# 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: <u>marc.green.1@us.af.mil</u>
- 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 <u>https://usaf.dps.mil/teams/cpiportal/Lists/Practitioner2/Main.aspx?viewid=6fa65d48%2D54f9%2D4be</u> <u>b%2Daeda%2D616a29occefo</u>

Apps 🥝 AF Portal L	ogin Page 🛛 😽 Air Force E-Publis	hi 🧿 Can't rea	ch this page 🔄 CPI and Innovation 🚦	CPI Portal - Hon	e.	» 🧧 Other boo	okmarl
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Contact							
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	Cannon AFB NM	PM Primary	OLMSTEAD, KENNETH J TSat USAF AFSO	Kenneth	Olimatead	kenneth.olmstead.2@us. al.ml	Gre

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	Suł
A to Z	
Z to A	
Filter by	

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

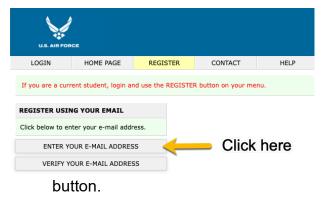
4. With these necessary pieces of information in hand, please proceed to the next page and follow the Registration Instructions.

- 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

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



**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** "

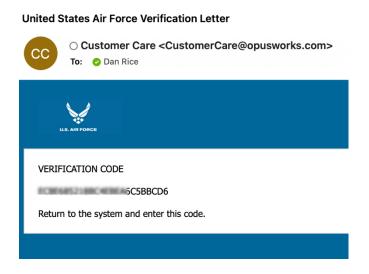
2. Enter your .mil or .edu email address, accept the license terms, and select, "SUBMIT EMAIL.

EXTENSIONS / RESTRICTIONS	REGISTER USING YOUR E-MAIL ADDRESS
.AF.EDU .AF.MIL @AF.MIL @UA.AF.MIL @US.AF.MIL @USAFA.EDU .CTR@	Enter your e-mail address Enter e-Mail E-mail addresses may include A-Z 0-9 .@ I accept the License Agreement below. I am lawfully permitted to register. SUBMIT EMAIL Click Submit
This portal is reserved solely for authorize Registration e-mails must contain an exte Unauthorized use of this portal is forbidde One (1) registration per e-mail address.	-
LEARNER LICENSE AGREEMENT	
LICENSE ID' TO ACCESS THIS e-LEARNIN	EPT THE FOLLOWING TERMS AND CONDITIONS BEFORE USING YOUR `LEARNER G TRAINING PRODUCT. USING YOUR `LEARNER ID' INDICATES YOUR ACCEPTANCE OU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU SHOULD
	f payment of the License Fee, which is part of the price you or your organization you, the Licensee, are granted a non-exclusive, non-transferable LICENSE to use purself only.
	THIS LEARNER LICENSE ID – NO SHARING!!! ENSE ID FOR YOUR OWN TRAINING PURPOSES.
If you want others, such as students in a each person is properly licensed with their	class, to have access to the e-Learning Training Product, then you must assure that r own, unique 'Learner License ID'.
Products. The Licensor, owner of the e-Lea	NING PRODUCT. As the Licensee, you only own access to the e-Learning Training arning Training Product, retains all title, copyright, trademark and other proprietary oduct. This LICENSE is NOT a sale of the e-Learning Training Product or any copy
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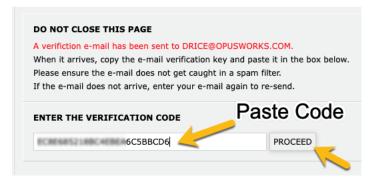
### 3. A verification mail will be sent to your supplied email address.

#### DO NOT CLOSE THIS PAGE

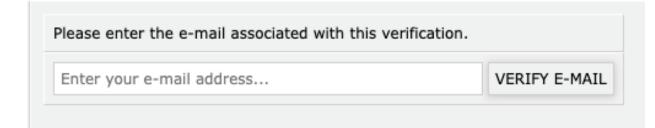
A verifiction e-mail has been sent to COM. When it arrives, copy the e-mail verification key and paste it in the box below. Please ensure the e-mail does not get caught in a spam filter. 4. The verification email will contain a code to continue the registration process.



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 F	PROGRESS
VERIFICATION	BBCD6
E-MAIL	DAICE@OPUSWORKS.COM
CLICK ANY LABE	L BELOW TO EDIT THAT DATA
NAME	Daniel Rice
STUDENT ID	1234567899
LOCATION	Required
ORGANIZATION	Required
RELATED DATA	Required

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

REGISTRATION PROGRESS	CLICK ON YOUR LOCATION
VERIFICATION BBCD6	Alconbury
E-MAIL .COM	Altus
CLICK ANY LABEL BELOW TO EDIT THAT DATA	Andersen
NAME Daniel Rice	Arnold
STUDENT ID	Atlantic City Mun
LOCATION Required	Aviano
ORGANIZATION Required	Bangor Intl
	Barksdale
RELATED DATA Required	Beale
	Birmingham Shuttl
	Boise Air Termina
	Bradley IAP
Salaat	Buckley
Select	Burlington
Location	Cannon
Location	Channel Islands
	Charlotte Douglas
	Cheyenne Ang
	Columbus
	CP Murray
	Creech
	Croughton
	Dane Co Regional
	Davic-Monthan

