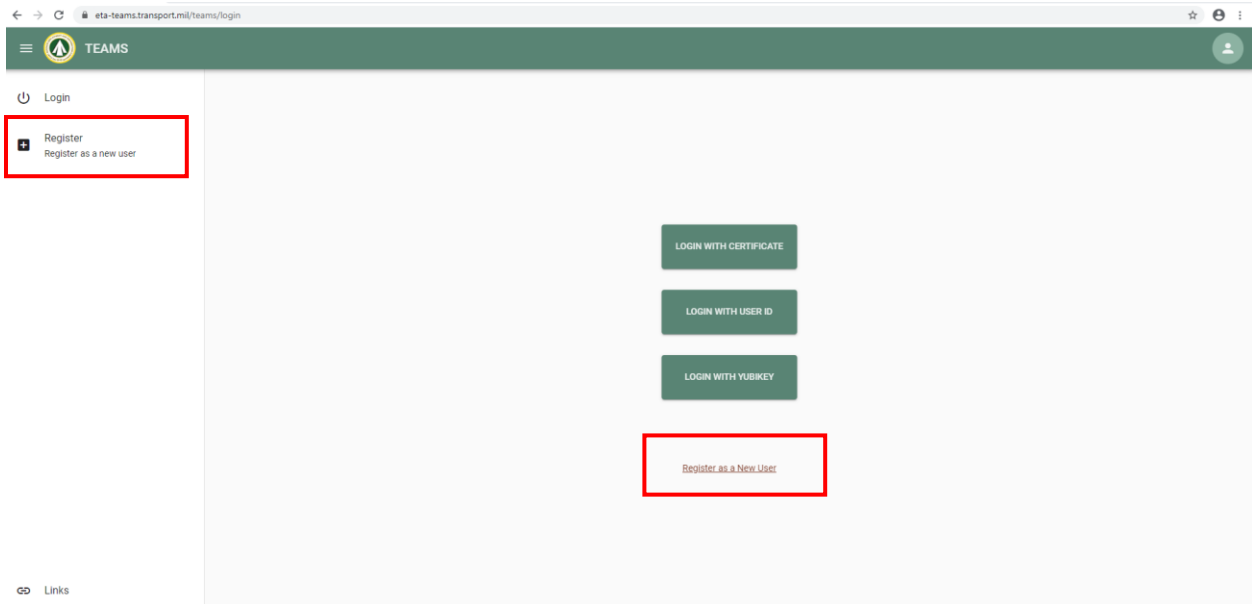
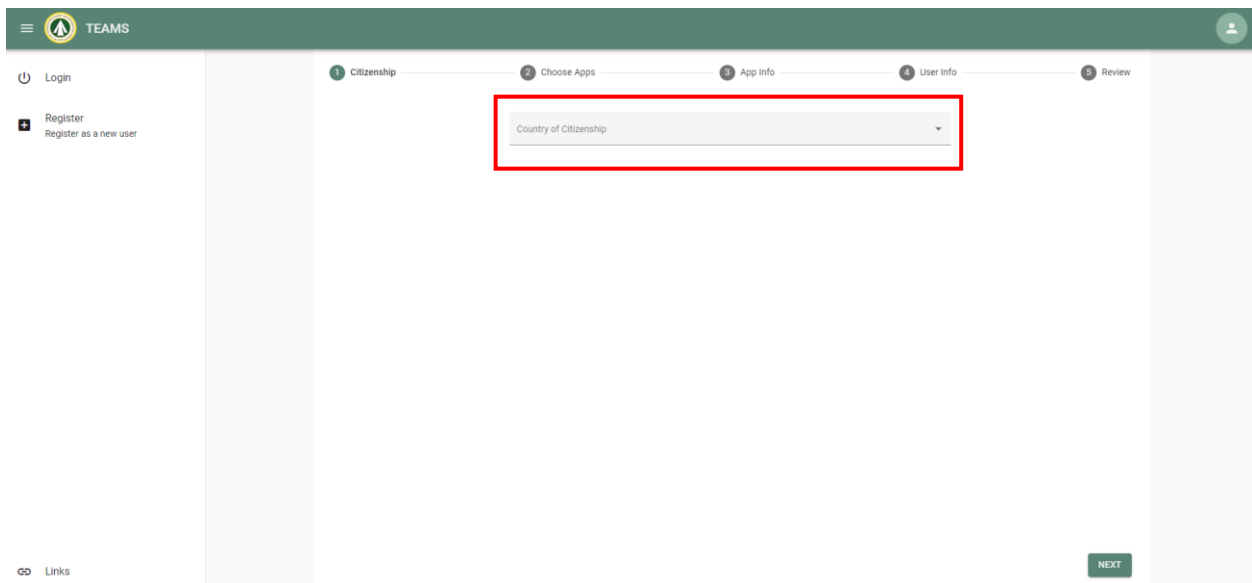


How to Register as a New User in TEAMS

1. Connect to <https://eta-teams.transport.mil>
2. Select “Register as New User” at either of the register links shown below.

