

MIAP ACCOUNT CREATION AND LOGON PROCEDURES FOR UNISYS OCHA UTS APPLICATIONS (PBAS, HQARS, SNIPS, CRISPS, SHIP-SHORE, DRO & DEMAND)



Version 7

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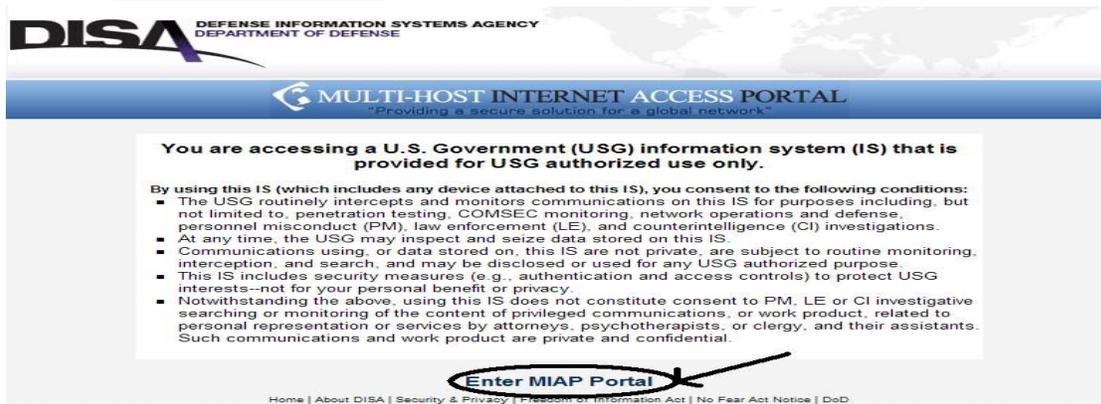
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Any questions or corrections for this guide should be sent to IndyPBAS@DFAS.MIL.

The following pages contain screen prints and additional step by step procedures to create a MIAP account

From any browser go to URL <https://miap.csd.disa.mil>

Click on **ENTER MIAP PORTAL**



Note: If you already have a MIAP ACCOUNT, THEN CONTACT MIAP Online support and have the 'OKC' Community of Interest (COI) added to your account. Once you have OKC COI added GO to session Selection and Terminal Setup on Page 8.

NOTE: The screenshots shown are representative – not actual

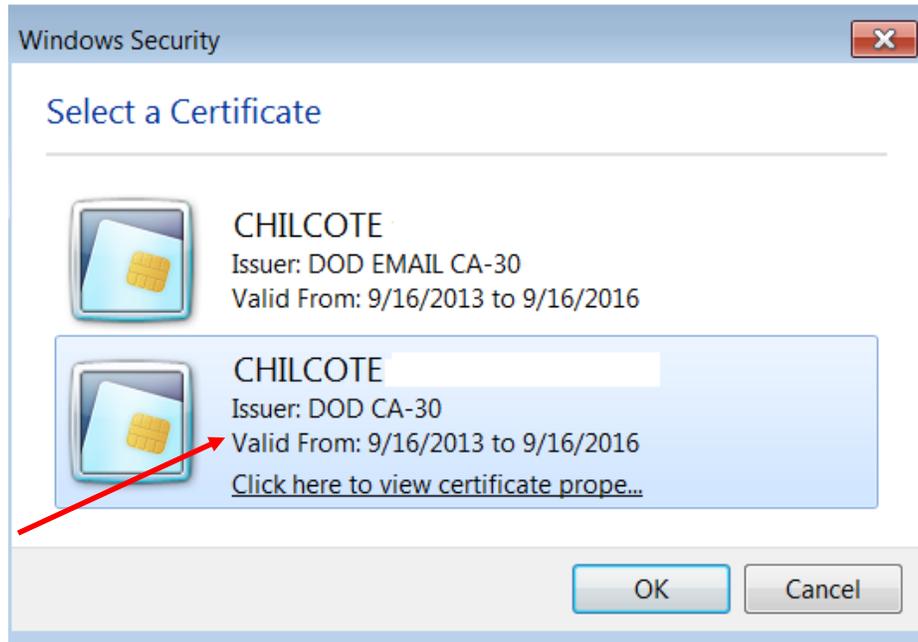
New Users will need to click on 'SIGN UP' in the "Create New Account" tab.



Below I have a Government issued Smart Card select "CAC".



You will be prompted to choose a certificate please choose the DOD CA certificate.



Once you choose a certificate you will be presented a form to fill out to obtain a MIAP account. You must choose “OKC” as your Community of Interest from the drop down menu. You must also enter your email address as it appears on your CAC card. Fill in all information on the form and click on submit.

To create a new account or modify an existing MIAP account please fill out all the information below.
Failure to completely fill out the form will result in you account not being created.
Please fill out the form as accurately as possible, the Information being requested will aid us in supporting you in the future.

Community of Interest:

Description: You MUST select your appropriate "Community" for this field. This field determines what sessions you will receive when your account is created. The fields listed in the drop down box are similar to the SWA links on the SWA homepage.

Email as it appears on your CAC:

Description: This field MUST contain the e-mail address that is registered with your DoD CAC card. If you put an e-mail address that differs from that of your DoD CAC card, your CAC/PKI authentication to MIAP will not work properly.

**Instructions on how to obtain your e mail address from your CAC Card
Please retype your email address:**

Description: Your e mail listed in this field must match the e mail address entered in Field #2.

4 digit PIN:

Description: This field should contain a 4 digit PIN that will be used in resetting your account in the future. Without it you will not be able to reset your password. When logging into MIAP you must use your CAC pin.

