CIVIL AIR PATROL
U.S. AIR FORCE AUXILIARY

CAP-FEMA Damage Assessment New User Training Directions

Welcome to the DA training, please follow the process exactly.

If you need help email:

fema_dmg_assmnts@cap.gov

Before You Begin

Welcome! We're excited you want to take the FEMA Damage Assessment Training.

- The following slides will explain the process for getting your account, taking the training and exam, and what happens next.
- If you think there are too many steps, we apologize, but this is the new process we're required to follow by FEMA.
- Please be aware this is a partially-manual process so it make take 24hrs to make your account.
- You will be added to the CAP Geospatial MS Teams environment. You must be able to access this to take part in a live event.

Checklist

Account Process Checklist:

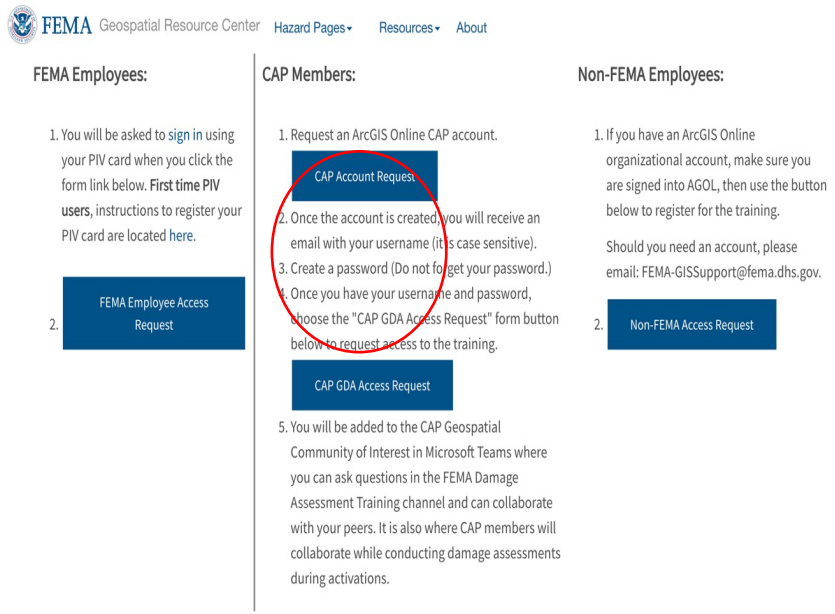
- ❑ Go to the FEMA Training/Resource homepage and request a CAP ArcGIS Account (may take up to 24hrs).
- ❑ Sign-in to the CAP ArcGIS environment and set up you account (password, security question, etc.)
- ❑ Go to the FEMA Training/Resource homepage and request training access.
- ❑ Accept the invitation to the FEMA training group (the 1 on the bell) in your CAP ArcGIS Account.
- ❑ Go back to the FEMA Training homepage and start training (3 sections), take quizzes.
  - ❖ An email will be sent for the exam once you've completed the 3 quizzes (it may take up to an hour for the email to arrive).
- ❑ Follow the link in the email to the exam.
- ❑ Take and complete the exam. There are 5 sections under the bookmark tab that you must complete.
- ❑ If you pass the exam, an email will be sent to you (it may take up to an hour to arrive)
  - ❖ Go to your CAP ArcGIS account and accept the invitation to the FEMA Live App (1 on the bell).
- ❑ If you don't pass the exam, it will not send you an email telling you so. (no email within one hour saying you passed).
  - ❖ Go back to the exam, fix any errors.
  - ❖ If you pass after correcting the errors, an email will be sent to you (it may take up to an hour to arrive).
  - ❖ Go to your CAP ArcGIS account and accept the invitation to the FEMA Live App (1 on the bell).
- ❑ You're done!

