



FY17 SHARP TRAINING SCHEDULE

1st and 2th QTR



MONTH	DATE(S)	TIME (2 Sessions Offered Each Date)	LOCATION
OCTOBER	4th/Tuesday	0830 or 1300	Family Resource Center
NOVEMBER	1st/Tuesday	0830 or 1300	Family Resource Center
DECEMBER	6th/Tuesday	0830 or 1300	Family Resource Center
JANUARY	3rd/Tuesday	0830 or 1300	Family Resource Center
FEBRUARY	7th/Tuesday	0830 or 1300	Family Resource Center
MARCH	7th/Tuesday	0830 or 1300	Family Resource Center



Instructions for Required SHARP Online Training

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" or "My Education" from the "Self Service" drop down menu.
3. You will see an ALMS logo (right Side) which you can click on.
4. You are now logged into the ALMS. You are on your homepage (Sample below). If you cannot read this go to the pop-up blocker. Click the "Browser Setting" to check compatibility. Click "Tools" "Pop-up Settings" on the ALM toolbar and add www.lms.army.mil to allowed sites if necessary (see image below) then close browser setting window.

Name	Status	Action
DPBBS Assault Responder Report	In Progress	Launch
DPBBS Vendor Master Data Display	In Progress	Launch
DPBBS Invoice Processor	In Progress	Launch

Name	Status	Target Date	Action
Sexual Harassment/Assault Response Prevention Training Course	Acquired		
Combating Trafficking in Persons General Awareness Course (CTIP)	Acquired		
SECURITY ANNUAL REFRESHER TRAINING (SIRBEL11-SOCDL-008_)	Acquired		

Name	Sort	Registration Date	Actions
U.S. Army Threat Awareness and Reporting Program (TARP) APR 2014 Course		08/25/2014	Launch
Sexual Harassment/Assault Response Prevention Training - Lessons_Closed Captioning (CC)		07/14/2014	Launch
Security Training - Annual Security Refresher Training		01/15/2014	Launch





Instructions for Required Online Training

5. Click on the search button on the left side..
6. Enter in “SHARP” in the Search Bar in the upper right and hit enter.
7. Click “Begin Registration” below the Sexual Harassment/Assault Response and Prevention Standing Strong Training(Version: FY15) (Notice every year the FY will change).
8. After you click to begin registration and it goes to the next page, ensure you have check marks in all three subject area’s listed.
9. Click “Complete Registration” on the bottom right.
10. You will be redirected to the Confirmation Page . You will at the at time be able to launch each course. You can do this by clicking on course, then click “details”, and then “launch”. Then from table of contents click on highlighted area. (Remember there are 3 courses you must complete to receive your certificate)
11. If at anytime you cannot complete the whole training , you can sign back into AKO at a later time and Click “In-progress Learning” and this will take you to the courses that you still need to complete.
12. Upon completion, your certificate can be printed by Clicking “Courses or Certifications” You can then go to the course and Click “Actions” and it will give you the option to print your certificate.
13. Any questions, call: 270-412-5497 for assistance.

