

EPME Distance Learning Program Guide



Notes are in
the top left
corner



There is commentary in the NOTES section

WARNING...WARNING...WARNING

ONLY enroll in EPME when you are ready to complete all lessons in a timely manner.
Make sure to talk to your leadership or deployed Unit prior to enrollment.

The course has a maximum of one-year life cycle.



Progress is only lost after 1-year. No ETPs granted.

Don't repeat someone else's mistake. Look over [FAQ](#) slide 93 prior to registering.
Reference back at this document during your Course if you have issues.

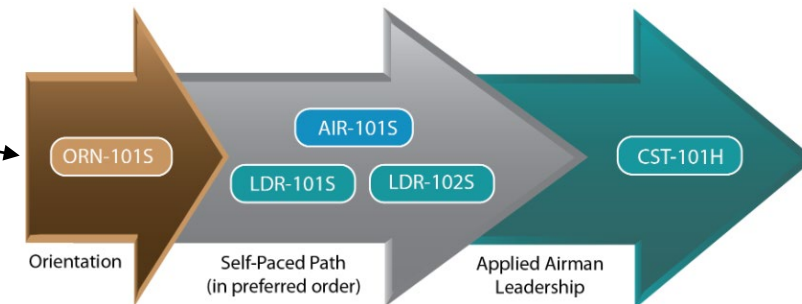
Information prior to registering

<https://www.airuniversity.af.edu/GCPME>

You will need to choose your program on the right side of the web page

- Capstone registration dates are found in the “Schedules” tab.
(Plan ahead as there are registration end dates for each capstone)

- Course layout is found in your program:



The current version of this Document that you are reading is located here
MAKE SURE YOU HAVE MOST RECENT COPY

Program information

Program | Program Learning Outcomes | Eligibility and Enrollment | Requirements

The ALS DL program consists of approximately sixty (60) contact hours. The program focuses on leadership skills required of first-line supervisors and reporting officials throughout the Air Force. ALS DL enhances the development of senior airmen by strengthening their knowledge about leadership, followership, and management while broadening their understanding of the missions and cultures of the Air Force. It does so with a focus on leadership at the wing-level, leading people, strategies for problem solving, and cultural foundations.

Handbook

Enlisted Student Handbook

Table of content

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**Before you start your program enrollment
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?

Don't forget notes are
in the top left and have
important information

NOTICE

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- ◆ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ◆ At any time, the USG may inspect and seize data stored on this IS.
- ◆ Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- ◆ This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- ◆ NOTICE: There is the potential that information presented and exported from the AF Portal contains FOUO or Controlled Unclassified Information (CUI). It is the responsibility of all users to ensure information extracted from the AF Portal is appropriately marked and properly safeguarded. If you are not sure of the safeguards necessary for the information, contact your functional lead or Information Security Officer.
- ◆ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [Your Agreement](#) for details.

I Agree

Cloud One SSO

Insert your CAC / ECA to begin your login



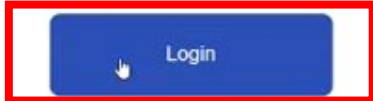
MEMBERSHIP AND SUPPORT INFORMATION

[View Air Force Portal Registration Requirements](#)

[Contact the Help Desk](#)

[idAM](#)

You are now logging into: <https://aucems.cce.af.mil>



The security accreditation level of this site is UNCLASSIFIED// FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. Privacy Act Information: information accessed through this system must be protected in accordance with the Privacy Act of 1974, as amended, and AFI 33-332.

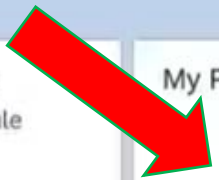
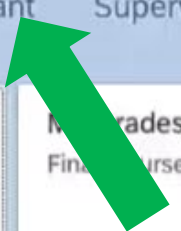
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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- NOTICE: There is the potential that information presented and exported from the AF Portal contains FOUO or Controlled Unclassified Information (CUI). It is the responsibility of all users to ensure information extracted from the AF Portal is appropriately marked and properly safeguarded. If you are not sure of the safeguards necessary for the information, contact your functional lead or Information Security Officer.



Advanced Skill: Your AU ID is hidden here. It will help you if you run into issues later.

| | | | | | | |
|--|--|---------------------------------------|---|---|--|---|
| My Refunds 0.00 Overall Average | My Grades Final Course Grades 0.00 Overall Average | Print Documents | Upload Documents | My Graduation Requirements Credits | My Schedule Course Schedule 0 Events Today | My Personal Details |
| My Requests Submit a Request 0 Open Requests | View/Change Specializations | My Account Balance 0.00 | My Correspondence System Communicati... | My Courses Booked Modules 0 Courses | My Favourite Modules Wishlist 0 Courses | Book Courses Enroll for Courses |
| Search for Courses Course Catalog Non Program Related | Course Catalog Study Guide Course Information | My Course Plan 0 Courses | | | | |





Students

Applicant

Supervisor Agreement



My Applications
Submitted/In Progress...

Upload Documents

Create/Submit Application

My Admission Requirements

Open Requirements

Canvas Online Learning

Course Catalog Study Guide

Course Information

Supervisor Agreement

Supervisor Agreement

Action Required

Canvas Online Learning

Course Catalog Study Guide

Course Information

APPLICATION DETAILS

PERSONAL DETAILS ▾

Please fill in all mandatory fields in order to continue

*School/Department:

Global College of PME ▾

*Type of student:

Military ▾

*Program Type:

EPME Programs ▾

*Program of Study:

▾

*Academic Year:

Airman Leadership School DL Program (YALS003)

NCOA Distance Learning Program (YNCOA003)

*Academic Session:

▾

Full time/Part time:

Full Time

Part Time

Warning: If your pull down menus stop working, try a different browser to trouble shoot

These are all pull down menu options (make sure to select the options showed)

The EDIPI DOD ID number is the only entry that might require manual entry

Address Details

Select "USA" for your Country Code

*Country:

*House Number:

*Street:

Street2:

*City:

*Region:

*Postal Code:

*Personal E-Mail Address:

*Duty E-Mail (.mil/.gov):

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.



Section

| |
|-----------------------|
| Preliminary Details |
| Personal Information |
| Address Information |
| Residence Information |
| Civilian Information |
| Military Information |
| Terms & Conditions |

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.

Usually only three tabs need updating

DO NOT hit save, it can put your application as Created, instead of Approved.



| Section |
|------------------------------|
| Preliminary Details |
| Personal Information |
| Address Information |
| Residence Information |
| Civilian Information |
| Military Information |
| Terms & Conditions |

Program of Study - Airman Leadership School DL Program

Residence Information

*Resident Country: USA

*Resident Status: US Citizen

DO NOT hit save, it can put your application as Created, instead of Approved.



SAP Airman Leadership School DL Program

| Section |
|-----------------------|
| Preliminary Details |
| Personal Information |
| Address Information |
| Residence Information |
| Civilian Information |
| Military Information |
| Terms & Conditions |

Program of Study - Airman Leadership School DL Program

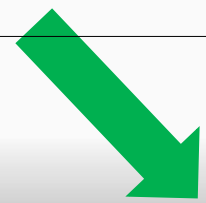
Terms and Conditions

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.

*AU Terms & Conditions: I agree



You can now select Submit



DO NOT hit save, it can put your application as Created, instead of Approved.



Create New Application

Select Home to make Things better!


Airman Leadership School DL Program
(000600149586)

Academic Year 21/22
Fiscal Year


Submitted

This is good!


My Applications
Submitted/In Progres...



Upload Documents




Create/Submit Application




My Admission Requirements

Open Requirements



Canvas Online Learning



Course Catalog Study Guide

Course Information



Supervisor Agreement

Supervisor Agreement




Action Required

Canvas Online Learning



Course Catalog Study Guide

Course Information



Select "My Applications" to make it even better!

This is better!



SAP Application Form

| | |
|------------------------|---|
| Create New Application | Airman Leadership School DL Program (000600149586) Academic Year 21/22 Fiscal Year |
|------------------------|---|

Valid

← THIS IS BEST!

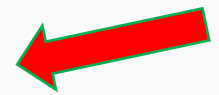
Now it's time to ... wait. You should receive an email within ~1hr but it could take up to 24hrs
 You should receive FOUR emails:

- Notification by OKTA (IGNORE THIS ONE COMPLETELY – For AU students only)
- Application has been SUBMITTED
- Application has been APPROVED
- ASU onboarding email (THIS THE MOST IMPORTANT ONE if you are new ASU student!!!!)



If you get a rejection Notice: Do NOT PANIC!

- Confirm your eligibility for your chosen program (airuniversity.af.edu/gcpme)
- If correctly confirmed eligible, it could a known system issue with MILPD and DEERS
 - Email au.gcpme.operations@us.af.mil to create a case for evaluation/assistance





******IGNORE THIS EMAIL COMPLETELY******

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.
You will be
using ASU's
Canvas. Yay!**

Application Submitted Email

 Application for YALS003 Received

 We removed extra line breaks from this message.
We converted this message into plain text format.

Air University

<https://www.airuniversity.af.edu>

<https://www.airuniversity.af.edu/portals/10/AcademicAffairs/images/AcademicAffairsEmblem.png>

Air University | ATTN: Admissions | 60 W Shumacher Ave | Maxwell AFB, AL 36112 | AU Service Desk | au-noreply@us.af.mil <<mailto:au-noreply@us.af.mil>>

Dear 

Thank you for submitting your application to the Airman Leadership School DL Program program. Your application has been received and will be reviewed within ten duty days.

To ensure the timely processing of your application, please check the My Admission Requirements tile in the AU Learner Portal <<https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home>> .

If you have not received a response from Air University within ten duty days, please submit a ticket using the AU Service Desk <<https://auservicedesk.af.edu>> .

Kind Regards,

Air University Admissions Team

Air University

55 LeMay Plaza, Maxwell Air Force Base, Alabama 36112 Online:www.airuniversity.af.edu <<https://www.airuniversity.af.edu>>

AU Service Desk <<https://AUSERVICEDESK.AF.EDU>> | AU Learner Portal <<https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home>>

Please add au-noreply@us.af.mil to your address book to ensure timely delivery of all notifications.

https://www.airuniversity.af.edu/portals/10/CCAF/images/Tiles_600x375/Diploma.jpg

Registrar Services and Student Records

**NOTE: Your final success email often goes to your civilian email JUNK folder!
Add the email to your address book, PLEASE!**

Application for YALS003 Approved Inbox x

Application Approved Email

2:35 PM (3 minutes ago) ☆ ↶ ⋮

Air University No Reply <au-noreply@us.af.mil>
to [redacted]

Air University



Air University | ATTN: Admissions | 60 W Shumacher Ave | Maxwell AFB, AL 36112 | [AU Service Desk](#) | au-noreply@us.af.mil

Dear [redacted]

Congratulations! We are pleased to inform you that your application to the Airman Leadership School DL Program program at the Global College of PME, Air University has been approved.

