

All CAP Website request will need to be approved by your commander at your respective scope. The approvals for the request can be found on the Commanders homepage Widget: Approvals/Validations or within the Internet Operations-> CAP Website Approvals.

### Commanders Homepage

The screenshot displays the Commanders Homepage with the following sections:

- Unit Statistics:** Seniors in your Unit: 90, All members in your Unit: 90, Cadets in your Wing: 961, Seniors in your Wing: 875. Results as of 06 Mar 2019.
- National Counts:** National Cadet Count: 26569, National Senior Count: 35614. Results as of 28 Feb 2019.
- Commanders:** National Commander Maj Gen Mark E. Smith.
- Approvals/Validations:** (1) CAP Website Approvals, (5) Internet Operations Approvals (2 Transfers In & 2 Transfers Out). A red arrow points to this section.
- News:** 12 Feb 2019 National Headquarters will be closed Monday..., 12 Feb 2019 Black History Month Essay Contest, 07 Feb 2019 New Unit Website Content Management System..., 06 Feb 2019 Field Fundraising Newsletter, 01 Feb 2019 New National Staff Vacancies in Operations, 17 Jan 2019 IT Environment Optimization on eServices, 17 Jan 2019 Unit Website Initiative Launch Date announced!, 14 Jan 2019 National Headquarters Closed 21 January 201..., 02 Jan 2019 CAPWATCH Permission Revalidations, 02 Jan 2019 Change to the Aircraft Information File (AIF).

Internet Operations-> CAP Website Approvals

**Internet Operations - CAP Website Approvals** eServices | Sign Out |

**Documentation** Home > CAP.GOV Information > CAP Website Approvals

Overview  
CAP Helpdesk

**Modules**

Home  
Submission  
Approvals  
View

**CAP.GOV Information**  
Terms of Use  
Federal Guidelines  
Administration  
Request Domain Name  
CAP Website Request  
form  
**CAP Website Approvals**

\* Denotes Required Fields

**\*Organization**

**Pending CAP Gov Website Requests**

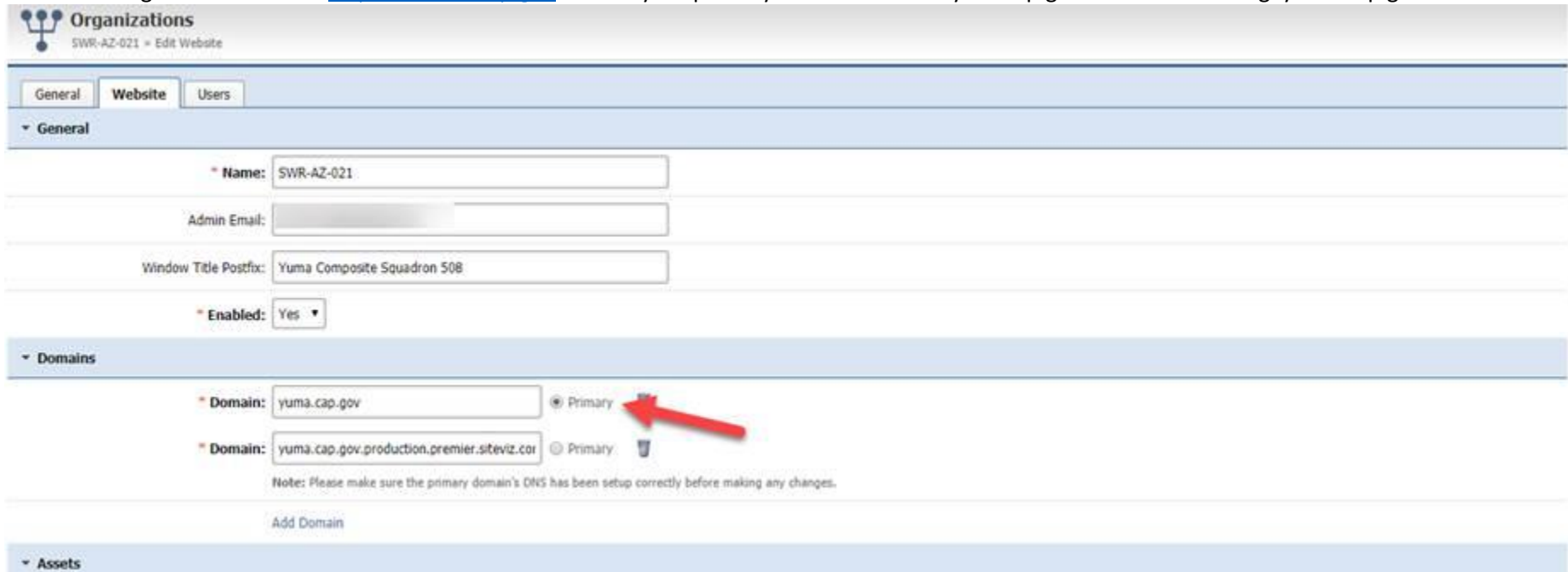
Organization	Desired Site Name	Primary Administrator Name	Primary Administrator Email	Backup Administrator Name	Backup Administrator Email	*Approval
<input type="text" value="www."/>	<input type="text" value=".cap.gov"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> APPROVED <input type="radio"/> PENDING/DISAPPROVED



