



HPCMP New Users' Guide

“How Do I Obtain a User Account?”

Getting Started

For detailed instructions on how to access HPCMP resources, visit <https://centers.hpc.mil/users/index.html>.

Prior to requesting access to any of the systems at one or more of the DSRCs, a user must obtain an account on the Portal to the Information Environment (commonly referred to as a pIE account).

- Your Service Agency Approval Authority (S/AAA) will provide you assistance through the account process.
- Go to <https://ieapp.erdc.hpc.mil/> to request a pIE account.
- Send your signed and dated IA Training Certificate of Completion to your S/AAA.

Applying for a pIE Account

- **You will need to know the following information to complete your request:**
 - Citizenship Status, including registration numbers and expiration dates, if known
 - Preferred Kerberos Realm (HPCMP.HPC.MIL for US Citizens, Green Card Holders, and non-US citizens with a NACI; ORS.HPC.MIL for anyone without a clearance or NACI)
 - Organization ID (Your Service/Agency Approval Authority (S/AAA) will let you know which Org ID to choose from the drop down menu, for example, WPASC, AFVAW, NRLDC, etc.)
 - Name, Title, Position
 - Mailing address (No PO Box), Company Name, Phone, Fax, E-mail address
 - Preferred Username
 - Government Employee status (if not a Government Employee, you will need to provide a Government Point-of-Contact)
 - Contract Number and Contract Expiration date, if known (optional - except for Air Force Projects)
 - Preferred Shell
- **If you have a Common Access Card (CAC), click "Register My Common Access Card (CAC)" at the end of the application.**
- **If you do not have a CAC, you should click the "I do NOT have a CAC" button.**
- **After you hit the submit button, you'll be asked to accept the HPCMP User Agreement. If you don't accept, your request will be terminated.**

pIE Account Approval

At this point, your pIE user account will be rejected or approved by your S/AAA. Once your S/AAA completes this action, you will receive a pIE notification informing you of the status of your application. You can contact the HPC Help Desk or your S/AAA at any time throughout this process to determine your account status.

- If your pIE user account is rejected, talk to your S/AAA for additional information and discuss re-submitting your request.**
- If your pIE user account is approved and your Preferred Kerberos Realm is HPCMP.HPC.MIL, your information will be sent to the HPC Help Desk to complete your HPCMP account.**
- If your pIE user account is approved and you only plan to run on the open systems (ORS), your information will be sent to the ERDC DSRC to complete your HPCMP account.**

Activating your Account – HPCMP.HPC.MIL Realm

To complete and activate your pIE user account with a Preferred Kerberos Realm of HPCMP.HPC.MIL:

- **Have your Facility Security Officer (FSO) send a Visit Request to the ERDC Security Office:**
 - Security Specialist (Attn: HPC FSO)
 - Fax: 601-634-7539
 - JPAS SMO Code: W03GAA

It is recommended that you have your Security Office send your Visit Request to ERDC Security as soon as you apply for an account in pIE. This may help to expedite activation of your account. This single Visit Request will suffice for your pIE account and access to HPCMP resources.

NOTE: A Visit Request is a vehicle to transmit personal (Privacy Act) information from one security office to another, and is used for the purpose of HPC Accounts only.

If you don't have a CAC, the HPC Help Desk will send you a Yubikey – a small hardware authentication token that looks like a USB memory stick, but is actually a small keyboard that provides a secure login code, similar to a CAC.

- The HPC Help Desk will FedEx the YubiKey to the address provided in pIE when the account is approved and a Visit Request has been received. ***You must change your Yubikey password within five days of receipt.***

Activating your Account – ORS.HPC.MIL Realm

To complete and activate your pIE user account to run on the open system only, ERDC Security must receive proof of citizenship as mentioned below via e-mail (preferred) at ors-acct@erdc.hpc.mil or fax to: ERDC Security Office, ATTN: ORS HPC Access, FAX: 601-634-3897.

