

# DISS REGISTRATION CHEAT-SHEET



## **STEP 1 to DISS: The notification and User Name formula**

If you received the following e-mail, you can begin. If not – reach out to the email address below for your information:

*“ You have been provisioned as a Hierarchy Manager and Security Officer for DISS JVS.  
Please review the following carefully to obtain your username and password to log into the application.  
Your username will be the first letter of your first name followed by 7 letters of your last name. If your name has less than 7 letters, it will be padded by zeros. If it has more than 7 letters, it will be cut off after the 7th letter. This is then followed by your birth day. All letters will be lower case.*

### Examples:

*John Smith, born on January 2nd, will have the following username: jsmith0002*

*John Smithsonian, born on July 14th, will have the following username: jsmithso14*

*To obtain your initial password, you must send an e-mail request to:*

*[dodhra.mc-alex.dmdc.mbx.dodhra-dmdc-diss-support@mail.mil](mailto:dodhra.mc-alex.dmdc.mbx.dodhra-dmdc-diss-support@mail.mil)*

*The JVS application URL will be provided with the password instructions. ”*

## **Step 2 to DISS: Email for your password**

**Make sure you understand “the formula” for your user name and password, then email the email address provided for your password.**

## **STEP 3 to DISS: The Password Formula** (very paraphrased because it is unwise to share password formulas!)

*“Your password will be blank followed by blank with no blank.*

*Example: John Smith, whose blank is blank will look like this example: BLANK.*

*Note: You will need to log in within 30 days of receiving this e-mail to prevent account deactivation.*

*The application URL is: JVS- <https://dissportal.nbis.mil/diss-jvs-ui>*

*You will be ask to select your DoD Approved External Certification Authority (ECA) or approved Commercial certificates to get into the consent page. Click on login and you will be redirected to the User Registration Page.*

*If you experience any issues, the DMDC DISS Customer Call Center (CCC) can be reached at [dmdc.contactcenter@mail.mil](mailto:dmdc.contactcenter@mail.mil) or at 1-800-467-5526.*

*DISS Support Team”*

## Step 4 to DISS: Attempt a login

Using the portal above (you can also reach this by going to the DMDC DISS PAGE and the login is at the bottom center instead of the top left like JPAS was), use your user name and password for login.

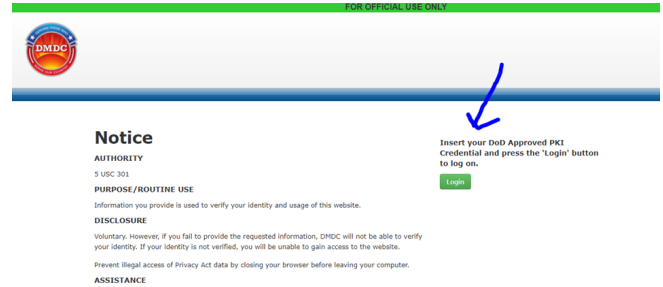
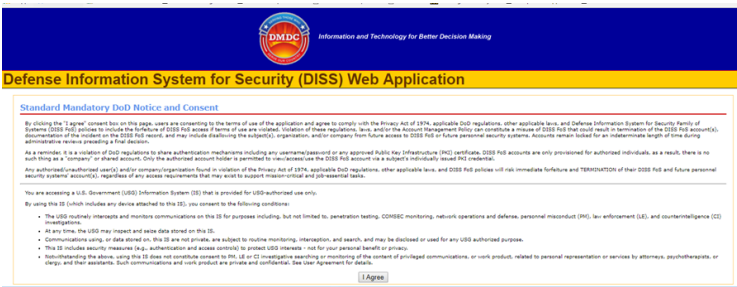
This will most likely fail!

## Step 5 to DISS: Call DMDC (prepare to sit on hold for 20 – 55 minutes) 800-467-5526

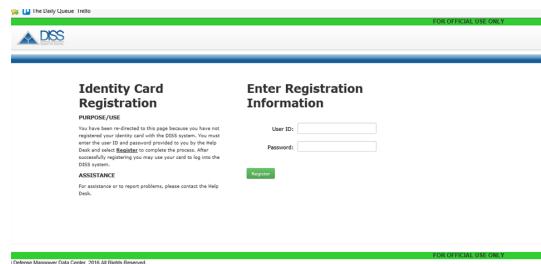
A DMDC DISS Support Team Member will help you with the following:

- Use Internet Explorer as your browser
- Clear ALL your internet history
- Make sure you are already logged into your Token.
- Get to the log in page
- Agree to this:

Click the Login Here:



Then, they will reset your password. They will stay on the phone with you until you are logged in and registered!



## Success!!! Hoo-ray!

They will also provide the following information:

- 1) JPAS is STILL the main system of record we will ALL have to use until the government finishes all of the migration to DISS.
- 2) They will help you locate the DISS User manual and review several new items.
- 3) They will say that this instruction manual is subject to change – often!
- 4) They said CSRs will replace RRUs but they are basically the same thing.
- 5) You will still have to log in every 30 days! (Make sure you get a free text alert from [this guy!](#))