



# eServices 101

Manage Your Info, Print  
your GTM3 SQTR & 101 card

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# eServices in a nutshell

- ▶ The eServices web site has a plethora of info and resources
- ▶ At this site you are able to do many things but for this class we will only be touching on the below items...
  - [Review and edit “Your Info”](#)
  - [Uploading your photo](#)
  - [Online testing](#)
  - [Managing your Specialty Qualification Training Records \(SQTR\)](#)
  - [Viewing and printing your 101 card](#)



# Log into eServices

- ▶ Go to [SyracuseCAP.org](http://SyracuseCAP.org), click on “Resources” then “[eServices Web Site](#)” under the “Links” section
- ▶ Enter your CAPID, Password then click “Log On”
- ▶ Forgot your password or are you a first time user?

### 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?**

Forgot password? Click for [Password Assistance](#)

First time eServices users [click here](#) to activate your account!

 **Looking For Something Else?**

General CAP information is available at [www.gocivilairpatrol.com](http://www.gocivilairpatrol.com).  
Visit [members.gocivilairpatrol.com](http://members.gocivilairpatrol.com) for detailed member information.

[Privacy](#) | [Legal](#) | [Help Desk](#)

**For Official CAP Use Only**



# Navigate eServices

- A. The main eServices navigation found on the left side of the main page
- B. “OPS Quals – Main” navigation found under “My Operations Qualifications /National Reports”
- C. Navigation tabs for your 101 card and Specialty Qualification Training Records (SQTR)

Note: To return to A from within B or C click eServices in the top right corner of the page

**My Favorites** ^

- [ACE Registration](#)
- [AE Resources and Online Exams](#)
- [AFIADL](#)
- [Aerospace Downloads](#)
- [CAP Best Practices](#)
- [CAP Calendar](#)
- [CAP Emblems/Seals](#)
- [CAP Employment](#)
- [CAP Knowledgebase](#)
- [CAP Magazine Admin](#)
- [CAP Materials](#)
- [CAP Multimedia](#)
- [CAP National Agenda/Meeting Minutes](#)
- [CAP Online Exams](#)
- [CAP Photo Upload](#)
- [CAP Pubs and Forms](#)
- [CAP Safety Suggestions](#)
- [CAP Supporters](#)
- [CAP and CAP-USAF Directory](#)
- [CAPWATCH Text Files Download](#)
- [CAPabilities](#)
- [Cadet Protection](#)
- [CapWatch DownLoad](#)
- [Member Search](#)
- [Membership Action Review Board](#)
- [Membership Picture ID Card Payment](#)
- [My OPS Quals \(FMS\) Personal Currency](#)
- [My OPS Quals Personal Approval Report](#)
- [My Operations Qualifications/National Reports](#)
- [NCSA Main Menu](#)
- [National Technology Center](#)

**OPS Quals - Main**

[Cadet](#) [Counterdrug](#) [Emergency Services](#) [Mission Availability](#) [Pilot](#) [National Reports](#)

101 Card

Single-Person Achievement

SQTR Entry

SQTR Worksheet

C

B



# Manage Your Info

- ▶ Under “My Info” on the main page you can...
  - Change your password
  - Review/edit your info
  - Renew your membership
  - Order a new CAP ID card
- ▶ It is very important for you to keep your personal contact info as well as your “Personal Characteristics” (such as your height and weight) current



# CAP Photo Upload

- ▶ On the left navigation of the main page click on “CAP Photo Upload”
- ▶ To have your photo show up on your 101 card you will need to upload a portrait photo of yourself for the squadron commander to approve

## CAP Photo Upload

- About CAP Photo Upload
- Overview
- Documentation
- Instructions

\* Denotes Required Fields

Home

**\*\*Notes\*\***

This photo will be used for ALL official CAP photog  
For best results, Please use a formal picture of just  
Your CAP Photo must and will be validated by you

