



# AF Services Genius Learner Guide

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AIR FORCE SERVICES CENTER  
TRAINING AND DEVELOPMENT  
3515 SOUTH GENERAL MCMULLEN  
PORT SAN ANTONIO, TEXAS 78226

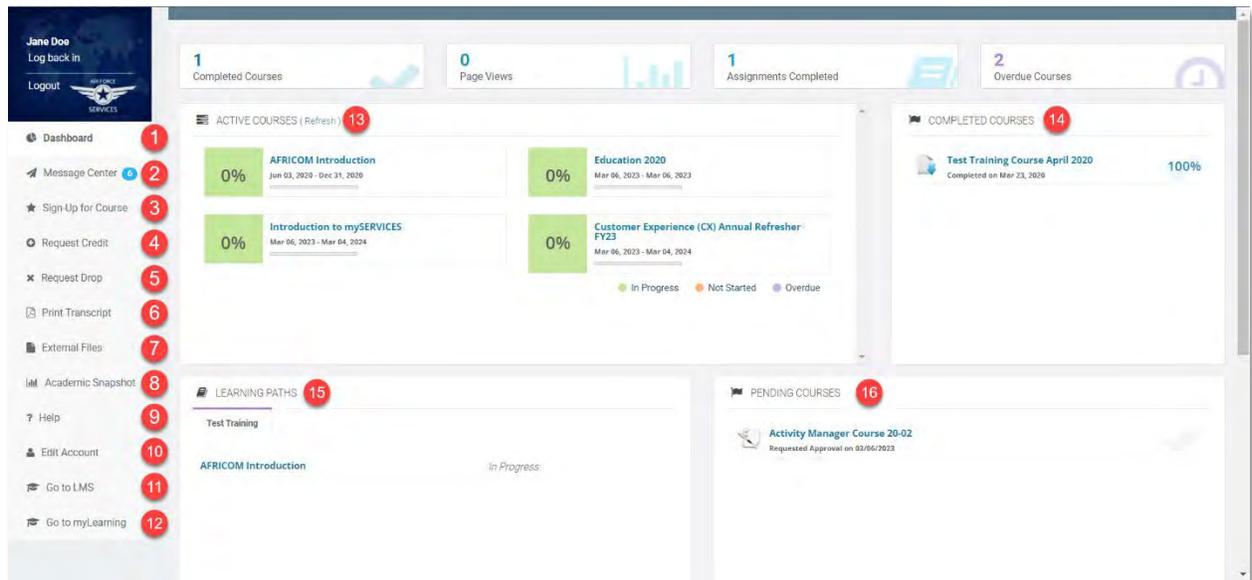
## Introduction

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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## Navigation Overview

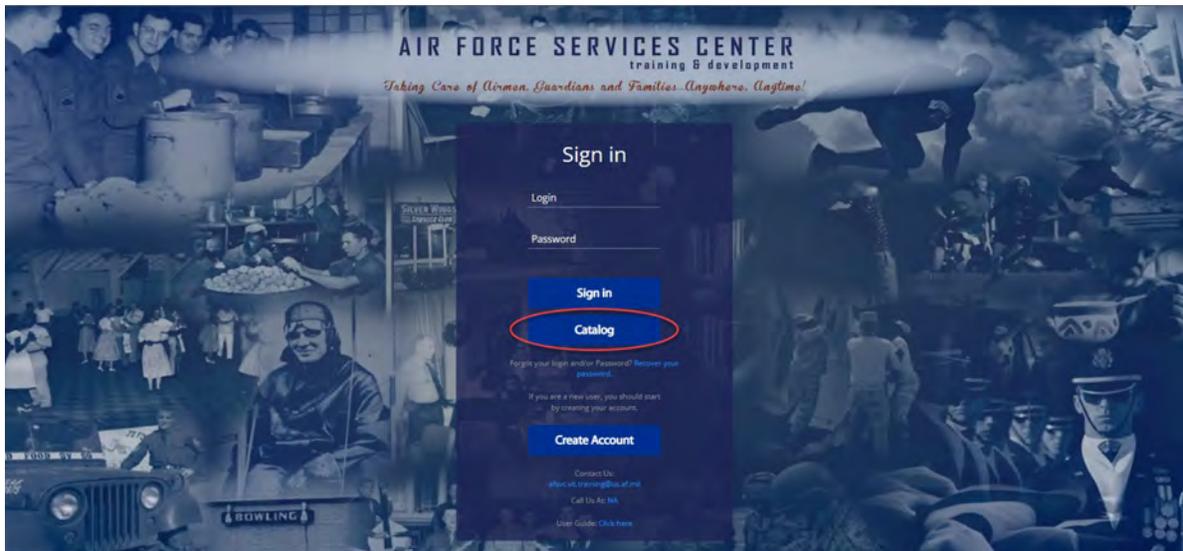


1. Click to return to this dashboard
2. Message Center is an inbox that contains copies of all correspondence sent to or from your learner
3. Click to search for and register for available courses offered by Air Force Services
4. Click to [request course credit](#) for an Air Force Services course you previously completed that is not listed under Completed Courses section (#14)
5. Click to start your request to be dropped from a course. See [Withdraw from Course](#) section of this guide for more details
6. Click to view and [print your training transcript](#) of courses completed in AFSVC Genus
7. Click to upload external files
8. The Academic Snapshot is a more detailed version of your transcript, displaying Semester, Section Title, Instructors, Start Date, Grade, number of assignments completed and your last activity
9. Click to view and download the latest version of the Genus Learner Guide
10. Click to edit your learner profile, including your Unit, Office Symbol, and password
11. Click to open AFSVC's Blackboard. Note, if enrolled in a course hosted in Blackboard, clicking on the course under your Active Courses (#13) will launch Blackboard and the course you are actively taking
12. Click to launch myLearning
13. These courses you are actively enrolled in. Click to launch the active course
14. This is a list of your completed courses. Click on the course title to download your completion certificate or reopen the course
15. These are your active Learning Paths. Click to launch the course
16. These are the courses you have requested to register for but require approval by the Course Owner. You will receive additional information on your enrollment once you have been accepted/denied

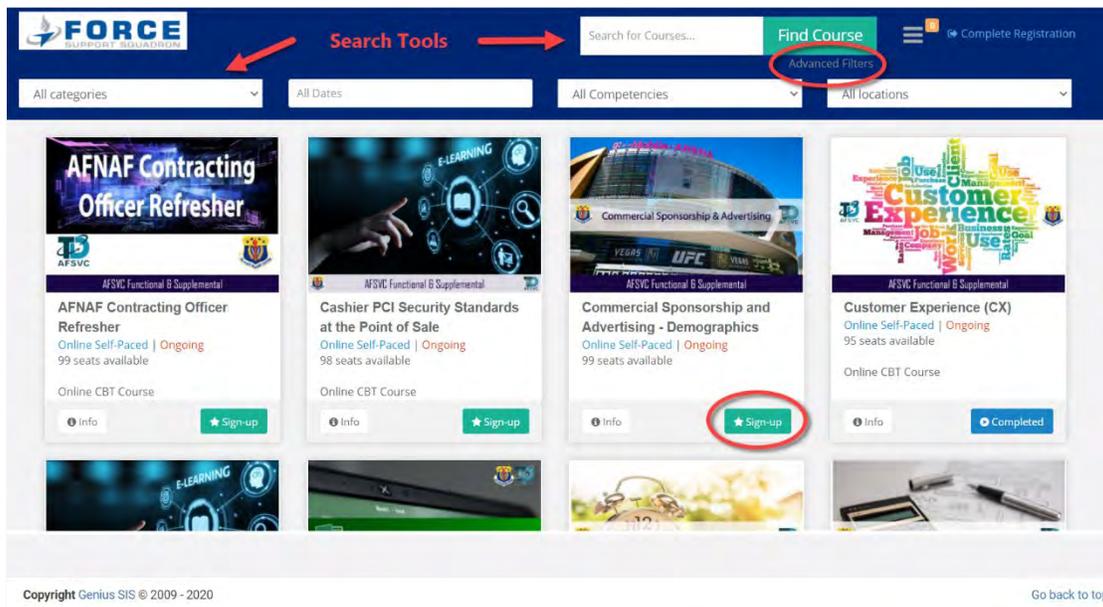
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## Registering for Courses without an Account

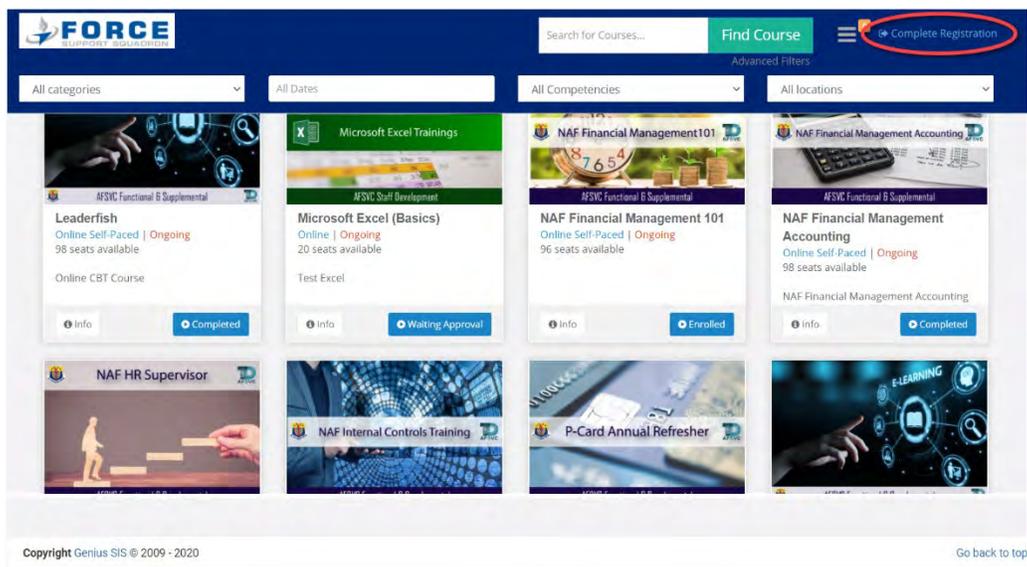
1. In your web browser, preferable google chrome, navigate to the following web address <https://afservices.geniussis.com>
2. On this page, click the **Catalog** link to be taken to the Course Catalog to select the course



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 (note that if you have a Genius user with a personal email, do not create a new account. Contact your UTM or [afsvc.vit.training@us.af.mil](mailto:afsvc.vit.training@us.af.mil) to update your account with your .mil email so your transcripts stay current)

### Registration

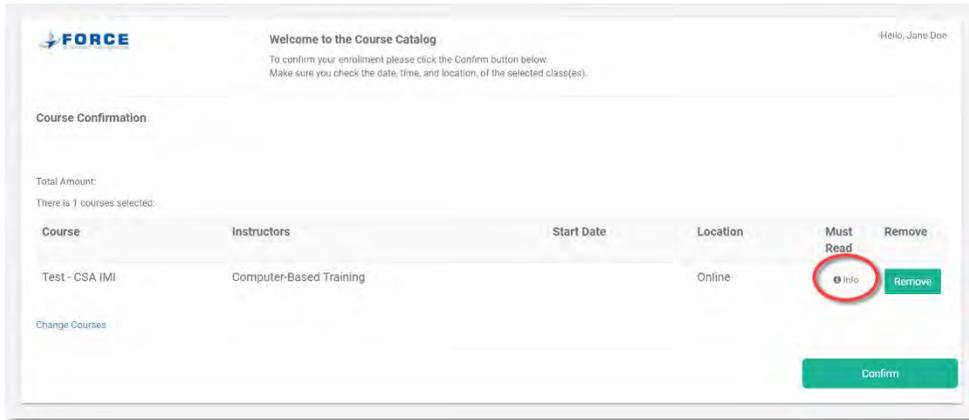
New to the Learning Portal? Create your account below.

<input type="text" value="First Name*"/>	<input type="text" value="Middle Initial"/>
<input type="text" value="Last Name*"/>	<input type="text" value="Email/Username*"/>
<input type="text" value="AFServices"/>	<input type="text" value="Cell Phone"/>
<input type="text" value="Select Service Branch/Gov't Affiliation...*"/>	<input type="text" value="Select Rank...*"/>
<input type="text" value="Select Status..."/>	<input type="text" value="Select Command..."/>
<input type="text" value="Select Base (Military/Government Install)"/>	<input type="text" value="Select Unit"/>
<input type="text" value="Office Symbol"/>	

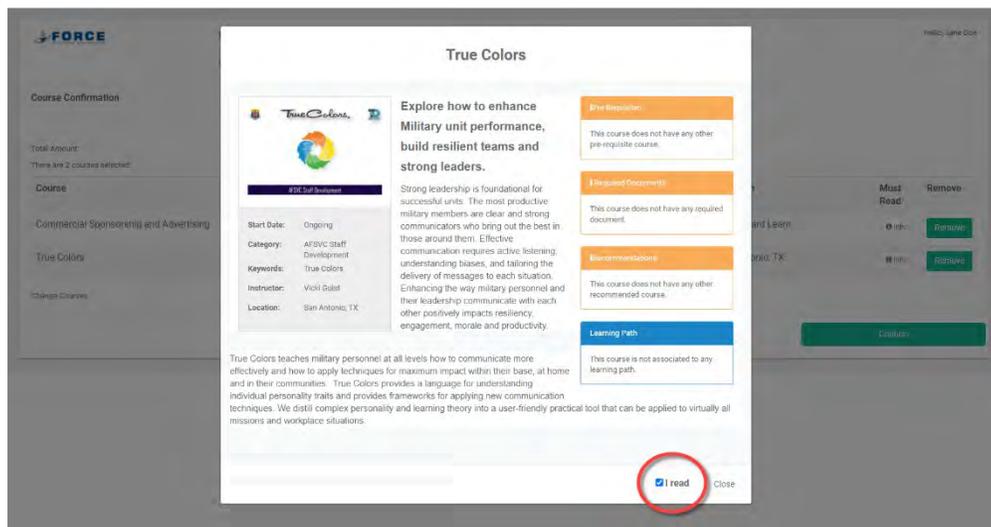
Fill out all of the necessary fields.

