

EPME Distance Learning Program Guide



Notes are in
the top left
corner



There is commentary in the NOTES section

WARNING...WARNING...WARNING

ONLY enroll in EPME when you are ready to complete all lessons in a timely manner.
Make sure to talk to your leadership or deployed Unit prior to enrollment.

The course has just over a one-year life cycle.



Progress is only lost after 1-year. No ETPs granted.

Don't repeat someone else's mistake. Look over [FAQ](#) slide 63 prior to registering.
Reference back at this document during your Course if you have issues.

Information prior to registering

<https://www.airuniversity.af.edu/GCPME>

You will need to choose your program on the right side of the web page

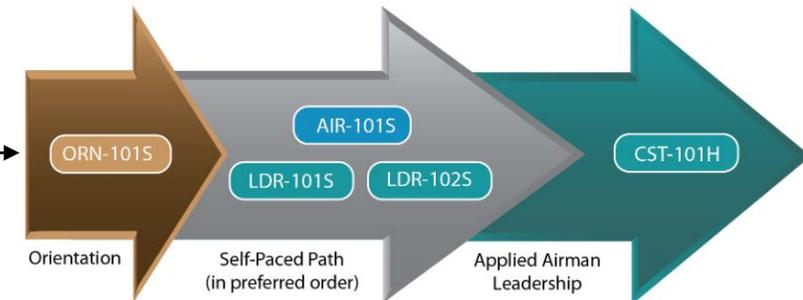
- Capstone registration dates are found in the “Schedules” tab.
(Plan ahead as there are registration end dates for each capstone)
- Additional information can be found in the Student Handbook under the “Resources” Tab.
- Course layout is found in your program:

ALS DL, NCO DL, SNCO DL

What to expect and hours it will take

The current version of this Document that you are reading is located here
MAKE SURE YOU HAVE MOST RECENT COPY

Program information



Program Program Learning Outcomes Eligibility and Enrollment Requirements

The ALS DL program consists of approximately sixty (60) contact hours. The program focuses on leadership skills required of first-line supervisors and reporting officials throughout the Air Force. ALS DL enhances the development of senior airmen by strengthening their knowledge about leadership, followership, and management while broadening their understanding of the missions and cultures of the Air Force. It does so with a focus on leadership at the wing-level, leading people, strategies for problem solving, and cultural foundations.

Handbook

Enlisted Student Handbook

Table of content

- How to enroll: Slides 5 – 38
- How to move to the next lesson: Slide 39 - 40
- How to Access and Understand the Program Map: Slide 41 – 44
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- How to Preview or Drop Capstone before Class Start: Slide 49 - 50
- How to Streamline DUO (2 Factor Authentication): Slide 51 - 57
- How to Get Help and Submit a Case: Slide 58 - 62
- **FAQ: Slide 63 - 68**

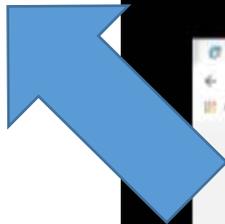


**Before you start your program enrollment
WRITE DOWN your EDIPI DODID number from you CAC
you will need it soon!**

<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?



Don't forget notes are in the top left and have important information

The screenshot shows a web browser window with a long URL. The main content is a 'NOTICE' box with a dark blue header. The text inside the box reads: 'You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:'. It lists several conditions with diamond bullet points, including that the USG routinely intercepts and monitors communications, that all data stored on the system is not private, and that there is a potential for information to be classified. At the bottom of the notice is a dark blue button with the text 'I Agree', which is highlighted with a red rectangular border.

Cloud One SSO

Insert your CAC / ECA to begin your login



MEMBERSHIP AND SUPPORT INFORMATION

[View Air Force Portal Registration Requirements](#)

[Contact the Help Desk](#)

[idAM](#)

You are now logging into: <https://auceems.cce.af.mil>



The security accreditation level of this site is UNCLASSIFIED// FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. Privacy Act Information: Information accessed through this system must be protected in accordance with the Privacy Act of 1974, as amended, and AFI 33-332.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- NOTICE: There is the potential that information presented and exported from the AF Portal contains FOUO or Controlled Unclassified Information (CUI). It is the responsibility of all users to ensure information extracted from the AF Portal is appropriately marked and properly safeguarded. If you are not sure of the safeguards necessary for the information, contact your functional lead or Information Security Officer.



Students Applicant Supervisor Agreement

**Advanced Skill: Your AU ID is hidden here.
It will help you if you run into issues later.**

My Refunds 0 Overall Average	My Grades Final Course Grades 0.00 Overall Average	Print Documents 0	Upload Documents 0	My Graduation Requirements Credits 0	My Schedule Course Schedule Events Today 0	My Personal Details 0
My Requests Submit a Request 0 Open Requests	View/Change Specializations 0	My Account Balance 0.00	My Correspondence System Communicati... 0	My Courses Booked Modules 0 Courses	My Favourite Modules Wishlist 0 Courses	Book Courses Enroll for Courses 0
Search for Courses Course Catalog 0 Non Program Related	Course Catalog Study Guide 0 Course Information	My Course Plan 0 Courses				



Applicant



Home ▾



Students

Applicant

Supervisor Agreement

My Applications

Submitted/In Progress...



Upload Documents



Create/Submit Application



My Admission Requirements



Open Requirements

Canvas

Online Learning



Course Catalog

Study Guide



Course Information

Supervisor Agreement

Supervisor Agreement



Action Required

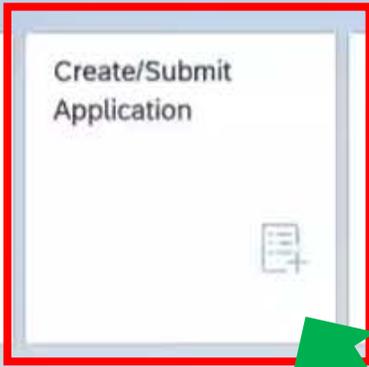
Canvas Online Learning



Course Catalog Study Guide



Course Information





Support is available for technical issues at auseducedesk.af.edu

APPLICATION DETAILS

PERSONAL DETAILS ∨



Please fill in all mandatory fields in order to continue

*School/Department:

Global College of PME ∨

*Type of student:

Military ∨

*Program Type:

EPME Programs ∨

*Program of Study:

∨

*Academic Year:

Airman Leadership School DL Program (YALS003)

NCOA Distance Learning Program (YNCOA003)

*Academic Session:

∨

Full time/Part time:



Full Time



Part Time

These are all pull down menu options (make sure to select the options showed)

Warning: If your pull down menus stop working, try a different browser to trouble shoot

The EDIPI DOD ID number is the only entry that might require manual entry

Select "USA" for your Country Code

Address Details

*Country:

*House Number:

*Street:

Street2:

*City:

*Region:

*Postal Code:

*Personal E-Mail Address:

*Duty E-Mail (.mil/.gov):

For your personal email, Please insert your favorite email here. This should be the primary method since .mil has proven to be inconsistent on receiving emails.



