

Register for SPOT Access



Access to the Synchronized Predeployment and Operational Tracker (SPOT) application requires a sponsor approved registration. You can register for SPOT 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 PKI Certificate.

Note: Citizens of the United States, United Kingdom, Canada, Australia, and New Zealand are required to register and log into SPOT with a SPOT Authorized PKI Certificate. If you are not a citizen of the United States, United Kingdom, Canada, Australia, or New Zealand and cannot obtain a PKI Certificate, then you can request a SPOT username and password SPOT account through your government contact.

1 Launch a web browser (Internet Explorer is preferred) 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): <https://spot.dmdc.osd.smil.mil>

Note: SPOT supports Internet Explorer (IE) versions 8, 9, 10, and 11, Google Chrome version 41.0.2272.89, and Mozilla Firefox version 36.0.1.

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

3 Click the **Register** link The online user registration process will begin.

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.

Note: For each affiliation, there will be different roles available for selection.

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

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 PKI Certificate Credential.

7 Select your identity (not email) digital certificate (appears as “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.

Register for SPOT Access



Note: Ensure your Common Access Card (CAC) is inserted in the card reader or your third-party PKI 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 dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil or (703) 578-5407. If you select the wrong certificate in the pop-up window, close your browser and try again.

8 Enter your profile information (name, telephone number, and primary and alternate email addresses).

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.

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 government or military user who is registering for the Contracting Officer role, you will only be able to select an organization that is identified as a contracting office in SPOT.
- 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.
- 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.

Register for SPOT Access



13 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 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 dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil or (703) 578-5407.

Note: 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 for a system-specified number of days, you receive a warning email that your account will be deactivated due to inactivity. To keep your account active, log into SPOT on a regular basis.