## Go-Live Instructions (Please read carefully as this is not an automatic process)

We have had a few Wings and Units websites that are now live. Kudos to the good work that is currently on display. In order to go live with your website, you will need to do the following:

1. Login into the CMS - <https://admin.cap.gov> and set your primary domain name to your cap.gov domain name. e.g. yuma.cap.gov



The screenshot shows the 'Organizations' management interface for 'SWR-AZ-021'. It features three tabs: 'General', 'Website', and 'Users'. The 'General' tab is active, displaying several configuration fields:

- Name:** SWR-AZ-021
- Admin Email:** [Redacted]
- Window Title Postfix:** Yuma Composite Squadron 508
- Enabled:** Yes

The 'Domains' section is expanded, showing two domain entries:

- Domain:** yuma.cap.gov (Selected as Primary, indicated by a red arrow)
- Domain:** yuma.cap.gov.production.premier.sitevz.com (Not selected as Primary)

A note below the domains states: "Note: Please make sure the primary domain's DNS has been setup correctly before making any changes." An 'Add Domain' button is located at the bottom of the domain list.

2. Login into eServices – [www.caphq.gov](http://www.caphq.gov) .
3. Navigate to the Information Technology-> Internet Operations

- Administration
- Aerospace Education
- Cadet Programs
- Chaplain
- Command
- Finance
- Government Relations
- Historian
- Human Resources
- Information Technology
- Inspector General
- Logistics
- Online Learning
- Operations
- Personnel
- Professional Development
- Public Affairs
- Reports
- Resources
- Safety

## Information Technology

### Applications

- ★ [Assign Applications by Duty](#)
- ★ [Change Management](#)
- ★ [Developer Admin](#)
- ★ [Internet Operations](#)
- ★ [Proposed IT Project List](#)
- ★ [eServices Test Portal](#)

### Other Resources

- ☆ [CAP IT Governance and Portfolio Management Background Brief](#)
- ★ [CAP Web Sites](#)
- ☆ [What's next for my helpdesk ticket?](#)

### Regulations

- ☆ [R120-1 - CAP Information Technology Security](#)

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4. Select the Request Domain Name Module:

**Internet Operations - CAP.GOV Form Submission** eServices | Sign Out | Joseph Hall, Jr.

**Documentation** Home > CAP.GOV Information > Request Domain Name

**Modules**

- Home
- Submission
- Approvals
- View
- CAP Regulation Coord.

**CAP.GOV Information**

- Terms of Use
- Federal Guidelines Administration
- Request Domain Name
- DNS Administration
- CAP Website Request Form
- CAP Website Approvals

\* Denotes Required Fields

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**Request for CAP.GOV or CAP.US domain services**

This Form must be submitted by a Wing or Higher Commander or their Designee

<b>*CAPID</b> 314057	<b>*Rank</b>	<b>*Full Name</b> Joseph Hall, Jr.
<b>*Unit Requesting Service</b> --Select--	<b>*Your Email</b> jhall@capnhq.gov	

If you are a designee for a wing or higher commander, please select the Commander that appointed you as their designee with authorization to request CAP.GOV or CAP.US resource records  
Enter CAPID or Name and click the Tab button on your keyboard.

The following three questions are technical in nature and if you are unfamiliar with how to answer these questions, the ISP or organization that will be hosting the CAP.GOV domain you are requesting should be able to assist you.

