

Online Master's Program 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>

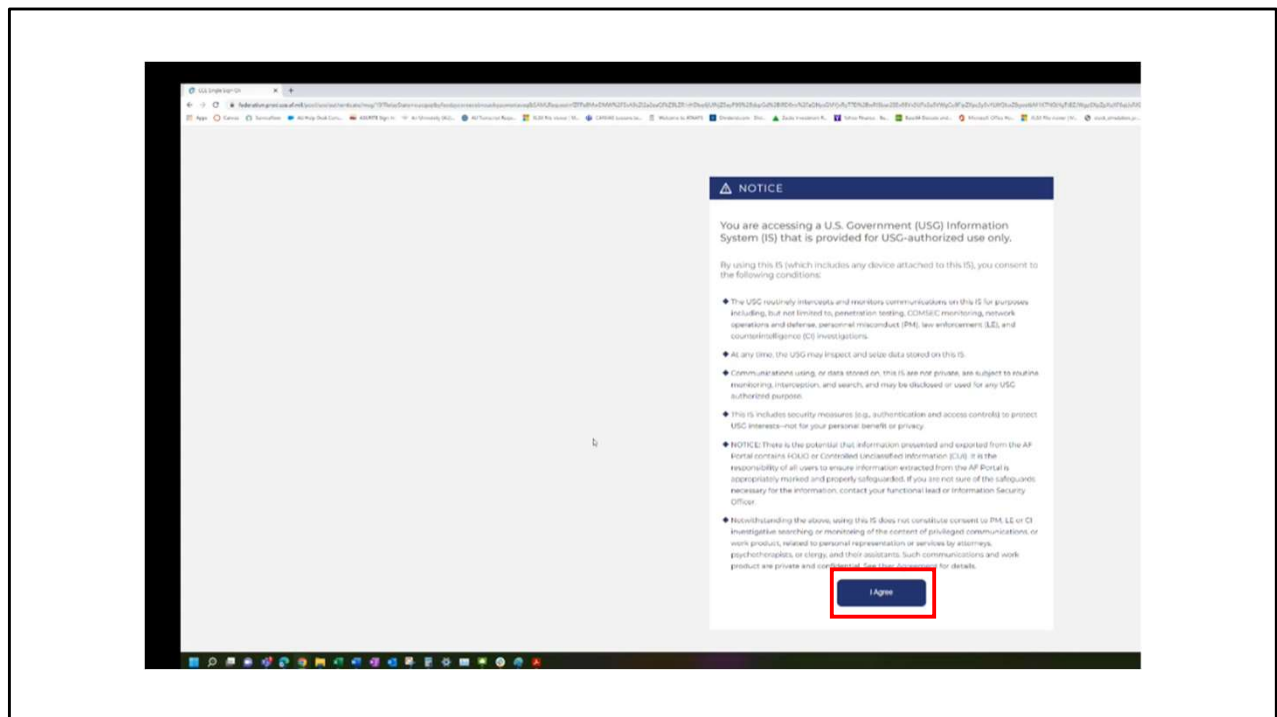
WARNING: If your system begins to perform erratically, try using a different browser.

You are reading the notes, right?

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

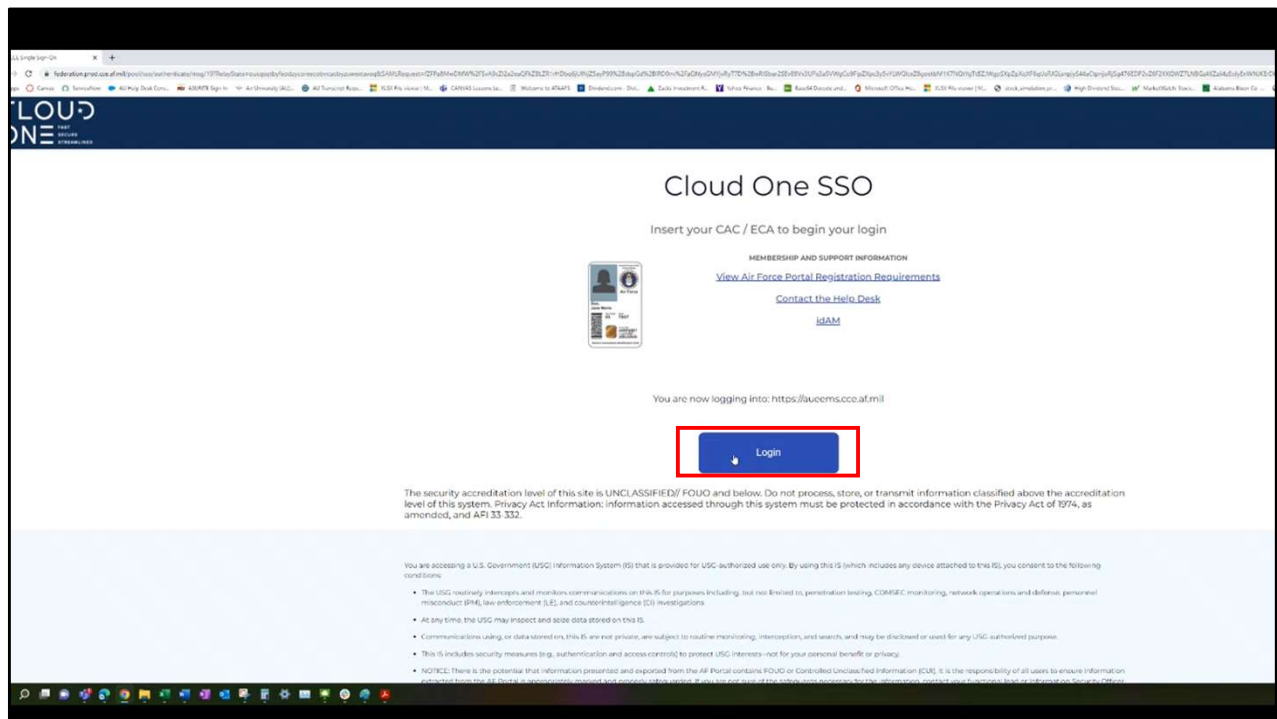
Select this hyperlink to begin your registration.

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.

