



eLearning User Guide

Contents

- Login Page*
- Creating a New Account*
- Navigating in the System*
- Viewing and Updating your Profile*
- Enrolling in a Course*
- Navigating in a Course*
- Opening Course Material*
- Taking Lesson Tests*
- Viewing Your Course Completion Certificate*
- Certifying Your Role in Web DPAS*
- Viewing Your Grades*
- Support Call Center*



Login Page

The login page for DPAS eLearning is at <http://dpaselearning.golearnportal.org>

1. First, you will need to create a new account to access DPAS eLearning.
2. After you have created your account, you will login with the username and password you created for your DPAS eLearning account.
3. If you forget your password, you can simply select the Yes, help me log in button. The two step process is described later in this guide.

A screenshot of the DPAS eLearning login page. The page has a blue header with the DPAS eLearning logo and a computer monitor graphic. Below the header, there is a navigation bar with "DPAS eLearning" and "Login to the site". The main content area is divided into two columns. The left column is titled "Returning to this website?" and contains a login form with fields for "Username (Email)" and "Password", a "Login" button (callout 2), and a "Yes, help me log in" button (callout 3). The right column is titled "Is this your first time here?" and contains a list of five steps for creating a new account and a "Create new account" button (callout 1). At the bottom of the page, there is a footer with the Department of Defense seal, the text "OUSD (AT&L) Acquisition Resources and Analysis (ARA) Property & Equipment Policy", and a "You are not logged in. (Login)" link.



Creating a New Account

When you select the Create new account button on the DPAS eLearning login page, you will be prompted to complete a web form. Please complete the fields carefully and review your entries before selecting the Create my new account button.

IMPORTANT: Enter your full work email address as your username. Please double check your entry in this field. If you make a mistake, you must call the Support Call Center to assist you in recreating your DPAS eLearning account.

1. Enter your full work email address for your username. When the CAC login is implemented for this system, your email address will be used to synchronize your profile with your CAC.
2. You **MUST** follow the password rules to successfully build your password. This is a DoD requirement.
3. Complete the remaining required fields. The City/Town, State, Zip, Country and Phone number fields all refer to your work contact information.
4. You are required to select your Agency and Site Id for registration. Although you are not required to select your Accountable UIC and UIC for initial registration, it is highly recommended that you return to your profile page and update these fields as soon as possible. These fields are used for reporting in the DPAS eLearning system.
5. Once you have completed your user account form, select the Create my new account button. The Confirm your account page displays.

The screenshot shows the 'Create new account' form on the DPAS eLearning website. The form is titled 'Enter your email address and password' and includes the following sections:

- Enter your email address and password:** Contains a 'Username (Email)*' field (callout 1) and a 'Password*' field (callout 2). A password strength indicator is present, stating: 'The password must have at least 15 characters, at least 2 digit(s), at least 2 lower case letter(s), at least 2 upper case letter(s), at least 2 non-alphanumeric character(s)'. There is an 'Unmask' checkbox next to the password field.
- More details:** Contains fields for 'Email address*', 'Email (again)*', 'First name*', 'Last name*', 'City/town*', and 'Country*' (set to 'United States').
- Administration:** Contains fields for 'JobTitle*', 'Rank', 'Phone Commercial*', 'Phone DSN', 'Work Address', 'State', 'Zip Code*', 'Supervisor Name*', 'Supervisor Phone', 'Supervisor Email*', 'Agency*' (callout 4), 'Site Id*', 'Accountable UIC', and 'UIC'. A 'Create my new account' button (callout 5) and a 'Cancel' button are at the bottom of this section. A red message below the buttons reads: 'There are required fields in this form marked*'.

The footer of the page includes the Department of Defense seal, the text 'OIGRO (ATA&I) Acquisition Resources and Analysis (ARRA) Property & Equipment Policy', and the status 'You are not logged in. (Login)'.

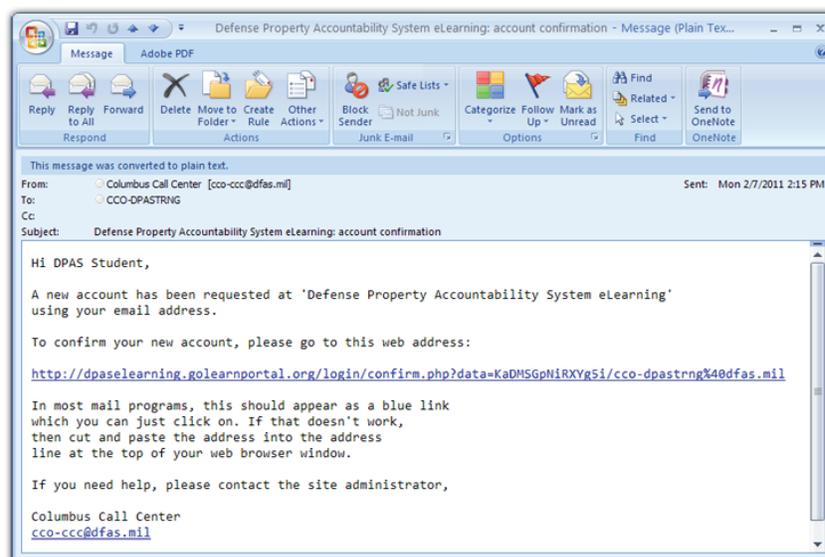


Creating a New Account...Cont.