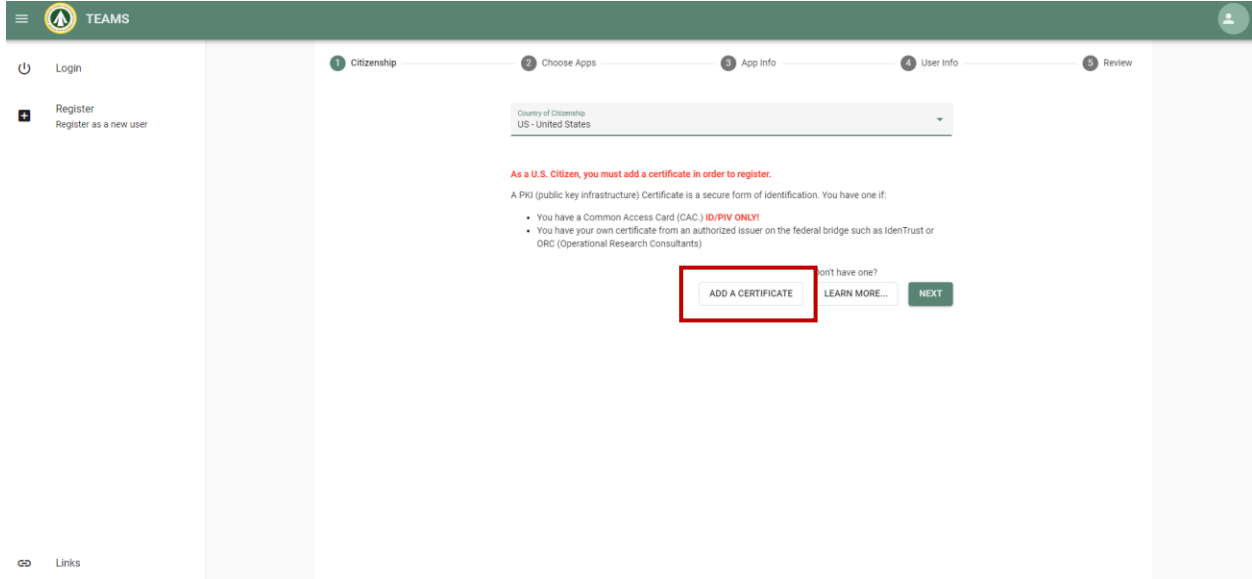


3. Select your “Country of Citizenship” from the pulldown menu.

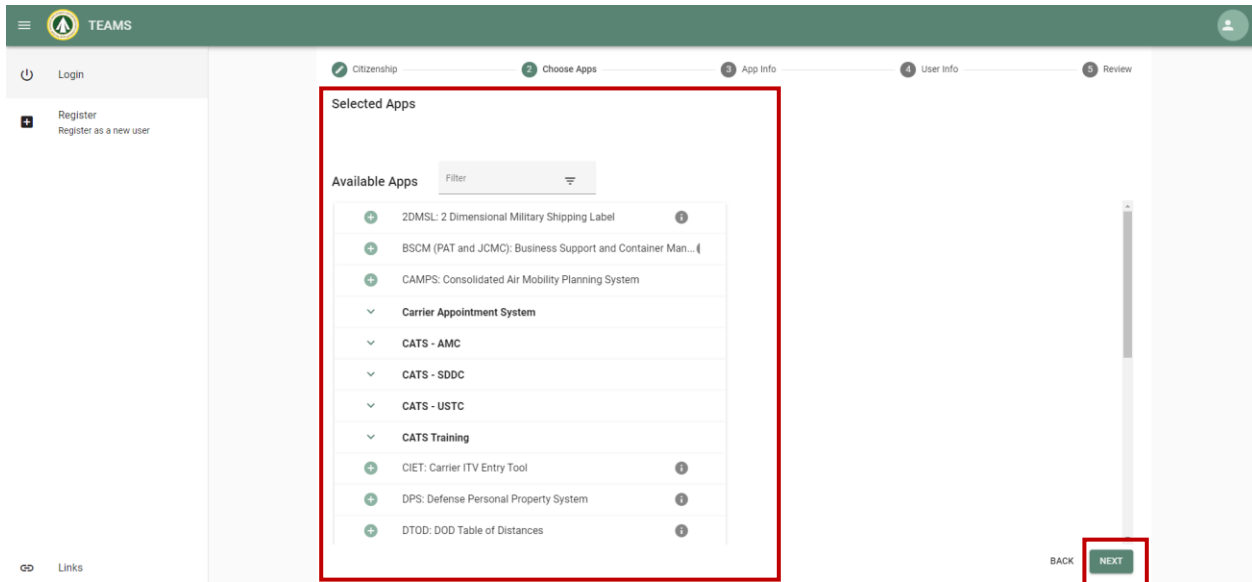


NOTE: When performing step 4, If you select cancel *after* selecting “Add a Certificate”, you will be unable to add a certificate on the request without first closing your browser and restarting the process.

4. If a US Citizen, you will be required to add your certificate at this point. **(be sure to use PIV/Authentication)**



5. After entering your certificate information, select the applications you wish to apply for.



6. After selecting applications, then choose a user role within each application from the dropdown menu and click "Next".

The screenshot shows the TEAMS user registration interface. The progress bar at the top indicates the current step is 'App Info'. The 'Service Now' application is selected, and a dropdown menu is open, showing 'GENERAL', 'Tier 1', 'Tier 2', and 'Tier 3'. A red box highlights the dropdown menu. Another red box highlights the 'NEXT' button at the bottom right.

7. Enter all information in the provided fields on the User Info page shown below to include supervisor and job information.

The screenshot shows the TEAMS user registration interface, Step 5: User Info. The form is filled with personal, supervisor, and job information. A red box highlights the 'NEXT' button at the bottom right.

Personal Information			Supervisor Information	
First Name John	MI (opt... Example	Last Name Example	Suffix (optional) Jr., III...	Supervisor Full Name Stan T. Example
Mailing Address 1 1234 Example St			Supervisor Email stan.t.example.chv@mail.mil	
Mailing Address 2 (optional)			Supervisor Phone 555-555-5556 ext. ###-###-#### ext #####	
Country (Mailing) US - United States	City Springfield		Job Information	
State IL - Illinois	Zip Code 68574	Designation of Person Contractor/Industry	Division SDDC	
email John.L.example_ctr@mail.mil <small>.mil preferred</small>	Country of Citizenship US - United States	Job Title Configuration Manager		
Commercial Phone 555-555-5555 ext. ###-###-#### ext #####	DSN Phone (optional) ###-###-#### ext #####	Company SDDC		
Fax Number (optional) ###-###-#### ext #####	DSN Fax (optional) ###-###-#### ext #####			

- After all information fields have been populated, select “Next”, then review the information entered in Step 7 and then select “Submit” once you have verified all the information is correct.

TEAMS

Progress: Citizenship, Choose Apps, App Info, User Info, Review

Apps & Contacts (edit)

Service Now -

App Info

Service Now: Role: GENERAL (edit)

User Info (edit)

Personal Information

Contact Info: John Example
1234 Example St
Springfield, IL 68574
United States
john.t.example.ctr@mail.mil
555-555-5555

Commercial Phone:
DSN Phone:
DSN Fax:
Citizenship: United States

Supervisor Information

Stan Example
stan.t.example.civ@mail.mil
555-555-5556

Job Information

Designation: Contractor/Industry
Division: SDDC
Job Title: Configuration Manager
Organization: SDDC
Rank or Grade: Civilian

BACK SUBMIT

- Upon receipt of an email stating your account has been approved, select “Login with Certificate” and attempt to login with your certificate

