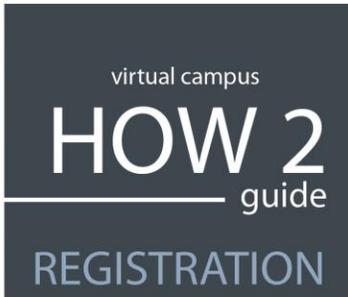
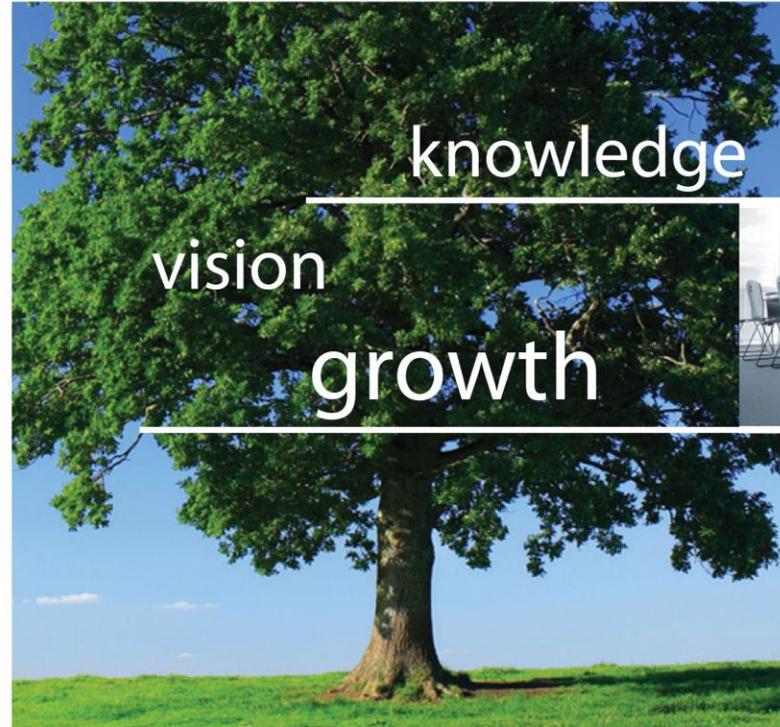


Air Force Human Resource Management School



Point of Contact:

CPMC Course Issues: maxwell.ecpd.cpmc@maxwell.af.mil

MPMC Course Issues: maxwell.ecpd.mpmc@maxwell.af.mil

USAF Supervisor Course Issues: maxwell.ecpd.usaf.sc@maxwell.af.mil

All Other DL Courses: scott.tukuloff@us.af.mil or juanita.shover@us.af.mil

Ira C. Eaker
Center for
Professional Development



This guide is designed to describe the enrollment process for DL training offered at the AF Human Resource Management School.

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| How to View and Apply for a DL Course..... | 10 |