Create your accounts

Start Here

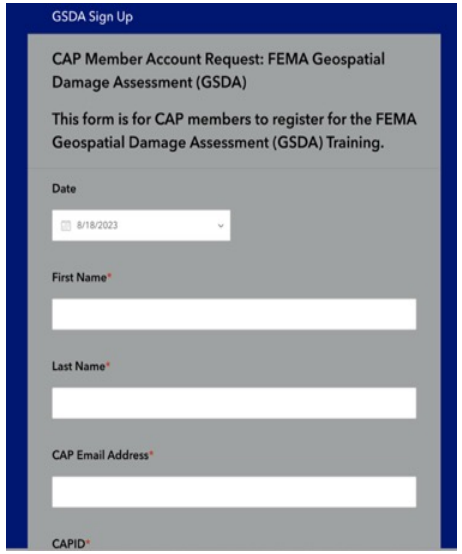
Step 1

Request an ArcGIS Online CAP account on the FEMA homepage. https://gis-fema.hub.arcgis.com/pages/geospatial-da-training



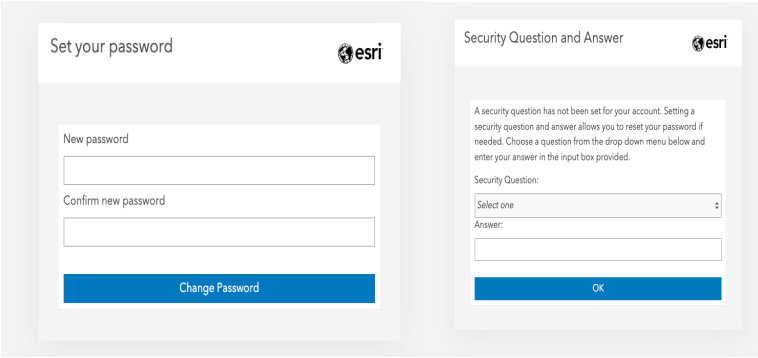
Step 2

Fill out the form and submit.



Step 3

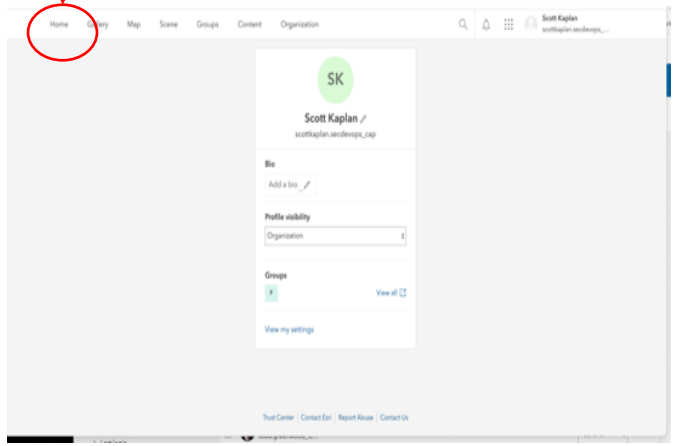
Check email for invite (This may not happen immediately, it's a manual process to create an account, the survey is checked daily).
Set your new password and security question.
Do not forget your password!



Create your accounts

Don’t make changes to profile, just click on Home in the upper left corner.

Step 4

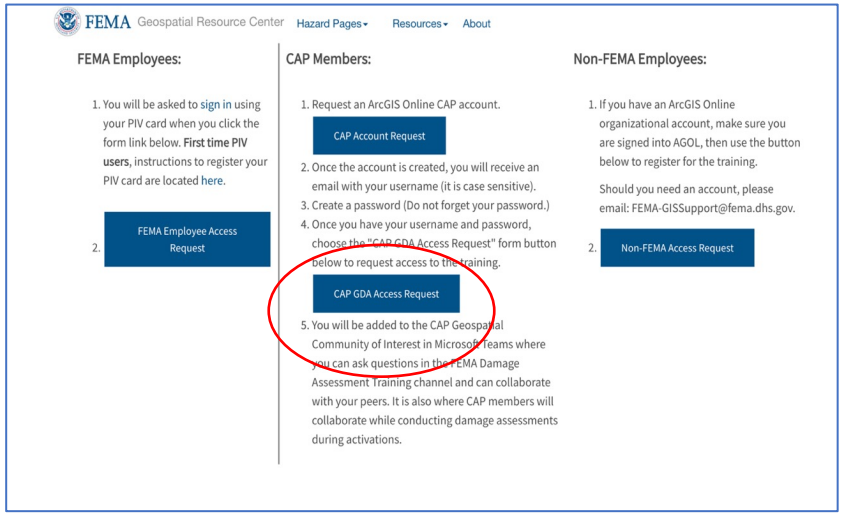


Step 5

Do not close your browser tab or logout! Open a new browser tab!

