Total Workforce Management Services (TWMS) Quick User Guide

Self-Service
Self-Service

Every employee who has a record in TWMS is able to view, print and even update specific pieces of information about their record using the Self-Service Module. Employees must have a valid CAC and know their PIN to access this module. Their TWMS information must match the information on their CAC to access this module. Please contact the Government Enterprise Help Desk (1-888-264-4255) for help or further information.

To access the Self-Service Module:

1. Insert your CAC into your CAC reader.

2. Open up your internet browser and type the following website in the address bar:

3. Click **OK** at the Client Authentication dialog box and enter your CAC PIN if prompted.
Self-Service

Your initial access to the Self-Service module will lead you to the screen shown below. Subsequent access to the Self-Service module will take you to the form shown on the next page.

4. Enter the last four digits of your SSN and your date of birth.

5. Click Submit.
**Self-Service**

Shown below is the General Information form for an Active Duty employee. The Navigation Menu lists the other forms available for this employee type. Some forms allow updates to specific fields.

To update information using the self-service module:

1. Go to the form that contains the information you want to update by clicking the corresponding button on the Navigation Menu.

2. Enter the new data or replace the existing data in the editable fields for that form. The form shown here has several fields that can be changed.

3. Click **Update** to accept the new information and refresh the page.

---

*For Official Use Only* * Safeguard in accordance with the provisions of the Privacy Act*
Shown below is the General Information form for a Civilian employee. The Navigation Menu lists the other forms available for this employee type.

To view different forms within the Self-Service module:

1. Click on one of the buttons on the Navigation menu. Here the SF50s/Work History button will be selected.
Self-Service

Shown below is the SF50s/Work History form for a Civilian employee. Civilian employees can view their SF50s and print them as desired.


Click any of the “View SF-50” buttons to view and print the selected SF-50.

*For Official Use Only* * Safeguard in accordance with the provisions of the Privacy Act*
The Training/Educ/Cert & Skills form has six tabs associated with it. These tabs are: Training, Certifications, Agreements, Education, Languages, and Skills. Within the Training tab are four additional views: Completed Training, Training Archive, Training Requirements, and Projected Training. Completed Training is the default view and is displayed below.

Click any tab here to view information corresponding to the tabs’ title.

3. Click another link on this form to view other training information. Here, the Training Requirements link will be selected.

Listed here are the training courses associated with this employee that have been completed within the last two years. Courses completed more than two years ago will be listed under “Training Archive”.

Note: Information about adding training, certifications, and skills can be found in the “Training Management in TWMS” Quick User Guide.

*For Official Use Only*  * Safeguard in accordance with the provisions of the Privacy Act*
The required training for this employee will now be displayed. This form provides more information about each requirement.

4. Click the **Detail** link to view additional information about this requirement.

The **Detail** view displays additional information about the requirement and will list all courses that will satisfy the training requirement.

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICIAL RECORD UIC/ORG</th>
<th>ASSIGNED-MUSTER UIC/ORG</th>
<th>EMPLOYEE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROTTEN, JOHNNY JR</td>
<td>02056555</td>
<td>02056555</td>
<td>ACTIVE DUTY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE</th>
<th>GRADE</th>
<th>MILITARY TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT SPECIALIST</td>
<td>E-5</td>
<td>ENLISTED</td>
</tr>
</tbody>
</table>

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DUE BY</th>
<th>REQUIRED</th>
<th>REASON NOT REQUIRED</th>
<th>COMPLETED</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOD INFORMATION ASSURANCE AWARENESS</td>
<td>10/31/2009</td>
<td>Yes</td>
<td>n/a</td>
<td>No</td>
<td>--</td>
</tr>
</tbody>
</table>

**REQUIREMENT DETAILS**

- Requirement Name: DOD INFORMATION ASSURANCE AWARENESS
- Requirement Description: 
- Start Date: 11/1/2009
- End Date: 10/31/2009

**COURSES WHICH SATISFY THE REQUIREMENT**

- COURSE ID: TWMS-68268
- COURSE TITLE: DOD INFORMATION ASSURANCE AWARENESS

*For Official Use Only*  * Safeguard in accordance with the provisions of the Privacy Act*
Self-Service

Employees can also satisfy their various training requirements using Self-Service. The Online Training & Notices form is where you will find these requirements and the courses that you must take to satisfy them.

