A "Getting Started" Guide for Cadets and Parents

Gastonia Composite Squadron

Learning your way around CAP will be a little confusing at first. Cadets and parents/guardians should familiarize themselves by reading the *New Cadet Guide* and the *Parent's Guide* at https://www.gocivilairpatrol.com/media/cms/P_6020_A0A6B98761299.pdf and https://www.gocivilairpatrol.com/media/cms/P_6012_9_May_2022_BC6D8B252C3FA.pdf.

This handout will guide the cadet and parent through the first few things they need to do to get started. Cadets and parents/guardians should read this so everyone knows what's going on, and because your cadet will probably need help with some items.

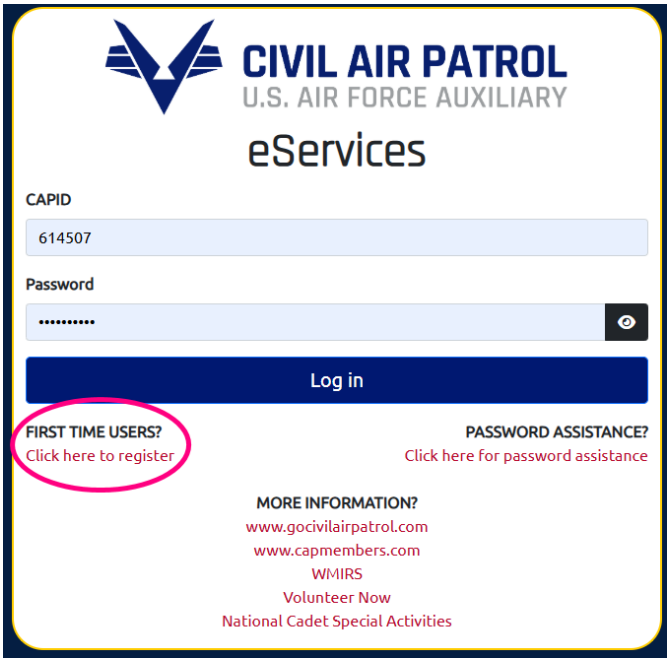
Your hard copy CAP ID card will come in the mail, followed by a box of books (New Cadet Kit). If you don't receive them let the Deputy Commander for Cadets or Squadron Commander know. You don't need the books to do what's in this paper.

If you don't have access to a computer or printer, let your flight staff or a senior member know so we can provide a computer at the squadron and work through some of the below items.

STEP 1 – Register for your eServices Account

eServices is CAP's database of member information and online training, testing, and recordkeeping. Once your membership application is approved, an auto-generated "welcome" email is sent to the cadet email address on the application. The welcome email contains the cadet's CAP ID number (CAPID) and instructions for registering for an eServices account. Write down the CAPID number and start memorizing it. Click the link in the email or go to CAP's website https://gocivilairpatrol.com and click eServices to get to login / registration screen.



