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FFR APPLICATION ACCESS TRAINING GUIDE

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The FFR Application Access site has been updated to enhance the user experience. Benefits of this change include providing a more consistent user experience while making new connectivity options available, like HTML, from a single site. Additionally it provides users with the ability to reset their own passwords and unlock their own accounts.

The purpose of this document is to provide sample screenshots of the changes users will experience due to this update.

Section 1: Navigating to FFR Application Access

After typing in <https://csg2.navyaims.net> in your web browser you will see the USG Warning and Consent Banner. Read the warning and click "I Agree" to get to the logon screen.

USG Warning 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 Agree ←



Section 1: Navigating to FFR Application Access

Once you are past the USG Warning and Consent Banner you will be at the login screen.

The screenshot shows the 'FFR Application Access' login page. On the left, there is a 'Logon' section with a red box labeled 'Logon' and an arrow pointing to the 'Logon' button. Below the button are fields for 'Username' and 'Password', and links for 'Unlock Account', 'Reset Password', and 'Enroll for Account Self-Service'. In the center, there is an 'Important Messages' section with two messages: one dated 06/27/2019 and another dated 07/09/2019. A red box with an arrow points to this section, containing the text: 'Important system messages (scheduled outages) display here. Be sure to read these.' At the bottom, there is an 'AIMS Helpdesk Info' section with a red box and an arrow pointing to the contact information: 'Having difficulty? Contact the N9 Enterprise Helpdesk at 1-844-697-4357 or support@aimshelp.com For Official Use Only'.



Section 2: Registering for Account Self Service

On the logon screen there is a link to enroll for account self-service. All users are highly encouraged to do this. Once enrolled, users will be able to unlock their account for too many failed password attempts and also reset their own password.

Enter your Citrix username and password.



Section 2: Registering for Account Self Service

Read the consent banner then check the box "I, Agree" and then click "Accept"

USG Warning and Consent Banner

USG Warning and Consent Banner

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- 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, Agree



Section 2: Registering for Account Self Service

Navigate to the Enrollment tab and select your security questions. Click "Enroll" when complete.

The screenshot shows a web interface with three tabs: "My Info", "Change Password", and "Enrollment". The "Enrollment" tab is active. Below the tabs is a header "User Registration" with a sub-header "The information you provide here would be used to authenticate you when attempt to reset password or unlock your account." Below this is a section titled "Security Questions" with a bullet point: "The minimum length of the answer(s) should be 2 characters and maximum allowed is 255 characters". The section is titled "Register Your Security Question & Answer" and contains five identical rows. Each row has a "Question:" dropdown menu with the text "-----Please Select a Question-----" and a downward arrow. Below each dropdown are two text input fields: "Answer" and "Confirm Answer". At the bottom of the section is a checkbox labeled "Hide Answer(s)" which is checked.

You will receive the following message once you are successfully registered:



You have enrolled for password self-service successfully!
When you request for password self-service, you will be authenticated using this info.



Section 3: FFR Application Access WebTop

Once you have completed the self-service registration, log into the FFR Application Access using your username and password.

A screenshot of the FFR Application Access login page. The page has a dark blue header with the CNIC logo on the left and the title "FFR Application Access" in the center. Below the header, there is a "Logon" section on the left with input fields for "Username" and "Password", and a "Logon" button. To the right of the login fields is a red arrow pointing to the "Logon" button. Below the arrow is a red-bordered box containing the text: "Enter in your Username and Password for Citrix then click 'Logon'". In the center of the page, under the heading "Important Messages", there are two messages: one dated 06/27/2019 and another dated 07/09/2019. At the bottom of the page, there is a footer with contact information for the N9 Enterprise Helpdesk.

FFR Application Access

Logon

Username
Password

[Unlock Account](#)
[Reset Password](#)
[Enroll for Account Self-Service](#)

Logon

Important Messages

06/27/2019 This is the test version of the site. Please see [csg2.navyaimc.net](#)

07/09/2019 Welcome to the new FFR application access site. Please find additional documentation [here](#).

