# AF Services Genius Learner Guide

Introduction

This document outlines the processes for registering for courses, organizations, building an account, requesting course credit, withdraw from a course, printing certificates, and downloading transcripts. The new Genius Student Information System will allow for students to register for their own courses, launch active courses, obtain transcripts of FSS Courses, and upload all supporting documents.

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Registering for Courses without an 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
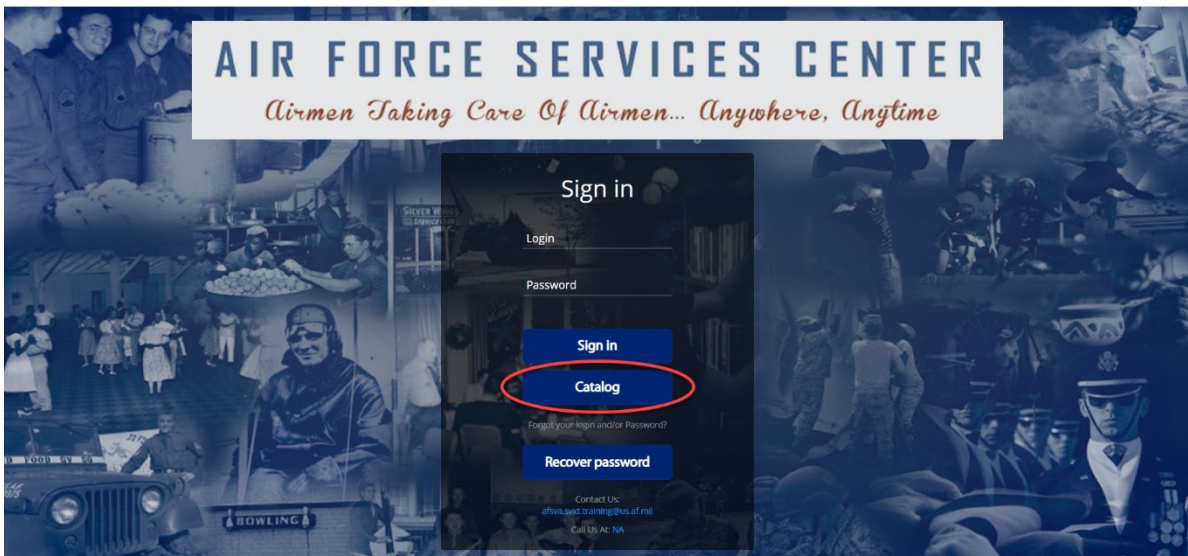
3. Scroll down until you find the course that you want to register for; click the Sign-Up button.
    Note, you can also use search tools to filter available Courses
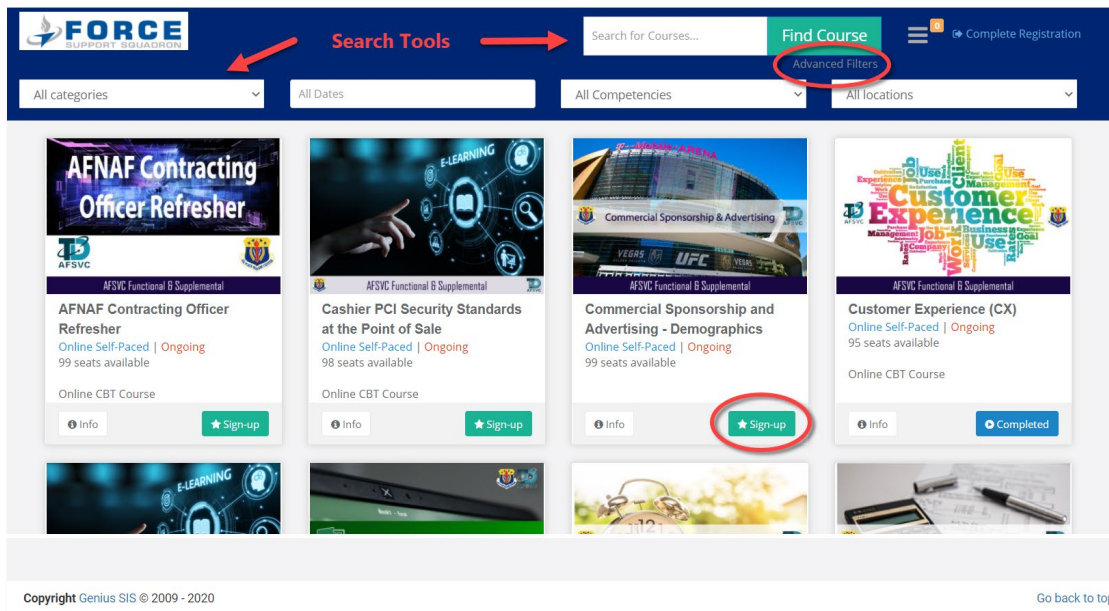
4. After clicking Sign-up, click **Complete Registration** in the upper right hand corner of the screen

5. This is where you will fill out your information to create your own account to access the course
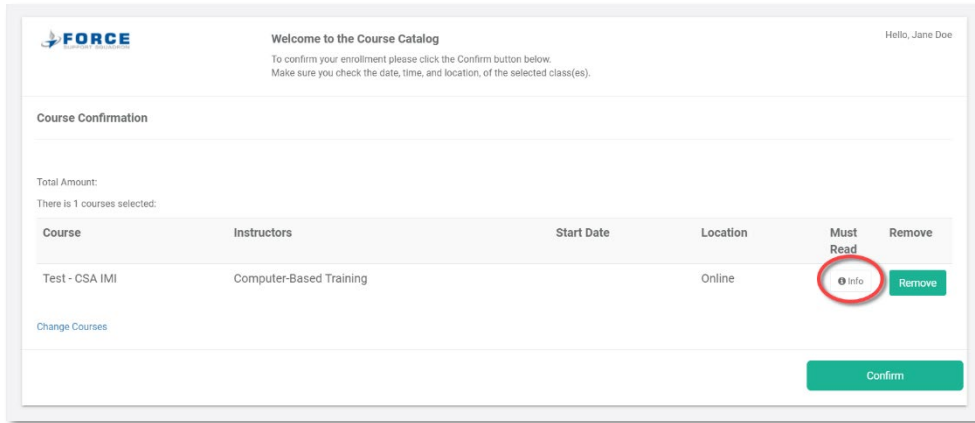

Registration
New to the Learning Portal? Create your account below.

First Name*
Middle Inital
Last Name*
Email/Username*
AFServices
Cell Phone
Select Service Branch/Gov't Affiliation...*
Select Rank...*
Select Status...
Select Command...
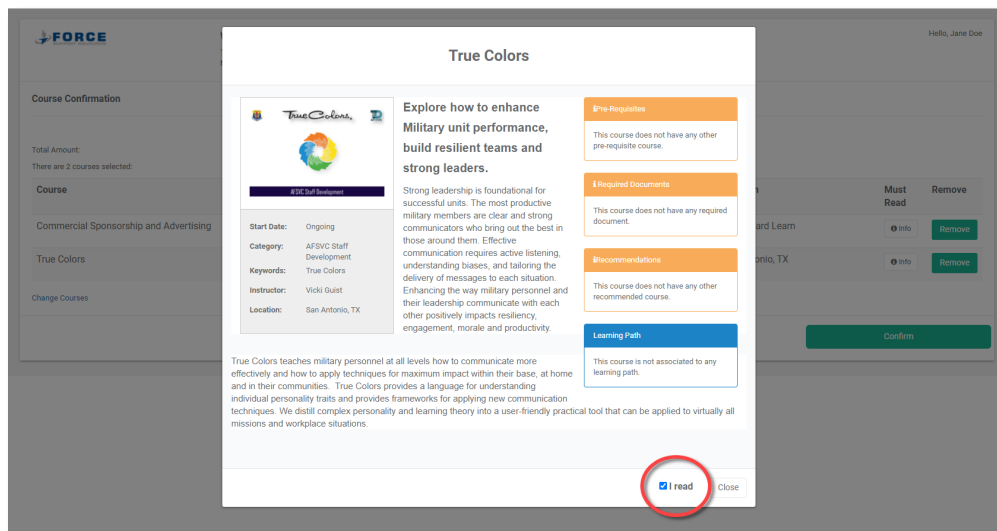Select Base (Military/Government Installa
Select Unit
Office Symbol

Register

Fill out all of the necessary fields.

a. First Name
b. Last Name
c. Work Email (will be used as your Username)
d. Select the branch that you work for (will most likely be Air Force)
e. Select your Rank
f. Select your Status
g. Select your Command
h. Select your Base
i. Select your FSS Unit
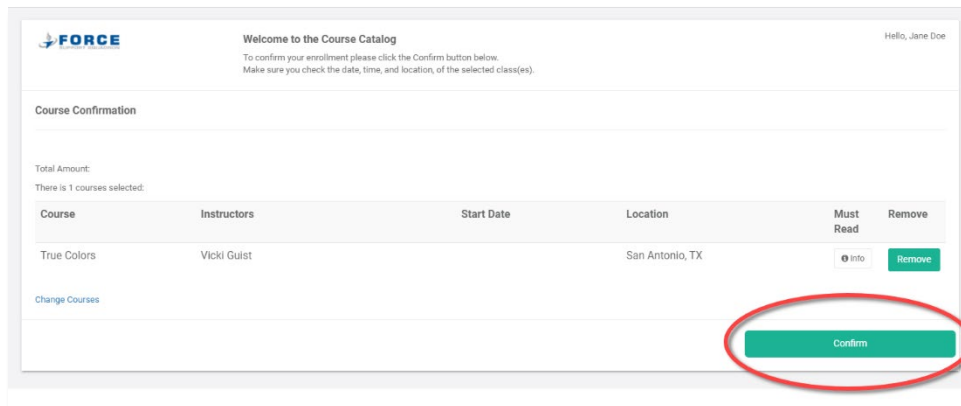j. Enter your Office Symbol

