# 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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# Table of Contents

# 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:  i-Manage.eas@hq.doe.gov.

# 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 PARS II Welcome Page  (Figure 1). The PARS II Welcome Page can also be accessed by typing the following address into the web browser's address window: http://www.management.energy.gov/online_resources/pars2.htm

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.

**Figure 1 - PARS II Welcome Page (OECM Website)**
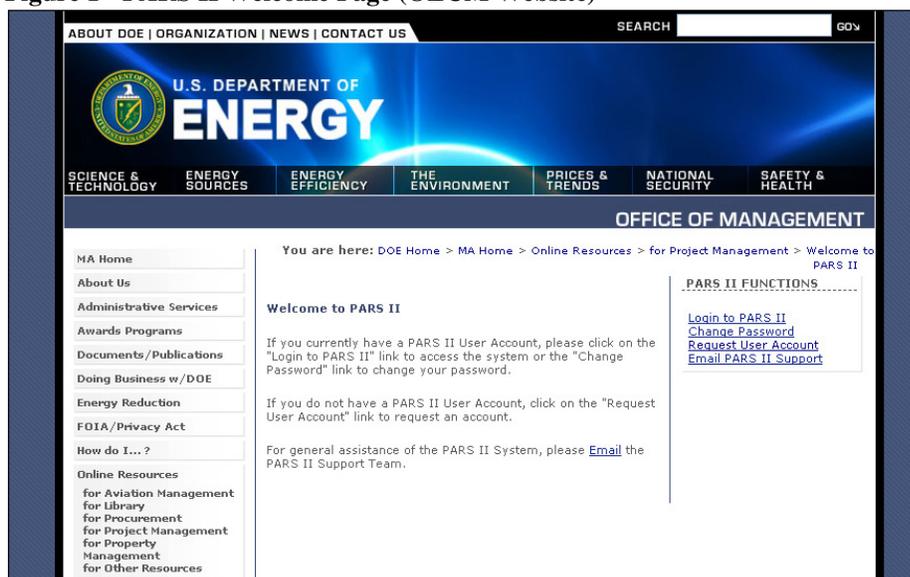
# 3.0 Account Request Procedures

Individuals requiring access to PARS II must apply for a PARS II user account. The application process utilizes the Department of Energy's MIS Application Gateway 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).

**Figure 2 - MIS Gateway: Request Access**

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 https://mis.doe.gov/ When the MIS Application Gateway main page appears, click the screen's Request Access Menu Option (Figure 2).



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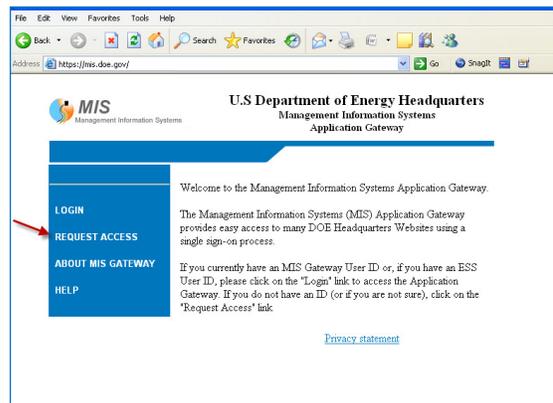
After selecting the Request Access Menu Option the General Information screen appears (Figure 3); offering additional information about the identify verification process. After reading the screen text click the CONTINUE link at the bottom of the screen.

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**
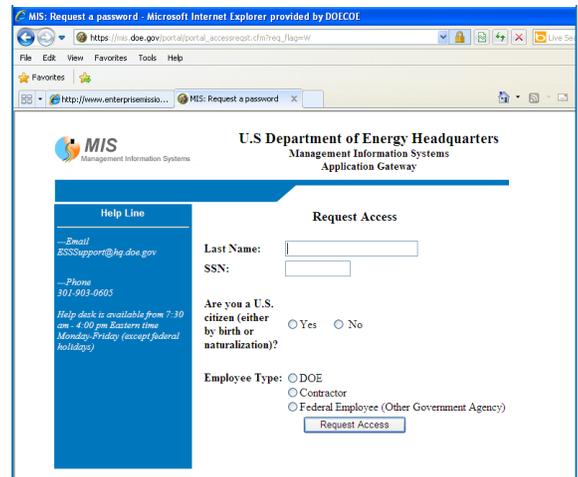


