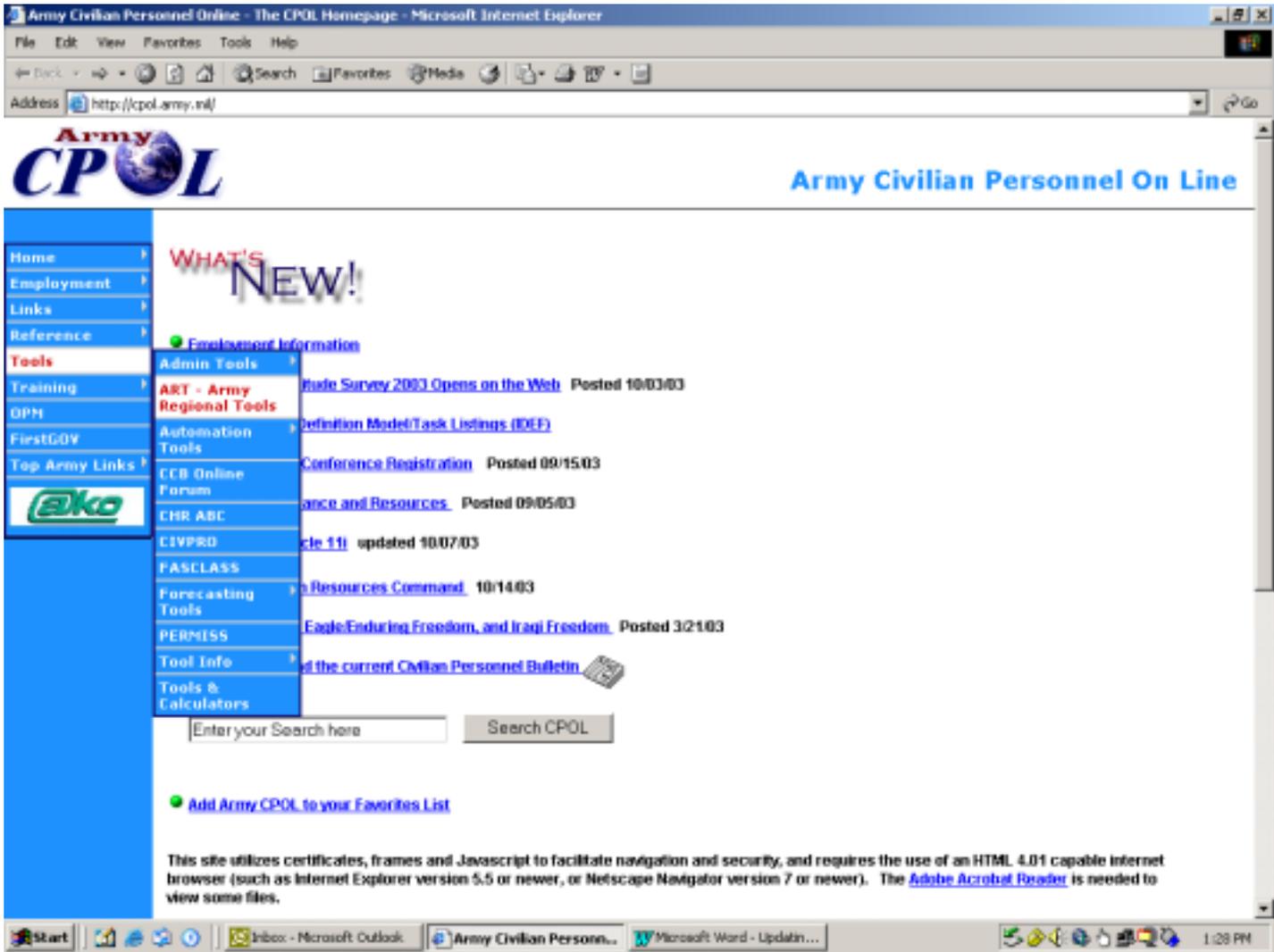


# Updating Civilian Training History (Modern System OTA)

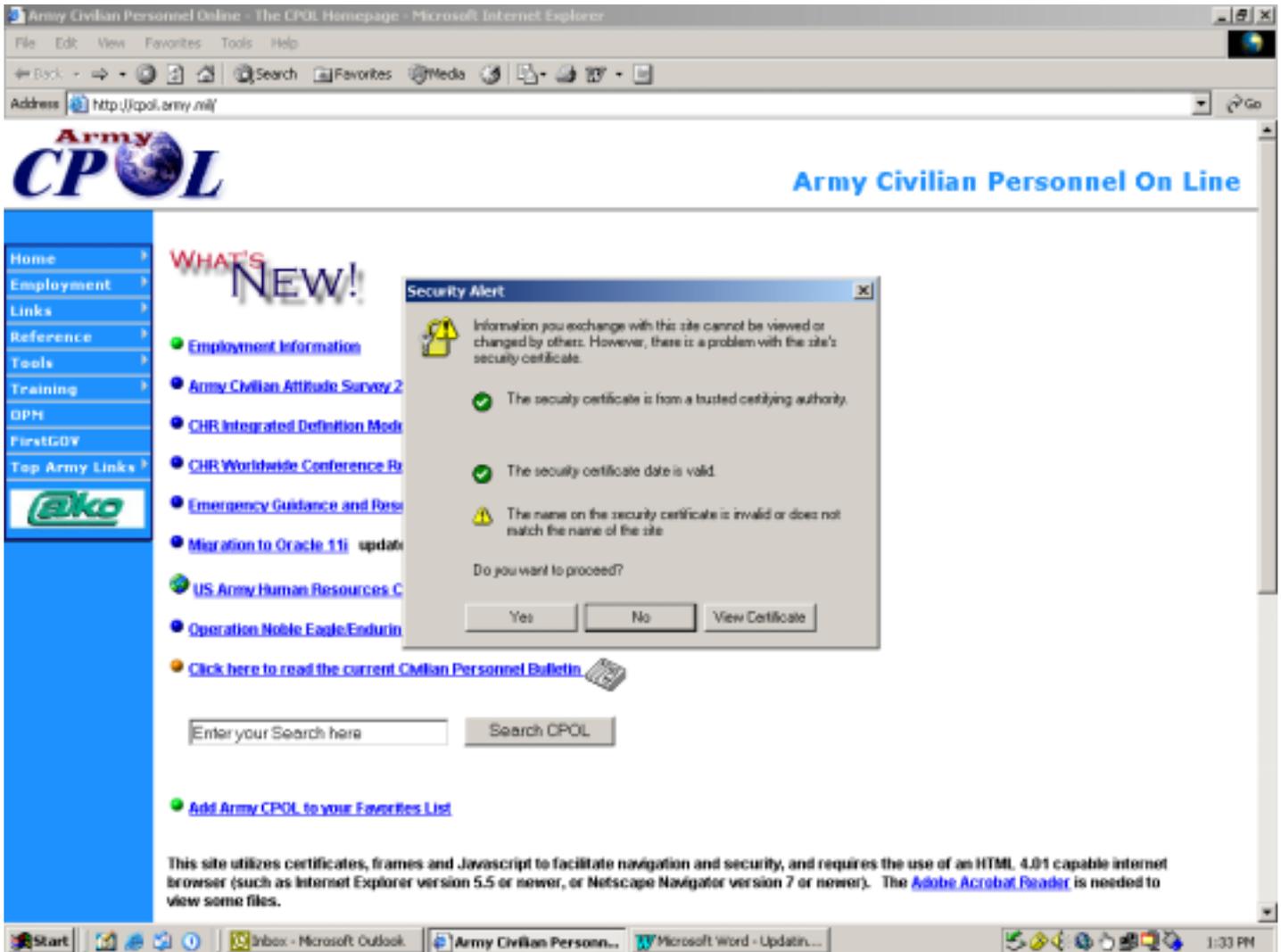
## Step 1

Screen	Action	Remarks
Army CPOL	Click the “Tools” button and then click the “ART” button	



