

# Enrollment Instructions



**Fairchild University**

*Refueling the mind, body, and spirit*

# How to Enroll in Class as a User



- All students, including family members, must create an account <https://booknow.appointment-plus.com/6brne058>

The screenshot shows a web browser window with the URL <https://booknow.appointment-plus.com/6brne058>. The page features the U.S. Air Force logo at the top. Below the logo, there is a navigation bar with links such as "Fairchild AFB", "tasker New", "Getting To Outcomes® I...", "Resource Advisor Links", "Training Sites", "AF Portal Login Page", "ATAAPS (Time Cards)", "E-Publishing", "My TalentSmart", "Prevention Specialist - Ho...", "TMT", and "MCT". The main content area has a "Home" link. Below this, there is a red message: "Please enter your login name". On the left, there is a "Create an Account" section with the text "Please create an account to get started" and a "Create an Account" button. On the right, there is a "Log In (returning users)" section with "Login" and "Password" input fields, a "Log In" button, and a "Forgot password?" link. A red arrow points from the "Create an Account" button to the red text below.

Create an Account  
Please create an account to get started  
**Create an Account**

Log In (returning users)  
**Login**  
  
**Password**  
  
**Log In**  
[Forgot password?](#)

**If you receive a message that states you have an account and you cannot access it, please contact Ms. Altmaier, 247-5273 or MSgt Hasz at 247-8020**

# User Created Account

## Air Mobility Command

## Registration

Registration Header - Pages/Text Tab

### Create an Account

\* Indicates required field

* Base	Fairchild AFB
* First Name	<input type="text"/>
* Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
Best Contact #	<input type="text"/>
* E-mail	<input type="text"/>
* Customer Type	Select One
* Wing #	<input type="text"/>
* Wing Type	Select One
* Group Number	<input type="text"/>
* Group	Select One
* Squadron #	<input type="text"/>
* Squadron	Select One

- Please use personal E-mail or mail.mil if available (system does not talk to af.mil Emails)
- Wing #, Group #, Squadron # very important (92, 509, 336, 141, etc.) (dependents use spouse's)
- Please use .mil Email address as login
  - Account will transfer to other AMC bases
- Click create account

# User Sign-ups



- After creating account, user will be signed in to this screen
  - To enroll in a class, click on Select Class drop down tab

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** Fairchild AFB, LP A+ Training - FINAL, New Tab.
- Header:** Air Mobility Command logo and a navigation bar with links: Home, Appointments, Join Waiting List, Log Out.
- Class Locator Section:**
  - Base:** A dropdown menu currently showing "Fairchild AFB".
  - Select Class:** A dropdown menu currently showing "Select Class". A red arrow points to this menu.
- Welcome Dawn Section:** A message box stating "Welcome to our online scheduling system. To get started, please use the drop down menus on the left."
- Appointment Activity Section:**
  - Header: Appointment Activity
  - Text: Please allow at least 24 hours notice for cancellations
  - Section: Future Appointments
  - Text: You do not have any future appointments scheduled
  - Links: Show All | Print All

# User Sign-ups



- User will see available classes, and select the one they wish to enroll in. A description will come up with available dates. They will select a date.

[Home](#) [Appointments](#) [Join Waiting List](#) [Log Out](#)

### Class Locator

Base

Select Class

Class Registration

**Resilience Training (M,P,S,SP) (4pts)**  
**Date(s)**  
This class is designed to help individuals learn to see adversity as temporary, local, and something that can be changed by their own efforts. It will help them adapt and overcome, bounce back from adversity, and navigate through life's challenges. It is also designed to assist individuals in thinking more positively, improving their self-regulation, and reaching out for help when life gets too difficult to handle. Students must complete Values In Action survey and print out results at [www.vlame.org](http://www.vlame.org)

<a href="#">Thu, 2/13/2014 (50 of 50 available)</a>
<a href="#">Tue, 2/18/2014 (50 of 50 available)</a>
<a href="#">Thu, 3/13/2014 (50 of 50 available)</a>
<a href="#">Tue, 3/18/2014 (50 of 50 available)</a>
<a href="#">Thu, 4/10/2014 (50 of 50 available)</a>
<a href="#">Tue, 4/15/2014 (50 of 50 available)</a>
<a href="#">Thu, 5/8/2014 (50 of 50 available)</a>
<a href="#">Tue, 5/20/2014 (50 of 50 available)</a>
<a href="#">Thu, 6/12/2014 (50 of 50 available)</a>

[Appointment Activity](#)

### Welcome Dawn

Welcome to our online scheduling system. To get started, please use the drop down menus on the left.