Organization:

Description: This field should contain your DoD organization, max 30 characters. (i.e. DISA, DFAS, etc)

Commercial phone number including area code:

Description: This field is for your commercial phone number, including area code. This is a free form text field, you may enter your phone number with or without the "-"s.

DSN prefix:

Description: This field will contain your DSN prefix.

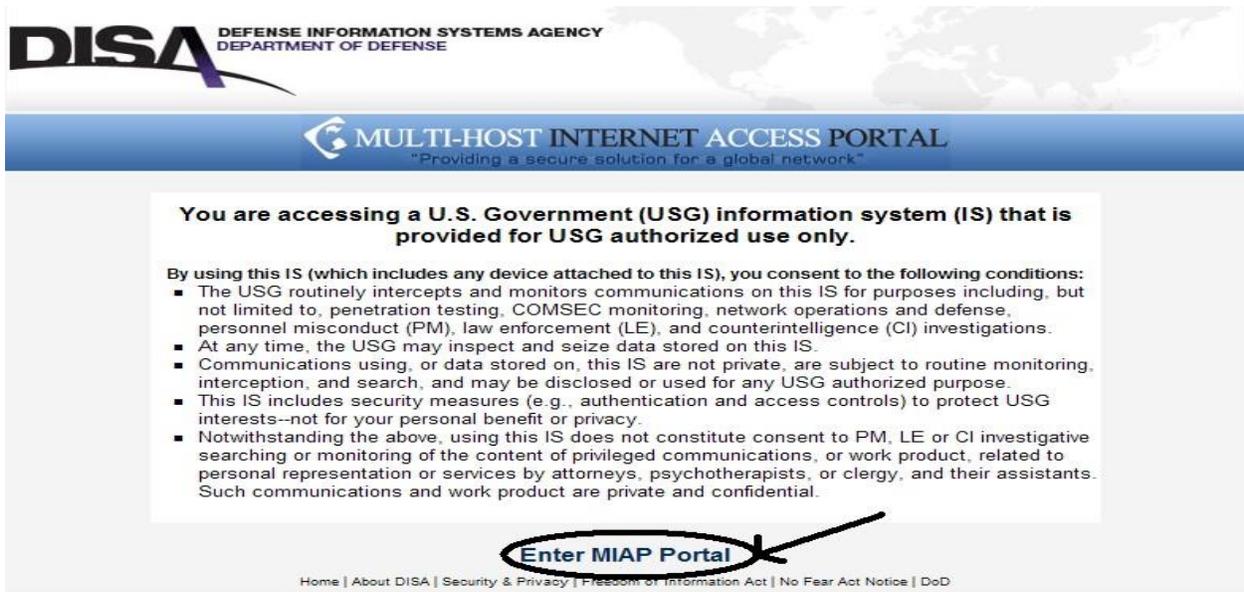
Once your account has been created, you will receive a message that your account has been created and also an email. You may now shutdown your browser.



The following pages contain screen prints and additional step by step procedures to Logon to MIAP

