

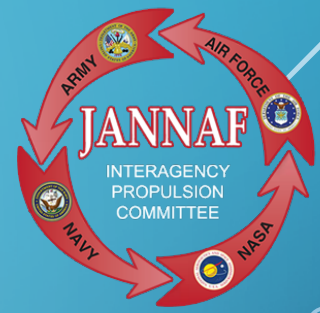
THE JANNAF SECURE PORTAL ACCOUNT EXPLAINED



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?

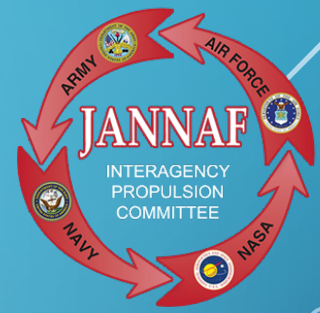


- **Yes**, if you plan to attend an upcoming JANNAF meeting, having an active JANNAF Portal account is the **first step in the meeting registration process**. You'll also need an active portal account to access the JANNAF Digital Online Collection (JDOC) database.
- The Portal account effectively verifies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

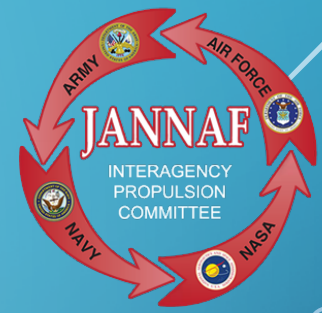
Students are not permitted access to the JANNAF databases/JDOC.

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.”

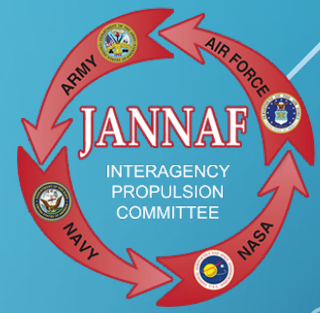
HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?



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

JOINT ARMY NAVY NASA AIR FORCE
INTERAGENCY PROPULSION COMMITTEE

Home About Eligibility Committees Meetings & Workshops Journal Products

Login

Create New Account

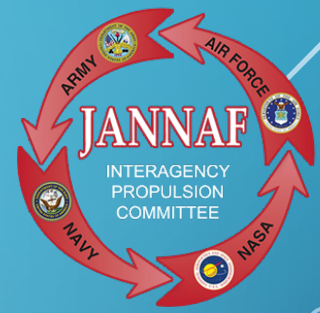
JANNAF Account Updates

New JANNAF Journal Online Articles
Now Available

More »

Click on
“Create new account”

HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?



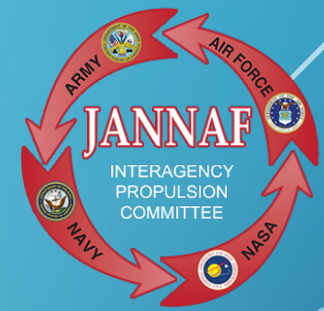
Step 3:

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

The screenshot displays the JANNAF Secure Portal interface with four distinct steps for account creation. Each step is contained within a light blue box with a white border. Step 1, 'Login', features a right-pointing arrow icon and fields for 'Email' and 'Password', with a 'Submit' button below. Step 2, 'Start New Application', features a plus icon and a single 'Email Address' field with a 'Submit' button. Step 3, 'Review/Approve Application as FSO / HR', features a checkmark icon with 'FSO' below it, and fields for 'Email' and 'Passcode', with a 'Submit' button. Step 4, 'Review/Approve Application as GSO', features a checkmark icon with 'GSO' below it, and fields for 'Email' and 'Passcode', with a 'Submit' button. A large red arrow points from the text 'Add email address here...' towards the 'Email Address' field in Step 2.

