



MSR TRAINING MODULE TUTORIAL

AFSAS TRAINING MODULE (MUSTT) TUTORIAL FOR MOTORCYCLE SAFETY REPRESENTATIVES

***This Tutorial replaces all previous MUSTT Tutorials
As of 24 March 2017***



MSR TRAINING MODULE TUTORIAL

AFSAS Training Module:

The newly designed AFSAS Training Module is designed to be the one-stop location for documenting all safety-related training for Air Force personnel to include motorcycle demographics and associated training (formerly known as MUSTT).

The following slides will give a MSR the information needed to properly record and manage the motorcycle demographics and training for their unit.

After reading the entire tutorial, an MSR can refer to any section, by subject matter, to refresh their understanding of how to accomplish a particular task. A master INDEX of subjects is provided on slide 7.



MSR TRAINING MODULE TUTORIAL

ACCESSING AFSAS TRAINING MODULE:

To access the module and the MUSTT portion of the training module, use the following link below. (If you don't have an AFSAS account this link will also take you through the registration process for an account.)



[Air Force personnel with a Common Access Card can access the AFSAS MUSTT Module at this web link: https://afsas.safety.af.mil/Home.do](https://afsas.safety.af.mil/Home.do)



NAVIGATIONAL NOTES:

- This tutorial will only focus on how an MSR uses the AFSAS Training module to manage a commander's Motorcycle Mishap Prevention Program.
- Items or text on a slide highlighted in **RED** were designed to add emphasis to the text and to correlate with procedures outlined in the text.
- This tutorial walks users through each of the "INDEX MENU" selection tabs and addresses some of the frequently required MSR tasks.
- Any field with **RED** text and an asterisk is a mandatory field.

MSR TRAINING MODULE TUTORIAL

ACCESSING THE INDEX MENU AND ICONS

 AFSAS UNCLASSIFIED REPORTING ONLY

Time: 16 APR 2015 1257(Z)

On the top bar of the AFSAS Home Page is a “Hamburger” ICON  that allows the user to access the “INDEX MENU.” The “INDEX MENU” can also be accessed by sliding your cursor to the far left of all screens within AFSAS. When you slide your cursor all the way to the left of the screen the “INDEX MENU” will slide in from the left portion of the screen.

 Email Function

 Download Contact Information VCard to Outlook

 Export file to Excel

 Index Menu

 Print All Data on this Page

 Maximize AFSAS

 Calendar

 Hover Help

 Indicates this field has a drop down menu to select from

 Search Function

 Update Motorcycle Rider Information

 Manage Training Records

 Account Data Viewer



Shortcut to AFSAS Homepage



A user can use the Search Box on the AFSAS “INDEX MENU” to find a pending feedback. Type in in the feedback number or subject of feedback in the box.

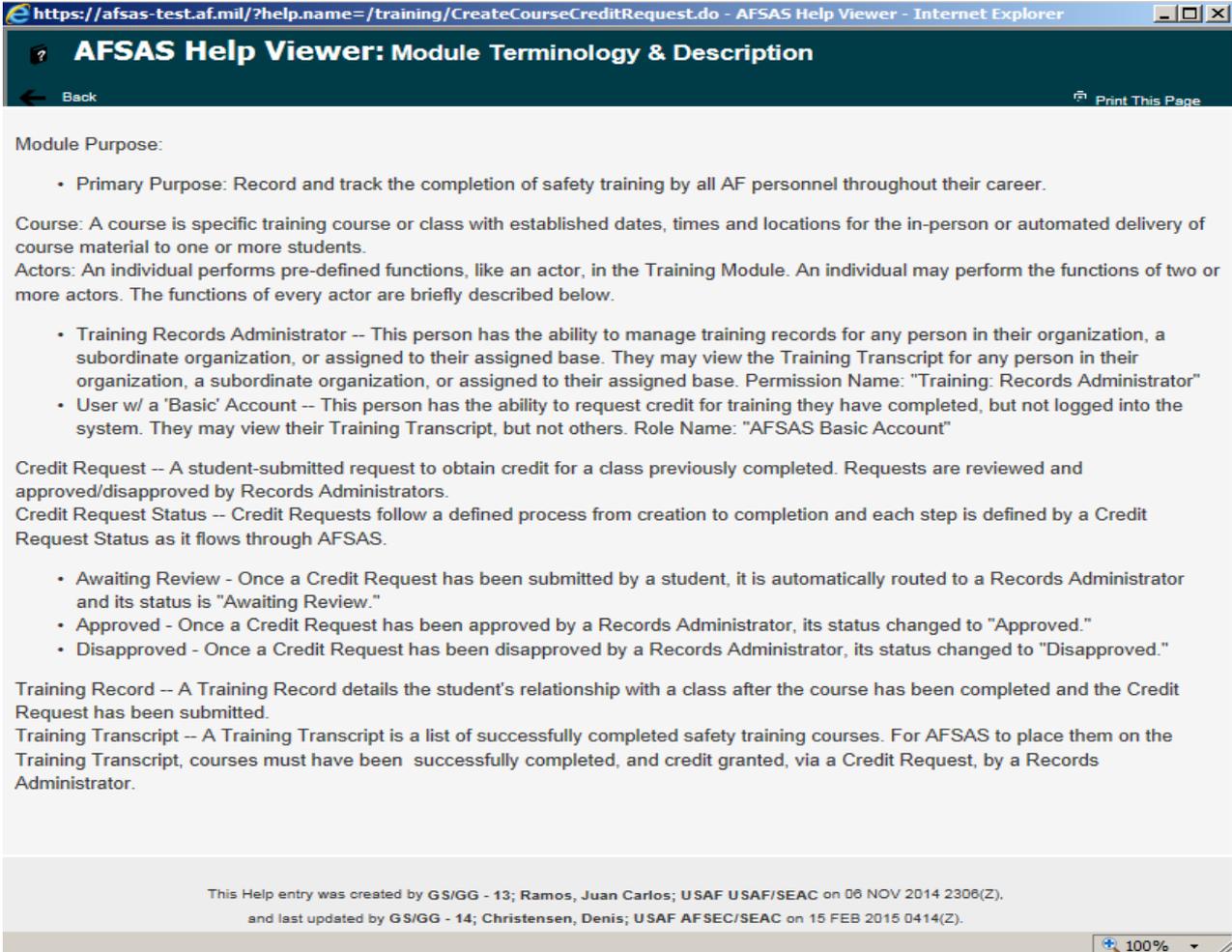
LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

Clicking on your name in the “INDEX MENU” will take you immediately to your account.


INDEX MENU

MSR TRAINING MODULE TUTORIAL

TRAINING HOMEPAGE MANAGEMENT



https://afsas-test.af.mil/?help.name=/training/CreateCourseCreditRequest.do - AFSAS Help Viewer - Internet Explorer

AFSAS Help Viewer: Module Terminology & Description

← Back Print This Page

Module Purpose:

- Primary Purpose: Record and track the completion of safety training by all AF personnel throughout their career.

Course: A course is specific training course or class with established dates, times and locations for the in-person or automated delivery of course material to one or more students.

Actors: An individual performs pre-defined functions, like an actor, in the Training Module. An individual may perform the functions of two or more actors. The functions of every actor are briefly described below.

- Training Records Administrator -- This person has the ability to manage training records for any person in their organization, a subordinate organization, or assigned to their assigned base. They may view the Training Transcript for any person in their organization, a subordinate organization, or assigned to their assigned base. Permission Name: "Training: Records Administrator"
- User w/ a 'Basic' Account -- This person has the ability to request credit for training they have completed, but not logged into the system. They may view their Training Transcript, but not others. Role Name: "AFSAS Basic Account"

Credit Request -- A student-submitted request to obtain credit for a class previously completed. Requests are reviewed and approved/disapproved by Records Administrators.

Credit Request Status -- Credit Requests follow a defined process from creation to completion and each step is defined by a Credit Request Status as it flows through AFSAS.

- Awaiting Review - Once a Credit Request has been submitted by a student, it is automatically routed to a Records Administrator and its status is "Awaiting Review."
- Approved - Once a Credit Request has been approved by a Records Administrator, its status changed to "Approved."
- Disapproved - Once a Credit Request has been disapproved by a Records Administrator, its status changed to "Disapproved."

Training Record -- A Training Record details the student's relationship with a class after the course has been completed and the Credit Request has been submitted.

Training Transcript -- A Training Transcript is a list of successfully completed safety training courses. For AFSAS to place them on the Training Transcript, courses must have been successfully completed, and credit granted, via a Credit Request, by a Records Administrator.

This Help entry was created by GS/GG - 13; Ramos, Juan Carlos; USAF USAF/SEAC on 06 NOV 2014 2306(Z).
and last updated by GS/GG - 14; Christensen, Denis; USAF AFSEC/SEAC on 15 FEB 2015 0414(Z).

100%

Module Terminology & Description Icon is located on top of "Training Management Homepage"

MSR TRAINING MODULE TUTORIAL

MENUS AVAILABLE UNDER EACH INDEX MENU TAB

To Do List Tab

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

Training Tab

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

Pubs & Ref

LOGGED IN AS
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A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

Admin

LOGGED IN AS
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A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

Feedback

LOGGED IN AS
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A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

Help

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

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U.S. AIR FORCE

← MAIN

TRAINING

TRAINING

HOME PAGE

CREATE TRAINING RECORD

SEARCH STUDENT TRAINING RECORDS

MUSTT

HOME PAGE

ANNUAL/PRESEASON BRIEFING MASS
UPDATE

SEARCH MOTORCYCLE RIDERS

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

PUBS & REFS

HOME PAGE

AF SAFETY PUBLICATIONS (EXTERNAL
LINK TO THE E-PUBLISHING WEBSITE)

FORCE RISK REDUCTION (FORMERLY
DSES) (EXTERNAL LINK)

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

ADMIN

ACCOUNT MANAGEMENT

MY ACCOUNT

USER ADMINISTRATORS

REQUEST COURSE CREDIT

SEARCH ACCOUNTS

EMAIL

HOME PAGE

INBOX

SEARCH INBOX

FILE SHARING

HOME PAGE

ADD NEW FILE COLLECTION

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

FEEDBACKS

HOME PAGE

MY SUBMITTED FEEDBACKS

NEW FEEDBACKS

TOME AWAITING REVIEW

TOME IN WORK

READY TO IMPLEMENT

ASSIGNED FEEDBACKS

TESTING FEEDBACKS

FAILED TESTING

SUBMIT FEEDBACK

SEARCH FEEDBACKS

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

HELP

GETTING HELP

HELP FILES AND USER GUIDES

AFSAS POLICIES

Only menu items highlighted in **RED boxes** are covered in this tutorial.



MSR TRAINING MODULE TUTORIAL

INDEX

SUBJECT	SLIDE #	SUBJECT	SLIDE #	SUBJECT	SLIDE #
Accessing the "INDEX MENU" and ICON Definitions	4	Creating an AFSAS Account	8	AFSAS Home	18
My To Do List	20	Approve-Disapprove Rider Training	22	Up Date Rider Information: Training	29
Search Rider Training Records	33	MUSTT Homepage	36	Annual/Preseason Briefing Mass Update	42
Search Motorcycle Rider	44	Removing Rider or Member from MSR Listing of Unit Riders	46	Deleting Motorcycle Demographics	49
Adding Motorcycle Demographics	55	Editing Motorcycle Demographics	61	Emailing Riders	67
Checking AFSAS Email	69	Using MSR Toolkit in AFSAS	71	Creating a Rider from Member with AFSAS Account	74
Recording Rider Training or Briefing Attendance	77	Submitting Feedback	81		

NOTE: All menu selections are Hyperlinked to their corresponding page within this tutorial.

Links are active in slide show mode only.



MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

All Air Force motorcycle riders must have an AFSAS account. This section gives you step-by-step directions to create your Account. AFSAS includes the Motorcycle Unit Safety Tracking Tool (MUSTT) training module which maintains all motorcycle demographics and training records for on-street motorcycle riders. This internal tool satisfies record keeping requirements as outlined in AFI 91-207. If you already have an AFSAS account you will be taken to the home screen as shown on slide 14.

Log into a computer with a CAC reader. Insert CAC and log into <https://afsas.safety.af.mil/Home.do>

A screen, similar to the one below will appear.

NOTE: Username and Password is not required.

Click on the “Create AFSAS Account”

All active fields marked with an asterisk (*) in red font are required before submitting this page.



MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

When you click “create an account,” you will see this screen. If you already have an account, your name will be listed and you can click on “Cancel Account Creation” and proceed to the login page. However, if your name is not on the list, then click “Continue Account Creation.”

AFSAS DUPLICATE ACCOUNT CHECKER

WARNING: 4 Duplicate AFSAS Accounts Found!

The AFSAS account you are creating:

DoD ID	Name (Last, First)	Rank/Grade	Email	Organization	Base
1143174898	Albert, Arthur	GS/GG - 13	arthur.albert@us.af.mil	AFSEC	Kirtland AFB (KIKR)

appears to coincide with the following existing AFSAS accounts:

DoD ID	Name (Last, First)	Rank/Grade	Email	Organization	Base
--	Albert, Arthur	GS/GG - 9	51560@afsas-test.af.mil	60 AMW	Travis AFB
--	Albert, Arthur	GS/GG - 13	51560@afsas-test.af.mil	AFSEC	Kirtland AFB
--	Albert, Arthur	GS/GG - 13	51560@afsas-test.af.mil	AFSEC	Kirtland AFB
--	Albert, Arthur	GS/GG - 11	59187@afsas-test.af.mil	AFNWC	Kirtland AFB

NOTE: Accounts are considered duplicate if the first and last name or DoD ID or e-mail address match an existing primary AFSAS account.

Would you like to *Cancel* creating the account listed above, or *Continue*?

MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

On this screen, enter your personal information. Each of the 4 sections shown are addressed on the next 4 slides.

All information requested with title shaded in **RED** are mandatory fields.



- 1
- 2
- 3
- 4

UNCLASSIFIED REPORTING ONLY AFSAS Time: 12 FEB 2014 1511(Z)

CREATE AFSAS ACCOUNT

Applicant, User and User Administrator Responsibilities
Who Should Have a Secondary AFSAS Account?

Personal Information

Employment Status Tier 1: * -- select employment status --
Last Name: *
First Name: *
 Middle Name: (optional)
Assigned Organization Tier 1: * -- select organization tier 1 --
Office Symbol: * e.g. SE, MXAA, SGRM
Base: * (e.g. Kirtland AFB, Phoenix Sky Harbor, Pentagon ADM) Not located on a Government Installation
Motorcycle rider? * Yes No

Contact Information

Phone: * (At least one contact number is required)
 DSN: (312 CONUS) - ext.
 US Commercial: () - ext.
 International: ext.
Email Address: * .mil or .gov if available
Confirm Email Address: * .mil or .gov if available
Official Mailing Address (optional)
 Line 1:
 Line 2:
 Line 3:
 City, State, Zip
 or Foreign Country:

Job Function(s) in Current Position * Check all that apply

<input type="checkbox"/> Bioenvironmental Engineer	<input type="checkbox"/> Chief of Safety	<input type="checkbox"/> Chief of the Office of Record	<input type="checkbox"/> Flight Safety Non-Commissioned Safety Officer
<input type="checkbox"/> Ground Safety Technician	<input type="checkbox"/> Human Factors Expert	<input type="checkbox"/> Medical Provider	<input type="checkbox"/> Mishap Investigator
<input type="checkbox"/> Motorcycle Program Manager	<input type="checkbox"/> Motorcycle Rider Coach	<input type="checkbox"/> Motorcycle Safety Representative	<input type="checkbox"/> Other (i.e., Motorcycle Rider/Squadron Flight Safety Officer)
<input type="checkbox"/> Public Health	<input type="checkbox"/> Records Custodian	<input type="checkbox"/> SIB Member	<input type="checkbox"/> System Safety Representative
<input type="checkbox"/> Supervisor of Civilians	<input type="checkbox"/> Supervisor of Military	<input type="checkbox"/> System Safety Program Manager	<input type="checkbox"/> Unit Safety Representative
<input type="checkbox"/> Weapons Safety Manager			

Account Information

Type of Account Requested: * Basic Elevated

Applicant's Justification for AFSAS Access

Please include the reason you require an AFSAS account as well as justification for any AFSAS role you are requesting.

Your AFSAS account will be immediately created, however, your requested roles will be reviewed by an AFSAS User Administrator in your organization (or above within your organization hierarchy) before they are granted/denied. Therefore, please be sure to include all pertinent information in this justification box.

4000 characters remaining on your input limit. (Word Count: 0)

All active fields marked with an asterisk (*) in red font are required before submitting this page.



MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

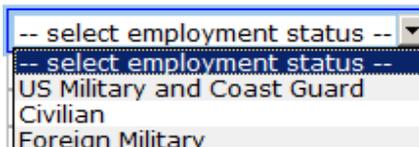
1 - Personal Information

Section One is your Personal Information.

NOTE: The initial screen you see will not have the Employment Status Tier 2 or Assigned Organization Tier 2. As you fill in Tier 1 data, the Tier 2 fields will appear, if needed.

As a minimum you must complete all fields in **RED**.

A **black arrow**  located at the right corner of a field indicates there is a drop down menu. The user must select from the drop down menu. A sample of the drop down for "Employment Status Tier 1" is shown below.



Employment Status Tier 1: *

Employment Status Tier 2: *

Grade: *

Last Name: *

First Name: *

Middle Name: (optional)

Assigned Organization Tier 1: * 

Assigned Organization Tier 2: * 

Office Symbol: * 

AFSAS thinks you work at:

Base: *

Functional Area: *

AFSC/Job Series: *

Skill Level: *

Motorcycle rider? *

US Military and Coast Guard 

USAF Regular 

E4 

Allen

Alfred

Anthony

US Air Force 

377 Maintenance Squadron (377 MXS) 

MXAA e.g. SE, MXAA, SGPM

[377 MXS/ MXAA]

If this is incorrect, read the hover helps for Organization Tier 1 and Office Symbol.

Kirtland AFB (KIKR) 

Not located on a Government Installation

Maintenance - Aircraft 

Aircraft Structural Maintenance (2A7X3) 

Journeyman (5) 

Yes No



MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

Section Two is your Contact Information.

The more information provided here will ensure your MSR or Commander will be able to contact unit riders should the need arise. It will also provide the AFSAS Training Module (MUSTT) contact information to keep you informed of any changes that may be made in the future to AFSAS Training Module (MUSTT).

2

- Contact Information

Phone* (At least one contact number is required)

DSN: (312 CONUS) 246 - 0000 ext.
 US Commercial: (505) 846 - 0000 ext.
 International: ext.

Email Address: *

Confirm Email Address: *

Official Mailing Address (optional)

Line 1:
 Line 2:
 Line 3:
 City, State, Zip
 or Foreign Country:



MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

Section Three is information related to Job Functions.

Check the box(es) for job functions you currently hold. For most new riders, the only box that needs to be checked is "Other (i.e. Motorcycle Rider/..). However if you are an MSR be sure to check the block for MSR.

3

Job Function(s) in Current Position* Check all that apply

<input type="checkbox"/> Bioenvironmental Engineer	<input type="checkbox"/> Chief of Safety	<input type="checkbox"/> Chief of the Office of Record	<input type="checkbox"/> Flight Safety Non-Commissioned Officer
<input type="checkbox"/> Flight Safety Officer	<input type="checkbox"/> Flight Surgeon	<input type="checkbox"/> Functional Area Records Manager	<input type="checkbox"/> Ground Safety Manager
<input type="checkbox"/> Ground Safety Technician	<input type="checkbox"/> Human Factors Expert	<input type="checkbox"/> Medical Provider	<input type="checkbox"/> Mishap Investigator
<input type="checkbox"/> Motorcycle Program Manager	<input type="checkbox"/> Motorcycle Rider Coach	<input type="checkbox"/> Motorcycle Safety Representative	<input checked="" type="checkbox"/> Other (i.e., Motorcycle Rider/..)
<input type="checkbox"/> Public Health	<input type="checkbox"/> Records Custodian	<input type="checkbox"/> SIB Member	<input type="checkbox"/> Squadron Flight Safety Officer
<input type="checkbox"/> Supervisor of Civilians	<input type="checkbox"/> Supervisor of Military	<input type="checkbox"/> System Safety Program Manager	<input type="checkbox"/> Unit Safety Representative
<input type="checkbox"/> Weapons Safety Manager			



MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

Section Four is your Account Information

Click on the circle next to “Basic” to establish an initial AFSAS account for new riders.

In the Applicant’s Justification for AFSAS Access type in “Motorcycle Rider”.

Once you have completed section four, go back and double check to ensure all information is correct in sections 1 through 4 and change if necessary. If all information is correct click on “Submit Application”.

4

- Account Information*

Type of Account Requested: *

Basic  Elevated 

Applicant's Justification for AFSAS Access*

I am an Air Force Motorcycle Rider

3966 characters remaining on your input limit. (Word Count: 7)



MSR TRAINING MODULE TUTORIAL

CREATING AN AFSAS ACCOUNT

This window will allow you to list your professional experiences.

Read each question in **RED** and click on the circle of the appropriate response.

If you answered “YES”, to either question, you may enter dates of unavailability to assist in a safety investigation by clicking on “add New Period of Unavailability”. This field is optional but is helpful for planning purposes if you have these specialized experiences.

Once all information is checked or entered, click on the “Save Professional Experience” button to proceed.

Print Size +

! WARNING Please enter/review your professional experience information and be sure to click on the 'Save Professional Experience' button at the bottom of the page.

– Account Header

Account ID: 305967	Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA ✉	Last Updated: 12 FEB 2014 1635(Z)
DoD ID: --	Base: Kirtland AFB	Expiration Date: 12 MAY 2014

Are you rated?* Yes No

Do you have Aircraft or Remotely Piloted Aircraft (RPA) airframe or engine maintenance experience?* Yes No

– Period of Unavailability for Investigations (optional)

No period of unavailability has been entered

[Add New Period of Unavailability](#)

MSR TRAINING MODULE TUTORIAL



After leaving the professional experience page you will be taken to “Update Motorcycle Rider” window, if you indicated you are a motorcycle rider. From here you will need to advance through the screens and supply information needed until you get to “My Administrators” page. If you are not currently a rider, proceed to the AFSAS Home Page by opening the "INDEX MENU" and clicking on the AF logo, top left corner of the "INDEX MENU“. Remember you may also open “INDEX MENU” by sliding cursor to far left of screen.

My administrators slide shows you the POCs for your unit when dealing with AFSAS related problems. This is an information page only and to leave the page you will need to activate the "INDEX MENU“.

NOTE: Anytime you see + or – to the left of a title bar menu you can click on the + to expand the selection or – to minimize selection.

CREATING AN AFSAS ACCOUNT

UPDATE MOTORCYCLE RIDER 🔍 📄

MESSAGE: Successfully Updated Professional Experience

Account Header

Account ID: 431456 **Name:** GS/GG - 13; Albert, Arthur A.; USAF AFSEC/SEGT **Last Updated:** 16 APR 2015 1858(Z)

DoD ID: 1143174898 **Base:** Kirtland AFB **Status:** Active

Date Arrived at Organization: 📅

Year of Birth: (optional) Year

Approximate Age:

Gender: Male Female

Licensed for Motorcycle: (optional) Yes No

Approximate Date Started Riding Motorcycles: * Month Year

Approximate Years of Experience:

Average Miles Ridden Per Year: (optional)

Comments: (optional) Spell Check

4000 characters remaining on your input limit. (Word Count: 0)

MY ADMINISTRATORS 🔍 📄

Account Header

Account ID: 431456 **Name:** GS/GG - 13; Albert, Arthur A.; USAF AFSEC/SEGT **Last Updated:** 16 APR 2015 1905(Z)

DoD ID: 1143174898 **Base:** Kirtland AFB **Status:** Active

My User administrators.

Action	Grade	Name	Base	Organization	Phone Numbers	Email Address
✉	CTR	Townsend, George	Kirtland AFB	AFSEC/SEAC	COMM: 505-563-5855	george.townsend.ctr@afsastest.us.af.mil
✉	O4	bernal, raymond	Kirtland AFB	AFSEC/SEA	DSN: 312-246-1624 COMM: 505-846-1624	raymond.bernal.2@us.af.mil

Displaying Results 1 - 2 of 2 records. Export to: 📄

My Training Records Administrators.

Action	Grade	Name	Base	Organization	Phone Numbers	Email Address
✉	CTR	Townsend, George	Kirtland AFB	AFSEC/SEAC	COMM: 505-563-5855	george.townsend.ctr@afsastest.us.af.mil
✉	O4	bernal, raymond	Kirtland AFB	AFSEC/SEA	DSN: 312-246-1624 COMM: 505-846-1624	raymond.bernal.2@us.af.mil

Displaying Results 1 - 2 of 2 records. Export to: 📄

My Motorcycle Safety Representatives.

Action	Grade	Name	Base	Organization	Phone Numbers	Email Address
✉	CTR	Kerr, David	Kirtland AFB	AFSEC/SEAC	COMM: 505-254-2342	david.kerr.7.ctr@us.af.mil
✉	O4	bernal, raymond	Kirtland AFB	AFSEC/SEA	DSN: 312-246-1624 COMM: 505-846-1624	raymond.bernal.2@us.af.mil

Displaying Results 1 - 2 of 2 records. Export to: 📄

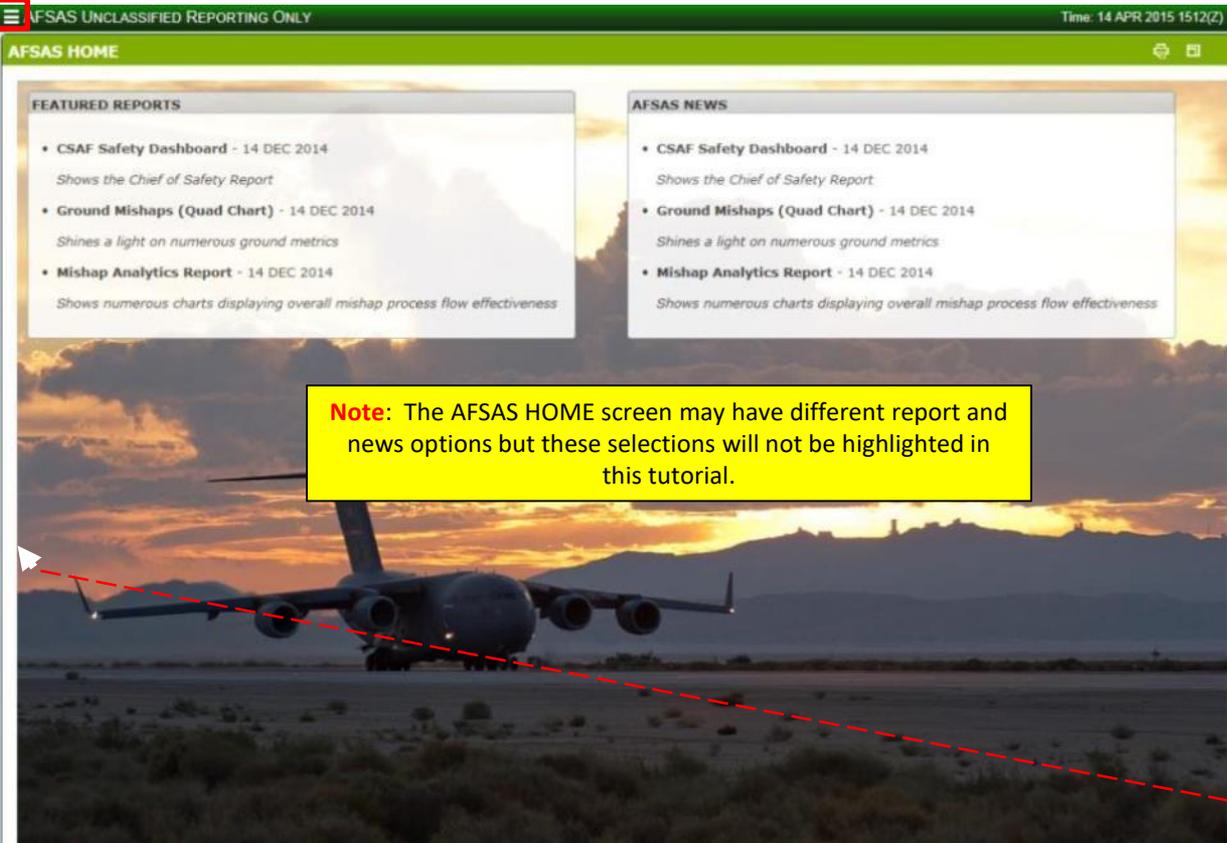
MSR TRAINING MODULE TUTORIAL

AFSAS HOME

The AFSAS Training Module has taken on a new look. When you login to the “AFSAS HOME” page window, images may change occasionally but functionality will remain the same.

From this page, you enter the "INDEX MENU" which is used to navigate your way through management of your rider's records.

You can access the "INDEX MENU" by sliding your cursor all the way to the left side of the “AFSAS HOME” page window, as shown or click on the “Hamburger” ICON upper left corner of screen.



The screenshot displays the AFSAS HOME interface. At the top, there is a green header bar with the text "AFSAS UNCLASSIFIED REPORTING ONLY" on the left and "Time: 14 APR 2015 1512(Z)" on the right. Below the header, the page is titled "AFSAS HOME". The main content area is divided into two columns: "FEATURED REPORTS" and "AFSAS NEWS". Both columns list three items: "CSAF Safety Dashboard - 14 DEC 2014", "Ground Mishaps (Quad Chart) - 14 DEC 2014", and "Mishap Analytics Report - 14 DEC 2014". Each item has a brief description below it. A yellow callout box with a red border is overlaid on the screenshot, containing the text: "Note: The AFSAS HOME screen may have different report and news options but these selections will not be highlighted in this tutorial." A red dashed line with a white arrowhead points from the callout box to the "Hamburger" icon (three horizontal lines) in the top left corner of the page.

Note: The AFSAS HOME screen may have different report and news options but these selections will not be highlighted in this tutorial.



MSR TRAINING MODULE TUTORIAL

AFSAS HOME

When cursor reaches the left side of the “AFSAS HOME” page window, the menu appears on the left side of the page. The menu has six selection options: My To Do List, Training, Pubs & Refs, Admin, Feedback and Help. Within these selections are additional menus. This tutorial walks you through each selection and subsequent menus pertinent to MSRs.

To begin, select “My To Do List” from the menu.

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at bottom of page.

MSR TRAINING MODULE TUTORIAL

MY TO DO LIST

The “AFSAS TO DO LIST” will provide MSRs with a quick overview of riders within their unit that are overdue for the required Commander’s Briefing IAW AFI 91-207, Paragraph 1.3.3.4. Also shown on this page are organizations that may fall below your organization’s hierarchy. Additionally, listed are riders overdue the Commander’s briefing for your installation.

To view riders overdue Commander’s briefing within your organization, click on the number to the right of “My Organization’s Motorcycle Riders: Late Commander Briefing” in the Number column.

AFSAS TO DO LIST

– 0 Work Items Awaiting Review + show work items with zero counts

All Aviation Ground Space Weapons

Module	Topic	Number
You Do Not Have Any Work Items		

– 12 Near Late or Late Work Items + show work items with zero counts

All Aviation Ground Space Weapons

Module	Topic	Number
MUSTT	My Organization's Motorcycle Riders: Late Commander Briefing	1
MUSTT	My Organization's (& below) Motorcycle Riders: Late Commander Briefing	2
MUSTT	My Base's Motorcycle Riders: Late Commander Briefing	3
MUSTT	My Organization's Motorcycle Riders at My Base: Late Commander Briefing	1

MSR TRAINING MODULE TUTORIAL

MY TO DO LIST

In this window, riders within your organization overdue the Commander's Briefing will be visible.

Also, any motorcycle training due is listed. The rider illustrated below is due Initial training and was due on 20 Dec 2014.

Use the ICONS to navigate to another window for editing rider information. ICONS available include:

- Update Motorcycle Rider Information
- Manage Training Records
- Account Data Viewer.

These ICONS will be used later in the tutorial.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on  top right of page or on "INDEX MENU" LOGOUT at bottom of page.

MUSTT SEARCH RESULTS

SEARCH PARAMETERS

Homepage Link: My Organization's Motorcycle Riders: Unit Commander's Brief, Overdue
 Displaying Results: 1 out of 1

Search Refinement + Expand All - Collapse All

- Organization Type:
 - Wing 0
 - Group 0
 - Squadron 0
- Assigned Organization:
- Assigned Base:
- Motorcycle Type:
 - Adventure Series 0
 - Chopper 0
 - Cruiser 0
 - Enduro/Dual Sport 0
 - Naked 0
 - Off Road/Dirt 0
 - Scooter 0
 - Sport Style-Rented/Boworred (Do Not Own) 0
 - Sport Touring 0
 - Sport 0
 - Touring 0
- Include Riders With Rider Information:
 - Incomplete 1
 - Complete 0
- Employment Status:
 - Military 1
 - Civilian 0

hide facets with zero counts

[Back to MUSTT Homepage](#)

Action	Grade	Name	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Licensed	Years of Experience	Rider Status	Rider Category	Due Date
	44	AFSECRecApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB			Initial	Street	20 DEC 2014

Displaying Results 1 - 1 of 1 records. Export to: 



MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

Next we will go to the “TRAINING” tab from the left "INDEX MENU" .

