

# Register Now for Career Field Certification

*Serving the DAWIA A, T&L Workforce*



## **Software Users Manual**

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### **Implementation Timeframes:**

- NAVFAC Only: 20 October, 2003
- All other commands: 1 December, 2003

Department of the Navy  
Career Field Certification Program  
Office of the Assistant Secretary of the Navy  
(Research, Development & Acquisition) (DACM-T)  
Director, Acquisition Career Management

If you have any questions about the Career Field Certification program, please contact:

[certhelp@jhtpax.com](mailto:certhelp@jhtpax.com)

This is an official U.S. Navy web site (GILS Number: 001973). Please direct all DAWIA policy questions to your Command's DAWIA point of contact and all training questions to your Command's Training point of contact. Please contact DACM On-Line Webmaster,

[dacmwebmaster@hq.navy.mil](mailto:dacmwebmaster@hq.navy.mil)

for technical issues specific to this website.

# Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>5</b>
1.1	What is Career Field Certification?.....	5
1.2	The Certification Process .....	5
1.3	Career Levels .....	5
1.4	Applying for Certification .....	6
1.5	Certification Standards Checklists.....	6
1.6	Waivers .....	6
1.7	Things You Need To Know To Use This SUM.....	7
<b>2</b>	<b>STUDENT SECTION .....</b>	<b>8</b>
2.1	Getting Started .....	8
2.2	QUICKSTART: Registrant Profile.....	9
2.3	QUICKSTART: How Do I Check my Certification History?.....	12
2.4	QUICKSTART: How Do I Apply for Certification in my Primary or Subsidiary Career Field? .....	16
2.4.1	Fulfillment Program .....	24
2.4.2	Equivalent Training.....	25
2.5	QUICKSTART: How Do I Check My Application Status? .....	27
2.6	QUICKSTART: How Do I Check My Training History?.....	31
2.7	Links? .....	35

# Table of Figures

FIG. 1: REGISTER NOW! FOR CAREER FIELD CERTIFICATION MAIN MENU .....	9
FIG. 2: REGISTRANT PROFILE WINDOW .....	10
FIG. 3: PROFILE CONFIRMATION NOTICE.....	11
FIG. 4: REGISTER NOW! FOR CAREER FIELD CERTIFICATION MAIN MENU .....	12
FIG. 5: REGISTRANT PROFILE WINDOW .....	13
FIG. 6: PROFILE CONFIRMATION NOTICE.....	14
FIG. 7: REGISTER NOW! FOR CAREER FIELD CERTIFICATION MAIN MENU .....	14
FIG. 8: CERTIFICATION HISTORY WINDOW.....	15
FIG. 9: REGISTER NOW! FOR CAREER FIELD CERTIFICATION MAIN MENU .....	16
FIG. 10: REGISTRANT PROFILE WINDOW .....	17
FIG. 11: PROFILE CONFIRMATION NOTICE .....	18
FIG. 12: CAREER FIELD SELECTION WINDOW .....	18
FIG. 13: SUBSIDIARY CAREER FIELD .....	19
FIG. 14: PRIMARY CAREER FIELD DEFAULT.....	20
FIG. 15: SUBSIDIARY CAREER FIELD .....	21
FIG. 16: CERTIFICATION CHECKLIST WINDOW.....	22
FIG. 17: ALTERNATIVE TRAINING METHODS CHECKBOX .....	23
FIG. 18: FULFILLMENT/EQUIVALENT TRAINING DESCRIPTION WINDOW.....	23
FIG. 19: CAREER FIELD CERTIFICATION APPLICATION .....	24
FIG. 20: CONFIRMATION WINDOW.....	25
FIG. 21: CAREER FIELD CERTIFICATION APPLICATION .....	26
FIG. 22: CONFIRMATION WINDOW.....	26
FIG. 23: REGISTER NOW! FOR CAREER FIELD CERTIFICATION MAIN MENU .....	27
FIG. 24: REGISTRANT PROFILE WINDOW .....	28
FIG. 25: PROFILE CONFIRMATION NOTICE.....	29
FIG. 26: REGISTER NOW! FOR CAREER FIELD CERTIFICATION MAIN MENU .....	29
FIG. 27: APPLICATION STATUS WINDOW .....	30
FIG. 28: REGISTER NOW! FOR CAREER FIELD CERTIFICATION MAIN MENU .....	31
FIG. 29: REGISTRANT PROFILE WINDOW .....	32
FIG. 30: PROFILE CONFIRMATION NOTICE.....	33
FIG. 31: REGISTER NOW! FOR CAREER FIELD CERTIFICATION MAIN MENU .....	33
FIG. 32: TRAINING HISTORY WINDOW.....	34
FIG. 33: LINKS .....	35

# 1 Introduction

## 1.1 What is Career Field Certification?

The Defense Acquisition Workforce Improvement Act (DAWIA) was passed in 1990. It was enacted to improve the overall effectiveness and professionalism of military and civilian personnel charged with management and administration of Defense acquisition programs. DAWIA emphasized improving the education, training and experience levels of acquisition professionals.

## 1.2 The Certification Process

DoD implemented DAWIA by establishing a certification process. All personnel working in acquisition positions must be certified. Certification is the process through which the DON determines that an individual meets the minimum mandatory education, training, and work experience requirements established for an acquisition career field and position. Each acquisition career field and position category is divided into three career levels for the purposes of establishing education, training and experience standards.

## 1.3 Career Levels

The career levels are described as follows:

- \* **Level I (Basic Level):** This level is for individuals in the civilian grades of GS-05 through GS-08 (except for civilians in the purchasing career field) and military grades of O-1 through O-3. Basic level training standards are designed to establish fundamental qualifications and expertise in the individual's job series, functional area or career field. Development at the basic level lays the foundation for career progression and is designed to prepare qualified, motivated personnel for positions of increasing responsibility.
- \* **Level II (Intermediate Level):** This level is for individuals in the civilian grades of GS-09 through GS-12 (except for civilians in the purchasing career field). At the beginning of the intermediate level, specialization is emphasized, then an individual should later begin to broaden his or her background toward a more general expertise in the overall processes of their career field. Development of

the experience in the individual's primary career field should optimally be followed by a lateral movement to a related specialty.

