

## **Appendix 1 to Annex A (Incentive Guidance) to RMID FY20 Mission, Marketing, Recruiting, and Incentive Guidance**

### **Campus Based CBEF Login Instructions**

#### **Step 1: Confirm whether or not Cadet has a Go Army Account**

- A. If Cadet DOES NOT have a User ID and Password for GoArmy.com, go to Step 2
- B. If Cadet DOES have a User ID but FORGOT Password for GoArmy.com, go to Step 3
- C. If Cadet DOES have a User ID and Password for GoArmy.com, go to step 4

#### **Step 2: Create GoArmy.com Account**


- A. Go to [https://my.goarmy.com/accounts/register/user\\_agreement.jsp](https://my.goarmy.com/accounts/register/user_agreement.jsp)

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### B. Read Privacy & security Notice, Click “Accept” then “Continue”

**WHY CREATE AN ACCOUNT?**  
Creating an account and telling us about yourself lets us clarify your options to help you make the decision that's right for you.

**LOG IN**  
Go ahead and click below to get to the log in page.  
★ Log In ★



### Create an Account

**PERSONALIZE YOUR EXPERIENCE**

The Army is a large organization with an equally large website. That's why we've created a personalized experience – a way for you to get professional information. By creating an account, you open the door to all that GoArmy.com and other applications have to offer.

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**END USER AGREEMENT**

**SITE REQUIREMENTS**

- JavaScript Enabled
- Cookies Enabled

#### PRIVACY & SECURITY NOTICE

GoArmy.com is committed to protecting your privacy. Therefore, your use and implementation of the information and information request forms included in this Web site are covered under the following guidelines:

1. The United States Army Recruiting Web site (GoArmy.com) is provided as a public service by the Army Marketing and Research Group (AMRG) and the Department of the Army.

2. Information presented on the Army Recruiting Web site is considered public information and may be distributed or copied. Photographs, videos and music require permission for use and remain the property of the United States Army or copyright owner and may not be reproduced except by permission.

3. Privacy Act Notice: Disclosure of any information by you is strictly voluntary. However, delays in providing you requested materials may result by not providing complete information. All information collected will be used strictly for recruiting purposes. The authority for the collection of this information is Title 10, United States Code, Section 503.

4. For site management, information is collected for statistical purposes. This government computer system uses software programs to

All your information is kept private until you choose to release it to a Recruiter.


You must accept this agreement before you can continue.

☒ Accept ☐ Decline

★ Continue ★

### C. Create an Account and Register your information: Enter all required information and click “Continue”.

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### Create an Account

#### YOUR REGISTRATION INFORMATION

Please provide your contact information below. When you are finished, simply click the Continue button.

First Name:


Last Name:

Date of Birth:  Month  Day  Year

Email Address:

☐ Please send me information by e-mail about future Army opportunities.


ZIP Code:



Please type the text as it appears in the above image.

[Continue](#)

D. Notification that you will receive an email verification.



### Create an Account

#### EMAIL CONFIRMATION

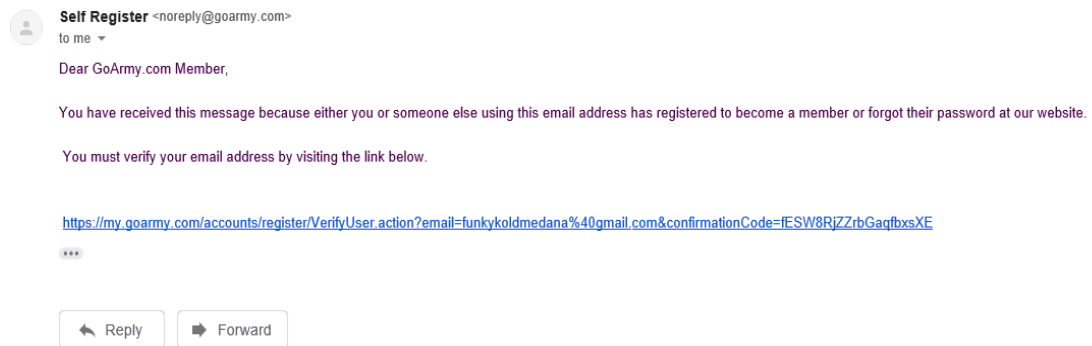
A message has been sent to the email address you provided. This message contains a link; clicking that link will take you to the next step in the registration process.

