Getting Started: Cadet Online Testing Step by Step

Before You Start

Gather the following information:

1. Your CAPID Number (six digit number found on your membership id card)
2. Last 4 digits of your social security number
3. Your date of birth (format: mm-dd-yyyy)

Make sure you have done the following:

1. Installed shockwave/flash player plugin in your browser

   Test at the following site: http://www.adobe.com/shockwave/welcome/
   If you see the 'installation complete' animation, you are good

2. Disabled pop-up blocker or Temporarily Allowed popup windows in your browser
3. Ensure that javascript is enabled in your browser
4. Make sure you have Adobe Reader and/or Microsoft PowerPoint Viewer

PAY ATTENTION: Please pay attention along the way. If you run into problems, note which step you had problems at, and any specific error messages that might have been displayed. This information will be essential to whomever helps you troubleshoot. You should also note your computer operating system (windows xp, vista, 7, or mac) and internet browser (internet explorer, firefox, safari, etc)

STEP ONE: Go To E-Services

In your internet browser, type in the address bar http://www.capnhq.gov

If you have already activated your account, skip to Step FIVE.

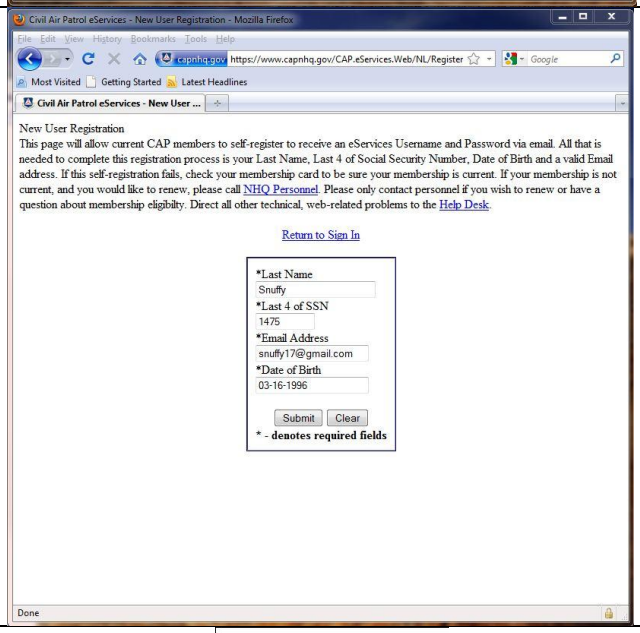
STEP TWO: Activate Your Account

If you have not already activated your account, click on the link for first time e-services users.

STEP THREE: New User Registration

Fill out the new user registration form.

It is very important that the information you enter on this form exactly matches the information you entered on your membership application.



STEP FOUR: Check Your Email

Check your email (the same email you registered with, in step three).

There will be an email from National Headquarters CAP containing your temporary password.

STEP FIVE: Log In to E-Services

Once you have your initial username and password, go back to e-services http://www.capnhq.gov and log in.

Your initial username is your CAPID number, the six digit number found on your membership card.

Your initial password is the one sent to you by email.

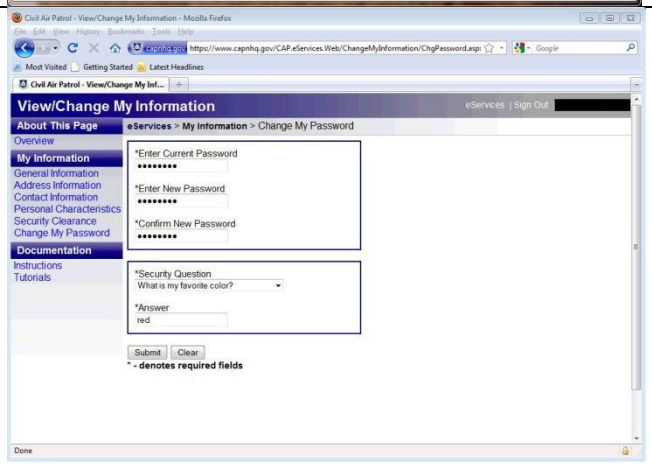
STEP SIX: Initial Password Change

If this is your first time logging into e-services, you will be prompted to change your password immediately.

