



MASTER YOUR CDC™

User's Guide

Version 5.1

ALERT: Your software is for your personal use only. If you share or transfer it to anyone else, it will be invalidated. Please read your license agreement and AFI 36-2605, Air Force Military Personnel Testing System, which prohibits sharing marked or unmarked commercial study guides.



INSTALLATION



Windows®

FROM CD-ROM:

1. Insert your Master Your CDC CD-ROM to auto-run the installer.
 - In Windows Vista®, Windows 7 or 8, allow Installer.exe to run.
2. Follow the on-screen instructions.

If installation does not automatically start:

1. Navigate to the CD-ROM drive.
2. Double-click the "Installer.exe" file, then follow the on-screen instructions.

FROM DOWNLOAD:

1. Locate the downloaded file and double-click it, then follow the on-screen instructions.



Mac®

FROM CD-ROM:

1. Insert your CD-ROM to auto-run the installer.
2. Double-click the "Installer.app" file in the Finder window that appears.
3. Follow the on-screen instructions.

If installation does not automatically start:

1. Navigate to the CD-ROM drive.
2. Open the "Mac" folder.
3. Double-click the "Installer.app" file, then follow the on-screen instructions.

FROM DOWNLOAD:

1. Locate the downloaded file and double-click it, then follow the on-screen instructions.

Once installation is complete, double-click the Master Your CDC 5.1 icon on your Desktop or in your Applications folder to start the program.

Enter your personal information. Be sure to provide a valid, permanent email address — it will be your My McMillan account login at mcmguides.com. If you already have a My McMillan account, please enter the email address you used to create it.

Choose one initial CDC to install. If you have not already selected a CDC, click "Select CDC" to view available CDCs. Before you install a course, make sure it has the correct volumes/dates that you need to study. Hover over a CDC to view this information.

If you experience any problems, refer to the Troubleshooting section in this guide.



ACTIVATION

To complete installation, activate your software using one of the following options:

Automatic Activation

If you are connected to the Internet, automatic activation is fast and easy. Simply fill in the required information and follow the on-screen instructions.

Manual Activation

Note the last name, serial number, user code and initial CDC displayed on the "Manual Activation" screen. Visit www.mcmguides.com, click on "Activations" and follow the on-screen instructions.

Phone Activation

Call us 24/7 at 800.821.1338 or 805.545.0112. Be ready to provide the last name, serial number, user code and initial CDC found on the "Manual Activation" screen.

Did you know?

Once you activate Master Your CDC, you can sign into "My McMillan" (www.mcmguides.com) any time and download a free backup copy.

NOTE: If you install Master Your CDC on a second computer, you must repeat the activation process for the second system.



DEACTIVATION

You may install Master Your CDC on two computers for your own use. To use Master Your CDC on a third computer, you must deactivate the software on one of the previous computers. We recommend you completely uninstall Master Your CDC if you no longer plan to use it on a computer.

From the Deactivate menu on the Main screen, select "My Software." The deactivation process also has automatic, manual and phone options.



MY CDCs

IMPORTANT: Verify that the dates of the CDC volumes/supplements in this program match your paper CDCs. While we update CDCs as quickly as possible, our standard is the current EPRR (formerly WAPS) catalog.

No need to purchase new software for every CDC — simply purchase an unlock code (\$19.95) for each additional CDC. Unlock codes are only available from McMillan Study Guides. You cannot purchase unlock codes through the Exchange.

This process is easier than ever with "My CDCs." Click "My CDCs" on the Main screen to manage your purchased CDCs, buy unlock codes and sign up for new course notifications.

For AFSCs with a 5- and 7-level, as well as those with an A, B or C, each CDC is sold separately and requires an unlock code.

Did you know?

Once you install an unlocked CDC on your computer, it's automatically included in any later installations. (Internet connection required.)



WHY UNLOCK CODES?

Unlock codes provide easy, inexpensive access to multiple CDCs. Each CDC requires a significant investment to obtain, process and incorporate into our software. While some customers only need to study a single CDC, others must study five. Rather than average costs and raise prices, we produce each CDC individually and offer unlock codes at a nominal fee.

Individual CDCs are the industry standard. To purchase CDCs directly from the Air Force, you must buy each course separately. Our competitor also processes each CDC individually and charges almost double our retail price.

