DOMESTIC OPERATIONS (DOMOPS) AWARENESS AND ASSESSMENT RESPONSE TOOL (DAART) ACCOUNT REGISTRATION USER GUIDE



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DAART OVERVIEW

The Domestic Operations (DOMOPS) Awareness and Assessment Response Tool (DAART) Suite is a powerful web-services capability developed and maintained by the National Guard Bureau (NGB). The DAART Suite delivers unprecedented simultaneous sharing of Shared Situational Awareness (SSA), Full Motion Video (FMV), Command & Control (C2), Geospatial Information Services (GIS), Collaboration Services, and Imagery/photographs data and products both to and from existing Defense Support to Civil Authorities (DSCA) mission sets including Incident Awareness and Assessment (IAA) (as described in the NGB-J2 IAA Handbook) and GIS.



The modern web-based architecture implemented in DAART allows users at Federal, State, Local and Tribal (FSLT) levels to access and collaborate on large amounts of relevant data and products on enterprise, desktop and mobile devices while maintaining the proper security controls. DAART is Government-owned and non-proprietary; this allows all Joint, Interagency, Intergovernmental and Multinational (JIIM) partners and agencies to use its capability, which is fully supported and sustained without cost to the end user. Information Sharing (IS) is a key part of the success of any mission. DAART, with its supporting suite of tools, brings IS to the highest levels while maintaining ease of use by National Guardsmen, First Responders and both military and civilian leadership. This document will guide the user on how DAART and the supporting software tool suite can be used to satisfy a wide range of requirements in order to plan, coordinate, and execute the DOMOPS missions demanded by the challenges that confront our modern-day forces, both government and civilian, working as team partners.

1.0 **GETTING STARTED**

OBTAINING A DAART SUITE ACCOUNT

DAART is an accredited capability (with an approved Authority to Operate (ATO)) that meets modern cyber security and Intelligence Oversight (IO) standards. Therefore, a DAART user must have an approved account for access. The following is the process for obtaining a DAART account.

Browse to the URL <u>https://daart.us</u> to display the DAART entry portal. The DoD Consent banner is in place so that prospective entrants are aware that the web site they are about to enter is a DoD web site and their activity is subject to monitoring. After reading the DoD Consent banner, click the **OK** button to display the DAART Log-In page (Figure 1.1).



Figure 1.1 DAART Entry Portal

Support — — Giam - Spin Central Time weekdays 206 1965 2750 DISH (HS-2750 DISH (HS-2750 236 873 4457 236 873 4477 236 8757 236 8757 236 8757 236 8757 236 8757 236 8757 23767 23777 23777777777777777777777777	Dimensio Operations (DOMOPS) Avareness and Assessment Desenses To IdANT) Suite Dimensio Operations (DOMOPS) Avareness and Assessment Desenses Dimensio Operations (DOMOPS) Desenses Dimensio Operations (DOMOPS) Desenses Dimensio Operations (DOMOPS) Desenses District (Marchine and ascenate) Property oper assessed Display (Domops) Property oper assessed Display (Domops) Pr	
		DAART News 💙
Newsletter Update for 1.1 Release	a	×

Click *Register if you don't have an account* to begin the registration process (Figure 1.2).

Figure 1.2 DAART Initial Registration Link

REGISTRATION PAGE

At the Registration Page enter account information and justification. <u>All fields are required</u>. When all the fields are complete per standards, click the *Submit* button to continue the registration process (Figure 1.3).

PLEASE NOTE: the Username chosen is what will identify the user in the Chat and User areas of DAART. An example of a nomenclature for a username would be *firstname.lastname*.

	Title:
First Name:	Last Name:
Username:	Email:
Address:	City:
State:	Postal Code:
Phone: 222-222-2222	Building Name:
Organization:	Organization Type:
Password:	Confirm Password:
Justification:	

Figure 1.3 Registration Page

ACCEPTABLE USE POLICY (AUP) PAGE

At the AUP screen, read the AUP, click the *I Agree* check box, and then click *Continue Registration* (Figure 1.4). It is not necessary to download the AUP but the option is available – click the *Download AUP* hyperlink listed under Acceptable Use Policy.

