

PROFESSIONAL DEVELOPMENT

1 - AFIADL Course Registration

2 December 2007



RELATED PUBLICATIONS: CAPR 50-17 CAP Senior Member Professional Development Program, Chapter 8. (*note:* AFIADL has changed the registration process since publication of this regulation. If in doubt, or if you have questions please ask your unit Professional Development Officer, or email the Illinois Wing Director of Professional Development at ets@ilwg.cap.gov)

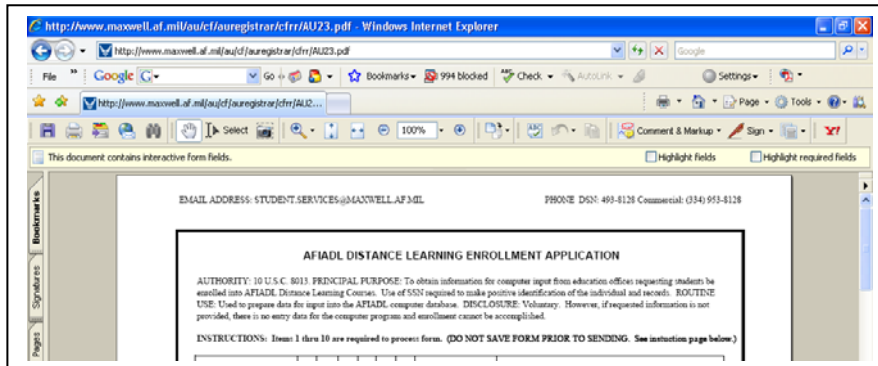
What you will need!

To access AFIADL online you will need a personal computer with Internet access, and the latest version of the free Adobe Acrobat Reader. The current version (v8.1.1) works with Windows Vista, XP and 2000 with Internet Explorer v6 or newer. To download the current version left click the blue link:

<http://www.adobe.com/products/acrobat/readstep2.html>

You will also need to know the 9 digit zip code (zip plus 4) for your home address. If you do not know the full zip code the U S Postal Service has an online resource at <http://zip4.usps.com/zip4/welcome.jsp> .

To Register



The first step is to open your Internet browser and enter www.maxwell.af.mil/au/cf/auregistrar/cfr/AU23.pdf to open the fillable pdf registration form, AU 23. This form will be e-mailed to Air University after completion. **DO NOT save** the form! Instructions on sending and saving the form will begin after form completion.

BOX 1 and 2

INSTRUCTIONS: Items 1 thru 10 are required to process form. (DO NOT SAVE FORM PRIOR TO SENDING. See instruction page below.)

1. COURSE NUMBER:	<input type="text"/>	2. COURSE TITLE:	<input type="text"/>
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[Access: http://www.maxwell.af.mil/au/ahadl](http://www.maxwell.af.mil/au/ahadl) for correct course number.

Be sure you know the course number and course title for the course you are enrolling for. Some of the CAP specific specialized courses are shown at right. Left click your cursor in the first open box next to "COURSE NUMBER". Enter a zero, then use your keyboard "tab" button to navigate thru the rest of the form. If the course number is 5 digits long leave the sixth box blank (tab thru to box 2).

Box 2 is the course title. PLEASE USE

Specialized Courses
CAP & Reserve Forces Officer Extension Program
00013-Civil Air Patrol Senior Officer Course
00017-USAFR Officer Preparatory Course Correspondence Course
History of US Air Power
00050-History of U.S. Air Power
(20 & 21) CAP Courses
02010-Civil Air Patrol Public Affairs Officer (Level II Technician Rating)...
(21) Safety (CAP)
02130A-Civil Air Patrol Scanner Course, Level II
02130B-Civil Air Patrol Mission Observer Course, Level II
02130D-Civil Air Patrol Emergency Services
02170-Civil Air Patrol - Safety Officer Course

BOX 10

10. ****TEST CONTROL FACILITY ZIP CODE/SHRED									
9 digit zip code									Shred
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

These boxes are similar to the Box 1 and 3. Only one digit is entered into each box, and you tab to change boxes. The current TCF zip and Shred number are shown below. Type 6

then tab, 0 then tab,1 then tab, 8 then tab, 5 then tab, 0 then tab, 3 then tab, 9 then tab 7 then tab. You should be in the Shred box now, so type 7 then tab twice.

TCF ZIP	SHRED	ORGANIZATION	ADDRESS	PHONE
601850397	7	CIVIL AIR PATROL IL WG	PO BOX 397 , W CHICAGO, IL	630-584-0177

BOX 11 There are no comments needed at the time of registration. If you tabbed twice you went thru this box and are ready to type into box 12.

BOX 12

 12. STUDENT'S E-MAIL ADDRESS:

Type the email address you regularly use in this box, then tab. AFIADL will email you information, such as how to log onto the E-Campus Support Site and other important information as you are completing your course.

BOX 13

13. DATE:	APPROVING AUTHORITY'S TITLE	APPROVING AUTHORITY'S NAME
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Type the date you are completing the form in MM/DD/YYYY format, then tab.
 Type the Approving Authority's Title, then tab. This will be your unit's Professional Development Officer or Unit Commander.
 Type the name and grade of the Professional Development Officer or Unit Commander you are using. (for example: Iama P. Rofessional, Captain, CAP)

DO NOT SAVE THIS FORM!

The Instructions for AU 23, placed just before Box 1 states:

INSTRUCTIONS: Items 1 thru 10 are required to process form. (DO NOT SAVE FORM PRIOR TO SENDING. See instruction page below.)

Page 2 of the AFIADL registration form gives the information shown below.

