

# Changes to SPARS!

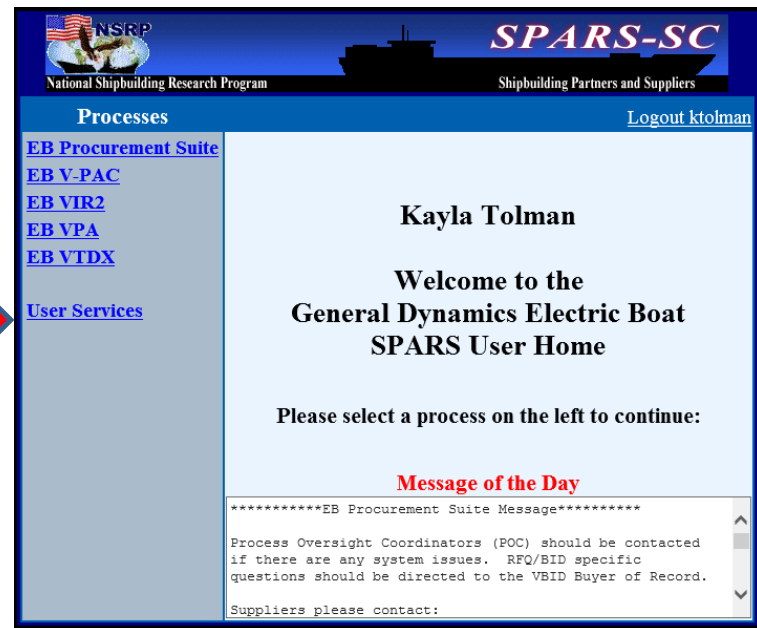
- On January 2<sup>nd</sup>, 2018 all SPARS users will be prompted to authenticate twice into the system per DFAR 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting.
- The Multifactor Authentication (MFA) will prompt users, after logging in with their SPARS username and password, to have a one-time password sent to either a mobile phone or a valid email address
- Before January 2<sup>nd</sup> users are encouraged to update their User Information to reflect a current mobile phone number and service provider and/or a valid email address.
- This guide will walk you through how to update your information in User Services and show you how MFA will function in SPARS.

# How to Update User Information

1) Log into your SPARS account.



2) Click on "User Services" on the left hand side of the SPARS home screen.



# How to Update User Information

3) Click on “Edit User Information” on the left hand side of the SPARS User Services screen.



## SPARS User Services

- [Help](#)
- [Help Contacts](#)
- [Edit User Information](#)
- [Change Password](#)
- [Company Information](#)
- [Company Directory](#)
- [Done](#)

This is the SPARS User Services main menu. Select one of the actions on the left to proceed.

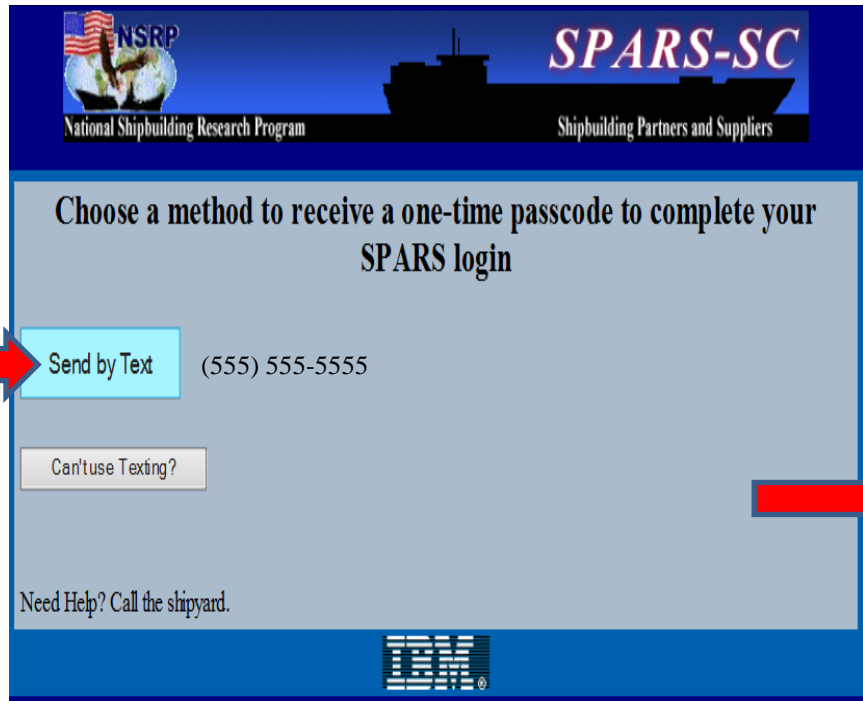
4) Check the information listed in your SPARS User Profile to ensure that your mobile phone number, mobile provider, and email address are all up to date. Update personal information as required.

## SPARS User Profile

Actions:	User Information:
<input type="button" value="Update User"/>	User Id: <b>ktolman</b>
<input type="button" value="Show Audit Log"/>	* First Name: <input type="text"/>
<input type="button" value="Close"/>	Middle Name: <input type="text"/>
	* Last Name: <input type="text"/>
	* Telephone Number: <input type="text"/> extension: <input type="text"/>
	Mobile Phone Number: <input type="text"/> Mobile Provider: <input type="text"/>
	Pager: <input type="text"/>
	Fax Number: <input type="text"/>
	* eMail Address: <input type="text"/>

# How MFA Works

- 1) Log into SPARS using your username and password.
- 2) You will be prompted to choose the method in which you would like to receive your one-time passcode, via text message or email.
  - If you do not have a mobile phone number and mobile provider entered in your SPARS Profile, the “Send by Text” Option will be greyed out, and you will have to select the “Can’t use Texting?” box to have the code sent to your email.



