

# DAART AUTHENTICATION REGISTRATION USER GUIDE

This guide provides instructions for the new process to authenticate DAART users.

**\*\* The URL for DAART has changed** to <https://govcloud.daart.us>. If you access <https://daart.us> you should be automatically redirected to the new URL. If you experience an error at <https://daart.us>, you may need to clear your browser cache in order to be redirected to <https://govcloud.daart.us>.

*All DAART users will need to register an authentication method, Common Access card (CAC) and/or Mobile Authentication Token. This will be a one-time registration for each/either method. You can register for both types (separately) and link them to a current DAART account.*

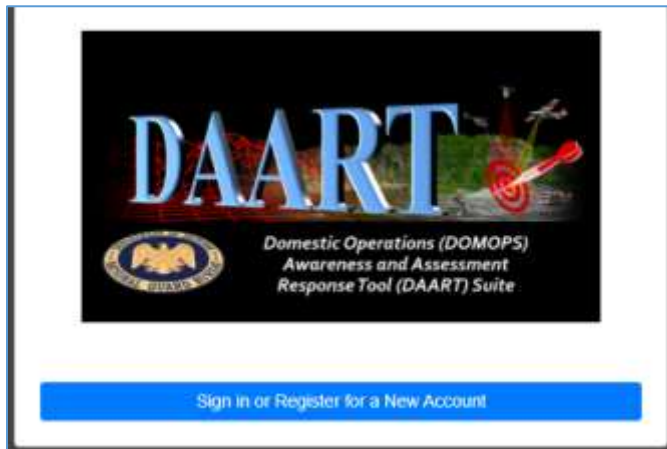
**★ Please register your CAC before registering mobile authentication token access. ★**

**The authentication registration process must be started and completed on a computer, not on a mobile device.**

All desktop client and mobile app users will need to perform the authentication method registration for CAC and/or Mobile Authentication token access **on the website before** using the client or mobile app.

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Follow the [instructions](#) below after clicking the **Sign in or Register for a New Account** button.

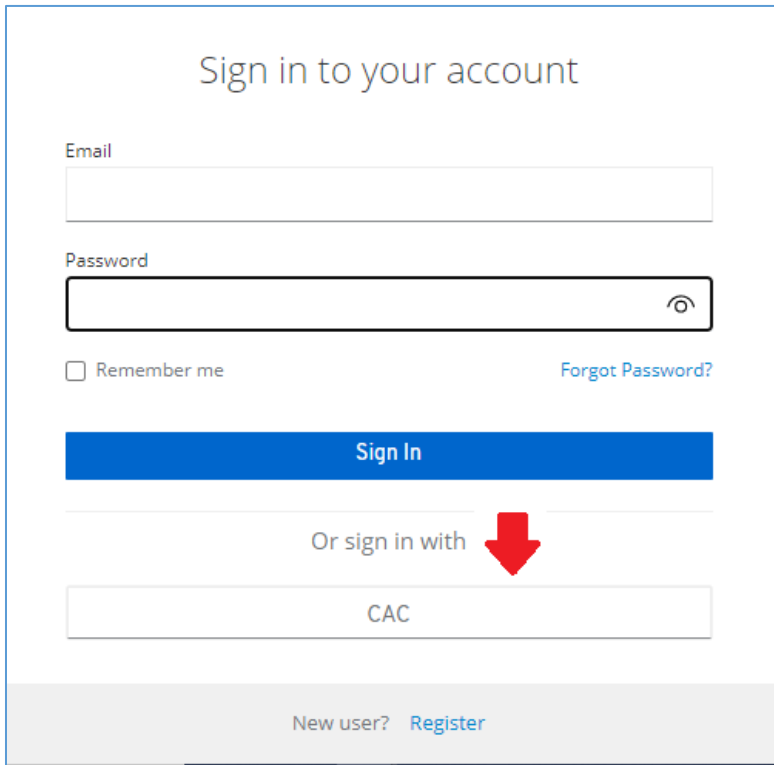
## Instructions

Are you an existing DAART user? [YES](#) [NO](#) (go to page 13)

### 1. Existing User

Do you have a Common Access Card (CAC)? [YES](#) [NO](#) (go to page 7)

## Existing User CAC Registration




Sign in to your account

Email

Password

Remember me [Forgot Password?](#)

**Sign In**

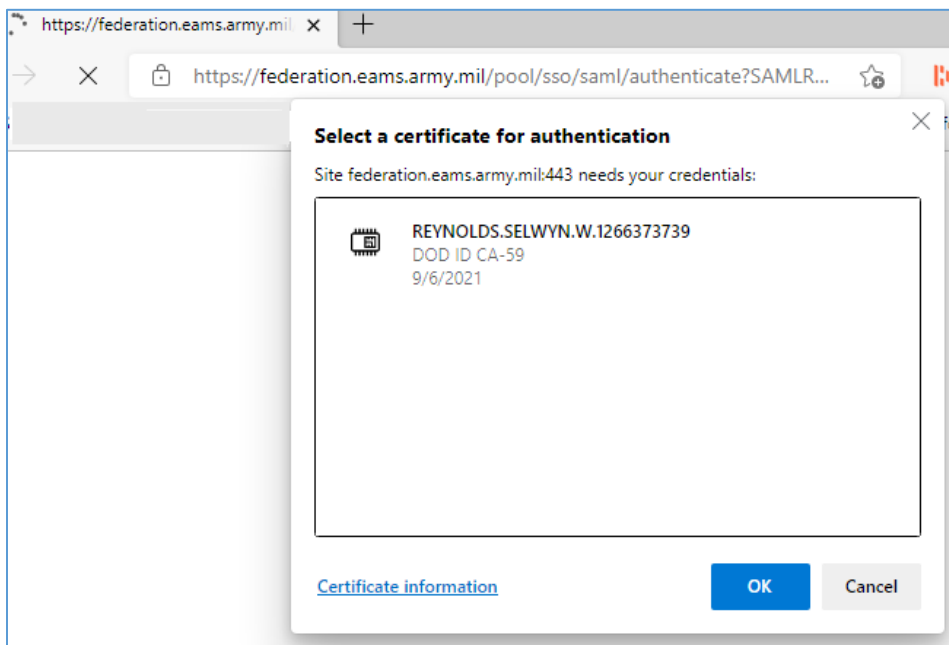
Or sign in with 

**CAC**

New user? [Register](#)

Click the **CAC** button

DAART utilizes EAMS-A (Enterprise Access Management Service-Army) for CAC authentication. You will be redirected to the EAMS-A to verify your CAC and PIN.



Select your certificate, click **OK**.



Enter your PIN, click **OK**.

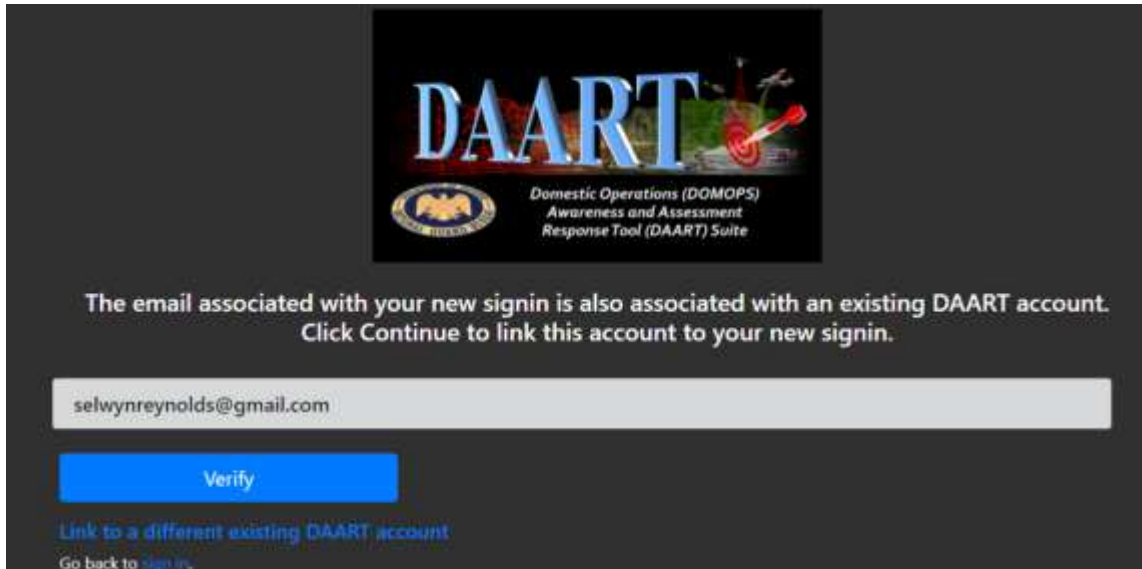
### Terms and Conditions

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Read and **Accept** the Terms and Conditions of using DAART (displayed the first time you log in only). You will then be taken to the DAART Link/Continue Registration page.

If you have a DAART account that is associated with the same email used by your CAC you will be prompted to verify the email address.

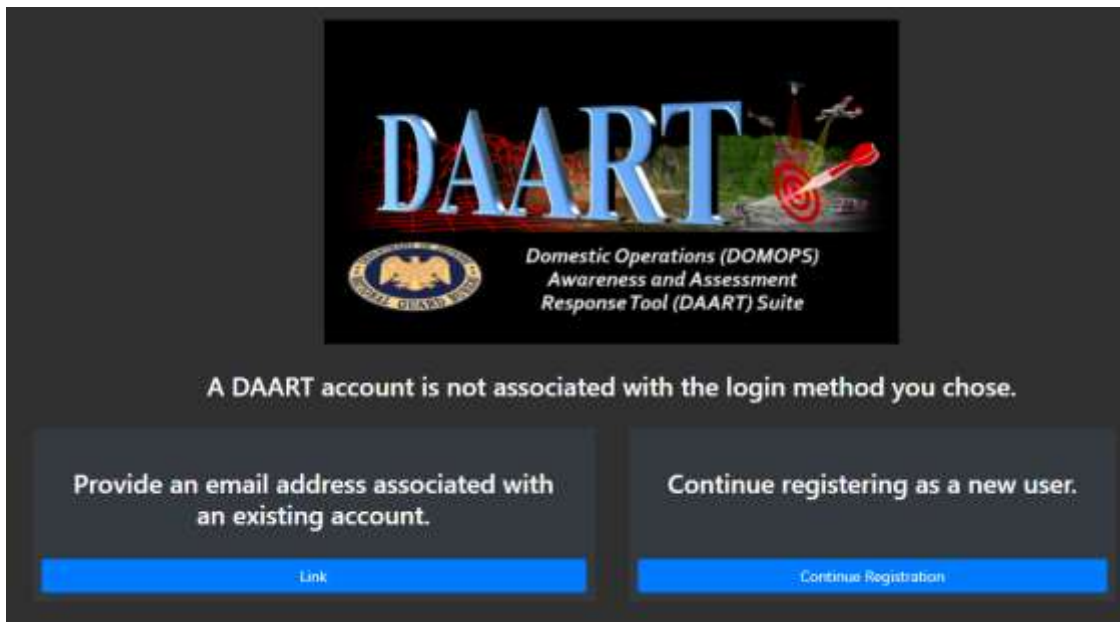


Click **Verify**. You will receive an email at this address.

