Attachment 2

Registration and Log-in Instructions

Appropriated Fund Supervisors

Log on to the AF Portal https://www.my.af.mil/ (Put www.my.af.mil in compatibility mode by clicking on gear symbol to the right of the star (upper right hand corner), choose compatibility view settings, and then add www.my.af.mil to the list. Close the compatibility view settings)

Look for the title "*Quick Links*" or "*Featured Links*". Under Quick Links, scroll down to Education/Training/Force Development (it is in gray text)

Look for "Air University Portal" under Education/Training/Force Development

Click on *Air University Portal*

Click On the grey bar (*click here to login or create a new account*)

CAC Log-In or Create Account (Update your information)

PLEASE NOTE: IF THIS IS YOUR FIRST TIME LOGGING INTO THE AU PORTAL YOU WILL NEED TO CREATE AN ACCOUNT FIRST BEFORE BEING ABLE TO REGISTER FOR A COURSE. AFTER CREATING YOUR ACCOUNT YOU CAN CONTINE.

Hover cursor over *Distance Learning* on left side (another box should appear)

Slide cursor over *USAF PPDS Virtual Campus* (another box should appear that says "apply")

Click on *APPLY*

Click the drop down arrow and select the course you are registering for

Click on (*Check for Eligibility*)

Then Click the *"Next"* button

Confirm or Update your information

Click *"Submit Application"*

Then click on the button (*Click here to Continue*)

Fill in and verify all additional information

Finally, Click on (*Finalize Application*)

Non-Appropriated Fund Supervisors

Enter https://golearn.adls.af.mil/login.aspx in your browser

Log on to ADLS – In the "Select a Certificate" pop up window click on "*More choices*"

Select certificate that begins "*Issuer: DOD ID*"

      Do not use the one that says, "Issuer DOD EMAIL"

Select "*ADLS Gateway*"

Select *FSKC* from the top row of icons

Select the "Course List"

Select "Human Resources"

Select NAF HR Supervisor's Course