To Send Completed Form For Processing
 Once form is completed, scroll to the bottom of the page and select the box titled Email Form To:
 If you wish to keep a copy of the completed form for your records, type your email address in the Cc... box when the Outlook message box opens. Then select Send.

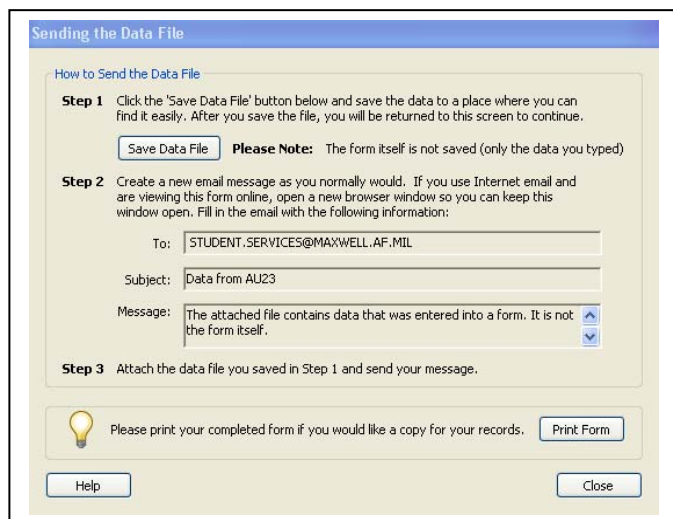
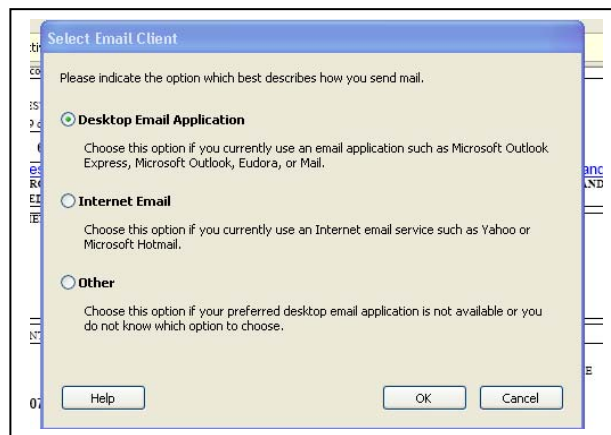
The form AFIADL created is designed to send only the data you entered to the AFIADL registrar. The data is automatically downloaded into their database relieving the registrar of duplicating your data entry. Don't worry, you'll have an opportunity to save a copy for your records later.

Email Form To:

Left mouse click on the button that looks like this on the AFIADL form. If you forgot some data area you will see an error message and there will be red text on your form. Enter the needed data and hit the button again.

A dialog box will appear like the one to the right. If you regularly use Microsoft Outlook or Outlook Express, or Endora for your mail leave the first radio button highlighted and left mouse click [OK].

If you use regularly use Yahoo, SBCGlobal, Comcast, AOL or other providers left mouse click with the second radio button, then left mouse click [OK].



When you click on [OK] a dialog box like the one to the left appears.

STEP 1: Left mouse click on [**Save Data File**]. Remember exactly where you place the file and its name(it will have a name such as **AU23_data.fdf**). You will attach this file to your email in a moment. **DO NOT** close this box yet!

STEP 2: Open your e-mail client as you normally would and prepare to compose an e-mail.

To: student.services@maxwell.af.mil

Cc: ets@ilwg.cap.gov, your unit commanders e-mail address

Subject: Data from AU23

Message: The attached file contains data that was entered into a form. It is not the form itself. The recipient of this data file should save it locally with a unique name. Adobe Acrobat Professional 7 or later can process this data by importing it back into the blank form or creating a spreadsheet from several data files. See Help in Adobe Acrobat Professional 7 for more details.

Now attach that all important data file as you normally would attach a document. BEFORE YOU SEND double check you have the correct addresses entered. You must cc: the Wing Director of Professional Development (that's the ets@ilwg.cap.gov address) and your unit commander. If you don't know his/her address you can print an extra copy in your next step. Most important, make sure you have attached the data file! If all is in order send the e-mail.

STEP 3: Once you've sent the e-mail you can close your e-mail client, which brings you back to the dialog box above. You can now left mouse click [Print Form] to print any copies you need. You can close this dialog box and save the form if you wish.

In a short time (usually the same working day) you should receive a return e-mail from "AU/CFRR Student Services" (student.services@MAXWELL.AF.MIL) which confirms your registration.

In approximate one week you will receive a 4" x 6" post card from AFIADL confirming your course enrollment and that the course materials are on their way to you. Even more important are the "Enrollment Date" and the statement near the bottom which states "ALL COURSE REQUIREMENTS MUST BE COMPLETED BY....."

Please note your course enrollment date AND the completion date! Course completion means ordering the End of Course Exam from AFIADL, completing the End of Course Exam and having the exam scored by AFIADL, all within one year from the date of enrollment! When you order the End of Course Exam it is mailed to ILWG, who mails it to your Group Commander, who mails it to the Test Control Officer, who contacts you for arrangements on where/when you want to take the exam. Then the answer sheet is mailed back to AFIADL where it's scored. In other words, please don't wait until last minute.

If you should have any questions contact your unit Professional Development Officer.

The AFIADL general website e-Campus support page can be found at:

http://afiadl.custhelp.com/cgi-bin/afiadl.cfg/php/enduser/std_alp.php?SID=DE05E03B-D6B0-4D8E-8007-76E2388FD30D&AC=SELF&AppName=/eServices.aspx&p_sid=7tfyQIPi