
CSTEP-IAM / ID.ME INTEGRATION

[EXISTING USERS ON-BOARDING TO ID.ME](#)

August 9, 2023
CTIS, INC
1 RESEARCH CT, ROCKVILLE, MD 20850

CTEP-IAM Release 5.8.0

Use Case: Existing CTEP-IAM users onboarding to ID.me and establishing a link between their CTEP-IAM and ID.me credentials

Reference:

- ID.me Government : <https://www.id.me/government>
- ID.me Privacy Policy : <https://www.id.me/privacy>
- ID.me Privacy Bill of Rights : <https://insights.id.me/privacy-bill-of-rights/>
- NCI and ID.me Help Page : <https://help.id.me/hc/en-us/articles/4711388572695-NCI-ID-me>
- ID.me Support : <https://help.id.me/hc/en-us>

Application URL:

- <https://ctepcore.nci.nih.gov/iam>

CTEP-IAM Account Login

1. Copy the application URL (above) and paste it into a browser or click on the link

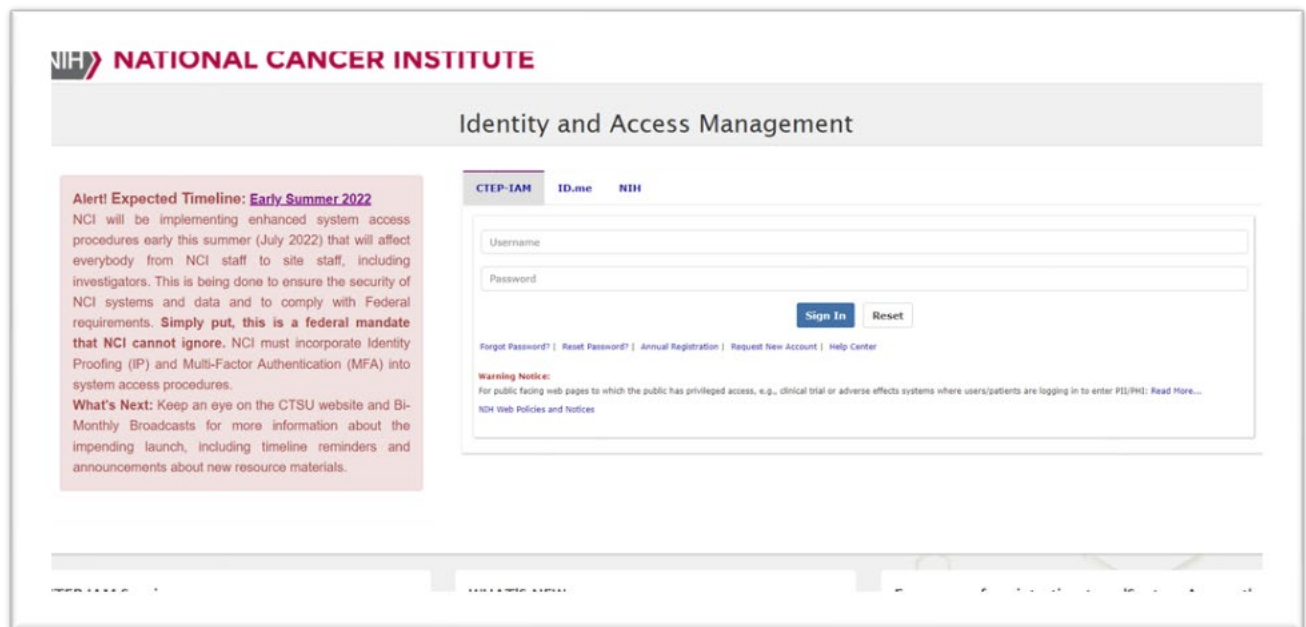


Figure 1: CTEP-IAM Login Screen

CTEP-IAM Identity Verification and 2 Factor Authentication

2. Under “CTEP-IAM”, enter current CTEP-IAM username and password.
 - If password has expired, please use the “Forgot Password” feature to change the password.

