

1. Go to <https://myetms.wpafb.af.mil/myetmsasp/main.asp>
2. Log in
3. Click on Course Catalog



4. Enter Course Number: YC-MINIPDI2012 in to the search box and hit "GO"



5. Select course

myETMS Air Force Materiel Command's Education and Training Management System

Thursday, June 07, 2012 9:26

Welcome ANDRADE R HAUGHTON Last Logon: 06/07/2012 09:19

Messages My Profile IDP Workspace Self Registration **Course Catalog** IDP Reports

Hanscom AFB All Courses

Search:  Go

Key Term  Course Title  Course Number  Vendor/Source

Select a catalog, type in a search string, select whether you would like to search by key term, course title or course number, then click 'Go'. The wildcard character "\*" (asterisk) may be used when searching by course title or vendor. [Missing Course?](#)

Click on a course title to create a training request.

\*Click the arrow beside each course to expand or collapse course details.

Course Number	Course Title	Status	Vendor/Source
YC-MINIPDI2012	Yankee Chapter Mini-PDI 2012	Active	American Society of Military Comptrollers, Yankee Chapter, Boston MA

Page 1 of 1

For questions or comments, please submit a [User Feedback Form](#).

myETMS Release Version 2.0 (on 137.245.165.105 as 1273924058)

6. Fill out form and click Continue

Thursday, June 07, 2012 9:27

Welcome ANDRADE R HAUGHTON Last Logon: 06/07/2012 09:19

Messages My Profile **IDP Workspace** Self Registration Course Catalog IDP Reports

Create Training Request - Enter Training Requirement Details

Complete the information below, then click 'Continue'.

Course Title: Yankee Chapter Mini-PDI 2012

Course Number: YC-MINIPDI2012

Vendor/Source: American Society of Military Comptrollers, Yankee Chapter, Boston, MA

Fiscal Year Requested: 2012

Quarter Required: Third

Priority: Enhance Development (3)

Hierarchical Code: Training related to work force dynamics, such as retirements, etc.

Training Code: Career Progression Training and Education Training

Core Competencies: None - No CORE\_COMP

Will Unit Fund Tuition? Yes

Will Unit Fund Travel and Per Diem? No

Travel/Per Diem: \$0.00, \$0.00

Tuition: \$40.00

Training Objective: Professional Development (max 510 characters)

For questions or comments, please submit a [User Feedback Form](#).

myETMS Release Version 2.0 (on 137.245.165.105 as 1273924058)

7. Select your supervisor and follow the on screen instructions

The screenshot displays the myETMS web application interface. At the top, there is a navigation bar with links for 'About | Help | Tutorials | Log Off'. Below this is the myETMS logo and the text 'Air Force Materiel Command's Education and Training Management System'. The date and time 'Thursday, June 07, 2012 9:31' are shown in the top right. A 'myETMS Menu' button is located on the left, and a welcome message 'Welcome ANDRADE R HAUGHTON' and 'Last Logon: 06/07/2012 09:19' are displayed in the center. A main navigation bar includes 'Messages', 'My Profile', 'IDP Workspace' (highlighted), 'Self Registration', 'Course Catalog', and 'IDP Reports'. The main content area is titled 'Create Training Request - Select Supervisor' and contains the instruction 'Please select your supervisor from the list below.' A table lists three supervisors:

Name	Pas Code	Office Symbol
<a href="#">APPLEBY, TOMMY R JR</a>	LK1MFNG6	FM
<a href="#">CAHOON, EDWARD J</a>	LK1MFNG6	HNA
<a href="#">ODONNELL, MAURICE</a>	LK1MFNG6	HNAA

Below the table is a link: [My supervisor is not listed here.](#) A 'CANCEL' button is located at the bottom of the table area. At the bottom of the page, there is a footer: 'For questions or comments, please submit a [User Feedback Form.](#)' and 'myETMS Release Version 2.0 (on 137.245.165.105 as 1273924058)'.