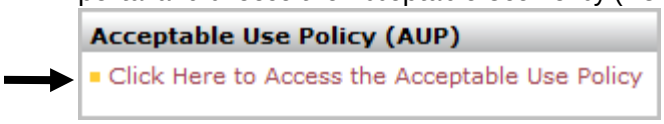
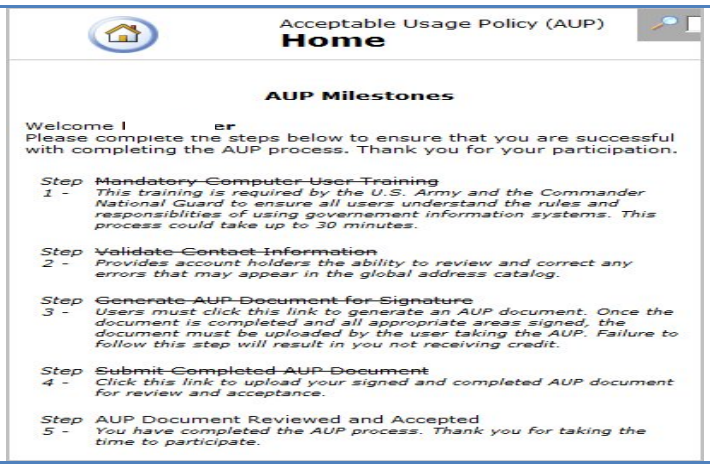
Instructions for Completing the Acceptable Usage Policy (AUP) Process

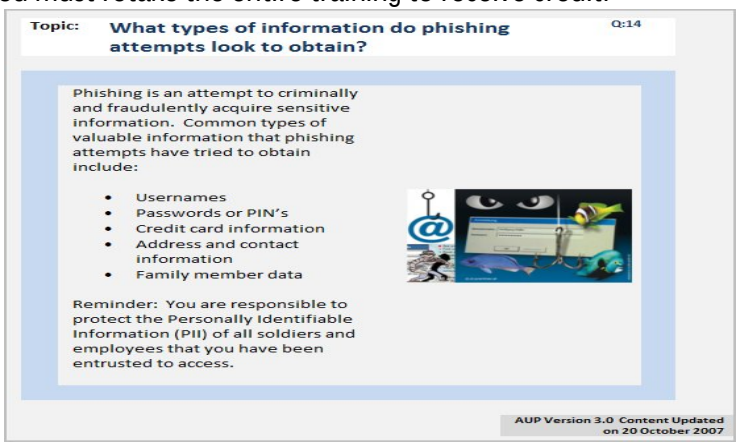
Version 4.3

Purpose: The AUP is a mandatory process which must be accomplished by all account holders as a condition of continued access to network resources. Those users who can not or fail to execute the AUP within their designated time frame will lose access to the network. The AUP must be completed no less than annually; however the frequency can be further shortened at the call of the Networks' Designated Approval Authority (DAA) or the US Army as required. The AUP system employed by the California National Guard provides all users with optional and mandatory training as specified by the Department of the Army and local policy. The system also mandates the completion and signature of the AUP itself, presented as an electronic form, capable of digital signature. The form may be completed manually and physically signed, but must be converted into a single file for electronic upload as a PDF. As part of the non-repudiation process, the account holder must accomplish the upload process to receive credit. Forwarded copies of completed forms can not be accepted.

Step	Instructions
1	Print these instructions for easy reference.
2	To get to the AUP do <u>one</u> of the following: a. Follow the link in the AUP notification email (if you have received one). b. Open Internet Explorer and access the AUP by either: Click on the Helpdesk Icon located at the top of the opening page of the portal and choose the Acceptable Use Policy (AUP) Link located mid-page.  c. Open Internet Explorer and copy the below link into the address bar: https://portal.ca.ngb.army.mil/sites/Aupv4/default.aspx
3	The AUP is now task oriented. This allows you to identify remaining steps and overall progress. You may return to the page at any time. Once you complete a step, you will see a checkmark indicating its completion. Each step you complete will provide you an email acknowledgement. You must complete all steps to receive credit.



4 Step 1 – User Training. This step provides you a series of training slides and questions, designed to test your knowledge. If you answer incorrectly, you are given the opportunity to reattempt the question. This test is not timed; however you must complete all questions in the series prior to receiving credit for completing this step. If you navigate away prior to the final question, you must retake the entire training to receive credit.