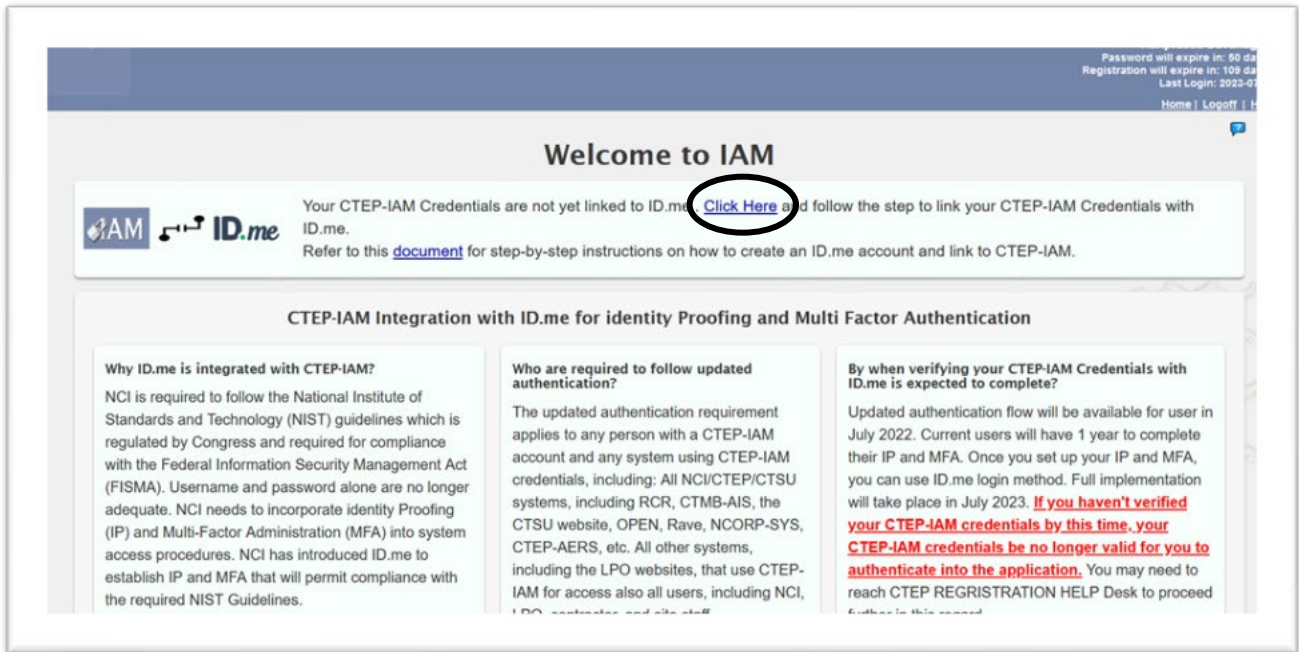


Figure 2: CTEP-IAM Welcome Screen After Login

3. Navigate to “ID.me Information” section
 - a. Option I: “Click here” (highlighted in the above snapshot) will take users to “ID.me information” section.
 - b. Option II: Click on “Personal Information” on the left menu to go to “ID.me information” section.

