



U.S. DEPARTMENT OF
ENERGY

PARS IIE CONTROLLED UNCLASSIFIED INFORMATION (CUI) TRAINING

Two-Factor Authentication (TFA)

Document Marking, Encryption, and Access

OVERVIEW – TWO-FACTOR AUTHENTICATION (TFA)

- No changes to URL (<https://pars2e.doe.gov>)
- No changes to current username/password
- Additional authentication step
 - Time-based Security Token delivered to registered email, or
 - Registered equipment (laptop/desktop) with unique IP
- No other changes to timeout, password expiration, or account deactivation policies

TWO-FACTOR AUTHENTICATION (TFA): STEP 1



Welcome to PARSIIe

PARSII is the Department of Energy's official "System of Record" for capital asset project performance information. Questions or comments about PARSII should be directed to the PARSII Help Desk via email at i-Manage.eas@hq.doe.gov or by calling 301-903-2500 (select option 4, then option 5).

As of February 26, 2015, a Password Self Service Module has been established for all PARSIIe/PARSII Users. Users must enroll in order perform account unlock, password reset and change password functions. Please select the PARSIIe/PARSII Password Self Service Module link at the bottom of this screen to enroll and/or complete any functions.

This web site is part of a Federal computer system used to accomplish Federal functions. The Department of Energy uses software programs to monitor this web site for security purposes to ensure it remains available to all users and to protect information in the system. By accessing this web site, you are expressly consenting to these monitoring activities.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation is prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996, codified at section 1030 of Title 18 of the United States Code, or other applicable criminal laws.

Login using your Windows Active Directory Account.

Windows Domain

PARSII

User Name

Password

I have read and accept the terms presented within the [PARSIIe Rules of Behavior - Controlled Unclassified Information \(CUI\)](#) and [Protection of Controlled Sensitive Unclassified Information](#).

Log in

Helpful links

[PARSIIe/PARSII New Account Information](#)

[PARSIIe Lessons Learned User Request](#)

[PARSIIe/PARSII Password Self Service Module](#)

Use existing PARS IIe username and password to access the system.

Check the box to accept published PARS IIe Rules of Behavior prior to logging in.

TWO-FACTOR AUTHENTICATION (TFA): STEP 2



Multifactor Verification

Security settings require you to provide an additional means of verification. This can happen because you haven't logged-in using this workstation before, because you are logging in from a new location, or 90 days have passed since your last verification.

If you're having difficulty, please contact PARSII Support via email at i-Manage.eas@hq.doe.gov or by calling 301-903-2500 (select option 4, then option 5).

Provide the verification code as it was sent to you.