Enter the 6-digit verification code from the email in the box on the right then click **Verify** to be taken to the DAART Event Page.

*If you have an expired Cyber Training Certificate or IO Training Certificate you will see a page stating you have been signed out of DAART. You can click the **Sign In** button or momentarily you will be redirected to the Sign in page. After signing in you will be taken to the Training Page to upload new certificates or take the cyber and/or IO training before entering DAART.*

If you do not have a DAART account that is associated with the email used by your CAC you will be prompted to enter the email address that is associated with your existing DAART account.

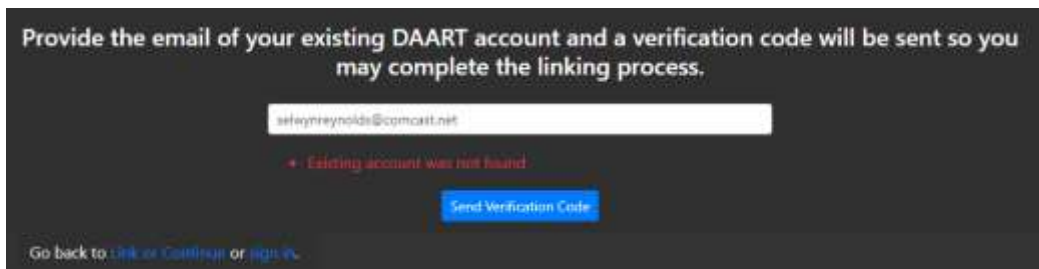


Click **Link** to provide the email address associated with your existing DAART account.



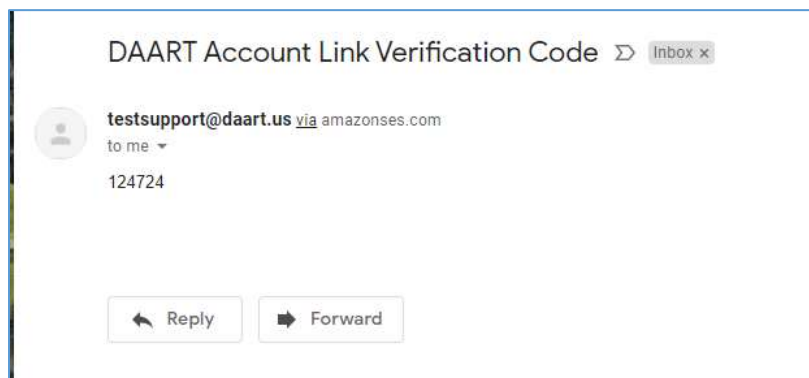
Enter the email address associated with your current DAART account then click **Send Verification Code**

You will be notified if an existing account does NOT match the email address provided.



Enter another email address or click **Link or Continue** to return to the Link/Register page to register for a new account. Go to [New User](#) (page 13).

If the correct email address was entered for an existing account you will receive an email with a 6-digit code from DAART Support at the email address entered.



Enter the verification code sent to the email listed in the Email address box.  
**\*\*The verification code must be entered within 1 minutes of receiving the email\*\***

Email address: selwynreynolds@gmail.com

Enter verification code: Verification Code

The VerificationToken field is required.

Buttons: Resend Verification Code, Verify

Enter the 6-digit verification code from the email in the box on the right then click **Verify** to be taken to the DAART Event Page.

## Existing User Non-CAC (mobile app) Registration

DAART requires two factors of information in order to authenticate a user. Mobile device authenticator apps generate a unique code every 30 seconds that provides the second factor (second = something you have). Your username and password together are the first factor (first = something you know)

You will need an authenticator app installed on your phone to get the second factor (6-digit code) to log into and register for mobile authentication token access to DAART. See [Mobile Authenticator App Setup](#) (page 30) for instructions if needed.

Sign in to your account

Email: |

Password:

Remember me [Forgot Password?](#)

**Sign In**

Or sign in with

CAC

New user? **Register**

Click **Register** (this is registering an authentication method, not a DAART account)

## Register

**Minimum Password Requirements:**

At least 15 characters

Any 2 of the following: &!@#% ^\*\_ - += \, . : ; / <

2 Numbers

2 Capital Letters

2 Lowercase Letters

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)

Register

Enter your **first name**, **last name**, **email** and create a **password** (according to the requirements listed in red) then click **Register**. ★ **You must use an email address that is NOT associated with your CAC if you have registered your CAC or plan to in the future (personal email address is OK to use for this) ★.**



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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Accept

Decline

Click Accept to accept the terms and conditions for use of DAART.

## Email verification



You need to verify your email address to activate your account.

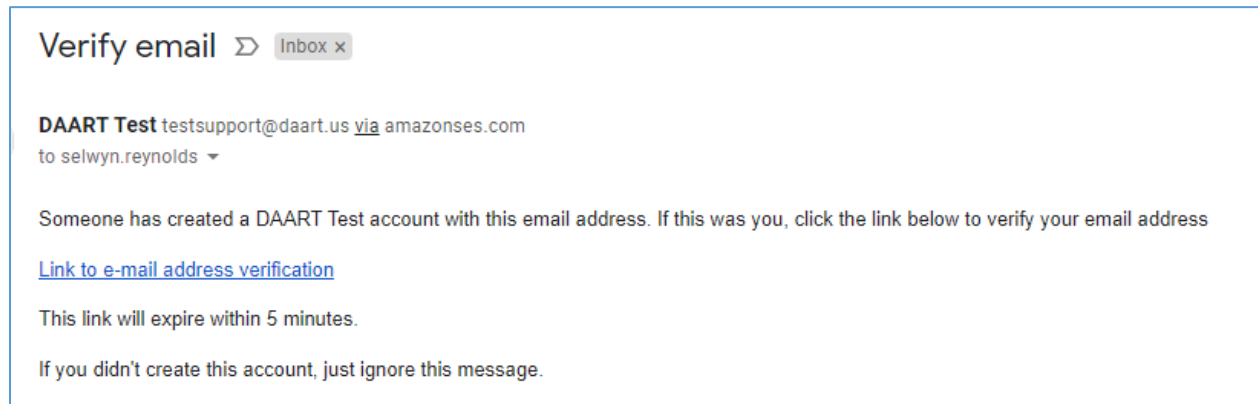
An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email?

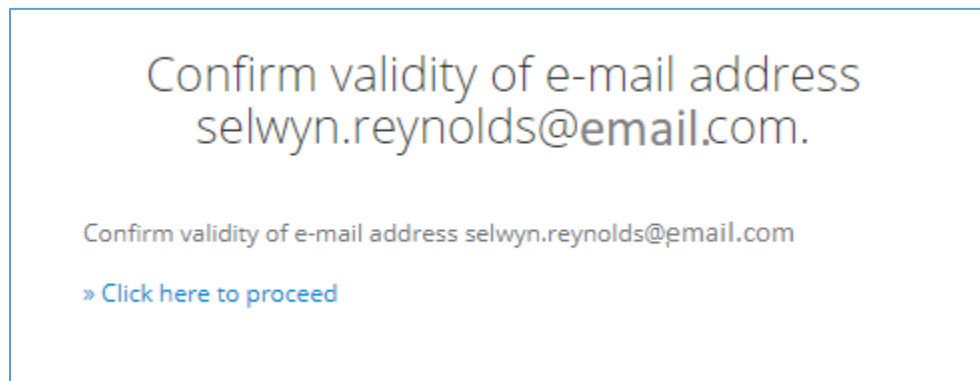
[Click here](#) to re-send the email.

DAART will need to verify your email address. An email will be sent to your address with a verification link in it. **\*\* You must check your email on your computer, NOT your phone, to**

**click the verify link. The authentication registration process must be started and completed on a computer, not on a mobile device.**



Click the verification link to be taken to DAART to confirm the validity of your email address.



Click "»Click here to proceed". At this point you will be taken to the DAART Mobile Authenticator Setup page to complete the authenticator app token registration by configuring the mobile authenticator setup.

## Mobile Authenticator Setup

 You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications (or other authenticator app) on your mobile device:

Google Authenticator  
Microsoft Authenticator

2. Open the application and scan the barcode:



[Unable to scan?](#)

3. Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices:

**The one-time code must be entered within 10 minutes.**

One-time code from mobile app \* (Required)

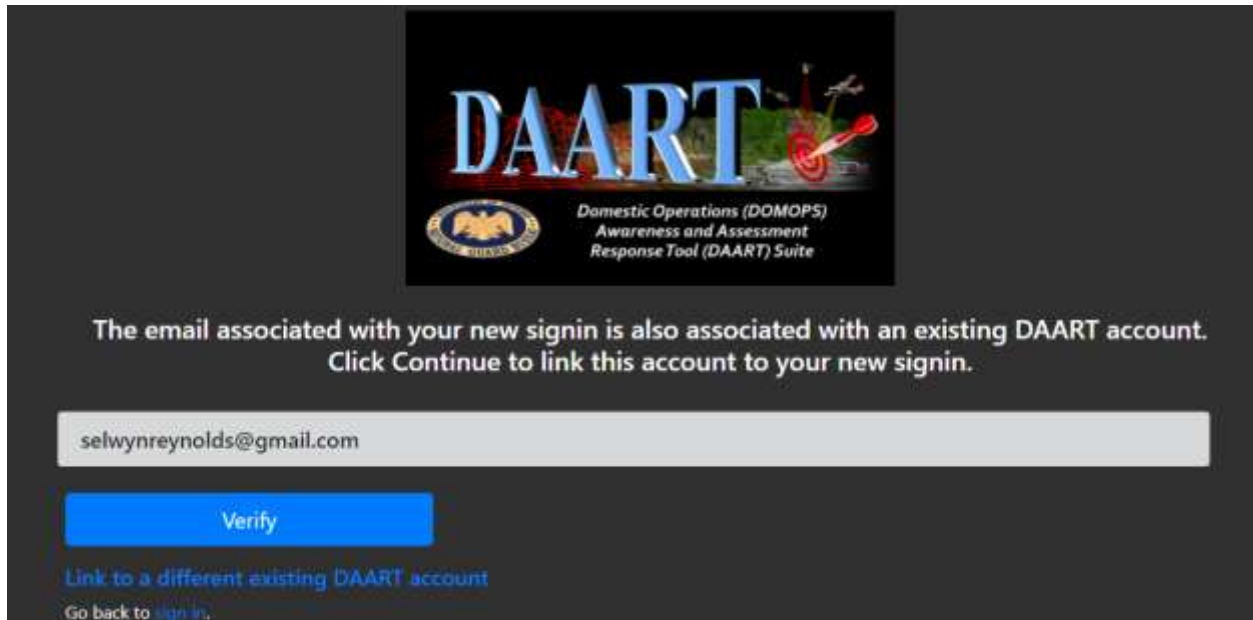
Device Name (Optional)

Submit

Follow the instructions on the **Mobile Authenticator Setup** screen to establish a token authenticator provider.