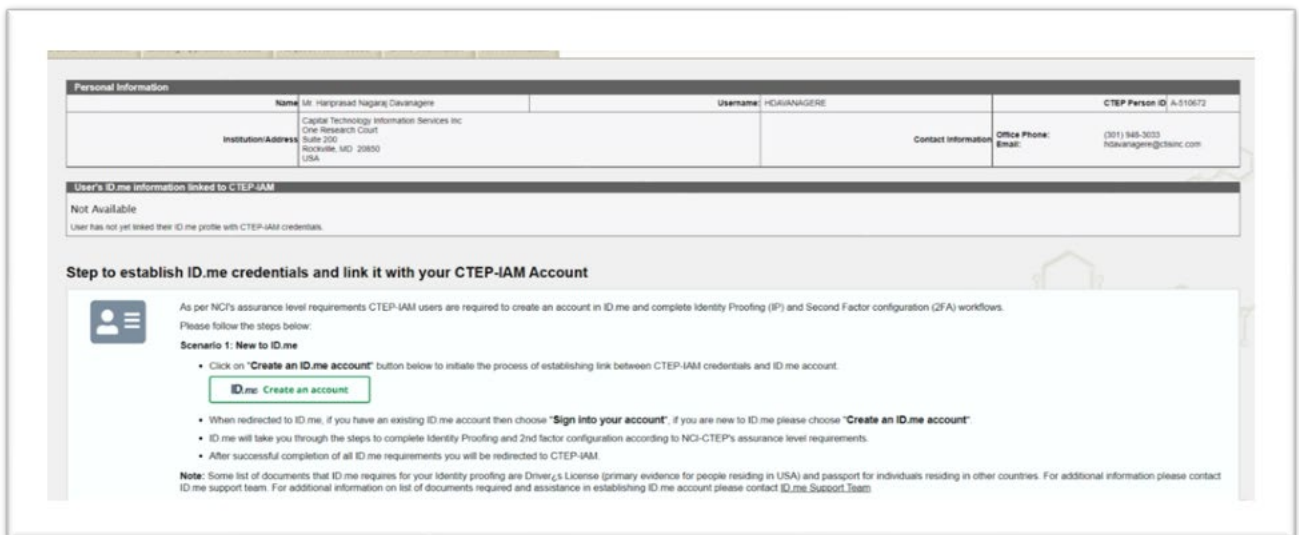


Figure 3: ID.me Information Section

Establishing and Linking ID.me Credentials

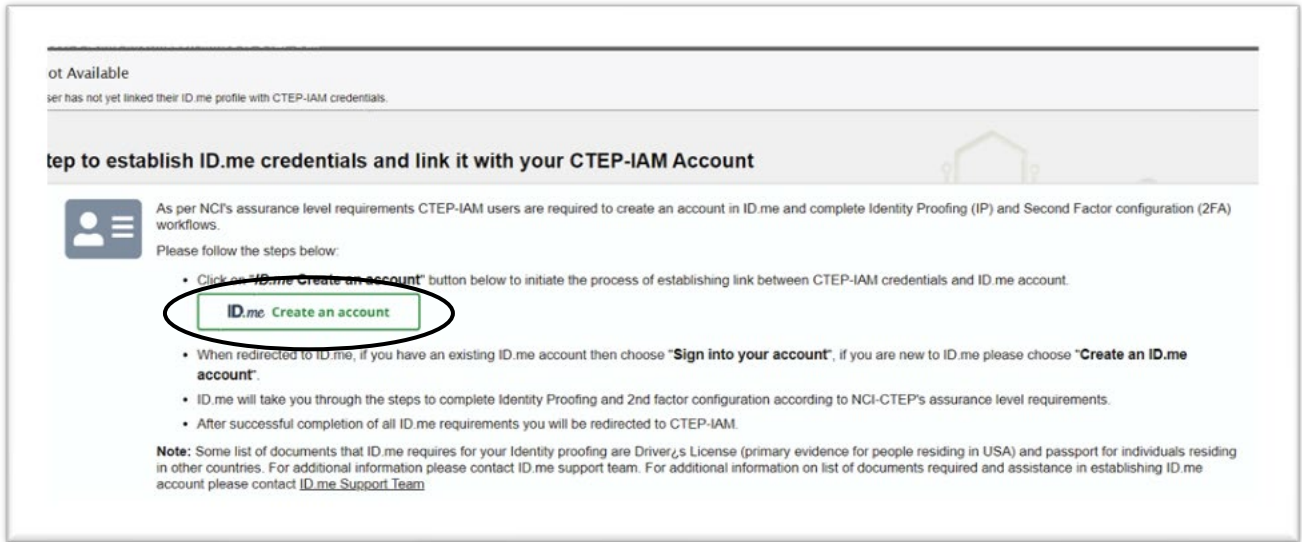


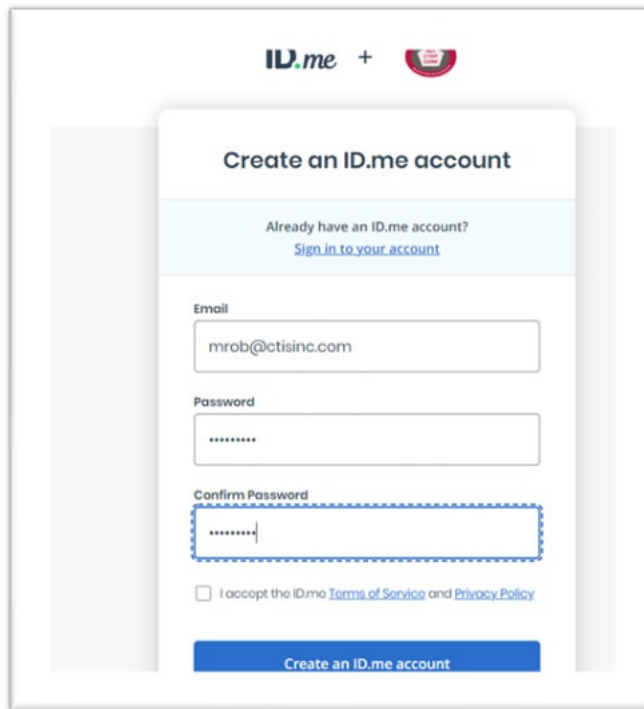
Figure 4: ID.me Information Section

- Click on "ID.me Create an account" button (highlighted in the above snapshot)



