Getting Started - Requesting an Account

**STEP 1:** Go to the RMI-SIR website at [https://afsas.safety.af.mil](https://afsas.safety.af.mil) for PRODUCTION or [https://sim.afsas.safety.af.mil](https://sim.afsas.safety.af.mil) for SIMULATOR (Training Purposes Only)

**STEP 2:** Accept the US Department of Defense Warning Statement

**STEP 3:** Create Basic Account form will automatically appear if you do not have an account. Complete steps 4-9 as shown

**STEP 10:** Complete contact information when prompted

**STEP 11:** Mark the Job Functions for position(s) held. (Common functions for RMI-SIR are SIB Member, Event Investigator and Unit Safety Representative)

*Updated: 05 May 2020*
Complete STEPS 12-15 as shown below

Type of Account Requested: *

Requested Roles *

- DJRS: DJRS User
- Data Extraction Access: Events
- Data Extraction Access: Inspection
- Data Extraction Access: OSHA 300/300A
- Data Extraction Access: Occ Illness
- Data Extraction Access: Recommendations
- Event Tabs: Access Approval (Conv Auth Only)
- Event Tabs: View (JA Time Restricted)
- Event Tabs: View (Org & Time Restricted)
- Event Tabs: Waiver Coordination (Step 1)
- Event: ASAP Triage
- Event: Data Viewer
- Event: Investigator
- Event: Message (View Only)
- Event: Message Approval
- Event: Provider
- Event: Supervisor Investigator
- Inspections: Data Viewer
- Inspections: Safety Inspector
- MUSTT: Motorcycle Safety Representative
- OSHA: Event Approval
- OSHA: Event Investigator
- OSHA: Event Supervisor
- Occ Illness: Biocorporal
- Occ Illness: Public Health
- Occ Illness: Biomolecular Engineer
- Occ Illness: Provider
- Owner: Supervisor Investigator
- Recommendation: Approval
- Recommendation: Coordination
- Recommendation: OCR Management
- Recommendation: Update (OPR/OCR)
- Recommendation: View Only
- User Administrator
- Workflow: Explosive Site Plan Administrator
- Workflow: Explosive Site Plan Coordinator
- Workflow: Tasker Initiator
- Workflow: Tasker POC
- Workspace: Defense Commissary Agency
- Workspace: Defense Contract Management Agency
- Workspace: Defense Finance and Accounting Services
- Workspace: Defense Health Agency
- Workspace: Defense Intelligence Agency
- Workspace: Other DoD Agency
- Workspace: US Air Force
- Workspace: US Army
- Workspace: US Coast Guard
- Workspace: US Navy/Marines
- Workspace: Unified Command

Elevated Role Approval is not automatic and will take up to 24 hours to process

STEP 12: Select “Elevated” Account

You must select a workspace. Select your Branch of Service/Agency

STEP 13: Select roles to be performed (most common is “Event: Investigator”)

STEP 14: Type Justification and add your Unit Manager’s name

STEP 15: Select “Submit Application”

STEP 16: User Agreement will display. Check all boxes confirming you have read and agree to the terms and conditions. Click the blue “Continue to AFSAS” button. RMI Homepage will display. Requested role options will not appear until approved which may take up to 24 hours.

Updated: 05 May 2020
Account Management

Account Management Menu

My Account
- Assigned Roles
- Professional Experience
- File
- Training Information
- Validation
- Data Viewer
- User Administrators
- Organization Hierarchy
- Login History
- Page Access History
- Reset CAC Information
- Manage My Accounts
- Create Secondary Account
- TO DO LIST
- CALENDAR

My Account Submenu

My Account: allows you to update your profile

Assigned Roles: allows you to view and request assigned roles

Search Accounts: Allows users to search accounts and view contact information

Create Secondary Account: For Users performing roles in two different organizations. e.g. Civilian who is also a reservist

User Administrators: Displays your assigned User Administrators.

My Account- Assigned Roles

Roles added will display in GREEN

Roles deleted will display in RED

NOTE: RMI is a role-based application. Your User Administrator will grant/remove roles based on your assigned duties.

Changes will NOT reflect until the User Administrator approves the requested changes.

Justification is required for all role additions or deletions

Click “Submit” to request changes to assigned roles

Updated: 05 May 2020
Submitting Feedback

**STEP 1:** Click “Submit Feedback” on the left-hand menu or “Enter Feedback” from the Quick Menu, or the “Submit Feedback” link located at the bottom of the RMI Homepage.

Clicking “Submit Feedback” will result in a popup screen appearing with the Feedback Form.

**STEP 2:** Enter a brief and concise one-liner describing the feedback.

**STEP 3:** Provide concise details to allow for identification of issue/feedback for a timely resolution.

**STEP 4:** Upload any pictures/screenshots and/or documentation to assist in resolving the feedback.

**STEP 5:** Click “Submit Feedback” to enter the feedback for processing.

Updated: 05 May 2020
Risk Management Information (RMI) Help Desk

◆ For additional information or assistance, contact the RMI Help Desk:
  Phone: (866) 210-7474
  Email: rmitestteam@chenega.onmicrosoft.com

◆ RMI Help Desk Hours of Operation:
  Monday-Friday 0800-1600
  Voicemails and emails received outside business hours will be responded to the next business day.

◆ RMI-SIR Production (LIVE) URL: https://afsas.safety.af.mil
  RMI-SIR Simulation (TRAINING ONLY) URL: https://sim.afsas.safety.af.mil

◆ Help Files and User Guides
  More information, user guides and videos for using SIR can be found in the left-hand menu