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Choose a method to receive a one-time passcode to complete your SPARS login

**Send by Text** (555) 555-5555

Can't use Texting?

Need Help? Call the shipyard.

IBM

A red arrow points to the 'Send by Text' button, which is highlighted in light blue. Another red arrow points from the right side of this screen towards the next screen.



NSRP National Shipbuilding Research Program **SPARS-SC** Shipbuilding Partners and Suppliers

Choose a method to receive a one-time passcode to complete your SPARS login

Send by Text

Can't use Texting?

**Send by Email** eb-spars@gdeb.com

Need Help? Call the shipyard.

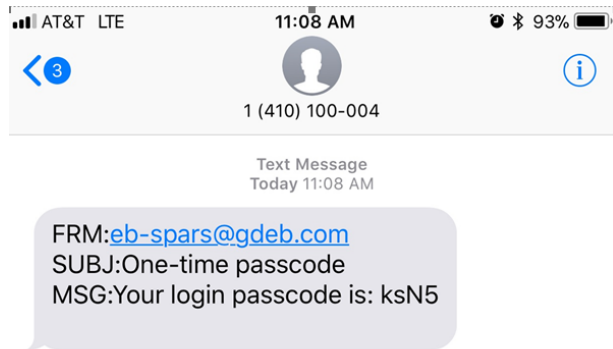
IBM

A red arrow points to the 'Send by Email' button, which is highlighted in light blue.

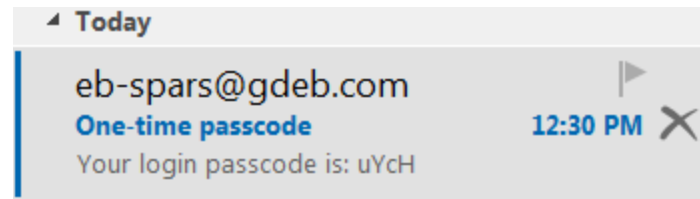
# How MFA Works

3) A one-time passcode will be sent to your mobile phone via text, or email.

Example of one-time code via text:



Example of one-time code via email:



4) Enter the one-time passcode into the screen below, and click on “Submit Passcode”.

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Enter the one-time passcode you received to complete your SPARS login

Enter One-time Passcode:  (Passcode is case sensitive)

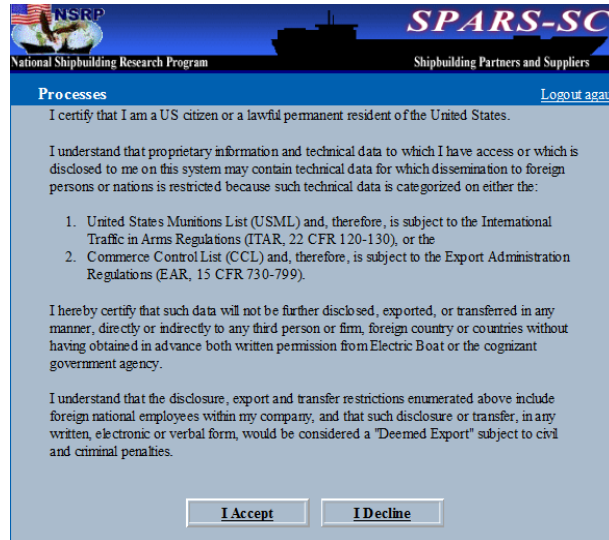
Submit Passcode

Need Help? Call the shipyard.

Please Note: The one-time passcode will expire after 30 minutes. If the one-time passcode is entered incorrectly 3 times users are returned to main login screen and must request a new one-time passcode.

# How MFA Works

5) Review the User Agreement Screen and click “I Accept” or “I Decline”. By clicking “I Accept” it will bring users to the SPARS homepage, by clicking “I Decline” it will bring users back to the main login screen.



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[Logout again](#)

I certify that I am a US citizen or a lawful permanent resident of the United States.

I understand that proprietary information and technical data to which I have access or which is disclosed to me on this system may contain technical data for which dissemination to foreign persons or nations is restricted because such technical data is categorized on either the:

1. United States Munitions List (USML) and, therefore, is subject to the International Traffic in Arms Regulations (ITAR, 22 CFR 120-130), or the
2. Commerce Control List (CCL) and, therefore, is subject to the Export Administration Regulations (EAR, 15 CFR 730-799).

I hereby certify that such data will not be further disclosed, exported, or transferred in any manner, directly or indirectly to any third person or firm, foreign country or countries without having obtained in advance both written permission from Electric Boat or the cognizant government agency.

I understand that the disclosure, export and transfer restrictions enumerated above include foreign national employees within my company, and that such disclosure or transfer, in any written, electronic or verbal form, would be considered a "Deemed Export" subject to civil and criminal penalties.

Please Contact the SPARS Administration Group with any questions or concerns.

- Phone Number: 860-433-9780
- Email Address: eb-spars@gdeb.com