PLEASE NOTE: Choosing the option *Save For Later*, allows the user to pause their registration at this point and continue at another time. To continue registration, user will log back into DAART with the username and password they created at the registration page. The user's registration will pick up at the point they left off.

	Contraction of the local division of the loc		V.	
(←)⊝	https://test.daart.us/Registration/SubmitProfileInfo	- A C	Search	P+ ∩ ★ ®
1 DAART	-UserAgreement ×	5 August 144	Alasi 🗑 Sana Salamata	14 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Acceptable Use Policy			^
	DOMOPS Awareness and Assessment Response Too	<u>ol (DAART)</u>		
	<u>General User Acceptable Use Policy (AUP)</u>			
1.	Purpose. Controls are needed for the DAART System to ensure all users are accountable for their own action either malicious and accidental loss or damage. The following AUP has been developed to govern the behavi accept their responsibilities with respect to the DAART System security. Individuals must agree to conform to System user registration process prior to being provided access to the DAART System. Consequences for viol violation.	ns and to pro ior of the DA o these rules plating the Al	tect mission-related data and ed ART System users to ensure th . This will be accomplished duri JP vary according to the serious	quipment from ey know and ng the DAART ness of the
2.	Understanding.I understand that I have the primary responsibility to safeguard the information contained in the disclosure, destruction, denial of service, and use.	e DAART Sy	ystem from authorized or inadve	rtent modification,
3.	Access.Access to the DAART System is for authorized purposes as set for in DoD 5500.7-R "Joint Ethics Reg	gulation" or a	as further limited by this policy.	
4.	Revocability Access to army resources is a revocable privilege and is subject to content monitoring and secur	rity testing.		
5.	ClassifiedInformation Processing The DAART System is an Unclassified Information System (IS) supporting the System is approved to process only up to Unclassified information in accordance with the current accreditation	the National on document	Guard Bureau (NGB) mission.	The DAART
	a. The DAART System is not accredited for transmission of NATO material.			
	b. The ultimate responsibility for ensuring the protection of information lies with the user. The rele	ease of class	sified information through the DA	VART System is a
٦	 I understand I am subject to disciplinary action if I violate DOD computer policy For U.S. personnel, this madverse administrative action or punishment under Article 92 of the Uniform Code of Military Justice (UCM educes action under the United States Code or Code of Federal Regulations. I Agree 	neans that if AJ). If I am n	I fail to comply with this policy, ot subject to the UCMJ, I may b	i may be subject to e subject to
	Continue Registration			
	Save For Later			~

Figure 1.4 Acceptable Use Policy Page

PRIMARY STATE/AGENCY

At the Primary State/Agency screen, choose a Primary State/Agency from the drop down menu and click **Request**, click **OK** on the State Requested pop-up box, then click **Continue Registration** (Figure 1.5). The user's primary state/agency may not be the state that the user lives/works in. For instance, the user may live/work in Alabama but support AFNORTH. In this case the primary/state agency of choice would be AFNORTH. If an error is made in choosing a primary/state agency, the user can request a change in their profile after their account is approved.

PLEASE NOTE: Choosing the option *Save For Later*, allows the user to pause their registration at this point and continue at another time. To continue registration the user will log back into DAART with the username and password they created at the registration page. The user's registration will pick up at the point they left off.



Figure 1.5 Primary State/Agency Page

TRAINING CERTIFICATES

At the Training Certificates page the user will either upload their own training certificates or take the online training provided. To meet Cyber Awareness and IO regulations, <u>ALL</u> DAART users must complete and maintain current Cyber Awareness (e.g., US Army Cyber Center of Excellence Fort Gordon, GA - <u>https://cs.signal.army.mil/</u>) and IO Training – or their equivalent. (Figure 1.6).

