

Environmental Information Technology Management Program



**Defense Environment, Safety and Occupational Health
Network and Information Exchange
(DENIX)**

Registration and User Guide

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1.0 Introduction

1.1 DENIX Overview

The Defense Environment, Safety and Occupational Health Network and Information Exchange (DENIX) is a website that presents a wealth of DoD Environment, Safety and Occupational Health (ESOH) information and provides a variety of resources, tools, and applications to assist in DoD ESOH information sharing and management.

DENIX serves a critical role in The Department of Defense's commitment to sustaining the national defense mission, reducing the environmental impact of defense activities, protecting the DoD workforce and the public, and maintaining an open and productive dialogue with the public and other stakeholders.

1.2 Purpose of this Document

DENIX recently completed a major revision to improve system performance, usefulness and enhance ease of use. This Registration and User Guide applies to the new DENIX website and describes the process for requesting a new DENIX user account, logging into the new DENIX web site, basic navigation, and how to get help.

2.0 Accessing DENIX

2.1 How to get to DENIX

The DENIX website is located at <http://www.denix.osd.mil>. DENIX is accessible from the web to accommodate the general public and other non-DoD users. DENIX is compatible with both Firefox and Internet Explorer (IE), however IE is required for Common Access Card (CAC) based access. **To use DENIX, Pop-ups must be enabled.**

2.2 Access to DENIX

2.2.1 Do I need an account?

Users from the general public, state agencies, civilian federal agencies, tribal organizations, international organizations and educational institutions do not need an account to use DENIX.

2.2.2 Who can request an account?

DENIX user accounts are now restricted to active duty military, DoD civilian personnel and sponsored contractors. Contractors and DoD personnel who do not have a CAC must be sponsored.

2.2.3 Who can sponsor accounts?

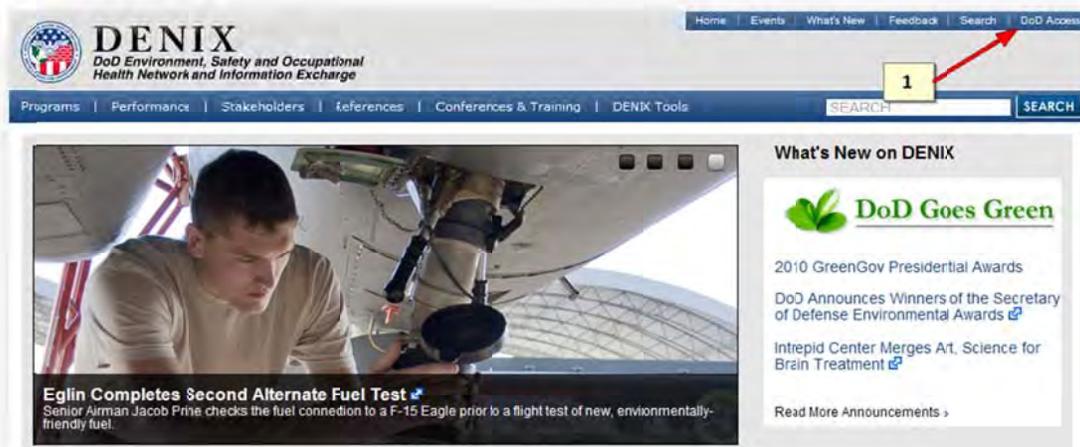
Eligible sponsors are active duty military or DoD civilian personnel who are current DENIX users with a CAC enabled account and who have signed a DENIX sponsorship agreement. Sponsored users and contractors cannot sponsor other users.

2.2.4 How to request an account

To request access, navigate to the DENIX homepage and click “DoD Access” at the top right of the page ([Figure 1](#) below).

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Figure 1 DENIX Public Homepage - DoD Access Link



Once on the login page, read the U.S. Government Information System notice, and click the "I ACCEPT" button to access the login screen and request access.

2.2.5 Certificate Warning Messages

Should you receive a warning message when you click "DoD ACCESS" it is because your web browser does not trust the DoD Root certificate authority. This most often happens when accessing the site from a non-DoD computer such as a home PC. Instructions for correcting this normal default browser behavior are available from the Defense Information Systems Agency (DISA) at <http://dodpki.c3pki.chamb.disa.mil/rootca.html>. Alternatively, you may simply click through the warning to proceed (will not work for Safari).