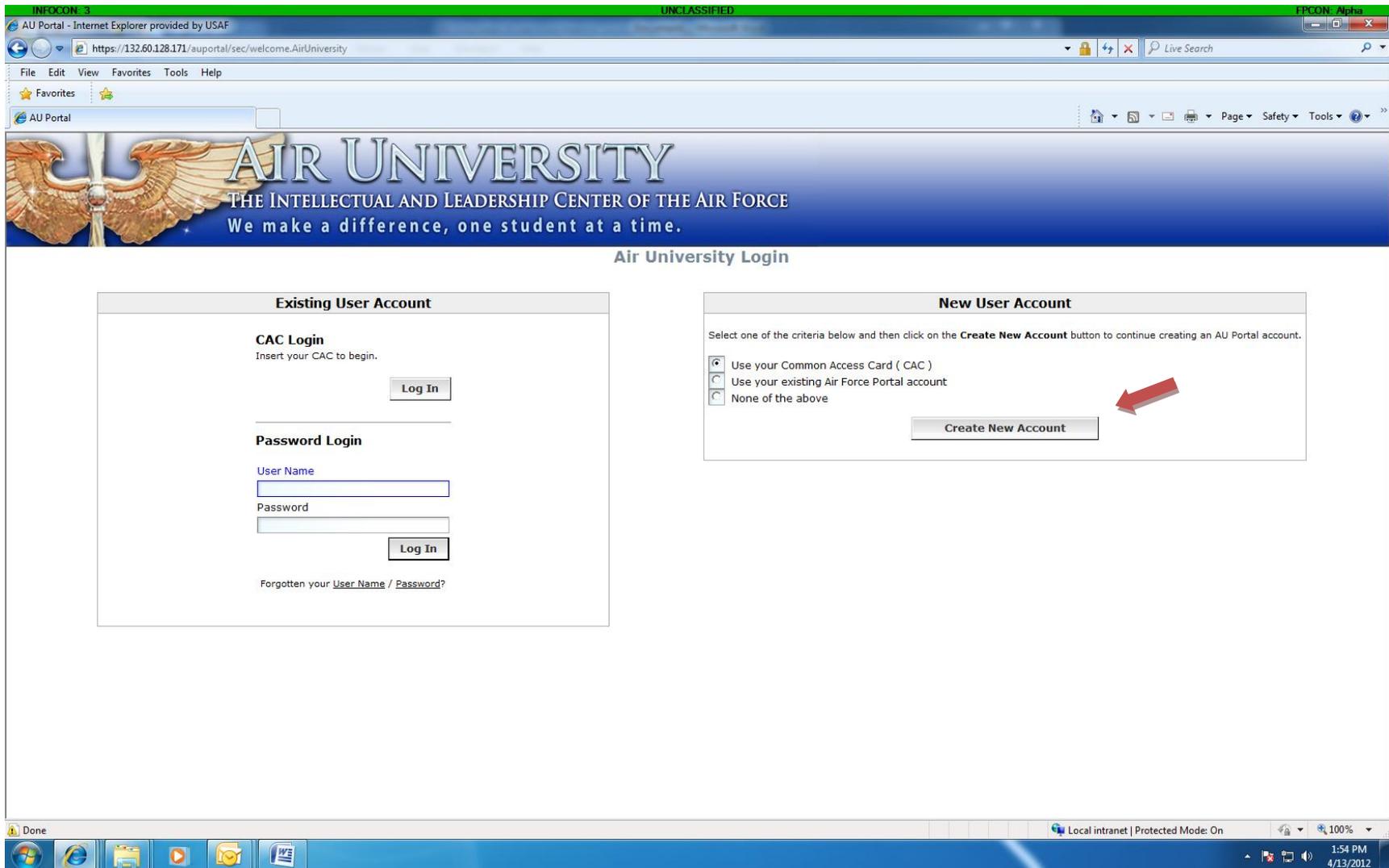
POC for the supervisory courses (**Civilian Personnel Management Course, Military Personnel Management Course, USAF Supervisory Course, and the Advanced USAF Supervisory Course**) are the Supervisory Course Registrars at DSN 493-8944/9545, CPMC Course Issues: maxwell.ecpd.cpmc@maxwell.af.mil
MPMC Course Issues: maxwell.ecpd.mpmc@maxwell.af.mil
USAF Supervisor Course Issues: maxwell.ecpd.usaf.sc@maxwell.af.mil.

POCs for **Basic Civilian Training Force Development Specialist Course, the Advanced Civilian Training Force Development Specialist Course, and the Basic Employee-Management Relations Course** are Susi Shover, juanita.shover@us.af.mil, DSN 493-3125 or Scott Tukuloff, scott.tukuloff@us.af.mil; DSN 493-9761.

