UNITED STATES COAST GUARD AUXILIARY

America's Volunteer Guardians

Promoting Boating Safety, Security and Stewardship since 1939

INITIAL MANDATORY TRAININGS FOR NEW MEMBERS – 8.29.24

Congratulations on receiving your member id number, and thank you for joining the US Coast Guard Auxiliary and Flotilla 16-01! We're excited to welcome you and support you as you complete the initial mandatory trainings, and after that, getting engaged in some of the many volunteer service opportunities available.

As a new member, your first step is to complete the initial mandatory trainings and advance your status from AP (Application Pending) to BQ (Basically Qualified). This is the main activity during these early days of membership.

It involves completing a series of courses, all of which you can take online. This document provides a handy summary of what you need to do. The information will also help you to find the courses in the Auxiliary Online Classroom.

COURSE DETAILS

Here are your initial mandatory training requirements:

Auxiliary Core Training (AUX CT). AuxCT includes six courses and an open-book exam that we take as new members and renew every five years (Excepting Ethics/Personal Gifts, which is a one-time course). The courses are:

- ✓ Suicide Prevention
- ✓ Sexual Assault Prevention, Response, and Recovery
- ✓ Security Fundamentals
- ✓ Privacy at DHS: Protecting Personal Information
- ✓ Sexual Harassment Prevention
- ✓ Civil Rights Awareness

Ethics/Personal Gifts is a one-time video course that you view now and attest that you've watched it by signing and submitting a self-attestation firm.

Basic Qualifications Course II (BQII). A one-time course that covers seven modules based on the Auxiliary Operations Manual with an open-book exam following each module.

Bloodborne Pathogens. A one-time course with open-book exam.

Introduction to Risk Management. This is an online video introduction to the Coast Guard's risk management processes. Every year, our Division provides mandatory refresher courses in-person and via teleconference.

Two FEMA Courses. These are required for Auxiliarists who want to serve in elected leader positions or get involved in operational roles. We strongly recommend that you take the two FEMA courses and complete the open-book exams now so that you don't have to take them later on.

- ✓ ICS 100 - Introduction to the Incident Command Management System
- ✓ ICS 700 - Introduction to the National Incident Management System

Boating Safety Course. Finally, you will need to submit documentation that you've completed a boating safety and seamanship (BS&S) course. If you haven't taken this course, our flotilla offers it or you can take it online. You can reach out to Robb Defilippis, our Flotilla Staff Officer, Public Education, for assistance in meeting this requirement. His email is robb11@gmail.com.

HOW TO ACCESS THE COURSES

AUXDATA II: The first step is to set-up your password in AuxData II, the Auxiliary's online data management tool. AuxData II is where we enter activity hours, manage and track flotilla and member training, access training, and more. You'll learn more about AuxData II through flotilla-based trainings. For now, set-up your password by clicking here:
https://wow.uscgaux.info/content.php?unit=IT-GROUP&category=auxdata-ii

You'll see a section at the top of the page entitled "To Access AuxData II." Click on the link provided and enter your user name. This is the the employee id number that DIRAUX assigned you. Then, click on "Forgot Password" and follow the instructions to create your password.

AUXILIARY ONLINE CLASSROOM: Now that you have your AuxData II password, you can easily take all the courses in the Auxiliary Online Classroom. You can find this in the menu on the right side of the AuxData II homepage. See the *Quick Links* menu on the right side of the page and scroll down to the *Auxiliary Online Classroom*. Click here, see the blue box at the top of the page, and sign up for entry. (Step by Step Screen Shots are in the Appendix)

Once you're in the classroom, you'll see a page "Welcome to the Bridge. You Have the Helm." Click on the link in the center of the page to navigate to the *AUX Core Training Portal*. This takes you to the *AUX Core Training* page (be sure to click on the blue box to get the Enrollment Keys that you'll need to access the courses and **keep a record of these keys)**. On this *AUX Core Training* page, you'll see the links for these required courses:

- ✓ AUX CT Core Certification Portal, where you can find all the required Core Training courses plus the two FEMA courses.
- ✓ Basic Qualification Course II – 2024
- ✓ Aux Blood Borne Pathogens

To get to the Introduction to Risk Management Course, go back to the "Welcome to the Bridge. You Have the Helm" page. Then look further down the page to see the *Directorate* pages heading and click on the link for Training and Leadership Development.

This takes you to the *Training Directorate Catalog*. Here, click on the *Risk Management and Operations Portal*, where you will find the Introduction to Risk Management Course.

Required Courses – Summary

1. AUX CT Core Certification
2. Basic Qualification Course II
3. AUX Blood Borne Pathogens
4. Introduction to Risk Management
5. FEMA – ICS100/ICS700

SPECIAL TIP FOR ALL COURSES: **Be sure to save and print out copies of all test completions and course certificates. Also, keep a record of your enrollment keys.**

IF YOU HAVE QUESTIONS OR NEED HELP

Please do not hesitate to reach out any time with questions or needs for support as you go. We've all taken these courses, and we're happy to answer questions and help you to get them done.

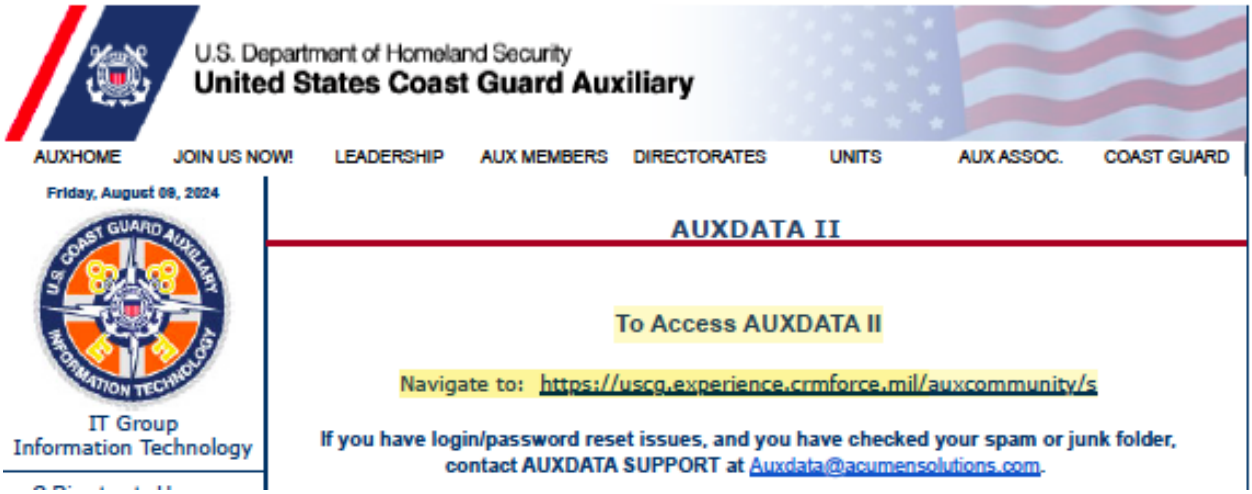
John Merrigan, VFC/Flotilla Staff Officer, Member Training: jmerrigan002@gmail.com
Peter Ferro, Flotilla Staff Officer, Human Resources: pete51@comcast.net
Jean Marie Mitchell, Flotilla Commander, jeanmariemitchell@gmail.com

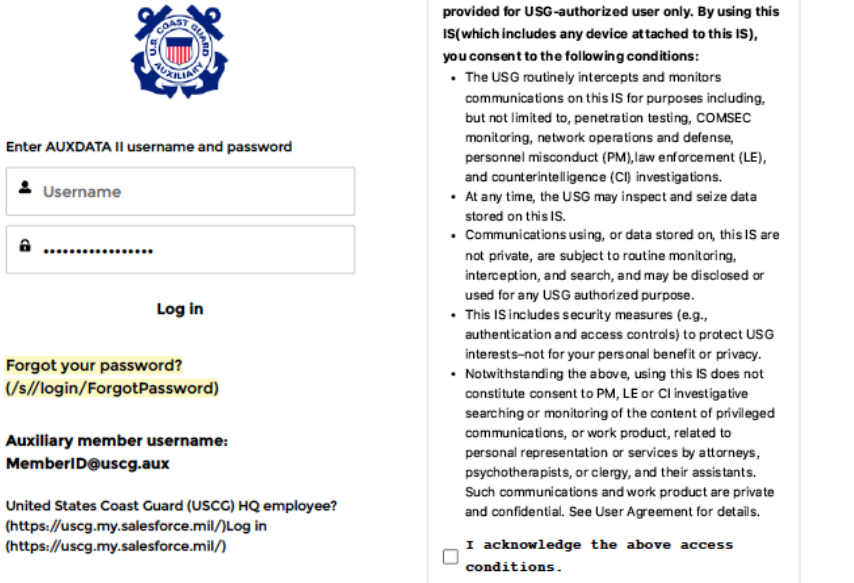
We hope you enjoy the training, and again, feel free to reach out if we can help.

