

## Obtaining a CTEP-IAM Account as an ASSOCIATE (A)

To obtain a CTEP-IAM account, those registering at the **Associate (A)** level will need to:

- access the *CTEP Identity and Access Management (IAM)* application  
  
< <https://ctepcore.nci.nih.gov/iam/index.jsp> >
- select "Request New Account"
- answer the question "Have you ever registered with CTEP?" by selecting "No" and then "Proceed"
- complete the CTEP IAM Request New Account screen by providing ...
  - Prefix
  - First Name (mandatory field)
  - Middle Name / Initial
  - Last Name (mandatory field)
  - Suffix (if applicable)
  - Month of Birth
  - Year of Birth
  - Education
  - Professional Certifications
  - NCI Required Trainings
  - Role(s) (mandatory field)
  - Institution (mandatory field) (**Hint**... select your institution from the list of values or, if your institution cannot be located in the list of values, enter your institution on the second "Institution" line.)
  - Internal Office (if applicable)
  - Street (mandatory field)
  - Street (continued)
  - City (mandatory field)
  - State / Province
  - Zip / Postal Code (mandatory field)
  - Country (mandatory field)
  - Office Phone (mandatory field)
  - Username (mandatory field)
  - Email (mandatory field) (duplicate entry required)
- select "Continue"
- select and answer three Security Questions (**Hint** ... retain the question / answer combinations as you will need to select and correctly answer one of your three security questions each time you reset a temporary password.)
- select "Confirm Request"

Once you receive your "Account Approved" email with your username and temporary password, you will need to activate your CTEP-IAM user account.

## Step 1 – Change your temporary password to a permanent password

- highlight and copy the temporary password from your account approved email
- click the web link in the account approved email
- paste the temporary password from the account approved email in the "Old Password" field
- enter a permanent password of your choice in the "New Password" field
- click "Submit"

*CTEP-IAM passwords must adhere to the following NIH password requirements:*

- *Your new password cannot contain three or more consecutive characters from your username and/or your display name.*
  - *For example, when checking against the display name < Dillinger, John > and the username < dillingerj >, the password is searched for any three consecutive characters that also exist in the display name and/or the username. Any password with the character strings of "dill", "ill", "ling", "ing" or "erj" would be rejected.*
- *Your new password must be at least 8 characters long.*
- *Your new password must contain characters from at least three of the four categories listed below:*
  - *Uppercase letters (A-Z)*
  - *Lowercase letters (a-z)*
  - *Numerals (0-9)*
  - *Allowed special characters ( ~ ! # \$ % ^ & \* ( ) \_ - + = { } [ ] | : ; , . ? )*
- *You are required to choose a unique password that has not been used within the last 24 previous passwords.*

Please make a note of your CTEP-IAM "username" and "permanent / new password" as they will be your login for all applicable CTEP, CTSU, and CIRB password-protected websites and applications.

## Step 2 – Select and correctly answer one of your three security questions

- The answer you enter must be exactly the same as your original answer.
- It does not matter if you submitted the answer in upper, lower, or mixed case.
- The format of the answers must be the same. For example, January 1, 2000 is NOT the same as 1/1/2000 and 123 Main Street is NOT the same as 123 Main St.
- You only need to correctly answer one of your three security questions.

If successful, you will receive an "Account Activated" email with your CTEP Person ID.

For any questions or problems with the IAM account creation process, please contact the CTEP Registration Help Desk at < [CTEPREGHelp@ctep.nci.nih.gov](mailto:CTEPREGHelp@ctep.nci.nih.gov) >.