

# THE JANNAF SECURE PORTAL ACCOUNT EXPLAINED



WHY YOU NEED ONE AND HOW TO GET IT.



# HOW WILL A JANNAF PORTAL ACCOUNT BENEFIT YOU?

## IT IS YOUR GATEWAY TO:

- JANNAF-sponsored meetings and conferences
  - View Preliminary and Final Meeting Programs
  - Register to attend Meetings
- More than 25,000 JANNAF publications and databases

# ARE YOU REQUIRED TO HAVE A JANNAF PORTAL ACCOUNT?



- **Yes**, if you plan to attend an upcoming JANNAF meeting, having an active JANNAF Portal account is the **first step in the meeting registration process**. You'll also need an active portal account to access the JANNAF Digital Online Collection (JDOC) database.
  
- The Portal account effectively verifies that you meet the following attendance eligibility requirements:
  - citizenship
  - employment
  - current contract if applicable

*and*

  - eligibility to receive “Militarily Critical Technical Data”  
(industry contractors)

## **Note:**

Students are not permitted access to the JANNAF databases/JDOC.



# WHO CAN OPEN A SECURE PORTAL ACCOUNT?

- Any U.S. citizen who is
  - a U.S. Government employee

OR

  - a U.S. Government contractor

OR

  - is sponsored by a Government official

may obtain a secure portal account.
- Contractor organizations and individuals must also be registered with the JCP/DLA for eligibility to receive “Militarily Critical Technical Data.”



# HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

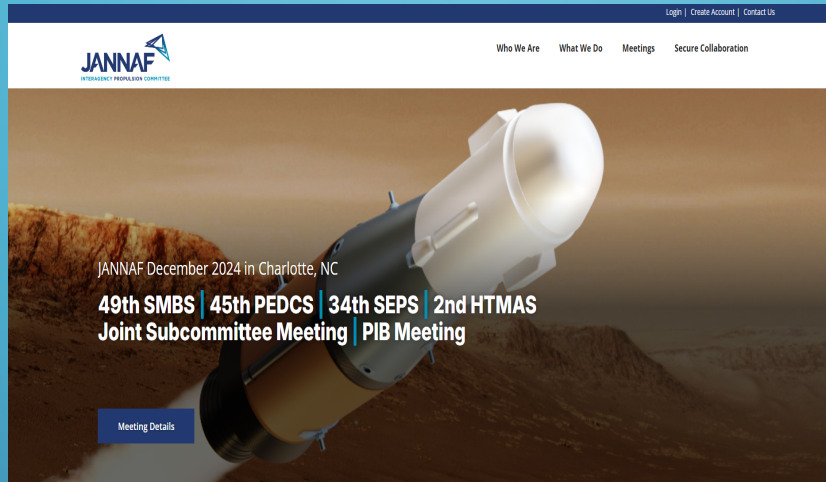
## Step 1: Gather the following information:

- Name, phone number, *and* email of your Facility Security Officer or Human Resource Representative.
- *Industry Contractors:* Defense Logistics Agency Certification (DLA) number (DD2345) and expiration date.
- *Industry Contractors:* Name, phone number *and* email of your Government Sponsoring Official (GSO), *and* contract number with expiration date.

# HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?



Step 2: Visit [www.jannaf.org](http://www.jannaf.org)



Click  
"Create new account"



## Create Account

An active JANNAF Account is required in order to attend JANNAF Meetings and to receive JANNAF products and services.

### How do I qualify?

You must be a U.S. citizen currently employed by the U.S. Government or employed by a U.S. Government contractor.

### What do I need?

Before beginning the process, be sure to have:

#### All Applicants

- The name, phone number, and email address of your Facility Security Officer (FSO) or Human Resources (HR) Personnel

#### Contractors Only

- The name, phone number, and email address of your Government Sponsoring Official (GSO)
- Defense Logistics Agency (DLA) certification number (DD2345) and expiration date (yyyy-mm-dd) <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>
- Contract number and expiration date (yyyy-mm-dd)

## What happens next?

Once you've submitted your form, you will receive an email to verify your email address. Clicking the link provided in the email will allow the form to progress, automatically flowing to your FSO/HR person and GSO (if applicable) for certification. If you do not immediately find the email, please check your junk mail box.

We also recommend notifying your FSO/HR and GSO that they will be receiving an email from portalem@erg.jhu.edu, and to monitor their junk mail in case the email mistakenly arrives there.