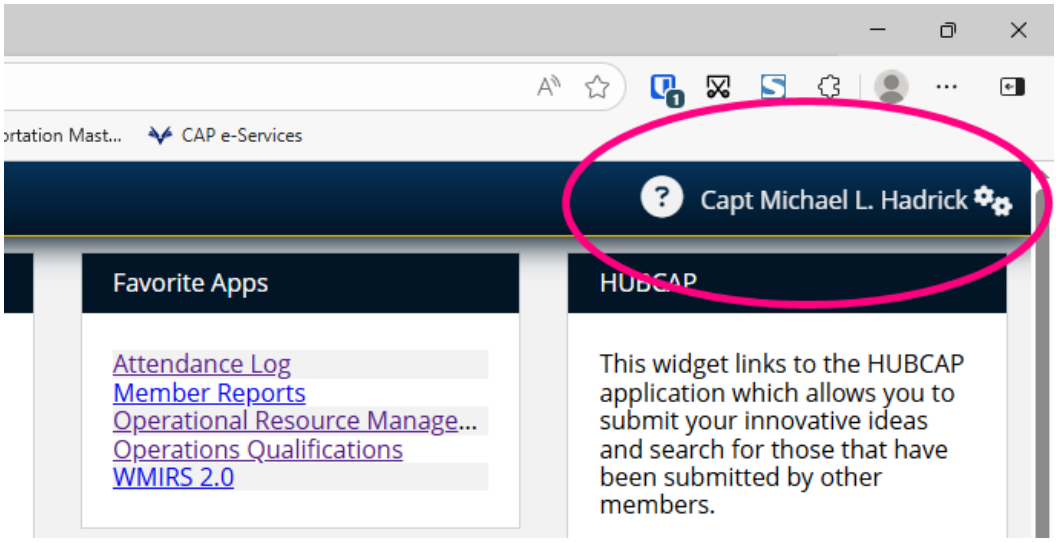


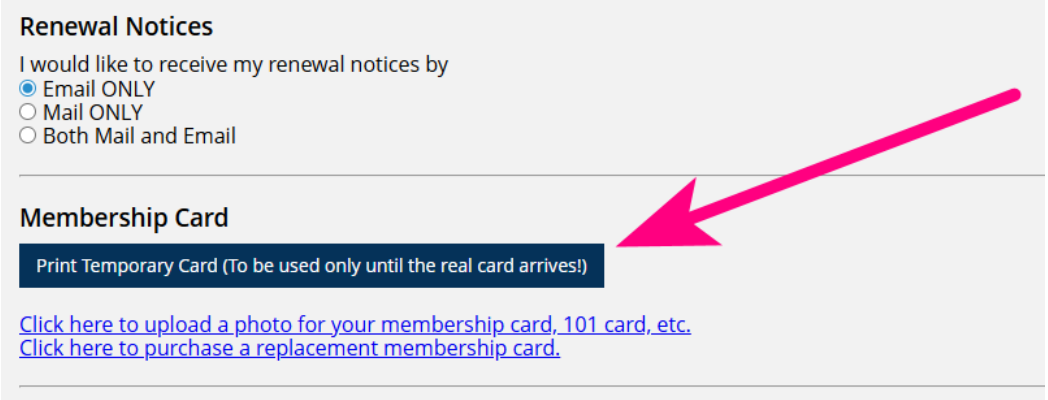
CAP eServices uses two-factor authentication, which requires two forms of identification to log in: a password and a 6-digit code sent to an email address or mobile phone. Because access to eServices may occasionally be needed during CAP meetings for testing or training, cadets who will not have access to a phone or email during meetings should consider adding a trusted senior member's phone number to their eServices contact list. This allows the 6-digit code to be sent to that number. Coordinate this with the Deputy Commander for Cadets or the Squadron Commander.

Once registered, **you must complete a 20-minute Operational Security (OPSEC) training video** and agree to the Non-Disclosure Agreement before you can do anything in eServices.

STEP 2 – Print out your Temporary CAP ID Card

You can print out a temporary CAP ID card to have on you until your permanent card arrives in the mail. Login into eServices, click on your Profile at the top right corner, then General Info, and print the card. Note that cadets cannot upload a photo for their card.





Disregard CAP email and continue to use your personal email address.
Changes coming to the CAP email system.

~~STEP 3 – Activate your Civil Air Patrol Email / Office 365 Account~~

~~Upon joining the cadet will receive an email saying that an Office 365 account and CAP email address have been created, and that a password is being sent in a separate email (to the email address entered on the membership application). The account must be set up and used for all CAP communications. Just follow the link, enter the provided username and temporary password, and then create your own password.~~

~~Once your CAP email is set up and working, go in eServices and update your personal email address with your CAP email address (go to Profile, then Contacts).~~

STEP 4 – Complete the Online Cadet Welcome Course

Login to eServices, go to Menu at the top left corner, click on Online Learning, then Absorb LMS. Absorb is CAP's online learning system and is where you will find online training and tests. Look for the **Cadet Welcome Course** (you might have to search for it). When you find it take the 3 lessons (should take 15-30 minutes total).