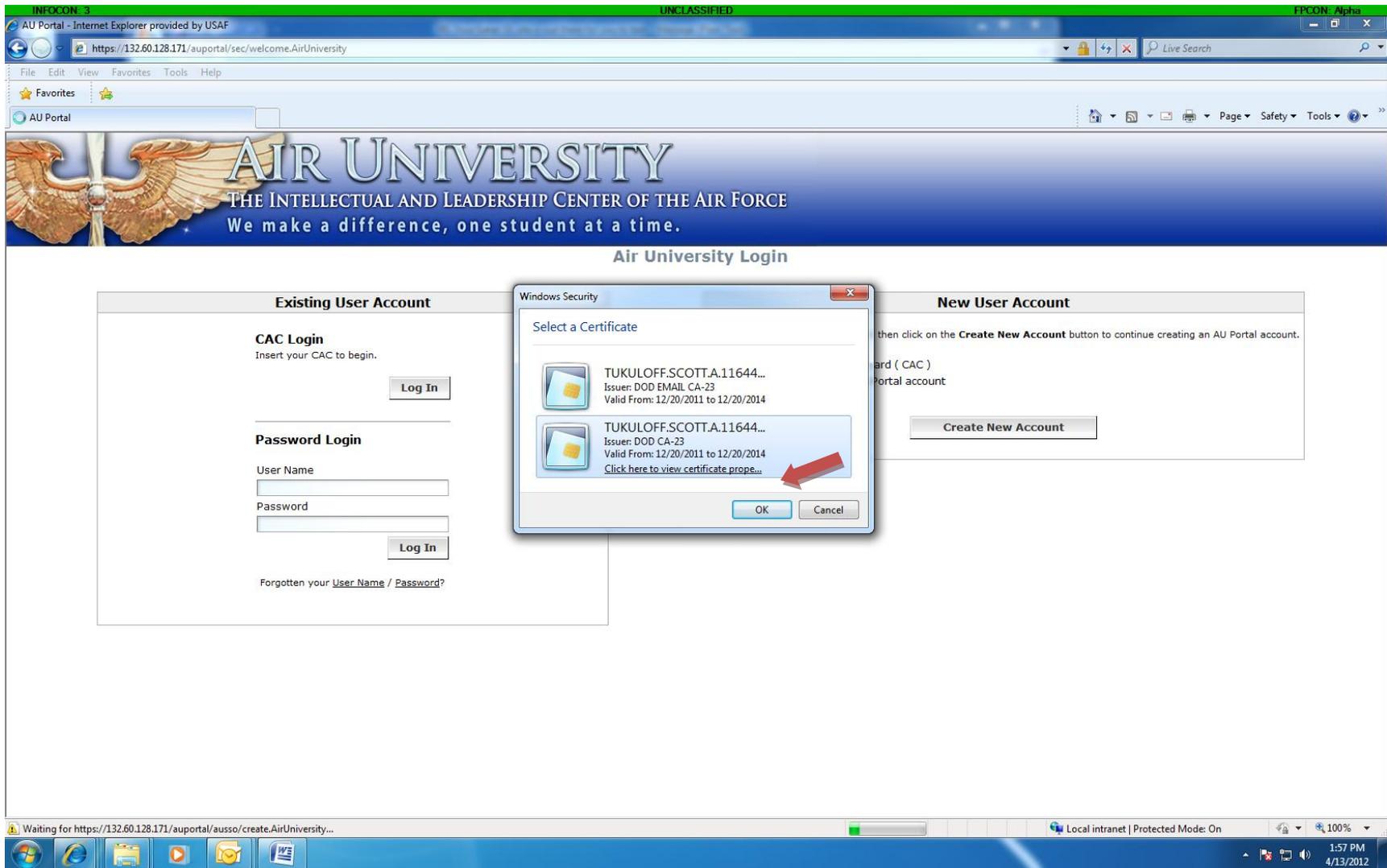
Creating an AU Portal Account

The screenshot shows the Air University Portal interface. At the top, there is a green header with 'INFOCON 3', 'UNCLASSIFIED', and 'FPCON: Alpha'. Below this is the browser address bar showing the URL: <https://132.60.128.171/auportal/welcome,AirUniversity;jsessionid=0035c6efbf884cbb50838a00760aeae494a4aa1dd7a0c7e8ad65b334b3c670.e38PbhyNa34Pc40LbNaOax8ObhmMe0>. The main content area features the Air University logo and the text 'AIR UNIVERSITY THE INTELLECTUAL AND LEADERSHIP CENTER OF THE AIR FORCE We make a difference, one student at a time.' Below the logo is a navigation menu with links for Home, AU Registrar, Distance Learning, Help & Info, and Login. The main heading is 'Welcome to the AU Portal' with a [Login] link. A yellow banner titled 'Air University Announcements' contains a section for '02-Jan-2012: Blackboard Link' with the text: 'The proper URLs for logging in to the Air University Blackboard pages are as follows: (If you do not see your organization your should use http://au.blackboard.com)'. It lists URLs for ACSC, AFCLC, and AFF (Fellows). Below this is a red banner with the text 'Login to an Existing Account or Create a New Account'. A button labeled 'Click here to login or create a new account' is highlighted with a red arrow. Below the button is the text: 'By logging in, you can apply for admission, register for classes, access distance learning content (e.g., Blackboard), check your grades, update your contact information, and much more.' and a link for 'Forgotten your User Name / Password?'. The bottom of the page shows the Windows taskbar with the system tray displaying 'Local intranet | Protected Mode: On', '100%', and the date/time '1:52 PM 4/13/2012'.

Once you log onto <https://auportal.maxwell.af.mil> , click on “Click here to login or create a new account.”



If are an **existing user**, login with your CAC or Password (located on the left side of the screen). If you are a **new user** ensure that the proper “criteria” is selected (Use you Common Access Card (CAC)) is already selected and click “Create New Account.”



Select your certificate, and click "OK."

The screenshot shows a web browser window displaying the Air University login page. The browser's address bar shows the URL <https://132.60.128.171/auportal/sec/welcome.AirUniversity>. The page header features the Air University logo and the tagline "THE INTELLECTUAL AND LEADERSHIP CENTER OF THE AIR FORCE We make a difference, one student at a time." Below the header is the "Air University Login" section, which is divided into two main areas: "Existing User Account" and "New User Account".

The "Existing User Account" section contains two login options: "CAC Login" (with a "Log In" button) and "Password Login" (with fields for "User Name" and "Password", and a "Log In" button). A link for "Forgotten your User Name / Password?" is also present.

The "New User Account" section contains a "Create New Account" button. A text box above this button reads: "then click on the **Create New Account** button to continue creating an AU Portal account." Below this text, there is a partially visible label "ard (CAC)" and "Portal account".

An "ActivClient Login" dialog box is overlaid on the page. The dialog box has a title bar with a question mark icon and a close button. The main content of the dialog box reads: "ActivIdentity ActivClient" followed by "Please enter your PIN." Below this text is a text input field labeled "PIN" and two buttons: "OK" and "Cancel".

The browser's status bar at the bottom shows "Local intranet | Protected Mode: On" and the system tray displays the time "1:58 PM" and date "4/13/2012".

Enter your PIN and click "Ok."

