

DIMES Registration – Internal User Guide

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



**Defense Counterintelligence and Security Agency (DCSA) Identity
Management Enterprise System (DIMES) v1.0**

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OVERVIEW

This user guide will provide instructions to Defense Counterintelligence Security Agency (DCSA) users of enterprise applications on how to register for a DIMES account and to access the DCSA Identity Management Enterprise System (DIMES) portal. Once a user has registered with DIMES, they can then utilize the DIMES portal to request access to DCSA enterprise applications. This document illustrates the one-time procedure to register with DIMES.

Note: The recommended web browsers for accessing DIMES are Microsoft Edge, Firefox, or Chrome. Internet Explorer is not supported by the DIMES application.

TECHNICAL ASSISTANCE

For technical assistance and additional support, contact the DCSA Knowledge Center at 1-888-282-7682 or email: dcsa.quantico.dcsa-hq.mbx.knowledge-center@mail.mil



REGISTERING FOR A DIMES ACCOUNT

DIMES is integrated with DCSA F5 service to provide CAC*/ PKI* authentication service to verify a user's PKI credentials. PKI credentials can be a DoD* CAC, PIV, PIV-I, or a DoD approved ECA*. DIMES accounts are automatically created based on a user's PKI (Public Key Infrastructure) credentials. Once you are registered, a DIMES account will be created if you do not already have one, and you will be able to request access to DCSA applications approved for use.

Acronyms Used in this Document

Note: The acronyms in the table below are listed in alphabetical order.

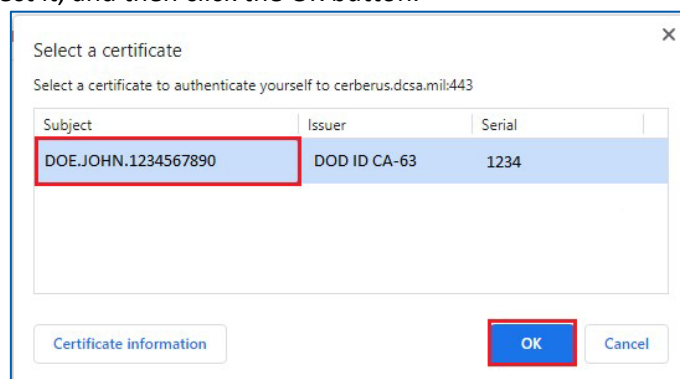
Acronym	Full Phrase/Meaning
CAC	Common Access Card
DCSA	Defense Counterintelligence and Security Agency
DoD	Department of Defense
DIMES	DCSA Identity Management Enterprise System
ECA	External Certificate Authority
PIV	Personal Identity Verification
PIV-I	Personal Identity Verification - Interoperable
PKI	Public Key Infrastructure

To register your certificate(s) with DIMES, follow these steps:

1. Open your browser and navigate to: <https://dimes.dcsa.mil>

Note: *Microsoft Edge, Firefox, or Chrome are the preferred browsers to access DIMES.*

2. A pop-up window prompting you to select a certificate for authentication will appear. Click your certificate to select it, and then click the OK button.





3. Enter your pin and click the OK button.

The image shows a Windows-style dialog box titled "ActivClient Login". It has a blue header bar with the "ActivID®" and "ActivClient®" logos. Below the header, the text "Please enter your PIN." is displayed. There is a text input field labeled "PIN" containing six dots. At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

4. The "USG Warning and Consent Banner" will appear, click the OK button to accept the conditions.

The image shows a "USG Warning and Consent Banner" dialog box. It has a title bar and a main content area. The title is "USG Warning and Consent Banner". The main text is in red and reads: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:". Below this text is a list of five conditions, each preceded by a square bullet point. At the bottom center, there is an "OK" button highlighted with a red rectangular box.

USG Warning and Consent Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

OK

5. From the DIMES Home page, click the DIMES Registration quick link.



CUI

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- The “First Name,” and “Last Name,” fields are prepopulated and read-only from the certificate. The Email address will prepopulate if it is available from the certificate, otherwise the user will need to manually enter it. The Email field is a free form field and can be changed/updated.

- Provide all the mandatory information and if desired the optional information.

CUI



DCSA DIMES Registration

Submit the following form to register.

Title	First Name *	Middle Name
	John	
Last Name *	Suffix	Email *
Doe		john.doe.civ@mail.mil
Phone *	Street Address *	City *
555-555-1234	1234 Main Street	Anytown
State *	Zip *	
CA	12345	

Cancel Register

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8. When finished, click the Register button. Click the Cancel button to return to the “DIMES Homepage”.

Note: upon clicking cancel and returning to the “DIMES Homepage,” your DIMES registration will NOT be completed.

DCSA DIMES Registration

Submit the following form to register.

Title	First Name *	Middle Name
	John	
Last Name *	Suffix	Email *
Doe		john.doe.civ@mail.mil
Phone *	Street Address *	City *
555-555-1234	1234 Main Street	Anytown
State *	Zip *	
CA	12345	

Cancel Register

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- Click the Confirm button to confirm your registration request. If you need to make any changes, click the Back button.

The screenshot shows the DCSA DIMES Registration form. The header includes the DCSA logo, the text "DIMES DCSA Identity Management Enterprise System", and the user's name "John Doe". The form is titled "Form" and contains a "DCSA DIMES Registration" section. Below this, a message states: "Confirm your registration request. Click Back to change any information or Confirm to register." The form fields are organized into three columns: Title, First Name, Middle Name, Last Name, Suffix, Email, Phone, Street Address, City, State, and Zip. The "Back" button is highlighted with a yellow border, and the "Confirm" button is highlighted with a red border. The footer contains the copyright notice: "© Copyright 2020 SailPoint Technologies - All rights reserved."

