

**A GUIDE TO
AIFADL COURSE ENROLLMENT
WITH AN ONLINE AU FORM 23
FOR CAP FLWG MEMBERS.**



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FLWG DPD**

**Based on material developed by
Lt Col. Ray Hayden, CAP**

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The purpose of this document is to provide illustrated instructions for members of the Florida Wing of the Civil Air Patrol in using AU Form 23 to enroll in an AFIADL correspondence course. The contents of this document are intended for the membership of the Florida Wing of the United States Air Force Auxiliary / Civil Air Patrol ONLY. To avoid the possibility of overwhelming the electronic resources of the Air University with spurious course requests, **PLEASE DO NOT distribute the contents of this document beyond its intended audience.**

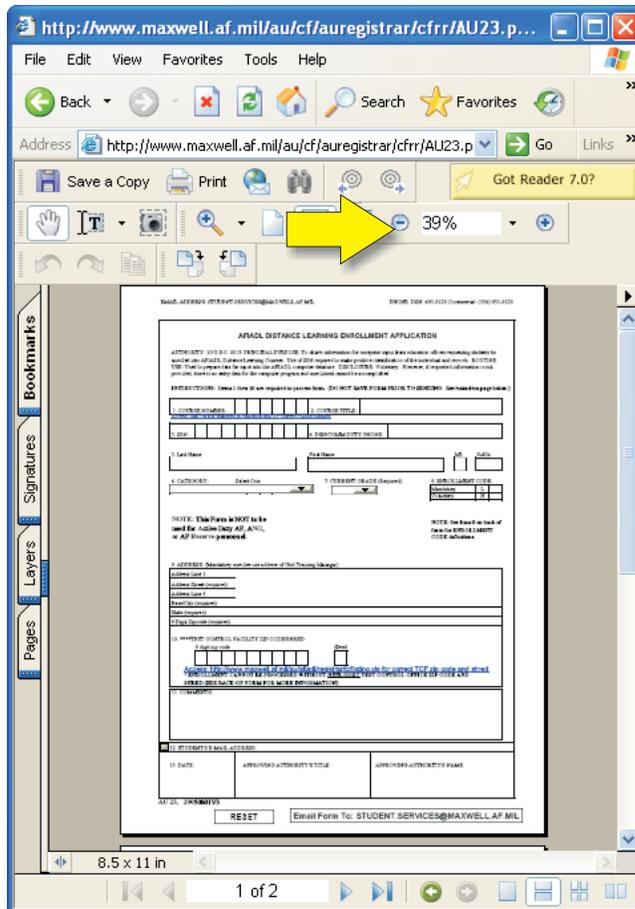
In order to employ this guide, the user will need the following resources / information:

1. A Personal Computer with access to the Internet.
2. The latest version of the Adobe Acrobat Reader application. (This is available FREE to download from a multitude of sites on the World Wide Web.
3. His/Her own 9 digit home zip code (zip plus 4) for section 9 of the AU Form 23. (The following URL is offered as a resource for those, who might not know their own 9 digit zip code: <http://zip4.usps.com/zip4/welcome.jsp>)
4. The current TEST CONTROL FACILITY ZIP CODE/SHRED for the FLWG for section 10 of the AU Form 23 (Currently, this is 330281660-7)
5. The name of the FLWG DPD for section 13 of the AU Form 23 (Currently, this is Lee I. Taylor, Maj., CAP)

1 Open your Internet Browser application and navigate to <http://www.maxwell.af.mil/au/cf/auregistrar/cfrr/AU23.pdf>



2 The AU Form 23 Enrollment application (in PDF format) opens in your browser. Adjust the percentage display size to provide for comfortable



3 BEGIN WITH BOX 1: Click in the first box after the block title “1. COURSE NUMBER:” Type the first digit of the course number for the course you wish to take. Hit the tab key on your keyboard and type the remaining digits (1 digit per box). For example, CAPSOC (The CAP Senior Officer Course, formerly known as ECI-13) has course number 00013. When entered correctly, it will appear as the illustration below. NOTE: for courses with a 5 digit courses number, the last box will always be left blank.

1. COURSE NUMBER:	0	0	0	1	3	
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Access: <http://www.maxwell.af.mil/au/aifadl> for correct course

4 CONTINUE WITH BOX 2: Click in the first box after the block title “2. COURSE TITLE:” Type the name of the course you would like to enroll in. PLEASE USE THE CORRECT TITLE. For example, the CAP Senior Officer Course (formerly known as ECI-13) can be listed as CAPSOC or CAP Senior Officer Course.

2. COURSE TITLE:	CAPSOC
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5 CONTINUE WITH BOX 3: Click in the first box after the block title “3. SSN:” Enter YOUR Social Security Number in the boxes provides (one digit per box).

3. SSN:	1	2	3	4	5	6	7	8	9	4.
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6 CONTINUE WITH BOX 4: Click in the first box after the block title “4. DSN/COMM DUTY PHONE:” Enter YOUR home telephone number (including the area code).

4. DSN/COMM DUTY PHONE:	305-123-4567
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7 CONTINUE WITH BOX(ES) 5: Click in the box under block title “Last Name” Enter YOUR last name. Tab over to the box under the title “First Name” and type your first name. If you have a middle name, tab over to the box under the title “MI” and type the first letter of your middle name. If your full name includes a suffix (Jr., Sr., II, III, IV, etc.), tab over to the box under the title “Suffix” and enter this information.

