

# Security Online Web Application v. 2.74.003 User Manual

**Abstract** This manual describes how to use the Security Online Web Application, which provides a means to create user accounts and grant users access to designated DMDC applications.

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## Document History

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1.0	03 February 2005	Removed DEERS references to facilitate use by other divisions; revised password reset instructions; minor edits.

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## 1.0 Document Purpose

This manual explains how to use the Defense Manpower Data System (DMDC) Security Online Web Application. For additional information about the procedures and roles for establishing a structure to manage access to the DMDC user-based applications, refer to the *Guide to Application Security Management*.

## 2.0 Security Online Web Application Overview

The DMDC Security Online Web Application (and its client/server counterpart, the Security Application) was developed by the DMDC to provide a means for Site Security Managers (SSMs) to perform functions related to the availability of other DMDC applications to users at a site. Specifically, SSMs use the Security Online Web Application to:

- Add users to their site
- Grant or revoke permission for users to access particular applications
- Update the e-mail address and title of users
- Activate or Deactivate users
- View and update their site information

An SSM is normally associated with a single site, which is a logical grouping of application users. However, one person can be an SSM for more than one site. Each SSM is given permissions to grant access to a certain list of applications and certain access levels within each application.

SSMs must protect the Security Online Web Application from unauthorized use by locking their workstations whenever they leave the workstations unattended even for a short time.

## 3.0 Logging On to the Application

The Security Online Web Application supports two methods of logging on:

- The Common Access Card method uses CAC authentication. (See 3.1, “Logging On Using Your Common Access Card” on page 2.)
- The Registered User method uses an SNT User ID and Password for authentication. (See 3.2, “Logging On Using Your Registered User ID and Password” on page 3.)

**Note:** If you have trouble logging on to the Web site, click Help in the upper right corner of the Logon page. A new window opens, displaying information about SSM roles and responsibilities, contact information for requesting password resets, and contact information for reporting Web site problems.

### 3.1 Logging On Using Your Common Access Card

1. Access the Security Online Web Application by typing the Web site's address, or Universal Resource Locator (URL), in your Web browser and pressing <Enter>.

The URL for the Security Online Web Application is:

<https://www.dmdc.osd.mil/appj/audit/index.jsp>

The Security Online Authentication Options page displays.



2. Select the Common Access Card authentication option. (It is selected by default.)
3. If you are the Site Security Manager for more than one site, you can select a site by typing its Site ID in the corresponding field. To select one of your sites from a list later in the logon process, leave the field blank.

**Note:** If you are the Site Security Manager for only one site, you can leave the field blank to log on to your site.

4. Click Submit.
5. Follow your web browser's instructions to select and verify your certificate. If prompted, enter your Personal Identification Number (PIN) for your Common Access Card.

When the authentication process is successful, you are logged on to the application.

## 3.2 Logging On Using Your Registered User ID and Password

1. Access the Security Online Web Application by typing the Web site's address, or Universal Resource Locator (URL), in your Web browser and pressing <Enter>.

The URL for the Security Online Web Application is:

<https://www.dmdc.osd.mil/appj/audit/index.jsp>

The Security Online Authentication Options page displays.

2. Select the Registered User authentication option.



The screenshot shows a Microsoft Internet Explorer browser window titled "Security Maintenance Home - Microsoft Internet Explorer". The address bar displays the URL <https://www.dmdc.osd.mil/appj/audit/index.jsp>. The page content features a yellow header with the text "SECURITY Online" in red and black. A warning box at the top states: "Warning: For Security purposes, please logoff by selecting the Exit button." Below this, the text "Select an authentication option." is displayed in red. Two radio buttons are present: "Common Access Card" (unselected) and "Registered User" (selected). A text input field labeled "Site ID (Optional):" is located below the radio buttons. At the bottom of the form area, there are "Submit" and "Reset" buttons. In the bottom left corner, the Department of Defense seal is visible. At the bottom center, there is a red text notice: "Privacy and Security Notice - Please read before accessing any information" and "This is a US Government Computer System". The browser's status bar at the bottom shows the Internet icon and the text "Internet".

3. If you are the Site Security Manager for more than one site, you can select a site by typing its Site ID in the corresponding field. To select one of your sites from a list later in the logon process, leave the field blank.

**Note:** If you are the Site Security Manager for only one site, you can leave the field blank to log on to your site.

4. Click Submit. The Logon page displays.



5. On the Logon page, type your SNT User ID and SNT Password in their respective fields.
6. Click Submit.

If the User ID and Password match the records stored in the SNT table and the Site ID is found in the Audit table, you are logged on to the Security Online Web Application.

**Note:** You can attempt to log on a maximum of three times. If your third attempt is unsuccessful, your password is suspended. Contact the DMDC Support Center (DSC) at **800-372-7437** or **800-538-9522** to reset your password. (When your password has been reset, you must change it when you next log on.)

### 3.3 Selecting Your Site ID

If you are a Site Security Manager for more than one site and you did not type a Site ID in the field on the Authentication Options page, the first page that displays when you log on shows a list of the sites for which you are a Site Security Manager.



To choose a site:

1. Select the appropriate site from the list.
2. Click Submit. The Welcome page displays.

## 4.0 Accessing Application Functions

In the left and top margins of most pages on the Web site, there are links that provide access to the Web site's functions.



In the left margin:

- Add Site User—Click to add a new user to your site (see Section 5.0, “Adding a New Site User” on page 7).
- Update Site User—Click to view a user’s information, to update a user’s title and e-mail address, or to view or change the user’s application access (see Section 6.0, “Viewing or Modifying User Information and Application Access” on page 10).
- Site Summary—Click to view and update information for a site and to view a list of users at the site and the applications to which they have access (see Section 7.0, “Viewing and Updating Site Information” on page 18).

In the top right margin:

- Change Password—Click to change your SNT password (see Section 8.0, “Changing Your Password” on page 23). This function appears only when you have logged on with your SNT user ID and password (see 3.2, “Logging On Using Your Registered User ID and Password” on page 3).
- Help—Click to access the Security Online Web Application Help file, which describes how to use the application. There is also information about SSM roles and responsibilities, contact information for requesting password resets, and contact information for reporting Web site problems (see Section 9.0, “Displaying Help and Related Information Pages” on page 25).
- Exit—Click for instructions on logging off the Security Online Web Application (see Section 10.0, “Exiting the Security Online Web Application” on page 26).

