

EPME Distance Learning Program Enrollment How to



I have provided commentary in the NOTES section
Carlos Garcia

**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>

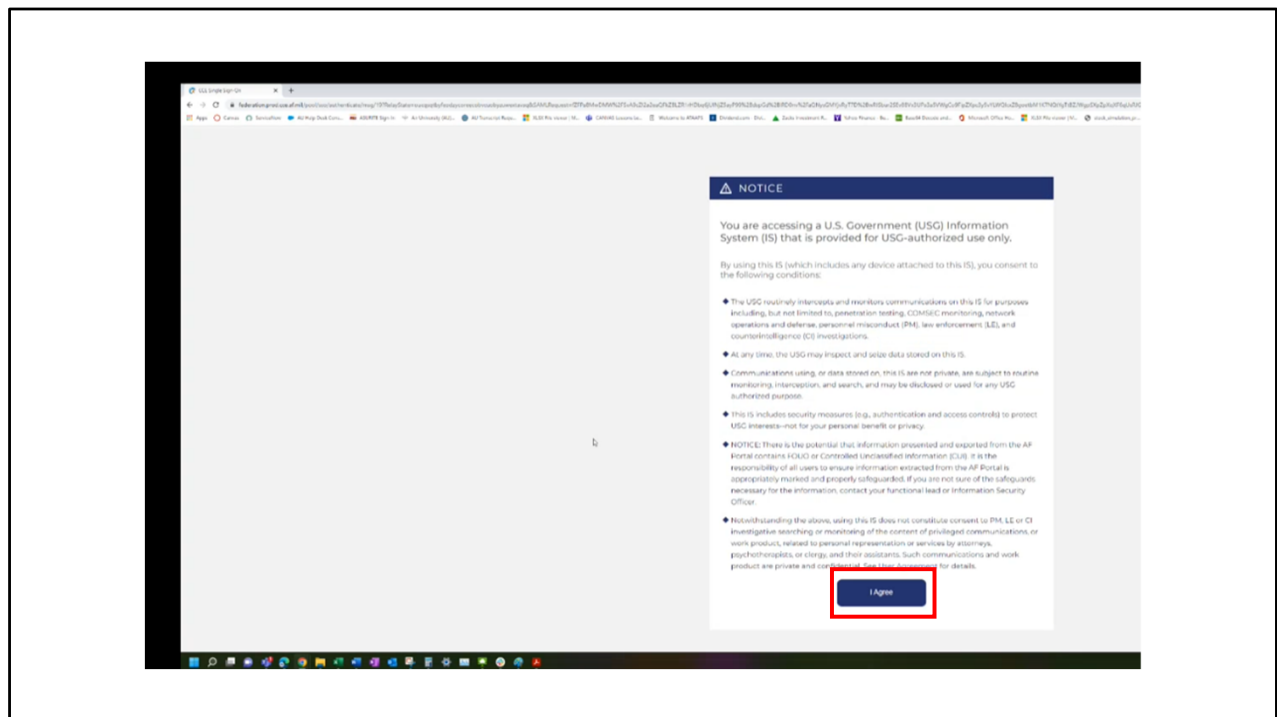
WARNING: If your system begins to perform erratically, try using a different browser.

You are reading the notes, right?

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

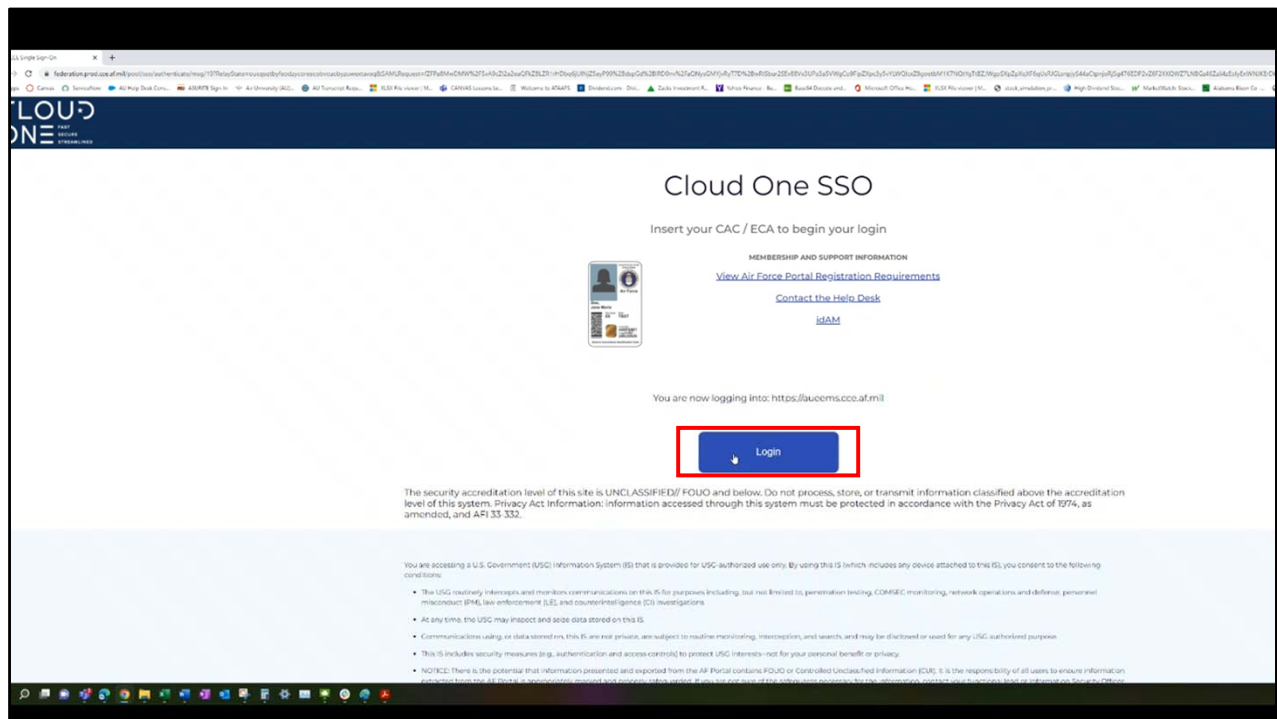
Select this hyperlink to begin your registration.

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.

