

USER GUIDE

Cadet Protection Training (CPPT) for
18+ Cadets: eServices Updates



17 October 2024

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INTRODUCTION

All Cadet Protection online training is now available in Absorb, this includes the online Cadet Protection for Cadets course. This document will provide you with instructions, screenshots, and guidance on the new features released on 22 October 2024.

Cadet protection training is required for cadets once they turn 18. It becomes available to them once they turn 17.

This guide will cover:

- 17+ cadets:
 - Taking CPPT for Cadets in Absorb
- Designated Adult Leaders* (see note below)
 - Submitting summary conversation credit in eServices.
 - **Submitting path (course) for completion in eServices (new step).**

This guide will only cover the specific updates related to the Cadet Protection for Cadets online course. For more information on using Absorb in general, visit the [Absorb webpage](#).

** Designated adult leaders who are currently able to submit the CPPT for Cadets path to completion in eServices:*

- *Region*
 - *DCS CP*
- *Wing*
 - *DCP*
 - *Vice Commander*
 - *Chief of Staff*
- *Unit/Group*
 - *Deputy Commander for Cadets*
 - *Testing Officer*
 - *Chaplain*
 - *Commander*
 - *Deputy Commander*
 - *Character Development Instructor*

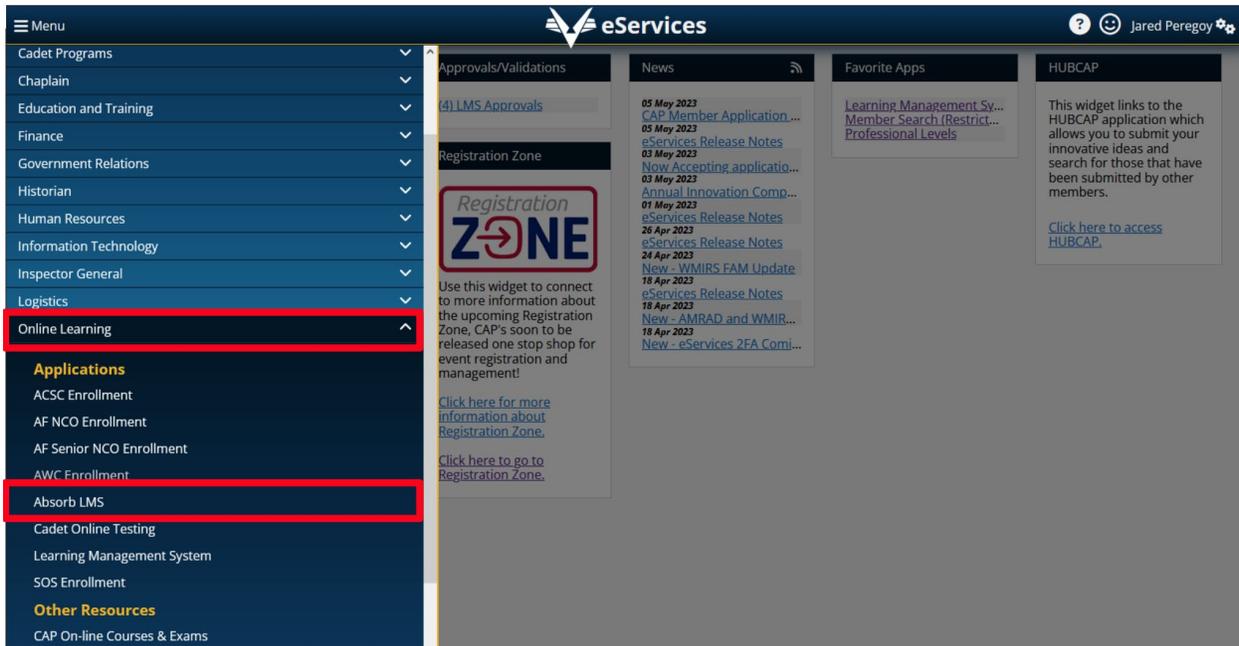
TAKING CPP TRAINING IN ABSORB

CAP members will log into Absorb through eServices. When you click the login Absorb link three things will happen. The first is that your account in Absorb will be created and synced with your eServices profile. Second, your prior completions from AXIS will be loaded into your Absorb transcript. Finally, you will be logged into Absorb.

