How to Request a NISS Account as an External User

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

National Industrial Security System (NISS) – Release 2.0

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CONTENTS

NISS Account Request Overview	2
NISS External User Roles and Approval Chains	3
Requesting a NISS Account	4
Register for an NCAISS Account (Self Enrollment)	4
Register CAC/ECA Certificate	. 10
Forgot Your Password	14
NISS User Role Request for Industry	. 16
NISS User Role Request for Government	. 22
Tracking NISS Account Requests	28
Logging Into NISS	30
Appendix: Updating Your NCAISS Information	33



NISS ACCOUNT REQUEST OVERVIEW

In order for any user to access NISS, a National Industrial Security Program (NISP) Central Access Information Security System, or NCAISS, account must first be created. Instructions on how to register for an NCAISS account are available in this job aid as well on the NCAISS website: <u>https://ncaiss.dss.mil/dsscac-login/cert/login</u>. Once you have registered for an NCAISS account, go to the NCAISS homepage to log into NCAISS and request access to NISS using the following website: <u>https://ncaiss.dss.mil/</u>. Users can request multiple NISS roles depending on their job duties but must submit a separate request for each required role in NCAISS. For example, if you are a Facility Clearance Verifier (FCV) who performs Corporate Security Officer duties, you may also request a Corporate Security Officer role. Note that users must have an active PKI for access to NCAISS and NISS.

Government (non-DCSA) and industry NISS account requests are made through NCAISS. All requests for government NISS user roles (Government Contracting Activity (GCA) and Other Government Activity (OGA) roles) are sent to the Facility Clearance Branch (FCB) to review and make a determination to either approve or reject the request. Industry NISS user requests are sent to the assigned Industrial Security Representative (ISR). When a user's role request is approved, the user receives an email to the email account associated with their NCAISS account. After an account is approved, the next time the user logs into NCAISS, they will see a link for NISS Application under "My Applications." Click "NISS Application" to access the system. Finally, users may request more than one NISS role through NCAISS, depending on your job duties.

Requesting a NISS Role:



For guidance on how to submit and track your NISS account request through NCAISS, refer to the <u>Requesting a NISS Account</u> section of this job aid. Specifically, instructions cover registering for an NCAISS account, requesting a NISS role as a government user (<u>NISS User Role Request for Government</u>), and requesting a NISS role as an industry user (<u>NISS User Role Request for Industry</u>). For information on the available NISS External user roles and approval designations, see <u>NISS External User Roles and Approval Chains</u>.



NISS EXTERNAL USER ROLES AND APPROVAL CHAINS



Approval Authority: The assigned Industrial Security Representative (**ISR**) reviews each Industry user's requested role and validates that it corresponds to a legitimate business need. The DCSA Facility Clearance Branch (**FCB**) reviews each Government Contracting Activity (GCA) and Other Government Activity (OGA) user's requested role and validates that it corresponds to a legitimate business need.



REQUESTING A NISS ACCOUNT

The National Industrial Security Program (NISP) Central Access Information Security System (NCAISS), or NCAISS for short, is a web portal that provides identity and access management services to authenticate users and provide access to different DCSA applications. When requesting a NISS account, users must first navigate to the homepage by clicking the following link: <u>https://ncaiss.dss.mil/</u>. From the NCAISS page, users must first register for an NCAISS account via the "Self Enrollment" process, register their CAC/ECA certificate, then log into the "DSS Portal" to request a NISS account.

REGISTER FOR AN NCAISS ACCOUNT (SELF ENROLLMENT)

