



Defense Security Service

National Industrial Security Program (NISP)

Central Access Information Security System

(NCAISS)

NCAISS Functionality Tutorial

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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.

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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.
3. The unauthenticated NCAISS page is displayed; click "Register for an account" to proceed.
4. 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 Account Request

New User Registration

Please complete the following form to create your DSS NCAISS account.

Enter Your Name

* First Name
Middle Name
* Last Name

Enter Your Email

When registering you must use the email address assigned by the organization on whose behalf you are accessing NCAISS (e.g. dss.mil).

* 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).

Enter a Password

* Password ⓘ
* Confirm Password

Select Challenge Questions and Answers

* Question 1 ---Select Challenge Question---
* Answer 1
* Question 2 ---Select Challenge Question---
* Answer 2
* Question 3 ---Select Challenge Question---
* Answer 3

Click Next

Complete form

Check checkbox if you are a DSS employee or contractor

NOTE: your password must meet the following criteria:

- Must be between fifteen (15) and thirty (30) characters long
- Cannot have two (2) consecutive characters from the same key
- Must begin with an alpha character
- Must have at least two (2) lowercase characters
- Must have at least two (2) uppercase characters
- Must have at least two (2) numeric characters
- Must have at least two (2) special characters



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.

Home » CAC/ECA Register

Login to DSS Portal
CAC/ECA Login

Self Enrollment
Register for an account

Forgot your password?

Register CAC/ECA

Enter your Account ID and Password and click Submit to associate your CAC/ECA certificate with your account. You must have an account in order to register your CAC/ECA certificate.

Account ID: sl.aoadmin

Password:

Submit

Provide NCAISS Account ID and Password

FAQs

- ★ How to Setup Firefox to use ActivClient?
- ★ DSS Portal not loading in Firefox?
- ★ What is the DSS Portal?
- ★ What is the Single Sign-on?
- ★ How do I register for a DSS account?
- ★ How to reset your password?
- ★ How do I associate CAC/ECA with my account?
- ★ From where do I get an ECA certificate?
- ★ How do I log into DSS Portal using my CAC/ECA?
- ★ How can I find help?
- ★ CAC error message "Page cannot be displayed"?
- ★ See ALL FAQs



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.

Click Here

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

Click Here (points to CAC/ECA Login button)

Login to DSS Portal
CAC/ECA Login

Register CAC/ECA
Register Certificate

Self Enrollment
Register for an account

Threat Advisory
NTAS
NO ACTIVE ALERTS
www.DHS.gov/alerts
Read more

Links
DSS Applications
★ STEPP
★ OBMS
★ ISFD
★ Generate Password

FAQs
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★ See ALL FAQs

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