- \* **Level III (Senior Level):** This level is for individuals in the civilian grades of GS-13 and above (except for civilians in the purchasing career field). By the time an individual reaches Level III, he or she should have completed all the mandatory training and education requirements up to that level and should have advanced through a career pattern that has given them an in-depth knowledge in their career field and breadth of knowledge across the entire acquisition process.
- \* **For Purchasing Levels:** For purchasing, GS-5 is level I; GS-6 through 8 is level II and GS-9 is level III.

## 1.4 Applying for Certification

You must apply for certification. To apply, please point your browser to:

<http://www.register-now.cms.navy.mil/>

Then click on the Career Field Certification icon and then follow the instructions in our Quickstart in this SUM at 2.4.

## 1.5 Certification Standards Checklists

These checklists, found in the DAU catalog, are organized by acquisition career field and career field level and define requirements for progression from one level to the next.

They can be found online on the Register Now Career Field Certification main menu, under the **Links** link.

## 1.6 Waivers

When individuals enter into their DAWIA positions, they have 18 months to become certified to the level required of their position. Mandatory certification standards (education, work experience, and training) must be met **NO LATER THAN 18 months** after the assignment or a waiver must be obtained per SECNAVINST 5300.36, Part II, Chapter 5 and SECNAVINST 5300.36, Appendix M.

## 1.7 Things You Need To Know To Use This SUM

Here are other things you need to keep in mind to understand how this Software Users Manual (SUM) is to be used:

1. **Bolding** – In this SUM, wherever a word is printed in **bold letters** that means that those bolded words appear exactly that way on the website.

## 2 Student Section

The first time you use the Register Now Career Field Certification system you **must** login and create a **profile**. This profile will save you time later on because the information you provide on the profile page will automatically populate other pages.

**NOTE:** You must be a civilian (not yet available to military members) in the Acquisition Workforce.

### 2.1 Getting Started

The Register Now Career Field Certification system is very easy to use. But you will need four things to get started:

- \* Your organization (your Command),
- \* Your Social Security Number (SSN),
- \* Your Date of Birth (DOB),
- \* Your .mil email address,
- \* Your supervisor's .mil email address.

Once you have these four things, all you need to do is to create your profile, which will take about 2 minutes.

## 2.2 QUICKSTART: Registrant Profile

This is where you review and update your profile information.

As you login, you will always be taken to your profile to be sure that your information is accurate since many functions in the system depend on accurate and current information.

1. To get started, you have to login to the system. Point your browser to:

<http://www.register-now.cms.navy.mil/>

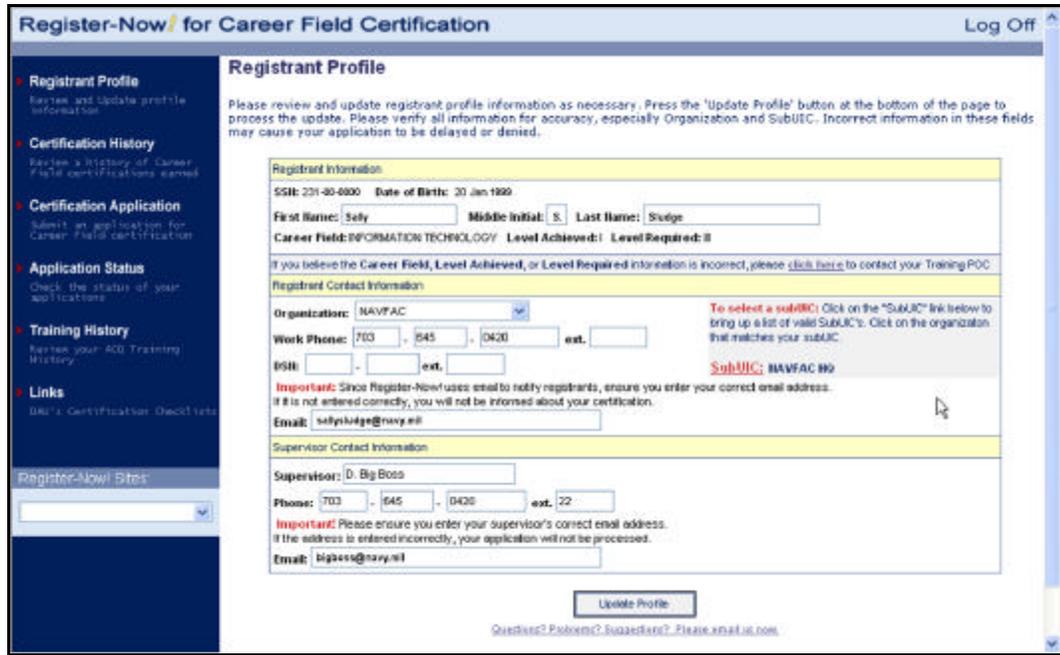
The **Register-Now! for Career Field Certification** main menu window will display (see Fig. 1).

The screenshot shows the main menu of the 'Register-Now! for Career Field Certification' system. The page has a blue header with the title and a 'Log Off' link. Below the header is a navigation menu on the left with options: 'Registrant Profile', 'Certification History', 'Certification Application', 'Application Status', 'Training History', and 'Links'. The main content area features the Department of the Navy logo and a large 'Register-Now! Career Field Certification' graphic. Below this is a login form with fields for 'Social Security No.' (three separate boxes), 'Date Of Birth' (three dropdown menus), and a 'Logon' button. A red notice at the bottom reads 'Notice to First Time Users!'.

**Fig. 1: Register Now! for Career Field Certification main menu**

2. Enter your Social Security number in the dialog boxes provided using numbers **ONLY**.
3. Enter your date of birth in the dropdown boxes provided.
4. Click on the **Logon** button to continue.

The **Registrant Profile** window is displayed (see Fig. 2).



**Fig. 2: Registrant Profile window**

**NOTE:** It is very important that the information in your profile is up to date. That's why the Register Now! system makes you look at your profile every time you logon. It is especially important to be sure that three items are correct:

- \* Your organization (your command)
- \* Your SubUIC
- \* Your current email address
- \* Your supervisor's email address

If these four items are not correct, your application will not be processed correctly (or at all).

5. After entering all your profile information, click on the **Update Profile** button to continue.

A Profile confirmation window displays (see Fig. 3).