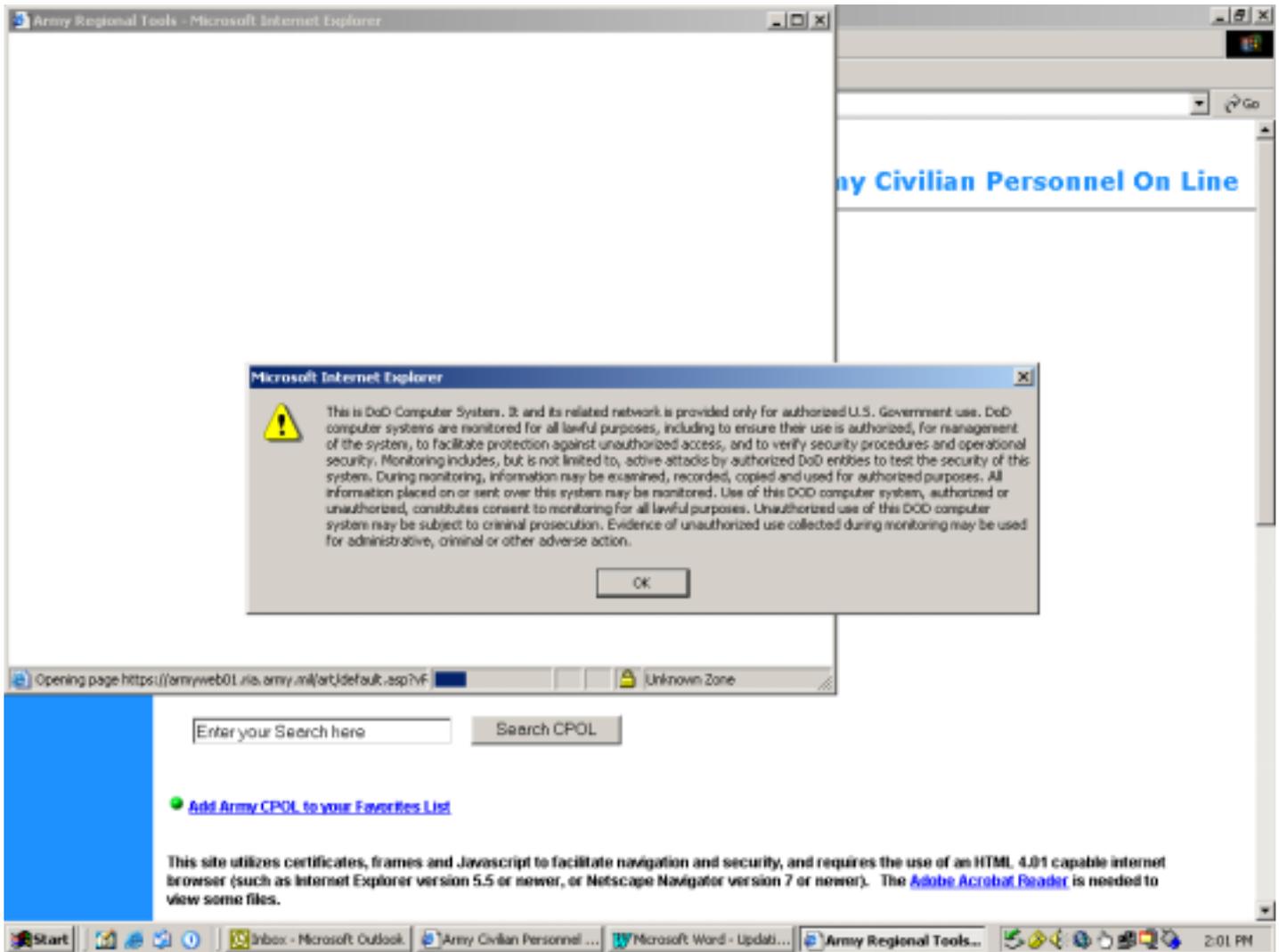
Step 2

Screen	Action	Remarks
Security Alert	Click the “Yes” button.	



### Step 3

Screen	Action	Remarks
Microsoft Internet Explorer	Click the “Yes” button.	



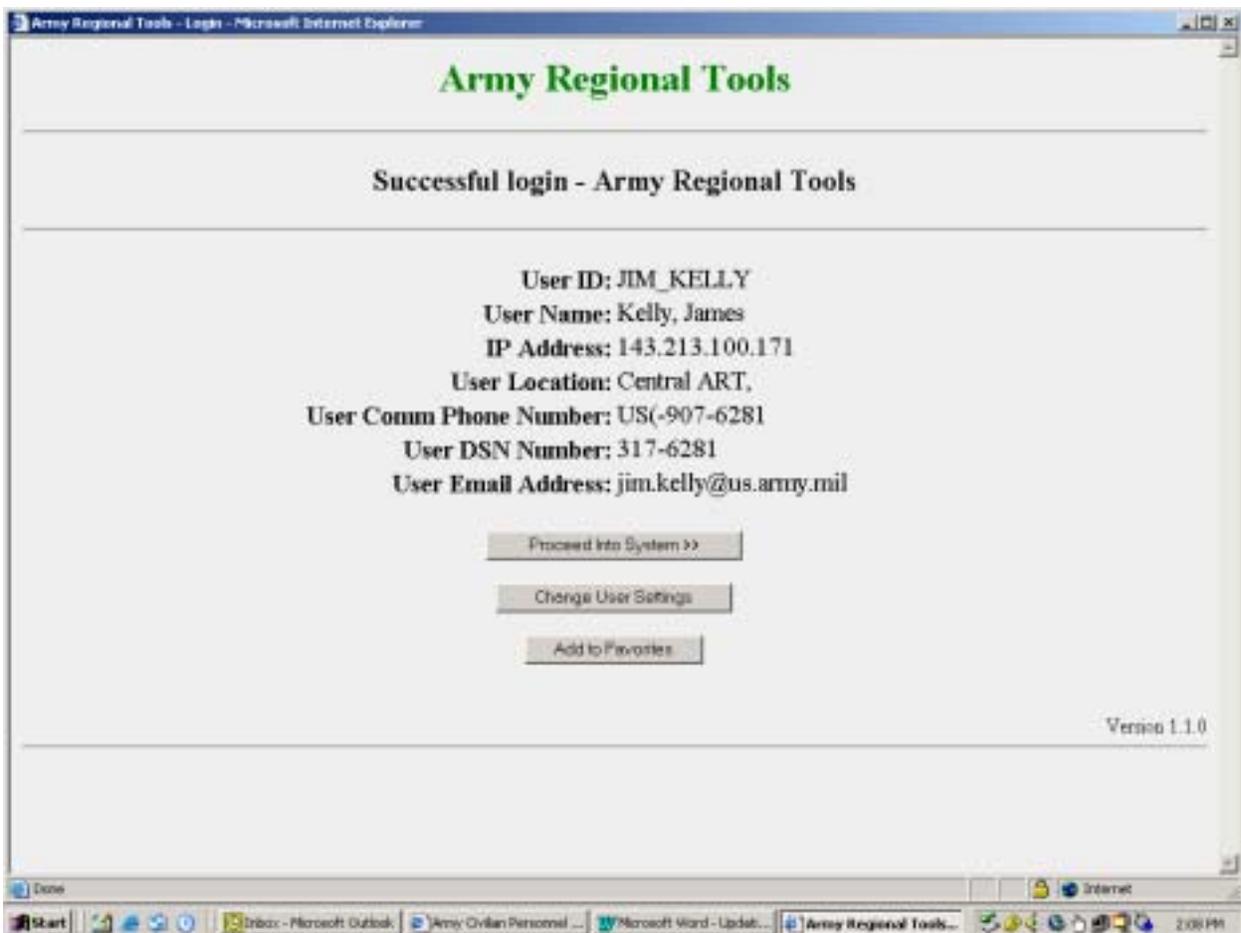
**Step 4**

Screen	Action	Remarks
Army Regional Tools	Enter your User ID and Password. Click the “Click Here to Logon” button.	



