

To Join/Access your Session Chair Secure Collaboration Space

Accessing Your Session Chair Packet and other documents:

Session Chair Packets contain unclassified, limited-distribution information (U-C) and are marked as CUI and thus must be stored in a secure location that can only be accessed by qualified Session Chairs with an active JANNAF Portal Account.

1. Go to <https://confluence.erg.jhu.edu>
2. Log in using your JANNAF Portal account. Your user name is your email address; your password is at least 15 characters and was created by you when your account was approved. If you don't remember your password, click the Login button and then click "Forgot Password?" and follow the prompts to reset. If you don't receive the reset email (check junk mail), contact Mionna Sharp (msharp@erg.jhu.edu) for assistance.
3. If you can't access this workspace and you have an active account, send an email to Shelley Cohen (scohen@erg.jhu.edu). If you don't have an active account, contact Mionna Sharp (msharp@erg.jhu.edu).
4. **Once logged in**, return to these instructions and click [HERE](#) (or <https://confluence.erg.jhu.edu/display/JPP/JANNAF+Program+Planning+Home>) to go directly to the JANNAF Program Planning Workspace.
5. To enter the Session Chair Workspace:
 - a. Click on **2024 December** folder
 - b. Click on **Session Chair** folder
6. Open and read the **Session Chair Instructions**, located above the folders.
7. After reading the instructions and once you have entered the Session Chair folder, you'll find two additional folders:
 - a. "Session Chair Important Documents" folder – download and save all files for review and future reference.
 - b. "Session Chair Packets" folder - locate your Session Chair packet. The packets are organized alphabetically by session number (i.e., 1T, 2D, 3Q, 4B, etc.). Session Chair last names are included in the file name. When a session has co-chairs, both names are listed.
8. Remember that the Session Chair packet files are considered Distribution Statement C and CUI and should not be shared with anyone. Only those with an active JANNAF Portal account who are Session Chairs should have access to these files.

How to Use the 2024 December Session Chair Secure Collaborative Space

Please be aware that, as a member of the Session Chair Secure Collaborative Space, you are able to download and save files to your computer. However, you cannot upload or delete files. Additionally, some files have been password protected to prevent modification.