

iFTDTL ACCOUNT INSTRUCTIONS

Accounts are given to users based on written permission from the UIC's Commanding Officer. SAAR forms can be downloaded from <https://ftdtl.health.mil/Home/HowToRegister>

ACCOUNT CREATION:

iFTDTL Access requirements

- A cyber awareness certificate from the current FY
- A filled-out SAAR form. (instructions below)

THIS ENTIRE FORM HAS TO BE FILLED OUT AND SIGNED ELECTRONICALLY

Click "ENABLE ALL FEATURES" in the upper right-hand corner to get started.

- In the top center of the form, ensure the "CUI" is selected.
- New users will select "Initial".
- Users with existing accounts will select "Modification".
- To delete your account, select "Deactivation".
- "User ID" field is not used.
- All Dates will use the "4-digit YEAR, 2-digit MONTH, 2-digit DAY" format.
- System Name and Location are prefilled, **DO NOT CHANGE.**

PART I

Enter the information in each block.

- Block 2 is for Command name and UIC.
- Block 6 example I.E: **UPC/E7/MAC**.
- Mark the appropriate boxes for blocks 8 and 9.
- Block 10: Check and date with the Cyber Awareness completion date on your most recent certificate.
- Block 11: ***DO NOT DIGITALLY SIGN UNTIL AFTER BLOCKS 1 THROUGH 12 ARE COMPLETED* *SIGNING BEFOREHAND WILL LOCK THIS SECTION OF THE DOCUMENT*.**

PART II

- Block 13 "Justification for Access" is for user job description, example: **"Required for duties as command UPC for RRU XXXXX. PRD (Military)/CAC Expiration Date (Non-Military) MM/DD/YYYY"**.
- All users check the following:
- Block 14 "Authorized"
- Block 15 "Unclassified"
- Block 16 (to certify granted access from Commanding Officer).
- Block 16a is for **contractors**.
- Blocks 17 through 17e are for Commanding Officer information and digital signature.
- Electronically signing in block 17d locks previous PART II information.
- Blocks 18 through 18b: **Is for OPNAV Administrator information.**
- Block 20: The Requestors name.
- Block 21: In "OPTIONAL INFORMATION" include the following that pertains to your request:
 - **WebDTP Application/Container: For importing rosters, performing test selections, producing testing products, and reports.**
 - **Results: To see Urinalysis Testing Results for a specific RRU/UIC.**
 - **List all UICs that are needed. For those that need to view an ARG, just the ARG 5-digit number is required.**

PART III

*Must be completed by the account requestors, Security Manager or representative.

- Type of background investigation: the user's last type of background investigation (i.e., NAC, NACI, or SSBI), Clearance Level if Secret or Top Secret, or None. IT Level Designation (I, II, III), and the Security Manager or representative information and electronic signature.

****A digital signature in block 25 will lock all PART III fields.**

PART IV

- To be completed by iFTDTL System Administrators (DO NOT PUT ANYTHING HERE).

***NOTE: NEW users will upload the completed SAAR directly into the iFTDTL web portal during the registration process at <https://ftdtl.health.mil> and email the current FY Cyber Awareness completion certificate to Mill-webportal@us.navy.mil.**

ESTABLISHED users with expiring SAAR forms and/or Cyber Awareness date will send an updated SAAR form with the new PRD and/or new Cyber Awareness Certificate to USN NSA Mid-South CHNAVPERS MIL TN Mailbox at Mill-webportal@us.navy.mil for processing.

For questions, call contact the IFTDTL Support desk at (901) 874-2458/4310/4240/4250 or from the above email address.

Account Modifications

- Cyber awareness is a yearly requirement for IFTDTL Access. To update your Cyber Awareness, send the new certificate to Mill-webportal@us.navy.mil
- Account expiration date is set by the PRD on your SAAR form. To updated this, we require a updated SAAR form sent to Mill-webportal@us.navy.mil.
- Additional UIC's must be on your SAAR form. If you are missing a UIC on your SAAR form you will have to update the form with all UICs required

Account Removal

- If a command needs to remove a sailor from their urinalysis program, contact an administrator through email (Mill-webportal@us.navy.mil) or by phone ((901) 874-2458/4310/4240/4250)