5. Last Name	First Name	MI	Suffix
Hartford	Chauncy	J	II

8 CONTINUE WITH BOX 6: Click in the box after under block title “CATEGORY” Click the ‘down arrow’ to display the drop-down menu and select “Civil Air Patrol - 7.”

6. CATEGORY: Select One

Civil Air Patrol - 7

9 CONTINUE WITH BOX 7: Click in the box under block title “CURRENT GRADE” Click the ‘down arrow’ to display the drop-down menu and select YOUR grade. NOTE: 2Lt = O-1, 1Lt = O-2, Capt = O-3, Maj = O-4, LtC = O-5 and Col = O-6. IF YOUR CURRENT GRADE IS SENIOR MEMBER, FLIGHT OFFICER OR CADET, SELECT O-1.

7. CURRENT GRADE (Required):

O-4

10 CONTINUE WITH BOX 8: Click in the box to the right of the word “Voluntary” and the letter “N” under block title “ENROLLMENT CODE” Type an “X” to indicate voluntary enrollment.

8. ENROLLMENT CODE:

Mandatory	L	
Voluntary	N	X

11 CONTINUE WITH BOX 9: Click in the box under block title “ADDRESS”, next to the words “Address Line 1” Type YOUR NAME. Tab to the “Address Street” line and enter the first line of your street address. Tab to the “Address Line 3” line and type your apartment number (if any). Continue to tab through the lines, entering your home city, home and home state. The “9 Digit Zipcode” line requires YOUR COMPLETE 9 DIGIT ZIP CODE (NO DASHES OR SPACES).

9. ADDRESS: (Mandatory enrollee use address of Unit Training Manager)

Address Line 1	Chauncy Hartford
Address Street (required)	3241 Executive Way
Address Line 3	Suite 100
Base/City (required)	Miramar
State (required)	FL
9 Digit Zipcode (required)	330253931

12 CONTINUE WITH BOX 10: Click in the first box under block title “****TEST CONTROL FACILITY ZIP CODE/SHRE.” Enter the 9 digit Zip Code of the FLWG TCO and the shred code.

10. ****TEST CONTROL FACILITY ZIP CODE/SHRED

9 digit zip code									Shred
3	3	0	2	7	4	9	8	7	7

13 SKIP BOX 11 AND CONTINUE WITH BOX 12: Click in the area next the block title “STUDENT’S E-MAIL ADDRESS” Enter YOUR e-Mail address.

 12. STUDENT'S E-MAIL ADDRESS: CHartford606@Yahoo.com

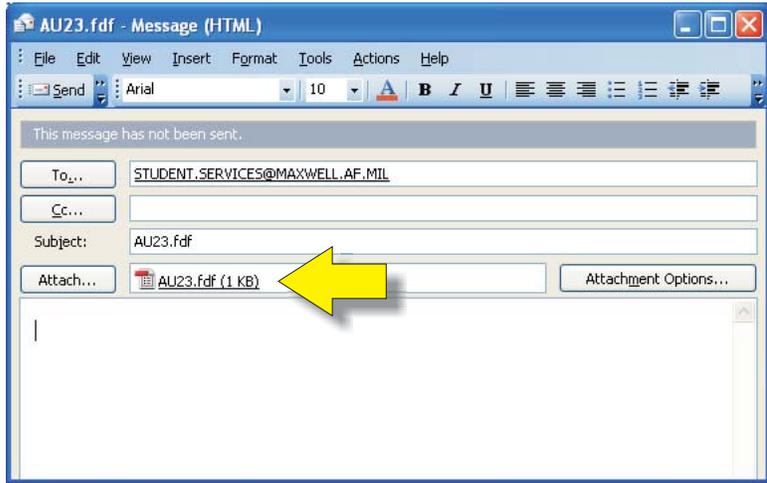
14 CONTINUE WITH BOX 13: Click in the area under the block title “DATE” and type the current date in the MM/DD/YYYY format. Tab to the area under the block title “APPROVING AUTHORITY’S TITLE” and type “Director of Professional Development.” Tab to the area under the block title “APPROVING AUTHORITY’S NAME” and type in the name of the current FLWG DPD.

13. DATE: 12/01/2006	APPROVING AUTHORITY'S TITLE Director of Professional Development	APPROVING AUTHORITY'S NAME Lee I. Taylor, Maj., CAP
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15 Click on the “Email Form To; STUDENT.SERVICES@MAXWELL.AF.MIL” button at the bottom of the form.

Email Form To: STUDENT.SERVICES@MAXWELL.AF.MIL

16 If you use an e-mail client like MS Outlook or Outlook Express for a local exchange account or to manage your POP3 account. An automatic e-Mail message record will be generated, complete with a file containing your responses to the AU Form 23 as an attachment. NOTE: If you wish to keep a copy of the completed form for your records, type your email address in the Cc... box when the message box opens. Then select Send.



If you use one of the free EXTERNAL email services or one that requires you to log onto the Internet and open first (Example: an un-managed HotMail account), you have to go on the Internet and Log onto your email service, click on the Internet Email "radio button", then click OK.