**DOD Drug Testing Portal Home Page**

Step 1. Log into and Save the document titled "DTP\_LIST.xls" to your Desktop. **(This is the unit Roster that you will use for Random Selection and can be obtained from PPC Topeka. You must have DoD number to use DTP Lite.)**

Step 2. Log into the following web site:

<https://ftdtl-dapp1.amedd.army.mil/portal/page/portal/unauthenticated/UNAUTHENTICATED_HOME_PAGE>

Step 3. If you have a User Name and Password, go to step 4. If not, click on **“Create New Account”**. Complete the form.

Click “Register”. Log back into the web site in Step 2.

Step 4. Log into the iFTDTL Portal using your User Name and Password.

(**When see a RED arrow, register CAC**)

Step 5. Click on DTP/NDSP Portal.

Step 6. Click on DTP Lite USCG Version 5.4.1.1.

Step 7. When **DTPLiteUSCG\_2.exe** bar comes up, look inside the **SAVE** box and click on the "Down Pointing Arrow".

Step 8. Click “**SAVE AS”** to your **Desktop** (**ICON with wings should appear on your desktop**)

Step 9. Click on the location (**your Desk Top**) of where you saved the document titled "DTP\_LIST.xls" from Step 1.

Step 10. Click on “**Do Not Import**” above each column and label each column. Click “**Next**”.

Step 11. Fill in Location Code, Testing Premise and Testing Count (number of samples to be collected). Change Select Method to “Total Number”. Click “Finish”.

Step 12. Fill in BAC, UIC, DD Form Block 1 and 2, Collection Date, Starting Batch (Batch Number). Click the Printouts you want. Click “Print”.

Step 13. Each Printout will appear on the screen. Click the print icon (upper left corner of the screen) then click “Close”. The next printout will appear, repeat this step for each printout.

Step 14. Starting Label Position screen will appear after all of the printouts have been done. Select the Starting Page Position. Click “OK”. Click the print icon then close.

Step 15. After getting all the printouts, click “Close”.

**Major Command Coordinators** can guide/help commands through the process of registration and adding the software for using the program.

Available resources for the Drug Testing Program can be accessed by clicking: <http://www.uscg.mil/psc/psd/fs/DrugTesting.asp>

If your Major Command Coordinator is unable to assist you, then call CWO Antonio Varner at

703-872-6646.