# # #

Appendix

AUXDATA II





Dashboard

Welcome John Merrigan!

Announcements

Welcome to the new AUXDATA homepage! Stay tuned as we streamline access to commonly used features and information.

- **NOTE:** Do not use the Service Request feature to request Patrol Orders or Facility Inspections.
- **FY24 Close-Out:** Patrol Requests through 30 September 2024 must be APPROVED by the OIA prior to 11 September 2024. Any Patrol Requests received by the OIA after 11 September 2024 can only be approved on a case-by-case basis. See ALAUX 024/24 (https://wow.uscgaux.info/Uploads_wowll/BX-GROUP/024_24_FY24_AUXDATA_II_PATROL_ORDER_CLOSEOUT.pdf) for additional information.
- **REMINDER:** Annual Uniform Inspections must be completed by 31 December 2024. See BSX Policy Letter 23-02 (https://wow.uscgaux.info/Uploads_wowll/BX-GROUP/AUX_UA_POLICY_LETTER_024A_FINAL_28SEP23_FOR_POSTING.pdf) for additional information.

QUICK LINKS

WHAT'S NEW (http://wow.uscgaux.info/content.php?unit=IT-GROUP&category=whats-new)
Information about recent system updates

MEMBER HOW TO GUIDES (http://wow.uscgaux.info/content.php?unit=IT-GROUP&category=how-to-members)
View Member How To guides at cgaux.org

RELEASE NOTES & USER GUIDES (https://uscg.force.com/auxcommunity/s/contentdocument/ContentDocument/All)
Navigate to the Libraries tab

AUXDIRECTORY/AUXOFFICER (https://auxofficer.cgaux.org/auxoff/)

AUXILIARY MANUALS (http://wow.uscgaux.info/content.php?unit=H-DEPT&category=auxiliary-manuals)
Auxiliary Policy and Program Manuals

AUXILIARY ONLINE CLASSROOM (http://classroom2.cgaux.org/moodle/)
Member Training Portal

NTC (http://ntc2.cgaux.org/NTC/)
Auxiliary National Testing Center

FORMS WAREHOUSE (http://forms.cgaux.org/forms1.php)
Auxiliary Member Forms

NATIONAL WEBSITE (http://www.cgaux.org/)
Official website of the USCG Auxiliary

USCG FACEBOOK (https://www.facebook.com/CoCoastGuard/?fref=ts)

AUXILIARY FACEBOOK (https://www.facebook.com/uscgauxiliary)

CGAUXA (https://www.cgauxa.org/)
Official website of the CG Auxiliary Association

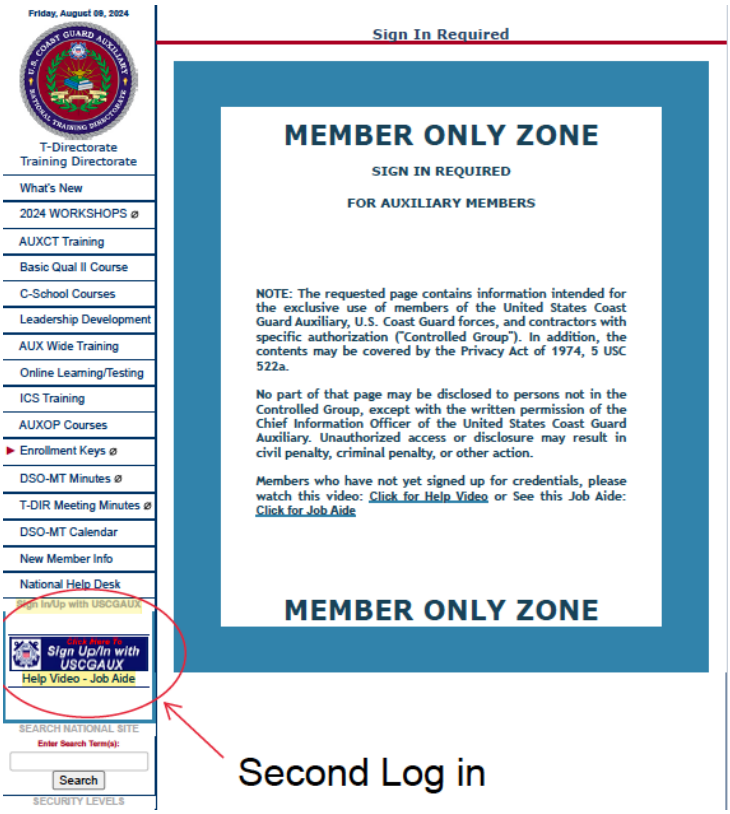
AMERICAN FORCES TRAVEL (https://www.americanforcestravel.com/)
Travel Benefits Site for Auxiliarists

