Welcome to your first or next PME experience.
Air University has partnered with Arizona State University to provide you the best possible learning program
But first you have to APPLY!
Let’s get going.
😊
• 50+ slides - The ENTIRE process can be done in just a few minutes

• This HOW-TO has a lot of details to prevent issues

• It cover 3 Processes
  • Application registration on the Student Lifecycle Management (SLcM system)
  • Arizona State University (ASU) onboarding
  • 3rd Party Verification using DUO

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

Most of the comments were generated due to issues or confusions
Before you start
WRITE DOWN your EDIPI DODID number from your 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.
Situational Awareness:
- Enlisted PME (EPME)
- Officer PME (OPME)
- Online Masters Program (OLMP)

Everyone uses this same system
You will see examples from all programs throughout.

Select “Create/Submit Application” tile
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 orScrolling down.

NOTE: USA is an option (vice United States)

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

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

You can use any email option you want for the personal, however, history has shown that .mil tends to lose the last (and most important email) email that let’s you onboard. This is why we ask for 2 emails.
Usually only three tabs need updating
- Address Information
- Residence Information
- Terms and Conditions

Usually...

New page, more fill in requirements

Confirm/Update each of the tabs on the left

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

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

The rest is personal information

Both of these are pull down menus

Manual entry is not allowed
Once you have validated/updated each tab on the left, you get to the “Terms and Conditions”
Check the “I Agree” box and select “Submit” in the lower left corner.
You application is submitted.

If you select the HOME icon you can return to the main page.
There is a “0” on the “My Admission Requirements” tile. Better news! No issues! If there is a number here besides 0, you will need select that tile to see what went wrong.

Select the “My Applications” tile so see your application progress.
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.
FOR CIVILIANS ONLY!!!

You MIGHT need to REFRESH to populate your program
FOR CIVILIANS ONLY!!!

This example is SOS - Your program will show here

IGNORE THIS: We do NOT want your TRANSCRIPT

XXXXXX
FOR CIVILIANS ONLY!!!

**IGNORE THIS:** We do NOT want your TRANSCRIPT

- Select "+" and "Other Documents" to upload your document
- You will need to upload your Career Brief and Supervisor Endorsement Letter

**WARNING:** You MIGHT need to leave this screen to see the documents loaded
- Go to the Home screen and return to see the documents
Now it’s time to … wait. You should receive an email within ~1hr but it could take up to 24hrs (Civilians and Sister Services require manual review by staff—it might take longer)

You should receive FOUR emails:
- Notification by OKTA (IGNORE THIS ONE FOR NOW – For AU students that are not using ASU)
- Application has been SUBMITTED
- Application has been APPROVED
- ASU onboarding email (THIS THE MOST IMPORTANT ONE!!!!)

Returning to your application, you will now see “Valid”.

The means the application is on its way.

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

If you do not receive the ASU email within 24-48hrs, contact us for resolution
This OKTA email is for AU students using AU CANVAS.

You use ASU CANVAS.

PLEASE IGNORE THIS EMAIL FOR NOW.
NOTE: Your final success email often goes to JUNK folder! Add the email to your address book, PLEASE!

This is the first email you should get
Here is your acceptance email.

It is very nice.

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

Please check your JUNK folder is you haven’t gotten the next email within 24hrs.
This is the email from noreply_ulis@asu.edu. As mentioned, please check your junk folder in case it was misrouted and it COULD take up to 24hrs.

Select VERIFY EMAIL to begin the final stage of the process, Arizona State University onboarding.
You are less than 10 minutes away from enrolling in your first course!!
T.W. verified their information and is proceeded by selecting CONTINUE TO ASURITE PROVISIONING.
VERY IMPORTANT!!!

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

Do NOT input any Social Security Information

New students (not previously on ASU) should select this

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.”
Verify your personal Data

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.
This might take a minute or two.

Please be patient. The system can take a few minutes to create your account.
Once your account has been created, you will need note your account information and proceed to password creation.
Please note the restrictions on special characters. NOT ALL CHARACTERS ARE AVAILABLE.
This might take a minute or two.

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!!
Important:
Record your
ASURITE Username
and PIN

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

You can select REGISTER HERE to get started.

However, back at the portal...
Select LOG IN in the upper right corner to get started.
Provide your username and password and select SIGN IN.
The first time you access your portal, you will update your profile as in the designated fields,
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.
You will receive an email each time you Register for a Course

This is your email confirmation.
But all the real fun is back at the portal...
Now that you are enrolled in the course, select RESUME to enter the course. Once you complete the course you will receive an email from ASU, as shown in the next slide.
You will also receive an email each time you Complete a Course

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!
You have Now Unlocked A new Course

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

Your next course is now available!

You are on your way to program completion!!

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

Trust me, it will be worth it. 😊
Here are some additional tips for a Better Experience

- How to Access and Understand the Program Map
- How to Preview or Drop a Class before Class Start
- How to Streamline DUO (2 Factor Authentication)
- How to Get Help and Submit a Case
The PROGRAM MAP
Now this is Airman Leadership School, but the layout is the same for all programs.

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

We’ve provided an easy access to your program map. “PROGRAM DETAILS” holds the knowledge!
For the record, I DID NOT make those program maps. But I do reference them every day.

You can DOWNLOAD the file for added convenience.
Preview or Drop a Class before Class Start
Now this is Airmen Leadership School but the layout is the same for all programs.

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

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

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

We will now move on to a new topic: DUO
Streamline DUO (2 Factor Authentication)
New Topic: DUO
Everyone needs to use DUO for their 2\textsuperscript{nd} part of 2 Factor authentication.

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

But there is a hidden option that you CANNOT see!!!
I used DUO for months before I found this gem!

Check the box to authenticate weekly!!
Do you do school coursework at home AND office? Add a new device for increased flexibility

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

You can also add multiple ways to Authenticate

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

Coupled with the 7 day option and you should near total access from home, work, or anywhere else.
I have configured myself for Office Number, Cell Phone, AND my IPAD

You are not limited to just one device. Up to 3 methods can be used. You can have several devices to accommodate your personal requirements.
Again, you will need to add the DUO application to devices for the “Send me a PUSH” Option.
I use the activation link option but if you have a camera option, QR code is also available

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

But what if you aren’t?

You’ve somehow found yourself stuck. What now?
Get ASU/AU Help if you have an Issue
Final Note (I PROMISE!!):
If you are on the portal and all else fails. REACH OUT

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

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

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

Done!!

Enjoy the ASU experience!!!
Still have questions and nothing has helped?

Call me  334-301-4973

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

Carlos Garcia
Director of Student Services