## Who do I contact if I have questions?

Mionna Sharp  
410-992-7300, ext. 224  
[msharp@erg.jhu.edu](mailto:msharp@erg.jhu.edu)

or

Mary Gannaway  
410-992-7304, ext. 211  
[mgannaway@erg.jhu.edu](mailto:mgannaway@erg.jhu.edu)

— Create Account



# HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

## Step 3:

Begin the online Customer Verification Form by adding your email address beneath “Start New Application”.

<p> Login</p> <p>Email</p> <input type="text"/> <p>Password</p> <input type="password"/> <p><b>Submit</b></p>	<p> Start New Application</p> <p>Email Address</p> <input type="text"/> <p><b>Submit</b></p>
<p> Review/Approve Application as FSO / HR</p> <p>Email</p> <input type="text"/> <p>Passcode</p> <input type="password"/> <p><b>Submit</b></p>	<p> Review/Approve Application as GSO</p> <p>Email</p> <input type="text"/> <p>Passcode</p> <input type="password"/> <p><b>Submit</b></p>



Add email address here...

### NOTE:

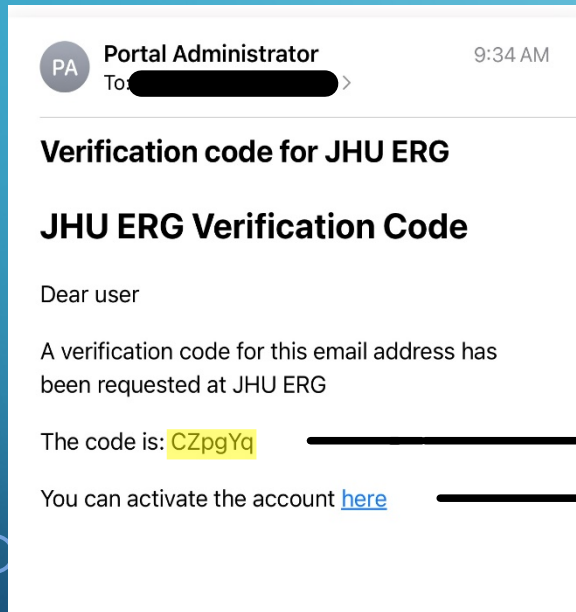
If you receive the following message "A user with this email already exists. Please log in instead." be sure to contact us.

# HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

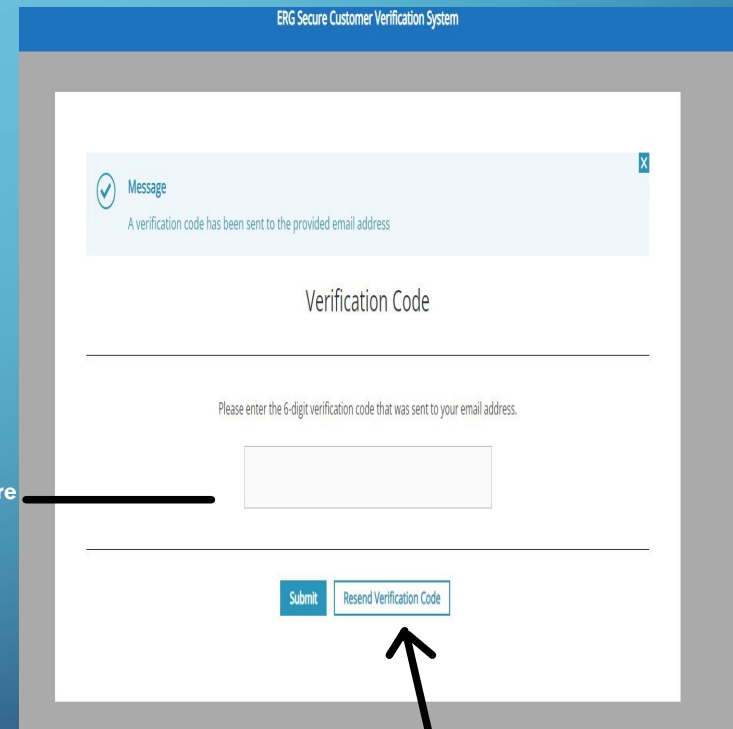


## Step 4: Verify your email address

- Look for an email from [portalemail@erg.jhu.edu](mailto:portalemail@erg.jhu.edu)



Copy code & Paste here  
or  
Click the link



Don't see it in your inbox? Check your junk mail folder or click resend verification code.

- Copy the code displayed or click the link in this email message to verify your email address.



# HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?



## Step 5:

- Once you've verified your email address, you will be prompted to set a password. This is a temporary password. When your account has been approved and activated you will be required to create a new password.
- Then you can proceed with filling in your personal details and organization information.

Message  
Code verified! You can now set your new password.

Code Verified

Please set a Password

Please confirm your Password

Submit

Set and confirm your password

ERG Secure Customer Verification System

Application form

Log Out

Personal Details

Prefix \*

First Name \*

Middle Name (optional)

Last Name \*

Suffix (optional)

Preferred Name (optional)

Fill in personal details

Application form

Organization Information

Your Employer \*

Your Dept./Division/Code (optional)

Your Work/Business Address \*

Your Work/Business City \*

Your Work/Business State \*

Your Work/Business Postal Code \*

Your Work/Business Country \*

United States of America

Fill in your organization information



# HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

## Step 6: Contractors Only

- Enter your organization's JCP/DLA/DD 2345 and expiration date.
- If you are unsure of where to find this information, please contact your Facility Security Officer, Export Compliance Officer or visit [www.dla.mil/Logistics-Operations/Services/JCP/](http://www.dla.mil/Logistics-Operations/Services/JCP/).

Message  
Your application has been saved.

### Application form

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**Organization JCP Certification**

JCP/DLA/DD 2345 \*

DLA Expiration Date \*

**Contracts**

No contracts added yet. At least one contract is required to submit the application.

You may associate multiple government contracts with your application. Your account, if approved will expire within 12 months, on your DD 2345 expiration date, or the end of your government contract – whichever is earlier. Only 1 contract is necessary to obtain an account, however, access controls are associated with (and expire with) the type of contract per DoDD 5230.25 and DoDI 5200.48

Please provide Prime Contract details if your contract is directly from the U.S. Government or SubContract details if your contract is from another U.S. Government contractor.

[+ Add Prime Contract](#) [+ Add Subcontract](#)

---

[Previous](#) [Save / Next](#)

# HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?



## Step 7: Contractors Only

- Provide your Gov't contract information, along with your Gov't Sponsoring Official's (GSO), credentials and contact information.
- You may provide more than one government contract, if applicable. Or if your organization is a subcontractor to a prime, provide the subcontract information as well.
- The subcontract section also requires the prime contract information and GSO information, along with prime contractor's POC and contact information.

Contract1 ✕

**This field is required.**  
Prime Contract Gov't Sponsoring Official \*

**This field is required.**  
Prime Contract Gov't Sponsor Email \*

**This field is required.**  
Prime Contract Gov't Sponsor Phone \*

**This field is required.**  
Contract Type \*

Select one ▾

**This field is required.**  
Prime Government Contract No \*

**This field is required.**  
Prime Government Contract Expiration Date \*

 📅

You may associate multiple government contracts with your application. Your account, if approved will expire within 12 months, on your DD 2345 expiration date, or the end of your government contract - whichever is earlier. Only 1 contract is necessary to obtain an account, however, access controls are associated with (and expire with) the type of contract per DoDD 5230.25 and DoDI 5200.48

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[+ Add Prime Contract](#) [+ Add Subcontract](#)

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[Previous](#) [Save / Next](#)

# HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?



## Step 8: For ALL Applicants

- Check the box directly above the signature line, certifying that you understand and will abide by the statement. Sign your application by typing your name.
- Click the “Submit Application” button to automatically circulate to the FSO and then to the GSO (if applicable) for signature.

Log Out

Message X  
Your application has been saved.

Application form

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Signature

I understand that information I receive which is subject to U.S. export control laws cannot be divulged to non-U.S. citizens or organizations without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR). I affirm that I will not disclose, distribute or transmit export-controlled information to any unauthorized person or organization and that I will promptly report to the Federal Bureau of investigation any attempt by an unauthorized person to solicit export-controlled information. I understand that distribution of technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401 et seq, is a violation of these export laws and are subject to severe criminal penalties. \*

Signature \*

Date \*

08/15/2023

Previous **Submit Application** Save / Next

Message X  
Your application has been successfully submitted.

Application form

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The status of this Application is 'Submitted'. No changes can be made currently.