INFOCON 3 UNCLASSIFIED

AU Portal - Internet Explorer provided by USAF

https://132.60.128.171/auportal/auis/cac/login_AirUniversity?portalAction=caclogin

File Edit View Favorites Tools Help

AU Portal



AIR UNIVERSITY

THE INTELLECTUAL AND LEADERSHIP CENTER OF THE AIR FORCE
We make a difference, one student at a time.

Create Air University Login Account

Create Account

Need to access an Air University information system? Use this form to create your Air University Login account.

Step 2 - Enter personal information (Bold fields required)

Your information has been located in DEERS (Defense Enrollment Eligibility Reporting System). Please review this information and correct as necessary. NOTE: This system will NOT update your DEERS information. Data entered here is stored ONLY in appropriate Air University systems. [Click here to update your DEERS record if necessary.](#)

SSN/Foreign ID

First Name SCOTT MI A

Last Name TUKULOFF

Suffix

Date of Birth

Gender Male

Country Of Citizenship United States

Email scott.tukuloff@us.af.mil

Confirm Email

Home Phone include area code, country code, etc.

Work Phone include area code, country code, etc.

Address 1

Address 2

Address 3

City

State Alabama

Zip Code

Country United States

Done Local intranet | Protected Mode: On 100% 2:00 PM 4/13/2012

Enter your "Personal Information" and click "Next."

INFOCON 3 UNCLASSIFIED FPCON: Alpha

AU Portal - Internet Explorer provided by USAF

https://132.60.128.171/auportal/ausso/createAccountSubmitAirUniversity

File Edit View Favorites Tools Help

AU Portal

AIR UNIVERSITY

THE INTELLECTUAL AND LEADERSHIP CENTER OF THE AIR FORCE
We make a difference, one student at a time.

Create Air University Login Account

Create Account

Thank you for creating an AU Portal account, your AU Portal username is: tukuloff.scott.a

If you have not received a verification email within 24 hours please contact your Air University Portal student services representative or appropriate organization from the directory below:

Your AU Portal account is currently locked (not usable), until we validate the information you submitted. Please contact your student services representative (see directory below) to unlock your account.
Have questions about your user account, or educational program? Contact your appropriate organization:

AU eCampus Support Site
The Air University e-Campus Support System is an educational help desk service that allows customers to submit inquiries which are responded to by personnel from the appropriate school or organization. Also, customers are able to search frequently asked questions for needed information.

Community College of the Air Force
For CCAF issues or questions, please visit the CCAF Homepage for help and contact information.

SOC Distance Learning Program (SOS Course 20 and LDP Courses)
Email: soc.dcx@maxwell.af.mil
Phone: DSN: 493-1415
Commercial: (334) 953-7032
For administrative or technical information, please check the AU e-Campus FAQ page. To get passwords reset or get user account technical help, email AU e-Campus Support.
For individual course administrative questions (enrollment problems, course extensions,) please email: SOC Distance Learning Support.

Blackboard
For CCAF issues or questions, please visit the CCAF Homepage for help and contact information.

Air University Online Master's Program (Includes all ACSC and AU Online Master's Programs)
Students requiring TECHNICAL support or are experiencing problems with the AU Portal may use the contact information below for assistance:

ACSC Technical Support
Email: acscdl@maxwell.af.mil
Phone: DSN: 493-7032
Commercial: (334) 953-7032

Students requiring assistance with enrollment, registration or other administrative issues may use the contact information below for assistance:

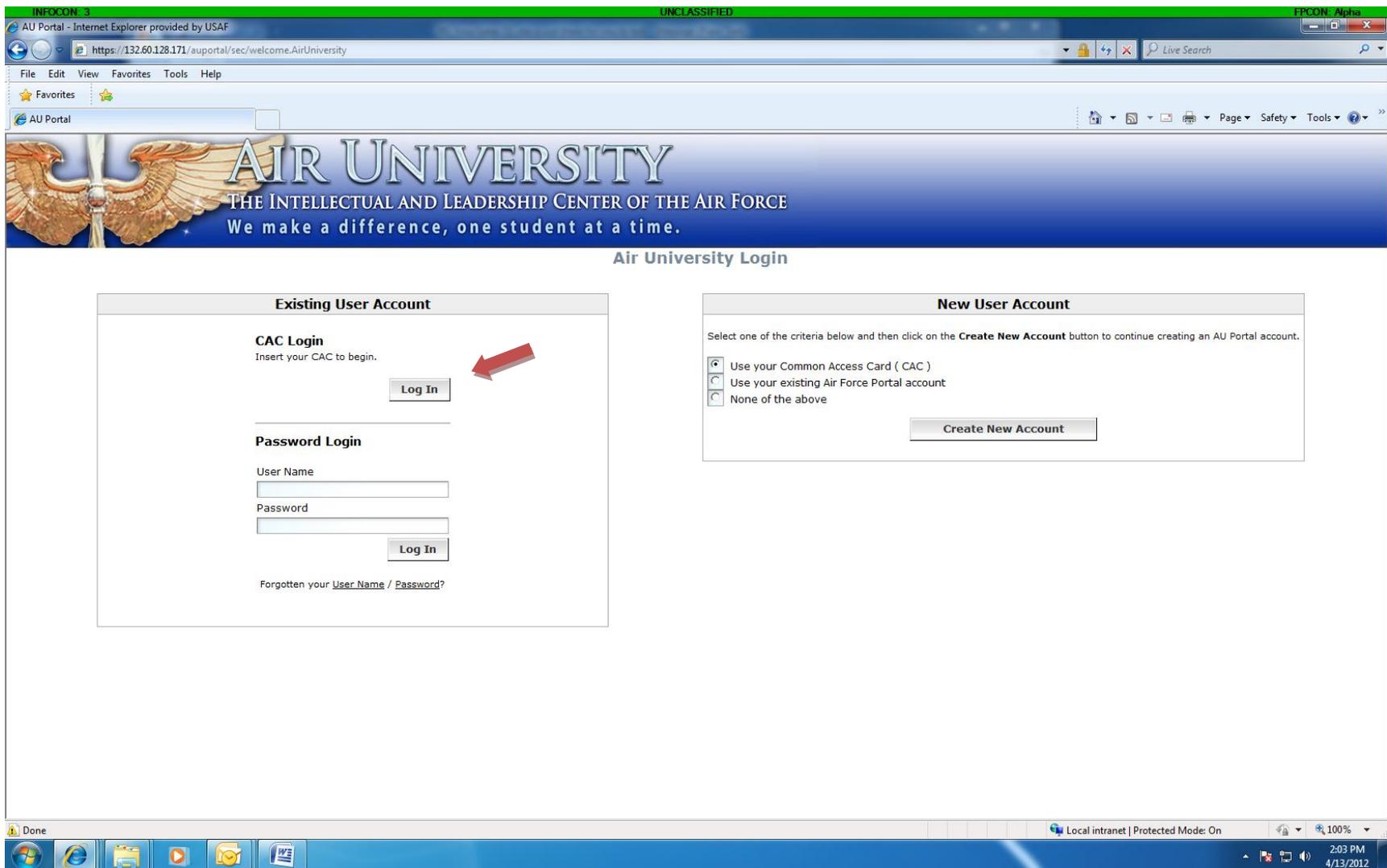
ACSC Student Services
Email: acscdl@maxwell.af.mil
Phone: DSN: 493-7902
Commercial: (334) 953-7902

AWC Distance Learning Program (non-degree PME only DL course)
Email: awc.dl@maxwell.af.mil
Phone: DSN: 493-6093 or 493-5741
Commercial: (334) 953-6093 or (334) 953-5741

Air University Registrar, Education Management (AUREM) System

Done Local intranet | Protected Mode: On 100% 2:02 PM 4/13/2012

Now your AU Portal account is created, and you can now click on "Login to AU Portal".



You will be taken back to the AU Login screen and try to log in with your CAC.

How to View and Apply for a DL Course

The screenshot shows the Air University Portal in Internet Explorer. The browser address bar displays <https://132.60.128.171/auportal/sec/welcome.AirUniversity>. The page header features the Air University logo and the tagline "THE INTELLECTUAL AND LEADERSHIP CENTER OF THE AIR FORCE We make a difference, one student at a time." The date is Friday, 13-Apr-2012, and the user is logged in as SCOTT TUKULOFF.

The main content area is titled "Welcome to the AU Portal" and "New and Existing Users". A red arrow points to the "Apply" link in the "Air University Blackboard pages" section. A yellow banner highlights the "Air University Announcements" section.

Air University Blackboard pages are as follows: (If you do not see your organization you should use <http://au.blackboard.com>)

| | |
|---------------|---|
| ACSC | - http://acsc.blackboard.com |
| AFCLC | - http://afclc.blackboard.com |
| AFF (Fellows) | - http://aff.blackboard.com |
| AFIT | - http://afit.blackboard.com |
| AWC | - http://awc.blackboard.com |
| Barnes Center | - http://bcee.blackboard.com |
| ECPD | - http://ecpd.blackboard.com |
| Holmes Center | - http://rcot.blackboard.com |
| IOS | - http://ios.blackboard.com |
| Lemay Center | - http://lemay.blackboard.com |
| SAASS | - http://saass.blackboard.com |
| SCOE | - http://scoe.blackboard.com |
| SOC | - http://soc.blackboard.com |

The bottom of the page shows the browser status bar with "Local intranet | Protected Mode: On" and the system tray displaying the time as 2:16 PM on 4/13/2012.

After you login, you will be taken to the main AU Portal page. To view/register for our current DL courses, mouse over "Distance Learning", "AF Human Resource Management School Virtual Campus", and click "Apply."

