

Defense Security Service Office of the Chief Information Officer

National Industrial Security Program (NISP) Central Access Information Security System (NCAISS) Project NCAISS User Guide HS0021-15-F-0111

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1 Introduction

The Defense Security Service (DSS) National Industrial Security Program (NISP) Central Access Information Security System (NCAISS) program provides identity and access related functionality across DSS's Information Technology (IT) infrastructure. NCAISS provides DSS applications with Public Key Infrastructure (PKI)-based authentication services using the Common Access Card (CAC) or other Department of Defense (DoD)-approved PKI certificates, enhanced user account administration, and provisioning and de-provisioning capabilities. The DSS NCAISS solution is also configured to provide various workflow and reporting services to support the DSS System Access Request (SAR) process. The goals and objectives of the DSS NCAISS Program were developed to support several core business needs, including:

- Provide a centralized authentication mechanism that addresses DoD and Federal Government PKI usage requirements
- Increase mission efficiency by providing a centralized SAR process
- Improve user provisioning and de-provisioning
- Increase control over user roles, rights, and access
- Decrease Knowledge Center calls for account password resets with the implementation of the account self-help capabilities

The benefits provided by addressing these business needs and meeting their corresponding requirements through the DSS NCAISS Program include compliance with applicable DoD¹ and Federal Government² requirements, reduced security risks, increased ease of use, improved efficiency, centralized control, and improved auditing capabilities.

1.1 Purpose

The purpose of this document is to provide step-by-step instructions to enable NCAISS Users to use the system. This guide covers the following capabilities:

- Enrolling (self-registering) for a new NCAISS User account
- Registering a PKI certificate with a user's account
- Accessing the NCAISS using a PKI credential
- Navigating NCAISS
- Requesting additional NCAISS roles and Application Access
- Securing logging out of NCAISS
- Approving and rejecting work items (account/access requests)
- Delegating work items to another user

1.2 Getting Started

NCAISS is web-based and does not require an application to be installed; however, before you begin using NCAISS, verify that Microsoft Internet Explorer (v8.0 or greater) is installed on your computer.

¹ DoD requirements for PKI-based authentication are outlined in: CYBERCOM CTO 07-15, DoDI 8520.02, and DoDI 8520.03.

² Federal Government requirements for PKI-based authentication are outlined in: the FICAM Roadmap and Implementation Guidance, OMB M-11-11, and the FY2011 OMB Budget Passback Reminder.



Once the user account is created and the user logs into NCAISS, the user will be able to request access to integrated applications/resources and access those applications/resources to which they are authorized.

2 NCAISS

2.1 Accessing NCAISS

Access NCAISS by copying and pasting this link (<u>https://ncaiss.dss.mil</u>) into a web browser. The NCAISS Disclaimer page is displayed, as shown in Figure 1. The user must accept the NCAISS Disclaimer in order to access the login page.

fense Se al Industrial Secur	curity Service Portal ity Program (NISP) Central Access Information Security System (NCAISS)	
	DSS Portal Disclaimer This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. government use. DoD computer systems may be incented for all lawful purposes, including to ensure that there use is authorized active attacks by authorized Dio ensure best or work the security of the system. Thore for all lawful purposes, finduating, excerded, constrained and used for authorized purposes. All information, including personal information, placed on or serier over this system may be incontined. How Dio Computer systems, authorized purposes. All information, including personal information, placed on or serier over this system may be monitored. The DioD computer system, authorized, constitutes conserts to monotring of the system. Unauthorized use man subject you to criminal proseculation. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system more than to monotring for these purposes.	
	FOR OFFICIAL USE ONLY	

Figure 1: NCAISS Disclaimer

2.2 NCAISS Login Page

As depicted in Figure 2, the NCAISS Login page contains the following components:

- Login to DSS Portal
- Register CAC/ECA
- Self-Enrollment
- Threat Advisory
- Links DSS Applications
- FAQs
- Page footer Contact DSS link and other DoD links





Figure 2: NCAISS Login Page

Use of the "Login to DSS Portal," "Register CAC/ECA," and "Self Enrollment" features are addressed in detail in Sections 5, 4, and 3, respectively. The following subsections address the Frequently Asked Questions (FAQs), contacting the Knowledge Center, public information on the applications integrated into the NCAISS Solution, and common errors when logging into the system.

2.2.1 Frequently Asked Questions

To view the FAQs page, click on the "**FAQs**" link at the bottom of the page (part of the page footer) or click on one of the questions in the FAQ box in the right column. Figure 3 illustrates where the FAQ links, on the NCAISS Login Page, are located.





Figure 3: Location of FAQs

If the user clicks on one of the questions on the login page, the user will be redirected to the answer on the FAQ page. On the FAQ page, the user may scroll up and down the page to read the different questions and their corresponding answers, as shown in Figure 4.

The Home + Frequently Asked Questions (FAQs)
Frequently Asked Questions (FAQs)
O NCAISS not loading in Firefox?
To access NCAISS, you'll need to uncheck a setting in advanced options.
Click on Tools->Options->Advanced Click on Tencryption Uncheck "Use TLs: 1.0" Click "Ok" and restart
What is the NCAISS?
NCAISS is a web portal that provides identity and access management services to authenticate users and provide access to different DSS applications.
What is the Single Sign-on?
Single Sign-On capability makes it possible for users of NCAISS to log in once and access multiple systems/services. The advantage - users only need one account with a registered CAC/ECA to access all of the systems/services that are integrated within NCAISS.
How do I create an NCAISS account?
From the NCAISS login page, click on the "Register for an account" button to navigate to the self-enrollment form. Once the Self Enrollment form opens, please fill out the required information, and click "Next". You will be given the opportunity to review your information and continue. Once you have submitted your form, NCAISS will create your account and notify you via email when your account is ready for use.
During self-enroliment you will be required to enter a password. Once your account has been created, you will need this password to register your CACIECA. PLEASE keep passwords safe and DO NOT provide to others.
Which email address do I use for my NCAISS account?
You should use your organization assigned email address (e.g. dss.mil) when registering for an NCAISS account if you are acting on behalf of an organization when utilizing NCAISS.
W How do I get notified that my DSS account has been created?
Once your account has been created an email will be sent to you, which will include the AccountID that you will need to use to register your CACIECA with NCAISS.

Figure 4: FAQ Responses



Defense Security Service

2.2.2 Contact DSS

To obtain contact information for the DSS Knowledge Center, click the "Contact DSS" link at the bottom of the page. Figure 5 shows where this link is located.



Figure 5: Contact DSS Location

The information required to Contact DSS is displayed, as shown in Figure 6.

Thome + Contacting DSS
Contraction 200
Contacting DSS
E-main account requestigions ma
Hours': Monday-Friday 600 AM to 8:00 PM (EST)
*Closed during all federal holidays

Figure 6: DSS Knowledge Center Contact Information

2.2.3 Links

The Links section is located in the lower center column of the login page, as depicted in Figure 7. This section provides links to relevant external information sites. Note: These links are updated frequently; as such, the links shown in Figure 7 are representative and may not reflect current Production status.





Figure 7: Links Location



3 Self-Enrollment

To gain access to NCAISS, a user must first register for an NCAISS User account (i.e., self-enroll). The selfenrollment module enables the user to complete a registration request and create a new user account. **Note:** If you are acting on behalf of an organization when utilizing NCAISS, you must use your organization assigned email address (e.g. dss.mil) when registering for an NCAISS account.

3.1 Request an NCAISS User Account

The following steps outline the process for self-enrolling for an NCAISS User account:

- 1. Access NCAISS by copying and pasting this link (<u>https://ncaiss.dss.mil</u>) into your web browser.
- 2. Click "I Accept" on the DSS Portal Disclaimer, as shown in Figure 1.
- 3. On the NCAISS Login page, click "Register for an account" under the "Self Enrollment" section of the bottom left corner, as shown in Figure 8.



Figure 8: Register for an Account Link

- 4. Complete the required fields (noted with an "*"), as shown in Figure 9.
- 5. If you are a DSS Internal User (i.e., DSS employee or DSS contractor), check the "DSS Internal User" checkbox.
- 6. Answer three (3) security questions. **Note:** When contacting the Knowledge Center for support, the Knowledge Center Agent may ask you these questions to verify your identity.
- 7. Perform one of the following actions:
 - a. Click "Cancel" button to cancel the enrollment request. **Note:** Information that you provided will be deleted.
 - b. Click "Next" button to proceed with the self-enrollment process. Note: If required information is not complete, NCAISS will not allow the user to continue with self-enrollment. Note: The password set at this stage must meet established DoD password complexity criteria.

New User Registration	
Please complete the follow	ving form to create your DSS NCAISS account.
Enter Your Name	
* First Name	
Middle Name	
* Last Name	
Enter Your Email	
When registering you mu	st use the email address assigned by the organization on whose behalf you are accessing NCAISS (e.g. dss.mil).
* Email	
* Email * Confirm Email DSS Internal User DSS Internal User	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
* Email * Confirm Email DSS Internal User DSS Internal User Enter a Password	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
* Email * Confirm Email DSS Internal User DSS Internal User Enter a Password * Password	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
* Email * Confirm Email DSS Internal User DSS Internal User Enter a Password * Password * Confirm Password	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
* Email * Confirm Email DSS Internal User DSS Internal User Enter a Password * Password * Confirm Password Select Challenge Questio	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
* Email * Confirm Email DSS Internal User DSS Internal User Enter a Password * Password * Confirm Password Select Challenge Question * Question 1	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
* Email * Confirm Email DSS Internal User DSS Internal User Enter a Password * Password * Confirm Password Select Challenge Question * Question 1 * Answer 1	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
* Email * Confirm Email DSS Internal User DSS Internal User Enter a Password * Password * Confirm Password Select Challenge Question * Question 1 * Answer 1 * Question 2	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
* Email * Confirm Email DSS Internal User DSS Internal User Enter a Password * Password * Confirm Password Select Challenge Question * Question 1 * Answer 1 * Question 2 * Answer 2	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
* Email * Confirm Email DSS Internal User DSS Internal User Enter a Password * Password * Confirm Password Select Challenge Question * Question 1 * Answer 1 * Question 2 * Answer 2 * Question 3	By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).

Figure 9: NCAISS Account Request Form

- 8. Review the information and perform one of the following actions, as shown in Figure 10:
 - a. Click "Edit" to modify your information.
 - b. Click "Cancel" to cancel the enrollment request. **Note:** Information that you provided will be deleted.
 - c. If the information is complete and accurate, then select the checkbox confirming you have read and agree to the Privacy Act Statement and click "Confirm" to submit the form.



Confirm Registration De Please review your new a	stails account information and accept the privacy policy to register.
User Account Details	
First Name	create
Middle Name	
Last Name	test
Email	create,test@mail.mil
Confirm Email	create.test@mail.mil
DSS Internal User	
Password	******
Confirm Password	*****
Challenge Questions	
Challenge Question 1	What is your Favorite Color?
Challenge Answer 1	color
Challenge Question 2	What is your Favorite Movie?
Challenge Answer 2	movie
Challenge Question 3	What is your Favorite Vacation Location?
Challenge Answer 3	location
Privacy Act Statemen	t
AUTHORITY: Executive Order 1045 PURPOSE: To record names, and Department of Defens ROUTINE USES: In addition to those d therein may specifical law enforcement ager Justice for purposes o Protection Board for t when conducting an in responsibilities for reco DISCLOSURE: Disclosure of this infoi impede, delay or prev	0, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to e (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. sclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained y be disclosed outside DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To a Federal, State, or local tocy when your agency becomes aware of a violation or possible violation of civil or criminal law; to the Department of frepresenting the DoD in pending and potential litigation to which the record is pertinent; to the Merit Systems he purpose of litigation or investigation of alleged or possible prohibited personnel practices; to a Federal agency westigation or inquiry for security or audit reasons; or the General Services Administration in connection with its ords management.
* I have read and unde	rstand the terms of the privacy policy.
Confirm Edit C	lancel

Figure 10: NCAISS Account Request Review

- 9. Upon clicking "Confirm" the request will be submitted and NCAISS will display a confirmation page, as shown in Figure 11. The confirmation page will display the user's NCAISS Account ID.
- 10. Click "OK" to return to the DSS login page, or click "Register Certificate" to proceed directly to registering a DoD-approved PKI certificate. **Note:** You will receive an email from DoNotReply@dss.mil confirming your account creation.



NCAISS Account Request



Figure 11: NCAISS Account Request Confirmation

3.2 New Accounts – Email Notifications

After a user submits NCAISS account request form and NCAISS creates the new user account, an email notification is sent to the user indicating account creation, as shown in Figure 12. **Note:** Your new account name (Account ID) is provided in this email (as well as on the Account Request Confirmation page, shown in Figure 11). You created your password during the self-enrollment process. **Note:** Emails from the NCAISS system will be sent from the <u>DoNotReply@dss.mil</u> email address. Please make sure your email inbox settings are configured to allow messages from DoNotReply@dss.mil as spam/junk-mail.



Figure 12: NCAISS Account Created Email

4 Register Certificate

NCAISS is a CAC/PKI-enforced system. To log into the system, users must use their CAC or DoD-approved certificate and enter their Personal Identification Number (PIN). Prior to accessing NCAISS, new users must register their certificate (i.e., associate their certificate to their NCAISS Account ID). This process takes place after a user's request for an account is approved and a user Account ID is created.

Note: Your new Account ID is provided on the account creation confirmation page and in the "account created" notification email as shown in Figure 12.

