



## On-line Safety Briefing and Testing “HOW TO” Guide

### 1. Log-in to E-Services

**Civil Air Patrol eServices Login**

Welcome to Civil Air Patrol eServices. The site you are accessing requires a username and password. Please enter them below and click 'Log On' to proceed. After logging on, you will be returned to the eServices home page.

User Name or CAPID

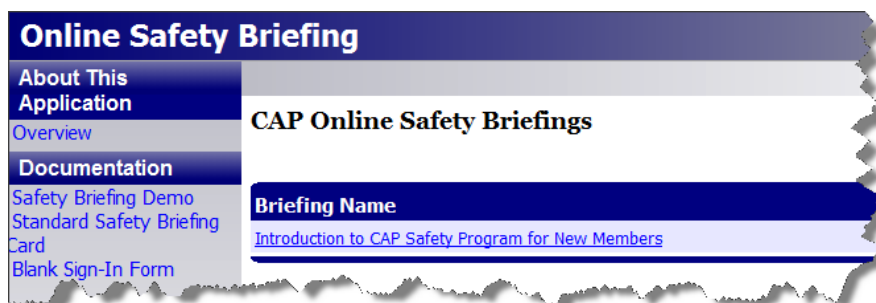
Password

[Need Help Logging On?](#)

### 2. Choose Online CAP Safety Briefings



3. From the CAP Online Safety Briefings screen choose the briefing to take part in from the available list. This will bring up the presentation in PowerPoint.



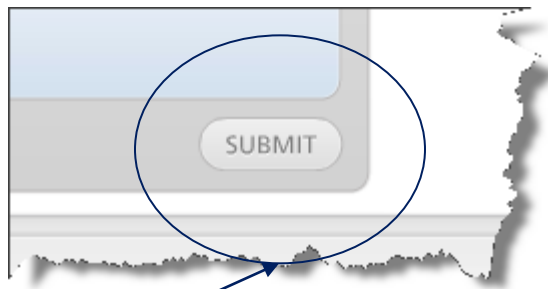
4. Proceed through the presentation and take the test at the end of the presentation. Once the test is completed it will be automatically be scored. Passing score is 80%. The briefing presentation and the test may be taken until a passing score is achieved.

Navigation Notes:



The articulated software to develop this will allow you to review the presentation in an automatic method or a manual method. If you pause the presentation by hitting this button the presentation will stop.

If you use these arrows, you can move the slides forward or backward to review the content of the presentation.



Once you have made your answer selection, click the submit button in the bottom right corner of your screen. If you select an incorrect answer, you will be advised it was incorrect; however the question will be explained with the correct information

EXAMPLE:

**Incorrect**

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You did not select the correct response. The best choice for this question is the Squadron Commander. It is a commanders responsibility to have a safety program.

Next Question


**IF YOU FAIL THE QUIZ STANDARD FOR THE MODULE YOU SELECT, THIS IS WHAT IT WILL LOOK LIKE**

**Your Score: 10% (10 points)**

**Passing Score: 80% (80 points)**

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**Result:**

 **You did not pass. It's ok though. Go through and review the course again. You will surely get it with another try.**

You can click the 'Review Quiz' button for a play-by-play recap of your results.

To print your results, click the 'Print Results' button.

[Review Quiz](#) [Submit Results](#) [Retry Quiz](#)

If you fail, you can review your quiz, submit failing results to exit, or retry the quiz by applying these buttons.


**IF YOU PASS THE TESTING STANDARD FOR THE MODULE YOU SELECT, THIS IS WHAT IT WILL LOOK LIKE**

**Your Score: 100% (100 points)**

**Passing Score: 80% (80 points)**

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**Result:**

 **Congratulations, you passed. You have successfully completed the Introduction to CAP Safety Course. Safety is our #1 priority. Always be willing to share and to learn. Thank you for participating in this first step to building a positive and safe environment for the entire Civil Air Patrol team. Click the "Submit Results" button to record your quiz.**

You can click the 'Review Quiz' button for a play-by-play recap of your results.


[Review Quiz](#) [Submit Results](#) [Retry Quiz](#)

If you pass, you can also review your quiz; however here you may submit your results to take you to the next screen.

**WHEN YOU CLICK SUBMIT RESULTS YOU WILL GET HIS SCREEN REGARDLESS OF A PASS OR FAIL SCORE**

Thank you for completing the safety briefing!

Your safety education training module has been successfully completed and logged into your training records.

Please click the  in the right corner of this screen to exit.

ONCE YOU HAVE PASSED YOUR QUIZ, THE QUIZ WILL SHADE AS UNAVAILABLE AND WILL SHOW "PASSED". IF YOU FAILED, YOUR STATUS WILL SHOW FAIL; HOWEVER YOU WILL BE ABLE TO RE-ENTER THE PRESENTATION TO REVIEW THE MATERIAL AND RETAKE THE QUIZ. THESE PRESENTATIONS WILL ALSO BE AVAILABLE ONLINE AT [WWW.CAPMEMBERS.COM](http://WWW.CAPMEMBERS.COM) UNDER THE SAFETY TAB IN SAFETY TRAINING

**CAP Online Safety Briefings**

Briefing Name	Passing Score	Status
Introduction to CAP Safety Program for New Members	80	PASSED

ALL SAFETY TRAINING IS RECORDED FOR NEW REGULATORY SAFETY EDUCATION REQUIREMENTS THAT ARE COMING. ON THE CAP ONLINE SAFETY BRIEFINGS PAGE IS WHERE YOU CAN VIEW YOUR PERSONAL SAFETY EDUCATION.

Briefing Type	Date Completed	Expiration Date
CAP Website Online	20 Apr 2010	31 May 2010

IF YOU HAVE ANY QUESTIONS, CONSULT WITH YOUR SAFETY OFFICER; HOWEVER YOU CAN ALWAYS SEND AN EMAIL TO [SAFETY@CAPNHQ.GOV](mailto:SAFETY@CAPNHQ.GOV) FOR GUIDANCE AND SUPPORT.