

DEPARTMENT OF AIR FORCE

Continuous Improvement Registration Instructions

Gather the following information before you begin the registration process:

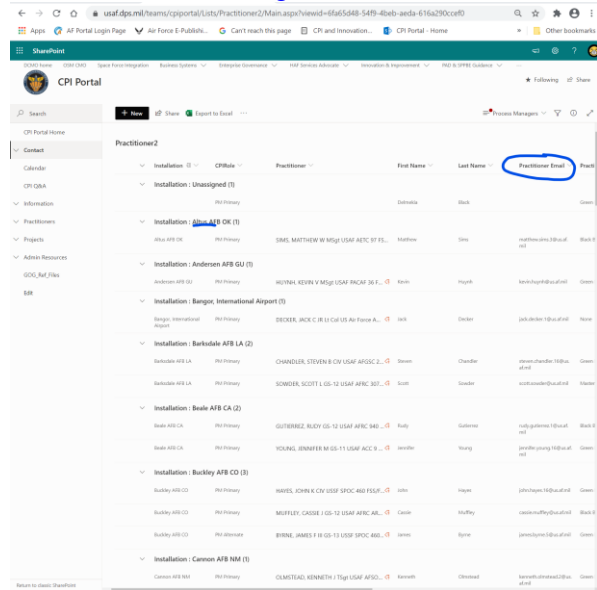
During the registration process you will need some key pieces of information:

- Your DoD ID number from the back of your CAC
- Your Supervisor's email address
- Your WPM's (Wing Process Manager) email address

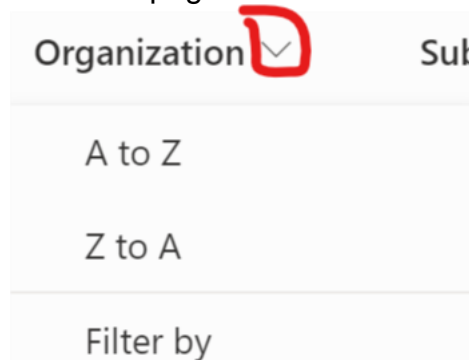
To find your WPM's email address using the CI² portal, please follow the steps outlined below:

1. Go to the CI² portal

at <https://usaf.dps.mil/teams/cpiportal/Lists/Practitioner2/Main.aspx?viewid=6fa65d48%2D54f9%2D4be%2Daeda%2D616a290ccefo>



2. Find the installation or Organization and SubOrganization closest to you by scrolling down the page. You can sort and filter the list as needed.



3. Copy the email of the practitioner listed for that location/ Organization Primary or

alternate.

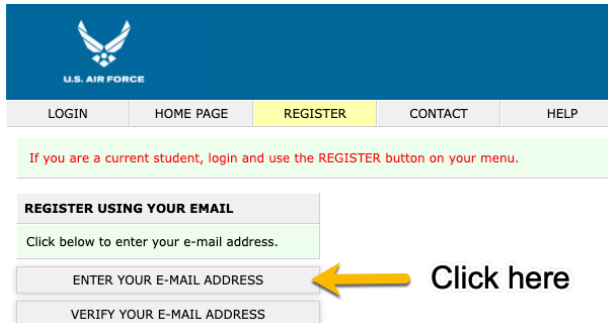
6. Please proceed to the next page and follow the Registration Instructions with these necessary pieces of information in hand,

- Your DoD ID number
- Your Supervisor's email address
- Your WPM's (Wing Process Manager) email address

