

# *Headquarters Air Mobility Command*

## HOW TO REGISTER YOUR CAC CARD

Getting Set-Up To Access Web Go81 & Global Reach

09-Nov-2016

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*Unrivaled Global Reach for America... Always!*

# Getting Started

Both WebGo81 and Global Reach (GR) require a valid CAC card for access. To ease the strain of inputting multiple passwords, you can set up your CAC card to access both these locations with only your PIN validation.

Most CAC accessible sites don't require anything special... Just select the right certificate and you are good to go. But GR is an extension of Web Go81... well, it IS Web Go81! Which is why both of these sites require that you have approved access via a USERID/Password.

Once that has been set-up, you can connect your Web Go81 / GR account to your CAC card and VOILA! One click entry to both GR and Web Go81 (if applicable) will be yours! (Okay... 3 or 4 clicks... but no passwords!)

So... Let's get you set-up!

# What Will We Cover?

- ▣ Registering Your CAC Card
  - ❖ [Via the Web Go81 Log-In Page](#) Slide 5-11
  - ❖ [Via the Global Reach Log-In Page](#) Slide 12-18
  - ❖ [Via the Go81 CAC PKI Registration Page](#) Slide 19-24
  
- ▣ Unregistering Your CAC Card Slide 25-27
  
- ▣ Useful Hints & 411 Slide 28-31

If you have any questions, suggestions or other constructive comments regarding this guide, please contact us.

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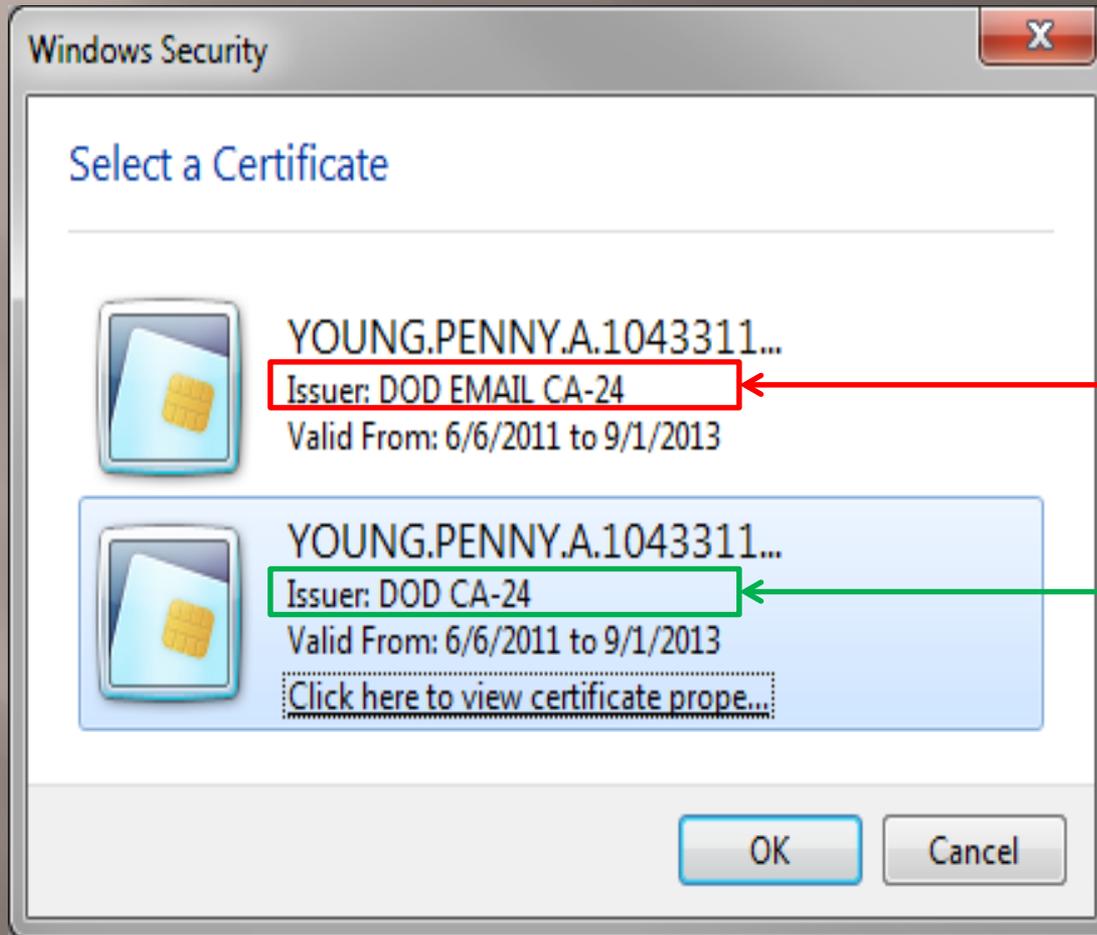
# Registering Your CAC Card

- ▣ So, you've completed the DD Form 2875, met with your Go81 Manager and have accomplished your initial Go81/GR account set-up
  - ❖ You've been issued a USERID and have set-up your personal password
  - NOTE:** You CANNOT register your CAC card with your temporary password
  
- ▣ Now you have to register your CAC card for access to Web Go81 and GR
  - ❖ Both Web Go81 and GR are CAC accessible
  
  - ❖ They can be accessed by inputting your GR or Go81 USERID/Password manually or by connecting your log-in information to your CAC card for 1-step access
  
  - ❖ You need an active Go81/GR account with a USERID/Password to initially set-up your CAC card for access
  
- ▣ There are 2 recommended ways to register your CAC card
  - ❖ Using the CAC registration link on the Web Go81 log-in page
  
  - ❖ Using the CAC registration link on the Global Reach log-in page

# Registering Your CAC Card Via The Web Go81 Log-In Page

- ▣ To begin, log-in to the computer
  - ❖ You must be logged in using your CAC card to accomplish the registration
  
- ▣ Go to the Web Go81 homepage at:  
<https://webgo81.csd.disa.mil/webgo81>
  - ❖ Methods to access this site will vary depending on your location: DESKTOP ICON, UNIT AF PORTAL PAGE, PERSONAL WEBPAGE FAVORITES, ETC.

