



Quick Step Navigation Guide

How do I register for a new account?

Go to <http://www.imcomacademy.com>

Click Enter Academy

Click Create New Account

Complete all of the required profile information notated with *

NOTE: Pay attention to password criteria listed

- For organization, please check your program activity box
- For job title, type in your job title in search box or hit search to see all and select

How do I locate my password if I already have an account?

Select contact administrator on the login page and request a temporary be emailed to you.

How do I enroll in a course?

Roll mouse over learning center

Select Course Catalog

Click Search

Click Access Approval for Classroom

Click Access Item for online

I need to update my manager/supervisor?

Roll over My workspace/My Account

Click Edit Profile

Select Supervisor/Training POC

Type supervisor last and first name in given fields

Click Search

Select radio button before supervisor's name

Click Select Manager

Once enrolled in an online course, how do I begin?

Roll over My Workspace

Click My Learning Plan

Click on link for online course

How do update my profile?

**Roll over My Workspace/My Account
Click Edit Profile
Update profile fields
Click Save for each step**

How do I view my Transcript?

**Roll over My Workspace
Click My Transcript**

How do I change my login id or password?

**Roll over My Workspace/My Account
Click Edit Password to change password
Click Edit Login Id to change login id
Click Save to update**

How do I print course certificates?

**Roll over My Workspace/My Transcript
Click on Learning Event
Click View Certificate**

How do I approve training as a supervisor?

**Roll over Administration
Click Approval Console**

How do I add outside courses to my transcript?

**Roll over My Workspace
Click My Transcript
Click on Personal Learning Events tab
Click GO next to Manager Personal Learning Events
Click GO next to Create New Learning
Fill out all necessary fields (all fields with * are required)
Click Create.
(You are not able to upload certificates at this time)**

If you need help or have questions, please connect with the academy “Go Live Support Team” by calling 210-466-1050 (DSN: 450-1050) or emailing imcom.academy@us.army.mil