



INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY

# SELF-SERVICE USER GUIDE

VERSION 1

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# INTRODUCTION

In IPPS-A, Soldiers are referenced to as Members and this guide will familiarize you with the Self-Service Roles and Responsibilities, as well as commonly performed self-service functions within IPPS-A. Navigation and descriptions of the Self-Service homepage tiles and associated personnel actions will be provided. Each chapter details how to access the commonly used functions as well as additional training resources such as **User Productivity Kits (UPKs)** and the **IPPS-A User Manual**.



**NOTE:** This guide is not intended to replace UPK training or the IPPS-A User Manual. The IPPS-A User Manual is the primary tool to utilize once IPPS-A is implemented. 8th Army has published a great in-depth resource, linked below.

Click [here](#) to access the **R3 Demo Server (UPKs)** and the **IPPS-A User Manual**

Click [here](#) to access 8th Army Resource (Member must sign into Milsuite)

POC: WO1 Samantha Bonds, IPPS-A Plans HR Tech, 8A G-1

## Roles

Each category contains a number of **subcategories (SUBCATs)** that makeup the second organizational layer for roles and permissions. The default category is Member with the self-service functionality. The **Self-Service** role allows the Member to view personnel data and submit for changes or action requests. See *Chapter 31, Paragraph 3-5 IPPS-A Role Matrix* within the User Manual for detailed information.

## Responsibilities

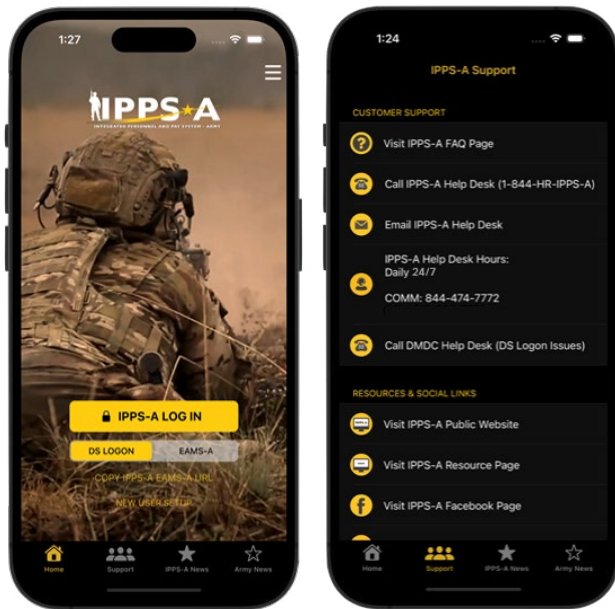
It is the Member's responsibility to review their personnel profile and submit changes in a timely manner. This can include actions pertaining to the Member, as well as any actions regarding certain **Personnel Action Requests (PARs)**, such as the **My Buddy PAR** function. The My Buddy PAR allows a Member to submit a PAR on behalf of another Member within their unit, such as recommending an award. Members can also follow the status of these recommendations on the **Personnel Action Summary** screen of My Buddy PARs area, within the **Personnel Action Requests** tile. See *Chapter 13, Profile Management* within the User Manual for detailed information.

# CHAPTER 1

## IPPS-A ACCESS AND NAVIGATION

Focuses on familiarization with the Mobile Application, Desktop Self-Service homepage and Navigator.

### Mobile Application



### Mobile App Instructions:

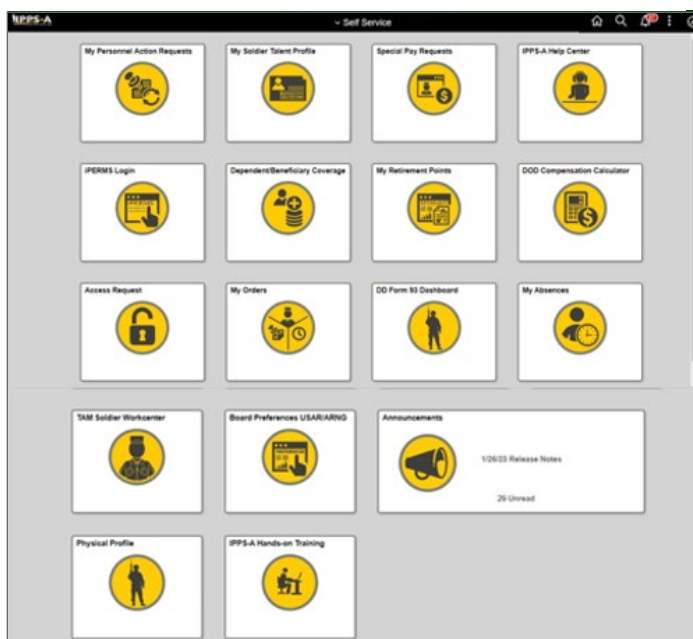
Users must first register their Common Access Card (CAC) and create an account with Defense Manpower Data Center (DMDC) in order to access IPPS-A Self Service utilizing DS Logon. Visit <https://myaccess.dmdc.osd.mil/identitymanagement>.

1. Download and set-up an authentication app (e.g., Twilio Authy, Microsoft Authenticator, etc.) from desired app store
2. Download IPPS-A app and open app
3. Select **New User Setup**
4. Download and install certificate
5. Select **IPPS-A Login**
6. Logon screen will appear — enter **DS Logon** information
7. Authentication screen will display — enter **6-digit code** from authentication app or text



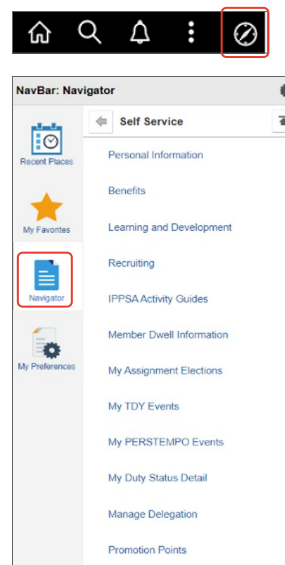
### Self-Service Homepage

Once signed in, you'll be automatically taken to the **Self-Service** homepage. This is your homepage for all self-service functions.