❖ You will be asked to select a CAC certificate

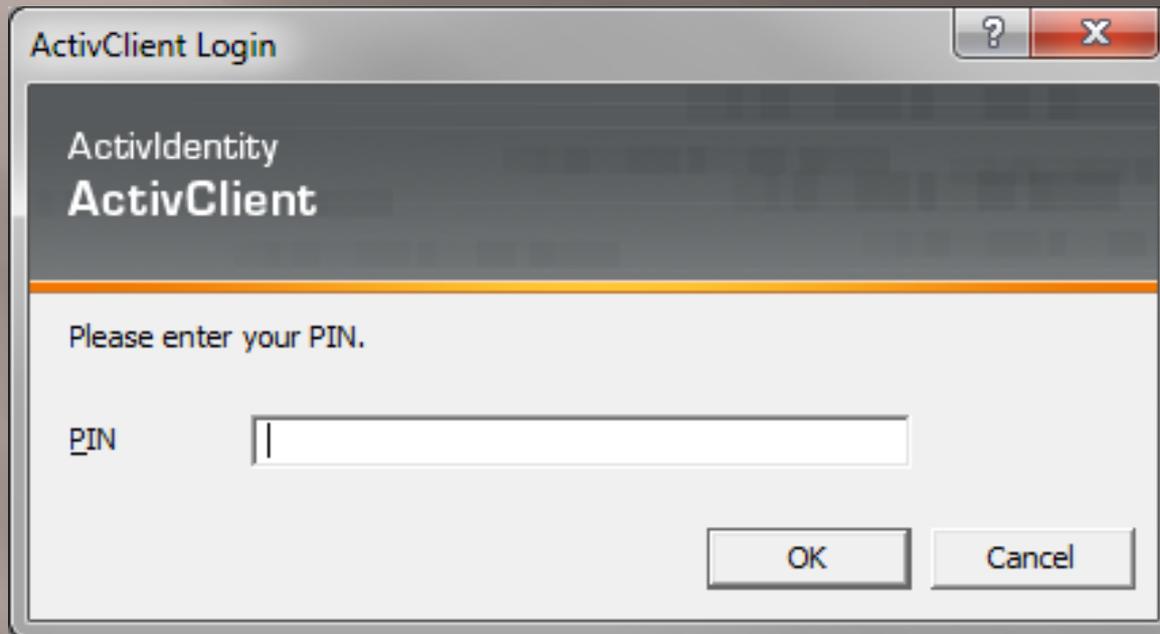


INCORRECT

CORRECT

- ❑ ALWAYS select the certificate that DOES NOT say “E MAIL” then click 

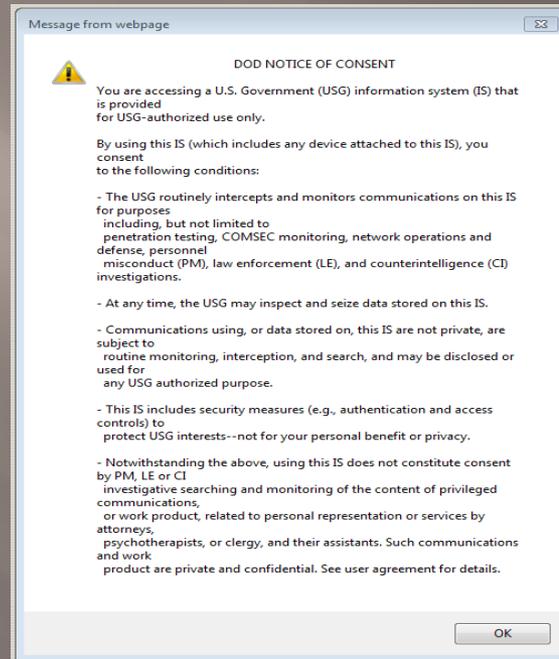
- ❖ You will then be prompted to enter your PIN



The image shows a screenshot of a Windows-style dialog box titled "ActivClient Login". The dialog box has a standard title bar with a question mark icon and a close button (X). The main content area has a dark header with the text "ActivIdentity" and "ActivClient" in white. Below the header, there is a horizontal orange line. Underneath the line, the text "Please enter your PIN." is displayed. Below this text is a text input field with the label "PIN" to its left. The input field is empty and has a vertical cursor. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

- ❖ Input you CAC PIN and click  or hit ENTER

# ❖ The DOD NOTICE OF CONSENT will pop-up



❖ If this is your first time seeing this, I recommend that you read it fully, then click 

❖ You will then be passed to the Web Go81 log-in page

- ❖ The first option on the log-in page is *Enable your CAC for WebGo81 access*; click on the link

Web G081/MAF LOG C2  
Air Mobility Command

Program Listing Printers News Links Training Help

**Attention: ALL USERS**  
Modifying Pop-up Blocker:  
• Please modify your pop-up blocker to allow pop-ups from the WebG081 site.  
• Instructions for modifying the pop-up blocker has been added to the Help menu.

For assistance please contact your local base G081 manager M-F during their normal duty hours. After hours, for password assistance only, please call the OKC Help Desk at DSN 850-0032 or comm 1-844-347-2457.

For more information, visit the G081 SharePoint.

**PLEASE LOG IN**

CAC Login Password Login Change Password

Login using your Common Access Card (CAC)

Enable your CAC for WebG081 access

To obtain access to G081, fill out the DD2875 form & submit to your G081 manager.

Log In

Zulu D: 362 T: 19:26:36 Local D: 362 T: 13:26:36 FOR OFFICIAL USE ONLY © 2009-2015 Air Mobility Command Version: 1.0.0.0(YS)  
Accessibility/Section 508

- ❖ You will then be taken to the CAC registration log-in window



The screenshot shows a web browser window with the address bar containing "https://webg081.csd.disa.mil/ - G081 CAC PKI Registration - Internet Explorer provided by...". The main content area features a login form with the heading "Login to begin the CAC registration process." To the left of the form is an icon of a keychain with a blue key. The form contains two input fields: "User ID" and "Password", both currently empty. Below these fields is a "Log In" button. A horizontal progress bar is visible at the bottom of the form area.

