

WPAFB S&P Review Community of Practice – Client Procedures

What is AFKN?

Air Force Knowledge Now (AFKN) is a virtual workspace that connects people through knowledge sharing. AFKN provides an environment to identify, capture, and transfer knowledge inside of virtual communities.

How does AFKN work?

AFKN offers its members a collaborative environment that includes features such as:

Communities of Practice (CoP) — virtual workspaces that are at the heart of the AFKN system. The three types of CoPs are Open, Restricted, and Closed:

- An Open CoP allows all viewers with .mil or AF Portal access to view the entire CoP.
- A Restricted CoP allows everyone with .mil or AF Portal access to view the entry page (overview and links) but not the posted contents.
- A Closed CoP requires membership for viewing the entire CoP.

***The AFKN **WPAFB S&P Review CoP** is **closed** and membership will have to be obtained.

I. BECOME A MEMBER OF AFKN

Link to the AFKN home page: <https://afkm.wpafb.af.mil/>

Select 'Create Account' link at the top left corner of the AFKN Home Page under **Getting Started**.

Follow the instructions on the 'Create Knowledge Now User Account' page.

Enter your user information. Note: Items marked with a red asterisk (*) are required.

[Update Account](#) [View Resume](#)


[Manage Photo](#)

Member Agreement
As a member of Knowledge Now, you agree to the rules and policies that govern proper usage of AFKN, as well as those that pertain to any Community of Practice of which you become a member. Non-compliant behavior or unauthorized use may subject you to expulsion from AFKN, other disciplinary action, or criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

User Credentials

* Login ID:

[Change Password](#) [Reset Password](#)

* Challenge Question:

* Challenge Answer:

CAC Certificate:
Portal ID:

User Information

Password Expires:
Date Added:
Last Login:
Last Updated:
User ID:
Cookie Number:

Contact Information

* U.S. Citizen: Yes No

* Rank/Title:

* First Name:

Middle:

* Last Name:

Suffix:

* Comm Phone: Ext:

DSN: Ext:

Fax:

* MAJCOM/Base: **AFMC** **WRIGHT-PATTERSON AFB**

Office Symbol:

Address:

Base: State/Zip:

* Primary Email:

Alternate Email:

Official AF Bio Link:

ETMS Integration Requirements

SSN Last 4: Birth Month/Day:

Position Information

AFSC/Job Series:
Tags:

II. BECOME A MEMBER OF AFKN [WPAFB S&P Review](#) CoP COMMUNITY

At the **AFKN Home page**, select **CoP Report** from the **AFKN LINKS** menu.

At the **Community of Practice Listing page**:

- Select [Plans & Programs](#) from **Knowledge Area** pull down list
- Select [AFMC](#) from **MAJCOM** pull down list
- Select [Wright-Patterson AFB](#) from the **Base** pull down list.
- Select **Go**.
- Scroll down (approx. 2 page listings of CoPs) to [WPAFB S&P Review](#).
- Double click on the [WPAFB S&P Review](#) listing

[WPAFB S&P Review](#) CoP will open on screen at the home page.

Select the **Become a Member** link at the top of the CoP under the AF Logo.



[WPAFB S&P Review](#)

[Become a Member](#)

- **This will take you** to a form by which you can **submit a reason** for wanting to become a member of the community.
- **Submit your request for membership**, the request will be sent to the **Knowledge Owner (KO)** for the **CoP**. You will receive an email from the system confirming your request.
 - **After your request has been approved** by the KO, you will receive a system-generated email notifying you that you are a member.
- **Once** you have been approved as a member of the [WPAFB S&P Review](#) CoP, you can create a desktop shortcut icon that will take you directly to its home page.
 - Select the symbol at the far left in the URL line (i.e., just left of https://) at the CoP home page, drag the mouse pointer to your desktop area and release to install a shortcut icon on your desktop.
- **If you do not create a shortcut**, follow this process each time you enter the CoP:
 - **Go to Knowledge Now** home page
 - From the **MY AFKN** pull-down menu, **My CoPs** will produce a list of CoPs of which you are a member.
 - From the list, select [WPAFB S&P Review](#)

III. UPLOAD YOUR CASE DOCUMENTS TO [WPAFB S&P Review CoP](#)

Prepare your S&P Review case files for uploading to the CoP

Each case submission should include a completed WPAFB Form 1420 and the document to be reviewed. A copy of the form can be obtained in the S&PR TOOLS folder on the CoP.

- Place your document(s) in a selected directory on your computer (Be sure to remember how to get back to your documents)
 - **File Naming scheme:**
 - **OPTION 1: Use your organization's internal control number.**
 - Name the file your internal number and add a page number, e.g., **RY-08-1234 p1**, **RY-08-1234 p2**, etc.
 - **OPTION 2: Submitter's last name & Date** (use if no internal numbering system is available)
 - e.g., **Frange1 12 Dec 2007 p1** (indicates the file to be uploaded by Frange is the first case (Frange1) uploaded on 12 Dec 2007 and it is page 1 (p1) of that case.
 - *Additional Example cases:*
 - Frange1 20 Mar 2007 p1**
(Frange's first case on 20 Mar, page 1)
 - Frange1 20 Mar 2007 p2**
(Frange's first case on 20 Mar. page 2)
 - Frange2 20 Mar 2007 p1**
(Frange's second case on 20 Mar, page 1)
 - Frange2 20 Mar 2007 p2**
(Frange's second case on 20 Mar, page 2)

Uploading case files

- Go to [WPAFB S&P Review](#) home page using desktop icon or via the **Knowledge Now** Home page.
- Select: **Document Management**
(NOTE: Files should be uploaded to the Root Folder. If after selecting Document Management you are not at the Root Folder, select "Root Folder" above "Type" and "Title" labels.)
- **To upload your case files:**
 - Select **Upload**.
 - Select **Browse** and find the files you prepared to upload on your computer.
 - Select the file you wish to upload and Select **open**. Your file directory map will appear in the box next to the Browse button
 - Click the **Locked** radio button to limit access to you and CoP Administration
 - Select the **Upload File** button. That will take you to a file status page indicating file upload **successful**.
 - **If there are more files to upload** select **Back to upload Documents** and proceed as above until all the desired documents have been uploaded.
 - **After loading the last file** in the case for review, then select **Back to View Documents**
- Verify that the uploaded documents are listed in the CoP's Root directory: Select file under "Title" to view each file and verify it has properly uploaded. Close file "X" and return to Root folder **View**.
- To restrict access to your files (RECOMMENDED): Pull down **Select a Function**. Select **Document Security**. Select **Restrict Document Access X**. When complete select **Back to View Documents**. The word "Restricted!" will appear in red and yellow with the file name.
- To receive an e-mail notification verifying your submission has been received by 88 ABW/PA: Click on the little **Antenna** next to the file name. Select the **Check Hourly** alert subscription from the drop-down menu. You will receive an e-mail titled "Air Force Knowledge Now Document Change" that indicates that the file has been moved to the PA working folder.
- Finally - Select the **Email This** associated with each file you uploaded and send the emails (one for each file) to 88abwpa.spr@wpafb.af.mil to alert 88ABW/PA of your documents on the CoP.

You will receive an e-mail notification upon completion of the PA review.