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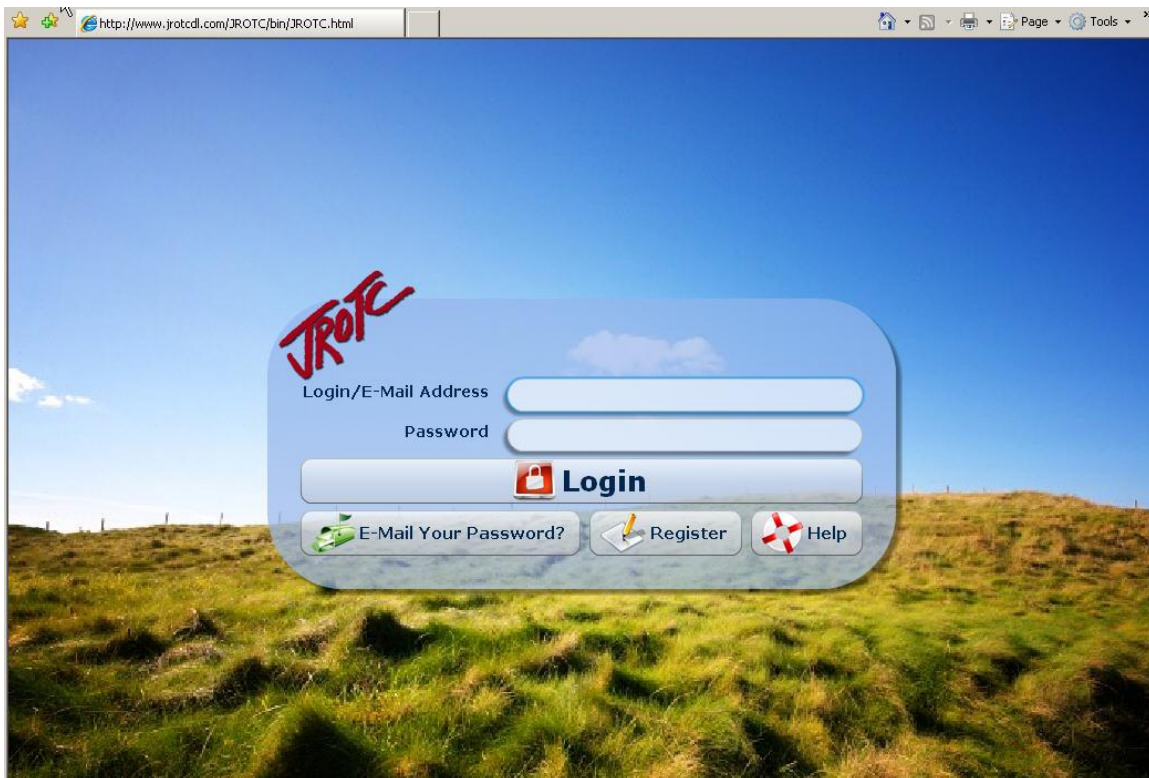
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**JROTC “CADET DL”  
USER MANUAL**

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## “Cadet DL”



**Fig. 1** - Main Web page

The JROTC Cadet DL Web Site is located at [www.JROTCDL.com](http://www.JROTCDL.com)

To register, click the **Register button**. This will open the Self Registration window.

**NOTE for Army Instructors:** The courses available on this web site can be used by JROTC cadets for additional training on the selected topics. The correlating lesson plans will provide guidance for selecting ideal DL candidates.

**Registration**

**Log-in Email\***

Are you a JROTC cadet?  YES

**PLEASE SELECT YOUR SCHOOL BELOW WITH THE MOUSE**

**You can filter the list by using the "Search Schools" box**

**Search Schools**

School	City	Street
NONE - NOT IN HIGH SCHOOL		
A C FLORA HIGH SCHOOL	COLUMBIA	ONE FALCON DRIVE
A C REYNOLDS HIGH SCHOOL	ASHEVILLE	1 ROCKET DRIVE
A J MOORE ACADEMY	WACO	N 500 UNIVERSITY PAI
A. Crawford Mosley High School	Lynn Haven	501 Mosley Drive
ABBEVILLE	ABBEVILLE	411 GRABALL CUTOFF
Aberdeen High School	Aberdeen	PO Box 607

**Complete Required Fields**

**Fig. 2 – Self Registration Window**

Cadets will use their own personal email address as their Log-in name.

