

## LESSON 3: Registering for a New User Account in CCQAS as a Reviewer

**Background:** Every staff member who actively participates in the privilege review and approval process must have a unique user account that provides the appropriate level of access to the CCQAS application.

**Objective:** To request a CCQAS user account in the CCQAS 2.8 application via the self-service registration function.

### Exercise:

*Step 1:* Go to the URL for the “live” CCQAS application: <https://ccqas.csd.disa.mil>.

*Step 2:* Click <**Registration**>. The “Registration” screen will be returned.

*Step 3:* In the “System Request” portion of the screen, select **User Type:** = *Other (Module Users)* and **Access:** = *Privileging* module.

*Step 4:* Click the binoculars icon (  ) to initiate a search for the privileging UIC where you will be using CCQAS to participate in the privilege review process.

**Hint:** When searching for UICs, it is easiest to search by a combination of Service and MTF State, or partial UIC designation (if known). Avoid use of MTF Name, MTF Address, and MTF City, since these may not be intuitive and may confuse the search effort. Click <**Search**>.

*Step 5:* Complete the “User Information” portion of the screen by entering your actual name, birth date, and contact information. Army users must enter an AKO email address.

**Note:** *Other (Module Users)* are not required to enter **Person ID Type** or **Person ID**. These fields may be left blank.

**Note:** It is imperative that the email address be entered correctly on the form. Notifications containing your new userid and password will be sent to this email address.

*Step 6:* Complete the “Registration Validation” section of the form, entering information for the individual who can verify your need for access to CCQAS. Click <**Process**>. CCQAS will return a confirmation message which may either be printed or closed.

*Step 7:* Click <**Close**> to return to the “Logon” screen.

**END OF LESSON**

*This page intentionally left blank.*