

How to Obtain an EPRM User Profile

EPRM v3.63, March 2022

EPRM User Support: eprmhelp@alionscience.com 1.800.754.4204

Preliminary Notes

- You <u>must</u> have a SIPRNET account, active SIPR token, and SIPRNET email address in order to access EPRM
- Requesting a user profile can be done on either SIPRNET or NIPRNET by following the steps on the following pages

Getting Started On SIPRNET

- Navigate via SIPRNET to: <u>https://eprm.csd.disa.smil.mil/</u> The screen at right will appear.
- Request a user profile by clicking the Request a
 User Profile link. A pop-up window will display the
 required information for obtaining a new account.
- 3. Email the required information to:
 - 1. NIPR: eprmhelp@alionscience.com or,
 - 2. SIPR: raleigh.a.onks.ctr@mail.smil.mil
- You will receive an auto-generated email, to your SIPRNET email inbox, with your temporary password within 2 business days.



Important:

the Compose E-Mail button launches a new Outlook mail message only if an Outlook account is associated with the SIPR terminal. If unable to access your Outlook account, or if no account is associated with the SIPR terminal, use the NIPR email address at the top of the pop-up window to send the required information.

Getting Started On NIPRNET

- Navigate via NIPRNET to: <u>http://eprmhelp.countermeasures.com/</u>

 The screen at right will appear.
- Request a user profile by clicking on the "Get an Account" link at the top right of the page.
- 3. Create a new account request email to either
 - caleb.jones.6.ctr@us.af.mil or
 - raleigh.onks.ctr@us.af.mil



- 4. In your request you need to provide: Name(First, MI, Last); Telephone (not DSN); Duty Title; Service; Major Command; Base/Station/Post; Unit/Organization; Email NIPR & SIPR; User objective, e.g., Information Protection, OPSEC, AT/FP, etc. [be specific, or you may not be assigned the proper roles]
- 5. You will receive an auto-generated email, **to your SIPRNET email inbox**, with your temporary password within 3-5 business days.

Logging into EPRM

IMPORTANT: See browser advisement. Troubleshooting an issue may be as simple as using a different browser.

- Navigate via SIPRNET to: https://eprm.csd.disa.smil.mil/
 - a. First time users <u>must</u> add their SIPR token ID to their profile prior to gaining access to EPRM. Follow this link to initiate the process.
- 2. Enter your SIPRNET email address in the first box in the Login window.
- 3. Check the box acknowledging the Terms of
 Use. [Note: failure to check this box will restart
 the login process and you will have to retype
 your email address.]
- 4. Click "Login".



The First Time Opening EPRM

After successful login, the user is brought to the Home screen (below). The user's dashboard may appear different depending on the roles/permissions they have been assigned by the User Administrator.



User Administration—User Roles

The most common roles for a majority of users are described below. These roles equip users with the ability to create and complete assessments or templates, utilize assessments or templates created by other users on or below their node of the hierarchy, and conduct analysis of completed assessments within their assigned node.

•	Assessor	Create assessments on their assigned node and below. Analyze
		assessments and recommend remediation.

- Assessment Manager View/Edit assessments created by assessors on or below their assigned node. Approve risk decision packages.
- Templator Create/manage their own templates on their assigned node and below. Expire their own templates from further use.
- Template Manager View/Edit/Expire templates created by others on or below their assigned node.

User Administration—User Roles

For users conducting Antiterrorism Force Protection assessments, who formerly utilized the CVAMP tool, the following roles were created. CVAMP legacy observation information was migrated to EPRM and is now accessible by clicking the Legacy CVAMP Assessment data action button on the user dashboard after logging into EPRM.

- Legacy Observer
- Legacy Manager

- View CVAMP legacy observation data for their assigned node.
- View CVAMP legacy observation data and update their status, including risk acceptance.



User Administration—User Roles

For users conducting Mission Assurance (MA) assessments the following roles were created. Some user rolls are reserved for certain groups of users (DTRA or Joint Staff).

- MA Manager
- Manage IAS
- IAS DTRA Team Availability
- IAS Services/CCMD Schedule
- IAS Joint Staff Access

Create MA assessments on their assigned node and below. Analyze assessments and recommend remediation.

View Finalized Integrated Assessment Schedule (IAS).

Depending on which organization the user belongs, they will be assigned one of the three roles at left. Joint Staff user permissions are universal, but the DTRA Team and Services/CCMD user permissions are limited to their own IAS scheduling area.



User Administration—User Roles

Administrator roles are the least assigned user roles. These functions are primarily maintained by EPRM User Support. Assignment of these roles is typically limited to services/agency leads, or geographic/functional CCMD leads and are accompanied by certain constraints to limit the potential for data loss and misassignment of roles.

- Node Administrator Create new nodes within the user's hierarchy below their assigned node.
 - Edit node names, move nodes within the hierarchy.
- User Administrator View/edit user contact and privileges information, create new user profiles.

Final Note: User Assistance

For additional user assistance, please utilize the following references and POCs:

- Accessing system: (SIPRNET) https://eprm.csd.disa.smil.mil
- Help: For assistance and for any questions, please email
 <u>EPRMhelp@alionscience.com</u> or call 1-800-754-4204. 0700-1700

 Eastern time
- Resources:
 - On SIPR, check the User Guides and References section.



 On NIPR, User guides, videos & other materials are available on the EPRMHelp page: http://eprmhelp.countermeasures.com