Accessing the DI2E VICTORY Portal

The new VICTORY portal is hosted on DI2E's DevTools instance of Confluence. The following document provides instructions for accessing the DI2E portal and the new VICTORY portal.

The instructions are broken down into two categories of users, those with CAC cards and those without. In all instances, it is necessary to use a compliant web browser which has the CAC or ECA client-side certificate correctly installed so that it can be used to authenticate against DI2E. Although most modern browsers should be compliant, we recommend the use of Microsoft Edge or Google Chrome, as they support the most recent Internet standards, and require the least additional setup in order to get a CAC or ECA certificate to work for client authentication. Mozilla Firefox is also well supported, but requires additional setup to support ECA and CAC cards, which is outside of the scope of this document.

CAC Users

Users with a CAC card follow these steps:

- Step 1 – Acquiring a DI2E Account
- Step 2 – Acquiring a Confluence License
- Step 3 – Requesting Access to the VICTORY Project

ECA Users

Users with an existing ECA certificate follow these steps:

- Step 1 – Acquiring a DI2E Account
- Step 2 – Acquiring a Confluence License
- Step 3 – Requesting Access to the VICTORY Project

Non-CAC Users without an ECA

Users without a CAC card or ECA certificate follow these steps:

- Step 0 – Acquiring An ECA Certificate
- Step 1 – Acquiring a DI2E Account
- Step 2 – Acquiring a Confluence License
- Step 3 – Requesting Access to the VICTORY Project

Note: This instruction does not cover how to acquire a CAC card. For contractor requesting a CAC, please contact your company's project lead to initiate the request.

Step 0 – Acquiring An ECA Certificate

DI2E keeps an up-to-date set of instructions on how to acquire an ECA certificate. In order to access it navigate to https://di2e.net/ and select "Create an Account."

Figure 1: Select "Create an Account" for more information

This should load the following informational page, which includes details on the ECA certificate program. Select either highlighted link in order to get more information on the ECA program.

All users of the US-Only DI2E DevTools are **required to have US citizenship**. We can immediately validate your citizenship electronically if you hold a DoD Common Access Card (CAC) or DoD External Certificate Authority (ECA) certificate. Cleared DoD employees and contractors can pass their citizenship information to us electronically using JPAS. Users with access to JWICS email can provide electronic proof of citizenship via JWICS. Finally, we accept appointments for users that need to validate their citizenship using government-issued documents. Choose the first possible option:

If you have a DoD Common Access Card (CAC) or ECA certificate click here to create an account automatically.

- **If you would like instructions for acquiring an ECA certificate** click here

If you hold a DoD clearance:

- Click here for instructions on passing your citizenship information via JPAS.
- **If you have access to SIPRNet or JWICS email**, click here for instructions on passing your citizenship information via JWICS email.

If you don't hold a DoD clearance:

- **If you would like instructions for acquiring an ECA certificate** click here.
- **If you have a passport or US birth certificate**, click here for instructions re: scheduling an in-person appointment.

Figure 2: Select the link for more information on the ECA program

Selecting either link currently brings up the following guidance, including a link for specific details on obtaining an ECA certificate:

External Certificate Authority (ECA) Certificates

The DoD has established the External Certification Authority (ECA) program to support the issuance of DoD-approved certificates to industry partners and other external entities and organizations. The ECA program is designed to provide the mechanism for these entities to securely communicate with the DoD and authenticate to DoD Information Systems.

DI2E accepts ECA certificates as proof-of-citizenship. They can be used within DI2E just like a CAC.

Visit the DoD Cyber Exchange site for information on obtaining an ECA certificate

Figure 3: The current DI2E guidance on the ECA program

Follow the linked ECA guide for the current instructions on acquiring an ECA certificate. Currently the link points to: External Certification Authorities (ECA) – DoD Cyber Exchange.

Step 1 – Acquiring a DI2E Account

Once you have a CAC card or ECA certificate, navigate to https://di2e.net/, and select "Login" to begin the account creation process.

