

As a squadron, TX456 utilizes an internal site to share documents, signup forms, pictures, etc. All members and parents are granted access to this resource and it is often linked to in the weekly announcements.

To access these resources you must have one of the following:

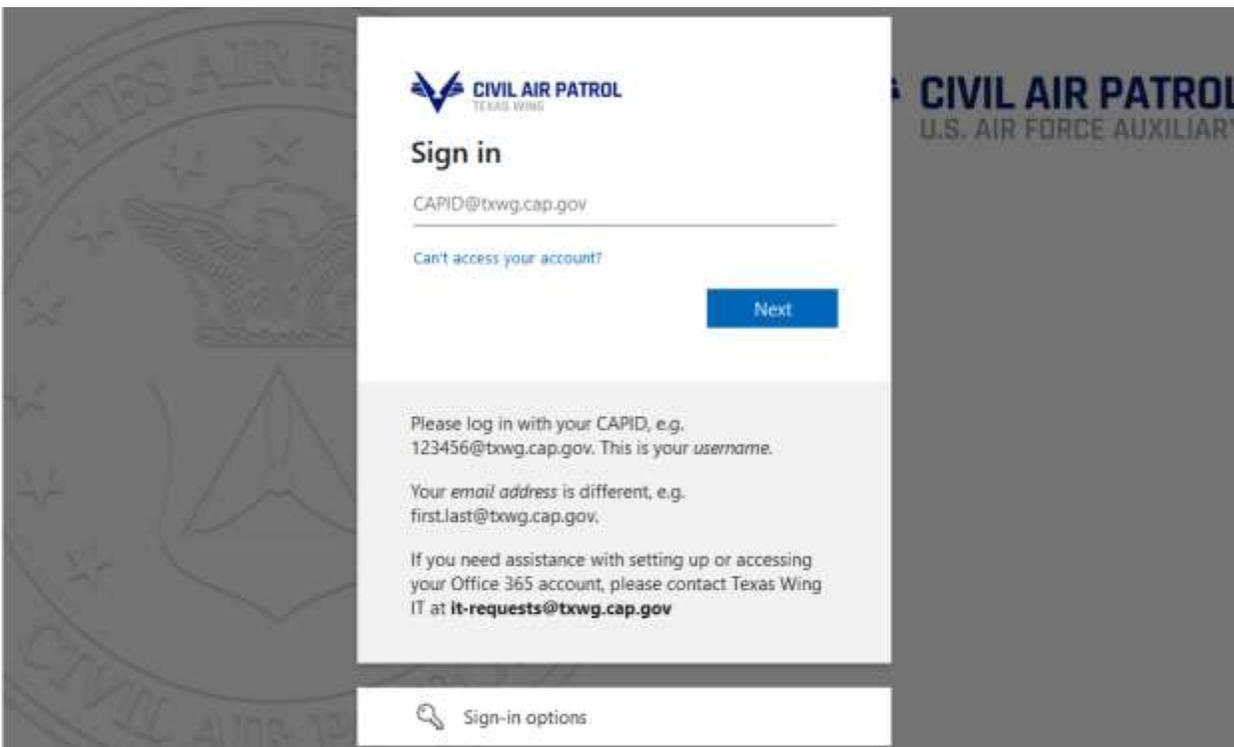
1. A Texas Wing email account that ends with @txwg.cap.gov (currently only given to Senior Members).
2. A FREE Microsoft.com account setup with the email address from eServices (all cadets and parents).

The following detail is provided for all members of TX456 who need to setup a Microsoft account.

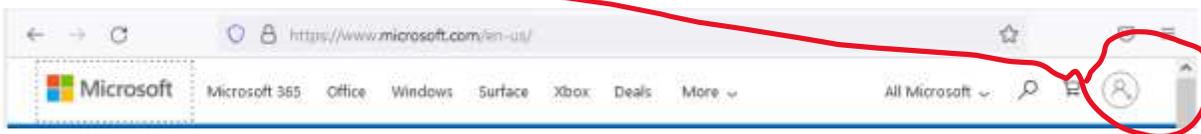
1. Navigate to our internal website <https://txwgcap.sharepoint.com/sites/tx4562> .



