



CREATE Onboarding Instructions if you are DoD or a DoD contractor
AND
You have a CAC or YubiKey

*If you are **NOT** a current CREATE user, follow the instructions below:*

1. With your CAC or YubiKey plugged into your computer, navigate to the CREATE Community site (<https://portal.create.hpc.mil>).
2. You will be prompted to Login with your CAC or YubiKey; however, since you are not a registered user, click the “No access? Register here” link.
3. If you have a...
 - a. CAC: Click the “Login with CAC” button. When the certificate window pops up, choose your CAC certificate as your identification.
 - b. YubiKey: Click the “Login with YubiKey” button and a new page will open requesting your YubiKey login information. Enter your YubiKey login credentials and click Submit.
4. As you enter the CREATE site, you will be prompted to fill out an Account Registration form. When filling out the form, under the section “Select Group/Products”, make sure to click the products you want access to. Click “Submit” once you complete the form.
5. Your request has now been submitted. CREATE Management will verify/review your application and notify you once it has been approved or denied.

If you are a current CREATE user that would like to request access to additional products, follow the instructions below:

1. With your CAC or YubiKey plugged into your computer, navigate to the CREATE Community site (<https://portal.create.hpc.mil>).
2. You will be prompted to Login with your CAC or YubiKey. If you have a...
 - a. CAC: Click the “Login with CAC” button. When the certificate window pops up, choose your CAC certificate as your identification.
 - b. YubiKey: Click the “Login with YubiKey” button and a new page will open requesting your YubiKey login information. Enter your YubiKey login credentials and click Submit.
3. Once the CREATE site appears, click your username tab in the top right corner, and then from the drop-down menu click “Request Software”.
4. The HPCMP CREATE Software Request page should appear. In the box titled “Select Group/Products”, make sure to click the products you want access to. Click “Submit” once you complete the form.
5. Your request has now been submitted. CREATE Management will verify/review your application and notify you once it has been approved or denied.

If you have any issues applying for CREATE access online, please contact CREATE User Accounts Lead, Tanya Rosen (tanya.m.rosen.ctr@mail.mil).

Respectfully,
CREATE User Accounts