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How to sign up for AFCLC’s CCAF Credit Courses

1. **Do you have the current enrollment information?**
   - No: Visit AFCLC Website Then Courses menu
   - Yes: REVIEW: Academic Calendar Enrollment Directions Freq Asked Questions

2. **Is an Enrollment Window open?**
   - No
   - Yes: Visit AU Learner Portal

3. **Have you activated your OKTA Account?**
   - No: Necessary for Canvas Access [CAC Login Inoperative]
   - Yes: Receive OKTA Account Activation Msg
      - No: Have You Applied Using This System Before?
      - Yes: Receive Application Approved Msg

4. **Can take 10 business days**
   - No: Denied: Contact AFCLC/ENROLL afclc.enroll@us.af.mil or Not Selected: Course is full
   - Yes: Approval Status?
      - Approved: Receive Application Approved Msg
      - Denied or Not Selected: Application Status?

5. **Received Enrollment Status Yet?**
   - No: Request STANDBY with AFCLC/ENROLL afclc.enroll@us.af.mil or Re-apply next session
   - Yes: Course Booking Confirmation Msg

6. **Wait for Enrollment Processing**
   - NLT Enrollment Notification Date (see Academic Calendar)
   - Yes: Course Start Date Log In

AFCLC Courses URL: https://www.airuniversity.af.edu/AFCLC/courses
AU Learner Portal URL: https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home

BEGIN COURSE

2. Select the Create/Submit Application tile

![Create/Submit Application tile](image)

3. Fill out the required information marked with an asterisk in order. *Note: This will create your new Enterprise Canvas Account and your Air University Profile

![Create/Submit Application form](image)

**School/Department:** Air Force Culture and Language Center  
**Type of Student:** Military  
**Program Type:** Associate Degree Programs  
**Program of Study:** Introduction to Culture Program (MAFCLC002)  
**Academic Year:** Academic Year 22/23  
**Academic Session:** Fiscal Year  
**Full time/Part time:** Not Applicable  
**EDIPI DOD ID Number:** This should auto-fill via your CAC.

*Note: Typically once you begin selecting the values in these fields the rest will auto-populate.*
4. The applicant will continue the application by completing the Personal Details. This information is self-explanatory. Please fill out all questions with an asterisk (*) at minimum.

*Note: If you have an SSN it will be imported from MILPDS or DEERS.
*Note: Students without an SSN will select no to “Do you have a Social Security Number?” and will load their FIN in the box designated.
*Please use your .mil email address, if you have one

5. Once all red asterisk boxes are fill in click (Continue with application) in bottom right corner, you will see the following page

- **Personal Information** - Should be auto filled
- **Address Information** - Should be auto filled except your phone number
- **Residence Information** - Self-explanatory (start typing in the box to auto populate)
- **Civilian Information** - Should be auto filled
*Note: This tab (if applicable) will be filled in by DEERS after the application is submitted. If there is erroneous information, no need to take action.

• **Military Information** - Should be auto filled

*Note: This tab (if applicable) will be filled in by MILPDS after the application is submitted. If there is erroneous information, this cannot be corrected thru the AU Learner Portal. Air Force Portal should be your next stop.

• **Additional Questions** - Will focus on what audience the applicant will apply under using the drop downs under using the drop downs (Primary or secondary) status.

• **Terms & Conditions** - Student must check the “I agree” box

4. Once all information is complete the applicant can click “Submit” located in the bottom right corner of the screen.

*Note: If the application is not submitted and it is saved, it moves to the “My Applications” on the AU Learner Portal tile where the applicant can complete it at a later time. Once the applicant clicks on the application they will need to click continue at the bottom right of the screen to complete, if the applicant tries to start a new application for the same course the system will error with a duplicate application notification.

**WARNING:** If this is the first application you have submitted via the AU Learner Portal, you WILL receive a separate message from the OKTA authentication service. This message will contain an INVITE LINK to ACTIVATE your OKTA account. This link will EXPIRE in 7 DAYS! ISA - This link will EXPIRE 7 DAYS from date it was sent to you!

**Act on this message immediately!** The OKTA service is REQUIRED to access the Canvas learning management system (LMS), which hosts the course. Common Access Card (CAC) access is currently INOPERATIVE! OKTA invitations are very time consuming to resend. So, don’t drop the ball on this!

Once you have successfully submitted an application to the program

a) We will review your application and notify you if you are accepted, denied, not-selected or if additional information is required to complete our review.

b) The average "turnaround" time for application processing is 10 business days.

c) If you receive an application received message, your application is being processed and you should expect an application status message to follow eventually.

d) If you receive an application accepted message you have met the criteria to participate in the program and you will be booked in the course automatically, you may disregard any messages directing you to book a course.

e) If you receive an application denied message your records indicate you do not meet the criteria. If you believe you do, contact AFCLC (via afclc.enroll@us.af.mil) for further information.

f) If you receive an application not selected message it means the number of applications submitted was so far in excess of the available seats that yours was not processed.
Air Force Culture and Language Center
Enrollment Directions

Note: We accept applications until the Application Window has closed. However, once the course has filled up, we will stop 'processing' applications and if the volume of applications grows too large, we may close the Application Window early.

What happens now that your application has now been accepted into the program?

Applicants will be prioritized according to registration submission date/time. Those who submitted earlier will have priority over those who submitted later. Registrants will be enrolled in this order up to the number of seats available in the course.

Please note: To maximize opportunities for all Airmen, those who are already enrolled in another AFCLC course, which runs simultaneously, will be given a lower priority than those who are not enrolled in any other AFCLC course.

We will send you a notification e-mail no later than the Enrollment Notification date (see Academic Calendar) announcing whether or not your enrollment request was successful. If you were successful, it will contain details on when you can login, where to login, and your username and your password.

If you receive an unsuccessful notification e-mail, it means there were not enough seats to allow your enrollment.

IMPORTANT: "Enrollment Confirmation" (NO SHOW) Procedures

If you are successfully enrolled in a course you MUST login to the Canvas LMS, access the course and complete ALL the pre-course events by the Enrollment Confirmation Date, which is the 7th day after the Class Beginning date. If you have not completed these items by the end of the first week, you will be considered an enrollment NO SHOW.

Note: Don't worry! You don't need any advanced preparation for the pre-course events. As orientation and program evaluation tools they are a requirement to participate, but they are not part of your grade.

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Window Opens</td>
<td>First Day to Submit Your Application</td>
</tr>
<tr>
<td>Enrollment Window Closes</td>
<td>Last Day to Submit Your Application</td>
</tr>
<tr>
<td>Enrollment Notification</td>
<td>Date Enrollment Notifications Will Be Sent Out</td>
</tr>
<tr>
<td>Class Begins</td>
<td>First Day you can Access the Course</td>
</tr>
<tr>
<td>Class Ends</td>
<td>Last Day to Submit All Course Work or be Incomplete</td>
</tr>
<tr>
<td>Academic Session Ends</td>
<td>Last Day of the Academic Session</td>
</tr>
</tbody>
</table>

*See the separate AFCLC Academic Calendar downloadable file at https://www.airuniversity.af.edu/AFCLC/, then “Courses” menu, then “3C Courses (CCAF Credit)” item, then “View Course Details” link for the specific dates for each class/session.