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# NBIS QUICK START GUIDE

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**DEFENSE  
COUNTERINTELLIGENCE  
AND SECURITY AGENCY**

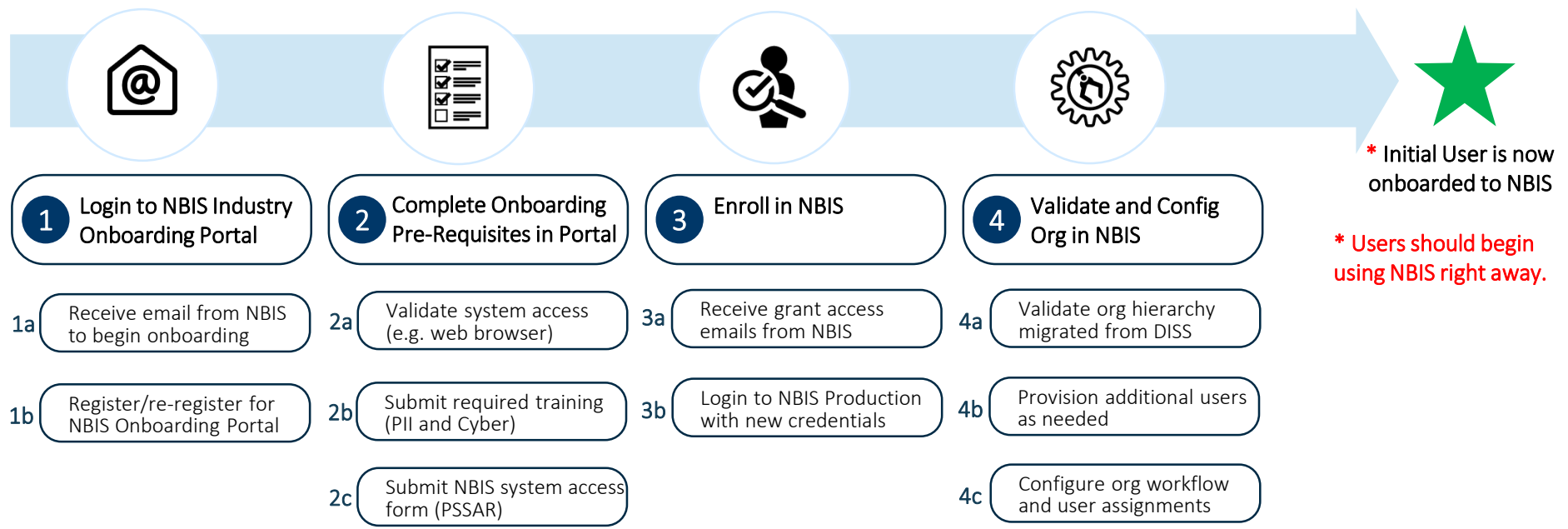
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# NBIS Industry Onboarding



**Objective:** Ensure all ~12,500 Industry organizations establish their presence in NBIS and ready to adopt capabilities incrementally as they are deployed



Training and Help Desk Resources Provided at Each Step

# NBIS Industry Onboarding



## ServiceNow Account Registration

If a ServiceNow account was not created for the NISP Contractor, the NISP Contractor must register and have their registration approved by DCSA before accessing DCSA ServiceNow.

- Navigate to DCSA ServiceNow ( <https://esd.dcsa.mil>)
1. Click 'OK, Proceed To Application' and proceed to click the 'Register' link in the top right corner..
  2. Enter First Name, Middle Initial, and Last Name.
  3. Select Industry from the Organization/Agency drop-down menu. Skip Sub Organization.
  4. Enter Job Title, Mobile Phone Number, Business Phone Number, Business Email
  5. Select Sector from the drop down list.
  6. Select Industry.
  7. Enter CAC/PIV/ECA Number: if you are signing in using CAC/PIV, enter the number. Leave it blank for ECA/MFA.
  8. Select Current Job Role
  9. Select NISP Contractor
  10. Select Yes/No for Will you be responsible for the onboarding of your organization to NBIS?
  11. Select Yes
  12. Enter CAGE Code
  13. Select DCSA Region
  14. Enter Justification
  15. Example: I am a Facility Security Officer (FSO) responsible for onboarding my Organization into NBIS
  16. Click Submit

