Enhanced Army Readiness Assessment Program
(eARAP)
Register Unit – Monitor Assessment – Completing a Survey

1. **Login Instructions to Register for eARAP**

   a. Proceed to: https://earap.safety.army.mil

   b. Select "confirm" for the DOD Disclaimer

   c. Log into the program by selecting "Guest User" and "Log In" at the top of the page.

   d. You will be prompted log in using a CAC. Select the Authentication Certificate.

   e. After logging in, "Welcome (your name)" will be displayed in the place of "Guest User"

   f. First time users are required to update their profile information. Fields in red on the profile page will automatically populate with user data.

   g. After updating profile information select "Save" or "Save and Return Home".

   h. From the eARAP Home Page, select "Register Your Organization" and follow the registration process.

   i. After reading the alert message select "I have read and understand PRESS to PROCEED".

   j. Complete all data requested data fields and select "Submit"

   k. After submitting a registration, an ARAP analyst will review the data for accuracy. Once the registration has been approved, the commander and POC(s) will receive an email with the survey code and commander's code.

OFFICE CONTACT
DSN: 558-3759/9362/9579/2643
COM: 334-255-3759/9362/9579/2643

(U)

2. <u>**Login Instructions to monitor eARAP assessment progress (Commander's Code Required)**</u>

    a. Proceed to: https://earap.safety.army.mil

    b. Click "confirm" for the DOD Disclaimer

    c. Log into the program by selecting "Guest User" and "Log In" at the top of the page.

    d. You will be prompted log in using a CAC. Select the Authentication Certificate.

    e. After logging in, "Welcome (your name)" will be displayed in the place of "Guest User"

    f. You must be logged in before proceeding. From the eARAP homepage, enter the Commander's Code into the space marked "Commander or Director?" and select "Begin". The system is designed to take the user to the Key Performance Indicators (KPI) tab of the Commander's Dashboard. Assessment progress can be monitored from the KPI tab. The remaining tabs will not be available until the unit schedules an eARAP debrief. The commander's access code was provided in the registration approval email.

<u>**OFFICE CONTACT**</u>
DSN: 558-3759/9362/9579/2643
COM: 334-255-3759/9362/9579/2643

(U)

3. <u>**Login Instructions to Complete Survey**</u> **(DISSEMINATE the information below to all personnel participating in the assessment)**

   a. Steps for completing a survey.
      - Step 1. Go to the eARAP Home Page: https://earap.safety.army.mil
      - Step 2. Enter the access code provided by the unit commander/safety point-of-contact and select begin. [Example of access code: ***5CbAHbCp*** (case sensitive)]
      - Step 3. Complete demographics information
      - Step 4. Select "Start Assessment"
      - Step 5. When survey is complete select "Submit".

   b. The survey normally TAKES 10-12 MINUTES TO COMPLETE. eARAP identifies "suspect data". Suspect data are personnel not taking the survey serious. Please take your time and read each question. This survey affords you the opportunity to provide candid feedback to the commander/director.

   c. After completing the survey you will have the opportunity to PRINT a COMPLETION CERTIFICATE. You CANNOT recover the certificate once the window is closed.

<u>**OFFICE CONTACT**</u>
DSN: 558-3759/9362/9579/2643
COM: 334-255-3759/9362/9579/2643

(U)