1. Scan the barcode with the authenticator app installed on your mobile device  
\*\* See Unable to Scan for instructions if your app will not scan the barcode \*\*
2. Enter the **6-digit one-time code** provided by the application on your mobile device in the box provided
3. **Optional:** enter a name for the device (named reference for your phone if you want)
4. Click Submit

★ If you have already registered a CAC for authentication you will see the [Link/Continue Registration](#) screen and will need to complete the Link steps on that page (page 5). If you have not registered a CAC continue to page 12.



DAART will look for an account that matches the email entered during the app authentication registration. If an account is found you can link the existing account to the app token registration by clicking **Verify**.

*If you have an expired Cyber Training Certificate or IO Training Certificate you will see a page stating you have been signed out of DAART. You can click the **Sign In** button or momentarily you will be redirected to the Sign in page. After signing in you will be taken to the Training Page to upload new certificates or take the cyber and/or IO training before entering DAART.*

If this is not your account, you can click **Link to a different existing DAART account** to be taken to the [Link/Continue Registration page](#) (page 5).

You have been logged out of DAART, click Sign In if you aren't redirected to the sign in page. You can now sign into DAART.

## 2. New User

Do you have a CAC? [YES](#) (page 13) [NO](#) (page 23)

### New User CAC Registration

Sign in to your account

Email

Password

Remember me [Forgot Password?](#)

**Sign In**

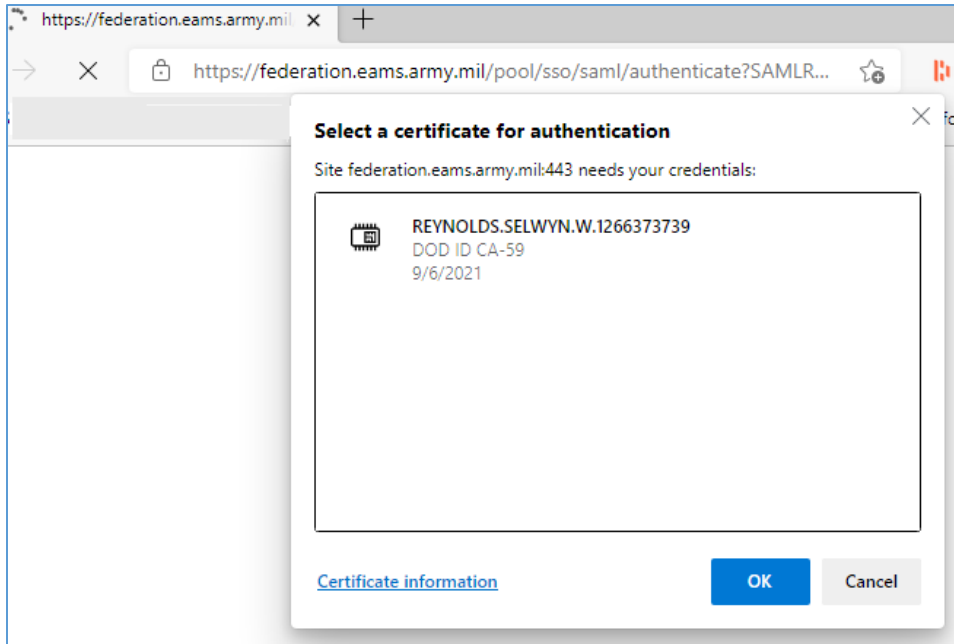
Or sign in with

**CAC**

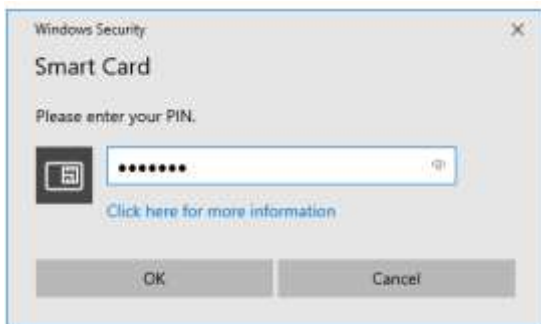
New user? [Register](#)

Click **CAC** button.

DAART utilizes EAMS-A (Enterprise Access Management Service-Army) for CAC authentication. You will be redirected to the EAMS-A to verify your CAC and PIN.



Select your certificate, click **OK**.



Enter your PIN, click **OK**.

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Accept

Decline

Read and **Accept** the Terms and Conditions of using DAART (displayed the first time you log in only). You will then be taken to the DAART Link/Continue Registration page.



A DAART account is not associated with the login method you chose.

Provide an email address associated with an existing account.

Continue registering as a new user.

Link

Continue Registration

Click **Continue Registration** to create a new DAART account.

## Registration

First Name:	Selwyn	Title:	title
Username:	selwyn.reynolds	Last Name:	Reynolds
Street:	street	Email:	selwyn.reynolds@allionscience.com
State:	-- Choose State --	City:	city
Phone:	telephone	Postal Code:	zip
Organization:	Organization	Building Name:	Building Name
Affiliation:	Affiliation	Organization Type:	-- select one --

Justification:

Continue Registration Cancel

Enter information then click **Continue Registration**.

• An account with email address selwyn.reynolds@allionscience.com already exists. Please choose a different email address.

Continue Registration Cancel

Note: the email address must be unique. Please contact [support@daart.us](mailto:support@daart.us) if you need to use an existing email address.

## Acceptable Use Policy

Username: selwyn.reynolds1 (please make a note of this)

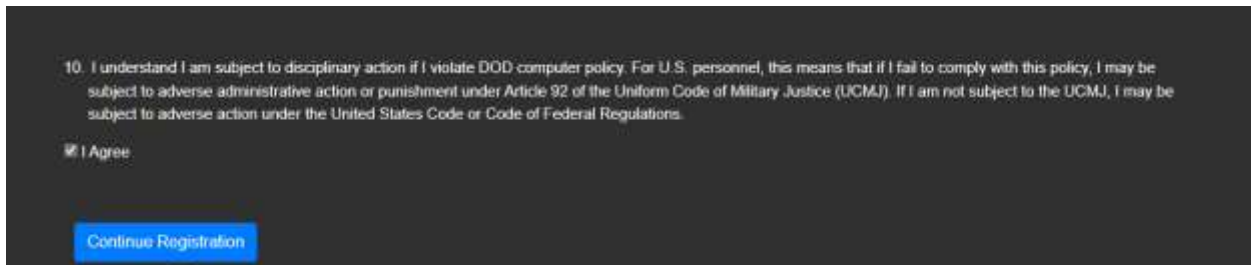
Download AUP

**DOMOPS Awareness and Assessment Response Tool (DAART)**

**General User Acceptable Use Policy (AUP)**

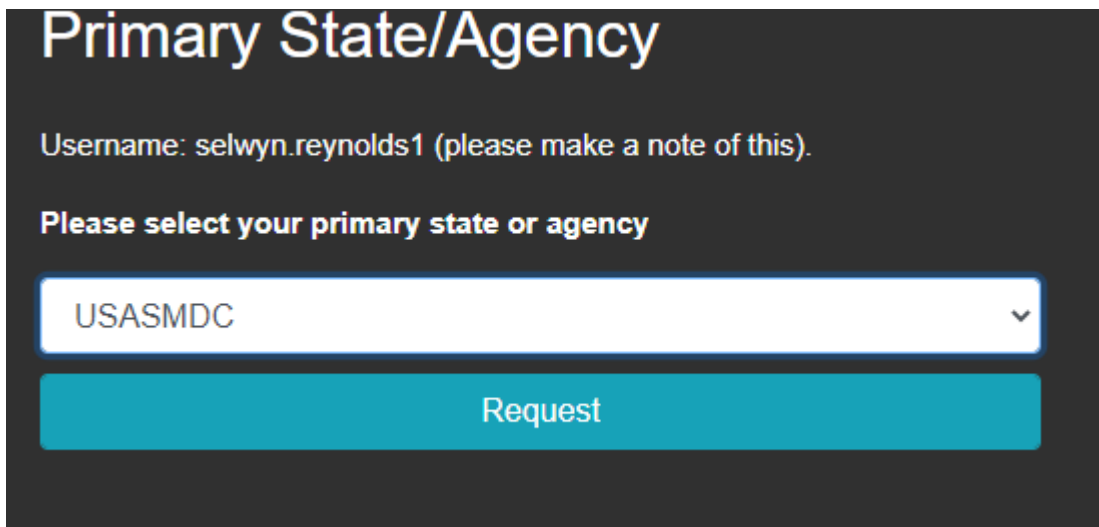
- Purpose.** Controls are needed for the DAART System to ensure all users are accountable for their own actions and to protect mission-related data and equipment from either malicious and accidental loss or damage. The following AUP has been developed to govern the behavior of the DAART System users to ensure they know and accept their responsibilities with respect to the DAART System security. Individuals must agree to conform to these rules. This will be accomplished during the DAART System user registration process prior to being provided access to the DAART System. Consequences for violating the AUP vary according to the seriousness of the violation.
- Understanding.** I understand that I have the primary responsibility to safeguard the information contained in the DAART System from authorized or inadvertent modification, disclosure, destruction, denial of service, and use.
- Access.** Access to the DAART System is for authorized purposes as set for in DoD 5500.7-R "Joint Ethics Regulation" or as further limited by this policy.



