

Register for SPOT Access



Access to the Synchronized Predeployment and Operational Tracker (SPOT) application requires sponsor approval. You can register for SPOT access online from the SPOT “Login” page. To complete and submit the online registration, you are required to enter your company or organization name and the contact information of the sponsor who will authorize your access to the SPOT system.

This quick reference guide provides instructions on how to register for SPOT access with a SPOT authorized Common Access Card (CAC) or External Certification Authority (ECA) certificate. For more information about CAC or ECA certificates, see the *SPOT Frequently Asked Questions (FAQs)* document. This guide is available on the SPOT “Program Support” page (https://www.acq.osd.mil/log/LOG_CSD/spot.html).

Note: Access to SPOT requires a Common Access Card (CAC) or External Certification Authority (ECA) certificate or in limited capacity a user name and password account can be requested. Citizens of the FVEY partner nations (**United States, United Kingdom, Australia, New Zealand, and Canada**) can **only** access SPOT using a CAC or ECA certificate; they are **not** permitted to obtain a SPOT user name and password account. Contractor Company Administrators, who are citizens of a non-FVEY country, should first pursue getting CAC or ECA certificates. If the non-FVEY citizens are unable to get a CAC or ECA certificate, they *may* apply for a user name and password account. The SPOT-ES Program Management Office (PMO) will consider user name and password requests **only on a limited case-by-case basis, as an exception to policy.**

1 Launch a web browser and enter the SPOT website URL into the browser address window. The SPOT “DoD Disclaimer” page will display.

For Non-secure Internet Protocol Router Network (NIPRNet): <https://spot.dmdc.mil/>

For Secure Internet Protocol Router Network (SIPRNet): Please contact the SPOT-ES Help Desk.

Note: For information about supported browsers, click the **Which browsers can I use with SPOT?** link on the SPOT “Login” page.

2 Review the “DoD Disclaimer” page. Click the **I Consent** button at the bottom of the page. The SPOT “Login” page will display.

Note: If you select **I Do Not Consent**, the “Non-Consent” page will display and your access to the SPOT system will be blocked. To release the block, you must close the web browser and launch a new browser session by entering the SPOT URL.

3 Click the **Register** link . The online user registration process will begin. For help, click the **Registration Self-help video** link or button ().

4 Select the appropriate affiliation option (Company Contractor Personnel, U.S. Government Personnel, or U.S. Military Personnel). Click the **Continue** button. A role description page will display.

Notes:

- The affiliation should indicate your employer. If you are a contractor who supports a government organization, select **Company Contractor Personnel**.
- For each affiliation, there will be different roles available for selection.

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5 Click the radio button which best describes your need for SPOT access. Click the **Continue** button. The “Privacy Act Statement” will display.

Notes:

- Contractors requesting government roles require SPOT-ES PMO approval and are approved on a case-by-case basis.
- The Tier3 Scheduled Reports User role is for users who will access Tier 3 reports and will have limited access to some “Home” page links, but not access to other SPOT functionality.
- If you are not sure which statement best describes your role, contact the SPOT-ES Help Desk for guidance.

6 Read the “Privacy Act Statement”. Then click the checkbox stating, “I have read and understood the privacy policy”. I have read and understood the privacy policy

Note: You cannot proceed until you select this checkbox.

Click the **Continue** button. You will be prompted to select the appropriate SPOT authorized CAC or ECA certificate credential.


7 Select your identity (not email) digital certificate (appears as “DOD-ID CA-XX” or “DoD CA-XX”) and click the **OK** button. If the selected certificate requires a Personal Identification Number (PIN), enter your **PIN** at the prompt and click the **OK** button. The “User Registration - Profile Information” page will display.

Note: Ensure your CAC is inserted in the card reader or your third-party ECA certificate is properly loaded onto your workstation. If a pop-up window does not display, it is possible that SPOT does not recognize your certificate. For assistance, contact the SPOT-ES Helpdesk at (703) 578-5407 or dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil. If you select the wrong certificate in the pop-up window, close your browser and try again or click **Tools > Internet options > Content > Clear SSL state** to clear your SSL cache.




8 Enter your profile information (telephone number and primary and alternate email addresses). The email addresses must be NIPRNet or unclassified email accounts. If a contractor is supporting a government organization and requires a SPOT governmental role, the primary email address must be a government or “.mil” email account.

Tip: All fields marked with a red asterisk (*) are required.

Click the **Continue** button. The “User Registration - Organization Affiliation” page will display.

9 Depending on the affiliation selected in Step 4, a **Company** or **Organization** field will display. Click the **Search** icon  next to this field to launch a search for your company or government organization.

A “Company” or “Organization” pop-up window will appear.

Note: Instead of searching for the organization, government users have the option to click the **Organization Hierarchy** icon  to view and select from the organization tree view. The role you are registering for determines what organizations are available to select. Organizations with blue and green **Organization Hierarchy** icons  are available to select. Organizations with white **Organization Hierarchy** icons  are not available to select.

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10 Enter the name of the company or government organization in the **Search** field. Click the **Search** button.

Note: To perform a search, enter three or more characters in the **Search** field.

11 Select your company or government organization. The selected company or government organization name will automatically populate in the **Company or Organization** field on the “User Registration - Organization Affiliation” page.

Notes:

- If you are a government or military user, your role determines what organizations are available to select.
- If you are registering for the Contracting Officer or Contracting Administrator role, you can select only contracting offices, regardless of whether these organizations are also identified in SPOT as supporting government organizations for deployments.
- If you are registering for the Government Authority or Government Administrator role, you can select only supporting government organizations.
- If you cannot find your company or government organization, please contact the SPOT-ES Help Desk at (703) 578-5407 or dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil.

11a For a government organization, click the **Add to List** button. The government organization will display in the **Organization to Add or Keep** field. If necessary, repeat Steps 9 through 11 to add additional organizations.

12 Enter your **Sponsoring Point of Contact** information (name, office telephone number, and primary email address). The **Sponsoring Point of Contact** should be a supervisor within your organization or company who can validate your need to access SPOT.

Notes:

- A sponsor does not need to be a registered SPOT user.
- To ensure your sponsor receives the SPOT registration request for approval, verify the sponsor’s email address is correct.
- For a contractor Company Administrator role in SPOT, your sponsor should be a supervisor or someone from your Human Resources (HR) department within your company who can validate your need to access SPOT.
- For government and military persons, the sponsor is your government or military supervisor with an official government email address.
- If a contractor is supporting a government organization and requires a SPOT governmental role, the sponsor must be a government official and not a company supervisor. The email address must be an official government email account.
- Self-sponsoring is not authorized.

Click the **Register** button.

The “User Registration – Complete” page will display with a message that indicates your registration request was successfully submitted.

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- 13** After registering for your SPOT account, the SPOT-ES Help Desk will send you an email with instructions on how to complete the DD Form 2875 System Authorization Access Request (SAAR) that will be attached to the email. Complete the DD Form 2875 and submit it to your sponsor to approve and validate your need for access to SPOT. The sponsor must submit a completed and digitally signed (by both sponsor and person registering) DD Form 2875 to the SPOT-ES Help Desk for all new users.

The DD Form 2875 must indicate the date the following requirements were completed:

- Information Awareness (IA) Training (Cyber Awareness Challenge Training fulfills this requirement) (or equivalent)
Current URL (NIPR): <https://cyber.mil/training/cyber-awareness-challenge/>
Current URL (Public): <https://public.cyber.mil/training/cyber-awareness-challenge/>
- Non-Disclosure Agreement (NDA) Form (if a contractor is filling a government role)
- SPOT training for the requested role

- 14** Immediately after submitting your registration, SPOT automatically sends an email notification to the **Sponsoring Point of Contact** listed in Step 12. The email instructs your sponsor to respond to either approve or deny your registration request. SPOT registration cannot be processed without your sponsor's response.

If you do not get an email notification regarding your registration status within three business days, contact the SPOT-ES Help Desk's registration team at (703) 578-5407 or dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil.

Notes: After your account is approved:

- If you are a registered SPOT user and your first name, last name, or middle name/initial changes on your CAC, you should still be able to access SPOT if your new DoD-issued CAC certificate matches the DoD ID stored in the system for your account. Upon successful verification, SPOT will automatically update your login. For other changes to your SPOT user profile information (such as email address or organization), contact the SPOT-ES Help Desk.
- If you do not log into SPOT, your account will deactivate automatically after 35 days of inactivity. You will receive email warnings 14 days and 7 days prior to deactivation. If you ignore the warning emails, your account will be deactivated, and you will receive an email notice. To keep your account active, log into SPOT on a regular basis. If your account is no longer active and you still require access to SPOT, contact the SPOT-ES Help Desk. If your account is deactivated and your DD Form 2875 System Authorization Access Request (SAAR) is over a year old, a new DD Form 2875 will have to be submitted.