Officer PME (OPME) Distance Learning Program Enrollment How to

I have provided commentary in the NOTES section

Carlos Garcia

Welcome to your first or next PME experience.
Air University has partnered with Arizona State University to provide you the best possible learning program
But first you have to APPLY!
Let's get going.
☺

DO NOT PANIC

- 50+ slides - The ENTIRE process can be done in just a few minutes
- This HOW-TO has a lot of details to prevent issues
- It cover 3 Processes
  - Application registration on the Student Lifecycle Management (SLcM system)
  - Arizona State University (ASU) onboarding
  - 3rd Party Verification using DUO

The vast majority of the slides take only a few seconds to complete. There are lots of pictures! I hear the pilots smiling already…. ☺

Most of the comments were generated due to issues or confusions

Before you start
WRITE DOWN your EDIPI DODID number from you CAC
you will need it soon!

https://aueems.cce.af.mil/sap/bc/ui2/flp

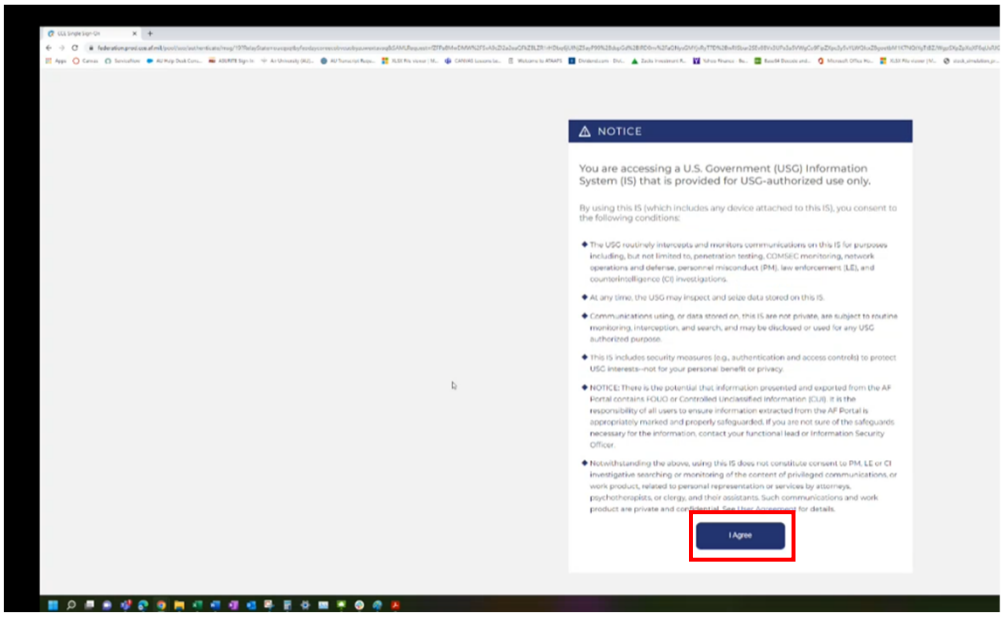
WARNING: If your system begins to perform erratically, try using a different browser.

You are reading the notes, right?

Your first step is to go to https://aueems.cce.af.mil/sap/bc/ui2/flp

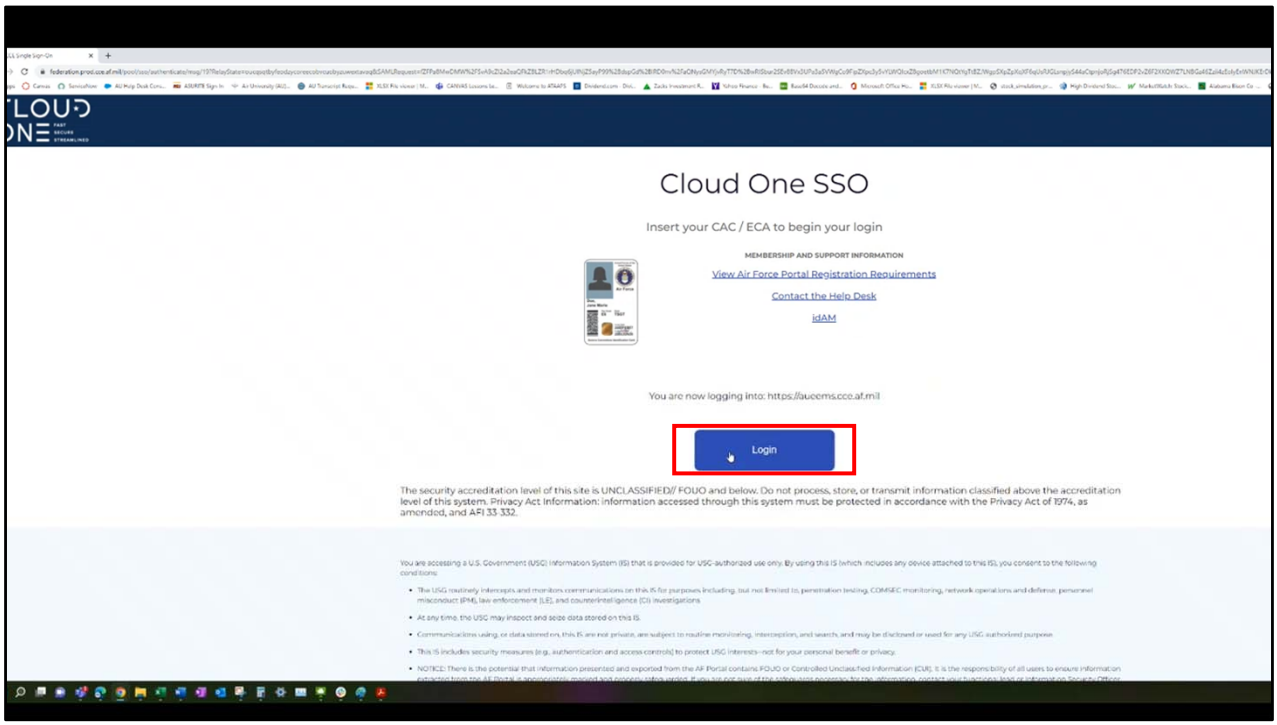
Select this hyperlink to begin your registration.

Important note: We have detected some inconsistencies and erratic behavior when logging into the system. If you see erratic responses (like your pull down menus stop working) switch to a different browser to troubleshoot. The cause is due to a security handshake with your CAC and the certificates with certain browsers.

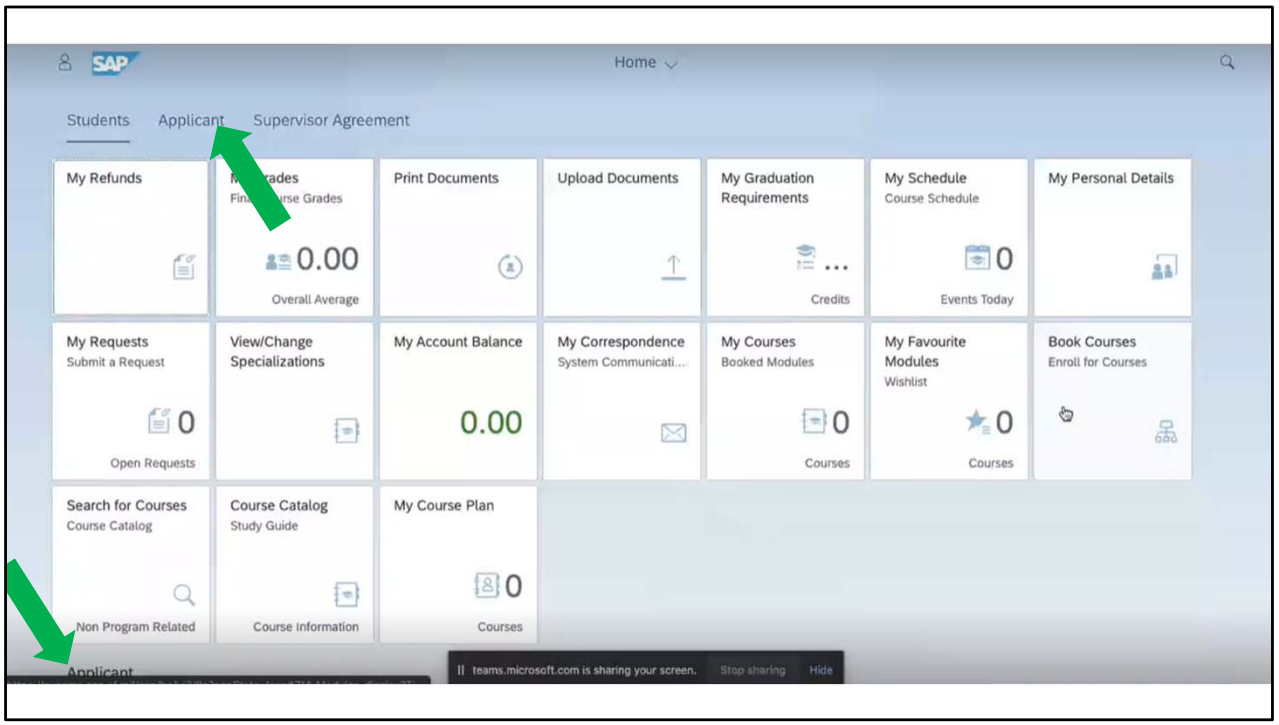


You will need a CAC to enable entry

This is the opening window to validate your credentials

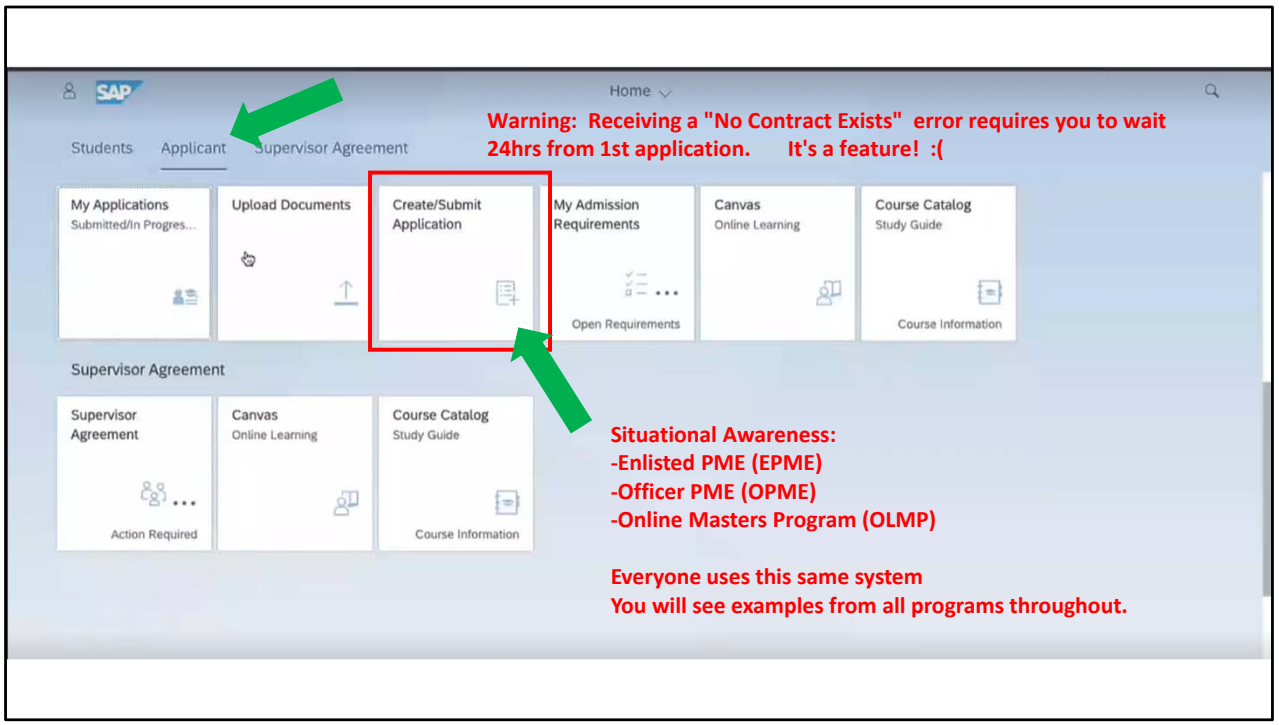


Validate with your CAC



Welcome to SLcM

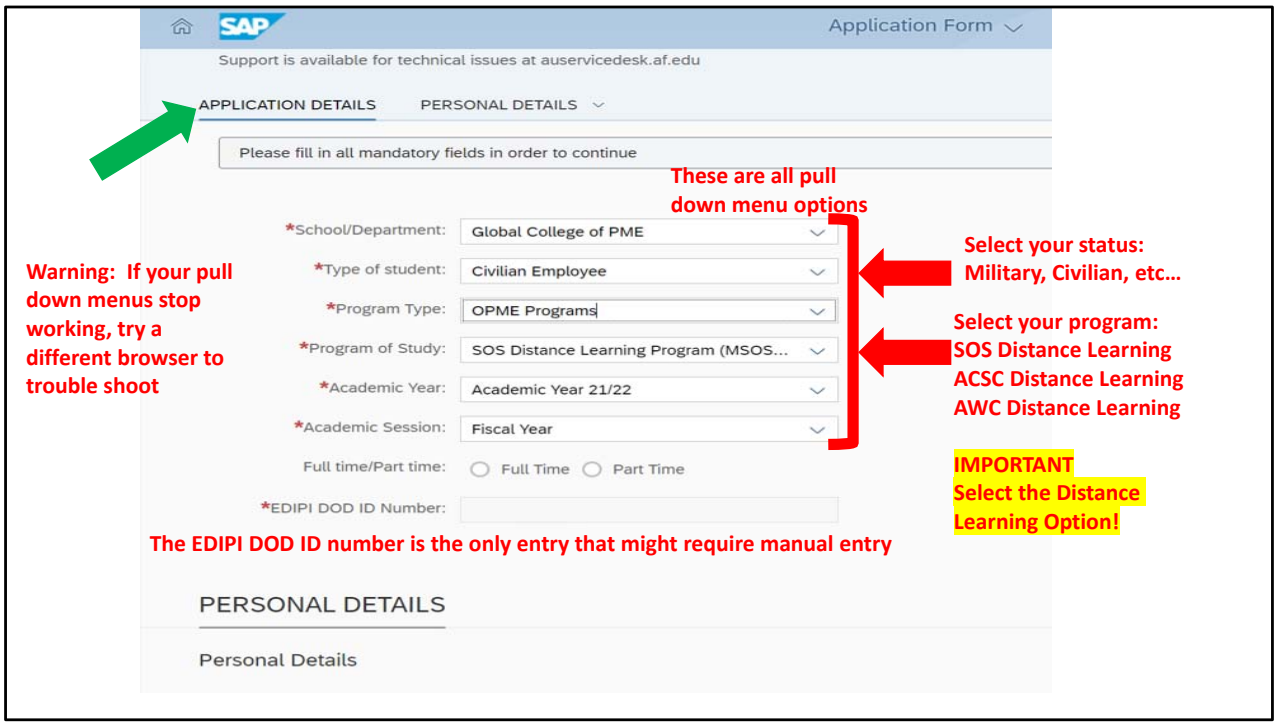
Choose the Applicant Tab or scroll down to see the Applicant options.



Select “Create/Submit Application” tile

***We do not know WHY the "No Contract exists for...." occurs in our system but it self resolves without any internetion after arguing with itself for 24hrs.**

I wish I was making this up!



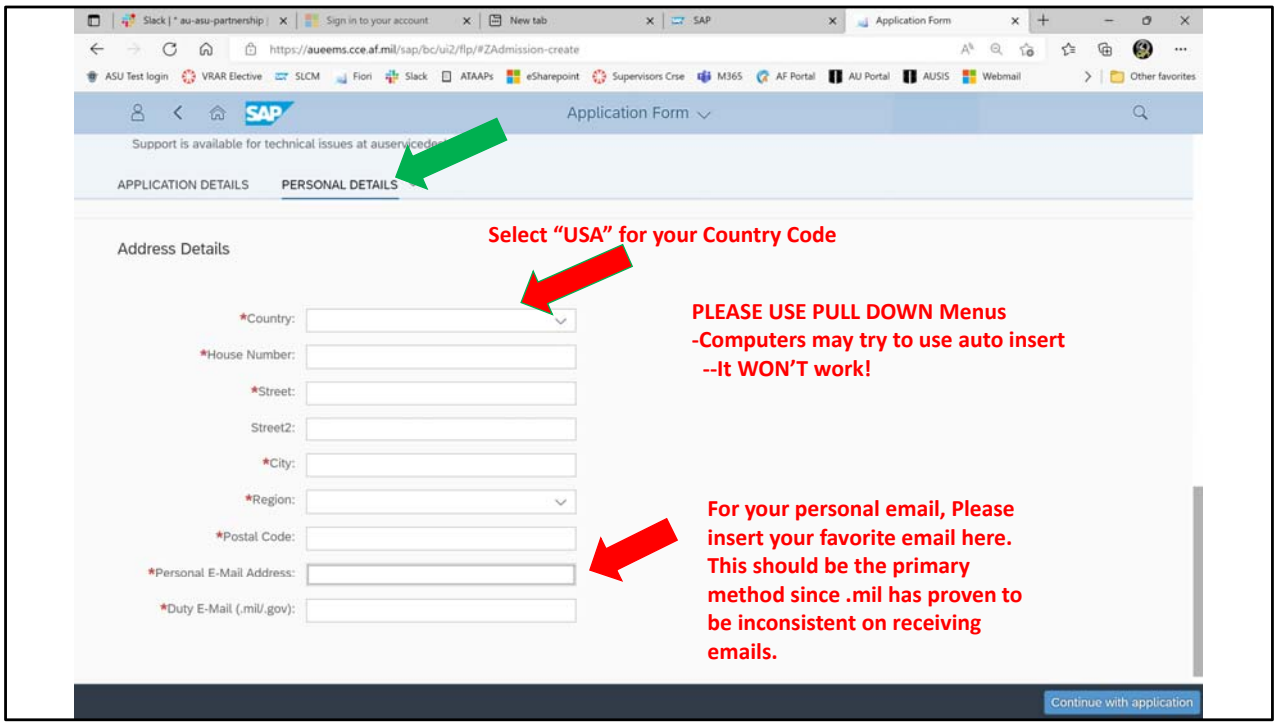
The pull down responses are provided in the screen Use pulldown options as much as possible to avoid typos.

