

SSP LAN (NIPRNET) Account Requirements

In order to establish an SSP LAN (NIPRNET) Account, you will need to complete the following requirements below.

NOTE: This includes contractors who have a requirement to login to a computer on-site, but are not permanently seated at SSP.

ALL REQUIREMENTS MUST BE COMPLETED BEFORE AN SSP ACCOUNT IS RELEASED

- SSP Supervisor/Government Sponsor completes and signs “SSP Help Desk - Check-In Form”:** Submit a copy of the form (electronic or hard copy) to the local SSP Help Desk **AT LEAST A WEEK IN ADVANCE** to facilitate User Account/IT Equipment setup. Retain original to include with account package.
- User, SSP Supervisor/Government Sponsor, SSP Security, and ISSM/ISSO completes and signs SAAR-N Form:** Please refer to the instructions located inside this packet for detailed information on completing the SAAR-N Form.
- User completes IT Training:** Training does not have to be completed at SSP and can be done on any non-government computer via the sites listed below. Upon completion, print two copies of each certificate, one to keep for your records. User may print out previously completed training certificates from TWMS or NKO as long they were completed within the current fiscal year. User can request the SSP Help Desk to log user in to a computer to obtain certificates.
 - Cyber Awareness Challenge
 - o Users who already have a CAC at the time of on-boarding, use TWMS or NKO: <https://twms.navy.mil> or <https://www.nko.navy.mil/>
 - o Users who do not have a CAC at the time of on-boarding, use DISA: <http://iase.disa.mil/eta>
- User completes Temporary Username/Password Authorization (UBE) Form and has the local ISSM/ISSO sign the form authorizing logon with a temporary username/password. (Required for users who do not have a CAC)**
- User attends or schedules an IT Orientation Briefing with the local ISSM/ISSO:** Bring fully completed account package to the briefing as the SAAR-N Form and UBE Form (if applicable) will be signed by the local ISSM/ISSO.
 - At SPHQ, IT Orientation Briefings are usually held every other Monday in the MIS Training Room (RM 3004) at 1300. For Field sites/PMOs, please contact the local help desk for more information on the IT Orientation Briefing.
 - If a user misses the regularly scheduled IT Orientation Briefing, they will need to schedule a briefing session with the local SSP Help Desk.
 - IT Training Certificates and SAAR-N Form must be complete with all requested information/signatures before the form is signed by the ISSM/ISSO.
- User submits fully completed account package to the local SSP Help Desk to include:**
 - SSP Check-in Form
 - SAAR-N Form (with complete Information/signatures)
 - IT Training Certificates

Optional Access/Accounts

SSP VPN/Broadband Access: Please see attached instructions for more information on obtaining VPN access. A CAC is required to access the training.

SSP SIPRNET Account: Please refer to the “SSP LAN (NIPRNET)/CLAN (SIPRNET) Account Package” for information on obtaining a SIPRNET Account. A new SAAR-N Form denoting SIPRNET access may be required. See the Help Desk if there are any questions on this requirement.

Please be advised that **NO ACCOUNTS WILL BE RELEASED** unless all forms have been completed and submitted to the SSP Help Desk.

IF THERE ARE ANY QUESTIONS, PLEASE CONTACT THE SSP HELP DESK AT 202-433-8777 OR HELPDESK@SSP.NAVY.MIL

Instructions for Completing a SAAR-N Form for an SSP LAN (NIPRNET) Account

Overview

These instructions are to be used with the applicable System Authorization Access Request Navy (SAAR-N) provided by the local SSP Help Desk. Failure to successfully complete the SAAR-N form per these instructions will result in account creation delays.

Instructions

1. Read the Privacy Act Statement section in its entirety.
2. Ensure "Initial" is checked and enter the **USER ID**. The USER ID is your SP Code. If you do not know your SP Code and you are Military or a Government Civilian, see your SSP Supervisor. For Contractors, your SP Code will be generated by the local SSP Help Desk. Enter the **Date**. For location, enter the physical location of system.
3. Complete blocks **1** through **10**.

Block **1** should have the user's name with middle initial, if applicable.

Block **2** should be "SSP" for organization.

