



## DEOCS Portal: How to Request an Account

Last Updated: 12/17/2020

### About the DEOCS Portal

The DEOCS portal launched on Jul. 28, 2020. It is now the website where survey administrators can request/register a new DEOCS, view past DEOCS requests, and monitor/manage the DEOCS while it is open. It is also where survey administrators, requesting commanders/leader, and their supervisors will view DEOCS results.

All survey administrators, requesting commanders/leaders, and their supervisors will need their own account. Survey administrators must self-register for an account the first time they access the portal. Requesting commanders/leaders and their supervisors do not need to self-register for an account; an account is automatically created for them when a survey administrator requests a DEOCS and they will receive an email with instructions on how to login and set a personal password.

Survey administrators can use the below steps to self-register for an account in the DEOCS portal.

### How to Request an Account in the DEOCS Portal

1. Go to <https://www.drcedirect.com/all/eca-security-ui/#!/deocs-register>. For best results, use Chrome. Internet Explorer is not a supported browser at this time. You can also access the portal by going to the Assessment to Solutions website at <https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/>. If this is your first time requesting an account, go to step 1 and click on the button that says, "Create an Account Here."
2. **Complete the self-registration form with the following information:**
  - a. Your first name (required)
  - b. Your last name (required)
  - c. Your middle initial (optional)
  - d. Your email address (valid .mil, .gov, or .edu email address is required)
  - e. Your phone number (optional)
  - f. Select your Service component from drop-down list (required)
  - g. Click "Register" button

### Survey Administrator Self-Registration

Survey administrators must self-register for an account the first time they access the DEOCS portal. Requesting commanders/directors and their supervisors do not need to self-register for an account; an account is automatically created for them when a survey administrator requests a DEOCS.

First Name \*

Last Name \*

Middle Initial

Email Address \*

Phone Number

Service Component \*

Register

- 3. If self-registration is successful, a green banner will appear at the top of your screen and you will receive an email with additional instructions.** Continue to step 5 (receiving the registration email can take up to one hour).
- 4. If self-registration is not successful, a red banner will appear at the top of your screen; please contact the DEOCS helpdesk for assistance:**
  - [deocs@datarecognitioncorp.com](mailto:deocs@datarecognitioncorp.com)
  - 1-833-867-5674

5. **If registration was successful, open the email you received and follow the instructions.**
  - a. Click on the link provided in the email
  - b. Enter a new password. When setting up a password, make sure it is at least 15 characters, contains at least one special character (e.g., !#@), one uppercase letter, and one lowercase letter. Passwords also cannot contain your first or last name or your username.
  - c. Confirm new password
  - d. Click “Activate” button
  - e. Click “Agree”

### Next Steps

Now that you have your portal account, you can login and request a DEOCS. For details on what is needed to request a DEOCS, please see the guide titled “Preparing to Register a Survey” on the Assessment to Solutions website:

<https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/>

### Contact DEOCS HelpDesk

If you have questions or have any problems requesting a DEOCS portal account, please contact our helpdesk at:

- [deocs@datarecognitioncorp.com](mailto:deocs@datarecognitioncorp.com)
- 1-833-867-5674