6. Once you click Complete Registration, a confirmation screen will show. On this screen, you need to click the "**Info**" button to continue registration
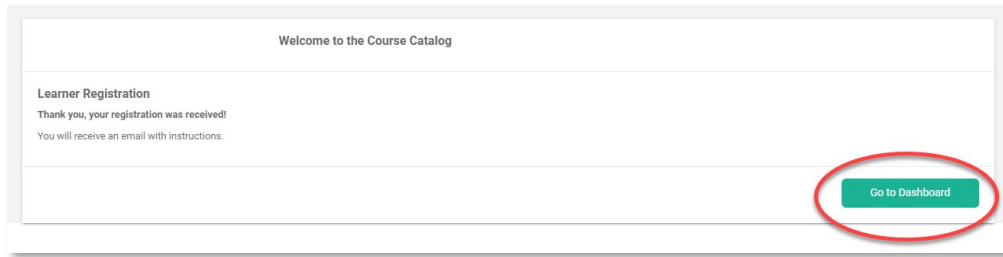
7. This page will have information on the course; once you have read over the information make sure to click "**I read**" before clicking "**Close**"
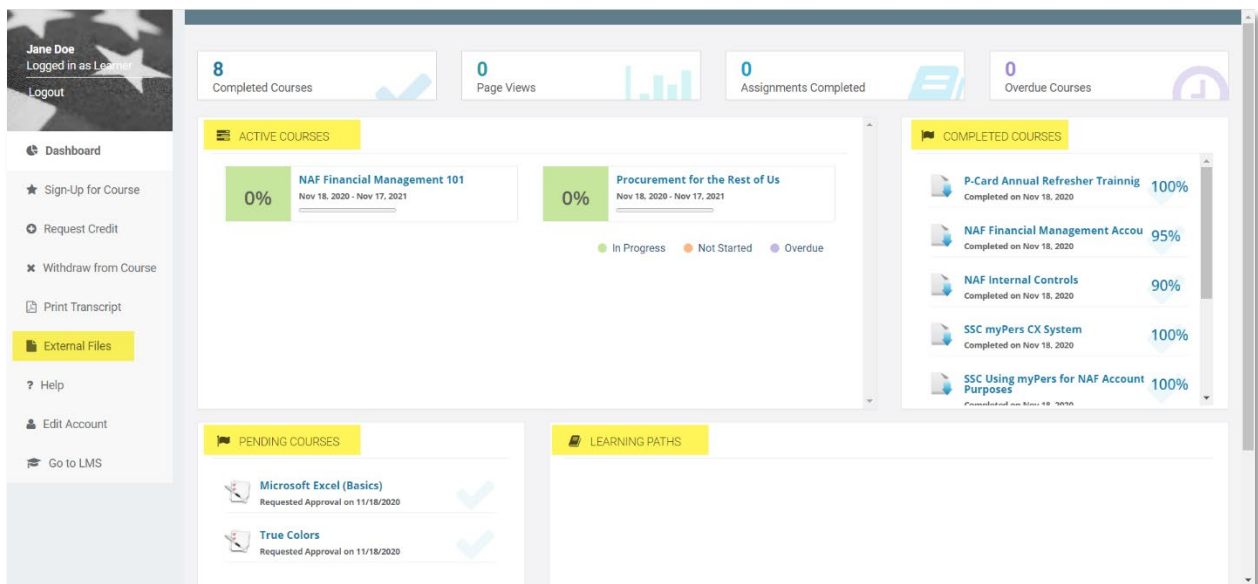

8. Click the **Confirm** button to finalized your request to register for the course

9. You will get a Registration confirmation page, click "**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 approval prior to enrollment or any additional documents to be submitted for approval, then the course will appear under Pending Courses and you will receive a Course Requires Approval email. Submit the Student Registration form IAW the Course Requires Approval email you will receive. Submit any required documents IAW the Adding External Files sections of this guide
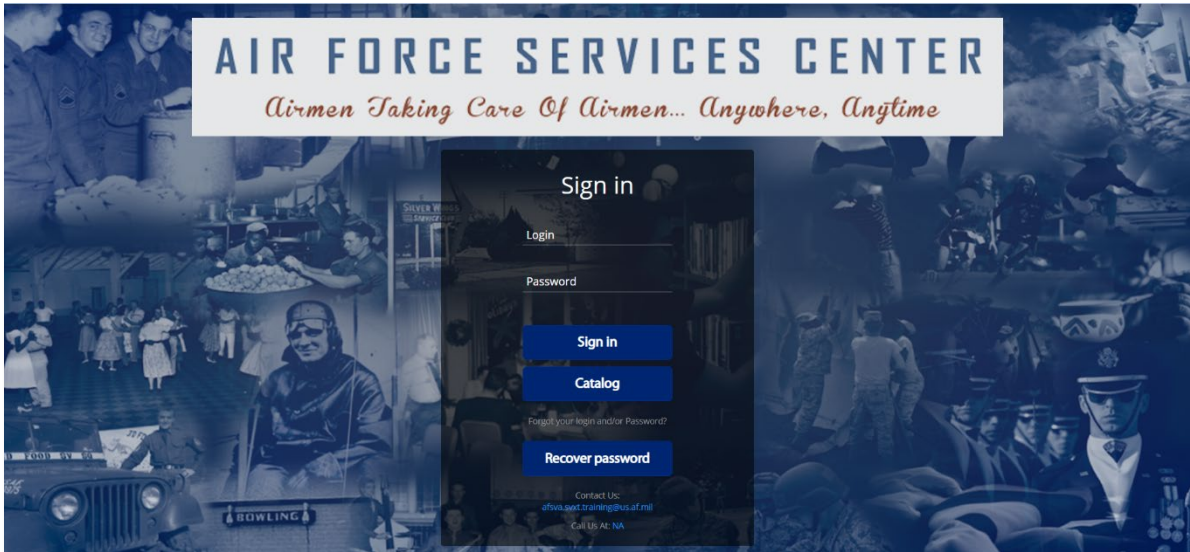

11. Your Username and a temporary password will be emailed to the email address that you provided at registration

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Registering for Courses with an Account

1. In your web browser, preferable google chrome, navigate to the following web address
   https://afservices.geniussis.com

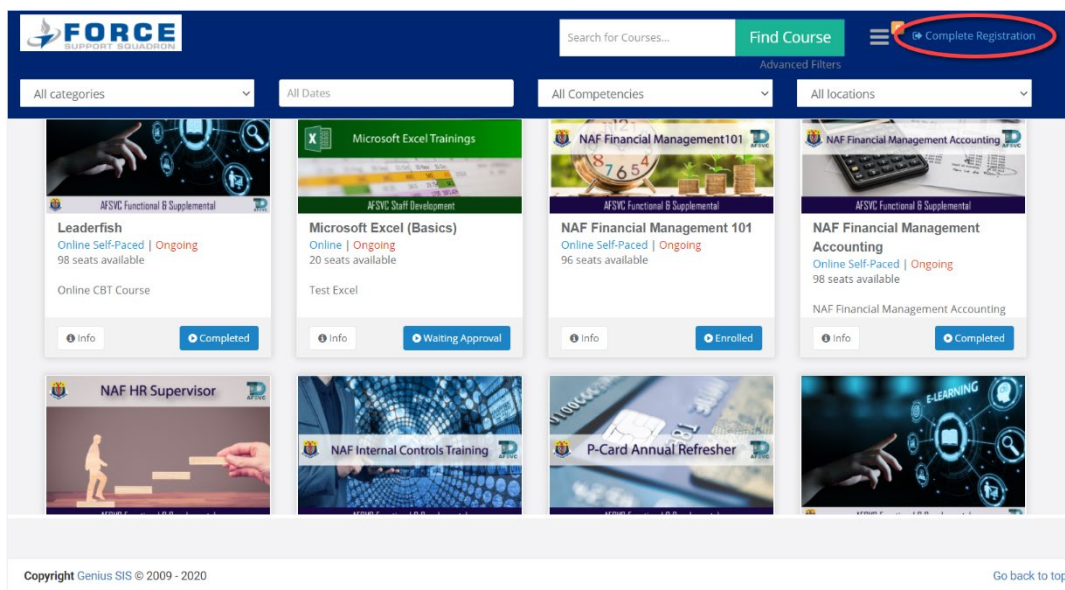2. On this page enter your username and password

3. Once you log in you will see your Dashboard click on "**Sign-Up for Course**"
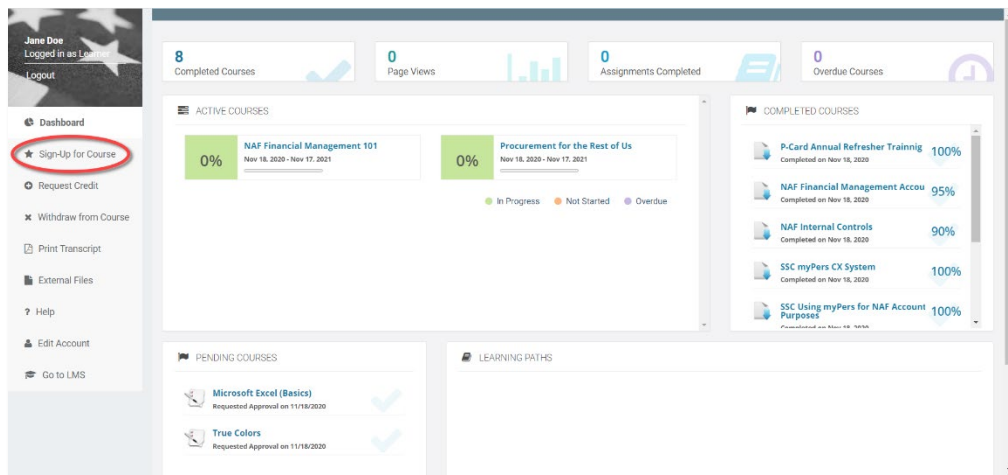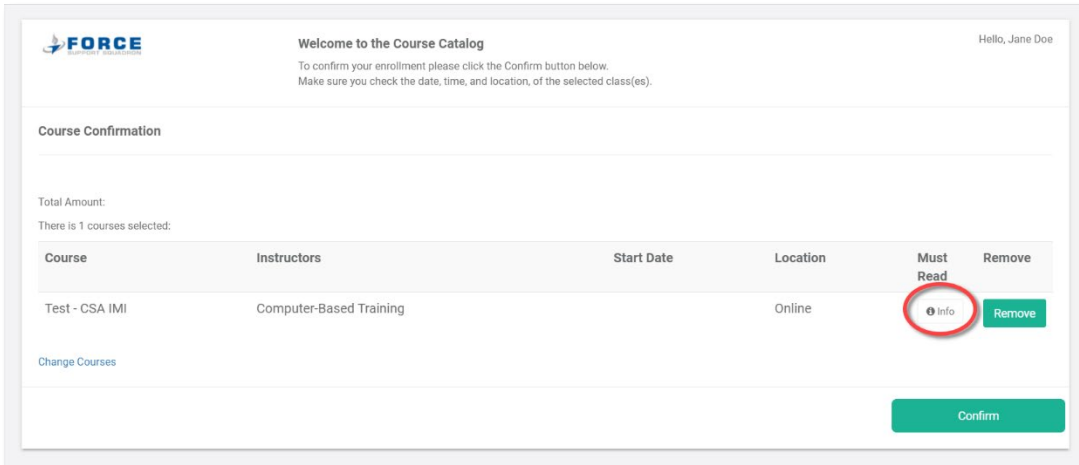