From any browser go to URL <https://miap.csd.disa.mil>

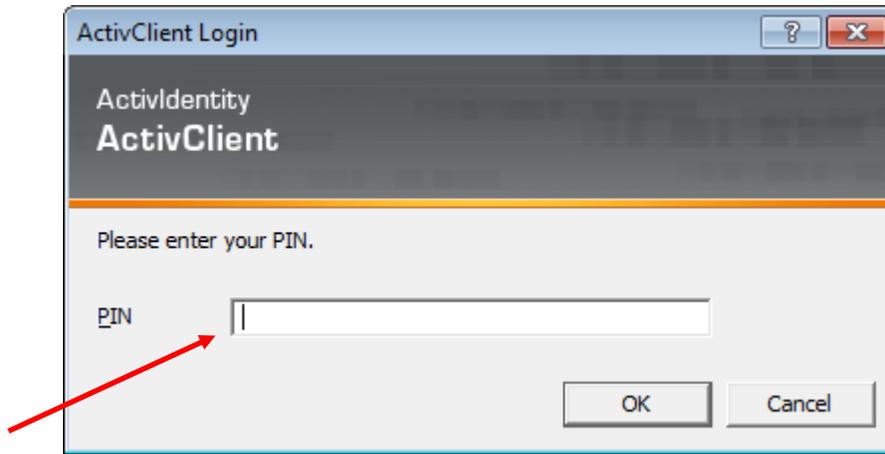
Click on **ENTER MIAP PORTAL**



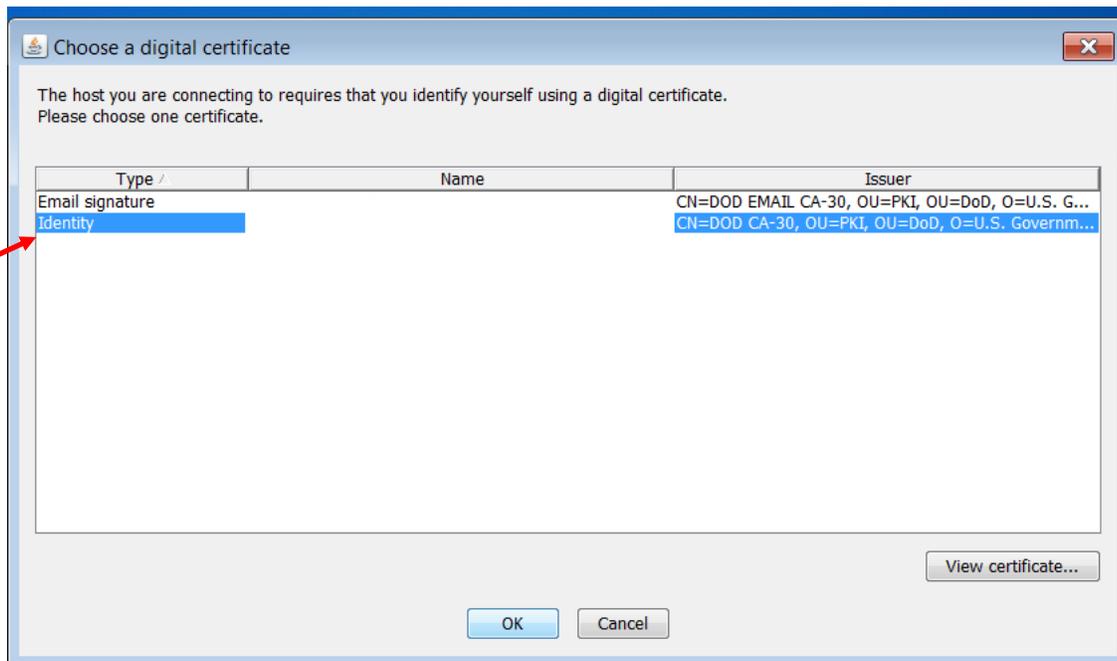
Click on the login button



Once you click on login you will start the MIAP authentication process. You may be prompted to enter a CAC pin. Once you enter your CAC pin click on "OK".



You will be prompted to "Choose a digital certificate". Choose the DOD CA certificate.



Session Selection and Terminal Setup

After signing onto MIAP Portal: From any browser at URL

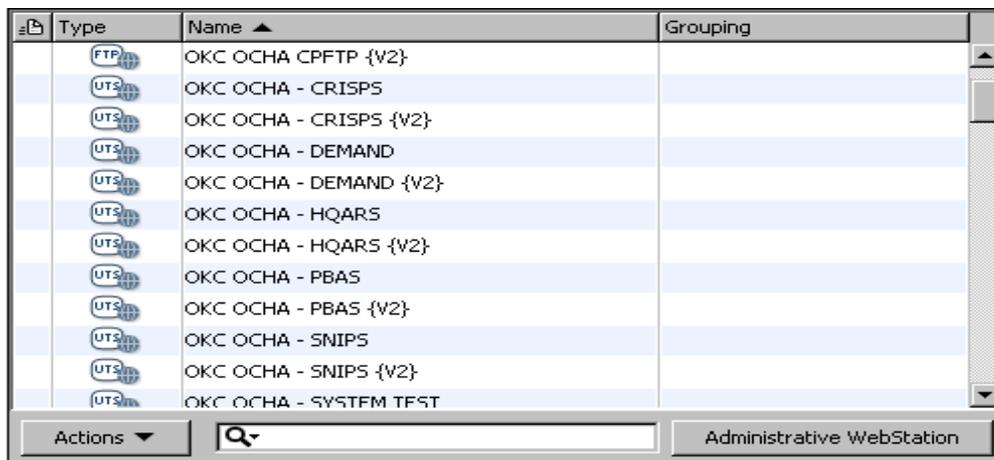
<https://miap.csd.disa.mil>

Select and Double click the **_OKC OCHA (Your Application)** (443 sessions) (NOTE: 443 sessions are usually what customers access when using MIAP, however if users are experiencing timeout issues they need to use the OCHA sessions that have a {V2} behind the session name. **Examples of 443 sessions: _OKC OCHA PBAS ; _OKC OCHA SNIPS ; _OKC OCHA CRISPS ; _OKC OCHA HQARS ; _OKC OCHA DEMAND ; Etc.**

OR

Select and Double click the **_OKC OCHA (Your Application){V2}** (NOTE: The {V2} sessions are accessed when users are experiencing timeout issues with using the 443 sessions (sessions without {V2}'s behind them). If a user attempts to use the {V2} sessions and receives the following error **
*NETWORK OPEN REQUEST FAILED: PATH TO DESTINATION IS DOWN**"
please contact the Multiservice OST.

Examples: _OKC OCHA PBAS {V2}; _OKC OCHA SNIPS {V2}; _OKC OCHA CRISPS {V2}; _OKC OCHA HQARS {V2}; _OKC OCHA DEMAND {V2}; Etc.



Type	Name	Grouping
FTP	OKC OCHA CPFTP {V2}	
UTS	OKC OCHA - CRISPS	
UTS	OKC OCHA - CRISPS {V2}	
UTS	OKC OCHA - DEMAND	
UTS	OKC OCHA - DEMAND {V2}	
UTS	OKC OCHA - HQARS	
UTS	OKC OCHA - HQARS {V2}	
UTS	OKC OCHA - PBAS	
UTS	OKC OCHA - PBAS {V2}	
UTS	OKC OCHA - SNIPS	
UTS	OKC OCHA - SNIPS {V2}	
UTS	OKC OCHA - SYSTEM TEST	

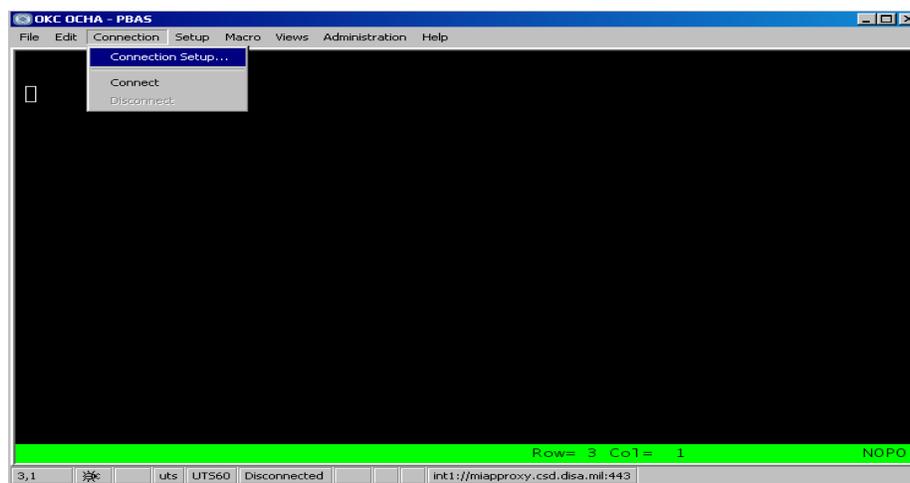
NOTE: DFAS—Cleveland DRO and Ship-shores users should be using DEMAND Sessions

On the following page a table will give you a description of each session.