Figure 5: Popup Message Before Redirecting Users to ID.me

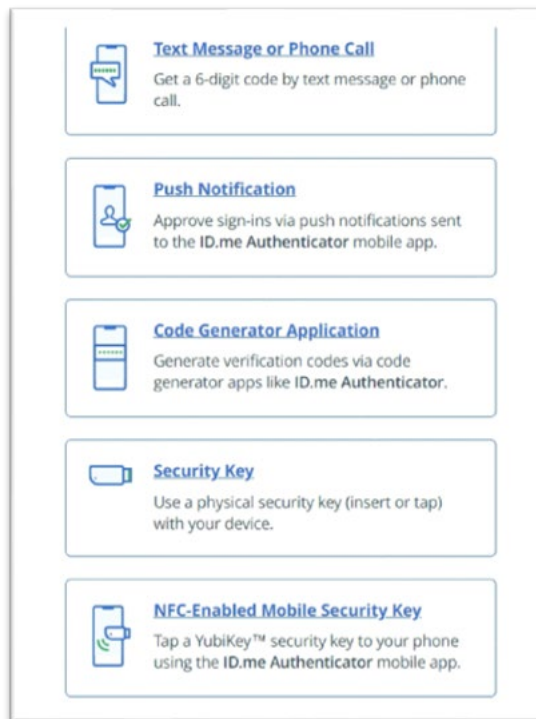
- Click on "ID.me create an account" and sign in or create a new ID.me account with a secure email address. *Note: If users already have an ID.me account or initiated the process of linking ID.me account to CTEP-IAM but the process aborted before completion, click "sign in"*



The screenshot displays the ID.me account creation interface. At the top, it says 'ID.me + [CTIS logo]'. Below that is the heading 'Create an ID.me account'. A link for existing users is provided: 'Already have an ID.me account? Sign in to your account'. The form includes three input fields: 'Email' (containing 'mrob@ctisinc.com'), 'Password' (masked with dots), and 'Confirm Password' (also masked with dots). A checkbox below the fields is labeled 'I accept the ID.me Terms of Service and Privacy Policy'. At the bottom is a blue button labeled 'Create an ID.me account'.

Figure 6: ID. me Create Account Screen

1. Select and set up Multi Factor Authentication (MFA) option. Available options are shown in the below snapshot



The screenshot shows five MFA factor options in a list:

- Text Message or Phone Call**: Get a 6-digit code by text message or phone call.
- Push Notification**: Approve sign-ins via push notifications sent to the ID.me Authenticator mobile app.
- Code Generator Application**: Generate verification codes via code generator apps like ID.me Authenticator.
- Security Key**: Use a physical security key (insert or tap) with your device.
- NFC-Enabled Mobile Security Key**: Tap a YubiKey™ security key to your phone using the ID.me Authenticator mobile app.

