CIVIL AIR PATROL
CADET PROGRAMS

Cadet Programs eServices Quick Reference List - Data Entry Modules

Name	Description	eServices Location
Accomplishments	Basic Cadet Data Entry for promotions	Cadet Programs > Cadet Promotions > Data Entry/Accomplishments
Approvals	Promotions Approvals (clicking the green checkmark will allow you to select a date)	Cadet Programs > Cadet Promotions > Approvals
Attendance Log Online Module	Give attendance credit for participation	Use Reg Zone Or Personnel > Attendance Log > New Meeting
Attendance Printable for Meeting	Print the Sign-in Sheet	Reports > Member Reports > Attendance Sign-in Sheet (Blank)
Bulk Cadet Curriculum Tests Entry	Bulk hardcopy test entry for a CAPID or Unit for Leadership 1 – 16 and Aerospace Dimensions 1 – 7.	Cadet Programs > Cadet Promotions > Data Entry Accomplishments > Accomplishments > Cadet Curriculum Tests Entry Or Education and Training > Professional Levels > Cadet Curriculum Tests Entry
Cadet Application Approvals	Approve pending new cadet applications	Personnel > Membership System > Cadet App. Approvals
Cadet Duty Assignment Entry	Provide duty assignments to cadet staff	Personnel > Duty Assignment > Assign Cadet Duties
Cadet Protection Summary Conversation	Enter CPPT Summary Conversation & submit path for completion	Education and Training > Professional Levels > Professional Levels (senior) or Cadet Promotions (cadet)
Fitness Category Entry	Enter fitness categories for cadets	CAP Health > Search for User > Request Fitness Category
Healthy Fitness Zone (HFZ) Entry Edit	Edit PT records for HFZ	Cadet Programs > Healthy Fitness Zone > Select Unit/Date > Select Edit All Entries
HFZ Entry New	Enter new PT records for HFZ	Cadet Programs > Healthy Fitness Zone > New Entry
HFZ Printable for PT Night	Print and fill sheet for PT data	Cadet Programs > Cadet Promotions > Reports > Cadet Physical Fitness Training Report
Local Action Crediting	Enter Local Action for QCUA credit or utilize Registration Zone Community Service event type & Mark Attendance*	Cadet Programs > Cadet Promotions > QCUA Administration Or Cadet Programs > Registration Zone *See QCUA User Guide for instructions
Move to Approvals	Bulk submission to the Approvals module for cadet records with all paths completed	Cadet Programs > Cadet Promotions > Move to Approvals
Multi-Entry	Bulk entry for a CAPID or Unit for Active Participation, Cadet Welcome Course, Cadet Oath, Character Development, Leadership Expectations, Uniform	Cadet Programs > Cadet Promotions > Multi-Entry Or Cadet Programs > Cadet Promotions > Data Entry Accomplishments > Accomplishments > Bulk Entry Cadet Promotions
Service Ribbons	Add already approved ribbons to an eServices record (member only)	Click on name > Service Ribbons

*Please reference eServices > Reports > Duty Position Access by Application for information on access to certain modules

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CIVIL AIR PATROL
CADET PROGRAMS

Cadet Programs eServices Quick Reference List - Reports

Name	Description	eServices Location
Achievements by Date	Check achievements earned between two dates (includes achievements that do not have pins)	Cadet Programs > Cadet Promotions > Reports > Achievements by Date
Cadets Expiring Soon	Check cadets that expiring in the next 90 days	Cadet Programs > Cadet Promotions > Reports > Cadets Membership Lapse 90 Days
Cadets that Expired	Check contacts for those recently expired	Reports > Member Reports > Membership > Select "View Inactive Members Within Past 90 Days ONLY"
Cadet Orientation Flight Report	Check who needs a first flight and review cadet flight engagement	Reports > Member Reports > Cadet Orientation Report
Cadet Promotions Track Report (for cadets to check progress)	Check progression to promotion for a cadet	Cadet Programs > Cadet Promotions Track Report
Cadet Promotions Track Report (for adults to monitor)	Check progression to promotion for a CAPID or unit	Cadet Programs > Cadet Promotions > Data Entry/Accomplishments > Accomplishments > Cadet Promotions Track Report Or Education and Training > Professional Levels > Cadet Promotions Track Report
Cadet Protection Report	Check who shows Cadet Protection and Level 1 (for Seniors)	Reports > Member Reports > Cadet Protection Course Completion Report
Cadet Testing Report	Check cadet curriculum completions between two dates	Cadet Programs > Cadet Promotions > Reports > Cadet Testing Report
Comprehensive HFZ Report	Check PT progression over a cadet's membership	Cadet Programs > Cadet Promotions > Reports > Comprehensive HFZ Report
Curry Uniform Voucher Amounts	Check amounts that cadets received in their voucher	Cadet Programs > Cadet Promotions > Reports > Curry Uniform Voucher Report (also included in Welcome Email and in the new cadet application that needs unit approval)
Cadets within 6 Months of being 18 or 21	Check cadets nearing 18 (when cadet protection is needed) or 21 (when they need to move to Senior Member)	Reports > Member Reports > Cadets Within 6 Months From Being 18 or 21

