

# SQUADRON OFFICER SCHOOL

## REPORTING GUIDE



### SOS CLASS 26B

**See our website for more details:**

<https://www.airuniversity.af.edu/SOS/Student-Experience/>



# Table of Contents

## **1. Course Announcements**

## **2. Dates/Eligibility**

- Contact Student Services
- Important Dates
- Eligibility

## **3. ETPs/Waivers**

- Exception to Policy
- Pregnancy/Post-Partum
- Waivers for Captains with 7+ years TAFSC

## **4. RIPs/LOAs/DTS**

- Training RIPs and Lines of Accounting
- Common Inquiries – Funding & Selection FAQs
- AETC TDY-to-School Contact Info
- Defense Travel System directions

## **5. Lodging/Travel Info**

- On-Base Lodging
- Off-Base Lodging
- Travel Information
- Taxi/Shuttle Service
- Parking (at SOS)

## **6. Security/Intel 200**

- Security – DISS Visit Request **[ACTION REQUIRED]**
- Intel 200 (formerly ISR 200)

## **7. Packing/Day 1**

- Packing Requirements & Recommendations
- Day 1 of Class Directions

## **8. Okta/MS Teams **[ACTION REQUIRED]****

- Logging on to CANVAS
- Setting Up Air University Microsoft Teams (.edu)
- Troubleshoot MS Teams: “Account Does Not Exist”
- Troubleshoot MS Teams: “Account Locked”

## **9. Misc.**

- Classroom/Squadron Amenities
- SOS Building Map

# **SOS CLASS 26B ANNOUNCEMENTS**

- **PFA PAUSE (JAN-MAR 2026)**

1. PFA is due in **DECEMBER** – must complete a PFA prior to arrival or submit an ETP
2. PFA is due in **JANUARY** – see ETP/Waivers tab for required documents to submit
3. PFA is due in **FEBRUARY** – Your PFA is current through the course graduation date. No action required.

# Contact SOS Student Services

**Please notify SOS Student Services SOONEST if any of the following apply to you:**

1. You do not have access to your **.mil** email and need to provide a new primary email
2. ETP required (see eligibility below)
3. Pregnant/Postpartum
4. Bringing a spouse, dependent(s), children, and/or pets
5. Join-spouse with both spouses attending the same class
6. Choosing to stay off-base
7. Requesting a kitchenette due to medical/religious needs. (Must provide justification/reason)
8. Desire placement in the accompanied squadron (bringing spouse/dependents)

Squadron Officer School - Student Services

[sos.od.studentservices@us.af.mil](mailto:sos.od.studentservices@us.af.mil) | (334) 953-3231

## Important Dates

Event	Deadline
ETP Submissions (packages must be complete)	<u>19 Dec 2025</u>
Lodging Requests	15 days prior class start
Contact Email from Flight Commander	1-3 business days before class start
Class Start	12 January 2026
Graduation	13 February 2026

## Eligibility (DAFI 36-2686, Chapter 3)

- **Must be a Captain or GS09-12 and CANNOT pin on Major while attending SOS.**
- **No TDY/duty limitations or physical/medical profiles**  
(exception for pregnancy/post-partum – See ETP/Waivers guidance).
- **USAF.** AD, ANG & AFRC students must have a current and passing Physical Fitness Assessment with no exemptions through the graduation date.
- **CIVILIAN.** Civilian students are required to complete and pass all physical components of the USAF Physical Fitness Assessment with no exemptions, as outlined in DAFMAN 36-2905. Civilian Development will determine the timeframe for when PFA scores are due to their office.
- **ALL** (USAF, Civilian, & Int'l Officer) students are expected complete daily fitness events ranging from long distance running to calisthenics and other strenuous activities including climbing, lifting, and hoisting one's body weight, in the central Alabama weather conditions. The capstone event at the end of the course may result in up to 10k of running
- Students cannot take an official PT test at SOS.

**\*\*\*Failure to meet any of the above requirements requires an Exception to Policy (ETP) \*\*\***

Dates / Eligibility

ETPs / Waivers

RIPs / LOAs / DTS

Lodging/Travel Info

Security / Intel 200

Packing/Day 1

Okta/MS Teams

Misc.

# Fitness Exceptions to Policy (ETPs)

**IMPORTANT:** SOS will consider ETPs from Captains who are within 2 years of their Major board. ETP requests from Captains outside of this window are **unlikely to be approved** because of the potential to attend future course dates. This provides students the opportunity to more fully participate in the physically demanding curriculum and maximize their learning experience and application. To see future course dates, please visit the SOS Website: <https://www.airuniversity.af.edu/SOS/Student-Experience/>

**REQUIREMENT:** SOS students must have a current passing Physical Fitness Assessment (PFA) with NO component exemptions. Prospective students with PFA component exemptions must pass a full PFA without component exemptions prior to arrival or submit a fitness ETP before the deadline.

