

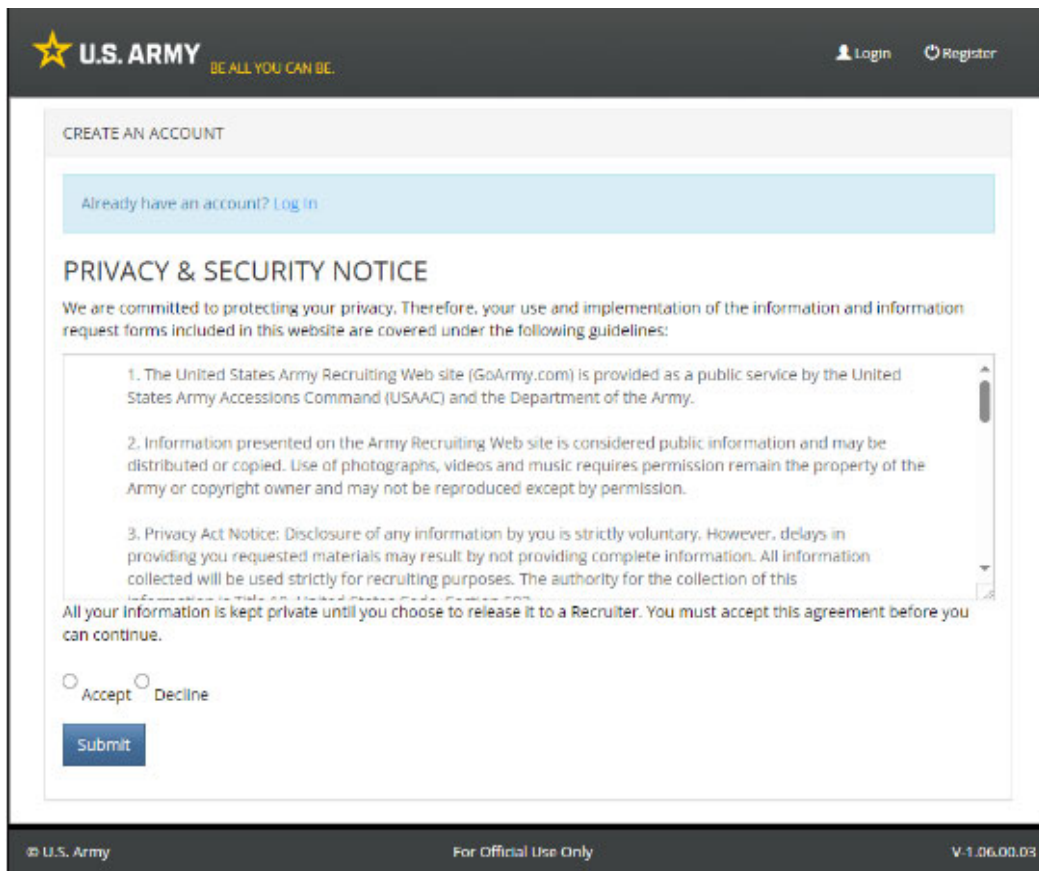
Campus Based CBEF Access Instructions

Step 1: Cadet must first have a valid, working GoArmy Account

- A. If you DO NOT have a GoArmy User ID (email) and Password, go to Step 2
- B. If you DO have a GoArmy User ID (email) but FORGOT your Password or Password has expired (expires in 45 days), go to Step 3
- C. If you DO have a working GoArmy User ID (email) and Password, go to Step 4
- D. It is highly recommended that you use a personal email for this such as Gmail, Hotmail, Yahoo, etc. (not iCloud or any .ORG or .EDU email). Make sure the email account you use is working properly as GoArmy will send emails to it.

Step 2: Create a GoArmy.com Account

- A. Go to <https://my.goarmy.com/>
- B. Read Privacy & security Notice, click "Accept" then "Submit".



