



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 community. The page features the U.S. Coast Guard Auxiliary logo at the top center. Below the logo, there are two input fields: "Username" and "Password". A dark blue "Log In" button is positioned below the password field. Underneath the button, there is a checkbox labeled "Remember me" and a link that says "Forgot your Password?". At the bottom of the page, there is a small text link: "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

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. To the right of the logo, the text "1145552@uscg.aux Log Out" is visible. Below the logo, a message reads: "* A one-time passcode is required to login. Please select a method for one-time passcode." There are two radio button options: "Send an email to me at" (selected) and "Use a mobile authenticator app for user". Below the "Send an email" option, the email address "1145552@uscg.aux" is displayed. At the bottom right of the form, there are "Previous" and "Next" buttons.A screenshot of the verification code entry page. At the top right, the text "1145552@uscg.aux Log Out" is visible. The main heading is "Enter your verification code". Below this, it says "A verification code was sent via email to" followed by a green input field. Underneath, it says "When you receive the code, enter it below." There is a red asterisk and a red-bordered input field. Below the input field, the text "Complete this field." is shown in red. Further down, there is a section titled "Didn't receive the email?" with the text "Sometimes automated messages get categorized as spam. Check your spam folder." At the bottom right, there are "Previous" and "Next" buttons.



HOME Page

OBJECTS

The screenshot shows the 'Auxiliary Member Dashboard' with a navigation bar at the top containing links for Home, Members, Units, Activity Logs, Member Activities, Facilities, Facility Inspections, and More. The main banner features a boat and a person in a red life jacket with the text 'Build Skills That Save Lives'. Below the banner, a 'WELCOME' message is partially visible. The dashboard includes three main sections: 'All Active Members By Status' with a donut chart, 'Current and Next Month Patrol Operations' with a large number '206', and 'Required Tasks - UNIT Comps' with another donut chart. A 'QUICK LINKS' section on the right lists 'WHAT'S NEW', 'MEMBER HOW-TO GUIDES', 'RELEASE NOTES & USER GUIDES', and 'AUX DIRECTORY/AUX OFFICER'. A red arrow points from the 'HOW TO GUIDES' text to the 'MEMBER HOW-TO GUIDES' link.

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:

Member ID: [REDACTED]

Name: [REDACTED]

Unit Name: EAST BAYS FLOTILLA

Unit Number: 0130711

Occupation: BUSINESS TEACHERS, POSTSECONDARY

Lawful Permanent Resident:

Vendor Site Id: _____

Vendor Number: _____

Vendor Name: _____

Education Level: MA

Total Active Time IN: 19 Years 12 Months 1 Days

Member Status: BQ

Member Status Date: 5/7/2002

Archived:

Boating Safety Course Completed:

Spouse Name: _____

Gender: Male

Ethnicity: White or Caucasian

Travel:

Advance Notice: _____

Activity Log Approver:

Initial Enrollment Date: 5/7/2002

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-156880	AUXCT - CORE TRAINING	REVR	10/17/2015
	MC-127104	CERTIFIED CPR PROVIDER	REVR	1/30/2012
	MC-11472	INSTRUCTOR	REVR	3/4/2009
	MC-108177	ADMINISTRATIVE PROCEDURES (APC)	Certified	10/24/2007
	MC-107411	AUXOP	Not Certified - Trainee	7/30/2007

Member Tasks (6+)			
Task Type	Task Completed	Activity Date	Task Member Record Number
INSTRUCTOR WORKSHOP	<input checked="" type="checkbox"/>	3/3/2022	TM-00208993
CIVIL RIGHTS AWARENESS (B03319)	<input checked="" type="checkbox"/>	3/4/2022	TM-002089785
SEXUAL HARASSMENT PREVENTION COURSE (B10000)	<input checked="" type="checkbox"/>	3/3/2022	TM-002089964
PRIVACY AWARENESS (B10015)	<input checked="" type="checkbox"/>	3/2/2022	TM-002089738
SECURITY EDUCATION AND TRAINING AWARENESS (B10030)	<input checked="" type="checkbox"/>	3/1/2022	TM-002089214
INSTRUCTOR WORKSHOP	<input checked="" type="checkbox"/>	6/30/2021	TM-002089755

