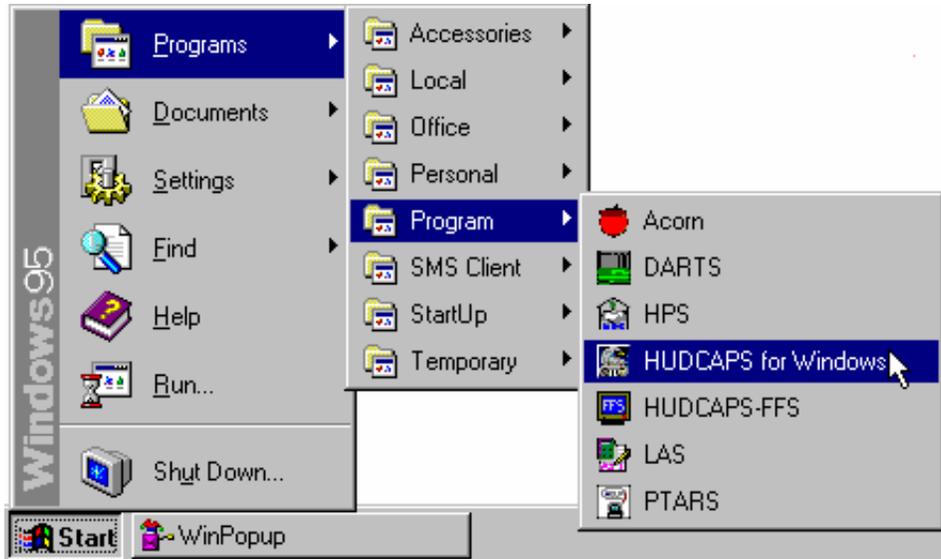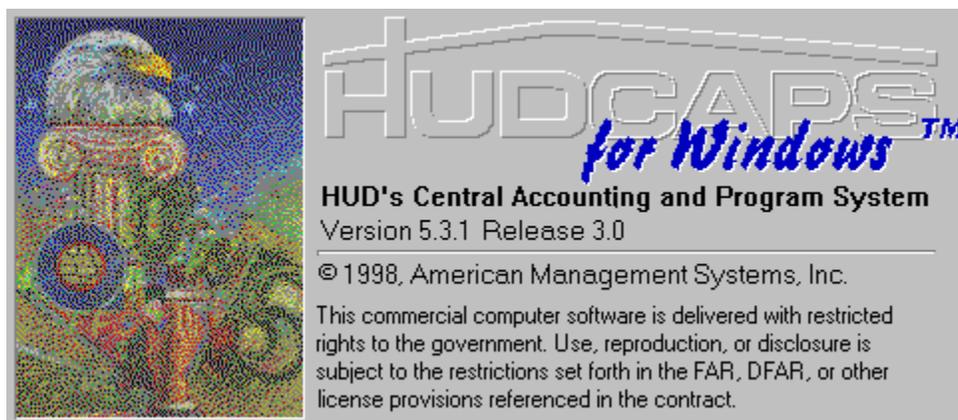## Section 1. Signing on to HUDCAPS

A. The following steps will allow access HUD's Central Accounting and Program System (HUDCAPS):

1. In HUDware II, click the Start button and point to Programs. Then point to Program and then click HUDCAPS for Windows. Users may also setup a desktop shortcut icon that can be double clicked on to access HUDCAPS for Windows.

2. The HUDCAPS Welcome screen will appear.

NOTE The version and release numbers may differ from the numbers in the picture above as releases will continue to occur after the printing of this manual. Disregard any difference in numbers between the picture above and your system.
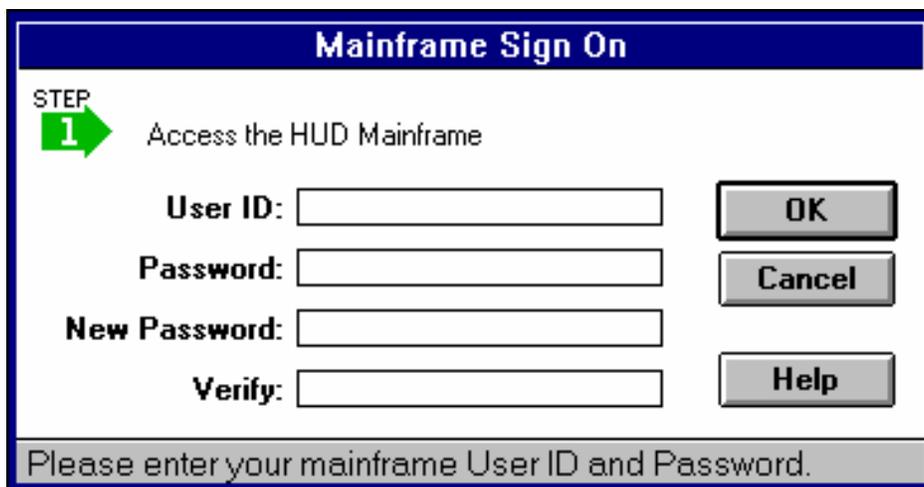
2. Signing on to HUDCAPS (continued).

NOTE The **HUDCAPS Notice Screen** will appear if enacted by the HUDCAPS System Administrator. This screen is used to send messages pertaining to HUDCAPS that are relevant to users. To close click on the applicable box.

3. Sign on to the Mainframe by entering your HUD User ID and Password in the Mainframe Sign On dialog box. Once you have completed this, choose the OK button or press Enter to continue.

4. When the HUDCAPS Security dialog box appears, enter your HUDCAPS User ID and Password. Then, choose the OK button or press Enter to complete the sign on procedure
.

HUDCAPS Security

STEP 1 **2** Access the HUDCAPS application

User ID: [   ]   [**OK**]

Password: [   ]   [**Cancel**]

New Password: [   ]

Verify: [   ]   [**Help**]

Please enter your HUDCAPS User ID and Password.