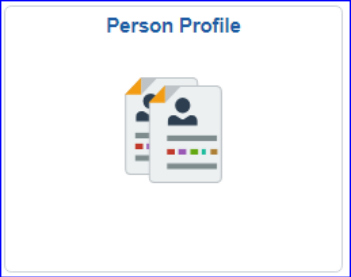
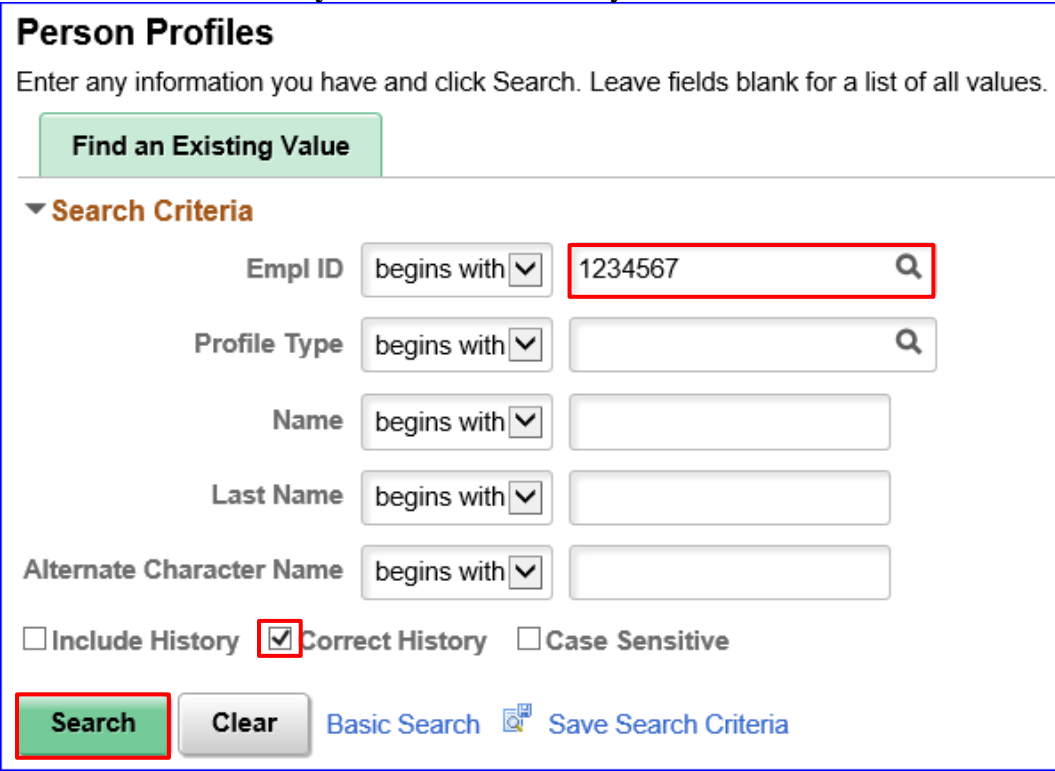


# Adding/Updating Additional Training

**Introduction** This guide provides the procedures for adding, updating, and deleting Additional Training in Direct Access (DA).

**Reference** a) Performance, Training, and Education Manual, COMDTINST M1500.1 (series)

**Procedures** See below.

Step	Action
1	<p>Click the <b>Person Profile</b> tile.</p> 
2	<p>The <b>Person Profiles</b> option will automatically display. Enter the member's <b>Empl ID</b>. The <b>Correct History</b> box will automatically be checked. Click <b>Search</b>.</p> 

