

Platform One

Collaboration Tools

Onboarding Impact Level 4 (IL4)

Introduction

The purpose of the document is to instruct you on the process to onboard yourself to the Platform One Single Sign-On (SSO) system and gain access to the Platform One Collaboration Tools. In addition, the appendix of this document contains resources so that you may get started using these tools.

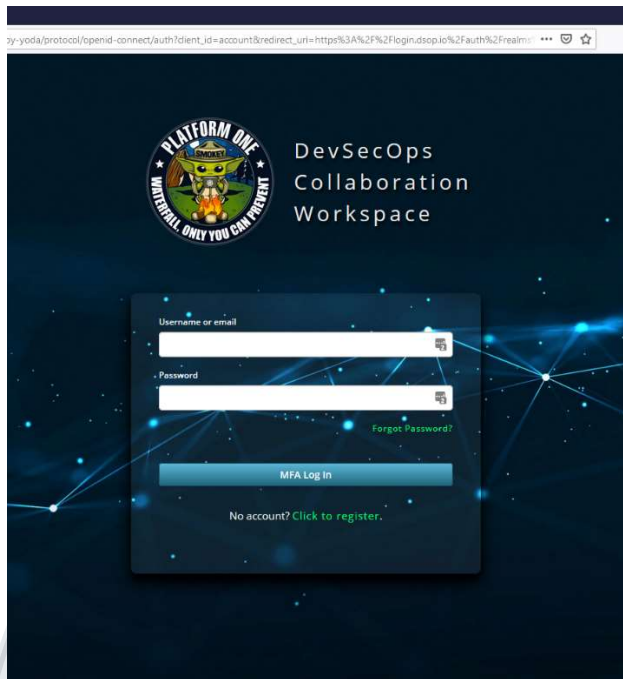
The process contains these steps

- Register with the Platform One SSO
- Validate your E-mail Address
- Signing into Mattermost
- How To Request a Jira Project
- How To Request a Confluence Project
- How To Request a Mattermost Team

Register with the Platform One SSO

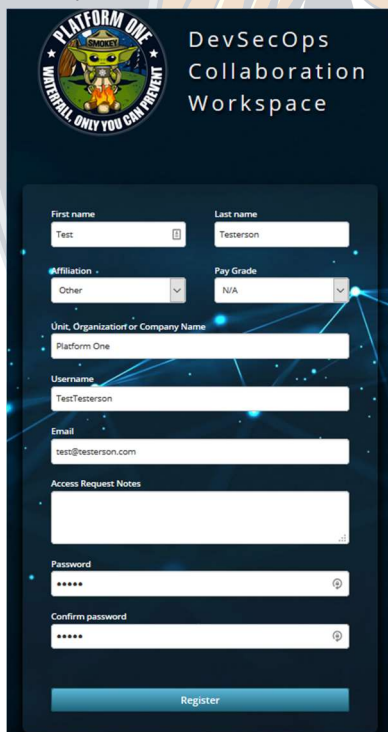
1. Prior to logging into Platform One, please make sure that your Common Access Card (CAC) is inserted into its reader, as you will use it to authenticate to Platform One
 - a. If for some reason you would rather not use your CAC, or you have not yet received it you may [use this link](#) instead of navigating to <https://login.dsop.io> in the next step. You may skip to Step 3 as the link contains a registration code to give you IL4 access without a CAC.

2. Navigate to <https://login.dsop.io>



The screenshot shows the login page for the DevSecOps Collaboration Workspace. At the top left is a circular logo with a cartoon character and the text "PLATFORM ONE" and "MATERIAL. ONLY YOU CAN PREVENT". To the right of the logo, the text "DevSecOps Collaboration Workspace" is displayed. The main content area features a dark blue background with a starry pattern. In the center, there is a white login form with fields for "Username or email" and "Password". Below the password field is a link that says "Forgot Password?". A blue button labeled "MFA Log In" is positioned below the form. At the bottom of the form, there is a link that says "No account? Click to register."

3. Under the MFA Log In button, use the Click to register link.
4. Fill in your information, and Click the Register Button



The screenshot shows the registration page for the DevSecOps Collaboration Workspace. At the top left is the same circular logo as in the login page. To the right of the logo, the text "DevSecOps Collaboration Workspace" is displayed. The main content area features a dark blue background with a starry pattern. In the center, there is a white registration form with the following fields: "First name" (with "Test" entered), "Last name" (with "Testerson" entered), "Affiliation" (with "Other" selected), "Pay Grade" (with "N/A" selected), "Unit, Organization or Company Name" (with "Platform One" entered), "Username" (with "TestTesterson" entered), "Email" (with "test@testerson.com" entered), "Access Request Notes" (a large text area), "Password" (with "*****" entered), and "Confirm password" (with "*****" entered). A blue button labeled "Register" is at the bottom of the form.