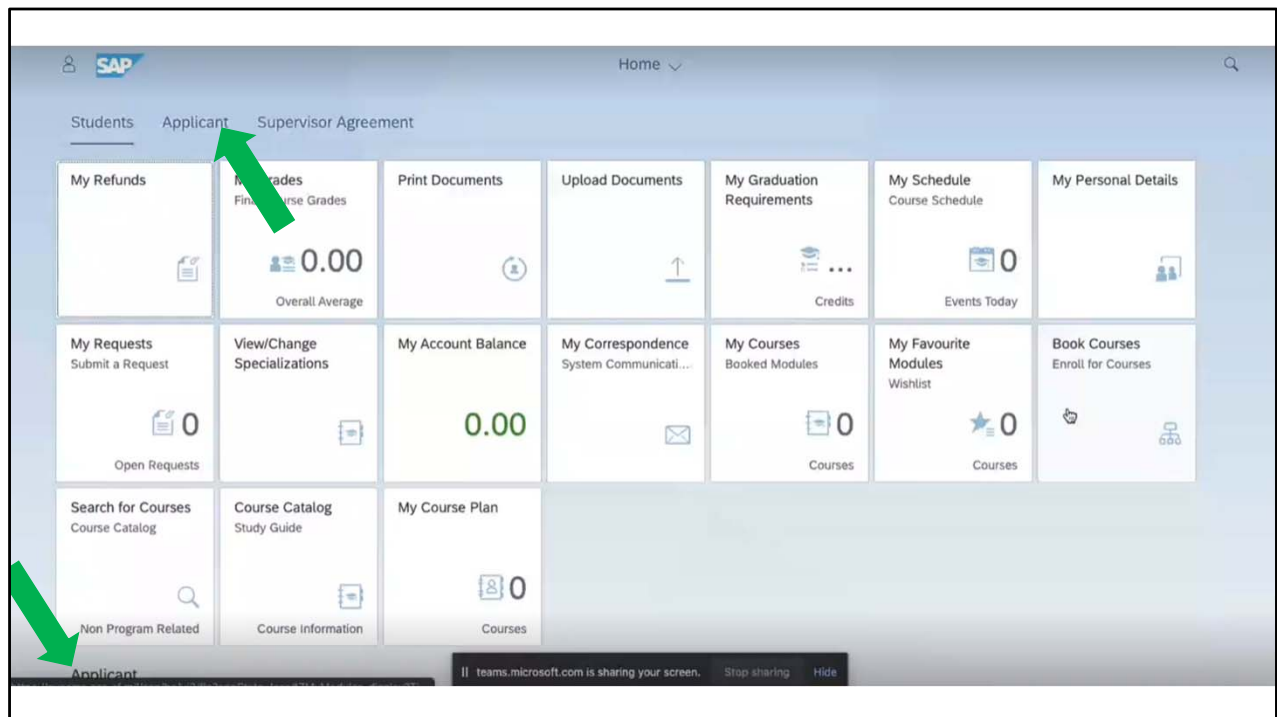


You will need a CAC to enable entry

This is the opening window to validate your credentials

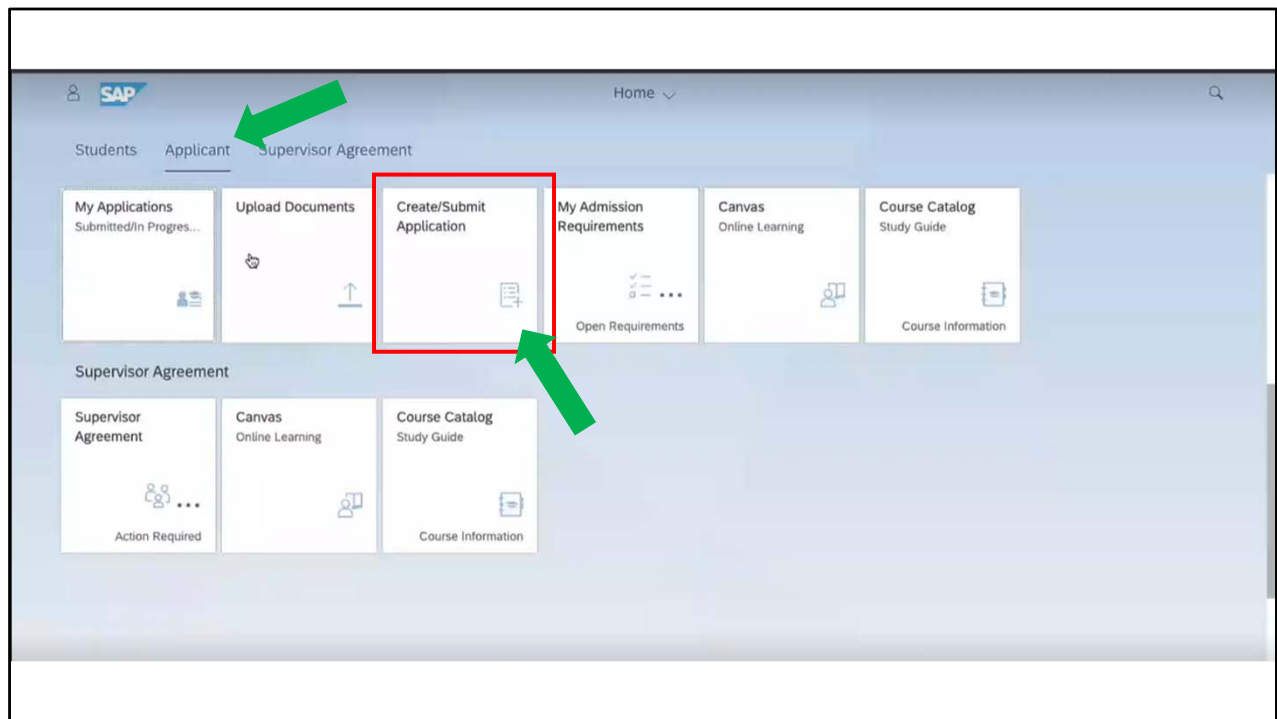


Validate with your CAC



Welcome to SLcM

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



Select "Create/Submit Application" tile

Support is available for technical issues at auservicedesk.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) ▾

*Academic Session: NCOA Distance Learning Program (YNCOA003) ▾

Full time/Part time: ☐ Full Time ☐ Part Time

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

These are all pull down menu options

Select your program: ALS, NCOA, SNCOA

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

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.

The screenshot shows the 'PERSONAL DETAILS' tab of the SAP Application Form. A green arrow points to the 'PERSONAL DETAILS' tab. A red arrow points to the '*Country:' dropdown menu with the text 'Select "USA" for your Country Code'. Another red arrow points to the '*Personal E-Mail Address:' field with the text '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.' The form fields include: '*Country:', '*House Number:', '*Street:', 'Street2:', '*City:', '*Region:', '*Postal Code:', '*Personal E-Mail Address:', and '*Duty E-Mail (.mil/.gov):'. A 'Continue with application' button is at the bottom right.

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.

Section: 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.

Save Save and Return Submit

Usually only three tabs need updating

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

The screenshot shows a web browser window with the URL `auemms.cce.af.mil/sap/bc/ui2/fip/#ZAdmission-display&u/form/FORM/11/00000000013/52685582/000600149586/0000000353/SAVED/EN/section/3`. The browser's address bar and tabs are visible at the top. The SAP logo is in the top left corner of the application. The main header reads "Airman Leadership School DL Program". On the left, a sidebar lists the following sections: Preliminary Details, Personal Information, Address Information, Residence Information (which is highlighted), Civilian Information, Military Information, and Terms & Conditions. The main content area is titled "Program of Study - Airman Leadership School DL Program" and contains the "Residence Information" section. This section includes two required fields: "*Resident Country:" with a dropdown menu showing "USA", and "*Resident Status:" with a dropdown menu showing "US Citizen". At the bottom right of the form, there are three buttons: "Save", "Save and Return", and "Submit".

Here is the Residence Tab:

Again, select "USA" for Country and "US Citizen" for status

The rest is personal information

Air University | Application Form

Program of Study - Airman Leadership School DL Program

Section

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

Terms and Conditions

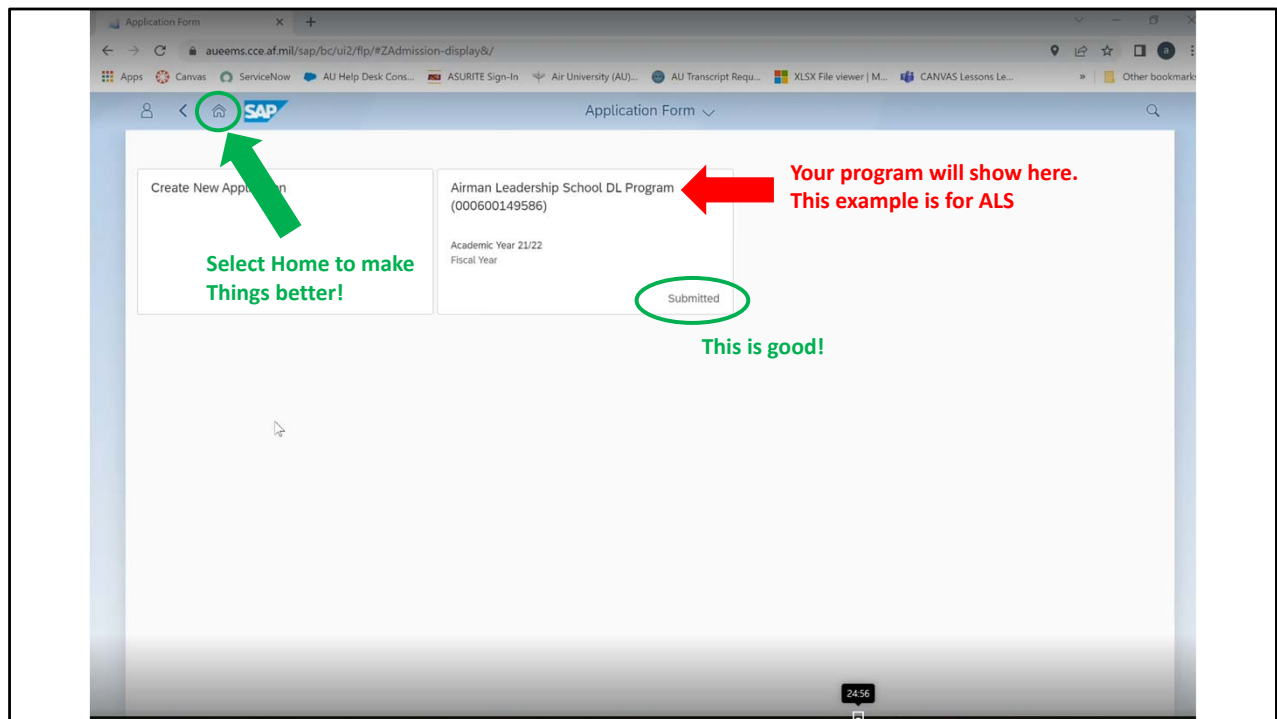
By submitting this admissions application form you are digitally consenting to a review of your eligibility for an Air University program. You are also attesting that the information provided in the admissions application form is accurate and complete.

*AU Terms & Conditions: ☒ I agree

Save Save and Return Submit

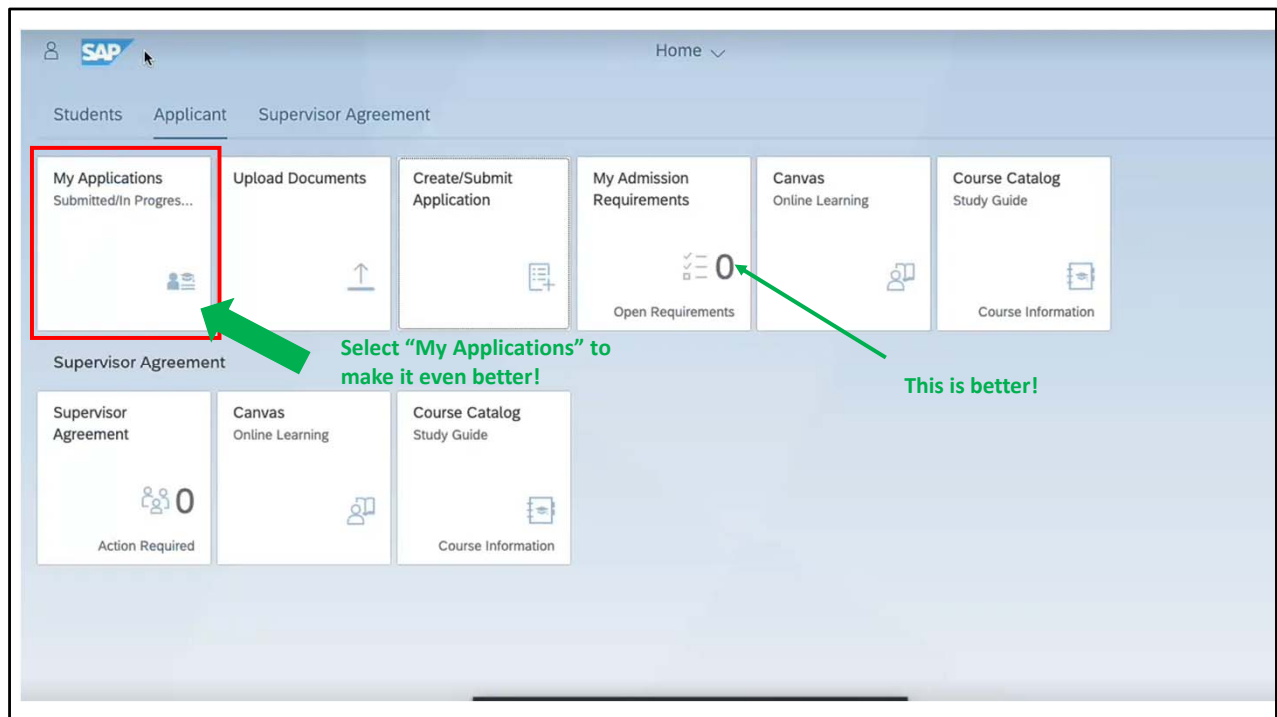
Once you have validated/updated each tab on the left, you get to the “Terms and Conditions”

Check the “I Agree” box and select “Submit” in the lower left corner.



