

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



24 May 2019

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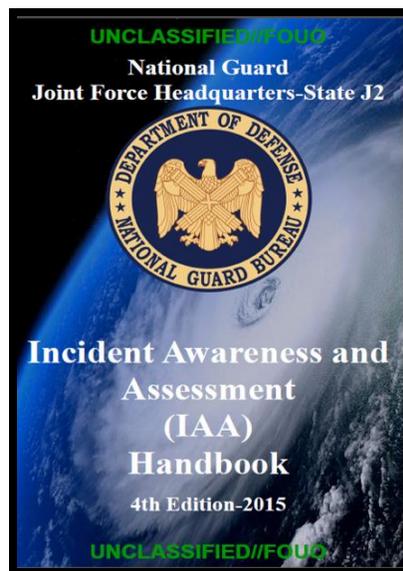
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DAART OVERVIEW

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 <https://daart.us> 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).

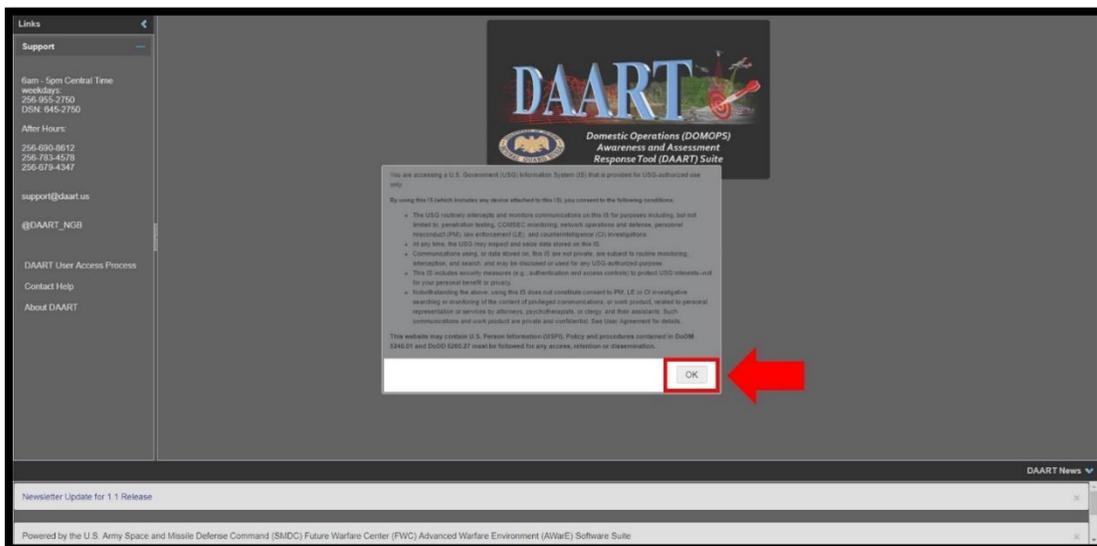


Figure 1.1 DAART Entry Portal

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. ***All fields are required.*** 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* .

A screenshot of the DAART Registration page. The page has a dark background with a white title 'Registration'. The registration form consists of several fields: 'First Name', 'Username', 'Address', 'State' (a dropdown menu), 'Phone' (with a placeholder '222-222-2222'), 'Organization', 'Password', 'Title', 'Last Name', 'Email', 'City', 'Postal Code', 'Building Name', 'Organization Type' (a dropdown menu), and 'Confirm Password'. Below these fields is a large 'Justification' text area. At the bottom right of the form, there is a 'Submit' button. A red arrow points to the 'Submit' button.

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.

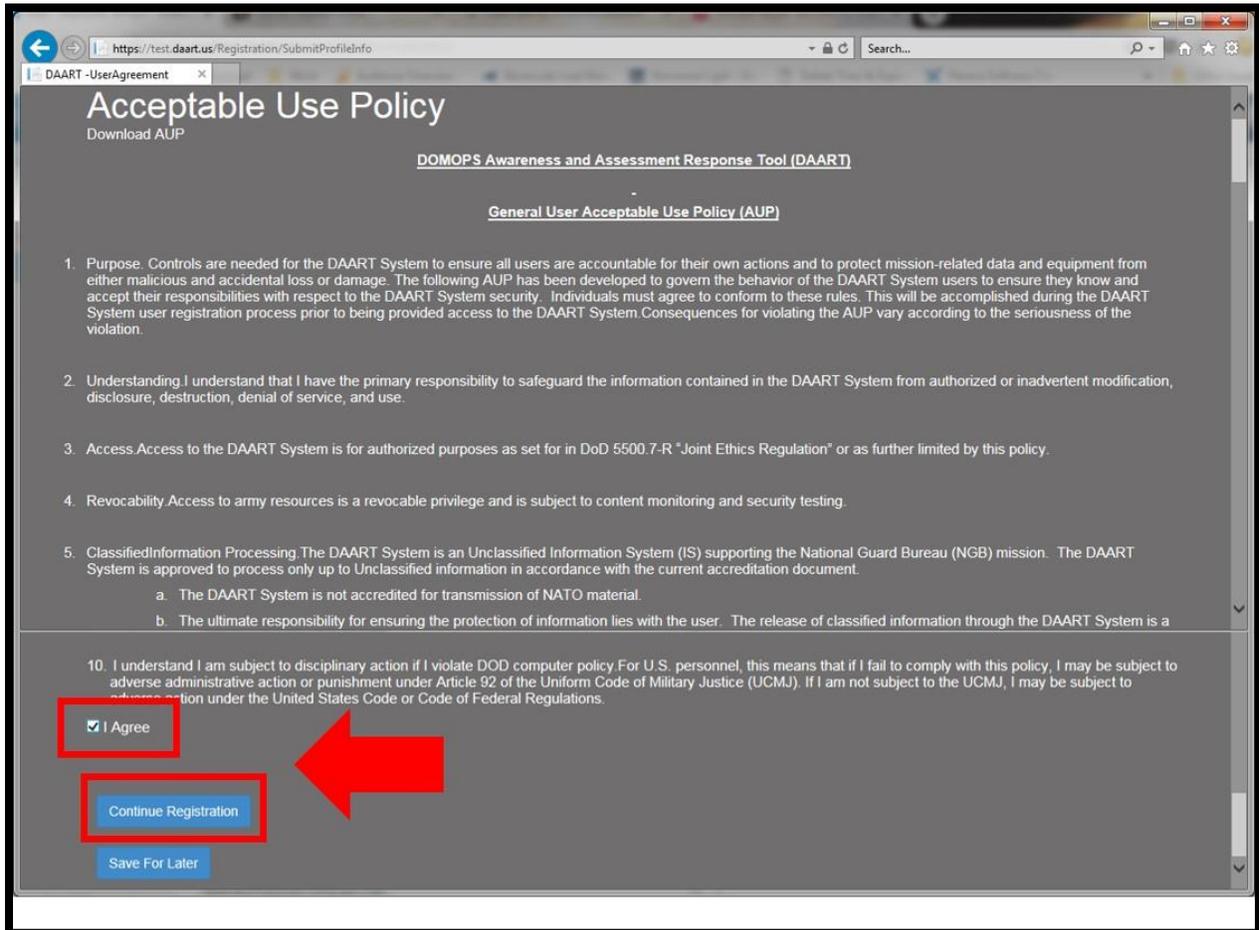


Figure 1.4 Acceptable Use Policy Page

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.

