



## GCA Users - GETTING STARTED

As organizations begin to onboard within NI2, DCSA is committed to ensuring a smooth transition by providing guides and training. To commence the onboarding process, users are required to complete the following items:

### System Access Requirements



**Identifying and Safeguarding Personally Identifiable Information (PII)**



**Cyber Awareness Challenge**



**Appointment Letter (For Account Managers)**



#### System Access

Users must follow these steps for access to NI2:

1. Navigate to the <https://niss.dcsa.mil>.
2. Select the NI2 Access link.
3. Choose the appropriate CAC certificate for Authentication by the NI2 system.



#### System Registration

Once users access the NI2 system through the steps above, complete these steps to register:

1. Select Register.
2. Fill in all given user registration information fields.
3. Upload required documentation as prompted. All Account Managers are required to upload an Appointment Letter as part of the registration process. Download a copy of the DCSA template here: [LINK TBD]
4. Upon submission of registration, the system notifies an Account Manager for your organization. Account Managers are responsible for approving and rejecting registration for NI2 government users.

### Resources

NI2 Landing Page  
<https://niss.dcsa.mil>

Contact Us  
[dcsa.meade.peo.mbx.ni2@mail.mil](mailto:dcsa.meade.peo.mbx.ni2@mail.mil)

Required Training  
<https://securitytraining.dcsa.mil/>