## Logging into ServiceNow Account

1. Navigate to the DCSA ServiceNow page (<https://esd.dcsa.mil>)
2. Select "Login" at the top right corner.
3. A Notice and Consent Provision message will appear. Scroll to the bottom of the page and select "I Acknowledge" to proceed to the login page.
4. On the login page, type in the suspected User Name (email) and Password associated with the account.
5. If the user name is invalid, the account is locked, or if the profile does not exist in ServiceNow, the following error shows, "Invalid User name/Password or Account Locked." If this error is received the NISP Contractor should proceed to the [Complete Password Reset or Unlock Account](#).

## Submitting the NBIS Onboarding request

The NBIS Onboarding Request for NISP Contractors allows NISP Contractors to access and complete the onboarding tasks needed to be provisioned into NBIS.

1. From the DCSA ServiceNow, click the "Request Service" to enter the Service Catalogue.
2. After navigating to the Request Service catalogue, a NISP Contractor will click "Help Desk" from the categories and locate the "NBIS Onboarding Request for NISP Contractors".
3. The NBIS Onboarding Request for NISP Contractor will display the onboarding tasks needed to be completed to be provisioned into NBIS.

# NBIS Industry Onboarding

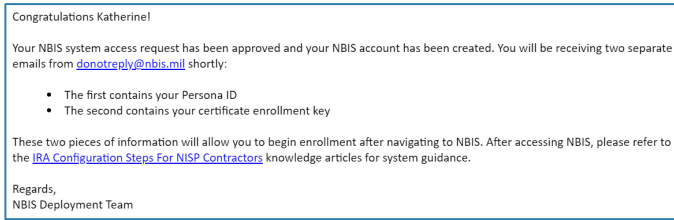


## NBIS Provisioning & Enrollment

The National Industrial Security Program (NISP) Contractor will be provisioned into NBIS after the certificates and form are reviewed and validated by DCSA System Access Management Team. Be advised, no further action is needed by the NISP Contractor until receipt of the two NBIS login instruction emails for Certification Enrollment.

## NBIS Enrollment

1. Verify email with subject "Congratulations you have been granted access to NBIS!" was received.



2. Navigate to the email from donotreply@nbis.mil containing the persona ID and the Certificate Enrollment Key and login to NBIS before starting the NBIS Training tasks

## NBIS Configuration

The final phase in the Industry Onboarding process is NBIS Configuration. After completing the enrollment into NBIS, the NISP Contractor will refer to the "Congratulations you have been granted access to NBIS!" email described above in step #1 of NBIS enrollment and click on the "IRA Configuration Steps for NISP Contractors" link to access the Knowledge Article which provides steps to configure the NBIS system.

## FAQ & Links

- Where can I find the links for PII and Security Awareness Training?
  - PII: <https://securityawareness.usalearning.gov/piiv2/index.htm>
  - Security Awareness CAC User: <https://cyber.mil>
  - Security Awareness Non CAC: <https://public.cyber.mil/training/cyber-awareness-challenge/>
- Where can I find the link for NBIS Training?
  - STEPP: <https://www.cdse.edu/stepp/index.html>
- Where can I find the link for the most recent version of the DD2962 PSSAR form?
  - <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/d2962v2.pdf>
- Where can I find the link for the NBIS Knowledge Articles?
  - [https://esd.dcsa.mil/csm?id=kb\\_home](https://esd.dcsa.mil/csm?id=kb_home)
  - Click the Knowledge tab where you will be redirected to the Knowledge Center.

## Additional Resources

DCSA Industry Onboarding Portal (ServiceNow)

- <https://esd.dcsa.mil/>

NBIS Industry Training

- [https://esd.dcsa.mil/csm?id=kb\\_search&kb\\_knowledge\\_base=107fe52d1b640110f66c5538624bcb89](https://esd.dcsa.mil/csm?id=kb_search&kb_knowledge_base=107fe52d1b640110f66c5538624bcb89)
- <https://www.cdse.edu/stepp/index.html>

Customer Engagement Team – NBIS & ServiceNow Support

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