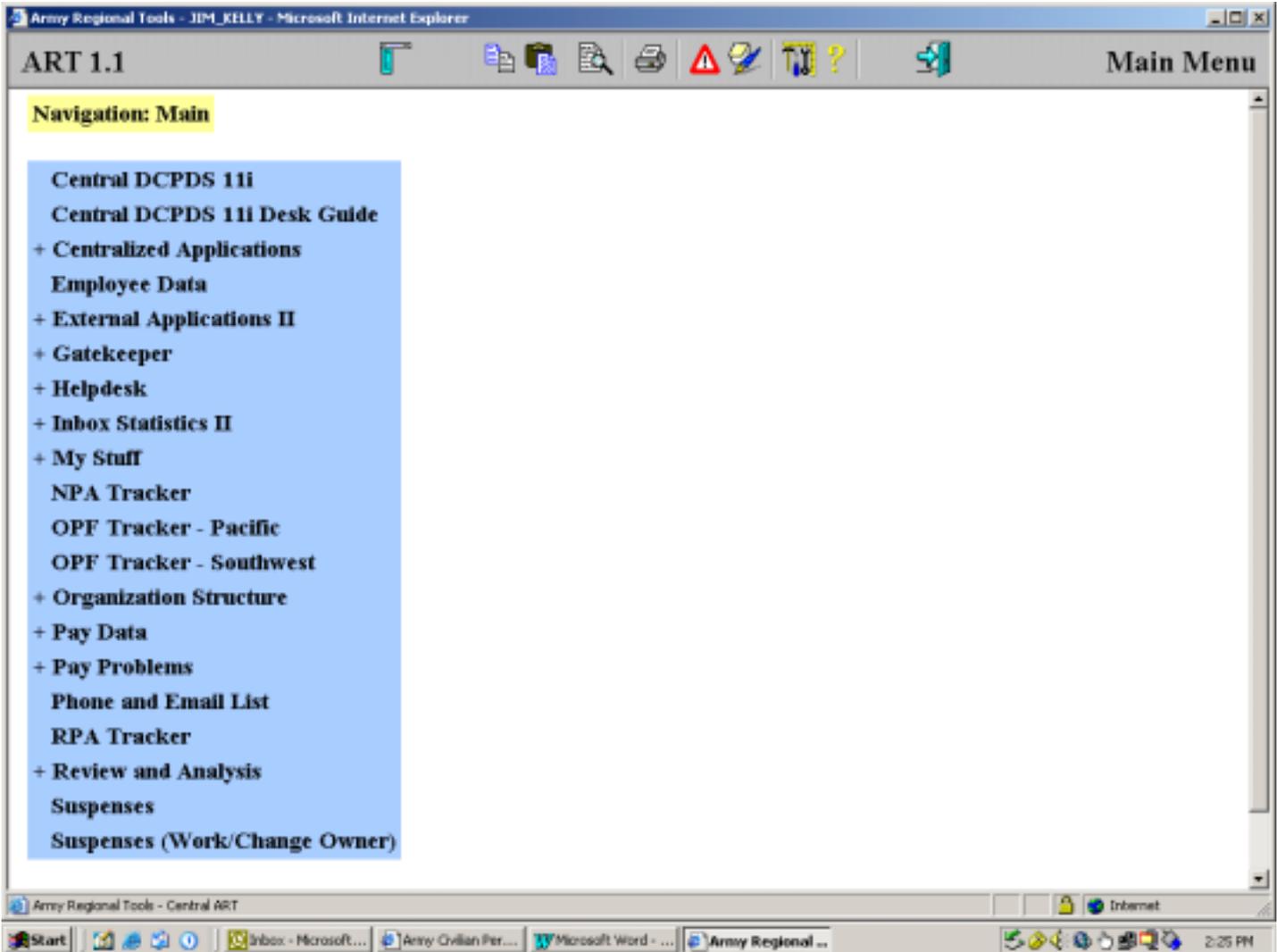
**Step 5**

Screen	Action	Remarks
Successful Login - Army Regional Tools	Click on "Proceed Into System" button.	



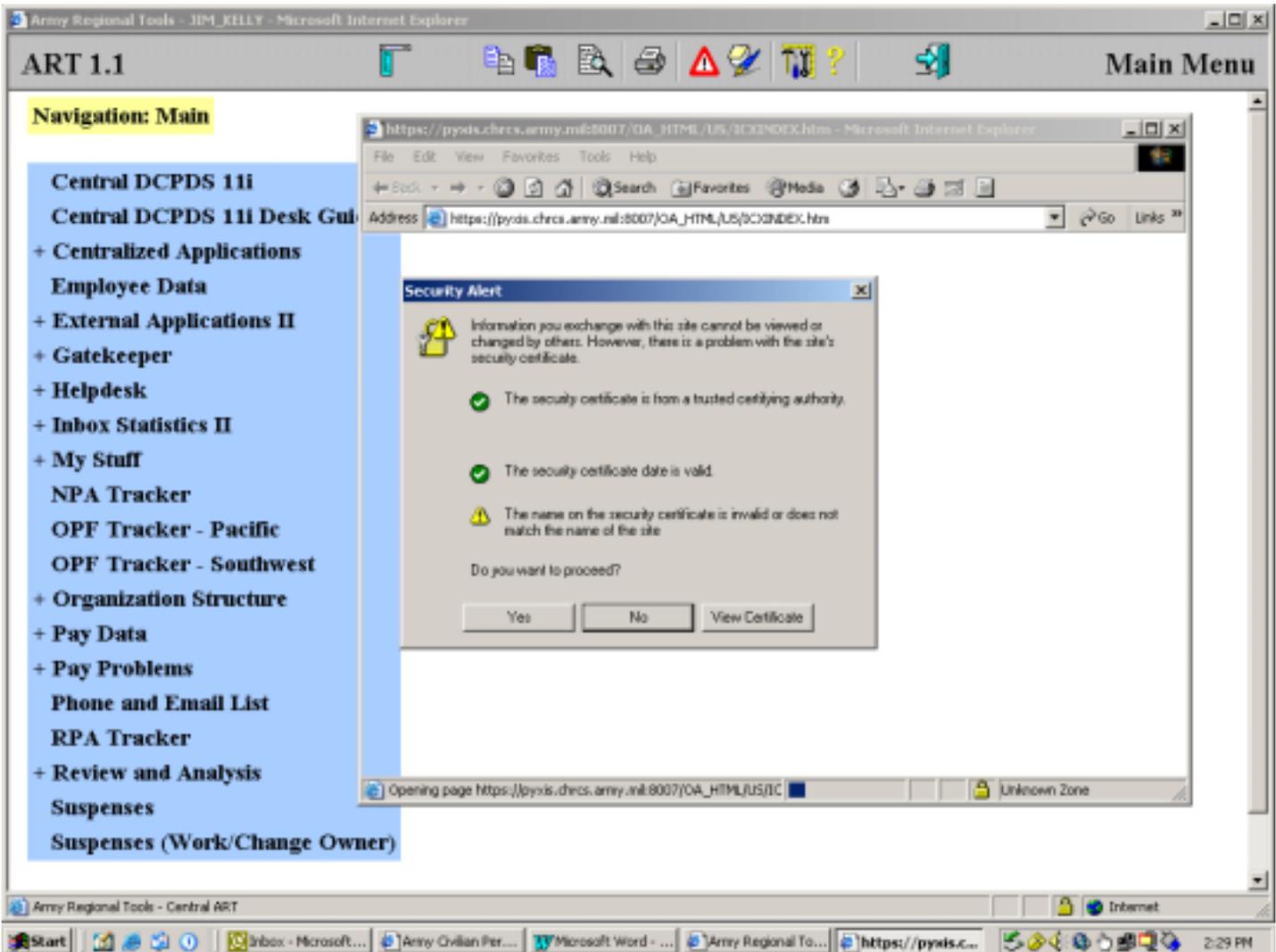
**Step 6**

Screen	Action	Remarks
ART Navigation Main	Click on "Central DCPDS 11i."	



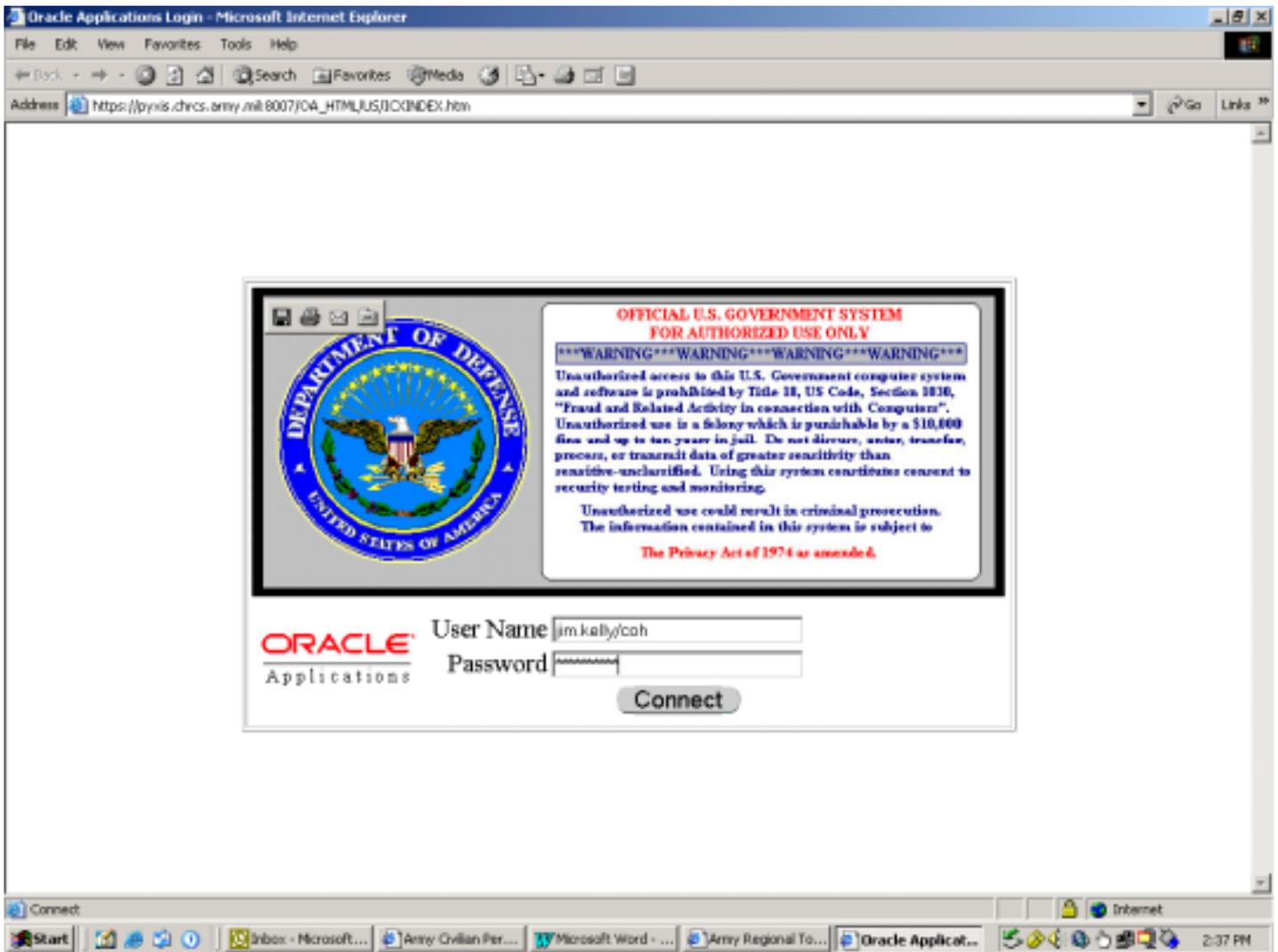
**Step 6**

Screen	Action	Remarks
Security Alert	Click on the “Yes” button.	