Section

Preliminary Details
Personal Information
Address Information
Residence Information
Civilian Information
Military Information
Terms & Conditions

Program of Study - Airman Leadership School DL Program

Application Instructions

- Air Force active duty, Air National Guard, and Air Force Reserve Command officers selected to attend AU degree programs will have their degree status verified by the AU registrar. No action is required by selectees.
- US Army, US Navy, US Marine Corps, US Coast Guard, and US civilian 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-granting 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.

Usually only three tabs need updating



Section
Preliminary Details
Personal Information
Address Information
Residence Information
Civilian Information
Military Information
Terms & Conditions

Program of Study - Airman Leadership School DL Program

Residence Information

*Resident Country: USA

*Resident Status: US Citizen





Section
Preliminary Details
Personal Information
Address Information
Residence Information
Civilian Information
Military Information
Terms & Conditions

Program of Study - Airman Leadership School DL Program

Terms and Conditions

By submitting this admissions application form you are digitally consenting to a review of your eligibility for an Air University program. You are also attesting that the information provided in the admissions application form is accurate and complete.

*AU Terms & Conditions: I agree





Application Form

← → ↻ aueems.cce.af.mil/sap/bc/ui2/flp/#ZAdmission-display&/

Apps Canvas ServiceNow AU Help Desk Cons... ASURITE Sign-In Air University (AU)... AU Transcript Requ... XLSX File viewer | M... CANVAS Lessons Le... Other bookmarks

Application Form

Create New Application

Airman Leadership School DL Program
(000600149586)

Academic Year 21/22
Fiscal Year

Submitted

Select Home to make Things better!

This is good!

24:56

My Applications
Submitted/In Progres...



Upload Documents



Create/Submit Application



My Admission Requirements

Open Requirements



Canvas Online Learning



Course Catalog Study Guide

Course Information



Supervisor Agreement

Action Required



Canvas Online Learning



Course Catalog Study Guide

Course Information



Select "My Applications" to make it even better!

This is better!



Create New Application	Airman Leadership School DL Program (000600149586) Academic Year 21/22 Fiscal Year
------------------------	---

Valid

THIS IS BEST!

Now it's time to ... wait. You should receive an email within ~1hr but it could take up to 24hrs

You should receive FOUR emails:

- Notification by OKTA (IGNORE THIS ONE COMPLETELY – For AU students only)
- Application has been SUBMITTED
- Application has been APPROVED
- ASU onboarding email (THIS THE MOST IMPORTANT ONE!!!!)



******IGNORE THIS EMAIL COMPLETELY******

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 will be
using ASU's
Canvas. Yay!**



Application Submitted Email



Application for YALS003 Received

i 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>>

Dear [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

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

Application for YALS003 Approved Inbox x

Application Approved Email



Air University No Reply <au-noreply@us.af.mil>

2:35 PM (3 minutes ago) ☆ ↶ ⋮

to [redacted]

Air University



Air University | ATTN: Admissions | 60 W Shumacher Ave | Maxwell AFB, AL 36112 | [AU Service Desk](#) | au-noreply@us.af.mil

Dear [redacted]

This part matters! You are in!

Congratulations! We are pleased to inform you that your application to the Airman Leadership School DL Program program at the Global College of PME, Air University has been approved.

Proceed to the BOOK COURSE button on the [AU Learner Portal](#).

- Select the program of Study.
- Select the course Groups.
- Select the course you wish to attend.
- Click the "Add" button to add the course. Choose the radio button to the left of the course name to indicate which offering you wish to attend.

**** Please get your selection confirmed before selection is made; your selection will be final. You will receive another email. ****

NOTE: If the offering is not available to select, you must wait for the offering window to open for that offering. (Most offerings have a 90 day window for registration, SMS offerings may be the exception.)

- The information of the courses you have selected will populate the "My Courses" tile on the "Change" button to select a different offering. If your selection is correct then click the "Add" button in the bottom right corner of the selection.
- Once your selection is booked you will be able to view the booking details by clicking on the "My Courses" "My Enrollments" tile.

Kind regards,
Air University Admissions Team

Air University
 55 LeMay Plaza, Maxwell Air Force Base, Alabama 36112
 Online: www.airuniversity.af.edu
[AU Service Desk](#) | [AU Learner Portal](#)

**This part is NOT important
 It only applies to AU students
 THANKS TO ASU!!**

Registrar Services and Student Records

The Air University (AU) Registrar's Services & Student Records section serves as the official repository for academic records of students completing resident and distance learning courses; develops plans and procedures for records maintenance, transcripts, diplomas, manual enrollments, and admissions for PME degree granting schools; as the AU contact with civilian institutions concerning the transfer of military education courses for academic credit and issues official transcripts to educational institutions or agencies; and establishes and maintains test control facilities in support of AU distance learning courses.

[Registrar Home](#)
[CCAF Home](#)
[AFIT Home](#)



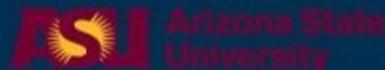
[Non-DoD Source] Verify your Air University email address.

ASU Onboarding Email

If there are problems with how this message is displayed, click here to view it in a web browser.



Reminder: Onboarding email will only be sent to your **civilian email and will arrive a minute or two!**



Hello

We need to verify that you can access this email address prior to creating an account for you on ASU systems.

Please click on the button below to verify your email address. Your web browser will open when you click on the button and you will be able to continue the enrollment process.

Verify Email

Powered by Arizona State University

ASU Student Services • Phone: 480-375-2627 or 1-800-942-2222 (toll free/domestic only) • Email: asu_student_services@asu.edu



Verify your information shown below:

First Name: T
Last Name: W
Email: t w @us.af.mil
Air University ID:

If the information is correct, click on the button below to start the ASURITE provisioning process. ASURITE is the username and password that will allow you to login to ASU systems.

