General Steps to Gain Exostar Access

Step 1 – Purchase a Digital Certificate

* [To Purchase A Token](http://www2.exostar.com/l/4632/2010-11-19/3KCN)
* [Informational Webcast](http://www2.exostar.com/l/4632/2011-03-03/PW1F)
* [Exostar FAQ Document](http://supplier.huntingtoningalls.com/sourcing/docs/Exostar_FAQ_DRAFT_9-12-2011.docx)

Step 2 – Attend security credentialing appointment with Exostar trained notary

Step 3 – Receive token

Step 4 – Download security certificates onto token

Step 5 – After token completion, contact the HII-NNS Exostar Administrator to be added to the system

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Step 5 – View Training Materials

* [Supply Chain Platform Training](http://supplier.huntingtoningalls.com/sourcing/Training/Exostar/Exostar-%20The%20Supply%20Chain%20Platform/player.html)
	+ Purchase Orders
	+ Requests for Quotes
	+ Changes
* [Information Manager Training](http://supplier.huntingtoningalls.com/sourcing/Training/Exostar/Exostar-%20Information%20Manager/player.html)
	+ FileDrop
	+ Supplier Scorecards
	+ PORAs
	+ CVN 78 (662) Appendices
* [Setting up Email Subscription Alert](http://supplier.huntingtoningalls.com/sourcing/docs/Exostar-Setting_Up_Email_Alerts.pptx)
* [Administrator Account Management Guide](http://supplier.huntingtoningalls.com/sourcing/docs/HII_Admin_Request_Mgmt_Guide.pdf)
	+ How to request new users in company
	+ How to manage accounts

Step 6 – Login

* Open Internet Explorer
* Insert token into machine
* Navigate to: <https://portalvs.exostar.com/idprov/pages/home/dashboard.faces>
* Accept Exostar certificate usage
* Enter token password
* Bookmark this page on your machine for easy access in the future
* Accept Exostar terms and conditions, if not previously completed
* Under Supply Chain Platform or Information Manager, click "Open Application".