Note: You already created your password when completing the "self-enrollment" form.

- 1. Access NCAISS by copy and pasting this link (https://ncaiss.dss.mil) into your web browser.
- 2. Accept the NCAISS Disclaimer, as shown in Figure 1.
- 3. On the NCAISS Login page, click "Register Certificate" under the "Register CAC/ECA" section located in the middle of the left column. Refer to Figure 13.



Figure 13: Register Certificate Location

- 4. Enter your Account ID (provided immediately following account creation and in the account creation notification email).
- 5. Enter the password that you set during the self-enrollment process.
- 6. Click "Submit" as shown in Figure 14.



Figure 14: Register Certificate Screen

7. Upon clicking submit, a pop-up box containing a list of digital certificates will appear. Select your certificate, as shown in Figure 15. **Note:** If the window displays more than one certificate, scroll through the list and select the appropriate one.

Windows Security X	
Select a Certificate N and/or Certificate.	
SAMPLEUSER Issue: DOD EMAIL CA-30 Valid From: 9/11/2013 to 8/11/2014 Click here to view certificate propeht	
SAMPLEUSER Issue: DOD CA-30 Valid From: 9/11/2013 to 8/11/2014	
Cancel	
	Windows Security X Select a Certificate N and/or Certificate. Sample USER Issue: DOD EMAIL CA-30 Valid from: 9/11/2013 to 8/11/2014 Click Here Sample USER Issue: DOD CA-30 Valid from: 9/11/2013 to 8/11/2014 Image: Dob CA-30 Valid from: 9/11/2013 to 8/11/2014 Image: Dob CA-30 Valid from: 9/11/2013 to 8/11/2014 Image: Dob CA-30 Ck Cancel

Figure 15: Certificate Selection

8. Enter your PIN, as shown in Figure 16.



Figure 16: Certificate PIN Entry

9. If successful, a confirmation message will be displayed informing you that your certificate was registered successfully, as shown in Figure 17. You may now login to NCAISS.



Figure 17: Successful Certificate Registration

4.1 Common Certificate Registration Errors

This section addresses the following errors that may occur during the PKI certificate registration process:

- Incorrect Account ID or Password
- Submitting without entering an Account ID or Password
- Clicking "Cancel" button or no certificate is inserted (if using a CAC)
- Certificate already in use
- Receiving an "Error Page Cannot Be Displayed" message



4.1.1 Incorrect Account ID or Password

An error message, as shown in Figure 18, is displayed when the user enters an incorrect Account ID or Password when attempting to register a certificate.

Home » CAC/ECA Register	The Second Secon		
Login to DSS Portal	Register CAC/ECA		
CAC/ECA Login	Invalid Account ID and/or Password. If you have forgotten your password, please reset it via Forgot Your Password feature.		
Self Enrollment	Account ID:		
Register for an account	Password:		
Forgot your password?	Submit		
	FAQs		

Figure 18: Invalid Account ID or Password During Certificate Registration

To resolve this problem:

- Make sure your Account ID and Password are correct:
 - If either the Account ID or Password are incorrect, contact the DSS Knowledge Center for Account ID retrieval and/or Password reset

4.1.2 Missing Account ID or Password

One of the following two messages, as shown in Figure 19 and Figure 20, will be displayed when a user clicks "Submit" without entering an Account ID or password.

	-
Please enter your Account ID	
OK]	

Figure 19: Missing Account ID

Windows	Internet Explorer 🛛 🗴
1	Please enter your Password.
	OK]

Figure 20: Missing Password

To resolve this problem:

 Enter the Account ID that was provided immediately after account creation in the account creation notification email and the password that you created during self-enrollment.



4.1.3 Click "Cancel" or No Certificate Inserted (if Using a Hardware Token [e.g., CAC])

An error message is displayed when the user selects "Cancel" or when no hardware-based PKI token (e.g., CAC) is inserted into the computer. CAC is inserted into the computer, as shown in Figure 21.

Rome » CACECA Register		
Login to DSS Portal	to DSS Portal Register CAC/ECA	
CAC/ECA Login	No certificate selected. If you are using CAC, please insert it and select a valid certificate when prompted.	
Self Enrollment	Account ID:	
Register for an account	Password:	
Forgot your password?	Submit	
	FAQs	

Figure 21: No Certificate Selected Error

To resolve this problem:

- Please select the appropriate certificate; or
- Insert your certificate (CAC) into the computer or smartcard reader

4.1.4 Certificate Already in Use

A certificate may only be registered to a single NCAISS User account. If you have already registered your certificate to your account, then the system will display the following error message:

Login to DSS Portal	Register CAC/ECA
CAC/ECA Loga	Failed to register CAC/ECA because your CAC/ECA certificate is already registered with another account.
Self Enrollment Register for an account	Account ID:
	Submit

Figure 22: Certificate Already In-Use Error

To resolve this problem:

 Select "CAC/ECA Login" and log into the system using the certificate and PIN. Refer to Section 5, for more details on how to login.

4.1.5 Receiving an "Error Page Cannot Be Displayed" Message

If you receive an "Error Page Cannot Be Displayed" message during the certificate registration process contact the your local IT helpdesk to investigate potential browser or network settings that may be causing the error prior to contacting the DSS Knowledge Center.

5 Login to NCAISS

Once a user's NCAISS User account has been created and a certificate is registered to the account, the user may log into NCAISS.

- 1. Access NCAISS by copy and pasting this link (<u>https://ncaiss.dss.mil</u>) into the web browser.
- 2. Accept the NCAISS Disclaimer, as shown in Figure 1.
- 3. On the NCAISS Login page, click "CAC/ECA Login" under the "Login to DSS Portal" section in the top left column. Refer to Figure 23.

	Note: If you have recently	r used your CAC/ECA to login, you may no	ot be prompted for your PIN and/or Certificate.	
lick Here	Login to DSS Portal	Threat Advisory	FAQs	
	CAC/ECA Login	NTAS NOACTIVE ALBERTS www.DHS.gov/alerts	Setting up Firefox to work with Card readers? NCAISS not loading in Firefox? What is the NCAISS? What is the Single Sign-on?	
	Register CAC/ECA	Read more	How do I create an NCAISS account? How do I reset my password? How do I associate CAC/ECA with my account? From where do I get an ECA certificate?	
	Self Enrollment Register for an account	 Additional NCAISS Information DoD Approved PRIs 	 	

Figure 23: CAC/ECA Login Location

4. A window will pop up displaying one or more certificates on your system. Select your certificate. **Note:** Make sure you select the certificate that you registered to your Account ID. **Note:** If you click "Cancel" without selecting a certificate, you will receive a "This Page Cannot Be Displayed" page. To access NCAISS, close all windows of your browser and return to step 1 above.



Figure 24: Login to NCAISS - Certificate Selection



5. Enter your PIN. **Note:** If you click "Cancel" without entering your PIN, you will receive a "This Page Cannot Be Displayed" page. To access NCAISS, close all windows of your browser and return to step 1 above.

efense S onal Industrial Se	eurity Program (NISP) Central Access Information Security System (NCA138)	
	Note: If you have recently used yo Windows Security Microsoft Smart Card Provider Place entry our PN	
	CACECA Login Pla Pin CkCeccA Login Pin CkChec for more information C	er PIN
	Register CAC/ECA Register Certificate L Coc Certificate Register Certificate	
	Self Enrollment SIEPP How can Lind help?	

Figure 25: Login to NCAISS - Certificate PIN Entry

6. You have logged in and will be directed to the NCAISS Home Page, as shown in Figure 26.



Figure 26: NCAISS Home Page

Note: If you are prompted to select your PKI certificate, enter your PIN, and receive an "Internet Explorer Cannot Display the Page" message, then refer to Section 4.1.5. This issue may be related to browser or network settings and may affect system login as well.

5.1 Common Log-In Errors

When logging into NCAISS, there are a number of common errors that a user may encounter. This section addresses the following errors that may occur during NCAISS login:

- No Certificate Registered
- Receiving an "Error Page Cannot Be Displayed" message

5.1.1 No Certificate Registered or Disabled Account

The user will see the error shown at the top of the login page (depicted in Figure 27) when he/she tries to log into their NCAISS account before registering their certificate (i.e., CAC or DoD-approved PKI certificate), or after his/her account has been disabled.

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CAC/ECA Authentication Failed

There was a problem with this browser accessing your CAC/ECA certificate for authentication. Please verify that you selected the certificate that has been registered to your NCAISS account and try again.

- You may have pressed the "Cancel" button in your browser's certificate selection prompt.
- If you're trying to authenticate with your CAC/ECA certificate, please clear your SSL sessions. In Internet Explorer, go to the **Tools -> Internet** Options. Select the **Content** tab and press the **Clear SSL State** button.
- If the problem persists, you may need to contact your local IT help desk for additional support.

Additionally, your NCAISS account may have been disabled. If the above fixes did not resolve your problem please contact the DSS (Call) Center.

Figure 27: Certificate Not Registered Error Message

To resolve this problem:

- If you have not registered your CAC or DoD-approved PKI certificate, then follow the instructions to do so in Section 4.
- If you have registered your CAC or DoD-approved PKI certificate, then:
 - o Make sure that you selected the correct certificate during the certificate selection process; and/or
 - Re-register your certificate; and/or
 - o Contact the DSS Knowledge Center to verify if your account has been disabled.

5.1.2 Receiving an "Error Page Cannot Be Displayed" Message

If you receive an "Error Page Cannot Be Displayed" message during the certificate registration process contact the your local IT helpdesk to investigate potential browser or network settings that may be causing the error prior to contacting the DSS Knowledge Center.



The NCAISS Home Page enables users to access the systems/applications/resources for which they have been authorized. As depicted in Figure 28, the home page links (on the left hand side of the page) provide access to various capabilities within NCAISS. All NCAISS users have access to a standard set of links that allow them to perform basic functions within the NCAISS Solution, including:

- Work Items allows users to view/manage access requests for which they serve as a Sponsor or Approver (see Section 9)
- My Profile the "My Information" link in this section allows a user to view/manage their user information, change a user's challenge questions, change a user's password, and create delegations (see Sections 7 and 10)
- Requests the "Create/Modify Requests" link directs users to a NCAISS page where they can request NCAISS
 roles, and access to integrated applications
- My Applications this section displays links to all the integrated applications that the user has access to

Depending on the user's privileges, additional links are displayed on the left hand side of the home page representing additional NCAISS components that the user can access, including:

- "Reports" link allows a DSS information security official (Information Assurance [IA] User access to various reports and auditing capabilities
- Administration the "Users" link in this section enables a DSS Knowledge Center agent to perform administrative/support services within the NCAISS (see Account Administrator User Guide for additional information)



Figure 28: NCAISS Home Page Links

Note: NCAISS uses tabbed browsing, similar to Internet Explorer (v8.0 or newer).

The remainder of this section provides overview information for locating and using the different components/applications on the NCAISS Home Page.

6.1 DSS Login Information

The DSS Login Information lists the last time the user was logged into NCAISS. This function is located at the top right corner of the NCAISS Home Page. Figure 29 highlights the "DSS Login Information" on the home page.



Defense Security Services Portal National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)	Accessibility Sign Out deboratuncaiss He	Last Login: Tue Mar 17 04:42:40 CDT 2015
g Work Items		
Yy Profile My Information		
My Applications Models Application		

Figure 29: NCAISS Home Page Login Information

6.2 Session Expiration

A user's NCAISS session will timeout when it sits idle for more than thirty (30) minutes. If you wish to terminate your session, you may do so by:

- Clicking on the "Sign Out" button in the top right corner of the NCAISS Home Page;
- Allowing the session to timeout/expire; or
- Exiting (closing) the web browser.

6.3 Banner Links

While using NCAISS, a user can access several links that are located in the NCAISS banner as shown in Figure 30.



Figure 30: NCAISS Banner Links

A user can use the NCAISS banner links to perform the following actions:

- Accessibility allows users to enable accessibility functions such as the use of a screen reader, high contrast colors, and large fonts.
- Sign Out allows users to sign out/log out of NCAISS. See Section 11 for details on logging out of NCAISS.
- Help provides users with a list of NCAISS help pages to address commonly used system features.

To enable accessibility functions, take the following steps:

- 1. Click the "Accessibility" link in the banner as shown in Figure 30.
- 2. Select the check boxes for the desired options as shown in Figure 31. Click the "OK" button.



Figure 31: NCAISS Banner – Accessibility Functions

To access NCAISS help pages, take the following steps:

- 1. Click the "Help" link in the banner as shown in Figure 30. **Note:** Clicking the "Help" link opens the main NCAISS Help page in a new Internet browser tab.
- 2. Click the help page title link to view the desire page as shown in Figure 32. **Note:** Help pages are not context sensitive (i.e., the same list of help options will be available throughout the system).



