This training guide is to support the validation effort that is to be completed by 29 November 2024 by each Budget Submitting Office (BSO)/Command. This will provide general guidance on how to validate your Cisco entitlements in My Cisco Entitlements (MCE) to verify assets.

Getting Started

Step 1: Ensure you have a Cisco ID (CCOID) and a Smart Account that is aligned to the Navy Global Enterprise Modernization Software and Services (GEMSS) program (Cisco Contract # **204215489**) with access to the "Department of the Navy - Navy.mil" account and your unit's Virtual Account (VA). If you are not aligned with the Cisco contract, please contact donhtom@cisco.com.

- Action: To register for an account and/or Smart Account Access, visit the World Wide Technology (WWT) Community Page (Smart Account tab under the "more" section of the top Box: Navy Digital Modernization Community - WWT. Scroll down to the **Obtaining and Using a Smart Account for Navy GEMSS** section to access the slide deck **Navy Smart Account Training** for instructions on how to obtain your Cisco ID and obtain a Smart Account.
- If you have questions or need access to your command's Virtual Account, contact DON Licensing: DoNLicensing@Cisco.com.

Step 2: Verify access to MCE.

Step 2a: MCE education and training: Visit the Navy GEMSS Community Page, MCE Tab for additional resources: https://www.wwt.com/community/navy-digital-modernization-community/mce.

My Cisco Entitlements (MCE) Videos and Resources

- MCE Logging In
- My Cisco Entitlements (MCE) Overview
- MCE: How to navigate MCE
- MCE: How to search, filter, sort, export, edit columns & personalize
- View Your Assets

Validating Inventory

Accurate asset inventory is critical to operational readiness, security, and stewardship of Navy funds. A fully auditable inventory ensures the Navy's Cisco branded assets and entitlements are identified, supported, and tracked in the Navy's GEMSS program.
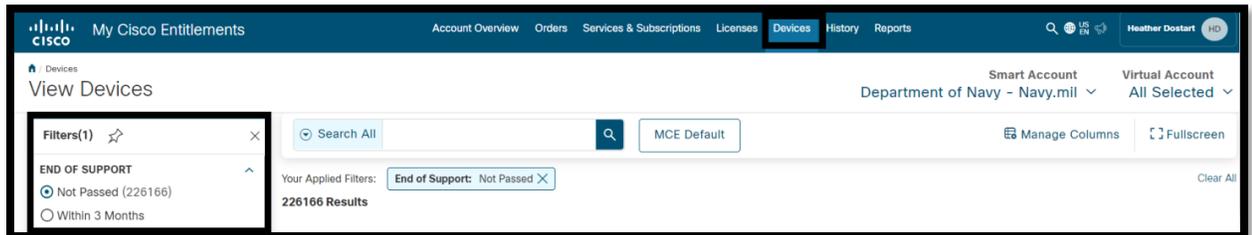
How to Validate Your Cisco Assets:

1. Log in to MCE: https://mce.cisco.com/.

2. Before you begin validating, ensure your Virtual Account (VA) is selected (applicable to Virtual Account Administrator, not Virtual Account User role).
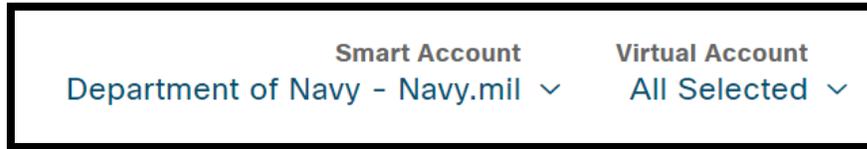
a. Go to the **Devices** tab.
b. Remove any active filters.