This is the Confirm your account page.



You will receive an email similar to the one shown below:



Select the link you were given in this email. The system will confirm your account and log you in.



Navigating in the System

When you log into the DPAS eLearning system, you will see the complete list of courses and the Columbus Call Center contact information. This is the Home Page for the system.

1. Select the course name to self-enroll in the course and access the course material.
2. Select your name from either the bottom or top right corner of the page to access your profile.

IMPORTANT: To Logout of the system, select the Logout link to the right of your name. This is the safest way to exit the system and save your progress.

The screenshot shows the DPAS eLearning Home Page. At the top, the DPAS logo is displayed with the text 'Defense Property Accountability System'. Below the logo, there is a computer monitor showing the system interface. The page is annotated with red circles and numbers 1 and 2. Circle 1 points to the 'Web DPAS' category in the 'Course categories' section. Circle 2 points to the 'Logout' link in the top right corner of the page.

Columbus Call Center
 Open: 0600-1800
 6am-6pm
 DSN - 069.0888
 COMM - 614.693.0888
 CCO-CCC@DFAS.MIL
 24/7 Toll Free Emergency Support
 1.866.498.8687

Course categories

- Resources
- Web DPAS
- Supply Store
- DPAS Legacy

eLearning Help Center

I need help with...

- Tips?
- Login?
- Create a New Account?
- Navigate in the System?
- View and Update my Profile?
- Enroll in a Course?
- Navigate in a Course?
- Open the Course Material?
- Take Lesson Tests?
- View my Course Completion Certificate?
- Certify my Role in Web DPAS?
- View my Grades?
- Contact the Columbus Call Center?

Search courses: Go

Department of Defense
 OUSD (AT&L) Acquisition Resources and Analysis (ARA)
 Property & Equipment Policy
 You are logged in as DPAS Student [Logout]



Viewing and Updating your Profile

In most pages in the DPAS eLearning system, you can select your user name link from either the upper right corner or lower middle of the page to open your user profile page.

A. Tabs Section – If you enter your profile from the Home Page of the DPAS eLearning site, you will see two tabs. You can either view your basic profile or edit your profile. Select the Edit profile tab to update your user profile. If you open your profile page while you are in a course, you will see a third tab, Activity reports. This tab will display your grades in a course.

IMPORTANT: Make sure you keep your profile information up to date. We use this to communicate with you about your Web DPAS training.

The screenshot shows the DPAS Student profile page. At the top left is the DPAS eLearning logo. The page title is "DPAS Student". Below the title are three tabs: "Profile", "Edit profile", and "Activity reports" (indicated by a yellow 'A' in a circle). The main content area contains a yellow smiley face icon and the following information: Country: United States; City/town: Columbus; JobTitle: Student; Phone Commercial: 123-456-7890; Zip Code: 43213; Supervisor Name: Supervisor; Supervisor Email: Supervisor.test@dpas.mil; Agency: Test; Site Id: Test; First access: Monday, February 7, 2011, 02:31 PM (34 mins 32 secs); Last access: Monday, February 7, 2011, 03:04 PM (49 secs). Below this information is a "Change password" button with a yellow 'C' in a circle. At the bottom of the page is the Department of Defense seal and the text: "OUSD (AT&L) Acquisition Resources and Analysis (ARA) Property & Equipment Policy You are logged in as DPAS Student (logout)".

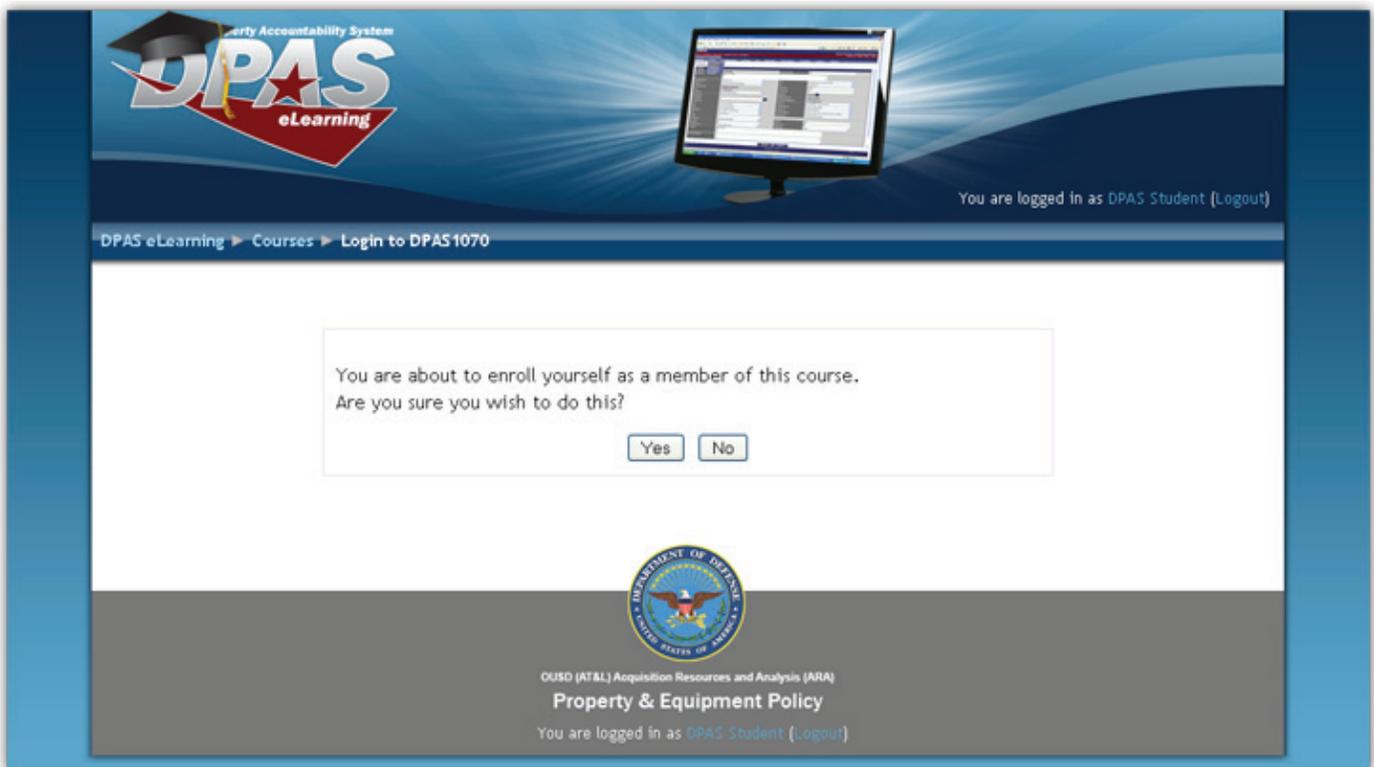
B. Basic Profile Information – This lists basic information about you and all the courses you have enrolled in. When you select a course name link, your profile page for a course will display. You will see an additional Activity reports tab which includes your grades for the course. You can also review when you last accessed the system and the amount of time you spent in the system during your first and last access dates.

C. Password Change Process – Select this button to change your password. You will be prompted to enter your current password and your new password. An email will be sent to your account notifying you of the change.



Enrolling in a Course

When you select a course name from the DPAS eLearning Home Page, you will be asked to confirm your enrollment.



Select the **Yes** button to continue to the course main menu.

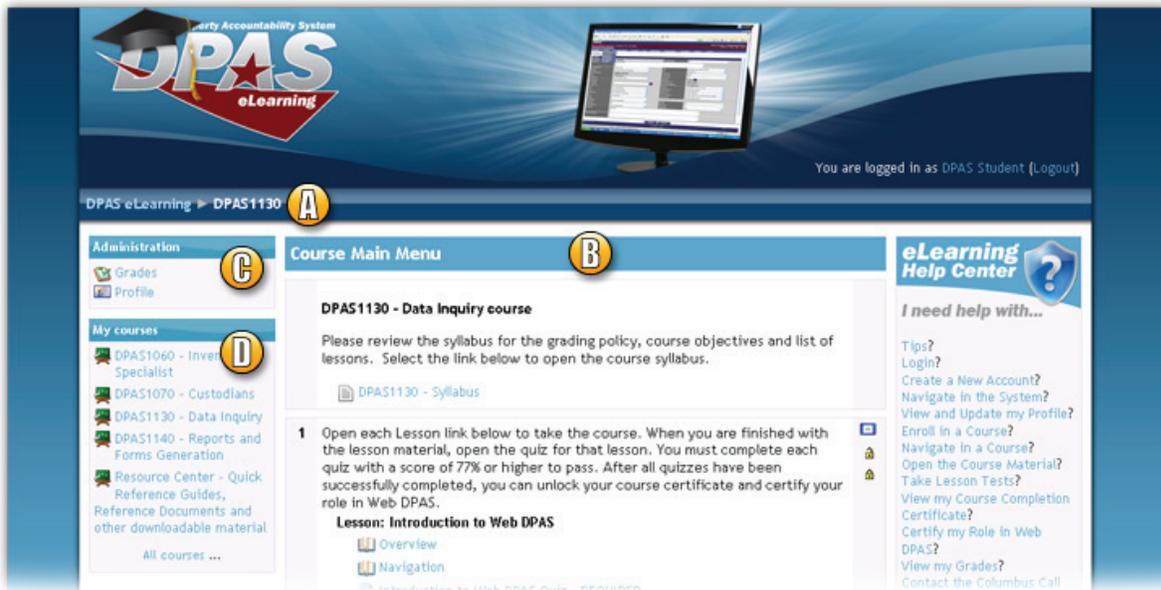
NOTE: You may enroll in any course you are interested in. You can explore the material and even take the lesson tests for any course available from the DPAS eLearning site. However, you may only certify to the specific roles you have been assigned in Web DPAS. You will receive an error if you attempt to certify to a Web DPAS role you have not been assigned to.

Courses you are enrolled in will appear in your user profile and in your **My Courses** block. This block is shown on the left side of any course page.