**Fig. 3: Profile Confirmation notice**

**Congratulations!** You've just updated your profile.

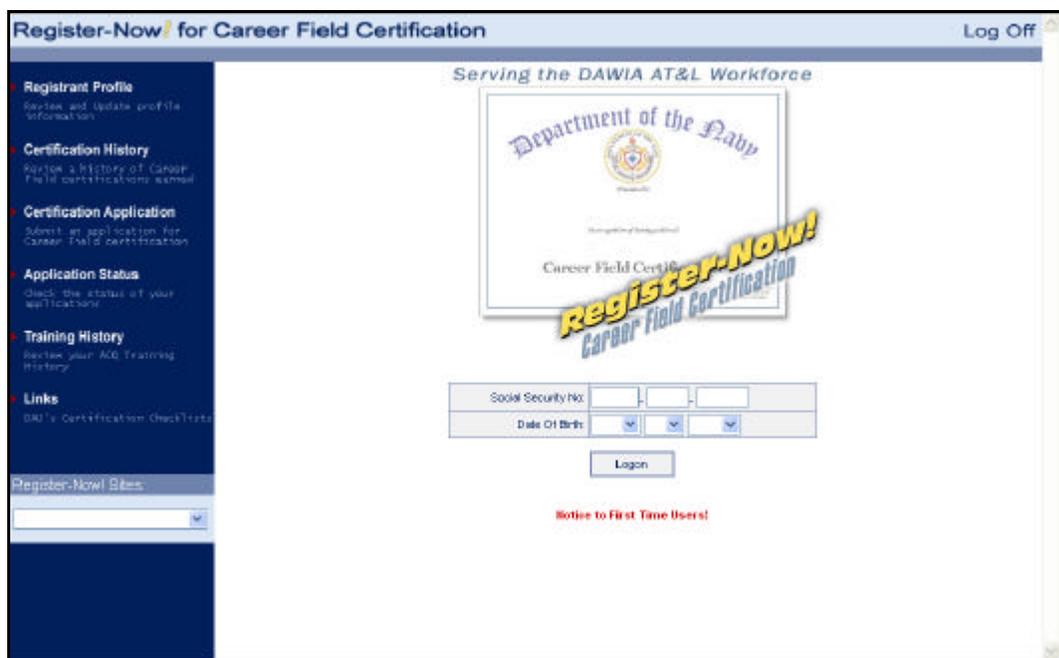
## 2.3 QUICKSTART: How Do I Check my Certification History?

This is where you can review your history of Career Field certifications earned.

1. If you are already logged into the system, simply click on **Certification History** in the blue navigation frame in the left frame, then jump up to Step #9.
2. If you are not logged onto the system, then you have to login to the system. Point your browser to:

<http://www.register-now.cms.navy.mil/>

The **Register-Now! for Career Field Certification** main menu window will display (see Fig. 4).

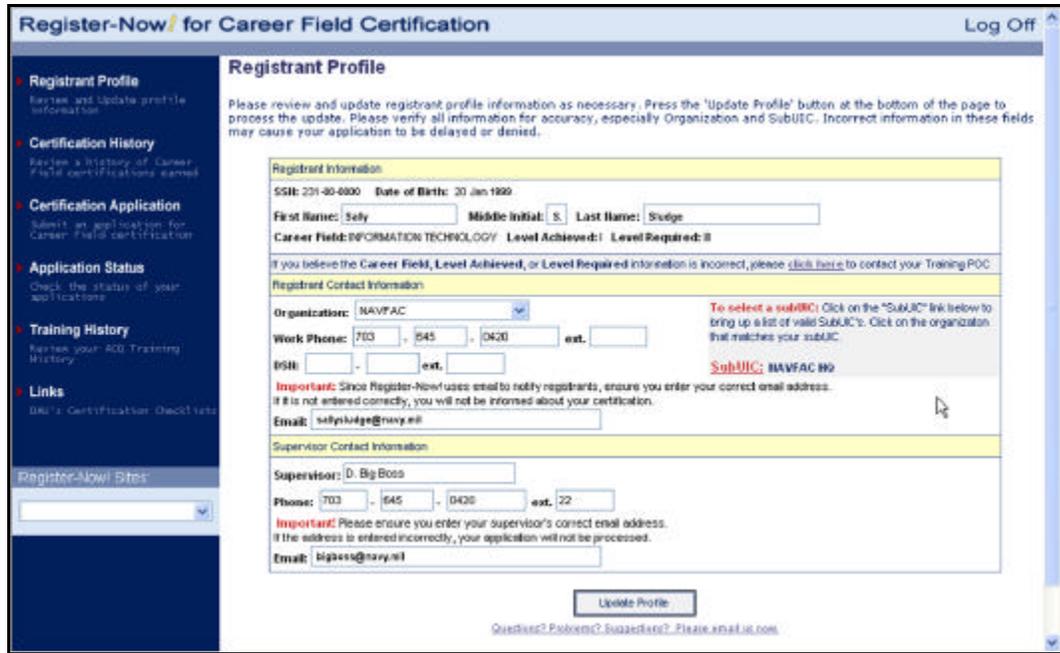


The screenshot shows the main menu of the Register-Now! for Career Field Certification system. The page has a blue header with the title "Register-Now! for Career Field Certification" and a "Log Off" link. Below the header is a navigation menu on the left with the following items: "Registrant Profile" (Review and update profile information), "Certification History" (Review a history of Career Field certifications earned), "Certification Application" (Submit an application for Career Field certification), "Application Status" (Check the status of your certification), "Training History" (Review your AOB Training History), "Links" (DAU's Certification CheckTools), and "Register-Now! Sites". The main content area features the Department of the Navy logo and the text "Serving the DAWIA AT&L Workforce". Below this is a large graphic that says "Register-Now! Career Field Certification". At the bottom of the main content area, there is a login form with fields for "Social Security No." (with three input boxes), "Date Of Birth" (with three dropdown menus), and a "Logon" button. A red notice below the login form reads "Notice to First Time Users!".

**Fig. 4: Register Now! for Career Field Certification main menu**

3. Enter your Social Security number in the dialog boxes provided using numbers **ONLY**.
4. Enter your date of birth in the dropdown boxes provided.
5. Click on the **Logon** button to continue.

The **Registrant Profile** window is displayed (see Fig. 5).



**Fig. 5: Registrant Profile window**

**NOTE:** It is very important that the information in your profile is up to date. That's why the Register Now! system makes you look at your profile every time you logon. It is especially important to be sure that three items are correct:

- \* Your organization (your command)
- \* Your SubUIC
- \* Your current email address
- \* Your supervisor's email address

If these four items are not correct, your application will not be processed correctly (or at all).

6. If you have no changes to your profile, simply click on the **Certification History** in the blue navigation frame on the left side of the window to continue.
7. If you have made changes, click on the **Update Profile** button to continue.