TEAMS

Navigation: Login, Register

LOGIN WITH CERTIFICATE

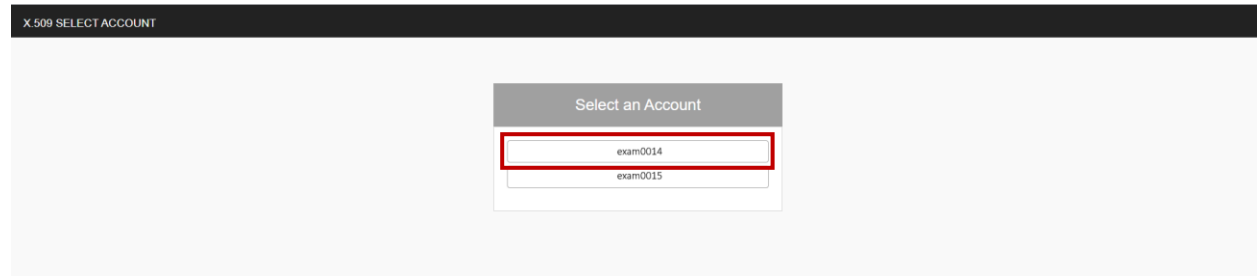
LOGIN WITH USER ID

LOGIN WITH YUBIKEY

[Register as a New User](#)

Links

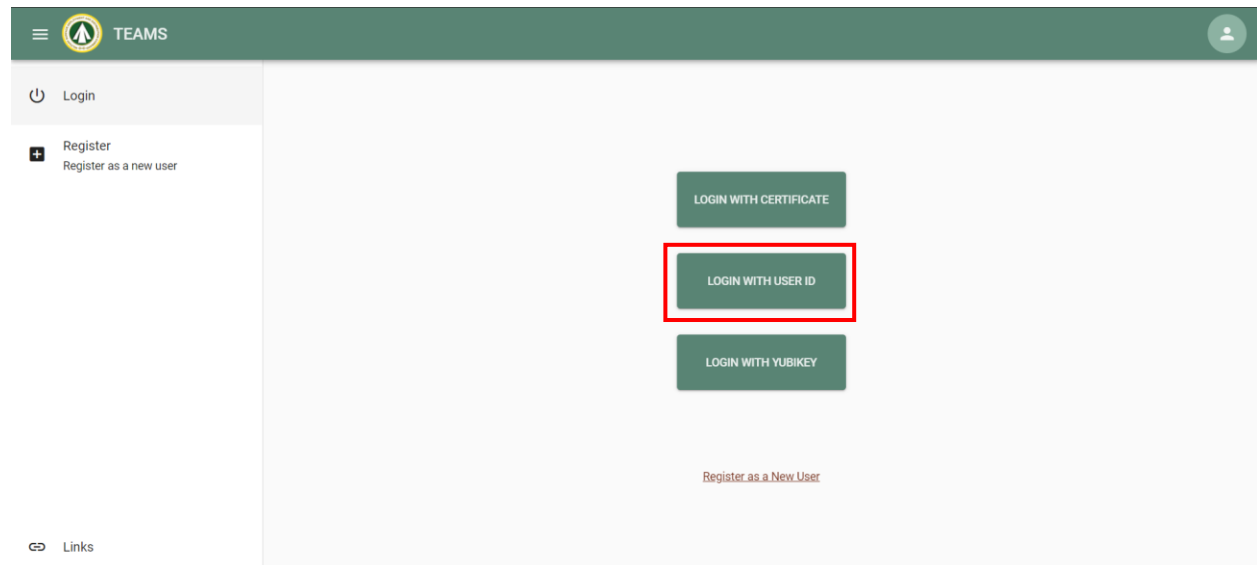
10. If you have multiple accounts, you will be brought to a page asking you to select the User ID you wish to use. Select your new user ID.



11. Then you have successfully logged into TEAMS. If steps 1 – 10 were not successful in enabling you to enter TEAMS, proceed to step 12, otherwise this concludes the procedure.

NOTE:

12. If upon receipt of the confirmation email stating you have been approved, but you are not able to access TEAMS via “Login with Certificate”, to ensure accuracy review the user ID referenced in the confirmation email previously sent, then select to “Login with User ID.”



13. Upon completion of step 11 the following page will appear (below), select the “Password” link in the “Forgot User ID or Password” section under “Sign In”