**Figure 5 - MIS Gateway - Select Sponsor and Read Rules of Behavior**



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 for an email response from the federal sponsor, indicating approval or rejection.  If approved,
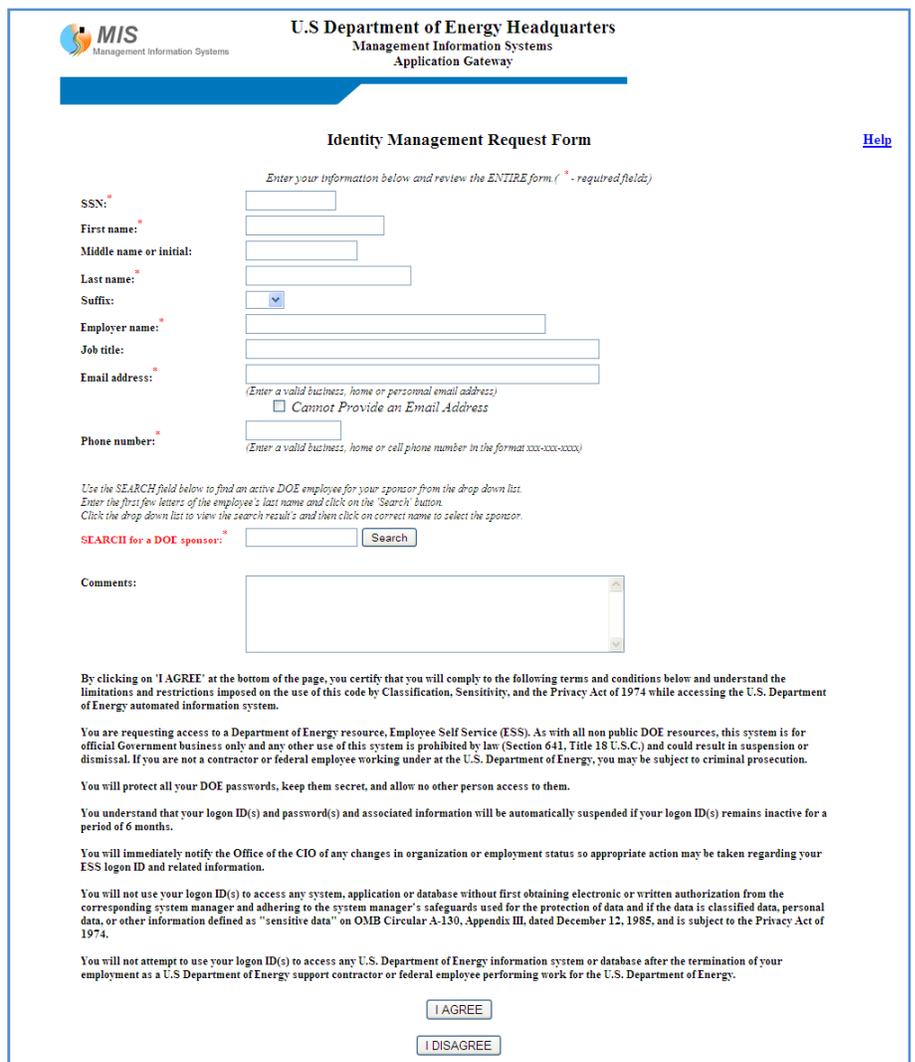
you will receive instructions and a User name and password that will permit you to log into the MIS Application Gateway and complete the application process,

## 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.

**Figure 6 - MIS Application Gateway**

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

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



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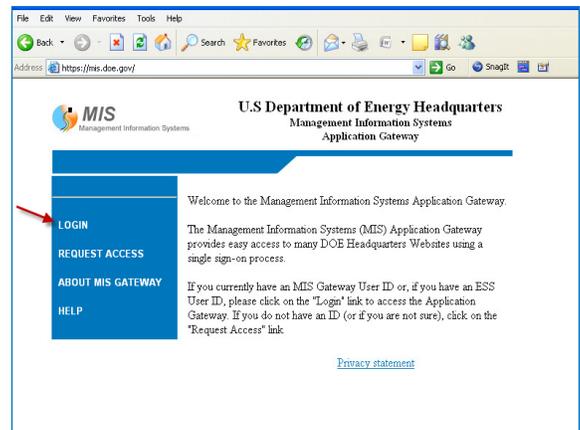
Next, the MIS Application Gateway LOGIN screen will appear (Figure 7).  Enter your previously assigned MIS Application Gateway Username and Password and then press the AUTHENTICATE ME button.



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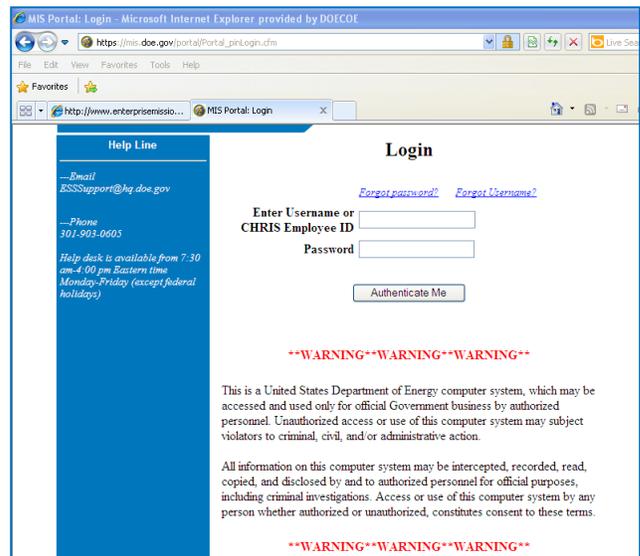
**Figure 8 - MIS Gateway - Applications**

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.



