







U.S. AIR FORCE

# UPDATE APPROVING OFFICIAL IN AROWS-R

Step 1:	Navigate to the AROWS-R site.	Step 1a.	<a href="#"><u>CLICK HERE TO ACCESS AROWS-R</u></a>
Step 2:	Select Create Application on left side menu.	Step 2a.	
Step 3:	Select Order Type and Create Application.	Step 3a.	Select Order Type: <input type="text" value="ANNUAL TRAINING"/>   
Step 4:	Proceed to Step 2 of 7 and enter my email address in the IMA's Approving Official Information box.	Step 4a.	<b>IMA's Approving Official Information</b> * IMA's Approving Official E-mail Address <input type="text"/> <a href="#"><u>Save E-mail Address as Default</u></a>
Step 5:	Select Save	Step 5a.	
Step 6:	Proceed to next steps in application process.	Step 6a.	