

## Step 1. Request Permissions/Access.

a) Complete DD Form 2875

b) Fill yellow highlighted blocks and leave green fields.

c) User will electronically sign block 11 and date block 12

d) Send completed forms back to me. I need confirmation they will need access to the whole Division, or just the district.

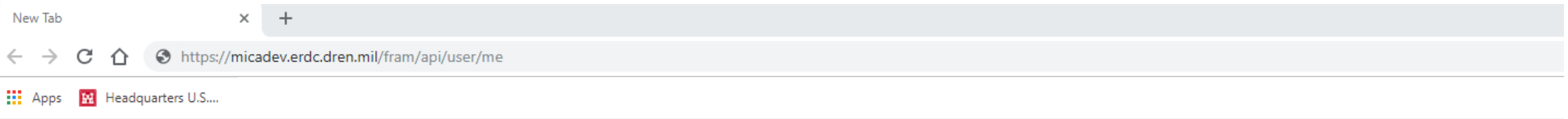
SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		
PRIVACY ACT STATEMENT		
AUTHORITY:	Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.	
PRINCIPAL PURPOSE:	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.	
ROUTINE USES:	None.	
DISCLOSURE:	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.	
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications) PING/MICA		LOCATION (Physical Location of System)
PART I (To be completed by Requestor)		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK	
7. DOD EDIPI (DoD ID Number on the back of the CAC)	8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)		
11. USER SIGNATURE		12. DATE (YYYYMMDD)
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)		
13. JUSTIFICATION FOR ACCESS (What are you request? VDI, Regular Account with Mailbox, etc) Requesting PING account with password not CAC		
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)
17. APPLICATION OWNER'S NAME (Print Name)	18. APPLICATION OWNER'S SIGNATURE	19. DATE (YYYYMMDD)

## Step 2. Passwords & Registration

a) We'll receive your PING username and password from the helpdesk and forward them to you.

b) Open Google Chrome browser, cut & paste this link:

<https://micadev.erdc.dren.mil/fram/api/user/me>

The Google logo, consisting of the word 'Google' in its characteristic multi-colored font.

Search Google or type a URL



c) It will take you to RDE Authentication System where it will ask which authentication system to verify your identity, select HTMLForm.

**RDE** LOGIN

## Select Authentication System

Please select an authentication system to verify your identity.

SELECT AUTHENTICATION SYSTEM:

cac

cac

**HTMLForm**

NonCAC2FA

Continue

**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:

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.

d) It will take you to RDE Login Sign On: Use your new user name and password provided in Step 2a.

**RDE** LOGIN

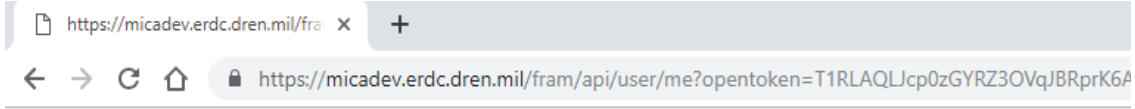
## Sign On

USERNAME

PASSWORD

Sign On

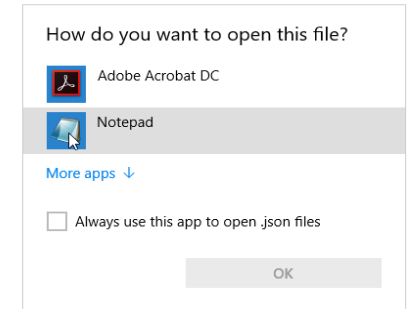
e) If logged in correctly in Chrome, it will show you a screen that just appears to be code. This is a quickie verification that you are registered.