*Continued on next page*

# Adding/Updating Additional Training, Continued

Procedures,  
continued

Step	Action																								
3	<p>The Person Profile page will display. Click the <b>Qualifications</b> tab.</p> <div data-bbox="331 443 1391 1482" style="border: 1px solid black; padding: 5px;"> <p><b>Person Profile</b></p> <p>Empl ID 1234567 <span style="float: right;">Bulbasaur</span></p> <p>Profile Type PERSON <span style="float: right;">Person</span></p> <p>*Profile Status Active <input type="checkbox"/></p> <p>*Description Bulbasaur <input type="text"/></p> <hr/> <p> Print  Comments <span style="float: right;">Profile Actions [Select Action] <input type="button" value="»"/></span></p> <p> <input type="button" value="Competencies"/> <input style="border: 2px solid red;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> <p>▼ <b>Competencies</b></p> <p><input type="button" value="☰"/> <input type="text" value="Q"/> <span style="float: right;">1-3 of 3 <input type="button" value="▼"/> <input type="button" value="▶"/>   View All</span></p> <table border="1" data-bbox="338 884 1385 1086"> <thead> <tr> <th>ID</th> <th>Competency</th> <th>Effective Date</th> <th>Evaluation Type</th> <th>Proficiency</th> <th></th> </tr> </thead> <tbody> <tr> <td>CMCJV</td> <td>Collateral Duty Silver Badge</td> <td>02/22/2013</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>PERJR</td> <td>Senior Enlisted Service Academ</td> <td>11/03/2010</td> <td>Approved/Official</td> <td>Good</td> <td><input type="button" value="🗑"/></td> </tr> <tr> <td>YNCM</td> <td>YNCM ERATS</td> <td>01/26/2016</td> <td>Approved/Official</td> <td>3-Good</td> <td><input type="button" value="🗑"/></td> </tr> </tbody> </table> <p>+ <a href="#">Add New Competencies</a></p> <p>▼ <b>Officer Specialty Code</b></p> <p>There are currently no Officer Specialty Code for this profile. Please add one if required.</p> <p>▼ <b>Profile Content</b></p> <p>There are currently no for this profile. Please add one if required.</p> <p>+ <a href="#">Add New</a></p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/></p> </div>	ID	Competency	Effective Date	Evaluation Type	Proficiency		CMCJV	Collateral Duty Silver Badge	02/22/2013	Approved/Official	Good	<input type="button" value="🗑"/>	PERJR	Senior Enlisted Service Academ	11/03/2010	Approved/Official	Good	<input type="button" value="🗑"/>	YNCM	YNCM ERATS	01/26/2016	Approved/Official	3-Good	<input type="button" value="🗑"/>
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## Adding/Updating Additional Training, Continued

Procedures,  
continued

Step	Action																																																														
4	<p>Scroll down to the <b>Additional Training</b> section. Click <b>View All</b> (if necessary) to see all of the member's additional training.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Person Profile</b></p> <p>Empl ID 1234567 <span style="float: right;"><a href="#">Bulbasaur</a></span></p> <p>Profile Type PERSON <span style="float: right;">Person</span></p> <p>*Profile Status <input type="text" value="Active"/></p> <p>*Description <input type="text" value="Bulbasaur"/></p> <hr/> <p> Print  Comments <span style="float: right;">Profile Actions [Select Action] </span></p> <p>Competencies <b>Qualifications</b> Education Mobility Waivers CAN</p> <p><b>Honors and Awards</b></p> <p> <span style="float: right;">1-5 of 18      <a href="#">View All</a></span></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Honor and Award</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>CGRE0</td> <td>Boat Forces Operations Insanti</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Courses &amp; Training</b></p> <p> <span style="float: right;">1-5 of 5      <a href="#">View All</a></span></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td> </td> </tr> <tr> <td>230440</td> <td>LEADERSHIP &amp; MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP &amp; MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td> </td> </tr> </tbody> </table> <p><b>Additional Training</b></p> <p> <span style="float: right;">1-5 of 8      <a href="#">View All</a></span></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP &amp; MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP &amp; MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>+ Add New Additional Training</b></p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/></p> </div>	ID	Honor and Award	View History		CGRE0	Boat Forces Operations Insanti			ID	Course Code	Effective Date		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		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		
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## Adding/Updating Additional Training, Continued