STEP 5 – Memorize the Cadet Oath

You must learn and recite the Cadet Oath for your first and subsequent promotions.

I pledge
that I will serve faithfully
in the Civil Air Patrol Cadet Program
and that I will
attend meetings regularly,
participate actively in unit activities,
obey my officers,
wear my uniform properly,
and advance my education and training rapidly
to prepare myself
to be of service to my community, state, and nation.

STEP 6 – Start working on your First Promotion and "Curry" Award

You can start working on your first promotion right away—you don't have to wait for materials to arrive in the mail—just follow what's in this paper. This page on the CAP website will tell you everything you need to do for your first and subsequent promotions: https://www.gocivilairpatrol.com/programs/cadets/stripes-to-diamonds/curry.
The online class and test you need is Learn to Lead Chapter 1. The test includes multiple-choice questions and a section testing performance in drill and ceremonies. Here's a video that covers Learn to Lead Chapter 1: https://www.youtube.com/watch?v=aPFslHv7bOs

STEP 7 – Take the Online General Emergency Services Training Class – CAPT 116

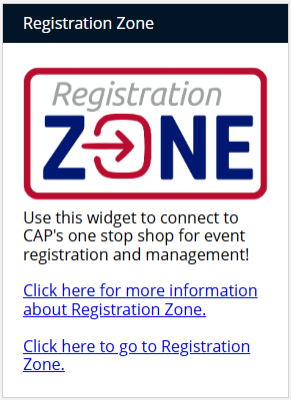
You can take this class online in Absorb, or wait and we will have a 30-minute in-person class during a Tuesday meeting. The class is required before you can do any major activity outside the squadron. It ensures all members understand the basic responsibilities and safety requirements. The online class is open-book and not timed. You will need to have 2 regulations open in another window to find answers to a few test questions – CAPR 60-3 *Emergency Services Training and Operational Missions* and CAPR R173-3 *Payment for Mission Support.*

STEP 8 – Personal Characteristics in eServices

In eServices, under your Profile at the top right corner is a Characteristics section where you should enter your height, weight, etc, and shirt size. Shirt size is for a t-shirt, when an event is going to provide a souvenir/event t-shirt. I suggest putting the next size larger than your current size to allow for your future growth.

STEP 9 – Registration Zone

Nothing to do right now. Registration Zone is an application in eServices for members to register to attend events and upload required forms. Events are announced via emails with links to register in the Registration Zone. Registration Zone is on the eServices Home page.