Figure 32: NCAISS Banner – NCAISS Help

3. Click the "NCAISS Help" button to return to the main NCAISS Help page as shown in Figure 33.



Defense Security Services Portal National Industrial Security Program (NISP) Central Access Information Security System (N



NCAISS Help: User Home Page	
Welcome to the NCAISS User Interface. T	he use of some listed features may be limited to DSS Officials and System Administrators.
The NCAISS Home Page facilitates timely mana to applications that are integrated with the NC/ links (e.g., Work Items, My Information) will op near the top of the application window; unused	gement of your work items and allows you to request additional NCAISS roles as well as access USS solution. NCAISS uses tabbed trowsing, similar to most Internet Browsers; application en within a new application tab. You may navigate between tabs by selecting the desired tab I tabs may be closed.
Manage Approvals To view and manage app help file with specific information on managing	rovals click the click the Work Items link. NOTE: The Work Items page contains a separate approvals.
To delegate work items to another NCAISS use arrow. NOTE: The My Information page contai	r, or change delegation status, click the My Information link, and the Delegation expand ins a separate help file with specific information on delegating work items.
Requesting an NCAISS Role or Application	n Access
If you require an NCAISS role or Application Ac Request page where you can complete your re- information on requesting NCAISS Roles and Ap	cess click the Create/Modify Requests link, and you will be taken to the Role/Application quest. NOTE: Role/Application Request page contains a separate help file with specific pplication access.
Accessing Applications Links to the Applicat NCAISS Home Page. To access an application of	ions for which a user has access are found in the My Applications section of the user's dick the appropriate link.
NCAISS Help	
NOTE	Please dose this tab to return to your NCAISS home.

Figure 33: NCAISS Banner – Return to Main NCAISS Help Page



7 Update Profile Data

The "My Information" link on the NCAISS Home Page allows users to view and update their profile information. The user profile information is accessed via the "My Information" link on the left side of the NCAISS Home Page, as depicted in Figure 34.

Defense Security Services Portal National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)	Accessibility Sign Out gordon.ncaiss Help Last Login: Wed Mar 18 04:43:38 CDT 2015
Work Items	
Yy Profile Ay Information	
✓ Requests Create/Modify Requests Another Content of the Content of	
W Applications CRMS Application	

Figure 34: NCAISS Home Page My Information Link

The "My Information" tab includes four (4) sections, as shown in Figure 35.

- Basic User Information (Name, Contact Information, etc.)
- Change Password
- Challenge Questions
- Delegation

The Basic User Information, Change Password, and Challenge Questions sections are covered in greater detail in the sub-sections that follow, while Delegation is discussed in detail in Section 10. **Note:** The Basic User Information in the "My Information" page is displayed in read-only format; users must click the "Edit" link, as described in Section 7.1 to modify their Basic User Information.

🍦 My Information		
gordon ncaiss		* Required fields
≥ Basic User Informat	on	5de
Title First Name Middle Name "Last Name Suffit User Login E-mail Telephone Street City State Postal Code Country	Profile Content gordon ncaiss GORDON.NCAISS gordon.ncaiss@dos.mil Contact Information 222-222-222 to 123 Gordon Hawaii Hawaii	
≥ Change Password		
Challenge Questions		
≥ Delegation		

Figure 35: My Information

7.1 Basic User Information

Within the "Basic User Information" area, a user is able to view relevant information about the user's account. A user can update profile data by taking the following steps:

1. Click "Edit" to access the "Update My Information" page, shown in Figure 36.

My Information	La La
gordon ncaiss	* Required fields
⊻Basic User Informat	tion Click "Edit" — 5 [Bit]
	Profile Content
Title	
First Name	gordon
Middle Name	74 60
*Last Name	ncaiss
Suffix	
User Login	GORDON.NCAISS
E-mail	gordon.ncaiss@dss.mil
	Contact Information
Telephone	222-222-2222 (p
Street	123 Gordon
City	Gordon
State	Hawaii
Postal Code	22222
Country	
≥ Change Password	
Challenge Questions	5
≥ Delegation	

Figure 36: My Information – Basic User Information

 On the "Update My Information" page, enter the applicable changes in the appropriate fields and click "Update" as shown in Figure 37. Note: Users cannot change their first name, last name, or email address. If you need to change your first name, last name, or email address, contact the DSS Knowledge Center. Note: Clicking cancel returns you to the NCAISS Home Page.

Update My Information

Please complete all information requested below and click 'Submit' when complete, or click 'Cancel' to return to account management.

Title	
First Name	gordon
Last Name	ncaiss
Suffix	
User ID	GORDON.NCAISS
Email	gordon.ncaiss@dss.mil
Phone	222-222-2222
Organization Name	dss
Street Address	123 Gordon
City	Gordon
State	Hawaii
Zip Code	22222
Country	

Figure 37: My Information – Update Profile Data

3. Upon submission, a confirmation page will display as shown in Figure 38. Click "Return to DSS Portal" to return to the NCAISS Home Page. **Note:** Upon completion of profile data updates, the user can view any applied changes by accessing the "My Information" link from the NCAISS Home Page.



Update My Information

ir user information was upoa	ated with the following attributes.	
Title		
First Name	gordon	
Middle Name		
Last Name	ncaiss	
Suffix		
User ID	GORDON.NCAISS	
Email	gordon.ncaiss@dss.mil	
Phone	222-222-2222 🛟	
Organization Name	dss	
Street Address	123 Gordon	
City	Gordon	
State	Hawaii	
Zip Code	22222	
Country		

Figure 38: My Information – Update Profile Data Confirmation

7.2 Reset Password

Within the "Reset Password" area, users are able to change the password used for registering a certificate and set during self-registration. To reset the password, click the arrow next to "Change Password" to expand the Change password area; enter the old password, and the new password, then click "Apply," shown in Figure 39. **Note:** the password set at this stage must meet established DoD password complexity criteria.

췕 My Information		
gordon ncaiss		* Required fields
∠Basic User Informat	tion	Fáit
	Profile Content	Link
Title		
First Name	gordon	
Middle Name	Annual Control of Cont	
*Last Name	ncaiss	
Junix Licer Login	CORDON NEALES	
E-mail	gordon neaise@dss mil	
Lindi	Contact Information	
Telephone	272-272-2222 to	
Street	123 Gordon	
City	Gordon	
State		
Postal Code	11112	
Country		
M Change Pacquerd		
Change Password		* Indicates Required Fields Apply Cancel
* Old Pass	word	Click "Apply"
* New Pass	and	
Herr Fusion		
* Confirm New Passy	vord	

Figure 39: My Information – Reset Password



7.3 Challenge Questions

Within the "Challenge Questions" area, users are able to change the challenge questions they set during selfregistration. To reset the challenge questions, click the arrow next to "Challenge Questions" to expand the challenge question area; select three challenge questions, and provide the corresponding answers, then click "Apply," shown in Figure 40. **Note:** Previously entered challenge questions will not be displayed for security reasons and will be overwritten by the newly set questions/responses.

🍦 My Information			
gordon ncaiss			* Required fields
≥ Basic User Informat	ion		
	Drofile Contont		Edit
Title	Profile Content		
First Name	gordon		
Middle Name	goldon		
*Last Name	ncaiss		
Suffix	100100		
User Login	GORDON.NCAISS		
E-mail	E-mail gordon.ncaiss@dss.mil		
	Contact Information		
Telephone	222-222-2222 (0)		
Street	123 Gordon		
City	Gordon		
State			
Postal Code	11112		
Country			
> Change Password			
✓ Challenge Question:	5		
Your secret questions and	answers are already set. However, you can use the	below form to set them new.	
			Click "Apply"> Apply Cancel
* Question1	~	* Answer1	
* Question2	×	* Answer2	
* Question3	×	* Answer3	1
· · · · · · · · · · · · · · · · · · ·			

Figure 40: My Information - Challenge Questions



8 Requesting NCAISS Roles

A user may request an additional NCAISS Role from the NCAISS Home Page by taking the following steps:

1. Click the "Create/Modify Requests" link.	
Defense Security Services Portal National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)	Accessibility Sign Out gordon.ncaliss Help Last Login: Wed Mar 18 04:43:38 CDT 2015
🗑 Work Items	
Y Profile Ary Information	
Renuests Create/Modify Requests Create/Modify Requests	
WY Applications CBMS Application	

Figure 41: Requesting Roles/Access from the NCAISS Home Page

2. The Role and Application Access Request page is displayed. Click "Request an NCAISS Role." **Note:** Additional application request links will display on the Application Access Request Page as new applications/resources are integrated with the NCAISS Solution.

NCATES Dequests			
NCA155 Requests	_		
Request an NCAISS Role	`	— Click	Here
OBMS Requests			
Request/Manage OBMS A	iccess		
STEPP Requests			
Register an Existing STEP	P Account		
Create a STEPP Account			

Figure 42: Requesting an NCAISS Role from the Application Access Request Page



- 3. The Request NCAISS Role form is displayed, as shown in Figure 43.
- 4. Select the appropriate role from the "Role Name" drop-down, depending on the needed access.
- 5. Complete the NCAISS Role request form by providing your Sponsor's email address **Note:** When requesting an NCAISS Role, your Sponsor must be a DSS Internal User.

Defense Security Service Po National Industrial Security Program (NISP) Central Acces	rtal ss Information Security System (NCALSS)	Return to DSS Portal Sign Out IOE.MCNISS1 Help
	NCAISS Role Request	
	Select Role Please fill out the following information for your role request.	
	User ID JOE.NCAISSI	
	First Name joe. Middle Name	
	Last Name noaiss	
	Email joe ncaiss@mail.mit * Role NameSelect Role	
	* Sponsor Email Next. Cancel	

Figure 43: NCAISS Role Request Form

- 6. Click "Cancel" to cancel the request. Note: Data entered will be cleared once you hit "Cancel."
- 7. Click "Next" to proceed.
- 8. A confirmation page will be displayed, as shown in Figure 44. Review the accuracy of the information presented.
- 9. Click "Cancel" to cancel the request. Note: Data entered will be cleared once you click "Cancel."
- 10. Click "Edit" to edit the information displayed.
- 11. Click "Confirm" to submit your role request for review.

Defense Security Service Portal National Industrial Security Program (NISP) Central Access Information Security	System (NCAISS)	Return to DSS Portal Sign Out JOE/NCAISS1 Help
	NCAISS Role Request	
	Confirm Request Please confirm your role request information.	
	User ID JOE.NCAISS1	
	First Name joe	
	Middlename Name	
	Last Name noaiss	
	Email joe.ncaiss@mail.mil	
	Role Account_Administrator	
	Sponsor Email rudy.ncaiss@dss.mil	
	Confirm Edit Cancel	

Figure 44: NCAISS Role Request Confirmation

12. Upon form submission, a Request Successful page will be displayed. Click "Ok" to return to the NCAISS Home Page.

Request Com	pleted Successfully!	
The following role requi	est was successfully submitted for approval with Request ID: 882.	
Request For	NCAISS1.TEST1	
Requested Role	Validating Official	

Figure 45: NCAISS Role Request Successful Page



13. Click "Sign out" (at the top right side of the page) to log out of NCAISS.

Defense Security Services Portal National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)	Accessibilite Sign Out a poroluncaiss Help Last Login: Tue Mar 17 04:42:40 CDT 2015
🔂 Work Items	
Wy Profile	
W My Applications	

Figure 46: Signing out of NCAISS

Note: Your submitted request will be sent to your Sponsor's inbox for approval and they will be notified via email.


9 Approving/Rejecting Account Requests

When NCAISS users submit requests for additional roles and/or access to integrated applications, these requests are posted in the Sponsors'/Approvers' inboxes. As depicted in Figure 47 new requests that require review and approval can be viewed by clicking the "Work Items" link on the left hand side of the NCAISS Home Page. **Note:** The number of approval steps and the approvers involved are determined based on the type of role or application access that is requested; however, the basic approval process remains unchanged from the process documented below.



Figure 47: NCAISS Home Page – Accessing Approval Items

Clicking the "Work Items" link allows a user to see a list of requests awaiting their review and approval, as depicted in Figure 48.





9.1 Approving NCAISS Role Requests

Once a user's NCAISS account is established, he/she may request additional roles in NCAISS, to include Account Administrator, Validating Official, and IA User. The submitted requests are posted in the appropriate Sponsor's Work Items list. If the a User requests the role of Validating Official, then a "Validating Official" must review the request once it has been approved by the user's Sponsor. Once the Validating Official verifies the security level for the requester, they may approve or reject the request. If the requestor has selected an "Account Administrator" account type, the workflow includes an Account Administrator review of the request, following approval by both the Sponsor and Validating Official. **Note:** Request rejections are addressed in Section 9.2.

1. Log into NCAISS.

2. The NCAISS Home Page is displayed, as shown in Figure 26.

- 3. Click on the "Work Items" link.
- 4. The "Inbox" tab is displayed with a list of requests awaiting approval, as shown in Figure 49.

Defense Securi National Industrial Security Pro	ty Services Portal gram (NISP) Central Access Informa	ation Security System (NCAISS)	Accessibility Sign Out lauren.nciiliss Help Last Login: Tue Mar 17 0	9:49:25 CDT 2015
Work Items	a Inbox			
⊻ My Profile	Views	-😝 My Tasks(1) - 💠 🥒 💥 🛛 🖾 Actions - 🛛	🔍 🗸 Me & My Group 🔍 Assigned 🔍 🖢	• 📵
My Information		1 Title	Number Creator	Assigned Priority
Create/Modify Requests	Inbox My Tasks (1)	NCAISS Role Approval Request for rajiv noaiss	201967 rajjv.ncaiss	Mar 18, 2015 3:15 PM 3 🔽
> My Applications	Views			
⊻ Administration	Due Soon High Priority Past Day Past Week Past Week Past Week Past Quarter Manual Provisioning New Tasks Pending Approvals	3		

Figure 49: NCAISS Role Requests Awaiting Approval

- 5. Click on the request you wish to review and approve to launch the Account Request Approval detail view.
- 6. The Account Request Approval detail view is displayed, as shown in Figure 50. Here you can view the account details and the account type the user is requesting.
- 7. Review the request and click "Approve." Note: If you are a Validating Official or a Knowledge Center user you will first have to click the "Claim" button on the request detail to claim the item before being able to approve or reject the item. Note: After the Sponsor approves the request, the request is forwarded to other NCAISS role holders for subsequent approvals (i.e., Validating Official for Validating Official and IA User access requests and Validating Official and Account Administrator for Account Administrator access requests).

