Getting Started: Cadet Online Testing Step by Step

Before You Start

Gather the following information:

- 1. Your CAPID Number (six digit number found on your membership id card)
- 2. Last 4 digits of your social security number
- 3. Your date of birth (format: mm-dd-yyyy)

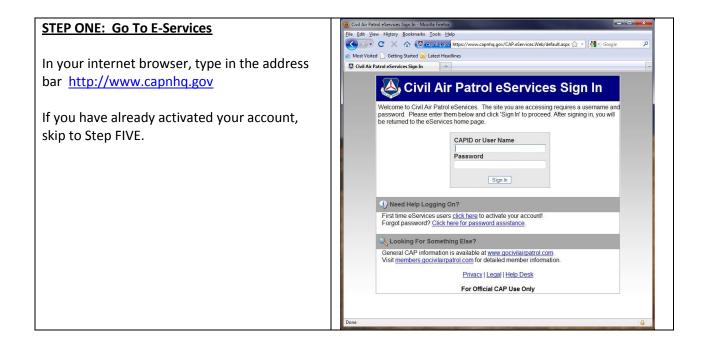
Make sure you have done the following:

1. Installed shockwave/flash player plugin in your browser

Test at the following site: <u>http://www.adobe.com/shockwave/welcome/</u> If you see the 'installation complete' animation, you are good

- 2. Disabled pop-up blocker or Temporarily Allowed popup windows in your browser
- 3. Ensure that javascript is enabled in your browser
- 4. Make sure you have Adobe Reader and/or Microsoft PowerPoint Viewer

PAY ATTENTION: Please pay attention along the way. If you run into problems, note which step you had problems at, and any specific error messages that might have been displayed. This information will be essential to whomever helps you troubleshoot. You should also note your computer operating system (windows xp, vista, 7, or mac) and internet browser (internet explorer, firefox, safari, etc)



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STEP TWO: Activate Your Account	File Edit View Higtory Bookmarks Iools Help
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If you have not already activated your account,	Most Visited Getting Started Latest Headlines Cuil Air Patrol eServices Sign In
click on the link for first time e-services users.	Civil Air Patrol eServices Sign In
	Welcome to Civil Air Patrol eServices. The site you are accessing requires a username and
	password. Please enter them below and click 'Sign In' to proceed. After signing in, you will be returned to the eServices home page.
	CAPID or User Name
	Password
	Sign In
	Reed Help Logging First time eServices users <u>click here</u> to activate your account!
	Forgot password? Click here for password assistance.
	Q Looking For Something Else?
	General CAP information is available at <u>www.gocivilairpatrol.com</u> . Visit <u>members.gocivilairpatrol.com</u> for detailed member information.
	Privacy Legal Help Desk
	For Official CAP Use Only
	Done
STEP THREE: New User Registration	Chill Air Patrol eServices - New User Registration - Mozilla Firefox
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Fill out the new user registration form.	Anost Visited Getting Started Latest Headlines Givil Air Patrol eServices - New User
C C	New User Registration
It is very important that the information you	This page will allow current CAP members to self-register to receive an eServices Username and Password via email. All that is needed to complete this registration process is your Last Name, Last 4 of Social Security Number, Date OBirth and a valid Email
enter on this form exactly matches the	address. If this self-registration fails, check your membership card to be sure your membership is current. If your membership is not current, and you would like to renew, please call <u>NHQ Personnel</u> . Please only contact personnel if you wish to renew or have a moving the transfer of bill and please and the substitution and bill and the please only contact personnel. The plant
	question about membership eligibilty. Direct all other technical, web-related problems to the <u>Help Desk</u> . <u>Return to Sign In</u>
information you entered on your membership	
application.	*Last Name Snuffy
	*Last 4 of SSN 1475
	*Email Address snuffy17@gmail.com
	*Date of Birth 03-16-1996
	Submit Clear
	* - denotes required fields
	Done
STEP FOUR: Check Your Email	
STEP FOOR. CHECK FOUL EIHall	
Check your email (the same email you	
registered with, in step three).	
There will be an email from National	
Headquarters CAP containing your temporary	
password.	

STEP FIVE: Log In to E-Services	Civil Air Patrol eServices Sign In - Mozilla Fuelox Ele Edit View History Bookmarks Iools Help Cox A
Once you have your initial username and password, go back to e-services <u>http://www.capnhq.gov</u> and log in. Your initial username is your CAPID number, the six digit number found on your membership card. Your initial password is the one sent to you by email.	Wet Wirdt Cettel training Stateting Weit Let Headlings Cottel Air Partori desrucces Stage In Image: Cettel Air Partori Descrucces. The site you are accessing requires a username and password. Passe oner them below and cick 'Sign in' to proceed. After signing in, you will be returned to the eServices home page. CAPID or User Name 997361 Password Password Password Signin Capit Descrucces users cick here for password assistance. Image: Cetter for password assistance. Copy Local Proformation is available at www.gocivilairpatrol.com. Tist immebers.gocivilairpatrol.com. Cheral CAP Information com for detailed member information. Privacy I Lecal Help Desk Privacy I Lecal Help Desk For Official CAP Use Only
STEP SIX: Initial Password Change	Done Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Friedra: Image: Comparise May Information - Musclik Fri
If this is your first time logging into e-services, you will be prompted to change your password immediately. Enter your temporary password again (the one that you just logged in with) and then your new desired password. Make your password something you are unlikely to forget, and consider writing it down until you have it memorized. Also answer the security question, so you can retrieve your password if you forget it. If this is not your first time logging in, you may skip this step. You can change your password at any time, by clicking the "Change My Password" link after logging in. E-services will force you to change your password once every	Image: Control of the state is the stat

STEP SEVEN: Complete OPSEC Training	Cold Air Parle device: - Machine Frederic Cold Air Parle de
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If you haven't already completed OPSEC	C) Out Air Patrol eServices
training, you will be automatically forwarded	eServices Welcome, CIATC
	CAP Utilities edit MO-018 Stats My Info Restricted edit
to the OPSEC Training site.	The page at https://www.caphta.gov says.
	INV CRYONING ALL Amember mut complete Oparations Security (DRSC) taining Add Sec to the Non-Occourse Agreement (NDA) by 1 April 208 ACE Registration Web Materia Information Reporting System (NDRS) at any other
OPSEC training is required before you can	AC: RESOURCES and Online CAP system that requires a unque login and password. Exams When you click the OK button you will be automatically redirected to the OPSFC training website.
access applications in e-services.	Aerospace Downloads CAP Best Practices CAP EntimensSeals
After completing OPSEC, you will have to login	CAP Employment Interim Change Letter, 3 Nov. afety Education and CAP Knowledgebase Operational Risk Safety Bry Equirements 03 Nov 2010
to e-services, again.	CAP Magazine Admin CAP Volunteer Magazine 03 2010 CAP Multimedia Interim Change Letter, 1 Nov troductory Safety
	CAP National Agenda/Meeting Minutes CAP On time Councer & Evanue CAP On time Councer & Evanue CAP On time Councer & Evanue
If you have already as mulated ODGEC, align to	CAP Pubs and Forms The Safety Beacon - October Newletter 12 Oct 2010
If you have already completed OPSEC, skip to	CAPP Scholarship CAPP X7-1.8 Oct 10. Operat Air Patrol Vehicles 08 Oct 20 Transfiring data from www.caphbq.ev.
STEP TWELVE	
STEP EIGHT: Accept Security Certificate	Add Security Exception
	This Connection is Untru You are about to override how Firefox identifies this site. Legitimate banks, stores, and other public sites will not ask you to do this.
You will probably encounter a site security	You have asked Firefox to connect secure Server
error. The cause of this error is that your	Normally, when you try to connect secure are going to the right place. However, this content is the right place. However, this content is the right place is the right place is the right place.
	What Should I Do? Certificate Status What Should I Do? This site attempts to identify itself with invalid information.
browser does not recognize the authenticity of	If you usually connect to this site without Unknown Identity impersonate the site, and you shouldn't c
the tests.cap.af.mil domain.	Get me out of here!
	Technical Details
You need to manually add the certificate to	" I Understand the Risks
proceed to this website. The wording will be	If you understand what's going on, you or you trust the site, this error could mean
different depending on the browser you use,	Don't add an acception unless you know t identification.
but you want to Accept the Risks, Get the	Add Exception
	Confirm Security Exception Cancel
Certificate, And Confirm the Security Exception	This example shows the Firefox browser
(proceed).	
STEP NINE: Begin OPSEC Training	CAD COSSC Brieflog - Mooilla Friefox File Edit Yew Higtory Bookmarks Tools Help
	C X A Cating https://tets.cop.af.mil/opsec/main.cfm
Download the OPSEC Training Material. This is	Circle Air Destrol
a zip folder, containing four files. Watch the	Civil Air Patrol - Security Awareness Training
	New OPSEC Training Requirements, <u>Citck Here</u> for Additional Information.
optional video if you so choose.	Upon completion of the online training you will be presented with a Non-Disclosure Arment. Your response to this agreement will be recorded in the national database and will determine your access to sensitive join your ability to participate in
	sensitive missions. (Nore, It may take up to an hour for your response to propagate to e.S. Pissae enter the requested information below to verify your, and start the training online
Once you have the OPSEC training materials,	CAPBC 997551 Last Reme: Snufty
fill out the form with your CAPID, Last Name,	358: The fast 4 dights of your SSU) 9 Sant the Tanieng Case Fields
and last 4 digits of your SSN and click "Start the	As defined in the "New OPSEC Training Requirements", units may now conduct OPSEC training in a classroom environment. The OPSEC Training Package, link below, contains the OPSEC training material in both PowerPoint and POF formats along with the necessary NDA reporting form and a copy of the New OPSEC
Training"	Control Champion of the Champi
i annig	Download MS PowerPoint Viewer Download Adobe Reader
	Download the optional Operations Security Video (18635 KB) Click Hars to check status of members who have taken the OPSEC training online
	User that receive a Site Security Warring <u>Click Here</u> for information on how to eleminate this warring Pages Updated - December 2007
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	Security and Privacy Notice