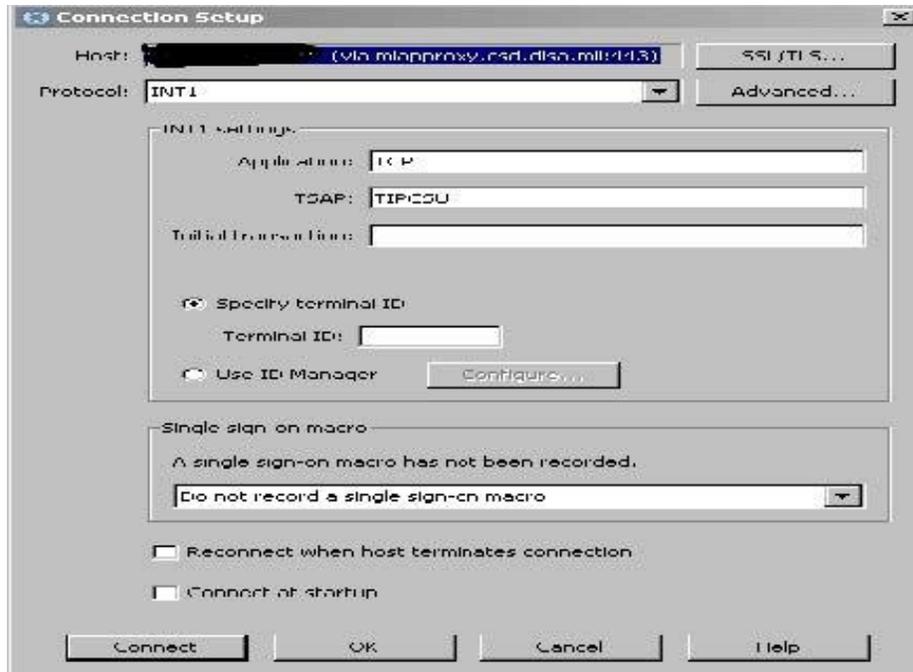
DFAS-IN Applications	Application Name Setting \ OCHA Envionment Names	TASP Setting	MIAP Names on Link List Screen	System type	Comments
PBAS	TCP	TIPCSU	OKC OCHA - PBAS {V2} OKC OCHA - PBAS	Production	PBAS supports both PBAS-Funds Distribution (FD) and PBAS Order Central (OC)
CRISPS	TAP	TIPCSU	OKC OCHA - CRISPS {V2} OKC OCHA - CRISPS	Production	
Test (Tip)	TAT	TIPCSU	OKC OCHA - TEST (Tip) {V2} OKC OCHA - TEST (Tip)	Test	TIP Test envionments for PBAS, DTRS, and CRISPS
Validation (Tip)	TAV	TIPCSU	OKC OCHA - Validation (Tip) {V2} OKC OCHA - Validation (Tip)	Validation	TIP Validation envionment for PBAS, DTRS, and CRISPS
System Test (Tip)	TAST	TIPCSU	OKC OCHA - System Test {V2} OKC OCHA - System Test	System Test	TIP System Test envionments for PBAS, DTRS, and CRISPS
DEMAND	DEMAND	RSDCSU	OKC OCHA - DEMAND {V2} OKC OCHA - DEMAND	Non-tip Applications & Programming Access	DEMAND is used in the programming maintenance of all applications (HQARS, PBAS-FD & OC, DTRS, SNIPS, CRISPS, and DJMS-AC & RC)
HQARS	DEMAND	RSDCSU	OKC OCHA - HQARS {V2} OKC OCHA - HQARS	Non-tip Applications & Programming Access	Start up for HQARS Menu Selection & Applications
SNIPS	DEMAND	RSDCSU	OKC OCHA - SNIPS {V2} OKC OCHA - SNIPS	Non-tip Applications & Programming Access	Start up for SNIPS Menu Selection & Application

NOTE: You will only be able to sign-in to an application(s) that you have authorization to access. Example: If you are authorized access only to PBAS-FD you will not be able sign into SNIPS, CRISPS, etc. If you have access to more than one application, you will be able to set-up a connection for each one by selecting another Link and entering a different Terminal ID for each session opened. You will have to contact the DFAS Security Office to obtain additional Terminal Id(s). DFAS—Cleveland DRO and Ship-Shore users should be using DEMAND Sessions.

Once you get to the UTS screen you need to complete the setup by selecting Connection drop down and select Connection Setup.



- Enter your Terminal ID and Select the Connect at Startup Box, then click on OK.