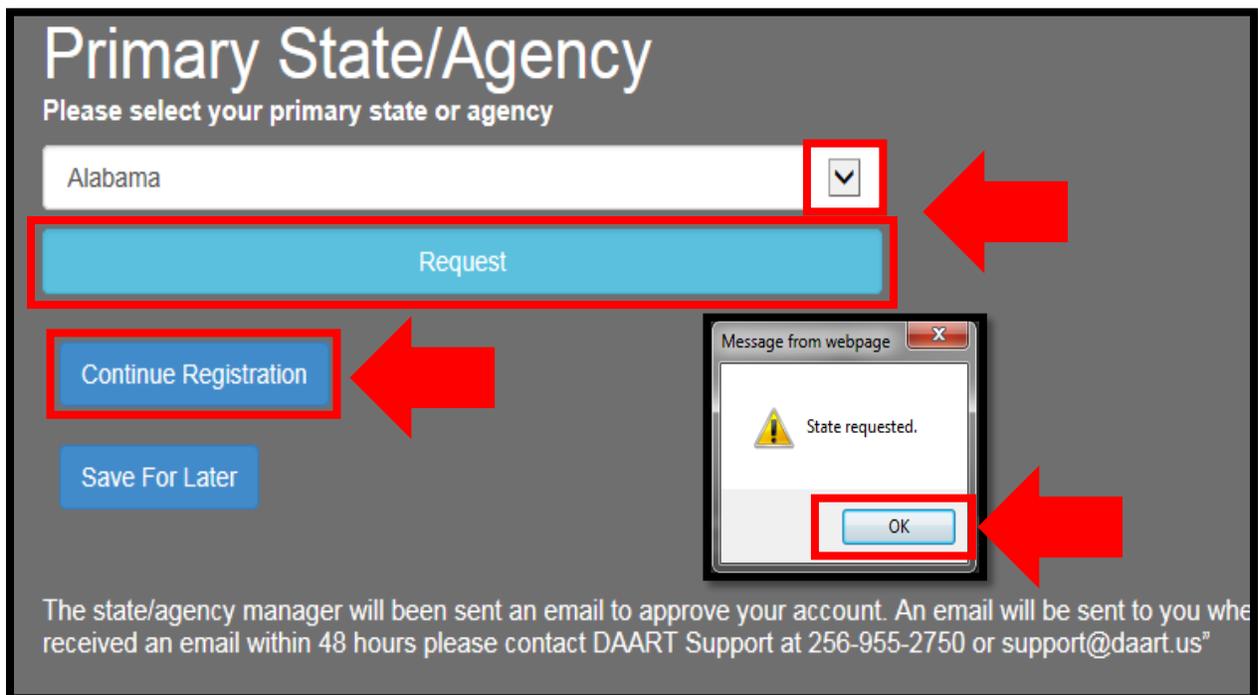


Figure 1.5 Primary State/Agency Page

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, **ALL** DAART users must complete and maintain current Cyber Awareness (e.g., US Army Cyber Center of Excellence Fort Gordon, GA - <https://cs.signal.army.mil/>) 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 <input type="text"/>
Upload Current IO Certificate	Take IO Training	Expiration Date <input type="text"/>

[Complete Registration](#)

[Save For Later](#)

 If you do not possess the required training certificates and need to access DAART due to an emergency operational event, you can request a temporary Emergency Account which will be good for 72 hours. 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).

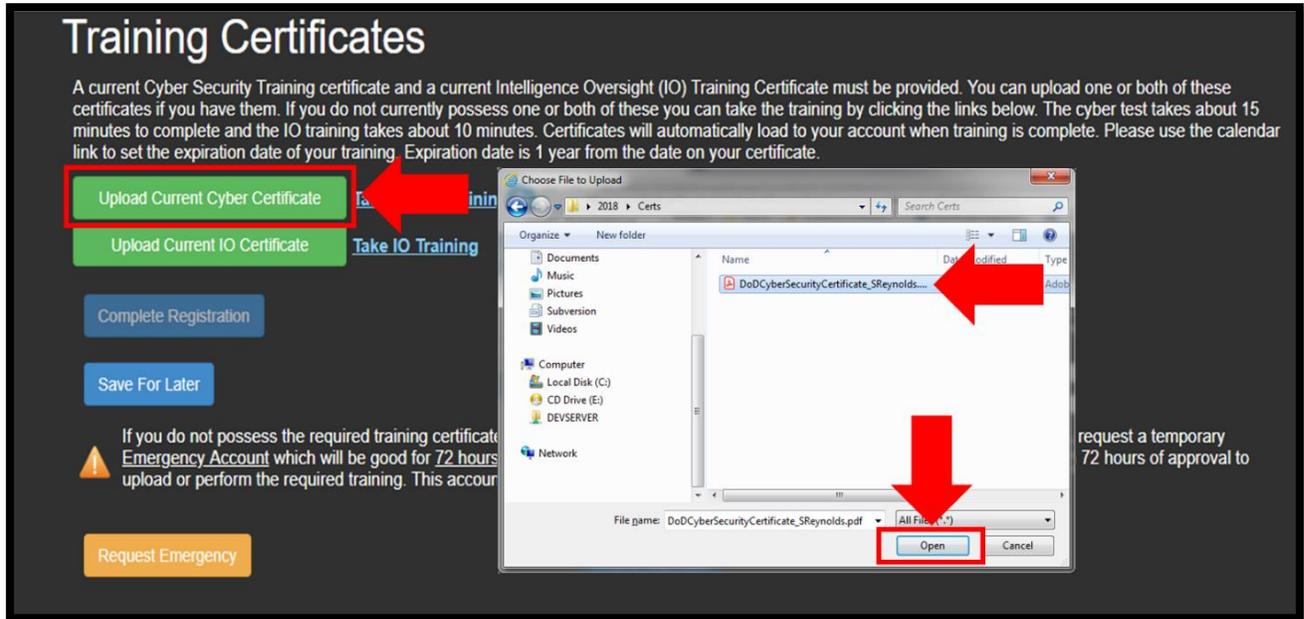


Figure 1.7 Upload Current Cyber Certificate

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.

