



U.S. DEPARTMENT OF
ENERGY

PARS IIE CONTROLLED UNCLASSIFIED INFORMATION (CUI) TRAINING

Two-Factor Authentication (TFA)

Document Marking, Encryption, and Access

OVERVIEW – TWO-FACTOR AUTHENTICATION (TFA)

- No changes to URL (<https://pars2e.doe.gov>)
- No changes to current username/password
- Additional authentication step
 - Time-based Security Token delivered to registered email, or
 - Registered equipment (laptop/desktop) with unique IP
- No other changes to timeout, password expiration, or account deactivation policies

TWO-FACTOR AUTHENTICATION (TFA)



Welcome to PARSIIe

PARSIIe is the Department of Energy's official "System of Record" for capital asset project performance information. Questions or comments about PARSIIe should be directed to the PARSIIe Help Desk via email at i-Manage.eas@hq.doe.gov or by calling 301-903-2500 (select option 4, then option 5).

As of February 26, 2015, a Password Self Service Module has been established for all PARSIIe/PARSII Users. Users must enroll in order perform account unlock, password reset and change password functions. Please select the PARSIIe/PARSII Password Self Service Module link at the bottom of this screen to enroll and/or complete any functions.

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.

Login using your Windows Active Directory Account.

Windows Domain

PARSIIe

User Name

Password

☐ I have read and accept the terms presented within the [PARSIIe Rules of Behavior – Controlled Unclassified Information \(CUI\)](#) and [Protection of Controlled Sensitive Unclassified Information](#).

Log in

Helpful links

[PARSIIe/PARSII New Account Information](#)
[PARSIIe Lessons Learned User Request](#)
[PARSIIe/PARSII Password Self Service Module](#)

Use existing PARS IIe username and password to access the system.

Users are required to agree to published PARS IIe Rules of Behavior prior to logging in.

TWO-FACTOR AUTHENTICATION (TFA)



Multifactor Verification

Security settings require you to provide an additional means of verification. This can happen because you haven't logged-in using this workstation before, because you are logging in from a new location, or 90 days have passed since your last verification.

If you're having difficulty, please contact PARSII Support via email at i-Manage.eas@hq.doe.gov or by calling 301-903-2500 (select option 4, then option 5).

Provide the verification code as it was sent to you.

Time Remaining

04:10

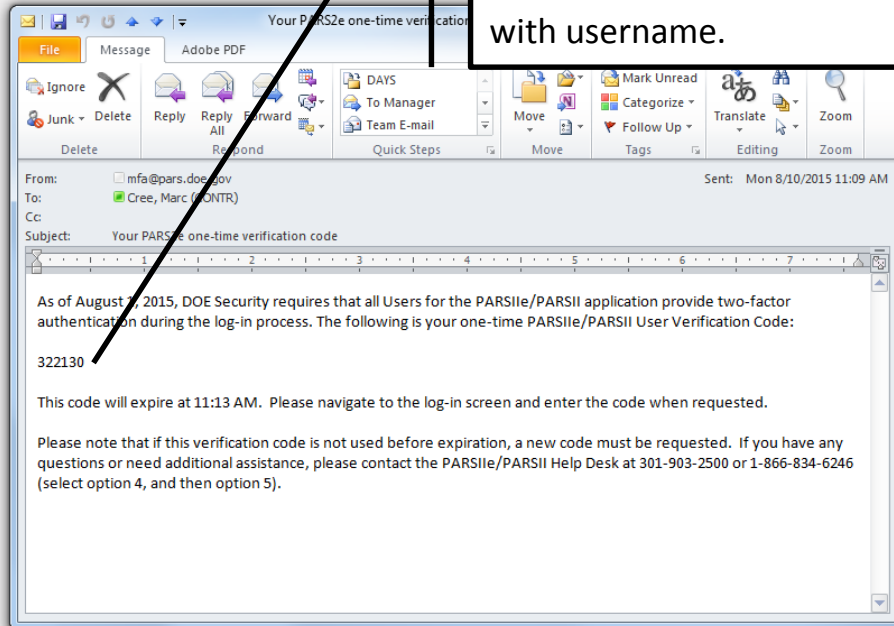
Verification Code

Verify

Resend

Enter 6-digit Verification Code before counter hits 00:00 (within 5 minutes).

