

CCO Net Account Request Application

Please Note

Before a CCO Net Account is granted, the applicant must hold a valid Reliability Status and have been screened within the last 10 years. If the applicant’s home unit is not within National Cadet and Junior Canadian Rangers Support Group, the applicant’s orderly room is required to provide a copy of the confirmation from WebSCPS to be included with the application.

Policies are available on the CCO Net Extranet at <https://portal-portail.cadets.gc.ca>.

CCO Net Account Request Process

1. The applicant shall complete Step 1 of the CCO Net Account Request form.
2. If you do not know your Service Number or PRI, please contact your supervisor or Regional J1 Section. Include the best way to contact you for more information, including time of day (if not email). If you supply a contact phone number you will be contacted directly with login credentials. If you do not supply a phone number, or are unreachable at the provided phone number, your supervisor will be contacted with your login credentials.
3. Include the Cadet Unit that you are employed with and include the appointment. This may be a Cadet Corps or Squadron, Cadet Training Centre, RCSU, Cadet Instructor Supplementary Staff (CISS), Nautical, Adventure or Flying Training Site. When identifying the unit, use the following nomenclature in the examples below:

RCACC 1234	Summerside CTC	Muskrat Adventure Training Site
RCSCC 4321	RCSU (Central) CISS	Orca Nautical Training Site
RCACS 9876	RCSU (Atlantic)	Seagull Cadet Flying Training Site

If you work at more than one unit, indicate the primary unit of employment as unit “1”, and include the secondary unit of employment as unit 2. For example, if you normally work at RCACS 1234, but are currently employed to work at Summerside CTC, list RCACS 1234 as Unit 1, and Summerside CTC as Unit 2.

If you do not know the UIC of the unit, please ask your supervisor for assistance.

4. If the account is required for a Cadet or contractor place a checkmark in the appropriate box and include an expiry date for the account. This date will be the last date of employment.
5. List the name, official email (cadets.gc.ca or forces.gc.ca) email and phone number of your supervisor. This may be required to confirm your account and access request.
6. Read and sign the user attestation. If you have questions regarding this, please contact your regional J6/ISSO.

7. Submit the completed form to your Regional J1 for processing unless you have been directed otherwise. Do not include these instruction pages with the form.
 - a. RCSU (Pacific):
 - i. Email: RCSUPacStaffing@forces.gc.ca
 - ii. Fax: 1-250-363-0915
 - b. RCSU (Northwest):
 - i. Email: NorthwestPersonnel@forces.gc.ca
 - ii. Fax: 1-877-287-0398
 - c. RCSU (Central):
 - i. Email: CJRRCSCentralJ1Employment@forces.gc.ca
 - d. RCSU (Eastern):
 - i. Email: MDN.CJRURSCEstJ1RH-CJRRCSEasternJ1HR.DND@forces.gc.ca
 - e. RCSU (Atlantic) applicants are to submit requests using Virtual Orderly Room through their supervisor.
 - f. Natl CJCR Sp Gp HQ:
 - i. Email: COATS@forces.gc.ca
 - ii. Fax: 1-613-995-6624
8. The Regional J1 completes the security verification process and submits the form to the Natl CJCR Sp Gp IT SMC Service Desk for processing.
9. The Natl CJCR Sp Gp IT SMC Service Desk creates the account and contacts the applicant or supervisor with the account credentials.

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STEP 1

APPLICANT INFORMATION

Surname	Given Name(s)	Common/Preferred Name
Service Number or PRI	Rank	Best way to contact you for more information

IDENTIFY THE CADET UNIT(S) YOU ARE EMPLOYED WITH

1	UIC/Department ID	CCO Unit or Training Establishment Employed With	Appointment / Position
2	UIC/Department ID	CCO Unit or Training Establishment Employed With	Appointment / Position

ACCOUNT TYPE REQUESTED IF NOT STANDARD CCO STAFF ACCOUNT

<input type="checkbox"/> Cadet Expiry Date: _____	<input type="checkbox"/> Contractor Expiry Date: _____	<input type="checkbox"/> Other (Specify) _____
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APPLICANT'S SUPERVISOR (INITIAL LOGON USERNAME AND PASSWORD MAY BE SENT HERE)

Name	Email (cadets.gc.ca or forces.gc.ca)	Phone
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USER ATTESTATION

1. I shall only use the CCO Net and its applications in direct support of authorized activities and in accordance with CATO 12-41;
2. I acknowledge that the CCO Net is authorized to process, store and transmit up to Protected A level information, and accordingly I shall only introduce information that is Protected A or below;
3. I shall not connect unauthorized devices, including non-issued USB and/or personal communication devices to CCO Net assets;
4. I shall not, without the explicit written authorization of the ISSO introduce, produce or modify IT executable instructions, including software, command procedures, and configurations;
5. I will not disclose or share any user-IDs, passwords, and/or access control items, including my own;
6. I shall not allow unauthorized persons access to system resources;
7. I shall immediately report all security incidents to the Service Desk who will advise the applicable ISSO;
8. I shall observe all restrictions which limit my access to specific locations, times, systems, files and programs;
9. I shall respect all copyright and licence agreements for all software and data;
10. I understand that DND information systems can and will be monitored to ensure compliance with applicable rules and regulations; and
11. I understand that any violation of the spirit or intent of the rules and regulations can lead to administrative or disciplinary action.

By signing I confirm that I have read and understood the CCO Net Security Orders, CATO 12-40, CATO 12-41 and I shall comply with the stated rules and regulations.	_____ Applicant Signature	_____ Date
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STEP 2: SECURITY VERIFICATION (ORDERLY ROOM USE ONLY)

Security Clearance	Effective Date	Verification Date	Verified By (Name and Signature)
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