- ❖ Enter your WebGo81 USERID/Password and click 

- ❖ You should receive a confirmation message below the  button that shows your USERID



**Login to begin the CAC registration process.**

<b>User ID</b>	<input type="text" value="mam0pay"/>
<b>Password</b>	<input type="password"/>



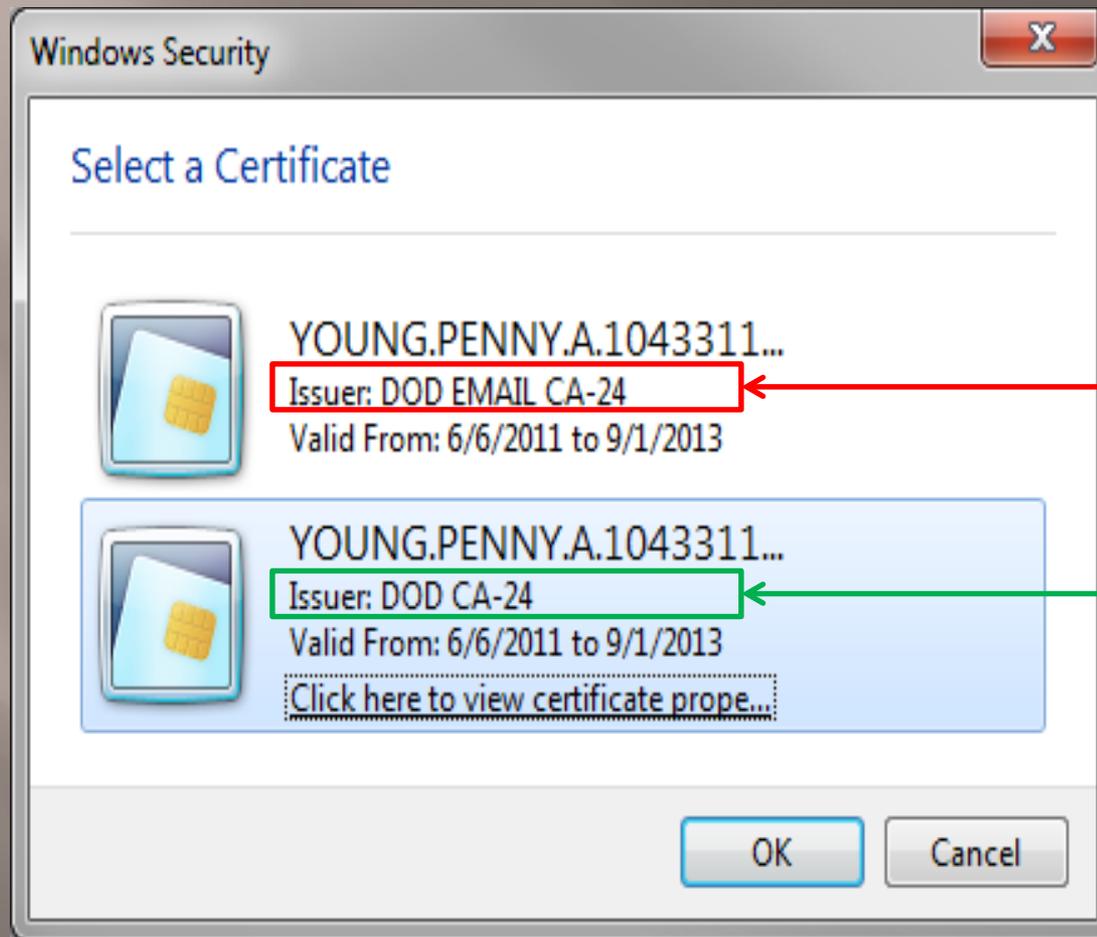
Smart card was successfully registered to account MAM0PAY.  
Close this window to continue.

- ❖ Close the pop-up as instructed and you will be back to the Web Go81 log-in page
- ❖ Click  and begin your Web Go81 adventure!

# Registering Your CAC Card Via The Global Reach (GR) Log-In Page

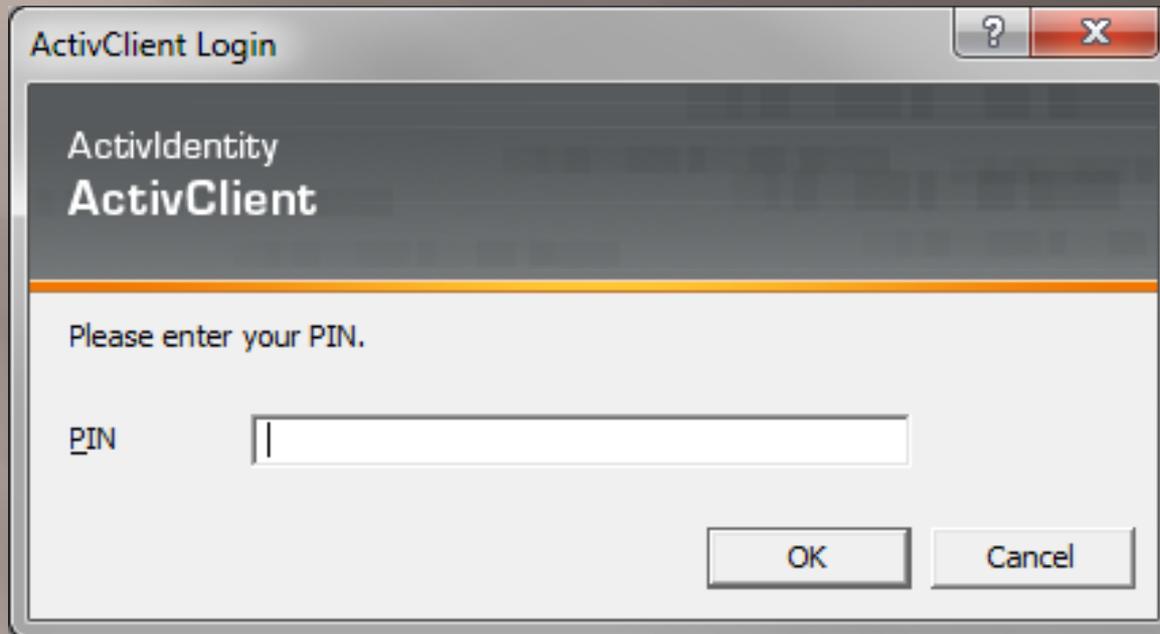
- ▣ To begin, log-in to the computer
  - ❖ You must be logged in using your CAC card to accomplish the registration
  
