

Accessing BCS 4.2: iAS Authentication

- BCS 4.2 is integrated with SDD's Identity Authentication Services (iAS) for CAC-enforcement.
- Upon accessing the BCS URL (<https://dha-bcs.csd.disa.mil>), users will see the below DOD banner and click OK, followed by the CAC authentication screen.

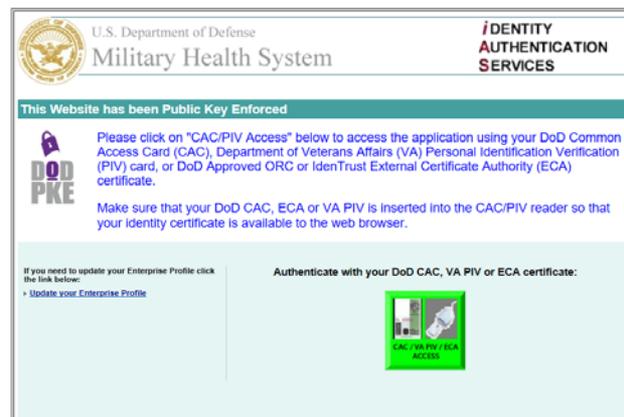
MANDATORY DOD NOTICE AND CONSENT BANNER

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

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

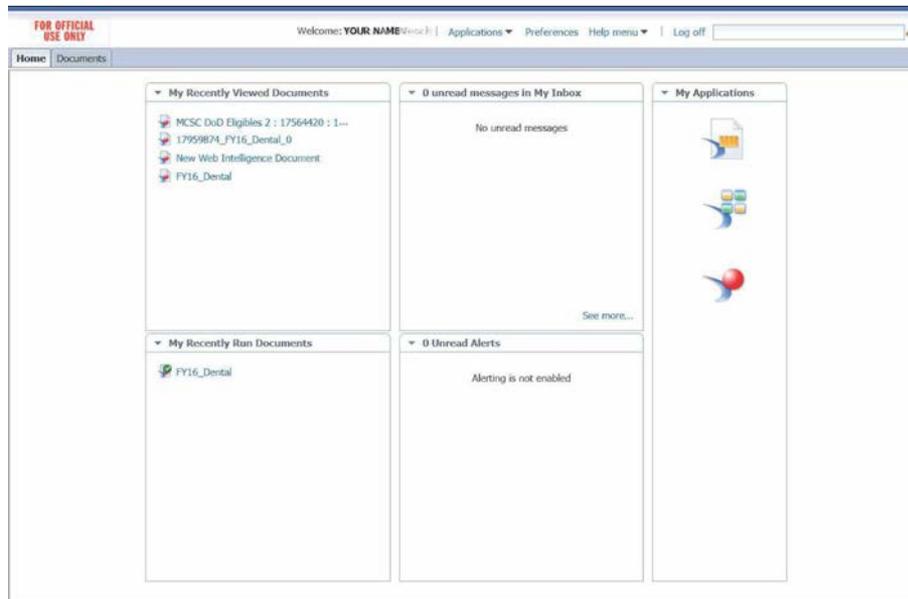
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG 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.

OK



Accessing BCS 4.2: New/Expired Account

- After successfully selecting their CAC certificate and entering their PIN, users with a BCS 4.2 account will be directed to the BI Launch Pad home screen.



- If the BCS account is expired or the user does not have a BCS 4.2 account, the user will need to go to the CAC Registration Page.
- CAC Registration hyperlink:
https://sso.csd.disa.mil/amserver/UI/Login?org=cac_pki&authlevel=3&ecrs=true&goto=https://sso.csd.disa.mil/idm/mhs/CACRegistration.do

ECRS BCS Access Request Process: Step 1 - New User CAC Registration

Military Health System CAC Registration

Identification

*First Name MI *Last Name

*Service *Rank Grade

By completing this Registration you agree to the terms and conditions of the Privacy Act of 1974 (5 U.S.C. 552a, as amended). This information may be viewed [HERE](#).

Contact Information

* Primary Email Address

* Confirm Primary Email Address

Alternate Email Address

Confirm Alternate Email Address

* Commerical Phone Number

DSN

Identification

The Identification section is pre-populated based on a user's information from Defense Manpower Data Center (DMDC). If data is incorrect please contact DMDC to update.

Privacy Act Warning

For detailed information on the Privacy Act, click the link to the left.

Contact Information

Enter a valid email address where account notifications can be sent as necessary. Enter a valid Commercial and DSN Phone Number where the account holder can be contacted.