This part matters! You are in!

XXXXXXXXXX

**This part is NOT important
It only applies to AU students
THANKS TO ASU!!**

Registrar Services and Student Records

The Air University (AU) Registrar's Services & Student Records section serves as the official repository for academic records of students completing resident and distance learning courses; develops plans and procedures for records maintenance, transcripts, diplomas, manual enrollments, and admissions for PME degree granting schools; as the AU contact with civilian institutions concerning the transfer of military education courses for academic credit and issues official transcripts to educational institutions or agencies; and establishes and maintains test control facilities in support of AU distance learning courses.

[Registrar Home](#)

[CCAF Home](#)

[AFIT Home](#)

Air University
55 LeMay Plaza, Maxwell Air Force Base, Alabama 36112
Online: www.airuniversity.af.edu
[AU Service Desk](#) | [AU Learner Portal](#)



ASU Onboarding Email

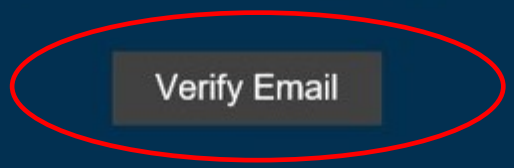
Reminder: Onboarding email will only be sent to your **civilian email and will arrive a minute or two!**



Hello

We need to verify that you can access this email address prior to creating an account for you on ASU systems.

Please click on the button below to verify your email address. Your web browser will open when you click on the button and you will be able to continue the enrollment process.



Powered by Arizona State University

Returning students from a prior program will not get this! Go directly to slide 32 once you receive other emails.



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: [480-977-6697](#) or [833-865-2499](#) (toll free/domestic only) • Email: AU_eSchool_Support@asu.edu

Verify your personal Data

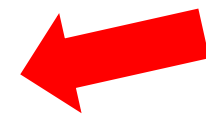


ASU Onboarding

Do you have an ASURITE UserID and password?

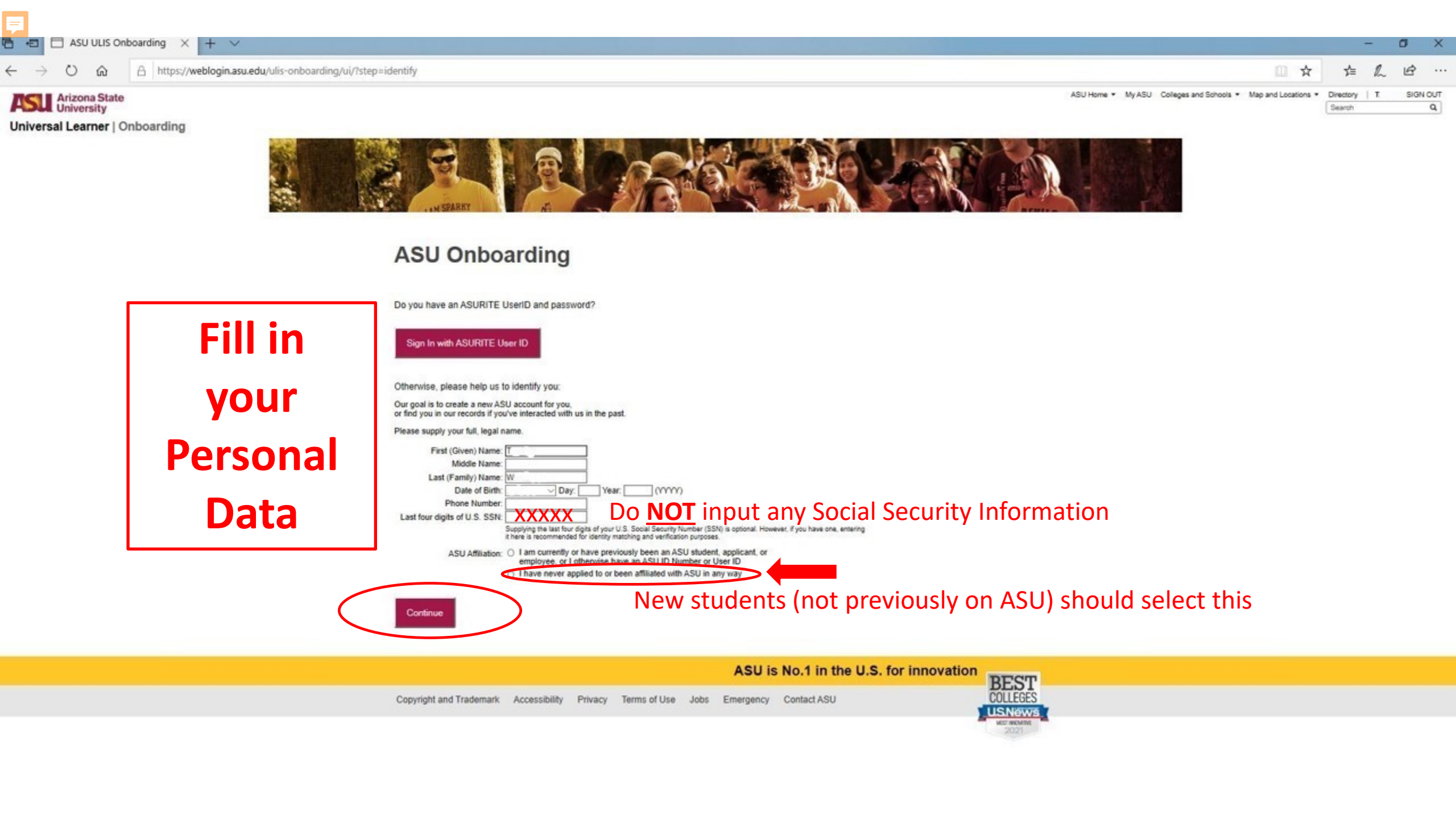
Sign In with ASURITE User ID

Otherwise, [Continue Here](#)



VERY IMPORTANT
Select
CONTINUE HERE!!!





Fill in
your
Personal
Data

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: Day: Year: (YYYY)

Phone Number:

Last four digits of U.S. SSN:

Do **NOT** input any Social Security Information

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

New students (not previously on ASU) should select this

ASU is No.1 in the U.S. for innovation

Copyright and Trademark Accessibility Privacy Terms of Use Jobs Emergency Contact ASU





ASU Onboarding

Please review your submission for accuracy:

Verify your personal Data

First Name: T
Middle Name:
Last Name: W
Date of Birth:
Phone Number:
Last four digits of U.S. SSN: Provided
Ever been affiliated with ASU: No

Confirm Submission

I need to fix something.





ASU Onboarding

This might take a minute or two.



Your request is processing. This may take a few minutes. Thank you for your patience.

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ASU Onboarding

Please make a note of these IDs. You will use your ASURITE UserID to login to ASU systems.

Your ASURITE UserID is:
Your ASU ID Number is:

**Write this down:
Your Unique ASURITE
Your Unique ID Number**

Your account activation is not yet complete!

Choose Your Password





ASURITE User ID: kdonov11

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

New Password

.....

Confirm New Password

.....

Save your username and Password. Only ASU can reset them.

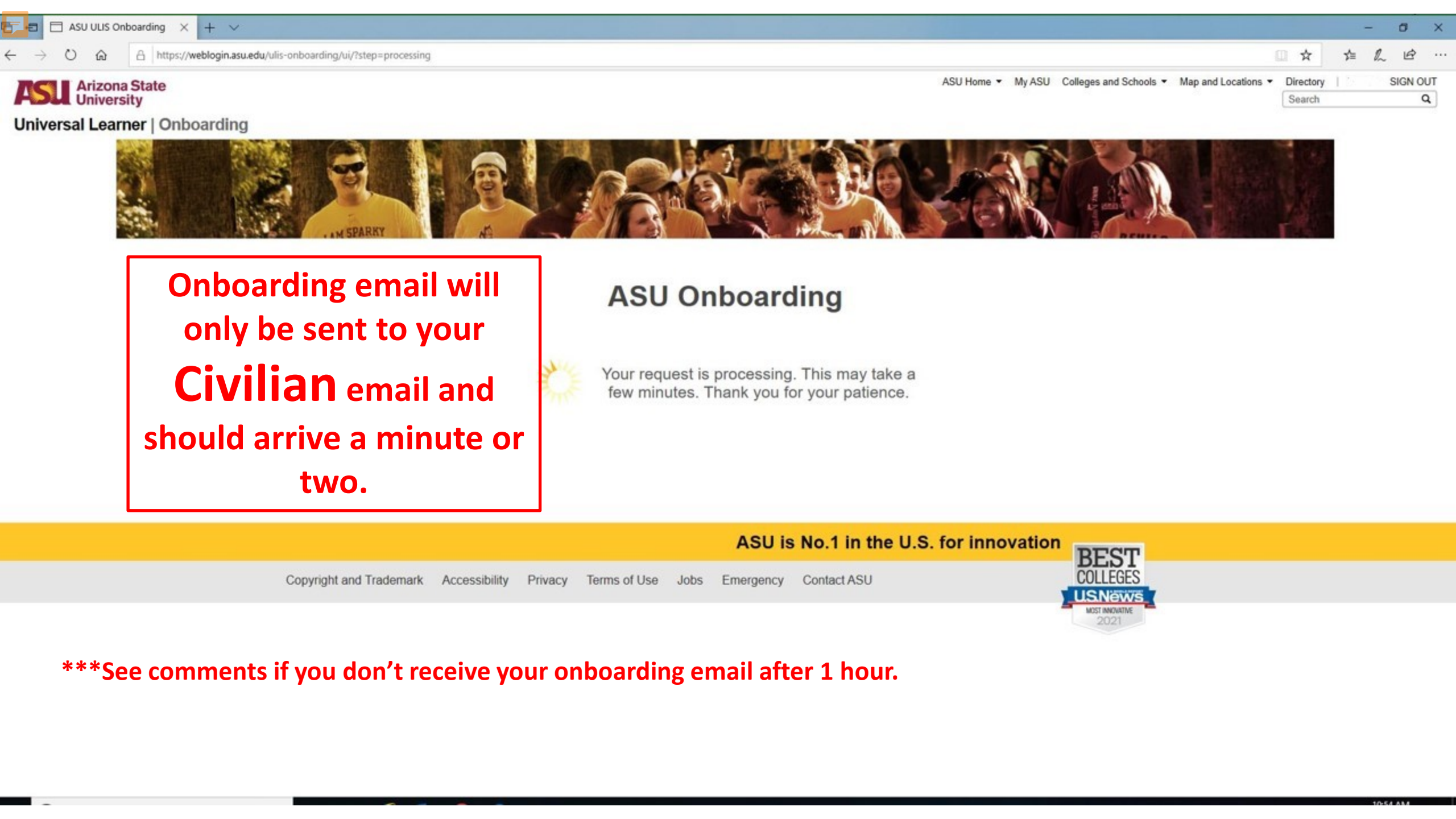
Password guidelines

- ✓ 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.
- ✓ Avoid easy to guess passwords or re-use of passwords from other websites.