IDENTITY SERVER

SIGN IN

User ID
Example: user0961

Password

Remember me on this computer

SIGN IN

Forgot User ID or **Password ?**

Don't have an account? Register Now

14. Enter the user ID exactly as listed in your confirmation email, then select “Submit”

IDENTITY SERVER

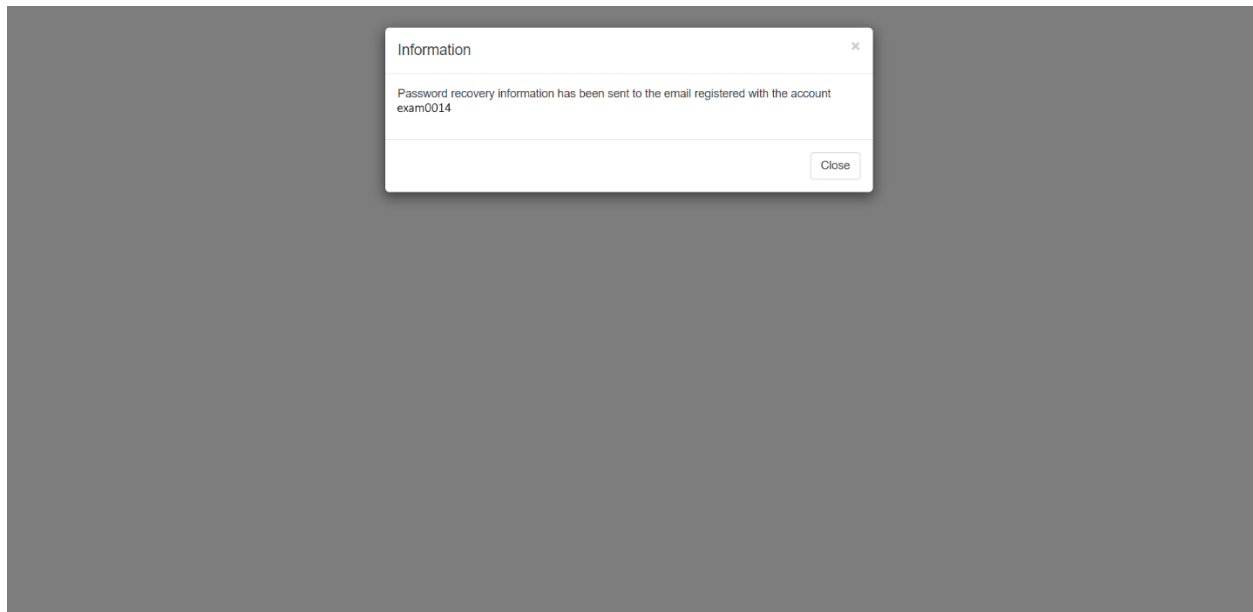
RECOVER PASSWORD

Please enter your user ID in the field below:

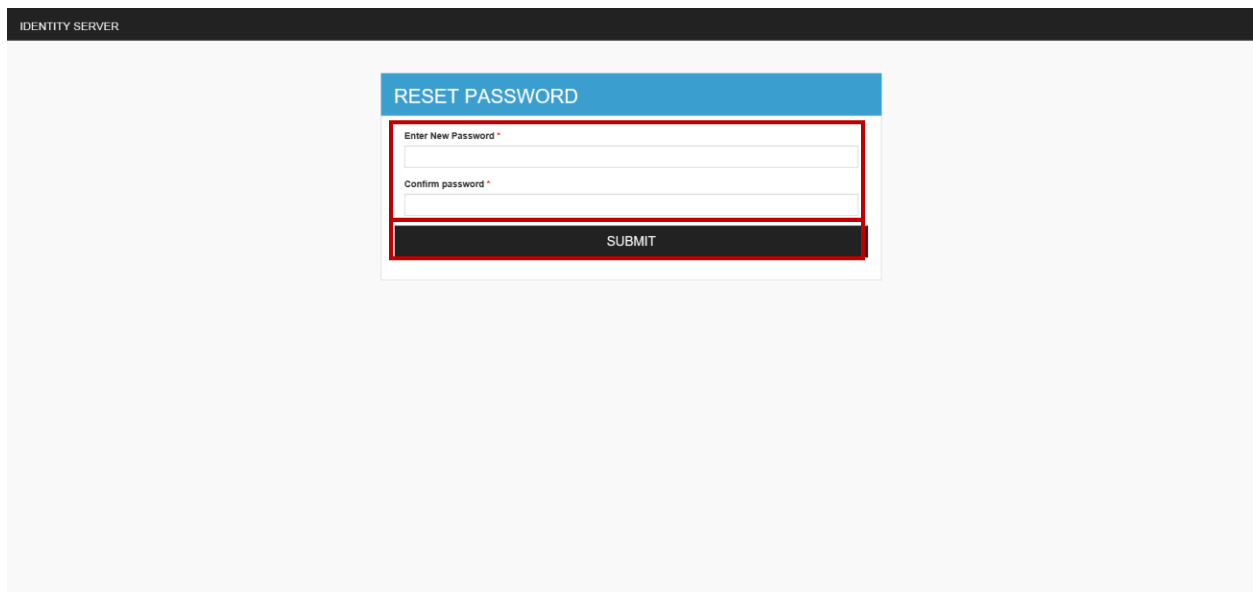
exam0014

SUBMIT **CANCEL**

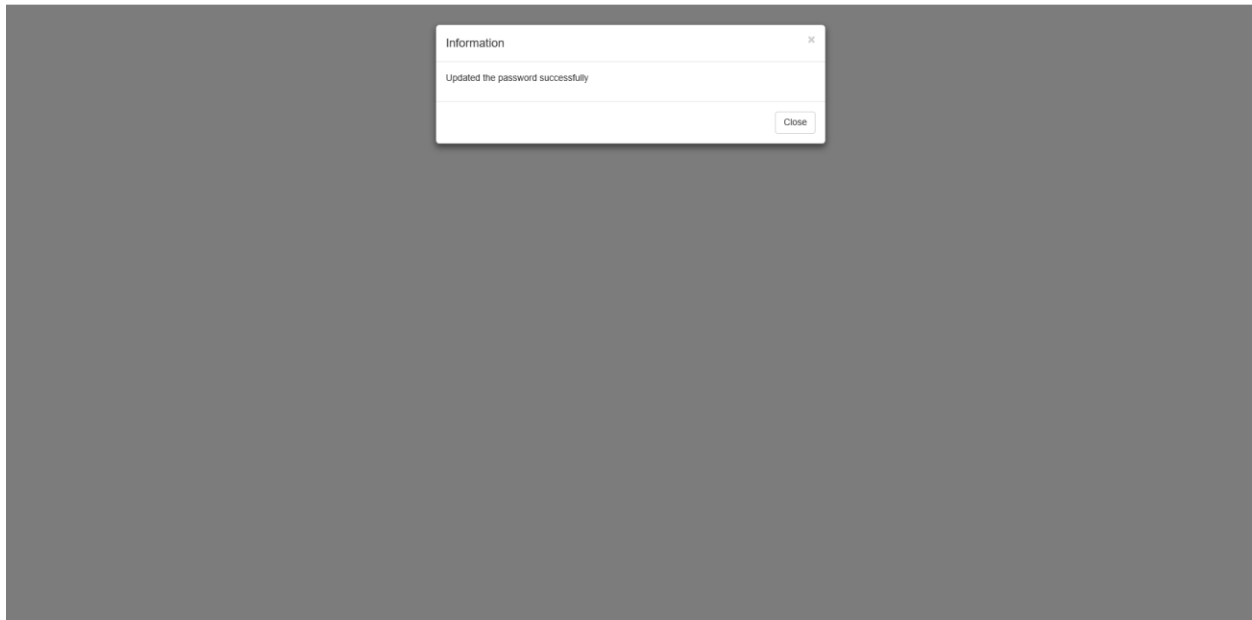
15. After completion of step 13 you will be brought to a page (below) stating “Password recovery information has been sent to the email address associated with <<user ID you entered>>”.



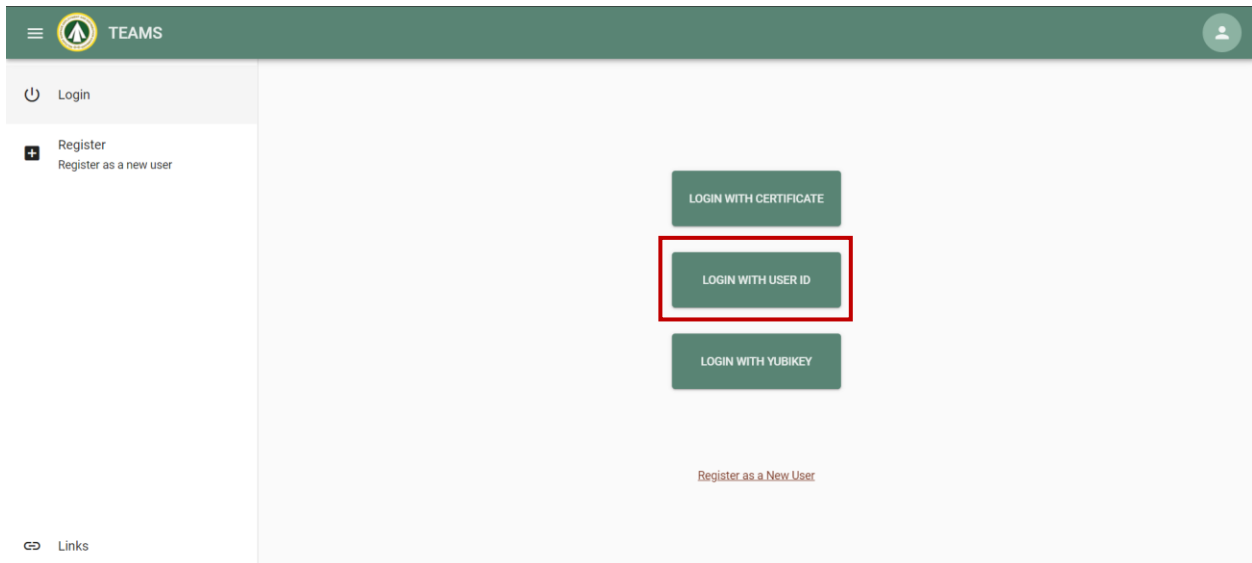
16. Check the mail account associated with your user ID for a system e-mail that will contain a password reset link. Selecting the link will bring up the following page (below) prompting user to “Enter New Password” and “Confirm New Password”. After entering the same password in both fields, select “Submit”.