- 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

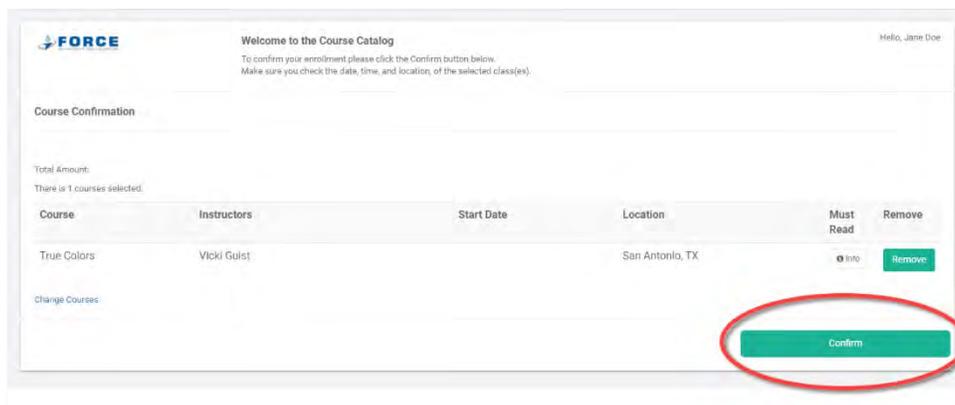
6. Once you click Complete Registration, a confirmation screen will show. On this screen, you need to click the **“Info”** button to continue registration



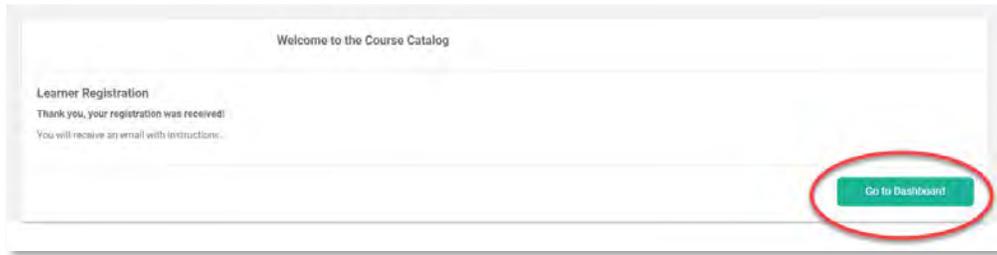
- This page will have information on the course; once you have read over the information make sure to click “I read” before clicking “Close”



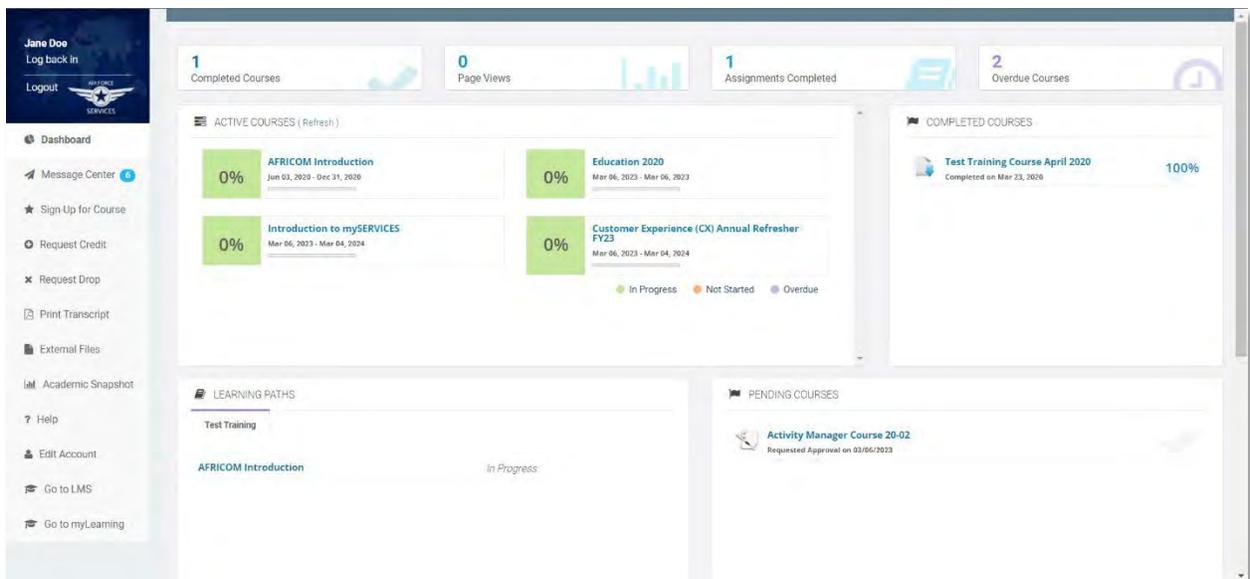
- Click the **Confirm** button to finalized your request to register for the course



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

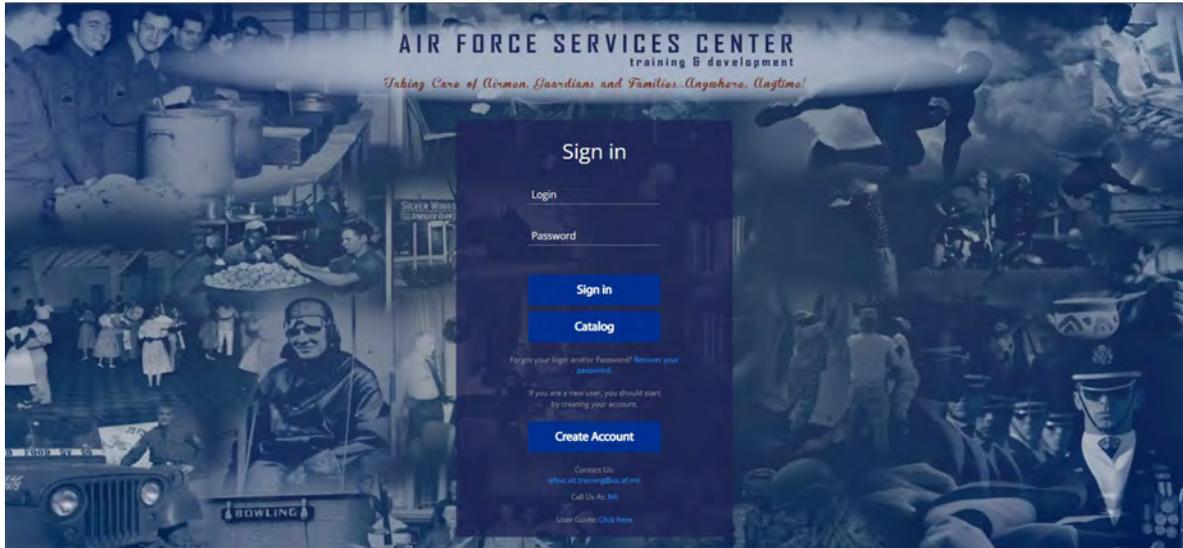


11. Your Username and a temporary password will be emailed to the email address that you provided at registration

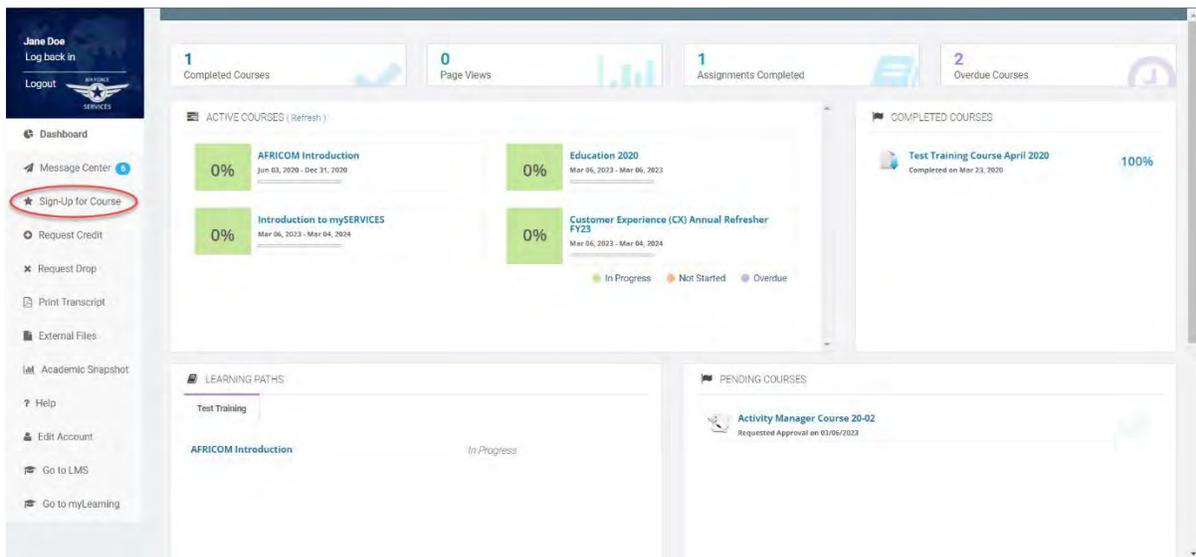
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## Registering for Courses with an Account

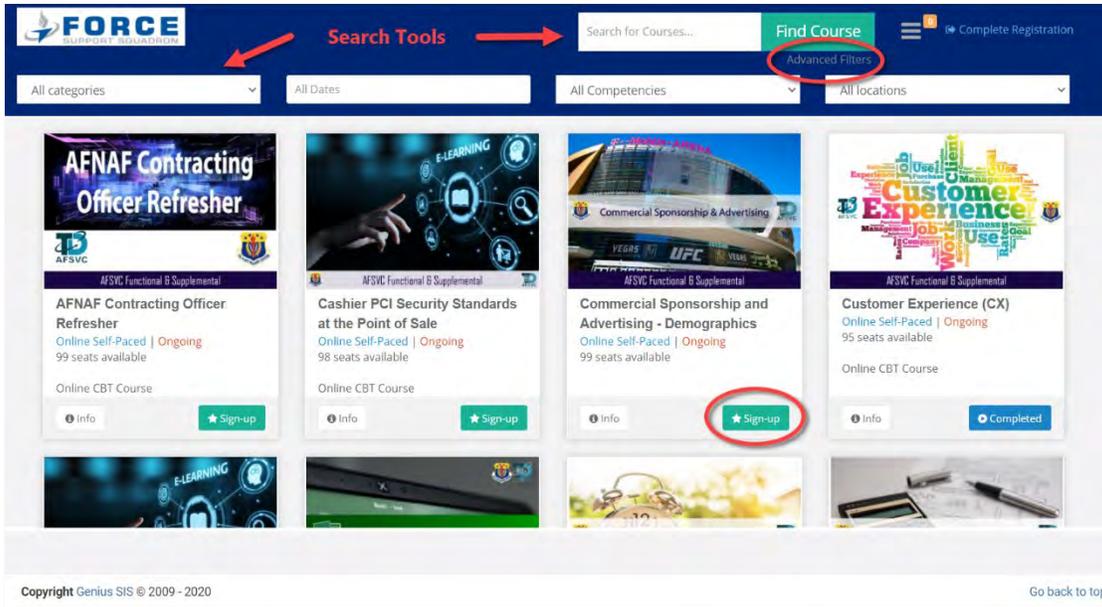
1. In your web browser, preferable google chrome, navigate to the following web address <https://afservices.geniussis.com>
2. On this page enter your username and password



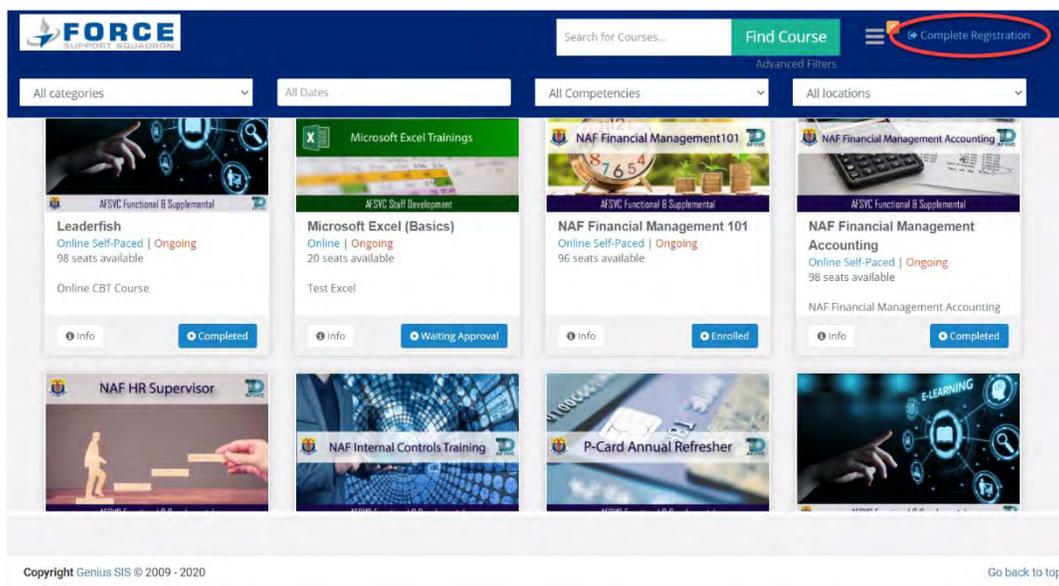
3. Once you log in you will see your Dashboard click on **“Sign-Up for Course”**



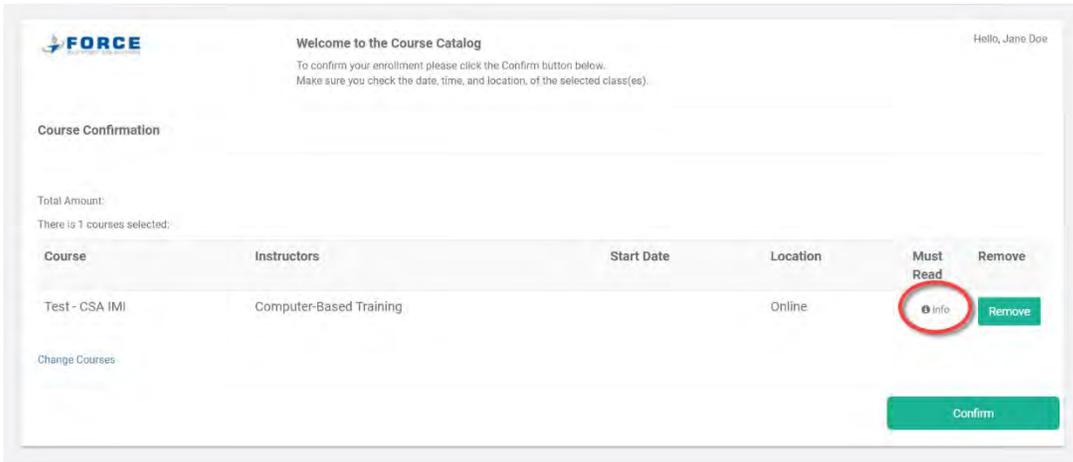
4. Scroll down until you find the course that you want to register for; click the **Sign-Up** button. Note, you can also use search tools to filter available Courses



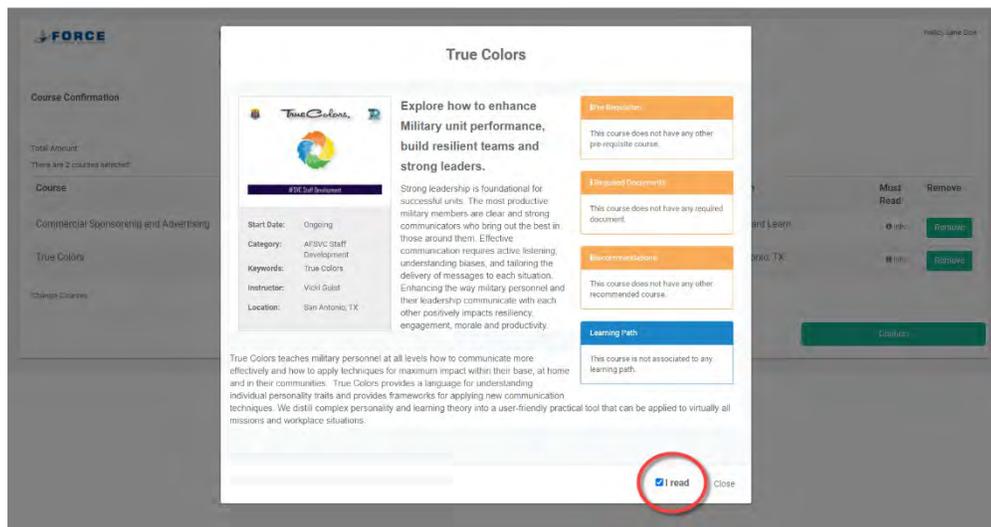
5. After clicking Sign-Up, click **Complete Registration** in the upper right hand corner



