

**USER GUIDE FOR
DCO PORTAL**







USER GUIDE FOR DCO PORTAL

Published
9MAR09



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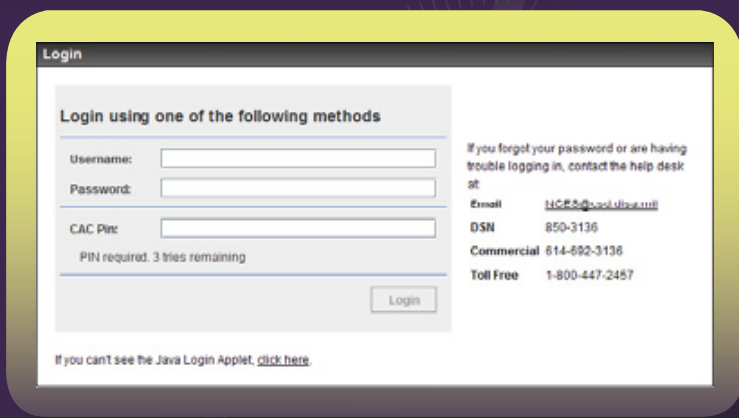
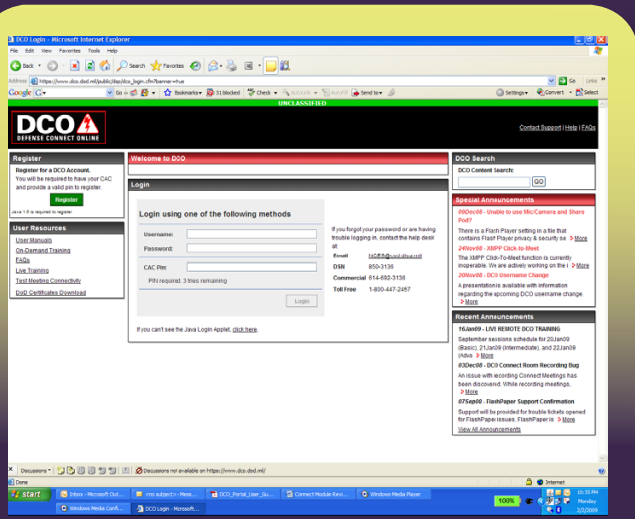
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DCO provides all of the benefits of the world's best of breed collaboration capabilities in Adobe Connect and an XMPP chat service to the DoD.


Getting Started

Introduction to DCO Portal

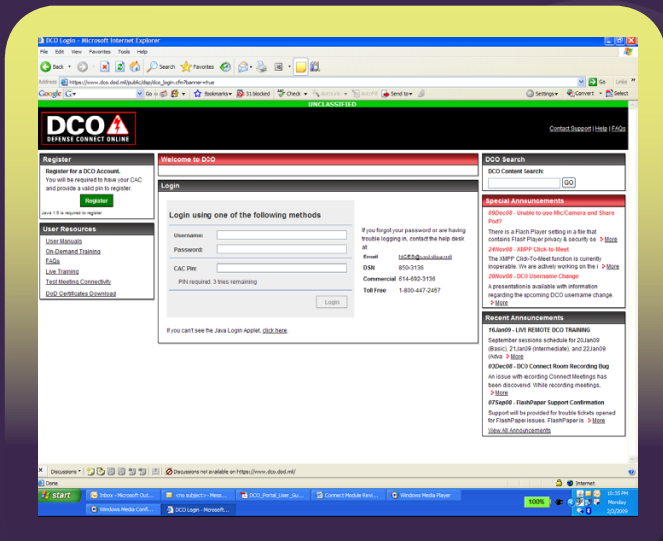
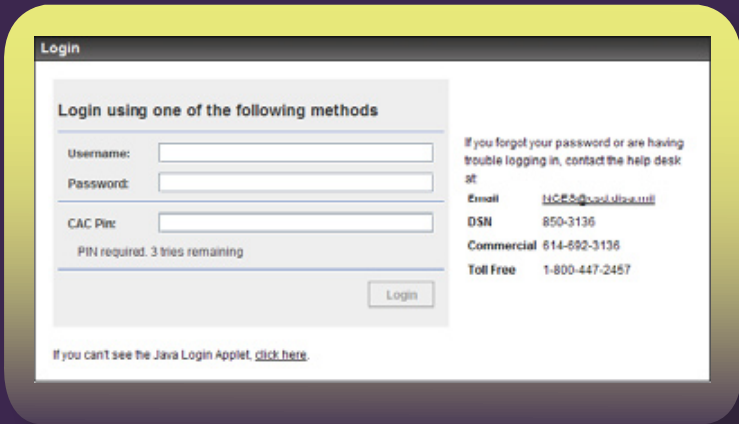
The DCO Portal provides a single location for registration, authentication, and all resources required for you to use DCO collaborative tools.