Figure 7: Available MFA factor options

CTEP-IAM Identity Verification and 2 Factor Authentication

2. Choose an identification method and submit for verification. The verification methods are shown in the snapshot

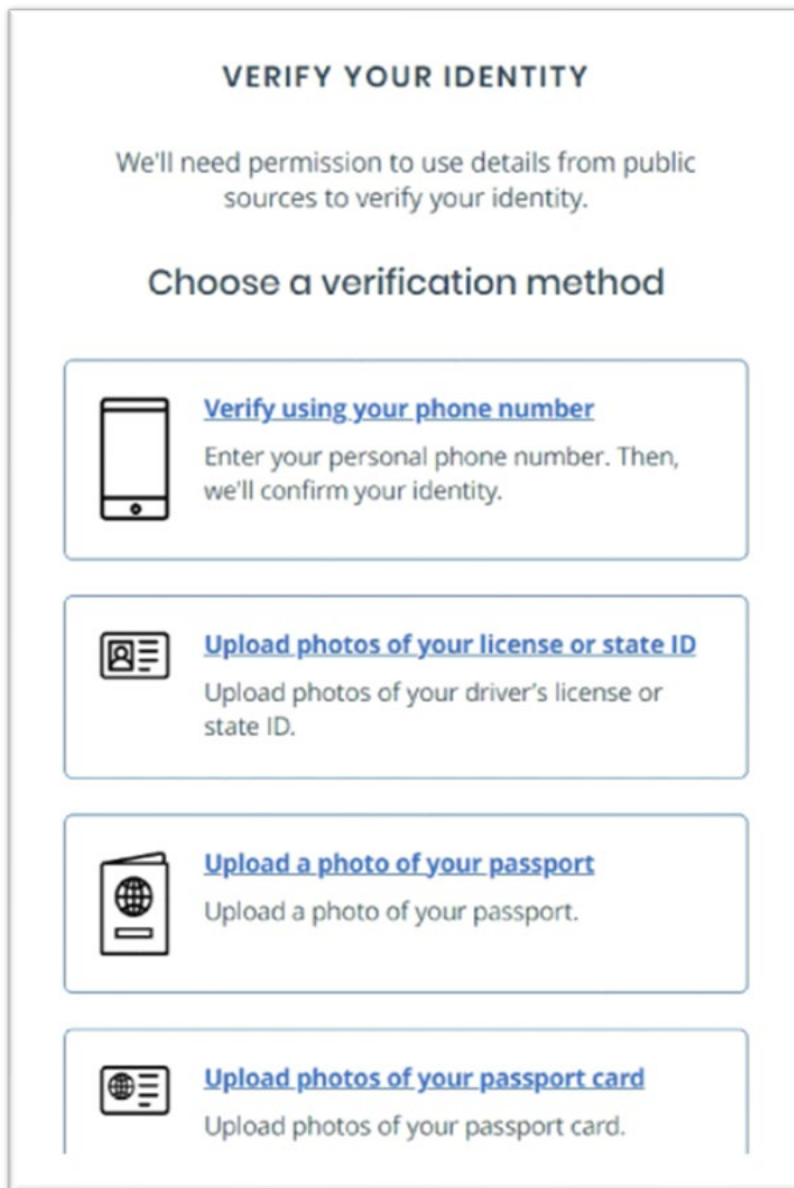


Figure 8: Verification Methods

Below are the verifications methods and documents needed based on resident location:

- For US nationals
 - The easiest and simplest method of verification will be by using a phone registered in your name.
 - Driver's License or State ID
 - A copy of Passport
 - A copy of Passport Card

CTEP-IAM Identity Verification and 2 Factor Authentication

- For Canadian nationals
 - A copy of driver’s License will be accepted for verification
 - A copy of Passport
 - A copy of Passport Card
 - For other nationals
 - A copy of Passport
 - A copy of Passport Card
3. On successful completion of the identity verification and multi factor authentication configurations, ID.me will present the screen shown below and request users’ consent to share five attributes to CTEP-IAM.
 4. Please click “**Allow**” to complete the activation of CTEP-IAM account along with establishing a link to users’ ID.me credentials.

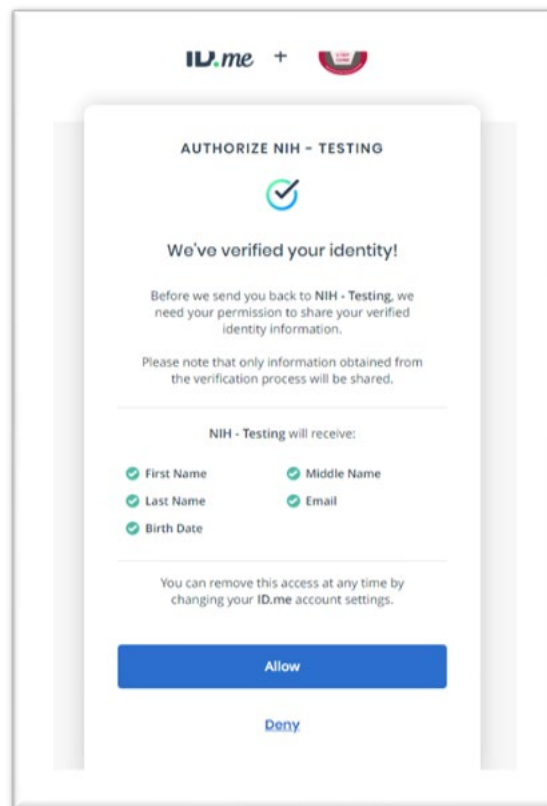


Figure 9: Allow Sharing Option

6. Few points to note:
 - a. It is important that users accept to share data with NCI CTEP and click “Allow”, without which the new account activation will not be complete.
 - b. If the users choose to “Deny”, they will be redirected back to CTEP-IAM without completing the account activation. In this case, users will have to repeat the ID.me

CTEP-IAM Identity Verification and 2 Factor Authentication

establishing steps, however, during the subsequent attempts, users will choose the ID.me option to “Sign in to your account” instead of creating a new ID.me account.

