



Defense Counterintelligence Security Agency

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**

CICN: 0000-DOC-GD-27588-00

February 4, 2020
Version 1.8



This page is intentionally left blank.



Revision History

NOTE: The revision history cycle begins once changes or enhancements are requested after the baseline for the NCAISS User Guide has been established.

Date	Revision	Description	Author
12/30/2013	0.5	Initial Draft of OIM/OAM NCAISS Solution User Guide	DSS NCAISS Contractor Support
5/4/2016	1.0	Updates to reflect removal of collection of SSN	DSS NCAISS Contractor Support
9/20/2016	1.1	Updates to reflect desired SSO behavior with integrated application (STEPP)	DSS NCAISS Contractor Support
10/24/2016	1.2	Reflects implementation of self-service email update	DSS NCAISS Contractor Support
4/12/2017	1.3	Updates to reflect the integration of NISS application	DSS NCAISS Contractor Support
6/23/2017	1.4	Updates to reflect change of Disclaimer to Notice and Consent to Monitoring	DSS NCAISS Contractor Support
11/29/2017	1.5	Updates to reflect change of Time Zone	DSS NCAISS Contractor Support
8/28/2018	1.6	Updated to reflect integration with Salesforce application	DSS NCAISS Contractor Support
10/8/2018	1.7	Updated to reflect UI changes based on transition to Oracle Patch Set 3 (PS3)	DSS NCAISS Contractor Support
2/4/2020	1.8	Updated to change "DSS" to "DCSA" throughout	DCSA EITS NCAISS Contractor Support



This page is intentionally left blank.



Table of Contents

- 1 INTRODUCTION 8**
 - 1.1 PURPOSE.....8
 - 1.2 GETTING STARTED9
- 2 NCAISS 10**
 - 2.1 ACCESSING NCAISS.....10
 - 2.2 NCAISS LOGIN PAGE10
 - 2.2.1 *Frequently Asked Questions*.....11
 - 2.2.2 *Contact DCSA*12
 - 2.2.3 *Links*13
- 3 SELF-ENROLLMENT 14**
 - 3.1 REQUEST AN NCAISS USER ACCOUNT.....14
 - 3.2 NEW ACCOUNTS – EMAIL NOTIFICATIONS17
- 4 REGISTER CERTIFICATE 18**
 - 4.1 COMMON CERTIFICATE REGISTRATION ERRORS20
 - 4.1.1 *Incorrect Account ID or Password*.....21
 - 4.1.2 *Missing Account ID or Password*.....21
 - 4.1.3 *Click “Cancel” or No Certificate Inserted (if Using a Hardware Token [e.g., CAC])*22
 - 4.1.4 *Certificate Already in Use*.....22
 - 4.1.5 *Receiving an “Error Page Cannot Be Displayed” Message*.....23
- 5 LOGIN TO NCAISS 24**
 - 5.1 COMMON LOG-IN ERRORS25
 - 5.1.1 *No Certificate Registered or Disabled Account*26
 - 5.1.2 *Receiving an “Error Page Cannot Be Displayed” Message*.....26
- 6 NAVIGATING THE NCAISS HOME PAGE..... 27**
 - 6.1 DCSA LOGIN INFORMATION28
 - 6.2 SESSION EXPIRATION28
 - 6.3 BANNER LINKS28
- 7 UPDATE PROFILE DATA 31**
 - 7.1 BASIC USER INFORMATION32
 - 7.2 RESET PASSWORD.....34
 - 7.3 CHALLENGE QUESTIONS34
- 8 REQUESTING NCAISS ROLES 36**
- 9 APPROVING/REJECTING ACCOUNT REQUESTS 39**



9.1 APPROVING NCAISS ROLE REQUESTS 39

9.2 REJECTING A REQUEST 41

10 DELEGATING WORK ITEMS 42

11 LOGGING OUT 46

12 OBMS APPLICATION NCAISS USER GUIDE 47

12.1 ACCESSING OBMS 47

 12.1.1 CAC/PKI Authentication from OBMS..... 47

 12.1.2 CAC/PKI Authentication (to OBMS) from NCAISS..... 50

12.2 REQUESTING ACCESS TO OBMS 52

 12.2.1 OBMS Internal User Account Request..... 52

 12.2.2 OBMS External Government (non-DCSA) Submitter User Access Request..... 55

 12.2.3 OBMS External Contractor (Industry) Submitter User Access Request 56

12.3 REVIEWING AND APPROVING/REJECTING OBMS ACCESS REQUESTS 58

 12.3.1 Sponsor Approval for OBMS Internal Access Requests 58

 12.3.2 Sponsor Approval for OBMS External Government Submitter Access Requests 60

 12.3.3 Sponsor Approval for OBMS External Contractor Submitter Access Requests..... 62

12.4 MANAGING OBMS USER ACCOUNTS..... 64

 12.4.1 Managing OBMS Internal and External Government Submitter User Accounts..... 64

 12.4.2 Managing OBMS External Contractor Submitter User Accounts 69

12.5 PRODUCING OBMS USER REPORTS 70

13 SECURITY TRAINING, EDUCATION AND PROFESSIONALIZATION PORTAL (STEPP) APPLICATION NCAISS USER GUIDE 74

13.1 ACCESSING STEPP 74

 13.1.1 CAC/PKI Authentication from the STEPP Homepage 74

 13.1.2 CAC/PKI Authentication (to STEPP) from NCAISS..... 78

 13.1.3 Username/Password Authentication (to STEPP)..... 79

13.2 CORRELATING STEPP ACCOUNTS 81

14 NATIONAL INDUSTRIAL SECURITY SYSTEM (NISS) APPLICATION NCAISS USER GUIDE 83

14.1 ACCESSING NISS 83

 14.1.1 CAC/PKI Authentication (to NISS) from NCAISS 83

14.2 REQUESTING ACCESS TO NISS..... 84

 14.2.1 NISS Internal User Account Request 84

 14.2.2 NISS External Government (non-DCSA) User Account Request..... 86

 14.2.3 NISS External Contractor User Account Request..... 87

14.3 REVIEWING AND APPROVING/REJECTING NISS ACCESS REQUESTS 88



14.3.1 Sponsor Approval for NISS Internal Access Requests 89

14.3.2 Sponsor Approval for NISS External Government Access Requests..... 91

14.3.3 Sponsor Approval for NISS External Contractor Access Requests 93

14.4 MANAGING NISS USER ACCOUNTS..... 95

 14.4.1 Managing NISS Internal and External Government User Accounts 95

 14.4.2 Managing NISS External Contractor User Account 98

15 SALESFORCE APPLICATION NCAISS USER GUIDE 101

 15.1 ACCESSING SALESFORCE 101

 15.1.1 Salesforce CAC/PKI Authentication via NCAISS 101

APPENDIX A – ACRONYM LIST 104



1 Introduction

The Defense Counterintelligence Security Agency (DCSA) National Industrial Security Program (NISP) Central Access Information Security System (NCAISS) program provides identity and access related functionality across DCSA's Information Technology (IT) infrastructure. NCAISS provides DCSA 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 DCSA NCAISS solution is also configured to provide various workflow and reporting services to support the DCSA System Access Request (SAR) process. The goals and objectives of the DCSA 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 DCSA 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 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.



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.

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 (<https://ncaiss.dss.mil>) into a web browser. The NCAISS Notice and Consent to Monitoring page is displayed, as shown in Figure 1. The user must accept the NCAISS Notice and Consent to Monitoring in order to access the login page.

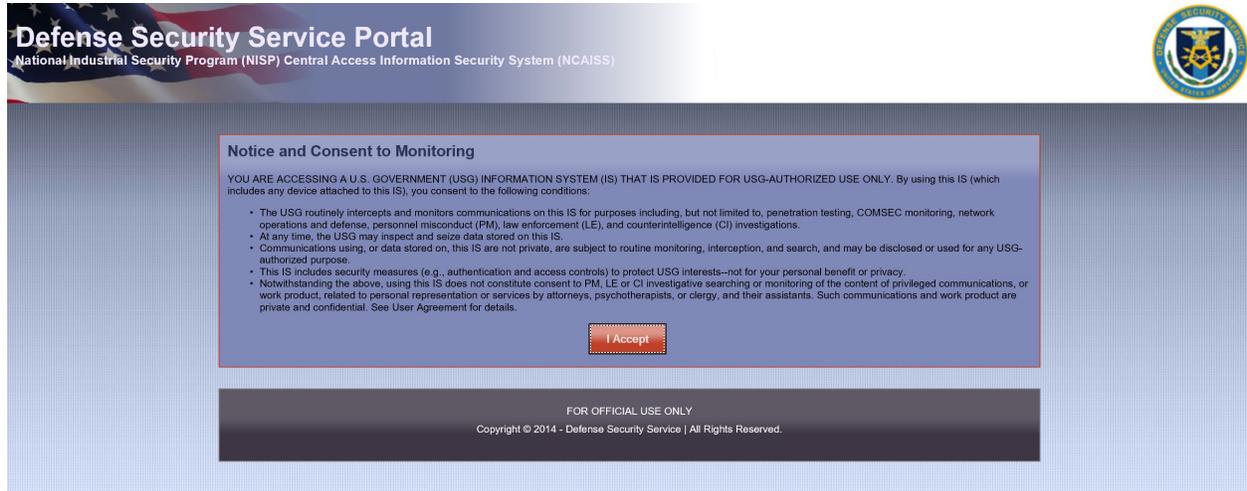


Figure 1: NCAISS Notice and Consent to Monitoring

2.2 NCAISS Login Page

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

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

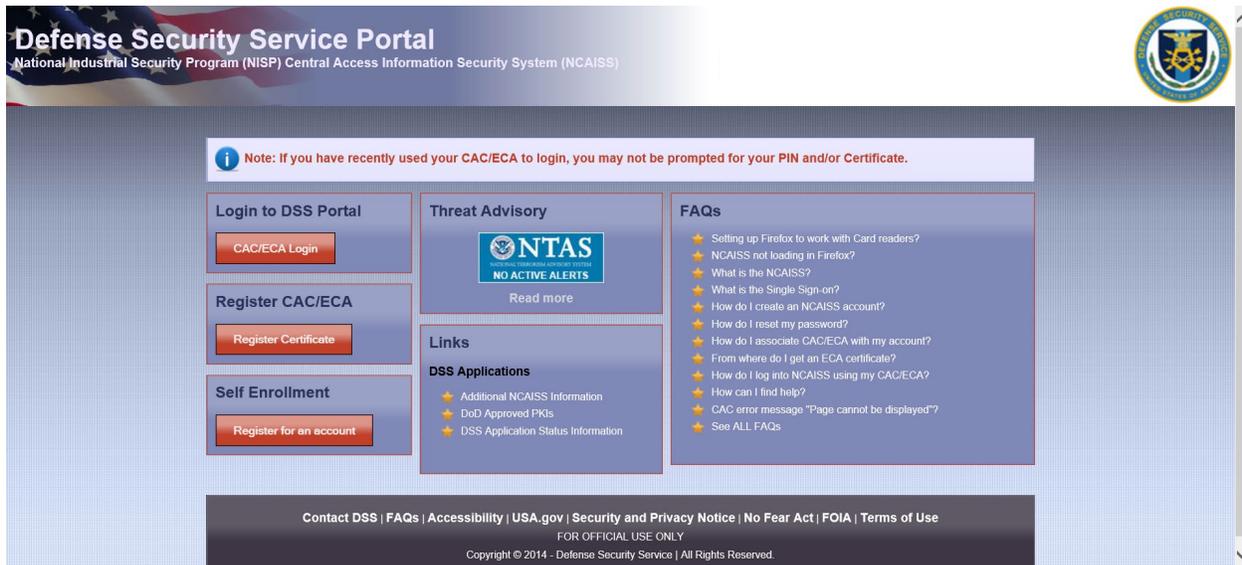


Figure 2: NCAISS Login Page

Use of the “Login to DCSA 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.

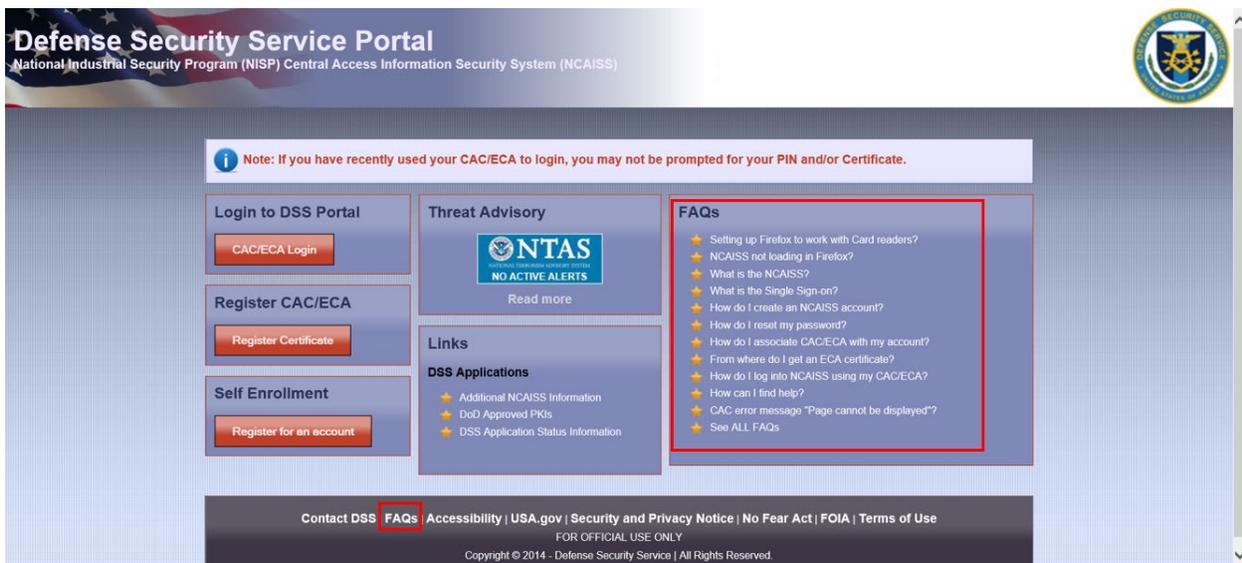


Figure 3: Location of FAQs

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.



Home » Frequently Asked Questions (FAQs)

Frequently Asked Questions (FAQs)

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 "Encryption"
- 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-enrollment you will be required to enter a password. Once your account has been created, you will need this password to register your CAC/ECA. 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.

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 CAC/ECA with NCAISS.

Figure 4: FAQ Responses

2.2.2 Contact DCSA

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

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

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
CAC/ECA Login

Register CAC/ECA
Register Certificate

Self Enrollment
Register for an account

Threat Advisory
NTAS
NO ACTIVE ALERTS
Read more

Links
DSS Applications

- Additional NCAISS Information
- DoD Approved PKIs
- DSS Application Status Information

FAQs

- 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

Contact DSS | FAQs | Accessibility | USA.gov | Security and Privacy Notice | No Fear Act | FOIA | Terms of Use
FOR OFFICIAL USE ONLY
Copyright © 2014 - Defense Security Service | All Rights Reserved.

Figure 5: Contact DCSA Location

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



Figure 6: DCSA 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.

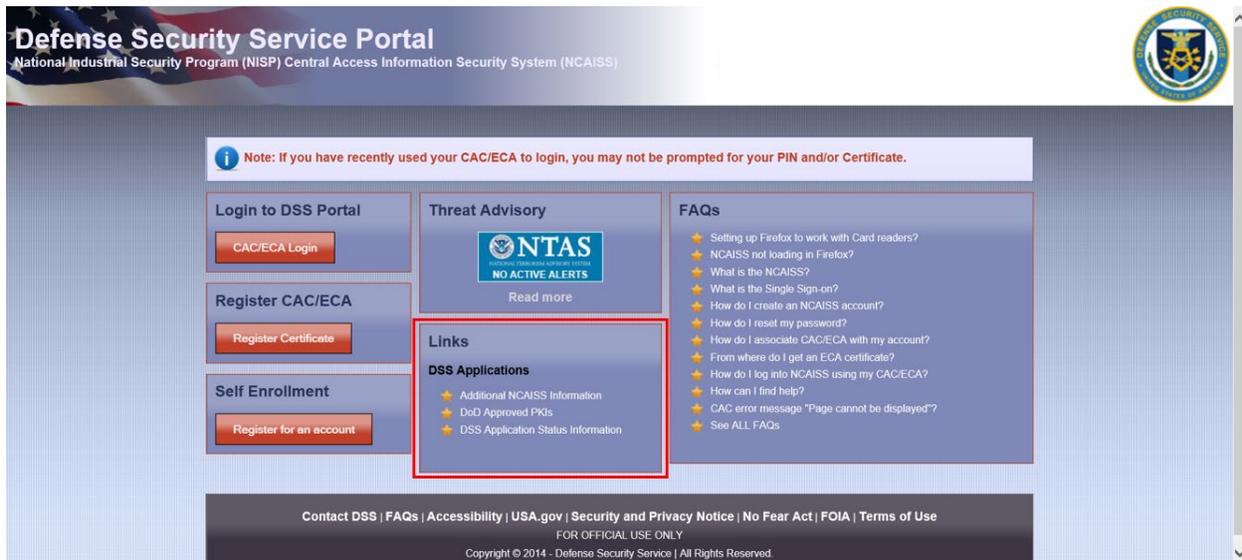


Figure 7: Links Location



3 Self-Enrollment

To gain access to NCAISS, a user must first register for an NCAISS User account (i.e., self-enroll). The self-enrollment 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 (<https://ncaiss.dss.mil>) into your web browser.
2. Click “I Accept” on the DCSA Portal Notice and Consent to Monitoring, 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.

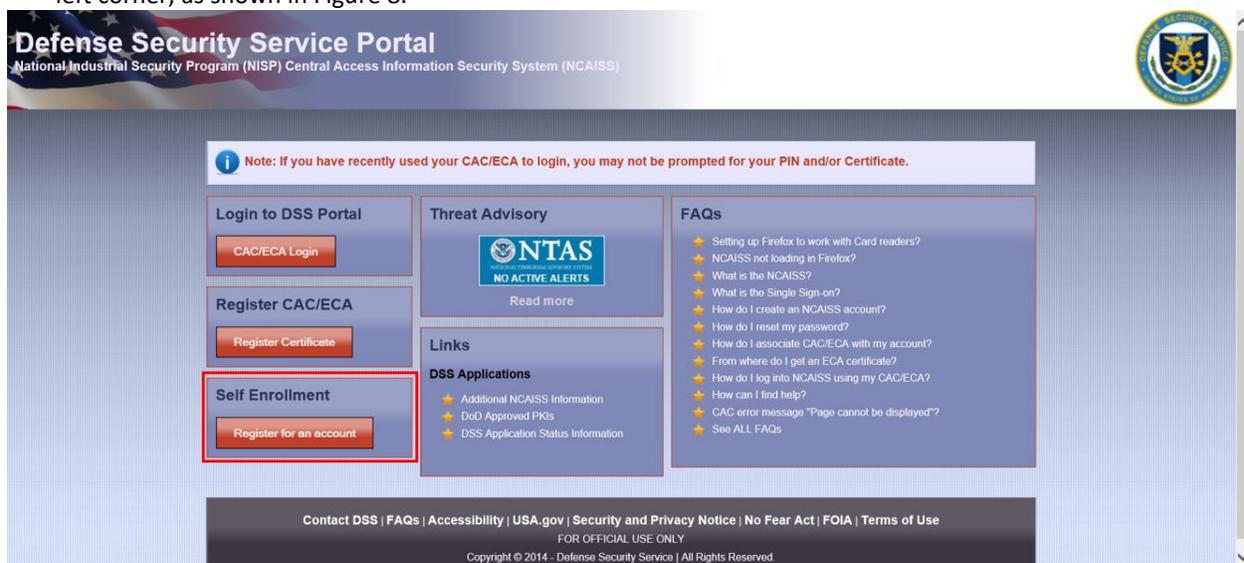


Figure 8: Register for an Account Link

4. Complete the required fields (noted with an “*”), as shown in Figure 9.
5. If you are a DCSA Internal User (i.e., DCSA employee or DCSA contractor), check the “DCSA 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.



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

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 Details
Please review your new 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 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 litigation 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

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 DCSA 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

NCAISS Account Registration Completed Successfully!

Your NCAISS User ID is:
create.test

You will also receive an email confirmation message containing your User ID. Please retain this information as it will be needed to complete the certificate registration process. You may immediately register your DoD-approved PKI certificate by clicking the button below.

Ok Register Certificate

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 DoNotReply@dss.mil email address. Please make sure your email inbox settings are configured to allow messages from DoNotReply@dss.mil as spam/junk-mail.

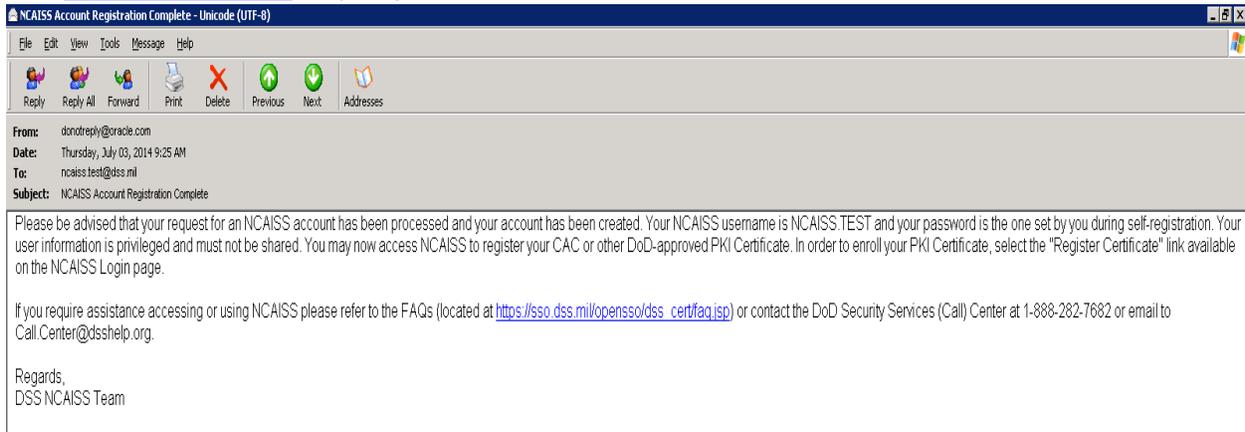


Figure 12: NCAISS Account Created Email



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 Notice and Consent to Monitoring, 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.

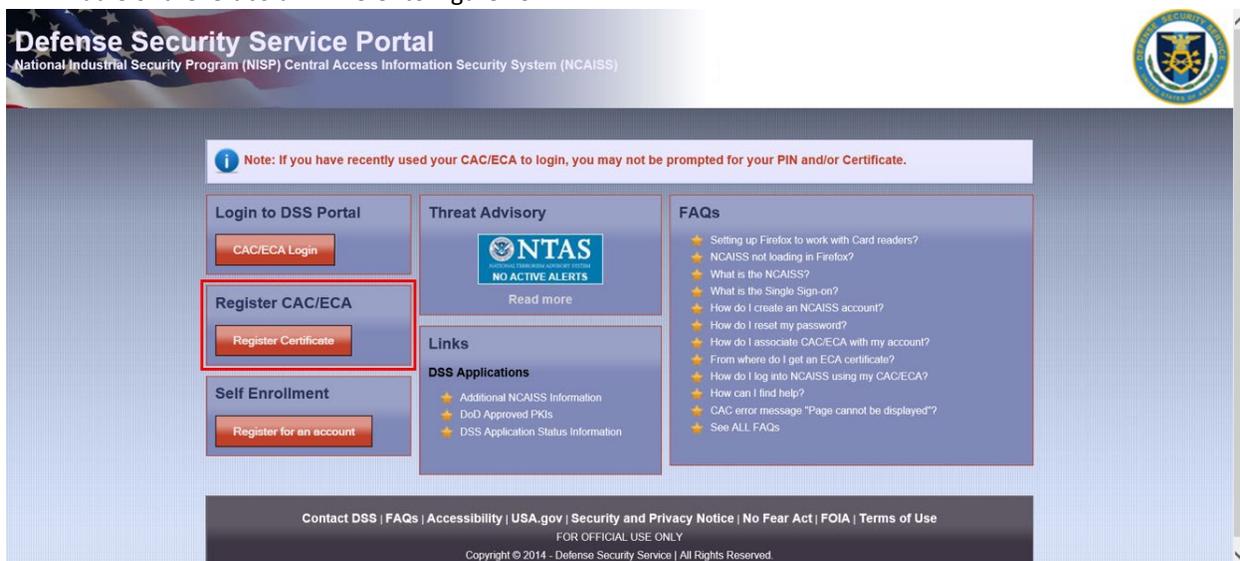


Figure 13: Register Certificate Location

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.

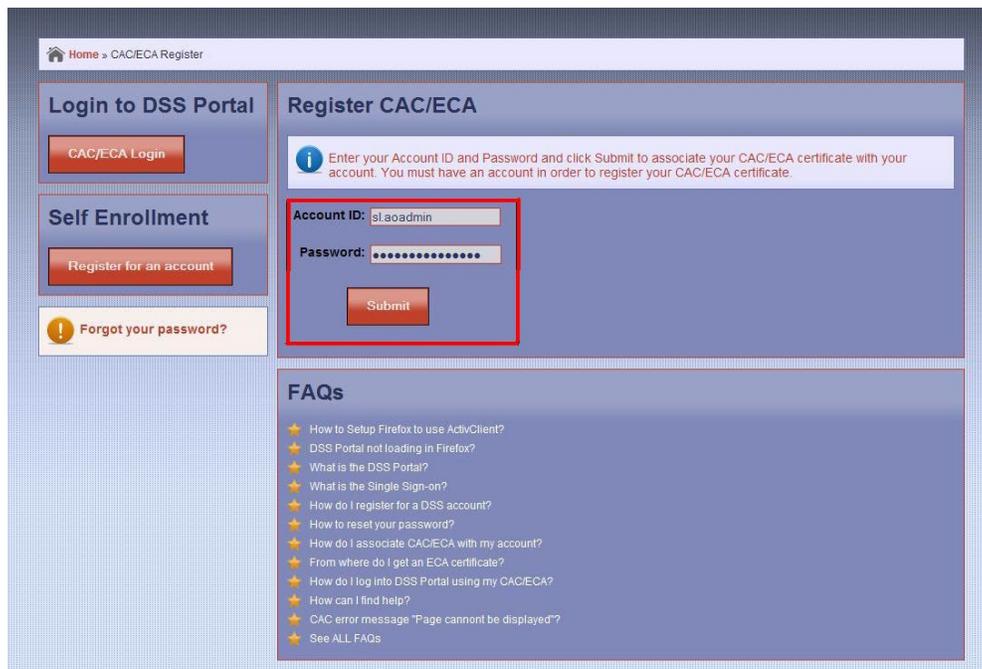


Figure 14: Register Certificate Screen

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.