Procedures,  
continued

Step	Action																																													
5	<p>To <b>add</b> new training: Click <b>Add New Additional Training</b> and complete <b>Steps 6 – 10</b>.</p> <p>To <b>update</b> training: Select the appropriate <b>Course Code</b> and complete <b>Steps 11 – 16</b>.</p> <p>To <b>delete</b> training: Click on the <b>Trashcan</b> icon (<b>ONLY</b> if the course was erroneously entered) and complete <b>Steps 17 – 20</b>.</p> <div data-bbox="331 703 1391 1489" style="border: 1px solid black; padding: 5px;"> <p>▼ <b>Additional Training</b></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>☰ 🔍</span> <span>1-8 of 8</span> <span>View 5</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP &amp; MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP &amp; MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>500834</td> <td>TCT-UNIT</td> <td>06/16/1998</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ <a href="#">Add New Additional Training</a></p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/></p> </div>	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			500834	TCT-UNIT	06/16/1998		
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## Adding/Updating Additional Training, Continued

Procedures,  
continued

Step	Action
6	<p>The Add New Additional Training page will display. Enter the <b>Effective Date</b> of the training.</p> <div data-bbox="331 483 1391 1167" style="border: 1px solid black; padding: 5px;"> <p><b>Person Profile</b></p> <p><b>Add New Additional Training</b></p> <p style="text-align: right;">Empl ID 1234567                      Bulbasaur</p> <p style="text-align: right;">Profile Type PERSON                      Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Details</b> <span style="float: right;">1 of 1</span></p> <p>*Effective Date <input style="border: 2px solid red;" type="text" value="10/01/2019"/> <span style="float: right;">+</span></p> <p>*Course Code <input style="width: 100px;" type="text"/> <span style="float: right;">Q</span></p> <p>Location <input style="width: 100%; height: 20px;" type="text"/> <span style="float: right;">↵</span></p> <p style="text-align: center; font-size: small;">254 characters remaining</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 3px;">OK</span> <span style="background-color: #ccc; padding: 5px 15px; border-radius: 3px;">Cancel</span> <span style="background-color: #ccc; padding: 5px 15px; border-radius: 3px;">Apply and Add Another</span> </div> </div>

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## Adding/Updating Additional Training, Continued

Procedures,  
continued

Step	Action																								
7	<p>Enter the <b>Course Code</b> or select the Course Code using the lookup.</p> <div data-bbox="331 450 1390 1126"> <p><b>Person Profile</b></p> <p><b>Add New Additional Training</b></p> <p>Empl ID 1234567 Bulbasaur Profile Type PERSON Person</p> <p>Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</p> <div data-bbox="339 707 1382 1055"> <p><b>Details</b> 1 of 1   View All</p> <p>*Effective Date 09/13/2019</p> <p>*Course Code <b>501457</b> RESERVE NAT'L SECURITY COURSE</p> <p>Location <input type="text"/> 254 characters remaining</p> <p>OK Cancel Apply and Add Another</p> </div> </div> <div data-bbox="331 1167 927 1850"> <p><b>Look Up Course Code</b></p> <p>Content Type ADDL_COURSES</p> <p>Content Item ID begins with <input type="text"/></p> <p>Content Group Type begins with <input type="text"/></p> <p>Content Group begins with <input type="text"/></p> <p>Description begins with <b>Reserve</b></p> <p>Search Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 1-5 of 5</p> <table border="1"> <thead> <tr> <th>Content Item ID</th> <th>Content Group Type</th> <th>Content Group</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>501457</b></td> <td>(blank)</td> <td>(blank)</td> <td><b>RESERVE NAT'L SECURITY COURSE</b></td> </tr> <tr> <td>501458</td> <td>(blank)</td> <td>(blank)</td> <td>RESERVE OFF JOINT MILITARY OPS</td> </tr> <tr> <td>501450</td> <td>(blank)</td> <td>(blank)</td> <td>RESERVE OFF NATL SEC DECMAKR</td> </tr> <tr> <td>501459</td> <td>(blank)</td> <td>(blank)</td> <td>RESERVE OFF STRATEGY &amp; POLICY</td> </tr> <tr> <td>502420</td> <td>(blank)</td> <td>(blank)</td> <td>Reserve RB-S Boat Crew Member</td> </tr> </tbody> </table> </div>	Content Item ID	Content Group Type	Content Group	Description	<b>501457</b>	(blank)	(blank)	<b>RESERVE NAT'L SECURITY COURSE</b>	501458	(blank)	(blank)	RESERVE OFF JOINT MILITARY OPS	501450	(blank)	(blank)	RESERVE OFF NATL SEC DECMAKR	501459	(blank)	(blank)	RESERVE OFF STRATEGY & POLICY	502420	(blank)	(blank)	Reserve RB-S Boat Crew Member
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Continued on next page