Continue to ASURITE Provisioning

Note: Email will be in lower case, and *gmail.com* addresses will not show dots.

Do not proceed if the information is not correct. Contact technical support to resolve this issue.

Powered by Arizona State University

[ASU Privacy Statement](#) • Phone: [480-977-6697](#) or [833-865-2499](#) (toll free/domestic only) •
Email: AU_eSchool_Support@asu.edu

Verify your
personal Data

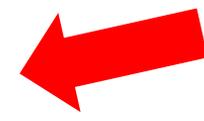


ASU Onboarding

Do you have an ASURITE UserID and password?

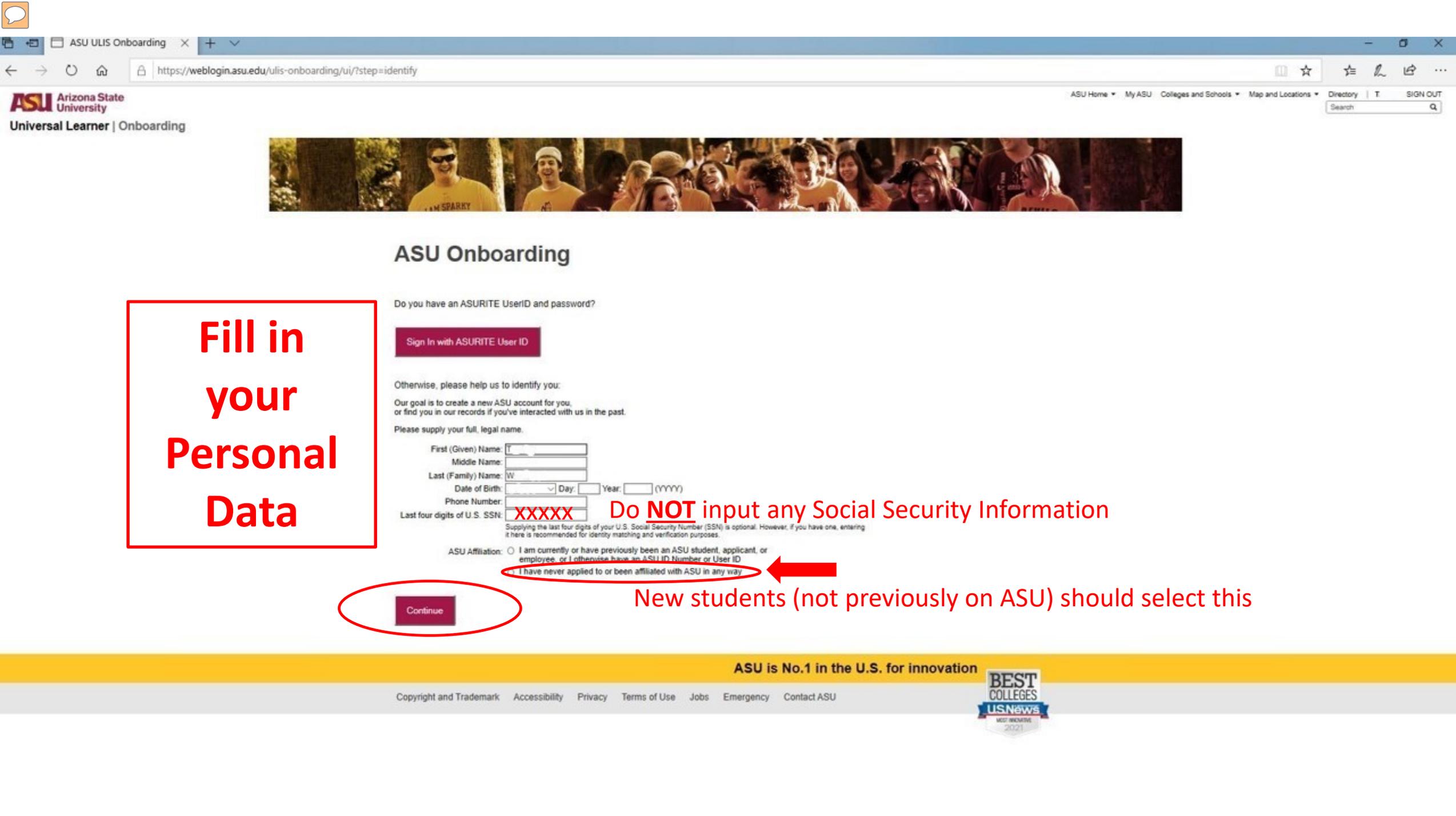
Sign In with ASURITE User ID

Otherwise, [Continue Here](#)



VERY IMPORTANT
Select
CONTINUE HERE!!!





Fill in
your
Personal
Data

ASU Onboarding

Do you have an ASURITE UserID and password?

Sign In with ASURITE User ID

Otherwise, please help us to identify you:

Our goal is to create a new ASU account for you,
or find you in our records if you've interacted with us in the past.

Please supply your full, legal name.

First (Given) Name:
Middle Name:
Last (Family) Name:
Date of Birth: Day: Year: (YYYY)
Phone Number:
Last four digits of U.S. SSN:

Do **NOT** input any Social Security Information

ASU Affiliation: I am currently or have previously been an ASU student, applicant, or employee, or I otherwise have an ASU ID Number or User ID
 I have never applied to or been affiliated with ASU in any way

Continue

New students (not previously on ASU) should select this

ASU is No.1 in the U.S. for innovation

Copyright and Trademark Accessibility Privacy Terms of Use Jobs Emergency Contact ASU





ASU Onboarding

Please review your submission for accuracy:

Verify your personal Data

First Name: T
Middle Name:
Last Name: W
Date of Birth:
Phone Number:
Last four digits of U.S. SSN: Provided
Ever been affiliated with ASU: No

Confirm Submission

I need to fix something.





ASU Onboarding

This might take a minute or two.



Your request is processing. This may take a few minutes. Thank you for your patience.

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ASU Onboarding

Please make a note of these IDs. You will use your ASURITE UserID to login to ASU systems.

Your ASURITE UserID is:
Your ASU ID Number is:

**Write this down:
Your Unique ASURITE
Your Unique ID Number**

Your account activation is not yet complete!