Update codes offer even lower prices. If you unlock a CDC and the Air Force later revises it, you may purchase an update code for only \$9.95.

Did you know?

Access your unlock code(s) any time via "My McMillan" (www.mcmguides.com). Your code and serial number appear in the "My Account" tab.



TECHNICAL SUPPORT

MINIMUM REQUIREMENTS

- CD-ROM drive or high-speed Internet access for installation
- Mouse/trackpad
- Hard drive with 300 MB free space (450 MB recommended)
- 1GB of RAM (2 GB recommended)
- Display with 800 x 600 resolution or higher, 24-bit color



XP with Service Pack 3, Vista® with Service Pack 2, Windows 7 or 8
2.33 GHz or faster x86-compatible processor, or Intel® Atom™ 1.6 GHz or faster processor for netbooks



Mac OS X v10.6 or higher
Intel Core™ Duo 1.83 GHz or faster processor

All registered users in good standing receive FREE technical support.

Use the Tech Support solutions on our website and the Help feature in Master Your CDC to troubleshoot any issues.

If you still experience a problem, please contact McMillan Technical Support by:

- ★ **Phone:** 800.821.1338 or 805.545.0119 9 am – noon, 1 – 4 pm PT, M – F
- ★ **Email:** mcmsupport@mcmguides.com
- ★ **Website:** www.mcmguides.com

Please call while at or near your computer, preferably with our software open.

Be sure you know what you were doing before the problem occurred and the exact wording of any error messages. We also need to know your operating system and your software serial number.

Consult your computer and operating system manuals for instructions on how to free space on your hard drive, change video drivers or modify the OS setup. For additional help, please contact your OS manufacturer:

Microsoft: (800) MICROSOFT

Apple: (800) APL-CARE

Most Air Force bases also offer on-site tech support for this type of assistance.



— TROUBLESHOOTING —

Make sure your system meets Master Your CDC's minimum requirements.

Are your Internet connection and browser set up correctly?

Automatic Activation/Deactivation, Update Manager, several TV channels and our website shortcut require an Internet connection.

Are you running a firewall program?

Ensure Port 443 is accessible during Automatic Activation; Skype and other programs also use Port 443.

Are you having trouble finding your serial number?

Your serial number is printed on your CD-ROM case, and is also found on the About screen (in the Help menu). If you purchased the Master Your CDC download, you can find your serial number in your order history via "My McMillan" (www.mcmguides.com). Please contact us if you cannot locate your serial number.

Are you having trouble finding your User Code?

It's on the Manual Activation screen in Master Your CDC.

Are you trying to install a second copy of your software on the same system?

The second copy must be installed with a different user account than the initial install, or the database(s) will be overwritten and you will lose any unique settings (e.g., study history, question highlights, etc.).

Is installation slow or frequently interrupted?

Check if you are running any Antivirus, "GoBack" or "Restore" software. If so, temporarily disable the program to complete installation.

Did you select the wrong rank during setup?

Select "Personal" from the Customize menu in Master Your CDC and use the Current Rank drop-down menu to select a different rank.

Is your Master Your CDC software up-to-date?

Keep your software current with the latest application changes using the TV's Update Channel. The "Update Available" button flashes on the Main screen when software upgrades are available (Internet connection required).

Can you lend or sell Master Your CDC to a friend?

Absolutely not, even after you've tested. This not only violates our license agreement, it violates AFI 36-2605, *Air Force Military Personnel Testing System*, which prohibits sharing marked or unmarked commercial study guides.

Is your CDC missing from the "Study Using" drop-down on the Main screen?

Choose which CDCs you study in "My CDCs." To study a course, check the "Study Using" box on the "My CDCs" tab. Uncheck the box to omit a CDC from study sessions and Final Exams.

Did you know?

If you have a more current volume, supplement or answer key, you can submit it for free study guides. Refer to the Help article "How to Submit a CDC" or contact us to find out more!

**Browse our online Knowledge Base for additional troubleshooting help:
www.mcmguides.com/tech_support.php**



**Once you've activated your software,
you're automatically entered into
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Multiple OS installations on a single machine must also be activated per install and each must have its own License and valid serial number — even if the machine has the same name and uses the same network cards.

ACTIVATION LIMITATIONS

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