If they are a JROTC cadet, then they click the check-box next to YES.

**NOTE:** If a cadet does not have a personal email account, they can create a free email account through web sites such as Google, Yahoo, and Hotmail. If they do not have a computer at home, they can use computers in their school lab or at the local library.

Registration

Log-in Email\*

Are you a JROTC cadet?  YES

JROTC Branch

PLEASE SELECT YOUR SERVICE WITH THE MOUSE

You can filter the list by clicking on the "Schools" box

Search Schools

School	City	Street
NONE - NOT IN HIGH SCHOOL		
A C FLORA HIGH SCHOOL	COLUMBIA	ONE FALCON DRIVE
A C REYNOLDS HIGH SCHOOL	ASHEVILLE	1 ROCKET DRIVE
A J MOORE ACADEMY	WACO	N 500 UNIVERSITY PARKWAY
A. Crawford Mosley High School	Lynn Haven	501 Mosley Drive
ABBEVILLE	ABBEVILLE	411 GRABALL CUTOFF
Aberdeen High School	Aberdeen	PO Box 607

**Fig. 3** – Answering YES if they are a cadet.

From the Drop-down menu the cadet will pick which JROTC program they are participating in. When they select a service it will then auto load the list of schools that are in that program.

They can then search for their high school by typing in the school name or scrolling through the list and the clicking on the school name.

Once completed, they click the **Return to Login Screen button**. It will then exit them out to the login screen.

If a user is NOT a cadet, then they can either search for their high school or they would just select **None – Not in High School** from the school list and then click the **Return to Login Screen button**.

1  
Greetings from JROTCDL.com!

Your temporary password is E2Elfp

Thank you for enrolling in the JROTC Distance Learning site. Once you log in, please review the "Introduction to the Cadet DL" course first for information about how the courses work, answers to technical issues, and information about what you will learn in each course. Please refer back to this course if you need any help.

You can take as many courses as you want from this site to help with your continuing education. In order to successfully complete each course, you must pass the end of course exam. Upon successfully passing, you will be able to print out a certificate of completion.

Please review the following requirements for accessing and viewing the courses:

Your computer must meet these minimum system requirements in order to view the distance learning courses properly:

- \* Use Internet Explorer 6.0 (or higher) as your internet browser (this is the only browser supported)
- \* Intel Pentium II/350 MHz or better
- \* Keyboard / Mouse
- \* Sound card / Speakers
- \* Video Card that supports Hi Color (65k colors)
- \* Windows 2000/XP or better

Your monitor must be configured for:

- \* 1024x768 pixels screen resolution
- \* High Color Display(not 256 colors)

Your computer must have the following plugins installed:

- \* Adobe Flash Player 8
- \* Adobe Acrobat Reader

Good luck from the team at JROTCDL.com!

#### Fig. 4 – Registration Email

After the cadets have registered, they will receive an email with a temporary password they can use to log into the site. They will also be given information of the minimum systems requirements and required plug-ins.

**NOTE:** Upon first logging in with the system password, the cadet will be prompted to change their password. Please make sure you tell the cadets to keep track of the password they create. If they forget, they can click the **E-mail Your Password? button** located on the home page of the site. The system will email the cadet their current password.



Fig. 5 – Recommended Training tab

After they log into the site, it will take them to the **Recommended Training tab** which has the list of courses that are available. Each course is comprised of lessons and a course final exam.



Fig. 6 – Lesson Action Links

To view the lessons within a course the cadet will click on the arrow next to the folder title to expand the list. Next they will click on the **Launch button** to open



the lesson. Cadets must make sure all pop-up blockers are disabled since the lessons will open in a new browser window.

If the cadet would like to know what each lesson teaches, they can click the **Info button**. This will display how long it will take to complete the lesson activity and give a brief description of what the lesson is about.

After the cadets complete the course final exam with a passing score, they can then print off a certificate of completion.



