

(f). Personal roles and responsibilities of environmental stewardship including emergency preparedness (e.g. spill control) and communication procedures

(g). Fort Eustis broad environmental objectives and how individuals can affect change



SECTION: 4.4.2.3

SUBJECT: The Environmental Awareness Course Hub (TEACH)

The Environmental Course Hub (TEACH) website: <https://usaf.learningbuilder.com/>
(BEST used in these internet Browsers: **Chrome or Mozilla**)

3. LEARNER ACCOUNT

All Learners will need to create an account before they can access any learning content. If the Learner tries to create an account and one already exists for their email, the system will redirect them to request a password instead. Learners who previously had an ESOHTN account and all Training Managers may already have an account if they used their ESOHTN email. If a user does not use their ESOHTN email and creates a new account, they will have the opportunity later to load their ESOHTN transcript based on the old ESOHTN email at a later point in the process.

3.1 Creating an Account

1. Navigate to usaf.learningbuilder.com on your browser
2. Click on Register for an Account



Welcome to "The Environmental Awareness Course Hub" (TEACH)

Register for an Account



Click here

3. You will be directed to the registration page. Please fill out all the required fields(Email, Password, First Name and

Register for an Account

Please complete the registration process to access The Environmental Awareness Course Hub (TEACH).
Note: You only need to provide your First and Last Name, Email Address and Password.

Login information

Email:

Confirm Email:

Password:

Confirm Password:

Account information

Title:

First Name:

Middle Name:

Last Name:

Suffix:

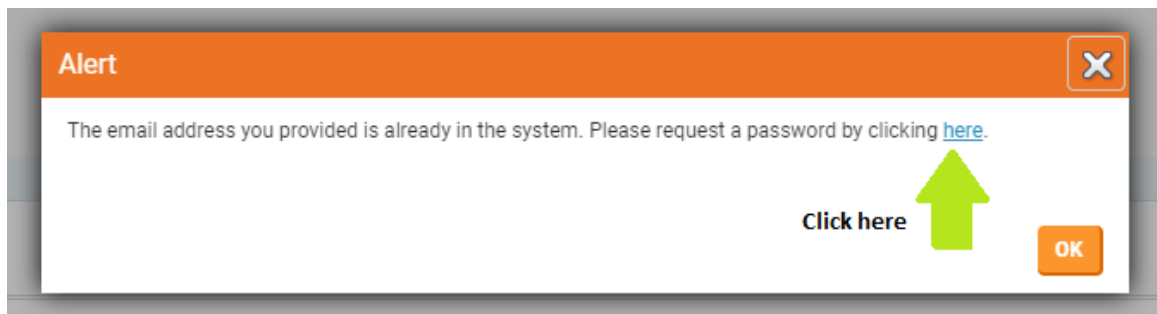
Work Phone:

Click save

Save Cancel

Last Name) and then press Save.

4. If the following Alert box pops up, please read these next set of instructions, if not, please move to step 9.



This alert tells you that your email address is already in the system. This is either because you used the same email that you used with ESOHTN, you are a training manager and your account is already set up, or you have previously registered. Please click on [here](#) to continue. *NOTE: Clicking on OK will take you back to the registration page.*

5. You will then be redirected to the Request Password page. Please enter your User ID or Email and press Submit. You should receive an email with a link to reset your password. If you do not receive it within a few minutes, please check your junk mail folder. *NOTE: If you do not*

receive an email, please email
TEACHsupport@heuristics.net for further assistance.

When requesting a password using this page, you need to know one of the following:

- The email address you used in ESOHTN or the email address you used when registering. You will be sent instructions to reset your password at the email address we have on file.

Please contact your training manager if any of the following apply to you:

- You received the error: "No email is on file. Please contact support to reset your password"
- You received the error: "Could not find a user for email address"
- You no longer have access to the email address used above.

When contacting your training manager, please provide your name, the email address you used with ESOHTN (if known) and your current email and they will update the email.

Request Password

Enter your login User ID OR email address and click "Submit" below. We will send you an email immediately with additional instructions on how to set a new password.

User ID or Email

Cancel submit

- Below is an example of the New Password Request email. You can either click the link to reset your password or you can copy and paste the Confirmation Code into the Confirmation Code box.

Dear Bob Smith,

We received your request for a new password. Simply click the link below to enter a new password:

<https://usaf.support.learningbuilder.net/Public/Password/CreateNew?MemberId=116145&code=LTJDGQGBCLWQI>

If you prefer, you may navigate to this page manually.

