THE JANNAF SECURE PORTAL ACCOUNT EXPLAINED

JANNAF

INTERAGENCY
PROPULSION
COMMITTEE

ARMY · AIR FORCE · NAVY · NASA

WHY YOU NEED ONE AND HOW TO GET IT.

HOW WILL A JANNAF PORTAL ACCOUNT BENEFIT YOU?
IT IS YOUR GATEWAY TO:

- JANNAF-sponsored meetings and conferences
  - ➢ View Preliminary and Final Meeting Programs
  - ➢ Register to attend Meetings

- More than 25,000 JANNAF publications and databases

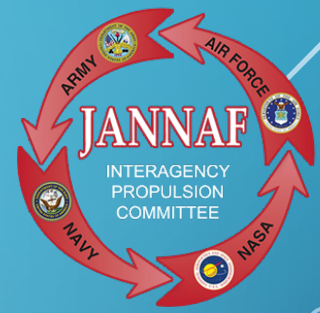# *ARE YOU REQUIRED TO HAVE A JANNAF PORTAL ACCOUNT?*

- **Yes,** if you plan to attend an upcoming JANNAF meeting, having an active JANNAF Portal account is the **first step in the meeting registration process.** You'll also need an active portal account to access the JANNAF Digital Online Collection (JDOC) database.

- The Portal account effectively verifies that you meet the following attendance eligibility requirements:

  - citizenship

  - employment

  - current contract if applicable

  and

  - eligibility to receive "Militarily Critical Technical Data" (industry contractors)
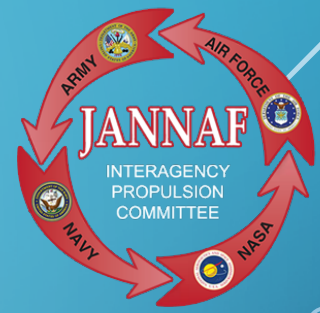
  Note:
  Students are not permitted access to the JANNAF databases/JDOC.

WHO CAN OPEN A SECURE PORTAL ACCOUNT?

- Any U.S. citizen who is

  ➢ a U.S. Government employee

  OR

  ➢ a U.S. Government contractor

  OR

  ➢ is sponsored by a Government official

  may obtain a secure portal account.

- Contractor organizations and individuals must also be registered with the JCP/DLA for eligibility to receive "Militarily Critical Technical Data."
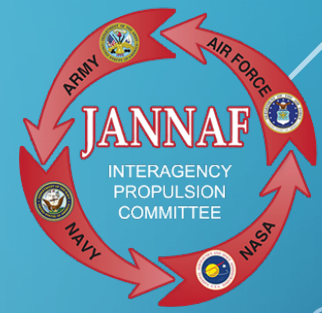
HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

Step 1: Gather the following information:

- Name, phone number, *and* email of your Facility Security Officer *or* Human Resource Representative.

- *Industry Contractors:* Defense Logistics Agency Certification (DLA) number (DD2345) and expiration date.

- *Industry Contractors:* Name, phone number *and* email of your Government Sponsoring Official (GSO), *and* contract number with expiration date.

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

Step 2: Visit www.jannaf.org

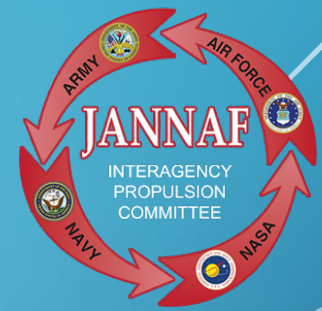**Click on** "Create new account"

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?
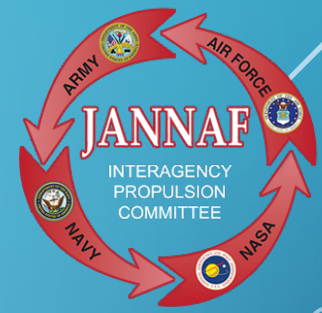
Step 3:

Begin the online Customer Verification Form by adding your email address beneath "Start New Application".
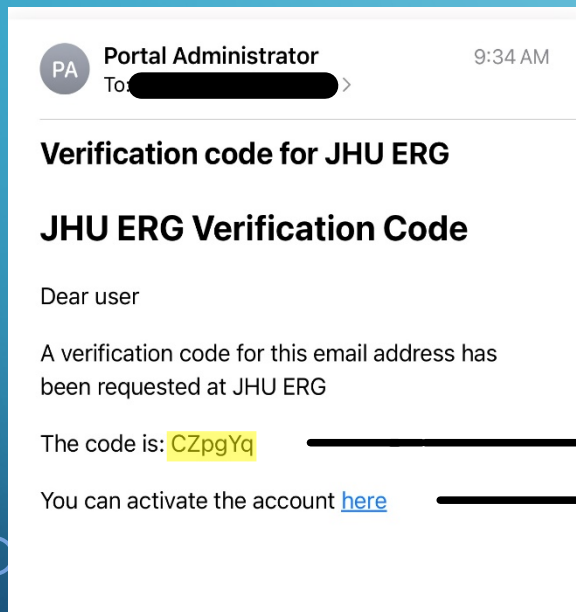
Add email address here...

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

Step 4: Verify your email address

- Look for an email from portalemail@erg.jhu.edu

PA Portal Administrator — 9:34 AM
To: ▓▓▓▓▓▓▓ >

Verification code for JHU ERG

JHU ERG Verification Code

Dear user

A verification code for this email address has been requested at JHU ERG

The code is: CZpgYq

You can activate the account here

Copy code & Paste here
or
Click the link

ERG Secure Customer Verification System

✓ Message
A verification code has been sent to the provided email address

Verification Code

Please enter the 6-digit verification code that was sent to your email address.

Submit | Resend Verification Code

Don't see it in your inbox? Check your junk mail folder or click resend verification code.

- Copy the code displayed or click the link in this email message to verify your email address.

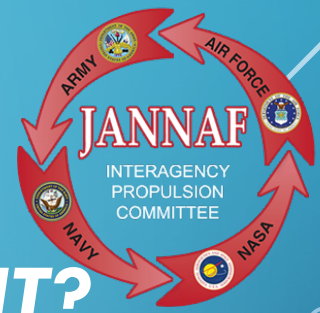# *HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?*

Step 5:

- Once you've verified your email address, you will be prompted to set a password. This is a temporary password. When your account has been approved and activated you will be required to create a new password.

- Then you can proceed with filling in your personal details and organization information.

Set and confirm your password

Fill in personal details

Fill in your organization information

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

Step 6: Contractors Only

- Enter your organization's JCP/DLA/DD 2345 and expiration date.

- **If you are unsure of where to find this information, please contact your Facility Security Officer or Export Compliance Officer.**

☑ **Message**
Your application has been saved.   ✕

Application form

Organization JCP Certification

JCP/DLA/DD 2345 *

[   ]

DLA Expiration Date *

[mm/dd/yyyy   📅]

Contracts

No contracts added yet. At least one contract is required to submit the application.

You may associate multiple government contracts with your application. Your account, if approved will expire within 12 months, on your DD 2345 expiration date, or the end of your government contract – whichever is earlier. Only 1 contract is necessary to obtain an account, however, access controls are associated with (and expire with) the type of contract per DoDD 5230.25 and DoDI 5200.48

Please provide Prime Contract details if your contract is directly from the U.S. Government or SubContract details if your contract is from another U.S. Government contractor.
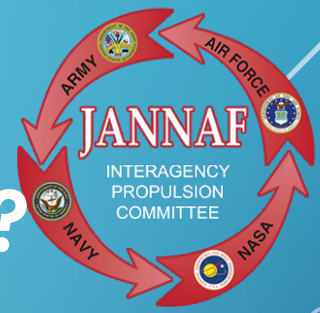
[+ Add Prime Contract]   [+ Add Subcontract]

