

No. 5 (Rodney District)  
Squadron  
Air Training Corps



CADETNET USER GUIDE

# Table of Contents

---

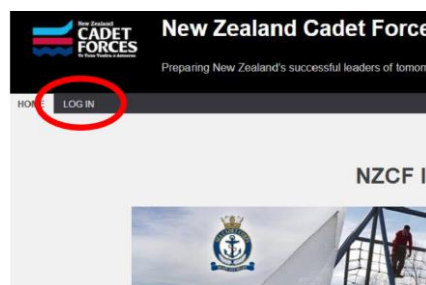
Logging Into CadetNet for the First Time.....	2
Logging Into CadetNet After the First Time .....	4
Apply for a Unit Activity (Recognised Activity) .....	5
Applying for a Course (Authorised Activity) .....	6

## Logging Into CadetNet for the First Time

---

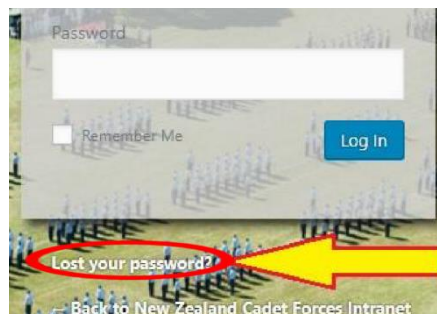
### Go to the following link in your web browser

- <https://www.cadetnet.org.nz>
- Click on the 'LOG IN' menu option



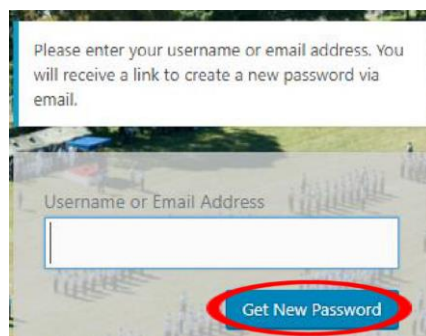
### You will be presented with the following screen

- Click on the 'Lost your password?' link under the login box
- Enter your 5 SQN email address (firstname.surname@5squadron.org.nz)



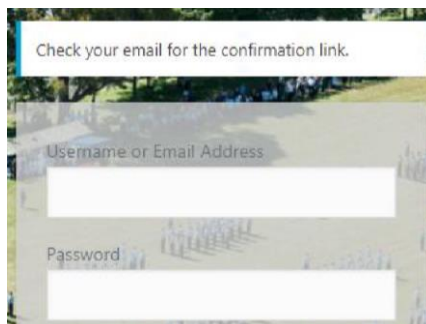
### You will be presented with the following screen

- Click on the 'Get New Password' button



### You will be presented with the following screen

- Open your 5 SQN email account
- You should have received an email
- Open the email and click the link at the bottom



## You will be presented with the following screens

- It will have an autofill suggested password
- Change this to something you will remember and click the 'Reset Password' button
- On the next screen click the 'Log in' link

Enter your new password below.

New password  
AX1c9bYJ11@XG6M

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ).

Reset Password

Your password has been reset. [Log in](#)

## You will be presented with the following screen

- Enter your username (firstname.surname) and the password you just set
- Click the 'Log In' button

Username or Email Address

Password

Remember Me

Log In

## You will be presented with the following screen

- Note the message 'Please change your password in order to continue using this website'
- scroll down to the bottom of the page
- You will find the following section
- Click the 'Generate Password' button
- Type in your new password
- Click the 'Update Profile' button at the bottom of the page

Profile

You are on the SIS environment

Please change your password in order to continue using this website

If you're running field exercises for an expedition website, we recommend an annual support Centre. [Stack Overflow](#) [Quora](#)

Personal Options

Admin Cadet Scheme

Default Light Blue Green

Ecosystem Midnight Ocean Sunrise

Twitter

Show toolbar when viewing SIS

Language SIS Default

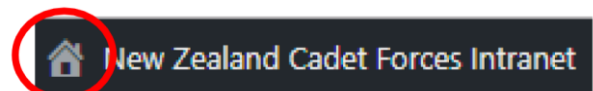
Account Management

New Password

Generate Password

## Hover your mouse over the 'House' Icon

- The 'Visit Site' option will appear, Click on that
- You will be directed to the main Intranet home page
- Remember your password as you will soon need to apply for courses and activities through this site



# Logging Into CadetNet After the First Time

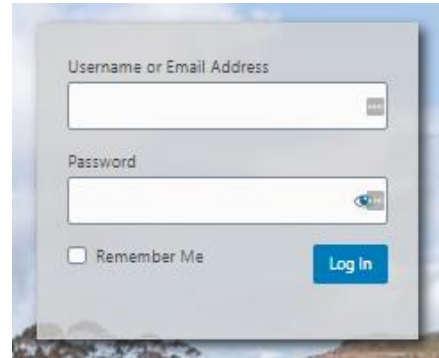
---

## Go to the following link in your web browser

- <https://www.cadetnet.org.nz>
- Click on the 'LOG IN' menu option

## You will be presented with the following screen

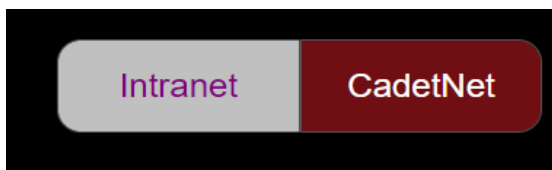
- Enter your username (firstname.surname) and the password you have set and 'click 'Log in'
- You are now logged in to CadetNet!