Enter your temporary password again (the one that you just logged in with) and then your new desired password. Make your password something you are unlikely to forget, and consider writing it down until you have it memorized.

Also answer the security question, so you can retrieve your password if you forget it.

If this is not your first time logging in, you may skip this step. You can change your password at any time, by clicking the "Change My Password" link after logging in. E-services will force you to change your password once every six months.

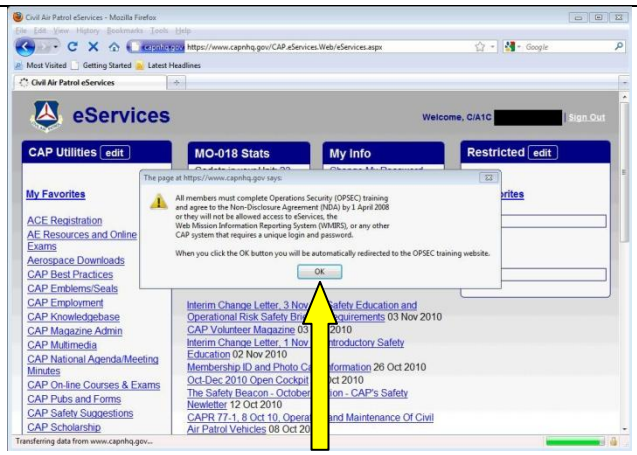


STEP SEVEN: Complete OPSEC Training

If you haven't already completed OPSEC training, you will be automatically forwarded to the OPSEC Training site.

OPSEC training is required before you can access applications in e-services.
After completing OPSEC, you will have to login to e-services, again.

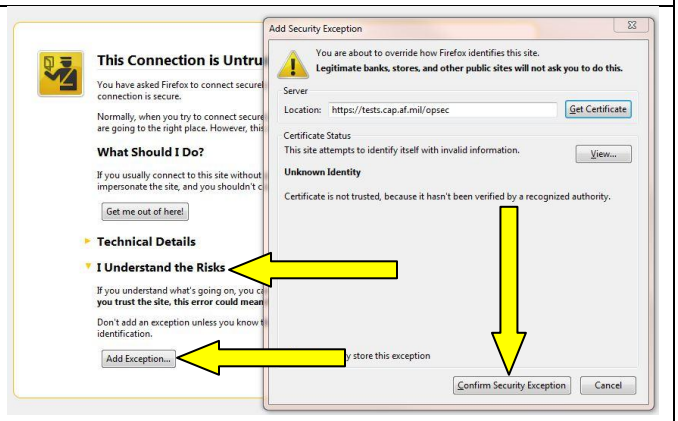
If you have already completed OPSEC, skip to STEP TWELVE



STEP EIGHT: Accept Security Certificate

You will probably encounter a site security error. The cause of this error is that your browser does not recognize the authenticity of the tests.cap.af.mil domain.

You need to manually add the certificate to proceed to this website. The wording will be different depending on the browser you use, but you want to Accept the Risks, Get the Certificate, And Confirm the Security Exception (proceed).

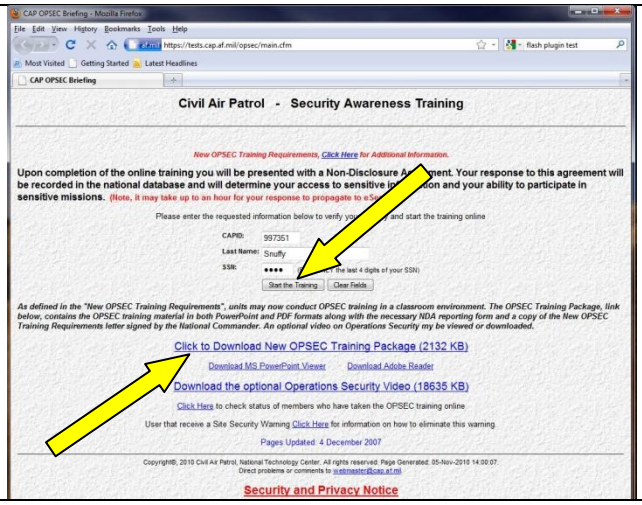


This example shows the Firefox browser

STEP NINE: Begin OPSEC Training

Download the OPSEC Training Material. This is a zip folder, containing four files. Watch the optional video if you so choose.

