

Access to DLRSS

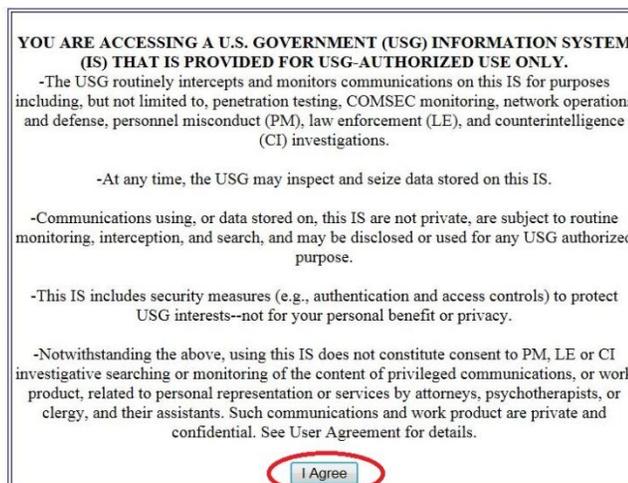
Anyone with a CAC authorized GKO account can access DLRSS for the purpose of reviewing a classroom schedule and requesting or recording usage of a classroom.

Determining availability of and scheduling a DL Classroom

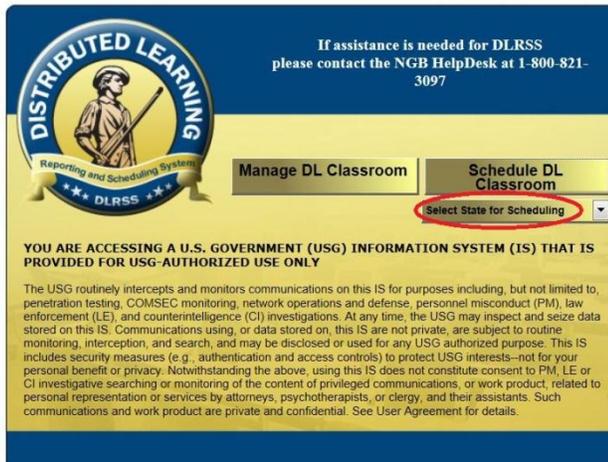
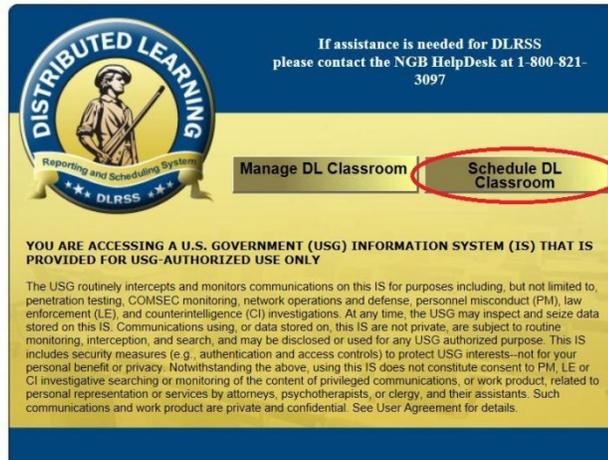
- a. Log onto DLRSS <https://dlrss.ngb.army.mil/>. Select your e-mail digital certificate when requested and enter PIN.



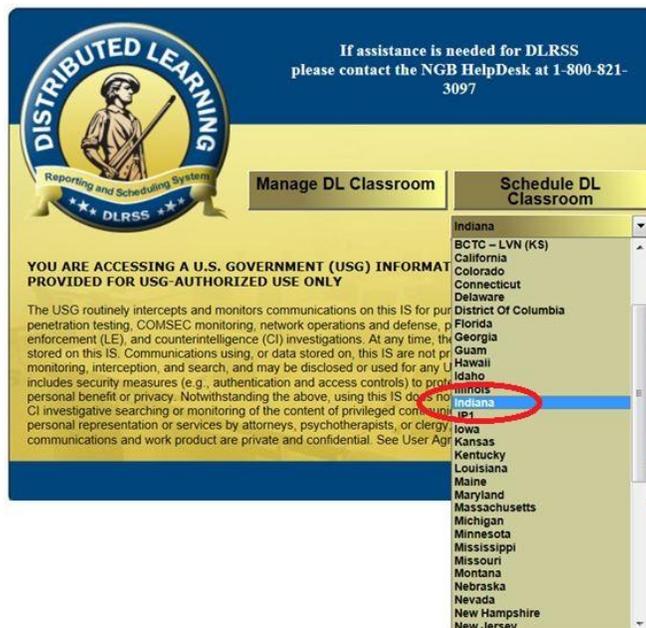
- b. Select the "I Agree" button on the DoD warning screen.