## Fitness ETPs are required for the following:

- Student's current PFA has component exemptions
- Student's PFA is non-current due to PT testing pause, deployment, and/or acclimatization
- Student is on a medical or duty limiting profile for physical activity
- Student's duty-limiting profile states No TDYs or TDYs require approval

**Required Documents for ETP Packages** – See website *Eligibility Requirements* tab for templates

Item	Situation	SURF	MyFitness Tracker Report	MFR signed by Wing/CC or equivalent	AF Form 469 (profile)	AF Form 422 or Memo from PCM clearing member for TDY – MFR template on SOS Website under Eligibility Requirements
1	Current PFA <u>WITH</u> component exemptions	✓	✓	✓	✓	✓
2	Non-current PFA – last PFA was a pass with <u>NO</u> component exemptions	✓	✓	N/A	N/A	N/A
3	Non-Current PFAs – last PFA was a pass <u>WITH</u> component exemptions	✓	✓	✓	If applicable – see items 4 & 5	N/A
4	Duty-limiting profile <u>WITH</u> TDY restrictions or approval required	✓	✓	✓	✓	✓
5	Duty-limiting profile <u>WITHOUT</u> TDY restrictions or approval required	✓	✓	✓	✓	N/A

\*All ETP packages requiring a signed Wg/CC MFR must be sent from your org/exec (CCE) account to [sos.od.studentservices@us.af.mil](mailto:sos.od.studentservices@us.af.mil) no later than the ETP submission deadline. Late packages may be automatically denied

## Follow-Up/Approval Verification

You are authorized to contact SOS Student services directly regarding your ETP package. **ALWAYS** check the status of your ETP. Do NOT assume that you are cleared to proceed to SOS before confirming if your ETP has been approved. If you arrive without your ETP being approved, you may be sent home at your unit's expense.

Dates / Eligibility

ETPs / Waivers

RIPs / LOAs / DTS

Lodging/Travel Info

Security / Intel 200

Packing/Day 1

Okta/MS Teams

Misc.

# Pregnancy/Postpartum

Pregnant and postpartum members do not require an exception to policy. **However, members MUST submit ALL the following documentation to SOS Student Services:**

1. Notification to SOS via email to [sos.od.studentservices@us.af.mil](mailto:sos.od.studentservices@us.af.mil)
2. AF Form 469 or MFR denoting pregnancy/birth(postpartum members may submit an expired DAF Form 469)
3. AF Form 422 or MFR with clearance from PCM or OB/GYN for TDY travel

## ACCOMMODATIONS:

- SOS has a centralized first floor Mother's Room with multiple nursing stalls, refrigerator/freezer, and sink.
- The student loan locker has many baby/children's items and appliances for check out for all students.
- Mothers that are pumping/breastfeeding may contact SOS Student Services to request a kitchenette room if they are lodging on-base. We will submit the request, but it is not guaranteed due to limited availability.

## Waivers for Captains with 7+ years TAFSCD

Captains with greater than 7 years Total Active Federal Service Commissioned Time (TAFSC) on or before the class start date must obtain a TAFSC waiver from their respective MAJCOM/A1 TRQIs.

Members may only be enrolled for SOS in-residence once their TAFSCD waiver has been approved. Please work with your Unit Training Managers and MAJCOM/A1 to request/process TAFSC waivers. SOS does NOT have waiver templates, as they are MAJCOM specific. Only MAJCOM/A1 TRQIs approve TAFSCD waivers.  
**SOS does not approve or need to see TAFSCD waivers.**

## ETP Resources and Templates

Additional information and MFR templates can be found on the SOS Website under the Eligibility Requirements tab: <https://www.airuniversity.af.edu/SOS/Student-Experience/>

# Training RIs and Lines of Accounting (LOAs)

## PROCESS :

- Selection:** MAJCOM Training Request Quota Identifiers (TRQIs) select personnel to attend SOS from wing/unit nominee lists
- RIP Received:** Once selected to attend, your base Formal Training/FSS will receive your RIP and send it to you for review and signature (often sent to your unit CSS, UTM, or Command Sections)
- No RIP?** Contact your Base Formal Training office. If they can't find it, they need to contact your MAJCOM TRQI to confirm your spot in the course (verify your Training Line Number – TLN).
- Sign and Return:** Once you sign the RIP, return it to your training office so they can process it
- Funding/LOA Email:** After your training office processes the signed RIP, you'll get an email from AETC TDY-to-School (TTS) with the funding information (Line of Accounting or LOA) you need to book your travel arrangements.

**NOTE: SOS does NOT handle DTS fund cites, RIs, LOAs, or orders.** Please direct questions regarding these topics to AETC TDY-to-School or your unit DTS POC, ODTA/FDTA, or base Formal Training Office.

Dates / Eligibility

ETPs / Waivers

RIs / LOAs / DTS

Lodging/Travel Info

Security / Intel 200

Packing/Day 1

Okta/MS Teams

Misc.

## Common Inquiries

### Funding/Selection FAQs

- Can SOS give me my cross-org/LOA? Does SOS fund my TDY?**  
No. AETC TDY-to-School (TTS) funds the SOS TDY for USAF service members. Only they can provide information regarding funding, cross-orgs, and lines of accounting. See TTS contact below.
- Will SOS or TTS cover a rental car?**  
No. The University Inn lodging students stay at is directly across the street from the SOS building. If a student desires a rental car, it must be parent unit or personally funded. Government transportation is provided if students are off-base due to non-availability.
- How do I know who my MAJCOM TRQI is?**  
Your unit training manager (UTM) or base Formal Training office will know these contacts. If they do not know, email SOS Student Services with your MAJCOM and we can assist.
- Does SOS select who attends each class?**  
No. MAJCOM Training Request Quota Identifiers (TRQIs) select attendees for each class, however SOS manages the Exception-to-Policy (ETP) process, which may determine if some students can attend.
- My unit nominated me for SOS. Does that mean I was selected?**  
Not necessarily. You need to receive a formal notification RIP. Just because you have been nominated at your unit, does not mean you were selected by the MAJCOM TRQI. Your unit submits nominees that are then rack and stacked at the wing/base and MAJCOM levels. MAJCOM TRQIs manage seat allocation and selection for the course. Once you have been selected, you will receive a Training RIP.

## AETC TDY-to-School (TTS)

All TDY-to-School (TTS) requests must be submitted through the TTS website or Student Travel Portal (STP). TTS will no longer answer any requests sent outside of these systems.

- TTS WEBSITE** - <https://tdytoschool.us.af.mil/login> – \*\*FSS (Training Managers) submissions ONLY\*\*
  - Request for quotas, validating training line number (TLN), and cross-org/line of accounting
- Student Travel Portal (STP)** - <https://usaf.dps.mil/teams/AETCFM/aetcfmstp>
  - All other inquiries must be submitted through the STP
  - You will be prompted to create a profile your first time access the STP

# Defense Travel System (DTS)

## ORDERS:

- Normal TDY = you will create your orders in DTS
- TDY-en-Route = your MPF will have SOS listed on your PCS orders

## Government Travel Charge Card (GTCC)

- IAW the Travel and Transportation Reform Act of 1998, it is mandatory to use the GTCC for all government travel.
- Verify your GTCC is not expired and ready to accept charges.
- The GTCC limit must be high enough to cover transportation, lodging, and meals.

## Meals & Quarters in DTS

Maxwell AFB is part of the Integrated Lodging Program with Government Meals Provided. However, due to the nature of the program, the Commandant has authorized the higher Proportional Meal Rate for military service members. **Civilian students receive full meal rate.** Servicemembers, please follow the instructions below.

1) In DTS, under Per Diem,

**Click the three dots** next to M&IE Allowed

LODGING COST	LODGING ALLOWED	M&IE ALLOWED
\$110.00	\$110.00	\$51.00
\$110.00	\$110.00	\$68.00
\$0.00	\$0.00	\$51.00



2) **Select Meals Available at TDY Location**

**\*\*You can choose any two meal**

**combinations.** The selected Breakfast and Dinner option is one such example.

**\*\*NOTE\*\*** All students will have the ability to still eat all three meals at the River Front Inn (DFAC), if desired.

**Meals** Hide Options ▾

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

Select Available Meals

Breakfast

Lunch

Dinner

3) Scroll down to Duty Conditions and select Quarters Available

4) You will need to adjust the lodging rate to \$99 per night. Save adjustments and M&IE should be adjusted to \$46

**Duty Conditions** Hide Options ▾

Duty conditions affect your lodging and M&IE per diem entitlements.

