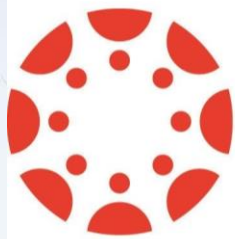


## Introduction

The AULED platform is continuing to transform to provide the systems and tools used to support teaching and learning across the enterprise. AS we continue to migrate to SLcM and eCanvas varied user stories continue to surface. One situation is the need to provision eCanvas account to users who may not be an instructor but associated with a course in another capacity. The following process is a walkthrough for creating a user in SLcM to trigger the creation of a Canvas account.



# canvas

## AU Enterprise Canvas

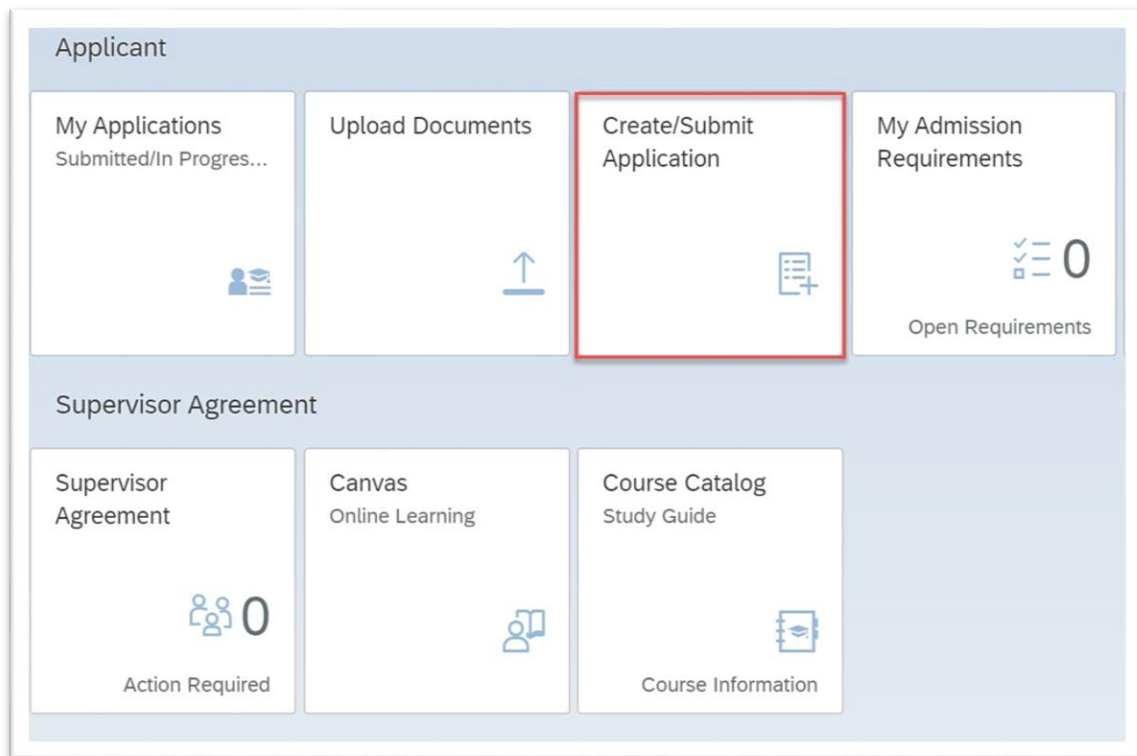
LOGAN, MARK W GS-13 USAF AETC EAKER CENTER/DC

## Account Process

To perform this process a CAC is required.

### What You Need To Do

1. Access the FIORI page for SLcM to apply for the Faculty Orientation course. Go to [AU Learner Portal - FIORI](#).
2. Under the Applicant section, select the Create/Submit Application tile.



3. Complete the Application and Personal details information.

**Important: Under the Applications and Details tab,  
you must complete all mandatory fields identified with an (\*)**

4. You will apply to

- a. Your School/Department is “Civilian Leadership Development School”
- b. Your Program Type is “Prof. Continuing Ed Programs”
- c. Your Program of Study is the name of the course you would like to apply for i.e USAF New Supervisors Course etc

5. Follow the illustration below. Be sure to complete all mandatory fields (\*) in both the Application Details and Personal Details areas. You may use a work or home address but be mindful: when choosing a Personal E-Mail address, ensure it is one you can access as you will receive notifications to it.