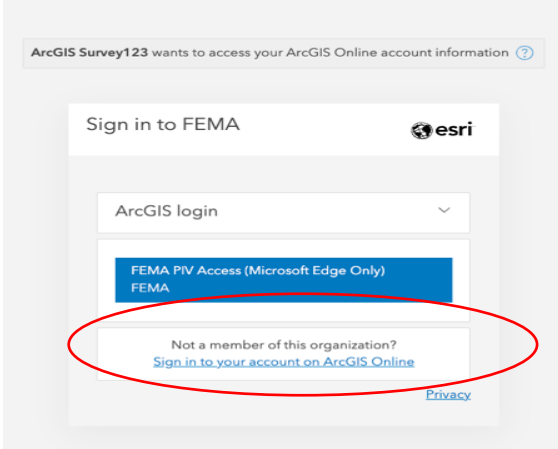
Go back to the FEMA resource page: https://gis-fema.hub.arcgis.com/pages/geospatial-da-training#join

Click on ***“CAP GDA Access Request” button***



Step 6

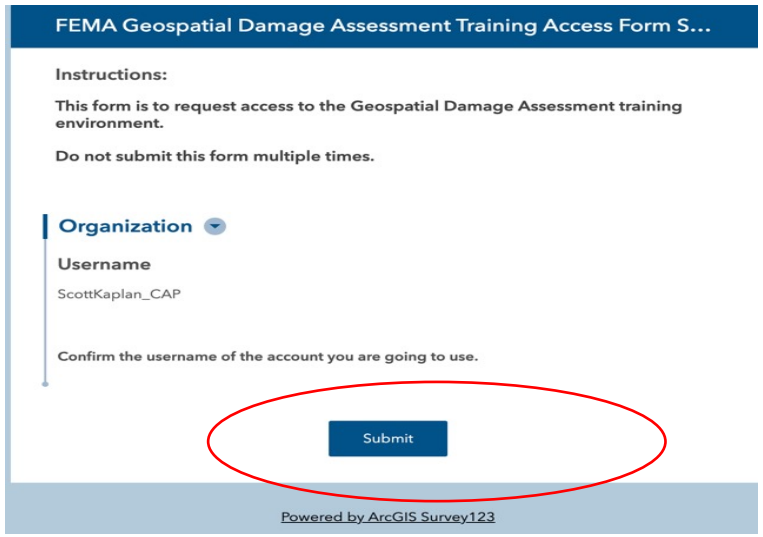
If you’re not logged in to CAP’s ArcGIS environment i.e. you closed your browser, logged out, etc. Login in using the “Not a member of this organization Link”



Create your accounts

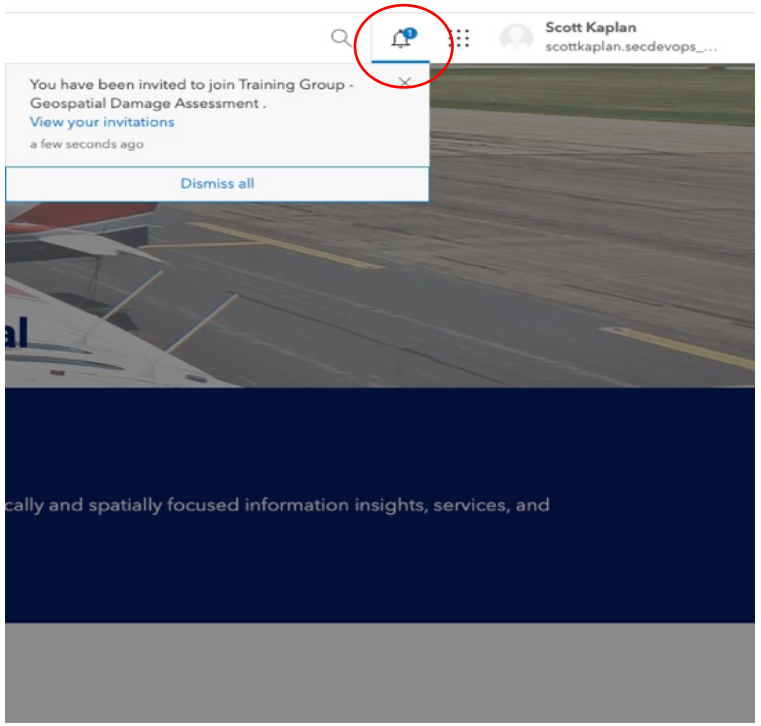
While logged in to the FEMA site, press submit.

