

U.S. Department of Energy

Office of the Engineering and Construction Management

User Account Access Guide for PARS II

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Title Page

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Change Control Page

The change control page is used to record information about the changes (i.e., additions, modifications, deletions) that have been made to this document.

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4/26/10	1.0	All	All	Final draft ready for peer review.	Norm Ayers
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1.0 Introduction

This document describes the account access procedures for PARS II and was written for PARS II Help Desk personnel and new users of the application. The following topics are covered in this document:

- PARS II Welcome Page
- PARS II Account Request Procedures
- Logging into PARS II
- Changing PARS II Password
- Help Desk Procedures

Additional questions can be directed to the PARS II Help Desk by calling 301-903-2500 and selecting option 4, and then option 5. PARS II Help Desk personnel can be reached by email at the following address: <u>i-Manage.eas@hq.doe.gov</u>.

2.0 PARS II Welcome Page

The preferred method for accessing the PARS II application, to obtain the latest information about events, notices and updates, is to click on the <u>PARS II Welcome Page</u> (Figure 1). The PARS II Welcome Page can also be accessed by typing the following address into the web browser's address window: <u>http://www.management.energy.gov/online_resources/pars2.htm</u>

The Department of Energy's Office of Engineering and Construction Management (OECM) maintains the PARS II Welcome Page and posts helpful information, such as links to commonly used functions, contact information for the PARS II Help Desk, and instructions for obtaining an account. Links are located on the right side of the Welcome Page and connect to the PARS II Login, Change Password, Request an Account, and PARS II Help Desk functions.

ABOUT DOE ORGANIZATIO	ON NEWS CONTACT	JS	S	EARCH		G
	PARTMENT OF					
SCIENCE & ENERGY TECHNOLOGY SOURCES	ENERGY EFFICIENCY	THE ENVIRONMENT	PRICES & TRENDS	NATION	AL SAFETY & ITY HEALTH	
			C	FFICE	OF MANAGEMI	EN
MA Home About Us	You are here: DO	DE Home > MA Home >	Online Resource	s > for Proje	ect Management > Wel PA ARS II FUNCTIONS	con RS
Administrative Services	Welcome to PARS	I				
Awards Programs	If you currently have	If you currently have a PARS II User Account, please click on the "Login to PARS II" link to access the system or the "Change The system of the "Change Parsender" (Change Parsender) Email PARS II Sur				
Documents/Publications	"Login to PARS II" lin					
Doing Business w/DOE	Password link to cha	inge your password.				
Energy Reduction	If you do not have a	If you do not have a PARS II User Account, click on the "Request				
FOIA/Privacy Act	ober Heedding link to	request an account.				
How do I?	For general assistance	e of the PARS II Syste	m, please <u>Email</u>	the		
Online Resources for Aviation Management	FMRG II Support rea					
for Library for Procurement for Project Management for Property Management				1		

Figure 1 - PARS II Welcome Page (OECM Website)

3.0 Account Request Procedures

Individuals requiring access to PARS II must apply for a PARS II user account. The application process utilizes the Department of Energy's <u>MIS Application Gateway</u> web software to verify the identity of new users and to manage account application and approval process. To apply for a PARS II user account, follow the instructions listed in the steps below.

Step 1: Identity Verification

If the federal employee or contractor (called the requestor) already has an account on the Department of Energy's MIS Application Gateway then the requestor can skip Step 1 and proceed to Step 2. If the requestor does not have an MIS Application Gateway account, then the requestor must use the "Request Access" Menu Option on the MIS Application Gateway to verify his/her identity with the Department of Energy. Instructions for using identity verification features are listed on the screen (Figure 2).

To access the MIS Application Gateway, run the web browser (Microsoft Explorer) and connect to the MIS Application Gateway by typing the following address into the web browser's address window <u>https://mis.doe.gov/</u> When the MIS Application Gateway main page appears, click the screen's Request Access Menu Option (Figure 2).

Figure 2 - MIS Gateway: Request Access



After selecting the Request Access Menu Option the General Information screen appears (Figure 3); offering additional information about the identify verification process. After reading the screen text click the CONTINUE link at the bottom of the screen.

Figure 3 - MIS Gateway: General Information



Next, the Profile Information screen appears (Figure 4), requiring entry of personnel profile information. Enter your last name, social security number, citizenship status and federal/contractor employee status.

Figure 4 - MIS Gateway: Profile Information



Figure 5 - MIS Gateway - Select Sponsor and Read Rules of Behavior

The Select Sponsor screen appears next (Figure 5), requiring additional profile information to be entered, such as employer name, job title, email address and phone number.

