Instructions for Submitting Your Base Access Form

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Check for email:
  From: noreplyto@mail.mil
  Subject:
    [DoD SAFE] Your USU
    Interview - Base Access
    Form Request
Check you SPAM if you don't
receive the email.
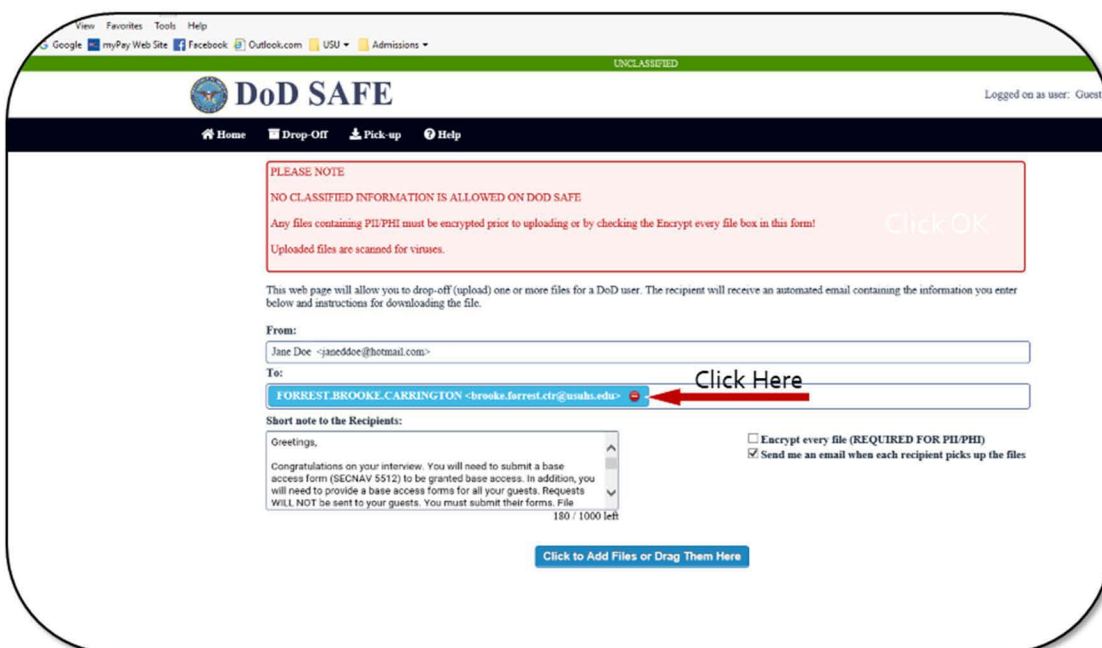Click on the link in the email.

Instructions for Submitting Your Base Access Form

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The "To:" email address must be
.mil. If the email address is .edu,
click the red minus to delete the
address.

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Click the green plus to update the email address.

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Delete "edu".

ONLY DELETE **edu**. Do NOT delete or change the rest of the email address.

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Google   myPay Web Site   Facebook   Outlook.com   USU ▼   Admissions ▼

UNCLASSIFIED

DoD SAFE

Logged on as user: Guest

🏠 Home   🗑 Drop-Off   ⬆ Pick-up   ❓ Help

PLEASE NOTE

NO CLASSIFIED INFORMATION IS ALLOWE[D]

Any files containing PII/PHI must be encrypted p[rior to uploading...] [f]orm!

Uploaded files are scanned for viruses.

Add Recipients ×

[Add One]   [Add Many]

Name: FORREST.BROOKE.CARRINGTON   ← Change to .mil

Email: brooke.forrest.ctr@usuhs.mil ←

[Add]   [Add & Close] ← Click

This web page will allow you to drop-off (upload) [...] [automa]ted email containing the information you enter below and instructions for downloading the file.

From:

Jane Doe <janeddoe@hotmail.com>

To:

➕

Short note to the Recipients:

Greetings,

Congratulations on your interview. You will need to submit a base access form (SECNAV 5512) to be granted base access. In addition, you will need to provide a base access forms for all your guests. Requests WILL NOT be sent to your guests. You must submit their forms. File

180 / 1000 left

☐ Encrypt every file (REQUIRED FOR PII/PHI)
☑ Send me an email when each recipient picks up the files

[Click to Add Files or Drag Them Here]

Enter "mil"

ONLY CHANGE **edu**. Do NOT delete or change the rest of the email address.

