



**Direct Access**  
**Postgraduate/Advanced**  
**Education Application**  
**& Endorsement**  
**Tutorial**

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## Applicant Process Guide

### Step 1

- Self-Service > Employee > Tasks > My Panel Submissions

Main Menu > CG AD Self-Service: Employee >

Tasks

<a href="#">PCS eResumes</a> View jobs and manage your applications.	<a href="#">My Airport Terminal Orders</a> My Airport Terminal Orders	<a href="#">Emergency Contacts</a> Add or update your emergency contact information.
<a href="#">Home and Mailing Address</a> Home and Mailing Address	<a href="#">Phone Numbers</a> Add or update phone numbers, or specify your primary phone number.	<a href="#">Allotments</a> This link will take you to view, add, change, or stop your voluntary deductions.
<a href="#">Direct Deposit</a> This link will take you to view and/or change your EFT/Direct Deposit.	<a href="#">Federal &amp; State Tax Elections</a> Review or change your W-4 information.	<a href="#">All Duty Report</a> All Duty Report
<a href="#">Thrift Savings Plan</a> Review a summary of your savings plan enrollments.	<a href="#">Ethnic Groups</a> Ethnic Groups	<a href="#">Annual Screening Questionnaire</a> Annual Screening Questionnaire
<a href="#">My Reserve Orders</a> View/Update Reserve Orders	<a href="#">My Assignments Endorsements</a> My Assignments Endorsements	<a href="#">My Email Addresses</a>
<a href="#">My Member Info</a> XMLP report that contains the Member Information	<a href="#">My eResume</a> My eResume Submission Report	<a href="#">My Panel Submissions</a> Allows the member to apply to screening panels and advance training.

### Step 2

- Select 'Advanced Training' as the Panel Source

Panel Source: Advanced Training

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

Panel Type	Description	Application Date	Marked Final	Edit
1			<input type="checkbox"/>	<input type="button" value="Edit"/>

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

Panel Type	Description	Application Date	Ranking
1			

### 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

The screenshot shows a search form with the following fields: Panel Source: Advanced Training, Bus Unit: Officer, AD/Res Ind: Active Duty, and Job Code: 000096. Below the form are buttons for Search, Submit, and a link to Return to My Panel Submissions. The results table below has the following structure:

Panel Type	Title	Jobcode	Exception Check Box	Apply
1			<input type="checkbox"/>	<input type="checkbox"/>

### Step 4

- Check 'Apply' for ALL desired programs

The screenshot shows the search form with the same criteria as Step 3, but with the Job Code field now containing '000096' and 'Lieutenant'. The results table is updated as follows:

Panel Type	Title	Jobcode	Exception Check Box	Apply
1 PGADV	NO LONGER IN USE	000096	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 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	<input type="checkbox"/>	<span>Edit</span> <span>[-]</span>

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	<input type="text" value="1"/>

Save

## Step 6

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

Board Type Code	PGADV	AD/Res Ind	Active	Sequence Number	1
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Member Comments:

Endorser:

1st Submitted Endorser:

Last Upd DtTm: by:

[Return to My Panel Submissions](#)

## Endorser Process Guide

### Step 1

- Self-Service > Employee > Tasks > My Assignments Endorsements



### Step 2

- View Applicant's Endorsement

#### My Assignments Endorsements

1. 'Endorsements I Submitted' allows member to bring up only their Endorsements.
2. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them.
3. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'.
4. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission From/Submission To Dates and Submitted By.

Endorsements I Submitted    
  Endorsements Requested From Me

\*Submission Status: Pending

Submission From Date:

Submission To Date:

Submitted By:

   

Assignment Endorsements								
Dismiss	Submitted Date	Submitted By	Submitter Name	Department Name	Endorser	Endorser Name	Final	Detail
<input type="checkbox"/>								

  

Screening Panel Endorsements					
Empl ID	Name	Application Date	Marked Final	Detail	
1		02/23/2016	<input type="checkbox"/>	<a href="#">View Endorsement</a>	

### Step 3

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

## Endorsement Summary

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██████████ by

Board Type Code PGADV      AD/Res Ind Active      Sequence Number 1

Member  
Comments:

I wish to apply to...

Endorser:

██████████   ██████████

1st Submitted

██████████ ██████████

Endorser:

Recommend     Not Recommended     Mark Final

Endorser  
Comments:

Last Upd DtTm: 02/23/16 11:40:49AM      by: ██████████

[Return to My Panel Submissions](#)