

## **Token and Voucher request instructions for individuals and managers**

### **How to request a token (individual) Only for DA civilians and military personnel**

1. First go to your vendors account for the certification you hold.
2. For Comptia certification holders: Take a screenshot of your CE Dashboard located under the header Continuing Education.
3. For ISACA and ISC(2) certification holders: Take a screenshot of the section that shows how much you owe or .pdf a copy of the invoice.
4. Send the screenshot or invoice for Comptia, ISACA, ISC(2) to your ATCTS manager to upload in the profile. The document is loaded in the area name: Voucher/AMF/Pretest Request Form(s)/Result(s). Only ATCTS managers can upload documents in this area.
5. Once the document is uploaded in the profile, CIO/G6 Training and Certification Branch receives an email from the system.
6. The Training and Certification Branch will review the profile to make sure the certification has been released through DMDC- <https://www.dmdc.osd.mil/appj/dwc/index.jsp>, and all other tokens and vouchers provided are closed.
7. If everything checks out then the token number will be entered in the individual's profile and an email will be sent to the individual and the person that upload the request in ATCTS with the token number/s and instructions.

### **How to upload a token or voucher (Managers)- Must be logged into ATCTS You must have ATCTS full management rights to upload vouchers and tokens request. The DoD Measureup pretest is loaded in the same area.**

1. Click on unit manager tab
2. Search for the individual by last name or first name, or email address.  
Example: john.doe.civ
3. Scroll to bottom of the page to the Document section:

## Documents

The following documents should be signed, scanned, and uploaded. Uploaded files must be in PDF or XFDL format and less than 2mb in size.

Privileged Access Agreement:	12/Aug/09 <a href="#">View Access Agreement PDF</a>  <input checked="" type="checkbox"/> NIPR <input checked="" type="checkbox"/> SIPR <input type="checkbox"/> JWICS <input type="checkbox"/> NSA <input type="checkbox"/> SAP <input type="checkbox"/> TS <input type="checkbox"/> OREN <input type="checkbox"/> CORPSINET <input type="checkbox"/> Closed Network
Duty Appointment Letters:	24/May/12 <a href="#">View Appointment Letters PDE</a> 
<a href="#">?</a> Acceptable Use Policy:	26/Mar/13 Imported from Signal Center - OR - <input type="text"/> <input type="button" value="Browse..."/> Date Signed: <input type="text"/> (DD/MM/YYYY)
<a href="#">?</a> SAAR/DD2875:	<input type="text"/> <input type="button" value="Browse..."/> Date Signed: <input type="text"/> (DD/MM/YYYY)
<b>** Advanced Initial Training for Military Only **</b>	
<a href="#">?</a> Advanced Initial Training (AIT):	<input type="text"/> <input type="button" value="Browse..."/> Completion Date: <input type="text"/> (DD/MM/YYYY)
<a href="#">?</a> Voucher/AMF/Pretest Request Form(s)/Result(s):	<a href="#">Sec+ voucher request 12/Aug/09</a>  <a href="#">Security+ pretest 12/Aug/09</a>  <a href="#">Security+ AMF Payment Request 07/Mar/14</a>  <a href="#">sec+ amf 05/Jun/15</a>  New Voucher Req Doc: <input type="text"/> <input type="button" value="Browse..."/> Name of Requested Cert: <input type="text"/>
<input type="button" value="Send File(s)"/>	

- Note\*\* the file must be in PDF or XFDL format.
- Go down to the section noted as Voucher/AMF/Pretest Request Form(s) Results.
- Type in the name of the document in the "Name of Requested Cert".  
Example: enter-- Sec+ amf or Sec+ voucher or A+ amf, etc.
- Click on Browse located to the right of "New Voucher Req Doc to find your document.
- Once document is found, click on document and click open.
- Click on Send File to upload document.
- Once the send file is click an email is sent to the Army CIO/G-6 Training and Certification group box at [ciog-6.netcomiawip.inbox@mail.mil](mailto:ciog-6.netcomiawip.inbox@mail.mil) for processing. Please allow at least 2-3 working days for a response. If you do not receive a response for your submission please send an email to the email box above.