

How to Create a Cadet Account

Step 1 – <https://portal.cadets.gc.ca> select login.

The screenshot shows a web browser window displaying the login page for Canadian Cadet Organizations. The page header includes the Government of Canada logo and the text 'Canadian Cadet Organizations'. The main content area is titled 'Login' and is divided into two columns. The left column lists three user roles: 'Cadet?', 'Parent / Guardian or Sponsor?', and 'League Member?'. The right column lists two user roles: 'CAF Member with a valid CCO Account?' and 'Civilian Instructor with a valid CCO Account?'. A red box highlights the 'Login' button under the 'League Member?' role, with a red arrow pointing to it and the text 'Select this button' above the arrow. The footer contains links for 'About us', 'News', 'Contact us', and 'My Account'. The date modified is 2014-10-03.

Step-2 – select “Sign Up”

Inbox - blogjins1968@gmail.com x Login x +

portal-portal.cadets.gc.ca/_layouts/login-connexion.aspx?ReturnUrl=%2fen%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252Fen&Source=%2fen&lang=en

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Français

Government of Canada / Gouvernement du Canada

Canada

Canadian Cadet Organizations EXTRANET

Login

If you already have an account please enter your credentials below:

User name:

Password:

[Login](#) [I Forgot My Password](#)

Sign Up

If you do not have an account...

[Sign Up](#)

Access Official CCO Extranet

- CATOs
- CanCdtGens
- Renewal Plan
- Training Resources

Date modified: 2015-02-10

About us
Cadet Program History
Safety and Screening
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Honours and Awards
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News

Contact us
[CCO IT Service Management Centre](#)

My Account
[Change my Password](#)
[Sign Out](#)

Type here to search

8:19 AM
2021-03-07

Step 3 – Complete the Information

Inbox - bloggins1968@gmail.com x Sign Up

portal-portail.cadets.gc.ca/_layouts/signup-inscription.aspx

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Français

Government of Canada / Gouvernement du Canada Canada

Canadian Cadet Organizations

Sign Up

Accessing the CCO Extranet is as easy as creating an account. Anyone can sign up for an account with any email address and no approval is required. After clicking "Create Account" an email will be set to the address you provided to activate it. Do not share your account information with anyone.

User name:

Password:

Confirm Password

Email

Security Question

Security Answer

Type the code from the image:

Security Notice

- Do not share your account information with anyone.
- No protected information is located in the File Repository.

[Create Account](#)

Date modified: 2015-02-10

News Contact us My Account

Waiting for portal-portail.cadets.gc.ca... Type here to search

8:19 AM 2021-03-07

Step 4 – READ the top of the screen, then select create account

portal-portal.cadets.gc.ca/_layouts/signup-inscription.aspx

Government of Canada / Gouvernement du Canada

Canada

Canadian Cadet Organizations EXTRANET

Sign Up

Accessing the CCO Extranet is as easy as creating an account. Anyone can sign up for an account with any email address and no approval is required. After clicking "Create Account" an email will be set to the address you provided to activate it. Do not share your account information with anyone.

User name:
Bloggins1968

Password:
.....

Confirm Password:
.....

Email:
bloggins1968@gmail.com

Security Question:
Captain

Security Answer:
Kirk

Image: H8TSE
Type the code from the image:
H8TSE

Security Notice

- Do not share your account information with anyone.
- No protected information is located in the File Repository.

[Create Account](#)

Date modified: 2015-02-10

About us | News | Contact us | My Account

Type here to search

8:20 AM 2021-03-07

Step 5 – You will receive a confirmation that an email was sent to you

The image shows a browser window displaying the sign-up confirmation page for Canadian Cadet Organizations. The page is titled "Sign Up" and contains the following text: "Your account has been successfully created. Please check your e-mail and click the activation link. If you do not activate your account in the next 24 hours, it will be deleted." Below this text is a "Continue" button. The page is framed by a red border. The browser's address bar shows the URL "portal-portal.cadets.gc.ca/_layouts/signup-inscription.aspx". The page header includes the Government of Canada logo and the text "Canadian Cadet Organizations". The footer contains navigation links for "About us", "News", "Contact us", and "My Account".

