eServices

- URL: https://www.capnhq.gov/eServices.aspx (Save URL)
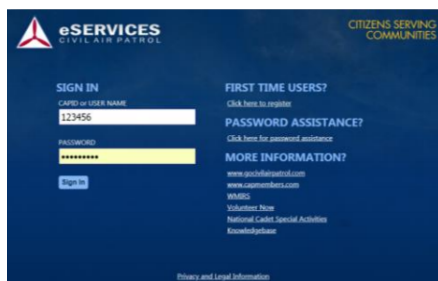
Create an account in eServices

NOTE: This is an account for the cadet to access, not the parents.
The cadet needs to know the username and password. eServices is required for cadets to take tests, apply for some activities, check qualifications, as well other tools.

- **Must have completed Cadet Application and application must have been approved by the squadron commander.**
- **Have a valid email address.**
- Find your CAPID number on your CAPID Card. If you haven't received your card yet, call 1-877-227-9142 and press "1" for help.
  - Should also be in the email you received when your application was approved.
- Know the last 4 digits of your Social Security Number.
- Visit capnhq.gov, click "Click here to register" under FIRST TIME USERS? and follow the on-screen prompts to create and activate your account.
- After activating your account, please verify your contact information in eServices by clicking "Review/Edit My Info".

How do I know what I need to promote?

1. Everyone can check their own promotion record in eServices by:
   - Login to eServices https://www.capnhq.gov/signin/signin.aspx or Google CAP eServices.

   - Click on the menu icon on the left-hand side of the page.
   - Click on Cadet Promotions Track Report.

   - A file will download for you to open and view your progress.

○ The last achievement/award on the report is the rank you are currently working towards.

Achievement / Award	Phy. Fitness	Lead Lab Date Score	Drill Date	AE Date Score Mod/Test	Moral Lead / Encampment	Active Participant	Mentor / Instructor	Approval Date	Staff Service Date	Technical Writing Assignment / Date	Oral Report Date
Achievement 10	06 Jun 2016	20 Dec 2016 88		19 Dec 2016 92 2	26 Dec 2016	Yes	Yes	20 Mar 2017	N/A	N/A	N/A
Achievement 11	03 Jul 2017	30 Aug 2017 84		23 Mar 2017 84 3	20 Mar 2017	Yes	Yes	18 Sep 2017	N/A	N/A	N/A
Amelia Earhart	02 Oct 2017	06 Nov 2017 80		26 Nov 2017 80 0	N/A	Yes	N/A	27 Nov 2017	N/A	N/A	N/A
Achievement 12		0		N/A N/A N/A	18 Dec 2017	Yes	Yes	None		ALL	

Cadet Training and Promotions - Full Tracking Report

2. **Also checking your Promotion Checklist in the Cadet File box.**
   - Once you have completed your application you will have a cadet folder with a promotion checklist.
   - The file box next to the laptop when you sign in.

3. **The Cadet Superchart and links to help you with promoting can be located on the HCS Cadet Promotions Webpage.**
   - URL: https://highlander.cap.gov/members/hcs-cadet-information/cadet-promotions **(Save link)**
     ○ Or google Highlander Composite Squadron and go to Members/HCS Cadet Information/Cadet Promotions.

4. **HCS Promotions Checklist (Soft copy)**
   - You can print your own copy to keep at home or use to see what you'll need next promotion.
   - HCS Website - Members/Forms, Regulations, & Documents
     ○ Scroll down to HCS Promotions Checklist

5. **HCS Promotions Process (Needs to be updated with latest program changes)**
   - Not expected to read, but use as a resource to answer your own questions.
   - HCS Website - Members/Forms, Regulations, & Documents
     ○ Scroll down to HCS Promotions Process

Leadership & Aerospace Interactive Modules & Welcome Course

- **Interactive Modules**
  ○ The cadet only needs to date when this was completed themselves on the promotion checklist.
    ○ This is for your reference and staff when glancing over your promotion checklist.
  ○ Go to HCS Testing Help Page for additional questions or help. (Needs updated to include interactive modules)
    ○ Google Highlander Composite Squadron and go to Members/HCS Cadet Information/Testing Help
  ○ Login to eServices
    ○ Go to Menu\Online Learning\Learning Management System
    ○ Click on *Go to AXIS* icon in the upper left hand corner.
    ○ Click on the *Cadet Achievement* tab.
      ▪ You will see a screen detailing the particular achievement you are on.
    ○ Scroll down to see the courses and click on *Enroll* on the module you want to take. The Leadership, Aerospace, and Welcome Course modules can all be found here.
    ○ Here is a link to how to access the Online Welcome Course.
    ○ Here is a video to help walk you through the process https://vimeo.com/728257210/cbc167a46a.

Leadership & Aerospace Tests (optional)

- **Online at home tests for Honor Credit**
  ○ The cadet only needs to date when this was completed themselves on the promotion checklist.
    ○ This is for your reference and staff when glancing over your promotion checklist.
  ○ Go to HCS Testing Help Page for additional questions or help.
    ○ Google Highlander Composite Squadron and go to Members/HCS Cadet Information/Testing Help
  ○ **Login to eServices**
    ○ Hover your mouse over the menu icon on the left hand side of the page.
      ▪ Go to *Menu\Online Learning\Learning Management System*
      ▪ Click on *Go to AXIS* icon in the upper left hand corner.