For detailed instructions on using this application,


---

\*Select File where Your CAP Photo is Located

---

*Picture has been validated.*





# CAP Online Exams

- ▶ Broaden your skills and beef up your 101 card by taking online exams
- ▶ In the left navigation of the main page near the middle click on “CAP Online Exams” or click the links below
- ▶ In order to start on your GTM3 SQTR you must obtain your GES rating by passing both [CAPT 116 pt 1 \(General ES\)](#) & FEMA’s [IS-100.a](#)
- ▶ Other tests you can knock out are [ORM-Basic and Intermediate](#) courses, FEMA’s [IS-700.a](#), CAP’s [117 parts 1, 2 & 3](#), [Skills Evaluator Training \(SET\)](#) and Aircraft Ground Handling



# Print your SQTRs

- ▶ In the left navigation of the main page at the bottom click on “My Operations Qualifications /National Reports”
- ▶ In the top left click on “Emergency Services”
- ▶ Click on the blue “SQTR Worksheet” tab
- ▶ From the “\*Achievement” drop down menu chose the SQTR you want to print
- ▶ Click the link “Click here to obtain your SQTR Worksheet”
- ▶ Click the link “Click here to print”



# Print Your SQTR

[Click here to print](#)

SPECIALTY QUALIFICATION TRAINING WORKSHEET				
CUL - Communications Unit Leader				
Name (Last, First, MI)	Type	CAPID	Date Issued	
Mallory, Matthew J	SENIOR	445864	21 Aug 2009	
Task Name	Pending Date	Date	Trainer CAPID	Mission Number (Optional)
Communications Unit Leader - Prerequisites				
Complete Advanced Communications User Training		03/07/09	106436	
MRO - Mission Radio Operator		04/19/09		
Commander Approval for Prerequisites				
CUL - Commander Approval for Prerequisites		04/19/09		
Communications Unit Leader - Familiarization and Preparatory Training				
IS100 - IS-100		03/06/09		
IS200 - IS-200		03/21/09		
IS700 - IS-700		03/07/09		
IS800 - IS-800		03/21/09		
Commander Approval for Familiarization and Preparatory Training				
CUL - Commander Approval for Familiarization and Preparatory Training		04/19/09		
Communications Unit Leader - Advanced Training				
Complete Task L-0001 (Basic Communications Procedures for ES Operations)		04/05/09	103170	
Complete Task L-0010 (Communications Safety Procedures)		04/05/09	103170	
Complete Task L-0011 - Demonstrate the ability to run an emergency communications network		08/15/09	103230	09T6904
Complete Task L-0012 - Demonstrate the ability to handle an overdue radio check-in				
Complete Task L-0013 - Demonstrate the ability to prepare an emergency communications plan				
Complete Task L-0014 - Demonstrate the ability to setup communications equipment at mission base		08/15/09	103230	09T6904
Complete Task L-0015 - Demonstrate communications planning				
Complete Task L-0016 - Demonstrate ability to manage radio operations for a ground net.				
Complete Task P-0101 Demonstrate the ability to keep a log		04/05/09	103170	
ICS300 - ICS-300				
Communications Unit Leader - Exercise Participation				
Exercise Participation-Communications Unit Leader		08/15/09	103230	09T6904
Exercise Participation-Communications Unit Leader #2				
Communications Unit Leader - Continuing Education Examination				
CAPT 117 ES Continuing Education Exam - Part 3		03/07/09		
<b>CUL - Communications Unit Leader, MAR 04</b>		<b>OPR/ROUTING - DOS</b>		

[Click here to print](#)



# Add Quals to your SQTR

- ▶ In the left navigation of the main page at the bottom click on “My Operations Qualifications /National Reports”
- ▶ In the top left click on “Emergency Services”
- ▶ Click on the blue “SQTR Entry” tab
- ▶ From the “\*Achievement” drop down menu chose the SQTR you want to edit
- ▶ Scroll down and enter your new qualifications
- ▶ Click on the “Submit” button at the bottom of the page to save your changes



# Add Quals to your SQTR

101 Card   Single-Person Achievement   **SQTR Entry**   SQTR Worksheet

### SQTR Entry

\*Functional Area: OPS-Emergency\_Services

\*Achievement: CUL - Communications Unit Leader

Trainer CAPID: [ ] Press Tab to search

Mission Number: [ ]

