

# FOREIGN TRAVEL / FOREIGN CONTACT

## NEW USER JUMPSTART GUIDE



### Presented by:

Edaptive Computing Inc.  
1245-G Lyons Road  
Centerville, OH 45458

**DFAR 252.227-7018 SBIR DATA RIGHTS; Contract No.:** W911QY-17-C-0114, **Contractor Name:** Edaptive Computing, Inc., **Contractor Address:** 1245 Lyons Road, Bldg. G, Dayton, Ohio, 45458-1818, **Expiration of SBIR Data Rights Period:** 24 May 2026 - 5 years from the end of this effort or follow-on effort - The Government's rights to use, modify, reproduce, release, perform, display, or disclose technical data or computer software marked with this legend are restricted during the period shown as provided in paragraph (b)(4) of the Rights in Noncommercial Technical Data and Computer Software--Small Business Innovative Research (SBIR) Program clause contained in the above identified contract. No restrictions apply after the expiration date shown above. Any reproduction of technical data, computer software, or portions thereof marked with this legend must also reproduce the markings.

**Distribution D:** Distribution authorized to Department of Defense and U.S. DoD contractors only.

#### **GOVERNMENT PURPOSE RIGHTS**

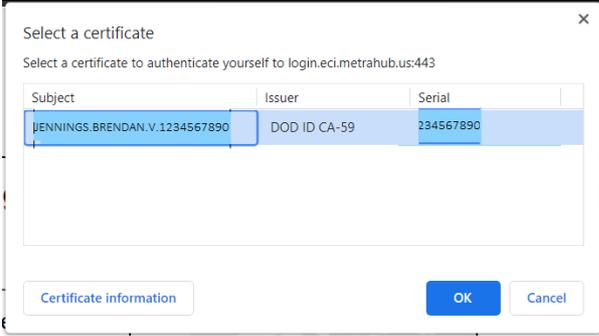
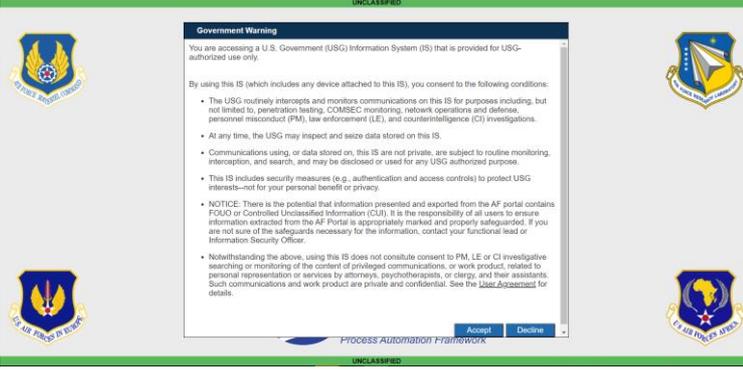
*The Government's rights to use, modify, reproduce, release, perform, display, or disclose technical data or computer software marked with this legend are restricted during the period shown as provided in paragraph (b)(4) of the Rights in Noncommercial Technical Data and Computer Software--Small Business Innovative Research (SBIR) Program clause contained in the above identified contract. No restrictions apply after the expiration date shown above. Any reproduction of technical data, computer software, or portions thereof marked with this legend must also reproduce the markings.*