Choose Your Password



ASURITE User ID: kdonov11

You cannot use
“#” or “;” or “&”

New Password

Confirm New Password

Save your username and Password. Only ASU can reset them.

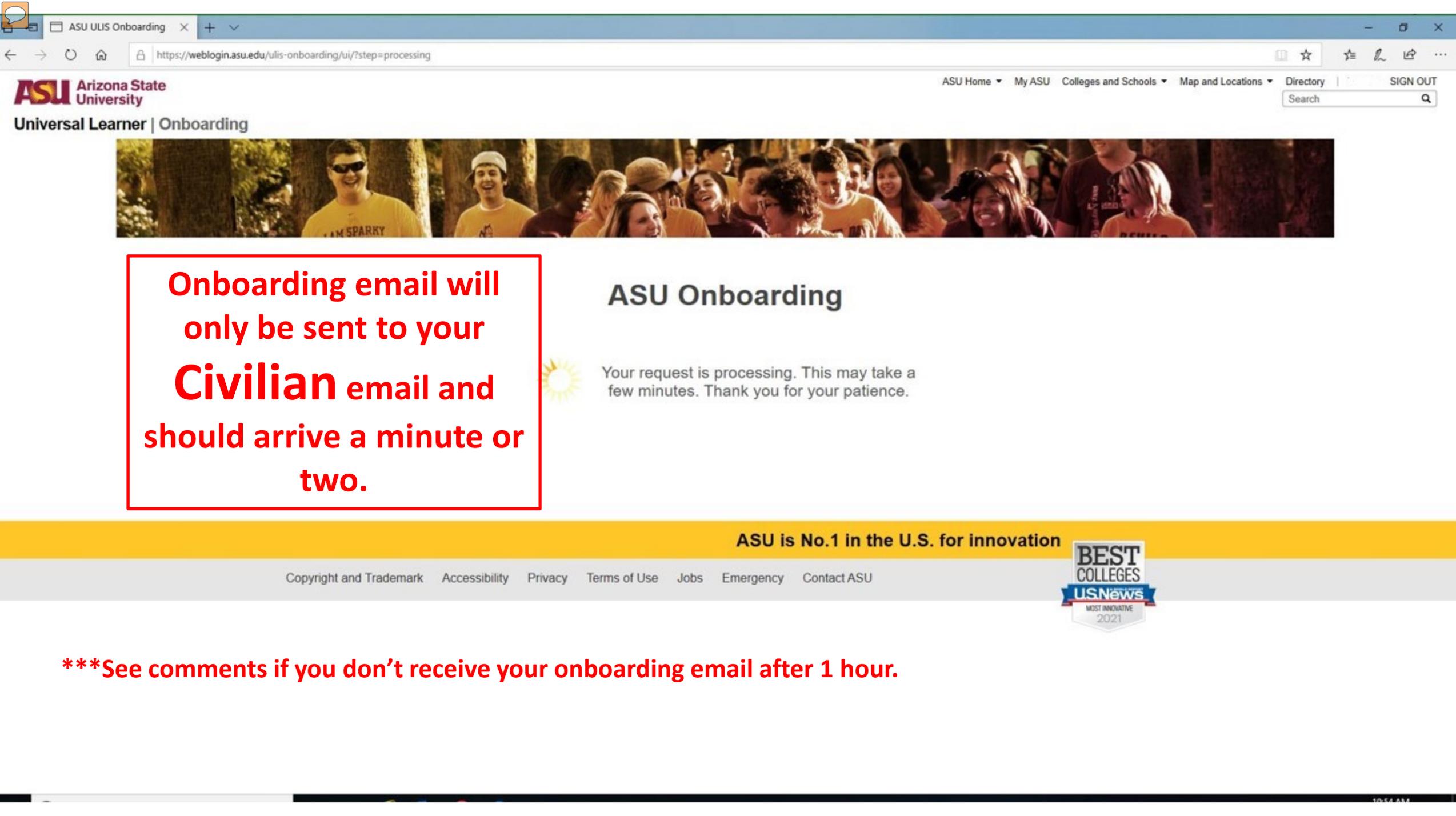
Password guidelines

- ✔ Ensure your password is between 10 and 32 characters in length.
- ✔ Use at least 3 of the 4 character types: upper-case, lower-case, numbers, special characters !%*_+=:./?
- ✔ Use only upper-case, lower-case, numbers, and !%*_+=:./? Refrain from using a hyphen as the first character of your password.
- ✔ Avoid easy to guess passwords or re-use of passwords from other websites.

Terms of Use & Privacy Statement

All users of ASU's computer, Internet, and communication resources must agree to ASU's Terms of Use and Privacy Statement.

- I have read and agree to comply with ASU's Computer, Internet, and Communication Terms of Use.
- I have read and agree with ASU's Privacy Statement.



Onboarding email will only be sent to your **Civilian** email and should arrive a minute or two.

ASU Onboarding



Your request is processing. This may take a few minutes. Thank you for your patience.

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***See comments if you don't receive your onboarding email after 1 hour.

Universal Learner | Onboarding



✔ ASU Onboarding Complete

Please make a note of these IDs. You will use your ASURITE UserID to login to ASU systems.

Your ASURITE UserID:

Your ASU ID Number:

Your ASU Email Address:

Your ASU Email Delivers/Forwards to:

[Continue to the Universal Learner Portal](#)





[Non-DoD Source] Trenice, your ASURITE ASU UserID has been successfully set up

If there are problems with how this message is displayed, click here to view it in a web browser.



ASU Arizona State University



Dear Trenice, your ASURITE ASU UserID has been successfully set up. You will use this anytime you login to the ASU environment.

ASURITE: Your data here

We have also issued you the following PIN. You may be asked to provide this PIN to verify your identity when requesting support by phone. Please keep a record of this email.

PIN: Your data here

Now that you have completed your Onboarding, your ASURITE and Password will grant you access to the eSchool Registration Portal to register for your courses!

