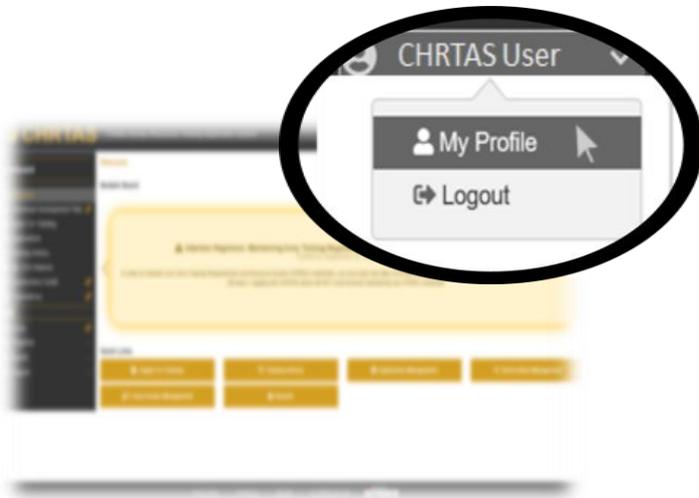


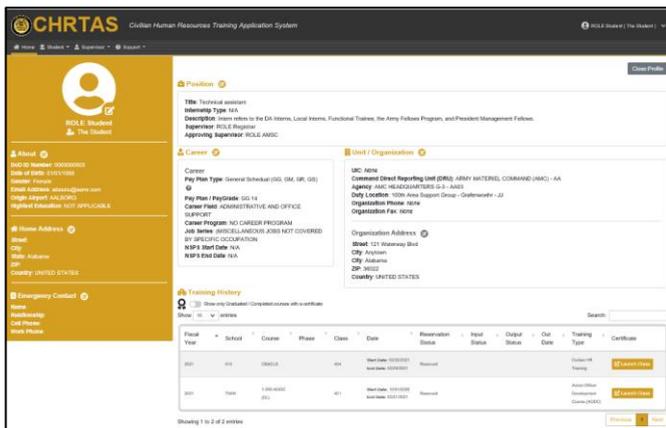
This guide is created to assist all CHRTAS users in updating Profile information and Supervisor designation. Designation of a Supervisor within a Profile is required for CHRTAS users who wish to apply for training.

## UPDATE YOUR CHRTAS PROFILE

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



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



- 3 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

A screenshot of the 'User Profile Position' update window. It includes a 'ROLE Student' section with a note about default values. Below that is a 'Position Info' section with fields for 'Role Position Title' (Technical assistant), 'MOS' (N/A), and 'My Supervisor Role'. There are radio buttons for 'Are you a supervisor?' and a 'Choose a Position Type' section with several options.

A screenshot of the 'My Supervisor' and 'My Approving Supervisor' sections. The 'My Supervisor' section shows 'ROLE Registrar' with 'Search' and 'Remove' buttons. The 'My Approving Supervisor' section shows 'ROLE AMSC' with 'Search' and 'Remove' buttons.

A large yellow button with the text 'Save' in black, outlined in black.

**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.