## 5.0 Adding a New Site User

In order for a person to access DEERS applications, that person must have an entry in the DEERS Users table. Use the Security Online Web Application to add a person at your site to the User table.

1. To add a new user to your site, click Add Site User in the left margin. The Add Site User search page displays.

**SECURITY Online**

Change Password  
Help  
Exit

Please Select

**Add Site User**  
**Update Site User**  
**Site Summary**

**Add Site User**

Person ID:

Type Code:

Submit

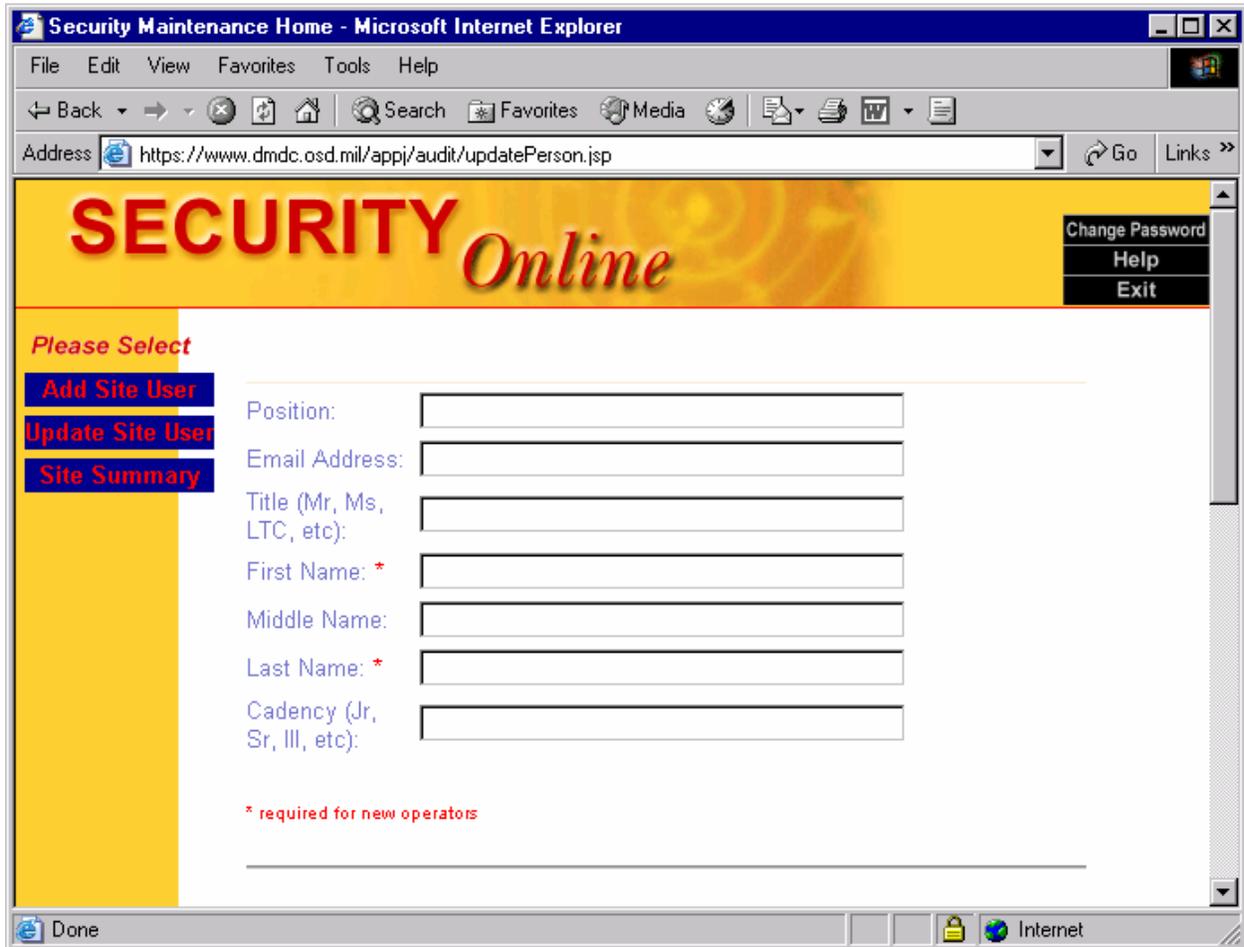
**Privacy and Security Notice - Please read before accessing any information**

**This is a US Government Computer System**

2. If necessary, change the Type Code to reflect the type of Person ID for the person you want to add:
  - a. Click the down arrow on the Type Code dropdown list.
  - b. Select the appropriate type of identification number from the dropdown list: Choose SSN if the ID is a Social Security Number, or choose FIN if the ID is a Foreign Identification Number (for foreign military and nationals).
3. In the Person ID field, type the identification number for the person you want to add.

4. Click Submit. An Add Site User entry page displays.

**Note:** If the Person is already in the database, the Site User page displays the user's information. See Section 6.0, "Viewing or Modifying User Information and Application Access" on page 10 for more information about updating a site user's record.



The screenshot shows a Microsoft Internet Explorer browser window titled "Security Maintenance Home - Microsoft Internet Explorer". The address bar displays "https://www.dmdc.osd.mil/appj/audit/updatePerson.jsp". The page features a yellow header with the text "SECURITY Online" in red and black. On the right side of the header, there are three buttons: "Change Password", "Help", and "Exit". On the left side, there is a vertical yellow bar with three buttons: "Add Site User", "Update Site User", and "Site Summary". The main content area contains a form with the following fields:

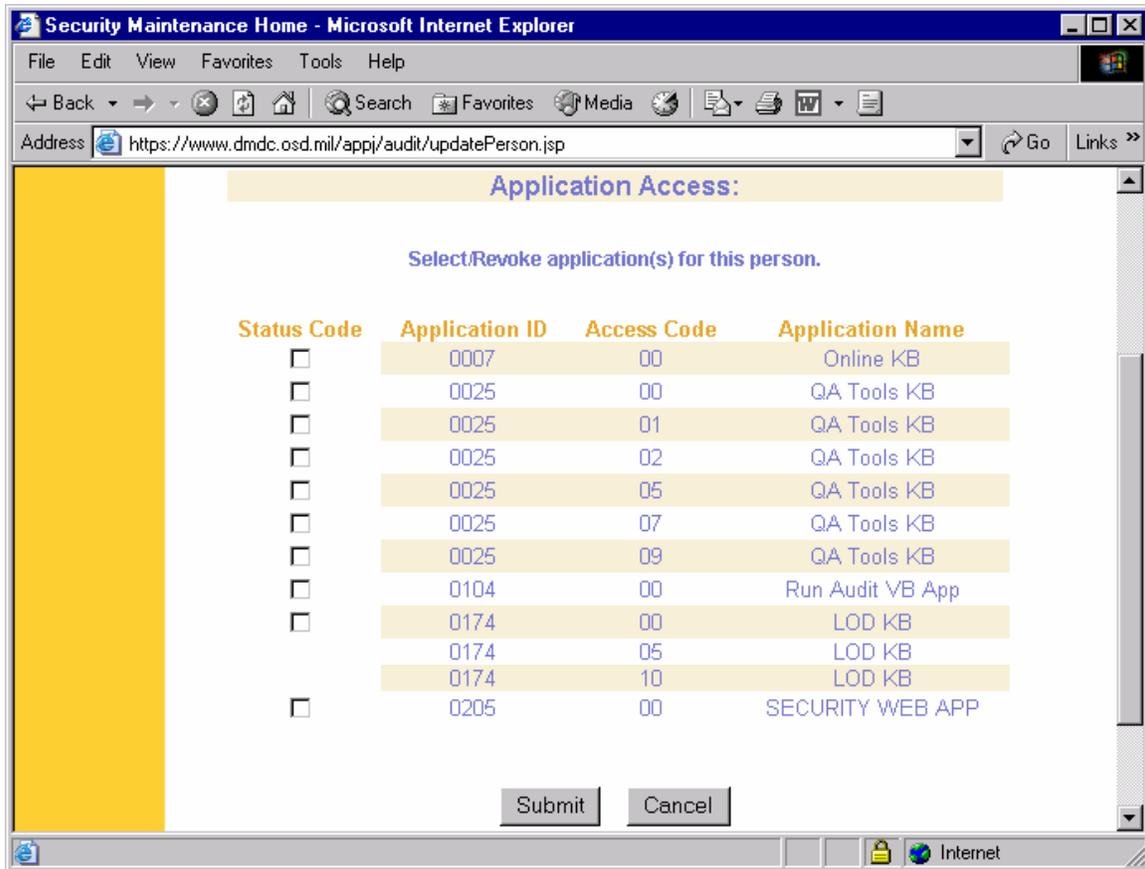
- Position:
- Email Address:
- Title (Mr, Ms, LTC, etc):
- First Name: \*
- Middle Name:
- Last Name: \*
- Cadency (Jr, Sr, Ill, etc):

Below the fields, there is a red asterisk followed by the text "\* required for new operators". At the bottom of the browser window, the status bar shows "Done" and "Internet".

5. In the upper section of the Add Site User entry page, type the appropriate user information in the designated fields. First Name and Last Name are required.

**Caution:** After you save the user information on this page, you will be able to edit only the Position and E-mail Address fields in the future.

6. In the lower section of the page, grant the user access to listed applications by checking the corresponding check boxes.



When granting access to applications, note the following:

- For some applications, you can grant different levels of access to provide users with varying degrees of permissions to view or modify data. (All applications offer an “Unrestricted” access level that allows application use without limitations.) Grant a level of access for an application by selecting the check box adjacent to the appropriate Application Name and Access Code.
- You do not have permission to grant an application’s level of access that does not have a check box next to it. Authorized DMDC personnel maintain the list of applications and access levels you can grant to users.
- For applications that offer more than one access level, a user can have only one level of access at a time per application.

7. Click Submit. The Site User page displays, reflecting the information you submitted.

From the Site User page, you can view or update the user’s information and application access. (See Section 6.0, “Viewing or Modifying User Information and Application Access” below.)

## 6.0 Viewing or Modifying User Information and Application Access

To view or modify a user's information and application access:

1. Display the Site User page by "pulling" the user's record from the database (see 6.1, "Pulling a Site User" on page 11) or by selecting the user from the user list on the Site Summary page (see Section 7.0, "Viewing and Updating Site Information" on page 18).
2. From the Site User page, you can:
  - View the displayed user's information, update the user's e-mail address and position, and view and modify the user's application access. (See 6.2, "Modifying User Information and Application Access" on page 14.)
  - Deactivate the displayed user. (See 6.3, "Deactivating a User" on page 16.)

## 6.1 Pulling a Site User

To view or update a user's information, begin by "pulling" the user's record from the database:

1. Click Update Site User in the left margin. The Pull Site User page displays.

**SECURITY Online**

Change Password  
Help  
Exit

Please Select

**Add Site User**  
**Update Site User**  
**Site Summary**

**Pull Site User**

Person ID:

Type Code:

**Privacy and Security Notice - Please read before accessing any information**

**This is a US Government Computer System**

2. If necessary, change the Type Code to reflect the type of Person ID for the person whose information you want to view or update:
  - a. Click the down arrow on the Type Code dropdown list.
  - b. Select the appropriate type of identification number from the dropdown list: Choose SSN if the ID is a Social Security Number (default), or choose FIN if the ID is a Foreign Identification Number (for foreign military and nationals).
3. In the Person ID field, type the identification number for the person you want to pull.
4. Click Submit. If the user is already in the database, the Site User page displays. (If the user is not in the database, an error message displays.)

**SECURITY Online**

Change Password  
Help  
Exit

Please Select

Add Site User  
Update Site User  
Site Summary

**Jacob Moore** [update](#) [remove](#)

**Person Information:**  
 Last Name: **Moore** First Name: **Jacob**  
 Middle Name: **I** Title:  
 Cadency Name: Position: **VERIFYING OFFICER**  
 Email Address: **JACOB.MOORE@NEWSITE.MIL**

**Selection Information:**  
 Person ID: **891234567** Person ID Type Code: **S**

**Database Status Information:**  
 User Account Code: **TJTTJIM** User ID: **98765**  
 Registered on DB: **Y** Registered User: **Y**  
 Active Site User: **Y**

**Application Access:**

Status Code	Application ID	Access Code	Application Name
Active	0007	00	Online KB
Active	0025	00	QA Tools KB
	0025	01	QA Tools KB
	0025	02	QA Tools KB
	0025	05	QA Tools KB
	0025	07	QA Tools KB
	0025	09	QA Tools KB
Active	0104	00	Run Audit VB App
	0174	00	LOD KB
	0174	05	LOD KB
Active	0174	10	LOD KB
Active	0205	00	SECURITY WEB APP

5. On the Site User page, review the Person Information section.
  - Last Name, First Name, Middle Name, Title, and Cadency Name—You cannot edit these fields that display the user’s name.
  - Position and E-mail Address—To change this information, see 6.2, “Modifying User Information and Application Access” on page 14.