Inbox - bloggins1968@gmail.com x Sign Up x +

portal-portal.cadets.gc.ca/_layouts/signup-inscription.aspx

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Canadian Cadet Organizations

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portal-portal.cadets.gc.ca/_layouts/signup-inscription.aspx

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Français

Government of Canada / Gouvernement du Canada

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Canadian Cadet Organizations

Sign Up

Your account has been successfully created. Please check your e-mail and click the activation link. If you do not activate your account in the next 24 hours, it will be deleted.

Continue

Date modified: 2015-02-10

About us
Cadet Program History
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News

Contact us
✉ CCO IT Service Management Centre

My Account
Change my Password
Sign Out

Step 6 – Check your email, it looks like this. Check your junk email folder.

The image shows a browser window with two tabs. The top tab is 'portal-portail.cadets.gc.ca/_layouts/signup-inscription.aspx' and the bottom tab is 'mail.google.com/mail/u/0/?tab=km#inbox'. The browser's address bar and tabs are visible. The main content area shows the Gmail interface. The left sidebar has 'Compose', 'Inbox (1)', 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. The main inbox area shows a search bar and a list of emails. The first email is from 'portal' with the subject 'Welcome to the CCO Extranet / Bienvenue sur l'Extranet des OCC - Canadian Cadet Organizations Extranet'. The email body text is 'Welcome to the CCO Extranet Thank you for signing up on the CCO Extranet. Th...'. The time is '8:21 AM'. A red box highlights the email subject and body text. Below it, another email from 'Google Community Te...' is partially visible with the subject 'Mark, finish setting up your new Google Account - Hi Mark, welcome to Google. Your new account comes with access to Google products, apps, and services. Here are a few tips to get yo...'. The time is '8:16 AM'.

Inbox - bloggins1968@gmail.com x Sign Up x +

portal-portail.cadets.gc.ca/_layouts/signup-inscription.aspx

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Français

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Canada

Canadian Cadet Organizations

Inbox (1) - bloggins1968@gmail.com x Welcome / Bienvenue x +

mail.google.com/mail/u/0/?tab=km#inbox

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Compose

Inbox 1

Starred

Snoozed

Sent

Drafts

More

Meet

New meeting

Join a meeting

Search mail

Primary Social Promotions

Get started with Gmail

Customize your inbox

Change profile image

Import contacts and mail

Get Gmail for mobile

portal Welcome to the CCO Extranet / Bienvenue sur l'Extranet des OCC - Canadian Cadet Organizations Extranet Welcome to the CCO Extranet Thank you for signing up on the CCO Extranet. Th... 8:21 AM

Google Community Te... Mark, finish setting up your new Google Account - Hi Mark, welcome to Google. Your new account comes with access to Google products, apps, and services. Here are a few tips to get yo... 8:16 AM

Step 7 – Read the email, select the Link to verify your account

The image shows a browser window with two tabs. The top tab is 'portal-portal.cadets.gc.ca/_layouts/signup-inscription.aspx' and the bottom tab is 'mail.google.com/mail/u/0/?tab=km#inbox/FMfcgwxLsmjXLgCLFnZjlqHSMfvnTIKg'. The browser address bar shows the URL 'portal-portal.cadets.gc.ca/_layouts/signup-inscription.aspx'. The page content includes the Government of Canada logo, the text 'Canadian Cadet Organizations', and a 'Français' language selector. Below the browser window, a Gmail interface is shown. The left sidebar contains 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'More', 'Meet', 'New meeting', 'Join a meeting', and 'Hangouts'. The main email content is from 'portal@cadets.gc.ca' to 'me', titled 'Welcome to the CCO Extranet / Bienvenue sur l'Extranet des OCC'. The email body says: 'Thank you for signing up on the CCO Extranet. The Extranet will allow you to access documents and information about the CCO. Your username is: Bloggins1968. Please activate your account by clicking on the following link within the next 24 hours or your account will be deleted: https://portal-portal.cadets.gc.ca/_layouts/authorize-autoriser.aspx?ID=287496f3-0455-4815-866c-88a2ef2d559c. If you run into any issues or have questions, please contact your local IM/IT Service Desk.' The link is highlighted with a red box. At the bottom, the text 'Organisations de cadets du Canada' is visible.

