Existing User Without ID.me Demo Video
Transcript

1
00:00:00,000 --> 00:00:03,733
To ensure the security and safety of NCI systems,

2
00:00:03,733 --> 00:00:08,266
NCI will incorporate Identity Proofing and Multi-Factor Authentication

3
00:00:08,266 --> 00:00:10,799
in accordance with the digital identity guidelines

4
00:00:10,800 --> 00:00:14,600
set by the National Institute of Standards and Technology.

5
00:00:15,633 --> 00:00:20,166
Identity proofing is the process of verifying a user's digital identity

6
00:00:20,166 --> 00:00:24,366
using official documentation, such as a driver's license or passport.

7
00:00:25,400 --> 00:00:30,300
Unlike Single-Factor Authentication, which uses a single authentication factor,

8
00:00:30,300 --> 00:00:33,366
such as a password, to verify user identity,

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00:00:33,366 --> 00:00:37,799
Multi-Factor Authentication requires two or more authentication factors

10
00:00:37,800 --> 00:00:40,133
to gain access to a protected system.

11
00:00:40,133 --> 00:00:42,833
Also known as Two-Factor Authentication,

12
00:00:43,766 --> 00:00:50,299
This method requires 2 keys such as a password and a confirmation code.

13
00:00:50,766 --> 00:00:57,832

NCI's identity proofing and multi-factor authentication process will be managed by ID.me,

14
00:00:57,833 --> 00:01:01,733
a Virginia-based company leveraged by federal agencies, states, and private companies

15
00:01:01,733 --> 00:01:06,133
in providing a secure digital identity network.

16
00:01:06,290 --> 00:01:07,290
Getting Started

17
00:01:10,319 --> 00:01:20,199
First, go to https://ctepcore.nci.nih.gov/iam.

18
00:01:20,652 --> 00:01:24,266
You can type this into your browser or click on the link shown here.

19
00:01:28,700 --> 00:01:36,066
Once you have reached the webpage, log in using your CTEP-IAM credentials and click "Sign In."

20
00:01:37,233 --> 00:01:45,999
If you have not connected your IAM and ID.me accounts, you will see a notification at the top of your home screen prompting you to do so.

21
00:01:46,133 --> 00:01:48,733
Select the "Click Here" link to begin.

22
00:01:51,200 --> 00:01:56,800
To sign in to your ID.me account, or to create one, click on the "Create an account" button,

23
00:01:57,652 --> 00:02:02,299
and hit "Continue" to be redirected to the ID.me website.

24
00:02:02,300 --> 00:02:07,866
To link an existing ID.me account, click the "Sign in to your existing account" link at the top of the screen

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00:02:07,866 --> 00:02:11,832

and sign in using your ID.me account email and password.

26
00:02:11,833 --> 00:02:15,099
Follow the prompts on the screen until complete.

27
00:02:15,100 --> 00:02:24,266
If you do not have an existing ID.me account, begin your account setup be
entering a secure email address, as well as a private password.

28
00:02:35,000 --> 00:02:39,000
Click "Create account" when finished.

29
00:02:39,633 --> 00:02:42,533
Next, you will need to confirm your email address.

30
00:02:42,533 --> 00:02:45,933
Check your inbox for an email from hello@ID.me.

31
00:02:45,933 --> 00:02:50,333
Please note that it may take up to 10 minutes for you to receive this
email.

32
00:02:51,333 --> 00:02:55,966
Open the email and confirm your address by clicking on the "Confirm your
email" button,

33
00:02:55,966 --> 00:03:03,799
or by entering the 6-digit code into the confirmation code field on the
email confirmation screen.

34
00:03:09,333 --> 00:03:12,066
Hit "Continue"

35
00:03:17,100 --> 00:03:21,833
Select and set up one of the 2 factor authentication options listed on
the screen.

36
00:03:21,833 --> 00:03:27,266
You can elect to texts, push notifications, or codes.

37
00:03:49,400 --> 00:03:55,833

After securing your account with a 2 factor authentication method of your choice, select "Continue."

38
00:03:57,866 --> 00:04:02,099
Next, choose an identification method to submit for verification.

39
00:04:02,100 --> 00:04:08,333
U.S. based users can use a phone number, driver's license, passport, or passport card.

40
00:04:08,633 --> 00:04:13,866
Canadian based users can use a driver's license, passport, or passport card.

41
00:04:14,200 --> 00:04:20,533
All other internationally based users must use a passport or passport card to complete this process.

42
00:05:13,033 --> 00:05:16,983
When finished, review your personal information listed on the screen.

43
00:05:16,983 --> 00:05:20,933
Click "Yes" to confirm or "No" to make corrections.

44
00:05:28,933 --> 00:05:34,233
Once identity verification and multi-factor authentication configuration are complete,

45
00:05:34,233 --> 00:05:41,299
ID.me will request to share your name, birthday, and email address with CTEP-IAM.

46
00:05:42,533 --> 00:05:47,333
Click "Allow" at the bottom of the screen to connect your accounts and complete the linking process.

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00:05:47,333 --> 00:05:55,399
If you do not click "Allow," your accounts will not be linked and you will not be able to use ID.me credentials to access NCI systems.

48
00:05:55,700 --> 00:06:03,433
After linking is complete, users will receive confirmation of account configuration and be directed back to the IAM website.

49
00:06:03,433 --> 00:06:07,333
Select the "Continue" button to complete the process.

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00:06:08,040 --> 00:06:09,060
Logging In

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00:06:10,933 --> 00:06:17,599
Now that your accounts have been linked, Only ID.me credentials will
allow a user to access NCI systems.

52
00:06:17,600 --> 00:06:26,133
When you're ready to log in using your ID.me account, navigate to NCI
systems and select the ID.me tab.

53
00:06:26,766 --> 00:06:30,866
Then click "sign in with ID.me"

54
00:06:30,866 --> 00:06:41,432
Use your ID.me credentials to log in. Simply enter the appropriate email
and password and click "sign in."

55
00:06:45,700 --> 00:06:55,333
Complete the 2 factor authentication process and hit "Continue" until
finished.

56
00:07:01,300 --> 00:07:05,733
When finished, you will arrive at the CTEP-IAM home screen.

57
00:07:07,070 --> 00:07:08,270
Resources & Support

58
00:07:13,020 --> 00:07:21,030
Click the CTEP website link for detailed instructions, FAQs, live webinar
schedule & registrations, and other helpful information.

59
00:07:22,290 --> 00:07:27,050
Select the ID.me support link for assistance with your ID.me account.

60
00:07:28,130 --> 00:07:41,060

Email support at Ctephelpdesk@nih.gov for help with the CTEP-IAM and ID.me process, questions about the timeline and, solutions for users unable to register with ID.me.