

## **Instructions for Signing Up for a Leadership Pathways Course**

1. Log onto the Appointment Plus website by either using the URL, <https://booknow.appointment-plus.com/6brvd3tk/> or going through the LRAFB public homepage, <http://www.littlerock.af.mil/Home/Leadership-Pathways> then clicking on the “Leadership Pathways Sign Up” tab on the left side of the page. This is the approved website that AMC is using for all Leadership Pathways classes.
2. You must “Create An Account” or “Login” if you already have an account. This is the same system used for Wingman Day so most personnel have an account. If you already have an account, once you login, skip to step 5.
3. Complete the following fields:
  - a. Insure the base listed is Little Rock AFB.
  - b. First Name
  - c. Last Name
  - d. Email (use your military email please)
  - e. Customer Type (please select the category that best reflects your position)
  - f. Wing # (This will be either 19, 314, or 189 for most units)
  - g. Wing Type (Most units will be AW)
  - h. Group # (This will be the same, in most cases, as item f.)
  - i. Group (Please list appropriate: OG, MXG, MSG, MDG, or Wing Staff, other if appropriate)
  - j. Squadron # (Use appropriate squadron)
  - k. Squadron (Please use the correct identification for your squadron, i.e. LRS, CMS, TRS, AS, etc.)
  - l. Login (use your military email address)
  - m. Password (create your own)
4. Click to continue.
5. To sign up for classes, insure the base is “Little Rock AFB.”
6. Under “Select Class,” pick the first class you would like to attend.
7. A description will come up of the class. Click on the date at the bottom of the description.
8. This will bring up the enrollment page. You may choose to select text reminders. This is optional.
9. Once enrolled, you may print or text a reminder to yourself with your confirmation. You should be notified of any changes to the class.