1. As an Industry or Government Contracting Activity (GCA) user, navigate to the <u>NCAISS homepage</u> displayed below.

	m (NCAISS)		
Notice and Consent to I	Aonitoring		
YOU ARE ACCESSING AU.S. GOVE Includes any derivat autochord to Biol 9 The USS calculated to Biol 9 The USS calculated to Biol 9 Comparison of the USS can alway 9 Comparison of the USS can alway 9 The USS calculated to Biol 9 The USS calculated security means 9 The USS calculated se	RIMERTI (USG) NH GRAATION SYSTEM (IS) THAT IN) nu contains: to the listicity container. In our contains: container that is the purposes indu- ted and sees data stored on this is. and and sees data stored on this is an use of the output of this is done on our physics, are subject to notifie the list is done on container container on the output of the list of the output of the output of the output of a distance of the output of the output of the store of the output of	SPROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which using, but not limited to punchration issing, COMSEC monitoring, retexact informations, interception, and earch, and may be disclosed or used for any USG- USG interaction-on for your personal benefit or privacy. USG interactions, and earch, and may be disclosed or used for any USG- tighter execting a combining of the counterf of philogend communications, or sty, or degry, and find assistants. Such communications and work product are	
Note: If you have recently	y used your CAC/ECA to login, you may not	be prompted for your PIN and/or Certificate.	
Note: If you have recently Login to DSS Portal	y used your CAC/ECA to login, you may not	be prompted for your PIN and/or Certificate.	
Note: If you have recentl Login to DSS Portal	y used your CAC/ECA to login, you may not Threat Advisory	be prompted for your PIN and/or Certificate. FAQS Stating up Findex to work with Card maders? NCAUSE not loaday in Findex? What is no NCAUS?	
Note: If you have recent	Threat Advisory	be prompted for your PIN and/or Certificate. FAQS Gitting up Finder to work with Card madees? Wild is the NCASS? Wild is the NCASS? Wild is the NCASS? Strong of Create an NCASS? Strong of Create an NCASS?	
Note: If you have recents	Threat Advisory	be prompted for your PIN and/or Certificate. FACs Colling up Findex to work with Card maders? KAUSS not loading in Findex? What is the NOASS? What is the NOASS? Kong to an Anno Analysis account? Kong do I creating parametry Kong do I associate CA/ECA with ny account? Kong do I asso	
Note: If you have recently Login to DSS Portal CACEGA Toppin Register CAC/ECA Register CAC/ECA Self Enroliment	Unsed your CAC/ECA to login, you may not Threat Advisory	be prompted for your PIN and/or Certificate. FAQs Stding up findex to work with Card madwes? HoldsS on loading in Findex? What is the Stding Up reference? What is the Stding Up reference with the Stding Up reference? What is the Stding Up reference with the Stding Up reference? What is the Stding Up reference with the Stding Up reference? What is the Stding Up reference with the Stding Up reference? What is the Stding Up reference with the Stding Up refer	

2. Read the "Notice and Consent to Monitoring" alert then click the **I Accept** button. The alert will then disappear.

Notice and Consent to Mo	onitoring
YOU ARE ACCESSING A U.S. GOVERI includes any device attached to this IS),	NMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which you consent to the following conditions:
 The USG routinely intercepts and operations and defense, personn At any time, the USG may inspec Communications using, or data st authorized purpose. This IS includes security measure Notwithstanding the above, using work product, related to personal private and confidential. See Use 	monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network at misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. t and seize data stored on this IS. ored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG- is (e.g., authentication and access controls) to protect USG interestsnot for your personal benefit or privacy. this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, o representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are Agreement for details.
	IAccept



3. Navigate to the "Self Enrollment" tab and click the **Register for an account** button.



4. Complete the fields and <u>do not</u> click the checkbox as you are not a DCSA internal user.

NCAISS Account Re New User Registration Please complete the fo	Ilowing form to create your DSS NCAISS account.
Enter Your Name	
* First Name	Johnny
Middle Name	James
* Last Name	Appleseed
Enter Your Email When registering you n (e.g. dss.mil).	nust use the email address assigned by the organization on whose behalf you are accessing NCAISS
* Email	jappleseed@company.cc
* Confirm Email	jappleseed@company.cc
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).

Note: Any field with an asterisk, *, denotes a required field. This means that in order to submit the NCAISS account request to DCSA, you are required to complete these fields. Failure to complete a required field will result in an error message.



5. Enter a password in the "Password" field and renter the password in the "Confirm Password" field.

* Password	0	
* Confirm Password	_	

Note: Click the *"i" icon*, **1**, to learn more about the password requirements, as depicted below. To close out the *"Password Policy"* window, click the *OK* button.

Apply	the following rules to create a strong password.	
	Make your password 15 to 30 characters long	
	Include at least 2 lowercase letters	
	Include at least 2 uppercase letters	
	Include at least 2 numbers	
	Include at least 2 of the following special characters:	
	I'\$^&[]{]~`%*() +-=\" /?<>	
	Remove any consecutive characters of the same type (e	e.a.
	"aa").	
	Remove any leading zeros.	
	Remove any leading spaces.	
	Remove any embedded spaces.	
	,,	
Ok		
OK		

6. Complete the "Select Challenge Questions and Answers" section then click the **Next** button when done.

Note: To select a question for "Question 1," click the dropdown arrow to the right of the field and select one of the prepopulated question options. In the corresponding answer text field, "Answer 1," enter the answer to "Question 1." Repeat these steps for the remaining questions and answers.

* Question 1	What is your Favorite Color?
* Answer 1	Blue
• Question 2	What is your Place of Birth?
* Answer 2	San Diego
* Question 3	What was your First Car Model?
* Answer 3	Civid ×



Note: Failure to complete any required field(s) will result in an error message upon clicking the *Next* button, as pictured below. Click *OK* then update the required fields accordingly.

😢 Error	×
Last Name is a required field.	ж

7. After completing the Challenge Question section, a confirmation page with the information provided in the NCAISS account request form appears. Users should review the information for accuracy.