You will need to provide/verify your personal information in the rest of the blocks by selecting Personal Details or Scrolling down.

NOTE: USA is an option (vice United States)

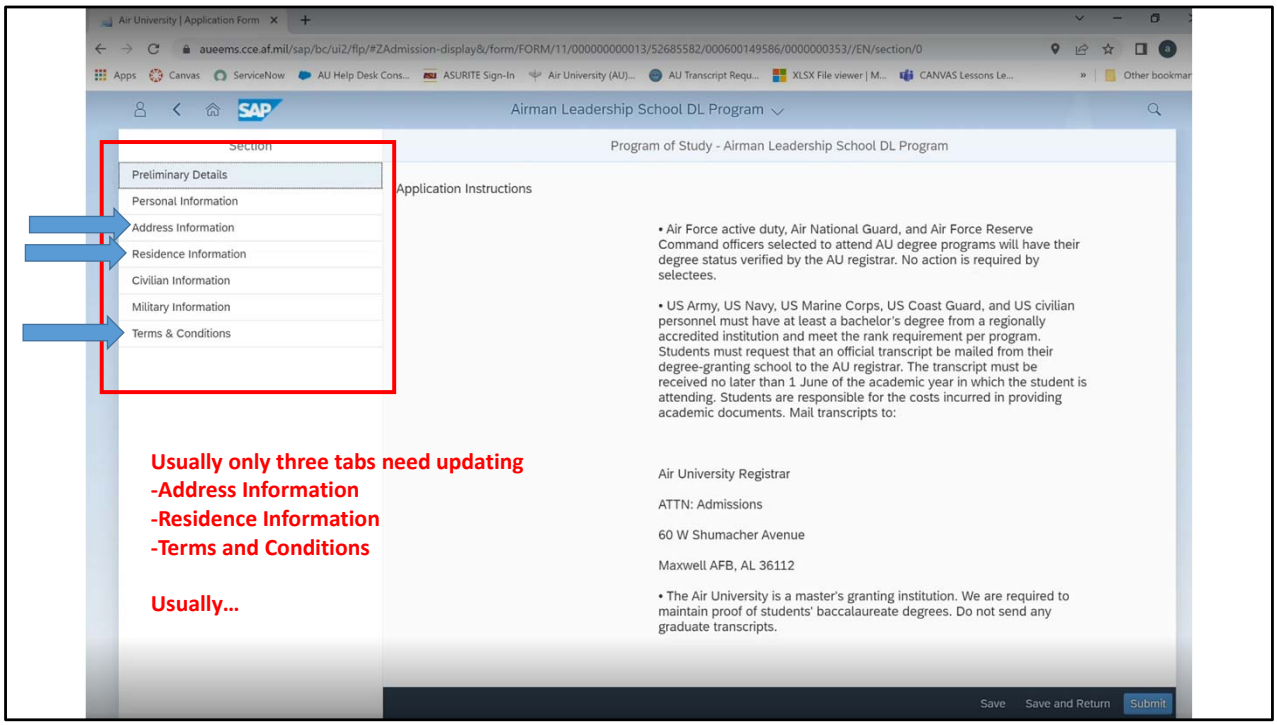
Once filled in as needed (all the way to the bottom), select “Continue with Application”

Important note: This is a point where the inconsistencies may start showing up. If you see erratic responses (like your pull down menus stop working) switch to a different browser to troubleshoot. The cause is due to a security handshake with your CAC and the certificates with certain browsers.



Here is the location where Country Code is required

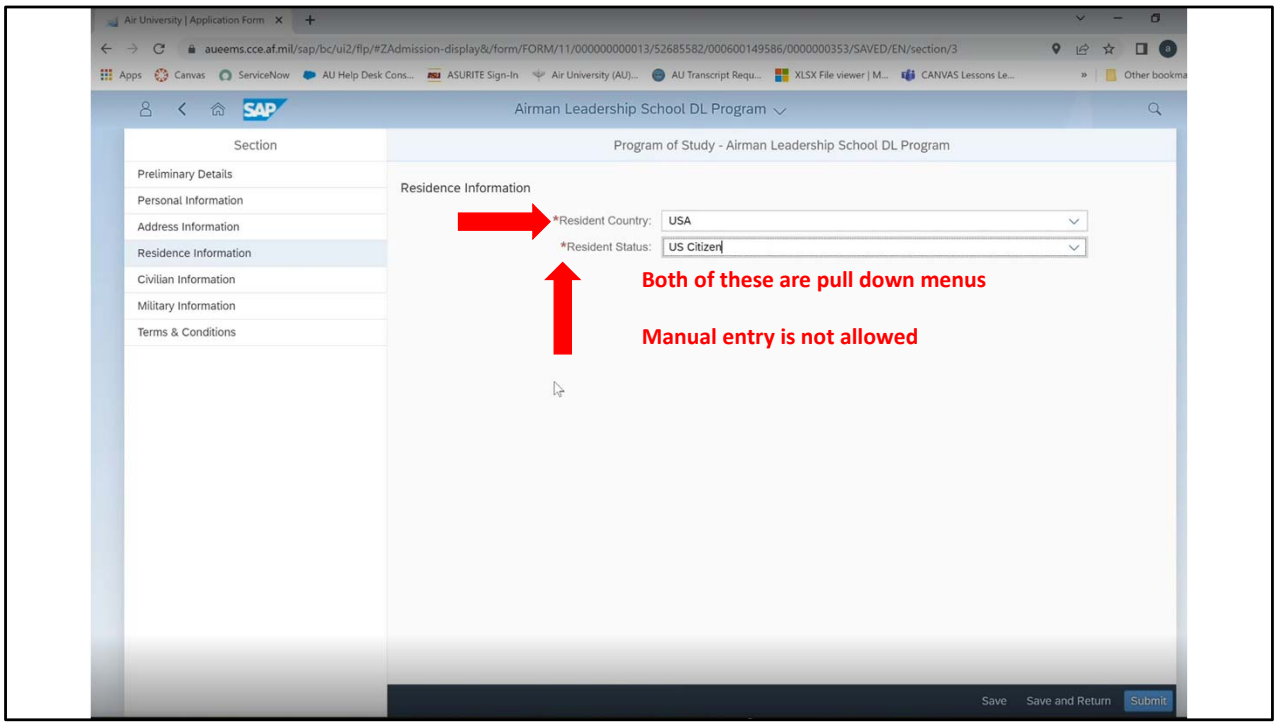
You can use any email option you want for the personal, however, history has shown that .mil tends to lose the last (and most important email) email that let's you onboard. This is why we ask for 2 emails.



New page, more fill in requirements

Confirm/Update each of the tabs on the left

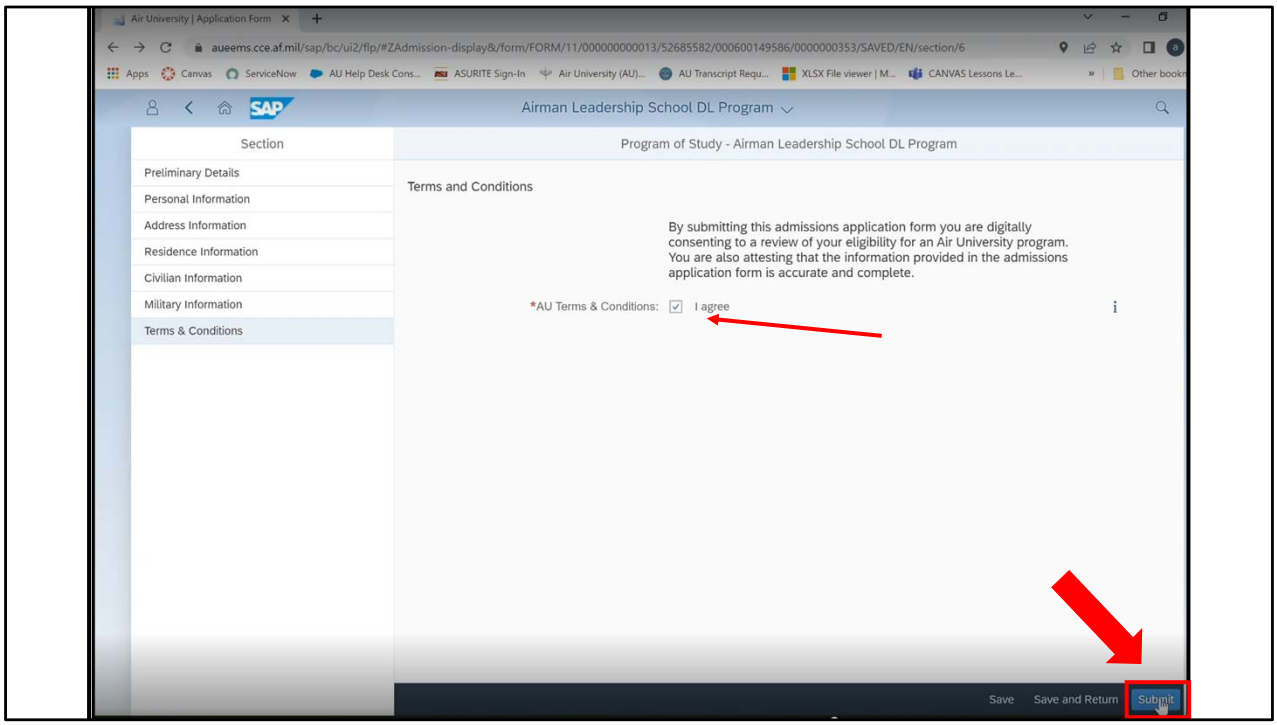
Note: In the Residence Tab, select “USA” for Country and “US Citizen” for status



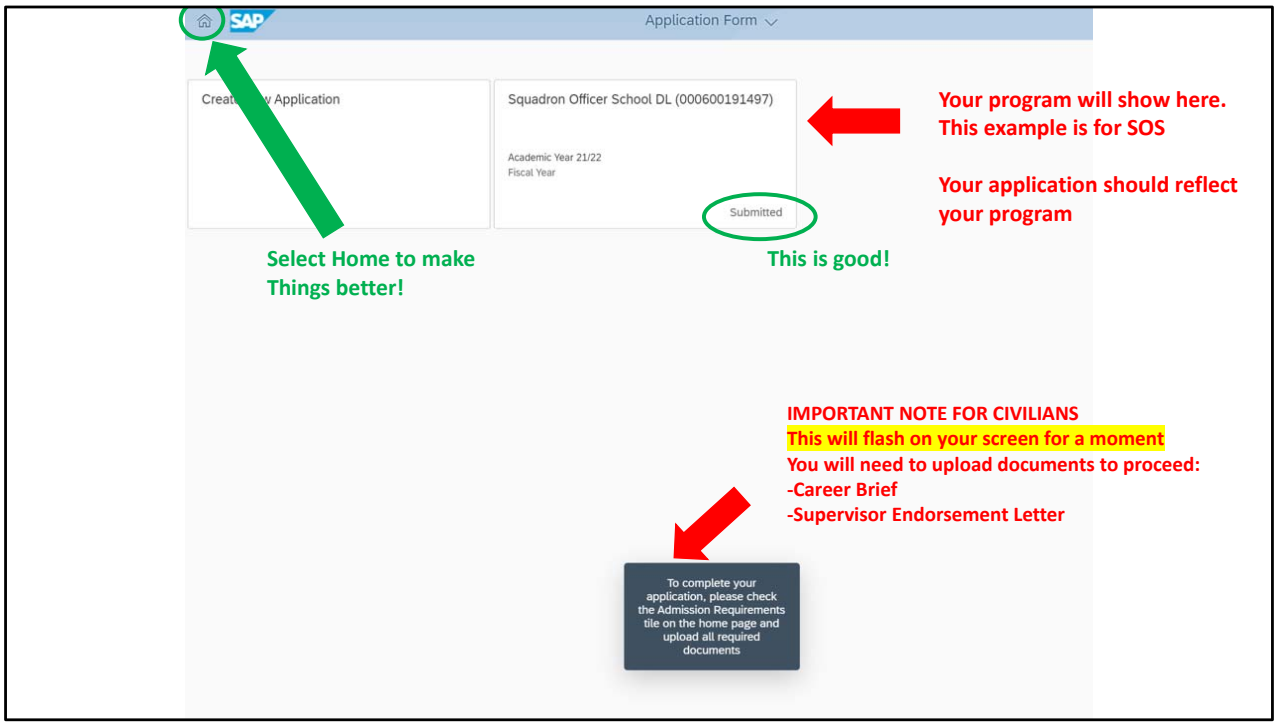
Here is the Residence Tab:

Again, select “USA” for Country and “US Citizen” for status

The rest is personal information

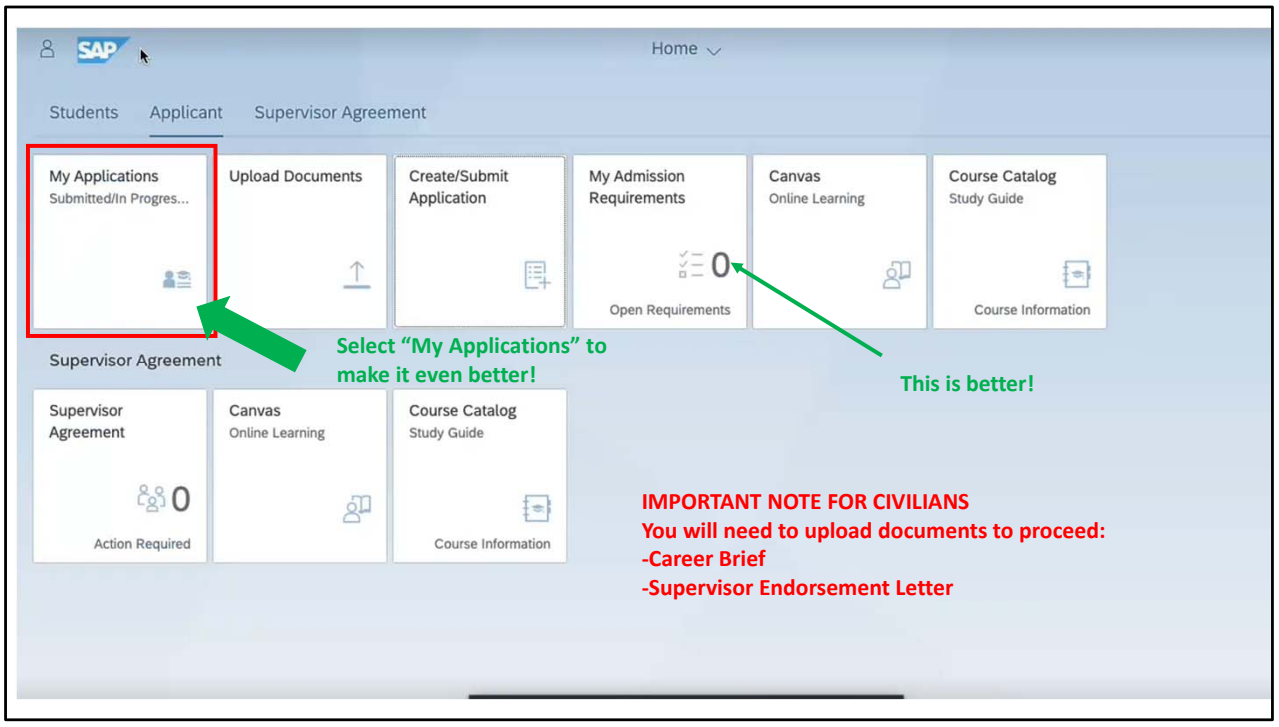


Once you have validated/updated each tab on the left, you get to the “Terms and Conditions”
Check the “I Agree” box and select “Submit” in the lower left corner.



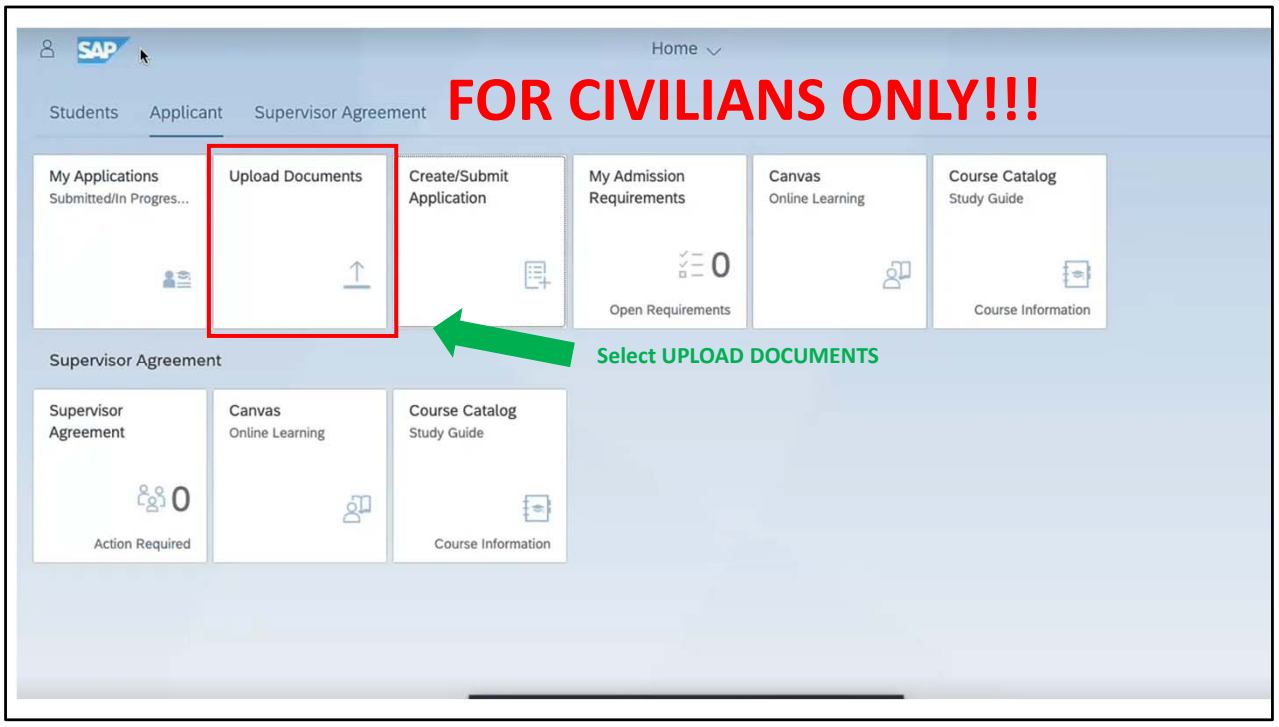
You application is submitted.

If you select the HOME icon you can return to the main page.



There is a "0" on the "My Admission Requirements" tile. Better news! No issues! If there is a number here besides 0, you will need select that tile to see what went wrong.

Select the "My Applications" tile so see your application progress.



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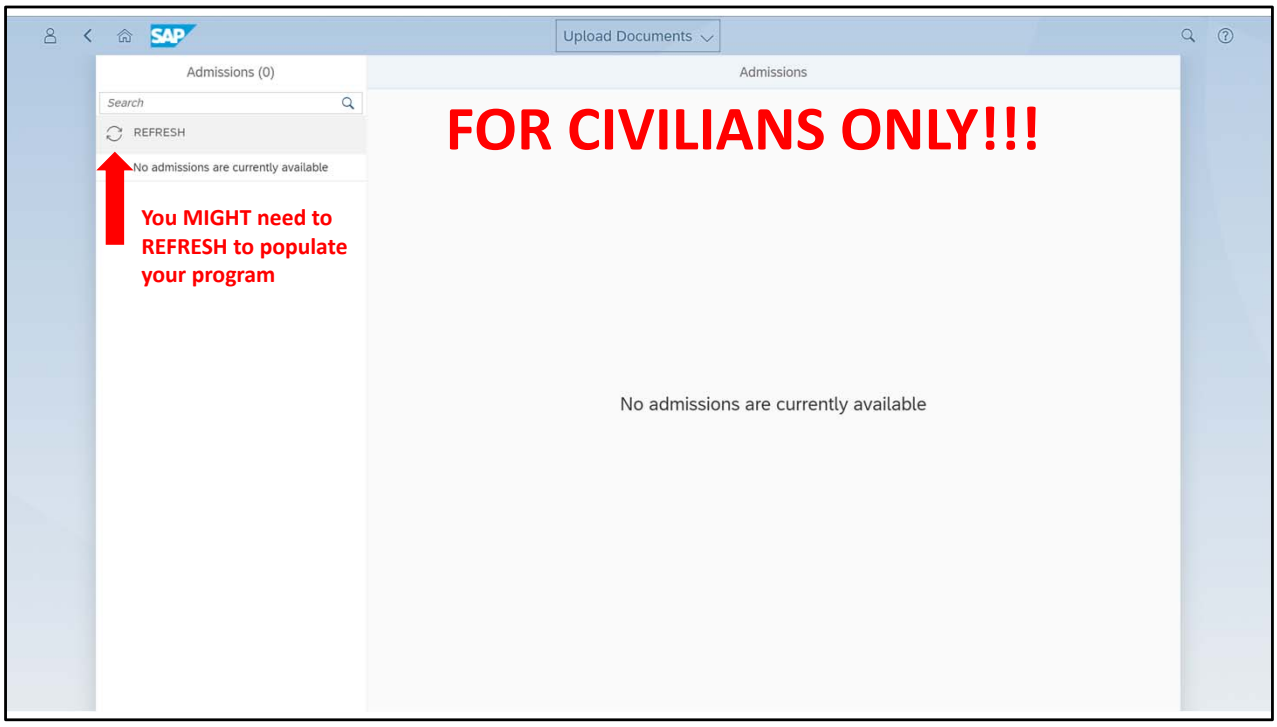
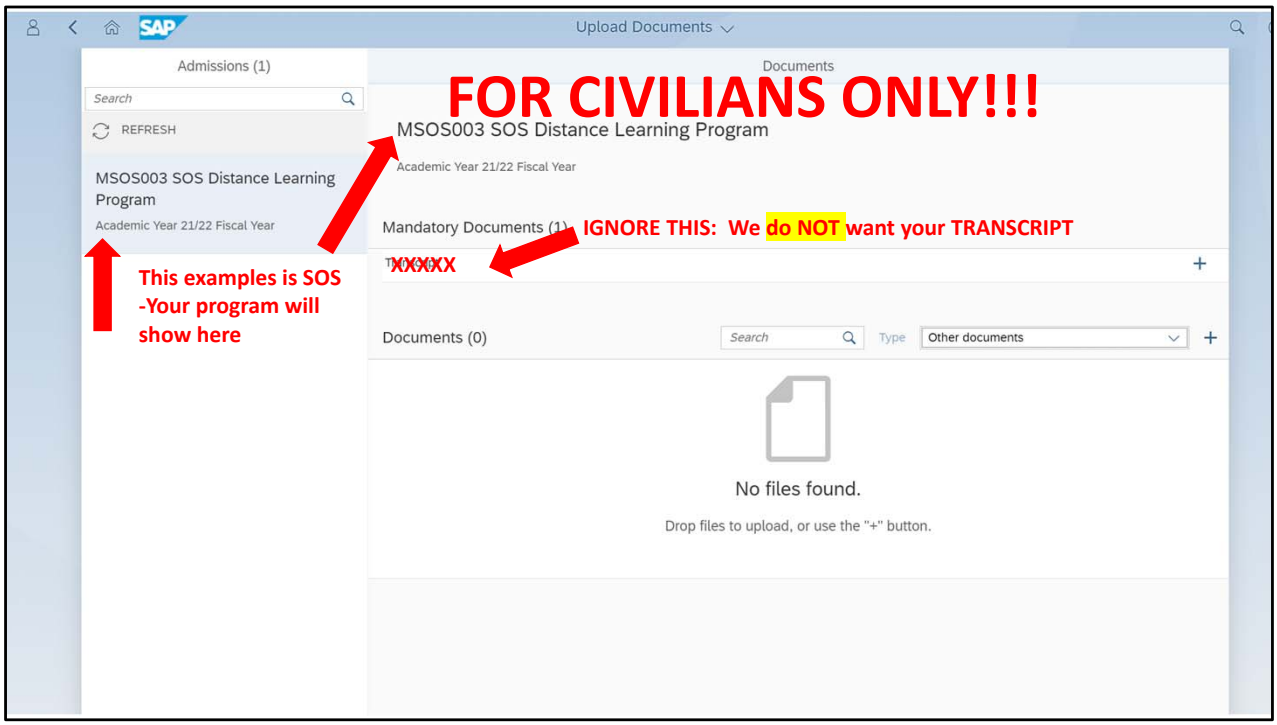
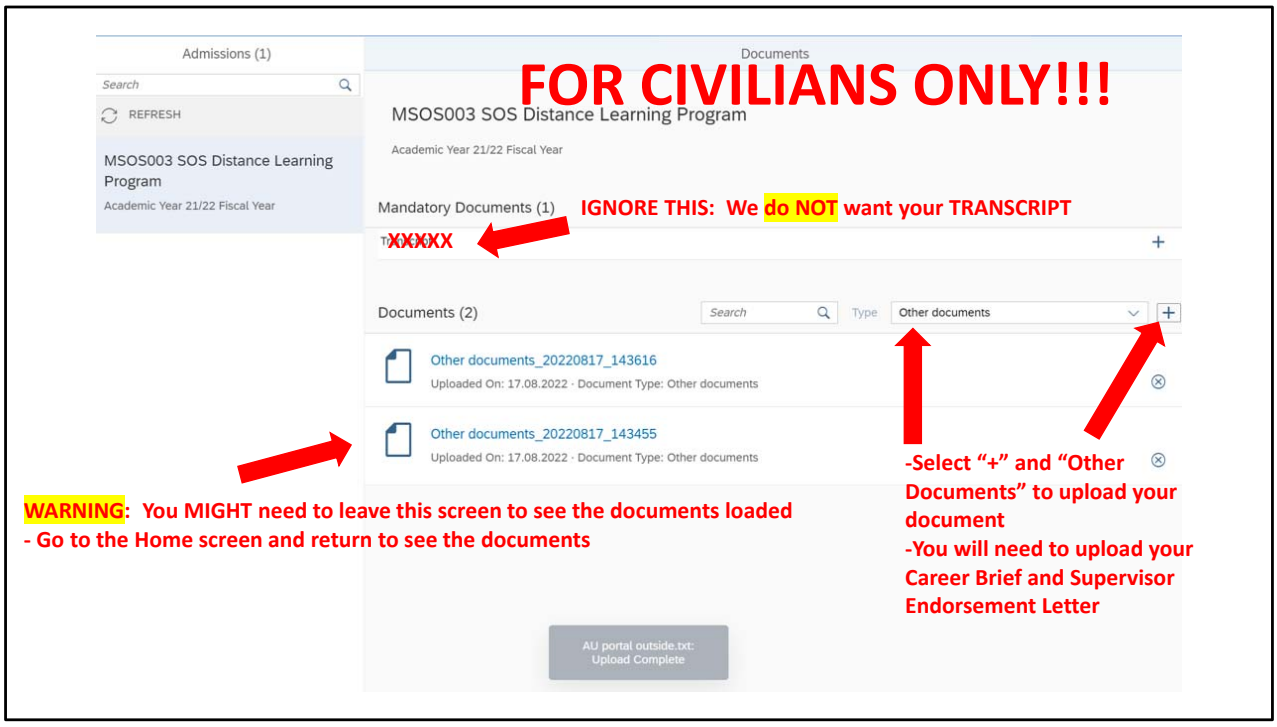
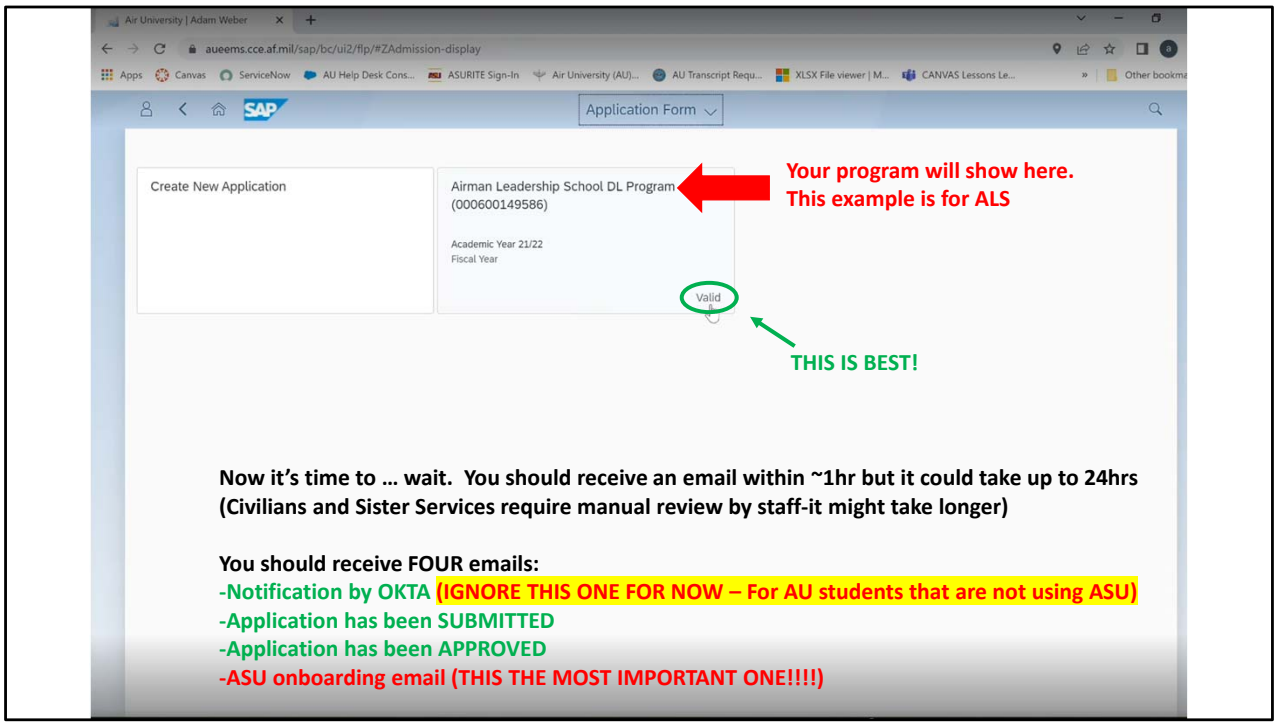

Upload Documents
Admissions (0)
Search
REFRESH
No admissions are currently available
You MIGHT need to REFRESH to populate your program
Admissions
FOR CIVILIANS ONLY!!!
No admissions are currently available


Upload Documents
Admissions (1)
Search
REFRESH
MSOS003 SOS Distance Learning Program
Academic Year 21/22 Fiscal Year
Documents
FOR CIVILIANS ONLY!!!
MSOS003 SOS Distance Learning Program
Academic Year 21/22 Fiscal Year
Mandatory Documents (1)
IGNORE THIS: We do NOT want your TRANSCRIPT
XXXXX
This examples is SOS -Your program will show here
Documents (0)
Search
Type
Other documents
No files found.
Drop files to upload, or use the "+" button.


FOR CIVILIANS ONLY!!!
Admissions (1)
Search
REFRESH
MSOS003 SOS Distance Learning Program
Academic Year 21/22 Fiscal Year
Documents
MSOS003 SOS Distance Learning Program
Academic Year 21/22 Fiscal Year
Mandatory Documents (1)
IGNORE THIS: We do NOT want your TRANSCRIPT
XXXXX
Documents (2)
Search
Type
Other documents
Other documents_20220817_143616
Uploaded On: 17.08.2022 · Document Type: Other documents
Other documents_20220817_143455
Uploaded On: 17.08.2022 · Document Type: Other documents
WARNING: You MIGHT need to leave this screen to see the documents loaded
- Go to the Home screen and return to see the documents
-Select "+" and "Other Documents" to upload your document
-You will need to upload your Career Brief and Supervisor Endorsement Letter
AU portal outside.txt:
Upload Complete

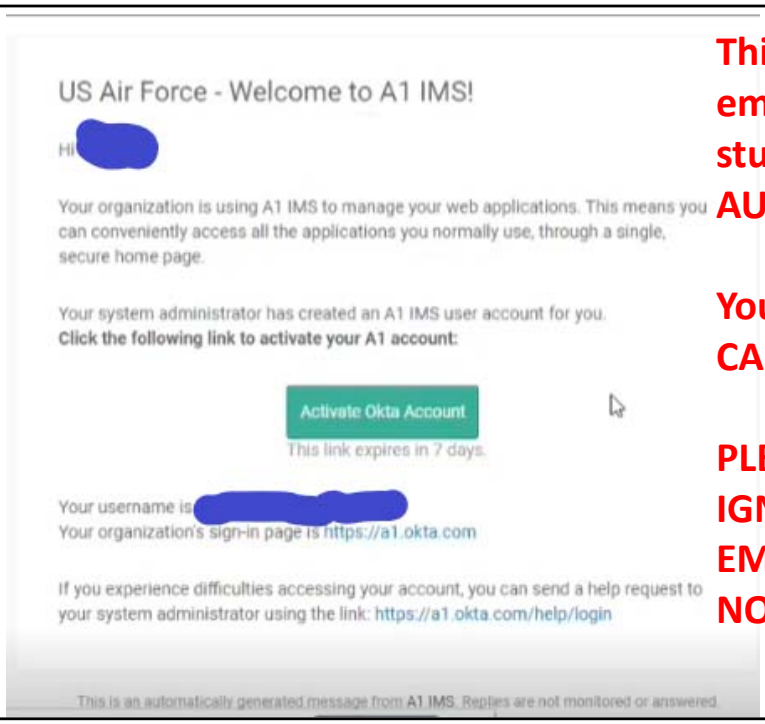


Returning to you application, you will now see "Valid".