c. Next to **Device Name**, click the drop down ▼ to check **Select All on All Page**. Use the **Show Entries** drop down to display maximum entries per page. Export the report. You will be prompted to name the report and submit for report preparation.
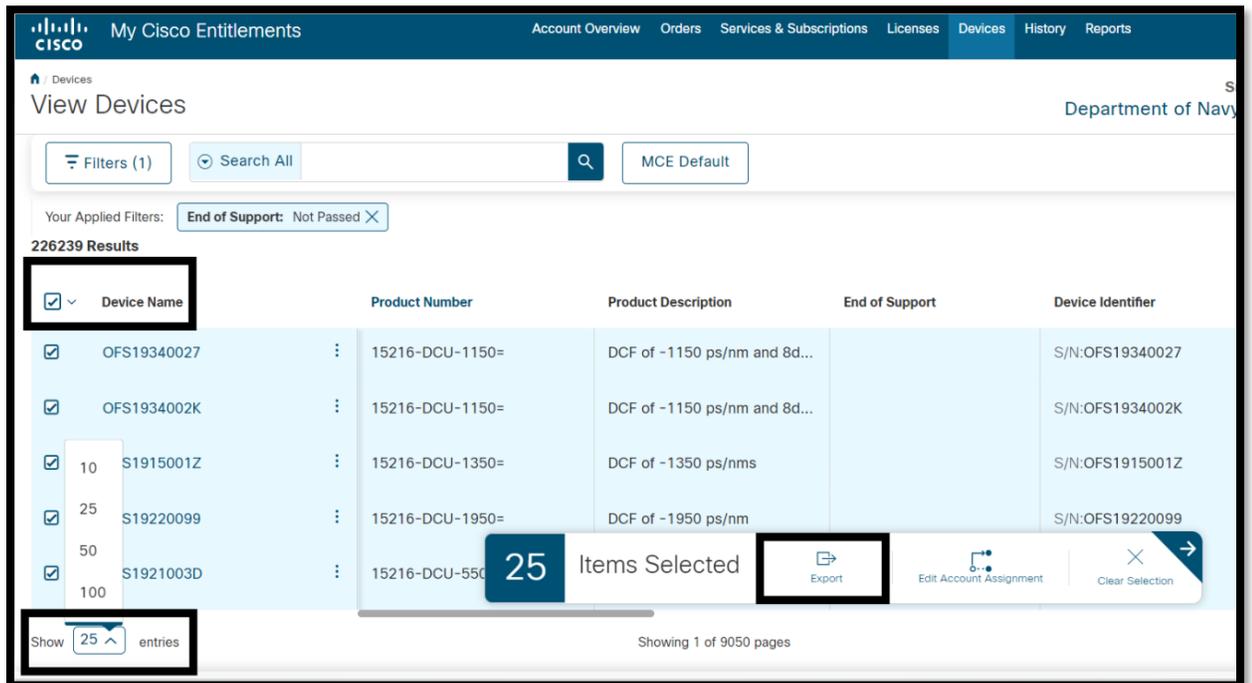
d. The report can be found on the **Reports** tab when the download has completed. An email will be sent to your email address when complete. Depending on size, this may take some time.

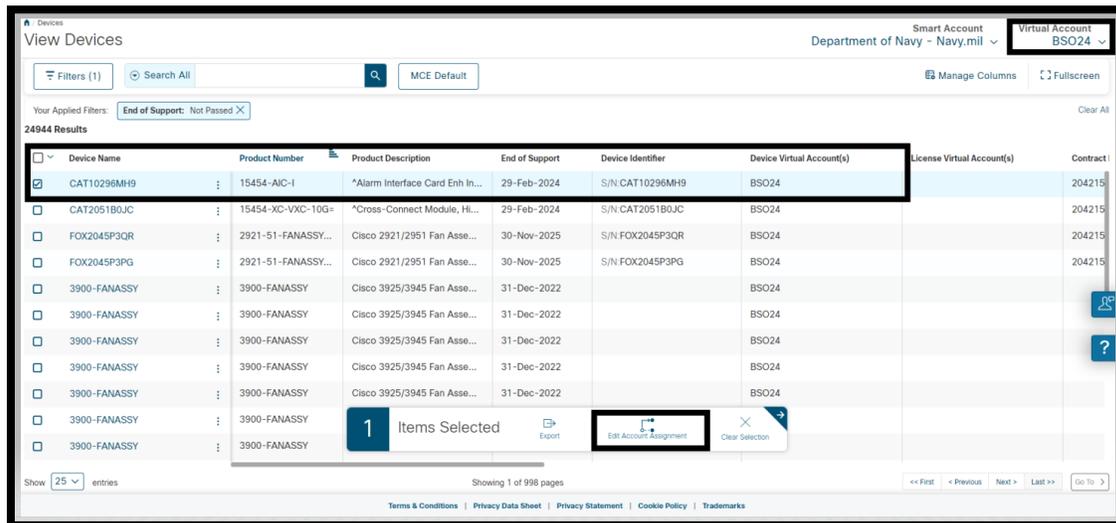Download the report and extract to open Zip file.
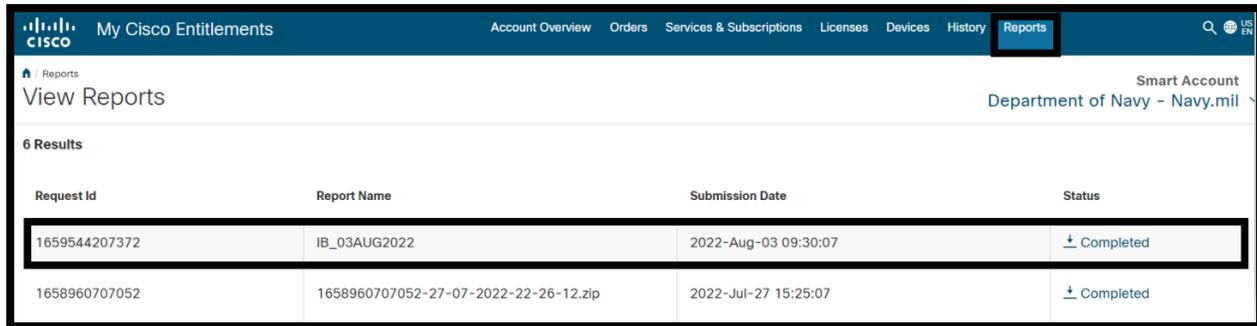
e. Best practice:
   i. Hide columns that do not help conduct inventory.
   ii. Add a blank column to mark if asset is on-site, or its location is known.
   iii. Sort the spreadsheet by **Parent Y**.

