



JOINT BASE LEWIS-MCCHORD, DFMWR

COMPUTER and MIS ACCOUNT CHECKLIST



Please ensure all steps in this document are completed prior to submission

A365	<p>For those new to DoD, please verify if you can access your A365 e-mail at https://webmail.apps.mil</p> <p>If you're unable to access it, please have your supervisor inform DFMWR, IT Support.</p>	<input type="checkbox"/>
ALL DFMWR COMPUTER USERS		
Cyber Awareness Training & Army IT User Agreement	<ol style="list-style-type: none"> 1. Visit https://cs.signal.army.mil/login.asp and register for an account. 2. Complete the Cyber Awareness Training 3. Digitally sign the Army IT User Agreement <p>Note: To maintain access to your computer account, both items must be renewed on an annual basis.</p>	<input type="checkbox"/>
Web-Based DD2875 in AVS (Account Validation System)	<ol style="list-style-type: none"> 1. Log into AVS at https://iga.army.mil/ 2. Select Submit AVS Baseline SAAR. 3. Indicate if the request is for yourself or another user. <ul style="list-style-type: none"> • If submitting for another user, enter their e-mail address. If they are in the system, their name will appear in the Identity Found section. Then Click Next. • If their name does not appear in the Identity Found section, please try again later. 4. On the next page, answer the questions. <ul style="list-style-type: none"> • Network Access Request: NIPR • Provide justification for access • Supervisor's email (You cannot be the requester and supervisor. New users can submit for themselves, or a supervisor can submit on their behalf by providing an alternate supervisor's e-mail address) • Security Manager: joan.m.earnshaw.civ@army.mil • ISSO: sallylinh.k.shark.naf@army.mil • Cyber Awareness Training completion date • Army IT User Agreement signed date • Skip the Derivative Classification question • SUBMIT <p>Note: This request must first be approved by your supervisor, followed by the security manager, and finally by the ISSO. Once all approvals are complete, the individual who submitted the request will receive an email notification confirming the outcome.</p>	<input type="checkbox"/>
Submit NSAR Ticket at AESMP (New System Access Request) (Army Enterprise Service Management Platform)	<ol style="list-style-type: none"> 1. Log into AESMP and submit a ticket. This is a self-submit ticket, which must be submitted by the person that needs the computer account. https://www.aesmp.army.mil/csm?id=sc_cat_item_guide&sys_id=385352a397989ed040c7b8021153af6e 2. Fill in the mandatory requester fields for the ticket. 3. Select YES for Is your 2875 (SAAR) or 7789 (Privileged Access Agreement) completed in AVS? Please ensure you have a completed DD2875 in AVS, otherwise the request will not be processed. 4. Select NIPR Account for What Army system you're requesting access to. 5. Describe your access need. Example. NIPR computer account at JBLM. 6. Provide your supervisor's e-mail address. 7. Provide ISSO's e-mail address: sallylinh.k.shark.naf@army.mil 8. To ensure correct account placement, include your organizational unit in the Comments section. CYS personnel will use the first line and everyone will use the second line. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>* Comments:</p> <p>1- nanw.ds.army.mil/installations/JBLM Region/Lewis1/IMCOM/DFMWR/CYS/Users</p> <p>2- nanw.ds.army.mil/installations/JBLM Region/Lewis1/IMCOM/DFMWR/Users</p> </div> 9. Click Add Attachments and add the (2) necessary documents for this request. <ul style="list-style-type: none"> • Attach Cyber Awareness Training Certificate of Completion and Army IT User Agreement <p>Note: This ticket requires approval from both your supervisor and the ISSO. Be sure to notify your supervisor that the ticket has been submitted. Once all necessary approvals are obtained, the ticket will return to the AESMP queue. At that point, a ticket agent will proceed with creating your computer account. You will receive an email notification once the process is complete.</p>	<input type="checkbox"/>