To take a required online training course:

1. Click the **Online Training & Notices** button on the Navigation Menu.
The Online Training & Notices form has two tabs associated with it. These tabs are: Required Training and Available Training. Required Training is the default view and is displayed below.

Click any tab here to view information corresponding to the tabs’ title.

Listed here are the current training requirements for this employee. The requirements listed here are only those which have at least one course associated with the requirement that can be completed online. All training requirements can be found listed in the Training Requirements area located on the Training/Educ/Certs & Skills form.

1. Click on the name of the requirement to view the online courses that will satisfy this requirement. After it is completed, your training record will be updated.

The following courses are required. To take a course, click on the course name. Once completed, your training record will be updated. To view what training classes you have completed, please click on the Training/Educ/Certs button on the sidebar on the left side of your screen.

<table>
<thead>
<tr>
<th>ID</th>
<th>REQUIREMENT</th>
<th>REQUIRED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>265</td>
<td>DOD INFORMATION ASSURANCE AWARENESS</td>
<td>9/30/2010</td>
</tr>
</tbody>
</table>

*For Official Use Only*  * Safeguard in accordance with the provisions of the Privacy Act*
A new window will open that will list the online classes satisfying the selected requirement.

3. Click on the name of the course title to launch the course. After it is completed, your training record will be updated.
4. The course will open in a new window. In this course, click the link to launch the course.

5. When you have successfully completed this course it will be removed from the listing of Required Training.

The following courses are required.
To take a course, click on the course name. Once completed, your training record will be updated.
To view what training classes you have completed, please click on the Training/Educ/Certs button on the sidebar on the left side of your screen.

*For Official Use Only*  * Safeguard in accordance with the provisions of the Privacy Act*
Returning to the Training/Educ/Certs & Skills form will now reflect the successful completion of the online training course.

6. Click Training/Educ/Certs & Skills on the Navigation Menu to view the course that has now been completed.

The Training Requirements area will also display that the course has been completed.
Self-Service

Self-service is also where you can view and print your OPNAV 5239/SAAR-N Form.

To view and print your OPNAV 5239/SAAR-N Form:

1. Click the associated button on the Navigation Menu.

*For Official Use Only*  * Safeguard in accordance with the provisions of the Privacy Act*
2. Read the instructions and then click the View SAAR-N button.

<table>
<thead>
<tr>
<th>TWMS View SAAR-N</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPNAV 5239/14 is the Navy approved user acknowledgment form utilized for granting IT system access. All persons seeking to use Navy IT resources must sign a SAAR-N form with the additional required content appearing in blocks 26 and 30, and submit it to your Information Assurance Manager or Information Assurance officer. This form must be signed and cannot be faxed or scanned.</td>
</tr>
</tbody>
</table>

- If you are a current Navy employee as of 08/05/2008, OR
- If you are a new user to Navy IT resources, OR
- If you are a current user of Navy IT resources and have changed commands, please do the following:

  - Click the "View SAAR-N" button to generate and open the SAAR-N form.
  - Read the User Agreement in block 26 on page 2, and the User Responsibilities in block 30 on page 3.
  - Print the form by clicking on the "Print" button located above the form.
  - Enter the IT System Names(s) of the Systems that you access (i.e. NMCI, ONE-NET, TWMS) in the system name block at the top of page 1.
  - Sign and date the form in blocks 12 & 13 on page 1, 27 and 28 on page 2, and 31 and 32 on page 3.
  - Mail the form to your Command Information Assurance Manager (IAM) or Information Assurance Officer (IAO). Handwritten copies only, faxed or scanned copies are not allowed. |
Self-Service

A new window will open showing your OPNAV 5239/SAAR-N Form. This form will be in the Adobe .pdf format as shown below.

3. After viewing your form, click the Print icon in Adobe Acrobat.

4. Sign, date, and give to your Supervisor, Information Assurance Manager (IAM), or Information Assurance Officer (IAO).

*For Official Use Only*  * Safeguard in accordance with the provisions of the Privacy Act*
Employees can also view their training, certifications, agreements, education, languages, and skills using Self-Service.

To logout of your self-service record:

1. Click **Logout** on the Navigation Menu.

2. Click **Yes** at the dialog box.