Click on the "Search" dropdown box, located near the center of the form, to select a name from the list of federal sponsors. The person selected should be someone from your site (e.g., federal manager, federal supervisor) who is familiar with your job responsibilities and requirements for verification.

Next, read the DOE Rules of Behavior, located near the bottom of the screen and click the I AGREE button, if in agreement with the terms.

When done, exit from the MIS Application Gateway and wait approximately one week

	Management Information Systems Application Gateway	
	Identity Management Request Form	
*	Enter your information below and review the ENTIRE form.(*- required fields)	
SSN:		
First name:		
Middle name or initial:		
Last name:		
Suffix:		
Employer name:		
Job title:		
Email address:	(Enter a valid husiness home or nersonnal email address)	
	Cannot Provide an Email Address	
1 none number:	(Enter a valid business, home or cell phone number in the format xxx-xxx-xxxx)	
Commenter		
Comments:	A	
Comments:		
Comments:	A 9	
Comments: By clicking on 'I AGREF' at th limitations and restrictions im of Energy automated informati You are requesting access to a official Government business o difficial Government business o	e bottom of the page, you certify that you will comply to the following terms and conditions below and understand the posed on the use of this code by Classification, Sensitivity, and the Privacy Act of 1974 while accessing the U.S. Department on system. Department of Energy resource, Employee Self Service (ESS). As with all non public DOE resources, this system is for only and any other use of this system is prohibited by law (Section 641, Title 18 U.S.C.) and could result in supension or ractivor or feleral employee working under at the U.S. Department of Energy, you may be subject to criminal prosecution.	
Comments: By clicking on 'I AGREF' at th limitations and restrictions im of Energy automated informati You are requesting access to a official Government business of dismissal. I you are not a com You will protect all your DOE 1	e bottom of the page, you certify that you will comply to the following terms and conditions below and understand the posed on the use of this code by Classification, Sensitivity, and the Privacy Act of 1974 while accessing the U.S. Department on system. Department of Energy resource, Employee Self Service (ESS). As with all non public DOE resources, this system is for mhy and any other use of this system is prohibited by law (Section 64). Title 18 U.S.D. and could result in suspension or ractor or federal employee working under at the U.S. Department of Energy, you may be subject to criminal prosecution. passwords, keep them secret, and allow no other person access to them.	
Comments: By clicking on 'I AGREE' at th limitations and restrictions im of Energy automated informati You are requesting access to a dismissal. If you are not a cont You will protect all your DOE I You understand that your logo period of fomoths.	e bottom of the page, you certify that you will comply to the following terms and conditions below and understand the posed on the use of this code by Classification, Sensitivity, and the Privacy Act of 1974 while accessing the U.S. Department on system. Department of Energy resource, Employee Self Service (ESS), As with all non public DOE resources, this system is for mix and any other use of this system is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or ractor or federal employee working under at the U.S. Department of Energy, you may be subject to criminal prosecution. passwords, keep them secret, and allow no other person access to them. n ID(s) and password(s) and associated information will be automatically suspended if your logon ID(s) remains inactive for a	
Comments: By clicking on 'I AGREF' at th limitations and restrictions im of Energy automated informati You are requesting access to a official Government buintss is dismissal. If you are not a cont You will protect all your DOE J You understand that your logo period of 6 months. You will immediately notify the ESS logon ID and related infor	e bottom of the page, you certify that you will comply to the following terms and conditions below and understand the posed on the use of this code by Classification, Sensitivity, and the Privacy Act of 1974 while accessing the U.S. Department on paystem. Department of Energy resource, Employee Self Service (ESS). As with all non public DOE resources, this system is for mly and any other use of this system is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or ractor or federal employee working under at the U.S. Department of Energy, you may be subject to criminal prosecution. passwords, keep them secret, and allow no other person access to them. n ID(s) and password(s) and associated information will be automatically suspended if your logon ID(s) remains inactive for a soffice of the CIO of any changes in organization or employment status so appropriate action may be taken regarding your mation.	
Comments: By clicking on 'I AGREF' at th limitations and restrictions im of Energy automated informati You are requesting access to a difficial Government business of dismissal. If you are not a cont You will protect all your DOE J You understand that your logon period of Gmonths. You will immediately notify the ESS logon ID and related infor You will into use your logon ID; corresponding system manage data, or other information defit 1974.	e bottom of the page, you certify that you will comply to the following terms and conditions below and understand the posed on the use of this code by Classification, Sensitivity, and the Privacy Act of 1974 while accessing the U.S. Department on system. Department of Energy resources, Employee Self Service (ESS). As with all non public DOE resources, this system is for mix and any other use of this system is prohibited by law (Section 641, Title 18 U.S.C.) and could result in superasion or ractor or federal employee working under at the U.S. Department of Energy, you may be subject to criminal prosecution. passwords, keep them secret, and allow no other person access to them. n ID(s) and password(s) and associated information will be automatically suspended if your logon ID(s) remains inactive for a second	
Comments: By clicking on 'I AGREF' at th limitations and restrictions im of Energy automated informati You are requesting access to a official Government business c dismissal. If you are not a cont You will protect all your DOE [You will protect all your logo period of 6 months. You will immediately notify the ESS logon ID and related infor You will not use your logon ID corresponding system manage data, or other information defit 1974. You will not attempt to use your employment as a U.S Department	e botom of the page, you certify that you will comply to the following terms and conditions below and understand the posed on the use of this code by Classification, Sensitivity, and the Privacy Act of 1974 while accessing the U.S. Department on system. Department of Energy resource, Employee Self Service (ESS). As with all non public DOE resources, this system is for only and any other use of this system is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or ractor or federal employee working under at the U.S. Department of Inergy, you may be subject to criminal prosecution. passwords, keep them secret, and allow no other person access to them. n ID(s) and password(s) and associated information will be automatically suspended if your logon ID(s) remains inactive for a soffice of the CIO of any changes in organization or employment status so appropriate action may be taken regarding your maxion. (s) to access any system, application or is andeguards used for the protection of data and if the data is classified data, personal led as "sensitine date" on OMB Circular A-130, Appendix III, date December 12, 1985, and is subject to the Privacy Act of relaw "to Department of Energy information system or database after the termination of your mat of Lenergy support contractor or federal employee performing work for the U.S. Department of Energy.	
Comments: By clicking on 'I AGREF' at th limitations and restrictions im of Energy automated informati You are requesting access to a official Government business of dismissal. If you are not a cont You will protect all your DOE J You understand that your logo period of G months. You will immediately notify the ESS logon ID and related infor You will not use your logon ID; corresponding system manage data, or other information defit 1974. You will not attempt to use you employment as a U.S Departme	e bottom of the page, you certify that you will comply to the following terms and conditions below and understand the posed on the use of this code by Classification, Sensitivity, and the Privacy Act of 1974 while accessing the U.S. Department on system. Department of Energy resource, Employee Self Service (ESS). As with all non public DOE resources, this system is for my and any other use of this system is prohibited by law (Section 641, Title 18 U.S.C.) and could result in superasion or ractor or federal employee working under at the U.S. Department of Energy, you may be subject to criminal prosecution. passwords, keep them secret, and allow no other person access to them. n D(s) and password(s) and associated information will be automatically suspended if your logon D(s) remains inactive for a second	

