

Transformation Network (TRANSNET) User Handbook



Collaborate • Innovate • Transform

Version 1.0



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Approval Authority: Col Roberto Esposito	Original Issue Date: 12 June 2018



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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 transnet@act.nato.int. 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.

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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) <https://portal.transnet.act.nato.int/Pages/home.aspx>, 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)



Figure 1

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

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

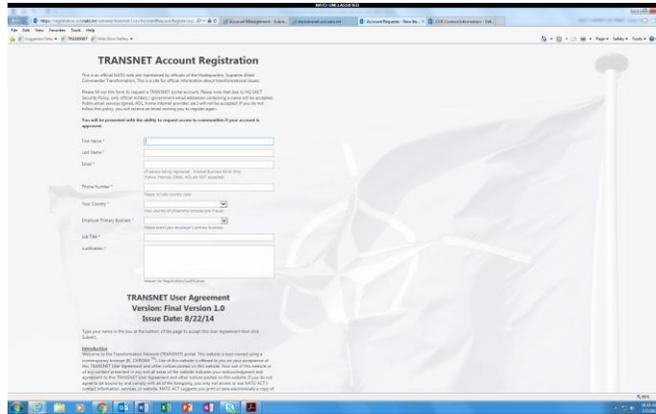


Figure 2

Signing into the Portal

- From the TRANSNET Portal Home Page (Figure 3) <https://portal.transnet.act.nato.int/Pages/home.aspx> , 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”**.

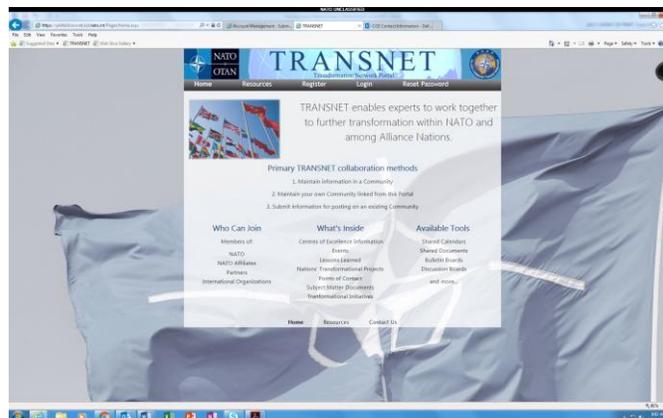


Figure 3

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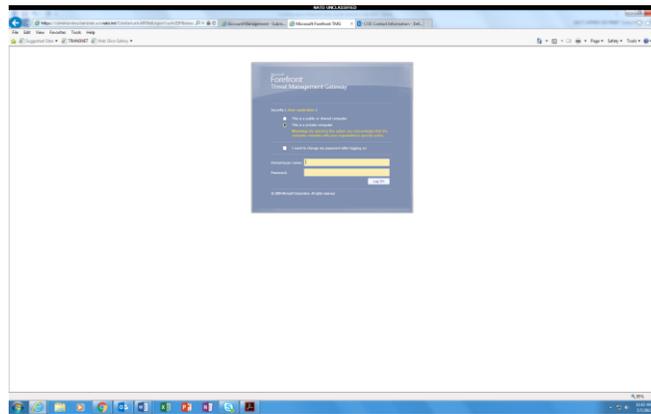


Figure 4

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)

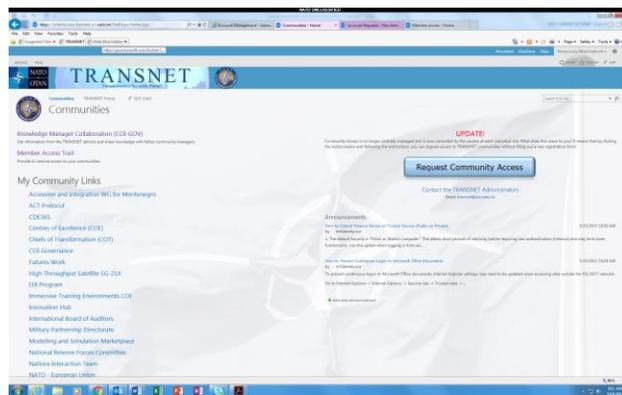


Figure 5

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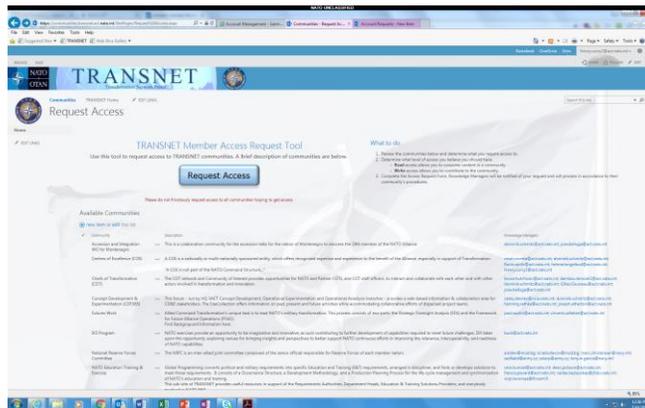


Figure 6

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

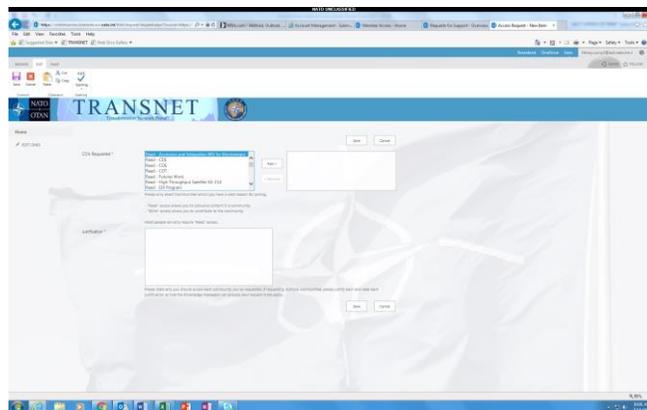


Figure 7

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Password Recovery

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

1. 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 8

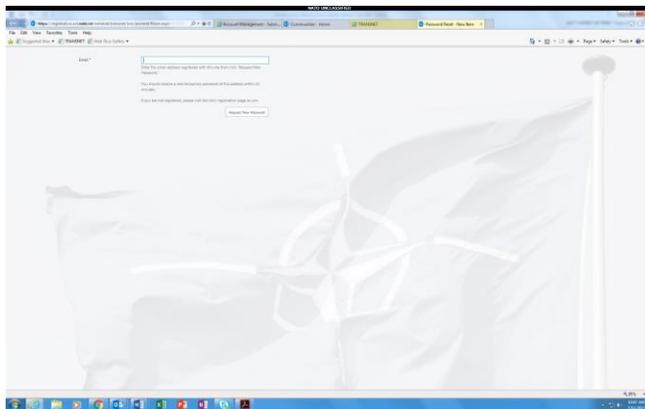


Figure 9

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Portal Security

1. 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.
2. 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.

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- 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

1. Overview: 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. Changing existing COI permission rights: In order to change or add COI permission rights you must request the change from the COI KM by clicking the

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

3. Adding additional COI Page Access: 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.

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