Please note that some email programs might identify the message as "Spam", "Bulk" or "Junk" mail. If you do not receive the registration email within five or ten minutes of clicking the "Continue" button on the previous screen, please check your email program's "Junk" or "Bulk" mail folder.

[Call Us](#) [Privacy & Legal](#) [Technical & Site Feedback](#) [Site Map](#) [Para Padres](#) [v4.03.003](#)

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- E. An email confirmation will arrive to your email inbox. Click on the link contained in your email.



- F. Continue to step 4B.


### Step 3: Retrieve Password

- A. Go to URL <https://my.goarmy.com/accounts/register/login.jsp> and click on **Forgot Your Password?**

A screenshot of the GoArmy.com login page. On the left, there is a dark green box with the text 'DON'T HAVE AN ACCOUNT?' and a link to 'Create an Account'. The main part of the page features a large image of a soldier in a military uniform. Below the image, the text 'Log in' is displayed, followed by 'ACCESS YOUR FUTURE HERE'. A prompt says 'Enter your e-mail address and password in the spaces provided.' There are two input fields: 'E-mail Address:' and 'Password:'. Below the password field is a red 'Log In' button. At the bottom, there is a link for 'Forgot your password?'.

- B. Enter email address you originally registered with and click "Continue".

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### Forgot Password

If you have forgotten your password, simply enter your e-mail address in the space provided. Remember to enter the same e-mail address that you supplied during registration. An e-mail containing your password will be sent to this address.

E-mail Address:

[\\* Continue \\*](#)

Note: This email is sent to the account provided during initial Go Army.com account set-up.



### Create an Account

#### EMAIL CONFIRMATION

A message has been sent to the email address you provided. This message contains a link; clicking that link will take you to the next step in the registration process.

Please note that some email programs might identify the message as "Spam", "Bulk" or "Junk" mail. If you do not receive the registration email within five or ten minutes of clicking the "Continue" button on the previous screen, please check your email program's "Junk" or "Bulk" mail folder.

- C. An email confirmation will arrive to your email inbox. Click on the link contained in your email.

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Self Registration Confirmation Inbox x

**Self Register** <noreply@goarmy.com>  
to me ▾

Dear GoArmy.com Member,

You have received this message because either you or someone else using this email address has registered to become a member or forgot their password at our website.

You must verify your email address by visiting the link below.

<https://my.goarmy.com/accounts/register/ResetPassword.action?email=funkykoldmedana%40gmail.com&confirmationCode=qbjQekhNPFcwZyZQTkGb>

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Please keep the following things in mind:


\*\* You need to enter the ENTIRE URL into your web browser (try to copy & paste).

\*\* Upon verifying your email address, you will be asked to log in.

Thank you for visiting GoArmy.com.

D. Create new Password as required and click “Finish”.

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### Create an Account

#### SET PASSWORD

Please take a moment to choose a password, and type it into the space provided. When you are done, simply click the Finish button.

Passwords must be between 8 and 15 characters and must contain at least one lowercase letter, one uppercase letter, and one non-alpha character.

Password:

Re-Type Password:

### Step 4: Log into CBEF

- A. Go to CBEF URL [https://cbef.usarmyrotc.com/dana-na/auth/url\\_54/welcome.cgi](https://cbef.usarmyrotc.com/dana-na/auth/url_54/welcome.cgi)
- B. Enter GoArmy.com username and Password (email and GoArmy password) and click “Sign In”.

Welcome to

### Campus Based Cadet Background Experience Form (CB-CBEF) Production

Username

Password

Please sign in to begin your secure session.

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### C. Click “Accept” for DOD Warning Message

STANDARD MANDATORY DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

### Step 5: Identity Verification Step 1 - Follow instructions on screen and click “Next”.



## Welcome to CBEF, First!

As a first step we need to do a one time verification of some information to confirm who you are and if you're eligible to take the CBEF survey. Please follow the steps below and if you have any issues feel free to contact your HRA for details on the process.


