Two-Step Cadet Portfolio Preparation Guide
2024 Summer BDE Conference

Cadet Portfolio LLC is a FREE official resource for all
Army JROTC programs.

1) Register as an instructor (if you have not done so already):

NEW Instructors: Go to cadetportfolio.com and follow the steps below:

- Click the yellow **"Sign Up"** button in the top right-hand corner.
- Scroll to the bottom of the page and click on the gray box "Are you an instructor? Click here."
- Fill out all fields.
- Use a school email address.
- Enter a cell phone number to receive the Multi-Factor Authentication (MFA) code.
- Click the yellow "Register" button at the bottom.
- When asked for a key, enter: **SY2024GoingDigital!** (include the exclamation mark).
- Click the yellow **"Send"** button.
- Proceed through the new Multi-Factor Authentication (MFA) process directed by TRADOC G6.

CURRENT Instructors: If you are already registered and do not recall your password or email associated with your account, please contact the Help Desk at Update email/password or 1.866.405.7682, and we will be happy to assist you.

TRANSFERRING Schools?: If you are an instructor who already has an account and you are transferring schools, please contact the Help Desk at Transfer Account or 1.866.405.7682, and we will be happy to transfer your current account to your new school.

2) Next Steps - Best Practices for the new school year:

NEW Instructors: Step-by-step instructions click here Import Cadets into your Instructor Roster

IMPORTANTThe cadets will populate under the loading instructor's **"My Cadets"** after importing. The other cadre members will find them under the gray banner "Other Cadets From My High School". The cadets can be added/removed to create individual rosters by selecting the cadets you want on your roster and clicking the gray tab "Add All to Roster".

CURRENT Instructors: SCRUB SCRUB SCRUB YOUR ROSTERS Step-by-step instructions click here Scrub Cadet Roster and Batch Move Cadets.

NEW FEATURE FOR ALL INSTRUCTORS: Curriculum Map Builder