The screenshot shows the 'CREATE AN ACCOUNT' page on the GoArmy.com website. At the top left is the U.S. Army logo with the tagline 'BE ALL YOU CAN BE.' and 'U.S. ARMY'. At the top right are 'Login' and 'Register' links. Below the header is a light blue box with the text 'Already have an account? Log in'. The main content area is titled 'PRIVACY & SECURITY NOTICE' and contains the following text: 'We are committed to protecting your privacy. Therefore, your use and implementation of the information and information request forms included in this website are covered under the following guidelines:'. Below this is a scrollable box containing three numbered points: 1. The United States Army Recruiting Web site (GoArmy.com) is provided as a public service by the United States Army Accessions Command (USAAC) 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. Use of photographs, videos and music requires permission remain the property of the 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 38, United States Code, Section 503. Below the scrollable box is the text: 'All your Information is kept private until you choose to release it to a Recruiter. You must accept this agreement before you can continue.' At the bottom of the notice area are two radio buttons labeled 'Accept' and 'Decline', and a blue 'Submit' button. At the very bottom of the page, there is a footer with '© U.S. Army', 'For Official Use Only', and 'V-1.06.00.03'.

- C. Create an Account: Enter all required information and click "Submit". If using a cell phone, be sure you do not include an extra space before or after anything entered.

The screenshot shows the 'CREATE AN ACCOUNT' registration page on the U.S. Army website. The header includes the U.S. Army logo and the slogan 'BE ALL YOU CAN BE.' along with 'Login' and 'Register' links. The main content area is titled 'CREATE AN ACCOUNT' and contains the following fields and instructions:

- Instruction: "Please provide your contact information below. When you are finished, simply click the Continue button."
- Field: "First Name" with an empty text input box.
- Field: "Last Name" with an empty text input box.
- Field: "Date of Birth" with a text input box containing the placeholder "YYYY-MM-DD".
- Field: "Email Address" with a text input box containing the placeholder "Email Address".
- Field: "Zip Code" with an empty text input box.
- Field: A CAPTCHA image showing the text "abb24" with a handwritten checkmark.
- Field: A blue "Submit" button.

- D. Notification that you will receive an email verification will be next. You can now close GoArmy and check your email.

The screenshot shows the 'CREATE AN ACCOUNT' notification page on the U.S. Army website. The header includes the U.S. Army logo and the slogan 'BE ALL YOU CAN BE.' along with 'Login' and 'Register' links. The main content area is titled 'CREATE AN ACCOUNT' and contains the following text:

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.

The footer of the page contains the following information:

- © U.S. Army
- For Official Use Only
- V-1.06.00.03

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

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/VerifyUser.action?email=cadettesterone%40yahoo.com&confirmationCode=Xf4SW5AYhzzJ8WNEqkRZ>

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.

U.S. Army does not send unsolicited email messages. You have received this message because either you or someone else using this email address has registered to become a member at our web site. This e-mail was sent by United States Recruiting Command, 3rd Ave, Fort Knox, KY 40121.

This is an automatic email -- Do Not Reply to This Email.

F. Create your new password.

The screenshot shows the 'SET A PASSWORD' form on the U.S. Army website. At the top left is the U.S. Army logo with the tagline 'BE ALL YOU CAN BE.' and 'Log In' and 'Register' links. The form title is 'SET A PASSWORD'. Below the title, it says 'Please take a moment to choose a password, and type it into the space provided. When you are done, simply click the Submit button.' The password requirements are listed as follows:

- Must be a minimum of 14 characters
- Must be a maximum of 24 characters
- Contains at least 2 uppercase characters
- Contains at least 2 lowercase characters
- Contains at least 2 numbers
- Contains at least 2 of these special characters: !, @, #, \$, %, &, (,), +, -, =, ?

Below the requirements are two input fields: 'Password' and 'Re-Type Password' (with 'Confirm Password' written below it). A blue 'Submit' button is located below the second input field. At the bottom of the page, there is a footer with '© U.S. Army', 'For Official Use Only', and 'V-1.06.00.03'.

