

Subject: AF Portal and eDASH Access Procedures

Gaining Access to the AF Portal:

1. Registering for the AF Portal is a two-part process. In the first part, you will self-register for an AF Portal ID at the link below.

A. <https://www.my.af.mil/gcss-af/USAF/ep/home.do>

a. Select Register for a new AF Portal Account w/your CAC

b. **You must have your CAC Certificate loaded to your desktop before proceeding.**

B. Your ID and temporary password will be emailed to you. In the second part, you will login to the AF Portal with your ID and password and complete your AF Portal Profile.

Gaining Access to eDASH:

1. Send an email to Enterprise Information Services (EIS) help desk at af.eis.helpdesk@us.af.mil. Because the email depends on whether it is coming from AF Personnel or nonAF Personnel, it should be addressed according to one of the templates below.

2. **It is important to follow the template precisely and to make sure to use the same subject line for your email subject. Each email also requires your EDIPI number. Instructions on finding this information are found at the end of these instructions.**

A. AF Personnel template email:

Subject: AFNET SharePoint Access

“Please enable my account for AFNET SharePoint access. I specifically am trying to access <https://cs1.eis.af.mil/sites/edash>. This is an enterprise SharePoint site, and not specific to a base or MAJCOM and is accessible through any computer with internet access and a CAC reader (not dependent on being on an AF network). Below is my information:

Name:

EDIPI:

Email:

Rank:

MAJCOM:

Base:

Phone (DSN):

B. Non-AF Personnel:

Subject: AFNET SharePoint Access

“Please grant me AFNET SharePoint access. I am a Non-AF User with a Non-Existent AFNet User acct. Please follow SOP for Non-Existent AFNET User Account and AFNET SharePoint Access Request (Non-AFNET Users).

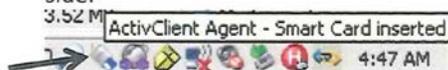
Name:
EDIPI:
Email:
Rank:

Sometimes, the help desk will request information on the base and MAJCOM for non-AF Personnel support. If this is asked, answer with the base and MAJCOM being supported.

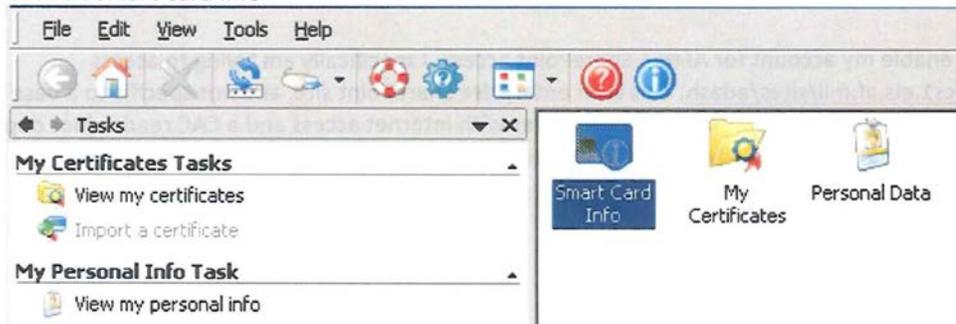
3. Intermittent Access Issues: In some cases, users have intermittent access issues, caused by their AFNET account being disabled. This may be due to discrepancies in accounts in various government databases. To resolve this issue, engage your local COMM flight.

4. Finding Your EDIPI Number

1. With your CAC inserted, click on the ActivClient Icon in the system tray on the bottom right hand side.



2. Click on Smart Card Info



- A. In the first field, you will see your name followed by a string of numbers, this string of numbers is your EDIPI.