Navigating in a Course

Once you have enrolled in a course, you will see the Course Main Menu. This page contains all links and material related specifically to your chosen course.



A. Breadcrumbs – this can help you to navigate in the DPAS eLearning system. This changes as you move to different pages in the system. It begins with the Home page and ends with your current page. All blue text in the breadcrumbs navigation is clickable and will take you to the selected page. This is also sometimes called a “breadcrumb trail”.

B. Course Main Menu – This section contains your course syllabus, a link to the lesson material, your course completion certificate link and a link to certify this role in Web DPAS. Please note that some of these links such as your certificate and role certification will be locked until you receive a passing score in the course.

C. Administration – You can view your grades for this course at anytime from the Grades link in the Administration block. You may also unenroll from the course. You do NOT need to unenroll from a course when you have completed it.

D. My courses – This lists all the courses you have enrolled in. You can select a course title to go to the main menu for that course.

You may select the topic or test links in any order; however we recommend you follow the course material from top to bottom. Your progress in a topic will be bookmarked. When you return to the course material, you will return to the slide you last viewed.

NOTE: If you know the material or have taken a particular lesson in another course (for example, “My DPAS”), you may skip the course material and just take the lesson test.



Opening Course Material

When you select the link to the course material from the Course Main Menu page, the Course will appear.

The screenshot shows the DPAS eLearning course interface. At the top left is the DPAS logo with "eLearning" below it. To the right, it says "You are logged in as DPAS Student (Logout)". Below this is a breadcrumb trail: "DPAS eLearning > DPAS1130 > SCORMs/AICCs > Overview". On the far right of this bar is a yellow circle with the letter "B" and the text "Exit course material". The main content area has a blue header with the DPAS logo and navigation icons: a yellow circle with "A", an "Index" icon, a "refresh" icon, and "previous" and "next" arrows. The title of the slide is "Web DPAS Overview - Introduction" with "1 / 28" on the right. Below the title is an image showing a printer, a computer monitor, a mobile phone, and a woman (Patty Alvarez) sitting at a desk. Below the image is a text box with the following content:

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system. It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services. DPAS contains two modules, Property Accountability and Supply Store. This program is administered by the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD AT&L), a branch of the Office of the Secretary of Defense.

Goals

After completing this topic you will be able to:

- Understand the history of Web DPAS and the laws that initiated its beginning
- Identify the Security requirements needed to access DPAS
- Describe the five major stages in the Web DPAS lifecycle

At the bottom of the slide is the Department of Defense seal and the text: "OUSD (AT&L) Acquisition Resources and Analysis (ARA) Property & Equipment Policy".

A. Use the lesson navigation to move from slide to slide, or navigate directly to a page by utilizing the index.

B. When finished viewing your lesson, click on the “Exit Course Material” link to return to the Course Main Menu.



Taking Lesson Tests

Select a test at the end of any Lesson Section from the Course Main Menu to begin.

A message will appear: "Answer all questions and select the Submit button to receive your score. Your score must be 77% or higher to pass the quiz."

Select the "Attempt quiz now" button.

Once you begin the quiz, you will be asked from ten to twenty questions.

You will be presented with one of three types of questions: Multiple Choice, True/False, or Multiple Select. If the question is Multiple Choice or True/False, you can select one answer from the options provided. You can select multiple answers by selecting checkboxes from the options provided in a Multiple Select question.

Once completed, select the Submit all and finish button once you have selected your answer(s). If you cannot complete the test in one sitting, click on the Save without submitting button.

The screenshot shows the DPAS eLearning interface for a quiz. At the top is the DPAS logo and a computer monitor. Below the header, the user is logged in as "DPAS Student" with a "Logout" link. The breadcrumb trail reads: "DPAS eLearning > DPAS1130 > Quizzes > Introduction to Web DPAS Quiz - REQUIRED > Attempt 1". The main title of the quiz is "Introduction to Web DPAS Quiz - REQUIRED - Attempt 1". There are three questions visible:

- Question 1:** Navigation: You can refresh your page or perform an action in Web DPAS to reset the "Time Remaining until Session Timeout Counter". Marks: 1. Answer: True/False (radio buttons).
- Question 2:** Navigation: You can highlight and expand (drop-down) menus by moving your mouse pointer over the main menu item text. Marks: 1. Answer: True/False (radio buttons).
- Question 20:** Overview: DPAS is Web-based and requires a DoD Common Access Card (CAC) or approved certificate. Which of the following is NOT a system requirement for Web DPAS? Marks: 1. Answer: Choose one answer. Options: a. Internet Explorer Web Browser, b. Microsoft Operating System, c. Microsoft Access, d. Microsoft Excel, e. Adobe Acrobat Reader.

At the bottom of the quiz area are two buttons: "Save without submitting" and "Submit all and finish". The footer contains the Department of Defense seal, the text "DUSD (I&L) Acquisition Resources and Analysis (ARA) Property & Equipment Policy", and "You are logged in as DPAS Student [Logout]".



Taking Lesson Tests...Cont.

After you select Submit all and finish you will review your score and answers.

