USING AUXILIARY LEARNING MANAGEMENT SYSTEM (AUXLMS)TO COMPLETE MANDATORY TRAINING

The AUXLMS provides the flexibility for Auxiliarists to access training material anywhere and anytime on a personal computer. For example, with AUXLMS, you can fulfill your Auxiliary MT requirements from the comfort of your home. Although the current inventory of Auxiliary training material on the AUXLMS is relatively small, it will grow as more training materials are developed for online availability. Through the AUXLMS, Auxiliarists also have the opportunity to access active duty "Gold Side" training courses and materials, such as content on Coast Guard boat and cutter operations.

ICS-210 is now available online through the AUXLMS (use course code 502325).

Successful course completion is automatically recorded in AUXDATA without manual intervention of an Information Services (IS) staff officer. Data uploads from the AUXLMS to AUXDATA occur on a weekly basis each Monday.

To access the AUXLMS, you must have a unique e-mail address that is not shared with any other Auxiliarist and that is listed as your primary e-mail address within AUXDATA. This is a mandatory requirement to ensure course completion data is properly transferred into AUXDATA and correctly credited to you.

Accessing AUXLMS and Password Set-up:

    a. Access to AUXLMS is through the following site: https://auxlearning.uscg.mil/

    b. How do I get my password in AUXLMS?

        (1) Click on the "I forgot my password" link under the Login button.

        (2) Fill in the Username field with your individual primary e-mail address currently in AUXDATA. This is your username for AUXLMS. Click on the Submit button.

        (3) An e-mail will be sent to your AUXDATA e-mail address that contains your login and password. Check this email account for a message from osc-dg-ms-sa-admin@uscg.mil

        (4) Return to https://auxlearning.uscg.mil and use the credentials provided in the e-mail to log in.

        (5) You will then be asked to change your password.

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Auxiliary Mandated Training (MT) Requirements: The purpose of MT is to build awareness and enhance the knowledge, skills, abilities, and attitudes of the Coast Guard's workforce. All other elements of the Coast Guard workforce have MT requirements, generally more extensive than those for Auxiliarists. MT cannot be taken lightly, and it is not unreasonable to expect in the future that Coast Guard Order Issuing Authorities will expect Auxiliarists to be current in MT requirements before making assignments to duty. With the advent of the AUXLMS, the bridge that allows automatic recording of successful MT course completion into AUXDATA has been built. The Auxiliary MT requirements established in section 8.E. of the Coast Guard Auxiliary Manual (COMDTINST M16790.1 series) are now in effect.

Flotilla Commander, Vice Commander and FSO-MT will complete all eight courses before March 2014. FSO-MT will assign a mentor to work individually with each flotilla member and will track progress in completing the training.

New member auxiliarists must successfully complete the following MT during their first year of enrollment and then once every five years thereafter. Members enrolled prior to 2013 should complete <u>three</u> of the following courses during 2014:

(1) DHS Together - Resilience Training - course code 502379
(2) Security Education and Training Awareness (SETA) - course code 810030
(3) Privacy at DHS / Protecting Personal Information - course code 810015
(4) Sexual Harassment Prevention - course code 810000
(5) Sexual Assault Prevention and Response - course code 810045
(6) Civil Rights Awareness - course code 502319

Auxiliarists must successfully complete the following MT only once (new members shall complete them during their first year of enrollment) Members enrolled prior to 2013 should complete both of these courses during 2014:

(1) Ethics 1 / Personal Gifts - course code 502306
(2) Influenza Training - course code 502290