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.



Onboarding email will only be sent to your **Civilian** email and should arrive a minute or two.

ASU Onboarding



Your request is processing. This may take a few minutes. Thank you for your patience.

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***See comments if you don't receive your onboarding email after 1 hour.



✔ ASU Onboarding Complete

Please make a note of these IDs. You will use your ASURITE UserID to login to ASU systems.

Your ASURITE UserID:

Your ASU ID Number:

Your ASU Email Address:

Your ASU Email Delivers/Forwards to:

[Continue to the Universal Learner Portal](#)





[Non-DoD Source] Trenice, your ASURITE ASU UserID has been successfully set up

If there are problems with how this message is displayed, click here to view it in a web browser.



ASU Arizona State University



Dear Trenice, your ASURITE ASU UserID has been successfully set up. You will use this anytime you login to the ASU environment.

ASURITE: Your data here

We have also issued you the following PIN. You may be asked to provide this PIN to verify your identity when requesting support by phone. Please keep a record of this email.

PIN: Your data here

Now that you have completed your Onboarding, your ASURITE and Password will grant you access to the eSchool Registration Portal to register for your courses!

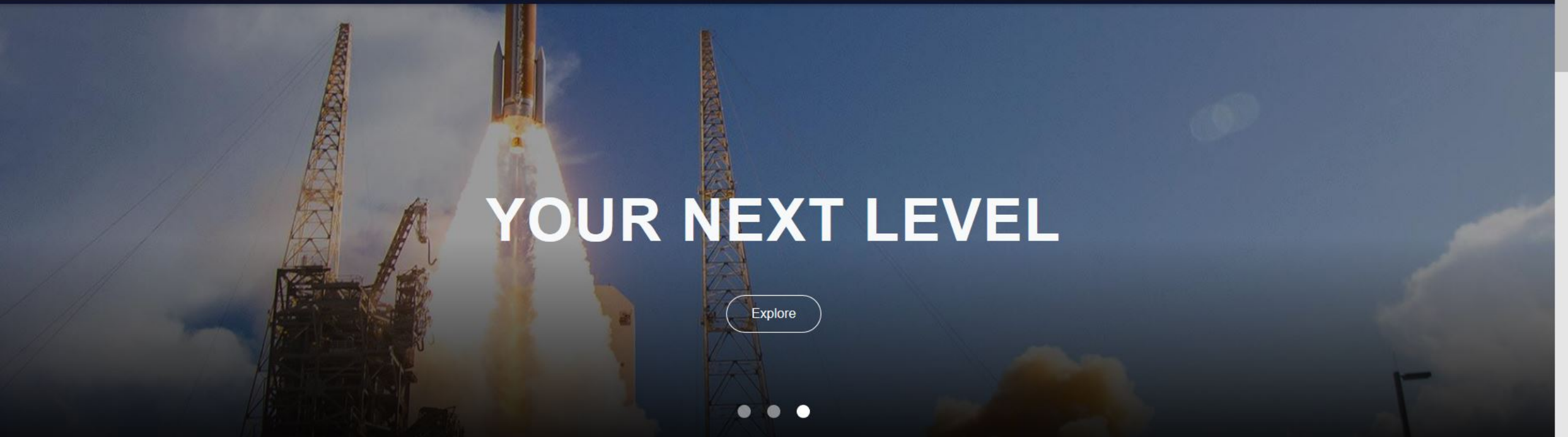
[Register here](#)

Every person logging into ASU is assigned an ASURITE UserID. This UserID is unique, and is yours to use as long as you are associated with ASU and you follow the appropriate policies and guidelines. The ASURITE UserID is used to access various ASU technology services and your eligibility for these services depends on your affiliation with the university.

**Important:
Record your
ASURITE Username
and
PIN**



[Log in ↗](#) [Apply now](#)



YOUR NEXT LEVEL

[Explore](#)



THE RIGHT LEARNING AT THE RIGHT TIME



Sign In

ASURITE User ID [Activate or request an ID](#)

Password [Forgot ID / password?](#)

Remember my user ID

Need Help? Visit the [Help Center](#) or call [1-855-ASU-5080](tel:1-855-ASU-5080) ([1-855-278-5080](tel:1-855-278-5080))

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)



We have some of your information with us already. Please enter your phone number and service details.

Name
[Redacted]

Email
[Redacted]

AU ID
[Redacted]

Phone Number

eg (123) 456 - 789

Service

select ▼

Status

select ▼

Rank

select ▼

Squadron

select ▼

**Review/Update
your Profile Data**

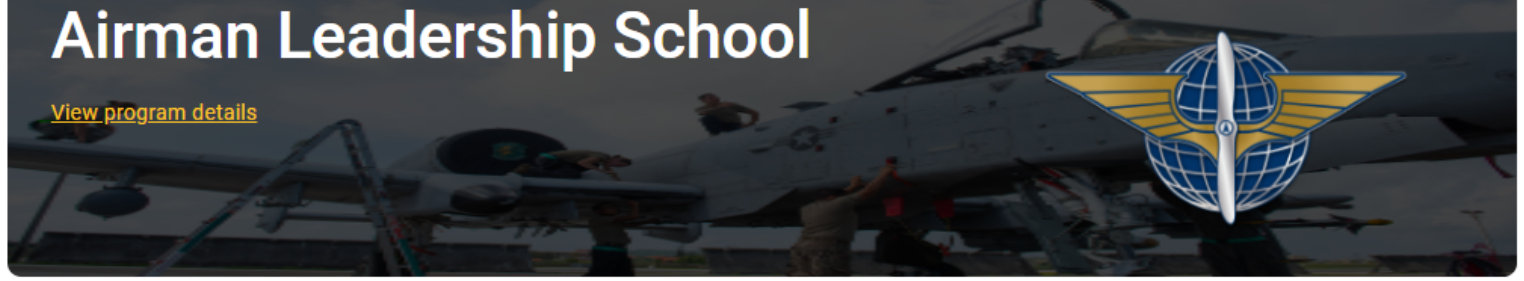
Back



Next



Register and complete Orientation (ORN-101S) to open registration for subsequent courses.



[View program details](#)

Program status **Active**

40 days left Program duration ⓘ End date: 17-Jul-2022

0% Program progression ⓘ of 12 units 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](#)

Airman Leadership School

Orientation [lock icon] [dropdown arrow]

Open | [view details](#)

Open

ORN-101S: Orientation

EPME Self-paced | 0 units | [View details](#) | **Re-Register**

Program outline

- Airman Leadership School
- Orientation
 - Self-Paced
 - Capstone

Self-Paced [lock icon] [dropdown arrow]

Capstone [lock icon] [dropdown arrow]



[Non-DoD Source] Trenice, you have been enrolled in the Orientation course in the Squadron Officer School DL Program.



ASU Arizona State University



T

You have been enrolled in the ORN-501S Orientation course in the Squadron Officer School DL Program.

Your AU ID () and PIN () will be required for any student services or helpdesk issues.

The eSchool Help Desk can be reached through the student portal via <https://au.asu.edu/portal/support>.

Questions? Contact our support team below.

Sincerely,

Air University eSchool - ASU Support

Connect with us



Email:
au_eschool_support@asu.edu



Call:
[\(480\) 977-6697](tel:(480)977-6697)

[\(833\) 865-2499](tel:(833)865-2499) (domestic toll free)

You will receive an email each time you Register for a Course



Program status **Active**

Ani

AI

25

Dis

por

anc

40 days left Program duration ⓘ End date: 17-Jul-2022

0% Program progression 0 of 12 units completed

Continue where you left off

In-Progress

ORN-101S: Orientation (ALS)

EPME Self-paced | [View details](#)

Resume

You can access your current course by selecting the RESUME button

We recommend not using government networks (NIPR) as they can block content and cause issues when testing. Reserve and Guard students are given retirement points to offset time spent in the course. See Slide 3 for course hours.

Airman Leadership School

Orientation

In-progress | [view details](#)

In-Progress

ORN-101S: Orientation

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

Resume



ASU Arizona State University



T

Congratulations! You have completed ORN-501S Orientation. Please take the end of course survey. Link:

https://ausurveys.iad1.qualtrics.com/jfe/form/SV_8x0lm6yJL4x66I7

Questions? Contact our support team below.

Sincerely,

Air University eSchool - ASU Support

Connect with us



Email:
au_eschool_support@asu.edu



Call:
[\(480\) 977-6697](tel:(480)977-6697)
[\(833\) 865-2499](tel:(833)865-2499) (domestic toll free)



Learn to thrive.