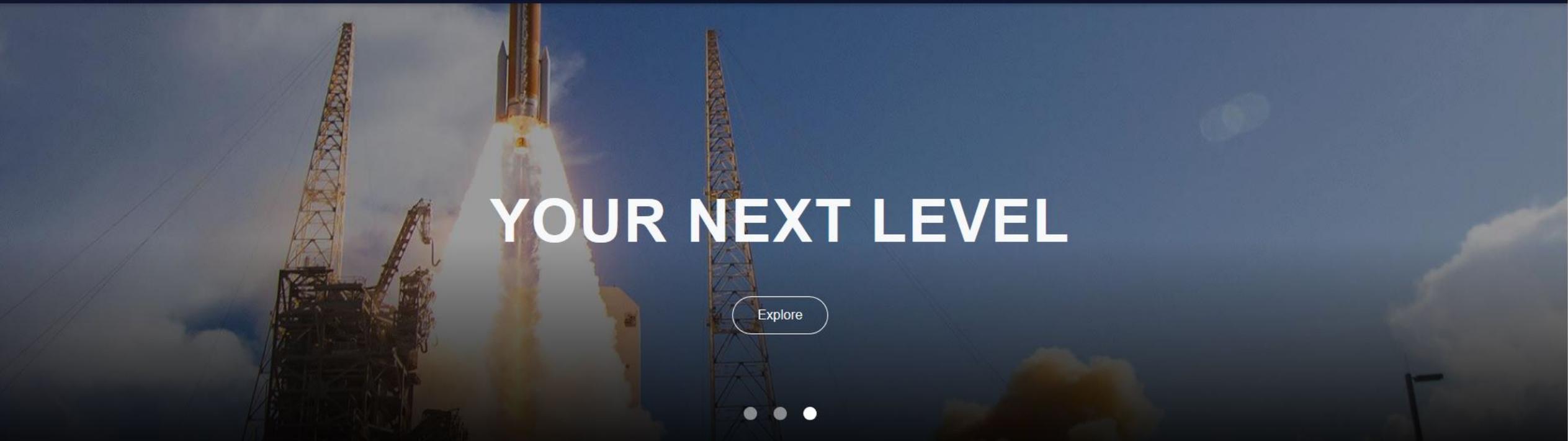
[Register here](#)

Every person logging into ASU is assigned an ASURITE UserID. This UserID is unique, and is yours to use as long as you are associated with ASU and you follow the appropriate policies and guidelines. The ASURITE UserID is used to access various ASU technology services and your eligibility for these services depends on your affiliation with the university.

**Important:
Record your
ASURITE Username
and
PIN**



[Log in](#) [Apply now](#)



THE RIGHT LEARNING AT THE RIGHT TIME



Sign In

ASURITE User ID [Activate or request an ID](#)

Password [Forgot ID / password?](#)

Remember my user ID

Need Help? Visit the [Help Center](#) or call [1-855-ASU-5080](tel:1-855-ASU-5080) ([1-855-278-5080](tel:1-855-278-5080))

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)



We have some of your information with us already. Please enter your phone number and service details.

Name
[Redacted]

Email
[Redacted]

AU ID
[Redacted]

Phone Number

eg (123) 456 - 789

Service

select ▼

Status

select ▼

Rank

select ▼

Squadron

select ▼

**Review/Update
your Profile Data**

Back



Next



Airman Leadership School

[View program details](#)



Program status **Active**

40
days left

Program duration ⓘ
End date: 17-Jul-2022

0%

Program progression
0 of 12 units completed

Announcements

All Program Announcements

25-Oct-2021

Display this announcement in all AU programs portal landing page starting on **Oct 25 2021** and ending on **Oct 24 2022**

[View all announcements](#)

Airman Leadership School



Orientation



Open | [view details](#)

Open

ORN-101S: Orientation

EPME Self-paced

0 units

[View details](#)

Re-Register

Program outline

Airman Leadership School

- Orientation
- Self-Paced
- Capstone



Self-Paced



Capstone



Register and complete Orientation (ORN-101S) to open registration for subsequent courses.



[Non-DoD Source] Trenice, you have been enrolled in the Orientation course in the Squadron Officer School DL Program.



ASU Arizona State University



T

You have been enrolled in the ORN-501S Orientation course in the Squadron Officer School DL Program.

Your AU ID () and PIN () will be required for any student services or helpdesk issues.

The eSchool Help Desk can be reached through the student portal via <https://au.asu.edu/portal/support>.

Questions? Contact our support team below.

Sincerely,

Air University eSchool - ASU Support

Connect with us



Email:
au_eschool_support@asu.edu



Call:
[\(480\) 977-6697](tel:(480)977-6697)

[\(833\) 865-2499](tel:(833)865-2499) (domestic toll free)

You will receive an email each time you Register for a Course



Program status **Active**

Ani

Al

25

Dis

por

anc

You can access your current course by selecting the **RESUME** button

40 days left

Program duration ⓘ
End date: 17-Jul-2022

0%

Program progression
0 of 12 units completed

Continue where you left off

In-Progress

ORN-101S: Orientation (ALS)

EPME Self-paced | [View details](#)

Resume

Airman Leadership School



Orientation



In-progress | [view details](#)

In-Progress

ORN-101S: Orientation

EPME Self-paced | 0 units | [View details](#)

Resume

We recommend not using government networks (NIPR) as they can block content and cause issues when testing. Students are given retirement points to offset time spent in the course. See Slide 3 for course hours.



ASU Arizona State University



T

Congratulations! You have completed ORN-501S Orientation. Please take the end of course survey. Link:

https://ausurveys.iad1.qualtrics.com/jfe/form/SV_8x0lm6yJL4x66I7

Questions? Contact our support team below.

Sincerely,

Air University eSchool - ASU Support

Connect with us



Email:
au_eschool_support@asu.edu



Call:
[\(480\) 977-6697](tel:(480)977-6697)

[\(833\) 865-2499](tel:(833)865-2499) (domestic toll free)



Learn to thrive.

