

ProTip: Ask Wing Commander to appoint you to the Command Specialty track so your time as CDC can count toward your Command technician rating. For any other primary or assistant duties you take on, also enroll in those specialty tracks (as CDC or Deputy, you may be able to enroll yourself if that's kosher). Glance over technician requirements--you may already be fulfilling many of them!

SUIs: Your Sq/CC may ask you to complete the B-1 worksheet & provide them with the worksheet & supporting documents by the end of Week 10 of each quarter (Mar 17, June 16, Sep 16, Dec 17)

ProTip: Returning to eServices: You can usually return to the eServices home page by clicking on the CAP symbol in the upper center of the page or the word "eServices" in the upper right. From AXIS, from the main portal, the link to eservices is in the bottom center. From other pages in AXIS, click on the little house thingy near the upper left to return to AXIS main portal then lower center to return to eServices.

Home Page:

- Cadets/SMs/All Members in your unit:
 - Links to roster with links to their email addresses.
 - Check little boxes to all the people you want to email, block-copy list of their email addresses that appears at the top of the page
 - Can "check all" at the bottom if you want to
- Approvals/Validations
 - Items awaiting approval show up here. If you're looking for an approval and it doesn't show up here, try Command-->Approvals
- Favorite Apps
 - To add Favorites, click on your name in upper right, scroll down to the "Favorites" line with the big plus sign, click on the plus sign, click to make star yellow for each item you want in your favorites list
 - For Deputies/CDCs, I recommend:



- Autorenewal: Highly recommended. If your membership lapses, you lose all your duty positions, CAP GMail, etc & have to get them all reset/reappointed. Click on your name in upper right to access autorenewal

ADMINISTRATION

--CAP Certificates: Can Print Wright Brothers' Awards (among other things)

--Material Orders: Order Request-->Forms & Pamphlets-->Fingerprint cards for SMs

(Can also order AE Materials & Recruiting Brochures)

--Member Search--can search only people in your unit. Under their picture, there is a blue link "Member Search Report" that puts all the tabbed info on one document. Useful when writing awards & applying for some positions

--Personnel Info

Can Print Membership Card

Can view date of birth (handy to see when might be 17, 18, 21, etc)

--Photo Admin (not sure DCCs have access to this. CCs can upload others' photos & validate them)

--Web Security Admin:

Search a person by CAPID or name to see what they have access to, add/remove access.

Search an application (from pulldown menu) to see who has access

AEROSPACE EDUCATION

(Not sure Deputy or CDC have access. If you're AEO, you probably know this menu well)

CADET PROGRAMS

--CAP CadetInvest:

--Apply (TBD: CadetInvest application windows (dates) have to be open.

--Unit Approval (may be CCs only)

--Cadet Encampment Assistance Program (CEAP): Can apply cadets for CEAP. Cadets can also apply themselves. Either way, then needs to be approved by CC or CDC

--This link takes you to the whole "Registration & Payment System" (see below)

--Cadet Online Testing:

--CDCs (and maybe all SMs or at least all Testing Officers) can view/take all cadet online leadership & aerospace tests. How is this useful? Let me know if you have ideas

--Admin

--Contains a link to printable tests (ie for cadets with IEPs)

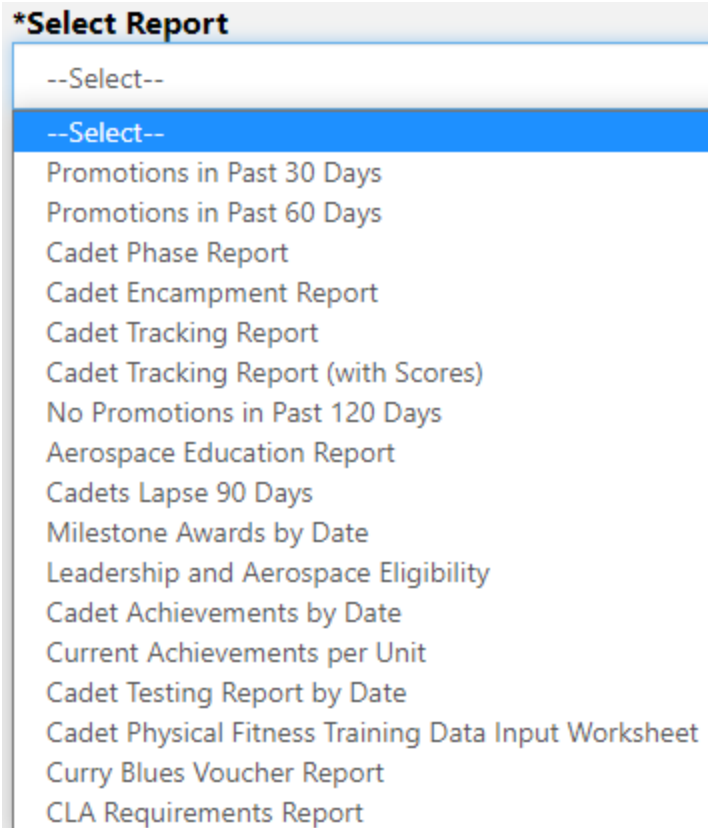
--You can reset cadets' tests if they've taken it more than twice & it doesn't autoreset

