

Soldier Record Brief (SRB) Training Course Registration Instructions

IPPS-A SRB Training

Follow the instructions below to access the SRB training.

- Open the Internet Explorer web browser.
- Type “www.us.army.mil” into the address of the web browser.
- The AKO website will display. Click the “**I Accept**” button within the authorized use section.
- In the CAC/PIV Login tab click the “**Sign in**” button.
- A Window Security dialog box will appear. If there are two certificates displayed, select the certificate for “Issuer: DOD CA-30”, which is listed under your name.
- Click the “OK” button.
- You are now logged into the AKO homepage.
- Click Self Service
- Click My Education
- Click Access to ALMS
- You are now logged into the ALMS decision page displaying three (3) navigation buttons (Go to Mandatory Training, Go to ALMS Homepage and Exit). Click the “**Go To ALMS Homepage**” button. **Note:** For first time users of the ALMS, when accessing the “**Go To ALMS Homepage**” button you will be prompted to complete the **ALMS Tutorial** which takes about three minutes.
- On the ALMS homepage. In the “Course Search” portlet type “IPPS-A” in the “Search” textbox.
- Click the “Search” button.
- The “IPPS-A – Soldier Record Brief Training” link is displayed in the results list.
- Click the “Register” link below the course listing.
- The “Create Order” screen with your selection and enclosed materials will be displayed.
- Click the “**Continue Registration**” button. You will receive an email confirming course registration.
- The “**Registration Confirmation**” screen will be displayed. Click the “**Launch Content**” link. Once the courseware is launched, click the second link “IPPS-A Soldier Record Brief Training” under the Table of Contents.

DPI Error Message

If the following error message “This page was not displayed due to unsupported dpi settings” is received after launching the courseware, follow the below instructions:

1. Soldier’s Display setting is not set to default. To change:
 - a. Click on “Start”
 - b. Select “Control Panel”
 - c. Select “Display”
 - d. Select “Smaller – 100% (default).”
2. Soldier’s Internet Explorer zoom is not set to 100%. To change:
 - a. Open Internet Explorer
 - b. Click “Tools”
 - c. Click “Zoom”
 - d. Select “100%”

Once you have successfully completed the course, your completion will be displayed on your transcript (Detailed Training Record screen).

Certificate of Completion

To print a certificate of completion, follow the below instructions:

- On the ALMS Homepage, in the Training History portlet, click on the “Detailed Training Records” link.
- You will now see all of the courses that have been completed and transferred to your My Detailed Training Records.
- Under “Completion Status” / “[Course Iteration Name](#)“, you have the option to print a certificate of completion.