

***EXPRESSO***

## **Accessing the CAPE Single Sign-on System to Create an Account in SNaP**



## **I. EXPRESSO Requirements and Overview**

1. EXPRESSO is a web application used to establish your credentials with CAPE and your organization's SNaP Point of Contact (POC) so that your identity and permissions to submit specific data requirements can be verified whenever you log on. Your EXPRESSO account credentials can be used to access CAPE web applications if you have been granted access to them.
2. Users will need to register separately on the NIPRNET and SIPRNET for accounts, depending on which network they require to use SNaP. The NIPRNET EXPRESSO address is <https://expesso.osd.mil>; the SIPRNET EXPRESSO address is <https://expesso.osd.smil.mil>.
3. You must use a browser that supports encryption (HTTPS), and in the case of NIPRNET, your browser must support client certificates and the Common Access Card (CAC).
4. You must have an e-mail account on the network you are creating an EXPRESSO account on (NIPRNET or SIPRNET). If you do not, see your local system administrator or help desk to obtain one.
5. EXPRESSO on the NIPRNET is CAC/PKI compliant and requires the user to have a valid DoD CAC in order to establish an account and log in. On SIPRNET, authentication can be done either by username and password login or by use of the SIPRNET token (smart card).

## **II. EXPRESSO and SNaP**

1. Mr. Bruce Berry is the overall administrator for all groups in SNaP in EXPRESSO. Mr. Berry is responsible for assigning users to the organizational admin groups.
2. Each organization has a POC and secondary POS assigned as Organization Group Administrators. This administrator assigns users to the exhibits that the organization is required to submit.
3. In EXPRESSO/SNaP the users will request to be added to the User or Read Only groups and their organizational POC will approve or disapprove the requests.

### III. Establishing Your EXPRESSO Account

1. The initial EXPRESSO login screen allows you to create a new account if you do not already have one. If you have an account and your CAC, you will automatically be logged in.

create an account.' 'If you do have an EXPRESSO account, your CAC is not recognized.' 'You can attempt to [register your CAC](#), or contact an administrator at [osd.cape.expresso@mail.mil](mailto:osd.cape.expresso@mail.mil).'" data-bbox="144 195 911 353"/>

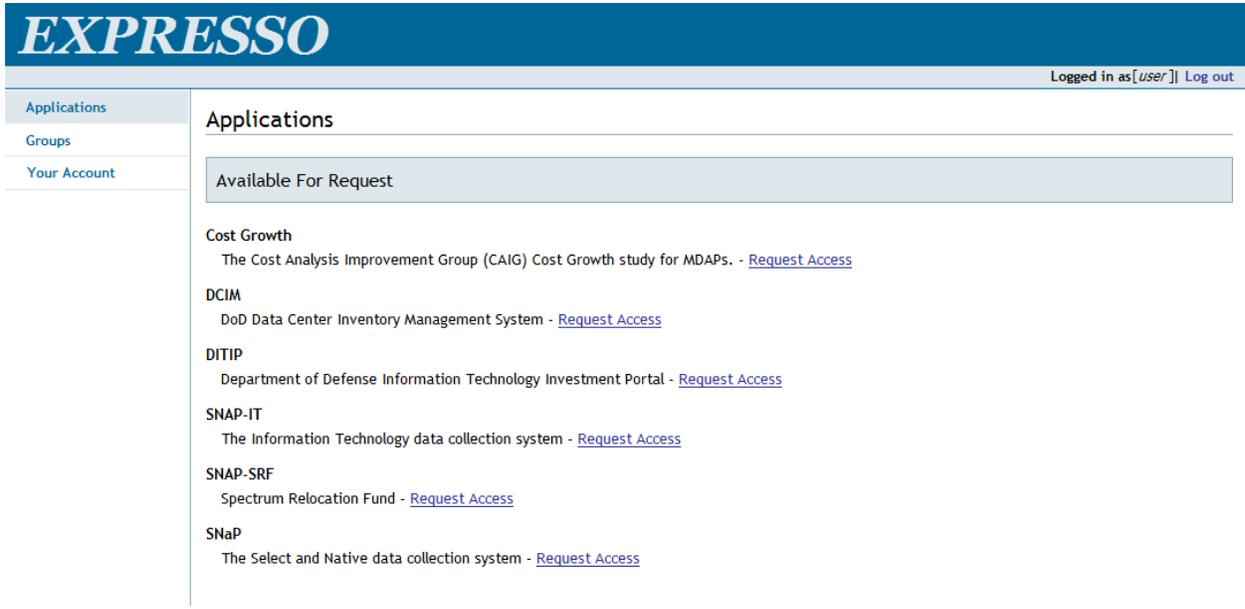
2. To establish an account, click on “create an account” and the User Registration page will appear.

request password help or email [osd.cape.expresso@mail.mil](mailto:osd.cape.expresso@mail.mil). Once you have established an account, you will be able to request access to applications.' Below the text is a registration form with the following fields: 'First name:', 'Middle name:', 'Last name:', 'Create a password:', 'Re-type password:', 'Phone:', 'Email (Internet):', 'Email (SIPRNET):', 'Organization:' (with a dropdown arrow), and 'Personnel Type:' (with a dropdown arrow). At the bottom of the form is a 'register' button." data-bbox="144 436 911 730"/>

3. Enter all the information requested on the page. Upon submitting the registration form, your new account information will be displayed and an account confirmation email will be sent to the email address you supplied.
4. When you receive the activation email, follow its instructions by going to the web link in its message, and then type in your username and password on the activation screen. If you have forgotten your password or it does not work, click the link to request a password reset and an EXPRESSO administrator will contact you.

## IV. Establishing Your SNaP Account

1. After you have activated your EXPRESSO account by confirming it from the email link, login to the site and request access to SNaP. Each application has its own request form.



The screenshot displays the EXPRESSO web application interface. At the top, there is a blue header with the word "EXPRESSO" in white. Below the header, on the right side, it says "Logged in as [user] | Log out". On the left side, there is a navigation menu with three items: "Applications", "Groups", and "Your Account". The "Applications" item is selected and highlighted. The main content area is titled "Applications" and contains a section labeled "Available For Request". Below this section, there are several application entries, each with a title and a "Request Access" link:

- Cost Growth**  
The Cost Analysis Improvement Group (CAIG) Cost Growth study for MDAPs. - [Request Access](#)
- DCIM**  
DoD Data Center Inventory Management System - [Request Access](#)
- DITIP**  
Department of Defense Information Technology Investment Portal - [Request Access](#)
- SNAP-IT**  
The Information Technology data collection system - [Request Access](#)
- SNAP-SRF**  
Spectrum Relocation Fund - [Request Access](#)
- SNaP**  
The Select and Native data collection system - [Request Access](#)

2. After you request an application, it will be listed under 'Pending Approval' on the home (Applications) page of EXPRESSO. If your request is approved, it will then be listed as an approved application, plus you will receive an email notifying you of the approval. If your request is denied, you will receive an email and the application name will go back to 'Available for Request'. You can also go to 'Groups' to see if you are a member of any of that application's groups.
3. Requests are routed to the Point of Contact (POC) for your organization or agency. When you click the button to submit your request, a message will display the email addresses of the POC(s). If you have questions about your request or its status, follow up with the POC(s).