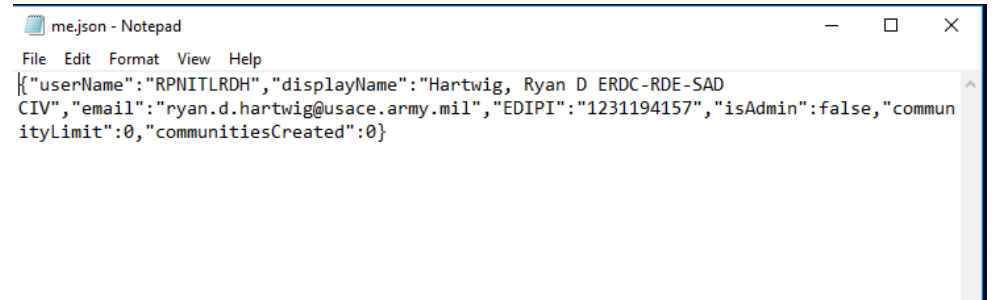
This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
<User xmlns:i="http://www.w3.org/2001/XMLSchema-instance">
  <EDIPI>1231194157</EDIPI>
  <communitiesCreated>0</communitiesCreated>
  <communityLimit>0</communityLimit>
  <displayName>Hartwig, Ryan D ERDC-RDE-SAD CIV</displayName>
  <email>ryan.d.hartwig@usace.army.mil</email>
  <isAdmin>false</isAdmin>
  <userName>RPNITLRDH</userName>
</User>
```

f) If you used Explorer browser to register, you'll have 2 more steps. It will ask to open/save. After you select open, it will ask how to open the file. Select Notepad.



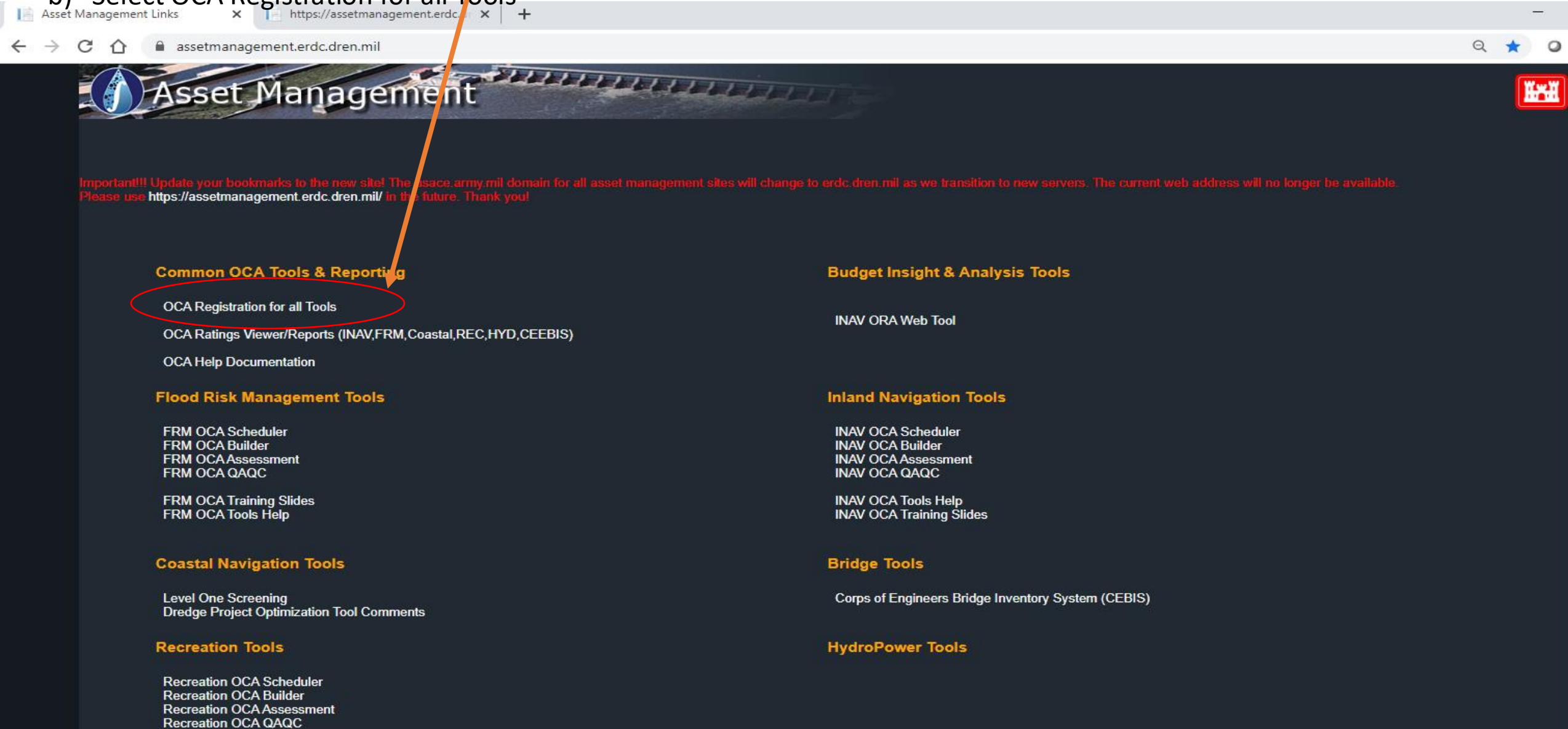
g) Notepad file will open that shows your registration verification and the info associated with your account.



## Step 3: Registration in the Online Database System.

a) Go to: <https://assetmanagement.usace.army.mil/tools.html?>

b) Select OCA Registration for all Tools



The screenshot shows a web browser window with the URL [assetmanagement.erdcdren.mil](https://assetmanagement.erdcdren.mil). The page features a dark blue header with the "Asset Management" logo and a red banner with a transition notice. The main content is organized into several categories of tools, with "OCA Registration for all Tools" highlighted by a red circle and an orange arrow pointing to it from the instruction above.

**Important!!! Update your bookmarks to the new site! The usace.army.mil domain for all asset management sites will change to erdc.dren.mil as we transition to new servers. The current web address will no longer be available. Please use <https://assetmanagement.erdcdren.mil> in the future. Thank you!**

- Common OCA Tools & Reporting**
  - OCA Registration for all Tools**
  - OCA Ratings Viewer/Reports (INAV,FRM,Coastal,REC,HYD,CEEBIS)
  - OCA Help Documentation
- Flood Risk Management Tools**
  - FRM OCA Scheduler
  - FRM OCA Builder
  - FRM OCA Assessment
  - FRM OCA QAQC
  - FRM OCA Training Slides
