

UNITED STATES AIR FORCE

Continuous Improvement Registration Instructions

Before you begin the registration process:

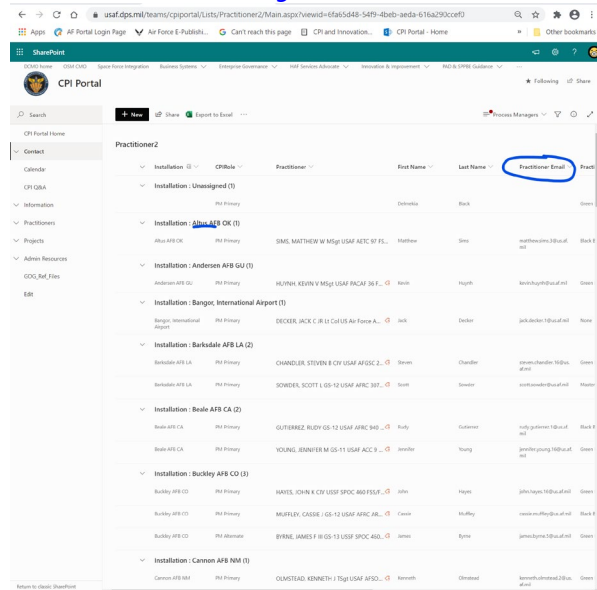
During the registration process you will need some key pieces of information. These include:

- Your Supervisor's email address
- Your WPM's (Wing Process Manager) email address
 - **If you use the below MAFB Process Managers, then SKIP to page 3:**
 - **Gordy Martin** :gordon.martin.3@us.af.mil
 - **Marc Green**: marc.green.1@us.af.mil
- Your DoD ID number


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

1. Go to the CPI 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.

Organization 	Suk
A to Z	
Z to A	
Filter by	

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

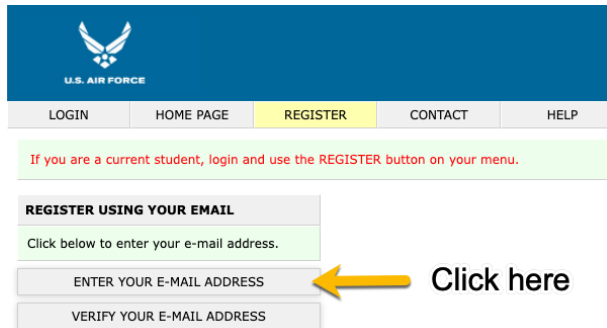
4. With these necessary pieces of information in hand, please proceed to the next page and follow the Registration Instructions.