Continuous Improvement Registration Instructions

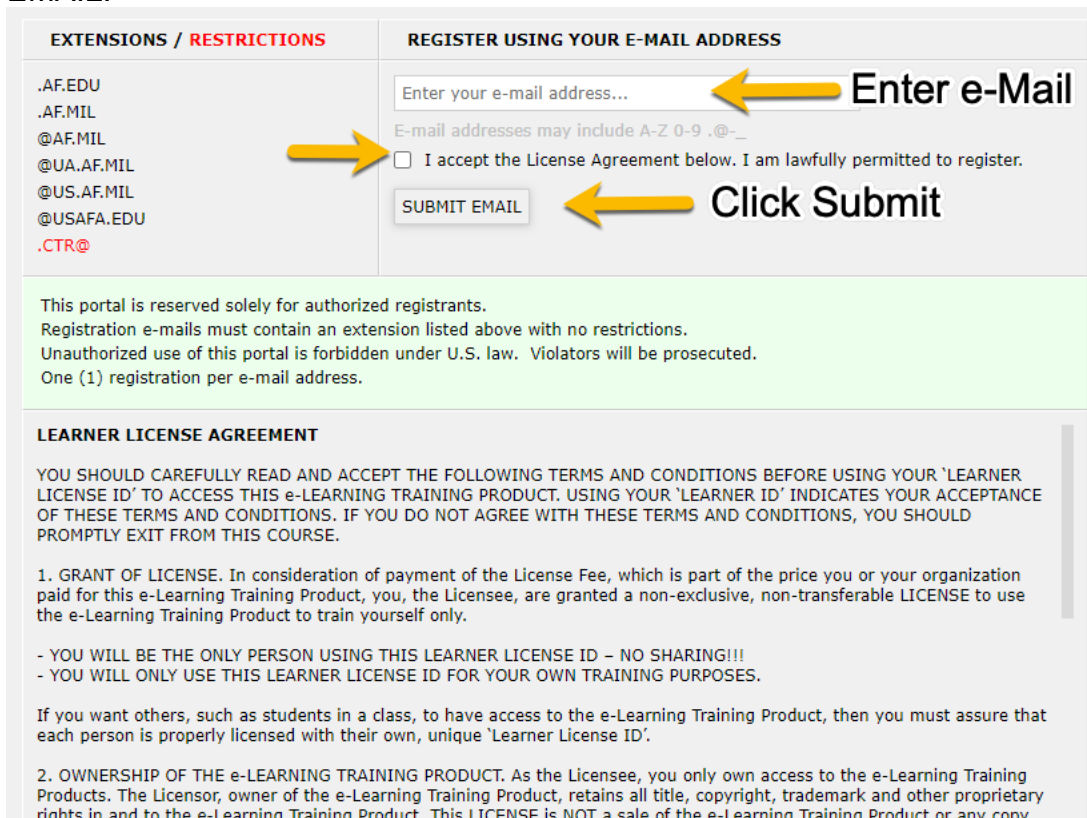
To access the Self Registration System go to [HTTPS://USAF.OPUSWORKS.COM/USAF](https://usaf.opusworks.com/usaf)

1. Click the “REGISTER” Tab and then click the “Enter Your E-Mail Address button.



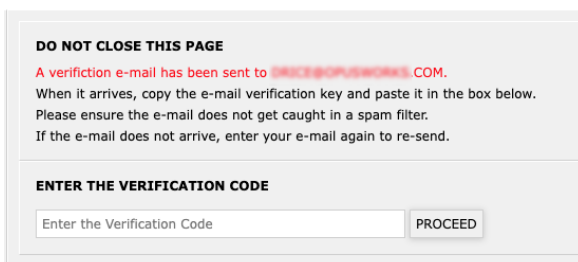
The screenshot shows the U.S. Air Force logo at the top left. Below it is a navigation menu with buttons for LOGIN, HOME PAGE, REGISTER, CONTACT, and HELP. The REGISTER button is highlighted in yellow. Below the menu is a green notification box that says "If you are a current student, login and use the REGISTER button on your menu." Below that is a section titled "REGISTER USING YOUR EMAIL" with the instruction "Click below to enter your e-mail address." There are two buttons: "ENTER YOUR E-MAIL ADDRESS" and "VERIFY YOUR E-MAIL ADDRESS". A yellow arrow points to the "ENTER YOUR E-MAIL ADDRESS" button with the text "Click here" next to it.

2. Enter your .mil or .edu email address, accept the license terms, and select, “SUBMIT EMAIL.



The screenshot shows the registration form with two main sections. The left section is titled "EXTENSIONS / RESTRICTIONS" and lists various email domain extensions: .AF.EDU, .AF.MIL, @AF.MIL, @UA.AF.MIL, @US.AF.MIL, @USAFA.EDU, and .CTR@. The right section is titled "REGISTER USING YOUR E-MAIL ADDRESS" and contains an input field for the email address, a checkbox for accepting the license agreement, and a "SUBMIT EMAIL" button. A yellow arrow points to the input field with the text "Enter e-Mail", and another yellow arrow points to the "SUBMIT EMAIL" button with the text "Click Submit". Below the form is a green box with the following text: "This portal is reserved solely for authorized registrants. Registration e-mails must contain an extension listed above with no restrictions. Unauthorized use of this portal is forbidden under U.S. law. Violators will be prosecuted. One (1) registration per e-mail address." Below that is a section titled "LEARNER LICENSE AGREEMENT" with the following text: "YOU SHOULD CAREFULLY READ AND ACCEPT THE FOLLOWING TERMS AND CONDITIONS BEFORE USING YOUR 'LEARNER LICENSE ID' TO ACCESS THIS e-LEARNING TRAINING PRODUCT. USING YOUR 'LEARNER ID' INDICATES YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU SHOULD PROMPTLY EXIT FROM THIS COURSE." The agreement includes two main points: 1. GRANT OF LICENSE, which states that the user is granted a non-exclusive, non-transferable license to use the e-Learning Training Product to train themselves only, and that they will be the only person using the learner license ID (no sharing) and will only use it for their own training purposes. 2. OWNERSHIP OF THE e-LEARNING TRAINING PRODUCT, which states that the licensee only owns access to the product, and the licensor retains all rights in and to the product. This license is not a sale of the product or any copy.

