

# 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)
- B. Read Privacy & security Notice, Click "Accept" then "Continue"

The screenshot displays the GoArmy.com registration interface. At the top right is a profile picture of a young man in a military uniform. Below the image, the text reads "Create an Account" and "PERSONALIZE YOUR EXPERIENCE". To the left of the image are two callout boxes: "WHY CREATE AN ACCOUNT?" and "GET IT". Below the main heading, there is a section titled "END USER AGREEMENT" with "SITE REQUIREMENTS" listed as "JavaScript Enabled" and "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 103.
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**

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

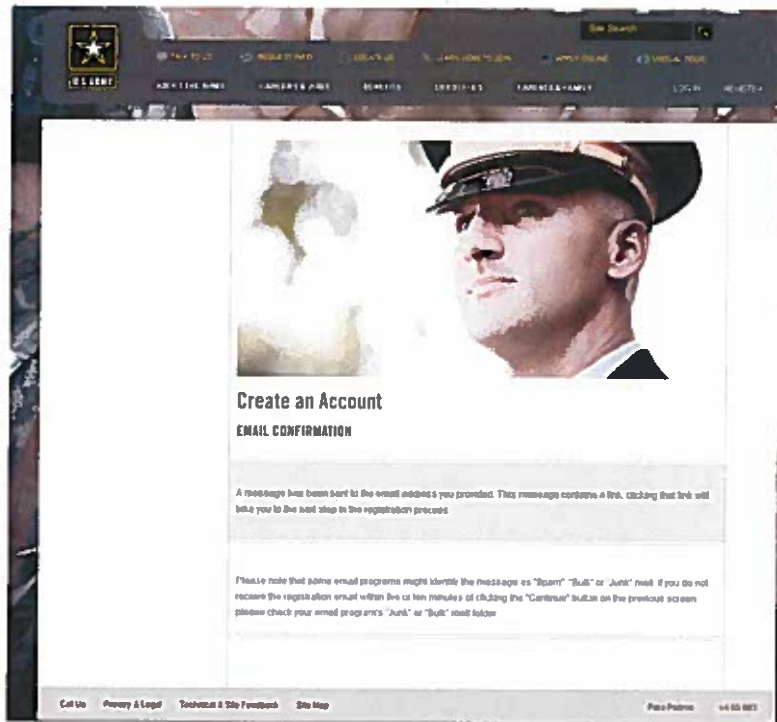
- C. Create an Account and Register your information: Enter all required information and click "Continue".



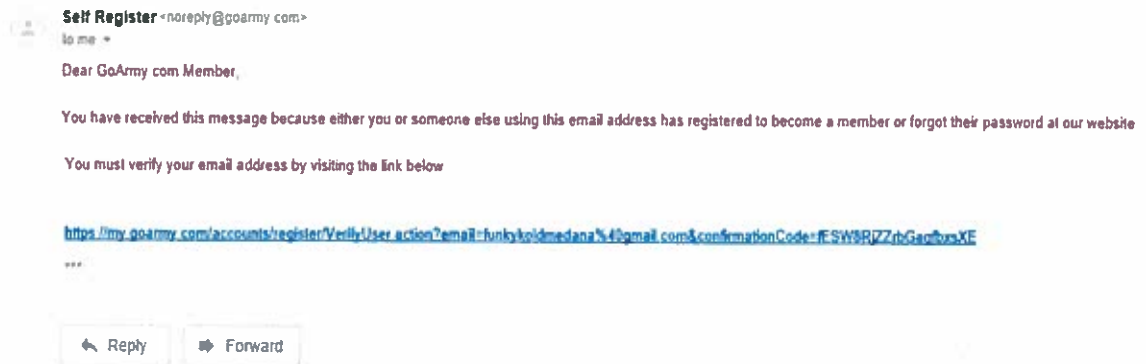
The screenshot shows a web registration form titled "Create an Account" with the subtitle "YOUR REGISTRATION INFORMATION". At the top left is a profile picture of a man in a military uniform. Below the title, a note says "Please provide your contact information below. When you are finished, simply click the Continue button." The form contains several input fields: "First Name:", "Last Name:", "Date of Birth:" (with dropdown menus for Month, Day, and Year), "Email Address:", and "ZIP Code:". A checkbox is present with the text "Please send me information by e-mail about US Army opportunities." Below the ZIP Code field is a CAPTCHA image showing the text "ab2n4" in a stylized font. A text prompt below the CAPTCHA says "Please type the text as it appears in the above image". At the bottom of the form is a red "Continue" button.