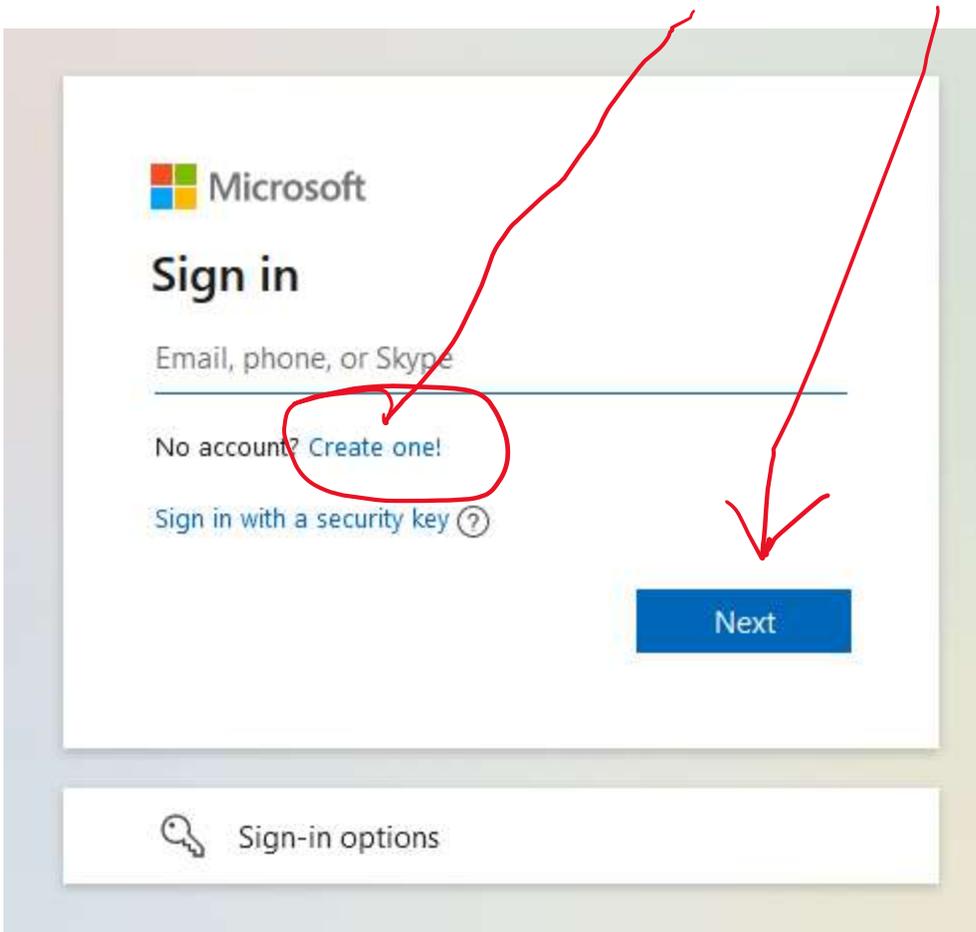
2. You will receive the following screen.



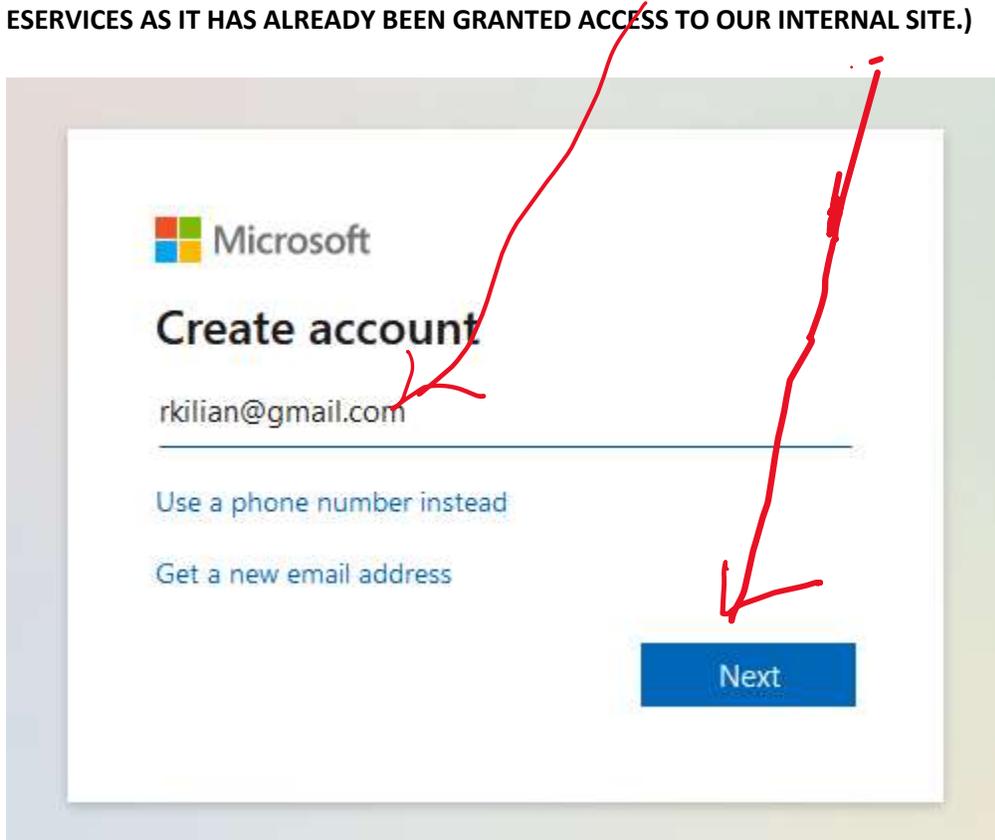
3. Open a new tab and navigate to www.microsoft.com
4. Click on the account icon