2.2.6 About the Login Page

The DENIX login page ([Figure 2](#) below) is a multi-functional tool that allows users create accounts (arrow #4) and access the system. Once your account is created, you will use this same screen to log in with a username and password (arrow #1), your CAC (arrow #2), or to reset a forgotten password (arrow #3)

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Figure 2 DENIX Login Page



2.2.7 Creating a new account

To create an account click the "CREATE ACCOUNT" tab below the login box on the left side of the screen (arrow #4). After clicking the "CREATE ACCOUNT" tab, a window appears, displaying the Access Request form (see [Figure 3](#) below). *Note: All users including DoD employees or military personnel who do NOT register with a CAC must be sponsored.*

Figure 3 Access Request Form

The screenshot shows the "DENIX - Access Request" form. It includes a header with the DoD seal and the text "Please provide the following information (* REQUIRED FIELDS)". The form is divided into several sections: "Login" with fields for "Create Username:", "Create Password:", and "Confirm Password:", and a "Current valid CAC:" radio button; "Personal" with fields for "First Name:", "Middle Name:", "Last Name:", and "Title:"; "Location" with fields for "Address 1:", "Address 2:", "Address 3:", "City:", "State:", "Zip:", and "Country:"; and "Contact" with fields for "Email Address:", "Telephone:", "Extension:", and "DoD DSN:". A yellow tooltip titled "A Valid Password is Required..." is overlaid on the password fields, listing requirements: minimum 14 characters, 2 lower case letters, 2 upper case letters, 2 numbers, and 2 special characters. At the bottom right are "Register", "Reset", and "Close" buttons.

2.2.8 Required Fields

A red asterisk precedes required fields. *If a required field is not entered, the missing field is underlined and a red exclamation mark is placed to the right of the column.* Place the cursor over the field in question to see a detailed description of the information needed. For example, see the password requirements pop-up in [Figure 3](#) above.

2.2.9 CAC Registration

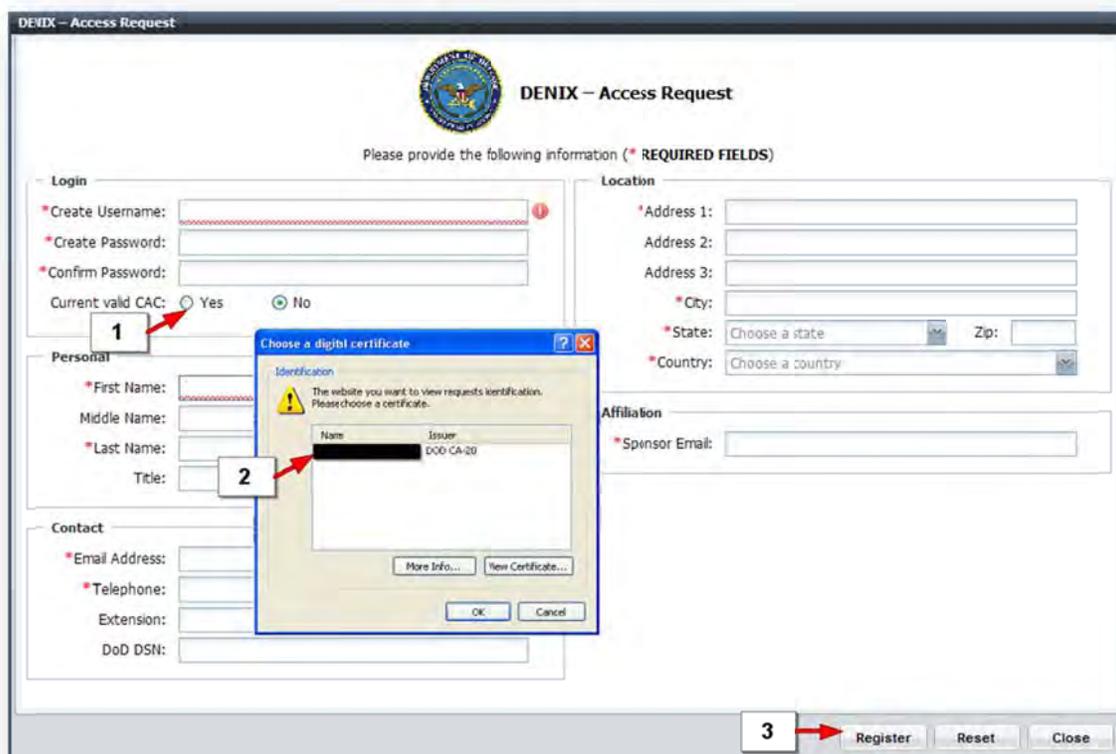
A CAC can be associated with your account during the access request or after registration. Behavior of the Access Request form is determined by the CAC presented:

- 1) DoD employees or military personnel who register a CAC are granted automatic access to DENIX immediately upon registration.
- 2) Contractors may register a CAC but must be sponsored and await sponsor approval.

The CAC must be inserted into the Smart Card reader before opening the Internet Explorer Web browser and navigating to DENIX. CAC registration and authentication is available for Internet Explorer only.

From the Access Request form, Click “Yes” next to the “Current valid CAC” heading (arrow #1 in [Figure 4](#) below) to register your CAC. A message box appears (arrow #2), displaying the digital certificate name. *Successful reading of the CAC is indicated by the Yes selection remaining selected after the validation message closes.* If CAC validation fails at this step, the No selection will remain selected. You may proceed with registration and will have the ability to associate your CAC with your account after DENIX Login, but will require a sponsor to complete registration.

Figure 4 CAC Registration



2.2.10 Sponsor Information

If required, enter your sponsor's email address. **Remember, your sponsor must *already* have an account on the new DENIX system and be either a DoD employee or active duty military with a CAC enabled account and a signed sponsorship agreement.** Your sponsor is responsible for approving your access request.

Click the "REGISTER" button (arrow #3) to send the request to your sponsor for review. Upon sponsor approval, you will receive an email notification.

2.3 Logging into DENIX

Once your account has been approved, you can log into DENIX by clicking the "DoD Access" link at the top right of the DENIX home page. After reading the U.S. Government Information System notice and clicking the "I ACCEPT" button, the DENIX login page is displayed. You may login with your CAC or with your username and password.

Figure 5 Login with Username and Password



2.3.1 Login with Username and Password

Enter Username and Password (arrow #1) on the login page and click the “LOGIN” button (arrow #2). A successful login will redirect you to the DENIX main page. Failure to enter the correct credentials will result in an “Invalid Credentials” message. If invalid credentials are provided three consecutive times, you will be locked out of DENIX and forced to close the browser.

2.3.2 Login with CAC

After inserting a valid, unexpired CAC into the Smart Card reader, start the Internet Explorer Web browser and navigate to the DENIX login page. Click the “USE CAC TO LOGIN” button on the DENIX login page ([Figure 6](#) below).

