Appendix G
RAPIDS Access and Training

Training Requirement for Access to Real-time Automated Personnel Identification System (RAPIDS) as a Verifying Official (VO) or a Site Security Manager (SSM)

G-1. In order to obtain RAPIDS access as a VO or an SSM, user must first enroll in, and complete VO or SSM courses. The training is available on Joint Knowledge Online (JKO) Learning Management System at https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf?ORG=DMDC.

 a. A new user seeking access will need to manually add audience association to his/her profile in order to begin training. To change audience association, click on the "**Profile**" link at the top right of the screen to access profile page. In the profile page, scroll down to "**Audience Association**" section. Click "**Add Audience(s)**" link. Search for and add the following audiences as shown in Figure A-1. A re-certifying user will skip to A-1b. Once complete, click "Save."

  (1) DMDC – RAPIDS VO and SSM (Deployable) *for SSM only*

  (2) DMDC – RAPIDS VO and SSM (Desktop) *for SSM only*

  (3) DMDC – RAPIDS VO (Deployable)

  (4) DMDC – RAPIDS VO (Desktop)

Audience Association

Associations: **Add Audience(s)**

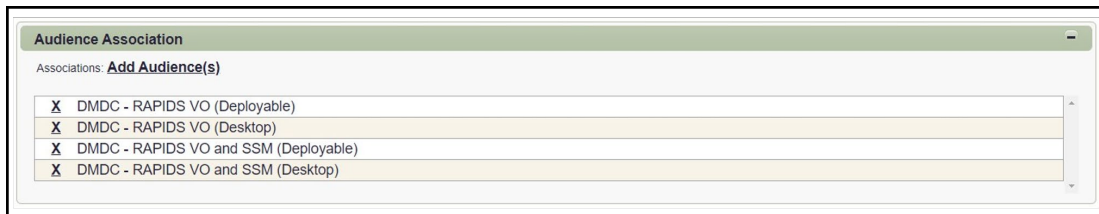|	
X	DMDC - RAPIDS VO (Deployable)
X	DMDC - RAPIDS VO (Desktop)
X	DMDC - RAPIDS VO and SSM (Deployable)
X	DMDC - RAPIDS VO and SSM (Desktop)

Figure G-1: Audience Association

 b. Upon setting audience association (for new users) or at the ten-month mark after the current certification (for existing users) users will be assigned the courses for certification or re-certification. Users may find these courses under the "**My Training**" tab, in "**Assigned Training**" section.

 c. Users will enroll in the applicable courses by clicking "**Enroll**" button. Enrolled courses will move to the bottom of the course list. See Table A-1 for the course mapping by audience association.

VO (Desktop)	VO and SSM (Desktop)	VO (Deployable)	VO and SSM (Deployable)
DMDC-US1397-RPD	DMDC-US1397-RPD	DMDC-US1397-RPD	DMDC-US1397-RPD
DMDC-US1398-RPD	DMDC-US1398-RPD	DMDC-US1398-RPD	DMDC-US1398-RPD
DMDC-US1400-RPD	DMDC-US1399-RPD	DMDC-US1401-RPD	DMDC-US1399-RPD
DMDC-US1421-RPD	DMDC-US1400-RPD	DMDC-US1420-RPD	DMDC-US1401-RPD
	DMDC-US1403-SEC		DMDC-US1403-SEC
	DMDC-US1419-RPD		DMDC-US1418-RPD
	DMDC-US1421-RPD		DMDC-US1420-RPD

Table G-1: Course Mapping by Audience Association

Appendix G
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G-2. Once all required training is complete, print certificates of completion, and send it to G-1 HR Systems Branch via email at ng.ga.gaarng.list.g1-human-resource-systems@mail.mil along with completed DD Form 2875 and DD Form 2841. See paragraph 11-2 for more information on obtaining access to RAPIDS.