Verify your account

1. After some time, it's not instantaneous, you will receive an e-mail with instructions as to how to verify your account. Once, verified, you now have access to Platform One.
2. Now that you're verified, you may access the various Platform One tools.

How To Request a JIRA Project

1. Navigate to the [Platform One Support Hub](#)
2. Click JIRA

[Platform One Help Center](#)

Platform One Support Hub

Welcome! You can raise a Platform One Support Hub request from the options provided.

What do you need help with?

[Search help](#)

[Account Issues](#)

[Mattermost](#)

[Jira](#)


[Confluence](#)


[Cybersecurity](#)


[DoD/Gov User](#)


[P1 Party Bus Customer](#)


[P1 Customer](#)

**Party Bus Jira Support**
Having issues with Jira? We're here to help.

**Request Jira Service Desk Agent Access**
Only users that work in a Jira Service Desk project need access to the Service Desk agent portal.

**Request a new Jira Project**
Request a new Party Bus Jira project.

**Modify a Jira Workflow**

**Request a new Jira User Group**
Request a new group in Confluence to be used with permissions, roles, and notifications.

3. Click Request a New Jira Project



Request a new Jira Project

Request a new Party Bus Jira project.

4. Fill in information regarding your project. **Prefix your team name with ABMS**, so we see it and click **Create**

Platform One Help Center / Platform One Support Hub
Request a new Jira Project

Raise this request on behalf of
jvb@rancherfederal.com

Organization / Team Name
Test Team

How are you planning on using Jira?
Track my Software Development

Let us know what you are planning to use the project for.

Project Lead Email
jvb@rancherfederal.com

Each Jira project has a single project lead. Please include the project lead's email address. The lead is considered to be the owner of the project.

Requested Project Name
Test

Jira project names should be descriptive but not too long.

Requested Project Key (optional)
Test

Each project has a unique name (e.g. Dragon Design Tees) and a unique key (e.g. DDT). The project key becomes the first part of that project's issue keys, e.g. DDT-1, DDT-2, etc. There is a ten character limit. If you are unsure, we can help select one.

Methodology Template
I'm not sure Jira

Select from the Jira options. For an overview of the different project templates, we have made a [quick guide](#) to help you decide.

Create Cancel

5. A Jira Issue has been created, you can use the link created to follow the issue and you will regularly get e-mail updates as the issue changes, unless you click the "Don't notify me" link.



Test Team



Comment on this request...



SUBMITTED

Don't notify me

Share

Details Just now

How are you planning on using Jira?
Track my Software Development

Project Lead Email
jvb@rancherfederal.com

Requested Project Name
Test

Requested Project Key
Test

Methodology Template
I'm not sure - Jira

Shared with



jvb@rancherfederal.com
Creator

P

Platform One Support Hub <help@dsop.io>

Mon 7/27/2020 10:42 AM

To: JvB

Reply above this line.

Thank you for contacting the P1 Support Hub. We have received your request and will reply shortly. Please note that our helpdesk hours are from 0700 - 1700 MTN.

How To Request a Confluence Project

1. Navigate to the [Platform One Support Hub](#)

2. Click Confluence

[Platform One Help Center](#)

Platform One Support Hub

Welcome! You can raise a Platform One Support Hub request from the options provided.

What do you need help with?



[Search help](#)

[Account Issues](#)

[Mattermost](#)

[Jira](#)

[Confluence](#)

[Cybersecurity](#)

[DoD/Gov User](#)

[P1 Party Bus Customer](#)

[P1 Customer](#)



Party Bus Confluence Support

Having issues with Confluence? We're here to help.



Request a new Confluence Space

Request a new Party Bus Confluence space.



Request a new Confluence User Group

Request a new group in Confluence to manage permissions and restrictions.



Modify an existing Confluence User Group

Request assistance with an existing Confluence user group. This includes adding and removing users, and deleting unneeded groups. Note: Groups cannot be renamed.

3. Click Request a New Confluence Space





Request a new Confluence Space

Request a new Party Bus Confluence space.



4. Fill in information regarding your space. **Prefix your team name**, so we know your team and click Create

 [Platform One Help Center](#) / [Platform One Support Hub](#)
Request a new Confluence Space

Raise this request on behalf of
 jvb@rancherfederal.com

Organization / Team Name

How are you planning on using Confluence?

