Direct Access Postgraduate/Advanced Education Application &Endorsement Tutorial

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Applicant Process Guide

Step 1

- Main Menu > Employee > Tasks > My Panel Submissions

Step 2

- Select 'Advanced Training' as the Panel Source

Step 3

- Input the following criteria:
  - AD/Res Ind: Active Duty
  - Bus Unit: Enlisted
  - Job Code: Blank
  - Hit search box
  - If you see only 2 panels; hit **View All** tab

Step 4

- Check 'Apply' for ALL desired programs

Step 5

- Click 'Edit' to input and submit your comments to your Command/Endorser
- Rank your Programs in desired order

Panel Source Advanced Training Go History

My Panel Submissions Customize | Find | View All | First 1 of 1 Last

	Panel Type	Description	Application Date	Marked Final	Edit
1	PGADV	NO LONGER IN USE	02/23/2016	☐	Edit

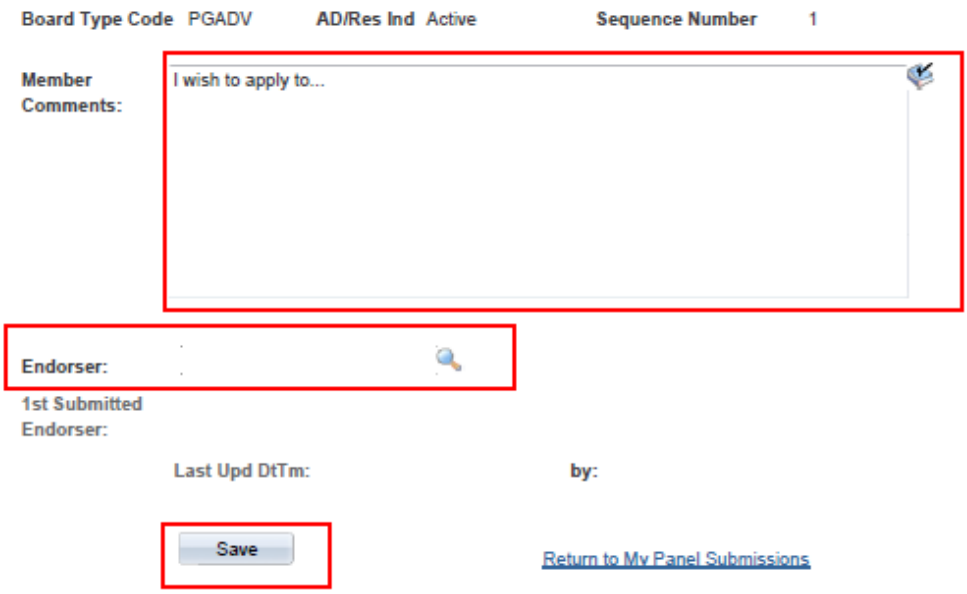
My Advanced Training Preferences Customize | Find | View All | First 1 of 1 Last

	Panel Type	Description	Application Date	Ranking
1	PGADV	NO LONGER IN USE	02/23/2016	1

Save

Step 6

- Input ‘Member Comments’
- Select Commanding Officer/Endorser
- Save after completion



Endorser Process Guide

Step 1

- Main Menu > Employee > Tasks > My Assignments Endorsements

Step 2

- View Applicant's Endorsement

Step 3

- Command/Endorser **MUST** provide comments
- Select Recommend/Not Recommend
- Mark Final
- Save after completion