**Account Setup Guide**

INSTRUCTIONS: Use this guide to help make sure your Canvas LMS (Learning Management System) account is setup and configured properly PRIOR to arriving to class on DOE (Day of Education) 1.

1. Verify DEERS Information is Correct
   1. Before beginning, you will need a CAC-enabled computer
   2. Go to DEERS: <https://pki.dmdc.osd.mil/identitymanagement/profile/home.do>
   3. Select “Update Contact Information”
   4. Verify all information is updated under the “Personal” tab
      1. Ensure you have access to the email account listed here
   5. Verify all information is updated under the “MIL” tab
2. Create your AU Portal Account
   1. Before beginning, you will need your AF Portal ID and a CAC-enabled computer
   2. Go to Air University Portal: <https://www.my.af.mil/aurepmprod/auportal>
   3. Verify both email addresses are your @us.af.mil email address
   4. Connect AU Account to AF Portal/CAC
      1. Go to My Info 🡪 Account Info 🡪 Follow the instructions on this page
   5. Update your Profile Info
      1. Go to My Info 🡪 Contact Info 🡪 Update All Fields
3. Setup Canvas LMS
   1. Wait till no earlier than 3 calendar days before the course begins
   2. You should receive an email to either your NIPR account or the email address listed in your DEERS Personal tab.
   3. Use the email to reset your password for your student Canvas account
   4. If you never received an email…
      1. Go to: <https://lms.au.af.edu/>
      2. Click the “Reset your Password” link on Canvas
         1. Canvas will automatically send a reset password email to whatever email address is on file in DEERS.
   5. At any time, you may familiarize yourself with Canvas LMS by clicking “Help” 🡪 “Welcome to Canvas” 🡪 “Canvas 100: Introduction to Canvas for Students”
      1. You will need to also verify your system is ready for Canvas. The Welcome to Canvas Page has a button to “Complete a Technical Review”.