7. On successfully establishing the link, users must view their ID.me credentials in CTEP-IAM as shown below

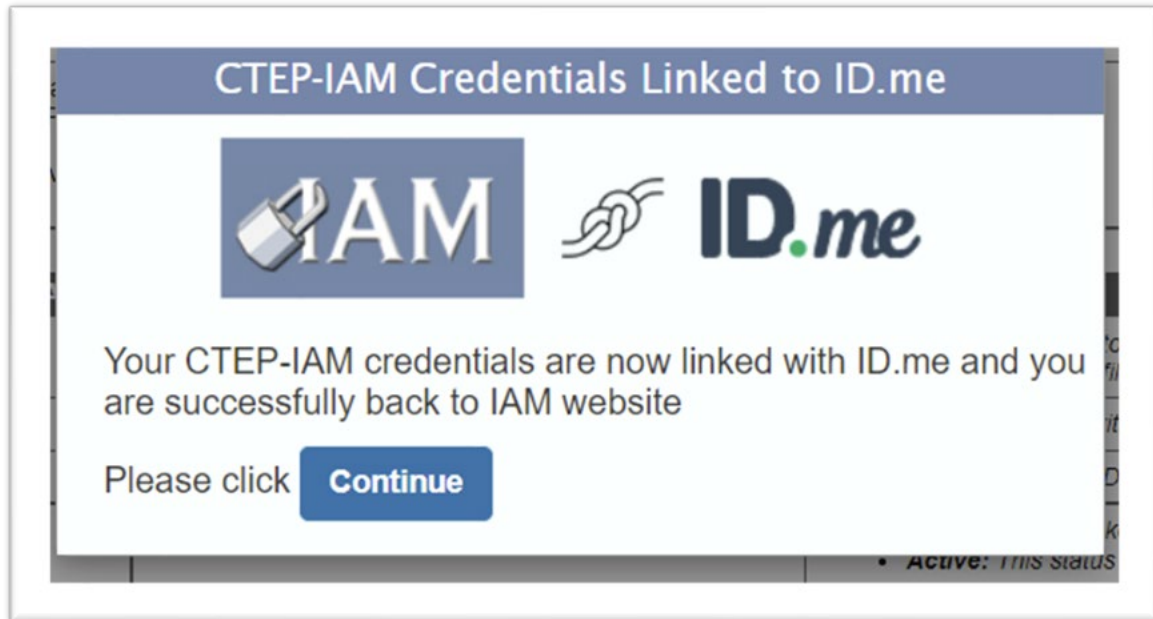


Figure 10: Popup Message on Returning to CTEP-IAM


Personal Information		Existing Application Access		Request New Access		ID.me Information		NIH Information		
Personal Information										
Name	Shneha Acharya			Username	ACHARYAS90		CTEP Person ID			A-653873
Institution/Address	Capital Technology Information Services Inc 117 Quince Meadow Avenue Gaithersburg, MD 20878 USA			Contact Information	Office Phone:	(571) 424-9190				
				Email:	sacharya@ctisinc.com					
User's ID.me information linked to CTEP-IAM					Description					
Email Address	s*****@ctisinc.com			Primary email associated to the user's ID.me account. This can be different than the user's primary contact email associated with CTEP profile. Please contact ID.me for any assistance needed with your ID.me email and password.						
Name	SHNEHA ACHARYA			User's name associated with the ID.me account. Format < First Name Last Name >						
Created Date	03/14/2022			Date on which the user's ID.me profile was linked to CTEP - IAM profile						
User's ID.me information linked to CTEP-IAM status				<div style="display: flex; align-items: center;">  Active </div>						
<ul style="list-style-type: none"> • Active: This status is assigned when the ID.me and CTEP-IAM credentials are linked for the first time. Indicates the user is allowed to use ID.me credentials to access CTEP-IAM and federated systems. • Inactive: This status is assigned by INACTIVATION workflow. Indicates the user is not allowed to use ID.me credentials to access CTEP-IAM and federated systems. • Temporarily Disabled: This status is assigned to accounts impacted by a security incident. Indicates the user is not allowed to use ID.me credentials to access CTEP-IAM and federated systems till the site is cleared to resume business as usual. Users in this status will not be allowed to reactivate. • Reinstate: This status is assigned to accounts impacted by a security incident. Indicates the user is allowed to reactivate CTEP credentials and use ID.me credentials to access CTEP-IAM and federated systems. The link record is not assigned this status till the site is cleared to resume business as usual. Note: An account will be moved to this status as part of the SOP defined to handle security incidents. 										
Status Changed Date	03/14/2022			Date on which the user's ID.me profile attained one of the statuses permissible for "Profile Status"						
Comments				Comments captured on the ID.me profile as part of CTEP-IAM application workflows.						
ID.me Account Status History										
Created By	Status	Comments	Status Date							
ACHARYAS90	Active		03/14/2022 07:09:14 PM							