Let us know what you are planning to use the collaborative space so that we can ensure the service meets your needs.

Requested Space Name

Confluence space names should be descriptive but not too long. Recommended is five words or less and only use the dash as a special character.

Requested Space Key (optional)

Each Confluence space has a space key, which is a short, unique identifier for a space, and forms part of the URL for that space. This is limited to ten characters.

Methodology Template

Confluence

Blank Space

Select a space template from the Confluence option, or I'm not sure and we'll work with you.

[Create](#) [Cancel](#)

5. A Jira Issue has been created, you can use the link created to follow the issue and you will regularly get e-mail updates as the issue changes, unless you click the "Don't notify me" link.



Test Team



Comment on this request...



SUBMITTED

Don't notify me

Share

Details Just now

How are you planning on using Confluence?

Document all the things

Requested Space Name

Test

Requested Space Key

Test

Methodology Template

Confluence - Blank Space

Shared with



jyb@rancherfederal.com
Creator

P

Platform One Support Hub <help@dsop.io>

Mon 7/27/2020 10:42 AM

To: JvB

Reply above this line.

Thank you for contacting the P1 Support Hub. We have received your request and will reply shortly. Please note that our helpdesk hours are from 0700 - 1700 MTN.

How To Request a Mattermost Team

1. Navigate to the [Platform One Support Hub](#)


2. Click Mattermost

[Platform One Help Center](#)

Platform One Support Hub

Welcome! You can raise a Platform One Support Hub request from the options provided.

What do you need help with?

[Search help](#)

[Account Issues](#)

Mattermost

[Jira](#)

[Confluence](#)

[Cybersecurity](#)

[DoD/Gov User](#)

[P1 Party Bus Customer](#)

[P1 Customer](#)



I am Having Trouble Logging In

Please use this support request to fix your account problems!



Report Mattermost Bug

Use this request type to report a bug in Mattermost



Create New Mattermost Team

Request to create new Team in Mattermost IL4 instance



Mattermost Plugin Request

To solicit feedback from users regarding what plugins should be added to the IL2 and IL4 Mattermost instances



Mattermost Feature Request

To solicit feedback from users regarding what features Enterprise Collaboration Team should target on IL2 and IL4 Mattermost instances


3. Click Create New Mattermost Team



Create New Mattermost Team


Request to create new Team in Mattermost IL4 instance

4. Fill in information regarding your space. **Prefix your team name**, so we know your team and click Create

 [Platform One Help Center](#) / [Platform One Support Hub](#)

Create New Mattermost Team

Raise this request on behalf of

 [jvb@rancherfederal.com](#)


Team Name

Service Affiliation (optional)


US Air Force (USAF) US Air Force Reserve (USAFR) US Air National Guard (ANG) US Army (USA) US Army Reserves (USAR) US Army National Guard (ARNG) US Coast Guard (USCG) US Coast Guard Reserve (USCGR) US Marine Corps (USMC) US Marine Corps Reserve (USMCR) US Navy (USN) US Navy Reserve (USNR) US Space Force (USSF) US Space Force Reserve (USSFR) Department of Defense (DoD) Federal Government (Gov) Other (Custom Field)

[Create](#) [Cancel](#)


5. A Jira Issue has been created, you can use the link created to follow the issue and you will regularly get e-mail updates as the issue changes, unless you click the “Don’t notify me” link.


 [Platform One Help Center](#) / [Platform One Support Hub](#) / [P1HELP-249](#)

ABMS - Test Team




SUBMITTED


 [Don't notify me](#)

 [Share](#)

Details Just now

Service Affiliation
JvB Testing, feel free to ignore

Shared with
 [jvb@rancherfederal.com](#)
Creator

 [Platform One Support Hub](#) <[help@dsop.io](#)>
Mon 7/27/2020 10:42 AM
To: JvB

Reply above this line.

Thank you for contacting the P1 Support Hub. We have received your request and will reply shortly. Please note that our helpdesk hours are from 0700 - 1700 MTN.

Getting Help

Jira Service Desk is your best resource for getting help, but if you can't reach the Service Desk, please send an e-mail to help@dsop.io.

Appendix: Learning Resources

JIRA

[Getting Started with Jira](#)

Confluence

[Get Started](#)

Mattermost

[Mattermost User's Guide](#)

Jitsi

[Jitsi User's Guide](#) – Note: This documentation is currently empty. To start a Jitsi meeting in Mattermost. Type

/jitsi, or click the camera icon.

