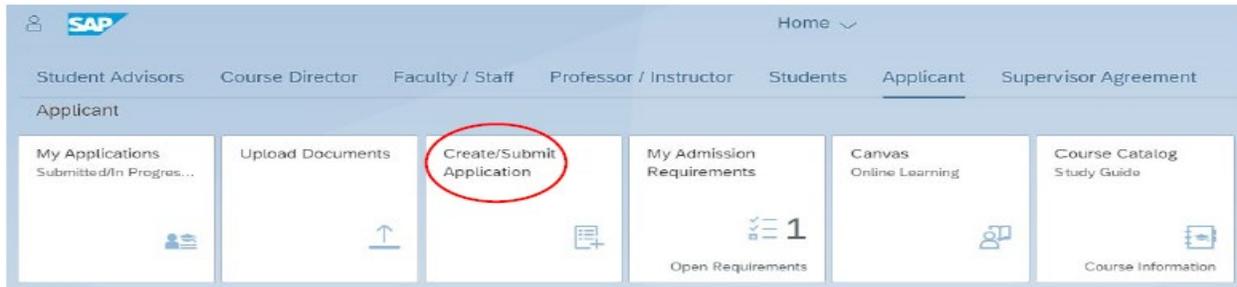
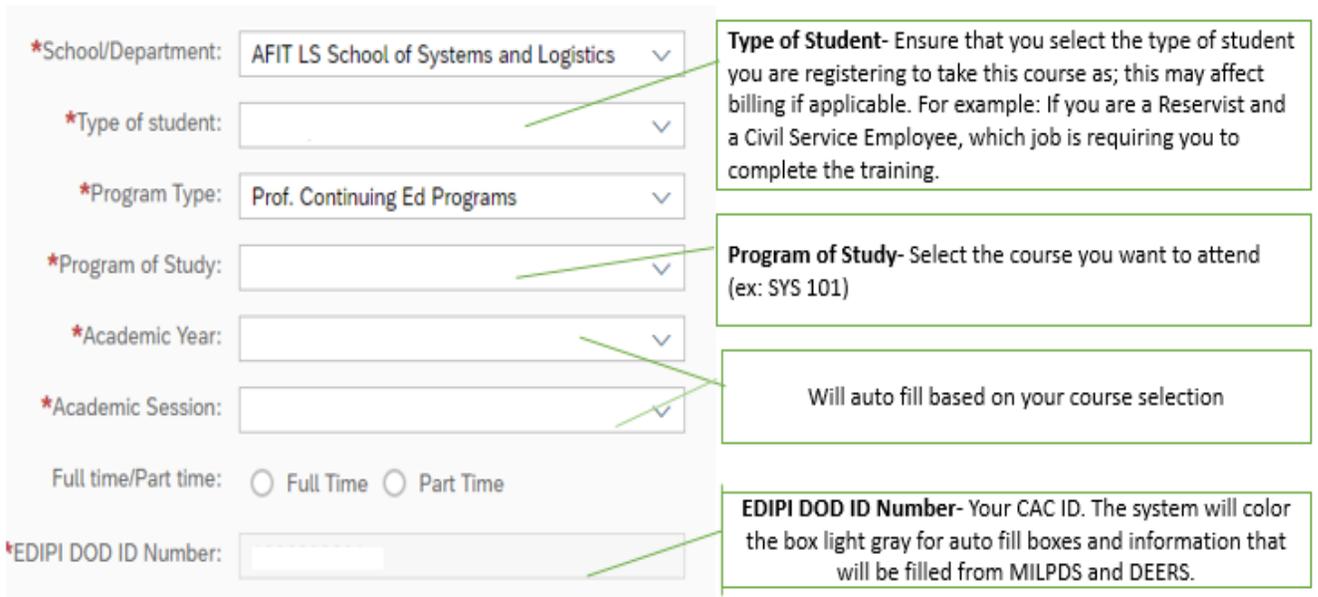


**\*\*Please note: APPLYING FOR A COURSE OF STUDY IS NOT BOOKING A CLASS! Please do not make any plans for attendance based off this step alone\*\***

1. Navigate to the AU Learner Portal Home screen <https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home>
2. Select the Create/Submit Application tile



3. 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



The screenshot shows a form with several required fields marked with an asterisk (\*). The fields are:

- \*School/Department:** AFIT LS School of Systems and Logistics (dropdown menu)
- \*Type of student:** (dropdown menu)
- \*Program Type:** Prof. Continuing Ed Programs (dropdown menu)
- \*Program of Study:** (dropdown menu)
- \*Academic Year:** (dropdown menu)
- \*Academic Session:** (dropdown menu)
- Full time/Part time:**  Full Time  Part Time
- \*EDIPI DOD ID Number:** (text input field)

Explanatory callouts are provided for several fields:

- 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 of Study:** Select the course you want to attend (ex: SYS 101)
- Academic Year and Academic Session:** Will auto fill based on your course selection
- EDIPI DOD ID Number:** Your CAC ID. The system will color the box light gray for auto fill boxes and information that will be filled from MILPDS and DEERS.

4. The applicant will continue the application by completing the Personal Details. This information is self-explanatory. Please fill out all questions with an asterisk (\* ) at minimum.

\*Please use your .mil email address, if you have one



5. Once all red asterisk boxes are fill in click (Continue with application) in bottom right corner, you will see the following page

Preliminary Details	Preliminary Details
Personal Information	
Address Information	
Residence Information	
Civilian Information	
Military Information	
Supervisor Information	
Additional Questions	
Terms & Conditions	

For All programs:

- Military, Civilian, and Duty information is provided and verified by DEERS and MilPDS. These fields are visible for informational use only and cannot be edited by you nor AU faculty. If you notice an issue with this data, please check with those organizations to ensure they have your data correct.
- If these fields are not filled out currently, they will be populated by those institutions after submitting your application.

For PCE/PDE/Non-degreed PME Programs:

- No transcripts are required to be submitted by students to attend these programs. Please fill out the application and submit the rest of this application. Upon submission of the application, please check the Required Documents and My Admissions Requirements tiles on the home page to see what is required of you to be accepted into the program.

For Degreed Programs and Degree Granting PME programs:

- 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

Save Save and Return Submit

**Preliminary Details**- Informational  LS courses fall under PCE (Professional Continuing Education) PDE(Professional Developmental Education) Non-degreed PME(Professional Military Education) programs

**\*Note: Transcripts are not required for AFIT LS programs**

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

**\*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 auto filled



\*Note: This tab (if applicable) will be filled in by MILPDS **after** the application is submitted. If there is erroneous information, this cannot be corrected thru the AU Learner Portal. Air Force Portal should be your next stop.

- **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 dropdowns 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 student’s application has completed the approval process with Supervisor and Course Director Approvals (if needed) and receive an email that their application has been processed, the student will need to book the specific course offering they wish to attend. Review “Book course Instruction.”



SCHOOL OF SYSTEMS & LOGISTICS