

Figure 5-2. ALMS Course Screen

i. When the course is listed, proceed to the “In-Progress Learning” hyperlink and select the appropriate course. Once the course screen is displayed, select “Launch” to begin the training (see figure 5-3).

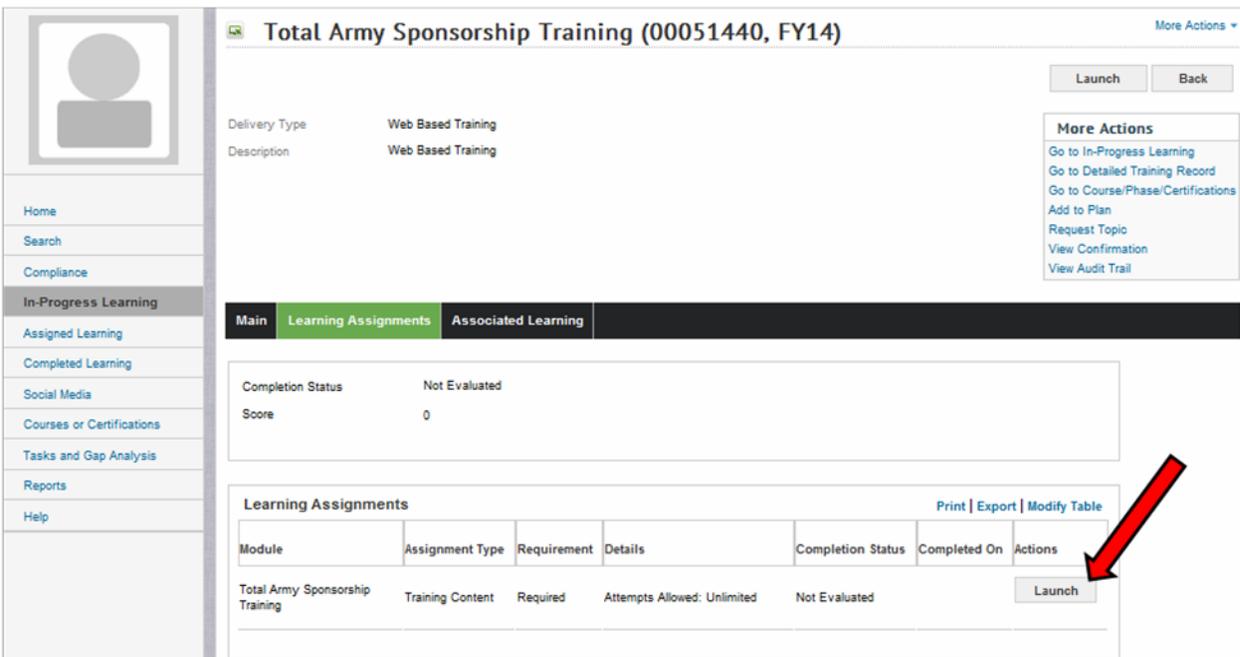


Figure 5-3. Launch Sponsorship Training Screen

ii. After training is complete, sponsors will print their completion certificate and provide at their final out-processing. Click on the “Courses or Certifications” hyperlink on the left hand side of the screen and find the Total Army Sponsorship Training Course. To the far right, find the “Actions” hyperlink which will provide a drop-down; select “Print Certificate” (see figure 5-4).

Assigned Learning	Completed Learning	Social Media	Tasks and Gap Analysis	Reports	Help	Version	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Expired On Date	Revoked On Date	Acquired On Date	Assigned On Date	Actions
						1.0	 Path 1 (OBSOLETE) - 0% Complete	N/A	Assigned	Reuben Ferguson				04/17/2013	Actions
							 Initial Certification Path - 100% Complete	N/A	Acquired	FN_AKO_USR LN_AKO_USR			10/08/2009	08/08/2010	Actions
							 2009 - 0% Completed	N/A	Acquired	Reuben Ferguson			01/01/1900	05/18/2014	Actions
							 Phase1 - 100% Completed	N/A	Acquired	Reuben Ferguson			07/28/2014	07/28/2014	Actions
						FY14	 FY14 - 100% Completed	N/A	Acquired	Reuben Ferguson			05/21/2014	05/21/2014	Actions
							 Phase 1 - 100% Completed	N/A	Acquired	Reuben Ferguson			04/04/2013	01/22/2013	Actions
							 Phase - 100% Completed	N/A	Acquired	FN_ATRRS LN_ATRRS			02/26/2015	02/23/2015	Actions

Actions

- [View Courses of Cert...](#)
- [View Progress](#)
- [View Acquired](#)
- [Print Certificate](#)

Print Certificate

Figure 5-4. Print Certificate Screen