### Navigator (Navbar)

The NavBar Functions are how a Member accesses a tile that is not on the Member's IPPS-A Homepage. To access the Navigator:




### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the **Self-Service** book:

- Complete Interest Lists
- Complete Members' Elections Activity Guide

# CHAPTER 2 MEMBER FUNCTIONS

Focuses on homepage tiles and UPKs applicable to Member functions, including all COMPOs.

 **NOTE:** Routine functions outlined in this guide apply to all COMPOs (ARNG, USAR, and RA) unless otherwise stated.



## Member Readiness

Member Readiness is any action or function supporting personnel strength, future requirements, conditions of the unit, and individual readiness (deployability). Using IPPS-A, Members have responsibilities regarding their physical and administrative readiness ahead of any required movements ensuring timeliness and accuracy.

## Soldier Talent Profile (STP)

The **Soldier Talent Profile** is a snapshot of Member data. It is helpful in identifying the need for correction or prompting an action request. Ensuring the accuracy of this file is the Member's responsibility.



1. Select the **My Soldier Talent Profile** tile
2. Screen displays the STP, navigate using the **Front** and **Back** icons

### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- View Soldier Talent Profile
- View My Physical Profile in Talent Profile

**SOLDIER TALENT PROFILE** NPPS-A

2LT 20070106 1LT 20080706 CPT 20100401 MAJ 20171201 LTC COL BG MG

Career Mapping: 2024 2025 2026 2027 2028 2029 2030

Experience Self-Professed

Deployments

Short Tours: 0      CBT: 2  
 Long Tours: 0      OPN: 0  
 DROS: 0      RES: 0  
 DEROS: 0      Dwell Start: 20111014  
                                          Dwell Duration: 137Mo 1D

Military Experience: Deployments / Assignments

Asgt	From	# Months	UIC	Organization	Station	Location	Comd	Duty Title	MOS
Current	20220831	7	W4ZZ11	----	PENTAGON	VA	MC	DIRECTED MILITARY OVERSTRENGTH	99999Z
1st Prev	20210802	13	WB0CAA	----	FT CARSON	CO		KNOWN LOSSES	042H
2nd Prev	20210802	13	W30U3C	----	RICHMOND	VA	TC	STUDENT	042H
3rd Prev	20210801	13	W30U1A	----	FT JACKSON	SC	TC	INCOMING PERSONNEL	042H
4th Prev	20200518	27	WB0CAA	----	FT CARSON	CO	FL	S1	042H
5th Prev	20190717	10	WDHEAA	----	FT CARSON	CO	FC	HR SUPPORT OPS BRANCH	042H
6th Prev	20161101	32	W3YBAA	----	FT BRAGG	NC	FC	OFF HR STR MGR	042H
7th Prev	20141112	24	W1PT40	----	FT JACKSON	SC	TC	INSTR/WTR	042H
8th Prev	20130930	13	W1DXU3	----	FT BENNING	GA	TC	DET CDR	042B
9th Prev	20130415	5	W1DXU2	----	FT BENNING	GA	TC	DET CDR	042B
10th Prev	20120730	8	W1DXS0	----	FT BENNING	GA		BN S1/S4	002A
11th Prev	20111013	10	WAYPT0	----	FT DRUM	NY		TF S1	042B

# The Talent Management (TAM) Soldier Work Center

The **Talent Management (TAM) Soldier Work Center** tile allows the Member to modify their talent profile, review the current **Marketplace** and **Closed Marketplace Preferences**, and view **Current Job Openings**. The accuracy of this information is important in the preparation for promotion boards, as well as marketplace selections.

1. Select the **TAM Soldier Workcenter** tile
2. Screen displays the homepage for TAM

## Talent Profile

3. Navigate to view/edit **My Profile**
4. Navigate to view the **Soldier Talent Profile**

## Marketplace

5. Members participating in a marketplace, navigate to view

## Open Marketplace

6. Navigate to **Closed Marketplace Preferences** to view/edit preferences

## Job Openings

7. Navigate to **My Current Job Openings** to view and open reqs/jobs

The screenshot shows the TAM Soldier Work Center interface. On the left is a navigation menu with the following items: Links, Talent Management Workcenter, Home, Talent Profile (with sub-items: My Profile, Soldier Talent Profile), Marketplace (with sub-items: Open Marketplace, Closed Marketplace Preferences), and Job Openings (with sub-item: My Current Job Openings). Red callout boxes with numbers 1 through 7 point to the TAM Soldier Work Center tile, the Self Service button, My Profile, Soldier Talent Profile, Open Marketplace, Closed Marketplace Preferences, and My Current Job Openings respectively.

The main content area features a header with the U.S. Army logo and the text "TALENT MANAGEMENT". Below the header is a section titled "The Army is moving from the industrial age to the information age through modernization changing:" followed by a list of bullet points:

- How we fight: Multi-Domain Operations
- How we equip: Army Futures Command
- How we manage our People: 21st Century Talent Management

Guiding Principle: Right Officer, Right Assignment, Right Time, Over Time

- Requires a granular knowledge of all officers; better information leads to better decisions
- Manages all officers - greatest impacts to 6-60%
- Make a new & better system, not make the system better
- Move from data-poor to data-rich systems powered by 21st Century IT
- 10x change vs. 10% change
- Creating lasting reform requires changing Army cultural norms Why the Army needs a new system

People define our Army - the premier organization for human development.

Talent management gives us a decisive advantage against near peer adversaries-our smaller population, smaller industry requires us to maximize potential of our people.

Today, we are experiencing the slowest rate of technological change in our lifetime. Talent management allows the Army to be competitive for our nation's best talent.

## Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- View My Current Job Openings
- Set Preferences for Jobs in a Closed Market
- Set Assignment Information Preferences
- Search for Open Job Openings
- Enter Self-Professed KSB Information
- Apply for a Job in the Open Market
- Set Assignment Information Preferences

## Associated UPKs: (ARNG/USAR only)

- Accept a Job Offer

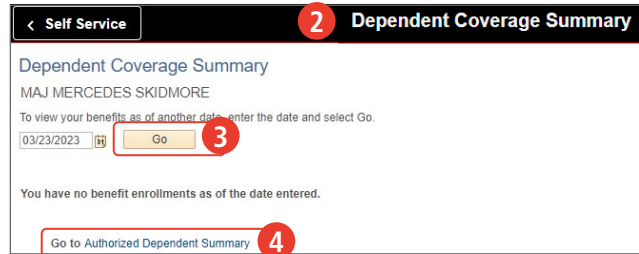
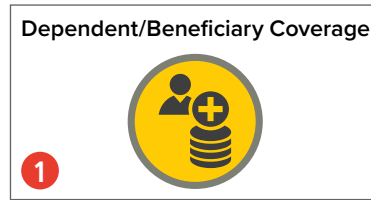
## Associated UPKs: (ARNG only)

- View the Military Technician Information
- Add a Self-Professed Civilian Employment Experience

## Dependent/Beneficiary Coverage

The Dependent/Beneficiary Coverage tile is a review of the Member's benefit enrollments by date. Additionally, the Authorized Dependent Summary forwards the Member to current authorized dependent information maintained by **Defense Enrollment Eligibility Reporting System (DEERS)** — dependent names can be selected, and their information reviewed.

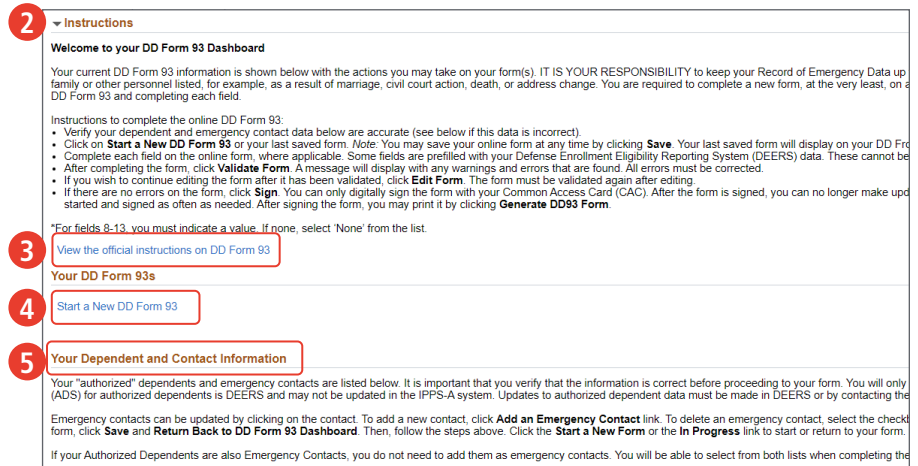
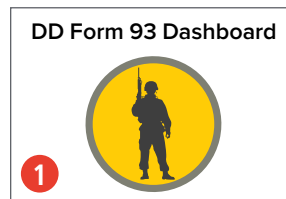
1. Select the **Dependent/Beneficiary Coverage** tile
2. Screen displays **Dependent Coverage Summary**
3. To view benefits as of a certain date, enter date and select **Go**
4. Navigate to **Authorized Dependent Summary** to view dependent data (DEERS)



## DD Form 93 Dashboard

The **DD Form 93** dashboard tile allows Members to review their current DD 93, add or delete emergency contact information, or submit a new DD Form 93. Any changes to a Member's authorized dependent information must be made in DEERS, not IPPS-A.

1. Select the **DD Form 93 Dashboard** tile
2. Screen displays the **DD 93 Dashboard**
3. For instructions, select **View the official instructions on DD Form 93**
4. Navigate to **Start a New DD Form 93** to begin a new form
5. Review dependent and contact information under **Your Dependent and Contact Information**



### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- Create Record of Emergency Data
- Maintain Record of Emergency Data

## My Orders

The **My Orders** tile is a review all orders associated with the following transactions: **Accession, Assignment, Award, Pay, Qual\_Skill, Rank, ReFRAD, Retirement, and Separation**. This tile only displays orders created and actioned with in IPPS-A, it does not list historical orders.

1. Select the **My Orders** tile
2. Screen displays the **My Orders**
3. Navigate to **Criteria** to enter Member order data
4. After entering desired criterion, select **Search**

### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

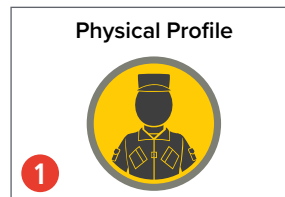
- View My Orders

The screenshot shows the 'My Orders' tile with a yellow icon of a person with a clipboard and a clock. Below it is the 'My Orders' search interface. The interface includes a 'Criteria' dropdown menu, an 'Order Number' text field, a 'Transaction Type' dropdown menu, 'From Date' and 'Thru Date' date pickers, and 'Search' and 'Clear' buttons.

## Physical Profile

The **Physical Profile** tile is a snapshot of Member data including, **Physical exams, Deployment Readiness, pending Medical Boards, Wounded Information, and Hospitalization**. It is helpful in identifying errors or prompting a visit to the nearest **Military Treatment Facility (MTF)**. Ensuring the accuracy of this file is the Member's responsibility.

1. Select the **Physical Profile** tile
2. Screen displays the **Physical Exams**
3. Navigate to the listing on the left side of the screen, select the desired section to review Member data



The screenshot shows the 'Physical Exams' section of the Physical Profile. The left sidebar has 'Physical Exams' selected. The main content area shows a table of exam data for Employee ID 0002393206.

Exam Date	Type of Exam
03/09/2023	Other
01/28/2021	Other
01/28/2021	Physical Exam
01/28/2021	Periodic Physical Health Assmt
07/19/2019	Physical Exam
06/05/2019	Physical Exam

### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- View My Physical Profile in Physical Profiles



# CHAPTER 3

## MEMBER SERVICES

**Member Services** are functions that directly affect a Member's status, assignment, qualifications, financial status, and career progression. Using IPPS-A, Members initiate the required function and follow its process through the system and approval process. Member Services allows Members to directly address inaccuracies that are important to their morale and quality of life.

