

# **AFTB Online Training Instructions**

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**UNCLASSIFIED//FOUO** 

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## **Access AFTB Training Online**



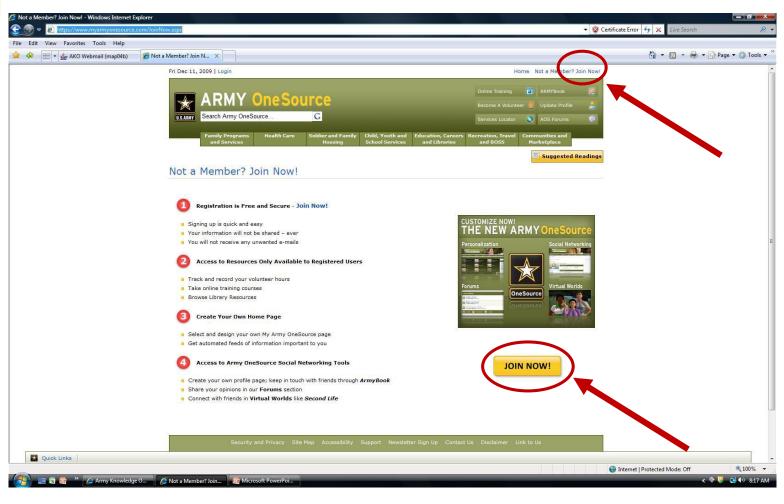


- ➤ If you do not have an account, go to <a href="http://www.myarmyonesource.com">http://www.myarmyonesource.com</a>
  - Click register
    - ➤ If you already have an account, login and forward to slide 5



## **VMIS** Registration





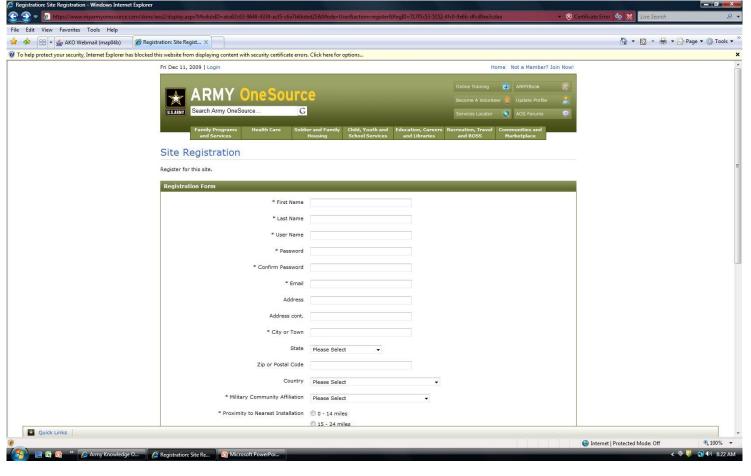
For new accounts, click "Join Now"





## **VMIS** Registration





➤ Add all personal information...anything with an (\*) is a required field.

For Military Community Affiliation, scroll down to findLewis-McChord located under heading IMCOM R

- Review your information, click 'Register'.
- > The page will refresh, then click 'continue'.







- You should see the home screen
- Click "Online Training"







#### **Online Training Intro**

Training is a fundamental component of Army OneSource that allows site users to take full advantage of the applications and tools available to train around the world. Army OneSource offers trainings in three ways: Computer-Based Training, Webinar Training, and Online Help Center.







Scroll down to the
 Online Learning
 Management
 System – Computer-Based Training

#### Online Learning Management System - Computer-Based Training

The Army OneSource Online Learning Management System is an interactive and engaging menu of Computer Based Trainings (CBTs) that can be started and completed without time constraints. With the exception of Exceptional Family Member Program (EFMP) and Volunteer Management Information System (VMIS) courses, after course completion all participants receive a certificate which may be used for promotion points, depending on the course. Internet access is the only requirement for taking the Computer-Based Training. The courses offered are:

- AFTB Training
  - Level I Training
  - . Level II Training
  - Level III Training
- EFMP Program Overview
- Financial Planning for Retirement
- Getting Involved
  - Family Readiness Group (FRG) Leader's Training
- Internet Safety for Kids
- Mentor Training
- Money Matters
  - Financial Readiness Training
- Rear Detachment Commander
- Volunteer Management
  - Voluntos, management Information System (VMIS) na

Visit the Army OneSource Online Learning Management System

#### **Webinar Training**

\*\* UPDATE: A request for webinar training may be submitted to the Technical Trainers through Live Chat or Contact Us. A Technical Trainer will contact you directly. \*\*

Participants can connect to a webinar through the internet for video interaction and telephone for live audio with one of the Army OneSource Technical Trainers. Participate in training without having to leave your desk. All participants receive a certificate upon training completion.

