

## Applying for Certification

- Login to the eDACM website by first navigating to the following URL:  
<https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>
- Click “I Agree” on the DoD Privacy and Security Notice Screen.
- Click “Log In With CAC”, select the non-email certificate, and then click “OK”.
- Once the “Dashboard” screen appears, locate the “Manage Career” menu heading and hover over it to reveal the “Manage Career” menu.
- When the “Manage Career” menu appears hover over the “Certification” option to reveal the “Certification” menu to the right.
- On the “Certification” menu click “Manager Certification Requests”.
- On the next screen, select “Add Certification Requests”.
- On the next screen, select either “Primary” or “Subsidiary” under “Certification Type”.
  - Primary Career Field Certification:
    - The “Career Field” drop down box is automatically populated with your career field.
    - Select the “Certification Level Pursued” from the drop down box.
    - Select the “Continue” button at the bottom of the screen.
    - In the “Certification Checklist” on the next screen, click the box in front of each mandatory requirement that has been met to put a check mark in the applicable box.
    - If you have entered all of your applicable Continuous Learning events into Register Now for Continuous Learning, click the radio button for “Yes”. (If you have completed your Continuous Learning and have not entered it into Register Now, do so then continue with your certification request.)
    - Review the “Registrant Statement” then click the “Submit Request” button at the bottom of the screen.
    - On the next screen you will see “Your request has been submitted to your supervisor” at the top of the screen.
  - Subsidiary Career Field Certification:
    - Select the career field in which you want to be certified from the “Career Field” drop down menu.
    - Select the “Certification Level Pursued” from the drop down box.
    - Select the “Continue” button at the bottom of the screen.
    - In the Certification Checklist on the next screen, click each mandatory requirement that has been met to put a check mark in the applicable box.
    - If you have entered all of your applicable Continuous Learning events into Register Now for Continuous Learning, click the radio button for “Yes”. (If you have completed your Continuous Learning and have not entered it into Register Now, do so then continue with your certification request.)
    - Review the “Registrant Statement” then click the “Submit Request” button at the bottom of the screen.
    - On the next screen you will see “Your request has been submitted to your supervisor” at the top of the screen.