Enter in your Username and Password for Citrix then click "Logon"

Having difficulty? Contact the N9 Enterprise Helpdesk at 1-844-697-4357 or support@aimshelp.com
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After logging in, you will now see your applications and links on the WebTop:

A screenshot of the FFR Application Access WebTop dashboard after a successful login. The page has a dark blue header with the CNIC logo on the left and a "Logout" button on the right. Below the header, there is a section titled "Applications and Links" which contains two application tiles: "Kronos Navigator" and "SAP Logon 750". At the bottom of the page, there is a footer with contact information for the N9 Enterprise Helpdesk.

Applications and Links

Kronos Navigator
Kronos Navigator PRODUCTION

SAP Logon 750
SAP Logon 750

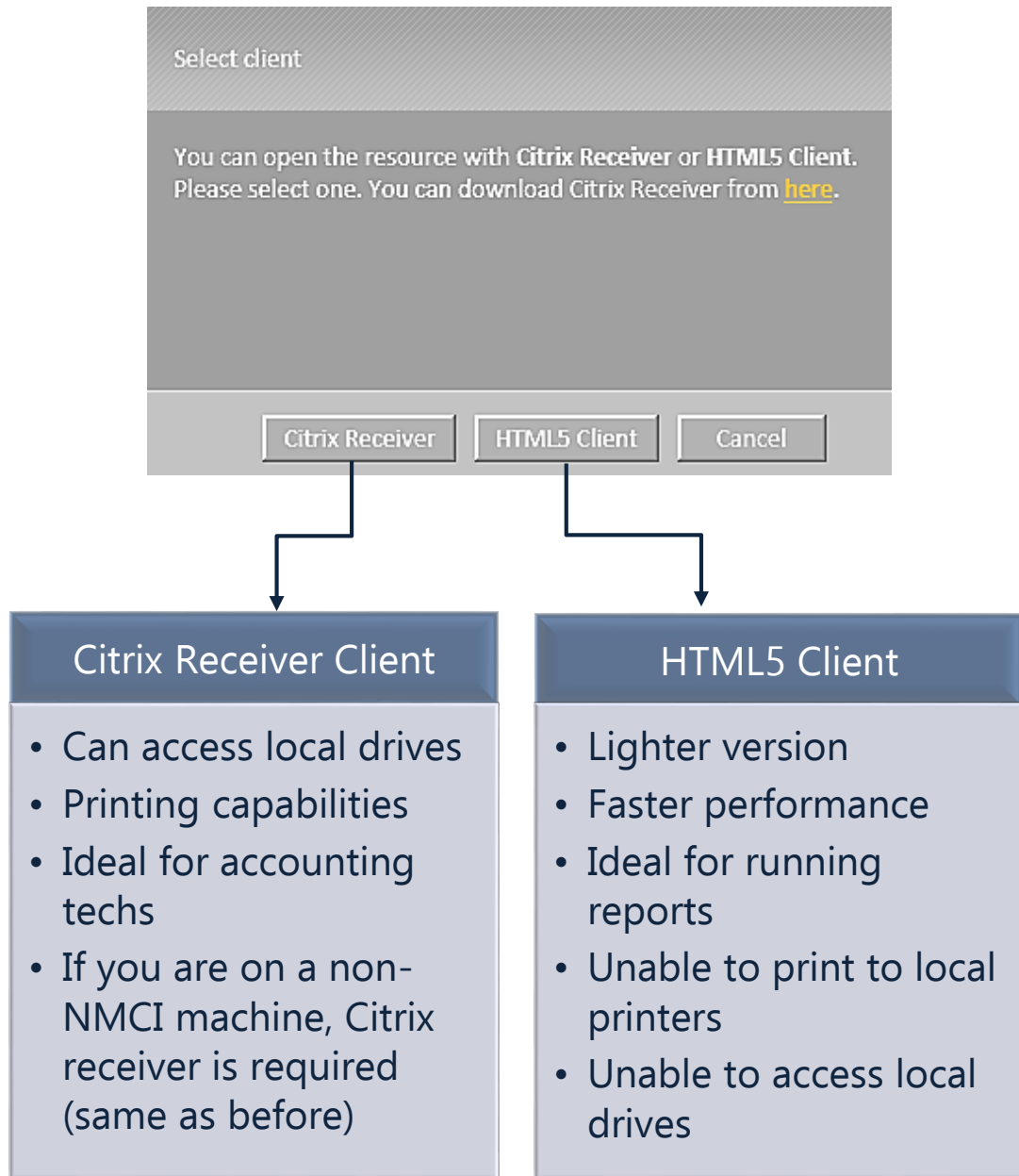
Logout

Having difficulty? Contact the N9 Enterprise Helpdesk at 1-844-697-4357 or support@aimshelp.com
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Section 3: FFR Application Access WebTop

