



NEW LEARNER SELF REGISTRATION AND ENROLLMENT

Part 1: One Time Self Registration

*We recommend printing these instructions or having them available during account creation.
Most issues can be resolved using these instructions.*

By registering via the following website, learners are added to the Aerospace Medical Education “group” within the system which allows you to enroll in courses. (Note: registering does NOT automatically enroll you in a course - these are separate steps.)

1. Visit <http://deliver.courseavenue.com/Registration/cami?gc=8098C632-6EC7-4EC3-A4EA-8ED4922F8F25> and enter the required information in the New Learner Self Registration page. Select “Continue” when you have completed the form.

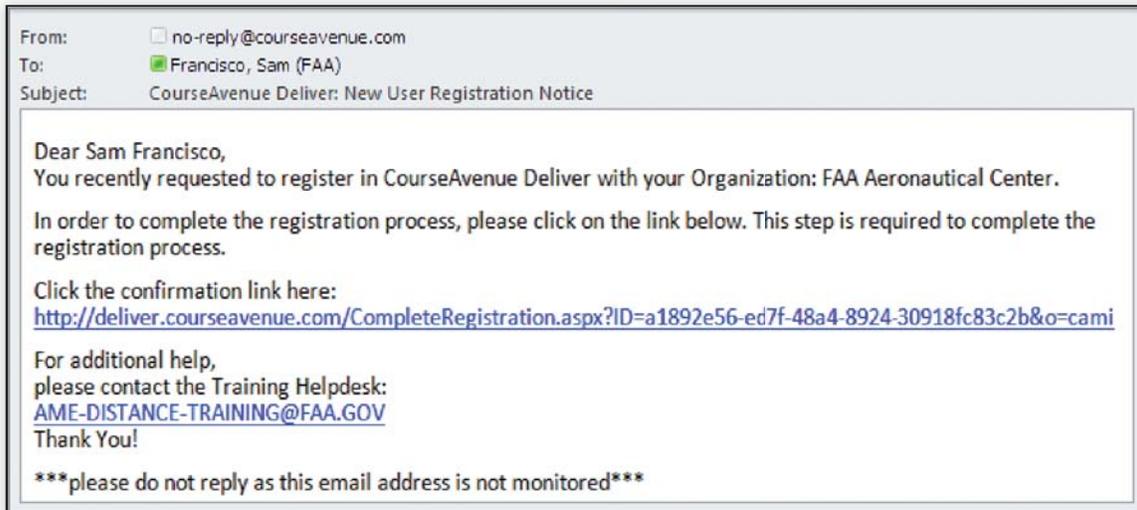
The screenshot shows the 'New Learner Self Registration' form. At the top left is the Federal Aviation Administration logo. At the top right is a 'Registration Help' link. The form fields are: Email, First Name, Last Name, Password, Confirm Password, Security Code (displayed as 589AD), and Type Security Code. Below the Security Code field is a red arrow pointing to the 'Continue' button. A 'Cancel' button is also present.

2. The following screen will appear alerting you that an email has been sent to the email address you provided. (At this time you may close the browser window)

