



AUXDATA II BASICS

You can do it!





What we will cover

- How to Log in to AUXDATA II with 2 Factor Authentication
- “How To” Documents
- Checking Your Member Record
- Entering your own time (Mission Code 99)
- Reports

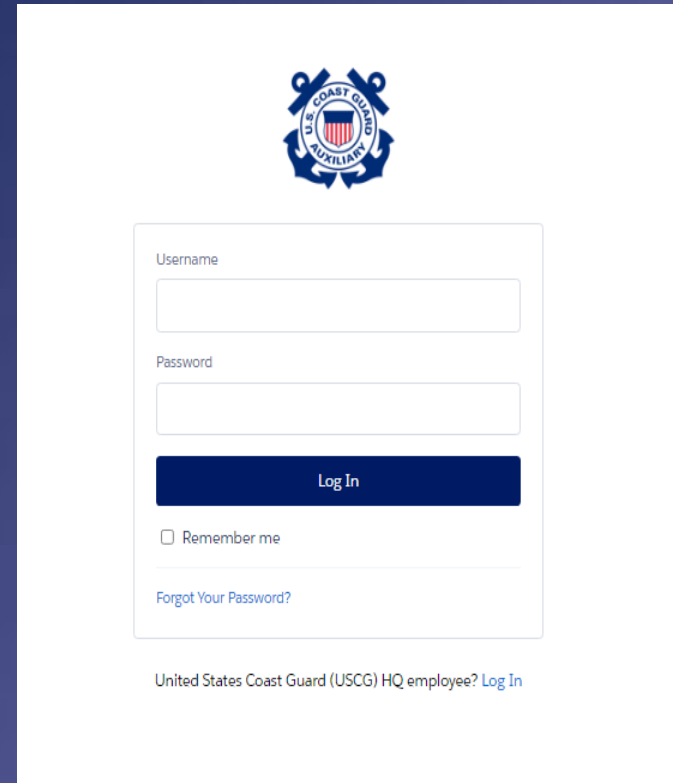




Login

uscg.force.com/auxcommunity/login

- Enter your login:
Member#@uscg.aux
- Enter your password
- Passwords must be 15 characters long and contain at least one capital letter, one symbol and one number.
- If 1st time or forgot password, send an email to AUXDATA@acumensolutions.com and request a password reset.

A screenshot of the login page for the U.S. Coast Guard Auxiliary. At the top center is the U.S. Coast Guard Auxiliary logo. Below it is a form with two input fields: "Username" and "Password". Below the "Password" field is a dark blue "Log In" button. Underneath the button is a checkbox labeled "Remember me". At the bottom of the form is a link that says "Forgot Your Password?". Below the form, there is a link for "United States Coast Guard (USCG) HQ employee? Log In".

U.S. COAST GUARD
AUXILIARY

Username

Password

Log In

Remember me

[Forgot Your Password?](#)

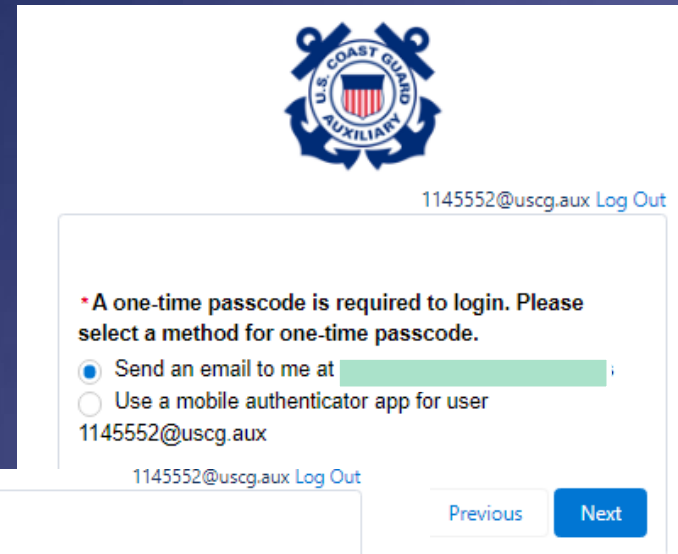
[United States Coast Guard \(USCG\) HQ employee? Log In](#)





Login

- Click the box bottom left that you have read the security info and “Continue”.
- Two Factor Authentication required.
- Select method to receive code (Email or on phone)
- Enter code where indicated



