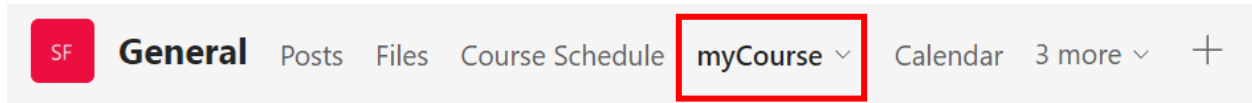


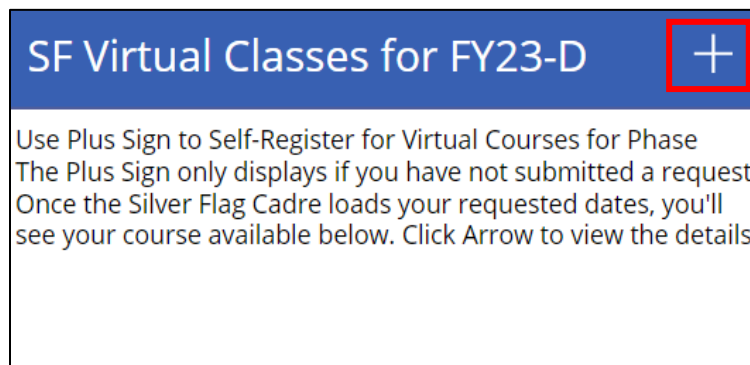
Registering for a Course

Prior to using this guide, make sure you've joined the Teams channel and reviewed all the content/dates on the 'Course Schedule' tab.

Step 1



Step 2



Step 3

A screenshot of a web form titled 'SIGNUP - SAF/FM Contingency Training - Virtual Course'. The form contains the following fields and instructions:

- * Email Address:** A text input field containing 'kevin.olmstead.2.ctr@us.af.mil'. To the right is a 'Hyperlink: [Course Details](#)'.
- * Name:** A dropdown menu showing 'OLMSTEAD, KEVIN M CTR USAF ACC 801 RHT'.
- * UTC:** A text input field containing 'XFFA2'.
- * Phase:** A text input field containing 'FY23-D'.
- Attachments:** A section titled 'Attach Completed Course Details Excel File. You have- 0 -Attached Files' with a text area containing 'There is nothing attached.' and an 'Attach file' button.

Below the form, there are three paragraphs of instructions:

Enter your Email, Profile and UTC Information above.
Click on Course Details Hyperlink to open Excel file and then open it in your Desktop Application. The formulas will not work in the Excel Web Application.

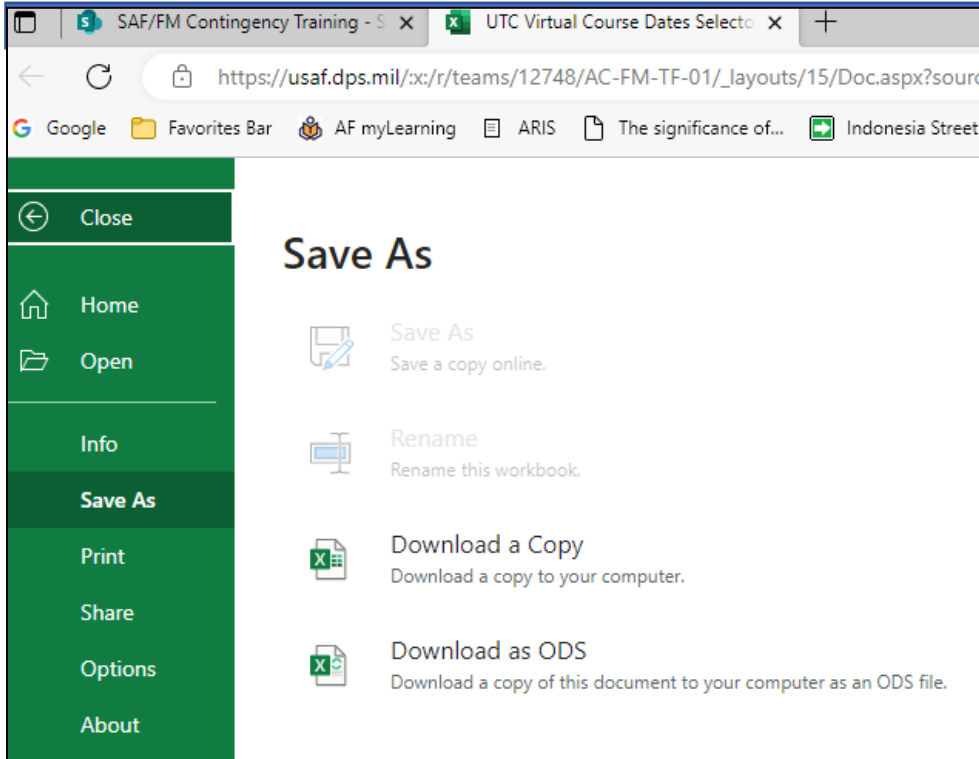
Within the Excel File, select the specific Dates and Times to build your course. Dates can be changed later if needed. Attach Excel File.

When Completed click on Save Icon in Upper Right Corner to register yourself for the SAF/FM Contingency Training Virtual Course for the UTC track selected.

Fill out your information and make sure to read the instructions at the bottom

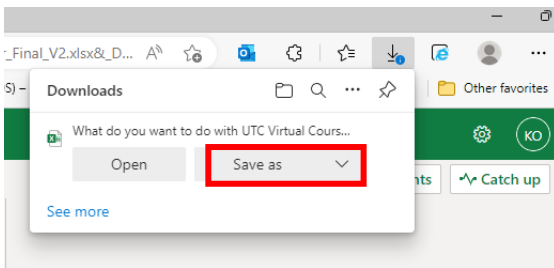
Registering for a Course

Step 4



After clicking the 'course details' hyperlink, a new tab will appear. Download the Excel file to your computer.

Step 5



Registering for a Course

Step 6

Name :	Kevin Olmstead		UTC Path :	XFFA2
Instructional Blocks	Initial Lecture	Hands-On Portion	Homework Due By	Knowledge Assessment Due By
SAF/FM CT VA2-B1	11 Apr 2023 0930	25 Apr 2023 0930	21 Apr 2023 2359	21 Apr 2023 2359
SAF/FM CT VA2-B2	16 May 2023 0930	30 May 2023 1000	26 May 2023 2359	26 May 2023 2359
SAF/FM CT VA2-B3	6 Jun 2023 0930	20 Jun 2023 1000	16 Jun 2023 2359	16 Jun 2023 2359
SAF/FM CT VA2-B4	11 Jul 2023 1100	25 Jul 2023 0930	21 Jul 2023 2359	21 Jul 2023 2359
SAF/FM CT VA2-B5	8 Aug 2023 1100	22 Aug 2023 0800	18 Aug 2023 2359	18 Aug 2023 2359
SAF/FM CT VA2-B6	13 Sep 2023 1100	N/A	22 Sep 2023 2359	22 Sep 2023 2359

Fill out the Excel file with selected dates, then save and close.

Step 7

Enter your Email, Profile and UTC Information above.
Click on Course Details Hyperlink to open Excel file and then open it in your Desktop Application.
The formulas will not work in the Excel Web Application.

Within the Excel File, select the specific Dates and Times to build your course. Dates can be changed later if needed. Attach Excel File.

When Completed click on Save Icon in Upper Right Corner to register yourself for the SAF/FM Contingency Training Virtual Course for the UTC track selected.

Attach the file to your request and click the 'save' Icon in the upper right corner.

Registering for a Course

You're done. myCourse screen now looks like this. No "+" to register again.

SF Virtual Classes for FY23-D

Use Plus Sign to Self-Register for Virtual Courses for Phase
 The Plus Sign only displays if you have not submitted a request.
 Once the Silver Flag Cadre loads your requested dates, you'll
 see your course available below. Click Arrow to view the details.

Once the Silver Flag cadre update your course details, this is what it will look like on your end:

SF Virtual Classes for FY23-D

Use Plus Sign to Self-Register for Virtual Courses for Phase
 The Plus Sign only displays if you have not submitted a request.
 Once the Silver Flag Cadre loads your requested dates, you'll
 see your course available below. Click Arrow to view the details.

kevin.olmstead.2.ctr@us.af.mil AD
 OLMSTEAD, KEVIN M CTR USAF ACC 801 FY23-D >

Click the right arrow to view your course details.

TRACKING - SAF/FM Contingency Training - Virtual Course [FY23-D]							
Email Address		Name			UTC Track		
kevin.olmstead.2.ctr@us.af.mil		OLMSTEAD, KEVIN M CTR USAF ACC 801 RHTS/RTAMF			XFFA2		
Component		Command		Base		Squadron	
AD		ACC		Tyndall		801 RHTS	
	Block Required Scheduled	Homework Required/Due By Score	Hands-On Required - Scheduled Date Completed	Test Required - Due By Score	Made-Up Missing	Completed	Date Completed
1	Yes 4/11/2023 09 : 30	Yes 4/21/2023 23 : 59 0	Yes 4/25/2023 09 : 30	Yes 4/21/2023 23 : 59 0		<input type="checkbox"/> No	
2	Yes 5/16/2023 09 : 30	Yes 5/26/2023 23 : 59	Yes 5/30/2023 10 : 00	Yes 5/26/2023 23 : 59		<input type="checkbox"/> No	
3	Yes 6/6/2023 21 : 30	Yes 6/16/2023 23 : 59	Yes 6/20/2023 10 : 00	Yes 6/16/2023 23 : 59		<input type="checkbox"/> No	
4	Yes 7/11/2023 11 : 00	Yes 7/21/2023 23 : 59	Yes 7/25/2023 09 : 30	Yes 7/21/2023 23 : 59		<input type="checkbox"/> No	
5	Yes 8/8/2023 11 : 00	Yes 8/18/2023 23 : 59	Yes 8/22/2023 08 : 00	Yes 8/18/2023 23 : 59		<input type="checkbox"/> No	
6	Yes 9/19/2023 11 : 00	Yes 9/22/2023 23 : 59	No	Yes 9/22/2023 23 : 59		<input type="checkbox"/> No	

Your course progress will appear on this screen. Additional details will be populated as you progress through each block.