4. Scroll down until you find the course that you want to register for; click the **Sign-Up** button.
   Note, you can also use search tools to filter available Courses
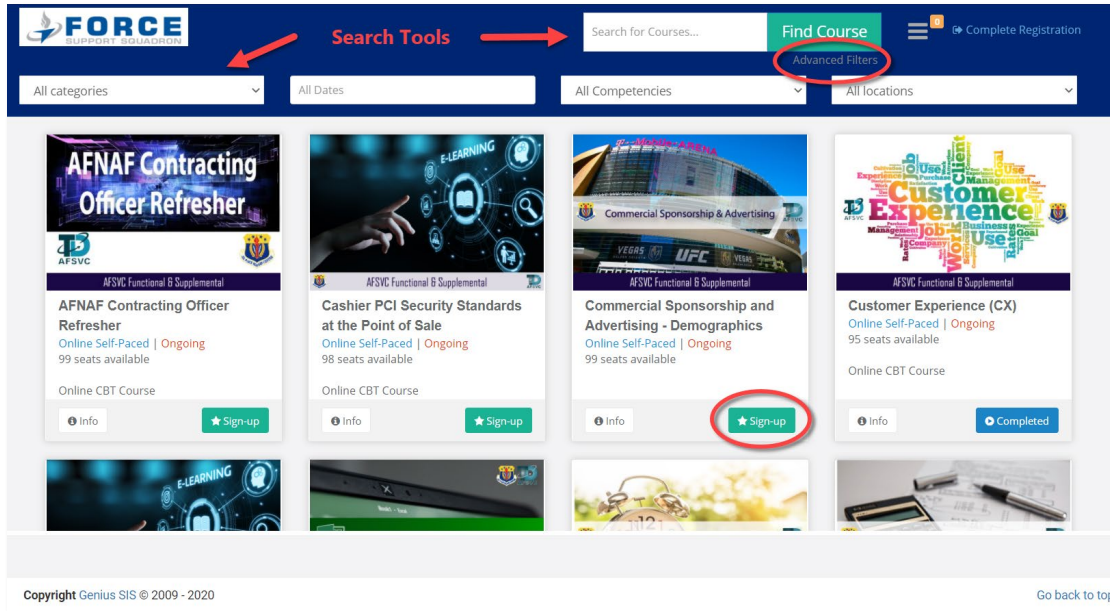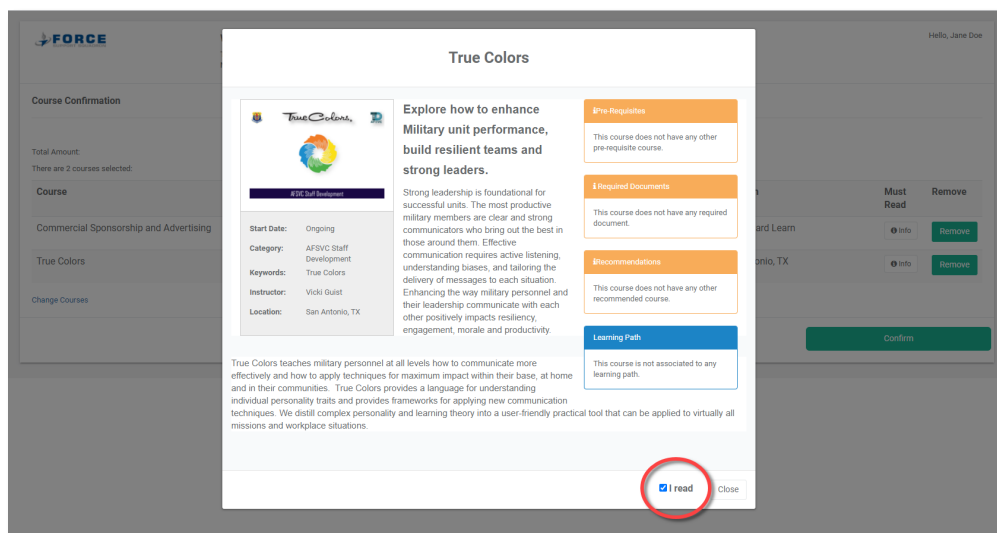
5. After clicking Sign-Up, click **Complete Registration** in the upper right hand corner
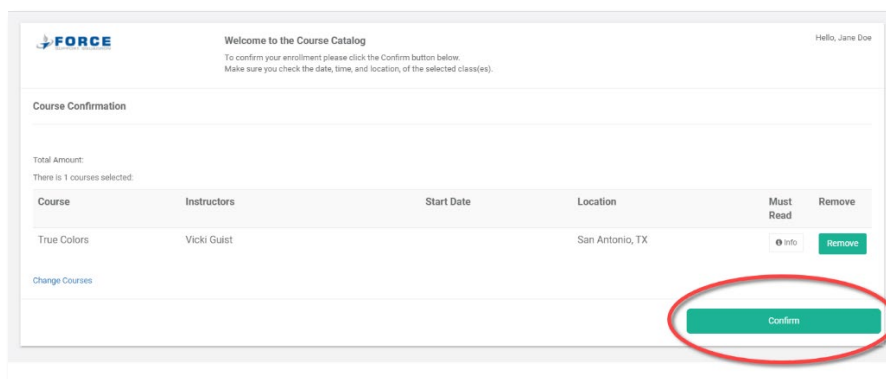

6. Once you click register, a registration confirmation screen will show. On this screen, you need to click the "**Info**" button to continue registration
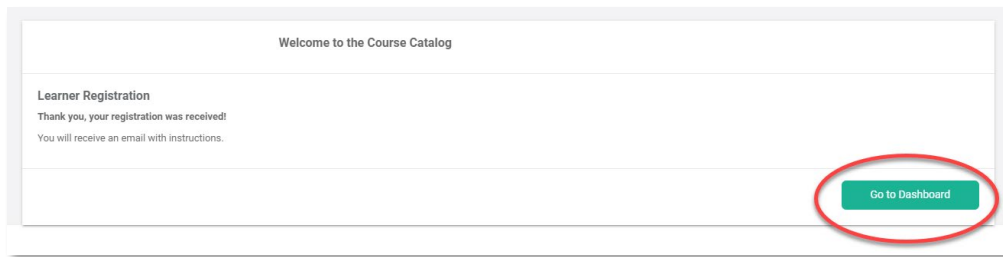
7. This page will have information on the course; once you have read over the information make sure to click "**I read**" before clicking "**Close**"
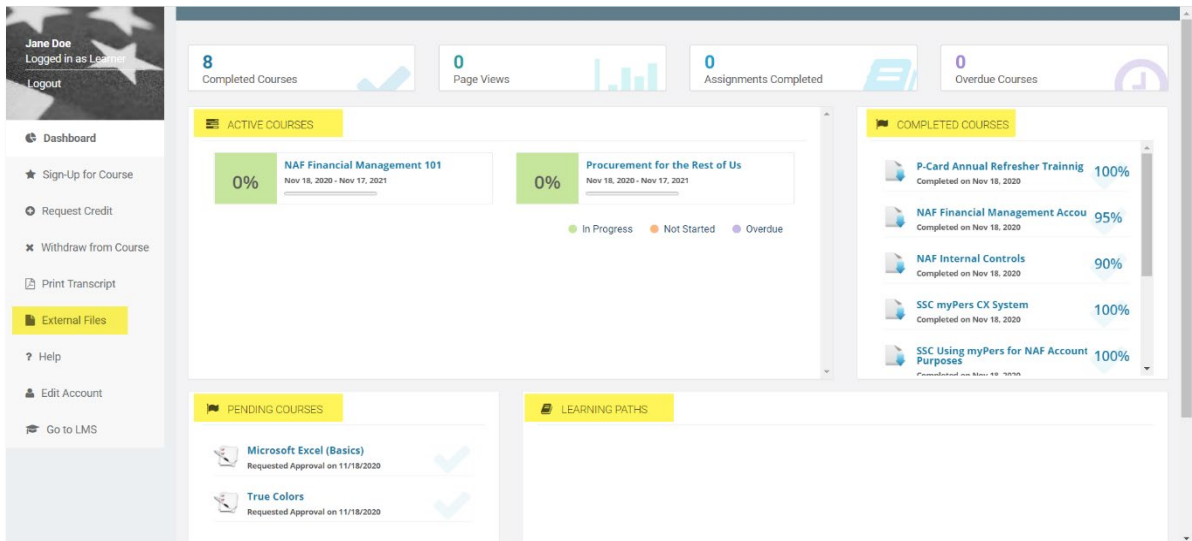

8. Click the **Confirm** button to finalized your request to register for the course

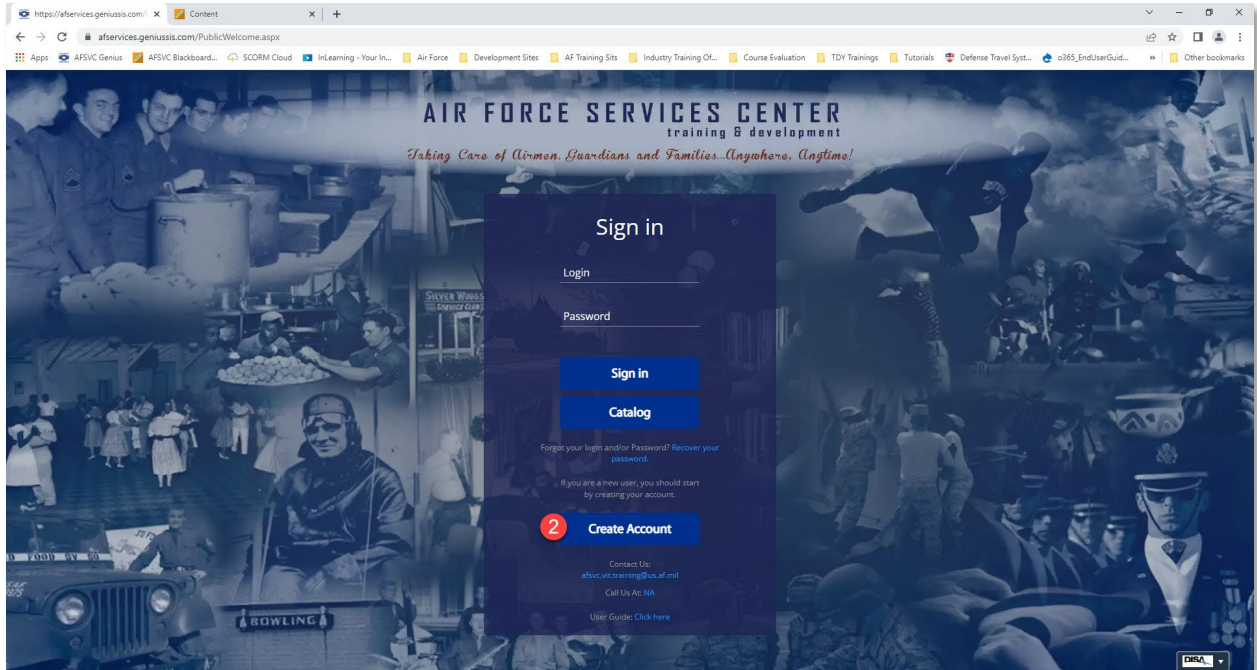9. You will get a Registration confirmation page, click "**Go to Dashboard**"

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 approval prior to enrollment or any additional documents to be submitted for approval, then the course will appear under Pending Courses and you will receive a Course Requires Approval email. Submit the Student Registration form IAW the Course Requires Approval email you will receive. Submit any required documents IAW the Adding External Files sections of this guide

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Registering for Organizations without an 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 **Create Account** link

3. 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.

Fill out all of the necessary fields.

a. First Name
b. Last Name
c. Work Email (will be used as your Username)
d. Select the branch that you work for (will most likely be Air Force)
e. Select your Rank
f. Select your Status
g. Select your Command
h. Select your Base
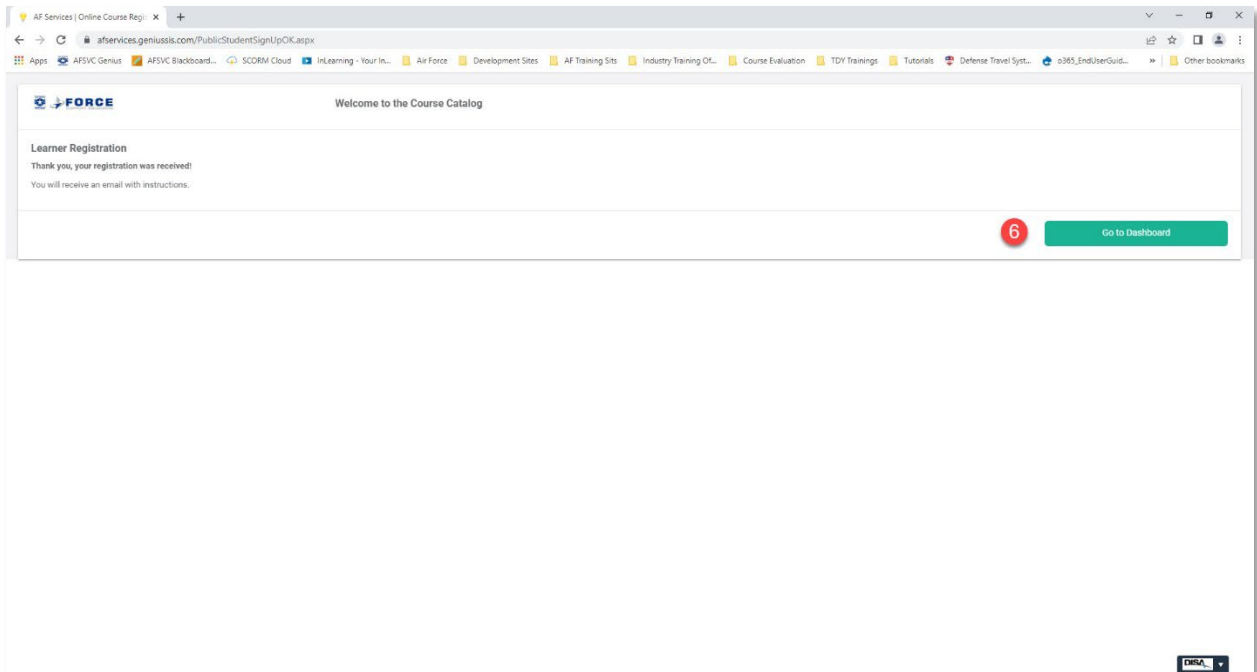i. Select your FSS Unit
j. Enter your Office Symbol

4. Now that you have created an account and are logged in, open the registration invite email you received from the Subject Matter Expert (SME), then copy and paste the registration URL into your Chrome web window and hit the Enter key to go
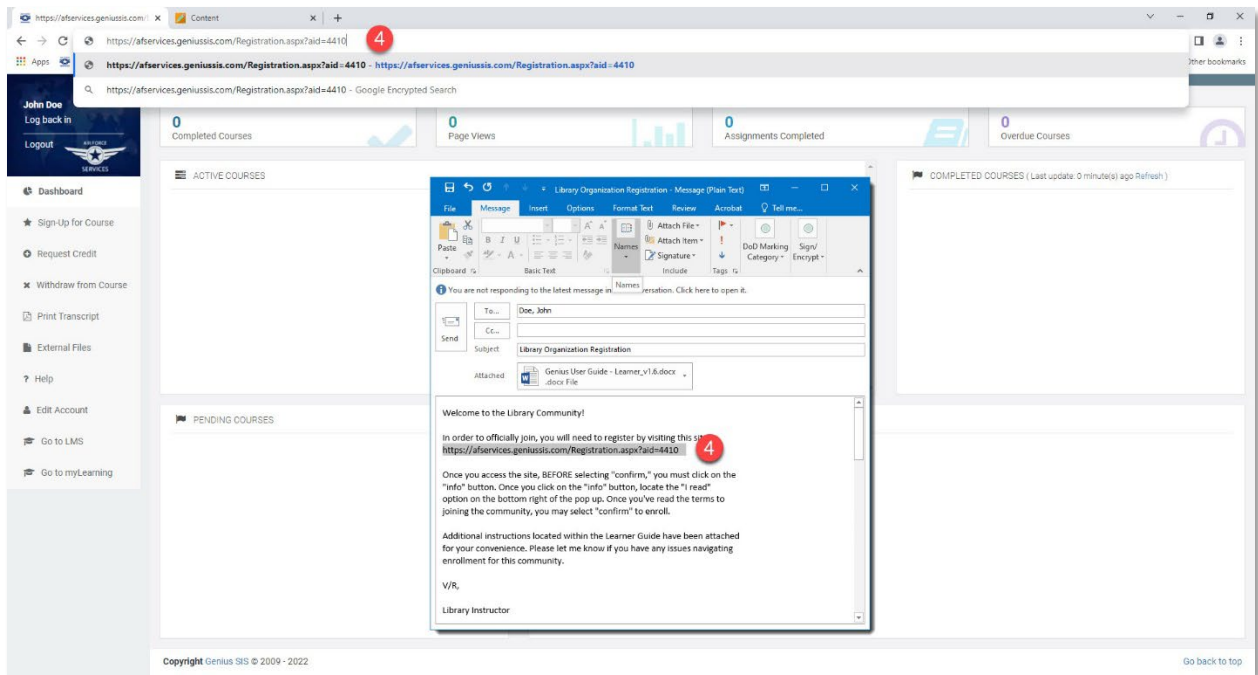
5. click the **Info** button to read over information on the organization; once you have read it, you must click **I read** then click **Close**
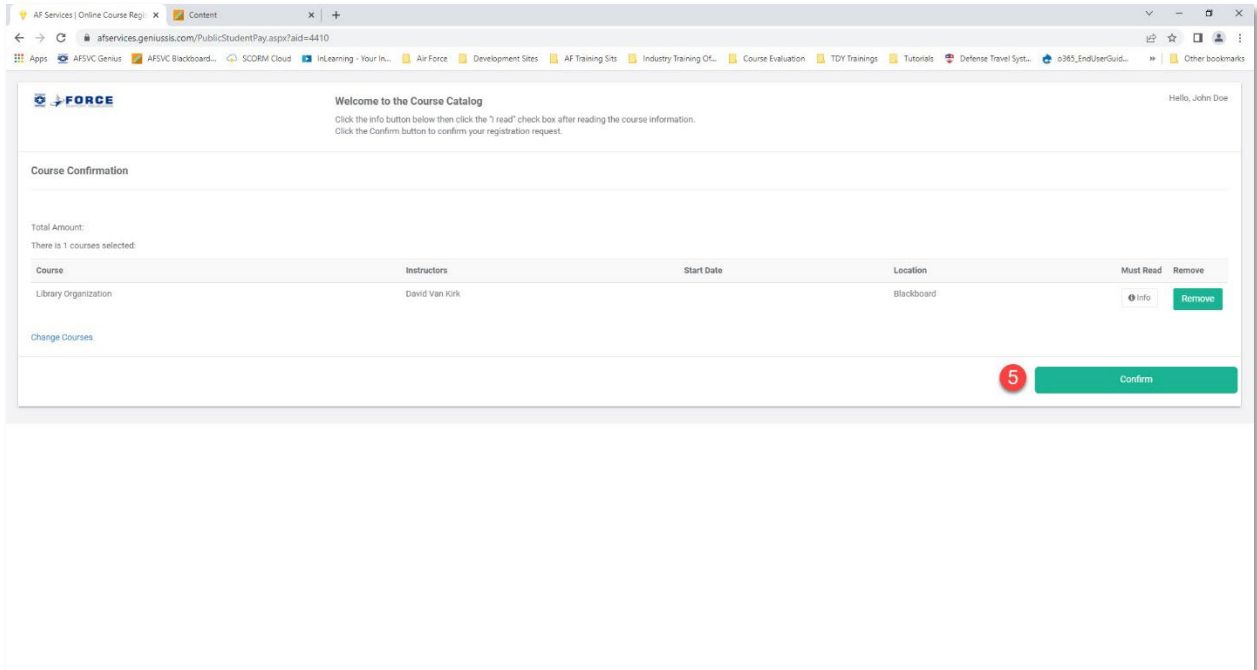
6. Click **Go to Dashboard** to continue

7. Click on the Organization located in your Active Courses section of your Genius Dashboard to open the Organization in Blackboard

Registering for Organizations with an Account

1. Navigate to Genius and log in using your username and password that was emailed to you when you registered for the course. The link to Genius is as follows https://afservices.geniussis.com
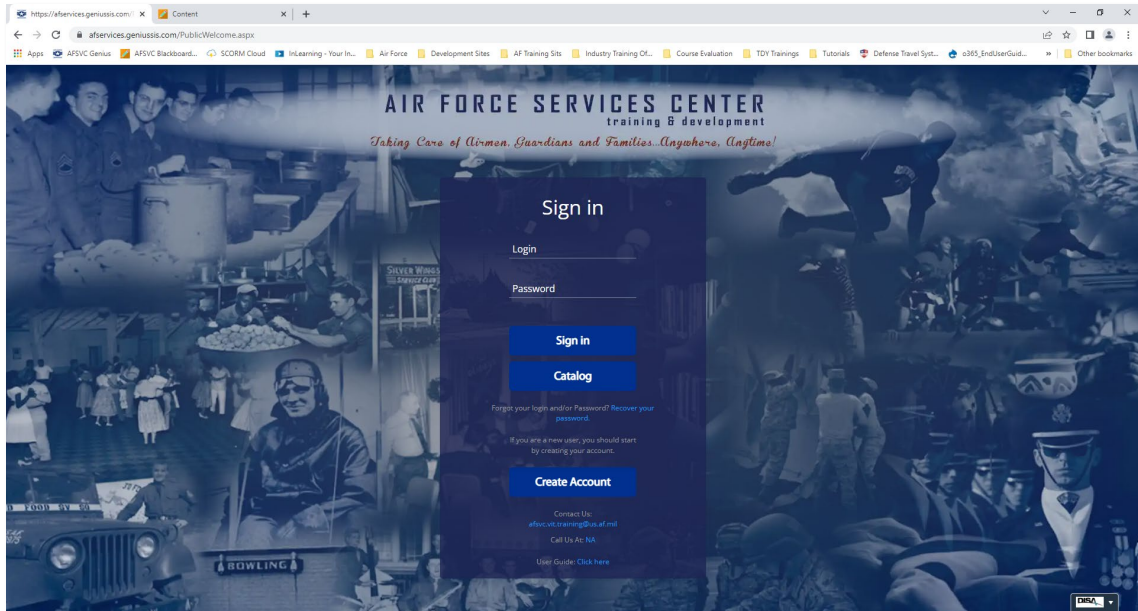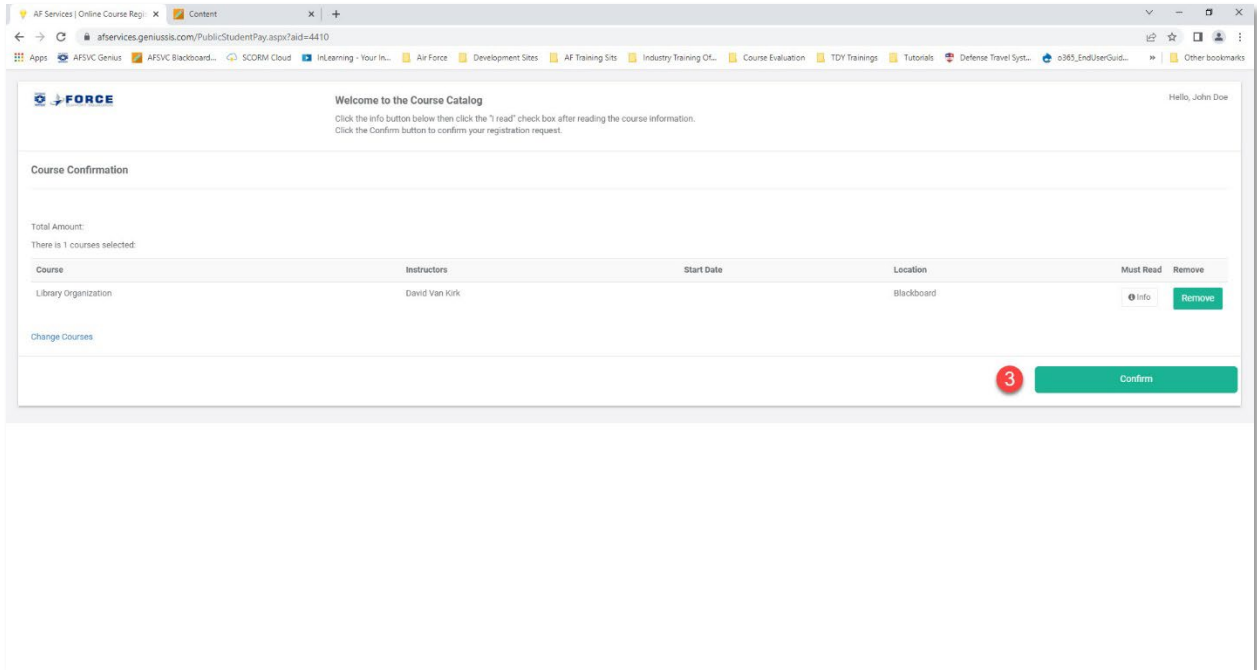

2. Open the registration invite email you received from the Subject Matter Expert (SME), then copy and paste the registration URL into your Chrome web window and hit the Enter key to go
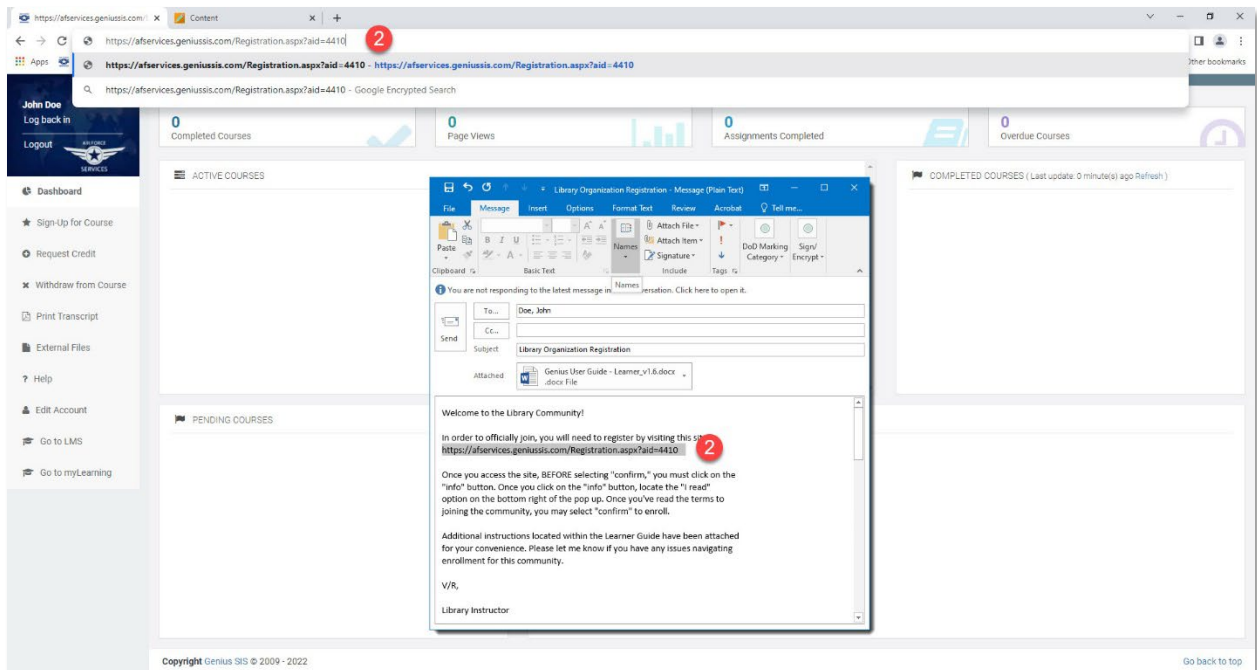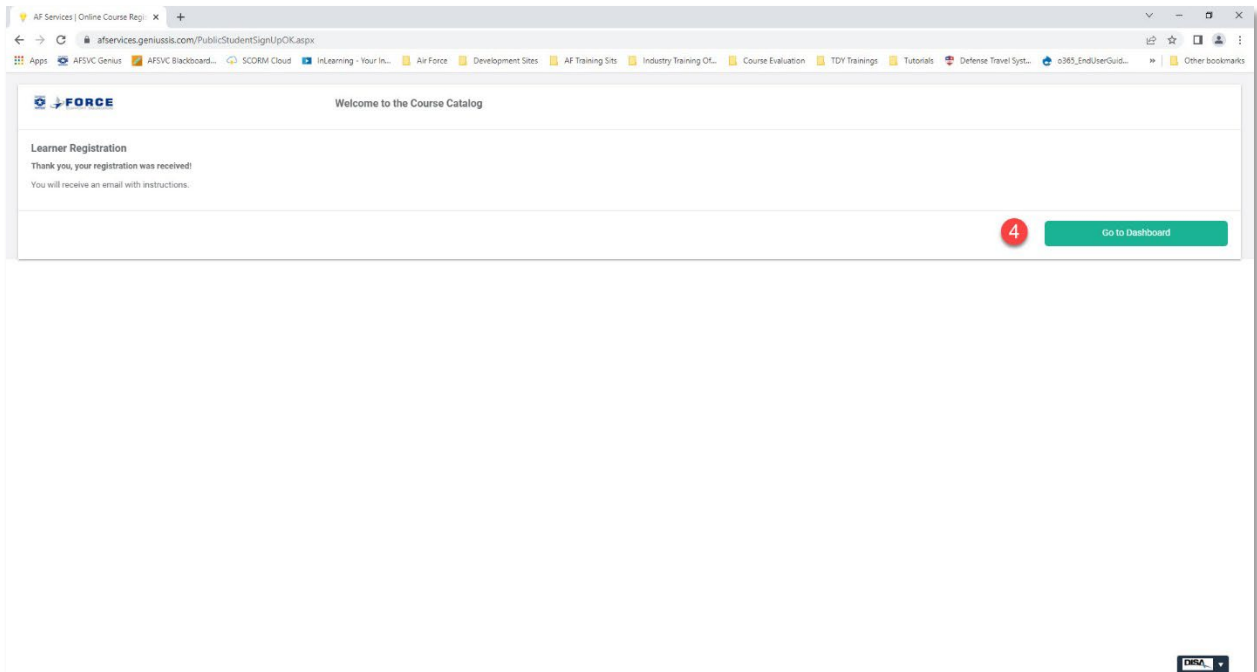
3. click the **Info** button to read over information on the organization; once you have read it, you must click **I read** then click **Close**
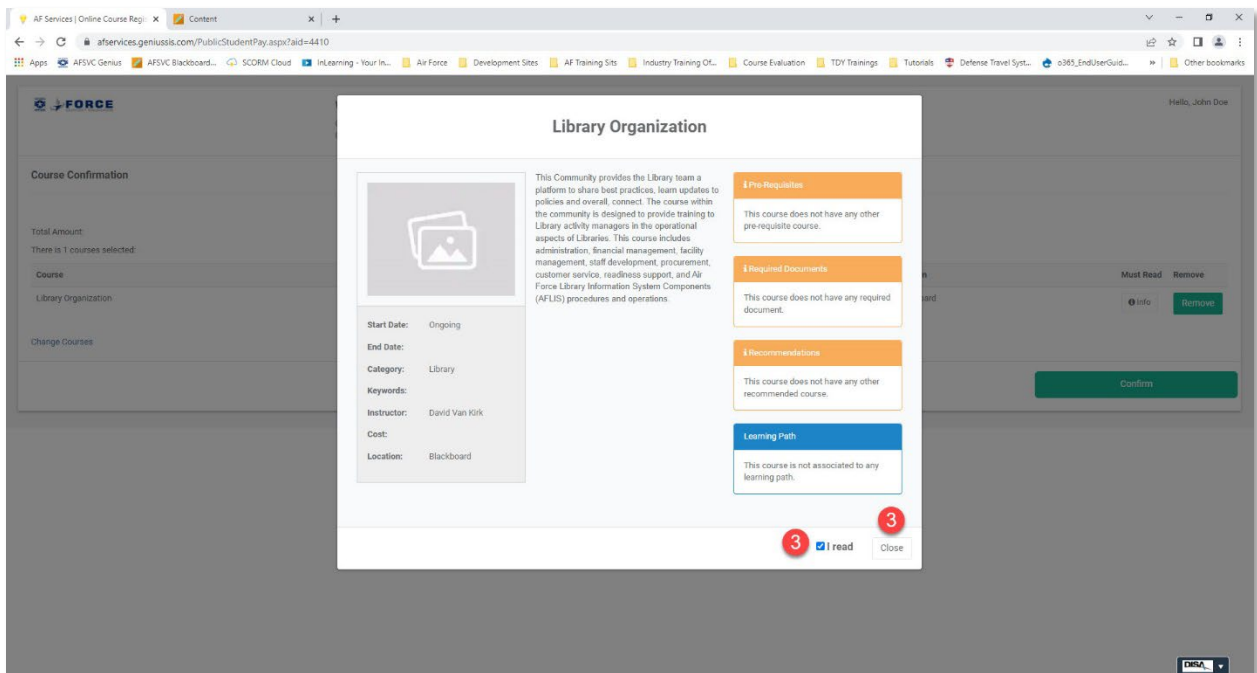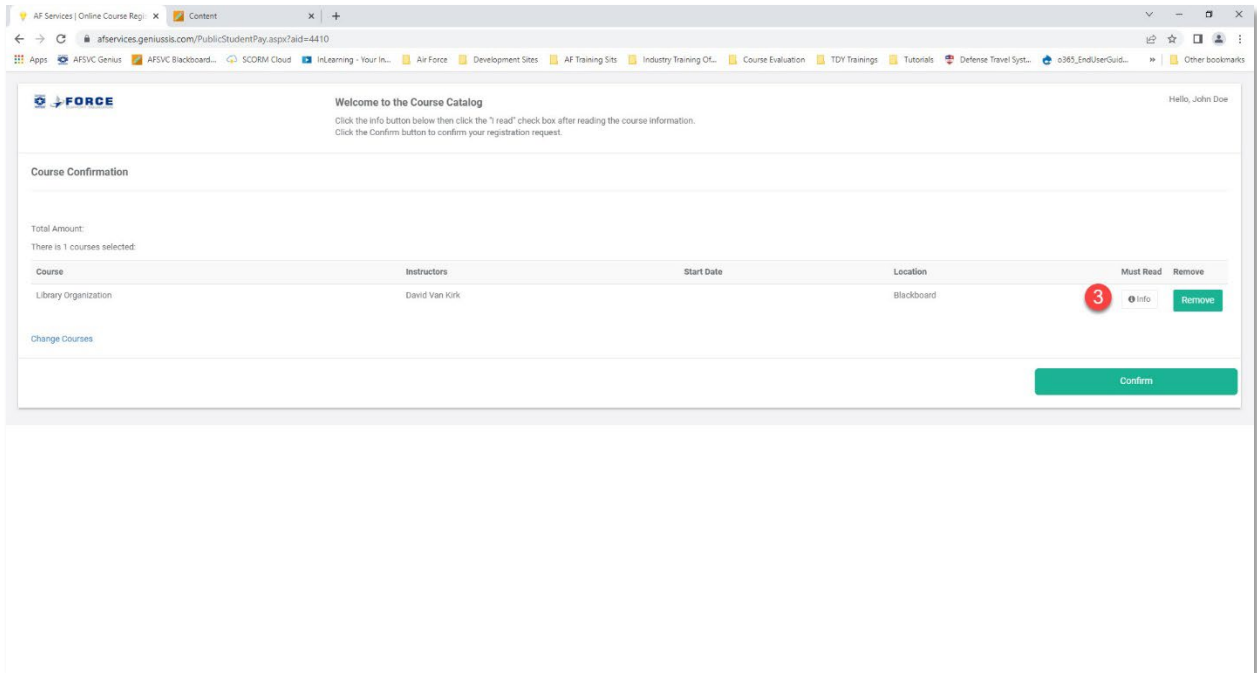
4. Click **Go to Dashboard** to continue

