

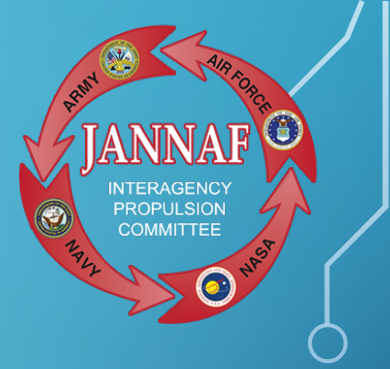
THE JANNAF SECURE PORTAL ACCOUNT EXPLAINED



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:

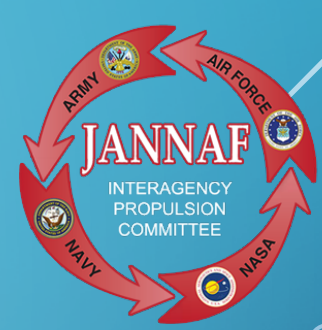
Students are not permitted access to the JANNAF databases/JDOC.

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.”

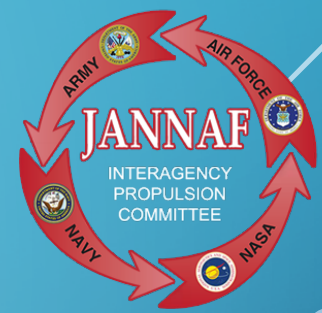
HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?



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

Home About Eligibility Committees Meetings & Workshops Journal Products

Login

Create New Account

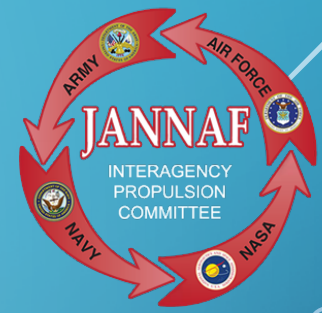
JANNAF Account Updates

New JANNAF Journal Online Articles Now Available

More >

Click on
"Create new account"

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

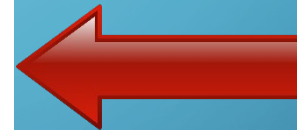


Step 3:

Begin the online Customer Verification Form by adding your email address beneath “Start New Application”.

A screenshot of the JANNAF secure portal account creation process, showing four steps in a 2x2 grid. Each step has a title, a form, and a "Submit" button. The "Start New Application" step is highlighted with a red arrow pointing to it from the right. The steps are: 1. Login (with a right arrow icon), 2. Start New Application (with a plus icon), 3. Review/Approve Application as FSO / HR (with a checkmark and FSO icon), and 4. Review/Approve Application as GSO (with a checkmark and GSO icon).

<p>→ Login</p> <p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p>Submit</p>	<p>+ Start New Application</p> <p>Email Address <input type="text"/></p> <p>Submit</p>
<p>✓ FSO Review/Approve Application as FSO / HR</p> <p>Email <input type="text"/></p> <p>Passcode <input type="password"/></p> <p>Submit</p>	<p>✓ GSO Review/Approve Application as GSO</p> <p>Email <input type="text"/></p> <p>Passcode <input type="password"/></p> <p>Submit</p>



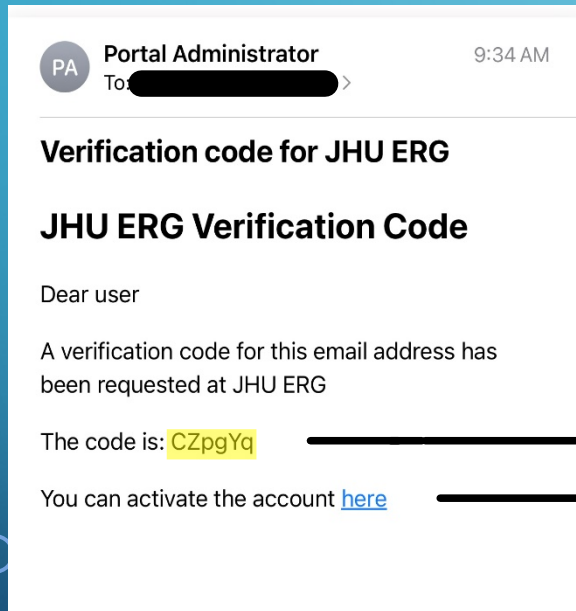
Add email address here...

