

# Security Cooperation Information Portal

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*Logon Guide*

*March 2023*



<https://scip.dsca.mil/>

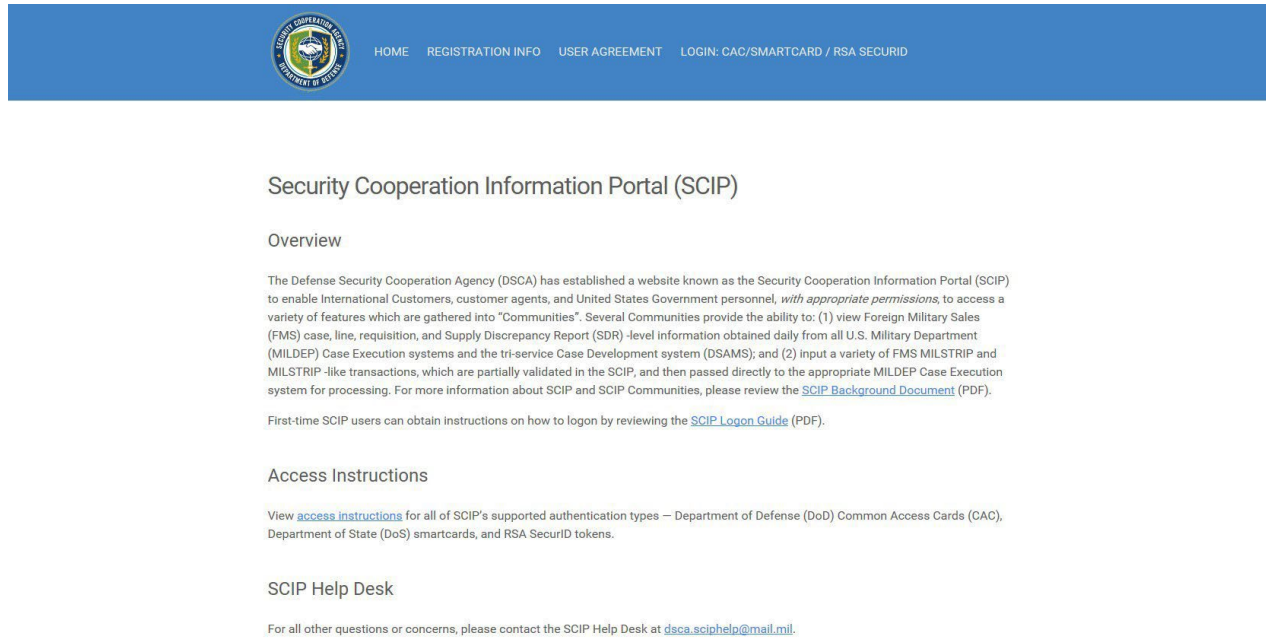
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## How to Access SCIP

### Website

In the address field of your Internet browser, type web address: <https://scip.dsca.mil/>. The Security Cooperation Information Portal (SCIP) Welcome page appears.



Security Cooperation Information Portal (SCIP)

Overview

The Defense Security Cooperation Agency (DSCA) has established a website known as the Security Cooperation Information Portal (SCIP) to enable International Customers, customer agents, and United States Government personnel, *with appropriate permissions*, to access a variety of features which are gathered into "Communities". Several Communities provide the ability to: (1) view Foreign Military Sales (FMS) case, line, requisition, and Supply Discrepancy Report (SDR) -level information obtained daily from all U.S. Military Department (MILDEP) Case Execution systems and the tri-service Case Development system (DSAMS); and (2) input a variety of FMS MILSTRIP and MILSTRIP -like transactions, which are partially validated in the SCIP, and then passed directly to the appropriate MILDEP Case Execution system for processing. For more information about SCIP and SCIP Communities, please review the [SCIP Background Document](#) (PDF).

First-time SCIP users can obtain instructions on how to logon by reviewing the [SCIP Logon Guide](#) (PDF).

Access Instructions

View [access instructions](#) for all of SCIP's supported authentication types – Department of Defense (DoD) Common Access Cards (CAC), Department of State (DoS) smartcards, and RSA SecurID tokens.

