1. Log onto the AF Portal at https://www.my.af.mil/ (Select compatibility mode by clicking on tools in the upper right hand corner, choose compatibility view settings, and then add www.my.af.mil to the list. Close compatibility view settings).

2. Look for the title “Quick Links” or “Featured Links”
Recruit, Train, and Educate Airmen to Deliver 21st Century Airpower

3. Scroll down until you see “Education/Training/Force Development” (Gray Subheading)

4. Click on “Air University Portal”
5. If you do not have an account or have not logged in in a while, you should see a gray bar and instructions to “Click here to login or create a new account.

6. CAC Log-In or Create Account. Update your information if required. **Please Note:** If this is your first time logging into the AU Portal, you will need to create an account before you are able to register for a course. After creating your account you can continue.

7. Place cursor over “Distance Learning”

8. Place cursor over “FSPDS Virtual Campus”

9. Click on “Apply”
10. Click the drop down arrow and select the course and dates you wish to register for.
11. Click on “Check for Eligibility”

12. Then click on the “Next” button
13. Confirm or update your information (Screen will have PII).
This is your AU Portal account information. Click “Save”.

14. Click “Submit Application”
15. Click on the “Click here to Continue” button

16. Verify information and fill in areas that are blank

17. Click “Finalize Application”
When you have successfully completed the course registration process, you should see the below “Thank You” message.

Thank you. Your application is being processed. You will receive a notification email within 24 hours.