6. Review the Selection Information section. You cannot modify this information.
  - Person ID—This is the identification number for the user.
  - Person ID Type Code—This code represents whether the Person ID is a Social Security Number (S) or a Foreign ID number (F).
7. Review the Database Status Information section.
  - User Account Code—The user logs in to DMDC Tools and DMDC Web applications using this code (such as the user’s TJTT or T47J Logon ID). In general, an administrator creates and enters the User Account Code via another application. With appropriate permissions, you can add or edit the User Account Code.
  - User ID—The system assigns the User ID when the person becomes a user. (See Section 5.0, “Adding a New Site User” on page 7.) You cannot modify the User ID.
  - Registered on DB—This field displays Y for existing users, indicating that the person is in the Person table of the database. You cannot modify this information.
  - Registered User—This field displays Y for existing users. You cannot modify this information.
  - Active Site User—This field displays Y for active users and N for inactive users. To deactivate a user, see 6.3, “Deactivating a User” on page 16.
8. Review the Application Access section. The user has access to applications whose corresponding Status Code column displays “Active.” To grant or revoke application access for the user, see 6.2, “Modifying User Information and Application Access” on page 14.

To access another function, click a link in the left or top margin. (See Section 4.0, “Accessing Application Functions” on page 6.)

## 6.2 Modifying User Information and Application Access

Use the Security Online Web Application to view a user's information, update the user's e-mail address and position, and view and modify the user's application access.

1. Display the Site User page by "pulling" a user's record from the database (see 6.1, "Pulling a Site User" on page 11) or by selecting the user from the user list on the Site Summary page (see Section 7.0, "Viewing and Updating Site Information" on page 18).
2. Click "update" next to the user's name at the top center of the page.

The screenshot shows the Security Online web application interface. The browser window title is "Security Maintenance Home - Microsoft Internet Explorer". The address bar shows the URL: <https://www.dmdc.osd.mil/appj/audit/displayFamily.jsp>. The page header features the "SECURITY Online" logo and navigation links: "Change Password", "Help", and "Exit".

On the left side, there is a vertical menu with the following options: "Please Select", "Add Site User", "Update Site User", and "Site Summary".

The main content area displays user information for "Jacob Moore". At the top, the name "Jacob Moore" is followed by "update" and "remove" buttons. The "update" button is circled in red with an arrow pointing to it.

**Person Information:**

Last Name:	Moore	First Name:	Jacob
Middle Name:	I	Title:	
Cadency Name:		Position:	VERIFYING OFFICER
Email Address:	JACOB.MOORE@NEWSITE.MIL		

**Selection Information:**

Person ID:	891234567	Person ID Type Code:	S
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**Database Status Information:**

User Account Code:	TJTTJIM	User ID:	98765
Registered on DB:	Y	Registered User:	Y
Active Site User:	Y		

**Application Access:**

Status Code	Application ID	Access Code	Application Name
Active	0007	00	Online KB
Active	0025	00	QA Tools KB
	0025	01	QA Tools KB
	0025	02	QA Tools KB
	0025	05	QA Tools KB
	0025	07	QA Tools KB
	0025	09	QA Tools KB
Active	0104	00	Run Audit VB App
	0174	00	LOD KB
	0174	05	LOD KB
Active	0174	10	LOD KB
Active	0205	00	SECURITY WEB APP

The Update Site User page displays.

**SECURITY Online**

Change Password  
Help  
Exit

*Please Select*

**Add Site User**  
**Update Site User**  
**Site Summary**

**Jacob Moore**

Position:

Email Address:

**Application Access:**

Select/Revoke application(s) for this person.

Status Code	Application ID	Access Code	Application Name
<input checked="" type="checkbox"/>	0007	00	Online KB
<input checked="" type="checkbox"/>	0025	00	QA Tools KB
<input type="checkbox"/>	0025	01	QA Tools KB
<input type="checkbox"/>	0025	02	QA Tools KB
<input type="checkbox"/>	0025	05	QA Tools KB
<input type="checkbox"/>	0025	07	QA Tools KB
<input type="checkbox"/>	0025	09	QA Tools KB
<input checked="" type="checkbox"/>	0104	00	Run Audit VB App
<input type="checkbox"/>	0174	00	LOD KB
<input type="checkbox"/>	0174	05	LOD KB
Active	0174	10	LOD KB
<input checked="" type="checkbox"/>	0205	00	SECURITY WEB APP

Submit Cancel

- To update the Position or E-mail Address, edit the information directly in the fields at the top of the page.

4. As necessary, modify the user's application access:
  - a. To grant the user access to an application, check the corresponding check box in the Application Access section.
  - b. To revoke access to an application, clear the corresponding check box.

When granting and revoking access to applications, note the following:

- Users may have access to applications or access levels that you do not have permission to manage. You do not have permission to grant an application's level of access that does not have a check box next to it. Authorized DMDC personnel maintain the list of applications and access levels you can grant to users.
  - For some applications, you can grant different levels of access to provide users with varying degrees of permissions to view or modify data. (All applications offer an "Unrestricted" access level that allows application use without limitations.) Grant a level of access for an application by selecting the check box adjacent to the appropriate Application Name and Access Code.
  - For applications that offer more than one access level, a user can have only one access level at a time per application. If you attempt to grant access to more than one access level for an application, the Web site assigns the lowest of the Access Codes you chose.
  - You can quickly deny a user access to all applications by revoking the user's privileges. See 6.3, "Deactivating a User" below.
5. When you are finished making changes, click Submit. The Site User page displays, reflecting the information you submitted.

To access another function, click a link in the left or top margin. (See Section 4.0, "Accessing Application Functions" on page 6.)

