

Enterprise User

DOD Visitor End User Training Guide



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Table of Contents

Introduction.....	1
Background and Scope.....	1
DOD Visitor: Logging In.....	1-2
What to Expect.....	2
Help Desk.....	2
Online Storage.....	3

Introduction

This end user training manual provides the DOD Visitor with detailed information and training on utilizing the DOD Visitor application.

Background & Scope

“I can go anywhere in the DOD, login, and be productive”

When fully implemented, DOD Visitor will allow any DOD user to automatically have the appropriate access to any end-user device on the NIPRNet regardless of the “owner/maintainer” of that device. In addition, users will automatically be granted access to the applications residing on the end-user device as deemed appropriate by the local user access rules and policies. This DOD wide effort is intended to provide visiting users with the capacity to rapidly access any DOD Windows based NIPRNet workstation and its accompanying applications.

The DOD Visitor solution is applicable to valid DOD users with a Common Access Card (CAC) and access to government-furnished workstation, on the DOD’s unclassified network (i.e., NIPRNet). The DOD Visitor software provides visiting users with a simple, effective, and readily available course of action to gain access to any DOD workstation with NIPRNet connectivity. DOD Visitor provides the following advantages:

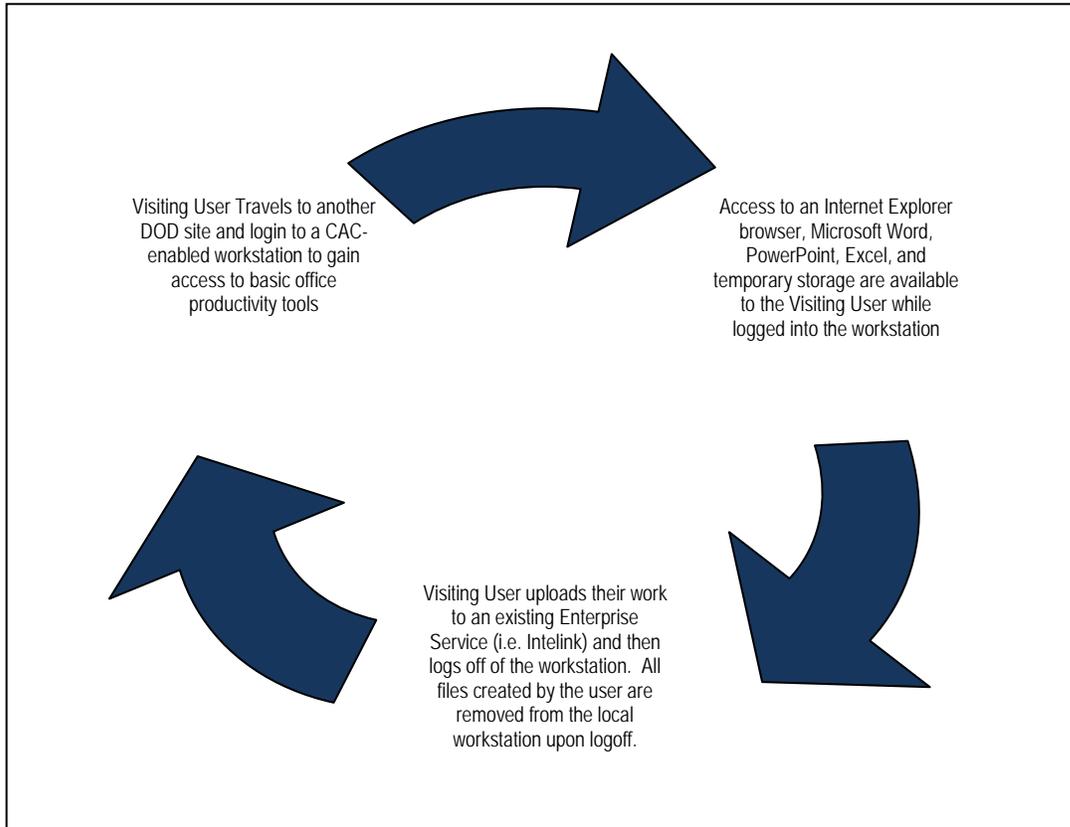
- Minimal Pre-Planning required by the end user
- Function with any DOD workstation with a CAC reader
- Personnel can place their CAC in any DOD Windows workstation residing in any DOD Windows domain
- Authorized CAC user receives access to basic login, print services, and a NIPRNet-connected web browser.
- Applications installed on the workstation will also be automatically available to the visiting user

Logging In

A traveling user, DOD Employee (civilian or military) or Contractor, with a valid CAC will first need to locate an available workstation that has been authorized access to a DOD owned or operated facility via normal physical security process for the facility.

Below are the series of steps necessary for the DOD Visitor to initiate in order to gain access to a CAC enabled workstation:

1. Insert CAC
2. Enter valid PIN; login fails and this is the intended behavior
3. Re-Enter valid PIN; login succeeds because user account is provisioned
4. Desktop loads with a DOD Visitor profile.



NOTE: A visiting user will need to insert their CAC pin twice in order to gain access to the workstation and network.

The first CAC pin entry by the visiting user creates a temporary user account. The second CAC pin entry by the visiting user provisions the account, allowing the newly created temporary account to access the workstation and Windows domain.

What to Expect

The following end-user functionality and services will be available to the DOD Visitor once successfully logged into the end-user device.

- Browser access to any NIPRNet accessible service.
- Access to Internet Explorer, Microsoft Word, PowerPoint, and Excel and printing through available applications is not blocked.
- All files placed on the workstation during the users login session will be removed upon logoff of the workstation. Visiting Users are notified by the desk top wall paper to upload their files to an existing Enterprise Service (i.e. Intelink, AKO/DKO, and DCO) so that their work is not lost.
- None of the end-users standard desktop settings from their home base location are available via this login at this time.
- Temporary storage to My Documents is not blocked and files are folders are removed upon logoff.

Help Desk

If issues arise contact the existing local DOD Component Help Desk support.

Online Storage

Users requiring long term storage will need to save files to an online storage site. DOD personnel can access and use IntelDocs or AKO/DKO as a way to save long term storage in their local DOD component does not have use of an online storage site. Users can create an IntelDocs account by going to <https://www.intelink.gov/inteldocs>, then clicking on “Log In”, and select “New Account Registration”. The use and training of how to use IntelDocs are not in scope of this document, and users should refer to the IntelDocs website for help. Users can also create an AKO/DKO account by going to <https://www.us.army.mil> and accept the user agreement. After accepting the user agreement click “register with a CAC”. The use and training of how to use AKO/DKO are not in scope of this document, and users should refer to the AKO/DKO website for help.