

# HOW TO CREATE AN AFVEC ACCOUNT


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Access AFVEC through the AF Portal under [Career & Training](#) or go directly to AFVEC, <https://afvec.us.af.mil/afvec/public/welcome>

Click on REGISTER.

LOGIN

 Air Force  
**Virtual Education Center**

**Air Force's premier site for information about educational benefits**

The Air Force Virtual Education Center (AFVEC) offers a wide array of on-line services to empower you to actively participate in all aspects of your education to include the creation and management of funding requests.

[Register](#)

Explore Credentialing Opportunities You Qualify For	Find Schools To Pursue A Bachelor's Degree	Online Courses To Meet Your CCAF Requirements	Prepares Transitioning Air Force Members For Civilian Workforce	Explore The Federally-Chartered Degree Granting Institution For Air Force Enlisted Members	Assists Students With Making Informed Decisions About Attending Institutions	Provides Financial Assistance To Service Members For Voluntary Off-Duty Education Programs In Support Of Professional And Personal Self-Development Goals.
AF COOL	AU-ABC	GEM	SkillBridge	CCAF	TA Decide	MilTA

Select your Service.



REGISTER AN ACCOUNT

What Service are you?

Air Force - Military

Air Force - Civilian

Army

Coast Guard

Marine Corps

Navy

Already have an account?

Login



Already have an account?  
Login

Complete all required fields to register your account.

1. Search for your base installation/location



2. Input your SSN



3. Re-enter your SSN



4. Input your DOB



5. Input your military email



6. Re-enter your military email



7. Click Register an Account



REGISTER AN ACCOUNT

Location

SSN

Confirm SSN

Date of Birth

Email

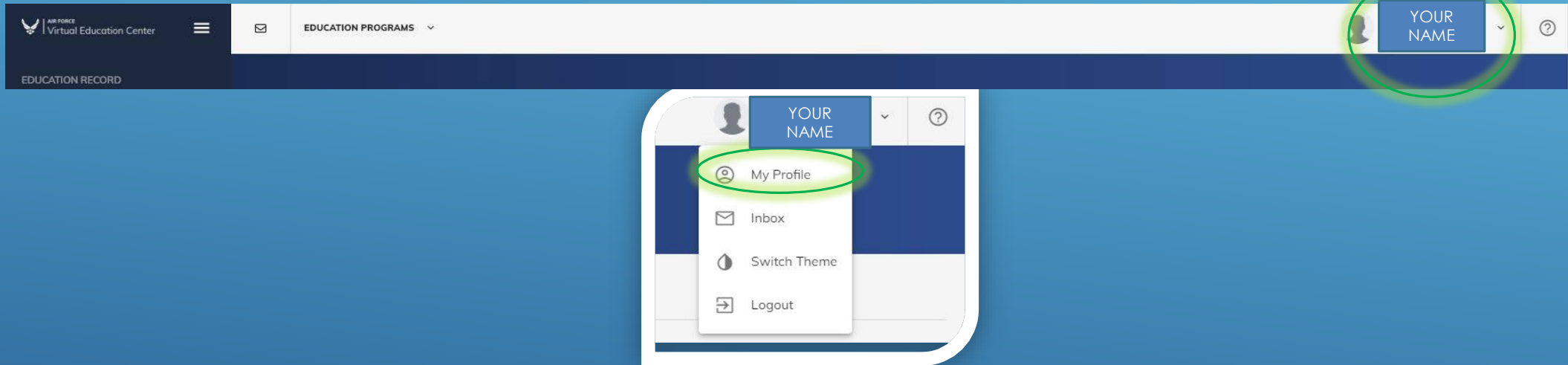
Confirm Email

REGISTER AN ACCOUNT

Already have an account?  
Login

# FIRST THINGS FIRST, LET'S SET UP YOUR PROFILE

On the top right hand side of your screen, you will see your name and a down arrow, click on the arrow and then on My Profile.



Review, add and update information as needed: work & personal email addresses, work and cell phone numbers, mailing address

Personal Data		
<b>Username</b>	<b>Profile Created</b>	
<input type="text"/>	02/25/2010	
<b>Record Status</b>	<b>Assigned Base</b>	<b>Assigned Unit</b>
	SEYMOUR JOHNSON (ACC)	0004 FORCE SUPPORT SQ

Click **UPDATE** at the bottom of your screen when finished.

# Congratulations, your account is now created!

## Welcome to your AFVEC Homepage.















- On the left side, you will find navigational links □ the remaining slides provide information about the menu options
- In the middle, you should see information on Fiscal Year TA Cap and education programs. In the future, you will see your active and past Education Goals as shown below.
- On the right side, you can see your Installation Ed Center contact information and important news