1145552@uscg.aux Log Out

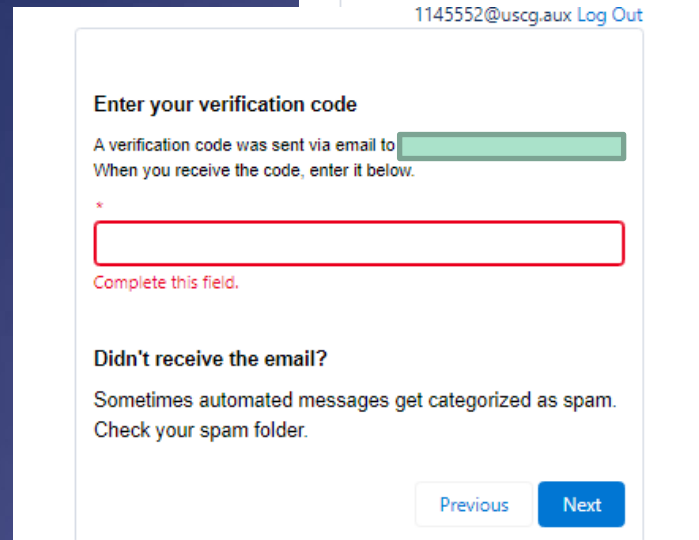
*** A one-time passcode is required to login. Please select a method for one-time passcode.**

Send an email to me at

Use a mobile authenticator app for user 1145552@uscg.aux

1145552@uscg.aux Log Out

Previous Next



1145552@uscg.aux Log Out

Enter your verification code

A verification code was sent via email to
When you receive the code, enter it below.

*

Complete this field.

Didn't receive the email?

Sometimes automated messages get categorized as spam.
Check your spam folder.

Previous Next



HOME Page

OBJECTS



The screenshot shows the 'Auxiliary Member Dashboard' with a navigation bar at the top containing: Home, Members, Units, Activity Logs, Member Activities, Facilities, Facility Inspections, and More. The main banner features a U.S. Coast Guard Auxiliary boat and a person in a red jacket with the text 'Build Skills That Save Lives'. Below the banner is a 'WELCOME' message. The dashboard includes three charts: 'All Active Members By Status' (a donut chart with values 2.3k, 1.9k, and 1k), 'Current and Next Month Patrol Operations' (a bar chart with a record count of 206), and 'Required Tasks - UNIT Comps' (a donut chart with a record count of 5). A 'QUICK LINKS' section on the right lists: WHAT'S NEW, MEMBER HOW TO GUIDES (with an arrow pointing to the text 'HOW TO GUIDES'), RELEASE NOTES & USER GUIDES, and AUXDIRECTORY/AUXOFFICER.

HOW TO GUIDES





Member Object

- **Detail Page** – Provides member Contact Information
- **Related Page**- Provided Member Competencies, Tasks, Offices, Awards, Facilities and Activity Logs
- **Skills & Availability Page**





Detail Page

- Member can update phone numbers, street address and email.
- Only DIRAUX Office can update other items
- **See “How To” Guide for procedure to update Email**

Member [REDACTED]

Unit Name: EAST BAYS FLOTILLA | Unit Number: 0130711 | Member Status: BQ | Boating Safety Course Completed:

DETAIL RELATED SKILLS AND AVAILABILITY PPE CHATTER

International <input type="checkbox"/>	Member Status BQ
Member ID [REDACTED]	Member Status Date 5/7/2002
Name [REDACTED]	Archived <input type="checkbox"/>
Unit Name: EAST BAYS FLOTILLA	Boating Safety Course Completed <input checked="" type="checkbox"/>
Unit Number: 0130711	Spouse Name
Occupation: BUSINESS TEACHERS, POSTSECONDARY	Gender: Male
Lawful Permanent Resident <input type="checkbox"/>	Ethnicity: White or Caucasian
Vendor Site Id	Travel <input type="checkbox"/>
Vendor Number	Advance Notice
Vendor Name	Activity Log Approver <input type="checkbox"/>
Education Level: MA	Initial Enrollment Date 5/7/2002
Total Active Time IN: 19 Years 12 Months 1 Days	Base Enrollment Date: 5/7/2002





Related Page

Contains everything about the member's auxiliary career.

Activity Logs

Competencies

Tasks

Awards

Offices... and more!



