

Navigation and registration instructions for
Team Bound Self Study course

1. Log into ALMS by first logging into AKO www.us.army.mil. You will now see navigation headers (Home, My Workspace, Site Map, My Favorites, Quick Links and Self Service) on your homepage within AKO.
2. Select "My Training" from the "Self Service" drop down menu.
3. You will see an ALMS logo which you can click on, or you can click the link "Click Here" underneath the logo.
4. You are now logged into the ALMS. You are on your homepage. Click the "Catalog Search" button.
5. On the "Training Catalog" page click on the "Advanced Search" link. Type "Sexual Harassment/Assault Response Prevention Training Course" into the title entry field and then click on "Search Training Catalog".
6. You will now see the course listed below in the "Learning Offerings and Course Iterations".
7. Click on "Register". You will now see a "Create Order" screen with your selection and enclosed materials.
8. Click "Next". You will now see a "Registration Confirmation" screen. You can launch your course by clicking "Launch Content".
9. If you do not launch your content at this time and decide to return at a later date, you can launch the course by going to your homepage. There you will find a "Current Enrollments" button showing your registered courses with the option to launch them directly from there.
10. Once you have completed the course, you can print your certificate from the "Transcript" link. Click "Print this Report" icon on the lower toolbar.