The screenshot shows the DPAS eLearning interface. At the top left is the DPAS eLearning logo. The top right says "You are logged in as DPAS Student (Logout)". A breadcrumb trail reads: "DPAS eLearning > DPAS1130 > Quizzes > Introduction to Web DPAS Quiz - REQUIRED > Review of attempt 1". The main heading is "Introduction to Web DPAS Quiz - REQUIRED" followed by "Review of attempt 1". A "Finish review" button is centered below the heading. A table shows quiz statistics: Started on Monday, February 7, 2011, 04:09 PM; Completed on Monday, February 7, 2011, 05:01 PM; Time taken 52 mins 14 secs; Marks 18/20; Grade 90 out of a maximum of 100 (90%). Below this are two quiz questions. Question 1: "Navigation: You can refresh your page or perform an action in Web DPAS to reset the 'Time Remaining until Session Timeout Counter'." The answer is "True" with a green checkmark. Question 2: "Navigation: You can highlight and expand (drop-down) menus by moving your mouse pointer over the main menu item text." The answer is "True" with a green checkmark.

Select the Finish review button.



Taking Lesson Tests...Cont.

A summary of previous attempts will display. From here you have a few options.

The screenshot shows the DPAS eLearning interface. At the top left is the DPAS eLearning logo. Below it is a breadcrumb trail: "DPAS eLearning > DPAS1130 > Quizzes > Introduction to Web DPAS Quiz - REQUIRED". The main content area is titled "Introduction to Web DPAS" and contains instructions: "Answer all questions and select the Submit button to receive your grade or higher to pass the quiz." Below this, it says "Grading method: Highest Grade" and "Summary of your previous attempts". A table shows one attempt with a grade of 90. Below the table, it says "Highest grade: 90 / 100." and a "Re-attempt quiz" button. A "Jump to..." dropdown menu is open, showing options like "DPAS1130 - Syllabus", "Overview", "Navigation", "My DPAS", "Customization Quiz - REQUIRED", "Inquiries", "Inquiries Quiz - REQUIRED", "DPAS1130 - Course Evaluation", "DPAS1130 - Completion Certificate", and "Certify my Role for Inquiries". A "B" callout points to the dropdown menu. A "C" callout points to the "Re-attempt quiz" button. At the bottom, there is a Department of Defense logo and text: "OUSD (AT&L) Acquisition Resources and Analysis (ARA) Property & Equipment Policy You are logged in as DPAS Student (Logout)".

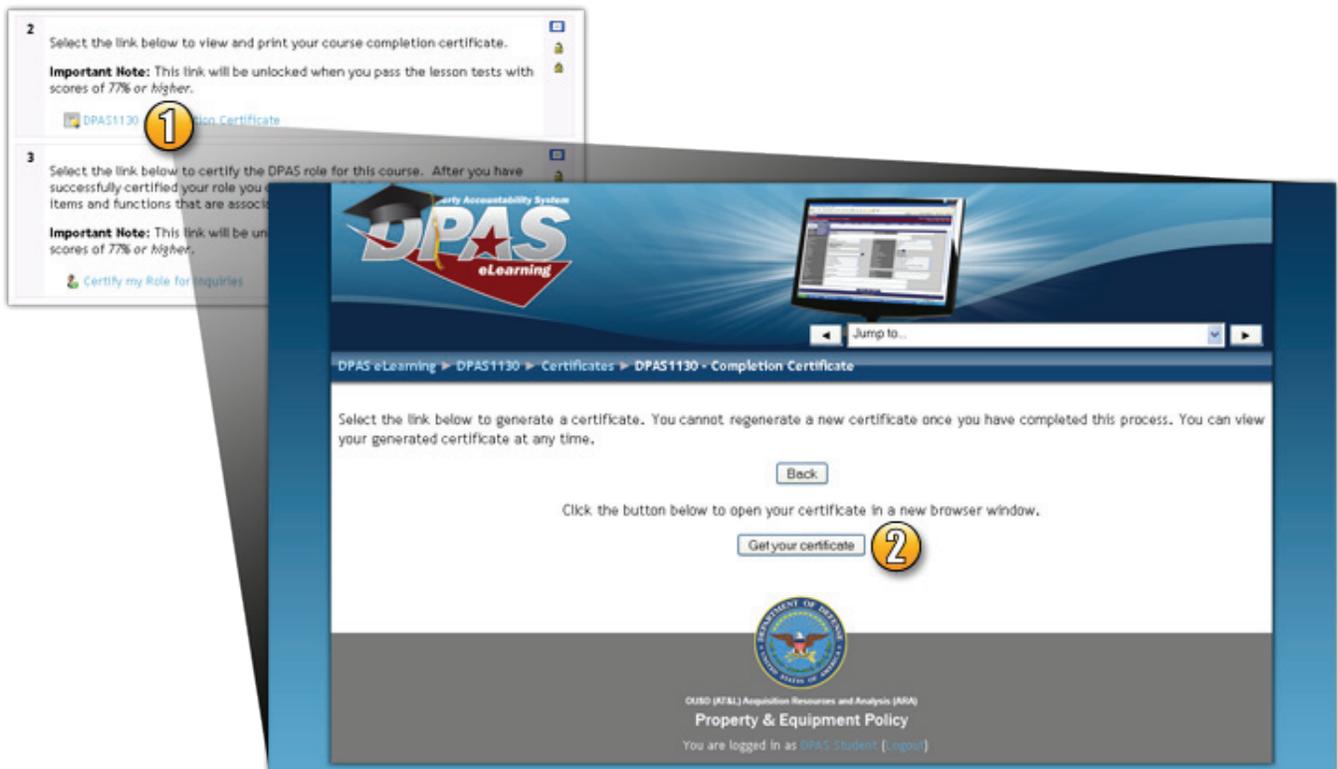
- A.** Use the breadcrumbs feature to go to the main page or the course main menu.
- B.** Use the Jump to... by selecting your next destination in the drop down menu, or using the next arrow.
- C.** If you did not pass with a 77% or higher you may re-attempt the quiz.