Once you have the OPSEC training materials, fill out the form with your CAPID, Last Name, and last 4 digits of your SSN and click "Start the Training"



STEP TEN: Click To Sign the NDA

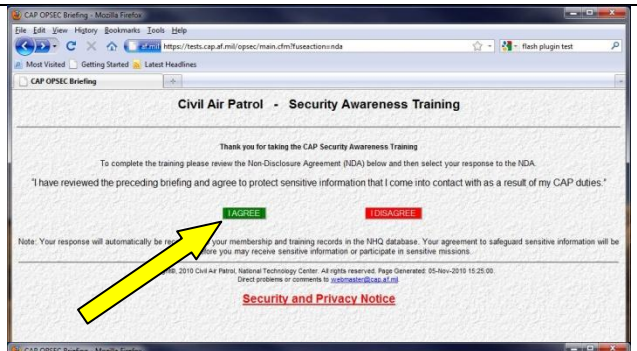
You can view the presentation from this page, if you did not download the training materials in the earlier step. This presentation is the same as the documents you downloaded.

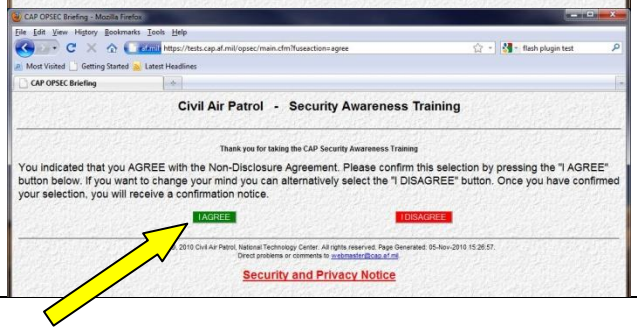
Once you have reviewed the materials click to sign the Non Disclosure Agreement.

STEP ELEVEN: Complete OPSEC Training

Complete OPSEC Training, and "click to sign" the Non-Disclosure Agreement (NDA).

You have to click "AGREE" twice.
Your response will automatically be recorded in your record at e-services.





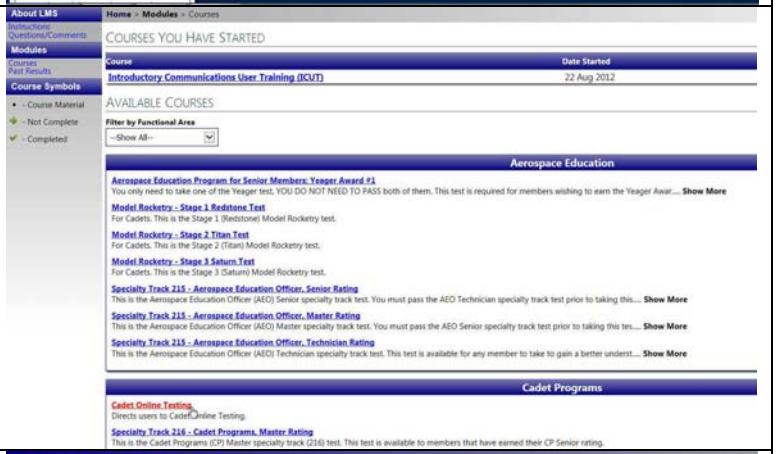
STEP TWELVE: Learning Management System

Go back to http://www.capnhq.gov
Log In.

On the left menu, about halfway down, find "Learning Management System" and click it.