**You will also
receive an email
each time you
Complete a Course**

The EPME PROGRAM MAP

Airman Leadership School

[View program details](#)



Program status **Active**

40
days left

Program duration ⓘ

End date: 17-Jul-2022

0%

Program progression

0 of 12 units 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](#)

Airman Leadership School

Program outline

Airman Leadership School

- Orientation
- Self-Paced
- Capstone

Orientation

Completed | [view details](#)

Completed

ORN-101S: Orientation

EPME Self-paced

0 units

[View details](#)

Review

Airman Leadership School

[View program details](#)

Program status **Active**

40

days left

Program duration

End date: 17-Jul-2022

0%

Program progression

0 of 12 units completed

Announcements

All Program Announcements

25-Oct-2021

Display this announcement in all AU program portal landing page starting on **Oct 25 2021** and ending on **Oct 24 2022**

[View all announcements](#)

You can also download your own copy for offline use here

Airman Leadership School

[View schedule of courses](#) →

[Program Map](#)

Airman Leadership School Distance Learning Program (ALS DL)
1 Educational Unit = 5 contact hours
Facilitated courses are in blue
Updated as of: 10/20/2021

Airman Leadership School Distance Learning Program

Orientation ↓

- ORN-101S Orientation

Self Paced Courses ↓
Students take all Self-Paced in their desired order

- AIR-101S The Mission
- LDR-101S Leading People
- LDR-102S

Capstone ↓

- CST-101H Applied Airman Leadership

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

Program Overview

The Global College's Airman Leadership School distance learning curriculum is designed to produce a more effective supervisor and leader by strengthening their ability to lead, follow and manage in complex and ambiguous environments at the squadron, group and wing levels.

Program Description

The Airman Leadership School Distance Learning (ALS DL) program consists of approximately 60 contact hours. The program focuses on leadership skills required of supervisors and reporting officials throughout the Air Force. ALS DL enhances the development of senior airmen by strengthening their knowledge about leadership, followership, and management while broadening their understanding of the missions and cultures of the Air Force. It does so with a focus on the Wing/AF level, leading people, strategies for problem solving, and cultural foundations.

Airman Leadership School

Orientation

Completed | [view details](#)

Completed

ORN-101S: Orientation

EPME Self-paced

0 units

[View details](#)

[Review](#)

Program outline

Airman Leadership School

- ✓ Orientation
- Self-Paced
- Capstone

ALS is shown here but all 3 EPME programs are similarly designed (Orientation/Self Paced Courses/CAPSTONE)

Airman Leadership School Distance Learning Program (ALS DL)



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



Updated as of: 10/20/2021

Airman Leadership School Distance Learning Program

Orientation ↓

ORN-101S

Orientation

0 units | 0 hrs

Step 1 – Start here

You must complete this first

Step 2 – Take these in any order.

Must complete all self paced in order to proceed

Self Paced Courses ↓

Students take all Self-Paced in their desired order

AIR-101S

The Mission

3 units | 15 hrs

LDR-101S

Leading People

3 units | 15 hrs

LDR-102S

The Airman Culture

3 units | 15 hrs

Capstone ↓

CST - 101H

Applied Airman Leadership

3 units | 15 hrs | 3 weeks

Step 3 – Schedule this 3 week facilitated course based on your personal schedule. The course begins on the first Monday of every month

HOW TO NAVIGATE SELF- PACED COURSE

Keep in mind, I have Admin Rights so my Canvas home page does have extra tabs.

To Start Click Lesson 1 from the Home page.

The screenshot displays the Canvas LMS interface for the course 'JNT-301S The Air Force in Joint Operations'. The browser address bar shows 'canvas.asu.edu/courses/144777'. The course title is 'JNT-301S The Air Force in Joint Operations'. The main content area features a banner with the course title and a grid of lesson cards. Lesson 1 is highlighted with a blue circle and a blue arrow pointing to it. The lesson cards are numbered 1 through 4, with Lesson 1 being the first. The page also includes a 'Recent Announcements' section and a footer with a disclaimer.

2023 AU Open Enrollment

JNT-301S The Air Force in Joint Operations

The Air Force in Joint Operations

LESSON 1

LESSON 2

LESSON 3

LESSON 4

Course Syllabus

Course Wrap-Up

Recent Announcements

Using the Announcements Area

This area will contain announcements from your Course Director. C...

Posted on:

This course is produced by the Air University Global College of Professional Military Education, a US Government organization, and is in the public domain. Some of the material distributed in this course is protected by copyright. Air University has obtained permission to use these materials in an academic setting and they may not be used for purposes outside of this online learning program.

Write down lesson objectives to help identify what to study for tests, then click lesson 1.

The screenshot shows a Blackboard LMS interface for a course titled 'AU-2023-OpenEnrollment-JNT-...'. The breadcrumb trail is 'Pages > Lesson 1 Instructional Narrative'. The page status is 'Published'. A sidebar on the left contains navigation links: Account, Admin, Dashboard, Courses, Calendar, Inbox, History, AU Help, Home, Syllabus, Announcements, Modules, Assignments, Grades, AU Library, Rubrics, People, Quizzes, Pages, Files, Outcomes, Collaborations, and Discussions. The main content area is titled 'Lesson 1 Instructional Narrative' and includes a 'View All Pages' button, an 'Export Content for Offline Access' button, and a 'Lesson Overview' section. The 'Lesson Overview' text states: 'The purpose of this lesson is for students to understand the Air Force Core Missions and which core mission(s) their home organization supports.' Below this is the 'Lesson Objectives' section, which is circled in blue and has a red arrow pointing to it with the text 'Important for Studying'. The objectives list: '1. Describe the five Air Force Core Missions (Understanding)'. A note at the bottom of the objectives section says 'Click the icon to view the instructional narrative.' Navigation buttons for 'Previous' and 'Next' are at the bottom of the page.

2023 AU Open Enrollment

View All Pages

Published Edit

Lesson 1 Instructional Narrative

Export Content for Offline Access

Lesson Overview

The purpose of this lesson is for students to understand the Air Force Core Missions and which core mission(s) their home organization supports.

Lesson Objectives

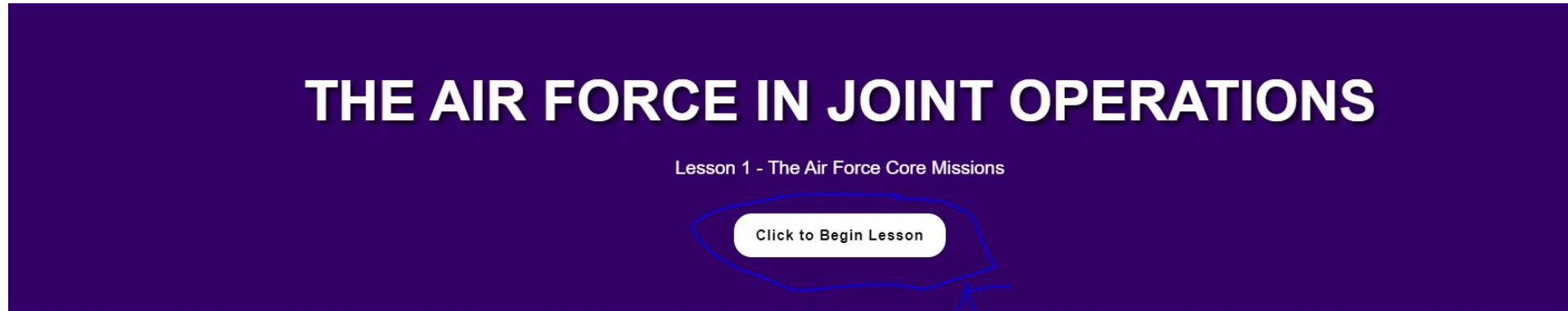
In this lesson, students will:

1. Describe the five Air Force Core Missions (Understanding)

Click the icon to view the instructional narrative.

Previous Next

Look over the purpose, then click begin lesson



Lesson 1 - The Air Force Core Missions

The purpose of this lesson is for students to understand the Air Force Core Missions and which core mission(s) their home organization supports.

Contents

- Introduction
- Air and Space Superiority
- Intelligence, Surveillance, and Reconnaissance (ISR)
- Rapid Global Mobility (RGM)
- Global Strike
- Command and Control
- Conclusion

Studying Hack:

1. Write the title and lesson number to start your notes
2. Before reading write down the **lesson objective** (slide 3)
3. Answer the lesson objective within the reading (write down the page number and what paragraph so you can quickly reference back to it during the test if you have to)

VERY IMPORTANT: Look over “Required material” You are not tested on “To Learn More” material.

Score: 0 of 3 < 2 of 7 >

AIR AND SPACE SUPERIORITY

Air and space superiority are often the first objectives of modern military operations because they underwrite unhindered pursuit of most other missions. Without air and space superiority, enemy forces threaten friendly forces. With it, the accompanying freedom of action allows flexibility, maneuver, and agility. Gaining superiority is often necessary for success in any domain of warfare, including space and cyber. This section examines air and space superiority and its importance as an enabler of all other operations.

REQUIRED MATERIAL

U.S. Air Force Air Superiority (2016) 10 MINUTES

Air Force Space Command-Space Superiority (4/18/18) (2018) 3 MINUTES

Space Challenges Prompt DoD Response, Space Superiority (2020)

TO LEARN MORE

Counterair Operations (2019)

Contents

- Lesson Overview
- Introduction
- Air and Space Superiority**
- Intelligence, Surveillance, and Reconnaissance (ISR)
- Rapid Global Mobility (RGM)
- Global Strike
- Command and Control
- Conclusion

Must read and watch videos
Material is testable.

Please Pretend arrows are flashing.
If it says “to learn more”, it will not be on the test.
NOTE: We do not recommend accessing the material through the resource list. However, if you do, be aware you will not see the distinction between "Required Material" and "To Learn More".
The extra reading will benefit you as a leader, but it is not on the test.

If you hover over the document picture, it will say what pages to read. In this case it says “Read all”.

Score: 0 of 3 < 2 of 7 >

Space Challenges Prompt DoD Response, Space Superiority (2020)

Vergun, Space Challenges Prompt DoD Response, Space Superiority (2020). Read all.

Hovering over icon shows what pages to read

TO LEARN MORE

Counterair Operations (2019)

Space Capstone Publication: Spacepower - Doctrine for Space Forces (2020)

Knowledge Check

Engage in this Multiple Choice activity to self-check your understanding of key concepts presented. The activity does not report to the gradebook and you can retry it as many times as you want.

Value: 1

Check your knowledge with the Knowledge Check, when done select arrow for next page.

The screenshot shows a learning module interface. At the top, a purple header bar contains the text "Score: 0 of 3" on the left and "< 2 of 7 >" in the center, with a right-pointing arrow. Below the header, a dark purple bar reads "TO LEARN MORE". Underneath, two publications are listed: "Counterair Operations (2019)" with a cover image, and "Space Capstone Publication: Spacepower - Doctrine for Space Forces (2020)" with another cover image. A "Knowledge Check" section follows, containing a question about Air Force Capabilities. At the bottom, there are "Previous" and "Next" navigation links.

Score: 0 of 3

< 2 of 7 >

TO LEARN MORE

Counterair Operations (2019)

Space Capstone Publication: Spacepower - Doctrine for Space Forces (2020)

Knowledge Check

Engage in this Multiple Choice activity to self-check your understanding of key concepts presented. The activity does not report to the gradebook and you can retry it as many times as you want.

Value: 1

This has provided our nation with a decades-long asymmetric advantage. Joint force and coalition partners have come to expect this mission-essential capability that over 115,000 of America's Airmen delivery daily. This statement BEST describes which of the following Air Force Capabilities?

- a. Air superiority
- b. Rapid global mobility
- c. Intelligence, Surveillance, and Reconnaissance (ISR)

1 / 1

Next >

Previous | Next

After knowledge check, click arrow for next page.

Remember, you are not required to study "To Learn More" material. It is helpful, however.

Try the knowledge check, Knowledge checks are not the same questions as test.

Follow the previous steps to continue progressing

Score: 0 of 3

< 3 of 7 >



INTELLIGENCE, SURVEILLANCE, AND RECONNAISSANCE (ISR)

Course material has been covered.

Contents

Lesson Overview

Introduction

Air and Space Superiority

Intelligence, Surveillance, and Reconnaissance (ISR)

Rapid Global Mobility (RGM)

Global Strike

Command and Control

Conclusion

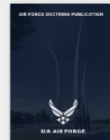
Six-Day War / Yom Kippur War

REQUIRED MATERIAL

U.S. Air Force: Geospatial Intelligence (2018) 



Globally Integrated ISR Operations (2015)



Air Force ISR 2023: Delivering Decision Advantage (2013)



We clicked next, so now it says 3 of 7.
Keep repeating.

Here is an example showing to only read pages 3-11.


Score: 0 of 3 < 4 of 7 >

RAPID GLOBAL MOBILITY (RGM)

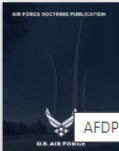
Course material has been covered.

REQUIRED MATERIAL

Rapid Global Mobility, Always (2019) 1 MINUTE



Air Mobility Operations (2019)



AFDP 3-36, Air Mobility Operations (2019), Read pages 3-11.

Points to Ponder:

As you watch the video, read the Air Force's air mobility doctrine, and consider this section's introductory paragraph, do you believe rapid global mobility is a mission that is "taken for granted" or assumed? How important do you think the missions that support rapid global mobility are to the joint warfighting mission? How has the vast nature of global mobility operations and the various mission sets that support rapid global mobility surprised you?

Contents

- Lesson Overview
- Introduction
- Air and Space Superiority
- Intelligence, Surveillance, and Reconnaissance (ISR)
- Rapid Global Mobility (RGM)
- Global Strike
- Command and Control
- Conclusion

Only pages 3 – 11 will be testable material for this document.

When you are done with the lesson and there are no more forward arrows close out the window.

Lesson 1 Instructional Narrative: x Conclusion x +

a7236-59765120.cluster201.canvas-user-content.com/courses/7236~144777/files/7236~59765120/course%20files/lesson_1/SC11G_JNT301_LSN1_20221214/SC11G_JNT301_LSN1_202212147.html

Log In to Canvas AFP Home AU Portal AU Service Desk Login to Vyond ULIS Login GC Canvas

THE AIR FORCE IN JOINT OPERATIONS
Lesson 1 - The Air Force Core Missions

Score: 0/10 < 7 of 7

CONCLUSION

son has explored how the Air Force describes "what we do" writ large via the Air Force enduring core missions. "Core" missions serve to anchor a military Service's priorities, training and equipping lines of effort, and culture. All Airmen benefit from understanding the core how their job relates to the core missions, and should be conversant in them when operating at home station or deployed in a joint environment.

REQUIRED MATERIAL

Global Vigilance, Global Reach, Global Power for America (2013)

Global Vigilance, Global Reach, Global Power for America (2013)

Contents

- Lesson Overview
- Introduction
- Air and Space Superiority
- Intelligence, Surveillance, and Reconnaissance (ISR)
- Rapid Global Mobility (RGM)
- Global Strike
- Command and Control
- Conclusion**

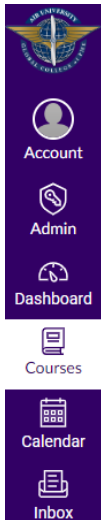
Previous

Close window

No more forward arrows, you can go back to review more, or close out.

Now back on the Navigation window, click Next.

The screenshot shows a web browser window displaying a Canvas LMS page. The browser's address bar shows the URL `canvas.asu.edu/courses/144777/pages/lesson-1-instructional-narrative`. The page title is "Lesson 1 Instructional Narrative". On the left, there is a vertical navigation menu with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and AU Help. The main content area includes a "View All Pages" button, a "Published" status indicator, and an "Export Content for Offline Access" button. The lesson content is titled "Lesson 1 Instructional Narrative" and includes sections for "Lesson Overview" and "Lesson Objectives". The "Lesson Objectives" section lists one objective: "1. Describe the five Air Force Core Missions (Understanding)". At the bottom of the page, there are "Previous" and "Next" navigation buttons. A black box with the text "Click next" and an arrow points to the "Next" button.



2023 AU Open Enrollment

- Home
- Syllabus
- Announcements
- Modules
- Assignments
- Grades
- AU Library
- Rubrics
- People
- Quizzes
- Pages

Lesson 1 Open Discussion Opportunity [▲]_▼



Post and Comments due by the end of Lesson 4

Instructions

This area shows you the question asked for your discussion, "It is a great, truly a great question".

- Other Guidance
- Sample Response

Visit the [Open Discussion @ Yellowdig Engage](#) module to make your post and comments.

Sample question is just to show the generic format of questions. Note it is actually in Latin to make it generic across all our 100 courses and 7 programs. You can safely ignore the Latin.

Click to open Discussion

Read instruction, other guidance, and Yellowdig Account Information.

2022 AU Open Enrollment

Home

Syllabus

Announcements

Modules

Assignments

Grades

AU Library

Rubrics

People

Quizzes

Pages

Files

Outcomes

Collaborations

Discussions

Open Discussion @ Yellowdig Engage

Edit Assignment Settings

SpeedGrader™

Due by the end of Lesson 4

NOTE: This informal discussion assignment is presented in lesson installments. You are required to earn a minimum of 240 points across the term (80% of 300 points possible) to complete the course.

Instructions

For this assignment, dialogue with your peers using Yellowdig, sharing insights that you've gained from your learning experience. Throughout the course, you are required to post and comment on at least **three lessons**.

You can choose which lessons you respond to.

For each lesson you select, you must:

- Create one 30-word (minimum) post about an insight or lesson learned from the material or an associated exercise scenario. When creating your post, select the lesson from the post's topics dropdown to identify which lesson you are posting about.
- Provide two 20-word (minimum) comments to a peer's post addressing clarity, accuracy, or relevance.

To complete the Yellowdig requirements, you must provide at least **THREE** 30-word posts and **SIX** 20-word comments.

Not sure how to get started with Yellowdig? Visit the [Yellowdig Orientation Guide](#).

Other Guidance

Yellowdig Account Information (Read Me)

Click the button below to initiate your Yellowdig account and participate in the discussion.

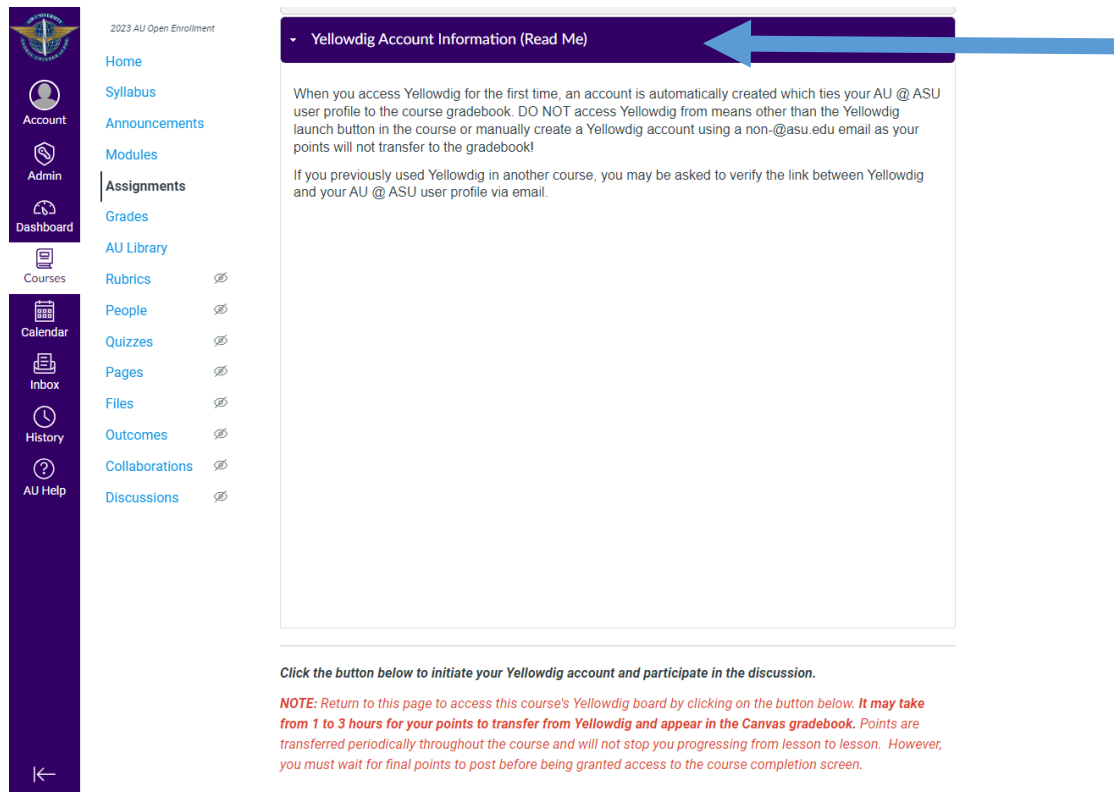
NOTE: Return to this page to access this course's Yellowdig board by clicking on the button below. It may take from 1 to 3 hours for your points to transfer from Yellowdig and appear in the Canvas gradebook. Points are transferred periodically throughout the course and will not stop you progressing from lesson to lesson. However, you must wait for final points to post before being granted access to the course completion screen.

