



# Fort Carson Accounts



## Account Request Process

**<https://nec.carson.army.mil/accounts/>**



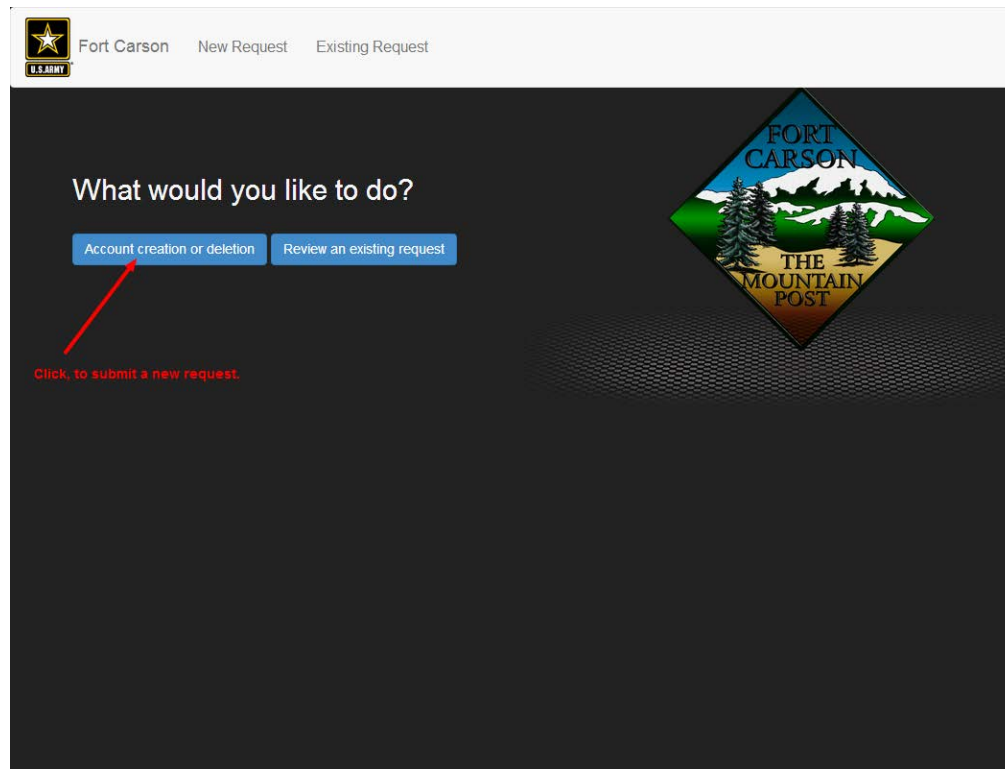
# New Request Process



You will have two options listed on the “Home” page:

- Request an account creation/deletion.
- Review/verify an existing request. (This link serves as the approval piece).

These links are also available in any page in the site in the navigation bar.





# New Request Process



When a new request is selected the user will land on the “Request Type” page. Users must fill out if they are requesting and account creation or deletion and also what type of account it is. For this example, we will select to create a new NIPR account.

When the “Submit” button is clicked, the application will run the proper checks to verify that the user’s request is valid. If invalid, the next page will show the warning they will see.

Fort Carson New Request Existing Request

## Request Form

Please choose the account type.

Do you want to create or delete an existing account?

☒ Create account For new user accounts, select these two options.

☐ Delete account

What type of account is it?

☒ NIPR - Fort Carson User Account

☐ SIPR - Classified Network

☐ EP/SA - Elevated Privileges

☐ VPN - Virtual Private Network


Click submit when ready.



# New Request Process



The application will give the user a warning if the current request is deemed invalid. This could be for a couple of reasons, e.g., they are requesting a new account that already exist or if they are requesting to delete an account that does not exist.

Fort Carson New Request Existing Request

## Request Form

We're sorry, but our records indicate that you already have a NIPR account with a display name of **Gomez, Miguel Mr CTR USA**. This account could be from your previous installation and in order for you to create a Fort Carson account, you need to delete your existing one. To delete this account, call AESD at 1-866-335-2769 and request an account deletion.

This page will appear if the user account verification process failed. The message will be different depending on the type of request the user has requested.



# New Request Process



If the request was deemed valid, then the next page will be the “Request Form” page. Most of these form questions will be the same no matter what type of request was selected. The EDIPI, last name, and first name and middle initial will be pre-populated from the user’s CAC card to avoid mistakes.

Most questions are required. The application will inform you if any answers are missed or invalid.

Please fill out this form.

**Note:** The EDIPI, last name, and first name fields are pre-populated from your CAC card.  
If the information populated is not correct, then try closing and opening your browser and start again.

**These fields are pre-populated from the user's CAC card.**

**Personal Information**

EDIPI: 0000000000 \*

Last Name: Doe

First Name: John

MI:

NIPR Enterprise Email:

**These icons indicate help information.**

Persona Type: -- Select Persona -- ⓘ

Rank: -- Select Rank -- ▼

Branch: -- Select Branch -- ▼



# New Request Process



When the “Request Form” page is submitted the user will land on the “Success” page. This does not mean the user is done. They still need their request to be verified by their approval staff before the account can be processed. This page will give them the option to email their staff directly from the application.

Your request has been submitted...