**Step 7**

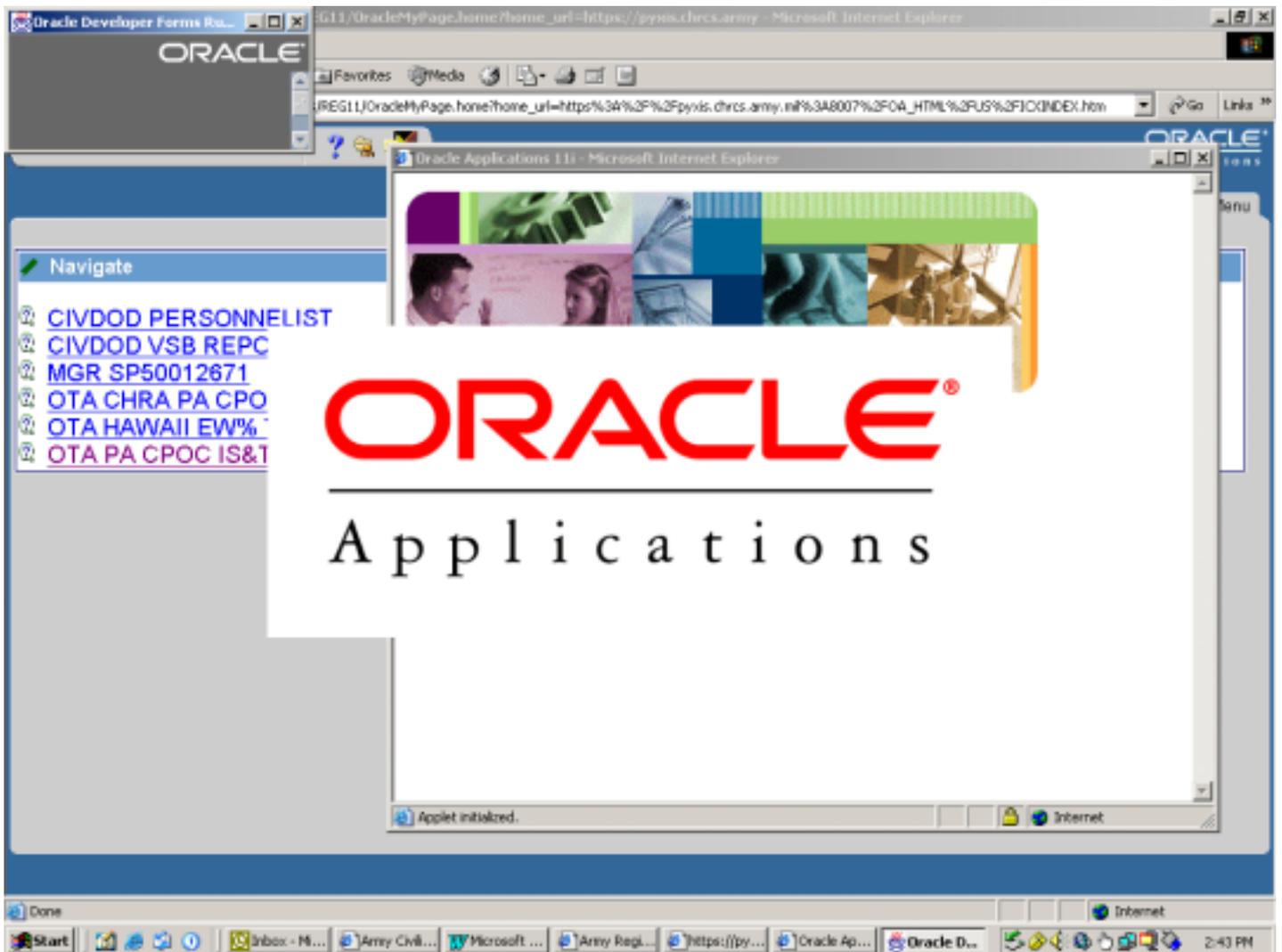
Screen	Action	Remarks
Oracle Applications Log-On	Enter Name & Password. Click the “Connect” button.	





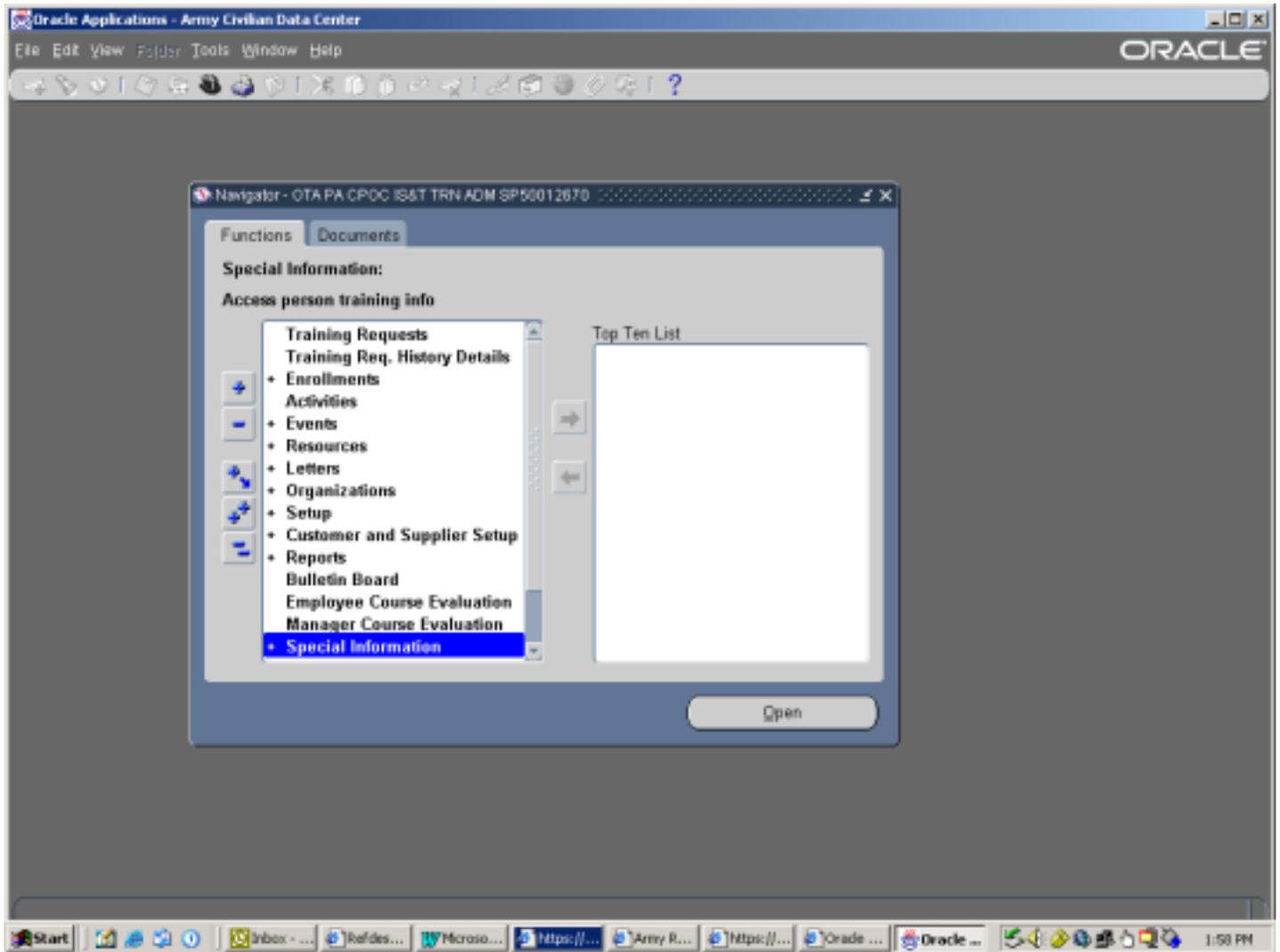
## Step 9

Screen	Action	Remarks
Oracle Applications Applet Downloading	None	Download time may take several seconds.



