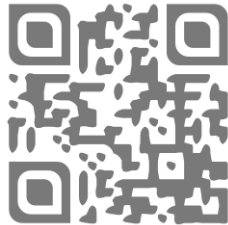


# Website Registration Instructions

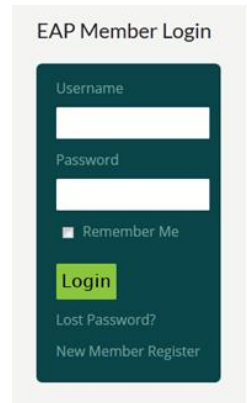
Some of the most valuable information and tools available to Capital EAP Members are password protected. Please follow the instructions below to set up your Capital EAP online username and password.

**Step 1** Go to [www.capitaleap.org](http://www.capitaleap.org)



**Step 2**

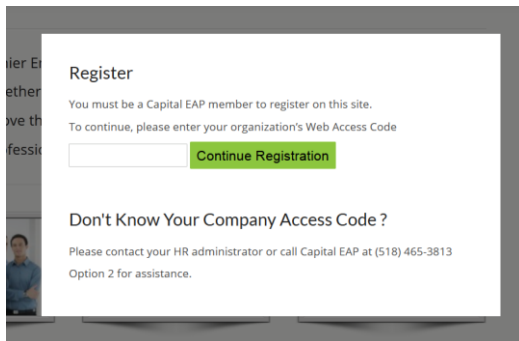
Look for the EAP Member Login box and click on New Member Register



**Step 3**

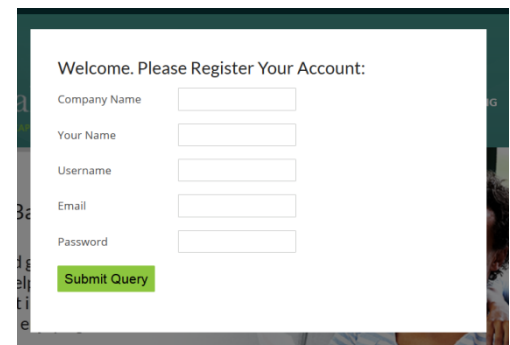
Enter the Website Access Code:  
**South Colonie Central Schools is: 105309**

You'll only do this one time.



**Step 4**

Complete your registration and submit



You'll now have access to the Member's pages on the website which includes Contact a Counselor, Counselor Chat, discounted workshop enrollment, downloadable clinical forms, online mental health screenings, videos and more. You'll also be enrolled for our Mental Health Monthly Newsletter, The Mentor.

If you need assistance, please call Capital EAP at (518) 465-3813 or email us at [questions@capitaleap.org](mailto:questions@capitaleap.org).