Your 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.

The screenshot shows the SAP 'Application Form' interface. On the left is a 'Create New Application' button. On the right, a card displays 'Airman Leadership School DL Program (000600149586)' and 'Academic Year 21/22 Fiscal Year'. A red arrow points to the program name with the text 'Your program will show here. This example is for ALS'. A green circle highlights the 'Valid' status, with a green arrow pointing to it and the text 'THIS IS BEST!'. Below the application card, a text block provides instructions on waiting for emails.

Create New Application

Airman Leadership School DL Program
(000600149586)

Academic Year 21/22
Fiscal Year

Valid

**Your program will show here.
This example is for ALS**

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!!!!)**

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.

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>

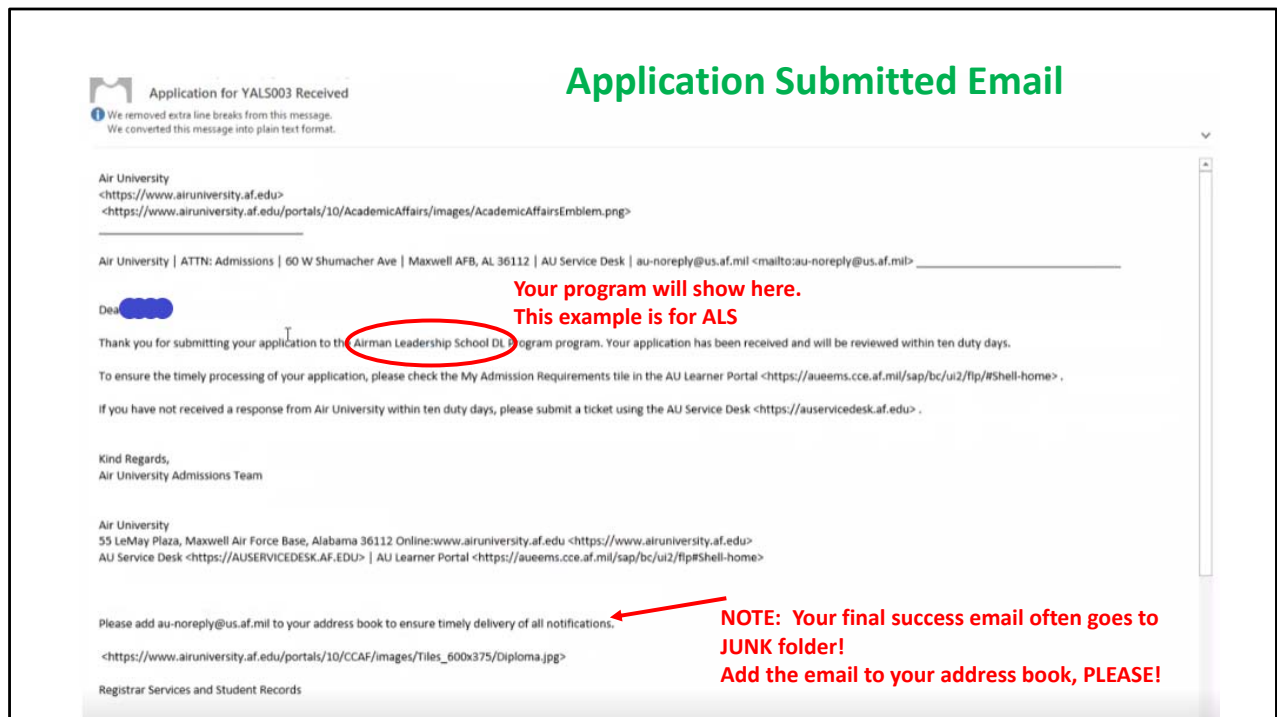
If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: <https://a1.okta.com/help/login>

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

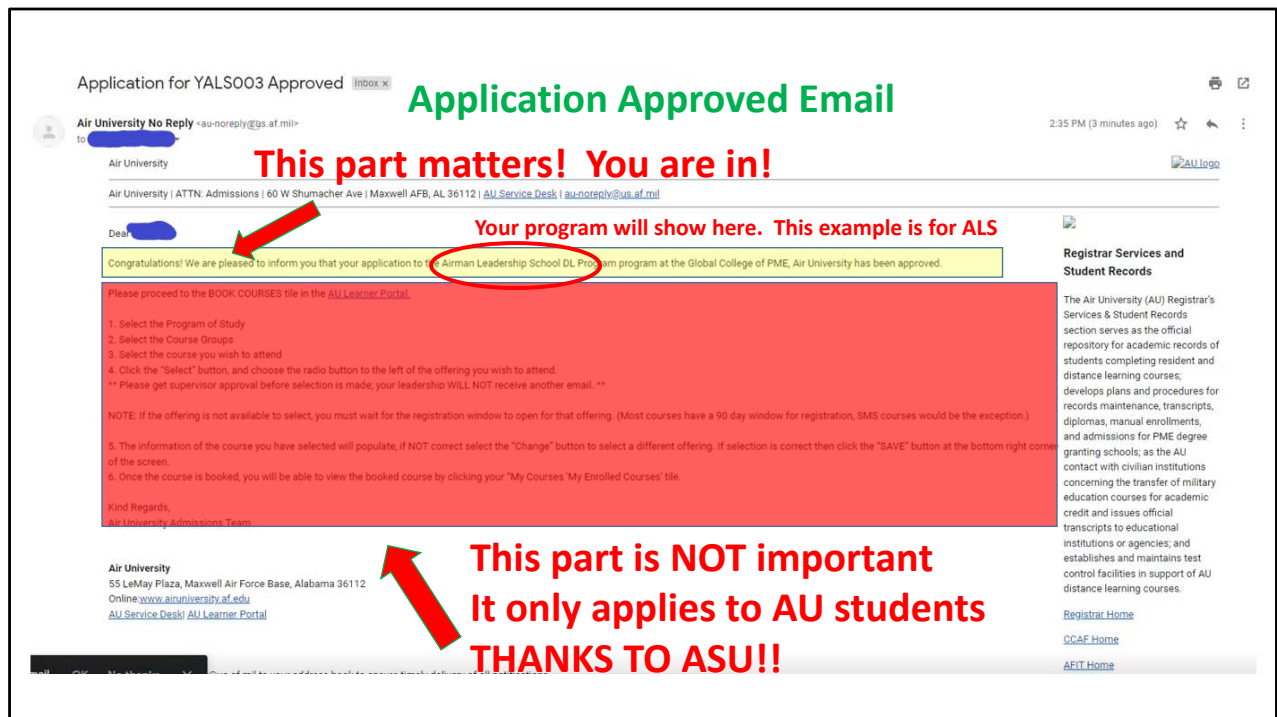
**This OKTA
email is for AU
students using
AU CANVAS.**

**EPME uses
ASU CANVAS.**

**PLEASE
IGNORE THIS
EMAIL
COMPLETELY.**



This is the first email you should get

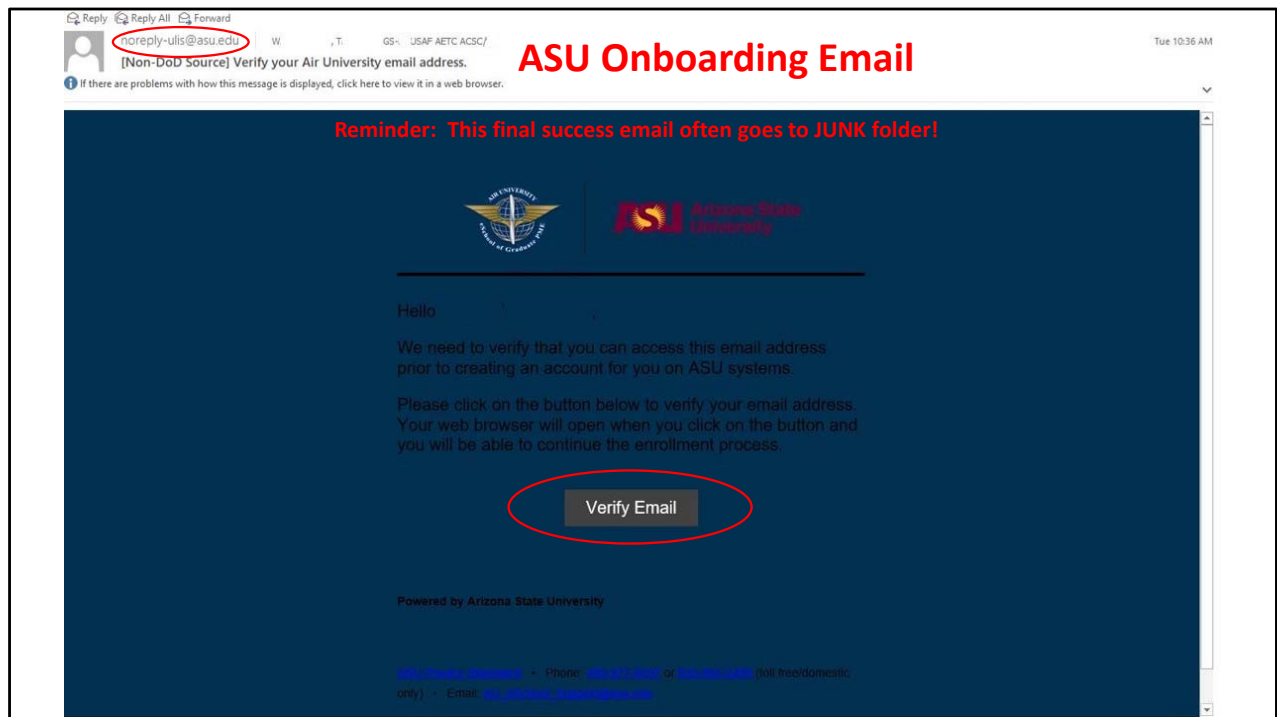


Here is your acceptance email.

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 if 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!!

