

Creating an Account in DPRIS

1. Go to the website <https://www.dpris.dod.mil/>. If you get a security warning, go ahead and click the “continue to this website” link.
2. Next, click the Register Now button in the bottom right hand corner of the site.
3. Click the Accept button on the Privacy and Security Statement.
4. Enter “ODVS_12212012” as the Agency ID and click Submit. (Do not include the quotes)
5. Please fill out the form completely. Don’t forget to select a Manager by clicking on the drop down next to Manager and selecting “Tom Gase” from the list.
6. After you have completed the form, click the Submit button. An email will be sent to the Manager for final approval.
7. Once we confirm all of the paperwork has been submitted, your account will be approved. You will receive an email when the account is ready. This could take a number of days after you request the account.

NEW USER REGISTRATION FORM	
<small>Please complete the online form below to register as a new DPRIS user. Upon completion of all required information fields, click the Submit button at the bottom of the page. An automated email will then be sent to the appropriate manager to approve the new user request. (Note: text entered below is case sensitive and will be used each time a user logs into DPRIS.)</small>	
PERSONAL INFORMATION	
First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Smith"/>
User ID *	<input type="text" value="jsmith"/>
Password *	<input type="password" value="*****"/> <small>Password must contain at least 8 characters (no spaces), at least one upper case and one lower case alpha, at least one number and one special character. Ex: Mye@C0d!</small> Click Here for a complete list of password rules.
Confirm Password *	<input type="password" value="*****"/>
Security Question *	Pets Name <input type="text" value=""/> <small>Choose a question only you know the answer to and that has nothing to do with your password. If you forget your password, we'll verify your identity by asking you this question.</small>
Security Answer *	<input type="text" value="Doggie"/>
Email Address *	<input type="text" value="jsmith@yahoo.com"/> <small>Please verify that you have entered your correct email address. In order for you to get notifications of the status of your DPRIS requests, and other notifications, your email address needs to be correct.</small>
Confirm Email Address *	<input type="text" value="jsmith@yahoo.com"/>
Phone Number *	<input type="text" value="555-555-5555"/>
AGENCY INFORMATION	
Agency ID Code *	<input type="text" value="ODVS_12212012"/> <small>Enter the Agency ID Code exactly as it was given to you. If this code has not yet been supplied to you, please contact your manager before continuing.</small>
Manager *	<input type="text" value="Tom Gase"/>
Full Agency Name	<input type="text" value="Ohio Department of Veterans Services"/>
Office Code or Symbol	<input type="text"/> <small>Enter an Office Code or Symbol if your agency uses one. If you are unsure, this field can be left blank now and updated after your account has been activated.</small>

By clicking on the SUBMIT button, you agree to adhere to all provisions of the Privacy Act of 1974 (5 U.S.C. § 552e) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Public Law (P.L.) 104-191).