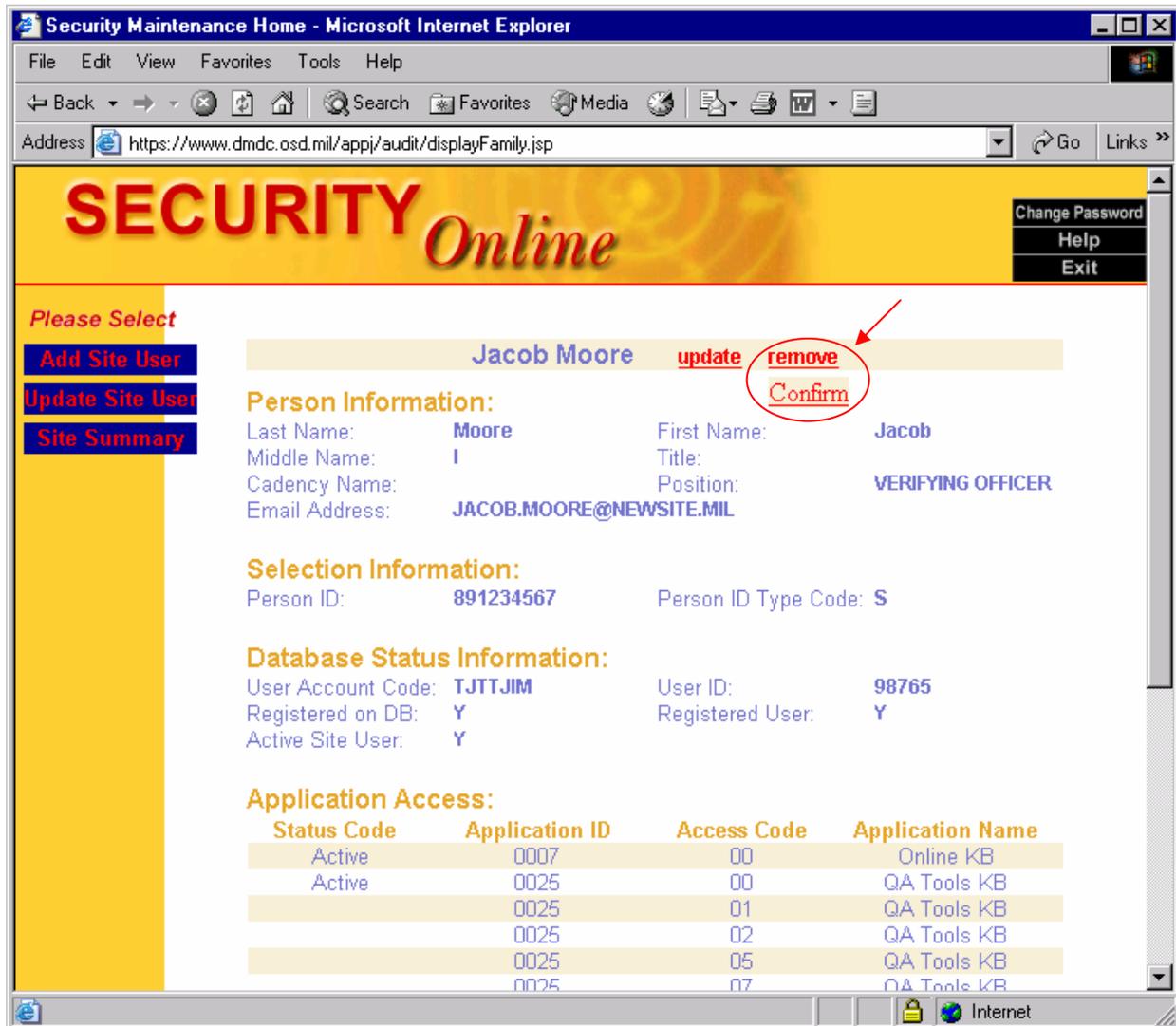
## 6.3 Deactivating a User

When a user no longer requires access to any applications (for example, when the user is on temporary leave or no is longer employed at the site), you can revoke access to all applications by deactivating the user. You can activate a deactivated user by simply granting the user access to an application. (See 6.2, "Modifying User Information and Application Access" on page 14.)

**Warning:** Deactivating a user removes all application access for that user, including applications and access levels that you do not have permission to assign.

To deactivate a user:

1. Display the Site User page by "pulling" the user's record from the database (see 6.1, "Pulling a Site User" on page 11) or by selecting the user from the user list on the Site Summary page (see Section 7.0, "Viewing and Updating Site Information" on page 18).



For an active user, the “Active Site User” is Y in the Database Status Information section.

2. Click “remove” near the top of the page.

A “Confirm” link appears beneath “remove.”

