

## **Foundational Skills and Green Belt eLearning Registration Instructions**

**Foundational Skills:** This three-week class covers the basics of continuous improvement. During the training new Airman will take 15 e-Learning modules and participate in 2 virtual classroom sessions. This class will help you understand the foundational skills of continuous improvement. By understanding these fundamental skills, you will gain a deeper understanding of your job using a common approach. This approach develops a deeper understanding of CPI2 concepts and how they add value to your job. It is the foundation of your development journey. This is important because, by discovering what waste is and what is not, you learn more about your tasks and expand your CPI2 knowledge.

**Green Belt eLearning:** This 39 hour eLearning class will prepare you to be an effective participant and leader on continuous improvement projects that drive performance increases vital to the Air Force. During the training you will take 45 e-Learning modules and participate in 4 virtual classroom sessions. Once you have completed training, you will be challenged to focus on task performance, skill mastery, and improving and innovating tasks that positively impact performance and outcomes. The intent is to focus on mastering tasks and improving task performance and implement innovations that positively impact the tasks you perform.

**\*\*IMPORTANT: The times for the virtual (online) class activities are Eastern Standard Time (EST). Make sure you look at the times before registering.**


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: use [todd.lefebvre@us.af.mil](mailto:todd.lefebvre@us.af.mil) or [marie.hope@us.af.mil](mailto:marie.hope@us.af.mil)
- Your DoD ID number

## **Continuous Improvement Registration Instructions**

1. To access the Self Registration System go to [HTTPS://USAF.OPUSWORKS.COM/USAF](https://usaf.opusworks.com/usaf)
2. Enter you .mil or .edu email address, accept the license terms and select, "CLICK TO REGISTER."

Already registered? [Click here to login.](#)



## U.S. AIR FORCE REGISTRATION

This portal is reserved solely for authorized U.S. Air Force personnel.  
 Registration e-mails must contain a **.MIL** or **.EDU** address.  
 Unauthorized use of this portal is forbidden under U.S. law. Violators will be prosecuted.  
 Registrations are limited to one (1) per e-mail address.  
**To register, please enter a valid e-mail address below.**

☒ I accept the License Agreement below. I am lawfully permitted to register.

[CLICK TO REGISTER](#)

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**LEARNER LICENSE AGREEMENT**

YOU SHOULD CAREFULLY READ AND ACCEPT THE FOLLOWING TERMS AND CONDITIONS BEFORE USING YOUR 'LEARNER LICENSE ID' TO ACCESS THIS e-LEARNING TRAINING PRODUCT. USING YOUR 'LEARNER ID' INDICATES YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU SHOULD PROMPTLY EXIT FROM THIS COURSE.

1. GRANT OF LICENSE. In consideration of payment of the License Fee, which is part of the price you or your organization paid for this e-Learning Training Product, you, the Licensee, are granted a non-exclusive, non-transferable LICENSE to use the e-Learning Training Product to train yourself only.

- YOU WILL BE THE ONLY PERSON USING THIS LEARNER LICENSE ID – NO SHARING!!!
- YOU WILL ONLY USE THIS LEARNER LICENSE ID FOR YOUR OWN TRAINING PURPOSES.


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2. OWNERSHIP OF THE e-LEARNING TRAINING PRODUCT. As the Licensee, you only own access to the e-Learning Training Products. The Licensor, owner of the e-Learning Training Product, retains all title, copyright, trademark and other proprietary rights in and to the e-Learning Training Product. This LICENSE is NOT a sale of the e-Learning Training Product or any copy of it. You, the Licensee, obtain only such rights as are provided in this Agreement. You understand and agree as follows:

3. If you are not a U.S. Air Force personnel, you are not eligible to register for this e-Learning Training Product.

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

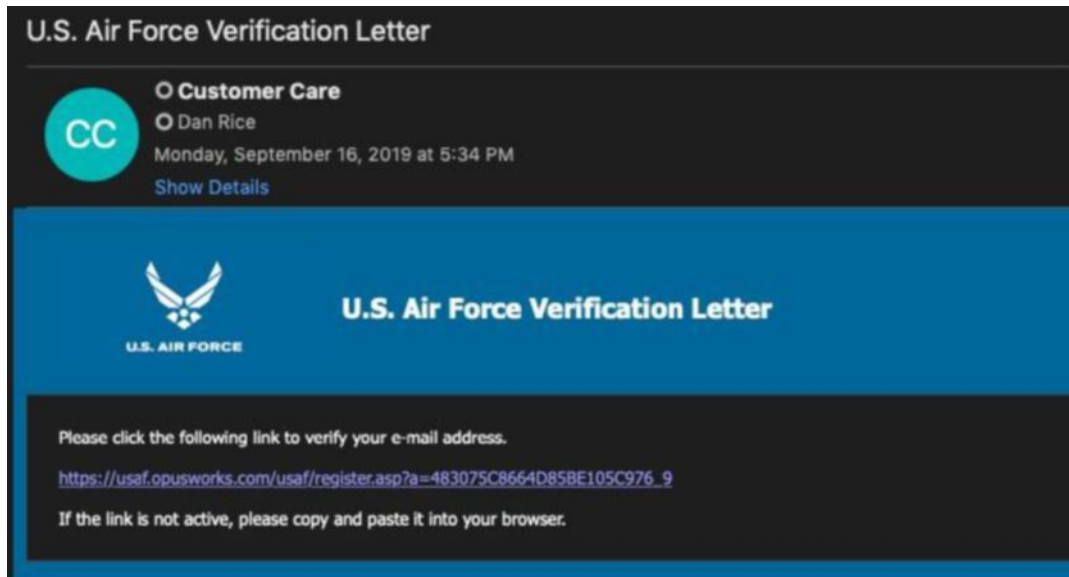
Already registered? [Click here to login.](#)