NOTE: You may take the lesson quiz multiple times. Your highest score will be tracked in the system.



Viewing Your Course Completion Certificate

Once you have successfully passed all the lesson tests for a course, you can view and print your course completion certificate and certify your role in Web DPAS.



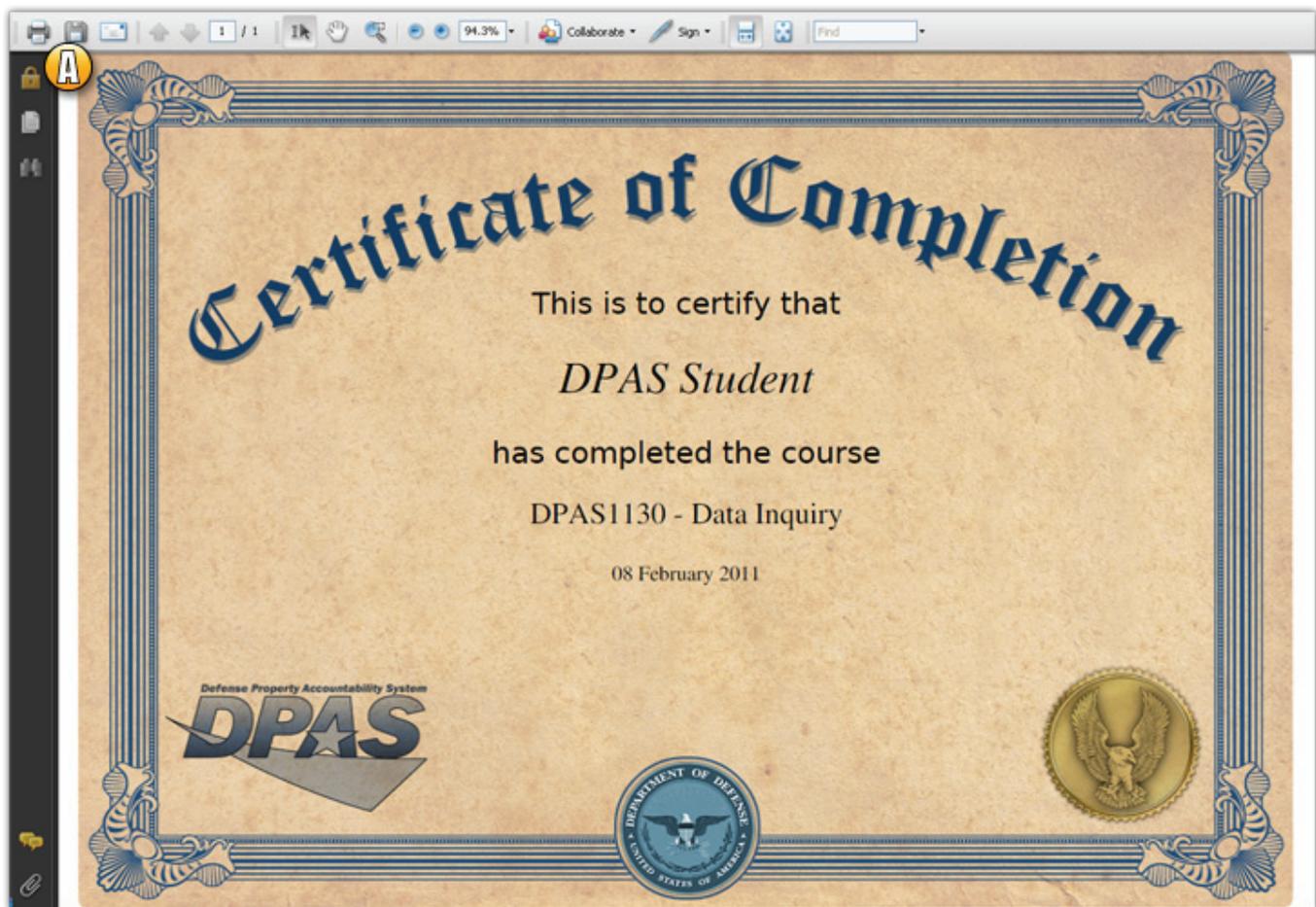
1. From the Course Main Menu, select the Course Completion Certificate link to open the certificate page.
2. If you have successfully passed the course, a Get your Certificate button is displayed. Select this button to generate your certificate.