3. A verification email will be sent to your supplied email address.



The screenshot shows a verification screen with the following text: "DO NOT CLOSE THIS PAGE", "A verification e-mail has been sent to DRICE@OPUSWORKS.COM. When it arrives, copy the e-mail verification key and paste it in the box below. Please ensure the e-mail does not get caught in a spam filter. If the e-mail does not arrive, enter your e-mail again to re-send." Below this text is a section titled "ENTER THE VERIFICATION CODE" with an input field for the verification code and a "PROCEED" button.

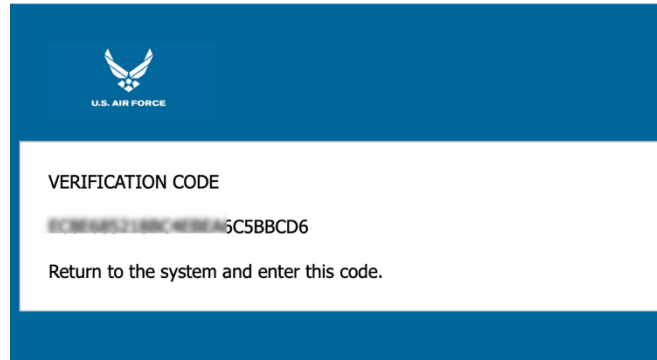
4. The verification email will contain a code to continue the registration process.

United States Air Force Verification Letter



Customer Care <CustomerCare@opusworks.com>

To: Dan Rice



5. Paste the Code into the Registration page and then click Proceed.

DO NOT CLOSE THIS PAGE
A verification e-mail has been sent to DRICE@OPUSWORKS.COM.
When it arrives, copy the e-mail verification key and paste it in the box below.
Please ensure the e-mail does not get caught in a spam filter.
If the e-mail does not arrive, enter your e-mail again to re-send.

ENTER THE VERIFICATION CODE

Paste Code

6. Enter the e-mail address used during registration and then select VERIFY E-MAIL button.

Please enter the e-mail associated with this verification.

7. Next, enter your first name, last name, and DOD ID number.

REGISTRATION PROGRESS	
VERIFICATION	EC8E685218BC4E8E6A6C;BBCD6
E-MAIL	DRICE@OPUSWORKS.COM
CLICK ANY LABEL BELOW TO EDIT THAT DATA	
NAME	Daniel Rice
STUDENT ID	1234567899
LOCATION	Required
ORGANIZATION	Required
RELATED DATA	Required

ENTER YOUR NAME AND STUDENT ID	
Daniel	
Rice	
1234567899	
UPDATE	

Enter Info, Click Update

8. Now, select your Installation Location from the provided list.

REGISTRATION PROGRESS	
VERIFICATION	EC8E685218BC4E8E6A6C;BBCD6
E-MAIL	DRICE@OPUSWORKS.COM
CLICK ANY LABEL BELOW TO EDIT THAT DATA	
NAME	Daniel Rice
STUDENT ID	1234567899
LOCATION	Required
ORGANIZATION	Required
RELATED DATA	Required


CLICK ON YOUR LOCATION	
Alconbury	
Altus	
Andersen	
Arnold	
Atlantic City Mun	
Aviano	
Bangor Intl	
Barksdale	
Beale	
Birmingham Shuttl	
Boise Air Termina	
Bradley IAP	
Buckley	
Burlington	
Cannon	
Channel Islands	
Charlotte Douglas	
Cheyenne Ang	
Columbus	
CP Murray	
Creech	
Croughton	
Dane Co Regional	
David-Menthan	