Note: The password, displayed as asterisks (*), may appear shorter than the password provided, but note that it has not been changed from the password submitted in the form.

NCAISS Account Re	equest
Confirm Registration D Please review your new	etails v account information and accept the privacy policy to register.
User Account Details	
First Name	Johnny
Middle Name	James
Last Name	Appleseed
Email	jappleseed@company.com
Confirm Email	jappleseed@company.com
DSS Internal User	
Password	*****
Confirm Password	****
Challenge Questions	
Challenge Question 1	What is your Favorite Color?
Challenge Answer 1	Blue
Challenge Question 2	What is your Place of Birth?
Challenge Answer 2	San Diego
Challenge Question 3	What was your First Car Model?
Challenge Answer 3	Civic



8. To make any edits to the information you provided in the NCAISS Account Request form, click the **Edit** button.

Note: User account information can be edited at any time via "My Information" assessable via in the "DSS Portal" homepage. See <u>Appendix: Updating Your NCAISS Information</u> for more information.

alleged or possible prohibited personnel practices; to a Federal agency when conducting an investigation or inquiry for security or audit reasons; or the General Services Administration in connection with its responsibilities for records management.
DISCLOSURE: Disclosure of this information (to include social security numbers) is voluntary; however, failure to provide the requested information will impede, delay or prevent further processing of this request.
\star I have read and understand the terms of the privacy policy.
Confirm Edit Cancel

- 9. Once your edits are complete, review the "Privacy Act Statement" then click the **checkbox** underneath to confirm that you have read and understand the terms.
- 10. Click the **Confirm** button when ready to submit your information.

Privacy Act Statement
AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PURPOSE: To record names, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically 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 law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to the Department of Justice for purposes of representing the DoD in pending and potential itigation to which the record is pertinent; to the Merit Systems Protection Board for the purpose of litigation or investigation of alleged or possible prohibited personnel practices; to a Federal agency when conducting an investigation or inquiry for security or audit reasons; or the General Services Administration in connection with its responsibilities for records management.
DISCLOSURE: Disclosure of this information (to include social security numbers) is voluntary; however, failure to provide the requested information will impede, delay or prevent further processing of this request.
* I have read and understand the terms of the privacy policy
Confirm Edit Cancel



11. After the user submits their account registration information, a prompt to register their certificate will appear. Click the **Register Certificate** button to register a DoD-approved PKI certificate. Note the NCAISS User ID as it will be used as the "Account ID" when registering a certificate.

Note: The OK button directs users back to the NCAISS homepage.

NCAISS Accou	Int Registration Completed Successfully!
Your NCAISS User I	D is:
johnny.j.applese	ed
You will also receive	an email confirmation message containing your User ID. Please retain this information as it will be the certificate registration process. You may immediately register your DoD-approved PKI certificate by
clicking the button b	No on made regionation process. For may minimately register your bob approved in a command of y Now.



REGISTER CAC/ECA CERTIFICATE

12. Upon clicking Register Certificate in the previous step, users are directed to the "Register CAC/ECA" screen as shown below. Read the instructions in the information box (¹).

Login to DSS Portal	Register CAC/ECA
Self Enrollment	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:
Register for an account	Password:
Forgot your password?	FAQs
	FAQs Setting up Firefox to work with Card readers? ACAISS not longing in Firefox?

13. Using the password created and NCAISS User ID received during the NCAISS account registration process, enter the newly created **Account ID** and **Password** in the fields provided then click the **Submit** button.

Note: If you forgot your password, see the <u>Forgot Your Password</u> section of this job aid for instructions on resetting your password.

Louis to DOO Dostal	Paristan 040/F04
Login to DSS Portai	Register CAC/ECA
CAC/ECA Login	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.
Self Enrollment	Account ID: johnny.j.appleseed
Register for an account	Password:
	Submit
Forgot your password?	
	FAQs
	Setting up Firefox to work with Card readers?
	NCAISS not loading in Firefox?

14. You will be prompted to select the certificate associated with your NCAISS account.

Windows Security	×
Select a Certificate	
Site ncaiss-sso.dss.mil needs yo	our credentials:
D - APPLESEED.JC	HNNY.J
Issuer: DOD ID CA-	##
Valid From: 3/17/2019	9 to 3/18/2020
Click here to view cert	tificate properties
More choices	
ОК	Cancel

Note: An alert in the information box confirms that you have registered successfully, as highlighted below.