- D. Notification that you will receive an email verification.

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



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

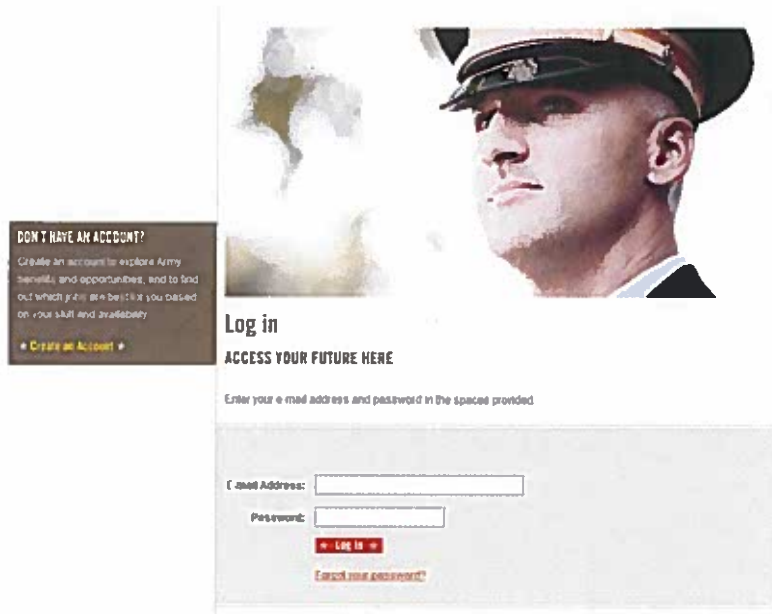


- F. Continue to step 4B.

### Step 3: Retrieve Password

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

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



**DON'T HAVE AN ACCOUNT?**  
Create an account to explore Army benefits and opportunities, and to find out which jobs are best for you based on your skills and availability.

[Create an Account](#)

### Log in

**ACCESS YOUR FUTURE HERE**

Enter your e-mail address and password in the spaces provided.

E-mail Address:

Password:

[Log In](#)

[Forgot your password?](#)

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



### Forgot Password

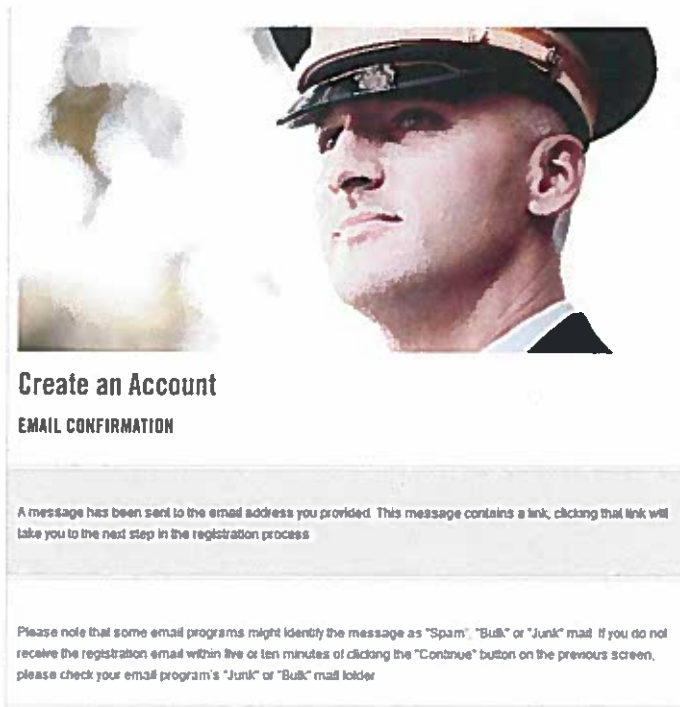
If you have forgotten your password, simply enter your e-mail address in the space provided. Remember to enter the same e-mail address that you supplied during registration. An e-mail containing your password will be sent to this address.