**\*The resource record that you are requesting** (Sample format: NEW RESOURCE RECORD: somesqdn.nmwg.cap.gov IN A 198.88.0.19) If no such resource record is being requested, enter "NONE"  
  
max. 6/150 characters

**\*The MX resource record that you are requesting** (Sample format: NEW RESOURCE RECORD: somesqdn.nmwg.cap.gov IN MX 0 somesqdn.nmwg.cap.gov) If no such resource record is being requested, enter "NONE"  
  
max. 6/150 characters

**\*The CNAME or TXT resource record that you are requesting** (Sample format: NEW RESOURCE RECORD: somesqdn.nmwg.cap.gov IN CNAME someisp.com) If no such resource record is being requested, enter "NONE"  
  
max. 6/150 characters

**\*The Name, daytime, and evening telephone numbers of the person(s) or organization that will have direct access to the server that will be hosting the CAP.GOV domain services you are requesting** You should not list your name/address unless you have physical (not remote) access to the server.  
  
max. 6/450 characters

By pressing the "Submit" button below, YOU ARE REPRESENTING:

1. That you are a wing or higher commander or a designee of a wing or higher commander with authority to submit this request.
2. That the person or entity whose server you propose to use through the IP address in this application has agreed that the server hosting said IP address will be deemed part of the CAP.GOV. or CAP.US system or network and that CAP will, from time to time, remotely scan the server at said IP address for security vulnerabilities so as to protect the integrity of the CAP.GOV or CAP.US network.
3. That the website will be maintained per CAP Regulations and Federal Guidelines.
4. You will arrange for any security problems that may be identified with the website through security scans or otherwise to be corrected.
5. You will regularly check the Internet Operations Application for updates.

5. Enter the following information. Example information below. You must use the IP Address of 216.81.136.20.

NEW RESOURCE RECORD: yuma.cap.gov IN A 216.81.136.20 For update of existing unit IP Address please replace "NEW" with "UPDATE".

NONE

NONE

Provide Charter information. e.g. SWR-AZ-021 - POC contact information

**Internet Operations - CAP.GOV Form Submission** eServices | Sign Out | Joseph Hill, Jr.

**Documentation** Home > CAP.GOV Information > Request Domain Name

**Request for CAP.GOV or CAP.US domain services**

This Form must be submitted by a Wing or Higher Commander or their Designee:

<b>*CAPID</b>	<b>*Rank</b>	<b>*Full Name</b>
<b>*Unit Requesting Service</b>	<b>*Your Email</b>	

AZ-021

**If you are a designee for a wing or higher commander, please select the Commander that appointed you as their designee with authorization to request CAP.GOV or CAP.US resource records**  
Enter CAPID or Name and click the Tab button on your keyboard.

The following three questions are technical in nature and if you are unfamiliar with how to answer these questions, the ISP or organization that will be hosting the CAP.GOV domain you are requesting should be able to assist you.

**\*The A resource record that you are requesting** (Sample format: NEW RESOURCE RECORD: somesqdn.nmwg.cap.gov IN A 198.88.0.19) If no such resource record is being requested, enter "NONE"  
NEW RESOURCE RECORD: yuma.cap.gov IN A 216.81.136.20 For update of existing IP Address please replace "NEW" with "UPDATE".  
max. 126/130 characters

**\*The MX resource record that you are requesting** (Sample format: NEW RESOURCE RECORD: somesqdn.nmwg.cap.gov IN MX 0 somesqdn.nmwg.cap.gov) If no such resource record is being requested, enter "NONE"  
NONE  
max. 4/150 characters

**\*The CNAME or TXT resource record that you are requesting** (Sample format: NEW RESOURCE RECORD: somesqdn.nmwg.cap.gov IN CNAME someisp.com) If no such resource record is being requested, enter "NONE"  
NONE  
max. 6/150 characters

**\*The Name, daytime, and evening telephone numbers of the person(s) or organization that will have direct access to the server that will be hosting the CAP.GOV domain services you are requesting** You should not list your name/address unless you have physical (not remote) access to the server.  
Provide Charter information. e.g. SWR-AZ-021 - POC contact information.  
max. 72/150 characters

By pressing the "Submit" button below, YOU ARE REPRESENTING:

1. That you are a wing or higher commander or a designee of a wing or higher commander with authority to submit this request.
2. That the person or entity whose server you propose to use through the IP address in this application has agreed that the server hosting said IP address will be deemed part of the CAP.GOV, or CAP.US system or network and that CAP will, from time to time, remotely scan the server at said IP address for security vulnerabilities so as to protect the integrity of the CAP.GOV or CAP.US network.
3. That the website will be maintained per CAP Regulations and Federal Guidelines.
4. You will arrange for any security problems that may be identified with the website through security scans or otherwise to be corrected.
5. You will regularly check the Internet Operations Application for updates.

Once submitted, the information will be sent to NHQ IT for Go-Live of your website. Turnaround time for your request will be (4) hours during the normal business hours. If you do not have access to this module, please contact your Commander or WSA for access. If you have any further questions or comments please send them to [capwebsites@capnhq.gov](mailto:capwebsites@capnhq.gov), and not to Ms. Carolyn Baker at Global Reach. Thanks!