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CIVIL AIR PATROL
CADET PROGRAMS

Cadet Programs eServices Quick Reference List – Reports Continued

Name	Description	eServices Location
Expirations Widget (Member)	Quickly check to see if your CPPT will expire within 90 days. Additional expirations will be added in the future.	Click on name > + Add New Widget
Fitness Category Report	Check and enter fitness category assignments for cadets in the unit or attending an event	CAP Health > Fitness Category Assignment
Honor Credit Awarded by Date	Check honor credit earned between two dates	Education and Training > Professional Levels > Honor Credit Awarded by Date
Linked Accounts Report	Check all cadets in the selected unit for their linked account status	Reports > Member Reports > Linked Accounts Report
Model Rocketry Test Report	Check who has completed tests online for model rocketry	Online Learning > Learning Management System > Past Results > Unit > Select Quiz (old LMS), Select Absorb Course (new LMS)
Recruiting Report	Check who has recruiting credit	Reports > Member Reports > Member Reports > Recruiting
Quality Cadet Unit Award (QCUA) Report	Monitor QCUA progress	Cadet Programs > Cadet Promotions > QCUA Reports > Quality Cadet Unit Report
QCUA Details Report	Check the data that feeds the QCUA Report	Cadet Programs > Cadet Promotions > QCUA Details
Squadron of Merit Report	Check comprehensive data for the prior year of all members (even those expired) for milestone count, etc	Reports > Member Reports > Squadron of Merit Listing
Training Leaders of Cadets (TLC) Progression Report	Check dates for who has Training Leaders of Cadets credit to see if they are nearing expiration	Reports > Member Reports > TLC Progression Report
View Unit Registrations in Registration Zone	Check who in your unit registered for events in Reg Zone. Filter to see in or out of your echelon.	Registration Zone > Attendance By Unit

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CIVIL AIR PATROL
CADET PROGRAMS

Cadet Programs eServices Quick Reference List – Updates, Requests, User Guides

Action	eServices Location
Change Personal Information **-Address** **-Email, Parent Email** **-Shirt Size** **-Height & Weight**	**(Member)** Click on name > Choose Category **(Supporting Member)** Personnel > Personnel Information > Choose Category
Collect emails for Unit Cadets & Cadet Parents	Click on the cadet count in the eServices Statistics widget on the main page
Link and Manage Cadet & Parent / Guardian Accounts	**(Cadet)** Click on name > Parent / Guardian Account Linking **(Parent / Guardian)** Click on name > Linked Accounts
Order Fingerprint Cards	Administration > Material Orders > Order Request > Forms and Pamphlets
Order Recruiting Brochures	Administration > Material Orders > Order Request > Recruiting Materials
Order Replacement Membership Card	Click on name > General Info
Print a Curry or Wright Brothers Certificate	Administration > CAP Certificates > Print Certificates
Print a Hardcopy Test or Milestone	Online Learning > Learning Management System > Download Quiz
Report a missing Milestone Certificate	Submit a Helpdesk ticket with the information on the bottom of this page.
Reset CAP Email Password	CAP email accounts are maintained by your Wing. Please ask your unit leadership for help.
Reset eServices Password	capnhq.gov > "Click here for Password Assistance"
Update Health Profile (Member)	Administration > CAP Health > Update My Health Profile
Update Emergency Contact	Click on name > Characteristics > Emergency Contact
Update Two-Factor Authentication	Click on name > Two-Factor Authentication

User Guides	eServices or **GoCivilAirPatrol.com** Location
Absorb LMS User Guides (General User, Cadet Achievements, FAQs, Video Guides)	GoCivilAirPatrol.com > Members > Education and Training > Absorb LMS
Cadet Promotions Module Training Guide	Cadet Programs Website > Ranks & Awards > Cadet Promotions Application
Cadet Protection for Cadets User Guide	Education and Training > Professional Levels > Cadet Protection for Cadets User Guide
CAP Health User Guide	Administration > CAP Health > User Guide
Parent / Guardian Portal User Guide	GoCivilAirPatrol.com/ParentPortal
QCUA User Guide	Cadet Programs > Cadet Promotions > QCUA User Guide
Registration Zone Information, User Guide	GoCivilAirPatrol.com/RegZone or Cadet Programs > Registration Zone > User Guide
TLC Basic, Intermediate, & On Demand Info	GoCivilAirPatrol.com/TLC

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