NOTE: If you have not successfully passed the course, you will receive the following message “This activity is currently locked. You must complete the following prerequisites first: Course Material”.



Viewing Your Course Completion Certificate...Cont.

IMPORTANT! The certificate will open in a new window. You must have Adobe Acrobat Reader to view the certificate. It may take a few moments to open and view your certificate.



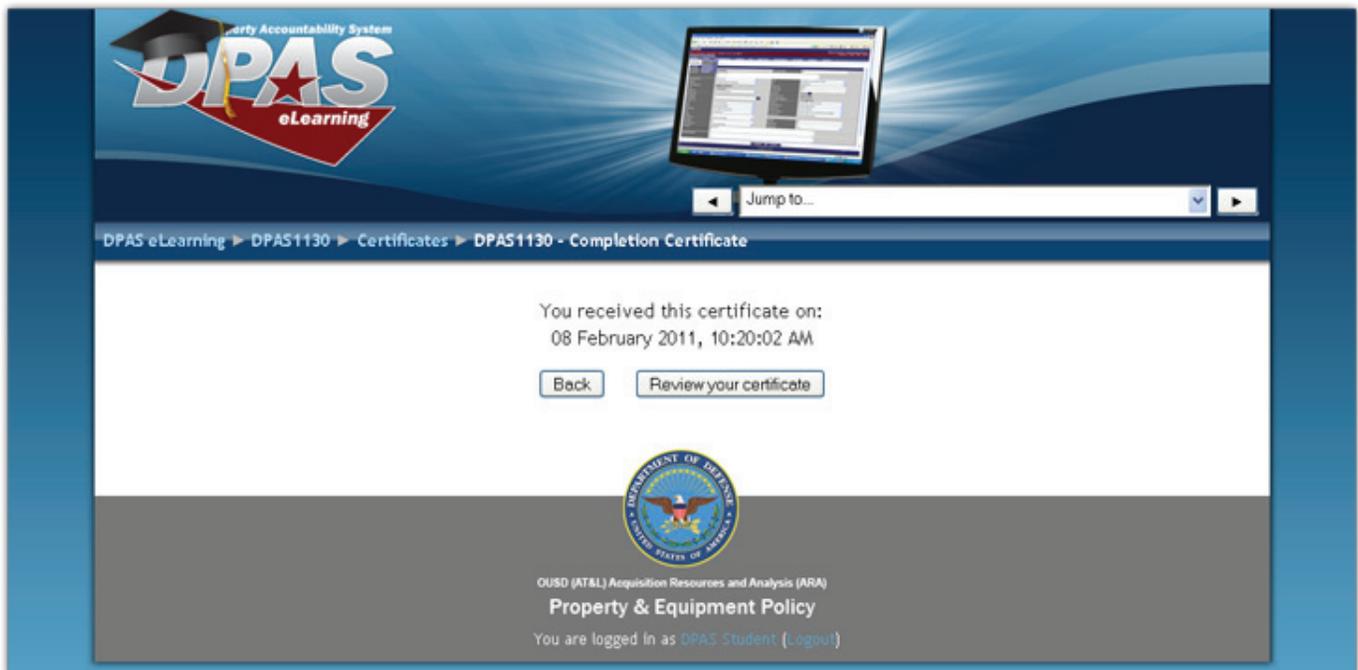
A. Adobe Acrobat Reader Toolbar – you can print your course certificate or save it using the print and save icons.

NOTE: Although the course certificate is not typically used to certify your role in Web DPAS, it may be used to help verify any problems with role certification. Your supervisor may also request a course certificate for training verification.



Viewing Your Course Completion Certificate...Cont.

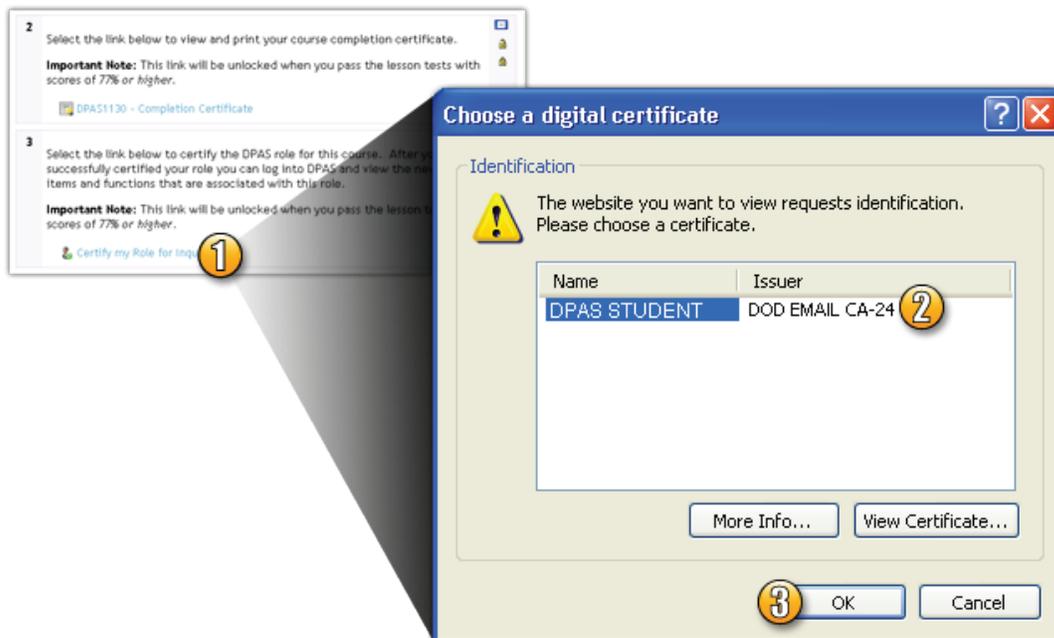
If you wish to return to the course to view or print your certificate again, select the Course Completion Certificate link from the Course Main Menu page and select the Review your Certificate button.