System Requirements

- A web browser
- Adobe Flash Player 9 or above
- DoD SSL certificates
<http://dodpki.c3pki.chamb.disa.mil/rootca.html>
- Port 443 access

	DoD Class 3 PKI Download Root CA Certificate
<p>Instructions for downloading the certificate for the Root Certificate Authority (CA).</p> <p>You will see a series of windows entitled "New Certificate Authority".</p> <ol style="list-style-type: none">1. In the first window: Click on "First" and compare the displayed "fingerprint" with the one on your Certificate Registration Instructions. If they are not the same, stop and notify your Local Registration Authority. If they are the same, click on "OK". Then click on "Next >".2. In the next window: Click on the first two check boxes and click on "Finished". <p>If you see a window stating "The certificate cannot be imported. This certificate is already in your database," click: "OK".</p> <p>After reading the above instructions, click on Download Class 3 Root CA Certificate.</p> <p>Then, using the same instructions, click on Download Root CA 2 Certificate.</p> <p>Then, using the same instructions, click on Download External Certification Authority (ECA) Root CA Certificate.</p> <p>If you need to trust certificates from any of the retired Root Certification or Intermediate Certification Authorities for any reason click here.</p>	





Single location for registration, authentication and resources

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Registering as a New User

Registration

- 1 To access the DCO portal, navigate to <https://www.dco.dod.mil>
- 2 For SIPR access, navigate to <https://www.dco.dod.smil.mil>
- 3 For the NIPR service, you will need a DoD Common Access Card and your pin to register initially.
- 4 Read and accept the DoD security banner.
- 5 Click on the green **Register** button.

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

This computer system, including all related equipment, networks, and network devices (specifically including Internet access), is provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including, ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

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My DCO

Login

Register

Register for a DCO Account.

You will be required to have your CAC and provide a valid pin to register.

Register

Java 1.0 is required to register.

Register: Verify CAC

Please insert your CAC and enter your PIN to register for a DCO account.

CAC Pin:

Cannot look for CAC, missing hardware or software

Login

CAC not enabled

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My DCO

Login

Register

Register for a DCO Account.

You will be required to have your CAC and provide a valid pin to register.

Register

Java 1.0 is required to register.

Register: Verify CAC

Please insert your CAC and enter your PIN to register for a DCO account.

CAC Pin:

PIN required. 3 tries remaining

Login

CAC enabled

- 6 Fill out the required fields, paying special attention to the password convention.

