



Tuition-free Courses

Learner Course Registration Instructions for PROSPECT Distributed Learning (DL) on Army Learning Management System (ALMS)

The following instructions apply to tuition-free open enrollment courses that do not require registration through the ULC Registrar Office. If you are seeking a tuition-based DL course, use the following link to learn how to register for tuition-based DL courses (same process for PROSPECT classroom courses): <http://ulc.usace.army.mil/HowToRegister.aspx>

Accessing ALMS

- Log in to AKO www.us.army.mil.
- Select “**Self Service**” drop down menu (to the right of “Home”).
- Select “**My Education**” from the “Self Service” drop down menu.
- Click on the **ALMS logo** or the link “**Access the ALMS**” below the logo.
- Click on the “**Go to ALMS Homepage**” button.
- You are now on the ALMS homepage.

Registering for your Course

- Click your mouse in the entry field line of the “**Course Search**” portlet.
- Enter the name/title of training, e.g.:
 - USACE 700, Fiscal Law Refresher
 - USACE 763, PMBP
 - USACE 770, DOD Cost Estimating
- Click the “**Search**” button.
- Click on “**Register**” for your course.
- Click “**Continue Registration**”.
- Click on “**Go to Enrollments**”
- Locate the **course title** that you are taking.
- Launch your course by clicking “**Launch**”.
- After completing the course content, return to “**Enrollments**” to take/launch the test/assessment and end-of-course survey.
- Click “**My Home**” tab.

Printing your Certificate of Completion

- (On My Home page) Click on “**Detailed Training Records**” in the “Training History” portlet.
- Locate your Course Title, and click “**Print Certificate of Completion**” under the “**Completion Status**” column.
(*Note: You may access course content later by clicking the Course Title link.*)