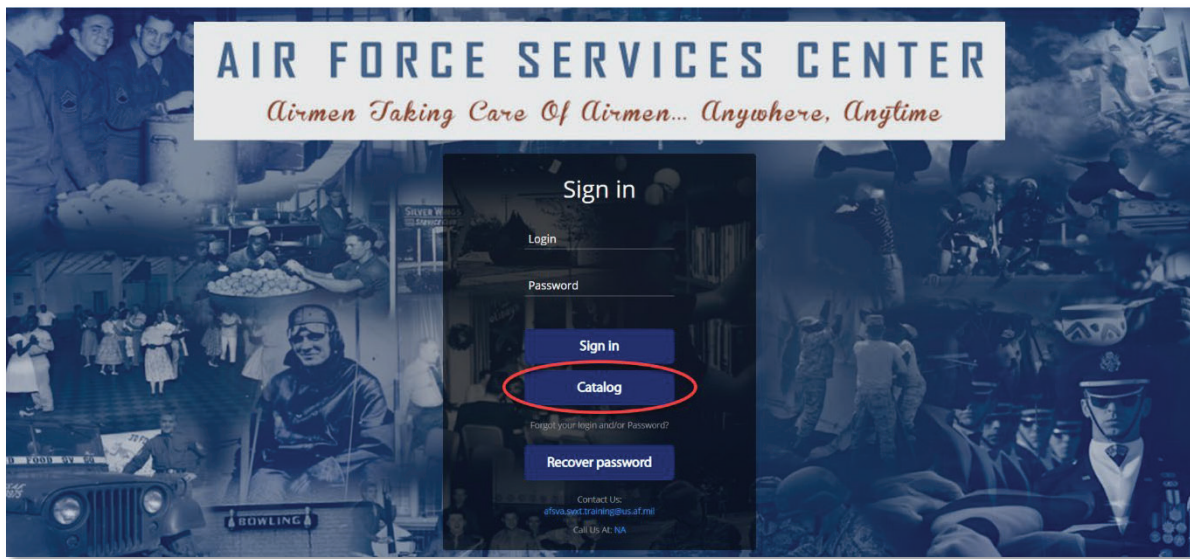
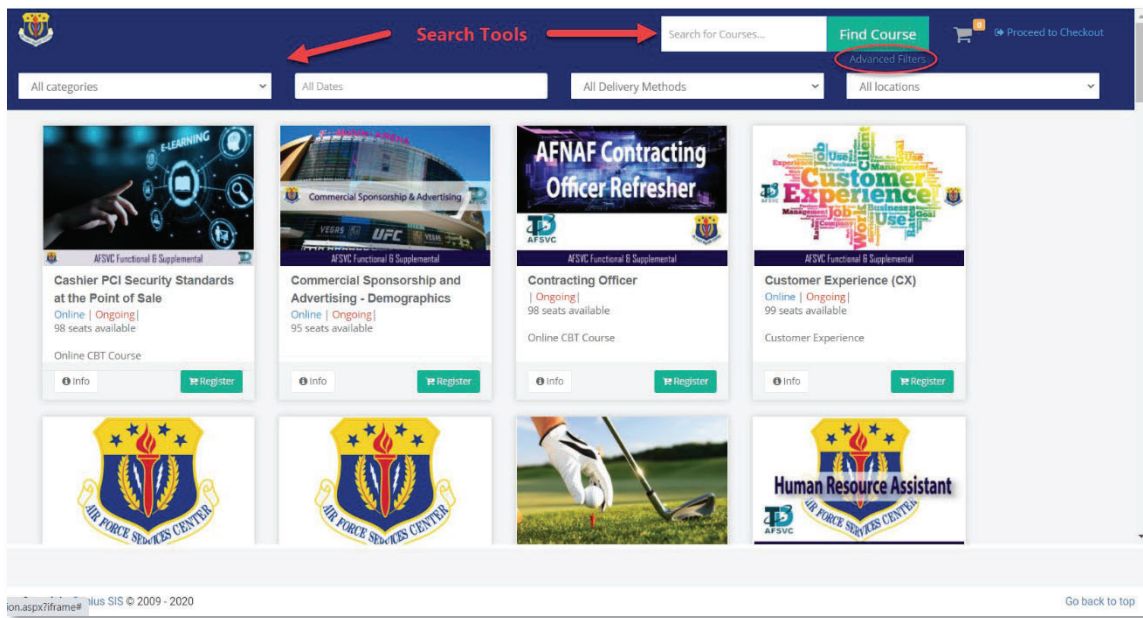