Competencies (6+)			
Member Competency Record Number	Competency Type	Status	Status Assigned Date
MC-201332	BASIC QUALIFICATION COURSE II	Not Certified - Trainee	9/26/2019
MC-156080	AUXCT - CORE TRAINING	REYR	10/7/2015
MC-127104	CERTIFIED CPR PROVIDER	REYR	1/30/2012
MC-113472	INSTRUCTOR	REYR	9/4/2009
MC-106177	ADMINISTRATIVE PROCEDURES (APC)	Certified	10/24/2007
MC-107413	AUXOP	Not Certified - Trainee	7/30/2007

Member Tasks (6+)			
Task Type	Task Completed	Activity Date	Task Members Record Number
INSTRUCTOR WORKSHOP	<input checked="" type="checkbox"/>	3/5/2022	TM-002089969
CIVIL RIGHTS AWARENESS (502319)	<input checked="" type="checkbox"/>	3/4/2022	TM-002089785
SEXUAL HARASSMENT PREVENTION COURSE (810000)	<input checked="" type="checkbox"/>	3/3/2022	TM-002089764
PRIVACY AWARENESS (810015)	<input checked="" type="checkbox"/>	3/2/2022	TM-002089736
SECURITY EDUCATION AND TRAINING AWARENESS (810030)	<input checked="" type="checkbox"/>	3/1/2022	TM-002089212
INSTRUCTOR WORKSHOP	<input checked="" type="checkbox"/>	6/30/2021	TM-002028735

Awards (6+)			
Award	Award Date	Notes	Award Record Number
AUXILIARY MEMBERSHIP SERVICE AWARD	5/7/2006		AW-0112505
AUXILIARY MEMBERSHIP SERVICE AWARD	5/31/2017		AW-0141296
AUXILIARY MEMBERSHIP SERVICE AWARD	5/7/2022	20 Years	AW-0593043
CG MERITORIOUS TEAM COMMENDATION	1/2/2009		AW-0116091
CG MERITORIOUS TEAM COMMENDATION	2/2/2013		AW-0128342
CG MERITORIOUS TEAM COMMENDATION	1/17/2009		AW-0400798

Member Offices (6+)			
Position	Active Status	Unit Level	Unit Number
FSO-IS	Inactive	Flotilla	0130803
SO-SR	Inactive	Division	01308
FSO-SR	Inactive	Flotilla	0130803
VFC	Inactive	Flotilla	0130803
FC	Inactive	Flotilla	0130803
FSO-PA	Inactive	Flotilla	0130803



Related Page

- **Member Competencies**
 - Click “View All” to see All
 - Click MC# to see detail then “View All” on Task Table to see when Last completed
- **Member Tasks**
 - Click “View All” to see all.

Competencies (6) New

Member Competency Record Number	Competency Type	Status	Status Assigned Date
MC-234269	LEADERSHIP LEVEL 2 COMPETENCY	Certified	10/31/2021
MC-234268	LEADERSHIP LEVEL 1 COMPETENCY	Certified	7/31/2021
MC-202867	VESSEL EXAMINER	Certified	7/23/2021
MC-230328	INSTRUCTOR	Certified	7/23/2021
MC-210103	AUXCT - CORE TRAINING	Certified	4/14/2018
MC-210109	BASIC QUALIFICATION COURSE II	Certified	4/14/2018

[View All](#)

Member Competency Record Number
MC-210103

Original Certification Date

Competency Category
UNIT

Competency Type
AUXCT - CORE TRAINING

Status
Certified

Status Assigned Date
4/14/2018

Comments

Tasks (6+) New

Member ...	Task Type	Status	Completed...
MCT-1067...	SECURITY ...	Completed	4/21/2022
MCT-1067...	SEXUAL H...	Completed	4/21/2022
MCT-1061...	CIVIL RICH...	Completed	3/17/2022
MCT-1061...	PRIVACY A...	Completed	3/17/2022
MCT-952...	SECURITY ...	Archived	12/17/2020
MCT-952...	CIVIL RICH...	Archived	12/17/2020

[View All](#)

Member Competency History (0)

