

## The Acceptable Use Policy (AUP) process – Getting the Right on the First Try

Prerequisites: These instructions are based on performing these steps from a home computer. If you are using these steps from a CA Network connected computer, step to step XX

**Background:** The AUP is an Annual Requirement that must be completed by the user online as a condition of retention of the Network Account access. The system is fully automated, which means if it's not completed prior to the due date, every day the system will lock your account until the account is deleted for non-use or you successfully complete the AUP process! Extension can't be granted regardless of circumstances due to the fully automated process. Manual copies can't be accepted as there is no mechanism to provide credit to the user; please do not send copies of documents via email. If you have a particular document rejected more than twice, please stop and read the rejection notice carefully. An explanation is provided of the issue is provided in that email.

**(Step One)** Open the user desktop on Citrix.

Notes: The AUP must be completed from a CA Network connected computer such as Citrix or a Government Computer connected to the CA Network.

**(Step Two)** – Click on the Internet Explorer Icon on the Citrix User Desktop

**(Step Three)** – Enter <https://secure.ca.ngb.army.mil/aup> in the browser address bar and press enter.

**(Step Four)** – The AUP knows what portions have not been completed, based on your CAC user ID. The AUP should start on step 1 of 3, Complete the Training.

Note: If you have started the AUP process previously but not completed all steps, it should return you to the last incomplete location. If you are not sure which parts are not completed, review the Status Indication, located on the Right side of the screen. Only a Green Marble with a Checkmark indicates successful completion of a requirement.

**Part One – Training:** This page contains three individual steps. All must be completed if you want to successfully complete this part.

**(Step one)**- The first item on the page is a button that will open the DoD IA Annual Awareness Training in a new window. You must complete this training. At the end of this training you will be presented with a certificate of completion. Feel free to save this certificate, however this certificate is not the one you will upload in a later step! If you choose to save this optional certificate, you must save this to your “My Documents” drive in citrix (which points to your U drive) as the desktop is locked. Save the certificate as “201x DOD IA Training Cert” where “x” represents this year (e.g. 2012 DOD IA Training Certificate).

**(Step Two)** – The next button will open a new window to take the Annual DoD IA Awareness Exam. This is a ten question test. Once you register successfully, you can complete the test. Once you successfully pass the test, you will be presented with a Certificate of Completion. **You MUST save this certificate for Upload.** The simplest way to save your certificate is to choose **Page | Save as** from the browser tool bar within the Citrix window. You must save this to your “My Documents” drive in Citrix (which points to your U drive) as the desktop is locked. The U drive can be accessed from your My Computer as a mapped drive as well. Save the certificate as “201x DOD IA EXAM Cert” where “x” represents this year (e.g. 2012 DOD IA EXAM Cert).

**(Step Three)** – Click the **Select** button on the AUP page. This will open a file system navigation window. Locate your certificate from Step Two (*Exam Cert*) and click on it to select the file. Click the OK button on the screen. Now click the Upload button to send the certificate to the AUP system.

**Part Two – Contact Update:** This page contains Two steps, Validate Employee Type and Update your contact information. All fields marked \* are mandatory and must be completed.

**(Step One)** – Review the information at the top of the page. Ensure your employee classification is correct. If not, follow the provided instruction for update on the page. Choosing the wrong employee classification will affect how your name is displayed in the organizational address book.

**(Step Two)** – Review the contact data on the form. You are required to review each presented field. Update information you find incorrect. Once all the data is updated, click the **Continue** button.

**Part Three – AUP Completion:** This page contains two actions and three steps. They are: Download the blank AUP form, Complete the Form, and Upload of the completed form.

**(Step One)** – Click the **Download AUP Form** button. This will open the AUP Form in a new browser window.

**(Step Two)** – You must complete ALL fields on page one and sign the form on the last page (pg 4). You can sign the form one using one of two methods:

- a. **Digitally:** Using your CAC, click on the signature box on the last page. You will be prompted to select your certificate. Ensure your certificate says “DOD” somewhere in the description. After you sign the form, you will be prompted to enter your PIN and then save the updated form. Save it to your “My Documents” location on the system with the file name “201x Signed AUP Form” where “x” represents this year (e.g. 2012 Signed AUP Form).
- b. **Physically Sign using Ink:** If you choose to “wet sign” the form, you must print the form and sign using blue or black ink pen. Once the form is signed, you must scan all pages as a single

document, saving it as a PDF. This will be used in Step 3.

**(Step Three)** – Click the **Select** button on the page. This will open a file system navigation window. Locate your Signed AUP form from Step Two and click on it to select the file. Click the OK button on the screen. Now click the Upload button to send the AUP form to the AUP system.

**Additional Resources:** For official support of this process, please contact any J6 Helpdesk team member directly at: (866) CNG-DOIM during normal