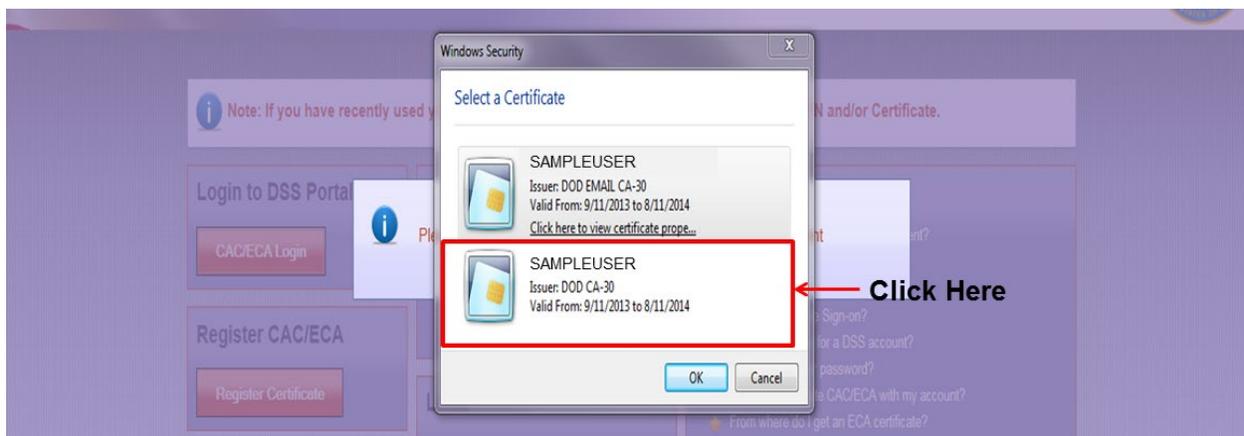


Figure 15: Certificate Selection

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

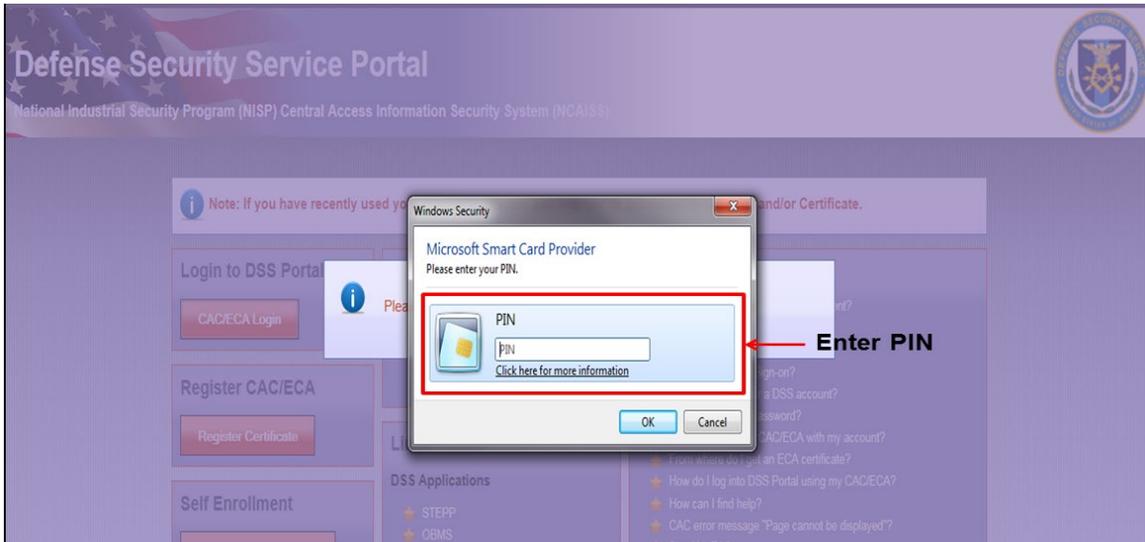


Figure 16: Certificate PIN Entry

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.

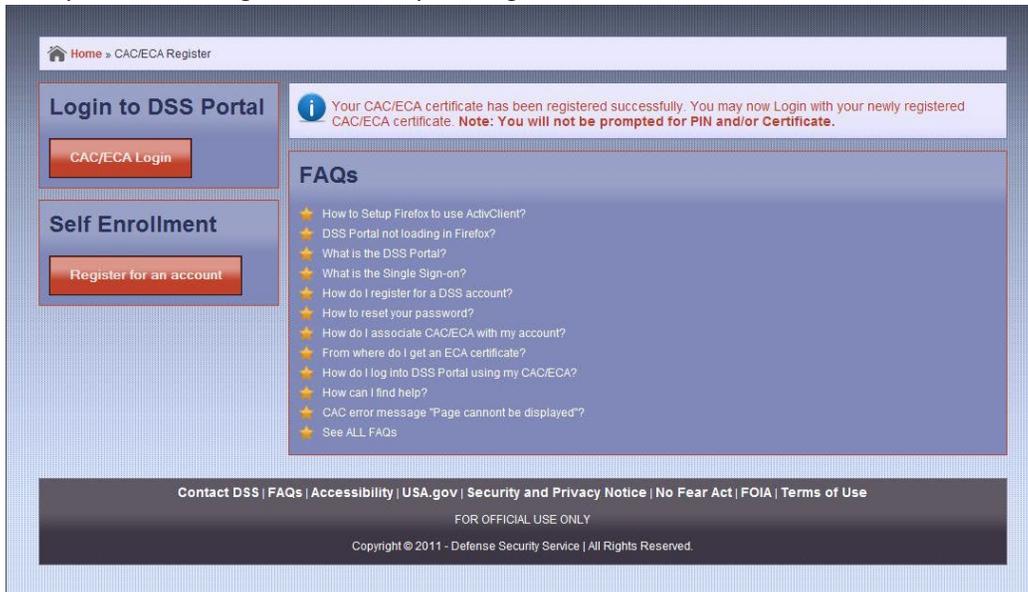


Figure 17: Successful Certificate Registration

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.

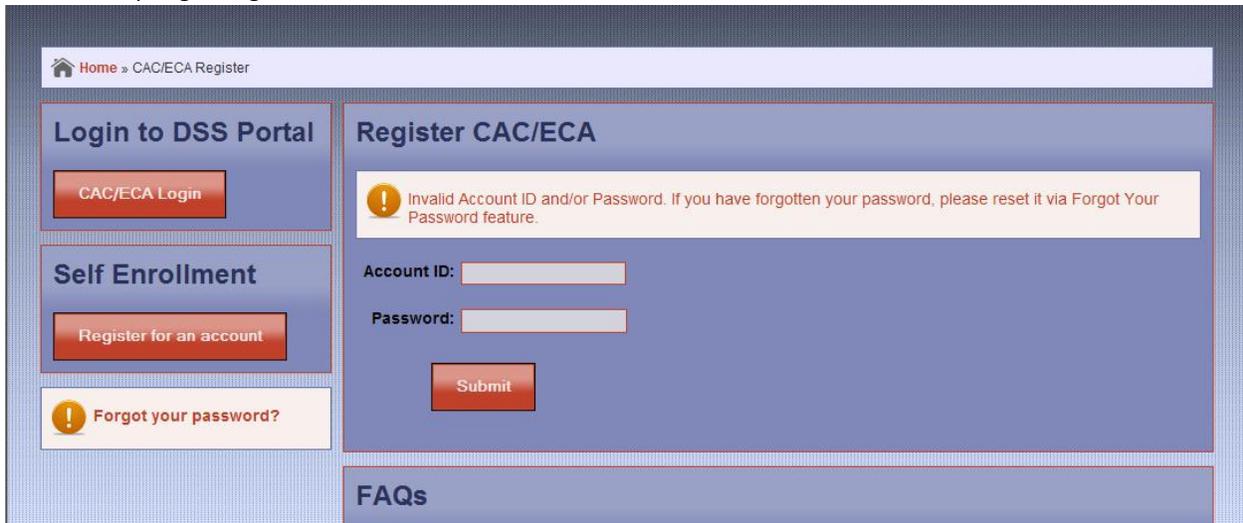


Figure 18: Invalid Account ID or Password During Certificate Registration

To resolve this problem:

- Make sure your Account ID and Password are correct:
 - If either the Account ID or Password are incorrect, contact the DCSA 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.



Figure 19: Missing Account ID



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.



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:

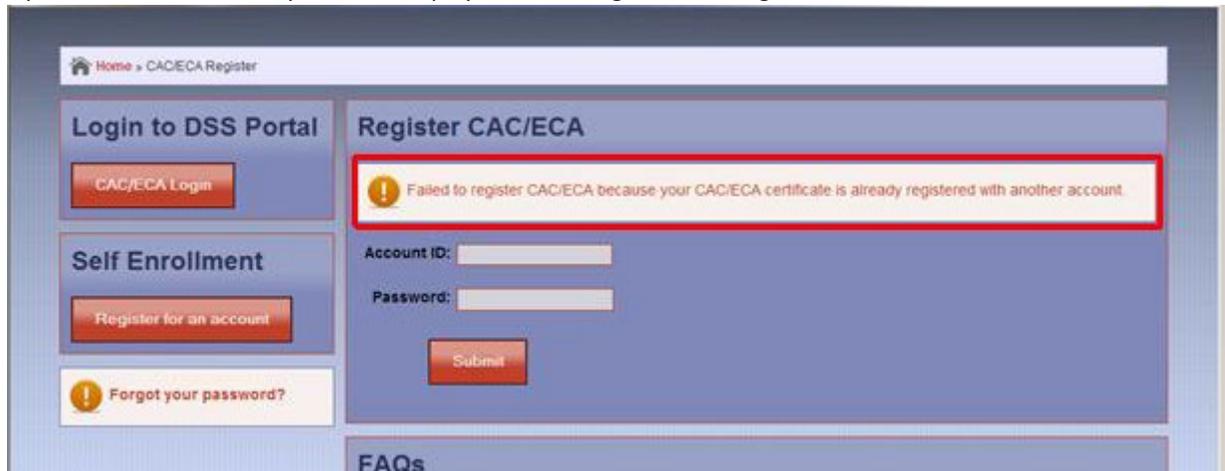


Figure 22: Certificate Already In-Use Error

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 DCSA 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 (<https://ncaiss.dss.mil>) into the web browser.
2. Accept the NCAISS Notice and Consent to Monitoring, 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.

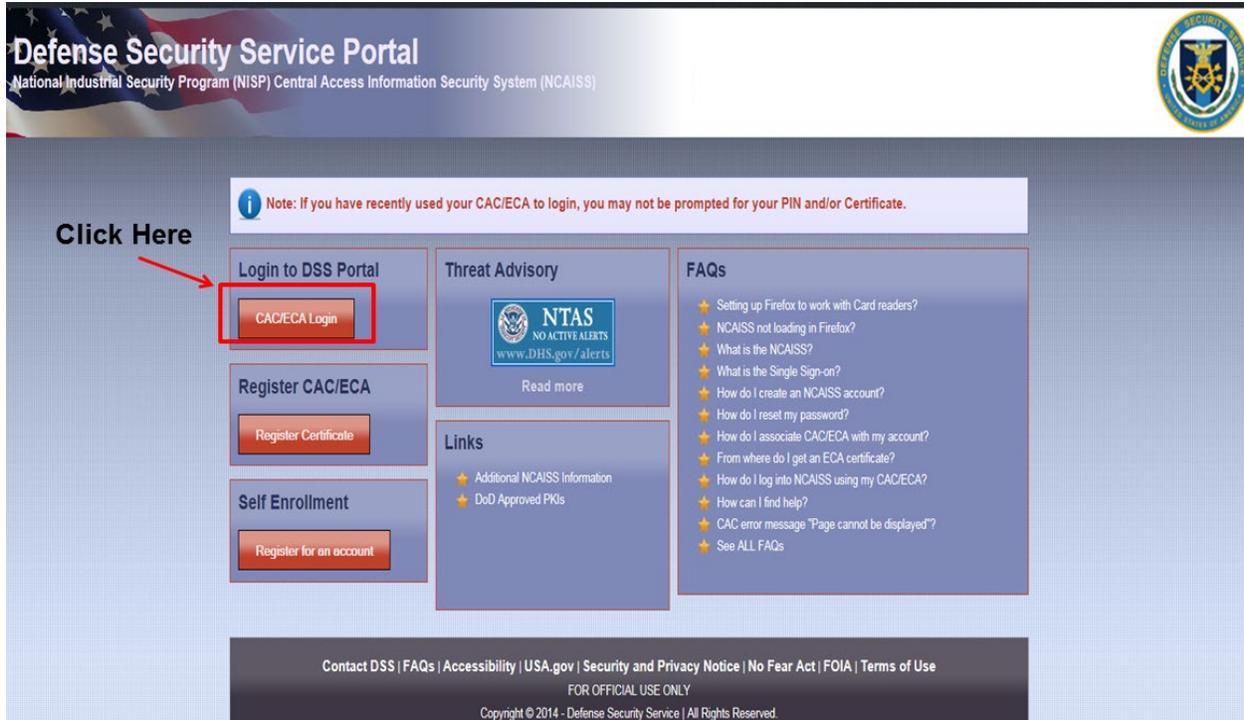


Figure 23: CAC/ECA Login Location

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.

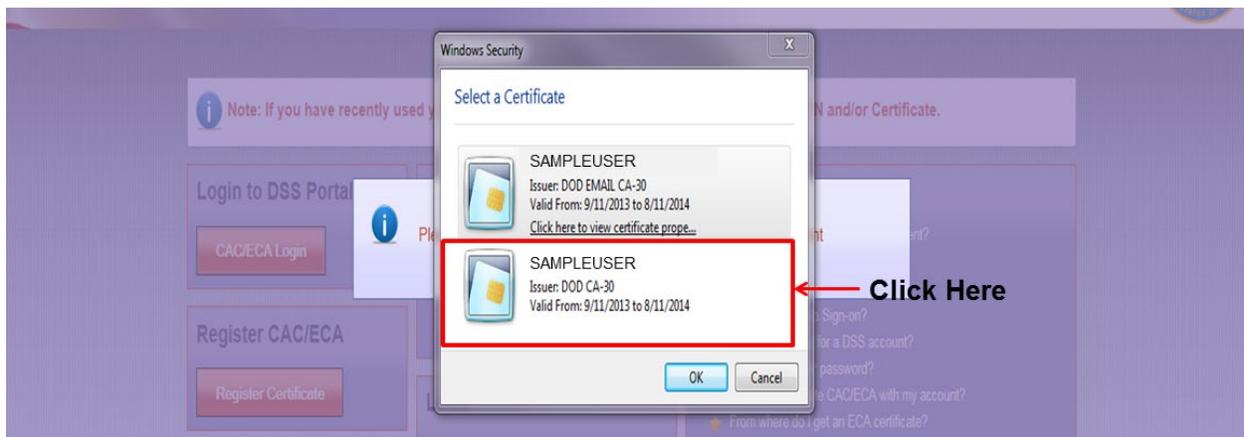




Figure 24: Login to NCAISS - Certificate Selection

- 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.

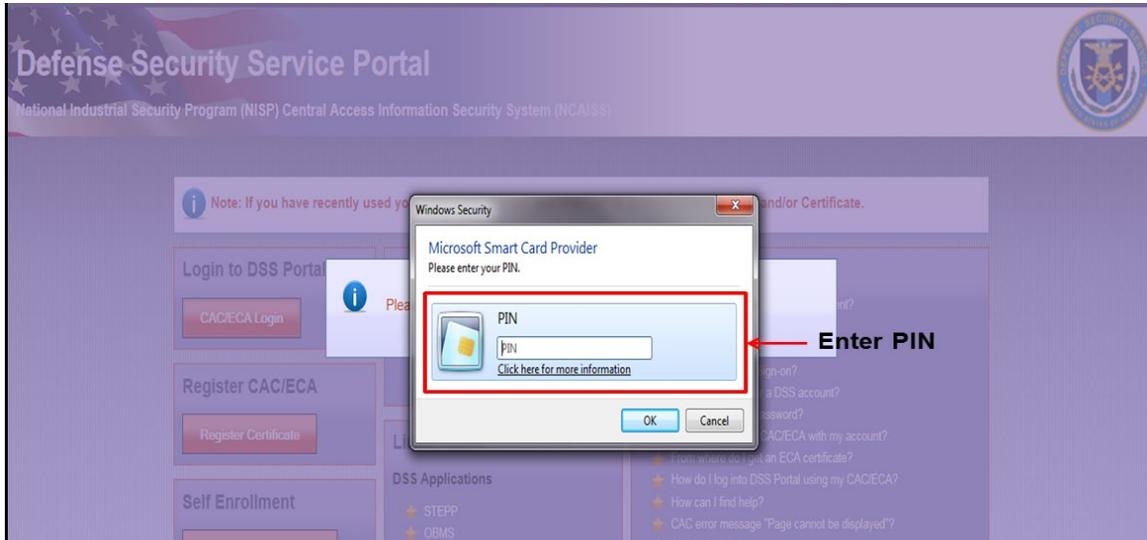


Figure 25: Login to NCAISS - Certificate PIN Entry

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

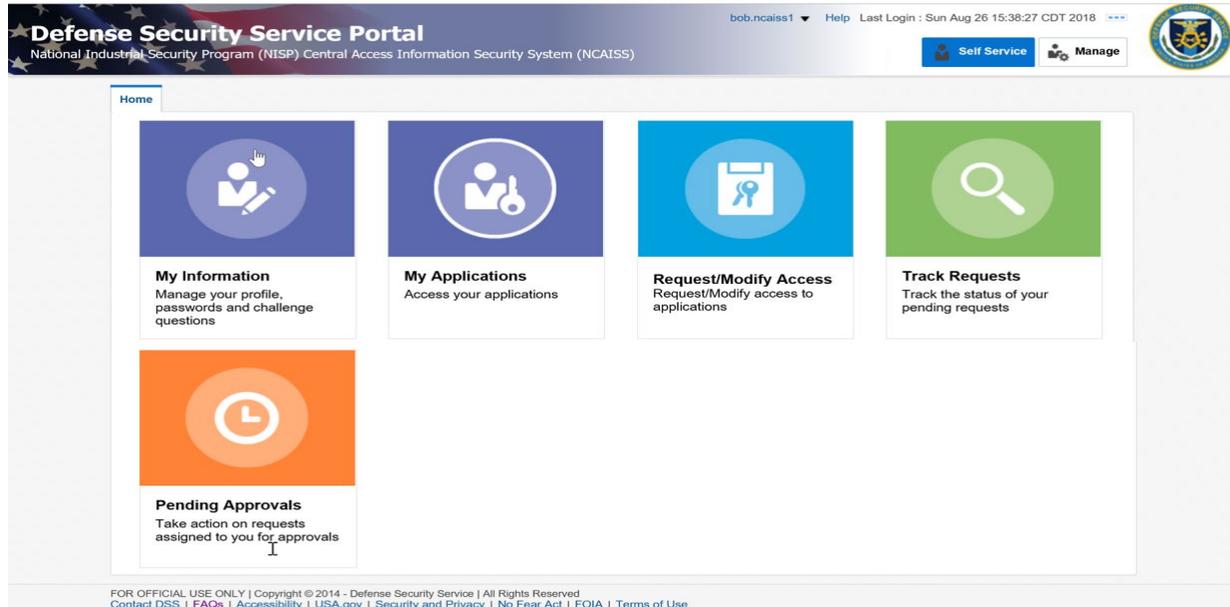


Figure 26: NCAISS Home Page

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.

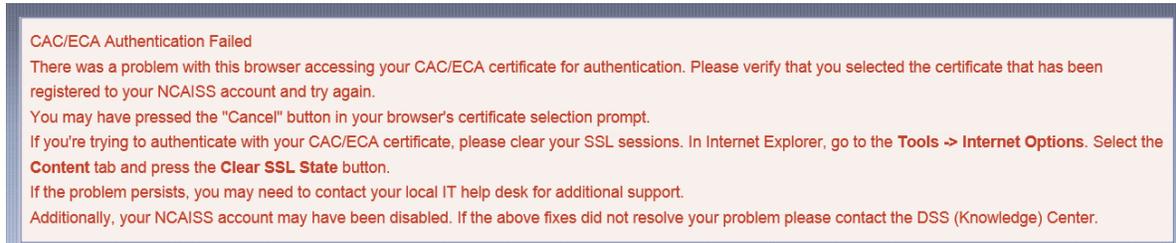


Figure 27: Certificate Not Registered Error Message

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:
 - Make sure that you selected the correct certificate during the certificate selection process; and/or
 - Re-register your certificate; and/or
 - Contact the DCSA 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 DCSA Knowledge Center.



6 Navigating the NCAISS Home Page

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 tiles provide access to various capabilities within NCAISS. All NCAISS users have access to a standard set of tiles that allow them to perform basic functions within the NCAISS Solution, including:

- Pending Approvals – allows users to view/manage access requests for which they serve as a Sponsor or Approver (see Section 9)
- My Information – 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)
- Request/Modify Access – 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
- Track Requests – allows users to see the status of their access requests

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

- Reports – allows a DCSA information security official (Information Assurance [IA] User access to various reports and auditing capabilities

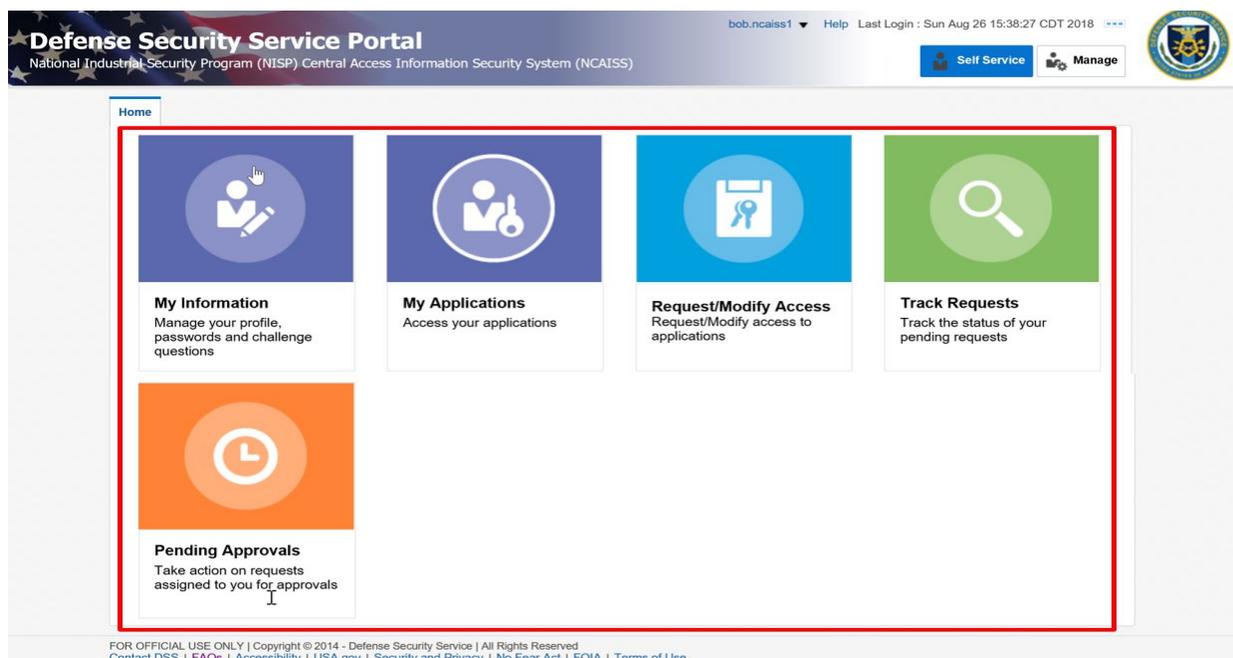


Figure 28: NCAISS Home Page Tiles

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 DCSA Login Information

The DCSA 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 “DCSA Login Information” on the home page.

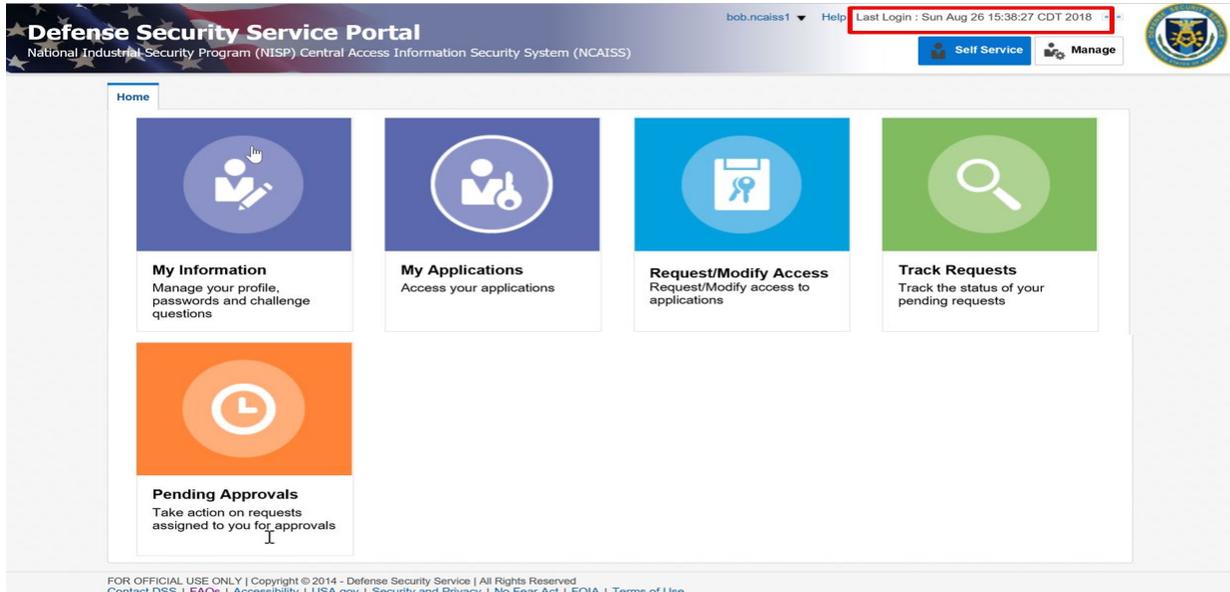


Figure 29: NCAISS Home Page Login Information

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 drop-down next to the NCAISS ID in the top right corner of the NCAISS Home Page, and clicking “Sign Out” from the drop-down;
- 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 drop-down arrow in the banner as shown in Figure 31.



Figure 31: NCAISS Banner - Drop-Down

2. Select "Accessibility" from drop-down as shown in Figure 32.



Figure 32: NCAISS Banner - Drop-Down

3. Select the check boxes for the desired options as shown in Figure 33. Click the "OK" button.

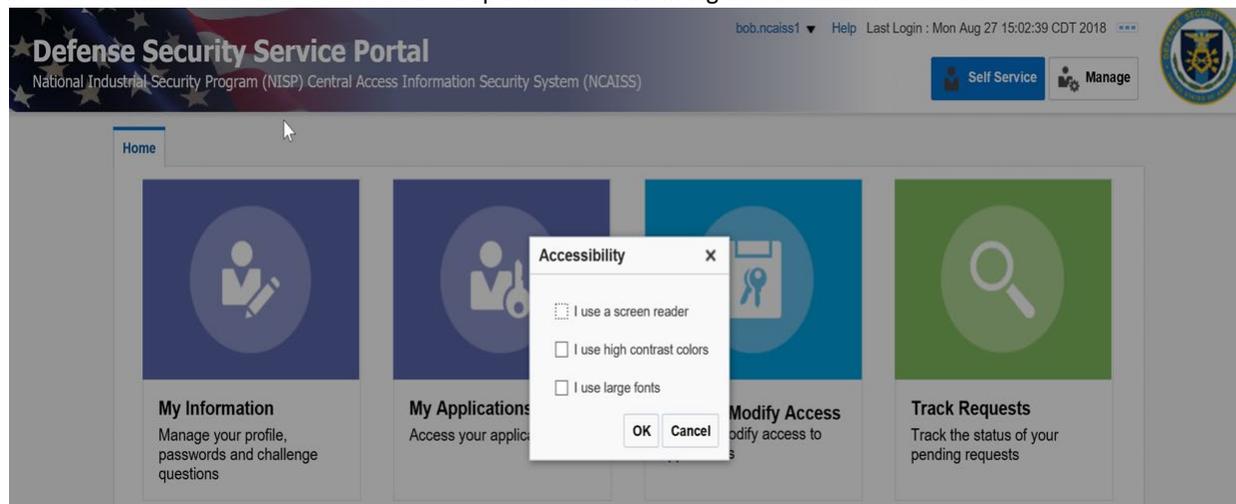


Figure 33: NCAISS Banner – Accessibility Functions

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 34. **Note:** Help pages are not context sensitive (i.e., the same list of help options will be available throughout the system).

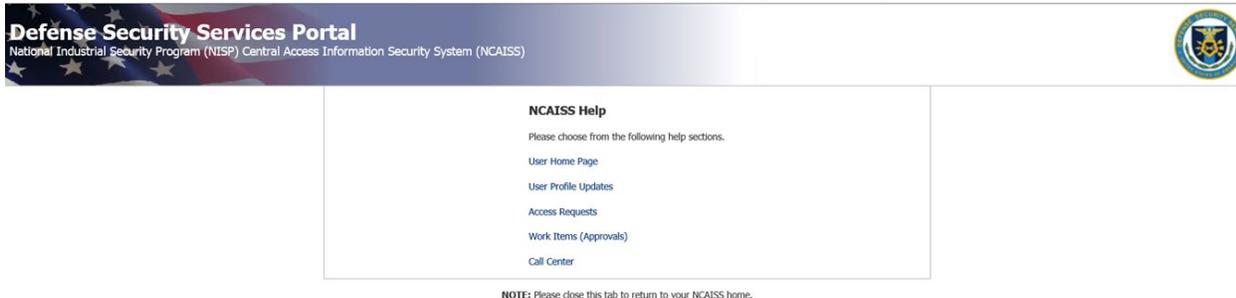


Figure 34: NCAISS Banner – NCAISS Help

3. Click the "NCAISS Help" button to return to the main NCAISS Help page as shown in Figure 35.



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



NCAISS Help: User Home Page

Welcome to the NCAISS User Interface. The use of some listed features may be limited to DSS Officials and System Administrators.