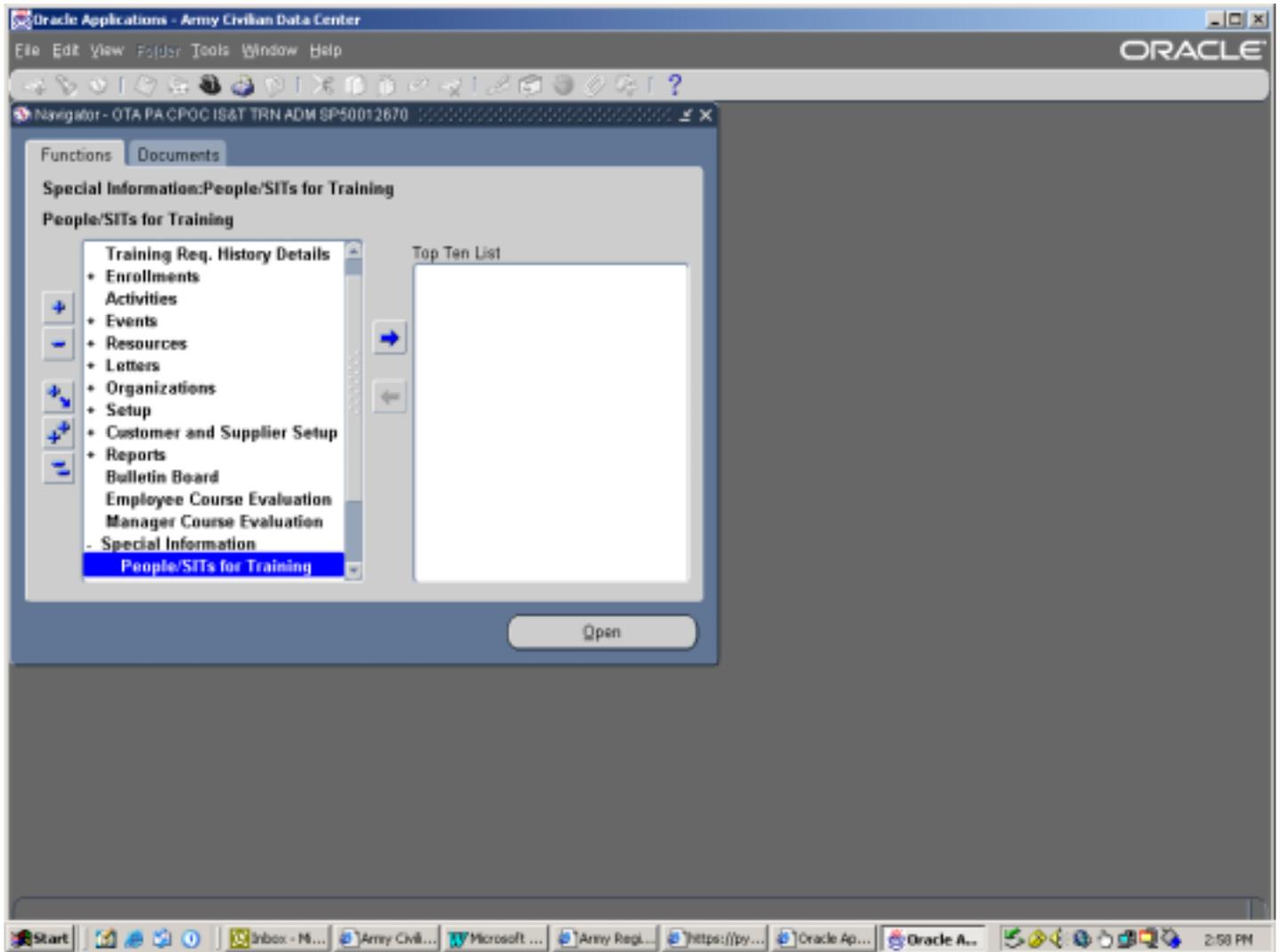
**Step 10**

Screen	Action	Remarks
Oracle Applications Navigator/Functions	Click once on “Special Information” to highlight it and then click on the “Open” button.	



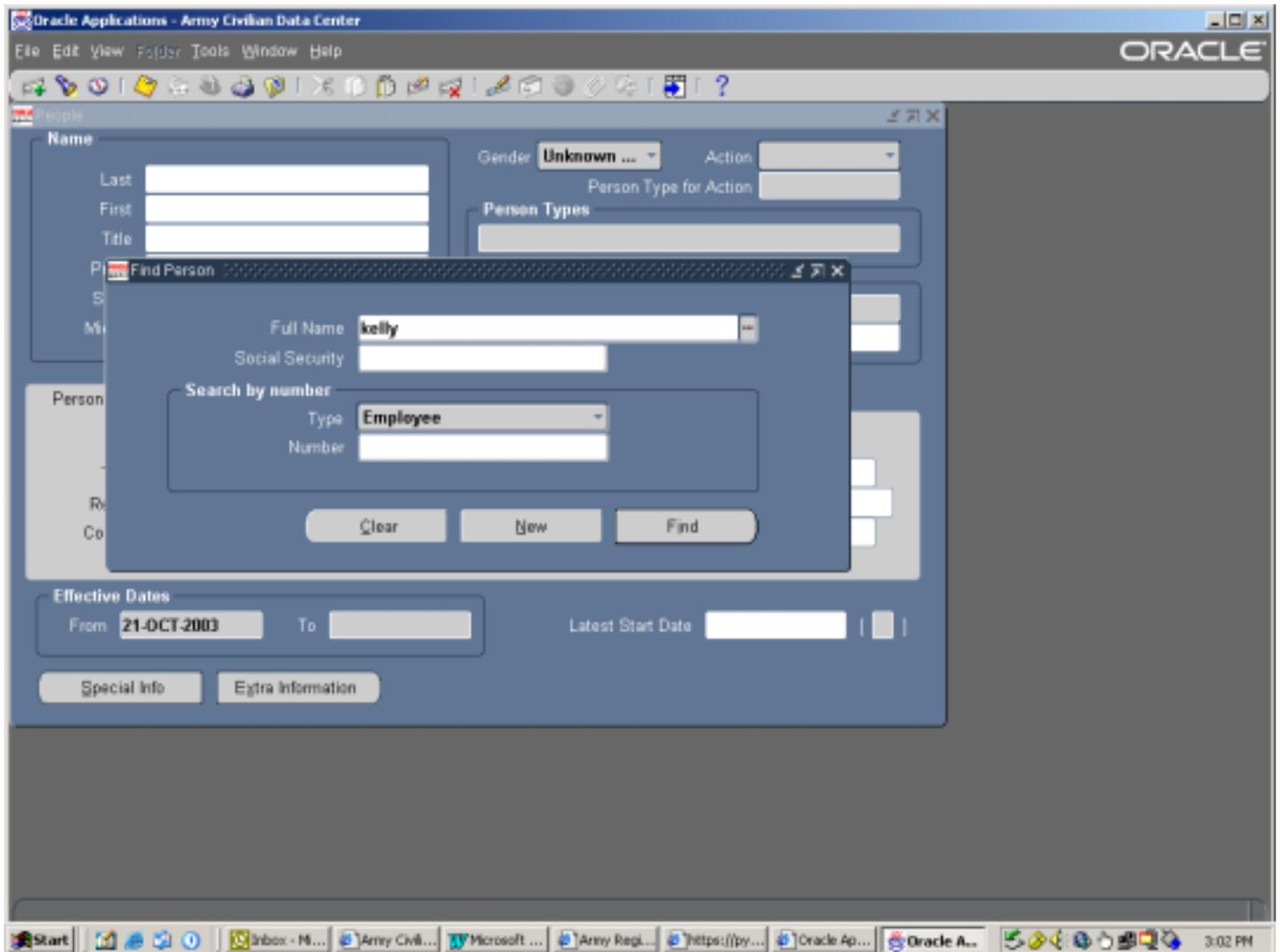
**Step 11**

Screen	Action	Remarks
Oracle Applications Navigator/Functions	Click on the “Open” button.	“People/SITs for Training” will already be highlighted



**Step 12**

Screen	Action	Remarks
Oracle Applications Find Person	Enter the persons last name and click the “Find” button	



## Step 13

Screen	Action	Remarks
Oracle Applications Find Person	Locate and click on the persons' name and click the "OK button"	In smaller activities that fewer names this step will be skipped and you will see the screen shown in step 14

