CYMS Users

End Users (ALL Users):

1. Payment Card Industry (PCI) Training (<mark>completed within a year</mark>)
   a. Complete the Payment Card Industry (PCI) training located in the IMCOM Academy website https://www.imcomacademy.com/ima/
   b. Save a copy of your certificate in the share drive under your programs folder within End Users Name. \\jblmfs.nanw.ds.army.mil\jblm\DFMWR\CYS\CYSS_Share\RD Web CYMS Application\SAAR_AUP_PCI
2. SAAR DD Form 2875 (<mark>Specific to MIS CYMS</mark>).
   a. Complete PART I (Questions 1-12) and sign the attached System Authorization Access Request (SAAR) DD Form 2875.
      i. note: this form may have already been completed for CaC Card access to a computer; however this SAAR form is tailored specific to authorize access to CYMS.
   b. Save the signed SAAR in the share drive under your programs folder within End Users Name. \\jblmfs.nanw.ds.army.mil\jblm\DFMWR\CYS\CYSS_Share\RD Web CYMS Application\SAAR_AUP_PCI
3. DFMWR Acceptable Use Policy (AUP) <mark>MIS</mark>
   a. Complete and sign the Acceptable Use Policy (AUP) that is tailored to CYMS users.
   b. Save the signed AUP in the share drive under your programs folder within End Users Name. \\jblmfs.nanw.ds.army.mil\jblm\DFMWR\CYS\CYSS_Share\RD Web CYMS Application\SAAR_AUP_PCI
4. Appendix B – Agreement to comply with Information Security Policies
   a. Complete and sign the Appendix B.
   b. Save the signed agreement in the share drive under your programs folder within End Users Name. \\jblmfs.nanw.ds.army.mil\jblm\DFMWR\CYS\CYSS_Share\RD Web CYMS Application\SAAR_AUP_PCI

Supervisor:

1. SAAR Form for CYMS Access Request
   a. Complete PART II (Question 13); <mark>Erase the Level the End User is "NOT".</mark>
      i. #2: Level I is for all Admin Asst. "Clerical" Staff. Level II is for all Non-Admin Asst. staff.
      ii. #3 Enter in the date user completed PCI training.
   b. Complete blocks 17-19.
      i. Save the digitally signed "CYMS" SAAR in the share drive under your programs folder within End Users Name. \\jblmfs.nanw.ds.army.mil\jblm\DFMWR\CYS\CYSS_Share\RD Web CYMS Application\SAAR_AUP_PCI

FTS:

1. Verify that the PCI Training Certificate is saved in share drive for each end user.
2. Verify that a digital signed copy of the Appendix B was completed.
3. Verify that the "CYMS" SAAR DD Form 2875 was filled out correctly and signed by both End User and Supervisor.
4. Sign block 21.

GISO

5. Sign block 22.

Admin. Assistants only: Complete all CYMS User Access Training Requirements
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