UTAPS SUPERVISOR INSTRUCTIONS

APPROVE TRAINING	*Select to approve IDT Training.*
DISAPPROVE TRAINING	*Select to disapprove IDT Training.*
VALIDATE TRAINING	*Select to validate (pay) IDT Training.*

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APPROVE TRAINING

MAIN PAGE | NEXT PAGE

Step 1:	Navigate to the UTAPS site.	Step 1a.	CLICK HERE TO ACCESS UTAPS
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	First time users, enter the system generated login ID on the email notification you received.	Step 3a.	
Step 4:	Select IMA/PIRR Supervisor Calendar Tab.	Step 4a.	IMA/PIRR Supervisor Calendar
Step 5:	Select the name of IMA you are supervising. Note: IMA/PIRR Supervisor Calendar will appear for the IMA selected.	Step 5a.	IMA/PIRR Supervisor Calendar (1 Record Found) Click on a member below to view their calendar... SSAN | Name | Pending... 123456789 | SMITH, JOE | Y
Step 6:	Pending IDT dates, should appear in yellow.	Step 6a.	October 2019 Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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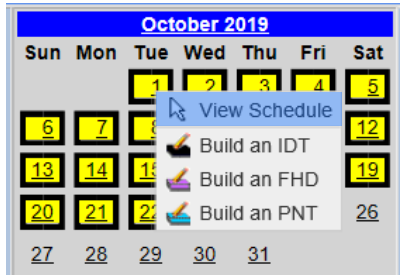
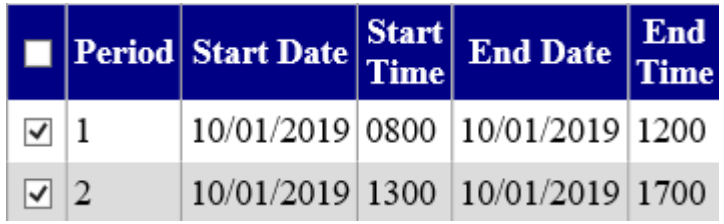
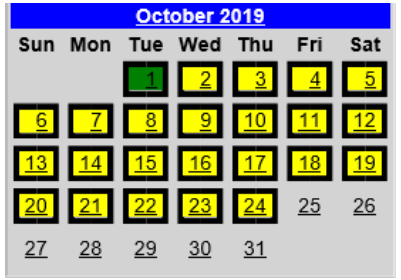
APPROVE TRAINING

Step 7:	Select the date you wish to approve and right click to select View Schedule.	Step 7a.	
Step 8:	Check box the periods you wish to approve.	Step 8a.	
Step 9:	Select the Approve button.	Step 9a.	
Step 10:	Approved IDT dates, should appear in green.	Step 10a.	

	Period	Start Date	Start Time	End Date	End Time
☑	1	10/01/2019	0800	10/01/2019	1200
☑	2	10/01/2019	1300	10/01/2019	1700

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DISAPPROVE TRAINING

MAIN PAGE | NEXT PAGE

Step 1:	Navigate to the UTAPS site.	Step 1a.	CLICK HERE TO ACCESS UTAPS
Step 2:	Select "I accept: Continue to UTAPSWeb for IMAs."	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select Roles: IMA/PIRR Supervisor on left side of page.	Step 3a.	Roles: IMA/PIRR Supervisor
Step 4:	Select IMA/PIRR Supervisor Calendar Tab.	Step 4a.	IMA/PIRR Supervisor Calendar
Step 5:	Select the name of IMA you are supervising. Note: IMA/PIRR Supervisor Calendar will appear for the IMA selected.	Step 5a.	IMA/PIRR Supervisor Calendar (1 Record Found) Click on a member below to view their calendar... SSAN | Name | Pending... 123456789 | SMITH, JOE | Y
Step 6:	Pending IDT dates, should appear in yellow.	Step 6a.	October 2019 Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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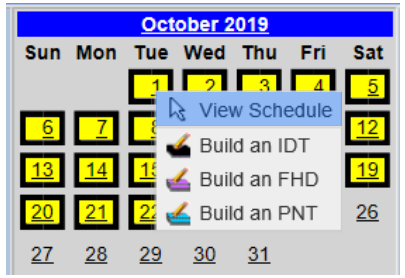
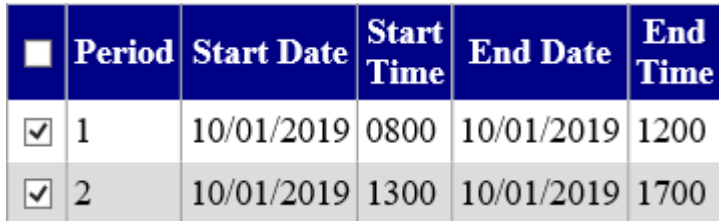
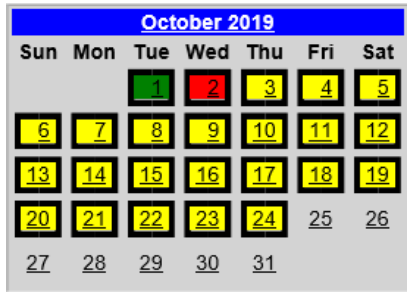
DISAPPROVE TRAINING