  - FRM OCA Tools Help
- Coastal Navigation Tools**
  - Level One Screening
  - Dredge Project Optimization Tool Comments
- Recreation Tools**
  - Recreation OCA Scheduler
  - Recreation OCA Builder
  - Recreation OCA Assessment
  - Recreation OCA QAQC
- Budget Insight & Analysis Tools**
  - INAV ORA Web Tool
- Inland Navigation Tools**
  - INAV OCA Scheduler
  - INAV OCA Builder
  - INAV OCA Assessment
  - INAV OCA QAQC
  - INAV OCA Tools Help
  - INAV OCA Training Slides
- Bridge Tools**
  - Corps of Engineers Bridge Inventory System (CEBIS)
- HydroPower Tools**

c) Fill out registration form. After you click Save, the action is complete. No need to ask permissions in the next prompt.

https://assetmanagement.erdc.dren.mil/OCA/Registration/Registration.htm

**OCA Registration Form**

First Name:

Middle Name:

Last Name:

Phone:

Email:

UPass:

Office Symbol:

Division:

District:

**Please note:**

Register Here to request access to the OCA Assessment Tools for Inland Navigation, Coastal Navigation, and Flood Risk Management.

**If you are a division user, leave the district combo box blank to register as a user for your selected division.**

d) Skip this section. Close window.

User Permissions					
Request Awaiting Approval					
View Help		View Permission Descriptions		My Account	
Tool ▲	Permission	Status	Date Requested		
<b>☰ Tool: Coastal OCA (2 Items)</b>					
Coastal OCA	System Administrator	Not Requested			+
Coastal OCA	Tier 1 Screening Assessm...	Not Requested			+
<b>☰ Tool: FRM OCA (3 Items)</b>					
FRM OCA	QAQC	Denied	04/22/2019		+
FRM OCA	Scheduler	Not Requested			+
FRM OCA	System Administrator	Not Requested			+
<b>☰ Tool: INAV OCA (3 Items)</b>					
INAV OCA	QAQC	Not Requested			+
INAV OCA	Scheduler	Not Requested			+
INAV OCA	System Administrator	Not Requested			+
<b>☰ Tool: Rec OCA (3 Items)</b>					
Rec OCA	QAQC	Approved	09/06/2019		+
Rec OCA	Scheduler	Approved	09/06/2019		+
Rec OCA	System Administrator	Approved	09/06/2019		+