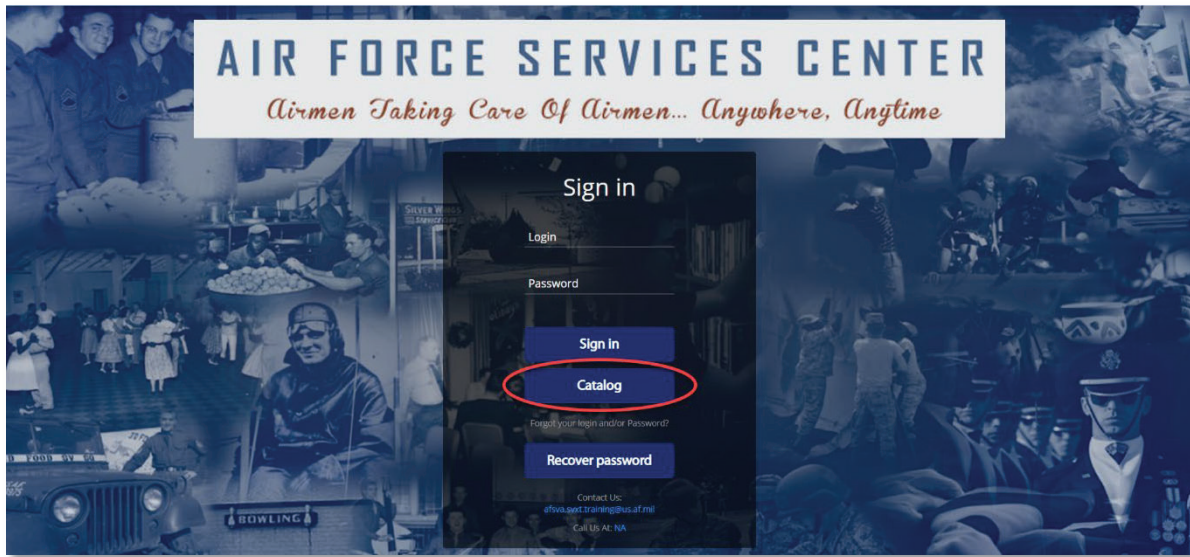
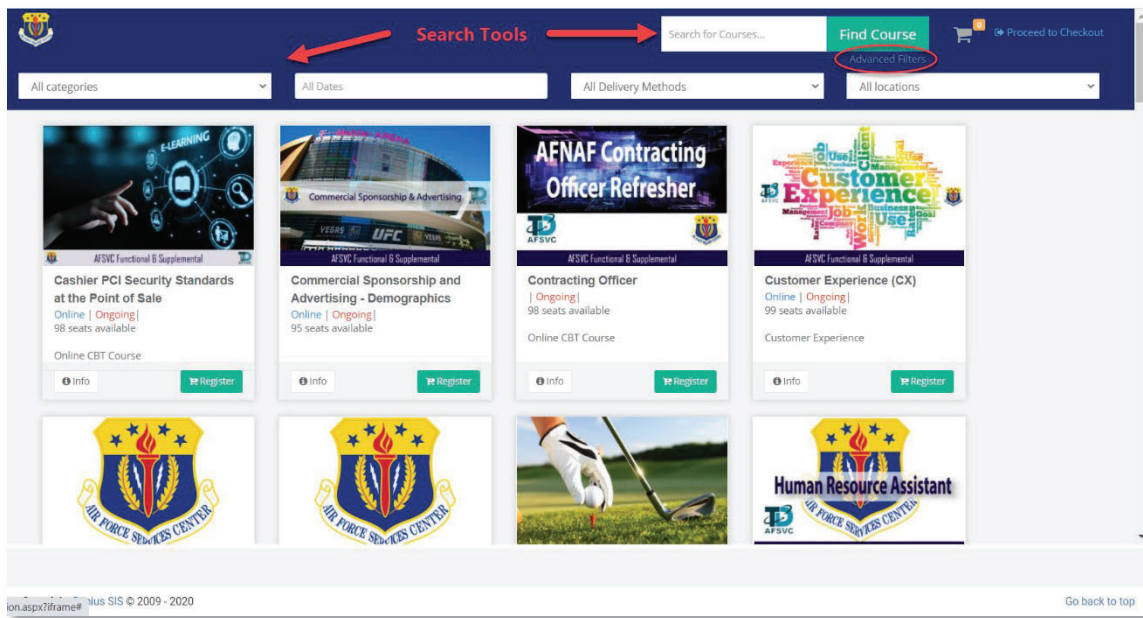


