CAPRAD System
RPC Setup Check-list for Regional Managers

- Identify prospective users within the Regional Planning Committee.

- Define a system role for each prospective user. [Review role capabilities if necessary.]

- Acquire completed CAPRAD System New User Form for each prospective user and forward the user signed original copy to the CAPRAD Administrator. [Retain a copy for regional files if necessary.] Notification of system activation will be sent via email.

- Verify **Internet availability** through any existing system firewall or security protocol.

- **Ensure browser settings on computers used to access the CAPRAD system are set to check for the newest page version every time the page is visited:**

  **For Internet Explorer:**
  1. Open browser.
  2. Click on Tools menu.
  3. Click on Internet Options.
  4. At the General Tab, find Temporary Internet files.
  5. Click Settings…
  6. At the section entitled “Check for newer versions of stored pages:” Select “Every visit to the page”.
  7. Click OK; then click OK again

  **For Netscape Navigator: [ver. 4.7 x](other versions may be slightly different)**
  1. Open browser.
  2. Click on Edit menu.
  3. Click on Preferences.
  4. Click Advanced; then click on Cache.
  5. At the section entitled “Document in cache is compared to document on network:” Select “Every time”.

- Access the CAPRAD System Front Page [http://caprad.nlectc.du.edu]; then Log in using your chosen User ID and Initial Password [CAPRAD].

- Set New Password as directed by the system using password conventions as described in the Users Guide.

- Click on user name [upper left side of top menu banner]. Verify and update user administrative information as necessary.
Select home region on map screen in the regional planning area. Select Entire Region from “Select Area”. Select Admin Info from “Select Data” section. Click Go button. Set application review option.

Complete Regional Contact Information. Click Save button.

Select Status under “Regional Plan” section in the left side menu banner. Set “Plan Status:” from the dropdown box to In Process.