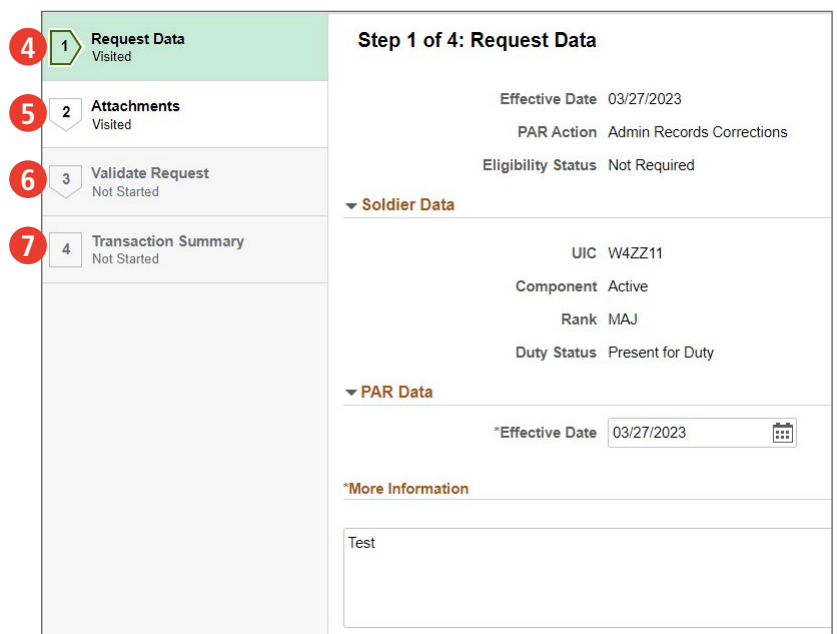
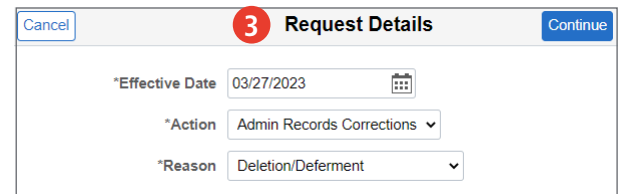
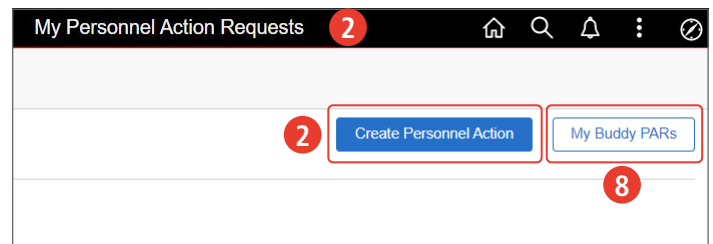
### My Personnel Action Requests (PARs)

The **My Personnel Action Requests (PARs)** tile allows Members to **Create a Personnel Action** and displays the **Personnel Actions Summary**. PARs are used to initiate a myriad of actions such as corrections to the Member's admin record or correct a YMAV. Using the **Request Details** page, the Member may initiate an action beginning of an HR process. Upon submittal, the Member can follow its process in the Personnel Actions Summary – where actions may also be altered, deleted, or printed.

1. Select the **My Personnel Action Requests** tile
2. Screen displays the **My Personnel Action Requests**; Members may select **Create Personnel Action** to begin PAR
3. Screen displays the **Request Details** dialog box; Members may enter an **Effective Date**, chose an **Action** and **Reason** from each drop down, and then select Continue
4. Screen displays the **Request Data** and a navigation listing on the left side of page; Members may enter an **Effective Date**, under **More Information**, enter pertinent PAR notes in the box, and then **Save**
5. Screen displays the **Attachments**; Members may select **Add Attachment** to add supporting documents, and then **Save**
6. Screen displays **Validate Request**; Members may validate the request and select **Validate**
7. Screen displays **Transaction Summary**; Members may review the **Approval Chain** and receive alerts of **Display Errors/Warnings**, and then **Submit**
8. Members may repeat the same steps in **My Buddy PARs** to enter an award recommendation for another Member

### My Buddy PAR

The **My Personnel Action Requests** tile also allows the Member to create a **My Buddy PAR** for another Member – typically an Award Recommendation. Using IPPS-A, the Member selects the applicable award and completes the recommendation. Upon submittal, the Member can follow its process in the Personnel Actions Summary under My Buddy PARs – where award recommendations may be altered, deleted, or printed.



## Board Preferences (USAR/ARNG only)

The Board Preferences USAR/ARNG tile is a snapshot of active promotion boards in which the Member is participating.



## Promotion Points

The **Promotion Points** tile allows the Member to review and validate their promotion point information. If this tile is not readily available on the Member's homepage, the Member may add it via the **Personalize Homepage** tab. This 'tile' can also be reached through the NavBar. The NavPath is: NavBar > Navigator > Self Service > Promotion Points



1. Select the **Promotion Points** tile
2. Screen displays the **Promotion Points**; Members may select **PPW Report** to review the PPW
3. Members may select **View Validated Promotion Points** to review the board validated promotion points

Promotion Points

**FIRST NAME LAST NAME**  
Over Strength

### Promotion Points

The promotion points displayed below are based on the most current transactional data (Unofficial). To view the Official version(s) used by the Board, click on the hyperlink below. Note: for Guard Members, the Total Points on this page reflect the Administrative Points only. The printed PPW includes the Board Points, if existed.

**Summary**

	Total Points
<b>Awards</b>	3

Validate Promotion Points
View Validated Promotion Points

2
PPW Report

OFFICIAL RECORD

PROMOTION POINT WORKSHEET (PPW)  
DEVELOPMENTAL/SELF-ASSESSMENT TOOL PROMOTION TO

Reference AR 600-8-19  
All data used to generate this PPW comes from IPPS-A. Any updates in IPPS-A prior to the generation of this PPW are reflected immediately. It is the Soldier's responsibility to ensure this data is correct and report errors to the S1 for correction or update immediately.