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-0144236
AUXILIARY MEMBERSHIP SERVICE AWARD	5/7/2022	20 Years	AW-0293043
CC MERITORIOUS TEAM COMMENDATION	1/2/2009		AW-016091
CC MERITORIOUS TEAM COMMENDATION	2/2/2011		AW-0123542
CC MERITORIOUS TEAM COMMENDATION	1/17/2008		AW-0400798

Member Offices (6+)			
Position	Active Status	Unit Level	Unit Number
FSQ-IS	inactive	Flotilla	0130B03
SD-SR	inactive	Division	0130B
FSO-SR	inactive	Flotilla	0130B03
VEC	inactive	Flotilla	0130B03
FC	inactive	Flotilla	0130B03
FSO-PA	inactive	Flotilla	0130B03



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)

Member Competency Record Number	Competency Type	Status	Status Assigned Date
MC-234268	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-230326	INSTRUCTOR	Certified	7/23/2021
MC-201038	AUXCT - CORE TRAINING	Certified	4/14/2018
MC-200109	BASIC QUALIFICATION COURSE II	Certified	4/14/2018

View All

Member Competency Record Number
MC-210108

Original Certification Date

Competency Category
UNIT

Competency Type
AUXCT - CORE TRAINING

Status
Certified

Status Assigned Date
4/14/2018

Comments

Tasks (6+)

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)

MC#	Competency Type	Status	Assigned Date
MC-234268	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-230326	INSTRUCTOR	Certified	7/23/2021
MC-201038	AUXCT - CORE TRAINING	Certified	4/14/2018
MC-200109	BASIC QUALIFICATION COURSE II	Certified	4/14/2018





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	
Day:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select All"/>
Night:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select All"/>
Either:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="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

Skill Group

Skill

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

Home Members Units Activity Logs Member Activities Facilities More

Search...

Activities Recently Viewed

50+ Items • Updated a few seconds ago

Search this list...

New

Activity... Created By Unit Mission Code Mission Start Ti... Mission End Ti... L... Review Status

Click NEW to Begin

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

New Activity

Select a record type

Unit/Individual
Please use this option to enter Unit related activities. This option should not be selected for Patrol related activities in order to avoid errors.

Aircraft
Please use this option to enter Aircraft related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is an Aircraft to avoid errors.

Boat
Please use this option to enter Boat related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Boat to avoid errors.

Radio
Please use this option to enter Radio related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Radio to avoid errors.

Cancel Next





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

A screenshot of a web-based form titled "New Activity: Unit/Individual". The form is divided into several sections. The "Information" section includes fields for "Activity Record Number", "Unit" (with a search dropdown), "OPCON" (with a search dropdown), and "FSO-IS Reviewed" (checkbox). The "Review Status" section has a dropdown menu set to "Open". The "Operations Code" and "Mission Code" sections have dropdown menus set to "--None--". The "Activity Code" section has a text input field. The "Mission Start Time" section has "Date" and "Time" input fields. The "Duration" section has a text input field. The "Summary of Activities" section has a large text area. The "Clarification Comments" section has a smaller text area. The "Non-reimbursed Mileage and Expenses" section has "Miles" and "Cost" input fields. The "Vessel Exam Details" section is partially visible at the bottom. At the bottom right, there are "Cancel", "Save & Print", and "Save" buttons.



