



DAI OTL ACCESS
USMC DAI ARMS
CREATING A PROFILE

MAY 2021

AGENDA



The purpose of this meeting is to review the steps that need to be completed to gain DAI system access.

| Topic | Slide(s) |
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Overview: USMC Access to DAI OTL



- ***Who needs access?***

Users that have been identified as requiring access to DAI.

- ***What type of access will be required?***

Users will be made aware of their DAI role before submitting their request in ARMS

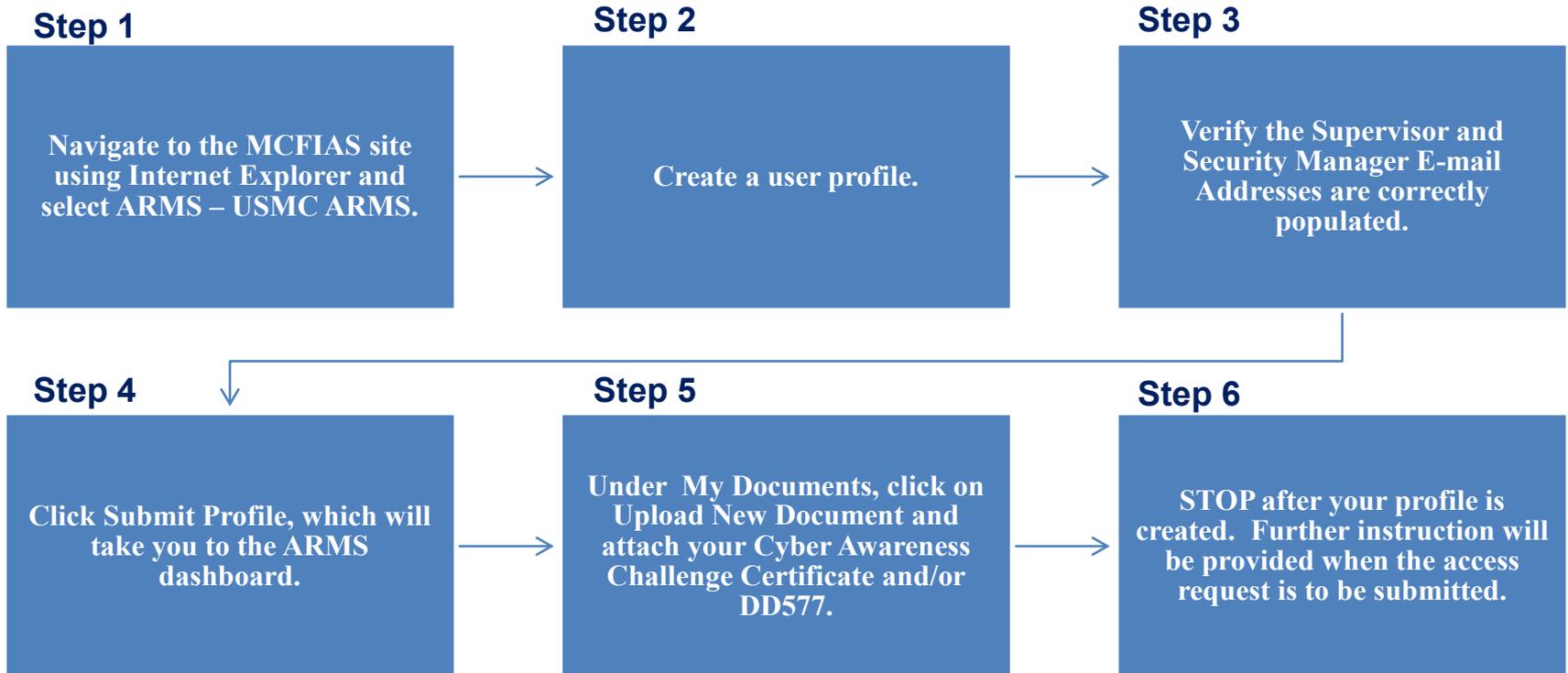
- ***How do users submit requests?***

Users will create an Access Request Management Service (ARMS) account and upload their valid Cyber Awareness Challenge Certificate. If the employee is a time certifier, they will upload a current DD577 into ARMS. User will then create an access request to begin the SAAR process for the DAI account creation.