3. Compare the exported virtual asset report with your physical on-site inventory.

   a. Assets in VA report and in physical, on-site inventory:
      i. <u>Action</u>: None. Item is correctly assigned to your command's virtual account.
   b. Asset on-site and not in VA:
      i. <u>Action</u>: Add serial # to GEMSS hardware request and send it to
         nvassetmgr@cisco.com:
         https://www.wwt.com/api/attachments/627c0a2a264967008595d2c5/file
   c. Asset is in the VA report but not on-site:
      i. <u>Action</u>: Remove or transfer Asset from your Virtual Account (VA) and the Navy Install
         Base by transferring.
      ii. Copy serial # to GEMSS hardware request and send it to nvassetmgr@cisco.com:
         https://www.wwt.com/api/attachments/627c0a2a264967008595d2c5/file
   d. Assets are not in correct VA but should belong in another VA that is visible to the Virtual
      Account Administrator.
      i. <u>Action</u>: Proceed with steps below to transfer inventory:
      ii. In Dashboard view, click the drop down ▼ box next to the left of device name column
         header and **Edit Account Assignment**.

iii. **Edit Account Assignment** prompts you to remove the device from the current Virtual Account and reassign to correct Virtual Account. Ensure you remove the device from the current assigned VA by clicking **Remove**. Select the new VA to assign the device to and click **Add**.
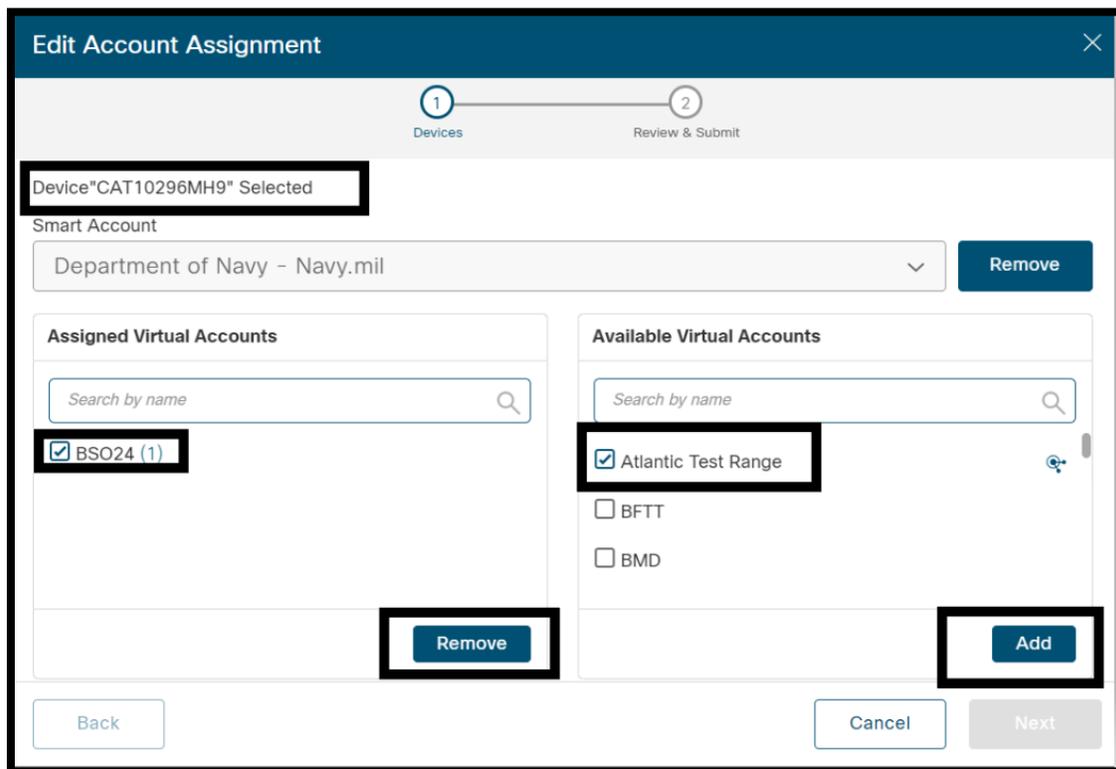
iv. Click **Next** to confirm the action and review and submit.

e. If you are a Virtual Account User (single, end-user), the transfer permissions will not be available to you.

i. <u>Action</u>: Compile a list and provide to your Virtual Account Administrator (BSO Admin) or send to Navy Asset Management nvassetmgr@cisco.com to complete transfers.

Points of Contact

For help establishing your Smart Account/Virtual Account, please reach out to:

Primary Points of Contact:

- Melany Davis melany.h.davis.civ@us.navy.mil
- Jeff Cusumano Jeff.Cusumanojr@wwt.com

Secondary Points of Contact:

- Natalie De Leon Natalie.d.Deleon.ctr@us.navy.mil
- Bill Coleman Bill.Coleman@wwt.com

For any transferring of asset questions or concerns, please reach out to:

Navy Asset Management nvassetmgr@cisco.com