But you're not done yet!

Please use the form below to notify your approval staff that your request needs to be verified. Your request **will not** be processed until you have obtained the approval signatures.

**Note:** If you requested to *create* a VPN account or if you requested an any type of *deletion*, then only your supervisor needs to sign your request.

Email Form

Enter the email addresses of your approval staff.

Supervisor's email:

Security Manager's email:

Verification Link: **This link needs to be sent to the approval staff, so that they can sign off on this new request.**

<https://nec.carson.army.mil/accounts/verification.aspx?search=>

Sent from:

For the user's convenience, an email form has been provided to quickly notify his supervisor and/or security manager that a new request needs to be verified.



# Approval Process



The approval staff will need to go to the “Existing Request” page in order to verify and sign off on the new request. They can arrive at this page by the link in the navigation bar or preferably by the link emailed to them from the user. They must then select the entry they want to approve from the “Search Results” listed.

This page also serves as a way for the user to check on the status of his request by viewing the “Request Status” column.

Fort Carson New Request Existing Request

If the approval staff did not receive the direct link to this page by email then they can still click the link above and enter their search criteria below.

## Existing Request

Please search by the EDIPI number, Last name, or First name.

Note: Searching by EDIPI gives you more accurate results.

0000000000 Search

Approval staff will arrive at this page with the link provided by the user. They must select the link to verify and approve their request.

### Search Results

More help information provided.

Select	EDIPI	Last Name	First Name	Mi	Rank	Email	Org/Unit	Account Type	Request Type	Request Status
<a href="#">Select</a>	0000000000	Doe	John	Mr		mail@mail.com	AFSBN	NIPR	Auto Create	Requested



# Approval Process



The user's supervisor must verify the request and sign with his EDIPI. Depending on the request made, the security manager's signature might be required as well.

Search Results

	EDIPI	Last Name	First Name	MI	Rank	Email	Org/Unit	Account Type	Request Type	Request Status
Select	0000000000	Doe	John		Mr	mail@mail.com	AFSBN	NIPR	Auto Create	Requested

Request Entry

Please verify this information is correct and then add your appropriate signature.

EDIPI:

Last Name:

First Name:

MI:

NIPR Enterprise Email:

Persona Type:

Rank:

MACOM:

Branch:

Signature Box

Check the appropriate box to apply your signature (EDIPI). If two approving authorities are required, then the supervisor must sign off before the security manager.

If the EDIPI information in the signature box is not correct when you click the checkbox then try closing and opening your browser and start again.

Supervisor:

☐

Click here to verify request. A confirmation box will appear.

Verify Request

Cancel

For new accounts, the supervisor must sign off on this request before the security manager's signature box will appear.

Approval staff must verify that the information provided by the user is correct. If not, then he/she can update the information.





# Approval Process



This is what the page will look like if the security manager's signature is required. Notice that the "Request Status" column indicates "Partially Verified" meaning one more signature is required.

### Search Results

	EDIPI	Last Name	First Name	Mi	Rank	Email	Org/Unit	Account Type	Request Type	Request Status
Select	0000000000	Doe	John		Mr	mail@mail.com	AFSBN	NIPR	Auto Create	Partially Verified

### Request Entry

Please verify this information is correct and then add your appropriate signature.

EDIPI:

0000000000

Last Name:

Doe

First Name:

John

MI:

\*

NIPR Enterprise Email:

mail@mail.com

Persona Type:

CIV

Rank:

Mr

MACOM:

AMC

### Signature Box

Check the appropriate box to apply your signature (EDIPI). If two approving authorities are required, then the supervisor must sign off before the security manager.

If the EDIPI information in the signature box is not correct when you click the checkbox then try closing and opening your browser and start again.

Supervisor:

☒ 1111111111

Security Manager:

☐

The security manager's signature box will now be available. They must check the box and click "Verify Request" below.

Verify Request


Cancel



# Approval Process



When all the prerequisites are met, the “Request Status” column will indicate “Ready” meaning the request will be processed and no further interaction is required from the user.


Fort Carson
New Request
Existing Request


## Existing Request

Please search by the EDIPI number, Last name, or First name.

*Note:* Searching by EDIPI gives you more accurate results.

### Search Results

Once all the required signatures are entered, the "Request Status" column will indicate "Ready", i.e., the account is ready to be processed.

	EDIPI	Last Name	First Name	Mi	Rank	Email	Org/Unit	Account Type	Request Type	Request Status 
<a href="#">Select</a>	1265020972	GOMEZ	MIGUEL		Mr	mail@mail.com	AFSBN	SIPR	Manual Delete	Ready



# Approval Completed



The account status will display “Completed” or “Created” when the process is complete.

Fort Carson
New Request
Existing Request

## Existing Request

Please search by the EDIPI number, Last name, or First name.

**Note:** Searching by EDIPI gives you more accurate results.

### Search Results

"Request Status" column will show "CREATED" when the account has been made.

	EDIPI	Last Name	First Name	Mi	Rank	Email	Org/Unit	Account Type	Request Type	Request Status
Select	1117911850	YANKIE	CURTIS	I	MAJ	curtis.l.yankie.mil@mail.mil	4ID	NIPR	Auto Create	CREATED: 2014/07/18 14:05