



## NIRIS and Citrix Access Overview

This guide outlines the steps required to obtain access to Naval Installation Restoration Information Solution (NIRIS) tools and its Citrix-based applications. NIRIS is available to DoD employees, contractors and other environmental personnel who require access to Environmental Restoration Program (ERP) data and documents (records). Anyone with a Common Access Card (CAC), a NAVFAC Portal Single Sign On account, and/or a .mil e-mail address should begin at Step 3 or Step 4, whichever is applicable. NIRIS users should check with their local NIRIS representative prior to obtaining NIRIS and/or Citrix access to identify any regional-specific requirements (e.g., some regions require original forms with wet signatures).

## Steps to Obtain NIRIS Access

### 1) Acquire a Medium Assurance DoD Public Key Infrastructure (PKI) Software Certificate

Users without a “.mil” email must first purchase a *Medium Assurance Token SmartCard Certificate* through one of the DoD-approved vendors at <http://iase.disa.mil/pki/eca>. An annual fee of approximately \$120 is required (fee varies by vendors). This process can take up to two weeks. Users are encouraged to initiate this process before proceeding further with NIRIS access.

**Note:** A Common Access Card (CAC) is not necessary to access NIRIS. CACs are available for DoD personnel and/or contractors only if their government sponsor deems it necessary. Contact your government sponsor (or NIRIS representative) with any questions regarding CACs.

### 2) Complete Department of Defense (DoD) Cyber Awareness Challenge Training

Users must complete their DoD Cyber Awareness Challenge training before obtaining access to the NAVFAC portal. Click on the link below to access the training:

<http://iase.disa.mil/eta/cyberchallenge/launchPage.htm>

From this website, proceed with the following steps:

- Click on **DoD Launch New Cyber Awareness Challenge** to begin course
- Click **Start** and proceed through all of the modules until training is completed
- Print and sign your certificate at the end of the training

**Note:** Send a digital copy (PDF preferred) of the certificate or wet signature (depending on your specific FEC requirements) to your government sponsor for processing.

Training will take approximately 45 minutes. All NIRIS users are required to renew their Cyber Awareness Challenge training annually.

### 3) Obtain a NAVFAC Portal Single-Sign-On (SSO) Account

Users with a PKI Software Certificate (or CAC) can sign onto the NAVFAC Private Portal and request an SSO account at:

<https://portal.navfac.navy.mil/private>

From this site, proceed with the following steps:

- Click **Request an SSO Account**
- Complete the *SSO User Registration Form*

### Government Sponsor Information

All users must have a government sponsor to create an SSO account. NAVFAC personnel sponsor accounts for NAVFAC employees and contractors. Following submittal of the SSO registration form, sponsors will receive an email with a link to approve the applicant. Along with an approval, email confirmation will be sent to the requesting NIRIS user.

**Note:** A System Authorization Access Request-Navy (SAAR-N) form <http://go.usa.gov/8aH> may be required to obtain an SSO account. SAAR-N forms are not publicly available. Check with your sponsor, NIRIS FEC representative, or your local Information Assurance Manager. Requirements may vary by FEC.

### 4) Request NIRIS Access

Users who are able to access the NAVFAC Portal (have an SSO account) or have received an SSO account email confirmation can now request access to NIRIS. Users without a CAC must have their SSO User ID (email address) and assigned password. For NIRIS access, go to:

<https://portal.navfac.navy.mil/private>

After logging in, proceed with the following steps:

- Click on the **eTools** button in the upper left-hand corner of the screen
- Click on **More Links**
- Scroll down to *NIRIS*, check the box, and select the **Account Request** hyperlink
- Fill out the *NIRIS Provisioning Form* and click **Submit**

### NIRIS Provisioning Form Tips

The *NIRIS Provisioning Form* is used to request NIRIS access and NIRIS tools that pertain to a chosen role. These sections must be filled out completely and accurately. Information on NIRIS access and roles are listed below:

**Standard** versus **Global** access – **Standard** access is used to assign specific privileges to different types of users. **Global** access is used to give immediate access to users with a navy.mil email address only and will be granted “view-only” access.

**Default Role** - When using the **Standard** request type a user must select the appropriate role from the drop-down menu. This option is not available when **Global** is selected. When selecting the *Remedial Project Manager* the user should only submit this request for those installations under his management.

**Requesting a Region** - For **Standard** request types, each region must be submitted individually; however, numerous requests may be submitted.

**Referral Information** – A government sponsor name, email and phone number must be provided.

**Your Current Installations** – Select the installations to which access is required; multiple installations in a region can be selected by using the Shift-click or CTRL-click functions; choose **Select All** if appropriate. However, the Remedial Project Manager Request type should only select the installations being managed.

## Steps to Obtain Citrix Access

The NIRIS Citrix server provides access to high-level applications that includes Spatial Analysis and Decision Assistance (SADA) and the ESRI (GIS-based) suite of products (e.g., ArcView). These advanced tools allow NIRIS users to conduct more robust and custom data analyses for data management and visualization.

**Note:** Check with your NIRIS representative for FEC-specific requirements for obtaining Citrix access. A NAVFAC Citrix account can be obtained by following these steps:

- Fill out a *SAAR-N Form (OPNAV 5239/14)* – All .mil users should already have this form on file. However, for those users who do not, a completed SAAR-N form (<http://go.usa.gov/8aH>) must be submitted directly to the Information Assurance Manager. *SAAR-N Forms* are not publicly available. It is recommended that you contact your NIRIS representative to obtain this form and ensure your request is processed efficiently. Requirements may vary by FEC.
- Fill out a *Citrix Request Form* – All Citrix requests and forms must be processed through your NAVFAC Information Assurance Manager. The form can be obtained at <http://go.usa.gov/8Y3>, from your NIRIS representative, or from your local Information Assurance Manager. When filling in this form it is imperative that the **1<sup>st</sup> Application Requested** field is manually entered as *NIRIS* as it does not appear as a choice in the drop-down list.
- For NIRIS users with an existing Citrix account, access to NIRIS tools can be obtained by submitting the *Citrix request form* as outlined above but must ensure the **Adding Items to an Existing Account** line item is answered.

## Additional Information

### Help, Questions, Comments

- Technical and general support can be obtained by clicking the **Help** button in the main NIRIS portal
- Requests for NIRIS training can be sent directly to [EXWC\\_T2@navy.mil](mailto:EXWC_T2@navy.mil)
- NIRIS users can also contact their local NIRIS representative for additional information or help with the ER Search Tool

**NIRIS FEC Points of Contact**

FEC/Organization	Phone
Atlantic	(757) 322-4088
Atlantic - Records	(757) 322-4785
EXWC	(805) 982-6060
Hawaii	(808) 471-1171, ext 340
Headquarters	(202) 685-9318
Mid-Atlantic	(757) 341-0393
Northwest	(360) 396-0143
Northwest - Records	(360) 396-0916
Pacific	(808) 472-1461
Pacific - Records	(808) 472-1428
Southeast	(904) 542-6196
Southwest	(619) 532-4340
BRAC	(619) 532-0796
Southwest - Records	(619) 556-1280
Washington	(202) 685-3546