The training menu window contains several additional menu items.

The next several slides will focus on the functions of all the tabs under the “TRAINING” menu.

AFSAS UNCLASSIFIED REPORTING ONLY

Time: 14 APR 2015 1512(Z)

LOGGED IN AS
GS/IG - 13; ALBERT, ARTHUR;
USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

AFSAS NEWS

- **CSAF Safety Dashboard** - 14 DEC 2014
Shows the Chief of Safety Report
- **Ground Mishaps (Quad Chart)** - 14 DEC 2014
Shines a light on numerous ground metrics
- **Mishap Analytics Report** - 14 DEC 2014
Shows numerous charts displaying overall mishap process flow effectiveness

MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

The screenshot shows the MSR Training Module interface. The user is logged in as GS/GG - 13; ALBERT, ARTHUR A.; USAF AFSEC/SEGT. The left sidebar menu is visible, with the following items: MAIN, TRAINING, HOMEPAGE, CREATE TRAINING RECORD, SEARCH STUDENT TRAINING RECORDS, and MUSTT. The TRAINING and MUSTT items are highlighted with red boxes. The main content area displays a table of work items under the 'Weapons' section.

Work Item	Number
ications	9
iting Approval At My Organization	1
iting Approval At My Organization And Below	3
iting Approval At My Base	1

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	2
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	11
Near Late Commander Briefing	0
Late Commander Briefing	4
Riders at My Base: Near Late Commander Briefing	0

The “TRAINING” menu consists of two submenus: TRAINING & MUSTT.

Let’s begin with the “TRAINING” portion of the menu. In the “TRAINING” area there are 3 functioning windows. Homepage, Create Training Records, Search Student Training Records.

In the “TRAINING” section, click on “HOMEPAGE”

MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

On the Training Management Homepage, you will find three column headings with number of riders identified to the right of line headings. Column headings include; “My Organization”, My Organization and Below” and “My Base”. Line headings include; “Credit Requests Awaiting Approval”, Credit Requests Approved (Last 60 Days), and Credit Requests Disapproved (Last 60 Days). Also shown is a number. This number is a “Hyperlink”, when clicked, takes you to a search based on line headings.

Example: To the left is the result if you click on the number 1 at “Credit Requests Awaiting Approval” under the “My Organization” column. The search identifies one request for training approval pending. To work request use the Action ICONS.

TRAINING MANAGEMENT HOMEPAGE

[Module Terminology & Description](#)

- Credit Requests

	My Organization	My Organization and Below	My Base
Credit Requests Awaiting Approval	1	3	1
Credit Requests Approved (Last 60 Days)	12	17	15
Credit Requests Disapproved (Last 60 Days)	0	0	0

All active fields marked with an asterisk (*) in red font are required before submitting this page.

[AFSEC Web Page](#) · [Accessibility/Section 508](#) · [Submit Feedback](#) +AFSAS Trunk

PENDING TRAINING CREDIT REQUESTS FOR MY ORG

Action	Grade	Name	Organization, Tier 1	Organization, Tier 2	Office Symbol	Base	Course Count
	GS/GG - 14	Erpelding, Mark	USAF	AFSEC	SEGT	Kirtland AFB	1
Displaying Results 1 - 1 of 1 records.							Export to:

← Click this ICON “All Accounts Associated with this DOD ID to view and approve or disapprove this riders training.

← This allows you to view the rider’s Training Transcript. Training Transcript is a view only page for informational purposes. No action can be taken from this window.

MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

A. To approve or disapprove click on the “List all Associated Accounts with this DOD ID” ICON.

B. Then click on the “Manage Training” ICON to be advanced to the window for either approving or disapproving submitted training.

C. At this screen you will find three ICONS to choose from, **I.** “Review Course Credit Request”, **II.** “View Training Record Data Viewer” or **III.** “Delete Training Record”. Additionally you can create or enter new training using the **IV.** “Create Training Record” Button. From this window you can also navigate back to “Account Record Search Results” or once finished can move on by clicking “Done With Manage Training Records”. We will start by saying you want to approve the training submitted. Click on “Review Course Credit Request”.

A **PENDING TRAINING CREDIT REQUESTS FOR MY ORG**

Action	Grade	Name	Organization, Tier 1	Organization, Tier 2	Office Symbol	Base	Course Count
	GS/GG - 14	Erpelding, Mark	USAF	AFSEC	SEGT	Kirtland AFB	1

Displaying Results 1 - 1 of 1 records. Export to: 

B **SEARCH AFSAS ACCOUNTS RESULTS**

SEARCH PARAMETERS

Criterion: Displaying Results: Values: 1 out of 1

[Modify Search](#) [Start Over](#)

Action	Grade	Name	User Type	Organization, Tier 1	Organization, Tier 2	Base	Last Logged In	Phone	Email	User Admin?	Account Type	Status
	GS/GG - 14	Erpelding, Mark		USAF	AFSEC/SEGT	Kirtland AFB	02 APR 2015 2004(Z)				Basic	Active

Displaying Results 1 - 1 of 1 records. Export to: 

C **TRAINING RECORDS**

MESSAGE Your training requirements have all been satisfied.

Account Header

Account ID: 139607 Name: GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT Last Updated: 14 APR 2015 2041(Z)
DoD ID: 1143478935 Base: Kirtland AFB Status: Active

2 Training Records

I	II	III	Course Category	Course Name	Completion Date	Status	CEU Awarded	Requested On	Reviewed On
			Motorcycle and ATV Safety	MSRC / ARC/ DoD Approved Sport Bike	18 FEB 2015	Credit Awaiting Review		24 FEB 2015	
			Motorcycle and ATV Safety	MSRC / ARC/ DoD Approved Sport Bike	12 FEB 2015	Credit Approved	0	24 FEB 2015	24 FEB 2015

IV  Create Training Record

 Done With Manage Training Records  Return to Account Record Search Results

MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

Following the approval process, review the submitted training information. Person requesting approval should have attached supporting documentation for you to open and verify (certificate, class roster signed my instructor, or some means of verification). Read justification and based on the justification and the supporting documentation you will either “Approve or Disapprove” request for training approval.

To open attachment click on the hyperlink provided.

AFSAS UNCLASSIFIED REPORTING ONLY
Time: 17 APR 2015 1800(Z)

REVIEW COURSE CREDIT REQUEST

Course Credit Requested For: Erpelding, Mark on 24 FEB 2015 ([View Associated AFSAS Account](#))

Course Name:*

I completed the exact course above?* Yes No

Organization Providing Training:

Completion Date:*

Number of Contact Hours:
Based on the number of contact hours entered, you should receive 0.0 CEUs.

Number of CEUs:

Course Completion Certificate Awarded?* Yes No

Supporting documentation is essential to show that you completed this class. Upload supporting documents (i.e. a training certificate, transcript, etc.) and any additional files supporting your credit request.

Credit requests will not be approved without adequate justification and supporting documentation.

Attached File	File Size	Uploaded By	Uploaded On	Virus Scan Status
MSF.gif	3.34 KBGS/GG - 14;	Erpelding, Mark;	AFSEC/SEGT24 FEB 2015	✓

Acceptable File Formats: .doc, .docx, .pdf, .ppt, .pptx, .rtf, .txt, .xls, .xlsx, .m4a, .mp3, .mp4, .wav, .wma, .avi, .mpeg, .mpg, .wmv, .bmp, .gif, .jif, .jpe, .jpeg, .jpg, .png, .tif, .tiff, .xdl, .mov, .any

Attach File:

Please ensure that the file you are attempting to upload is not password protected.

AFSAS scans attached files for viruses. If a virus is detected, AFSAS will delete the file and notify you.

You may upload up to five files; attachment size is subject to local base restrictions; If you need to upload a file that exceeds this limitation, please contact the [AFSAS Help Desk](#).

Justification:

Credit Decision:* Approve Disapprove

MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

A. Click on hyperlink to view supporting documentation.

A

Attached File	File Size	Uploaded By	Uploaded On	Virus Scan Status
 MSF.gif	3.34 KB	GS - 14; Erpelding, Mark; AFSEC/SEGT24	FEB 2015	✓

B. Click on open attachment to view supporting documentation.

B



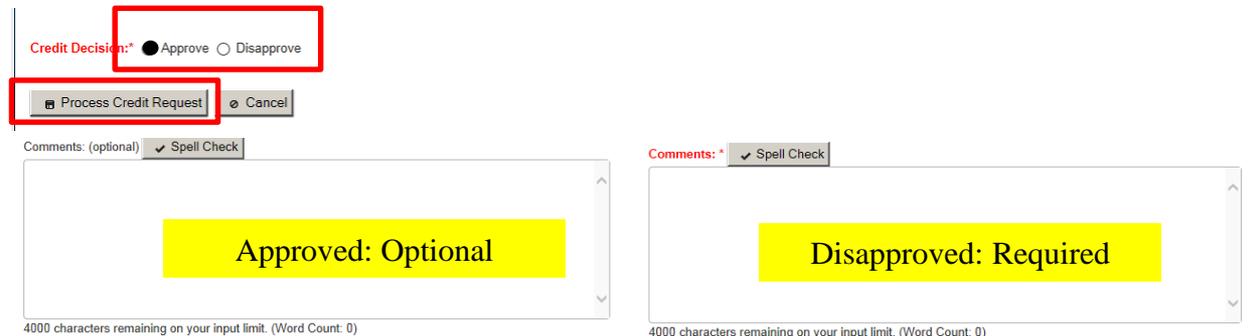
C. In this case the MSF logo represents an MSF completion certificate.

C



D. Once MSR verifies the certificate combined with justification from previous slide, training can now be “Approved” or “Disapproved” by MSR.
NOTE: If marked “Disapprove” a required justification box will appear for comments. If marked “Approve” the same box will appear but comments are optional.

D



Credit Decision: Approve Disapprove

Comments: (optional) Spell Check

Approved: Optional

4000 characters remaining on your input limit. (Word Count: 0)

Comments: * Spell Check

Disapproved: Required

4000 characters remaining on your input limit. (Word Count: 0)

After marking “Approve” it is time to process the credit request by clicking “Process Credit Request”.

MSR TRAINING MODULE TUTORIAL

APPROVE-DISAPPROVE RIDER TRAINING

Once the approval/disapproval request is complete, the “Training Record Data Viewer for (Rider’s Name)” appears. Once you verify changes were made as you intended then click on the “Done With Training Record Data Viewer” This takes you to “Training Records” to verify class is approved and is no longer pending approval.

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at bottom of page.

TRAINING RECORD DATA VIEWER FOR ERPELDING, MARK

MESSAGE Successfully Approved Course Credit Request #121024 for the course titled 'MSRC / ARC/ DoD Approved Sport Bike' requested by Erpelding, Mark on 24 FEB 2015.

Account Header

Account ID: 139607 **Name:** GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT  **Last Updated:** 17 APR 2015 1835(Z)
DoD ID: 1143478935 **Base:** Kirtland AFB **Status:** Active

[+ Expand All](#) [- Collapse All](#)

Credit Request Information

Field	Value
Course Category:	Motorcycle and ATV Safety
Course Name:	MSRC / ARC/ DoD Approved Sport Bike
Course Description:	A one-day course that complements a rider's basic skills and helps with personal risk assessment. It includes a fast-paced classroom segment with several interactive activities to improve perception and hazard awareness. Range exercises enhance both basic skills and crash avoidance skills. Improving braking and cornering finesse is emphasized. The course is beneficial for riders on any type of street motorcycle
Was this course facilitated by MSF? Yes	
Organization Providing Training:	--
Completion Date:	18 FEB 2015
Number of Contact Hours: 	0
Number of CEUs Requested: 	0
Justification:	<div style="border: 1px solid gray; padding: 5px; min-height: 80px;">IAW AFI 91-207</div>
Request Date:	24 FEB 2015

[+ Course Credit Approved](#)

[+ 1 Attached Supporting Documents](#)

 [Done With Training Record Data Viewer](#)

END THIS SECTION



MSR TRAINING MODULE TUTORIAL

UPDATE MOTORCYCLE RIDER INFORMATION: TRAINING

Updating a rider's training starts from the AFSAS Home page. Open "INDEX MENU" as shown to the right and click on the "TRAINING" tab. First, we will update training as if a rider just came in and gave you a copy of training they attended.

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

UNREAD AFSAS NEWS (0)
You do not have any unread news at this time.
[View All AFSAS Publications](#)

Work Item	Number
Publications	10
Requesting Approval At My Organization And Below	1

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	1
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	0
Near Late Commander Briefing	0
Late Commander Briefing	3
Riders at My Base: Near Late Commander Briefing	0
Riders at My Base: Late Commander Briefing	1

HOME 10 LOGOUT



MSR TRAINING MODULE TUTORIAL

UPDATE MOTORCYCLE RIDER INFORMATION: TRAINING

Once the tab is open you will now select “Create Training Record” from “INDEX MENU”.

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GS/IG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

TRAINING

HOME PAGE

CREATE TRAINING RECORD

SEARCH STUDENT TRAINING RECORDS

MUSTT

HOME PAGE

ANNUAL/PRESEASON BRIEFING MASS

UPDATE

SEARCH MOTORCYCLE RIDERS

and layout!

ed to make more efficient use of the organization of all AFSAS components. Such as mishaps, recommendations, tab eged within the new "Safety" menu. Also, erent sized screens and optimizes their

new changes

Next →

- AFSAS NEWS (0)

You do not have any unread news at this time.

View All AFSAS Publications

+ show work items with zero counts

Work Item	Number
ications	9
iting Approval At My Organization	1
iting Approval At My Organization And Below	3
iting Approval At My Base	1

- hide work items with zero counts

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	2
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	11
Near Late Commander Briefing	0
Late Commander Briefing	4
Riders at My Base: Near Late Commander Briefing	0

HOME 9 LOGOUT

MSR TRAINING MODULE TUTORIAL

UPDATE MOTORCYCLE RIDER INFORMATION: TRAINING

The “Create Training Record” window will now appear. Type in a portion of the rider’s last name and a menu selection list should appear with the rider’s name listed. Select the correct rider by clicking on the applicable name. **Note: If rider doesn’t appear they don’t have an AFSAS account and need to establish an account before you can proceed..**

Type in the course name, again there will be a selection menu with the course listed. Answer all questions in **RED** as they are required. When you click “YES” on the “Course Completion Certificate Awarded” the “BROWSE” selection button will show as seen on this screen shot. If you select “NO” the section highlighted in **RED** will not be visible. All certificates must be saved electronically to file to MUSTT. Once you complete the Justification block then click “Create Training Record”.

CREATE TRAINING RECORD

Student Name:*

Course Name:*

I completed the exact course above?* Yes No

Organization Providing Training:

Completion Date:*

Number of Contact Hours:
Based on the number of contact hours entered, you should receive 0.0 CEUs.
Number of CEUs:

Course Completion Certificate Awarded?* Yes No

Supporting documentation is essential to show that you completed this class. Upload supporting documents (i.e. a training certificate, transcript, etc.) and any additional files supporting your credit request.

Credit requests will not be approved without adequate justification and supporting documentation.

Acceptable File Formats: .doc, .docx, .pdf, .ppt, .pptx, .rtf, .txt, .xls, .xlsx, .m4a, .mp3, .mp4, .wav, .wma, .avi, .mpeg, .mpg, .wmv, .bmp, .gif, .jiff, .jpe, .jpeg, .jpg, .png, .tif, .tiff, .xfl, .mov, Any

Attach File:*

Please ensure that the file you are attempting to upload is not password protected.

AFSAS scans attached files for viruses. If a virus is detected, AFSAS will delete the file and notify you.

You may upload up to five files; attachment size is subject to local base restrictions; If you need to upload a file that exceeds this limitation, please contact the [AFSAS Help Desk](#)

Justification:* Spell Check

Justification is required in order to obtain credit for a course. Provide adequate justification that your class meets the requirements for the course credit that you request.

4000 characters remaining on your input limit. (Word Count: 0)

MSR TRAINING MODULE TUTORIAL

UPDATE MOTORCYCLE RIDER INFORMATION: TRAINING

The “Training Record Data Viewer for (Rider’s Name) should now appear. This is a verification screen. Verify the “Course Request Information” is correct. Also, you will be able to verify who updated the training and approved it. Remember if a section has a + or - sign in front of the title bar you can either expand or compress that area.

Click on the “Done With Training Record Data Viewer”. You are taken to four windows in the following order: “Training Records”, “Student Training Transcript”, “Account Validation Results” and “Data Viewer”. Click “Done With” on each of these windows to move to the training module.