LOGIN INTO ABSORB

CAP members will log into Absorb through eServices. It may take a moment to load, especially if this is your first time logging into Absorb.

1. Select the Menu option in the upper left corner of eServices.
2. Open the Online Learning sub header.
3. Click the Absorb LMS link found there.

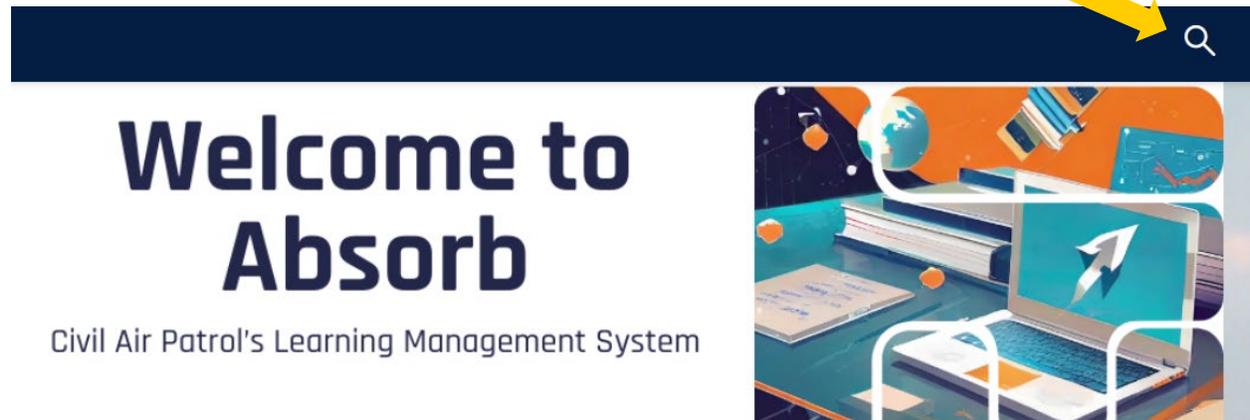


The screenshot displays the eServices application interface. On the left, a dark blue navigation menu is open, showing various categories. The 'Online Learning' category is expanded, and the 'Absorb LMS' link is highlighted with a red box. The main content area on the right features several widgets: 'Approvals/Validations' with a link to 'LMS Approvals', 'Registration Zone' with a 'Registration ZONE' logo and text about connecting to registration information, 'News' with a list of recent updates, 'Favorite Apps' with a link to 'Learning Management System', and 'HUBCAP' with a description of the application and a link to access it. The user's name 'Jared Perego' is visible in the top right corner.

