



RESERVE AFFAIRS

The Office of the Assistant Secretary of Defense for Reserve Affairs

JSRCFB Minutes Website

<http://ra.defense.dodlive.mil/jsrcfb-state-minutes/>

Contact Information

- If you need administrative assistance with the site related to any design issues or site errors please send an email to reserveaffairs.webmaster@osd.mil
- If you need additional assistance regarding posting minutes to the site please contact COL Adrian Nagel at adrian.nagel@osd.mil

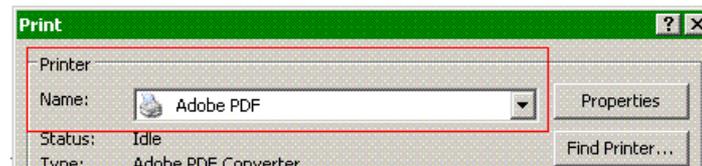
Background

- The JSRCFB State Minutes site allows each state to upload their minutes, communicate through comments section, and link the page to their popular social media site such as Facebook.

Important

Before you get started these are some important items you need to know:

- You can only upload your minutes in PDF format. (If your document is in Word format or Excel format you can save it as a PDF by clicking Print, and print as PDF, select Adobe PDF in the name section drop menu.)



- The maximum file size you can upload to the site is 2000KB.
- To access the login page you will need to be logged into your computer with your CAC.

Instructions - Step 1

- Login to the JSRCFB Minutes site at the following Web address:

<http://ra.defense.dodlive.mil/wp-login.php>

NOTE: Before posting to the site you must first request account access. To request account access send an email to COL Adrian Nagel at adrian.nagel@osd.mil. Once your request is approved you will be added to the list of users and issued a username and password.

Instructions - Step 1.2

- Once you access the login page you will see a page stating that there is a problem with the certificate. On the page, click the link that says “Continue to this Website”. Then type in your login information.



There is a problem with this website's security certificate.

The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

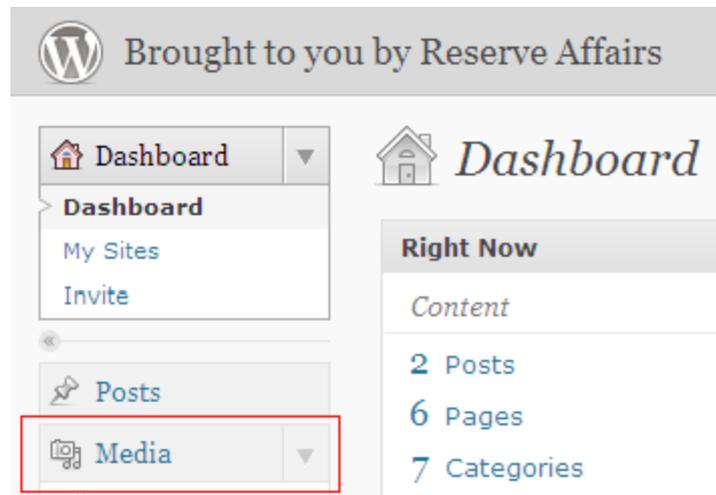
 [Click here to close this webpage.](#)

 [Continue to this website \(not recommended\).](#)

 [More information](#)

Instructions - Step 2

- Click on the “Media” tab on the left navigation. In this section you will begin to upload your documents (2000KB max).



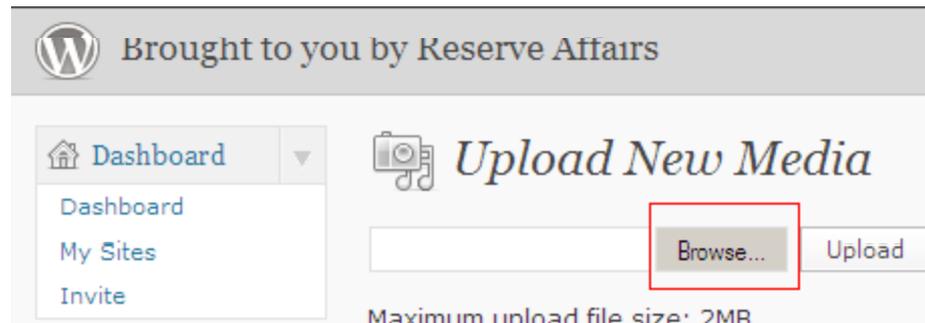
Instructions - Step 3

- At the top of the page click the “Add New” button.

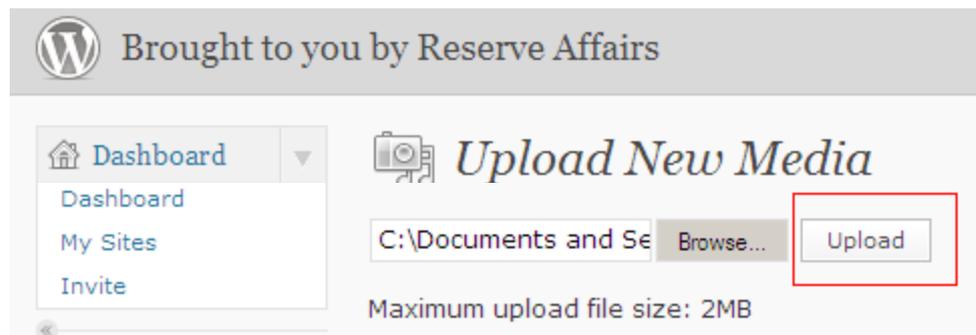


Instructions - Step 4

- On the upload page click the “Browse” button and locate the file you wish to upload on your computer.

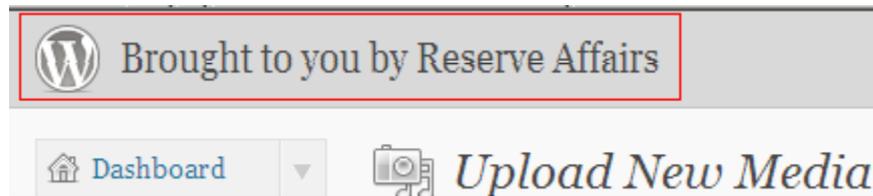


- Once you have selected your file click the upload button.



Instructions - Step 5

- Once your file is uploaded go to the minutes page by clicking on the site title in the top left hand corner.



- Click JSRCFB State Minutes in the top navigation.



Instructions - Step 6

- Post a comment at the bottom of the minutes page stating that your state has uploaded the minutes.

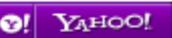
Puerto Rico	MAJ Carlos Caez	<u>07-27-2010</u>	
Virgin Islands	LTC Carolyn Lancios		

 Like  1 person liked this.

 DISQUS ▾

Add New Comment

Optional: Login below.

Guam minutes have been uploaded 01-25-2011|

Post as ...

Instructions - Step 7

- Once your comment is posted COL Adrian Nagel will approve and the Web administrator will load to the minutes page.