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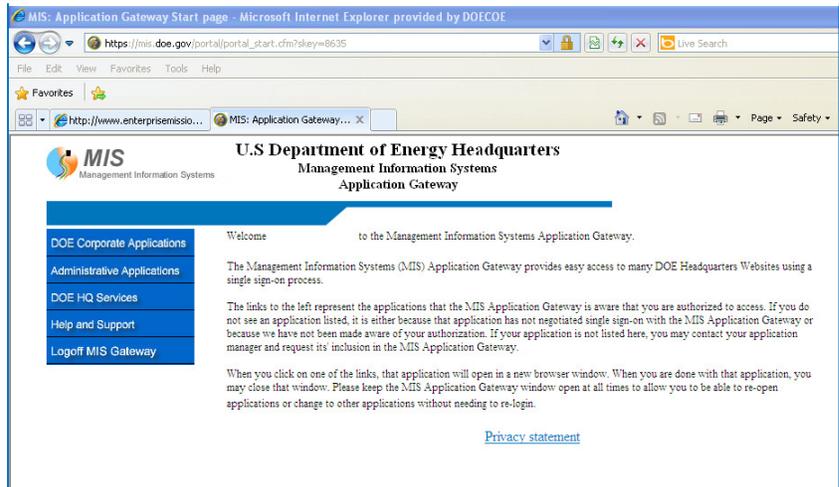
The **User Verification Form** appears next (Figure 9). Update all profile information, such as site, building, address, mailstop, room number and phone. When done, click on the Update/Continue button at the bottom of the screen.

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**
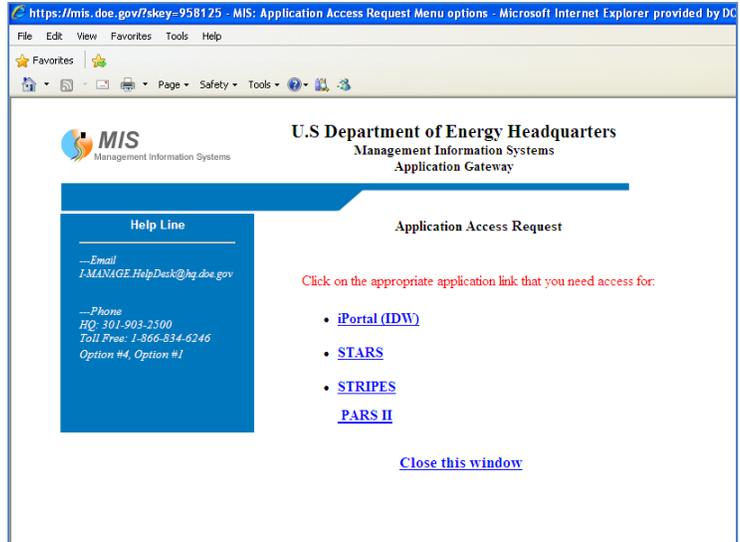


The Rules of Behavior screen appears next (Figure 11). Make sure to read all of the rules and then, if in agreement with the terms, click the **I Do Agree With The Rules** button.

**Figure 11 - MIS Gateway: Rules of Behavior**
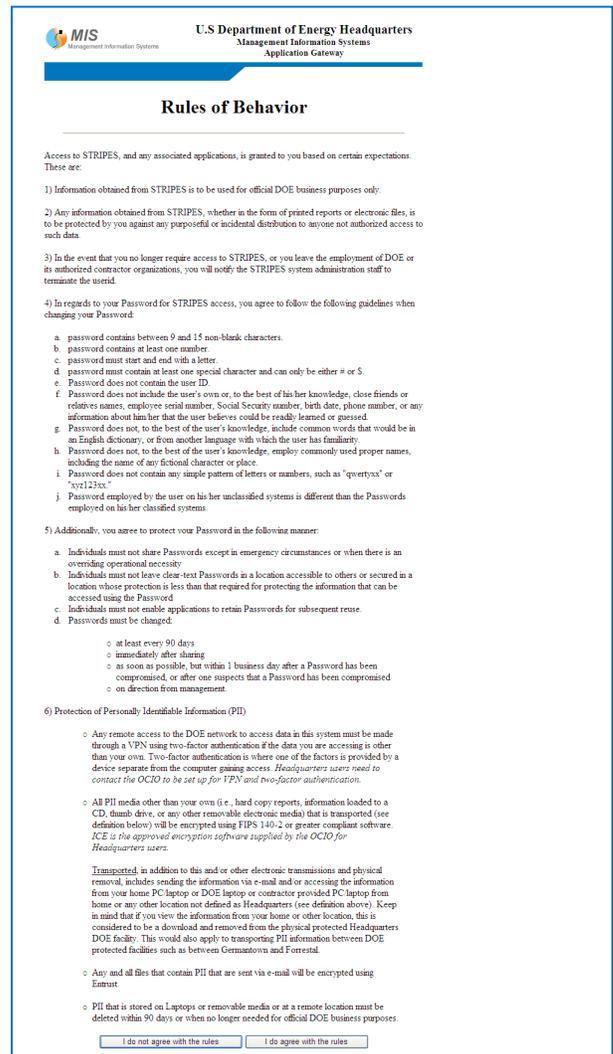
The PARS II Custom Form screen appears next (Figure 12).  Enter the following information on this form:

- **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**

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**



**U.S Department of Energy Headquarters**
**Management Information Systems**
**Application Gateway**

**Help Line**

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---*Email*
*I-MANAGE.HelpDesk@hq.doe.gov*

---*Phone*
*HQ: 301-903-2500*
*Toll Free: 1-866-834-6246*
*Option #4, Option #5*

**Application Access Request - PARS II**

Your Request for access to PARS II - Production instance was successful.