SCIP Help Desk

For all other questions or concerns, please contact the SCIP Help Desk at [dsca.sciphelp@mail.mil](mailto:dsca.sciphelp@mail.mil).

### Home

The first page you will see when going to the SCIP web address is the SCIP Welcome page. At any time you may click on the home ([HOME](#)) button and that will bring you back to this page. The Home page provides an overview of SCIP and the different SCIP communities ([SCIP Background Document](#)) along with access instructions ([SCIP Logon Guide](#)) and an email link to contact the SCIP Help Desk in case users have questions or need assistance from the SCIP Help Desk.

### Registration Info

To register for a SCIP account you will first click on the registration page link [REGISTRATION INFO](#) at the top of the home page. On the Registration Info page you will find information on account procedures as well as the online registration form. To complete the registration for click the link [SCIP Registration Form](#) which will take you to the online form that must be completed by the user registering for an account. In order to successfully complete the form, be sure to read all the instructions to make sure that your computer/internet browser is compatible. Also found on the Home Page are links for Token users that will need to be reviewed prior to completing a SCIP registration form.

The SCIP Help Desk email link is also listed on this page in case you have any questions or need assistance from the SCIP Help Desk with completing the registration form. [dsca.ncr.imt.mbx.dsca-service-desk@mail.mil](mailto:dsca.ncr.imt.mbx.dsca-service-desk@mail.mil)

## User Agreement

To view the DoD - User Agreement, click on the user agreement link **USER AGREEMENT** at the top of the page. The .PDF file will open to display the DoD – User Agreement in its entirety.

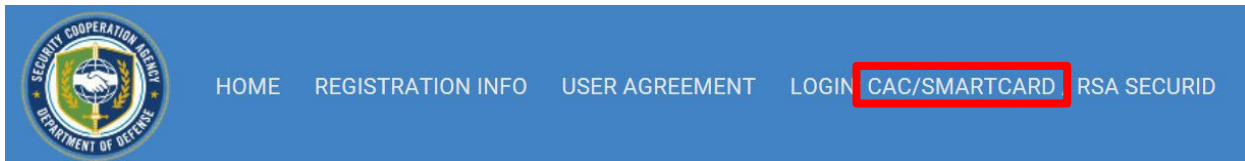
## SCIP Logon

Once the registration process has been complete and you have received an email from the helpdesk informing you that your account is setup, you will then click the Login link at the top of the Home Page depending on your method of access. The following instructions will guide you through the login process if you are employing a functioning common access card certificate, or a SecurID token.

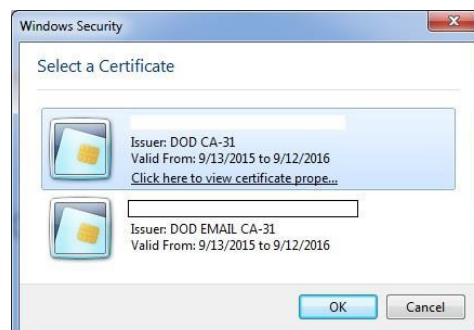
*Note: Depending on the software you are using (internet browser, operating system, etc.) your screens may not match what is pictured in this guide. If, after reading this guide, you are unable to log onto SCIP, contact the SCIP Help Desk.*

## Digital Certificate with Name – CAC or PKI users

To log in with a Common Access Card (CAC)/Smartcard, click the Login link titled: CAC/SMARTCARD.



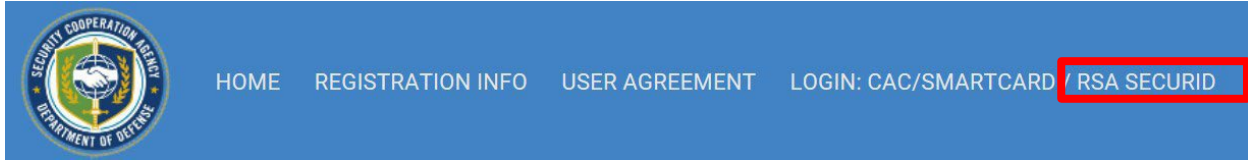
One or more digital certificates may appear, depending on if you are using a CAC or Private Key Infrastructure (PKI) software certificate. If you have previously registered with the SCIP Helpdesk as a CAC/PKI user, select the appropriate certificate and click OK. The appropriate certificate is the **NON- E-MAIL** certificate issued by the CA (Certificate Authority) of the certificate sent to the SCIP Helpdesk via your digital signature.



