Introduction
The Child and Youth Program Inspection Management System (CYP-IMS) and Family Program Certification Management System (FP-CMS) has implemented a new way to log in. Your Common Access Card (CAC) is now required for access and use of the application via a new URL: https://dodims.csd.disa.mil.

Accessing for the first time with your CAC
To associate your CAC to your user account, follow the steps below:

1. Insert your CAC card into your PC or CAC reader
2. Open this URL: https://dodims.csd.disa.mil

The Support Desk can be reached through email or phone: CYPIMS_SupportDesk@militarychildcare.com or 855-696-2934
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3. A ‘Select a Certificate’ popup will appear, choose one and click OK button.
   o Note: It is okay if only one certificate appears, and this screen may look slightly different on your computer.

   ![Select a certificate popup window](image1.png)

   Figure 1 Select a certificate popup window

4. Enter your CAC pin and click OK

   ![Insert pin in ActivClient Login pop-up](image2.png)

   Figure 2 Insert pin in ActivClient Login pop-up

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5. After entering the pin, you will be directed to the CYP-IMS/FP-CMS website where you will need to accept the Security Agreement by clicking on the OK button.

6. Enter your username and password and click on Login to associate your account with your CAC.

7. After successfully logging in, your CAC will be associated with your CYP-IMS/FP-CMS account and you will be redirected to the CYP-IMS/FP-CMS home page.
Forgotten username/password or your token has expired

If you have forgotten your password or if your token has expired, please follow the steps below to associate your CAC to your IMS account and to access the application:

1. Open this URL: https://dodims.csd.disa.mil
2. A ‘Select a Certificate’ popup will appear, choose one and click OK button
   a. Note: It is okay if only one certificate appears, and this screen may look slightly different on your computer.

![Select a certificate popup window](image)

3. Enter your CAC pin and click OK

![Insert pin in ActivClient Login pop-up](image)
4. After entering the pin, you will be directed to the CYP-IMS/FP-CMS website where you need to accept the Security Agreement by clicking on the OK button.

5. After clicking OK, you will be redirected to the Associate CAC Page.

6. If you do not remember your username or password, or if your token has expired, click on the Request Token hyperlink.

The Support Desk can be reached through email or phone: CYPIMS_SupportDesk@militarychildcare.com or 855-696-2934
7. Enter your email address associated with your CYP-IMS/FP-CMS account and click on the Send Token button.

![Token Request](image1)

**Figure 9 Request a Token (Part 2)**

8. This red notification will indicate that the token has been sent to the email entered.

![Token Request](image2)

**Figure 10 Token Successfully Sent Notice**
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a. If you have provided an email that is different from the email associated to your CYP-IMS/FP-CMS S account, an error message will display. Please contact the Support Desk at CYPIMS_SupportDesk@militarychildcare.com or 855-696-2934 to clarify your login information.

![Token Request](image)

*Figure 11 Token Request. Error Message when wrong email is provided*

9. Open your email and open the token message you should have received

![Email Message](image)

*Figure 12 Email Message with Token*

10. You can either click on the hyperlinked token (you can also copy and paste the token link to the web browser) from that email or click on the associate hyperlink in the Associate CAC screen (Figure 13). To get to the Associate CAC screen, go to the URL: [https://dodims.csd.disa.mil](https://dodims.csd.disa.mil) and proceed with Steps 1-5 above.
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Associate CAC

Username

Password

Login

Forgot Password?
If you do not know your Username or Password or if your token has expired, please click here to request token a token to be emailed to you.
If you have already received a token, please click associate token to associate your CAC to your account.
For help please contact the Support Desk at CYPIMS_SupportDesk@militarychildcare.com or 855-696-2934.

Figure 13 Associate link to manually input token for CAC association

11. Associate your CAC to your Account:
   a. If you choose to click on the token hyperlink in the email or copy the hyperlink to your browser, you will be directed to the Account Validation screen. The system will recognize your token. Enter your email address and click on the Associate CAC button

Account Validation

To associate your CAC to your user account, please enter your email.