The screenshot shows a web browser window displaying the Air University portal. The page title is "Apply for Admission" and it is labeled "Step 1". The user is logged in as "SCOTT TUKULOFF" and their last visit was on Friday, 15-Jun-2012 08:04:09. The page instructs the user to "Select the curriculum for which you wish to apply." A dropdown menu is open, showing a list of courses. A red arrow points to the selected course: "Eaker Center Distance Learning Program - Basic Civilian Training Force Development Specialist Course -- Nov 5 - 30, 2012". The left sidebar contains navigation links: Home, Admin, My Info, Distance Learning, AU Systems, AU Registrar, CER, Help & Info, and Logout. The bottom of the browser window shows the Windows taskbar with the date and time: 11:10 AM 7/3/2012.

Click on the “drop down arrow” and select the course you are interested in taking.

INFOCON 3 UNCLASSIFIED FPCON: Alpha

AU Portal - Internet Explorer provided by USAF

https://auportal.maxwell.af.mil/auportal/sec/apply.AirUniversity?portalAction=applyHRMSDE

AU Portal HTML Examples

AIR UNIVERSITY

THE INTELLECTUAL AND LEADERSHIP CENTER OF THE AIR FORCE

We make a difference, one student at a time.

Tuesday, 03-Jul-2012

SCOTT TUKULOFF [Logout]
Last Visit: Friday, 15-Jun-2012 08:04:09

Apply for Admission

Step 1

Select the curriculum for which you wish to apply.

Eaker Center Distance Learning Program - Basic Civilian Training Force Development Specialist Course -- Nov 5 - 30, 2012

Course Information: Provides Force Development Specialists with basic skills and knowledge in areas of training and development. Subject coverage includes: Operational Force Development Specialist guidance, Resource Management, SF182, Leadership, and Systems Applications. Target Audience: This course is intended for all personnel projected to or are already working as a Civilian Training Force Development Specialist only. This is an on-line course delivered in Blackboard. Students will have 3 weeks from the course start date to complete the course. Students must score a minimum of 70% on the end of course exam to successfully complete the course and receive credit.

Check for Eligibility

AU Portal v2.0.6-5

11:28 AM 7/3/2012

You will now see the “Course Description.” The next step in the process is to select “Check for Eligibility.” Note: The “Check for Eligibility” feature is part of the system process and does not pertain to our courses due to system limitations. Please read the course description to determine course eligibility.

The screenshot shows a web browser window displaying the Air University portal. The page title is "Apply for Admission". The user is logged in as "SCOTT TUKULOFF" with a "Logout" link. The date is "Tuesday, 03-Jul-2012". The page is divided into three main sections: "Step 1", "Step 2", and a footer. In "Step 1", the user is prompted to "Select the curriculum for which you wish to apply." A dropdown menu shows "Eaker Center Distance Learning Program - Basic Civilian Training Force Development Specialist Course -- Nov 5 - 30, 2012". Below this is a "Check for Eligibility" button. "Step 2" contains a message: "The contact information we have on file for you is incomplete or out of date. Please click 'Next' to continue: you will be asked to update your contact information before applying for this program. After updating your contact information, you will be returned to this screen to complete the application process." Below this message is a "Next --->" button, which is highlighted with a red arrow. The footer of the page includes "AU Portal v2.0.6.5" and the system tray shows the time as "11:40 AM 7/3/2012".

After the “Eligibility Check” runs, you will then be taken to “Step 2,” which is to update your AU Portal contact information. Click “Next.”

INFOCON 3 UNCLASSIFIED FPCON Alpha

AU Portal - Internet Explorer provided by USAF

https://auportal.maxwell.af.mil/auportal/sec/myInfo.AirUniversity?portalAction=myInfo

Live Search

Favorites

AU Portal x HTML Examples

Tuesday, 03-Jul-2012

SCOTT TUKULOFF [Logout] Last Visit: Friday, 15-Jun-2012 08:04:09

My Information

The Privacy Act of 1974 applies to this page
[Click here to read the AU Privacy Act Statement](#)

Personal Information

SSN/Foreign ID

Last Name TUKULOFF

First Name SCOTT

MI

Suffix

Gender Male

Date of Birth dd-MMM-yyyy

Country Of Citizenship United States

Service Category Civilian

Service Agency Department of the Air Force

MAJCOM -- Select MAJCOM --

Pay Grade

Current Education Level

Current Contact Information

Address 1

Address 2

Address 3

City

State Alabama

Zip Code

Country United States

Home Phone include area code, country code, etc.