ID	Member Competency Record Number	Competency Type	Status	Completed Date
8	MCT-925032	SECURITY ...	Completed	12/17/2020
8	MCT-925032	SECURITY ...	Completed	12/17/2020
3	MCT-925031	SECURITY ...	Completed	12/17/2020
6	MCT-925030	SECURITY ...	Completed	12/17/2020
2	MCT-925029	SECURITY ...	Completed	12/17/2020
4	MCT-1061980	SECURITY ...	Completed	12/17/2020
2	MCT-1061972	SECURITY ...	Completed	12/17/2020
3	MCT-1061971	SECURITY ...	Completed	12/17/2020
1	MCT-1061970	SECURITY ...	Completed	12/17/2020





Skills and Availability

- Member can/should update info on this

DETAIL RELATED **SKILLS AND AVAILABILITY** PPE CHATTER

Availability For Coast Guard Support Operations

	Su	Mo	Tu	We	Th	Fr	Sa	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deselect All
Day:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select All
Night:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select All
Either:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Select All

Are you willing to travel outside of your home area? Yes

Are you physically capable to do the duties which you are qualified and registered to perform? Yes

Are you willing to do CG or AUX administrative support missions? Yes

I have a current laminated ID card with photo. Yes

Save Availability

Skill Group ⓘ

Skill ⓘ

Add Skill

Set Occupation

Member should indicate what skills they are willing to offer the CG should they ask





Time Reporting

- EVERY Auxiliarist should be reporting the time spent on Auxiliary activities
- Every hour of Auxiliary Activity = \$ 29 in appropriations to the Coast Guard.
- The Coast Guard uses Auxiliary participation data to develop deployment plans, allocate the budget and realign equipment and resources.
- Data used for performance recognition of members and Auxiliary units





Activity Logs

The screenshot shows the 'Activity Logs' dashboard. At the top, there is a navigation bar with links for Home, Members, Units, Activity Logs (underlined), Member Activities, Facilities, and More. A search bar is located on the right. Below the navigation bar, there is a section for 'Activities Recently Viewed' with a refresh icon and a 'New' button. A table with columns for Activity, Created By, Unit, Mission Code, Mission Start Time, Mission End Time, and Review Status is visible. A search bar and various icons are also present above the table.

Click NEW to Begin

Select a Resource
See How To Guides
for Step By Step
Procedure

The 'New Activity' form is displayed. It features a 'Select a record type' section with four radio button options: 'Unit/Individual', 'Aircraft', 'Boat', and 'Radio'. Each option has a descriptive paragraph. The 'Radio' option is currently selected. At the bottom of the form, there are 'Cancel' and 'Next' buttons.





Activity Logs

- Complete the Initial Screen and click “Save”
- If doing VE, PV, PA, PE or NS entry scroll down and enter details
- Enter the following in “Summary of Activities”:
 - Your last name
 - Brief description of what activity was conducted

The screenshot shows a web-based form titled "New Activity: Unit/Individual". The form is divided into several sections:

- Information:**
 - Activity Record Number: (empty text field)
 - Unit: (Search Units... dropdown)
 - OPCON: (Search Units... dropdown)
 - FSO-IS Reviewed: (checkbox, unchecked)
 - Review Status: (Open dropdown)
 - Operations Code: (--None-- dropdown)
 - Mission Code: (--None-- dropdown)
 - Activity Code: (empty text field)
 - Mission Start Time: (Date and Time fields)
 - Duration: (empty text field)
 - Summary of Activities: (empty text field)
 - Clarification Comments: (empty text area)
- Non-reimbursed Mileage and Expenses:**
 - Miles: (empty text field)
 - Cost: (empty text field)
- Vessel Exam Details:** (empty section)

At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save".





Activity Logs

> **Open** Approval Requested Needs Clarification Under Review Approved Mark Review Status as Complete

DETAILS RELATED **ADD MEMBER** ADD TASK MEMBER AND TASK CAPTURE CHATTER

Activity Record Number AL-6521331	Review Status Open
Unit NEW BEDFORD FLOTILLA	Operations Code
Facility Registration Number	Mission Code 99B: RBS SUPPORT
OPCON FIRST DISTRICT NORTHERN REGION	Activity Code UMS
FSO-IS Reviewed <input type="checkbox"/>	Mission Start Time 4/1/2022 12:00 PM
	Duration 12.00
	Mission End Time 4/2/2022 12:00 AM
	Summary of Activities Carlson- Prep & Travel for BS&S Classes in April
	Clarification Comments

Completed Detail Page. Click “Add Member” to assign yourself and/or other people to this activity