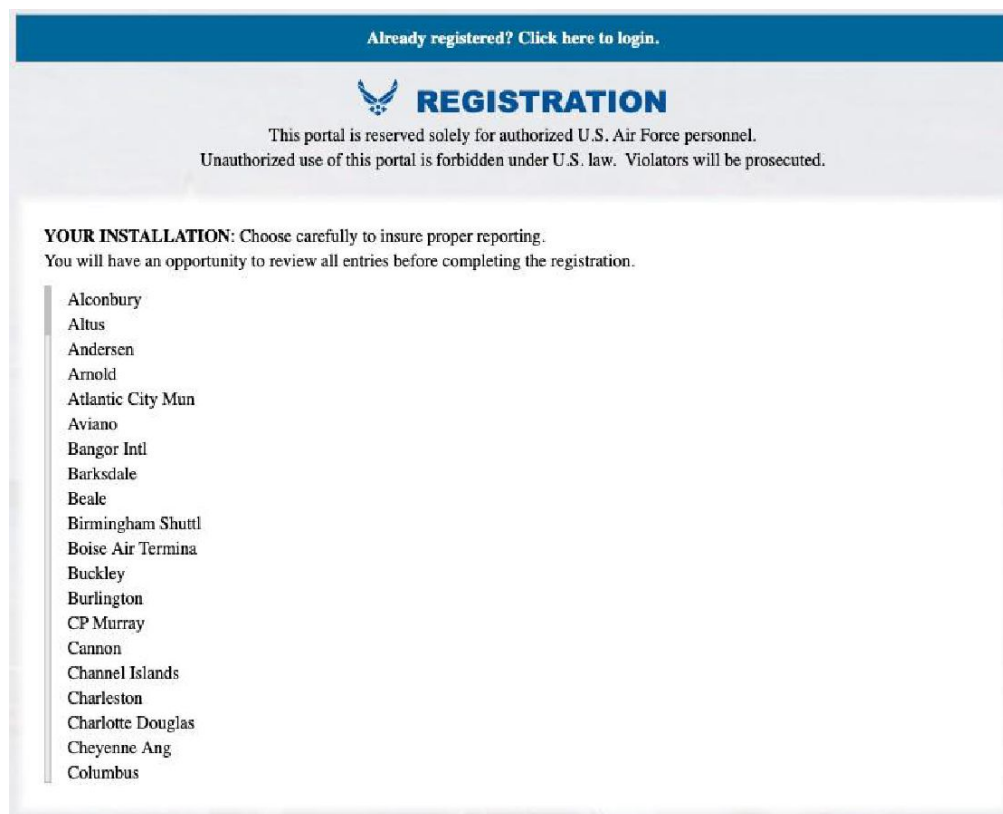
## U.S. AIR FORCE

**An authentication e-mail has been sent to drice@usaf.mil**  
 When it arrives, please follow the instructions in the e-mail.  
 Insure it does not get caught in any spam filters.  
**If the e-mail does not arrive, you may register your e-mail again to re-send.**  
**Please close this page.**

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



5. Following the link, first select the INSTALLATION you work out of.



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

Already registered? [Click here to login.](#)



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[RETURN TO START](#)

Installation **McConnell**

**COMMAND (LEVEL 1):** Choose carefully to insure proper reporting.  
You will have an opportunity to review all entries before completing the registration.

DRU  
FOA  
HAF/SAF  
MAJCOM

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Installation **McConnell**  
Command (Level 1) **MAJCOM**

**COMMAND (LEVEL 2):** Choose carefully to insure proper reporting.  
You will have an opportunity to review all entries before completing the registration.

Air Combat Command  
Air Education and Training Command  
Air Force Global Strike Command  
Air Force Materiel 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

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Installation **McConnell**  
Command (Level 1) **MAJCOM**  
Command (Level 2) **Air Force Materiel Command**

**COMMAND (LEVEL 3):** Choose carefully to insure proper reporting.  
You will have an opportunity to review all entries before completing the registration.

Air Force Installation & Mission Support Center  
Air Force Life Cycle Management Center  
Air Force Nuclear Weapons Center  
Air Force Research Laboratory  
Air Force Sustainment Center  
Air Force Test Center  
HQ AFMC

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Installation **McConnell**  
Command (Level 1) **MAJCOM**  
Command (Level 2) **Air Force Materiel Command**  
Command (Level 3) **Air Force Sustainment Center**

**COMMAND (LEVEL 4):** Choose carefully to insure proper reporting.  
You will have an opportunity to review all entries before completing the registration.

448 Supply Chain Mgt Wing  
635 Supply Chain Ops Wing  
72 Air Base Wing  
75 Air Base Wing  
78 Air Base Wing  
Ogden UT Air Logistics Complex  
Oklahoma City Air Logistics Complex  
Warner Robbins Air Logistics Complex  
Other

7. With your command selected, please enter the email addresses of your Supervisor and your Wing Process Manager. Then select, “CLICK TO PROCEED.”

[Already registered? Click here to login.](#)



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[RETURN TO START](#)

Installation	<b>McConnell</b>
Command (Level 1)	<b>MAJCOM</b>
Command (Level 2)	<b>Air Force Materiel Command</b>
Command (Level 3)	<b>Air Force Sustainment Center</b>
Command (Level 4)	<b>78 Air Base Wing</b>

### SUPERVISOR and WING PROCESS MANAGER E-MAIL ADDRESS

You will have an opportunity to review all entries before completing the registration.


Supervisor E-mail

Wing Process Manager E-mail

CLICK TO PROCEED

8. Enter your DOD ID number, First Name, Last Name, Mobile Phone Number. Then select your Wireless Carrier, your preferred method of contact, and contact frequency from the drop down list. Select, “CLICK TO PROCEED.”

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[RETURN TO START](#)

Installation	<b>McConnell</b>
Command (Level 1)	<b>MAJCOM</b>
Command (Level 2)	<b>Air Force Materiel Command</b>
Command (Level 3)	<b>Air Force Sustainment Center</b>
Command (Level 4)	<b>78 Air Base Wing</b>

### YOUR INFORMATION

You will have an opportunity to review all entries before completing the registration.

Username: **drice@usaf.mil**

DOD ID Number

First Name

Last Name

Telephone

TELEPHONE CARRIER: Once registered you can test and update your carrier.

Send NO text messages

How do you want to receive system messages?