## Adding/Updating Additional Training, Continued

Procedures,  
continued

<b>8</b>	<p>Enter the <b>Location</b> as appropriate and click <b>OK</b>.</p> <div style="border: 1px solid blue; padding: 5px;"><p><b>Person Profile</b> <b>Add New Additional Training</b></p><p style="text-align: right;">Empl ID 1234567      Bulbasaur Profile Type PERSON      Person</p><p>Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.</p><div style="border: 1px solid gray; padding: 5px;"><p><b>Details</b>      <input type="text"/>   <input type="button" value="1 of 1"/>   <input type="button" value="View All"/></p><p>*Effective Date <input type="text" value="09/13/2019"/> <input type="button" value="📅"/> <input style="float: right;" type="button" value="+"/></p><p>*Course Code <input type="text" value="501457"/> <input type="button" value="🔍"/> <span style="color: blue; font-weight: bold;">RESERVE NAT'L SECURITY COURSE</span></p><p>Location <input style="border: 2px solid red;" type="text" value="Arlington, VA"/> <input type="button" value="📌"/></p><p style="text-align: right;">241 characters remaining</p></div><p style="text-align: center;"><input style="background-color: #90EE90; border: 2px solid red;" type="button" value="OK"/>      <input type="button" value="Cancel"/>      <input type="button" value="Apply and Add Another"/></p></div>
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## Adding/Updating Additional Training, Continued

Procedures,  
continued

Step	Action																														
9	<p><b>Click Save.</b></p> <div data-bbox="331 488 1391 1825"> <p><b>Person Profile</b></p> <p>Empl ID 1234567      <u>Bulbasaur</u>            Profile Type PERSON      Person            *Profile Status Active <input type="button" value="v"/>            *Description Bulbasaur <input type="text"/></p> <hr/> <p> Print    Comments      Profile Actions <input type="button" value="[Select Action]"/> <input type="button" value="»"/></p> <p>Competencies   <b>Qualifications</b>   Education   Mobility   Waivers   CAN</p> <p>▶ <b>Honors and Awards</b>            + Add New Honors and Awards</p> <p>▶ <b>Language Skills</b>            + Add New Language Skills</p> <p>▶ <b>Licenses and Certifications</b>            + Add New Licenses and Certifications</p> <p>▶ <b>Memberships</b>            + Add New Memberships</p> <p>▶ <b>Tests or Examinations</b>            + Add New Tests or Examinations</p> <p>▶ <b>Courses &amp; Training</b>            ▼ <b>Additional Training</b></p> <p><input type="button" value="≡"/> <input type="text" value="Q"/>      &lt;&lt; &lt; 1-5 of 9 &gt; &gt;&gt;   <a href="#">View All</a></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>*Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>400469</td> <td><a href="#">CR/HRA SEXUAL HARASSMENT PREV</a></td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td><a href="#">CR/HRA ORIENTATION</a></td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td><a href="#">CR/HRA BASIC HUMAN AWARENESS (</a></td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>500834</td> <td><a href="#">TCT-UNIT</a></td> <td>06/16/1998</td> <td></td> <td></td> </tr> <tr> <td>501457</td> <td><a href="#">RESERVE NAT'L SECURITY COURSE</a></td> <td>09/13/2019</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Return to Search"/>   <input type="button" value="Previous in List"/>   <input type="button" value="Next in List"/></p> </div>	ID	Course Code	*Effective Date	View History		400469	<a href="#">CR/HRA SEXUAL HARASSMENT PREV</a>	07/08/2004			400470	<a href="#">CR/HRA ORIENTATION</a>	07/29/1997			500201	<a href="#">CR/HRA BASIC HUMAN AWARENESS (</a>	07/08/2004			500834	<a href="#">TCT-UNIT</a>	06/16/1998			501457	<a href="#">RESERVE NAT'L SECURITY COURSE</a>	09/13/2019		
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## Adding/Updating Additional Training, Continued

