

# UNITED STATES AIR FORCE

## Continuous Improvement Professional Development Registration Instructions

### Before you begin the registration process:

During the registration process, you will need some key pieces of information. These include:

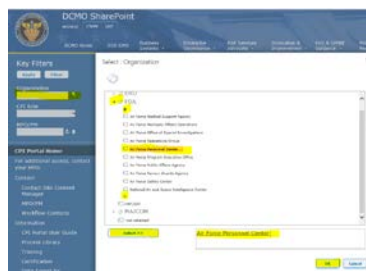
- Your Supervisor's email address
- Your PM's (Process Manager) email address
- Your DoD ID number

To find your PM's email address using the CPI portal, please follow the steps outlined below:

1. Go to the CPI Portal at <https://cs2.eis.af.mil/sites/10944/cpi/sitepages/home.aspx>
2. Click on the MPO/PM link on the left.



3. Filter the MPO/PM by clicking on the organization menu. The tag is to the right of organization text box on the left side. This will bring up the Select Organization menu. Expand the grouping to locate your organization. Once you have your organization found and highlighted, Select your organization by clicking the Select button. Once you have the correct organization in the select box click OK.




4. Apply the filter by clicking the "Apply" button above organization.
5. The list of POC appears, find the one that most closely aligns to your unit and document the email address.
6. 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 PM's (Process Manager) email address
  - Your DoD ID number

## Continuous Improvement Professional Development 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 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](#)

**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.

If you want others, such as students in a class, to have access to the e-Learning Training Product, then you must assure that each person is properly licensed with their own, unique 'Learner License ID'.

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. You will receive the verification email at the 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.

## U.S. Air Force Verification Letter



Customer Care

Dan Rice

Monday, September 16, 2019 at 5:34 PM

[Show Details](#)



U.S. AIR FORCE

## U.S. Air Force Verification Letter


Please click the following link to verify your e-mail address.

[https://usaf.opusworks.com/usaf/register.asp?a=483075C8664D858E105C976\\_9](https://usaf.opusworks.com/usaf/register.asp?a=483075C8664D858E105C976_9)

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

5. Following the link, first select the INSTALLATION you are assigned.

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



## REGISTRATION

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.

**YOUR INSTALLATION:** Choose carefully to insure proper reporting.  
You will have an opportunity to review all entries before completing the registration.

- Alconbury
- Altus
- Andersen
- Arnold
- Atlantic City Mun
- Aviano
- Bangor Intl
- Barksdale
- Beale
- Birmingham Shuttl
- Boise Air Termina
- Buckley
- Burlington
- CP Murray
- Cannon
- Channel Islands
- Charleston
- Charlotte Douglas
- Cheyenne Ang
- Columbus

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

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



## REGISTRATION

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.

[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

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



## REGISTRATION

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.

[RETURN TO START](#)

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

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



## REGISTRATION

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.

[RETURN TO START](#)

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  
HO AFMC

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



## REGISTRATION

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.

[RETURN TO START](#)

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.](#)



## REGISTRATION

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.

[RETURN TO START](#)

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 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."

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



## REGISTRATION

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.

[RETURN TO START](#)

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**

### YOUR INFORMATION

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

Username: [drice@usaf.mil](mailto:drice@usaf.mil)



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

How do you want to receive system messages?

How often do you want to receive system messages?

[CLICK TO PROCEED](#)

- 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.

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



## REGISTRATION

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.

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.](#)



## REGISTRATION

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.

### 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	<a href="#">David Rice</a>
Username	drice@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	<a href="#">Drice@supernova.com</a>
Wing Process Manager E-mail	<a href="#">darrice@usaf.mil</a>
Class Name	USAF Green Belt - Wave 1


[REGISTER NOW](#)

[RETURN TO START](#)



11. Confirm your decision to register.

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

 **REGISTRATION**

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.

**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	Daniel Rice
Username	drice@usaf.mil
DOD ID Number	1234567890
Telephone	7700001796
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

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.

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

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

 **REGISTRATION**

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.

**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

## U.S. Air Force Message

### Thank you for registering!

Here is your login information...

Username: [\[redacted\]](#)

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.