Time Remaining

04:10

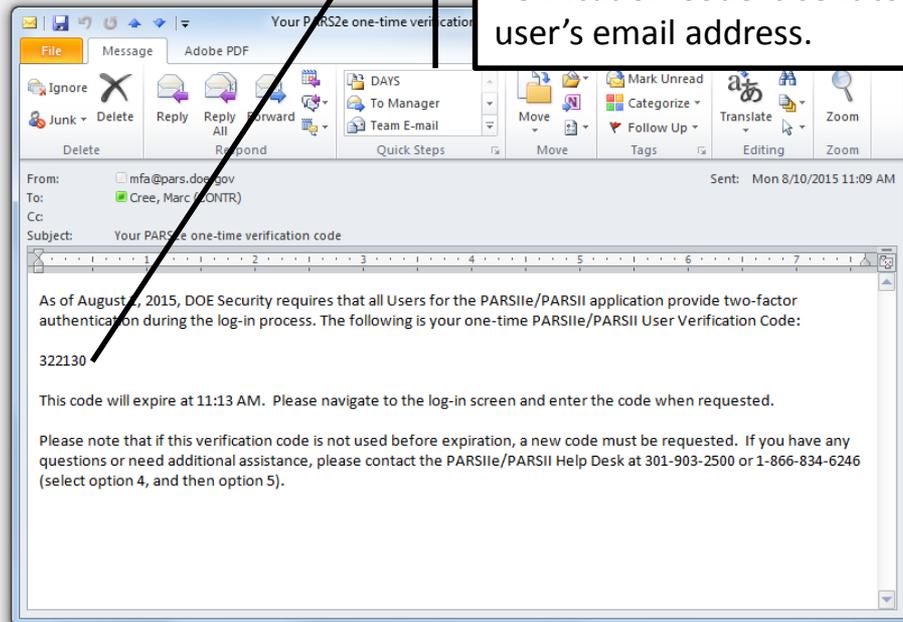
Verification Code

Verify

Resend

Enter 6-digit Verification Code before counter hits 00:00 (within 5 minutes).

Upon submitting login credentials, email with Verification Code is sent to user's email address.



