

# milSuite Login Guide - Global Federated User Directory Edition

## Purpose

Effective 28 August 2023, the milSuite login process uses the DoD’s Global Directory, also known as the Global Federated User Directory or GFUD. For those users with a Microsoft 365 / Teams tenant account such as the DoD’s DoD365, Army’s A365, or the Navy’s Flank Speed, the login experience will be very familiar. For those who don’t actively participate in one of those tenants, or who do not have an account on any of these tenants, this guide will assist in determining the correct login credentials you should use and walk you through the process.

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## Step 1 - Identify email address to use for log in

Unlike the original milSuite login process, logging in through GFUD requires that you use the email address associated with your GFUD account. It is important that you use the correct email address on the login screen, so the first step to logging in to milSuite is to make sure you have the correct email address to use.

**Important:** *At no point in the milSuite login process will you be asked to set up a two-factor authentication method. If you see a prompt to set up two-factor authentication, it means you are not using the correct email address for login. Follow the instruction below to determine the correct email address.*

### Users with a DoD affiliated M365 tenant account

If you have an account on one of the many M365 Tenants in the DoD, you should be familiar with the process you will see when logging in to milSuite. To log in to milSuite, use the same email address you use when logging in to the tenant.

**Note for USMC personnel:** *The USMC 365 Tenant does not connect with GFUD, so your USMC tenant account email cannot be used to log in to milSuite. USMC personnel should use the instructions in the Users without a DoD M365 Tenant Account section below.*

### Users without a DoD affiliated M365 tenant account

If you do not have an account on one of the DoD M365 tenants, or your account is on the USMC tenant, use your DoD Persona Username and the email domain **@oga.login.mil** as your login email address. For example, a user with the DoD Persona Name of **firstname.m.lastname.civ** would use the email [firstname.m.lastname.civ@oga.login.mil](mailto:firstname.m.lastname.civ@oga.login.mil).

If you don't know your DoD Persona Username, you can find it at one of the following locations.

#### GFUD Self-Service Portal

*Note: The GFUD Self-Service Portal is only available on NIPR and cannot be accessed from a commercial connection.*

- Go to the [GFUD Self-Service Portal](https://portal.apps.deas.mil/) (<https://portal.apps.deas.mil/>) and login with your CAC (no email address required)
- Go to the My Self-Service -> Account Info page
- Use the value in the field "Persona User Name"

#### ID Card Office Online

- Go to your [ID Card Office Online](https://idco-pki.dmdc.osd.mil/idco/myprofile-info) profile (<https://idco-pki.dmdc.osd.mil/idco/myprofile-info>) and open the appropriate tab (labeled MIL, CIV, or CTR)
- Use the value in the "Persona User Name" field

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## Step 2 – Log in

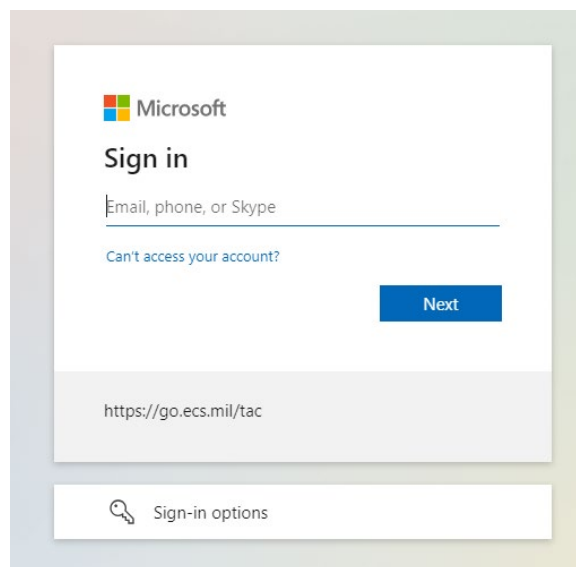
Go to <https://www.milsuite.mil>, or whatever direct link you are attempting to reach, in your browser. Before going on into milSuite, you will see the milSuite Login page. Click the “I Agree” button to start the login process.



What you see next will depend on your specific situation, as described below.

## First time log in

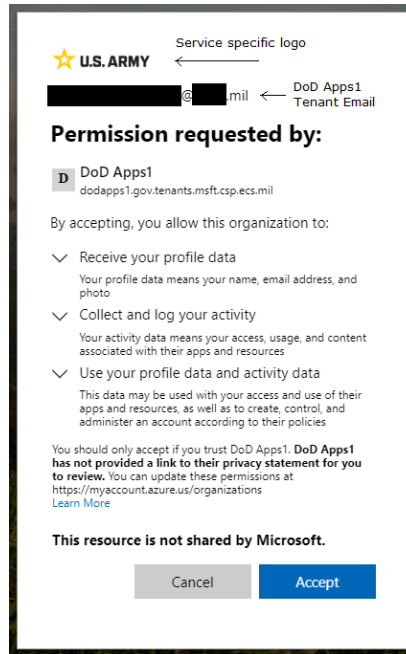
When you log in to milSuite for the first time using the GFUD login process, you will be prompted for the email address you determined in [Step 1 - Identify email address to use for log in](#).