An email was sent to the PARS II administrative staff for approval. You will be contacted within a week.

Review Requests    Back to AAR menu

## _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 Request User Account web page (Figure 14) and can be accessed by typing the following address into the browser's address window: http://management.energy.gov/online_resources/pars2ar.htm.

**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 PARS II Welcome Page and by clicking the link titled: Login to PARS II which is located on the right-hand side of the PARS II Welcome Page;

2.  Or, by typing the PARS II URL address https://pars2.doe.gov 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)
* 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.
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**Figure 15 - PARS II Security Notice Screen**
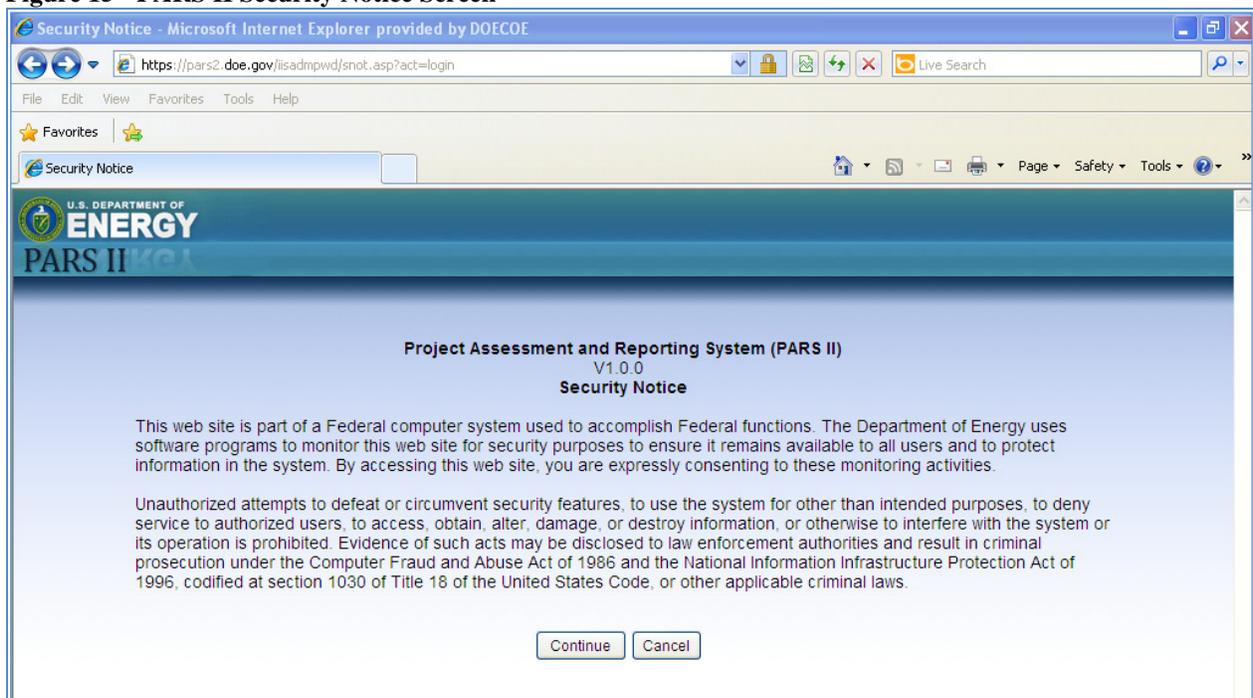
## *4.2 PARS II Login Screen*

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.

**Figure 16 - PARS II Login Screen**



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## 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 Project Screen**
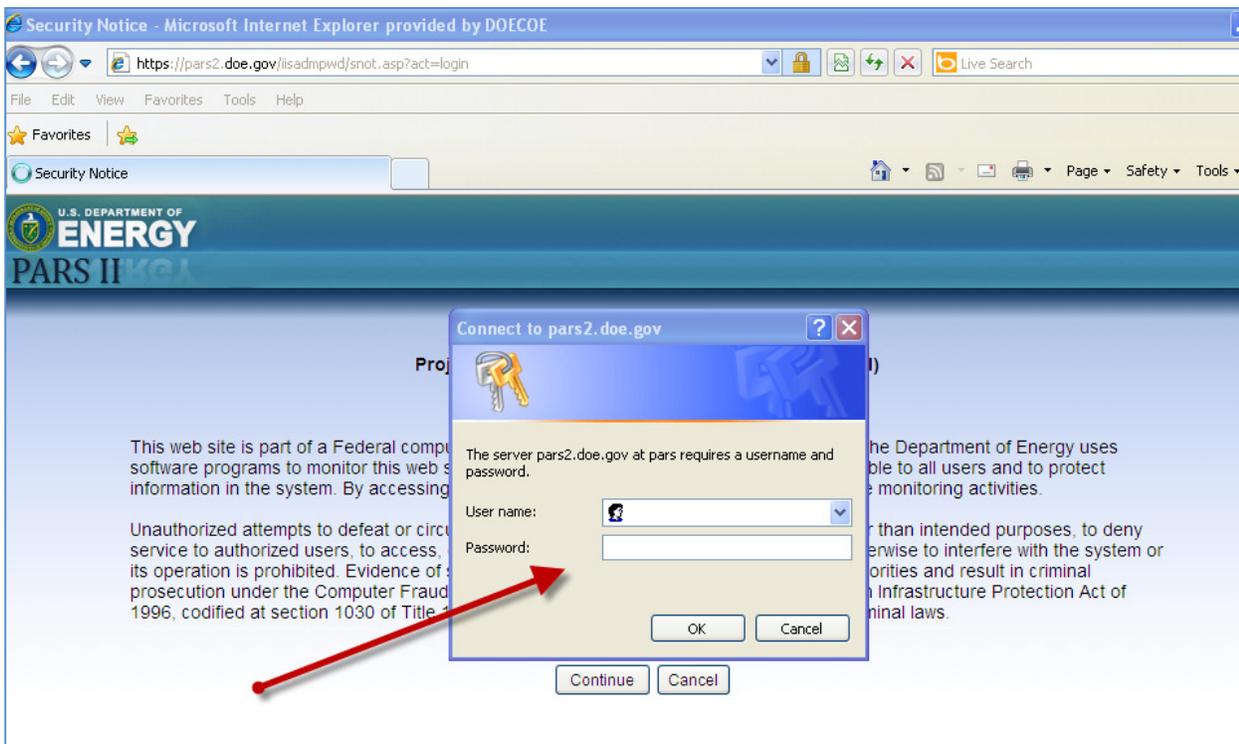
## *4.4 PARS II Login:  Invalid Password Screen*