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

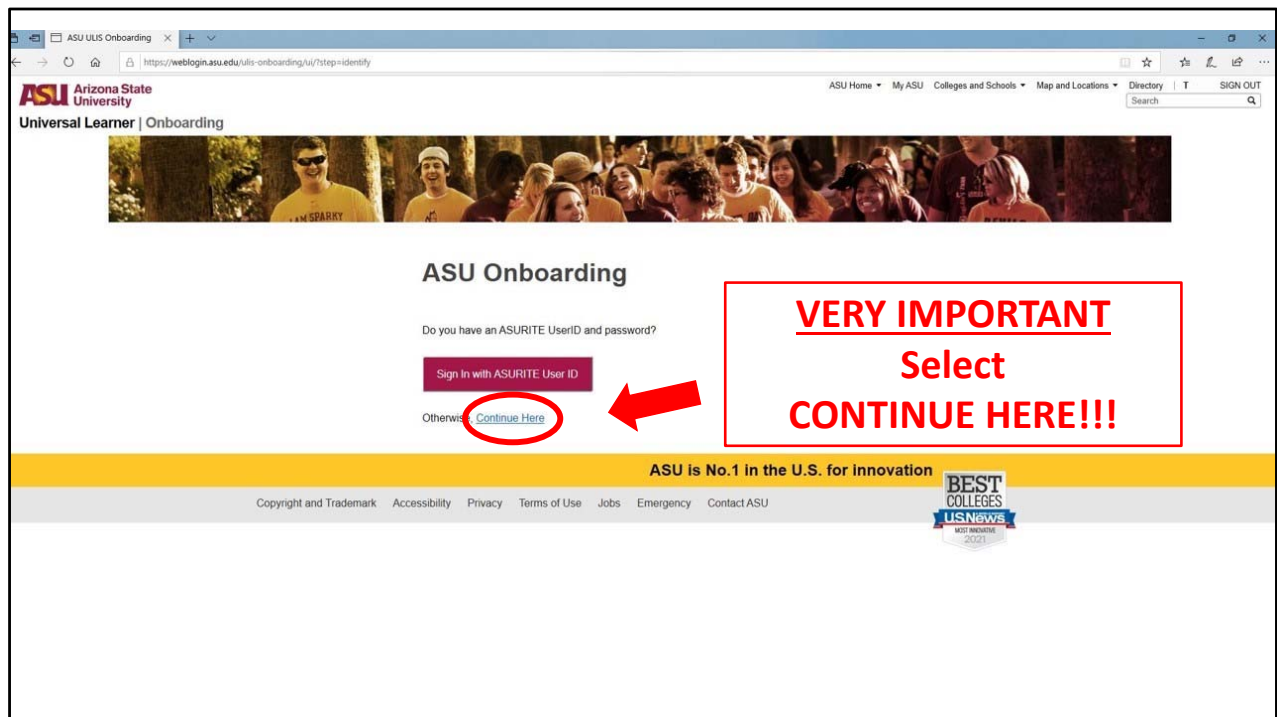
Note: Email will be in lower case, and gmail.com addresses will not show dots.
Do not proceed if the information is not correct. Contact technical support to resolve this issue.

Powered by Arizona State University

ASU Privacy Statement • Phone: 480-977-5697 or 833-865-2499 (toll free domestic only) • Email: AU_eSchool_Support@asu.edu

Verify your personal Data

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.

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: / / 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.

New students (not previously on ASU) should select this

[Continue](#)

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

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

BEST COLLEGES USNews

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."

ASU ULIS Onboarding

ASU Home My ASU Colleges and Schools Map and Locations Directory T SIGN OUT

ASU Arizona State University

Universal Learner | Onboarding



ASU Onboarding

Please review your submission for accuracy:


Verify your personal Data

First Name: T
Middle Name: W
Last Name: W
Date of Birth: 12/12/1999
Phone Number: 480-555-1234
Last four digits of U.S. SSN: Provided
Ever been affiliated with ASU: No

Confirm Submission I need to fix something.

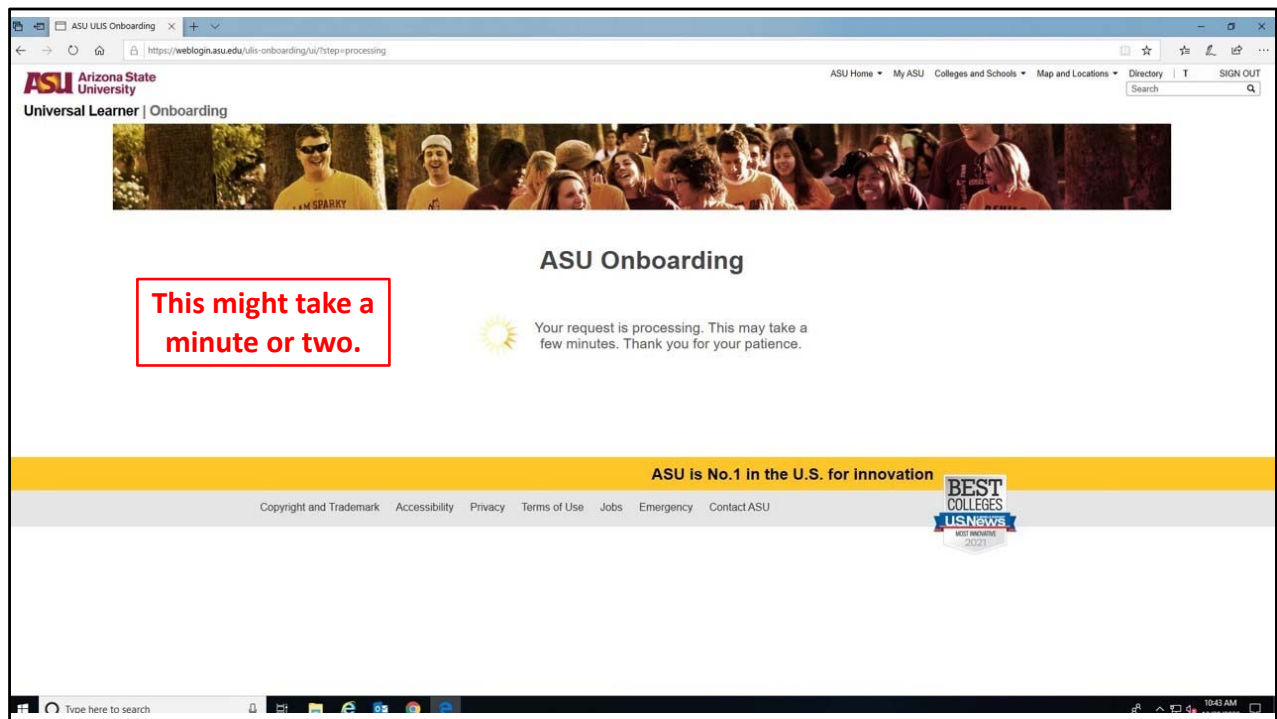
ASU is No.1 in the U.S. for Innovation

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

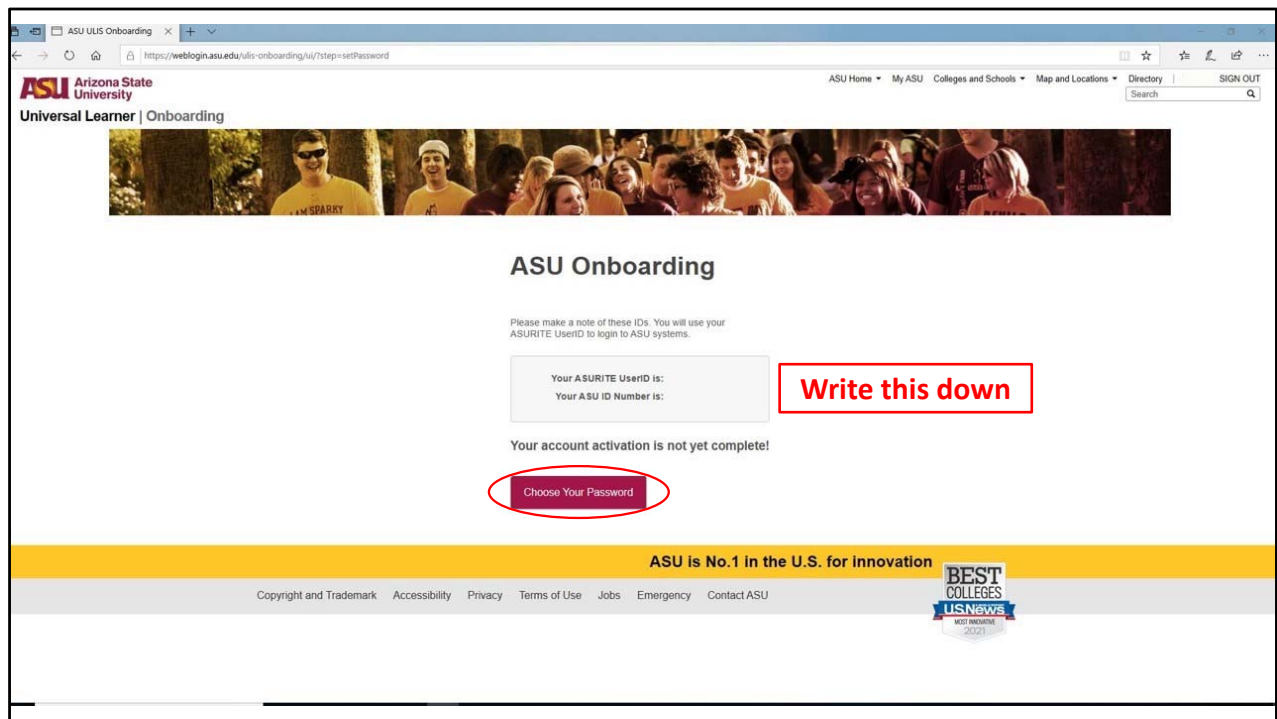


Once TW confirmed their information, select CONFIRM SUBMISSION.


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.



Arizona State University

ASURITE Password

ASURITE User ID: kdonov11

New Password

.....

Confirm New Password

.....

You cannot use
"#" or ";" or "&"

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](#).