for an email response from the federal sponsor, indicating approval or rejection. If approved,

you will receive instructions and a User name and password that will permit you to log into the MIS Application Gateway and complete the application process,

Step 2: Login to MIS Application Gateway

The purpose of this step is to provide the verified DOE federal employee or contractor with a mechanism for choosing a DOE Headquarters software application (e.g., PARS II, STARS, STRIPES, IDW). The MIS Application Gateway also manages the workflow aspects of the approval and communication processes.

This step assumes that you (the requestor) have received an account to access the MIS Application Gateway and that you are prepared to log into the MIS Application Gateway to apply for a PARS II user account.

When ready to use the MIS Application Gateway, type this address into the web browser's address window <u>https://mis.doe.gov/</u>

When the MIS Application Gateway main web page appears, click the screen's "Login" Menu Option (Figure 6).

Figure 6 - MIS Application Gateway

ress	街 https://mis.doe.gov/	Snagit 🧮 🛃
	MIS Management Information Syst	U.S Department of Energy Headquarters Management Information Systems Application Gateway
		Web web & Manager Hebergin Status Australia Camer
-	LOGIN	weicome to the Management Information Systems Application Gateway.
	REQUEST ACCESS	provides easy access to many DOE Headquarters Websites using a single sign-on process.
	ABOUT MIS GATEWAY	If you currently have an MIS Gateway User ID or, if you have an ESS
	HELP	User ID, please click on the "Login" link to access the Application Gateway. If you do not have an ID (or if you are not sure), click on the "Request Access" link
		Descara statement

Next, the MIS Application Gateway LOGIN screen will appear (Figure 7). Enter your previously assigned MIS Application Gateway Username and Password and then press the AUTHENTICATE ME button.