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

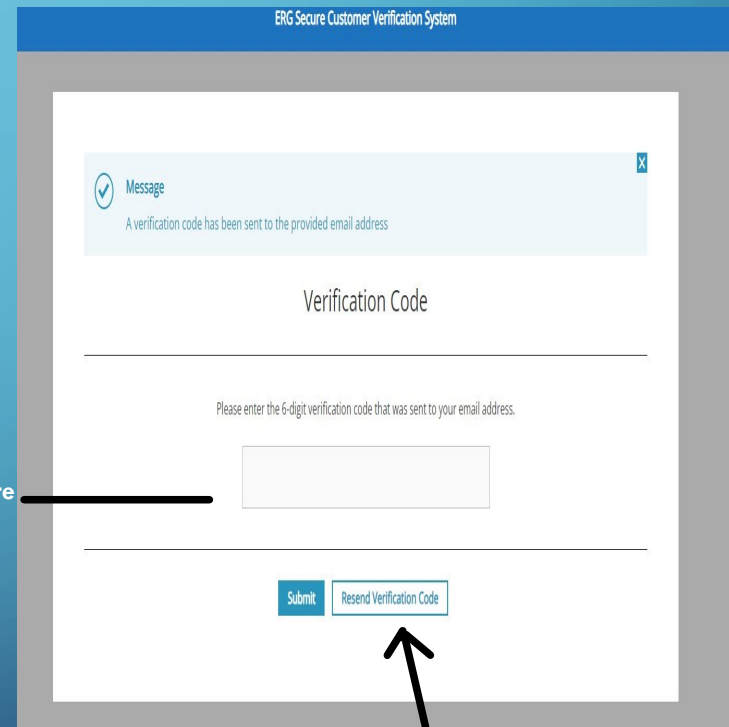


Step 4: Verify your email address

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



Copy code & Paste here
or
Click the link



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?



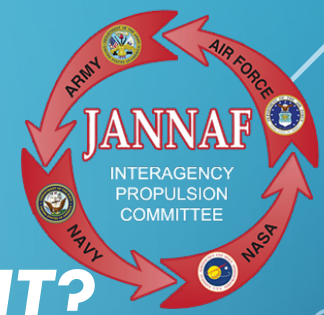
Step 5:

- 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, Export Compliance Officer or visit www.dla.mil/Logistics-Operations/Services/JCP/.

Message
Your application has been saved.

Application form

Organization JCP Certification

JCP/DLA/DD 2345 *

DLA Expiration Date *

Contracts

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

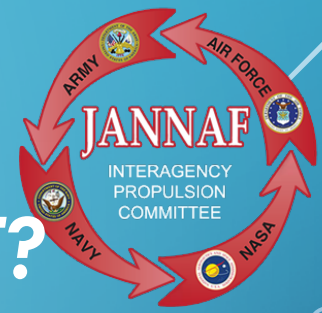
You may associate multiple government contracts with your application. Your account, if approved will expire within 12 months, on your DD 2345 expiration date, or the end of your government contract – whichever is earlier. Only 1 contract is necessary to obtain an account, however, access controls are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

Contract1 ✕

This field is required.
Prime Contract Gov't Sponsoring Official *

This field is required.
Prime Contract Gov't Sponsor Email *
This field is required.
Prime Contract Gov't Sponsor Phone *
This field is required.
Contract Type *

Select one ▾

This field is required.
Prime Government Contract No *

This field is required.
Prime Government Contract Expiration Date *

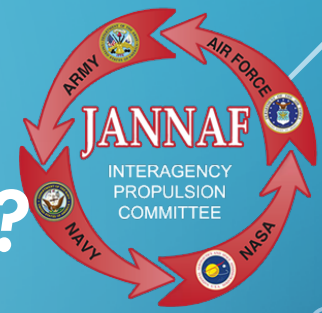
You may associate multiple government contracts with your application. Your account, if approved will expire within 12 months, on your DD 2345 expiration date, or the end of your government contract - whichever is earlier. Only 1 contract is necessary to obtain an account, however, access controls are 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 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.

Log Out

Message X
Your application has been saved.

Application form

Signature

I understand that information I receive which is subject to U.S. export control laws cannot be divulged to non-U.S. citizens or organizations without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR). I affirm that I will not disclose, distribute or transmit export-controlled information to any unauthorized person or organization and that I will promptly report to the Federal Bureau of investigation any attempt by an unauthorized person to solicit export-controlled information. I understand that distribution of technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401 et seq, is a violation of these export laws and are subject to severe criminal penalties. *

Signature *

Date *

08/15/2023

Previous **Submit Application** Save / Next

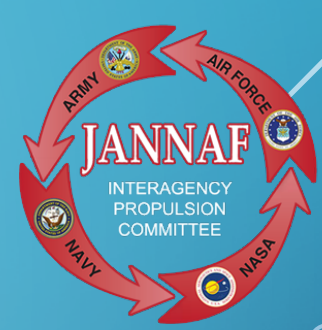
Message X
Your application has been successfully submitted.