Field Conditions

Quarters Available

Adverse Effects (Commercial Qtrs)

Group Travel

Inactive Duty Training (Local)

Essential Unit Messing

**LODGING COST (Locality rate: \$110.00)** Currency Converter

**\$ 99**

**M&IE COST (Locality rate: \$68.00)** Currency Converter

**\$46.00**

5) Your lodging and M&IE will look like this when complete

LODGING COST	LODGING ALLOWED	M&IE ALLOWED
\$99.00	\$99.00	\$51.00
\$99.00	\$99.00	\$46.00
\$0.00	\$0.00	\$51.00



Dates / Eligibility

ETPs / Waivers

RIPs / LOAs / DTS

Lodging/Travel Info

Security / Intel 200

Packing/Day 1

Okta/MS Teams

Misc.

# On-Base Lodging

## Staying on base? Don't book a room through DTS!

- SOS reserves on-base rooms for all students at the Maxwell University Inn automatically (NO action required for students), unless you coordinate with SOS Student Services otherwise. You do **NOT** need to call lodging to verify an on-base room reservation.
- Ignore any "no room available" messages from DTS or system-generated emails. These are errors since SOS reserves student rooms in advance.

## On-Base Lodging Amenities

- Room keys are assigned at lodging bldg. #682 (across from the flight line)
- All on-base rooms have refrigerators, microwaves, coffee makers, hair dryers, linens, and wifi. Laundry facilities are available.
- Limited kitchenette availability (must provide justification/reason) – please contact SOS Student Services to request a kitchenette for medical/religious reasons (examples: breast feeding/pumping, PCM-enforced diet). Billeting will attempt to put you in a kitchenette room, but it is not guaranteed.

## On-Base Lodging Limitations

- SOS is an **UNACCOMPANIED** TDY.
- **Children and pets, apart from fish, are NOT authorized for the Maxwell University Inn.** Students who choose to travel with accompanying children and/or pets must coordinate their own lodging off-base and notify SOS Student Services at [sos.od.studentservices@us.af.mil](mailto:sos.od.studentservices@us.af.mil). Please include whom will accompany you and/or what type of pet(s) you will be bringing. You will NOT receive a Non-Availability letter.

### Base Facilities & Amenities:

See 42<sup>nd</sup> Force Support Squadron website:  
<http://www.lifeatthemax.us/>

### Maxwell Lodging

334-953-3931 (Comm)  
 312-493-3931 (DSN)

# Off-Base Lodging

## Off-Base Lodging Notification

- Students who choose to lodge off base must notify SOS via email at [sos.od.studentservices@us.af.mil](mailto:sos.od.studentservices@us.af.mil) NLT 15 days prior to class start so your room on-base room can be released. Students are responsible for coordinating any lodging changes after the deadline.

**Local Students.** NOT authorized to utilize on-base lodging and are NOT authorized per diem

## Integrated Lodging Program Requirements (per JTR)

- Maxwell AFB is an Integrated Lodging Program (ILP) site. Service members and civilian employees on a TDY must use ILP lodging in the following priority order: (1) Government quarters, (2) privatized lodging, (3) DOD preferred commercial lodging.

## Non-Availability (Non-A) Letters/Reimbursement

- Students that choose to lodge off base (including due to bringing dependents/children/pets) will **NOT** receive a Non-Availability letter
- Students electing to stay off base will only be reimbursed up to \$99/night (plus taxes) for lodging and the on-base partial meal rate for food.
- You're responsible for booking your own off-base lodging, childcare/pet boarding, and covering all costs exceeding the government rate. See the ILP Memo for guidelines on selecting non-government lodging.

# Travel Information

- **Transportation.** SOS does NOT provide transportation to/from the airport. SOS does NOT provide/authorize rental cars. If a rental car is desired, it will be at the parent unit's or student's personal expense.
- **CONUS Travel Days:** Authorized one (1) travel day on either end
  - CONUS Ex: If the course is 18 Sept – 20 Oct, then 17 Sept is the travel day, the 18th is the 1st day of class, the 20th is graduation day, and the 21st is the travel day
- **OCONUS Travel Days:** Authorized two (2) travel days on either end
  - OCONUS Ex: If the course is 18 Sept – 20 Oct, then 16-17 Sept are the travel days, the 18th is the 1st day of class, the 20th is graduation day, and the 21-22 Oct are the travel days
- **Graduation Planning:** Under NO circumstances will graduating SOS students make return air travel arrangements out of Montgomery on flights that depart before 1400 hours (2:00 PM) on their Graduation Date. Early departures that require students to miss graduation must be requested from the student's home station Wing Commander.