If you have **NOT** registered your CAC/PKI with the SCIP Helpdesk, you will not be able to access SCIP. Exit out of the browser and contact [dsc.sciphelp@mail.mil](mailto:dsc.sciphelp@mail.mil) for further instructions on how to register your certificate.

### Token Users

To log in with a RSA SecurID token, click the Login link titled: RSA SECURID. Do not select a certificate if one is prompted. Click **Cancel** if a CAC/Smartcard certificate is presented.



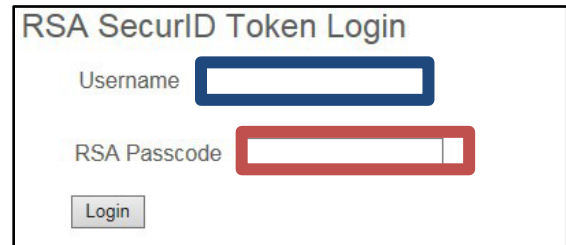
Token users must have an active RSA SecurID token, which displays a 6-digit number, called a TOKENCODE, and changes every 60 seconds.



different

### First Login with Token

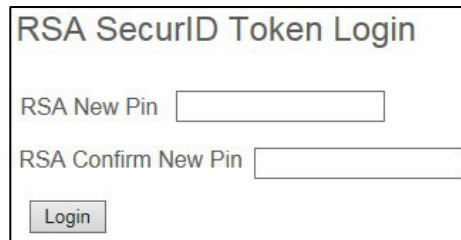
After following the RSA SECURID login link, you will be asked to enter in your **UserID** on the screen shown below next to 'Username'. The UserID is assigned by the SCIP Helpdesk and on the email you received confirming your token account creation.



If this is your first time using your token, enter **ONLY** the sixdigit **TOKENCODE** in the RSA Passcode field. Click login to begin setting your new pin.

On the first time you log in you will prompted to set a new Personal Identification Number (PIN) for your token. A new PIN must be:

- EXACTLY 8 characters long
- May contain numbers and/or letters
- Capitalization does NOT matter
- May NOT contain special characters.
- Must not be previously used as a PIN 3 consecutive changes.



Do not forget your pin information as you will use this every time you log in to SCIP with this token. Upon successful completion of setting a new pin you will see the message:

**Message=PIN modification successful. Please use your new PIN to login again**

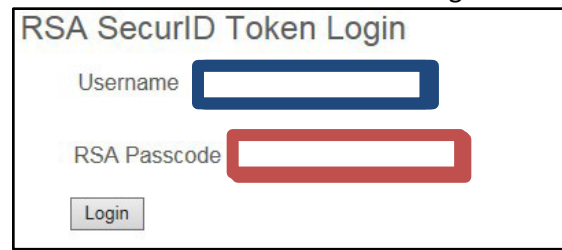
Before attempting to log in to SCIP, wait until you see the previously used TOKENCODE number change to a new 6-digit number after you set your new PIN

### Login with PIN and TOKENCODE

To login to SCIP with your SecurID token you must know your PIN\* and have your TOKENCODE\*. \*(If unsure of these values see above)

Security Cooperation Information Portal  
Enter the **UserID** for the token account in the  
Username field

Enter your **PIN** followed by the **TOKENCODE** in the RSA  
Passcode field. Your 14 digit RSA Passcode value will be  
8-digit PIN 6-digit TOKENCODE in the following layout:



RSA SecurID Token Login

Username

RSA Passcode

Login

RSA Passcode: \*\*\*\*\*##### \*=PIN #=TOKENCODE

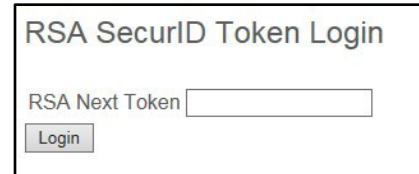
The Login button must be pressed before the TOKENCODE changes to a new number.