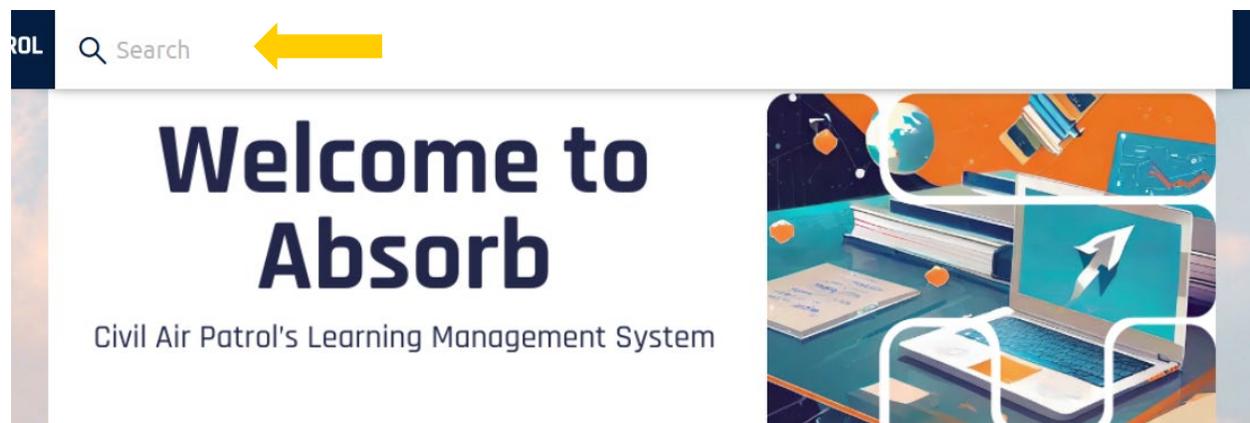
ACCESSING CPP COURSE

As a learner, there are several ways for you to access courses in Absorb. While it is possible to find the course you are looking for via the catalog, within a curriculum, and in your featured courses, when in doubt you can use the global search tool to directly locate any course to which you have access.

1. Click on the magnifying glass symbol in the upper right corner.



2. Enter the search term, such as "Cadet Protection", into the field and press enter.



3. The catalog will open and display courses that match the provided search terms.

Note: Only cadets over 17 are able to enroll in this course (and find it in the Absorb course catalog).

The screenshot shows the Civil Air Patrol Learning website interface. At the top, the logo and search bar are visible with the search term "cadet protection". The main header area features a blue background with the text "SEARCH RESULTS" and a background image of Civil Air Patrol aircraft. Below the header, the search results are displayed as a grid of five course cards. On the left side, there is a filter panel with various options.

Filter by:

- Courses
 - Instructor Led
 - Online Course
 - Course Bundle
 - Curriculum
- Lessons
- Resources
- News
- Polls & Surveys
- FAQs

Course Rating:

- ★★★★★ & Up
- ★★★★☆ & Up
- ★★★☆☆ & Up
- ★★☆☆☆ & Up
- ★☆☆☆☆ & Up

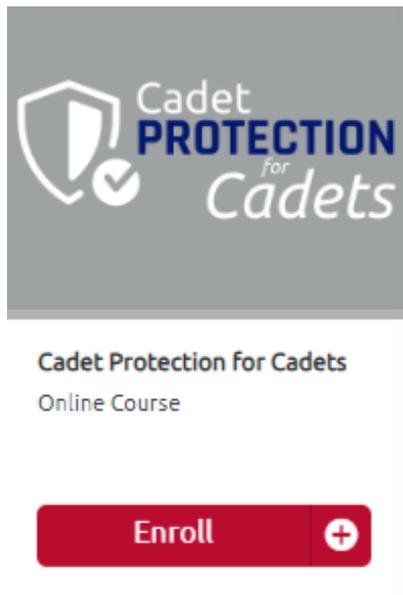
Advanced Filtering:

Select Filter

5 results for "cadet protection"

- Cadet PROTECTION for Cadets**
Online Course
Start
- RENEWAL Cadet PROTECTION Basic**
Online Course
Resume
- Cadet PROTECTION Advanced**
Online Course
Re-enroll
- Cadet PROTECTION for Employees**
NHQ Employee Cadet Protection Training
Online Course - 1m
Enroll
- OPSEC & CYBERSECURITY Level 1**
L1 OPSEC and Cybersecurity
Online Course
Re-enroll

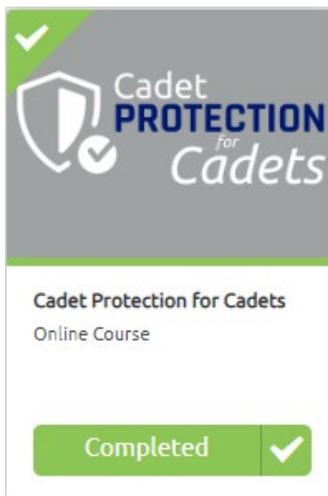
ENROLLING IN CPP FOR CADETS COURSE



To enroll in a course, select the red "Enroll" button.