Figure 7 - MIS Gateway: Login Screen

🏉 MIS Portal: Login - Microsoft Interne	Explorer provided by DOECOE
🚱 🕤 🗢 🔞 https://mis.doe.gov/portal/P	ortal_pinLogin.cfm 🛛 🖌 🔁 Live Sea
File Edit View Favorites Tools Help	
🚖 Favorites 🛛 👍	
😤 🔹 🌈 http://www.enterprisemissio 🥝	MIS Portal: Login 🗙 🚺 🔹 🔂 🔹 🖸 (
22 * Phtp://www.exterprismision	Its Portak Logn Earget pathword? Enter Username or CHRIS Employee ID Password Authenticate Me
	violators to criminal, civil, and cadministrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms. **WARNING**WARNING**WARNING**

Figure 8 - MIS Gateway - Applications

Next, the Applications Gateway screen will appear (Figure 8). Select the **DOE Corporate Applications** menu option, located on the left side of the screen. A sub-menu item will appear. Select the **Application Access Request** option from the sub-menu.

: Application Gateway Start page - Microsoft Internet Explorer pro C 🗢 🗑 https://mis.doe.gov/portal/portal_sta 💌 🔒 🐼 😽 🗙 🔽 Live Search 🚖 Favorites 🛛 🚖 🏠 🔹 🔝 🐇 🖃 🖶 🔹 Page 🔹 Safety 🔹 😁 👻 🏉 http://www.enterprisemissio... 🎯 MIS: Application Gateway... 🗙 U.S Department of Energy Headquarters 🔥 MIS Management Information System Application Gateway to the Management Information Systems Application Gateway Welcome OE Corporate Application: The Management Information Systems (MIS) Application Gateway provides easy access to many DOE Headquarters Websites using a single sign-on process. strative Applications The links to the left represent the applications that the MIS Application Gateway is aware that you are authorized to access. If you do not see an application listed, it is either because that application has not negotiated single sign-on with the MIS Application Gateway or because we have not been made aware of your authorization. If your application is not listed here, you may contact your application manager and equet its inclusion in the MIS Application Gateway. ogoff MIS Gateway When you click on one of the links, that application will open in a new browser window. When you are done with that application, you may close that window. Please keep the MIS Application Gateway window open at all times to allow you to be able to re-open applications or change to other applications without needing to re-login. Privacy statement



The User Verification

Form appears next (Figure 9). Update all profile information, such as site, building, address, mailstop, room number and phone. When done, click on the Update/Continue button at the bottom of the screen.

		Application Gateway
Help Line		Application Access Request - User Verification Form.
Email ESSSupport@hq.doe.gov Phone 801-903-0605 Help desk is available from 7:30 a.m-	Verify Your Curre Don't see your build	• Required nt information and Update if needed (to update click on drop down list of Site / Building and select). ing? Select "UNDESIGNATED" from drop down list and enter data in the blank fields to provide us an actual location.
4:00 p:m Eastern time Monday-Friday (except federal holidays)	*** Select a Site &	k Building ***
	Site:	GERMANTOWN MD
	Building:	20440 CENTURY BLVD
	Office Address:	Line 1: Energy Enterprise Solutions, LLC Line 2: [20440 Century Blvd Line 3: Line 4: City: * Germantown State: MD v Zip: * 20874 Country USA
	Email address:*	norm.ayers@hq.doe.gov
	Mail ston:	(Enter a valid business email address)
	Room number:*	CQ-239
	Phone number:*	301-903-8648
	a done number.	(Enter a valid business phone number)
		Update/Continue

The Application Access Request screen appears next (Figure 10). Click the **PARS II** Menu Option and then click the **Close this Window** item at the bottom of the screen.

Figure 10 - MIS Gateway - Application Request



The Rules of Behavior screen appears next (Figure 11). Make sure to read all of the rules and then, if in agreement with the terms, click the **I Do Agree With The Rules** button.

