**CAPPS 1st Time Login and Password Setup**

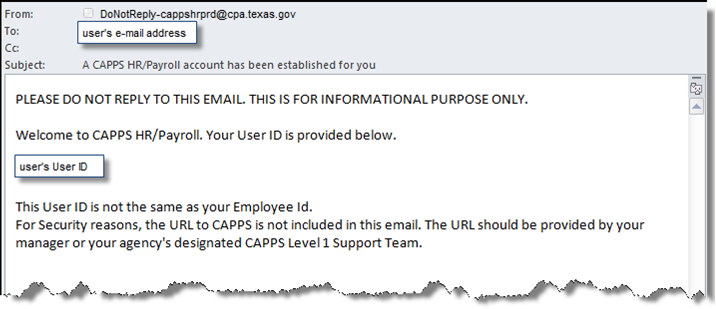
# Initial CAPPS Login Emails

**HINT:** On August 8, 2016, you will receive 2 emails from the CAPPS system.

1. The 1st email will contain your User ID.

* This User ID is an 11-digit number, but it is NOT the same as your Employee ID.
* The sign-on URL is not included in these system-generated e-mails for security purposes.

Example: 1st CAPPS Email with User ID



1. The 2nd email will contain your initial temporary CAPPS Password.

* The temporary password email will contain a generic subject line such as “Information.”
* This temporary password will expire after 72 hours.

**HINT:** Please check your JUNK folder, if you don’t receive these initial emails on August 8.

# For Help

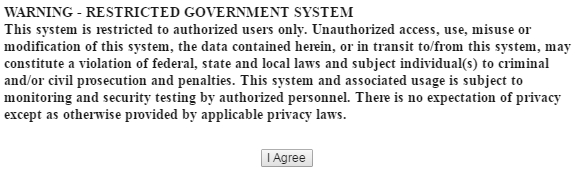
**Contact the following resource if you don’t receive the initial login emails from CAPPS or if have trouble signing on:**

**Insert your agency-specific instructions here, including your security administrator’s contact information xxx-xxx-xxxx.**

# Logging in

1. Enter the URL <https://entprtlprd.cpa.texas.gov> in a browser window.
2. Click on the Authorized Use Disclaimer page.

Restricted Government System Warning Page

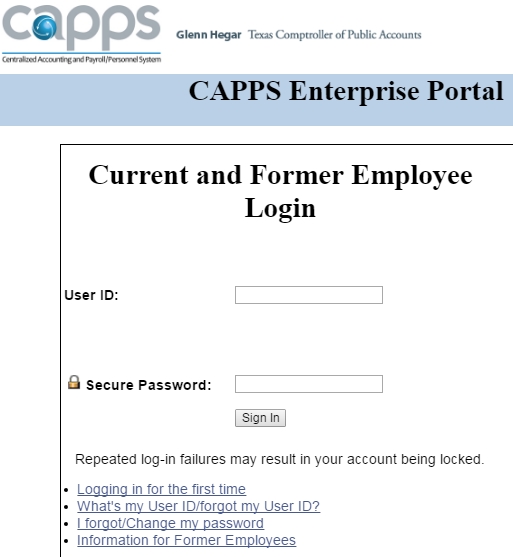


1. Enter your User ID (from 1st email) and temporary password (from 2nd email).

**HINT:** Be sure to keep your User ID for later reference.

1. Click

CAPPS Login Screen

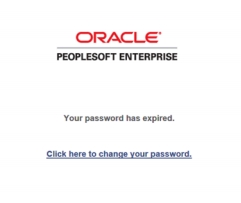


**HINT:** You will be prompted to change your password. See the next page for Password rules.

# Changing Password

1. Click on the link to change your password to something only you would know.

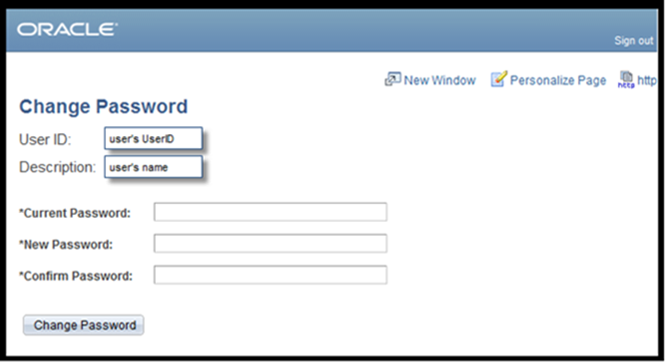
Change Password Link



**Password Rules**

1. Must be at least 8 characters long.
2. Must contain an uppercase letter.
3. Must contain at least one number.
4. Must contain at least one special character such as ! @ # $ % & \*
5. Passwords cannot be reused.
6. Enter the temporary password (from the 2nd e-mail) as the \*Current Password.
7. ****Enter and confirm a new secret password of your choosing.
8. Click button.

Change Password Screen



**HINT:** You will receive a message that your password has saved successfully.

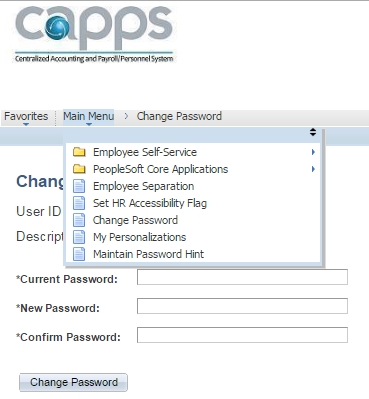
1. ****Click

# Setting up a Password Hint

**HINT:** Setting up a Password Hint helps if you ever forget your Password.

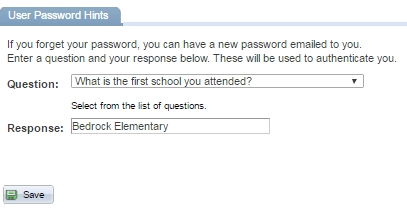
**HINT:** Once you set up a Password Hint, then you can click on I Forgot/Change My Password from the CAPPS login page.

1. Select  and then 



1. Click the **Question** dropdown arrow to choose a question for the forgot password function:

Set Up Password Hint



1. Enter a **Response** that only you will know.
2. Click

Congratulations! You have successfully logged into CAPPS, changed your Password and set up a Password Hint. Now you’re ready to use CAPPS!