The NCAISS Home Page facilitates timely management of your work items and allows you to request additional NCAISS roles as well as access to applications that are integrated with the NCAISS solution. NCAISS uses tabbed browsing, similar to most Internet Browsers; application links (e.g., Work Items, My Information) will open within a new application tab. You may navigate between tabs by selecting the desired tab near the top of the application window; unused tabs may be closed.

Manage Approvals To view and manage approvals click the **Work Items** link. **NOTE:** The Work Items page contains a separate help file with specific information on managing approvals.

To delegate work items to another NCAISS user, or change delegation status, click the **My Information** link, and the Delegation expand arrow. **NOTE:** The My Information page contains a separate help file with specific information on delegating work items.

Requesting an NCAISS Role or Application Access

If you require an NCAISS role or Application Access click the **Create/Modify Requests** link, and you will be taken to the Role/Application Request page where you can complete your request. **NOTE:** Role/Application Request page contains a separate help file with specific information on requesting NCAISS Roles and Application access.

Accessing Applications Links to the Applications for which a user has access are found in the **My Applications** section of the user's NCAISS Home Page. To access an application click the appropriate link.

[NCAISS Help](#)

NOTE: Please close this tab to return to your NCAISS home.

Figure 35: NCAISS Banner – Return to Main NCAISS Help Page



7 Update Profile Data

The “My Information” tile on the NCAISS Home Page allows users to view and update their profile information. The user profile information is accessed via the “My Information” tile on the left side of the NCAISS Home Page, as depicted in Figure 36.

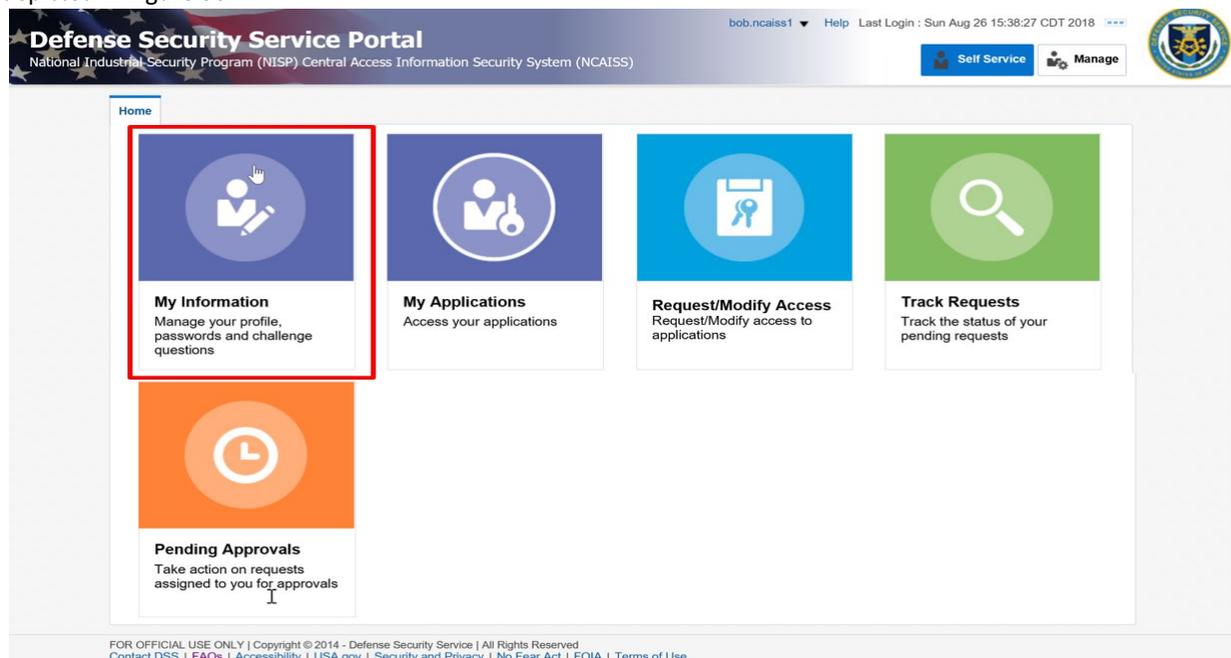


Figure 36: NCAISS Home Page My Information Link

The “My Information” tab includes four (4) sections, as shown in Figure 37.

- 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.

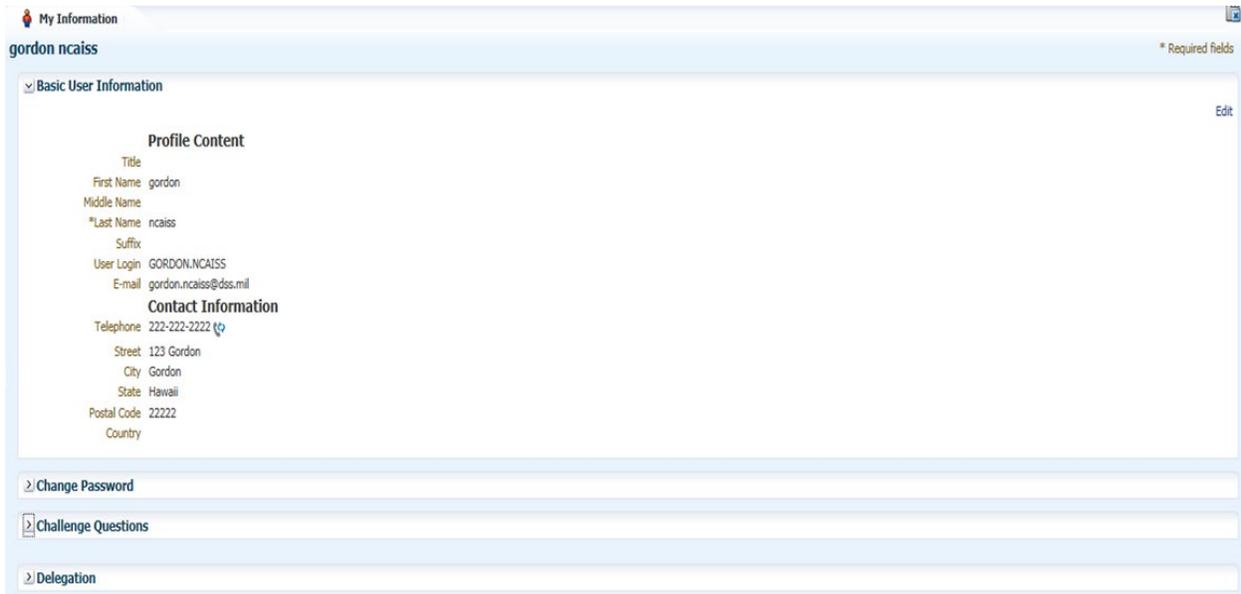


Figure 37: My Information

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 38.



Figure 38: My Information – Basic User Information

2. On the “Update My Information” page, enter the applicable changes in the appropriate fields and click “Update” as shown in Figure 39. **Note:** Users cannot change their first or last name. If you need to change your first or last name, contact the DCSA Knowledge Center. **Note:** Clicking cancel returns you to the NCAISS Home Page. **Note:** If the email address domain is being updated, NCAISS will remove the user’s existing OBMS access and internal NCAISS roles.



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

Middle Name

Last Name ncaiss

Suffix

User ID GORDON.NCAISS1

Please note: email address domain name changes will result in all NISS and OBMS-related accounts and access privileges and all NCAISS roles being revoked.

Email

DSS Internal User By checking this box, I confirm that I am a DSS internal user (i.e., DSS employee or contractor).

Phone

Organization Name

Street Address

City

State

Zip Code

Country

Click Update

Figure 39: My Information – Update Profile Data

- Upon submission, a confirmation page will display as shown in Figure 40. Click “Return to DCSA 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

Request Completed Successfully!

Your user information was updated 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

Click Here

Figure 40: 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 41. **Note:** the password set at this stage must meet established DoD password complexity criteria.

The screenshot shows the 'My Information' page for user 'gordon ncaiss'. It features two main sections: 'Basic User Information' and 'Change Password'. The 'Change Password' section is expanded, revealing three input fields: '* Old Password', '* New Password', and '* Confirm New Password'. A red box highlights these fields. To the right of the fields, there is an 'Apply' button and a 'Cancel' button. A red arrow points to the 'Apply' button with the text 'Click "Apply"'. A legend indicates '* Indicates Required Fields'.

Figure 41: My Information – Reset Password

7.3 Challenge Questions

Within the “Challenge Questions” area, users are able to change the challenge questions they set during self-registration. 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 42. **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 Information Edit

Profile Content

Title
First Name gordon
Middle Name
*Last Name ncaiss
Suffix
User Login GORDON.NCAISS
E-mail gordon.ncaiss@dss.mil

Contact Information

Telephone 222-222-2222
Street 123 Gordon
City Gordon
State
Postal Code 11112
Country

Change Password

Challenge Questions
Your security questions and answers are already set. However, you can use the below form to set them new.

Click "Apply" →

* Question1	<input type="text"/>	<input type="text"/>	* Answer1	<input type="text"/>
* Question2	<input type="text"/>	<input type="text"/>	* Answer2	<input type="text"/>
* Question3	<input type="text"/>	<input type="text"/>	* Answer3	<input type="text"/>

Figure 42: 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 “Request/Modify Access” tile.

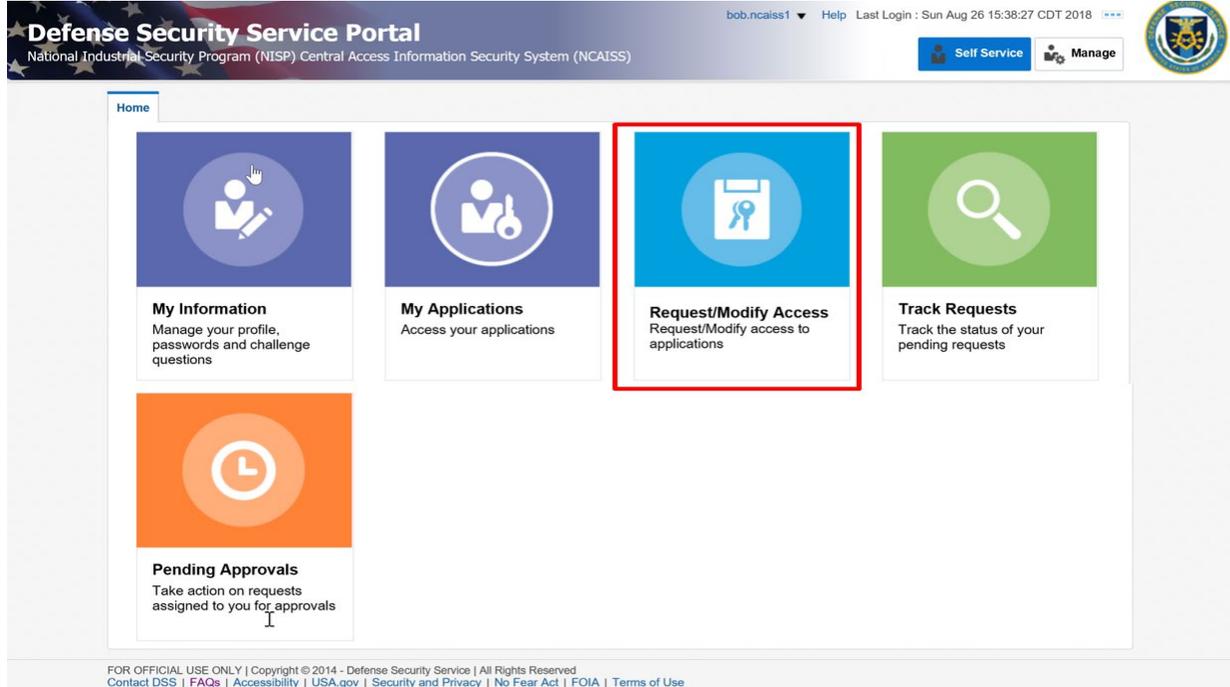


Figure 43: Requesting Roles/Access from the NCAISS Home Page

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.



NCAISS Access Request

Please choose one of the following request options.

Figure 44: Requesting an NCAISS Role from the Application Access Request Page

3. The Request NCAISS Role form is displayed, as shown in Figure 45.
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 DCSA Internal User.

Figure 45: 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 46. 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.

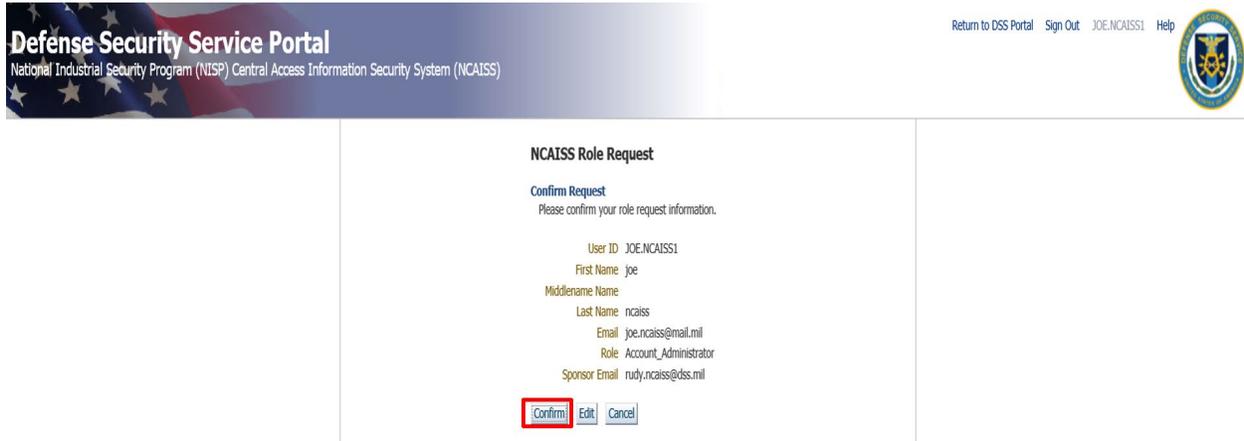


Figure 46: NCAISS Role Request Confirmation

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

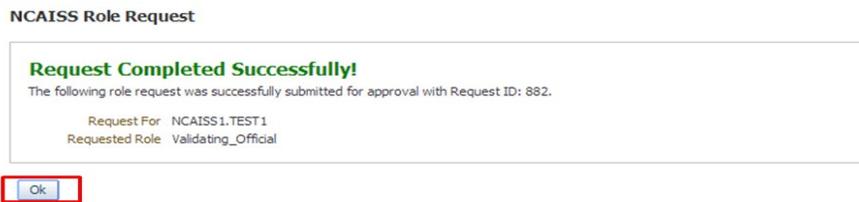


Figure 47: NCAISS Role Request Successful Page

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 48 new requests that require review and approval can be viewed by clicking the “Pending Approvals” tile on 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.

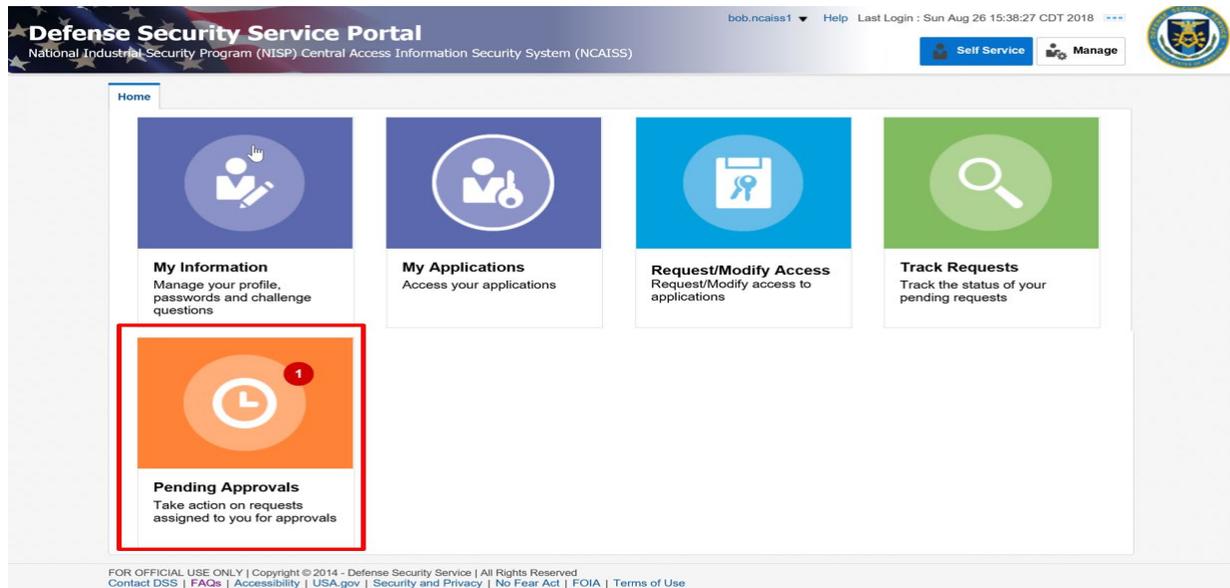


Figure 48: NCAISS Home Page – Accessing Approval Items

Clicking the “Pending Approvals” tile allows a user to see a list of requests awaiting their review and approval, as depicted in Figure 49.

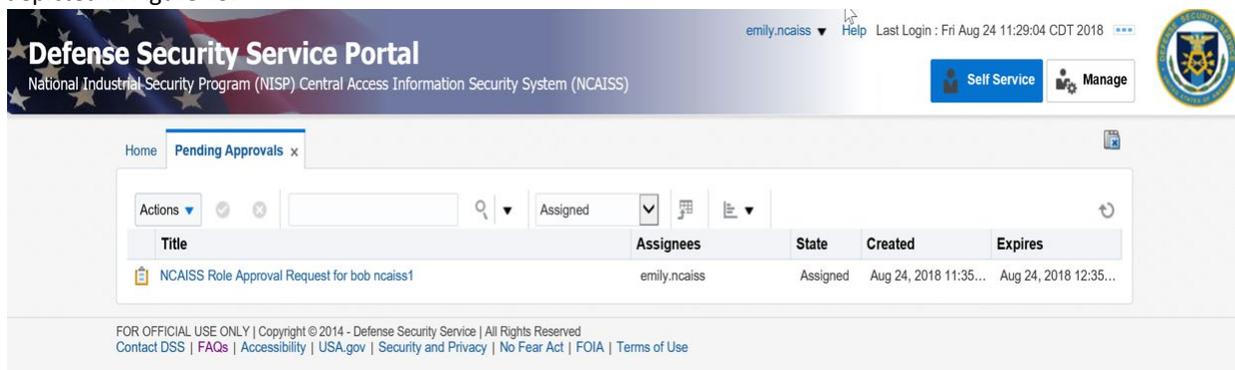


Figure 49: Work Items

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 “Pending Approvals” tile.
4. The “Pending Approvals” tab is displayed with a list of requests awaiting approval, as shown in Figure 50.

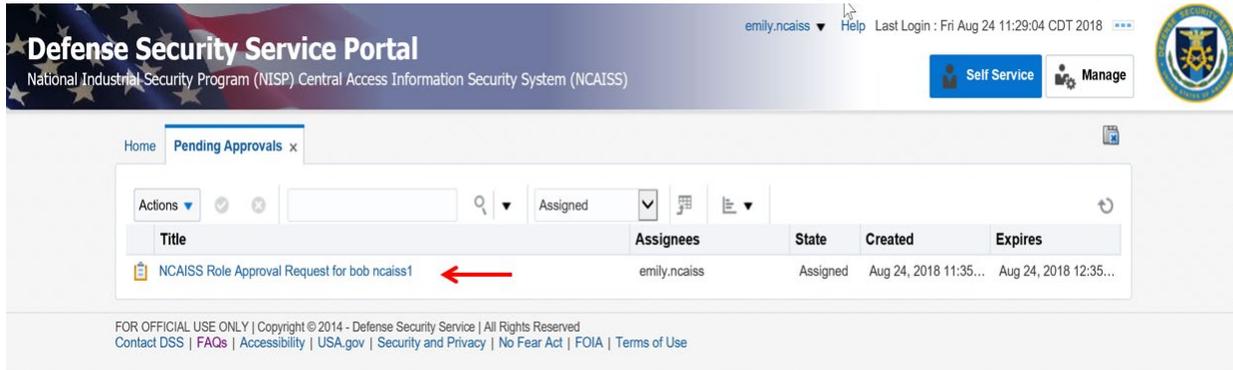


Figure 50: NCAISS Role Requests Awaiting Approval

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 51. 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).

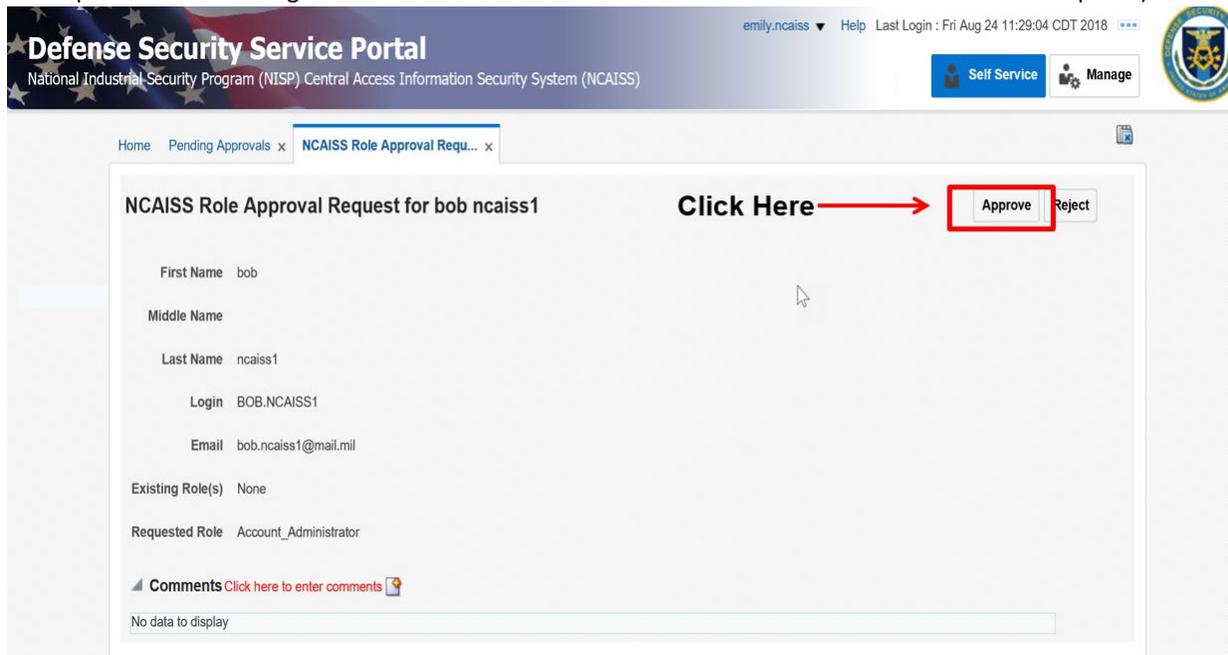


Figure 51: NCAISS Role Request Approval



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 50.
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.

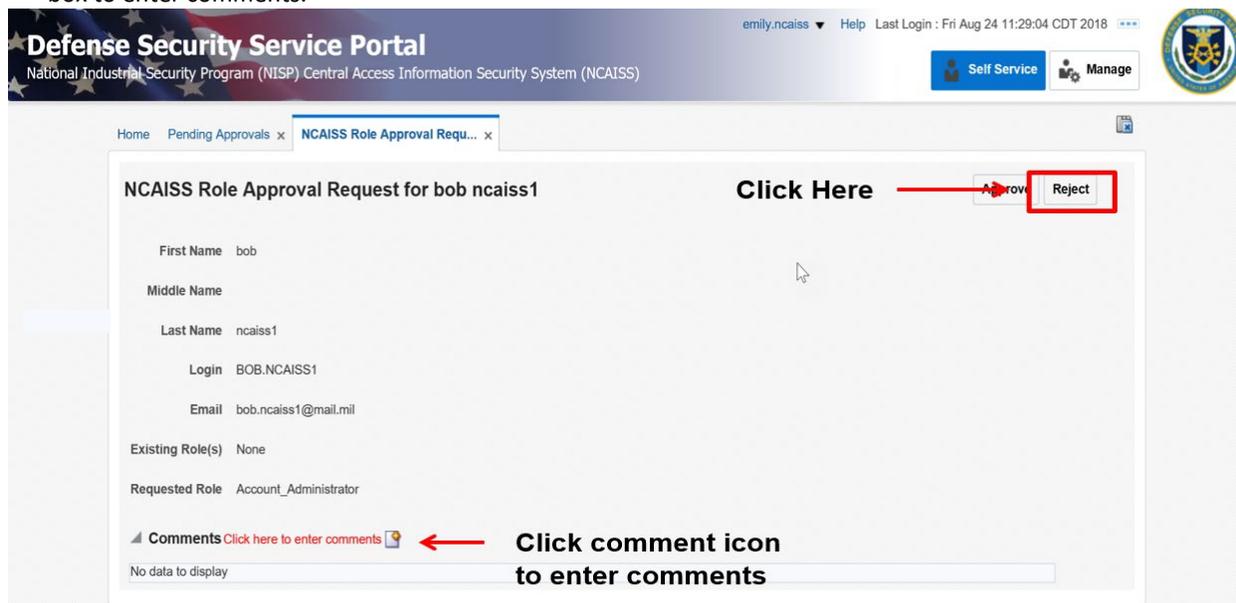


Figure 52: NCAISS Role Request Rejection

4. The request is rejected and an email is sent to the user with the reason it was rejected.



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,” tile as shown in Figure 36.
2. On the “My Information” tab click the arrow next to “Delegation” to expand the “Delegation” area, as shown in Figure 53.

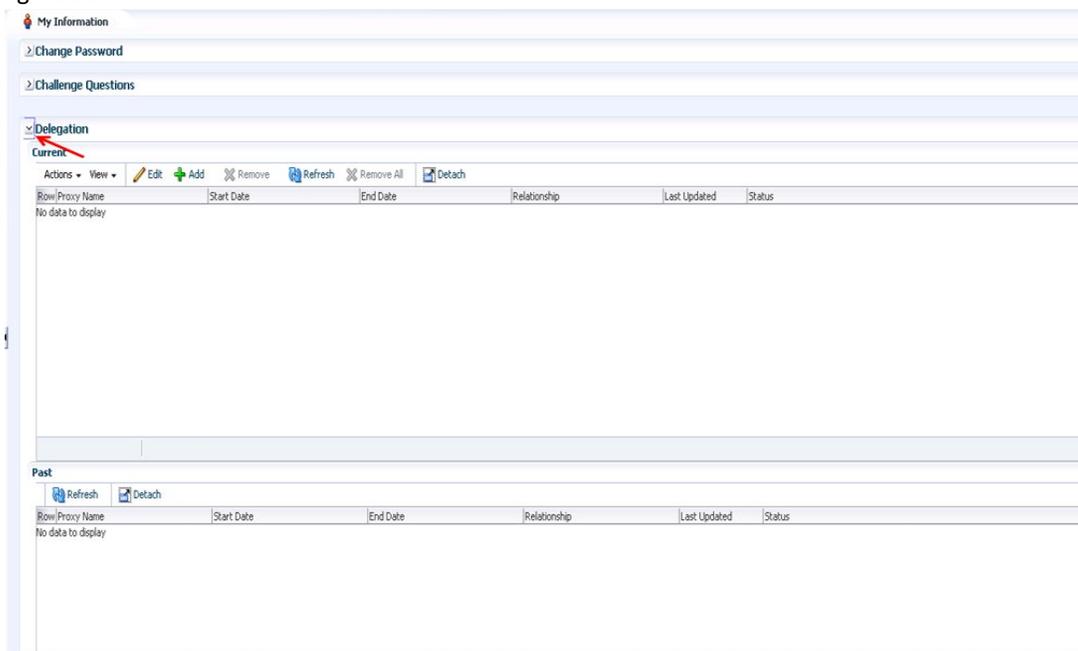


Figure 53: Delegating Work Items from the My Information Tile

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.