Figure 11 - MIS Gateway: Rules of Behavior

Management information Systems	U.S Department of Energy Headquarters Maagement Information Systems Application Gateway	
R	ules of Behavior	
Access to STRIPES, and any associ These are:	iated applications, is granted to you based on certain expectations.	
1) Information obtained from STRIP	'ES is to be used for official DOE business purposes only.	
 Any information obtained from S1 to be protected by you against any p such data. 	[RIPES, whether in the form of printed reports or electronic files, is urposeful or incidental distribution to anyone not authorized access to	
 In the event that you no longer re- its authorized contractor organization terminate the userid. 	paire access to STRIPES, or you leave the employment of DOE or as, you will notify the STRIPES system administration staff to	
 In regards to your Password for S changing your Password: 	STRIPES access, you agree to follow the following guidelines when	
 a. password contains between 9 b. password contains at least on c. password must start and end 	and 15 non-blank characters. enamber. with a letter.	
 d. password must contain at leas e. Password does not contain th f. Password does not include th relatives names, employee ser information about him her that g. Password does not, to the be an English dictionary, or from h. Password does not, to the be 	to one special character and can only be either # or \$ user I Dure on o, to the best of his her knowledge, close finds or al number, Social Sarviny number, Futh futh, phone number, or any the user belows could be readly learned or gassed of the user is knowledge, include common words that would be in mother language with which the user has finalizity.	
including the name of any ficts i. Password does not contain ar "xyz123xx." j. Password employed by the us employed on his/her classified	onal character or place. y simple pattern of letters or mambers, such as "qwertyxx" or ser on his her unclassified systems is different than the Passwords systems.	
 Additionally, voir agree to protect overriding operational necessi b. Individuals must not leave clet location whose protection is la accessed using the Password c. Individuals must not enable ag d. Passwords must be changed: 	Vour resorvoir au une zooonan manaer. Ny sevorde secoept in emergency circumstances or when there is an ty exert Bawwords in location accessible to others or secured in a ese shan that required for protecting the information that can be aplications to retain Passwords for subsequent reuse.	
 at least every 90 immediately after as soon as possi compromised, o on direction from 	(days sharing (b, bar within 1 business day after a Password has been f after one suspects that a Password has been compromised management.	
6) Protection of Personally Identifiab	ele Information (PII)	
 Any remote access to t through a VPN using to than your own. Two-fa device separate from th contact the OCIO to b 	the DOE network to access data in this system must be made non-factor authentication if the data you are accessing in other to computer pairing access. Handymarter saver need to be at up for FTPS and two-factor catalentication.	
 All PII media other that CD, thumb drive, or an definition below) will be ICE is the approved e Headquarters users. 	n your own (i.e., hard copy reports, information loaded to a y other removable decronoic media) that is transported (see excrypted using [FS 140-2 or greater compliant software. mcryption zoftware zapphied by the OCIO for	
<u>Transported</u> , in addition removal, includes sendi- from your home PCIag home or any other loca in mind that if you view considered to be a dow DOE facility. This woul protected facilities such	as to this and/or other detectoric transmissions and physical and phe deformations is a small and/or accessing the information topy or DOE laptops or contrastory provided PC laptops from the information from your home or other location, this is avoid and enterwork from the physical protected Headquarters data does not be to transporting PH information between DOE as a between Ofermations and Forestal.	
 Any and all files that co Entrust. 	ntain PII that are sent via e-mail will be encrypted using	
 PII that is stored on La deleted within 90 days 	ptops or removable media or at a remote location must be or when no longer needed for official DOE business purposes.	
I do not agree v	with the rules I do agree with the rules	

The PARS II Custom Form screen appears next (Figure 12). Enter the following information on this form:

- User Role: Select one role from the list of roles on the screen that most closely represents your job function as it pertains to using PARS II. If unsure about your role in PARS II, please call the PARS II Help Desk.
- **Approving Official**: Select one name, from the list of names in the dropdown box, of the Program Approving Official who will be responsible for approving your request to obtain a PARS II user account.
- **PARS II Project Number** (optional): If applicable, enter the DOE Project Number for each project that you are responsible for updating. A maximum of five projects can be entered.
- **Requestor Comments**: Enter text in this block that pertains to questions or issues that you might have about this request (e.g. "this is my second request").
- **Business Reason**: Enter a brief justification for using PARS II (e.g., it is required by my job, I want to monitor projects in my area of responsibility, etc.).

After entering all items on the screen, click the SUBMIT button at the bottom of the screen.

Figure 12 - MIS Gateway: Custom Form for PARS II

Management Information Systems	Management Information Systems Application Gateway
Help Line	Application Access Request - PARS II (PROD instance)
Email -MANAGE.HelpDesk@hq.doe.gov	Mathew,Sissy N
	(* - Required)
Phone IQ: 301-903-2500 Foll Free: 1-866-834-6246	* Select User Role(s): Note : You may select multiple Roles
Option #4, Option #5	Acquisition Executive
	Alternate OECM Analyst
	Contracting Office Representative
	Contractor Analyst
	Contractor Project Manager
	Deputy Federal Project Director
	Federal Project Director
	OECM Analyst
	Program Analyst
	Program Manager
	Program Point of Contact
	• Select your approving official: Select your approving official 💌
	PARS II Project Number (ovtional):
	Requestor Comments (optional):
	 Please provide a business reason supporting your need to access PARS For example, as an FPD I will use PARS II to upload schedule and earned value project data.
	CONTINUE

The last screen to appear in the request sequence is called the Confirmation screen (Figure 13) and its purpose is to inform the requestor that his/her information was entered correctly and that a response from the approving official, to approve or reject the request, should be expected within one week.