Add Member

- Search for member(s)
- Click box to left of member name to select
- Click the blue “Add Member” button to move the name down into the lower table

The screenshot displays a web application interface for adding members. At the top, there are navigation tabs: 'Open', 'Approval Requested', 'Needs Clarification', 'Under Review', 'Approved', and 'Mark Review Status as Complete'. Below these are menu options: 'DETAILS', 'RELATED', 'ADD MEMBER', 'ADD TASK', 'MEMBER AND TASK CAPTURE', and 'CHATTER'. The main section is titled 'Member Assignment'. It features a 'Search User' input field and a 'Unit Level' dropdown menu with options: 'All', 'OPCON', 'Sector', 'Sub-unit', 'District', 'Division', 'Flotilla', 'Internal', and 'National'. Below this is a table with columns 'Member ID', 'Members Name', and 'Unit Number'. A row is visible with a checked checkbox in the 'Member ID' column. At the bottom, there is a table for assigning positions with columns 'Member Id', 'Name', and 'Position'. A row is visible with a checked checkbox in the 'Member Id' column, the name 'DORREY CRICKSON', and the position 'LEAD'. Below this table are buttons: 'Remove' (red), 'Update Activity Members' (green), and 'Add Members' (blue).

- Assign a position to the Member (Lead, NonLead, Trainee)
- Click the Green Button





Activity Log

One Last Review then Click “Approval Requested” and Click “Mark Review Status as Complete”)

The screenshot displays the Activity Log interface with the following details:

- Navigation Bar:** Open, Approval Requested (highlighted with a green arrow), Needs Clarification, Under Review, Approved, Mark Review Status as Complete (with a checkmark icon).
- Activity Record Number:** AL-6521331
- Unit:** NEW BEDFORD FLOTILLA
- Facility Registration Number:** (empty)
- OPCON:** FIRST DISTRICT NORTHERN REGION
- FSO-IS Reviewed:**
- Review Status:** Open
- Operations Code:** (empty)
- Mission Code:** 99B: RBS SUPPORT
- Activity Code:** UMS
- Mission Start Time:** 4/1/2022 12:00 PM
- Duration:** 12.00
- Mission End Time:** 4/2/2022 12:00 AM
- Summary of Activities:** Carlson- Prep & Travel for BS&S Classes in April
- Clarification Comments:** (empty)





Entry of 7029 Hours

- Encourage Members to continue to use the 7029 form to organize the hours and ONLY enter the total at the bottom of the form for each code
- Once one Activity Log is complete, it can be “Cloned” to save entry effort on the next form (Clone Button on Upper Right)





7029 Mission Codes

- “A” Is for ADMINISTRATION (elected & appointed)- 99A
- “B” is for BOATING SAFETY Travel and Prep for Rec Boating Safety Missions (PA, PE, MP, PV)- 99B
- “C” if for “CONTAINER & CONTINGENCY” Travel & Prep for Marine Safety Office Missions – 99C





7029 Mission Codes (continued)

- “D” is for STUDY and DEDICATION TO EDUCATION...Training (class, study, travel, prep)- 99D
- “E” is for EVERYTHING ELSE Travel & Prep for CG Support, Uniform Maint, Other activities not otherwise reported on a 7030- 99E





OTHER Mission Codes

- Reporting time requires Mission Codes
- Mission Codes are program-specific
- Some activities also require Operation Codes and identification of the CG Office or Station who is the “Operational Control” (OPCON).
- See the HOW TO GUIDES for Mission Codes to use for Auxiliary Activities





Reports

- Reports have been pre-formatted for your use. Click MORE and scroll down to Select the REPORTS OBJECT