Figure 11: ID.me Information Section After Accounts is Linked

Validating Access to CTEP-IAM Using ID.me

8. Try gaining access to [CTEP-IAM](#) with CTEP-IAM username/password.
 - a. A validation message must be displayed as shown below

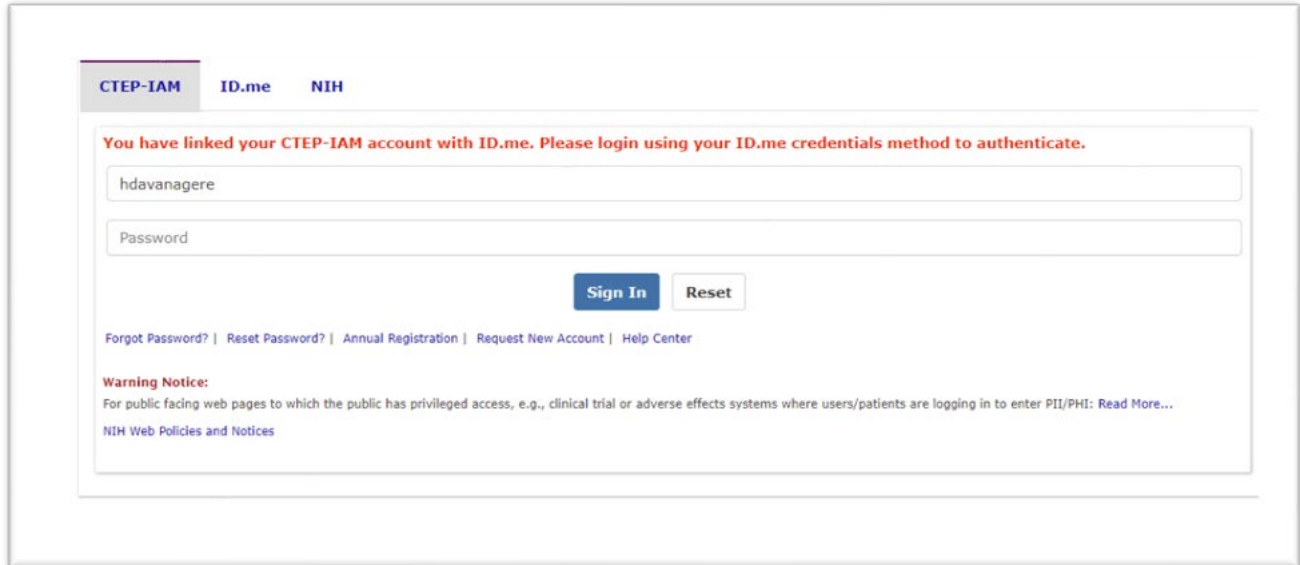


Figure 12: CTEP- IAM, CTEP-IAM log in tab

9. Try gaining access to [CTEP-IAM](#) with ID.me account.
 - a. Users will be allowed access and should see a welcome screen as shown below