Go to <https://usaf.support.learningbuilder.net/Public/Password/ConfirmReset?MemberId=116145>

Enter Confirmation Code: LTJDGQGBCLWQI Confirmation Code

If you received this email in error, please disregard it.

Thank you,

The Environmental Awareness Hub (TEACH)



Click here
to reset
your
password

- Please enter a new password and then click Save.


Enter New Password

Please enter and confirm your new password below. It must contain at least 6 characters.

New Password

Confirm New Password

Cancel

 Enter a new password and then click Save

8. You will then be redirected back to the home page.
Please log in with your credentials and skip to Step 11.
9. You will be directed to the Email Confirmation page and you should receive an account confirmation email from TEACHsupport@heuristics.net. If you don't receive it within a few minutes, please check your junk mail folder.
NOTE: If you do not receive an email, please email TEACHsupport@heuristics.net for further assistance.
10. Below is an example of the confirmation email. You can either click the link to confirm your email and activate your account or you can copy and paste the Confirmation Code into the Confirmation Email page.

Dear Bob Smith,


Thank you for your TEACH registration. Please click this link to confirm your email and activate your account:
<https://usaf.support.learningbuilder.net/Public/Registration/AutoConfirmEmail?id=116143&code=IPSOEUDPFFZXG>

If you prefer, you may navigate to this page manually.

Go to <https://usaf.support.learningbuilder.net/Public/Registration/ConfirmEmail?id=116143>

Enter Confirmation Code: IPSOEUDPFFZXG

If you received this email in error, please disregard it.

 Copy into Email Confirmation page

 Click here to confirm

Thank you,

TEACH

11. Once your email is confirmed and you are logged into

your account, a box will pop up and prompt you to add your ESOHTN Email Address and to Select Type of Employee. Once that is completed, please press Next. Note: If you already had an account because you used your ESOHTN email you will not be prompted to provide it here.

Learn: Identify Employee Type

Note: If you previously had an account in ESOHTN, please provide the email address you used with ESOHTN so we can load your transcript.

Unique Identifier: L1000029

ESOHTN Email Address:

Type of Employee*:

Finish Later Cancel Next

are currently no roles assigned

12. Next, please fill out the necessary information on the page. By clicking on the information icon next to each field, you can see more information about the field. Note that the fields on this form may vary based on the Employee Type chosen on the previous page. You can update your Employee Type by clicking the Back button.
 - a. *NOTE: AFSC stands for Air Force Specialty Code*
 - b. *NOTE: For Installation - If you are a Tenant, Mission Partner, Range, or GSU- Select the Host Installation*
13. *NOTE: For "Other" Details - If you can't find your Organization, please select other within your installation and provide the name of your organization within the*

Installation so we can update the hierarchy to include it.

The screenshot shows a web form titled "Learner: Enter Learner Demographics". It contains several fields for entering learner information. The "Installation*" field is highlighted with a green arrow pointing to the text "click to select".

Unique Identifier:	L1990026
SSO4TH Email Address:	scicent@gbtehrp.com
Type of Employee:	Air National Guard Employee (Technicians/ASR/Civilians)
Rank/Title:	Select Rank/Title
AFSC:	Select AFSC
Position Job Series:	Select Position Job Series
Job Focus Tasks/Major Responsibilities:	Select Job Focus Tasks/Major Responsibilities
Installation*:	click to select
Other Details:	
Tenant, Mission Partner, or ODP:	Select Tenant, Mission Partner or ODP

For the Installation field, please click on [click to select](#)

14. A search will pop up and you will see a list of Installations you can choose from. Each location has several options, so please make sure to click on the drop down arrows to view all options.