Users who possess the required certificates can upload their certificates and set their expiration dates (see *Uploading Cyber AwarEness Training Certificate* and *Uploading Intelligence Oversight Training Certificate*). Users who do not possess or have access to the required certificates can take the on-line training provided on the Training Certificates page (see *Taking On-Line Training*).

Training Certificates
A current Cyber Security Training certificate and a current intelligence Oversight (IO) Training Certificate must be provided. You can upload one or both of these certificates if you have them. If you do not currently possess one or both of these you can take the training by clicking the links below. The cyber test takes about 15 minutes to complete and the IO training takes about 10 minutes. Certificates will automatically load to your account when training is complete. Please use the calendar link to set the expiration date of your training. Expiration date is 1 year from the date on your certificate.
Upload Current Cyber Certificate Take Cyber Training Expiration Date
Upload Current IO Certificate Take IO Training Expiration Date
Complete Registration Save For Later
If you do not possess the required training certificates and need to access DAART due to an <u>emergency</u> operational event, you can request a temporary <u>Emergency Account</u> which will be good for <u>72 hours</u> . If this account is approved you will need to navigate to your Profile page within 72 hours of approval to upload or perform the required training. This account will be locked at 72 hours if you have not uploaded current certificates.
Request Emergency

Figure 1.6 Training Certificates Page

UPLOADING CYBER AWARENESS TRAINING CERTIFICATE

To upload a current Cyber Awareness certificate, click on **Upload Current Cyber Certificate**, navigate to where the certificate is stored, click on the file, and click **Open** to upload (Figure 1.7).

Training Certificate	es			
A current Cyber Security Training certificate certificates if you have them. If you do not cu minutes to complete and the IO training take link to set the expiration date of your training	and a current Intelligence Oversight (urrently possess one or both of these is about 10 minutes. Certificates will a Expiration date is 1 year from the da	IO) Training Certificate must be provided. you can take the training by clicking the lin utomatically load to your account when tra ate on your certificate.	You can upload (ks below. The cy ining is complete	one or both of these /ber test takes about 15 e. Please use the calendar
Unload Current Cyber Certificate	Choose File to Upload			
opidad current Cyber Certificate		✓ 4y Search Certs	2	
Upload Current IO Certificate <u>Take</u>	Organize New folder	Name Dat DoDCyberSecurityCertificate_SReynolds	E • D O odified Type Adob	
Complete Registration	Subversion			
Save For Later	R Computer	=		
If you do not possess the required trai <u>Emergency Account</u> which will be goo upload or perform the required training	ining certificat od for <u>72 hours</u> g. This accour	· · ·	, re	equest a temporary '2 hours of approval to
Request Emergency	File name:	DoDCyberSecurityCertificate_SReynolds.pdf + All File, et.") Open	Cancel	

Figure 1.7 Upload Current Cyber Certificate

Once the certificate is loaded, click on the white box to the right of *Expiration Date* and set the date out one (1) year from the date on the certificate (Figure 1.8). The *Complete Registration* button is not available until both certificates are loaded and expiration dates are set.

PLEASE NOTE: Choosing the option *Save For Later*, allows the user to pause their registration at this point and continue at another time. To continue registration the user will log back into DAART with the username and password they created at the registration page. The user's registration will pick up at the point they left off.

Training Certificates

A current Cyber Security Training certificate and a current Intelligence Oversight (IO) Training Certificate must be provided. You can upload one or both of these certificates if you have them. If you do not currently possess one or both of these you can take the training by clicking the links below. The cyber test takes about 15 minutes to complete and the IO training takes about 10 minutes. Certificates will automatically load to your account when training is complete. Please use the calendar link to set the expiration date of your training. Expiration date is 1 year from the date on your certificate.