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at bottom of page.

TRAINING RECORD DATA VIEWER FOR ERPELDING, MARK

MESSAGE Successfully Created Training Record #121221 for 'null' on behalf of GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT on 27 APR 2015 1329(Z). Successfully Included 1 Supporting Documentation files.

Account Header

Account ID: 139607 Name: GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT Last Updated: 27 APR 2015 1329(Z)
 DoD ID: 1143478935 Base: Kirtland AFB Status: Active

+ Expand All - Collapse All

Credit Request Information

Field	Value
Course Category:	Motorcycle and ATV Safety
Course Name:	Basic Rider Course or DoD Approved Initial Course
Course Description:	The best place for a new rider to start once they've made the decision to ride. Successful completion of this course and its knowledge and skill tests, which consists of approximately five hours of classroom and 10 hours of on-cycle instruction (conducted over two or three sessions), may serve as a license test waiver program in some states. Motorcycles and helmets are provided for your use during the course. Also, a course completion card may provide a rider an insurance discount. (In some states, this course may lead to only a motorcycle permit and require completion of the BRC2 to obtain full licensure.)
Was this course facilitated by MSF?	No
Organization Providing Training:	--
Completion Date:	06 MAY 2014
Number of Contact Hours:	--
Number of CEUs Requested:	--
Justification:	Required IAW AFI 91-207
Request Date:	27 APR 2015

Course Credit Approved

Field	Value
Number of Contact Hours Awarded:	0
Number of CEUs Awarded:	0
Reviewer Comments:	This Training Record was Created by the Training Administrator.
Reviewed by:	GS/GG - 13; Albert, Arthur A.; USAF AFSEC/SEGT
Reviewed on:	27 APR 2015

+ 1 Attached Supporting Documents

Done With Training Record Data Viewer

END THIS SECTION



MSR TRAINING MODULE TUTORIAL

SEARCH RIDER TRAINING RECORDS

“Search Student Training Records”

This selection allows MSRs to search for a particular record of a rider.

This feature allows MSRs to determine immediately if an identified rider within their unit has an AFSAS basic account. This is important because if the rider has an account the MSR can easily manage the record to include add/edit/approve training, add/edit motorcycle demographics, add/edit/approve briefings, etc.

Open the “INDEX MENU” by moving cursor to far left or clicking the “Hamburger” ICON top left of screen. Once opened, click on “TRAINING” and then “Search Student Training Records”.

LOGGED IN AS
GS/IG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

TRAINING

HOME PAGE

CREATE TRAINING RECORD

SEARCH STUDENT TRAINING RECORDS

MUSTI

HOME PAGE

ANNUAL/PRESEASON BRIEFING MASS

UPDATE

SEARCH MOTORCYCLE RIDERS

and layout!

ed to make more efficient use of the organization of all AFSAS components. such as mishaps, recommendations, tab aged within the new "Safety" menu. Also, erent sized screens and optimizes their

new changes

Next →

- AFSAS NEWS (0)

You do not have any unread news at this time.

View All AFSAS Publications

+ show work items with zero counts

Work Item	Number
ications	9
iting Approval At My Organization	1
iting Approval At My Organization And Below	3
iting Approval At My Base	1

- hide work items with zero counts

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	2
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	11
Near Late Commander Briefing	0
Late Commander Briefing	4
Riders at My Base: Near Late Commander Briefing	0

HOME 9 LOGOUT

MSR TRAINING MODULE TUTORIAL

The “Search Student Training Records” screen is displayed.

SEARCH RIDER TRAINING RECORDS

A. On this page you can search for a rider based on name, unit of assignment or base.

B. You can search for how many of your riders attended a given training class during a specific period.

C. You can search for riders with approved training, awaiting to have training approved or disapproved training. This can be further refined by combining search with items A or B above.

AFSAS UNCLASSIFIED REPORTING ONLY Time: 20 APR 2015 1637(Z)

SEARCH STUDENT TRAINING RECORDS

Student Name:

Assigned Organization Tier 1: --select organization tier 1--

Base:

Course Category: --Select Course Category--

Course Name:

Training Status: Approved Awaiting Approval Disapproved

Course Completion Date: DD MON YYYY through DD MON YYYY

Include Secondary Accounts:

Results Per Page: 25

A (Student Name, Assigned Organization Tier 1, Base)
B (Course Category, Course Name)
C (Training Status)
D (Course Completion Date)
E (Results Per Page)

D. Another search capability is to search by date range. You can also combine this search with information from A, B and C.

E. Additionally, you control the size of the output by changing the “Results by Page”.

Once you have determined the purpose of your search and completed the appropriate field(s), click on the “Search Training Records” button.

MSR TRAINING MODULE TUTORIAL

SEARCH RIDER TRAINING RECORDS

Once you click “Search Training Records” the “Training Records Search Results” window appears. In this search example, searched for all riders in AFSEC that attended an ARC course between 1 Apr 2013 and 1 Apr 2015, whether the training was approved, disapproved or awaiting approval.

The result listed four riders fitting these parameters. Then select the appropriate Action ICON to the right of the name to continue working with the rider’s record.

See the [ICON](#) page (Slide 4) for listing of ICONs and what they allow an MSR to accomplish.

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at bottom of page.

TRAINING RECORDS SEARCH RESULTS

SEARCH PARAMETERS

Criterion	Values
Assigned Organization Tier 1:	US Air Force
Assigned Organization Tier 2:	Air Force Safety Center (AFSEC)
Include subordinate organizations:	No
Course Category:	Motorcycle and ATV Safety
Training Status:	" Approved, Awaiting Approval, Disapproved"
Include Secondary Accounts:	No
Displaying Results:	4 out of 4

Search Refinement + Expand All - Collapse All

- Organization Type:

HQ	0
MAJCOM	0
NAF	0
Wing	0
Group	0
Squadron	0

- Training Record Status:

Credit Awaiting Review	0
Credit Approved	4
Credit Disapproved	0

hide facets with zero counts

To sort your search results, select the header you want to sort by.

Action	Grade	Name	Organization, Tier 1	Organization, Tier 2	Office Symbol	Base
	GS/GG - 13	Albert, Arthur	USAF	AFSEC	SEGT	Kirtland AFB
	E7	Kuhlmann, Erik	USAF	AFSEC	SEH	Kirtland AFB
	CTR	Andreev, Igor A.	USAF	AFSEC	SEAC	Kirtland AFB
	GS/GG - 14	Erpelding, Mark	USAF	AFSEC	SEGT	Kirtland AFB

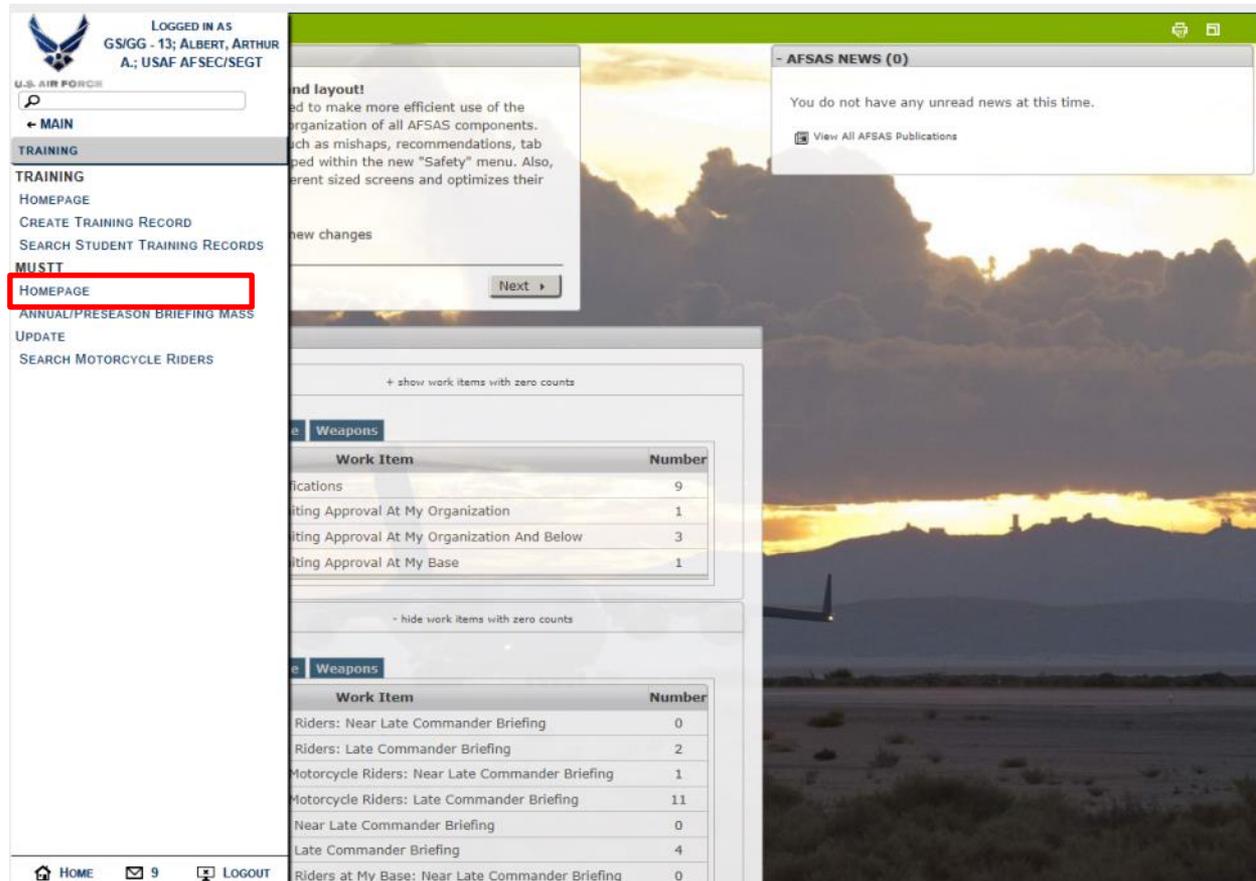
Displaying Results 1 - 4 of 4 records.
Export to:

MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

MUSTT Homepage will allow MSRs to gain a quick look at the training and briefing status for all unit motorcycle riders.

Click “Homepage” on the “INDEX MENU”.



LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

TRAINING

HOME PAGE

CREATE TRAINING RECORD

SEARCH STUDENT TRAINING RECORDS

MUSTT

HOME PAGE

ANNUAL/PRESEASON BRIEFING MASS UPDATE

SEARCH MOTORCYCLE RIDERS

and layout!

ed to make more efficient use of the organization of all AFSAS components. such as mishaps, recommendations, tab eged within the new "Safety" menu. Also, erent sized screens and optimizes their

new changes

Next →

- AFSAS NEWS (0)

You do not have any unread news at this time.

View All AFSAS Publications

+ show work items with zero counts

Work Item	Number
ications	9
iting Approval At My Organization	1
iting Approval At My Organization And Below	3
iting Approval At My Base	1

- hide work items with zero counts

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	2
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	11
Near Late Commander Briefing	0
Late Commander Briefing	4
Riders at My Base: Near Late Commander Briefing	0

HOME 9 LOGOUT

MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

In the MUSTT Homepage window the MSR will be able to get a quick overview of training and briefings for riders within My Organization, Organization & Below, Base, and My Organization's Riders at My Base. Additionally, this window will show riders with incomplete rider information, due, overdue briefings and training as well as the total number of riders within the organization.

To expand this listing to show rider names, click on the number under the "Count" Column that correlates to information you wish to view.

On the next slide is an expanded listing for Annual/Preseason Brief, Overdue for an organization by clicking on the number 3 in the count column.

MUSTT HOMEPAGE

MUSTT will fulfill the commander's requirements outlined in AF1 91-207.

View Motorcycle Riders

My Organization's Riders | My Organization's (& below) Riders | My Base's Riders | My Organization's Riders at My Base

	Count
Riders With Incomplete Rider Information	3
Total Number of Riders	19
Unit Commander's Brief, Due within 30 Days	0
Unit Commander's Brief, Overdue	2
Annual/Preseason Brief, Due within 30 Days	0
Annual/Preseason Brief, Overdue	3
Training Required, Due within 90 Days	0
Training Required, Due within 60 Days	0
Training Required, Due within 30 Days	0
Training Required, Overdue	1

MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

From “MUSTT SEARCH RESULTS” window, three riders overdue a commander’s briefing are displayed.

Using the appropriate Action ICON you can edit, add or delete information for a rider. In this case the MSR wants to update MSgt Adrian Secrist’s record to show he received the unit commander’s briefing on 20 Apr 2015.

Click on the “Update Motorcycle Rider Information” ICON.

MUSTT SEARCH RESULTS
🔍 🗖

SEARCH PARAMETERS

Criterion	Values
Homepage Link:	My Organization's Motorcycle Riders: Annual/Preseason Brief, Overdue
Displaying Results:	3 out of 3

Search Refinement + Expand All - Collapse All

- **Organization Type:**
 - Wing 0
 - Group 0
 - Squadron 0
- **Assigned Organization:**
- **Assigned Base:**
- **Motorcycle Type:**
 - Cruiser 1
 - Sport Touring 1
 - Sport 1
 - Standard 1
 - Adventure Series 0
 - Chopper 0
 - Enduro/Dual Sport 0
 - Naked 0
 - Off Road/Dirt 0
 - Scooter 0
 - Sport Style-Rented/Borrowed (Do Not Own) 0
 - Touring 0
- **Include Riders With Rider Information:**
 - Incomplete 1
 - Complete 2
- **Employment Status:**
 - Military 3
 - Civilian 0

🔍 hide facets with zero counts

[🏠 Back to MUSTT Homepage](#)

Action	Grade	Name	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Licensed	Years of Experience	Rider Status	Rider Category	Due Date
🔍 🗖 🗑	O4	AFSECRcApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB	Y	15	Intermediate	Sport	08 APR 2016
🔍 🗖 🗑	E7	Secrist, Adrian	USAF	AFSEC	SEWC	Kirtland AFB	Y	27	Refresher	Sport	26 APR 2018
🔍 🗖 🗑	O4	VanHouten, Neal A.	USAF	AFSEC	SEWN	Kirtland AFB	Y	22	Refresher	Street	03 MAR 2019
Displaying Results 1 - 3 of 3 records.											Export to: 📄

MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

UPDATE MOTORCYCLE RIDER 🖨️ 📄

Account Header

Account ID: 148041	Name: E7; Secrist, Adrian; USAF AFSEC/SEWC <input checked="" type="checkbox"/>	Last Updated: 20 APR 2015 1842(Z)
DoD ID: 1249047003	Base: Kirtland AFB	Status: Active

Motorcycle rider? * Yes No

Date Arrived at Organization: 02 APR 2012

Year of Birth: Year 1982

Approximate Age: 33

Gender: Male Female

Licensed for Motorcycle: Yes No

Category of Rider: Street Only

Approximate Date Started Riding Motorcycles: * Month SEP Year 1988

Approximate Years of Experience: 26.6

Average Miles Ridden Per Year: 1000

Comments: (optional) Spell Check

4000 characters remaining on your input limit. (Word Count: 0)

AFSAS UNCLASSIFIED REPORTING ONLY 🖨️ 📄

LOGGED IN AS
GS/IG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

UPDATE ACCOUNT: SECRIST, ADRIAN

- MOTORCYCLE RIDER INFORMATION
- RIDER INFORMATION
- MOTORCYCLES
- FILES
- TRAINING INFORMATION
- TRAINING RECORDS
- TRAINING TRANSCRIPT
- DATA VIEWER
- ORGANIZATION HIERARCHY

“Update Motorcycle Rider” window will open. Open the “INDEX MENU” and click on “Training Records”.

MSR TRAINING MODULE TUTORIAL

MUSTT HOMEPAGE

TRAINING RECORDS

MESSAGE You have 1 future training requirement.

ERROR You have 2 overdue training requirements.

- Account Header

Account ID: 148041 **Name:** E7; Secrist, Adrian; USAF AFSEC/SEWC **Last Updated:** 20 APR 2015 1842(Z)
DoD ID: 1249047003 **Base:** Kirtland AFB **Status:** Active

- 2 Overdue Training

Course Category	Course Name	Due Date	Training Rule
Motorcycle and ATV Safety	Annual/Preseason Briefing	01 APR 2014	
Motorcycle and ATV Safety	Unit Commander Briefing	20 DEC 2014	

+ 1 Future Training Requirements

+ 9 Training Records

[Create Training Record](#)

[Done With Manage Training Records](#)

REMINDER: + to left of title bar menu indicates area can be expanded.

- indicates area can be minimized.

If not expanded, expand “Training Records” to view. Select “Create Training Record” lower left of screen.