Be sure and follow the rules closely. Click “Submit” and the below screen will appear so you can validate your login.

G. Validating your new GoArmy login by first clicking “Accept”.

secure.goarmy.com

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.

ACCEPT

H. Enter email and password and click Logon.

Secure Logon for Secure.goarmy.com

Username

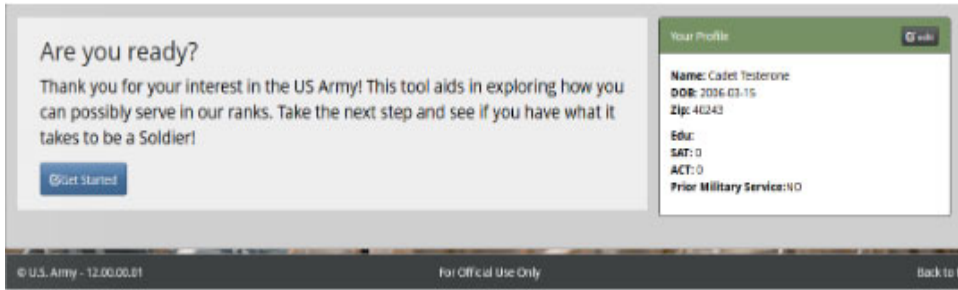
Password

Logon

PASSWORD RESET:

<https://my.goarmy.com/password/reset>

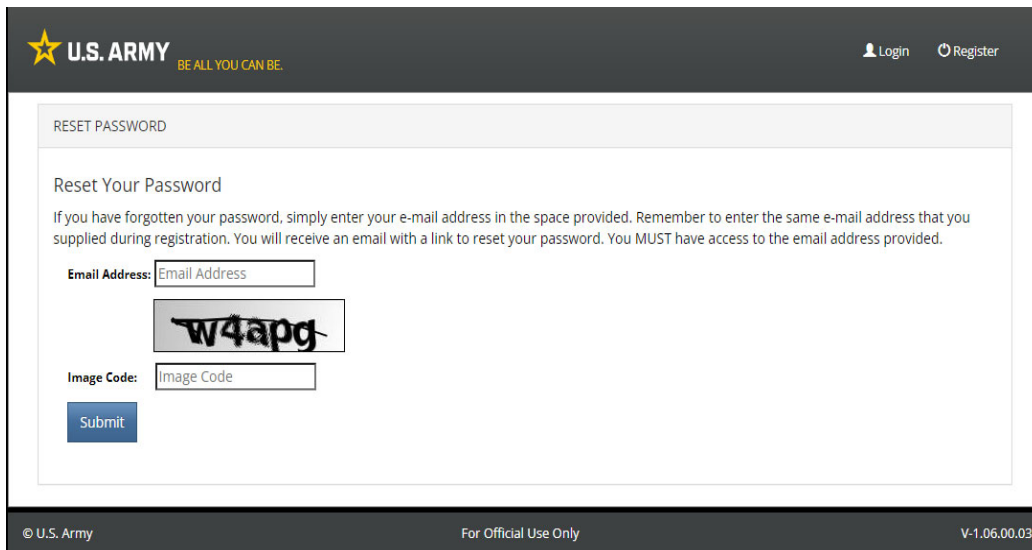
I. Successful login will show this. Otherwise, you will get an error.



