

MIAP Registration & Login Instructions

1. From any browser go to URL <https://miap.csd.disa.mil>
2. Click on **Enter MIAP Portal**.
3. New Users.
 - a. Click **SIGN UP** in the “Create New Account” tab.

- b. Select **I have a Common Access Card (CAC)**.
- c. When prompted, choose the **identity certificate** and enter your **CAC PIN**.

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- d. Complete the MIAP registration form.

Note: (1) For Community of Interest (COI), select **CNOMPTE**.

(2) Enter your email address as it appears on the CAC.

- e. Click **Submit**. Your MIAP account has been created.

4. Login to MIAP.

- a. Follow steps 1 and 2 (<https://miap.csd.disa.mil>)

- b. Click the **Login** button.

- c. CAC authentication process begins. When prompted, enter your **CAC PIN**.
- d. Choose **Email Signature Certificate** and select **Always use this certificate without prompting**.
- e. Link list for the CNOMPTE Community of Interest (COI) will be displayed.

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Type	Name ▲	Grouping
IBM	MECH MODEL2	
IBM	MECH MODEL2 - RD	
IBM	MECH MODEL2 - RD {V2}	
IBM	MECH MODEL2 {V2}	
FTP	MECH MXC FTP	
FTP	MECH MXC FTP {V2}	
IBM	MXC CAC PKI RD MODEL2 {V2}	
IBM	MXC CAC PKI RD MODEL5 {V2}	
IBM	MXC CAC/PKI Model2	
IBM	MXC CAC/PKI Model2 {V2}	
IBM	MXC CAC/PKI Model5	
IBM	MXC CAC/PKI Model5 {V2}	
IBM	STARS CAC/PKI (80 Char)	

f. **MECH MODEL2; MECH MODEL2- RD; MECH MODEL2 – RD{V2}; and MECH MODEL2 {V2}** are used to access Navy Military Personnel Distribution Systems (NMPDS) and IMAPMIS. NMPDS includes EAIS, OAIS, ODIS, ARIS. Links ending with {V2} should be used if experiencing timeouts and/or connectivity issues with the original link.

Note: (1) MECH MODEL2; MECH MODEL2 {V2}; and MECH MODEL-RD{V2} can be used for local and remote access.

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g. Select **MECH MXC FTP or MECH MXC FTP {V2}** to perform secure file transfers of Privacy Act data and Personally Identifiable Information (PPI) between the mainframe at DISA Mechanicsburg and a remote DOD computer. MECH MXC FTP {V2} is designed to support the transfer of larger files. **(For FTP setup procedures please refer to section 5 below).**

5. Secure File Transfer Protocol (FTP) Procedures.

- a. Select a **MECH MXC FTP{V2} link**.
- b. A **Connect to Server** box will be displayed.
- c. Enter **NMPDS USERID** and **password**

d. Click **Connect**.

Note: First time users must configure the **Initial remote directory** and the **Initial local directory** prior to logging on. (SETUP/TRANSFER SETUP/DIRECTORIES) Type the following in the “Initial Remote Directories,” ‘**vip1.u.viodrfdy**’. **Directory name must be enclosed in single ‘quotes’**.

(1) Click the OK button.

(2) Select **Direction Locations** and enter the **Initial remote directory** provided during NMPDS training (or contact PERS-4 Helpdesk at 901-874-3249/DNS 882). **Directory name must be enclosed in single ‘quotes’**.

(3) Choose an **Initial local directory**.

(4) Click **Ok**.

(5) Select **File**; then **Exit**.

(6) To reconnect, select the **FTP link** that was configured and follow steps 5.a through 5.d.

7. Important information for first time users.

a. Review the MIAP users Manual V10 and the Enhancement Guide V10, which are located on the MIAP homepage under Link Library. FAQs are also available.

b. Informational notices are posted on the MIAP homepage.

8. Problems accessing MIAP.

a. Contact Mechanicsburg OST at Commercial: 717-605-7426 option 4 or

DSN 430-7426 option 4.

b. Check FAQs at <https://miap.csd.disa.mil/onlinesupport.htm>.