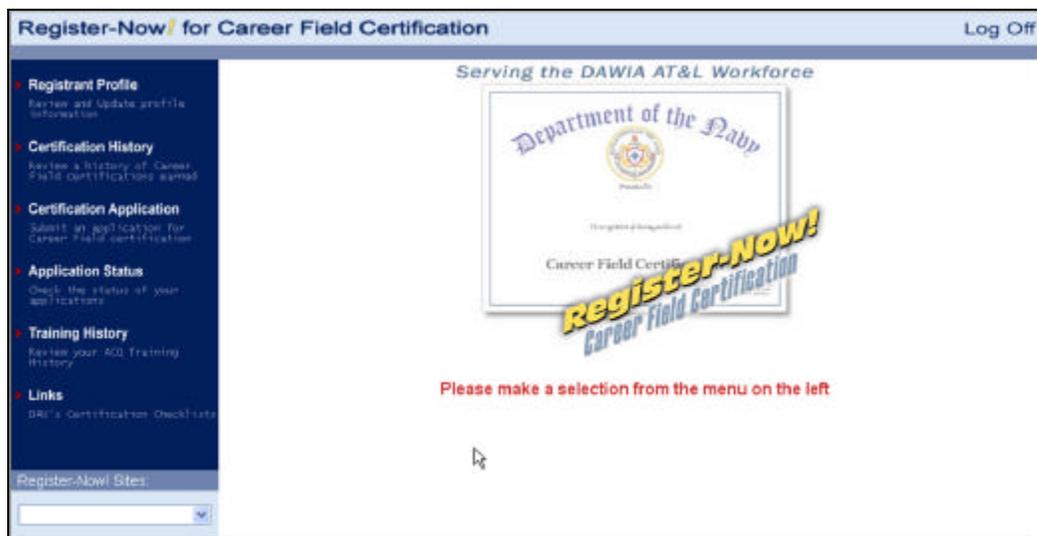
A Profile confirmation window displays (see Fig. 6).



**Fig. 6: Profile Confirmation notice**

8. Click on the **OK** button to continue.

The **Register-Now! For Career Field Certification** main menu window displays without the data boxes where you entered your SSN and DOB when you logged in (see Fig. 7).



**Fig. 7: Register Now! for Career Field Certification main menu**

9. Click on **Certification History** in the navigation frame at the left of the main menu window (see Fig. 7 above).
10. The **Certification History** window displays (see Fig.8).



**Fig. 8: Certification History window**

**Congratulations!** You've just checked your Certification History.

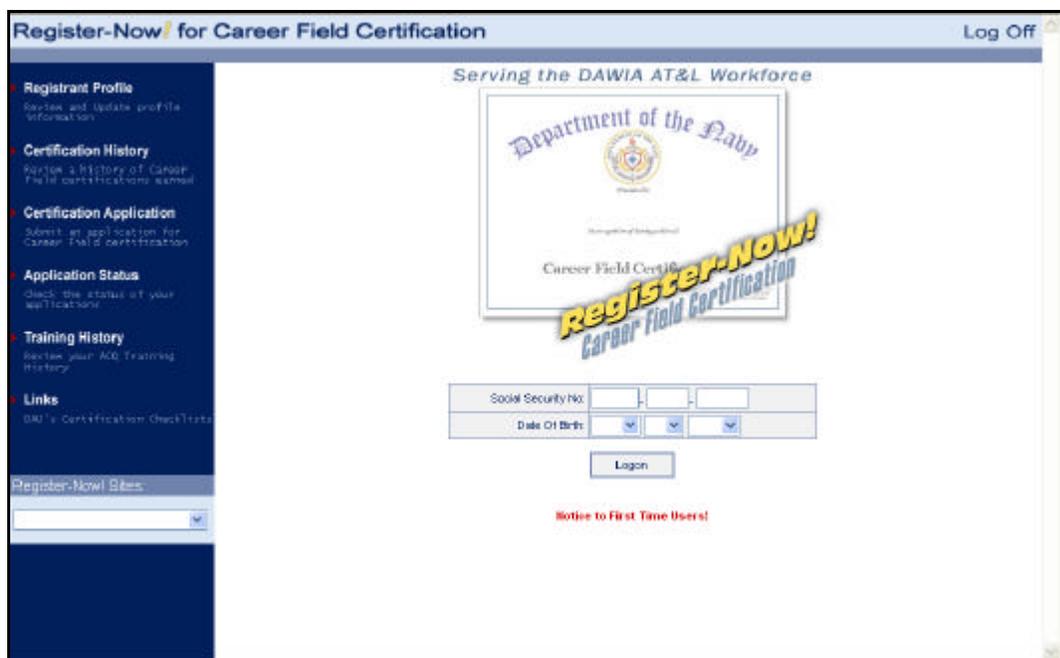
## 2.4 QUICKSTART: How Do I Apply for Certification in my Primary or Subsidiary Career Field?

This is where you can submit an application for Primary Career Field certification.

1. If you are already logged into the system, simply click on **Certification Application** in the blue navigation frame in the left frame, then jump up to 2.4, Step #9 below.
2. If you are not logged onto the system, then you have to login at:

<http://www.register-now.cms.navy.mil/>

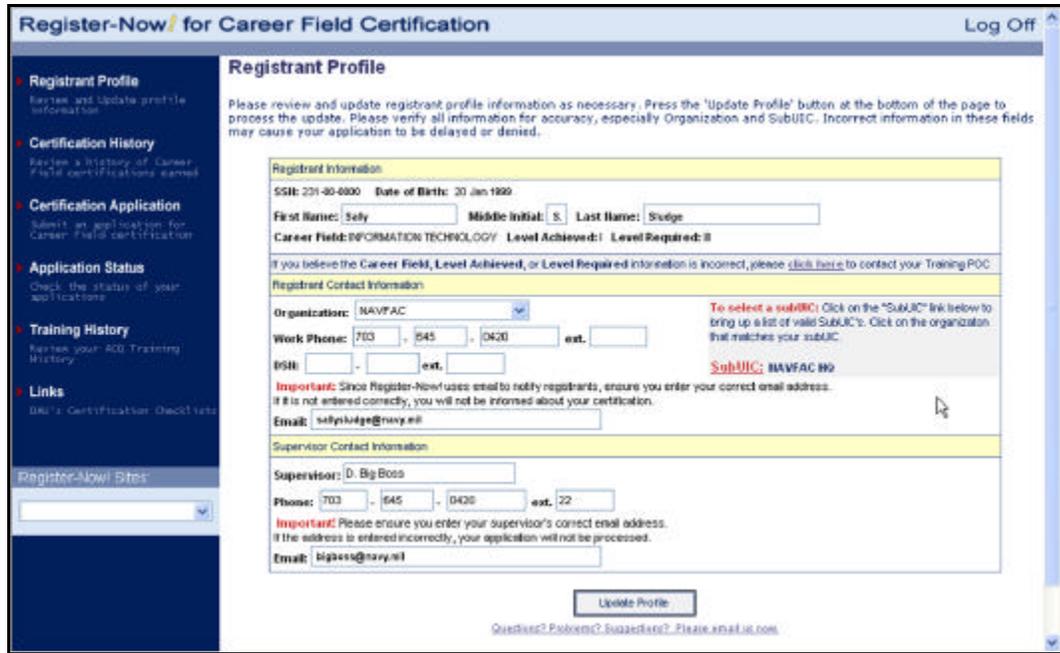
The **Register-Now! for Career Field Certification** main menu window will display (see Fig. 9).