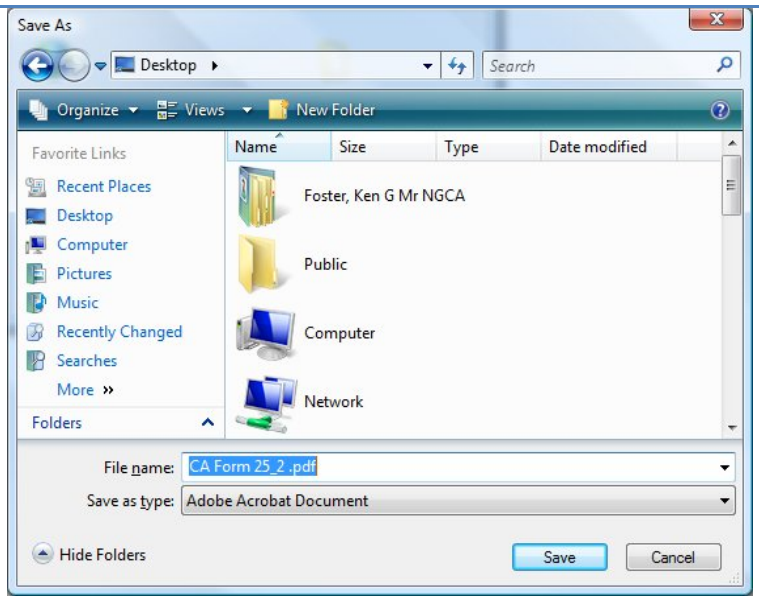
5 Step 2: Update Contact Information. During this step you will be asked to review your information in the global address directory and update any incorrect information. Please pay careful attention to the following items:

- Rank
- Affiliation (Army, Air, Civilian, SDF, etc…) Failure to do so will produce unintended results in the Global Directory, requiring you to take additional steps to correct.
- Current contact Information
- Physical Address (if you are full-time, please use your full-time information)

Once done, click the "Go to Next Step" link to save the changes. The completion of this step will generate a completion email. <u>You must complete all steps to receive credit for the AUP process.</u>

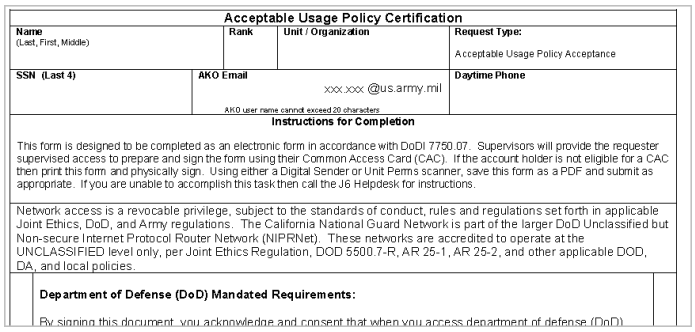
6 Step 3: Generate the AUP Document for Signature.

a. Using your mouse to Right Click on the Generate the AUP Document for Signature link and choose the Save File As option. Select your Desktop for the destination and click the Save button.



7 a. Locate the CA Form 25_2.pdf file you saved in step 6 and double click the file to open it in Adobe Acrobat Reader.

Note: If prompted to display the page in full screen mode, click NO!



Acceptable Usage Policy Certification

Name (Last, First, Middle)	Rank	Unit / Organization	Request Type: Acceptable Usage Policy Acceptance
SSN (Last 4)	AKO Email xxx.xxx @us.army.mil (AKO user name cannot exceed 20 characters)		Daytime Phone

Instructions for Completion

This form is designed to be completed as an electronic form in accordance with DoDI 7750.07. Supervisors will provide the requester supervised access to prepare and sign the form using their Common Access Card (CAC). If the account holder is not eligible for a CAC then print this form and physically sign. Using either a Digital Sender or Unit Perms scanner, save this form as a PDF and submit as appropriate. If you are unable to accomplish this task then call the J6 Helpdesk for instructions.

Network access is a revocable privilege, subject to the standards of conduct, rules and regulations set forth in applicable Joint Ethics, DoD, and Army regulations. The California National Guard Network is part of the larger DoD Unclassified but Non-secure Internet Protocol Router Network (NIPRNet). These networks are accredited to operate at the UNCLASSIFIED level only, per Joint Ethics Regulation, DOD 5500.7-R, AR 25-1, AR 25-2, and other applicable DOD, DA, and local policies.