Select "Add & Close"

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UNCLASSIFIED

DoD SAFE

Logged on as user: Guest

🏠 Home   🗑 Drop-Off   ⬆ Pick-up   ❓ Help

PLEASE NOTE

NO CLASSIFIED INFORMATION IS ALLOWED ON DOD SAFE

Any files containing PII/PHI must be encrypted prior to uploading or by checking the Encrypt every file box in this form!

Uploaded files are scanned for viruses.

This web page will allow you to drop-off (upload) one or more files for a DoD user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file.

From:

Jane Doe <janeddoe@hotmail.com>

To:

FORREST.BROOKE.CARRINGTON <brooke.forrest.ctr@usuhs.mil> ⊖   ➕

Delete message →

Short note to the Recipients:

Greetings,

Congratulations on your interview. You will need to submit a base access form (SECNAV 5512) to be granted base access. In addition, you will need to provide a base access forms for all your guests. Requests WILL NOT be sent to your guests. You must submit their forms. File

180 / 1000 left

☐ Encrypt every file (REQUIRED FOR PII/PHI)
☑ Send me an email when each recipient picks up the files

[Click to Add Files or Drag Them Here]

You will be taken to the DoD SAFE website were you will upload your base access form.

Delete the message in "Short note to the Recipients:"

DoD SAFE Access Troubleshooting:
DoD SAFE is designed to work on Microsoft Windows and Internet Explorer. If you are getting the warning message, follow the instruction below:
- use Internet Explorer
- under the warning message, select the link for "More Information"
- under the new information, select the link that says "Go on to the Webpage".

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Cleared message Box

The "Short note to the Recipients:" box should now be cleared.

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Enter Event and Date

Select to add forms

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In the "Short note to the Recipients:" box, enter the event and event date.
Examples:
Interview: Thursday, 05 September 2019
Second Look: Friday, 15 April 2019
Meeting with Director: Monday, 19 May 2019

Select "Click to Add Files or Drag Them Here" to add base access form(s).

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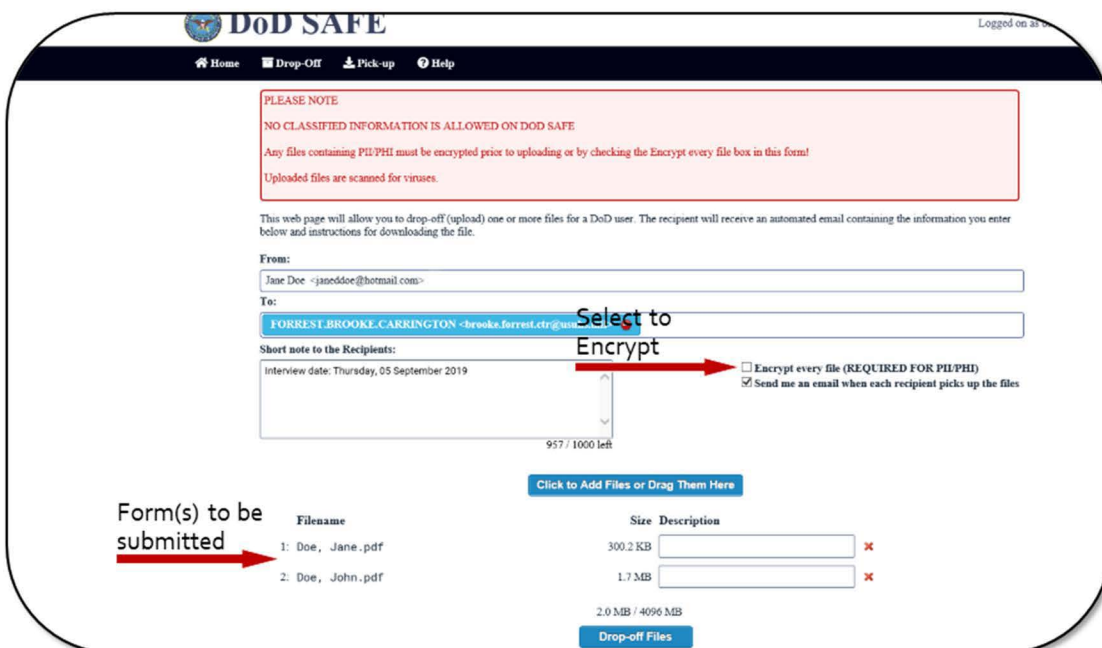MEDICINE