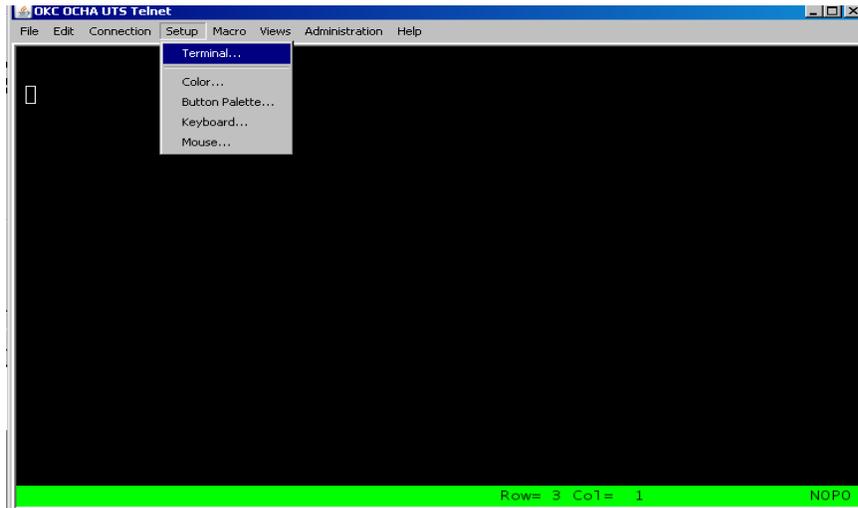
Users are assigned Terminal Ids by DFAS Security Office. If you do not remember or know what your Terminal Id is, contact the DFAS Security Office at E-Mail Address: accessrequestindy@dfas.mil. This is the same POC for Password reset.

NOTE: You will only be able to sign-in to an application(s) that you have authorization to access. **Example:** If you are authorized access only to PBAS-FD you will not be able sign into SNIPS, CRISPS, etc. If you have access to more than one application, you will be able to set-up a connection for each one by selecting another Link and entering a different Terminal ID for each session opened. You will have to contact the DFAS Security Office to obtain additional Terminal Id(s).

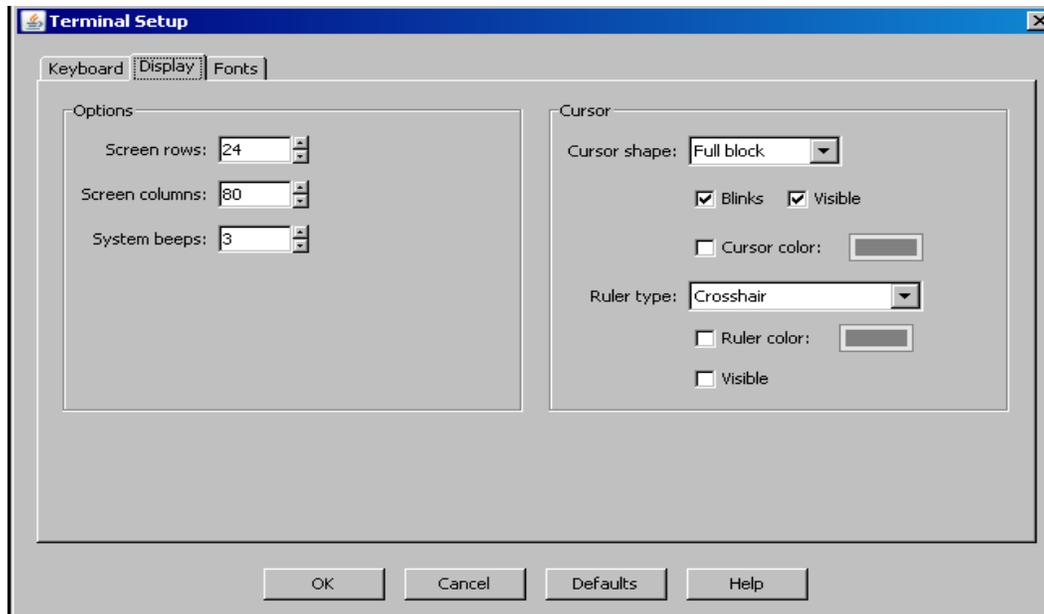
Printer Set-up for Printing FADs

Printer setup can be changed to print PBAS Reports & FADS or to print in Landscape with-in TIP applications (No changes are needed to print Portrait)

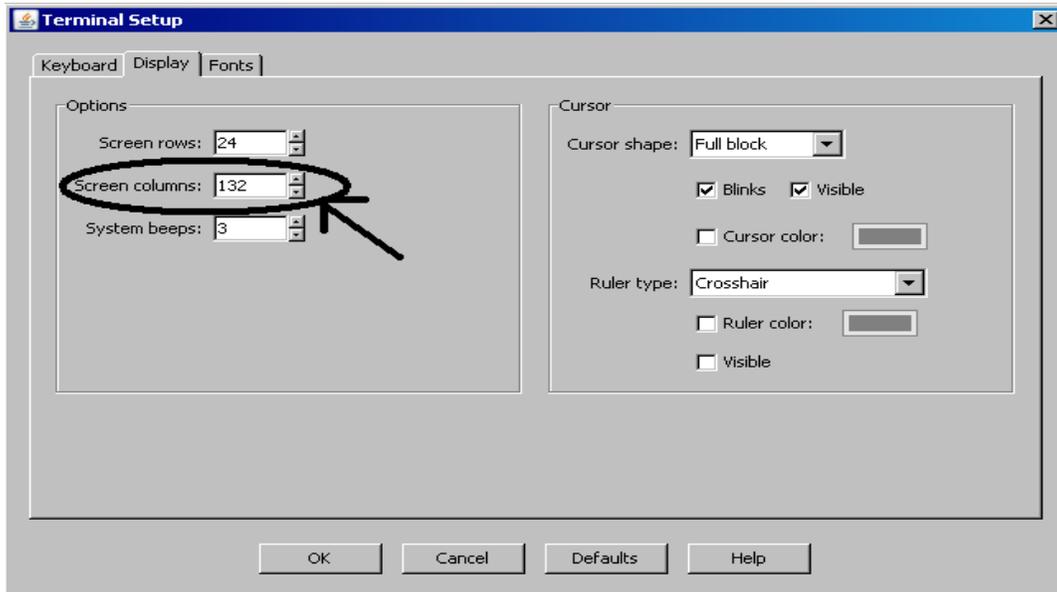
Set your terminal by selecting Setup>Terminal>Display.



