

ADDING MOTORCYCLE INFORMATION TO YOUR MUSTT ACCOUNT



This tutorial is for riders with established MUSTT accounts. If you do not currently have a MUSTT account you will need to create one. Use the "New Rider tutorial on Building MUSTT Account".

With this tutorial you will be able to add a motorcycle to your account. Once a motorcycle you have owned is entered into your record it should never be deleted.



HOMEPAGE

Must have a Common Access Card(CAC) to access AFSAS.

Start by logging into AFSAS at <u>https://afsas/safety.af.mil</u>. When you log in your MUSTT homepage as shown here will appear. From the menu click on "Admin".

When you click "Admin" additional menus will show as shown to the right. Click on "My Account". This will open your MUSTT account and give more menu options as shown on next slide.



CREATE SECONDARY ACCOUNT REQUEST COURSE CREDIT SEARCH ACCOUNTS EMAIL HOMEPAGE INBOX SEARCH INBOX SEARCH INBOX HOMEPAGE ADD NEW FILE COLLECTION WORKFLOW MANAGEMENT

A HOME 3 LOGOUT



ADDING MOTORCYCLE

From the menu click on "Motorcycles". Note: if the "Motorcycles" isn't visible you need to expand the "Motorcycle Rider Information" menu by clicking on "Motorcycle Rider Information".

Once you click on "Motorcycles" the "Manage Motorcycles" window will open. As shown to the right. The next slide will deal with adding a new motorcycle to your account. On the "Manage Motorcycles" window click on the "Add a Motorcycle" button.

MY ACCOUNT	MY ACCOUNT				Time: 02 APR 2019 1440(Z)	Θ Ι
ASSIGNED ROLES	MESSAGE If you require	a change to a field that you cannot update, please contact yo	our User Administrator.			×
MOTORCYCLE RIDER INFORMATION	ACCOUNT HEADER					
MOTORCYCLES	Account ID: 482640	Name: E7; Albert, Arthur A.; AFSEC/SEGT 🔽	L	.ast Updated: 02 APR 2019 1424(Z)		
Files	DoD ID: 1143174898	Base: Kirtland AFB	s	Status: Active		
TRAINING INFORMATION						
ACCOUNT VALIDATION	Applicant, User and User Administrator Respons	ibilities Who Should Have a Secondary Account?				
DATA VIEWER	PERSONAL INFORMATION					
USER ADMINISTRATORS						
CREANIZATION HIERARCHY	DoD ID: 🕤	1143174898				
PAGE ACCESS HISTORY	Employment Status Ties 1:	110 Air Force				
CREATE SECONDARY ACCOUNT	Employment status fier 1:	US All Force				
	Employment Status Tier 2: *	Regular				
TO DO LIST	Grade: *	E7 🗸				
CALENDAR						
SAFETY	Last Name: *	Albert				
PUBS & REFS	First Name: *	Arthur				
ADMIN	Middle Name: (optional)	А				
FEEDBACK	Organization Tier 1: * 🚯	US Air Force				

MANAGE MOTORCYCLES

Time: 02 APR 2019 1444(Z) 😝 🗖

ACCOUNT	HEADER						
Account ID	: 482640	Name	E7; Albert, Arthur A.; AFSE	C/SEGT 🔽		Last Updated: 02 APR 2019 1424(Z)	
DoD ID: 11	43174898	Base:	Kirtland AFB			Status: Active	
1 MOTORC	YCLE (PLEASE ENTER A	LL MOTORCYCLES RI	DER CURRENTLY RIDES OR	HAS PREVIOUS EXPERIENCE WITH.)			
ACTION	Түре	YEAR	MAKE	MODEL	ENGINE SIZE		DATES RODE
10 m	Sport	2019	Aprilia	Big Hog	2251-2500CC	02/2019 to Present	
DISPLAYIN	IG RESULTS 1 - 1 OF 1 R	ECORDS.					EXPORT TO:
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, Add a	Motorcycle						
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ADDING MOTORCYCLE

UPDATE MOTORCYCLE

Time: 02 APR 2019 1532(Z) 😝

Once you click on "Add a Motorcycle" the "Update Motorcycle" window will open. Complete all the fields in this window and when satisfied all fields are completed click on "Save Motorcycle".

The "Manage Motorcycles" window will opens so you can verify the change you just made. Once satisfied your addition was made and if you have no other motorcycle to add you can logout of your record by clicking the "Logout" button, bottom left of page

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ear: *	2019	Geogl			
ake: *	Aprilia	Sport: A motorcycle optimize	d for speed, acceleration,		
odel: *	Big Hog	braking, and cornerin bikes have been rede	on paved roads. Some sport signed to encompass the		
gine Size: *	2251-2500CC	capabilities and comfi	of a touring bike.		
rsepower: (optional) 🚯	105	defining training requi 207 includes: Sport, S	rements as outlined in AFI 91- port Touring, Adventure Series		
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ding Status: * 👔	Currently Ridden Previously Ridden				
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This tutorial was prepared by AFSEC/SEGT Questions-Comments-Suggestions Email: SEGT.AFSC@us.af.mil