Figure 6 CAC Login

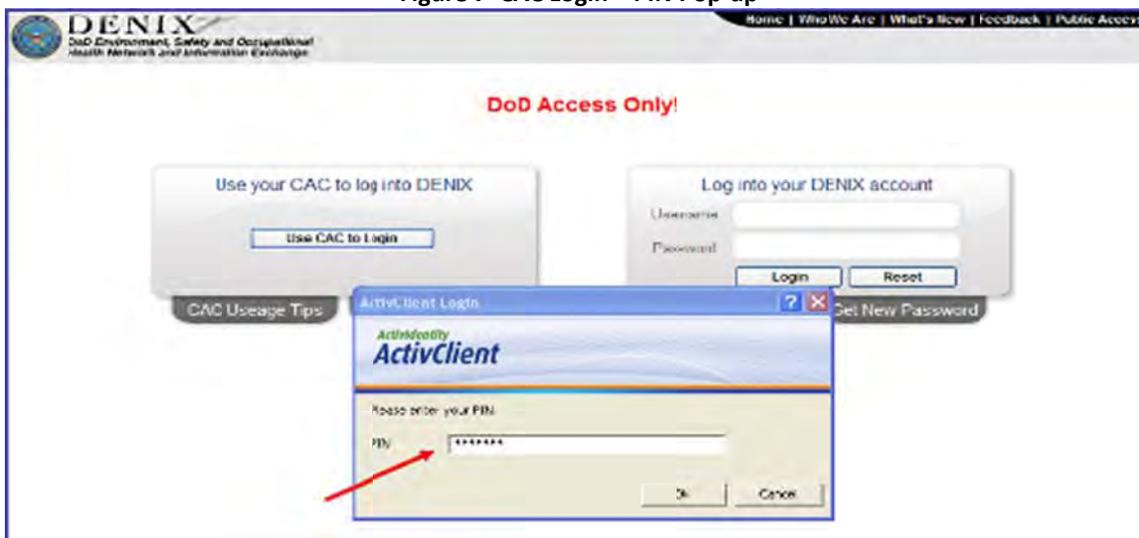


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After clicking the “USE CAC TO LOGIN,” a pop-up window appears, displaying the digital certificate name (arrow #2). Select the appropriate name and click “OK.”

After clicking OK, The ActiveClient Login box will appear (see [Figure 7](#) below). Enter your PIN in the text box, and press OK to login.

Figure 7 CAC Login – PIN Pop-up



2.3.3 Passwords: Expirations and Lost Password Resets

Your password is valid for 60 days from the date created. Starting ten days prior to expiration, a message displays after login reminding you to change it.

Should your password expire or you forget what it is, it can be reset from the Login screen. To reset your password, click the “GET NEW PASSWORD” button on the DENIX login page (Figure 8 arrow #1). A pop-up window will appear. Enter your username and registered e-mail address (arrow #2) and click the “RESET PASSWORD” button (arrow #3). You will receive an e-mail with a randomly generated temporary password. After login, simply navigate to the My User Profile tab and change the temporary password.

Figure 8 Reset Password Pop-Up



3.0

3.1 Primary Site Navigation

Access to all principal site areas and tools including program areas is available using the top black navigation bar and allows users access to all areas from any page within DENIX. For example: To view the list of program websites, scroll over the “Programs” navigation bar dropdown menu (See [Figure 9](#) below).

Figure 9 Browsing Programs



3.1.1 Program Area Structure and Navigation

Each Program area accessible from the top navigation bar is designed as a separate self-contained sub site under DENIX. Each program area sub-site has a navigation menu on the left side of the screen. From this left navigation menu you can access any of the program area subpages (see [Figure 10](#) below).

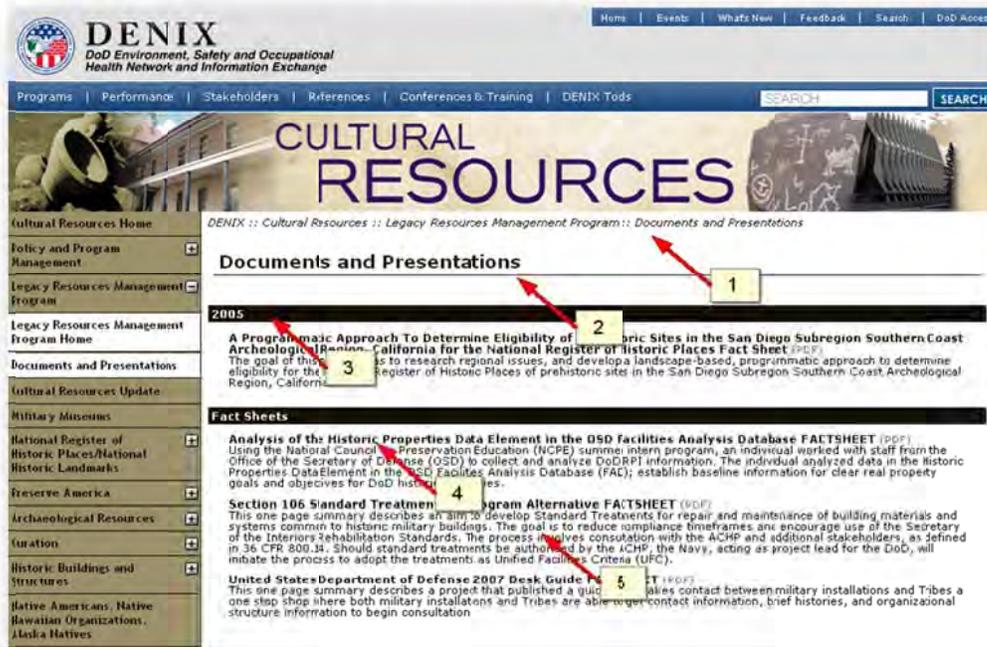
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Figure 10 Navigating the Side Menu



