course Nomination List**' link in the banner. The '**Course Nomination List**' screen will show.
3. On the '**Course Nomination List**' screen click the '**Edit**' button next to the Nomination to be edited. If a Nomination has already been submitted the '**Edit**' button will not be displayed.



4. The edit screen will appear.

Home > Nomination Submission

AKO User Name: Michael Sykes Role: User Organization: Admin Nom Version: 1.000.005 [Help](#) [Sign Out](#)

Home | Nomination Submission | Course Nomination List | Report

Select School\*  
CR00

Product Name  
Army training

Select MOS  
Area of Concentration

Fiscal Year (FY for which you are requesting funding for development)\*  
2013

Priority of Nominaton\*  
2

Select Service:\*  
Migration Content

Continue

#### *Edit Nomination screen*

5. Changes can be made to **Product Name, MOS, Area of Concentration, and Priority of Nomination**. Once changes have been completed click the **'Continue'** button.
6. The **'Question Entry'** screen will be shown. Make any changes to details and answers or finish filling out required fields. The Nomination can be saved at any time from this screen using the **'Save'** button, submitted using the **'Submit'** button, or printed using the **'Print'** button.



**NOTE:** Once a Nomination is **submitted** it can no longer be edited. Administrators can unlock a submitted Nomination, allowing it to be edited. Once a Nomination has been unlocked it will have to be submitted again. If a Nomination has been submitted in error contact a user with the Administrator role.

7. Once **'Save'** or **'Submit'** is selected **'Course Nomination List'** page will be displayed. Informational columns will be updated accordingly.

## Viewing Nomination Details

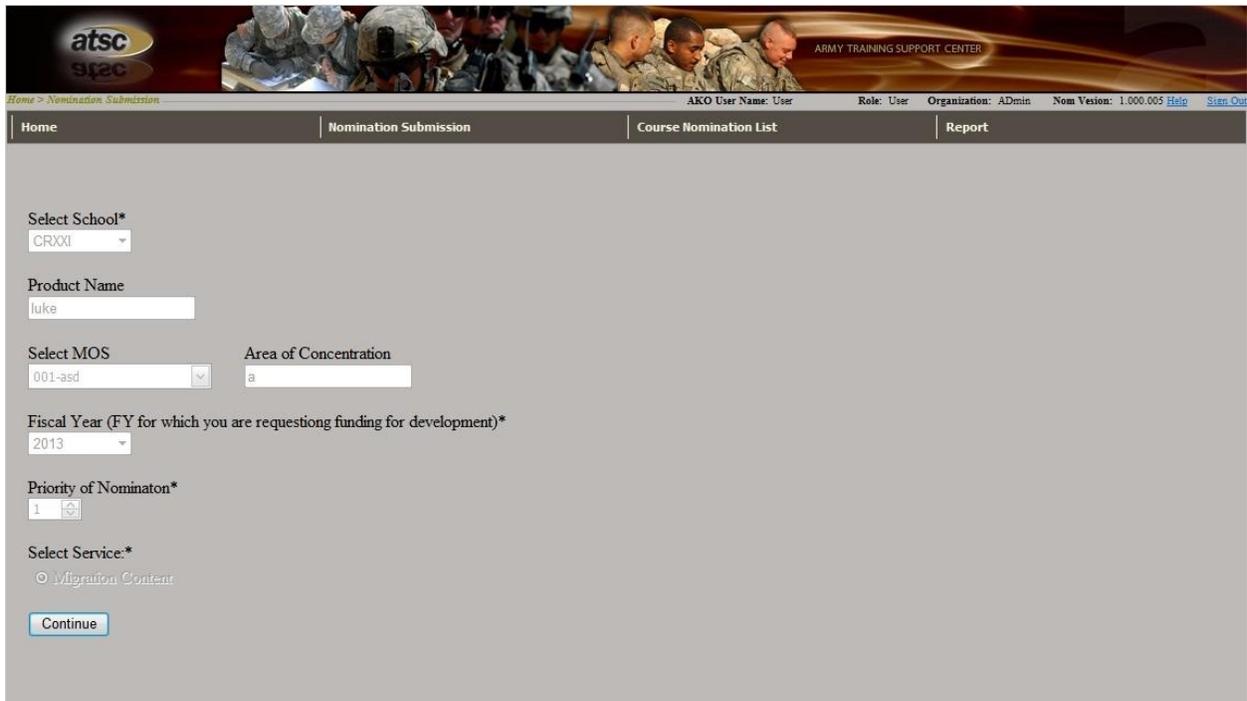
Nomination details can be viewed by clicking the **'View'** button within the **'Course Nomination List'** page. To view Nomination details:

1. Navigate to the Nominations website using a web browser. The **Home** page will be displayed.

2. On the **Home** page click the '**Course Nomination List**' link in the banner. The '**Course Nomination List**' screen will show.
3. On the '**Course Nomination List**' screen click the '**View**' button next to the Nomination to be viewed.



4. The **View Nomination** screen will appear.



*View Nomination page*

5. The '**View Nomination**' page will display showing the nomination's detail fields. These fields cannot be edited.
6. Clicking the '**Continue**' button will navigate to the '**Question Entry**' page where the information entered when the Nomination was created can be viewed and printed. These fields cannot be edited.
7. When finished viewing information on the '**Question Entry**' screen clicking the '**Back**' button will return to the '**Course Nomination List**' page.

## Canceling a Nomination

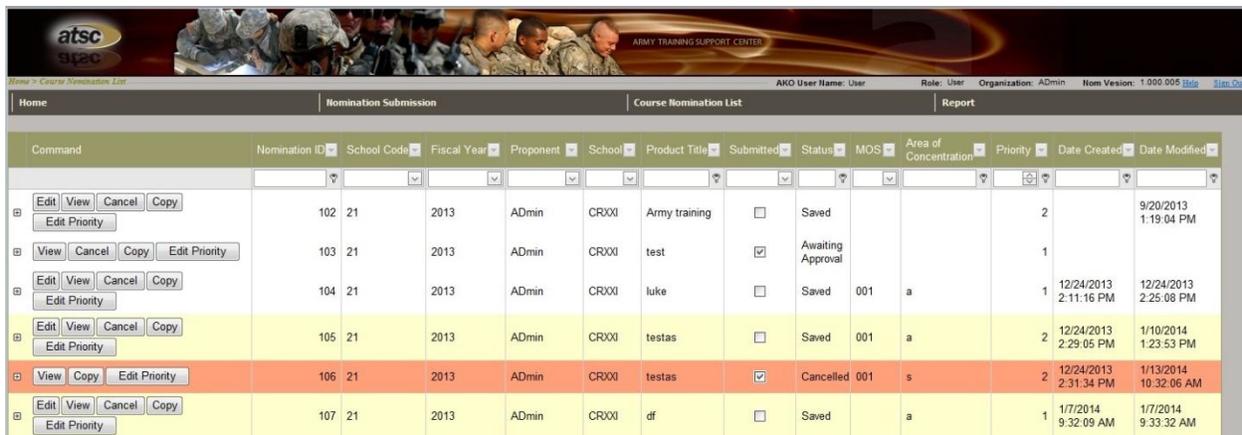
A Nomination can be cancelled by clicking the **'Cancel'** button on the **'Course Nomination List'** page. Once a nomination is cancelled it can still be viewed, copied, and priority can be edited. Details of the nomination can no longer be edited once it is cancelled. To cancel a Nomination:

1. Navigate to the Nominations website using a web browser. The **Home** page will be displayed.
2. On the **Home** page click the **'Course Nomination List'** link in the banner. The **'Course Nomination List'** screen will show.
3. On the **'Course Nomination List'** screen click the **'Cancel'** button next to the Nomination to be canceled.



4. "Cancelled" will be displayed under the **'Status'** column for the cancelled nomination. Cancelled Nominations will be highlighted in red on the **'Course Nomination List'** page.

**NOTE:** Cancelled Nominations can be unlocked by an Administrator, reversing the cancellation. Once a cancelled Nomination is unlocked it reverts to 'Saved' status.

A screenshot of the 'Course Nomination List' page. The page has a header with 'atsc' and 'ARMY TRAINING SUPPORT CENTER'. Below the header is a table with columns for 'Command', 'Nomination ID', 'School Code', 'Fiscal Year', 'Proponent', 'School', 'Product Title', 'Submitted', 'Status', 'MOS', 'Area of Concentration', 'Priority', 'Date Created', and 'Date Modified'. A row is highlighted in red, indicating a cancelled nomination. The row contains the following data: Command (empty), Nomination ID (106), School Code (21), Fiscal Year (2013), Proponent (Admin), School (CRXXI), Product Title (testas), Submitted (checked), Status (Cancelled), MOS (001), Area of Concentration (s), Priority (2), Date Created (12/24/2013 2:31:34 PM), and Date Modified (1/13/2014 10:32:06 AM).

Command	Nomination ID	School Code	Fiscal Year	Proponent	School	Product Title	Submitted	Status	MOS	Area of Concentration	Priority	Date Created	Date Modified
	102	21	2013	Admin	CRXXI	Army training	<input type="checkbox"/>	Saved			2	9/20/2013 1:19:04 PM	
	103	21	2013	Admin	CRXXI	test	<input checked="" type="checkbox"/>	Awaiting Approval			1		
	104	21	2013	Admin	CRXXI	luke	<input type="checkbox"/>	Saved	001	a	1	12/24/2013 2:11:16 PM	12/24/2013 2:25:08 PM
	105	21	2013	Admin	CRXXI	testas	<input type="checkbox"/>	Saved	001	a	2	12/24/2013 2:29:05 PM	1/10/2014 1:23:53 PM
	106	21	2013	Admin	CRXXI	testas	<input checked="" type="checkbox"/>	Cancelled	001	s	2	12/24/2013 2:31:34 PM	1/13/2014 10:32:06 AM
	107	21	2013	Admin	CRXXI	df	<input type="checkbox"/>	Saved		a	1	1/7/2014 9:32:09 AM	1/7/2014 9:33:32 AM

*Course Nomination List page showing cancelled nomination.*

## Copying a Nomination

A nomination can be copied using the **'Copy'** button. A new nomination is created and displayed at the bottom of the list of nominations on the **'Course Nomination List'** page. The new nomination shares all details with the nomination it was copied from and can be edited like any other nomination. To copy a Nomination:

1. Navigate to the Nominations website using a web browser. The **Home** page will be displayed.
2. On the **Home** page click the '**Course Nomination List**' link in the banner. The '**Course Nomination List**' screen will show.
3. On the '**Course Nomination List**' screen click the '**Copy**' button next to the Nomination to be copied.



4. The new nomination is created and displayed at the bottom of the list of nominations on the '**Course Nomination List**' page.

## Editing Priority

The priority of any nomination can be changed by clicking the '**Edit Priority**' button. To edit priority:

1. Navigate to the Nominations website using a web browser. The **Home** page will be displayed.
2. On the **Home** page click the '**Course Nomination List**' link in the banner. The '**Course Nomination List**' screen will show.
3. On the '**Course Nomination List**' screen click the '**Edit Priority**' button next to the Nomination to be edited.



4. A pop up window will be displayed where priority can be increased or decreased. After desired priority is chosen click '**Update**' to update the priority or click '**Cancel**' button to discard changes made to the nomination priority.
5. Selecting '**Update**' or '**Cancel**' button will return to the '**Course Nomination List**' page.