



CHRTAS Navigation

Owner: Army Civilian Human Resources

Purpose: 1-pagers created to assist the workforce and management in navigating the new CHRTAS site.

[1. User: Profile Management](#)

[2. User: Apply for CHRTAS Training](#)

[3. User: Apply for CES Training](#)



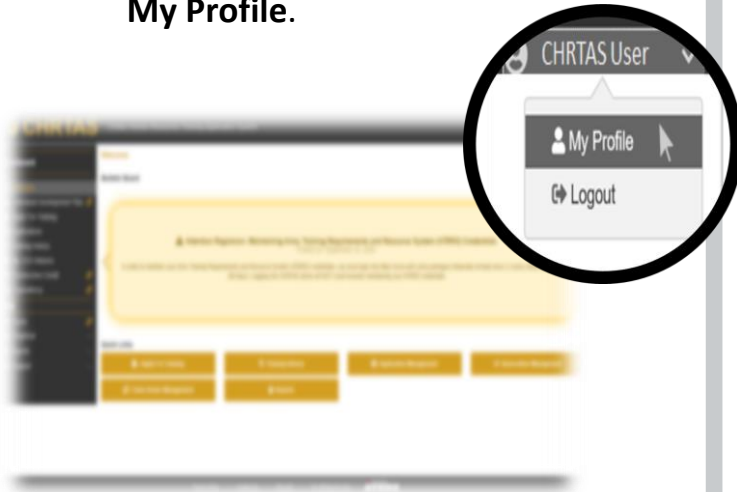
This guide is created to assist all CHRTAS users in updating Profile information and Supervisor designation. Designation of a Supervisor within a Profile is required for CHRTAS users who wish to apply for training.

UPDATE YOUR CHRTAS PROFILE


1

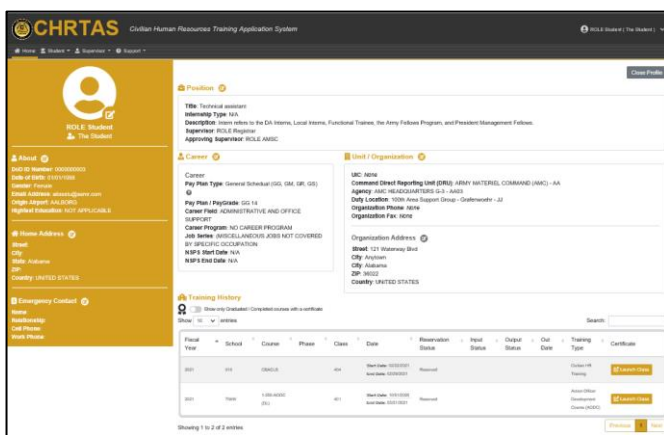
Login to CHRTAS

<https://www.atrrs.army.mil/CHRTAS> with your CAC, select your name in the top right corner, and select **My Profile**.



2

Select the edit icon, , next to each column header to edit/update your information in each section.



3

Select the edit icon next to **Position** to access the update window; Supervisor designation section is at the bottom of the page. Select **Save** before exiting the window.

Position

User Profile Position

ROLE Student

Some form options may be prefilled with default values first specified from profile. Please verify these values are correct and click 'Save' to apply changes.

Position Info

Only Position Title *

Technical Assistant

Name *

N/A

My Supervisor Role

Are you a supervisor?

Choose a Position Type

- Team Leader** refers to the DA Teams, Local Teams, Functional Teams, the Army Fellow Program, and President Management Fellow.
- An employee who leads a group or team without performing the full range of supervisory duties. A Team Leader coaches, facilitates and mentors. In NPS, a Team Leader may have 'lead' in their title.
- A Manager is an employee who supervises one or more subordinate employees. In NPS, a Manager is in the supervisory job level.
- A Program Manager is an employee who directs a mission organization or program, including both its operating and administrative functions. In the context of this guidance, Program Manager is used as a working title, which does not necessarily imply classification in the GS-540 series, depending on the context, scope and responsibilities of the program.
- A Project Manager is an employee who leads and coordinates operational work of a project nature and ensures effective integration of Army requirements and objectives. In the context of this program, Project Manager is used as a working title, which does not necessarily imply classification in the GS-540 series, depending on the context, scope and responsibilities.

