## Section 3 Signing on to HUDCAPS for First Time Users

A. To access HUDCAPS for the first time, a HUDCAPS Systems Security Access Form must be completed by the first time user and forwarded to the appropriate offices as indicated on the form. (Instructions for completion and submission provided on the form). Upon approval and establishment in HUDCAPS, you will be provided with a User Identification Number (H#####) and instructions for accessing HUDCAPS for the first time. If you need more information on this form, contact the appropriate individual in your office, or call 708-3300. For your use sign on instructions for first time users are provided below.

1. Click on **Start**, point to **Programs**, point to **Program**, and click on **HUDCAPS for Windows**.

   - The HUDCAPS Welcome screen appears.

   - The Mainframe Dialog Box appears.
     (Refer to Section 2 of this document for examples of these screens.)

2. In the User ID Field, enter your User ID (H#####)

3. In the Password Field, enter the last six digits of your social security number and Press Tab.

4. In the **New Password Field,** enter the **Password** of your choice (6-8 Characters), **Press Tab.**

5. In the **Verify Field,** enter the s**ame Password** , and select the OK button or press Enter.

   (**Note:** The password entered and verified will be your password when signing on in the future. However, the Mainframe Sign On password will have to be changed every 21 days. HUDCAPS will prompt you when to make the change. Refer to Section 17 for instructions on how to change your password in 21 day intervals).

   - After a few moments, the **HUDCAPS Security Dialog Box** appears. Your User ID will be pulled into this box from your Mainframe sign-on.

6. Tab to the Password Field and enter your User ID, Press Tab.

7. In the New Password Field enter new password (6-8 Characters), Press Tab.

8. In the Verify Field enter the same password.

(**Note:** The same password used for your Mainframe sign-on can be used for the HUDCAPS Security dialog box sign-on, or it can be different.  There is no requirement to change this password every 21 days).

9.  Choose the OK button or press Enter.