Ogin to DSS Portal	Your CAC/ECA certificate has been registered successfully. You may now Login with your newly registered CAC/ECA certificate. Note: You will not be prompted for PIN and/or Certificate.
	FAQs
Self Enrollment Register for an account	 Setting up Firefox to work with Card readers? NCAISS not loading in Firefox? What is the NCAISS? What is the Single Sign-on? 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? How do I log into NCAISS using my CAC/ECA? How can I find help? CAC error message "Page cannot be displayed"? See ALL FAQs



15. Navigate to the "Login to DSS Portal" tab then click the CAC/ECA Login button.



16. You are prompted to select and confirm your certificate once again – click the **OK** button.

Windows Security	×
Select a Certificate	
Site ncaiss-sso.dss.mil needs yo	ur credentials:
D - APPLESEED.JO	HNNY.J
Issuer: DOD ID CA-	##
Valid From: 3/17/2019	to 3/18/2020
Click here to view cert	ificate properties
More choices	
ОК	Cancel



17. Users will be directed to the "Defense Security Service Portal." This is the "Home" screen.



18. Via the "Request/Modify Access" tile, users can request a NISS role. For instructions on how to register for a NISS account, see the <u>NISS User Role Request</u> section of this job aid.



FORGOT YOUR PASSWORD

1. If you forgot your NCAISS login password, click the **Forgot you password?** box highlighted below.

ogin to DSS Portal	Register CAC/ECA
CAC/ECA Login	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.
Self Enrollment	Account ID:
Register for an account	Password:
	Submit
Forgot your password?	

2. Type your Account ID into the **User Login** field then click the **Next** button.

Identity Self Service	× +						-	đ
↔ ♂ ℃ ŵ	Image: The second se	/faces/forgotpasswo	ord?_afrLoop=21728964	72584267&_afrWindowMode=0&	_afrWindowld≈4g1lgnbui&_ac 🚥 🗵 🟠		III\ (D C
Defen National Industrial Security I	se Security Service Porta Program (NISP) Central Access Information Securit	al ty System (NCAISS)			Ano	nymous 🔻 Help	***	
	Forgot Password	Identify Yourself	Answer Challenge Questions	Select A New Password	Cancel Next			
	Please identify yourself User Login Johnny Applesed	1			* Required field			
	EOB DEEC(AL LISE ON VILCOMMEND 3014_D	atanza Sarurti Sandra	All Dinhite Discovered					



3. Answer the different "Challenge Questions" based on the responses you provided during the NCAISS account registration process. Click the Next button when done.

A CAL		
National Industrial Security Prog	Security Service Portal am (NISP) Central Access Information Security System (NCAISS)	Anonyme
	Forgot Password Can Mertify Yourself Answer Challenge Ouestions Select A New Password	el Back Next
		* Required field
	What is your Pavorite Color? Blue What is your Place of Birth?	
	San Diego What was your Pirst Car Model?	

4. Enter a new password into the Enter new Password field then re-enter the password into Reenter new password field.

Note: Click the *"i" icon*, **1**, to learn more about the password requirements

5. Click the **Save** button to complete the new password request. Use this newly created password when registering your CAC/ECA.

Defense Security Service Portal National Industrial Sourity Program (NISP) Central Access Information Security System (NCAISS)	R	anymous 🔻 Help 🚥
Forgot Password	Cancel Back Save	
Please enter new password * Enter new password * Re-enter new password	* Required field	
FOR OFFICIAL USE CNLY (Copyright 6-2014) Defence Security Service Contact DSS FAQs Accessibility USA gov Security and Privacy	Is Reserved Act FOIA Terms of Use	



NISS USER ROLE REQUEST FOR INDUSTRY

1. From the "Defense Security Service Portal", click Request/Modify Access.



2. Upon clicking Request/Modify Access, you will be directed to the NCAISS Access Request page. Navigate to the "NISS Requests" section then click **Request/Manage NISS Access**.

NCAISS Requests Request an NCAISS Role
NCAISS Requests Request an NCAISS Role
Request an NCAISS Role
NISS Requests
Request/Manage NISS Access
Manage NISS User Access



3. You will be directed to the "NISS User Access" page. Complete the required fields as demonstrated below.

NISS User Access	
Please complete all inform management.	ation requested below and click 'Next' when complete, or click 'Cancel' to return to account
NISS User User ID	HOLLIE.OTTO
First Name	Hollie
Last Name	Otto .
Suffix	
Email	hollie.otto@external.com
* Organization Name	Example Company
* Street Address	1 Fruit Lane
* City	Arlington
* State	Virginia 🗸
* Zip Code	22209
* Phone	000-111-2222

4. Complete the "NISS Access Request" section fields of the "NISS User Access" form.

* NISS Category	\checkmark	
* CAGE Code Requested		
* Role Requested	\checkmark	
* Timezone		\sim
Selected DSS	NISS	



- 5. Click the **NISS Category** dropdown and select one of three options: Facility Clearance Verifier, Security Staff, or Sponsor.
 - Choose **Facility Clearance Verifier** if you need to determine the facility clearance information for another company.
 - Choose Security Staff if you are a member of the company's security team.
 - Choose **Sponsor** if you need to sponsor a company for a facility clearance or facility clearance upgrade.
 - Depending on the NISS Category selected, the Role Requested list populates accordingly. Click the **Role Requested** dropdown then select the corresponding role.
- 6. Click the **Timezone** dropdown then select the applicable time zone.

NISS Access Request	
* NISS Category	Sponsor
* CAGE Code Requested	TE1161
* Role Requested	Sponsor Industr
* Timezone	(GMT-05:00) Eastern Standard Time (America/New_York)
Selected DSS Application	NISS
Active NISS Access	

Note: If you select Sponsor as your NISS Category, only one option will appear in the Role Requested list: Sponsor Industry, as depicted in the image below.

NISS Access Request	
* NISS Category	Sponsor 🗸
* CAGE Code Requested	Sample CAGE Code
* Role Requested	<u> </u>
* Timezone	Sponsor Industry



Note: If you select Facility Clearance Verifier as your NISS Category, one option will appear in the Role Requested list: FCV Industry, as depicted in the image below.

NISS Access Request	
* NISS Category	Facility Clearance Verifier
* CAGE Code Requested	Sample CAGE Code
* Role Requested	
* Timezone	FCV Industry

Note: If you select Security Staff as your NISS Category, six options will appear in the Role Requested list: Assistant Facility Security Officer (AFSO), Corporate Security Officer, Facility Security Officer (FSO), Information System Security Manager (ISSM), Key Management Personnel (KMP), and Other Security Staff, as depicted in the image below.

NISS Access Request				
* NISS Category	Security Staff			
* CAGE Code Requested	Sample CAGE Code			
* Role Requested				
* Timezone	Assistant Facility Security Officer (AFSO) Corporate Security Officer Facility Security Officer (FSO) Information System Security Manager (ISSM)			
	Information System Security Manager (ISSM) Key Management Personnel (KMP) Other Security Staff			

- 7. Any previously approved roles are listed in the "Active NISS Access" table
 - To remove an existing role, click the **checkbox** in the "Delete" column that corresponds to the role you wish to delete then click the **Next** button.

CAGE Code	NISS Category	NISS Role	Delete
TE1161	Facility Clearance	FCV Industry	



8. Click the **Next** button to proceed.

CAGE CODE	NISS Category	NISS Role	Delet
TE1161	Facility Clearance	FCV Industry	\checkmark

Note: Failure to complete any required field(s) will result in an error message upon clicking the *Next* button, as pictured below. Click *OK* then update the required fields accordingly.

8 Error	×
CAGE Code Requested is a required fi	eld.
	ОК

9. After clicking the "Next" button, a preview page will appear – review the information then select **Confirm** to submit your request to add and/or remove a NISS user role.

Note: To make edits to the information provided, click the *Edit* button. Once complete, repeat step seven. Please advise, any roles requested to be deleted will have a checkmark as shown below.

'Confirm.'	ut the checkbox checked in	në Deletë column wili bë revoke	ed after clicking
CAGE Code	NISS Category	NISS Role	Delet
TE1161	Facility Clearance	FCV Industry	
TE1161	Facility Clearance	FCV Industry	



10. Upon clicking the "Confirm" button, a confirmation appears that the request has been successfully submitted. Click the **OK** button.

	esstuny!		
The following NISS Access request h	as been submitted.		
NISS Category Spons	SOF		
Role Requested Spons	sor Industry		
Existing roles with the checkb	oox checked in the 'Delete' column	will be revoked.'	(*
		Delete	
NISS Category	1100 1000		
NISS Category Facility Clearance Verifier (FC	CV) FCV Industry	\checkmark	



NISS USER ROLE REQUEST FOR GOVERNMENT

1. From the NCAISS homepage, navigate to the "Login to DSS Portal" tab then click the CAC/ECA Login button.

i Note: If you have recently	used your CAC/ECA to login, you may not	be prompted for your PIN and/or Certificate.
Login to DSS Portal	Threat Advisory	FAQs
CAC/ECA Login	Read more	 Setting up Firefox to work with Card readers? NCAISS not loading in Firefox? What is the NCAISS?
Register CAC/ECA	Links DSS Applications	 What is the Single Sign-on? 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 create a for CA certificate?
Self Enrollment Register for an account	 Additional NCAISS Information DoD Approved PKIs DSS Application Status Information 	 How do I log into NCAISS using my CAC/ECA? How can I find help? CAC error message "Page cannot be displayed"? See ALL FAQs