**Fig. 9: Register Now! for Career Field Certification main menu**

3. Enter your Social Security number in the dialog boxes provided using numbers ONLY.
4. Enter your date of birth in the dropdown boxes provided.
5. Click on the **Logon** button to continue.

The **Registrant Profile** window is displayed (see Fig. 10).



**Fig. 10: Registrant Profile window**

**NOTE:** It is very important that the information in your profile is up to date. That's why the Register Now! system makes you look at your profile every time you logon. It is especially important to be sure that three items are correct:

- \* Your organization (your command)
- \* Your SubUIC
- \* Your current email address
- \* Your supervisor's email address

If these four items are not correct, your application will not be processed correctly (or at all).

6. If you have no changes to your profile, simply click on the **Certification Application** in the blue navigation frame on the left side of the window to continue, then jump to the **Career Field Selection** window (see Fig. 12).

7. If you have made changes, click on the **Update Profile** button to continue.  
A Profile confirmation window displays (see Fig. 11).



**Fig. 11: Profile Confirmation notice**

8. Click on the **OK** button to continue.
9. The **Career Field Selection** window is displayed (see Fig. 12).



**Fig. 12: Career Field Selection window**

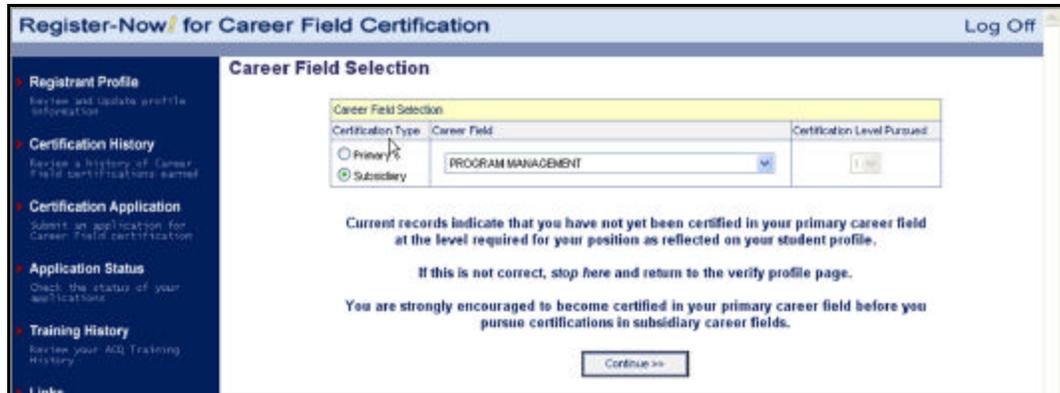
You may choose between the **Primary** and **Subsidiary** career fields. The differences between these two major categories of career fields are as follows:

### **Primary Career Field**

Your **Primary** Career Field is based on your current profile in DCPDS. Also, if you click on your **Primary** Career Field, the **Certification Level Pursued** dropdown will default to the next highest level. You may select a higher level, if you desire AND if the higher level is required for your position. This reflects your ability to pursue any level in your Primary Career Field.

## Subsidiary Career Field

Your **Subsidiary** Career Field is totally user defined. To define your **Subsidiary** Career Field click on the **Subsidiary** radio button. The **Career Field** dropdown box becomes active. Make a selection from the available fields in the dropdown box (see Fig. 13).



The screenshot shows a web application interface titled "Register-Now for Career Field Certification" with a "Log Off" link in the top right. On the left is a navigation menu with options: Registrant Profile, Certification History, Certification Application, Application Status, Training History, and Links. The main content area is titled "Career Field Selection" and contains a form with the following fields:

Career Field Selection	Career Field	Certification Level Pursued
<input type="radio"/> Primary	<input type="text" value="PROGRAM MANAGEMENT"/>	<input type="text" value="I (96)"/>
<input checked="" type="radio"/> Subsidiary		

Below the form, a message states: "Current records indicate that you have not yet been certified in your primary career field at the level required for your position as reflected on your student profile. If this is not correct, stop here and return to the verify profile page. You are strongly encouraged to become certified in your primary career field before you pursue certifications in subsidiary career fields." A "Continue >>" button is at the bottom.

Fig. 13: Subsidiary Career Field

Notice that the **Certification Level Pursued** dropdown box is grayed when the **Subsidiary** radio button is checked. This reflects your inability to jump levels in your Subsidiary Career Field unlike you can in your Primary Career Field. In your Subsidiary Career Field, you must start at Level I and work your way up.

**NOTE:** Although you may click on the **Subsidiary** radio button before you are certified in your Primary Career Field, you are strongly encouraged to acquire certification in your Primary Career Field first.

## Selecting Primary Career Field

10. When you click on the **Primary** radio button, the **Career Field** dialog box defaults to the primary career field entered on your profile (see Fig. 14).



**Fig. 14: Primary Career Field default**

(If you want to click on the **Subsidiary** radio button please jump to Step #13 to continue.)

11. If the default displayed under the **Career Field** heading is not correct, return to your profile to make changes by clicking on **Registrant Profile** in the navigation frame.
12. If this default is correct, click on the **Continue** button to continue (jump to Step 14).

### Selecting Subsidiary Career Field

13. Your **Subsidiary** Career Field is totally user defined. To define your **Subsidiary** Career Field click on the **Subsidiary** radio button. The **Career Field** dropdown box becomes active. Make a selection from the available fields in the dropdown box (see Fig. 15).

