

1. Log onto the AF Portal <https://www.my.af.mil/> (Put www.my.af.mil in compatibility mode by clicking on tools (upper right hand corner), choose compatibility view settings, and then add www.my.af.mil to the list. Close the compatibility view settings)
2. Look for the title "**Quick Links**" or "**Featured Links**"
3. Click on Education/Training/Force Development (**6th Gray Subheading**)
4. Click on Air University Portal (.mil) (**16th Blue Subheading under Education/Training/Force Development**)
5. Click On the grey bar (**click here to login or create a new account**)
6. **CAC Log-In or Create Account** (Update your information)
7. Place cursor over **Distance Learning** (another box should appear)
8. Place cursor over **USAF PPDS Virtual Campus** (another box should appear)
9. Click on **APPLY**
10. Click the drop down arrow and select the course you are registering for
11. Click on (**Check for Eligibility**)
12. Then Click the "**Next**" button
13. Confirm or Update your information
14. Click "**Submit Application**"
15. Then click on the button (**Click here to Continue**)
16. Fill in and verify all additional information
17. Finally, Click on (**Finalize Application**)

1. Log onto the AU Portal: <https://auportal.maxwell.af.mil/auportal>
2. **CAC Log-In or Create Account** (Update your information)
3. Place cursor over **Distance Learning** (another box should appear)
4. Place cursor over **USAF PPDS Virtual Campus** (another box should appear)
5. Click on **APPLY**
6. Click the drop down arrow and select the course you are registering for
7. Click on (**Check for Eligibility**)
8. Then Click the **"Next"** button
9. Confirm or Update your information
10. Click **"Submit Application"**
11. Then click on the button (**Click here to Continue**)
12. Fill in and verify all additional information
13. Finally, Click on (**Finalize Application**)