Defense Security Service

National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)

STEPP Tutorial

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Purpose

The purpose of this tutorial is to provide NCAISS users who wish to authenticate to STEPP via NCAISS, with high-level step-by-step instructions for tying an existing STEPP account to your NCAISS account, creating a STEPP account via NCAISS, and accessing STEPP via NCAISS. After reviewing this tutorial you will be able to tie an existing STEPP account to your NCAISS account, create a STEPP account via NCAISS, and access STEPP via NCAISS. This tutorial is current as of September 21, 2015.

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STEPP Account Correlation

This use case describes how an existing STEPP user associates his/her STEPP account to their NCAISS account. NOTE: This process assumes that the user already has an NCAISS account and a valid STEPP account. For a more detailed description of STEPP account correlation, please see the NCAISS User Guide on the [NCAISS page on DSS.mil](#).

STEPP Account Correlation

1. After logging into NCAISS, you will see the NCAISS user homepage; click the "Create/Modify Requests" link, under "Requests" to proceed.
2. Click the "Register an Existing STEPP Account" link, under "STEPP Requests" to proceed.
3. The Register an Existing STEPP Account page is displayed; enter your STEPP Username and Password, and click "Finish."
4. Upon clicking "Finish," a page containing a confirmation message and a button for immediate access to STEPP is displayed.

STEPP Account Registration Request

Please enter your existing STEPP account Username and Password.

STEPP User

* STEPP Username

* STEPP Password

← **Enter your STEPP Username and Password**

Forgot your STEPP password? Click here!

If you need assistance or require additional information regarding STEPP accoutns, please contact the STEPP Call Center at (888) 282-7682 (

Finish   Cancel   ← **Click Finish**

STEPP Account Creation

This use case describes how an existing NCAISS user creates a new STEPP account, and gains access to the application. NOTE: This process assumes that the user already has an NCAISS account. For a more detailed description of STEPP account creation, please see the NCAISS User Guide on the **NCAISS page on DSS.mil**.

STEPP Account Creation

Activities for STEPP Account Creation

1. After logging into NCAISS, you will see the NCAISS user homepage; click the "Create/Modify Requests" link, under "Requests" to proceed.
2. Click the "Create a STEPP Account" link, under "STEPP Requests" to proceed.
3. You will be directed, in a new browser tab or window, to the STEPP Account Registration Form within the STEPP application, where you will create your STEPP account. **NOTE:** After you create your account in STEPP, you will have to correlate your STEPP account in NCAISS via the processes described in the STEPP Account Correlation section of this tutorial.

Accessing STEPP from NCAISS

This use case describes how a user accesses STEPP via NCAISS. NOTE: This process assumes that the user already possesses valid NCAISS and STEPP accounts, and that the user's STEPP account has been correlated to his/her NCAISS account. For a more detailed description of accessing STEPP from NCAISS, please see the NCAISS User Guide on the **NCAISS page on DSS.mil**.

Accessing STEPP from NCAISS

Activities for Accessing STEPP from NCAISS

1. After logging into NCAISS, you will see the NCAISS user homepage; click the "STEPP Application" link, under "My Applications" to proceed.
2. NCAISS determines if you have multiple STEPP accounts associated in NCAISS; if yes, then NCAISS prompts you to select the account you wish to access STEPP with. **NOTE:** If you only have a single STEPP account you will not see the screen below, and will be directed immediately to STEPP.
3. After selecting the appropriate STEPP account, click "Continue," and NCAISS redirects you to STEPP.