Block **3** should be your supporting SSP Branch within the organization.

Block **4** should be your commercial phone number in the "COM" field.

Block **5** should be your SSP E-mail address. (firstname.lastname@ssp.navy.mil) or (firstname.lastname.ctr@ssp.navy.mil)

Block **6** should be your job title and grade/rank, if military or civilian. Use "Contractor" if user is a Contractor.

Block **7** should be the mailing address of the local SSP site.

Block **8** check appropriate Citizenship status.

Block **9** check appropriate Designation.

4. Complete the required IT training module below
 - Cyber Awareness Challenge
 - o Users who already have a CAC at the time of on-boarding, use TWMS or NKO: <https://twms.navy.mil> or <https://www.nko.navy.mil/>
 - o Users who do not have a CAC at the time of on-boarding use DISA: <http://iase.disa.mil/eta>

Upon completion, print two copies of each certificate, one to keep for your records. User may print out previously completed training certificates from TWMS or NKO as long they were completed within the current fiscal year. Ensure that block **10** is completed once the Cyber Awareness Challenge is complete. Attach the completed certificate to the SAAR-N Form.

5. Ensure "Authorized" is checked in block **12**.
6. Ensure "Unclassified" is checked in block **13**.
7. If a Contractor, complete block **14a**. Ensure company name, contract number, and expiration date is specified.
8. Request your SSP Supervisor complete blocks **15** through **16b**. **NOTE:** For Contractors, your SSP Government Sponsor will complete and sign these blocks. Ensure that a Supervisor or Sponsor signature is in place in block **16a**.
9. The local ISSM/ISSO or appointee at SSP will complete blocks **17** through **17b** at the IT Briefing.
10. The local ISSM/ISSO or appointee at SSP will complete blocks **18** through **21** at the IT Briefing.
11. Read over the User Agreement and ensure that your signature is in place in block **24**.

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12. Request the local SSP Security Manager complete blocks **26** through **30**. Ensure that the Security Manager signature is in place in block **29**. SSP Security is the only authorized Security Office to verify user information for SSP LAN Accounts.
13. Before submitting the SAAR-N Form to the local SSP Help Desk, ensure that signatures are in place where required in **Part II** (blocks **16a, 17, 18, and 24**) and **Part III** (block **29**).

SSP VPN/Broadband Training Instructions

In order to access the SSP Network remotely via a High Speed connection, you will need to complete the following:

Complete SSP VPN/Broadband Training [CAC Required]

The training is located on the SSP Homepage under “Important Links on SPWEB”. Look for:

- **SSP Broadband Service Implementation Presentation**
 - [SSP Broadband Service Implementation Presentation Document](#)
 - [SSP Broadband Service Implementation Video Presentation](#)

There will be 2 links, open both links as one contains a Video and the other contains a PowerPoint Presentation that goes with the video.

Go to the Help Desk and sign the “SSP Broadband and Wireless Access Service End User Agreement”

Obtain a RAS Token from the SSP Help Desk.

Obtain an SSP Asset (either a permanent issued SSP Laptop or loaner SSP Laptop)

- If a loaner laptop is needed, an SSP Loaner IT Equipment Request Form needs to be completed.

PLEASE SEE ATTACHMENTS LOCATED INSIDE THIS PDF FILE FOR:

- **SSP HELP DESK CHECK-IN FORM**
- **SAAR-N FORM**
- **TEMPORARY USERNAME/PASSWORD (UBE) FORM**

ATTACHMENTS WILL APPEAR IN THE ATTACHMENT LIST TO THE LEFT OF THIS DOCUMENT. IF YOU DO NOT SEE THE ATTACHMENT LIST, CLICK ON THE PAPERCLIP ICON LOCATED ON THE LEFT OF THE ADOBE ACROBAT WINDOW. DOUBLE CLICK ON THE ATTACHMENT TO OPEN. ATTACHMENTS WILL OPEN IN A NEW WINDOW. SAVE COMPLETED FORMS TOGETHER WITH IT TRAINING CERTIFICATES AND SEND AS ONE COMPLETED PACKET TO THE HELP DESK.

SEE FIGURE BELOW.