5. Click on the Organization located in your Active Courses section of your Genius Dashboard to open the Organization in Blackboard

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Printing Certificates

1. Navigate to Genius and log in using your username and password that was emailed to you when you registered for the course. The link to Genius is as follows https://afservices.geniussis.com
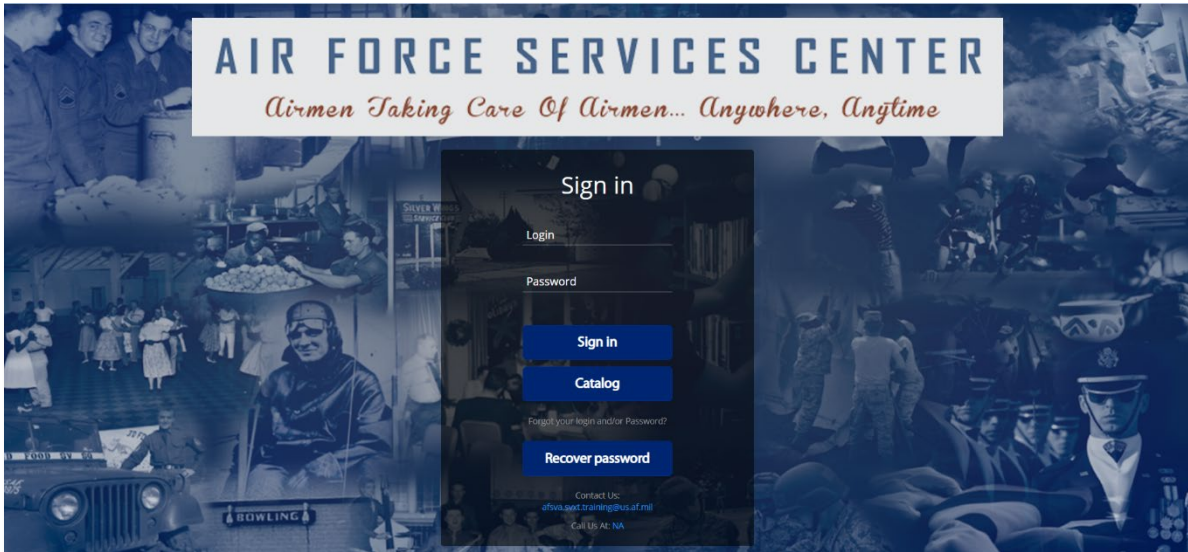
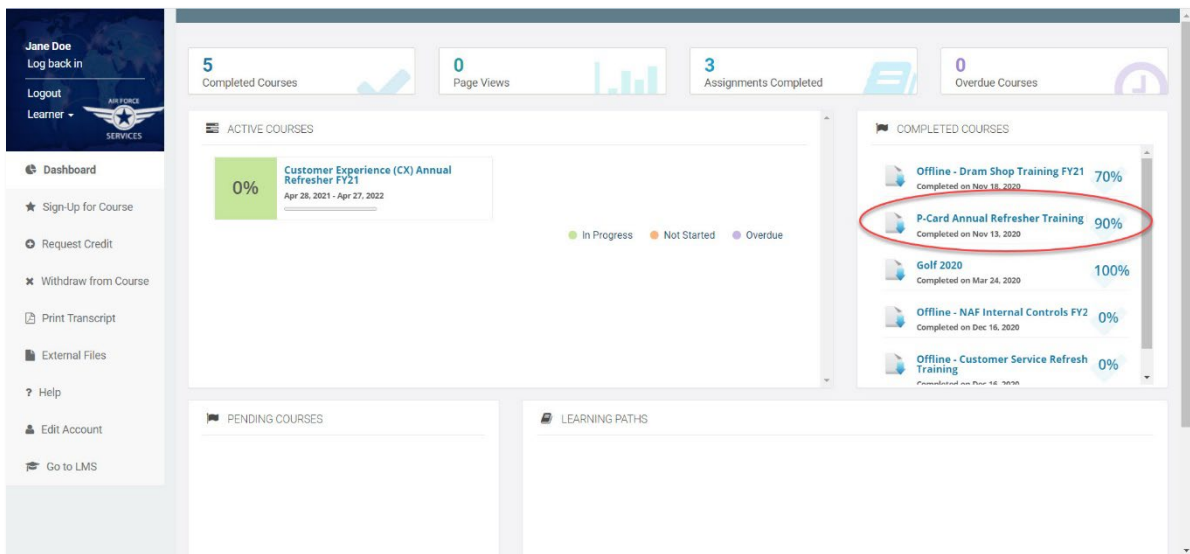2. Click on the title of the course you completed in the **Completed Courses** section on the right side of your dashboard page