**You will also
receive an email
each time you
Complete a Course**

How to Navigate to the next lesson

Program status **Active**

40
days left

Program duration ⓘ
End date: 17-Jul-2022

0%

Program progression
0 of 12 units completed

Announcements

All Program Announcements

25-Oct-2021

Display this announcement in all AU programs portal landing page starting on **Oct 25 2021** and ending on **Oct 24 2022**

[View all announcements](#)

Airman Leadership School

Program outline

Airman Leadership School

- ✓ Orientation
- Self-Paced
- Capstone

Orientation

Completed | [view details](#)

Completed

ORN-101S: Orientation

EPME Self-paced

0 units

[View details](#)

Review

Self-Paced

Open | [view details](#)

Open

LDR-101S: Leading People

EPME Self-paced

3 units

[View details](#)

Register

**You have
Now
Unlocked
A new
Course**

**Register for your
next class.
Get to Work!
😊
Graduation is in
YOUR HANDS!**

The EPME PROGRAM MAP

Airman Leadership School

[View program details](#)



Program status **Active**

40
days left

Program duration ⓘ

End date: 17-Jul-2022

0%

Program progression

0 of 12 units completed

Announcements

All Program Announcements

25-Oct-2021

Display this announcement in all AU programs portal landing page starting on **Oct 25 2021** and ending on **Oct 24 2022**

[View all announcements](#)

Airman Leadership School

Program outline

Airman Leadership School

- Orientation
- Self-Paced
- Capstone

Orientation

Completed | [view details](#)

Completed

ORN-101S: Orientation

EPME Self-paced

0 units

[View details](#)

Review

Airman Leadership School

[View program details](#)

Program status **Active**

40

days left

Program duration ⓘ

End date: 17-Jul-2022

0%

Program progression

0 of 12 units completed

Announcements

All Program Announcements

25-Oct-2021

Display this announcement in all AU program portal landing page starting on **Oct 25 2021** and ending on **Oct 24 2022**

[View all announcements](#)

You can also download your own copy for offline use here

Airman Leadership School

[View schedule of courses →](#)

[Program Map](#)

Airman Leadership School Distance Learning Program (ALS DL)
1 Educational Unit = 5 contact hours
Facilitated courses are in blue
Updated as of: 10/20/2021

Airman Leadership School Distance Learning Program

Orientation ↓

- ORN-101S Orientation

Self Paced Courses ↓
Students take all Self Paced in their desired order

- AIR-101S The Mission
- LDR-101S Leading People
- LDR-102S

Capstone ↓

- CST-101H Applied Airman Leadership

[View PDF \(opens a new tab\)](#)

Program Overview

The Global College's Airman Leadership School distance learning curriculum is designed to produce a more effective supervisor and leader by strengthening their ability to lead, follow and manage in complex and ambiguous environments at the squadron, group and wing levels.

Program Description

The Airman Leadership School Distance Learning (ALS DL) program consists of approximately 60 contact hours. The program focuses on leadership skills required of supervisors and reporting officials throughout the Air Force. ALS DL enhances the development of senior airmen by strengthening their knowledge about leadership, followership, and management while broadening their understanding of the missions and cultures of the Air Force. It does so with a focus on the Wing/AF level, leading people, strategies for problem solving, and cultural foundations.

Program outline

Airman Leadership School

- ✓ Orientation
- Self-Paced
- Capstone

Orientation

Completed | [view details](#)

Completed

ORN-101S: Orientation

EPME Self-paced

0 units

[View details](#)

[Review](#)

ALS is shown here but all 3 EPME programs are similarly designed (Orientation/Self Paced Courses/CAPSTONE)

Airman Leadership School Distance Learning Program (ALS DL)



1 Educational Unit = 5 contact hours
Facilitated courses are in blue



Updated as of: 10/20/2021

Airman Leadership School Distance Learning Program

Orientation ↓

ORN-101S

Orientation

0 units | 0 hrs

Step 1 – Start here

You must complete this first

Step 2 – Take these in any order.

Must complete all self paced in order to proceed

Self Paced Courses ↓

Students take all Self-Paced in their desired order

AIR-101S

The Mission

3 units | 15 hrs

LDR-101S

Leading People

3 units | 15 hrs

LDR-102S

The Airman Culture

3 units | 15 hrs

Capstone ↓

CST - 101H

Applied Airman Leadership

3 units | 15 hrs | 3 weeks

Step 3 – Schedule this 3 week facilitated course based on your personal schedule. The course begins on the first Monday of every month

How to Navigate Self-Paced

How to Navigate the Course

Resource list is us citing sources and instructing students what pages to read. It is JUST for instructional use.

Files > LDR-301S Resource List 4...

LDR-301S Resource List 4 May 2022.pdf

LDR-301S Resource List 4 May 2022.pdf (281 KB) | Alternative formats

ingram, David. "The Advantages of Flat Organizational Structure." *CHKON* (website), 04 February 2019. Read all. [link]

Lesson 3: Leading a Multi-Generational Workforce

Rajput, Namita, Shweta P. Bhatia, and Bhavya Maihotra. "Generational Diversity: An Exploratory Study on Managing Multigenerational Workforce, A Sustainable Solution." *Global Journal of Enterprise Information System*, Vol 11, Issue 3 (July-September 2019): 37-43. Read all. [pdf]

Jones, Stephanie, Parth Chauhan, and Amirbahador Torabian. "Working with Different Generations at the Workplace: Challenges for Leaders." *Effective Executive* Vol. 22, No. 4 (2019). Read all. [pdf]

Schroth, Holly. "Are You Ready for Gen Z in the Workplace?" *Haas School of Business University of California Berkeley* (website), 2019. Read all. [pdf]

Resource List 4 May 2022

What pages to Read. See notes IMPORTANT

Students need to click the icon to start the lesson and have access to all the course material.



AU-2022-OpenEnrollment-ORN-201S-2022010... > Pages > Lesson 1 Narrative

2022 AU Open Enrollment View All Pages Published Edit

Home Syllabus Announcements Modules Assignments Discussions Chat Grades AU Library Rubrics Ally Dashboard Collaborations Pages People Files Outcomes Quizzes

Lesson 1 Narrative

Export Content for Offline Access

LESSON 1 index.html

Lesson Overview start!

Professionalism, regardless of specific job or assignment, demands the continual enhancement of knowledge and abilities, and this is certainly true for those associated with the profession of arms. Organizations made up of professionals thrive and are better postured for future challenges; without them, they stagnate and become ill-prepared. In this lesson, students prepare to enter the Global College's EPME programs by considering their requirements and structure and further, why these programs are necessary to their development as supervisors and leaders.

Lesson Objective

In this lesson, students will:

1. Review the nature and scope of the Enlisted Professional Military Education program and courses they will enroll in. (Understanding)

Click the icon to view the instructional narrative.

