

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>

Home

Please enter your login name

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

* First Name

* Middle Name

* Last Name

Best Contact #

* E-mail

* Customer Type

* Wing #

* Wing Type

* Group Number

* Group

* Squadron #

* Squadron

- 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.
- Page Title:** Air Mobility Command
- Navigation Menu:** Home, Appointments, Join Waiting List, Log Out.
- Class Locator Section:**
 - Base:** Fairchild AFB (dropdown menu)
 - Select Class:** Select Class (dropdown menu, highlighted with a red arrow)
- Welcome Dawn Message:** Welcome to our online scheduling system. To get started, please use the drop down menus on the left.
- Appointment Activity Section:**
 - Text: Please allow at least 24 hours notice for cancellations
 - Text: Future Appointments
 - Text: You do not have any future appointments scheduled
 - Links: [Show All](#) | [Print All](#)
- Appointment Activity Link:** [Appointment Activity](#) (top right)

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.

The screenshot shows a web application interface for class sign-ups. At the top, there 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 a dropdown menu for 'Base' (set to 'Fairchild AFB') and another dropdown for 'Select Class' (set to 'Resilience Training (M,P,S,SP) (4pt)'). Below this is a 'Class Registration' section for 'Resilience Training (M,P,S,SP) (4pts)'. The description states: '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'. Below the description is a list of dates with availability: 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), Thu, 4/10/2014 (50 of 50 available), Tue, 4/15/2014 (50 of 50 available), Thu, 5/8/2014 (50 of 50 available), Tue, 5/20/2014 (50 of 50 available), and Thu, 6/12/2014 (50 of 50 available). An orange arrow points to the first date, 'Thu, 2/13/2014'. The right column contains a 'Welcome Dawn' section with a message: 'Welcome to our online scheduling system. To get started, please use the drop down menus on the left.' Below this is an 'Appointment Activity' section with a message: 'Please allow at least 24 hours notice for cancellations'. At the bottom of this section, it says 'Future Appointments' with a 'Show All | Print All' link, and a message: 'You do not have any future appointments scheduled'.

Home Appointments Join Waiting List Log Out

Appointment Activity

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

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)

Thu, 4/10/2014 (50 of 50 available)

Tue, 4/15/2014 (50 of 50 available)

Thu, 5/8/2014 (50 of 50 available)

Tue, 5/20/2014 (50 of 50 available)

Thu, 6/12/2014 (50 of 50 available)

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

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 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)

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2014 (50 of 50 available)

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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 [REDACTED] (T-mobile) [\[Edit Settings\]](#)

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](#)

User Information



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

Air Mobility Command

Home | Appointments | Join Waiting List | Log Out

Class Locator [Appointment Activity](#)

Base
Fairchild AFB

Select Class
Select Class

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](#)

Note: Two red arrows in the original image point to the 'Future Appointments' section and the 'Print | Cancel | Export to Calendar' links.



Questions?

Contact:

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lance.hasz@us.af.mil