Certification Type	Career Field	Certification Level Pursued
<input type="radio"/> Primary	PROGRAM MANAGEMENT	I
<input type="radio"/> Subsidiary		

**Fig. 15: Subsidiary Career Field**

Notice that the **Certification Level Pursued** dropdown box is grayed out. This reflects your inability to jump levels in your Subsidiary Career Field unlike you can in your Primary Career Field. In your Subsidiary Career Field, you must start at Level I and work your way up.

**NOTE:** Although you can click on the **Subsidiary** radio button before you are certified in your Primary Career Field, you are strongly encouraged to acquire certification in your Primary Career Field first.

14. Click on the **Continue** button.

The **Certification Checklist** window is displayed (see Fig. 16).

**NOTE:** Although the requirements of each Career Field will be different as displayed in the **Certification Checklist** window as shown in Fig. 16 below, from this point on, the actions you will take will be identical for either the **Primary** or the **Subsidiary** Career Field from this point on.

Also note that this online **Certification Checklist** is identical to that published in the **Defense Acquisition University (DAU) Course Catalog**.

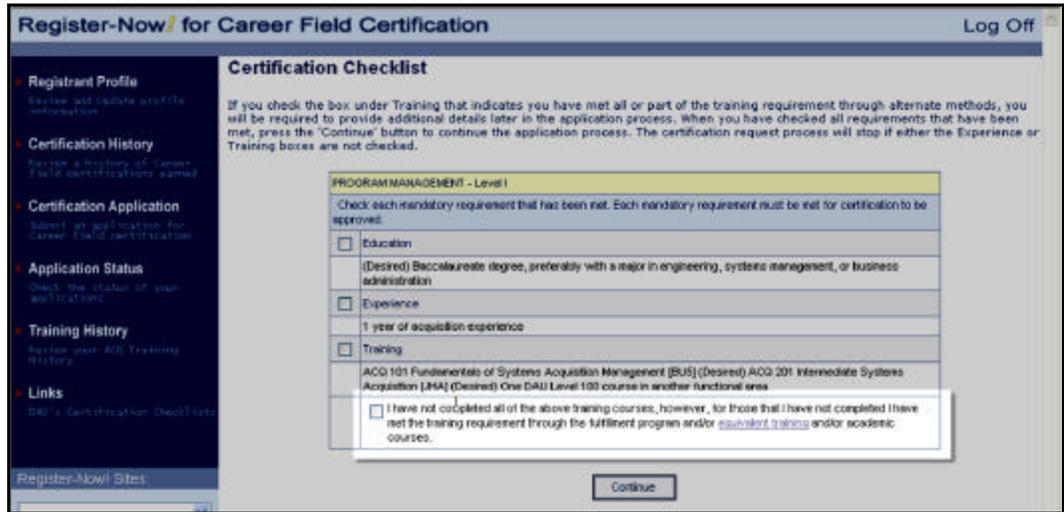


**Fig. 16: Certification Checklist window**

15. Check the box besides each requirement that you have met. Note that both of the mandatory requirements: **Experience**, and **Training** must be met for certification to be approved.

Also note that the **Education** requirement is **(Desired)** and not mandatory for this Career Field (in some Career Fields, it is mandatory). Therefore, if either the **Experience** or the **Training** checkboxes are not checked, the certification request process will stop. However, the certification process will continue if the **Education** checkbox is not checked because it is only listed as **(Desired)**.

16. If you do not need to check the alternative training methods checkbox under the **Training** heading (shown in Fig. 17 below), click on the **Continue** button and jump up to Step #19.



**Fig. 17: Alternative Training Methods checkbox**

17. If you feel your have met all or part of the **Training** requirement through the fulfillment program and/or equivalent training and/or academic courses, check the additional checkbox under the **Training** heading. You will be required to provide additional details later in the application process.

The **Fulfillment/Equivalent Training Description** window appears (see Fig. 18).



**Fig. 18: Fulfillment/Equivalent Training Description window**

## 2.4.1 Fulfillment Program

18. For each training course met by the fulfillment program, please provide the training course and the date this fulfillment was approved. If you have fulfillments on file with the Register Now program, the Register Now system will automatically populate the scrolling box under the **Fulfillment Program** heading with all the fulfillments it has on record. Please add to, modify, or delete from this list as necessary.
19. When completed, click on the **Continue** button.

The Career Field Certification Application window displays (see Fig. 19).

**Register-Now for Career Field Certification** Log Off

**Career Field Certification Application**

Please ensure that your email address is correct, as well as your supervisor's. Press the "Submit Application" button to submit the application to your supervisor. If your supervisor, is not the final Approving Authority, the application will be passed to the appropriate individual pending supervisor action. By submitting this application, you are agreeing to the Registrant Statement at the bottom the application.

Application for: **Sludge, Sally S.**

Subj: Application for Career Field Certification

1. I apply for certification to level I in the INFORMATION TECHNOLOGY career field.
2. This career field is a Primary career field.
3. I meet all of the requirements necessary for certification identified on the previous certification checklist.

Registrant Statement

*I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith.*

Contact Information

Registrant Name (First MI Last)	Supervisor Name
Sally S. Sludge	D. Big Boss
Registrant Email	Supervisor Email
sallysludge@navy.mil	bigboss@navy.mil
Organization	SubURC
NAVYAC	To select a subURC: Click on the "SubURC" link below to bring up a list of valid SubURC's. Click on the organization that matches your subURC.
	SubURC: NAVYAC 000

**Fig. 19: Career Field Certification Application**

20. Please be sure that your email address is correct, as well as the email address of your Supervisor. Click on the **Submit Application** button to submit the application to your Supervisor for approval. A **Confirmation** window displays (see Fig. 20).



**Fig. 20: Confirmation window**

### 2.4.2 Equivalent Training

21. For each training course met by Equivalent Training, please provide the training course, the name of the equivalent training (include course number if applicable), the name of the institution where the training occurred, the start and end dates of the training, and eth grade you received.
22. When completed, click on the **Continue** button.

The Career Field Certification Application window displays (see Fig. 21).

**Register-Now for Career Field Certification** Log Off

**Career Field Certification Application**

Please ensure that your email address is correct, as well as your supervisor's. Press the 'Submit Application' button to submit the application to your supervisor. If your supervisor, is not the final Approving Authority, the application will be passed to the appropriate individual pending supervisor action. By submitting this application, you are agreeing to the Registrant Statement at the bottom the application.