The screenshot shows a web application interface with two tabs: 'APPLICATION DETAILS' (active) and 'PERSONAL DETAILS'. A message box at the top states: 'Please fill in all mandatory fields in order to continue'. Below this, several fields are listed with red asterisks indicating they are mandatory:

- \*School/Department: Civilian Leadership Development School (dropdown)
- \*Type of student: Civilian Employee (dropdown)
- \*Program Type: Prof. Continuing Ed Programs (dropdown)
- \*Program of Study: USAF New Supervisor Course (MAFHR... (dropdown)
- \*Academic Year: Academic Year 21/22 (dropdown)
- \*Academic Session: Fiscal Year (dropdown)
- Full time/Part time:  Full Time  Part Time
- \*EDIPI DOD ID Number: 1071746263 (text input)

Below the Application Details section, the 'PERSONAL DETAILS' section is visible, with the sub-section 'Personal Details'.

6. Click “Continue with Application” located at bottom of page.

7. Review the application instructions. You may be asked to complete additional required information (\*) located in the "Section" links on the left.

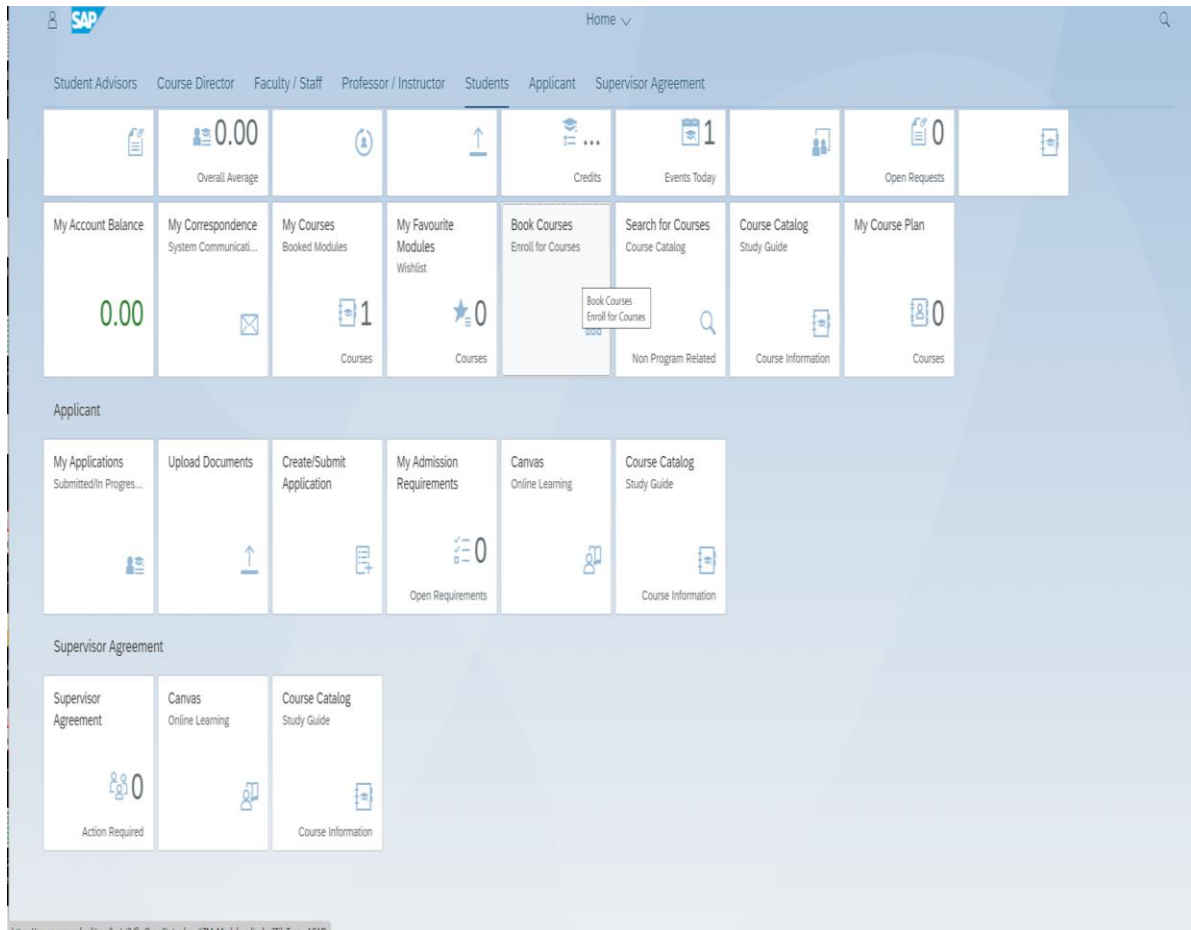


Section	Program of Study - Air University Faculty Orientation
Preliminary Details	<b>Application Instructions</b>  • Air Force active duty, Air National Guard, and Air Force Reserve Command officers selected to attend AU degree programs will have their degree status verified by the AU registrar. No action is required by selectees.  • US Army, US Navy, US Marine Corps, US Coast Guard, and US civilian personnel must have at least a bachelor's degree from a regionally accredited institution and meet the rank requirement per program. Students must request that an official transcript be mailed from their degree-granting school to the AU registrar. The transcript must be received no later than 1 June of the academic year in which the student is attending. Students are responsible for the costs incurred in providing academic documents. Mail transcripts to:  Air University Registrar ATTN: Admissions 60 W Shumacher Avenue Maxwell AFB, AL 36112  • The Air University is a master's granting institution. We are required to maintain proof of students' baccalaureate degrees. Do not send any graduate transcripts.
Personal Information	
Address Information	
Residence Information	
Civilian Information	
Military Information	
Terms & Conditions	