Step 6



Step 7

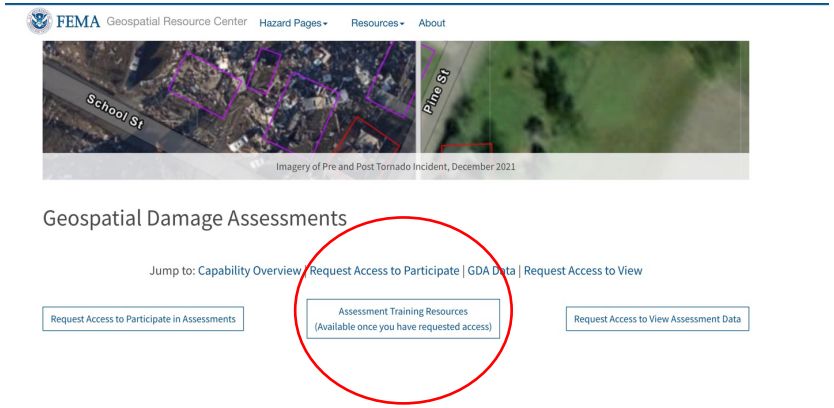
Return to the CAP ArcGIS Environment/Browser Tab
https://cap-gis.maps.arcgis.com/home/organization.html#overview
Click on the bell with the 1 and accept the invite to the FEMA Training Group



Training
Your Accounts are Made

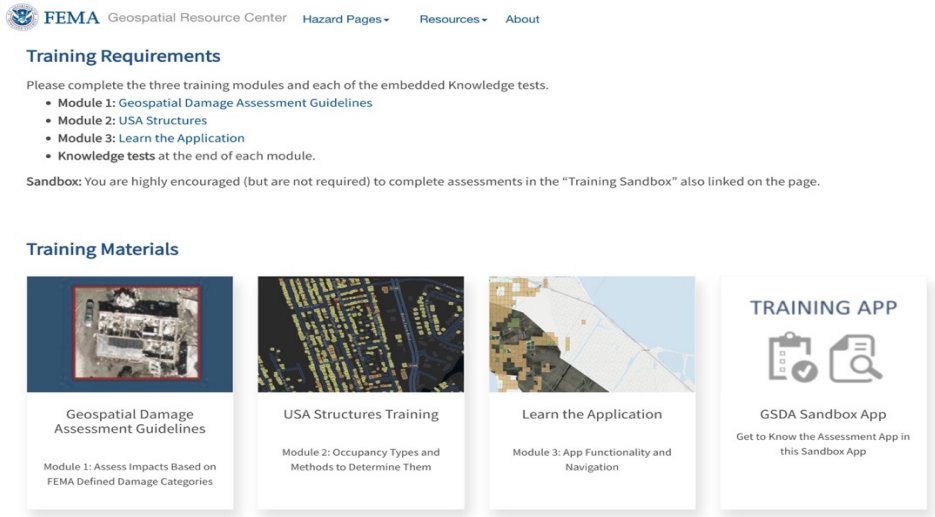
Step 8

Go to the FEMA Geospatial Damage Assessment Homepage:
[Geospatial Damage Assessments | FEMA Geospatial Resource Center (arcgis.com)]
Click on Assessment Training Resources



Step 9

Begin the three training modules
The Training App Sandbox is where you can practice, you can't mess anything up in it.



Step 10

Each module has a pass/fail quiz. When you complete all three quizzes, it will automatically send you and email saying you've completed the quizzes.

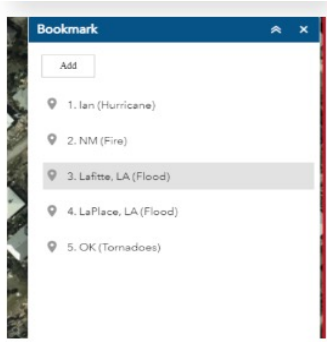
It will then send you an email with a link the the Exam. (This may take up to one hour)

Training

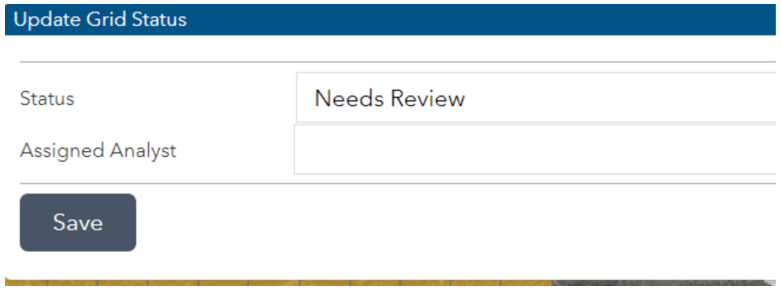
Step 11

Take the exam

There are 5 areas you need to assess, they are located under the bookmarks tab.