Previous Next

1. From the home screen, select your lesson.

2. Click this icon to start!

3. Click next when done



EPME CAPSTONE CLASS



CAPSTONE- the Group Project

- The last course for each respective EPME program
- Offered Monthly beginning on the 1st Monday of EVERY month
 - NO exceptions for most holidays (1 January and 4 July sessions occur occasionally)
- Facilitator led with ~30 students per seminar
 - Total student registration for course determines the number of seminars
- CAPSTONE is a 3-week course with a group project
 - Asynchronous – there are not any formal synchronous events
 - Group engagements will occur with your peers each week (plan for at Least 5 hours per week).
 - Participation and collaboration for the group project is mandatory. Students group members have a large impact on their grade in the form of peer feedback.
- Dropping a class after course start will generate an UNSAT grade
 - Also impacts student grouping assignments (PLAN TO BE IN THE COURSE!)

Plan/Coordinate the best month to fit into YOUR schedule

Preview or Drop a Class before Class Start

Airman Leadership School

Program outline

Airman Leadership School

- Orientation
- Self-Paced
- Capstone

Orientation

In-progress | [view details](#)

In-Progress

ORN-101S: Orientation

EPME Self-paced	0 units	View details	Resume
-----------------	---------	------------------------------	------------------------

Self-Paced

Capstone

In-progress | [view details](#)

In-Progress

CST-101H: Applied Airman Leadership

EPME Facilitated	3 units	View details	Drop course	Starting soon
------------------	---------	------------------------------	-----------------------------	---------------

Duration: 3 weeks | Course start date: 04-Jul-2022

Streamline DUO (2 Factor Authentication)



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🔒 Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University

TWO-FACTOR AUTHENTICATION

[What is this? ↗](#)
[Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Secured by Duo

Device:

Choose an authentication method

<input checked="" type="checkbox"/> Duo Push <input checked="" type="checkbox"/> Used automatically	<input type="button" value="Send Me a Push"/>
<input type="checkbox"/> Call Me	<input type="button" value="Call Me"/>
<input type="checkbox"/> Passcode	<input type="button" value="Enter a Passcode"/>

Pushed a login request to your device...

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

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

**BUT NOT EVERY
DAY!!!**

**Press Cancel
For a wonderful
Hidden Bonus**



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[Need help?](#)

Secured by Duo

Device:

Choose an authentication method

<input checked="" type="checkbox"/> Duo Push ✓ Used automatically	<input type="button" value="Send Me a Push"/>
<input type="checkbox"/> Call Me	<input type="button" value="Call Me"/>
<input type="checkbox"/> Passcode	<input type="button" value="Enter a Passcode"/>

Remember me for 7 days

I used DUO for months before I found this gem!



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



Arizona State University
Summer Sessions
Register today.
asu.edu/summer

Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University
TWO-FACTOR AUTHENTICATION

Device: CRG-Cell (XXX-XXX-3857)

Choose an authentication method

Duo Push Used automatically [Send Me a Push](#)

Call Me [Call Me](#)

Passcode [Enter a Passcode](#)

Remember me for 7 days

[What is this?](#)
[Add a new device](#)
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You will need to
add the DUO
application to
devices if you
do NOT want
just the "Call
Me" option



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Arizona State University

TWO-FACTOR AUTHENTICATION

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

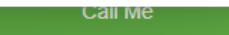
Secured by Duo

Add a new device

First, we need to confirm it's really you. Choose an authentication method below to begin adding a new device to your Duo account.

Choose an authentication device

- CRG-Cell (XXX-XXX-3857)
- CRG-Cell (XXX-XXX-3857)
- Landline (XXX-XXX-3406)**
- iOS (XXX-XXX-4973)

 Call me 

Authentication request canceled. 

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

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



 Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University

 **TWO-FACTOR AUTHENTICATION**

[What is this?](#) 

[Add a new device](#)

[My Settings & Devices](#)

[Need help?](#)

Secured by Duo

Install Duo Mobile for iOS



1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

[Back](#)

[I have Duo Mobile](#)

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

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





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Summer Sessions

Register today. asu.edu/summer

🔒 Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University

TWO-FACTOR AUTHENTICATION

[What is this? ↗](#)
[Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Secured by Duo

Activate Duo Mobile for iOS



1. Open Duo Mobile.
2. Select Use QR code
3. Scan this barcode.

[Email me an activation link instead.](#)

[Back](#) [Continue](#)

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

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



FAQ is found on slide 63 and answers many issues

but

Get ASU/AU Help if you have an Unresolved Issue

Help desk – Before placing a ticket please see FAQ as it is often faster.

Support is available 24/7 for technical and student support issues.

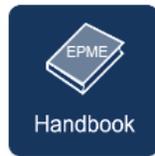
Officer Programs

OLMP

Enlisted Programs

2. Select Enlisted Programs

Got a problem? Follow these steps...



Handbook

Step 1: Check the Enlisted PME Student Handbook

If your answer isn't in the FAQs, please check the handbook.



Help Ticket

Step 2: Contact the AU @ ASU Experience Center

Support is available 24/7 for technical issues. AU policy and curriculum questions will be answered during the work week by GCPME Student Services.

Prospective enlisted distance learning students



Help Ticket

Contact GCPME Student Services

Email a help ticket request to AU.GCPME.Operations@us.af.mil

Government Civilians click [here](#) for information on required documents to submit for your application

3a. If unanswered in FAQ or student handbook, click here to submit a ticket (go to next slide). This process links your account allowing us to find you.

OR

3b. If you are unable to open Step 3 please email us. Email will generate a ticket. You will need to provide AU ID: see notes

SDE/AWC DISTANCE
LEARNING

AIR RESERVE COMPONENT
SEMINAR

ONLINE MASTER'S DEGREE

ALS DISTANCE LEARNING

NCOA DISTANCE LEARNING

SNCOA DISTANCE LEARNING

THE FLIGHT COMMANDER'S
EDGE

WEBINARS

GCPME Student Support

1. Click Help Desk



HELP DESK



RESOURCES



SCHEDULES



CERTIFICATES

Current Programs

Help Desk Options: Submit case is preferred

Search for any issue or question to learn how Global College/ASU can help!

Search the knowledge base

Top 5 knowledge articles

- ASU EC: Pre-Onboarding ^
- ASU EC: Resources & Reference - Knowledge Base ^
- ASU EC: Student Support & Case Escalation ^
- ASU EC: Records, Documents & AU Registrar ^
- ASU EC: Academic Issues ^

Submit a case

Save time and submit your question or support request online.

Immediate assistance for time sensitive issues

Need urgent help?

Please contact us if you need immediate assistance. We're available 24/7 to answer your questions.

