

2018

U.S. Army Public Health Center Army Public Health Course

August 6 –10, 2018 • Joint Base McGuire-Dix-Lakehurst, NJ

REGISTRATION INSTRUCTIONS:

To register for the 2018 Army Public Health Course, go to the APHC Course Registration (CREG) Application site:

<https://phc.amedd.army.mil/Pages/CourseDetails.aspx?CourseID=120>

1. Read the registration course instructions. Then scroll to the bottom of the page and click “enroll in session”

| COURSE SCHEDULE | | | | | | | | |
|-----------------|---|------------|-----------|-----------|------------|----------------------|--------|-----------------------------------|
| ID NUMBER | LOCATION | START DATE | END DATE | CLASS FEE | CLASS SIZE | APPLICATION DEADLINE | STATUS | ACTIONS |
| 120-20180806 | JT2DC - Joint Training and Training Development Center 3601 Technology Drive Joint Base McGuire-Dix-Lakehurst, NJ | 8/6/2018 | 8/10/2018 | none | 600 | 7/10/2018 | Active | enroll in session |

2. If you have a CREG account, you will be prompted to log in with your CAC or username and password.

3. If you do not have a CREG account you will be prompted to register for one.

The screenshot shows a login interface with two main sections. On the left, there is a CAC icon with a yellow arrow pointing to a link: "Click here to login with your CAC". Below it is another link: "Help for logging on with CAC". On the right, there is a section titled "Login with your username and password." containing fields for "Username:" and "Password:", a "Log In" button, and a link for "Forgot your password?". At the bottom center, there is a red-bordered box containing the text: "Don't have an account yet? [Register for one now.](#)"

4. You will be prompted to select registration with a CAC or an email address. Select your choice registration.

The screenshot shows the "APHC Extranet Account Registration" page. It starts with the instruction: "First, select the application that you need to access:". Below this is a dropdown menu with "Course Registration (CREG)" selected. The next instruction is: "Now, please tell us if you have a DoD CAC (Common Access Card):". There are two registration options presented in boxes: "Register with a CAC" and "Register with an email address". Below the "Register with a CAC" box, it says: "When prompted, select the certificate issued by 'DOD EMAIL' and enter your PIN". Below the "Register with an email address" box, it says: "Use this option if you do not have a DoD CAC".

5. Once extranet registration is completed, you will receive the below message:

APHC Extranet Account Registration

Thank you. You should be receiving an email message from us shortly asking you to confirm your registration request.

If you don't see the message within the next few minutes, please check your junk email folder. Please follow the instructions in the message to complete the registration process.

6. Check your email for the CREG confirmation email. The link will take you to the APHC Account Registration Form. Fill out

APHC Extranet Account Registration

In order to complete the registration process, we ask that you please provide the following information. Fields marked with an asterisk (*) are required.

| Personal Information (* Designates a required field) | |
|--|---|
| Email: | sc11227@ymail.com |
| * First Name: | <input type="text"/> |
| Middle Name: | <input type="text"/> |
| * Last Name: | <input type="text"/> |
| * Phone Number (Commercial): | <input type="text"/> |
| Phone Number (DSN): | <input type="text"/> |
| Fax Number: | <input type="text"/> |
| Headquarters Information (* select one) | |
| If Dept of Army: | -- Please select -- <input type="button" value="v"/> |
| If Non-Dept of Army: | -- Please select -- <input type="button" value="v"/> |
| If Other, Federal or Non-Federal: | <input type="text"/> |
| Employment Information (* Designates a required field) | |
| * Service Component: | -- Select Service Component -- <input type="button" value="v"/> |
| Job Title: | <input type="text"/> |
| * Organization/Company: | <input type="text"/> |
| Grade/Rank (Enter N/A if this does not apply): | <input type="text"/> |
| Address Information (* Designates a required field) | |
| * Address Line 1: | <input type="text"/> |
| Address Line 2: | <input type="text"/> |
| Address Line 3: | <input type="text"/> |
| * City/Installation: | <input type="text"/> |
| * Country: | -- Please select -- <input type="button" value="v"/> |
| | |
| APO/FPO: | -- Please select -- <input type="button" value="v"/> |
| * ZIP/Postal Code: | <input type="text"/> |

7. Fill out form and click submit.

CAC registration will receive an email confirming your account with a link.

From: usarmy.agg.medcom-phc.list.g6-extranet-support@mail.mil [mailto:usarmy.agg.medcom-phc.list.g6-extranet-support@mail.mil]

Sent: Friday, January 12, 2018 7:34 AM

To: [REDACTED] CIV USARMY MEDCOM APHC (US)

Subject: APHC Extranet Account Information

Thank you for registering for an account with the APHC Extranet. Your CAC has been associated with your new account. To login and manage your account, please click the following link or paste it into your browser:

<https://ephc.amedd.army.mil/XTRAHome/>

Keep in mind that your request for access to a particular application may still be pending approval. Once it is approved, you will receive another email with further instructions.

This was sent from automated system. Please do not reply.

Non-CAC registration will receive a different email, confirming your account with your username and password.



usarmy.apg.medcom-phc.list.g6-extranet-support@mail.mil

To: [Redacted]

Thank you for registering for an account with the APHC Extranet. Below is your login information. Keep in mind that your request for access to a particular application may still be pending approval. Once it is approved, you will receive another email with further instructions.

Username: [Redacted]

Password: [Redacted]

Please change your password at your earliest convenience. To change your password, please click the following link or paste it into your browser, and then login with your username and password from this message.

<https://ephc.amedd.army.mil/XTRAHome/Default.aspx?command=pw>

This was sent from automated system. Please do not reply.

8. Return to course link and click “enroll in course”. Fill out course enrollment form.
(<https://phc.amedd.army.mil/Pages/CourseDetails.aspx?CourseID=120>)

| Course Information | |
|----------------------|---|
| ID Number | 120-20180806 |
| Title | Army Public Health Course |
| Instructional Method | Classroom |
| Start Date/Time | 06Aug2018; hrs |
| End Date/Time | 10Aug2018; hrs |
| Location | JT2DC - Joint Training and Training Development Center 3501 Technology Drive, Joint Base McGuire-Dix-Lakehurst, New Jersey 08640, United States |

| Student Information | |
|-------------------------|---|
| Gender * | <input type="radio"/> Male <input type="radio"/> Female |
| Are you a U.S. citizen? | <input type="radio"/> Yes <input type="radio"/> No |

| Employment Information | |
|--|----------------------|
| Service Duty Occupation Code (AOC, MOS or Series)* | <input type="text"/> |

| Course Specific Question(s) * | |
|---|--|
| Indicate whether you are a presenter, participant or both. | |
| <input type="text"/> | |
| (300 maximum characters) | |
| Indicate whether or not you have made your hotel reservation. | |
| <input type="text"/> | |
| (300 maximum characters) | |
| Indicate the spelling of your name, as you would like it printed on your course completion certificate. | |
| <input type="text"/> | |
| (300 maximum characters) | |

9. The course registration roster will be screened and applicants electronically accepted on Fridays; you will receive an automatically generated course acceptance e-mail on the Friday your application is electronically accepted. Course welcome letters will be e-mailed out in March. If there are any additional questions concerning the course, you can e-mail usarmy.apg.medcom-aphc.mbx.public-health-course@mail.mil .