Email:

Associate CAC

Figure 14 Account Validation screen after following token hyperlink in the email

The Support Desk can be reached through email or phone: CYPIMS_SupportDesk@militarychildcare.com or 855-696-2934
If you choose to click on the associate link on the Associate CAC screen (Figure 13), you will be redirected to the Account Validation screen. Enter the email associated with your account, type in the token that you received, then click on the Associate CAC button.

<table>
<thead>
<tr>
<th>Account Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>To associate your CAC to your user account, please enter your email and token.</td>
</tr>
<tr>
<td>Email:&lt;br&gt;Token:</td>
</tr>
<tr>
<td>Associate CAC</td>
</tr>
</tbody>
</table>

**Figure 15 Account Validation screen after clicking associate hyperlink**

12. You will be logged in to the application and your CAC will be automatically associated to your account.
13. Please note: Each token is only valid for 48 hours. If your token expired, you need to repeat Steps 1-12 and request a new token to associate your CAC and login into the application.

**New User accessing for the first time with CAC**

If you are a new CYP-IMS/FP-CMS user, please follow the steps below to associate your CAC to your IMS account:

1. Open your email associated to your CYP-IMS/FP-CMS account and open the token message you should have received. Click on the hyperlink in the email or copy and paste the link into your browser window.
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Hello John.

Here is your one time token CAACF431-67C0-D04C-8001B01E1C0B125F.

To associate your CYP-IMS account to your CAC, please visit:

https://i.action=login;main.tokenLogin&token=CAACF431-67C0-D04C-8001B01E1C0B125F

Please follow the one time token provided above to associate your user account to your CAC. Note that this token is only valid for 48 hours.

If you have any issues associating your account to CAC, please contact the support desk at CYPIMS_SupportDesk@militarychildcare.com or 855-696-2034.

Thank you,
CYP Team

Figure 16 Email with the token to associate CAC to IMS account

2. A ‘Select a Certificate’ popup will appear, choose one and click OK button
   a. Note: It is okay if only one certificate appears, and this screen may look slightly different on your computer.

Figure 17 Select a certificate popup window
3. Enter your CAC pin and click OK

![Figure 18 Insert pin in ActivClient Login pop-up](image)

4. Once you provide your CAC PIN, you will be directed to the Account Validation screen. Enter your email address and click on the Associate CAC button

![Figure 19 Account Validation screen after following token hyperlink in the email](image)

5. You will be logged in to the application and your CAC will be automatically associated to your account

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6. Please note: Each token is only valid for 48 hours. If your token expired, you would need to follow Steps 1-12 from the “Forgotten username/password or your token has expired” section and request a new token to associate your CAC and login into the application.

Logging in with your associated CAC
To login after successful association of your CAC, follow the steps mentioned below:

1. Open this URL: https://dodims.csd.disa.mil
2. A ‘Select a Certificate’ popup will appear, choose one and click OK button

Figure 20 Security Agreement screen once CAC is associated to the account

The Support Desk can be reached through email or phone: CYPIMS_SupportDesk@militarychildcare.com or 855-696-2934
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a. Note: It is okay if only one certificate appears, and this screen may look slightly different on your computer.

![Select a certificate](image)

*Figure 21 Select a Certificate pop-up*

3. Enter your CAC pin and click OK

![Insert pin in ActivClient Login pop-up](image)

*Figure 22 Insert pin in ActivClient Login pop-up*

4. After entering the pin, you will be directed to the CYP-IMS/FP-CMS website where you need to accept the Security Agreement by clicking on OK button

The Support Desk can be reached through email or phone: CYPIMS_SupportDesk@militarychildcare.com or 855-696-2934
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5. Once you accept the security agreement, you will be successfully logged into the CYP-IMS/FP-CMS application

Support
If you have any further questions or need help please contact the Support Desk at CYPIMS_SupportDesk@militarychildcare.com or call 855-696-2934

The Support Desk can be reached through email or phone: CYPIMS_SupportDesk@militarychildcare.com or 855-696-2934