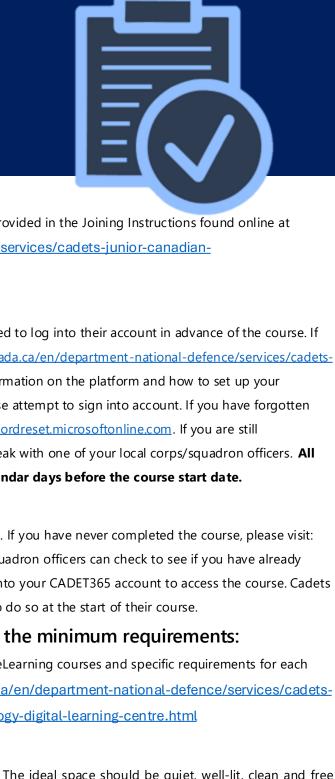# eLearning Pre-Course Checklist

Here is a checklist of important tasks you should complete in advance of your course start date. Completing all of these items will increase your chances of successfully completing your course.

☐ **1. Read the 2025 CTC Joining Instructions**

Make sure to thoroughly read through all of the information provided in the Joining Instructions found online at https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/summer-training/joining-instructions.html

☐ **2. Log into CADET365**

All courses are given within the CADET365 platform. Cadets need to log into their account in advance of the course. If you have never used CADET365, you can visit: https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/cadet-o365.html for more information on the platform and how to set up your account. If you haven't logged into your account recently, please attempt to sign into account. If you have forgotten your password you can try to reset it online here: https://passwordreset.microsoftonline.com. If you are still experiencing problems or require greater assistance, please speak with one of your local corps/squadron officers. **All Cadets must log into their CADET365 account eight (8) calendar days before the course start date.**

☐ **3. Complete the Cyber Awareness Course**

Every cadet has to complete the Cyber Awareness Course once. If you have never completed the course, please visit: https://cjcr365.sharepoint.com/sites/cyber. Your local corps/squadron officers can check to see if you have already completed this course if you are unsure. You must be logged into your CADET365 account to access the course. Cadets who do not complete this course in advance will be required to do so at the start of their course.

☐ **4. Check your hardware to make sure it meets the minimum requirements:**

The minimum hardware requirements for all cadets attending eLearning courses and specific requirements for each course can be found on our webpage: https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/summer-training/technology-digital-learning-centre.html

☐ **5. Create a conducive learning space**

Find a space that you can use to complete your course work. The ideal space should be quiet, well-lit, clean and free from unnecessary distractions. Cadets are required to have a webcam on during synchronous classes/evaluations, so it is important to make sure that your learning space is free from inappropriate/offensive items and respects the privacy of others within your home.

☐ **6. Check your CADET365 Outlook for your Welcome Email**

Seven (7) calendar days before the start date of your course, you will receive a Welcome Email that will provide more information about your course and specific instructions on several additional tasks you will need to complete before your start date. If you do not receive this email, please contact us at sdlc.cane@cadets.gc.ca for assistance.

Technology and Digital Learning Centre