User Management (UMX)

DAI User Self Registration

R12 Work Instructions
Document Control

Change Record

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<th>Version</th>
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<td>Paul Haag</td>
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<td>Hannah Childs</td>
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<td>6-Oct-2014</td>
<td>Adela Ball</td>
<td>Functional Lead</td>
</tr>
<tr>
<td>7-May-2015</td>
<td>Bill Mohamed</td>
<td>Work Force Prep Training Lead</td>
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Distribution

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Note to Holders:

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### Business Process Description

This Work Instruction provides guidance on how to register for a new DAI User Account. This is the first process in gaining access to DAI and is required before responsibilities can be assigned. As most agencies are brought into DAI, the majority of existing employees and users will be mapped with the required user identification and role-related responsibilities. This procedure is typically for new employees to the Agency or those transferring within the organization that require DAI access.

#### Trigger
- Employee requires access to the DAI system and does not have an existing DAI user ID.

#### Prerequisites
- Government Employee – Government employee’s HR record exists in DCPDS
- The employee has a valid CAC ID
- The employee has a DD 2875 form on file

#### Responsibilities
- Not Applicable → No responsibility required as this is the initial registration for DAI user access.

#### Menu Path
Use the following URL to begin this task:

[https://oamprod.dai.csd.disa.mil/cgi-bin/selfregister](https://oamprod.dai.csd.disa.mil/cgi-bin/selfregister) (Self Registration Site)

#### Training Exercises:
- None
User Self Registration

1. Access https://oamprod.dai.csd.disa.mil/cgi-bin/selfregister to begin the DAI UMX Self Registration.

2. Highlight your EMAIL certificate and click the OK button.
Click the OK button to acknowledge and accept the ‘Standard Mandatory DoD Notice and Consent Banner’ requesting acceptance to the terms and conditions for the U.S. Government run DAI application.
DAI User Registration

Type of Employee: Select the Type of Employee from the drop-down list of values.
- Government
- Contractor
- Military
- Reservist
- Foreign National

Note: Military, Reservist, and Foreign National type(s) follow the same approval route as the Contractor Employee Type.

CAC Data: Verify the information that is retrieved from your CAC is accurate.

Note: If the email address is the only incorrect information, please complete the registration process. There is a known issue with incorrect email addresses being displayed. The PMO has a process in place to work with agencies to update the e-mail. If there are any other discrepancies in the rest of the information, do not continue to register. Please contact the DoDEA DAI Helpdesk through the Global Service Desk icon on your desktop.
6. **SSN**: Enter your **Social Security Number** to register for DAI access.
   
   **Note**: SSN is only required for registration of **Type of Employee: Government**. It is **not** required for Contractor or Military, Reservist, or Foreign National Employee types.

7. **Agency Belong to**: Select DoDEA from the list of values in the ‘**Agency Belong to**’ field.

8. **Supporting Agency**: Select DoDEA from the **Supporting Agency** list of values.
   
   **Note**: If your agency supports another agency, e.g., DFAS supporting the Agency USU, make the appropriate selection. Otherwise, the Supporting Agency will be the same value as the ‘**Agency Belong to**’.

9. Enter your **Work Phone Number**.

10. Enter your **Work Email Address**.

11. Enter a **Justification** or rationale for requesting a DAI user account.
11. Click the **Submit** button after completing and validating all fields.

If no errors appear, the DAI Account Request will be processed.

- Government Employees that do not have an HR record in DAI will receive the following or equivalent error message:
  
  "HR Record not found. Please contact your HR Department to request DCPDS download of HR record".

- Employees that already have a DAI user account will receive the following or similar error message if they try to self-register again:
  
  "Account already exists. If you cannot login, contact the Help Desk."
Processing: DAI Self Registration

12. DAI performs a security validation process once the registration is submitted. A message that the "Process is in progress" appears and provides a message indicating that the security validation request is being processed.

Confirmation

13. A confirmation message with confirmation number appears indicating the New User Account is being processed.
DAI User Account Request Approval Email

From: Workflow Mailer [aptdaiai@ucolhp38.csd.disa.mil]
To: Spann, Angela (Contractor)
CC: Subject: FYI: Account Request 201 for Angela N Spann has been approved

Oracle Workflow Notification (FYI)

To: SPANN, ANGELA
Sent: 12-Aug-2011 09:09:03
ID: 2516527

Your account request has been approved. Use the following link to access the system:
https://ebs.dai.csd.disa.mil/

14. The user is notified by email once the Account Approver has approved their request.

Results

Congratulations! You have successfully submitted the DAI registration request for DAI user access.