The screenshot displays the AFVEC homepage dashboard. On the left is a dark navigation sidebar with the following items: Dashboard, Messages, Funding Requests, Education Goals, SkillBridge Applications, Virtual Benefits Training, CCAF Action Requests, Documents, Scheduled Tests, Test Scores, Supervisor, Education Center Visits, Reimbursements, and Reimbursement Transactions. The main content area has a dark blue header with a welcome message: "Welcome Back, [Redacted]". Below the header are three tabs: Military TA (selected), CCAF Instructor, and COOL TA. The dashboard features three summary cards: "Fiscal Year Cap" showing \$2,750.00 Funding Remaining; "Undergraduate" showing 81 Credits Remaining with a GPA of 3.23; and "Graduate" showing 42 Credits Remaining with a GPA of N/A. Below these is the "ACTIVE EDUCATION GOALS" section, featuring a card for "Human Resources Management" which is APPROVED at ASHFORD UNIVERSITY for a Bachelors Degree. A progress bar shows 77% completion, with 43.00 completed credits, 50.00 transferred credits, and 27.00 remaining credits. Buttons for "APPLY FOR FUNDING" and "VIEW DETAILS" are present. At the bottom of the main area is a card for "Instructor of Technology and Military Science" which is also APPROVED at ASHFORD UNIVERSITY for a CCAF Degree. On the right side, the "ED CENTER INFO" section shows the Ed Center as SEYMOUR JOHNSON (ACC) with a close button. It includes mailing address (4 FSS/FSDE, 1520 GOODSON ST, GOLDSBORO NC 27531-2184) and contact info (DSN: 722-5800, COM: (919) 722-5800, Email: 4fss.fsde@us.af.mil). A "MORE INFO" link is provided. Below this is a "Needs Assessment Survey" notice and an "Ed Center Events" section with a "VIEW ALL" link.



EDUCATION RECORD



-  **Dashboard**
-  Messages
-  Funding Requests
-  Education Goals
-  SkillBridge Applications
-  Virtual Benefits Training
-  CCAF Action Requests
-  Documents
-  Scheduled Tests
-  Test Scores
-  Supervisor
-  Education Center Visits
-  Reimbursements
-  Reimbursement Transactions

# Education Record menu

**DASHBOARD** □ Navigates you back to your Welcome page

**MESSAGES** □ Shows you important messages regarding your education goal, TA notifications and approvals, reminders and action requests that have been sent. **CHECK FREQUENTLY!!**

**FUNDING REQUESTS** □ All active and past TA funding requests for you to view, print, or resend if necessary.

**EDUCATION GOALS** □ View your past and present Educational Goals with a snap shot of degree progress.

**SKILLBRIDGE APPLICATIONS** □ Provides program information. Contact your installation education center for more information.

**VIRTUAL BENEFITS TRAINING** □ Required online training for MilTA and AF COOL.

**CCAF ACTION REQUESTS** □ A record of CCAF action requests submitted and completed towards your CCAF goal.

Cont. onto next slide



EDUCATION RECORD



- Dashboard**
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## Education Record menu cont.

**DOCUMENTS** □ View documents uploaded from your Education Center (transcripts, TA refunds, orders for reservists etc).

**SCHEDULED TESTS** □ Record of scheduled tests.

**TEST SCORES** □ Test scores from CLEP/DSSTs attempted with credits earned and date test was taken/attempted.

**SUPERVISOR** □ Immediate supervisor information - ensure all information is correct and current (name, email & phone number). ***Supervisor information is required for TA approval.***

**EDUCATION CENTER VISITS** □ Record of documented visits to the Education Center.

**REIMBURSEMENTS** □ Reimbursement actions taken for unsatisfactory grades with brief information of course, dates, grade, cost etc.

**REIMBURSEMENT TRANSACTIONS** □ Cont. on from reimbursement actions, provides you with the course and payments information.

Cont. onto next slide




 AF COOL


 AU ABC


 GEM

 Institutions

 Rate my School

 Education Programs

 CCAF Student Services

 Career Path Decide

## INFORMATION

 Resources

 News

 Education Center Events

## Research menu

**AF COOL** □ Provides information on the AF Cool Program for industry recognized professional certifications and licensing. Lists options that relate to your specific AFSC as well as information on how to apply.

**AU ABC** □ Provides information on civilian academic institutions that accept CCAF credits towards a baccalaureate degree.

**GEM** □ Information on partnered CCAF regionally accredited civilian schools that provide general education courses that meet CCAF requirements in an online format: anytime, anywhere availability.

**INSTITUTIONS** □ Search educational institutions by funding program.

**RATE MY SCHOOL** □ Allows you to view ratings for your school submitted by other military members.

**EDUCATION PROGRAMS** □ Search degree programs and providing institutions.

**CCAF STUDENT SERVICES** □ Redirects to CCAF website for you to view your CCAF progress report, request transcripts and more.

**CAREER PATH DECIDE** □ Redirects to the Career Path Decide site. Here you can take assessments to help you find the right education path.

## RESEARCH

✓ AF COOL

🏠 AU ABC

▼ GEM

🏛️ Institutions

🏠 Rate my School

📅 Education Programs

↩️ CCAF Student Services

↩️ Career Path Decide

## INFORMATION

📁 Resources

📰 News

📅 Education Center Events

# Information menu

**RESOURCES** □ Information on educational programs such as commissioning, CCAF, e-Learning, PME, Veteran Affairs & more.

**NEWS** □ News and up to date information about Air Force educational programs and systems. (Ex. TA policy changes, Help Desk changes, potential SCAM reports, system outages etc.)

**EDUCATION CENTER EVENTS** □ Calendar showing events at your installation □ Education Center.

**For further information and assistance please contact the Base Education Center.**