ADDITIONAL STEPS TO CONTINUE **IF YOU ARE REQUESTING MIS USER ACCOUNT ACCESS (RecTrac, CYMS, etc.)**

<p align="center">IMCOM Trainings</p>	<ol style="list-style-type: none"> 1. Visit https://academy.armymwr.com and register for an account. 2. Log in and use the catalog search to locate the training listed below. After completing the training, take the survey to receive your certificate of completion. <ul style="list-style-type: none"> • Payment Card Industry (PCI) training (CYMS and Rectrac) • Rectrac Online Training (Rectrac only) • NAF Internal Controls Training (FMD only) 	<p align="center"><input type="checkbox"/></p>
<p align="center">MIS - Appendix B (Mission Information Systems)</p>	<p>Download form here: https://jblm.armymwr.com/employees</p> <ul style="list-style-type: none"> • MIS Appendix B – Agreement to comply with Information Security Policies • Review and digitally sign 	<p align="center"><input type="checkbox"/></p>
<p align="center">MIS AUP (Acceptable Use Policy)</p>	<p>Download form here: https://jblm.armymwr.com/employees</p> <ul style="list-style-type: none"> • MIS Acceptable Use Policy • Review and digitally sign. • Supervisor's will need to digitally sign this form too 	<p align="center"><input type="checkbox"/></p>
<p align="center">MIS - DD2875 SAAR (System Authorization Access Request)</p>	<p>Download form here: https://jblm.armymwr.com/employees</p> <ul style="list-style-type: none"> • Requestor's (blocks 1-12) • Requestor's Supervisor (blocks 13-20B) • FA or FTS (blocks 21-21B) • Information Officer (blocks 22 -25) • Security Manager (blocks 28-30) 	<p align="center"><input type="checkbox"/></p>



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COMPUTER and MIS ACCOUNT REQUEST FORM



Provide information for account requestor:

Last Name: _____ First Name: _____ MI: _____

Email address: _____ Contact Number: _____

Position Title/Grade: _____ Office Symbol: AMIM-LMW-_____

**No Computing will be provided unless a background investigation (CNACIs) has been completed through the HR office. Please be aware that it is the new employee's chain of command that is responsible for insuring that a request for a background investigation has been made.*

Please verify requirements are completed:

- 1. Did you complete the DoD Cyber Awareness Training? Yes No
- 2. Did you read and electronically sign the Army IT User Agreement? Yes No
- 3. Did you complete the DD2875 System Authorization Access Request Web-Based in AVS? Yes No
- 4. Did you submit a NSAR ticket? Yes No

MIS Rectrac/CYMS account request:

- 5. Did you complete the IMCOM training as applicable? Yes No
 - Payment Card Industry Training (PCI) (ALL MIS Users)
 - Appendix B (ALL MIS Users)
 - Rectrac Online Training (ALL RecTrac Users)
 - NAF Internal Controls Training (ALL FMD Users)
- 6. Did you read and electronically sign the MIS Acceptable Use Policy (AUP)? Yes No
- 7. Did you electronically complete the MIS System Authorization Access Request form -DD2875? Yes No
- 8. Do you have a copy of your IMCOM training "certificate of completion" documents? Yes No

I have reviewed and completed all the requirements:

Requestor's Signature: _____ Date: _____

For Supervisors:

Please check which account you're authorizing for your employee:

- Gov't Computer Account CYMS (MIS User) Rectrac (MIS User)

I have reviewed all the above and verified the user/requestor has completed all the requirements:

Supervisor's Signature: _____ Date: _____

Email completed request form and supporting documents to: usarmy.jblm.imcom.list.dfmwr-it-support@army.mil

List of supporting documents to attach to email request:

- 1. MIS Acceptable Use Policy. **(MIS Users Only)**
- 2. MIS System Authorization Access Request form DD2875 **(MIS Users Only)**
- 3. MIS PCI (Payment Card Industry training) **(MIS Users Only)**
- 4. MIS Appendix B **(MIS Users Only)**
- 5. IMCOM Mandated Training "Certificate of Completion". **(MIS Users Only)**