





# User Guide for Requesters

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## Introduction

## **About This Guide**

The purpose of this guide is to provide step-by-step instructions for users requesting training and technical assistance (TTA) through TTA360.

## About TTA360

TTA360 is a centralized system to track, monitor, manage, and report on TTA requests and services. TTA360 is used by all of OJJDP's TTA providers and provides a single point of entry for requesters to access the full range of OJJDP's services.

If you do not know whom to select for your training or technical assistance, TTA360 can help. Your request will be reviewed and assigned to an appropriate provider based on the information you submit with your request.

#### Who Should Use This Guide?

This guide is intended for individuals submitting requests for services who need help navigating TTA360 to initiate requests and monitor the progress of requests submitted.

## **Getting Started**

First-time users can either immediately submit a TTA request or create an account and log in to the system. Submitting a TTA request automatically creates an account. Refer to the *Submit a TTA Request* section of this guide to submit a TTA request.

#### **Create an Account**

Follow the steps in the table below to create an account.

Refer to the *Update My Account* section of this guide to update an account.

Table 1. Table displays how to create an account in TTA360.

1	TTA360 OJDP	
	Go to <u>https://tta360.ojjdp.ojp.gov.</u>	
	The log-in page appears.	
	Welcome to GUUDP's Training and Technical Assistance (TTA) Portal	
	Frequencing TTh is have sension that even with QuOP's new Here do Linguese TTA."	
	Trainer     T	
	Were program to put angularit of well from.  Examples to put angularit of well from  E	
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	Vera harpendy adad quantum a databal instruction on hora to see the system. For an or d	
	Read: 02017/5.2pt as ing Read Regions is not include the device of the	
	V 4 Alf you contract Address and the description of the second basis path sector to find the fully finds the only.	
	Plane Log in	
	Record Construction of the	
	Mar i Ferrer (michaen forget (bemane or Pessword)	
	Terrene series and and a series and and a series and a se	
	(astronom)	
2	Click CREATE AN ACCOUNT.	
	How do I request TTA?	
	If this is your first time requesting TTA you can either:	
	CREATE AN ACCOUNT and access the main dashboard.	
	SUBMIT A REQUEST and have the system create a login for you.	
	If you are returning to the system you can log in and view your previous	
	requests.	
	The User Registration page appears.	

Step	Action				
3	<ul> <li>Complete the following sections on the User Registration profile page:         <ul> <li>Personal Information</li> <li>Enter your name, address, and contact information.</li> </ul> </li> <li>Log-in Information             <ul> <li>Select your username and password. Your password can be changed at any time; your username cannot.</li> <li>Organization Information                  Enter information about your organization.</li> </ul> </li> </ul>				
4	Select <b>Requester</b> .				
	l am a/an:				
	© Requester				
	○ TTA Provider				
	OJJDP Program Manager				
	○ System Administrator				
5	Verify the information you entered.				
6	Click <b>Register</b> located at the bottom of the page.				
	<b>Note:</b> Confirmation of your registration is sent to the email address entered during registration.				

## Log In

After your profile is created, log in to your account at any time using the username and password you entered during profile creation.

Follow the steps in the table below to log in to TTA360.

Step	Action	
1		Go to <u>https://tta360.ojjdp.ojp.gov.</u>
	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	The log-in page appears.
2	Type your username and password in the fields provide the fields of the	orovided, then click <b>Log In</b> .
	Refer to the <i>Recover Password</i> section of this gu passwords.	ide for instructions on how to retrieve forgotten

#### **Recover Password**

Your password can be sent to you if you forget it.

#### Follow the steps in the table below to **recover your password**.

Table 3. Table displays steps to recover your password.

1	Go to https://tta360.ojjdp.ojp.gov.

2	Locate the Forget Username or Password box on the log-in page.		
	TTA360 CJDP		
	See 19 19 19 19 19 19 19 19 19 19 19 19 19		
	Weicome to GUDP's fraining and Sechnical Assistance (TTA) Portal TTA SEC		
	Requesting VTA is now award that ever with GuidP's new West in request VTA's Priced		
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	tage 1. So to compare an anomal an addition a 1500 compare 1 many and and additional additiona		
	Questions?		
	Yes bagandy and a quadration of short-base in boars to non function		
	TTA360 CIL C		
	A contract of the second state state and the second state of the s		
	Etera Santa		
	LURAT LURAT Construction of Presental		
3	Type the email address associated with your account, then click <b>Get Password</b> .		
	Forget Username or Password?		
	Enter your empileddrong and yo'll cond it to you		
	Email		
	Get Password		
	You will receive an email with your username and password		
	Tou will receive an email with your username and password.		
	<b>Note:</b> You can reset your password at any time by using the <b>My Account</b> module in		
	the aashboara's <b>User Management</b> section.		
1			

## **User Management**

Use this section of the dashboard to update your account profile.

#### **Update My Account**

User information is updated using the *My Account* module from the User Management section of the My TTA360 homepage.

Follow the steps in the table below to update your account.

Table 4. Table displays how to update your account.

Step

1 From the My TTA360 homepage, click the **My Account** module to display your account information.

	My TTA360 User Management My Account
2	Review the information and make changes, if needed.
3	Click Update.
	Update Cancel
	<b>Note:</b> Updates are applied immediately after submission.