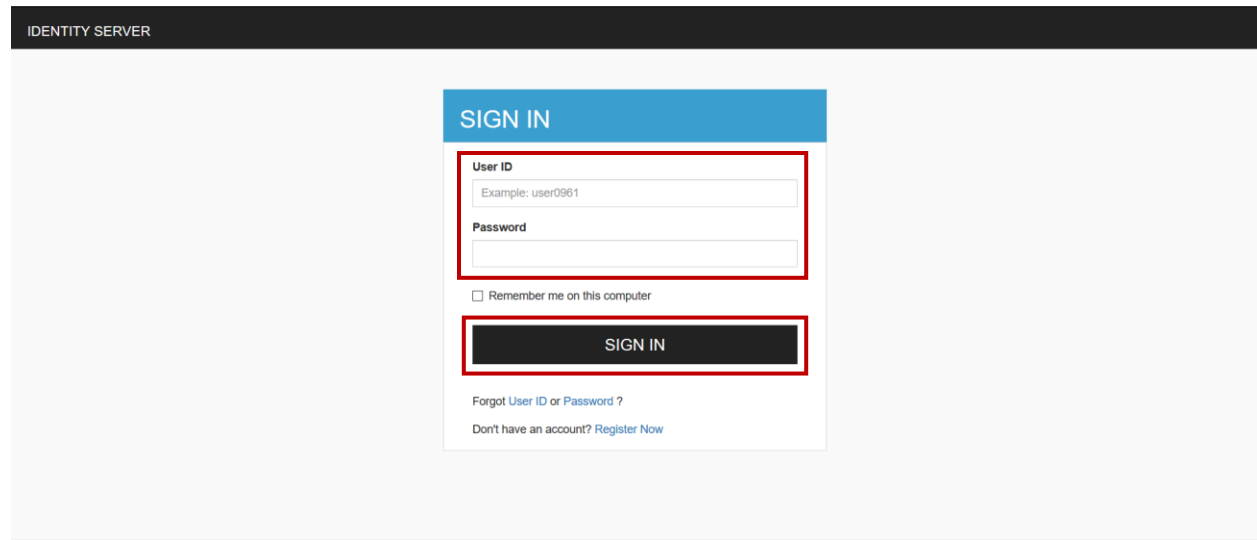
17. Upon completion of step 15, the following page appears stating “Updated the password successfully”. Close this browser window.