🗃 Work Items	hbox Inbox MCAISS Role Approval Requ	
My Profile	NCAISS Role Approval Request for gordon ncaiss First Name gordon	
 Requests 	Middle Name	
Create/Modify Requests	Last Name Inceiss Login GORDON.NCAISS1	
My Applications ISFD Application	Email gordon.ncsiss@dss.mll Existing Role(s) STEPP User Researched Role Validatino Official	
Administration	Comments Click here to enter comments	
	No data to display	
✓ Administration	✓ Comments Click here to enter comments No data to display	

Figure 50: NCAISS Role Request Approval

8. After approving, click the "X" in the approval item tab to close it and return to the "Inbox" tab to display the remaining number of approvals on the list. **Note:** You will have to hover over the end of the tab for the "X" to appear.



Figure 51: Close NCAISS Approval Item

9.2 Rejecting a Request

NCAISS Users that receive an access request Work Item have the capability to review the request and either approve or reject it. NCAISS users follow the same process to reject a request. **Note:** Work Items that are rejected require the user to enter a custom comment to indicate the justification for rejection.

- 1. Click on the request you wish to view, as shown in Figure 49.
- 2. The Account Request detail view is displayed, as shown in Figure 52. Here you can view the account details and the account type the user is requesting.
- 3. If the request is not valid, select "Reject," and the Solution notifies the Access Requestor that request is denied. **Note:** Comments must be entered to reject a request. Click the comment icon above the comment box to enter comments.



Figure 52: NCAISS Role Request Rejection

- 4. The request is rejected and an email is sent to the user with the reason it was rejected.
- 5. After rejecting, click the "X" in the approval item tab to close it and return to the "Inbox" tab to display the remaining number of approvals on the list, as shown in Figure 51. **Note:** You will have to hover over the end of the tab for the "X" to appear.



10 Delegating Work Items

NCAISS users that receive Work Items (e.g., access approval requests) may delegate his/her Work Items to another user for a specified period of time. Work Item delegation can help determine that access requests are processed promptly and efficiently during prolonged absences. When delegating Work Items, it is the responsibility of the Delegator to determine that the Delegate is fully capable of completing the assigned work tasks. The process for delegating Work Items is the same for NCAISS users and follows the process outlined below. **Note:** Only one delegation may be set for a specified period of time. If you have set up a delegation for a specific period of time, the system will not allow you to set up another delegation that over laps with the time period set in the existing delegation.

- 1. From the NCAISS Home Page, click the "My Information," link as shown in Figure 34.
- 2. On the "My Information" tab click the arrow next to "Delegation" to expand the "Delegation" area, as shown in Figure 53.

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ktors - Yew - PER + Add Remove Rig Refresh R Remove All Date Relationship Leat Updated Ratus w/Prozy Name Ruet Date End Date Relationship Leat Updated Ratus dda to digiby	een clores - Wen - Edit Add & Remove All Code without Name Start Date End Date End Date Prelationship Cast to display Control Contro	•• 🥖 Edit 💠	Add Start Date	Refresh 🔉	© Remove All End Date	letach Relationship	Last Updated	Rotus	
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A A Refresh Date Prelationship Last Updated Status dota to doplay	Referent Date End Date Relationship Last Updated Status date to deplay								
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R Refresh Detach w/Procy Name Start Date Relationship Last Updated Status data to dogky	t Marfresh Datach Mi/Procy Name (Relationship Last Updated Status data to display								
A Mg Refresh ☐ Detach w/Procy Name Start Date (End Date (Relationship) Lest Updated (Status) dota to display	t Mag Refresh Date Relationship Last Updated Status data to display								
A	t MigRefresh I Detach MigRecry Name Start Date Ind Date Relationship Last Updated Status dota to display								
k Refresh ∭Potsch wiProny Name Start Date End Date Relationship Last Updated Status data to display	t M Petroch WProcy Name Start Date End Date Relationship Last Updated Status data to display								
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R R Refresh Date End Date Start Date Start Date Startus data to doploy	Refresh Detach Mi Pronov Name Start Date End Date Prelationship Last Updated Status data to display								
A B Contrash Mi/Prony Name Start Date End Date Relationship Last Updated Status data to display	Referent Date Relationship Last Updated Status WiProny Name Start Date End Date Relationship Last Updated Status								
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w Proxy Name data to display	w Proxy Name data to display		∂ Detach	2 Detach	⊡ Detach	2 Detach	⊡ Detach	☐ Detach	⊡ Detach

Figure 53: Delegating Work Items from the My Information Link

- 3. The Delegation area displays active or ended delegations and allows the user to begin a new Delegation.
- 4. Click "+Add" to initiate a new Delegation.

Defense Security	/ Service				I
🍦 My Information					
≥Change Password					
≥ Challenge Questions					
Delegation					
Current					
Actions - View - / Edit	💠 Add_ 💥 Remove 👪	Refresh 💥 Remove Al 🛛 🛃	Detach		
		le le l	le tar tr	he was not a	

Past						
😽 Refresh 🔄 Detach						
Row Proxy Name	Start Date	End Date	Relationship	Last Updated	Status	
No data to display						

Figure 54: Begin New Delegation

5. A pop-up box will appear with fields for the delegate, delegation start date, and delegation end date. Click the magnifying glass icon next to the delegate field.

	🖗 My Information						
	≥Change Password						
	2 Challenge Question	15					
	≚Delegation						
	Current						
	Actions + View +	🖉 Edit 💠 Add 🛛 💥 Remove 🛛 🔞 Refresh	💥 Remove Al 🛛 🛃 Deta	ch			
	Row Proxy Name	Start Date	End Date	Relationship	Last Updated Statu	us	
1			Add Proxy * Proxy Name O M * Start Date * End Date	(Manager her User	Click her	re	

Figure 55: Delegation Detail Criteria

6. Locate the desired user by selecting and entering search criteria.



My Information	💠 Search and Select: User	
2.Challenge Questions	Search Liser Login 💽	
Delegation	User Results	
Current	Vew +	
Actions - View - ZER Add 22 Pencin Row/Procy Nape Start Date	Display Name First Name Last Name	dated Status
Past		
Refresh 🔄 Detach	Columns Hidden 66	
Row Proxy Name Start Date No data to display	Select	Cancel Status

Figure 56: Delegation User Search

7. Click on the user you wish to set as the delegate, and click "Select."

My Information	Search and Select: User	8
Change Password		
Challenge Questions	Search First Name Incass2	
Delegation	User Results	
Eurrent	View -	
Actions - View - PEdit + Add 32 Remove		
Row Procy Name Start Date	Disclay Name First Name Last Name	dated Status
No data to display	ncaiss2.test2 ncaiss2 test2	
Past		
Refresh Cetach		
Row Proxy Name Start Date	Courns Haden 60	t Updated Status
Ris distants dealars	Click "Salact"	

Figure 57: Delegation User Selection

8. Once you've found the appropriate user you will be directed back to a pop-up window. Enter the Start Date and End Date for the period in which you would like to delegate your Work Items, and click "Apply."

∠Delegation				
Current				
Actions • View • 🥖 Edit 💠 Add 💥 Remove 👸	Refresh 💥 Remove Al 🛛 🔀 Detach			
Row Proxy Name Start Date	End Date	Relationship	Last Updated Status	
	Add Proxy * Proxy Name C My R C Other rccssc2 * Start Date * End Date	Inger User Rest2 Q Cance Apply	← Click "Apply"	

Figure 58: Set Delegation Parameters

9. The delegation task will be created and you will be returned to the My Information tab. Here you will see the new delegation task in the Current delegation box.

NCAISS	User	Guide
--------	------	-------

My Information									
Change Passwor	rd								
Challenge Quest	ions								
Delegation									
Current									
Actions + View +	/ Edt 💠 A	d 💥 Remove	Refresh	X Remove All	Detach				
Row Proxy Name		Start Date		End Date		Relationship	Last Updated	Ratus	
								and the second se	
I ncass2.test2		7/14/2014		7/14/2014		Other	7/14/2014	In Progress	
1 ncass2.best2		7/14/2014		7/14/2014		Other	7/14/2014	In Progress	
1 ncass2.best2		7/14/2014		7/14/2014		Other	7/14/2014	InProgress	
1 ncass2.best2	Detach	7/14/2014		7/14/2014		Other	7/14/2014	InProgress	

Figure 59: Completed Delegation Summary



11 Logging Out

Users may log out of NCAISS using the "Sign Out" link or by closing their web browser. The process and screen shots below demonstrate logging out of NCAISS using the "Sign Out" link.

- 1. From each screen within NCAISS, click on the "Sign Out" link in the top right corner, as shown in Figure 60.
- 2. Once logged out, the NCAISS Login Page is displayed. **Note:** You must close your web browser to fully terminate the session.



Figure 60: NCAISS Home Page Log Out

National Industrial Security	Program (NISP) Central Access Informa Thank you for using the DS terminate your session. You	tion Security System (NCAISS) S Portal. You have been logged out of the s r CAC/ECA information remains in the brow	ystem. It is recommended that you close all open browser windows to servinit if has been closed.	
	Login to DSS Portal CAC/ECA Login Register CAC/ECA Register Certificate Self Enrollment Register for an account	Threat Advisory NTAS NOACTIVE ALBARS NOACTIVE ALBARS	FAQS Setting up Firefox to work with Card readers? NCAISS not loading in Firefox? What is the NCAISS? What is the NCAISS? What is the NCAISS? What is the NCAISS? How do I reade an NCAISS account? How do I associate CACECA with my account? From where do I get an ECA certificate? How do I log into NCAISS using my CACIECA? How can I find help? CAC error message "Page cannot be displayed"? See ALL FAQs	
	Contact DSS F;	AQs Accessibility USA.gov Security a FOR OFFICIAL Copyright © 2014 - Defense Security	nd Privacy Notice No Fear Act FOIA Terms of Use ISE ONLY Service All Rights Reserved.	

Figure 61: Successful Logout



12 OBMS Application NCAISS User Guide

This section describes the step-by-step processes for requesting access to, accessing, and managing users for the OBMS application using the NCAISS Solution. **Note:** This portion of the User Guide focuses exclusively on use of the NCAISS Solution as it relates to the OBMS application. Actions that a user may take within the OBMS application, following authentication, are out of scope for this User Guide. This section assumes that an OBMS access requestor already has a valid NCAISS user account. If a valid NCAISS user account does not exist, refer to Section 3 for step-by-step instructions for NCAISS self-enrollment.

12.1 Accessing OBMS

CAC/PKI authentication is the process through which OBMS users, regardless of role, will access the OBMS application using the CAC or a DoD-approved PKI certificate. For convenience, there are two ways in which a user may authenticate to OBMS, including:

- Navigate to the public-facing OBMS home page and click "Login" (CAC/PKI Authentication from OBMS)
- Access OBMS from the NCAISS (CAC/PKI Authentication from NCAISS)

The following sections provide step-by-step instructions for accessing OBMS using the two methods described above. **Note:** This section assumes that the User already possesses valid NCAISS and OBMS application accounts.

12.1.1 CAC/PKI Authentication from OBMS

The steps below describe the process for accessing OBMS via NCAISS from the OBMS homepage through the use of a CAC or DoD-approved PKI certificate.

1. Navigate to the OBMS unauthenticated homepage (www.obms.dss.mil).

2.	Accept the	Disclaimer
----	------------	------------



Figure 62: Unauthenticated OBMS Home Page

3. You are redirected to the NCAISS Disclaimer page, as shown in Figure 63. Select "I Accept" to proceed.







4. The unauthenticated NCAISS page is displayed, as shown in Figure 64. Select "CAC/ECA Login" to proceed.

Niek Lleve	Note: If you have recently	used your CAC/ECA to login, you may no	ot be prompted for your PIN and/or Certificate.	
	Login to DSS Portal	Threat Advisory	FAQs	
	CAC/ECA Login	NTAS NO ACTIVE ALEXTS WWW.DHS.gov/alerts Read more	Setting up Firefox to work with Card readers? KANSS not loading in Firefox? What is the NCANSS? What is the Single Sign-on? Kand Lancto a WANSS account?	
	Register Certificate	Links	How do I reset my password? How do I reset my password? How do I associate CACIECA with my account? From where do I get an ECA cettificate?	
	Self Enrollment	DoD Approved PKIs	How do I log mit www.susang my UAUEUA/ How can I find help? CAC error message "Page cannot be displayed"? See ALL FAQs	

Figure 64: Unauthenticated NCAISS Home Page

5. Select the certificate that you would like to use. **Note:** You must use the certificate that has been associated to your NCAISS account.



		Windows Security	
0	Note: If you have recently used y	Select a Certificate	N and/or Certificate.
Lo	gin to DSS Portal	SAMPLEUSER Issuen DOD EMAIL CA-30 Valid From: 9/11/2013 to 8/11/2014 <u>Click here to view certificate prope.</u>	nt no
Re	gister CAC/ECA	SAMPLEUSER Issuer: DOD CA-30 Valid From: 9/11/2013 to 8/11/2014	Click Here
	Register Certificate	OK Cancel	password? je CACIECA with inv/ account? get an ECA certificate?

