

National Industrial Security Program Enterprise Mission Assurance Support Service Account Request Instructions

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

National Industrial Security Program Authorization Office
Version 1.0
23 June 2021





TABLE OF CONTENTS

ACCESSING NISP ENTERPRISE MISSION ASSURANCE SUPPORT SERVICE	1
NEW USER REGISTRATION.....	2
PENDING EMAS ACCOUNT NOTIFICATION.....	4
RE-SEND VERIFICATION EMAIL.....	4
UPDATE EMAIL & ORGANIZATION	5



ACCESSING NISP ENTERPRISE MISSION ASSURANCE SUPPORT SERVICE



To request access to the NISP Enterprise Mission Assurance Support Service (eMASS) instance, Industry must complete the following:

1. DISA eMASS Computer Based Training (CBT);
2. DISA Cyber Awareness Challenge (CAC) Training;
3. DCSA (pre-populated) DD Form 2875, System Authorization Access Request (SAAR);
4. Submit all artifacts (above) to DCSA NISP Authorization Office (NAO)eMASS mailbox: dcsa.quantico.dcsa.mbx.emass@mail.mil

Note: Detailed instructions, training links, and required forms are located at the NISP eMASS Information and Resource Center.

Once the prerequisite forms have been submitted to the DCSA NISP Authorization Office (NAO) eMASS mailbox, Industry must access the NISP eMASS link to register a user profile: <https://nisp.emass.apps.mil>.

The eMASS Site Agreement screen is displayed upon PKI authentication. The eMASS Site Agreement message provides the user a warning message that they are accessing a U.S. Government (USG) Information System (IS). Click [Access eMASS] to acknowledge the statement and to 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





NEW USER REGISTRATION

New users registering with a certificate for the first time must select [New User Registration].

The form is titled "New Certificate Registration" and features the eMASS logo and DCSA seal. It includes a "Certificate Identity" section with fields for Issue To, Serial No, Issue By, Issue On, Expire On, and Fingerprints. Below this is a "Registration Options" section with two columns: "Existing eMASS Users" and "User Sign-up". The "Existing eMASS Users" column has a "Submit" button. The "User Sign-up" column has a "New User Registration" button. At the bottom is a "Helpful Resources" section with links to "Frequently Asked Questions" and "New Account Registration Job Aid".

New Certificate Registration

Certificate Identity:
Issue To: USER.TEST015
Serial No: 16
Issue By: eMASS Test CA
Issue On: 3/9/2020 9:07:52 AM
Expire On: 5/31/2030 8:00:00 PM
Fingerprints: XX

Registration Options

Existing eMASS Users
Enter your email address if you are an existing eMASS user and are adding new certificate credentials to your user account.
★ Email:

User Sign-up
New eMASS users please click the button below to sign up and get approved for an account.

Helpful Resources
☐ [Frequently Asked Questions](#)
◦ The eMASS Help Desk does not manage user accounts or roles. Account requests are approved by your Organization System Administrator.
◦ System Administrator (SA) Points of Contact (POCs), Uniform Resource Locators (URLs) and Frequently Asked Questions (FAQs).
☐ [New Account Registration Job Aid](#)
◦ Assists users in registering for an eMASS account.
◦ Provides a list of Organization System Administrators (SA) to approve new account requests.

Users must search for their Commercial and Government Entity (CAGE) Code under the Organization dropdown menu. If the CAGE Code is not found, Industry must contact the DCSA NAO eMASS Mailbox at dcsa.quantico.dcsa.mbx.emass@mail.mil and request a CAGE Code container be created.

The form is titled "New eMASS Account Registration" and features the eMASS logo and DCSA seal. It includes a progress bar with three steps: "1. Organization" (In Progress), "2. Account Details" (Incomplete), and "3. SA Approval" (Incomplete). Below the progress bar is a form with a "Organization:" dropdown menu and an "Account Request Comments:" text area. At the bottom right are "Cancel" and "Next Step" buttons. Below the form is a "Certificate Identity" section with fields for Issue To, Serial No, Issue By, Issue On, Expire On, and Fingerprints. At the bottom is a "Helpful Resources" section with links to "Frequently Asked Questions" and "New Account Registration Job Aid".

New eMASS Account Registration

Organization:

Account Request Comments:

Certificate Identity:
Issue To: USER.TEST015
Serial No: 16
Issue By: eMASS Test CA
Issue On: 3/9/2020 9:07:52 AM
Expire On: 5/31/2030 8:00:00 PM
Fingerprints: XX

Helpful Resources
☐ [Frequently Asked Questions](#)
◦ The eMASS Help Desk does not manage user accounts or roles. Account requests are approved by your Organization System Administrator.
◦ System Administrator (SA) Points of Contact (POCs), Uniform Resource Locators (URLs) and Frequently Asked Questions (FAQs).
☐ [New Account Registration Job Aid](#)
◦ Assists users in registering for an eMASS account.
◦ Provides a list of Organization System Administrators (SA) to approve new account requests.



Click [Next Step] to move to the next stage of New User Registration. Industry must complete all required fields (identified with a red asterisk) on the New eMASS Account Registration screen. Email Notification Preferences to the right of the New User Registration screen allows users to configure which type/how often eMASS will send notifications.