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.

**Figure 18 - PARS II Windows Domain: Password Error Message**
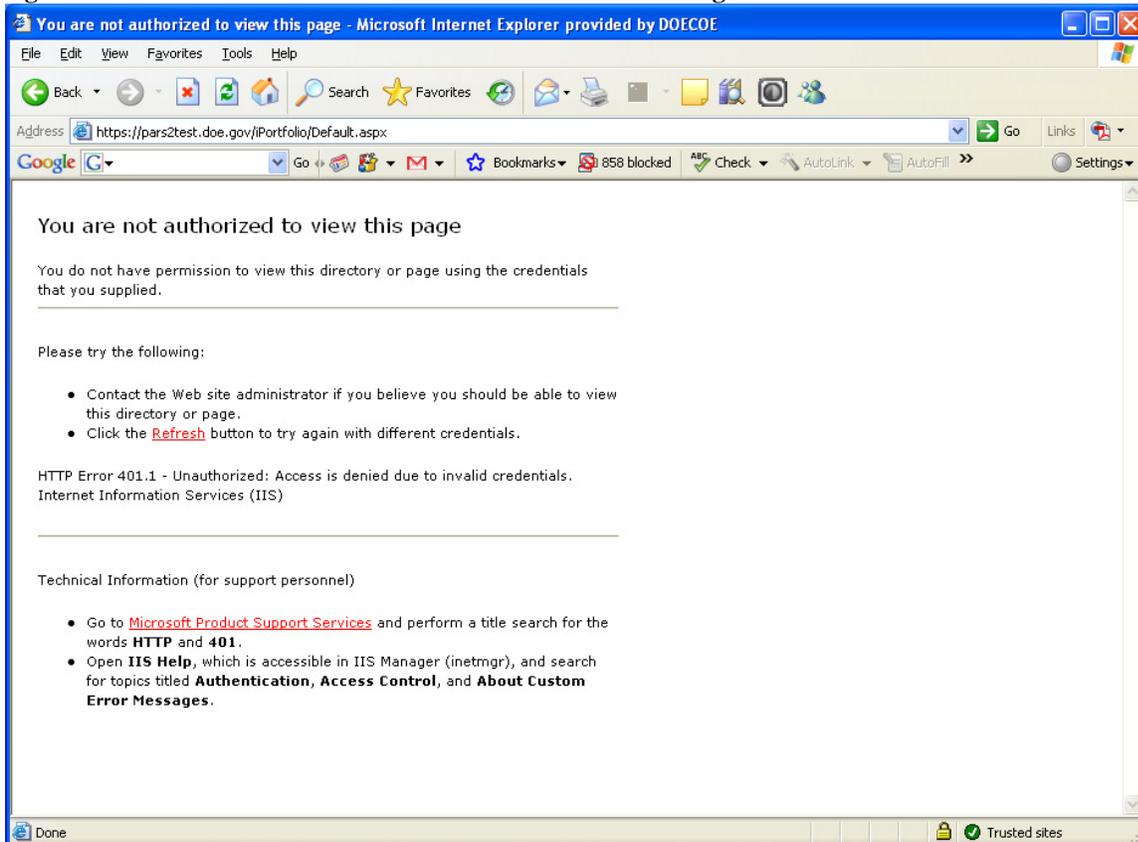
# 5.0 Steps for Changing the Password