Email with Verification Code is sent within seconds to an email address associated with username.



TFA VERIFICATION CODE/SECURITY TOKEN

- Verification Code will only be requested upon FIRST login from specific equipment (laptop/desktop)
- Association between equipment (laptop/desktop) and username is valid for 180 days
- Entering incorrect Verification Code will deny access to the system

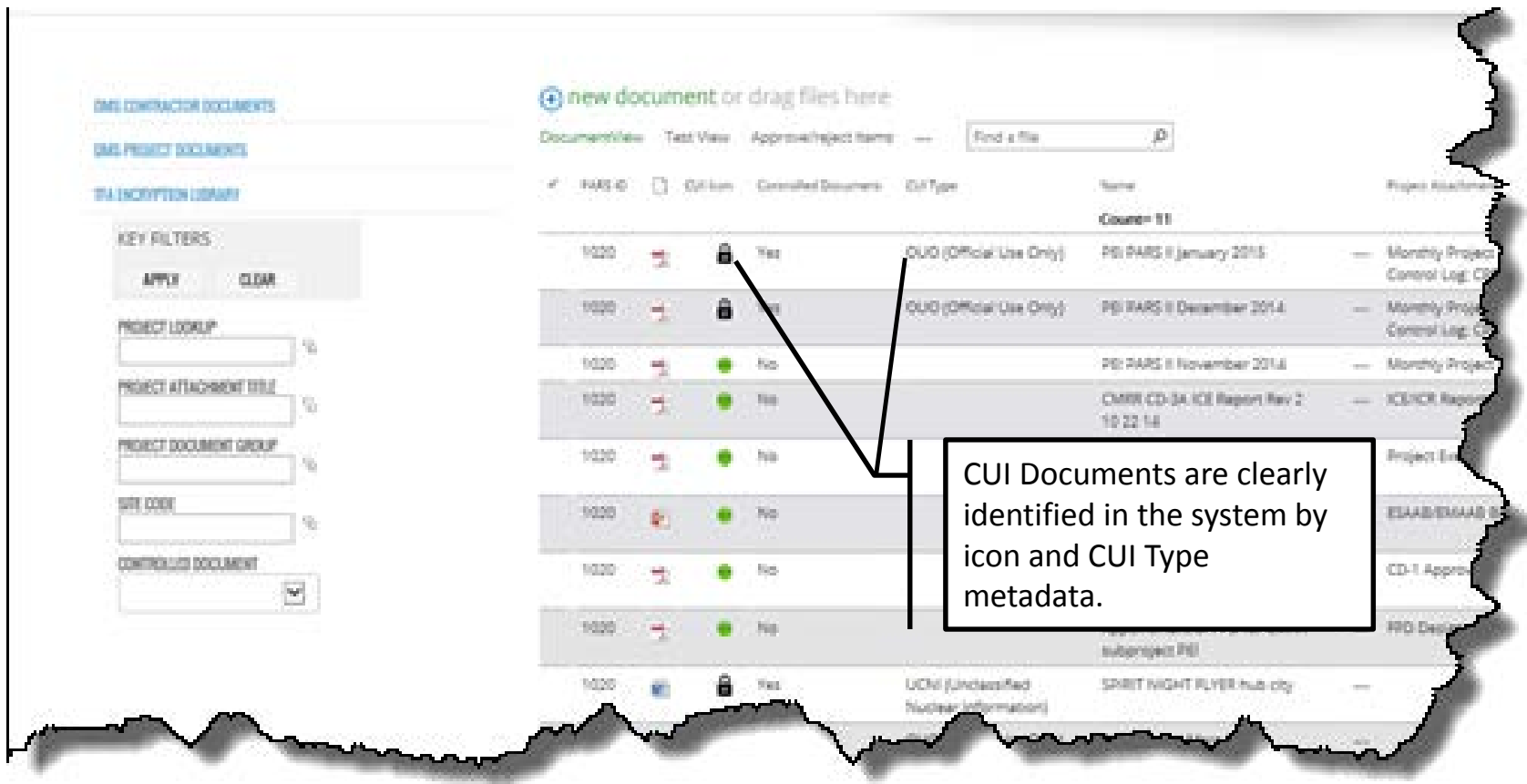
OVERVIEW – DOCUMENT ENCRYPTION AND ACCESS