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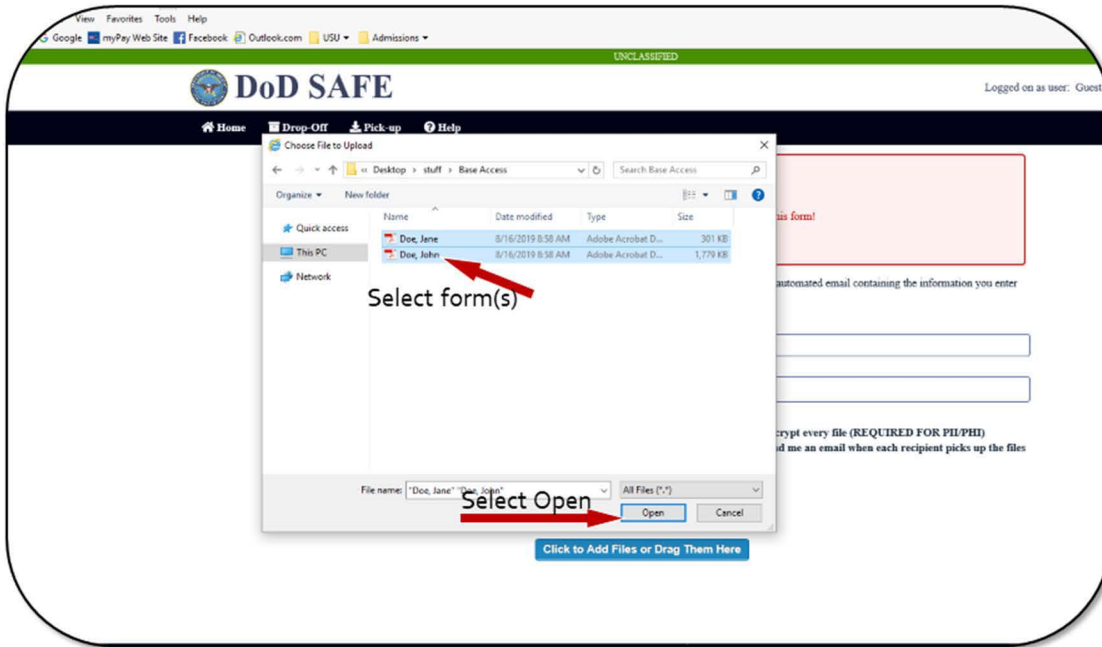
Go to the location where you saved your base access form(s).

Select the forms.

Select "Open".

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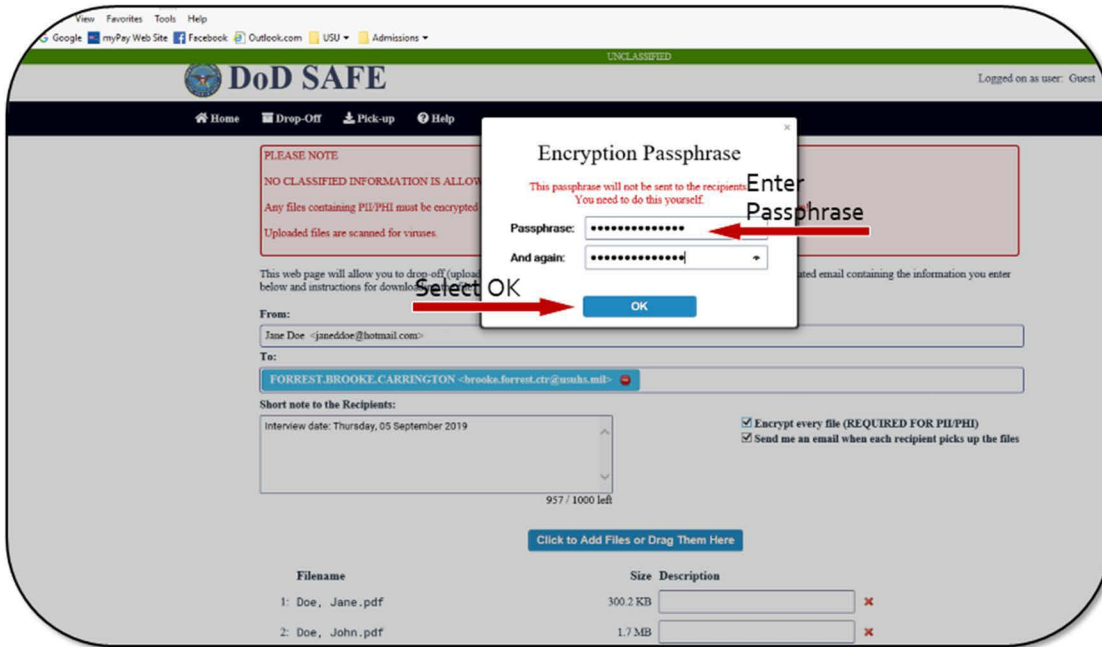Uniformed
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Your base access form(s) will be listed at the bottom.

Select the "Encrypt every file . . ." box.

This step will encrypt your files to secure your privacy.

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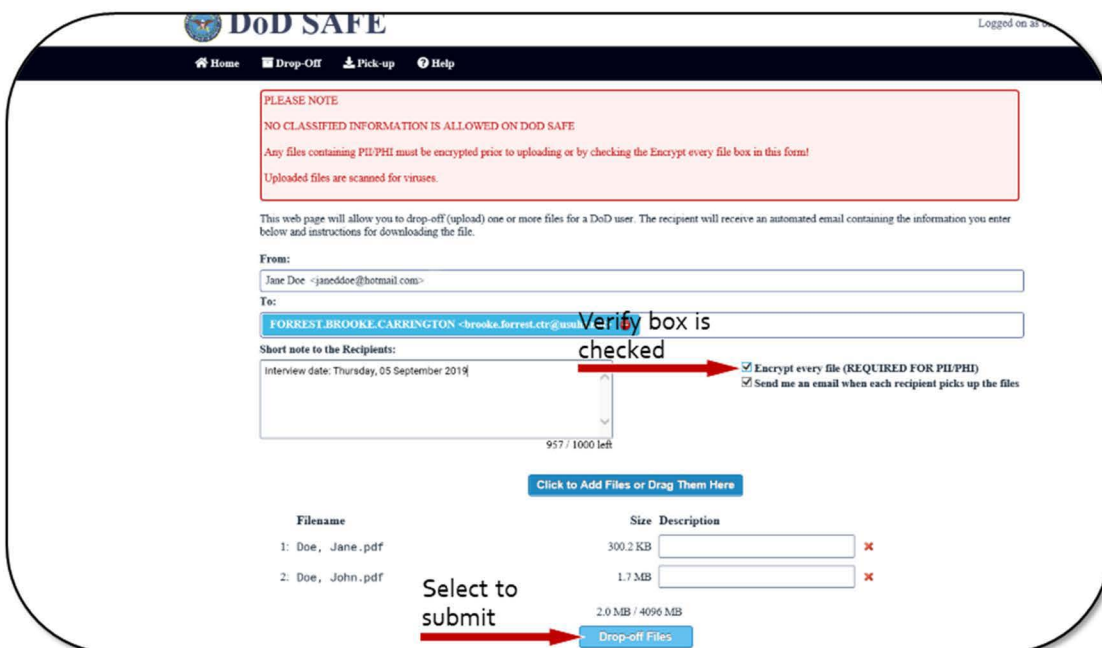
<u>Disregard</u> the message in red.

Enter the following Passphrase EXACTLY as follows:

    AdmissionsSOM2020

Select "OK".

Instructions for Submitting Your Base Access Form
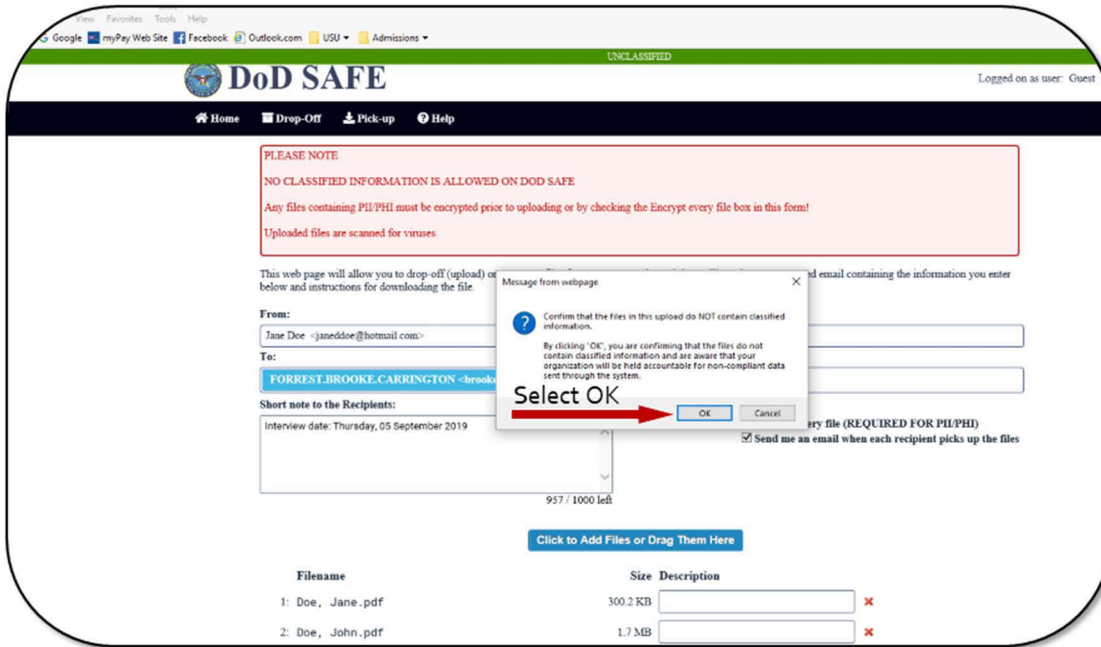

