

## Gaining Access to the Security Cooperation Workforce Development Database

The Security Cooperation Workforce Development Database (SCWD-D) provides the status of training for the Security Cooperation workforce. It contains SC positions around the world, organized by organization and funding source. SCWD-D administrators have specific permissions based on the hierarchy of their organizations. The SCWD-D is a shared-management system between the Defense Security Cooperation University (DSCU) and the SC workforce. DSCU provides technical maintenance for the database and all DSCU training records; SCWD-D administrators from organizations in the SC workforce are responsible for managing the individual records for their organizations' positions and personnel.

Data integrity relies on the administrators to tend to it regularly by updating records when personnel depart and new personnel arrive. As part of DSCU's Annual Academic Program Plan Development Cycle, DSCU requires reliable SCWD-D from which to make Academic Calendar and Training Resource Planning decisions. As part of the planning cycle, DSCU will pull data from the SCWD-D and analyze it during the months of January and February each year. Therefore, at a minimum, DSCU requests for administrators to have all pending updates to billet information, training required, and personnel entered no later than December 31<sup>st</sup> of each year.

### How to Gain Access to SCWD-D

The Security Assistance Network (SAN) hosts the SCWD-D. You must have a SAN account to gain access to SCWD-D.

If you are in an organization that falls under the hierarchy of a Geographic Combatant Command, take the following steps to gain access to SCWD-D:

1. Obtain your SAN Username and Password. If you do not already have a SAN Username and Password, please contact your local SAN POC to get one (OCONUS SAN POCs are at the COCOMs). Anyone with an existing SAN account can request a new SAN account for you.
2. After you obtain a SAN Username, send an email to [dsca.wright-patt.discs.mbx.hppgscwd@mail.mil](mailto:dsca.wright-patt.discs.mbx.hppgscwd@mail.mil) with **Add SCWD Database User Permissions to Existing SAN Account** in the **Subject** line.
3. Wait for confirmation from the SCWD Database Admin Team that you now have SCWD Database permissions (typically less than two business days).
4. Go to <https://elnath.idss.ida.org/sanweb>.
5. Enter your **Username** and **Password** and click **Submit Login Information** to enter the SAN.
6. Click **Training** and **SCWD Database** to open the **SC Workforce Database** window that contains the SCWD-D.

**NOTE:** Users are able to log into the SAN using their CAC. If you wish to log into the SAN using your CAC, see the instructions on *How to Register Your CAC* in the next section.

If you are in an organization that does not fall under the hierarchy a Geographic Combatant Command, take the following steps to gain access to SCWD-D:

1. Obtain your SAN Username and Password. If you do not already have a SAN Username and Password, contact your local SAN POC to get one. If you need help locating your POC, send an email to [dsca.wright-patt.iscs.mbx.hppg-scwd@mail.mil](mailto:dsca.wright-patt.iscs.mbx.hppg-scwd@mail.mil). Anyone with an existing SAN account can request a new SAN account for you.
2. Wait for an encrypted email that contains your Username and Password (typically less than two days).
3. Go to <https://elnath.idss.ida.org/sanweb> within 5 days of receipt of your Username and Password.
4. Enter your **Username** and **Password** and click **Submit Login Information** to enter the SAN.
5. Click **Training** and **SCWD Database** to open the **SC Workforce Database** window that contains the SCWD-D.

**NOTE:** Users are able to log into the SAN using their CAC. If you wish to log into the SAN using your CAC, see the instructions on *How to Register Your CAC* in the next section.

## How to Register your CAC to log into the SAN

After you receive a SAN username and password, you can register your CAC to log into the SAN in the future.

Take the following steps to register your CAC for logging into the SAN:

1. Insert your CAC into your PC's CAC reader.
2. Open a web browser, and go to <https://elnath.idss.ida.org/sanweb>.
3. Enter you SAN username and password, but do NOT click the **Submit Login Request** button or press the **Enter** key.
4. Click the **CAC Login** button.
5. If asked to choose a CAC certificate, please select the "non-email" certificate.
6. Enter your CAC PIN when prompted.
7. Verify CAC registration after logging into the SAN by clicking **User Information** on the menu bar at the top of the page and then select **Change Your Password and Other User Info**. Your CAC is registered if a 10 digit number appears after **CAC ID**.

**NOTE:** You still must update your password every 60 days if you ever intend to login without a CAC.

## SCWD Database Permissions

Each user receives the appropriate SCWD-D administrative permission level for their organization. Users can add, edit, and delete positions for their organization and subordinate organizations in their hierarchy.

## Additional Information and Points of Contact

For **technical assistance** including help with using the database, permissions, adding new groups, error messages, and troubleshooting refer to the following:

- SCWD-D User Guide:  
[http://www.iscs.dscs.mil/documents/academic\\_info/hppg/scwd\\_user\\_guide.pdf](http://www.iscs.dscs.mil/documents/academic_info/hppg/scwd_user_guide.pdf)
- Email: [dscs.wright-patt.discs.mbx.hppg-scwd@mail.mil](mailto:dscs.wright-patt.discs.mbx.hppg-scwd@mail.mil) - Please enter **Technical Assistance with SCWD-D** in the subject line.
- Phone: 937-713-3278 DSN: 713-3278