

A video walkthrough is also at your disposal:

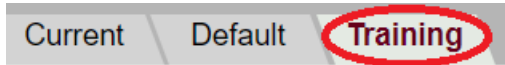
<https://youtu.be/C1p6v4PfyKs>

Before you start : **DO NOT ACCESS PEOPLESFT!**

1. Access PBS (for direct access use: <https://acapbs.navblue.aero/webapp>) alternatively, go through aeronet.



2. Click on the BIDS tab (left-hand column)
3. Make sure you are in your TRAINING BID (Choose appropriate tab at the top)



4. Erase any bid lines from previous training bids by clicking the trash can icon located at the top right below



your name (DELETE ALL)



5. To find the training dates, click on the TRAINING tab (left-hand column)
6. You can filter what you see on the screen to see only the training you are interested in by using the training preferences column on the right hand side of the screen*.

*If you do not see a column on the right hand side of your screen that says TRAINING PREFERENCES, click

the FILTER icon .

7. Under TRAINING PREFERENCES, choose ☐ Type and then REC (or TRW for OTHER training). Click on



8. To view all the trainings available based on your filter criteria, click on the white checkmark (top left near what looks like an eye) to SELECT ALL TRAINING PATTERNS. .

9. You can then see the details of the training sessions offered by clicking on the SHOW TRAINING REPORT



icon.

10. Jot down the IDENTIFIER that corresponds to your first, second... training choice.
11. Return to the main bidding page by clicking on the BIDS tab. (You should see TRAINING BID GROUP / AVOID VOLUNTARY TRAINING / AWARD TRAINING)

12. Click on ADD 

13. Click ☐ Award Training

14. Click on ☐ Identifier and then on

15. Find and click on the IDENTIFIER that corresponds to your first training choice.

16. Click and then on to add it to your bid.

17. You should now see a bid line that reads : AWARD TRAINING IF IDENTIFIER IFSYYY-XXXX

18. Enter all your IDENTIFIER choices in the same manner (see steps 13-7) until all your preferences are entered (they will all be on separate lines)

19. Do not forget to SUBMIT your bids 