Figure 4: Select "Login" to begin the account creation process

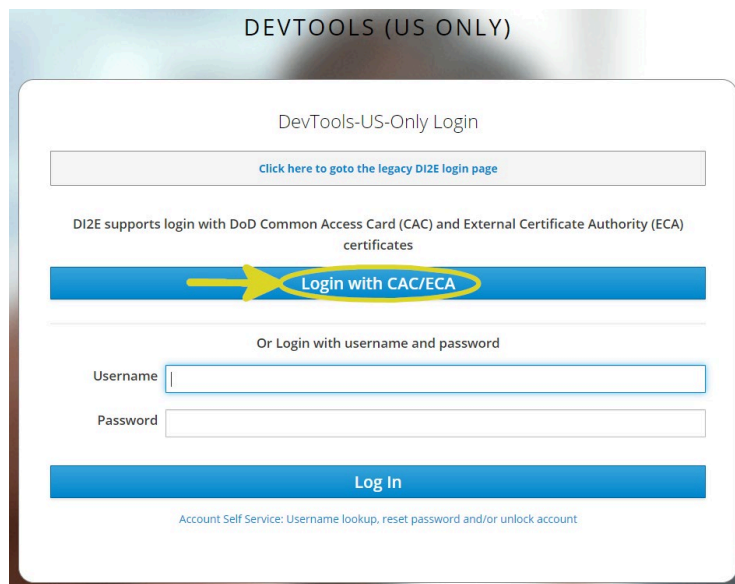On the following page, select "Login with CAC/ECA."

Figure 5: Select "Login with CAC/ECA"

If your CAC/ECA certificate is set up properly, and visible to your browser, you should now be prompted to select the certificate. This pop-up is browser-specific, but usually opens from the top of the browser. In the case of a CAC card, and for some hardware-protected ECA certificates, you will also be prompted to enter your PIN number. If offered a selection of certificates, make sure you select the "Authentication" or "ID" certificate.
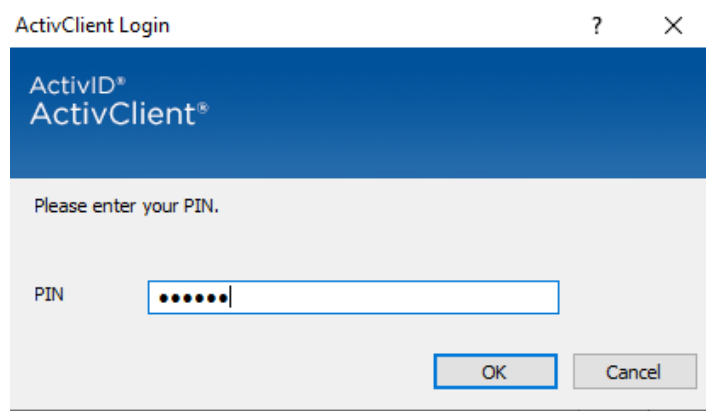
Figure 6: Example of entering a PIN to unlock a CAC card