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Verify that the encryption box is checked.

Verify you have selected all base access forms you want to submit. Once you select "Drop-off Files" you will no longer be able to upload files through DoD SAFE.

Select "Drop-off Files" to submit your base access forms.

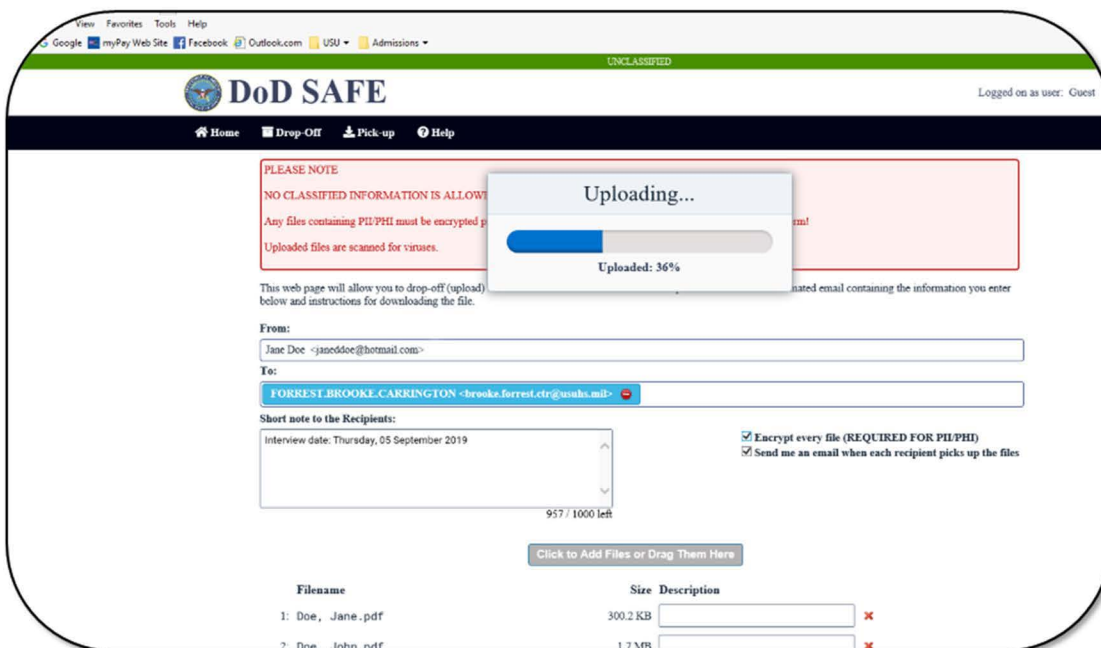# Instructions for Submitting Your Base Access Form
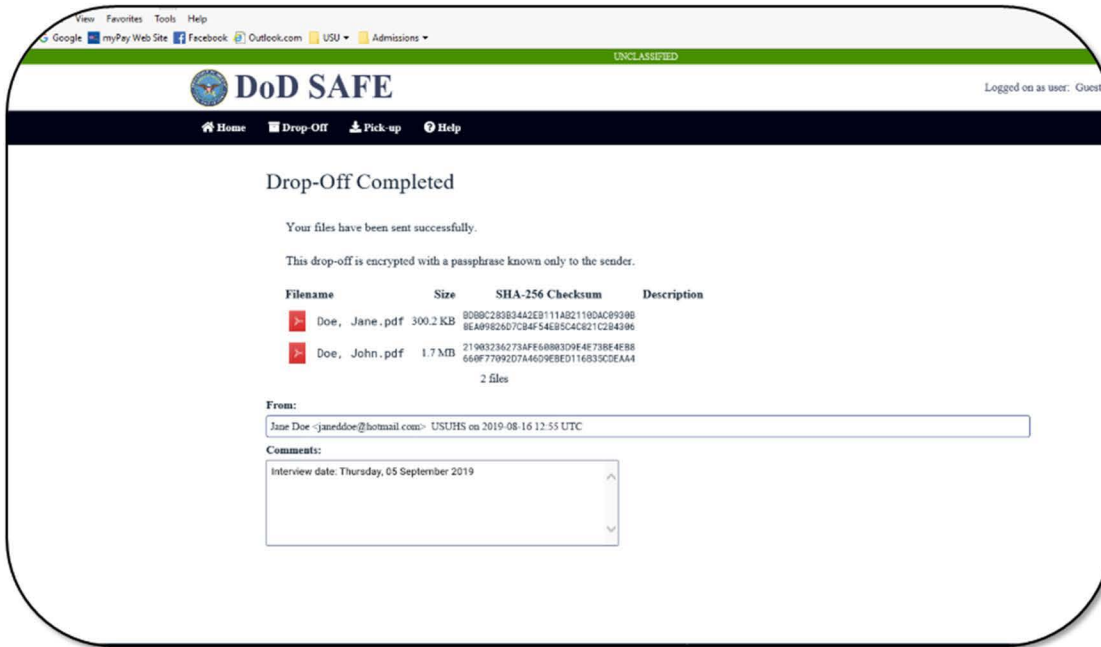