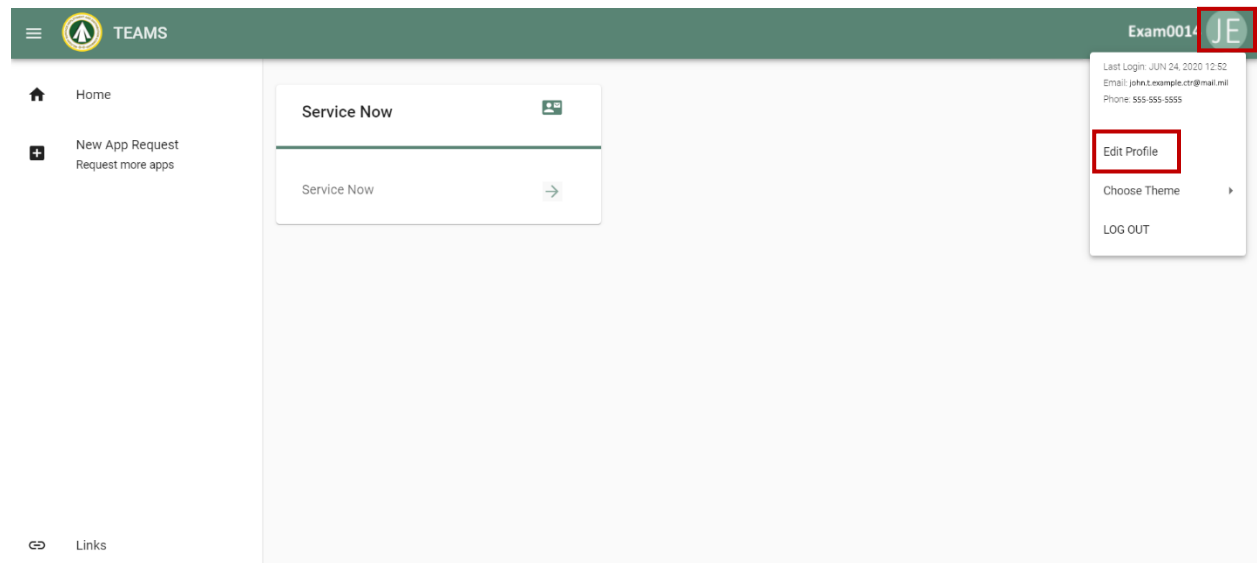
18. Open a new browser window, then enter <https://eta-teams.transport.mil> and select “Login with User ID”.



19. On the following page enter your user ID in the “User ID” field, and your new password in the “Password” field

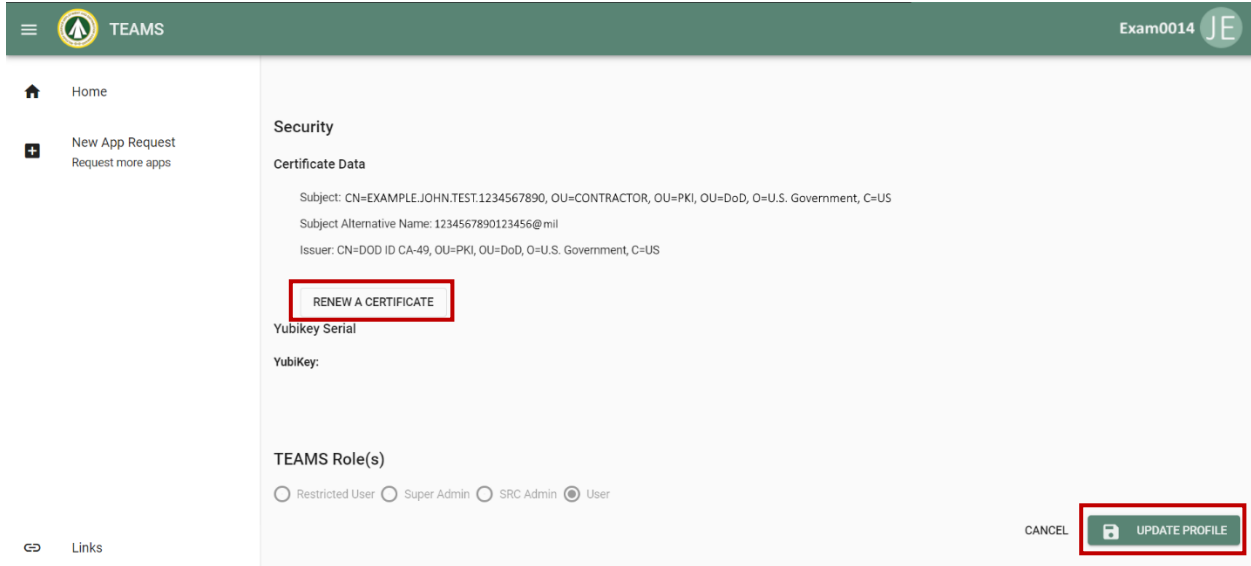


20. You will then see a popup on the TEAMS homepage regarding Two factor Authentication, select “Accept”, then select your Initials in the top right as shown below, a drop down will appear. From the dropdown menu select “Edit Profile”



NOTE: When performing step 21, ensure to use your PIV authentication certificate or the operation will fail.

21. From the Edit Profile page (below), scroll down to the “Security” and select “Renew A Certificate” You will then be prompted for your certificate. Choose your PIV/Authentication Certificate, then select “Update Profile”.



22. After completing step 21, logout of TEAMS, then re-login with your certificate to confirm success.