1. Name	2. Last 4	3. DOR	4. BASD/PEBD	5. Points Effective Date
6. Organization W4ZZ11	7. PMOS	8. Status (Reason)		

SECTION A – MILITARY TRAINING (0 Maximum Points)

Army Fitness Test (AFT), Weapons Qualification

1. Army Fitness Test (AFT) (must be within 12 months) 0 Maximum Points

Latest Date:	Total Score:	Points Awarded:
--------------	--------------	-----------------

2. Weapons Qualification (must be within 24 months) 0 Maximum Points

DA Form Used:

Latest Date:	Total Hits:	Points Awarded:
--------------	-------------	-----------------

Section A - Total Military Training Points: | 0

SECTION B – AWARDS AND DECORATIONS (0 Maximum Points including Airborne Advantage)

Awards, Decorations, Badges, Certificate of Achievement (COA) And Airborne Advantage

1. Awards, Decorations, Badges and COA's (limit 4 COA) 0 Maximum Points

Points Awarded:	0
-----------------	---

2. Airborne Advantage - Soldiers possessing airborne qualifications and assigned to an authorized airborne position 0 Maximum Points

Points Awarded:	0
-----------------	---

Section B - Total Awards and Decorations Points: | 0

Promotion Points Validation

Source: SLF = Member, PPC = Promotion Points Cutoff Date, XFR = Transfer, BCD = Board Convene Date

1 row

Points by Category
Show All

Board ID	Source	Validated Date	Validated By

### Associated UPKs:

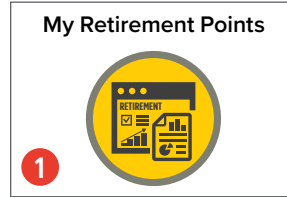
Click [here](#) to access the R3 Demo Server then search for the following UPKs under the Self-Service book:

- Semi-Centralized - Select a Preference
- View a Semi-Centralized Promotion Point Worksheet

One Soldier ★ One Record ★ One Army

# My Retirement Points

The **My Retirement Points** tile is a review of the Member’s allotted retirement points made visible in the following tabs by **Period**, **Points**, **Service**, and **Show All**. None of the information depicted in this tile is editable in IPPS-A, however it allows the Member to identify an issue and submit the applicable PAR for necessary corrections.



1. Select the **My Retirement Points** tile
2. Screen displays the **My Retirement Points**; Members may review current points calculation for retirement
3. At the bottom of **My Retirement Points** page; Members may toggle between **Periods**, **Points**, **Service** and **Show All** to review retirement points in more detail

**2 My Retirement Points**

HR Status	Active
Salary Grade	O4
Grade Entry Date	12/01/2017
Rank	Major
Rank Entry Date	12/01/2017
Mandatory Removal	12/15/2030
Military Service Obligation	
Pay Entry Base	12/15/2006
ETS Date	

Regular Retirement	Additional Information
Years 15	Eligible Regular Ret Dt 01/06/2027
Months 10	Eligible Non-Reg Ret Dt 01/05/2027
Days 09	15yr Notice Sent Dt
<b>Non-Regular Retirement</b>	20yr Notice Sent Dt
Years 16	Retirement Pay Eligibility Dt
Months 00	Non-Participation Letter Sent Dt
Days 00	

**3**

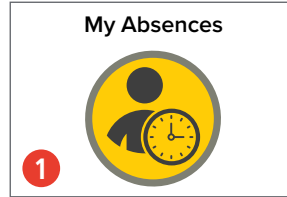
Periods Points Service Show All

Service Type	MPC	Begin Date	End Date
Regular Army	Officer	01/06/2007	01/05/2008
Regular Army	Officer	01/06/2008	01/05/2009
Regular Army	Officer	01/06/2009	01/05/2010
Regular Army	Officer	01/06/2010	01/05/2011
Regular Army	Officer	01/06/2011	01/05/2012
Regular Army	Officer	01/06/2012	01/05/2013
Regular Army	Officer	01/06/2013	01/05/2014
Regular Army	Officer	01/06/2014	01/05/2015
Regular Army	Officer	01/06/2015	01/05/2016

18 rows

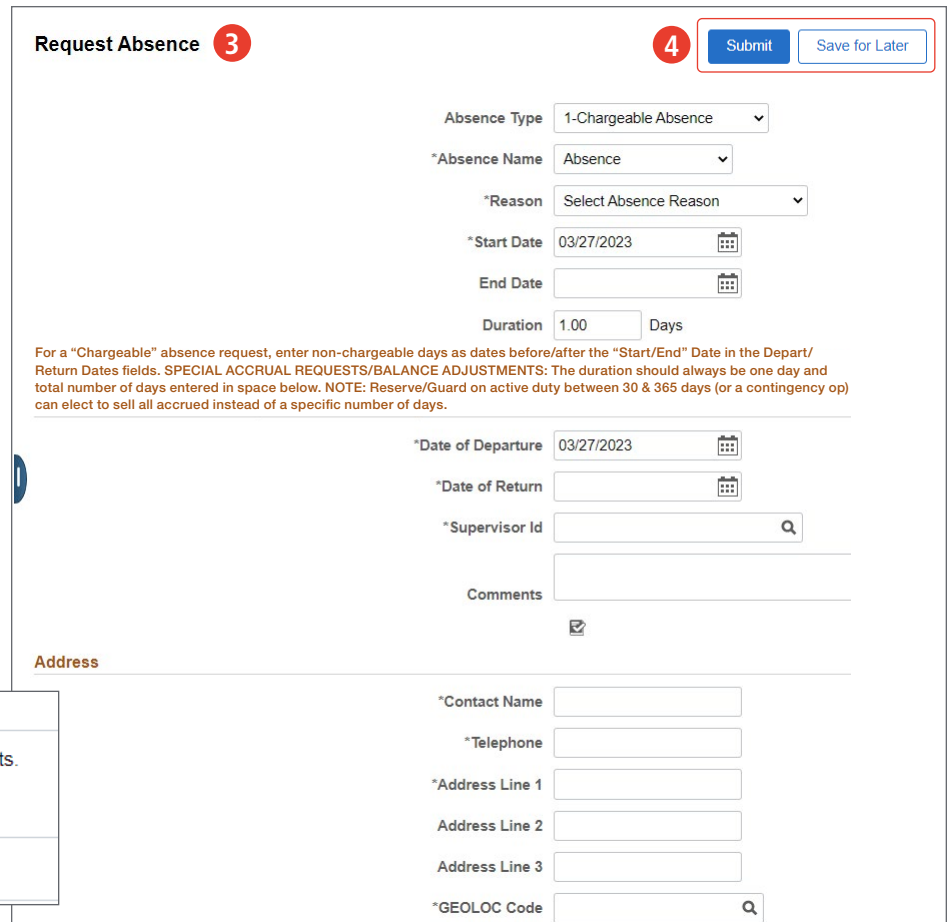
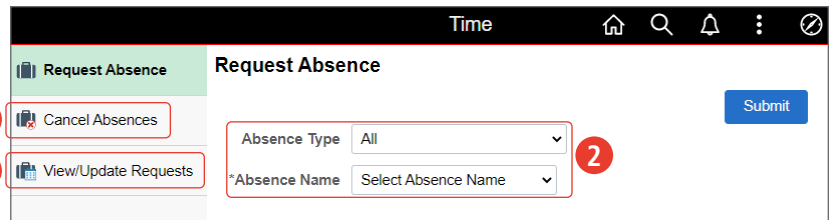
# My Absences

The **My Absences** tile allows the Member to request, cancel, or view and update absences. Using IPPS-A, the Member may initiate requests for all absence types and may track the requests to fruition in the **View/Update Requests** tab. Ensuring the accuracy of these requests (e.g., leave days total) is the Member’s responsibility.