## My TTA360 Homepage

The My TTA360 homepage (dashboard) appears after logging in to TTA360. This is the starting point to submit or view requests.

<b>TTA360</b>	OJJDP
elcome to My TTA360. This page will allow users to manage t	heir Training and Technical Assistance (TTA) Requests.
ly TTA360	
User Management	
My Account	
Training and Technical Assistance	
Submit TTA Request	View TTA Requests

The homepage is divided into three sections.

Each section contains modules.

The table below outlines the function of each module on the homepage.

Table 5. Table displays layout of the homepage.

Homepage Sections		
User Management	My Account	Create, update user profile.

Training and Technical	Submit TTA Request	Create and review submitted
Assistance	View TTA Requests	requests.

## Submit a TTA Request

Use the *Submit TTA Request* module on the dashboard to submit TTA requests to OJJDP.

Follow the steps in the table below to submit a request.

Table 6. Table displays steps on how to submit a TTA request.

	Training and Technical Assistance		
	Submit TTA Request	Viev	v TTA Requests
2	Click <b>Update Requester Information</b> only if your contact or organization needs to be updated. This will also update your information in <i>My Account</i> .		
	*Requester Information		
	Requesting Agency/Organization: Requesting Organization Name	Contact Information: 1234 Street City, Virginia 20176	Current OJJDP Grantee?: O Yes No
	Agency/Organization Type: Youth Services -	555-555-5555 🗘	Update Requester Information
	Requester's Name: Jane Doe	Email@email.com	
	Title: Title	OJJDP Contact:	
3	Complete all required f sub-categories must be be selected for Type of <i>Note: If attaching a file</i> <i>6.</i>	ields. Required fi selected for eve TTA and Reques , complete steps	elds are labeled with an asterisk (*), and ry category chosen (sub categories musi t Topics when submitting a request). <i>4 and 5. If not attaching a file, skip to s</i> i
3	Complete all required f sub-categories must be be selected for Type of <i>Note: If attaching a file</i> <i>6.</i>	ields. Required fi selected for eve TTA and Request , complete steps	elds are labeled with an asterisk (*), and ry category chosen (sub categories mus- t Topics when submitting a request). 4 and 5. If not attaching a file, skip to st
3	Complete all required f sub-categories must be be selected for Type of <i>Note: If attaching a file</i> <i>6.</i> Upload Documents	ields. Required fi selected for eve TTA and Reques , complete steps That Support Th	elds are labeled with an asterisk (*), and ry category chosen (sub categories mus t Topics when submitting a request). 4 and 5. If not attaching a file, skip to st is Request

5	Click <b>Browse</b> and select a file from your computer that supports your request (optional).		
6	Click <b>Save As Draft</b> or <b>Submit</b> to complete your request. Draft requests can be submitted at a later time.		
	Cancel	Save As Draft	Submit
	<b>Note:</b> Refer to the View as a draft.	a TTA Request section of th	nis guide to view requests saved

## **View a TTA Request**

Use the **View TTA Requests** module on the dashboard to view all of the requests you have in the system.

 Training and Technical Assistance		
Submit TTA Request	View TTA Requests	
 •		

## View a Request

Draft and submitted requests are available to view so that you can monitor their status. The module contains two tabs: Drafts and Submitted Requests.

ew TTA				
rafts Submitted Req	uests			
FTA #	TTA Provider	ТТА Туре	TTA State	Find

Follow the steps in the table below to view requests you have submitted.

Table 7. Table displays steps to view a request.

1	Click View TTA Requests on the homepage.		
	Training and Technical Assistance		
	Submit TTA Request View TTA Requests		
	All requests you have entered into the system will appear. This screen displays both draft and submitted requests.		
2	Click the Submitted Requests tab to view submitted requests.           Drafts         Submitted Requests		
3	Use the search filters to narrow down search results.		
4	Click <b>Find</b> .		

#### Edit a Draft Request

You can make edits to requests that you have saved as drafts.

Follow the steps in the table below to edit a request using the View TTA Requests module.

Table 8. Table shows steps to edit a request using the View TTA Requests module.

#### From the View TTA Requests Module on the Homepage



2	Use the filters to narrow down your search results.				
	TTA #     IIA Provider     IIA lype     IIA State       -All-     -All-     -All-     Image: Constraint of the state				
3	Click Find.				
4	Locate the request to edit, and then click <b>Edit</b> next to the request.				
5	Make changes to the record as necessary.				
6	Click Submit or Save as Draft again if you are not yet ready to submit it.				

#### **Request Status**

TTA requests are categorized by status. Refer to the table below for a description of each status.

Table 9. Table displays a description for each request status.		
Draft	Request started, not submitted (shows all requests you have started but not yet submitted).	
Assigned – Not Accepted	Request submitted, waiting for provider to accept request.	
In Progress	Request has been accepted and process has started.	
Closed – Satisfied	The training or technical assistance has been successfully delivered.	
	Request was not successfully fulfilled (view request for	

details).

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## **Next Steps**

Closed – Other

On Hold

Still have questions? Please contact the OJJDP TTA Help Desk at ojjdptta@usdoj.gov for answers to any additional questions about TTA360.

Request has been put on hold.