2. You are prompted to select and confirm your certificate once again – click the **OK** button.

Windows Security	×
Select a Certificate	
Site ncaiss-sso.dss.mil needs yc	our credentials:
D - APPLESEED.JO	HNNY.J
Issuer: DOD ID CA-	##
Valid From: 3/17/2019	to 3/18/2020
Click here to view cert	ificate properties
More choices	
ОК	Cancel



3. You will be redirected to the "Defense Security Service Portal." Click Request/Modify Access.

Defense Security Service Portal National Industrial Security Program (NISP) Central Access Informat	ion Security System (NCAISS)			sarah.ghoneim
	Home			
	My Information Manage your profile: passwords and challenge questions	My Applications Access your applications	Request/Modify Access Request/Modify access to applications	Control Control <t< td=""></t<>
	Pending Approvals Take action on requests assigned to you for approvals			

4. Upon clicking Request/Modify Access, you will be directed to the NCAISS Access Request page. Navigate to the "NISS Requests" section then click **Request/Manage NISS Access**.

Please choose one of the following request options. NCAISS Requests Request an NCAISS Role NISS Requests Request/Manage NISS Access Manage NISS User Access OBMS Requests	NCAISS Access Request	
NCAISS Requests Request an NCAISS Role NISS Requests Request/Manage NISS Access Manage NISS User Access	Please choose one of the following request options.	
Request an NCAISS Role NISS Requests Request/Manage NISS Access Manage NISS User Access OBMS Requests	NCAISS Requests	
NISS Requests Request/Manage NISS Access Manage NISS User Access OBMS Requests	Request an NCAISS Role	
NISS Requests RequestManage NISS Access Manage NISS User Access OBMS Requests		
Request/Manage NISS Access Manage NISS User Access OBMS Requests	NISS Requests	
OBMS Requests		
OBMS Requests	Request/Manage NISS Access	
ODING Requests	Request/Manage NISS Access Manage NISS User Access	
	Request/Manage NISS Access Manage NISS User Access OBMS Requests	



5. You will be directed to the "NISS User Access" page – complete the required fields as demonstrated below.

NISS User Access	
Please complete all inform management.	ation requested below and click 'Next' when complete, or click 'Cancel' to return to account
NISS User	
User ID	HOLLIE.OTTO
First Name	Hollie
Last Name	Otto .
Suffix	
Email	hollie.otto@ dos.gov
* Organization Name	Example Agency
* Street Address	1 Fruit Lane
* City	Artington
* State	Virginia
* Zip Code	22209
* Phone	000-111-2222

6. Complete the "NISS Access Request" section fields of the "NISS User Access" form.

* Office Name		
* Agency		
* NISS Category	\checkmark	
* Role Requested	~	
* Timezone		



- 7. Enter your **Office Name** then use the dropdown to select the **Agency**. In the NISS Category dropdown, select a **NISS Category** option (Facility Clearance Verifier or Sponsor):
 - If you need to submit a facility clearance verification request in order to determine facility clearance information about a company, choose **Facility Clearance Verifier**.
 - If you need to sponsor a company for a facility clearance or facility clearance upgrade, select **Sponsor**.
 - Depending on the NISS Category selected, the Role Requested list populates accordingly. Click the **Role Requested** dropdown then select the corresponding role.
- 8. Click the **Timezone** dropdown then select the applicable time zone.

NISS Access Request		
* Office Name	Sample Office Name Here	
* Agency	Department of State	~
* NISS Category	Sponsor	_
* Role Requested	Sponsor Government Contracting Activity (GCA)	~
* Timezone (G	MT-05:00) Eastern Standard Time (America/New_York)	~

Note: If you select Sponsor as your NISS Category, only one option will appear in the Role Requested list: Sponsor Government Contracting Agency (GCA), as depicted in the image below.

* Office Name	Sample Office Name Here	
* Agency	Defense Security Service	~
* NISS Category	Sponsor	·
* Role Requested		~
Selected DSS Application	Sponsor Government Contracting Activ	ity (GCA)



Note: If you select Facility Clearance Verifier as your NISS Category, two options will appear in the Role Requested list: FCV Government Contracting Agency (GCA) or FCV Other Government Activity (OGA), as depicted in the image below.

NISS Access Request	
* Office Name	Sample Office Name
* Agency	Defense Security Service
* NISS Category	Facility Clearance Verifier
* Role Requested	✓
Selected DSS Application	FCV Government Contracting Activity (GCA) FCV Other Government Activity (OGA)

- 9. Any previously approved roles are listed in the "Active NISS Access" table.
 - To remove an existing role, click the **checkbox** in the "Delete" column that corresponds to the role you wish to delete then click the **Next** button.