5. The following screen will appear. Click on **Create One!** and then click **Next**.



6. The following screen should appear. Enter your **email address** and click **NEXT**. (USE THE SAME ONE THAT IS IN ESERVICES AS IT HAS ALREADY BEEN GRANTED ACCESS TO OUR INTERNAL SITE.)



7. The following screen should appear. Enter a **Password** and click **NEXT**.

Microsoft

← rkilian@gmail.com

Create a password

Enter the password you would like to use with your account.

.....

Show password

Next

8. The following screen should appear. Enter the information and click **NEXT**.

Microsoft

← rkilian@gmail.com

What's your name?

We need just a little more info to set up your account.

Ronda

Kilian

Next

9. The following screen should appear. Enter the requested information and click **NEXT**.

 Microsoft

← rkilian@gmail.com

What's your birthdate?

We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.

Country/region

United States

Birthdate

Month Day Year

Next

10. The following screen should appear. Follow the prompts to verify your email and click **NEXT**.

 Microsoft

← rkilian@gmail.com

Verify email

Enter the code we sent to **rkilian@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

11. Once you have finished verifying your Microsoft account, navigate back to <https://txwgcap.sharepoint.com/sites/tx4562>
12. Enter the **email** from eServices that was used to setup your Microsoft account and click **NEXT**.

 CIVIL AIR PATROL
TEXAS WING

Sign in

rkilian@gmail.com

[Can't access your account?](#)

[Next](#)

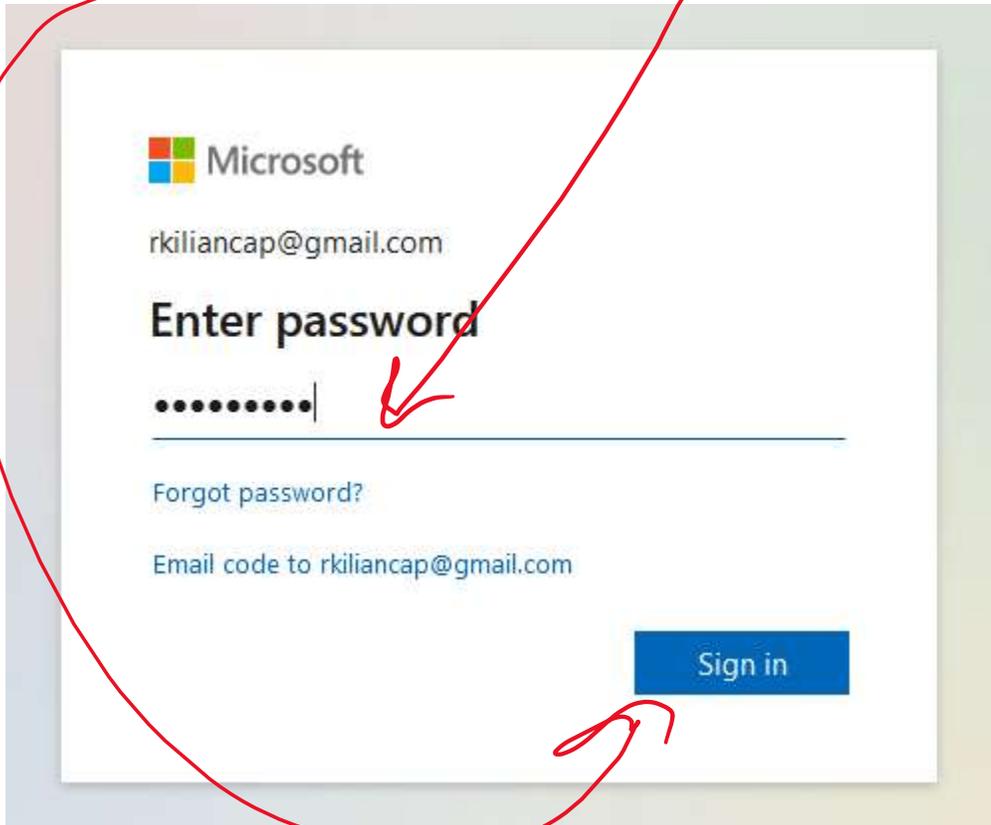
Please log in with your CAPID, e.g.
123456@txwg.cap.gov. This is your *username*.

