Please bring a copy of the certificate for your Cyber Awareness Training down to the STBL.

https://www.nps.edu/Technology/WebBasedTraining/auth/Menu.asp

SAAR-N INSTRUCTIONS

This is a completely electronic process. There is no need to print the form. When each section is signed, the blocks associated are locked and cannot be edited. Please ensure the form is complete and correct before signing.

USER INSTRUCTION:
1. A separate SAAR-N MUST be completed for each network you require access to.
2. All applicable items MUST to be filled out on the SAAR-N Form
3. Check "INITIAL" in the TYPE OF REQUEST block if this is your first time requesting an account. Otherwise check "Modification" and "User ID" and type your past user ID in the space provided.
4. Fill in the date.
5. Ensure the "SYSTEM NAME" is correct (i.e. SIPRNet, JWICS, NSANet).
6. Make sure Blocks 1 – 11 are filled in appropriately.
7. Block 12 - Most people should check authorized. Privileged user accounts are restricted to authorized users.
8. Block 13 – Make sure Classified is checked and make sure the required category is specified.
9. Read block 22.
10. Fill in block 23 -25 (use your CAC card to sign block 24).
11. Email signed form to your Supervisor, Professor, Thesis Advisor, or Project Officer.

SUPERVISOR INSTRUCTION:
12. Supervisors please make sure blocks 11 through 16b are filled in BEFORE you sign the form.
13. Block 14 MUST to be checked for us to authorize access. Block 14a should be the date the individual is leaving NPS (student) or their CAC expiration date.
14. Use your CAC card to sign block 16a
15. Block 17 – 21 is for staff use
16. Supervisors email the form to securitymgr@nps.edu
17. The security managers' office will complete their portion and forward the form to our office for final approval.

The user will receive an email when the form is approved and the process is complete

V/R

CTT1(SW) Corey E. Thomas
STBL Admin
Naval Postgraduate School
Monterey, CA
(831) 656-3011