


Submitting a Domain User Request

User Instructions:

1. Complete ATCTS registration (See #1 instructions in User Domain Request folder)
2. Complete Cyber Awareness and User Agreement (See #2 instructions in User Domain Request folder)
3. Download certificates.
4. Using a domain machine, log in with your CAC as a visitor, open a web browser and go to <https://ngksc2-dpcapp19.ng.ds.army.mil/SAAR>
5. Hover over "My SAAR Request" at the top left and select "Add SAAR Request" from the drop down menu.
6. Complete all blocks as indicated.
7. Submit Request.
*If any errors are encountered it will not be submitted to your supervisor for processing, please correct and try again.
8. Your supervisor will receive an email to process your request.
9. You can track your progress by hovering over "My SAAR Request" and selecting "Show My SAAR Request"
10. Do not contact the J6 Service Desk for status on this process, contact your supervisor.

Supervisor/IASO Instructions:

11. Once you receive an email to process a user request open the link sent in the email.
*If the link fails copy and paste into a browser.
12. Hover over "Supervisor Admin" at the top and select "Show SAAR Request" from the drop down menu
13. Select the edit icon  next to the request you want to process
14. **Verify ALL information is complete and accurate for user request. Many requests are being denied due to incorrect AUP and no ATCTS account. It is your responsibility to ensure these are correct before approving.**
15. Complete all Supervisor section blocks, Save.
*If you notice that your contact information is wrong, please submit a helpdesk ticket with the correct information to be updated.
16. The Personnel Security Office will receive an email to process your request.
17. Once complete, the Information Assurance Owner will receive an email to process.
18. Once complete, the Information System Owner will receive an email to process.
19. Once all of the sections are processed and complete, a ticket will be automatically generated on your behalf to have the account created. There is no need to submit a Help Desk ticket throughout this process, unless issues arise after the account has been created.