Email scott.tukuloff@us.af.mil

Use for Notification

Home

Admin

My Info

Distance Learning

AU Systems

AU Registrar

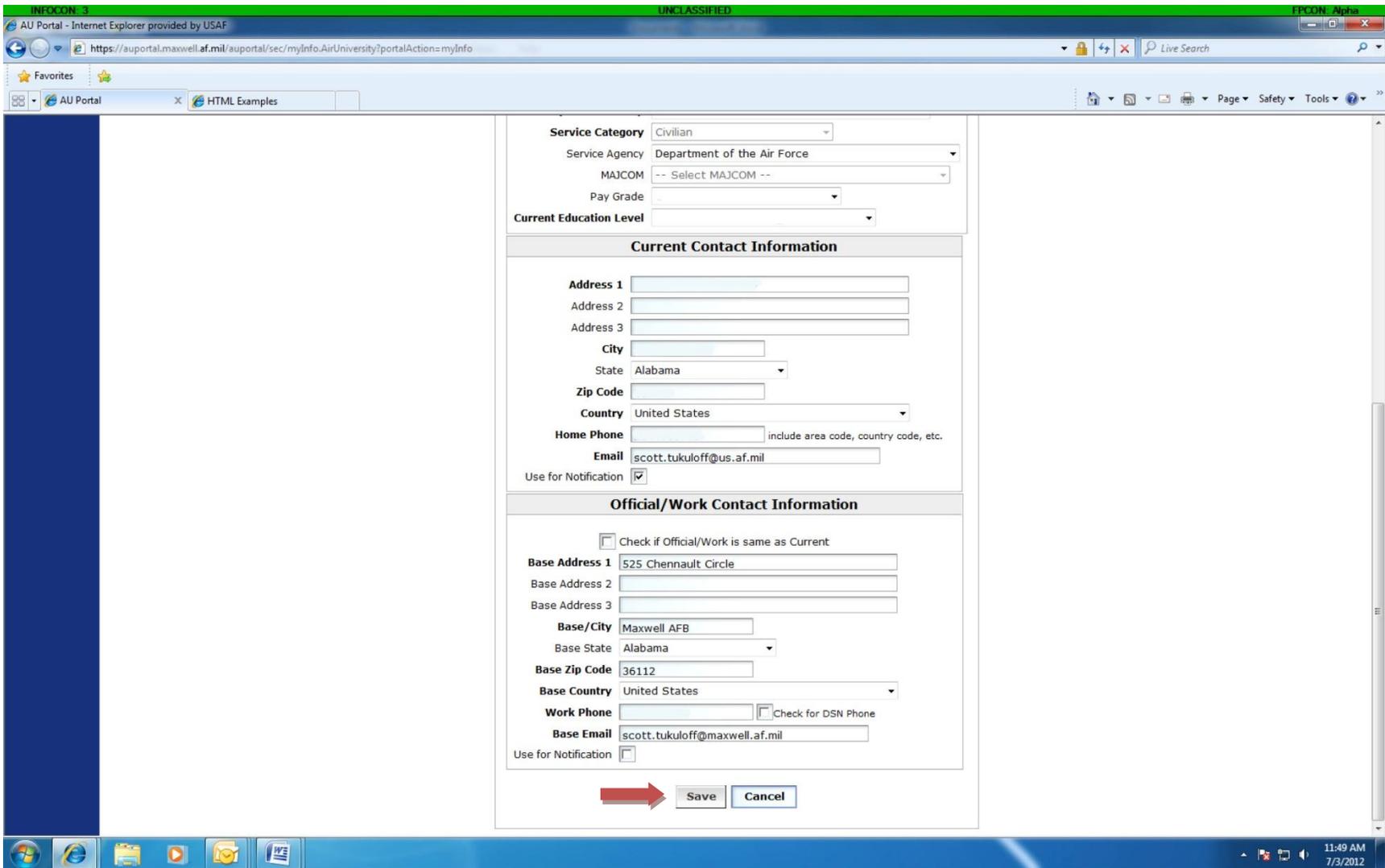
CER

Help & Info

Logout

AU Portal v2.0.6.3

Begin to update your AU Portal Information.



Once your AU Portal information is updated, click "Save."

The screenshot shows a web browser window displaying the Air University portal. The browser's address bar shows the URL: <https://auportal.maxwell.af.mil/auportal/sec/myInfoSubmit.AirUniversity>. The page header features the Air University logo and the text: "AIR UNIVERSITY THE INTELLECTUAL AND LEADERSHIP CENTER OF THE AIR FORCE We make a difference, one student at a time." Below the header, the main content area is titled "Apply for Admission" and is divided into two sections: "Step 3" and "Confirm Application".