Upon launching an application for the first time you will be prompted to select the client type for VDI resource launch :





Section 3: FFR Application Access WebTop

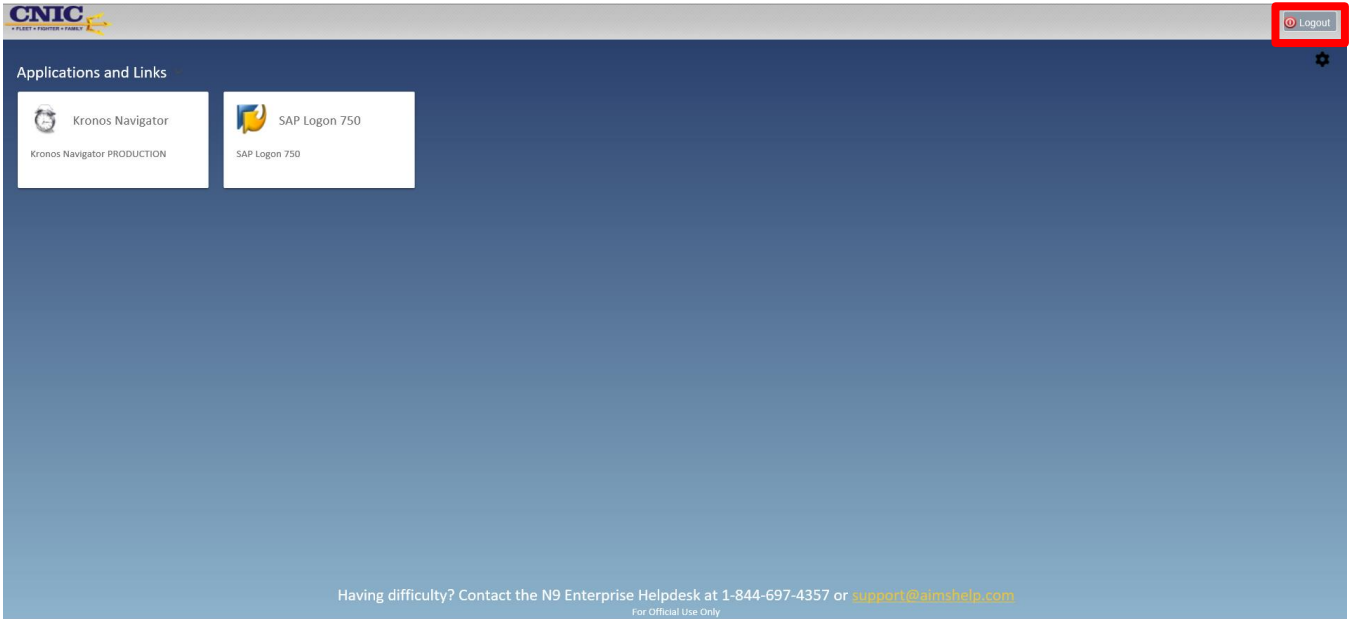
If you would like to change your selection later on, you can do this under the settings icon:

The screenshot shows the FFR Application Access WebTop interface. On the left, under "Applications and Links", there are two application tiles: "Kronos Navigator" (Kronos Navigator PRODUCTION) and "SAP Logon 750". In the center, a dialog box titled "Select desired client" is open, showing two radio button options under the "Citrix" heading: "Citrix Receiver. Download Citrix Receiver from [here](#)." (which is selected) and "HTML5". At the bottom of the dialog are "OK" and "Cancel" buttons. In the top right corner of the interface, there is a "Logout" button and a settings gear icon. A red arrow points from a red-bordered text box to the settings gear icon. The text box contains the following text: "Note that you can change the client type for VDI resource launch **AT ANYTIME** by going to your settings". At the bottom of the interface, there is a footer with the text: "Having difficulty? Contact the N9 Enterprise Helpdesk at 1-844-697-4357 or support@aimshelp.com For Official Use Only".



Section 4: Logging Off

You will find the “Logout” button in the top right hand corner of the screen.



Once logged off you should receive the following message:

