



User Management (UMX)

DAI User Self Registration

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
5-Sep-2014	Paul Haag	1.0	No previous version
7-May-2015	Paul Haag	1.1	Updated UMX Self Registration URL
29-Jun-2015	Paul Haag	1.2	Updated DAI HD phone number
10-Feb-2016	Hannah Childs	1.3	Updated Email Field
09-Nov-2016	Kim Gragg	1.4	DoDEA Updates
05-Jan-2017	Kim Gragg	1.5	DoDEA Updates

Reviewers

Date	Name	Position
6-Oct-2014	Adela Ball	Functional Lead
7-May-2015	Bill Mohamed	Work Force Prep Training Lead

Distribution

Copy No.	Name	Location
1	R12_WI_UMX DAI User Self Registration	DEPS

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:

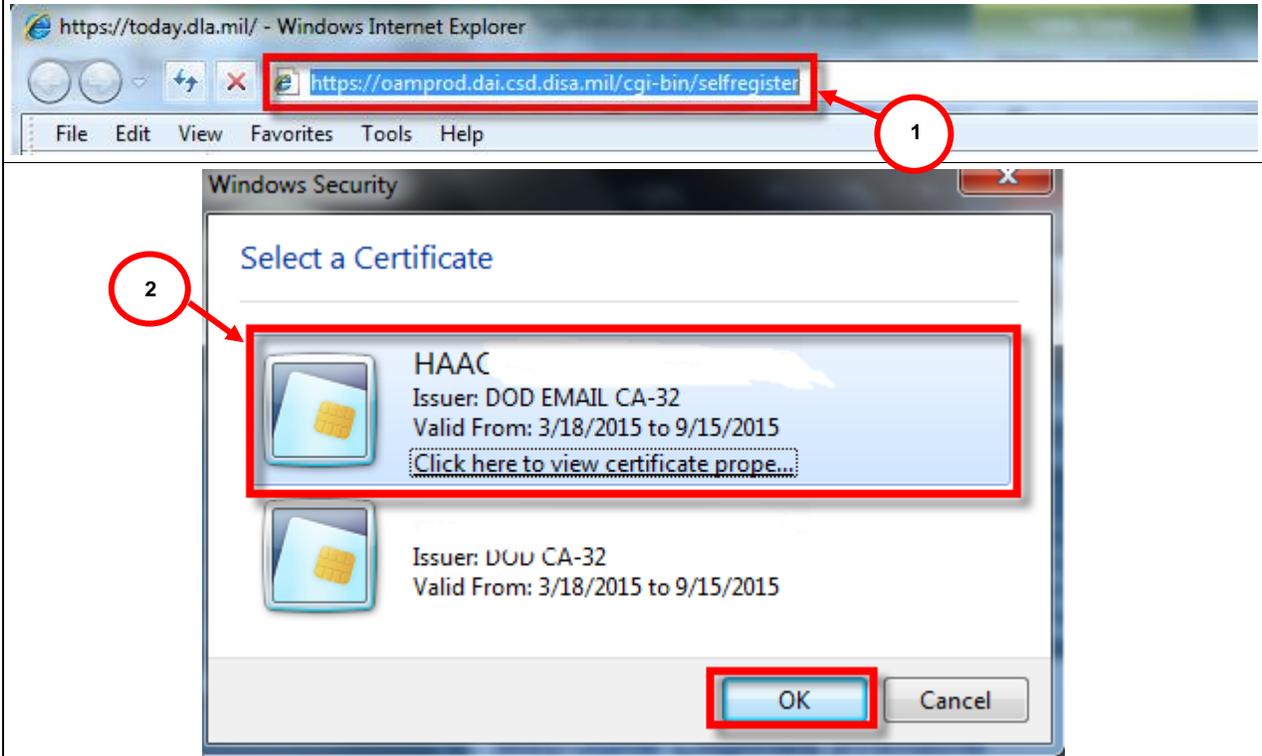
<https://oamprod.dai.csd.disa.mil/cgi-bin/selfregister> (Self Registration Site)

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.

<h3>Standard Mandatory DoD Notice and Consent Banner</h3> <p>https://oamprod.dai.csd.disa.mil/cgi-bin/selfregi...</p> <p>Standard Mandatory DoD Notice and Consent Banner</p> <p>Dated/Effective: May 9, 2008</p> <hr/> <p>You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:</p> <ul style="list-style-type: none">- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.- At any time, the USG may inspect and seize data stored on this IS.- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details. <p>Press "OK" if you agree. Press "Cancel" if you disagree.</p> <hr/> <p>3 → <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	
3.	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.