## Registering with No Account

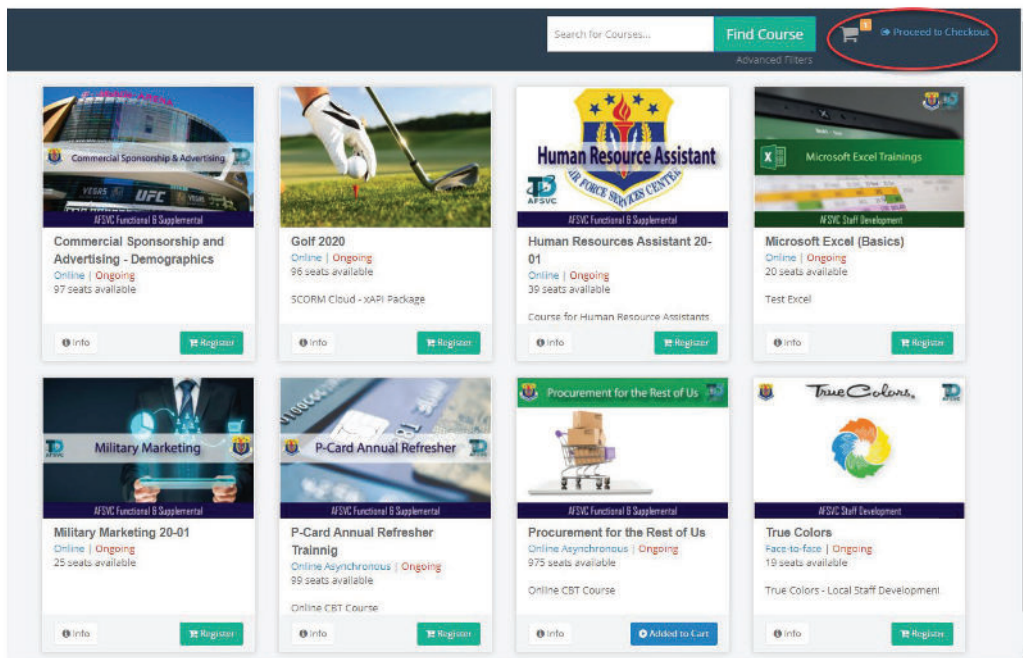
1. In your web browser, preferable google chrome, navigate to the following web address <https://afservices.geniussis.com>
2. On this page, click the **Catalog** link to be taken to the Course Catalog to select the course



3. Scroll down until you find the course that you want to register for; click the **Register** button for the course to be added to your cart. Note, you can also use the Search for Courses and filters



- Once the course has been added to your cart, click **Proceed to Checkout** in the upper right hand corner of the screen.



- This is where you will fill out your information to create your own account to access the course.

### Registration

New to the Learning Portal? Create your account below.

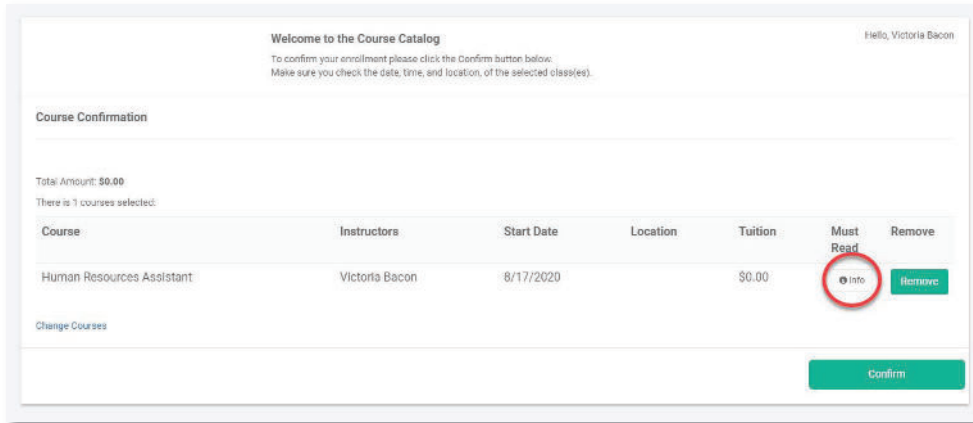
|   |                      |
|---|----------------------|
| First Name*                                 | Middle Initial       |
| Last Name*                                  | Work Email/Username* |
| AFSVC                                       | Cell Phone           |
| Select Service Branch/Gov't Affiliation...* | Select Rank...*      |
| Select Status...                            | Select Command...    |
| Select Base (Military/Government Installa   | Select Unit          |