After entering your email, clicking “Next”, and following the prompts, you should see a dialog box with the heading “Permission requested by”. Click the “Accept” button.

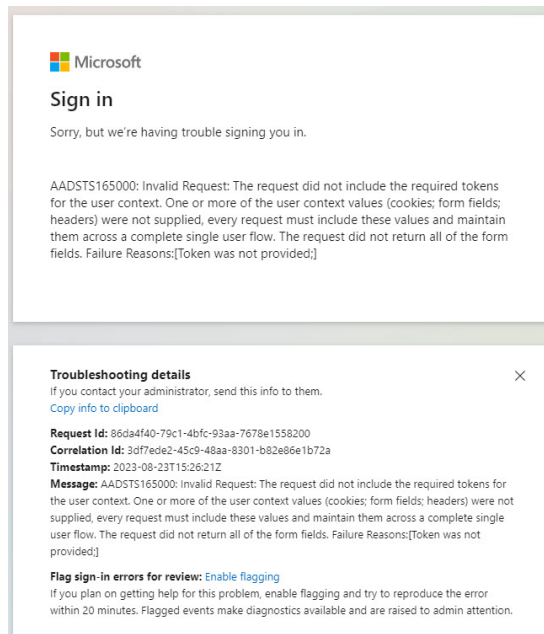
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**Note:** if you do not see this “Permission requested by” dialog, skip to the [I did not get the “Permission requested by” dialog](#) section below.



Upon accepting the request users may see a one-time error. If you see the below error, close the browser and go back to <https://www.milsuite.mil> to login.

Example of one-time error:



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## *I did not get the “Permission requested by” dialog*

If instead of the “Permission requested by” dialog you immediately see an error message stating that you are not a member of DoD Apps1, you will need to contact the DISA Enterprise Support Desk to resolve the issue.

- Call the DISA support desk at (844) 347-2457 option 4
- Tell the support representative, "I need open a GFUD AD incident."
- When asked the issue, tell the support representative, “I do not belong to DoD Apps1.”

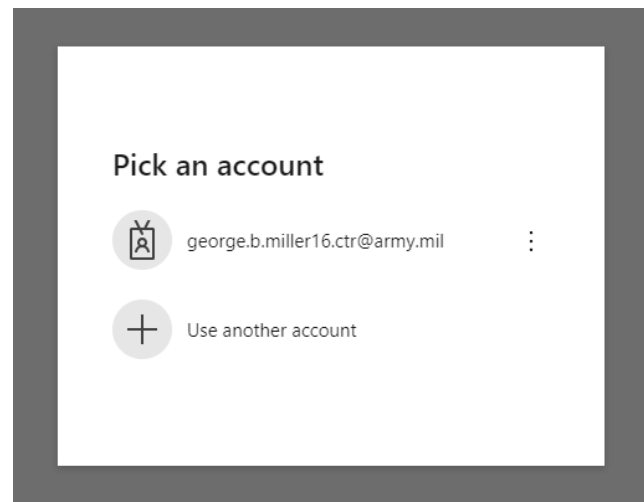
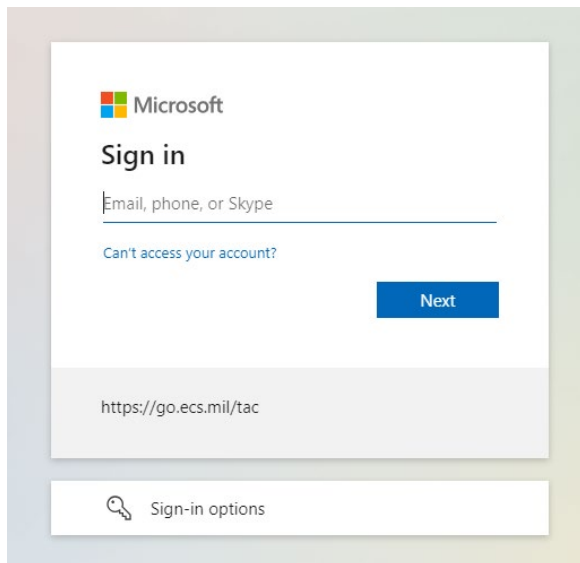
When the ticket has been processed by the DISA ESD, you will receive an email with details to accept an invitation to join DoD Apps1.

- From: Microsoft Invitations on behalf of DoD Apps1 [invites@azuread.us](mailto:invites@azuread.us)
- Subject: ... invited you to access applications within their organization
- Body: click the “Accept Invitation” link

Log in to milSuite using the steps in the [Returning log in](#) section below.

## Returning log in

When you return to milSuite after your first log in using the GFUD log in process, the screen you see will depend on how your browser retains your log in information in cache. You will see one of the following screens to either enter or select your login credentials.



Enter or select the email address associated with your tenant account and continue through the process as you normally do when logging in to your M365 / Teams Tenant.

**Note:** *If you used the @oga.login.mil email domain for your email address when logging in, the account option shown in the “Pick an account” dialog will show an email domain of @deasuser.onmicrosoft.us. This is expected behavior and no cause for concern.*