

## **AFVEC “HOW TO” GUIDE**

### **1. To access the Air Force Virtual Education Center (AFVEC):**

- Log into **AF Portal with your CAC** card <https://afvec.us.af.mil/afvec> (access thru chrome/edge)
- Select **Quick Links - Education/Training/Force Development – Air Force Virtual Education Center (AFVEC)**
- **OR** Alternate login: <https://afvec.langley.af.mil/afvec>
- At top right-hand corner, click Login.

### **2. Update your information:**

- In AFVEC, add/update your government and personal email, phone, address, etc.
- Ensure you select “update” at bottom of page

### **3. Update Supervisor:**

- In AFVEC, on left side menu, select **Supervisor**, update contact information, email, phone, etc.

### **4. How to complete Career Path Decide Assessment**

- In AFVEC, on left side menu, select **career path decide** (you will be directed to an external site)
- Complete assessment (CPD), save results, and upload in your AFVEC account.

### **5. How to complete Virtual Benefits Training (MilTA and/or AFCOOL)**

- In AFVEC, on left side menu, select **Virtual Benefits Training:**
- Select **MilTA benefits training**. This must be completed to apply for TA (funding). Once you have read through this training, a date complete will appear

## 6. How to upload Degree Plan when creating Education Goal:

- In AFVEC, on left side menu, under **Education Record**, select **Education Goals**
- On top right side of page, click on **create education goal**
- Follow steps to submit all information

**Note:** you will only need to upload an “unofficial” or “unevaluated” degree plan when first creating an education goal. “Official” or “evaluated” degree plans (will contain any transferred credits, your name, and student i.d.) must be forwarded to your education center to update in AFVEC.

## 7. How To Apply For Tuition Assistance (funding request):

- In AFVEC, on left side menu, select **Education Goal**
- Select **Apply for Funding**
- If supervisor and contact information are correct, select **verify and proceed**
- Read and check mark blocks for user agreement then at bottom of page select **I agree, continue.**
- Enter name of school and ensure student i.d. is correct, then select **Next**
- Enter start and end date, class/course name and number, cost of tuition (TA)
- **Submit for funding** (will go to supervisor on file for review)

## 8. How to review Air Force COOL (AFCOOL) Program:

- In AFVEC, on left side menu, select **Air Force COOL**
- Click the icons - **How Does COOL Work** - **How Do I Apply**
- Questions/concerns related to AFCOOL must be directed to AFCOOL in AFVEC via AFVEC messaging

## 9. How to review Air University Associates to Baccalaureate Cooperative (AU ABC) Program:

- In AFVEC, on left side menu (towards bottom), select: **AU ABC**
- Click on **Explore Degrees**, then type in your AFSC and hit **Enter** (4+ pages of colleges & degree programs will open for you to review/research)

## 10. How to review SkillBridge Program:

- In AFVEC, on left side menu (towards bottom), select **SkillBridge** OR go directly to site: <https://skillbridge.osd.mil/>

### **How To View and/or Print Your CCAF Audit/Progress Report:**

- To review your CCAF, go to:  
<https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home>
- Under CCAF Academic Counseling, select **Student Search**
- Click on down arrow in the top center of the screen
- In search bar, type **SSN** to retrieve your student number
- Click on your student number and name
- If error pops up just click on close
- Scroll through page or go directly to student results at bottom right side of page
- Click on small drop down arrow on top left side of page to locate program of study (CCAF, ALS, Etc.)
- Click on “Export to PDF” on bottom right side page

### **How To View and/or Print Your “Unofficial” CCAF transcripts**

- Log into AFVEC
- Click on **CCAF**, then **Student Services** and continue to external site
- Scroll down into the “**Student**” section and click on “**Print Documents**”
- Click on the download button on one of the options that say “**AU Transcripts**”
- Save a copy as a PDF.

**Note** – If you have been awarded your CCAF, you should see the degree under “**Degrees Awarded**” with the completion date.

**OR**

You may go directly to: <https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home>

- Under the “**Students**” section, click on the “**Print Documents**” tile
- Click on the download button on one of the options that say “**AU Transcripts**”
- Save a copy as a PDF.

## **How To Order Your Official CCAF Transcript:**

**Parchment:** <https://www.airuniversity.af.edu/Registrar/Transcript-Requests/>

1. Click on **Order Your Transcript** located in center of page.
2. You will be asked to enter your email address to continue.

A third-party company handles online ordering and you may order through their site anytime and select from two delivery options:

- Electronic transcript option costs \$3.10
- First-class mail option costs \$5.60.

### **DO NOT SEND ANY MONEY TO CCAF**

**Send a written request:** Include full name, SSN, and address. Your physical signature is required for release of a transcript.

**CCAF/DESS**  
**100 South Turner Blvd,**  
**Maxwell Gunter-Annex, AL 36114-3011**

**NOTE:** Please have your school send transcripts **DIRECTLY** to CCAF as they **WILL NOT ACCEPT** the transcript from any other source.  
It must be mailed from **SCHOOL-TO-SCHOOL**

### **IMPORTANT NOTES FROM CCAF**

The Air and Space Force does not cover these fees. Once your order is approved through Parchment, it is transmitted to CCAF electronically. CCAF staff verifies the request and uploads a copy of your official AU or CCAF transcript to Parchment's secure site. Parchment then completes the final process of delivering your transcript according to your order. **Requests may take up to 90 days.**

- If you are experiencing issues after your order is approved through Parchment, please contact Parchment directly:  
<https://www.parchment.com/chat-support>
- If you need to include an attachment with your transcript (Nursing, CAS, SOPHAS, CASPA, AMCAS, LSAC, etc.), ensure the attachment is uploaded in Parchment before submitting your order.

**CCAF has designated the following transcript requests as priority:** Senior Master Sgt. promotion board, delayed promotion, commissioning programs, developmental special duty, retirements and separations.

If you believe your request is a priority, you should place an order through **Parchment** then proceed to the AU Service Desk. Once you have logged in, under "**Quick Links**," select "**Official Transcript Request.**" Make sure to specify the reason for your priority request and include your parchment order number. CCAF staff will then verify the request, and if deemed a priority will process the request as soon as possible.

**Priority requests are processed on a first-come, first-served basis and may take up to 14 days.**