- Enabling “System Authorization Termination Date Approaching” will send users a notification 120, 90, 60, and 30 days prior to their System’s Authorization Termination Date.
- Enabling “POA&M Item Scheduled Completion Date Approaching” will send users a notification 120, 90, 60, and 30 days prior to their System’s POA&M Items’ Schedule Completion Date.
- “System Update Summary” will send users notifications surrounding POA&M Item, Artifact, and Security Control Compliance Status updates in their Systems.
- “System Authorization Granted” will send users a notification when Systems they are assigned to receive an Authorization Decision by the Authorizing Official (AO).
- “Critical Security Control Compliance Update” will send users a notification when a “Red” or “Yellow” Criticality Security Control’s Compliance Status changes from Compliant to Non-Compliant.
- “Action Queue Summary” provides a daily summary of prioritized actions to take against Security Controls based on ingested asset scan results per assigned Systems.
- The “Workload Email Frequency” field at the bottom of the Email Notification Preferences section allows a user to set the frequency (“Never,” “Every 24 hours,” “Every 48 hours,” “Weekly”) of Workload Task summary emails. The Workload Task summary email displays every Workload Task that a user has received during the indicated time frame. The “Immediate Workload Email” field allows users to indicate (“Yes” or “No”) if they want to receive Workload Task emails immediately upon receiving a task within a System. Once the form is complete, click [Submit].

The screenshot shows the 'New eMASS Account Registration' form for a DoD organization. The form is divided into two main sections: 'Personal Information' and 'Notification Preferences'. The 'Personal Information' section includes fields for First Name (TEST0105), Middle Initial, Last Name (USER), Phone, Title, Position, and Email. The 'Notification Preferences' section includes checkboxes for 'Date Approaching' (System Authorization Termination Date Approaching, POA&M Item Scheduled Completion Date Approaching), 'Update Notifications' (System Update Summary, System Authorization Granted, Critical Security Control Compliance Update, Action Queue Summary), and 'Workload Tasks' (Workload Task Summary Frequency, Immediate Workload Task Emails). The form is titled 'New eMASS Account Registration' and has a progress bar at the top showing four steps: 1. Organization (Complete), 2. Account Details (In Progress), 3. Confirm Email (Incomplete), and 4. SA Approval (Incomplete). The 'Submit' button is highlighted in red.

New eMASS Account Registration

Complete 1. Organization In Progress 2. Account Details Incomplete 3. Confirm Email Incomplete 4. SA Approval

Account Details for Organization: DoD

Personal Information

* First Name: TEST0105 Middle Initial: Last Name: USER

* Phone: (example: 9999999999)

Title:

Position:

* Email:

Notification Preferences

Date Approaching (Daily message, as date 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: Never

Immediate Workload Task Emails: Yes

Back Submit



PENDING EMASS ACCOUNT NOTIFICATION

After clicking [Submit], a confirmation message appears and eMASS sends the user a verification email. A user can verify their email address by navigating to the email verification link. While pending verification, the user has the optional ability to resend the verification email as well as adjust the entered email address and/or selected Home Organization.

New eMASS Account Registration

Complete

1. Organization

Complete

2. Account Details

In Progress

3. Confirm Email

Incomplete


4. SA Approval

eMASS account is pending email verification.

Current email on file: test105.user@emass.mil
Current organization on file: DoD

Please check your email and use the provided link to verify the address. Once verified, your administrator will be notified to review the request.

[Resend email verification](#)
[Update email and/or organization](#)



Upon receiving the automatically generated verification email, a user should click the verification link embedded within the email body to verify the pending account request. After verification by the user, the Organization's System Administrators will receive a Workload Task alerting them of a pending user account request. Once the System Administrators have approved the eMASS account, the user will receive an email notification notifying that the eMASS account has been activated. Contact an eMASS System Administrator for any additional instructions.

RE-SEND VERIFICATION EMAIL

To re-send the verification email that was sent after completing new user registration click [Resend email verification].

New eMASS Account Registration

Complete

1. Organization

Complete

2. Account Details

In Progress

3. Confirm Email

Incomplete


4. SA Approval

eMASS account is pending email verification.

Current email on file: test105.user@emass.mil
Current organization on file: DoD

Please check your email and use the provided link to verify the address. Once verified, your administrator will be notified to review the request.

[Resend email verification](#)
[Update email and/or organization](#)





UPDATE EMAIL & ORGANIZATION

Users have the ability to update their Organization and/or email addresses in case those fields were entered incorrectly during new user registration. To update the email address and/or Organization click [Update email and/or Organization].

New eMASS Account Registration

Complete

1. Organization

Complete

2. Account Details

In Progress

3. Confirm Email

Incomplete

4. SA Approval

eMASS account is pending email verification.

Current email on file: test105.user@emass.mil
Current organization on file: DoD

Please check your email and use the provided link to verify the address. Once verified, your administrator will be notified to review the request.

[Resend email verification](#)
[Update email and/or organization](#)

A pop-up window will open. Update the “Organization” and/or “Email” fields and click [Save].

Update User Info

First Name:

John

Middle Initial:

Last Name:

Smith

★ Organization:

DoD

Title:

Position:

Phone:

12347890

★ Email:

john.t.smith.10255.civ@mail.mil

Save

Back