Figure 65: Certificate Selection

6. Enter your PIN.

Defense Se ational Industrial Secur	curity Service Portal rity Program (NISP) Central Access Information Security System (NCAIS®)	
	Note: If you have recently used yo Windows Security	
	Login to DSS Portal Please enter your PNL Please enter your PNL Please enter your PNL Please enter your PNL PIN Enter PIN	
	Register CAC/ECA Cick here for more information gr-on? Register Certificato Cick here for more information gr-on? OK Cancel 2AC/ECA with my account? Element of the construction of the construction of the construction of the construction of the CA with my account? GR	
	DSS Applications How do l log nic DSS Potal using my CACIECA? Self Enrollment • STEPP • OBMS	

Figure 66: PIN Entry

7. The NCAISS Solution authenticates you, and directs you to OBMS. The OBMS user's homepage is displayed, as shown in Figure 67.

	Defens OFFI BUSINI	E SECURITY SERVICE WEICC CE OF THE DESIGNATED APPROVING AUTHORITY (ODAA) About Shortcuts F	ome obms.north Preferences Logout
A Hon	ne Certification	and Accreditation Module ISA/(MOU/A) Module Report Module Help	
OBN	IS Home	Page - Contractor Submitter	
Notific	ations		
		IN I	
	Date 💌	Subject 🗘	Sender ≎
	2013-10-25	Accreditation package 77777-20130913-00005-00010 Version 1.0 has been submitted for review with CAGE Code 66784 listed as a Child Node.	user1, odaa
	2013-10-11	Accreditation package 7777-20131011-00001-00002 Version 1.0 has been submitted for review with CAGE Code 66784 listed as a Child Node.	user1, odaa
	2013-10-03	A Validation Visit has been scheduled for 66784-20130912-00010-00001 Version 1.0.	User, OBMS
	2013-10-03	A Validation Visit has been scheduled for 66784-20130912-00008-00001 Version 1.0.	User, OBMS
		C Open Notification	
		For Official Use Only Release Version: OBMS 2.0.0 (10 October 2013)	

Figure 67: OBMS User Home Page

Note: OBMS users with multiple OBMS roles will be prompted by OBMS to select the role that they would like to use during a given session, as shown in Figure 68. If applicable, select the desired role from the drop down menu and click "Submit."

OBMS Defenses Security Service	Welcome joseph bonnen
Please select a role	
Select 🔹	
Submit	
For Official Use Only Release Version: OBMS 5.0 (3 May 2012)	

Figure 68: Multiple OBMS Role Selection

12.1.2 CAC/PKI Authentication (to OBMS) from NCAISS

The steps below describe the process for accessing the OBMS application from NCAISS through the use of a CAC or DoD-approved PKI certificate.

- 1. Navigate to the NCAISS (<u>https://ncaiss.dss.mil</u>) in your web browser.
- 2. Authenticate to NCAISS, as described in Section 5.
- 3. Upon authentication, the NCAISS Home Page is displayed.
- 4. Click the "OBMS Application" link, as shown in Figure 69.
- 5. OBMS allows User application access.

Defense Security Service	NCAISS User Guide
Defense Security Services Portal National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)	Accessibility Sign Out gordon.ncaiss Help Last Login: Wed Mar 18 04:43:38 CDT 2015
🗑 Work Items	
My Profile My Information	
<u>≥ Requests</u> <u></u>	
Click Here	

Figure 69: Accessing OBMS from the NCAISS Home Page

6. NCAISS will direct you to OBMS and the OBMS user home page is displayed, as shown in Figure 67.

Note: OBMS users with multiple OBMS roles will be prompted by OBMS to select the role that they would like to use during a given session, as shown in Figure 68. If applicable, select the desired role from the drop down menu and click "Submit."

12.2 Requesting Access to OBMS

In order to gain access to OBMS, an NCAISS user must request access using the OBMS access request form from within the NCAISS. Based upon the user's affiliation with DSS, NCAISS will display the appropriate OBMS access request form. OBMS Internal Users, either DSS employees or contractors – who checked the "DSS Internal User" checkbox during NCAISS account registration – will complete the Internal OBMS access request form, as described in Section 12.2.1. OBMS External Government Users, individuals from the industrial security community, representing a Federal Government organization, that have a .mil or .gov (non-DSS) email address – who did not check the "DSS Internal User" checkbox during NCAISS account registration – will complete the External Government Submitter OBMS access request form, as described in Section 12.2.2. OBMS External Contractor Submitter Users, industry users with an email address other than .gov or .mil (e.g., .com, .org, etc.), will complete the External OBMS Contractor Submitter access request form, as described in Section 12.2.3. The following sections provide step-by-step instructions for requesting access to OBMS, based upon your affiliation with DSS.

12.2.1 OBMS Internal User Account Request

This process allows an Internal OBMS Access Requestor (i.e., DSS employee or contractor) to request access to the OBMS application. **Note:** This process assumes that the Access Requestor has checked the "DSS Internal User" checkbox during NCAISS account registration and has already logged into his/her valid NCAISS account, as described in Section 5.

1. Once logged into NCAISS, click the "Create/Modify Requests" link, as shown in Figure 70.

Defense Security Services Portal National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)	Accessibility Sign Out gordon.ncaiss Help Last Login: Wed Mar 18 04:43:38 CDT 2015
🖉 Work Items	
✓ My Profile	
Click Here	

Figure 70: Create/Modify Requests

2. Click the "Request/Manage OBMS Access" link as shown in Figure 71.

NCAISS Access Request

Please choose one of the following request options.

NCAISS Requests	
Request an NCAISS Role	
OBMS Requests	
Request/Manage OBMS Access	- Click Here
Request/Manage OBMS Access	- Click Here
STEPP Requests	- Click Here
Request/Manage OBMS Access STEPP Requests Register an Existing STEPP Account	- Click Here

Figure 71: Requesting Access to OBMS

- 3. NCAISS will determine that you are an Internal Requestor because your NCAISS account includes the "DSS Internal User" attribute, and will display the Internal OBMS Access Request Form.
- 4. Complete the form, selecting "User OBMS Title" and "User OBMS Region" from the drop-down lists, adding "Role" assignment(s), and providing your Sponsor's (current DSS Supervisor) email address, as shown in Figure 72. Note: As an Internal OBMS User, your Sponsor must also be an Internal DSS User. Note: If you have previously completed the User Information data fields (e.g., Name, Address, Organization, Phone Number, etc.) the data will be pre-populated and locked for editing; should you need to revise your previously entered information you may do so on the My Information page (see Section 7 for additional guidance on editing the user profile). Note: If you have previously requested OBMS access in a separate request, no new request submissions will be allowed until the previous request has been completed.
- 5. Click "Next"

Defense Security Service		NCAISS User Guide
Defense Security Services Por National Industrial Security Program (NISP) Central Access	tal nformation Security System (NCAISS)	Return to DSS Portal Sign Cut NILLES-LINCALSS Help
	OBMS User Access Please complete all information requested below and click 'Submit' when comp OBMS User User ID NULESHINCASS First Name NickISS Sinfix Email nieduncais@dos.mil * Organization Name * Street Access * Organization Name * Organization Name * Street Access * Organization Name * Organization Name * Street Access * Organization Name * Organization Name * Street Access * Organization Name * Organization Name * Organization Name * Street Access * Organization Name * Organization	ete, or del 'Carcel to return to account management. Provide Information
Provide your Sponsor's Email Address	OBHS Access Request Sonor Email User OBHS Table User OBHS Repon Set ast POL Instance .OBM Active OBHS Reles Extre OBHS Reles	Select Title and Region
Select Role(s) ——	New OBMS Role Selection Available OBMS Roles S Stilling Coordinator HQ Content Administrator Beviewer Approver User Administrator - Regional DSS Non-ODAA Regional Content Administrator User Administrator - National	kected OBMS Role(s)
Click Next	Next C roe	

Figure 72: Internal OBMS Access Request Form

- 6. A confirmation screen will be displayed, as shown in Figure 73. Confirm the accuracy of the information.
- 7. Click "Cancel" to cancel the request if changes are needed.
- 8. Click "Confirm" to submit the request for review.



Figure 73: OBMS Internal Access Request Confirmation

9. Upon clicking "Confirm" your access request is submitted; click "Ok" on the successful submission page and you are returned to the NCAISS Home Page.

12.2.2 OBMS External Government (non-DSS) Submitter User Access Request

This process allows an External OBMS Government Submitter Access Requestor (i.e. non-DSS Internal User) to request access to the OBMS application. Note: This process assumes that the Access Requestor has not checked the "DSS Internal User" checkbox during NCAISS account registration, has a .gov or .mil email address, and has already logged into his/her valid NCAISS account, as described in Section 5.

- 1. Once logged into NCAISS, click the "Create/Modify Requests" link, as shown in Figure 70.
- 2. Click the "Request/Manage OBMS Access" link, as shown in Figure 71.
- 3. NCAISS will determine that you are an External Government Submitter Requestor because your account does not include the "DSS Internal User" attribute and a .gov or .mil (non-dss.mil) email address is affiliated with your NCAISS account. NCAISS will display the External OBMS Access Request Form for Government Submitter users.
- 4. Complete the form, selecting "OBMS User Title" from the drop-down list, adding the "Role" assignment, providing your Sponsor's (your current supervisor within your government organization) email address, as shown in Figure 74. Note: Your Sponsor must have an NCAISS account in order to approve your access to OBMS – you will not be able to submit your OBMS access request until your Sponsor creates an NCAISS account. Note: If you have previously completed the User Information data fields (e.g., Name, Address, Organization, Phone Number, etc.) the data will be pre-populated and locked for editing; should you need to revise your previously entered information you may do so on the My Information page (see Section 7 for additional guidance on editing the user profile). Note: If you have previously requested OBMS access in a separate request, no new request submissions will be allowed until the previous request has been completed.
- 5. Click "Next."



Figure 74: OBMS Government Submitter Access Request Form

- 6. A confirmation screen will be displayed, as shown in Figure 75. Confirm the accuracy of the information.
- 7. Click "Cancel" to cancel the request if changes are needed.
- 8. Click "Confirm" to submit the request for review.



Figure 75: OBMS Government Submitter Access Request Confirmation

9. Upon clicking "Confirm" your access request is submitted; click "Ok" on the successful submission page and you are returned to the NCAISS Home Page.

12.2.3 OBMS External Contractor (Industry) Submitter User Access Request

This process allows an External OBMS Contractor Submitter Access Requestor with a non-.gov or non-.mil email address to request access to the OBMS application. **Note:** This process assumes that the Access Requestor has not checked the "DSS Internal User" checkbox during NCAISS account registration and has already logged into his/her valid NCAISS account, as described in Section 5.

- 1. Once logged into NCAISS, click the "Change/Modify Requests" link, as shown in Figure 70.
- 2. Click on "Request/Manage OBMS Access" link as shown in Figure 71.
- NCAISS will determine that you are an External Requestor because your account does not include the "DSS Internal User" attribute and a non-.gov or non-.mil email address is affiliated with your NCAISS account. NCAISS will display the External OBMS Access Request Form.
- 4. Complete the form, selecting "OBMS User Title" from the drop-down list, adding the "Role" assignment, and providing Commercial and Government Entity (CAGE) Code and Key Management Personnel (KMP) email address, as shown in Figure 76. Note: You may add additional CAGE Codes by clicking the "Add CAGE Code" button. You must provide a KMP email address for each CAGE Code that you're requesting. Each KMP must have a valid NCAISS account in order to approve access to the respective CAGE Code. Note: If you have previously completed the User Information data fields (e.g., Name, Address, Organization, Phone Number, etc.) the data will be pre-populated and locked for editing; should you need to revise your previously entered information you may do so on the My Information page (see Section 7 for additional guidance on editing the user profile).
- 5. Click "Next."



Figure 76: External OBMS Access Request Form

- 6. A confirmation screen will be displayed, as shown in Figure 77. Confirm the accuracy of the information.
- 7. Click "Cancel" to cancel the request if changes are needed.
- 8. Click "Confirm" to submit the request for review.



Figure 77: External OBMS Account Request Confirmation

9. Upon clicking "Confirm" your access request is submitted; click "Ok" on the successful submission page and you are returned to the NCAISS Home Page.

12.3 Reviewing and Approving/Rejecting OBMS Access Requests

When an OBMS Access Requestor submits a request to access the OBMS application, a Work Item is added in the appropriate Sponsor's queue. Note: Internal OBMS Access Requestors specify their current DSS Supervisor as their Sponsor, External Government Submitter Access Requestors specify their current government organization supervisor as their Sponsor, and External Contractor (Industry) Submitter Access Requestors specify the KMP for each requested CAGE Code as their Sponsor(s). Once approved by the Sponsor, accounts for Internal and External Government Submitter OBMS Access Requests are created by NCAISS and the user is notified. External Contractor Submitter OBMS Account Requests must be reviewed approved by the DSS Knowledge Center, in addition to the Requestor's Sponsor(s), prior to account creation. This subsections that follow outline the process for reviewing and approving or rejecting OBMS access requests at the Sponsor-level. Note: If a Sponsor has an OBMS access request from an internal or external government OBMS Access Requestor in queue, that requestor will not be able to submit any new requests until the previous request in queue has been completed (i.e., approved or rejected). Note: Refer to the Account Administrator User Guide for guidance on DSS Knowledge Center processing of OBMS External Contractor Submitter Access Requests.

12.3.1 Sponsor Approval for OBMS Internal Access Requests

The following steps outline the process for reviewing and approving access to OBMS Internal users as the Sponsor (DSS Supervisor).