Sponsor Organization

Sponsor Organization*

Duty Station

Please Enter Your Estimated Change of Duty Station Date

Month: Year:

*Duty Station/Company *Title/Position DMIS ID

Region

*Location Name *Department/Section Office/Room Number

Office Address

*Street Address

*City *State *Zip Code/Postal Code

*Country

Sponsor Organization

Select a Sponsor Organization from the drop down list that is applicable to you. The Sponsor Organization will be responsible in getting you access to the MHS application.

Duty Station

Please provide the estimated change of Duty Station Date (month and year) using the drop down option. Please provide your Duty Station or Company, along with your Title or Position along with the DMIS ID. The Region should be selected by choosing an option from the drop down list. The Location Name, department or section and office or Room Number for the Duty Station are mandatory.

Office Address

Enter a Street Address and City of your office address. Please select a State, if office address is in United States, from the drop down list or otherwise select 'Non US' value for State. Type in a Zip or Postal Code for your office location. Select a country from the drop down list for your office address.

*Required Fields

- Users who have used ECRS for other applications will not need to complete the CAC registration, but they may be prompted to validate their information.
- New BCS 4.2 users will be redirected to this page to register their profile within ECRS.
- "Service" is for Military, otherwise select "Service – NOT APPLICABLE" which is for non-military, i.e. "RANK" drop down of GS; SES; US Govt/DoD Contractor; or Non-Govt Civilian.
- Sponsor Organization is not part of the ECRS approval workflow. Applicants should select the organization which best aligns to their position.

ECRS BCS Access Request Process:

Step 2 - Access Level Section

M2 Users Select BCS Application 1 = 'M2'



U.S. Department of Defense
Military Health System

i DENTITY AUTHENTICATION SERVICES

User Profile

Name: Civilian Navy
Rank: LTJG
Title/Position: Uncle's House
DSN: dsn
Primary Email: gcastellon@synergybis.com
Commercial Phone: 1234567890

Service: Navy
Grade: O-2
Address: 1234 Main Street, Springfield, VA,
DMIS ID: tessst
Alternate Email: fpopal@synergybis.com

Application Access Type

Access Requested* New Change Reactivate Deactivate

Applications

Select Required Application* BCS

BCS Application 1

Select required BCS Application *

- Select Application
- BCS Admin
- DMHRSi
- DOEHRHS-HC
- DOEHRHS-IH-TR
- DOEHRHS-IH-DW
- EAS-APP
- EAS-REPO
- HAIMS
- M2
- PEPR-CBM
- PEPR-CK
- PEPR-DCS
- PEPR-MH
- PEPR-PCDIS
- PEPR-PRDM
- PEPR-QRDF
- PEPR-RF
- PEPR-TA
- SNPMIS
- TED
- TED-CRM

BCS BI Features

BCS LaunchPad Access Inbox
 BCS WebIntelligence Send To

Employment Category

Must choose 1 of the options below

Employee Category*

If Other*

US Citizen* Yes No

DOD Information Assurance

DOD Information Assurance Awar Yes No

■ The User Profile section of the form is generated from the CAC Registration data.

■ The Application Access Type and Applications section of the form are Static.

■ ECRS application list. BCS Users should select "BCS" from the list.

■ List of available BCS Subscribing Applications.

If a user requires access to more than one application, users have the option to identify "BCS Application 2" after the first application is selected.

"Medically Ready Force...Ready Medical Force"

Accessing BCS 4.2: Approval Process



- User submits the request.
- Request is sent to the supervisor email provided by the user. If approved, the request moves to the next step. If rejected, an email is sent to the user.
- BCS Role Validator verifies the requested access. If access is approved, the request proceeds to the SDD.
- SDD Access Office checks the training certificate and other requirements required for the approval. Upon completion, the request proceeds to the BCS Application Owner.
- BCS Application Owner is the final review to approve or reject the request. If approved, the user is provisioned in to BCS and an email notification is sent to the user.
 - ❑ All rejection notifications are sent to the user via email and include the reason for rejection.
 - ❑ If rejected at any stage, the user is required to resubmit a new request and be processed through the same approval process.
 - ❑ Requests can only be modified by the BCS Role Validator.

NOTE: The ECRS workflow only allows for a request to remain for **20 days** at each approval step. If a request is not approved or rejected within 20 days, the request is automatically rejected by the system. If this occurs, the user would need to resubmit their access request through ECRS.