MSR TRAINING MODULE TUTORIAL

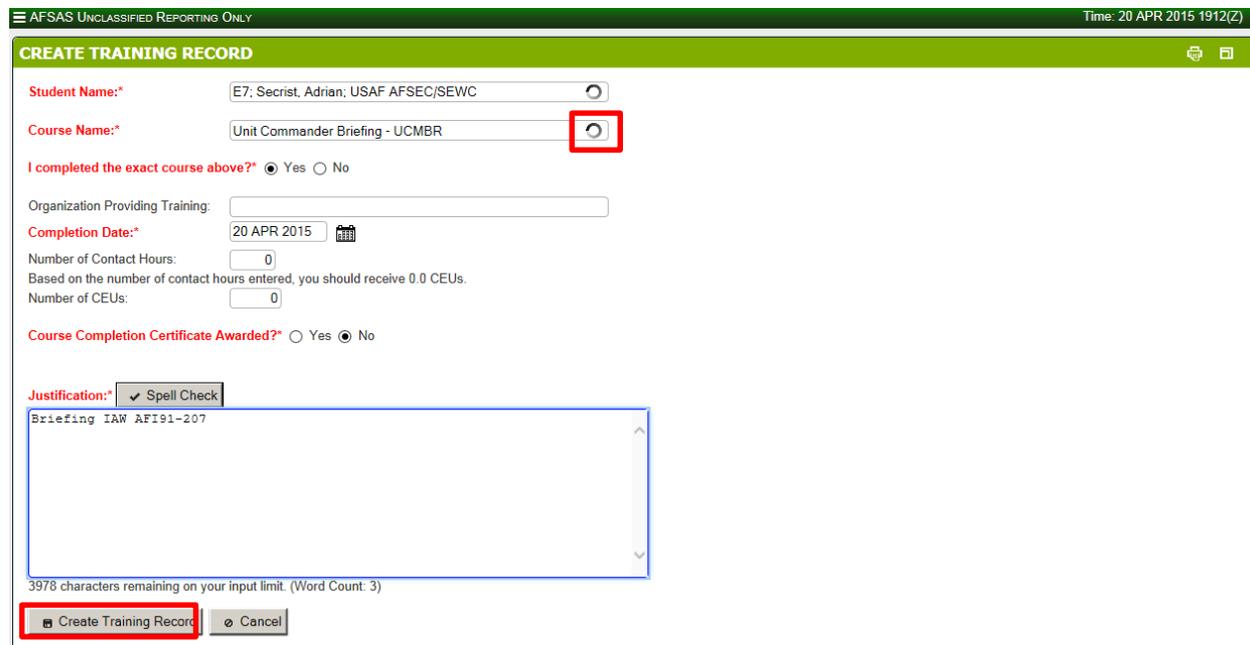
MUSTT HOMEPAGE

From “Create Training Record” window, fill in all required data. When you type in a field with a  this indicates this field has an automatic fill in list to select from once it recognizes the text being typed. Select from the list.

Once all information is complete click the “Create Training Record” to update rider’s record with training shown in the “Course Name” field.

Remember justification is required. For all motorcycle training and briefings use [Briefing/Training IAW AFI 91-207] as a minimum.

Once training or briefing is submitted by clicking the “Create Training Record”, MSR will be taken to **“Training Record Data Viewer for (Rider) then to Training Records” and “Student Training Transcript”** To move on from each of these windows click “Done with.....” lower left of window. Once at validation screen rider’s information has been updated.



AFSAS UNCLASSIFIED REPORTING ONLY Time: 20 APR 2015 1912(Z)

CREATE TRAINING RECORD

Student Name:* E7; Secrist, Adrian; USAF AFSEC/SEWC

Course Name:* Unit Commander Briefing - UCMBR

I completed the exact course above?* Yes No

Organization Providing Training:

Completion Date:* 20 APR 2015

Number of Contact Hours:
Based on the number of contact hours entered, you should receive 0.0 CEUs.

Number of CEUs:

Course Completion Certificate Awarded?* Yes No

Justification:* Spell Check
Briefing IAW AFI91-207

3978 characters remaining on your input limit. (Word Count: 3)

If finished with editing or changing records after the “Account Validation Screen” MSR can exit by clicking on the “Internet Explorer” or LOGOUT at bottom of the page.



If more changes are needed then proceed back to the “MUSTT Homepage” by opening the “Index Menu” and clicking on “Training”. Then select applicable menu item.

END THIS SECTION



MSR TRAINING MODULE TUTORIAL

ANNUAL/PRESEASON BRIEFING MASS UPDATE

AFI 91-207, paragraph 1.3.4.5. requires all on-road motorcycle riders to attend an annual/preseason safety briefing. An example annual/preseason template is located in AFI 91-207, Atch 3 or in the AFSAS MSR's Toolkit, [slide 71](#) shows how to access AFSAS MSR's Toolkit.

Quite often this briefing will be held so several riders attend at the same time. To update these riders records, MSRs may want to use the "Annual/Preseason Mass Update" feature in the training module.

To use mass update feature, open the "Index Menu" select "TRAINING" and select "Annual/Preseason Briefing Mass Update" button under the MUSTT tab.

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GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

TRAINING

HOME PAGE

CREATE TRAINING RECORD

SEARCH STUDENT TRAINING RECORDS

MUSTT

HOME PAGE

ANNUAL/PRESEASON BRIEFING MASS UPDATE

SEARCH MOTORCYCLE RIDERS

and layout!

ed to make more efficient use of the organization of all AFSAS components. such as mishaps, recommendations, tab eged within the new "Safety" menu. Also, erent sized screens and optimizes their

new changes

Next >

- AFSAS NEWS (0)

You do not have any unread news at this time.

View All AFSAS Publications

+ show work items with zero counts

Work Item	Number
ications	9
iting Approval At My Organization	1
iting Approval At My Organization And Below	3
iting Approval At My Base	1

- hide work items with zero counts

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	2
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	11
Near Late Commander Briefing	0
Late Commander Briefing	4
Riders at My Base: Near Late Commander Briefing	0

HOME 9 LOGOUT

MSR TRAINING MODULE TUTORIAL

ANNUAL/PRESEASON BRIEFING MASS UPDATE

Time: 23 APR 2015 1920(Z)

“Annual/Preseason Briefing Mass Update” To update using the mass update feature, MSR enters the date of the briefing and clicks on the box to the left of the rider’s name. This will create a check mark in the box. Once all riders participating have been identified, click on the “Save Briefing Data”.

Once saved the “MUSTT HOMEPAGE” window will open. This will complete the mass update.

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at the bottom of the page.

SEARCH PARAMETERS

Criterion **Values**

Assigned Organization: Air Force Safety Center (AFSEC) [\(remove criterion\)](#)

Assigned Base: Kirtland AFB [\(remove criterion\)](#)

Displaying Results: 25 out of 43

Search Refinement + Expand All - Collapse All

- **Organization Type:**
- Wing 2
- Group 2
- Squadron 13
- **Assigned Organization:**
- **Assigned Base:**

[hide facets with zero counts](#)

[Back to MUSTT Homepage](#)

Annual / Pre-season Briefing Date: * 

Mark which riders attended the Annual / Pre-season Briefing

[Check All](#) | [Clear All](#)

Attend Training?	Grade	Name ↑	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Last Annual / Pre-season Briefing Date
<input checked="" type="checkbox"/>	O4	AFSECRecApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB	01 APR 2015
<input type="checkbox"/>	GS/GG - 13	Albert, Arthur	USAF	AFSEC	SEGT	Kirtland AFB	01 APR 2015
<input type="checkbox"/>	GS/GG - 13	Albert, Arthur A.	USAF	AFSEC	SEGT	Kirtland AFB	01 APR 2015
<input type="checkbox"/>	E5	Allen, Jesse	USAF	485 IS	F2531	Mainz-Kastel	01 APR 2015
<input type="checkbox"/>	CTR	Andreev, Igor A.	USAF	AFSEC	SEAC	Kirtland AFB	01 APR 2015
<input type="checkbox"/>	E4	Ayala Ramos, Paul G.	USAF	485 IS	LRF	Mainz-Kastel	01 APR 2015
<input type="checkbox"/>	O3	Brownlow, Daniel L.	USAF	14 AF	A30	Vandenberg AFB	01 APR 2015
<input type="checkbox"/>	CTR	Kerr, David	USAF	AFSEC	SEAC	Kirtland AFB	01 APR 2015

Displaying Results 1 - 25 of 43 records. [Export to:](#) 

Page: [1](#) [2](#) [Next](#) [Last](#)

 Save Briefing Data

Results per Page: [25](#) [50](#) [100](#) [200](#)

AFSAS took 0.33 seconds to render these search results. 

[Email all Riders Listed](#)

END THIS SECTION

MSR TRAINING MODULE TUTORIAL

SEARCH MOTORCYCLE RIDER

To search for a motorcycle riders, open the “Index Menu” select “TRAINING” and select “Search Motorcycle Riders” under the MUSTT tab.

The search motorcycle riders selection goes to the “Search AFSAS Accounts”. From this window, a MSR is able to find a rider’s record or determine if the rider has an AFSAS account.

To use this feature, type in the member’s last name, first name and any other information that as an MSR you feel will further narrow your search.

Once information is complete MSR will click on the “Search Accounts” button.

SEARCH AFSAS ACCOUNTS

Search for accounts by entering a search value for at least one of the fields below.

Last Name:

First Name:

Account Type: Primary Secondary Basic Elevated Active Inactive

Module Access: Mishap Investigation Occupational Illness Motorcycle Safety Representatives Recommendations User Administration Motorcycle Rider Smithsonian Hazard Investigation

Assigned Organization Tier 1:

Assigned Organization Tier 2:

Include subordinate organizations

Base:

Results Per Page:

MSR TRAINING MODULE TUTORIAL

Once the search is submitted a new window will pop up. If the window that pops up is like the one to the right there was no member/rider found in AFSAS with name you identified or credentials you supplied. Check to ensure you spelled name right or remove some of the other search criteria to get a broader search for just the name. If after you do and still nothing shows, this member does not have an AFSAS account and there is nothing you can do for the member/rider until they establish an AFSAS account.

If window is like one to right then a member/rider or member's/rider's meeting your search criteria was found. You can use the Action ICONs to continue with this rider's records.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on  top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

SEARCH MOTORCYCLE RIDER

SEARCH AFSAS ACCOUNTS RESULTS

- SEARCH PARAMETERS

Criterion	Values
Last Name:	kaaspersky
First Name:	Mark
Assigned Organization Tier 1:	US Air Force
Module Access:	Is Motorcycle Rider (remove criterion)
Account Type:	Primary and Active (remove criterion)
Displaying Results:	0 out of 0

[Modify Search](#) [Start Over](#)

There are no results to display.

Results per Page: [25](#) [50](#) [100](#) [200](#)

AFSAS took 0.02 seconds to render these search results.

SEARCH AFSAS ACCOUNTS RESULTS

- SEARCH PARAMETERS

Criterion	Values
Last Name:	Erpelding
First Name:	Mark
Assigned Organization Tier 1:	US Air Force
Assigned Organization Tier 2:	Air Force Safety Center (AFSEC)
Module Access:	Is Motorcycle Rider (remove criterion)
Account Type:	Primary and Active (remove criterion)
Displaying Results:	1 out of 1

[Modify Search](#) [Start Over](#)

Action	Grade	Name ↓	User Type	Organization, Tier 1	Organization, Tier 2	Base	Last Logged In	Phone	Email	User Admin?	Account Type	Status
		GS/GG - 14 Erpelding, Mark		USAF	AFSEC/SEGT	Kirtland AFB	02 APR 2015 2004(Z)				Basic	Active

Displaying Results 1 - 1 of 1 records.

Results per Page: [25](#) [50](#) [100](#) [200](#)

AFSAS took 0.05 seconds to render these search results.

[Email All Accounts Listed](#)



MSR TRAINING MODULE TUTORIAL

REMOVING RIDER OR MEMBER FROM MSR LISTING OF UNIT RIDERS

To remove a rider who PCS'd, PCA'd, Separated or Retired and rider failed to make changes to remove them from MSR listing open the "INDEX MENU", click on "TRAINING" and then click on "Search Motorcycle Riders".

LOGGED IN AS
GS/IG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

TRAINING

HOME PAGE

CREATE TRAINING RECORD

SEARCH STUDENT TRAINING RECORDS

MUSTT

HOME PAGE

ANNUAL/PRESEASON BRIEFING MASS UPDATE

SEARCH MOTORCYCLE RIDERS

and layout!

ed to make more efficient use of the organization of all AFSAS components. such as mishaps, recommendations, tab eged within the new "Safety" menu. Also, erent sized screens and optimizes their

new changes

Next >

- AFSAS NEWS (0)

You do not have any unread news at this time.

View All AFSAS Publications

+ show work items with zero counts

Work Item	Number
ications	9
iting Approval At My Organization	1
iting Approval At My Organization And Below	3
iting Approval At My Base	1

- hide work items with zero counts

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	2
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	11
Near Late Commander Briefing	0
Late Commander Briefing	4
Riders at My Base: Near Late Commander Briefing	0

HOME 9 LOGOUT

MSR TRAINING MODULE TUTORIAL

REMOVING RIDER OR MEMBER FROM MSR LISTING OF UNIT RIDERS

Type in the riders name you are wanting to remove and click “Search Accounts”.

SEARCH AFSAS ACCOUNTS

Search for accounts by entering a search value for at least one of the fields below.

Last Name:

First Name:

Account Type: Primary Secondary Basic Elevated Active Inactive

Module Access: Mishap Investigation Occupational Illness Motorcycle Safety Representatives
 Recommendations User Administration Motorcycle Rider
 Smithsonian Hazard Investigation

Assigned Organization Tier 1: -- select organization tier 1 --

Base: (e.g. Kirtland AFB, Phoenix Sky Harbor, Pentagon ADM)

Results Per Page: 25

A “Search AFSAS Accounts Results” window will appear with the rider MSR is wishing to remove. Click on the “Update Motorcycle Rider Information”.

SEARCH AFSAS ACCOUNTS RESULTS

SEARCH PARAMETERS

Criterion	Values
Last Name:	Erpelding
First Name:	Mark
Module Access:	Is Motorcycle Rider (remove criterion)
Account Type:	Primary and Active (remove criterion)
Displaying Results:	1 out of 1

Action	Grade	Name	User Type	Organization, Tier 1	Organization, Tier 2	Base	Last Logged In	Phone Email	User Admin?	Account Type	Status
<input checked="" type="button" value="Update Motorcycle Rider"/>	GS/GG - 14	Erpelding, Mark		USAF	AFSEC/SEGT	Kirtland AFB	02 APR 2015 2004(Z)			Basic	Active

Displaying Results 1 - 1 of 1 records.

Export to:

The “Update Motorcycle Rider” window will now be displayed. Change “Motorcycle rider” from Yes to No.

UPDATE MOTORCYCLE RIDER

Account Header

Account ID: 139607 Name: GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT Last Updated: 21 APR 2015 1353(Z)

DoD ID: 1143478935 Base: Kirtland AFB Status: Active

Motorcycle rider? Yes No

Date Arrived at Organization:

Year of Birth: (optional)

Approximate Age:

Gender: Male Female

Licensed for Motorcycle: (optional) Yes No

Category of Rider:

Approximate Date Started Riding Motorcycles:

Approximate Years of Experience:

Average Miles Ridden Per Year: (optional)

Comments: (optional) Spell Check

4000 characters remaining on your input limit. (Word Count: 0)

MSR TRAINING MODULE TUTORIAL

REMOVING RIDER OR MEMBER FROM MSR LISTING OF UNIT RIDERS

Once you click “NO” the information about the member riding will automatically disappear and just the question concerning rider will appear. At this point to finish removing rider click “Save Motorcycle Rider”.

Now the “Account Validation Results” window will appear. If correct, click on “Done With Account Validation”. When this is accomplished the “Data Viewer: Homepage” will appear. You have now successfully removed this member as a rider which will take him/her off your unit listing.

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at the bottom of the page.

UPDATE MOTORCYCLE RIDER

Account Header

Account ID: 139607	Name: GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT	Last Updated: 21 APR 2015 1353(Z)
DoD ID: 1143478935	Base: Kirtland AFB	Status: Active

Motorcycle rider? * Yes No

Save Motorcycle Rider **Cancel**

ACCOUNT VALIDATION RESULTS

MESSAGE Successfully Updated Motorcycle Rider
All Account Information has been validated.

Account Header

Account ID: 139607	Name: GS/GG - 14; Erpelding, Mark; USAF AFSEC/SEGT	Last Updated: 24 APR 2015 1440(Z)
DoD ID: 1143478935	Base: Kirtland AFB	Status: Active

Found 0 Issues And 0 Warnings

✓ Account Information	[0 issues, 0 warnings]
✓ Account Roles	[0 issues, 0 warnings]
✓ Professional Experience	[0 issues, 0 warnings]

Clear Account Validation Results

Account Validation took 1.3 seconds to analyze this record.

