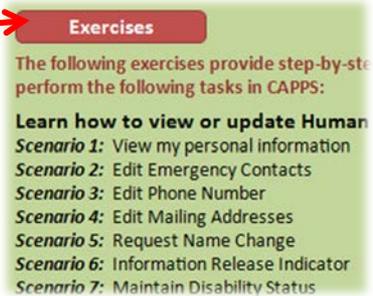**capps**

STEP 1

Click the *Exercise* button.
Exercises are available in CAPPS EUT courses. They are identified by an Exercise(s) button and appear with a list of exercises to be completed, as illustrated on the right.

Exercises

The following exercises provide step-by-step perform the following tasks in CAPPS:

Learn how to view or update Human
Scenario 1: View my personal information
Scenario 2: Edit Emergency Contacts
Scenario 3: Edit Phone Number
Scenario 4: Edit Mailing Addresses
Scenario 5: Request Name Change
Scenario 6: Information Release Indicator
Scenario 7: Maintain Disability Status

STEP 2

Click the expand (+) symbol.
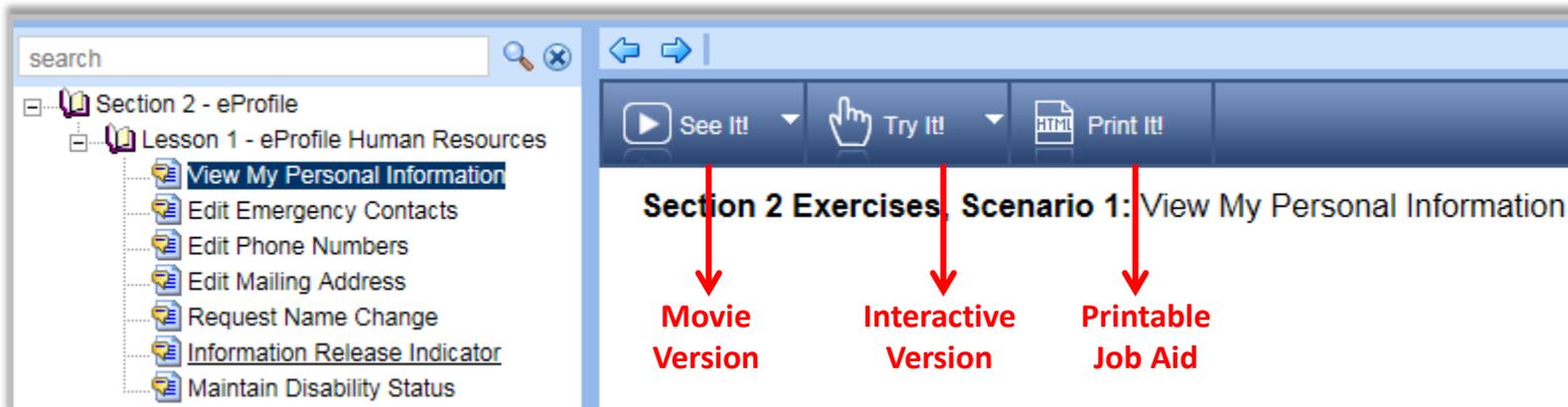Expand all the (+) symbols until a list of exercises appear, as illustrated on the right.
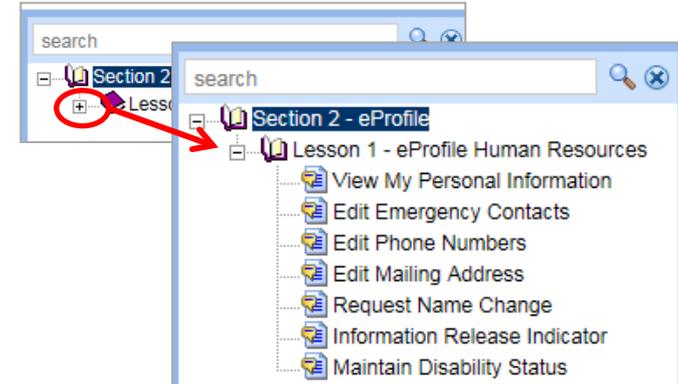
search

Section 2
Less

search

Section 2 - eProfile
  Lesson 1 - eProfile Human Resources
    View My Personal Information
    Edit Emergency Contacts
    Edit Phone Numbers
    Edit Mailing Address
    Request Name Change
    Information Release Indicator
    Maintain Disability Status

STEP 3

Select the applicable exercise from the list.
Once you have selected the exercise, three options will become available: "See It", "Try It" and "Print It".
To complete the exercise, click on the **"Try It"** option.

search

Section 2 - eProfile
  Lesson 1 - eProfile Human Resources
    View My Personal Information
    Edit Emergency Contacts
    Edit Phone Numbers
    Edit Mailing Address
    Request Name Change
    Information Release Indicator
    Maintain Disability Status

▶ See It!   ☝ Try It!   HTML Print It!

Section 2 Exercises, Scenario 1: View My Personal Information

Movie Version   **Interactive Version**   **Printable Job Aid**
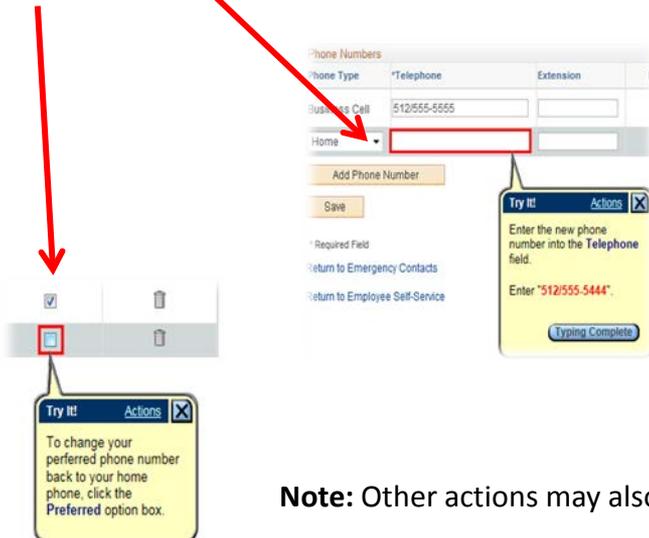
STEP 4

Follow the directions on the screen.
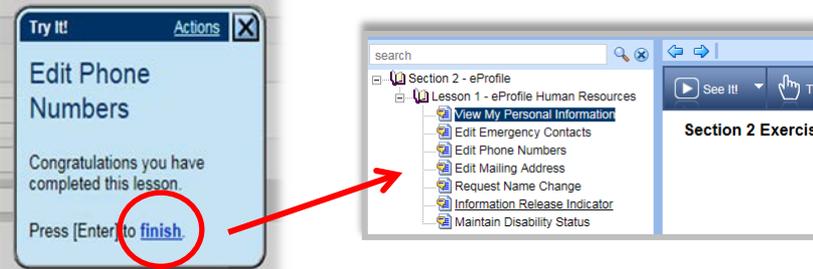You may be directed to:

Click a Link

Enter Text

Check a Box

Note: Other actions may also apply.

STEP 5

On the last screen, select the **"Finish"** link and return to the exercise list.

STEP 6

Repeat Steps 3 through 5 for any additional exercises.

STEP 7

Exit the exercises by clicking the **red "X" in the upper right-hand corner.**

STEP 8

Continue with your training course until you have completed all the lessons and the final knowledge check.