

1. User Registration Instructions

1.1. NEW USER REGISTRATION HOME PAGE

As additional agencies become authorized to retrieve electronic images of OMPF records and documents through DPRIS, prospective authorized users within these agencies will need to obtain properly documented approval from their designated Agency DPRIS Manager to become authorized users of the website. After an agency has completed the pre-negotiated and non-automated arrangements for its personnel to use DPRIS, individuals within that agency may start their personal registration process via the DPRIS Home Page. They begin by clicking the “Register Now” link (Figure 1-1).

DPRIS
Defense Personnel Records
Information Retrieval System

Welcome to DPRIS, your online gateway to military records!

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DPRIS. Transforming Access to Official Military Personnel Records

DPRIS provides a conduit for the secure electronic retrieval of document images from the Military Services' Official Military Personnel File (OMPF) systems, and narrative data from the Joint Services Records Research Center (JSRRC). In response to request initiated by authorized and approved government agency users, authorized subordinate agencies, and veterans.

Personnel and Readiness Information Management (P&R IM), Office of the Under Secretary of Defense (Personnel and Readiness) (OUSD (P&R)), has developed DPRIS, as a single enterprise gateway, to provide access to vital military personnel information on demand and in near real-time through secure system-to-system interfaces and Web access by employing leading edge technologies, including all aspects of information assurance.

"DPRIS has greatly improved our ability to gain access to personnel information needed to support the people who matter most — our veterans. Getting these records used to take several months — now, for the veterans who left Service in the last 10 years, we can get the personnel records in hours."

Vice Admiral Daniel L. Cooper (Ret.)
Former Under Secretary for Benefits,
Department of Veterans Affairs

Login
User ID (case-sensitive)
Password (case-sensitive)
Forgot your password
Login
Common Access Card (CAC)
Click to use CAC

New User Registration
(Users from authorized agencies who have NOT registered)
Register Now

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including insuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

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Figure 1-1: Registering a New User

1.2. PRIVACY AND SECURITY STATEMENT

After clicking on the “New User Registration Form” link, you will be brought to the Privacy and Security Statement page (Figure 1- 2). It is important to read and understand this information before accepting and acknowledging that you will comply with the policies.

