

To Join/Access your Session Chair Small Team

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 Secure Portal Account.

1. Go to www.jannaf.org
2. **Log into your Portal account** (top right corner of the screen). Your user name is your email address; your password is 16 characters and was created by you when your account was approved. If you don't remember your password, enter "12345" in the password field and follow the prompts to reset.
3. Once logged in, **return to this document and click on the following link** to go directly to the "Session Chairs – May 2023" Small Team:
https://www.jannaf.org/smallteams/smallteam_page?id=358
4. Click on the **green "Request Membership"** button; if you do not see this button, you are already a member of the Small Team and have access to files stored there. If requesting membership, you'll receive an email once your membership has been approved so that you can then access the files posted there.
5. Once you are a member of the Small Team, locate your Session Chair packet in the "Session Chair Packets" folder. The packets will likely be displayed on multiple pages, organized alphabetically by session number (i.e., 1B, 2A, 3D, 4C, etc.). Session Chair last names are included in the file name. When a session has co-chairs, both names are listed.
6. Please **download and save your packet to your computer** for review and future reference. **Do NOT use the "check out" feature**, as doing so would prevent your co-chair (if applicable) and ERG from accessing the file.
7. Several other documents have been provided for your reference and use in the "Session Chair Important Documents" folder. Please download and save these files as well.

How to Use the SsnChair May-23 Small Team Workspace

Please be aware that, as a member of the Small Team, you are able to download and save files to your computer. You can also upload files. However, you cannot delete files. Additionally, some files have been password protected to prevent modification.

****When accessing files, only use the "Download" option.****

Please **DO NOT** use the "Check out" feature.