How to Sign Up for an Online Cohort for Volunteer University



1. Go to <u>https://www.capnhq.gov</u> and log into eServices.

Menu	A eServices			🙂 ? SM Tester Wing do 🕯	
Hide Notifications Hide Notifications Your membership is due for renewal in 9 days. <u>Cick here to renew your membership.</u>					
Statistics (FL-001)	X Commanders	Approvals/Validations	News ふ	Favorite Apps	
Seniors in your Unit: 72 All members in your Unit: 72 Cadets in your Wing: 1566 Seniors in your Wing: 1663 Reads or 62 Jul 2600 National Cadet Count: 26031 National Senior Count: 33052 Reads or 67 21 Oct 2018	National Commander Maj Gen Mark E. Smith Region Commander (SER.001): Col George B. Melton Wing Commander (FL-001): SM Tester Wing cc	(4) NESA Wina Aportoals (18)-OES cuala: Aportoals (40)-OES Cuala: Validations (20)-WMIRS - Pending, Training, Missions	24 Am 2000 Estimo 77 Am 2010 mment Costimization on eServic- 17 Am 2010 Unit Website Initiative Launch Date ann- 14 Am 2019 Change Lo the Aircraft Information File - CAPWATCH Permission Revailations 60 Am 2019 Change Lo the Aircraft Information File - AVIA Anti-Vinus Software License Update 17 Dex 2019 National Headquarters Holiday Closing 18 Center 18 Am 2019 18 Among Januar Software License 18 Am 2019 19 Am 2019 19 Among Januar Software License 19 Am 2019 19 Among Januar Janua	AMBAD	

2. Activate the drop-down <u>Menu</u> on the top left by clicking the "hamburger" icon.

≡ Menu		A eServices			🙄 🝞 SM Tester Wing do 😋
Search Applications	- Hide Notifications				
Administration 👻	embership.				
Aerospace Education 👻					
Cadet Programs		Approvals/Validations	News a	Favorite Apps	
Chaplain 👻		(4) NESA Wing Approvals (18) OPS Quals Approvals	24 Jun 2020 Testino	AMBAD	
Command 👻		1401 DPS Clustis Matidations (20) Whitties - Pending Training Missions (20) Whitties - Pending Training Missions (17 Jan 2019 17 Environment Optimisation on eservices 17 Jan 2019 Unit Website Initiative Launch Cate ann- 14 Jan 2019 Historial Headouatters: Closed 21 Janua- CAEPUNTCH Permission Revalidations 24 Jan 2019		
Finance 👻					
Historian 👻					
Information Technology 🗸 🗸 🗸					
Inspector General 👻		2	Change to the Aircraft Information File I 18 Dec 2018		
Logistics 👻			AVG Anti-Virus Software License Update 17 Dec 2018		
Online Learning 👻			National Headquarters Holiday closing s 12 Dec 2018		
Operations 👻			Adv. elastics: Fation License 18 Ave.2018 National Headouarters: Thanksgiving.Cl		
Personnel					
Professional Development					
Applications					
Where Do I Start?	Sites	Downloads	Contact Us	Follow CAP	
Professional Levels				fym	
Registration and Payment System	i.		Help Desk CAP-USAF Directory		
Regulations	atration -				

- 3. Activate the menu for Professional Development by clicking on the carrot.
- 4. Choose the **Professional Levels** link from the menu.

≡ Menu	A eServices	🙂 🚱 SM Tester Wing do 🕻
eServices > 🛇 Accomplishments		
Accomplishments	Volunteer University	Reports
Professional Levels	Cohort Request	Member Path Status

5. Click on the **Cohort Request** link in the Volunteer University box.

≡ Menu	A eServices	Condition of the second
eServices - 😋 Accomplishments		
Cohort Request Form ()		
Available Paths		
Select One		
Submit Request		

6. From the Available Paths menu, activate the drop-down menu.

≡ Menu	A eServices	🙂 😯 SM Tester Wing do 🕫
eServices - 🛇 Accomplishments		
Cohort Request Form ()		
Available Paths		
Level 1		
Submit Request		
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Select the training from the menu that you wish to join a cohort to complete. In this example, I chose Level 1. Please note cohorts are only utilized for online modules. Click the <u>Submit</u> <u>Request</u> button to be added to the list for cohort assignment.

≡ Menu	🛕 eServices		(I) 👩 SM Jester Wing do 🛱
eServices - 🛇 Accomplishments			
Cohort Request Form ()			
Available Paths			
Select One			
Submit Requist			
Current Pending Requests			
Show 10 entries			Search:
Path	* Request Date	Ø Remove?	•
Level 1	7/22/2020 1:52:49 PM	Remove	
Showing 1 to 1 of 1 entries			Previous 1 Next

- 8. You will see a confirmation message in the top right corner and the request will appear on the Current Pending Requests list below the Cohort Request Form.
- 9. Volunteer University will contact you with information for the next available cohort.