Auxiliary Core Training (AUXCT): AUXCT contains a series of courses that members must take as a one-time requirement upon joining the Auxiliary and/or recertify once every five years. **This section includes:**

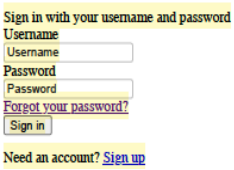
- The ***AUXCT CORE Certification Portal*** has 6 required certification courses as well linkage to the FEMA ICS100/IS700 courses (Note: ICS210 is coming soon)
- Basic Qualification Course (BQC)
- Bloodborne Pathogens
- Covid19 awareness course (optional)

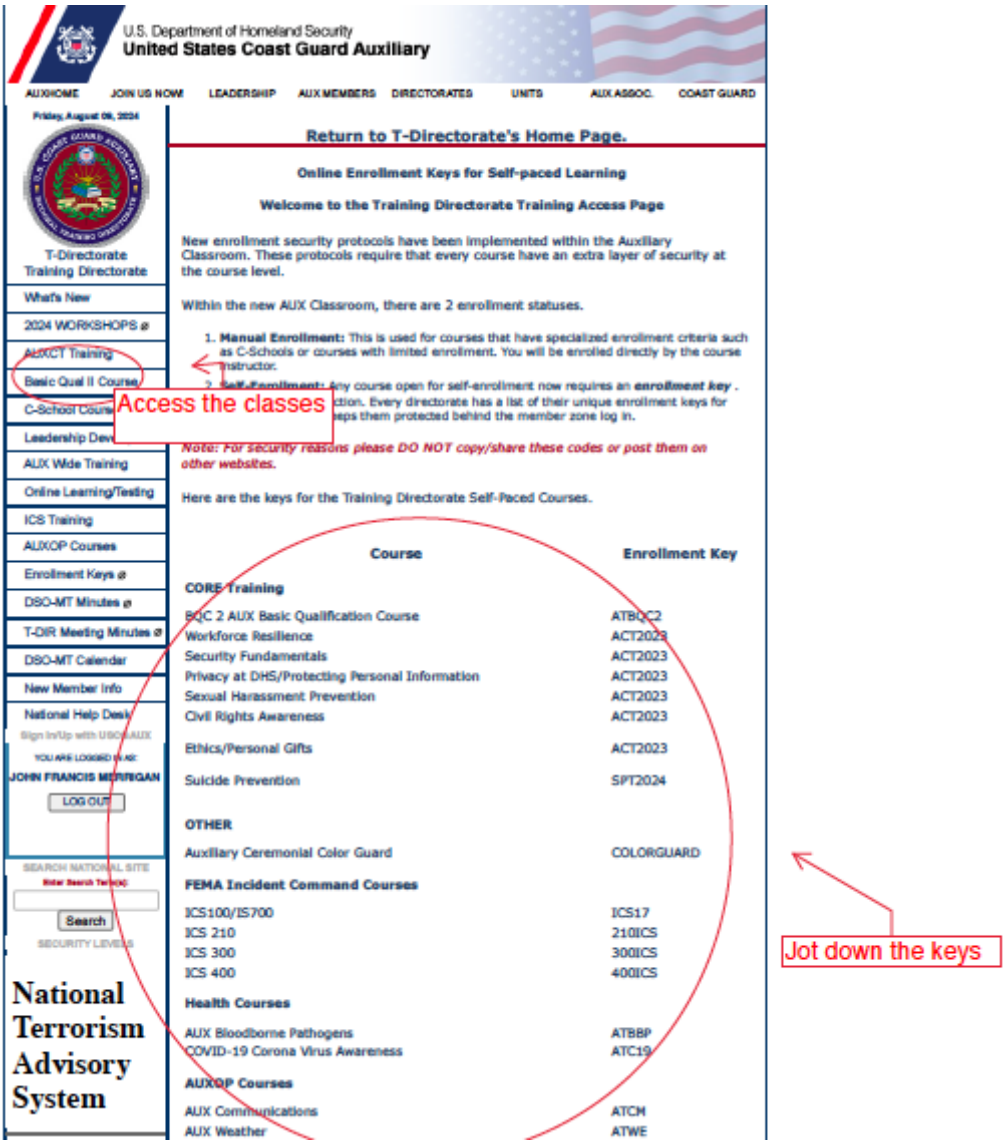
NOTE: You need an Enrollment Key to access these courses. To acquire a Key for all **CORE Training Courses** listed, please click on this button.