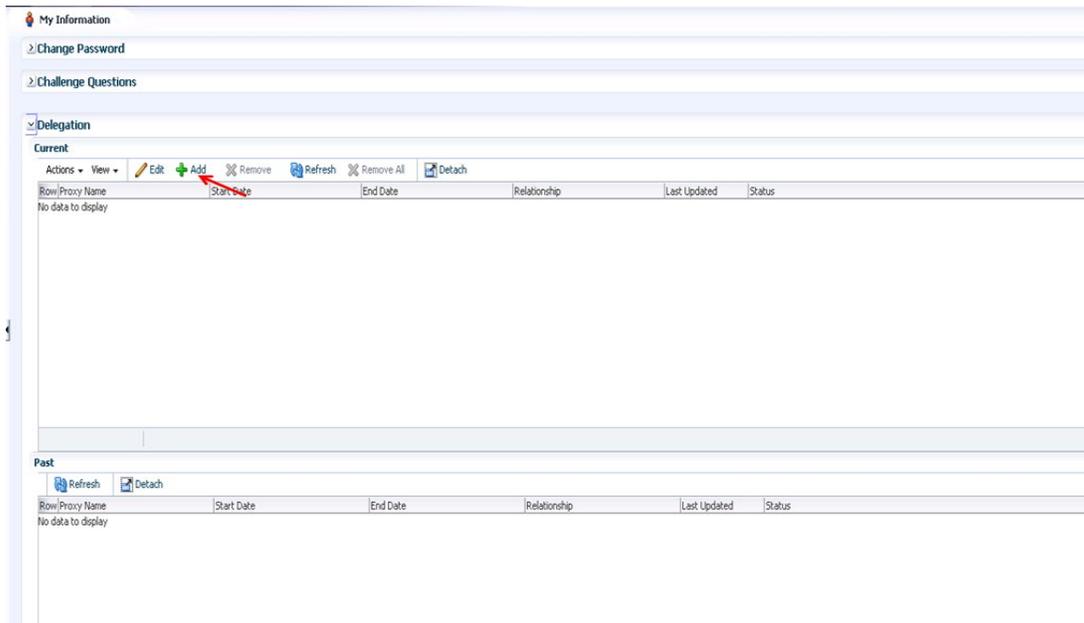


Figure 54: Begin New Delegation

- 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.

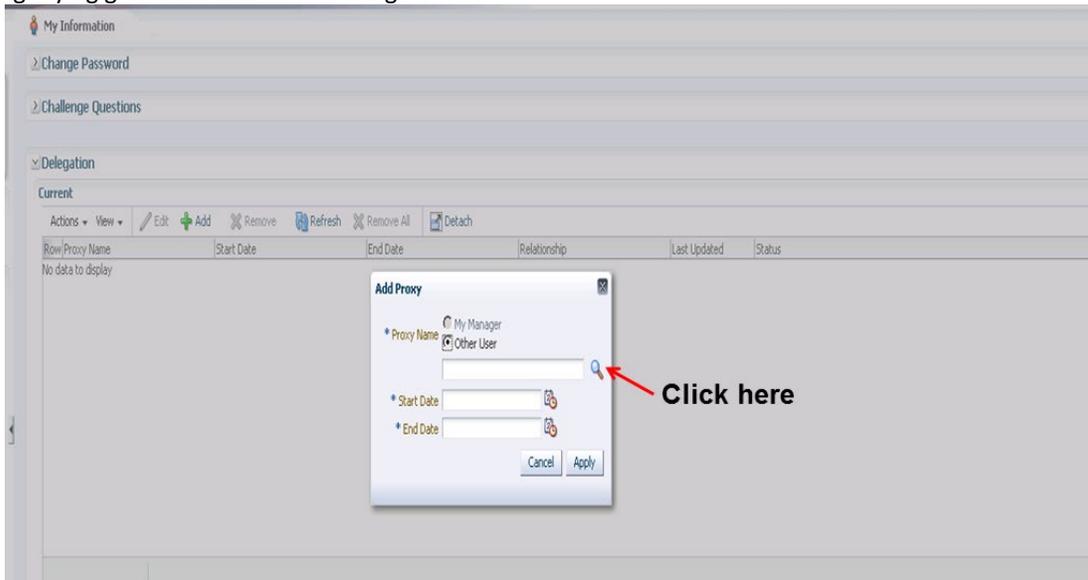


Figure 55: Delegation Detail Criteria

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

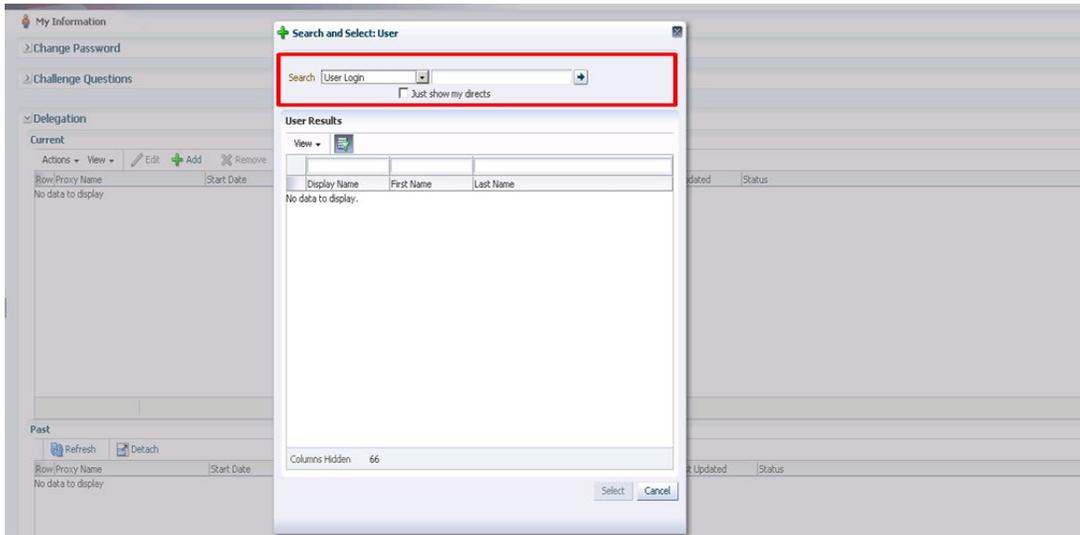


Figure 56: Delegation User Search

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

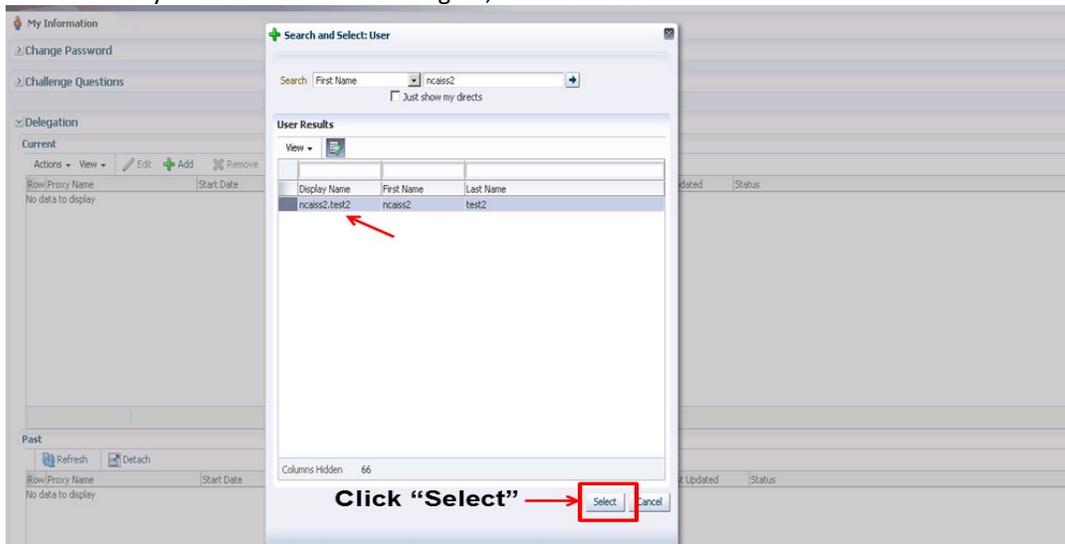


Figure 57: Delegation User Selection

- 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.”

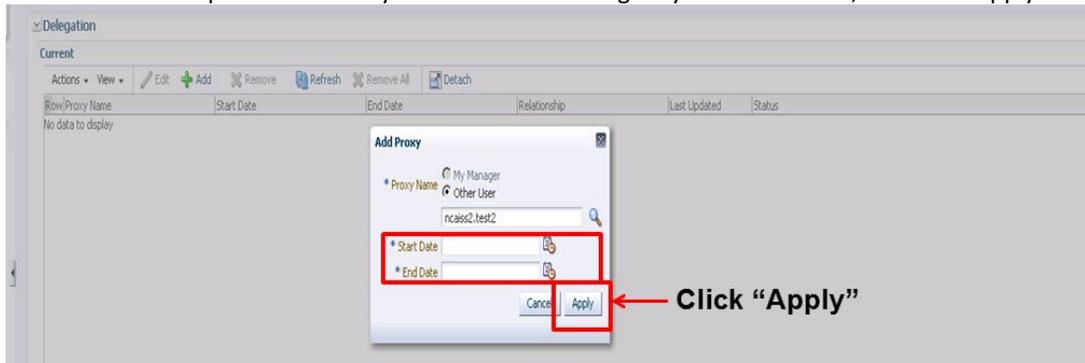


Figure 58: Set Delegation Parameters



- 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.

The screenshot shows the 'My Information' tab with a 'Delegation' section. Under 'Current', there is a table with one row of data. Below it, the 'Past' section is empty.

Row/Proxy Name	Start Date	End Date	Relationship	Last Updated	Status
1 ncaiss2.test2	7/14/2014	7/14/2014	Other	7/14/2014	In Progress

Row/Proxy Name	Start Date	End Date	Relationship	Last Updated	Status
No data to display					

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.
2. Click the drop-down arrow in the banner as shown in Figure 31.
3. Select “Sign Out” from drop-down as shown in Figure 60.

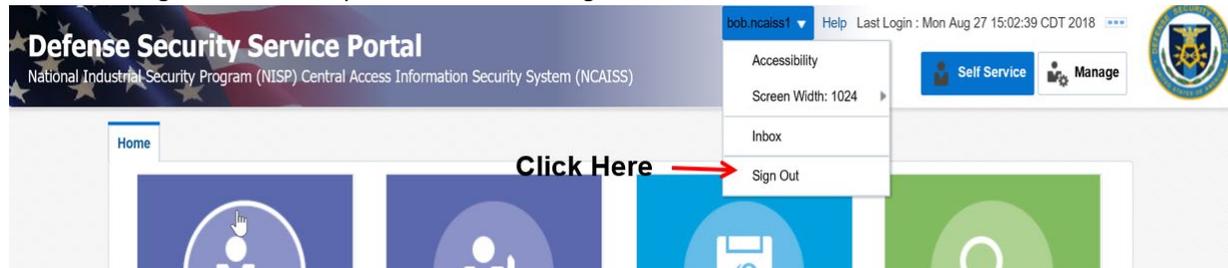


Figure 60: NCAISS Banner – Sign Out

4. Once logged out, the NCAISS Login Page is displayed. **Note:** You must close your web browser to fully terminate the session.

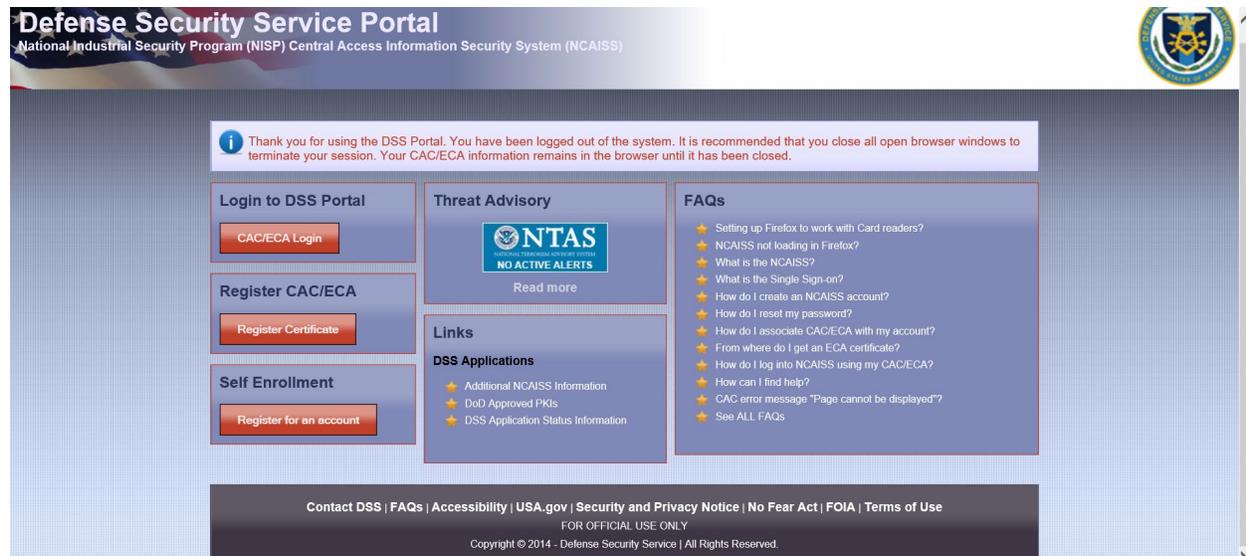


Figure 61: Successful Logout



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

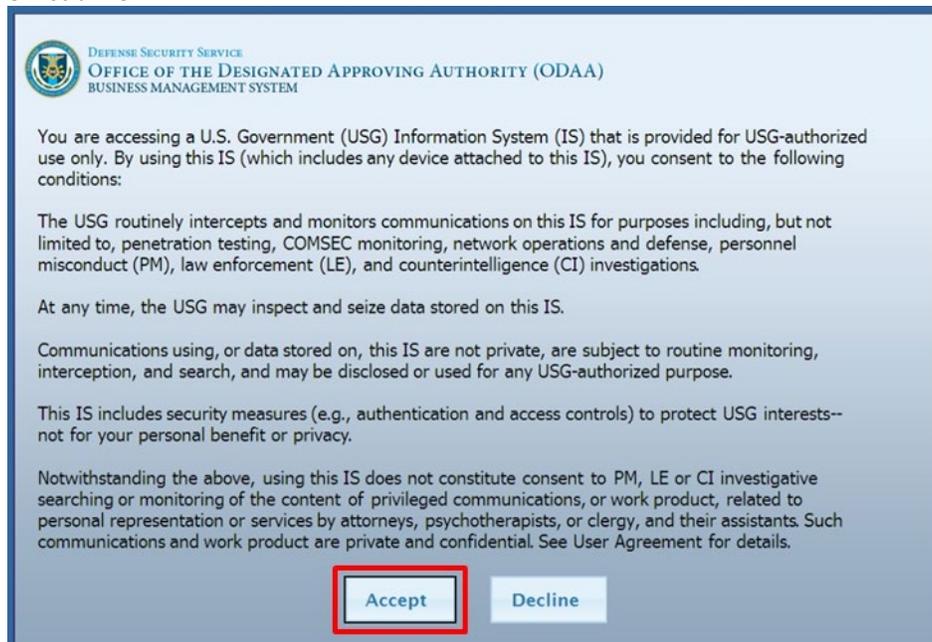


Figure 62: Unauthenticated OBMS Home Page

3. You are redirected to the NCAISS Notice and Consent to Monitoring page, as shown in Figure 63. Select “I Accept” to proceed.

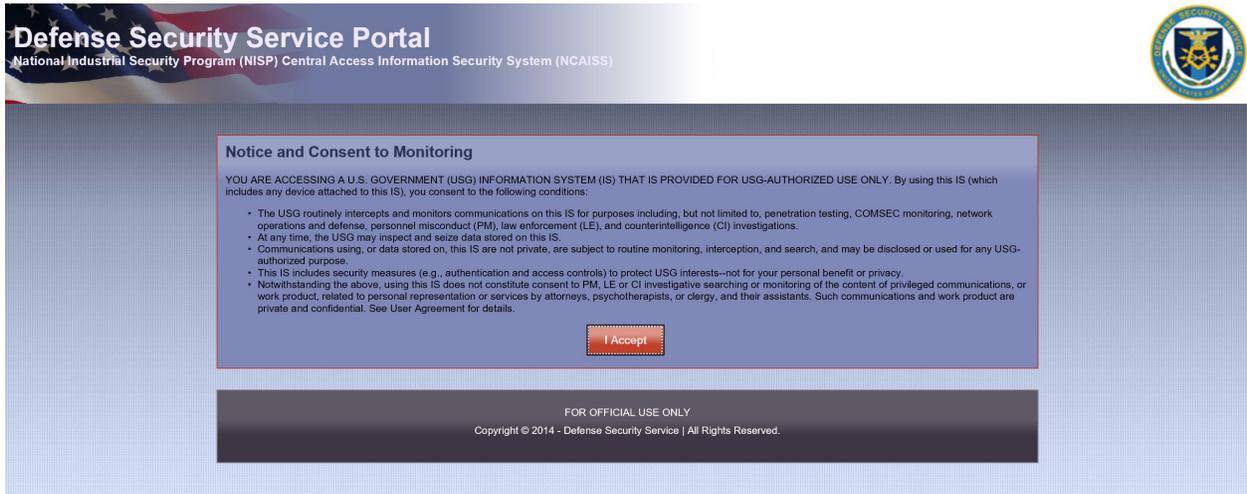


Figure 63: NCAISS Notice and Consent to Monitoring

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

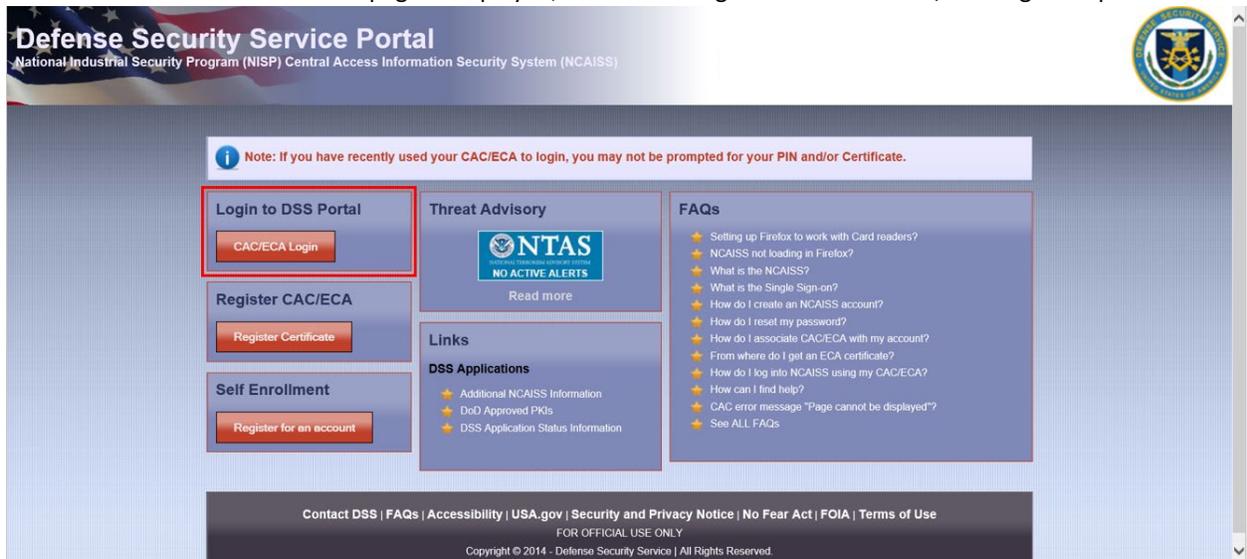


Figure 64: Unauthenticated NCAISS Home Page

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

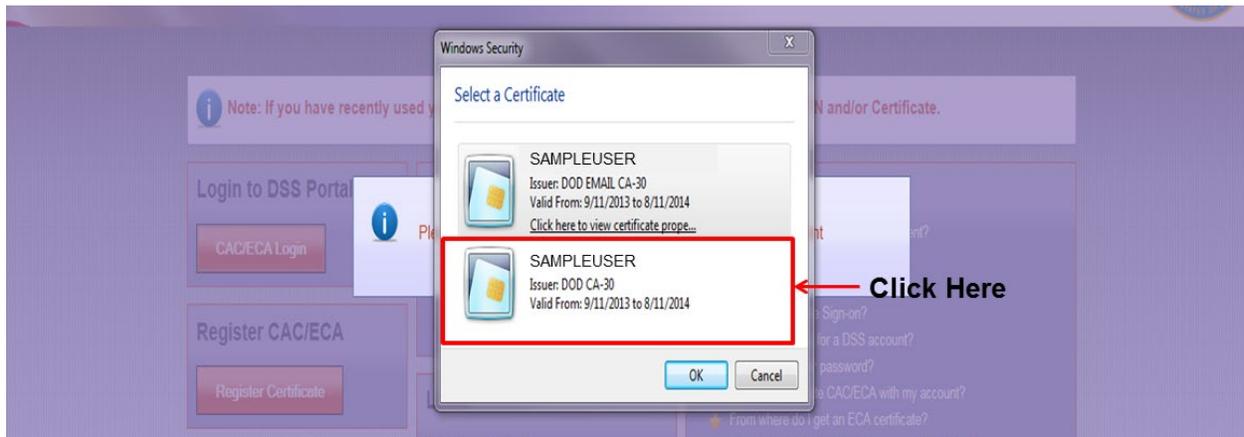


Figure 65: Certificate Selection

- 6. Enter your PIN.

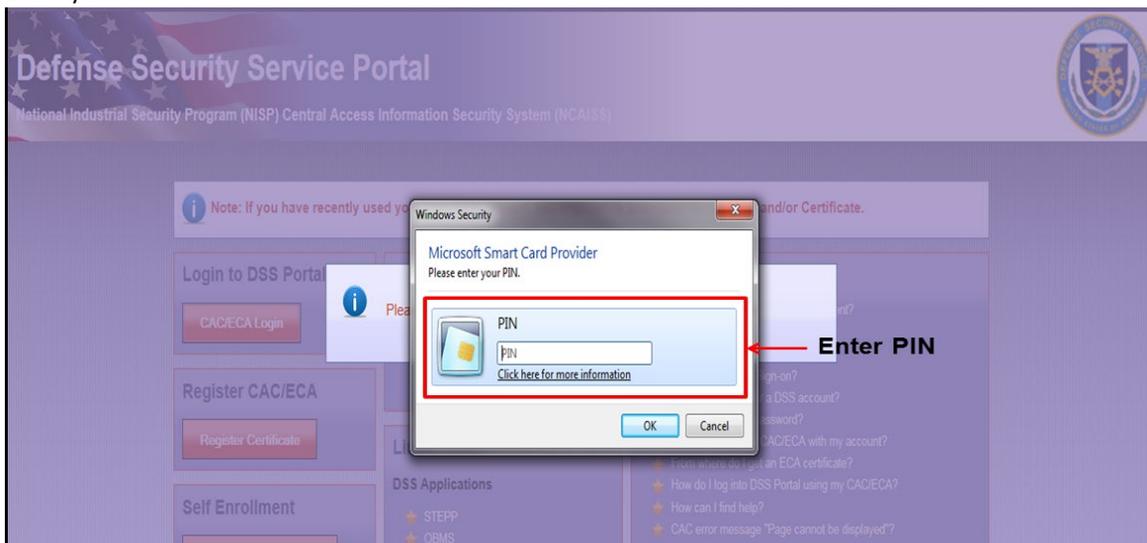


Figure 66: PIN Entry

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



DEFENSE SECURITY SERVICE
OFFICE OF THE DESIGNATED APPROVING AUTHORITY (ODAA)
BUSINESS MANAGEMENT SYSTEM

Welcome obms.north
About | Shortcuts | Preferences | Logout

Home Certification and Accreditation Module ISA(MOU/A) Module ReportModule Help

OBMS Home Page - Contractor Submitter

Notifications

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 77777-20131011-00001-00002 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

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
DEFENSE SECURITY SERVICE

Welcome joseph.bonnet

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 (<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 “My Application” tile as shown in Figure 69

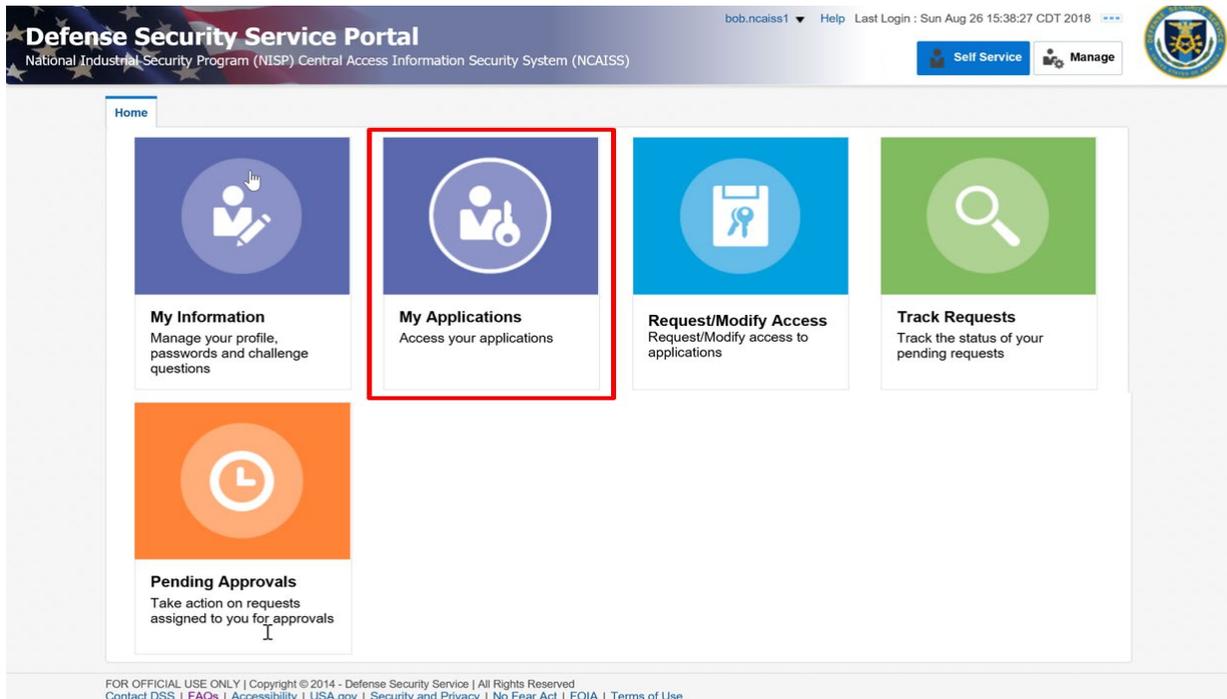


Figure 69: NCAISS - My Applications

- 5. Click the “OBMS Application” link, as shown in Figure 70.
- 6. OBMS allows User application access.

