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

- 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’

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.
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.