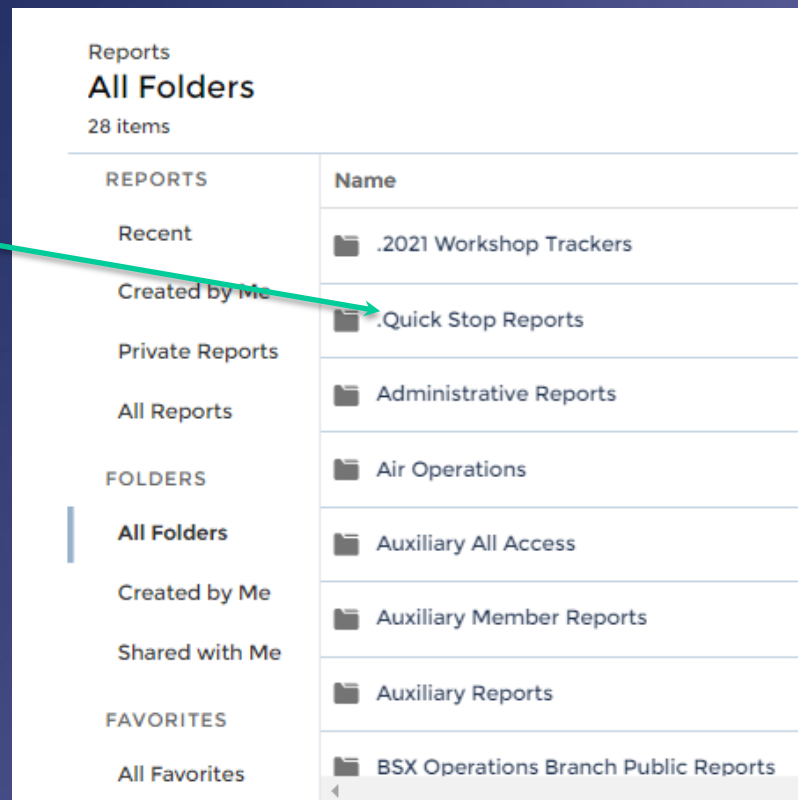
The screenshot shows the U.S. Coast Guard Auxiliary Member Dashboard. At the top, there is a navigation menu with links for Home, Members, Units, Activity Logs, Member Activities, Facilities, Facility Inspections, and More. Below the menu is a banner image of a U.S. Coast Guard Auxiliary boat on the water with the text "Build Skills That Save Lives". Below the banner, it says "WELCOME LAUREL J CARLSON!". The dashboard features three main sections: "All Active Members By Status" with a donut chart showing member status distribution; "Current and Next Month Patrol O..." with a record count of 206 and a list of patrol types; and "Required Tasks - UNIT Comps" with a donut chart showing competency levels. On the right side, there is a "QUICK LINKS" section with links for "WHAT'S NEW", "MEMBER HOW TO GUIDES", "RELEASE NOTES & USER GUIDES", and "AUXDIRECTORY/AUXOFFICER".





Reports

- Reports are in Folders
- Quick Stop Report Folder has most of what a member would want.
- See HOW TO guide on Quick Stop Reports.





Member Reports

- The Member Info Subfolder contains reports specific to Members.
- Similar reports are available for Units
- Member Training Status Reports are in a separate Folder



Name	Description
Member Activity Detail, LAST YEAR	Detailed Member Activity from previous calendar year. v210805
Member Activity Detail, THIS YEAR	Detailed Member Activity from current calendar year. v210805
Member Activity Summary, All Time	Summarized Member Activity, all time. v210805
Member Activity Summary, LAST YEAR	Summarized Member Activity, previous calendar year. v220326
Member Activity Summary, THIS YEAR	Summarized Member Activity, current calendar year. v220326
Member Competencies	Member competencies with status info. v210806
Member Miles and Expenses, 3 Years	Member miles and expenses totals for the past 3 years. v220125
Member Office History	History of offices held by Member. v211015
Member Status History by Member ID	Member status history from newest to oldest for specified Member ID. v220118
Member Task History	History of Tasks completed by Member. v210806



Using a Quick Stop Report

Report: Members with Member Activities and Activity Log
Member Activity Summary, THIS YEAR
Summarized Member Activity, current calendar year. v210805

Total Activity Log: Duration	Total Activity Log: Number of Exa...	Total Activity Log: Number of Visits
0.00	0	0

- Open the Report you want
- Click on the Filter Icon
- Click on the box that says “Change to”
- Input the member number or unit number where required & Click Apply

Filters

- Show Me All units
- Created Date All Time
- Activity Log: Mission Start Time equals THIS YEAR
- Member ID equals Change_to_Member ID

Filter Icon

Filter by Member ID

Operator: equals

[Green Bar]

Cancel Apply





Reports

A wide variety of Reports are available using the same process.