After selecting the certificate and, if necessary, entering your PIN, the DI2E system should recognize that you are a new user, and prompt you to create an account. Select "Create New Account" to continue.
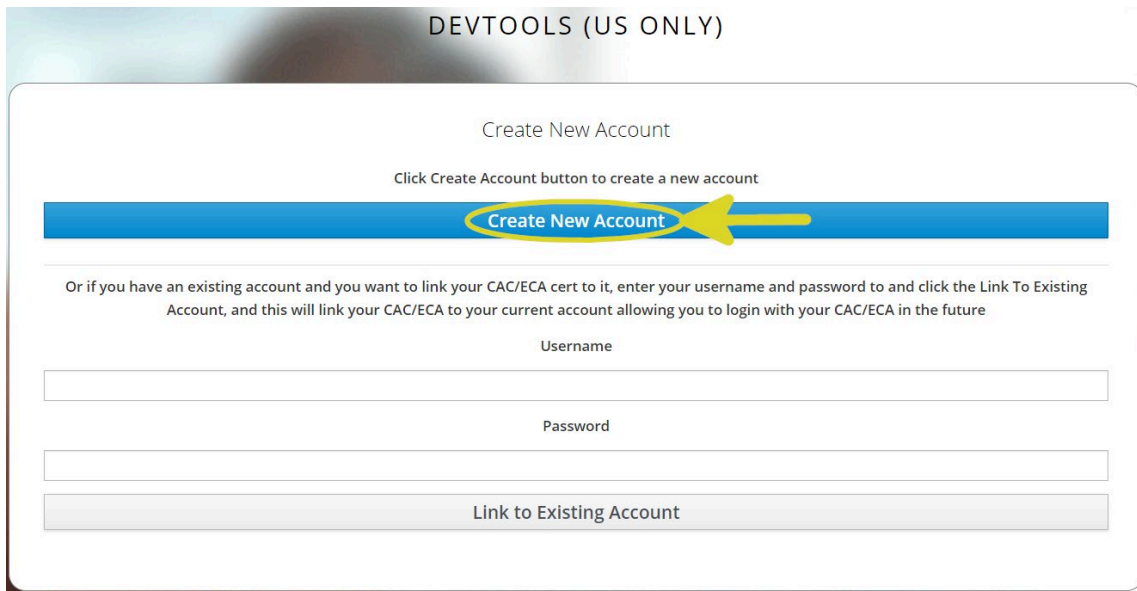

Figure 7: Select "Create New Account" to continue

Next, you will be presented with a "DI2E User Registration" form. If you are a government contractor, you will need to include the name, email, and phone number of a government sponsor. If you are a government user, you can enter "Self" and your own information for these fields.

In the "User Affiliation" Section, please enter the following:

- DI2E Project Key: VICTORY
- Service / Agency: Army
- Office Symbol: PEO GCS

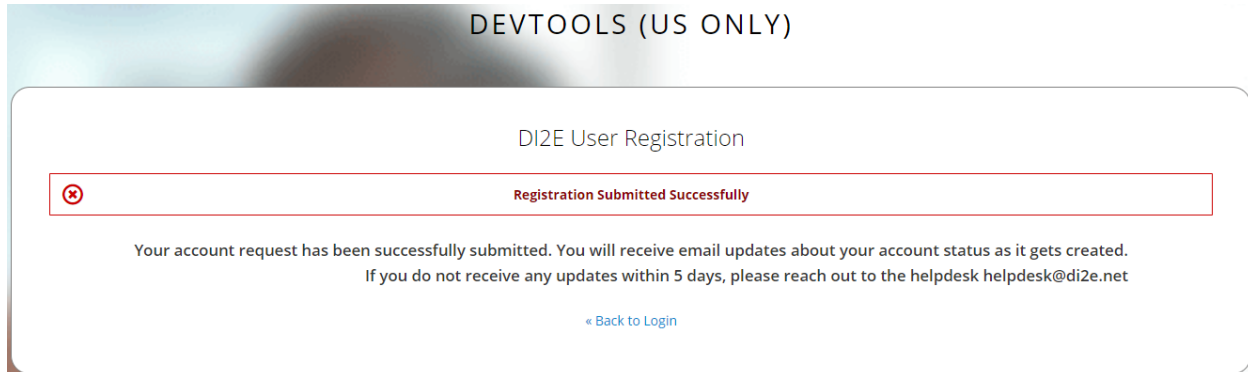After submitting the request, you should see the following confirmation:

Figure 8: Confirmation of the account request submission

As noted, it may take a few days for the account to be approved. While it is being approved, you should get an email confirmation that the submission was successful. It will be followed by a number of emails from the system tracking the status of your request. They will likely be sent from "zSSO Service Account [accounts@di2e.net]."

