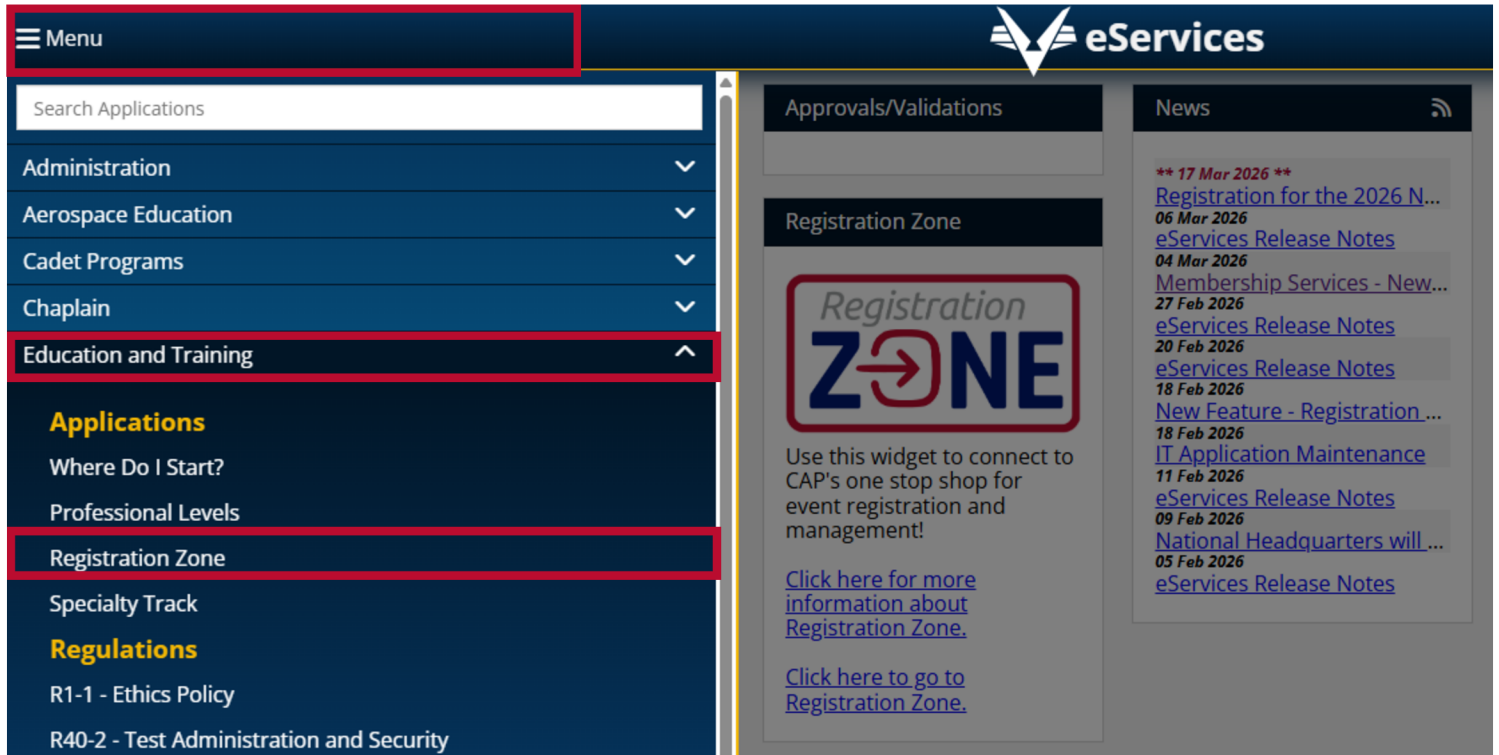


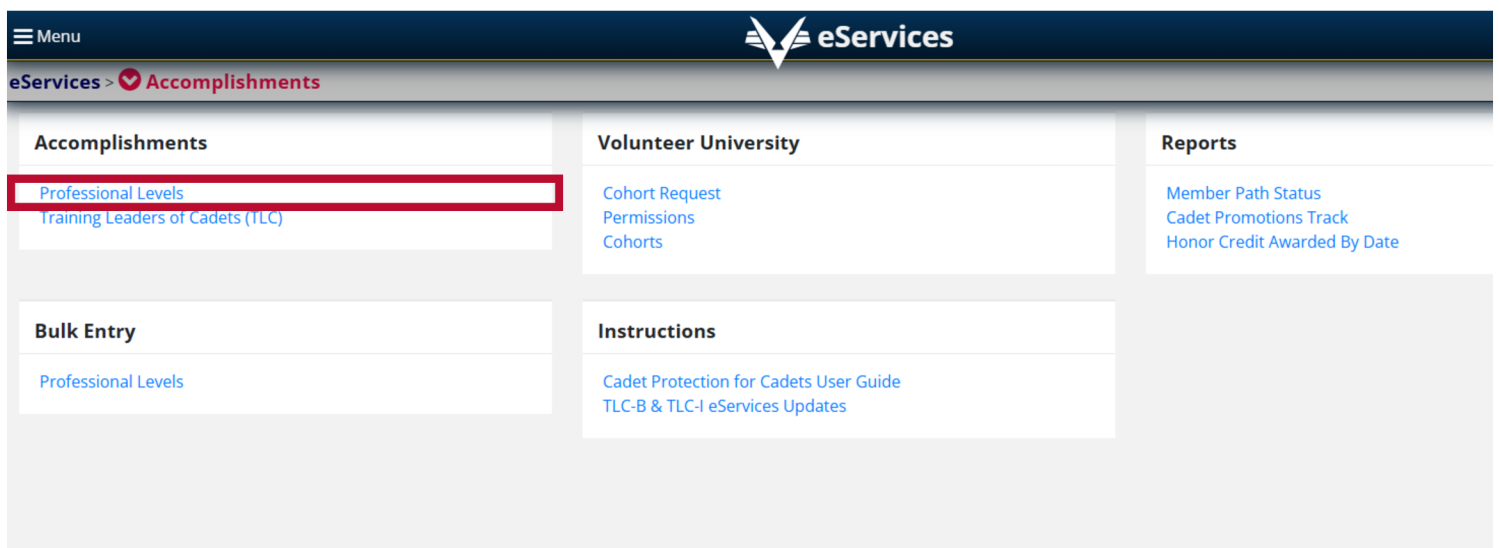
SUMMARY CONVERSATION ENTRY

Log in to eServices. From the main menu, select **Education and Training**, then choose **Professional Levels**.



The screenshot shows the eServices main menu. The 'Menu' icon is in the top left. The 'eServices' logo is in the top right. The 'Education and Training' menu item is highlighted with a red box. Underneath it, the 'Registration Zone' sub-item is also highlighted with a red box. The 'Registration Zone' widget is visible on the right side of the page, featuring a logo with the text 'Registration ZONE' and a description: 'Use this widget to connect to CAP's one stop shop for event registration and management!'. There are also links for more information and to go to the Registration Zone.

Select **Professional Levels** under the Accomplishments section.



The screenshot shows the eServices Accomplishments section. The 'Accomplishments' menu item is highlighted with a red box. Underneath it, the 'Professional Levels' sub-item is also highlighted with a red box. The 'Accomplishments' section is divided into three columns: 'Accomplishments', 'Volunteer University', and 'Reports'. The 'Accomplishments' column contains 'Professional Levels' and 'Training Leaders of Cadets (TLC)'. The 'Volunteer University' column contains 'Cohort Request', 'Permissions', and 'Cohorts'. The 'Reports' column contains 'Member Path Status', 'Cadet Promotions Track', and 'Honor Credit Awarded By Date'. The 'Bulk Entry' section contains 'Professional Levels'. The 'Instructions' section contains 'Cadet Protection for Cadets User Guide' and 'TLC-B & TLC-I eServices Updates'.

Select **Cadet Protection** from the Select Level dropdown.