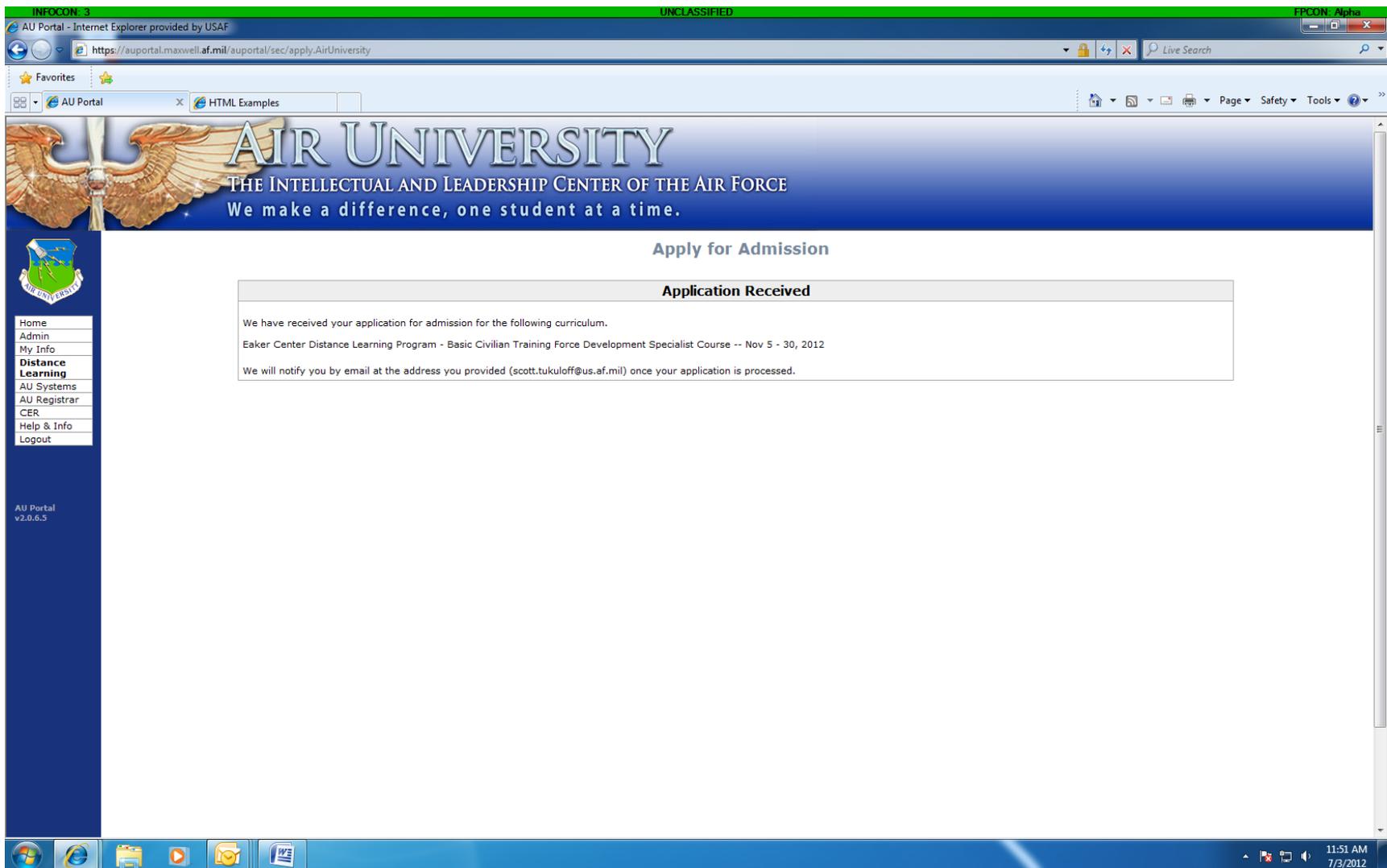
Step 3
Your contact information was successfully updated. Thank you for helping us to stay in touch with you - especially important when participating in distance learning programs.

Confirm Application
You have not submitted your application yet. Please Click "Submit Application" to apply for admission to Eaker Center Distance Learning Program - Basic Civilian Training Force Development Specialist Course -- Nov 5 - 30, 2012.

A red arrow points to a button labeled "Submit Application".

On the left side of the page, there is a navigation menu with the following items: Home, Admin, My Info, Distance Learning, AU Systems, AU Registrar, CER, Help & Info, and Logout. At the bottom left of the page, it says "AU Portal v2.0.6.5". The Windows taskbar at the bottom shows the time as 11:51 AM on 7/3/2012.

You are now on "Step 3." Click "Submit Application" to apply for admission for the desired course.



Your application is now being received and processed.

Note: The registration process is not complete. Within a few minutes you will receive a system generated email stating the “Class Enrollment Not Complete...” We require additional information that the AU Portal is unable to capture for us, so **YOU MUST** click on the link that has been provided to you in the email and fill out the required information to complete the process.

Until the registration process is complete, **YOU WILL NOT BE ENROLLED.** You have **5 days**, from receipt of the email to complete the registration process. This does not guarantee you a place in the class, as classes can reach student capacity quickly, but failure to complete the registration process will result in a non-enrollment, and you will have to re-apply again.

POC for the supervisory courses (**Civilian Personnel Management Course, Military Personnel Management Course, USAF Supervisory Course, and the Advanced USAF Supervisory Course**) are the Supervisory Course Registrars at DSN 493-8944/9545,
CPMC Course Issues: maxwell.ecpd.cpmc@maxwell.af.mil
MPMC Course Issues: maxwell.ecpd.mpmc@maxwell.af.mil
USAF Supervisor Course Issues: maxwell.ecpd.usaf.sc@maxwell.af.mil.

POCs for **Basic Civilian Training Force Development Specialist Course, the Advanced Civilian Training Force Development Specialist Course, and the Basic Employee-Management Relations Course** are Susi Shover, juanita.shover@us.af.mil, DSN 493-3125 or Scott Tukuloff, scott.tukuloff@us.af.mil; DSN 493-9761.