Once our account has been approved, you should receive an email with the status set to "Completed," followed soon after by another set of emails with your initial account details (username and first-time password) and details on account management. **These final two emails includes instructions that you will need to follow, the first time you log in, to change your password and finish setting up your account. They also includes details on requesting access to a DI2E workspace.**
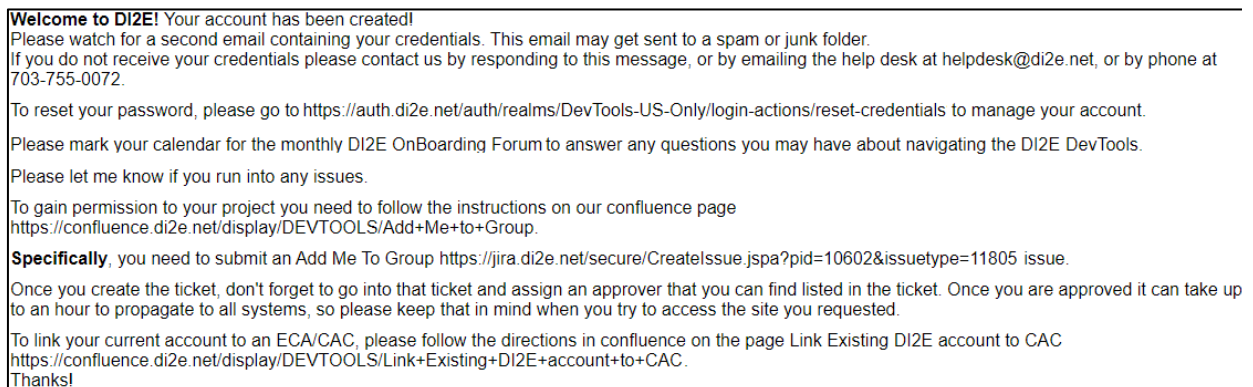
The emails will likely look like the following:

Figure 9: DI2E Welcome Email Excerpt

Please visit https://passwords.di2e.net to change your password and enroll for password self-service. Password Requirements:

- Must be at least 14 characters long
- Must include both upper and lower case letters
- Must use at least one number
- Must use at least one special character
- Cannot include your username

After you change your initial password and answer some security questions, you will be able to access the DI2E Dev Tools and DI2E Storefront. You will NOT be able to access these sites without first changing your password.

Once you have changed your password your new account information will need to propagate to each of the Dev Tools. This can take up to 2 hours!!! Each dev tool refreshes its account data on its own schedule. Which means that while you may be able to access Jira, you may not yet have access to Confluence Please be patient.

Good starting points:

- https://devtools.di2e.net
- https://storefront.di2e.net

We have also added you to a mailing list (dev-tools-announce@di2e.net) used to notify our users of upcoming maintenance windows. We also communicate unplanned outages via this mailing list.

Your use of the DI2E environment confirms your agreement with our User Agreement. Please read about how DI2E handles and protects ITAR-regulated material and Controlled Unclassified Information (CUI).

Should you have any trouble with your account of any of the DI2E dev tools, please send us an email at helpdesk@di2e.net. Please let me know if you have any questions.

Thank you,
The DI2E System Administration Team
703-755-0072

Figure 10: Account Confirmation Email Excerpt

Follow the link in the account confirmation email to set your password. Afterwards, log in using your ECA or CAC card. You will have the option to then log into your new DI2E account using the username and password, linking it to your CAC or ECA. After you make this connection, you can subsequently log in using only your ECA or CAC.

NOTE: In order to maintain your DI2E account, you will need to <u>change your password every 60 days</u>. If you fail to do so your account will expire. You will receive a reminder at the registered email address before this happens, but it is your responsibility to follow up.

PLEASE CHECK YOUR SPAM INBOX IF YOU DO NOT RECEIVE THESE CONFIRMATION EMAILS.

Step 2 – Acquiring a Confluence License

The VICTORY portal is hosted in Atlassian Confluence. Once you have access to DI2E, whether because you are just joining the VICTORY project, or have prior access due to another project hosted on DI2E, you may still need a license to use the Atlassian Confluence product provided by DI2E, if you have not already acquired one for another project.

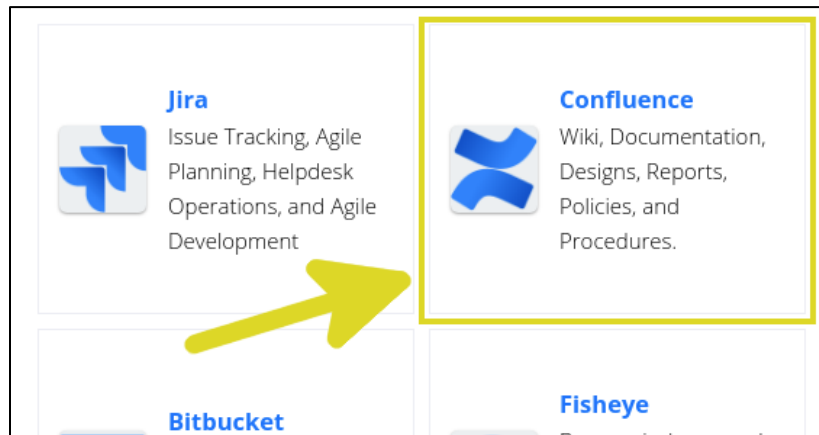First, log into DI2E. You will be presented with the DI2E Devtools Launchpad. Select Confluence.

Figure 11: Select Confluence

It is likely that the first time you do this, you will be presented with the following screen. This is because you need a Confluence license. Select the link to https://dpam.di2e.net to request one.
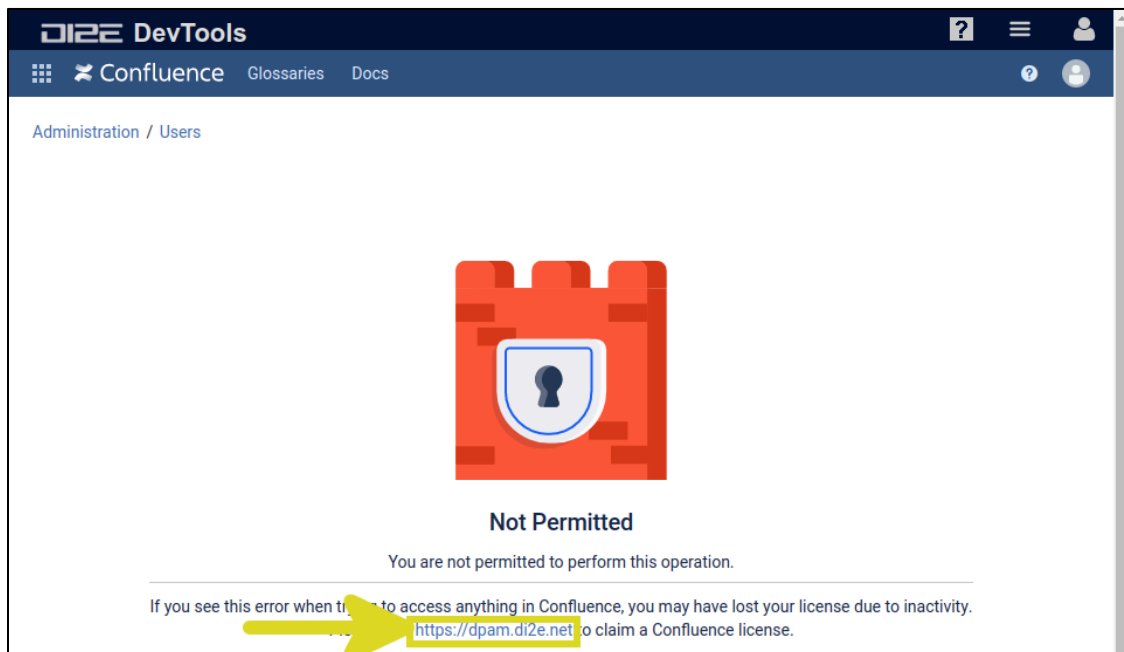
Figure 12: Select the link to request a Confluence license