Activity Logs

A screenshot of a web application interface for activity logs. At the top, there are tabs for activity status: "Open" (selected), "Approval Requested", "Needs Clarification", "Under Review", and "Approved". Below the tabs is a navigation bar with buttons: "RELATED", "ADD MEMBER", "ADD TASK", "MEMBER AND TASK CAPTURE", and "CHATTER". The main content area is divided into two columns. The left column contains fields for "Activity Record Number" (AL-6521831), "Unit" (NEW BEDFORD FLOTILLA), "Facility Registration Number", "OPCON" (FIRST DISTRICT NORTHERN REGION), and "FSD-ER Reviewed". The right column contains fields for "Review Status" (Open), "Operations Code", "Mission Code" (99B: RES SUPPORT), "Activity Code" (UMS), "Mission Start Time" (4/1/2022 12:00 PM), "Duration" (12:00), "Mission End Time" (4/1/2022 12:00 AM), "Summary of Activities" (Carlson: Prep & Travel for BS&S Classes in Acad), and "Fulfillment Comments". A green arrow points from the "ADD MEMBER" button to the "Summary of Activities" field.

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 shows a web application interface for adding a member. The interface is divided into two main sections. The top section is for searching and selecting a member. It includes a search bar labeled 'Search Unit' and a table with columns for 'MemberId', 'Members Name', and 'UNIT Number'. The bottom section is for assigning a position to the member. It includes a table with columns for 'MemberId', 'Name', and 'Position'. A blue 'Add Member' button is located between the two tables. A red 'Remove' button is located below the bottom table. A green button is located below the 'Remove' button. Green arrows indicate the flow of the process: from the search bar to the search input, from the 'MemberId' column of the top table to the 'Add Member' button, from the 'Add Member' button to the 'Position' column of the bottom table, from the 'Remove' button to the 'Position' column of the bottom table, and from the 'Remove' button to the green button.

- 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”)

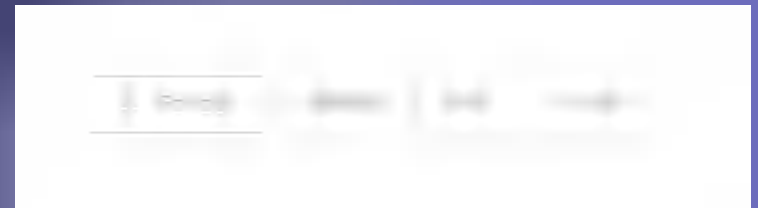
The screenshot displays a web interface for an activity log. At the top, there is a navigation bar with several tabs: 'Open', 'Approval Requested', 'Needs Clarification', 'Under Review', and 'Approved'. A green arrow points from the text above to the 'Approval Requested' tab. Below the navigation bar, there are several tabs for actions: 'RELATED', 'ADD MEMBER', 'ADD TASK', 'MEMBER AND TASK CAPTURE', and 'CHATTER'. The main content area is divided into two columns. The left column contains fields for 'Activity Record Number' (AL-6521831), 'Unit' (NEW BEDFORD FLOTILLA), 'Facility Registration Number', 'OPCON' (FIRST DISTRICT NORTHERN REGION), and 'P2D-8 Reviewed'. The right column contains fields for 'Review Status' (Open), 'Operations Code', 'Mission Code' (99B: RES SUPPORT), 'Activity Code' (UMS), 'Mission Start Time' (4/1/2022 12:00 PM), 'Duration' (12:00), 'Mission End Time' (4/1/2022 12:00 AM), and 'Summary of Activities' (Carlson Prep & Travel for BS&S Classes in April).