If a left menu item link has subpages, a plus sign appears to the right of the menu item name (arrow #1 in [Figure 10](#) above). Clicking on that left menu item will expand the menu, display additional links and the “plus sign” will change to a “minus sign” (arrow #2). Clicking the left menu link again will retract the subpage display and the “minus sign” will revert to a “plus sign”. If a page or subpage does not have a plus sign, clicking the name will take you to that page.

Figure 11 Browsing Pages

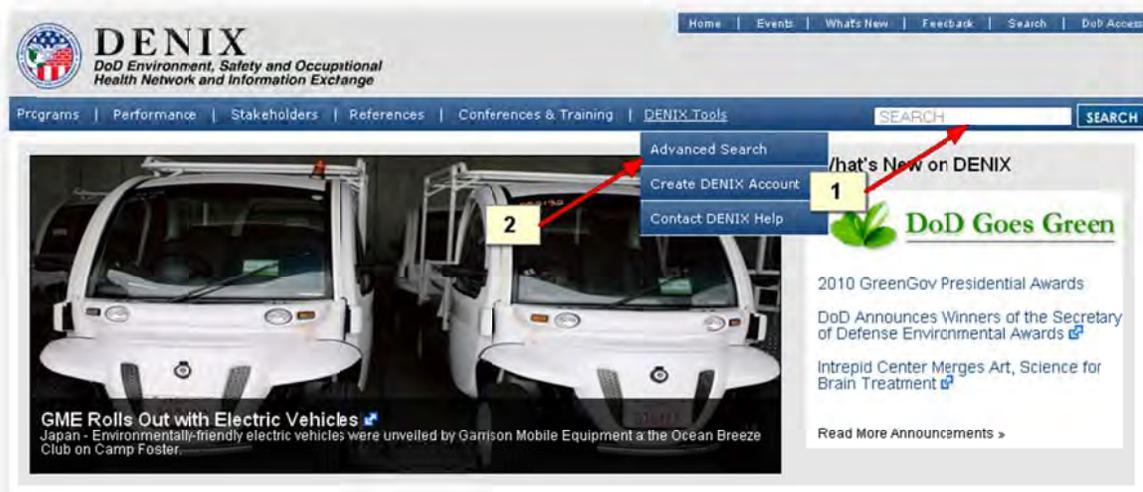


[Figure 11](#) shows an example subpage display. The top of the page shows the “breadcrumb trail” showing the path to the current page from the DENIX homepage (arrow #1). The text immediately below the breadcrumb trail shows the title of the page displayed in large, bold font (arrow #2). The remainder of the page is comprised of documents, URLs, text, descriptions, and other content links. A document or URL is given a title (arrow #4) and optionally, any description provided by the content provider (arrow #5). File extensions appear to the right of the document’s title. Click the title to access the resource. For easier browsing, most content on DENIX is listed under section headers (arrow #3).

3.2 Searching DENIX

You can search DENIX using the search box in the DENIX toolbar (arrow #1 in [Figure 12](#) below) or from “Advanced Search” in the DENIX Tools dropdown menu (arrow #2).

Figure 12 DENIX Searches



3.2.1 Using Basic Search

The basic search function located on the right just above the black navigation bar on every DENIX page. To search, simply type the search terms into the search box then click the magnifying glass in the search box or press Enter.