Title	First Name *	Middle Name
	John	

Last Name *	Suffix	Email *
Doe		john.doe.civ@mail.mil

Phone *	Street Address *	City *
555-555-1234	1234 Main Street	Anytown

State *	Zip *
CA	12345

Cancel Back Confirm

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- A successful DIMES Registration process message will appear as shown below.



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The screenshot shows the DICES DCSA Identity Management Enterprise System interface. The header includes the DICES logo, the text "DCSA Identity Management Enterprise System", and the Defense Counterintelligence and Security Agency name. The navigation bar shows "Home" and "My Work". The user "John Doe" is logged in. The main content area displays a "Form" with a success message: "Success! You have updated your DICES profile." An arrow points to this message. An "OK" button is visible at the bottom right of the message box. The footer contains the copyright notice: "© Copyright 2020 SailPoint Technologies - All rights reserved."

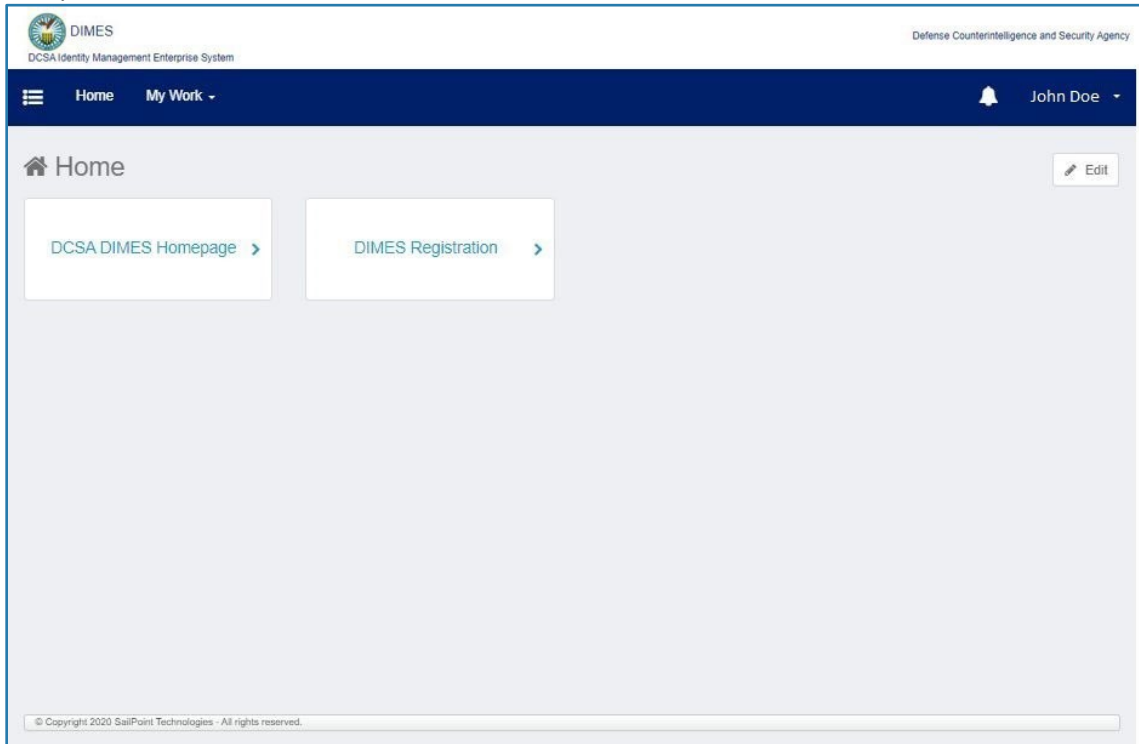
11. Click the OK button to finalize your registration.

This screenshot is identical to the previous one, showing the same success message and "OK" button. However, the "OK" button is now highlighted with a red border, indicating it is the next step in the process. The rest of the interface, including the header, navigation bar, and footer, remains the same.

CUI



12. After the registration is finished, the DIMES Homepage reappears. Your DIMES registration has completed as shown below.

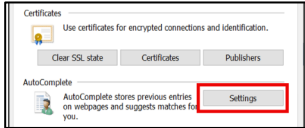



APPENDIX: DOCUMENT FORMATTING KEY

Within this document, bordered boxes, call-out shapes, and text formatting will be used to signify required steps, informative screenshots, and section notes. Please refer to the formatting key below for reference on interpreting the formatting used in this document.

Formatting Type	Description	Sample
Bolded text	This signifies an item on-screen that the user must click on. Section notes will also be bolded for emphasis.	"Now click the Complete button to proceed." <i>Note: This is a sample of a section note.</i>
Italicized text	Notes are always italicized in the document text. In addition, italics may be used for additional emphasis.	<i>Note: This is a sample of a section note.</i> "...this information <i>will</i> automatically appear."
Quotation Marks	Used for navigational elements and labels that are noted for informational purposes in the document text.	"Under "Basic Information," review the information, then click the Complete button to proceed."



Red-bordered boxes (Small boxes)	Used to highlight required actions. Calls out a small section of information. Correlates with bold text in the steps.	
Arrows	Used to add emphasis to a bordered box/highlighted action.	
Callouts (Numbered Circles)	Used to highlight three or more actions in order, in a single screenshot.	