Department of Defense (DoD) Mandated Requirements:

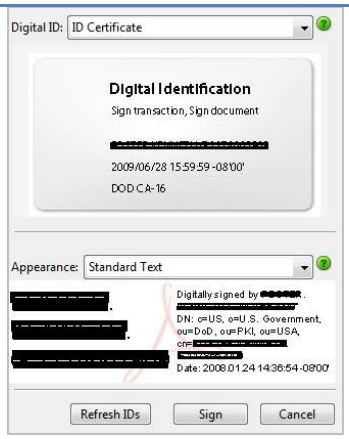
By signing this document, you acknowledge and consent that when you access department of defense (DoD)

Note: If you are a civilian, please enter your appropriate salutation (e.g. Mr., Mrs. Ms. Dr, etc..) in the rank box.

b. All fields on this form are <u>mandatory</u>. There are two pages, so ensure you scroll down to the bottom. If you use the tab key after completing each field on the form, it should take you to the entire field in the form in the correct order of completion.

c. The last field on the form is a signature field. You must sign the form using your Common Access Card (CAC), see step 8 below.

d. Click the Sign icon and then choose the Sign Document option.



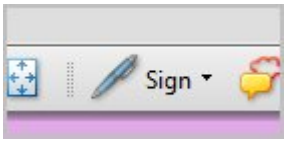
Note: If you have more than one Digital Certificate, and you receive an error, select another. This commonly occurs if you have replaced your CAC card, but the old certificates still exist on your computer.

e. Your CAC information should appear in the window, see example. Click the Sign button.

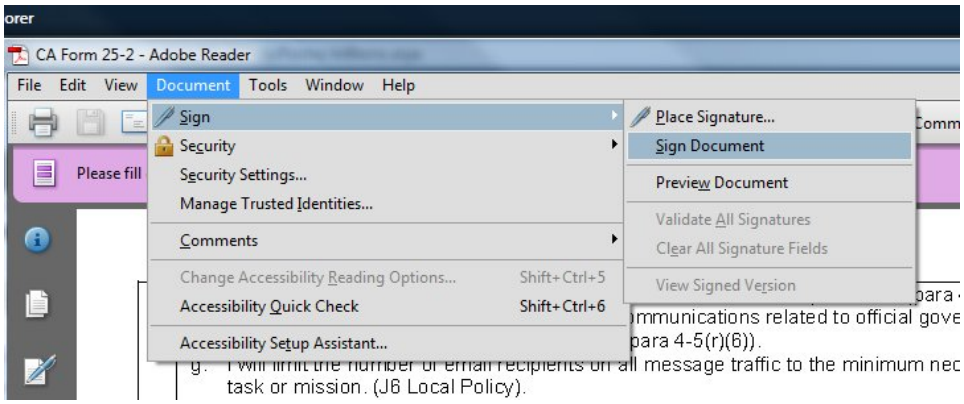
f. Once you sign the document you will be prompted to save the document. Save the document to your desktop. We recommend you chose a file name that includes your last name and last 4 of your SSN (e.g. smith1234.pdf). This will help you identify the completed form from the blank one.

8 Signing the Form: To Sign the form there are three different methods you can use

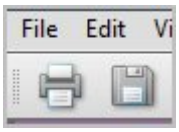
a. If you have a SIGN option in your Acrobat Tool Bar, you can click on the Pen and choose the Sign Option.



b. If you do not have a sign button as show above, Click Document on the Acrobat Tool Bar and choose Sign and then Sign Document.



9 If the form does not prompt you to save the completed AUP Document once signed, please do so, using the name you gave it in step 7f. Otherwise, click the Save Icon on the tool bar or

	choose File from the Acrobat menu and then choose save. 
10	Step 4: Submit Completed AUP Document. Click the step 4 link. You will be promoted to choose the file location of your signed AUP Acknowledgement document. Click the browse button and locate the file. Once you have chosen the file click the OK button to upload the document.
11	This action should generate an email confirming the upload of your AUP for review and acceptance. Once submitted the J6 IA team will review the submitted document for completion and signature. If any fields are blank or the document is unsigned, the document will be rejected and you will receive a rejection email. If you do not correct the issues and resubmit prior to the due date, you account will be disabled. If the document is accepted, the J6 IA team will update your record.
12	Step 5: AUP Document Reviewed and Accepted: Upon successful review and Acceptance, you will receive an email notification that you have completed the AUP for the current cycle. You may visit the AUP site at any time to check the status of your AUP review. Once the AUP is approved step 5 will appear as lined through.