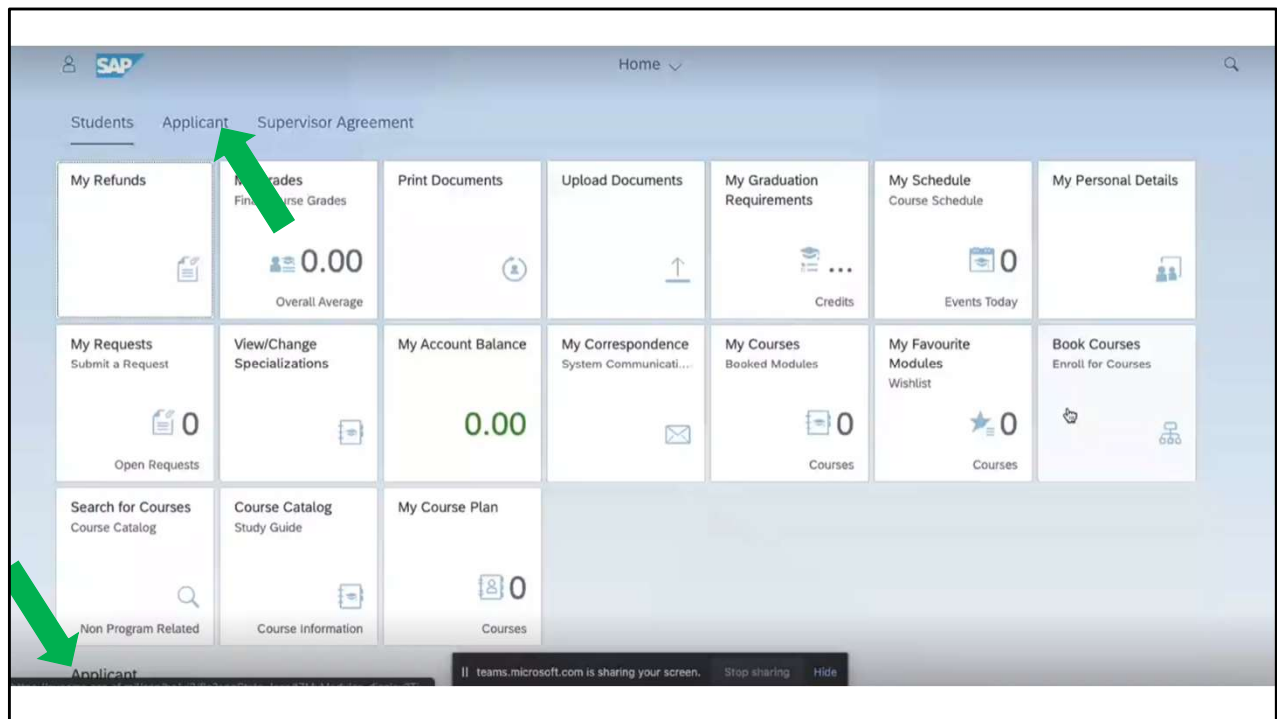


You will need a CAC to enable entry

This is the opening window to validate your credentials

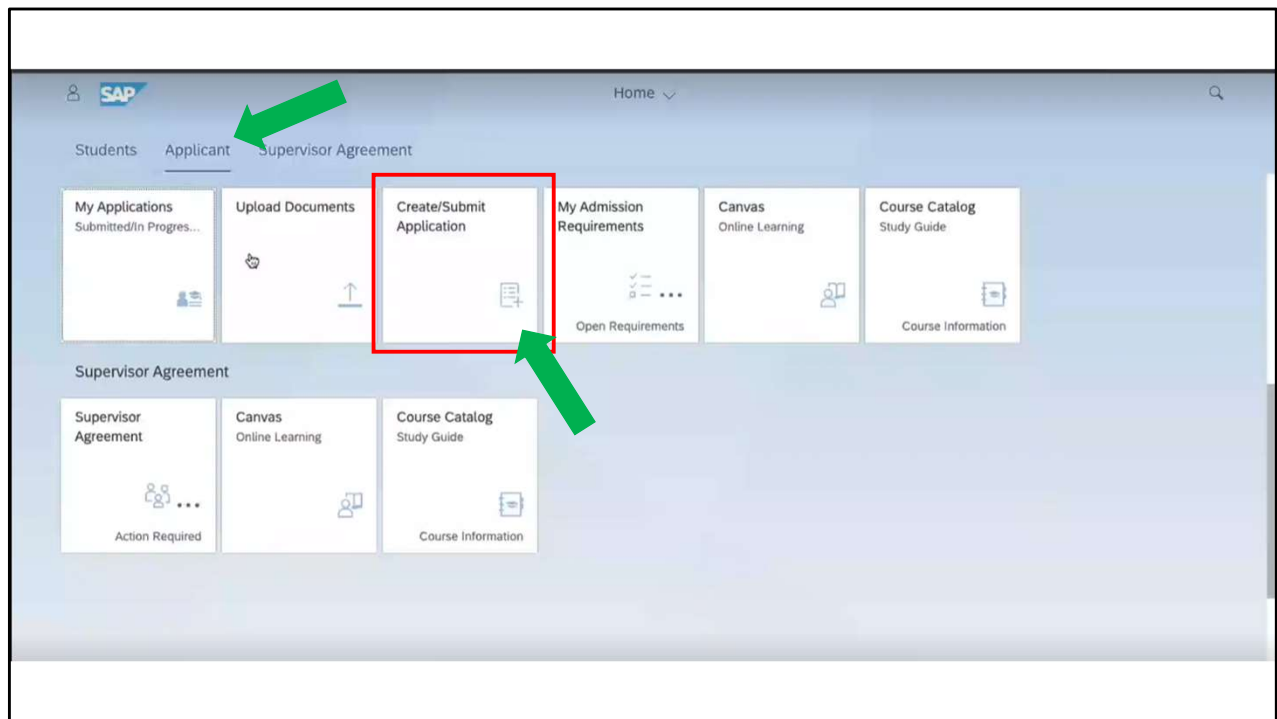


Validate with your CAC



Welcome to SLcM

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



Select “Create/Submit Application” tile

The screenshot shows the SAP Application Form interface. A green arrow points to the 'APPLICATION DETAILS' tab. A red bracket groups the following fields: *School/Department (Global College of PME), *Type of student (Military), *Program Type (Masters Degree Programs), *Program of Study (OLMP Joint Warfare (MACSC010)), *Academic Year (Academic Year 21/22), and *Academic Session (Fiscal Year). A red warning message states: 'Warning: If your pull down menus stop working, try a different browser to trouble shoot'. At the bottom, a red note says: 'The EDIPI DOD ID number is the only entry that might require manual entry'. A blue button at the bottom right says 'Continue with application'.

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' section 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 includes fields for *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 aueems.cce.af.mil/sap/bc/uitp/#ZAdmission-display&/form/FORM/11/00000000013/52685582/000600149586/0000000353/SAVED/EN/section/3. The page title is "Airman Leadership School DL Program". On the left, a sidebar lists sections: Preliminary Details, Personal Information, Address Information, Residence Information (selected), 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. It 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, there are three buttons: "Save", "Save and Return", and "Submit".

Here is the Residence Tab:

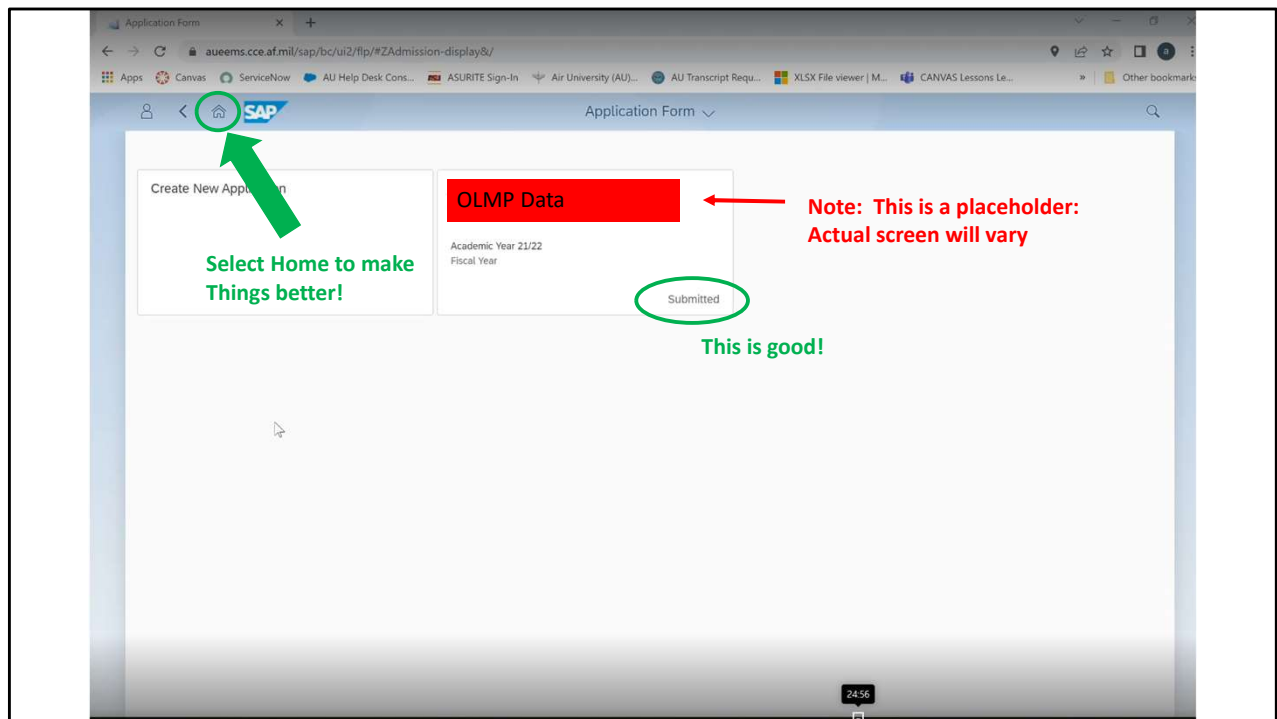
Again, select "USA" for Country and "US Citizen" for status

The rest is personal information

The screenshot shows a web browser window with the URL `aeuems.cce.af.mil/sap/bc/ui2/f?p/#ZAdmission-display&/form/FORM/11/000000000013/52685582/000600149586/0000000353/SAVED/EN/section/6`. The page title is "Airman Leadership School DL Program". On the left is a sidebar with a "Section" menu containing: Preliminary Details, Personal Information, Address Information, Residence Information, Civilian Information, Military Information, and Terms & Conditions (which is highlighted). The main content area is titled "Program of Study - Airman Leadership School DL Program" and contains a "Terms and Conditions" section. It includes a paragraph: "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." Below this is a line with the text "*AU Terms & Conditions:" followed by a checked checkbox and the text "I agree". A red arrow points to the "I agree" text. At the bottom right, there are three buttons: "Save", "Save and Return", and "Submit". The "Submit" button is highlighted with a red box and a green arrow points to it.

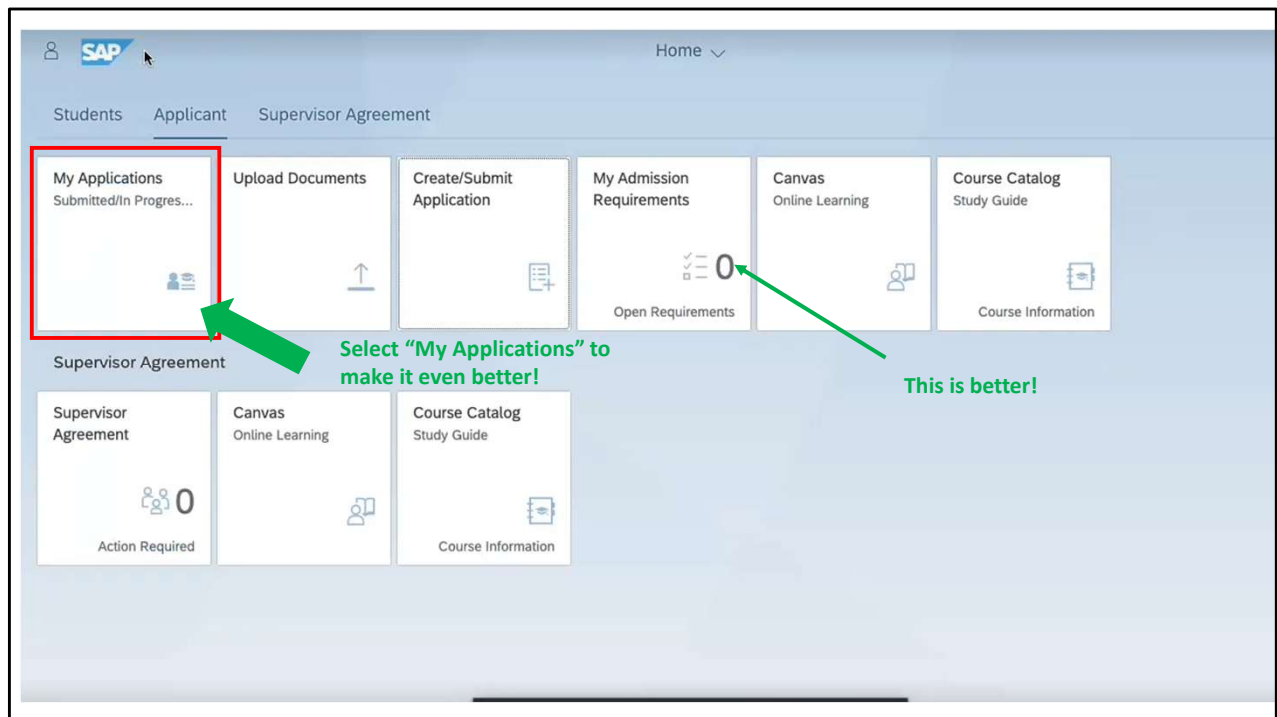
Once you have validated/updated each tab on the left, you get to the “Terms and Conditions”

