



## Civil Air Patrol – Region 5

### **Technical Tips prior to Setup:**

- You must use Internet Explorer (version 5.2 or greater) in order for the survey to run correctly.
- Check to make sure your internet text size is set to *medium*.
- **You must disable ALL POPUP BLOCKERS (Internet Explorer and Google/Yahoo Toolbars, if applicable).**

### **TO TAKE A SURVEY:**

**\*\*Access Internet Explorer and log onto the SmartTrack website at [www.thesmarttrack.com](http://www.thesmarttrack.com) . Beginning at the SmartTrack homepage, follow the directions below to take the survey.**

1. Select *Member Login*.
2. Type in the specific user login and password below:  
**User: proctor**  
**Password: region5**
3. Click Submit.
4. Click *Setup Survey*.
5. Choose *Communities That Care Youth Survey*.
6. Select *English*.
7. Click *Setup Student Assessment in the red oval bar*.
8. Click *Start Survey (please disregard the comments regarding students/proctors/school/district on this screen and the pop-up box)*. **Please wait until the Hide/Unhide button appears at the bottom of the first screen before attempting to proceed to the next screen.**
9. Answer the survey questions honestly.
10. On the final screen of questions, please click *Submit your answers*. **To exit the program, double click on the target and click cancel to exit the program.**

Thank you for participating. If you have any questions, please call 866-714-8080 Monday-Friday 8:00-4:30 CST.