Select Location

9. Next, follow the choices presented to identify your command.

REGISTRATION PROGRESS	
VERIFICATION	EC8E685218BC4E8E8A8C5BBCD6
E-MAIL	DRICE@OPUSWORKS.COM
CLICK ANY LABEL BELOW TO EDIT THAT DATA	
NAME	Daniel Rice
STUDENT ID	1234567899
LOCATION	Dobbins
ORGANIZATION	Required
RELATED DATA	Required

CLICK ON YOUR ORGANIZATION (LEVEL A)
DRU
FOA
HAF/SAF
MAJCOM


Select Command

REGISTRATION PROGRESS	
VERIFICATION	EC8E685218BC4E8E8A8C5BBCD6
E-MAIL	DRICE@OPUSWORKS.COM
CLICK ANY LABEL BELOW TO EDIT THAT DATA	
NAME	Daniel Rice
STUDENT ID	1234567899
LOCATION	Dobbins
ORGANIZATION	MAJCOM
	B Level Required
RELATED DATA	Required

CLICK ON YOUR ORGANIZATION (LEVEL B)
Air Combat Command
Air Education and Training Command
Air Force Global Strike Command
Air Force Material Command
Air Force Reserve Command
Air Force Space Command
Air Force Special Operations Command
Air Mobility Command
Air National Guard
Pacific Air Forces
U.S. Air Forces in Europe and Air Forces Africa

REGISTRATION PROGRESS	
VERIFICATION	EC8E685218BC4E8E8A8C5BBCD6
E-MAIL	DRICE@OPUSWORKS.COM
CLICK ANY LABEL BELOW TO EDIT THAT DATA	
NAME	Daniel Rice
STUDENT ID	1234567899
LOCATION	Dobbins
ORGANIZATION	MAJCOM
	Air Combat Command
	C Level Required
RELATED DATA	Required

CLICK ON YOUR ORGANIZATION (LEVEL C)
1 Fighter Wing
20 Fighter Wing
23 Wing
319 Reconnaissance Wing
325 Fighter Wing
355 Fighter Wing
363 Intl/Surveil/Recon Wing
366 Fighter Wing
388 Fighter Wing
4 Fighter Wing
432 Wing
461 Air Control Wing
480 Intl/Surveil/Recon Wing
49 Wing

10. With your command selected, please enter the email addresses of your Process

Manager and your Supervisor. (If you are a Cadet at the Air Force Academy, check the appropriate box.) Select the PROCEED button to continue.

REGISTRATION PROGRESS		RELATED DATA	
VERIFICATION	EC8E695218BC4E8E9A8C5BBCD6	PROCESS MANAGER	E-MAIL ADDRESS
E-MAIL	DRICE@OPUSWORKS.COM	SUPERVISOR	E-MAIL ADDRESS
CLICK ANY LABEL BELOW TO EDIT THAT DATA			
NAME	Daniel Rice	Air Force Academy	<input type="checkbox"/>
STUDENT ID	123456789	Enter requested information and then click Proceed.	
LOCATION	Dobbins		
ORGANIZATION	MAJCOM Air Combat Command 355 Fighter Wing		
RELATED DATA	Required	<input type="button" value="PROCEED"/>	

11. Now that your data has been collected, select the CHOOSE A CLASS button to move on to class selection.

REGISTRATION PROGRESS	
VERIFICATION	EC8E695218BC4E8E9A8C5BBCD6
E-MAIL	DRICE@OPUSWORKS.COM
CLICK ANY LABEL BELOW TO EDIT THAT DATA	
NAME	Daniel Rice
STUDENT ID	123456789
LOCATION	Dobbins
ORGANIZATION	MAJCOM Air Combat Command 355 Fighter Wing
PROCESS MANAGER	JOSEPH.CRADY@USLAF.MIL
SUPERVISOR	DAVID.HOOD@USAF.MIL
Air Force Academy	<input checked="" type="checkbox"/>
<input type="button" value="CHOOSE A CLASS"/>	

12. Next, you will select a Training Class from those available on the menu. If you want refresher training or to explore a particular topic and would simply like access to all of the Training Modules, select the “Independent module completion” option.

