"Getting an Account" Video Job Aid

Key References Referred to in this Video	

Email contact if unsure who your Service Agency Approval Authority (S/AAA) is:	require@hpc.mil
	
	 Include the following in your email:
	 • Your Full Name
	 • E-mail Address
	 • Physical Location
	 • Phone Number
	 • Organization
	 • Gov't employee or in the military, provide:
	  ○ Service Branch
	 • Non-government employees provide:
	  ○ Government POC/Sponsor
	  ○ Government POC/Sponsor Contact Information

If you do not have a Facility Security Office/Officer (FSO), contact ERDC Security Office: ERDC Security Office Fax:	601-634-4291 601-619-5173 (call ERDC Security Office for approval before sending)
List of Embargoed Countries "Citizens of embargoed countries, who are not immigrant aliens, may not obtain an account."	https://www.govinfo.gov/content/pkg/CFR-2012-title15-vol2/pdf/CFR-2012-title15-vol2-part740-appNo-.pdf https://www.bis.doc.gov/index.php/policy-guidance/country-guidance/sanctioned-destinations
Portal to Information Environment (pIE):	https://ieapp.hpc.mil/info/userRequest/newUser Please see accompanying worksheet.
Adobe Acrobat Reader DC free download:	https://get.adobe.com/reader/
pIE home page	https://ieapp.hpc.mil
Further explanation of the Visit Request:	The purpose of the visit request is to transmit personal (Privacy Act) information from your security officer to the HPC Facility Security Officer (FSO). This includes your investigation level and determines if your access can be granted to Controlled Unclassified Information

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[1] GPO.GOV U.S. Government Publishing Office - We do not guarantee the list at this site is up-to-date.

Visit Request, Cont'd.	(CUI) systems. A visit request may be granted for up to a full year, after which time it will need to be reissued if you still require access.

Visit Request: your Security Officer or Security Manager will need this required information for DISS:
 	
If your facility does not have access to DISS,
  1) contact the ERDC Security Office first to let them know you are faxing in information at:
  2) fax information to:
	DISS SMO Code: W03GAA
	Visit Dates: [current date] – [not to exceed 1 year]
	Reason for Visit: Other
	POC: Security Specialist
	POC Phone: 601-634-4291
	
	601-634-4291 (phone)
	
	601-619-5173 (fax)

Information for FSOs regarding Visit Requests	https://centers.hpc.mil/users/fso.html
HPC Help Desk	Phone: 1-877-222-2039 or 937-255-0679 (0800 – 2000 Eastern Time, M – F) Help Desk Web Portal: https://helpdesk.hpc.mil Email: help@helpdesk.hpc.mil

pIE Application Worksheet

Information Field	Description	Worksheet
Citizenship	Select from drop-down	
Dual Citizenship	Check the box if you have Dual Citizenship. If yes, dual citizens with U.S. citizenship should select "United States" in the first drop-down. Then select your other country of citizenship from the second drop-down.	
Immigrant Alien	If you are not a U.S. citizen, respond Yes or No to this field. (Immigrant Alien also known as a Permanent Resident Alien, Lawful Permanent Resident, Resident Alien Permit Holder, or Green Card Holder)	
Preferred Kerberos Realm	2 options in the drop-down: HPCMP.HPC.MIL ORS.HPC.MIL	
Org ID (Organization Identifier)	Select from drop-down. Scroll bar provided to locate the DoD organization that sponsors your work within HPCMP.	
Legal First Name	Enter in text box provided.	
Legal Middle Name	Enter in text box provided.	
Legal Last Name	Enter in text box provided.	
Legal Last Name Suffix	Select from drop-down, if applicable.	
Title	Select from drop-down	
Nickname	Enter in text box provided, if applicable.	
Company / Organization	Enter in text box provided. If you are a: ○ Student – name of your university ○ Contractor – name of company that employs you ○ Government Employee/Military – name of organization you are directly employed in	

Information Field	Description	Worksheet
Address Fields	Use the lines provided to enter your official work address. This must be a street address. Do not enter a PO Box. Use 4 fields, as needed, for street, building number, room number, etc. Separate fields are provided for City, State, and Zip Code.	
Phone Numbers	Your primary phone number (Include Area Code) Optionally, you can submit an alternate phone number or fax number.	
Email Address	Email address where you can be reached. Automated status messages will be sent to this address.	
Preferred Shell	Select from drop-down. If you are not sure, leave it at default setting. You can change this setting later if desired.	
Preferred Username	Enter in the text box provided, following these rules: ○ Between three and eight characters long ○ Must begin with a letter ○ Cannot contain special characters You will be prompted to choose a different Username if the one you enter is already used by another user.	
Position	Specify your position within the organization which is sponsoring your pIE account.	
Check if US Governmentt employee (Y/N)	Select Yes or No. A U.S. Government employee includes both civilian employees and active duty military personnel.	
Government POC	You are prompted to supply the email address of your government POC associated with the contract you are working on.	

Information Field	Description	Worksheet
Government POC cont'd	This is NOT your S/AAA. If you don't know who your Gov't POC is, verify with your supervisor.	
Contract Number, Contract Expiration Date	(Optional(Non-government employees working for the Air Force, some Naval entities and other organizations should provide the contract number and expiration date of the contract they are working on. (mm/dd/yyyy)	
Fill and submit application	Transfer the above information to the online application and press submit when complete.	