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.



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 <u>AU Learner</u> <u>Portal - FIORI</u>.
- 2. Under the Applicant section, select the Create/Submit Application tile.

Applicant							
My Applications Submitted/In Progres	Upload Documents	Create/Submit Application	My Admission Requirements				
	<u>↑</u>	毘	jan Bequirements				
Supervisor Agreement							
Supervisor Agreement	Canvas Online Learning	Course Catalog Study Guide					
දිනි 0	2 ¹	()					
Action Required		Course Information					

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.

APPLICATION DETAILS PERS	SONAL DETAILS V	
Please fill in all mandatory fie	elds in order to continue	
*School/Department:	Civilian Leadership Development School	\sim
* Type of student:	Civilian Employee	\sim
*Program Type:	Prof. Continuing Ed Programs	\checkmark
*Program of Study:	USAF New Supervisor Course (MAFHR	\sim
*Academic Year:	Academic Year 21/22	\sim
*Academic Session:	Fiscal Year	\sim
Full time/Part time:	● Full Time ○ Part Time	
*EDIPI DOD ID Number:	1071746263	
PERSONAL DETAILS		
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				
eliminary Details						
ersonal Information	Application Instructions					
idress Information		Air Force active duty, Air National Guard, and Air Force Reserve				
esidence Information		Command officers selected to attend AU degree programs will have their degree status verified by the AU registrar. No action is required by				
vilian Information		selectees.				
litary Information		• US Army, US Navy, US Marine Corps, US Coast Guard, and US civilian				
rms & Conditions		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-graning 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. 				

Section	Program of Study - Air University Faculty Orientation	
Preliminary Details	Standard/Home Address	
Personal Information	Standartonie Phoness	
ddress Information	10	
esidence Information	Stand. Address	
ivilian Information	House Number:	
ilitary Information	Street:	
erms & Conditions	Street 2:	
	Country Key:	
	Region (State, Province, County):	
	City:	
	City postal code:	
	E-Mail Address:	
	*Mobile Number:	
	Telephone Number:	
	Duty Address	
	*House Number:	
	*Street	
	Street 2:	
	*Organization:	i
	*Office Symbol:	

- 8. Once you completed all application information, click "Submit" located at the bottom of the page.
 - 8 547 Home 🗸 Student Advisors Course Director Faculty / Staff Professor / Instructor Students Applicant Supervisor Agreement ... **1**0 **1**≘0.00 1 1 É. 21 0 (1) Overall Average Credits Events Today Open Requests My Account Balance My Correspondence My Courses My Favourite Book Courses Search for Courses Course Catalog My Course Plan System Communicati... Booked Modules Modules Enroll for Courses Course Catalog Study Guide Wishlist Book Courses Enroll for Courses 0.00 1 *0 80 \boxtimes () Courses Courses Non Program Related Course Information Courses Applicant Course Catalog My Applications Create/Submit My Admission Canvas Upload Documents Submitted/In Progres. Application Requirements Online Learning Study Guide 2=0 Ę \uparrow g . 12 Open Requirements Course Information Supervisor Agreement Supervisor Canvas Course Catalog Agreement Online Learning Study Guide 630 an B 0 Action Required Course Information
- 9. Next, click on "Book Courses".

10. 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.

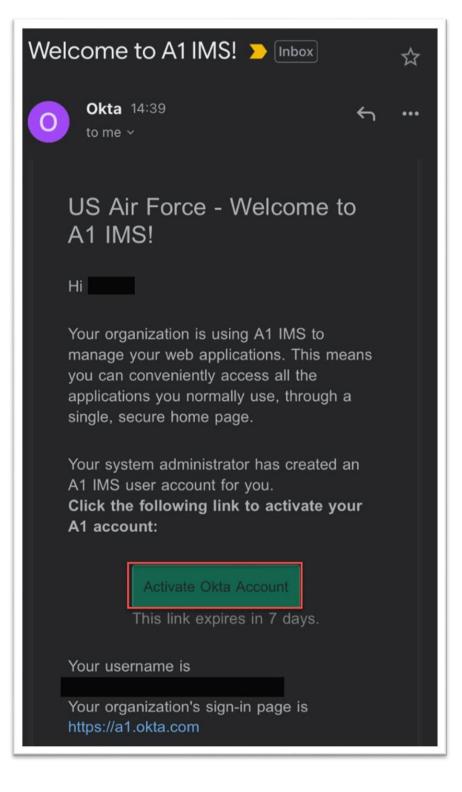
	My Courses \checkmark		
		Search	۹ ۵
Program of Studies			
New Manager Course			
This course provides experienced Air Force focus on leadership and management com Blended eLearning methodology and offers reported skills. Students who satisfactorily MAFHRM5420	petencies and key supervisory skill s a Supervisory Refresher Assessm	s. The participation-based course is con ent (SRA) that assesses supervisory kno	ducted through a wledge and self-
USAF New Supervisor Course			

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

					Events					
Searc	h.									Q
1	Name	Category	Meeting Planning	Year / Period	Room	Location	Instructor	Cohort	Remaining Capacity	
	USAF New Manager Course NMC) 22C CE	Online	FR 07:00 - 08:00 07/01/2022 - 09/30/2022	Academic Year 21/22 - Fiscal Year		Course is Delivered ONLINE- Asynchronous			300/300	

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.

okta	Q Search your apps
♠ My Apps	My Apps
Work	⊗ Work
Add section \oplus	
Notifications	🔅 canvas 🔘 🔘
	AU EEMS SSFDS
	Add section

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

	₽	You have been invited to join MAUFO-22 - Air University Faculty Orientation Onlin, MAUFO-22 - Air University Faculty Orientation with the following user role: Student Decline Accept	
Account		Attention: Okta and SCORM are Live!	×
S Admin	1	We have successfully implemented Okta and SCORM. For Okta, be sure to activate your account to log in to eCanvas. Remember, CAC will not be used to log in to eCanvas. If you or someone you know has not received an email requesting you to activate your account, please email scott.wilson.44@au.af.edu.	
Co Dashboard		This is a message from root	
Courses	Das	hboard	:

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

Air University ATTN: Admissions 60 W Shumacher Ave Maxwell AFB, AL 36112 <u>AU Service Desk au-noreply@us.af.mil</u>	
This email is to confirm your booking into AU Faculty Orientation	
Kind Regards,	Registrar Services and Student Records
Air University 55 LeMay Plaza, Maxwell Air Force Base, Alabama 36112 Online: <u>www.airuniversity.af.edu</u> AU Service Desk AU Learner Portal	The Air University (AU) Registrar's Services & Student Records section serves as the official repository for academic records of

Congratulations and welcome to eCanvas!!