

Transformation Network (TRANSNET) User Handbook



Collaborate Innovate Transform

Version 1.0



Table of Contents

Preface	3
TRANSNET Portal Access	4
To register for a TRANSNET account	4
Signing into the Portal	5
Password Recovery	8
Portal Security	9
Community of Interest pages	10
Resources	11

Section: Transformation Network Branch	Version: 1.0
Content POC: LTC Dominik Schmitz	Current Issue Date: 12 June 2018
Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018



Preface

Welcome to the Transformation Network Web Portal (henceforth referred to as TRANSNET) based on Microsoft SharePoint. TRANSNET enables experts to work together to further transformation within NATO and among Alliance Nations.

Instructions in this handbook provide guidelines on TRANSNET and basic navigation. It focuses on the outlining the basic tasks needed to become a member of the various TRANSNET Communities of Interest (COI) and navigation of the TRANSNET portal.

Please note:

- All words in **bold** indicate a command you must click on in order to perform a function.
- All text within "quotation marks" refers to content found on the site (i.e. field names or instructions).
- All text in **bold italics** indicates content that you, as the user, must type into the various forms (i.e. data into a field).

Should you require any further user assistance, contact the TRANSNET Team at <u>transnet@act.nato.int</u>. For COI specific questions please contact the respective Knowledge Manager for the COI in question. The email addresses of the COI Knowledge Managers are located on the "Request Community Access" page.

Section: Transformation Network Branch	Version: 1.0
Content POC: LTC Dominik Schmitz	Current Issue Date: 12 June 2018
Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018



TRANSNET Portal Access

In order to log onto the TRANSNET Portal, you need to register to gain access. You must complete an account registration form, which the TRANSNET Functional Administrator (FA) approves. Once approved for a TRANSNET account, you will be able to specify which COIs you wish to join.

To register for a TRANSNET account

1. From the TRANSNET Portal Home page (Figure 1)

<u>https://portal.transnet.act.nato.int/Pages/home.aspx</u>, click on the "**Register**" link located in the top ribbon of the landing page. A new screen appears containing the "TRANSNET Account Registration Form" (Figure 2)



Fill in the information blanks, (those marked with a red asterisk * are mandatory). Pay special attention to the *justification* entry and enter a <u>coherent</u> and <u>complete</u> justification to avoid confusion and subsequent access denial. Read the <u>TRANSNET</u> <u>User Agreement</u> and type your *name* in the box at the bottom of the form to accept the

Section: Transformation Network Branch	Version: 1.0
Content POC: LTC Dominik Schmitz	Current Issue Date: 12 June 2018
Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018



conditions set forth in the user agreement. The system generates an email with a temporary password and your username will be your email address.

	the of the second law a st	Task Help			
<form></form>		MANNET & THE STREET .			A + C + C A + Page + Sably + Task + @
<form></form>		TRANSM	IET Account Registration		
<form></form>		This is an articular NUTD weak of Commandier Transformation	ite mantanent las afficies al the final queries. Suprem Allinet Tricis a die Se officie information along transformationel isaan.		
		Reason fill part this form to real becards Paring any official to Public amal services (pres), it follow this paring, pro-soft real	unit a TAW100T porter account. Rease nois that tops to 102 MCT Tables 2 government avail addresses containing a rease with to accepted. QC home internet provider, etc.) will not be accepted H (succepted) are a read available of the second of the second of the second of the mean small availables to regime again.		
In the second		Free will be presented with approximit.	the additive has request as ones to communation of your account its		
Figure 2					
I we		Feetbere"	1		
Figure 2		Led Sone?			
Image: Section of the sec		Teal*	frame long sported linear board bird		
Image: Section of the sec		None Summer 1			
Figure 2		Pour Caurty *			
I I I I I I I I I I I I I I I I I I I		Dratige Press Burnes *	3		
A series of the		ica Tear			
The second secon					
USA SANTA					
UNIT WATCH OF THE OFFICE OFFIC					
EXAMPLE FOR A DESCRIPTION OF A DESCRIPTI			Same in Signatur (will don		
Building the second sec					
Bigling Here Version 19 Bigling Here Version 19 Here Ve		IR	ANSNET User Agreement		
Rue Date #2274 The area were approximately and a second		v	ersion: Final Version 1.0		
La de			Issue Date: 8/22/14		
Figure 2		Type your name in the loss of Solomit.	the battom of the page to accept the Gari Agreement they dick		
Figure 2		Introduction Westmen to Eng Tameterset revenues y known (E. D. Hu, TEREISET Line dynamic of king surched provided on appearant to the Tereford against to the backet by and on	on historical (HMMHHF) partner. (Hist wetterlein is best relevand using 4 MIDIE ¹⁷). All of this observations is allowed as passion appear assignment of the production of the evolution is the evolution. It is not a first southard the dispersion of the evolution partner of the evolution. The production of the evolution of the evolution partner of the evolution. The observation of the evolution of the evolution partner of the evolution of the observation of the evolution of the evolution partner of the evolution of the evolution. The evolution of the evolution partner of the evolution of the evolution. The evolution of the evolution partner of the evolution of the evolution of the evolution of the evolution partner of the evolution of the evolution.		
Figure 2		TOPSE Information, salveau	to sufficier reaction with real from the anti-consist sectors with a color op-		5.00
Figure 2	N 1653 MM	A 6 4			1000 C
Figure 2					1910 Mar
Figure 2					
Figure 2					
Figure 2					
Figure 2					
			F !	2	