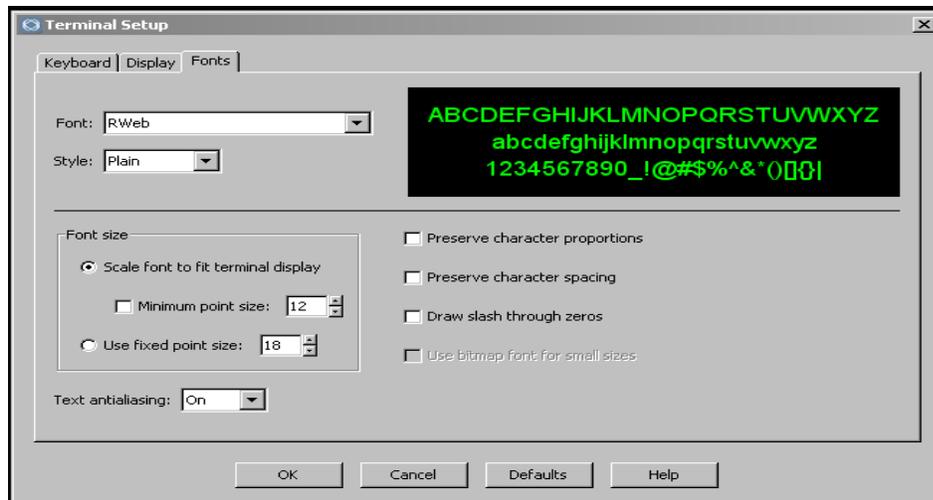
The Terminal Setup screen will appear click on the display tab



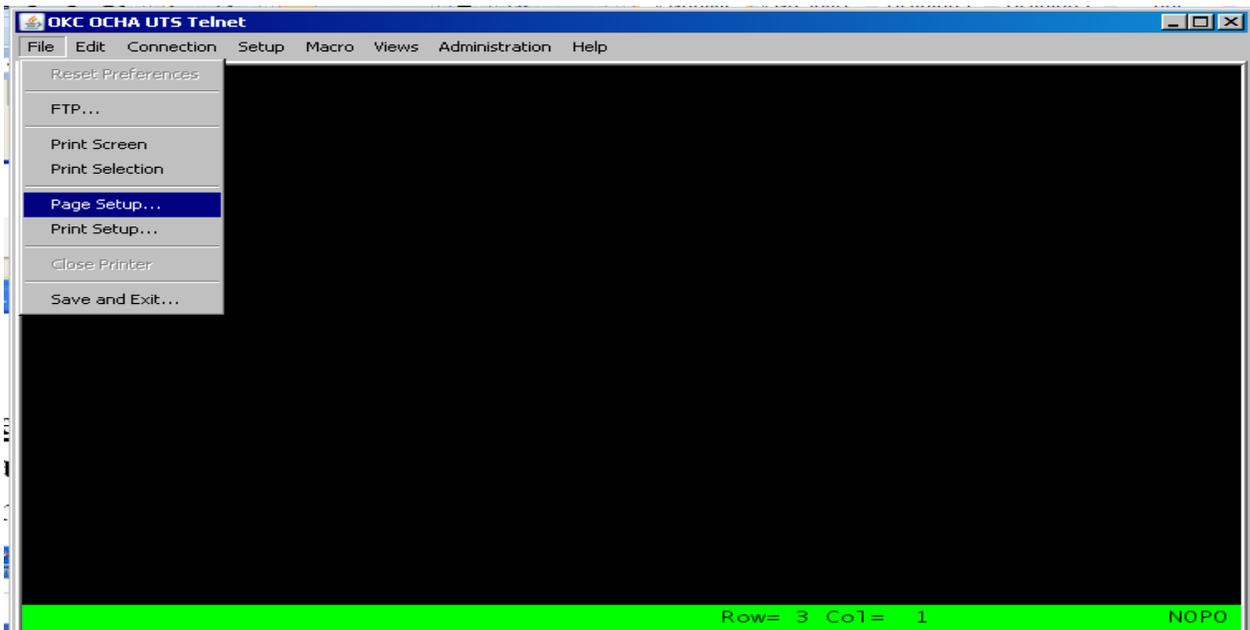
Change the Screen Columns from 80 to 132. Select OK.



