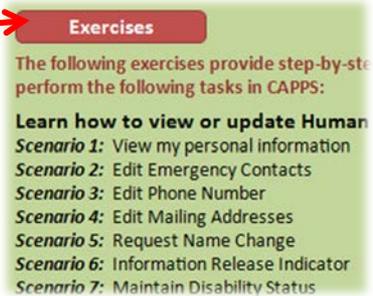


STEP 1

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:

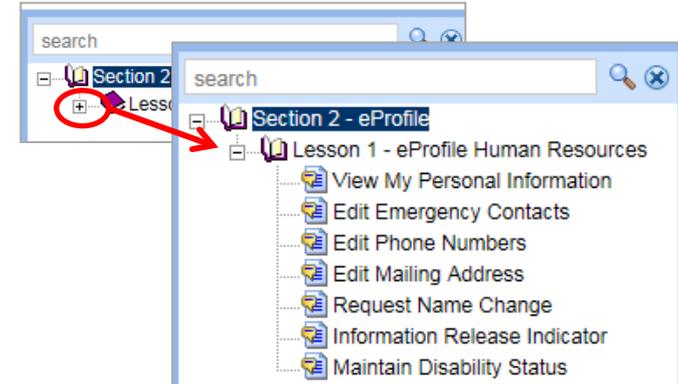
Learn how to view or update Human Resources

- 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.



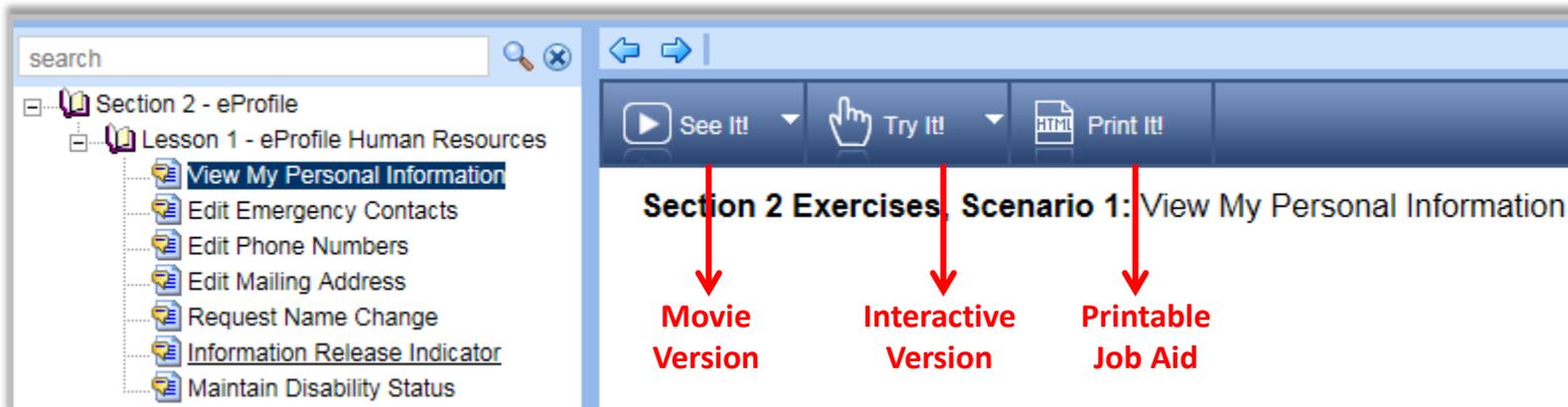
The screenshot shows a search bar at the top. Below it, a tree view is expanded to show a list of exercises under 'Lesson 1 - eProfile Human Resources'. A red circle highlights the expand (+) symbol next to 'Section 2' in the tree view, and a red arrow points from it to the expanded list of exercises.

- 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.



The screenshot shows the same tree view as in Step 2, but now the 'View My Personal Information' exercise is selected. A toolbar above the exercise title contains three buttons: 'See It!' (with a play icon), 'Try It!' (with a hand icon), and 'Print It!' (with a document icon). Red arrows point from each button to the corresponding version type below the exercise title.

Section 2 Exercises, Scenario 1: View My Personal Information

- Movie Version**
- Interactive Version**
- Printable Job Aid**

STEP 4

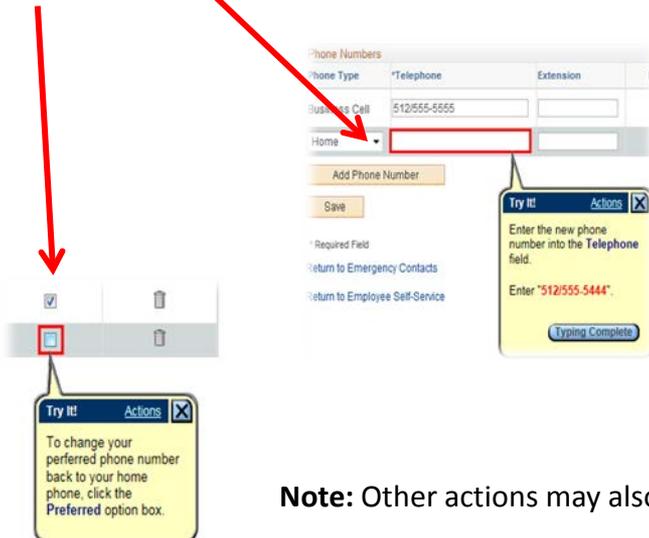
Follow the directions on the screen.

You may be directed to:

Click a Link

Enter Text

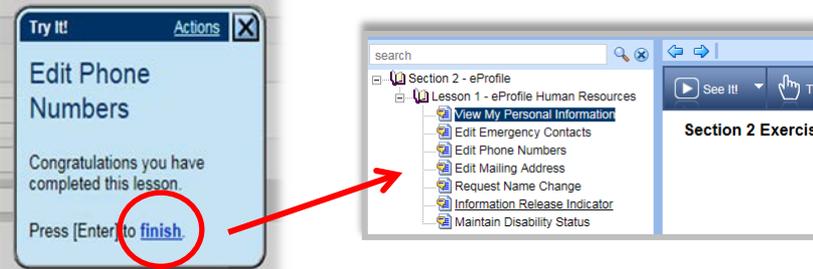
Check a Box



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.