Getting a DOEHRS-IH “Demo/Train” account

URL:  [https://doehrs-ih-demo.csd.disa.mil](https://doehrs-ih-demo.csd.disa.mil)

**New Applicants:**

[1] When a user first goes to the website they will see this. Click the link to [Request Account](https://doehrs-ih-demo.csd.disa.mil).

[2] For Army users, or users affiliated with Army work, toggle the Service Branch to Army. Then pick one of the Program Office options based on the applicable need (see table below):

<table>
<thead>
<tr>
<th>Program Office (Prefix)</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>(AMEDD) Center &amp; School (6AF5)</td>
<td>Used by students in the Principles of Preventive Medicine course at JBSA</td>
</tr>
<tr>
<td>(Army) Public Health Center Training</td>
<td>Used for internal APHC trainings</td>
</tr>
<tr>
<td>(DoD) Deployment Surveillance (…TNG…)</td>
<td>For <em>contingency/deployment</em> trainings, pick the office with name based on the PHC Region that is conducting the training.</td>
</tr>
<tr>
<td>(EH)</td>
<td><strong>Environmental Health</strong> work done at (or under) that location</td>
</tr>
<tr>
<td>(IH)</td>
<td><strong>Industrial Hygiene</strong> work done at (or under) that location</td>
</tr>
<tr>
<td>(Rad)</td>
<td><strong>Radiation Safety Officer</strong> work done at (or under) that location</td>
</tr>
<tr>
<td>(Veterinary Services)</td>
<td><strong>Veterinary Services</strong> work done at (or under) that location</td>
</tr>
</tbody>
</table>
[3a] Pick only the roles relating to the Program Office selected.

**IH roles for (IH) work/program offices**

**EH roles for (EH) work/program offices**

**Food Protection (FP) roles for (Veterinary Services) work/program offices**

**Radiation roles for Radiation Safety Officer (Rad) work/program offices**

Applicant will be prompted for a 30 character justification. Use a clear and professional statement to help process the account request.
[3b] Complete Application as indicated. **Note: Complete within 15 minutes or you will be timed out.**

- Populate the rest of the application with personal information.
- **Use “work” email (e.g. mail.mil)**
- Do not use a personal email (i.e. gmail) or a deployed email (i.e. swa.army.mil).
- Double check the email for typos. DOEHRS will use this email to communicate down times, updates, etc.
- Training Dates should be within 1-year and cannot be something you will due in the future (i.e. it cannot be greater than the current date).

If you do not see this screen, you have missed a required field in DOEHRS application. Scroll to the top of the form to find the error.

Click Continue if you do see this screen, then CLOSE THE BROWSER. Accidentally refreshing the screen will duplicate the application.

If needed, you may receive an email about your request to clarify access and roles.

You will see an email confirmation once access is approved.

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All tutorials here: https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx