

JTAPIC Analysis and Collaboration System (JACS)

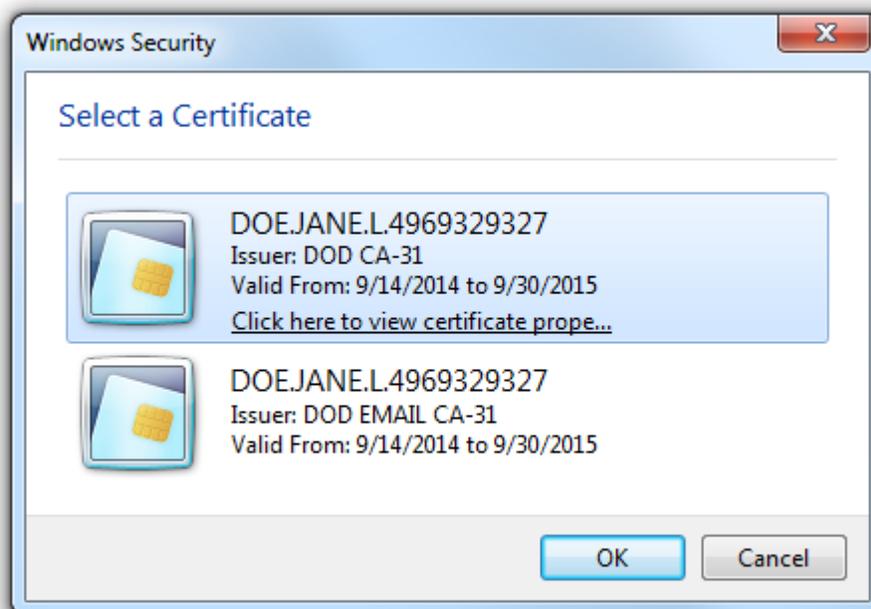
Instructions for Obtaining a JACS Account

JACS is available for any user on the Department of Defense (DoD) network. The unclassified system uses Common Access Cards (CACs) to authenticate users. The classified system uses SIPR CACs or Intelink Passport IDs for authentication. Registration for Intelink is not required to use the unclassified version of JACS.

The **JTAPIC Analysis and Collaboration System (JACS)** is designed to work with any web browser. The instructions in this guide are illustrated with screenshots from Microsoft Internet Explorer.

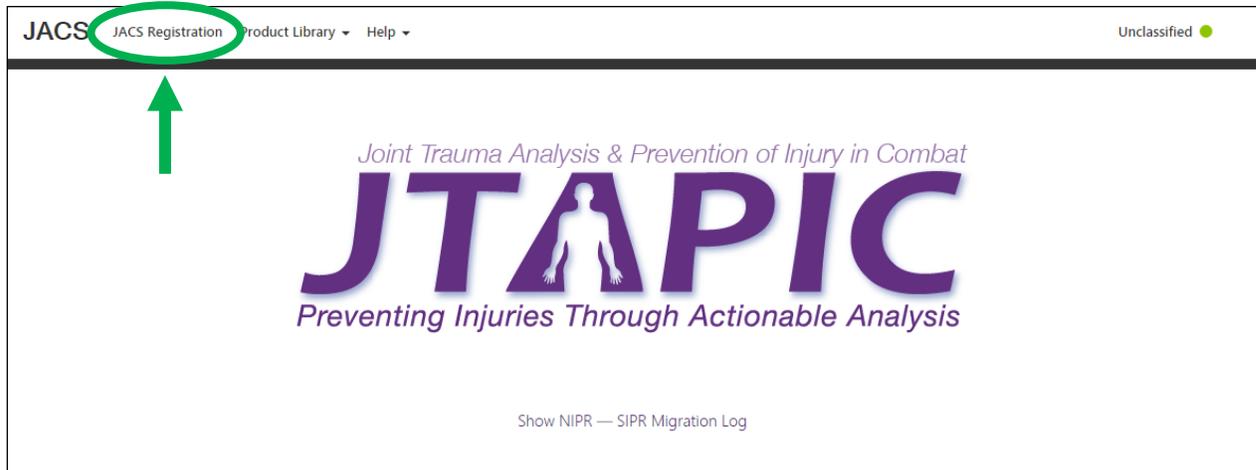
REGISTER FOR A JACS ACCOUNT

1. Navigate to **https://jtapic.arl.army.mil/jacs** or click on JACS Registration on the JTAPIC Home Page **http://jtapic.amedd.army.mil**.
2. A prompt will appear asking you to select the certificate with which you would like to authenticate. **Do not select the email certificate.** Use the pre-selected certificate by pressing **OK**.

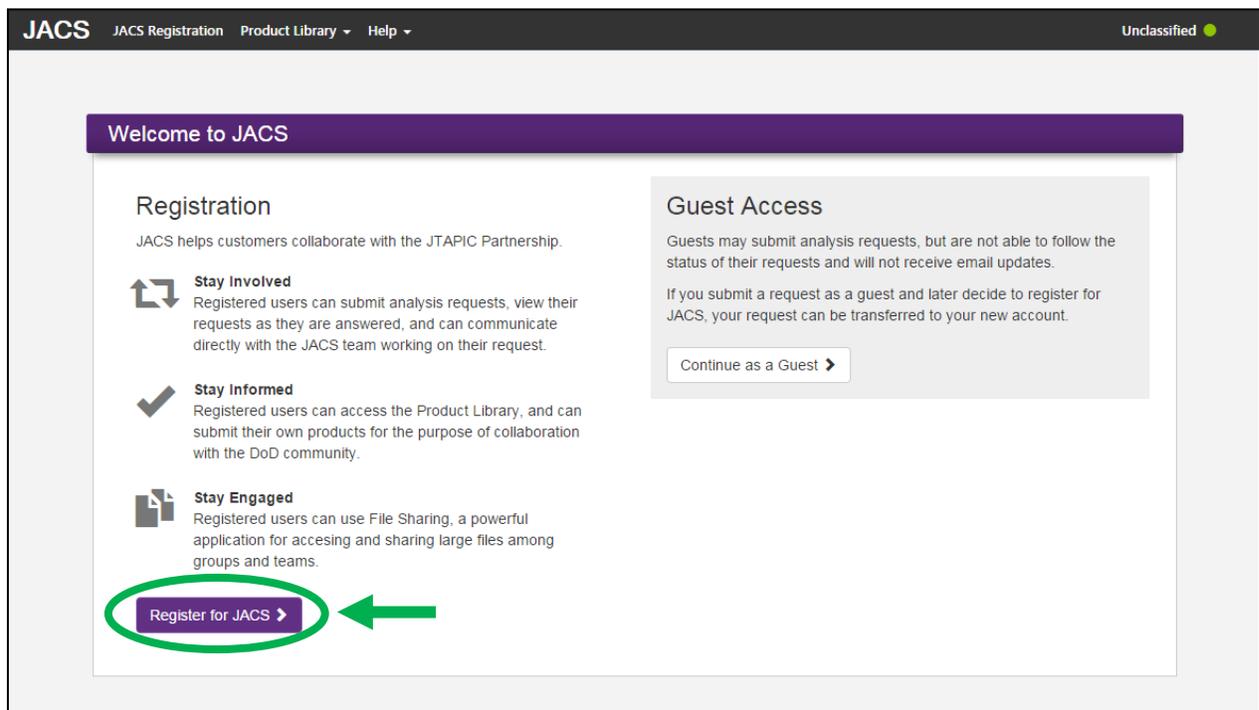


3. You will see the Terms and Agreements for accessing JACS, a U.S. Government Information System. Click **Accept** to continue to JACS.

4. You are now at the JACS home page. Click **JACS Registration** in the navigation bar to begin your registration.



5. You will be taken to the JACS Registration home page. Click **Register for JACS** to continue.



6. Select your employee type (Military, Civilian, or Contractor) by clicking the appropriate button.
7. Select the service or department with which you are affiliated.
8. Find your organization. You can expand organizations with a caret icon (▶) to view organizations underneath that organization. You can search for your organization by name or acronym using the search bar. If your organization is not listed, you can add it. When you have found your organization, click the **SELECT** button to the right of the organization to select it.

The screenshot shows the JACS Registration interface. At the top, there is a navigation bar with 'JACS', 'JACS Registration', 'Product Library', and 'Help'. A user status indicator 'Unclassified' is in the top right. The main content area is titled 'JACS Registration' and 'STEP 2 OF 3'. It asks 'Which service or department are you affiliated with?' with a dropdown menu currently set to 'Army'. Below this, it asks 'Which unit or organization are you affiliated with?' and provides a search bar with the placeholder 'Type here to search'. A list of organizations is displayed, each with a 'SELECT' button. The 'Intelligence & Security Command (INSCOM)' entry is highlighted with a green circle around its caret icon (▶) and a green text annotation 'Click to select an organization'. Another green circle highlights the text 'please click here to add it.' in the instructions. A third green circle highlights the 'SELECT' button for 'Intelligence & Security Command (INSCOM)'. A fourth green circle highlights the text 'Click to view child organizations' below the INSCOM entry.

9. Once you have selected your organization, click **Next** to proceed. Click **CHANGE** if you would like to change the organization you selected.
10. Fill out the registration form. Required fields are marked with a red asterisk (*).

When you have finished entering your information, press the **Complete Registration** button.

11. A confirmation email will be sent to the email address you entered. Click the hyperlink contained in this email to verify your account.
12. Your email address is now verified and your account is activated. You can access JACS at any time by visiting the home page at **<https://jtapic.arl.army.mil/jacs>**