My Supervisor

My Supervisor

ROLE Registrar

Search

Remove

My Approving Supervisor

My Approving Supervisor

ROLE AMSC

Search

Remove

Save

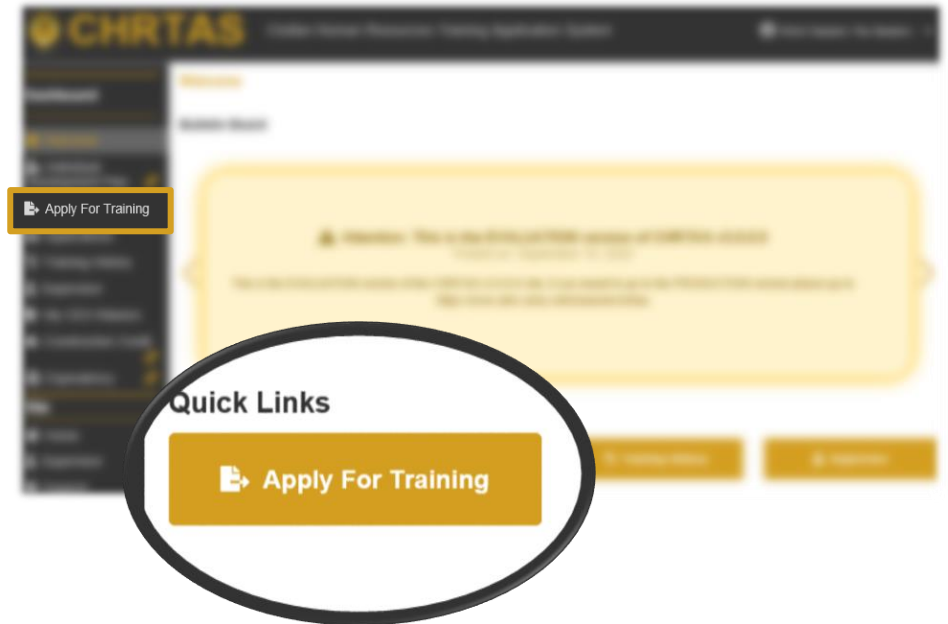
NOTE: The 'greyed-out' information in CHRTAS is prepopulated with ACPERS data. If any of these fields require an update, please contact your CPAC Representative.



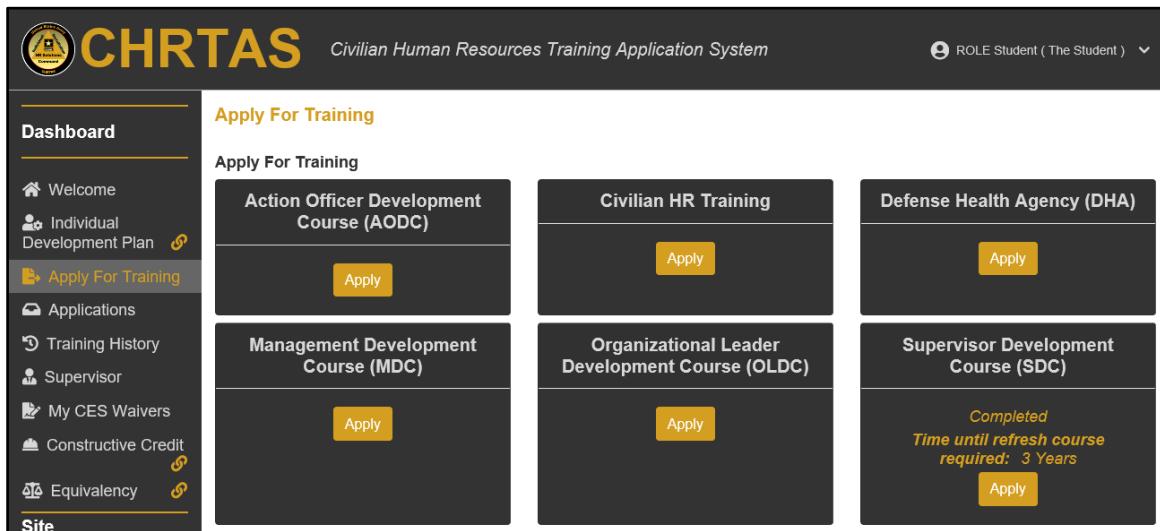
This guide is created to assist employees in the training application process within CHRTAS.