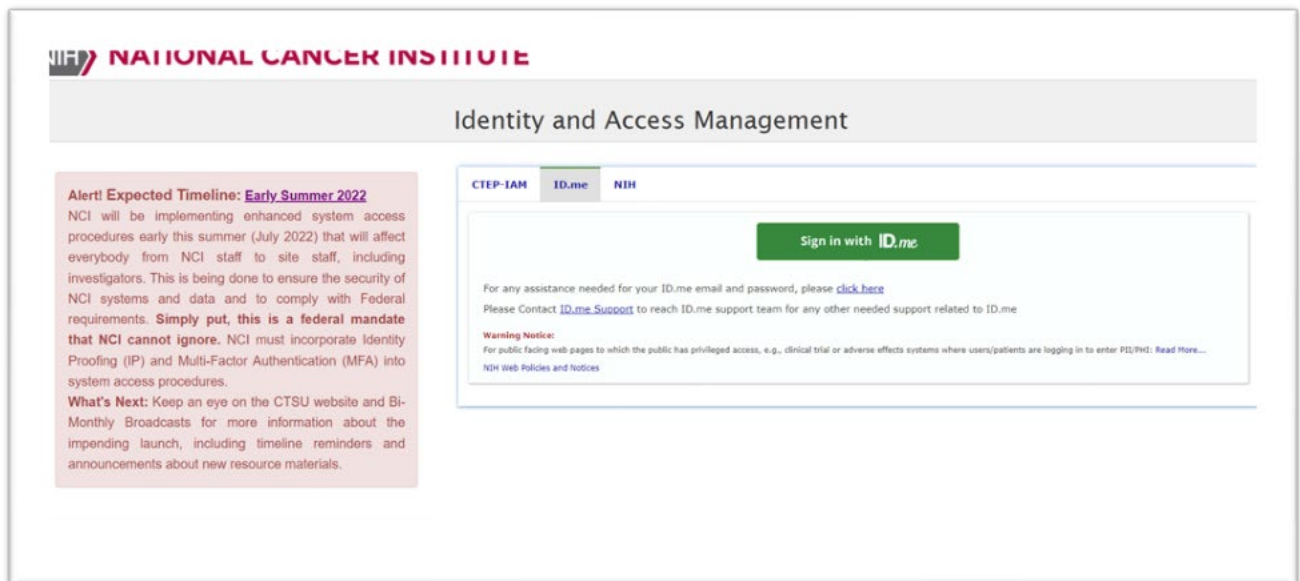


Figure 13: CTEP- IAM, ID.me Log in Tab

CTEP-IAM Identity Verification and 2 Factor Authentication

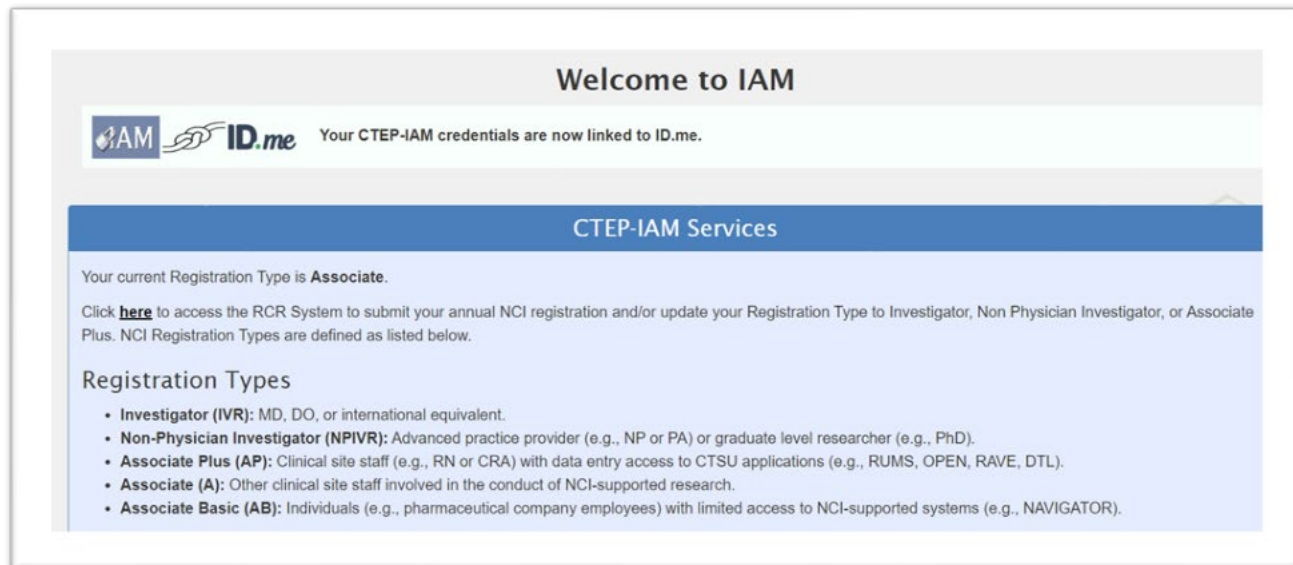


Figure 14: CTEP- IAM Welcome Screen

Accessing Other Applications

10. Please navigate to the applications that you regularly access using CTEP-IAM username/password. The same applications should now be accessible using your ID.me credentials.