Figure 13 – MIS Gateway - Request Confirmation Screen

Step 3: Receiving the PARS II Account

If the approving official and authorizing official approve your request, then the PARS II Help Desk Administrator will be notified and will create your account in the PARS II system. The PARS II Help Desk Administrator will then send you a PARS II user name and password so that you will be able to access the application. Please contact the PARS II Help Desk if you have additional questions.

Note: Instructions for completing the account application process are also available on the DOE Office of Management's OECM <u>Request User Account</u> web page (Figure 14) and can be accessed by typing the following address into the browser's address window: <u>http://management.energy.gov/online_resources/pars2ar.htm</u>.

```
Figure 14 - Request User Account Link: OECM Website
```



4.0 Logging into PARS II

The PARS II web application can be accessed in two different ways:

- 1. By connecting to the Department of Energy's OECM website <u>PARS II Welcome Page</u> and by clicking the link titled: <u>Login to PARS II</u> which is located on the right-hand side of the PARS II Welcome Page;
- 2. Or, by typing the PARS II URL address <u>https://pars2.doe.gov</u> into the browser's address window.

When either of these methods is chosen, PARS II will run and display the following three screens in succession:

- Security Notice screen (Figure 15)
- Login screen (Figure 16)

١

• PARS II Project screen (Figure 17)

4.1 Security Notice Screen

The **Security Notice** screen (Figure 15) prompts the user to read the text on the screen and then directs the user to press the "continue" button.

Figure 15 - PARS II Security Notice Screen



4.2 PARS II Login Screen

After agreeing to the terms of the PARS II Security Notice, the **PARS II Login** screen will appear (Figure 16). To access PARS II, the user must enter the pre-assigned PARS II User name and password and then click the OK button. Other relevant information appears below.

- Values for the user name and password must be entered with 60 seconds of the initial screen display, or an error screen will appear. Values entered for user name are not case sensitive but values entered for password are case sensitive.
- An invalid username or invalid password entry, followed by pressing the OK button, will cause the screen to re-display and prompt the user for new values (up to three separate times).
- After three invalid attempts at entering user name or password, the Windows Domain Error Screen will appear (Figure 18) and the user's account will be locked for 30 minutes. The user can wait 30 minutes and then re-enter correct values for user name and password, or the user can contact the PARS II Help Desk Administrator to request that the account be unlocked.

Security Notice - Microsoft Internet Explorer provided by DOECOE https://pars2.doe.gov/iisadmpwd/snot.asp?act=login 🗸 🔒 😣 👉 🗙 🔁 Live Search View Favorites Tools Help Edit 🆕 Favorites 🛛 👍 🔘 Security Notice 🟠 🔹 🔝 🛸 🖃 🖶 🔹 Page 🗸 Safety 🗸 Tools ENERGY PARS II ? × 2 Proj he Department of Energy uses This web site is part of a Federal compl The server pars2.doe.gov at pars requires a username and password. software programs to monitor this web s ble to all users and to protect information in the system. By accessing monitoring activities. Ω User name: Y Unauthorized attempts to defeat or circu than intended purposes, to deny service to authorized users, to access, Password: erwise to interfere with the system or its operation is prohibited. Evidence of orities and result in criminal prosecution under the Computer Fraud Infrastructure Protection Act of 1996, codified at section 1030 of Title ninal laws OK Cancel Continue Cancel

Figure 16 - PARS II Login Screen

4.3 PARS II Projects Screen

After successfully logging into PARS II, the Projects screen will appear (Figure 17), indicating that the account is valid and that all login steps have been followed correctly.

Figure 17 - PARS II P	roject Screen	
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Project Overvie <u>w</u>	Select a Level 1 Program: Select a Level 2 Program Office: Select a Level 3 (Capital Asse
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4.4 PARS II Login: Invalid Password Screen

The login error page (Figure 18) will display if the user has entered an invalid password three times. If this is the case, PARS II has automatically locked the account and the user should contact the PARS II Help Desk for assistance.