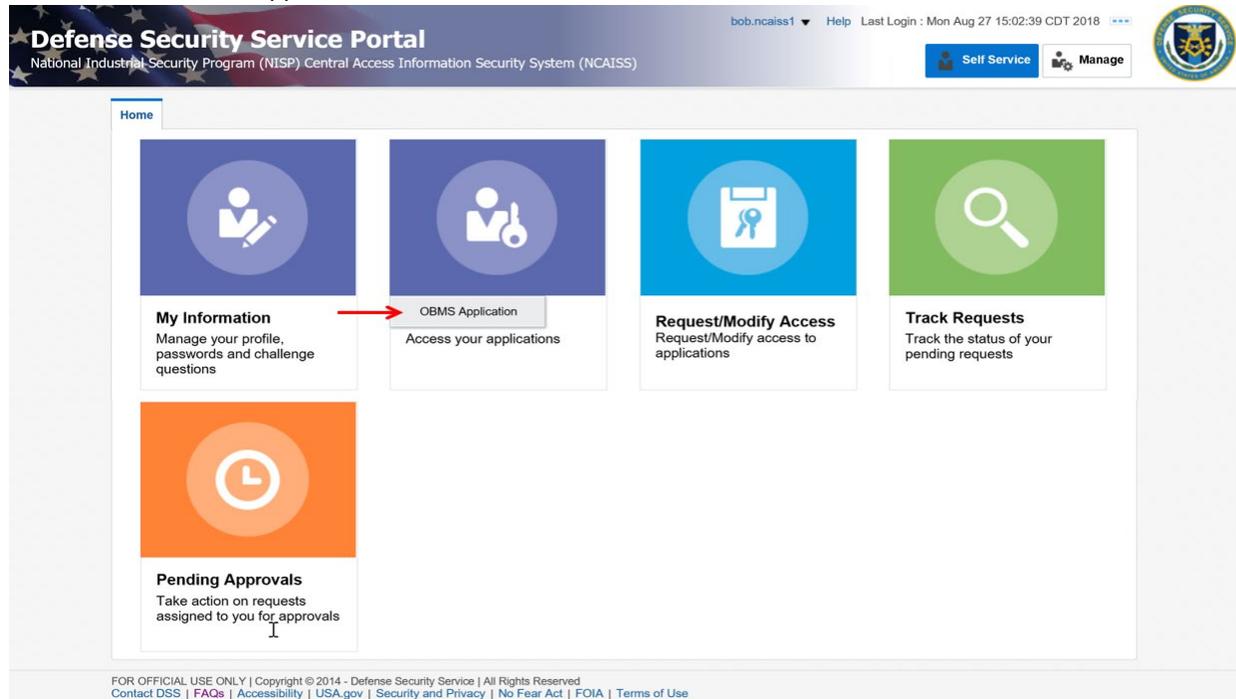


Figure 70: Accessing OBMS from the NCAISS Home Page

- 7. 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 DCSA, NCAISS will display the appropriate OBMS access request form. OBMS Internal Users, either DCSA employees or contractors – who checked the “DCSA 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-DCSA) email address – who did not check the “DCSA 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 DCSA.

12.2.1 OBMS Internal User Account Request

This process allows an Internal OBMS Access Requestor (i.e., DCSA employee or contractor) to request access to the OBMS application. **Note:** This process assumes that the Access Requestor has checked the “DCSA 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 “Request/Modify Access” tile, as shown in Figure 71.

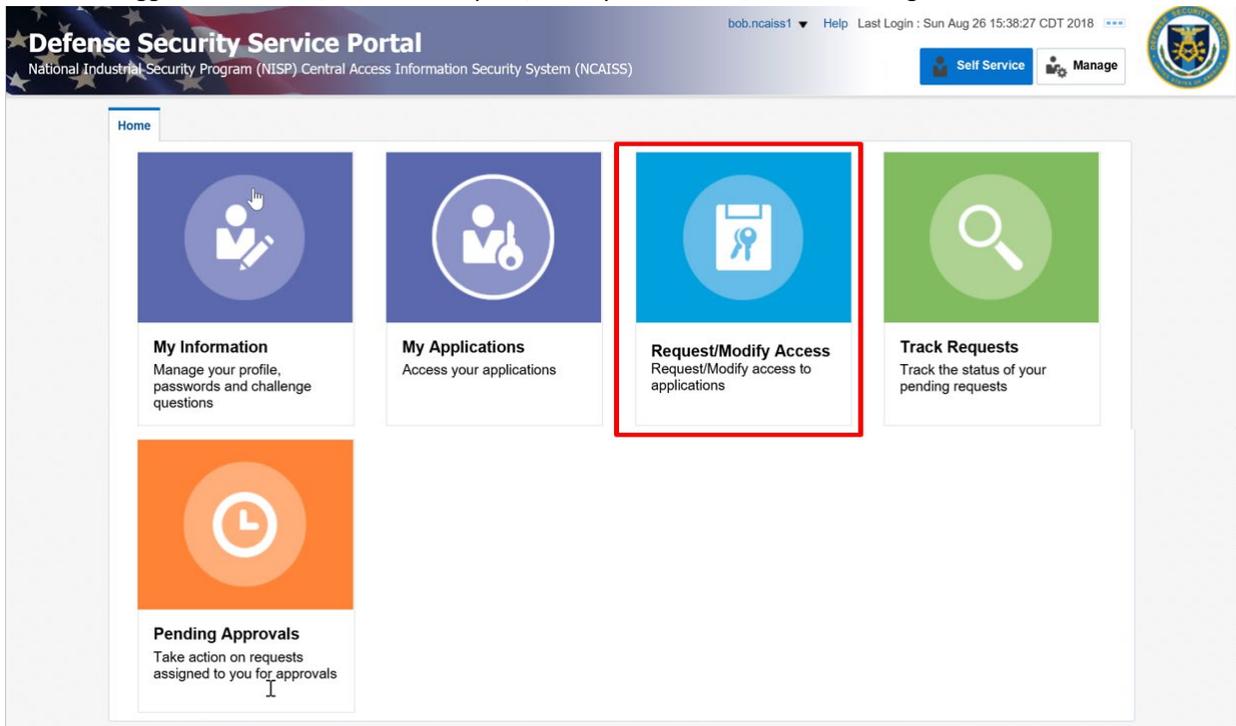


Figure 71: Create/Modify Requests

2. Click the “Request/Manage OBMS Access” link as shown in Figure 72.



NCAISS Access Request

Please choose one of the following request options.

NCAISS Requests

[Request an NCAISS Role](#)

NISS Requests

[Request/Manage NISS Access](#)

OBMS Requests

[Request/Manage OBMS Access](#)

← **Click Here**

STEPP Requests

[Register an Existing STEPP Account](#)

[Create a STEPP Account](#)

[Return to DSS Portal](#)

Figure 72: Requesting Access to OBMS

3. NCAISS will determine that you are an Internal Requestor because your NCAISS account includes the “DCSA 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 DCSA Supervisor) email address, as shown in Figure 73. **Note:** As an Internal OBMS User, your Sponsor must also be an Internal DCSA 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”



Figure 73: Internal OBMS Access Request Form

6. A confirmation screen will be displayed, as shown in Figure 74. 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 74: 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-DCSA) Submitter User Access Request

This process allows an External OBMS Government Submitter Access Requestor (i.e. non-DCSA Internal User) to request access to the OBMS application. **Note:** This process assumes that the Access Requestor has not checked the “DCSA 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 “Request/Modify Access” tile, as shown in Figure 71.
2. Click the “Request/Manage OBMS Access” link, as shown in Figure 72.
3. NCAISS will determine that you are an External Government Submitter Requestor because your account does not include the “DCSA Internal User” attribute and a .gov or .mil (non-DCSA.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 75. **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.”

The screenshot shows the 'OBMS User Access' form. The 'OBMS User Information' section is highlighted with a red box and labeled 'Provide Information'. The 'OBMS Access Request' section has 'Sponsor Email' highlighted with a red box and labeled 'Provide Sponsor's Email Address', and 'User OBMS Title' highlighted with a red box and labeled 'Select Title'. The 'New OBMS Role Selection' section has 'Available OBMS Roles' highlighted with a red box and labeled 'Select Role'. At the bottom, the 'Next' button is highlighted with a red box and labeled 'Click Next'.

Figure 75: OBMS Government Submitter Access Request Form

6. A confirmation screen will be displayed, as shown in Figure 76. 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.



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 NILESH.GOV
First Name nilesh
Last Name gov
Suffix
Email nilesh.gov@va.gov
Organization Name VA
Street Address 123 VA
City VA
State Virginia
Zip Code 11111
Phone 111-111-1111
Phone Ext

OBMS Access Request

User OBMS Title Designated Approving Authority (DAA)
Selected DSS Application OBMS
Requested OBMS Roles
Requested OBMS Roles
Government Submitter

Click Confirm →

Figure 76: 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 “DCSA 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 “Request/Modify Access” link, as shown in Figure 71.
2. Click on “Request/Manage OBMS Access” link as shown in Figure 72.
3. NCAISS will determine that you are an External Requestor because your account does not include the “DCSA 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.”



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

OBMS User

User ID: LAUREN.INDUSTRY
First Name: lauren
Last Name: industry
Suffix:
Email: lauren.industry@test.com
Organization Name:
* Street Address:
* City:
* State:
* Zip Code:
* Phone:
Phone Ext:

OBMS Access Request

* User OBMS Title:

Selected DSS Application: OBMS
Active OBMS Roles:

New OBMS Role Selection

Available OBMS Roles	Selected OBMS Role(s)
Contractor Submitter	

New OBMS Cage Code

Cage Code	Sponsor Email
<input type="text"/>	<input type="text"/>

Figure 77: External OBMS Access Request Form

6. A confirmation screen will be displayed, as shown in Figure 78. 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 78: 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 DCSA 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 DCSA 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 DCSA 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 (DCSA Supervisor).

1. Log into NCAISS, as described in Section 5.
2. Click on the “Pending Approvals” tile.
3. The “Pending Approvals” page is displayed with a list of requests awaiting approval, as shown in Figure 79.

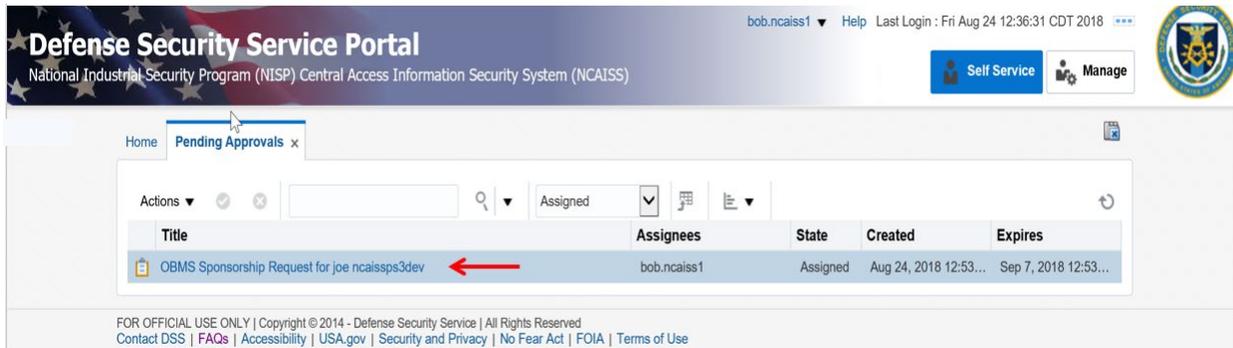


Figure 79: OBMS Internal Access Request Work Item

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.

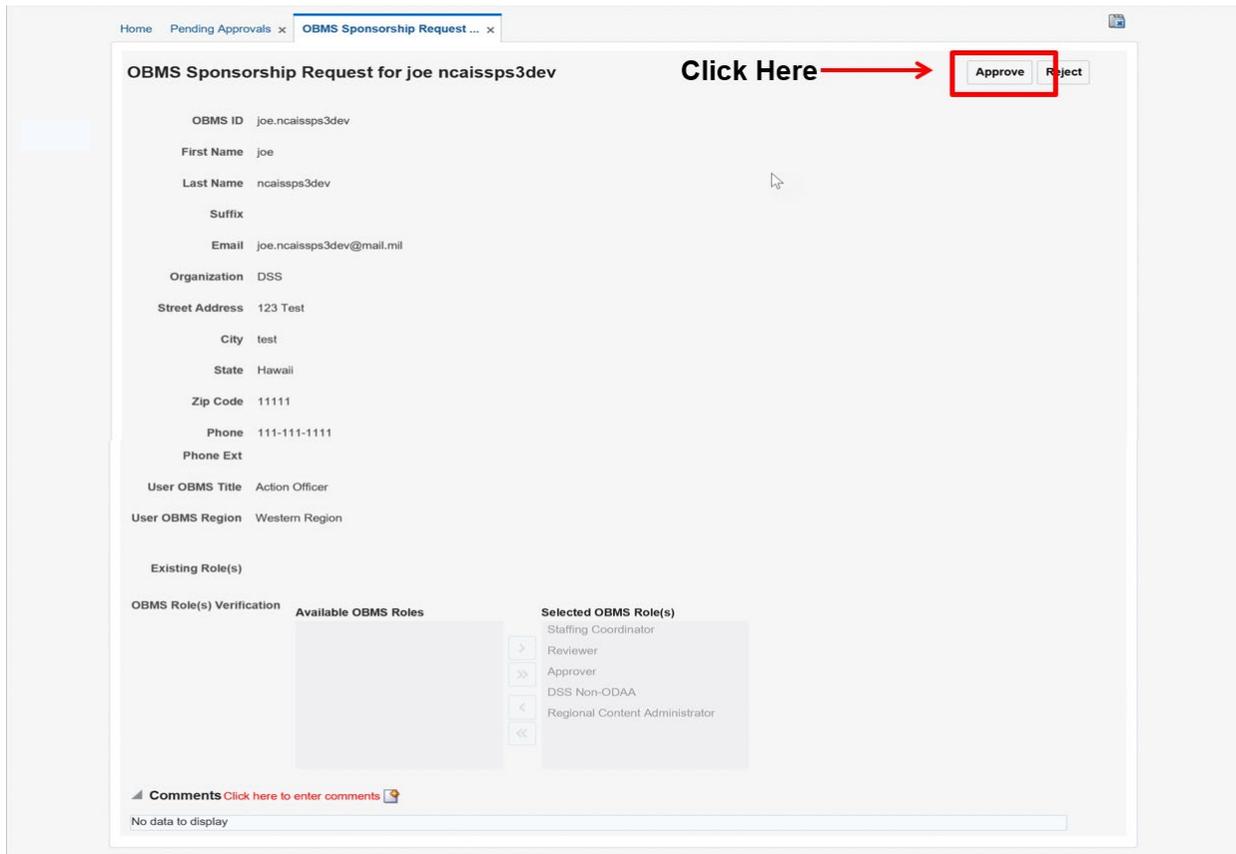


Figure 80: OBMS Internal Access Request Review - Approval



- 6. 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.

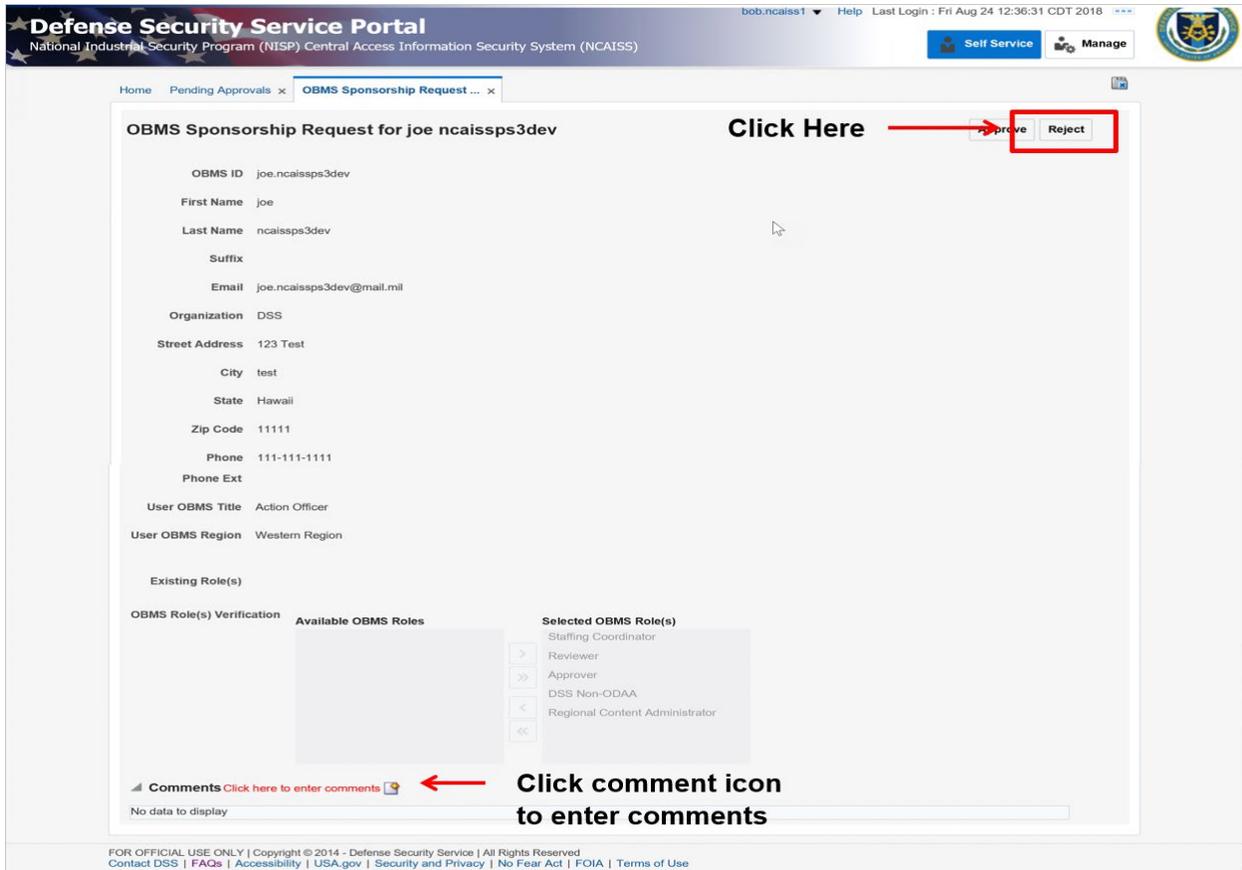


Figure 81: OBMS Internal Access Request Review - Rejection

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 “Pending Approvals” tile.
- 3. The “Pending Approvals” page is displayed with a list of requests awaiting approval, as shown in Figure 82.



emily.ncaiss Help Last Login : Fri Aug 24 13:18:44 CDT 2018

Self Service Manage

Home Pending Approvals x

Title	Assignees	State	Created	Expires
OBMS Sponsorship Request for joe govps3	emily.ncaiss	Assigned	Aug 24, 2018 1:29...	Sep 7, 2018 1:29 PM

FOR OFFICIAL USE ONLY | Copyright © 2014 - Defense Security Service | All Rights Reserved
 Contact DSS | FAQs | Accessibility | USA.gov | Security and Privacy | No Fear Act | FOIA | Terms of Use

Figure 82: OBMS External Government Submitter Access Request Work Item

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

emily.ncaiss Help Last Login : Fri Aug 24 13:18:44 CDT 2018

Self Service Manage

Home Pending Approvals x OBMS Sponsorship Request ... x

OBMS Sponsorship Request for joe govps3

OBMS ID joe.govps3

First Name joe

Last Name govps3

Suffix

Email joe.govps3@dhs.gov

Organization DHS

Street Address 123

City 123 DHS

State Alabama

Zip Code 12312

Phone 111-111-1111

Phone Ext

User OBMS Title Program Manager

Existing Role(s)

OBMS Role(s) Verification Available OBMS Roles Selected OBMS Role(s)
 Government Submitter

Click Here → **Approve** Reject

Comments Click here to enter comments

No data to display

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



- 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.

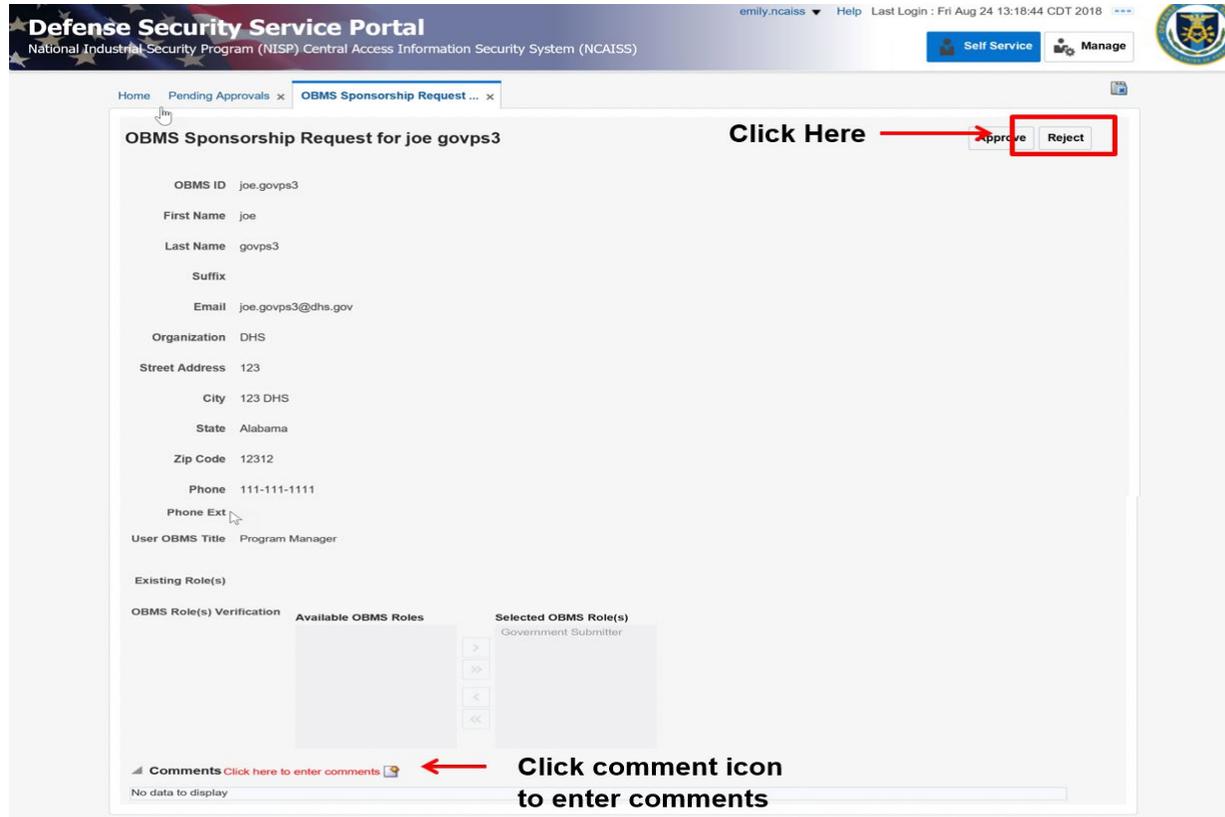


Figure 84: OBMS External Government Submitter Access Request Review - Rejection

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 DCSA 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).

- Log into NCAISS, as described in Section 5.
- Click on the “Pending Approvals” tile.
- The “Pending Approvals” tab is displayed with a list of requests awaiting approval, as shown in Figure 85.

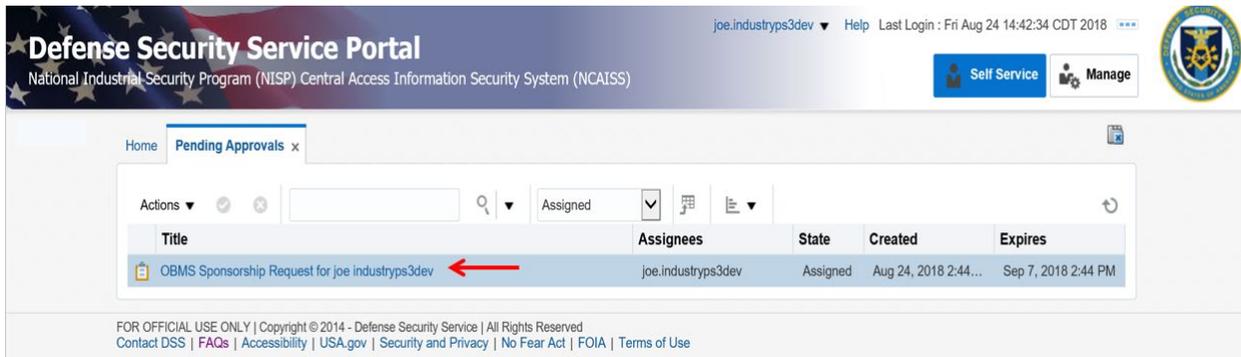


Figure 85: OBMS Contractor Submitter Work Item

4. Review the details of the OBMS External Contractor Submitter Access Request.
5. If the OBMS request is valid, select “Approve.”

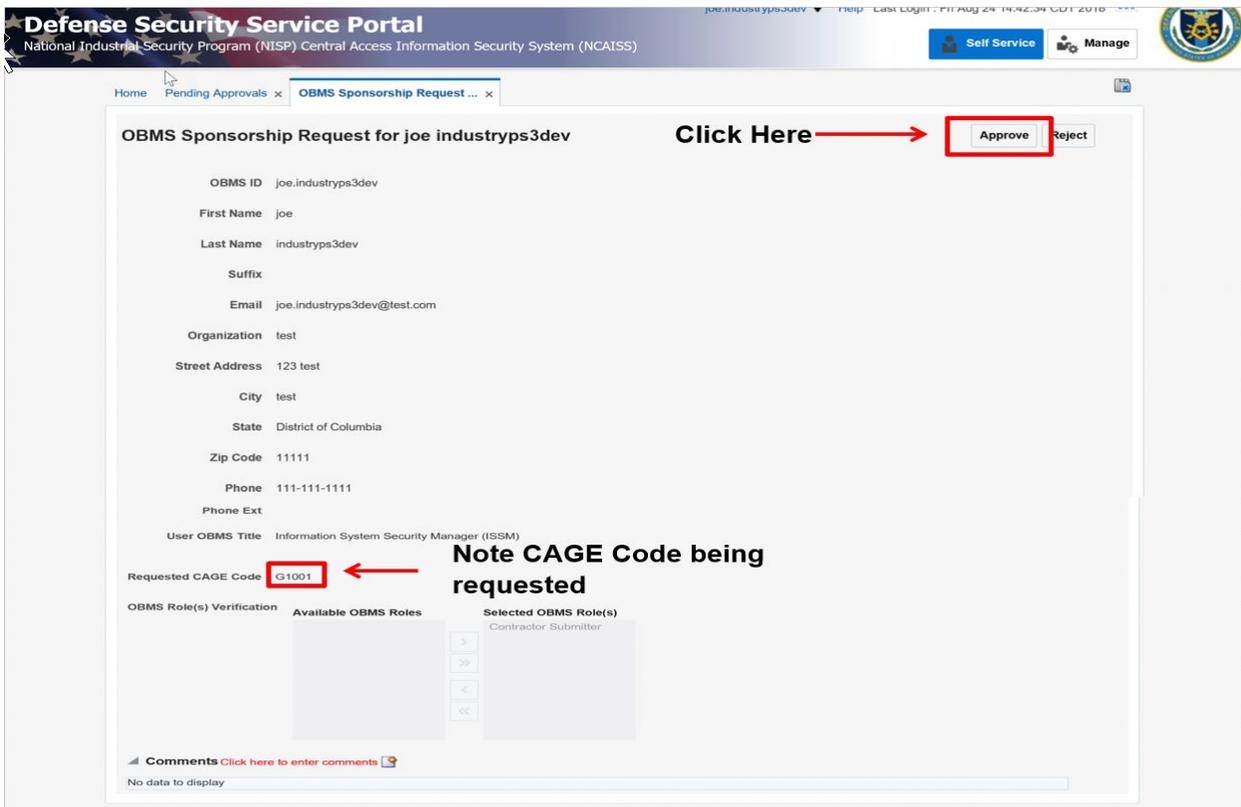


Figure 86: OBMS External Contractor Submitter Access Request Review - Approval

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.



- 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.