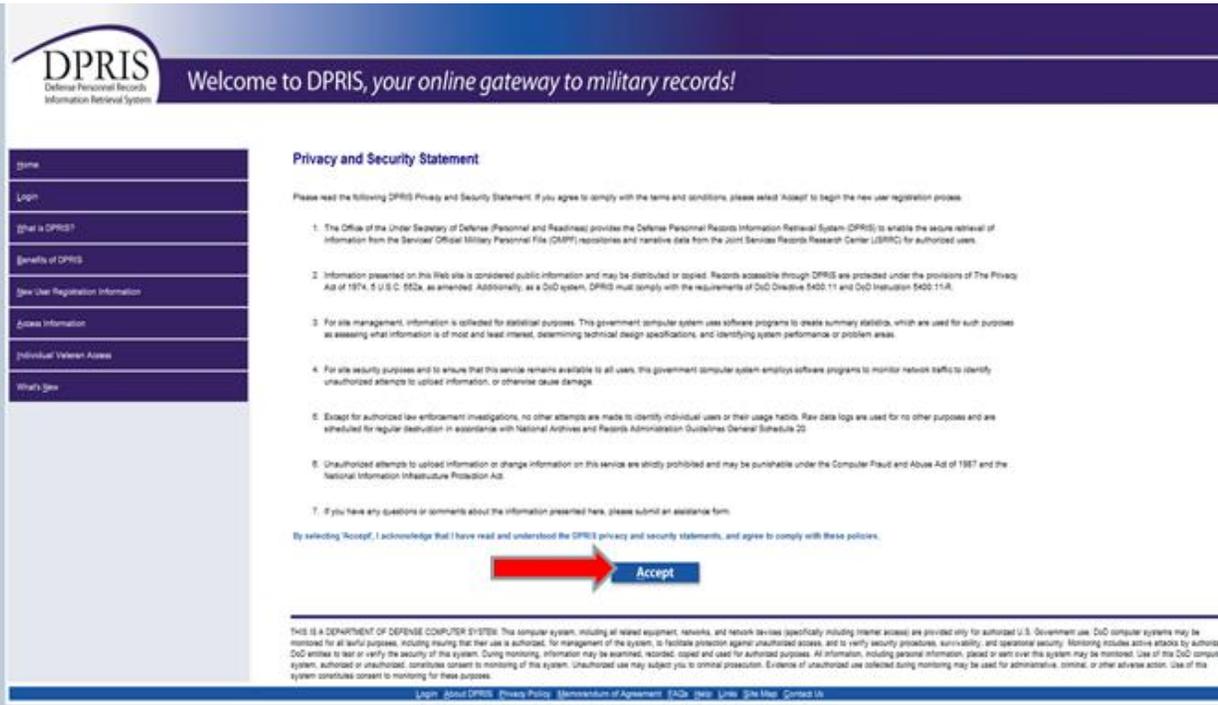


Figure 1-2: Privacy and Security Statement

1.3. LOGIN METHOD

Once the terms of the Privacy and Security Statement have been agreed to, you will be brought to the Login Method Screen (Figure 1-3). Users are given the choice to login with either the User ID & Password Method, or the Common Access Card method. For the purposes of this User Guide we will login with the User ID and Password Method. Then click “Continue.”

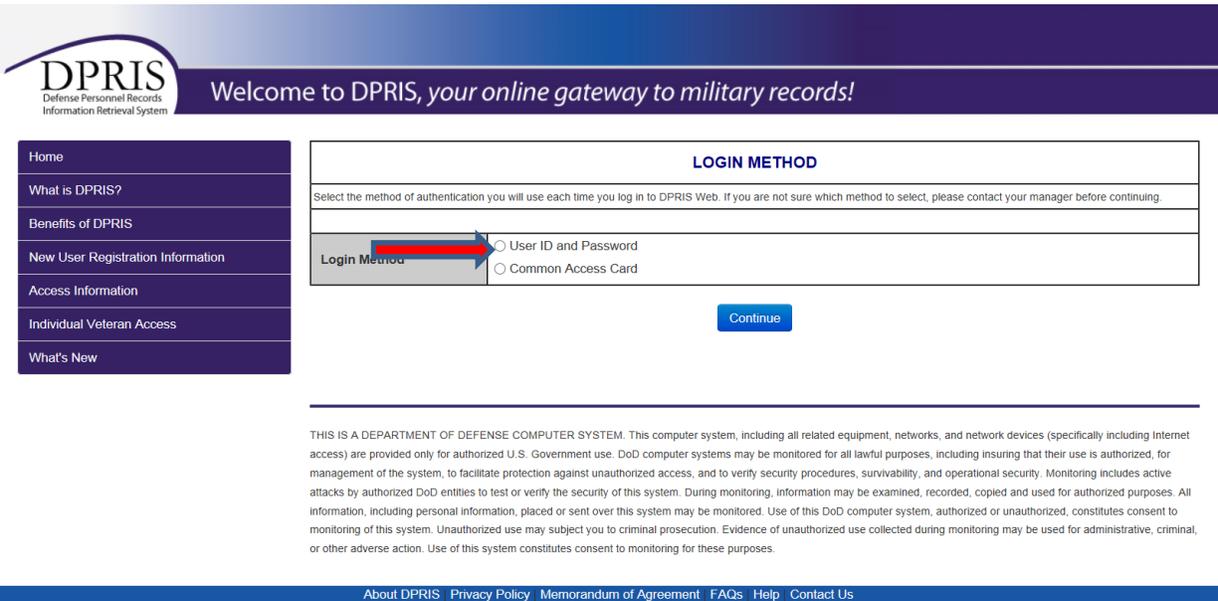


Figure 1-3: Login Method Form

1.4. AGENCY ID CODE ENTRY

After selecting the login method users will be asked to enter their Agency ID Code provided by their Agency Manager on the Agency ID screen (Figure 1-4).