- ▣ Go to the GR homepage at: <https://amclg.csd.disa.mil>
  - ❖ Methods to access this site will vary depending on your location: DESKTOP ICON, UNIT AF PORTAL PAGE, PERSONAL WEBPAGE FAVORITES, ETC.

❖ You will be asked to select a CAC certificate



- ❑ ALWAYS select the certificate that DOES NOT say “E MAIL” then click 

- ❖ You will then be prompted to enter your PIN



ActivClient Login

ActivIdentity  
**ActivClient**

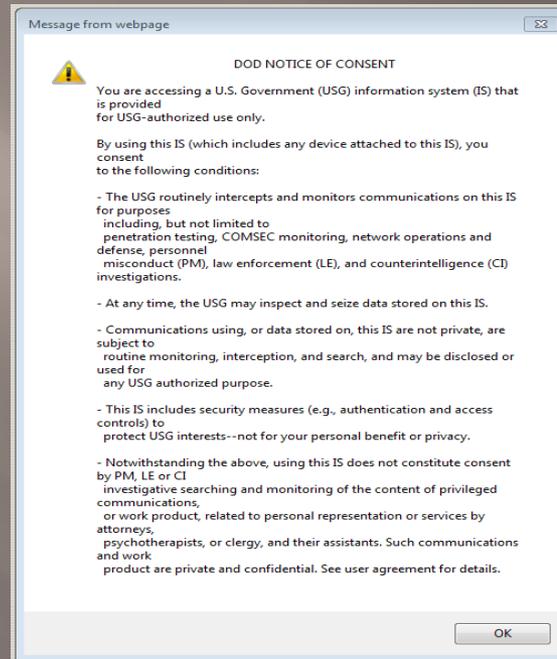
Please enter your PIN.

PIN

OK Cancel

- ❖ Input you CAC PIN and click  or hit ENTER

# ❖ The DOD NOTICE OF CONSENT will pop-up



❖ If this is your first time seeing this, I recommend that you read it fully, then click 

❖ You will then be passed to the Global Reach log-in page

# Before we register your CAC card via the GR Log-In screen, let's talk about this page

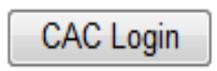
- You can log-in to GR using either your CAC card or your USERID/Password
  - Even after you have registered your CAC card, you can still log-in to GR using your USERID and Password, if you chose
- You can REGISTER and UNREGISTER your CAC card
- There are step-by-step instructions on how to register your CAC card
  - CURRENT Go81 - This is for users with an active Go81 USERID/Password
  - ALL OTHERS – Some users of GR do not require access to Go81. They are issued an ID/Password for GR access ONLY

The screenshot shows the Global Reach Login page with several key areas highlighted by yellow boxes:

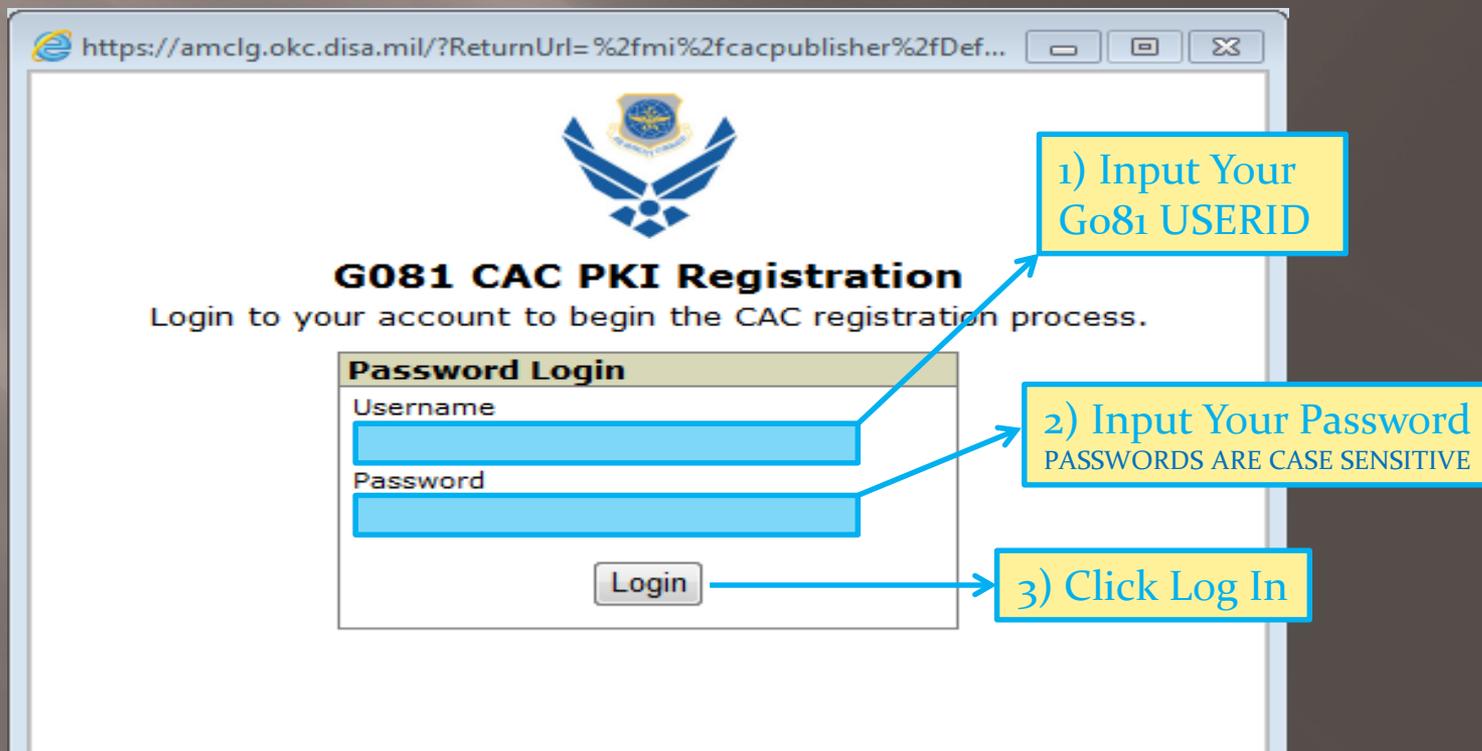
- LOG-IN OPTIONS:** A box encompassing the "CAC Login" and "Password Login" sections.
- REGISTER/UNREGISTER LINKS:** A box highlighting the "Unregister my CAC card" link.
- REGISTRATION INSTRUCTIONS:** A large box covering the "Common Access Card (CAC) Registration" section, which includes detailed steps for users to register their CAC card.