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

Continuous Improvement Registration Instructions

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

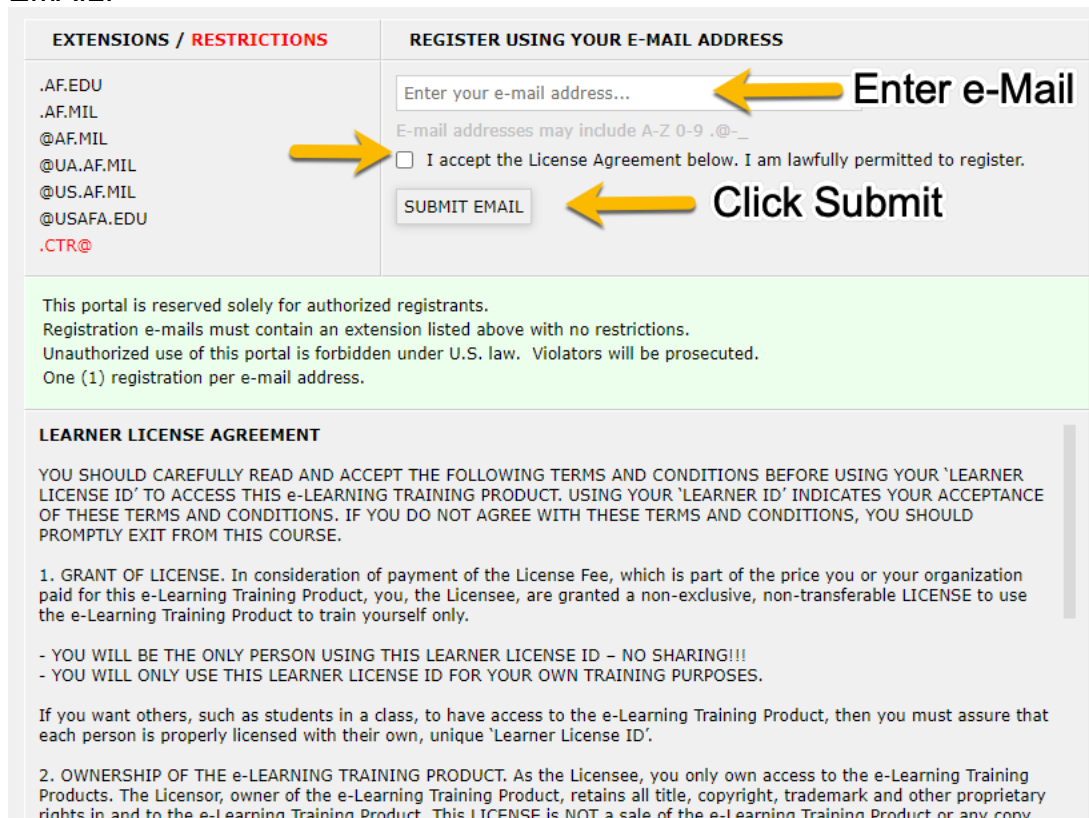
1. Click the “REGISTER” Tab and then click the “Enter Your E-Mail Address



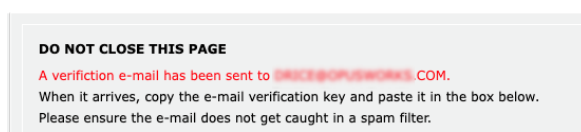
button.

NOTE: Some personnel were reporting issues with registering, where the system didn't allow time for entries to complete from the initial window. What we learned was that: **"press cancel really fast before the “PDF file download” finishes, only then does it let you enter your email "**

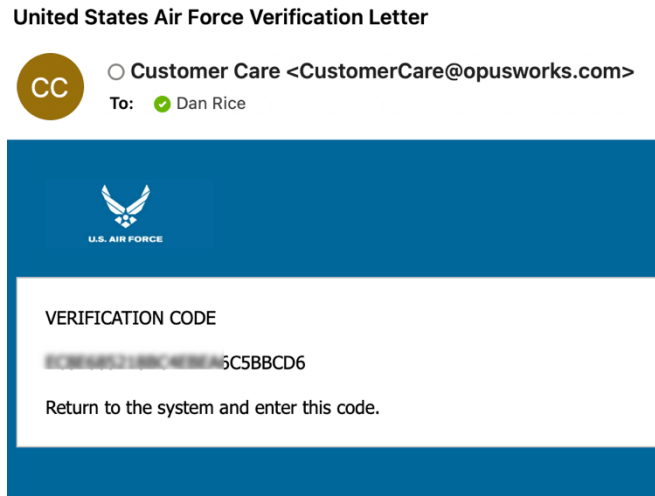
2. Enter your .mil or .edu email address, accept the license terms, and select, “SUBMIT EMAIL.



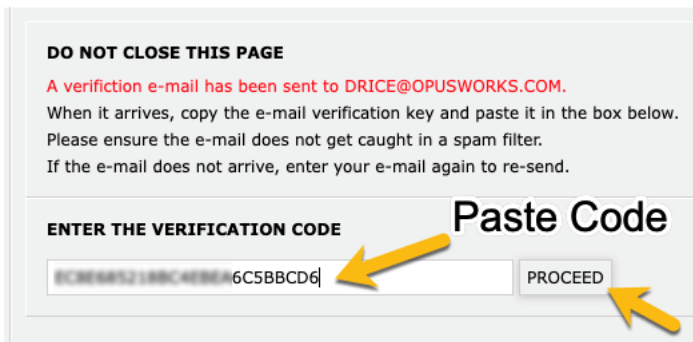
3. A verification mail will be sent to your supplied email address.