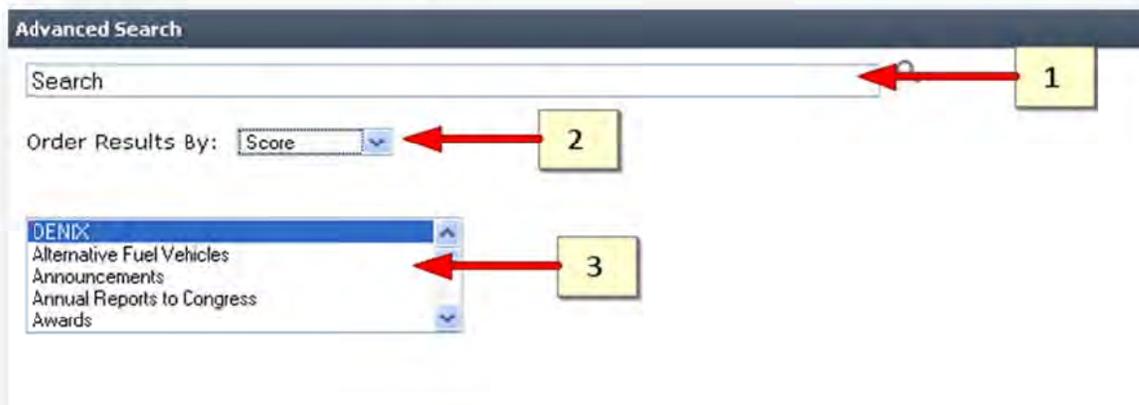
3.2.2 Search Results

The search results page displays title, file size, last date modified, extension, and the page or subpage of the content. Click the result title to access the content. You can also modify search criteria using the advanced search functions on the initial results page.

3.2.3 Advanced Search

Select the Advanced Search using the link under the DENIX Tools dropdown menu in the navigation bar (see [Figure 12](#), arrow #2) or by performing a basic search. [Figure 13](#) shows the Advanced Search page.

Figure 13 Advanced Search



To perform an advanced search, enter the search terms in the search box (arrow #1). Next, choose to sort the search results by Score, Date Modified, Site (program area), or Title (arrow #2).

You may narrow the results by selecting a specific program area to search (arrow #3). To search all DENIX content, select the top option, "DENIX."

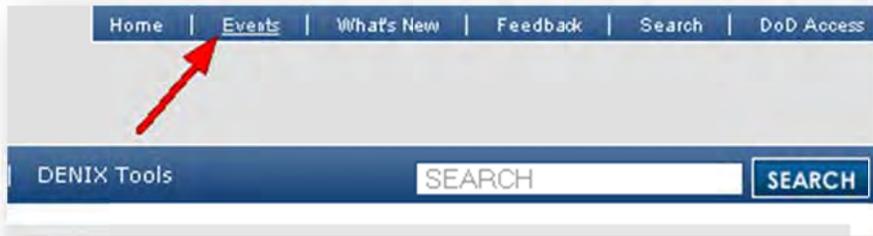
Hold "Ctrl" to select multiple program areas. You can select any number of program areas to search.

Press enter or click the magnifying glass (arrow #1) to display the search results.

3.3 Calendar events

To view or search for an upcoming event, click the "Events" link in the top right toolbar.

Figure 14 Events Link



This link will redirect you to the DENIX Calendar ([Figure 15](#) below).

Figure 15 Events



Figure 16 DENIX Calendar

The first header displays the current date or the start date entered. Events occurring on this day show beneath the header (arrow #1). The next two headers correspond to the remainder of the current month (arrow #2) and the next month (arrow #3), respectively. The date, name, and location of each event scheduled during this period show under the appropriate header (arrow #4). Click the event's name to display additional details for the event (arrow #5).

Two monthly calendars, one for the current and one for the following month, appear on the right of the page ([Figure 16](#) right). The current date is highlighted in Yellow (arrow #1). Dates with events are highlighted in Blue (arrow #2), and dates without an event is not highlighted (arrow #3).



The calendar search tool is also on the right of the page, below the two monthly calendars. You can search for events by start and end date (arrow #4), keyword (arrow #5), and program (arrow #6). Click the “Search” button at the bottom of the search box to execute the search.

3.4 Getting Help

Please contact DENIX Help if you have any problems using the site, comments have or questions not addressed in this guide. To contact DENIX Help click the “CONTACT DENIX HELP” link from the DENIX Tools dropdown menu (see [Figure 17](#)).