[Previous] [Save / Next]

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?
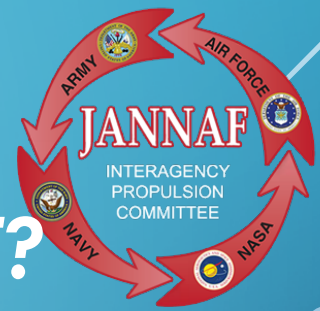
Step 7: Contractors Only

- Provide your Gov't contract information, along with your Gov't Sponsoring Official's (GSO), credentials and contact information.
- You may provide more than one government contract, if applicable. Or if your organization is a subcontractor to a prime, provide the subcontract information as well.
- The subcontract section also requires the prime contract information and GSO information, along with prime contractor's POC and contact information.

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

Step 8: For ALL Applicants

- Check the box directly above the signature line, certifying that you understand and will abide by the statement. Sign your application by typing your name.

- Click the "Submit Application" button to automatically circulate to the FSO and then to the GSO (if applicable) for signature.

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

- Once all parties have completed their portion of the online Customer Verification Form, ERG Security team will receive and review the form.

- When your account has been approved, you'll receive an "account approved" email from portalemail@erg.jhu.edu.

- Click on the link in that email to set up and confirm your account.

NOTE:

Your LOGIN is your EMAIL address.
You will need to CREATE a NEW password (don't get confused with the first password you created. That password was temporary).

HELPFUL TIPS TO SPEED THE PROCESS

- Once you've verified your email address, call or email your FSO or HR contact to alert them that they should look for an email from <u>portalemail@erg.jhu.edu</u>.

- Ask that they complete and submit their portion of the form in a timely way.

- *Industry Contractors:* Also contact your GSO with the same information/request.

- If your FSO and/or GSO asks why they are signing off, be sure to advise them of the following:

- A JANNAF Portal account is needed to access JANNAF Meeting information such as meeting programs and registration. This information is Distro C/ITAR/CUI. A Portal account is also needed to access any online JANNAF databases, Meeting papers, and collaborative Small Team workspaces.

NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN…
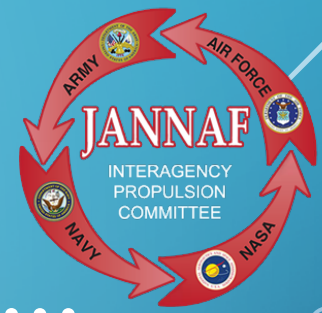
Access JANNAF meeting Preliminary & Final Programs:

Go to https://www.jannaf.org/meetings, click on the upcoming meeting, and from the meeting Home page, click on the link for the Preliminary Program. Then, log into your Portal account, and view, download or print the document.

NOTE:

These documents are published as unclassified (CUI/CTI), "Distribution authorized to U.S. Government and their contractors …" (U-C)
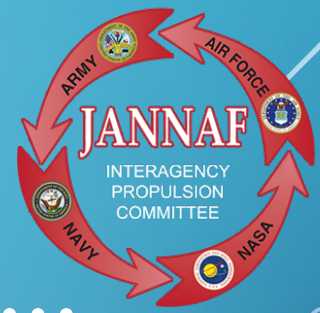
NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN…

Register to attend a JANNAF meeting:

Go to https://www.jannaf.org/meetings, click on the upcoming meeting, select the Registration Tab, and click on "Register for the meeting." Then, log into your Portal account, and complete the Registration form (Step 1 of the meeting registration process).

NOTE: A Portal account is NOT required when paying the Registration fee (Step 2 of the meeting registration process).

NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN
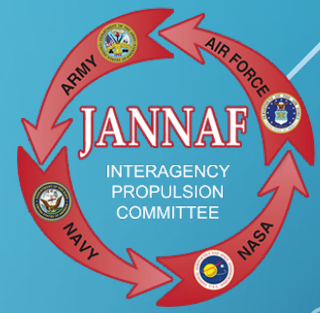
Access:

- JANNAF publications and databases which includes JANNAF meeting information

- Access JANNAF collaborative Small Team workspaces
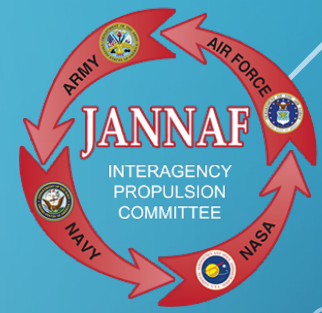
KEEP YOUR ACCOUNT UP-TO-DATE

Changes that affect your account status:

- Password updates

- Email address changes

- Contract expiration

- DD2345 expiration

PORTAL ACCOUNT QUESTIONS?

Contact:

Mionna Sharp
msharp@erg.jhu.edu

or

Mary Gannaway
mgannaway@erg.jhu.edu

To contact by phone, call (410) 992-7300.

EXPORT-CONTROLLED AUTHORIZATION FORM…
WHAT IS IT AND WHO IS THIS FOR?
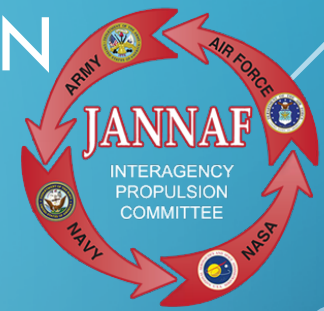
- The export-controlled authorization form is used to verify that a student/government contractor has been given an Export Compliance Briefing and CUI Briefing.

- This form is necessary to ensure the appropriate customers are authorized to receive, handle and access Distro C/ITAR, Export-Controlled/CUI information.

HOW TO COMPLETE THE FORM

- The export-controlled authorization form is very similar to the portal application process.

- Complete PART I of the form with the required information.

- PART II needs to be completed by the Export Compliance Officer or FSO. CUI and Export Compliance dates will need to be provided.

- PART III will need to be completed by your GSO to confirm your need-to-know.

- The applicant must circulate the form to the appropriate parties for completion. Start early to ensure the form is completed well before the registration deadline.

- **JANNAF Export-Controlled and Need to Know Registration Form_DEC2023.pdf**

Important Registration Deadline Information
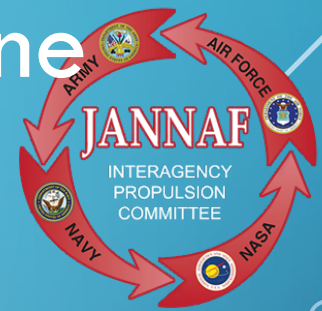
November 17, 2023 is the last day to pre-register online and submit registration payment. On-site registration required after this date for the unclassified sessions.
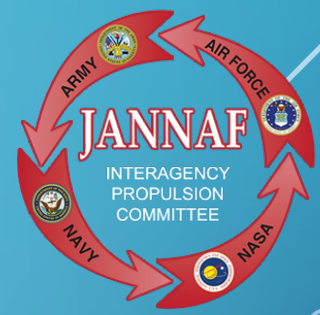
- Last day to submit additional registration requirements for classified sessions to JANNAF FSO, Mary Gannaway.

Note:

*These are hard deadlines so be sure to give yourself at least a month in advance to submit the required information

*After November 17, 2023 registration for classified sessions is not possible
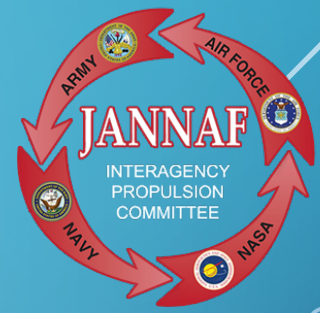
CHECKLIST

Step 1: Go to www.jannaf.org

- Create a JANNAF Portal Account

Step 2: JANNAF Export-Controlled Authorization Form

Step 3: Complete meeting registration form

Step 4: Pay registration Fee

QUESTIONS?