**Procedures,**  
continued

<p><b>10</b></p>	<p>A confirmation message will display. To enter or update additional training for another member, click Return to Search at the bottom of the page or click the Home button to return to the DA main page.</p> <div data-bbox="331 560 1388 981" style="border: 1px solid blue; padding: 5px;"> <p><b>Person Profile</b></p> <p>Empl ID 1234567 <span style="float: right;"><u>Bulbasaur</u></span></p> <p>Profile Type PERSON <span style="float: right;">Person</span></p> <p>*Profile Status <span>Active</span> <input type="button" value="v"/></p> <p>*Description <input type="text" value="Bulbasaur"/></p> <hr/> <p> Print  Comments <span style="float: right;">Profile Actions <span>[Select Action]</span> <input type="button" value="v"/> </span></p> <div style="border: 1px solid red; padding: 2px; margin: 5px 0;"> <p><input checked="" type="checkbox"/> You have successfully saved those profile changes that do not require approval.</p> </div> <p style="text-align: center;"> <input type="button" value="Competencies"/> <input style="background-color: #e0ffe0;" type="button" value="Qualifications"/> <input type="button" value="Education"/> <input type="button" value="Mobility"/> <input type="button" value="Waivers"/> <input type="button" value="CAN"/> </p> </div>																																													
<p><b>11</b></p>	<p>To update, click on the <b>Course Code</b> to be updated.</p> <div data-bbox="331 1057 1388 1859" style="border: 1px solid blue; padding: 5px;"> <p><b>Additional Training</b></p> <p style="text-align: right;">1-8 of 8 <input type="button" value="v"/>   <a href="#">View 5</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210200</td> <td><a href="#">YEOMAN</a></td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td><a href="#">LEADERSHIP &amp; MANAGEMENT ROADSH</a></td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>250240</td> <td><a href="#">EMT CERTIFICATION</a></td> <td>08/11/2017</td> <td></td> <td></td> </tr> <tr> <td>250241</td> <td style="border: 1px solid red;"><a href="#">EMT RECERTIFICATION</a></td> <td>08/17/2018</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td><a href="#">LEADERSHIP &amp; MANAGEMENT SCHOOL</a></td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td><a href="#">CR/HRA SEXUAL HARASSMENT PREV</a></td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td><a href="#">CR/HRA ORIENTATION</a></td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td><a href="#">CR/HRA BASIC HUMAN AWARENESS (</a></td> <td>07/08/2004</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>+</b> <a href="#">Add New Additional Training</a></p> <p style="text-align: center;"><input type="button" value="Save"/></p> <p style="text-align: center;"> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> </p> </div>	ID	Course Code	Effective Date	View History		210200	<a href="#">YEOMAN</a>	05/02/2000			230440	<a href="#">LEADERSHIP &amp; MANAGEMENT ROADSH</a>	11/17/2000			250240	<a href="#">EMT CERTIFICATION</a>	08/11/2017			250241	<a href="#">EMT RECERTIFICATION</a>	08/17/2018			340720	<a href="#">LEADERSHIP &amp; MANAGEMENT SCHOOL</a>	11/13/2000			400469	<a href="#">CR/HRA SEXUAL HARASSMENT PREV</a>	07/08/2004			400470	<a href="#">CR/HRA ORIENTATION</a>	07/29/1997			500201	<a href="#">CR/HRA BASIC HUMAN AWARENESS (</a>	07/08/2004		
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## Adding/Updating Additional Training, Continued

