

“Getting an Account” Video Job Aid

Key References Referred to in this Video	
<p>Email contact if unsure who your Service Agency Approval Authority (S/AAA) is:</p>	<p>require@hpc.mil</p> <p>Include the following in your email:</p> <ul style="list-style-type: none"> • Your Full Name • E-mail Address • Physical Location • Phone Number • Organization • Gov’t employee or in the military, provide: <ul style="list-style-type: none"> ○ Service Branch • Non-government employees provide: <ul style="list-style-type: none"> ○ Government POC/Sponsor ○ Government POC/Sponsor Contact Information
<p>If you do not have a Facility Security Office/Officer (FSO), contact ERDC Security Office:</p>	<p>601-634-3993</p>
<p>List of Embargoed Countries “Citizens of embargoed countries, who are not immigrant aliens, may not obtain an account.”</p>	<p>https://www.gpo.gov/fdsys/pkg/CFR-2012-title15-vol2/pdf/CFR-2012-title15-vol2-part740-appNo-.pdf ¹</p> <p>or</p> <p>https://www.bis.doc.gov/index.php/policy-guidance/country-guidance/sanctioned-destinations</p>
<p>Portal to Information Environment (PIE):</p>	<p>https://ieapp.hpc.mil/info/userRequest/newUser Please see accompanying worksheet.</p>
<p>Further explanation of the Visit Request:</p>	<p>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 (CUI) systems and/or Open Research Systems (ORS). 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.</p>

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

<p>Visit Request: your Security Officer or Security Manager will need this required information for JPAS:</p> <p>If your facility does not have access to JPAS,</p> <ol style="list-style-type: none"> 1) contact the ERDC Security Office first to let them know you are faxing in information at: 2) fax information to: 	<p>JPAS Account: W03GAA Visit Dates: [current date] – [not to exceed 1 year] Reason for Visit: Other POC: Security Specialist POC Phone: 601-634-3177</p> <p>601-634-3993 (phone)</p> <p>601-634-3134 (fax)</p>
<p>Information for FSOs regarding Visit Requests</p>	<p>https://centers.hpc.mil/users/fso.html</p>
<p>HPC Help Desk</p>	<p>Phone: 1-877-222-2039 or 937-255-0679 (0800 – 2000 Eastern Time, M – F)</p> <p>Email: help@helpdesk.hpc.mil</p>

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: <ul style="list-style-type: none"> ○ Student – name of your university ○ Contractor – name of company that employs you ○ Government Employee/Military – name of organization you are directly employed in 	

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Information Field	Description	Worksheet
Address Fields	<p>Use the lines provided to enter your official work address. This must be a street address.</p> <p>Do not enter a PO Box.</p> <p>Use 4 fields, as needed, for street, building number, room number, etc.</p> <p>Separate fields are provided for City, State, and Zip Code.</p>	
Email Address	Email address where you can be reached. Automated status messages will be sent to this address.	
Preferred Shell	Select from drop-down.	
Preferred Username	<p>Enter in the text box provided, following these rules:</p> <ul style="list-style-type: none"> ○ Between three and eight characters long ○ Must begin with a letter ○ Cannot contain special characters <p>You will be prompted to choose a different Username if the one you enter is already used by another user.</p>	
Check if US govt employee (Y/N)	Select Yes or No. A U.S. Government employee includes both civilian employees and active duty military personnel.	
Government POC	<p>You are prompted to supply this information if you are NOT a government employee. Your Gov't POC is associated with the contract you are working on. This is NOT your S/AAA. If you don't know who your Gov't POC is, verify with your supervisor.</p> <p>You will need POC's:</p> <ul style="list-style-type: none"> •Full legal name •Citizenship •Mailing address •Company/Organization •Phone number 	

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Information Field	Description	Worksheet
	<ul style="list-style-type: none">•Email address•Position•Contract Number and expiration	

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