1 Step 1

2 Step 2

3 Done

### Identity Verification

Please enter the last four digits of your Social Security Number and the Zip Code of your Home of Record Address in CCIMM then hit Next

Last Name  
User 

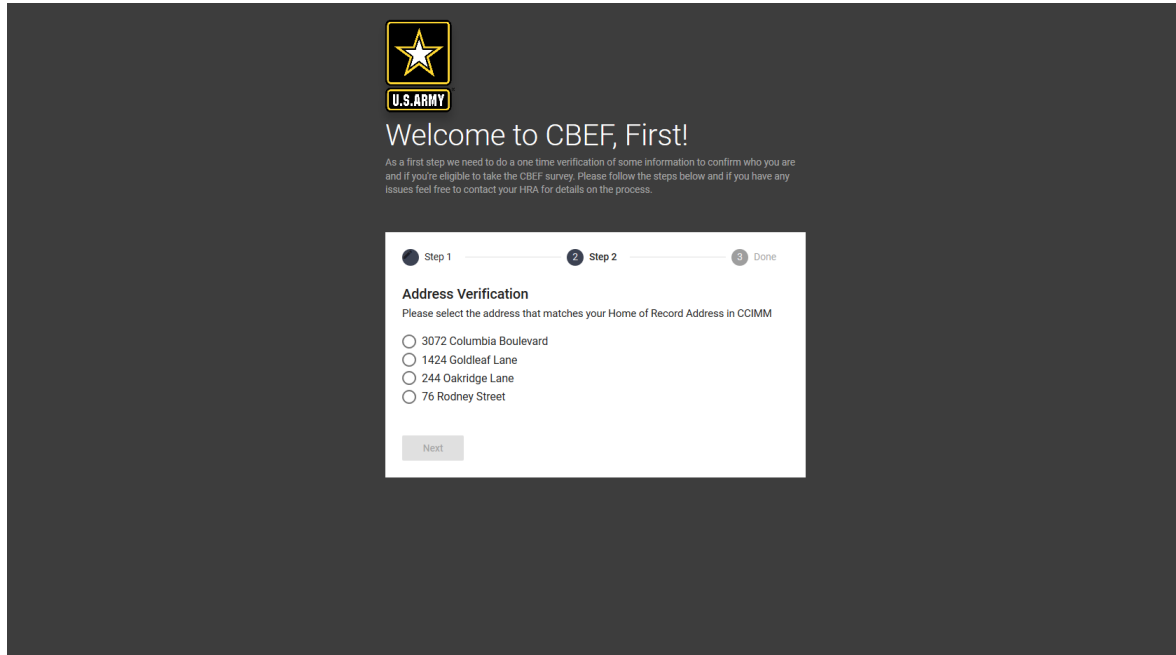
Last Four of SSN \*

Zip Code \*  
Your Home of Record Address.



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### Step 6: Identity Verification Step 2- Follow instructions on screen and click “Next”.



The screenshot shows a dark gray background with the U.S. Army logo at the top left. Below the logo, the text "Welcome to CBEF, First!" is displayed. A small paragraph of text follows: "As a first step we need to do a one time verification of some information to confirm who you are and if you're eligible to take the CBEF survey. Please follow the steps below and if you have any issues feel free to contact your HRA for details on the process." Below this, a white box contains a progress bar with three steps: "Step 1", "Step 2" (which is highlighted with a blue circle), and "Done". Under the progress bar, the heading "Address Verification" is shown, followed by the instruction "Please select the address that matches your Home of Record Address in CCIMM". There are four radio button options: "3072 Columbia Boulevard", "1424 Goldleaf Lane", "244 Oakridge Lane", and "76 Rodney Street". At the bottom of the white box is a "Next" button.

### Step 7: Identity Verification Step 3 - Identity Verified

A: You have been verified! Click “Continue” to be sent to your dashboard where you can begin the CBEF survey. Continue until complete.

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