## Taxi/Shuttle Service

*\*\*For Information Only - Not Endorsed by SOS/Maxwell/Air Force/DoD\*\**

### Taxi companies with base access

#### Montgomery Area

- Checker Deluxe Cab (334-538-8179)
- On Time Taxi (334-505-1189)
- Kings Airport Shuttle (334-324-1794)
- Triple A Taxi (334-220-1681)

#### Atlanta to Maxwell AFB

- Groome Transportation (334-821-3399)- Reservations required for direct route from Atlanta Airport to/from Maxwell AFB
  - [https://groometransportation.com/montgomery/?&sd\\_client\\_id=5b69ee40-216f-4587-9e36-fd9ba3ddb845](https://groometransportation.com/montgomery/?&sd_client_id=5b69ee40-216f-4587-9e36-fd9ba3ddb845)

**Uber/Lyft:** Only some drivers have access. Be clear in your request for the driver needing base access or you may be dropped off at the gate and must walk the rest of the way.

## Parking

If using a POV or rental car, park in the lodging parking lot, ACROSS FROM the SOS building.



# Security – DISS VISIT REQUEST \*\*ACTION REQUIRED\*\*

Students are required to have at least a SECRET clearance to attend SOS classified briefings. As such, Unit Security Managers will need to use DISS to submit a Visit Request for your training requirements annotating your clearance level. Failure to submit a visit request by Education Day 1 (First day of class) may prevent you from sitting in on any classified briefing(s). Your Unit Security Manager will need the below information to complete the DISS Visit Request.

Direct additional questions or concerns to SOS/Security Workflow:

[SOS.Security.Workflow@us.af.mil](mailto:SOS.Security.Workflow@us.af.mil)

## ACTION REQUIRED: Submit DISS Request BEFORE Day 1

Step-by-step instructions for Unit Security Managers to create a visit request in DISS:

1. Log into DISS
2. Click "Create SMO Visit"
3. Click "Find Hosting SMO"
4. Input SMO Name: SOS FACULT
5. Click "SEARCH"
6. Select that SMO, and click "Next"
7. Select "Existing SMO Location" - The SMO address will appear (125 Chennault Circle), click "Next"
8. Input Visit Name: **26B**
9. Input Visit Dates: **(5 Jan – 13 Feb 2026)**
10. Access Level: Secret
11. Reason: TAD/TDY
12. Input POC name: Lindsey Hale
13. Phone number: (334) 953-3053
14. POC Email: [SOS.Security.Workflow@us.af.mil](mailto:SOS.Security.Workflow@us.af.mil) and [lindsey.hale@us.af.mil](mailto:lindsey.hale@us.af.mil)
15. Click "Next"
16. Click "Save" This will take you to the visit screen. Click "Add Subject" (Green button on the bottom right)
17. Select "SMO Subjects" (or search via SSN) **\*Attendee MUST have at least SECRET access granted in their profile\***
18. Find the attendee and select the box next to their name. Click "Add"
19. Click "Next" This takes you to the review page, click "Next" again and then "Save"
20. Ensure "Visit Status" says "Active"

## Intel 200 (formerly ISR 200)

### \*\*Please look out for communication/updates from the INTEL 200 POC\*\*

All Active Duty 14Ns are automatically enrolled in INTEL 200 (formerly ISR 200)

- Guard and Reserve 14Ns are not automatically enrolled. If you desire a seat, please work with your UTM to request a seat from NGB/A2 or AFRC/A1K.
- INTEL 200 will take place the week prior to SOS.

You will be sent reporting instructions NLT 3 weeks prior to the INTEL 200 start date

- All emails will be sent to students' USAF NIPR email addresses.
- If this is not the email used, please email [LEMAYCENTER.IN.ISR200@us.af.mil](mailto:LEMAYCENTER.IN.ISR200@us.af.mil).

### INTEL 200 has a separate Line of Accounting (LOA) from SOS

- Each student will have access to the LeMay Center Intelligence cross-org fund cite in DTS for the additional days of lodging and partial per diem
- All other costs (travel, SOS lodging/per diem, rental cars) should be allocated to the SOS (AETC TDY-to-school) or unit fund cites
- INTEL 200 does not fund man-days. If you are in PCS status, please let POC know and POC will draft a memo to have the LOA added to your PCS orders. **GUARD:** All funding is handled through NGB

### INTEL 200 POC:

[LEMAYCENTER.IN.ISR200@us.af.mil](mailto:LEMAYCENTER.IN.ISR200@us.af.mil)

334-953-81

Dates / Eligibility

ETPs / Waivers

RIPs / LOAs / DTS

Lodging/Travel Info

Security / Intel 200

Packing/Day 1

Okta/MS Teams

Misc.