- ▪ Click on the *Cadet Honor Credit* tab.
  - You will not be able to take the test until you have completed the interactive module.
  - ▪ Scroll down to see the courses and click on *Enroll* on the module you want to take.
  - ▪ Select desired Module
    - Leadership Tests
      - You will only see 1 test available for you, as you progress through them in order.
    - Aero Dimension Tests – Achievements 1-8
      - You can select any module to test in.
      - You may see multiple editions, select the edition you are currently working in, should be Ed 3.
    - Journey of Flight – Achievements 9 – 16
  - o **Notes**:
    - ▪ For online, at home tests, the tests **are open book**. Cadets can use the textbook or online book to help them. **You can use CTRL-F, when using the online book.**
    - ▪ As the **tests are timed**, you still should review the material prior to taking the test to be prepared. Otherwise you may take longer than the allowed time.

- **Proctored tests (Milestone Tests)**
  - o Cadets must have the senior member that proctored the test, date and sign the promotion checklist once passed.
  - o Are **closed book and timed**, so make sure you are studying along the way and prior to testing.
  - o **When can I take a Proctored test?**
    - o Proctored tests are given before regular CAP meetings beginning at 5:30p or during PT nights after PT Testing.
  - o **Cadet Responsibilities:**
    - o Proctored tests must be requested online by the Thursday evening prior to Monday's meeting.
    - o **Signup:** https://goo.gl/forms/qri8PNDV56mPBUGO2 **(Save link)**
      - ▪ If we cannot accommodate you for any reason, you receive an email advising so.

How to sign up for Drill tests, oath, speeches, PRB's, SDA's
- **You MUST sign up the THURSDAY prior to the Monday you want to test.**
  - o The general monthly schedule is also posted on this page.
    - o Note: If it's the 1st Monday of the month and a PT night, you cannot drill test for example.
- The link to sign up can be found in multiple places.
  - o There is a link on every weekly announcement, just under the night's schedule and above the announcements.
  - o You can also find the link on the HCS Web page, Members\HCS Cadet Information\HCS Cadet Testing Sign Up

Active participation in outside activities
- **Cadets must attend at least 1 outside activity each quarter (every 3 months)**
  - o There are generally enough squadron or wing activities to make this happen.
- One of CAP's Core Values:
  - o **Volunteer Service** - "Selflessness" It's the difference between "giving" and "taking."
- Watch the weekly announcements and emails from the group or wing, for additional activities.
  - o NOTE: outside activities are not always sent to the senior members and only to cadets. If you participate in an activity hosted by the group or wing, please email letting me know what you are attending.

Squadron Workday
- This is a MANDATORY activity for all members.
  - o This is payment to the facility for allowing us to use the facility.
  - o Squadron Workday occurs once a quarter.

Squadron Webpages and Resources

1. **Squadron Main Webpage**
   - https://highlander.cap.gov/ **(Save to favorites)**
     - o Main page has links to CAP National articles.
     - o Powered Orientation Flights
     - o Squadron YouTube Channel
     - o CAP National Emergency Services Info
     - o Colorado Wing
     - o CAP National Cadet Programs information
     - o CAP National Headquarters main webpage
   - **HCS New Cadet Webpage**
     - o Members/HCS Cadet Information/Info for new HCS Cadets
       - ▪ https://highlander.cap.gov/members/hcs-cadet-information/hcs-new-cadets
       - ▪ Expectations
       - ▪ Tasks
       - ▪ Curry Voucher / $75, $125, or $175 towards your uniforms once you earn your 1st promotion.
       - ▪ Cadet Oath
       - ▪ CAP Core Values
       - ▪ Cadet Responsibilities
       - ▪ Additional Links and Resources
       - ▪ FAQ
   - **HCS Promotion Requirements**
     - o Members/HCS Cadet Information/Cadet Promotions
       - ▪ https://highlander.cap.gov/members/hcs-cadet-information/cadet-promotions **(Save to favorites)**
       - ▪ Downloaded Cadet SuperChart
       - ▪ Downloaded Cadet Tracker (Does not include when PRBs are)
       - ▪ Ribbon Rack builder
       - ▪ Uniform requirements
       - ▪ General Weekly Schedule
       - ▪ How do I promote
       - ▪ Cadet Physical Fitness Standards
       - ▪ Stripes to Diamonds
         - Specific to HCS & contains links to additional promotion information.
   - **Squadron Calendar**
   - **Uniform information**
     - o Resources for gear and uniforms
   - **Parent Information**
   - **Activities**
     - o Grants & Scholarships
     - o Encampment
     - o NCSA's
     - o CyberPatriots and more
2. **Squadron YouTube Channel**
   - o Contains links to informational videos and squadron activities videos.
   - o https://www.youtube.com/channel/UCq0kjSNqcE1icFqciGVJ53Q/playlists?view_as=subscriber
3. **HCS Facebook Page**
   - o https://www.facebook.com/HighlanderCompositeSqdrn
     - o Photos & Albums
     - o Events
     - o Information Posts
4. **HCS Instagram Page:**
   - o Highlandercomposite.cap