[Register](#)

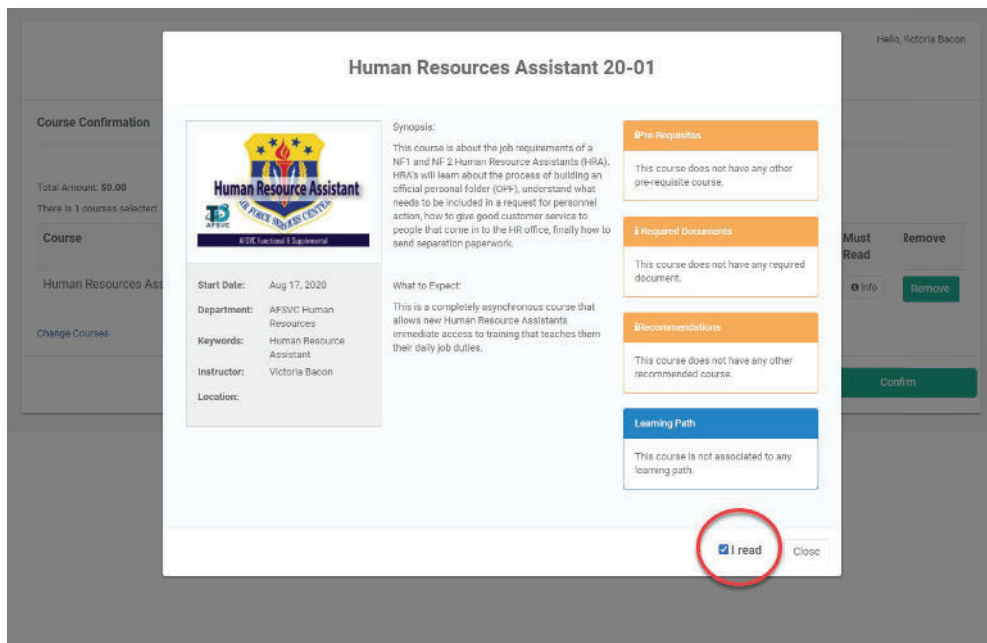
Fill out all of the necessary fields.

- First Name
- Last Name
- Work Email (will be used as your Username)
- Select the branch that you work for (will most likely be Air Force)
- Select your Rank
- Select your Status
- Select your Command
- Select your Base
- Select your FSS Unit
- Enter your Office Symbol (coming soon)

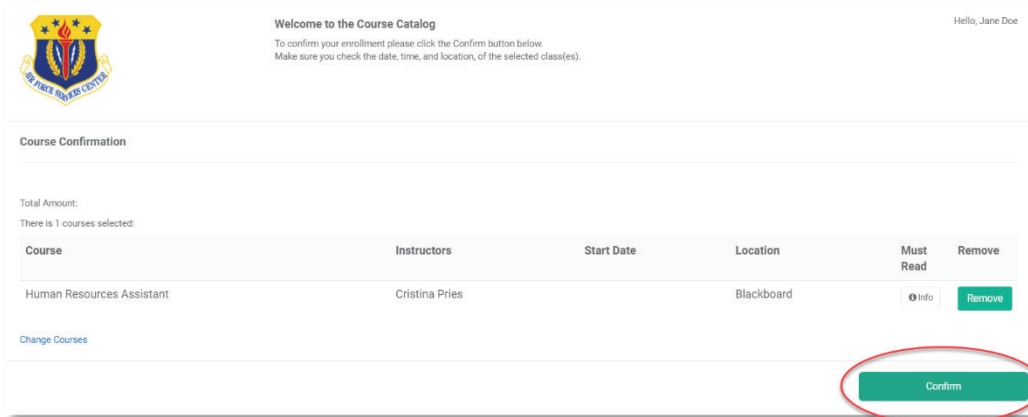
- Once you click register, a registration confirmation screen will show. On this screen, you need to click the **"Info"** button to continue registration.



