

# ACE Registration Instructions (for current members of CAP)

1. Log into eServices at <https://www.capnhq.gov>.
  - I **don't remember** my eServices password.
    - 1) Click the "password assistance" link located on the login page.
    - 2) Enter your 6-digit CAP ID#. (Forgot your ID#? Email [ace@capnhq.gov](mailto:ace@capnhq.gov).)
    - 3) After clicking "submit," answer the math problem presented. You should see a message that an email was sent to you. Make sure the email address displayed is correct!
    - 4) Open your email (check spam/junk folder just in case it went there) and click the password link provided in the email. It will take you to a page to create a new password.
  - I've **never used eServices**.
    - 1) Click the "first time users" link.
    - 2) Answer the 4 questions. (If you receive any error messages, email [ace@capnhq.gov](mailto:ace@capnhq.gov).)
    - 3) An email should immediately be sent to you with your 6-digit CAP ID# and temporary eServices password. (Check your spam/junk folder in case it went there.)
    - 4) Return to <https://www.capnhq.gov>. Log in using your 6-digit CAP ID# and temporary password. You will *immediately* be taken to a page to re-enter the current/temporary password and to create a new password and security question and answer. After you do that, you should see the main eServices menu page and can proceed.
2. While logged into eServices, click "**ACE Registration**" (on the left side of main menu page).
3. Enter **Tab 1 "Individual Information."** Make sure you enter your work email correctly!
  - If you are a **classroom teacher** who teaches one class of students made up of two different grade levels, please select just one grade-level ACE curriculum guide to use with your class.
  - If you are an **administrator** or **specialist** (e.g., PE teacher, guidance counselor, etc.), either select the curriculum guides you will use this year **OR** mark "no curriculum guides" if you prefer to obtain specific ACE lessons from classroom teachers or online at eServices.
4. Enter **Tab 2 "School and Student Information."**
  - **Select your state. Then, use the drop down box to select your school's name.** If your school's name is **not** listed, select "School Not Listed," and then enter the detailed information in the boxes provided, being sure to mark the correct school type.
  - **Mark the correct school code that describes your school's participation.**
  - **Then, mark either the first "circle button" or second "circle button"** that describes you.  
**Administrators:** Choose the 2<sup>nd</sup> "circle button" choice if you selected school code A. **Homeschools:** There are no circle button choices to mark.
  - **Classroom teacher: Enter student count. For departmentalized grades:** If you are the only classroom teacher responsible for presenting ACE lessons to all students at your grade level, your student count should reflect the total number of students you teach at your grade level. For a departmentalized grade level with *only 2 classroom teachers* responsible for presenting ACE lessons, each teacher's registration should reflect a student count that is ½ of the total # of students for his/her grade level. (If each homeroom teacher of a departmentalized grade level is teaching lessons to just his/her homeroom, enter your homeroom student count.)
5. Enter **Tab 3 "ACE History"** information.
  - We would love to get any data to help us promote the benefits of this program:
    - academic improvement data: anecdotal or standardized test results;
    - character improvement data: anecdotal or attendance, behavior grade increase
    - interest in becoming a CAP cadet when at grade 6 or age 12
6. Enter **Tab 4 "Submit"** information. Read and confirm that you understand the program expectations.
7. Keep a copy of the confirmation ACE registration email that will be sent to you. If you do not receive one, please email [ace@capnhq.gov](mailto:ace@capnhq.gov) immediately. ACE teacher guides are available online in eServices by clicking "AE Downloads." Hard copies will be mailed to new ACE teachers. Shirts will be sent as soon as we receive them from our vendor. Questions? Email [ace@capnhq.gov](mailto:ace@capnhq.gov).

**NOTE:** ACE material is NOT included in the new member box of items that you receive(d) shortly after becoming an AEM of CAP. **ACE Program material will be mailed separately and will be labeled as such.**

**Sign up to stay updated on ACE announcements at [www.capmembers.com/aceteachers](http://www.capmembers.com/aceteachers).**