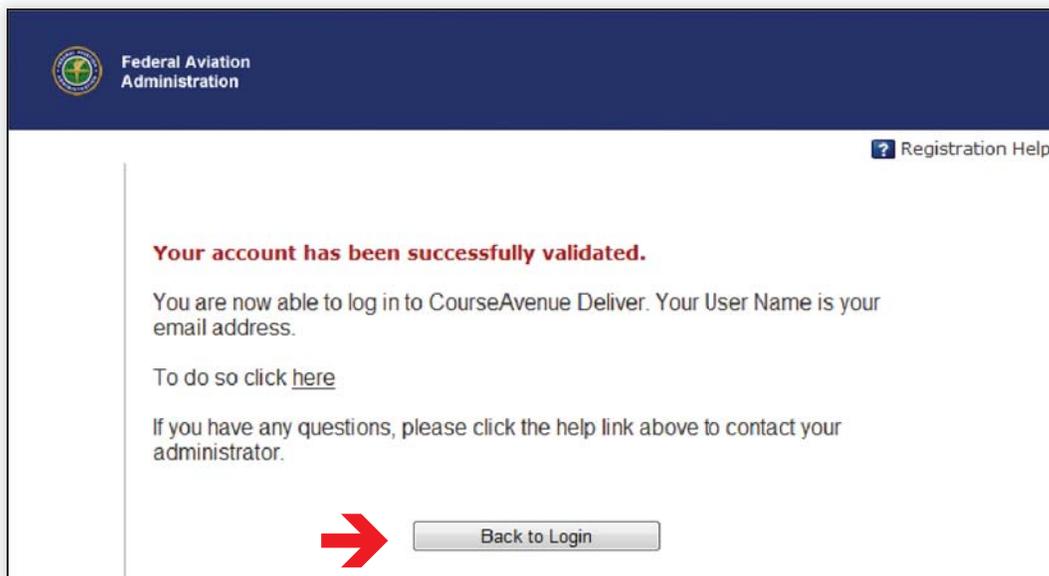
The screenshot shows a confirmation message. At the top left is the Federal Aviation Administration logo. At the top right is a 'Registration Help' link. The main text reads: "Thank you for registering. An email has been sent from no-reply@courseavenue.com to the email address you provided with a link and instructions on how to complete the registration process. Please check your email account to proceed. Click the Registration Help link above to further assist you in the event that you do not receive an email within a reasonable amount of time. You can now close this window."

3. An email will be sent to your account from no-reply@courseavenue.com.

4. Click the link provided in the email.



5. The following web page will open, confirming your account:



6. Click the “Back to Login” button.

7. Log in to the system using your email address as your user name and the password you entered in step 2 of this document. Click “Log In.”



Your "Learner Profile" page will be displayed.

8. Enter your information in the required field's, then Click "Save."

Note:

- Existing AMEs prior to the establishment of the Designee Management System (DMS) and those previously designated were assigned five digit numbers. These AMEs numbers are now preceded with four zeroes (0000). Enter your entire nine digit AME number when you register.
- If you were designated as an AME since establishment of the DMS or are an AME applicant, use your nine digit application ID number. This ID becomes your AME number once designated.
- Physicians and staff for Training Purposes Only should use nine ones (111111111).

Federal Aviation Administration

Main Menu | Help [Sam Francisco] | Logout

Learner Profile * Your profile is incomplete. Please update the required fields.

Organization: FAA Aeronautical Center

Login ID: sam.francisco@email.com

First Name: Sam

Middle Initial:

Last Name: Francisco

Suffix:

Email: sam.francisco@email.com

AME #: ##### required

Medical License (MD, DO, or other): required

If you are not changing your password, leave the following fields blank. required

Password:

Confirm Password:

Save Continue

The screen will refresh, and if all required information has been entered, the "Continue" button will become active.

9. Click the "Continue" button

[Update Successful]

Save Continue

The Main Menu will be displayed:

Note: At this point, you are registered with the system, but not enrolled in any courses.

Federal Aviation Administration

Main Menu | Help [Sam Francisco] | Logout

Welcome to the FAA CAMI eLearning System!

! Start Here: [Popup Blocker Test!](#)

Learner

- Course Enrollment List
- Enrollment & Transcript

Current Enrollments

You are not currently enrolled in any courses.

Continue to Part 2: Course Enrollment at any time you are ready to take a course.