Application form

The status of this Application is 'Submitted'. No changes can be made currently.

Personal Details

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?



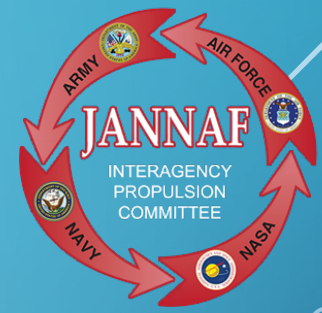
- Once all parties have completed their portion of the online Customer Verification Form, ERG Security team will receive and review the form.
- When your account has been approved, you'll receive an "account approved" email from portalemail@erg.jhu.edu.
- Click on the link in that email to set up and 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 portalemail@erg.jhu.edu.
- 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)



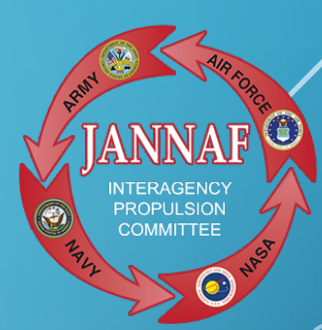
NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN...

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).

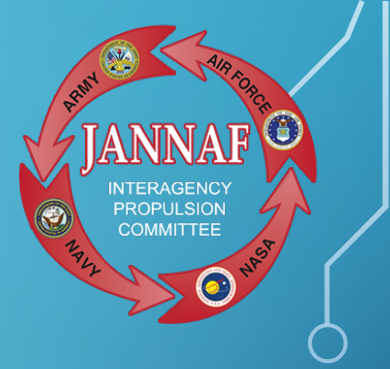
NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN



Access:

- JANNAF publications and databases which includes JANNAF meeting information
- Access JANNAF collaborative Small Team workspaces

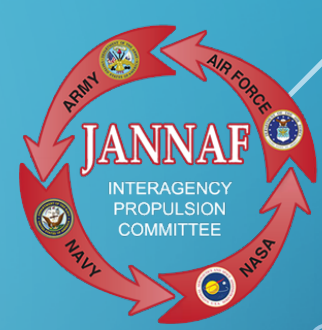
KEEP YOUR ACCOUNT UP-TO-DATE



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

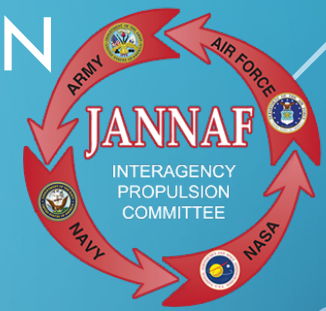
Mary Gannaway

mgannaway@erg.jhu.edu


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

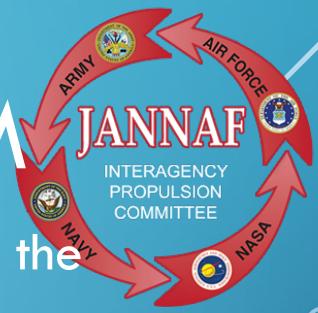
EXPORT-CONTROLLED AUTHORIZATION FORM...

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.