E-mail Address:

[Continue](#)

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

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



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

### Self Registration Confirmation Inbox X

**Self Register** <noeph@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=funkyholdmediana%40gmail.com&confirmationCode=6bQc4NNEF.cwZsZQTLGb>

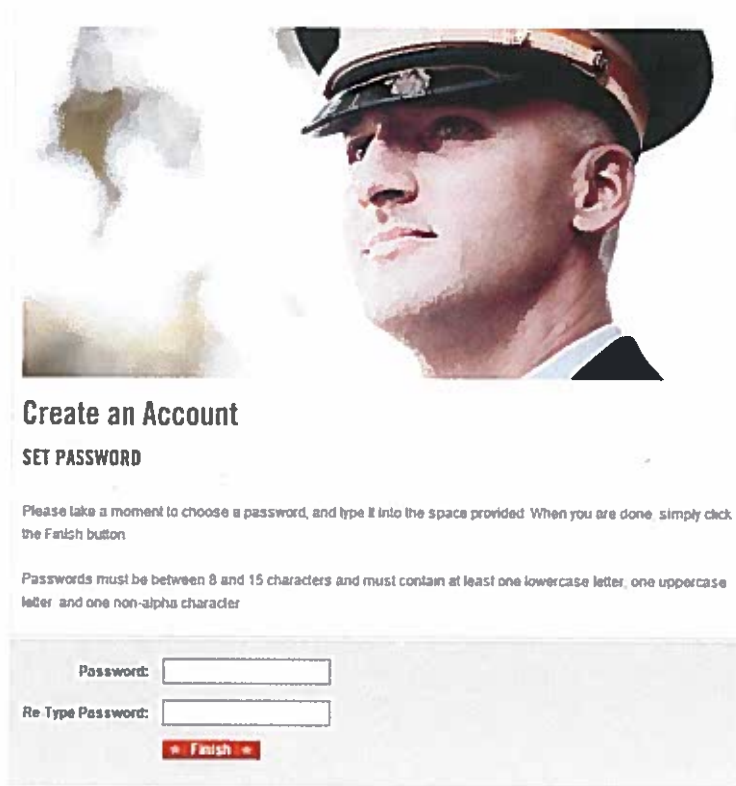
Please keep the following things in mind:

- \*\* 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.

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

D. Create new Password as required and click "Finish".



**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:

**Finish**

### Step 4: Log into CBEF

- 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)
- 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.

**Sign In**

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

## 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!**

All a few steps we need to do a quick verification of some information to confirm who you are and if you're eligible to take the CBEF course. Please follow the steps below and if you have any issues feel free to contact your HR SA details in the picture.

