PLEASE READ THE ENTIRE DOCUMENT.

STRUCTURED SELF-DEVELOPMENT - LEVEL 4 (1-250-C49-4 (DL)_)

1. BACKGROUND: Structured Self-Development IV (SSDIV) is a self-paced, asynchronous set of courseware that provides a meaningful competency-based program that supports a lifelong learning approach to individual development and that encourages individual initiative; results in improved Soldiers focus on the Profession of Arms; links the three domains of development into a cohesive strategy; and enables a train ahead approach to development allowing high performers to shape their pace & depth of development.

2. COURSE ABSTRACT: This course consists of 4 modules of content. The Learner must progress through 13 lessons within the modules, as well as complete the individual module exams. Learners will receive course credit when they have successfully passed each of the 4 module exams with a score of 70% or higher.

3. ALMS NEW USER TRAINING: If you are a new user to the ALMS, you may access the "ALMS Tutorial" from the Links button on the ALMS homepage to assist you in launching this courseware. Detailed step-by-step instructions are provided to the Learner to assist in the navigation and completion of courseware on the ALMS.

4. SOFTWARE REQUIREMENTS: This courseware requires Internet Explorer 6.0 or higher and Flash 8.0. Please check with you local Department of Information Management or computer support personnel to ensure you have the appropriate software loaded before attempting to launch this course.

5. COMPUTER CONFIGURATION: Before attempting to launch this courseware, configure the settings on your machine. Please refer to the "Army Learner Log-in Instructions" located at: http://www.dls.army.mil/lms_learner-login.html

6. TO TAKE THIS COURSE:

   a. Click the "Launch" link next to the lesson title. You must complete the lessons in Module 01 first.

   b. Select the lesson materials by clicking on the lesson links.

   c. Follow the navigation buttons on the screen to move through the material.

   d. Complete each Check on Learning.

   e. If you must exit the course for any reason, use the "Exit" button within the lesson.

   f. Resume the course by clicking the "Launch" link from the My Enrollments page.

g. At the completion of the module lessons, complete the module exam. A score of **70%** or better is required for successful completion of the module exam. All exam questions are mandatory, therefore; if you exit the test early you will receive a failed attempt at mastery.

h. When you have completed and passed the first module exam, you will be able to access/launch the lessons in the next module.

7. REFERENCE LINKS:

a. Each lesson within SSDIV has reference links so that Soldiers, while taking the course, can gather additional information from outside sources. These references are in PDF format and are easily accessible to the learner by clicking the link on the page. Each lesson page provides the reference document name, the specific page number and paragraph of the referenced in the lesson.

b. The courseware is designed to ensure that when the reference link button is clicked, the PDF file opens immediately. If, by chance it does not work as intended, each Soldier will have the referenced document name, the applicable page number and paragraph to referenced information. The specific documents may be found at: http://armypubs.army.mil/

8. KNOWN ISSUES: The Structured Self-Development course has been fielded with some known issues that will be corrected at a later date:

a. When navigating through the lessons, learners may see a pop-up window with "Type Error" in the text. To clear this error, click the OK button within the pop-up then exit the lesson using the Exit button. You can then relaunch the lesson from your Enrollments.

b. Some reference links within the course lessons may produce an error or will load slowly and cause the browser to stall/freeze. To clear this error/issue, please exit out of all browser windows, including AKO. Once you have closed all of the browser windows, you can use the Task Manager to manually close/exit the PDF window.

c. Hyperlinks pointing to www.dea.gov are incorrect and will be updated in the future. To access the referenced information/files, please go to www.doj.gov.

d. Hyperlinks pointing to DoD Directory are incorrect and will be updated in the future. To access the referenced information/files, please go to http://www.dtic.mil/doctrine/dod_dictionary/.

9. HOW TO RECEIVE CREDIT:

    a. Upon completion of the training modules, and successful exam scores, the completion will move within the ALMS.

    b. Completion information will automatically be transferred to the Army Training Resources and Requirements System (ATRRS).

    c. If you would like to print a certificate of completion for your records, click on the "Detailed Training Records" button on the ALMS homepage, locate "STRUCTURED SELF-DEVELOPMENT - LEVEL 4 (1-250-C49-4 (DL)_)" and click the link to "Print Certificate" under the "Course Iteration" column.

10. If you encounter any errors and you have completed all of the steps above, you may contact the Army Training Help Desk for assistance at:

    Website: https://athd.army.mil

    Toll Free: 1-800-275-2872 option 1
    DSN: 826-3666
    Hours of Operation: Monday - Friday: 0700 - 1600[**](EST)

    Email: ask.athd@us.army.mil
    Hours of Operation: 24/7