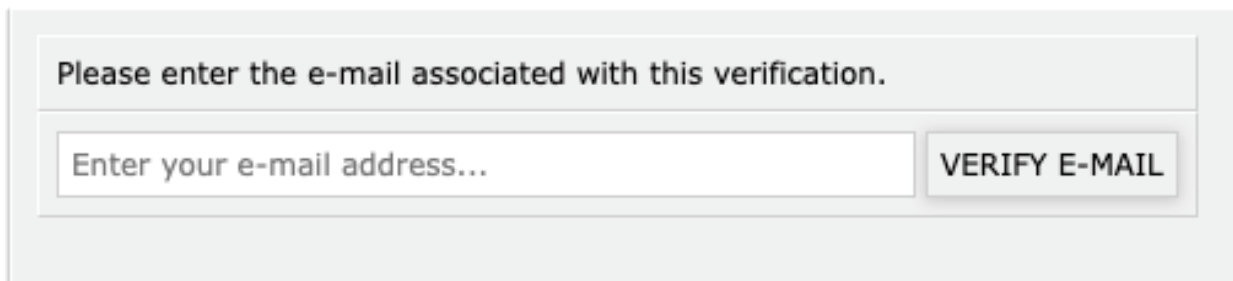
4. The verification email will contain a code to continue the registration process.



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




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




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

REGISTRATION PROGRESS		ENTER YOUR NAME AND STUDENT ID	
VERIFICATION	EC866852188C4E8E8A6CBBBCD6	Daniel	
E-MAIL	DRICE@OPUSWORKS.COM	Rice	
CLICK ANY LABEL BELOW TO EDIT THAT DATA			
NAME	Daniel Rice	1234567899	
STUDENT ID	1234567899		
LOCATION	Required		
ORGANIZATION	Required		
RELATED DATA	Required		

UPDATE  **Enter Info, Click Update**


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

REGISTRATION PROGRESS	CLICK ON YOUR LOCATION
VERIFICATION	Alconbury
E-MAIL	Altus
CLICK ANY LABEL BELOW TO EDIT THAT DATA	
NAME	Andersen
STUDENT ID	Arnold
LOCATION	Atlantic City Mun
ORGANIZATION	Aviano
RELATED DATA	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	EC86685218BC4E8E8A8C5BBCD6
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	EC86685218BC4E8E8A8C5BBCD6
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	EC86685218BC4E8E8A8C5BBCD6
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	EC8E685218BC4E8E8AC5BBCD6	PROCESS MANAGER	E-MAIL ADDRESS
E-MAIL	DRICE@OPUSWORKS.COM	SUPERVISOR	E-MAIL ADDRESS
CLICK ANY LABEL BELOW TO EDIT THAT DATA		Air Force Academy	<input type="checkbox"/>
NAME	Daniel Rice	PROCEED	Enter requested information and then click Proceed.
STUDENT ID	123456789		
LOCATION	Dobbins		
ORGANIZATION	MAJCOM		
	Air Combat Command		
	355 Fighter Wing		
RELATED DATA	Required		

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

REGISTRATION PROGRESS	
VERIFICATION	EC8E685218BC4E8E8AC5BBCD6
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@USAF.MIL
SUPERVISOR	DAVID.HOOD@USAF.MIL
Air Force Academy	<input checked="" type="checkbox"/>
CHOOSE A CLASS	

12. Next, you will select a Training Class from those available on the menu. If you have been trained prior and would simply like access to all 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

13. 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

COMPLETE REGISTRATION

14. Your registration is now complete. You will also receive an 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 ORACE@OPUSWORKS5.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!

← ‹ › →




○ Customer Care <CustomerCare@opusworks.com>

Today at 1:30 PM

To: ✓ Dan Rice

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

16. 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

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 !: [REDACTED]	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: [REDACTED]	ORGANIZATION: HAF/SAF / Other / AF/A5
ADDRESS: [REDACTED]	LOCATION: Dobbins
CITY: [REDACTED]	
STATE/PROVINCE: [REDACTED]	
COUNTRY: United States	
ZIP CODE: [REDACTED]	
TELEPHONE: [REDACTED]	
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