Application for: **Sludge, Sally S.**

Subj: Application for Career Field Certification

- I apply for certification to level I in the INFORMATION TECHNOLOGY career field.
- This career field is a Primary career field.
- I meet all of the requirements necessary for certification identified on the previous certification checklist.

Registrant Statement

*I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith.*

Contact Information

Registrant Name (First MI Last)	Supervisor Name
Sally S. Sludge	D. Big Boss
Registrant Email	Supervisor Email
sallysludge@navy.mil	bigboss@navy.mil
Organization	SubUC
NAVFAC	To select a subUC: Click on the "SubUC" link below to bring up a list of valid SubUC's. Click on the organization that matches your subUC.
	SubUC: NAVFAC HQ

**Fig. 21: Career Field Certification Application**

23. Please be sure that your email address is correct, as well as the email address of your Supervisor. Click on the **Submit Application** button to submit the application to your Supervisor for approval. A **Confirmation** window displays (see Fig. 22).

**Register-Now for Career Field Certification** Log Off

**Confirmation**

Your application has been submitted to your supervisor

Application Details:	
Career Field	INFORMATION TECHNOLOGY
Certification Level	I
Certification Type	Primary
Submit Date	25 Nov 2003

[Questions? Problems? Suggestions? Please email us now.](#)

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**Fig. 22: Confirmation window**

**Congratulations!** You've just applied for certification in your **Primary** or your **Subsidiary** Career Field.

## 2.5 QUICKSTART: How Do I Check My Application Status?

This is where you check the status of your applications.

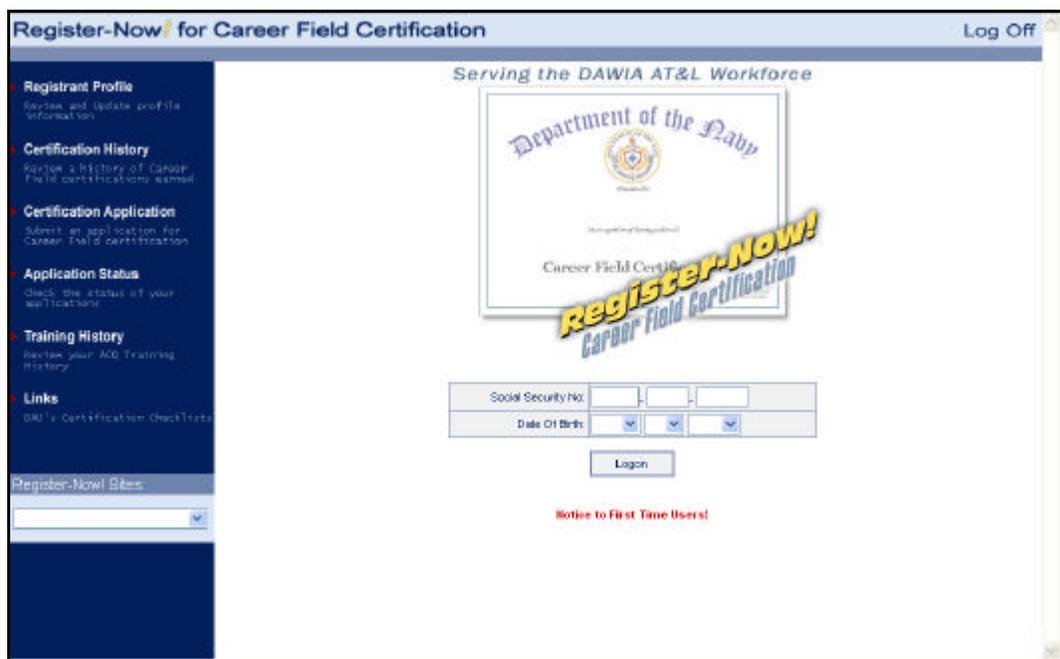
1. If you are already logged into the system, simply click on **Application Status** in the blue navigation frame on the left, then jump up to Step #8 in this section.

If you are not logged in, you will need to do so.

2. Point your browser to:

<http://www.register-now.cms.navy.mil/>

The **Register-Now! for Career Field Certification** main menu window will display (see Fig. 23).



**Fig. 23: Register Now! for Career Field Certification main menu**

3. Enter your Social Security number in the dialog boxes provided using numbers ONLY.
4. Enter your date of birth in the dropdown boxes provided.

5. Click on the **Logon** button to continue.

The **Registrant Profile** window is displayed (see Fig. 24). As you login, you will always be taken to your profile to be sure that your information is accurate since many functions in the system depend on accurate and current information.

**Fig. 24: Registrant Profile window**

**NOTE:** It is very important that the information in your profile is up to date. That's why the Register Now! system makes you look at your profile every time you logon. It is especially important to be sure that three items are correct:

- \* Your organization (your command)
- \* Your SubUIC
- \* Your current email address
- \* Your supervisor's email address

If these four items are not correct, your application will not be processed correctly (or at all).

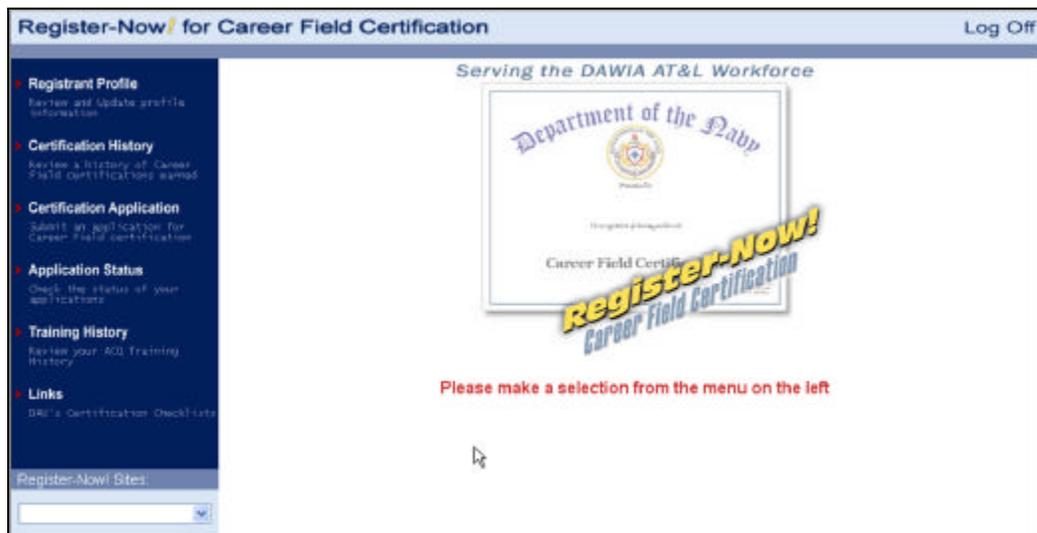
6. After entering all your profile information, click on the **Update Profile** button to continue.