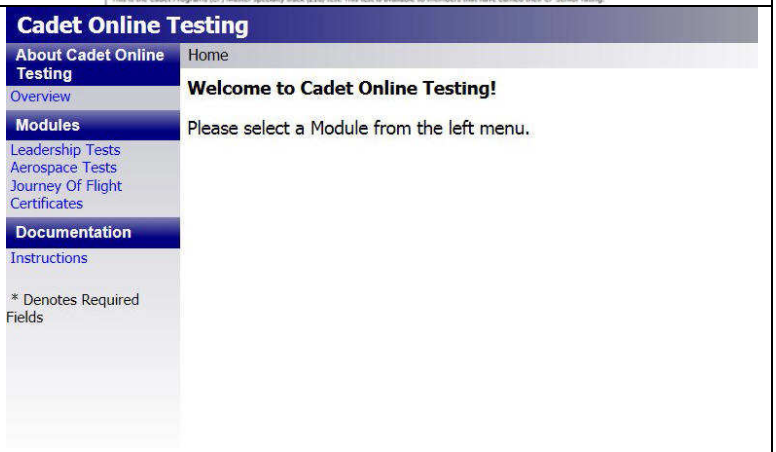
STEP TWELVE a:

Scroll down to
"Cadet Online Testing"
And click it.



STEP THIRTEEN: Click the test type you wish

Leadership Tests
Aerospace Tests
Journey of Flight



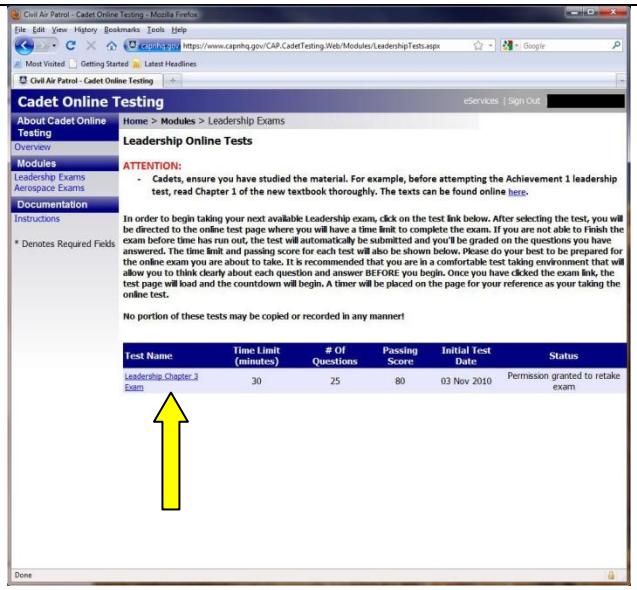
STEP FOURTEEN: Click On Your Test

The test application will only show you the test(s) that you are eligible to take. If no test is listed, then you are not eligible to take any test at this time.

You may have to wait until after the date of your next promotion, or until a previously failed test is unlocked by your testing officer.

Click on the test that you wish to take.

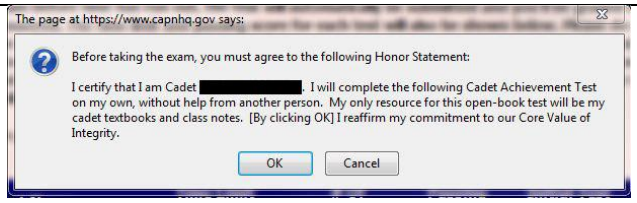
*Aerospace tests will (if you are eligible to take one) list all aerospace modules that you have not yet completed. You may complete these in any order.



STEP FIFTEEN: Acknowledge the Honor Code

You must acknowledge the honor code, affirming that you will not use any unauthorized source on this test.

The tests are open book, open notes, but you may not consult with any other person.



STEP SIXTEEN: Leaving Site

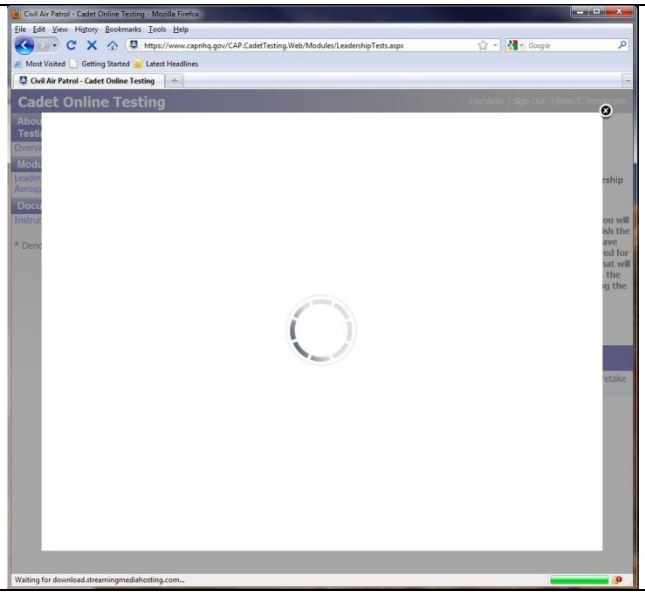
Click OK to proceed to the online test. The reason you get this notification is that the tests are hosted on another site outside of capnhq.gov