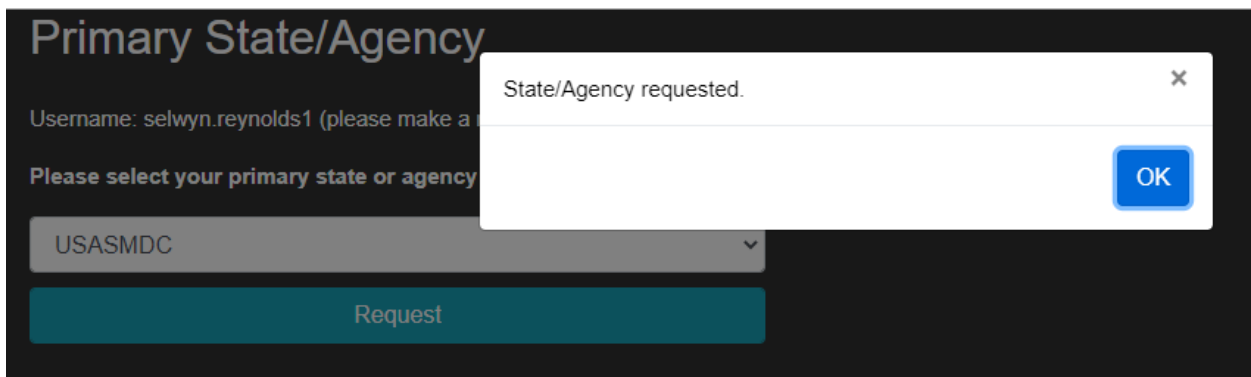


Read the Acceptable Use Policy, check the **I Agree** box then click **Continue Registration**.

As a DAART user, you will belong to a primary State or Agency. You will request access to the State or Agency. An account manager for the State/Agency will be notified of your request via email and will either approve/disapprove your account request. You will be cc'd on the email to the account manager and will also receive an email when your account is approved. If the account request cannot be approved you will receive an email with the reason.



Select your **primary State or Agency** from the drop-down box then click **Request**.



Click **OK**.

If you require access to files containing Controlled Unclassified Information (CUI), please click here:

Request CUI Access

Continue Registration

If you will need access to Controlled Unclassified Information (CUI) click the **Request CUI Access** button.

Primary State/Agency

Username: tommie.reynolds1 (please make a note of this)

Please select your primary state or agency

USASMDC

Request

CUI Access Requested.

OK

Click **OK**, then click the **Continue Registration** button.

In order to have a DAART account you must provide a copy of a current **Cyber Security Training** certificate and a current **Intelligence Oversight Training** Certificate. If you do not have these certificates, you can take the training provided by DAART. The training and ability to upload certificates is provided in the Training Certificates page.

Training Certificates

Username: tommie.reynolds1 (please make a note of this)

A current Cyber Security Training certificate and a current Intelligence Oversight (IO) Training Certificate must be provided. You can upload one or both of these certificates if you have them. If you do not currently possess one or both of these you can take the training by clicking the links below. The cyber test takes about 15 minutes to complete and the IO training takes about 10 minutes. Certificates will automatically load to your account when training is complete. Please use the calendar link to set the expiration date of your training. Expiration date is 1 year from the date on your certificate.

Upload Current Cyber Certificate [Take Cyber Training](#) Expiration Date

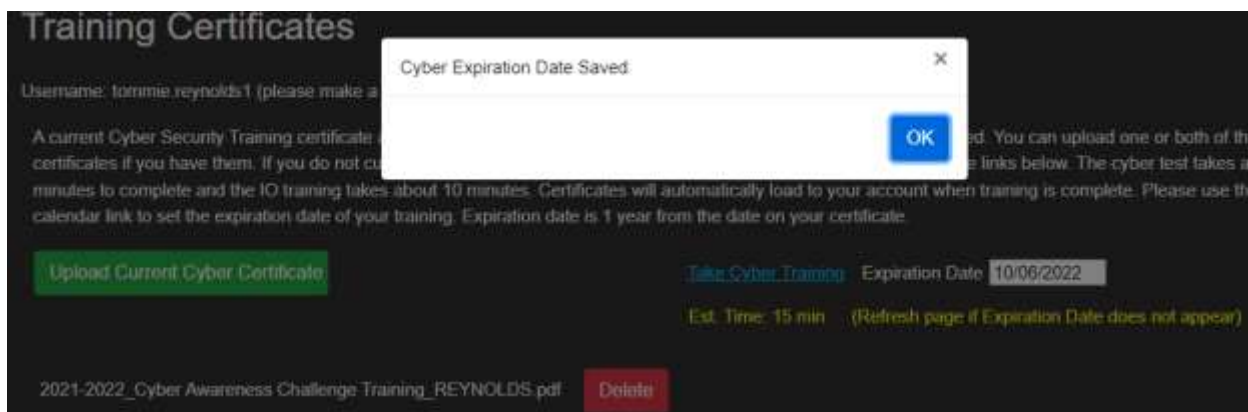
Est. Time: 15 min (Refresh page if Expiration Date does not appear)

Upload Current IO Certificate [Take IO Training](#) Expiration Date

Est. Time: 10 min (Refresh page if Expiration Date does not appear)

Complete Registration

Upload a current cyber certificate and enter the expiration date of the certificate in the Expiration Date calendar box. Please note that the expiration date is 1 year out from the date on the certificate.



You will be notified that you have successfully saved a valid cyber expiration date. Click **OK**.

If you do not have a current cyber security training certificate you can take the training provided by DAART. The training consists of reading cyber security information then taking a test of 10 questions. You must correctly answer 7 questions in order to pass the test and obtain a certificate.

## DAART Cyber Security Awareness Training and Exam

### Introduction

For security and DoD system security compliance, all DAART users must complete Cyber Security Awareness Training. DoD personnel must complete the annual DoD Cyber Awareness Challenge. DAART users without access to the DoD Cyber Awareness Challenge must complete this training and pass the exam associated with it.

### Module 1: Privacy Protection

DAART is not accredited to store or process personally identifiable information (PII) but it is prudent to understand what it is in order to comply with the accreditation and not introduce PII to the DAART system.

#### Overview

Upon completion, you should be able to:

- Define personally identifiable information (PII);
- Identify your privacy protection responsibilities and the officials you should consult if you require assistance with your responsibilities.

#### Topic 1: Why is Privacy Protection so important?

An organization called IdentityTheftInfo currently reports that approximately 15 million U.S. residents have their identity stolen each year with financial losses totaling upwards of \$50 billion. In addition, close to 100 million more Americans have their personal information placed at risk of identity theft each year when records maintained in government and corporate databases are lost or stolen. These

Read through the cyber training.

#### Topic 14: Wireless Vulnerabilities

Rogue (or unauthorized) wireless access points may not have adequate wireless security enabled and can be easily accessed by a hacker over a mile away using an antenna extender. In wireless transmissions, data is broadcast through the air over radio frequencies and can be captured by anyone within range of the signal, sometimes up to miles away. Another risk is that a laptop connected at home to a Linksys, D-Link, Belkin or other common hot spot Wireless Access Point (WAP) that uses the default Service Set Identifier (SSID) remembers this SSID and later automatically attempts to connect to another WAP with the same default SSID "leaking" into the workspace. Similarly, users can unknowingly connect to a fake WAP set up with a default SSID near normal Wi-Fi areas like hotels, libraries, or coffee shops. No wireless (or any) network is completely safe. However, a Wireless Local Area Network (WLAN) can be used with minimal risk. Usage of home, conference or hotel wireless networks is allowed when authorized. VPN or other approved authentication and encryption is essential.

#### Wireless Best Practices

An AirCard is a device for a laptop, tablet or cell phone that allows the user to connect to wide area wireless Internet access using an available USB port or PCMCIA slot. When used with a VPN and employing strict administrative procedures to ensure that the devices' internal wireless capability is disabled, this can be an acceptable method of using wireless Internet access for teleworkers or domestic travelers.

Take Cyber Exam

Click Take Cyber Exam to begin the exam.

Submit Answers

Click Submit Answers if you are sure you have answered all the questions. You must answer at least 7 questions correctly to pass the exam.

After answering all the questions, click **Submit Answers**.

### DAART Security Awareness

Exam Name: DDMOPS Awareness and Assessment Response Tool (DAART) Security Awareness Training Exam  
Total Questions: 10

You have failed the exam with a score of 20. A score of 70 is required to pass the exam.

Take the test again now

Not now, maybe later

If you do not pass the exam you can take it again.

### DAART Security Awareness

Exam Name: DOMOPS Awareness and Assessment Response Tool (DAART) Security Awareness Training Exam  
Total Questions: 10

**Congratulations, selwyn.reynolds, you have passed the DAART Security Awareness Exam! Date: 3/10/2022 7:58:17 PM**

Submit Certificate

After passing the exam click **Submit Certificate**.

# DAART Security Awareness

Exam Name: DOMOPS Awareness and Assessment Response Tool (DAART) Security Awareness Training Exam  
Total Questions: 10

Congratulations, selwyn.reynolds, you have passed the DAART Security Awareness Exam! Date: 3/10/2022 7:58:17 PM

Certificate Submitted. [Close](#)

A certificate will be generated and a valid expiration date will be entered automatically on the Training Certificates Page. Click **Close** to return to the Training Certificates Page.

Upload a current Intelligence Oversight Training Certificate in same manner as the Cyber Security Training certificate and enter a valid expiration date in the calendar box. Please note that the expiration date is 1 year out from the date on the certificate.

If you do not have a current Intelligence Oversight Training certificate you can take the training provided by DAART. Click the **Take IO Training** link to open the training.