Process: select ‘My Absences’ > select Absence Type > select Absence Name > select Reason from the drop down arrow > enter Start date and End Date > select Supervisor ID look up tool and select appropriate supervisor > enter applicable comments in the Comments field > enter Member Contact Name, Telephone and Address Lines > select GEOLOC Code look up tool and enter the first 3 letters of the name of the desired location > enter Country, State, City and/or County fields > add attachment, if required, via the Add Attachment button > select the Submit button.

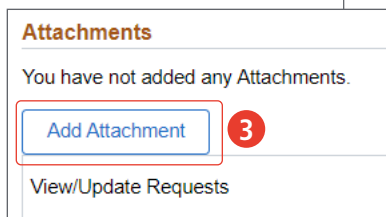
1. Select the **My Absences** tile
2. Screen displays the Time page; Members may choose an **Absence Type** and **Absence Name** from the drop down
3. Screen displays more absence information; Members may enter desired dates, supervisor, address and location information. At the bottom of the **Time** page; Members may select **Add Attachments** to add supporting documents.
4. Select **Submit** or **Save for Later**
5. Members may select **Cancel Absences** to review absence cancellations
6. Members may select **View/Update Requests** to review absence requests



## Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- Request an Absence
- Cancel an Absence
- View/Modify an Absence



## Special Pay Requests

The **Special Pay Requests** tile allows the Member to add a request for special pay or search existing requests for approval. Using IPPS-A, the Member may add or search for any of their Entry Types: **Field Duty**, **Incentive Pays**, or **Special Pays** including all required attachments—ensuring accuracy and timelines in coinciding pay transactions.

1. Select the **Special Pay Requests** tile
2. Screen displays the **IPPS-A Earnings and Deductions** page; Members may submit initial and edit previously submitted pay transactions
3. If the **Entry ID** is known, the Member may enter the ID and select **Search**
4. For an initial transaction; Members may choose the desired **Entry Type** and **Status** from the given drop downs, then **Add**

### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- Cancel Special or Incentive Pay Request
- Change Special or Incentive Pay Request
- Submit Special or Incentive Pay Request



**IPPS-A Earnings and Deductions**

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID

Select Action

Entry Type

Entry ID

Status

Add Search Clear

Status

Approved

Cancelled

Denied

Initial

Pending

Saved

Terminated

Add Search Clear

**IPPS-A Earnings and Deductions**

Selection Criteria

Note: Enter an Employee ID and Earn/Deduct Type to add a new transaction

Employee ID

Select Action

Entry Type

Entry ID

Status

Add Search Clear

## DOD Compensation Calculator

The **DOD Compensation Calculator** is a [virtual link](#) to the **Military Compensation** homepage. Members may utilize any of the calculators displayed on this homepage to assess their current fiscal preparation for retirement and estimate retirement benefits.



**NOTE:** Some of the depicted calculators are for Member circumstances related to injury or standard monthly pay allocation.

1. Select the **DOD Compensation Calculator** tile
2. This tile redirects to a URL which displays the **DOD Military Compensation** page



**MILITARY COMPENSATION**

HOME ABOUT ▾ BLENDED RETIREMENT PAY ▾ CALCULATORS ▾ BENEFITS ▾ REFERENCES ▾

HOME > CALCULATORS

**Calculators**

The tools on this page are used to perform calculations for a Service member who is performing active service or in an a based on your personalized inputs, no identifying data is requested nor retained by this website.

- BRS Comparison Calculator - This calculator provides a comparison between the Legacy High-3 vs. the Blended Retirement System (BRS).
- BRS Calculator - This calculator estimates your retirement benefits under the Blended Retirement System (BRS).
- High-3 Calculator - This calculator estimates your retirement benefits under the Legacy High-3 retirement plan.
- Final Pay Calculator - This calculator estimates your retirement benefits under the Final Pay retirement plan, for those

# CHAPTER 4

## MEMBER SUPPORT

**Member Support** is guidance-oriented tools that directly aid Members in positioning the necessary IPPS-A tiles, system notifications, and reporting software errors. Using IPPS-A, Members may initiate a discussion of prominent system issues or receive almost immediate help in completing a personnel action.

### IPPS-A Help

**IPPS-A Help** is located in the **Navigation Bar** within the **Action Icon**. IPPS-A Help provides a searchable, hyperlinked library of UPK topics and Overviews. Members must de-select the applicable box in order to view all topics and overviews.



*NOTE: Members must be signed in to IPPS-A in order to view and use this tool.*

1. Select the **Action** icon; select **Help**
2. Screen displays the **R3 IPPS-A Resources** page
3. Be sure to unselect the **Applicable** box

The screenshot shows the IPPS-A user interface. At the top, a navigation bar contains icons for Home, Search, Notifications, Action (highlighted with a red circle '1'), and Logout. A dropdown menu is open from the Action icon, listing options: Personalize Homepage, New Window, My Preferences, Help (highlighted with a red box), and Sign Out. On the left, a sidebar shows a tree view of categories, with 'Applicable' and 'My Roles' checkboxes at the top. The 'Applicable' checkbox is highlighted with a red circle '3'. The main content area displays the 'R3 IPPS-A Resources' page (highlighted with a red circle '2'), which includes sections for Guides and Manuals, Job Aids, and Training Environments.