- 1. Log into NCAISS, as described in Section 5.
- 2. Click on the "Work Items" link.



3. The "Inbox" page is displayed with a list of requests awaiting approval, as shown in Figure 78.

Am In	linbox					1
Work Items	Views	🙀 My Tasis(1) - 💠 🦯 💥 🛛 🖾 Actions - 🗌	🔍 👻 🛛 Me & My Group 💽 Assigned			8
My Profile		8 Title		Number Creator	Assigned	Priority
Phy Information	Inbox	OBMS Sponsorship Request for Nilesh NCAISS		200700 nilesh.ncaiss	Jan 19, 2015 10:07 AM	3.
Requests	My Tasks (1)	~				
Track Requests	Views	×				
Administration	Due Soon					
burgers 🕹	High Priority					
	Past Day					
	Past Week					
	Past Quarter					
	Manual Provisioning					
	New Tasks					
	Pending Approvals	•				

Figure 78: OBMS Internal Access Request Work Item

- 4. Review the details of the OBMS Internal Access Request.
- 5. If the OBMS request is valid, select "Approve." NCAISS creates the OBMS account and the Solution notifies the User that access is granted.

Defense Secu National Industrial Security	rity Services Portal Program (NISP) Central Access Informatic	on Security System (NCAISS)	Accessibility Sign Out rudy.ncass Help Last Login: Wed Mar 18 04:54:46 CDT 2015
	👌 Inbox 📄 OBMS Sponsorship Re	equest	1
Work Items	OBMS Sponsorship Request for Nile	esh NCAISS	Click Approve> Represent
My Profile	OBMS ID NILESH ACAISS		• • • • • • • • • • • • • • • • • • • •
⊻ Requests	Last Name NCAISS		
Create/Modify Requests	Suffix Email nilesh.ncaiss@dss.mil		
≥ Administration	Urganization USS Street Adlines 122 DSS CRV Quantico State Vrginia Zip Code 11111 Phone 111-11111 (*) Phone Eit User OBMS Table Action Officer User OBMS Table Action Officer Existing Role(s)		E
	OBMS Role(s) Verification Available OBMS Role	es Selected OBMS Role(s) Raviewer Raviewer Raviewer Statistics Role (s) Raviewer Rav	
		<u>3</u> <u>3</u>	
	Comments Click here to enter comments		
	No deta to display		

Figure 79: OBMS Internal Access Request Review - Approval

6. After approving or rejecting the request, click the "X" in the approval item tab to close it and return to the "Inbox" tab to display the remaining number of approvals on the list, as shown in Figure 51. **Note:** You will have to hover over the end of the tab for the "X" to appear.

Defense Security Service

If the OBMS request is not valid, select "Reject" and the solution will notify the user that access is denied.
 Note: Comments must be entered to reject a request. Click the comment icon above the comment box to enter comments.

Work Items Yerofile My Enformation Requests Create/Modify Requests Track Requests	OBMS Sponsorship Request for Nilesh NCAISS OBMS ID NULESH/NCAISS First Name Niesh Last Name NCAISS	Click Reject
My Profile My Information Requests Create/Modify Requests Track Requests	OBMS ID NILESHJICAISS First Name Nilesh Last Name NAISS	
Requests Create/Modify Requests Track Requests	Last Name NCAISS	
Create/Modify Requests	A. M.	
	Email nilesh.ncaiss@dss.mil	
≥ Administration	Urgenzelon Uos Street Adres 123 DSS City Quartico Sate Vrginia Zip Cole 1111 Phone 111-111-111 (p Phone Et User OBMS Table Action Officer User OBMS Table Action Officer User OBMS Table (s) OBMS Role(s) CRMS Role(s) Vertication Available OBMS Roles Selects	MK Ralef ()
	Image: Section of the section of t	

Figure 80: OBMS Internal Access Request Review - Rejection

12.3.2 Sponsor Approval for OBMS External Government Submitter Access Requests

The following steps outline the process for reviewing and approving access to OBMS External Government Submitter users as the Sponsor (Government Organization Supervisor).

- 1. Log into NCAISS, as described in Section 5.
- 2. Click on the "Work Items" link.
- 3. The "Inbox" page is displayed with a list of requests awaiting approval, as shown in Figure 81.



Figure 81: OBMS External Government Submitter Access Request Work Item

- 4. Review the details of the OBMS External Government Access Request.
- 5. If the OBMS request is valid, select "Approve." NCAISS creates the OBMS account and the Solution notifies the User that access is granted.

Defense Secu National Industrial Security	rity Services Porta Program (NISP) Central Access Info	al smation Security System (NCAISS)	Accessibility Sign Out rudy.ncass Help Last Login: Wed Mar 18 04:54:46 CDT 2015
	Dirbox 🗍 OBMS Sponso	viship Request	
Work Items	OBMS Sponsorship Request f	ior kyle gov	Click Approve
My Profile	OBMS ID KYLE.GOV First Name kyle		
Requests Create/Modify Requests Arcate/Requests	Suffix Email kyle.gov@va.gov Organization VA		
✓ Administration	Street Address 123 VA Oty VA State Virginia Zip Code 11111 Phone 111-1111 (p Phone Ent User CBMS Title Program Manager		E
	Existing Role(s) OEMS Role(s) Verification Available OE	IMS Roles Selected OBMS Role(s)	
		Government Submitter Image: State	
	Comments Click here to enter comm	ets 9	
	No data to display		

Figure 82: OBMS External Government Submitter Access Request Review - Approval

6. After approving or rejecting the request, click the "X" in the approval item tab to close it and return to the "Inbox" tab to display the remaining number of approvals on the list, as shown in Figure 51. **Note:** You will have to hover over the end of the tab for the "X" to appear.

Defense Security Service

If the OBMS request is not valid, select "Reject" and the solution will notify the user that access is denied.
 Note: Comments must be entered to reject a request. Click the comment icon above the comment box to enter comments.

Defense Secu National Industrial Security	Irity Services Portal Program (NISP) Central Access Information Security System (NCAISS)	Accessibility Sign Out nudy.ncaiss Help Last Login: Wed Mar 18 04:54:46 CDT 2015
	👌 Inbox 📄 OBMS Sponsorship Request	6
Work Items	OBMS Sponsorship Request for kyle gov	Click Reject 🛛 🔧 🚛 👘
⊻ My Profile ♦ My Information	OBHS ID INTEGOV First Name, lig/le Last Name, dov	
Requests Oreate/Modify Requests Requests	Suffix Email kyk-gov@va.gov Organization VA	
⊻ Administration	Street Address 123 VA City VA State Virginia 20 (Code 11111 Phone Ent User OBMS Tible Program Manager Existing Role(s)	8
	OBMS Role(s) Verification Available OBMS Roles Selected OBMS Role(s) Government Submitter	
	Comments Click here to enter comments	icon to be able to enter
	No data to display comments	

Figure 83: OBMS External Government Submitter Access Request Review - Rejection

12.3.3 Sponsor Approval for OBMS External Contractor Submitter Access Requests

The following steps outline the process for reviewing and approving access to OBMS External Contractor Submitter users as the Sponsor (KMP for specified CAGE Code). **Note:** OBMS Contractor Submitters may request access to multiple CAGE Codes; a KMP must be specified for each CAGE Code requested. Accordingly, there may be multiple Sponsor-level approvals required for a single OBMS Contractor Submitter access request; access to each CAGE Code must be approved or rejected by the specified KMP before the access request can be processed by the DSS Knowledge Center. Failure to approve or reject an OBMS Contractor Submitter access request as the Sponsor within seven (7) days will result in automatic rejection of access to the specified CAGE Code(s).

- 1. Log into NCAISS, as described in Section 5.
- 2. Click on the "Work Items" link.
- 3. The "Inbox" link is displayed with a list of requests awaiting approval, as shown in Figure 84.



Figure 84: OBMS Contractor Submitter Work Item

4. Review the details of the OBMS External Contractor Submitter Access Request.



5. If the OBMS request is valid, select "Approve."

	Control and a sponsorship reducer =	
Work Items	OBMS Sponsorship Request for lauren industry	Click Approve
My Profile	OBMS ID LAURENLINDUSTRY First Name Javen	
Requests Create/Modify Requests Track Requests	Last Name industry Suffix Email Jauren.industry@test.com	
Croste/Modify Requests	Street Address 123 bet: City text State: Rhode Island Zip Code 11111 Phone Eit User OBMS Title: Facility Security Officer (PSO) Requested Cape Control State (State) OBMS State(s) Verification Available OBMS Roles Selected OBMS Role(s) Contractor Submitter	le being requested

Figure 85: OBMS External Contractor Submitter Access Request Review - Approval

- 6. NCAISS notifies the Knowledge Center of the pending OBMS account request. **Note:** Any requests for individual CAGE Codes that have not been processed by the Sponsor after seven days are automatically terminated.
- 7. After approving or rejecting the request, click the "X" in the approval item tab to close it and return to the "Inbox" tab to display the remaining number of approvals on the list, as shown in Figure 51. **Note:** You will have to hover over the end of the tab for the "X" to appear



8. If the OBMS request is not valid, select "Reject," and the Solution will notify the Access Requestor that the request is denied. **Note:** Comments must be entered to reject a request. Click the comment icon above the comment box to enter comments.



Figure 86: OBMS External Contractor Submitter Access Request Review - Rejection

OBMS External Contractor Submitter account requests must be reviewed and approved by a DSS Knowledge Center Agent, in addition to the Access Requestor's Sponsor(s) (Organization KMP) for the requested CAGE Code(s). **Note:** Refer to the Account Administrator User Guide for guidance on DSS Knowledge Center processing of OBMS External Contractor Submitter Access Requests.

12.4 Managing OBMS User Accounts

This section provides step-by-step instructions related to the process that allows an OBMS User Administrator to modify an OBMS user's assigned OBMS role(s) (i.e., add or remove roles) and modify a user's OBMS profile (i.e., change region code or CAGE code) within the NCAISS Solution.

12.4.1 Managing OBMS Internal and External Government Submitter User Accounts

- 1. Log into OBMS, as described in Section 12.1.
- 2. Select the "Edit User" tab.



Defense Security Service

	OBN DEFENSE S	AS ECURITY SERVICE			*	Welcome nicole adams
Home	Edit Users	Facilities 🔻	Reports	Logout		
		Se	elect "Ed	it Users"		
Welcor	ne					
Please choo	ose a menu option to	o continue.				
Release Vei	rsion: OBMS 5.0-be	eta (8 Feb 2012)				

Figure 87: OBMS User Administrator Interface

3. OBMS re-directs you to NCAISS and the NCAISS displays the Request page. Click "Manage OBMS User Access" as shown in Figure 88.

NCAISS Requests	
Request an NCAISS Role	
OBMS Requests	
Request/Manage OBMS Access	
Manage OBMS User Access	Click Here
STEPP Requests	
Register an Existing STEPP Acco	unt

NCAISS Access Request

Figure 88: OBMS Request Page

4. NCAISS starts the User Management workflow. Search for the desired OBMS user by inputting search parameters and clicking "Search" as shown in Figure 89. **Note:** You may search for a user by entering combinations of: OBMS user ID, First Name, Last Name, or Email Address.

Defense Security Services Portal National Industrial Sedurity Program (NISP) Central Access Informatio	n Security System (NCAISS)	
	Manage User Access Please Search for a User Please note that you can use " for wild cards. For example you could use joh" or "ohn' to get "John". User ID First Name Email Address Search Click Search User Id First Name Last Name Email	

Figure 89: Search for an OBMS User

5. NCAISS will display the results of the OBMS user search. Click the desired user, as shown in Figure 90.

ense Security Services Portal a Industrial geburity Program (NISP) Central Access Information Security System (NCAISS)				
Manage User A	ccess			
Please Search for a	User			
Please note that yo	u can use * for w	ild cards. For exampl	e you could use 'joh*' or '*ohn' to get 'John'.	
User II		ŕ		
First Name				
Lact Name	ncaiss			
Final Address				
	Search			
User Id	First Name	Last Name	Email	
RUDY.NCAISS	rudy	ncaiss	rudy.ncaiss@dss.mil	
NILESH.NCAISS	Nilesh	NCAISS	nilesh.ncaiss@dss.mil	
KYLE.NCAISS	kyle	ncaiss	kyle.ncaiss@dss.mil	
JOE.NCAISS	joe	ncaiss	joe.ncaiss@dss.mil	
JESSE.NCAISS	jesse	ncaiss	jesse.ncaiss@dss.mil	
GORDON.NCAISS	gordon	ncaiss	gordon.ncaiss@dss.mil	

Click on Desired User

Figure 90: OBMS User Search Results

- 6. NCAISS displays the desired user's record, as shown in Figure 91. Modify the user's account, as required. **Note:** To disable a user's access to OBMS, remove all OBMS roles from the user's account. **Note:** To reinstate a disabled user's access to OBMS, add a role to the user's account.
- 7. Click "Next" to store the changes that you have made to the user's account. **Note:** Clicking "Cancel" will discard changes that have been made to the user's account.



