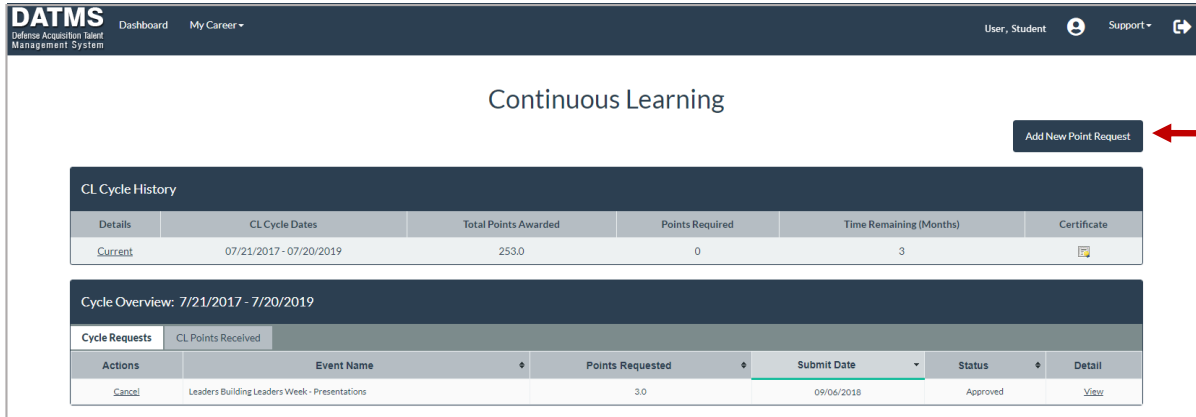


Continuous Learning Points (CLPs) automatically accumulate for all DAU courses that are registered for through DATMS or Cornerstone (CSOD – DAU’s Virtual Campus). For anything else, you may manually request points to be added to your training history.

1. Navigate to DATMS (<https://www.atrrs.army.mil/DATMS>) and login with your CAC.
2. Update your profile, if prompted.
3. Navigate to **My Career | My Point Requests**
4. Click the **Add New Point Request** button.



5. Enter the **Event Name** and the **Event Description** in the appropriate fields.
6. Select the **Event Type** from the drop-down list.
7. Enter the number of **Points Requested** in the text box. Only whole numbers or numbers with one decimal place will be accepted. For guidance on how many points to request, click the **CL Point Guidelines** button, which opens in a new browser tab as a PDF of learning hours-to-point conversion guidelines.
8. Use the calendar buttons to indicate the **Start Date** and **End Date**.
9. In the (optional) **Comments** textbox, enter remarks to justify your request.
10. Add a checkmark at the bottom of the form to indicate your acknowledgement the request is accurate and complete.
11. Click the **Submit** button.

### Continuous Learning Point Request

**Event Name\***

**Event Description\***  
(1000 character limit)

**Event Type\*** Select an Event Type

**Points Requested\***  CL Point Guidelines

(whole number or number with one decimal place)

**Start Date\***  📅

**End Date\***  📅

**Comments**  
(1000 character limit)

I agree that, to the best of my knowledge, all of the information on and attached to this request is true, correct, complete, and made in good faith.

Cancel
Submit

**NOTE:** The Supervisor you listed on your profile will be notified there is a pending request in his/her queue. Once approved, the points will be applied to the applicable two year period according to the end date of the event.

Supervisors are required to list how many points they approve for you to receive. This may or may not be the same number of points you requested. To see how many points you received, check the **CL Points Received** button.