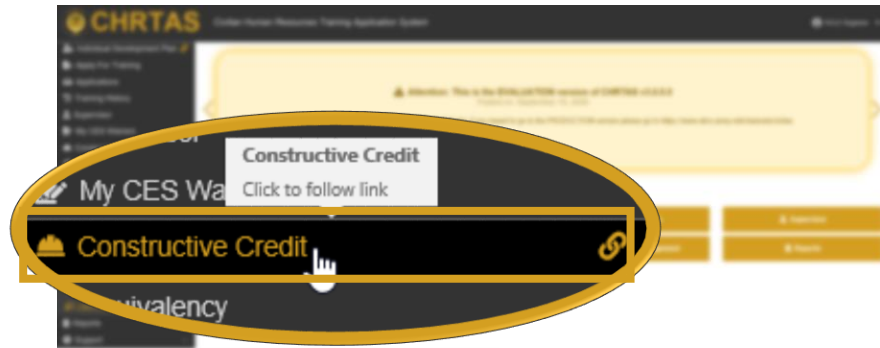


This guide is created to assist employees in successful submission of a constructive credit request to fulfill the objectives and requirements for a course without equivalency course completion.

CONSTRUCTIVE CREDIT

1. Navigate to CHRTAS < <https://www.atrrs.army.mil/CHRTAS> > and login with your CAC. From the Dashboard, or within the Menu, select **Constructive Credit**



2. Read the available Request Processing Information.

3. Combine all the required documents for submission into 1 PDF.

Constructive Credit Documentation

To submit a request you must:

1. Scan all documents into a single PDF file
2. Name the file using the applicant's last name and last 4 digits of their SSN (for example: SMITH1234.PDF)
3. Upload the file by clicking the "UPLOAD" button

File	Date Added
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Browse...

Upload

Clear

4. If you are not ready to submit, please select **Save Request without Submitting**

OR
If you are ready to submit, please select **Save Request and Submit** and follow the pop-up approval prompts [**Confirm & OK**]. Your Request will be forwarded to G3 for processing.

Save Request Without Submitting

Save Request And Submit