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).

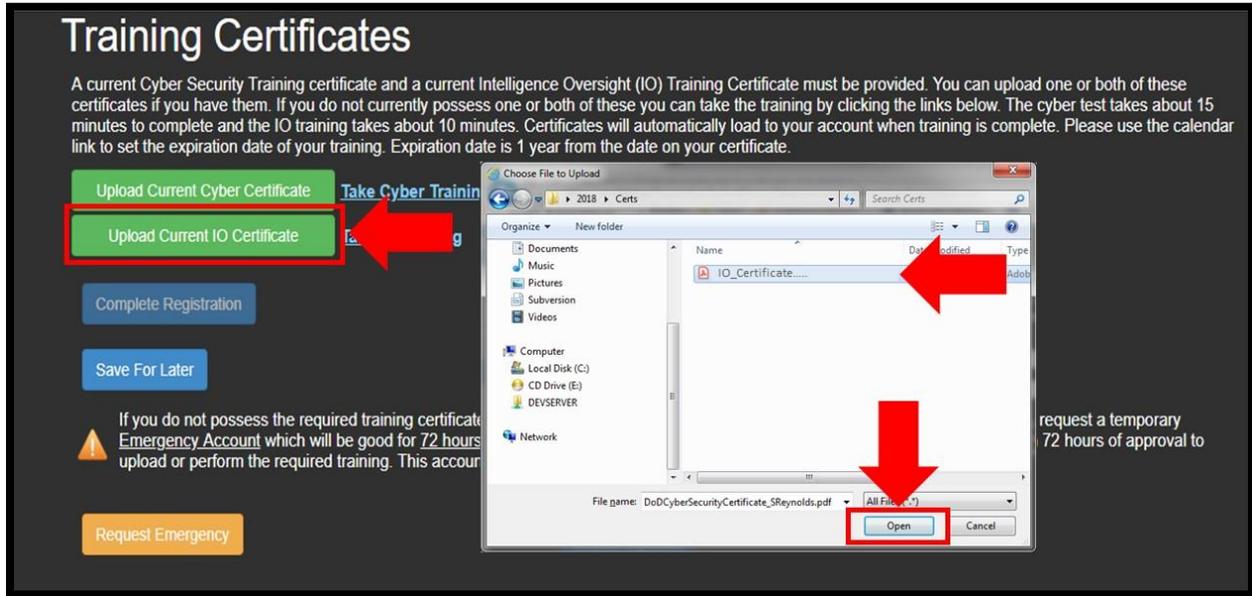


Figure 1.9 Upload Intelligence Oversight Certificate

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).

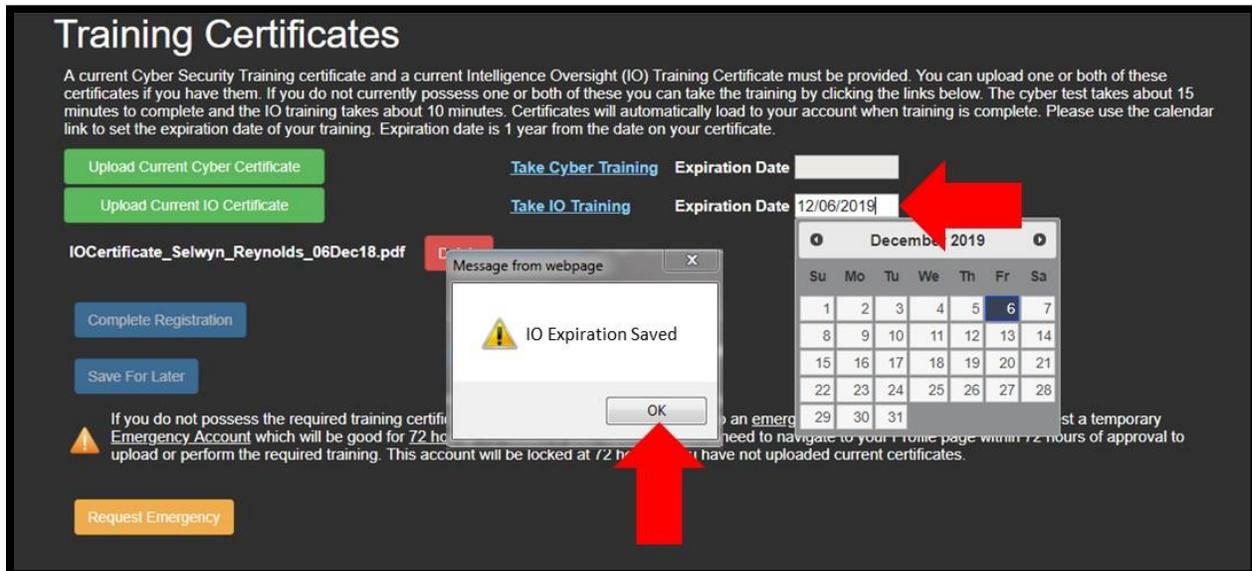


Figure 1.10 Set IO Expiration Date

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

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 12/06/2019

DoDCyberSecurityCertificate_SReynolds - Copy.pdf [Delete](#)

Upload Current IO Certificate [Take IO Training](#) Expiration Date 12/06/2019

IOCertificate_Selwyn_Reynolds_06Dec18.pdf [Delete](#)

Complete Registration 

[Save For Later](#)

 If you do not possess the required training certificates and need to access DAART due to an emergency operational event, you can request a temporary Emergency Account which will be good for 72 hours. 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 1.11 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 AWARENESS ON-LINE TRAINING

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

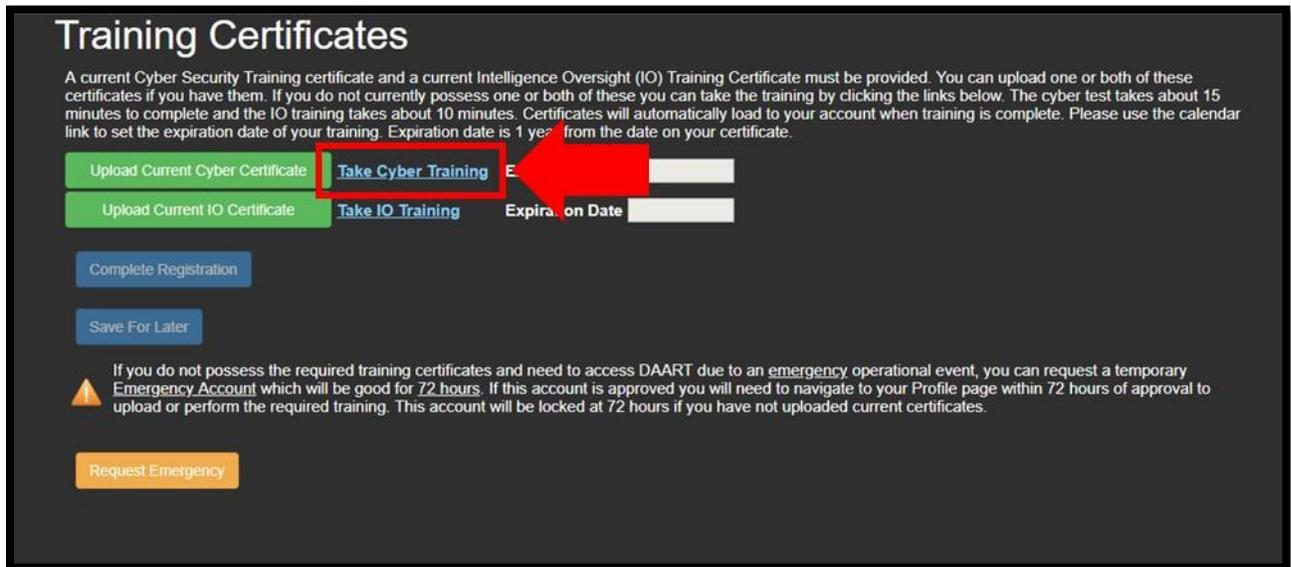


Figure 1.12 On-Line Cyber Awareness Training Hyperlink

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

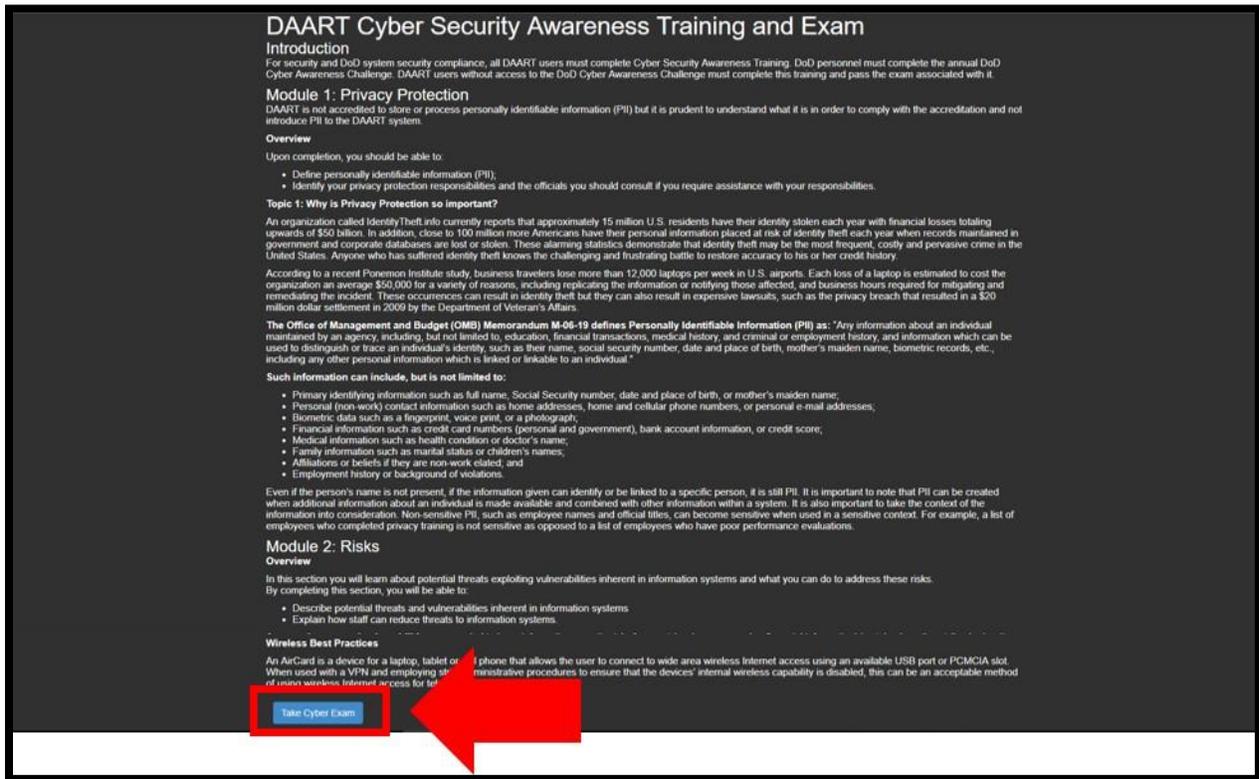


Figure 1.13 Cyber Awareness Training Document

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

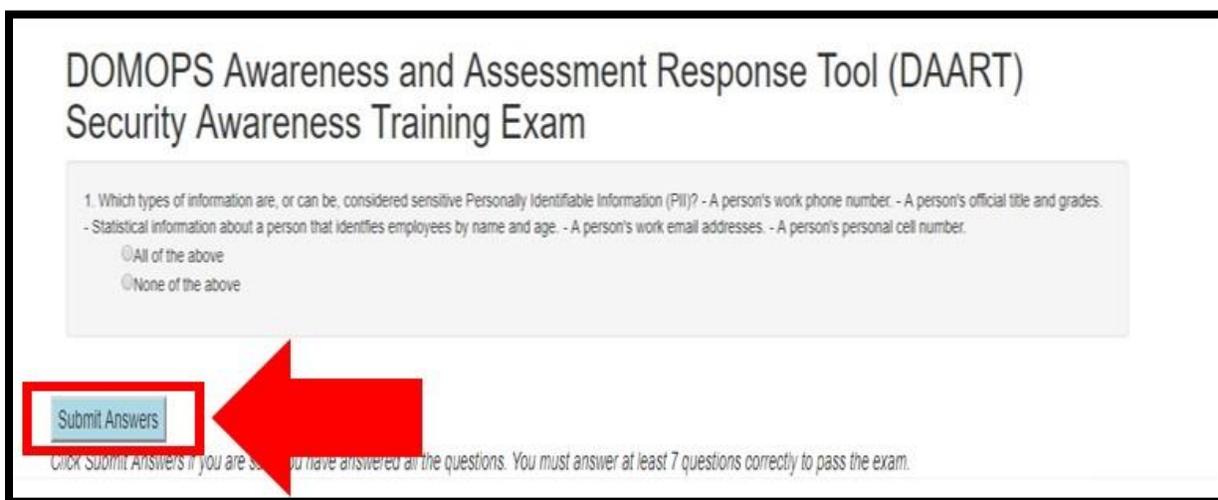


Figure 1.14 Security Awareness Training Exam

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).

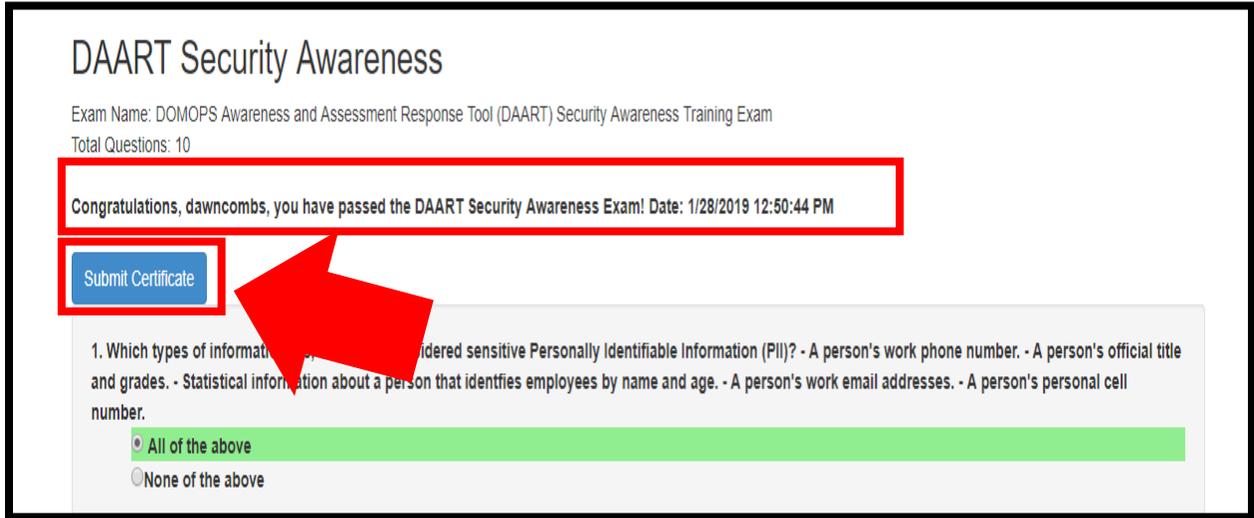


Figure 1.15 Security Awareness Exam Result

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

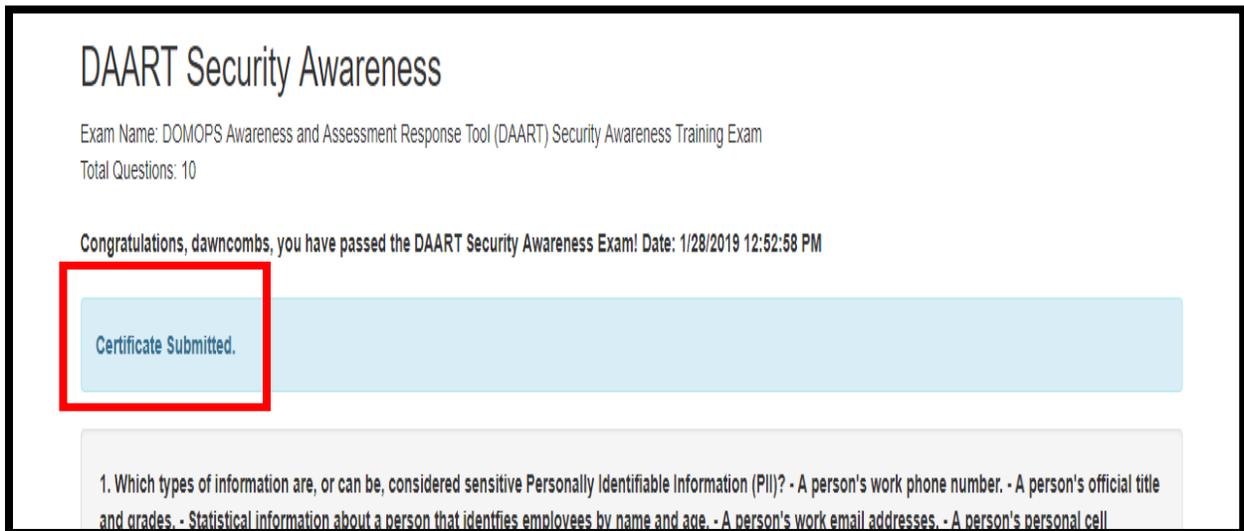


Figure 1.16 Security Awareness Certificate Submitted Confirmation

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), **however** they will not be able to complete their registration until the certificate is loaded and the expiration date is set.

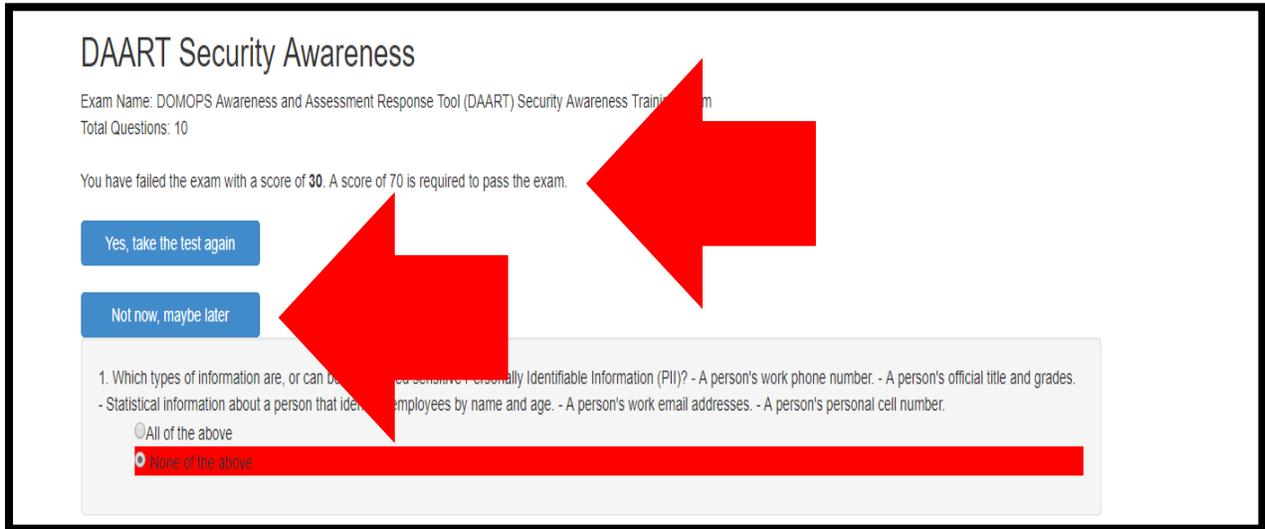


Figure 1.17 Retake Exam / Take Exam Later

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).

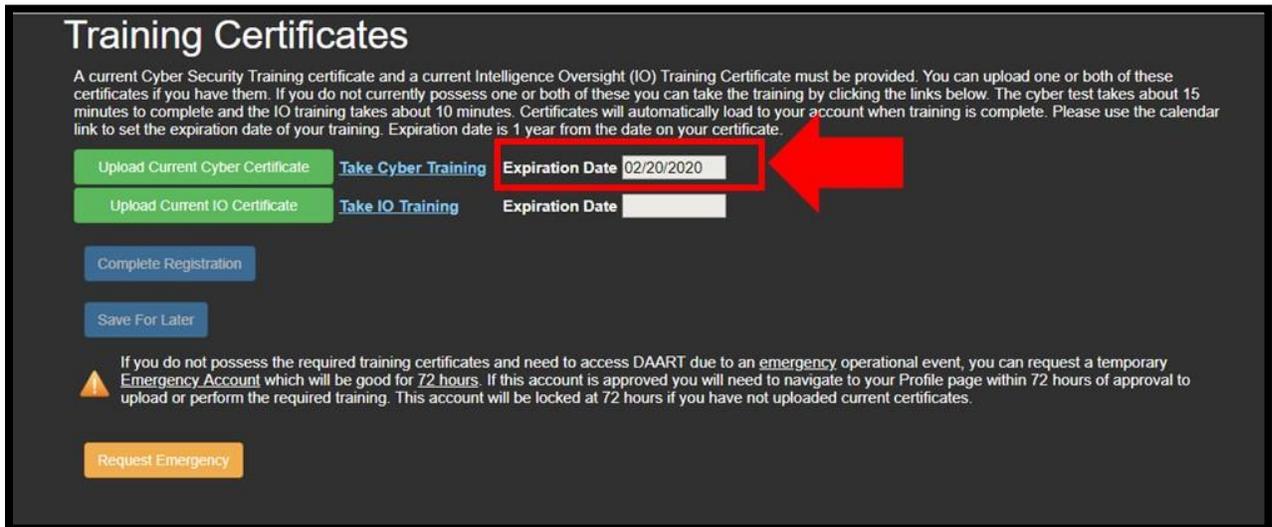


Figure 1.18 Cyber Awareness Training Expiration

INTELLIGENCE OVERSIGHT ON-LINE TRAINING

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

Training 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](#)

Complete Registration

Save For Later

⚠ If you do not possess the required training certificates and need to access DAART due to an emergency operational event, you can request a temporary Emergency Account which will be good for 72 hours. 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 1.19 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

[Submit](#)

By clicking Submit, I agree that I have 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).

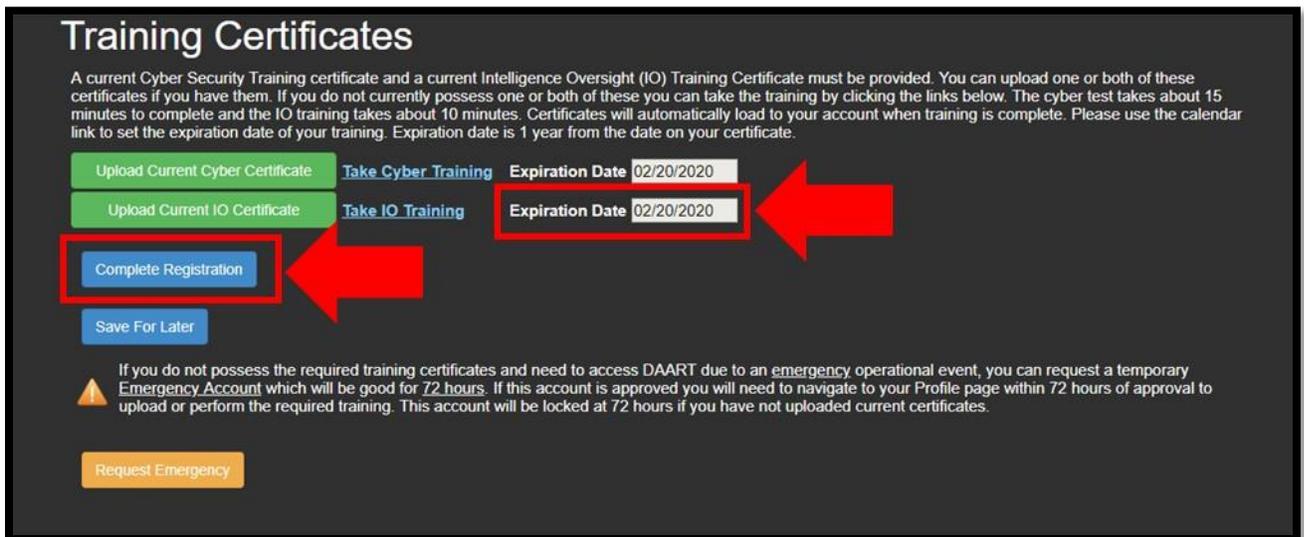


Figure 1.22 IO Training Expiration Date / Complete Registration

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.

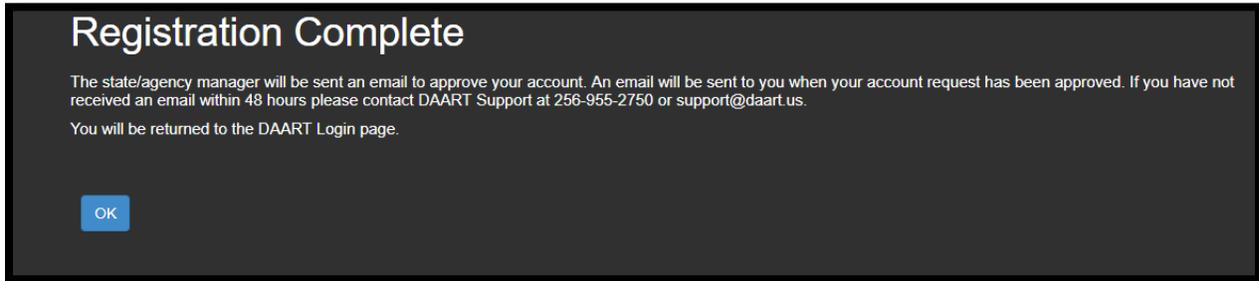


Figure 1.23 Registration Complete/Email for Approval Sent

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.