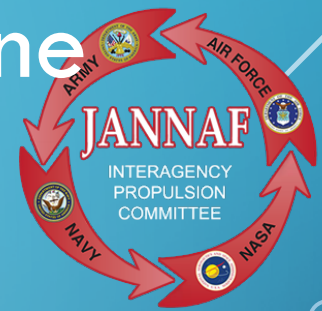
 CUI Joint Army-Navy-NASA-Air Force (JANNAF) CUI/ITAR/Export-Controlled & Need-To-Know Authorization Form	
PART I: To be completed by Applicant	
Why are you completing this form?	
Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No--If No, Country of Birth:
Name:	Dual Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No--If Yes, Country:
Organization:	Place of Birth:
Address:	
City:	State: ZIP Code:
Phone:	Email:
<input type="checkbox"/> I understand that information I receive which is subject to U.S. export control laws cannot be divulged to non-U.S. citizens or organizations without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR). I affirm that I will not disclose, distribute or transmit export-controlled information to any unauthorized person or organization and that I will promptly report to the Federal Bureau of Investigation any attempt by an unauthorized person to solicit export-controlled information. I understand that distribution of technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401 et seq. is a violation of these export laws and are subject to severe criminal penalties.	
<input type="checkbox"/> CUI/ITAR/Export-Controlled information can't be left unattended. Info. should be kept in a secure filing cabinet or desk drawer that can be locked.	
<input type="checkbox"/> CUI/ITAR/Export-Controlled information can't be transmitted via email unless encrypted and password protected or sent via DoD SAFE.	
<input type="checkbox"/> CUI/ITAR/Export-Controlled information can't be disposed of in regular trash. This information needs to be shredded.	
<input type="checkbox"/> CUI/ITAR/Export-Controlled information can't be discussed with people that do not have a need-to-know for the information. This includes topic of information, names of people, and organizations.	
Applicants Signature:	Date:
PART II: Export Compliance and Controlled Unclassified Information (CUI) Briefings: I hereby certify as an Export Compliance Officer that the above named person was given an export compliance briefing and CUI briefing.	
a. Export Compliance Briefing Date:	
b. Controlled Unclassified Information (CUI) Briefing Date:	
Name:	Position Title:
Organization:	City:
Phone:	Email:
Signature:	Date:
PART III: Need-To-Know Certification (Required for all Consultants, Industry Contractors, and University applicants) I hereby certify as an authorized Government Sponsoring Certifying Official that the applicant is an employee of the above-named organization, has the requisite need-to-know and is qualified to receive militarily-critical technical data as defined by DoD Directive 5230.25.	
Government Sponsoring Certifying Official please check all that apply:	
1. To Attend and Participate in a JANNAF Meeting (Distribution Statement C/ITAR/CUI Information): <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Subscribe to JANNAF and ERG Products and Services such as Online Databases (CPIN which includes JDQC). Information is Distribution Statement C/ITAR/CUI Information): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Govt. Contract Number:	Contract Expiration Date:
Govt. Official's Name:	Position Title:
Govt. Official's Organization:	Phone:
City:	State:
Govt. Official's Dig Signature:	Govt. Official's Email Address:
Return via FAX or Mail: Fax: 410-730-4969; OR Mail to: JHU WSE ERG, 10630 Little Patuxent Pkwy, Suite 202, Columbia, MD 21044-3286. We discourage sending PII via Email but if preferred send to mgannaway@erg.jhu.edu .	



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_MAY2024.pdf](#)**

Important Registration Deadline Information



April 5, 2024 is the last day to qualify for the discounted Early registration fee.

April 19, 2024 is the last day to pre-register online and submit registration payment. On-site registration required after this date.

Note:

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

*A portal account is NOT needed to pay the registration fee.

Registration Resources



You can find a detailed view of the registration steps here,
<https://www.jannaf.org/mtgs/2024May/pages/regsteps.html>

JANNAF
Joint Army-Navy-NASA-Air Force

71st JANNAF Propulsion Meeting
Programmatic and Industrial Base Meeting
18th Modeling and Simulation
14th Liquid Propulsion
13th Spacecraft Propulsion
JOINT SUBCOMMITTEE MEETING

Home Program Location Registration v Author Information v FAQ Downloads About v

Registration Links

- Security/Attendance Requirements
- University Registration Information (students and professors)
- Attendee Timeline
- Registration Fee
- Registration Steps
- Registration Pre-Requirement
- Registration Fee
- Registration Payment

Registration Steps

Registration will open in approximately mid-March; however, those interested in attending are encouraged to complete the Portal Account Registration Pre-Requirement now.

>> Friday, 4 April - complete your registration by this date to qualify for the discounted Early registration fee.

>> Friday, 19 April - last date to pre-register online - complete both the registration form and payment of registration fee by this date. On-site registration required thereafter (allow extra time on-site).

Click here for helpful registration tips and contacts.

The registration process includes one pre-requisite (which can be completed now) and two steps (which can be completed once registration has opened).

Each of these items must be completed to attend/participate in this meeting. Learn more below.

Click each task for more information.

COMPLETE NOW

REGISTRATION PRE-REQUISITE:
Possess an Active JANNAF Secure Portal Account
(Required for all attendees; pre-requisite for Step 1)

COMPLETE WHEN REGISTRATION OPENS

STEP 1:
Complete the Meeting Registration Form
(20240217 - pre-completed before pre-reqs)

STEP 2:
Submit Registration Fee Payment
(May be completed in any order)

REGISTRATION PRE-REQUISITE

Possess an Active JANNAF Secure Portal Account

An Active JANNAF Secure Portal Account is required in order to attend JANNAF meetings, and is a pre-requisite needed in order to complete Step 1 of the registration process. (A Portal account is NOT needed to pay the registration fee in Step 2).