STEP 10 – Linking a Parent/Guardian Account to Cadet's Account

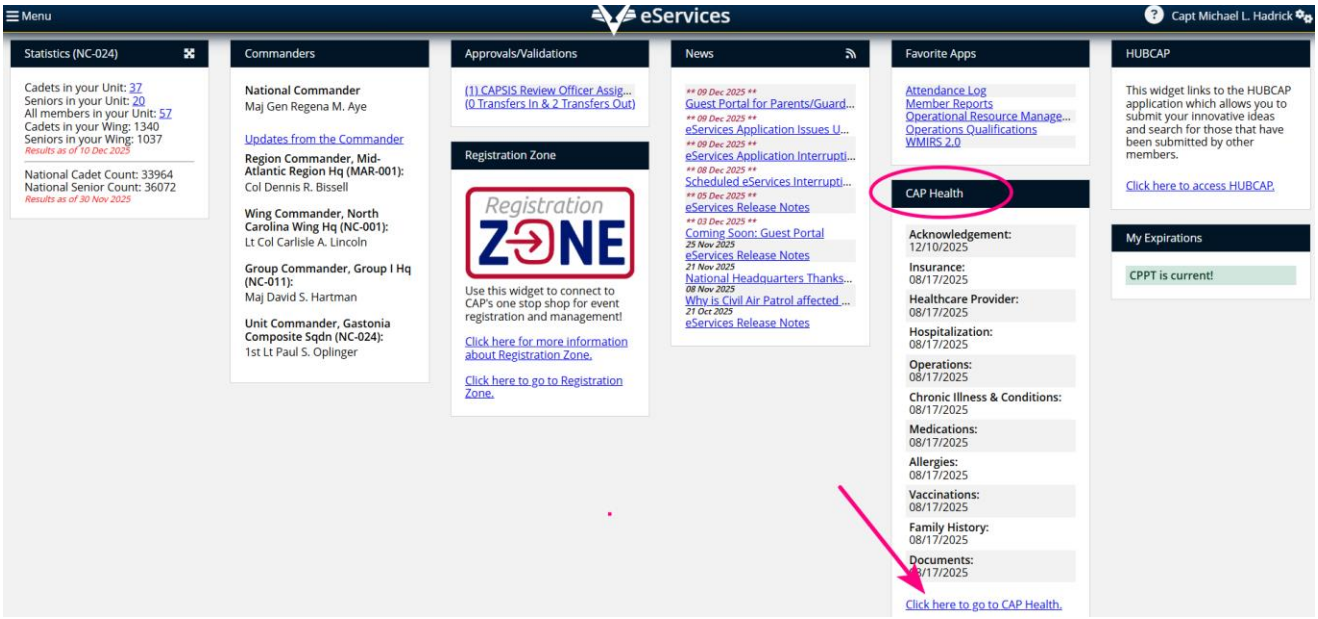
Should do this fairly soon so it's not a stumbling block later. There's a feature in eServices that creates a "dummy" account for the parent/guardian so they can approve their cadet's attendance at events in Registration Zone and manage and update the cadet's CAP Health profile. The process is simple and takes a few clicks by both the parent and cadet to establish the link. Instructions can be found at the link or by googling "civil air patrol parent portal." https://www.gocivilairpatrol.com/programs/cadets/parents/parent-guardian-portal

STEP 11 – CAP Health

This doesn't have to be done right away and isn't required for a cadet promotion, but the sooner the better. It is required to be up-to-date to register for events in the Registration Zone. CAP Health is CAP's member-controlled, online health information system. Members or parents enter their insurance, healthcare provider, health history, chronic Illness/conditions, medications, allergies, etc. This info is used to support member health and well-being while involved in CAP events, missions, and activities. CAP Health is safe and secure – medical information is encrypted at the database level and accessible only to members,

parents/guardians, health service officers involved in the event, and the activity director or commander.

CAP Health is accessed via the eServices home page/dashboard.



When you get to CAP Health you will be on the MyAccount page. You want to click on Update My Health Profile.

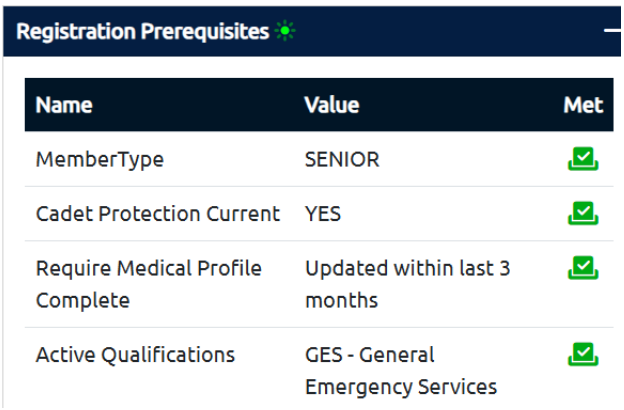


After submitting the Acknowledgement, you will see this



You want to click on each item and fill it out if applicable or leave blank. It is important that information entered be as accurate as possible. All items need to be green for the "form" to be considered complete. If I remember correctly, just clicking on an item will turn it green – there's no need to type N/A if something doesn't apply. If you need it, there is a User Guide back on the MyAccount page. Sometimes, events in the Registration Zone will require that you update all the items in CAP Health – if there are no changes to the info you can just click on each item in the list to update/refresh it.

If the cadet is having trouble registering for an event, check on the right side of the event home page that all Prerequisites are green. Often the Medical Profile one is red, which means you have to do the update/refresh mentioned above to get it to green.



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