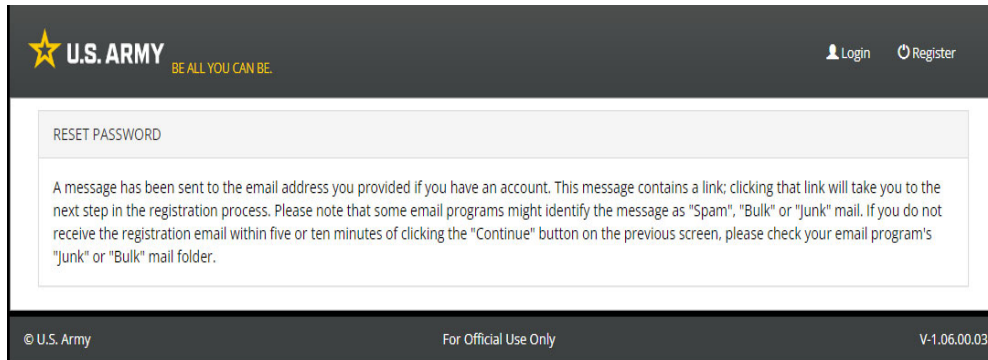
J. Now you can leave this site and not return unless you forget your password or your password expires at 45 days.

Step 3: Reset Forgotten or Expired GoArmy Password

A. Go to URL <https://my.goarmy.com/password/reset/> and enter the Email Address you registered with and the Image Code and click Submit.



B. A message states that you will receive a password reset email.



C. Go to step 2E above as the process to reset your password is the same as when creating a new one. For password resets, follow the rules closely as your new password cannot be similar to the last 5 passwords. Your password will expire in 45 days without warning.

Step 4: Log into CBEF

- A. Go to CBEF <https://cbef.usarmyrotc.com/>
- B. Click "Accept" on the DOD notice and Consent banner.

Please click the link below to continue.

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:

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-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.

ACCEPT

C. Enter your GoArmy Username (email) and password and click “Logon”

Secure Logon for CBEF.usarmyrotc.com

Username

Password

Logon

For application assistance email,
usarmy.knox.usacc.mbx.train2lead@army.mil

PASSWORD RESET:

<https://my.goarmy.com/password/reset>

D. Click “Accept” on the DOD Notice and Consent Banner

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.

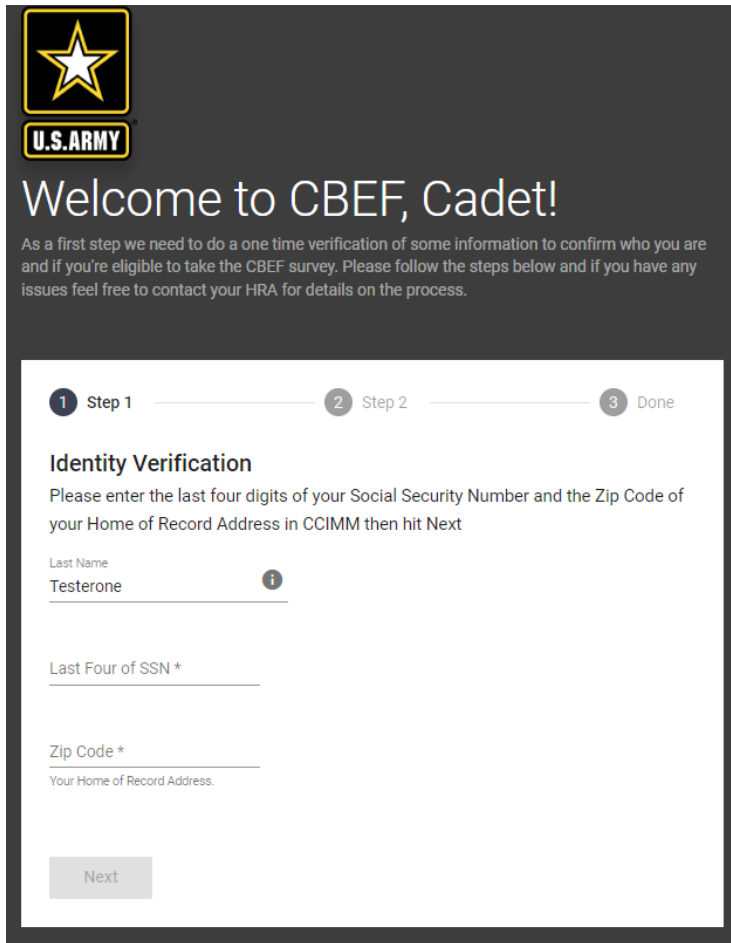
-This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

-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.