Signing into the Portal

 From the TRANSNET Portal Home Page (Figure 3) <u>https://portal.transnet.act.nato.int/Pages/home.aspx</u>, click "Login" located in the top ribbon. The TRANSNET Portal Login page (Figure 4), will appear. Enter your username and password and click "Log On".



Section: Transformation Network BranchVersion: 1.0Content POC: LTC Dominik SchmitzCurrent Issue Date: 12 June 2018Approval Authority: Col Roberto EspositoOriginal Issue Date: 12 June 2018



The second se	
Forefront	
Innuit, Management Gattoway	
Security (chare exploration)	
The is a public or shared computer The is a public sempeter	
Wernings by shiring the splits are addressed by the first second problem of the computer computer with part or presenter's second publy	
I want to charge my parameter ingging on	
Person Loan Farme	
Log Dr.	
8 (00 Acred Sucrain 4 spin word	
	- 5.4
Figure 4	

2. The TRANSNET Communities landing page (Figure 5) appears. Here you request access to the community or communities you want to become a member of by clicking the "**Request Community Access**" button. The "Request Access" page appears where you will find descriptions of each available COI and a new button labeled "**Request Access**", which you must click to gain access to the COI access selections page (Figure 6)

The factor lock by Print by Print Construction and Print Construction	Termine (2) Laterandore (1999) A Constant regardle Forstillers (2) Effective Aurora (1999)	Die Bland Bland berg beine beine Bei
[Bargaranathandaish].		Another Database Data
NT 14		Come domain of the
TRANSNET ()		
Communities		harring · F
Communites		
(nowledge Manager Collaboration (COB GOV) ar identics from the TMRSTI array of their boostilla with this communiceration.	UPDATE! Community Autors in on target outstaff, manager and is not controlled for the second of an	if not odd one. West door this mass to you? I makes that to their g
Member Access Tool	the surror to be and following the instruction, you are request evaluate in TANDACT commo	summer stational filling and a rane registration for set
foreign ar sension names to plan martinearthin	Request Community	y Access
My Community Links		
Accession and Integration WG for Montenegro	Contact the TRANSING T Add	ministrations
CDERS	Armanaments	
Centres of Excellence (CCE)	These her Emerged Streamong Records on The analy Emerged Physics of Physical	1015-0017-10-00 AM
Chiefs of Transformation (COT)	 The addauct locarity is "Points an Shanki Campular." The addauct provide of machinely in 	white requiring two excitonization (meand) and may find some
COI Governance	functionality. Use this option when trigging in from an,	
Futures Work	Here in Passed Colleges Lager in Named Stree Documents	Salaran Interest
High Throughout Satellite SG-214	(b) and develop that The present continuous from the Warmont Office documents, internet features particles that one office of the present control of the present of the present of the present features and the present of the present control of the present of t	and the second state property data specific the MI NIT second
TIX Proman	Ga to brannet hyperen -> brannet Comma -> Neurop tat -> Neurop tat ->	
Immeniae Training Environments COL		
Innovation Hab	· Antonio	
International Reset of Auditory		
Military Partnership Directorate		
Modeling and Simulation Marketphore		
National Bosena Committee		
Nations Information Team		
MATC - Demonstration		
		5,005
		1 2 4 AAA
	iguro E	

Section: Transformation Network Branch	Version: 1.0
Content POC: LTC Dominik Schmitz	Current Issue Date: 12 June 2018
Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018



3. The selection page appears (Figure 7). This is where you request the appropriate COI access rights:

Figure 6

9 C = > 9 C 4 4 E 4

- Read (COI Name) access allows you to view and consume content in a community.
- Write (COI Name) access allows you to add content to the community.
- 4. Once you have submitted your COI access selections, the proper knowledge manager or managers will approve the request and you will receive an acknowledgement email informing you that you now have access to the COI.