This tool needs to be loaded in a new browser window

Load Open Discussion @ Yellowdig Engage in a new window

Discussion instructions

Read Yellowdig Account Information. It says right on the page “Read Me”



The screenshot shows a Canvas LMS interface. On the left is a dark purple sidebar with navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and AU Help. The main content area is titled '2023 AU Open Enrollment' and contains a list of navigation links: Home, Syllabus, Announcements, Modules, Assignments, Grades, AU Library, Rubrics, People, Quizzes, Pages, Files, Outcomes, Collaborations, and Discussions. The 'Yellowdig Account Information (Read Me)' page is open, with a blue arrow pointing to its title bar. The page content includes instructions on how to access Yellowdig and how to verify an account. At the bottom, there is a note about initiating a Yellowdig account and participating in the discussion.

2023 AU Open Enrollment

- Home
- Syllabus
- Announcements
- Modules
- Assignments
- Grades
- AU Library
- Rubrics
- People
- Quizzes
- Pages
- Files
- Outcomes
- Collaborations
- Discussions

Yellowdig Account Information (Read Me)

When you access Yellowdig for the first time, an account is automatically created which ties your AU @ ASU user profile to the course gradebook. DO NOT access Yellowdig from means other than the Yellowdig launch button in the course or manually create a Yellowdig account using a non-@asu.edu email as your points will not transfer to the gradebook!

If you previously used Yellowdig in another course, you may be asked to verify the link between Yellowdig and your AU @ ASU user profile via email.

Click the button below to initiate your Yellowdig account and participate in the discussion.

NOTE: Return to this page to access this course's Yellowdig board by clicking on the button below. It may take from 1 to 3 hours for your points to transfer from Yellowdig and appear in the Canvas gradebook. Points are transferred periodically throughout the course and will not stop you progressing from lesson to lesson. However, you must wait for final points to post before being granted access to the course completion screen.

The majority of all Yellowdig related tickets we receive are a result of students NOT reading this line!

Click Load Open Discussion

The screenshot shows a course management system interface. On the left is a vertical navigation menu with icons and labels for: Home, Syllabus, Announcements, Modules, Assignments, Grades, AU Library, Rubrics, People, Quizzes, Pages, Files, Outcomes, Collaborations, and Discussions. Below these are icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and AU Help. The main content area displays a list of items: 'Other Guidance' and 'Yellowdig Account Information (Read Me)'. Below this list is a red note: 'Click the button below to initiate your Yellowdig account and participate in the discussion. NOTE: Return to this page to access this course's Yellowdig board by clicking on the button below. It may take from 1 to 3 hours for your points to transfer from Yellowdig and appear in the Canvas gradebook. Points are transferred periodically throughout the course and will not stop you progressing from lesson to lesson. However, you must wait for final points to post before being granted access to the course completion screen.' Below the note is a button labeled 'Load Open Discussion @ Yellowdig Engage in a new window'. A blue arrow points from the note to this button. At the bottom of the page are 'Previous' and 'Next' navigation buttons.

When you are ready, click “Load Open Discussion”. It does time out. If it says expired just refresh the page.

In bold letters it does state grading can take 3 hours. Please don't put a ticket in unless it has been longer than 12 hours

Yellow dig life hack: Write your posts on a Word doc, then Copy and paste it. This way if internet goes out, you have your work saved. Government Computers my block this Feature.

After posting your discussion click Next.

Click next: You are done with Lesson 1



◀ Previous

Next ▶



You are now on Lesson 2 and you will keep repeating the past steps

The screenshot shows a Canvas LMS interface. At the top, there are navigation links for 'Log In to Canvas', 'AFP Home', 'AU Portal', 'AU Service Desk', 'Login to Vyond', 'ULIS Login', and 'GC Canvas'. On the right, there are links for 'Registration Portal' and 'Help and Support'. The main header area includes a breadcrumb trail: 'AU-2023-OpenEnrollment-JNT-...' > 'Pages' > 'Lesson 2 Instructional Narrative'. Below this, there is a 'View All Pages' button and a 'Published' status indicator. The main content area is titled 'Lesson 2 Instructional Narrative' and includes an 'Export Content for Offline Access' button. A purple box labeled 'LESSON 2' is prominently displayed. The 'Lesson Overview' section states: 'This lesson enables students to understand how the US military plans for operations and operates in a JIIM environment.' The 'Lesson Objectives' section lists five objectives: 1. Describe how the US military is organized to plan, execute, sustain and train for JIIM operations (Understanding); 2. Describe the fundamentals (Principles) of traditional warfare in a joint environment (Understanding); 3. Describe the fundamentals (Approach) of irregular warfare in a joint environment (Understanding); 4. Describe the fundamentals of information operations (Understanding); 5. Describe deliberate and crisis action planning in the Joint Operation Planning and Execution System (Understanding). A red icon is present next to the 'Pages' menu item in the left sidebar. At the bottom, there are 'Previous' and 'Next' navigation buttons.

Write down Lesson Objectives
Click Lesson 2

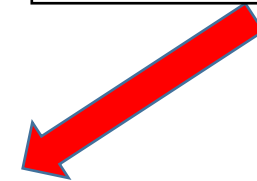
Alternatively, You can also select “Home” to get to Lesson 2 (any other lesson)

The screenshot displays the Blackboard LMS interface for a course titled "JNT-301S The Air Force in Joint Operations". The course ID is "AU-2023-OpenEnrollment-JNT-301S-20230101-01". The navigation menu on the left includes "Account", "Syllabus", "Announcements", "Modules", "Assignments", "Grades", "AU Library", "Rubrics", "People", "Quizzes", "Pages", "Files", "Outcomes", "Collaborations", and "Discussions". The "Home" link is highlighted, and a blue arrow points to it. The course content area features a banner for "The Air Force in Joint Operations" and a grid of lesson cards labeled "LESSON 1" through "LESSON 4". A "Course Syllabus" card is also visible. The "Recent Announcements" section shows a notification about using the announcements area. The right sidebar contains options like "Import Existing Content", "Import from Commons", "View Course Stream", "New Announcement", and "New Analytics".

Exam: After you have your notes and are ready to test, **READ "NOTE"**.

The screenshot shows a course page with a sidebar menu on the left. The sidebar includes icons and labels for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and AU Help. The main content area has a breadcrumb trail: AU-2023-OpenEnrollment-J... > Pages > Test Ahead: Proceed with Caution. Below the breadcrumb is a 'View All Pages' button. The main heading is 'Test Ahead: Proceed with Caution'. Below this is a purple user icon with a 'STOP' sign and a green refresh icon. The text reads: 'Test Ahead: Proceed with Caution. By clicking the "Mark as Done" button, you are acknowledging that you are ready to test. NOTE: You will have TWO attempts if needed. DO NOT "mark course complete" until you have passed the test or used two attempts. Click mark as done to acknowledge you have TWO attempts to pass the test.' At the bottom are 'Previous' and 'Next' navigation buttons.

You select Mark as Done to test
THIS NOTE IS IMPORTANT!
Mark "Course Complete" **ONLY** when you pass or need to re-register.
If you Prematurely select Mark "Course Complete" we **CANNOT** review your Test nor UNDO the result.



POP QUIZ: If your internet goes out during a test, what should you do?

- A. Yell at the computer and Mark Course Complete.
- B. Forget about EPME and eat popcorn
- C. *Don't try to get back into the test, **DO NOT** SELECT MARK COURSE COMPLETE, submit a ASU help case to the help desk.*

- Correct answer is C. We are not testing how fast you can guess or your stress level. Just honestly let us know what happen.

In most cases we award the student an extra attempt. Canvas time stamps all activity, we can see every time you select an answer, hit next, and even if you select a different screen. It is pretty easy to see if a student ran out of time versus being kicked out of the test.



Once you Passed or Received 2 Unsatisfactory test scores, Press the Mark Course Complete.

Once pressed it really, really, really cannot be undone.

Mark Course Complete



Submit Your Grades

This course contains one or more restricted-attempt activities (such as timed quizzes or multiple-attempt final exams).

To complete this course, you must submit your final grades to Air University -- passing or failing -- after attempting these activities.

You should verify that you have attempted all graded course activities shown in the gradebook. Once you select the Mark Course Complete button below, you may take no further graded actions.

- If you have passed the course, you will be able to register for another course
- If you have not passed the course, you will need to wait until the next course offering to reregister and then retake the course

Failure to submit your grades will prevent enrollment in future courses.

Click the green Mark Course Complete button below to submit your grades.

This action cannot be undone.

DO NOT LEAVE THIS PAGE until you have received a message that confirms grade transmission is complete. Otherwise, your grade will not appear in the Student Portal.



Mark Course Complete



DO NOT PRESS COURSE COMPLETE IF YOU NEED A TEST REVIEW, DUE TO TECHNICAL ISSUES, OR IF YOU HAVE A SECOND ATTEMPT.

When done, go back to Course Wrap up and select the new course.

Note:
Number of days left
are always shown
Be AWARE

Program status **Active**

40 days left

Program duration [End date: 17-Jul-2022](#)

0% Program progression
0 of 12 units 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](#)

Airman Leadership School

Orientation Completed | [view details](#)

Completed

ORN-101S: Orientation Review

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

Self-Paced Open | [view details](#)

Open

LDR-101S: Leading People Register

EPME Self-paced | 3 units | [View details](#)

IF YOU FAIL THE COURSE: You can't have two registrations in the same month. New course offerings are created the 1st DUTY DAY of the month. More info is in the FAQ.

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

Capstone: Prior to enrolling, go to schedules tab on the GCPME home page, to see registration deadlines, start, and end dates

Web address:
www.airuniversity.af.edu/GCPME/

The screenshot shows the GCPME home page with a navigation menu at the top. The main content area is divided into two columns of program tiles. The left column contains tiles for SOS DISTANCE LEARNING, AWC DISTANCE LEARNING, and ALS DISTANCE LEARNING. The right column contains tiles for ACSC DISTANCE LEARNING, ONLINE MASTER'S PROGRAM, and NCOA DISTANCE LEARNING. Each tile features the Air University logo. On the right side of the page, there is a vertical menu with various options. Below this menu is a 'GCPME Student Support' section with four icons: HELP DESK, RESOURCES, SCHEDULES, and PRINT CERTIFICATES. The SCHEDULES icon is highlighted with an arrow. At the bottom right, there is a 'Current Programs' section with a button for 'AU @ ASU Student Portal'.