The means the application is on its way.

Your work here is done. Now it's time to wait for approval.

If you do not receive the ASU email within 24-48hrs, contact us for resolution



US Air Force - Welcome to A1 IMS!

Hi [redacted]

Your organization is using A1 IMS to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page.

Your system administrator has created an A1 IMS user account for you.
Click the following link to activate your A1 account:

Activate Okta Account

This link expires in 7 days.

Your username is [redacted]
Your organization's sign-in page is https://a1.okta.com

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: https://a1.okta.com/help/login

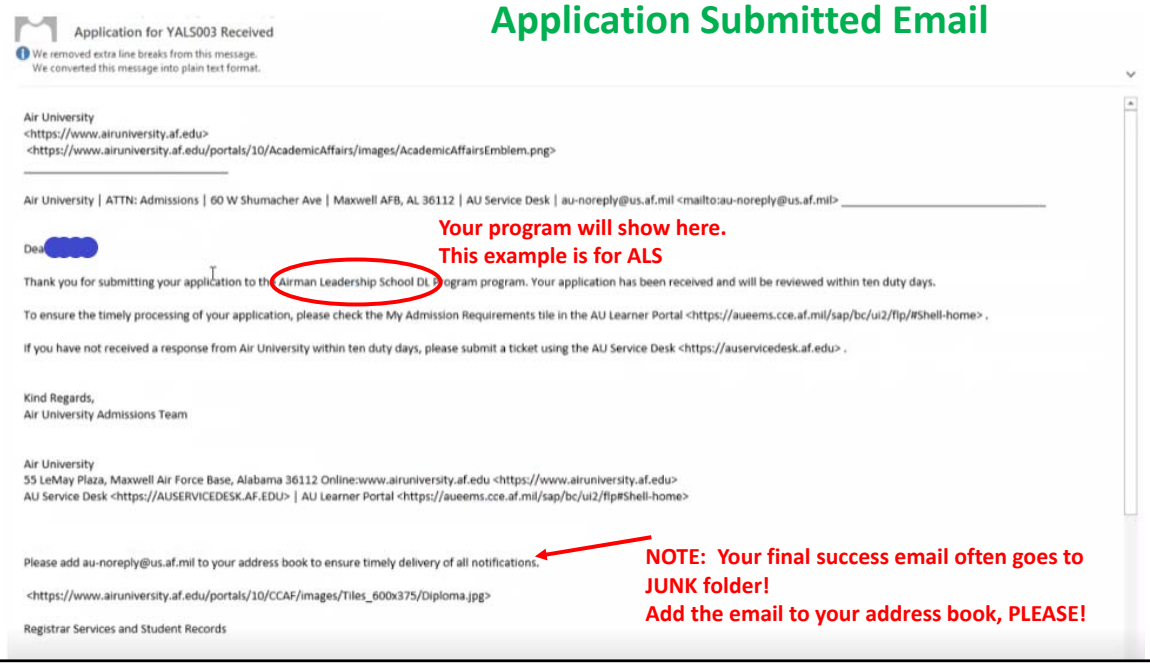
This is an automatically generated message from A1 IMS. Replies are not monitored or answered.

This OKTA email is for AU students using AU CANVAS.

You use ASU CANVAS.

PLEASE IGNORE THIS EMAIL FOR NOW.

Application Submitted Email



Application for YALS003 Received

We removed extra line breaks from this message.
We converted this message into plain text format.

Air University
<https://www.airuniversity.af.edu>
<https://www.airuniversity.af.edu/portals/10/AcademicAffairs/images/AcademicAffairsEmblem.png>

Air University | ATTN: Admissions | 60 W Shumacher Ave | Maxwell AFB, AL 36112 | AU Service Desk | au-noreply@us.af.mil <mailto:au-noreply@us.af.mil>

Dea[redacted]

Thank you for submitting your application to the Airman Leadership School DL Program program. Your application has been received and will be reviewed within ten duty days.

To ensure the timely processing of your application, please check the My Admission Requirements tile in the AU Learner Portal <https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home> .

If you have not received a response from Air University within ten duty days, please submit a ticket using the AU Service Desk <https://auservicedesk.af.edu> .

Kind Regards,
Air University Admissions Team

Air University
55 LeMay Plaza, Maxwell Air Force Base, Alabama 36112 Online:www.airuniversity.af.edu <https://www.airuniversity.af.edu>
AU Service Desk <https://AUSERVICEDESK.AF.EDU> | AU Learner Portal <https://aueems.cce.af.mil/sap/bc/ui2/flp#Shell-home>

Please add au-noreply@us.af.mil to your address book to ensure timely delivery of all notifications.

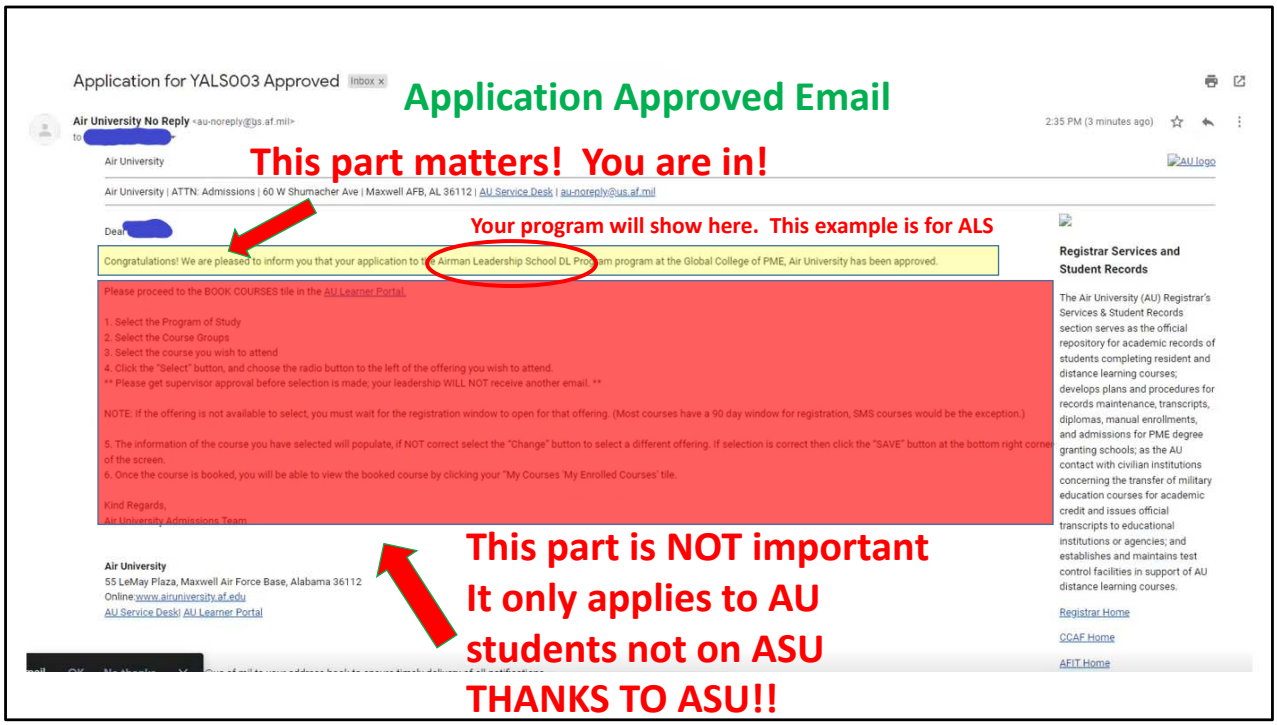
<https://www.airuniversity.af.edu/portals/10/CCAF/images/Tiles_600x375/Diploma.jpg>

Registrar Services and Student Records

Your program will show here.
This example is for ALS

NOTE: Your final success email often goes to JUNK folder!
Add the email to your address book, PLEASE!

This is the first email you should get

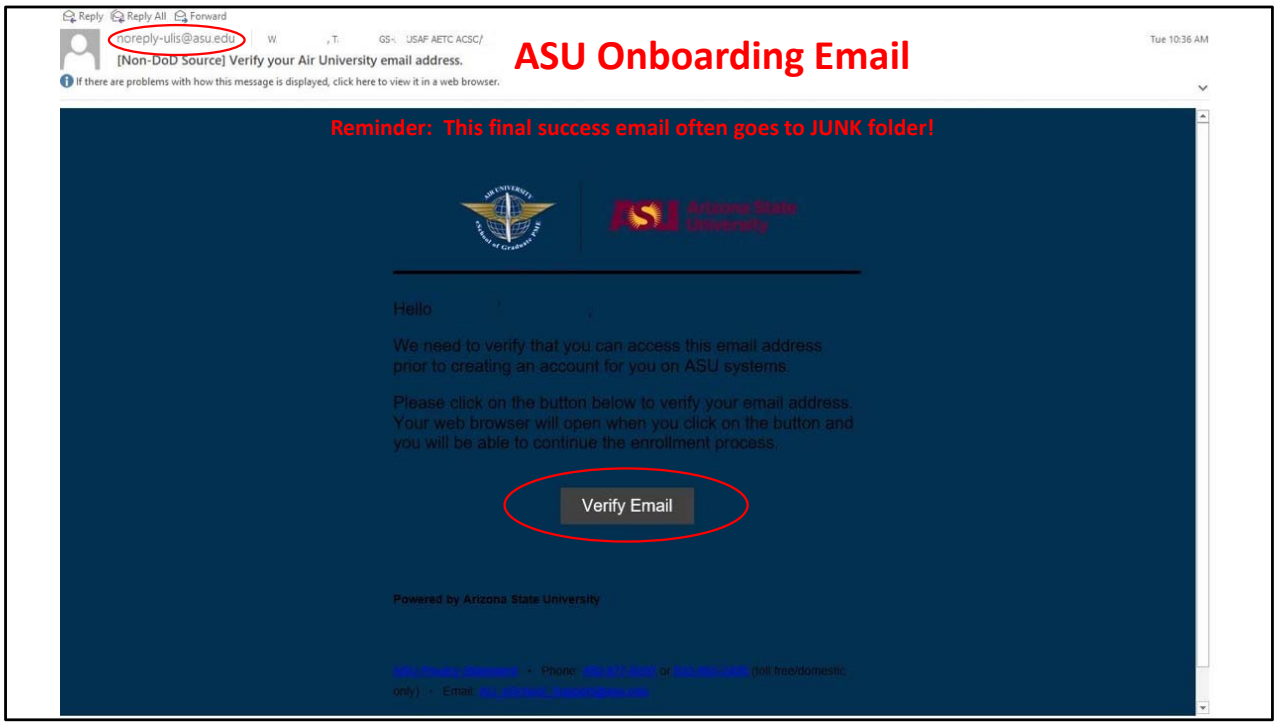


Here is your acceptance email.

It is very nice.

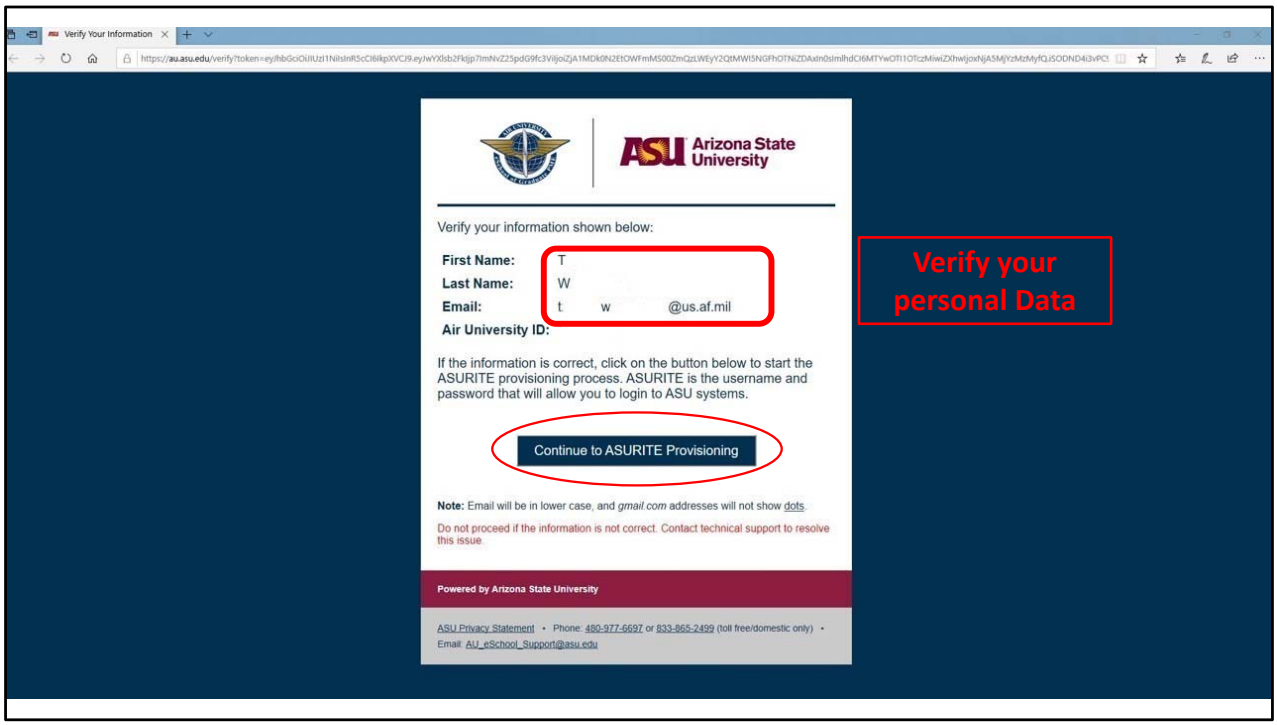
You can frame it if you want but the other email that follows is WAY BETTER.

Please check your JUNK folder is you haven't gotten the next email within 24hrs.

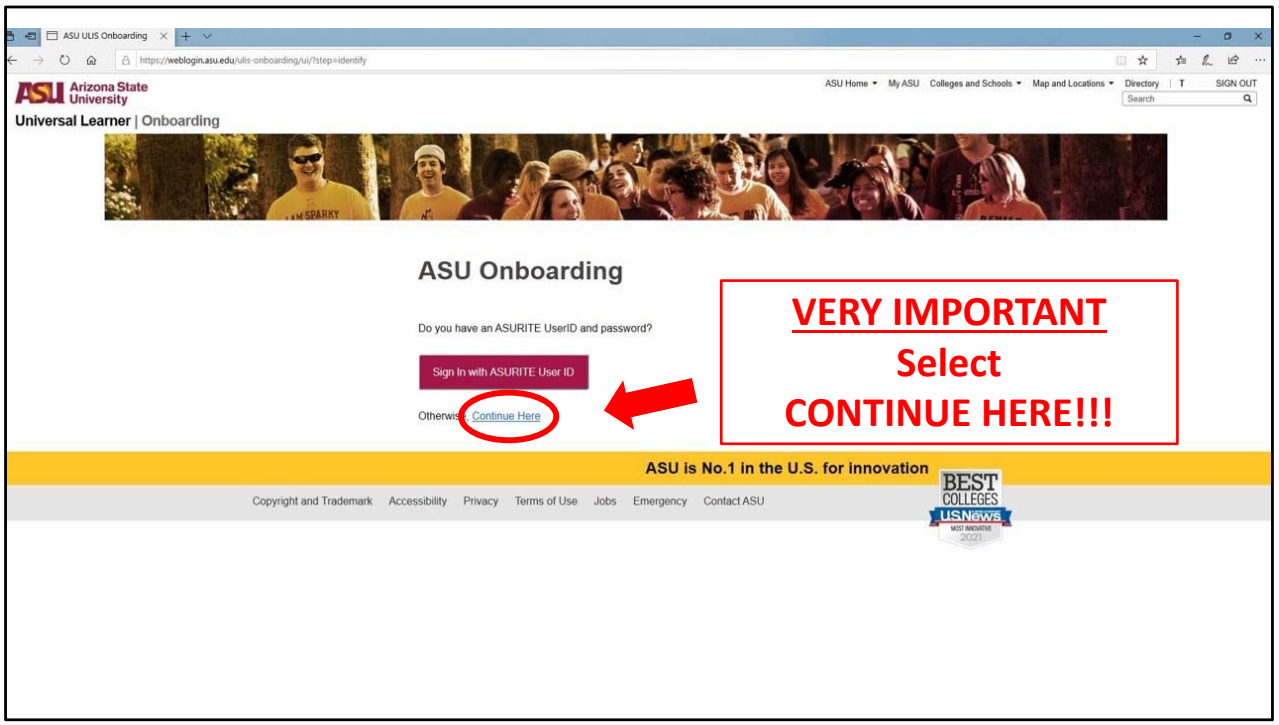


This is the email from noreply_ulis@asu.edu. As mentioned, please check your junk folder in case it was misrouted and it COULD take up to 24hrs.

