

**\*\*\*\*All privileged providers must complete the Medical Profiles training prior to receiving access to e-Profile. The instructions for completing the course are as follows. \*\*\*\***

For DoD Medical Providers –

To get credit for taking the Medical Profiling course, DoD medical providers must first enroll in the Army Training Requirements and Resources System (ATRRS). The instructions to enroll for the Medical Profiling course in ATRRS for DoD personnel are as follows:

1. Go to <http://www.atrrs.army.mil>
2. Go to ATRRS Channels and click 'Army'
3. Click on 'Self-Development' (under other Army channels)
4. Under Quick Course Search, enter Course Number '081SDL10-00CDL-0003' or enter title 'Medical Profiles' then click 'Search' tab.
5. The Information for Course screen will appear; click 'Register'
6. Click on the 'I Agree' tab at the bottom of the Privacy and Security Notice.
7. Enter the site with CAC or AKO user name and password
8. Complete/submit the 'Training Application' (most of it will be complete when the screen opens)
9. Learner receives a 'Successful Enrollment Response' immediately or within 24 hours
10. Learner can launch the course from ALMS once there is a successful enrollment response.

### **Army Learning Management System (ALMS) Course Access Process**

Once registered for the course in ATRRS, instructions to launch the course in the ALMS are as follows:

1. Go to the AKO Home Page ([www.us.army.mil](http://www.us.army.mil))
2. Click on 'Self Service'
3. Click on 'My Training'
4. Click on 'ALMS' (NOTE: Helpful information also appears in the ALMS box). If you do not see ALMS, click 'Customize' and check 'ALMSXNTS'; the course (Medical Profiles) will appear in the list of My Enrollments
5. Under the Actions column click 'Launch' to activate the Medical Profiles (LOI). Read the LOI and then go to the Medical Profiles course.
6. Under the Actions column click 'Launch' to activate the Medical Profiles course. Complete the course.
7. Under the Actions column click 'Launch' to activate the Medical Profiles End of Lesson Assessment test. Complete the test.
8. After completing the course and test, ALMS will electronically notify ATRRS of course completion. ATRRS will automatically update e-Profile. Please note it may take 24 – 48 hours from the time the course is completed before it is reflected in e-Profile.

For assistance, please call the Army Training Help Desk at 1-800-275-2872.