3. Click **Download Certificate**

4. Save the certificate to your computer
   a. Select the location on your computer you wish to save the certificate
   b. Rename the certificate
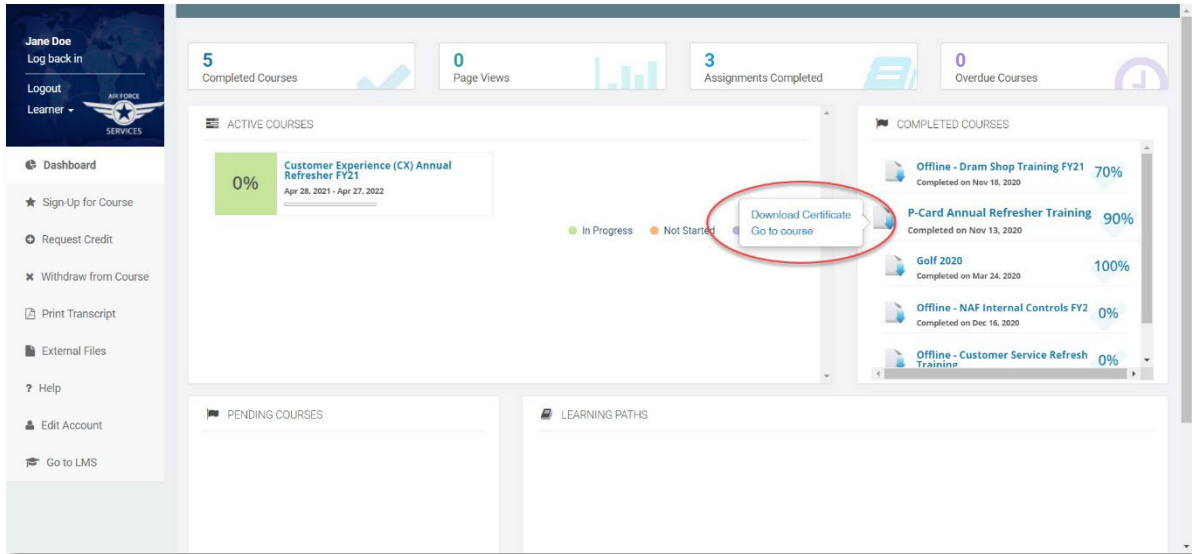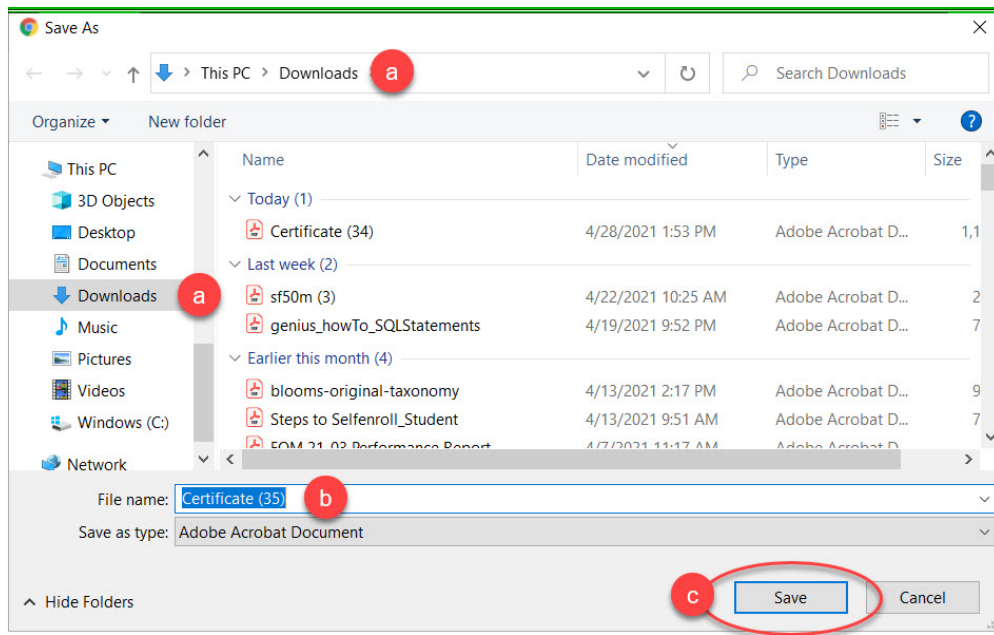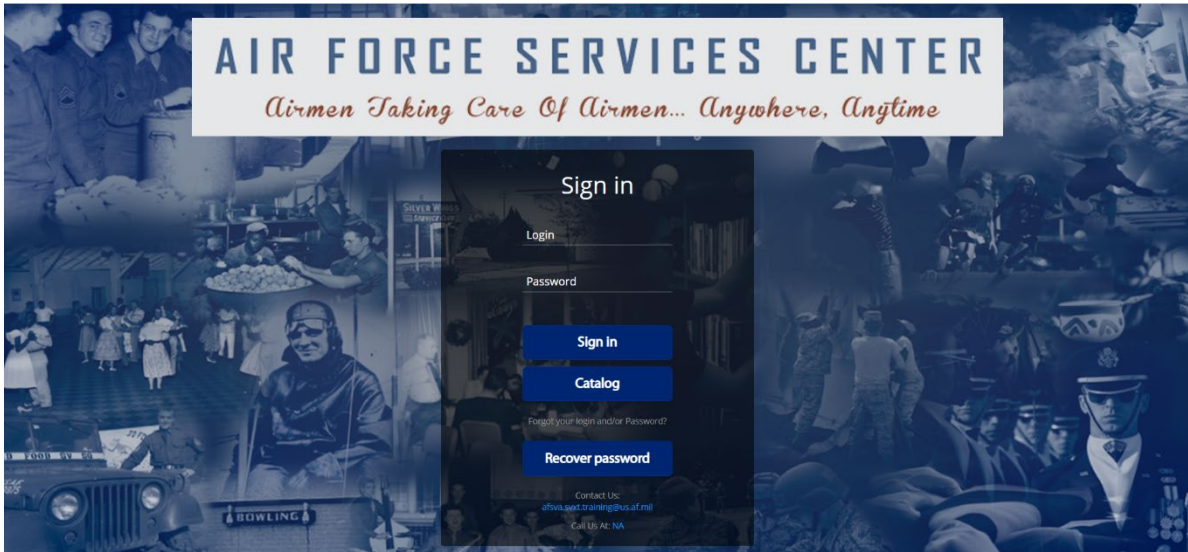   c. Click **Save**

Downloading Transcripts

1. Navigate to Genius and log in using your username and password that was emailed to you when you registered for the course. The link to Genius is as follows https://afservices.geniussis.com

2. Once you have logged in click **Print Transcript**

3. Once the page loads, click **Click to Download the Transcript**. As you finish courses, they will populate here

4. Your transcript will then be downloaded to your computer so you can print it or send to anyone that you need to
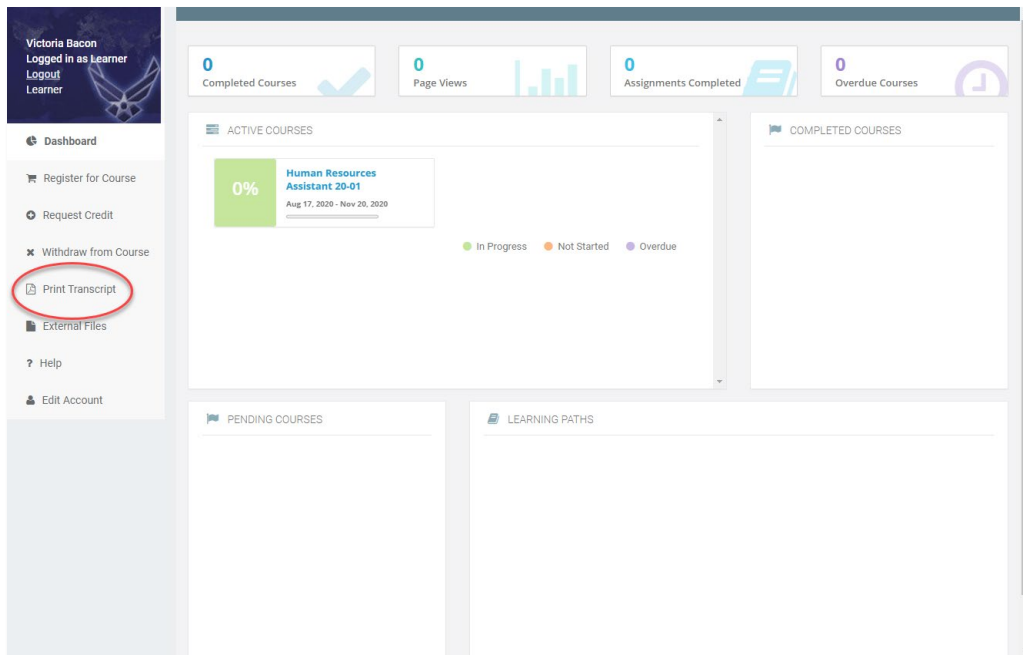
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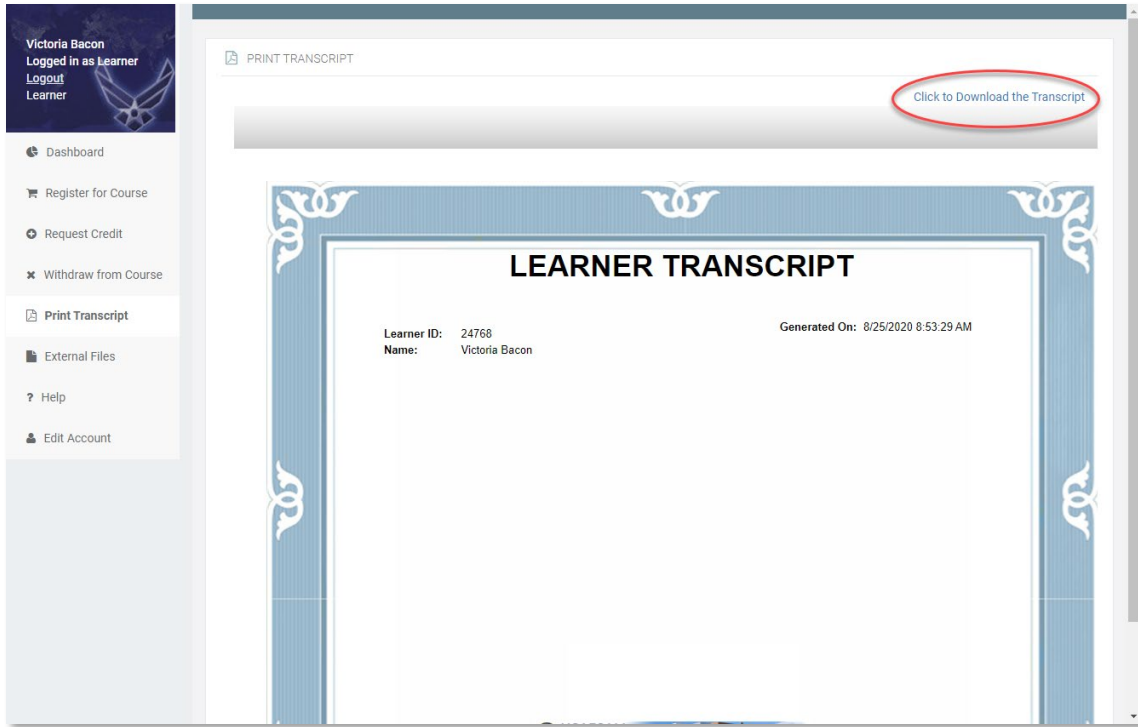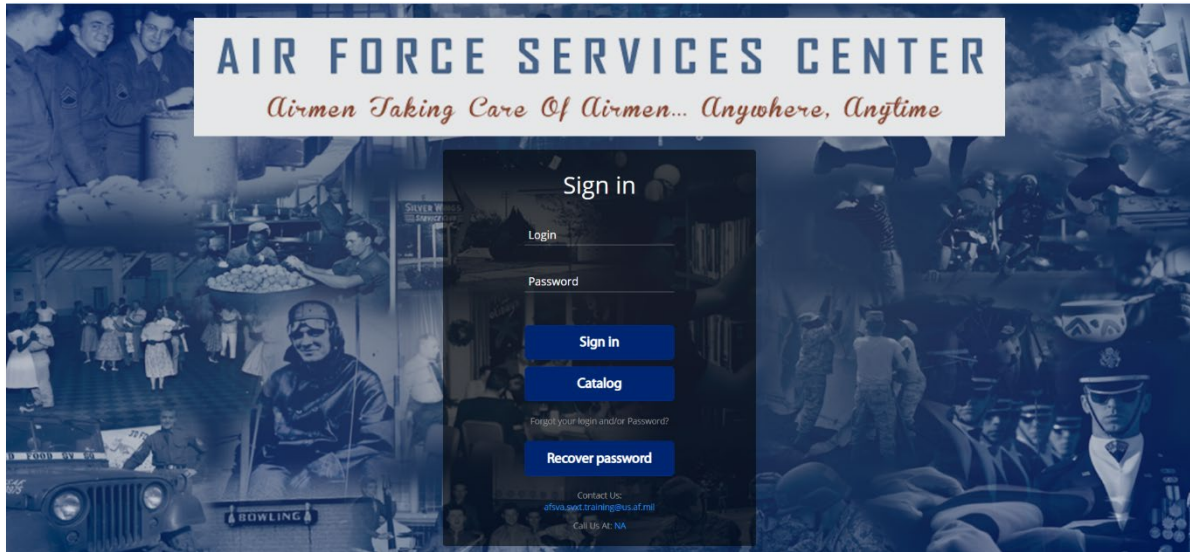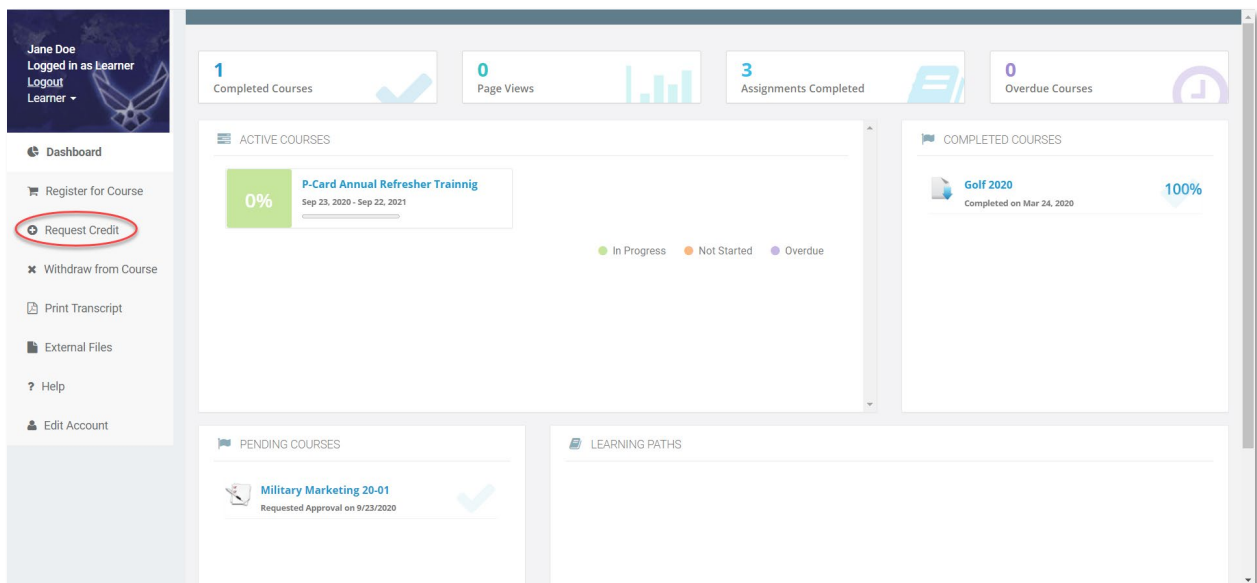
Course Credit Request