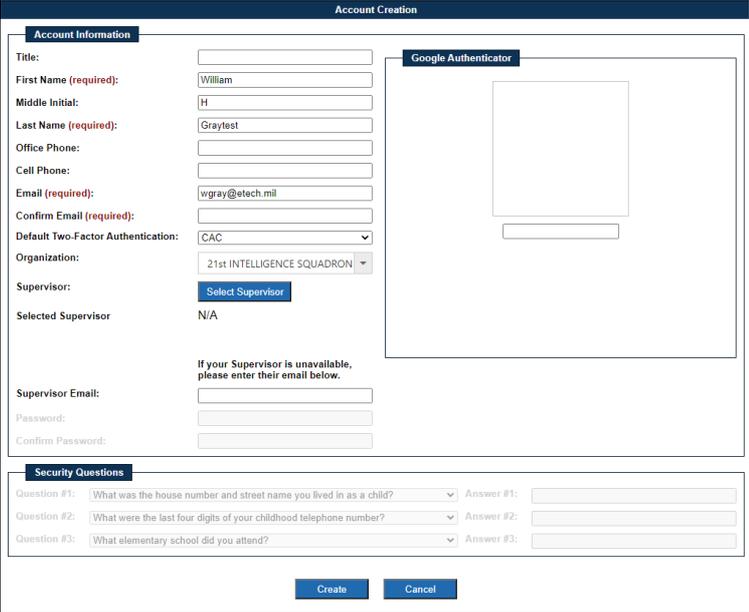
# New User Jumpstart Guide

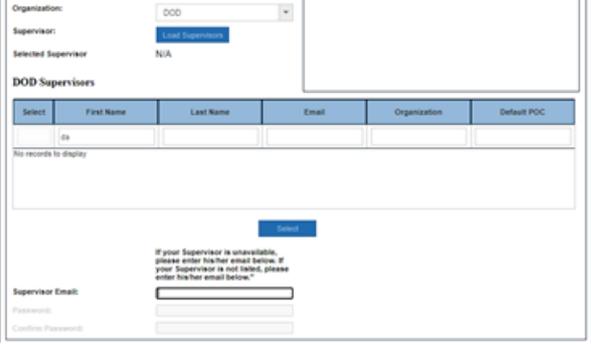
**Product:** SECURE

**Goal:** Learn how to create a new user

## Procedure

Step #	Description	Expected Result
<b>FOR CAC USERS</b>		
1	<p>From the SECURE landing page, click the “Sign In” button.</p> 	 <p>The screenshot shows the SECURE landing page with the 'Sign In' button highlighted. The page includes logos for the Department of Defense, ECI Automate, and various military branches. It features sections for 'Foreign Travel / Foreign Contact System' and 'Info and FAQs'.</p>
2	<p>A prompt will appear asking you to select your Authentication Certificate.</p> <p>Select a valid CAC smartcard and input your PIN when prompted.</p>	 <p>The dialog box titled 'Select a certificate' prompts the user to select a certificate to authenticate. It displays a table with columns for Subject, Issuer, and Serial. The selected certificate is JENNINGS.BRENDAN.V.1234567890, issued by DOD ID CA-59, with serial number 234567890. Buttons for 'Certificate information', 'OK', and 'Cancel' are visible.</p>
<b>Existing User</b>		
2a	<p>If you have an approved account, you will land on the SECURE Government Warning page, click Accept to access SECURE</p>	 <p>The screenshot shows the 'Government Warning' page. It contains a warning message and a list of conditions for using the system. The 'Accept' button is highlighted.</p>
<b>New User</b>		

Step #	Description	Expected Result
2b	If you are a new user, you will land on the Login Information page, Click the New User button to create an account.	
3	<p>On the Account Creation page some of your information will transfer from your CAC, input the missing required information:</p> <p>First Name*</p> <p>Middle Initial</p> <p>Last Name*</p> <p>Office / Cell Phone</p> <p>Email* and confirmation</p> <p>Select Organization</p> <p>Select Supervisor</p> <p><i>You must supply a .mil or .gov email address when creating new account</i></p> <p><i>The grayed-out text not required, and no input required</i></p>	<p>You will be redirected to the “Account Creation” page.</p> 
4	Select your organization by clicking the Organization Dropdown	
5	Select your organization by clicking through the organization tree dropdown, such as: DoD > United States Air Force > United States Air Forces in Europe...	
6	After selecting your organization, click Select Supervisor button	

Step #	Description	Expected Result
7	Click checkbox for your supervisor.	
8	Click Select button	
9	When ready, click the "Create" button at the bottom of the page.	<p data-bbox="647 719 1362 779">The user redirects to the account pending approval following the successful new account request.</p>  
Alternate Path If your supervisor is not present in the table of available supervisors		
7a	If your supervisor is not present in table, within the Supervisor Email input area, input the email address of your supervisor	<p data-bbox="983 1447 1299 1525"><b>If your Supervisor is unavailable, please enter his/her email below. If your Supervisor is not listed, please enter his/her email below."</b></p> <p data-bbox="655 1536 807 1559">Supervisor Email:</p> <input data-bbox="986 1536 1302 1563" type="text"/>

Step #	Description	Expected Result
7b	<p>When ready, click the “Create” button at the bottom of the page.</p>  <p>Your supervisor will then receive an email to create an account within SECURE.</p> <p>If the supervisor does not take action within 2 weeks, you will receive notification to request a new account. Existing request will cancel.</p>	<p>The user redirects to the account pending approval following the successful new account request.</p> 
Other Information		
10	<p>If there is a problem with creating an account or logging in, return to the SECURE landing page.</p> <p>Select the “Need Help Accessing SECURE?” link located below the Sign In button.</p>	 <p><a href="#">Need Help Accessing SECURE?</a></p> <p><a href="#">DoD User Agreement</a></p> <p>Customer Support Email: <a href="mailto:SecureHelpDesk@edaptive.com">SecureHelpDesk@edaptive.com</a></p> <p>Customer Support Phone Number: 1-(937) 433-0477</p> <p>SECURE Helpdesk Support – <a href="mailto:securehelpdesk@edaptive.com">securehelpdesk@edaptive.com</a></p>