Your *email address* is different, e.g.
first.last@txwg.cap.gov.

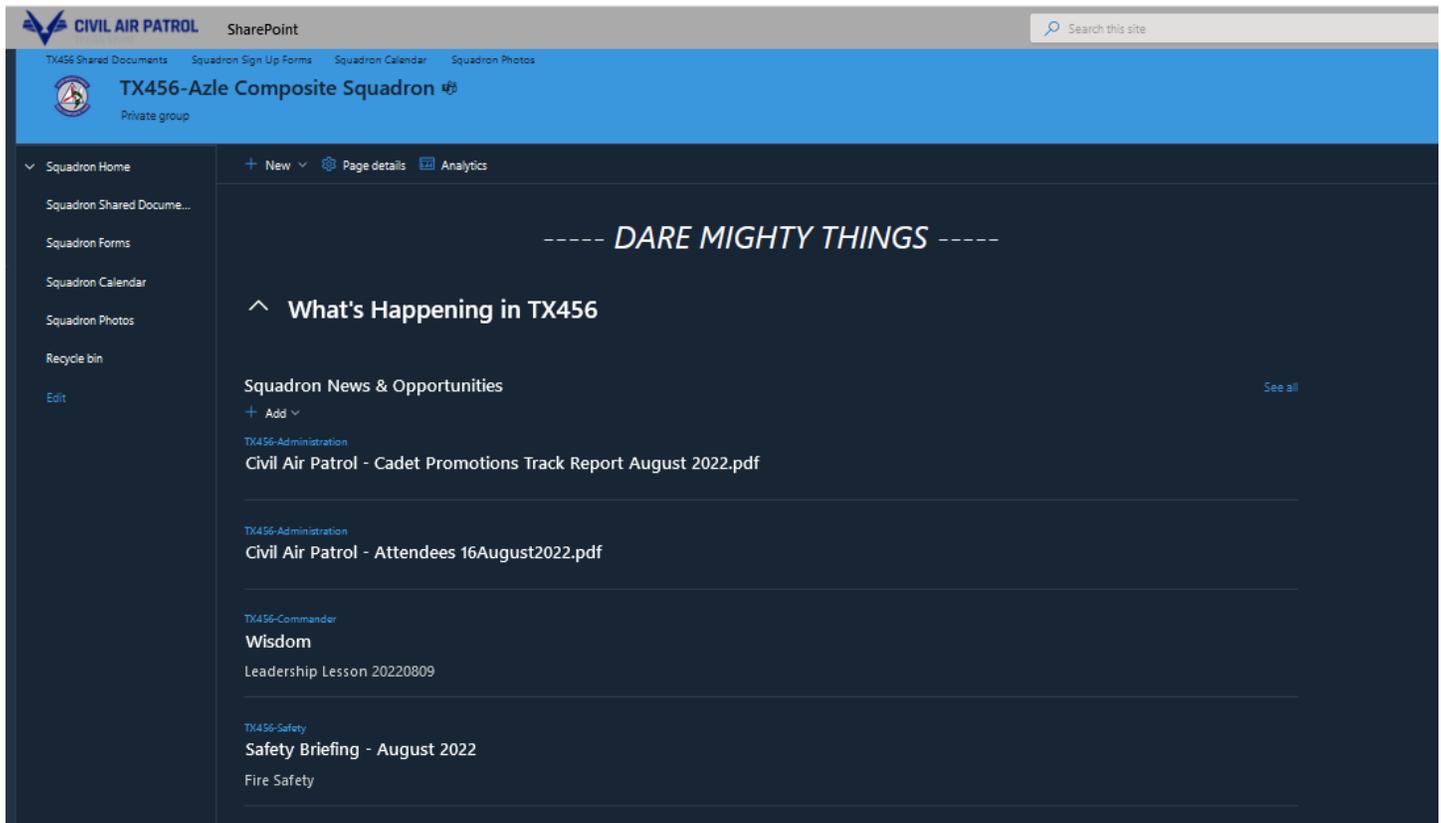
If you need assistance with setting up or accessing
your Office 365 account, please contact Texas Wing
IT at **it-requests@txwg.cap.gov**

 Sign-in options

13. The following screen should appear. Enter the **password** you used to setup your Microsoft account and click **SIGN IN**.



14. If everything is setup properly, you will see the following screen appear.



15. From this screen, you can navigate around to see the various areas of the internal site that is only for TX456 members. If you still cannot access the site, please contact [1st Lt Ronda Kilian](#).