Guides and Manuals	Comment Sheets
<a href="#">IPPS-A User Manual v8</a>	<a href="#">IPPS-A User Manual Comment Tracker v8</a>
<a href="#">Army National Guard Error Resolution</a>	
<a href="#">AQRS Integration User Guide</a>	
<a href="#">CRM User Manual</a>	
<a href="#">Error Resolution Foundation (HCM)</a>	
<a href="#">HRC Master Workflow Template - UDL List</a>	
<a href="#">Internal Control Compliance Guide v01</a>	<a href="#">Internal Control Compliance Guide Comment Tracker v01</a>
<a href="#">IPPS-A Cutover Guide v5.1</a>	
<a href="#">IPPS-A Cutover Guides Summary of Changes (v5.1)</a>	
<a href="#">IPPS-A ELM User Guide v4</a>	
<a href="#">IPPS-A Interfaces (SV8)</a>	
<a href="#">IPPS-A Subcategory Infographics</a>	
<a href="#">IPPS-A TRA User Guide v5</a>	
<a href="#">MOBCOP Integration User Guide</a>	
<a href="#">Provider Group Reference Guide</a>	
<a href="#">R3 Training Glossary</a>	
<a href="#">RLAS Integration User Guide</a>	
<a href="#">SFARS Integration User Guide</a>	

Job Aids	
<a href="#">Assignment Deferral Process - Cutover</a>	
<a href="#">Automated Accession Business Process v2</a>	
<a href="#">Deletion of User Defined List</a>	
<a href="#">IPPS-A Example Task-Integrated Soldier from PCR to PRR 07DEC22</a>	
<a href="#">Manually Create Provider Group and Switch Business Unit to an IT Case</a>	
<a href="#">MPC Change - Mass Update</a>	
<a href="#">PSC PPA 202212 V1</a>	

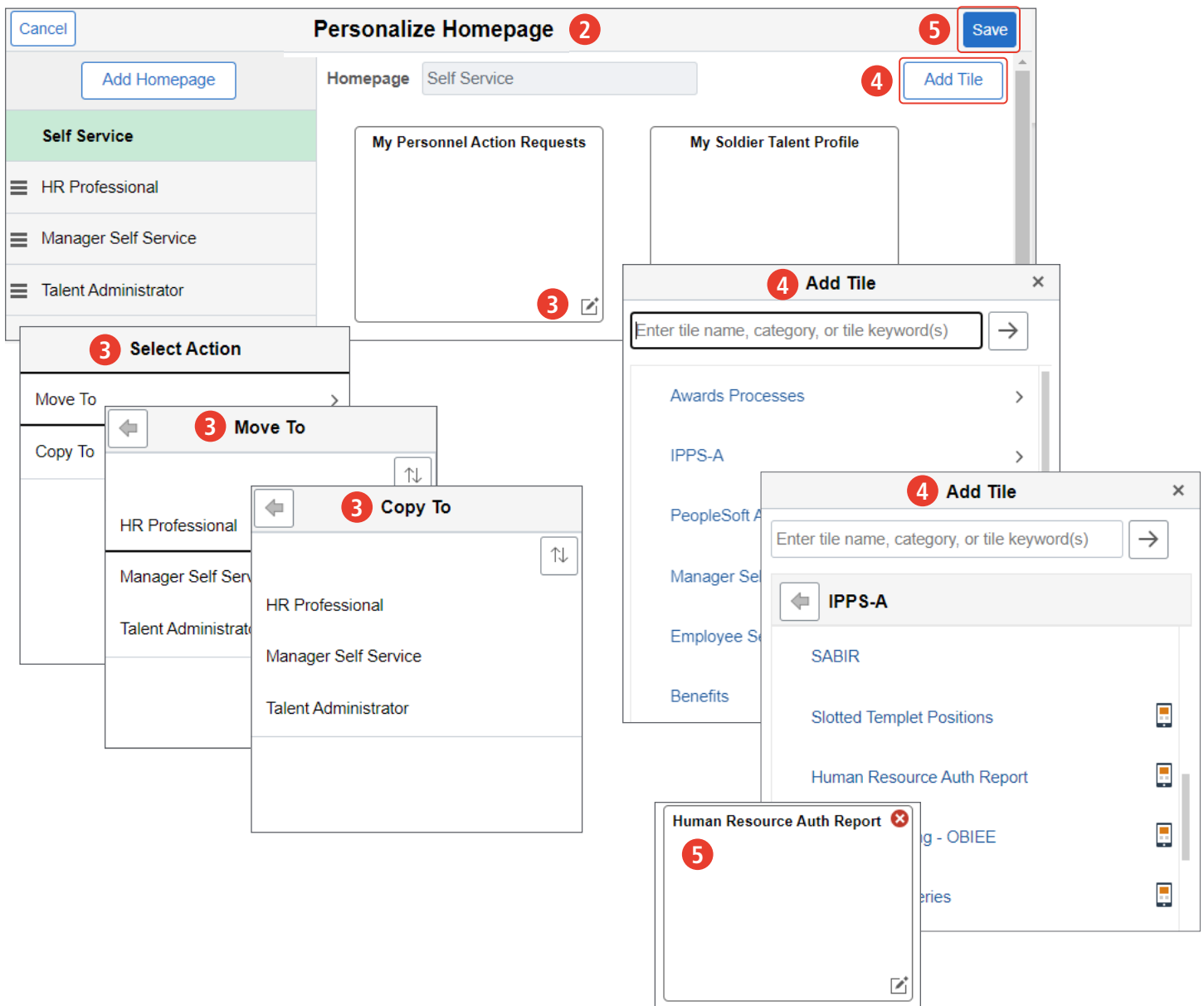
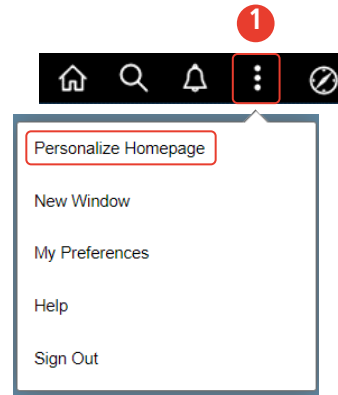
Training Environments		
OTE A	<a href="https://qptrain-alpha.ippsa.army.mil/">https://qptrain-alpha.ippsa.army.mil/</a>	Available
OTE B	<a href="https://qptrain-bravo.ippsa.army.mil/">https://qptrain-bravo.ippsa.army.mil/</a>	Available
OTE C	<a href="https://qptrain-charlie.ippsa.army.mil/">https://qptrain-charlie.ippsa.army.mil/</a>	Available - Most Recent
OTE D	<a href="https://qptrain-delta.ippsa.army.mil/">https://qptrain-delta.ippsa.army.mil/</a>	Not Available

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## Personalize Homepage

The **Personalize Homepage** tab allows the Member to add or remove the applicable tiles from the IPPS-A Homepage. This tool helps tailor the Member's homepage to their individual needs and routine tasks. See *Chapter 1, Section 1-7 Human Capital Management: General Use* within the User Manual for detailed information on personalizing homepages.