Select "OK" on the confirmation box.

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After you select "OK" your file(s) will begin uploading.

Instructions for Submitting Your Base Access Form
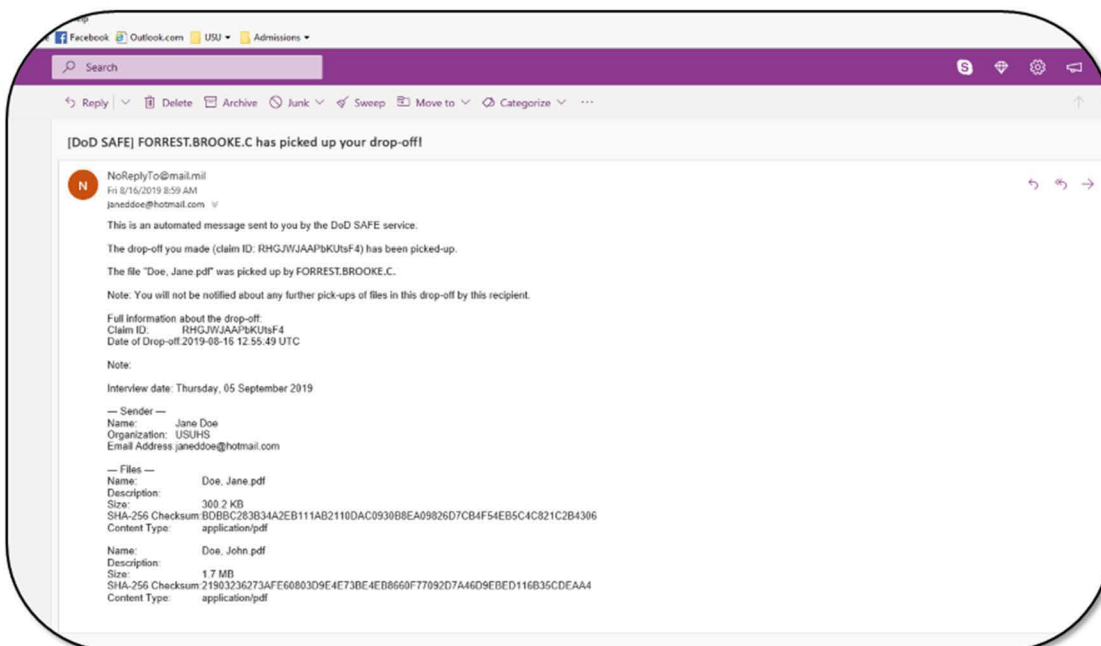

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You will receive a notice that your file has been sent.

You will no longer be able to upload files through DoD SAFE.

You may exit the website.

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You will receive an email when your base access form(s) has been received by the Admissions Office:
  From: noreplyto@mail.mil
  Subject:
    [DoD SAFE]
    LASTNAME.FIRSTNAME.I
    has picked up your drop-off!