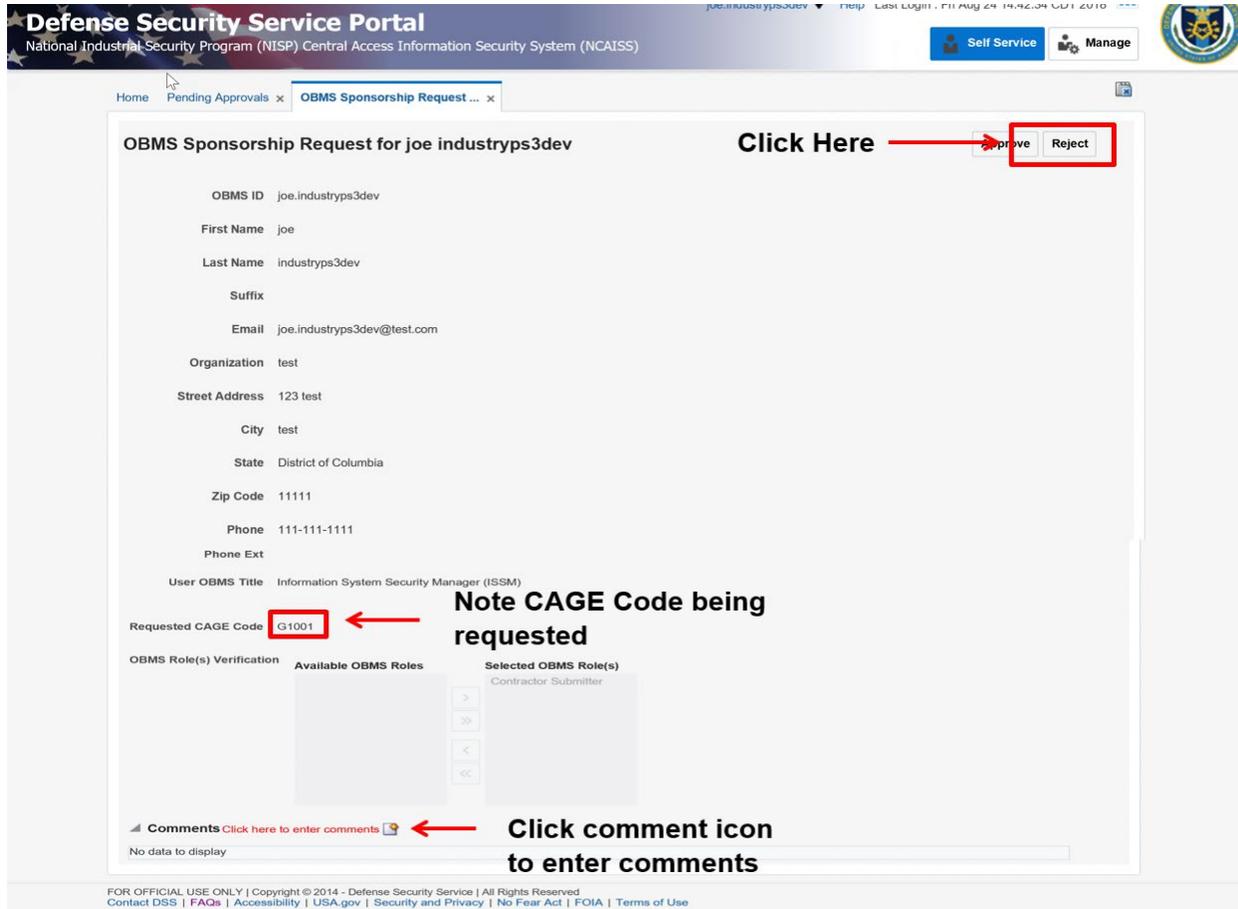


Figure 87: OBMS External Contractor Submitter Access Request Review - Rejection

OBMS External Contractor Submitter account requests must be reviewed and approved by a DCSA 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 DCSA 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

- Log into OBMS, as described in Section 12.1.
- Select the “Edit User” tab.



Figure 88: 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 89.



NCAISS Access Request

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

[Request/Manage OBMS Access](#)

[Manage OBMS User Access](#)

STEPP Requests

[Register an Existing STEPP Account](#)

[Create a STEPP Account](#)

[Return to DSS Portal](#)

← **Click Here**

Figure 89: 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 90. **Note:** You may search for a user by entering combinations of: OBMS user ID, First Name, Last Name, or Email Address.



Figure 90: Search for an OBMS User

- NCAISS will display the results of the OBMS user search. Click the desired user, as shown in Figure 91.

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

Figure 91: OBMS User Search Results

- 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.
- 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.



Defense Security Services Portal

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



OBMS User Access

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

OBMS User

User ID: GORDON.NCAISS
 First Name: gordon
 Last Name: ncaiss
 Suffix:
 Email: gordon.ncaiss@dss.mil
 Organization Name: dss
 Street Address: 123 dss
 City: quantico
 State: Rhode Island
 Zip Code: 22222
 Phone: 111-111-1111
 Phone Ext:

OBMS Access Request

* User OBMS Title: Director of Industrial Security Program (ISP)
 * User OBMS Region: Northern Region
 Selected DSS Application: OBMS
 Active OBMS Roles:
 Active OBMS Roles:
 DSS Non-ODAA
 Approver
 Staffing Coordinator

New OBMS Role Selection: Available OBMS Roles
 Available OBMS Roles:
 HQ Content Administrator
 Reviewer
 Application Administrator
 User Administrator - Regional
 Regional Content Administrator
 User Administrator - National

Selected OBMS Role(s):
 Selected OBMS Role(s):
 Staffing Coordinator
 Approver
 DSS Non-ODAA

Next Cancel

Modify access, as needed

Click Next

Figure 92: Manage OBMS User Profile

8. Click "Confirm" to confirm the changes, as shown in Figure 93.

Defense Security Services Portal

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



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: gordon
 Last Name: ncaiss
 Suffix:
 Email: gordon.ncaiss@dss.mil
 Organization Name: dss
 Street Address: 123 dss
 City: quantico
 State: Rhode Island
 Zip Code: 22222
 Phone: 111-111-1111
 Phone Ext:

OBMS Access Request

User OBMS Title: Director of Industrial Security Program (ISP)
 User OBMS Region: Northern Region
 Selected DSS Application: OBMS
 Requested OBMS Roles:
 Requested OBMS Roles:
 Staffing Coordinator
 Reviewer

Confirm Edit Cancel

Click Confirm

Figure 93: 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 89.
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 91.
5. NCAISS displays the desired user's record, as shown in Figure 94. 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 information requested below and click 'Next' when complete, or click 'Cancel' to return to account management.

OBMS User

User ID: KOURTNEI.INDUSTRY
 First Name: Kourtnei
 Last Name: Industry
 Suffix:
 Email: kourtnei.industry@test.com
 Organization Name: test
 Street Address: test
 City: test
 State: Rhode Island
 Zip Code: 11111
 Phone: 111-111-1111
 Phone Ext:

OBMS Access Request

* User OBMS Title: Facility Security Officer (FSO)
 Selected DSS Application: OBMS
 Active OBMS Roles: Active OBMS Roles, Contractor Submitter
 New OBMS Role Selection: Available OBMS Roles, Selected OBMS Role(s): Contractor Submitter
 New OBMS Cage Codes:

Cage Code	Sponsor Email	
G1000	lauren.industry@test.com	<input type="checkbox"/>
G2000	tim.industry@test.com	<input type="checkbox"/>

Buttons: Add Cage Code, Remove Selected Cage Codes

Buttons: Next, Cancel

Click "Next" (arrow pointing to Next button)

Modify Access, as needed (arrow pointing to Available OBMS Roles)

Add or Remove CAGE Codes, as needed (arrow pointing to Cage Code table)

Figure 94: Manage OBMS Contractor Submitter User

7. Click "Confirm" to confirm the changes, as shown in Figure 95.



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 KOURTNEI.INDUSTRY
First Name Kourtnei
Last Name Industry
Suffix
Email kourtnei.industry@test.com
Organization Name test
Street Address test
City test
State Rhode Island
Zip Code 11111
Phone 111-111-1111
Phone Ext

OBMS Access Request

User OBMS Title Information System Security Manager (ISSM)
Selected DSS Application OBMS

Requested OBMS Roles
Contractor Submitter

Requested OBMS Cage Codes	Sponsor Email
G1000	lauren.industry@test.com

Click "Confirm"

Figure 95: 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 96.



Figure 96: OBMS User Administrator Interface - Reports

3. OBMS re-directs you to the NCAISS Reports interface; click on “DCSA Reports” as shown in Figure 97 .

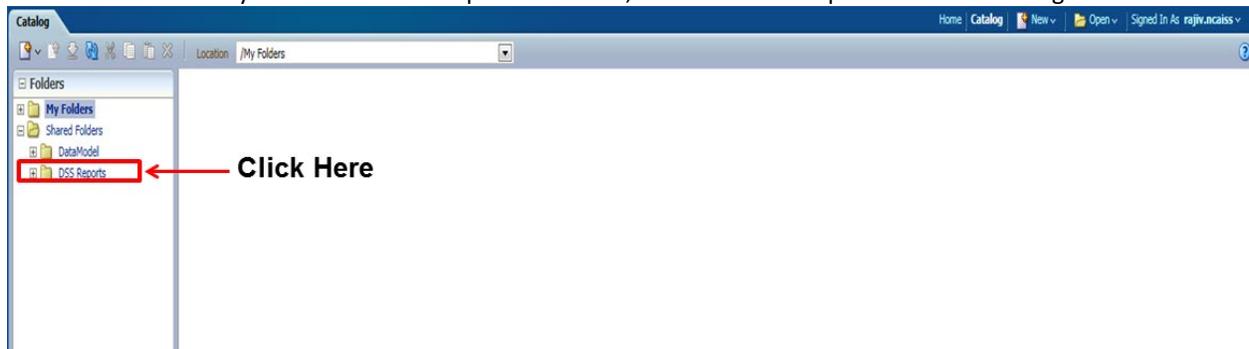


Figure 97: OBMS User Administrator NCAISS Reports Interface

4. User Administrator clicks on “Open” under the desired report, as shown in Figure 98.

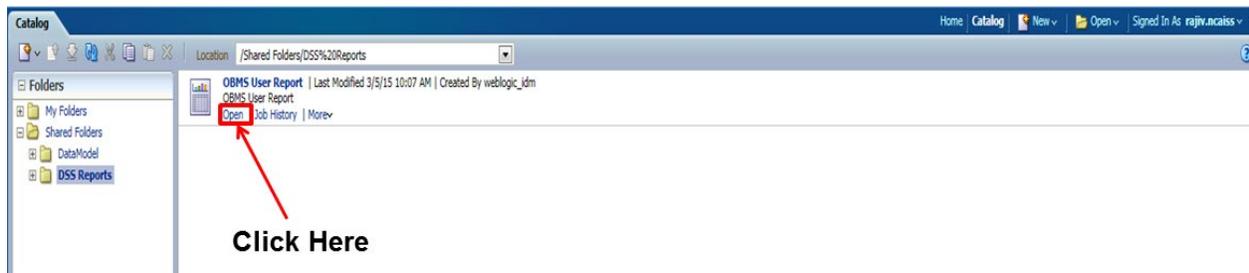


Figure 98: OBMS User Administrator Running a Report

- 5. NCAISS displays the report.
- 6. User Administrator clicks on the Actions button, as shown in Figure 99.



OBMS User Report

Home Catalog New Open Signed In As rajiv.ncaiss

OBMS User Report **Click Here**

OBMS User Report - FOR OFFICIAL USE ONLY -
 This report was generated: Mar 5, 2015 11:24 AM
 Lists all users and associated resource accounts

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 99: 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 100.

OBMS User Report

Home Catalog New Open Signed In As rajiv.ncaiss

OBMS User Report

OBMS User Report - FOR OFFICIAL USE ONLY -
 This report was generated: Mar 5, 2015 11:24 AM
 Lists all users and associated resource accounts

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

Select file format (PDF or CSV) to export

Click Here

Figure 100: 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” tile to be directed to the NCAISS Reports interface, as shown in Figure 101. Then proceed from Step 3 above.



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

bob.ncaiss1 Help Last Login : Sun Aug 26 15:38:27 CDT 2018

Self Service Manage

Home

- My Information**
Manage your profile, passwords and challenge questions
- My Applications**
Access your applications
- Request/Modify Access**
Request/Modify access to applications
- Track Requests**
Track the status of your pending requests
- Reports**
Run Reports
- Pending Approvals**
Take action on requests assigned to you for approvals

Figure 101: 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 (<http://www.cdse.edu/stepp/index.html>).
2. Select the "CAC | PIV Login" button, as shown in Figure 102.

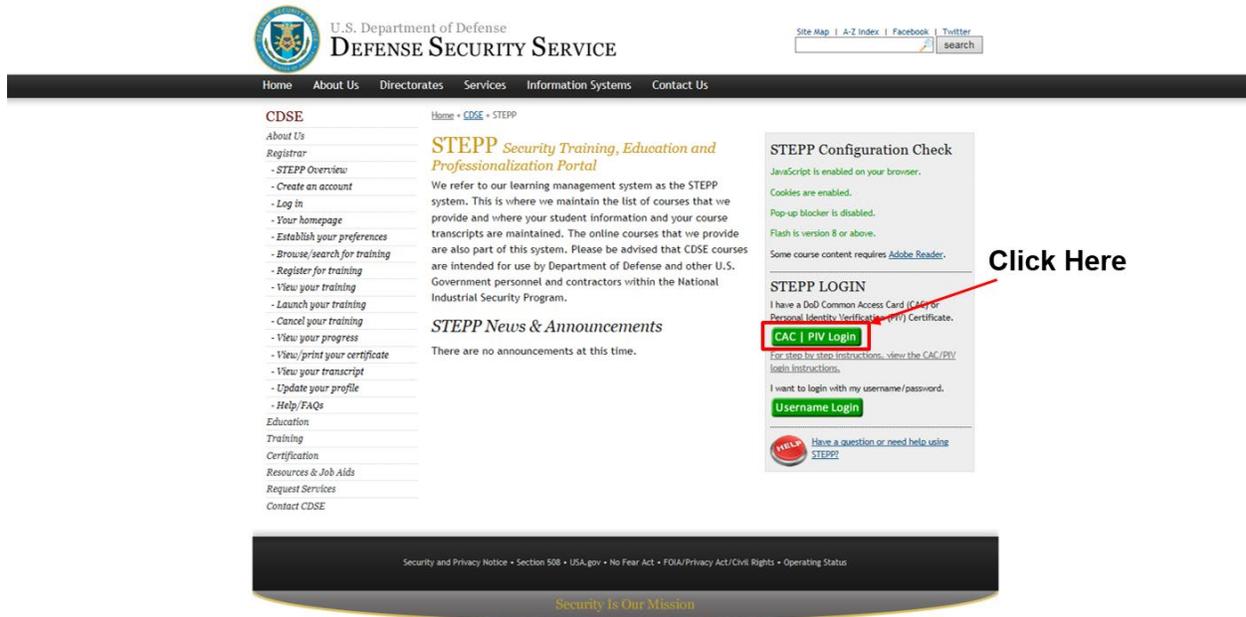


Figure 102: CAC/PIK Login from STEPP Home Page

3. You are redirected to the NCAISS Notice and Consent to Monitoring page, as shown in Figure 103. Select “I Accept” to proceed.

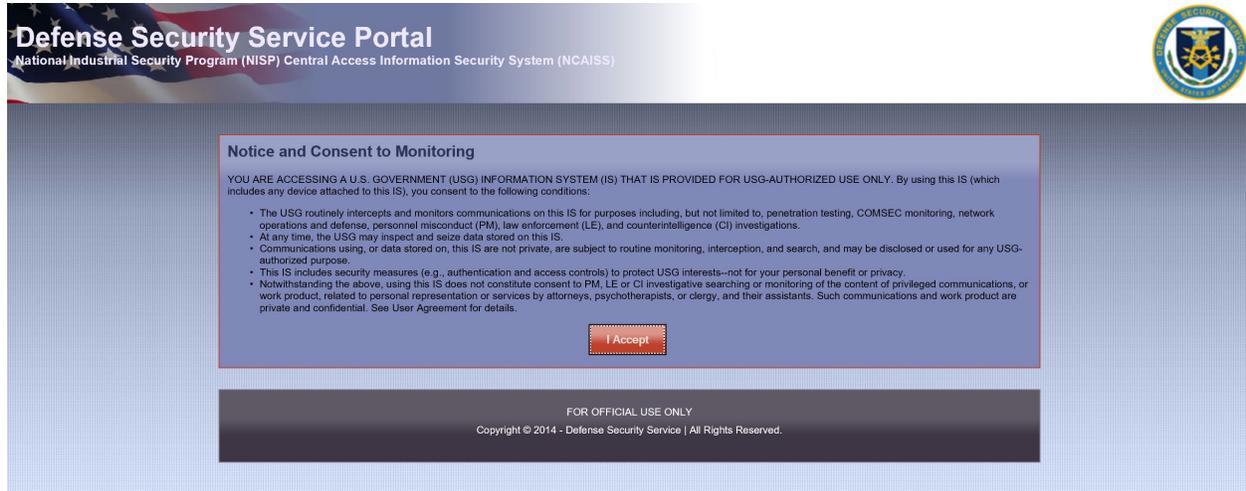


Figure 103: NCAISS Notice and Consent to Monitoring

4. The unauthenticated NCAISS page is displayed, as shown in Figure 104. Select “CAC/ECA Login” to proceed.

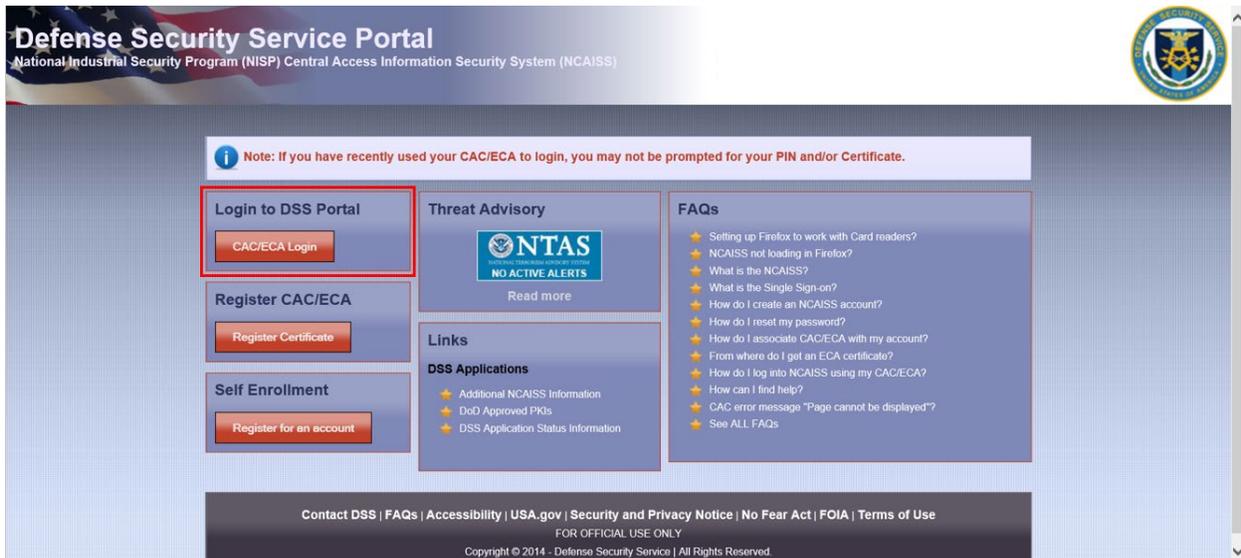


Figure 104: Unauthenticated NCAISS Home Page

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

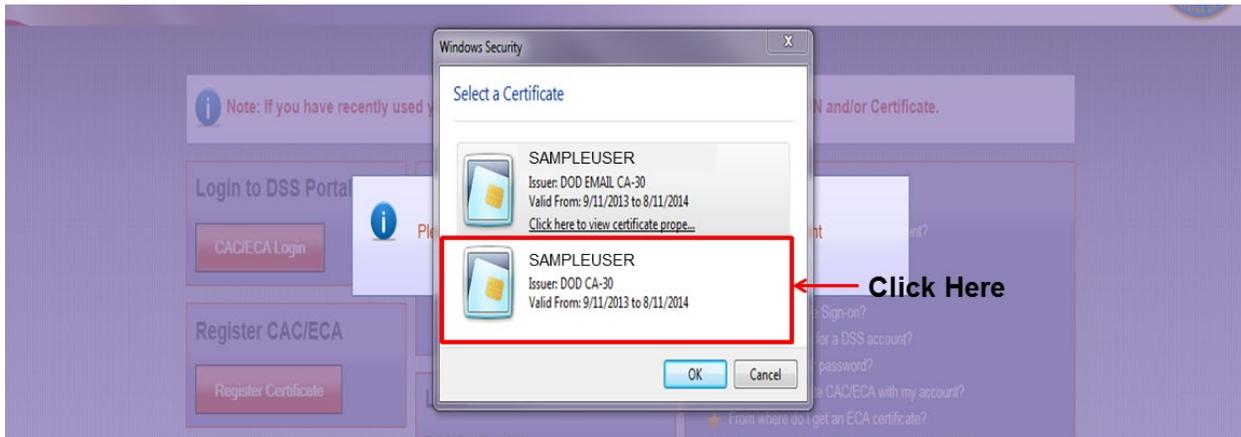


Figure 105: Certificate Selection

6. Enter your PIN.

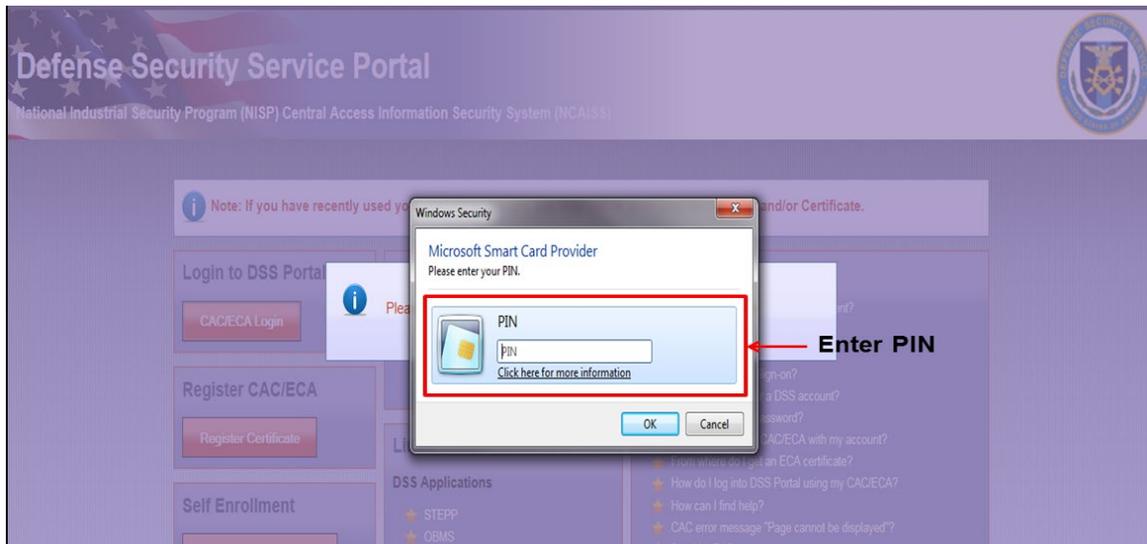


Figure 106: PIN Entry

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 107. Select the desired account and click “Continue.”

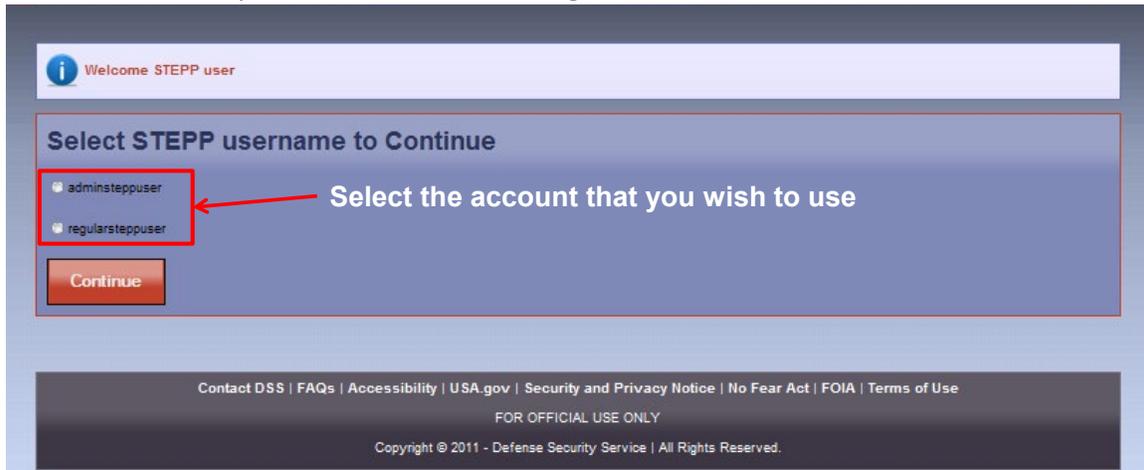


Figure 107: Multiple STEPP Account Selection

9. NCAISS directs you to STEPP. The STEPP user’s homepage is displayed, as shown in Figure 108.

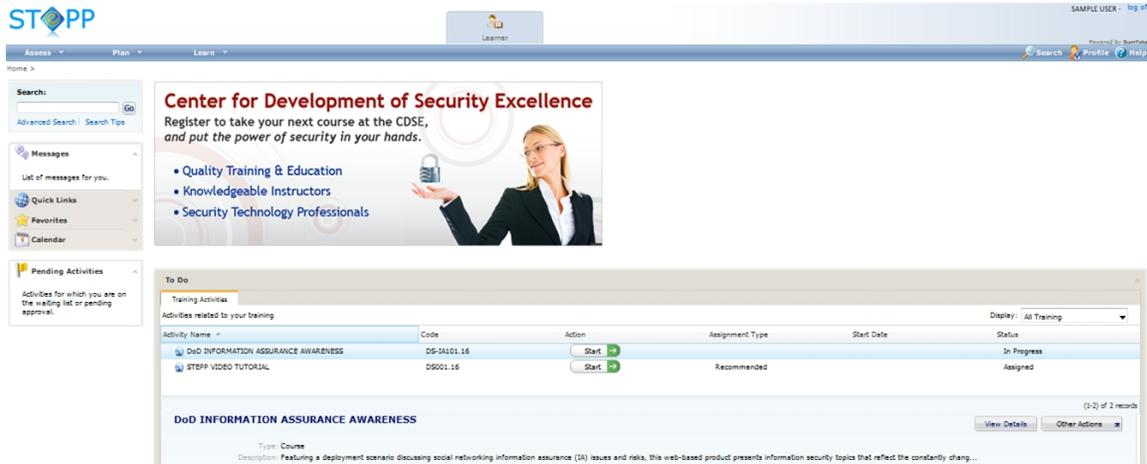


Figure 108: STEPP User Homepage

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 “My Applications” tile, as shown in Figure 109.

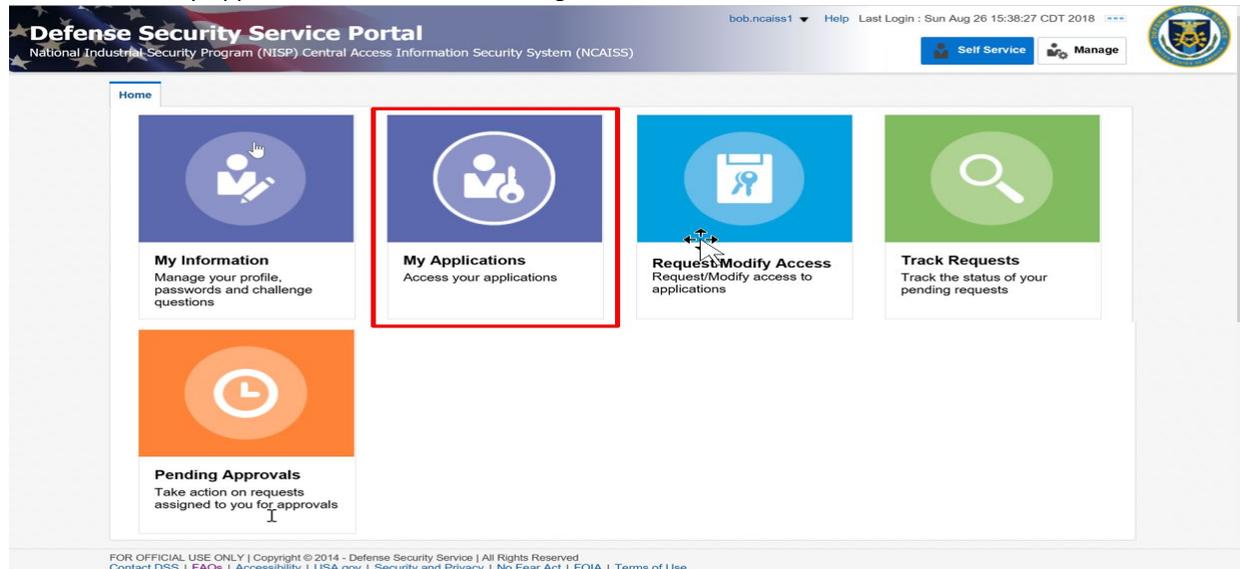


Figure 109: NCAISS - My Applications

5. Click the “STEPP” application link as shown in Figure 110



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

bob.ncaiss1 Help Last Login : Mon Aug 27 15:18:48 CDT 2018

Self Service Manage

Home

My Information
Manage your profile, passwords and challenge questions

OBMS Application

STEPP Application

Request/Modify Access
Request/Modify access to applications

Track Requests
Track the status of your pending requests

Pending Approvals
Take action on requests assigned to you for approvals

FOR OFFICIAL USE ONLY | Copyright © 2014 - Defense Security Service | All Rights Reserved
Contact DSS | FAQs | Accessibility | USA.gov | Security and Privacy | No Fear Act | FOIA | Terms of Use

Figure 110: Access STEPP from the NCAISS Home Page

6. 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 8.
7. 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 107. Select the desired account and click “Continue.”
8. NCAISS directs you to STEPP. The STEPP user’s homepage is displayed, as shown in Figure 108.