[Done With Account Validation](#)



MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

Deleting information on a rider's motorcycle ownership demographics starts from the AFSAS Home page. Open "INDEX MENU" as shown to the right and click on the "TRAINING" tab.

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

UNREAD AFSAS NEWS (0)
You do not have any unread news at this time.
[View All AFSAS Publications](#)

Weapons

Work Item	Number
Publications	10
Requesting Approval At My Organization And Below	1

Weapons

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	1
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	0
Near Late Commander Briefing	0
Late Commander Briefing	3
Riders at My Base: Near Late Commander Briefing	0
Riders at My Base: Late Commander Briefing	1

HOME 10 LOGOUT



MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

This will automatically generate new “INDEX MENU” selections. Click on the “Homepage” in the MUSTT selection list.

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← MAIN

TRAINING

HOME PAGE

CREATE TRAINING RECORD

SEARCH STUDENT TRAINING RECORDS

MUSTT

HOME PAGE

ANNUAL/PRESEASON BRIEFING MASS UPDATE

SEARCH MOTORCYCLE RIDERS

and layout!

ed to make more efficient use of the organization of all AFSAS components. Such as mishaps, recommendations, tabbed within the new "Safety" menu. Also, different sized screens and optimizes their new changes

Next →

- AFSAS NEWS (0)

You do not have any unread news at this time.

View All AFSAS Publications

+ show work items with zero counts

Work Item	Number
ications	9
iting Approval At My Organization	1
iting Approval At My Organization And Below	3
iting Approval At My Base	1

- hide work items with zero counts

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	2
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	11
Near Late Commander Briefing	0
Late Commander Briefing	4
Riders at My Base: Near Late Commander Briefing	0

HOME 9 LOGOUT



MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

In the MUSTT Homepage window to show names click on the number under the “Total Number of Riders” in the “Count” Column.

MUSTT HOMEPAGE

MUSTT will fulfill the commander's requirements outlined in AFI 91-207.

View Motorcycle Riders

My Organization's Riders | My Organization's (& below) Riders | My Base's Riders | My Organization's Riders at My Base

	Count
Riders With Incomplete Rider Information	3
Total Number of Riders	19
Unit Commander's Brief, Due within 30 Days	0
Unit Commander's Brief, Overdue	2
Annual/Preseason Brief, Due within 30 Days	0
Annual/Preseason Brief, Overdue	3
Training Required, Due within 90 Days	0
Training Required, Due within 60 Days	0
Training Required, Due within 30 Days	0
Training Required, Overdue	1

MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

You will now be taken to this window, the “MUSTT SEARCH RESULTS” window. In this window you will click on the “Update Motorcycle Rider Information” ICON for the applicable rider you wish to delete.

MUSTT SEARCH RESULTS

SEARCH PARAMETERS

Criterion	Values
Homepage Link:	My Organization's Motorcycle Riders: Total Number of Riders
Include Riders With Rider Information:	Incomplete , Complete (remove criterion)
Displaying Results:	19 out of 19

Search Refinement + Expand All - Collapse All

- + Organization Type:
 - Wing 0
 - Group 0
 - Squadron 0
- + Assigned Organization:
- + Assigned Base:
- + Motorcycle Type:
- + Include Riders With Rider Information:
- + Employment Status:

[hide facets with zero counts](#)

[Back to MUSTT Homepage](#)

Action	Grade	Name	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Licensed	Years of Experience	Rider Status	Rider Category	Due Date
	O4	AFSECRecApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB	Y	15	Intermediate	Sport	08 APR 2016
	O3	Potter, Harry	USAF	AFSEC	SEA	Kirtland AFB	Y	5	Initial	Street	17 NOV 2013
	E7	Secrist, Adrian	USAF	AFSEC	SEWC	Kirtland AFB	Y	27	Refresher	Sport	26 APR 2018
	E5	Test 3, MUSTT	USAF	AFSEC	SE	Kirtland AFB	Y	6	Refresher	Street	11 MAR 2020
	O4	VanHouten, Neal A.	USAF	AFSEC	SEWN	Kirtland AFB	Y	22	Refresher	Street	03 MAR 2019
	O4	bernal, raymond	USAF	AFSEC	SEA	Kirtland AFB	Y	5	Intermediate	Sport	18 NOV 2015

Displaying Results 1 - 19 of 19 records. Export to: 

Results per Page: 25 50 100 200

AFSAS took 0.18 seconds to render these search results. 

MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

This will take you to the “Update Motorcycle Rider” window.

Upon entering the “Update Motorcycle Rider Information” window the choices on the “INDEX MENU” will change. Open the “INDEX MENU” by sliding your cursor to the far left of the screen. Now select the menu item “Motorcycles”.

MSR TRAINING MODULE TUTORIAL

DELETING MOTORCYCLE DEMOGRAPHICS

From this window you are able to delete information on the rider's motorcycle(s).

To delete a motorcycle click on the "Delete Motorcycle" ICON. This takes you to "Delete Motorcycle" window. When deleting, the only required entry required, is "Was this motorcycle entered by mistake?". If correct, click "Yes" and "Delete This Motorcycle" button.

If motorcycle wasn't entered by mistake and it is just the rider no longer owns or rides the motorcycle you can't delete it, Click "No" and "Cancel". Instead you must go into the "Update Motorcycle" (see Edit Motorcycle Demographics) window and change the rider's status with the motorcycle from "Currently Ridden" to "Previously Ridden". When finished click "Done with Motorcycles"

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking  top right of page or on  "INDEX MENU" LOGOUT at the bottom of the page.

MANAGE MOTORCYCLES

Account Header

Account ID: 422160 Name: CTR; Kerr, David; USAF AFSEC/SEAC Last Updated: 27 APR 2015 1420(Z)

DoD ID: 1502214027 Base: Kirtland AFB Status: Active

1 Motorcycle (Please enter all motorcycles rider currently rides or has previous experience with.)

Action	Type	Year	Make	Model	Engine Size	Dates Rode
	Scoter	1966	Custom-Other	Vespa	50-250CC	01/2014 to Present

Displaying Results 1 - 1 of 1 records. Export to: 

[Add a Motorcycle](#)

[Done with Motorcycles](#)

DELETE MOTORCYCLE CONFIRMATION

Account Header

Account ID: 422160 Name: CTR; Kerr, David; USAF AFSEC/SEAC Last Updated: 27 APR 2015 1708(Z)

DoD ID: 1502214027 Base: Kirtland AFB Status: Active

You are about to delete the following motorcycle:

Motorcycle Type: Scooter
 Motorcycle Year: 1966
 Motorcycle Make: Custom-Other
 Motorcycle Model: Vespa
 Engine Size: 50-250CC
 Approximate Date First Rode this Motorcycle: 01 JAN 2014



Was this motorcycle entered by mistake?
 Yes No

[Delete This Motorcycle](#) [Cancel](#)

NOTE: Answering "NO" to this question will generate the message below.

The only valid reason for deleting a motorcycle is accidental entry.

If this motorcycle is no longer being ridden please update the motorcycle "Riding Status" to "Previously Ridden" and enter the "Approximate Date Last Rode this Motorcycle".



MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

Adding a motorcycle on a rider's motorcycle ownership demographics starts from the AFSAS Home page. Open "INDEX MENU" as shown to the right and click on the "TRAINING" tab.

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

UNREAD AFSAS NEWS (0)
You do not have any unread news at this time.
[View All AFSAS Publications](#)

Work Item	Number
Publications	10
Requesting Approval At My Organization And Below	1

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	1
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	0
Near Late Commander Briefing	0
Late Commander Briefing	3
Riders at My Base: Near Late Commander Briefing	0
Riders at My Base: Late Commander Briefing	1

HOME 10 LOGOUT



MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

This will automatically generate new “INDEX MENU” selections. Under the MUSTT selection list, click on the “Homepage” tab

LOGGED IN AS
GS/SGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

TRAINING

TRAINING

HOME PAGE

CREATE TRAINING RECORD

SEARCH STUDENT TRAINING RECORDS

MUSTT

HOMEPAGE

ANNUAL/PRESEASON BRIEFING MASS UPDATE

SEARCH MOTORCYCLE RIDERS

and layout!
ed to make more efficient use of the
organization of all AFSAS components.
uch as mishaps, recommendations, tab
ped within the new "Safety" menu. Also,
erent sized screens and optimizes their

new changes

Next >

- AFSAS NEWS (0)
You do not have any unread news at this time.
View All AFSAS Publications

+ show work items with zero counts

Work Item	Number
ications	9
iting Approval At My Organization	1
iting Approval At My Organization And Below	3
iting Approval At My Base	1

- hide work items with zero counts

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	2
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	11
Near Late Commander Briefing	0
Late Commander Briefing	4
Riders at My Base: Near Late Commander Briefing	0

HOME 9 LOGOUT

MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

In the MUSTT Homepage window to show names click on the number under the “Total Number of Riders” in the “Count” Column.

MUSTT HOMEPAGE

MUSTT will fulfill the commander's requirements outlined in AFI 91-207.

View Motorcycle Riders

My Organization's Riders | My Organization's (& below) Riders | My Base's Riders | My Organization's Riders at My Base

	Count
Riders With Incomplete Rider Information	3
Total Number of Riders	19
Unit Commander's Brief, Due within 30 Days	0
Unit Commander's Brief, Overdue	2
Annual/Preseason Brief, Due within 30 Days	0
Annual/Preseason Brief, Overdue	3
Training Required, Due within 90 Days	0
Training Required, Due within 60 Days	0
Training Required, Due within 30 Days	0
Training Required, Overdue	1

MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

This takes you to the “MUSTT SEARCH RESULTS” window. In this window you will click on the “Update Motorcycle Rider Information” ICON to left of applicable rider.

MUSTT SEARCH RESULTS 🔍 🏠

SEARCH PARAMETERS

Criterion	Values
Homepage Link:	My Organization's Motorcycle Riders: Total Number of Riders
Include Riders With Rider Information:	Incomplete , Complete (remove criterion)
Displaying Results:	19 out of 19

Search Refinement + Expand All - Collapse All

- + **Organization Type:**
 - Wing 0
 - Group 0
 - Squadron 0
- + **Assigned Organization:**
- + **Assigned Base:**
- + **Motorcycle Type:**
- + **Include Riders With Rider Information:**
- + **Employment Status:**

[hide facets with zero counts](#)

[Back to MUSTT Homepage](#)

Action	Grade	Name	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Licensed	Years of Experience	Rider Status	Rider Category	Due Date
	O4	AFSECRApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB	Y	15	Intermediate	Sport	08 APR 2016
	O3	Potter, Harry	USAF	AFSEC	SEA	Kirtland AFB	Y	5	Initial	Street	17 NOV 2013
	E7	Secrist, Adrian	USAF	AFSEC	SEWC	Kirtland AFB	Y	27	Refresher	Sport	26 APR 2018
	E5	Test 3, MUSTT	USAF	AFSEC	SE	Kirtland AFB	Y	6	Refresher	Street	11 MAR 2020
	O4	VanHouten, Neal A.	USAF	AFSEC	SEWN	Kirtland AFB	Y	22	Refresher	Street	03 MAR 2019
	O4	bernal, raymond	USAF	AFSEC	SEA	Kirtland AFB	Y	5	Intermediate	Sport	18 NOV 2015

Displaying Results 1 - 19 of 19 records. Export to:

Results per Page: 25 50 100 200

AFSAS took 0.18 seconds to render these search results.

MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

This takes you to the “Update Motorcycle Rider” window.

Upon entering the “Update Motorcycle Rider Information” window the choices on the “INDEX MENU” will change. Open the “INDEX MENU” by sliding your cursor to the far left of the screen. Now select the menu item “Motorcycles”.

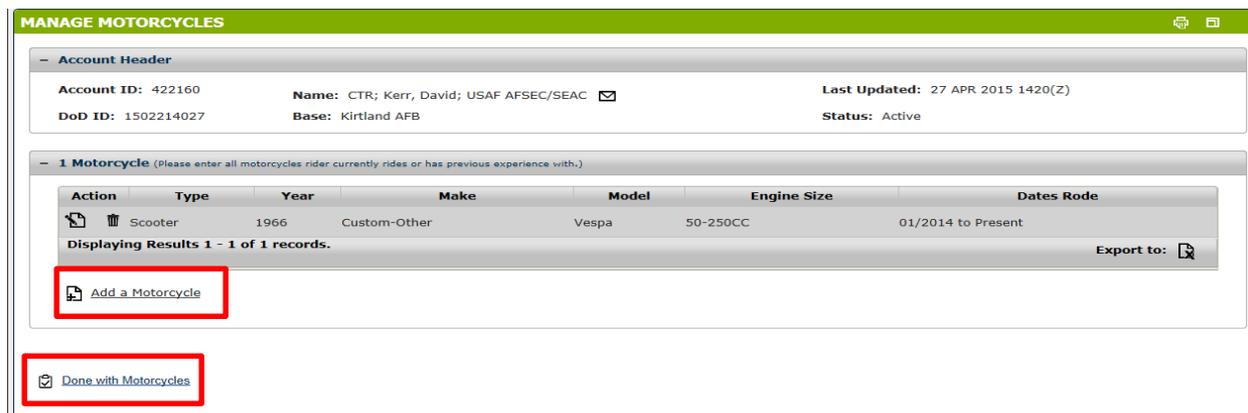
MSR TRAINING MODULE TUTORIAL

ADDING MOTORCYCLE DEMOGRAPHICS

Adding from the “Manage Motorcycles” window, MSR selects the “Add a Motorcycle”, bottom left of screen.

From “Update Motorcycle” window fill in all required information, remembering that the black down arrow to right of field indicates a drop down menu is available to make selection from. Once information is complete, click on the “Save Motorcycle” bottom lower left of screen. MSR returns to window “Manage Motorcycles” if finished click “Done with Motorcycles” on “Manage Motorcycles” page.

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at the bottom of the page.



MANAGE MOTORCYCLES

Account Header

Account ID: 422160 Name: CTR; Kerr, David; USAF AFSEC/SEAC Last Updated: 27 APR 2015 1420(Z)

DoD ID: 1502214027 Base: Kirtland AFB Status: Active

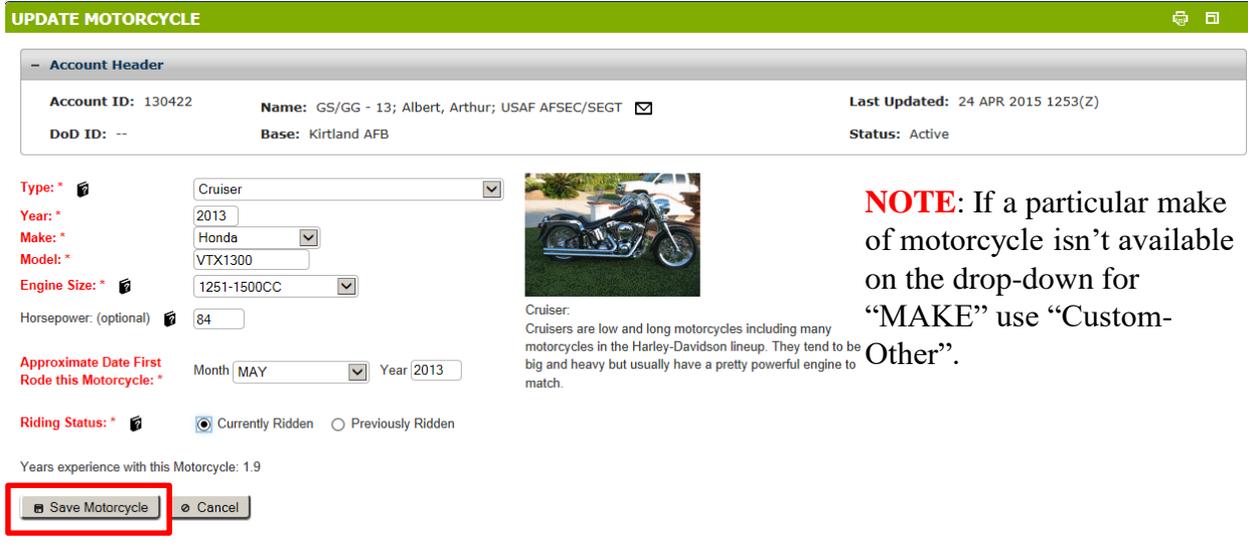
1 Motorcycle (Please enter all motorcycles rider currently rides or has previous experience with.)