**NATIONAL GUARD BUREAU**  
**2022 INTELLIGENCE OVERSIGHT AND PROTECTION OF NON-DOD AFFILIATED PERSON INFORMATION TRAINING**

National Guard Bureau  
Joint Intelligence Directorate  
Intelligence Oversight Team  
[ng.ncr.ngb-armg.list.ngb-j2-intel-oversight@army.mil](mailto:ng.ncr.ngb-armg.list.ngb-j2-intel-oversight@army.mil)

<b>Ms. GIGI Singleton</b> NGB-J2 Intelligence Oversight Official	<b>Mr. Bob Evans</b> NGB-J2 Intelligence Oversight Policy Analyst
(703) 607-5502	(703) 601-8109
<a href="mailto:gisele.f.singleton.civ@army.mil">gisele.f.singleton.civ@army.mil</a>	<a href="mailto:robert.g.evans12.civ@army.mil">robert.g.evans12.civ@army.mil</a>

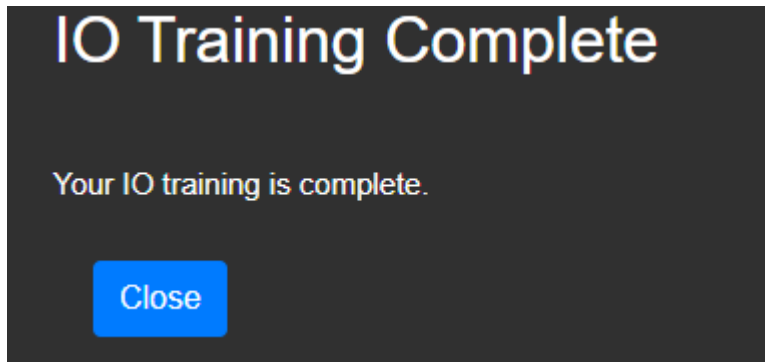
Agenda

- National Guard Information Users
  1. Intelligence Oversight Policy
  2. Protection of Non-DoD Affiliated Persons Information Policy

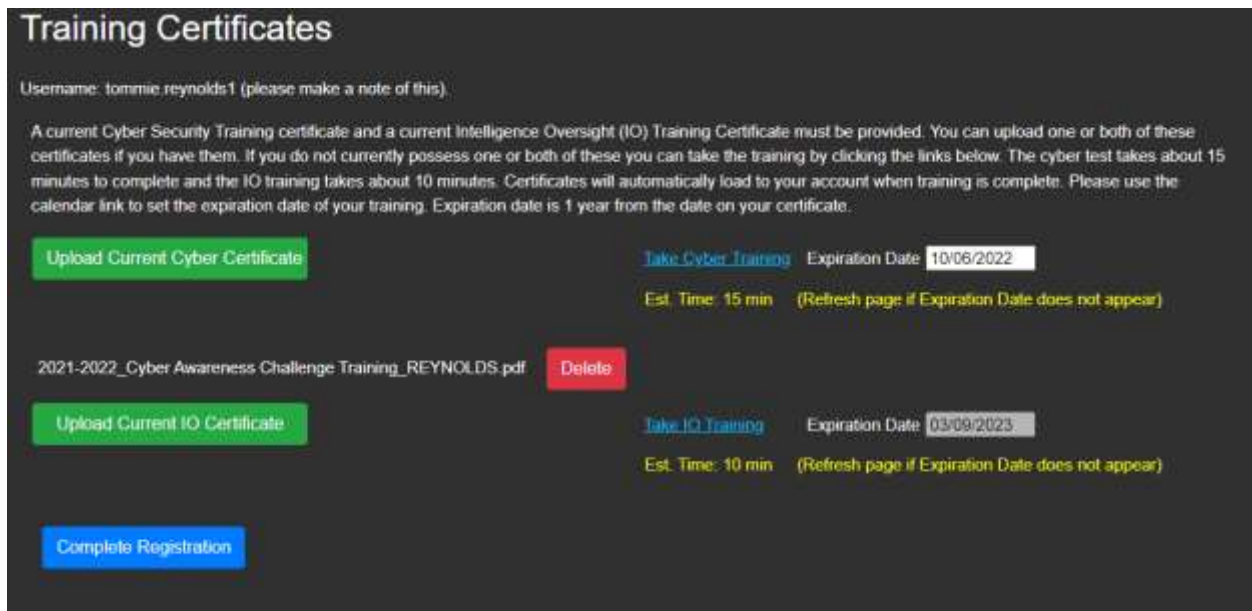
[Submit](#)

By clicking Submit, I agree that I have read and understand the Intelligence Oversight Training and will abide by the training in the use of the National Guard Bureau DOMOPS Awareness and Assessment Response Tool.

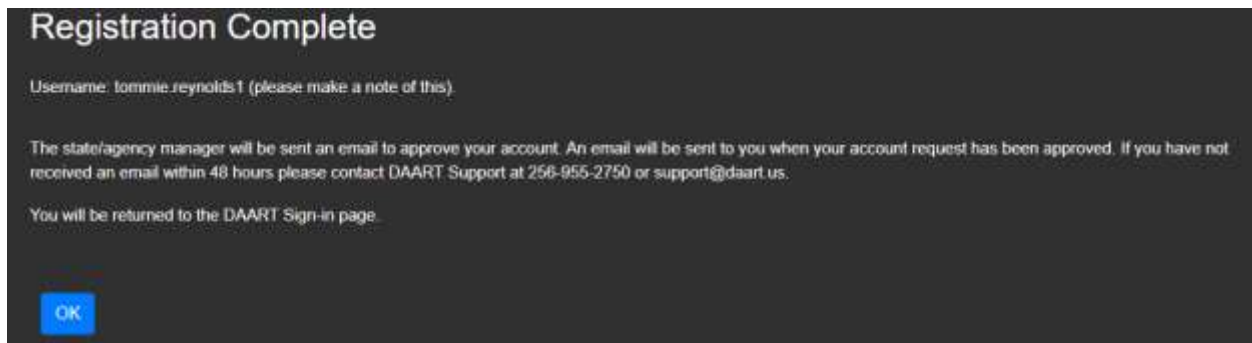
At the end of the training, click **Submit**. The system will automatically fill in the expiration date for you.



Click Close to be taken back to the Training Page.



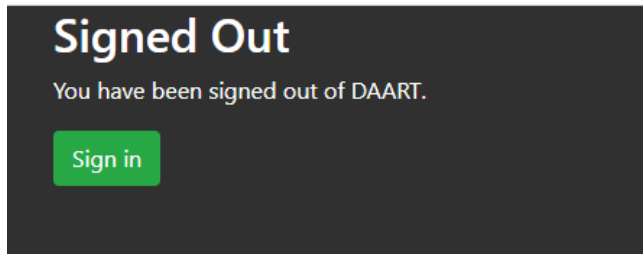
The Complete Registration button will be enabled when all training certificates and expiration dates have been provided. Click **Complete Registration**.





DAART will generate a username for you from your first and last name (and possible ordinal at end of a username already exists for the same first/last name). **IMPORTANT! This username is for display purposes only within the system.**

Click **OK**.



You will be signed out of DAART and taken back to the log-in page.

You will receive an email when your account is approved. If the account cannot be approved you will receive an email with the reason.

## New User Non-CAC (mobile app) Registration

DAART requires two factors of information in order to authenticate a user. Mobile device authenticator apps generate a unique code every 30 seconds that provides the second factor (second = something you have). Your username and password together are the first factor (first = something you know)

You will need an authenticator app installed on your phone to get the second factor (6 digit code) to log into and register for DAART. See [Mobile Authenticator App Setup](#) (page 30) for instructions if needed.

## Sign in to your account

Email

Password

Remember me

[Forgot Password?](#)

Sign In

Or sign in with

CAC

New user? [Register](#)

Click **Register**



## Register

**Minimum Password Requirements:**

At least 15 characters

Any 2 of the following: &!@#\$%^\*\_+=\,.; / <

2 Numbers

2 Capital Letters

2 Lowercase Letters

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)

Register

Enter your **first name**, **last name**, and **email** and create a **password** (*according to requirements listed in red*) then click **Register**.

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Accept

Decline

Click Accept to accept the terms and conditions for use of DAART.

## Email verification



You need to verify your email address to activate your account.

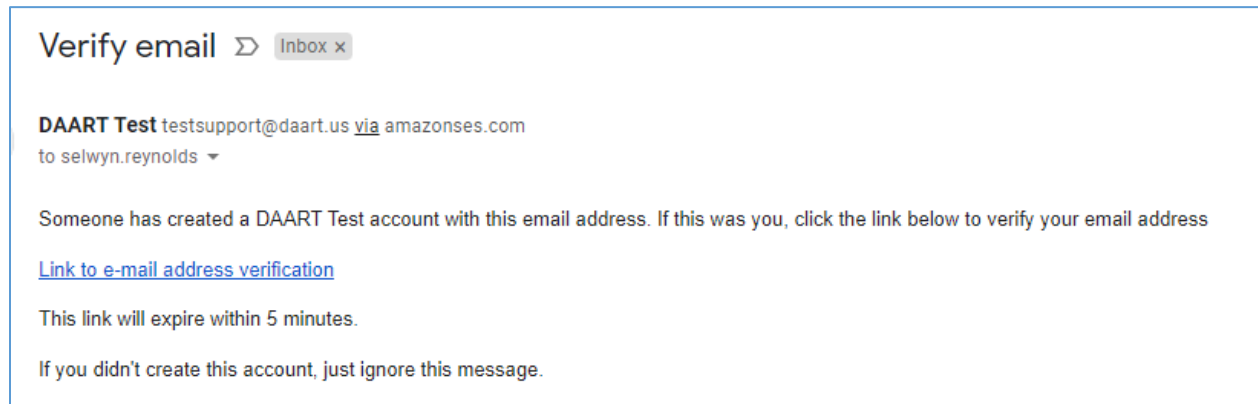
An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email?

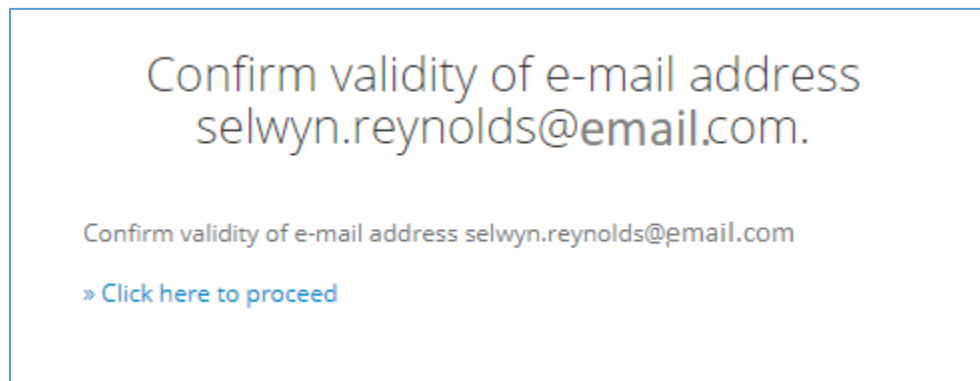
[Click here](#) to re-send the email.