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 (<http://www.cdse.edu/stepp/index.html>).

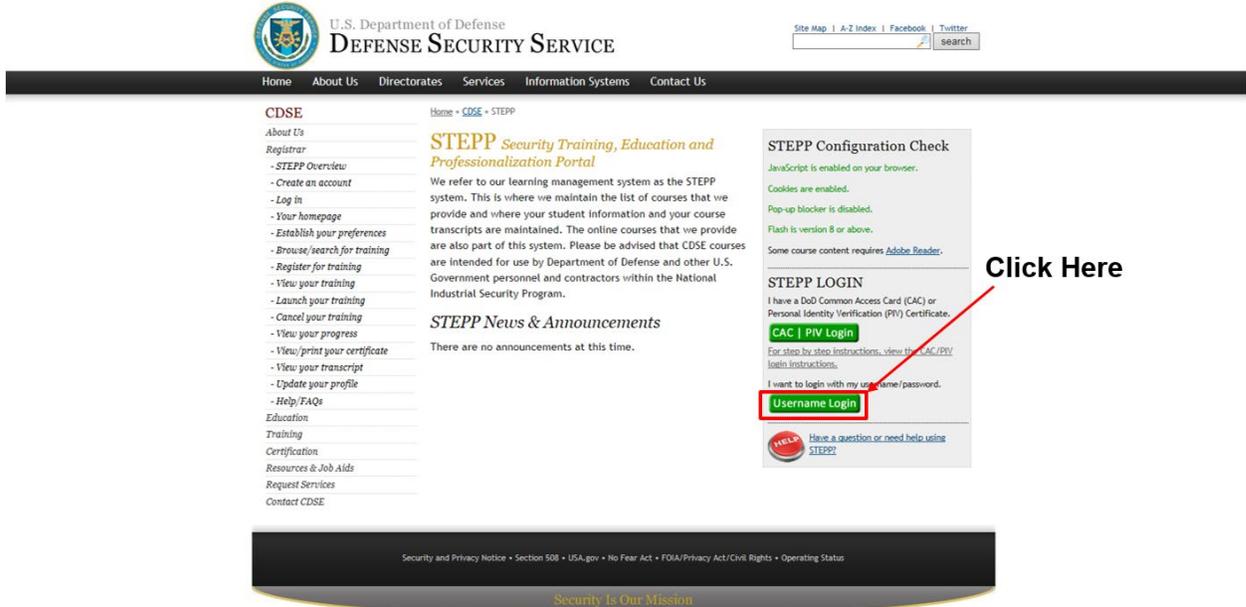


Figure 111: Username/Password Login from STEPP Homepage

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

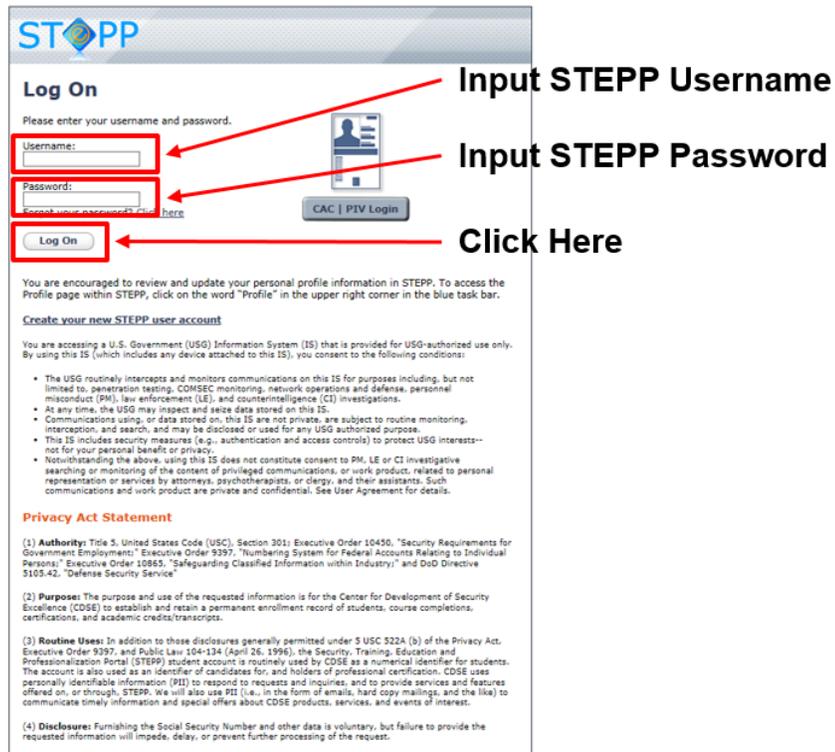


Figure 112: STEPP Username/Password Input Page



3. If successfully authenticated, the STEPP homepage is displayed as seen in Figure 108.

13.2 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.

1. Log into NCAISS, as described in Section 5. From the NCAISS Home Page, select the “Request/Modify Access” link, as shown in Figure 43.
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

NISS Requests
Request/Manage NISS Access

OBMS Requests
Request/Manage OBMS Access

STEPP Requests
Register an Existing STEPP Account ← **Click Here**
Create a STEPP Account

Return to DSS Portal

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.



STEPP Account Registration Request

Please enter your existing STEPP account Username and Password.

STEPP User

* STEPP Username

* STEPP Password

Forgot your STEPP password? [Click here!](#)

If you need assistance or require additional information regarding STEPP accounts, please contact the STEPP Call Center at (888) 282-7682 [\(t\)](#).

Click Finish

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.

STEPP Account Registration Request

Request Completed Successfully!

The STEPP Account request was successfully submitted.

Request For: RAJIV.INDUSTRY

STEPP Account: stepp.test4

Please click the 'Go To STEPP' button below to be taken to the STEPP system. If you wish to return to your NCAISS homepage, click 'OK.'

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 107. Select the desired account and click “Continue.”
6. NCAISS directs you to STEPP. The STEPP user’s homepage is displayed, as shown in Figure 108.



14 National Industrial Security System (NISS) Application NCAISS User Guide

This section describes the step-by-step processes for requesting access to, accessing, and managing users for the NISS 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 NISS application. Actions that a user may take within the NISS application, following authentication, are out of scope for this User Guide. This section assumes that a NISS 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.

14.1 Accessing NISS

CAC/PKI authentication is the process through which NISS users, regardless of role, will access the NISS application using the CAC or a DoD-approved PKI certificate. NISS can be accessed through NCAISS using CAC/PKI Authentication from NCAISS.

The following sections provide step-by-step instructions for accessing NISS through NCAISS. **Note:** This section assumes that the User already possesses valid NCAISS and NISS application accounts.

14.1.1 CAC/PKI Authentication (to NISS) from NCAISS

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

1. Navigate to the 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 “My Applications” tile, as shown in Figure 69.
5. Click the “NISS Application” link, as shown in Figure 116.
6. NISS allows User application access.

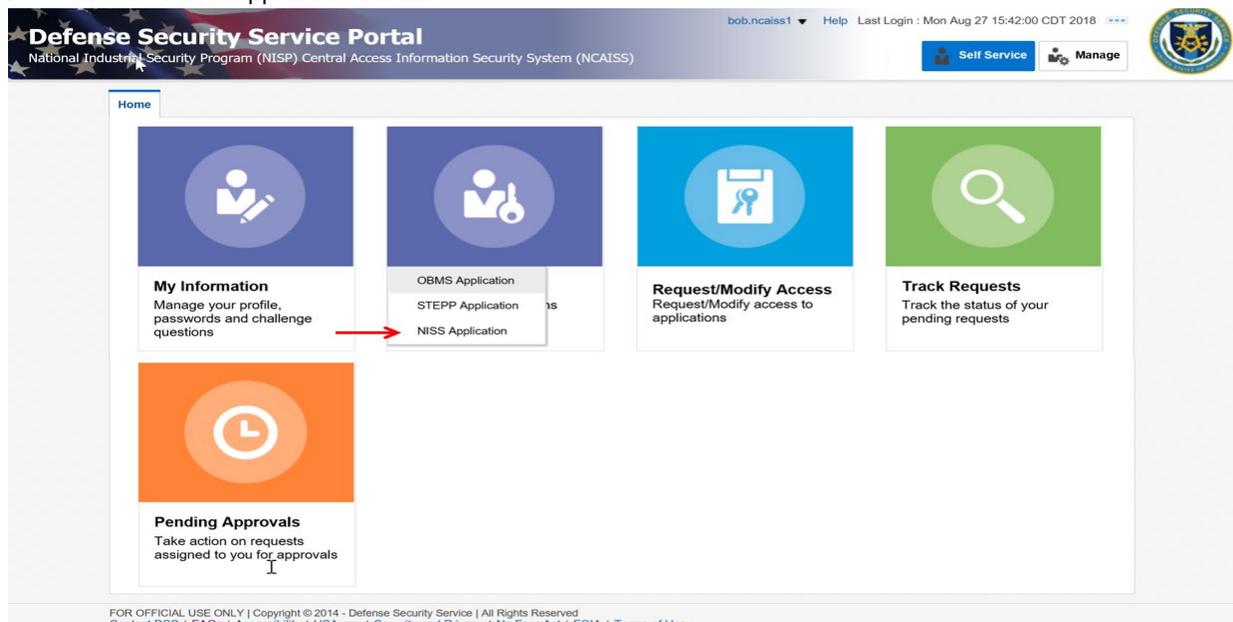


Figure 116: Accessing NISS from the NCAISS Home Page

7. NCAISS will then direct you to NISS and the NISS user home page will be displayed.



14.2 Requesting Access to NISS

In order to gain access to NISS, an NCAISS user must request access using the NISS access request form from within NCAISS. Based upon the user’s affiliation with DCSA, NCAISS will display the appropriate NISS access request form. NISS Internal Users, either DCSA employees or contractors – who checked the “DCSA Internal User” checkbox during NCAISS account registration – will complete the Internal NISS access request form, as described in Section 14.2.1. NISS 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 “DCSA Internal User” checkbox during NCAISS account registration – will complete the External NISS Government access request form, as described in Section 14.2.2. NISS External Contractor Users, industry users with an email address other than .gov or .mil (e.g., .com, .org, etc.), will complete the External NISS Contractor access request form, as described in Section 14.2.3. The following sections provide step-by-step instructions for requesting access to NISS, based upon your affiliation with DCSA.

14.2.1 NISS Internal User Account Request

This process allows an Internal NISS Access Requestor (i.e., DCSA employee or contractor) to request access to the NISS application. **Note:** This process assumes that the Access Requestor has checked the “DCSA 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 “Request/Modify Access” tile, as shown in Figure 43.
2. Click the “Request/Manage NISS Access” link as shown in Figure 117.

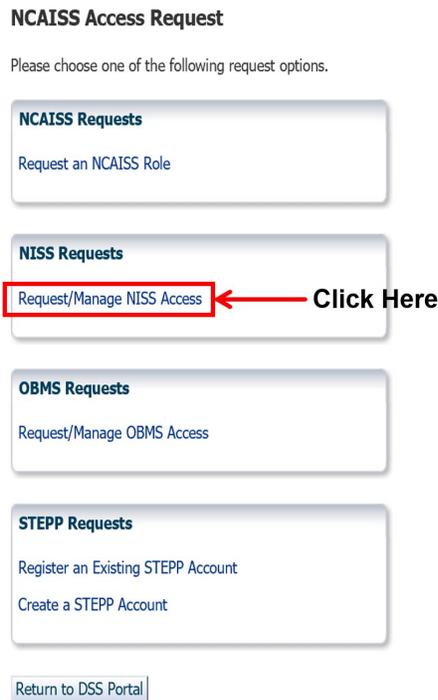


Figure 117: Requesting Access to NISS

3. NCAISS will determine that you are an Internal Requestor because your NCAISS account includes the “DCSA Internal User” attribute, and will display the Internal NISS Access Request Form.
4. Complete the form, selecting NISS Category and desired NISS Role from the drop-down lists. **Note:** NISS Roles will not be shown in the drop down until a NISS Category is selected. **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 NISS access in a separate request, no new request submissions will be allowed until the previous request has been completed.

- 5. Click "Next"

Figure 118: Internal NISS Access Request Form

- 6. A confirmation screen will be displayed, as shown in Figure 120. 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 NISS access.

Figure 119: NISS 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.

14.2.2 NISS External Government (non-DCSA) User Account Request

This process allows an External Government NISS Access Requestor (i.e. non-DCSA Internal User) to request access to the NISS application. **Note:** This process assumes that the Access Requestor has not checked the “DCSA 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 “Request/Modify Access” tile, as shown in Figure 43.
2. Click the “Request/Manage NISS Access” link, as shown in Figure 117.
3. NCAISS will determine that you are an External Government Requestor because your account does not include the “DCSA Internal User” attribute and a .gov or .mil (non-dss.mil) email address is affiliated with your NCAISS account. NCAISS will display the External Government NISS Access Request Form.
4. Complete the form, selecting NISS Category and desired NISS Role from the drop-down list. **Note:** NISS Roles will not be shown in the drop down until a NISS Category is selected. **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 NISS 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 Portal
National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)

Return to DSS Portal Sign Out JEFF.GOVTEST Help

NISS User Access
Please complete all information requested below and click 'Next' when complete, or click 'Cancel' to return to account management.

NISS User
User ID: JEFF.GOVTEST
First Name: Jeff
Last Name: govtest
Suffix: |
Email: jeff.govtest@diss.gov
* Street Address: |
* City: |
* State: |
* Zip Code: |
* Phone: |

NISS Access Request
* Office Name: |
* Agency: |
* NISS Category: |
* Role Requested: |
* Timezone: |
Selected DSS Application: NISS

Active NISS Access
To remove an existing role, check the checkbox in the 'Delete' column and then click 'Next.'

NISS Category	NISS Role	Delete
		<input type="checkbox"/>

next cancel

Annotations:
 - Provide Information (points to NISS User section)
 - Provide Office Name (points to Office Name field)
 - Select Agency, NISS Category, Role Requested, and Time zone (points to dropdowns)
 - Click Next (points to next button)

Figure 120: NISS External Government User Access Request Form

6. A confirmation screen will be displayed, as shown in Figure 121. 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.



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

Return to DSS Portal Sign Out JEFF.GOVTEST Help

NISS 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.

NISS User

User ID: JEFF.GOVTEST
 First Name: Jeff
 Last Name: govtest
 Suffix:
 Email: jeff.govtest@dhs.gov
 Street Address: Street
 City:
 State: Vermont
 Zip Code: 11111
 Phone: 111-111-1111

NISS Access Request

Office Name:
 Agency: Defense Threat Reduction Agency (DTRA)
 NISS Category: Facility Clearance Verifier
 Role Requested: FCI Government Contracting Activity (GCA)
 Timezone: (GMT-07:00) Mountain Standard Time (America/Denver)
 Selected DSS Application: NISS

Active NISS Access

Existing roles with the checkbox checked in the 'Delete' column will be revoked after clicking 'Confirm.'

NISS Category	NISS Role	Delete
		<input type="checkbox"/>

Click Confirm →

Figure 121: NISS External Government User 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.

14.2.3 NISS External Contractor User Account Request

This process allows a NISS External Contractor Access Requestor with a non-.gov or non-.mil email address to request access to the NISS application. **Note:** This process assumes that the Access Requestor has not checked the “DCSA 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 “Request/Modify Access” link, as shown in Figure 43.
2. Click on “Request/Manage NISS Access” link as shown in Figure 117.
3. NCAISS will determine that you are an External Contractor Requestor because your account does not include the “DCSA Internal User” attribute and a non-.gov or non-.mil email address is affiliated with your NCAISS account. NCAISS will display the External Contractor NISS Access Request Form.
4. Complete the form, selecting NISS Category, desired NISS Role, and CAGE Code. **Note:** NISS Roles will not be shown in the drop down until a NISS Category is selected. **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 122: External Contractor NISS Access Request Form

6. A confirmation screen will be displayed, as shown in Figure 123. 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 123: External Contractor NISS 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.

14.3 Reviewing and Approving/Rejecting NISS Access Requests

When an NISS Access Requestor submits a request to access the NISS application, a Work Item is added in the appropriate Designated Approver group’s queue. **Note:** For each External Contractor Access Requestor, the CAGE Code specified on a user’s form will be matched with the corresponding ISR for that CAGE Code in NISS who will



then become the Designated Approver. The subsections that follow outline the process for reviewing and approving or rejecting NISS access requests at the Designated Approver level.

14.3.1 Sponsor Approval for NISS Internal Access Requests

The following steps outline the process for reviewing and approving access to NISS Internal users as the Designated Approver.

1. Log into NCAISS, as described in Section 5.
2. Click on the “Pending Approvals” tile, as shown in Figure 48.
3. The “Pending Approvals” page is displayed with a list of requests awaiting approval for specific that Designated Approver, as shown in Figure 124.
4. Click on the appropriate User’s record.

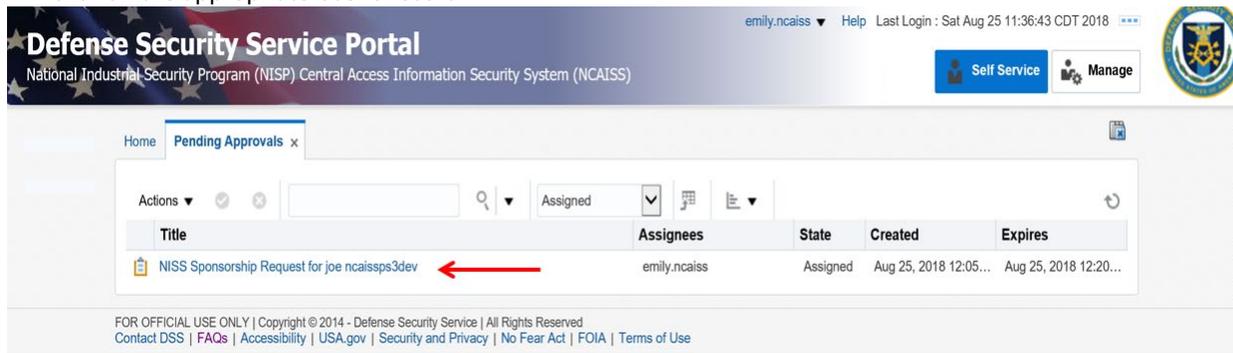


Figure 124: NISS Internal Access Request Work Item

5. Click “Claim” to claim the record in order to approve or reject it.

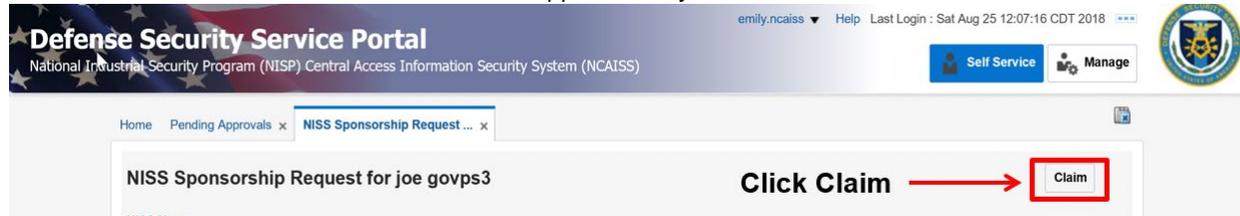


Figure 125: NISS Internal Access Request Review - Claim User

6. Review the details of the NISS Internal Access Request.
7. If the NISS request is valid, select “Approve.” NCAISS creates the NISS account and the Solution notifies the User that access is granted.



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

emily.ncaiss Help Last Login : Sat Aug 25 11:36:43 CDT 2018

Self Service Manage

Home Pending Approvals x **NISS Sponsorship Request ...** x

NISS Sponsorship Request for joe ncaissps3dev **Click Here** → **Approve** **Reject**

NISS User

User ID	JOE.NCAISSPS3DEV
First Name	joe
Last Name	ncaissps3dev
Suffix	
Email	joe.ncaissps3dev@mail.mil
Street	123 Test
City	test
State	Hawaii
Zip	11111
Phone	111-111-1111

NISS Access Requested

Office Name	DSS
Supervisor Name	Robert Retsch
NISS Region	Northern Region
NISS Category	NISS Administrator
Role Requested	Knowledge Center Rep

Comments [Click here to enter comments](#)

No data to display

Figure 126: NISS Internal Access Request Review - Approval



- 8. If the NISS 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.

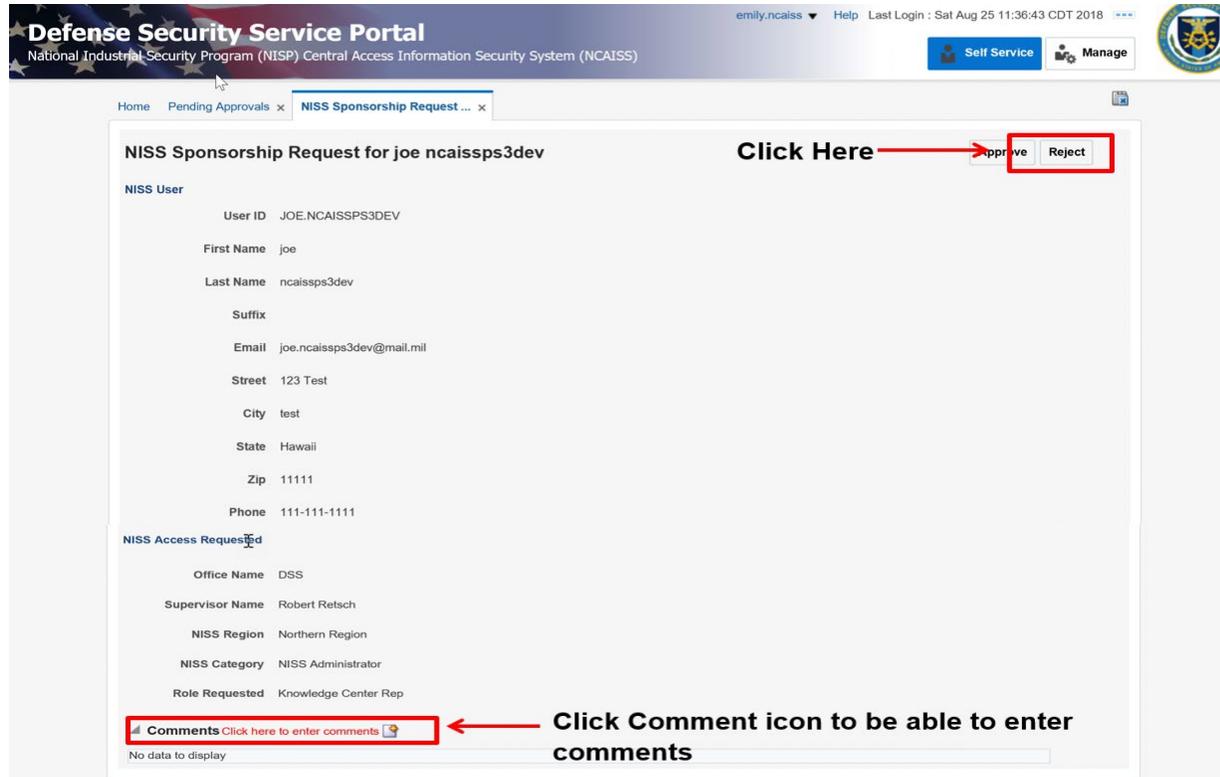


Figure 127: NISS Internal Access Request Review - Rejection

14.3.2 Sponsor Approval for NISS External Government Access Requests

The following steps outline the process for reviewing and approving access to NISS External Government users as the Knowledge Center.

1. Log into NCAISS, as described in Section 5.
2. Click on the “Pending Approvals” tile, as shown in Figure 48.
3. The “Pending Approvals” page is displayed with a list of requests awaiting approval from the specific Designated Approver Group as shown in Figure 128. All External Government Access Requests will go to the Knowledge Center for review.
4. Click on the appropriate User’s record.



emily.ncaiss Help Last Login : Sat Aug 25 12:07:16 CDT 2018

Defense Security Service Portal

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

Self Service Manage

Home Pending Approvals x

Title	Assignees	State	Created	Expires
NISS Sponsorship Request for joe govps3	Account_Administrator (G)	Assigned	Aug 25, 2018 12:19...	Aug 25, 2018 12:34...

FOR OFFICIAL USE ONLY | Copyright © 2014 - Defense Security Service | All Rights Reserved
 Contact DSS | FAQs | Accessibility | USA.gov | Security and Privacy | No Fear Act | FOIA | Terms of Use

Figure 128: NISS External Government Access Request Work Item

- Click "Claim" to claim the record in order to approve or reject it.

emily.ncaiss Help Last Login : Sat Aug 25 12:07:16 CDT 2018

Defense Security Service Portal

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

Self Service Manage

Home Pending Approvals x NISS Sponsorship Request ... x

NISS Sponsorship Request for joe govps3

Click Claim → Claim

Figure 129: NISS External Government Access Request Review - Claim User

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

emily.ncaiss Help Last Login : Sat Aug 25 12:07:16 CDT 2018

Defense Security Service Portal

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

Self Service Manage

Home Pending Approvals x NISS Sponsorship Request ... x

NISS Sponsorship Request for joe govps3

Click Here → Approve reject

NISS User

User ID JOE.GOVPS3

First Name joe

Last Name govps3

Suffix

Email joe.govps3@dhs.gov

Street 123

City 123 DHS

State Alabama

Zip 12312

Phone 111-111-1111

NISS Access Requested

Office Name DHS

Agency Central Intelligence Agency

NISS Category Facility Clearance Verifier

Role Requested FCV Government Contracting Activity (GCA)

Comments Click here to enter comments

No data to display



Figure 130: NISS External Government Access Request Review - Approval

8. If the NISS 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.

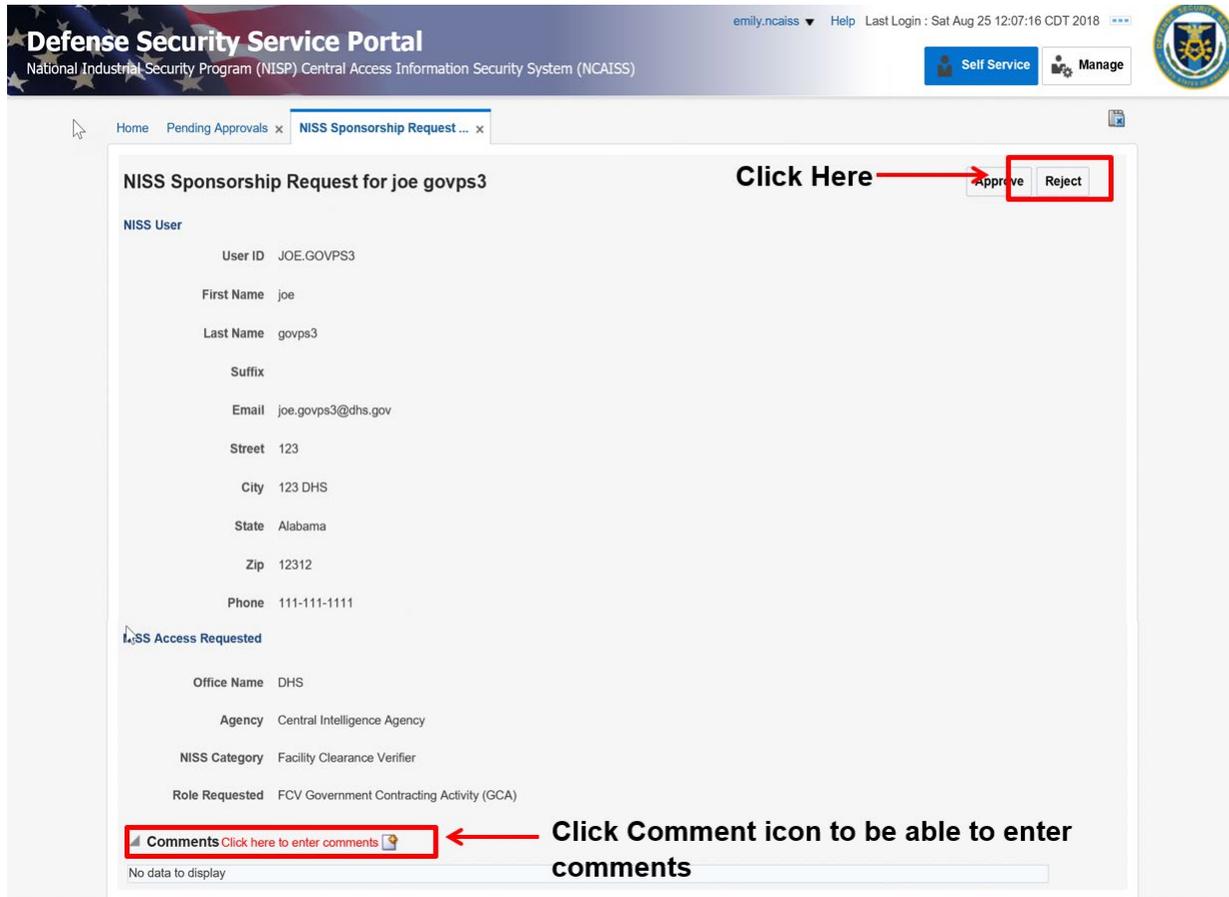


Figure 131: NISS External Government Access Request Review - Rejection

14.3.3 Sponsor Approval for NISS External Contractor Access Requests

The following steps outline the process for reviewing and approving access to NISS External Contractor users as the Designated Approver (ISR for specified CAGE Code). **Note:** NISS External Contractor users may only request access to one CAGE Code per request. Failure to approve or reject a NISS External Contractor access request as the Designated Approver within seven (7) days will result in automatic rejection of access to the specified CAGE Code.