E-mail and Mobile

How often do you want to receive system messages?

Immediately

CLICK TO PROCEED




9. 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, “Register for independent module completion” option.



The screenshot shows a web portal for registration. At the top, a blue banner contains the text "Already registered? Click here to login." Below this, the word "REGISTRATION" is displayed in large blue letters next to a stylized eagle logo. A disclaimer states: "This portal is reserved solely for authorized U.S. Air Force personnel. Unauthorized use of this portal is forbidden under U.S. law. Violators will be prosecuted." There are two main sections. The first is a light gray box with the text "Register for independent module completion." The second section is titled "REGISTER FOR A CLASS" and includes the text "You will have an opportunity to review all entries before completing the registration." Below this is another light gray box containing details for the "USAF Green Belt - Wave 1" class, including the registration deadline and class dates.

Already registered? Click here to login.

 **REGISTRATION**

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Register for independent module completion.


**REGISTER FOR A CLASS**  
You will have an opportunity to review all entries before completing the registration.

**USAF Green Belt - Wave 1**  
Available for registration until Thursday, October 03, 2019.

Class Start Date **Thursday, October 03, 2019**  
Class End Date **Sunday, December 06, 2020**

10. Review all your selection. If necessary, you may start your selections over at this time. If you are satisfied with your selection, click the, “REGISTER NOW” button.

Already registered? [Click here to login.](#)

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**FINAL REVIEW**  
Insure the following are correct then click **REGISTER NOW**.  
If any information is incorrect, please click **RETURN TO START**.  
An e-mail will be sent with your temporary password.

Name	Donald Wave
Username	dwave@usaf.mil
DOD ID Number	1234567890
Telephone	7705521794
Carrier	Verizon
Message Type	E-mail and Mobile
Message Timing	Immediately
Installation	McConnell
Command (Level 1)	MAJCOM
Command (Level 2)	Air Force Materiel Command
Command (Level 3)	Air Force Sustainment Center
Command (Level 4)	78 Air Base Wing
Supervisor E-mail	dwave@usaf.mil
Wing Process Manager E-mail	dwave@usaf.mil
Class Name	USAF Green Belt - Wave 1


REGISTER NOW

RETURN TO START

11. Confirm your decision to register.



Already registered? [Click here to login.](#)

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**FINAL REVIEW**

Insure the following are correct then click **REGISTER NOW**.  
If any information is incorrect, please click **RETURN TO START**.  
An e-mail will be sent with your temporary password.

Name	Donald Rice
Username	drice@usaf.mil
DOD ID Number	1234567890
Telephone	770-555-1234
Carrier	
Message Type	
Message Timing	
Installation	
Command (Level 1)	
Command (Level 2)	
Command (Level 3)	
Command (Level 4)	
Supervisor E-mail	
Wing Process Manager E-mail	drice@usaf.mil
Class Name	USAF Green Belt - Wave 1

**REGISTER NOW**

**RETURN TO START**


This portal is 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 this information?  
This is the last opportunity to edit your inputs.

Click OK to REGISTER NOW.

[Cancel](#) [OK](#)

12. Your registration will be confirmed and an email sent to your provided email address.

Already registered? [Click here to login.](#)

 **REGISTRATION**

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**YOU HAVE SUCCESSFULLY REGISTERED**

An e-mail has been sent with your temporary password and a link to the system.

**Please close this window.**

13. You will receive a confirmation email with a link to the Training Portal, your User Name, and your temporary Password. Once you have logged into the USAF Portal, please click on Menu and then “My Account” to change your password.

## U.S. Air Force Message



Customer Care

Dan Rice

Monday, September 16, 2019 at 5:45 PM

[Show Details](#)



## U.S. Air Force Message

### Thank you for registering!

Here is your login information...

Username: [dan.rice@usaf.opusworks.com](mailto:dan.rice@usaf.opusworks.com)

Password: [\[REDACTED\]](#)

<https://usaf.opusworks.com>

If the link is not active, please copy and paste it into your browser.

14. As you proceed with the training, look for ways your workplace might be improved using the tools, techniques, and methodologies presented in the curriculum.