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Self Registration

Register

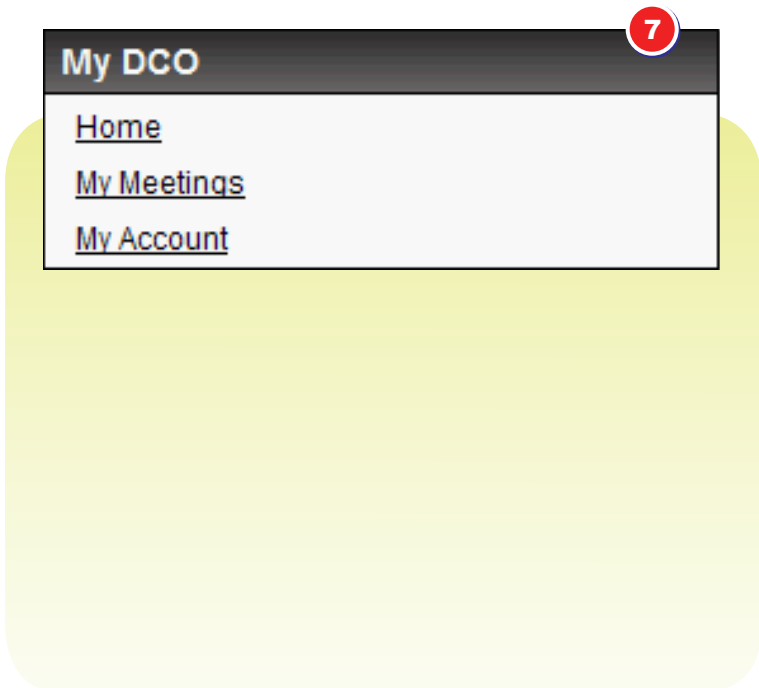
First Name*	BERNARD
Last Name*	VISHNESKI
Middle Initial	SHAWN
Rank/Title	--SELECT--
Email*	<input type="text"/>
	NOTE: Your email address will serve as your username for future logons to the DCO Portal
Organization	USA
Organizational Description	DoD, U.S. Government, US
Primary Organizational Affiliation*	-- SELECT --
Geographic Location*	--SELECT--
Address*	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/>
Country*	US
Zip Code*	<input type="text"/>
Telephone Number*	<input type="text"/>

Note: Passwords must be a minimum of 15 characters and contain 2 each of the following: Uppercase letter, lowercase letter, numeral, special character (!@#\$%^&*-_+=':.). '#,;' are not allowed characters.

Password*	<input type="password"/>
Confirm Password*	<input type="password"/>

- 7 You will be logged in and brought to your MY DCO page.

Note: To change certain fields in your profile, select the My Account link.





My DCO

- [Home](#)
- [My Dashboard](#)
- [My Account](#)

Web Conferencing

- [Create a New Meeting](#)
- [My Meetings](#)
- [My Recordings](#)
- [My Content](#)
- [My Templates](#)
- [Public Meetings](#)
- [Public Recordings](#)
- [Active Public Meetings](#)

Instant Messaging

- [Open XMPP Web Client](#)
- [Download XMPP Desktop Client](#)

User Resources

- [User Manuals](#)
- [On-Demand Training](#)
- [FAQs](#)
- [Web Training](#)
- [Downloads and Plugins](#)
- [Community Forum](#)
- [Test Meeting Connectivity](#)
- [DCO Certificates Download](#)
- [DCO Call Tracker](#)
- [Issues & Enhancement Request Tracker](#)

Welcome to DCO

MY DCO

My Meetings

Meeting Name	Meeting Date	Start Time
DCO Live Remote Training	2009-01-22	02:00
DCO Team SITREP MTG	2009-01-03	00:00
DCO Stakeholder MTG	2008-10-20	00:00
DCO DCO New Team	2008-10-17	01:00
DCO Guru	2008-09-19	00:00

[View All My Meetings](#)

My Account

- [View My Profile](#)
- [Change My Password](#)

DCO Search

Content Search:

User Search:

First: Last:

Meeting/Recording Search:

Special Announcements

06Dec09 - Unable to use McCamera and Share Point

There is a Flash Player setting in a file that contains Flash Player privacy & security se. [> Blog](#)

24Nov09 - XMPP Click-to-Meet

The XMPP Click-to-Meet function is currently inoperable. We are actively working on the i. [> Blog](#)

20Nov09 - DCO Usernames Change

A presentation is available with information regarding the upcoming DCO username change. [> Blog](#)

Recent Announcements

16Jan09 - LIVE REMOTE DCO TRAINING

September sessions schedule for 20Jan09 (Basic), 21Jan09 (Intermediate), and 22Jan09 (Advanced). [> Blog](#)

03Dec08 - DCO Connect Room Recording Bug

An issue with recording Connect Meetings has been discovered. While recording meetings, [> Blog](#)

07Sep08 - FlashPlayer Support Confirmation

Support will be provided for trouble tickets opened

Easy access to User Resources,
DCO Instant Messaging, Web
Conferencing and more

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DCO Portal Navigation Overview

MY DCO Panel

- 1 Web Conferences and Meetings
 - Allows you to create a room, access recordings, content and templates
 - Allows you access to public rooms, recordings and active meetings

Note: “Public” means they are available to anyone and does NOT provide public sector anonymous access.