# Packing Recommendations

\*\* All uniform items/accessories must comply with [DAFI 36-2903: Dress & Appearance of DAF Personnel](#) \*\*

## REQUIRED:

- Laptop (gov or personal) that connects to WIFI, has microphone and webcam access, and is CAC-enabled or has an external CAC reader
  - **\*\*Medical DHA-issued laptops DO NOT work on Air University WIFI\*\***
  - SOS has a limited number of laptops that can be checkout on Day 1
- OCPs/FDUs (military) – FDU nametags **MUST** have first and last name
  - Keep one set of uniforms in carry-on luggage
- Uniform & civilian **cold-weather gear** (if attending between September-March)
- Business casual (civilian)
- USAF PT gear (military) / black or dark blue athletic shorts or pants (civilian)
- Athletic clothes and good running shoes- SOS has a PT event every day of the course, including flight PT most mornings or afternoons. Civilian athletic gear is authorized for flight PT
- MEDICAL ONLY – If you need MEDCOI network while here, you will need to bring your own MEDCOI laptop.

## OPTIONAL but recommended:

Project X/FLEX

- Old tennis shoes/soft cleat shoes for FLEX/Project X (fields may be wet/dirty, Proj X includes water tasks)
- Old OCP/2-piece FDUs in reasonably good service (for Project X)
- Gloves (for equipment protection for Proj X) – gloves provided, but personal pairs fit better

## Morale Wear Days

- Khaki Pants or Jeans (no holes/rips)
- Close-toed shoes

## NOT REQUIRED/PERMITTED

- 🚫 Service dress/blues are NOT required
- 🚫 Wing specific morale patch/call sign name tags – not authorized for wear during PME
- 🚫 Leggings only – during official SOS activities, leggings can NOT be worn as stand-alone bottoms, but may be worn with shorts/pants over top

## Day 1 of Class

1. **Follow your Flt/CC's instructions.** Look for an email from your Flt/CC with specific Day 1 instructions. This may include meeting in an open classroom before heading to the auditorium.
2. **Did not receive an email?** That's perfectly fine! Head straight to Polifka Auditorium for the SOS Welcome briefing.
3. **Not sure which flight you are in?** No problem! Faculty will be available/stationed in two locations to help you find your assigned flight on Day 1.

Where: SOS - Bldg 1403 – Polifka Auditorium

When: 0800 CST (be in seats 10 min before start)

\*\*Seats are organized by Squadron/Flight Number\*\*

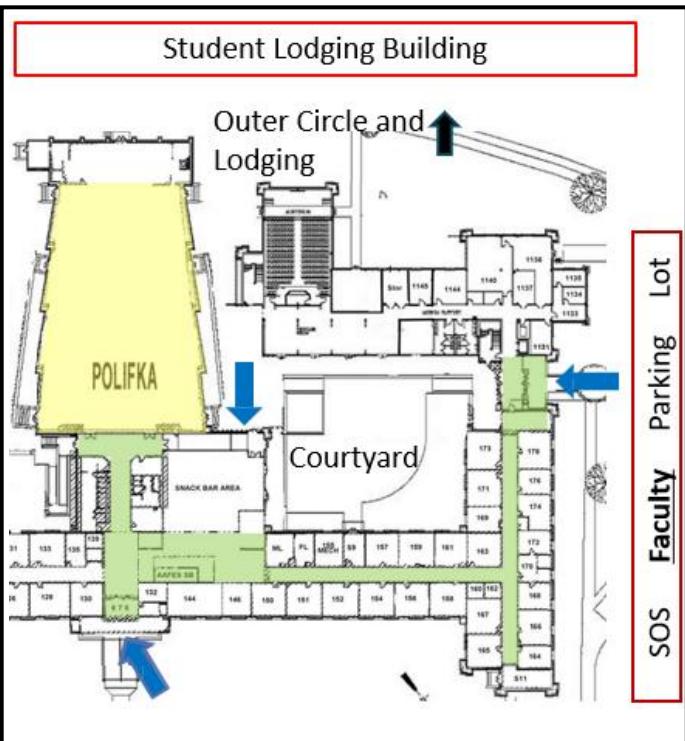
Attire: Military – OCP/FDU | Civilians – Business Casual

### Bring:

1. Current PFA Test/Fitness History
2. AFRC: Copy of orders
3. Laptop (gov or personal)

Missed/delayed flights or other travel problems contact:

- Your assigned Flight Commander (primary)
- Student Services (334) 953-3231 during duty hours



# CANVAS

CANVAS is used to access SOS course materials and submit assignments. The multi-factor authenticator used to access Canvas is OKTA. You will use your CAC to log into OKTA (which is the preferred and easiest method), but there are other set-up options as well.