- Army Family Action Plan (AFAP) Issue Management System: Local Level Management Training Designed for the Local Level Manager. Learn to Submit, Edit, Manage Search, within the Issue Management System. Classes open to 10 pt Local Level Managers.
- Volunteer Management Information System (VV)
  - Army Volunteer Corps Coordinator
     Learn to add military community organit dons, invite OPOCs, create volunteer positions, accept volunteer applications, certify volunteer hours, and utilize reporting togic classes open to AVC Coordinators.
  - Army Volunteer Corpor ganization Point of Contact Learn to create volunteer positions, accept volunteer applications, manage volunt s, certify volunteer hours and utilize reporting tools. Classif open to OPOCs.
- Arm Volunteer Corps Volunteer
  - orn to search for volunteer positions, apply for positions, enter volunteer hours and maintain Volunteer Service Records. *Classes* open to public.

VMIS General Volunteer Training (PDF) VMIS General OPOC Training (PDF)

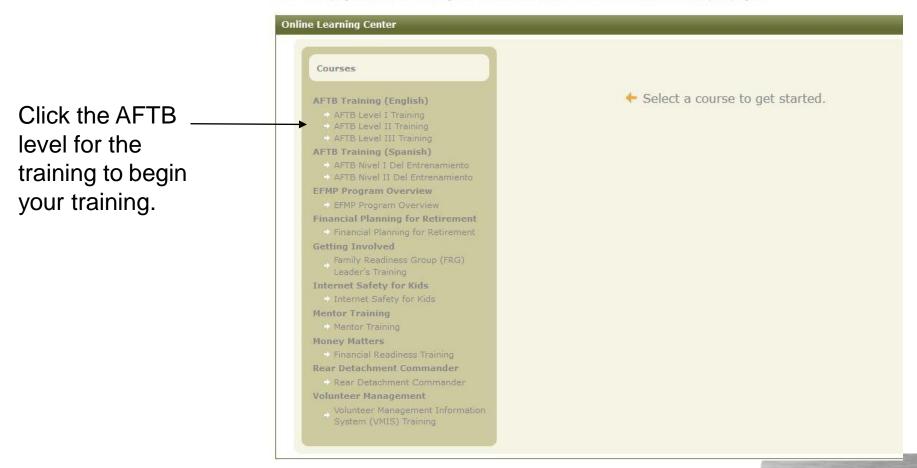
Click 'Visit the Army OneSource Online Learning Management System'





#### Online Learning Center

View course progress and launch training courses. Click on the Course to show Course Lessons and your progress.









- Click on the lesson title to begin the training.
- Your training progress will be maintained, so you may continue the training where you previously left off.
- Upon completion of each Level you will receive a printable certificate.

#### Courses

#### AFTB Training (English)

- AFTB Level I Training
- AFTB Level II Training
- AFTB Level III Training

#### AFTB Training (Spanish)

- AFTB Nivel I Del Entrenamiento
- AFTB Nivel II Del Entrenamiento

#### **EFMP Program Overview**

EFMP Program Overview

#### Financial Planning for Retirement

Financial Planning for Retirement

#### Getting Involved

Family Readiness Group (FRG) Leader's Training

#### Internet Safety for Kids

Internet Safety for Kids

#### Mentor Training

Mentor Training

#### Money Matters

Financial Readiness Training

#### Rear Detachment Commander

Rear Detachment Commander

#### Volunteer Management

Volunteer Management Information System (VMIS) Training

#### AFTB Level I Training



#### Description:

Level I Training is for families new to the military.

In order for your course to register as being fully completed, you MUST click on the 'Return To Training' button on the last page of the course. To print your certificate, return to this page after completing the course. An icon will be available to allow certificate printing.

Course Status: In Progress

Lessons AFTB Level 1 training		Status In Progress
2.	Lesson 1.2: Military Acronyms and Terms 🗹	Complete ☑
3.	Lesson 1.3: The Chain of Command 🗹	Complete ☑
4.	Lesson 1.4: Introduction to Military Customs and Courtesies 🗹	Complete ☑
5.	Lesson 1.5: Basic Military Benefits and Entitlements 🗗	Complete 🗹
6.	Lesson 1.6: Introduction to Military and Civilian Community Resources 🗹	Complete ☑
7.	Lesson 1.7: Introduction to Family Readiness Groups 🗗	Complete 🗹
8.	Lesson 1.8: Supporting Your Child's Education 🗹	Complete ☑
9,	Lesson 1.9: Introduction to Family Financial Readiness 🗹	In Progress
10.	Lesson 1,10: Basic Problem Solving	





## **Questions?**





# Need help? Call 'A' Program's Manager 253-967-2324

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