ENROLLMENT KEYS


Friday, August 09, 2024
T-Directorate
Training Directorate
What's New
2024 WORKSHOPS ø
AUXCT Training
Basic Qual II Course
C-School Courses
Leadership Development
AUX Wide Training
Online Learning/Testing
ICS Training
AUXOP Courses
Enrollment Keys ø
DSO-MT Minutes ø
T-DIR Meeting Minutes ø
DSO-MT Calendar
New Member Info
National Help Desk
Sign In/Up with USCGAUX
Sign Up/In with USCGAUX
Help Video - Job Aide
SEARCH NATIONAL SITE
Enter Search Term(s):
Search
SECURITY LEVELS
Sign In Required
MEMBER ONLY ZONE
SIGN IN REQUIRED
FOR AUXILIARY MEMBERS
NOTE: The requested page contains information intended for the exclusive use of members of the United States Coast Guard Auxiliary, U.S. Coast Guard forces, and contractors with specific authorization ("Controlled Group"). In addition, the contents may be covered by the Privacy Act of 1974, 5 USC 522a.
No part of that page may be disclosed to persons not in the Controlled Group, except with the written permission of the Chief Information Officer of the United States Coast Guard Auxiliary. Unauthorized access or disclosure may result in civil penalty, criminal penalty, or other action.
Members who have not yet signed up for credentials, please watch this video: Click for Help Video or See this Job Aide: Click for Job Aide
MEMBER ONLY ZONE
Second Log in

Sign Up/In with USCGAUX
If this is your first time, click Sign up below.
Always use your Member ID as your Username.


Sign in with your username and password
Username
Username
Password
Password
Forgot your password?
Sign in
Need an account? Sign up


U.S. Department of Homeland Security
United States Coast Guard Auxiliary
AUXHOME JOIN US NOW! LEADERSHIP AUX MEMBERS DIRECTORATES UNITS AUX ASSOC. COAST GUARD
T-Directorate
Training Directorate
What's New
2024 WORKSHOPS
AUXCT Training
Basic Qual II Course
C-School Cours
Leadership Dev
AUX Wide Training
Online Learning/Testing
ICS Training
AUXOP Courses
Enrollment Keys
DSO-MT Minutes
T-DIR Meeting Minutes
DSO-MT Calendar
New Member Info
National Help Desk
Search
National Terrorism Advisory System
Access the classes
Return to T-Directorate's Home Page.
Online Enrollment Keys for Self-paced Learning
Welcome to the Training Directorate Training Access Page
New enrollment security protocols have been implemented within the Auxiliary Classroom. These protocols require that every course have an extra layer of security at the course level.
Within the new AUX Classroom, there are 2 enrollment statuses.
1. Manual Enrollment: This is used for courses that have specialized enrollment criteria such as C-Schools or courses with limited enrollment. You will be enrolled directly by the course instructor.
Note: For security reasons please DO NOT copy/share these codes or post them on other websites.
Here are the keys for the Training Directorate Self-Paced Courses.
Course
Enrollment Key
CORE Training
BQC 2 AUX Basic Qualification Course ATBQC2
Workforce Resilience ACT2023
Security Fundamentals ACT2023
Privacy at DHS/Protecting Personal Information ACT2023
Sexual Harassment Prevention ACT2023
Civil Rights Awareness ACT2023
Ethics/Personal Gifts ACT2023
Suicide Prevention SPT2024
OTHER
Auxiliary Ceremonial Color Guard COLORGUARD
FEMA Incident Command Courses
ICS100/IS700 ICS17
ICS 210 210ICS
ICS 300 300ICS
ICS 400 400ICS
Health Courses
AUX Bloodborne Pathogens ATBBP
COVID-19 Corona Virus Awareness ATC19
AUXOP Courses
AUX Communications ATCM
AUX Weather ATWE
Jot down the keys