Date of Completion: MM/DD/YYYY

First Name: [ ]

Last Name: [ ]

[Click to Search By Name](#)

Select All  

Step	Task	Check to Save	Completion Date	Trainer CAPID	Mission Number (Optional)	Certificate Number
Communications Unit Leader - Prerequisites <i>Must Complete 2 Task(s)</i>	MRO - Mission Radio Operator		4/19/2009 2:44:16 PM	N/A	N/A	N/A
	Complete Advanced Communications User Training	<input type="checkbox"/>	3/7/2009	106436		N/A <a href="#">Delete</a>
Commander Approval for Prerequisites <i>Must Complete 1 Task(s)</i>	CUL - Commander Approval for Prerequisites	<input type="checkbox"/>	4/19/2009	N/A	N/A	N/A <a href="#">Delete</a>
Communications Unit Leader - Familiarization and Preparatory Training <i>Must Complete 4 Task(s)</i>	IS100 - IS-100		3/6/2009	N/A	N/A	N/A
	IS200 - IS-200		3/21/2009	N/A	N/A	N/A
	IS700 - IS-700		3/7/2009	N/A	N/A	N/A
	IS800 - IS-800		3/21/2009	N/A	N/A	N/A
Commander Approval for Familiarization and Preparatory Training <i>Must Complete 1 Task(s)</i>	CUL - Commander Approval for Familiarization and Preparatory Training	<input type="checkbox"/>	4/19/2009	N/A	N/A	N/A <a href="#">Delete</a>
Communications Unit Leader - Advanced Training <i>Must Complete 10 Task(s)</i>	Complete Task P-0101 Demonstrate the ability to keep a log	<input type="checkbox"/>	4/5/2009	103170		N/A <a href="#">Delete</a>



# Add Quals to your SQTR

ICS300 - ICS-300		<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Complete Task L-0001 (Basic Communications Procedures for ES Operations)	<input type="checkbox"/>	<input type="text" value="4/5/2009"/>	<input type="text" value="103170"/>	<input type="text"/>	<input type="text" value="N/A"/> <a href="#">Delete</a>
Complete Task L-0010 (Communications Safety Procedures)	<input type="checkbox"/>	<input type="text" value="4/5/2009"/>	<input type="text" value="103170"/>	<input type="text"/>	<input type="text" value="N/A"/> <a href="#">Delete</a>
Complete Task L-0015 - Demonstrate communications planning	<input type="checkbox"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/> <a href="#">Delete</a>
Complete Task L-0014 - Demonstrate the ability to setup communications equipment at mission base	<input type="checkbox"/>	<input type="text" value="8/15/2009"/>	<input type="text" value="103230"/>	<input type="text" value="09T6904"/>	<input type="text" value="N/A"/> <a href="#">Delete</a>
Complete Task L-0013 - Demonstrate the ability to prepare an emergency communications plan	<input type="checkbox"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/> <a href="#">Delete</a>
Complete Task L-0012 - Demonstrate the ability to handle an overdue radio check-in	<input type="checkbox"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/> <a href="#">Delete</a>
Complete Task L-0011 - Demonstrate the ability to run an emergency communications network	<input type="checkbox"/>	<input type="text" value="8/15/2009"/>	<input type="text" value="103230"/>	<input type="text" value="09T6904"/>	<input type="text" value="N/A"/> <a href="#">Delete</a>
Complete Task L-0016 - Demonstrate ability to manage radio operations for a ground net.	<input type="checkbox"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/> <a href="#">Delete</a>
Communications Unit Leader - Exercise Participation <i>Must Complete 2 Task(s)</i>	Exercise Participation-Communications Unit Leader	<input type="checkbox"/>	<input type="text" value="8/15/2009"/>	<input type="text" value="103230"/>	<input type="text" value="09T6904"/> <input type="text" value="N/A"/> <a href="#">Delete</a>
	Exercise Participation-Communications Unit Leader #2	<input type="checkbox"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text" value="N/A"/> <a href="#">Delete</a>
Communications Unit Leader - Continuing Education Examination <i>Must Complete 1 Task(s)</i>	CAPT 117 ES Continuing Education Exam - Part 3	<input type="checkbox"/>	<input type="text" value="3/7/2009"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/> <input type="text"/> <a href="#">Delete</a>
<input type="button" value="Submit"/>					