## Registering with No Account

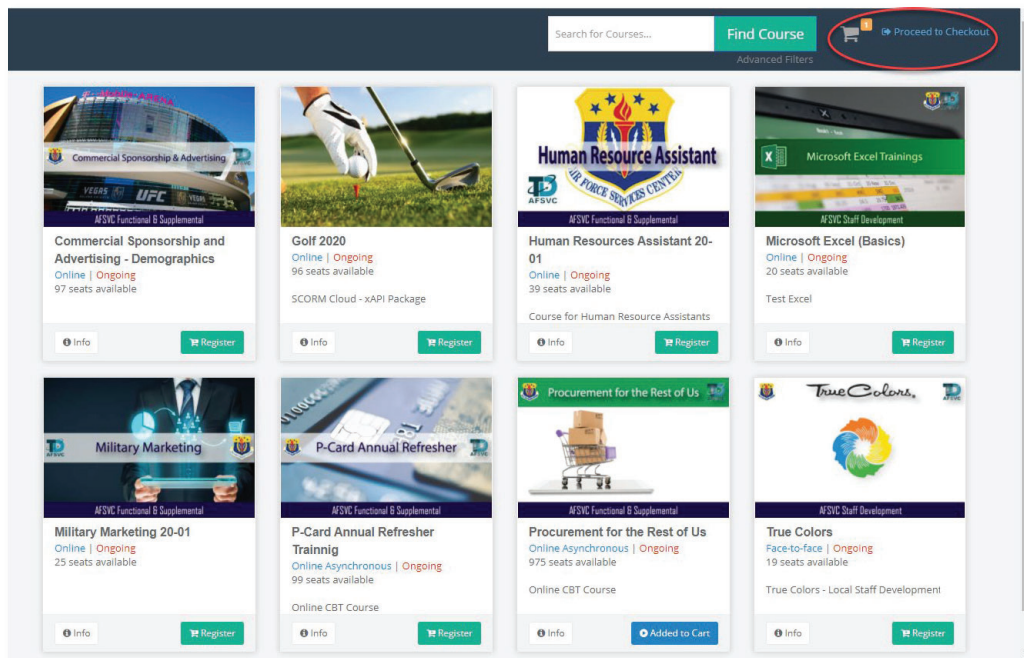
1. In your web browser, preferable google chrome, navigate to the following web address  
<https://afservices.geniussis.com>
2. On this page, click the **Catalog** link to be taken to the Course Catalog to select the course



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 Install)	Select Unit
<button>Register</button>	

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.

Welcome to the Course Catalog Hello, Victoria Bacon

To confirm your enrollment please click the Confirm button below.  
Make sure you check the date, time, and location, of the selected class(es).

---

**Course Confirmation**

Total Amount: \$0.00  
There is 1 courses selected:

Course	Instructors	Start Date	Location	Tuition	Must Read	Remove
Human Resources Assistant	Victoria Bacon	8/17/2020		\$0.00	<input type="checkbox"/> Info	<button>Remove</button>

[Change Courses](#)

Confirm

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

Human Resources Assistant 20-01 Hello, Victoria Bacon


**Course Confirmation**

Total Amount: \$0.00  
There is 1 courses selected:

**Course**

Human Resources Assistant

[Change Courses](#)



**Human Resource Assistant**  
AFSC Functional & Supplemental

**Start Date:** Aug 17, 2020  
**Department:** AFSVC Human Resources  
**Keywords:** Human Resource Assistant  
**Instructor:** Victoria Bacon  
**Location:**

**Synopsis:**  
This course is about the job requirements of a NF1 and NF 2 Human Resource Assistants (HRA). HRA's will learn about the process of building an official personal folder (OPF), understand what needs to be included in a request for personnel action, how to give good customer service to people that come in to the HR office, finally how to send separation paperwork.

**What to Expect:**  
This is a completely asynchronous course that allows new Human Resource Assistants immediate access to training that teaches them their daily job duties.

**Pre-Requisites**  
This course does not have any other pre-requisite course.

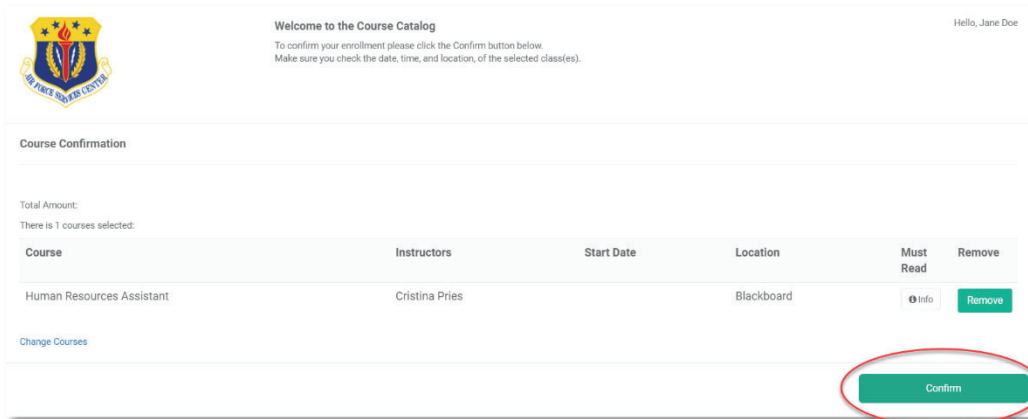
**Required Documents**  
This course does not have any required document.