Step 7:	Select the date you wish to approve and right click to select View Schedule.	Step 7a.	
Step 8:	Check box the periods you wish to disapprove.	Step 8a.	
Step 9:	Select the Deny button.	Step 9a.	
Step 10:	Approved IDT dates, should appear in red.	Step 10a.	

	Period	Start Date	Start Time	End Date	End Time
☑	1	10/01/2019	0800	10/01/2019	1200
☑	2	10/01/2019	1300	10/01/2019	1700

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VALIDATE TRAINING

MAIN PAGE | NEXT PAGE

Step 1:	Navigate to the UTAPS site.	Step 1a.	CLICK HERE TO ACCESS UTAPS
Step 2:	Select “I accept: Continue to UTAPSWeb for IMAs.”	Step 2a.	I accept: Continue to UTAPSWeb for IMAs
Step 3:	Select Roles: IMA/PIRR Supervisor on left side of page.	Step 3a.	Roles: IMA/PIRR Supervisor
Step 4:	Select IMA/PIRR Supervisor Calendar Tab.	Step 4a.	IMA/PIRR Supervisor Calendar
Step 5:	Select the name of IMA you are supervising. Note: IMA/PIRR Supervisor Calendar will appear for the IMA selected.	Step 5a.	IMA/PIRR Supervisor Calendar (1 Record Found) Click on a member below to view their calendar… SSAN | Name | Pending… 123456789 | SMITH, JOE | Y
Step 6:	Worked IDT dates, should appear in gray.	Step 6a.	June 2019 Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

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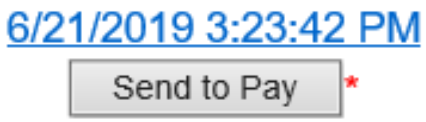
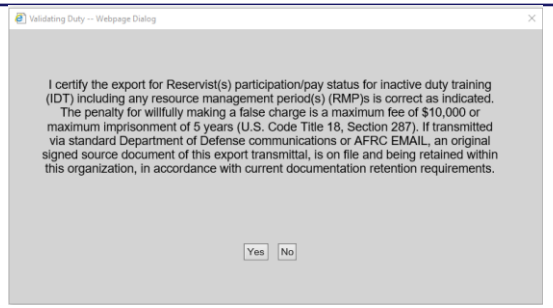
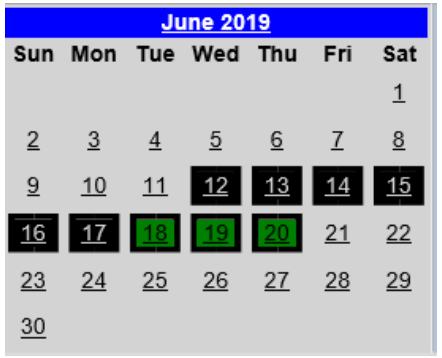
VALIDATE TRAINING

Step 7:	Select the Validate Work Tab at the top of the page.	Step 7a.	
Step 8:	Select Export.	Step 8a.	
Step 9:	Select the Send To Pay Tab at the top of the page.	Step 9a.	
Step 10:	Select Send to Pay.	Step 10a.	
Step 11:	Select Yes to certify pay for IDT.	Step 11a.	

VALIDATE TRAINING

Step 12:	**Paid IDT dates, should appear in black.**	**Step 12a.**