Other visible elements on the page include the "Global Reach Login" header, a "Forgot" link, and a "FOR OFFICIAL USE ONLY (FOUO)" warning.

# Okay... Let's get your CAC Card registered!

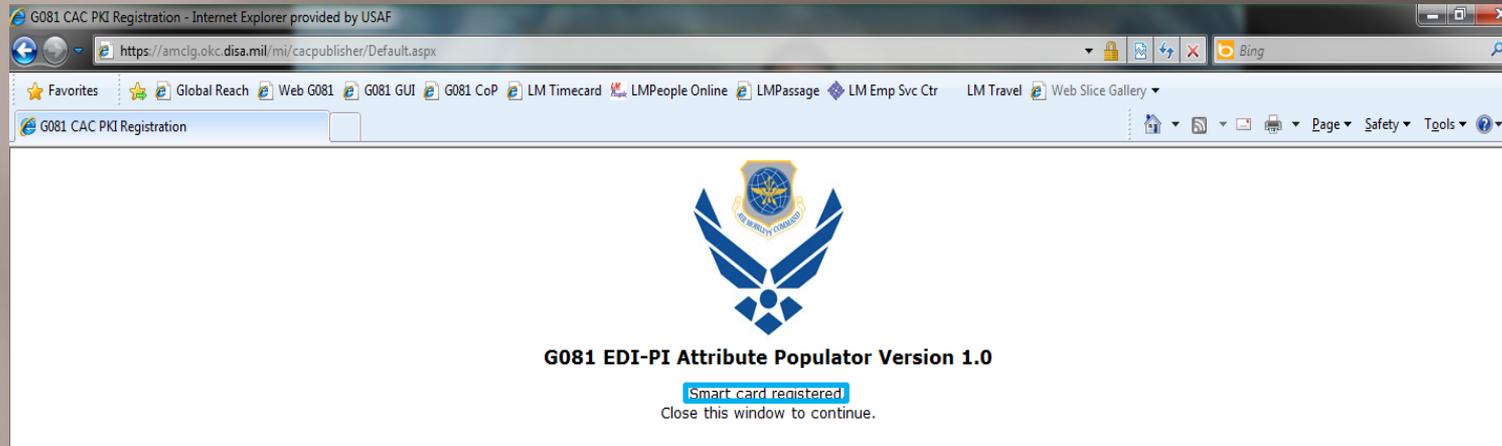
- ▣ Click on the “Register” link under 
  - ❖ This will take you to the Go81 CAC PKI Registration page

- ▣ Input your Go81 or GR USERID and Password, then click 



The screenshot shows a web browser window with the URL <https://amclg.okc.disa.mil/?ReturnUrl=%2fmi%2fcacpublisher%2fDef...>. The page features the Department of Defense logo at the top center. Below the logo, the heading "G081 CAC PKI Registration" is displayed in bold, followed by the instruction "Login to your account to begin the CAC registration process." A "Password Login" form is centered on the page, containing two input fields: "Username" and "Password". A "Login" button is positioned below the "Password" field. Three yellow callout boxes with blue borders and arrows provide numbered instructions: "1) Input Your Go81 USERID" points to the Username field, "2) Input Your Password PASSWORDS ARE CASE SENSITIVE" points to the Password field, and "3) Click Log In" points to the Login button.