E toppetet the + @	THERE I AND THE DATES		No + 12 + 11 Apr - Tape
			Readers Deltas Ann Proyocalitationer B
the lot had			Queen Queen
	- 2		
tent Distant	-		
RATO ATTAN	TRAN	ISNET (2)	
U.S.	Deckeren	=heating]	
		are Dear	
807.046	(On Income v	True / Juneous and Measuring W1 has Meaning at 1	
		Read-CDS Read-CDS	
		Paid-1-0.01 Paid-1-blane Work Paid-1-blane Work Paid-1-blane Work	
		Pand - Dit Program Prome only advect thermal their advect participants for promy.	
		- Name and a second second and a second seco	
		The party of the Your Test acts	
	Settorior*		
		Name of the way provided a new lines of the strengthy place in regarding. If it participations in the strength of a new party and new later	
		IN ON	
			\$#5

Figure 7

Section: Transformation Network Branch	Version: 1.0
Content POC: LTC Dominik Schmitz	Current Issue Date: 12 June 2018
Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018



Password Recovery

Note: <u>Using this function does not perform a recovery of your current password.</u> It <u>automatically generates a temporary new one</u>.

 If you have forgotten your password, you can reset it by clicking on "Reset Password" in the top ribbon of the TRANSNET login page (Figure 8). Fill in the information requested in the new window (Figure 9) and click the "Request New Password" button. The system will generate and send you a new temporary password, which you must change upon subsequent login.



Figure 9

Section: Transformation Network Branch	Version: 1.0
Content POC: LTC Dominik Schmitz	Current Issue Date: 12 June 2018
Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018



Portal Security

- In accordance with HQ SACT Internal Security Instructions, Directive 70-1, the Branch Head, Transformation Network Branch, authorizes the publishing of NATO UNCLASSIFIED inside the secured area of TRANSNET. Approval of access to specific COIs is the responsibility of the Branch Head Level for each particular COI.
- The portal is authorized up to NATO UNCLASSIFIED information only. Any information posted to the portal above NATO UNCLASSIFIED is a security incident and reported to ACT Office of Security (AOS).
- 3. TRANSNET User Account Approval Process.
 - i. The FA receives the registration form electronically for validation and approval or denial.
 - ii. The FA examines the submission for the following information:
 - iii. Checks the email address extension to verify if the user is from a NATO member nation or other valid entity.
 - iv. The submission of commercial email addresses and non-name specific emails. Either will result in the additional validation processes outlined below:
 - a. The FA will perform a WHO-IS search to validate if the email extension is authentic and perform a name and job title cross reference search to validate if the user's identity is authentic. Lastly, the FA will call/email the requesting user for further validation and verification.
 - b. If the FA determines the user information is invalid the user request is denied and the user receives an email that the account request was denied.

Section: Transformation Network Branch	Version: 1.0
Content POC: LTC Dominik Schmitz	Current Issue Date: 12 June 2018
Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018



- v. Once you receive approval for a TRANSNET account, you have access to the TRANSNET landing page where you will find with a button labeled "**Request Access to Communities**." Once you click the button, you will see a list of communities and see a link to submit an access request. A form containing options for Read and Write for every TRANSNET community along with a textbox for Justification appears. Choose one or more communities and enter a complete and coherent justification.
- vi. After FA approval, the submission goes to the relevant KMs for every requested COI, with instructions to approve or deny access.
- 4. KM Approval Process:
 - a. If a KM denies access, you will receive an email explaining the reasons for denial.
 - b. The KM reviews the user justification in order to determine the users need for access to the respective COI.
 - c. If the KM Approves access then you will be notified that you have access to your chosen COI via an email.

Community of Interest pages

- <u>Overview</u>: Each COI page is unique and formatted to suit the needs of the community it serves. However, as a standard, it should be equipped with a Home page, a documents library, an Events Calendar and a Discussion Board. Some COI pages will have additional information such as a Members List or a Working Group Organizational Structure.
- 2. <u>Changing existing COI permission rights</u>: In order to change or add COI permission rights you must request the change from the COI KM by clicking the

Section: Transformation Network Branch	Version: 1.0
Content POC: LTC Dominik Schmitz	Current Issue Date: 12 June 2018
Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018



"Request Community Access" button, the "Request Access Button," and selecting the level of rights you need along with a proper justification.

3. <u>Adding additional COI Page Access</u>: Requests for access to additional COI pages requires repeating the process for requesting community access, i.e. clicking the "Request Community Access" button, the "Request Access Button," and making your COI access selections.

Resources

The resources page (accessed from the top ribbon of the landing page) contains links to major NATO sites and sites of relevance to NATO Transformation.

Section: Transformation Network Branch	Version: 1.0
Content POC: LTC Dominik Schmitz	Current Issue Date: 12 June 2018
Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018