DAART will need to verify your email address. An email will be sent to your address with a verification link in it. **\*\* You must check your email on your computer, NOT your phone, to**

**click the verify link. The authentication registration process must be started and completed on a computer, not on a mobile device.**



Click the verification link to be taken to DAART to confirm the validity of your email address.



Click "Click here to proceed". At this point you will be taken to the DAART Mobile Authenticator Setup page to complete the authenticator app token registration by configuring the mobile authenticator setup.

## Mobile Authenticator Setup



You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications (or other authenticator app) on your mobile device:

Google Authenticator  
Microsoft Authenticator

2. Open the application and scan the barcode:



[Unable to scan?](#)

3. Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices:

**The one-time code must be entered within 10 minutes.**

One-time code from mobile app \* (Required)

Device Name (Optional)

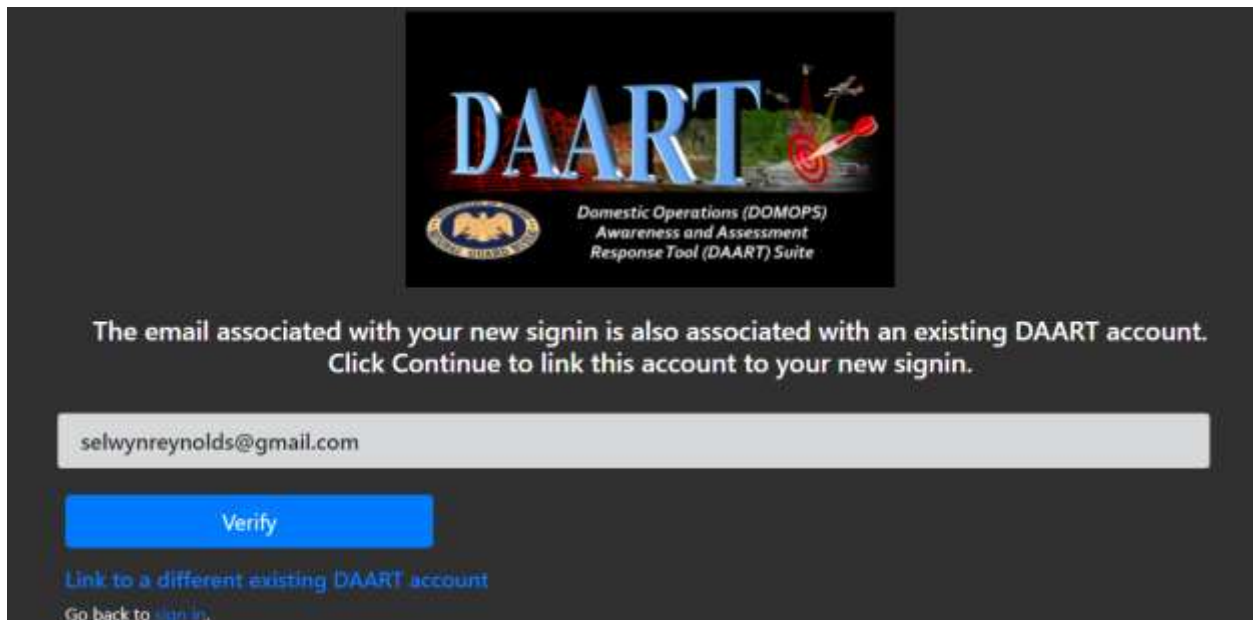
Submit

You will need an authenticator app installed on your phone to get the second factor (code) to log into and register for DAART. See [Mobile Authenticator App Setup](#) (page 30) for instructions if needed.

Follow the instructions on the **Mobile Authenticator Setup** screen to establish a token authenticator provider.

1. Scan the barcode with the authenticator app installed on your mobile device.
2. Enter the **6-digit one-time code** provided by the application on your mobile device in the box provided.

3. **Optional:** enter a name for the device (named reference for your phone if you want).
4. Click Submit.



DAART will look for an account that matches the email entered during the app authentication registration. If an account is found you can link the existing account to the app token registration by clicking **Verify**. *You may be automatically directed to the Events Page or you may be taken to a page with a Sign In button. Sign in with the email you linked, password you created and a one-time code from the authenticator app.* If this is not your account, you can click **Link to a different existing DAART account** to be taken to the [Link/Continue Registration page](#) (page 5).

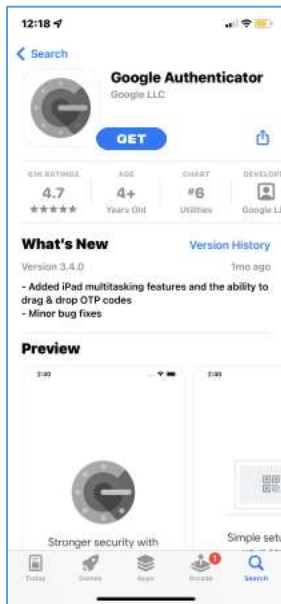
### 3. Mobile Authenticator App Set Up

You can use any mobile authenticator app. This document will provide instructions for installing and configuring the [Google Authenticator](#) (page 30) and [Microsoft Authenticator](#) (page 33) apps. *Screenshots are from an iPhone.*

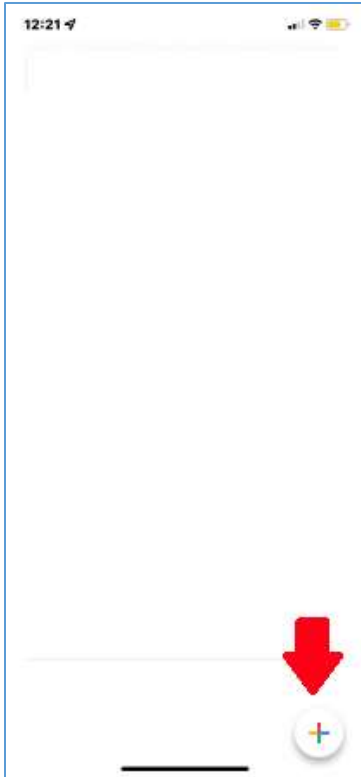
#### Google Authenticator App Setup

In the iPhone App Store or in Google Play Store, search for **Authenticator**.


Select the **Google Authenticator App** and install it (click **GET**).



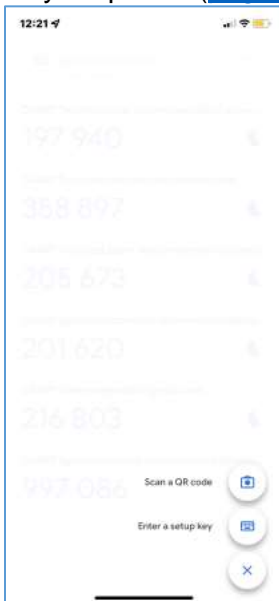
Open the app



The authenticator app will list the accounts that have been set up

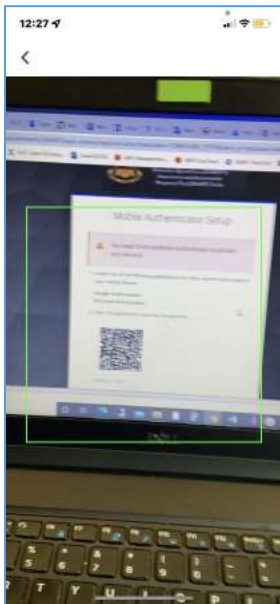
for your phone. On first use you will not have any accounts listed. Click the  **button** at the bottom to create a new account. The app will wait for you to scan a QR code.

During DAART registration, you will be provided a QR code to scan with the authenticator app on your phone ([page 28](#) of these instructions).




When DAART presents the QR code to scan, click the **Scan a QR code camera** button.

Point your phone at your computer screen and position the green box around the QR code displayed on DAART.



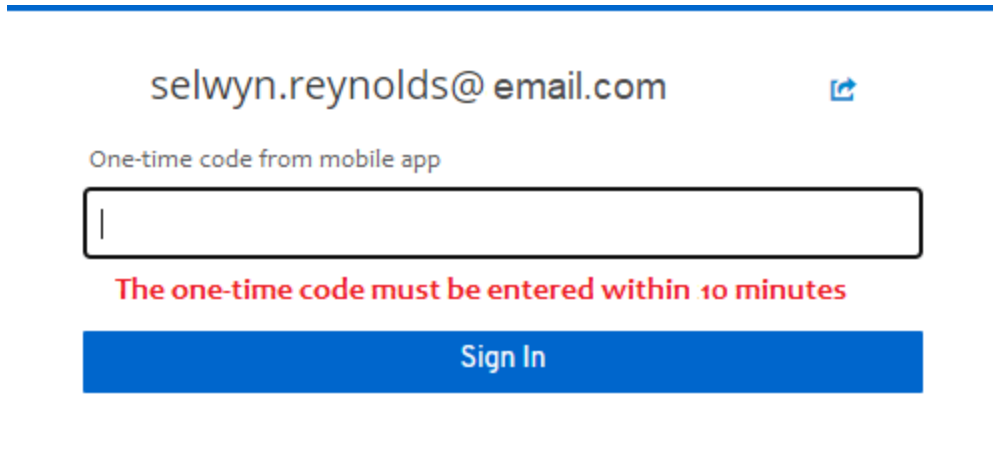
The app will automatically create an account that is only associated with DAART.

\*\* If the app is unable to scan the barcode, return to the main screen, click the  button then follow the instructions at [Unable to Scan Barcode on Google Authenticator App \(page 42\)](#) to manually configuring the mobile app account.



This account will be updated with a new code (blue numbers) every 30 seconds. You will use this code whenever DAART prompts you to enter a one-time code (window below).





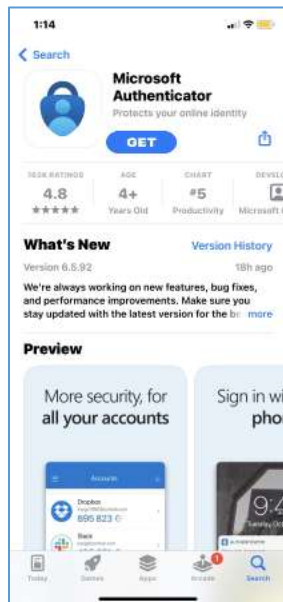
You will also use the code during initial account registration (and subsequent logins) as shown on [page 28](#) of these instructions.

