

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

NCAISS Functionality Tutorial HS0021-15-F-0111

CICN: NCAISS-DOC-TD-1388-1.0

September 21, 2015 Version 1.0



Purpose

The purpose of this tutorial is to provide new NCAISS users with high-level step-by-step instructions for creating an NCAISS account, associating an NCAISS account to a Common Access Card (CAC) or External Certificate Authority (ECA) certificate, and logging into NCAISS. After reviewing this tutorial you will be able to register your NCAISS account, associate your NCAISS account to your CAC or ECA, and login to NCAISS. This tutorial is current as of September 21, 2015.

Contents

<u>Use Cases</u>	<u>Slides</u>
NCAISS Account Creation	3-4
NCAISS User Certificate Registration	5-6
NCAISS Login	7-8



NCAISS Account Creation

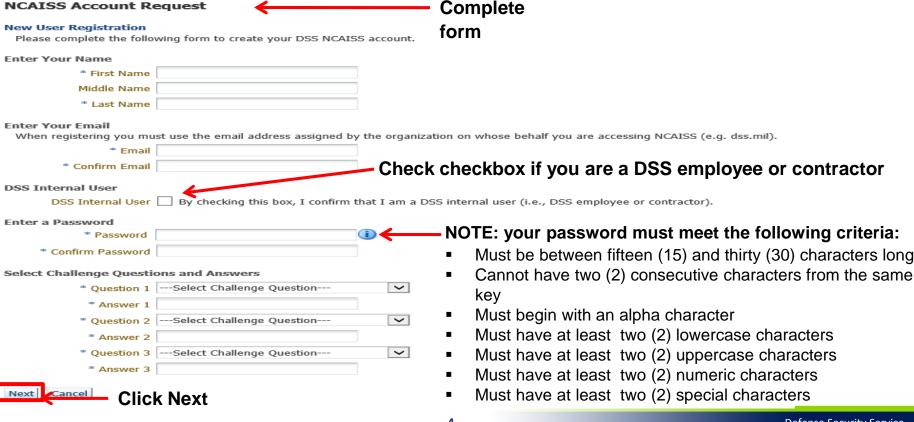
This use case describes the process undertaken by a new NCAISS user to create his/her NCAISS account. For a more detailed description of NCAISS account creation, please see NCAISS User Guide on the NCAISS page on DSS.mil.



NCAISS Account Creation

Activities for NCAISS Account Creation

- 1. Navigate to https://ncaiss.dss.mil.
- 2. NCAISS displays the NCAISS Disclaimer; select "I Accept" to proceed.
- The unauthenticated NCAISS page is displayed; click "Register for an account" to proceed.
- The NCAISS account request form is displayed; complete all required form fields, and click "Next."
- 5. A confirmation screen with the NCAISS Privacy Act Statement is displayed; review the user information, read and accept the terms of the privacy policy, and click "Confirm."
- 6. The NCAISS Solution automatically creates your account and notifies you via email.





NCAISS User Certificate Registration

The use case describes the Certificate Registration process that allows a new NCAISS user to associate their CAC or ECA certificate to their NCAISS account. For a more detailed description of NCAISS user certificate registration, please see NCAISS User Guide on the NCAISS page on DSS.mil.



User Certificate Registration

Activities for NCAISS User Certificate Registration

- 1. NCAISS will return you to the unauthenticated NCAISS page; click "Register Certificate" to proceed.
- 2. Enter your NCAISS Account ID (supplied in the account creation email) and password set during the self-enrollment process, and click "Submit."
- 3. Upon clicking submit, a pop-up box containing a list of digital certificates appears; select the appropriate certificate.
- 4. Enter your PIN.
- 5. If successful, a confirmation message displays informing you that your certificate was registered successfully.

NOTE: If you have closed your browser, then launch a new browser, navigate to https://ncaiss.dss.mil, accept the NCAISS disclaimer, and select "Register Certificate," and proceed to Step 2 above.





NCAISS Login

This use case describes the process of logging into NCAISS once a user's NCAISS account has been created and a certificate registered to the account. For a more detailed description of NCAISS login, please see the NCAISS User Guide on the NCAISS page on DSS.mil.



NCAISS Login

Activities for NCAISS Login

- 1. Select "CAC/ECA Login" on the unauthenticated NCAISS page. **NOTE:** You may or may not be asked to select your certificate and provide your PIN.
- 2. Once you have logged in, your NCAISS homepage will be displayed.

NOTE: If you have closed your browser, then launch a new browser, navigate to https://ncaiss.dss.mil, accept the NCAISS disclaimer, select "CAC/ECA Login," select the appropriate certificate, and enter your PIN.