Select VERIFY EMAIL to begin the final stage of the process, Arizona State University onboarding.
You are less than 10 minutes away from enrolling in your first course!!

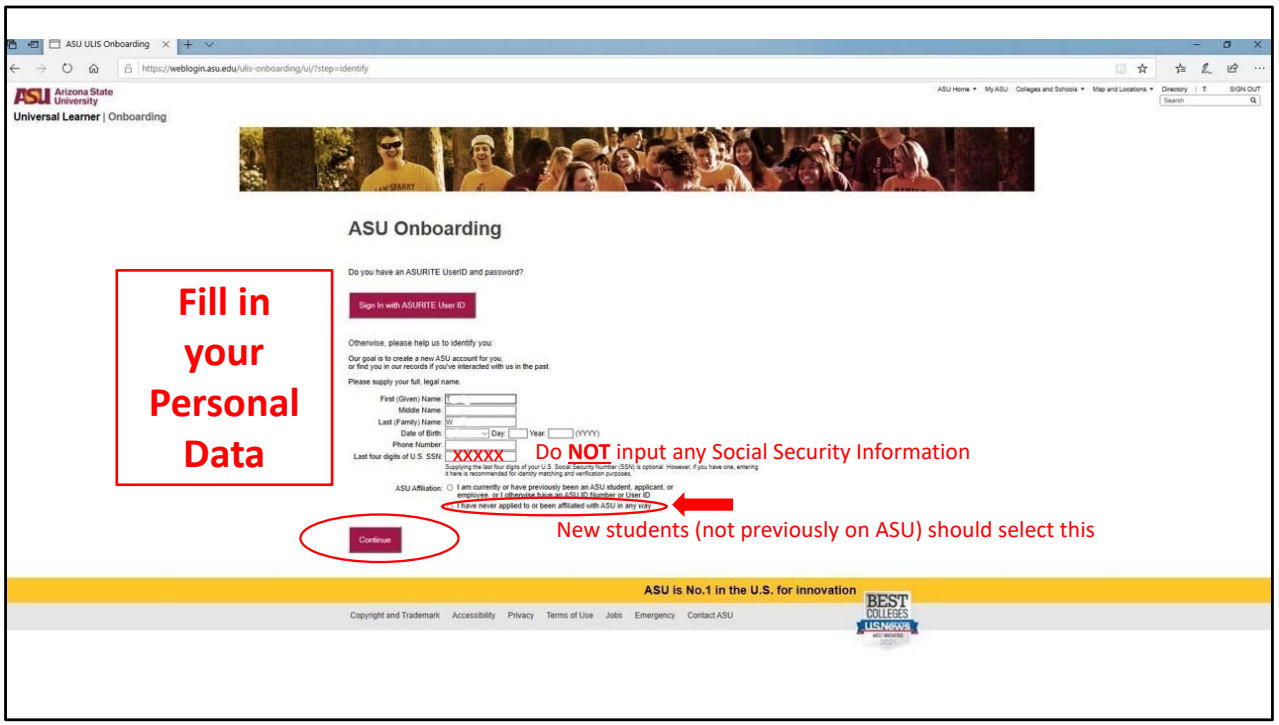


T.W. verified their information and is proceeded by selecting CONTINUE TO ASURITE PROVISIONING.



VERY IMPORTANT!!!

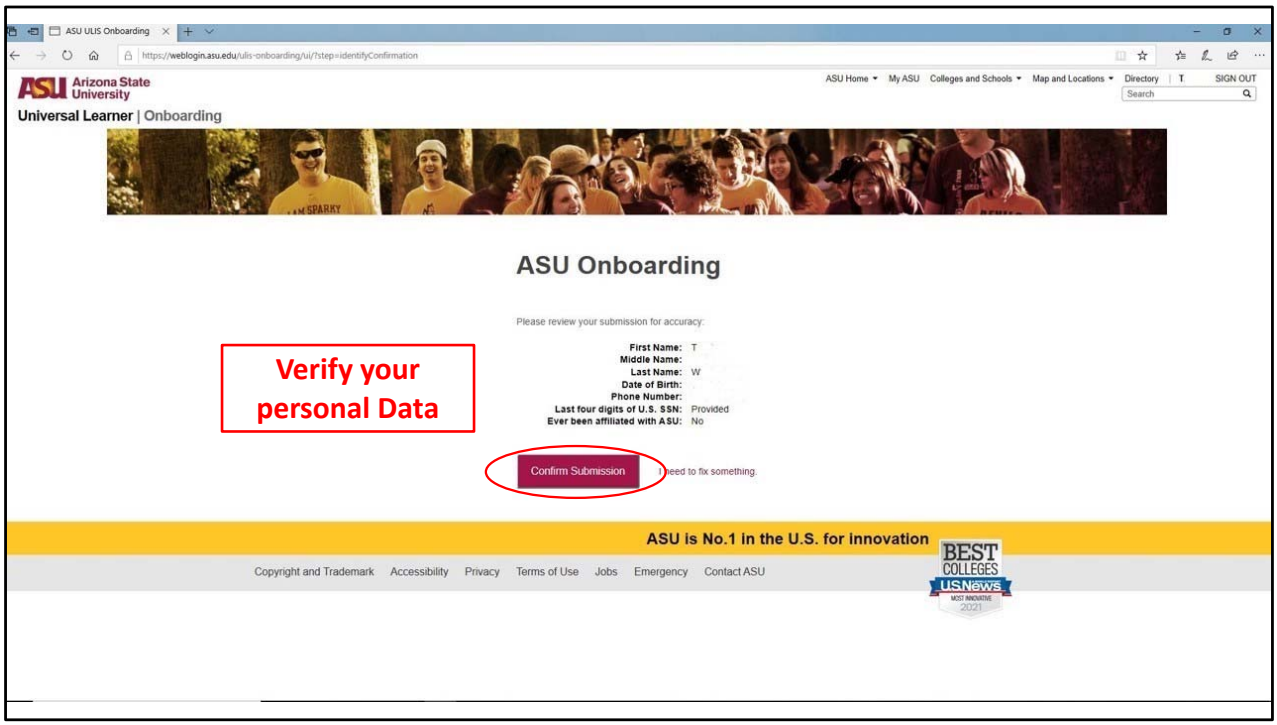
Select “CONTINUE HERE” to create your ASU account unless you have previously been an ASU student or faculty member.



TW provided their information with the EXCEPTION of Social Security Number.

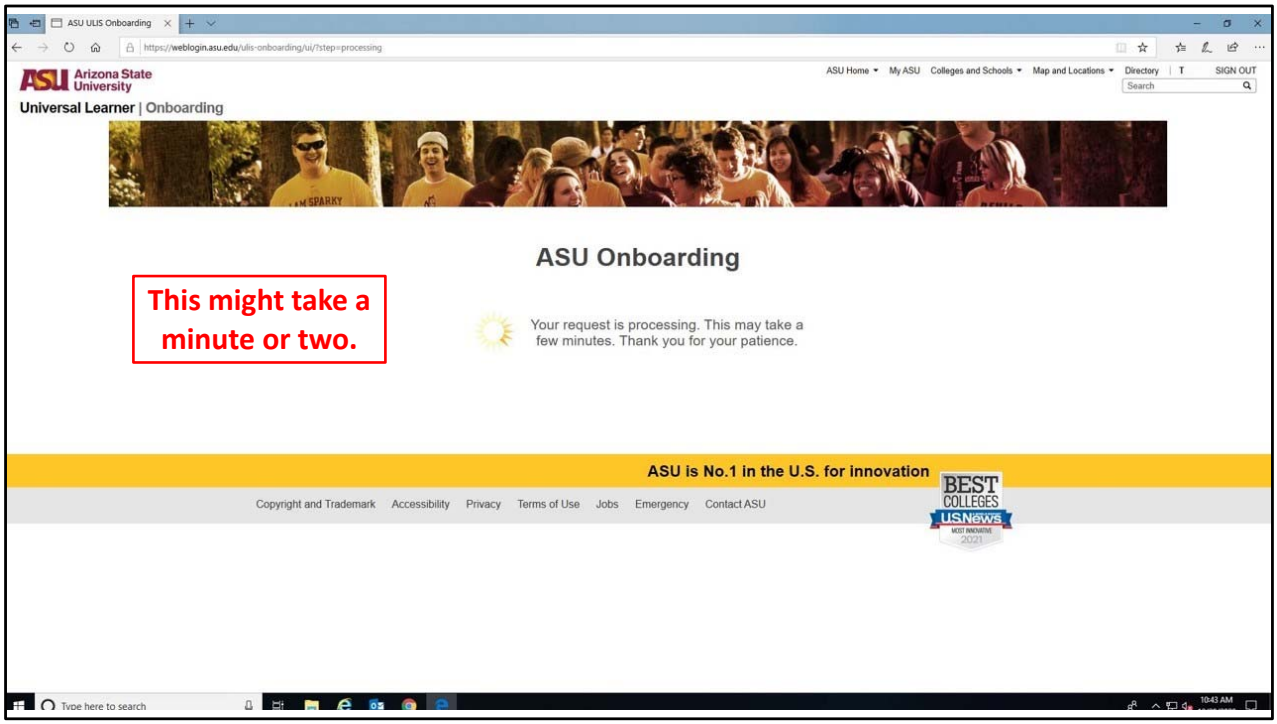
Only former ASU students/faculty should note their ASU affiliation.

All others should select “I HAVE NEVER APPLIED TO OR BEEN AFFILIATED WITH ASU IN ANY WAY.”

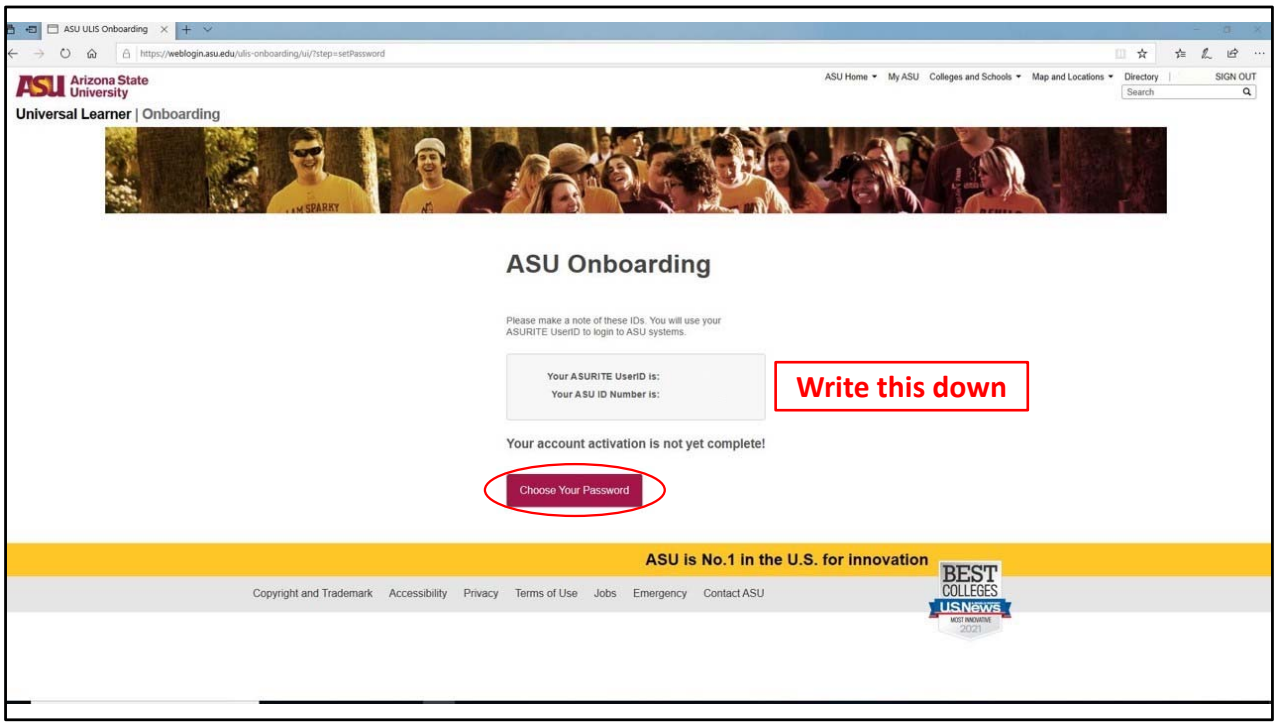


Once TW confirmed their information, select CONFIRM SUBMISSION.

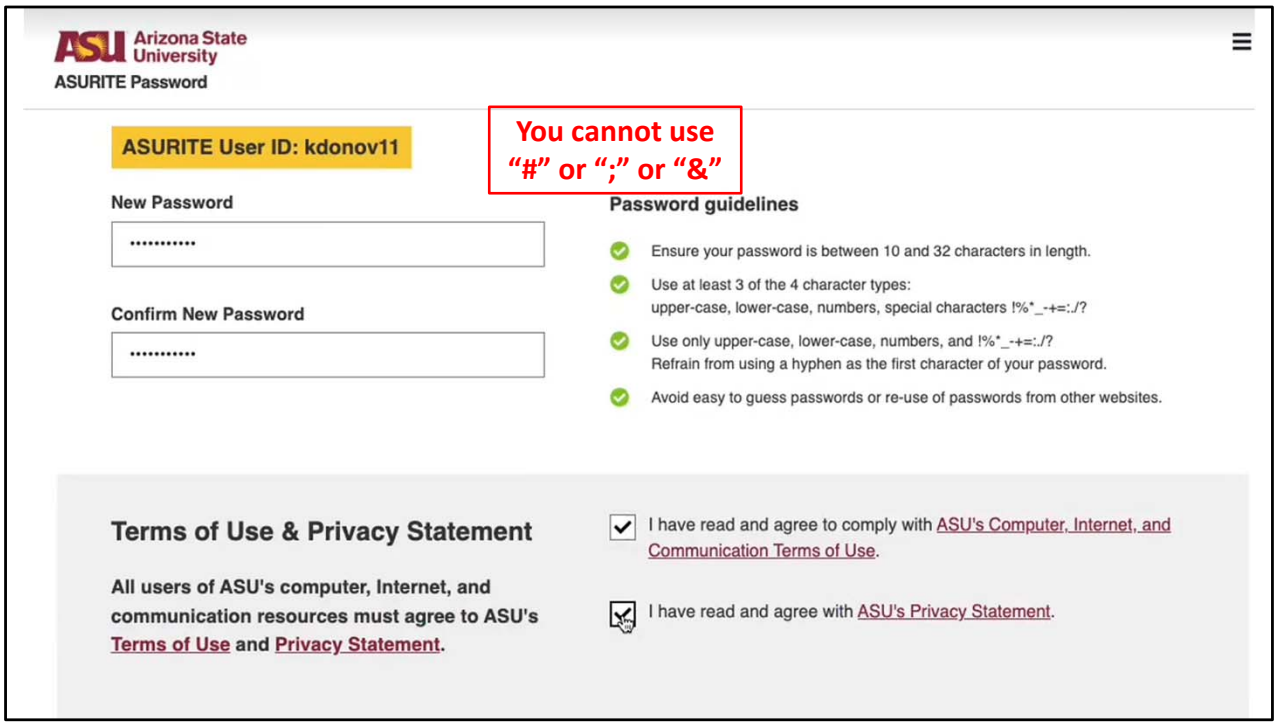
If you require to make changes, select I NEED TO FIX SOMETHING and make the necessary changes before proceeding.