				Cu	Mo	The state	14/0	Th	Er.	60	
Upload Current IO Certificate	Cyber Expe	ration Saved	te	Su	OIN	iu o	we	10	Fr	50	
				1	2	3	4	5	6	/	
complete Registration		ОК		8	9	10	11	12	13	14	
ave For Later				15	16	17	18	19	20	21	
				22	23	24	25	26	27	28	
If you do not possess the required training Emergency Account which will be good fo	certificates and need to access DAA	RTd an <u>em</u> tyou yed to		29	30	31					nporary approval to
upload or perform the required training. Th	his account will be locked at 72 hours	if you not u	iploa	ded c	urrent	ceruno	ates.		_		pprorunto



UPLOADING INTELLIGENCE OVERSIGHT TRAINING CERTIFICATE

To upload a current Intelligence Oversight Training certificate, click on **Upload Current IO Certificate**, navigate to where the certificate is stored, click on the file, and click **Open** to upload (Figure 1.9).



Figure 1.9 Upload Intelligence Oversite Certificate

Once the certificate is loaded, click on the white box to the right of *Expiration Date* and set the date out one (1) year from the date on the certificate (Figure 1.10).

minutes to complete and the IO training takes about 10 link to set the expiration date of your training. Expiratio Upload Current Cyber Certificate	0 minutes. Certificates will automa n date is 1 year from the date on y <u>Take Cyber Training</u>	tically load to your a your certificate.	acco	unt wi	hen tr	aining	is co	mple	te. Pl	ease use the calend
Upload Current IO Certificate	Take IO Training	Expiration Date	2/06	/2019						
IOCertificate Selwyn Reynolds 06Dec18.pdf		_	0		Decer	nbe 2	2019		0	
	Message from webpage	×	Su	Мо	Tu	We	Th	Fr	Sa	
Complete Registration			1	2	3	4	5	6	7	
	IO Expiration Saved	1	8	9	10	11	12	13	14	
Save For Later			22	23	24	25	26	27	28	
If you do not possess the required training certif	ОК	an emerg	29	30	31					st a temporary
Emergency Account which will be good for <u>72 h</u> upload or perform the required training. This acc	c count will be locked at /2 h	need to nav	igane ded	to yo currer	ur r ro nt cert	ificate	ige w S.	101111	72-110	ours of approval to

Figure 1.10 Set IO Expiration Date

Once the required certificates are uploaded and their expiration dates are set, click *Complete Registration* (Figure 1.11).



Figure 1.11 Complete Registration

TAKING ON-LINE TRAINING

For users whose organizations do not require Cyber Awareness or IO Training, the user will need to take the DAART online Cyber Awareness Training test and read the Intelligence Oversight Training provided. The system will auto load certificates of completion and set the expiration date for the training once completed.

CYBER AWARNESS ON-LINE TRAINING

To fulfill the Cyber Awareness Training requirement, click on the *Take Cyber Training* hyperlink (Figure 1.12).

Training Certific	cates	
A current Cyber Security Training ce certificates if you have them. If you d minutes to complete and the IO train link to set the expiration date of your	tificate and a current Intelligence Oversight (IO) Training Certificate must be provided. You can upload one or both of these o not currently possess one or both of these you can take the training by clicking the links below. The cyber test takes about 15 ing takes about 10 minutes. Certificates will automatically load to your account when training is complete. Please use the calendar training. Expiration date is 1 year from the date on your certificate.	
Upload Current Cyber Certificate	Take Cyber Training	
Upload Current IO Certificate	Take IO Training Expire. on Date	
Complete Registration Save For Later If you do not possess the required Emergency Account which will upload or perform the required Request Emergency	uired training certificates and need to access DAART due to an <u>emergency</u> operational event, you can request a temporary I be good for <u>72 hours</u> . If this account is approved you will need to navigate to your Profile page within 72 hours of approval to d training. This account will be locked at 72 hours if you have not uploaded current certificates.	

Figure 1.12 On-Line Cyber Awareness Training Hyperlink

The DAART Cyber Awareness Training and Exam pdf document will open. Read through the document and then click *Take Cyber Exam* (Figure 1.13).



Figure 1.13 Cyber Awareness Training Document

Take the 10 question multiple choice exam and click *Submit Answers* (Figure 1.14).



Figure 1.14 Security Awareness Training Exam

The result of the exam will show. A passing score is 70% or above. After the test is passed, click *Submit Certificate* (Figure 1.15).

Exam Name: DOMOPS	Awareness and Assessment	Response Tool (DAART) Sec	curity Awareness Training Ex	kam	
Total Questions: 10					
Congratulations, daw	ncombs, you have passed t	e DAART Security Awaren	ess Exam! Date: 1/28/2019	12:50:44 PM	
Submit Certificate 1. Which types of i and grades Stati number.	nformati stical information about a pr	idered sensitive Person son that identfies employe	ally Identifiable Informatio ees by name and age A g	n (Pll)? - A person's wor berson's work email add	rk phone number A person's official f resses A person's personal cell

Figure 1.15 Security Awareness Exam Result

A confirmation screen that the certificate has been submitted will show (Figure 1.16). Close the certificate confirmation screen.

DAART S	ecurity Awareness
Exam Name: DOMO Total Questions: 10	PS Awareness and Assessment Response Tool (DAART) Security Awareness Training Exam
Congratulations, da	wncombs, you have passed the DAART Security Awareness Exam! Date: 1/28/2019 12:52:58 PM
Certificate Subm	itted.
1. Which types of and grades Sta	f information are, or can be, considered sensitive Personally Identifiable Information (PII)? - A person's work phone number A person's official title attistical information about a person that identifies employees by name and age A person's work email addresses A person's personal cell

Figure 1.16 Security Awareness Certificate Submitted Confirmation

The exam can be retaken immediately if the user does not score a passing grade, click **Yes, take the test again.** The user may also opt to take the test at a later date by clicking **Not now, maybe later** (Figure 1.17), <u>however</u> they will not be able to complete their registration until the certificate is loaded and the expiration date is set.

DAART Security Awareness Exam Name: DOMOPS Awareness and Assessment Response Tool (DAART) Security Awareness Training m Total Questions: 10	
You have failed the exam with a score of 30 . A score of 70 is required to pass the exam. Yes, take the test again Not now, maybe later	
1. Which types of information are, or can be a consumer coordally identifiable information (PII)? - A person's work phone number A person's official title and grades. - Statistical information about a person that identification and age A person's work email addresses A person's personal cell number. - A person's personal cell number. - A person's work email addresses A person's personal cell number. - A person's personal cell number. - A person's work email addresses A person's personal cell number. - A person's personal cell number. - A person's work email addresses A person's personal cell number.	

Figure 1.17 Retake Exam / Take Exam Later

The system will automatically load the Cyber Awareness Training Certificate as a pdf file and will auto populate the expiration date out 1 year from the date on the certificate (Figure 1.18).

Upload Current Cyber Certificate	Take Cyber Training	Expiration Date 02/20/2020
Upload Current IO Certificate	Take IO Training	Expiration Date
	ani urea trainina certiticates	and need to accose I to by I due to an emergency operational event you can request a temporany

Figure 1.18 Cyber Awareness Training Expiration

INTELLIGENCE OVERSIGHT ON-LINE TRAINING

To fulfill the IO Training requirement, click on the *Take IO Training* hyperlink (Figure 1.19).

Training Certific	Training Certificates			
A current Cyber Security Training certificate and a current Intelligence Oversight (IO) Training Certificate must be provided. You can upload one or both of these certificates if you have them. If you do not currently possess one or both of these you can take the training by clicking the links below. The cyber test takes about 15 minutes to complete and the IO training takes about 10 minutes. Certificates will automatically load to your account when training is complete. Please use the calendar link to set the expiration date of your training. Expiration date is 1 year from the date on your certificate.				
Upload Current Cyber Certificate	Take Cyber Training Expirition Dat			
Upload Current IO Certificate	Take IO Training			
Complete Registration Save For Later If you do not possess the requ Emergency Account which will upload or perform the required Request Emergency	ired training certificates and need to acce be good for <u>72 hours</u> . If this account is a training. This account will be locked at 7	ess DAART due to an <u>emergency</u> operational event, you can request a temporary approved you will need to navigate to your Profile page within 72 hours of approval to 72 hours if you have not uploaded current certificates.		