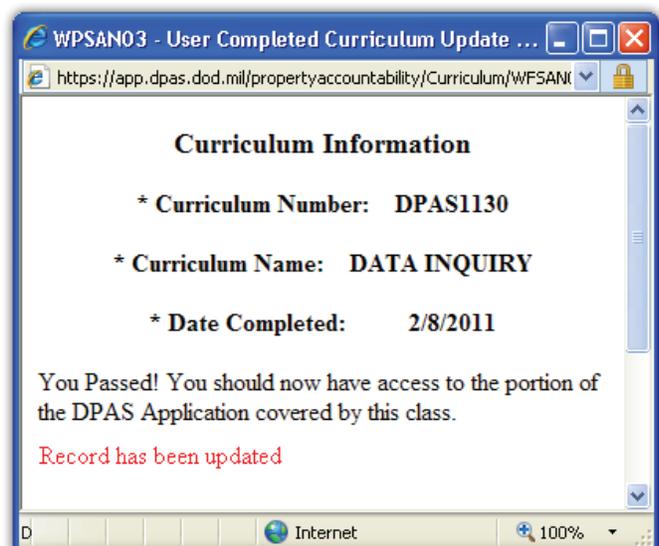
Certifying Your Role in Web DPAS

You must meet several criteria to certify your role in Web DPAS. You must successfully pass all of the lesson tests and your Web DPAS general access must be granted prior to certifying your role in the system. Your roles request form must also be processed before you can successfully certify your role.



1. On the Course Main Menu page, select the Certify my role link to open the role related functionality in Web DPAS.
2. Several windows will open. On the Choose a digital certificate dialog box, select your EMAIL certificate if available.
3. Select the OK button on the Choose a digital certificate dialog box.

You will receive a message from the system once you successfully certify your role.





Viewing Your Grades

The Administration block on the left of the Course Main Menu page contains several links. You can view your course grade at any time using the Grades link in this block.

DPAS eLearning » DPAS1130 » Grades » View » User report

Choose an action **3**

User report - DPAS Student

View

Overview report User report

Grade Item	Grade	Range	Percentage	Feedback
DPAS1130 - Data Inquiry				
Introduction to Web DPAS Quiz - REQUIRED	90.00 % (90.00)	0.00 % (0.00)-100.00 % (100.00)	90.00 %	
Customization Quiz - REQUIRED	100.00 % (100.00)	0.00 % (0.00)-100.00 % (100.00)	100.00 %	
Inquiries Quiz - REQUIRED	100.00 % (100.00)	0.00 % (0.00)-100.00 % (100.00)	100.00 %	
DPAS1130 - Course Material	-	0.00 % (0.00)-100.00 % (100.00)	-	
Course total	96.67 % (96.67)	0.00 % (0.00)-100.00 % (100.00)	96.67 %	2

OSD (AT&I) Acquisition Resources and Analysis (ARA)

 Property & Equipment Policy

 You are logged in as DPAS Student [Logout]

1. Select the Grades link to view your grade for the course. Your Grades User Report page is displayed.
2. Review your grade for the course – this is the overall score from your lesson exams.

NOTE: Your grade will only be visible once you have completed all lesson tests for a course.
3. Select “Overview Report” option from the dropdown on the left side of the page just under the breadcrumbs to view your grades for all courses you are enrolled in. See screen shot on next page.



Viewing Your Grades...Cont.

The screenshot shows the DPAS eLearning interface. At the top left is the DPAS eLearning logo. The breadcrumb trail reads: DPAS eLearning > DPAS1130 > Grades > View > Overview report. A "Jump to..." search box is on the right. Below the breadcrumb is a "Choose an action..." dropdown. The main heading is "Overview report - DPAS Student". There are two tabs: "View" (selected) and "User report". Below the tabs are two sub-tabs: "Overview report" (selected) and "User report". A table displays the following data:

Course name	Grade
ResourceCtr	-
DPAS1060	-
DPAS1070	-
DPAS1130	96.67 % (96.67)
DPAS1140	-

At the bottom, there is the Department of Defense seal, the text "OUSD (AT&L) Acquisition Resources and Analysis (ARA)", "Property & Equipment Policy", and "You are logged in as DPAS Student (Logout)".

Support Call Center

Contact the DPAS Support Call Center if you have any questions concerning DPAS eLearning.

Toll Free - 1.844.THE.DPAS
or - 1.844.843.3727
(available 24x7)

Email - dpassupport@leidos.com