### Appointment Activity

Please allow at least 24 hours notice for cancellations

Future Appointments [Show All](#) [Print All](#)

You do not have any future appointments scheduled

# User Sign-ups



- User will confirm information:
  - You can add multiple E-mails for a confirmation and reminder
  - You can also add their cell number for a text reminder
- Finalize Appointment

**Air Mobility Command**

Home Appointments Join Waiting List Log Out

**Class Locator**  
**Base**  
Fairchild AFB  
**Select Class**  
Resilience Training (M,P,S,SP) (4pt)

**Class Registration**  
**Resilience Training (M,P,S,SP) (4pts)**  
**Date(s)**  
This class is designed to help individuals learn to see adversity as temporary, local, and something that can be changed by their own efforts. It will help them adapt and overcome, bounce back from adversity, and navigate through life's challenges. It is also designed to assist individuals in thinking more positively, improving their self-regulation, and reaching out for help when life gets too difficult to handle. Students must complete Values In Action survey and print out results at [www.viame.org](http://www.viame.org)  
Thu, 2/13/2014 (50 of 50 available)  
Tue, 2/18/2014 (50 of 50 available)  
Thu, 3/13/2014 (50 of 50 available)  
Tue, 3/18/2014 (50 of 50 available)

**Selected Class**  
**Base** Fairchild AFB  
**Class** Resilience Training (M,P,S,SP) (4pts)  
**Date** Thursday, February 13, 2014  
**Start Time** 7:30

Please complete the following information.  
**E-mail Confirmation and Reminders**  
Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail addresses by commas):  
dawn.altmaier.1@us.af.mil

**Indicate text reminder preference (optional)**  
☒ Send text reminders ([Terms and Conditions](#))  
**Mobile**  Example 000-000-0000  
**Carrier**  Select Carrier  Carrier not listed  
☐ Do not send text reminders

**Finalize Appointment**

# Congratulations! You are Enrolled



- User will receive a confirmation screen and an E-mail

## Air Mobility Command

Home | Appointments | Join Waiting List | Log Out

### Locator

AFB

Class  
Resilience Training (M,P,S,SP) (4pt)

### Registration

Resilience Training (M,P,S,SP) (4pts)

is designed to help learn to see adversity as local, and something that unged by their own efforts. It em adapt and overcome, ck from adversity, and rough life's challenges. It is ned to assist individuals in ore positively, improving their tion, and reaching out for life gets too difficult to dents must complete Values ury and print out results at e.org


2014 (50 of 50 available)

2014 (50 of 50 available)

2014 (50 of 50 available)

### Selected Class

**Base** Fairchild AFB  
**Class** Resilience Training (M,P,S,SP) (4pts)  
**Date** Thursday, February 13, 2014  
**Start Time** 7:30

 **Your appointment has been confirmed!**

We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.

[Print Confirmation](#)

You are set to receive a text message reminder to XXXXXXXXXX (T-mobile) [\[Edit Settings\]](#)

### Appointment Activity

Please allow at least 24 hours notice for cancellations

#### Future Appointments

- Thursday, February 13, 2014 at 7:30

[Show All](#) | [Print All](#)

[Print](#) | [Cancel](#)  
[Export to Calendar](#)

# User Information



- Going back to Home will allow users to see their appointments, create a new appointment, or cancel a future appointment

The screenshot displays the 'Air Mobility Command' web application. At the top is a blue header with the command's name and an image of an aircraft. Below this is a navigation bar with links for 'Home', 'Appointments', 'Join Waiting List', and 'Log Out'. The main content area is divided into two columns. The left column contains a 'Class Locator' section with two dropdown menus: 'Base' (set to 'Fairchild AFB') and 'Select Class' (set to 'Select Class'). The right column features a 'Welcome Dawn' message and an 'Appointment Activity' section. This section includes a notice about 24-hour cancellation notice, a list of 'Future Appointments' (one for Thursday, February 13, 2014 at 7:30), and links to 'Show All', 'Print All', 'Print', 'Cancel', and 'Export to Calendar'. Two red arrows are overlaid on the image: one points from the 'Appointments' link in the navigation bar to the 'Appointment Activity' section, and the other points from the 'Print' link to the 'Export to Calendar' link.

**Air Mobility Command**

Home Appointments Join Waiting List Log Out

**Class Locator**

Base  
Fairchild AFB

Select Class  
Select Class

[Appointment Activity](#)

**Welcome Dawn**  
Welcome to our online scheduling system. To get started, please use the drop down menus on the left.

**Appointment Activity**

Please allow at least 24 hours notice for cancellations

**Future Appointments** [Show All](#) [Print All](#)

- Thursday, February 13, 2014 at 7:30

[Print](#) [Cancel](#) [Export to Calendar](#)





# *Questions?*

*Contact:*

*dawn.altmaier.1@us.af.mil*

*lance.hasz@us.af.mil*