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



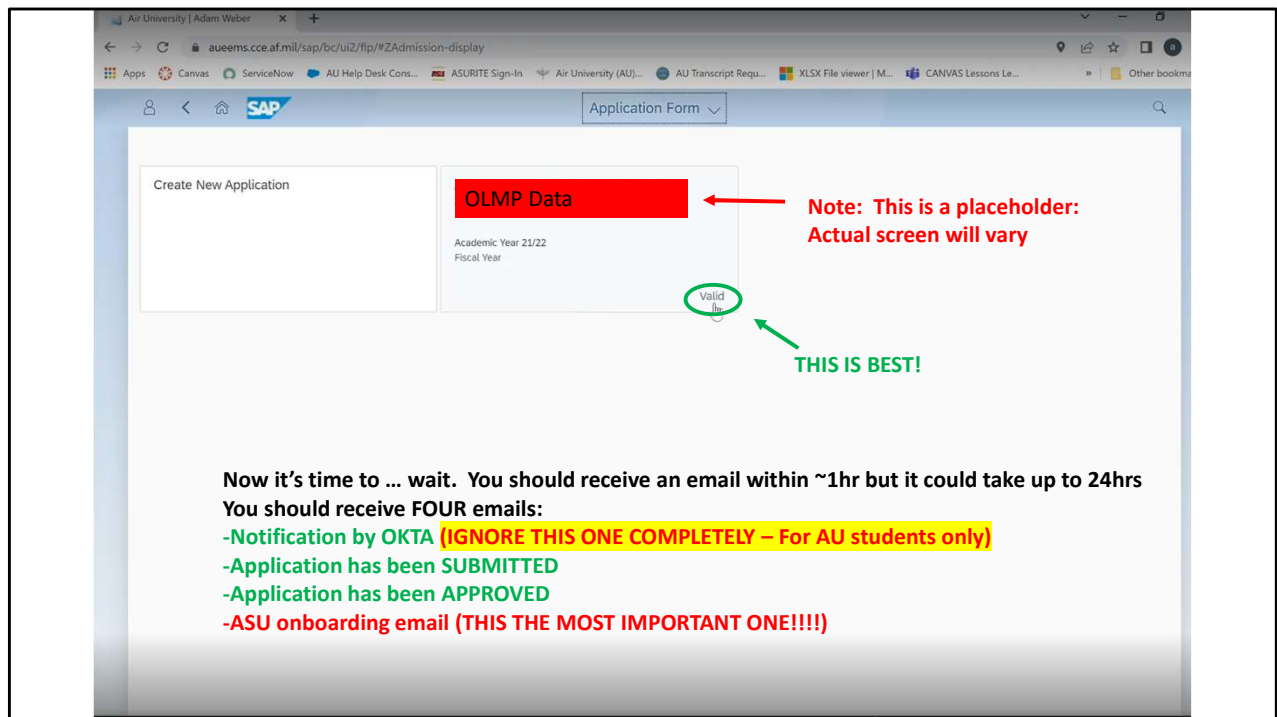
Your application is submitted.

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.



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>

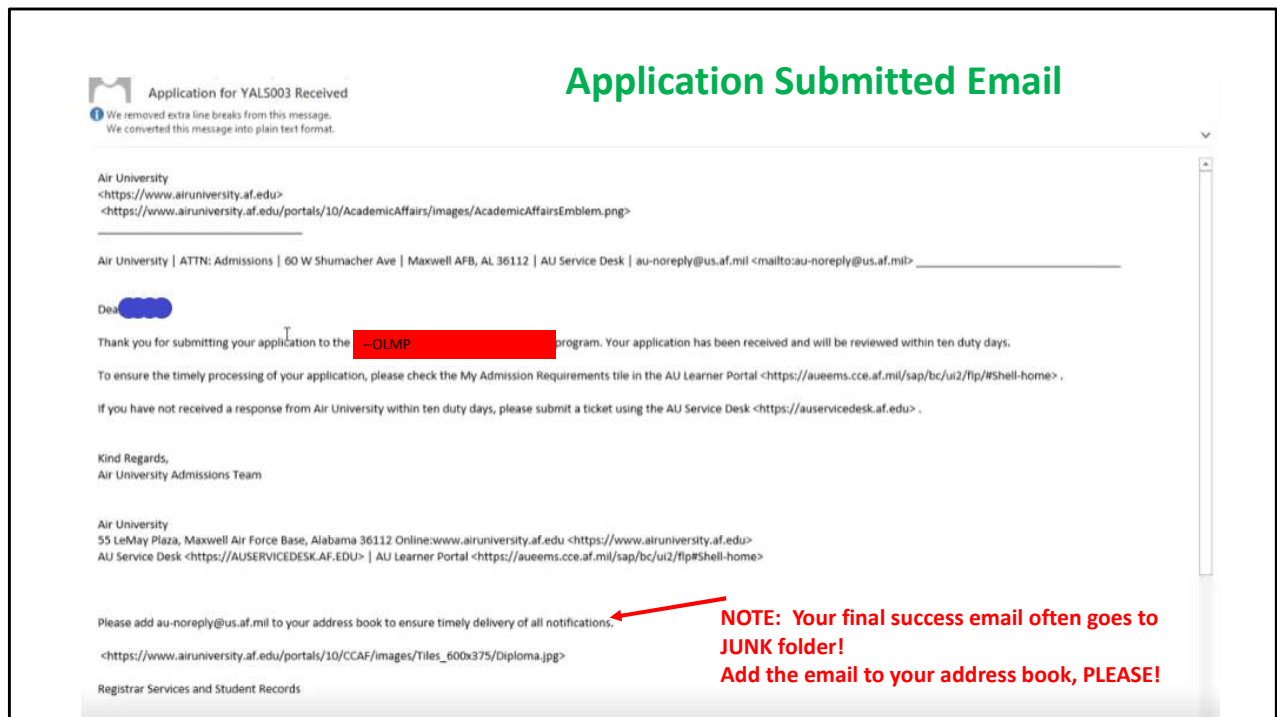
If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: <https://a1.okta.com/help/login>

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

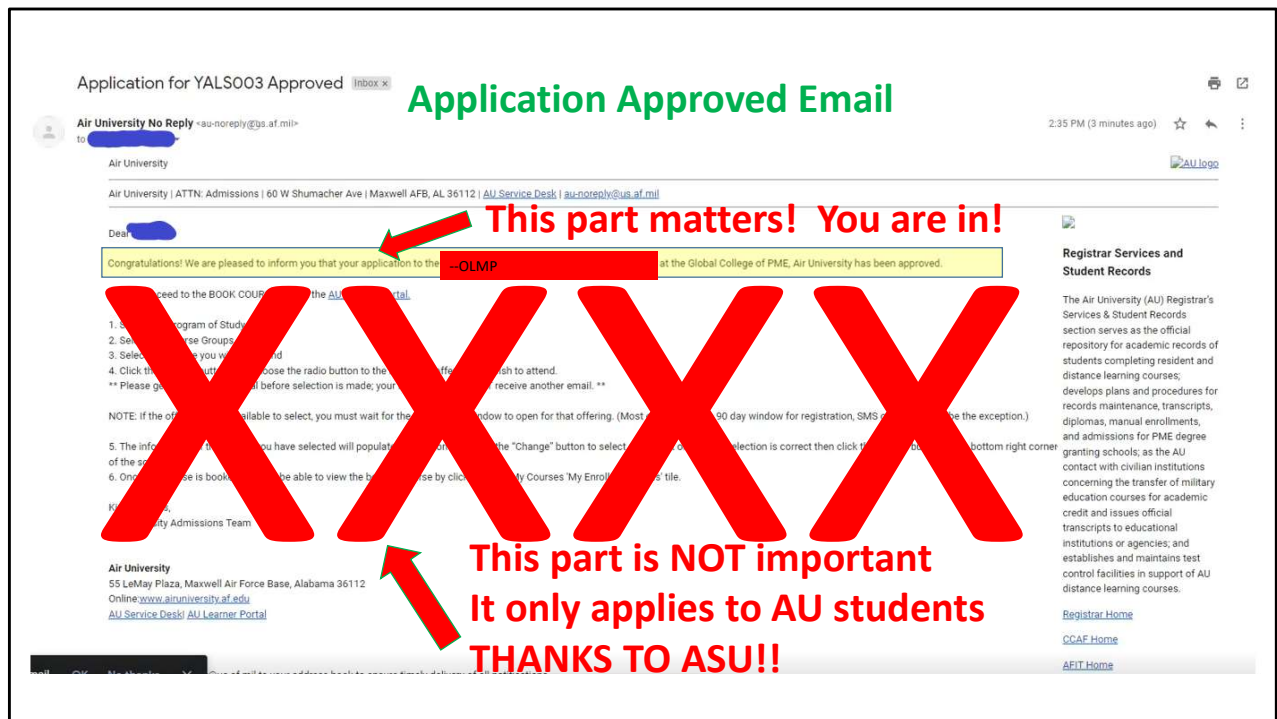
**This OKTA
email is for AU
students using
AU CANVAS.**

**EPME uses
ASU CANVAS.**

**PLEASE
IGNORE THIS
EMAIL
COMPLETELY.**



This is the first email you should get

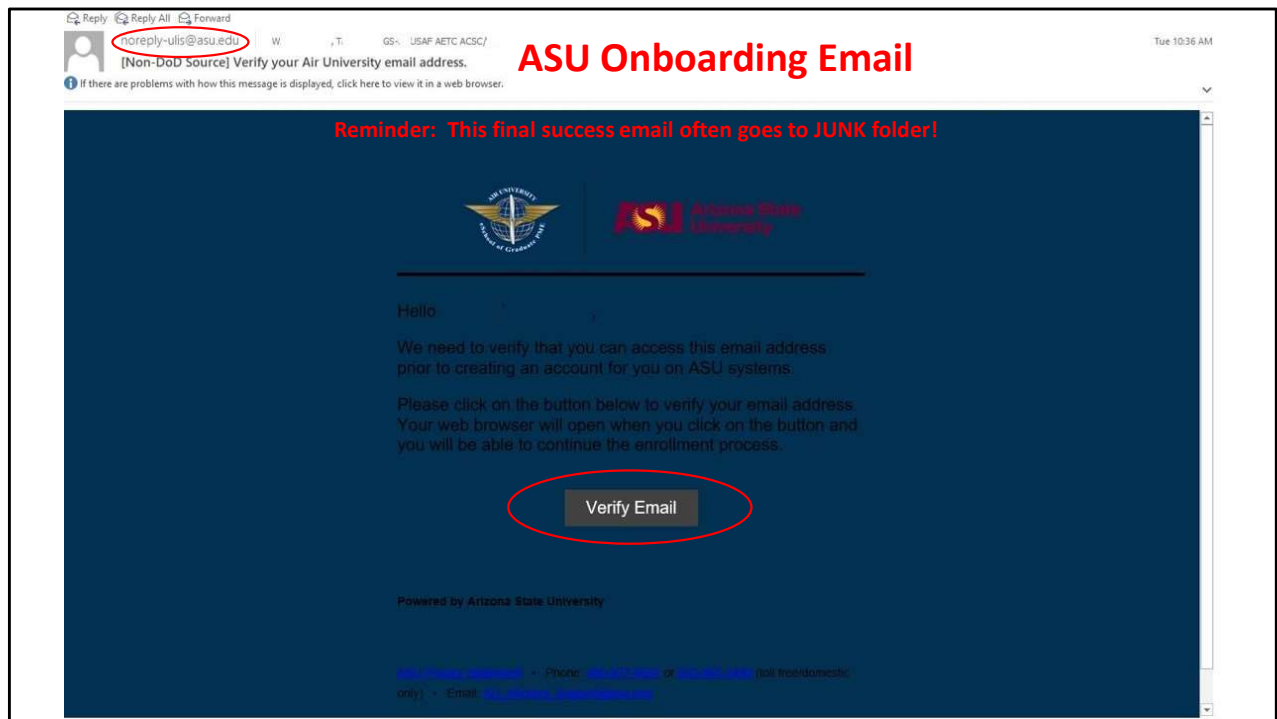


Here is your acceptance email.

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.

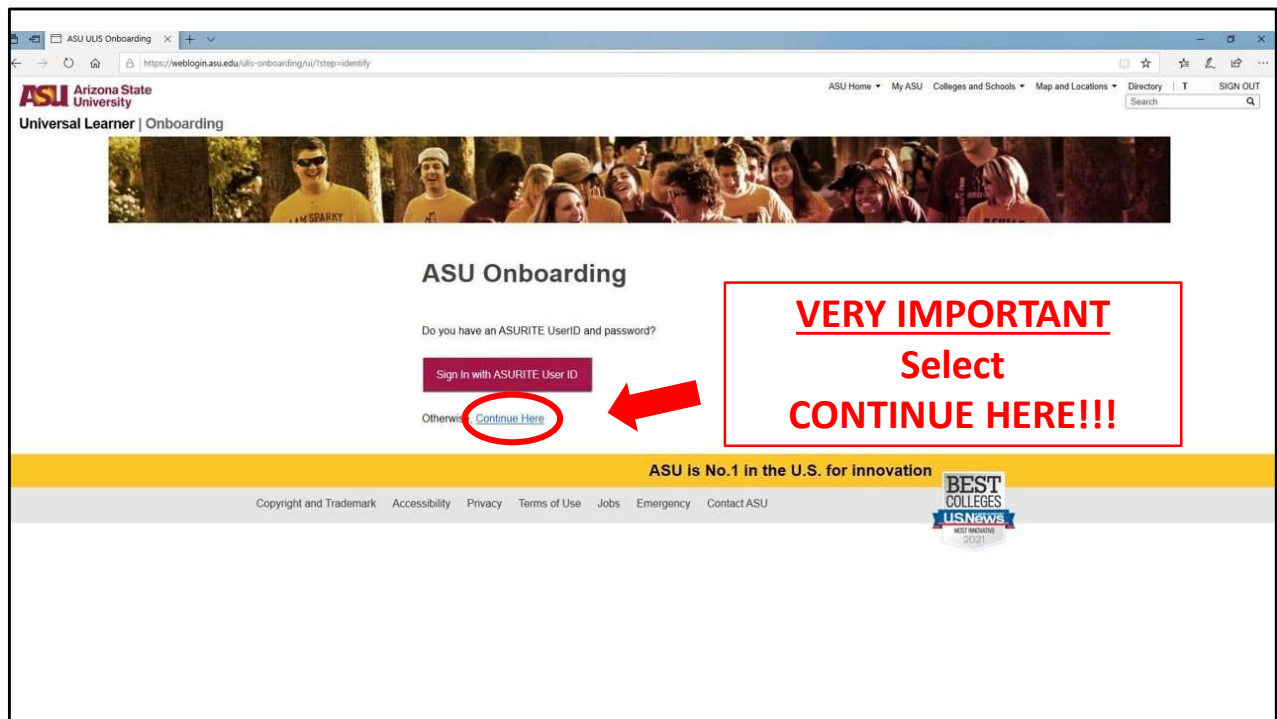
[Continue to ASURITE Provisioning](#)

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

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:

Supplying the last four digits of your U.S. Social Security Number (SSN) is optional. However, if you have one, entering it here is recommended for identity matching and verification purposes.

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](#)

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BEST COLLEGES USNews 2022

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

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: 1/1/1990
Phone Number: 602.555.1234
Last four digits of U.S. SSN: Provided
Ever been affiliated with ASU: No

Confirm Submission I need to fix something.

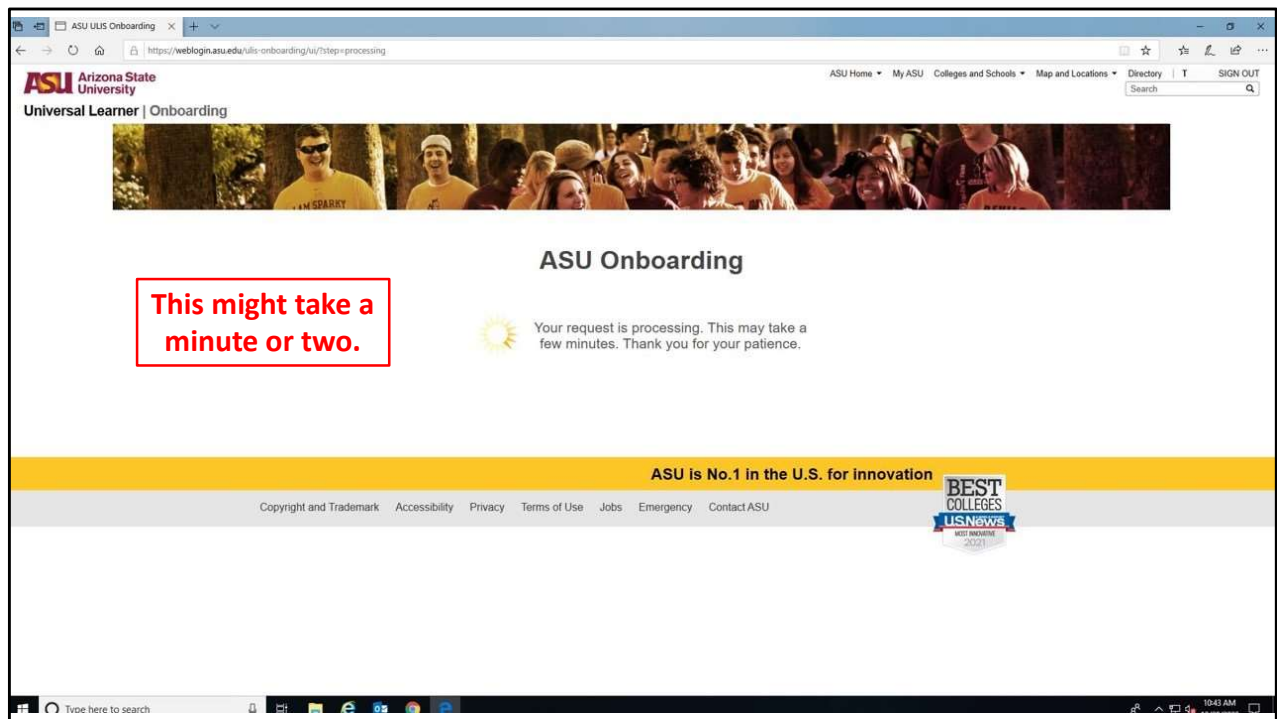
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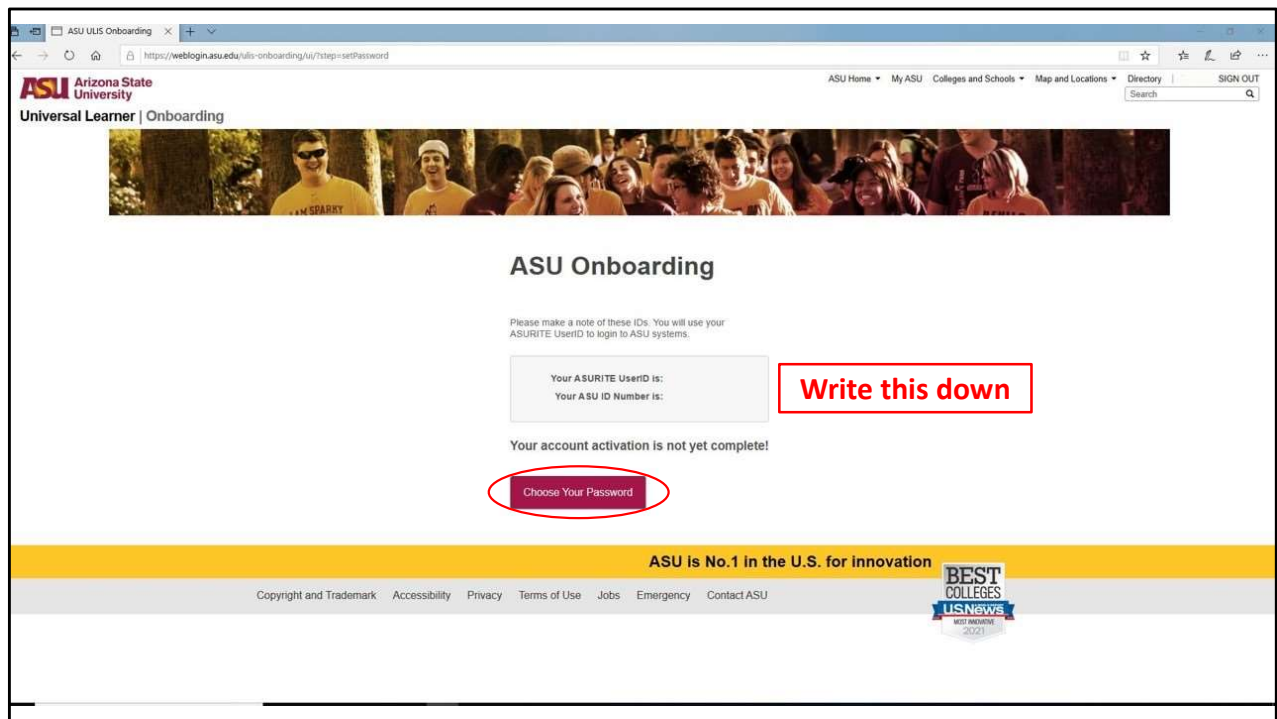
BEST COLLEGES
USNews
MOST INNOVATIVE
2021

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

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

New Password

.....

Confirm New Password

.....

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.☒

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](#).

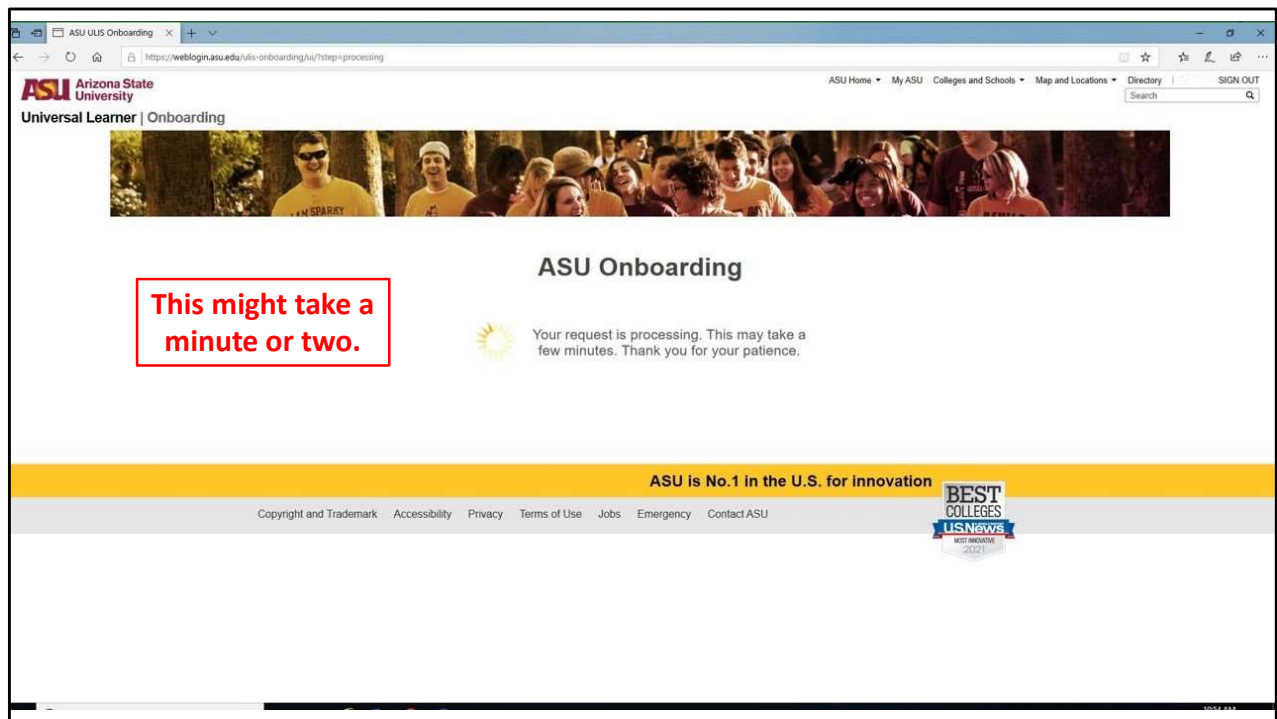
☒

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

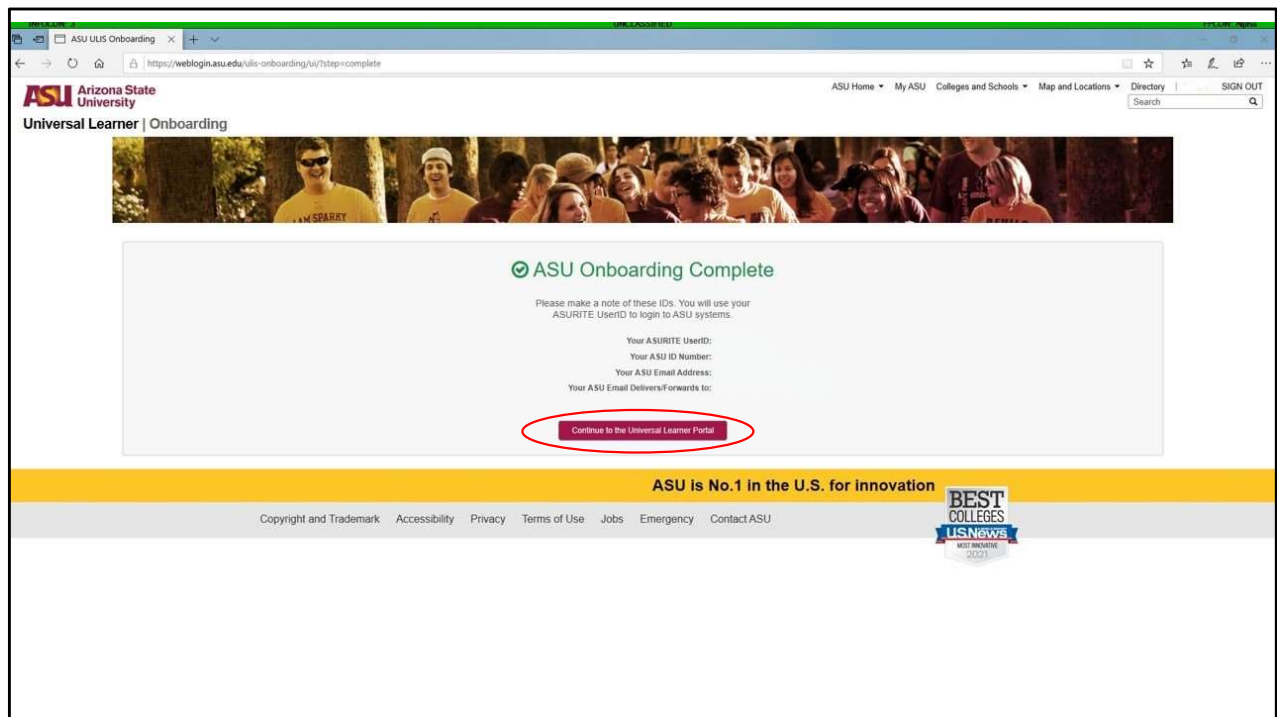
☒

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

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

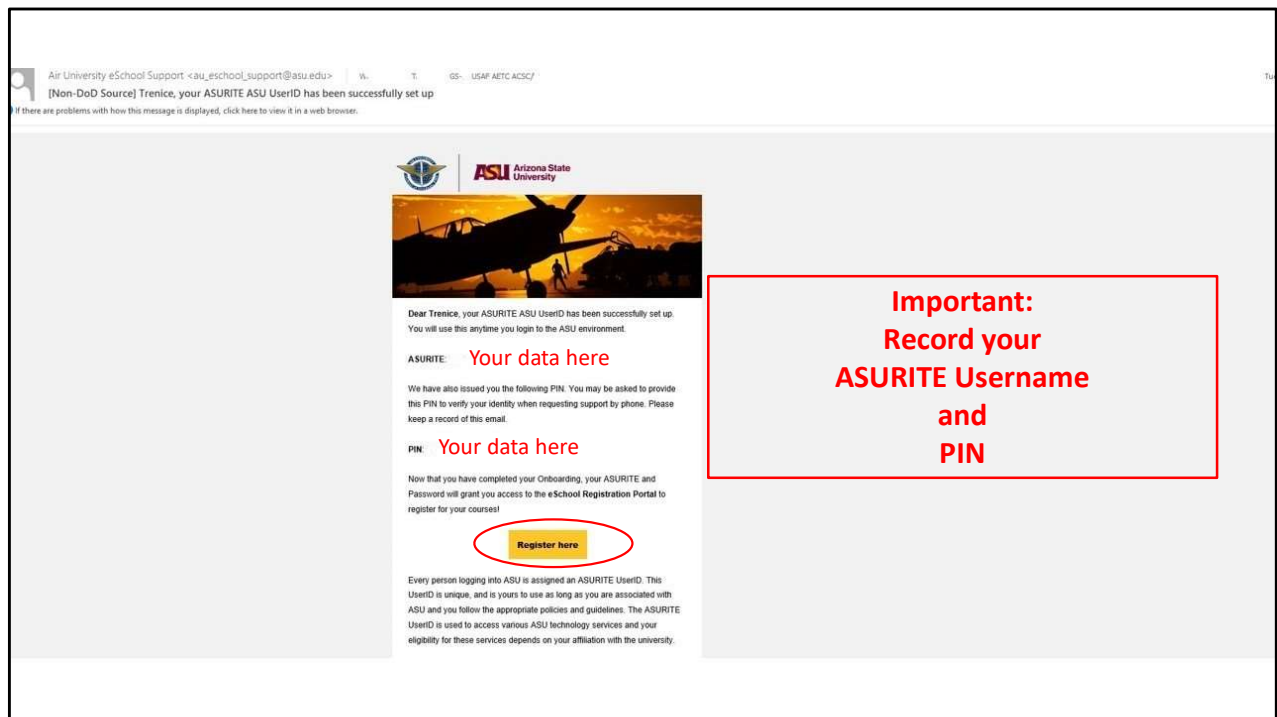


This will take a few minutes so be patient, you are almost DONE!!!



SUCCESS!!!!

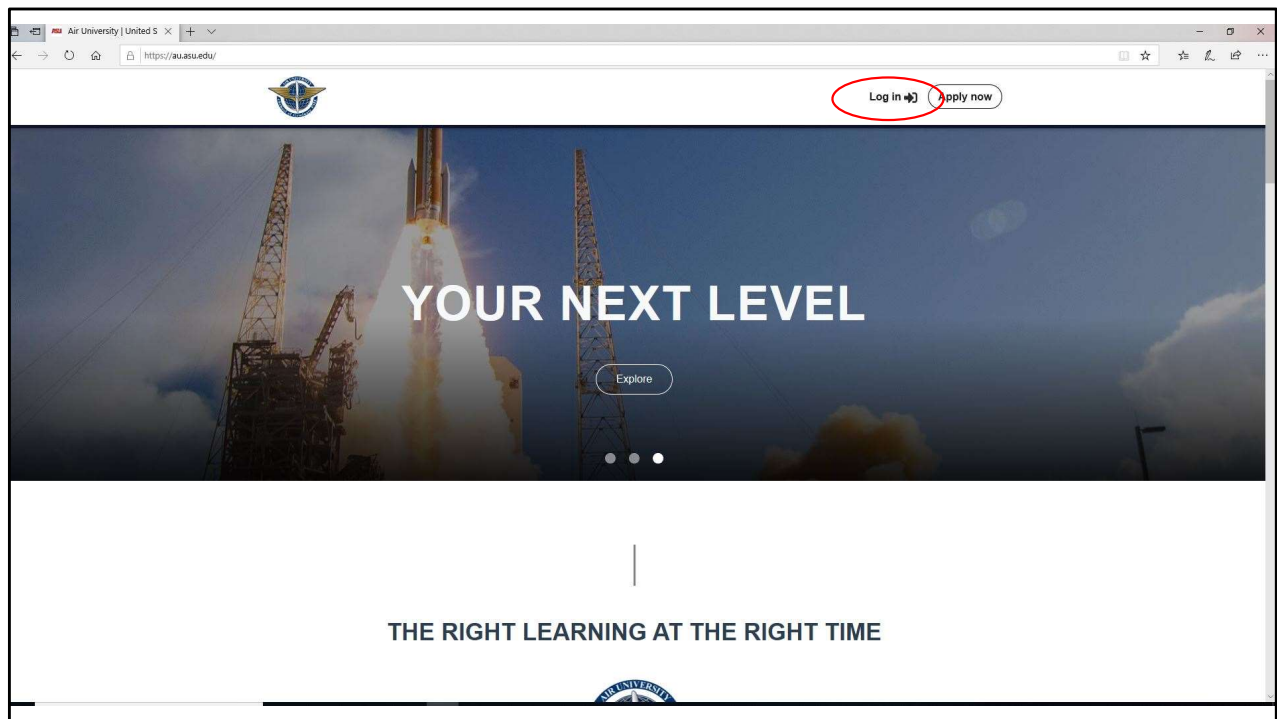
Select CONTINUE TO THE UNIVERSAL LEARNER PORTAL to start your program!!



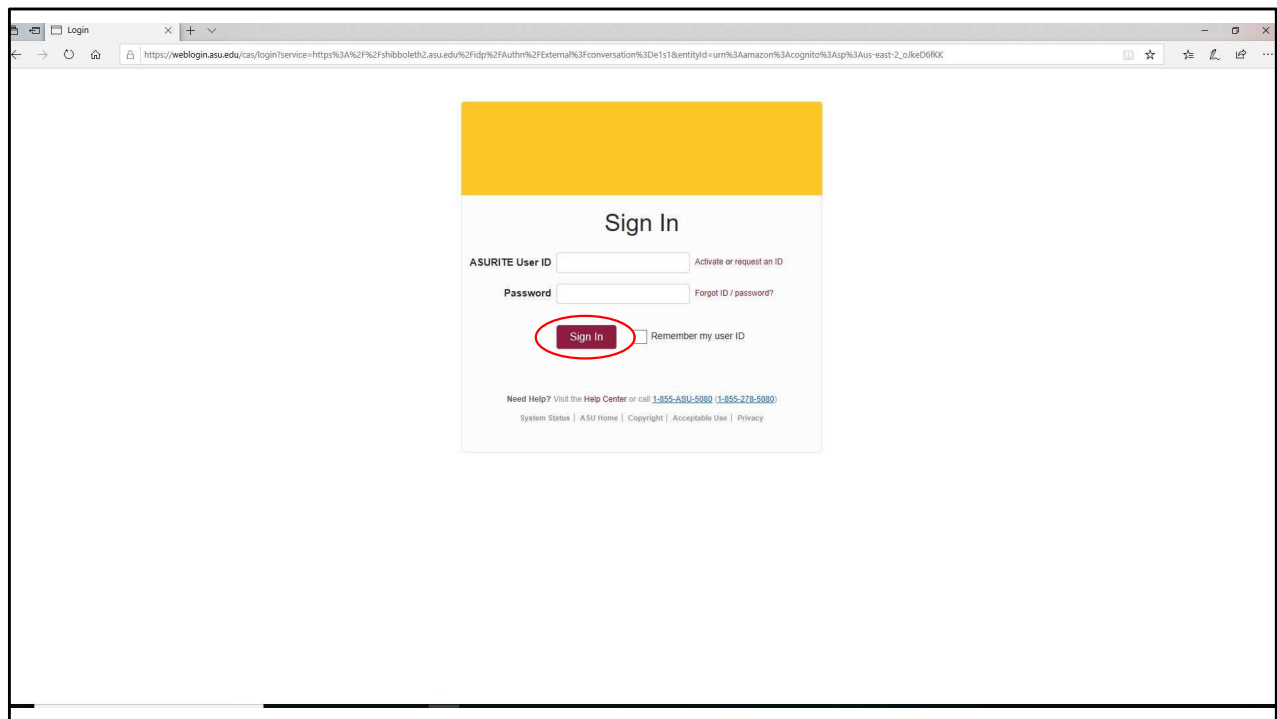
You should also receive this email with important data. SAVE THIS EMAIL!!

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

Email

AU ID

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.**

OLMP - Joint Warfare Concentration
[View program details](#)

Program status: **On Probation**

Concentration Specific Courses: 0% of 12 credit hours completed

Common Courses: 0% of 18 credit hours 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](#)

OLMP - Joint Warfare Concentration
[View instructions](#)

Orientation ▼
Open | [view details](#)
Take orientation first.

Open
OC-5510: Orientation
Self-paced | 0 units | [View details](#) **Register**

Concentration Specific Courses ▲

Common Courses ▲

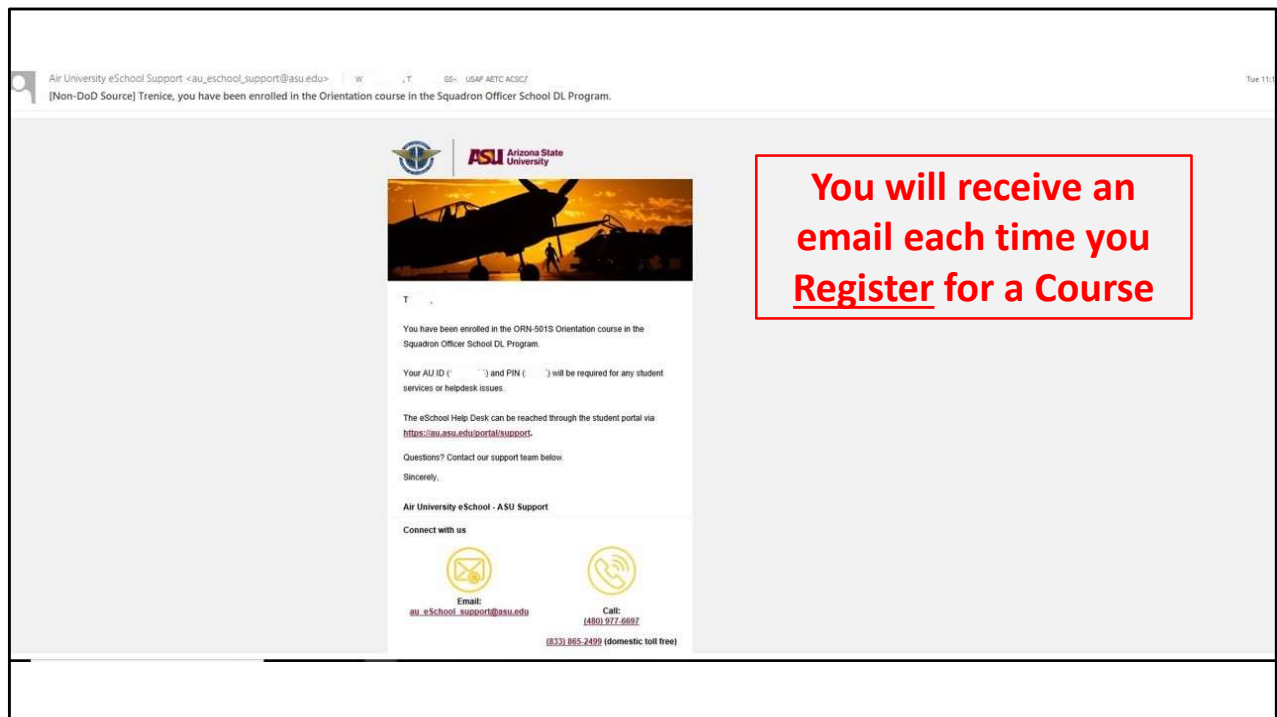
Program outline
OLMP - Joint Warfare Concentration
● Orientation
○ Concentration Specific Courses
○ Common Courses

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 **On Probation**

0%
Concentration
Specific Courses
0 of 12 credit hours
completed

0%
Common Courses
0 of 18 credit hours
completed

Continue where you left off

In-Progress
OC-5510: Orientation (OLMP)
Self-paced | [View details](#) | [Drop course](#)

Resume

62 days remaining

**OLMP - Joint Warfare
Concentration**

[View instructions](#)

Orientation

In-progress | [view details](#)

Take orientation first.

In-Progress
OC-5510: Orientation
Self-paced | 0 units | [View details](#) | [Drop course](#)

Resume

62 days remaining

Concentration Specific Courses

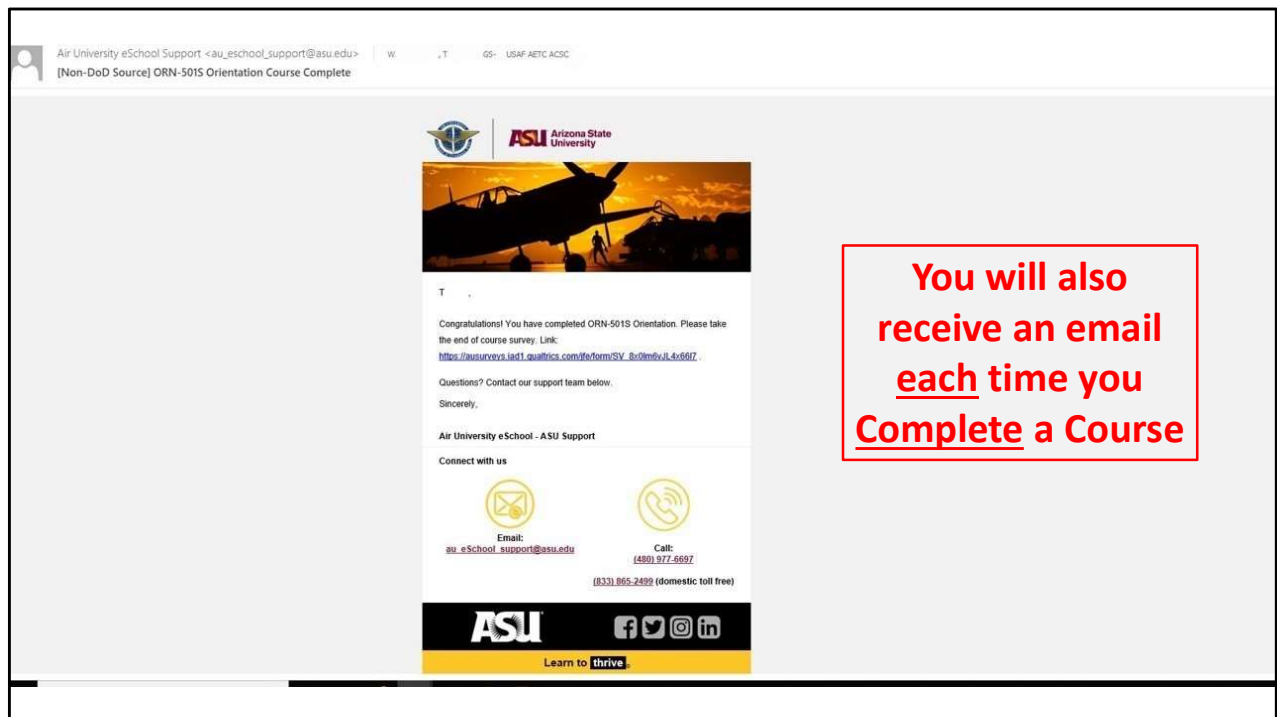
Common Courses

Program outline

OLMP - Joint Warfare
Concentration

- Orientation
- Concentration Specific Courses
- Common Courses

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 'OLMP - Joint Warfare Concentration' program page. At the top, there's a banner with the program name and a 'View program details' link. Below this, the 'Program status' is 'On Probation'. Two progress indicators show '0%' completion for 'Concentration Specific Courses' (0 of 12 credit hours) and 'Common Courses' (0 of 18 credit hours). An 'Announcements' section on the right mentions 'All Program Announcements' dated 25-Oct-2021. The main content area lists the program outline: 'Orientation' (Completed), 'Concentration Specific Courses' (Open), and 'Common Courses'. The 'Concentration Specific Courses' section is expanded, showing 'JF-5510: Joint Forces' (OLMP, 3 credit hours) with a 'Register' button circled in red. A red box on the left says 'You have Now Unlocked A new Course'. A red box on the right says '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**
- **What are Some helpful OLMP Tips**
- **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

Switch to another program

Resource links: Canvas, Zoom, Account settings, AU Library

OLMP - Joint Warfare Concentration

[View program details](#)

Program status: **On Probation**

Concentration Specific Courses: 0% of 12 credit hours completed

Common Courses: 0% of 18 credit hours completed

Announcements

All Program Announcements
25-Oct-2021
Display this announcement in all AUJ programs portal landing page starting on **Oct 25 2021** and ending on **Oct 24 2022**
[View all announcements](#)

OLMP - Joint Warfare Concentration

[View instructions](#)

Orientation

Completed | [view details](#)

Take orientation first.

Completed

OC-5510: Orientation

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

Program outline

OLMP - Joint Warfare Concentration

- Orientation
- Concentration Specific Courses
- Common Courses

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!

Air University | Arizona State University

https://test.au.asu.edu/portal/

ASU Test login VRAR Elective SLCM Fiori SLcM QA Test Slack ATAAPs eSharepoint Supervisors Crse M365 Other favorites

Global College Registration Portal

Switch to another program

Resource links

OLMP - Joint Warfare Concentration

[View program details](#)

Program status: **On Probation**

0%

You can also download your own copy for offline use here

OLMP - Joint Warfare Concentration

[View instructions](#)

Orientation

Completed | [view details](#)

Take orientation first.

Completed

OC-5510: Orientation

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

OLMP - Joint Warfare Concentration

[View schedule of courses](#)

Program Map

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

OLMP Schedule (8 weeks)

	Beginning of Jan
Spring A	Beginning of Jan
Spring B	End of Feb
Summer A	Beginning of May

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

Joint Warfare Concentration

Program Overview

Must complete 30 credit hours total with a GPA of 3.0 or higher

- Core Requirements = 6 courses (18 credit hours)
- Concentration = 4 courses (12 credit hours)

Program Description

The Online Master's Program curriculum is an intermediate developmental education (IDE) master's degree program designed to produce more effective officers serving in operational-level command or staff positions. The program fosters the development of higher-order thinking by challenging students to think critically about applying airpower in joint campaign planning at the operational level of war through curriculum covering such topics as contemporary Air Force operations, national security, leadership, and joint warfare. More importantly, students can participate in a learning opportunity that is focused on the needs of the modern warfighter—gaining knowledge and developing skills that will serve them now, throughout the remainder of their military careers, and once they leave the military.

Concentration Description

The Joint Warfare Concentration is specifically designed to prepare eligible officers and civilian equivalents for the increased leadership and joint duty responsibilities they will face as they progress through their Air Force careers. Students graduating from the Joint Warfare concentration are awarded the *Master of Military Operational Art and Science* degree.

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.

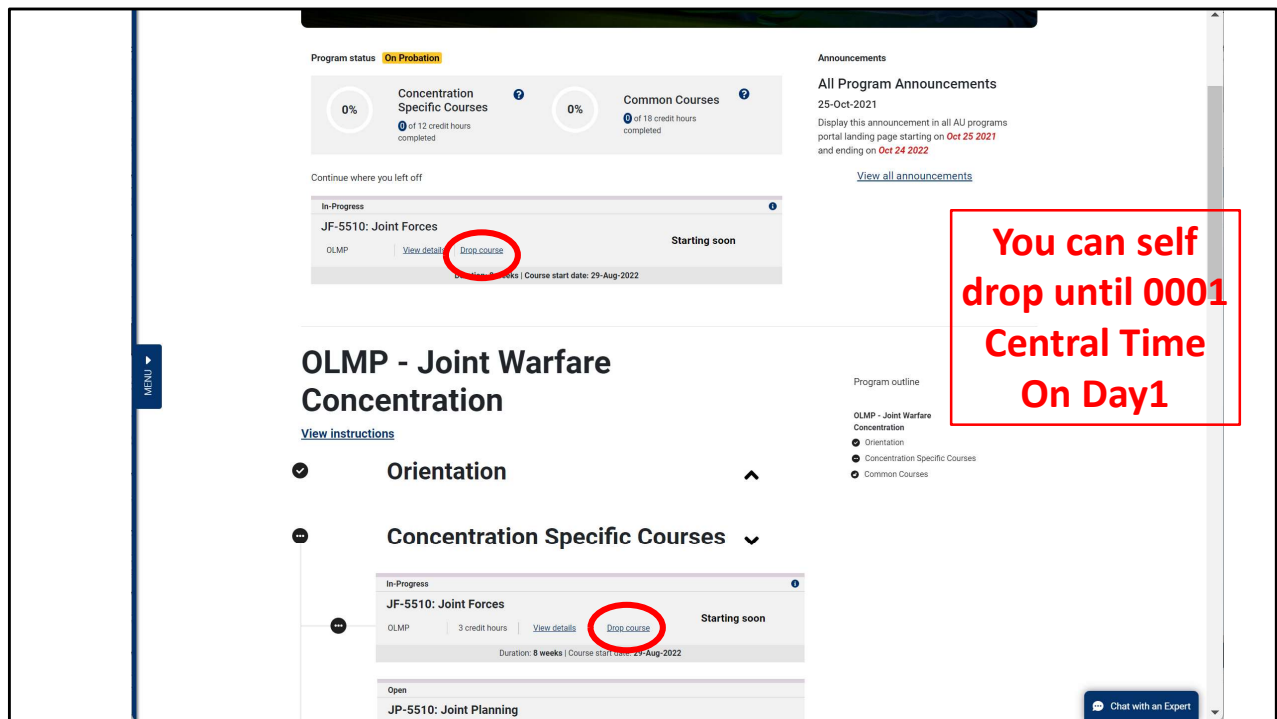
COMMON OLMP ISSUES

Common OLMP Issues

- **Only the Joint Warfare Concentration awards Degree and ACSC credit**
 - Other concentrations award degree only – ACSC Supplemental needed for credit
- **One session is needed between JP and JA (take any other course between sessions)**
- **One session is needed between RE1 and RE2 (take any other course between sessions)**
- **ACSC credit is awarded on MILPDS within a few days of graduation approval**
- **Master's degree awarded by AFIT within a few months of graduation approval**

Plan/Coordinate the best times to fit into YOUR schedule

Preview or Drop a Class before Class Start



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

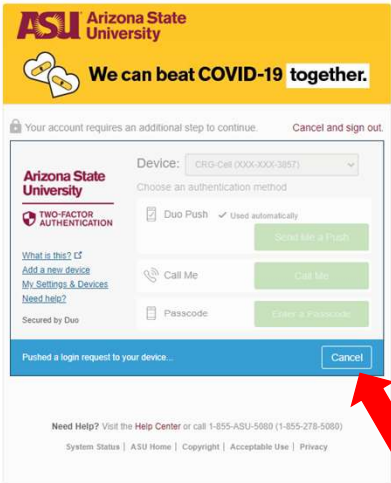
Interested in a course before you're in the course? Check out the VIEW DETAILS options to see the highlights of the course.

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)



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

**BUT NOT EVERY
DAY!!!**

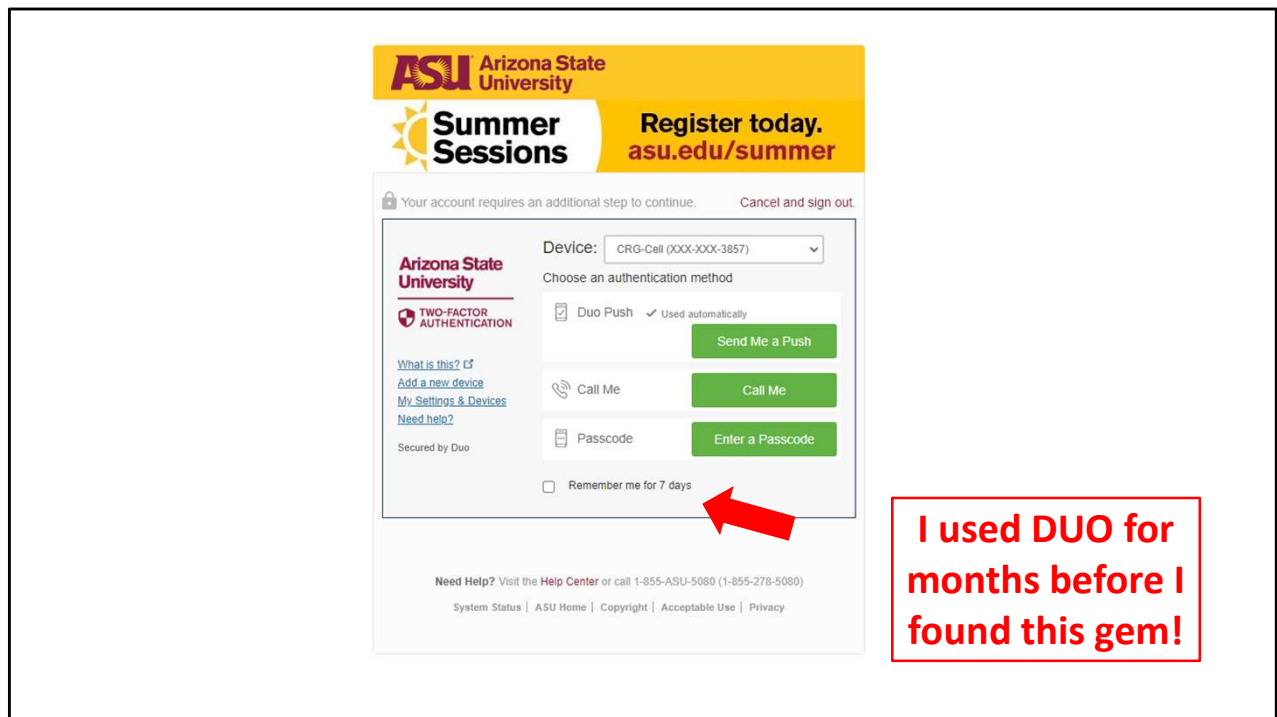
**Press Cancel
For a wonderful
Hidden Bonus**

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!!!



Check the box to authenticate weekly!!