1. Log into NCAISS, as described in Section 5.
2. Click on the “Pending Approvals” tile, as shown in Figure 48.
3. The “Pending Approvals” tile is displayed with a list of requests awaiting approval, as shown in Figure 132.
4. Click on the appropriate User’s record.

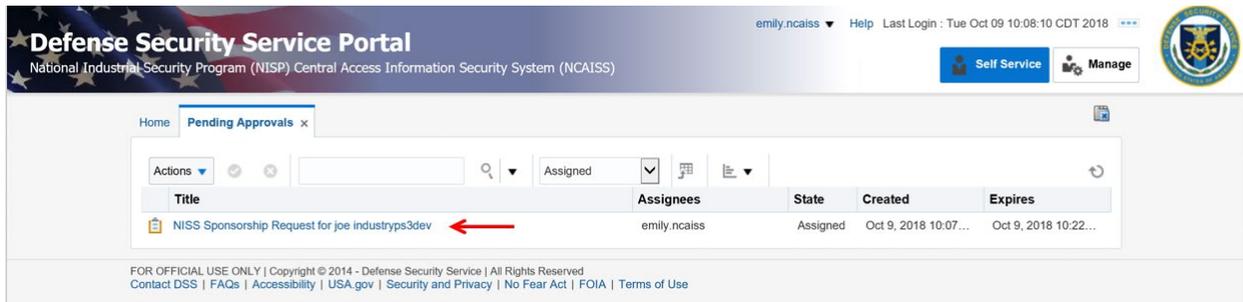


Figure 132: NISS External Contractor Work Item

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

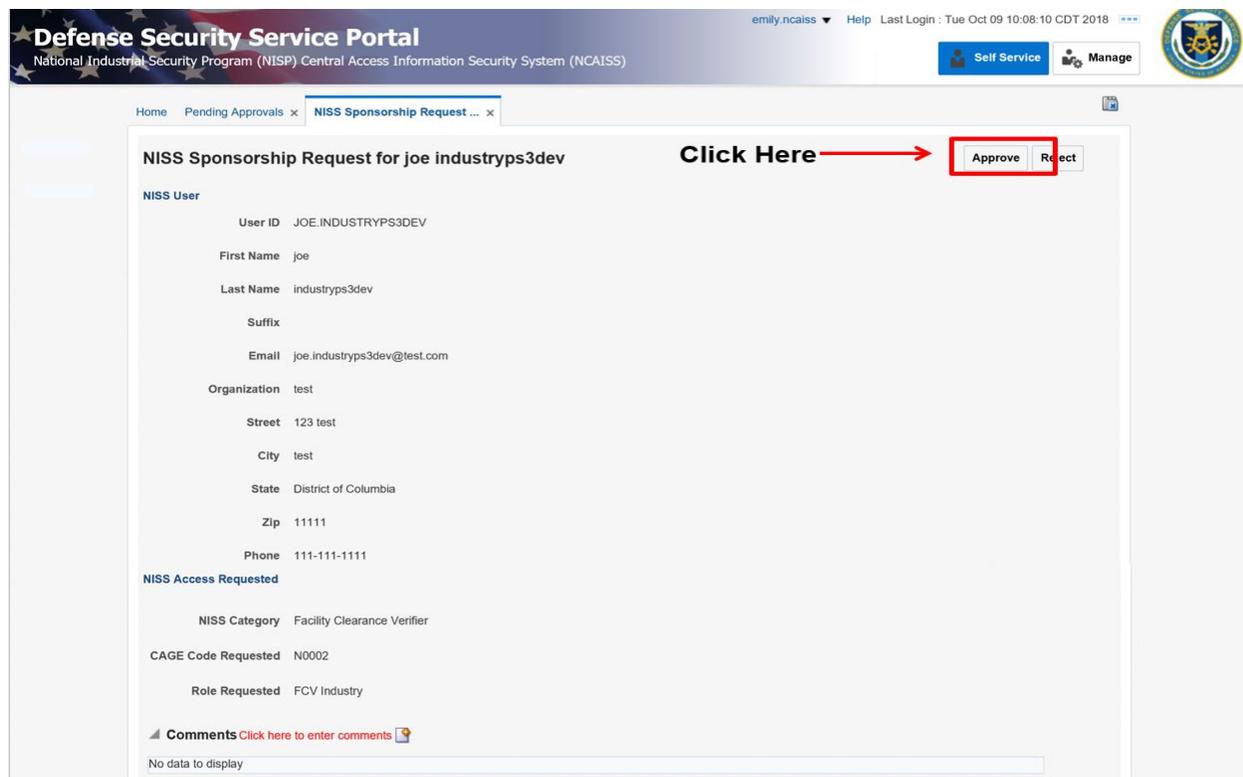


Figure 133: NISS External Contractor Access Request Review - Approval



- 7. If the NISS 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.

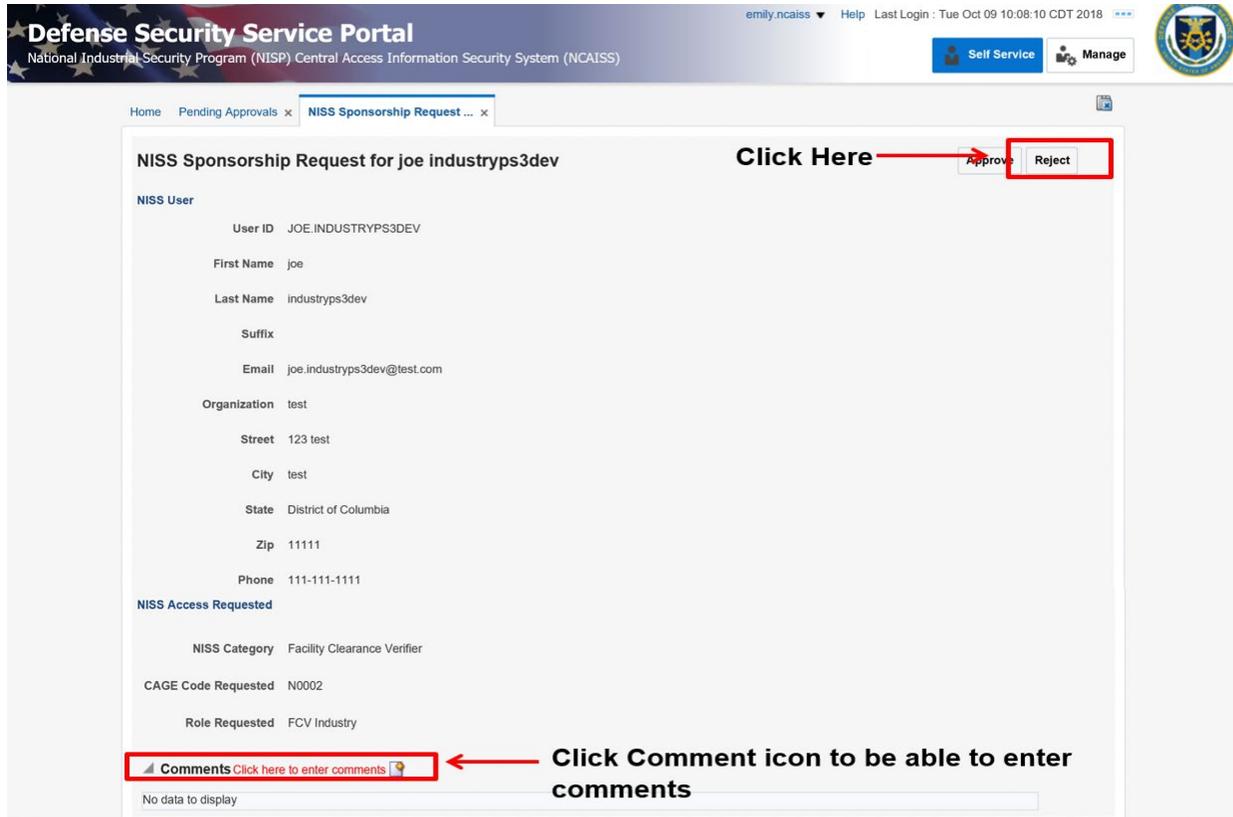


Figure 134: NISS External Contractor Access Request Review - Rejection

14.4 Managing NISS User Accounts

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

14.4.1 Managing NISS Internal and External Government User Accounts

- 1. Log into NCAISS and click the “Request/Modify Access” tile, as shown in Figure 43.
- 2. Click “Manage NISS User Access” as shown in Figure 135.



NCAISS Access Request

Please choose one of the following request options.

NCAISS Requests

Request an NCAISS Role

NISS Requests

Request/Manage NISS Access

Manage NISS User Access ← **Click Here**

OBMS Requests

Request/Manage OBMS Access

Manage OBMS User Access

STEPP Requests

Register an Existing STEPP Account

Create a STEPP Account

Return to DSS Portal

Figure 135: NISS Request Page

3. NCAISS starts the User Management workflow. Search for the desired NISS user by inputting search parameters and clicking “Search” as shown in Figure 136. **Note:** You may search for a user by entering combinations of: NISS user ID, First Name, Last Name, or Email Address.



Manage NISS User Access

Please Search for a User
 You may use an asterisk (*) to represent a wildcard (e.g. use 'joh*' or '*ohn' to search for 'John').
 Please note that you must specify at least two non-wildcard characters to perform a search.

User ID
 First Name
 Last Name
 Email Address

User Id	First Name	Last Name	Email

Figure 136: Search for an NISS User

- NCAISS will display the results of the NISS user search. Click the desired user, as shown in Figure 137.

Manage NISS User Access

Please Search for a User
 You may use an asterisk (*) to represent a wildcard (e.g. use 'joh*' or '*ohn' to search for 'John').
 Please note that you must specify at least two non-wildcard characters to perform a search.

User ID
 First Name
 Last Name
 Email Address

User Id	First Name	Last Name	Email
JEFF.GOVTEST	Jeff	govtest	jeff.govtest@dhs.gov

Figure 137: NISS User Search Results

- NCAISS displays the desired user’s record, as shown in Figure 138. Modify the user’s account, as required. **Note:** To disable a user’s access to NISS, remove all NISS roles from the user’s account.
- 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.

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

NISS User

User ID: JEFF.GOVTEST
 First Name: Jeff
 Last Name: govtest
 Suffix:
 Email: jeff.govtest@dhs.gov
 Street Address: Street
 City:
 State: Vermont
 Zip Code: 11111
 Phone: 111-111-1111

NISS Access Request

* Office Name: Office x
 * Agency: Defense Threat Reduction Agency (DTRA)
 * NISS Category:
 * Role Requested:
 * Timezone: (GMT-07:00) Mountain Standard Time (America/Denver)

Selected DSS Application: NISS

Active NISS Access

To remove an existing role, check the checkbox in the 'Delete' column and then click 'Next.'

NISS Category	NISS Role	Delete
Facility Clearance Verifier	FCV Government Contracting Activity (...)	<input type="checkbox"/>

Figure 138: Manage NISS User Profile

- Click “Confirm” to confirm the changes, as shown in Figure 139.



NISS 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.

NISS User

User ID: JEFF.GOVTEST
 First Name: Jeff
 Last Name: govtest
 Suffix:
 Email: jeff.govtest@dhs.gov
 Street Address: Street
 City: City
 State: Vermont
 Zip Code: 11111
 Phone: 111-111-1111

NISS Access Request

Office Name:
 Agency: Defense Threat Reduction Agency (OTRA)
 NISS Category:
 Role Requested:
 Timezone: (GMT-05:00) Eastern Standard Time (America/New_York)
 Selected DSS Application: NISS

Active NISS Access

Existing roles with the checkbox checked in the 'Delete' column will be revoked after clicking 'confirm.'

NISS Category	NISS Role	Delete
Facility Clearance Verifier	FCV Government Contracting Activity (...)	<input type="checkbox"/>

Click Confirm →

Figure 139: Confirm NISS Changes

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

14.4.2 Managing NISS External Contractor User Account

1. Log into NCAISS and click the "Request/Modify Access" tile, as shown in Figure 43.
2. Click "Manage NISS User Access" as shown in Figure 140.

NCAISS Access Request

Please choose one of the following request options.

NCAISS Requests

Request an NCAISS Role

NISS Requests

Request/Manage NISS Access

Manage NISS User Access ← Click Here

OBMS Requests

Request/Manage OBMS Access

Manage OBMS User Access

STEPP Requests

Register an Existing STEPP Account

Create a STEPP Account

Figure 140: NISS Request Page



- NCAISS starts the User Management workflow. Search for the desired NISS user by inputting search parameters and clicking “Search” as shown in Figure 141. **Note:** You may search for a user by entering combinations of: NISS user ID, First Name, Last Name, or Email Address.

Manage NISS User Access

Please Search for a User
You may use an asterisk (*) to represent a wildcard (e.g. use 'joh*' or '*ohn' to search for 'John').
Please note that you must specify at least two non-wildcard characters to perform a search.

User ID
First Name
Last Name
Email Address

User Id	First Name	Last Name	Email
---------	------------	-----------	-------

Figure 141: Search for an NISS User

- NCAISS will display the results of the NISS user search. Click the desired user, as shown in Figure 142

Manage NISS User Access

Please Search for a User
You may use an asterisk (*) to represent a wildcard (e.g. use 'joh*' or '*ohn' to search for 'John').
Please note that you must specify at least two non-wildcard characters to perform a search.

User ID
First Name
Last Name
Email Address

User Id	First Name	Last Name	Email
JUSTIN.NCAISS	Justin	Ncaiss	justin.ncaiss@mail.mil

Figure 142: NISS User Search Results

- NCAISS displays the desired user’s record, as shown in Figure 143. Modify the user’s account, as required. A CAGE Code may also be modified at this step. **Note:** To disable a user’s access to NISS, remove all NISS roles from the user’s account.
- 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.



NISS User Access

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

NISS User

User ID JUSTIN.NCAISS
 First Name Justin
 Last Name Ncaiss
 Suffix
 Email justin.ncaiss@email.mil
 Street Address street
 City city
 State Virginia
 Zip Code 23211
 Phone 534-524-3544

NISS Access Request

* Office Name NISS Administrator
 * Supervisor Name
 * NISS Region Capital Region
 * NISS Category
 * Role Requested
 * Timezone (GMT-05:00) Eastern Standard Time (America/New_York)
 Selected DSS Application NISS

Active NISS Access

To remove an existing role, check the checkbox in the 'Delete' column and then click 'Next.'

NISS Category	NISS Role	Delete
CI	HQ CI Analyst	<input type="checkbox"/>
NISS Administrator	Product Owner	<input type="checkbox"/>

Next Cancel

Modify Access as needed (with arrow pointing to the request section)

Click Next (with arrow pointing to the Next button)

Figure 143: Manage NISS User Profile

- 7. Click "Confirm" to confirm the changes, as shown in Figure 144.

NISS 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.

NISS User

User ID JUSTIN.NCAISS
 First Name Justin
 Last Name Ncaiss
 Suffix
 Email justin.ncaiss@email.mil
 Street Address street
 City city
 State Virginia
 Zip Code 23211
 Phone 534-524-3544

NISS Access Request

Office Name
 Supervisor Name
 NISS Region Capital Region
 NISS Category
 Role Requested
 Timezone (GMT-05:00) Eastern Standard Time (America/New_York)
 Selected DSS Application NISS

Active NISS Access

Existing roles with the checkbox checked in the 'Delete' column will be revoked after clicking 'Confirm.'

NISS Category	NISS Role	Delete
CI	HQ CI Analyst	<input type="checkbox"/>
NISS Administrator	Product Owner	<input type="checkbox"/>

Confirm Edit Cancel

Figure 144: Confirm NISS Changes

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



15 Salesforce Application NCAISS User Guide

This section describes the step-by-step processes for accessing the Salesforce 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 Salesforce application. Actions that a user may take within the Salesforce application, following authentication, are out of scope for this User Guide. This section assumes that a user already has a valid NCAISS user account, and valid Salesforce account. If a valid NCAISS user account does not exist, refer to Section 3 for step-by-step instructions for NCAISS self-enrollment.

15.1 Accessing Salesforce

CAC/PKI authentication is the process through which Salesforce users will access the Salesforce application using the CAC or a DoD-approved PKI certificate. Salesforce can be accessed by navigating to the public-facing Salesforce URL home page.

The following sections provide step-by-step instructions for accessing Salesforce via NCAISS. **Note:** This section assumes that the User already possesses valid NCAISS and Salesforce application accounts.

15.1.1 Salesforce CAC/PKI Authentication via NCAISS

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

1. Navigate to the unauthenticated Salesforce page.
2. Click on a login button, and you are re-directed to the NCAISS Notice and Consent to Monitoring page, as show in Figure 145 below. Select “I Accept” to proceed.

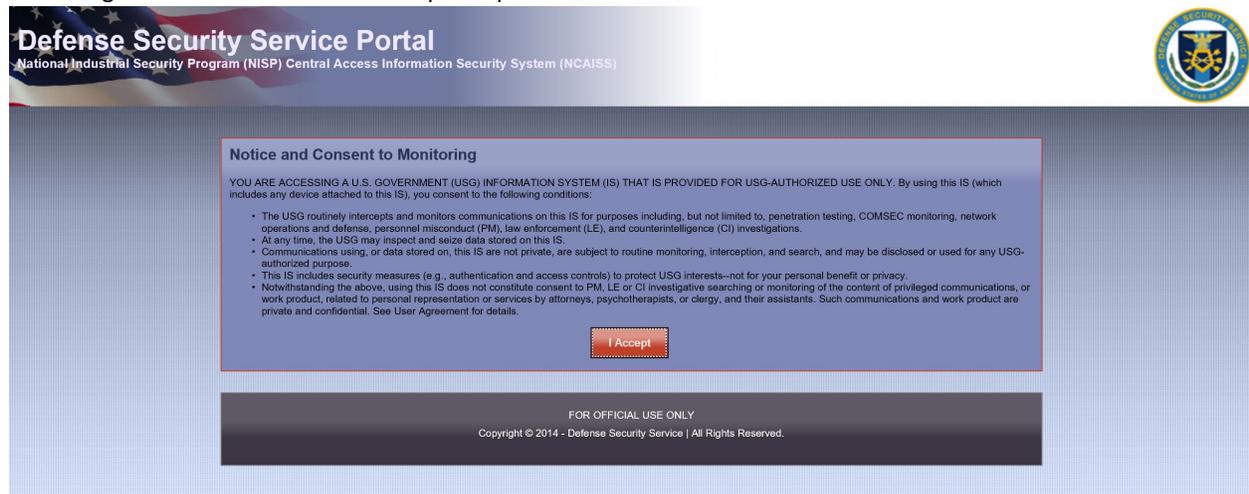


Figure 145: NCAISS Notice and Consent to Monitoring



3. The unauthenticated NCAISS page is displayed, as shown in Figure 146. Select “CAC/ECA Login” to proceed.

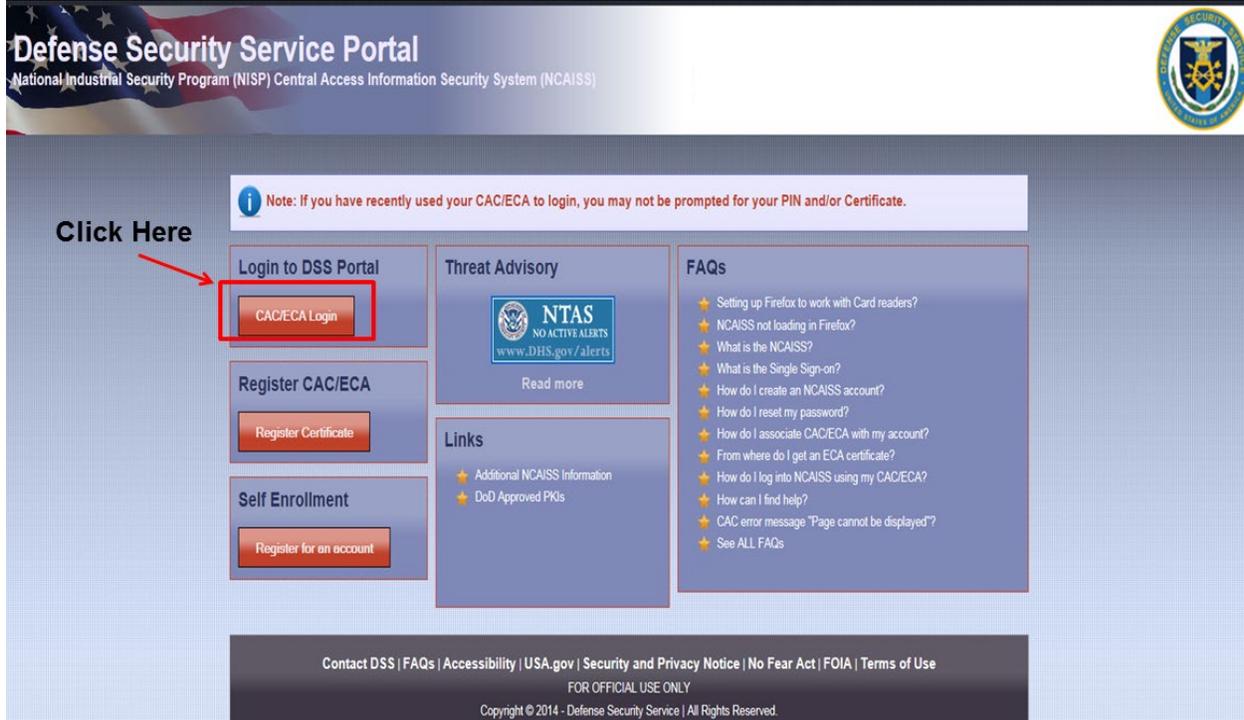


Figure 146: Unauthenticated NCAISS Home Page

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

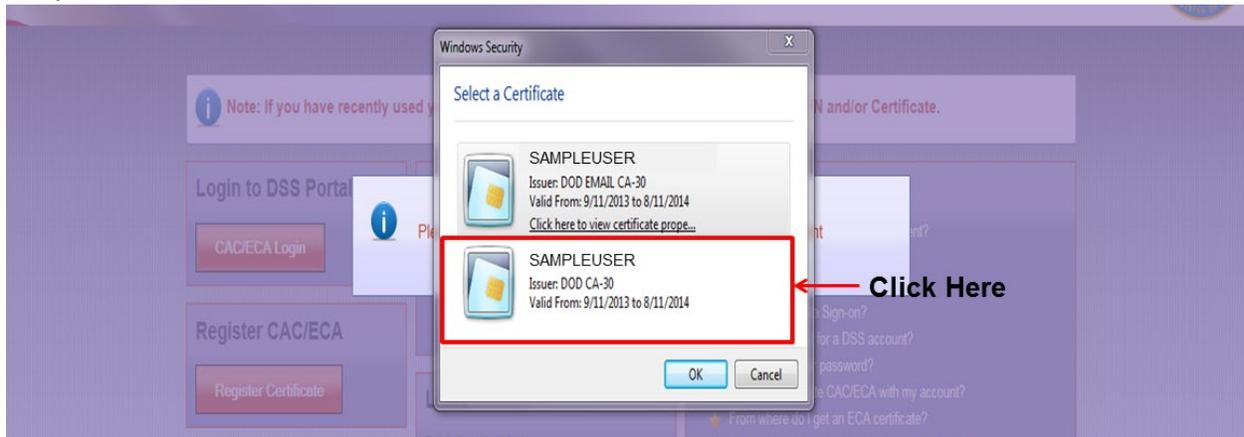


Figure 147: Certificate Selection



5. Enter your PIN.

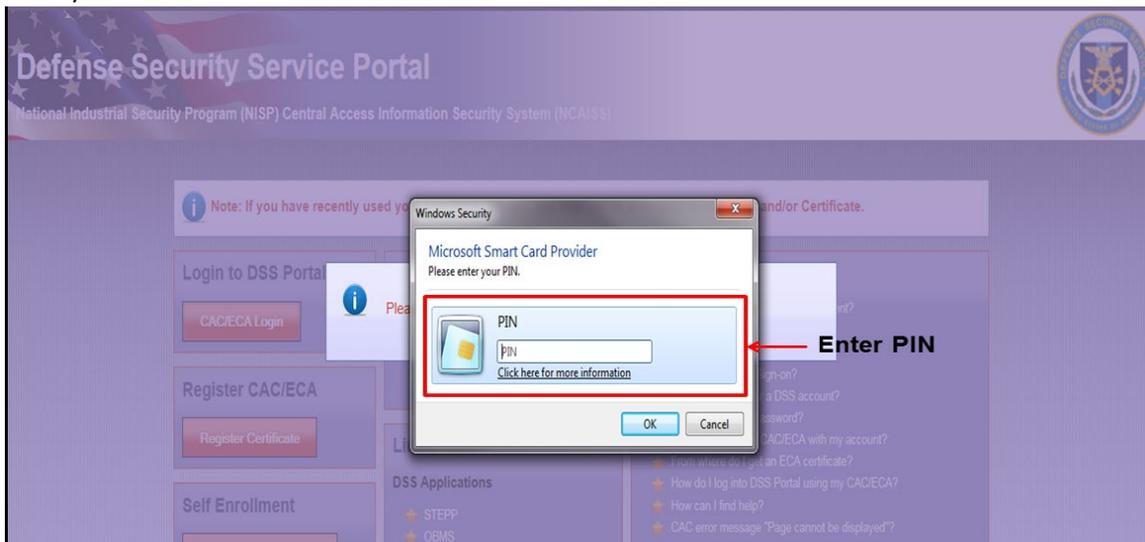


Figure 148: PIN Entry

6. The NCAISS Solution authenticates you, and re-directs to Salesforce.
7. Salesforce allows access to application.



Appendix A – Acronym List

Term	Definition
CAC	Common Access Card
CAGE	Commercial and Government Entity
DoD	Department of Defense
DCSA	Defense Counterintelligence Security Agency
FAQ	Frequently Asked Question
IA	Information Assurance
IT	Information Technology
JPAS	Joint Personnel Adjudication System
KMP	Key Management Personnel
NCAISS	National Industrial Security Program (NISP) Central Access Information Security System
NISP	National Industrial Security Program
NISS	National Industrial Security System
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
PKI	Public Key Infrastructure
SAR	System Access Request
SSO	Single Sign On
STEPP	Security Training, Education and Professionalization Portal