

**Student Information for accessing Distributed Learning (DL) Courseware
Wednesday, 28 April 2010**

The Army Correspondence Course Program (ACCP) website has migrated to a “single sign in” using your AKO userid and password. If you have issues or problems with your AKO userid and password, you must contact AKO for assistance at COM: (703) 704-4357 or DSN: 312-654-4357.

Please follow the instructions for accessing your dL records under the Army Training Information Architecture (ATIA) System.

1. GO TO THE ATIA WEB SITE: <http://www.train.army.mil>
2. Click on the [Access ATIA] hyperlink upper right.
3. Key in your AKO userid and password or use the CAC Login.
4. After a successful login, your name will appear at the top left of the page.
5. ENROLL to view the list of available courses and subcourses, *Click on the tab titled, “My Courses;” then click on the tab titled, “My Courses Home.” Choose a course or subcourse from the list, and hit the “e” button to the right of your selection to initiate your enrollment. (You can view a course description and a list of subcourses within the course by clicking on the plus sign by the course title.) Or for quick course selection, change the TYPE window, select **Distributed DL/Keyword** and in the Keyword window type in the **course number**.

The course numbers and names follow:

131 P00 ACTION OFFICERS DEVELOPMENT COURSE (AODC)
131 F21 SUPERVISOR DEVELOPMENT COURSE (SDC)
131 F31 MANAGERS DEVELOPMENT COURSE (MDC)

6. TO ACCESS YOUR ENROLLMENT RECORD(S):
 - a. Click on the tab titled, "My Active Enrollments" to view your active records.
 - b. Click on the tab titled “My Historical Enrollments” to view your inactive records.
7. TO ACCESS YOUR COURSE MATERIAL AND EXAMS (ACTIVE RECORDS)
 - a. Click on the [+] to the left of your course number. You will be able to view all subcourses/modules in that course. Click on the subcourse/module you wish to open.
 - b. Click on the exam link (to the right of the module number) to access the exam.
8. VIEWING MATERIALS: When an electronic subcourse opens, scroll down the page until you see the button marked "VIEW." Click on the “VIEW” button to see your material. Multimedia material is presented as a slide show or movie, so it will not have a “view” button.

9. RECORD COPIES: You can highlight and print copies of your records from this website.

For assistance you can contact the South Central HRDD, William Albert at 256-842-6645 or Terry Thomas at 256-842-6672 or email us at reds.cpocscr.tlc@conus.army.mil