

USER GUIDE

Cadet Protection Training (CPPT): Absorb Updates



10 August 2025

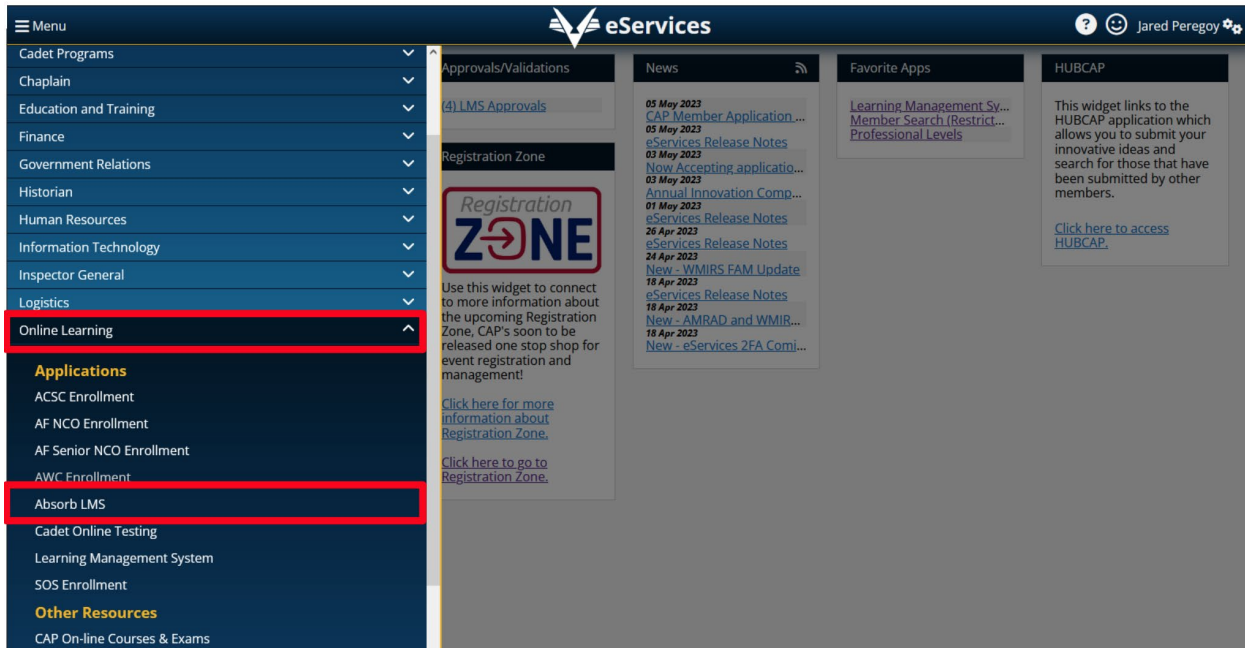
TABLE OF CONTENTS

Login into Absorb	1
Accessing CPPT Course	2
CPPT Courses Chart.....	4
Enrolling in the course.....	4
How can I check that my credit was recorded?.....	5

LOGIN INTO ABSORB

CAP members will log into Absorb through eServices. It may take a moment to load, especially if this is your first time logging into Absorb.

1. Select the Menu option in the upper left corner of eServices.
2. Open the Online Learning sub header.
3. Click the Absorb LMS link found there.

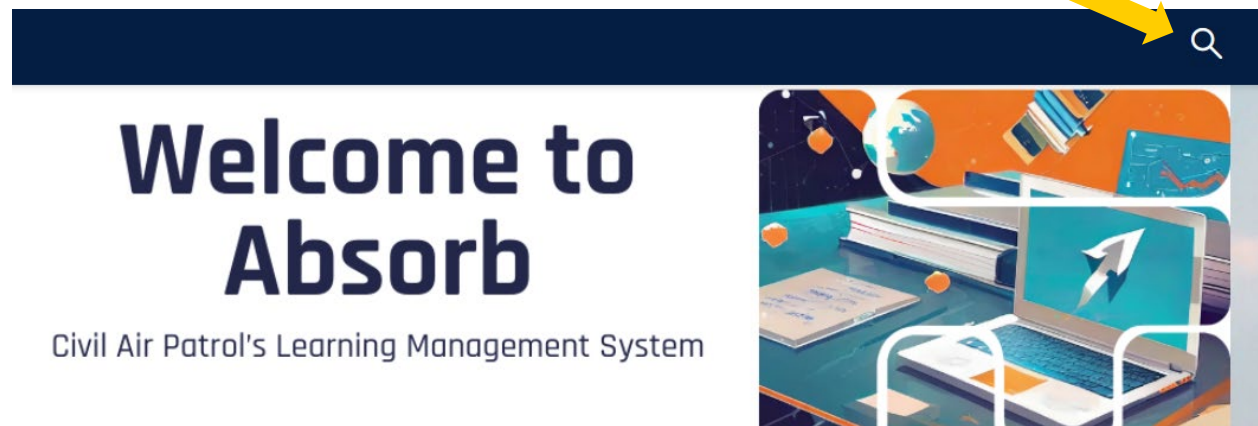


The screenshot displays the eServices application interface. On the left, a dark blue navigation menu is open, showing various categories. The 'Online Learning' category is expanded, and the 'Absorb LMS' link is highlighted with a red box. The main content area on the right features several widgets: 'Approvals/Validations' with a link to 'LMS Approvals', 'Registration Zone' with a logo and text about upcoming registration, 'News' with a list of recent updates, 'Favorite Apps' with links to 'Learning Management System' and 'Member Search', and 'HUBCAP' with a description and a link to access the application. The user's name 'Jared Perego' is visible in the top right corner.

