ATRRS

Army Training Requirements and Resource System

https://www.atrrs.army.mil

Obtain ATRRS Log On ID

- ***All schools NCOs must have ATRRS access to be successful***
- ***Company and Battalion level need "Review" access only***
  - You will be able to see everything in ATRRS and run reports
  - You just cannot do enrollments
- ***BDE Schools NCOs must receive more in depth ATRRS training prior to obtaining their access***
- ***Once you go to the website you will see prompts that will walk you through the process***
- ***The required forms will need to be run through your S2***
- ***Once signed off by S2, fax forms to ATRRS***
- ***Typical wait time is 2-3 weeks but you CAN get it earlier if you follow up with them***
  - The more you follow up the sooner you will gain access

Obtain ATRRS Log On ID

- *Users must have at least a favorable National Agency Check (NAC)*
- *Submit Department of Defense (DD) Form 2875 "System Authorization Access Request (SAAR)"*
- *Submit DD Form 2929 "Block 27 continuation of DD Form 2875" to the ATRRS Help Desk*
- *FAX the completed forms to the ATRRS Help Desk:*

    ATTN: ATRRS User Access
    Comm: (703) 645-0432
    DSN: 224-6300

Obtain ATRRS Log On ID

HTTPS://WWW.ATRRS.ARMY.MIL

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ATRRS
U.S.ARMY Army Training Requirements and Resources System

"The Link to a Trained and Ready Force"

LATEST NEWS   QUICK LINKS   **WHAT IS ATRRS**   ATRRS ENTERPRISE   ONLINE HELP   CONTACT   OTHER ARMY LINKS ˅

WHAT IS ATRRS

ABOUT ATRRS →

ATRRS LOGON ID →

ATRRS CONNECTION SOFTWARE →

ATRRS LOGIN ID

Who Needs A logon   Obtain a Logon ID   New User Information

YOU DO NOT NEED AN ATRRS LOGON ID TO TAKE ONLINE TRAINING. DO NOT APPLY FOR AN ATRRS LOGON ID, UNLESS YOU MEET THE CRITERIA REQUIRED TO HAVE ONE.

How To Obtain An ATRRS Logon ID

ATRRS Access Policy

Computer and telecommunications resources in support of ATRRS, including the Logon ID and password, are provided by the Army Mainframe Management Group. Design, development, and operational support for ATRRS are the responsibility of the **Director, Military Personnel Management, Army G-1, Department of the Army.** The **ATRRS Help Desk** receives ATRRS access requests, which are processed by the Army Access Management Office

Obtaining An ATRRS Logon ID

To access ATRRS, users must have at least a favorable National Agency Check (NAC). The Army Access Management Office will issue logon IDs and passwords to those users who meet the requirement criteria.

ATRRS access request forms must be 100% complete before they can be processed. Incomplete forms will not be accepted.

Fax the completed forms to the ATRRS Help Desk:
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DSN: 224-6300

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Obtain ATRRS Log On ID

Read the instructions carefully

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DO NOT EMAIL completed request forms containing your PII (i.e., SSN) to the ATRRS Help Desk. If you are unable to fax your request, contact the ATRRS Help Desk for assistance. Please allow at least two weeks, from the time the ATRRS Help Desk confirms receipt of your completed access request forms, for your request to be processed and your Logon ID and password to be issued by Army Access Management Office.

Required Form(s)

In order to comply with DoD and Army policy, the Army Access Management Office requires individuals requesting ATRRS system access to submit Department of Defense (DD) Form 2875 "System Authorization Access Request (SAAR)" and DD Form 2929 "Block 27 continuation of DD Form 2875" to the ATRRS Help Desk.

To view samples of DD 2875 and DD 2929 completed as required for an ATRRS access request, click **DD 2875 sample** or **DD 2929 sample**.

You will need the Adobe Acrobat Reader to open and print the forms. To download a free copy of the Adobe Acrobat Reader, click the link below.

Get Adobe Acrobat Reader

READ CAREFULLY BEFORE PROCEEDING TO THE REQUIRED FORM

You DO NOT need an ATRRS Logon ID (LID) to take training. Proceed to the ATRRS Logon ID request wizard **only** if one of the following statements applies to you:

1. My job requires me to manage training school records.
2. My job requires me to manage my unit or organization's training.
3. My job requires me to pull statistical data from ATRRS for reporting and research purposes.

If one or more of the above statements apply to you, click the **PROCEED TO THE ATRRS LOGON ID REQUEST** button below. If none of the above statements apply to you, you do not need an ATRRS Logon ID

PROCEED TO THE ATRRS LOGON ID REQUEST

IMPORTANT NOTE TO ALL CONTRACTORS

Contractors requesting ATRRS access must submit a Visit Authorization Letter (VAL) along with the two required DD forms. Please **CLICK HERE** for a sample VAL with completion instructions.

All fields shown on the sample VAL are required on your VAL submission. The format can be different as long as all of the fields that are on the sample VAL are on the VAL that you submit.

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TSB mailbox: usarmy.jblm.imcom.mbx.dptms-itb@mail.mil

Obtain ATRRS Log On ID

After receipt of ATRRS Log On ID

Must print out ATRRS Password Receipt, sign, and submit to ITA Access Management Office or have access suspended

Questions?