CLICK ON A CLASS TO ENROLL IN						
REGISTER WITHOUT CHOOSING A CLASS						
KEY	TYPE	AVAILABLE	START DATE	END DATE	CLASS	
5057		01/01/2018	PERPETUAL		Independent Module Completion	
17511	Green Belt	01/18/2022	02/15/2022	05/21/2022	Green Belt eLearning 046 (02/15/2021)	COME TO CLASS EVENTS 02/15/2022 03/08/2022 03/29/2022 04/19/2022
17512	Green Belt	01/20/2022	02/17/2022	05/23/2022	Green Belt eLearning 047 (02/17/2021)	COME TO CLASS EVENTS 02/17/2022 03/10/2022 03/31/2022 04/21/2022

10. Review all your class selection and then click on the, “COMPLETE REGISTRATION” button.

FINAL STEP

Registration Class
Green Belt eLearning 046 (02/15/2021)
[Click here to change class.](#)

Is all your information correct?
 This is your last opportunity to edit your information.
 You will be logged in automatically upon registration.
 You will receive an e-mail with your username and password.
 Please update your password as soon as you enter at MENU / My Account.

Reserved solely for authorized U.S. Air Force personnel.
 Unauthorized use of this portal is forbidden under U.S. law.
 Are you sure you want register?

←
Click to Complete Registration

11. Your registration is now complete. You will receive a system generated email containing your User ID and Password for logging into the Learning Portal.

REGISTRATION COMPLETE

You have successfully registered!
 An e-mail has been sent to DRIC@OPUSWORKS.COM with your username and temporary password.
 When you receive your login credentials you may login at the top of this page.

Welcome to the Portal!

Navigation icons: back, forward, refresh



Customer Care <CustomerCare@opusworks.com>


Today at 1:30 PM

To: Dan Rice

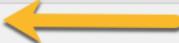
The screenshot shows an email from the U.S. Air Force. The header includes the Air Force logo and the text "U.S. AIR FORCE". The body of the email contains the following text: "Thank you for registering. You may access the portal by clicking below: <https://usaf.opusworks.com> If the link is not active, please copy and paste it into your browser. Username: d@rice@opusworks.com Password: *1234567890 Please update your password as soon as you login at MENU / MY ACCOUNT

12. Return to [HTTPS://USAF.OPUSWORKS.COM](https://usaf.opusworks.com) and log in as a Student using the provided Username and Password.

The screenshot shows the "STUDENT LOGIN" page. At the top is the U.S. Air Force logo and navigation buttons: LOGIN, HOME PAGE, REGISTER, CONTACT, HELP. Below the navigation is a "STUDENT LOGIN" section with a form. The form includes a username field containing "d@rice@opusworks.com", a password field with masked characters and a visibility toggle icon, a checkbox for "Remember me on this device.", and a "LOGIN" button. Below the login button is a link for "PASSWORD REMINDER".

13. You may update your password by clicking on the menu icon  and then "My Account."

MAIN MENU
LOGOUT
ANNOUNCEMENTS
CLASS
CLASSES
OVERVIEW OF CLASSES
TRANSFER / WITHDRAW FROM CLASSES
EXAMS
TAKE AN EXAM
EXAM ARCHIVE
REGISTER
REGISTER FOR AVAILABLE CLASSES
REGISTER USING KEY
ACCOUNT
MY ACCOUNT
MY CERTIFICATES
MY BADGES
ASSISTANCE
SUPPORT



MY ACCOUNT !	CHOOSE ORGANIZATION !	CHOOSE LOCATION !	EXTENDED INFORMATION
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MY ACCOUNT

An exclamation mark (!) denotes a required field. All required fields must be completed to view learning menus.

ACCOUNT INFORMATION		E-MAIL ADDRESSES	
USERNAME	DRICE@OPUSWORKS.COM	PROCESS MANAGER !	JOSEPH.CRADY@US.AF.MIL
PASSWORD !	SUPERVISOR !	DAVID.HOOD@US.AF.MIL
LANGUAGE	English	STUDENT CATEGORY	
LAST NAME !	Rice	AIR FORCE ACADEMY <input type="checkbox"/>	
FIRST NAME !	Daniel	ORGANIZATION AND LOCATION	
MIDDLE NAME		ORGANIZATION	HAF/SAF / Other / AF/A5
ADDRESS		LOCATION	Dobbins
CITY			
STATE/PROVINCE			
COUNTRY	United States		
ZIP CODE			
TELEPHONE			
CARRIER	Do not send mobile text messages to me...		
E-MAIL ADDRESS !	DRICE@OPUSWORKS.COM		
MESSAGE TYPE	Do not send messages to me...		
MESSAGE TIMING	Every 15 minutes		

SAVE ENTIRE PAGE UPDATE



