

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.)
 - 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.)
 - 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 **Menu** (on the left side of main menu page). In the drop down box, click **Aerospace Education** and then **ACE Registration**. Click on **Registration**.

3. Enter **Step 1 of 3**

- Complete the Suffix, Work E-mail and Title boxes. Make sure you enter your work email correctly!
- Click **ALL** grade level ACE curriculum guides that you will use for your class(es). (NOTE: only one grade level should be entered for each student; do not duplicate.)

4. Enter **Step 2 of 3**

- **Select your state.**
- **Select School:**
 - **If your school has participated in ACE in the past**, your school will be listed under your state in the "Select Your State" drop down section. Select your school.
 - **If your school has never participated in ACE**, your school's name will **not** be listed. Therefore, select "School Not Listed."
- **School Name:** If your school name is not listed, type in your school name here.
- **Address:** If your school address did not automatically populate, type in your school address. Please use a physical address vs a P.O. Box (as we will need to ship your ACE materials to you).
- **Phone Number:** If your school phone number did not automatically populate, enter that phone number.
- **Last Student Month of School:** Enter the last month of school for your students.
- **Last Day of School:** Enter the last day of school for your students.
- **Mark the "School Type" that best describes your school or organization.**
- **For School Code, select the one below that best works for your situation:**

Click on **School Code A** if the entire school is participating. (ALL)

If you are a classroom teacher, click on the first circle and enter the # of students you will actually be teaching in each grade level in the box(es).

If you are an administrator counselor, supporting teacher, or faculty member, click on the second circle. (There will be no student #s as the classroom teacher will enter these.)

Click on **School Code I** if your entire school is not participating. (Individual)

Click on the first circle if you are teaching ACE lessons to the students in your class.

Click on the second circle if you are teaching ACE lessons to all the students in your grade level. Enter the # of students you will teach in each grade level in the boxes.

Click **School Code S** if instructed to do so as the ACE Coordinator for the entire school and follow the appropriate designation of whether or not you should enter student #s per grade level.

Click **School Code H** if your school is a home school.

5. Enter **Step 3 of 3**

- **Enter Participant Information** (Specify Number for each applicable section.)

6. **Answer the last three questions:**

- Do you teach at a Title I School?
- How did you learn about the ACE Program?
- Is this your first year as an ACE teacher?

If you answered no, please check the years you were involved.

Please provide any narrative, quote, or data about previous participation, such as examples below. Any data we can get from each previous teacher will help CAP promote the successes and benefits of the program.

- academic improvement data: anecdotal or standardized test results;
- character improvement data: anecdotal or attendance and/or behavior grade increase;
- interest in becoming a CAP cadet when at grade 6 or age 12, or info of any students who actually became a CAP cadet.

7. Click **FINISH:**

- After you have completed the last three statements, clicking **FINISH will submit your registration.**
 - You should immediately receive an ACE registration e-mail that confirms your successful submission. Check this e-mail for accurate information. Please notify ace@capnhq.gov if you find something needs to be changed.
 - If you did not receive this e-mail, your registration was not successfully submitted. Contact ace@capnhq.gov.

* ACE teacher guides, by grade level, are available online in **eServices** (www.capnhq.gov). Go to Aerospace Education in the left menu bar, and then click on "AE Downloads and Resources." (These guides are not available in print version.)

* You can begin working on any lessons until your grade level manipulative items are shipped to you that accompany those particular lessons.

* Reading the ACE program instructions before beginning will be helpful to you.

Have questions? Ask us at ace@capnhq.gov.

Sign up to stay updated on ACE announcements at

<https://www.gocivilairpatrol.com/programs/aerospace-education/programs/ace/ace-program-resources>.