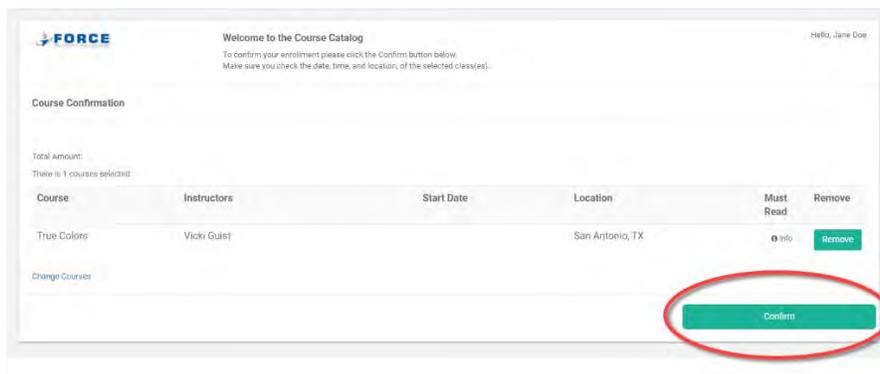
6. Once you click register, a registration confirmation screen will show. On this screen, you need to click the **“Info”** button to continue registration



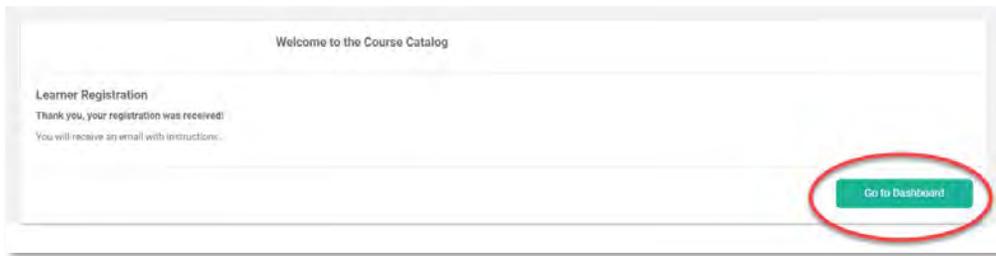
- This page will have information on the course; once you have read over the information make sure to click “I read” before clicking “Close”



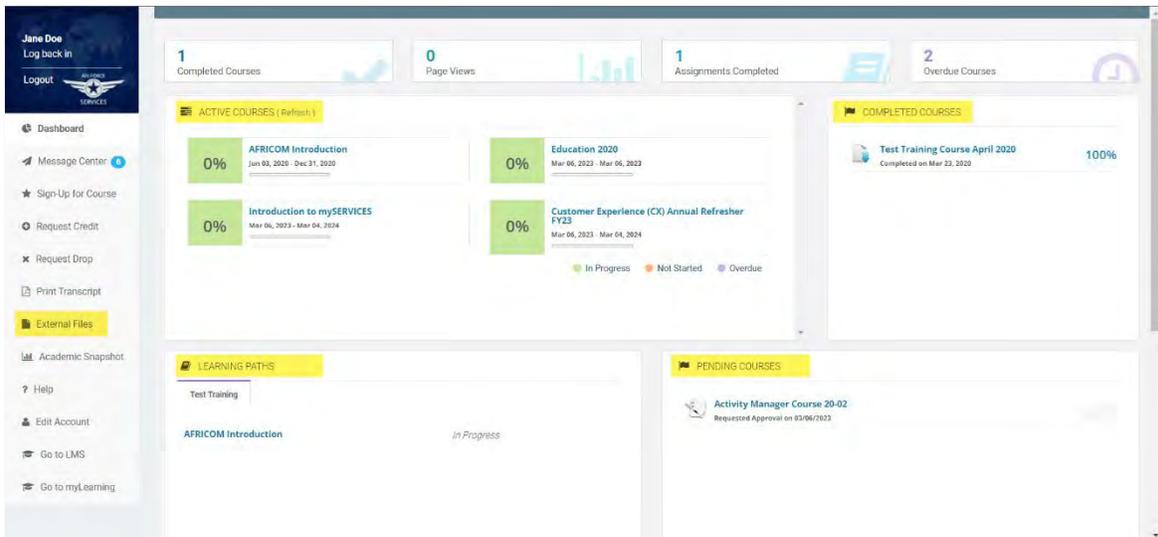
- Click the **Confirm** button to finalized your request to register for the course



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



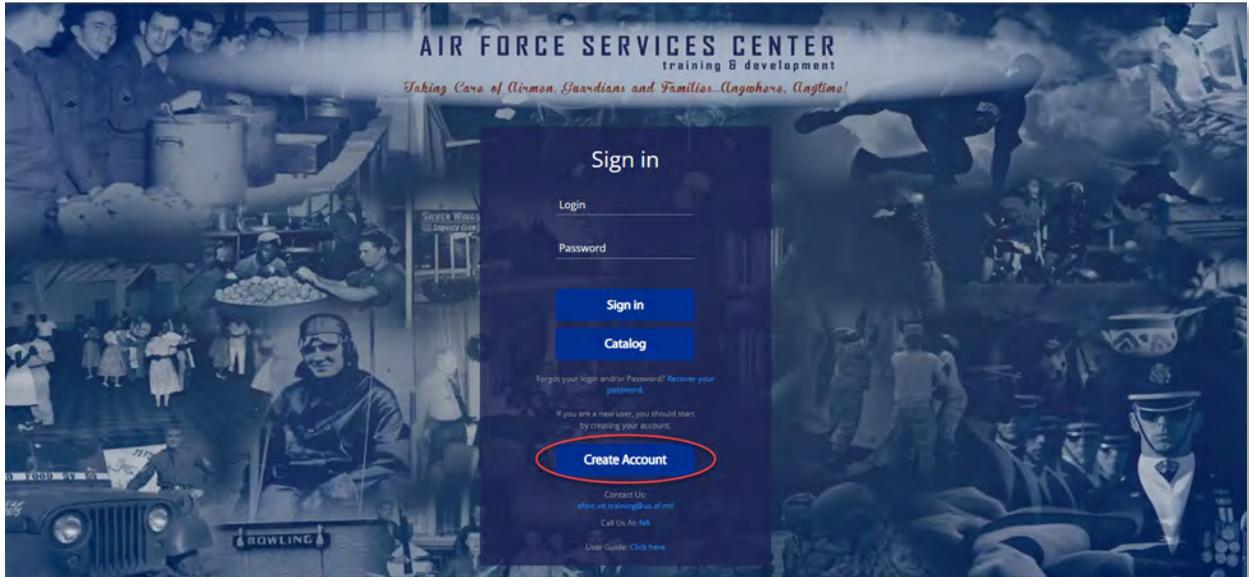
10. Once you have registered, your course will show up in either Active Courses, Learning Paths or Pending courses depending on the type of course. If the course requires approval prior to enrollment or any additional documents to be submitted for approval, then the course will appear under Pending Courses 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 [Uploading 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 (note that if you have a Genius user with a personal email, do not create a new account. Contact your UTM or [afsvc.vit.training@us.af.mil](mailto:afsvc.vit.training@us.af.mil) to update your account with your .mil email so your transcripts stay current)

### Registration

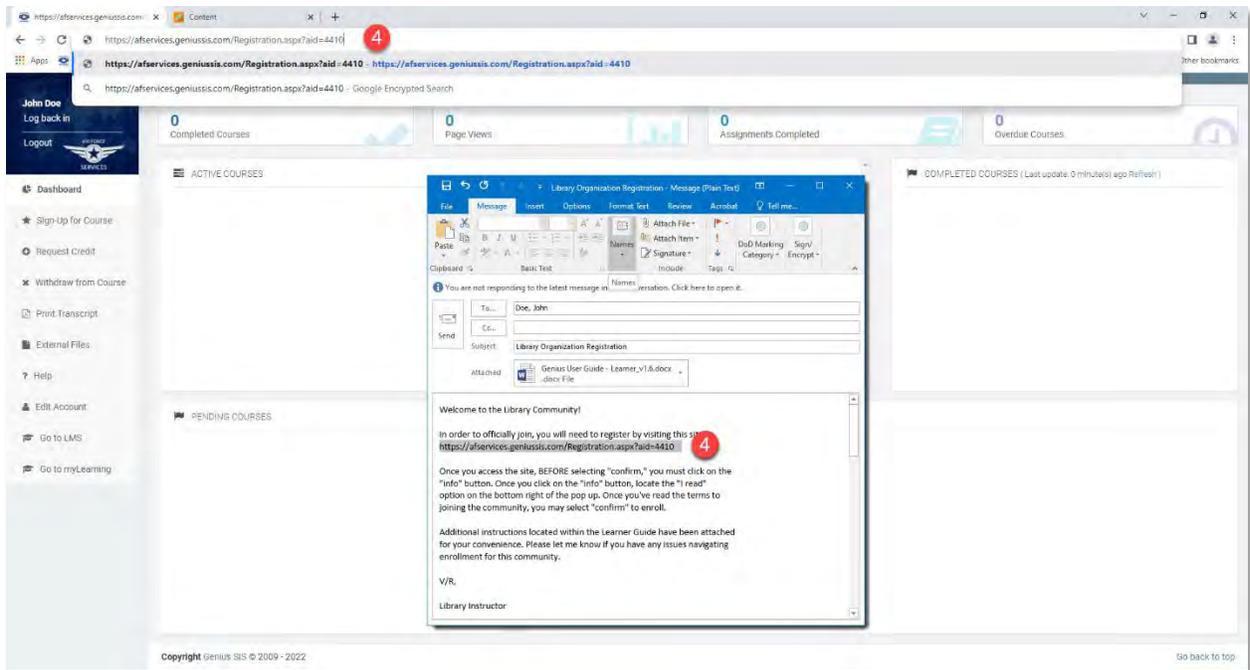
New to the Learning Portal? Create your account below.

<input type="text" value="First Name*"/>	<input type="text" value="Middle Initial"/>
<input type="text" value="Last Name*"/>	<input type="text" value="Email/Username*"/>
<input type="text" value="AFServices"/>	<input type="text" value="Cell Phone"/>
<input type="text" value="Select Service Branch/Gov't Affiliation...*"/>	<input type="text" value="Select Rank...*"/>
<input type="text" value="Select Status..."/>	<input type="text" value="Select Command..."/>
<input type="text" value="Select Base (Military/Government Install)"/>	<input type="text" value="Select Unit"/>
<input type="text" value="Office Symbol"/>	

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

- 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



- click the **Info** button to read over information on the organization; once you have read it, you must click **I read** then click **Close**

AF Services | Online Course Reg... x Content x +

afservices.geniussis.com/PublicStudentPay.aspx?aid=4410

Apps AF5VC Genius AF5VC Blackboard... SCORM Cloud InLearning - Your In... Air Force Development Sites AF Training Sits Industry Training Of... Course Evaluation TDY Trainings Tutorials Defense Travel Syst... e365\_EndUserGuid... Other bookmarks

**FORCE** Welcome to the Course Catalog Hello, John Doe

Click the info button below then click the "I read" check box after reading the course information. Click the Confirm button to confirm your registration request.

Course Confirmation

Total Amount:  
There is 1 courses selected.

Course	Instructors	Start Date	Location	Must Read	Remove
Library Organization	David Van Kirk		Blackboard	5 Info	Remove

Change Courses

Confirm

AF Services | Online Course Reg... x Content x +

afservices.geniussis.com/PublicStudentPay.aspx?aid=4410

Apps AF5VC Genius AF5VC Blackboard... SCORM Cloud InLearning - Your In... Air Force Development Sites AF Training Sits Industry Training Of... Course Evaluation TDY Trainings Tutorials Defense Travel Syst... e365\_EndUserGuid... Other bookmarks

**FORCE** Hello, John Doe

### Library Organization



**Start Date:** Ongoing  
**End Date:**  
**Category:** Library  
**Keywords:**  
**Instructor:** David Van Kirk  
**Cost:**  
**Location:** Blackboard

This Community provides the Library team a platform to share best practices, learn updates to policies and overall, connect. The course within this community is designed to provide training to Library activity managers in the operational aspects of Libraries. This course includes administration, financial management, facility management, staff development, procurement, customer service, readiness support, and Air Force Library Information System Components (AFLIS) procedures and operations.

**Prerequisites:**  
This course does not have any other pre-requisite course.

**Required Documents:**  
This course does not have any required document.

**Recommendations:**  
This course does not have any other recommended course.

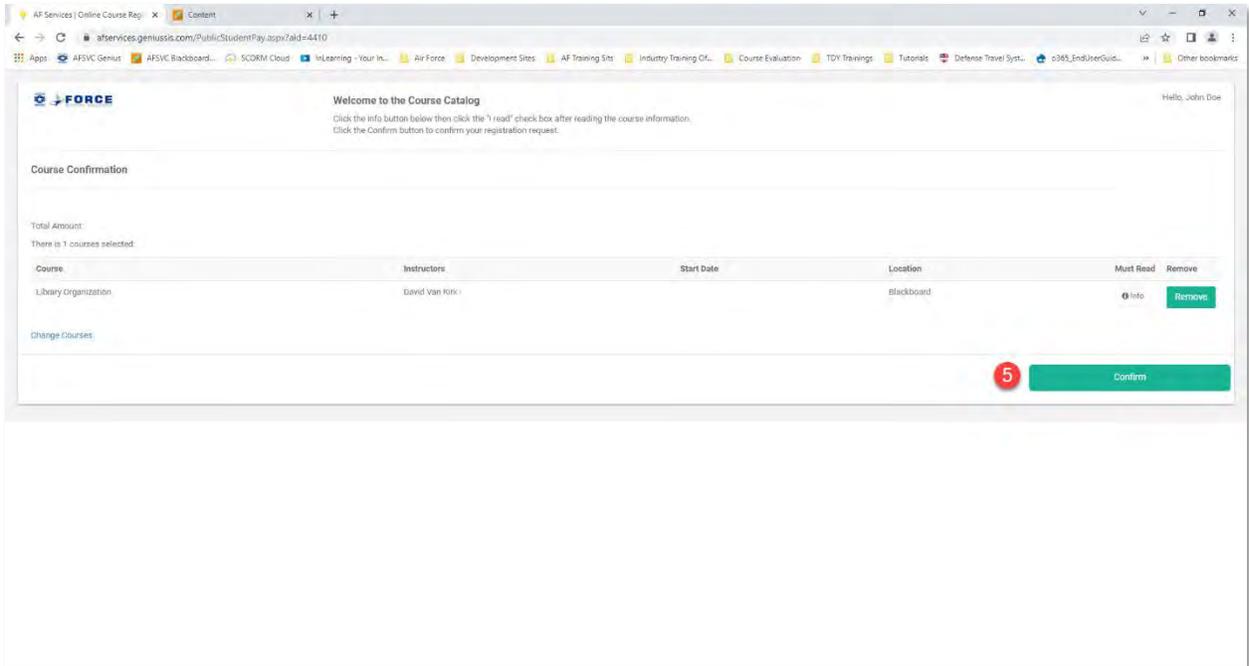
**Learning Path:**  
This course is not associated to any learning path.

5 I read Close

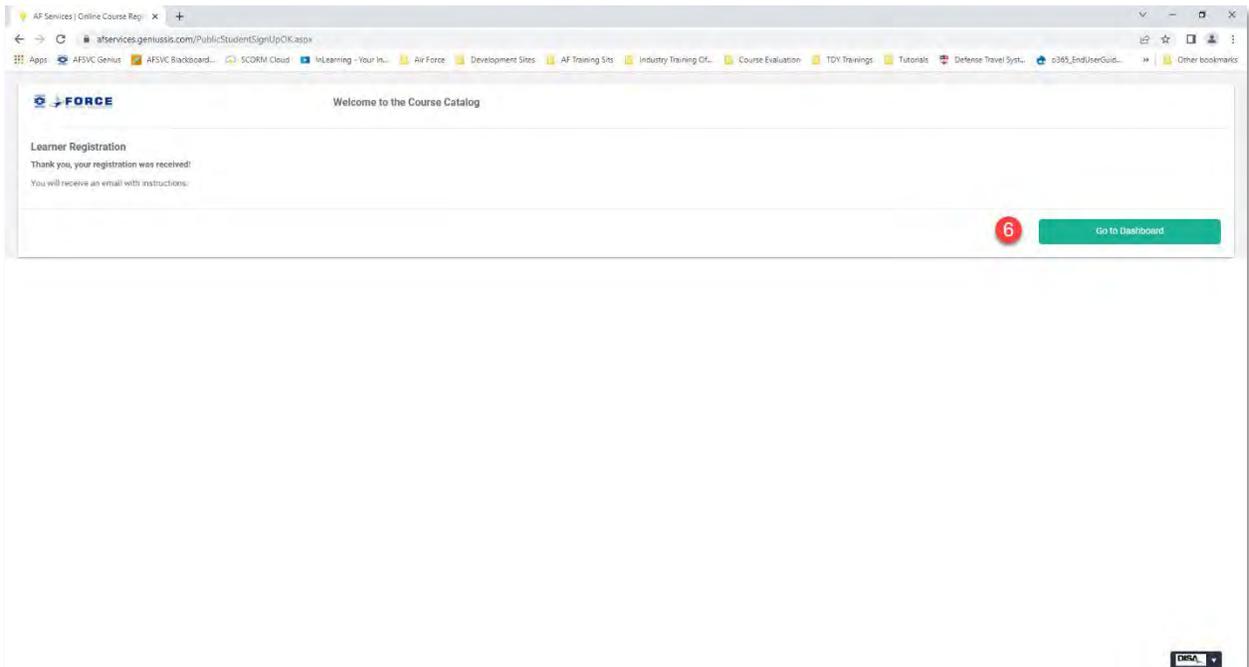
Must Read Remove  
Info Remove

Confirm

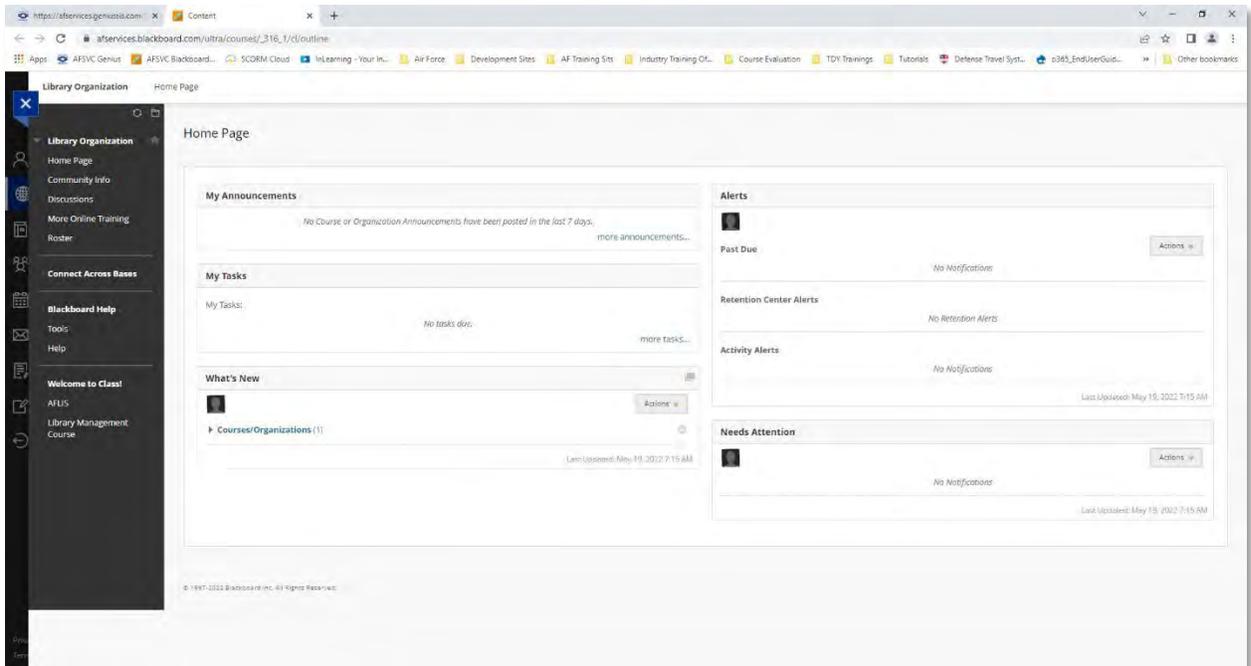
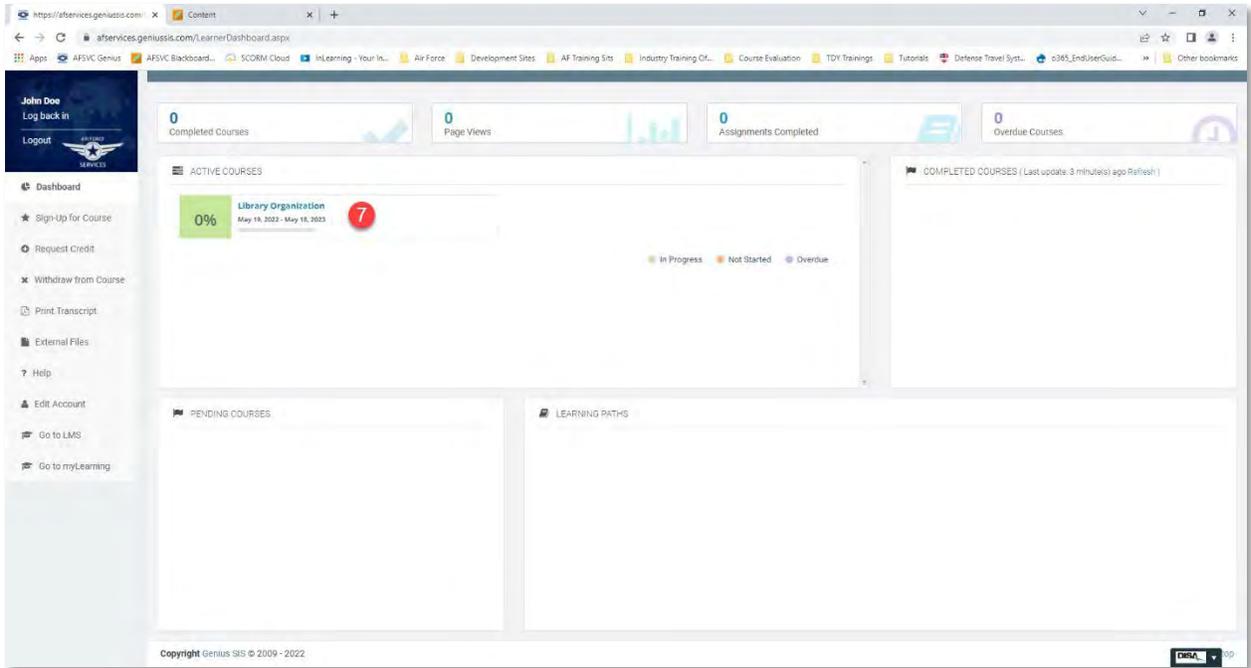
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6. Click **Go to Dashboard** to continue



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



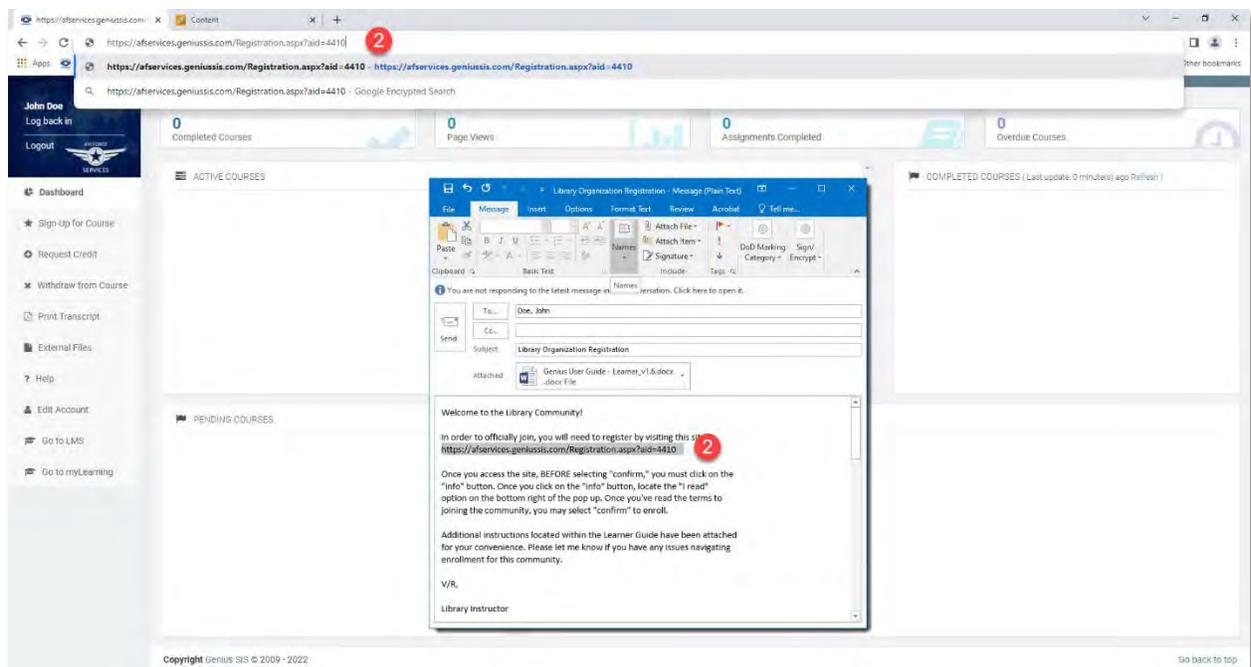
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## Registering for Organizations with an Account

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**

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afservices.geniusis.com/PublicStudentPay.aspx?aid=4410

AFSVC Genius AFSVC Blackboard... SCORM Cloud InLearning - Your In... Air Force Development Sites AF Training Site Industry Training Of... Course Evaluation TDY Trainings Tutorials Defense Travel Syst... c365\_EndUserGuid... Other bookmarks

**FORCE** Welcome to the Course Catalog Hello, John Doe

Click the info button below then click the "I read" check box after reading the course information. Click the Confirm button to confirm your registration request.

Course Confirmation

Total Amount:  
There is 1 courses selected.

Course	Instructors	Start Date	Location	Must Read	Remove
Library Organization	David Van Kirk		Blackboard	3 Info	Remove

Change Courses

Confirm

AP Services | Online Course Reg | Content

afservices.geniusis.com/PublicStudentPay.aspx?aid=4410

AFSVC Genius AFSVC Blackboard... SCORM Cloud InLearning - Your In... Air Force Development Sites AF Training Site Industry Training Of... Course Evaluation TDY Trainings Tutorials Defense Travel Syst... c365\_EndUserGuid... Other bookmarks

**FORCE** Hello, John Doe

### Library Organization



**Start Date:** Ongoing  
**End Date:**  
**Category:** Library  
**Keywords:**  
**Instructor:** David Van Kirk  
**Cost:**  
**Location:** Blackboard

This Community provides the Library team a platform to share best practices, learn updates to policies and overall, connect. The course within this community is designed to provide training to Library activity managers in the operational aspects of Libraries. This course includes administration, financial management, facility management, staff development, procurement, customer service, readiness support, and Air Force Library Information System Components (AFLIS) procedures and operations.

**Prerequisites**

This course does not have any other pre-requisite course.

**Required Documents**

This course does not have any required document.

**Recommendations**

This course does not have any other recommended course.

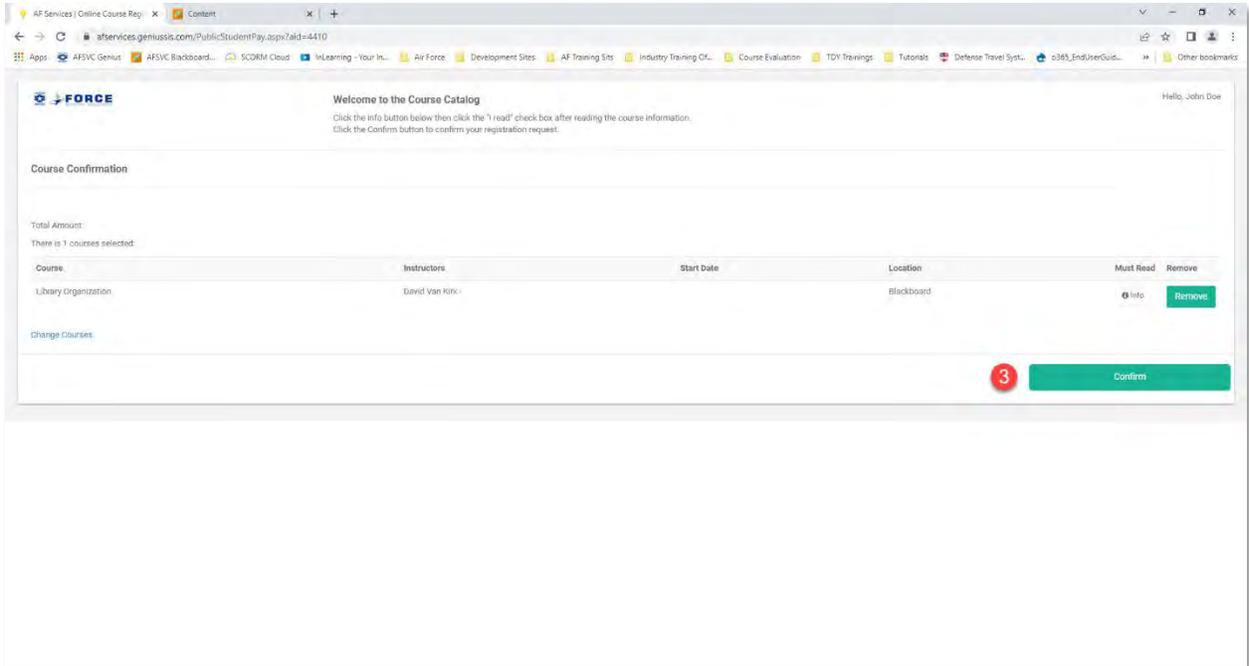
**Learning Path**

This course is not associated to any learning path.

