Getting a DOEHRS-IH “Production/Live” account

URL:  https://doehrs-ih.csd.disa.mil

New Applicants:

[1] When a user first goes to the website they will see this. Click the link to Request Account.

[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>(Data) Warehouse</td>
<td>Access to Business Object Reporting Only</td>
</tr>
<tr>
<td>(DoD) Deployment Surveillance</td>
<td>Environmental “DOEHS” work in contingency/deployment settings</td>
</tr>
<tr>
<td>(DoD) Registries</td>
<td>Management of DOD Registries only – limited access</td>
</tr>
<tr>
<td>(EH)</td>
<td>Environmental Health work done at (or under) that location</td>
</tr>
<tr>
<td>(IH)</td>
<td>Industrial Hygiene work done at (or under) that location</td>
</tr>
<tr>
<td>(Rad)</td>
<td>Radiation Safety Officer work done at (or under) that location</td>
</tr>
<tr>
<td>(Veterinary Services)</td>
<td>Veterinary Services work done at (or under) that location</td>
</tr>
</tbody>
</table>

All tutorials here: https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx
[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**
+ (DoD) Deployment Surveillance
+ (Data) Warehouse

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

**Facilities and Incident Reporting given as needed.**

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

**Registry roles for Registry Management only**

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. DOEHS 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 DOEHS 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.