

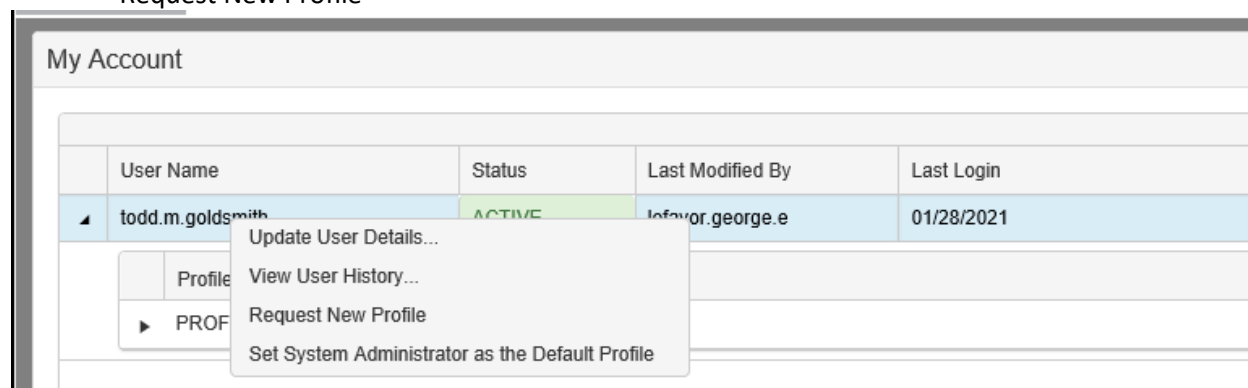
RCASWeb access requirements

In order to gain access to RCASWeb, applicant must follow these steps to insure ARNG-FM is capable of granting access. IF you have State RCAS access, this will not guarantee you have access to RCAS-OA and FM. You must request Access to RCAS-OA; RCASWeb access will be automatically granted.

Requirements:

Must log on from NGB IP Address; cannot access from AC terminal nor a home computer with a CaC reader

1. Process: Log onto: <https://rcas.ngb.army.mil/rcasweb>
2. If in the right hand corner it states: Request Access:
 - a. Fill in the request for RCAS-OA (application)
 - i. Only list this application; the rest will be added following the lower instructions
 - b. Please use NGB for State Code; UIC will default to W00QAA
 - c. Type in the following comments:
 - i. I will be working as a FIRO for (Fill in State here) and require the following
 1. If attending FIRO Course: I will be attending the FIRO Course and require the following access:
 - ii. Application: RCASWeb
 - iii. Application: FMJFHQ
 1. FM TSP User at JFHQ
 - iv. Application: OA
 1. OASP FIRO
 2. OA USER
3. Once you have submitted an account request, please email Mr. Goldsmith (todd.m.goldsmith.civ@army.mil) to inform him you have submitted a request
4. If you log on and you have State Access (RPAMNext, MPVD, SOH, FMJFHQ, etc):
5. Click on "My Account". When it loads your profile, right click on your user name and select "Request New Profile"



6. In the "Request New Profile Box" select the following:
 - a. State Code: NGB
 - b. Unit of Assignment: W00QFF
 - i. If you are unable to use these, use your State and UIC
 - c. Select an Application: RCAS-OA
 - i. Only request one new profile
 - ii. Only use one application; the rest will be added to the profile
 - d. Click Save
7. This will then send the application Request in for processing.
8. Once you have submitted a request for a new profile, please email Mr. Goldsmith (todd.m.goldsmith.civ@army.mil) to inform him.
9. If it shows the following, you should have access to RCASWeb and SPSA:
 - a. OASP FIRO
 - b. OA USER
 - c. RCASWEB User
 - d. FMJFHQ

IF you work at NGB, but do NOT have SPSA Access:

- e. Click on "My Account"
 - f. Where it shows your profile name in the bottom box, and click on that link. This will open a box that shows your applications.
 - g. If it shows the following, you should have access to RCASWeb and SPSA:
 - i. OASP FIRO
 - ii. OA USER
 - iii. RCASWEB User
10. If it doesn't show those applications:
 - a. send an e-mail to: Mr. Goldsmith (todd.m.goldsmith.civ@army.mil), and include the following:
 - i. User Name
 - ii. Profile Name
 - iii. EIDPI
 - b. List any on the list above not showing up under your "My Account" tab
 - i. I am requesting access to RCASWeb and SPSA IOT attend the FIRO Course.
 - ii. My User Name / Profile profile name is: (list what your profile name is based on "My Account" Include both)
 - iii. EIDPI (on the back of your CaC Card)
 - iv. I currently have (list what applications you do have, based on "My Account")
 - v. I need the following: (if they are NOT LISTED in "My Account")
 1. OASP FIRO (this will include SPSA)
 2. OA User
 3. RCASWeb User
 - vi. This should give enough information to grant your required access

11. IF you are attending the ARNG FMC course, and unable to log on to RCASWeb (are assigned to an AC base and do NOT have an NGB IP Address) you will not have access to RCASWeb, but will be able to attend the course and are responsible for the instructions on RCAS-OA / FM and SPSA and will be tested on the material given during the class.