

Here are some steps necessary for you to gain access to the Code 400 Library site.

## Important!

You must have the following to be granted access to the Code 400 Library site:

- 1) An enabled NASA identity. You can check this by going to <https://webdir.nasa.gov>
  - a. (You must be on VPN or behind the NASA firewall to access this site)
- 2) Have a NASA User Profile. To check this you need to visit <https://launchpad.nasa.gov>
- 3) Have your Basic IT Security Training up to date in SATERN. <https://satern.nasa.gov>

Once you have confirmed you have all the above you can log in to IdMAX.

**STEP 1:** Login to IdMAX at <https://idmax.nasa.gov>. If you have never used IdMAX, click on the **"First Time User Button"** to create your NASA User Profile.

**STEP 2:** Click on the **"Request or Modify Application Account"** link, which appears under the **"Access Management"** heading.

The screenshot shows the IdMAX: Identity and Access Management Tools web interface. The top navigation bar includes links for Home, Identity Management, Credential Management, Access Management (circled in red), Self Service, and Support. The main content area features a 'Welcome to IdMAX' heading and a NASA logo. Below the heading, there is a brief description of the system and four main sections: Identity Management, Credential Management, Access Management (circled in red), and User Self-Service. Each section includes a brief description of its function. On the right side, there are two boxes: 'What's new??' and 'Pending Action Items'. The 'What's new??' box contains information about IdMAX 2.0, including a description of the new interface and contact information for support. The 'Pending Action Items' box indicates that there are no pending actions.

**IdMAX: Identity and Access Management Tools**

Home Identity Management Credential Management **Access Management** Self Service Support

## Welcome to IdMAX

The Identity Management and Account Exchange (IdMAX) system is NASA's integrated and authoritative Identity, Credential, and Access Management (ICAM) system that you can use to manage NASA identities and credentials, request access to a NASA facility or system, or change your personal information.

### Identity Management

The first step in the ICAM processes is to create, modify, or terminate a NASA identity. Also, use this item to request a guest user account or an invitational traveler.

### Credential Management

Once a NASA identity has been created, you can manage NASA credentials. Use this item to request or view a smartcard reissuance or renewal.

### Access Management

You can request or view your access to NASA's systems using the NASA Access Management System (NAMS). Use this item to access the NAMS workflow.

### User Self-Service

As an IdMAX user, you can update your personal information. Use this item to access the User Self-Service tool to request changes to your NASA e-mail address, your directory display name, and your contact information for NASA notifications.

#### What's new??

**IdMAX 2.0**

The new interface will enhance the identity management processes at NASA, including Foreign National Management. For help, please see our documentation on [EPSS](#).

If you experience any issues or still have some questions, contact your Center ICAM Business Process Lead (BPL) or the NASA Information Support Center (NISC) at (866) 419-6297.

**Coming Soon**

New features unavailable for the release of IdMAX 2.0 will be released in successive packages to continue to improve NASA identity management processes

#### Pending Action Items

*You have no pending actions*

Web Site Owner: Sharon Ing  
Curator: IdMAX Project Team

**NASA Access Management System - 5.0**

**NAMS Request**

[Request or Modify Application Account](#)

[Close Application Account](#)

**NAMS User Tools**

[NAMS Application List](#)

[NAMS Request Status Viewer](#)

[Reset/Cancel your own NAMS Requests](#)

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Curator: IdMAX Project Team

- STEP 3:** Enter/update the information requested on each of the following tabs:
- o **"User" tab:** The User is the person who would use the application or system. You can submit a request for yourself or on behalf of someone else. The User will default to your name. If you are making a request for someone else this information can be reset by searching and selecting a new user.

**NAMS Application Request**

Complete the User, Requester, Sponsor, and Applications information. Click the following link for instructions: [Instructions](#).

USER   REQUESTER   SPONSOR   APPLICATIONS

**This Request is for:**

Select Yourself OR search for the User:

First Name Starts With [ ]

Last Name Starts With [ ]

Center -- All Centers -- [ ]

Limit Results 10 [ ]

UUPIC [ ] Set UUPIC

Note: Only initially adjudicated users will be returned and displayed.

Search Reset Query NED Search

**User Information**

UUPIC

Name

Center

Contact Information

Current Request Information

- **"Requester" tab:** The Requester is the person submitting the request in NAMS. This person may have any relationship to the User. The Requester will default to your name. You can "Select User as Requester" or reset this information by searching and selecting a new user.