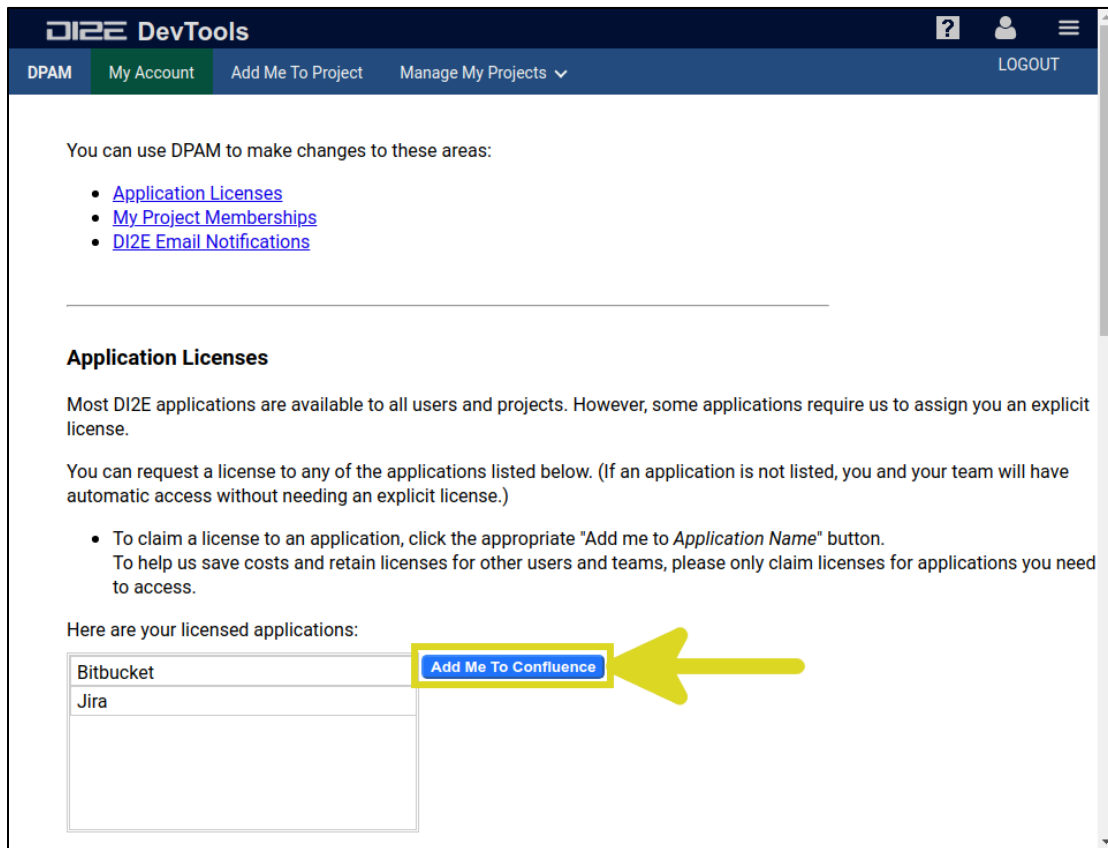On the DPAM site, you should see something similar to this:

Figure 13: Select "Add Me To Confluence" to get a license

Select "Add Me To Confluence," and then Confirm you choice in the popup to acquire a Confluence license. If successful, you should see the following window:
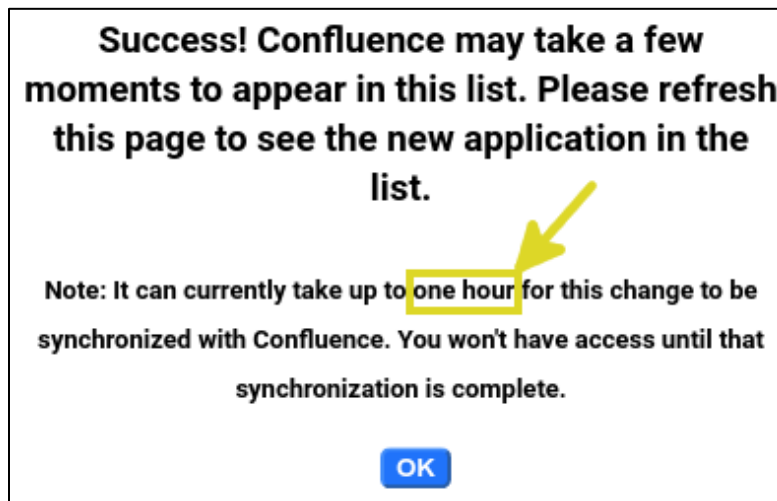

Figure 14: Wait 1 hour after requesting a Confluence license

Notice that it can take up to an hour for the system to synchronize and acknowledge that you have a license.

After giving the system some time to sort this out, move on to "Step 3 – Requesting Access to the VICTORY Project."

Note that if you have not logged into DI2E Confluence for some time, your license will be removed and put back into circulation for other users. The next time you attempt to use DI2E Confluence, you will need to follow these steps to reacquire a license.

Step 3 – Requesting Access to the VICTORY Project

Once you have access to DI2E and Confluence, whether because you are just joining the VICTORY project, or have prior access due to another project hosted on DI2E, you will still need to request access to the VICTORY project. Instructions for doing so are pointed to in the DI2E confirmation emails, but the following are some specific instructions.

In order to request access to the VICTORY project, you must submit a JIRA ticket.

Instructions for doing so can be found here:
https://confluence.di2e.net/pages/viewpage.action?spaceKey=DEVTOOLS&title=Add+Me+to+Group

Here is the form, as filled out by an ECA user:

Figure 15: Access request by an ECA user

A summary is as follows:

1. Fill out the project group request JIRA form:
   https://jira.di2e.net/secure/CreateIssue.jspa?pid=10602&issuetype=11805

In the field **AD Group Select**, enter: VICTORY-Read

IMPORTANT: The above group must be entered *exactly* as specified (all-caps VICTORY, initial-caps Read). Strangely, the form will then auto-complete, and replace the value with the all lowercase "victory-read," which is the correct group, but you cannot type it in directly.

After this, fill out the **Justification** as follows:

- CAC users must specify if they are a government employee or contractor, and provide their DISR email address.
- ECA users must provide the following:
  Company Name: <company name>
  Company CAGE/DUNS: <code>
  Government Contract: <contract number>
  Two government contacts with email addresses:
        Contact 1: Someone who can verify contract
        Contact 2: Project technical lead

Note: If necessary, we will request additional information from the account requester. Such requests should show up as comment on the submitted form and be indicated via an email to the requester. If these additional request for information are not responded to within 60 days, the account request will be denied.

Finally, select "Create."

2. Assign the form to an approver (so that they are notified that you wish to join the group)

   The list of valid approvers for the VICTORY project are listed in the ticket. To pick one, select the button "Assign to an Approver" at the top of the form, and then fill in the selected approver.

   - CAC users may choose any one of the listed approvers
   - ECA users should always select "Qiping Xiang" as the approver

Please allow a few days for the final approval to go through. You will receive an email from the system once the approval has gone through. As noted, you will also receive emails from the system if we need additional information.

Once your access is approved to the VICTORY project, log into DI2E, select "Confluence" from the list of DI2E applications, and select VICTORY from the top drop-down list of "Spaces." If VICTORY does not show up (it may not until you visit once), select "Space Directory" and then use the search box to filter for VICTORY.

If additional help is needed, please contact the following individuals for support:

- Main VSSO DI2E Technical POC: Joshua Klein (joshua.klein@swri.org)

- Back-up Technical POC: Joel Allardyce (joel.allardyce@swri.org)

- Gov't approval for ECA users: Grace Qi Ping Xiang (qiping.p.xiang.civ@mail.mil)