

Air Force Integrated Learning Center **Orientation**

Validation and Registration

How to validate with DEERS and register in the Learning Center.

Login and Passwords

Creating your login and password

Locating your Course

Three different ways to find your course

Navigating your course

How to navigate your course

Print the Orientation

AFIADL Orientation

Validation and Registration

After reading this orientation, you will need to go back to the log on screen and click on the **Register** link.

Welcome to the AFIADL Learning Center

[Register](#) [Login](#) [Tour](#)

g Center! If this is your first visit, please take our [Orientation](#), then select registration is open to all DoD personnel (Active Duty, Guard, Reserve, and [ur](#) to learn more about the site.

le registering or navigating the Learning Center, please contact our [eCustor](#)



Login ID:

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Validation and Registration

Validation Screen for DEERS enrollees - You must be validated against the DoD database before you can be granted access to the AFIADL Learning Center.

DEERS enrollees for this system include, Active Duty, Guard, Reserve, and Civilian employees of all services. Retirees and dependents do not have access to this system.

If you meet the above criteria, then you will need to provide three pieces of information to validate with the DEERS database:

- **Social Security Number**
- **Last Name**
- **Date of Birth**

It can take up to five minutes to a get a response back. You will be prompted to revalidate every 90 days.

Once validation is complete, you will be given access to create a Login ID and Password.

Contractors and other nonDEERS employees will need to obtain permission from the proper organization responsible for the course. [Click here to find out who you need to talk to.](#)

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Logins and Passwords

You will establish a login, primary password, and alternate password of your choice. Once the system confirms your login and passwords, you will be given access to a registration screen called **User Profile**.

Your login and passwords must be at least 4 characters long and not contain any special characters, e.g. &,*,\$.

We recommend that you use your last name and the first initial of your first name for the Login ID.

Login ID:	<input type="text"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Alternate Password:	<input type="text"/>
<i>(ex. Mother's Maiden Name)</i>	
Confirm Alternate Password:	<input type="text"/>

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Logins and Passwords

User Profile

Once the login and passwords are established, you will be directed to the **User Profile** page to complete your registration in the Learning Center.

The "**User Profile**" screen is the last screen in the registration process.

It is important that you fill out all the applicable fields with accurate information. This information tracks your progress through the course and issues credit upon course completion.

Once you submit your registration information and it has been confirmed in the system, you will be prompted to the main screen (**Campus Map**) of the Learning Center.

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Locating your Course

Campus Map

Step 1: Locating and accessing your course.

To access a course, click on either the text "**Learning Center**" from the sidebar list or click the "**Learning Center**" icon on the Campus Map.

[Learning Center](#)
[Teaming Center](#)
[Library](#)
[Coffee Shop](#)
[Conference Center](#)
[Career Center](#)

or



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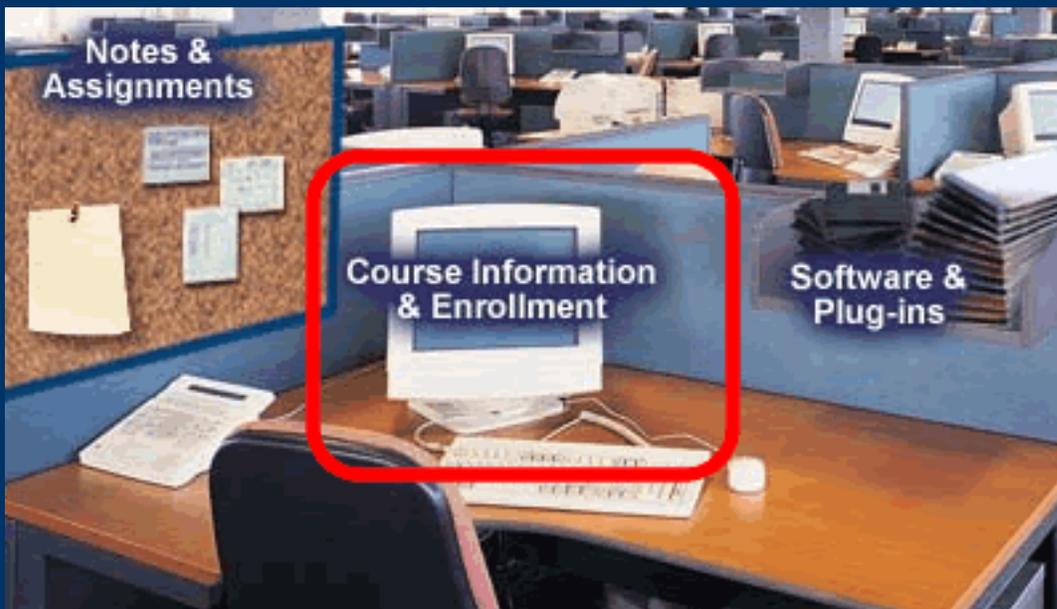
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Locating your Course Campus Map