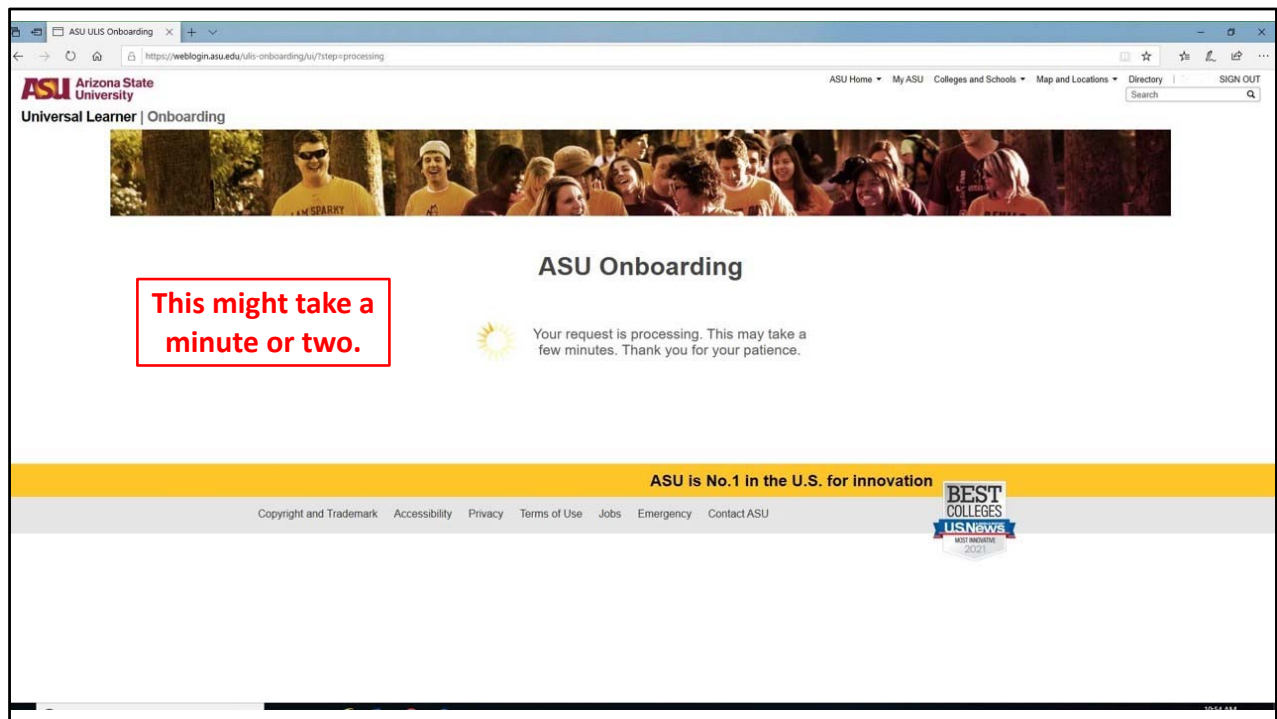
☒

I have read and agree to comply with [ASU's Computer, Internet, and Communication Terms of Use](#).

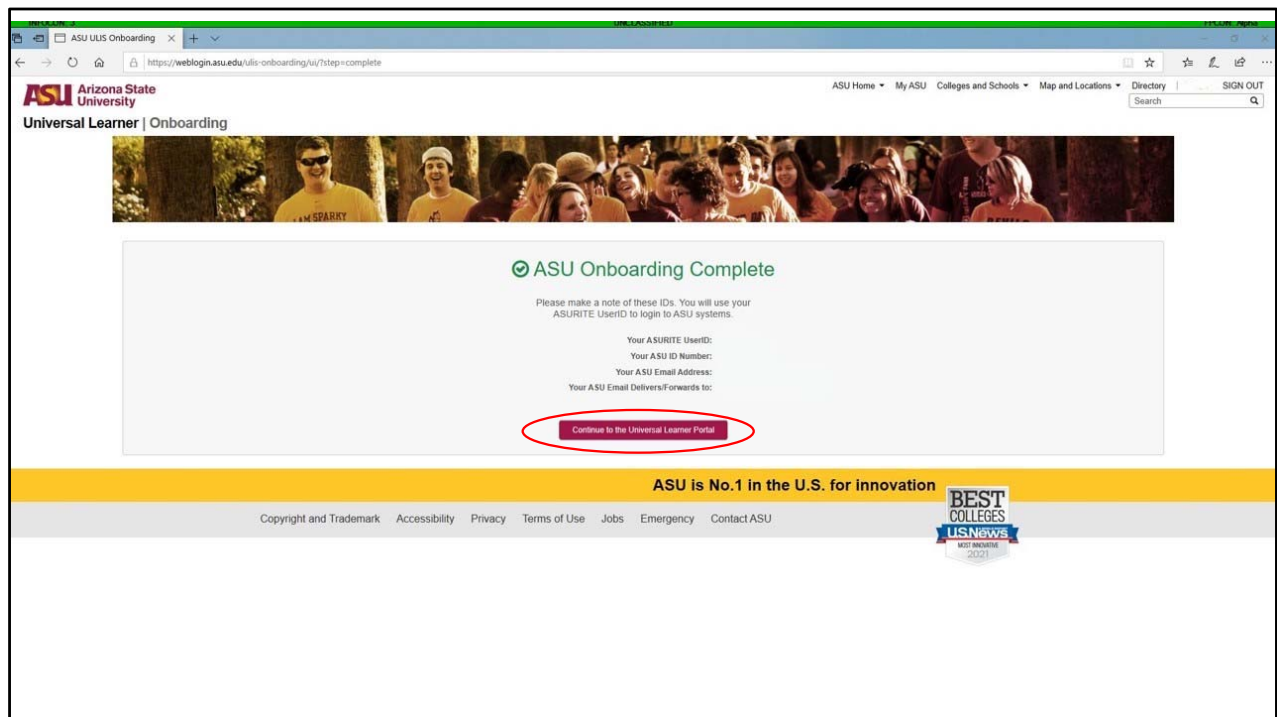
☒

I have read and agree with [ASU's Privacy Statement](#).

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

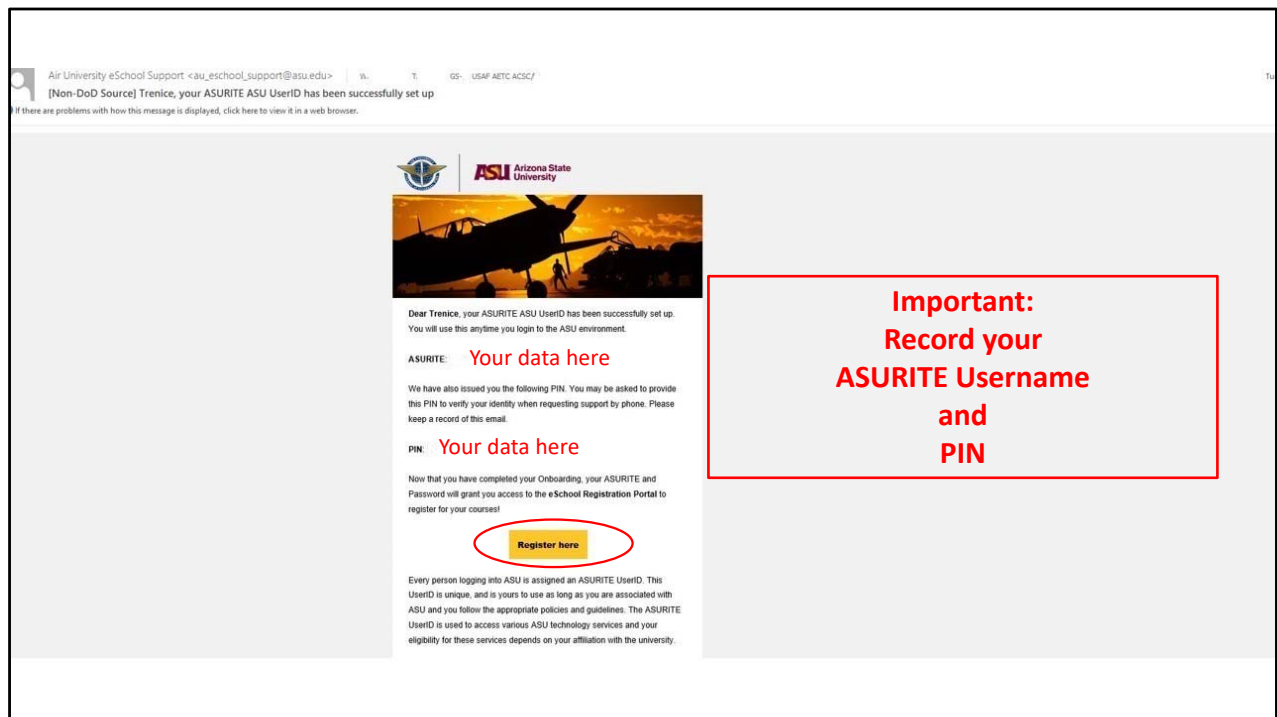


This will take a few minutes so be patient, you are almost DONE!!!



SUCCESS!!!!