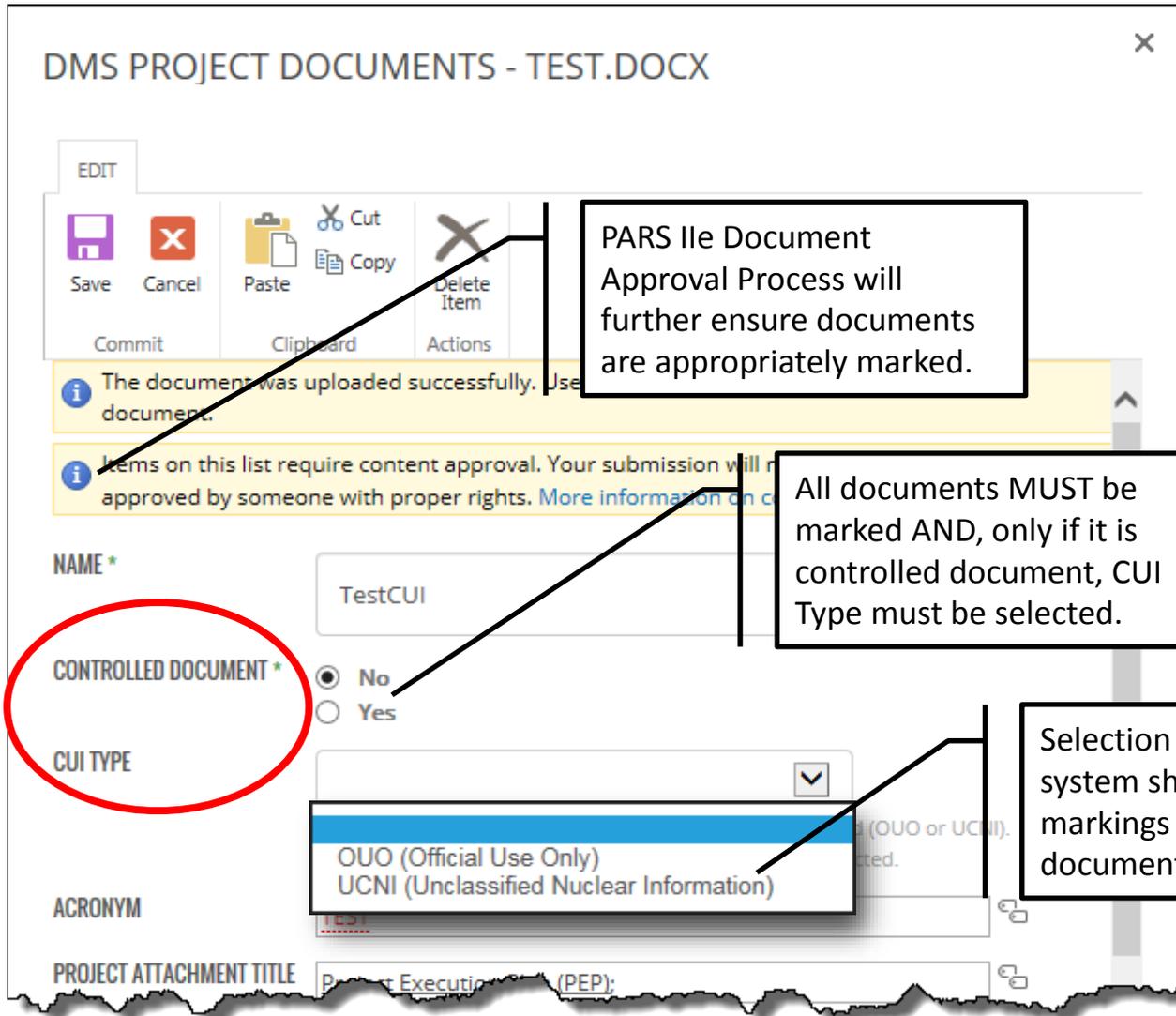
TFA VERIFICATION CODE/SECURITY TOKEN

- Verification Code will only be requested upon FIRST login from unique equipment AND location combination
 - Note that login from same equipment but different location OR different equipment from the same location will require users to provide Verification Code to associate location/equipment combination with username
- Association between equipment/location and username is valid for 180 days
- Multiple equipment/location combinations can be associated with the same username
- Entering incorrect Verification Code will deny access to the system, until correct Verification Code is entered within allotted 5 minutes
- To avoid typing in incorrect Verification Code, users can copy and paste 6-digit code from the email into Verification Code field

OVERVIEW – DOCUMENT ENCRYPTION AND ACCESS

- All documents must be appropriately marked
 - Controlled Document (Yes/No)
 - Controlled Document Type
 - OUO – Official Use Only
 - UCNI – Unclassified Controlled Nuclear Information
- Access to Controlled Unclassified Information (CUI) is granted per user per project
- Approvals are processed by the Program Office that owns the document (EM, SC, NNSA, etc.)
- Users without access to CUI will not see sensitive documents in a list of project documents

DOCUMENT UPLOAD FORM CHANGES



DMS PROJECT DOCUMENTS - TEST.DOCX

EDIT

Save Cancel Paste Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully. Use document.

Items on this list require content approval. Your submission will not be approved by someone with proper rights. [More information on content approval](#)

NAME * TestCUI

CONTROLLED DOCUMENT * No Yes

CUI TYPE

OUO (Official Use Only)
UCNI (Unclassified Nuclear Information)