Figure 91: Manage OBMS User Profile

8. Click "Confirm" to confirm the changes, as shown in Figure 92.

OBMS User Access	
Please review your request information below. Click 'Confirm' to process your request, or click 'Edit' to make changes, or 'Cancel' to return to account management.	
OBMS User	
User ID GORDON.NCAISS	
First Name opridon	
Last Name noaiss	
Suffix	
Email gordon.ncaiss@dss.mil	
Organization das Name	
Street Address 123 dss	
City quantico	
State Rhode Island	
Zip Code 22222	
Phone 111-1111 (0	
Phone Ext.	
OBMS Access Request	
User OBMS Title Director of Industrial Security Program (ISP)	
User OBMS Region Northern Region	
Selected DSS_OBMS	
Application	
Requested OBMS Reguested OBMS Roles	
Staffing Coordinator	
Reviewer	

Figure 92: Confirm OBMS Changes

- 9. NCAISS saves the changes to its repository.
- 10. NCAISS writes the changes to OBMS.
- 11. Changes are committed to the OBMS database.



12.4.2 Managing OBMS External Contractor Submitter User Accounts

- 1. Log into OBMS, as described in Section 12.1.
- 2. Select User Management Module item within the OBMS User Administrator interface, as shown in Figure 87.
- 3. OBMS re-directs you to NCAISS and the NCAISS Solution starts the User Management workflow. Search for the desired OBMS user by inputting search parameters and clicking "Search." **Note:** You may search for a user by entering combinations of: OBMS user ID, First Name, Last Name, or Email Address
- 4. NCAISS will display the results of the OBMS user search. Click the desired user, as shown in Figure 90.
- 5. NCAISS displays the desired user's record, as shown in Figure 93. Modify the user's account, as required. **Note:** To disable a user's access to OBMS, remove all OBMS roles from the user's account. **Note:** To reinstate a disabled user's access to OBMS, add a role to the user's account.
- 6. Click "Next" to store the changes that you have made to the user's account. **Note:** Clicking "Cancel" will discard changes that have been made to the user's account.

	OBMS User Access			
	Please complete all informat	ion requested below a	nd click 'Next' when complete, or click 'Cancel	to return to account management.
	OBMS User ID First Name Last Name Suffix Organization Name Street Address City State Zip Code Phone Ext	KOURTNEI.INDUSTR Kourtnei Industry kourtnei.industry@te test test test Rhode Island 11111 111-1111 (2)	est.com	
	OBMS Access Request			
	* User OBMS Title Selected DSS Application Active OBMS Roles New OBMS Role Selection	Facility Security Offin OBMS Active OBMS Roles Contractor Submitter Available OBMS Ro	cer (FSO)	<── Modify Access, as needed
	New OBMS Cage Codes	Cage Code G1000	Sponsor Email lauren.industry@test.com	Add or Remove
Click "Next"	 *	G2000	tim.industry@test.com	needed
	Next Cancel		Τ]

Figure 93: Manage OBMS Contractor Submitter User

7. Click "Confirm" to confirm the changes, as shown in Figure 94.

OBMS User Acce	SS				
Please review your re to account managemen	quest information t.	below. Click 'Confirm' to process your request, or click 'Edit' to make changes, or 'Cancel' to return			
OBMS User					
User ID	KOURTNELINDU	ISTRY			
First Name	Kourtnei Industry				
Last Name					
Suffix					
Email	kourtnei.industry	@test.com			
Organization Name	test				
Street Address	test				
City	test				
State	Rhode Island				
Zip Code	11111				
Phone	111-111-1111 (2			
Phone Ext					
OBMS Access Reque	st				
User OBMS Title	Information Syst	em Security Manager (ISSM)			
Selected DSS Application	OBMS				
Requested OBMS	Requested OBM	S Roles			
"Confirm"	Contractor Subr	nitter			
Requested OBMS	Cage Code	Sponsor Email			
Cage Codes	G1000	lauren.industry@test.com			
7					

Figure 94: Confirm OBMS Changes – External Contractor Submitter

- 8. NCAISS saves the changes to its repository.
- 9. NCAISS writes the changes to OBMS.
- 10. Changes are committed to the OBMS database.

12.5 Producing OBMS User Reports

This section provides step-by-step instructions related to the process that allows an OBMS User Administrator to run and produce a report that lists OBMS users and their assigned OBMS role(s) using the NCAISS Solution.

- 1. Log into OBMS, as described in Section 12.1.
- 2. Click the "Reports" link within the OBMS User Administrator interface, as shown in Figure 95.

OBMS DEFENSE SECURITY SERVICE	XI	Welcome nicole adams
Home Edit Users Facilities -	Reports Logout	
	Select "Reports"	
Welcome		
Please choose a menu option to continue.		
Release Version: OBMS 5.0-beta (8 Feb 2012)		



3. OBMS re-directs you to the NCAISS Reports interface; click on "DSS Reports" as shown in Figure 96 .

Catalog					Home Catalog	New 🗸	📴 Open 🗸	Signed In As rajiv.ncaiss ~
💁 🖻 🖄 🕼 🖄 🖬 🖿 🗙	Location /My Folders							0
Folders Folders Folders Folders DetaModel Folders Folders	—— Click Here							
	Figure 96:	OBMS User Admir	nistrator NCAIS	S Reports Interf	ace			

4. User Administrator clicks on "Open" under the desired report, as shown in Figure 97.



Figure 97: OBMS User Administrator Running a Report

5. NCAISS displays the report.

6. User Administrator clicks on the Actions button, as shown in Figure 98.

OBMS User Report							Home Catalog	New 🗸	👌 📴 Open 🗸	Signed In As rajiv.nc	iss ~
OBMS User Report						Click	Here			<u> </u>	
										Add to My Favorite	1
									4	Export >	-
OBMS User Report	- FOR OFFICIAL U	JSE ONLY -									-
This report was general	ted: Mar 5, 2015 11:24	AM							•	Job History	
Lists all users and associat	ted resource accounts									Share Report Link >	
NCAISS User ID	First Name	Last Name	Email	OBMS User ID	OBMS Assigned Role						
REDDY.NCAISS	reddy	ncaiss	reddy.ncaiss@dss.mil	REDDY.NCAISS	Staffing Coordinator						
	reddy	ncaiss	reddy.ncaiss@dss.mil	REDDY.NCAISS	Reviewer						
BOB.NCAISS	bob	ncaiss	bob.ncaiss@dss.mil	BOB.NCAISS	Reviewer						
	bob	ncaiss	bob.ncaiss@dss.mil	BOB.NCAISS	Approver						
LAUREN.NCAISS	lauren	ncaiss	lauren.ncaiss@dss.mil	LAUREN.NCAISS	User Administrator - National						
	lauren	ncaiss	lauren.ncaiss@dss.mil	LAUREN.NCAISS	DSS Non-ODAA						
	lauren	ncaiss	lauren.ncaiss@dss.mil	LAUREN.NCAISS	Approver						
NILESH.NCAISS	Nilesh	NCAISS	nilesh.ncaiss@dss.mil	NILESH.NCAISS	DSS Non-ODAA						
	Nilesh	NCAISS	nilesh.ncaiss@dss.mil	NILESH.NCAISS	Approver						
GORDON.NCAISS	gordon	ncaiss	gordon.ncaiss@dss.mil	GORDON.NCAISS	Staffing Coordinator						
	gordon	ncaiss	gordon.ncaiss@dss.mil	GORDON.NCAISS	Reviewer						
JOE.GOV	joe	gov	joe.gov@va.gov	JOE.GOV	Government Submitter						
JESSE-NCAISS	jesse	ncaiss	jesse.ncaiss@dss.mil	JESSE.NCAISS	User Administrator - Regional						
	jesse	ncaiss	jesse.ncaiss@dss.mil	JESSE.NCAISS	Reviewer						
	jesse	ncaiss	jesse.ncaiss@dss.mil	JESSE.NCAISS	Staffing Coordinator						
REDDY.TEST	Reddy	Test	reddy.test@dss.com	REDDY.TEST	Contractor Submitter						
JEFF.INDUSTRY	jeff	industry	jeff.industry@test.com	JEFF.INDUSTRY	Contractor Submitter						

Figure 98: OBMS User Administrator Export Report

7. User Administrator clicks the "Export" selection to choose the desired export format (PFD or CSV), as shown in Figure 99.

OBMS User Report							Home Catalog	New 🗸	🛛 🎦 Open 🗸	Signed In As rajiv.ncaiss ~
OBMS User Report										Add to My Experite
OBMS User Report This report was generate Lists all users and associate	- FOR OFFICIAL L ed: Mar 5, 2015 11:24 J ed resource accounts	JSE ONLY - AM			Select or CSV	file format (/) to export	PDF	<i>^</i>	PDF CSV	boot to My Pavorite pop History hare Report Link >
NCAISS User ID	First Name	Last Name	Email	OBMS User ID	OBMS Assigned Role					
REDDY.NCAISS	reddy	ncaiss	reddy.ncaiss@dss.mil	REDDY.NCAISS	Staffing Coordinator					
	reddy	ncaiss	reddy.ncaiss@dss.mil	REDDY.NCAISS	Reviewer					
BOB.NCAISS	bob	ncaiss	bob.ncaiss@dss.mil	BOB.NCAISS	Reviewer]				
	bob	ncaiss	bob.ncaiss@dss.mil	BOB.NCAISS	Approver	1			.	
LAUREN.NCAISS	lauren	ncaiss	lauren.ncaiss@dss.mil	LAUREN.NCAISS	User Administrator - National	1			Click	Here
	lauren	ncaiss	lauren.ncaiss@dss.mil	LAUREN.NCAISS	DSS Non-ODAA	1				
	lauren	ncaiss	lauren.ncaiss@dss.mil	LAUREN.NCAISS	Approver	1				
NILESH.NCAISS	Nilesh	NCAISS	nilesh.ncaiss@dss.mil	NILESH.NCAISS	DSS Non-ODAA	1				-
	Nilesh	NCAISS	nilesh.ncaiss@dss.mil	NILESH.NCAISS	Approver	1				
GORDON.NCAISS	gordon	ncaiss	gordon.ncaiss@dss.mil	GORDON.NCAISS	Staffing Coordinator	1				
	gordon	ncaiss	gordon.ncaiss@dss.mil	GORDON.NCAISS	Reviewer]				
JOE.GOV	joe	gov	joe.gov@va.gov	JOE.GOV	Government Submitter]				

Figure 99: OBMS User Administrator Export Report File Selection

Warning: When attempting to print in CSV format, you **must** manually stamp "For Official Use Only" on the printout if it is not in the Report title. PDF format will have "For Official Use Only" displayed in the Header and Footer of the Report.

An OBMS User Administrator may also choose to access the NCAISS Reports interface from the NCAISS Homepage. From the NCAISS Home Page, click the "Reports" link to be directed to the NCAISS Reports interface, as shown in Figure 100. Then proceed from Step 3 above.



Figure 100: OBMS Report via NCAISS Home Page


13 Security Training, Education and Professionalization Portal (STEPP) Application NCAISS User Guide

This section describes the step-by-step processes for requesting access to and accessing the STEPP application using the NCAISS Solution. **Note:** This portion of the User Guide focuses exclusively on use of the NCAISS Solution as it relates to the STEPP application. Actions that a user may take within the STEPP application, following authentication, are out of scope for this User Guide. This section assumes that a STEPP access requestor already has a valid NCAISS user account. If a valid NCAISS user account does not exist, refer to Section 3 for step-by-step instructions for NCAISS self-enrollment.

13.1 Accessing STEPP

Following STEPP's integration with NCAISS, STEPP users are able to use their existing CAC/PKI credentials to gain access to the STEPP application. **Note:** Use of CAC/PKI credentials for access to STEPP is optional; STEPP users may continue to access the application using their existing username/password.

For convenience, there are three ways in which a user may authenticate to STEPP, including:

- Navigate to the public-facing STEPP home page and click "CAC | PKI Login" (CAC/PKI Authentication from the STEPP Homepage)
- Access STEPP from NCAISS (CAC/PKI Authentication from NCAISS)
- Login to STEPP using existing username/password authentication process (STEPP Username/Password Authentication)

The following sections provide step-by-step instructions for accessing STEPP using the three methods described above. **Note:** This section assumes that the User already possesses valid NCAISS and STEPP application accounts.

13.1.1 CAC/PKI Authentication from the STEPP Homepage

The steps below describe the process for accessing STEPP via NCAISS from the STEPP homepage through the use of a CAC or DoD-approved PKI certificate.

- 1. Navigate to the unauthenticated STEPP homepage (<u>http://www.cdse.edu/stepp/index.html</u>).
- 2. Select the "CAC | PIV Login" button, as shown in Figure 101.



Figure 101: CAC/PKI Login from STEPP Home Page

3. You are redirected to the NCAISS Disclaimer page, as shown in Figure 102. Select "I Accept" to proceed.

DSS Portal Disclaimer	
This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized US. government use DoD computer systems may be monitored for all lashid purpose, including to ensure that their use is authorized. for management of the system. To facilitate protection against unauthorized access, and to verify society the operational security. Monitoring including internet accessly, active attacks by authorized DoD entities to test or verify the security of this system. During monitoring information may be examined, recorded, copied and used for authorized constitutes consent to monitoring of this system. Durand monitoring information may be examined, recorded, copied and used for unauthorized constitutes consent to monitoring of this system. Durand monitoring information may be examined, recorded during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring due collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.	