**End Google Authenticator App setup, return to [Existing User Non-CAC registration](#) (page 7) or [New User Non-CAC registration](#) (page 23) if in the process of registering this authentication method.**

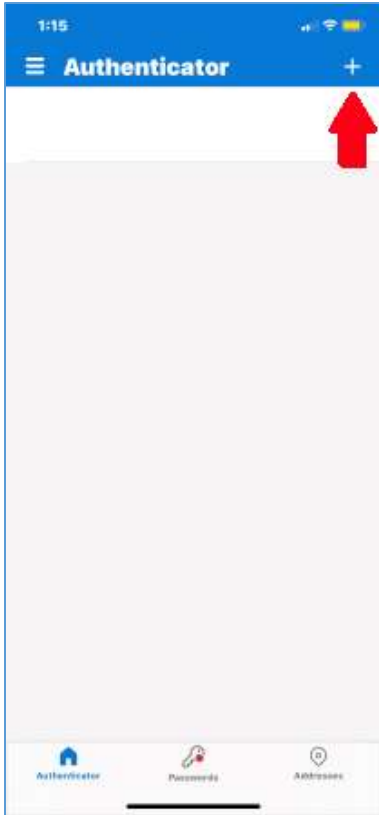
## Microsoft Authenticator App Setup

In the iPhone App Store or in Google Play Store, search for **Authenticator**.

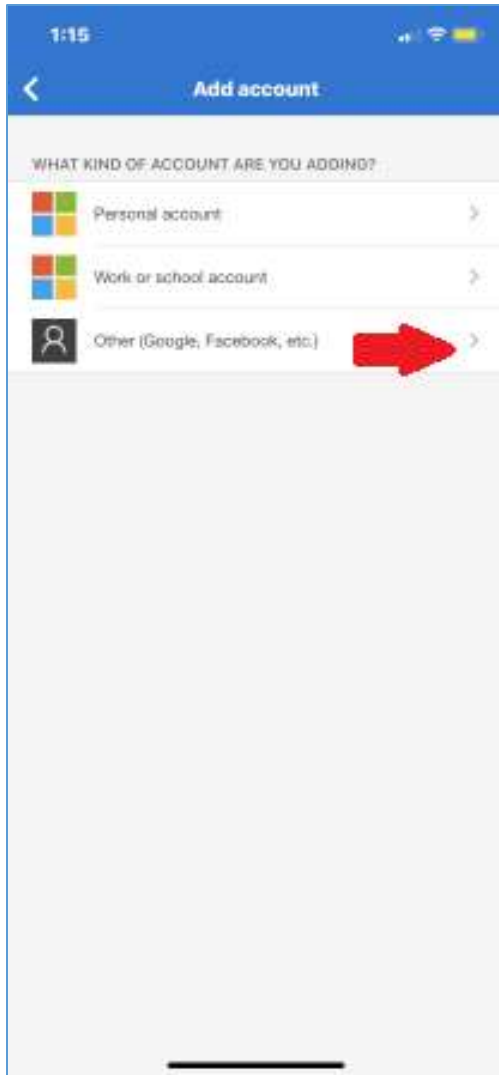
Select the **Microsoft Authenticator App** and install it (click **GET**).



Open the app

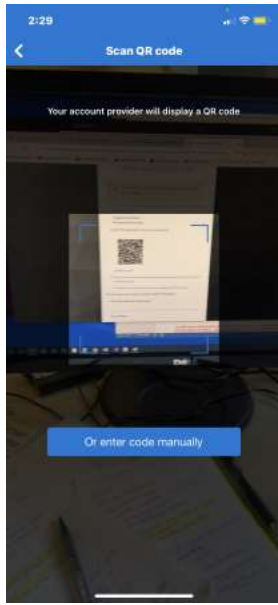


The authenticator app will list the accounts that have been set up for your phone. On first use you will not have any accounts listed. Click the **+** button at the top to create a new account.



Select **Other (Google, Facebook, etc.)** for the type of account. Click the ➤ on the right.

During DAART registration, you will be provided a QR code to scan with the authenticator app on your phone ([page 28](#) of these instructions).

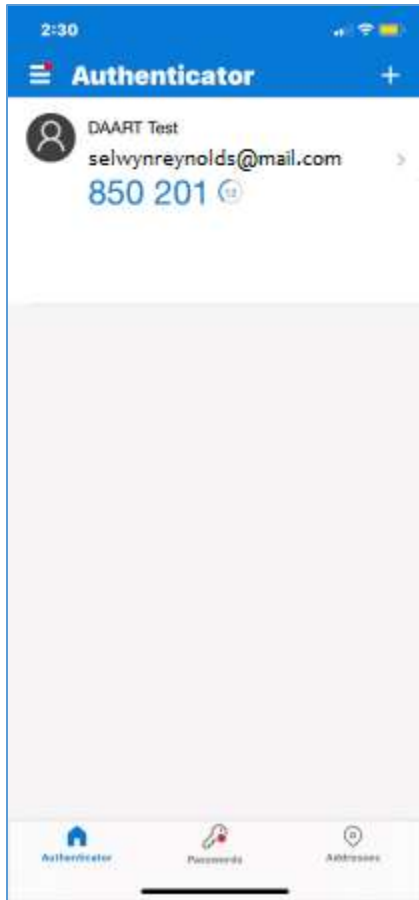


The app will wait for you to scan a QR code.

When DAART presents the QR code to scan, point your phone at your computer screen and position the box with blue corners over the QR code displayed on DAART.

**\*\* If the app is unable to scan the barcode, click the “Or enter code manually” button then follow the instructions at [Unable to Scan Barcode on Microsoft Authenticator App \(page 44\)](#) to manually configuring the mobile app account.**

The app will automatically create an account that is only associated with DAART.



This account will be updated with a new code (blue numbers) every 30 seconds. You will use this code during registration and subsequent logins when DAART prompts you to enter a one-time code (window below).

selwyn.reynolds@email.com

One-time code from mobile app

**The one-time code must be entered within 10 minutes**

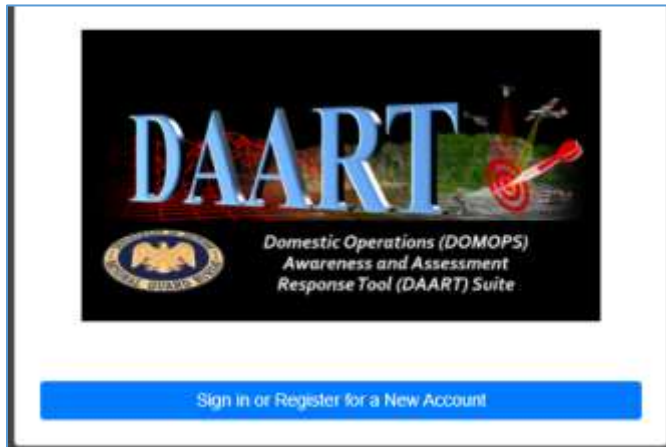
Sign In

You will also use the code during initial account registration (and subsequent logins) as shown on [page 28](#) of these instructions.

**End Microsoft Authenticator App setup, return to [Existing User Non-CAC registration](#) (page 7) or [New User Non-CAC registration](#) (page 23) if in the process of registering this authentication method.**

## 4. Log In to an Existing Account

If you have registered for CAC and/or Mobile App authentication you will take the following steps to log in to DAART.



Click the **Sign in or Register for a New Account** button.

### Sign in with CAC

You will follow the same instructions used to register your CAC. Click the CAC button, select your certificate, enter your PIN when prompted, and click OK to enter DAART.

### Sign in with Mobile App

You will need to open the mobile app on your phone.

Sign in to your account

Email  
selwyn.reynolds@mail.com

Password  
.....

Remember me [Forgot Password?](#)

**Sign In**


---

Or sign in with

CAC

New user? [Register](#)

Enter your email address and password (created when you registered). Click **Sign In**.

selwyn.reynolds@email.com 

One-time code from mobile app

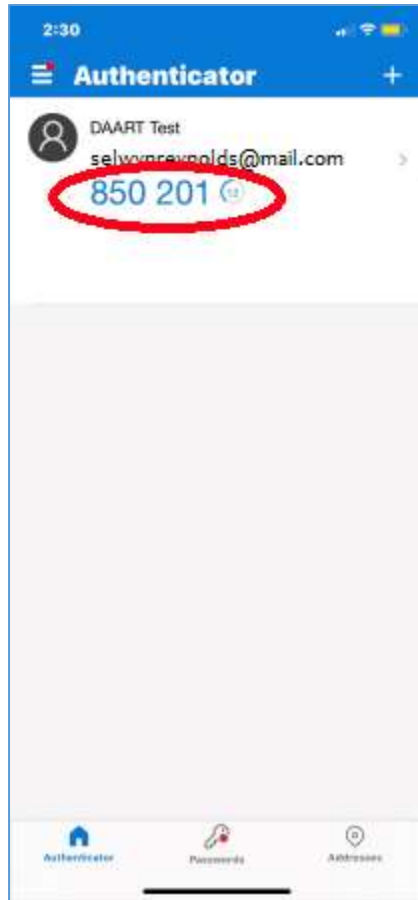
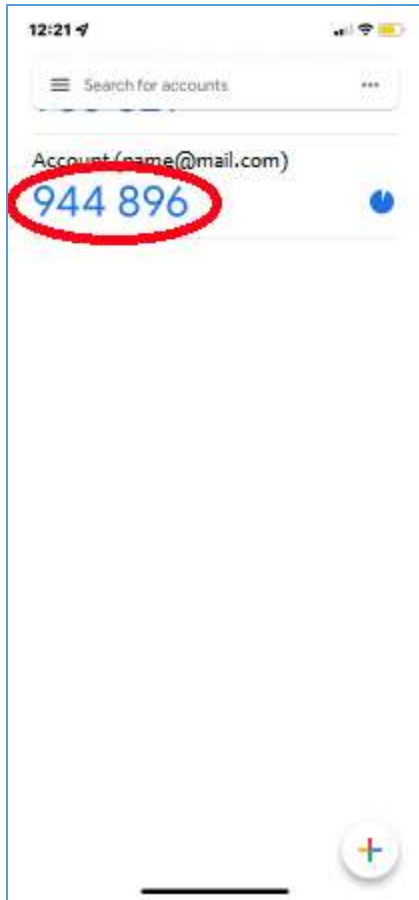
|


**The one-time code must be entered within 10 minutes**

**Sign In**

From the mobile app, enter the code displayed by your DAART account (blue numbers for Google and Microsoft Authenticator apps).





selwyn.reynolds@email.com 

One-time code from mobile app

**The one-time code must be entered within 10 minutes**

**Sign In**


Click **Sign In** to enter DAART.