- ❑ You will then get a message that your CAC card has been registered

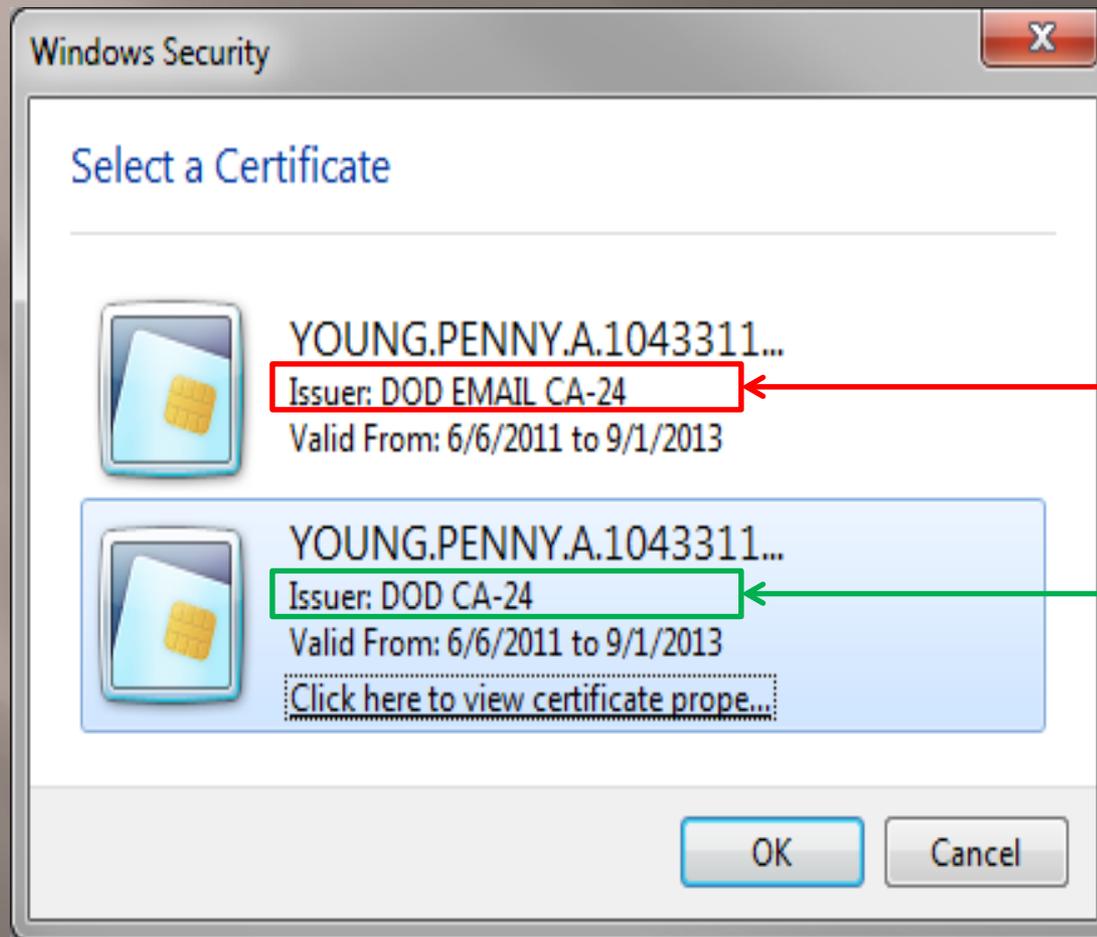


- ❖ If you do not get the “Smart card registered” message, try to log-in to GR or Web Go81 anyway
  - ❑ Rarely, you might not get the message even though you are registered
- ❖ If it does not recognize your CAC log-in, contact your Go81 Manager
- ❑ You can now exit this browser and are ready to access GR and Web Go81 (if applicable)!

# Registering Your CAC Card Via The Go81 CAC PKI Registration Page

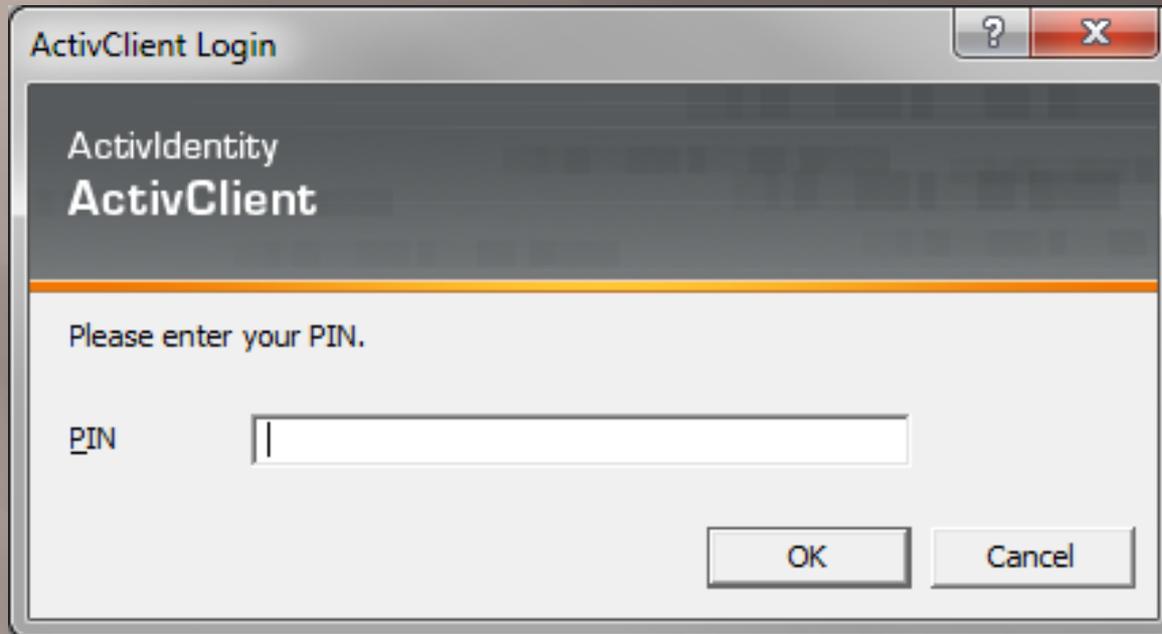
- ▣ To begin, log-in to the computer
  - ❖ You must be logged in using your CAC card to accomplish the registration
  
- ▣ Go to the Go81 CAC PKI Registration page by inputting the following in the browser:  
<https://amclg.csd.disa.mil/mi/cacpublisher>