**Recommendations**  
This course does not have any other recommended course.

**Learning Path**  
This course is not associated to any learning path.

☒ I read [Close](#)

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



Welcome to the Course Catalog

Hello, Jane Doe

To confirm your enrollment please click the Confirm button below. Make sure you check the date, time, and location, of the selected class(es).

Course Confirmation

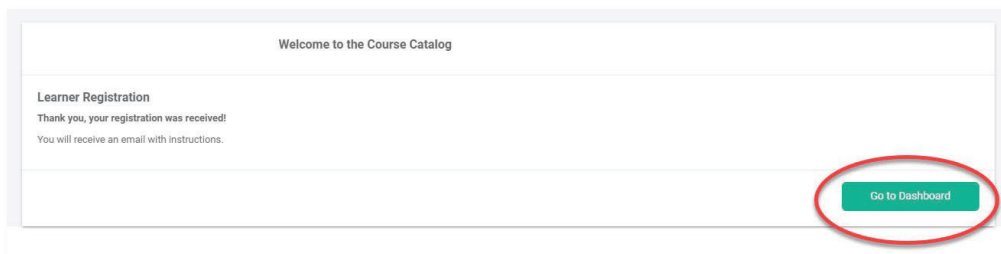
Total Amount:  
There is 1 courses selected:

Course	Instructors	Start Date	Location	Must Read	Remove
Human Resources Assistant	Cristina Pries		Blackboard	Info	Remove

[Change Courses](#)

[Confirm](#)

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



Welcome to the Course Catalog

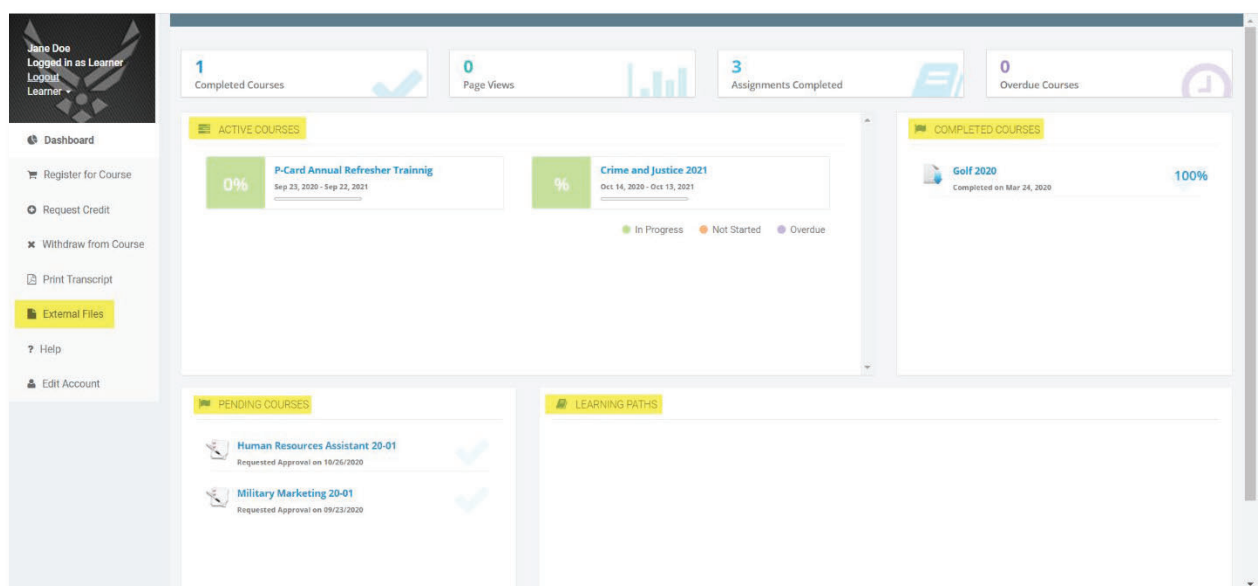
Learner Registration

Thank you, your registration was received!

You will receive an email with instructions.

[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.



Jane Doe  
Logged in as Learner  
Logout  
Learner

- Dashboard
- Register for Course
- Request Credit
- Withdraw from Course
- Print Transcript
- External Files
- Help
- Edit Account

1 Completed Courses

0 Page Views

3 Assignments Completed

0 Overdue Courses

**ACTIVE COURSES**

- P-Card Annual Refresher Training**  
0%  
Sep 23, 2020 - Sep 23, 2021
- Crime and Justice 2021**  
0%  
Oct 14, 2020 - Oct 13, 2021

In Progress Not Started Overdue

**COMPLETED COURSES**

- Golf 2020**  
Completed on Mar 24, 2020  
100%

**PENDING COURSES**

- Human Resources Assistant 20-01**  
Requested Approval on 10/26/2020
- Military Marketing 20-01**  
Requested Approval on 09/23/2020

**LEARNING PATHS**

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

[Back to Table of Contents](#)