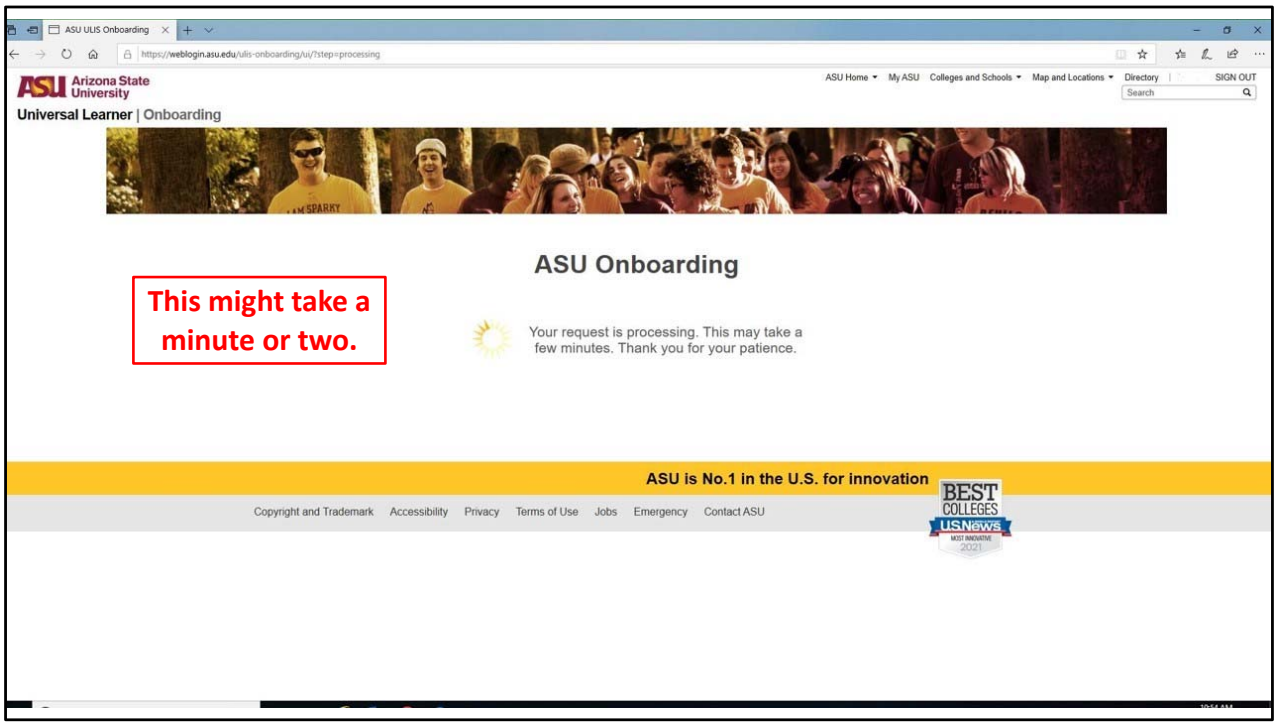
Please be patient. The system can take a few minutes to create your account.



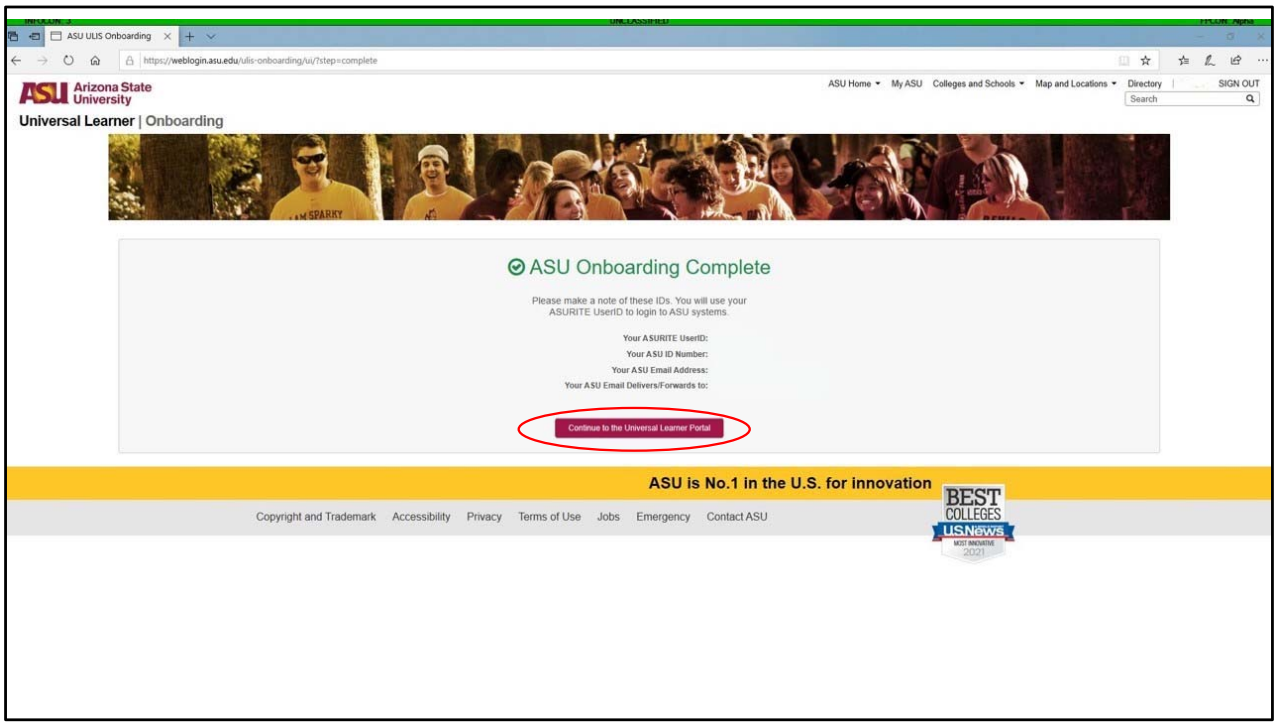
Once your account has been created, you will need note your account information and proceed to password creation.



Please note the restrictions on special characters. NOT ALL CHARACTERS ARE AVAILABLE.

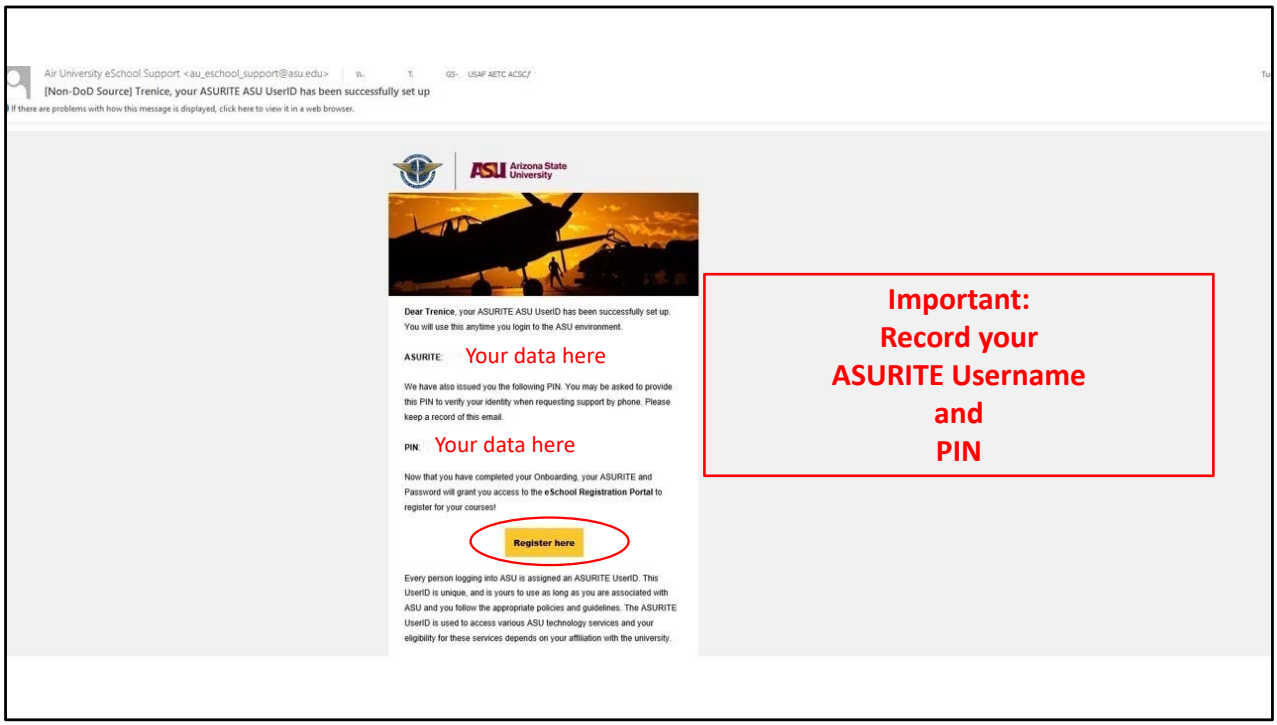


This will take a few minutes so be patient, you are almost DONE!!!



SUCCESS!!!!

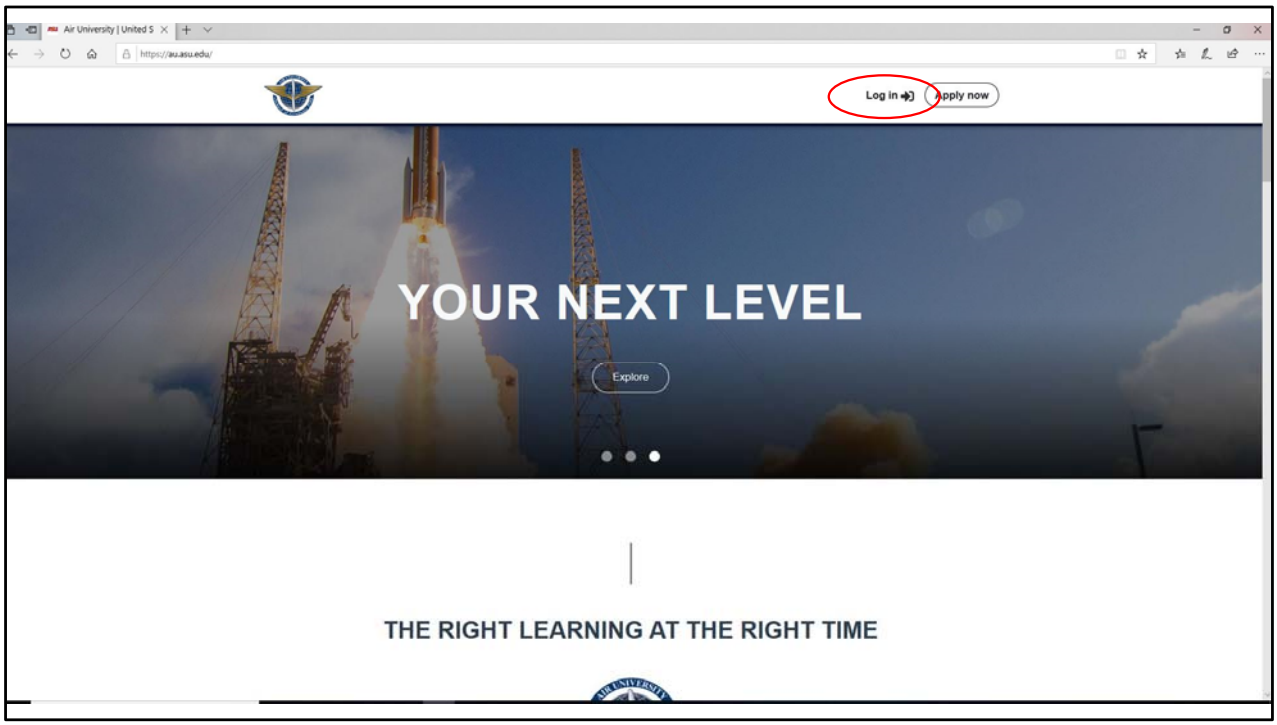
Select CONTINUE TO THE UNIVERSAL LEARNER PORTAL to start your program!!



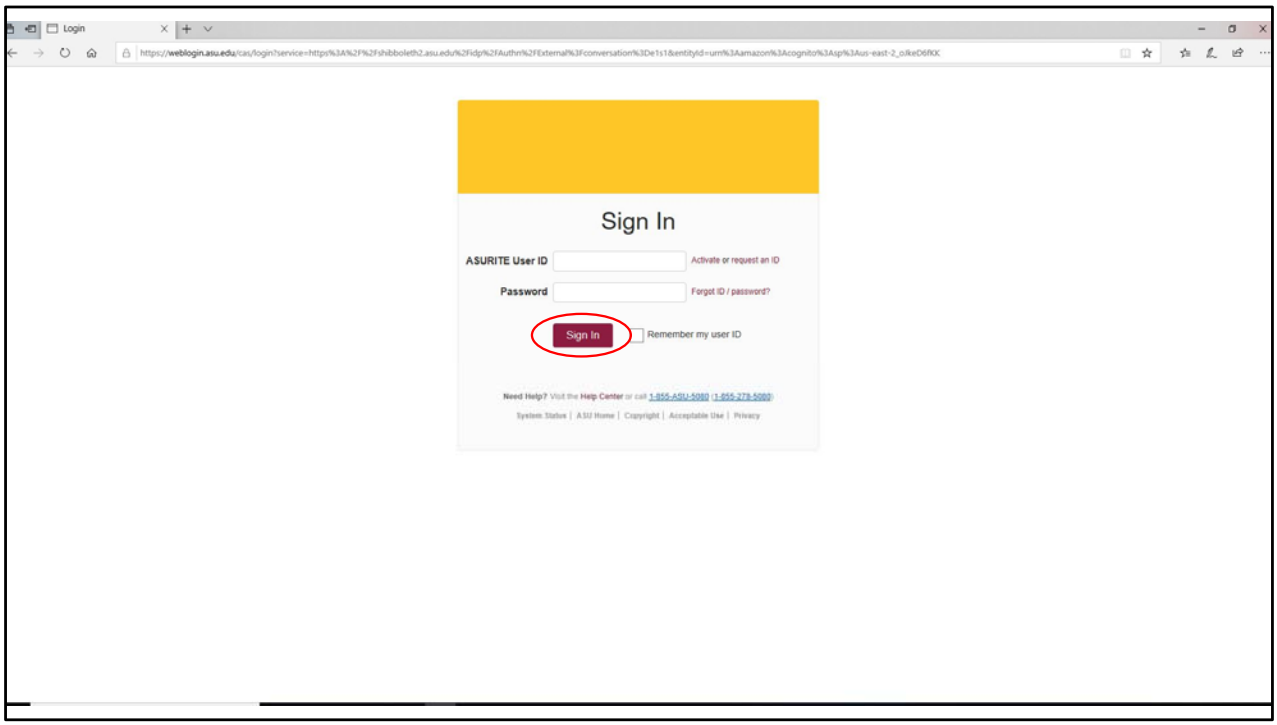
You should also receive this email with important data. SAVE THIS EMAIL!!

You can select REGISTER HERE to get started.

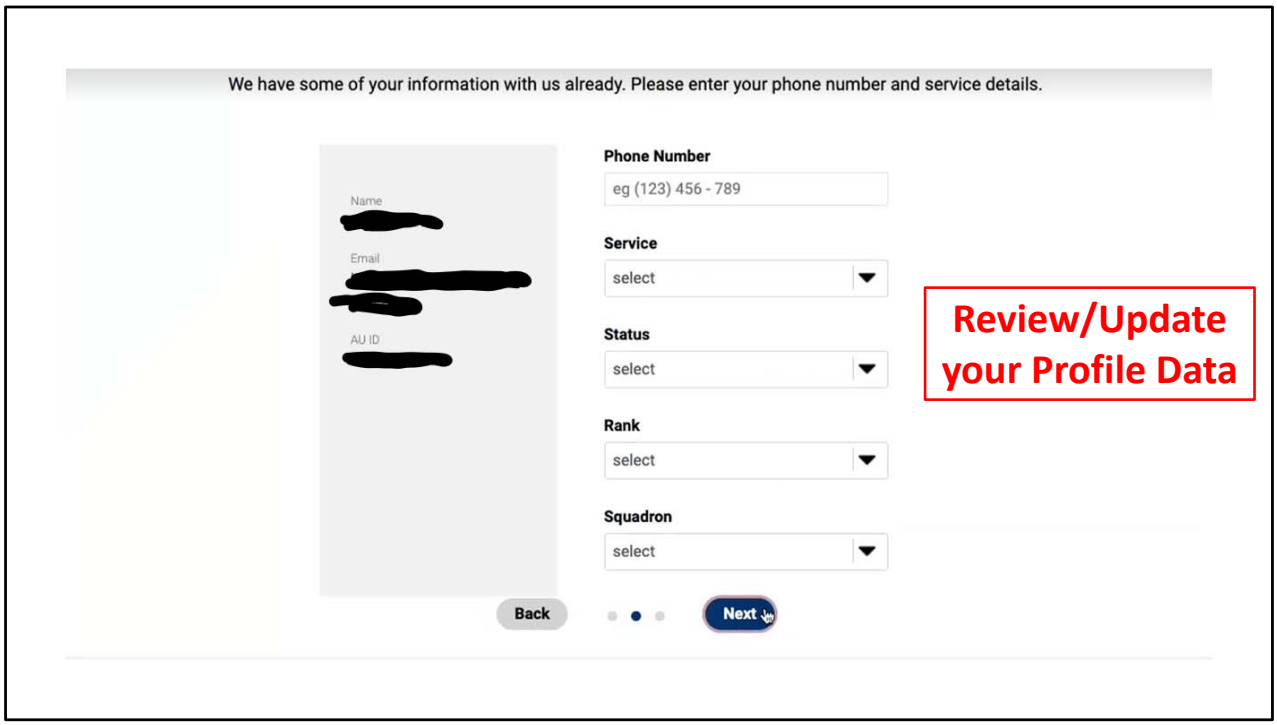
However, back at the portal…



Select LOG IN in the upper right corner to get started.