Step 1   Step 2   Step 3

**Identity Verification**

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

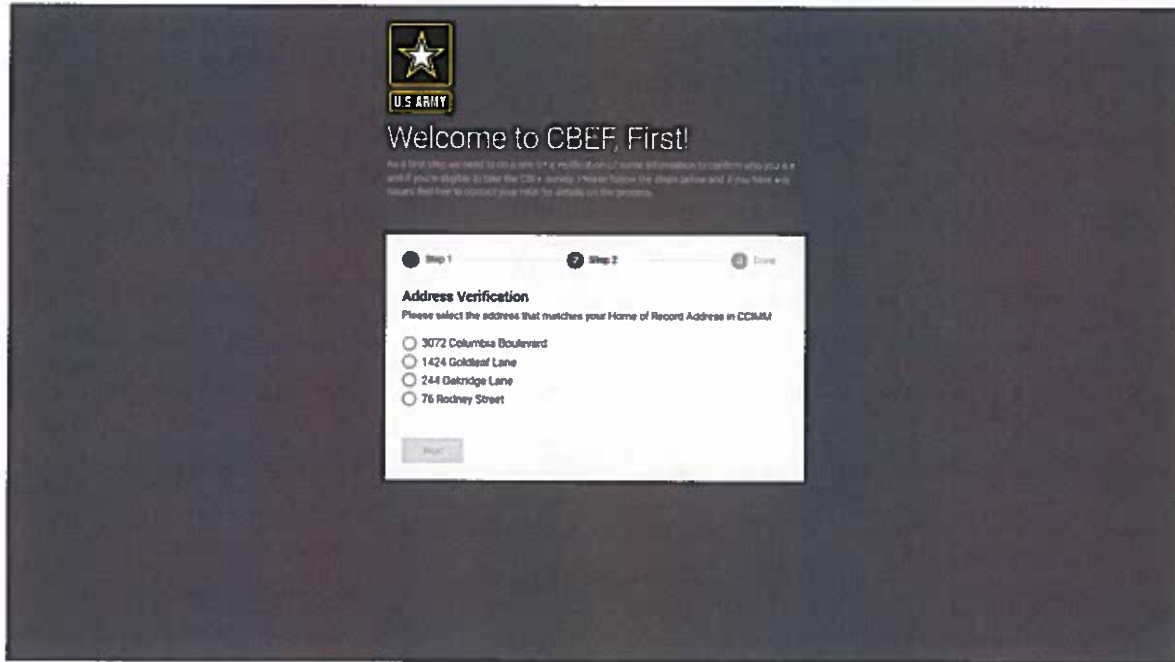
Last Name  
User

Last Four of SSN \*

Zip Code \*  
Home of Record Address

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

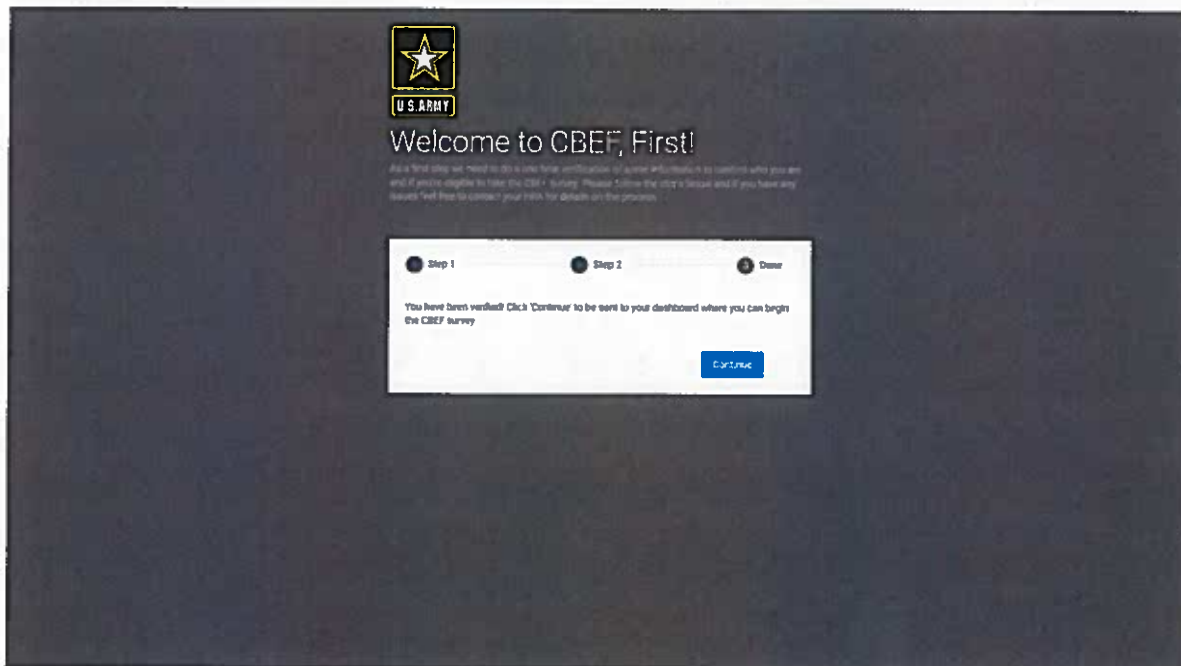
**Step 6: Identity Verification Step 2- Follow instructions on screen and click “Next”.**



The screenshot shows a dark grey background with the U.S. Army logo (a star in a shield above the text "U.S. ARMY") in the top left. Below the logo, the text "Welcome to CBEF, First!" is displayed. Underneath, there is a small paragraph of text: "As a first step, we need to do a one-time verification of your 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 HR for details on the process." In the center, there is a white rectangular box containing a progress indicator with three steps: "Step 1" (completed), "Step 2" (current), and "Done". Below the progress indicator, the heading "Address Verification" is followed by the instruction "Please select the address that matches your Home of Record Address in CCMM". There are four radio button options: "3072 Columbia Boulevard", "1424 Goldleaf Lane", "244 Detridge 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.



The screenshot shows the same dark grey background and U.S. Army logo as the previous screen. The text "Welcome to CBEF, First!" and the introductory paragraph are present. The progress indicator now shows "Step 1" (completed), "Step 2" (current), and "Done" (completed). Below the progress indicator, the text reads: "You have been verified! Click 'Continue' to be sent to your dashboard where you can begin the CBEF survey." At the bottom right of the white box is a blue "Continue" button.