

Entering General ES for Cadets in MIMS

- 1) The cadet must take and pass parts 1 and 2 of the General ES Test online.
- 2) The cadet must have their Achievement 1 registered as completed in the National HQ database. If they do not, here is the procedure for that, and it is not very intuitive...
 - a. Go into MIMS on the right hand side.
 - b. Click on “General ES & Pilot Task Data Entry (Task Level) at the top of the screen.
 - c. Enter the member’s CAPID and click “submit”.
 - d. Click on the link that says “Record completed tasks for new member achievement” on the right hand side of the screen.
 - e. On the left hand side, click the “+” symbol next to “Cadet Programs”
 - f. Click the “+” symbol next to “Achievement 1 (Curry)”
 - g. Click “Achv 1 Requirements”
 - h. Enter all the dates for all of the requirements and click save.
 - i. Click on “validate achievements or tasks” at the top of the screen.
 - j. Click “Yes” on the warning message that is shown.
 - k. Under scope, select either the unit or wing, depending on your level of access.
 - l. Click the appropriate unit, or “MN-001” if you are doing this for the wing as a whole.
 - m. Find the cadet’s tasks and select validate next to each of them.
 - n. Click “confirm”.
 - o. Another task will show up requiring you to validate Achievement 1 as a whole. Click “Validate” next to that task and click “Confirm” again.
 - p. The cadet should now have Achievement 1 registered in the NHQ database.
- 3) Once Achievement 1 is registered, the commander will have the General ES Achievement waiting for them to approve in the “Approvals” module on the right hand side of the main menu.
- 4) Senior member’s Level 1 will show up at NHQ as soon as the Form 11 does. Once that happens and they have passed both parts of the test, it will automatically be sitting there waiting for the unit commander to approve their general ES.

And all of this is assuming that one has the correct level of access. Steps a through h can be entered by the individual cadets. Alternatively the unit can be granted access to do that. To do steps i through p, one needs special access.

In order to gain access to complete these functions, email the Wing Web Security Administrator Maj. Chet Wilberg with your request. Unit commanders, ES officers or Deputy Commanders for Cadets will normally be the only people granted this level of access.