**NOTE:** Cadet 104 – How to Write Effectively has a pre-test that must be taken before the cadets can take any of the lessons. This course is also designed to be used in conjunction with the following textbook:

*Hughes, Susan E. M.A. Written Communication for Sergeants: A Self-Paced Text, Individual Development Associates, Inc. Copyright 1996.*

*Army JROTC Instructors may purchase the books for the cadets to use.*

**Mailing Address:**

Individual Development Associates, Inc.  
P.O. Box 1108  
Dumfries, VA 22026

**Office:** 703-680-7488

**Fax:** 703-680-3202

**Email:** [hughes-jr@erols.com](mailto:hughes-jr@erols.com)

**Website:** [www.ida-inc.biz](http://www.ida-inc.biz)

**NOTE:** The Cadet 100 – Introduction to Cadet DL is designed as a “Help Guide”. It will always stay under the **Recommend Training tab**. The “Getting Started” lesson contains information on how the site works, links to the plug-ins, and helpful information on what to expect in the lessons.



**Fig. 7 – My Completed tab**

After successful completion of each lesson, the lesson activity will move to the **My Completed tab**. From this tab, cadets can retake any of the lessons if they would like to view them again.



Log-in Email\* nhite@caci.com

Are you a JROTC cadet?  YES

PLEASE SELECT YOUR SCHOOL BELOW WITH THE MOUSE  
You can filter the list by using the "Search Schools" box

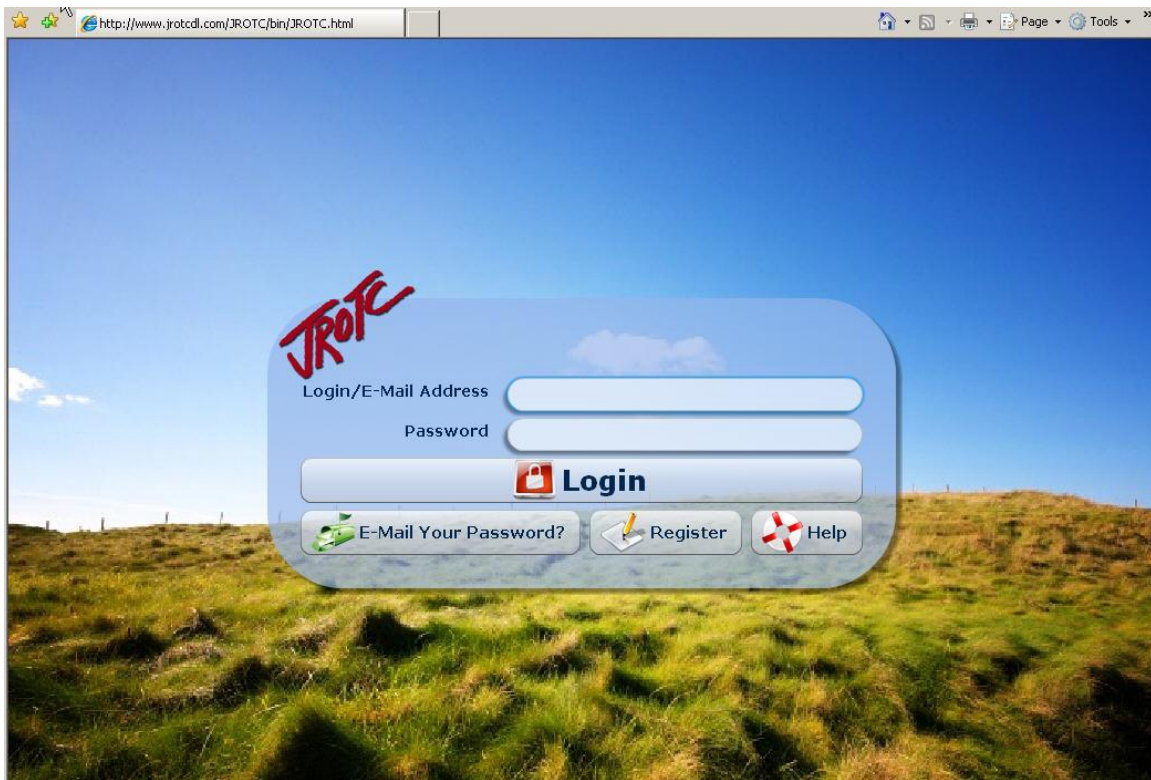
Search Schools NONE - NOT IN HIGH SCHOOL

School	City	Street
NONE - NOT IN HIGH SCHOOL		

Complete Required Fields

Fig. 8 – My Profile tab

If cadets need to change their personal information, they may do so from the **My Profile tab**.