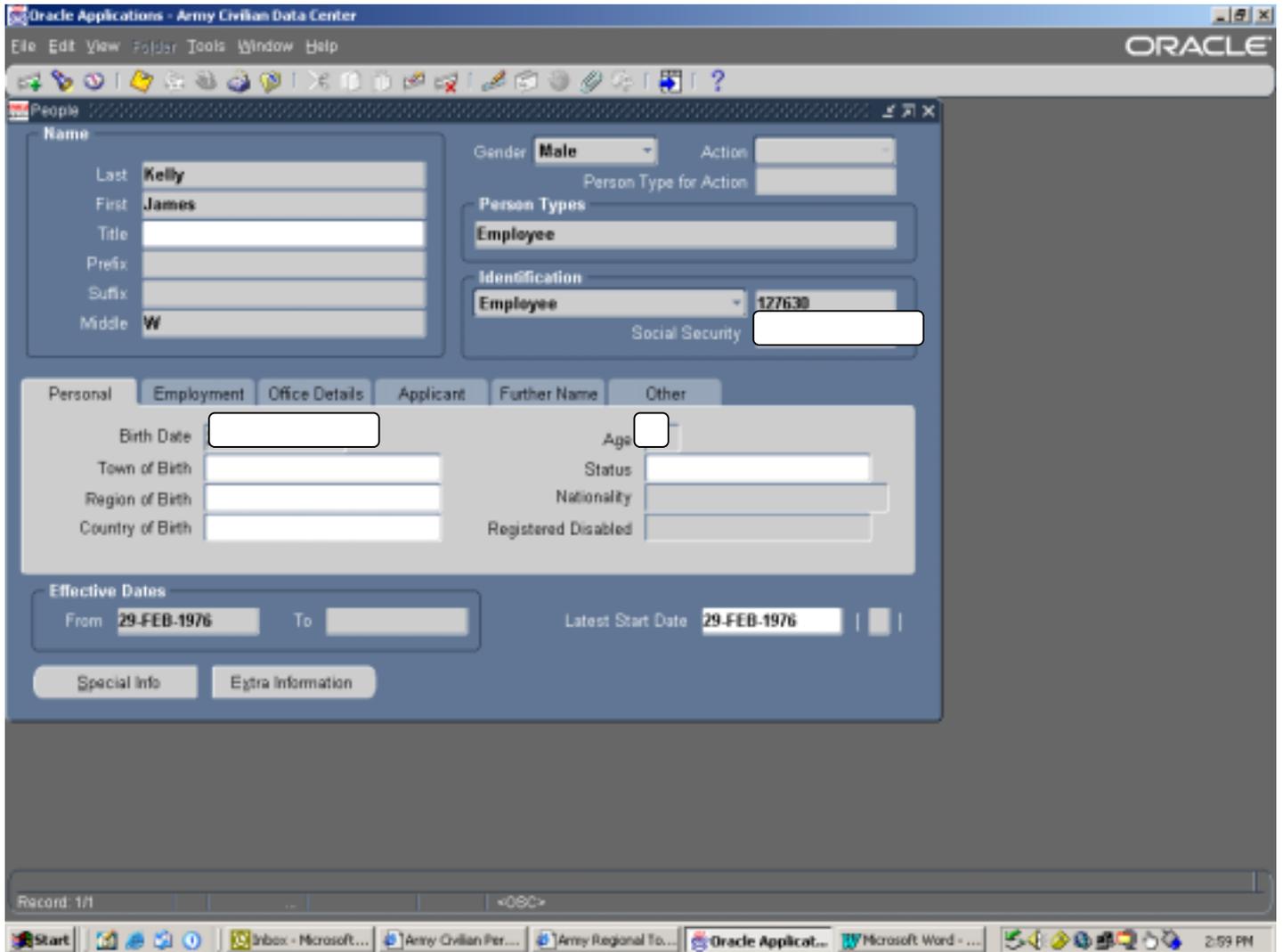
The screenshot shows the 'Find People' window in Oracle Applications. The search criteria is 'kelly%'. The results table is as follows:

Name	Number	Person Type	Organization Name	Job Name
Kelly, James Ronald	23702	Employee	US ARMY ORDNANCE CENT...	1712.Training It
<b>Kelly, James W</b>	<b>127630</b>	<b>Employee</b>	<b>USA CIV PERSONNEL OPS ...</b>	<b>0201 Human R</b>
Kelly, Jane E	102923	Employee	MADIGAN ARMY MEDICAL CE...	0610 Nurse (DE
Kelly, Janet L	109175	Employee	US ARMY GARRISON FT. HU...	0503 Financial
Kelly, Janice F	214119	Employee	MARTIN ARMY HOSPITAL ...	0679 Medical S
Kelly, JanuneBa Y	40951	Ex-employee		
Kelly, Jeffrey W	170280	Employee	U S ARMY ENGINEER DISTRI...	5318 Lock And
Kelly, Jerome E	260238	Employee	CECOM, INFO SYSTEMS SOF...	0854 Computer
Kelly, Jerome J	14257	Employee	TOBYHANNA ARMY DEPOT ...	1152 Productio
Kelly, Jimmy D	129207	Employee	US ARMY ENGR DIV FT WOR...	0028 Environm
Kelly, Joan C	197563	Employee	HUMAN RESOURCES COMM...	0203 Human R
Kelly, Jodee M	212335	Employee	USA SF CMD AIBORNE ...	0318 Secretary
Kelly, Joel D	225160	Employee	U S ARMY ENGINEER DISTRI...	0809 Construct
Kelly, John C	23210	Employee	U S ARMY ENGINEER DISTRI...	0850 Electrical
Kelly, John E	13288	Employee	TOBYHANNA ARMY DEPOT ...	5703 Motor Veh
Kelly, John J	77182	Employee	HHC TSC AUG ...	0346 Logistics
Kelly, John M	236474	Employee	U S ARMY GARRISON FORT ...	0189 Recreatio
Kelly, John T	269456	Employee	US ARMY AC Q EXEC SPT AG...	0301 Miscellan
Kelly, Johnny R	123952	Employee	TRIPLER ARMY MEDICAL CE...	0303 Miscellan
Kelly, Joseph	84198	Employee	TRAINING SUPPORT ACTMT...	0301 Miscellan
Kelly, Joseph A	172240	Employee	US ARMY AVIATION & MISSIL...	0301 Miscellan
Kelly, Joseph Brian	24853	Employee	US ARMY MATERIEL SYSTEM...	0830 Mechanic
Kelly, June E	269273	Employee	INSCOM, FORCE MODERNIZ...	2210 Informati
Kelly, Karen L	92326	Employee	284 CS HHD AJUMENTATIO...	0303 Miscellan
Kelly, Kathleen	64562	Employee	6TH SUPPORT OP HHC AUG...	1702 Educatio

At the bottom of the window, there are buttons for 'Find', 'OK', and 'Cancel'. The status bar at the bottom of the application shows 'Choices in list: 304'.

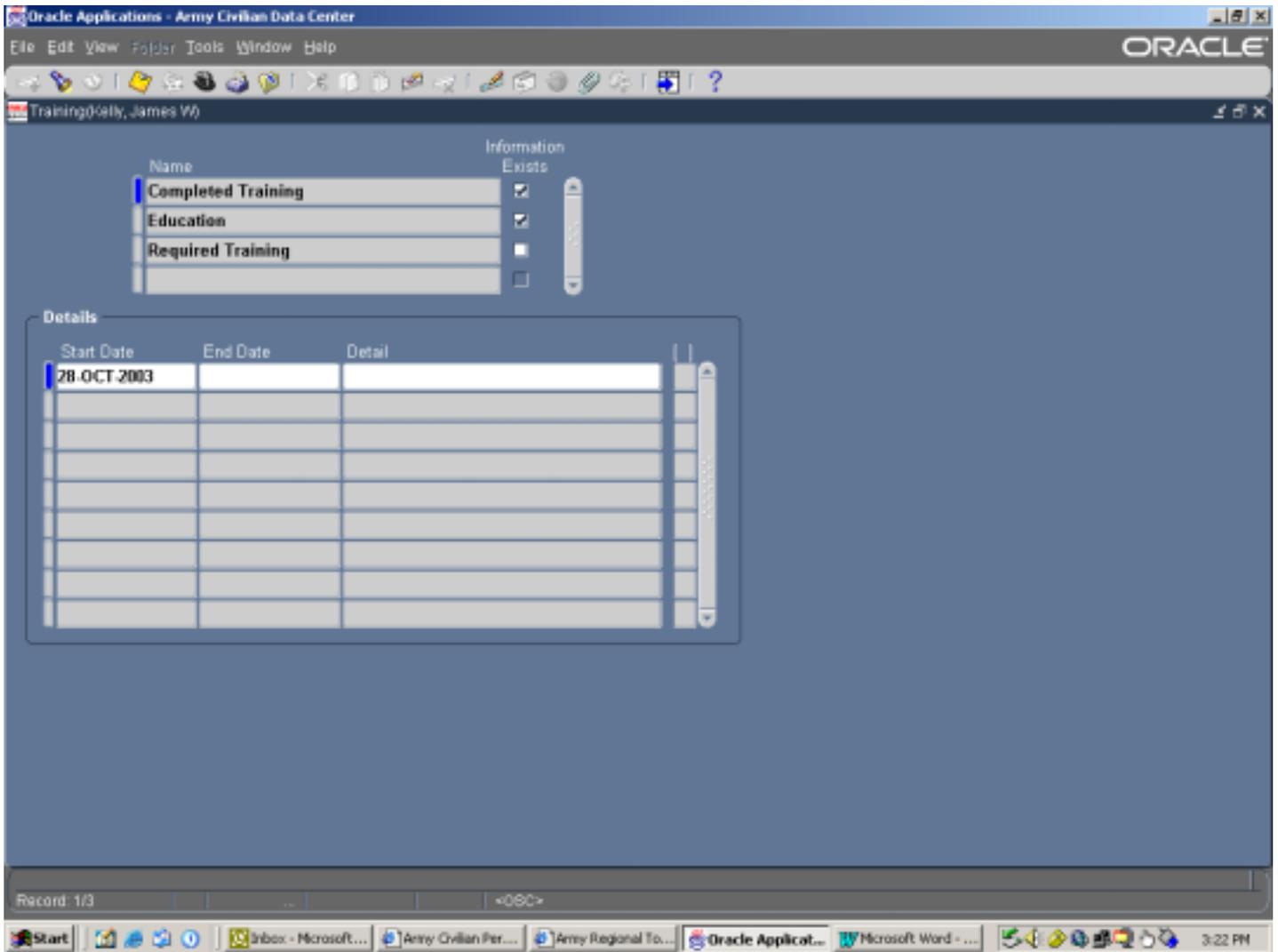
**Step 14**

Screen	Action	Remarks
Oracle Applications People	Click on the “Special Info” button	