<p>DAI User Registration</p> <p>DAI User Registration</p> <p>* Indicates required field</p> <p>DAI system collects and maintains employee PII. Please be advised that the information is to be treated "FOUO" Disclosure: Individuals have an option to refuse to provide information during the original</p> <p>* Type of Employee * SSN * Agency Belong to * Supporting Agency * Work Phone Number</p> <p>(Example for Phone Number: 7033133231)</p>	
<p>4.</p>	<p>Type of Employee: Select the Type of Employee from the drop-down list of values.</p> <ul style="list-style-type: none"> • Government • Contractor • Military • Reservist • Foreign National <p>Note: Military, Reservist, and Foreign National type(s) follow the same approval route as the Contractor Employee Type.</p>
<p>DAI User Registration</p> <p>* Indicates required field</p> <p>* Type of Employee * Agency Belong to * Supporting Agency * Work Phone Number * E-Mail * Justification</p> <p>(Example for Phone Number: 7033133231)</p>	
<p>5.</p>	<p>CAC Data: Verify the information that is retrieved from your CAC is accurate.</p> <p>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.</p>



The screenshot shows the 'DAI User Registration' form. Fields are highlighted with red circles and numbered 6 through 11, with arrows pointing to the corresponding fields in the form:

- 6: * SSN
- 7: * Agency Belong to
- 8: * Supporting Agency
- 9: Work Phone Number
- 10: * E-Mail
- 11: * Justification

6.	<p>SSN: Enter your Social Security Number to register for DAI access.</p> <p>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.</p>
7.	<p>Agency Belong to: Select DoDEA from the list of values in the 'Agency Belong to' field.</p>
8.	<p>Supporting Agency: Select DoDEA from the Supporting Agency list of values.</p> <p>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'.</p>
9.	<p>Enter your Work Phone Number.</p>
10.	<p>Enter your Work Email Address.</p>
11.	<p>Enter a Justification or rationale for requesting a DAI user account.</p>



DAI User Registration

* Indicates required field

DAI system collects and maintains employee PII. Please be advised
Disclosure: Individuals have an option to refuse to provide informatio

* Type of Employee Contractor

* Agency Belong to MDA

* Supporting Agency MDA

* Work Phone Number 999-999-9999
(Example for Phone Number: 7033133231)

* E-Mail john.doe@agency.mil

* Justification Needed to perform job duties.

Cancel Submit

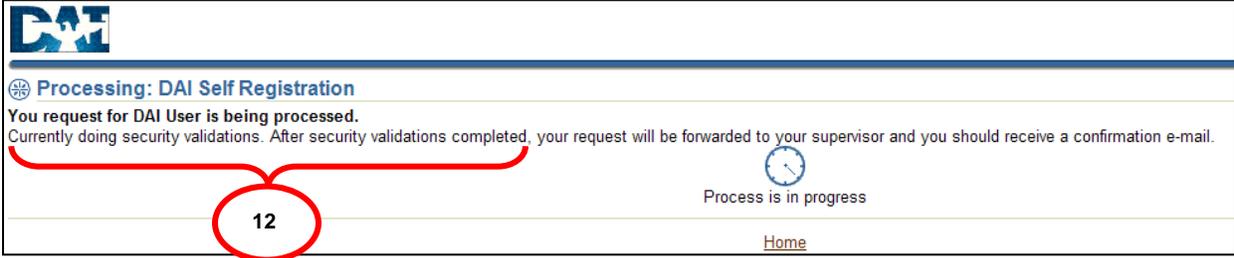
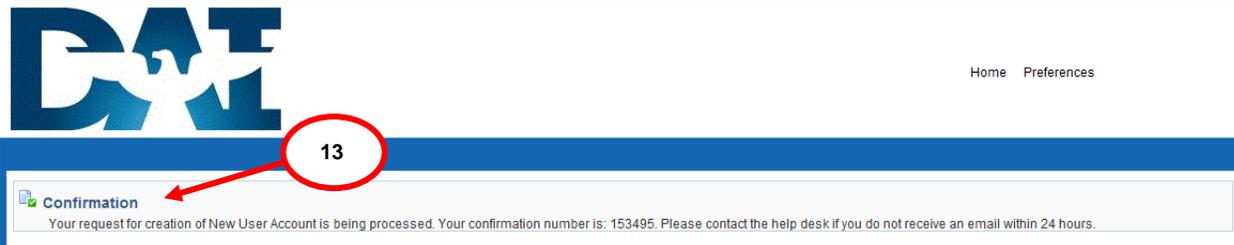
11

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 “ <i>Process is in progress</i> ” 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 [redacted]
To: [redacted] (Contractor)
CC:
Subject: FYI: Account Request 201 for [redacted] has been approved

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Oracle Workflow Notification (FYI)

To: [redacted]
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.