❖ You will be asked to select a CAC certificate



- ❑ ALWAYS select the certificate that DOES NOT say “E MAIL” then click 

- ❖ You will be prompted to enter your PIN



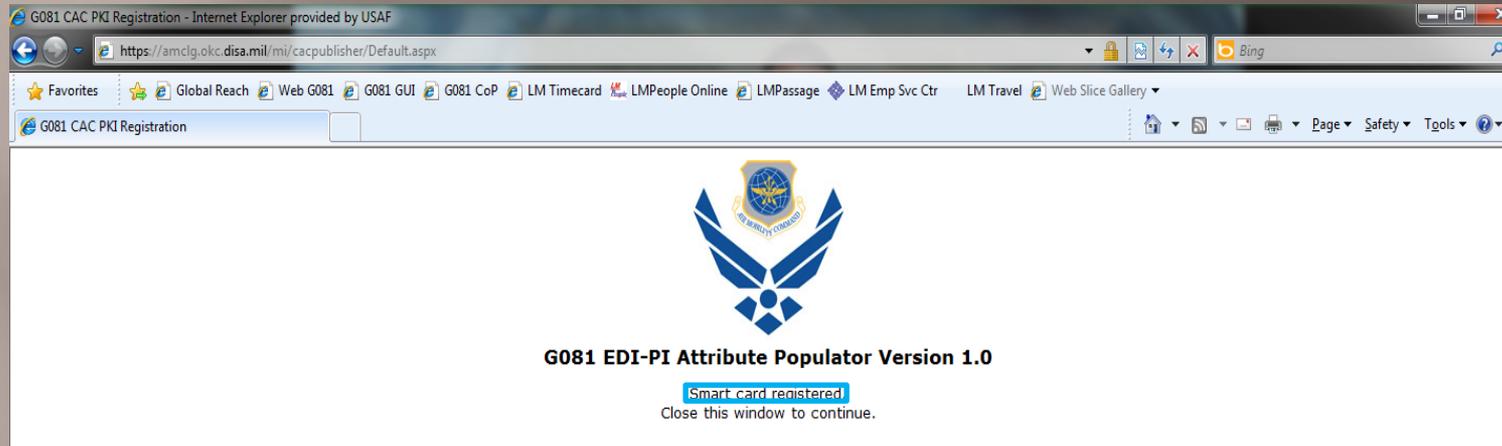
- ❖ Input you CAC PIN and click  or hit ENTER
- ❖ This will take you to the Go81 CAC PKI registration page
  - ❑ Yes... It's the same process as before but, in case you skipped that part, we'll cover it here too! :o)

▣ Input your Go81 or GR USERID/Password, then click

Login

The screenshot shows a web browser window with the URL <https://amclg.okc.disa.mil/?ReturnUrl=%2fmi%2fcacpublisher%2fDef...>. The page features the Air Force logo at the top center. Below the logo, the heading reads "G081 CAC PKI Registration" followed by the instruction "Login to your account to begin the CAC registration process." A "Password Login" form is displayed with two input fields: "Username" and "Password". A "Login" button is located below the form. Three yellow callout boxes with blue borders provide numbered instructions: 1) "Input Your Go81 USERID" points to the Username field; 2) "Input Your Password" with the sub-note "PASSWORDS ARE CASE SENSITIVE" points to the Password field; and 3) "Click Log In" points to the Login button.

- ❑ You will then get a message that your CAC card has been registered



- ❖ If you do not get the “Smart card registered” message, try to log-in to GR or Web Go81 anyway
  - ❑ Rarely, you might not get the message even though you are registered
- ❖ If it does not recognize your CAC log-in, contact your Go81 Manager
- ❑ You can now exit this browser and are ready to access GR and Web Go81!

You are now ready to access both Global Reach and Web Go81 (if applicable)

▣ Global Reach

<https://amclg.csd.disa.mil>

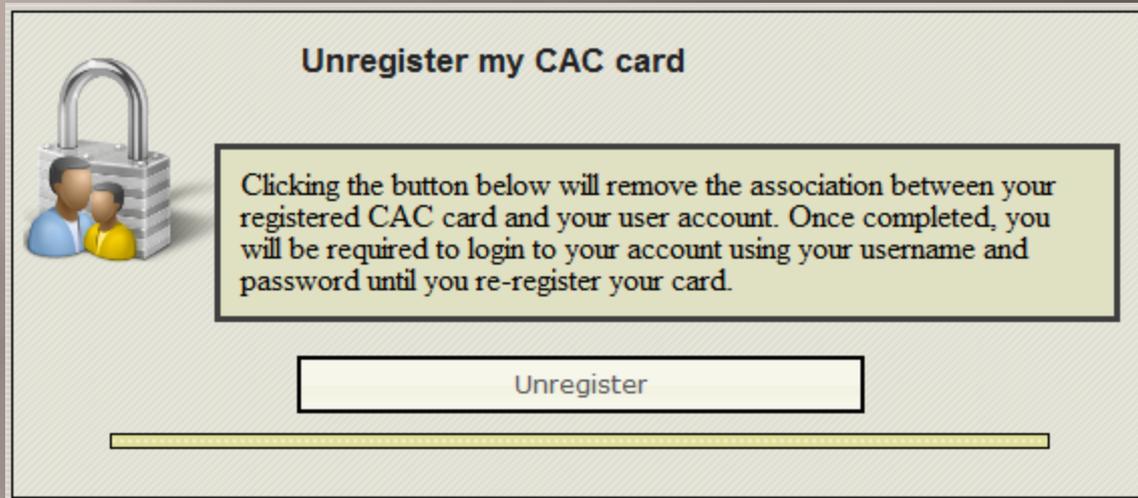
▣ Web Go81

<https://webgo81.csd.disa.mil/WebGo81>

# Unregister Your CAC Card

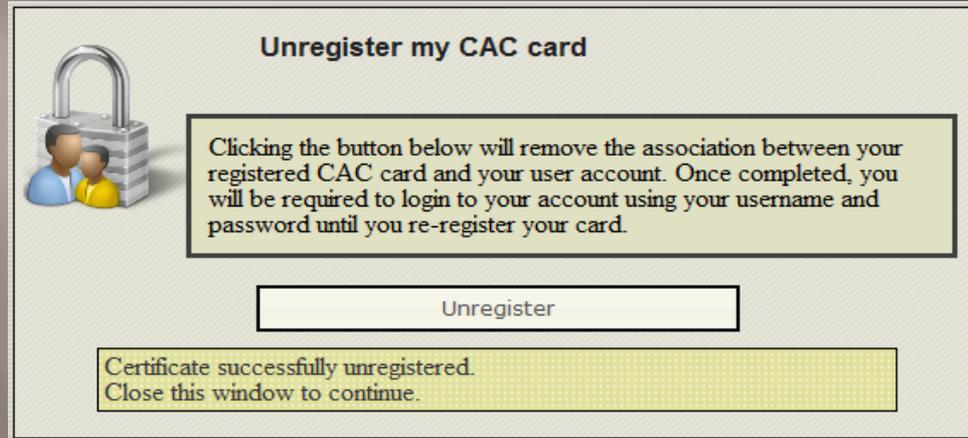
- There are a couple reasons why you will want or need to unregister your CAC card
  - ❖ **New Go81 USERID**
    - Change of Duty Station (Military, Civilian or Contractor)
      - Each base / Go81 site has a specific 4-character USERID prefix
    - Account deleted and your previous USERID is no longer available
  - ❖ **New Global Reach USERID**
    - Name Change
      - You will want to unregister your old CAC card before going to get your new one