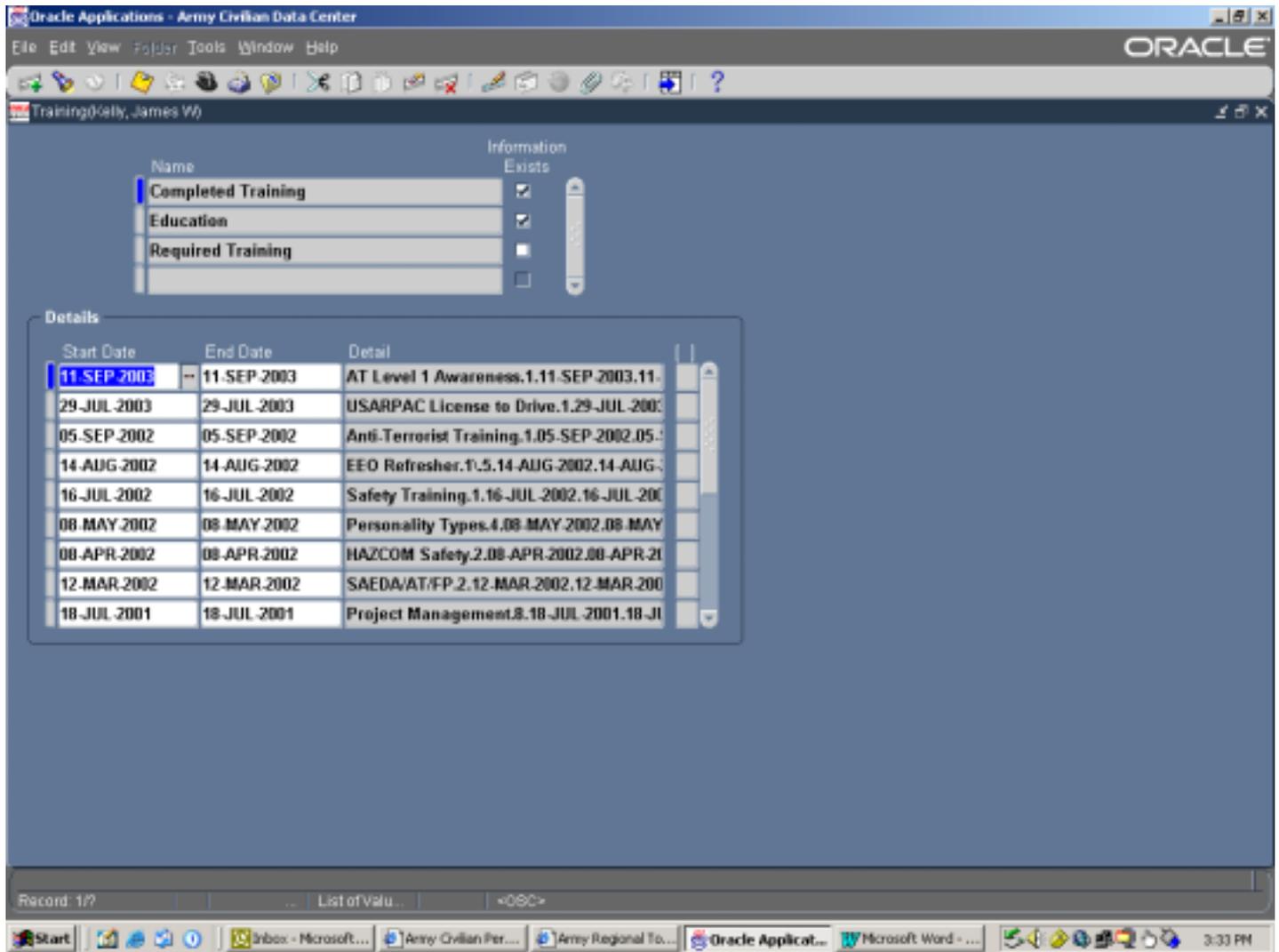
**Step 15**

Screen	Action	Remarks
Oracle Applications Training	Click anywhere in the “Detail” section	You may have to first click on the “Completed Training” section if the blue square does not appear to the left of this field



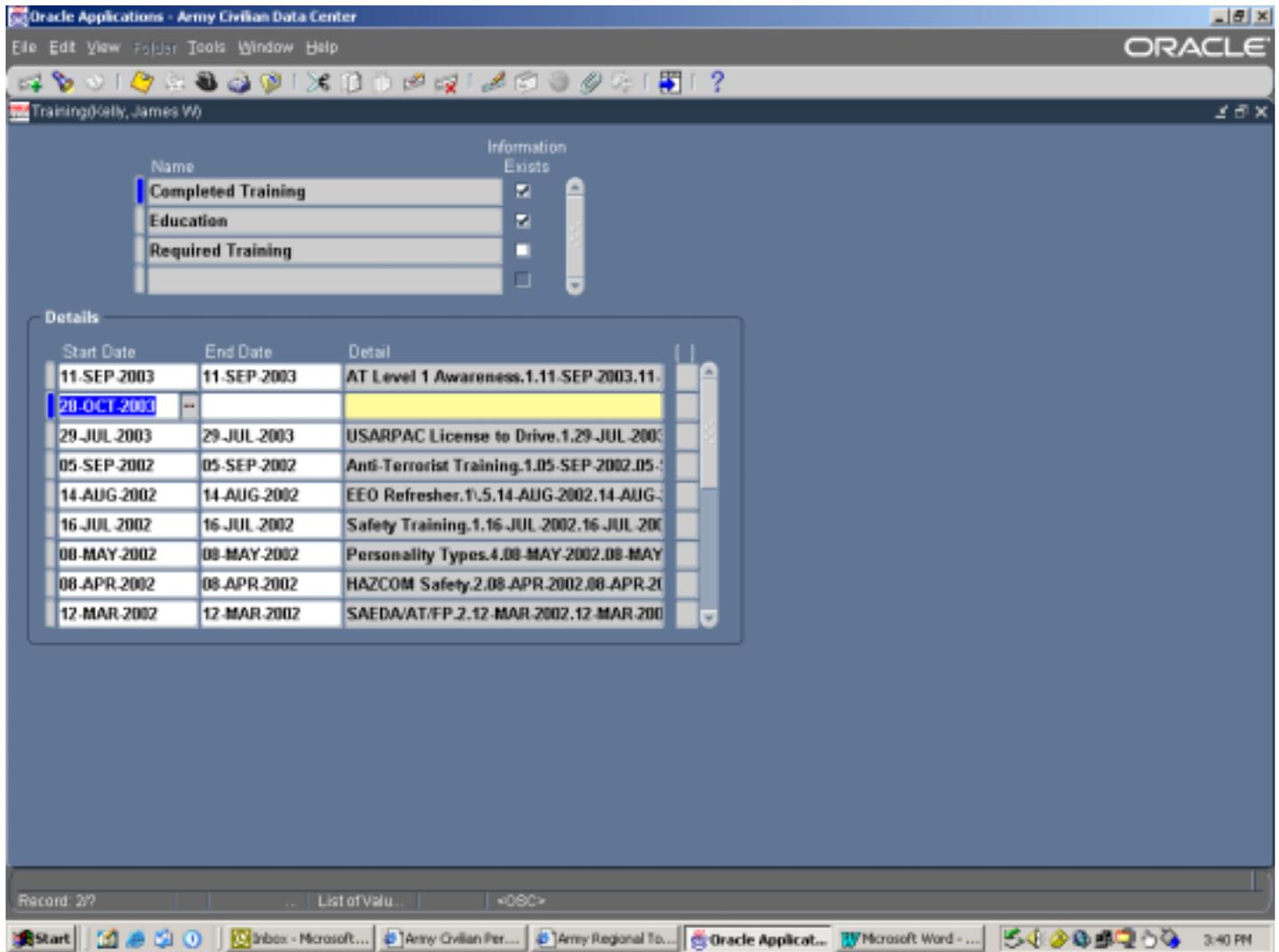
**Step 16**

Screen	Action	Remarks
Oracle Applications Training	Click on the “green cross” at the far left of the top menu	This screen lists all the completed training records for the person selected