Figure 1.19 Intelligence Oversight On-Line Training

The IO Training pdf document will open. Read through the document and then click *Submit* (Figure 1.20).

INTELLIGENCE OVERSIGHT TRAINING
This briefing is UNCLASSIFIED//FOR OFFICIAL USE ONLY
Agenda
Information Collection Rules
– Intelligence Oversight
- Protection of Non-DoD Affiliated Persons (NDAP) Information
 Intelligence Support and Information Collection during Domestic Operations
 Incident Awareness and Assessment
This briefing is UNCLASSIFIED//FOR OFFICIAL USE ONLY
By clicking Submit, Faging that thave read and understand the intelligence Oversight Training and will abide by the training in the use of the National Guard Bureau DOMOPS Awareness and Assessment Response Tool.

Figure 1.20 Intelligence Oversight On-Line Training Document

A confirmation screen that IO Training is complete will load (Figure 1.21). Close the training confirmation screen.



Figure 1.21 IO Training Complete Screen

The system will automatically load the IO Certificate as a pdf file and will auto populate the expiration date out 1 year from the date on the certificate. Click *Complete Registration* (Figure 1.22).

T A C C C	raining Certific current Cyber Security Training ce artificates if you have them. If you c inutes to complete and the 10 train	Cates ertificate and a current Inf to not currently possess ning takes about 10 minu	Intelligence Oversight (IO) Training Certificate must be provided. You can upload one or both of these so one or both of these you can take the training by clicking the links below. The cyber test takes about 15 inutes. Certificates will automatically load to your account when training is complete. Please use the calendar
lir	nk to set the expiration date of your	r training. Expiration date	ate is 1 year from the date on your certificate.
	Upload Current Cyber Certificate	Take Cyber Training	ng Expiration Date 02/20/2020
	Upload Current IO Certificate	Take IO Training	Expiration Date 02/20/2020
	Complete Registration		
4	If you do not possess the req Emergency Account which wi upload or perform the require	uired training certificates ill be good for <u>72 hours</u> . I d training. This account i	es and need to access DAART due to an <u>emergency</u> operational event, you can request a temporary <u>s</u> . If this account is approved you will need to navigate to your Profile page within 72 hours of approval to nt will be locked at 72 hours if you have not uploaded current certificates.
	Request Emergency		

Figure 1.22 IO Training Expiration Date / Complete Registration

The **Registration Complete** banner will be displayed confirming that the request for a DAART account has been emailed to the appropriate approving authority for the primary state/agency (Figure 1.23). Click **OK**. The system will default back to the DAART Login screen. **NOTE:** User will not be able to log into their account until the state/agency manager has approved their request.

F	Registration Complete
TI re	he state/agency manager will be sent an email to approve your account. An email will be sent to you when your account request has been approved. If you have not aceived an email within 48 hours please contact DAART Support at 256-955-2750 or support@daart.us.
Yo	ou will be returned to the DAART Login page.
	ОК

Figure 1.23 Registration Complete/Email for Approval Sent

The state/agency manager will receive an email that an account request is awaiting approval. The user will be copied on the email (Figure 1.24). **NOTE:** Check all spam and/or junk email folders to ensure that this email confirmation does not get delivered there as opposed to the inbox, as some networks may have firewalled the response.



Figure 1.24 State/Agency Manager Account Request Email

The user will receive an email when the appropriate state/agency manager has approved the request for an account (Figure 1.25). **NOTE:** Check all spam and/or junk email folders to ensure that this email confirmation does not get delivered there as opposed to the inbox, as some networks may have firewalled the response.