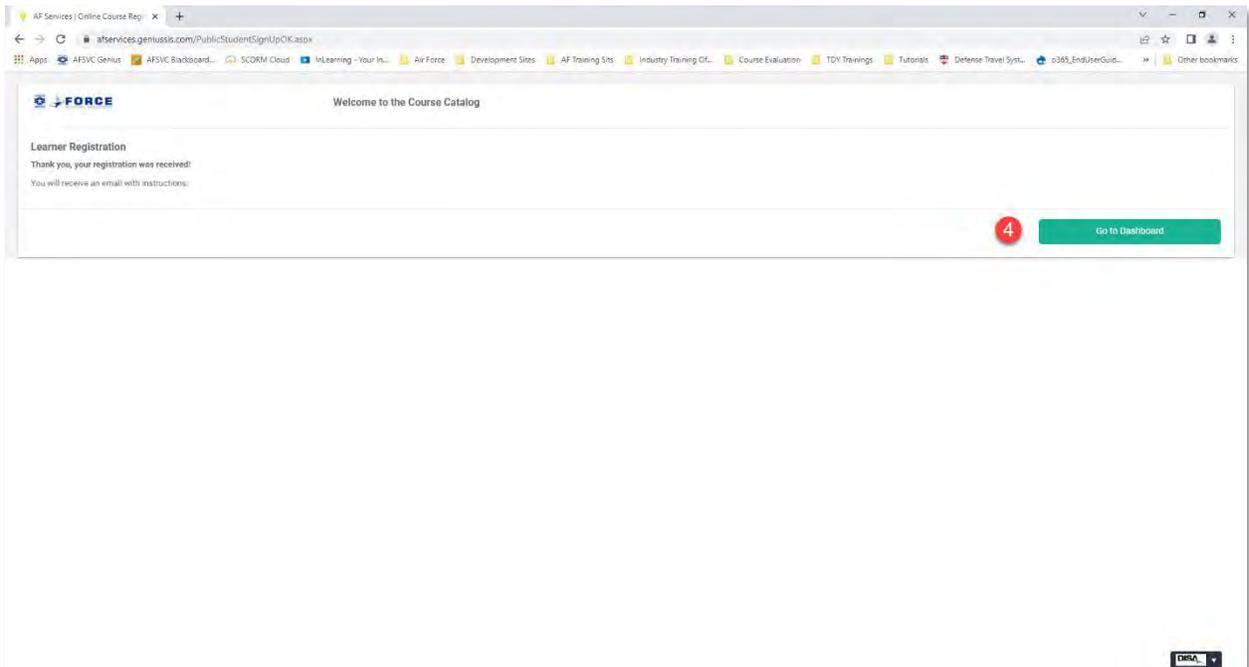
3 I read Close

Must Read Remove  
Info Remove  
Confirm

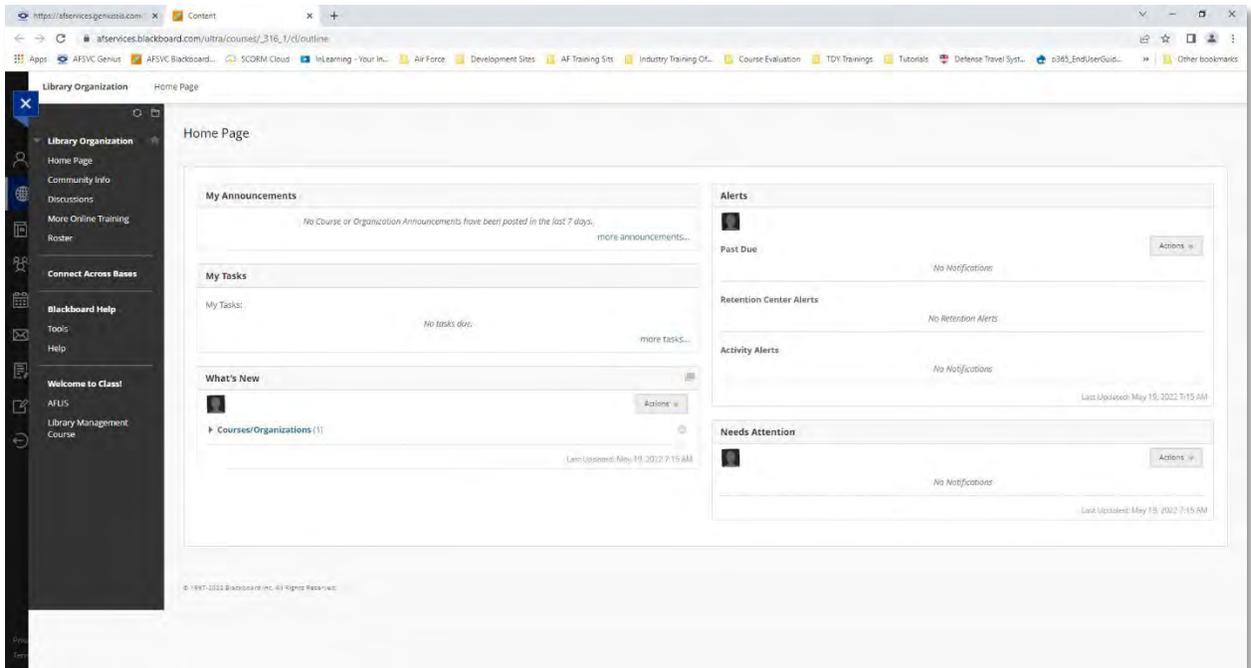
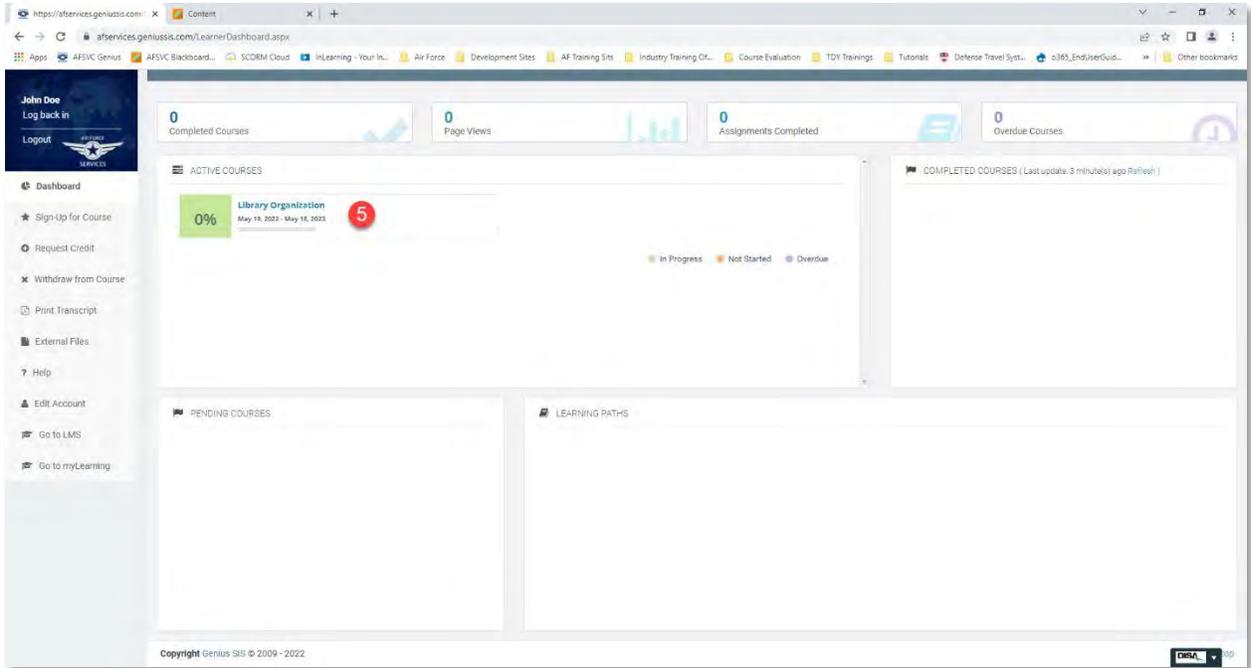
DSIA



4. Click **Go to Dashboard** to continue



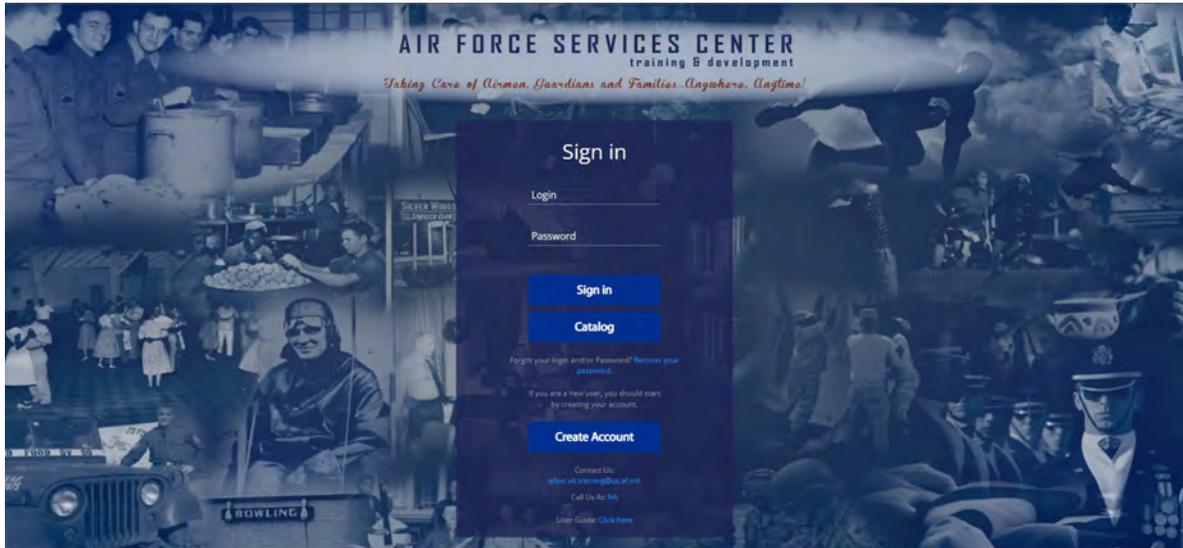
5. Click on the Organization located in your Active Courses section of your Genius Dashboard to open the Organization in Blackboard



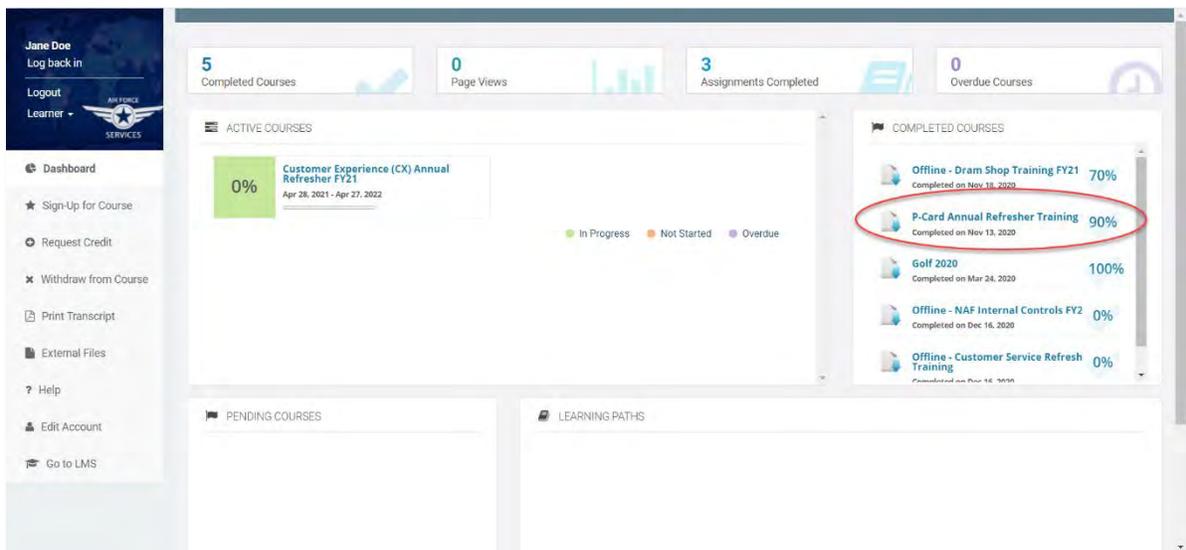
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## Printing Certificates

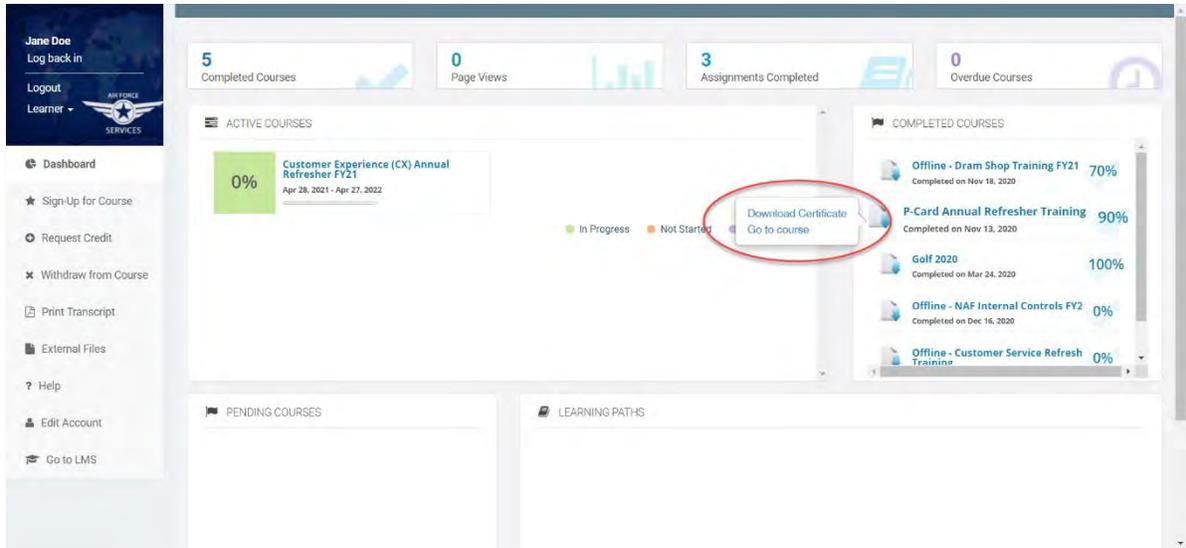
1. Navigate to Genius and log in using your username and password that was emailed to you when you registered for the course. The link to Genius is as follows <https://afservices.geniussis.com>



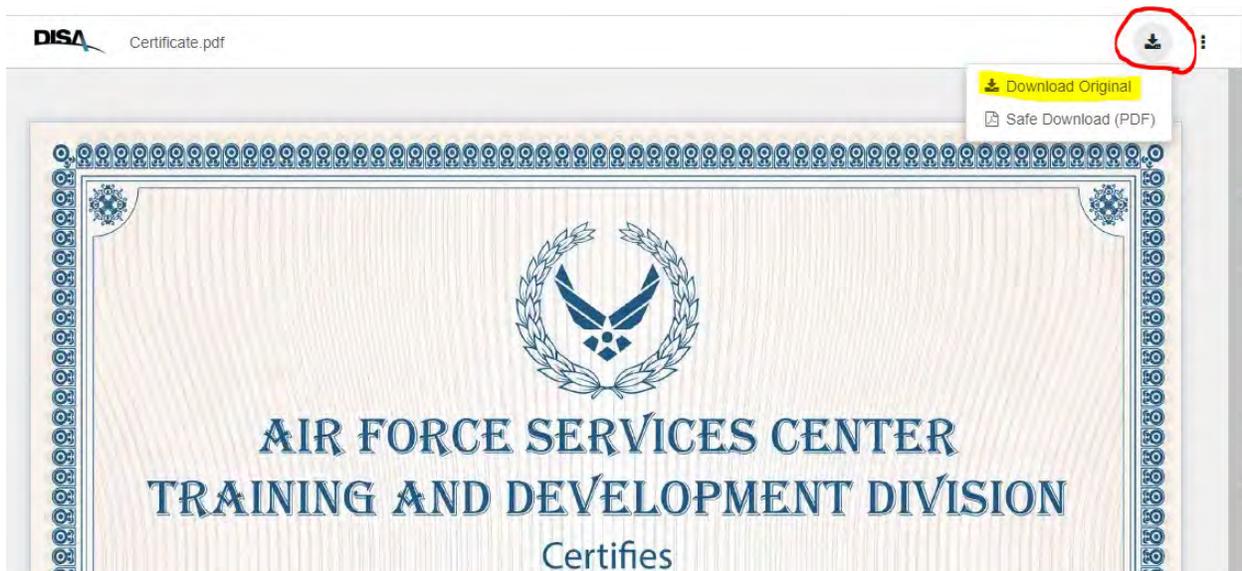
2. Click on the title of the course you completed in the **Completed Courses** section on the right side of your dashboard page