NISS Category NISS Role Sponsor Sponsor Government Contracting Activi			To remove an existing to	
Sponsor Sponsor Government Contracting Activi	Delete	NISS Role	NISS Category	
		Sponsor Government Contracting Activi	Sponsor	
	-		1	

10. Click the **Next** button to proceed.

NISS Category	NISS Role	Delete
Sponsor	Sponsor Government Contract	ing Activi



Note: Failure to complete any required field(s) will result in an error message upon clicking the *Next* button, as pictured below. Click *OK* then update the required fields accordingly.

8 Error	×
Office Name is a required fi	eld.
[ок

11. After clicking the "Next" button, a preview page will appear – review the information then select **Confirm** to submit the request to add and/or remove a NISS user role.

Note: To make edits to the information provided, click the *Edit* button. Once complete, repeat step ten. Please advise, any roles requested to be deleted will have a checkmark as shown below.

Access	Existing roles with the check	hox checked in the 'Delete' column will be revoked af	ter clicking
	'Confirm.'	box checked in the Delete column will be revoked at	ier clicking
	NISS Category	NISS Role	Delete
	Sponsor	Sponsor Government Contracting	~
Confirm	Cancel		

12. Upon clicking the "Confirm" button, a confirmation appears that the request has been successfully submitted. Click the **OK** button.

	Successfully!		
The following NISS Access re	equest has been submitted.		
NISS Category Role Requested	Sponsor Government Contracting Activity		
Existing roles with the NISS Category	e checkbox checked in the 'Delete' column will be revenue NISS Role	oked.' Delete	
Sponsor	Sponsor Government Contracting		
openeer			



TRACKING NISS ACCOUNT REQUESTS

Users can track the status of their NISS role requests via the NCAISS DSS Portal. This feature can also be used to withdraw any pending role requests.

1. Users will be redirected to the DSS Portal. Click Track Requests.



2. The "Track Requests" tab does not automatically display requests – users must first click the **magnifying glass** icon to generate a list of pending and past requests.

Search Request ID	۹. Advanced		
			Show Requests Raised By Me
Actions 🗸 View 👻 💥 V	Vithdraw Request 🛛 💥 Delete Request	🖒 Refresh 🔄 🗐 Detach	
Request ID	Request Type	Status	Requested Date
No data to display			
<			



- 3. "Track Requests" records will display. Click the "**Request ID**" to see additional details of the request.
 - The "Status" column displays the current status of the request. In this example, the status is "Request Awaiting Approval", which means a determination to approve or reject this request has not yet been made. For information regarding the approval chains, please see <u>NISS Internal User Roles and Approval Chains</u>.

Home Track Requests x				
Search Request ID	Q Advanced			
			Show Remosts	taised By Ma
Actions = Mour = V Mich da	- D		anow requests r	and by the
Request ID	Request Type	Status Requested Date		
Request ID: 23002	Provision ApplicationInstance	Request Awaiting Approval	January 24, 2020	
Request ID: 23003	Modify Account	Request Awaiting Approval	January 24, 2020	

- 4. After clicking the "Request ID," additional request details will display. Click the "**Track Requests**" tab to return to the list of NISS role requests.
- 5. To withdraw your request, click the **Withdraw Request** button. You will be prompted to confirm the withdrawal request.

ecurity Service Portal Scurity Program (NISP) Central Access Information Security	System (NCAISS)			Self Service Mana
Home Track Requests x Request Details:	23003 ×			
Summary Information			🕅 Refresh	🗙 Withdraw Request
Request Id 23003		Requester	sarah.ghoneim	
Requested Date 1/24/2020		Status	Request Awaiting Approval	
Justification		Parent Request ID		
		Request Type	Modify Account	
Request Details Approval Details				
◢ Target Users	κ.	A Related Requests		
Display Name	E-mail	Beneficiary Request Id	Requested Item Status	
sarah.ghoneim	i sarah.ghoneim	No data to display.		

Note: Users will be notified via email once their NISS role request has been approved or rejected. The notification will be sent to the email address associated with your NCAISS account.



LOGGING INTO NISS

Once your initial NISS role request is approved, the "NISS Application" link is now available under "My Applications". To login to NISS, follow the steps below.

1. From the NCAISS homepage, navigate to the "Login to DSS Portal" tab and click the CAC/ECA Login button.

Login to DSS Portal	Threat Advisory	FAQS
Register CAC/ECA Register Certificate	Links DSS Applications	 What is the Single Sign-on? 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	 Additional NCAISS Information DoD Approved PKIs DSS Application Status Information 	 How do I log into NCAISS using my CAC/ECA? How can I find help? CAC error message "Page cannot be displayed"?

2. Select and confirm the certificate then click the **OK** button.





3. You will be redirected to the "Defense Security Service Portal". Click My Applications.



4. The "NISS Application" will be available after the initial role request is approved. Click the **NISS Application** link to log in.