Step 8 - You will be sent back to the website, then select Login

The screenshot shows a web browser window with the URL `portal-portail.cadets.gc.ca/_layouts/signup-inscription.aspx`. The page header includes the Government of Canada logo and the text "Canadian Cadet Organizations". The main content area displays a "Complete" message: "You have successfully activated your account: Bloggins1968. You may now login with the link below." A red rectangular box highlights the "Login" button. The footer contains navigation links for "About us", "News", "Contact us", and "My Account".

Complete

You have successfully activated your account: Bloggins1968. You may now login with the link below.

[Login](#)

Date modified:

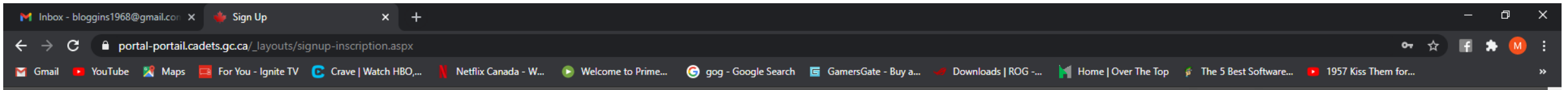
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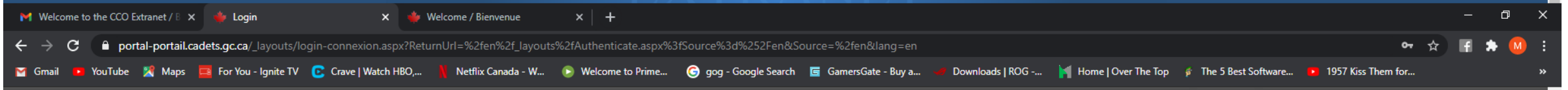
Contact us
☑ CCO IT Service Management Centre

My Account
Change my Password
Sign Out

Step 9- Login



Canadian Cadet Organizations



Canadian Cadet Organizations

Login

If you already have an account please enter your credentials below





User name:

Password:

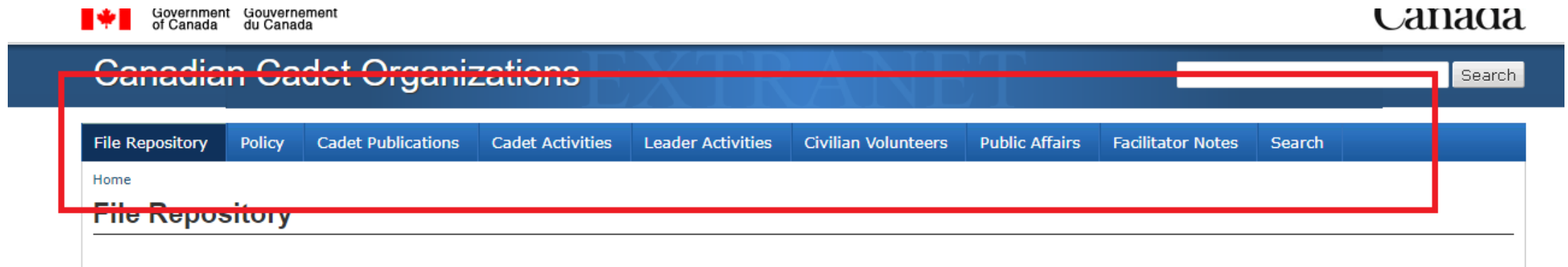
Sign Up

If you do not have an account...

Access Official CCO Extranet

-  CATOs
-  CanCdtGens
-  Renewal Plan
-  Training Resources

Step 10 – Select the desired area of the site.



The screenshot displays the top navigation area of the Canadian Cadet Organizations website. At the top left is the Government of Canada logo. The main header features the text "Canadian Cadet Organizations" and a search bar. Below this is a horizontal menu with the following items: File Repository, Policy, Cadet Publications, Cadet Activities, Leader Activities, Civilian Volunteers, Public Affairs, Facilitator Notes, and Search. A red rectangular box highlights the "File Repository" menu item and the search bar area.

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Canadian Cadet Organizations

Search

File Repository | Policy | Cadet Publications | Cadet Activities | Leader Activities | Civilian Volunteers | Public Affairs | Facilitator Notes | Search

Home

File Repository

Step 11 - Enjoy