# Print your 101 card

- ▶ In the left navigation of the main page at the bottom click on “My Operations Qualifications /National Reports”
- ▶ In the top left click on “Emergency Services”
- ▶ By default the “101 Card” tab will be selected
- ▶ Make sure your info is correct, change it and save it if it is not
- ▶ Click the link “Click here to obtain your 101 Card”
- ▶ Click the link “Click here to print”



# Print your 101 card

## 101 Card

This application allows you to print a CAPF 101(E)-Specialty Qualification Card at any given time. **The CAPF101 card will be "VOID" if you do not provide your personal characteristics (Height, Weight, Eye color, and Hair color). The picture on CAPF101 is an optional feature. However, in order for your picture to be visible you must provide your personal characteristics for identification purposes. To update characteristics please go to the Personal Information Change Application.** Your current specialties are listed below with their expiration dates. Specialties that you are only allowed to serve as a supervised trainee are preceded by an asterisk (\*). When a specialty expires, you will no longer be allowed to serve in that specialty in a qualified or trainee status until the Member Information Management System (MIMS) is updated and you print a new card. If you have any questions or comments, please contact HQ CAP/DOS. **If your barcode does not appear please read the \*Note below.**



<b>Height (inches)</b> 70	<b>Weight (pounds)</b> 200	<b>Eyes</b> Brown	<b>Hair</b> Brown	<input type="button" value="Submit Characteristics"/>
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**\*Note** To add the bar code, Right Click --> [HERE](#) Save Target As... Save file the file to your desktop. After file is saved, open your control panel and open the fonts section. Drag the Barcode.TTF you just saved on your desktop into this section.

If needed picture ID does not appear, use the [Upload CAP Picture](#) utility to upload a member's picture

[Click here to obtain your 101 Card](#)

[Why do I not show up as a Trainee?](#)

<b>Civil Air Patrol Specialty Qualification Card</b>								
	Matthew J Mallory 2Lt NER-NY-135 445864							
	<table><tr><td><b>Height</b></td><td><b>Weight</b></td></tr><tr><td>70</td><td>200</td></tr><tr><td><b>Eyes</b></td><td><b>Hair</b></td></tr><tr><td>Brown</td><td>Brown</td></tr></table>	<b>Height</b>	<b>Weight</b>	70	200	<b>Eyes</b>	<b>Hair</b>	Brown
<b>Height</b>	<b>Weight</b>							
70	200							
<b>Eyes</b>	<b>Hair</b>							
Brown	Brown							
Printed on 21 Aug 2009								
This Certifies the CAP Member is qualified to perform duties in the area shown.								
CAP Form 101(E) May01 OPR/ Routing: DOS Prev. Edit will not be used after 31 Oct 01								
								

*Indicates Supervised Trainee Status	
**Indicates NIMS Training Incomplete	
*CUL 4/2011	
GES (No Expire)	
*GTM3 3/2011	IS100 (No Expire)
MRO 4/2012	IS200 (No Expire)
*MS 4/2011	IS700 (No Expire)
SET (No Expire)	IS800 (No Expire)
Printed on 21 Aug 2009	

[Click here to print](#)



# Now You Try It

- ▶ Log into eServices, look around and over the next week...
  - Review and edit “Your Info” if needed
  - Upload your photo
  - Take some online tests (I suggest – [CAPT 116 pt 1 \(General ES\)](#) & FEMA’s [IS-100.a](#))
  - Print an SQTR (GTM3 is suggested)
  - Print your 101 card
- ▶ Bring your printed SQTR and 101 card into next weeks squadron meeting and you will receive your certificate for this class