Figure 17 Contact DENIX Help Link

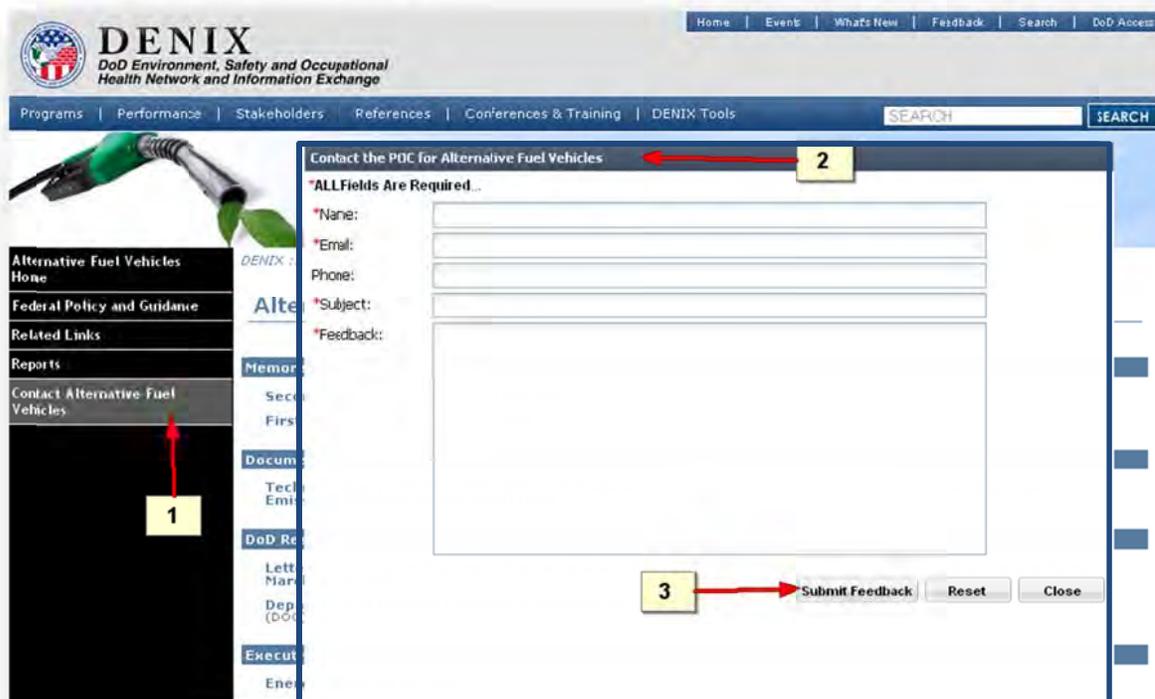


Enter the requested information, with your question or comment, and then click the “SUBMIT FEEDBACK” button (arrow). You will receive a response from DENIX Help in the order received but usually within 24 hours.

3.5 Contacting a Program Area Point of Contact (POC)

If you have questions about a Program or a Program’s content, you should direct your questions to the Program’s Point of Contact (POC). To contact a Program’s POC click the Contact link on the Program’s side menu (see [Figure 18](#), arrow #1).

Figure 18 Contact POC Pop-Up



The screenshot displays the DENIX website interface. At the top, the DENIX logo is accompanied by the text "DoD Environment, Safety and Occupational Health Network and Information Exchange". A navigation bar includes links for Home, Events, What's New, Feedback, Search, and DoD Access. Below this, a secondary navigation bar lists Programs, Performance, Stakeholders, References, Conferences & Training, and DENIX Tools, along with a search box. On the left, a sidebar menu contains several categories, with "Contact Alternative Fuel Vehicles" highlighted and marked with a red arrow and a yellow box labeled "1". The main content area features a pop-up window titled "Contact the POC for Alternative Fuel Vehicles", indicated by a red arrow and a yellow box labeled "2". The form within the pop-up includes a heading "ALL Fields Are Required...", followed by input fields for Name, Email, Phone, and Subject, and a larger text area for Feedback. At the bottom right of the form, there are three buttons: "Submit Feedback", "Reset", and "Close". A red arrow and a yellow box labeled "3" point to the "Submit Feedback" button.

In this example, after clicking the “CONTACT ALTERNATIVE FUEL VEHICLES” link, a pop-up window appears, displaying the Contact form. The form notifies you that he is contacting the POC for Alternative Fuel Vehicles (arrow #2). After entering the requested information and a question or comment, click the “SUBMIT FEEDBACK” button (arrow #3).