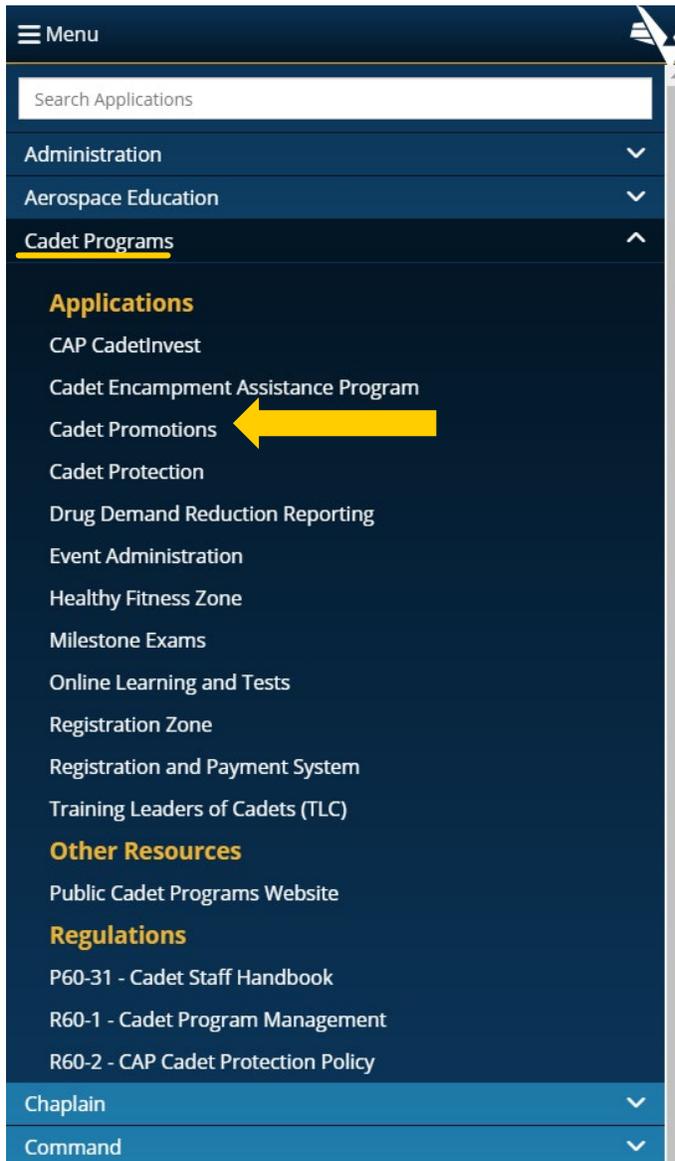


SUBMITTING FOR CREDIT

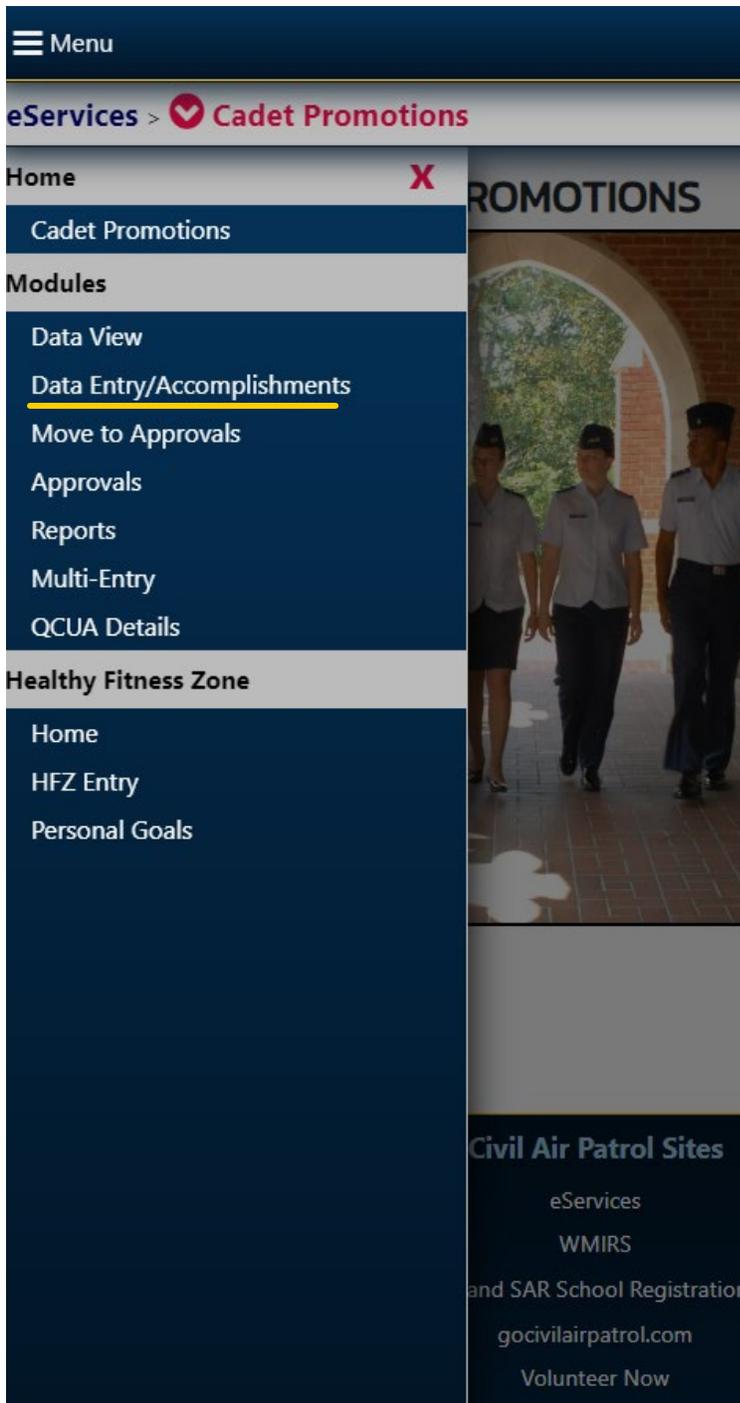


Cadet Protection Program training has two parts: the online course and the summary conversation. Once the online portion of the course is completed, the cadet member will need to complete the summary conversation with their squadron commander or their designee. After the summary confirmation has been completed, the squadron commander will need to go to eServices to submit the summary conversation for credit, and the entire course (online course and summary conversation) for approval. This is a new step that was not required in the past.

SUMMARY CONVERSATION SUBMISSION IN ESERVICES



Once you are logged into eServices, find the **Cadet Promotions** area, listed under *Cadet Programs* in the Menu.



Under the Cadet Promotions area, click on **Data Entry/Accomplishments**.

Enter the cadets' CAPID and select the appropriate course from the menu.

Note: If a cadet is over 18 and has not completed their CPP training, the only achievement you will be able to select is Cadet Protection for Cadets, until this training is completed.

Menu eServices

eServices > Accomplishments

Accomplishments

Search for User (CAPID or Name)

Select Achievement: Cadet Protection for Cadets

Promotion Eligible: 08 Jun 2023

Required Tasks		Completed / Required Tasks - [0 / 2]		
Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Summary Conversation - Cadets	<input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>	<input type="text" value=""/> <small>max. 0/500 characters</small>
<input type="checkbox"/> Cadet Protection For Cadets Online Module	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>	<input type="text"/>

Once a cadet has taken the online Cadet Protection for Cadets course in Absorb, credit will automatically be given in eServices. Once the summary conversation has been conducted, designated adult leaders can record credit in eServices by selecting the checkbox next to Summary Conversation – Cadets and pressing submit.