Step 2: Accessing the list of courses.

To display the list of courses available on the Learning Center, click on **"Course Information & Enrollment"**.



AFIADL Orientation

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Locating your Course

Finding your course

Step 3: Option 1 - Using the default information to find a course

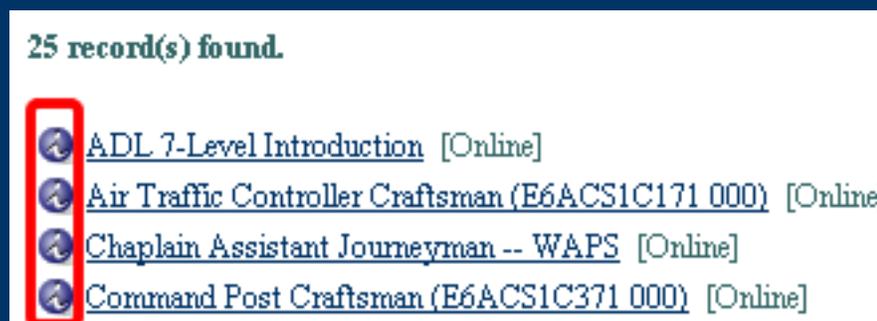
If you have limited information about the course or you are doing a general search on courses, select **ALL** (default) in the drop down box labeled **Topic**, leave the **Keywords** field **blank** and click on **Search** to access a list of courses on the Learning Center.



The screenshot shows a search form with the following elements:

- Topic:** A dropdown menu with "All" selected.
- Keywords:** An empty text input field.
- Search:** A button to the right of the keywords field.
- Filter:** A dropdown menu labeled "All Words" next to the search button.

For general information about the course, click on the blue bullet next to the course name. To access the course, click on the underlined course title.



25 record(s) found.

- [ADL 7-Level Introduction \[Online\]](#)
- [Air Traffic Controller Craftsman \(E6ACS1C171 000\) \[Online\]](#)
- [Chaplain Assistant Journeyman -- WAPS \[Online\]](#)
- [Command Post Craftsman \(E6ACS1C371 000\) \[Online\]](#)

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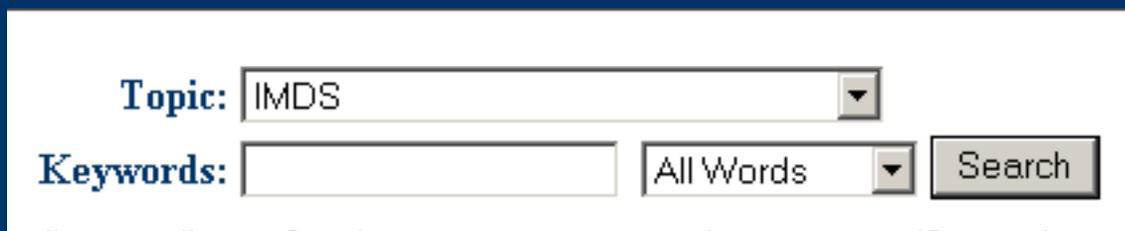
Orientation