STEP SEVENTEEN: Wait for the test to load

You should see a white window pop up on the screen, with a progress wheel in the center which will turn while the test content is downloaded.

Once this process is complete, the test will appear and you will start answering questions.

Pop-ups must be enabled,



STEP EIGHTEEN: Take The Test

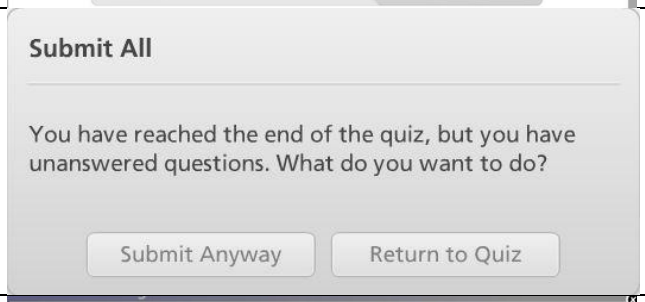
Click one answer for each question.
Then click NEXT at the bottom.

You can skip questions and come back to them, and return to review or change answers.

When you are finished, SUBMIT ALL

STEP NINETEEN: Verify Completion

Verify that you are ready to submit your quiz. Make sure that you have answered all questions!



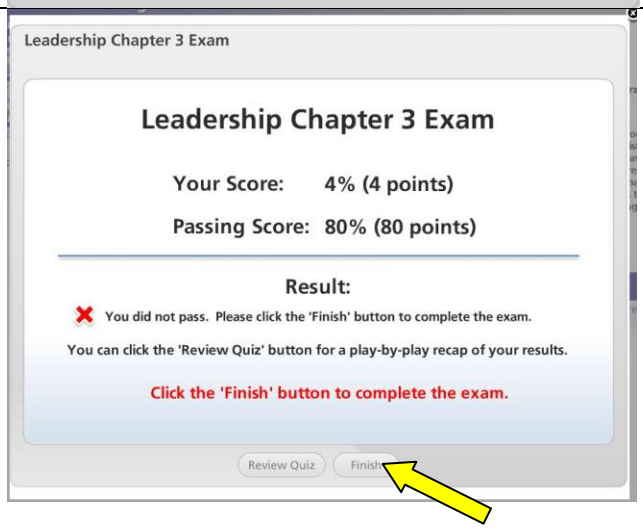
STEP TWENTY: View Results

You can review the quiz to see which questions you got right or wrong.

When you are finished reviewing, click Finish.

If you passed, your score will automatically be recorded in your records at e-services.

*****IMPORTANT: YOU MAY USE YOUR BROWSER'S PRINT BUTTON TO PRINT OUT A SCREEN SHOT OF YOUR PASSING TEST SCORE BEFORE LEAVING THIS SCREEN. SIGN YOUR NAME AND RECORD THE DATE ON THE PRINTOUT. IF YOUR SCORE DOES NOT TRANSMIT PROPERLY TO ESERVICES, YOUR TEST CONTROL OFFICER CAN SUBMIT THIS PAGE IN ORDER TO GIVE YOU CREDIT FOR A PASSED EXAM.*****



*****IMPORTANT: YOUR PASSING TEST SCORE WILL NOT POST TO E-SERVICES IF YOU DO NOT CLICK THE FINISH BUTTON!*****

STEP TWENTY ONE: Close

Click the small X at the top right of the test, in order to close the testing window.

You may now proceed to take another test, or use a different application in e-services, log out, or close the browser window.