A Profile confirmation window displays (see Fig. 25).



**Fig. 25: Profile Confirmation notice**

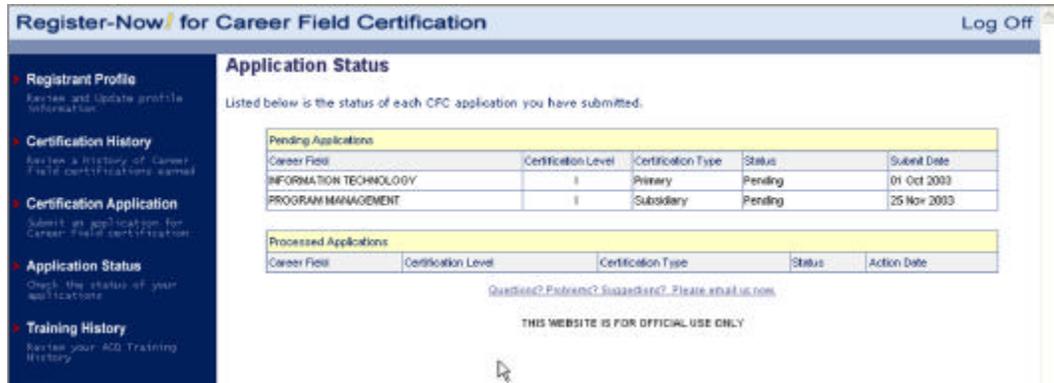
7. Click on the **OK** button to continue.
8. The **Register-Now! for Career Field Certification** main menu window displays without the data boxes where you entered your SSN and DOB when you logged on (see Fig. 26).



**Fig. 26: Register Now! for Career Field Certification main menu**

9. In the navigation frame at the left of this window, click on **Application Status**.

10. The **Application Status** window displays (see Fig. 27).



**Fig. 27: Application Status window**

**Congratulations!** You've just applied for certification in your **Application Status**.

## 2.6 QUICKSTART: How Do I Check My Training History?

This is where you can review your ACQ Training History.

1. If you are already logged into the system, simply click on **Training History** in the blue navigation frame on the left, then jump up to Step #8 in this section.

If you are not logged in, you will need to do so.

2. Point your browser to:

<http://www.register-now.cms.navy.mil/>

The **Register-Now! for Career Field Certification** main menu window will display (see Fig. 28).



**Fig. 28: Register Now! for Career Field Certification main menu**

3. Enter your Social Security number in the dialog boxes provided using numbers **ONLY**.
4. Enter your date of birth in the dropdown boxes provided.

5. Click on the **Logon** button to continue.

The **Registrant Profile** window is displayed (see Fig. 29). As you login, you will always be taken to your profile to be sure that your information is accurate since many functions in the system depend on accurate and current information.

**Fig. 29: Registrant Profile window**

**NOTE:** It is very important that the information in your profile is up to date. That's why the Register Now! system makes you look at your profile every time you login. It is especially important to be sure that three items are correct:

- \* Your organization (your command)
- \* Your SubUIC
- \* Your current email address
- \* Your supervisor's email address

If these four items are not correct, your application will not be processed correctly (or at all).

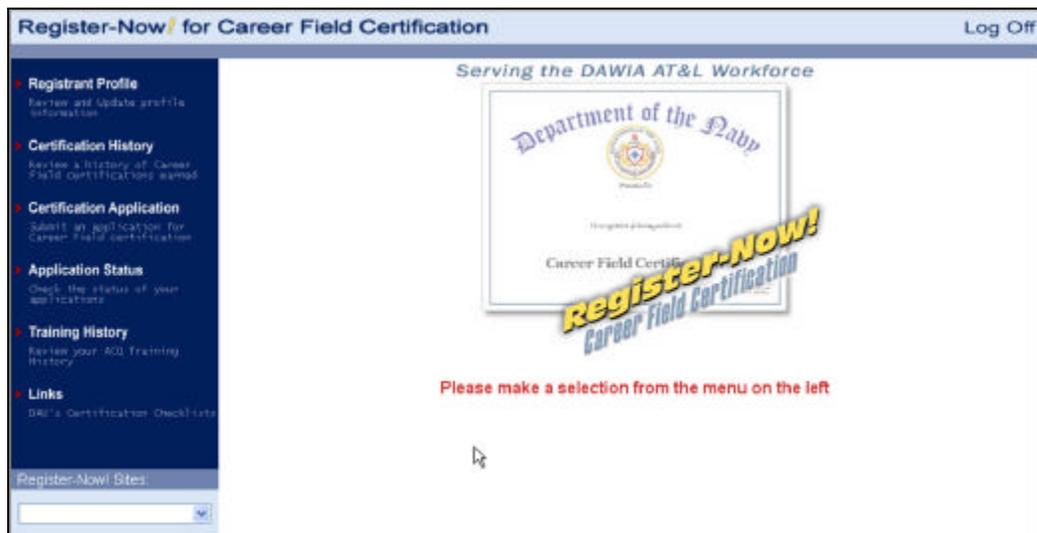
6. After entering all your profile information, click on the **Update Profile** button to continue.

A Profile confirmation window displays (see Fig. 30).



**Fig. 30: Profile Confirmation notice**

7. Click on the **OK** button to continue.
8. The **Register-Now! for Career Field Certification** main menu window displays without the data boxes where you entered your SSN and DOB when you logged on (see Fig. 31).



**Fig. 31: Register Now! for Career Field Certification main menu**

9. In the navigation frame at the left of this window, click on **Training History**.
10. The **Training History** window displays (see Fig. 32).



**Fig. 32: Training History window**

**Congratulations!** You've just checked your **Training History**.

## 2.7 Links

Clicking on the **Links** link takes you to a list of links (see Fig. 33).



**Fig. 33: Links**

Clicking on this link takes you to **Appendix B – Certification Standards Checklists** of the **Defense Acquisition University Course Catalog**.