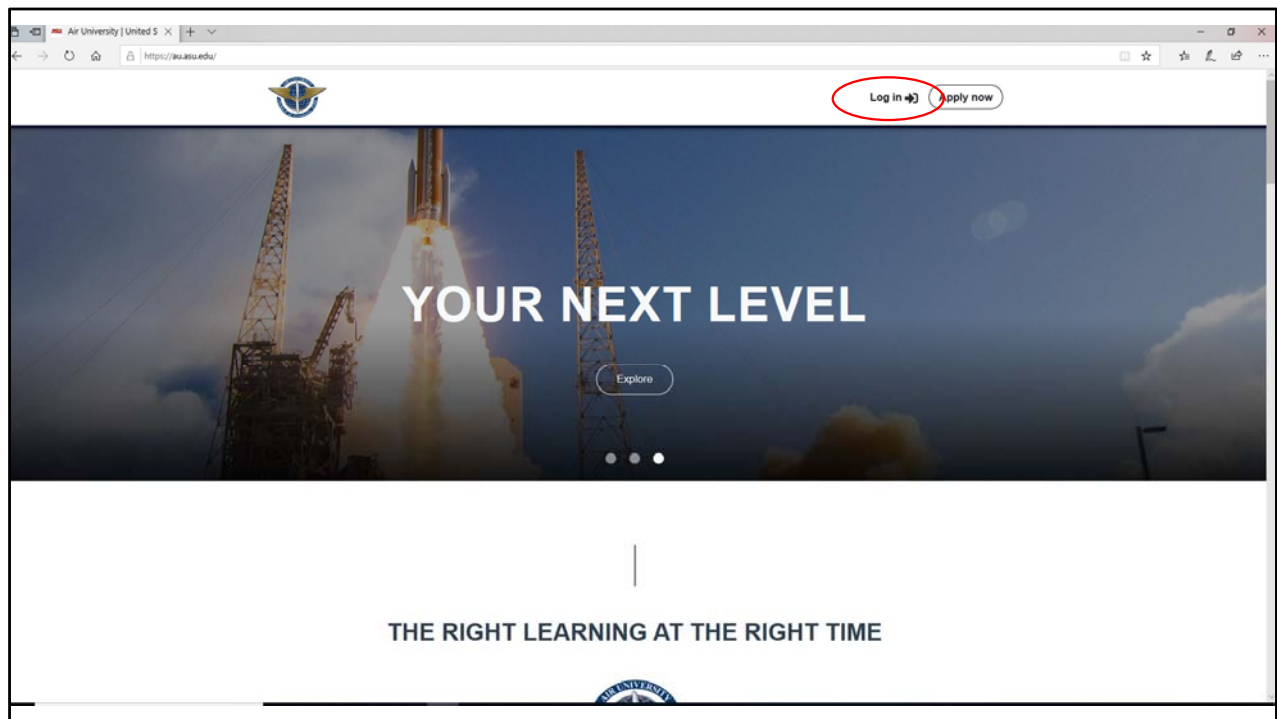
Select CONTINUE TO THE UNIVERSAL LEARNER PORTAL to start your program!!



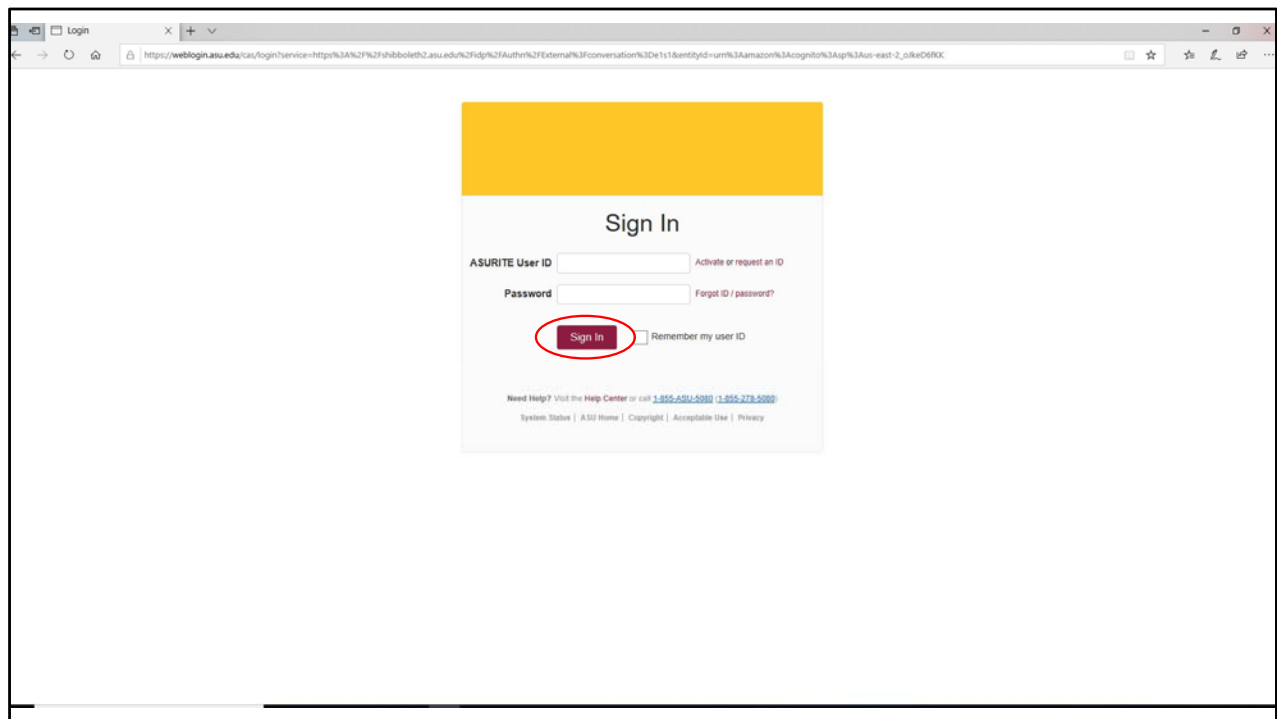
You should also receive this email with important data. SAVE THIS EMAIL!!

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.

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

Back

Next

Review/Update
your Profile Data

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

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

Airman Leadership School

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](#)

Orientation (circled in red)

Open | [view details](#)

Open

ORN-101S: Orientation

EPME Self-paced | 0 units | [View details](#) | **Register** (circled in red)

Self-Paced

Capstone

Program outline

Airman Leadership School

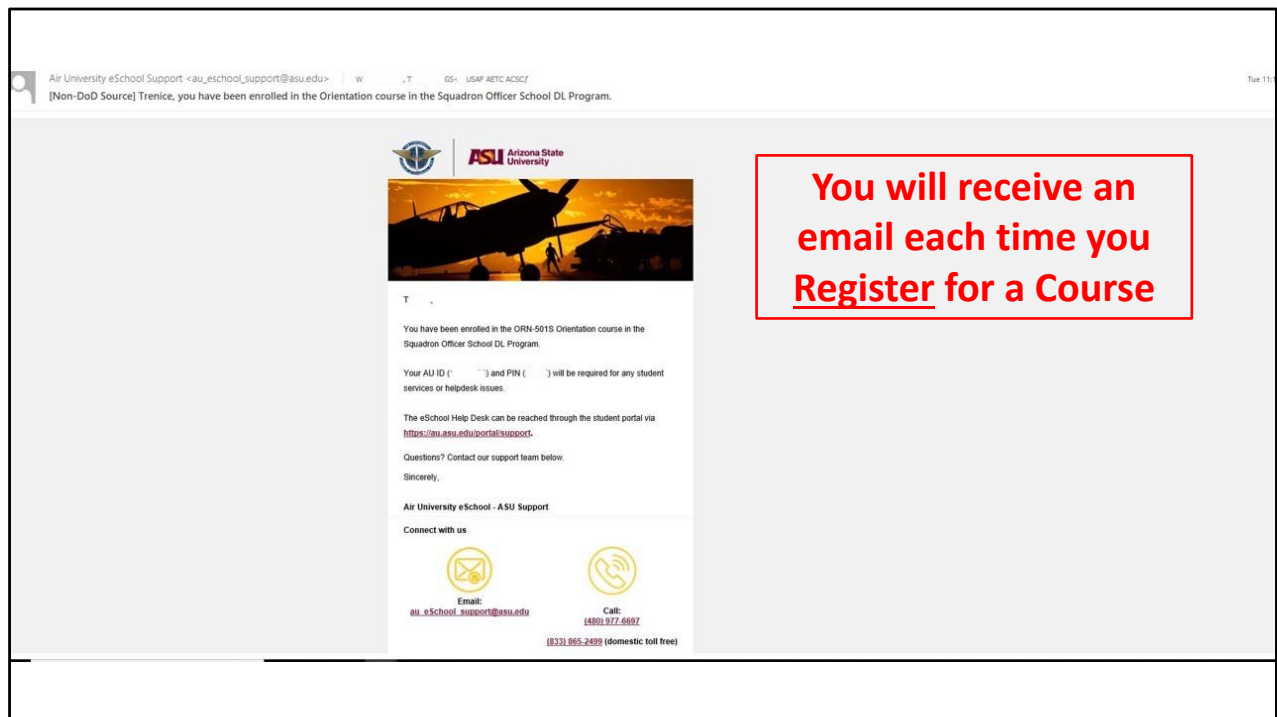
- ☒ Orientation
- ☐ Self-Paced
- ☐ Capstone

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...

You can access your current course by selecting the RESUME button

Program status **Active**

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](#)

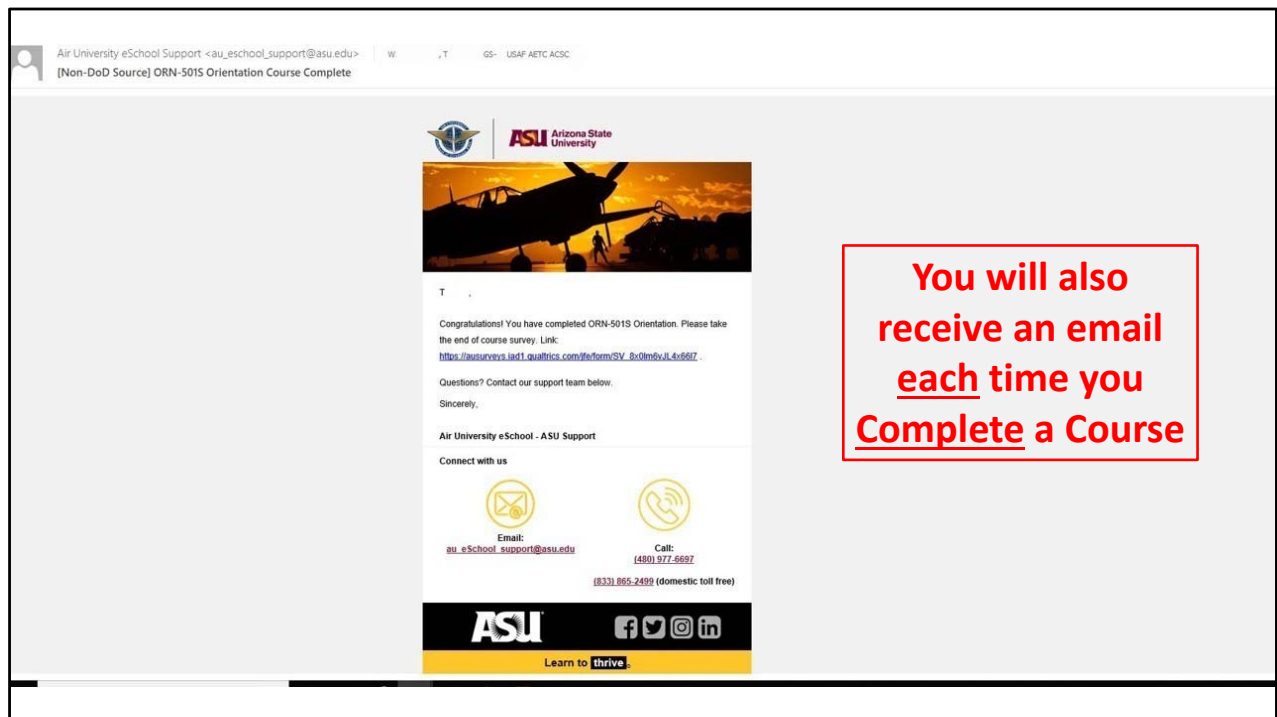
In-Progress

ORN-101S: Orientation

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

Resume

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!