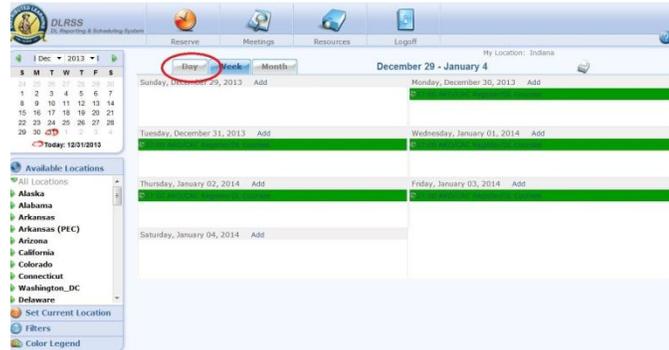
- c. On the next screen select “Schedule DL Classroom” and the “Select State” drop down menu appears.



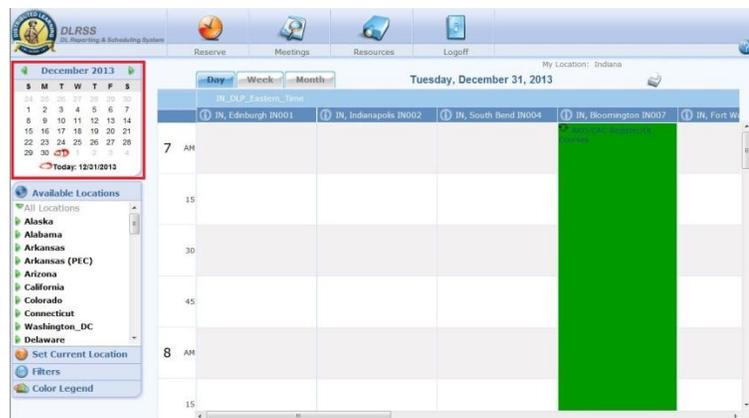
- d. Scroll down and select “Indiana” from the drop down menu.



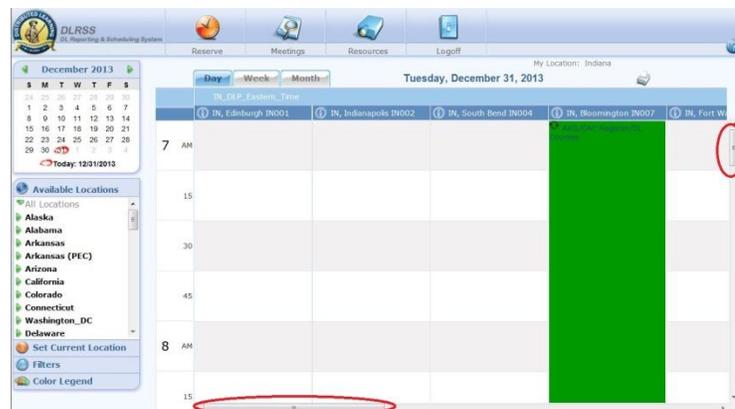
e. You will be taken to the IN DLP Schedule. Select the “Day” Tab.



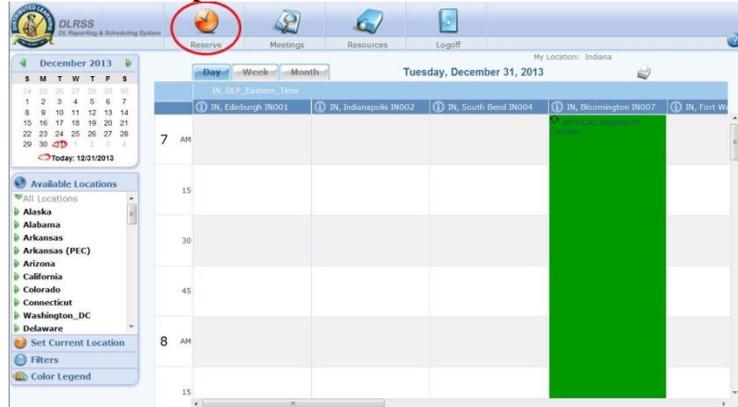
f. Then click on the day, month and year for which you wish to check scheduling on the calendar in the upper left corner of the screen.



g. Scroll across down, if necessary to locate the desired classroom and the applicable time to be scheduled.



- h. If the classroom is available (nothing scheduled for the date and time it is needed) click on the Reserve button at the top of the screen.



- i. Complete the Class Request format and click “Save and Close.”

Reservation Details

Start: 9/4/2014 8:00:00 AM All Day Event Prep Time 0
End: 9/4/2014 4:00:00 PM Recurrence Cleanup Time 0

Resources: IN, Edinburgh IN001 (IN_DLP_Eastern_Time/Indiana)
 IN, Indianapolis IN002 (IN_DLP_Eastern_Time/Indiana)
 IN, South Bend IN004 (IN_DLP_Eastern_Time/Indiana)
 IN, Bloomington IN007 (IN_DLP_Eastern_Time/Indiana)

IN, Lafayette IN011

General Attendees Shared Use

Event Title: Driver Training Event POC: SFC John Doe
Event Type: Individual Training POC Phone: 317-458-8526
Is this Shared Use? POC E-mail: John.e.doe.mil@mail.mil
Course Name: Accident Avoidance Course for Army Motor Vehicle Drivers Booked By: inguest
Event Description: On line course for Certificate
of Attendees: 50