Figure 102: NCAISS Disclaimer

4. The unauthenticated NCAISS page is displayed, as shown in Figure 103. Select "CAC/ECA Login" to proceed.



	0 Note: If you have recently	y used your CAC/ECA to login, you may no	ot be prompted for your PIN and/or Certificate.	
Click Here	Login to DSS Portal	Threat Advisory	FAQs	
	CAC/ECA Login	NTAS NO ACTIVE ALERTS WWW.DHS.gov/alerts	Setting up Firefox to work with Card readers? MCAISS not loading in Firefox? What is the NCAISS?	
	Register CAC/ECA	Read more	What is the Single Sign-on? How do I create an NCAISS account? How do I accel mor passwort?	
	Register Certificate	Links	 How do I associate CACIECA with my account? From where do I get an ECA certificate? 	
	Self Enrollment	Additional NCAISS Information DoD Approved PKIs	 How do I log into NCAISS using my CACIECA? How can I find help? CAC error message "Page cannot be displayed"? 	
	Register for an account		🔶 See ALL FAQs	



5. Select the certificate that you would like to use. **Note:** You must use the certificate that has been associated to your NCAISS account.

	Windows Security	
Note: If you have recently used y	Select a Certificate	N and/or Certificate.
Login to DSS Portal	SAMPLEUSER Issuer: DOD EMAIL CA-30 Valid From: 9/11/2013 to 8/11/2014 Click here to view cetificate prope	nt no
CAC/ECA Login	SAMPLEUSER Issuer: DOD CA-30 Valid From: 9/11/2013 to 8/11/2014	Click Here
Register Certificate	OK Cancel	password? er CACIECA with my account? .get an ECA centricate?

Figure 104: Certificate Selection

6. Enter your PIN.



Note: If you have recently used yo	Windows Security and/or Certificate.	
Login to DSS Portal	Microsoft Smart Card Provider Please enter your PIN.	
CAC/ECA Login		
Register CAC/ECA	Click here for more information gr-on?	
Register Certificate	OK Cancel Stated 7 Stated 1 Stated 1 St	
DS Self Enrollment	Applications How do llog mb DSS Portal using my CAC/ECA? How do llog mb DSS Portal using my CAC/ECA? How can I find help? CAC area masses Table among the functions P2	

Defense Security Service

Figure 105: PIN Entry

- 7. The NCAISS Solution authenticates you and determines if you have multiple STEPP accounts correlated with NCAISS. Note: If you have only a single STEPP account correlated with NCAISS, then proceed to Step 9.
- 8. If multiple STEPP accounts have been correlated with NCAISS, then the NCAISS Solution will prompt you to select which account you wish to use, as shown in Figure 106. Select the desired account and click "Continue."

Select the account that you wi	sh to use
SS FAQs Accessibility USA.gov Security and Privacy Notice N	o Fear Act FOIA Terms of Use
	DSS FAQs Accessibility USA.gov Security and Privacy Notice N

Figure 106: Multiple STEPP Account Selection

9. NCAISS directs you to STEPP. The STEPP user's homepage is displayed, as shown in Figure 107.

Defense Se	ecurity Service			NCAISS Use		
бт⊚рр		-Cu Learner				SAMPLE USER - 1
Assess Y Plan Y	Learn 👻					🔎 Search 🚷 Profile 😮
Co Advenced Search / Search Tips Advenced Search / Search Tips List of messages for you. Quick Links Pavorites Calendar	Register to take your next course at th and put the power of security in your • Quality Training & Education • Knowledgeable Instructors • Security Technology Professionals	e CDSE, hands.				
Pending Activities	To Do					
approval.	Activities related to your training					Display: All Training 🗸
	Activity Name 🗠	Code	Action	Assignment Type	Start Date	Status
	DOD INFORMATION ASSURANCE AWARENESS	DS-IA101.16	Start ->			In Progress
	STEPP VIDEO TUTORIAL	D5001.16	Start 🤿	Recommended		Assigned
	DoD INFORMATION ASSURANCE AWAR	ENESS				(1-2) of 2 rec

Figure 107: STEPP User Homepage

13.1.2 CAC/PKI Authentication (to STEPP) from NCAISS

The steps below describe the process for accessing STEPP via NCAISS from NCAISS through the use of a CAC or DoD-approved PKI certificate.

- 1. Navigate to NCAISS (https://ncaiss.dss.mil) in your web browser.
- 2. Authenticate to NCAISS, as described in Section 5.
- 3. Upon authentication, the NCAISS Home Page is displayed.
- 4. Click the "STEPP" link within the "My Applications" section, as shown in Figure 108.

Defense Security Services Portal National Inclustrial Security Program (NISP) Central Access Information Security System (NCAISS)	Accessibility Sign Out kyle.industry Help Last Login: Mon Mar 16 10:23:35 CDT 2015
@ Work Items	
⊻ My Profile	
Create/Nodify Requests Arack Requests	
YMy Applications Genis Application Genis Application Click Here	

Figure 108: Access STEPP from the NCAISS Homepage

- 5. The NCAISS Solution authenticates you and determines if you have multiple STEPP accounts correlated with NCAISS. Note: If you have only a single STEPP account correlated with NCAISS, then proceed to Step 7.
- 6. If multiple STEPP accounts have been correlated with NCAISS, then the NCAISS Solution will prompt you to select which account you wish to use, as shown in Figure 106. Select the desired account and click "Continue."
- 7. NCAISS directs you to STEPP. The STEPP user's homepage is displayed, as shown in Figure 107.

13.1.3 Username/Password Authentication (to STEPP)

STEPP users that wish to continue to use STEPP username and password credentials to access STEPP may do so without the need to login to NCAISS. For step-by-step instructions for logging into STEPP with username and password, refer to the STEPP FAQs (http://www.cdse.edu/stepp/help.html).



1. Navigate to the unauthenticated STEPP homepage (<u>http://www.cdse.edu/stepp/index.html</u>).

	About Us Registrar - STEP Overview - Create an account - Log in - Store Nonexpage - Establish your preferences - Browse/wearch for training - Register for training - Wew your training - Holp/FAQS Education Training Certification	State VARG 1900 State	<section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header>
--	---	---	---

Figure 109: Username/Password Login from STEPP Homepage

2. Input STEPP username and password and select "Log On" to authenticate.

ST PP	
Log On Inpu	t STEPP Username
Please enter your username and password.	t STEPP Password
	k Here
You are encouraged to review and update your personal profile information in STEPP. To access the Profile page within STEPP, click on the word "Profile" in the upper right corner in the blue task bar.	
Create your new STEPP user account	
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:	
 The USG routinely intercepts and monitory communications on this IS for purposes including, but not limited to paretrains testing. CONSGC monotring, network operations and defense, personal miceoduct (PM), law enforcement (US), and counteringinet (CI) investigations. At any rise, the USG may impact and size days tored on this IS. bubbet to noutine monitoring, interception, and search, and may be disclosed or used for any USG automatication of the USG material and the testing of the USG material and the interception and search, and may be disclosed or used for any USG automated purpose. This IS includes security measures (e.g., submittations) and access controlls (portant USG interests- Netwithstanding the above, using this IS does not constitute consent to PM. LE or CI investigative searching or monitoring of the contex of privileged communications, or work product, neived to personal representation or service by attorney, porthodressings, or deray, and their assistants. Such communications and work product an private and confidential. 	
Privacy Act Statement	
(1) Authority: Trile 5, United States Code (USC). Section 301: Executive Order 10430, "Security Requirements for Government Employment," Executive Order 9397. "Humbering System for Federal Accounts Relating to Individual Persons," Executive Order 10865, "Safeguarding Classified Information within Industry;" and DoD Directive 5105-42." Diefense Security Service"	
(2) Purpose: The purpose and use of the requested information is for the Center for Development of Security Excellence (CDSE) to establish and retain a permanent enrollment record of students, course completions, certifications, and eacdemic recellaritranscript.	
(3) Routine Uses: In addition to those disclosures generally permitted under 5 USC 532A (b) of the Privacy Act. Executive Order 5397, and Public Law 104-134 (April 26. 1996), the Security. Training. Education and Professionalization Portal (STEPP) student account is routinely used by COSE as a numerical identifier for students. The account is also used as an identifier of candidates for, and holders of professional certification. COSE uses personally dentifiable information (PIII) to respond to requests and inquiries, and to provide services and features offered on, or through, STEPP. We will also use PII (Law. In the form of emails, hard copy mailing, and the like) to communicate tunky information and special differs about COSE products. services. And events of interest.	
(4) Disclosure: Furnishing the Social Security Number and other data is voluntary, but failure to provide the requested information will impede, delay, or prevent further processing of the request.	

Figure 110: STEPP Username/Password Input Page



13.2 Requesting a STEPP User Account (via NCAISS)

NCAISS users may request access to STEPP through the Portal by clicking the "Create a STEPP Account" link. Upon clicking the link, the user is immediately redirected to STEPP. **Note:** Individuals may continue to request access to STEPP from the STEPP Homepage; however, both methods of creating a STEPP account require that the user correlate his/her STEPP account in NCAISS via the process described in Section 13.3 in order to use their CAC for STEPP login.

The steps below describe the process for requesting a new STEPP account via NCAISS.

 Log into NCAISS, as described in Section 5. From the NCAISS Home Page, select the "Create/Modify Requests" link, as shown in Figure 111.



Figure 111: Request Create/Modify STEPP Account via NCAISS

2. On the Application/Role request page select the "Create a STEPP Account" link, as shown in Figure 112 below.



NCAISS Access Request

Please choose one of the following request options.

NCAISS Requests	
Request an NCAISS Role	
OBMS Requests	
Request/Manage OBMS Access	
STEPP Requests	
Register an Existing STEPP Account	

Figure 112: Create a New STEPP Account

3. The user is redirected to the STEPP Account Registration Form within the STEPP application. No further action is taken within NCAISS; refer to STEPP's account creation guidance for further reference. Note: After a user creates their account in STEPP, the user will have to correlate his/her STEPP account in NCAISS via the process described in Section 13.3 in order to use their CAC for STEPP login.

13.3 Correlating STEPP Accounts

All STEPP users that wish to use their CAC/PKI credentials to access STEPP will be required to link (correlate) their STEPP account with their NCAISS account using the one-time process (per account) described in this section. Users with multiple STEPP accounts (e.g., users that have both STEPP user and administrator accounts) will need to correlate each account that they wish to use their CAC/PKI credentials to access.

- Log into NCAISS, as described in Section 5. From the NCAISS Home Page, select the "Create/Modify Requests" link, as shown in Figure 111.
- 2. On the requests page select the "Register an Existing STEPP Account" link, as shown in Figure 113 below.



NCAISS Access Request

Please choose one of the following request options.

NCAISS Requests	
Request an NCAISS Role	
OBM5 Requests	
Request/Manage OBMS Access	
STEPP Requests	
STEPP Requests Register an Existing STEPP Account	Click Here

Figure 113: Correlate STEPP Account

3. Enter your STEPP username and password for the account that you wish to correlate, when prompted. Click "Finish" to proceed, as shown in Figure 114. **Note:** If you have forgotten your password you may use the STEPP password reset capability by clicking the link.



Figure 114: STEPP Username/Password Entry

4. NCAISS will validate your username and password with STEPP and, if successful, notify you that your account has been correlated with NCAISS, as shown in Figure 115. Click the "Go to STEPP" button to proceed to STEPP.



Figure 115: STEPP Account Correlation Successful

- 5. Once you have correlated multiple STEPP accounts, NCAISS will prompt you to select the account that you wish to use during a given session, prior to directing you to STEPP, as shown in Figure 106. Select the desired account and click "Continue."
- 6. NCAISS directs you to STEPP. The STEPP user's homepage is displayed, as shown in Figure 107.



This section describes the step-by-step processes for accessing the ISFD application using the NCAISS Solution. **Note:** this portion of the User Guide focuses exclusively on use of the NCAISS Solution as it relates to the ISFD application. Actions that a user may take within the ISFD application, following successful authentication, are out of scope for this User Guide. This section assumes that an ISFD user already has a valid NCAISS user account. If a valid NCAISS user account does not exist, refer to Section 3 for step-by-step instructions for NCAISS self-enrollment.

14.1 Accessing ISFD

The steps below describe the process for accessing ISFD from NCAISS through the use of a CAC or DoD-approved ECA certificate.

- 1. Navigate to NCAISS (<u>https://ncaiss.dss.mil</u>) in your web browser.
- 2. Authenticate to NCAISS, as described in Section 5.
- 3. Upon successful authentication, the NCAISS Home Page is displayed.
- 4. Click the "ISFD Application" link within the "My Applications" section, as shown in Figure 116.

Defense Security Service Portal National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)	Accessibility Sign Out kyle.industry1 Help Last Login : Fri Sep 11 03:41:30 CDT 2015
Work Items	
✓ My Profile ♦ My Information	
y Requests Greate/Nodify Requests the Track Requests the Track Requests	
Wy Applications IsrD Application Click Here Image: OBMS Application Image: OBMS Application	
STEPP Application ∠ Administration	

Figure 116: Access ISFD

5. The user is directed to the ISFD username/password page and will be required to enter a valid ISFD username/password for system login.



Appendix A – Acronym List

Term	Definition
CAC	Common Access Card
CAGE	Commercial and Government Entity
DoD	Department of Defense
DSS	Defense Security Service
FAQ	Frequently Asked Question
ΙΑ	Information Assurance
ISFD	Industrial Security Facilities Database
IT	Information Technology
JPAS	Joint Personnel Adjudication System
КМР	Key Management Personnel
NCAISS	National Industrial Security Program (NISP) Central Access Information Security System
NISP	National Industrial Security Program
OBMS	Office of Designated Approving Authority (ODAA) Business Management System
OCSP	Online Certificate Status Protocol
ODAA	Office of Designated Approving Authority
PIN	Personal Identification Number
РКІ	Public Key Infrastructure
SAR	System Access Request
SSO	Single Sign On
STEPP	Security Training, Education and Professionalization Portal