

JECS Portal Procedures

US Common Access Card (CAC) Holders

JECS is a DoD web site and a portion of the legacy JFCOM Portal. It permits external collaboration with non .mil users (non CAC holders) to permit the sharing of documents with users who have a need to know and have been granted access. The security accreditation level of this site is Unclassified FOUO and below. Processing, storing, or transmitting information classified above this accreditation level is prohibited. CAC Users register for JECS with following procedures.

- For initial access to JECS portal and registration, go to: <https://www2.jfcom.mil/login>
 - Select : How do I register for an account?
- On <https://www2.jfcom.mil/login/register/index.html>
 - Select: Yes, request access to us.jfcom.mil and jecs.jfcom.mil
- When prompted for a certificate, please select your most recent EMAIL CAC certificate.
 - Selecting a different certificate will cause the process to fail.
- Next you will be asked to provide some of your personal information:
 - Your Branch of Service:
 - Rank:
 - Work Phone: (Phone must contain exactly 10 digits. Example: 7578365555)
 - Work Email: (Email must end with .edu, .mil, .int, .org, .net, .com, .gov)
 - DO NOT CLICK on the "Are you registering for KnIFE?" link
- Are you from a JFCOM Activity? (Select appropriate response)
- If you indicated you are **not** in JFCOM/JFIIT/JUAS, you will then have a new drop down for sponsor information:
 - Select one of the following:
 - Mr Michael Foley; 757-2836-5027 ; michael.foley@hr.js.mil
 - Sponsor Branch of Service (Foley) select: "CIV";
 - Sponsor Rank (Foley) select: "YA-03"
 - Check the box indicating you have read and will abide by the JFCOM User Agreement.
 - Select "Register".
 - Approval process will take about **24 hours**. You will then be able to access the following:
 - J85 Joint Close Air Support Branch site (<https://jecs.jfcom.mil/j8/J85/JCAS/default.aspx>)

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Users Without US Common Access Card (CAC)

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- For initial access to JECS portal and registration, go to: <https://www2.jfcom.mil/login>
- In “Login to jecs.jfcom.mil” (the lower of the two gray boxes) Select “Register without a CAC”
 - Complete all fields to ensure approval. (notes: “State”: if not USA, then select “Not Applicable”; for “Zip Code”: if not USA, enter “99999”; for “Country”: select from drop list; for “Branch of Service” if not USA military, select “Other”; for “Rank”: if not military, indicate “Civilian” or “CTR”);
 - For “Justification for Access” type: “CAS CBA”
 - J85 sponsor information: Select one of the following. It’s a good idea, prior to submitting registration, to contact them to see who is available in the office to endorse the sponsorship to prevent delays.
 - Mr Michael Foley; 757-2836-5027 ; michael.foley@hr.js.mil
 - Sponsor Branch of Service (Foley) select: “CIV”;
 - Sponsor Rank (Foley) select: “YA-03”
 - Create and enter a user defined Password. (KEEP THIS PASSWORD for later Portal Access)
 - NOTE: Passwords last for 60 Days, then must be renewed--see next slide.
 - Check the box indicating you have read and will abide by the JFCOM User Agreement.
 - Select “Submit”.
 - Expect email response in **24 to 48 hours**. Approval email response will include login site and user name. Use this information and the user defined Password created during your registration request to navigate to:
 - J85 Joint Close Air Support Branch site (<https://jecs.jfcom.mil/j8/J85/JCAS/default.aspx>)

JECS Portal

USE Only for Password Renewal

by Non-CAC Users

- Go to: <https://www2.jfcom.mil/Accounts/RequestReset.aspx>
- Remember you will need 14+ characters. For your password try to keep it simple so you can remember like in sets of 4s: aaaaBBBB1111@@@@ (uppercase, lowercase, numerical, & special characters)
 1. Enter your email address and hit submit
 2. You should receive an email from the system with a confirmation link to click. If you don't get it within ten minutes, let Servicedesk know.
 3. Upon clicking that link, please enter a new password and confirm it, then submit.
 4. An email will be dispatched to the administrators to confirm your request
 5. JFCOM will approve the request, and you will be notified via email that your password has been changed.
- For questions, contact: U.S. Joint Forces Command Enterprise Service Desk
 - Comm 757-836-2666
 - NIPRNET: jfcom.servicedesk@jfcom.mil