- ***Questions regarding ARMS and DAI Access requests?***

Please email the USMC DAI Helpdesk at dai_helpdesk@usmc.mil

DAI Production Access Process



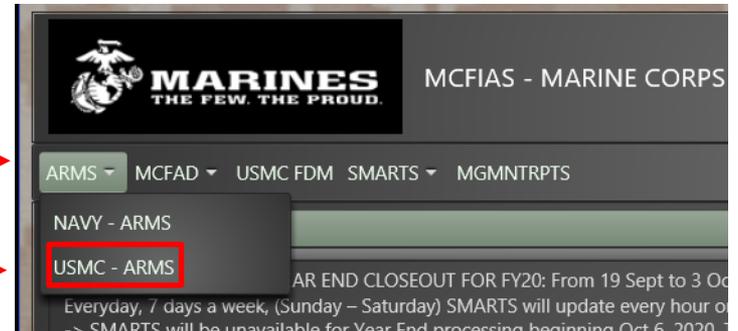
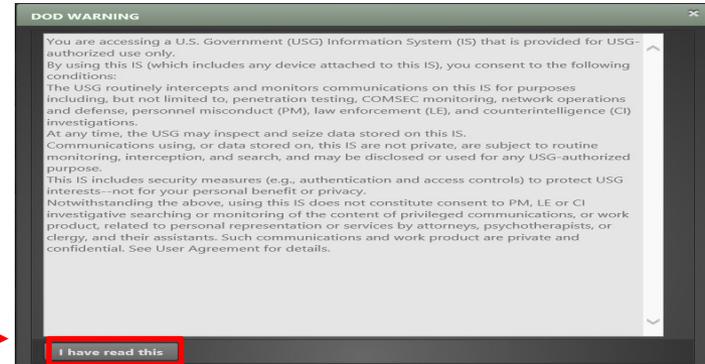
Creating an ARMS Profile – Steps 1 to 2



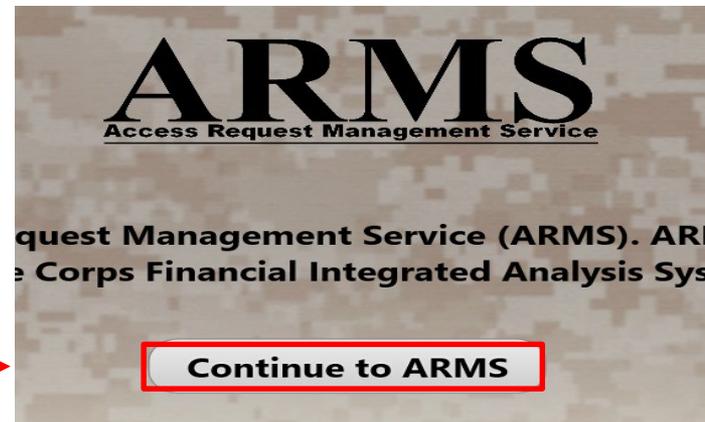
ONLY USE THE INTERNET EXPLORER BROWSER

1. Navigate to the MCFIAS landing page: <https://odsf.mcw.usmc.mil>

- Click on “I have read this”.
- From the landing page, select the following path: **ARMS -> USMC – ARMS.**



2. When the ARMS screen displays, click the button that says, “Continue to ARMS.”



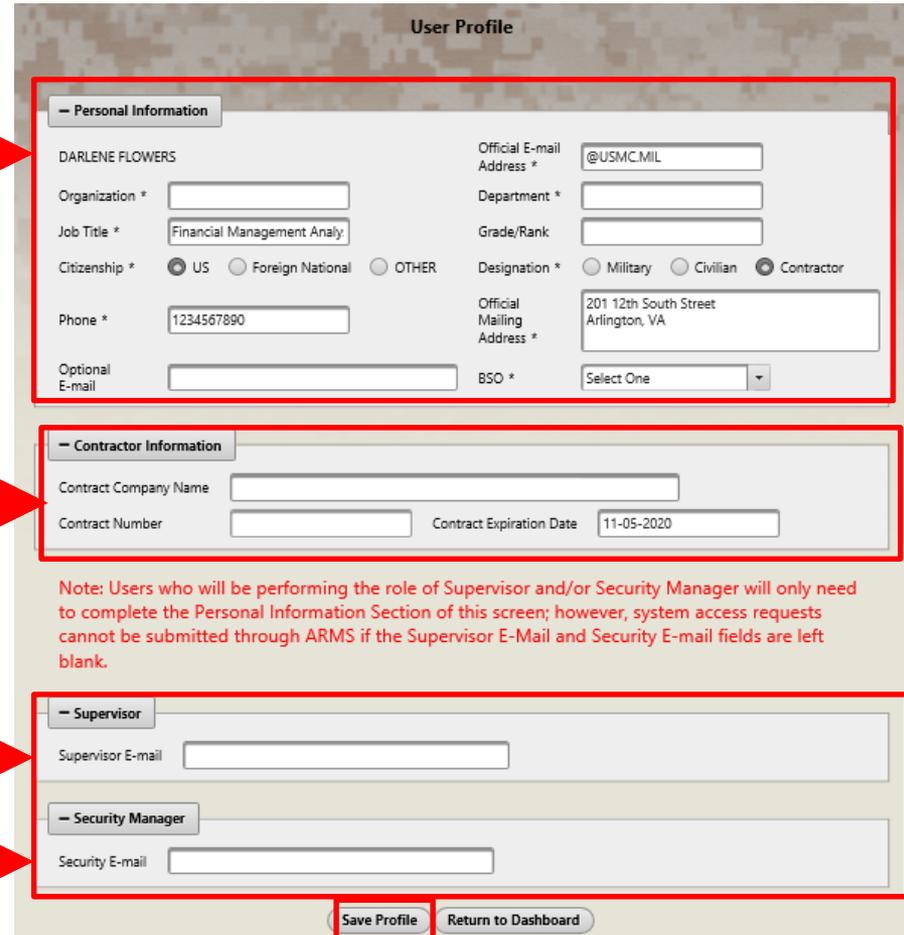
Creating an ARMS Profile – Steps 3 to 4



3. Populate the following data fields to complete a User Profile:

- Official E-mail Address – **Government email**
- Organization – **Name of BSO**
- Department – **Office Symbol/Department**
- Job Title
- Grade/Rank – **CTR, if Contractor**
- Citizenship – **US, Foreign National, or Other**
- Designation – **Military, Civilian, or Contractor**
- Phone Number (digits only)
- Office Mailing Address
- BSO – **Select your respective BSO**
- Contractor Information, if applicable. This only displays when Contractor is selected
 - Contract Company Name
 - Contract Number
 - Contract Expiration Date
- Supervisor E-mail – **DO NOT ENTER**
- Security Manager E-mail – **DO NOT ENTER**

4. Click on **Save Profile** and the system will create your profile and direct you to the ARMS dashboard.



The screenshot shows the 'User Profile' form with the following sections highlighted by red boxes:

- Personal Information:** Includes fields for Name (DARLENE FLOWERS), Organization, Job Title (Financial Management Analyst), Citizenship (US selected), Phone (1234567890), Official E-mail Address (@USMC.MIL), Department, Grade/Rank, Designation (Contractor selected), Office Mailing Address (201 12th South Street, Arlington, VA), and BSO (Select One dropdown).
- Contractor Information:** Includes fields for Contract Company Name, Contract Number, and Contract Expiration Date (11-05-2020).
- Supervisor:** Includes a Supervisor E-mail field.
- Security Manager:** Includes a Security E-mail field.

At the bottom of the form are two buttons: 'Save Profile' and 'Return to Dashboard'.

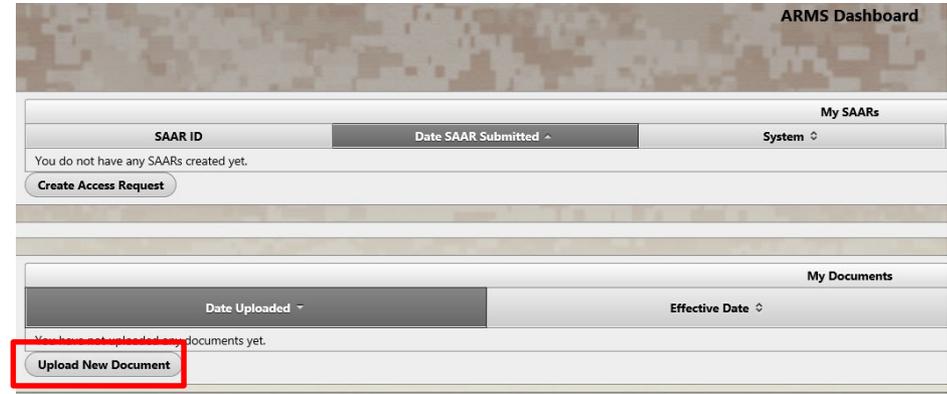


Note: Users who will be performing the role of Supervisor and/or Security Manager will only need to complete the Personal Information Section of this screen and can stop at this point. If you will also require DAI access, the Supervisor and Security Manager sections will need to be completed at the time you submit your DAI access request. 6

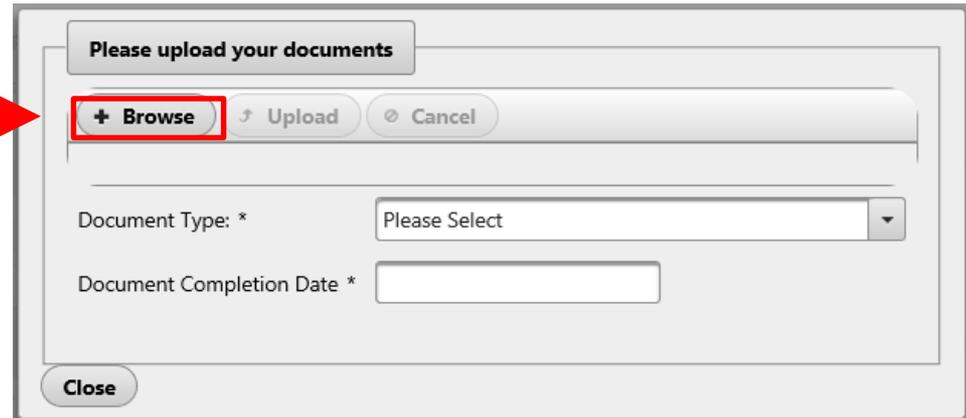
Uploading Cyber Awareness Certificate – Steps 5 to 6



5. On the ARMS dashboard, click on **Upload New Document** under the My Documents section.



6. A new window will appear. Click on the “+ **Browse**” button to locate your Cyber Awareness Challenge Certificate to upload.



Uploading Cyber Awareness Certificate – Steps 7 to 8



7. Attach the Cyber Awareness Challenge Certificate.

- For the Document Type, select “**Cyber Awareness Challenge.**”
- Enter the **Document Completion Date** (reference the “Date completed” field on your current Cyber Awareness Challenge Certificate).
- Then, click “**Upload.**” You will receive a successful upload confirmation message.

A screenshot of a web interface titled "Please upload your documents". At the top, there are three buttons: "+ Browse", "Upload", and "Cancel". The "Upload" button is highlighted with a red box and a red arrow. Below the buttons, a document is listed: "Darlene Flowers Cyber Awareness Training Cert 2021 20201120.pdf" with a size of "39.2 KB". Below the document list, there are two fields: "Document Type: *" with a dropdown menu showing "Cyber Awareness Challenge" (highlighted with a red box and a red arrow), and "Document Completion Date" with a text input field containing "11-20-2020" (also highlighted with a red box and a red arrow). At the bottom left, there is a "Close" button.

8. Click “Close”.

A screenshot of the same web interface as above, but with the "Document Type" dropdown set to "Please Select" and the "Document Completion Date" field empty. A red box and a red arrow point to the "Close" button at the bottom left of the interface.

Uploading DD-577 – Steps 9



9. Users who are certifying timecards in DAI will need to attach the **DD-577**.

- For the Document Type, select “**DD-577**.”
- Enter the **Document Completion Date** (this should reference the date the DD-577 was signed).
- Then, click “**Upload**.” You will receive a successful upload confirmation message.
- Click “**Close**” to view the document uploaded
- At this point, you may upload more documentation or Logout of ARMS



Please upload your documents

+ Browse Upload Cancel

Document Type: * DD-577

Document Completion Date * 05-04-2021

Close

Successful, Darlene Flowers Cyber Awareness Training Cert 2021 20201120.pdf has been uploaded.

| My Documents | | | | | | |
|-----------------|------------------|-------------------------------|------|-----------|-----------------|------------------|
| Date Uploaded ▾ | Effective Date ⇅ | Title ⇅ | View | Edit Date | Delete Document | Date Validated ⇅ |
| 05-24-21 | 05-04-21 | DD-577 for Approving Official | | | | |
| 12-31-20 | 10-05-20 | Cyber Awareness Challenge | | | | 01-04-21 |

[Upload New Document](#)



COMMON ERRORS:

- Creating an ARMS account but not requesting DAI access – remember it is a two-step process.
- Outdated Cyber Awareness Challenge Certificate version.
 - **NOTE:** If your Cyber Awareness Challenge Certificate is set to EXPIRE WITHIN 45 DAYS from the submission date, you MUST renew your Cyber Awareness Challenge Certificate prior to submitting the DAI access request. Cyber Awareness Challenge Certificates are valid for up to one year from the completion date.
- Unsigned Cyber Awareness Challenge Certificates.
- Cyber Awareness Challenge Certificate date that does not match the date indicated on the DAI request form.
- Uploaded training certificates other than the Cyber Awareness Challenge (i.e., PII Training, Anti-Terrorism, etc.).

Best Practices



- To prevent invalid **Supervisor** or **Security Manager** issues, ensure that they have a profile created in ARMS 2.0.
- Ensure that the e-mail address for the Supervisor and Security Manager matches the e-mail address associated with their CAC.
- Use the Internet Explorer browser when navigating through the ARMS dashboard.
- If you use Windows 10 and receive an error when uploading documents, complete the following steps:
 - Log into ARMS 2.0 using Internet Explorer
 - Press **F12** on the keyboard for Developer Options
 - Select **Emulation** from the top bar
 - In the **Mode** field, change document mode to **11**
 - The page will automatically refresh and you will be able to upload your certificate in ARMS
- Confirm that the proper level of access is being requested and the correct supporting documentation is provided.