BEST CHOICE!
For technical Issues
Example: Content, Course navigation, Grades

TIME CRITICAL EMERGENCIES:
Example: onboarding, forgot password

During high call volumes live chat may be busy, if not answered the system will auto generate a ticket MAKE sure to start the chat describing your problem. Otherwise, you will receive an email stating we need more info, delaying your ticket.

Here is an alternate option

2nd Option: This is from the ASU Military Student Portal Support

TIME CRITICAL
EMERGENCIES,

- Dashboard
- Announcements
- Profile
- Support**
- Program Progress View

MENU

Knowledge Base

Immediate assistance

Search for any issue or question to learn how eSchool/ASU can help!

[Search](#) [clear](#)

Top 5 knowledge articles

- How can I view lesson narratives offline? ▾
- Title ▾
- What is the Password Reset Contact (Lockdown Your Login)? ▾
- Manage Browsers for ASU Systems ▾
- Canvas for Student Learners ▾

Need Help?

Please contact us if you need immediate assistance. We're available 24/7 to answer your questions.

[480-977-6697](tel:480-977-6697)

[833-865-2499](tel:833-865-2499)

My cases

Submit a case

Save time and submit your question or support request online.

[Create a new case](#)

[View all cases](#)

BEST CHOICE!

Powered by



FAQ

FAQ

How do I receive my onboarding email?

The onboarding email will arrive to your personal email (please check junk mail) within minutes. The email does time out in about an hour. If you are still having issues onboarding, please use the 24/7 live chat function, so we are able to resend the email when you are available.

My application was denied?

The system uses DEERS and MilPDS to verify rank. At times these systems can go down and create errors in applications. If you are the correct rank (see FAQ) you will need to submit a new application. Please give it about 24 hours. If you still receive a rejection notice, please submit a ticket.

How can I get an Extensions/My Capstone dates don't match my enrollment?

Extensions are not granted. The course has just over a 1-year life cycle. Students will need to complete the self-paced and capstone within this 1-year period. First registration is 6-months, second (probation status) is for an additional 3-months (the 90 days will be automatic once you acknowledge that they are on probation in course wrap up), and 3rd registration requires Squadron CC approval and students receive an additional 3 months. After one-year, all progress will be lost.

I finished my discussions, but it is not letting me go to the test/my test is not opening?

Yellow dig navigation is explained in Orientation. Students must get a score of 80% for discussions.

Once you have reached the required points for yellow dig, your test will be unlocked. Canvas grade updates are not instant.

FAQ

Canvas is not letting them go to the next course.

Make sure your grade is ready to be finalized: Navigate back to the course wrap-up. De-select and the re-select "mark course complete". Using a military network, may block this feature.

My TEST was interrupted or internet disconnected.

STOP... Do not rush to complete test. We are not testing you on how well you can guess. DO NOT select "mark course complete" this action cannot be undone and we are unable to view your test. Simply put a ticket into the help desk. We can review your test and provide you with an extra attempt if circumstances permit. Please note: we are able to see breakdowns of students tests to include but not limited to time spent on each question and times spent on different windows.

What do I do if I accidentally selected Marked Course Complete?

Selecting "mark course complete" finalizes your grade. When selecting mark course complete, there is a warning that states action cannot be undone. As information is sent to multiple systems this action cannot be undone and student will need to re-register. New offerings are usually created the first duty day of each month. When the next one is available you will see "re-register" where you saw "resume".

FAQ

I re-enrolled, but I don't see my new course/how can I see my new Course?

Make sure to select Active program: Select the blue button at the top left of the course wrap-up screen and change it to the active program.

How do I print my Certificate?

Certificates are only available once student's complete capstone and instructor has submitted all the grades for the entire class. Grading takes one week after the last formal day of class and systems will take another week to update. Certificate are visible but will state NULL until program completion, grading, and synchronization. Once completed, students will be able to go into SLcM, click "My Documents" to print off their own Certificates.

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

How do I update my records?

(Must have Certificate) Record update should be automatic once Certificate is available.

If your record was not updated. Bring your certificate in hand to your education office or MPF. If they say they cannot update your records while there contact

Total Force Service Center at 1-800-525-0102,

check the website: <http://www.afpc.af.mil/> ,

or

email them regarding your official record at: tfsc_2@mypersmail.af.mil

FAQ

How do I re-register?

New course offerings are usually created on the first duty day of the month around 0900 central. Students can mark the "course complete" to close this offering and you will have access to the next offering for that course. You will see "re-register" to join the next offering. As a reminder, students cannot have two registrations within the same month. Re-registering does not restart your due date. 1st and 2nd registration students can self re-register. 3rd requires Squadron Commander approval.

Please reference your student handbook located on the "Resources" page for re-register MFR example.

<https://www.airuniversity.af.edu/GCPME/EPME/>

How do I drop from a Capstone class?

Student can login to the Registration Portal and drop themselves. They can do this up until 2359 Central on the Sunday prior to course start date. If students drop after the 2359 Central Sunday before the Start date, a grade of UNSATISFACTORY will be awarded.

I am going in-resident. How can I dis-enroll from Self-Pace?

DL enrollment will not prevent students from going in-resident. DL courses will remain active to help students in case their situation changes.

FAQ

Why can't SSgt attend NCOA/Why can't TSgt attend SNCOA?

Rank reduction / eligibility:

As of Nov 2021, all EPME courses enrollment are limited based on rank: ALS – SrA, NCO – TSgt, SNCO – MSgt. Both the Command Chief of the Air National Guard and the Air Force Reserves have sent messages to the field. EPME is intended to be taken when students can apply what they learned and use the skills. ALS is a promotion requirement for SSgt, NCOA is a promotion requirement for MSgt, and SNCOA is a promotion requirement for SMSgt. Once promoted, members have 2 years before they are eligible for rank increase.

Students that previously held the rank will need to wait until their rank status changes back to an eligible rank in MILPDS.

Why cannot I access my course Google Drive?

Make sure you are logged out of your personal Google Account before trying to access the class google drive and that you have been added to the group google drive by reaching out to the instructor

Why are my videos not working on my Government Computer?

We recommend not using government networks (NIPR) as your local Comm folks tend to block content and cause issues when testing. Be aware: Guard/Reserve students are given retirement points to offset time spent in the course so it is expected to be done from home.



DO GREAT THINGS!