Procedures,  
continued

<p>12</p>	<p>The Course will display. If the <b>Effective Date</b> is incorrect or the <b>Location</b> needs to be populated, make changes to the fields as appropriate.</p> <p>To add another row, click the (+) button. For example, this member renewed their EMT Certification so another row is being added to log the certification.</p> <div data-bbox="331 622 1391 1267" style="border: 1px solid black; padding: 5px;"> <p><b>Person Profile</b> <b>Update Additional Training</b></p> <p>Empl ID 1234567                      Bulbasaur Profile Type PERSON                      Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Details <span style="float: right;">View All</span></p> <p>*Effective Date 08/17/2018 <span style="float: right;">+</span></p> <p>Course Code 250241                      EMT RECERTIFICATION</p> <p>Location <span style="border: 2px solid red; display: inline-block; width: 200px; height: 20px;"></span> <span style="float: right;">↕</span></p> <p style="text-align: center;">254 characters remaining</p> </div> <p style="text-align: center;"> <span style="background-color: #4CAF50; color: white; padding: 5px 15px; border: 1px solid #ccc;">OK</span> <span style="background-color: #f0f0f0; padding: 5px 15px; border: 1px solid #ccc; margin-left: 50px;">Cancel</span> </p> </div>
<p>13</p>	<p>Click <b>View All</b> (optional) to view all of the rows associated with this course.</p> <div data-bbox="331 1335 1391 1980" style="border: 1px solid black; padding: 5px;"> <p><b>Person Profile</b> <b>Update Additional Training</b></p> <p>Empl ID 1234567                      Bulbasaur Profile Type PERSON                      Person</p> <p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Details <span style="float: right;">View All</span></p> <p>*Effective Date 10/03/2019 <span style="float: right;">+ -</span></p> <p>Course Code 250241                      EMT RECERTIFICATION</p> <p>Location <span style="border: 1px solid #ccc; display: inline-block; width: 200px; height: 20px;"></span> <span style="float: right;">↕</span></p> <p style="text-align: center;">254 characters remaining</p> </div> <p style="text-align: center;"> <span style="background-color: #4CAF50; color: white; padding: 5px 15px; border: 1px solid #ccc;">OK</span> <span style="background-color: #f0f0f0; padding: 5px 15px; border: 1px solid #ccc; margin-left: 50px;">Cancel</span> </p> </div>

## Adding/Updating Additional Training, Continued

Procedures,  
continued

<b>14</b>	<p>Enter the <b>Effective Date</b> of the training. Enter a <b>Location</b> (if appropriate), then click <b>OK</b>.</p> <div style="border: 1px solid blue; padding: 5px;"><p><b>Person Profile</b> <b>Update Additional Training</b></p><p style="text-align: center;">Empl ID 1234567                      Bulbasaur Profile Type PERSON                      Person</p><p>Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.</p><div style="border: 1px solid gray; padding: 5px;"><p><b>Details</b>                      🔍   ⏪ ⏩                      1-2 of 2 ▾                      ⏪ ⏩   <a href="#">View 1</a></p><p>*Effective Date <input type="text" value="08/09/2019"/> 📅                      + -</p><p>Course Code 250241                      EMT RECERTIFICATION</p><p>Location <input type="text"/> 📄 254 characters remaining</p><hr/><p>*Effective Date <input type="text" value="08/17/2018"/> 📅                      + -</p><p>Course Code 250241                      EMT RECERTIFICATION</p><p>Location <input type="text"/> 📄 254 characters remaining</p></div><p style="text-align: center;"><input type="button" value="OK"/>                      <input type="button" value="Cancel"/></p></div>
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## Adding/Updating Additional Training, Continued