1. Navigate to Genius and log in using your username and password that was emailed to you when you registered for the course. The link to Genius is as follows https://afservices.geniussis.com

2. Once you have logged in click **Request Credit**

3. Click **Request new Credit**

4. Fill out the request credit pop-up (please submit for one (1) course at a time), be sure to select an Equivalent Course from the drop down, upload your completion certificate into the bottom box of the pop-up, and click **Request Credit**

5. Your request for course credit will be reviewed and a response will be emailed to you

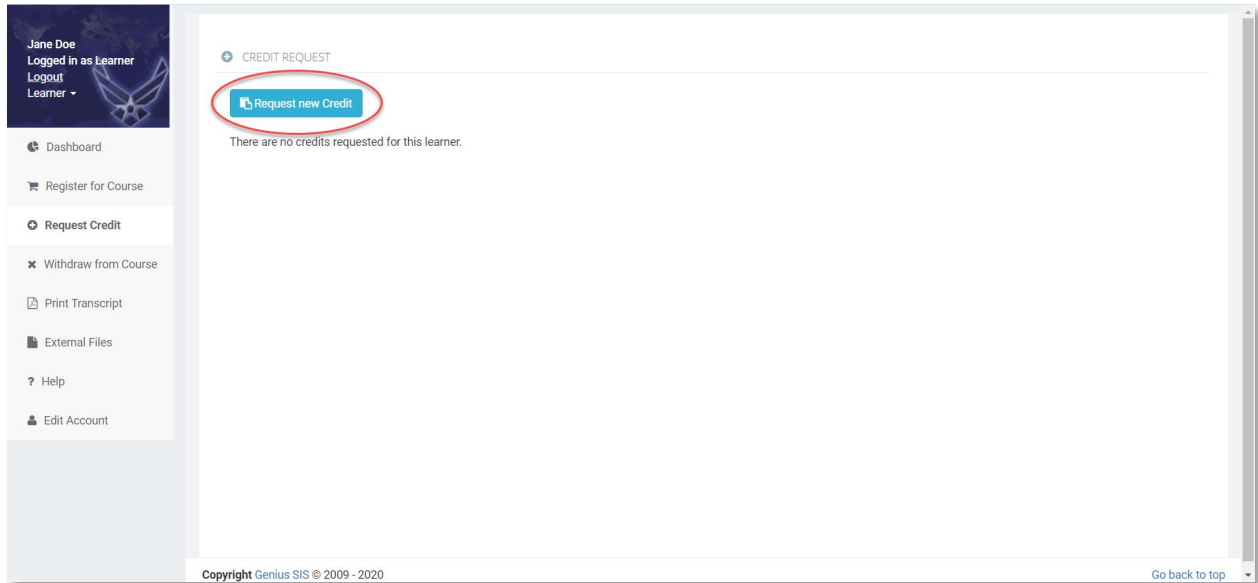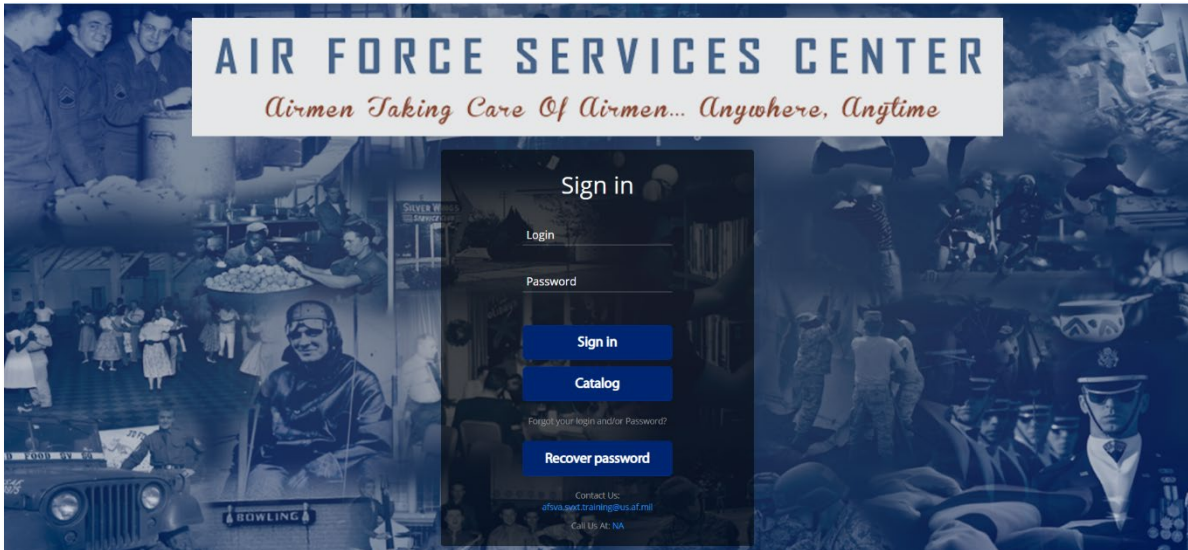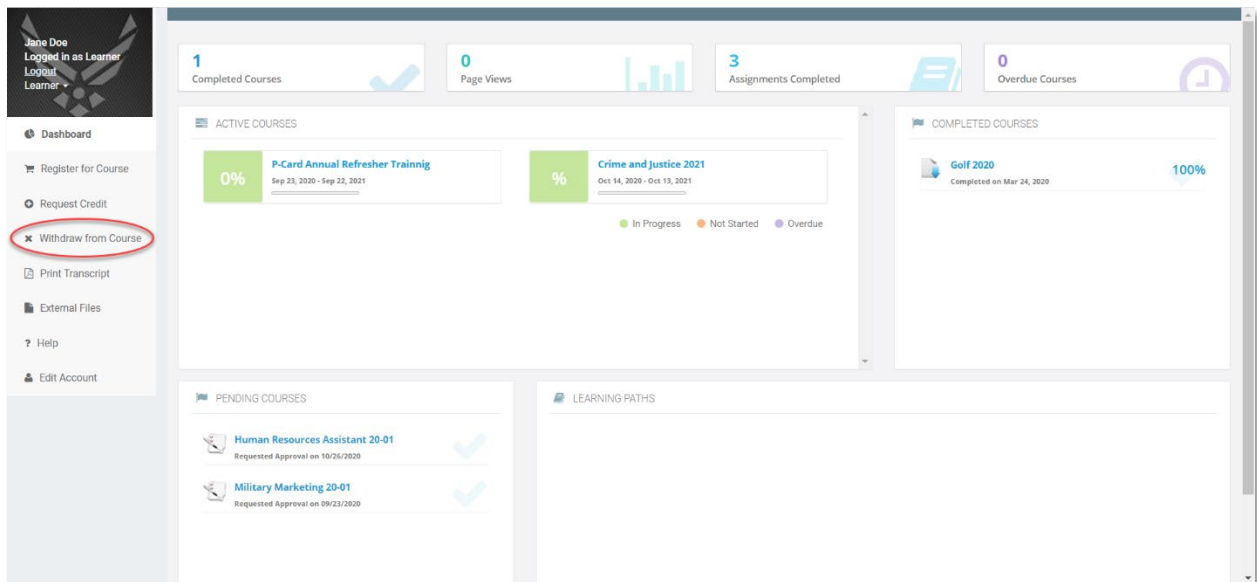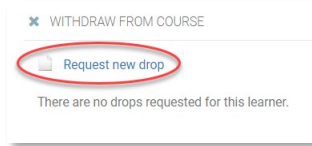[Back to Table of Contents](#)

Withdraw From Course

1. Navigate to Genius and log in using your username and password that was emailed to you when you registered for the course. The link to Genius is as follows https://afservices.geniussis.com

2. Once you have logged in click **Withdraw from Course**

3. Click **Request new drop**

4. Select the *active* Course you wish to request to be dropped from. ***Note if this is a facilitated online, blended or face-to-face course (not a CBT), you must also coordinate this request through the Registrar (afsvc.vit.training@us.af.mil) if you have not received a welcome letter. If you have received a welcome letter, you must coordinate the drop request through your Unit Training Manager (UTM). They must notify your course manager and the registrar of the request.**

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