Report: Members with Member Competencies
Member Competencies
 Member competencies with status info. v210806

Member ID	Competency Category	Competency Type	Status	Status Assigned Date	Comments	
114	AIR (8)	AIR CO-PILOT	REYR - CHECK FLIGHT	4/27/2004	-	
		AIR CO-PILOT	REYR	9/18/2010	Annual CRM Refresher past due	
		AIR CREW	REYR	1/31/2009	Annual CRM Refresher past due	
		AIR CREW	REYR	3/31/2010	Annual CRM Refresher past due	
		AIR OBSERVER	ADMIN	1/8/2005	-	
		FAA PRIVATE PILOT	Not Certified - Trainee	4/27/2004	-	
		HOLDS AIRPLANE SINGLE ENGINE LAND FAA RATING	Not Certified - Trainee	4/27/2004	-	
		HOLDS INSTRUMENT FAA RATING	Not Certified - Trainee	4/27/2004	-	
		BOAT (3)	BOAT CREW COXSWAIN	Certified	11/14/2019	-
		BOAT CREW CREWMEMBER	Certified	9/29/2011	-	
GENERAL (1)	AID TO NAVIGATION VERIFIER	Certified	2/9/2005	-		
UNIT (6)	BASIC QUALIFICATION COURSE II	Not Certified - Trainee	9/26/2019	-		
	AUXCT - CORE TRAINING	Certified	10/7/2015	-		

Report: Members with Member Competencies with Member Competency Tasks
AUXCT Tracker by Unit
 AUXCT Task Tracker by Unit. 5 Year Tasks = days until due (negative values = past due, 0 = due or never completed), Permanent Task = year comp

Unit Number	Full Name	TaskFrequency →					PermanentTask
		Max TaskDue	Max TaskDue	Max TaskDue	Max TaskDue	Max TaskDue	
0130618	C	0	-849	-849	0	0	2,014
		1,343	978	978	978	1,343	2,014
		612	612	612	612	612	2,013
		247	612	612	612	247	2,018
		978	978	978	978	978	2,018
		-118	-118	-118	-118	-118	2,016
		247	247	612	247	247	2,017
		1,708	247	1,708	247	247	2,016
		612	612	978	612	612	2,018
		-849	-118	-849	-849	-118	2,016
		1,343	1,343	1,343	1,343	1,343	2,015
		1,708	1,708	1,708	1,708	1,343	2,015
		0	-849	-849	0	0	0
		1,343	612	1,343	612	612	2,018

Report: Members with Member Activities and Activity Log
Member Activity Summary, THIS YEAR
 Summarized Member Activity, current calendar year. v210805

Total Activity Log: Duration: 711.30
 Total Activity Log: Number of Exams Given: 0
 Total Activity Log: Number of Visits: 0

Activity Mission Start Time → CY2022
 Member ID → 114

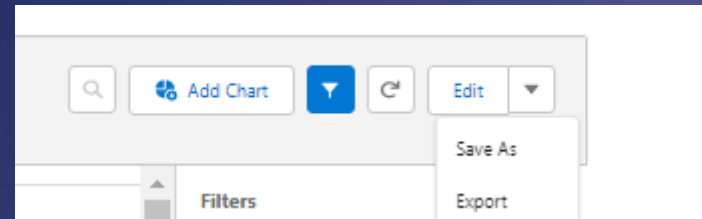
Activity Log: Mission Code	Sum Activity Log: Duration	Sum Activity Log: Number of Exams Given	Sum Activity Log: Number of Visits
-	0.00	0	0
99A: LEADERSHIP ACTIVITIES	262.50	0	0
99B: RBS SUPPORT	14.00	0	0
99C: TRAINING SUPPORT	128.00	0	0
99D: OTHER ADMIN/LOG SUPT	47.00	0	0
06B: OTHER, MEMBER TRAINING	48.30	0	0
08: ADMINISTRATIVE SUPPORT	149.50	0	0
10L: PUBLICATIONS/MEMBER COMMS	2.50	0	0
14B: BOATING SKILLS & SEAMANSHIP	6.00	0	0
92: AUXDATA DATA ENTRY	33.50	0	0
Total	711.30	0	0





Reports

- Reports can be Exported (excel)
- Reports can be saved to your “Private Folder”
- Reports can be saved to the “Auxiliary All Access” Folder.



See the How To Guide on SIMPLE Reports for Instruction on Saving a report





For Consideration

- Every Member should be able to look at and understand their Member Record.
- Every Member should be given the Training and Opportunity to enter their own activity logs
- Every Staff Officer should know how to pull reports for their own program.





Any Questions?

Name

Contact Info