ACRONYM

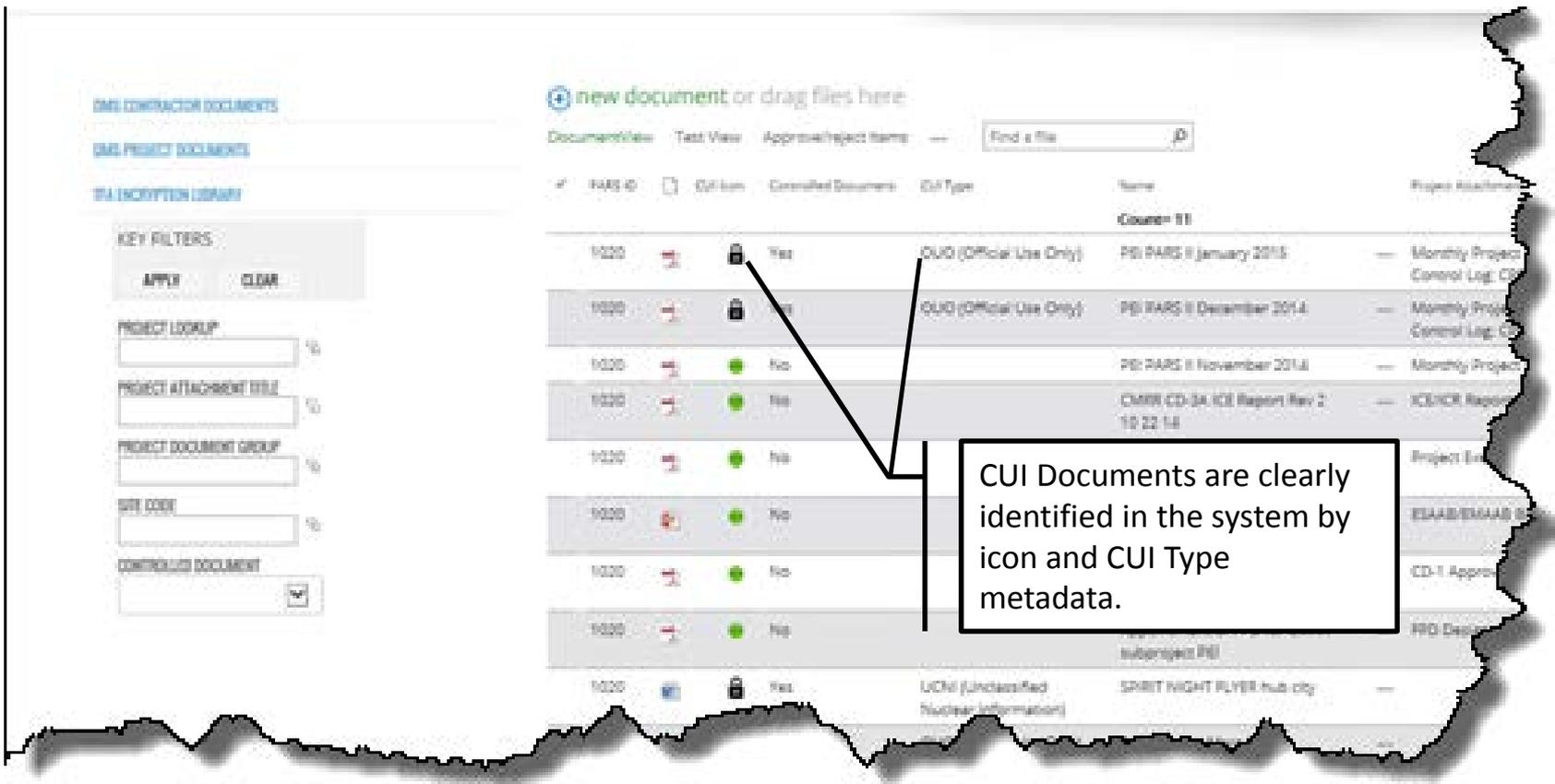
PROJECT ATTACHMENT TITLE Project Execution Plan (PEP)

Callout 1: PARS Ite Document Approval Process will further ensure documents are appropriately marked.

Callout 2: All documents MUST be marked AND, only if it is controlled document, CUI Type must be selected.

Callout 3: Selection of CUI Type in the system should match with markings on the physical document.