A wise Airman would look over the schedule prior to enrolling in EPME and set a study schedule to finish Self-paced and capstone within the first 6 month registration.



EPME CAPSTONE CLASS



CAPSTONE- the Group Project

- The last course for each respective EPME program
- Offered Monthly beginning on the 1st Monday of EVERY month
 - NO exceptions for most holidays (1 January and 4 July sessions occur occasionally)
 - (see note for more info)
- Facilitator led with ~30 students per seminar
 - Total student registration for course determines the number of seminars
- CAPSTONE is a 3-week course with a group project
 - Ice breaker discussion must be completed prior to end of the first day of class.
 - Asynchronous – there are not any formal synchronous events
 - Group engagements will occur with your peers each week (plan for at Least 5 hours per week).
 - Participation and collaboration for the group project is mandatory. Students group members have a large impact on their grade in the form of peer feedback.
 - After submitting your final paper, you will conduct a peer feedback that is worth 100 points.
- Dropping a class after course start will generate an UNSAT grade
 - Also impacts student grouping assignments (PLAN TO BE IN THE COURSE!)

Plan/Coordinate the best month to fit into YOUR schedule

Preview or Drop a Class before Class Start

Airman Leadership School

Program outline

Airman Leadership School

- Orientation
- Self-Paced
- Capstone

Orientation

In-progress | [view details](#)

In-Progress

ORN-101S: Orientation

| | | | |
|-----------------|---------|------------------------------|------------------------|
| EPME Self-paced | 0 units | View details | Resume |
|-----------------|---------|------------------------------|------------------------|

Self-Paced

Capstone

In-progress | [view details](#)

In-Progress

CST-101H: Applied Airman Leadership


| | | | | |
|------------------|---------|------------------------------|-----------------------------|---------------|
| EPME Facilitated | 3 units | View details | Drop course | Starting soon |
|------------------|---------|------------------------------|-----------------------------|---------------|

Duration: 3 weeks | Course start date: 04-Jul-2022

Streamline DUO (2 Factor Authentication)



ASU Arizona State University

 **We can beat COVID-19 together.**

🔒 Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University

TWO-FACTOR AUTHENTICATION

[What is this? ↗](#)
[Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Secured by Duo

Device:

Choose an authentication method

| | |
|---|---|
| <input checked="" type="checkbox"/> Duo Push <input checked="" type="checkbox"/> Used automatically | <input type="button" value="Send Me a Push"/> |
| <input type="checkbox"/> Call Me | <input type="button" value="Call Me"/> |
| <input type="checkbox"/> Passcode | <input type="button" value="Enter a Passcode"/> |

Pushed a login request to your device...

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

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

BUT NOT EVERY DAY!!!

Press Cancel For a wonderful Hidden Bonus



ASU Arizona State University

Summer Sessions

Register today.
asu.edu/summer

Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University

TWO-FACTOR AUTHENTICATION

[What is this?](#) [Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Secured by Duo

Device:

Choose an authentication method

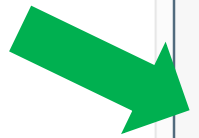
| | |
|--|---|
| <input checked="" type="checkbox"/> Duo Push ✓ Used automatically | <input type="button" value="Send Me a Push"/> |
| <input type="checkbox"/> Call Me | <input type="button" value="Call Me"/> |
| <input type="checkbox"/> Passcode | <input type="button" value="Enter a Passcode"/> |

Remember me for 7 days

I used DUO for months before I found this gem!



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



Arizona State University
Summer Sessions
Register today. asu.edu/summer

Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University
TWO-FACTOR AUTHENTICATION

Device: CRG-Cell (XXX-XXX-3857)

Choose an authentication method

- Duo Push Used automatically
[Send Me a Push](#)
- Call Me
[Call Me](#)
- Passcode
[Enter a Passcode](#)

Remember me for 7 days

[What is this?](#)
[Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Secured by Duo

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)


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



ASU Arizona State University

 **We can beat COVID-19 together.**

 Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University

TWO-FACTOR AUTHENTICATION

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)



Secured by Duo


Add a new device

First, we need to confirm it's really you. Choose an authentication method below to begin adding a new device to your Duo account.

Choose an authentication device

- CRG-Cell (XXX-XXX-3857)
- CRG-Cell (XXX-XXX-3857)
- Landline (XXX-XXX-3406)**
- iOS (XXX-XXX-4973)


 Call Me  Call Me

Authentication request canceled. 

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

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



🔒 Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University

TWO-FACTOR AUTHENTICATION

[What is this?](#)

[Add a new device](#)

[My Settings & Devices](#)

[Need help?](#)

Secured by Duo

Install Duo Mobile for iOS



1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

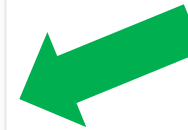
Back

I have Duo Mobile

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

You will need to add the DUO application to devices for the "Send me a PUSH" Option





 Your account requires an additional step to continue. [Cancel and sign out.](#)

Arizona State University

TWO-FACTOR AUTHENTICATION

- [What is this? ↗](#)
- [Add a new device](#)
- [My Settings & Devices](#)
- [Need help?](#)

Secured by Duo

Activate Duo Mobile for iOS



1. Open Duo Mobile.
2. Select Use QR code
3. Scan this barcode.

[Email me an activation link instead.](#)

Back

Continue

I use the activation link option but if you have a camera option, QR code is also available



Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

FAQ is found on slide 63 and answers many issues

but

Get ASU/AU Help if you have an Unresolved Issue

Help desk – Before placing a ticket please see FAQ as it is often faster.

Support is available 24/7 for technical and student support issues.

Officer Programs OLMP Enlisted Programs

2. Select Enlisted Programs

Got a problem? Follow these steps...



Step 1: Check the Enlisted PME Student Handbook

If your answer isn't in the FAQs, please check the handbook.



Step 2: Contact the AU @ ASU Experience Center

Support is available 24/7 for technical issues. AU policy and curriculum questions will be answered during the work week by GCPME Student Services.

Prospective enlisted distance learning students



Contact GCPME Student Services

Email a help ticket request to AU.GCPME.Operations@us.af.mil

Government Civilians click here for information on required documents to submit for your application

SDE/AWC DISTANCE
LEARNING

AIR RESERVE COMPONENT
SEMINAR

ONLINE MASTER'S DEGREE

ALS DISTANCE LEARNING

NCOA DISTANCE LEARNING

SNCOA DISTANCE LEARNING

THE FLIGHT COMMANDER'S
EDGE

WEBINARS

GCPME Student Support

1. Click Help Desk



Current Programs

3a. If unanswered in FAQ or student handbook, click here to submit a ticket (go to next slide). This process links your account allowing us to find you.

OR

3b. If you are unable to open Step 3a please email us. Email will generate a ticket. You will need to provide AU ID: see notes

Help Desk Options: Submit case is preferred

The screenshot shows the ASU Help Desk interface. On the left, there is a search bar with the text "Search for any issue or question to learn how Global College/ASU can help!". Below the search bar is a "Search the knowledge base" input field, a yellow "Search" button, and a grey "clear" button. Underneath is a section titled "Top 5 knowledge articles" with five entries, each with an upward arrow: "ASU EC: Pre-Onboarding", "ASU EC: Resources & Reference - Knowledge Base", "ASU EC: Student Support & Case Escalation", "ASU EC: Records, Documents & AU Registrar", and "ASU EC: Academic Issues". On the right side, there are two main sections. The top section is titled "Submit a case" (circled in red) and includes the text "Save time and submit your question or support request online." with two yellow buttons: "Create a new case" and "View all cases". The bottom section is titled "Need urgent help?" (circled in red) and includes the text "Immediate assistance for time sensitive issues" and "Please contact us if you need immediate assistance. We're available 24/7 to answer your questions." with three yellow buttons: "Live chat", "480-977-6697", and "833-865-2499".

BEST CHOICE!
For technical Issues
Example: Content, Course navigation, Grades

TIME CRITICAL EMERGENCIES:
Example: onboarding, forgot password

During high call volumes live chat may be busy, if not answered the system will auto generate a ticket MAKE sure to start the chat describing your problem. Otherwise, you will receive an email stating we need more info, delaying your ticket.

Here is an alternate option
Via the ASU student portal

2nd Option: This is from the ASU Military Student Portal Support

TIME CRITICAL
EMERGENCIES,

- Dashboard
- Announcements
- Profile
- Support**
- Program Progress View

MENU

Knowledge Base

Immediate assistance

Search for any issue or question to learn how eSchool/ASU can help!

Top 5 knowledge articles

- How can I view lesson narratives offline? ▾
- Title ▾
- What is the Password Reset Contact (Lockdown Your Login)? ▾
- Manage Browsers for ASU Systems ▾
- Canvas for Student Learners ▾

Need Help?

Please contact us if you need immediate assistance. We're available 24/7 to answer your questions.

480-977-6697

833-865-2499

My cases

Submit a case

Save time and submit your question or support request online.

Create a new case

View all cases

BEST CHOICE!

Powered by

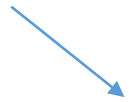


HOW TO PRINT YOUR CERTIFICATE



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.

GO HERE TO START



<https://aueems.cce.af.mil/sap/bc/ui2/flp>

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

You are still reading the notes, right?

You will need a CAC to enable entry

This is the opening window to validate your credentials

NOTICE

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- ◆ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ◆ At any time, the USG may inspect and seize data stored on this IS.
- ◆ Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- ◆ This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- ◆ NOTICE: There is the potential that information presented and exported from the AF Portal contains FOUO or Controlled Unclassified Information (CUI). It is the responsibility of all users to ensure information extracted from the AF Portal is appropriately marked and properly safeguarded. If you are not sure of the safeguards necessary for the information, contact your functional lead or Information Security Officer.
- ◆ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See this Agreement for details.

I Agree

Click Agree



Cloud One SSO

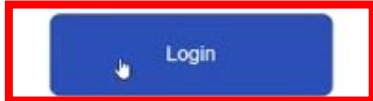
Insert your CAC / ECA to begin your login



MEMBERSHIP AND SUPPORT INFORMATION
[View Air Force Portal Registration Requirements](#)
[Contact the Help Desk](#)
[idAM](#)

Click here

You are now logging into: <https://auceems.cce.af.mil>



The security accreditation level of this site is UNCLASSIFIED// FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. Privacy Act Information: information accessed through this system must be protected in accordance with the Privacy Act of 1974, as amended, and AFI 33-332.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- NOTICE: There is the potential that information presented and exported from the AF Portal contains FOUO or Controlled Unclassified Information (CUI). It is the responsibility of all users to ensure information extracted from the AF Portal is appropriately marked and properly safeguarded. If you are not sure of the safeguards necessary for the information, contact your functional lead or Information Security Officer.



