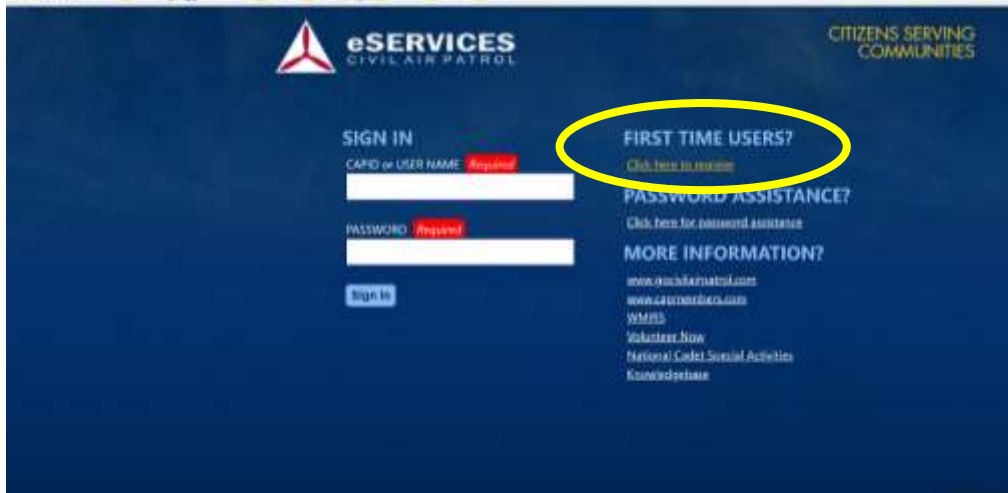


A Guide for New Members to Setup their eServices Account

Welcome to Civil Air Patrol! Since CAP is a nationwide organization, we use an electronic personnel management system to help us track records, conduct education, and manage the organization. One of the first things you need to do is set up your eServices password. **Once you set up your password, WRITE IT DOWN somewhere so that you can remember it!** Not being able to access eServices will make it very hard to get promoted and more.

To first log in to eServices do the following:

1. First go to the main eServices page which is <http://www.capnhq.gov>. When you go here a page will load that looks like this:



Now click on the “Click here to register” under “FIRST TIME USERS?”

2. This will take you the screen you see below. Enter the data the system is asking for. Note that you will need your Social Security Number in order to do this step. Also, enter the email address you used for the member’s email when you first filled out an application (either online or on paper).

The system will then send your new password to the email address you entered. Once you have that password, go back to www.capnhq.gov and log in. For your username just enter your CAPID number. If you need your CAPID number you can look at your membership card or email the Unit Commander.

Once you first log in you will need to complete a training called OPSEC (Operational Security). Just follow the instructions to get that done and then you can fully use eServices!