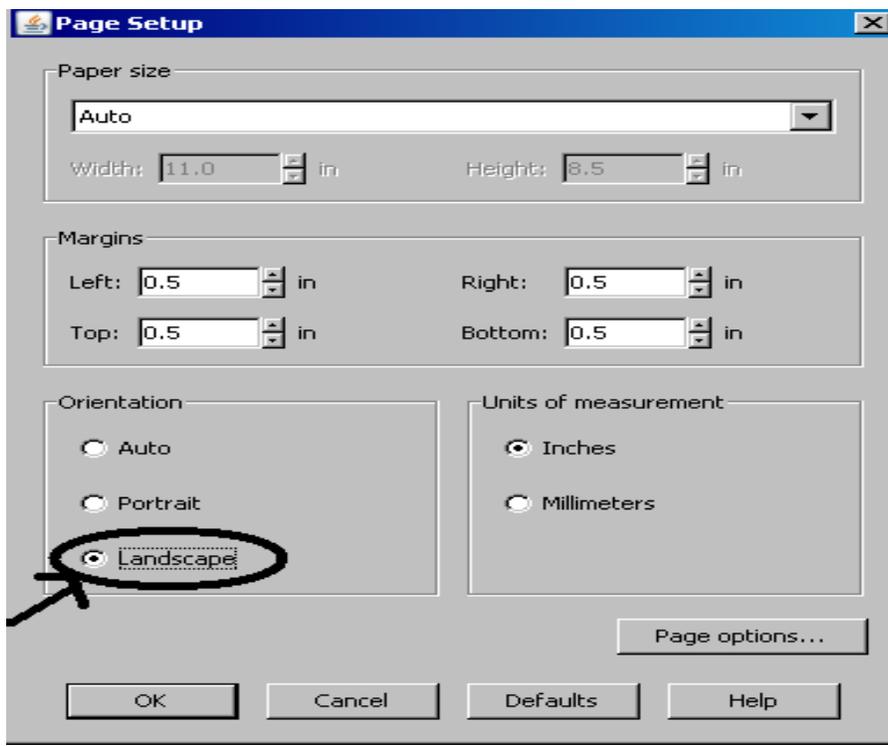
Then select Fonts Tab. Change Style to **BOLD**. Select Minimum Point size to **12**, and Used Fix Size to **24**. Select **OK**.



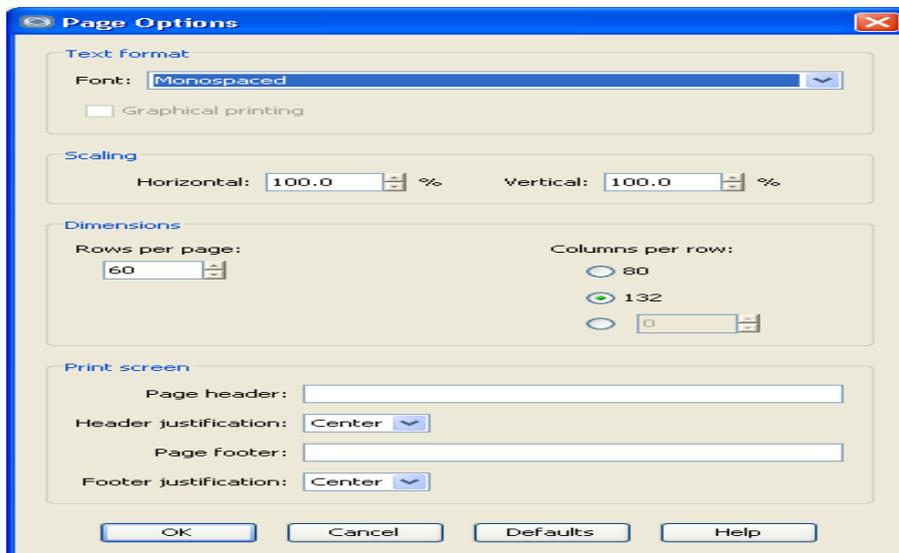
You now need to change the Page Setup. Click on File>Page Setup



Change the Orientation to Landscape. Click on ok

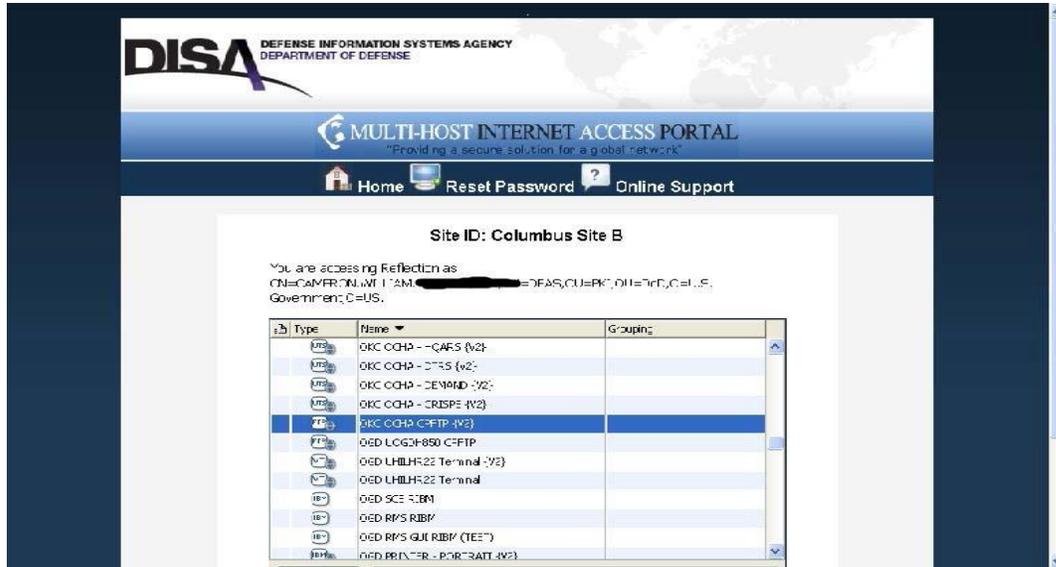


In page options leave default font Monospaced; leave Scaling at 100; Leave Rows at 60 and Change Columns per row to 132. Select OK for Page Options and then OK for Page Setup. Select File and then Exit.