Home

Go to STUDENTS tab
Select Print Documents Tile

< Student Faculty / Staff Professor / Instructor **Students** Applicant Supervisor Agreement >

| | | | | |
|--|---|--|--|--|
| <p>My Refunds</p> | <p>My Grades Final Course Grades</p> <p> 0.00</p> <p>Overall Average</p> | <p>Print Documents</p> | <p>Upload Documents</p> | <p>My Graduation Requirements</p> |
| <p>My Schedule Course Schedule</p> | <p>My Personal Details</p> | <p>My Requests Submit a Request</p> | <p>View/Change Specializations</p> | <p>My Account Balance</p> <p>0.00</p> |
| <p>My Correspondence System Communicati...</p> | <p>My Courses Booked Modules</p> | <p>My Favourite Modules Wishlist</p> | <p>Book Courses Enroll for Courses</p> | <p>Search for Courses Course Catalog</p> |

The screenshot shows the SAP 'My Documents' interface. At the top, there is a navigation bar with a user icon, back and home arrows, the SAP logo, and a 'My Documents' dropdown menu. Below this is a 'Documents' header with a search bar and a search icon. A red warning message is overlaid on the page: *****Certificates are available 2 weeks AFTER the end of your course*****. Below the message is a table with 4 documents. The table has columns for 'Download', 'Document type', 'Language', 'Program of study', 'Academic year', and 'Academic period'. The documents listed are:

| Download | Document type | Language | Program of study | Academic year | Academic period |
|----------|------------------------|----------|--------------------------------|---------------------|-----------------|
| | AU - Transcripts | English | AWC Distance Learning Program | Academic Year 21/22 | Fiscal Year |
| | Graduation Certificate | English | AWC Distance Learning Program | Academic Year 21/22 | Fiscal Year |
| | AU - Transcripts | English | ACSC Distance Learning Program | Academic Year 21/22 | Fiscal Year |
| | Graduation Certificate | English | ACSC Distance Learning Program | Academic Year 21/22 | Fiscal Year |

If you haven't completed the program, the files should be present but they will be null entries (no data in the information)

Placeholders are created for all programs regardless of progress

Select your document as needed.

*****If nothing shows up here at all, it's a bug!!! Let's fix that.*****



How to get Fiori Tile to Load Documents “No Data” bug

GCPME / DO

Step 1

The screenshot shows the SAP 'My Documents' interface. At the top, there is a navigation bar with a user profile icon, a back arrow, a home icon, the SAP logo, and the text 'My Documents' with a dropdown arrow. To the right are search and help icons. Below this is a header bar with a back arrow and the word 'Documents'. A search bar is located below the header. The main content area shows a table with the following columns: 'Download', 'Document type', 'Language', 'Program of study', 'Academic year', and 'Academic period'. The table is currently empty, with the text 'No data' centered in the first row. In the top right corner of the table, there are three icons: a sort icon (up and down arrows), a filter icon (a funnel), and a group icon (three horizontal lines). The filter icon is circled in red, and a blue arrow points to it from the right. A red arrow points from the text 'If you are missing entries (transcript or certificate)' to the 'No data' text.

If you are missing entries (transcript or certificate)

Select the Filter Icon

Step 1: Click on any of the icon (Sort, Filter or Group)

Step 2

Documents

View

↑↓ ⌵ ☰

Ascending

Descending

Sort Object

Academic year/period

Document type

Program of study

Language

Step 2: Click OK without changing any field

OK Cancel

Search

Documents

Download Document type

Academic year Academic period

Step 3

The files should now reappear for your access.

Documents (2)

Transcript and Certificates are now populated!

| Download | Document type | Language | Program of study | Academic year | Academic period |
|----------|------------------------|----------|--------------------------------|---------------------|-----------------|
| | AU - Transcripts | English | ACSC Distance Learning Program | Academic Year 21/22 | Fiscal Year |
| | Graduation Certificate | English | ACSC Distance Learning Program | Academic Year 21/22 | Fiscal Year |

Step 3: Download the certificate



Things to consider when printing

- **These Transcripts are UNOFFICIAL**
- **Certificates are placeholders until you graduate**
 - The certificate will be NULL until you graduate and all systems synchronize (~2 weeks after last day of last class)
- **Printing to PDF seems to work best**
- **Printing off main duty hours increases odds of success**

FAQ

FAQ

How do I receive my onboarding email?

The onboarding email will arrive to your personal email (please check junk mail) within minutes. The email does time out in about an hour. If you are still having issues onboarding, please use the 24/7 live chat function, so we are able to resend the email when you are available.

My application was denied?

The system uses DEERS and MilPDS to verify rank. At times these systems can go down and create errors in applications. If you are the correct rank (see FAQ) you will need to submit a new application. Please give it about 24 hours. If you still receive a rejection notice, please submit a ticket.

How can I get an Extensions/My Capstone dates don't match my enrollment?

Extensions are not granted. The course has ~1-year life cycle. Students will need to complete the self-paced and capstone within this 1-year period. First registration window is 6-months, second window (probation status) is for an additional 3-months (the 90 days will be automatic once you acknowledge that they are on probation in course wrap up), and 3rd registration window requires Squadron CC approval and students receive an additional 3 months. After one-year, all progress will be lost.

I finished my discussions, but it is not letting me go to the test/my test is not opening?

Yellow dig navigation is explained in Orientation. Students must get a score of 80% for discussions.

Once you have reached the required points for yellow dig, your test will be unlocked. Be aware that Canvas grade updates are not instant.

FAQ

Canvas is not letting them go to the next course.

Make sure your grade is ready to be finalized: Navigate back to the course wrap-up. De-select and the re-select "Mark Course Complete". Using a military network, may block this feature.

My TEST was interrupted or internet disconnected.

STOP... Do not rush to complete test. We are not testing you on how well you can guess. DO NOT select "Mark Course Complete" this action cannot be undone and we are unable to view your test. Simply put a ticket into the help desk. We can review your test and provide you with an extra attempt if circumstances permit. Please note: we are able to see breakdowns of students tests to include but not limited to time spent on each question and times spent on different windows.

What do I do if I accidentally selected Marked Course Complete?

Selecting "Mark Course Complete" finalizes your grade. When selecting "Mark Course Complete", there is a warning that states action cannot be undone. As information is sent to multiple systems this action cannot be undone and student will need to re-register anew. New offerings are created the first duty day of each month. When the next one is available you will see "re-register" where you saw "resume".

FAQ

I re-enrolled, but I don't see my new course/how can I see my new Course?

Make sure to select Active program: Select the blue button at the top left of the course wrap-up screen and change it to the active program.

How do I print my Certificate?

See slides 82 - 91

How do I update my records?

(Must have Certificate) Record update should be automatic once Certificate is available.

If your record was not updated. Bring your certificate in hand to your education office or MPF. If they say they cannot update your records while there contact:

Total Force Service Center at 1-800-525-0102,

check the website: <http://www.afpc.af.mil/> ,

Or email them regarding your official record at: tfsc_2@mypersmail.af.mil

FAQ

How do I re-register?

New course offerings are usually created on the first duty day of the month around 0900 Central time. Students can mark the "Course Complete" to close this offering and you will have access to the next offering for that course. You will see "re-register" to join the next offering. As a reminder, students cannot have two registrations within the same month. Re-registering does not restart your due date. 1st and 2nd registration students can self-re-register. 3rd registration students requires Squadron Commander approval.

Please reference your student handbook located on the "Resources" page for re-register MFR example.

<https://www.airuniversity.af.edu/GCPME>

How do I drop from a Capstone class?

Student can login to the Registration Portal and drop themselves. They can do this up until 2359 Central time on the Sunday PRIOR to course start date. If students drop after the 2359 Central Sunday before the Start date, a grade of UNSATISFACTORY will be awarded.

I am going in-resident. How can I dis-enroll from Self-Pace?

DL enrollment will not prevent students from going in-resident. DL courses will remain active to help students in case their situation changes.

FAQ

Why can't SSgt attend NCOA/Why can't TSgt attend SNCOA?

Rank reduction / eligibility:

As of Nov 2021, all EPME courses enrollment are limited based on rank: ALS – SrA, NCO – TSgt, SNCO – MSgt. Both the Command Chief of the Air National Guard and the Air Force Reserves have sent messages to the field. EPME is intended to be taken when students can apply what they learned and use the skills. ALS is a promotion requirement for SSgt, NCOA is a promotion requirement for MSgt, and SNCOA is a promotion requirement for SMSgt. Once promoted, members have 2 years before they are eligible for rank increase.

Students that previously held the higher rank will need to wait until their rank status changes back to an eligible rank in MILPDS.

Why cannot I access my course Google Drive?

Make sure you are logged out of your personal Google Account before trying to access the class google drive and that you have been added to the group google drive by reaching out to the instructor

Why are my videos not working on my Government Computer?

We recommend not using government networks (NIPR) as your local Comm folks tend to block content and cause issues when testing. Be aware: Guard/Reserve students are given retirement points to offset time spent in the course so it is expected to be done from home.

FAQ

How do I dis-enroll?

Dis-enrollment periods are based on the student's progress; each is followed by a 6-month cool down period.

First Registration

First registration ends at 6-months; followed by a 6-month cool down period. You can then submit a new application after 12-months.

Second Registration

If you accept probation (second registration), you received 3 additional months (total of 9 months), you can re-enroll after a 6-month cool down period. You can submit a new application after 15 months.

Third Registration

Pending Squadron CC approval, students can get 3 additional months. This allows the student to be in the course for 12-month. If the student does not complete the course within the 12-months, they can re-enroll after the 6-month cool down period. You can then submit a new application after 18 months.

Your start date is the date you submitted your application regardless of when you on-boarded.

PME DL courses will not prevent students from attending in-resident courses.

Each approved application counts as an enrollment regardless of participation, Squadron CC approval is needed after your 3rd application. ETPs are not accepted.



DO GREAT THINGS!