

# Contingency Training Quick Guide

**Teams Channel:** SAF/FM Contingency Training

**Teams Channel Access code:** 3le921u

## SELS

Course Schedule Tab – Shows what’s available for each course. The courses are broken down into several blocks and each block is taught once a month (several time slots are available).

UnitPOC Tab – SELs will have access to view who’s registered for the course in their unit and their progress for the course. If you don’t see any names, then no one from your unit has registered. If you want a UTM or someone else to have access, contact Mr. Kevin Olmstead or TSgt Kevin McDaniel to let them know.

## Airmen Registering for a Course

Course Schedule Tab – This tab shows available dates for each course/block. The courses are broken down into several blocks and each block is taught once a month (several time slots are available).

myCourse Tab – Use this tab to register for the course. Once you’re registered and the course starts, you’ll also be able to view your progress in this tab and check your grades. You will only need to register once for the course, which encompasses several blocks; you do not have to register for each individual block.

To de-register from a course, contact Mr. Kevin Olmstead or TSgt Kevin McDaniel to let them know.

Calendar Tab – Use this tab to join the Teams meeting on the day of the course.  
If you missed a course, watch the recording and complete any assignments that were missed.

*Contact Mr. Kevin Olmstead or TSgt Kevin McDaniel if you need any assistance with the course.*