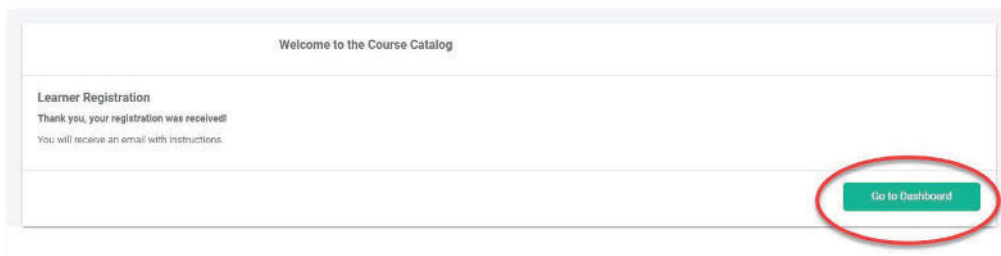
- This page will have information on the course; once you have read over the information make sure to click “I read” before clicking “Close”.



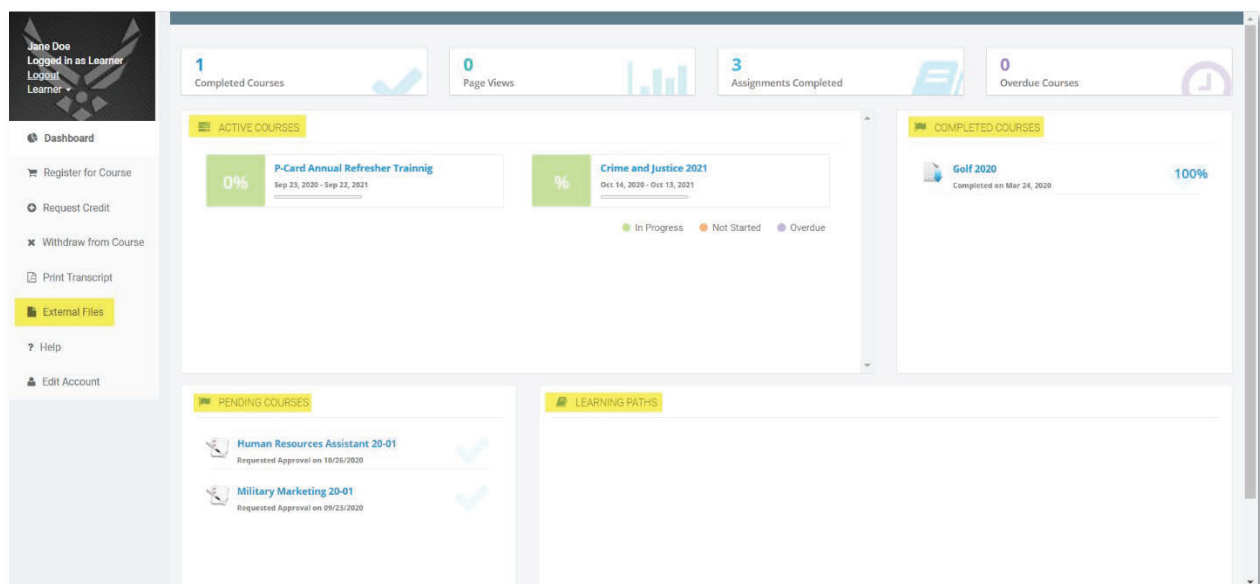
- Click the **Confirm** button to finalized your request to register for the course



9. You will get a Registration confirmation page, click **“Go to Dashboard”**



10. Once you have registered, your course will show up in either Active Courses, Learning Paths or Pending courses depending on the type of course. If the course requires additional documents to be submitted for approval, then the course will be found under Pending Courses until you load the student acknowledgement form and submit the Student Registration form IAW the Course Requires Approval email you will receive. The process for loading a student acknowledgement is covered in the [Adding External Files](#) of this guide.



11. Your Username and a temporary password will be emailed to the email address that you provided at registration.

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