Locating your Course

Finding your course:

Step 3: Option 2 - Using the Topic dropdown box to locate your course

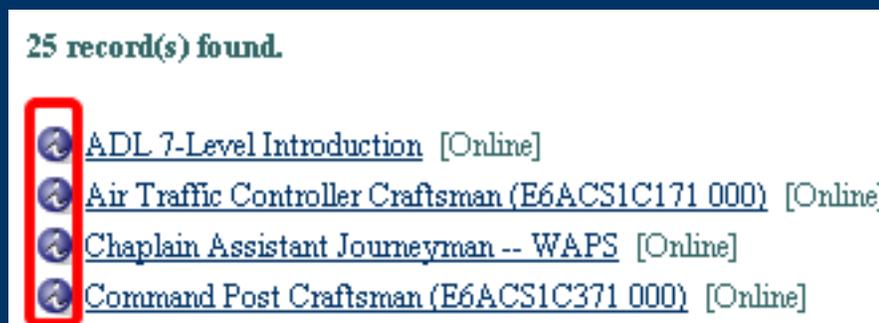
If you know the functional area for the course select it from the dropdown box labeled **Topic** leave the **Keyword** field **blank** and click on **Search**. This type of search will give you a list of available courses within that particular functional area.



The screenshot shows a search interface with the following elements:

- Topic:** A dropdown menu with "IMDS" selected.
- Keywords:** A text input field that is currently blank.
- All Words:** A dropdown menu with "All Words" selected.
- Search:** A button to execute the search.

For general information about the course, click on the blue bullet next to the course name. To access the course, click on the underlined course title.



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Finding your course:

Step 3: Option 3 - Using the Keyword dropdown box to narrow the search

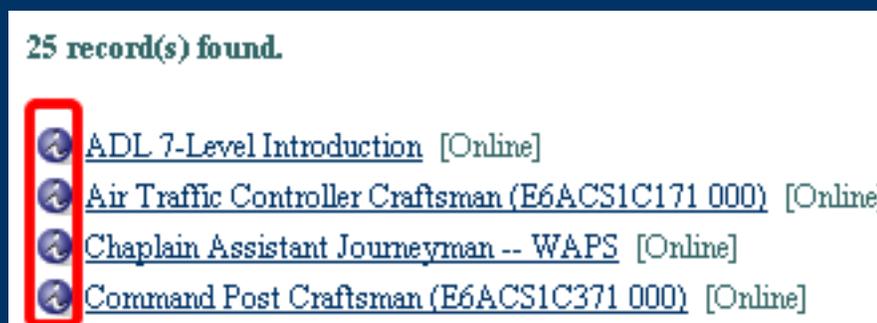
Type the course title or other keywords related to the course, in the box labeled **Keywords**. To narrow the Search even further, select a functional area from the box labelled: **Topic** or accept the default of **All**. Click on the **Search** button.



The screenshot shows a search form with the following elements:

- Topic:** A dropdown menu with "IMDS" selected.
- Keywords:** A text input field containing "EMOC".
- Search:** A button to execute the search.
- Filter:** A dropdown menu with "All Words" selected.

For general information about the course, click on the blue bullet next to the course name. To access the course, click on the underlined course title.



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Navigating your Course

Step 4: Accessing the course

Click on the course title to access the **Take Course** screen and to see a description of the course. Click the **Take Course** button in order to access the listing for the course. Your course will display one of two menu types to access the lessons.

Air Traffic Controller Craftsman (E6ACS1C171 000)

Description:

ATC Craftsman: E6ACS1C171 000 This is a web-based ADL course and is taken at the trainee's unit of assignment, no TDY is required. This course is taken in conjunction with a trainer who will counsel the trainee before starting course. The student has one year to complete the course. This course is taken via web-based instruction in conjunction with 7-level upgrade training at the trainee's unit of assignment. Enrollment will be done by AFPC when notification of trainee's promotion.

