

USAG Fort Leavenworth, KS (FLKS)

How to enroll:

Step 1

Consult with your supervisor and unit motorcycle (mc) mentor for permissions and eligibility criteria. **Ensure you have your Commander/Director authorization to attend the course before you enroll and bring with you on the first day of training.** The MSF courses are for **Active-Duty** personnel, and DoD civilians (on a standby basis) only. Retirees, Family Members, and Contractors are not permitted.

Step 2

Enrollment Procedures for US Army IMCOM Traffic Safety Training Program Courses

1. Go to CAC-enabled website <https://airs.safety.army.mil/default.aspx>
2. Click on "I ACCEPT"
3. Under the heading you will find, Region, Garrison, and Courses
4. Using the down arrow choose the following:
 - o Region "West"
 - o Garrison "Fort Leavenworth"
 - o Courses: Choose the course that you want to enroll in. (Basic Rider Course / Advanced Rider Course)
5. Click on calendar icon or "Next Month" to select dates and courses if course is full for that month.
 - o NOTE: Grayed out courses are past; courses in Red are filled; courses in Blue are available.
6. Click the desired date of course to enroll and follow the instruction.
 - o NOTE: Please read "Course Detail" for qualification/requirements, date, and time of the course.
7. Once registration is complete, click "Save."
8. BRC students must complete the MSF Basic eCourse at <https://msfusa.link/292428> prior to receiving you MSF card. **(See instructions on page 3)**
9. Attend the course you registered for **or cancel it within 7 days** of the scheduled course start if you must cancel. No shows are reported to their unit chain of command.
10. Walk-on students may be admitted at 0700 on the day of training in the event there are no shows. Priority is to fill all training seat vacancies.
11. If you have questions, contact the USAG Safety Office at 913-684-1741.

Step 3

This class is limited to 6 students. A minimum of 5 students must be registered 7 days prior to the start date or the class will be canceled. **You must have your commander's approval and signed operator agreement before you register and must bring to class on the first day.** Coordinate your registration through your unit MC mentor. BRC is a two-day course. You must be present for and complete all training in order to receive the BRC credential. No-Show students are reported to their chain of command. Prerequisite: commander approval and possession of a valid automobile driver license. No water is available at the training site; you are encouraged to bring your own. Helmets are available for your use in training. Required personal protective equipment (PPE) includes full fingered gloves, eye protection, long sleeve shirt or jacket, long sturdy pants (no sweatpants) and sturdy over the ankle boots or motorcycle specific footwear. You will complete the training on a program-provided motorcycle. Bring your signed operator agreement to class on day one. Be prepared to train rain or shine. Athletic shoes including high top sneakers are NOT acceptable PPE. Directions From Grant Gate: Take Grant Ave. north to the Grant Statue. Go

straight at the stop sign and follow McPherson Ave. in front of the old USDB. Turn right onto Bluntville Ave. and proceed down the hill to the Sherman Army Airfield complex. Turn right, cross the railroad tracks and Chief Joseph Loop into the parking lot of Bldg. 132. Look for the Motorcycle Safety Classroom sign on the building to identify the correct location. Student report time is 0700 for processing on the scheduled start day.

Basic Rider Course (BRC)

All service member (SM) motorcycle riders must complete the Basic Rider Course (BRC) prior to operating a motorcycle. Consult with your unit mentor for requirements. BRC is a two-day course taken on a range motorcycle provided by the program. **A minimum of five students must be registered within seven days of the start date or the class will be canceled. DoD employees assigned to FLKS may attend the course on space available basis.**

Advanced Rider Course (ARC) *Replaces ERC & BRC2

All military motorcycle riders must complete advanced motorcycle training based on the type of motorcycle owned and operated. This training will be completed by the SM on the SM's motorcycle. Repeat the course every five years to maintain valid credentials. Consult with your unit mentor for requirements. **A minimum of five students must be registered within seven days of the start date or the class will be canceled. DoD employees assigned to FLKS may attend the course on space available basis.** Required items to bring on the day of training: **BRC card within 364 days, current driver's license with motorcycle endorsement, proof of insurance, signed commander/supervisor operator agreement.** **Failure to bring these items will result in non-participation.**

[FT LVN Post Map APR 2018 copy \(army.mil\)](#)

Course	Date (s)	Day (s) of Week
BRC	25-26 Mar	Mon-Tue
ARC	27-Mar	Wed
BRC	16-17 / 22-23 Apr	Tue-Wed / Mon-Tue
ARC	24-Apr	Wed
BRC	7-8 / 20-21 May	Tue-Wed / Mon-Tue
ARC	9, 22 May	Thu, Wed
BRC	3-4 / 24-25 Jun	Mon-Tue
ARC	10-11 Jun	Mon-Tue
BRC	8-9 / 22-23 Jul	Mon-Tue / Mon-Tue
ARC	10-Jul	Wed
BRC	5-6 / 19-20 Aug	Mon-Tue
ARC	7, 21 Aug	Wed
BRC	9-10 / 23-24 Sep	Mon-Tue
ARC	16-17 / 30 Sep	Mon-Tue / Mon



Enroll and Access the MSF Basic eCourse

Enroll in the MSF Basic eCourse using this link: <https://msfusa.link/292428>

To waive the \$19.99 registration fee, you **MUST** enroll in the online eCourse using this unique link. The course fee will be \$0.00 if you use the unique link.

1. Enter your Student Information in the required fields.
2. Click **Enroll Student** at the bottom of the page.
3. If you have entered all required enrollment information, near the bottom of the page you will see a message in light green that says, 'Temporary enrollee successfully added....'
4. Click **Complete Registration**.
5. Scroll down to the Waiver(s) and Indemnification(s) on the bottom half of the screen.

IF YOU ARE ASKED TO MAKE A CREDIT CARD PAYMENT, STOP!

You did not enroll using your unique link. A payment page only appears when there is a remaining balance due. Please Copy and Paste the unique link into your browser and re-enter your Student Information. The Fee is \$0.00 when you register using your link. **The MSF does NOT provide refunds if you use your credit card instead of your enrollment link.**

6. To complete the registration, you must read and agree to the Student Release(s) by checking the I Accept box. To activate that checkbox, you must first read the entire release by scrolling to the bottom of the inset document. If you cannot click on the 'I Accept' box, make sure you have scrolled to the end of the waiver (and not just the bottom of the Enrollment page).
7. Enter your email address in both required confirmation fields and click **Complete Registration**.
8. On your enrollment confirmation page, scroll down until you find your username, your eight-character password, and the eCourse login site <http://elearning.msf-usa.org>. **Write down your login information or print this page.** Click the [link](#) to go to the MSF eCourse Server Login page.
If you closed your confirmation page without writing down your password, look for an email from noreply-res@msf-usa.org. Check your Trash and Spam folders if it is not in your inbox.
9. On the login page, enter your username and password (make sure all letters are lowercase), click **Log in**.
10. On the Homepage, scroll down and under My courses, click **MSF Basic eCourse**.
11. Click the red **Click Here** button.
12. Click **Enter**. A new window will open and begin loading your course.

The course will not advance automatically. When the audio for a page ends, use the navigation bar at the bottom of the screen to move forward by clicking on the **blinking red forward arrow**.

The course is designed to save your progress and allow you to complete it over multiple sessions.

Upon completion, you will be redirected to the course menu page (with the red "Click Here" button). Scroll down and click **Completion Certificate**. Bring this with you to your hands-on class.

Contact the MSF eCourse Support Desk for assistance

msfsupport@msf-usa.org

Monday – Friday 7:30 am – 3:30 pm Pacific Time

Closed weekends and major holidays