The screenshot shows the 'Airman Leadership School' program page. At the top, the 'Program status' is 'Active'. A green circle indicates '40 days left'. The 'Program duration' is 'End date: 17-Jul-2022'. The 'Program progression' shows '0%' and '0 of 12 units completed'. On the right, 'Announcements' are listed, dated '25-Oct-2021', with a note to display the announcement in all AU programs portal landing page starting on 'Oct 25 2021' and ending on 'Oct 24 2022'. A link 'View all announcements' is provided.

The main section is titled 'Airman Leadership School'. It features a vertical timeline with three items: 'Orientation' (Completed), 'Self-Paced' (Open), and 'Capstone' (Open). The 'Orientation' item is expanded, showing 'Completed' status, 'view details' link, and a 'Review' button. The 'Self-Paced' item is expanded, showing 'Open' status, 'view details' link, and a 'Register' button. The 'Capstone' item is partially visible at the bottom.

Two red callout boxes are overlaid on the page. The left box, with a red border, contains the text: 'You have Now Unlocked A new Course'. The right box, also with a red border, contains the text: 'Register for your next class. Get to Work! 😊 Graduation is in YOUR HANDS!'. The 'Register' button in the 'Self-Paced' section is circled in red.

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 is the final CAPSTONE class different**
- **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 EPME PROGRAM MAP

Switch to another program ▾

Resource links: [Canvas](#) [Zoom](#) [Account settings](#) [AU Library](#)

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 Completed | [view details](#)

Completed

ORN-101S: Orientation

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

Program outline

- Airman Leadership School
 - Orientation
 - Self-Paced
 - Capstone

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.

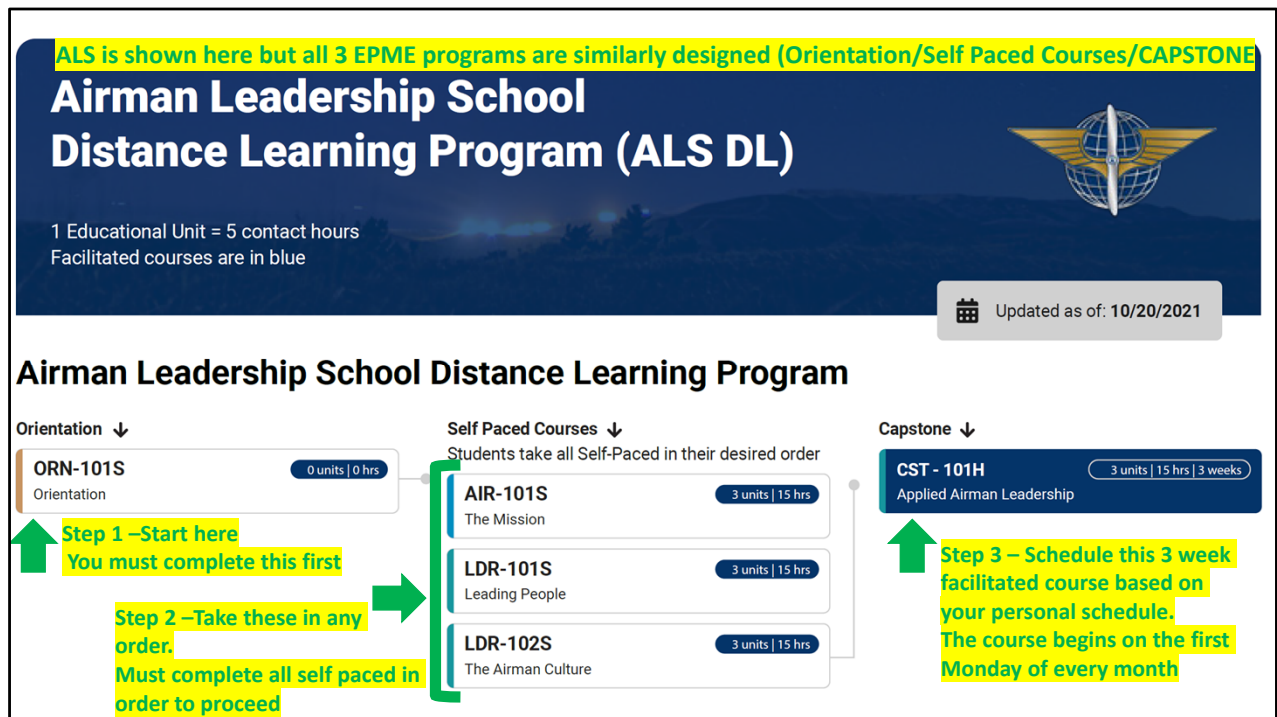
We've provided an easy access to your program map. "PROGRAM DETAILS" holds the knowledge!

The screenshot shows the Airman Leadership School program page. Key elements include:

- Header:** "Airman Leadership School" with a "View program details" link.
- Program Status:** "Active" with a green checkmark.
- Progression:** "40 days left", "Program duration", "End date: 17-Jul-2022", "0% Program progression", "0 of 12 units completed".
- Announcements:** "All Program Announcements" dated "25-Oct-2021" with a "View all announcements" link.
- Orientation Section:** "Orientation" with a "Completed" status and a "Review" button.
- Program Outline:** "Airman Leadership School" with a list of units: "Orientation", "Self-Paced", and "Capstone".
- Program Map:** A button labeled "Program Map" is circled in red. A red arrow points to it from a red box containing the text "Select here to see your program plan".
- Program Map Preview:** A small inset image shows a preview of the "Airman Leadership School Distance Learning Program (ALS DL)" map. A green arrow points to a "View PDF (opens a new tab)" link below the preview, with a yellow box containing the text "You can also download your own copy for offline use here".
- Program Description:** A text block describing the program's purpose and structure.

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.



The EPME programs all have a similar path.

Everyone must take Orientation first. Sorry, that is non-negotiable. It is self paced which means you can take it on your personal schedule.

After completing the Orientation, each program consists of 3 or 4 more self paced courses that can be taken in any order. ALS (shown in the picture) has 3 self paced courses. Top to bottom is easiest but not required.

Once ALL self paced courses are fully completed, you are eligible to register and participate in the CAPSTONE class. What is the CAPSTONE? Glad you asked!

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 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
- 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

The screenshot displays the 'Airman Leadership School' program outline. It features a vertical timeline on the left with three stages: 'Orientation' (marked with a three-dot menu), 'Self-Paced' (marked with a checkmark), and 'Capstone' (marked with a three-dot menu). The 'Orientation' stage is expanded, showing a course card for 'ORN-101S: Orientation'. This card includes the text 'In-progress | view details', 'EPME Self-paced', '0 units', a circled 'View details' link, and a 'Resume' button. A red arrow points from the text 'Course information is provided here' to the 'View details' link. The 'Capstone' stage is also expanded, showing a course card for 'CST-101H: Applied Airman Leadership'. This card includes 'In-progress | view details', 'EPME Facilitated', '3 units', a circled 'Drop course' link, and the text 'Starting soon'. A red arrow points from the text 'Select here to drop a course BEFORE class begins' to the 'Drop course' link. At the top right, a 'Program outline' section lists the stages: 'Airman Leadership School', 'Orientation', 'Self-Paced', and 'Capstone'.

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

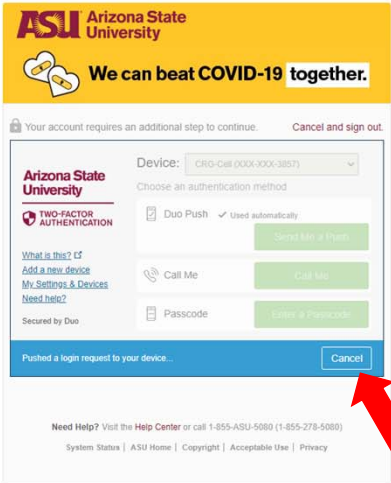
Interested in a course before you're in the course? Check out the VIEW DETAILS options to see the highlights of the course.

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!!!