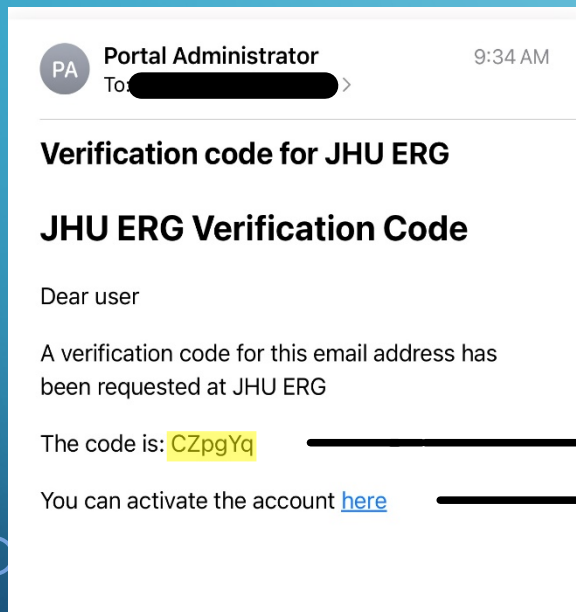
Add email address here...

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.

This screenshot shows a web page titled "Code Verified". At the top, there is a message box with a checkmark icon and the text "Message Code verified! You can now set your new password." Below this, the page has a heading "Code Verified". Underneath, there are two input fields: "Please set a Password" and "Please confirm your Password". At the bottom of the form, there is a blue "Submit" button. A large red arrow points from the text "Set and confirm your password" below the screenshot to the "Submit" button.

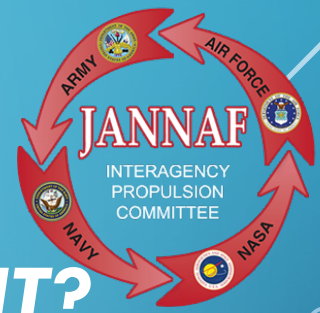
Set and confirm your password

This screenshot shows a web page titled "Application form" under the heading "ERG Secure Customer Verification System". The page contains a "Personal Details" section with several input fields: "Prefix" (a dropdown menu), "First Name", "Middle Name (optional)", "Last Name", "Suffix (optional)", and "Preferred Name (optional)". A "Log Out" link is visible in the top right corner. A large red arrow points from the text "Fill in personal details" below the screenshot to the "First Name" field.

Fill in personal details

This screenshot shows the "Organization Information" section of the "Application form". It includes several input fields: "Your Employer", "Your Dept./Division/Code (optional)", "Your Work/Business Address", "Your Work/Business City", "Your Work/Business State", "Your Work/Business Postal Code", and "Your Work/Business Country". The "Your Work/Business Country" field is pre-filled with "United States of America". A large red arrow points from the text "Fill in your organization information" below the screenshot to the "Your Work/Business Address" field.

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 <https://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 *

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.

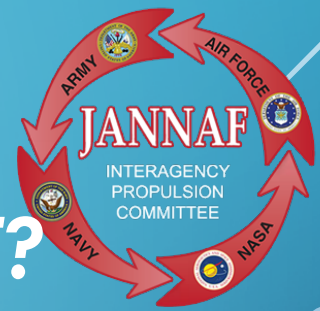
+ Add Prime Contract

+ 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.

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 *

mm/dd/yyyy

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.

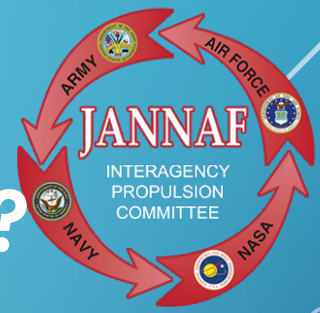
+ Add Prime Contract

+ 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
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
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?



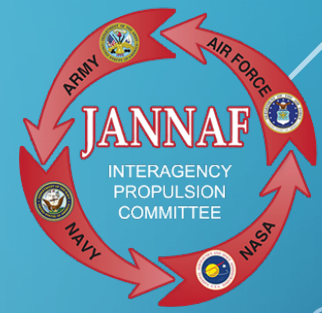
- Once all parties have completed their portion of the online Customer Verification Form, ERG Security team will receive and review the form.
- When your account has been approved, you'll receive an "account approved" email from portalemail@erg.jhu.edu.
- Click on the link in that email to set up and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

NOTE:

Your LOGIN is your EMAIL address.

