

Entering Fitness Scores

Revised 04 Feb 2020

Log on to **eServices**

Click **hamburger** (icon)

Click **Cadet Programs** (left menu)

Click **Cadet Promotions** (hyperlink)

Click **Menu** (upper left menu bar)

Click **HFZ Entry** (left menu) - Health Fitness Zone

Select NCR-KS-003-KONZA COMPOSITE SQUADRON (dropdown prompt)

Enter the scores for each cadet

Click **Submit** (button) - bottom of the window

Click **Data Entry** (Cadet Promotions menu)

Enter [**cadet last name or CAPID**] (search prompt)

Click **Submit** (button) scroll down

Click **OK** (button)

Click **OK** (button)

Repeat for each cadet