ASU 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**

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

Secured by Duo

Device:

Choose an authentication method

☒ Duo Push ✓ Used automatically

☐ Call Me

☐ Passcode

[Send Me a Push](#)

[Call Me](#)

[Enter a Passcode](#)

☐ Remember me for 7 days

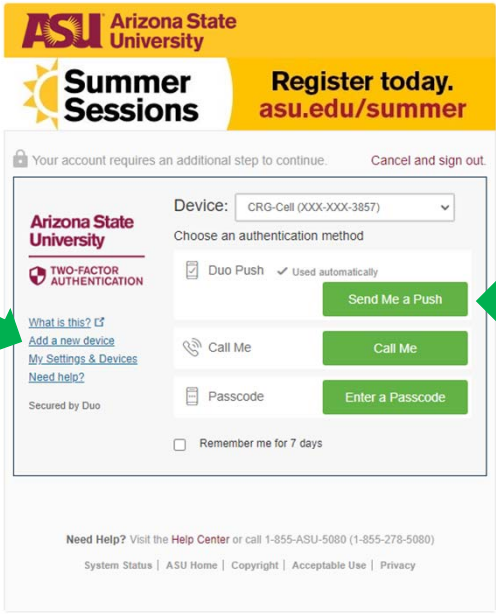
Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

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

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

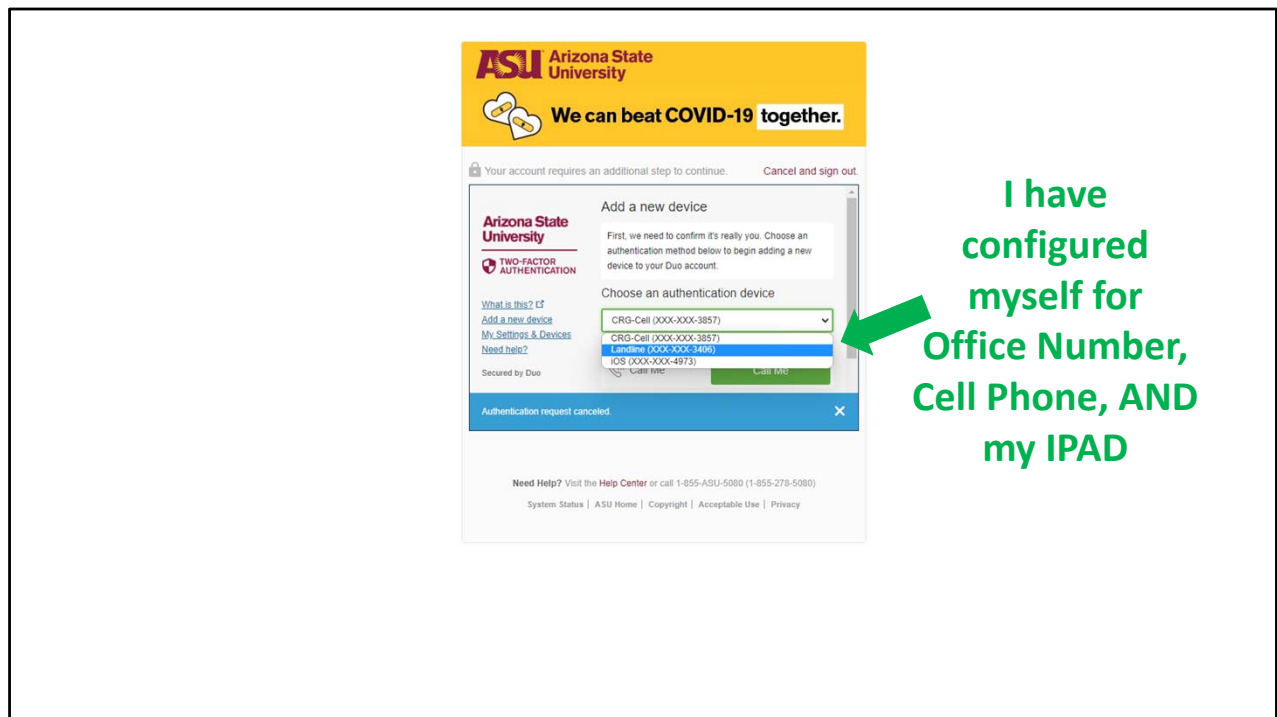


You will need to add the DUO application to devices if you want more than just the “Call Me” option

You can also add multiple ways to Authenticate

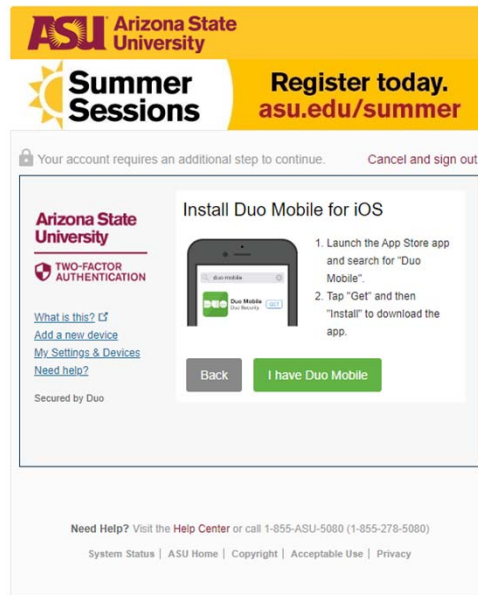
Add devices for authentication to increase your ability to get access from almost any location.

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

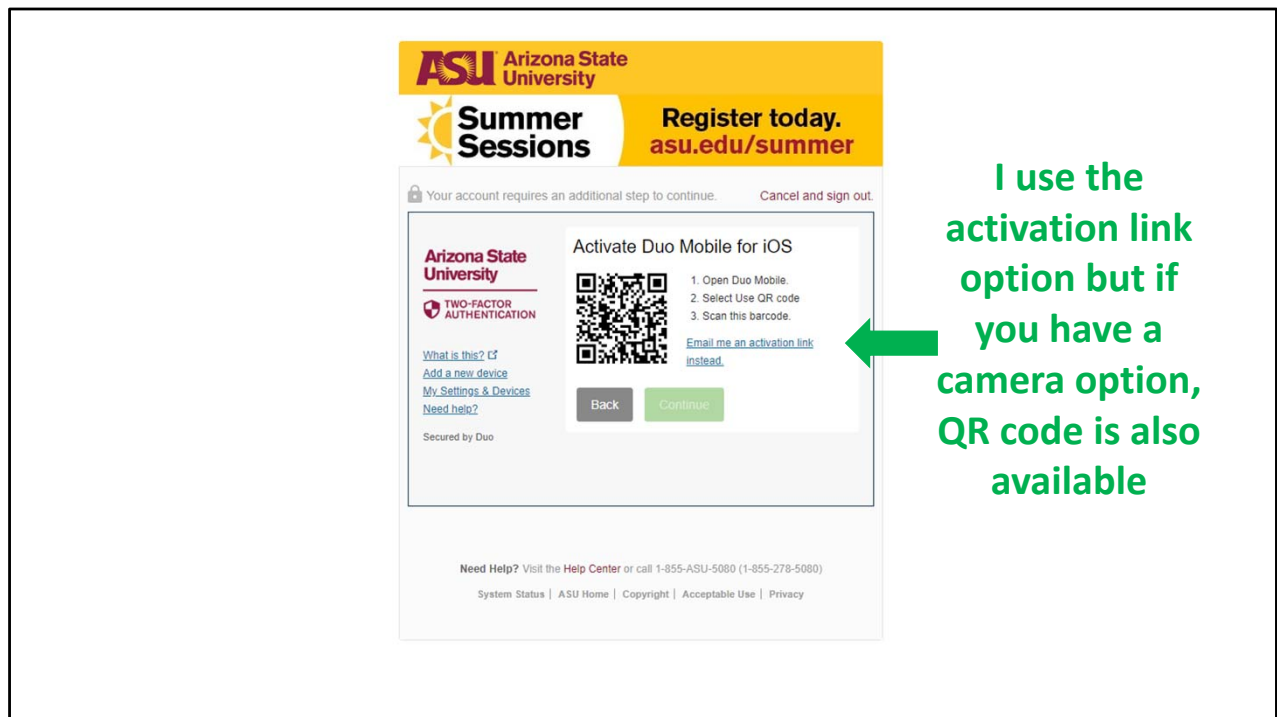


I have configured myself for Office Number, Cell Phone, AND my IPAD

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



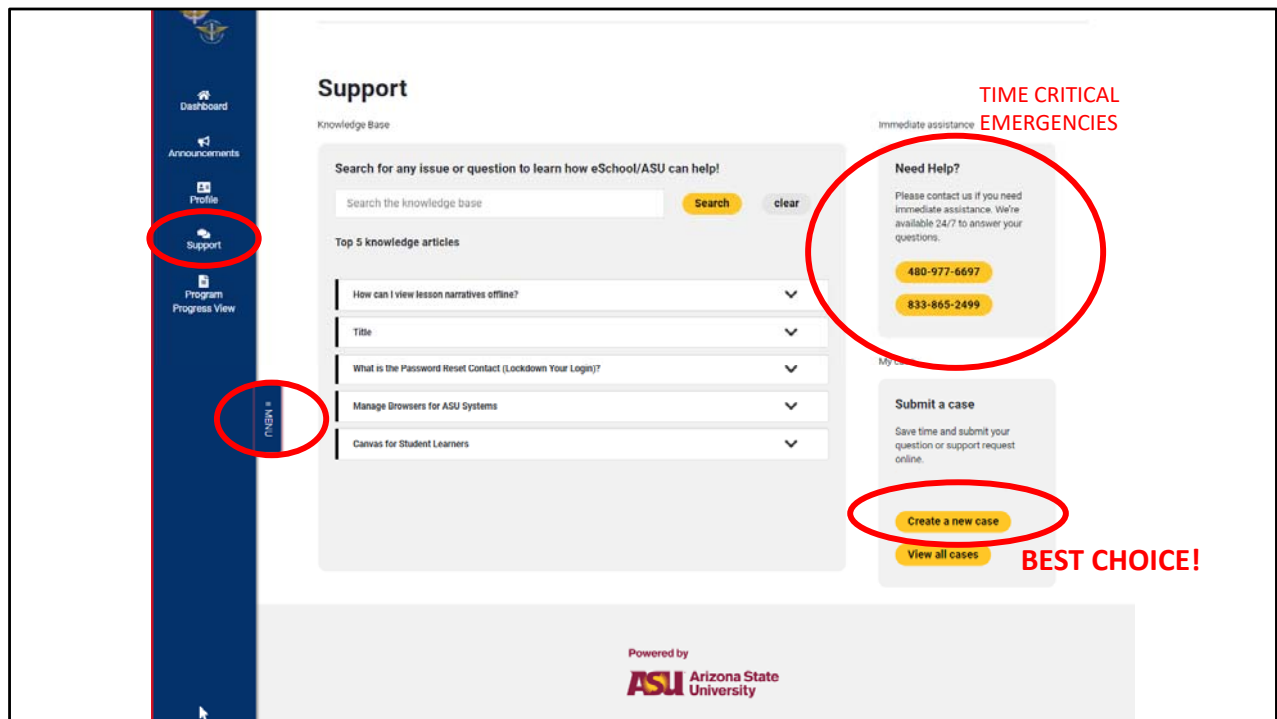
Ok.

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