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**
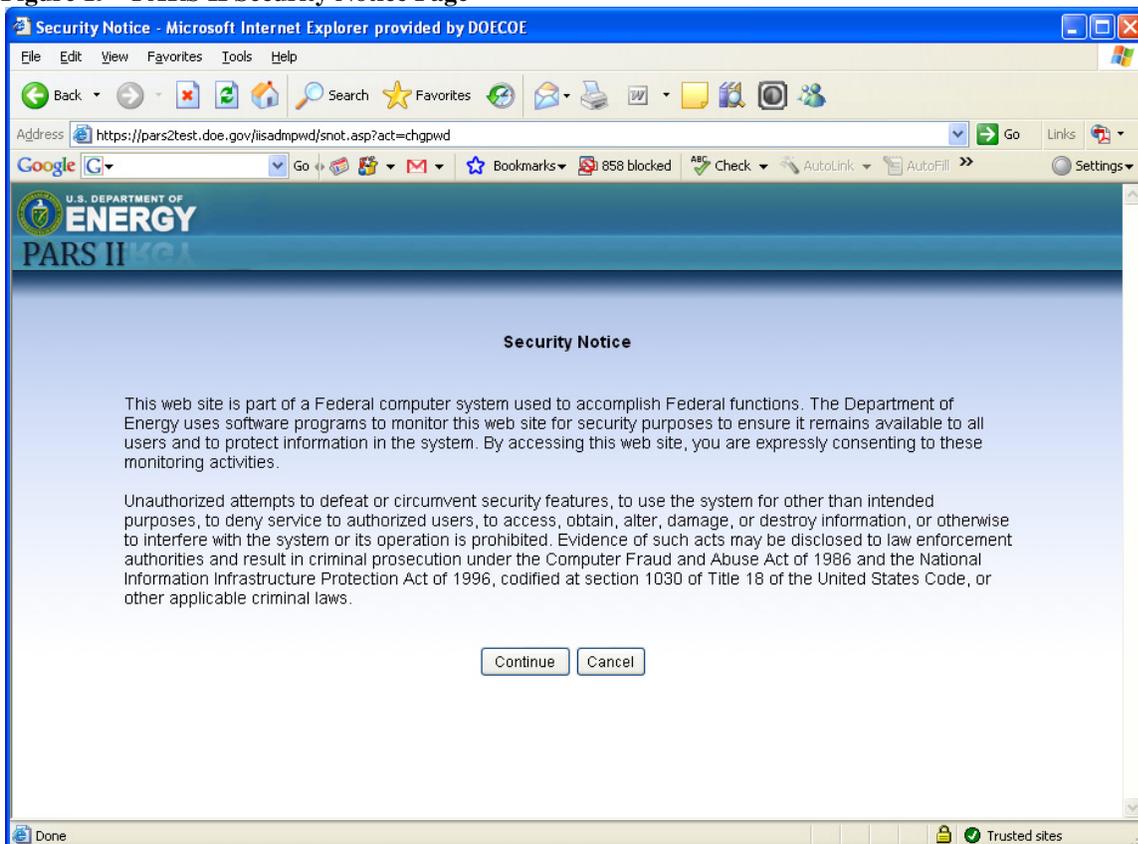
## *5.1 Rules of Behavior Screen*

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**
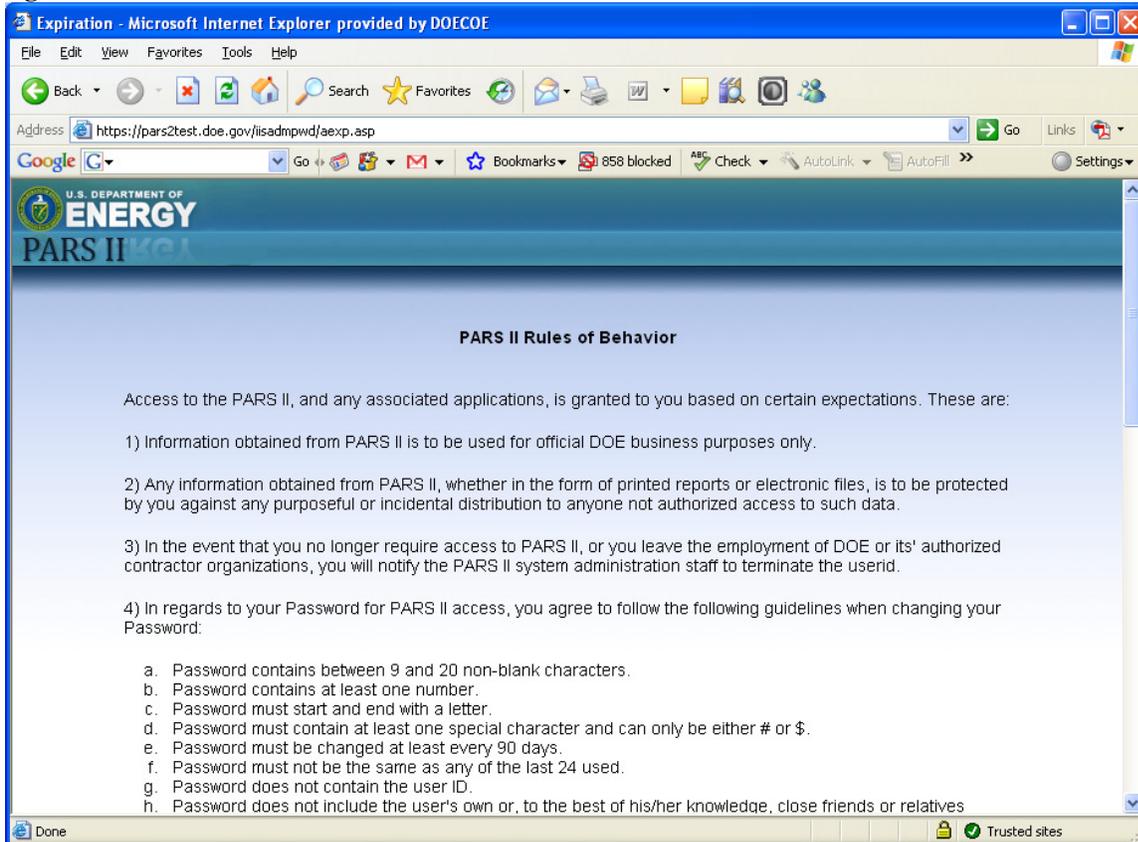
## 5.2 Change Password Screen

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.

