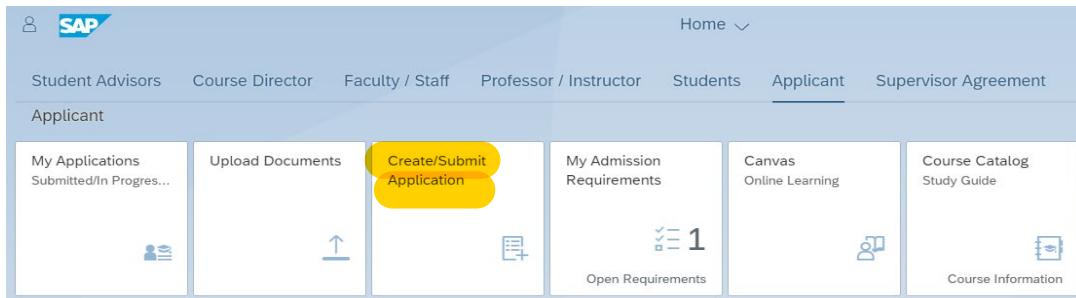




AFIT CE APPLICATION NAVIGATION FROM AU LEARNER PORTAL

1. To submit an application, navigate to the AU Learner Portal Home screen using CHROME as the browser.

<https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home>



2. The student will select the Create/Submit Application tile and fill out the required information marked with an asterisk in order.

*Note: This will create your new Enterprise Canvas Account and your Air University Profile

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:

*Type of student:

*Program Type:

*Program of Study:

*Academic Year:

*Academic Session:

Full time/Part time: Full Time Part Time

*EDPI DOD ID Number:

- **School /Department** - click the drop down and chose the department the course falls under

- Engineering Management
 - Technical Engineering
 - Environmental Management
 - Housing Management



All CE SUMMIT courses are
underneath the Engineering
Management department.



The Civil Engineer School

***Note:** If you are unsure, you can navigate to: <https://www.afit.edu/CE/> to locate the information on the courses available from AFIT Civil Engineering; specific dates are available in the Course Catalog Tile in the AU Learner Portal.

- **Type of Student** - Ensure that you select the type of student you are registering to take this course as; this may affect billing if applicable. For example: If you are a Reservist and a Civil Service Employee, which job is requiring you to complete the training.
- **Program Type** - Autofill or all AFIT courses are PCE (Professional Continuing Education)
- **Program of Study** - Student will select the course they are want to attend
- **Academic Year** - Self-explanatory/Autofill
- **Academic Session** - Fiscal Year/Autofill
- **Full/Part time** - Optional
- **EDIPI DOD ID Number** - Your CAC ID. The system will color the box light gray for these auto-fill boxes and information that will be filled from MILPDS and DEERS.

***Note:** Boxes that are grayed out cannot be modified unless you contact your MILPDS/DEERS office to correct the information.

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APPLICATION DETAILS PERSONAL DETAILS ▾

PERSONAL DETAILS

Personal Details

*Do you have a Social Security Number:

*Gender:

*First Name:

Middle Name:

*Last Name:

Suffix:

Initials:

Known As:

*Date of Birth: 

Place of Birth:

*Nationality:

*SSN (No Dashes!):



The Civil Engineer School

3. Continue the application by completing the Personal Details. This information is self-explanatory. Please fill out all questions with an asterisk at minimum.

***Note:** If you have an SSN it will be imported from MILPDS or DEERS.

***Note:** Students **without** an SSN will select no to "Do you have a Social Security Number?" and will load their FIN/EIN in the box designated.

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APPLICATION DETAILS PERSONAL DETAILS ▾

Address Details

*Country:

*Number:

*Street:

Street2:

*City:

*Region:

*Postal Code:

*E-Mail Address:

- **Region:** Current state of residence.
- **Email Address-** Please use your .MIL (us.af.mil if you have one)

Activity Management ▾

Section	Program of Study - Activity Management
Preliminary Details	
Personal Information	
Address Information	
Residence Information	
Civilian Information	
Military Information	
Supervisor Information	
Additional Questions	
Terms & Conditions	
Application Instructions	<p>• 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.</p> <p>• 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:</p> <p>Air University Registrar ATTN: Admissions 60 W Shumacher Avenue Maxwell AFB, AL 36112</p> <p>• 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.</p>



- **Preliminary Details** - Self-explanatory

***Note: Transcripts are not required for AFIT CE programs**

- **Personal Information** - Should be autofilled
- **Address Information** - Should be autofilled except your phone number
- **Residence Information** - Self-explanatory (start typing in the box to auto-populate)
- **Civilian Information** - Should be autofilled

*Note: This tab (if applicable) will be filled in by DEERS after the application is submitted. If there is erroneous information, no need to take action.

- **Military Information** - Should be autofilled

*Note: This tab (if applicable) will be filled in by MILPDS after the application is submitted. If there is erroneous information, no need to take action.

- **Supervisor Information** - **PLEASE BE ACCURATE HERE!! FOR SUPERVISORS EMAIL USE THEIR .MIL;**
****Note: Preferably their us.af.mil if they have one and not mail.mil or spaceforce.mil****
- **Additional Questions** - Will focus on what audience the applicant will apply under using the drop-downs under using the drop-downs (Primary or secondary) status.

- **Terms & Conditions** - Student must check the “I agree” box

4. Once all information is complete the applicant can click “Submit” located in the bottom right corner of the screen.

***Note: If the application is not submitted and it is saved, it moves to the “My Applications” on the AU Learner Portal tile where the applicant can complete it at a later time. Once the applicant clicks on the application they will need to click continue at the bottom right of the screen to complete, if the applicant tries to start a new application for the same course the system will error with a duplicate application notification.**

NOTE: Once the application has completed the approval process with supervisor notification and course director approvals (if needed) and receive an email that their application has been processed, the student will need to enroll/book the specific course offering they wish to attend. Review “Book/Enroll for Course Instruction.”