You can access Canvas now, but until student accounts are loaded into the SOS course, YOU WILL NOT BE ABLE TO LOG IN. Most likely, the student accounts will be loaded into the course during the Friday or weekend before Day 1. You may attempt to log in during that time.

**When you have been added to the CANVAS course, you will receive an email.** Go to [af.okta.mil](http://af.okta.mil) and use your CAC to log in. Select the AU Canvas tile. If you have been loaded to the course, it will appear in your dashboard in Canvas after you select the AUE Canvas tile.

An alternative to access Canvas is to log into myFSS, in the search bar at the top of the page type in “okta my apps dashboard”. From the okta dashboard select AUE Canvas.

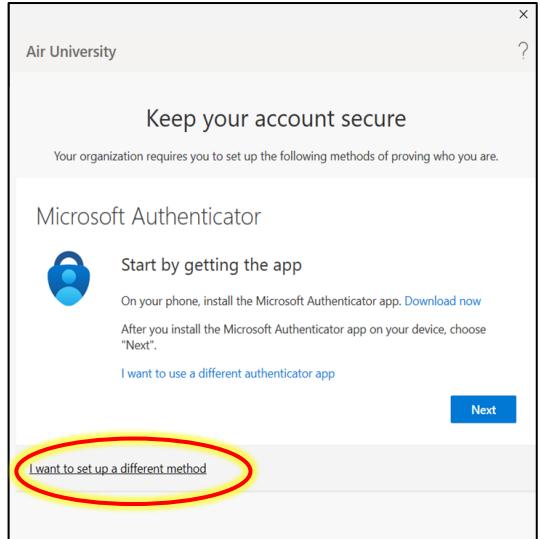
## Setting up Air University Microsoft Teams (.edu)

### Essential Information

1. Approx 2-5 days before class, you will receive your username & password for MS Team Account
2. MS Teams used by Air University (AU) is on a separate server than your home unit Teams account and uses a .edu email instead of a .mil
3. Air University A6 requires two-factor authentication (TFA) to sign into your account
  - SMS Text Messaging
  - Voice (phone call)
  - ~~Authenticator App~~ – do NOT use unless first two options failed or are inaccessible

### Setting Up

1. Log out of your .mil account MS Teams
2. Log into the Air University MS Teams by selecting “use another account or sign up” (bottom left)
3. Input the username received in a separate email – ends in @au.af.edu
4. Input the password you received in a separate email
5. Click “Sign In,” then click “Next”
6. Click “**I want to set up a different method**” – DO NOT use the Authenticator App
7. Select “phone” from the drop-down menu
8. Input your cellphone number WITHOUT hyphens
  - Students stationed overseas may use other country numbers. **\*\*WARNING\*\*** Text & data rates may apply
  - If you plan on activating a US number during SOS, do so before continuing
9. Select “text me a code” or “call me”
10. Input the code from SMS text or push “#” on the phone call
11. You have successfully registered your device. Click “Next”
12. Input your original password you received via email and replace/update it with a new password
13. Click “Sign In”
14. Click “Air University M365 Terms of Use” to review the Terms and Conditions – you must scroll to the last page
15. Click “Accept”
16. Click “OK”
17. **SUCCESS!** You may now log into your Air University MS Team (.edu) account. Click “Done”



# Troubleshoot MS Teams: “Account Does Not Exist”

This notification is most commonly associated with user error.

1. Double check that your email address and password are entered correctly.
2. You must use the “.edu” email username and password that Air University supplies unless you have an existing .edu MS Teams account
3. Ensure that you are logging in on the correct type of TEAMS application – you should be logging in on the new/updated TEAMs version.
  - Classic TEAMS and New TEAMS are separate from each other, logging in on the incorrect app may cause for your account to be not recognized.
  - If all else fails, attempt to use the other TEAMS version
  - You can download the correct application from this link: <https://www.microsoft.com/en-in/microsoft-teams/download-app?msockid=06bd62d3e25662e435a3765ee3da6312>
4. Try multiple browsers (Chrome, Edge, Firefox, etc.), though Google Chrome usually works best.
  - Clear the browser cache after each attempt to remove data history and cookies.
5. Attempt logging in via the TEAMs mobile app.



# Troubleshoot MS Teams: “Account Locked”

## OCCURS WHEN:

You have attempted to log-on too many times with either an incorrect username or password. You must wait 15-20 minutes before trying again.