Select the **Take Course** button to begin the course described above, or click **Return** to go back to the online course listing.

Take course for credit

Take Course

Browse Course

Review Course

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Navigating your Course

Menu Types: Shareable Content Object Reference Module (SCORM)

Step 5: Accessing lesson objectives in a SCORM course

This is an example of a SCORM Menu. All lesson objectives are accessed through this menu.

Air Traffic Controller Craftsman (E6ACS1C171 000)

ATC Craftsman: E6ACS1C171 000 This is a web-based ADL course and is trainee's unit of assignment, no TDY is required. This course is taken in conjunction with a trainer who will counsel the trainee before starting course. The student has one month to complete the course. This course is taken via web-based instruction in conjunction with a trainer who will counsel the trainee before starting course.

Air Traffic Controller Craftsman (E6ACS1C171 000)

- ✓  INTRODUCTION
- ✓  [Course Preface](#)
- ✓  [System Requirements](#)
- ✓  SUPERVISORS AS LEADERS
- ✓  [Introductory Video](#)
- ✓  [Core Values](#)
- ✓  [Leadership](#)
- ✓  AF OPERATIONS STRUCTURE

To launch a lesson objective, click on the hyperlinked (underlined) text. To see a brief description (if provided) click on the  icon.

As you complete the requirements for each lesson, a check mark will appear next to the lesson title as pictured above.

Access and completion data for a SCORM course appears in the student transcript.

To see your student transcript, click on **Personal KC**.

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Navigating your Course

Step 6: Accessing Learning Object Menu

This is a lesson object menu. The lessons for the course display on the left side of the screen. When you click on a lesson title a list of lesson objectives (LO) appear on the right side of the menu screen. Click on the learning objective title to open the LO.

If your screen looks similar to this:

LEARNING CENTER
[Return to Course Information and Enrollment](#)

Lesson Listing

Select a lesson, then access courseware by selecting a Learning Objective (LO). At the end of an LO, the next one will automatically begin. Return here by selecting the Menu Icon from the Courseware Toolbar.

Lesson Title	Completed
Course Overview and Introduction	01/08/2003
Joint Structure	01/22/2003
Supervisory Responsibilities	01/22/2003
Training Responsibilities	01/22/2003
Command Post Operational Procedures	

Supervisory Responsibilities

Learning Objective Title	Accessed
Unit Overview	<input type="checkbox"/>
Craftsman Responsibilities	<input type="checkbox"/>
Leadership and Management	✓
Administrative Responsibilities	<input type="checkbox"/>
Project (Job Description)	<input type="checkbox"/>
Manpower Requirements	<input type="checkbox"/>

When you access a LO a checkmark will appear in the column labeled accessed. When you complete all objectives for one lesson a date of completion will appear in the column labeled completed.

At the bottom of each lesson that is launched, you will see a LMS navigation bar.

MENU

NOTEPAD

BOOKMARKS

QUICK REFERENCES

These four elements appear in the navigation bar.

- **Menu** -- You will use this option to navigate back to the Learning Object menu.
- **Notepad** -- You will use this to keep notes on your course. The Notepad is available anytime you log into the the Learning Center. To print your notes, open the Notepad, select the note you want to print, then right click on the screen and press print.
- **Bookmarks** -- You will be able to bookmark the place you left off in a course and return to that

location at a later time. Each bookmark will have it's own unique identifier that you the user creates.

- **Quick references** -- This link may contain extra material that is not available in the course.

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Locating your Course

Can't find your course

If you do not see your course, but know that you are suppose to take a particular course, you may be enrolled in a restricted course. Restricted courses usually have an instructor assigned to the course. Contact them first, if you know who they are, if not, contact the eCustomer Support Center at:

- <http://afiadl.custhelp.com>

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