STEP TEN: Click To Sign the NDA You can view the presentation from this page, if you did not download the training materials in the earlier step. This presentation is the same as the documents you downloaded. Once you have reviewed the materials click to sign the Non Disclosure Agreement.	Converte internet window interview in the security Awareness Training Plasse follow the step cutilised below to complete the required training. There are three parts (2: Required 1: Optional) to the Security Awareness Training Plasse follow to complete the required training. There are three parts (2: Required 1: Optional) to the Security Awareness Training Plasse follow to complete the required training. There are three parts (2: Required 1: Optional) to the Security Awareness Training Plasse follow to complete the required training. These are three parts (2: Required 1: Optional) to the Security Awareness Training Plasse follow to complete the required training. These are three parts (2: Required 1: Optional) to the Security Awareness Training Plasse follow to complete the required training. These are three parts (2: Required 1: Optional) to the Security Awareness Training Plasse follow to complete the required training. These are three parts (2: Required 1: Optional) to the Security Awareness Training Plasse follow. Security Awareness Training Plasse follow. Non Disclosure Agreements (NA) and register your response by clicking on pla ink below. Into Disclosure Agreements (NA) and register your response by clicking on pla ink below. Security and Privacy Notice Security and Privacy Notice
STEP ELEVEN: Complete OPSEC Training Complete OPSEC Training, and "click to sign" the Non-Disclosure Agreement (NDA). You have to click "AGREE" twice. Your response will automatically be recorded in your record at e-services.	Construction of the second se

STEP TWELVE: Click "Cadet Online Testing"	Cost Arr Hatel dervices - Machini Index Cost Arr Hatel dervices - Machini Index Cost Arr Hatel dervices - Machini Index Cost Arr Andre - M
Go back to <u>http://www.capnhq.gov</u> Log In.	C X & C X & Concernes on University Start Carlos Start Star
On the left menu, about halfway down, find Cadet Online Testing and click it.	- My Favorites ACE Resistantion ACE RE
Make sure you are clicking "Cadet Online Testing",	CAP Volaties Magazine CAP Volaties Magazine O3 Nov 2010 CAP Kondedpathate CAP Magazine Admin CAP Magazine Admin Education 02 Nov 2010 CAP Matiminuda Membershop Dand Photo Card Information 28 Oct 2010 CAP Mational Oct-Dec 2010 Open Cocking 25 Oct 2010 CAP Chaines Courses & Newhelds 12 Oct 2010 CAP Notifier Status CAP Consister & Newhelds 12 Oct 2010 CAP Consister & Newhelds 12 Oct 2010 CAP Consister & Newhelds 12 Oct 2010 Exams
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STEP THIRTEEN: Click the test type you wish	Done 4 Control Partial - Caster Donine Testing - Marila Friedra Else Eder Yewn Hefory Doninwika Tools Edity
Leadership or Aerospace Test	C C C
	score will NOT be recorded. We are working on the issue and will notify you when we have a fix.

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STEP FOURTEEN: Click On Your Test	Die Edit (zw. Helpony Bostmarks Took Help Ser C × ↑ € Consistential Helps//www.capateg.pon/CAP.CadelTesting.Web/Modeler.NesdershipTesturage ☆ + 🚯 Google P
The test application will only show you the test(s) that you are eligible to take. If no test is listed, then you are not eligible to take any test at this time. You may have to wait until after the date of your next promotion, or until a previously failed test is unlocked by your testing officer. Click on the test that you wish to take. *Aerospace tests will (if you are eligible to take one) list all aerospace modules that you have not yet completed. You may complete these in any order. STEP FIFTEEN: Acknowledge the Honor Code You must acknowledge the honor code, affirming that you will not use any unauthorized source on this test. The tests are open book, open notes, but you may not consult with any other person. STEP SIXTEEN: Leaving Site	
Click OK to proceed to the online test. The reason you get this notification is that the tests are hosted on another site outside of	OK
capnhq.gov	Col Ar Peter-Caste Chrine Testory - Mesila Freiox
STEP SEVENTEEN: Wait for the test to load You should see a white window pop up on the screen, with a progress wheel in the center which will turn while the test content is downloaded. Once this process is complete, the test will appear and you will start answering questions. Pop-ups must be enabled,	Water for download distance statement Image: State

STEP EIGHTEEN: Take The Test	Leadership Chapter 1 Exam (Duration to 123 +) Point Value: 4
Click one answer for each question. Then click NEXT at the bottom. You can skip questions and come back to them, and return to review or change answers.	 Actual test questions blanked out here, to protect test security
When you are finished, SUBMIT ALL	SUBMITALL (1 PREV NEXT D
STEP NINETEEN: Verify Completion	Submit All
Verify that you are ready to submit your quiz. Make sure that you have answered all questions!	You have reached the end of the quiz, but you have unanswered questions. What do you want to do?
	Submit Anyway Return to Quiz
STEP TWENTY: View Results	Leadership Chapter 3 Exam
You can review the quiz to see which questions you got right or wrong.	Leadership Chapter 3 Exam
When you are finished reviewing, click Finish.	Your Score: 4% (4 points) Passing Score: 80% (80 points)
If you passed, your score will automatically be recorded in your records at e-services.	Result: You did not pass. Please click the 'Finish' button to complete the exam. You can click the 'Review Quiz' button for a play-by-play recap of your results.
***IMPORTANT: YOU MAY USE YOUR BROWSER'S PRINT BUTTON TO PRINT OUT A	Click the 'Finish' button to complete the exam.
SCREEN SHOT OF YOUR PASSING TEST SCORE BEFORE LEAVING THIS SCREEN. SIGN YOUR	Review Quiz Finish
NAME AND RECORD THE DATE ON THE PRINTOUT. IF YOUR SCORE DOES NOT TRANSMIT PROPERLY TO ESERVICES, YOUR TEST CONTROL OFFICER CAN SUBMIT THIS PAGE IN ORDER TO GIVE YOU CREDIT FOR A PASSED EXAM.***	***IMPORTANT: YOUR PASSING TEST SCORE WILL NOT POST TO E-SERVICES IF YOU DO NOT CLICK THE FINISH BUTTON!***

STEP TWENTY ONE: Close	
Click the small X at the top right of the test, in order to close the testing window.	Thank you for completing the exam! Since you were not able to complete your test with a passing sore, you will need to seek help from a Senior Member before retaking the exam. Only a Senior Member will be able to give you access to retake the test again. The exam has been processed. Please click the in the right corner of this screen to exit.
You may now proceed to take another test, or use a different application in e-services, log out, or close the browser window.	