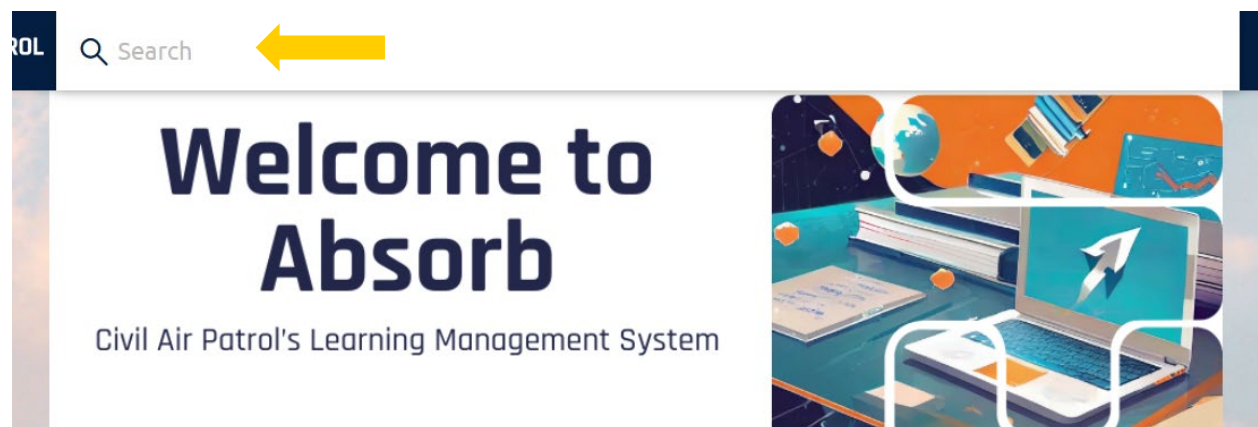
ACCESSING CPPT COURSE

As a learner, there are several ways for you to access courses in Absorb. While it is possible to find the course you are looking for via the catalog, within a curriculum, and in your featured courses, when in doubt you can use the global search tool to directly locate any course to which you have access.

1. Click on the magnifying glass symbol in the upper right corner.



2. Enter the search term, such as "Cadet Protection", into the field and press enter.



3. The catalog will open and display courses that match the provided search terms.

The screenshot shows the Civil Air Patrol Learning website interface. At the top, the logo and 'LEARNING' text are on the left, and a search bar contains the text 'cadet protection'. To the right of the search bar are icons for email, user profile, and a menu. Below the search bar is a blue banner with the text 'SEARCH RESULTS' and a background image of Civil Air Patrol aircraft. Underneath the banner, the text '5 results for "cadet protection"' is displayed. On the left side, there is a 'Filter by:' section with various categories: Courses (with sub-options: Instructor Led, Online Course (checked), Course Bundle, Curriculum), Lessons, Resources, News, Polls & Surveys, and FAQs. Below this is a 'Course Rating:' section with five star options, each followed by '& Up'. At the bottom left, there is an 'Advanced Filtering:' section with a 'Select Filter' dropdown menu. The main content area displays five course cards in a grid. The first row contains three cards: 'Cadet Protection for Cadets' (Online Course, Start button), 'Cadet Protection Basic RENEWAL' (Online Course, Resume button), and 'Cadet Protection Advanced Course' (Online Course, Re-enroll button). The second row contains two cards: 'NHQ Employee Cadet Protection Training' (Online Course - 1m, Enroll button) and 'L1 OPSEC and Cybersecurity' (Online Course, Re-enroll button).

CPPT COURSES CHART

Choose the course below, in Absorb, that pertains to your needs / duty position.

Senior Members

*For SMs who have already completed Level 1, and need to renew their CPPT. **You can also take the CPPT Advanced course.***

Cadet Sponsor Members

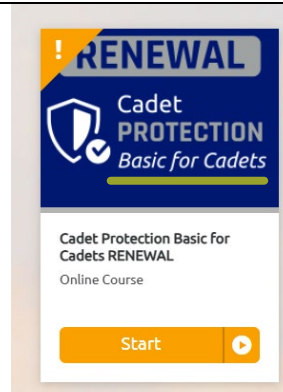
For cadet sponsor members who have already completed CPPT Basic once

Cadets

For cadets who have already completed CPPT for Cadets & their summary conversation. This course only shows up for those cadets who need to renew – not searchable in the catalog.

Senior Members in Advanced Duty Positions

For SMs in duty positions that require advanced (see below). You must renew CPPT Advanced every year you are in the duty position.



ENROLLING IN THE COURSE



To enroll in a course, select the red "Enroll" button.

HOW CAN I CHECK THAT MY CREDIT WAS RECORDED?

Great question! Head back to eServices, and navigate to your training record. You can go to Member Search, search your name or CAPID, and then click on the Training tab. Under training you should see the name of the course and the date (like the screenshot below).

Professional Development		
Training	How Completed	Completed
Cadet Protection - Advanced Course	LMS	5 Aug 2025
Cadet Protection - Basic Course	LMS	22 Jun 2025

If you do not see course credit listed here, please contact cadetprotection@capnhq.gov for help.