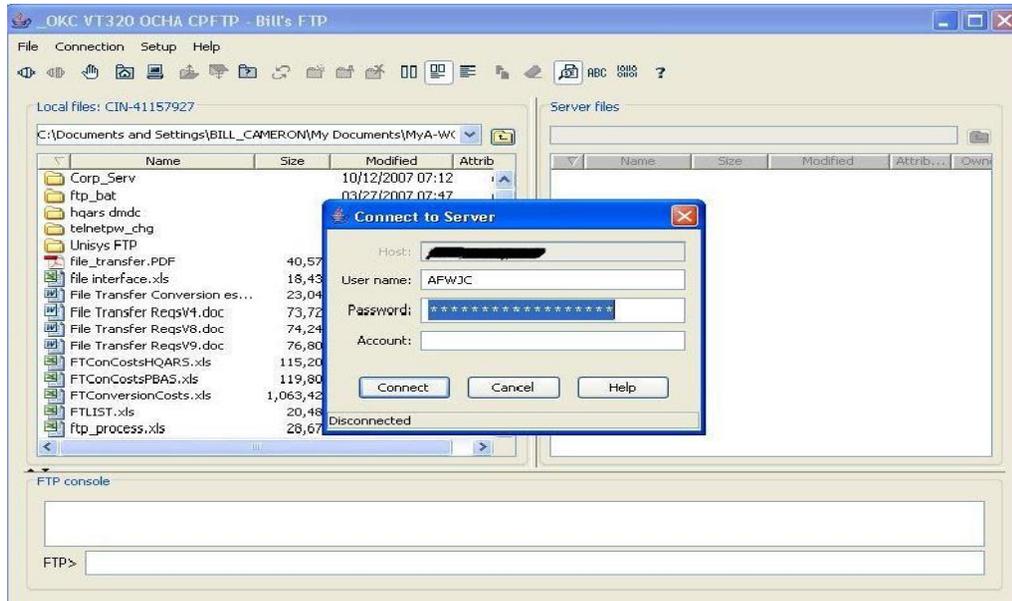


MIAP Unisys Secure FTP

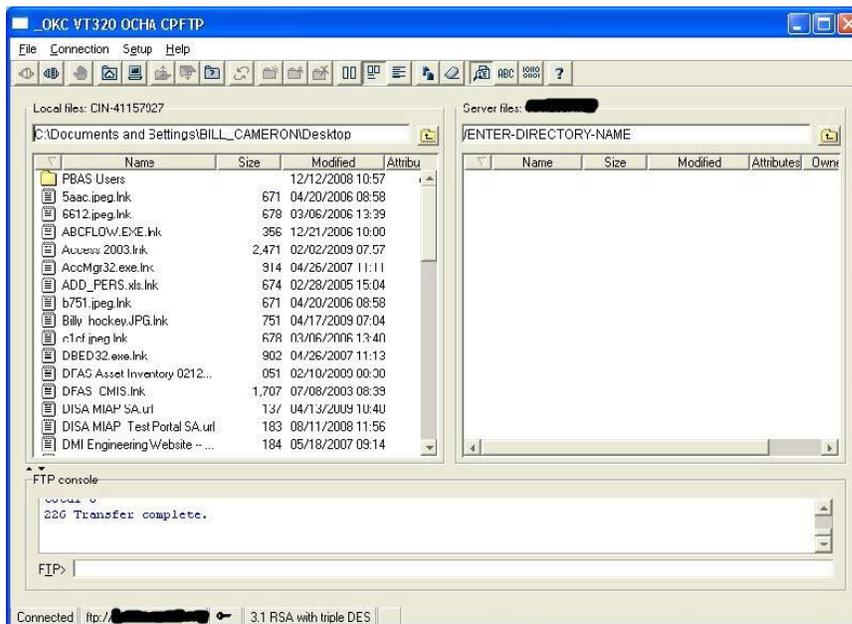
From the MIAP session list select and double click the _OKC OCHA CPFTP {V2}:



The FTP Screen will open: Enter your Unisys User Name, and Password then select Connect. The account field can be left blank, it is not needed.



You are now log on and ready to transfer files.



1. Enter the **GET** to retrieve files from the remote Server or Mainframe OCHA on the command Prompt **FTP>**:

Unisys file ==> **Local file.ext**

FTP> Get Qualifier*file_name. File_name.txt

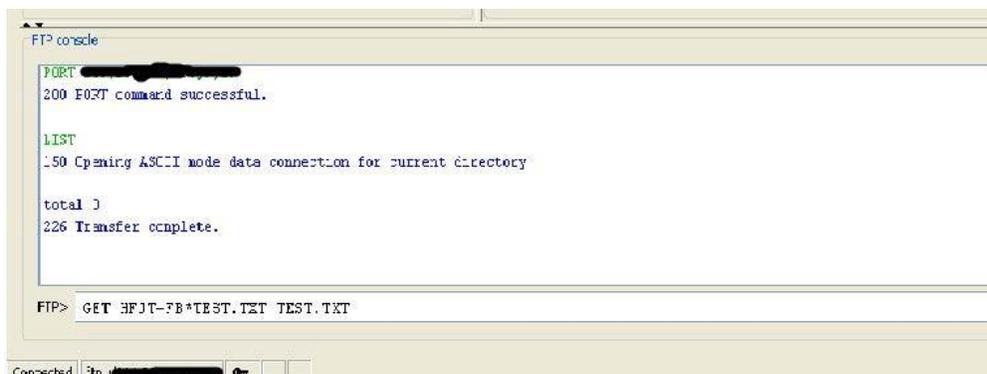
Example: **Get HFJT-O*TEST. Test.txt** (below is a screen print showing the get command)

2. Or to **PUT** local file to the remote Server or Mainframe OCHA

Local file.ext ==> **Unisys file**

FTP> Put File_name.txt Qualifier*file_name

Example: **PUT Test.txt HFJT-O*TEST.**



When you have completed your File transfer go to File Save and Exit or click on the X in the upper right corner.