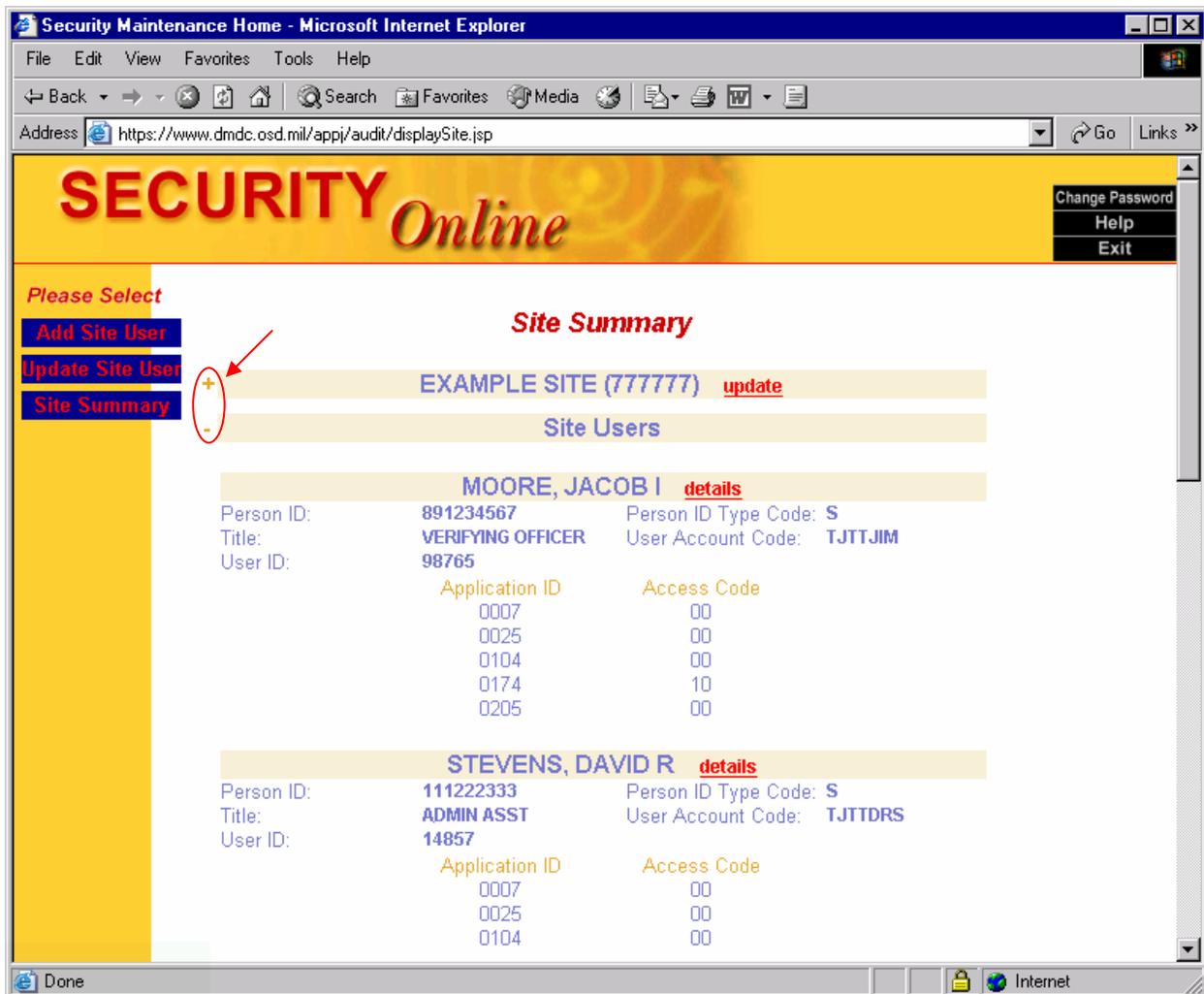
3. Click “Confirm.” A message confirms the success of the operation. To verify the deactivation, re-display the Site User page by “pulling” the user’s record from the database (see 6.1, “Pulling a Site User” on page 11). The “Active Site User” will show N to indicate that the user has been deactivated, and the Application Access sections will show that access to all applications has been revoked.

To access another function, click a link in the left or top margin. (See Section 4.0, “Accessing Application Functions” on page 6.)

## 7.0 Viewing and Updating Site Information

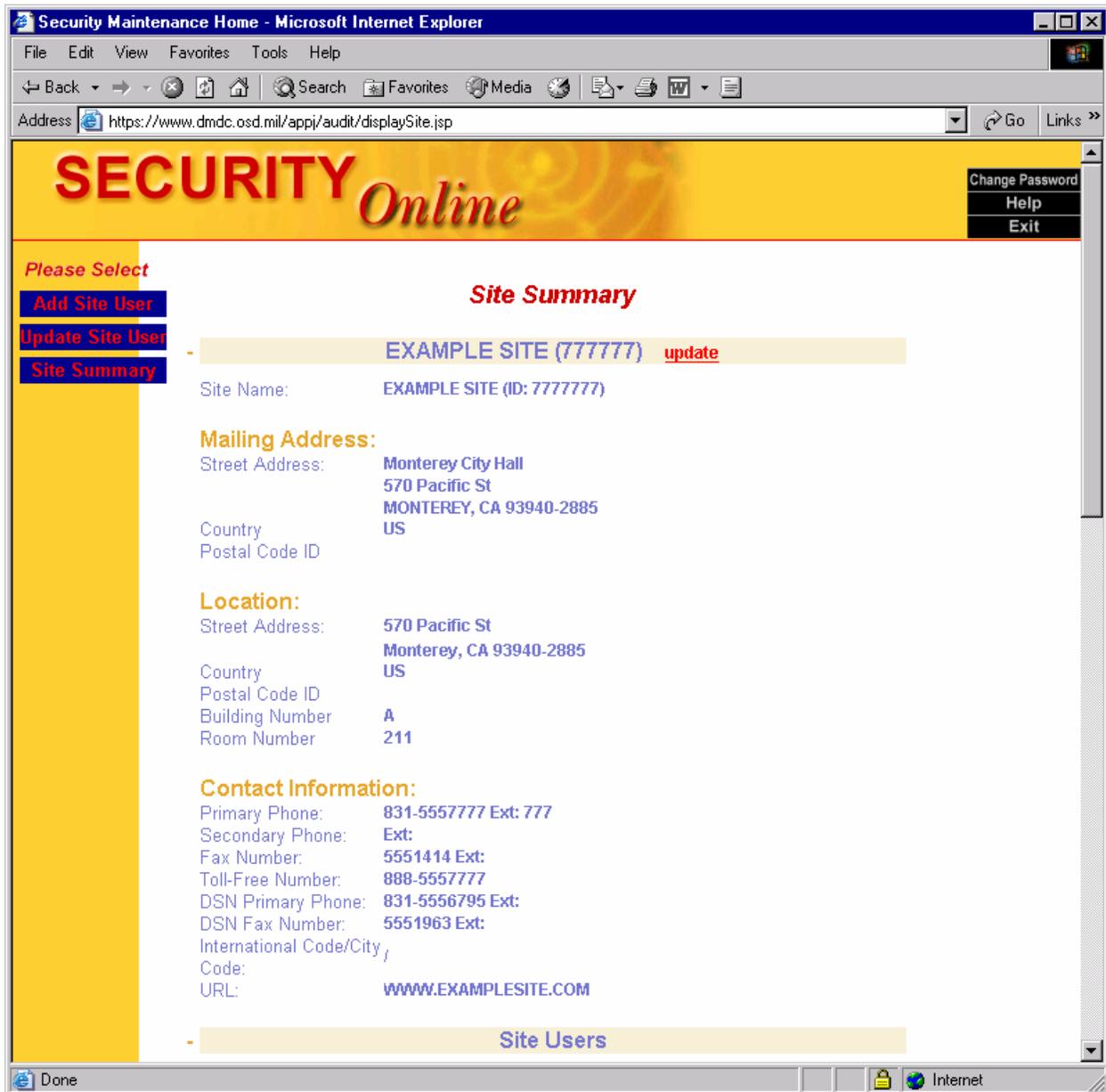
The Site Summary function allows you to view and edit your site information and view a list and overview of all users at the site. From the user list, you can view and update a user's details.

1. To view Site Summary information, click Site Summary in the left margin. The Site Summary page displays.



By default, the site information is hidden and Site Users overview list is displayed. You can hide or display each section as desired. (See the following steps.)

2. To view the site information, click the plus sign (“+”) adjacent to the site name bar. The Site Information section displays, and the plus sign changes to a minus sign (“-”).



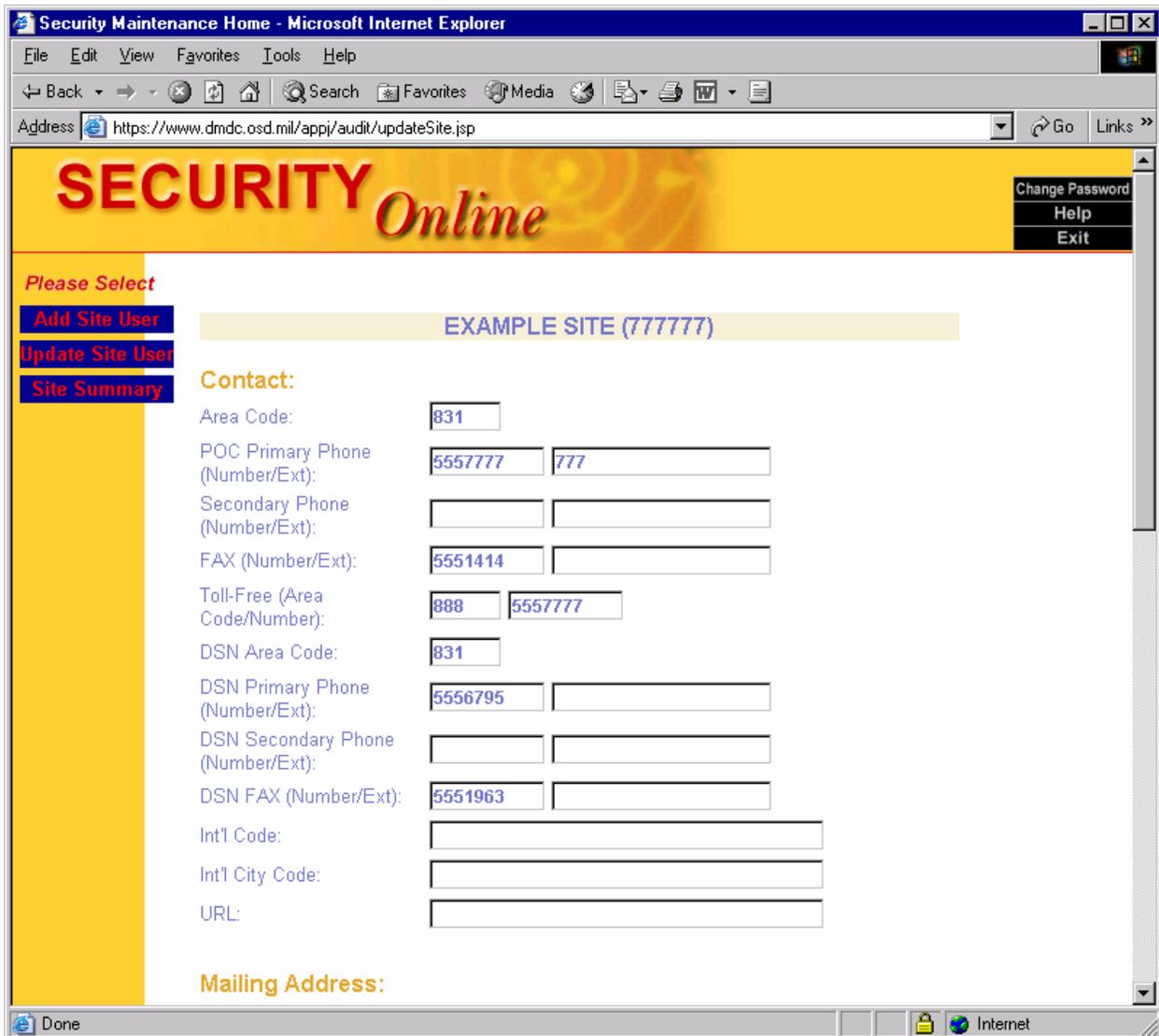
To hide the site information, click the minus sign adjacent to the site name bar. The Site Information section is hidden, and the minus sign changes back to a plus sign.

3. You can similarly toggle the Site Users section by clicking the plus sign or minus sign adjacent to the Site Users bar.

4. To update the site information:
  - a. Click “update” in the site name bar.



The Update Site Information page displays.

A screenshot of a Microsoft Internet Explorer browser window displaying the "Security Maintenance Home" page. The address bar shows "https://www.dmdc.osd.mil/appj/audit/updateSite.jsp". The page features a yellow header with "SECURITY Online" in red and black text. On the left, there is a vertical yellow sidebar with a "Please Select" section containing four blue buttons: "Add Site User", "Update Site User", and "Site Summary". The main content area shows the site name "EXAMPLE SITE (777777)" in a yellow bar. Below this is a "Contact:" section with various input fields: "Area Code" (831), "POC Primary Phone (Number/Ext)" (5557777 / 777), "Secondary Phone (Number/Ext)", "FAX (Number/Ext)" (5551414), "Toll-Free (Area Code/Number)" (888 / 5557777), "DSN Area Code" (831), "DSN Primary Phone (Number/Ext)" (5556795), "DSN Secondary Phone (Number/Ext)", "DSN FAX (Number/Ext)" (5551963), "Int'l Code", "Int'l City Code", and "URL". At the bottom, there is a "Mailing Address:" section. The browser's status bar at the bottom shows "Done" and "Internet".

- b. Enter the site’s contact information in the upper section of the page.

- c. Enter the site's mailing address and location information in the lower sections of the page.

