

- Requesting access to a new Program Office (PO)
- Setting the Default PO.

This guide works for both the Production (Live) and Demo (training) environments.

Production site: <https://doehrs-ih.csd.disa.mil/>

Demo/Train site: <https://doehrs-ih-demo.csd.disa.mil/>

My Profile

* Indicates Required Field

Account Information

Name

User Name

Mother's Maiden Name* (last name only)

Personnel Information

Work Address* (line 1)
 (line 2)

City*

Slate or APO* / Zip Code*

Country*

Email Address*

Organization* (Ex. 1578th IPR)

Office Symbol/Department* (Ex. /SGM/SGMIR)

Job Title/Function*

Grade/Rank*

Installation Name*

Commercial Phone* Ext.

(OCONUS users use 10 digit DSN)

Date of training: (yyyy/mm/dd)
Privacy Act Training can be completed by taking the HIPAA and Privacy Act Training courses at [this site](#).

HIPAA Certification* (yyyy/mm/dd)
HIPAA Certification can be achieved by taking the HIPAA and Privacy Act Training courses at [this site](#).

Date of training: (yyyy/mm/dd)
Annual Information Awareness Training can be completed at [this site](#).

Annual Information Awareness Training*

Supervisor Phone* Ext.

Preferences

Default Program Office: (EH) -US-SC-Port Jackson (45404)

Save

Other Tools

- Request Access to New Program Office
- Request Permission Updates (Current Program Office)
- Request Global Permission Updates
- Request Mobile Synchronization Account
- Request/Modify Data Warehouse Business Objects Reporting Access Level

Global Permissions

Administrator all users, including Program Administrators, and Service Users

Administrator DoD-level pick list

Global SEG Analysis

Global IH Lab Import

Global IH Lab Export

Associated Agency: Army

Other Account Types

Data Warehouse Business Objects Reporting Access Level

Preferences

Default Program Office: (EH) -US-SC-Port Jackson (45404)

Save

Other Tools

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Request Access to Program Office

* Indicates Required Field

Account Information

Service Branch*

Program Office*

Industrial Hygiene Permissions

Create/edit IH samples and surveys; Manage IH data
 Create/edit SEG Analysis
 Delete IH Data
 Import IH Lab Data
 Export IH Lab Data

Environmental Health Permissions

Create/edit EH samples; View EH surveys; Import EH lab data
 Create/edit Water surveys
 Create/edit Waste surveys
 Create/edit OEHS surveys
 Create/edit Entomology surveys
 Create/edit Food Sanitation surveys
 Create/edit General Sanitation surveys
 Create / edit personnel associations (Locations and Exposure Pathways)
 Delete EH Data
 Import EH lab data without full EH access (for Lab Personnel)

Food Protection Permissions

View Food Protection Information
 Create/edit Food Sanitation surveys
 Create/edit Installation Food Vulnerability
 Create/edit Non-Approved Sources
 Create/edit PV Destination Audit reports
 Create/edit Food Protection samples
 Delete Food Protection Data

Facilities Permissions

Note: You must request at least one of the following permissions in order to request this permission: Environmental Health 'Create/edit EH samples; View EH surveys; Food Protection 'View Food Protection Information'.

Create/edit Facilities

Incident Reporting Permissions

Create/edit Incident Reports QA Incident Reports
 Delete Incident Reporting Data

Radiation Permissions

Create/edit Radiation samples, surveys and equipment QA Radiation samples and surveys
 Delete Radiation Data

Registry Permissions

Note: Do not request Registry permissions without first consulting with superior.

View Registry Information
 Create/edit Registries
 Create/edit Requests
 Create/edit Exposure Profiles QA Exposure Profiles

Document Library Permissions

Search Documents - Open Collections

Program Office Permissions

Maintain data, lab information and notifications
 Maintain PO Equipment and Equipment vendors
 Delete PO Equipment Data
 Administer shops

Select Army, then scroll down the list for the PO you need

-If deployed or about to deploy: PO = "(DoD) Deployment Surveillance; Do not select your CONUS/OCNUS Installations if you're deploying.

- If in an Army MTF (i.e. Hospital PM Team): PO = the installation where you're working (e.g. "(EH)-US-VA-Fort Belvoir (51062)"; Do not select the Legacy-Data option or PO with an (IH) Prefix.

- If part of the Veterinary Service Corp: PO = "(Veterinary Services) - PHA - XXXX" (XXXX= District)

Do not check the Delete role, the request will be declined.

General Information:

- Deployment and MTF/EH users will only use the EH roles, but different roles/permissions for different users will be determined at the local level.
- Roles can be adjusted when the account request is reviewed/approved.

System Administration Permissions

Administer local Program Office users (USA role)
 Administer mobile device security for a site (Site System Administrator)

Justification for Access* (Must Be At Least 30 Characters Long)

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-Add a professional justification (30 characters are needed) that explains what and where your mission will be.

-Click Submit.