

UTAPSWeb Reference Quick Guide

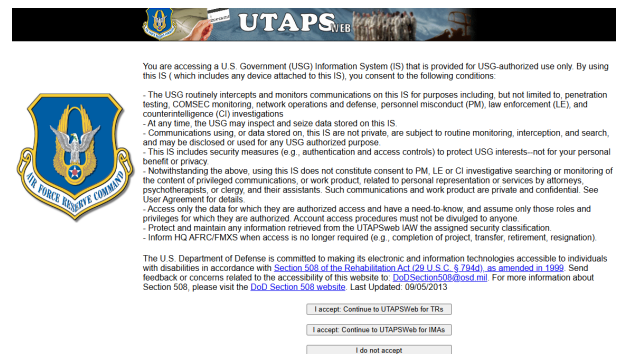
A Quick Guide from HQ RIO

Quick References for IRs, Supervisors and URCs

Individual Reservists, Supervisors (SUPV) and Unit Reserve Coordinators can use this guide to aid them with Unit Training Assembly Participation System Web ([UTAPSweb](#)) common issues and information for Support Cell. If further instructions are needed, please use the Help Content file in UTAPSweb, the UTAPSweb Calendar Build for IMAs/PIRRs Quick Guide, the or the [HQ RIO Portal](#) UTAPS Training.

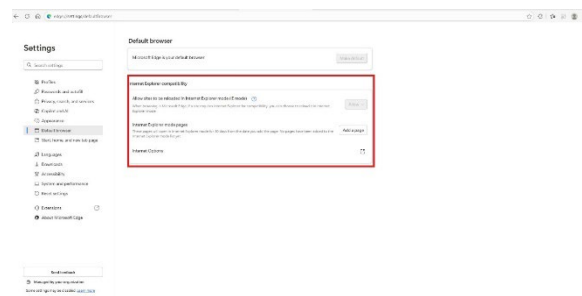
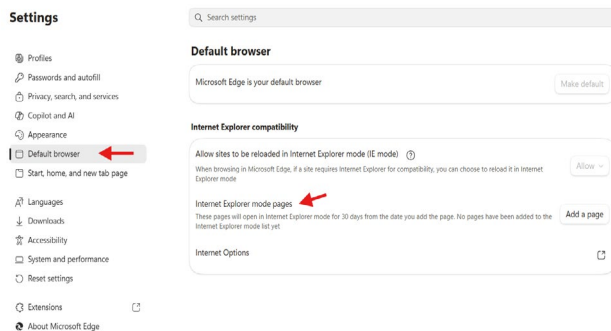
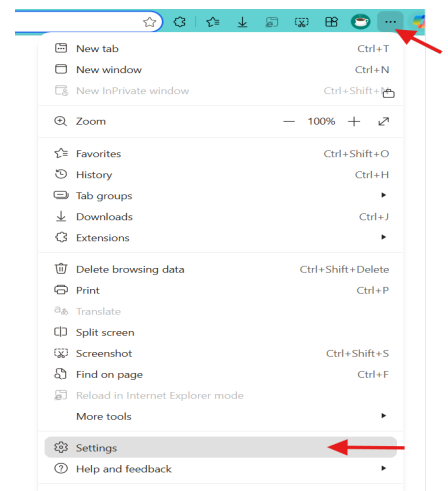
1. Getting to UTAPSWeb:

- UTAPSWeb can be accessed directly:
<https://utapsweb.afrc.af.mil/utapsweb/Home.aspx> from any .MIL location.
- Access from other locations (.COM/.NET/.EDU) require logging into AROWS-R and using the drop down in the upper left-hand corner after logging in "Continue to UTAPSWEB" (if UTAPSWeb does not show in AROWS-R menu, submit a MyFSS ticket to request IMA access within AROWS-R). **AROWS DIRECT LINK** <https://arowsr.afrc.af.mil/arows-r/>



2. UTAPSWeb browser doesn't load right

- Ensure you are using **Edge** or **Chrome** and no longer have IE Extension selected for **UTAPSWeb**.
 - Navigate to your Internet browser settings by clicking on "..."
 - Click on **"settings"**
 - Click on **"Default Browser"**
 - Ensure UTAPSWeb is not under **"Internet Explorer Mode Pages"** if it is, delete it, close browser and reopen before going to UTAPSWeb.



3. **Adding/Creating a Supervisor in UTAPSWeb:** IMAs are responsible for building UTAPSWeb supervisor accounts or assigning supervisor access.

a. **If the supervisor already has a UTAPSWeb account (For IMA):** update supervisor, go to the configuration tab and click on IMA/PIRR Member Editor. Search by the supervisor's last name, first name. If the supervisor is there, click on the little orange man and scroll to the bottom of the page and click **"Save Changes Assign Supervisor"**. If the supervisor is not there, click on **"Add new supervisor"** and enter the required information. Then click **"Save Changes Assign Supervisor"**. Assigned Supervisor will receive an email from UTAPSWeb with the web address and sign in information for accessing the system. **Note: the supervisor may be listed with a different email address. If this is the case, select him/her anyway and save. Then notify your supervisor to update his/her email address.**

b. **Supervisor Already Exists:** When adding supervisor with the same name (common names) as another member already listed in UTAPSWeb, click **"Add New Supervisor"**. In the first name field, enter **supervisor's first name, space and put in the middle initial**. Then complete the remaining fields and select **Save and Close**.

4. **Sign in for IMAs (Mark IDTs as worked)** - Ensure legacy view of IMA Calendar is showing:
- If the word **"Legacy"** shows in the top right side of the Calendar, click on it. This will allow the entire FY to show and allow editing options (menu in top left side of Legacy Calendar). If the word **"Legacy"** is not at the top, then the calendar is already in Legacy view.
 - Click the **"IMR/PIRR Schedule"** tab,
 - Right click on **"IDT/PNT"** date to open the drop-down box with **"View Schedule Choices"**.
 - Left Click **"View Schedules"** to open the Schedule Editor, Navigate to **"Work Date column"**
 - Click on first line and answer **"YES"** to sign in.
 - After signing in for both periods, click **"Save and Close"**
 - This should place the **IDT/PNT** in the color **Gray** ("Worked status").

5. **Submit IDTs/PNTs to Pay Fix**

- Open period in UTAPS calendar
- Remove the sign in date by clicking "Work Date" (Red)
- Click "Start date", This will open (blue) to make corrections.
- Verify the Validator, If the name is correct, no action is needed. If the name is incorrect, select the correct name in utilizing the IMA Supervisor Role (when first logging into UTAPS). Once completed, click "Update schedule" (yellow).
- The date format for the "start date" (blue box) should change slightly.

- The date originally appears in format of 01/10/2026 but now appears as 1/10/2026 as all "0" placeholders will be removed.
- Then follow instructions in the UTAPSWeb Calendar Builder for IMAs/IRRs Quick guide to sign and validate the work as normal.

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comments
1	10/01/2024	0800	10/01/2024	1200	IDT	00	False	10/01/2024	1338	Worked	Commen
2	10/01/2024	1300	10/01/2024	1700	IDT	00	False	10/01/2024	1338	Worked	Commen

6. Important Contacts:

- a. **UTAPS HELP DESK** AFRC.UTAPSweb@us.af.mil (Direct UTAPS connectivity issues and account lockouts to the UTAPSWEB HELP DESK, ensure you include full name and last 5 of SSN)
- b. **AROWS HELP DESK** AFRCFM.AROWSR@US.AF.MIL (Direct AROWS access issues to the AROWS HELP DESK)
- c. **UTAPS HQ RIO Support Cell:** The UTAPS Support Cell at HQ RIO was created to fulfill the specific need for IRs, Supervisors or URCs who are having issues with UTAPSWeb, and being able to successfully approve, validate, or submit an IRs work, and have utilized all HQ RIO Quick guides and HQ RIO training tools provided.
 - Email the org box at: ARPC.IMAUTAPS.SupportCell@us.af.mil. A technician will reach out during normal business hours (MST) to aid with unique issue or circumstances.
 - **A few things to keep in mind:**
 - I. The IR, Supervisor or URC must have access to UTAPSWeb for the Support Cell to assist.
 - II. The UTAPS Support Cell is NOT the UTAPS Help Desk. If IR, Supervisor or URCs is unable to access UTAPSWeb at all, he or she must work with the UTAPS Help Desk at afrc.utapsweb@us.af.mil (faster results) or Toll free 1-877-294-5822, Opt 2.
 - III. If the IR needs the Support Cell to assist with sending days to pay, he or she will need to provide a signed 40A (with the IR and supervisor's signatures) to the technician. If IR and Supervisor are not able to print out a 40A using the Quick guide the Support Cell can assist with sending the PDF format to the IR who will then acquire both signatures and send back to the Support Cell Technician.