## 5. Unable to Scan Barcode

### Google Authenticator App

If the Google Authenticator App could not successfully scan the barcode on your computer, you should see the following screen after clicking the “[Unable to scan barcode?](#)” link.

Mobile Authenticator Setup

 You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications (or other authenticator app) on your mobile device:
  - Google Authenticator
  - Microsoft Authenticator
2. Open the application and enter the key:  
**K43H CQ3Q O54D G3TX IZJW 66DM MZLE MUKJ**  
[Scan barcode?](#)
3. Use the following configuration values if the application allows setting them:
  - Type: Time-based
  - Algorithm: SHA1
  - Digits: 6
  - Interval: 30
4. Enter the one-time code provided by the application and click Submit to finish the setup.  
Provide a Device Name to help you manage your OTP devices.

**The one-time code must be entered within 10 minutes.**

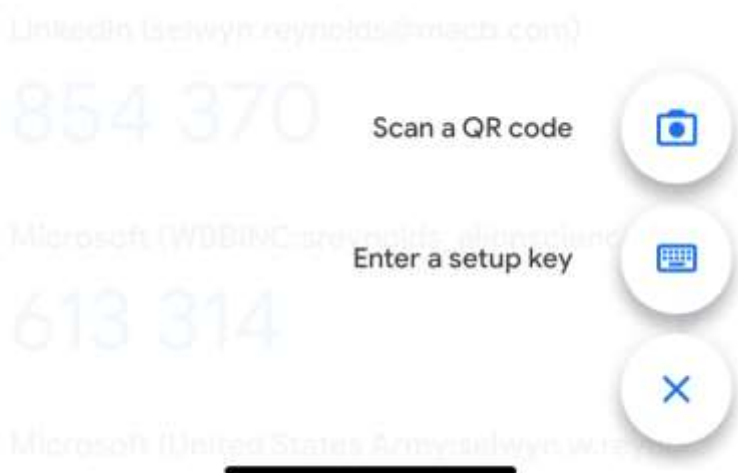
One-time code from mobile app \* (Required)

Device Name (Optional)

Open the Google Authenticator App

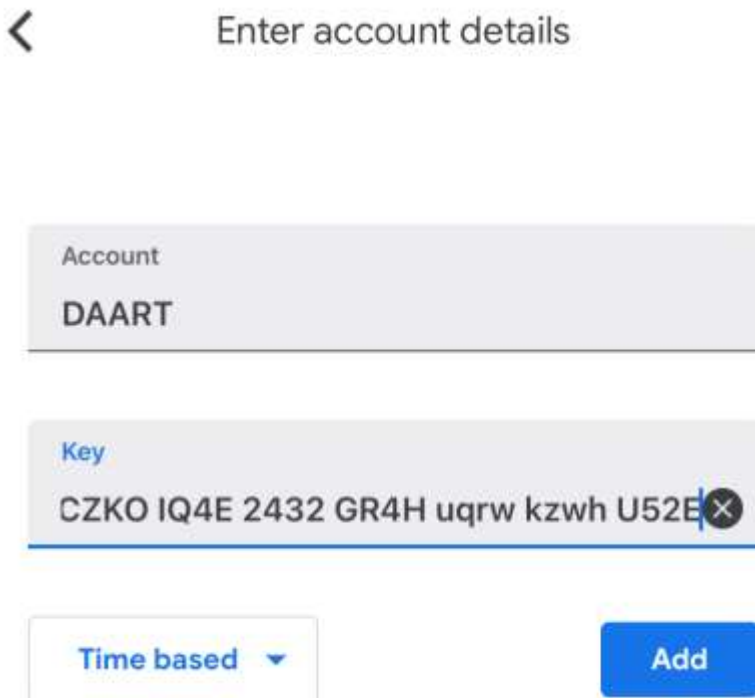


Click **Enter a setup key** button

2. Open the application and enter the key:

K43H CQ3Q O54D G3TX IZJW 66DM MZLE MUKJ

The key (unique for your registration) above should be manually entered into the Google Authenticator App on the screen below in the Secret key box. You must include the spaces between the groups of characters.



Enter Account name (can be DAART or anything you want), then enter the Secret key from the computer screen. Capitalization does not matter but the spaces between the groups of characters is required.

Click **Add** when key is entered.

The code that is displayed in the app after this should be entered in the One-time code from mobile app box.

**The one-time code must be entered within 10 minutes.**


One-time code from mobile app \*

**End Microsoft Authenticator App setup, return to [Existing User Non-CAC registration](#) (page 7) or [New User Non-CAC registration](#) (page 23) if in the process of registering this authentication method.**

## Microsoft Authenticator App

If the Microsoft Authenticator App could not successfully scan the barcode on your computer, you should see the following screen after clicking the “[Unable to scan barcode?](#)” link.

## Mobile Authenticator Setup

 You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications (or other authenticator app) on your mobile device:

Google Authenticator  
Microsoft Authenticator

2. Open the application and enter the key:

K43H CQ3Q O54D G3TX IZJW 66DM MZLE MUKJ

[Scan barcode?](#)

3. Use the following configuration values if the application allows setting them:

Type: Time-based  
Algorithm: SHA1  
Digits: 6  
Interval: 30

4. Enter the one-time code provided by the application and click Submit to finish the setup.

Provide a Device Name to help you manage your OTP devices.

**The one-time code must be entered within 10 minutes.**

One-time code from mobile app \* (Required)

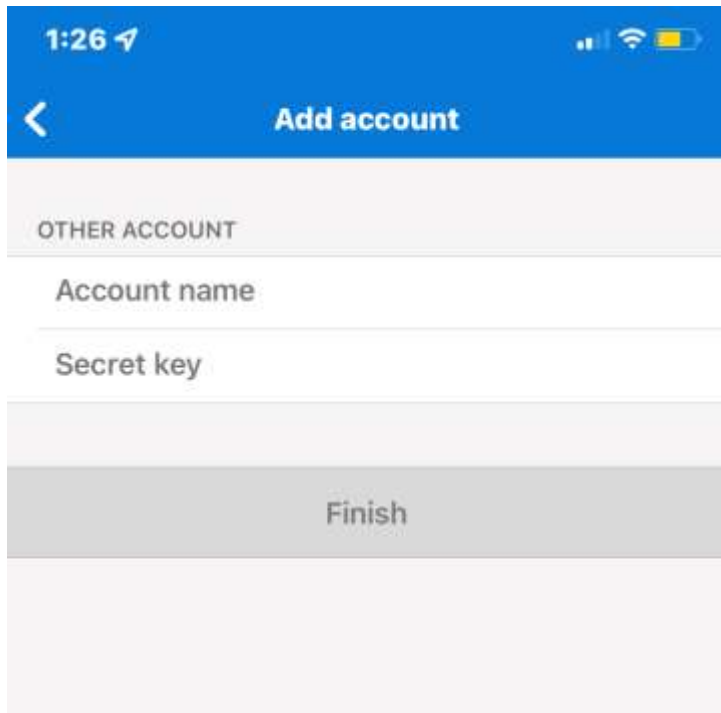
Device Name (Optional)

Submit

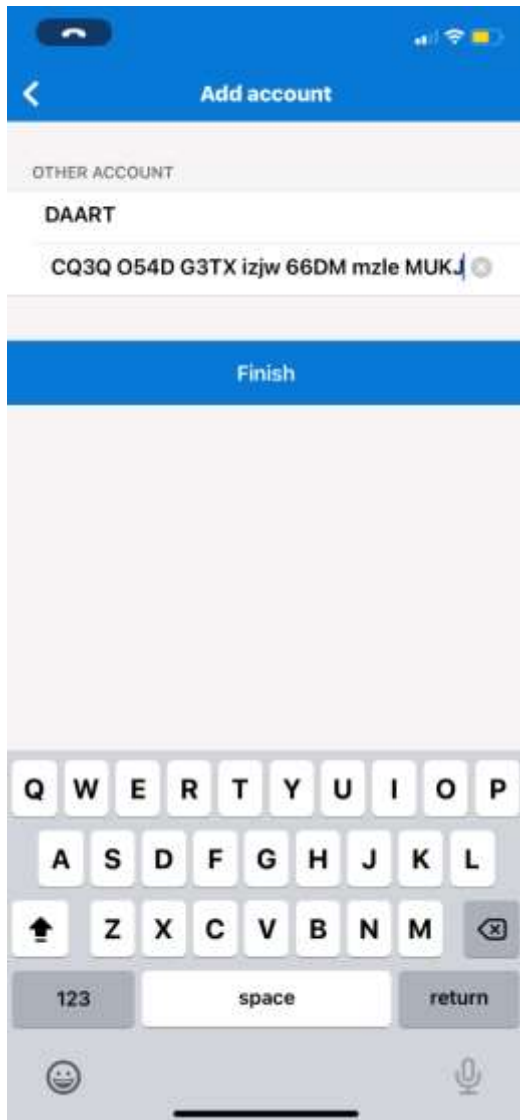
2. Open the application and enter the key:

K43H CQ3Q O54D G3TX IZJW 66DM MZLE MUKJ

The key above should be manually entered into the Microsoft Authenticator App on the screen below in the Secret key box. You must include the spaces between the groups of characters.



Enter Account name (can be DAART or anything you want), then enter the Secret key (unique for your registration).



Capitalization does not matter but the spaces between the groups of characters is required.

Click **Finish** when key is entered.

The code that is displayed in the app after this should be entered in the One-time code from mobile app box.

**The one-time code must be entered within 10 minutes.**

One-time code from mobile app \*

**End Microsoft Authenticator App setup, return to [Existing User Non-CAC registration](#) (page 6) or [New User Non-CAC registration](#) (page 22) if in the process of registering this authentication method.**