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

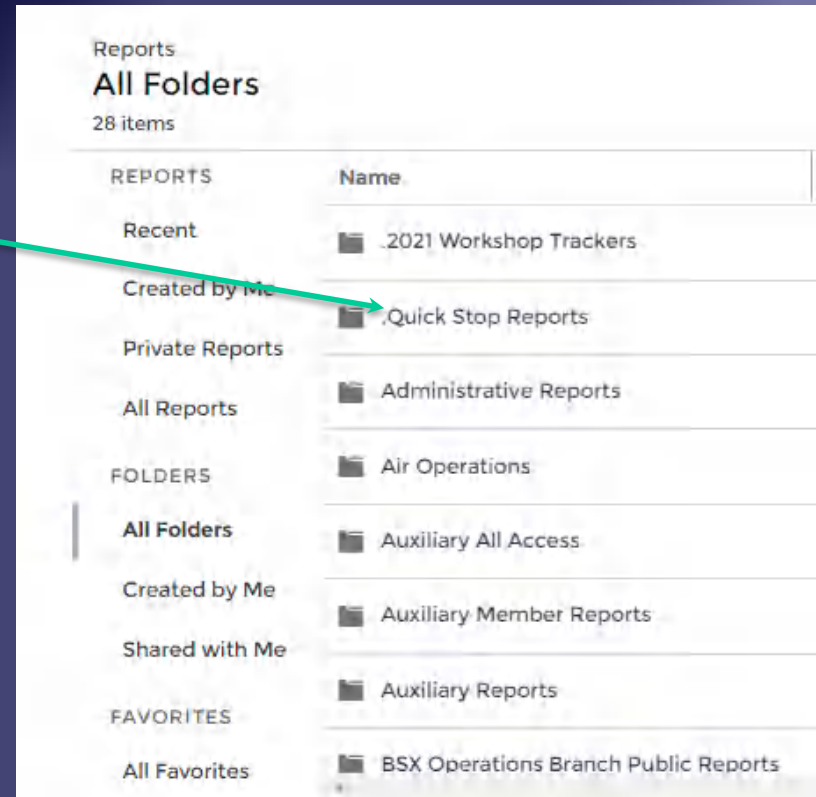
The screenshot shows the "Auxiliary Member Dashboard" for Laurel J. Carlson. The dashboard includes a navigation menu at the top with options like Home, Members, Units, Activity Logs, Member Activities, Facilities, Facility Inspections, and More. A green arrow points from the text "Click MORE" in the list above to the "More" link in the navigation menu. The main content area features a "WELCOME LAUREL J CARLSON!" message and a "QUICK LINKS" section. The "QUICK LINKS" section includes "WHAT'S NEW" (information about report system updates), "MEMBER HOW-TO GUIDES" (View Member How-To guides at guides.aug.org), "RELEASE NOTES & USER GUIDES" (Navigate to the Librarian tab), 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 input field]

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 CREW COXSWAIN	Certified	11/14/2019	-
		BOAT CREW CREWMEMBER	Certified	9/29/2011	-
114	BOAT (5)	AID TO NAVIGATION VERIFIER	Certified	2/9/2005	-
		GENERAL (1)	BASIC QUALIFICATION COURSE II	Not Certified - Trainee	9/26/2019
114	UNIT (6)	AUXCT - CORE TRAINING	Certified	10/7/2015	-

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

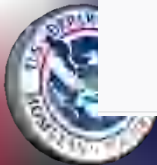
Total Activity Log: Duration: 711.30
 Total Activity Log: Number of Exams Given: 0
 Total Activity Log: Number of Visits: 0

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
99E: 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

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 complete

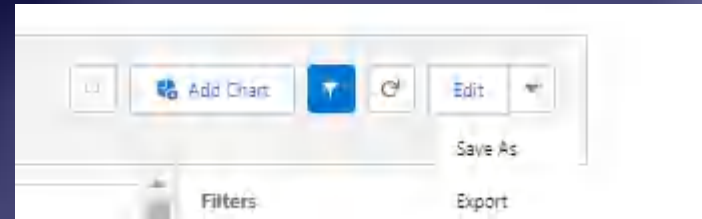
Unit Number	TaskShortName	Max TaskDue	Max TaskDue	Max TaskDue	Max TaskDue	Max TaskDue	Max TaskDue
0130618	C	0	-849	-849	0	0	2,014
	C	1,343	978	978	978	1,343	2,014
	DM	612	612	612	612	612	2,013
		247	612	612	612	247	2,018
		978	978	978	978	978	2,018
		-118	-118	-118	-118	-118	2,016
	D	247	247	612	247	247	2,017
		1,708	247	1,708	247	247	2,016
	E	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
	N	1,343	612	1,343	612	612	2,018





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?

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