Procedures,  
continued

<p><b>15</b></p>	<p>Because another row was added to this course, the <b>View History</b> field is now populated. Click <b>Save</b>.</p> <div data-bbox="327 515 1388 1321"> <p>▼ <b>Additional Training</b></p> <p>1-8 of 8   View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP &amp; MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>250240</td> <td>EMT CERTIFICATION</td> <td>08/11/2017</td> <td></td> <td></td> </tr> <tr> <td>250241</td> <td>EMT RECERTIFICATION</td> <td>08/09/2019</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP &amp; MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p><b>Save</b></p> <p>Return to Search Previous in List Next in List</p> </div>	ID	Course Code	Effective Date	View History		210200	YEOMAN	05/02/2000			230440	LEADERSHIP & MANAGEMENT ROADSH	11/17/2000			250240	EMT CERTIFICATION	08/11/2017			250241	EMT RECERTIFICATION	08/09/2019			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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<p><b>16</b></p>	<p>A confirmation message will display. To enter or update additional training for another member, click Return to Search at the bottom of the page or click the Home button to return to the DA main page.</p> <div data-bbox="327 1467 1388 1892"> <p><b>Person Profile</b></p> <p>Empl ID 1234567 Bulbasaur</p> <p>Profile Type PERSON Person</p> <p>*Profile Status Active</p> <p>*Description Bulbasaur</p> <p>Print Comments Profile Actions [Select Action]</p> <p><b>✓ You have successfully saved those profile changes that do not require approval.</b></p> <p>Competencies <b>Qualifications</b> Education Mobility Waivers CAN</p> </div>																																													

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## Adding/Updating Additional Training, Continued

Procedures,  
continued

<p><b>17</b></p>	<p>To delete, click the Trashcan icon for the training to be deleted. <b>Remember:</b> the training should <b>ONLY</b> be deleted, if it was erroneously entered for the member.</p> <div data-bbox="331 521 1393 1312" style="border: 1px solid blue; padding: 5px;"> <p>Additional Training</p> <p>1-8 of 8   View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP &amp; MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP &amp; MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>500834</td> <td>TCT-UNIT</td> <td>06/16/2019</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p>Save</p> <p>Return to Search Previous in List Next in List</p> </div>	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			500834	TCT-UNIT	06/16/2019		
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<p><b>18</b></p>	<p>A confirmation message will display. Click <b>OK</b>.</p> <div data-bbox="331 1391 1393 1541" style="border: 1px solid blue; padding: 5px;"> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																																													

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## Adding/Updating Additional Training, Continued

Procedures,  
continued

Step	Action																																								
<p><b>19</b></p>	<p><b>Click Save.</b></p> <div data-bbox="327 481 1388 1220" style="border: 1px solid black; padding: 5px;"> <p>Additional Training</p> <p>1-8 of 8   View 5</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Course Code</th> <th>Effective Date</th> <th>View History</th> <th></th> </tr> </thead> <tbody> <tr> <td>210010</td> <td>BOATSWAIN'S MATE</td> <td>07/31/1998</td> <td></td> <td></td> </tr> <tr> <td>210200</td> <td>YEOMAN</td> <td>05/02/2000</td> <td></td> <td></td> </tr> <tr> <td>230440</td> <td>LEADERSHIP &amp; MANAGEMENT ROADSH</td> <td>11/17/2000</td> <td></td> <td></td> </tr> <tr> <td>340720</td> <td>LEADERSHIP &amp; MANAGEMENT SCHOOL</td> <td>11/13/2000</td> <td></td> <td></td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td>07/08/2004</td> <td></td> <td></td> </tr> <tr> <td>400470</td> <td>CR/HRA ORIENTATION</td> <td>07/29/1997</td> <td></td> <td></td> </tr> <tr> <td>500201</td> <td>CR/HRA BASIC HUMAN AWARENESS (</td> <td>07/08/2004</td> <td></td> <td></td> </tr> </tbody> </table> <p>+ Add New Additional Training</p> <p><b>Save</b></p> <p>Return to Search Previous in List Next in List</p> </div>	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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