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

REGISTRATION	PROGRESS	CLICK ON YOUR ORGANIZATION (LE
VERIFICATION	BBCD6	DRU
E-MAIL	.COM	FOA
CLICK ANY LABE	EL BELOW TO EDIT THAT DATA	HAF/SAF
NAME	Daniel Rice	мајсом
STUDENT ID	1234567899	Select
LOCATION	Dobbins	Select
ORGANIZATION	Required	Command
RELATED DATA	Required	

VERIFICATION BBCD6

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	BBCD6
E-MAIL	.COM
CLICK ANY LABE	L 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 E-MAIL CLICK ANY LAB	ibbCD6 .Com EL BELOW TO EDIT THAT DATA	PROCESS MANAGER E-MAIL ADDRESS SUPERVISOR E-MAIL ADDRESS	
NAME STUDENT ID LOCATION ORGANIZATION RELATED DATA	Daniel Rice Dobbins MAJCOM Air Combat Command 355 Fighter Wing Required	Air Force Academy PROCEED Enter requested information then click Proceed.	ation ar

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

VERIFICATION	BBCD6
E-MAIL	.COM
CLICK ANY LABEL BE	LOW TO EDIT THAT DATA
NAME	Daniel Rice
STUDENT ID	1234567899
LOCATION	Dobbins
ORGANIZATION	MAJCOM
	Air Combat Command 355 Fighter Wing
PROCESS MANAGER	XOSEPH CRACHIBUS AF.MIL
SUPERVISOR	DAVID HOODIEUS AF MIL
Air Force Academy	×
сн	OOSE A CLASS

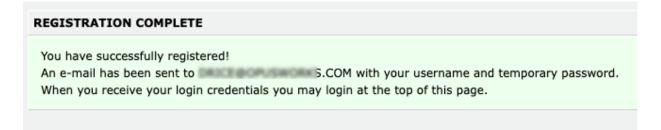
12. Next, you will select a Training Class from those available on the menu. If you have been trained prior and would simply like access to all the Training Modules, select the, "Independent module completion" option.

REGIS		JT CHOOSING				
KEY	TYPE		START DATE	END DATE	CLASS	
5057		01/01/2018	PERPETUAL		Independent Module Completion	
17511 Green E	Green Belt	en Belt 01/18/2022	02/15/2022 0	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	Green Belt	01/20/2022	1/20/2022 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				

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.



Welcome to the Portal!	$\leftarrow$	≪	$\rightarrow$
CC Customer Care <customercare@opusworks.com> To: ⊘ Dan Rice</customercare@opusworks.com>	Toda	ay at 1:3	80 PM
U.S. AIR FORCE			
Thank you for registering.			
You may access the portal by clicking below:			
http://www.exempus.com			
If the link is not active, please copy and paste it into your browser.			
Username: Password:			
Please update your password as soon as you login at MENU / MY ACCOUNT			

15. Return to <u>HTTPS://USAF.OPUSWORKS.COM</u> and log in as a Student using the provided Username and Password.

U.S. AIR FOR	CE			
LOGIN	HOME PAGE	REGISTER	CONTACT	HELP
STUDENT LOG	IN			
drice@opuswork	com			
•••••		f~ 📉		
Remember me on this device.				
LOGIN				
PASSWORD REM	INDER			

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 CERTIFICATES
MY BADGES
ASSISTANCE

MY ACCOUNT !	CHOOSE ORGANIZATION !	CHOOSE LOCATION !	EXTENDED INFORMATION			
MY ACCOUNT						
An exclamation mark	An exclamation mark (!) denotes a required field. All required fields must be completed to view learning menus.					
ACCOUNT INFORM	ATION	E-MAIL ADDRESSES				
USERNAME	DRICE COPUSWORKS.COM		PROCESS MANAGER ! AF.MIL			
PASSWORD !	•••••	<u> </u>	SUPERVISOR ! AF.MIL			
LANGUAGE	English 🛊					
LAST NAME !	Rice		STUDENT CATEGORY			
FIRST NAME !	Daniel		AIR FORCE ACADEMY			
MIDDLE NAME						
ADDRESS			ORGANIZATION AND LOCATION			
CITY			ORGANZATION HAF/SAF / Other / AF/A5			
STATE/PROVINCE	<b>(</b>		LOCATION DODDINS			
COUNTRY	United States 🛟					
ZIP CODE						
TELEPHONE						
CARRIER	Do not send mobile text messages	s to me 🗘				
E-MAIL ADDRESS	DRICE@OPUSWORKS.COM					
MESSAGE TYPE	Do not send messages to me 🛊					
MESSAGE TIMING	Every 15 minutes 🛊					