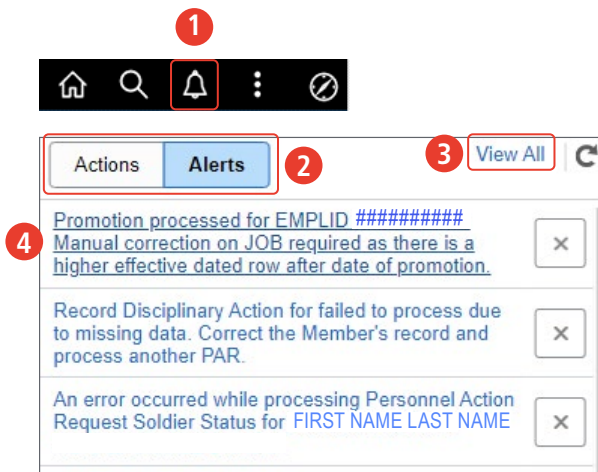
1. Select the **Action** icon; select **Personalize Homepage**
2. Screen displays the **Personalize Homepage** with a navigation listing on the left side of the page; Members may select and rearrange any of these roles using the 3-line icon (The Homepage role selection from the listing is in gray)
3. Members may select the pencil/paper icon to **Move To** or **Copy To** a tile to any of the role pages listed
4. Members may select **Add Time** to add a tile to the Homepage by selecting a topic and then selecting the tile desired
5. The selected tile displays on **Personalize Homepage**, then **Save**



## Notifications

**Notifications** is located in the **Navigation Bar** represented by the **Bell Icon**. Notifications is a review of all the **Actions** and **Alerts** that have emerged upon the Member's last login. This tool ensures Actions that require the Member's attention are identified, and Alerts are reviewed in a timely manner.

1. Select the **Bell** icon
2. Screen displays a dialog box; Members may toggle **Actions** or **Alerts**
3. Members may **View All** alerts or actions
4. Members may select the most recent alerts or actions listed in the box in blue

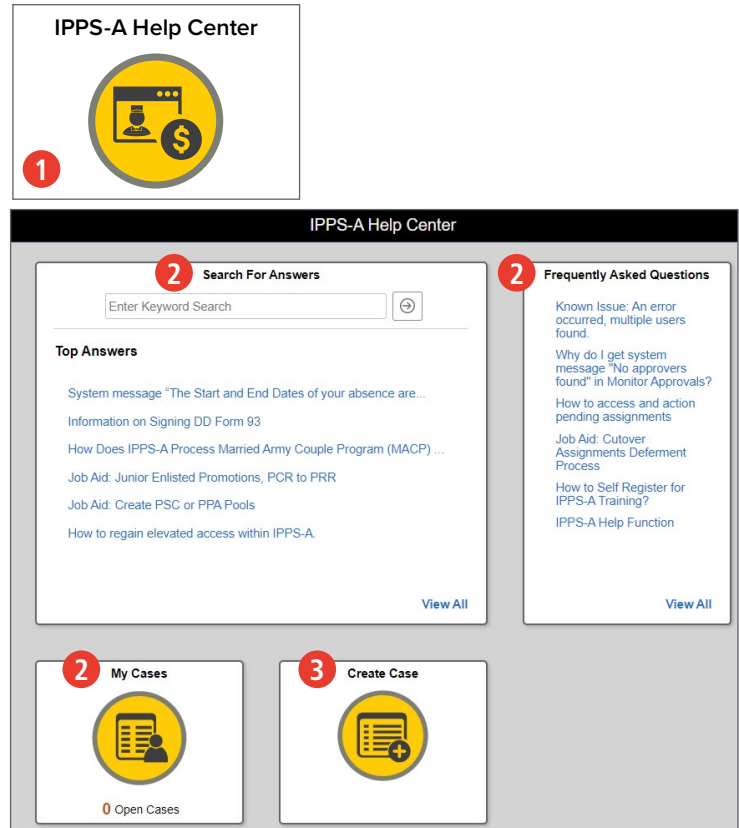




## IPPS-A Help Center

The **IPPS-A Help Center** tile allows the Member to submit a question for answer and search previously submitted questions referencing human resources or internet technology help.

1. Select the **IPPS-A Help Center** tile
2. Screen displays the **IPPS-A Help Center** page; Members may **Search For Answers**, review **Frequently Asked Questions**, **Create Case**, or review previously submitted cases in **My Cases**
3. To submit a case, select the **Create Case** tile
4. Screen displays the **Create Case** page
5. Members must enter a **Category**, **Type** and **Detail** from respective drop downs
6. Members toggle **Yes** or **No**, whether this is a pay impacting issue
7. Members must enter a **Summary** and **Description** under Case Details, add supporting documents via Add Attachments
8. Under **Create Case For** and **Member Contact Details**, Members may review the created, reported and member information; then select **Next** to review and submit



### Associated UPKs:

Click [here](#) to access the **R3 Demo Server** then search for the following UPKs under the Self-Service book:

- Create a Self-Service Case
- Close a Self-Service Case
- Reopen a Closed Self Service Case
- View Top Answers
- Conduct a Self-Service Knowledge Base Search
- Browse FAQs

The **IPPS-A Help Desk** is available 24/7, the phone number is: 1-844-474-7772 (1-844-HR-IPPSA) and email: [usarmy.pentagon.hqda-ippa-a.mbx.ippa-a@army.mil](mailto:usarmy.pentagon.hqda-ippa-a.mbx.ippa-a@army.mil).



**IPPS-A**  
INTEGRATED PERSONNEL AND PAY SYSTEM - ARMY



**U.S. ARMY**