**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).

**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).

**Figure 23 - PARS II Change Password: Success Message**

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

**Figure 24 - PARS II Logon Screen**
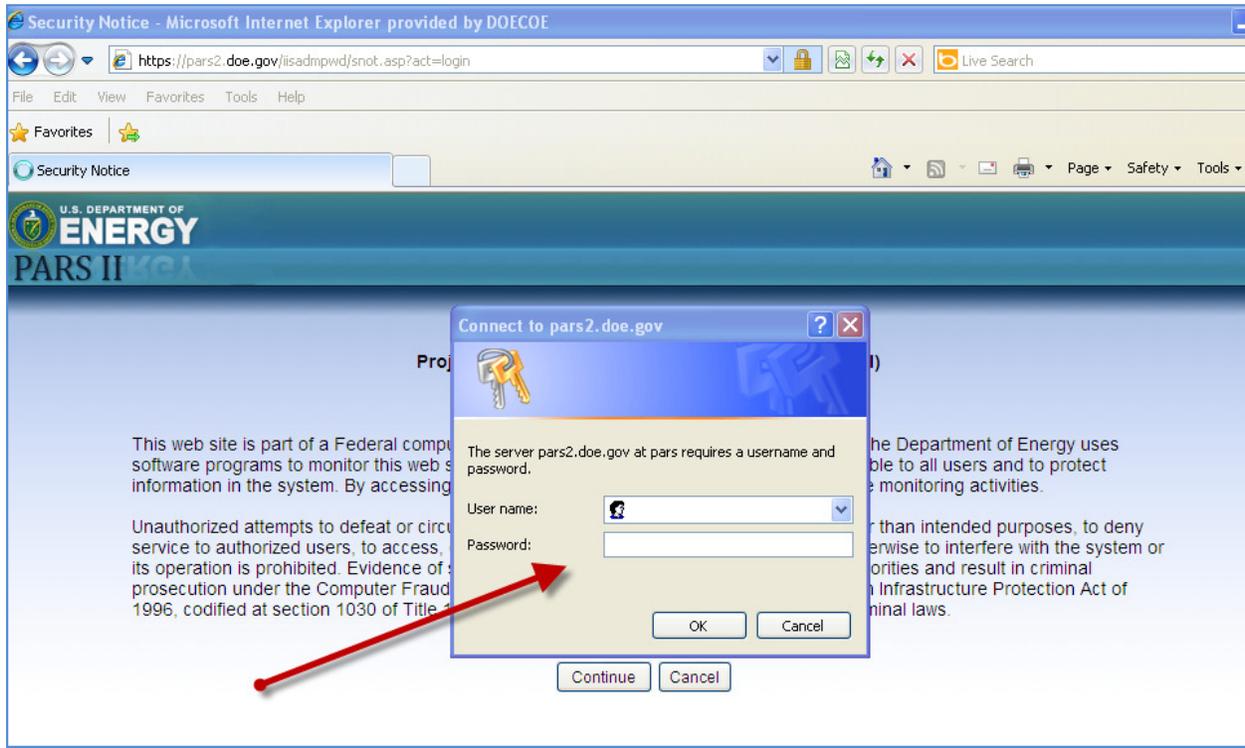
## 5.5 Changing an Expired or Reset Password

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.