**Note:** You cannot change the Site Name. Any changes you make in that field will be ignored.

Security Maintenance Home - Microsoft Internet Explorer

Address: <https://www.dmdc.osd.mil/appi/audit/updateSite.jsp>

**Mailing Address:**

Site Name:

Street Address 1:

Street Address 2:

Street Address 3:

City:

State:

ZIP Code:  -

Country Code:

Postal Code ID (non-US):

**Location:**

Street Address 1:

Street Address 2:

Street Address 3:

City:

State:

ZIP Code:  -

Country Code:

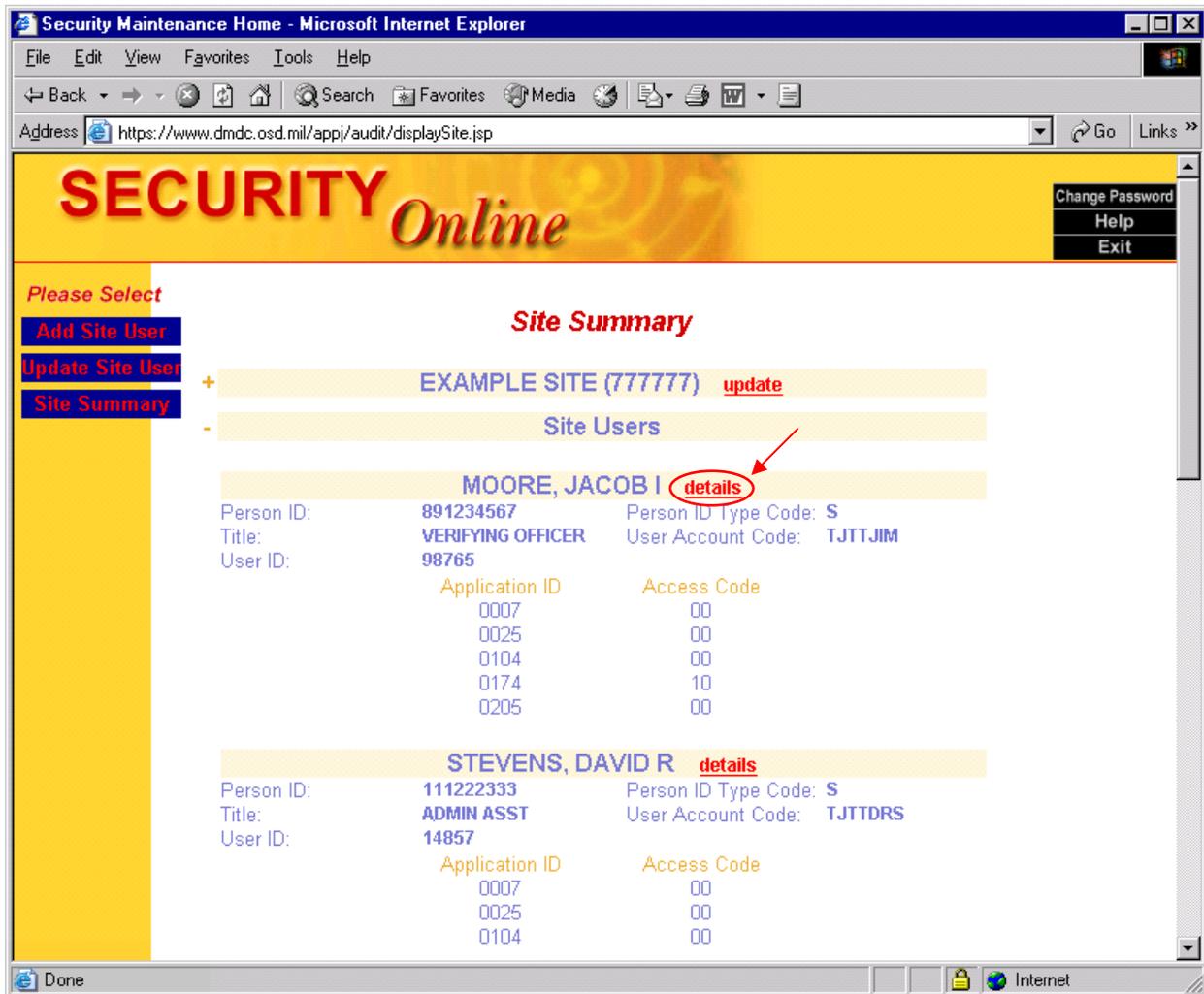
Postal Code ID (non-US):

Building Number:

Room Number:

- d. Click Submit. The Site Summary page displays, reflecting the information you submitted.

5. To view or update a site user's information:
  - a. If the Site Users section is not displayed, click the plus sign adjacent to the Site Users bar. The Site Users section displays.



- b. In the bar labeled with the user's name, click the "details" link. The Site User page displays. From this page you can view or update the user's information and application access. (See Section 6.0, "Viewing or Modifying User Information and Application Access" on page 10.)

## 8.0 Changing Your Password

If you logged on to the Security Online Web Application using your registered user ID and password (see 3.2, “Logging On Using Your Registered User ID and Password” on page 3), you can change your SNT password directly from the application. To change your password:

1. Click Change Password at the top right margin of any page.



**Note:** The Change Password link does not appear if you logged in using your Common Access Card.

The Change Password page displays.



2. Type your current password in the Current Password field, and type your new password in each of the two remaining fields. (To clear the fields and start again, click Reset.)

Your new password must meet the following criteria:

- Passwords must be eight (8) characters.
- Passwords must contain at least one uppercase letter, one lowercase letter, one number, and one special character ( -!<#\$\$%&\*>? ).
- Passwords cannot contain the same character more than twice.
- Passwords must not match the previous five (5) passwords.
- Passwords expire after 45 days and are deactivated after 60 days of inactivity.

3. Click Submit. When the password change is successful, a confirmation page displays.

From the confirmation page, click a link in the left or top margins to access another function. (See Section 4.0, “Accessing Application Functions” on page 6.)

## 9.0 Displaying Help and Related Information Pages

In addition to this User Manual, the Security Online Web Application includes online help and links to related information pages.

1. To open a new window that displays information about SSM roles and responsibilities, contact information for requesting password resets, and contact information for reporting Web site problems, click Help at the top right of the Authentication Options page.



2. To open a new window that displays the online help topics, click Help at the top right of any page after you log on. The online help topics contain all of the information in this guide.
3. To open a new window that displays information about DMDC, click About DMDC in the top margin of the Authentication Options page.
4. To open a new window that displays information about DMDC's Privacy and Security Policy, click the Privacy and Security Notice link at the bottom of any page.
5. To open a new window that displays information about DMDC's policy on the use of a government computer system, click the U.S. Government Computer System link at the bottom of any page.

## 10.0 Exiting the Security Online Web Application

When you have finished using the Security Online Web Application, be sure to log off. Click Exit in the top right margin of any page. The Logon page displays, allowing you to log on to the application again. For maximum security, close your browser.



**Note:** You are automatically logged off the Security Online Web Application after a period of inactivity.