## BEFORE ATTEMPTING TO LOG IN AGAIN

1. Double check that your email address and password are entered correctly.
2. You must use the “.edu” email username and password that Air University supplies unless you have an existing .edu MS Teams account
3. Ensure that you are logging in on the correct type of TEAMS application – you should be logging in on the new/updated TEAMs version.
4. Classic TEAMS and New TEAMS are separate from each other, logging in on the incorrect app may cause for your account to be not recognized.
5. If all else fails, attempt to use the other TEAMS version
6. You can download the correct application from this link: <https://www.microsoft.com/en-in/microsoft-teams/download-app?msockid=06bd62d3e25662e435a3765ee3da6312>

## RE-ATTEMPTING

1. Try multiple browsers (Chrome, Edge, Firefox, etc.), though Google Chrome usually works best.
2. Clear the browser cache after each attempt to remove data history and cookies.
3. Attempt logging in via the TEAMs mobile app.

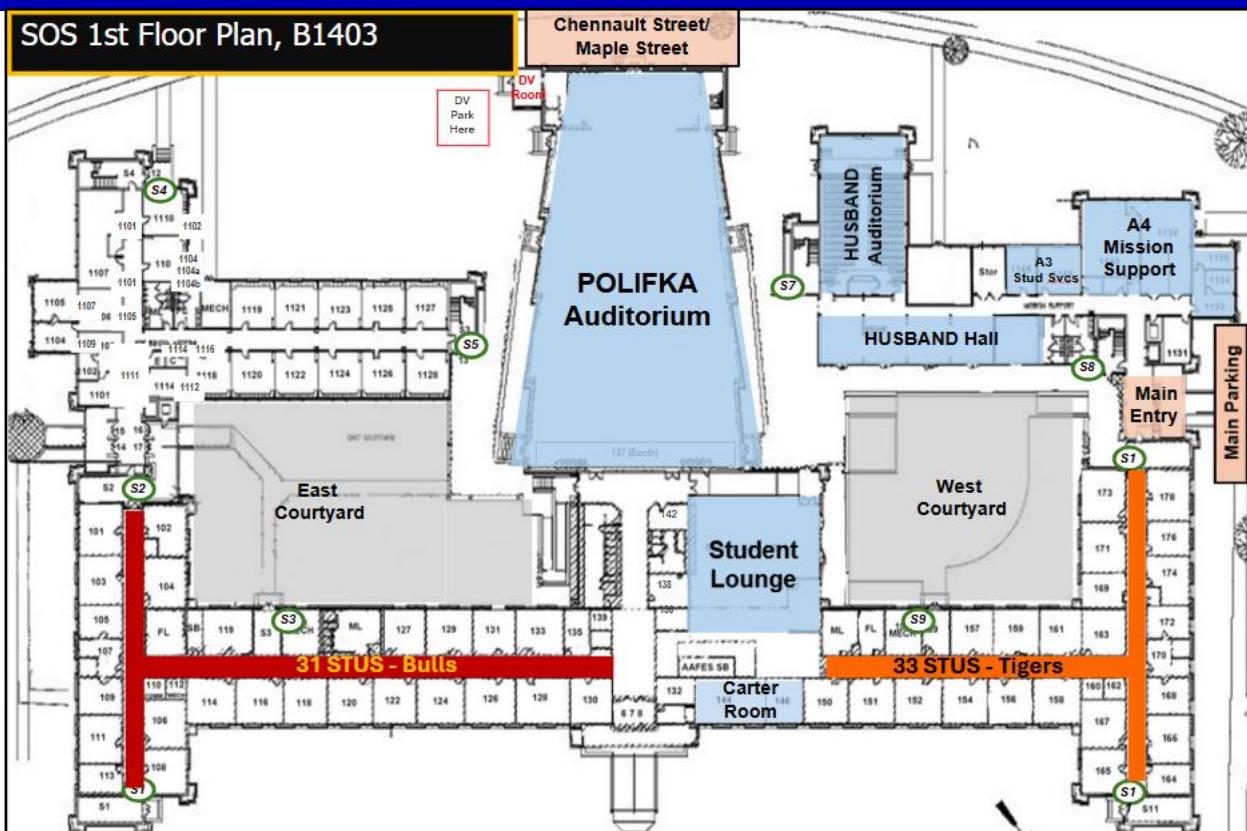
**STILL LOCKED?** You must visit SOS Student Services on Day 1 to reset your TEAMs account

## Classrooms/Squadron Amenities

All classrooms have small refrigerators, coffee machines, white boards, and one large monitor/screen. Each squadron has a student resource room that has a couple of NIPR terminals that students may use.

# SOS Building Map

SOS 1st Floor Plan, B1403



SOS 2<sup>nd</sup> Floor Plan, B1403