- All documents must be appropriately marked
 - None – Non-sensitive document
 - OUO – Official Use Only
 - UCNI – Unclassified Controlled Nuclear Information
- Access to Controlled Unclassified Information (CUI) is granted per user per project
- Approvals are processed by the Program Office that owns the document (EM, SC, NNSA, etc.)
- Users without access to CUI will not see sensitive documents on a project

DOCUMENT ENCRYPTION (UPLOAD FORM)

- All documents MUST contain appropriate CUI Type designation at the time of the upload
- PARS IIe Document Approval Process will further ensure documents that are marked as sensitive are also marked appropriately in the system

DOCUMENT ENCRYPTION

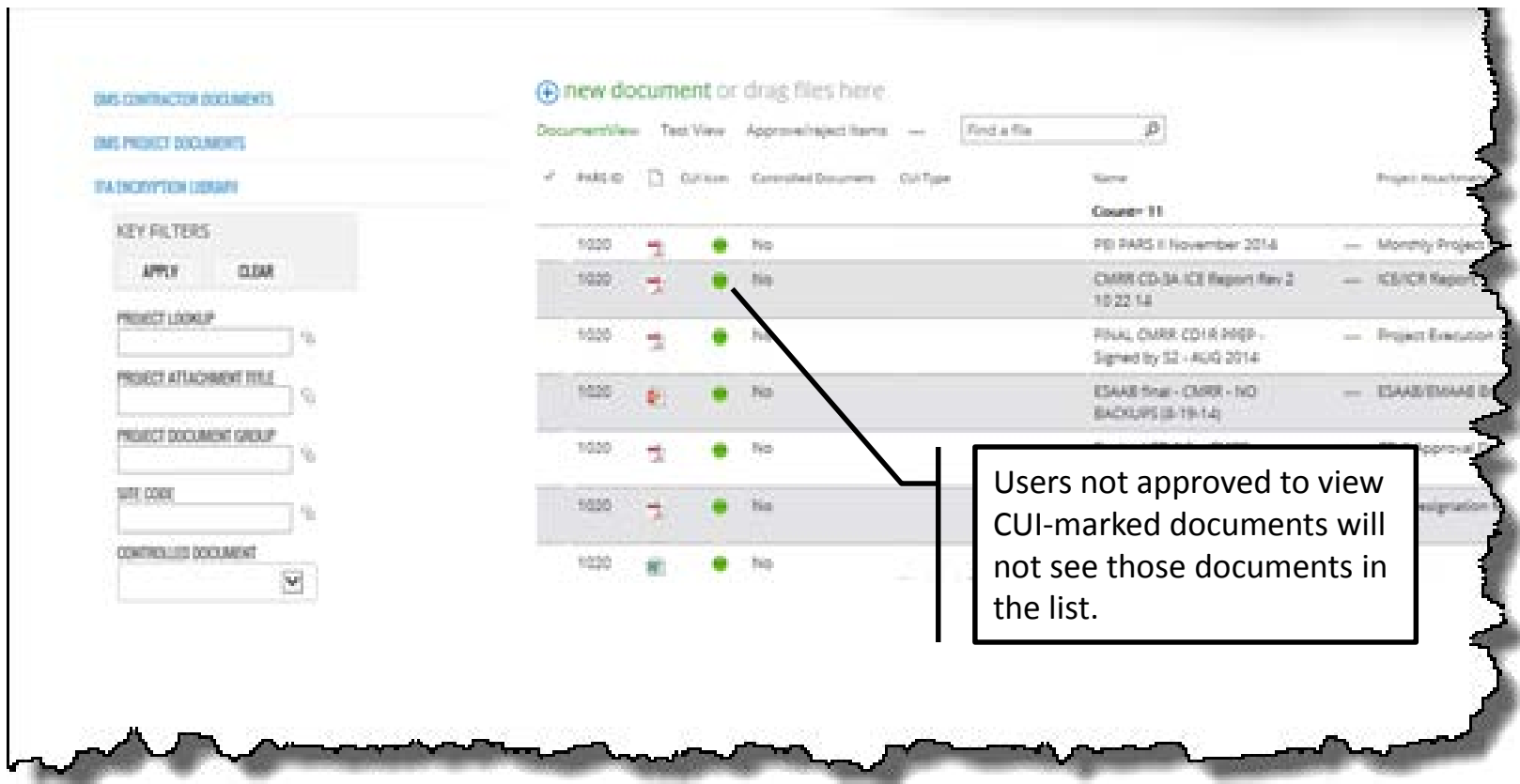


The screenshot displays the PARS IIe interface with a sidebar on the left containing navigation links: "PARS CONTRACTOR DOCUMENTS", "PARS PROJECT DOCUMENTS", and "PARS ENCRYPTION LIBRARY". The main area shows a table of documents with columns for "PARS ID", "CUI icon", "Controlled Document", "CUI Type", "Name", and "Project Attachment". A callout box points to the "CUI icon" and "CUI Type" columns, stating: "CUI Documents are clearly identified in the system by icon and CUI Type metadata."

PARS ID	CUI icon	Controlled Document	CUI Type	Name	Project Attachment
1020		Yes	OUO (Official Use Only)	PEI PARS II January 2015	Monthly Project Control Log: CD
1020		Yes	OUO (Official Use Only)	PEI PARS II December 2014	Monthly Project Control Log: CD
1020		No		PEI PARS II November 2014	Monthly Project
1020		No		CMRR CD-3A ICE Report Rev 2 10 22 14	ICENCR Report
1020		No			Project E
1020		No			ESAAB/EMAAB II
1020		No			CD-1 Appro
1020		No			PRO Des
1020		Yes	UCI (Unclassified Nuclear Information)	SPRINT NIGHT FLYER hub city	

PARS IIe – the Future is Here!