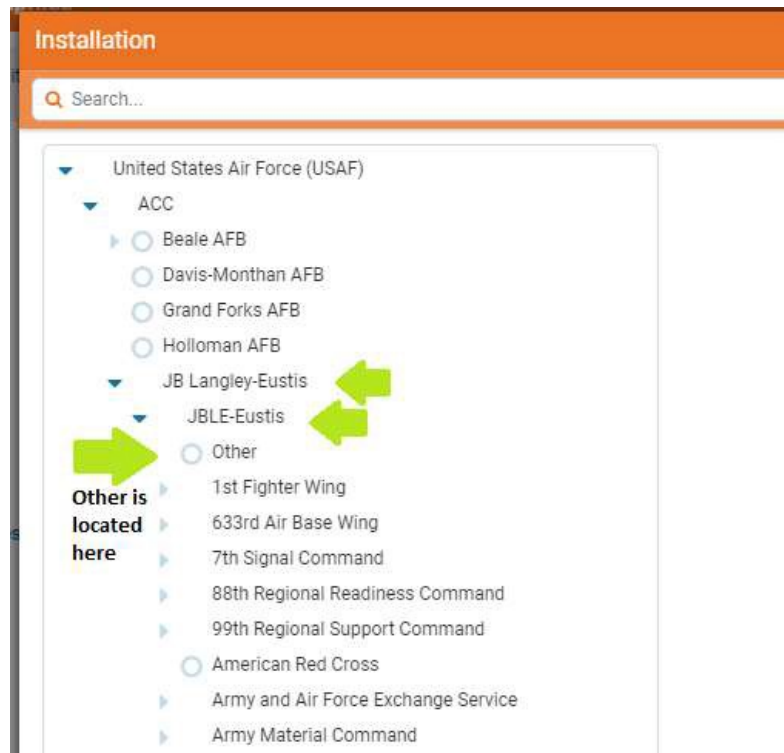
The screenshot shows a search dropdown menu titled "Installation". The search bar contains "Search...". The dropdown list is expanded to show "United States Air Force (USAF)" with a list of options. A green arrow points to the "ACC" option.

- United States Air Force (USAF)
 - ACC
 - AETC
 - AFDW
 - AFGSC
 - AFMC
 - AFRC
 - AFSOC
 - AFSPC
 - AMC
 - ANG
 - PACAF
 - USAFA
 - USAFE

15. You will need to keep clicking on the triangles to drill into the organization Hierarchy of your Installation until you

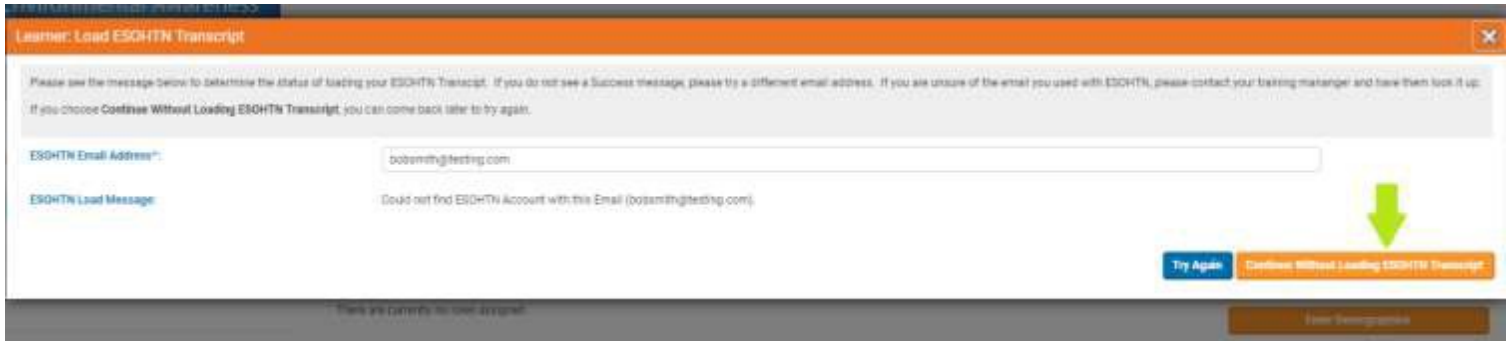
find your exact unit/organization. Click on the radio button next to the unit/organization to select it and then click Done. You can only select a unit/organization that has a radio button “o” next to it. If you cannot find your unit/organization and would like to type in another location, please select the “Other” option, which is located immediately under the name of the Installation and then provide the name of your unit/organization in the “Other” details field below the Installation field.

NOTE: If you are using Internet Explorer, you may not be able to see the triangle or radio buttons in these images. If you are experiencing this issue, please try another browser such as Chrome, Firefox, or Safari.



16. Fill out the rest of the Enter Learner Demographics and press Continue on the bottom right corner of the pop up box.
17. If you provided an ESOHTN email address you will be taken to an ESOHTN Confirmation page. You will either see a success message that shows how many records were loaded, or an error message if your ESOHTN email was not found. If you received an error message, please try a different email. If the email addresses you try are not found, just click Continue, and you can try again later after

contacting your training manager to help you locate your old ESOHTN email.



18. Congratulations! You have created your account and you're ready to takecourses.

APENDICES: Located on JBLE-Eustis Public Environmental Website

<https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

APENDIX A: AEC, UEC, and HWC Appointment FEVA Form 32-643

APENDIX B: Training Report