DOCUMENT VIEW IN DMS

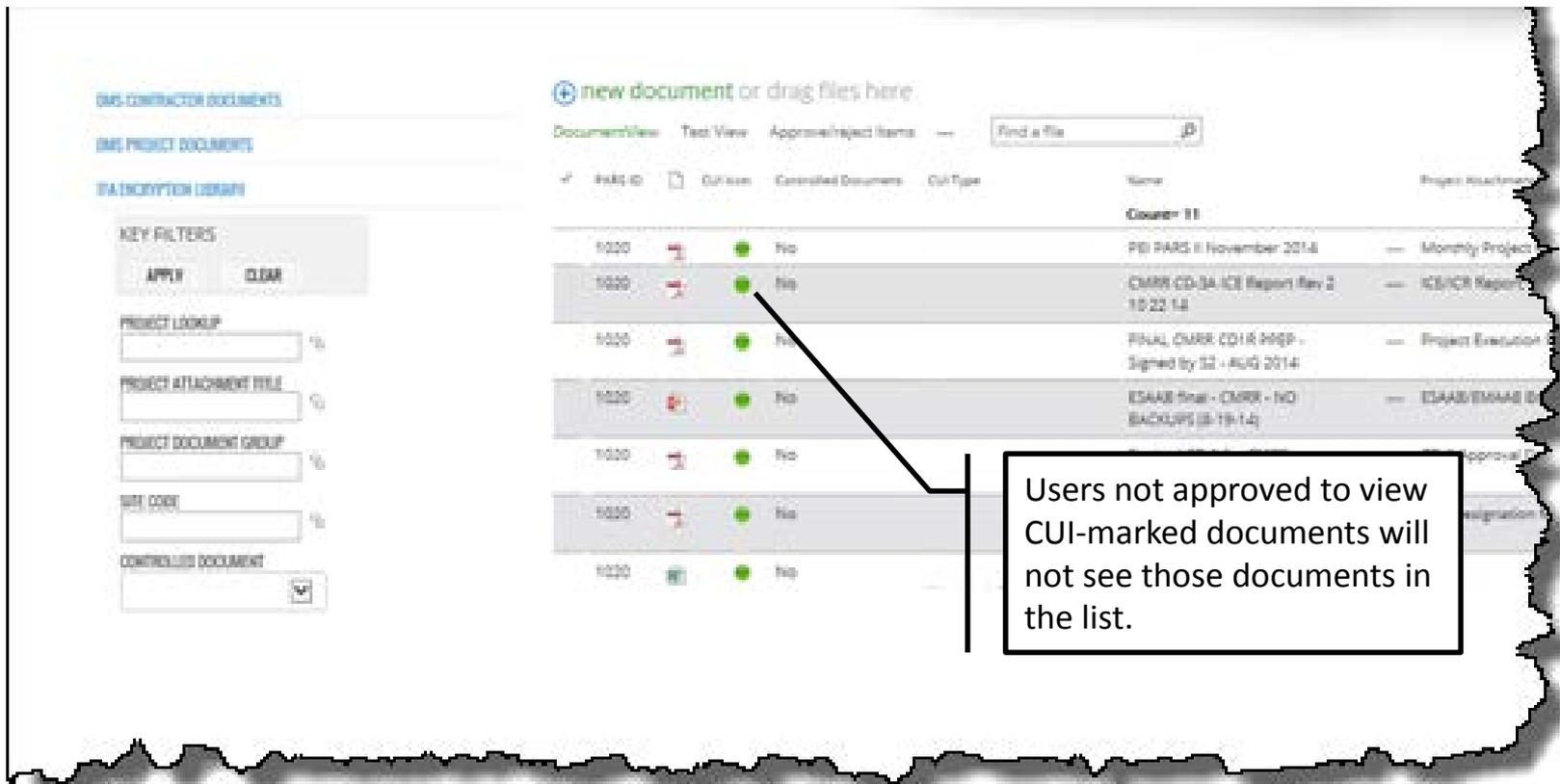


The screenshot displays a DMS interface with a sidebar on the left containing filter sections: 'DMS CONTRACTOR DOCUMENTS', 'DMS PROJECT DOCUMENTS', and 'DMS ENCRYPTED LIBRARY'. Below these are 'KEY FILTERS' with 'APPLY' and 'CLEAR' buttons, and several input fields for 'PROJECT LOOKUP', 'PROJECT ATTACHMENT TITLE', 'PROJECT DOCUMENT GROUP', 'SITE CODE', and 'CONTROLLED DOCUMENT'. The main area features a header with 'new document or drag files here', 'Document View', 'Text View', 'Approval/Project Items', and a search bar. A table lists documents with columns for 'FARS ID', 'CUI Icon', 'Controlled Document', 'CUI Type', 'Name', and 'Project Attachment'. A callout box points to the 'CUI Icon' and 'CUI Type' columns, stating: 'CUI Documents are clearly identified in the system by icon and CUI Type metadata.'

FARS ID	CUI Icon	Controlled Document	CUI Type	Name	Project Attachment
1020		Yes	OUD (Official Use Only)	PE PARS II January 2014	Monthly Project Control Log: CD
1020		Yes	OUD (Official Use Only)	PE PARS II December 2014	Monthly Project Control Log: CD
1020		No		PE PARS II November 2014	Monthly Project
1020		No		CMRR CD-34 ICE Report Rev 2 10 22 14	ICMCR Report
1020		No			Project E
1020		No			ESAAS/EMAAS II
1020		No			CD-1 Appro
1020		No			PRO Des
1020		No			subscript PEI
1020		Yes	UCI (Unclassified Nuclear Information)	SMIT NIGHT FLYER hub city	

PARS IIe – the Future is Here!