DOCUMENT ENCRYPTION



The screenshot shows the PARS IIe document management interface. On the left, there are navigation tabs for "PARS CONTRACTOR DOCUMENTS", "PARS PROJECT DOCUMENTS", and "PARS ENCRYPTION LIBRARY". Below these are "KEY FILTERS" with buttons for "APPLY" and "CLEAR", and several input fields for "PROJECT LOOKUP", "PROJECT ATTACHMENT TITLE", "PROJECT DOCUMENT GROUP", "SITE CODE", and "CONTROLLED DOCUMENT". The main area displays a list of documents with columns for "Find a File", "Name", and "Project Attachment". A callout box points to a document in the list, stating: "Users not approved to view CUI-marked documents will not see those documents in the list."

Find a File	Name	Project Attachment
Count: 11		
1020	PEI PARS II November 2014	Monthly Project
1020	CMRR CD-3A-ICE Report Rev 2 10 22 14	ICE/ICR Report
1020	FINAL CMRR CD-16 HRRP - Signed by G2 - AUG 2014	Project Execution
1020	ESAAB final - CMRR - NO BACKUPS (8-19-14)	ESAAB/EMAAB B
1020		approval
1020		regulation
1020		

PARS IIe – the Future is Here!

CUI ACCESS REQUEST (REQUEST FORM)

- Use CUI Access Request Form to submit request for access to sensitive information
- While request is granted per project, multiple projects can be listed in the request form
- Users and approvers will be notified via email at every step in the request approval process
- It is the responsibility of each user to ensure sensitive information is properly marked and protected once retrieved from the system via document download

QUESTIONS AND CONTACTS

○ Technical Support

- PARSIISupportAPM@hq.doe.gov
- (301) 903-2500, option 4, option 5
- PARS IIe Support Site (requires login to PARS IIe)

○ Training and PARS IIe Processes

- Igor.Pedan@hq.doe.gov
- (202) 287-1410

○ Other Questions

- Your PM Analyst