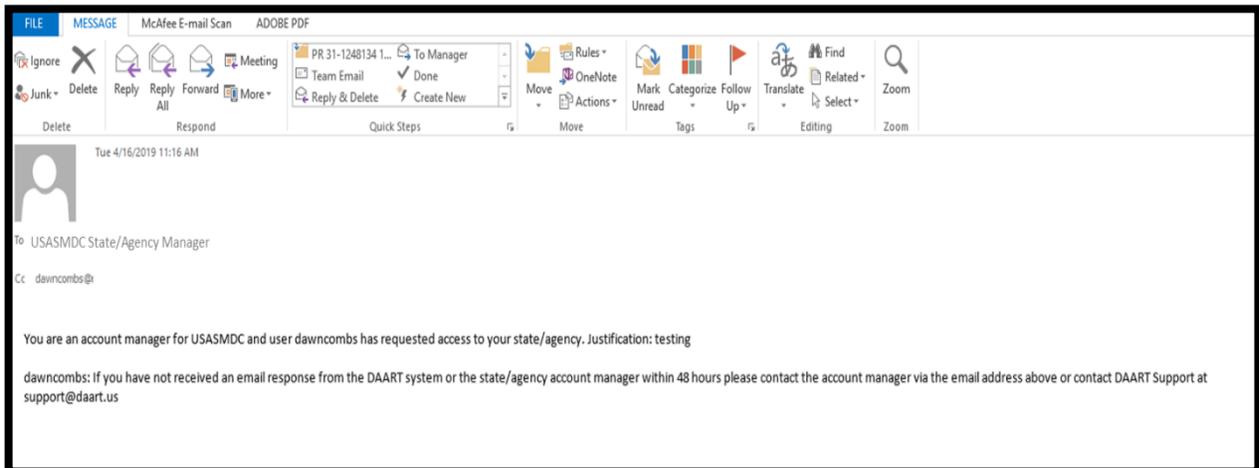


Figure 1.24 State/Agency Manager Account Request Email

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.

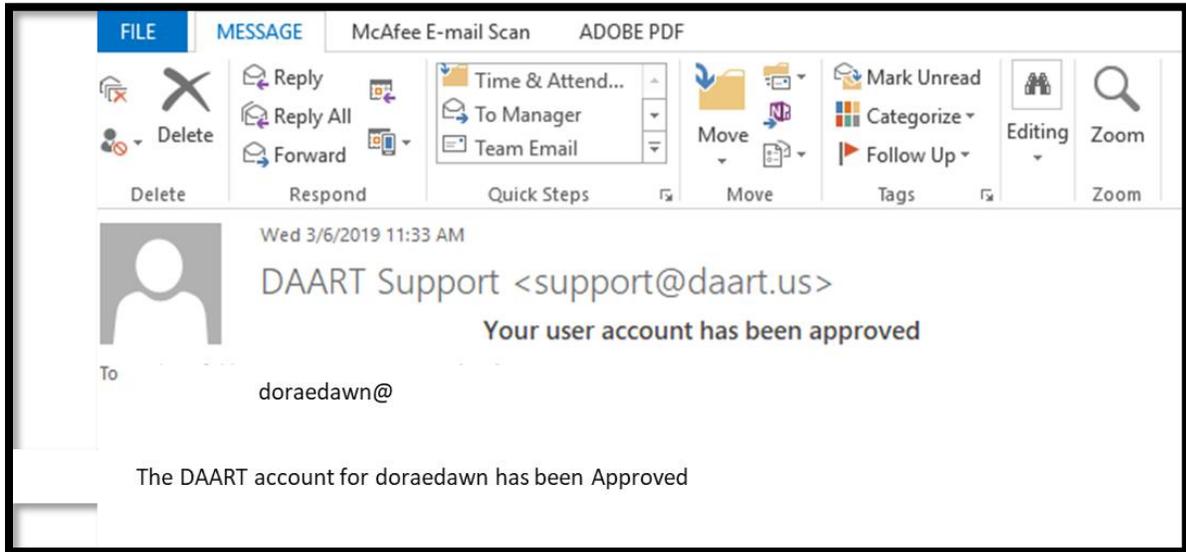
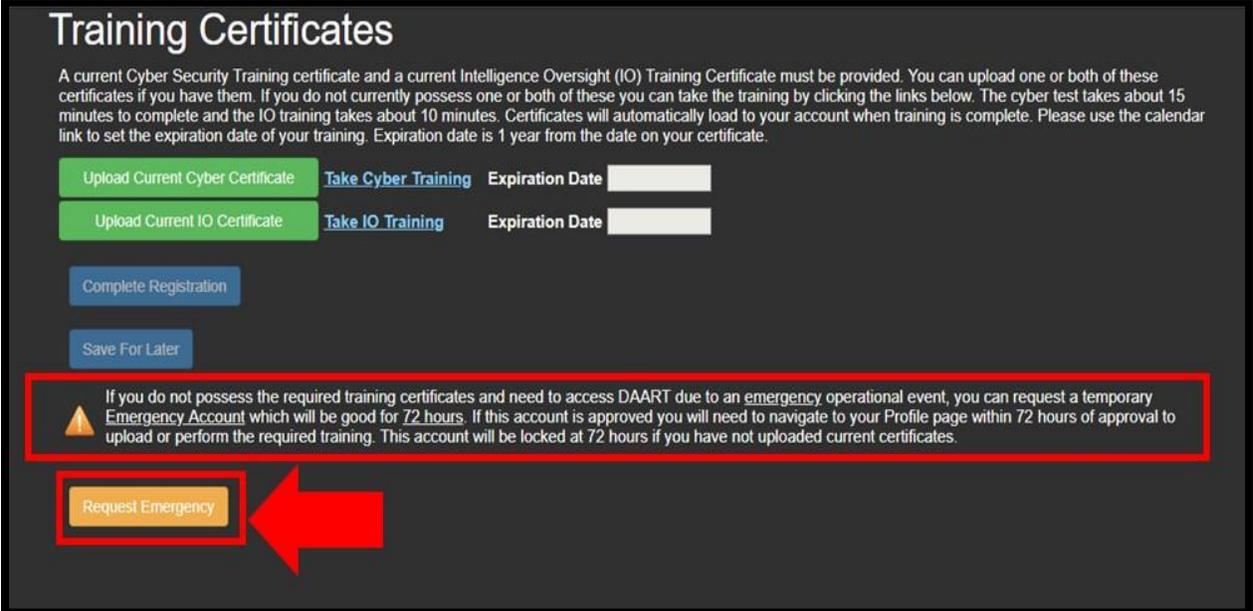


Figure 1.25 State/Agency Manager Account Approval Email

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 Oversight 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).