DOCUMENT VIEW IN DMS (NO ACCESS TO CUI)



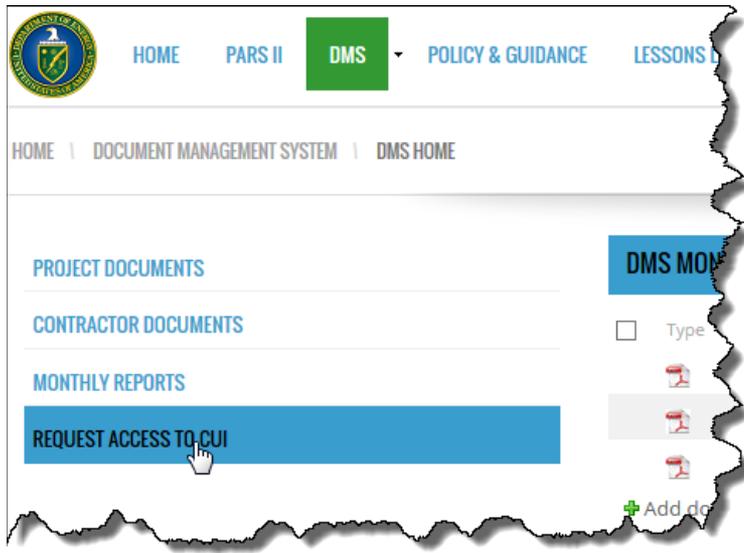
The screenshot shows a DMS interface with a sidebar on the left containing filters for 'DMS CONTRACTOR DOCUMENTS', 'DMS PROJECT DOCUMENTS', and 'DMS ENCRYPTED DOCUMENTS'. The main area displays a table of documents with columns for 'File ID', 'CUI Icon', 'Controlled Document', 'CUI Type', 'Name', and 'Project Location'. A callout box points to a document with a green dot in the 'CUI Icon' column, indicating it is CUI-marked and not visible to users without access.

File ID	CUI Icon	Controlled Document	CUI Type	Name	Project Location
1020	Green dot	No		PEI PARS II November 2014	Monthly Project
1020	Green dot	No		CMRR CD-3A-ICE Report Rev 2 10 22 14	ICE/ICR Report
1020	Green dot	No		FINAL CMRR CD1R P00P - Signed by SA - AUG 2014	Project Execution
1020	Green dot	No		ESAAE final - CMRR - NO BACKUPS (3-19-14)	ESAAE/EMAAE B
1020	Green dot	No			approve
1020	Green dot	No			resignation
1020	Green dot	No			

Users not approved to view CUI-marked documents will not see those documents in the list.

PARS IIe – the Future is Here!

CUI ACCESS REQUEST



- Users must use CUI Access Request Form to submit request for access to sensitive information
- CUI Access Request Form can be accessed from PARS IIe DMS site.

CUI ACCESS REQUEST FORM

REQUEST DATE *

REQUESTED PROJECTS *

JUSTIFICATION/COMMENTS *

FIRST NAME *

LAST NAME *

PROGRAM *

APPROVING OFFICIAL *

USERNAME *

EMAIL ADDRESS *

PHONE NUMBER *

Access to CUI is granted per user per project. Single request can contain multiple projects.

Program Offices are considered CUI Owners and only Program Office Approvers can grant access.

Make sure you provide valid and accurate contact information as it will be used to communicate status

CUI ACCESS REQUEST PROCESS

- Upon submission of the request form, user and approver will be notified and kept updated through out the process.
- Once Program Office Approver processes access request, user will be able to view CUI in PARS IIe DMS on projects for which request has been submitted and approved.
- It is the responsibility of each user to ensure sensitive information is properly marked and protected once retrieved from the system via document download.

QUESTIONS AND CONTACTS

- Technical Support
 - PARSIISupportAPM@hq.doe.gov
 - (301) 903-2500, option 4, option 5
 - PARS IIe Support Site (requires login to PARS IIe)

- Training and PARS IIe Processes
 - Igor.Pedan@hq.doe.gov
 - (202) 287-1410

- Other Questions
 - Your PM Analyst