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Please Enter Agency Id

Enter Agency Id:

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Figure 1-4: Agency ID

1.5. NEW USER REGISTRATION FORM

The New User Registration Form (Figure 1-5) contains the fields where users must enter information required for all authorized DPRIS users. You will be asked to create a unique User ID and Password. Then you will also be asked to identify your manager using the system so that they can approve your registration. Clicking on the “Select Manager” link will bring up a list of managers to select from.

NEW USER REGISTRATION FORM

Please complete the online form below to register as a new DPRIS user. Upon completion of all required information fields, click the Submit button at the bottom of the page. An automated email will then be sent to the appropriate manager to approve the new user request. (Note: text entered below is case sensitive and will be used each time a user logs into DPRIS.)

PERSONAL INFORMATION

First Name *

Middle Initial

Last Name *

User ID * ←

Password * ←
Passwords must contain: at least 8 characters (no spaces), at least one upper case and one lower case alpha, at least one number and one special character. Ex. More@200!
Click [here](#) for a list of password rules.

Confirm Password *

Security Question *
Choose a question only you know the answer to and has nothing to do with your password. If you forget your password, we'll verify your identity by asking you this question. The answer you enter should contain only letters (a-z A-Z), numbers (0-9), and these special characters [!@_~] and blank spaces.

Security Answer *

Email Address *
Please verify that you have entered your correct email address. In order for you to get notifications of the status of your DPRIS requests, and other notifications, your email address needs to be correct.

Confirm Email Address *

Phone Number *

AGENCY INFORMATION

Agency ID Code *
Code exactly as it was given to you. If this code has not yet been supplied to you, please contact your manager before continuing.

Manager * ←
Click [Go](#) link to view list of authorized managers for your Agency.
The following manager's information will be populated based on the Manager selected. View this information to verify you have selected the correct manager.

Full Agency Name

Manager's Name

Manager's Phone

Manager's Email

Manager's Office Code or Symbol

Office Code or Symbol
Enter an Office Code or Symbol, if your agency uses one. If you are unsure, this field can be left blank now and updated after your account has been activated.

By clicking on the SUBMIT button, you agree to adhere to all provisions of the Privacy Act of 1974 (5 U.S.C. § 552a) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Public Law (P.L.) 104-191).

* Represents a required field

Figure 1-5: New User Registration Form

1.6. DPRIS PASSWORD RULES

Using the User ID & Password Login method requires individuals to create a password that adheres to the specific DPRIS Password Rules (Figure 1-6) in order to insure security for the user as well as the integrity of the system.

DPRIS Password Rules

DPRIS uses an industry standard process for establishing passwords. These rules are called Strong Passwords. The following rules must be followed:

- Each password **must** contain
 1. a minimum of eight (8) characters
Example: A B C D E F G
 2. at least one uppercase alphabetical character
Example: A B C D E F G
 3. at least one (1) lower case alphabetical character
Example: a b c d e f g
 4. at least one (1) numeric character
Example: 1 2 3 4 5 6 7 8 9 0
 5. at least one (1) of the following special characters:
Example: ! @ # \$ % & * () - _ = . , ; ? ' "
- Each password **must NOT**:
 1. contain a space.
Example: US Gov
- The password may not be changed more than once within a 24 hour period.
- The password must be different than the last ten (10) created by the user.

Your password should be something you can easily remember; however, they should not be something associated with you. Do not use a relative's or your birthday, names of your spouse, children or pets, house numbers or office codes. A common practice is to use passwords similar to the ones found on vanity plates. The following are incomplete passwords and provided only for information. Each DPRIS password must be eight characters in length.

Gr62cu...
4Me!...
lcu8@...
lm#1...
Urn#2...
Go4\$\$...
Work!...

Figure 1-6: DPRIS Password Rules

1.7 MANAGER SELECTION PAGE

From the Manager Selection Page (Figure 1-7) users will select their appropriate agency manager to approve their User Registration Form.

Be sure that you see the below screen (Figure 1-9) to ensure that the information has been submitted. This submission will notify your Manager that you have submitted a New User Registration Form. Once your Manager approves the account, the user will be ready to login and begin using DPRIS.

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Your information was submitted

Your profile was forwarded to your Agency Manager for authorization. You will be notified by email once your DPRIS user account has been approved.

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Figure 1-9: Form Submitted