Action	Type	Year	Make	Model	Engine Size	Dates Rode
	Scooter	1966	Custom-Other	Vespa	50-250CC	01/2014 to Present

Displaying Results 1 - 1 of 1 records. Export to:

Add a Motorcycle

Done with Motorcycles



UPDATE MOTORCYCLE

Account Header

Account ID: 130422 Name: GS/GG - 13; Albert, Arthur; USAF AFSEC/SEGT Last Updated: 24 APR 2015 1253(Z)

DoD ID: -- Base: Kirtland AFB Status: Active

Type: * Cruiser

Year: * 2013

Make: * Honda

Model: * VTX1300

Engine Size: * 1251-1500CC

Horsepower: (optional) 84

Approximate Date First Rode this Motorcycle: * Month MAY Year 2013

Riding Status: * Currently Ridden Previously Ridden

Years experience with this Motorcycle: 1.9

Save Motorcycle **Cancel**

NOTE: If a particular make of motorcycle isn't available on the drop-down for “MAKE” use “Custom-Other”.

Cruiser:
Cruisers are low and long motorcycles including many motorcycles in the Harley-Davidson lineup. They tend to be big and heavy but usually have a pretty powerful engine to match.



MSR TRAINING MODULE TUTORIAL

EDITING MOTORCYCLE DEMOGRAPHICS

Editing information on a rider's motorcycle ownership demographics starts from the AFSAS Home page. Open "INDEX MENU" as shown to the right and click on the "TRAINING" tab.

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GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

UNREAD AFSAS NEWS (0)
You do not have any unread news at this time.
[View All AFSAS Publications](#)

Weapons

Work Item	Number
Publications	10
Requesting Approval At My Organization And Below	1

Weapons

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	1
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	0
Near Late Commander Briefing	0
Late Commander Briefing	3
Riders at My Base: Near Late Commander Briefing	0
Riders at My Base: Late Commander Briefing	1

HOME 10 LOGOUT



MSR TRAINING MODULE TUTORIAL

EDITING MOTORCYCLE DEMOGRAPHICS

This will automatically generate new “INDEX MENU” selections. Click on the “Homepage” tab under the MUSTT selection list.

LOGGED IN AS
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A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

TRAINING

TRAINING

HOME PAGE

CREATE TRAINING RECORD

SEARCH STUDENT TRAINING RECORDS

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HOME PAGE

ANNUAL/PRESEASON BRIEFING MASS
UPDATE

SEARCH MOTORCYCLE RIDERS

and layout!
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organization of all AFSAS components.
uch as mishaps, recommendations, tab
ped within the new "Safety" menu. Also,
erent sized screens and optimizes their

new changes

Next >

- AFSAS NEWS (0)

You do not have any unread news at this time.

View All AFSAS Publications

+ show work items with zero counts

Work Item	Number
ifications	9
iting Approval At My Organization	1
iting Approval At My Organization And Below	3
iting Approval At My Base	1

- hide work items with zero counts

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	2
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	11
Near Late Commander Briefing	0
Late Commander Briefing	4
Riders at My Base: Near Late Commander Briefing	0

HOME 9 LOGOUT

MSR TRAINING MODULE TUTORIAL

EDITING MOTORCYCLE DEMOGRAPHICS

In the MUSTT Homepage window to show names click on the number under the “Total Number of Riders” in the “Count” Column.

MUSTT HOMEPAGE

MUSTT will fulfill the commander's requirements outlined in AFI 91-207.

View Motorcycle Riders

	Count
Riders With Incomplete Rider Information	3
Total Number of Riders	19
Unit Commander's Brief, Due within 30 Days	0
Unit Commander's Brief, Overdue	2
Annual/Preseason Brief, Due within 30 Days	0
Annual/Preseason Brief, Overdue	3
Training Required, Due within 90 Days	0
Training Required, Due within 60 Days	0
Training Required, Due within 30 Days	0
Training Required, Overdue	1

MSR TRAINING MODULE TUTORIAL

EDITING MOTORCYCLE DEMOGRAPHICS

This takes you to the “MUSTT SEARCH RESULTS” window. In this window you will click on the “Update Motorcycle Rider Information” ICON on applicable rider.

MUSTT SEARCH RESULTS

SEARCH PARAMETERS

Criterion	Values
Homepage Link:	My Organization's Motorcycle Riders: Total Number of Riders
Include Riders With Rider Information:	Incomplete , Complete (remove criterion)
Displaying Results:	19 out of 19

Search Refinement + Expand All - Collapse All

- + **Organization Type:**
 - Wing 0
 - Group 0
 - Squadron 0
- + **Assigned Organization:**
- + **Assigned Base:**
- + **Motorcycle Type:**
- + **Include Riders With Rider Information:**
- + **Employment Status:**

hide facets with zero counts

[Back to MUSTT Homepage](#)

Action	Grade	Name	Assigned Organization Tier 1	Assigned Organization Tier 2	Assigned Office Symbol	Assigned Base	Licensed	Years of Experience	Rider Status	Rider Category	Due Date
  	O4	AFSECRApprover, Test A.	USAF	AFSEC	SEAC	Kirtland AFB	Y	15	Intermediate	Sport	08 APR 2016
  	O3	Potter, Harry	USAF	AFSEC	SEA	Kirtland AFB	Y	5	Initial	Street	17 NOV 2013
  	E7	Secrist, Adrian	USAF	AFSEC	SEWC	Kirtland AFB	Y	27	Refresher	Sport	26 APR 2018
  	E5	Test 3, MUSTT	USAF	AFSEC	SE	Kirtland AFB	Y	6	Refresher	Street	11 MAR 2020
  	O4	VanHouten, Neal A.	USAF	AFSEC	SEWN	Kirtland AFB	Y	22	Refresher	Street	03 MAR 2019
  	O4	bernal, raymond	USAF	AFSEC	SEA	Kirtland AFB	Y	5	Intermediate	Sport	18 NOV 2015

Displaying Results 1 - 19 of 19 records. Export to: 

Results per Page: 25 50 100 200

AFSAS took 0.18 seconds to render these search results. 

MSR TRAINING MODULE TUTORIAL

EDITING MOTORCYCLE DEMOGRAPHICS

This takes you to the “Update Motorcycle Rider” window. Here you can edit information on rider and change rider to non-rider.

UPDATE MOTORCYCLE RIDER

Account Header

Account ID: 422160 Name: CTR; Kerr, David; USAF AFSEC/SEAC Last Updated: 27 APR 2015 1420(Z)

DoD ID: 1502214027 Base: Kirtland AFB Status: Active

Motorcycle rider? * Yes No

Date Arrived at Organization: 15 JUL 2014

Year of Birth: (optional) Year: [YYYY]

Approximate Age: NaN

Gender: Male Female

Licensed for Motorcycle: (optional) Yes No

Approximate Date Started Riding Motorcycles: * Month: [MAR] Year: [2014]

Approximate Years of Experience: 1.1

Average Miles Ridden Per Year: (optional) []

Comments: (optional)

4000 characters remaining on your input limit. (Word Count: 0)

To remove a rider from unit listing in the “Update Motorcycle Rider” window change the “Motorcycle Rider” question answer from “Yes” to “No”. and save.

To edit information about the motorcycle demographics upon entering the “Update Motorcycle Rider Information” window the choices on the “INDEX MENU” will change. Open the “INDEX MENU” by sliding your cursor to the far left of the screen. Now select the menu item “Motorcycles”.

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A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

UPDATE ACCOUNT: KERR, DAVID

- MOTORCYCLE RIDER INFORMATION

RIDER INFORMATION

MOTORCYCLES

FILES

- TRAINING INFORMATION

TRAINING RECORDS

TRAINING TRANSCRIPT

DATA VIEWER

ORGANIZATION HIERARCHY

Name: CTR; Kerr, David; USAF AFSEC/SEAC **Last Updated:** 27 APR 2015 1420(Z)

Base: Kirtland AFB **Status:** Active

Motorcycle rider? * Yes No

Date Arrived at Organization: 15 JUL 2014

Year of Birth: (optional) Year: [YYYY]

Approximate Age: NaN

Gender: Male Female

Licensed for Motorcycle: (optional) Yes No

Approximate Date Started Riding Motorcycles: * Month: [MAR] Year: [2014]

Approximate Years of Experience: 1.1

Average Miles Ridden Per Year: (optional) []

MSR TRAINING MODULE TUTORIAL

From this window you are able to edit information on the rider's motorcycle.

To edit a motorcycle click on the "Update Motorcycle" ICON to the left of the motorcycle you are editing. This will take you to "Update Motorcycle" window.

On the "Update Motorcycle" window, you can change information demographics on the motorcycle. When finished click "Save Motorcycle". MSR will be taken back to the "Manage Motorcycle" window. Return to "INDEX MENU" to continue working with files.

To continue to work in the Training Module go to the "INDEX MENU". If finished close page by clicking on  top right of page or on "INDEX MENU" LOGOUT at the bottom of the page.

EDITING MOTORCYCLE DEMOGRAPHICS

MANAGE MOTORCYCLES

Account Header

Account ID: 422160 Name: CTR; Kerr, David; USAF AFSEC/SEAC ✉ Last Updated: 27 APR 2015 1420(Z)
DoD ID: 1502214027 Base: Kirtland AFB Status: Active

1 Motorcycle (Please enter all motorcycles rider currently rides or has previous experience with.)

Action	Type	Year	Make	Model	Engine Size	Dates Rode
 	Scooter	1966	Custom-Other	Vespa	50-250CC	01/2014 to Present

Displaying Results 1 - 1 of 1 records. Export to: 

[Add a Motorcycle](#)

[Done with Motorcycles](#)

UPDATE MOTORCYCLE

Account Header

Account ID: 130422 Name: GS/GG - 13; Albert, Arthur; USAF AFSEC/SEGT ✉ Last Updated: 28 APR 2015 1244(Z)
DoD ID: -- Base: Kirtland AFB Status: Active

Type: *  Cruiser

Year: * 2013

Make: *  Honda

Model: * VTX1300

Engine Size: *  1251-1500CC

Horsepower: (optional) 

Approximate Date First Rode this Motorcycle: * Month  MAR Year 2014

Riding Status: *  Currently Ridden Previously Ridden

Years experience with this Motorcycle: 1.1

[Save Motorcycle](#) [Cancel](#)



Cruiser:
Cruisers are low and long motorcycles including many motorcycles in the Harley-Davidson lineup. They tend to be big and heavy but usually have a pretty powerful engine to match.

MSR TRAINING MODULE TUTORIAL

EMAILING RIDERS

To use MSR email, open AFSAS and then open the "INDEX MENU" by sliding cursor to far left of screen. From the "INDEX MENU" select "ADMIN" and then from "ADMIN" select "Homepage" under the "Email" Heading.

U.S. AIR FORCE
LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE
SEARCH

← MAIN

ADMIN

ACCOUNT MANAGEMENT
My ACCOUNT
USER ADMINISTRATORS
CREATE SECONDARY ACCOUNT
REQUEST COURSE CREDIT
SEARCH ACCOUNTS

EMAIL
HOMEPAGE
INBOX
SEARCH INBOX
FILE SHARING
HOMEPAGE
ADD NEW FILE COLLECTION

U.S. AIR FORCE
+ show work items with zero counts

Weapons

Work Item	Number
Publications	10
Requesting Approval At My Organization	1
Requesting Approval At My Organization And Below	2
Requesting Approval At My Base	1

- hide work items with zero counts

Weapons

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	0
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	8
Near Late Commander Briefing	0
Late Commander Briefing	2
Riders at My Base: Near Late Commander Briefing	0
Riders at My Base: Late Commander Briefing	0

UNREAD AFSAS NEWS (0)
You do not have any unread news at this time.
[View All AFSAS Publications](#)

and layout!
ed to make more efficient use of the
organization of all AFSAS components.
uch as mishaps, recommendations, tab
ped within the new "Safety" menu. Also,
erent sized screens and optimizes their

HOME 10 LOGOUT

MSR TRAINING MODULE TUTORIAL

EMAILING RIDERS

From the “Email Homepage”, to email a single rider or all riders within MSR Organization, click on the number in the “Motorcycle Riders” column.

This opens the “Email AFSAS Users” window. To email an individual click on the “Email” envelope ICON. You may have to click on the To: + to expand e-mail list. To email all riders, continue to fill out information in “Subject:” and “Message” block. When complete at the bottom left of the window click on the “Send Email” button.

Once message is sent MSR will be taken back to “Email Homepage”.

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at the bottom of the page.

EMAIL HOMEPAGE

Email Users

All Motorcycle Riders

	All	Motorcycle Riders	Motorcycle Safety Representatives
My Organization	53	18	35
My Organization and Below	104	43	61
My Base	61	21	40

EMAIL AFSAS USERS

To:  Motorcycle Riders at My Organization

#	Grade	Name	Organization	Installation	Email
1	O3	Potter, Harry	AFSEC	Kirtland AFB	
2	O4	bernal, raymond	AFSEC	Kirtland AFB	
3	O6	Duranceau, Steven	AFSEC	Kirtland AFB	
4	E7	Secrist, Adrian	AFSEC	Kirtland AFB	
5	E7	Kuhlmann, Erik	AFSEC	Kirtland AFB	
6	O4	VanHouten, Neal A.	AFSEC	Kirtland AFB	
7	CFR	Anderson, Isaac A.	AFSEC	Kirtland AFB	

Additional Recipients: (optional)

Subject:

You may attach up to 5 files; however, the total email message size cannot exceed 10 MB including all attachments otherwise the email server filters will remove your attachments.

In addition, some bases have different email filter settings that automatically remove certain attachments. For example, here are some of the more common restricted file types:

.avi, .exe, .htm, .html, .mov, .mpeg, .mpg, .rar, .tar, .vss, .wav, .wave, .wma, .wmv, .zip

The following common file extensions are allowed by most email filters:

.csv, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .ppt, .pptx, .rtf, .txt, .xfl, .xls, .xlsx

Attach File: (optional)

Message:

AFSEC Riders,
The 2015 Annual/Preseason briefing will be held on 24 May 2015, AFSEC Auditorium at 1500-1600 hours. Attendance is mandatory IAW AF91-207.]

This field contains 155 characters with 23 words in 2 paragraphs.

// SIGNED //
GS/SGC - 13, Albert, Arthur A.; USAF AFSEC/REGT
Civilian, USAF Civilian
Kirtland AFB
DSN: (313) 246-8726
COMM: (905) 846-8726
Email: ares.arthur.albert@us.af.mil

END THIS SECTION



MSR TRAINING MODULE TUTORIAL

CHECKING AFSAS EMAIL

To check emails in AFSAS, open the “INDEX MENU” by sliding cursor to far left of screen. Select “ADMIN”, then select “Inbox” under the “Email” Heading.

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

← MAIN

ADMIN

ACCOUNT MANAGEMENT

My Account

USER ADMINISTRATORS

CREATE SECONDARY ACCOUNT

REQUEST COURSE CREDIT

SEARCH ACCOUNTS

EMAIL

Homepage

INBOX

SEARCH INBOX

FILE SHARING

Homepage

ADD NEW FILE COLLECTION

show work items with zero counts

Weapons

Work Item	Number
Publications	10
Requesting Approval At My Organization	1
Requesting Approval At My Organization And Below	2
Requesting Approval At My Base	1

hide work items with zero counts

Weapons

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	0
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	8
Near Late Commander Briefing	0
Late Commander Briefing	2
Riders at My Base: Near Late Commander Briefing	0
Riders at My Base: Late Commander Briefing	0

UNREAD AFSAS NEWS (0)

You do not have any unread news at this time.

[View All AFSAS Publications](#)

and layout!

ed to make more efficient use of the
organization of all AFSAS components.
uch as mishaps, recommendations, tab
ped within the new "Safety" menu. Also,
erent sized screens and optimizes their

HOME 10 LOGOUT

MSR TRAINING MODULE TUTORIAL

CHECKING AFSAS EMAIL

The window “Search Email Inbox Results” is visible. To read an email click “Magnifying Glass” ICON. This will open the email for reading once finished use the back arrow to return to the “Search Email Inbox”.

SEARCH EMAIL INBOX RESULTS

SEARCH PARAMETERS

Criterion	Values
Recipient:	GS/GG - 13; Albert, Arthur A.; USAF AFSEC/SEGT (arthur.albert@us.af.mil)
Email Status:	Unread
Displaying Results:	11 out of 11

NOTE: Only the last 3 months worth of emails are searchable.