Accept

Decline

- E. Enter the last four digits of your SSN and then your “Home of Record” (HOR) Zip Code. Click “Next”. Note: The “Home of Record” Zip Code should be your Zip Code of origin rather than the Zip Code of where you live now at or near the school you attend.



The screenshot shows a web interface for the U.S. Army CBEF Cadet program. At the top left is the U.S. Army logo, featuring a yellow star in a black square above the text "U.S. ARMY" in a black box. Below the logo, the heading "Welcome to CBEF, Cadet!" is displayed in white on a dark background. A sub-heading reads: "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 is a progress bar with three steps: "1 Step 1" (active), "2 Step 2", and "3 Done". The main section is titled "Identity Verification" and contains the instruction: "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". There are three input fields: "Last Name" with the value "Testerone" and an information icon; "Last Four of SSN *"; and "Zip Code *" with the subtext "Your Home of Record Address.". A "Next" button is located at the bottom left of the form area.

- F. If you get a “Verification failed” message (below), then what you entered does not match what your Recruiter put in the CCIMM database. You must contact your Recruiter and verify the SSN and HOR Zip Code as one or both of those will need to be corrected in CCIMM. You may also get this error if your Recruiter has not created a profile in CCIMM for you. Contact them in either case.

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
Testosterone i

Last Four of SSN *
....


Zip Code *
40243

Your Home of Record Address.

Verification failed. Please double check the information you have entered and try again.

Next

- G. Choose the correct HOR address that matches the Zip Code you entered above 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

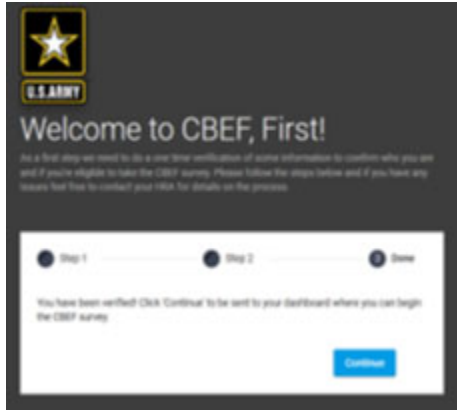
Address Verification

Please select the address that matches your Home of Record Address in CCIMM

- 3072 Columbia Boulevard
- 1424 Goldleaf Lane
- 244 Oakridge Lane
- 76 Rodney Street

Next

- H. You have been authenticated! Click “Continue” to be sent to your dashboard where you can begin the CBEF survey. Continue until complete. Be honest and consistent throughout. Try to complete the survey in one sitting so that you remember how you answered previous questions. Each page has 5 questions and you can change them until you click “Next”. Once you do, you cannot go back.



Troubleshooting:

- 1) When setting up a new GoArmy account and waiting for emails, be patient. It sometimes takes up to an hour to receive these emails. If you never get an email to setup your new or changed password, go to step 2 again and re-register with GoArmy using a different personal email address. You can register with GoArmy multiple times using the exact same information as long as you use a different email address. CBEF does not care what your email address is as long as you have a good, working GoArmy account.
- 2) When setting up your password and submitting, if you get an error, it may be because your password does not adhere to the rules or you entered it differently the second time. Check the quality of your password and be sure and enter it exactly twice.
- 3) Once in CBEF, if your authentication fails, contact your Recruiter to have them fix what they entered in the CCIMM database. Last name, HOR Zip Code and Last 4 of your SSN must match exactly or you will not be able to proceed.
- 4) Once you have your GoArmy account working, login to CBEF and try and take the survey in one session. If you do this, you will never have to worry about your password expiring in 45 days.
- 5) Be very careful and aware of the fact that using a cell phone to do this sometimes causes extra spaces before and after your names. We highly suggest that you use a Windows PC to do this, but it is not mandatory.