

## CREATING A TRAINING REQUEST

Once you are logged into MyETMS system, click on the **IDP Workspace** tab. Click on the down arrow at the Training Requirements down arrow. At the bottom of the next page click on the **Create New Request** button. The online course catalog screen will be displayed so you can search for and select the required course. Click the course title to select.

Use the drop-down lists provided to complete the necessary information to generate a training request. For regular training requirements, in the **Training Objective** text box, type in a brief description of your training objective for taking this training. Click on **Continue** to submit the information. A dialog box will prompt you to confirm that you want to create the training request. Click **OK**. A new screen will appear, prompting you to select the supervisor to whom you wish to submit the training request.

Click on Search to view a list of all supervisors who have an [active ETMS Web userid that has access to your employee record](#). Click on the appropriate supervisor to whom you wish to submit the request. A confirmation screen will inform you that the request has been submitted. For regular requirements, you will be provided with the option to create a SF182 request for the training and submit it to your supervisor. **Note:** *You do not have to submit a SF182 request at this time. You may do it later, if necessary, from your IDP Workspace.*

## CREATING THE SF182 REQUEST

Use the text boxes and drop-down lists provided to fill out the SF182 request. If you need help with any of the fields, click on **Help** at the top of the screen. **Note:** *Fields that are highlighted in red are mandatory.* If you want to save the form and complete it later, click on **Save**. To cancel the process click on **Cancel**. No request will be submitted.

If you've completed the form and are ready to submit it to your supervisor, click on **Continue**. A dialog box will prompt you to confirm that you want to create the SF182 request. Click **OK**.

The system will display the **Privacy Act Statement** and a statement of **Trainee Agreement/Certification**.

You need to read this agreement and click on the **I Accept** option in order to continue. Failure to accept these statements will cancel this process.

After you have done this, you can submit the electronic SF182 to your supervisor. A dialog box will pop up and ask you to confirm that you want to submit the request. Click **OK**. A new page displays, prompting you to specify the supervisor to whom you want to send the SF182 request. Search for your Supervisor the same as you did when forwarding the training request.

## UPDATING YOUR GOALS

Once you are logged into MyETMS system, click on the **IDP Workspace** tab.

Click on the pencil icon at the Individual Development Goals area. Enter your proposed goals. Click on the **Save** button. Click **OK**. A new screen will appear, prompting you to select the supervisor to whom you wish to submit your proposed goals to for approval.

A new page displays, prompting you to specify the supervisor to whom you want to send the goal changes to. Search for your Supervisor the same as you did when forwarding the training request. A confirmation screen will inform you that the request has been submitted. **Note:** *Your goals WILL NOT be updated until your supervisor logs in to ETMS Web and approves them.*

## CONTACT US

*If you have any questions or comments you may forward them via e-mail by clicking on the Contact Us tab at the top of the MyETMS screen.*

*Hill AFB Site Administrators  
Darlene Scothern – 777-1109  
Vynette Peterson – 777-0973*



# Employee Guide to MyETMS

(As Of 9/9/10)

MyETMS provides employees quick access to their own Individual Development Plan (IDP), and allows them to request training requirements and changes to their IDP Goals. These requests are automatically submitted to the employee's supervisor, who will approve or deny them via ETMS Web. It offers many solutions to simplify the training requirements process. Additional information about ETMS Web can be obtained through your organizational training manager.

On February 10<sup>th</sup> of 2003, HQ AFMC/A1D released MyETMS. This gives you, the employee serviced by AFMC, access to view your electronic (IDP) as maintained in ETMS Web. MyETMS allows you to be actively involved in your professional and personal development. You can do many different actions beyond viewing your data. Some of the highlights are:

- Ability to identify a training need and forward it electronically to your supervisor for approval.
- Ability to initialize a SF182, Request, Authorization, Agreement, Certification of Training and Requirement, and forward it electronically to your supervisor for approval.
- Ability to check the status of your training requests in MyETMS.
- Ability to request updates to your goals, competencies and forward to your supervisor for approval.
- Automated emails to notify you of actions occurring to your training requests.

MyETMS is accessed using the following URL: <https://myetms.wpafb.af.mil> (MyETMS does require a .mil connection). MyETMS is CAC enabled so you will need to have your CAC in the card reader before you begin the registration process. Once you have successfully registered, you will not be required to input your userid/password to log on. Your CAC will take you directly in to MyETMS.