# Apply for a Unit Activity (Recognised Activity)

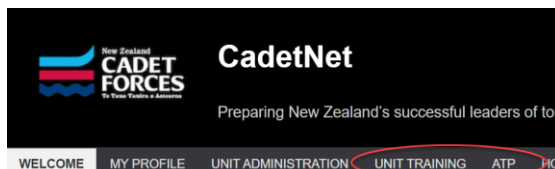
## Visit [cadetnet.org.nz](http://cadetnet.org.nz) using Chrome and click the “Log In” menu item in the navigation bar

- Log in using your username and password.
- Click on CadetNet at the top right to access the CadetNet Menu items.



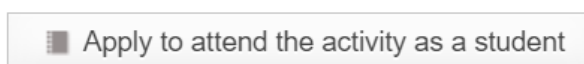
## Click on “Unit Training” in the horizontal menu

- Unit Training holds our units’ activities such as BRT and Squadron Camp



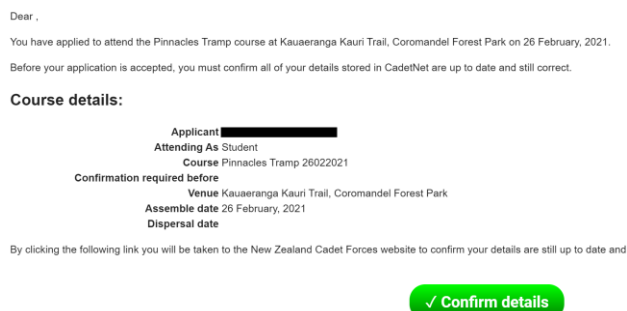
## Click on the course or activity you want to apply for

- A box should pop up with a button to Apply as Student - it should be right at the bottom
- Click it!



## This should send an email to your Next of Kin

- They need to give you permission to go on the course. **Have them check their inbox for an email from [do.not.reply@cadetforces.org.nz](mailto:do.not.reply@cadetforces.org.nz) and to click the green button in the email.**



## Your Next of Kin will be taken to a browser window

- Make sure it’s Google Chrome and that you are not still logged in from before
- Get them to enter your date of birth and click the button to confirm

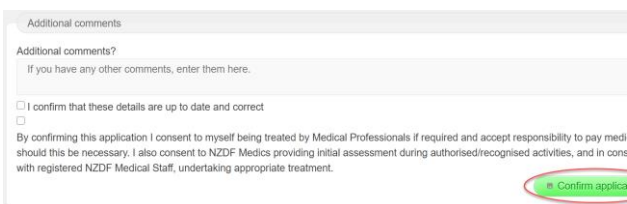


## Read through the page with your details and check they are all correct

- Do not change anything at this stage.
- Great! You have now applied for an Authorised Activity.

## Scroll down to the bottom.

- Accept the two statements at the bottom and click the “Confirm application” button to accept
- The process for a course is basically the same but is accessed via the “ATP” menu option.



## Applying for a Course (Authorised Activity)

Visit [cadetnet.org.nz](http://cadetnet.org.nz) using Chrome and click the “Log In” menu item in the navigation bar.

- Log in using your username and password.
- Click on CadetNet at the top right to access the CadetNet Menu items.

Click on “ATP” or “Unit Training” in the horizontal menu.

- ATP (Annual Training Programme) holds national activities such as courses

Click on the course or activity you want to apply for.

- A box should pop up with a button to Apply as Student - it should be right at the bottom
- Click it!

This should send an email to your Next of Kin

- They need to give you permission to go on the course.
- **Have them check their inbox for an email from [do.not.reply@cadetforces.org.nz](mailto:do.not.reply@cadetforces.org.nz) and to click the green button in the email.**

Your Next of Kin will be taken to a browser window

- Make sure it's Google Chrome and that you are not still logged in from before
- Get them to enter your date of birth and click the button to confirm

Read through the page with your details and check they are all correct

- Do not change anything at this stage.
- Great! You have now applied for an Authorised Activity.

Scroll down to the bottom.

- Accept the two statements at the bottom and click the “Confirm application” button to accept
- The process for a course is basically the same but is accessed via the “ATP” menu option.

