## CHRTAS **Profile Management**

This guide is created to assist all CHRTAS users in updating Profile information and Supervisor designation. Designation of a Supervisor within a Profile is required for CHRTAS users who wish to apply for training.

## UPDATE YOUR CHRTAS PROFILE

Login to CHRTAS <

https://www.atrrs.army.mil/CHRTAS > with your CAC, select your name in the top right corner, and select **My Profile**.



Select the edit icon, 🕜 , next to each column header to edit/update your information in each section.

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Select the edit icon next to Position to access the update window; Supervisor designation section is at the bottom of the page. Select Save before exiting the window. Position **User Profile Position ROLE Student** Some form options may be prefilled with default values. If not teese values are correct and click "Eave" to apply change n Info G at Postic Title Technical assistant ha A My Supervisor Role O B An plu sugaritar! house a Postfilm Type 😡 Intern refers to the DA Interns, Local Interns, Functional Traines, the Army Polities, Progr. Publics. Relibelies and members, INNEPUL a Team Loader map have "load" in their Bla A Manager is an amplique who appendum one or new autordinate appenduces. In MOPE, a li-A Program Manager is an empiryele while dreads a mission organization or progr abinatative faultors. In the context of this patience. Program Manager is used as a entring this, which does not econourly imply classification in the US-SH2 action, depending on the context, surger and responsibilities of the pr B AProject Manager is an employee who loads and coordinates speciationar serve of a project values and ensures attached degrates of Army reparements and structions, in the control of this program. Project Manager is used as a service M which does not recessarily reply classification in the CE-CEC acres, depending on the context, across and repl My Supervisor 🕜 My Superviso ROLE Registrar Search Remove My Approving Supervisor 🔞 My Approving Superviso ROLE AMSC Search Remove Save



**NOTE:** The 'grayed-out' information in CHRTAS is prepopulated with ACPERS data. If any of these fields require an update, please contact your CPAC Representative.