The screenshot shows the 'Training Certificates' page with the following elements:

- Section Header:** Training Certificates
- Text:** 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.
- Buttons:**
 - Upload Current Cyber Certificate (green)
 - Take Cyber Training (blue link)
 - Expiration Date (calendar icon)
 - Upload Current IO Certificate (green)
 - Take IO Training (blue link)
 - Expiration Date (calendar icon)
 - Complete Registration (blue)
 - Save For Later (blue)
- Warning Box (red border):** If you do not possess the required training certificates and need to access DAART due to an emergency operational event, you can request a temporary Emergency Account which will be good for 72 hours. 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 Button:** A yellow button with a red border and a large red arrow pointing to it from the right.

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.

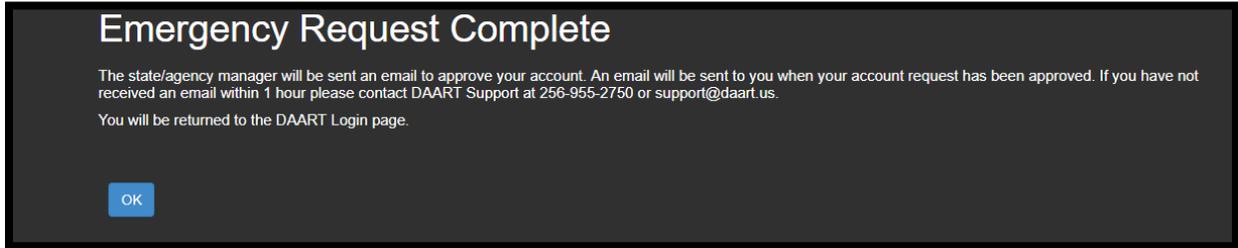


Figure 1.27 Emergency Request Complete/Email Approval Sent

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.

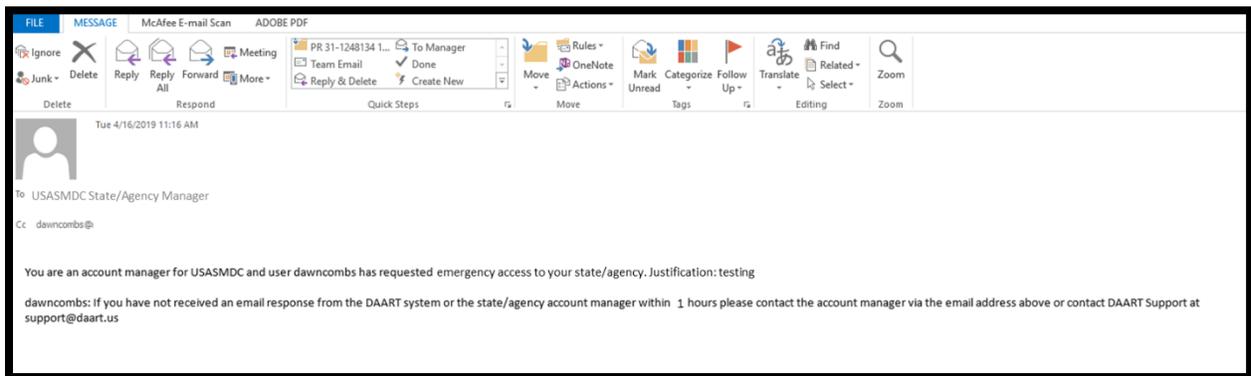


Figure 1.28 State/Agency Manager Emergency Account Request Email

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.

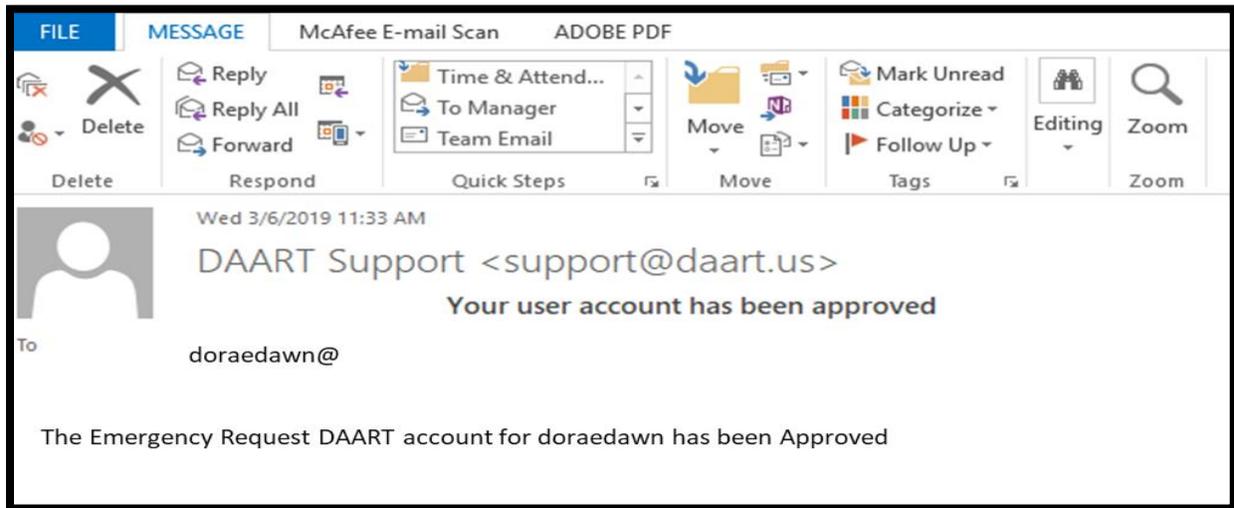


Figure 1.29 State/Agency Manager Emergency Account Approval Email

Once the user receives the email with state/agency manager approval, they can access and utilize DAART by returning to the URL at <https://daart.us> 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

support@daart.us

After-hours Support:

support@daart.us

256-690-8612

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