The screenshot shows the eServices 'Accomplishments' page. At the top, there is a 'Menu' icon and the 'eServices' logo. Below that, the breadcrumb 'eServices > Accomplishments' is visible. The main heading is 'Accomplishments' with a 'User Guide' link. There is a search box for 'Search for User (CAPID or Name)'. To the right, the 'Select Level' dropdown menu is open, showing three options: '--Select One--', 'Cadet Protection' (highlighted with a red border), 'Level 1', and 'Squadron Commander Training'.

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

This screenshot shows the 'Accomplishments' page with 'Cadet Protection' selected in the dropdown. Below the search bar, there is a table titled 'Cadet Protection' with a sub-header 'Completed / Required Tasks - [1 / 2]'. The table has five columns: 'Task Name', 'Status', 'Date Completed', 'Upload Document', and 'Comments'. Two rows are visible: '01 Cadet Protection Basic Course' and '01 Summary Conversation'. The '01 Summary Conversation' row is highlighted with a red border. Below the table, there are 'Submit' and 'Delete' buttons, with the 'Submit' button also highlighted in red.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Cadet Protection Basic Course		03/16/2026	Choose file <input type="button" value="Browse"/>	
<input type="checkbox"/> 01 Summary Conversation		mm/dd/yyyy	Choose file <input type="button" value="Browse"/>	max. 24/500 characters

If the member enters the Summary Conversation completion and submit, the Status will change to "Pending" until the ETO/PDO or unit commander approves it.

This screenshot shows the 'Accomplishments' page after the 'Submit' action. The '01 Summary Conversation' row now has a status of 'PENDING' and a date of '03/17/2026'. A pop-up box is displayed over the table, showing the following information: 'Entered By: xxxxxxxxxxxxxxxx', 'Date Entered: 17 March 2026 17:47', 'Last Modified By: xxxxxxxxxxxxxxxx', 'Date Last Modified: 17 March 2026 17:47', and 'Approval info: Unit: Awaiting approval'.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Cadet Protection Basic Course		03/16/2026	Choose file <input type="button" value="Browse"/>	
<input checked="" type="checkbox"/> 01 Summary Conversation	PENDING	03/17/2026	Choose file <input type="button" value="Browse"/>	max. 24/500 characters

Entered By: xxxxxxxxxxxxxxxx
 Date Entered: 17 March 2026 17:47
 Last Modified By: xxxxxxxxxxxxxxxx
 Date Last Modified: 17 March 2026 17:47

Approval info
 Unit: Awaiting approval

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 'Accomplishments' page in the eServices system. At the top, the status is 'Ready for Submission'. A red arrow points to the 'Submit Path for Completion' button. Below this, a table lists tasks for 'Cadet Protection'. The first task, '01 Cadet Protection Basic Course', is marked as 'APPROVED' with a green checkmark. The second task, '01 Summary Conversation', is also marked as 'APPROVED' with a green checkmark. The table includes columns for Task Name, Status, Date Completed, Upload Document, and Comments.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Cadet Protection Basic Course	APPROVED	03/16/2026	Choose file <input type="button" value="Browse"/>	
<input type="checkbox"/> 01 Summary Conversation	APPROVED	03/17/2026	Choose file <input type="button" value="Browse"/>	<small>max. 41/500 characters</small>

When you submit path for completion, credit will instantly be applied, and the course will appear in the members Level 1 training record in Professional Levels.

This screenshot shows the same 'Accomplishments' page after the submission. The status has changed to 'APPROVED' in green. The table below shows the same two tasks, both now marked as 'APPROVED' with green checkmarks.

Task Name	Status	Date Completed	Upload Document	Comments
<input type="checkbox"/> 01 Cadet Protection Basic Course	APPROVED	03/16/2026	Choose file <input type="button" value="Browse"/>	
<input type="checkbox"/> 01 Summary Conversation	APPROVED	03/17/2026	Choose file <input type="button" value="Browse"/>	<small>max. 41/500 characters</small>