

1. CITRIX Account viewed, created or transferred within Identity Management System (IMS).

The IMS Application is available via SPEX (Secure Processing Extranet) on the Public Internet.

URL: <http://spex.usaac.army.mil/>

2. Request an eMILPO training classroom at least 72 hours in advance to classroom instruction.

URL: <https://emilpotrng.ahrs.army.mil/>

Generic Instructor log-in ID to request an eMILPO classroom: C01.I01

Current Password: verify with System Administrator Changes every 90 days

3. PERNET / EDAS User ID's and Passwords receive from your school proponent.

Access the system through the QWS3270 desktop download (check with SA for IT installation).

Or

The Training_PERNET ICON at URL: <https://mobile.hrc.army.mil/Citrix/XenApp/site/default.aspx>

PERNET USER ID: TR##T00 (Instructor) and TR##S## (Students 01-50)

First set "##" is equal to the Classroom number and the last set "##" is the Student number

Default PW: is the User ID followed by \$

TR06S01\$ (for student 01 in classroom 6)

PERNET PASSWORD: Use Password Generator, or make up your own password. Use the same password for every student and highly recommend instructors are the ones unlocking every student account – DO NOT UNLOCK MORE THAN YOU NEED because once unlocked, it must be maintained (logged into every 30 days).

EDAS INSTRUCTOR USER ID: SSI0101 (Instr) EDAS STUDENT USER ID SSI0001 (all students in classroom 01)

Classroom 2: SSI0102 (Instr) SSI0002 (all students)

Classroom 5: SSI0105 (Instr) SSI0005 (all students) etc.....

EDAS Password: LEARN (Never Change)

4. Deployed Theater Accountability System (DTAS) download desktop icon (check with SA for IT installation). Clear DTAS of all user data.
5. Created CITRIX & TOPMIS II Training accounts?
 - a. CITRIX, TOPMIS, EBI, Must be requested through HIMS
 - b. TOPMIS II Account must be created from within TOPMIS II training database (Cloned).
6. Created user accounts within TOPMIS II Training Database?
7. Instructors are expected to maintain their TOPMIS II Training and EDAS Classrooms every 30 days or the classroom and account will be terminated.