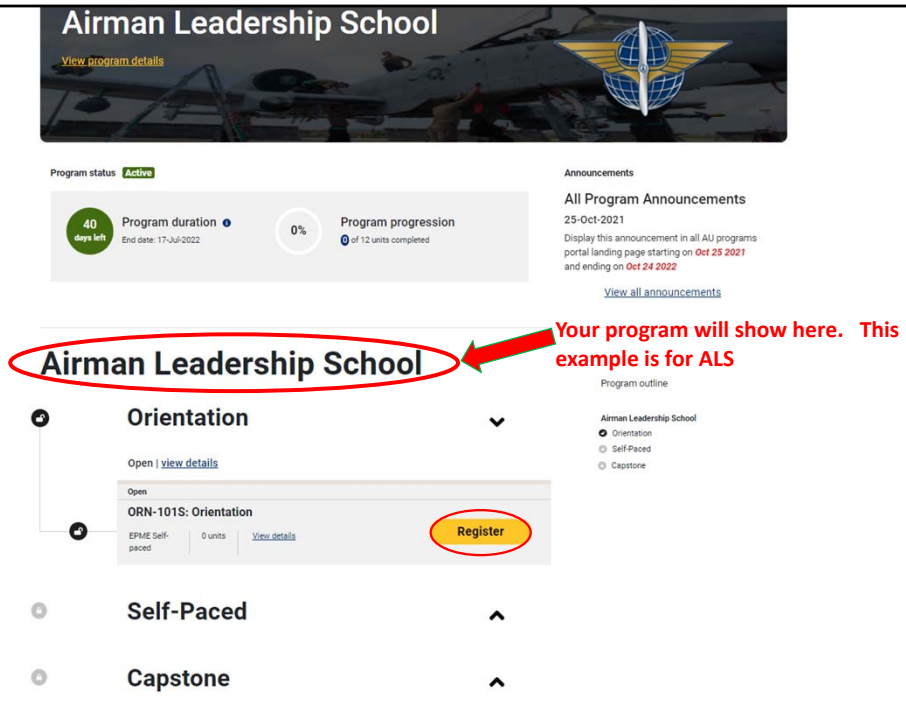


Provide your username and password and select SIGN IN.

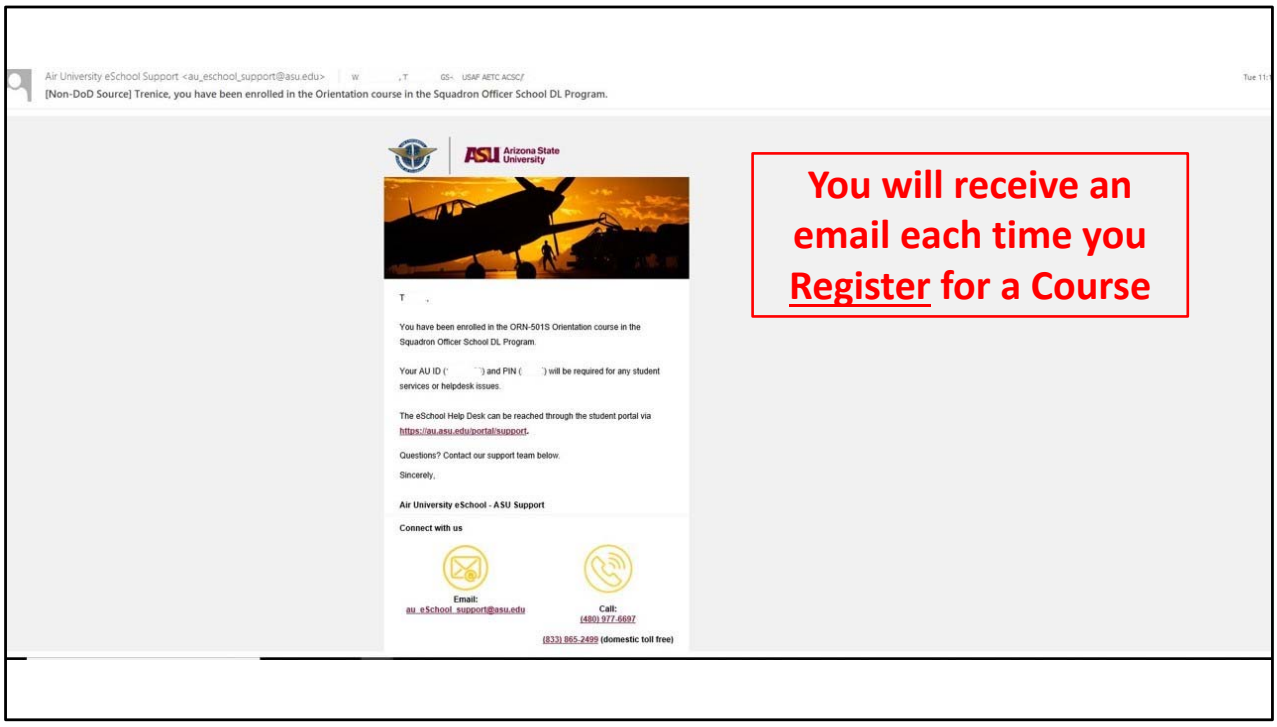


The first time you access your portal, you will update your profile as in the designated fields,

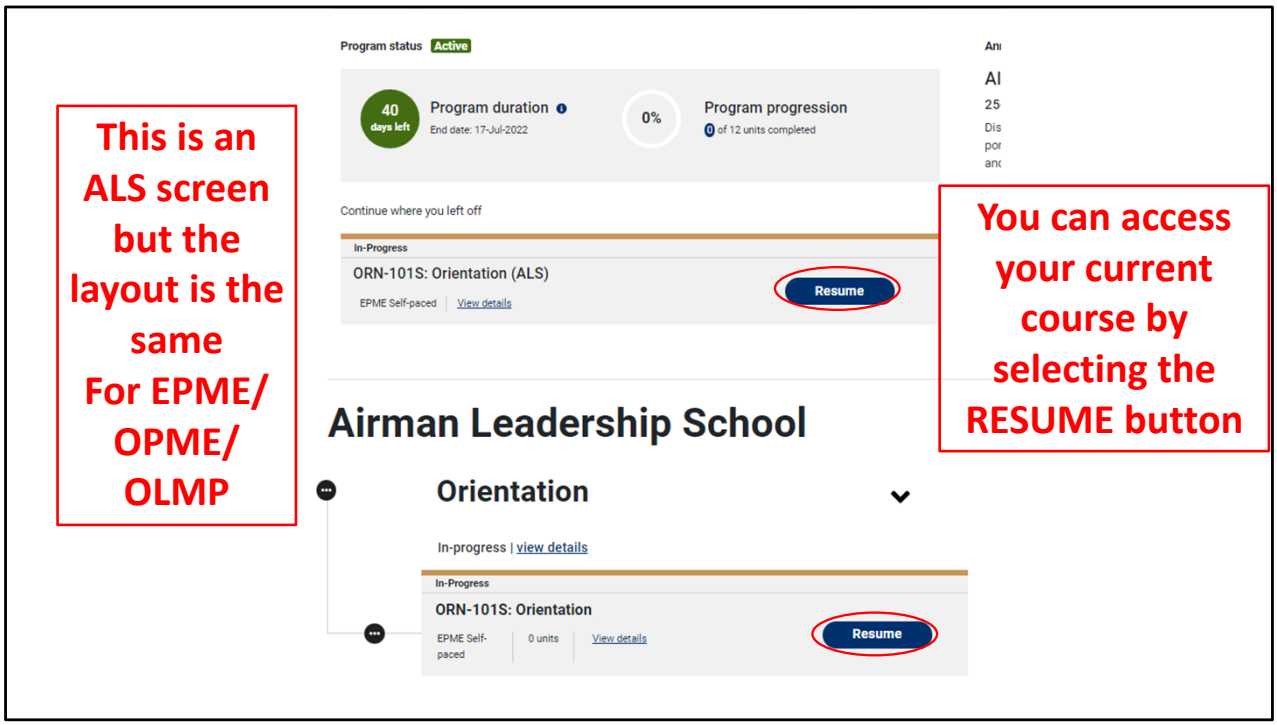
This is an ALS screen but the layout is the same For EPME/ OPME/ OLMP



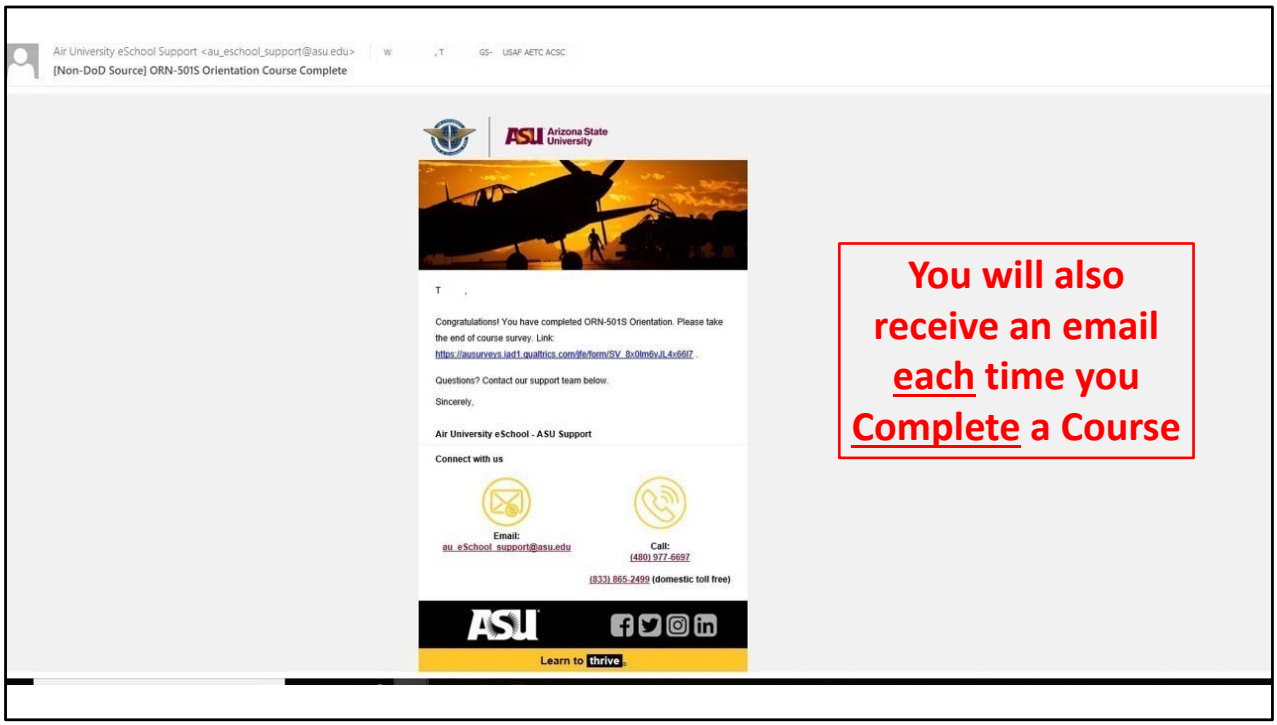
You will note that all courses are greyed out except for Orientation.
TW has previously enrolled in Orientation but most people will have a yellow button to REGISTER.
Select this.
You will ALSO receive an email confirming your enrollment as shown in the next slide.



This is your email confirmation.
But all the real fun is back at the portal…



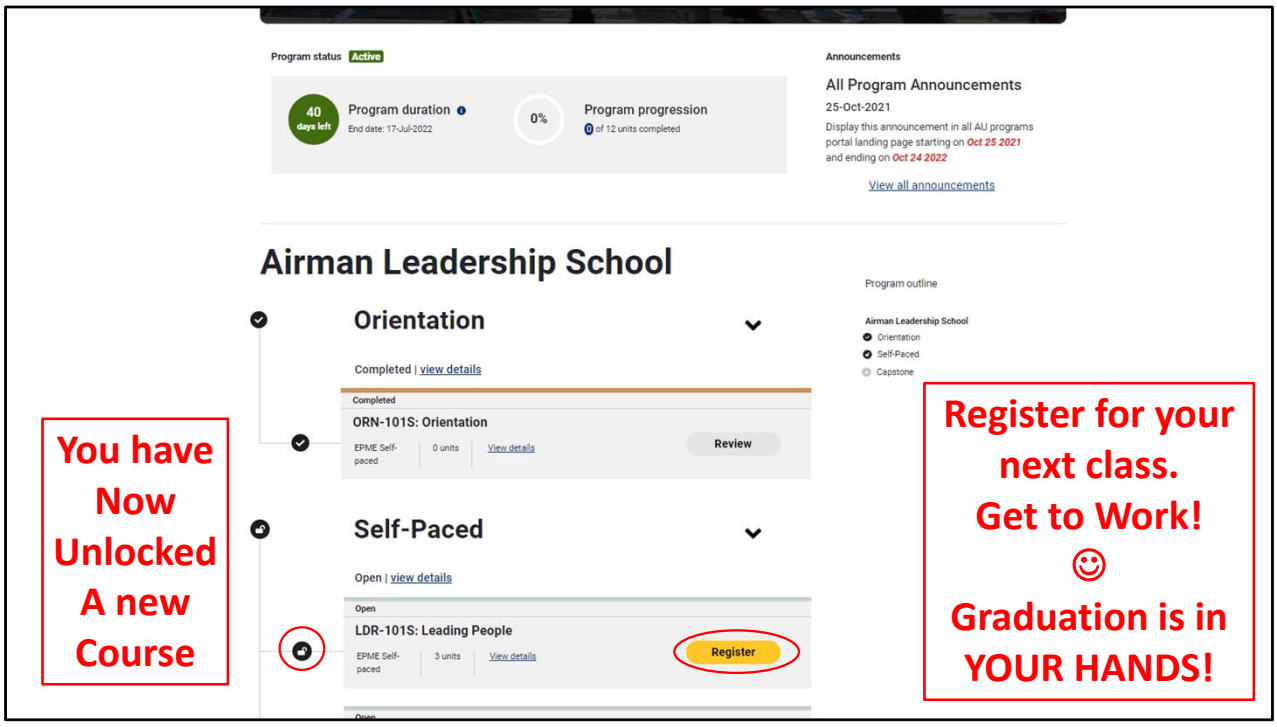
Now that you are enrolled in the course, select RESUME to enter the course.
Once you complete the course you will receive an email from ASU, as shown in the next slide.



This is the final indicator that you have successfully completed the course and the system has received the information.

Feel free to select the survey and provide comments to improve the experience for others!

But things have changed back at your student portal!



Your next course is now available!

You are on your way to program completion!!

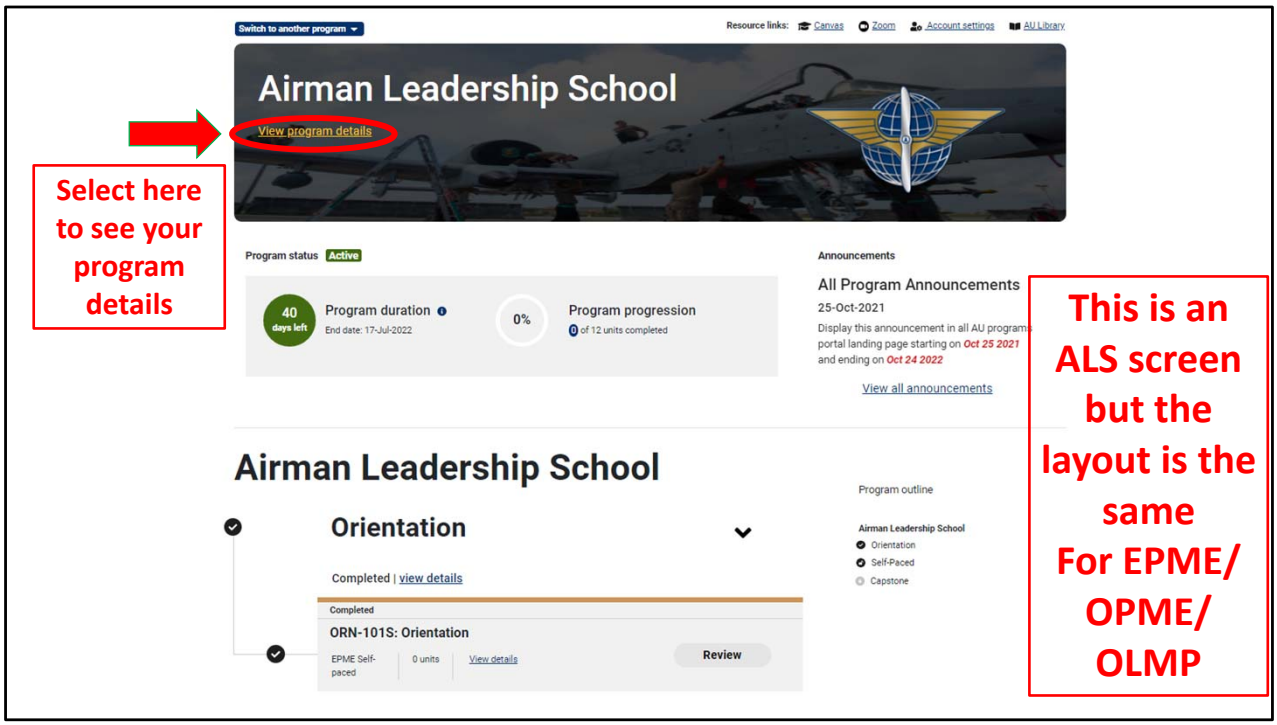
Let's look a few more points before you leave!