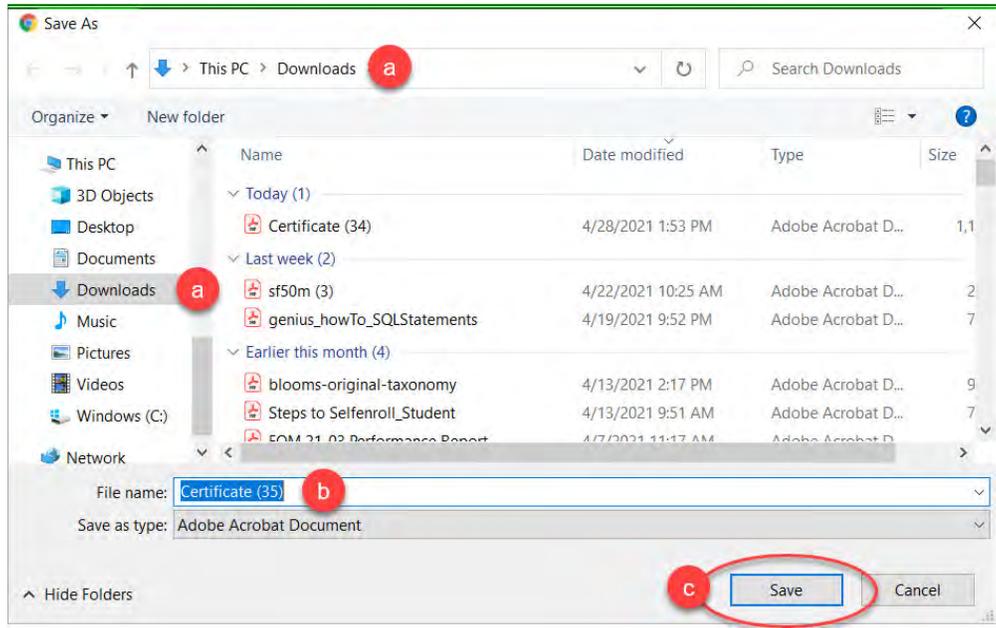
3. Click **Download Certificate**



4. Save the certificate to your computer
  - a. System will open your certificate, wait until it completes the scanning
  - b. Click on download icon on upper right screen and select “Download Original”



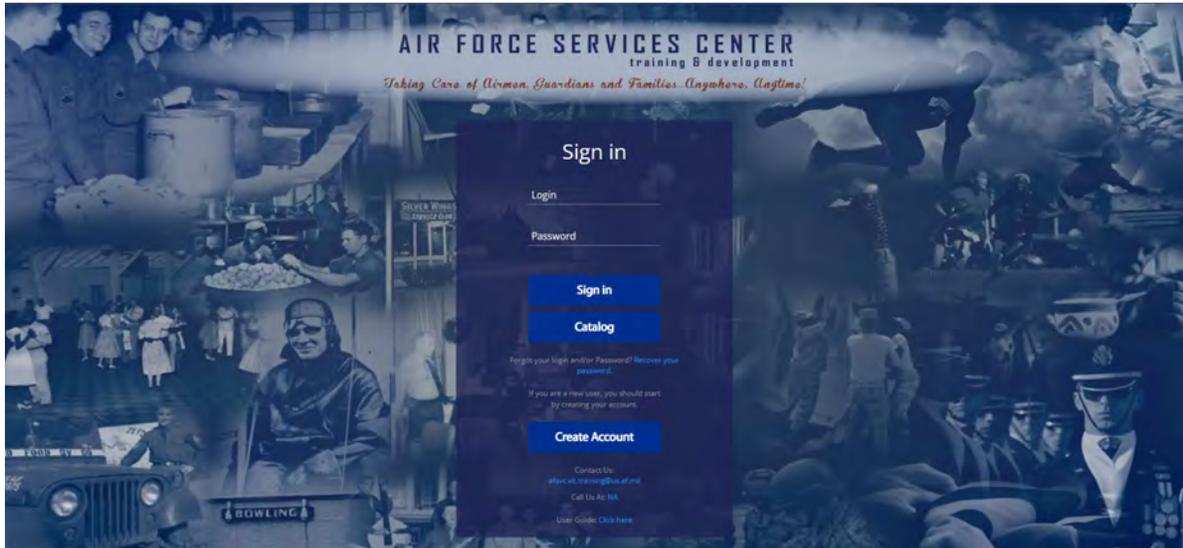
- c. Select the location on your computer you wish to save the certificate
- d. Rename the certificate
- e. Click **Save**



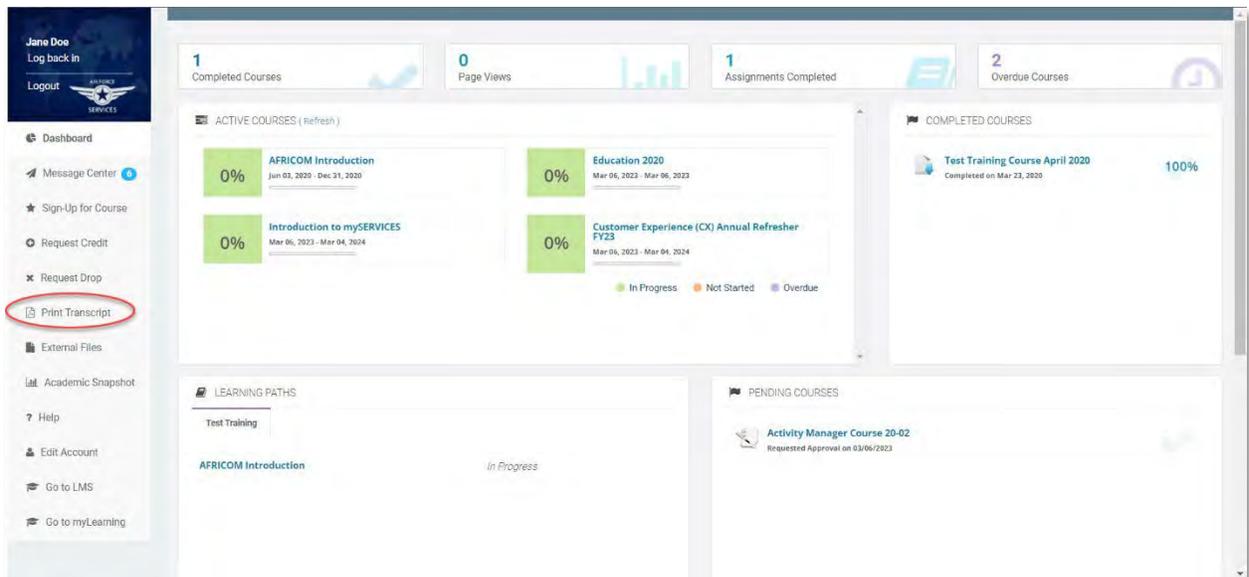
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## Downloading Transcripts

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 **Download the Transcript**. As you finish courses, they will populate here

**Jane Doe**  
Log back in  
Logout

Dashboard  
Message Center  
Sign-Up for Course  
Request Credit  
Request Drop  
Print Transcript  
External Files  
Academic Snapshot  
Help  
Edit Account  
Go to LMS  
Go to myLearning

PRINT TRANSCRIPT

**LEARNER TRANSCRIPT**

Learner ID: 16976  
Name: Jane Doe  
Generated On: 3/6/2023 2:54:21 PM

Q3 (Apr-May-Jun)	Date	Grade	CEUs
Test Training Course April 2020 (Q3 (Apr-May-Jun))	03/23/2020	100	1.00
			Total: 1

AIR FORCE SERVICES CENTER

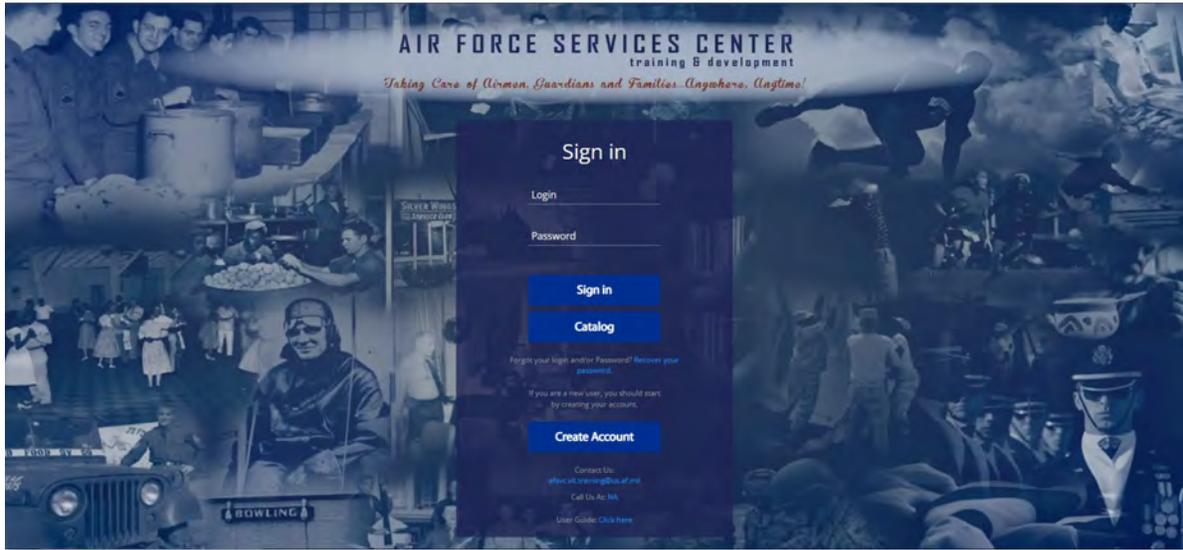
Download the Transcript

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

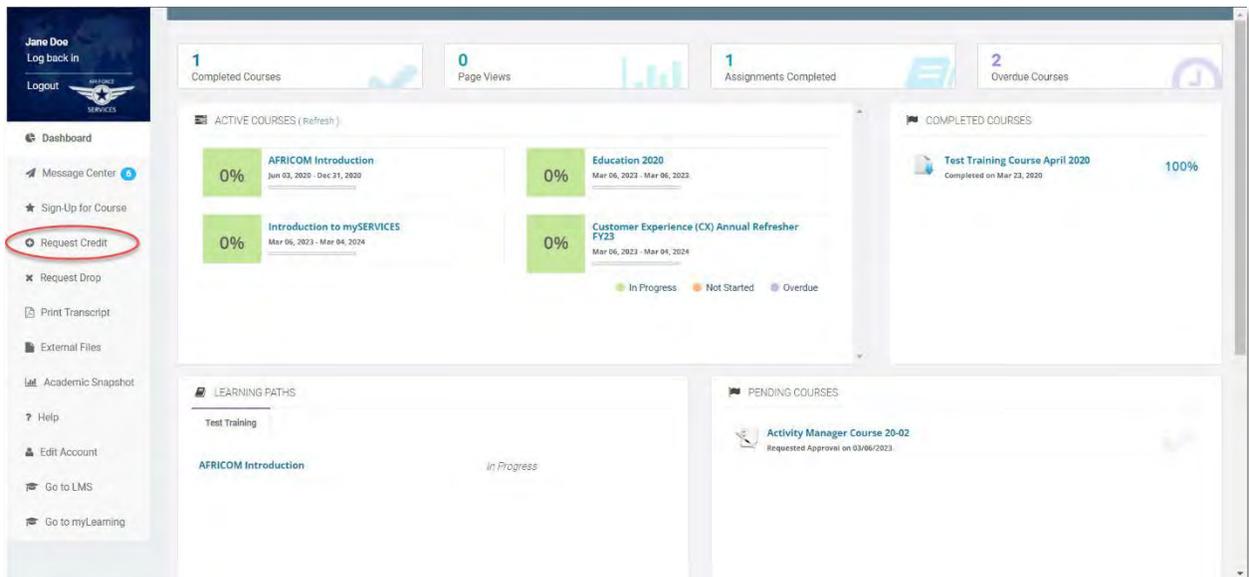
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# Course Credit Request

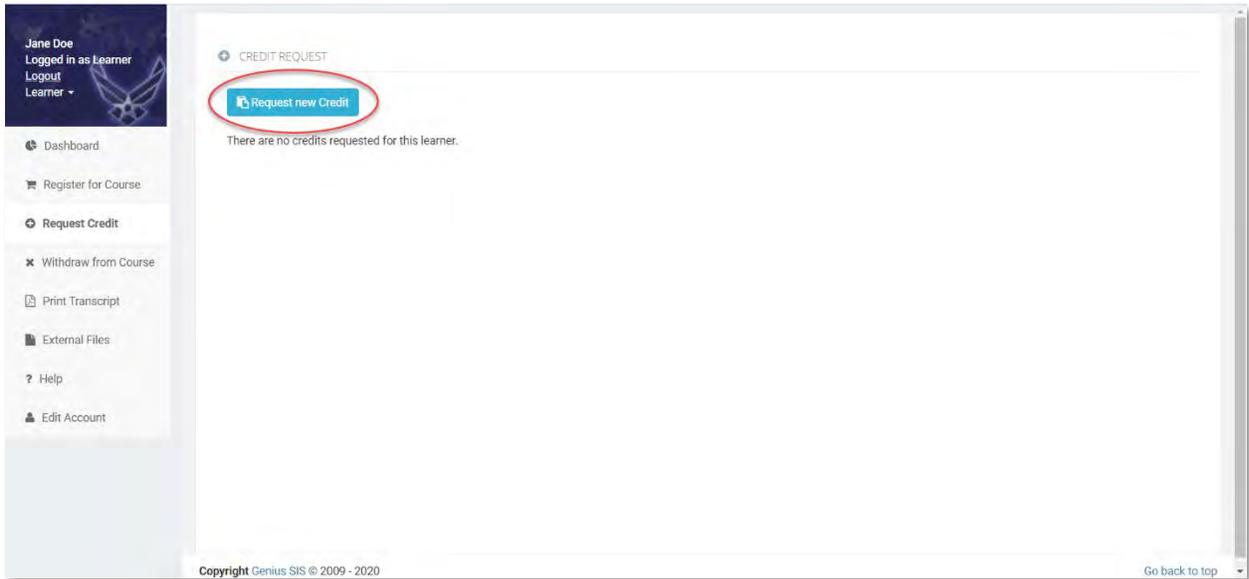
1. Navigate to Genius and log in using your username and password that was emailed to you when you registered for the course. The link to Genius is as follows <https://afservices.geniussis.com>



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



### 3. Click **Request new Credit**



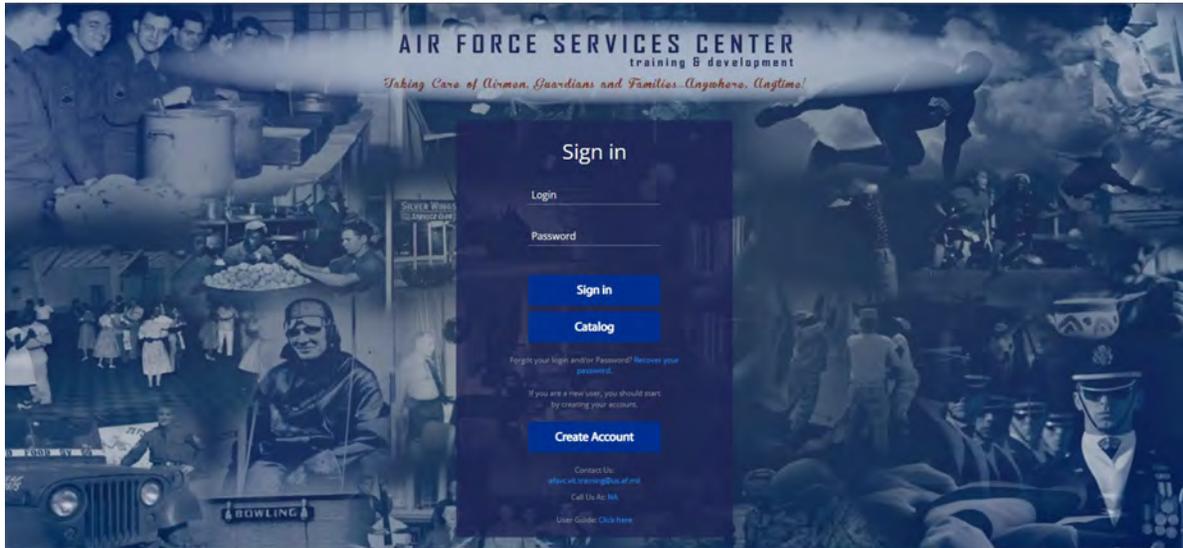
4. Fill out the request credit pop-up (please submit for one (1) course at a time), be sure to select an Equivalent Course from the drop down, **ensure you input "0" for Requested Credits** (AFSVC does not currently offer CEUs or accredited hours), upload your completion certificate into the bottom box 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

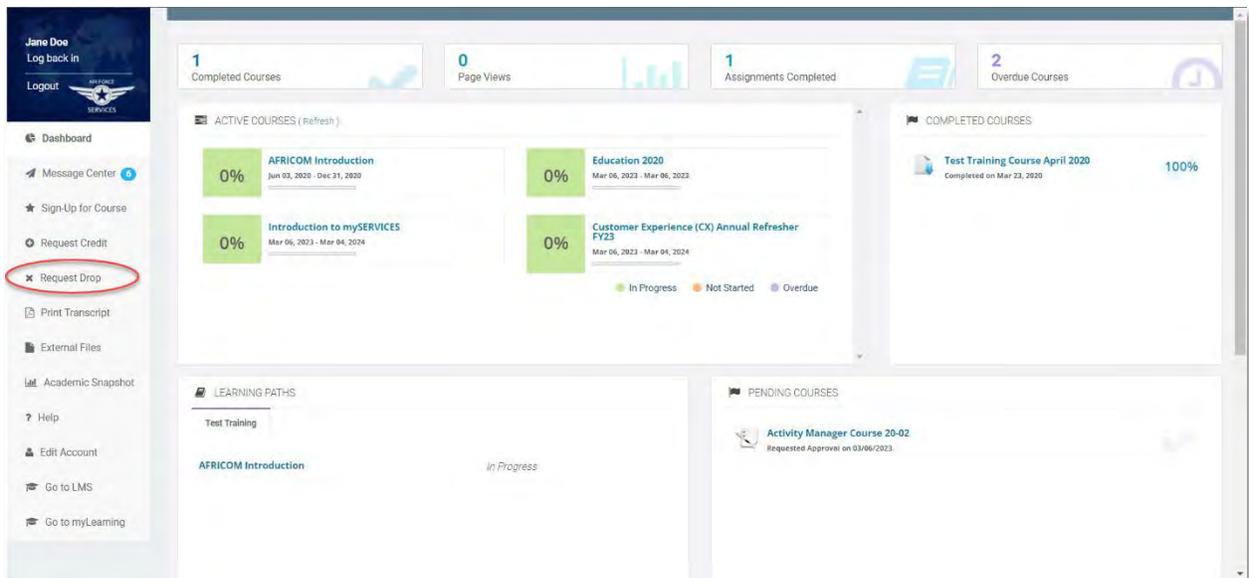
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## Withdraw From Course

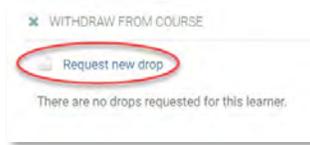
1. Navigate to Genius and log in using your username and password that was emailed to you when you registered for the course. The link to Genius is as follows <https://afservices.geniussis.com>



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



3. Click **Request Drop**

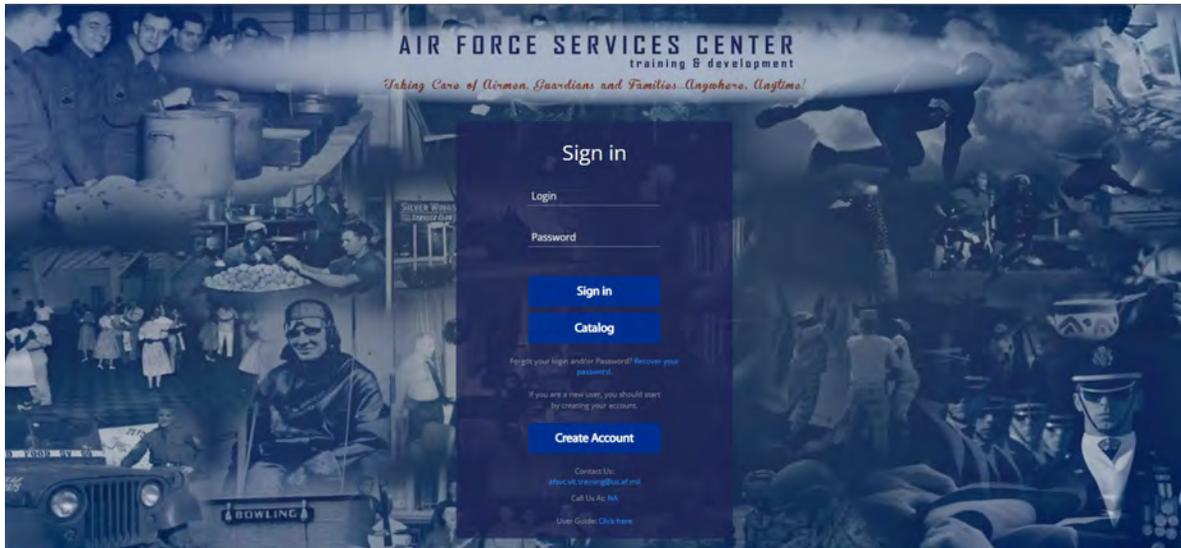


4. Select the *active* Course you wish to request to be dropped from. **\*Note if this is a facilitated online, blended or face-to-face course (not a CBT), you must also coordinate this request through the Registrar ([afsvc.vit.training@us.af.mil](mailto:afsvc.vit.training@us.af.mil)) if you have not 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.**

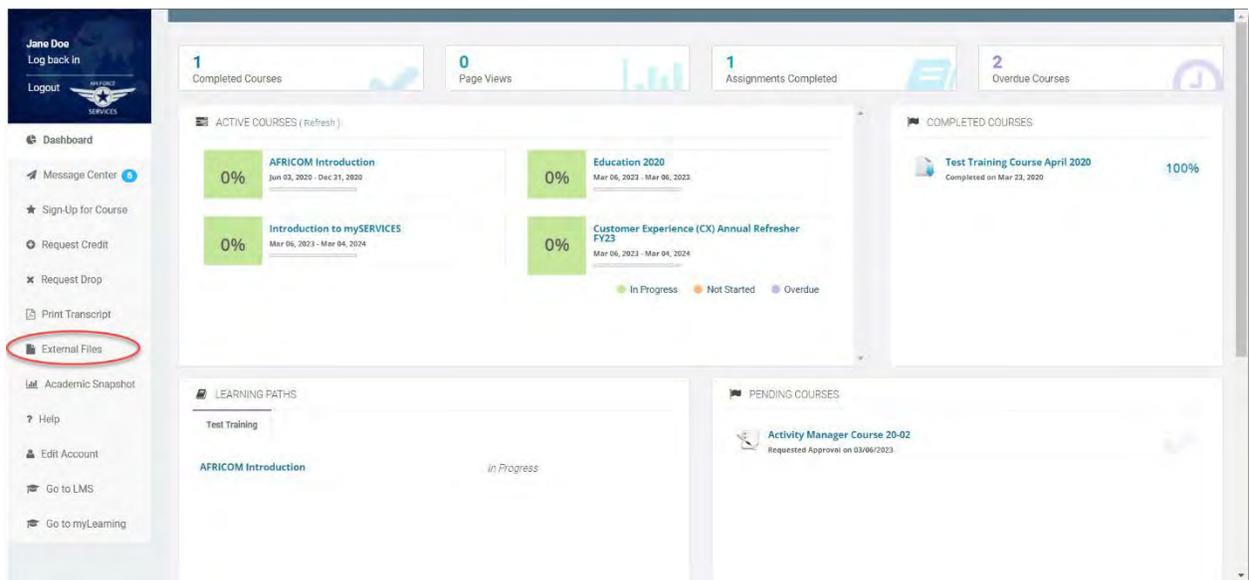
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## Uploading External Files

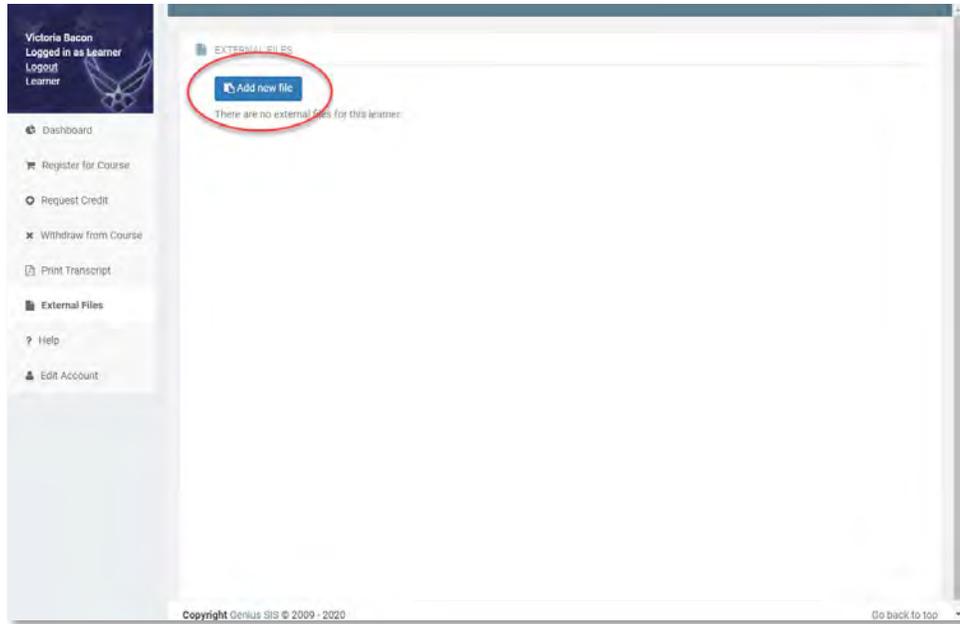
1. Navigate to Genius and log in using your username and password that was emailed to you when you registered for the course. The link to Genius is as follows <https://afservices.geniussis.com>



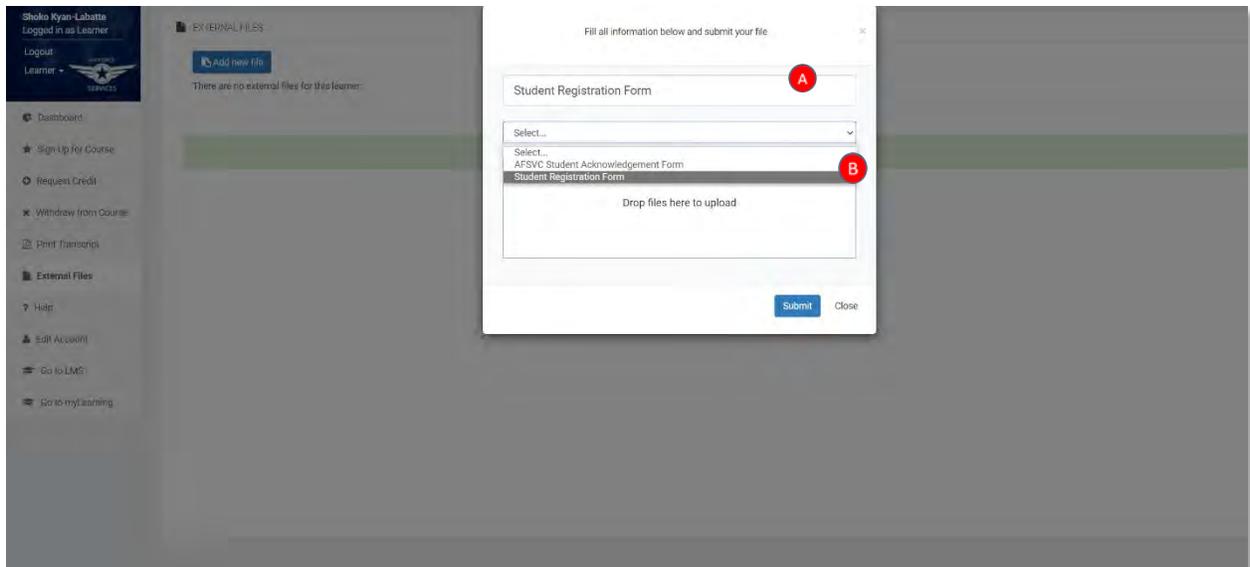
2. Once you log in you will be on your dashboard page, from the dashboard page click the external files button to upload your Student Registration Form, which can be downloaded [Here: https://afservices.geniussis.com/upload/AFSVC\\_Student\\_Registration\\_Form.pdf](https://afservices.geniussis.com/upload/AFSVC_Student_Registration_Form.pdf)



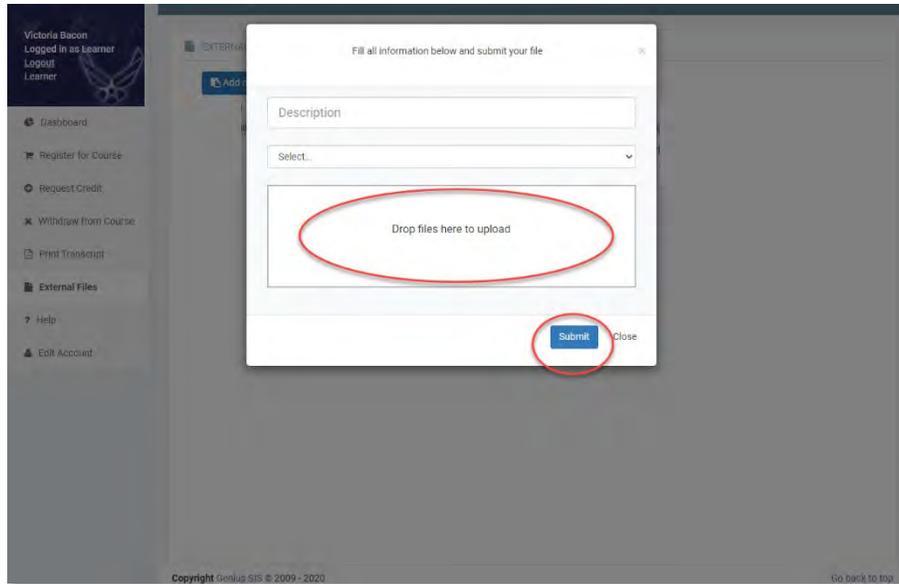
3. Click **“Add new file”**



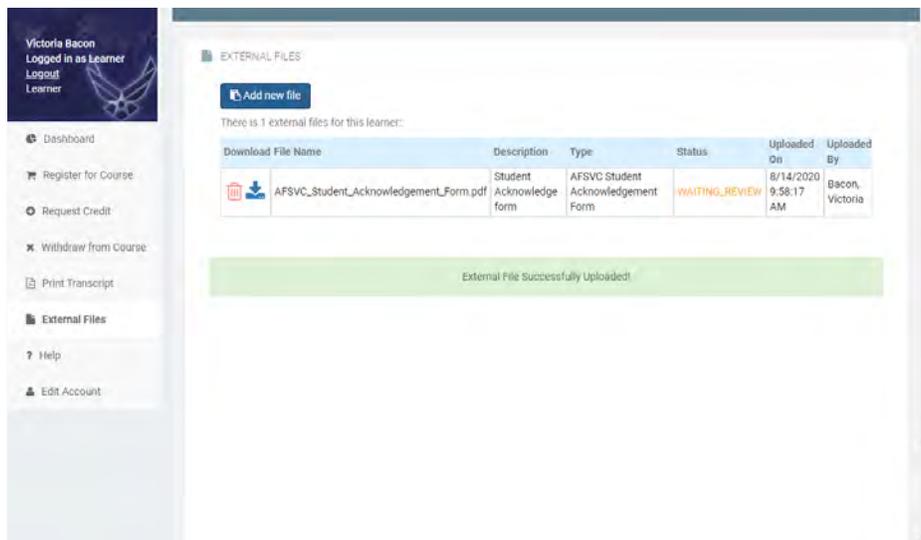
4. Fill out the information needed on the block
  - a. Type in Student Registration Form
  - b. Scroll down and select AFSVC Student Registration Form from the drop-down



