

Onboarding Steps to Obtain Agency Read-Only DISS Access



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

Objective: The steps below allow enable an Agency to obtain accounts that allow agency staff to verify clearance and access through Social Security Number (SSN) look-up.

System Requirements: Microsoft Edge, Google Chrome, Mozilla, Firefox

Step 1:

Identify Account Manager

- Account managers can:
 - ▶ Verify clearance and access through SSN look-up
 - ▶ Create subordinate users, who can also verify clearance access through SSN look-up
 - ▶ Unlock subordinate users' accounts
- Agencies must identify a primary and alternate Account Manager
- Account Managers are required and obligated to familiarize themselves with DISS Account Management Policy and Procedures posted on the DCSA DISS Resources webpage.

Step 2:

Confirm Minimum System Requirements

- Launch Microsoft Edge and go to [DISS Homepage](#), add to "Favorites Bar"
 - ▶ To add Edge to your tool bar, follow steps in [Adding Edge Job Aid](#)
 - ▶ Chrome and Firefox are acceptable alternate browsers. Internet Explorer (IE) is not acceptable.
- If you have problems accessing DISS, contact your IT staff & direct them to these resources: _____
 - ▶ See "[Adding Trusted Sites](#)" or NISS Troubleshooting Job Aid to help troubleshoot issues

Step 3:

Obtain Access for Initial Account Manager

- Complete [Cyber Awareness Challenge](#) and [Personally Identifiable Information \(PII\) Training](#)
 - ▶ If previously completed within the last year, provide completion certificate
- Complete Personnel Security System Access Request (PSSAR) – [DD 2962](#)
 - ▶ See "[PSSAR Help](#)"
- Submit Cyber Awareness Certificate, PII training certificate and PSSAR to DCSA [Contact Center](#) or [DISS Industry Provisioning Team](#)

Step 4:

Login to DISS

- New user will receive a username and password for their initial login.
- New users will be required to register their token of first login. (See [First Login Job Aid](#))

Step 5:

Conducting a SSN Search (Any User)

- Account Managers can look up personnel by SSN to verify their eligibility and access.
- The steps for conducting and SSN look-up are in the "[Verification by SSN Job Aid](#)"

Step 6:

Adding Additional Users [Account Managers Only]

- User Managers may add additional users
- To allow personnel to conduct access and eligibility verification using SSNs, users should be in the role of Physical Security Access Control, see "[Adding PSAC Users Job Aid](#)"

For assistance contact DCSA DISS Customer Engagements Team (CET), 724-794-7765 or email dcsa.ncr.nbis.mbx.contact-center@mail.mil