**Connecting to CCO Extranet using a personal computer**

**Step 1**

Using your browser, visit: [portal.cadets.gc.ca](https://portal.cadets.gc.ca/) which will bring you to the following page:



Select your language.

**Step 2**

Under "Cadet or Parent / Guardian or Sponsor or League Member", click on "Login".



**Step 3**

Enter your User Name and Password or if you do not have an account Click “Sign Up:” (***Note: be sure to remember or record your username & password for future reference***)



**Step 4**

All cadets are required to complete the COVID19 Safety Awareness Course. To find this course select the “Civilian Volunteers" tab at the top of the page.



**Step 5**

Select “Course” at the bottom of this page and complete all slides in this course: **Note:** ***THIS COURSE IS MANDATORY FOR ALL CADETS.***

 

**Step 6**

Select “Test” at the bottom of this page and complete the test in this course:

**Note: When you have completed the course, you will receive a certificate. Save this certificate and email it to** **102rcacc@gmail.com** **as this will be recorded in your cadet training record.** ***THIS COURSE IS MANDATORY FOR ALL CADETS****.*



**Notes:**

* The CCO Extranet contains information on Cadet Publications, Activities and other information. Be sure to check this out.
* The COVID19 Safety Awareness Course is mandatory for ALL cadets and must be completed before in-person training is authorized. It is suggested that parents also do this course
* When you have completed the COVID19 Safety Awareness Course and the test cadets will receive a certificate in .pdf format. Please save this to your files and email a copy to **102rcacc@gmail.com**.