

# Printing your SQTR from Internet

20 Jul 2020

## Equipment Required: computer, iPad, phone, etc., and B/W Printer

- 1) Go to: <https://www.caphq.gov/eServices.aspx> -- Sign in.
- 2) Upper left screen, click on **"MENU"**
- 3) Click **"OPERATIONS"** from drop down menu
- 4) From the open expansion menu, find APPLICATIONS (first Yellow Heading) click on **"Operations Qualifications"**
- 5) Upper left screen: click **"OPS QUALS"**
- 6) 7<sup>th</sup> gray bar down on drop-down menu: click **"SQTR Entry/Worksheet"**
- 7) Upper left box, fill in **your CAP ID**, then hit "Enter" on your keyboard, or click on "Search icon"
- 8) Your file is ready, select **"OPS-Emergency Services"**
- 9) From **"Achievement"** drop down menu, select **"GTM3 – Ground Team Member Level 3**, then, **"Enter"**
- 10) On keyboard, **"Control P"**, or however you print current screen on your system