**ACCESS INSTRUCTIONS FOR**

**FLEET AND FAMILY READINESS ENTERPRISE PORTAL**

**STANDARD OPERATING PROCEDURES (SOP)**

The SOP Portal is now available for use by all CNIC users. SOPs for each individual Region is housed under their own tab for easy access. **ALL** SOPs can be accessed for use by simply clicking on the appropriate tab, allowing users to download SOPs from other regions to use as templates. These templates can be modified and edited as needed for individual programs.

**N9 Official SOPs**

N9, Headquarters SOPs have been developed and are currently in the legal chop chain for signature by N9. Once signed, these SOPs will become **official guidance** from Headquarters.

**How do you get to the portal?**

* Each user will need to complete the FFR SYSTEMS ACCESS REQUEST FORM.
* To receive a Systems Access Form contact the AIMS Helpdesk at support@aimshelp.com or 1-844-697-4357.
* Submit form to support@aimshelp.com to gain access to view the SOP portal.

**IMPORTANT:** When completing form, ensure Section 1, 2, 7.2, 9 and 11, and 12 are filled out.

1. Section 7.2 should be populated with the following:

 Access Level = Add

 Display Only checked

While you **will not** need a CAC card to access portal, you will be required to have a password in order to keep the portal secure.  It is recommended that managers have access to the portal and not every employee.

**SOP Portal Point of Contact:**

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