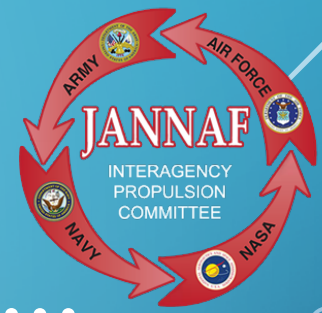
You will need to CREATE a NEW password (don't get confused with the first password you created. That password was temporary).

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...

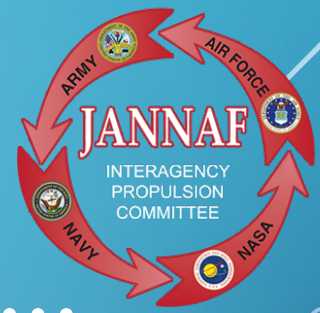


Access JANNAF meeting Preliminary & Final Programs:

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)



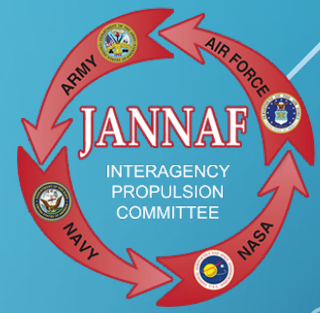
NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN...

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).

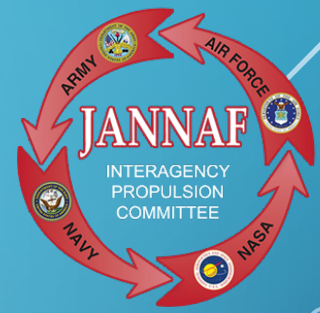
NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN



Access:

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

KEEP YOUR ACCOUNT UP-TO-DATE

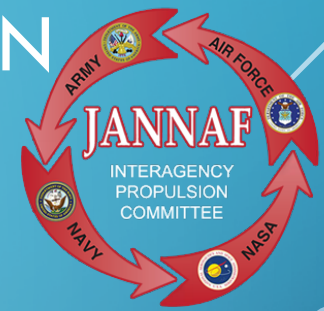


Changes that affect your account status:

- Password updates
- Email address changes
- Contract expiration
- DD2345 expiration

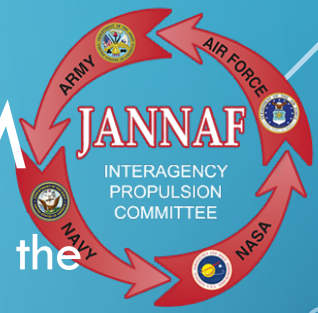
EXPORT-CONTROLLED AUTHORIZATION FORM...

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.

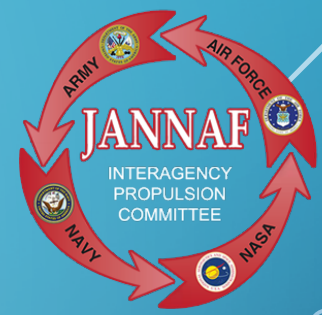
 CUI Joint Army-Navy-NASA-Air Force (JANNAF) CUI/ITAR/Export-Controlled & Need-To-Know Authorization Form	
PART I: To be completed by Applicant	
Why are you completing this form?	
Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	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 JDOC). 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.pdf](#)**

CHECKLIST



Step 1: Go to www.jannaf.org

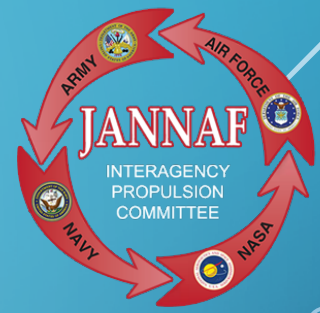
- Create a JANNAF Portal Account

Step 2: JANNAF Export-Controlled Authorization Form

Step 3: Complete meeting registration form

Step 4: Pay registration Fee

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.