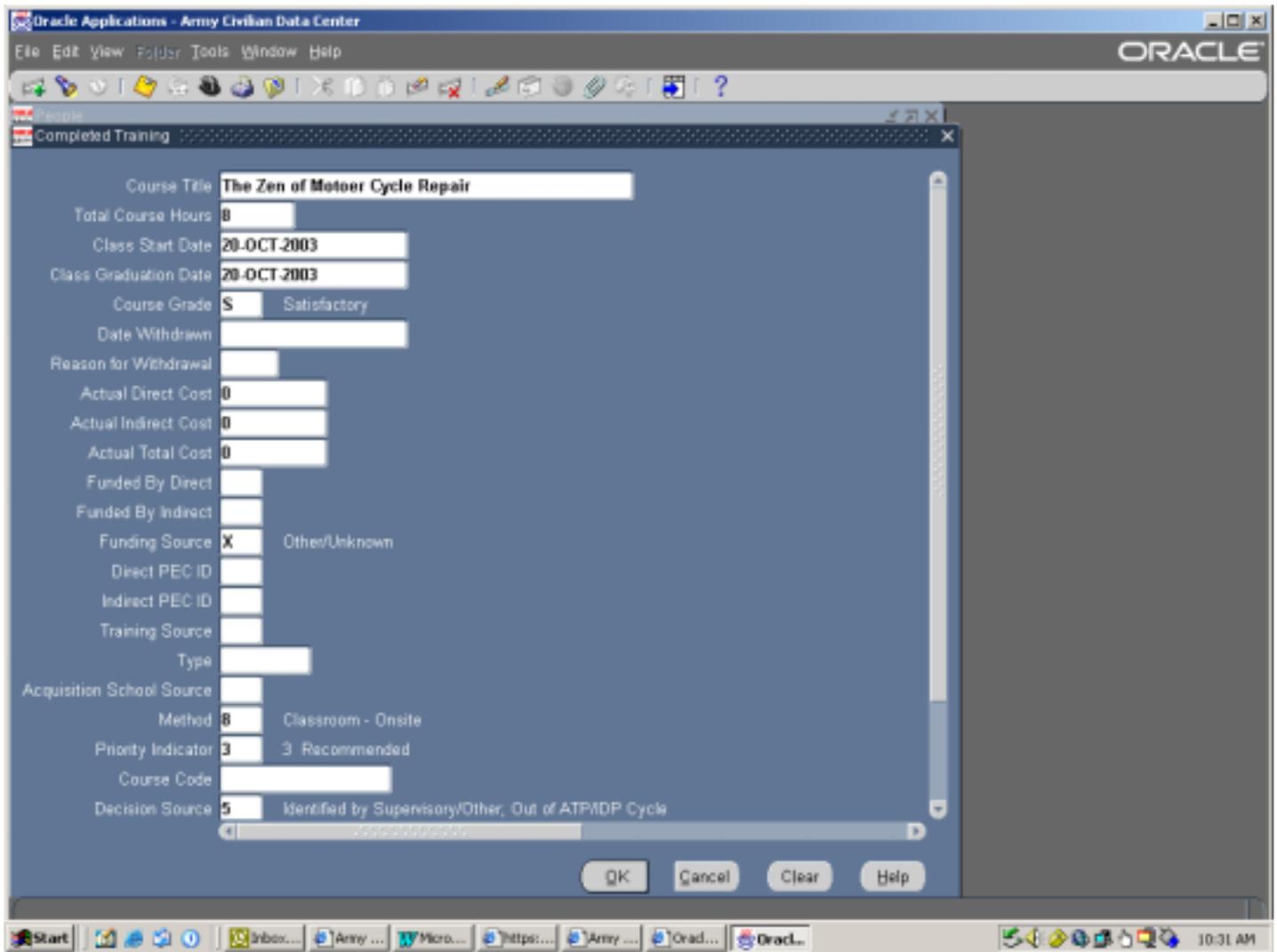
**Step 17**

Screen	Action	Remarks
Oracle Applications Training	Click on the blank yellow space in the “Detail” section	



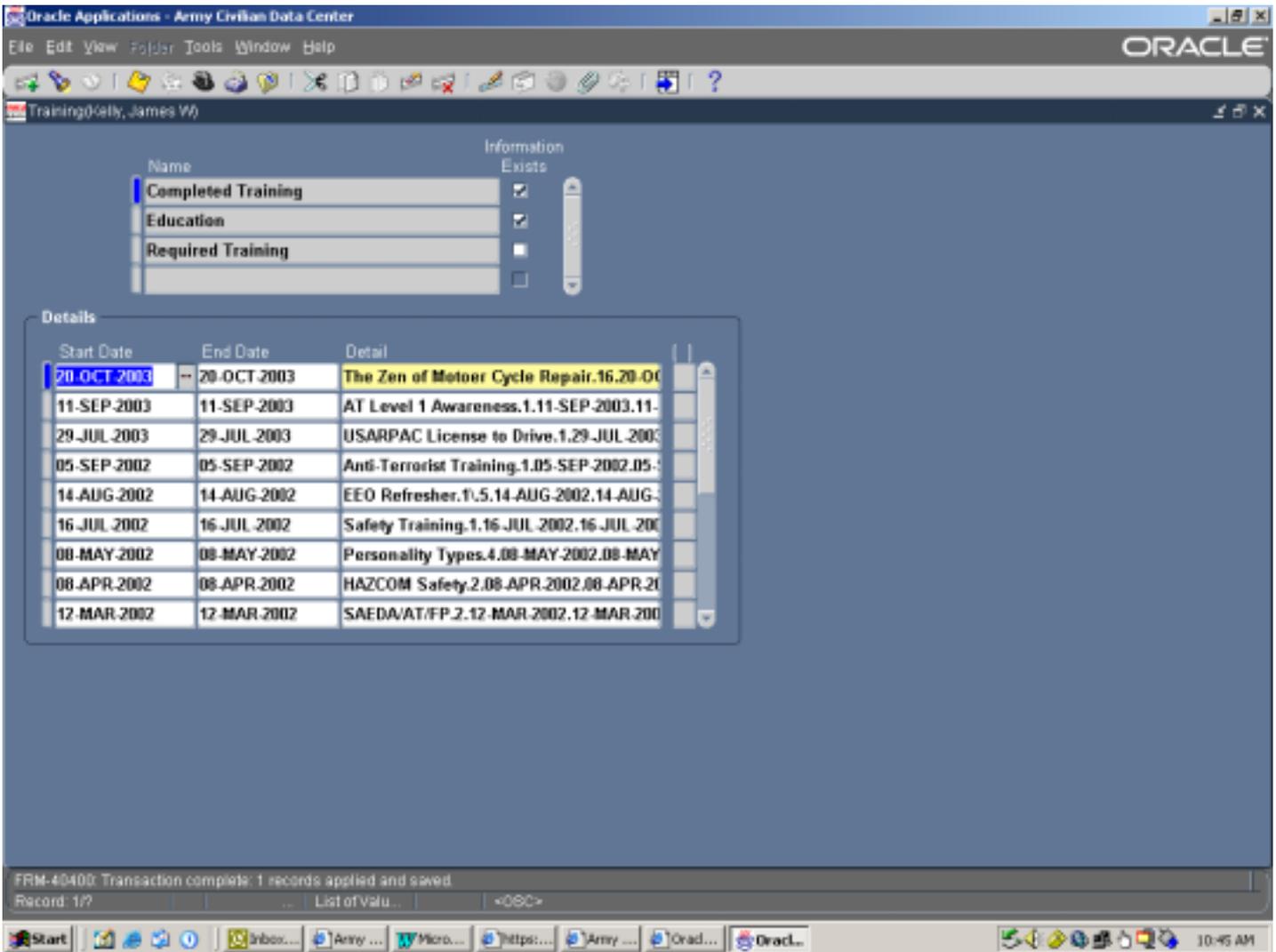
**Step 18**

Screen	Action	Remarks
Oracle Applications Completed Training	Fill in the required fields and then click the “OK” button and then the “Save “icon (yellow disc) on the top menu	Required fields are <b>Course Title, Total Course Hours, Class Start Date, Class Graduation Date, Course Grade, Method, Priority Indicator, and Decision Source</b>



**Step 19**

Screen	Action	Remarks
Oracle Applications Training	To enter completed training for another individual click on the “x” in the upper right hand corner to close the “Training” screen and then click on the “flash light” icon on the top menu	When you click on the “flash light” you will be returned to the “Find Person” screen ( <b>Step 12</b> ). Enter the next person’s name and repeat the steps from there.



**Step 20**

Screen	Action	Remarks
Oracle Applications Training	Click on the “x” in the upper right corner of the Training window to exit the program	When the “Caution” screen appears click the “OK” button. Close all remaining screens

