

## **DTIC's Online Registration**

### Step-by-Step for HBCU/MI

1. Go to <https://register.dtic.mil/DTIC>
2. Enter your email address in the box provided – you will get a Verification email that you must respond to within 24 hours.
3. Click on the hyperlink in the Verification email.
4. Re-enter your email address – You **MUST** enter the same email address that you entered before.
5. Terms and Conditions – Read them; you must accept them to continue the process.
6. User Code – If you have a DTIC User Code enter it. If you do not have a DTIC User Code leave it blank.
7. Select – I am a U.S. DoD/Government Contractor, ... or affiliated with an institution designated: ... Then click on Continue Registration.
8. Fill in the registration form (an asterisk denotes required fields)
  - Prime Contract Number – Required field, if you don't have one, enter "HBCU". If have a contract or grant, enter the contract number.
  - Contract Expiration Date – Required field, if you do not have a contract, enter the date that is one year from the day in which you are filling in the form. If you have a contract or grant, enter the expiration date.
  - Military Critical Technical Data Agreement Certification Number – Leave blank unless you have one.
  - Type of Access Required – Unclassified/Unlimited. Registrants in this DTIC program are authorized for unclassified, unlimited (public release) information. Organizations with previous contracts or grants may be eligible for expanded access including limited information. Contact the DTIC office below for more information.

In Section IV – U.S. Government Approving Official – Enter the following information:

- First Name: HBCU/MI
- Last Name: Support
- Position Title: S&T Outreach Liaison
- Organization: DTIC
- Phone: (800) 363-7247
- Email: [HBCUMI@dtic.mil](mailto:HBCUMI@dtic.mil)

9. Once you get your welcome letter from DTIC Registration, you can search, sign up for customized alert services, and begin to receive your documents.

Assistance with the registration process is available from DTIC by email to [Reghelp@dtic.mil](mailto:Reghelp@dtic.mil) or telephone the Registration Team at 1-800-225-3842, menu selection 2, option 1 or (703) 767-8273 or DSN 427-8273.