New users register at the MyETMS homepage by clicking on [Register](#). A few pieces of data relating to you are needed in order to complete the registration process:

If you are a Civilian Employee you will need:

- Your complete, nine-digit social security number without hyphens or spaces (e.g., 123456789).
- From a drop-down list provided, you will select your owning MAJCOM. Note: The Major Commands listed are displayed as they are received from the personnel system.
- Your Service Computation Date for Leave This date is located in Box 11 (SCD Leave) of your Leave and Earnings statement).
- Your Pay Plan (e.g., GS).
- Your grade.
- Your step level.

If you are a Military Employee you will need:

- Your complete, nine-digit social security number *without* hyphens or spaces (e.g., 123456789).
- From a drop-down list provided, you will select your owning MAJCOM.
- Enter your PAS (Personnel Accounting Symbol) Code (e.g., WE1MFB6Z).
- Using the format shown, enter your Total Air Force Military Service Date (TAFMSD) (e.g., April 12, 1990 would be 04121990).
- Using the format shown, enter your date of birth (e.g., June 2, 1945 would be 06021945).

be given step-by-step instructions for performing the task. In addition to these tutorials, MyETMS also offers context-sensitive help screens, which you can access by clicking on the [Help](#) link at the top of the page. Help screens will describe the features available from the page you are on at the time.

## IDP REPORTS

To view your IDP reports, follow the steps below:

- From wherever you are in the system, click on the **IDP Reports** tab.
- To view an area, click on the arrows to the right of the Title and it will expand/contract that area of the screen.
- To print a single area, click on the small printer icon to the right of the Title. To print all of your reports at once, click on the larger printer icon in the gray area above the reports.
- This is the information available in MyETMS for you to view. *Depending on whether you are civilian or military personnel, some reports may not be available to you.*
- **Note:** All personnel data displayed in MyETMS comes directly from the official personnel data systems at AFPC and is refreshed weekly. You will need to follow local procedures to correct any missing or incorrect data displayed in your record.

**Current Position Data:** Your duty assignment information is such as duty title.

**Individual Development Goals:** Your individual development goals, as entered into ETMS Web.

**Professional Military Education:** The Year, Method, and Course Title for each course the employee has completed.

**Acquisition Specialty Courses:** The Training code, Course Title, Completion Date, Source, and Mode for each Acquisition Specialty course the employee has completed.

**Duty History:** The Assignment Date, Base Location, Job Title, AFSC, ACQ Position Indicator, ACQ Position Category, and Level Duty performed for each assignment the employee has performed.

**Training History:** The Training code, Title, and Date for each specialty course an employee has completed.

**Education Data:** The Education Level High, Specialty High 1, Specialty High 2, and Year High. Cleartext of these codes is available in the Help Screens.

**Certification:** The Acquisition Code, Date and Certification Type for each Acquisition Certification an employee has.

## SEARCHING THE COURSE CATALOG

Once you are logged into MyETMS, click the Course Catalog tab. You will be taken to the course catalog search page. You can search for a course by Key Term, Course Title, or Course Number:

**Searching by Key Term:** Type all or part of a key term in the text box and select the **Key Term** radio button. Click on the **Search** button. The **Key Term Search** screen displays, listing the courses that are linked to the key term you entered. Also listed are terms related to the one you used. If the term you entered does not exist, ETMS Web may offer a list of suggestions that resembled your term. You can select one of these, or try another search. Alternatively, you can view all the key terms that begin with a particular character by selecting a letter or number from the index provided.

**Searching by Course Title:** Enter at least the first three characters of a course title in the search data field. When searching by course title, you can use the "\*" as a wildcard character. Select the **Course Title** radial button. Click on the **Search** button. The screen displays all the courses that match your search criteria.

**Searching by Course Number:**

Enter all or part of the course number, including any spaces or hyphens. Select the **Course Number radial** button. Click on the **Search** button. The screen displays all the courses that that match the search criteria. When you've found the course you want to look at, use the expand/collapse arrow to the right side of the course information to view more detailed information about the course.

## MyETMS TUTORIALS AND HELP SCREENS

Tutorials are available to provide instructions for performing the various MyETMS functions. Simply click on the [Tutorial](#) link at the top of the page then click on a link for which you need guidance. You will