The screenshot displays the NASA IdMAX: Identity and Access Management Tools interface. At the top, there is a navigation bar with the NASA logo and the text "IdMAX: Identity and Access Management Tools". Below this is a secondary navigation bar with tabs for "Home", "Identity Management", "Credential Management", "Access Management", "Self Service", and "Support".

### NAMS Application Request

Complete the User, Requester, Sponsor, and Applications information. Click the following link for instructions: [Instructions](#).

The main content area features a tabbed interface with four tabs: "USER", "REQUESTER", "SPONSOR", and "APPLICATIONS". The "REQUESTER" tab is currently selected.

#### Request Made By:

<input type="button" value="Select Yourself"/> OR search for the Requester:	
First Name	Starts With <input type="text"/>
Last Name	Starts With <input type="text"/>
Center	-- All Centers -- <input type="text"/>
Limit Results	10 <input type="text"/>
UUPIC	<input type="text"/> <input type="button" value="Set UUPIC"/>
<b>Note: Only initially adjudicated users will be returned and displayed.</b>	
<input type="button" value="Search"/>	<input type="button" value="Reset Query"/> <a href="#">NED Search</a>

#### Requester User Information

UUPIC

Name

Center

Contact Information

#### Current Request Information

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- **"Sponsor" tab:** Select your Sponsor. This will typically be your supervisor or manager (the reviewing official-of-record for your Performance Plan and/or your Web-Based Time and Attendance System approver). NAMS will default this field to the Sponsor specified for your previous NAMS request, but can be changed as needed. You cannot be your own Sponsor.

The screenshot shows the IdMAX: Identity and Access Management Tools interface. At the top, there is a NASA logo and the title "IdMAX: Identity and Access Management Tools". Below this is a navigation bar with tabs for Home, Identity Management, Credential Management, Access Management, Self Service, and Support. The main content area is titled "NAMS Application Request" and includes a sub-header "User's Sponsor:". Below the sub-header, there is a section for "OR search for the Sponsor:" with fields for First Name, Last Name, Center, and Limit Results. There is also a "UUPIC" field and a "Set UUPIC" button. A note states: "Note: Only initially adjudicated users will be returned and displayed." At the bottom of the search section, there are buttons for Search, Reset Query, and NED Search. To the right of the search section, there is a "Sponsor User Information" section with fields for UUPIC, Name, Center, and Contact Information. Below the search section, there is a "Current Request Information" section.

- **"Applications" tab:** Enter the key word or acronym of the IT resource for which you are requesting access. You may choose to specify "GSFC" or "AGCY" (for Agency applications) to reduce the number of choices presented. You may request access to more than one application at a time.

- On the Applications tab enter Flight Project Directorate SP in the Keyword field then search
- In the Application Found area you will find Flight Project Directorate SP
- Choose Add to Request and click continue at the bottom of the page
- You will be taken to the next page, Application Request Attributes for Flight Project Directorate SP5. You will need to enter: <https://fpdsp.gsfc.nasa.gov/fpdlibrary/default.aspx> in the field Please enter URL or Web Address to the site you are requesting, this is a required field

**STEP 4:** Click on the **"Continue"** button at the bottom of your screen.

**STEP 5:** Review the Application Request Attributes and complete **"Request Detail"** fields.

- Validate that the correct User, Requester and Sponsor have been selected.
- Select the correct level of **"Urgency"** from the available options: "normal", "priority", and "emergency". Unless you have an unusual situation and

need immediate access to an application, you should select "normal". Typical processing times can vary between 1-7 days.

- It is essential that you provide a "**Business Justification**" for your request outlining the function you are performing that requires access, your role, and any special access and/or privileges you require.
- Unique features of some applications will result in additional fields that will need to be entered (e.g., user roles, contract numbers).

***HELPFUL HINT:** The Account Expiration date defaults to one year from the request date. You can shorten the duration but any duration set to more than one year will result in an error message.*

**STEP 6:** Click the "**Submit**" button.

**STEP 7:** Review the data you have entered. Then click the "**Submit Request**" button, to send the request to your Sponsor for review.

***HELPFUL HINT:** Use the NAMS Request Status Viewer to track the progress of your requests.*

**FOR MORE INFORMATION:** NAMS training modules are available in SATERN. Visit <https://www.saturn.nasa.gov> and enter keyword NAMS.

**FOR HELP:** Contact the Agency Help Desk at 866-419-6297.