**Figure 25 - PARS II Rules of Behavior Screen: Password Reset Message**
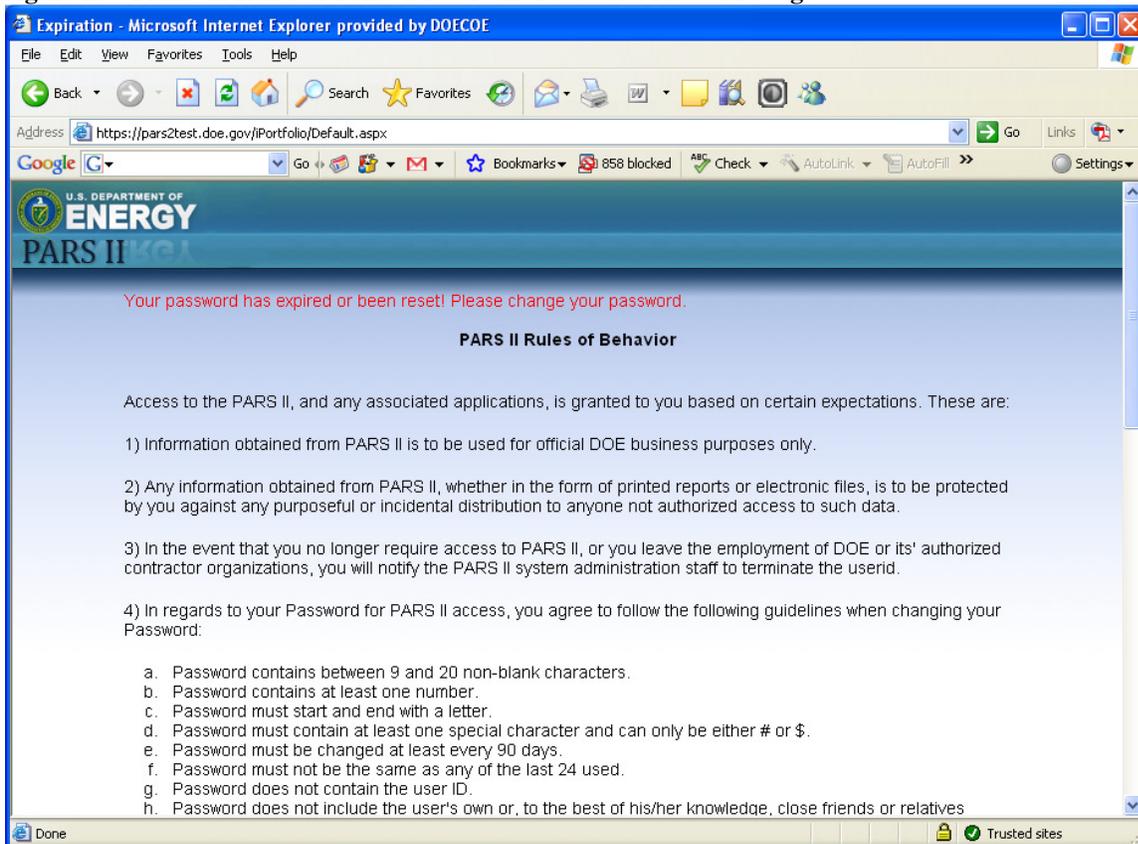
## 5.6 Password About To Expire

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.

**Figure 26 – PARS II Password Expiration Warning Message**
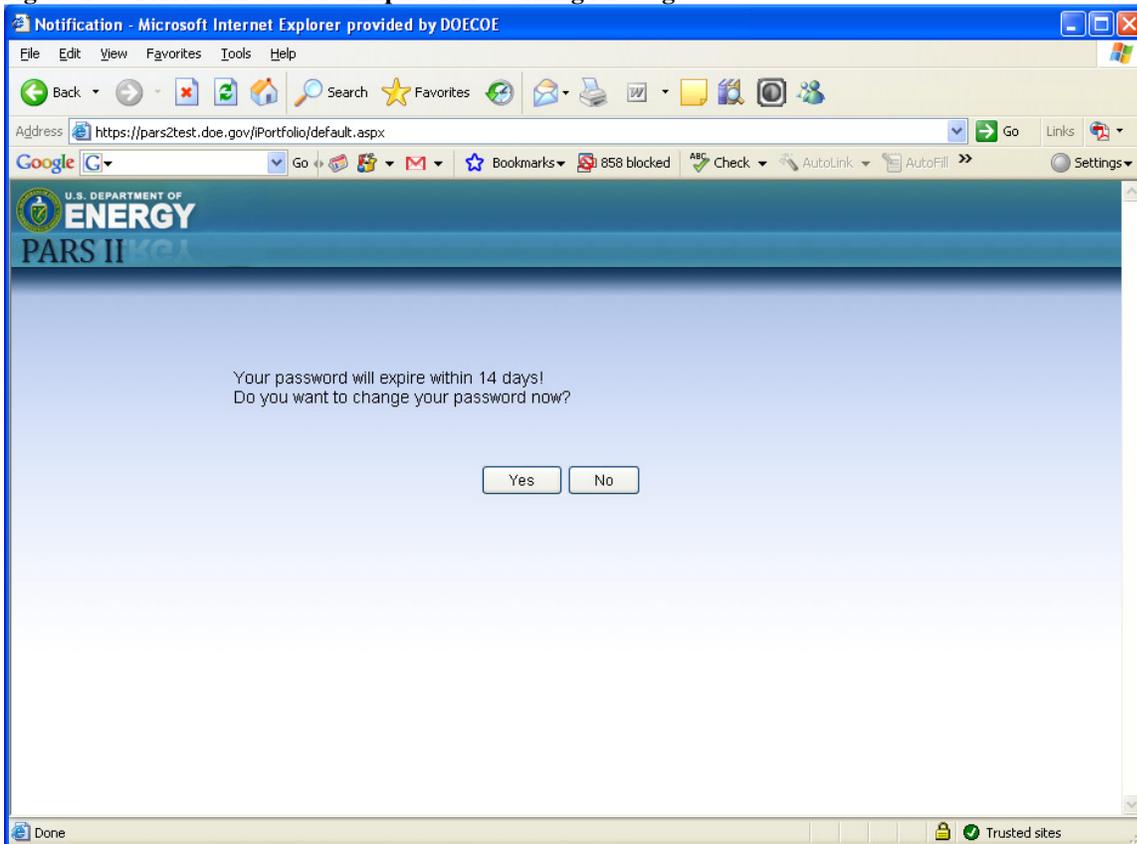
# 6.0 Email the PARS II Help Desk

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: i-Manage.eas@hq.doe.gov.

A link to the PARS II Help Desk is also available on the PARS II Welcome Page - PARS II User Account Request  and can be accessed by clicking on Email PARS II Support 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**