

Upload AUP to ATCTS

1. Go to ATCTS: <https://atc.us.army.mil/iastar/index.php>
2. Click **Login** in upper right hand corner



3. Accept the statement and click **Proceed with CAC Login**

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

The ATCTS system will be going down for maintenance on 5/20/2013 6:00 PM and back up on 5/21/2013 2:00 AM.

I acknowledge and accept the above access statement.

CAC Login Enabled

Available CAC for (elizabeth.a.lane.naf@mail.mil / LANE.ELIZABETH.A.1106024134)

[Proceed with CAC Login](#)

4. Scroll to the bottom of the screen. You should see a window that looks similar to the one below.
****NOTE:** If you have an old AUP, please follow this step, otherwise go to Step 5.
As you can see, there are 2 AUPs on this account. **ONLY** the Fort Campbell AUP is accepted. The one titled **"Imported from Signal Center"** does NOT count. If you have an AUP uploaded from last year, just click the red X and you will get a message asking to confirm that you want to remove the AUP. Your screen should refresh. Please go to Step 5 to upload the AUP.

Documents

The following documents should be signed, scanned, and uploaded. Uploaded files m

Privileged Access Agreement:	<input type="text"/> Browse... Date Signed: <input type="text"/> (DD/MM/YYYY)
Duty Appointment Orders:	20/Jan/12 View Appointment Orders PDF
Acceptable Use Policy:	23/May/12 Imported from Signal Center - OR - 19/Nov/12 View Acceptable Use Policy PDF
SAAR/DD2875:	19/Nov/12 SAAR/DD2875 PDF
** Advanced Initial Training for Military Only **	
Advanced Initial Training (AIT):	<input type="text"/> Browse... Completion Date: <input type="text"/> (DD/MM/YYYY)
Send File(s)	

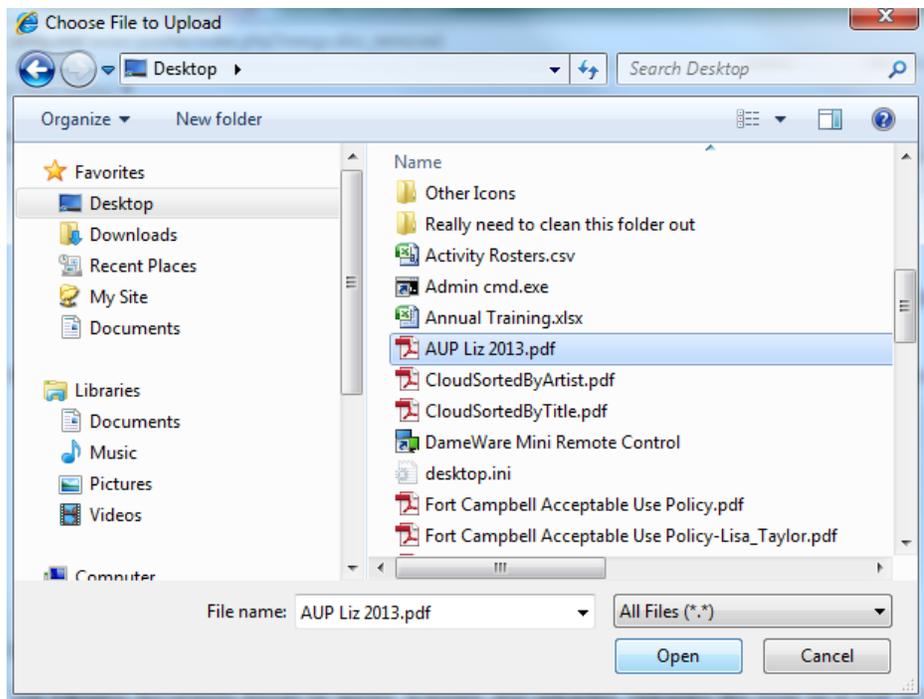
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- To upload your AUP, click on **Browse**. A window will pop up and you can navigate to where you saved your AUP. Once you found it, click on it and click **Open**.

Documents

The following documents should be signed, scanned, and uploaded. Uploaded files mu

Privileged Access Agreement:	<input type="text"/> <input type="button" value="Browse..."/> Date Signed: <input type="text"/> (DD/MM/YYYY)
Duty Appointment Orders:	20/Jan/12 View Appointment Orders PDF <input type="button" value="X"/>
? Acceptable Use Policy:	23/May/12 Imported from Signal Center - OR - <input type="text"/> <input type="button" value="Browse..."/> Date Signed: <input type="text"/> (DD/MM/YYYY)
? SAAR/DD2875:	19/Nov/12 SAAR/DD2875 PDF <input type="button" value="X"/>
** Advanced Initial Training for Military Only **	
? Advanced Initial Training (AIT):	<input type="text"/> <input type="button" value="Browse..."/> Completion Date: <input type="text"/> (DD/MM/YYYY)
<input type="button" value="Send File(s)"/>	



Upload AUP to ATCTS

- Once you click **Open**, the screen will show that you have chosen a file to upload. Put the date in the next box of when you signed the document (not the date you uploaded it). Click **Send File(s)**.

Privileged Access Agreement:	<input type="text"/> <input type="button" value="Browse..."/> Date Signed: <input type="text"/> (DD/MM/YYYY)
Duty Appointment Orders:	20/Jan/12 View Appointment Orders PDF <input type="button" value="x"/>
? Acceptable Use Policy:	23/May/12 Imported from Signal Center - OR - C:\Users\elizabeth.a.lane\ <input type="button" value="Browse..."/> Date Signed: 20/05/2013 (DD/MM/YYYY)
? SAAR/DD2875:	19/Nov/12 SAAR/DD2875 PDF <input type="button" value="x"/>
** Advanced Initial Training for Military Only **	
? Advanced Initial Training (AIT):	<input type="text"/> <input type="button" value="Browse..."/> Completion Date: <input type="text"/> (DD/MM/YYYY)
<input type="button" value="Send File(s)"/>	

- Your screen should refresh and you should get the following message across the top of your screen:

The screenshot shows the top navigation bar of the Army Training & Certification Tracking System. It includes the U.S. Army logo, the system name, and the Army Information Operations logo. Below the navigation bar are buttons for 'Home Page', 'My Profile', and 'OU4 Management'. A green notification bar at the bottom of the page displays a checkmark icon and the text 'Documents added.'

- You are done. You may now log out of ATCTS.