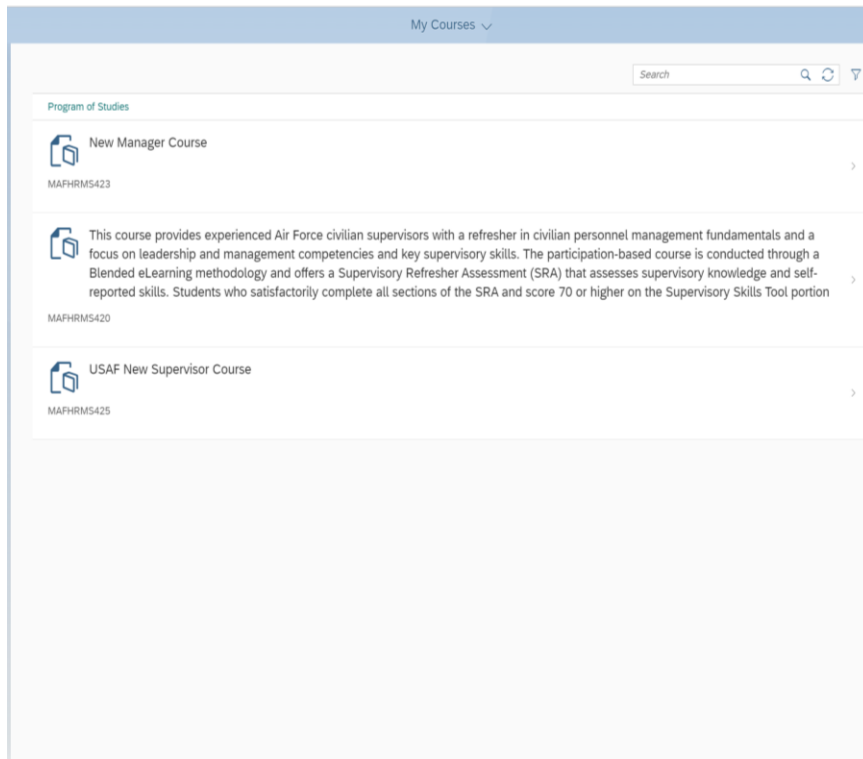
Save Save and Return Submit

Section	Program of Study - Air University Faculty Orientation
Preliminary Details	<b>Standard/Home Address</b>  <b>Stand. Address</b>  House Number: <input type="text"/> Street: <input type="text"/> Street 2: <input type="text"/> Country Key: <input type="text"/> Region (State, Province, County): <input type="text"/> City: <input type="text"/> City postal code: <input type="text"/> E-Mail Address: <input type="text"/> *Mobile Number: <input type="text"/> Telephone Number: <input type="text"/>  <b>Duty Address</b>  *House Number: <input type="text"/> *Street: <input type="text"/> Street 2: <input type="text"/> *Organization: <input type="text"/> *Office Symbol: <input type="text"/>
Personal Information	
Address Information <span style="color: red;">10</span>	
Residence Information	
Civilian Information	
Military Information	
Terms & Conditions	

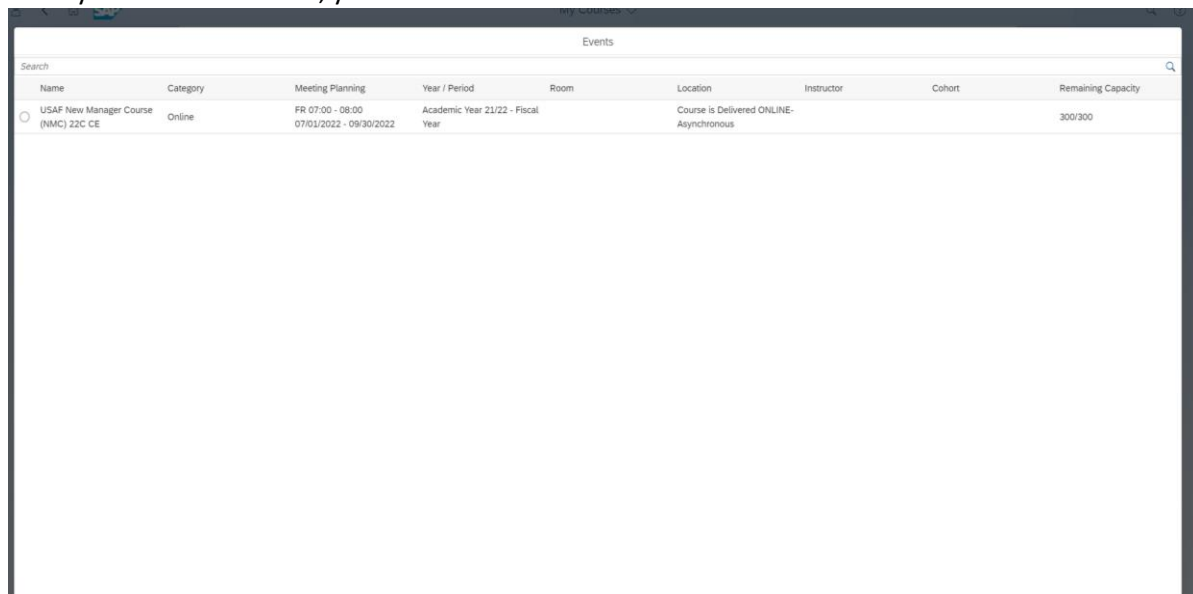
- Once you completed all application information, click “Submit” located at the bottom of the page.
- Next, click on “Book Courses”.



- Choose each class you applied for by clicking on it. You will need to click on the class title three times until you see the “Select” button.

