Job Aid - Instructions to Register for non-tuition PROSPECT Courses delivered by Distributed Learning (DL) on Army Learning Management System (ALMS)

The following instructions apply to non-tuition 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 onto Army Knowledge Online (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.
- (Note: If you have never use ALMS before, you will be required to take a brief "ALMS Video Tutorial" before proceeding. Take note where you can reference/review this tutorial when navigating.)
- Click on the "**Go to ALMS Homepage**" button.
- You are now on the ALMS homepage.

Registering for your Course
- You must self-register for these courses. To self-register:
  - Click "Search" (under "Home" on left side of screen)
  - To the right of "Search", in area "Enter keyword, ID or Description", enter the name/title of training, e.g.**:**
    - 700, USACE Fiscal Law Refresher
    - 762, USACE Project Management Business Process (PMBP) Introduction and Overview
    - 763, USACE PMBP Working with the PMBP
    - 770, USACE DOD Cost Estimating Policy Overview
- Click the **"Search"** button.
- Click on "**Begin Registration**" for your course.
- Click "**Complete Registration**".
- Click on "**Launch Content**"
- After completing the course content and test, return to ALMS Home and click "**Detailed Training Records**" under "**Completed Learning**". When you find the course you just completed, click "**Actions**" link on right.
- Click "Print Certificate".