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

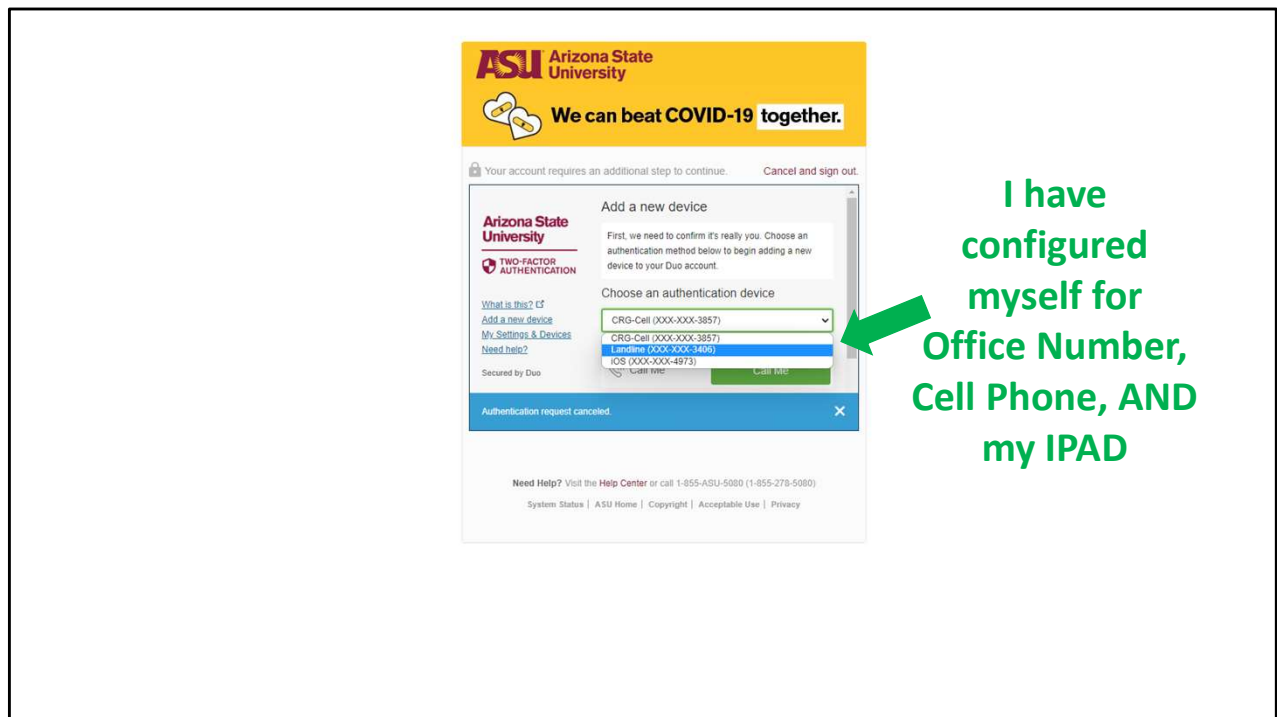
The screenshot shows the Arizona State University Duo authentication page. At the top, there's a yellow banner for 'Summer Sessions' with the ASU logo and a 'Register today. asu.edu/summer' link. Below this, a message states 'Your account requires an additional step to continue.' with a 'Cancel and sign out.' link. The main section is titled 'Two-Factor Authentication' and includes links for 'What is this?', 'Add a new device', 'My Settings & Devices', and 'Need help?'. It also says 'Secured by Duo'. On the right, there's a 'Device:' dropdown menu showing 'CRG-Cell (XXX-XXX-3857)'. Below this, it says 'Choose an authentication method'. There are three options: 'Duo Push' (checked, with a 'Send Me a Push' button), 'Call Me' (with a 'Call Me' button), and 'Passcode' (with an 'Enter a Passcode' button). There's also a checkbox for 'Remember me for 7 days'. At the bottom, there's a 'Need Help?' section with a link to the 'Help Center' and a phone number. Footer links include 'System Status', 'ASU Home', 'Copyright', 'Acceptable Use', and 'Privacy'.

You will need to add the DUO application to devices if you do NOT want just the “Call Me” option

You can also add multiple ways to Authenticate

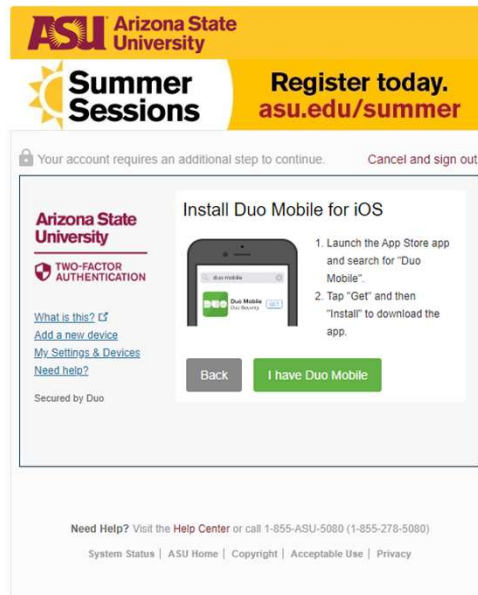
Add devices for authentication to increase your ability to get access from almost any location.

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

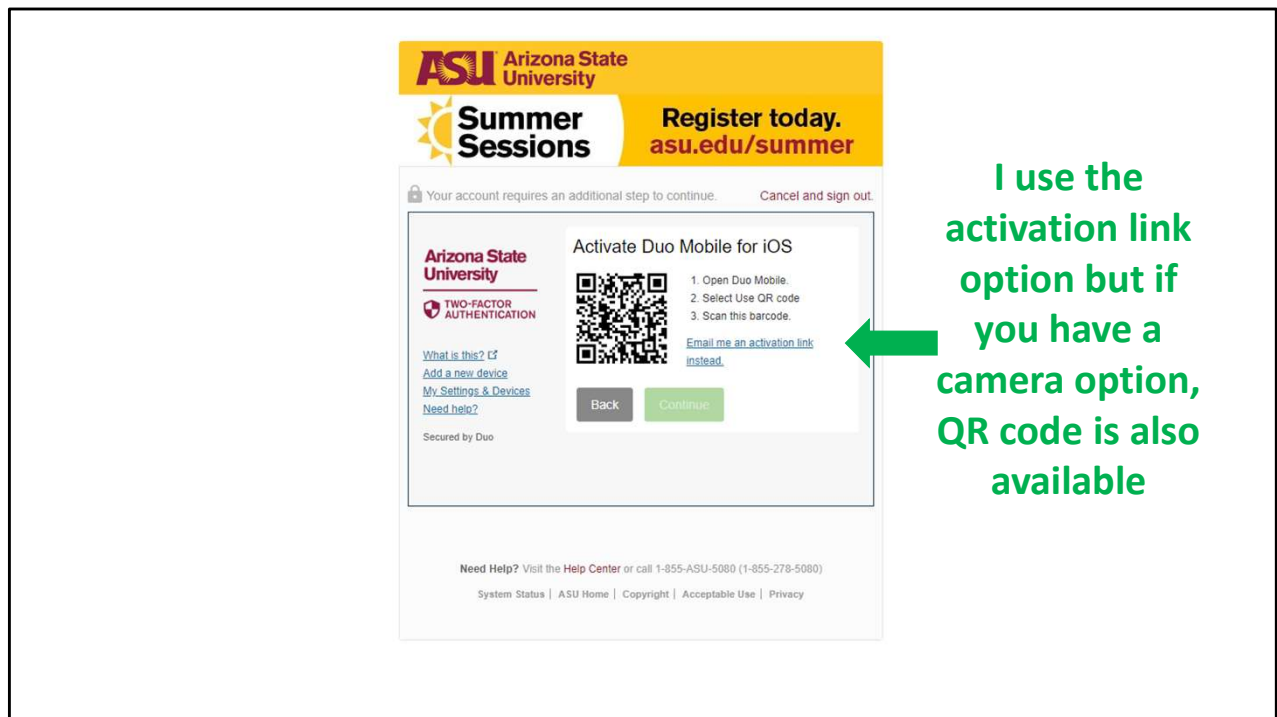


I have
configured
myself for
Office Number,
Cell Phone, AND
my IPAD

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

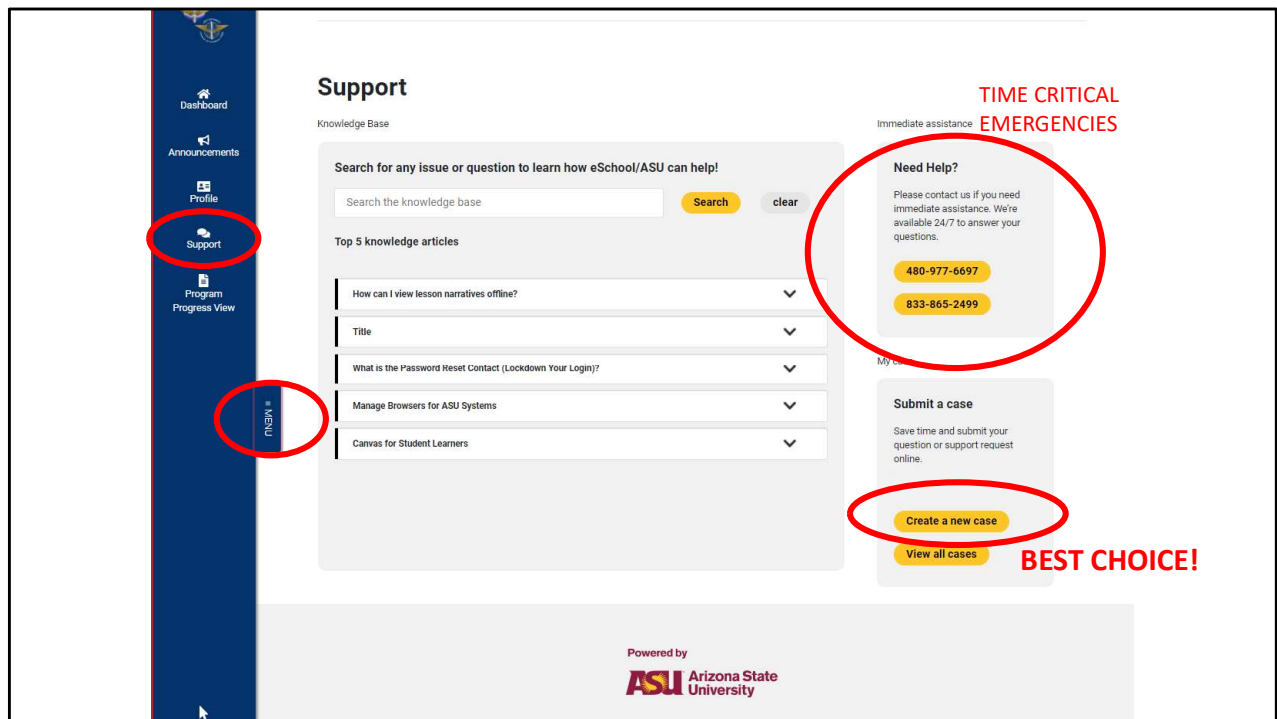
Ok.

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