NEW USER SELF REGISTRATION AND ENROLLMENT

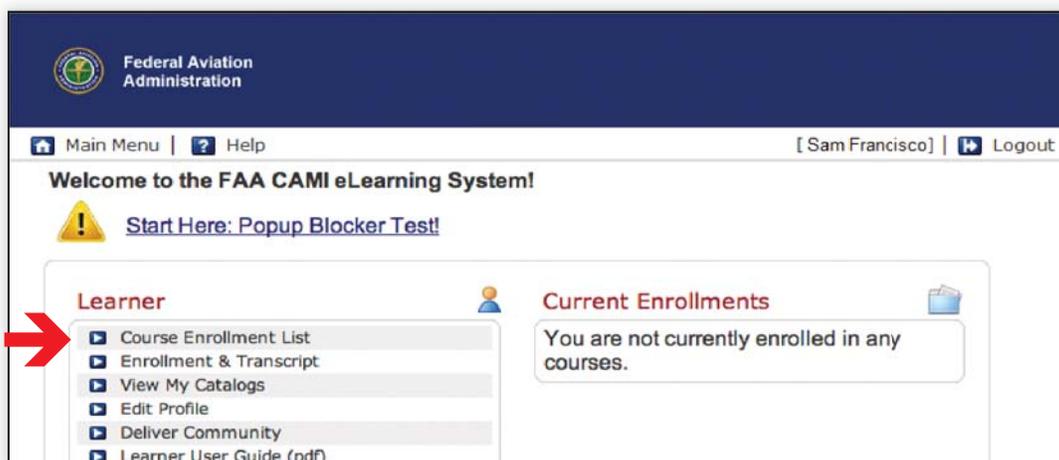
Part 2: Course Enrollment

We recommend printing these instructions or having them available during enrollment.
Most issues can be resolved using these documents.

Once you have completed Part 1 of this document (“Self Registration”); you have been added to the Learning Management System and are able to enroll in and take courses.

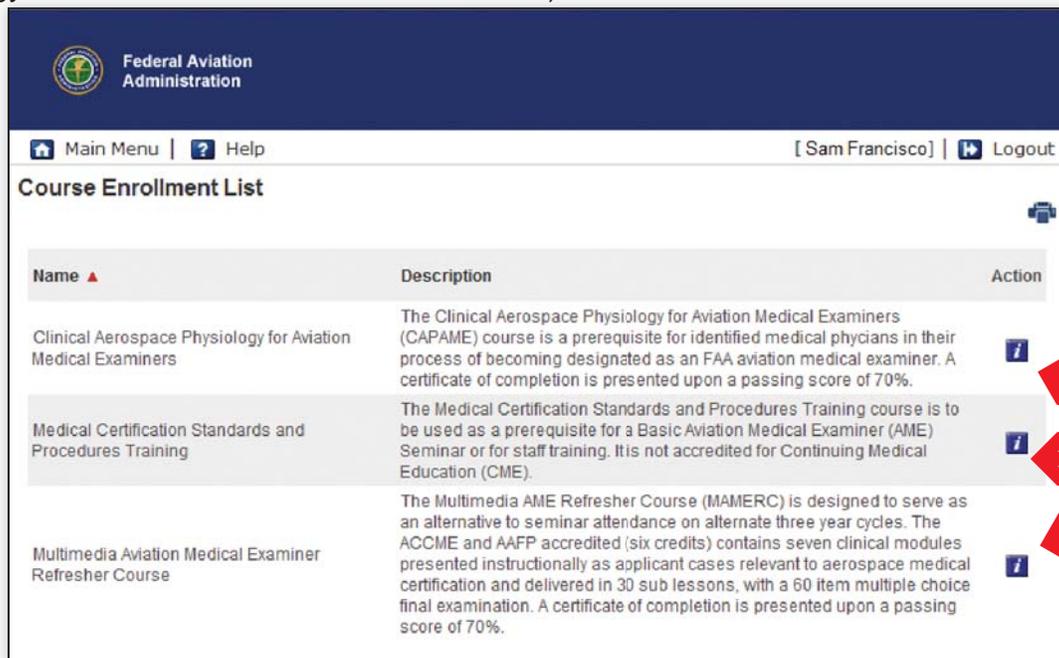
From this point on, any time you wish to log in to the training system you should navigate to this link on the CourseAvenue website: <http://deliver.courseavenue.com/Login/cami> and enter your email address as “User Name” and provide the password you created in Part 1 of this document. We suggest that you bookmark this site for ease of use. It is also available from the [FAA website](#).