Trust me, it will be worth it.
☺

Here are some additional tips for a Better Experience

- **How to Access and Understand the Program Map**
- **How to Preview or Drop a Class before Class Start**
- **How to Streamline DUO (2 Factor Authentication)**
- **How to Get Help and Submit a Case**

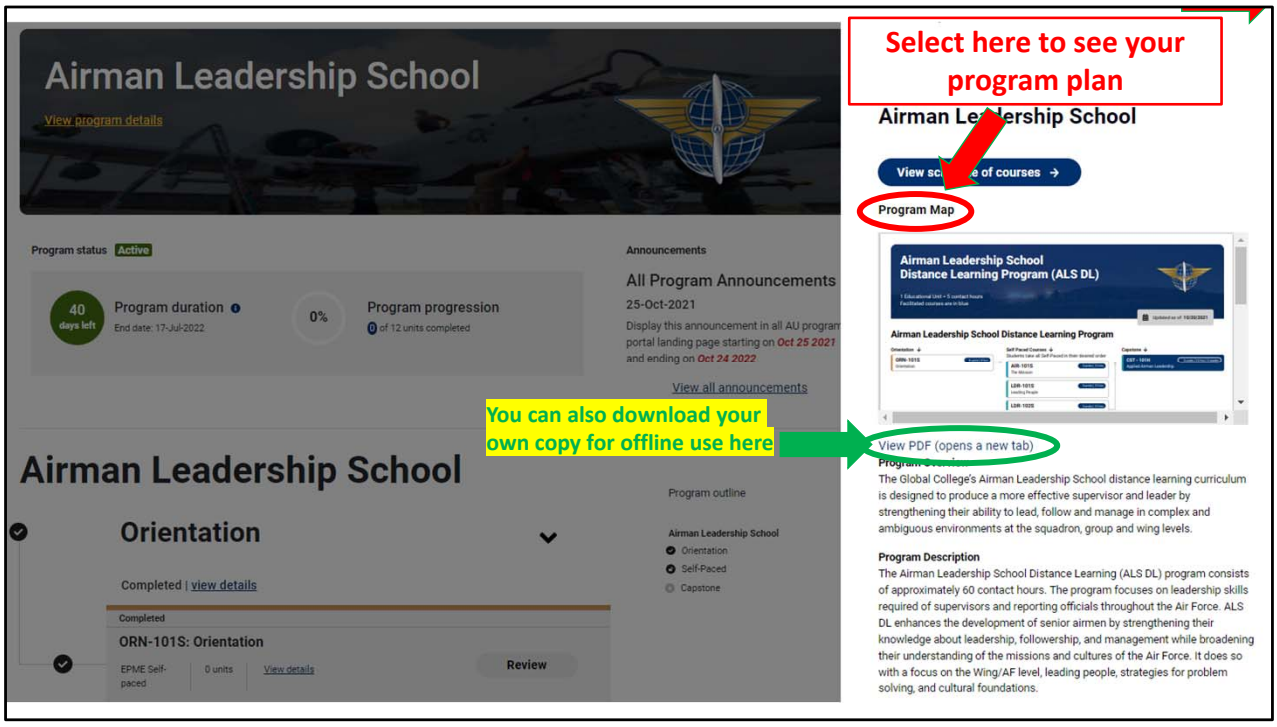
The PROGRAM MAP



Now this is Airman Leadership School, but the layout is the same for all programs.

Among the many handy feature of your student portal is the roadmap for your entire program.

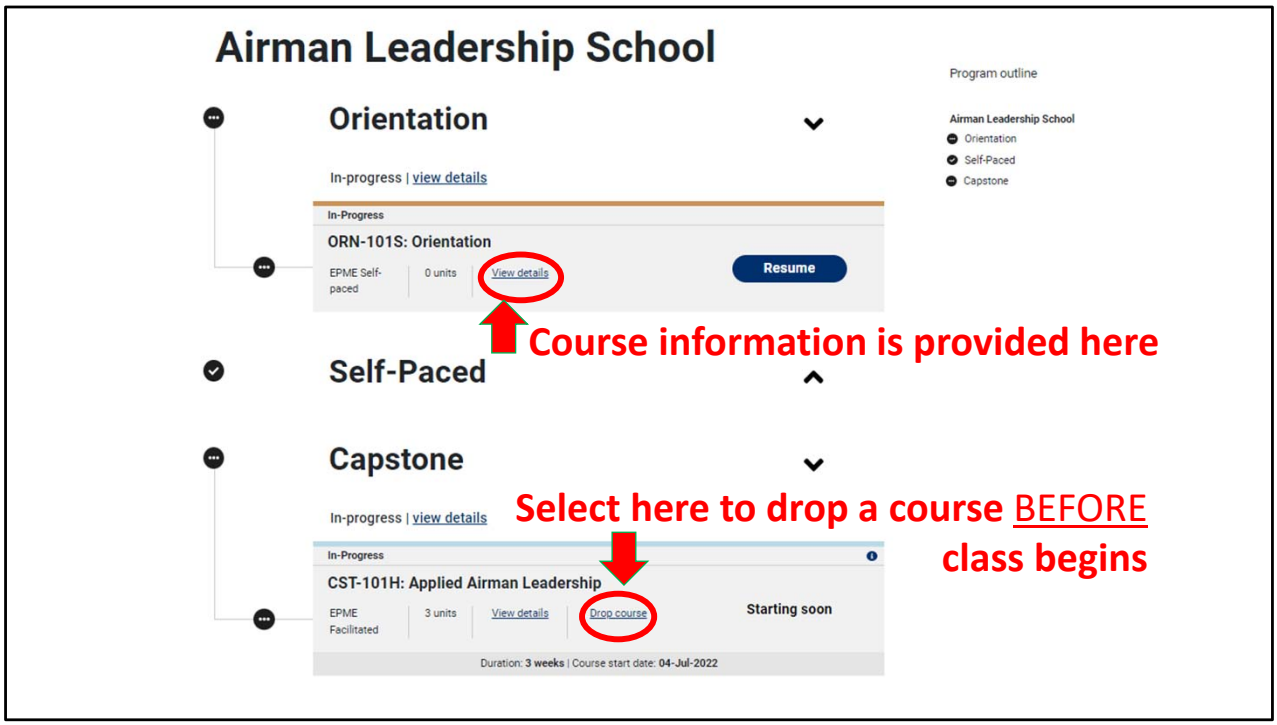
We've provided an easy access to your program map. "PROGRAM DETAILS" holds the knowledge!



For the record, I DID NOT make those program maps. But I do reference them every day.

You can DOWNLOAD the file for added convenience.

Preview or Drop a Class before Class Start



Now this is Airmen Leadership School but the layout is the same for all programs.

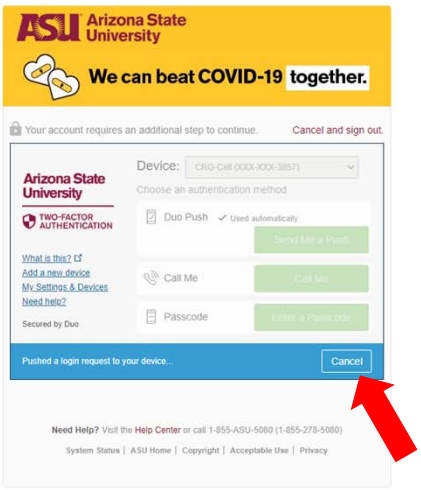
Interested in a course before you're in the course? Check out the VIEW DETAILS options to see the highlights of the course.

Need to drop the course BEFORE CLASS starts on Monday?!?!? I can't imagine why you'd want that but selecting drop course will remove you from the course. NO TICKET REQUIRED!!!

That's it for web navigation of the Student Portal.

We will now move on to a new topic: DUO

Streamline DUO (2 Factor Authentication)



In order to access the site you will need to authenticate.

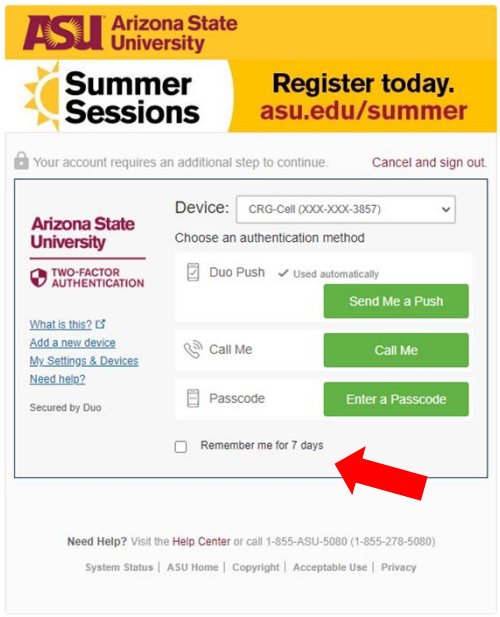
BUT NOT EVERY DAY!!!

Press Cancel For a wonderful Hidden Bonus

New Topic: DUO
Everyone needs to use DUO for their 2nd part of 2 Factor authentication.

Once you setup up DUO your screen will look like this.

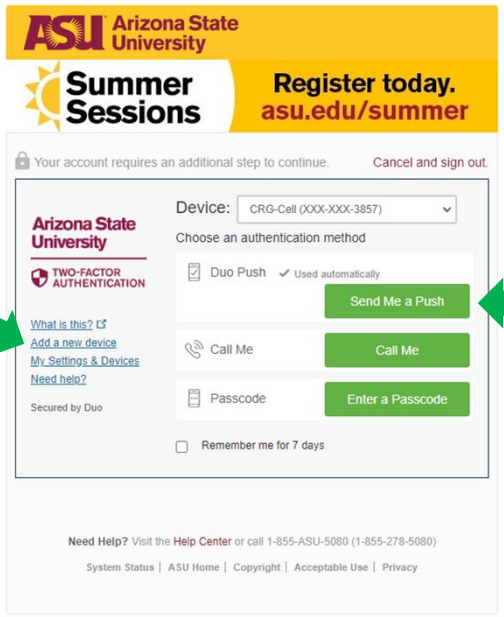
But there is a hidden option that you CANNOT see!!!



I used DUO for months before I found this gem!

Check the box to authenticate weekly!!

Do you do school coursework at home AND office? Add a new device for increased flexibility

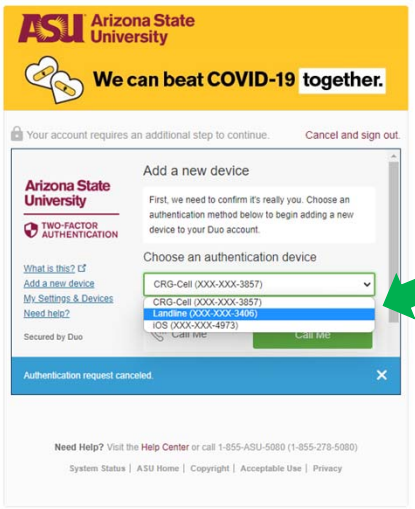


You will need to add the DUO application to devices if you want more than just the "Call Me" option

You can also add multiple ways to Authenticate

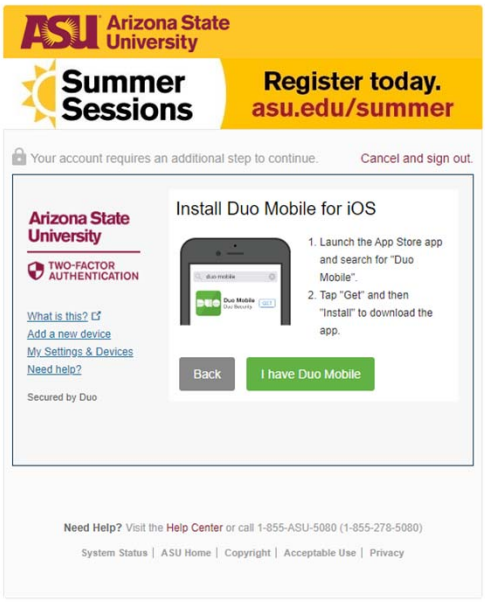
Add devices for authentication to increase your ability to get access from almost any location.

Coupled with the 7 day option and you should near total access from home, work, or anywhere else.

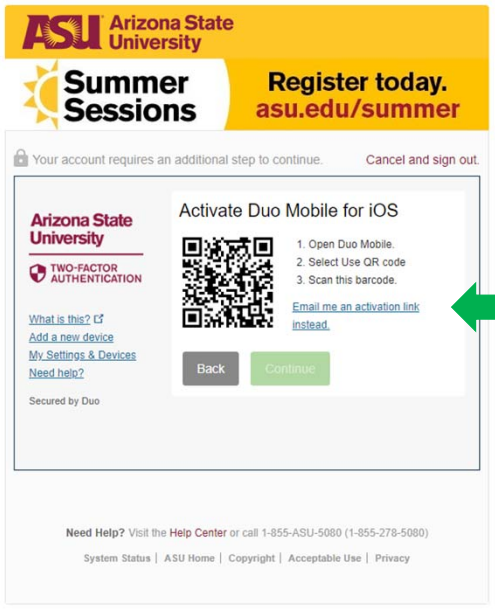


I have configured myself for Office Number, Cell Phone, AND my IPAD

You are not limited to just one device. Up to 3 methods can be used.
You can have several devices to accommodate your personal requirements.



Again,
You will need to add the DUO application to devices for the "Send me a PUSH" Option



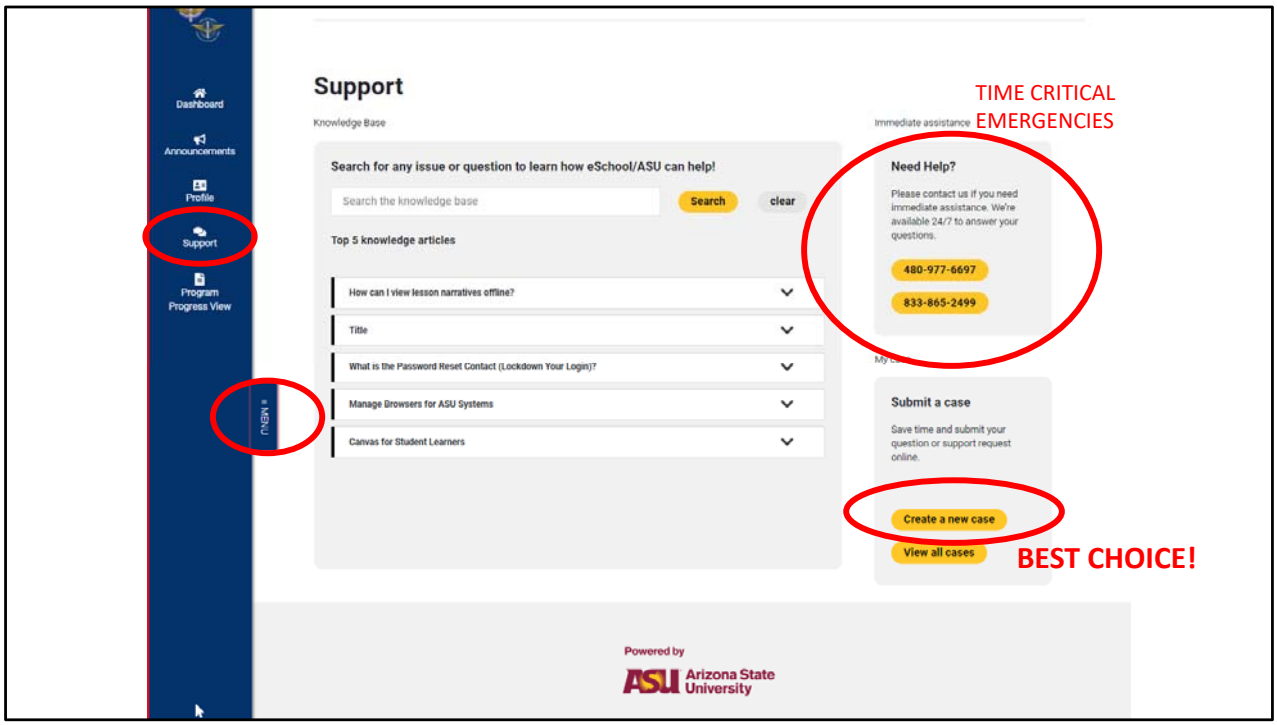
I use the activation link option but if you have a camera option, QR code is also available

Ok.
You should be good to go for everything on DUO now.

But what if you aren't?

You've somehow found yourself stuck. What now?

Get ASU/AU Help if you have an Issue



Final Note (I PROMISE!!):
If you are on the portal and all else fails. REACH OUT

select MENU on the left side and then SUPPORT and submit a case to ASU for troubleshooting

The best method to get support is to CREATE A NEW CASE. This will automatically link your issue to your account for additional troubleshooting. You can also view all your current/previous cases from the VIEW ALL CASES option.

You can also request a chat or call but this is a limited resource so we ask that this be used for emergencies that are time critical.

Done!!

Enjoy the ASU experience!!!

Still have questions and nothing has helped?

Call me. 334-301-4973

I didn't answer the phone?
Carlos.Garcia.64@us.af.mil (ok option)
Carlos.Garcia.64@au.af.edu (much better option)

Carlos Garcia
Director of Student Services