APPLY FOR TRAINING

- 1 Navigate to CHRTAS < <https://www.atrrs.army.mil/CHRTAS> > and login with your CAC. From the Dashboard, or within the Menu, select **Apply for Training**.



- 2 Review the available course(s) and/or organizational training; select **Apply** to see training offerings.



Search → Confirm → Apply

CHRTAS TRAINING REGISTRATION

3 Use the available filters to narrow your search and click the **Select** button next to the desired training course.

Search:

Fiscal Year *

Seats Available

Actions

Show only classes with seats available

4 Review the class information presented...

FY School Course/Class	Location Type Remarks	Report Date Start Date End Date
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... upon confirmation, click the **Apply for Course** button.

5 You're done! The following page presents the training request submission confirmation and status information.

NOTE: View the **status** of any application by selecting the **Applications** menu option. Training applications may also be seen in **Training History** using the **Include Applications** toggle.

HR SERVICING CENTER (HRSC) BROWN BAG 1HLBBS

Search For Course → Confirm Course Selection → Complete

Previous Next

Application Request

✔ SUBMITTED APPROVAL AUTHORITY / REGISTRAR

Last day to register for course is 03/24/2021

Priority: Medium Status: In Progress Requestor: ROLE Student (The Student)

Defense Health Agency (DHA)

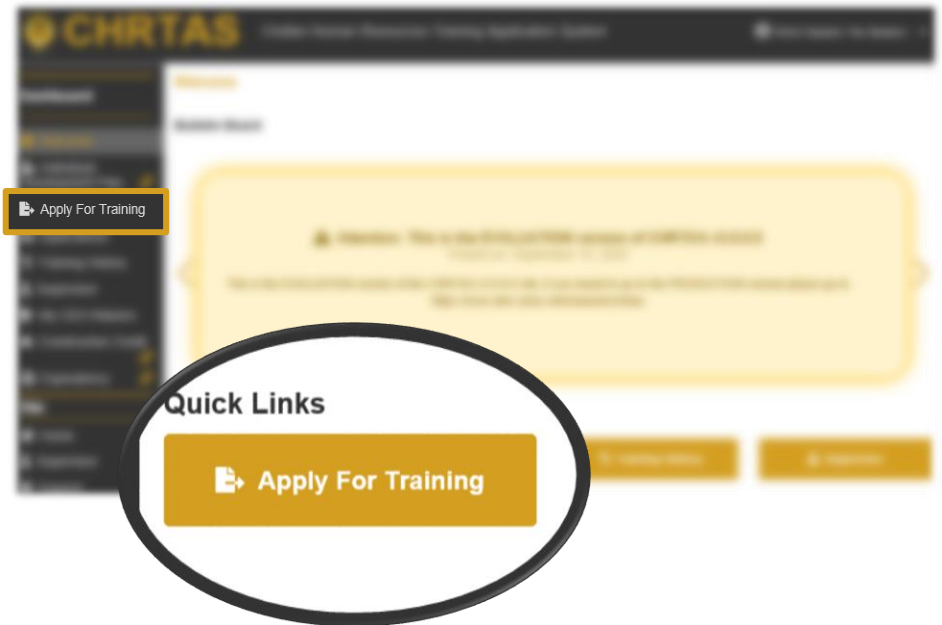
Fiscal Year	School	Course	Class
2021	0105 CHRA PACIFIC REGION	1HLBBS HR SERVICING CENTER (HRSC) BROWN BAG	402
Location	Classroom Type	Class Remarks	
FORT BELVOIR, VA	Virtual Course		
Report Date	Start Date	End Date	
03/24/2021	03/24/2021	03/24/2021	



This guide is created to assist employees in the training application process for CES courses within CHRTAS.