- ▣ You can unregister your CAC card using the links on the WebGo81 and GR log-in pages or by going directly to the Unregister page located at:  
<https://amclg.csd.disa.mil/mi/cacpublisher/unregister.aspx>



- ▣ Click on 
- ❖ You do not need to input your USERID/Password to unregister your CAC card
  - ❖ You **MUST** be logged into the computer with your CAC card
- ❖ Until you accomplish this, your Web Go81 CAC access will link to your previous USERID log-in and you will not be able to access data for your current/new location
  - ▣ In most cases, your previous account will have already been deleted and you will not be able to log-in at all

- ▣ You should receive a message telling you that your CAC card has been successfully unregistered



- ❖ If you do not get the “CAC successfully unregistered” message, try to log-in to Web Go81
  - ❖ If it recognizes your CAC log-in, contact your Go81 Manager
  - ❖ If it does not recognize your CAC log-in, you are good to go
- ▣ You can now close the browser and proceed to register your new CAC card, if applicable

# Useful Hints & 411

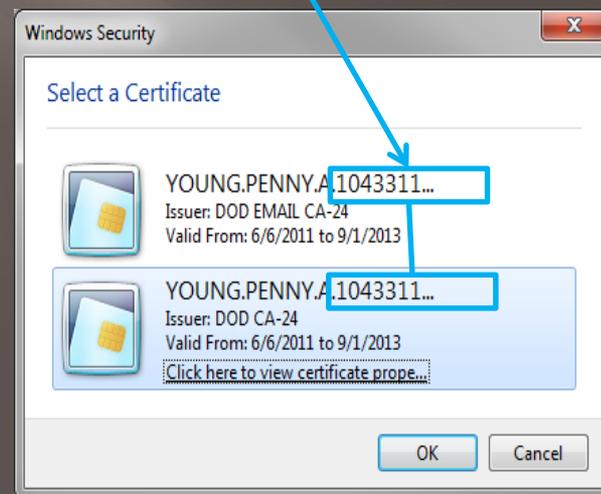
## ▣ Changing Your CAC Card

### ❖ There are a few reasons why you would need to change your CAC Card

- ❑ Expired
- ❑ Rank / Name Change
- ❑ Lost
- ❑ New status designation (Military, Civilian, Contractor)

### ❖ In most cases, your assigned CAC Identification Number will transfer to your new card

- ❑ In these instances, you will NOT need to register the new card for GR and Web Go81 access
- ❑ If your CIN does change, you will need to register the new card



# Useful Hints & 411

## ▣ New Go81 USERID

- ❖ There are few reasons why your Go81 USERID would change
  - ▣ Change of Duty Station/Status (Military, Civilian or Contractor)
    - Each base / Go81 site has a specific 4-character USERID prefix
  - ▣ Account deleted and your previous USERID is no longer available
- ❖ You ALWAYS need to update your CAC log-in information when you change USERIDs
- ❖ To do this, you need to first unregister the previous USERID and then register your new USERID
  - ▣ Until you accomplish this, your Web Go81 CAC access will link to your previous duty station/USERID and you will not be able to access data for your current location
  - ▣ If your account was deleted, you will not be able to access Web Go81 until you update your account settings

# Useful Hints & 411

- ▣ New Global Reach USERID
  - ❖ The are 2 reasons your Global Reach USERID (Username) would change
    - ▣ Name Change
    - ▣ Account deleted and your previous USERID is no longer available
  - ❖ You ALWAYS need to update your CAC log-in information when you change USERIDs
  - ❖ To do this, You need to first unregister the previous GR USERID and then register your new GR USERID
    - ▣ Once your previous USERID is deleted, you will not be able to access Global Reach using those account settings

# Useful Hints & 411

- ▣ What is the difference between a Global Reach USERID and a Go81 USERID?
  - ❖ A GR USERID will only provide access to the GR site
    - ▣ Global Reach is an easy access site to data that is maintained in Go81 for users who only need READ access of that data
  - ❖ A Go81 USERID will provide access to both Go81 and GR
    - ▣ Go81 access is for users who need to input, update and maintain the data
    - ▣ Although these users can get the information directly from Go81, GR provides a very user friendly method to obtain reports and information in a more mainstream output format
  
- ▣ Unregister Your CAC Card Before Turn-In
  - ❖ As an added security measure, it's good practice to unregister your CAC card anytime you plan to get a new one or do a final turn in
    - ▣ Even though old cards are destroyed, it's best to err on the side of caution

# PRINTING INSTRUCTIONS

This product was created in a presentation format for use in a briefing environment (big screen).

If you want/need to print this document, it is recommended that you do so by using the **Grayscale** printing option. This can usually be found in printer properties. Locations within the properties may vary depending on your printer.

# QUESTIONS OR SUGGESTIONS

If you have questions, suggestions for improving any of the Go81 User Guides, or if you note any errors in the processes as described, please contact HQ AMC/ A4PI:

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Remember any problems with Go81 programs must be addressed through your local Go81 Manager.

# FAO (DISA)

## Go81 Help Desk Contacts

**ALWAYS CONTACT YOUR LOCAL Go81 MANAGER/ANALYST FIRST**

Christine Boock ~ Tamla Lance ~ Jay Yankacy ~ Travis Early  
disa.tinker.esd.list.go81-fao@mail.mil

# HQ AMC / A4PI

## Go81 Contacts

Steve Mitchell

Penny Young

Crystal Phillips

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Command Go81 Manager

Go81 Technical Trainer

Go81 Technical Trainer

Go81 Technical Trainer

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