The screenshot shows the eServices interface. At the top, there is a navigation bar with a menu icon, the eServices logo, and user profile information. Below the navigation bar, the breadcrumb trail reads 'eServices > Accomplishments'. The main heading is 'Accomplishments' with an information icon. There is a search field for user names and a dropdown menu for selecting an achievement, currently set to 'Cadet Protection for Cadets'. A yellow banner indicates 'Promotion Eligible: 10 Oct 2023'. Below this is a table titled 'Required Tasks' with a sub-header 'Completed / Required Tasks - [1 / 2]'. The table has columns for Task Name, Status, Date Completed, Upload Document, and Comments. Two tasks are listed: 'Summary Conversation - Cadets' (unchecked) and 'Cadet Protection For Cadets Online Module' (checked with status 'APPROVED' and date '2024-10-07'). At the bottom left, there are 'Submit' and 'Delete' buttons, with the 'Submit' button highlighted by a red box.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Summary Conversation - Cadets		mm/dd/yyyy	Choose file Browse	max. 0/500 characters
<input checked="" type="checkbox"/> Cadet Protection For Cadets Online Module	APPROVED	2024-10-07	Choose file Browse	

SUBMIT PATH FOR COMPLETION

Once all sections are complete the “**Submit Path for Completion**” button will appear.

Click the “**Submit Path for Completion**” button to submit your course for completion.

- Green checkmarks will let you know everything in a particular section is complete.

The screenshot shows the eServices interface. At the top, there is a navigation bar with a menu icon, the text 'Menu', the eServices logo, and user profile information. Below this, the breadcrumb 'eServices > Accomplishments' is visible. The main heading is 'Accomplishments' with an information icon. There are search and selection fields: 'Search for User (CAPID or Name)' with a search button, and 'Select Achievement' with a dropdown menu currently showing 'Cadet Protection for Cadets'. A light blue banner indicates the 'Current Status: Ready for Submission' and features a 'Submit Path for Completion' button, which is pointed to by a red arrow. Below the banner, a yellow box states 'Promotion Eligible: 10 Oct 2023'. The 'Required Tasks' section is highlighted with a red box and shows a table of two tasks, both with 'APPROVED' status and completion dates. The table has columns for Task Name, Status, Date Completed, Upload Document, and Comments. At the bottom of the tasks section are 'Submit' and 'Delete' buttons.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Summary Conversation - Cadets	APPROVED	2024-10-08	Choose file Browse	
<input type="checkbox"/> Cadet Protection For Cadets Online Module	APPROVED	2024-10-07	Choose file Browse	

When you submit path for completion, credit will instantly be applied, and the course will appear in the cadet's training record.

The screenshot shows the 'eServices Accomplishments' page. At the top, there is a navigation bar with a 'Menu' icon, the 'eServices' logo, and user profile icons. Below the navigation bar, the page title is 'eServices > Accomplishments'. The main section is titled 'Accomplishments' and includes a search for a user by CAPID or Name, a dropdown for 'Select Achievement' (currently set to 'Cadet Protection for Cadets'), and a search button. Below this, the current status is 'APPROVED'. A yellow box indicates 'Promotion Eligible: 10 Oct 2023'. The bottom section is titled 'Required Tasks' and shows a table with two tasks, both marked as 'APPROVED'.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> Summary Conversation - Cadets	APPROVED	2024-10-08	Choose file <input type="button" value="Browse"/>	
<input type="checkbox"/> Cadet Protection For Cadets Online Module	APPROVED	2024-10-07	Choose file <input type="button" value="Browse"/>	