- **US Citizens must provide copies of one of the following:**
 - Passport
 - Naturalization Certificate
 - Birth Certificate
 - US Passport Card

- **Foreign Nationals must provide copies of the following:**
 - Green Card Holders - Passport and Permanent Residence Card
 - Exchange Visitors - Passport, J-1 Visa and I-94 Form
 - Full Time Students - Passport, F-1 Visa, I-20 Form and I-94 Form

Access to ORS Systems will expire 1 year from the start date, or on the expiration date of your DoD Contract, or Visa, which ever comes earliest.

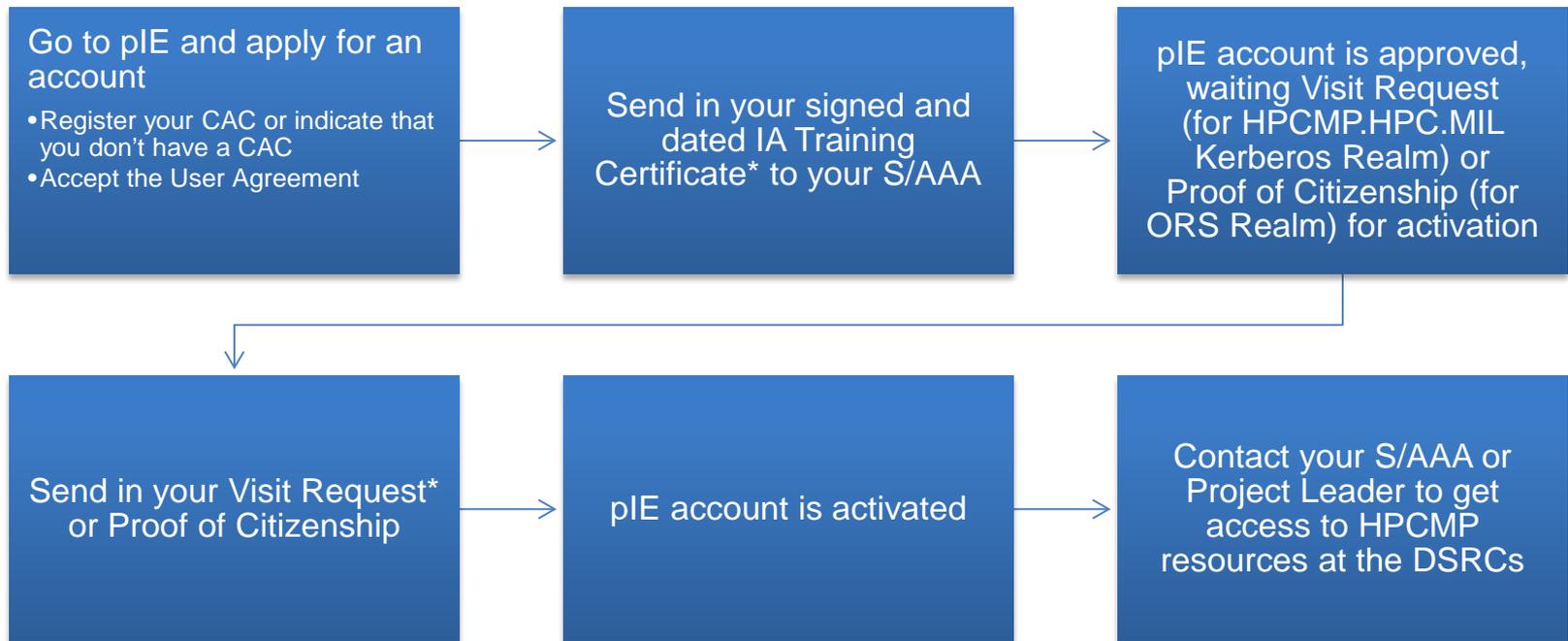
After all steps have been completed, your pIE user account will be activated.

Accessing HPCMP Resources

Additional steps must be taken in order for you to access the HPC resources at the DoD Supercomputing Resource Centers

- **Please work directly with your S/AAA or Project Leader to get access to these resources**

Timeline for Obtaining a User Account



****If your IA Training Certificate and Visit Request/Proof of Citizenship are sent in ahead of time, it will help to expedite the activation process***