Figure 1.25 State/Agency Manager Account Approval Email

REQUEST EMERGENCY ACCOUNT

During an emergency operational event, a user who requires a DAART account but does not have access to their DoD Cyber Awareness and/or Intelligence Oversite training certificates, and does not have the time to take the online training provided, has the option to request a temporary emergency account that is active for 72 hours. This option allows registration for an account without uploading the required training certificates. **NOTE:** After 72 hours the emergency portion of the account will expire and the next time the user logs into DAART they will be taken to the Training Certificates page to either upload the required certificates or take the online training provided.

To request an emergency account, click *Request Emergency* on the Training Certificates page (Figure 1.26).

Training Certific A current Cyber Security Training cer certificates if you have them. If you d minutes to complete and the IO traini	cates tificate and a current Into o not currently possess of ing takes about 10 minut	elligence Oversight (IO) Training Certificate must be provided. You can upload one or both of these one or both of these you can take the training by clicking the links below. The cyber test takes about 15 tes. Certificates will automatically load to your account when training is complete. Please use the calendar
link to set the expiration date of your Upload Current Cyber Certificate	training. Expiration date	is 1 year from the date on your certificate.
Upload Current IO Certificate	Take IO Training	Expiration Date
Save For Later	ired training certificates	and need to access DAART due to an <u>emergency</u> operational event, you can request a temporary
Emergency Account which will upload or perform the required	l be good for <u>72 hours</u> . If I training. This account v	f this account is approved you will need to navigate to your Profile page within 72 hours of approval to vill be locked at 72 hours if you have not uploaded current certificates.
Request Emergency		

Figure 1.26 Request Emergency

The *Emergency Request Complete* banner will be displayed confirming that a request for an Emergency DAART account has been emailed to the appropriate approving authority for the users' primary state/agency (Figure 1.27). Click *OK*. The system will default back to the DAART Login screen. **NOTE:** User will not be able to log into their account until the state/agency manager has approved their request.



Figure 1.27 Emergency Request Complete/Email Approval Sent

The state/agency manager will receive an email that an account request is awaiting approval. The user will be copied on the email (Figure 1.28). **NOTE:** Check all spam and/or junk email folders to ensure that this email confirmation does not get delivered there as opposed to the inbox, as some networks may have firewalled the response.

PLE MESSAGE McAfee E-mail Scan ADOBE PDF					
ि Ignore X Sunk + Delete	Reply Reply Forward I More *	Image: PR 31-1248134 1 □ To Manager Image: Team Email ✓ Done Image: Reply & Delete ✓ Create New	Actions ▼	Mark Categorize Follow Unread	Zoom
Delete	Respond	Quick Steps	ra Move	Tags r _a Editing	Zoom
Tue 4/16/2019 11:16 AM 10 USASMDC State/Agency Manager					
Cc dawncombs@					
You are an account manager for USASMDC and user dawncombs has requested emergency access to your state/agency. Justification: testing dawncombs: If you have not received an email response from the DAART system or the state/agency account manager within 1 hours please contact the account manager via the email address above or contact DAART Support at support@daart.us					

Figure 1.28 State/Agency Manager Emergency Account Request Email

The user will receive an email when the appropriate state/agency manager has approved the request for an account (Figure 1.29). **NOTE:** Check all spam and/or junk email folders to ensure that this email confirmation does not get delivered there as opposed to the inbox, as some networks may have firewalled the response.



Figure 1.29 State/Agency Manager Emergency Account Approval Email

Once the user receives the email with state/agency manager approval, they can access and utilize DAART by returning to the URL at <u>https://daart.us</u> and entering the username and password and clicking the *Log In* button (Figure 1.30).



Figure 1.30 DAART Log-In Screen

2.0 **SUPPORT**

If at any time there are questions or difficulty with the account registration process, contact the DAART Help Desk.

Help Desk:

0600 – 1700 CT, Weekdays 256-955-2750 DSN 645-2750 <u>support@daart.us</u>

After-hours Support:

support@daart.us 256-690-8612

DAART is Government Owned and Non-Proprietary