Personal Details



# HOW DO YOU GET YOUR JANNAF SECURE PORTAL ACCOUNT?

- Once all parties have completed their portion of the online Customer Verification Form, ERG Security team will receive and review the form.
- When your account has been approved, you'll receive an "account approved" email from [portalemail@erg.jhu.edu](mailto:portalemail@erg.jhu.edu).
- Click on the link in that email to set up and confirm your account.

## NOTE:

Your LOGIN is your EMAIL address.

You will need to CREATE a NEW password (don't get confused with the first password you created. That password was temporary).



# HELPFUL TIPS TO SPEED THE PROCESS

- Once you've verified your email address, call or email your FSO or HR contact to alert them that they should look for an email from [portalemail@erg.jhu.edu](mailto:portalemail@erg.jhu.edu).
- Ask that they complete and submit their portion of the form in a timely way.
- *Industry Contractors:* Also contact your GSO with the same information/request.
- If your FSO and/or GSO asks why they are signing off, be sure to advise them of the following:
  - A JANNAF Portal account is needed to access JANNAF Meeting information such as meeting programs and registration. This information is Distro C/ITAR/CUI. A Portal account is also needed to access any online JANNAF databases, Meeting papers, and the Secure Collaboration Workspace.



# ***NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN...***

## **Access JANNAF meeting Preliminary & Final Programs:**

Go to <https://www.jannaf.org/meetings>, click on the upcoming meeting, and from the meeting Home page, click on the link for the Preliminary Program. Then, log into your Portal account, and view, download or print the document.

### **NOTE:**

These documents are published as unclassified (CUI/CTI), “Distribution authorized to U.S. Government and their contractors ...” (U-C)



# ***NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN...***

## **Register to attend a JANNAF meeting:**

Go to <https://www.jannaf.org/meetings>, click on the upcoming meeting, select the Registration Tab, and click on “Register for the meeting.” Then, log into your Portal account, and complete the Registration form (Step 1 of the meeting registration process).

**NOTE:** A Portal account is NOT required when paying the Registration fee (Step 2 of the meeting registration process).





# ***NOW THAT YOU HAVE A JANNAF SECURE PORTAL ACCOUNT, YOU CAN***

## **Access:**

- JANNAF publications and databases which includes JANNAF meeting information
- Access to secure collaboration workspaces



# ***KEEP YOUR ACCOUNT UP-TO-DATE***

## **Changes that affect your account status:**

- Password updates
- Email address changes
- Contract expiration
- DD2345 expiration

# PORTAL ACCOUNT QUESTIONS?



## Contact:

Mionna Sharp

[msharp@erg.jhu.edu](mailto:msharp@erg.jhu.edu)

or

Mary Gannaway

[mgannaway@erg.jhu.edu](mailto:mgannaway@erg.jhu.edu)

To contact by phone, call (410) 992-7300.

# Important Registration Deadline Information



**November 8, 2024** is the last day to qualify for the discounted Early registration fee.

**November 22, 2024** is the last day to pre-register online and submit registration payment. On-site registration required after this date.

## **Note:**

\*These are hard deadlines so be sure to give yourself at least a month in advance to submit the required information

\*A portal account is NOT needed to pay the registration fee.

# Registration Resources



You can find a detailed view of the registration steps here,  
<https://www.jannaf.org/mtgs/2024Dec/pages/regsteps.html>



49th Structures and Mechanical Behavior  
45th Propellant and Explosives Development and Characterization  
34th Safety and Environmental Protection  
2nd High Temperature Material Applications  
JOINT SUBCOMMITTEE MEETING  
Programmatic and Industrial Base Meeting

Home Program Location Registration Author Information FAQ Downloads About

## Registration Links

### Security/Attendance Requirements

### University Registration Information (students and professors)

### Attendee Timeline

### Registration Fee

### Registration Steps

#### Registration Pre-Requirement

#### Registration Form

#### Registration Payment

#### Onsite Check-in

#### Cancellation Policy

## Registration Steps

**Pre-registration** will open in approximately mid-October; however, those interested in attending are encouraged to complete the Portal Account Registration Pre-Requirement now.

Please make note of these Important Registration Dates

Date	Registration Action
Friday, 8 November	Complete your registration form and payment by this date to qualify for the discounted Early registration fee.
Friday, 22 November	Last day to pre-register (at the higher regular regular rates). Complete both the registration form and payment by this date. Pre-registration will close at the end of the day so that we may provide the hotel and other vendors with required counts. Pre-registration is strongly recommended!
Sunday, 8 December	The online registration form and the registration payment site will re-open at 8:00 a.m. EST. <b>Use your own device</b> to complete any remaining registration steps. <b>Please be sure you have completed both steps of the registration process prior to arriving at the JANNAF On-site Check-in Desk at the hotel.</b>
Monday, 9 December	JANNAF On-site Check-in Desk opens at 10:00 a.m. EST. If you did not pre-register, your first step is the Registration Verification station so we can confirm your registration is complete.

[Click here for helpful registration tips and contacts.](#)

The registration process includes one pre-requirement (which can be completed now) and two steps (which can be completed once registration has opened).

Each of these items must be completed to attend/participate in this meeting. See below.

Click each task for more information.

### COMPLETE NOW

**REGISTRATION PRE-REQUISITE:**  
**Possess an Active JANNAF Secure Portal Account**  
(Required for all attendees; pre-require for Step 1)

### COMPLETE WHEN REGISTRATION OPENS

**STEP 1:**  
**Complete the Meeting Registration Form**  
(CANNOT be completed before pre-require)

**STEP 2:**  
**Submit Registration Fee Payment**  
(May be completed in any order)

### ONSITE CHECK-IN

### CANCELLATION POLICY

## REGISTRATION PRE-REQUISITE

### Possess an Active JANNAF Secure Portal Account

An Active JANNAF Secure Portal Account is required in order to attend JANNAF meetings, and is a pre-requirement needed in order to complete Step 1 of the registration process. (A Portal account is NOT needed to pay the registration fee in Step 2).

- If you currently have an active Portal account, you need not do more until registration opens in mid-October, in the registration process.
- If you do not have an account, your account is inactive/expired, or you have forgotten your password, [click HERE](#). You will find more information about Security/Attendance and Portal Account Requirements, links and instructions to apply for or renew your Portal account, and guidance for forgotten passwords.
- If you plan to register as a professor or full-time student, there are qualifications you must meet in addition to completing the registration pre-requisites and instructions on this page. [Click HERE](#) to view these requirements.

Obtaining a JANNAF Secure Portal account does NOT constitute meeting registration. You must still complete the additional steps indicated below.

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## STEP 1

### Complete the Meeting Registration Form

Registration will open in mid-October ALL ATTENDEES must do the following:

- Complete the online Meeting Registration Form.

>> Completion of this online form is required for all attendees, and must be completed by the attendee. There is no financial commitment with this step.

>> We strongly encourage early completion of the Meeting Registration Form.

>> Submit the online Meeting Registration Form and pay the registration fee on or before Friday, 8 November and qualify for the discounted Early registration fee.

>> Pre-registration (both the meeting registration form and registration payment) must be completed no later than Friday, 22 November. Thereafter, on-site registration using your own device prior to arriving at the Registration Check-in desk will be available. Both registration sites will re-open on 8 December.

>> Both the online Meeting Registration Form and payment of the registration fee must be completed to access papers in the virtual Reading Room during the meeting. For more information about the virtual Reading Room, [click here](#).

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## STEP 2

### Submit Registration Fee Payment

Payment of your registration fee may be completed independently of registering for the meeting. This step can be completed without an active JANNAF Secure Portal Account, and can be completed on your behalf. A discounted registration fee is available for those who register and pay the fee on or before 8 November 2024. If you are paying the fee on behalf of others, be sure to review the **Paying for Others** instructions within the Payment site once registration opens.

The link to complete registration payment will be posted here when registration opens.

### Registration Fees

Payment Received	Regular Attendee	Student*
on or before 11/8/2024	\$1,200.00	\$400.00
11/9/2024 or later	\$1,350.00	\$400.00

\* A discounted registration fee is offered for full-time students, interns, and cooperative education students. Students must meet the Security/Attendance and Portal Account Requirements and Student Registration Requirements to qualify for this discount.

Visit the [Registration Fee](#) page for details of what is included with the registration fee.

# CHECKLIST



Step 1: Go to [www.jannaf.org](http://www.jannaf.org)

Step 2: Create a JANNAF Portal Account

Step 3: Complete meeting registration form

Step 4: Pay registration Fee



# QUESTIONS?