Web Conferencing

[Create a New Meeting](#)

[My Meetings](#)

[My Recordings](#)

[My Content](#)

[My Templates](#)

[Public Meetings](#)

[Public Recordings](#)

[Active Public Meetings](#)

- 2 Instant Messaging, Group Chat, and Presence/Awareness
 - Provides one click access to web based DCO XMPP Web Client and ability to download the DCO XMPP Desktop Client application

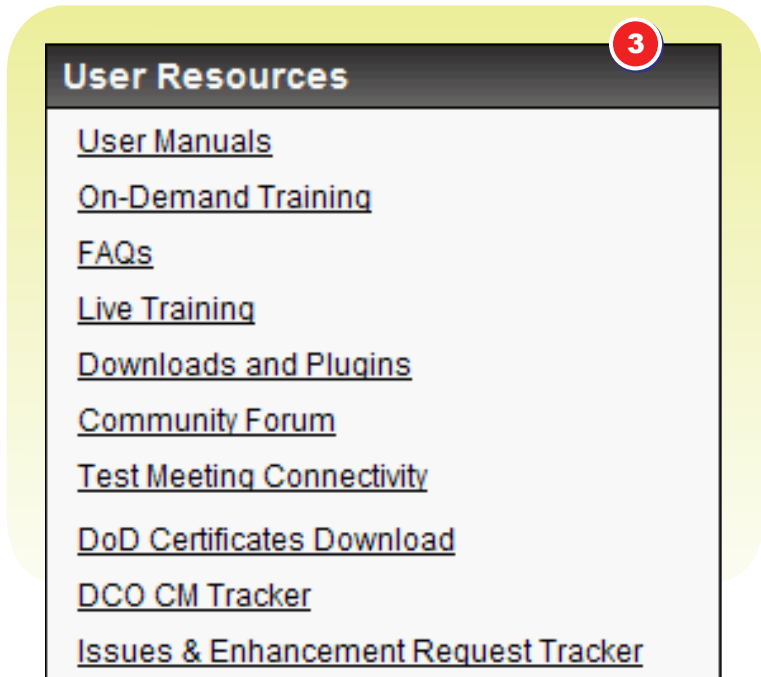
Instant Messaging

2

[Open XMPP Web Client](#)

[Download XMPP Desktop Client](#)

- 3** User Resources provides access to:
- User Manuals
 - On-Demand Training
 - FAQ's
 - Live Training
 - Downloads and Plugins
 - Community Forum
 - Test Meeting Connectivity
 - DoD Certificates Download
 - DCO CM Tracker
 - Issues & Enhancement Request Tracker



A screenshot of a navigation menu titled "User Resources" with a red circle containing the number "3" in the top right corner. The menu lists the following items, each with a blue underline:

- [User Manuals](#)
- [On-Demand Training](#)
- [FAQs](#)
- [Live Training](#)
- [Downloads and Plugins](#)
- [Community Forum](#)
- [Test Meeting Connectivity](#)
- [DoD Certificates Download](#)
- [DCO CM Tracker](#)
- [Issues & Enhancement Request Tracker](#)



Support

DCO:

<https://www.dco.dod.mil>

DCO(S):

<https://www.dco.dod.smil.mil>

DCO Support:

nces@csd.disa.mil

DCO Feedback:

dco@csd.disa.mil

dco@csd.disa.smil.mil

DSN: 850.3136

Comm: 614.692.3136

Toll Free: 800.447.2457

To obtain DoD SSL certificates:

<http://dodpki.c3pki.chamb.disa.mil/rootca.html>