Select View	From	Subject	Status	Sent Date	Size	Recipients	Comments
<input type="checkbox"/>	 Email Users	Checking Email Use	Unread	28 APR 2015 1444(Z)	2.86 KB	17	
<input type="checkbox"/>	 Course Credit Request Response	Safety Training Class; Credit Request Approval	Unread	21 APR 2015 1353(Z)	2.80 KB	1	
<input type="checkbox"/>	 Account Role Change Notification	AFSAS Account Role Change	Unread	20 APR 2015 1942(Z)	4.08 KB	1	
<input type="checkbox"/>	 Course Credit Request Response	Safety Training Class; Credit Request Approval	Unread	16 APR 2015 1735(Z)	2.82 KB	1	
<input type="checkbox"/>	 Account Role Change Notification	AFSAS Account Role Change	Unread	16 APR 2015 1419(Z)	3.21 KB	1	
<input type="checkbox"/>	 New Account Name	New AFSAS Account Information	Unread	15 APR 2015 1952(Z)	3.82 KB	1	
<input type="checkbox"/>	 Email Feedback Originator	Feedback ID# 39048 Was Closed with Diagnosis 'Business Rule Implementation Error'; Add warning text to the inactivate account confirmation page	Unread	11 MAR 2015 2141(Z)	9.83 KB	1	
<input type="checkbox"/>	 Email Feedback Originator	Feedback ID# 38191 Was Closed with Diagnosis 'Javascript Error'; Under MUSTT tab Commander's Brief Outline not linked	Unread	17 DEC 2014 2304(Z)	9.45 KB	1	
<input type="checkbox"/>	 Email Feedback Originator	Feedback ID# 36569 Was Closed with Diagnosis 'New Feature Request'; Under Approximate date started riding	Unread	10 JUN 2014 1434(Z)	9.79 KB	1	
<input type="checkbox"/>	 Email Feedback Originator	Feedback ID# 36379 Was Closed with Diagnosis 'Other'; New Style Motorcycle	Unread	08 MAY 2014 2142(Z)	9.46 KB	1	
<input type="checkbox"/>	 Email Feedback Originator	Feedback ID# 36266 Was Closed with Diagnosis 'Business Rule Change/Clarification'; Map naked standard motorcycle types to naked motorcycle type.	Unread	29 APR 2014 2134(Z)	9.46 KB	1	

Displaying Results 1 - 11 of 11 records.

Export to: 

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at the bottom of the page.



MSR TRAINING MODULE TUTORIAL

USING MSR TOOLKIT IN AFSAS

To use MSR Toolkit, open “INDEX MENU” by sliding cursor to far left of screen. From the “INDEX MENU” select “PUBS & REFS” and then from “PUBS & REFS” select “Homepage”.

U.S. AIR FORCE
LOGGED IN AS
GS/SGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE
+ MAIN
PUBS & REFS
HOME PAGE
AF SAFETY PUBLICATIONS (EXTERNAL LINK TO THE E-PUBLISHING WEBSITE)
FORCE RISK REDUCTION (FORMERLY DSES) (EXTERNAL LINK)

UNREAD AFSAS NEWS (0)
You do not have any unread news at this time.
[View All AFSAS Publications](#)

Selection Data. Reason:
+ show work items with zero counts
- hide work items with zero counts

Weapons

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	0
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	8
Near Late Commander Briefing	0
Late Commander Briefing	2
Riders at My Base: Near Late Commander Briefing	0
Riders at My Base: Late Commander Briefing	0

and layout!
ed to make more efficient use of the organization of all AFSAS components. ch as mishaps, recommendations, tab ped within the new "Safety" menu. Also, erent sized screens and optimizes their

new changes

Next >

MSR TRAINING MODULE TUTORIAL

USING MSR TOOLKIT IN AFSAS

From the “Publications Homepage” if “Motorcycle Safety Representative Toolkit” tab isn’t expanded, click on the + to left of title.

Once expanded, open toolkit by clicking on “View this Publication”. This will display all posted documents.

PUBLICATIONS HOMEPAGE

- **AFSAS News Archive: Policy Pubs**

Frequency: As Required [View This Publication](#)

AFSAS News Archive: Policy Pubs

This publication has 29 subscribers.
You are not subscribed to this publication [Subscribe to This Publication](#)

- + **AFSAS Release Notes** Last Published 19 NOV 2013
- + **ANG**
- + **Blue Four News**
- + **Help Files and User Guides** Last Published 30 MAY 2013
- + **Mishap Prevention Videos**
- + **Motorcycle Safety Representative Toolkit** Last Published 11 DEC 2012
- + **Proactive Safety**
- + **SIB Go Package / Formal Report Guidance** Last Published 09 JUL 2013
- + **Safety Evaluation Program** Last Published 13 JUN 2013
- + **Safety Flash Messages**

PUBLICATIONS HOMEPAGE

- + **AFSAS News Archive: Policy Pubs**
- + **AFSAS Release Notes** Last Published 19 NOV 2013
- + **ANG**
- + **Blue Four News**
- + **Help Files and User Guides** Last Published 30 MAY 2013
- + **Mishap Prevention Videos**
- **Motorcycle Safety Representative Toolkit** Last Published 11 DEC 2012

Frequency: As Required [View This Publication](#)

Reference documentation and sample files for Motorcycle Safety Representatives.

This publication has 18 subscribers.
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MSR TRAINING MODULE TUTORIAL

USING MSR TOOLKIT IN AFSAS

To review or download a document in the toolkit, click on the “View this File” ICON, then follow direction on screen to “Save” or “Open”.

VIEW PUBLICATION: "MOTORCYCLE SAFETY REPRESENTATIVE TOOLKIT"

Motorcycle Safety Representative Toolkit

ACTIONS	File Name	Published Date
	Commander_initial_MC_Brief.doc	11 DEC 2012

Displaying Results 1 - 1 of 1 records.

This publication has 19 subscribers.

[Done with Publication](#)

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at the bottom of the page.



MSR TRAINING MODULE TUTORIAL

CREATE RIDER FROM MEMBER HAVING WITH AN AFSAS ACCOUNT

To identify a unit member as a rider in MUSTT having an AFSAS account, open the “INDEX MENU” and click on the “Admin” tab.

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

TRAINING

PUBS & REFS

ADMIN

FEEDBACK

HELP

+ show work items with zero counts

Weapons

Work Item	Number
Requesting Approval At My Organization	1
Requesting Approval At My Organization And Below	2
Requesting Approval At My Base	1

- hide work items with zero counts

Weapons

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	0
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	8
Near Late Commander Briefing	0
Late Commander Briefing	2
Riders at My Base: Near Late Commander Briefing	0
Riders at My Base: Late Commander Briefing	0

- UNREAD AFSAS NEWS (0)

You do not have any unread news at this time.

[View All AFSAS Publications](#)

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organization of all AFSAS components.
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MSR TRAINING MODULE TUTORIAL

CREATE RIDER FROM MEMBER HAVING WITH AFSAS ACCOUNT

From the “Admin” menu select “Search Accounts”.

The screenshot displays the MSR system interface. On the left, the 'ADMIN' menu is visible, with 'SEARCH ACCOUNTS' highlighted in a red box. The main content area shows two tables of work items, both with a 'Weapons' filter. The top table lists 'Waiting Approval At My Organization' (1), 'Waiting Approval At My Organization And Below' (2), and 'Waiting Approval At My Base' (1). The bottom table lists various briefing items with counts, such as 'Riders: Near Late Commander Briefing' (0) and 'Motorcycle Riders: Near Late Commander Briefing' (1). On the right, there is a notification for 'UNREAD AFSAS NEWS (0)'. Below the main content, the 'SEARCH AFSAS ACCOUNTS' form is shown. It includes search criteria for Last Name (Cervantes), First Name (Diana), Account Type (Primary, Secondary, Basic, Elevated, Active, Inactive), Module Access (Mishap Investigation, Occupational Illness, Motorcycle Safety Representatives, Recommendations, User Administration, Motorcycle Rider, Smithsonian, Hazard Investigation), Assigned Organization Tier 1, Base (e.g., Kirtland AFB, Phoenix Sky Harbor, Pentagon ADM), and Results Per Page (25). The 'Search Accounts' button is highlighted in a red box.

In “Search AFSAS Accounts” window fill in members Last Name and First Name and then click on the “Search Accounts” button. Bottom left of screen.

MSR TRAINING MODULE TUTORIAL

CREATE RIDER FROM MEMBER HAVING WITH AFSAS ACCOUNT

From “Search AFSAS Accounts Results” window click on the “Update Motorcycle Rider Information” ICON.

In the “Update Motorcycle Rider” window change answer to “Motorcycle Rider” from “NO” to “Yes” and complete all required information on the “Update Motorcycle Rider” window and then click the “Save Motorcycle Rider” button, bottom left of screen. You will then be taken to the “Manage Motorcycle” where you add or remove motorcycles, “Manage Files” where you would add electronic files of training or briefings. On all these windows will be a “Done with”. Either click this the Done with button to advance or return to the “INDEX MENU” by sliding cursor to left side of screen.

SEARCH AFSAS ACCOUNTS RESULTS

SEARCH PARAMETERS

Criterion	Values
Last Name:	Cervantes
First Name:	Diana
Displaying Results:	1 out of 1

Modify Search Start Over

Action	Grade	Name ↓	User Type	Organization, Tier 1	Organization, Tier 2	Base	Last Logged In	Phone	Email	User Admin?	Account Type	Status
	GS/GG - 12	Cervantes, Diana		USAF	AFSEC/SEAR	Kirtland AFB	28 APR 2015 1506(Z)					Elevated Active

Displaying Results 1 - 1 of 1 records. Export to:

Results per Page: 25 50 100 200

AFSAS took 0.01 seconds to render these search results.

Email All Accounts Listed

UPDATE MOTORCYCLE RIDER

Account Header

Account ID: 55413	Name: GS/GG - 12; Cervantes, Diana; USAF AFSEC/SEAR	Last Updated: 28 APR 2015 1508(Z)
DoD ID: 1231450170	Base: Kirtland AFB	Status: Active

Motorcycle rider? * Yes No

Save Motorcycle Rider Cancel

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at the bottom of the page.

NOTE: To create a rider for a member with no AFSAS account you must first have member establish an account and then follow instructions for creating a rider for a member with an account.



MSR TRAINING MODULE TUTORIAL

RECORDING RIDER TRAINING OR BRIEFING ATTENDANCE

To record a rider's motorcycle training or briefing with an AFSAS account, open the "INDEX MENU" and click on the "Admin" tab.

LOGGED IN AS
GS/IGG - 13; ALBERT, ARTHUR
A.; USAF AFSEC/SEGT

U.S. AIR FORCE

TO DO LIST

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Pending Approval At My Base	1

- hide work items with zero counts

Weapons

Work Item	Number
Riders: Near Late Commander Briefing	0
Riders: Late Commander Briefing	0
Motorcycle Riders: Near Late Commander Briefing	1
Motorcycle Riders: Late Commander Briefing	8
Near Late Commander Briefing	0
Late Commander Briefing	2
Riders at My Base: Near Late Commander Briefing	0
Riders at My Base: Late Commander Briefing	0

- UNREAD AFSAS NEWS (0)

You do not have any unread news at this time.

[View All AFSAS Publications](#)

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MSR TRAINING MODULE TUTORIAL

RECORDING RIDER TRAINING OR BRIEFING ATTENDANCE

From the “Admin” menu, under “Account Management”, select “Search Accounts”.

The screenshot displays the AFSAS Admin interface. The left sidebar shows the 'Admin' menu with 'Search Accounts' highlighted. The main content area shows two tables of work items. The bottom section is the 'SEARCH AFSAS ACCOUNTS' window, which is highlighted with a red box. The search criteria are as follows:

- Last Name: Cervantes
- First Name: Diana
- Account Type: Primary Secondary Basic Elevated Active Inactive
- Module Access: Mishap Investigation Occupational Illness Motorcycle Safety Representatives Recommendations User Administration Motorcycle Rider Smithsonian Hazard Investigation
- Assigned Organization Tier 1: -- select organization tier 1 --
- Base: (e.g. Kirtland AFB, Phoenix Sky Harbor, Pentagon ADM)
- Results Per Page: 25
- Search Accounts button (highlighted with a red box)
- Start Over button

In “Search AFSAS Accounts” window fill in members Last Name and First Name and then click on the “Search Accounts” button. Bottom left of screen.

MSR TRAINING MODULE TUTORIAL

RECORDING RIDER TRAINING OR BRIEFING ATTENDANCE

From the “Search AFSAS Accounts Results” window, select the “Manage Training” ICON.

This will take MSR to the “Training Records” window. Here select “Create a Training Record” bottom left of window.

SEARCH AFSAS ACCOUNTS RESULTS

SEARCH PARAMETERS

Criterion	Values
Last Name:	Cervantes
First Name:	Diana
Displaying Results:	1 out of 1

Action	Grade	Name ↓	User Type	Organization, Tier 1	Organization, Tier 2	Base	Last Logged In	Phone	Email	User Admin?	Account Type	Status
	GS/GG - 12	Cervantes, Diana		USAF	AFSEC/SEAR	Kirtland AFB	28 APR 2015 1506(Z)				Elevated	Active

Displaying Results 1 - 1 of 1 records. Export to: 

Results per Page:

AFSAS took 0.01 seconds to render these search results. 

[Email All Accounts Listed](#)

TRAINING RECORDS

MESSAGE You have 1 future training requirement.

ERROR You have 1 overdue training requirement.

Account Header

Account ID: 23788719	Name: O4; VanHouten, Neal A.; USAF AFSEC/SEWN 	Last Updated: 18 APR 2015 2339(Z)
DoD ID: 1019866900	Base: Kirtland AFB	Status: Active

+ 1 Overdue Training

+ 1 Future Training Requirements

+ 6 Training Records

 [Create Training Record](#)

[Done With Manage Training Records](#)
 [Return to Account Record Search Results](#)

MSR TRAINING MODULE TUTORIAL

RECORDING RIDER TRAINING OR BRIEFING ATTENDANCE

From “Create Training Record” window complete all information required and then click on the “Create Training Record” tab lower left of screen. Briefing or Training record will have been created and saved.

After advancing to the “Training Record Data Viewer for (Rider’s Name) you have completed entering information for either a briefing or training.

CREATE TRAINING RECORD
🖨️ 🗂️

Student Name:*

Course Name:*

I completed the exact course above?* Yes No

Organization Providing Training:

Completion Date:* 📅

Number of Contact Hours:

Based on the number of contact hours entered, you should receive 0.0 CEUs.

Number of CEUs:

Course Completion Certificate Awarded?* Yes No

Justification:* Spell Check

Justification is required in order to obtain credit for a course. Provide adequate justification that your class meets the requirements for the course credit that you request.

4000 characters remaining on your input limit. (Word Count: 0)

To continue to work in the Training Module go to the “INDEX MENU”. If finished close page by clicking on  top right of page or on “INDEX MENU” LOGOUT at the bottom of the page.

MSR TRAINING MODULE TUTORIAL

SUBMITTING A FEEDBACK

As you work with the AFSAS Training Module (MUSTT) and if you discover an error or have a suggestion for making things better please submit a “Feedback”. This is accomplished from any window.

At the bottom of the window page is a “Submit Feedback” button. To submit a Feedback click on this button and a new window will appear. Complete information required and submit by clicking on the “Submit Feedback” button, bottom left of window.

NOTE: When you discover any problems with the AFSAS Training Module, please submit a feedback. Calling SEGT will not expedite the process, but may only slow it down. Feedbacks are required for all suspected or real issues.

All active fields marked with an asterisk (*) in red font are required before submitting this page.

[AFSEC Web Page](#) · [Accessibility/Section 508](#) · [Submit Feedback](#) +AFSAS Trunk

The Feedback Module was developed to provide users an avenue to submit Suggestions, Errors, and Organizational changes directly to the AFSAS Requirements Group(ARG). For User assistance, or to request mishap modifications or deletions, please contact the AFSAS Help Desk (COMM: 505-853-8200; DSN: 263-8200; AFSAS.AFSEC@us.af.mil).

Feedback Information

Feedback One-liner: *

80 characters remaining on your input limit. (Word Count: 0)

Description of Feedback/Error *

(i.e., "What were you doing? What field were you on? What data were you entering?")

4000 characters remaining on your input limit. (Word Count: 0)

You may attach files, such as screen shots, to assist your feedback.

Acceptable File Formats: Any

Attach File:

Please ensure that the file you are attempting to upload is not password protected.

AFSAS scans attached files for viruses. If a virus is detected, AFSAS will delete the file and notify you.

You may upload up to five files; attachment size is subject to local base restrictions; If you need to upload a file that exceeds this limitation, please contact the [AFSAS Help Desk](#).



MSR TRAINING MODULE TUTORIAL

END

**This tutorial was designed and formulated by
HQ AFSEC/SEGT**

**Any errors or suggestions for improvement of this tutorial
should be submitted to email below.**

Thank You

SEGT.AFSC@us.af.mil