**Fig. 10** – Help Button

If cadets need any assistance with the site they can send an email to the help desk by clicking on the **Help button**.

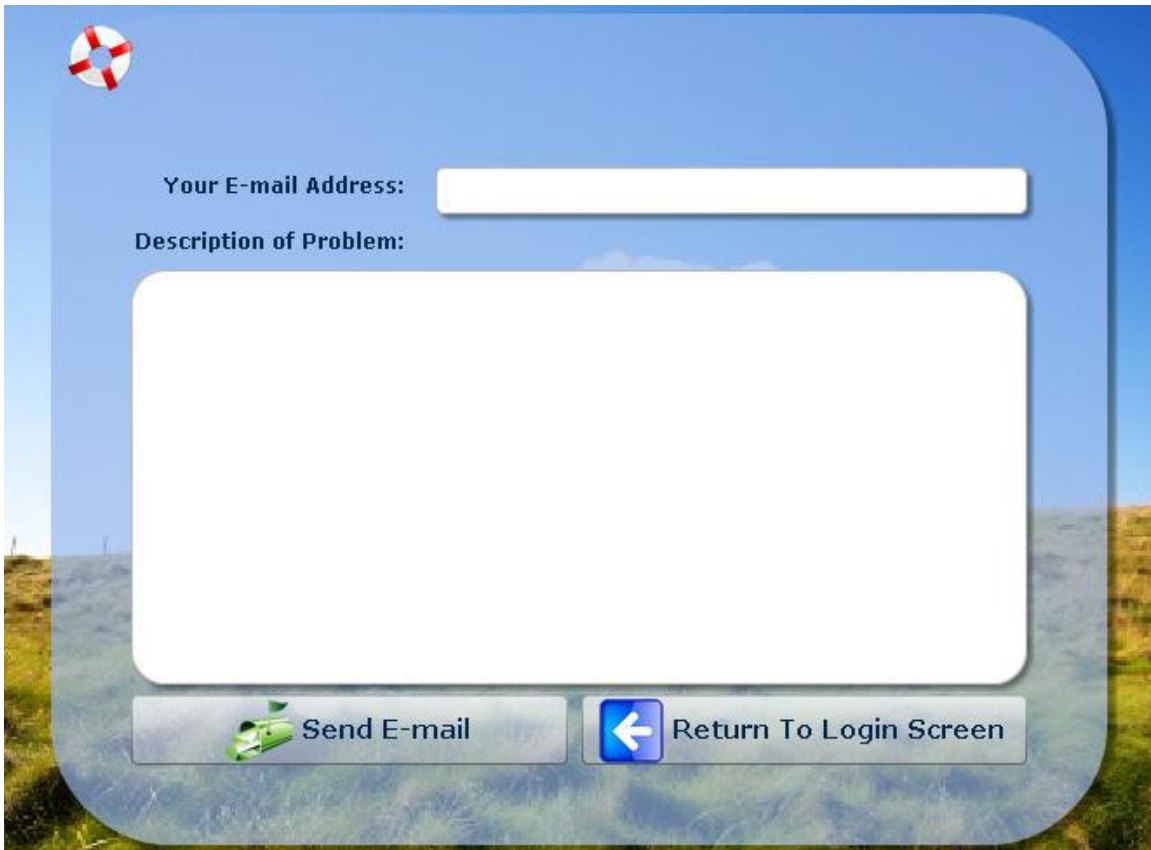


Fig. 11 – Help Email

To get assistance, cadets will enter their email address and then type in a description of their problem. When complete, they will click on the **Send E-mail button**.



Fig. 12 – Instructor Access

If an instructor wants to know how their cadets are doing, they can simply ask the cadet to give them their email address (User name) and the Password code that is located under the **My Completed tab**. The instructor then can log into the site and review the cadet’s completion status using the cadet’s email address and the password code provided by the cadet.