Purpose

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

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NCAISS Account Creation

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

Activities for NCAISS Account Creation

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

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

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

Activities for NCAISS User Certificate Registration

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

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

Provide NCAISS Account ID and Password
NCAISS Login

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

Activities for NCAISS Login

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

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