## Issues with Tokens

If you receive a “logon unsuccessful” message, wait until the current TOKENCODE changes to a new 6-digit number then repeat the step above.

Three consecutive failures or attempted logons will cause a lockout of your token account. You must wait over 1 hour before you may attempt to log in again.

If you enter your PIN+TOKENCODE and attempt to Login as the TOKENCODE changes numbers, you may be asked to enter the next TOKENCODE displayed on the token ONLY, no PIN required.



If your New PIN was not accepted and you received an error that it was ‘unsuccessful’ you may need to enter in ONLY the token code to get the token into the New PIN mode.

If you have any other problems or questions, please contact: [dsca.ncr.imt.mbx.dsca-service-desk@mail.mil](mailto:dsca.ncr.imt.mbx.dsca-service-desk@mail.mil) and provide as much detail as possible to help resolve the issue you are having.

### Errors:

**Invalid Credentials=New PIN or confirm new PIN not specified.** No PIN entered, Type in a PIN

**Invalid Credentials=New PIN and confirm new PIN are different** - Not the same PIN entries

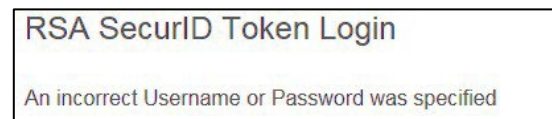
**Invalid Credentials=PIN length should be greater than 8 and less than 8** - PIN is not long enough or too long

**PIN modification failed.** =Minimum PIN requirement: PIN should be between 8 and 8 letters. If you think that you are entering correct PIN please contact helpdesk. -

PIN was not accepted, need to enter in the TOKENCODE ONLY to enter new PIN mode.

**Invalid Credentials=Invalid Username Passcode combination.** If you think you have provided right credentials, please contact helpdesk

- Did not enter RSA Passcode Correctly.
- Did not enter Username Correctly.
  - May need to reset PIN if error continues.




- Token is locked and will not authenticate users’ account.

The SCIP Helpdesk will need to unlock or correct your account.

## Warning Banner

Once you have successfully logged on, you will see the warning banner. Click OK after reading.

Message from webpage

 **STANDARD MANDATORY DOD NOTICE AND CONSENT BANNER**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

\*\*\*\*\*

I have read and consent to terms in the above STANDARD MANDATORY DOD NOTICE AND CONSENT BANNER.

\*Please select the DoD - User Agreement from the SCIP welcome page for details.

OK Cancel

## SCIP Home Page

The first page that appears is the SCIP Home page. This page contains a number of Announcements related to SCIP. The top of the page displays links to the various SCIP Communities to which you have access (Partner Info, Case Information, etc.). Communities are determined by the selections made on the SCIP Registration Form. All registration forms requesting access to Communities are submitted to the SCIP Program Manager for review and approval.

<a href="#">My Communities</a> ▾	<a href="#">EUM</a>	<a href="#">State Department</a>	<a href="#">Scip Admin</a>	<a href="#">Partner Info</a>	<a href="#">Analytics Console</a>
<a href="#">Case Information</a>	<a href="#">Help</a>	<a href="#">Home</a>	<a href="#">Cognos Test</a>	<a href="#">SCMS (COP)</a>	<a href="#">NGA</a>
<a href="#">Navy</a>	<a href="#">Case Execution</a>	<a href="#">Corporate Info</a>	<a href="#">SCO/COCOM</a>	<a href="#">Administration</a>	

SCIP Home



Home | [Token Admin](#) | [Help](#) [Edit This Community](#)

### Welcome to SCIP

#### Announcements

[Add Announcement](#)  
[Edit/Delete Announcement](#)

**test quotes:**  
msn posted by: cstouffer on 01/20/2011

**test:**  
google posted by: EButler on 12/22/2010

**Announcement:**  
Announcements can be added here. posted by: dross on 01/05/2010

## Logging On: Flowchart

The following flowchart can be used as a quick reference guide to log onto SCIP.