Home Pending Approvals ×			
My Information Manage your profile, passwords and challenge	NISS Application Access your applications	Request/Modify Access Request/Modify Access to applications	Track Requests Track the status of your pending requests
	C		
Reports Run Reports	Pending Approvals Take action on requests assigned to you for approvals		
FOR OFFICIAL USE ONLY Copyright @ 2014 Contact DSS FAQs Accessibility USA	Defense Security Service All Rights Reserved Qov Security and Privacy No Fear Act FOIA	Terms of Use	



5. You will be directed to the NISS Disclaimer page – review the information on the page then click the **I Accept** button to move forward.

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Disclaimer
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4B Control Number: 0704 0571. Expiration Date: 0430/2021 e public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching situng data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Bend comments regarding this burden matter or any other aspect of this collection of information, including usgestions for reducing the burden, to the Department of Defense. Washington adquarters Service, Executive Services Directorate, Information Management Dirvision, 1155 Defense Pentagon, Washington, DC 20301-1155. Respondents ould be aware that notwithstanding any other provision flaw, no person shall be subject to any penalty for failing to comply with a collection of information if it es not display a currently valid OMB control number. Note, information provided on this form will be kept private to the extent permitted by law.
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6. The NISS External Homepage displays – this signifies that you have successfully logged into NISS.

Note: You must complete these steps every 30 days or your NISS account will become locked. After 45 days of inactivity (not logging into NISS), your NISS account will be purged.

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U.S. Department Defense Counteri	of Defense Facilities Management v ntelligence and Security Agency Network Security Agency	∨ New ∨ ✿
WATIONAL IN	JUSIRIAL SECURITY SYSTEM	
DASHBOARD FACILITY	VERIFICATION REQUEST	DASHBOARD VIEWS
-NISS External Hor	ne Page	-NISS External Home Page 📀
Weekend Outage	•	Facility Clearance Sponsor Dashboard
SCHEDULED OUTAG DCSA OCIO has a sched The maintenance window	E THIS WEEKEND uled maintenance outage that requires service interruption for NCAISS which will impact NISS access ? for will run from 3:00 PM EST on 7 February 2020 to 6:00 AM EST 10 February 2020.	Facility Security Staff Dashboard s.
Industry System Enhance	ement Submissions	
New Email to Capture S DCSA has established a r enhancements to the follo	vystem Enhancements for Industry Users new mailbox to capture system enhancement requests for Industry users. Please submit your system wing email: <u>DCSA-NISS-Requirements@mail mil</u> .	
Note, this is for enhance them by calling the DCS/ Center hours of operation	ments to system functionality only. If you are experiencing any abnormal behaviors please report A Knowledge Center at <u>858-282-7682 and select Option 2, then Option 2</u> . The DCSA Knowledge are Monday through Friday from 8:00AM to 6:00PM EST.	
Government customers sl	nould continue to work through their security point of contact.	
Quick Links	•	
Current Role (Click to Ch	nange Role): FCV Industry K2222	
Last Successful Login: 01/06/20	220 12:08:22 PM	
1. Access the Extern 2. Submit System F 3. Submit Facility Veril 4. View Facility Veril 5. View My FVR Not	tal Knowledge Base eedback effication Requests ications ifications	
2. Submit System F 3. Submit Facility Ve 4. View Facility Veril 5. View My FVR Not	eedback rification Requests ifications	



APPENDIX: UPDATING YOUR NCAISS INFORMATION

1. From the "Defense Security Service Portal" homepage, click the **My Information** tile.



2. Users' NCAISS "Profile Content" and "Contact" information display. Click the **Edit** link to edit any of the information, except for name information.

Note: Users must contact the Knowledge Center to have a first name or last name updated.

CCURITY Service Portal		
Home My Information ×		
Johnny Appleseed	* Required fields	
A Basic User Information		
	Edit	
	Profile Content	
Title		
First Name	Johnny	
Middle Name		
Last Name	Appleseed	
Suffix		
User Login	Johnny.Appleseed	
	Contact Information	
E-mai	johnny.appleseed@notarealemail.com	
Telephone	703-123-4567	
Street	456 Main St	
City	Catton	
State	Virginia	



3. Update the information in the applicable fields.

Note: <u>Do not</u> click the checkbox as you are not a DCSA internal user.

4. Click the **Update** button to update your NCAISS user information.

Title		
First Name	Johnny	
Middle Name		
Last Name	Appleseed	
Suffix		
User ID	Johnny.Appleseed	
Email	accounts and access pr	ivileges and all NCAISS roles being revoked.
	,,.,.,.,	
DSS Internal User	By checking this be	x, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).
Phone	703-111-1111	
Organization Name	New Org Name	
Street Address	123 Main St.	
City	Vienna	
Ctata	Virginia	×
State	00400	
Zip Code	22182	