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You are not authorized to view this page You do not have permission to view this directory or page using the credentials that you supplied.		<
Please try the following:		
 Contact the Web site administrator if you believe you should be able to view this directory or page. Click the <u>Refresh</u> button to try again with different credentials. 		
HTTP Error 401.1 - Unauthorized: Access is denied due to invalid credentials. Internet Information Services (IIS)		
Technical Information (for support personnel)		
 Go to <u>Microsoft Product Support Services</u> and perform a title search for the words HTTP and 401. Open IIS Help, which is accessible in IIS Manager (inetmgr), and search for topics titled Authentication, Access Control, and About Custom Error Messages. 		
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Figure 18 - PARS II Windows Domain: Password Error Message

5.0 Steps for Changing the Password

A change to an existing PARS II password can be made by clicking the **Change PARS II Password** link, located on the PARS II Welcome Page. PARS II will then display the following three screens in succession:

- 1. Security Notice screen (Figure 19)
- 2. Rules of Behavior screen (Figure 20)
- 3. Change Password screen (Figure 21)

The **PARS II Security Notice** screen (Fig 19) will be the first screen to appear. The requestor must read the terms posted on the notice and, if in agreement with these terms, press the "continue" button at the bottom of the page. Pressing the "cancel" button will re-display the Welcome Page.

Figure 19 - PARS II Security Notice Page

Security Notice - Microsoft Internet Explorer provided by DOECOE	
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Security Notice	
This web site is part of a Federal computer system used to accomplish Federal functions. The Department of Energy uses software programs to monitor this web site for security purposes to ensure it remains available to all users and to protect information in the system. By accessing this web site, you are expressly consenting to these monitoring activities.	
Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation is prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996, codified at section 1030 of Title 18 of the United States Code, or other applicable criminal laws.	
Continue Cancel	
Done	ites

5.1 Rules of Behavior Screen

The **PARS II Rules of Behavior** screen will appear next in sequence (Figure 20). The terms on the screen should be read carefully to understand what will be required to change your password. Use the vertical scroll bar to read the entire page and, when done, click the "I Accept These Rules of Behavior" button.

Figure 20 - PARS II Rules of Behavior Screen	
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PARS II Rules of Behavior	
Access to the PARS II, and any associated applications, is granted to you based on certain expectations. These are:	
1) Information obtained from PARS II is to be used for official DOE business purposes only.	
 Any information obtained from PARS II, whether in the form of printed reports or electronic files, is to be protected by you against any purposeful or incidental distribution to anyone not authorized access to such data. 	
3) In the event that you no longer require access to PARS II, or you leave the employment of DOE or its' authorized	
contractor organizations, you will notify the PARS II system administration staff to terminate the userid.	
 In regards to your Password for PARS II access, you agree to follow the following guidelines when changing your Password: 	
a. Password contains between 9 and 20 non-blank characters.	
c. Password must start and end with a letter.	
d. Password must contain at least one special character and can only be either # or \$.	
f. Password must not be the same as any of the last 24 used.	
 Password does not contain the user ID. Password does not include the user's own or, to the best of his/her knowledge, close friends or relatives 	~
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5.2 Change Password Screen

The **PARS II Change Password** screen appears in order (Figure 21). The reader will be required to develop password text that complies with the guidelines shown on the Rules of Behavior screen. To change the password, the user must enter the following information on the screen:

- The value of your previously assigned PARS II user name, to be placed in the User ID field;
- The value of your current PARS II password, to be placed in the Old Password field;
- The value of the new password you are creating, to be placed in the New Password field. Remember that passwords are case-sensitive.
- Enter the new password (again), to be placed in the Confirm Password field.
- And then press the Submit button.
- Please take note of the *help text* located in the lower left-hand corner of the screen.

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Change Password:	
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User ID:	
Old Password:	
New Password:	
Confirm Password:	
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PARS II Password Guidelines:	
a. Password contains between 9 and 20 non-blank cha	aracters.
 b. Password contains at least one number. b. Password must start and and with a letter. 	
 d. Password must contain at least one special character 	er and can only be either # or \$
 e. Password must be changed at least every 90 days. 	
f. Password must not be the same as any of the last 24	4 used.
g. Password does not contain the user ID.	hast of his/har knowledge, sloce friends or relatives
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Figure 21 - PARS II Domain: Change Password Screen

5.3 Change Password Error Message

If the password entered does not meet the criteria described in the Rules of Behavior, PARS II will display an error message on the screen (see red text at top of Figure 22).