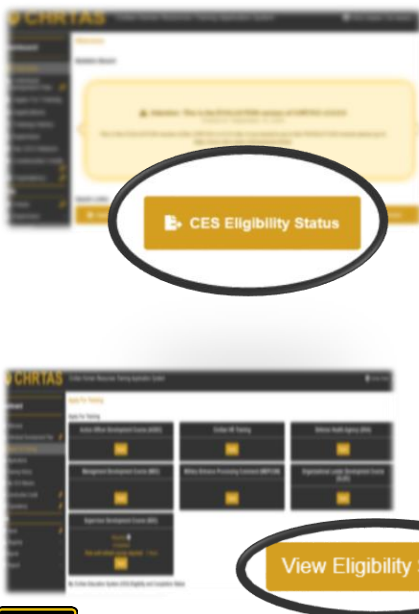
APPLY FOR TRAINING

- 1 Navigate to CHRTAS < <https://www.atrrs.army.mil/CHRTAS> > and login with your CAC. From the Dashboard, or within the Menu, select **Apply for Training**.



VIEW ELIGIBILITY STATUS (CES ONLY)

NOTE: You may check your CES course eligibility by selecting the **CES Eligibility Status** button on the Welcome page Dashboard or selecting the **View Eligibility Status** button from the Apply for Training page. Hover over the icons in the CES Eligibility Status window for additional status information.



CES Eligibility Status							
Showing eligibility Status details for CES Course Tracks for fiscal year 2021							
Name	Pay Plan Pay Grade Range	Eligibility	Equivalency / Constructive Credit Status	Waiver Status	Completion Status	Can Apply For Course?	
CES FOUNDATION	GS01 - GS15	✓	Not Applicable	Not Applicable	—	!	
<small>Target Course</small> <small>This is your target course</small>							
🎯 CES BASIC	GS01 - GS09	✓	—	—	—	✓	
CES INTERMEDIATE	GS10 - GS12	—	—	—	—	—	
CES ADVANCED	GS13 - GS15	✓	—	✓	—	✓	



Search → Confirm → Apply

CES TRAINING REGISTRATION

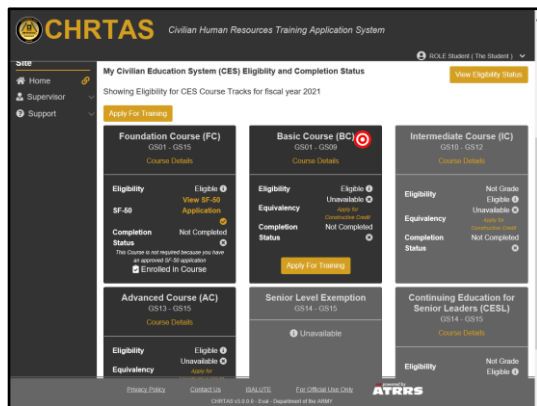
2 CES Course tiles present course specific information and details tailored specifically for you.

Course
Details

Eligibility
Equivalency

Waiver
Exemption

Completion
Status



Be on the lookout for a bullseye. This is your target course.

NOTE: Greyed out courses are not available for registration. Hover over the Information, 'X', or Checkmark icons for more details.

3 Click the **Apply for Training** button, and then choose your desired course by clicking the **Select** button.

Use the available filters to narrow your search and click the **Select** button next to the desired class offering.

4 Review the class information presented...

FY	Location	Report Date
School	Type	Start Date
Course/Class	Remarks	End Date

... upon confirmation, click the **Apply for Course** button.

5 You're done! The following page presents the training request submission confirmation and status information.

NOTE: View the **status** of any application by selecting the **Applications** menu option. Training applications may also be seen in **Training History** using the **Include Applications** toggle.