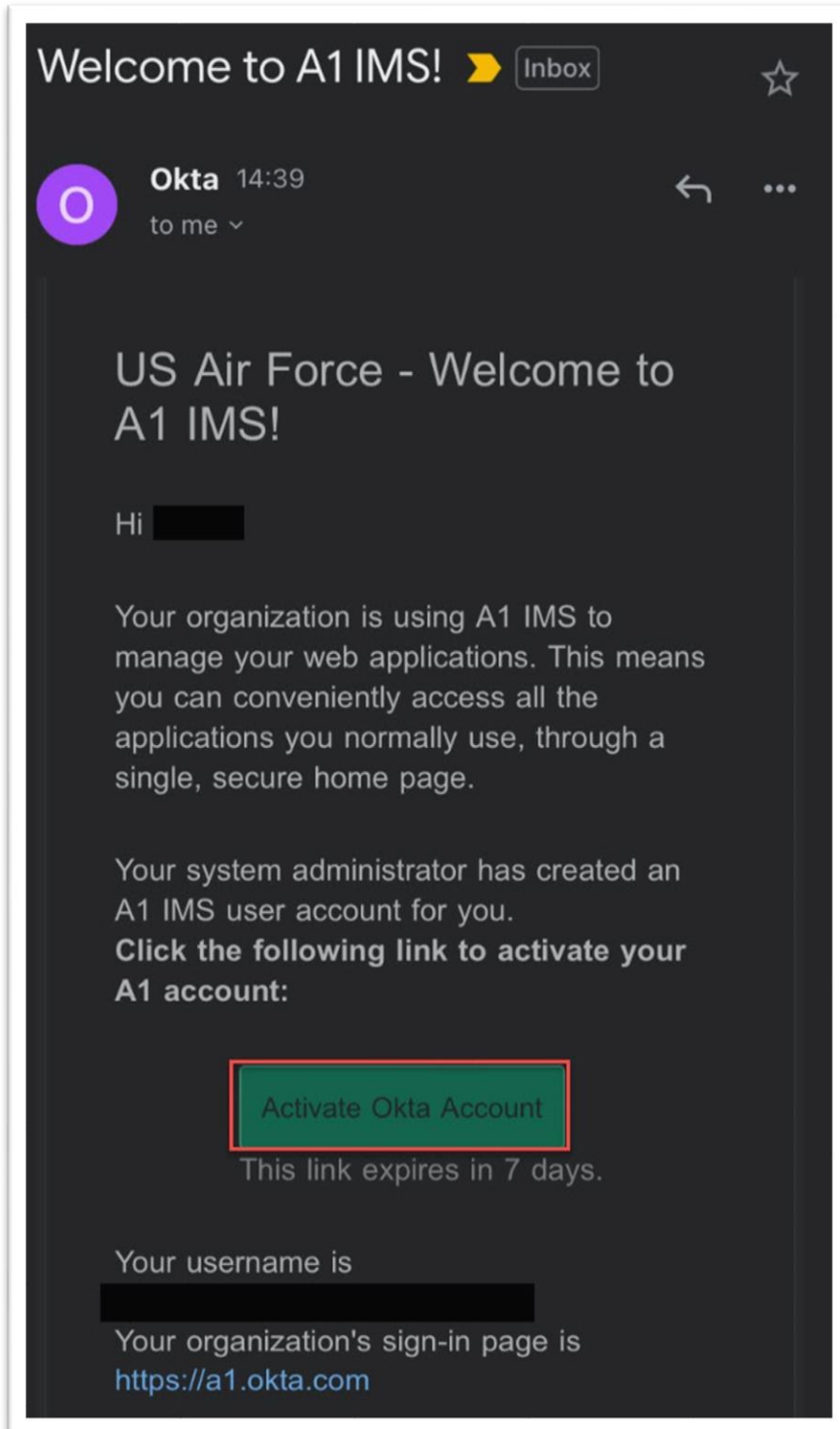


11. Once you click on “Select”, you will then need to click on the circle in front of the class.

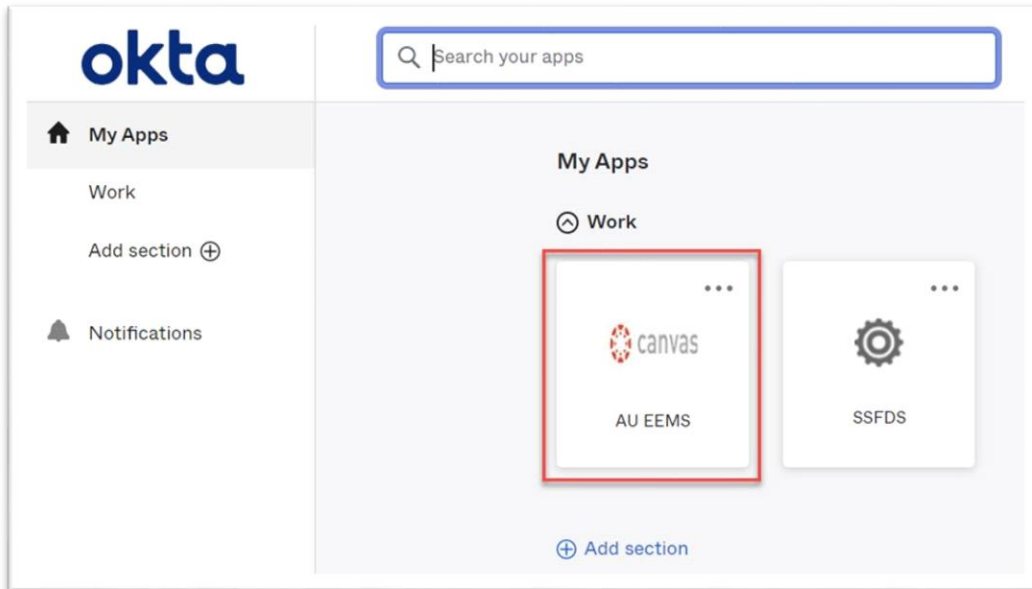


12. Then click “Save” at the bottom of the screen.

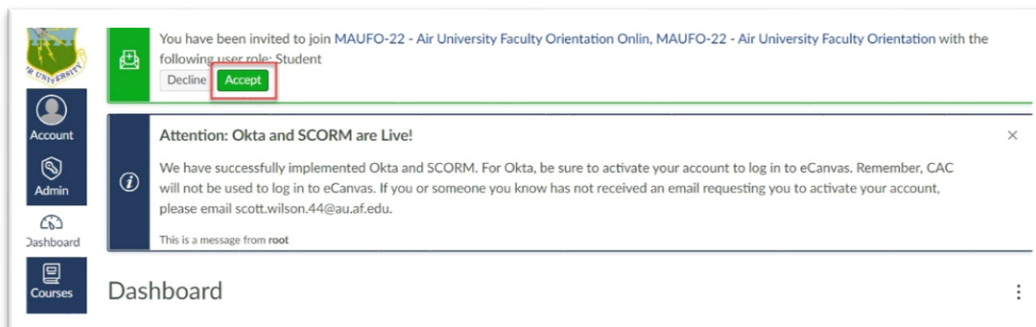
13. Once completed, and accepted, you will receive an email welcoming you to A1 IMS. Click the link in the email to activate your Okta account.



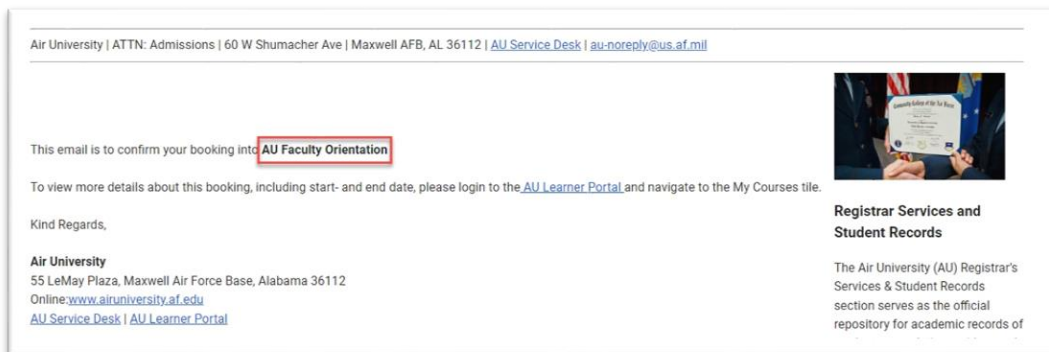
- Once you have activated your account you will have access to eCanvas and your course. Select the Canvas thumbnail for access. If you activate your account and your class has not started yet you will not have access to it until two weeks prior to the start date of the class.



- Once you access eCanvas, accept the invite to the course.



- You will also receive an email welcoming you to your Course.





Congratulations and welcome to eCanvas!!