1. From the Main Menu click “Course Enrollment List” from the “Learner” area on the left.

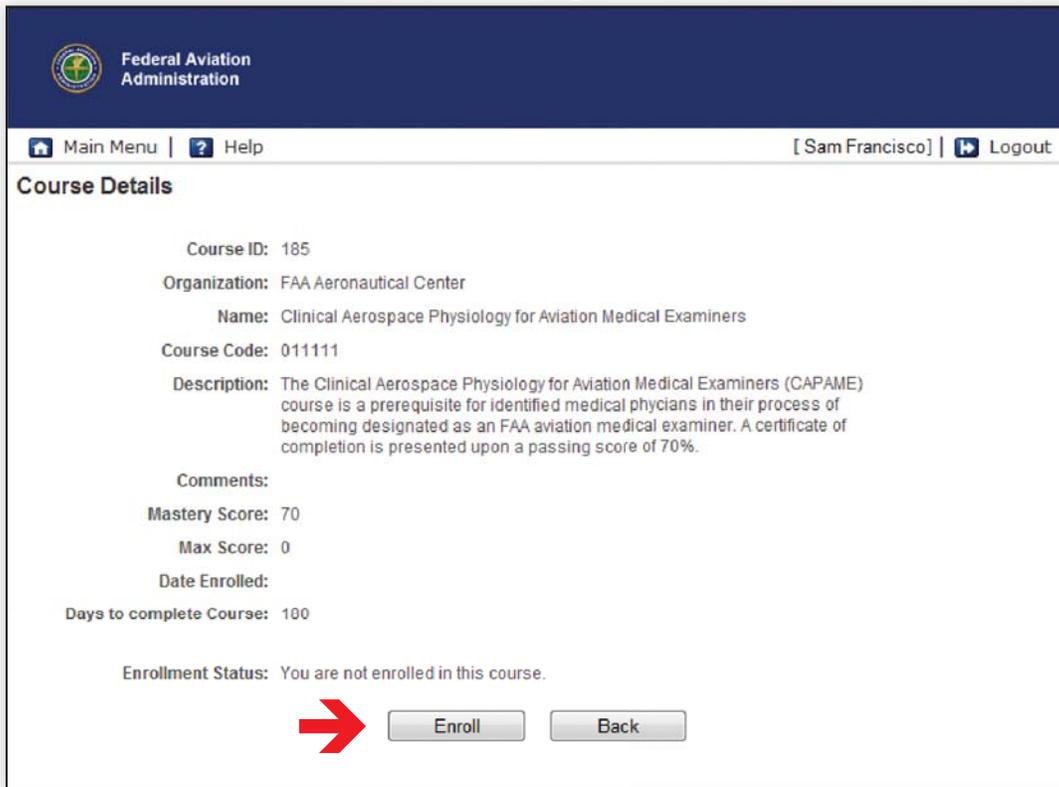


You will see a list of all courses in the Aerospace Medicine Education Group.

2. To select the appropriate course for your intended training, click the “Course Details” button (i) in the “Action” column next to the name of the course you wish to enroll in (e.g. “Clinical Aerospace Physiology for Aviation Medical Examiners, etc.”).



3. Click the “Enroll” button on the “Course Details” page.



4. The page will refresh, and the “Enroll” button will be replaced with a “Launch” button. Select this button to begin the course.



You have now successfully enrolled in and launched a course! If you need to exit a course, and return to it later; simply click the “Exit” button in the course itself.

Note: AVOID CLOSING COURSES USING THE BROWSER EXIT “X” AS YOUR PROGRESS MAY NOT BE SAVED.

If you exit the course without completing it, the course will be available from the Main Menu under “Current Enrollments.” To return to your course in progress, select “Launch” under “Current Enrollments.”