- If you currently have an active Portal account, you needn't do more until registration opens in approximately mid-March.
- If you do not have an account, your account is inactive/expired, or you have forgotten your password, click [HERE](#). You will find more information about Security/Attendance and Portal Account Requirements, links and instructions to apply for or renew your Portal account, and guidance for forgotten passwords.
- If you plan to register as a professor or full-time student, there are qualifications you must meet in addition to completing the registration pre-requisites and instructions on this page. Click [HERE](#) to view these requirements.

Obtaining a JANNAF Secure Portal account does NOT constitute meeting registration. You must still complete the additional steps indicated below.

[BACK TO TOP](#)

STEP 1

Complete the Meeting Registration Form

ALL ATTENDEES must do the following:

1. Click on the link to the online Meeting Registration Form (available on this page when registration opens)
2. Log into your JANNAF Secure Portal account.
3. Complete the online Meeting Registration Form.

>> Submission of this online form is required for all attendees, and must be completed by the attendee. There is no financial commitment with this step.

>> We strongly encourage early completion of the Meeting Registration Form.

>> Submit the online Meeting Registration Form and pay the registration fee on or before 5 April and qualify for the discounted Early registration fee.

>> Pre-registration (both the meeting registration form and registration payment) must be completed no later than Friday, 19 April. Thereafter, on-site registration will be required.

>> Both the online Meeting Registration Form and payment of the registration fee must be completed to have access to the virtual Reading Room of submitted papers during the meeting. For more information about the virtual Reading Room, click [here](#).

[BACK TO TOP](#)

STEP 2

Submit Registration Fee Payment

Payment of your registration fee may be completed independently of registering for the meeting. This step can be completed without an active JANNAF Secure Portal Account, and can be completed on your behalf. A discounted registration fee will be available for those who register and pay the fee on or before 5 April 2024. Registration will open in approximately mid-March.

The link to complete registration payment will be posted here when registration opens.

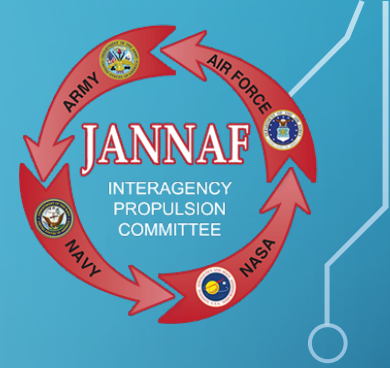
Meeting Registration fee includes:

- Attendance at all technical sessions, specialist sessions, workshops, and panel meetings, unless restrictions are noted in the program;
- Participation in all open networking activities throughout the meeting;
- Complimentary daily morning and afternoon coffee breaks;
- Access to virtual Reading Room (submitted papers) during dates of meeting (login required);
- Complimentary copy of recent printed JANNAF Journal (white supplies last), and digital access to additional JANNAF Journals via JDOC (not available to student registrants);
- Complimentary electronic access (via JDOC) to all published papers and presentations from this meeting. Publications will be accessible approximately 12 weeks after the meeting; additional information will be provided (not available to student registrants).

Payment method:

- Credit Card (VISA, MasterCard, American Express) via JANNAF Registration Payment site
- Checks made payable to JHU WISE ERG and mailed to:
JHU WISE ERG
Attn: JANNAF May 2024
10630 Little Patuxent Pkwy, Ste 202
Columbia, MD 21044-0208
- >> Checks must be received by 5 April to qualify for discounted rate.
- Government Purchase Order
- >> Completed Govt. P.O.s must be received by 5 April to qualify for discounted rate.

CHECKLIST



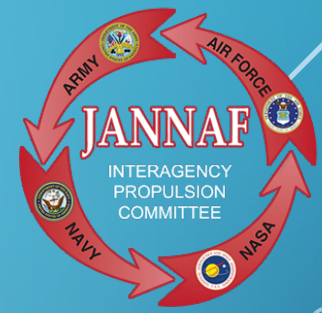
Step 1: Go to www.jannaf.org

Step 2: Create a JANNAF Portal Account

Step 3: JANNAF Export-Controlled Authorization Form (for University meeting participants only)

Step 4: Complete meeting registration form

Step 5: Pay registration Fee



QUESTIONS?