5. Click or drag your **completed** Student Registration Form into the box then click **Submit**



6. The file will then be uploaded so that you can be approved to attend the course

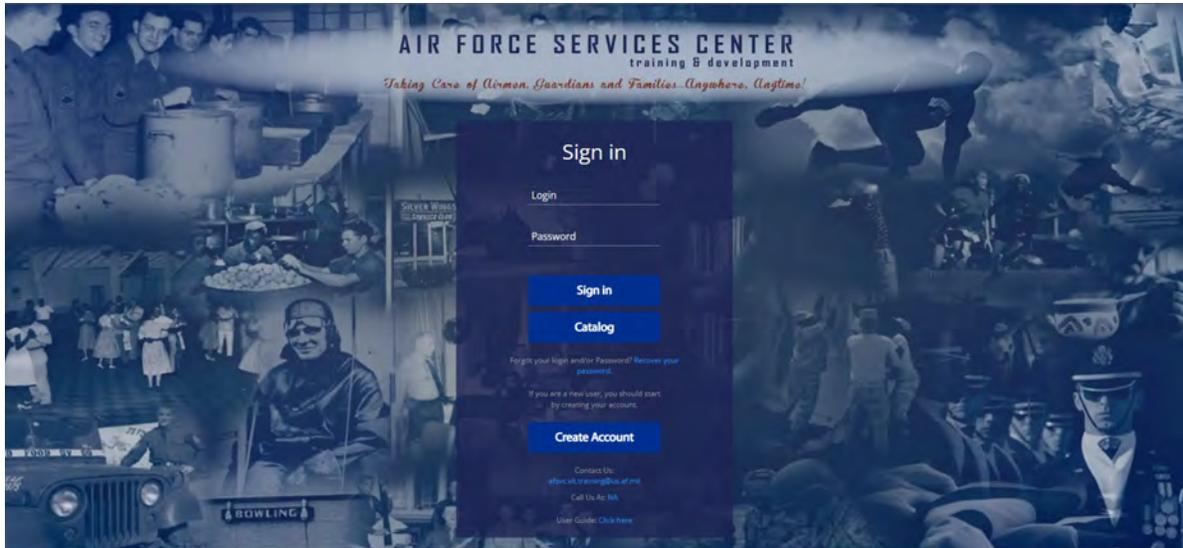


7. You will get an email whether you are approved or denied for attend the course. If approved, you can sign into Genius to access the course from your Active Courses in the Dashboard

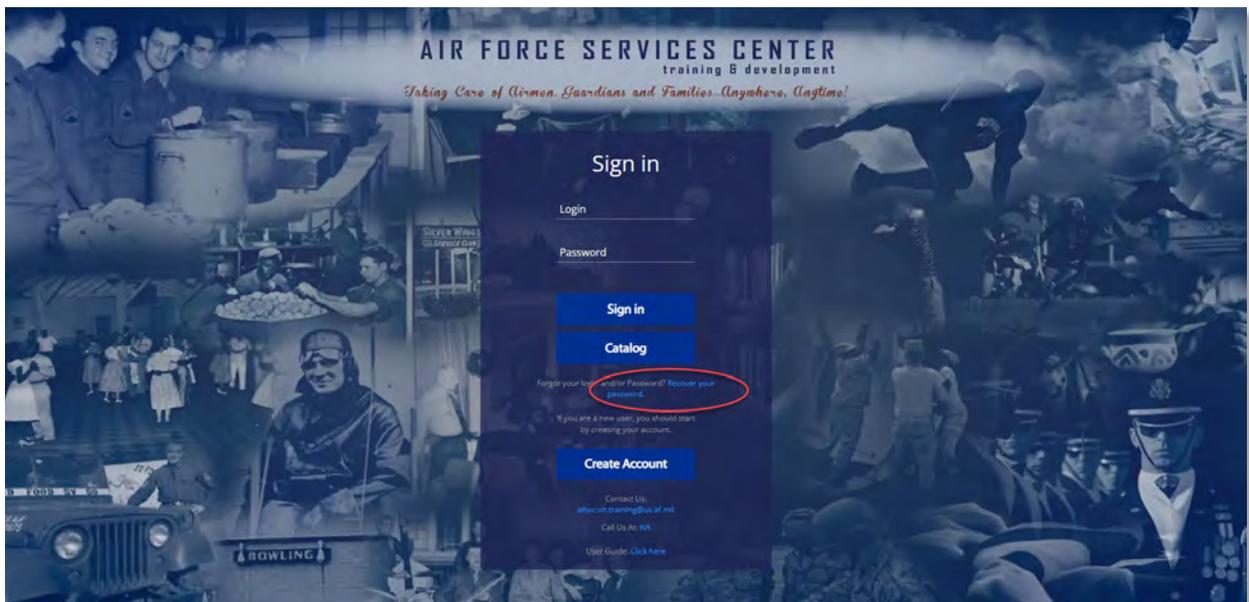
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## Reset Password

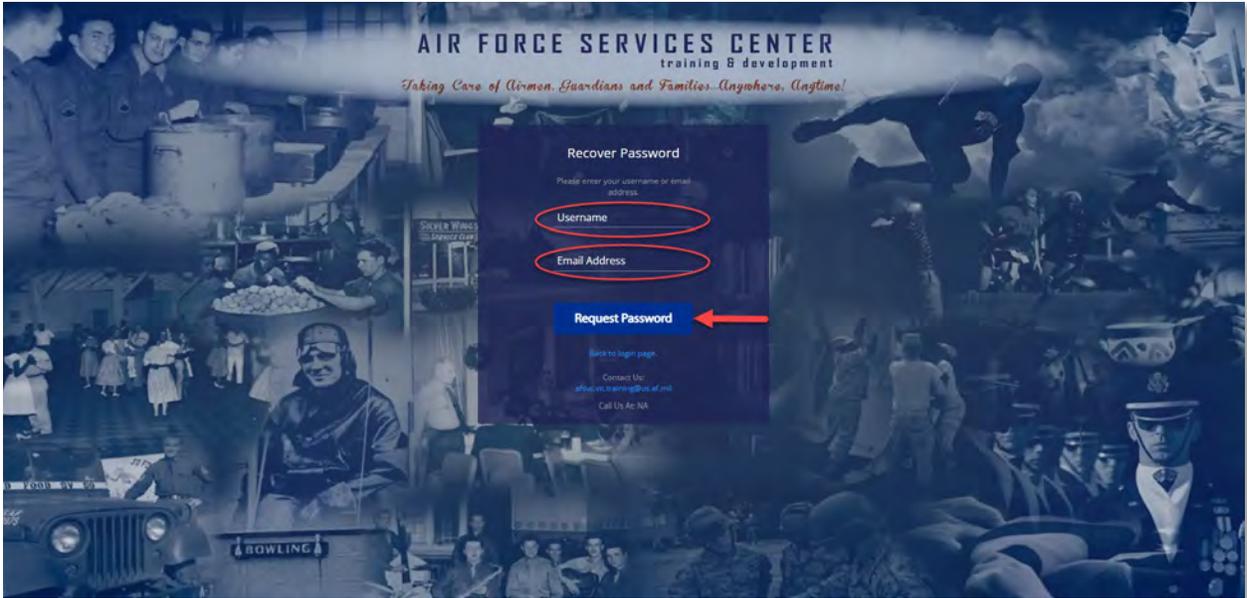
1. Navigate to Genius at <https://afservices.geniussis.com>



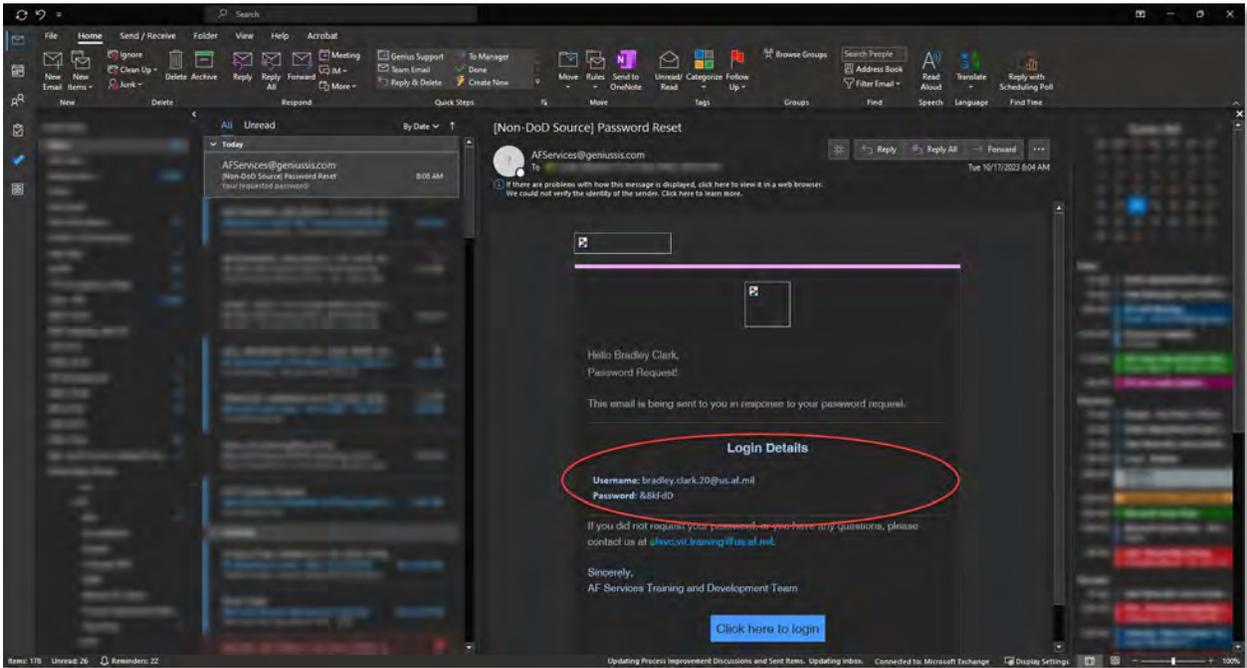
2. Click the “**Recover your password**” link, located below the Catalog button



3. Enter your **Username/Email Address** for your Genius account, then click **Request Password** (note: the Username is usually the email used to create the account. If you are not sure which email you used, try your .mil email first. Contact your UTM or [afsvc.vit.training@us.af.mil](mailto:afsvc.vit.training@us.af.mil) for assistance before creating a new account)

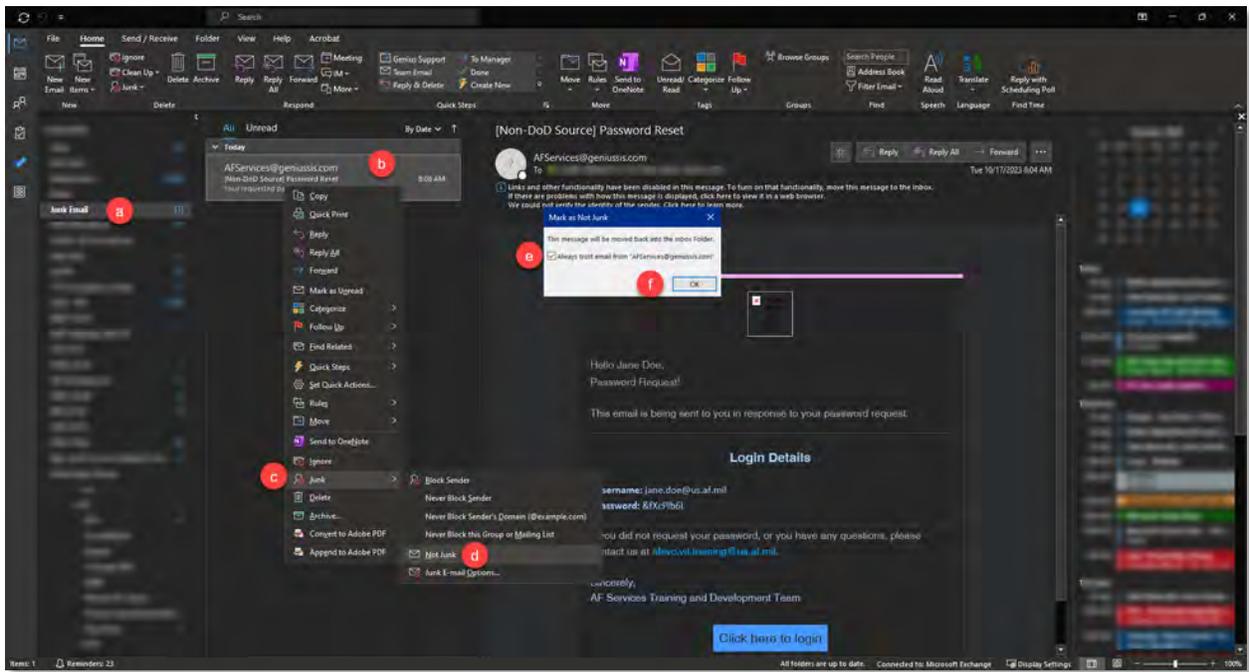


4. You will receive an email from [AFServices@geniussis.com](mailto:AFServices@geniussis.com) with your username and new password. (check your Junk email folder if you do not see it within a few minutes. If you have not receive the email in your Inbox or Junk folders, request a new password again)



5. If the email from Genius went to your Junk folder in Outlook, follow these steps to mark as Not Junk:
  - a. Click on your **Junk** folder in Outlook
  - b. **Right-click** the email from [AFServices@geniussis.com](mailto:AFServices@geniussis.com)
  - c. Click **Junk**

- d. Click **Not Junk**
- e. Ensure “Always trust email from [AFServices@geniussis.com](mailto:AFServices@geniussis.com) is checked
- f. Click **OK**



6. Follow these steps to update your password from the random password Genius sent to a new password:
  - a. Click **Edit Account** in the left Genius Menu on your Learner Dashboard
  - b. Click the **Change my password** checkbox at the bottom of the page
  - c. Enter the **Old Password**, which is the random one Genius sent
  - d. Type a new password twice in **New Password & Confirm Password**
  - e. Click **Save**

