



NISP eMASS Account and Access Procedures Job Aid

Date: May 1, 2019

Version 1.0

To Request Access the to NISP eMASS instance:

1. Click on the following link: <https://nisp.emass.apps.mil>
2. Select: Access eMASS

eMASS Site Agreement

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.

Access eMASS

3. Complete the required fields (See ★s on the New User Registration screen.)

New User Registration

New User Profile

* First Name: John Middle Initial: Last Name: Smith * Email: john.smith@mail.mil

* Organization: DOD * Phone: (example: 0000000000) 8534789393

Title: Position:

Certificate Identity: Issue To: Test Certificate Serial No: 09 Issue By: Example Certificate Authority Issue On: 4/12/2018 3:20:02 PM Expire On: 5/31/2030 8:00:00 PM

Fingerprints: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

EMAIL NOTIFICATION PREFERENCES:

DATE APPROACHING (Daily message, as data approaches)

- System Authorization Termination Date Approaching
- POA&M Item Scheduled Completion Date Approaching

UPDATE NOTIFICATIONS

- System Update Summary (POA&M Item, Artifact, Security Control Status)
- System Authorization Granted
- Critical Security Control Compliance Update
- Action Queue Summary

WORKLOAD TASKS

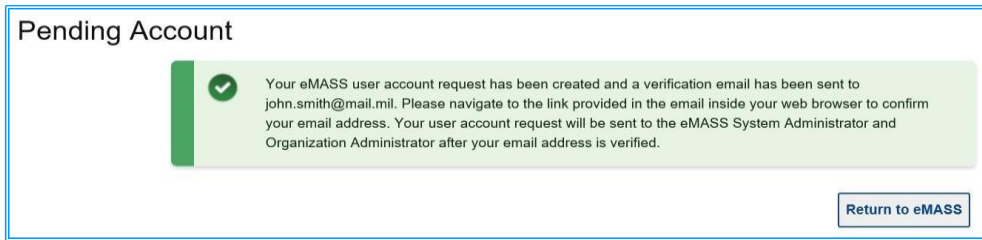
Workload Task Summary Frequency: 24 Hours

Immediate Workload Task Emails: Yes

Save **Cancel**

4. Click on: **Save**

A confirmation message appears as below and eMASS sends the user a verification e-mail to the address provided on the user registration screen.



5. The account requester will need to:
 - a. **Click on the verification link in the email**
 - b. **Verify their email address**

The NISP eMASS system administrator will approve the account and then the user will receive an email notification stating that the eMASS account has been activated.

6. The user will have access.

**NISP eMASS
Questions &
Concerns**

Contact the NAO eMASS Mailbox at:
dss.quantico.dss.mbx.emass@mail.mil

