

## Instructions for completing ICAN Request using the DD2875

### -Type of Request-

- Check the “INITIAL” box to request a NEW Account, be sure to include your EDIP number in the “USER ID” box. This can be found on the back of your CAC.
- Check the “MODIFICATION” box to request an account extension, add access to resources, or to change a name, etc. for an existing account, be sure to include your EDIP number in the “USER ID” box.
- Check the “DEACTIVATE” box to out-process an account for someone who is unable to do so or you are departing Federal Service. Do not use this option if the user is transferring to a new duty location.

-DATE - Enter the date your request is being submitted

-SYSTEM NAME- Acceptable answers depending on your request are:

NIPRNET/Network, Exchange/Email, VPN, (if you do not know if you need VPN access, you may leave it blank)

Note: Any combination of the above system access requests can be completed on one form. Users should only request access to resources that are required to perform their assigned duties.

-LOCATION- “Presidio of Monterey”

PART I (to be completed by Requestor)

1. Name of Requestor
2. Name of Organization
3. Official Office Symbol used for routing, etc.
4. Official phone number
5. Must be your Enterprise Email address (mail.mil)
6. Official title
7. Building number and room number where you work
8. US- United States Citizen, FN- Foreign National, OTHER- do not use

9. Mark only one box which relates to the reason that access is required. (For example: If working as a Contractor place a "X" in the Contractor box not the CIVILIAN block. If are a DOD Civilian place a "X" in the Civilian block. If you are a reservist not on active duty you will put a check in the Civilian block do not mark Military although you may be a member of the Armed Forces. Only active duty military check the Military block)

10. Place an "X" in this block if you have your "Cyber Security Certificate" and the date that appears on the certificate. This is annual training, and the date provided should reflect the date on your "Cyber Security Certificate." If you do not have a "Cyber Security Certificate," you can obtain one by going to the <http://ia.signal.army.mil> web site and taking the exam.

11. Type in your First M. Last Name and digitally sign using your CAC.

12. Date signed

Email the digitally signed form to your supervisor from your AKO email account.

IF you have difficulty digitally signing the form, you may consider using one of the commercial labs that have CAC enabled PCs open to everyone (i.e., Hobson Student Center, Chamberlain Library, AISO Library, ACS Lab, etc.). After you receive the digitally signed DD 2875 back from your supervisor, it can be upload it to your ATCTS account located here: <https://atc.us.army.mil/iastar/index.php>. If you do not have an account on the ATCTS website, you will need register on the website in order to create an account.

Please email the helpdesk at [usarmy.pom.106-sig-bde.mbx.pom-helpdesk@mail.mil](mailto:usarmy.pom.106-sig-bde.mbx.pom-helpdesk@mail.mil) for instructional assistance if you or your supervisor have any difficulty filling out this form.

**PART II** (to be completed by employee's supervisor)

13. The most common reason is "Access required for assigned duties". More specific information will be required for Elevated Privilege, or higher classified systems.

14. Most requestors will check the box for "AUTHORIZED", as this will provide user level access to resources. If you require a PRIVILEGED level access, you will place an "X" in the PRIVILEGED" block and you will also have to explain in block "13" why you need this upper level access.

15. Most requestors will mark the box for "UNCLASSIFIED"

16. Supervisor must check the box.

16a. This block is for Contractor employees only. Please supply the contract end date for contractors in this box. Contractors, complete section 27 including the company name, contract number and contract start and end date.

17. Supervisor's name

18. Digital signature of the supervisor

19. Date signed by the supervisor

20. Supervisor's organization/directorate name

20a. Supervisor's E-mail address. This will be used to contact the supervisor when the account is ready.

20b. Supervisor's duty phone number

21. (Optional) Information Technology Officer or other contact

22, 23,24,25 Are for Information Assurance (IA) use ONLY

26. This box is auto-filled by completing the above digitally.

27. Used for Contract Staff only (see 16a above) or additional network access such as path to a share drive(s).

\*\*\*\*NOTE – IF YOU ARE DUAL PERSONA - (Reservist/National Guard/IRR and civil service employee)

Please annotate this information in Item 27.

**PART III** (to be completed by the Security Office)

All approved requests will be forwarded to the Security Office for a background check. Once the background check is completed, the form will be verified by the POM NEC IA division.

**PART IV** (to be completed by the NEC Help Desk)

Please contact the POM NEC Helpdesk for status updates. When the account is processed, the POM NEC Help Desk staff will contact the user and supervisor, and if provided, the Information Technology Officer.

Now please go to **"HOW TO SUBMIT THE COMPLETED FORMS"** for the instructions on how to save your form(s) to ATCTS.

## HOW TO SUBMIT THE COMPLETED FORMS

If you have not registered with ATCTS, please go to the following web address to register and upload the forms - <https://atc.us.army.mil/iastar/index.php>

If you have **NOT** registered – please perform the following steps:

1. Click on Registration Information on the left hand side of the window
2. Under Registration Procedures, click on Register on this Web Site (Click Here)
3. Fill out the form
4. Click the "Register" button at the bottom of the window.

If you have already registered on this site, please follow the instructions below:

1. Go to <https://atc.us.army.mil/iastar/index.php>
2. Click on "Login" Located on the right side of the window.
3. Click in the check box next to: "I acknowledge and accept the above access statement."
4. Click on the button "Proceed with CAC Login"
5. Click on "Your Profile" located on the left side of your opened window
6. Click on "Edit Account Info" and make sure it is filed out completely.

Instructions for uploading the required forms:

To upload the Information Assurance Training Certificate

1. Under the heading "Army Minimum Required Training"
2. Click on Add training you have completed.
3. Click on the arrow on the right side of "Training Completed:" a drop down box will appear.
4. Click on the training you have completed
5. Click in the Icon to the right of the Date box and select the date of the training
6. Click the ADD button - to upload the AUP and SAAR/DD Form 2875 (Privileged Access Agreement) do the following.

1. Scroll down to DOCUMENTS

Note: The documents have to be digitally signed, then scanned and/or saved to your hard disk (computer). Files must be in PDF or XFDL format and less than 2mb in size. You may upload one or more at a time.

2. In the "Privileged Access Agreement" Click on NIPR (Regular Account) or SIPR (Classified Account)

3. In the "Acceptable Use Policy" Please click on the "Browse" button and locate the folder where you have saved the document (Go to item 4)

4. On the SAAR/DD2875 Please click on the "Browse" button and locate the folder where you have saved the document.

5. Click on the icon to the right of the Date box and select the date you are submitting the document.

After this is completed, Click the "Send Files(s)" button at the bottom and the forms will be sent. You will have to wait 24-48 hours before you will be able to see the documents in your ATCTS account.