--Cadet Promotions (the click on red pulldown menu)

--Data entry--Go here to hand enter cadet promotion items such as active participant, oath, SDA info, Did Cadet Instruct, JROTC waiver. Can search cadet by CAPID or partial name. Other items can also be entered, but it's easier to enter them other ways (see below) PT data *cannot* be entered here. Be sure to click "submit" in lower left when you're done.

--Approvals: Cadets awaiting approval to promote. This info also shows up on your eservices home page. **NOTE:** After a cadet's promotion is approved, go back into Data Entry for that cadet & click "submit" so their PT data carries forward & starts a new line for them in the Cadet Tracking Report

--**Reports:** Choose from pulldown menu. I don't think any of these reports are available anywhere else on eServices (see screenshot below)



*Cadet Tracking Report: recommend downloading to Excel to condense the info to the last couple lines for each cadet

*Cadet Physical Fitness Worksheet: Print before PT meeting to see what each cadet needs to be in HFZ & to record scores.

--Multi-Entry--Easiest way to enter CD. CD is only info that can be added in multi-entry.

--DDRx Entry--no longer applicable

--**QCUA Details:** Details names/numbers of cadets for each category for QCUA (see QCUA report below). %s are a moving target, so important to watch closely as you get close to QCUA year end on August 31st.

--HFZ Entry: Take a deep breath. Sit in a quiet peaceful room. If a cadet needs to be in HFZ, passed HFZ recently, but did not get HFZ at the most recent PT test, you might consider leaving an old score in for them. Do not attempt to enter PT data on a mobile device. OK. Now you're ready. After PT test (even if entering just one cadet), enter the date of the PT test & enter all cadets' info here. After submitting, go check each cadet in Data Entry--it often skips a cadet--and hit "submit" in data entry for each cadet so it will update on teh Cadet Tracking Report & the PT Data Input Worksheet.

--Personal Goals (we rarely use)

--Cadet Protection: Takes you to the Cadet Protection Courses in Learning Management System (LMS). See below for LMS discussion as it pertains to CDCs

--Learning Management Systems (LMS)

--Past Results: Shows results of all LMS tests *you* have taken

--Mentor Input/Skills Eval: This *might* be where you enter the fact you or another SM has had the Cadet Protection Summary Conversation with a cadet (over 17 yrs old, required by the time they're 18) or a Senior Member. You can try entering it here. ***If it says person not approved, they may still need to do something in the LMS and/or the new Education and Training (former PD) system***

--Download Quiz: Some aerospace and leadership, Wright Brothers (Not including WB drill test), BEACON, and other printable tests/answers can be downloaded here. I think it generates a new test (different questions/different answers) every time you download one.

--Results/Notes: You can see results of any tests *you* have proctored. Does *not* show Milestone test results of your cadets if you did not proctor their test. Can "view results" to help cadets see what they need to work on. Can filter by cadet or by test.

--Drug Demand Reduction (not sure this is used any more)

--Event Administration

--Registration and Payment system for CEAP, NCSAs, etc

--Registration and Payment System

--COMMANDER'S CORNER--another way to access Approvals that also show up on your home page

--INSPECTOR GENERAL

--Inspector General-->Red "Home" pulldown menu-->Documentation: If eservices login page shows up, that means you don't have access to this page. If you do have access, you can upload completed SUI documentation here

--To get Cadet Programs worksheet, go here:

<https://www.gocivilairpatrol.com/members/cap-national-hq/inspector-general/sui> then download "SUI B1 SUI Cadet". These are the items the squadron is inspected on regarding Cadet Programs. Be sure you are completing a downloaded form. Save the form, coordinate with CC if they want you to upload it. In eServices, ensure correct unit chosen. In "File Type to Upload" pulldown menu, select "B-1 Cadet Programs." Click on "Choose File," choose file to upload & upload it along with supporting documentation.

--LOGISTICS--Material Orders: Same as Material Orders under ADMINISTRATION (see above)

--ONLINE LEARNING

--Cadet Online Testing (see above under CADET PROGRAMS)

--Learning Management System (LMS)--most items migrating over to AXIS. As of 3/28/21, items still in LMS that might apply to cadets/Cadet Programs Officers:

- Cadet Protection Courses
- Cadet Programs: Some webinars that meet CP specialty track requirements
- Chaplain: Awesome Facilitator Training cadet can take, too!

- Safety: A few Beacon tests for safety credit

OPERATIONS:

--Operations Qualifications-->Red "Ops Quals" pulldown menu

--Reports: Lots of useful reports. Most applicable for cadet units:

- Aircraft Ground Handling Completion
- All Quals/Achievement with Data (ES quals, CAP driver's license, CUT, Flying/pilot quals, etc--cadets *and* SMs!)--VERY USEFUL!
- Driver's License Report (SMs with Driving record uploaded & approved)
- ICUT Completion
- Orientation Flights (which cadets have had which O-flights)
- Specific Qualification Listing (have to scroll down--can choose just ICUT, for example)

--101 Card: Find anyone in the entire CAP organization.

- See quals for ES, CAP Drivers License, etc
- Click on purple & yellow symbol (an open door symbol?) next to their name for a page that shows their email address

--SQTR Entry/Worksheet

- Can look up anyone in the entire CAP and see what they need for GTM3, AGH, etc.
- Cadets can carry theirs to SAREXes to get checked out on missing quals

--Print Blank Worksheets--great for ES leaders to take on SAREX to see each level's requirements

--Multi SQTR Entry--great for entering several students at the same time, ie when squadron takes the Aircraft Ground Handling class together

--Driver's License (scroll way down)--where to upload SM's driving records & request squadron CC approval for CAP driver's license (ie be allowed to drive CAP vehicles, if over 21 to transport cadets in CAP vehicles. NOTE: "CAP driver's license" just shows up on 101 card. It's not a separate card to carry)

--WMIRS (to be filled in by someone with WMIRS experience--probably useful to cadet leaders for entering SAREX sorties & data)

PERSONNEL

--Attendance Log--to log participants' meeting/activity attendance

--Awards Recommendation--in AKWG, do NOT upload awards recommendations here! They will be rejected. Instead follow AKWG Best Practices for awards for cadets & SMs and promotions for SMs (not just of-the-year awards) on akwg.cap.gov (as of 3/28/21, they are located here: <https://akwg.cap.gov/members1/awardsdecorations/end-of-year-awards>)

--Approval: if your menu includes this option, may be able to search yourself or people in your unit to see awards that have been submitted for them by AKWG or higher echelon. "View Details" to see the citation

--Duty Assignment-->red "Duty Assignment" pulldown menu

- Assign Senior Duties
- Assign Cadet Duties

- Assign Committees

--Membership System-->red "Membership System" pulldown menu

- Recruiting Info --enter who recruited someone so they can earn recruiter ribbons
- Promotions: enter SM to see what they need to promote
- PD Award Entry:
 - Search SM, choose Level to see what they need or to enroll in that level (aka Education & Training)
 - Click red "Accomplishments" pulldown menu to enroll in a cohort
- Transfer: Enter CAPID of person you're transferring into your squadron (it's good form to first communicate with the current commander)
- Online Renewal: Can enter any SM in the entire CAP & see if they are up for renewal and, if so, if they are set up to auto-renew

--Personnel Information: For anyone in your organization, can look in General info & preferences, addresses, contacts, characteristics,

--Registration and Payment System (CEAP, NCSAs, etc. See above)

PROFESSIONAL DEVELOPMENT (aka EDUCATION & TRAINING)

--CAP Certificates: Can create & print certificates, some of which are already electronically signed by National Commander (Achievement Awards, Certificate of Appreciation, Commander's Commendation, Level 1, TLC, Wright Brothers, Yeager) NOTE: This does not get entered *anywhere*. Do not worry if you misprint one or anything. This is purely for printing purposes

--Professional Levels: Can request a cohort for SMs

--Registration and Payment System (CEAP, NCSAs, etc See above)

--Specialty Track: Can enroll yourself or other SMs in Specialty Tracks (Someday, cadets may be able to enroll in specialty tracks as well)

REPORTS: Several reports choices also included in their own sections (ie Cadet Promotions Reports can be found in the Cadet Programs section of eServices)

SAFETY: Safety Information and Reporting System (SIRS)

Safety Education-->Log Safety Education-->This is where you can upload and select participants for monthly safety briefs, Annual Safety Day, and Annual Nondiscrimination Briefing.