When you first open a grid, **you must place your name in the Assigned Analyst Block!**
If not, you will get an error when you try to make your first assessment.
If you forget, highlight and re-open the grid and enter your name. **This is the most common mistake!!**



Step 12

You must assess each polygon. You must place each grid as complete when done.

The exam will not grade until this is completed in all 5 assessment sections of the exam.

Step 13

Once you've completed all assessments and closed all grids, you do not need to do anything else, it will automatically grade!

If you pass the test it may take up to an hour for the script to run and send you an email letting you know you passed.

Step 13b

If you don't get the completion email within one hour, go back into the exam and verify you have assessed all polygons in each bookmarked section and closed all grids (they should be green).

Additionally, look for any errors in assessments you made. It will show small white circles with a red flag if you made an error. Go back and re-assess the structure and change it to the correct assessment (easiest way to change is click on the dot, open the smart editor, and change the assessment in the drop down), don't forget to re-close your grid.

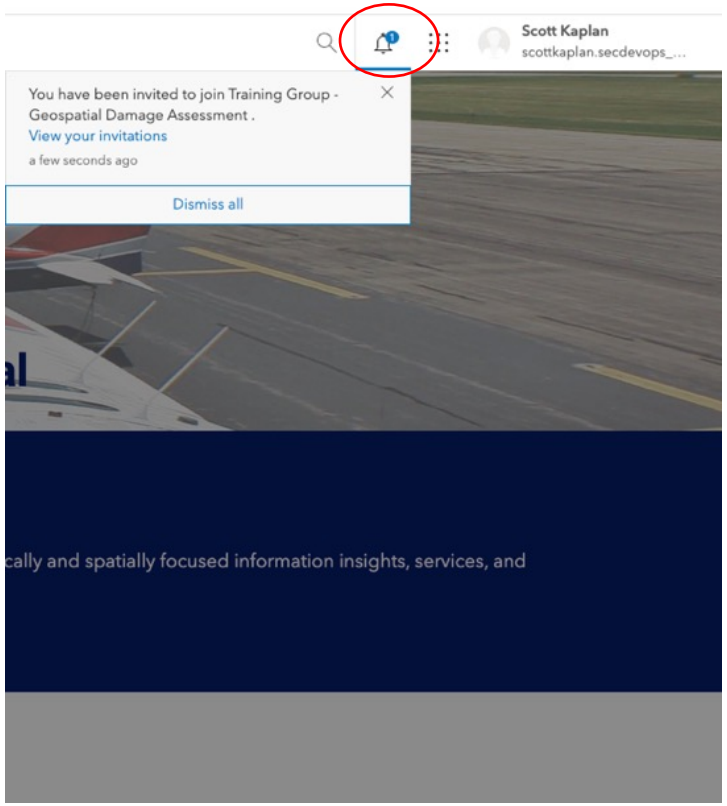
You've Passed

You received the email saying you passed the exam!

Congrats!

Step 13

- Go back to the CAP ArcGIS environment and once again accept the bell.
  - It will inform you that you are invited to the Live App.
  - If you're not logged in, go to https://www.arcgis.com or https://cap-gis.maps.arcgis.com/home/organization.html#overview and login to your CAP account and look for the 1 on the bell.
- You be added to the production group. This is the environment where we do the real-world assessments.



Step 14

You're done!

Final Notes

Congrats! You're now ready to be available for the next real-world disaster event.

What's next?

- When a real-world event takes place, if needed, you will be notified via the email you used to set up your account.
- Please note, not all disasters need help from everyone. Please do not be offended if you don't get an email. Some events need one person to help, some need hundreds.
- We will let you know that we are looking for help with a disaster, training, or other event.
- Remember your username and password
- Messages will be posted in the CAP Geospatial MS Team in addition to emails.
- The training and the exam is the only time you will need to work alone.
- During all events you are required to be in the CAP Geospatial MS Teams environment and in our live chat while making assessments.
- During a real-world event, you won't be alone while conducting assessments, it's a collaborative environment, we are here to help you!!