



## NIRIS Access Overview

This guide outlines the steps required to obtain access to Naval Installation Restoration Information Solution (NIRIS) tools. 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 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>. You may choose either a Card and Reader or the USB format. Please verify which hardware choice is appropriate with your corporate IT department before purchasing. 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:

<https://iase.disa.mil/eta/Pages/online-catalog.aspx>

From this website, proceed with the following steps:

- Click on **Launch Training** from the Cyber Awareness Challenge section 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://hub.navfac.navy.mil>

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) 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. For NIRIS access, go to:

<https://niris.navfac.navy.mil/se/nirisportal>

After logging in, 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.

## Additional Information

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### 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 [NIRIS@navy.mil](mailto:NIRIS@navy.mil)
- NIRIS users can also contact their local NIRIS representative for additional information or help.

### NIRIS FEC Points of Contact

FEC/Organization	Phone
Atlantic	(757) 322-4699
Atlantic - Records	(757) 322-4785
EXWC	(805) 982-6060
Hawaii	(808) 471-4616
Headquarters	(202) 685-9318
Mid-Atlantic	(757) 341-0442
Northwest	(360) 396-0058
Northwest - Records	(360) 396-0916
Pacific	(808) 472-1084
Pacific - Records	(808) 472-1428
Southeast	(904) 542-6232
Southwest	(805) 982-1501
BRAC	(619) 524-5811
Southwest - Records	(619) 556-1280
Washington	(202) 685-3280