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PARSIIKGA	
Error: The new password does not meet the complexity requirements. Please consult the PARS II Password Guidelines below.	
Change Password:	
User ID:	=
Old Password:	
New Password:	
Confirm Password:	
Submit Cancel	
PARS II Password Guidelines:	
 a. Password contains between 9 and 20 non-blank characters. b. Password contains at least one number. c. Password must start and end with a letter. d. Password must contain at least one special character and can only be either # or \$. e. Password must be changed at least every 90 days. f. Password must not be the same as any of the last 24 used. g. Password does not contain the user ID. 	
Done	

Figure 22 - PARS II Change Password – Operation Failed Message

5.4 Change Password – Success Message

Success in changing the password will result in a message at the top of the screen that displays "Password Successfully Changed" (see red text near the top of Figure 23).

When ready to access PARS II, click on the link **Continue to PARS II with New Password** link. This action will display the PARS II Logon screen (Figure 24).

Change Password - Microsoft Internet Explorer provided by DOECOE	
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Password successfully changed!	
Continue to PARS II with the NEW password	
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Figure 23 - PARS II Change Password: Success Message

To access PARS II, enter the username and new password in the PARS II Logon screen.

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This web site is part of a Federal software programs to monitor this information in the system. By acc Unauthorized attempts to defeat service to authorized users, to ac its operation is prohibited. Evider prosecution under the Computer 1996, codified at section 1030 of	Pro Connect to pars2.doe.gov Pro The server pars2.doe.gov at pars requires a username and password. User name: Password: Password: OK Cancel Continue Cancel	 he Department of Energy uses ble to all users and to protect monitoring activities. than intended purposes, to deny erwise to interfere with the system or orities and result in criminal Infrastructure Protection Act of hinal laws.

Figure 24 - PARS II Logon Screen

5.5 Changing an Expired or Reset Password

If a PARS II Password has expired (i.e., the password has not been changed in 90 days) or has been reset then a new password must be created using the **PARS II Change Password** screen.

The red text at the top of the Rules of Behavior screen (Figure 25) will display if the user's password has expired of if it has been automatically reset by the application. If this message appears, the user must go to the "PARS II Change Password" screen and update the existing password.

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U.S. DEPARTMENT OF ENERGY	
PARSIIKGA	
Your password has expired or been reset: Please change your password.	
PARS II Rules of Behavior	
Access to the PARS II, and any associated applications, is granted to you based on certain expectations. These are:	
1) Information obtained from PARS II is to be used for official DOE business purposes only.	
2) Any information obtained from PARS II, whether in the form of printed reports or electronic files, is to be protected by you against any purposeful or incidental distribution to anyone not authorized access to such data.	
3) In the event that you no longer require access to PARS II, or you leave the employment of DOE or its' authorized contractor organizations, you will notify the PARS II system administration staff to terminate the userid.	
4) In regards to your Password for PARS II access, you agree to follow the following guidelines when changing your Password:	
 a. Password contains between 9 and 20 non-blank characters. b. Password contains at least one number. c. Password must start and end with a letter. d. Password must contain at least one special character and can only be either # or \$. e. Password must be changed at least every 90 days. f. Password must not be the same as any of the last 24 used. g. Password does not contain the user! D. b. Password does not contain the user! D. b. Password does not contain the user! D. c. Password does not contain the user! D. b. Password does not contain the user! D. 	×
Done	

Figure 25 - PARS II Rules of Behavior Screen: Password Reset Message

5.6 Password About To Expire

If a PARS II Password is about to expire within the next 14 days, the screen and accompanying text shown in Figure 26 will appear after logging into PARS II. This screen will allow the user to indicate his/her intent to change the password now, or to change it in the future.

Clicking the Yes button will display the PARS II Change Password screen. Clicking the No button will display the PARS II Select Project screen.

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Figure 26 – PARS II Password Expiration Warning Message

6.0 Email the PARS II Help Desk

PARS II Help Desk support personnel can be reached calling 301-903-2500 and by selecting option 4, and then option 5. PARS II Help Desk personnel can also be reached by sending an email to the following address: <u>i-Manage.eas@hq.doe.gov</u>.

A link to the PARS II Help Desk is also available on the <u>PARS II Welcome Page - PARS II User</u> <u>Account Request</u> and can be accessed by clicking on <u>Email PARS II Support</u> link. Clicking on this link will invoke the workstation's email program (e.g. Microsoft Outlook, Figure 27) and will place the PARS II Help Desk address in the *Send To* section of the message. To ask a question or report a problem via email, enter text into the body of the email message and then send the message.

Figure 27 – Send Electronic Mail to the PARS II Help Desk

