Submitter Registration Process for NIPR
June 2018
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Registering for the JDR&E

To create a user account for the JDR&E Workflow System:

   a. New users, please sign-in to the JDR&E Workflow Website to activate your account.
   b. New users are able to register by CAC and username/password. (Username/password access requires two-step authentication.)

2. Fill in the user profile form with the information required and click “Submit.”

3. An email notification will be sent to the Workflow System Administrators.

4. Administrators will review the access request and assign the user to a role group.
   a. Note: In this part of the review process, Administrators may reach out to users for more information, such as which user role the user wants to be assigned to.
Signing in to the JDR&E

Once a user has been approved and granted a role by a Workflow System Administrator, they are able to sign into the Workflow System.


2. Consent to the conditions of the user agreement.

3. Select to login via the option you registered with.
All articles must be submitted through the JDR&E Workflow in order for the technical review to begin.

If emailed, the submitter will receive an email redirecting them to the JDR&E Workflow on submitting.

4. Follow any prompts in popup windows.

You will be directed to your homepage. The view you see on the homepage is predicated upon which user role the user has been assigned.

**Submitter Homepage – No Articles Submitted**

You have not submitted any papers yet, or your papers have been archived.

**Submitter Homepage – With Articles Submitted**

You have submitted two papers:
- EW-18-24: Transmitter Test Theories
- CA-18-55: Air Traffic Control Center Catastrophic Malfunctions
Submitting an Article

1. Select *Add Submission.*
2. Complete the submission form by providing the required information.

   a. Navigate through the form’s pages by selecting the tabs at the top.

**Article Submission – Page 1, Submitter Details**

![Article Submission Form Screenshot]

- Please check your information here to ensure it is still accurate. If anything is incorrect or out of date:
  1. Navigate to https://ojrg-dtic.mil/UpdateAuthorProfile to determine whether the value can be updated there. If so, you will need to log out of the application and log in again to see the updates.
  2. If the incorrect fields cannot be updated at that site, update them here.

  **First Name:**

  **Middle Initial:**

  **Last Name:**

  **Suffix:**

  **ORCID:** [https://orcid.org] (If available)

  **Organization:**

  **Work E-mail:**

  **Business Phone:**
Article Submission – Page 2, Article Release and Dissemination Details

Article Submission – Page 3, Article Details
Article Submission – Page 4, Author Details

Article Submission – Page 5, Organization Details
3. Select Save.

Article Submission Saved
4. Select **Add Attachment**.

   a. Attachments will be added in a file upload popup window. You must have your browser popup blocker disabled in order to access this window.

5. Browse your local desktop for a file and select to upload.

6. Select **Save**.

7. Repeat for as many files necessary for your article submission.