

## CTEP-IAM / ID.ME INTEGRATION

**NEW USERS ACCOUNT CREATION** 

August 09, 2023 CTIS, INC 1 RESEARCH CT, ROCKVILLE, MD 20850

#### CTEP-IAM Identity Verification and 2 Factor Authentication CTEP-IAM Release 5.8.0

<u>Use Case</u>: Users new to NCI CTEP and submitting a request to create a new CTEP-IAM account.

#### **Reference:**

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

#### **Application URL**:

• <u>https://ctepcore.nci.nih.gov/iam</u>

#### **CTEP-IAM New Account Request**

- 1. Copy the application URL (above) and paste it into a browser or click on the link
- 2. Under "CTEP-IAM" tab, click on "Request New Account" link at the bottom of the screen

	Identity and Access Management
Alert! Expected Timeline: Early Summer 2022 NCI will be implementing enhanced system access procedures early this summer (July 2022) that will affect everybody from NCI staff to sile staff, including investigators. This is being done to ensure the security of NCI systems and data and to comply with Federal requirements. Simply put, this is a federal mandate that NCI cannot ignore. NCI must incorporate Identity Proofing (IP) and Multi-Factor Authentication (MFA) into system access procedures. What's Next: Keep an eye on the CTSU website and Bi- Monthly Broadcasts for more information about the impending launch, including timeline reminders and announcements about new resource materials.	CTEP-IAM       ID.me       NIH         Username

Figure 1: CTEP-IAM Login Screen

3. Answer the question, "Have you ever registered with CTEP?" by selecting "No" and then click "Proceed"

AM Logit Screen   Helo
Step 1 of 4 Step 2 of 4 Step 2 of 4 Step 2 of 4 Step 4 of 4
Petermine if the Account Requestor is a CTEP-registered person Please answer "Yes" to the question if any one of the following applies to you:
If you have previously obtained a CTEP - identity and Access Management (IAM) account (i.e. username and password)     Have you ever registered with CTEP?
Proceed Cancel

Figure 2: CTEP-IAM Request New Account Steps

- 4. Complete the CTEP-IAM Request New Account screen by providing:
  - Prefix (if applicable)
  - First Name (required)
  - Middle Name / Initial (required)
  - Last Name (required)
  - Suffix (if applicable)
  - Month of Birth (required)
  - Year of Birth (required)
  - Role(s) (required)
  - Institution (required)
    - (Hint... Use "Institution Name" field to key in site code or institution name to activate the suggested list. If unsuccessful, use the detailed search option by clicking on the pick list icons next to the "Institution Name" field)
  - Internal Office (if applicable)
  - Street (required)
  - Street (continued)
  - City (required)
  - State / Province (required)
  - Zip / Postal Code (required)

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#### CTEP-IAM Identity Verification and 2 Factor Authentication

- Country (required)
- Office Phone (required)
- Username (required)
- Email (required) (duplicate entry required)
- 5. Select "Continue"
- 6. 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 to check status of account request and initiate the ID.me workflow)
- 7. Select "Confirm Request"

#### **CTEP-IAM Account Request Review**

- 8. Users will receive "CTEP Identity and Access Management, New Account Request" email from system
- 9. Please contact <u>ctepreghelp@ctep.nci.nih.gov</u> with questions related to new NCI CTEP-IAM account requests.

	correspondence.			
uthentication Update				
nsure the security and safe tor Authentication (MFA) in delines is regulated by Cong	ty of NCI systems, subjects, resea accordance with National Institu ress and required for compliance	rch staff, and all associated sen te of Standards and Technology with the Federal Information S	sitive information, NCI will inco (NIST) 800-63-3, <u>Digital Identit</u> Security Management Act (FISN	rporate Identity Proofing (IP) and <u>y Guidelines</u> . The enforcement o /IA).
to establish a CTEP IAM	account			
		-		
		66		
Initiation	Review	dentity Proofing and Authentication	Account Activation	
User submits a new account request to IAM	CTEP Registration help desk reviews the new account request	dentity Proofing and Authentication User creates new ID.me account or uses an existing ID.me account	Account Activation User links ID.me account with CTEP-IAM Credentials	
User submits a new account request to IAM	CTEP Registration help desk reviews the new account request	Identity Proofing and Authentication	Account Activation	

Figure 3: CTEP-IAM Account Request Confirmation Email

#### CTEP-IAM Identity Verification and 2 Factor Authentication Verifying CTEP-IAM Account & Establishing ID.me

#### 10. Use the link provided in account approval email to start verification process

Thank you for using the Cancer Therapy Evaluation Program (CTEP) - Identity and Access Management (IAM) website to apply for your user account. Your CTEP-IAM user account application has been received and will be processed within two business days and you will be notified of your application status by email. Please note the request number < P1657516 > for future correspondence.

#### NCI Authentication Update

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To ensure the security and safety of NCI systems, subjects, research staff, and all associated sensitive information, NCI will incorporate identity Proofing (IP) and Multi-Factor Authentication (MFA) in accordance with National Institute of Standards and Technology (NIST) 800-63-3, <u>Digital identity Guidelines</u>. The enforcement of these guidelines is regulated by Congress and required for compliance with the Federal Information Security Management Act (FISMA).

#### Steps to establish a CTEP IAM account

Initiation	Review	Rentity Proofing and Authentication	Account Activation
User submits a new account request to IAM	CTEP Registration help desk reviews the new account request	User creates new ID.me account or uses an existing ID.me account	User links ID.me account with CTEP-IAM Credentials
(Completed)	(in Progress)	(Not Started) User must wait till they receive account approval email	(Not Started) A successful Identity Verification and 2FA setup is necessry to complete activation
Note: The activities detailed	above must be completed in the creating ID.me account and linki	e order they are listed. ing to CTEP-IAM account <u>Click H</u>	Here
/ do check status of my ac	count request?		

# Additional resources ID.me Government : https://www.id.me/government ID.me Privacy Bolicy : https://www.id.me/grivacy ID.me Privacy Bolicy Alghts : https://help.id.me/nrivacy-bill-of-rights/ NCI and ID.me Help Page : https://help.id.me/nrivacy-bill-of

Figure 4: Sample CTEP-IAM Account Approval Email

11. You will be taken through a few steps of verification. Please enter the request reference number found in account approval email along with first name and last name exactly like the account request.

AM		Check Account Weigend Statue	Louis Louis
	Please enter your request reference n Case Sensitive.	umber from the email. " Indicates Required Field. Fields Are	
	Request Reference Number*		
	P1216256		
	First Name*	Last Name"	
	Miley	Robinson	
	betweek, and (1) and the constraints on this network. This system is provided for Qc Unsuthinitized or improper use action and/oc roll and Criminal sites on this system is limited monitoring. By using this system, you und may monther, record, and audi and email systems for difficual in divided on this system. At any government may monote, the transition or this system may be disclosed	Compare metanics by an examplement Outfitteding 0 stills of singles media activities to this network or to a computer werriment-authorized use only. Of this system is prohibited and may result in disciplinary penalties. Personal use of accial media and networking is to not interfere with official work dutes and a subject to instand and consent to the following. The Government your system usage, including usage of periodial devices balles of the consist letter balances. Therefore, you have have a system usage, including usage of periodial devices balles on to consist letters balances. Therefore, you have have a system usage, including usage of periodial devices balles on the construct letter balances are applied on the system usage of the service of the test of the test of the test cept, and search and secre any communication or data the me. Any communication or data the test of the test or usafe for any lawful Government purpose.	
		t Agree and Enter Reset	

Figure 5: Account Request Verification Screen

12. Respond to one of the 3 security questions that were chosen at the time of account submission. *Note: response should match the initial input* 

AM	· Chick Account Researd Tables	Loon.br
	Request Reference Rumber* P1218266	
	First Name* Last Name* Milley Robinson	
	Please answer the security question to proceed Security Questions 1 What is your favorite move? 1 What is your favorite m	
0 <sup>0</sup> 0	Contact us i Privacy Notice   Disclaimer Policy   Accessibility   FOIA   HHS Witherability Disclosure U.S. Department of Health and Human Services   National Institutes of Health   National Cancer Institute   USA.gov	A.

Figure 6: Account Request Verification Screen – Security Questions Screen

13. On successful verification, users will be presented with the screen shown below.

Re	equest Reference Nu	imber: P1216250	5	
Initiation	Review	Identity Proofin	Account Activation	
Identity Proofing	and Authentication			
Started On: N/A			Ended On: N/A	
Users are required to create A successful completion of I activation process. On recel CTEP-IAM user profile.	an account in ID.me to complete identify Proofing and Second Factiving confirmation from ID.me, C1	e Identity Proofing and Sec ctory setup is necessary to TEP-IAM will link your ID.m	ond Factor configuration. complete the account e credentials to your	
Note: There is no need to cr purpose. When redirected to creating a new account.	reate a new account if you alread o ID.me screen, please choose th	dy have an ID.me account, he "Sign in to your account"	created for another account instead of	
Click Dune Create an account	to be transitioned to ID.me.			
For any assistance please of	contact ID.me Support Team			

CTEP-IAM Identity Verification and 2 Factor Authentication

Figure 7: Account Request Verification Screen – Initiate ID.me Account Creation

14. Click on 'ID.me create an account" and sign in or create a new ID.me account with a secure email address. Note: Users do not need to create a new account if they have already authenticated with ID.me through another institution; however, they will still need to click this button to link ID.me account to CTEP-IAM account, via the prompt and the following steps.

Create an ID.me account	
Already have an ID.me account?	
Sign in to your account	
Email	
mrob@ctisinc.com	
Password	_
Confirm Password	
I accept the ID me Terms of Service and Privacy Poli	Y.

Figure 8: ID. me Create Account Screen



15. Select and set up Multifactor authentication (MFA) option. Available options are shown in the below snapshot

4	Text Message or Phone Call Get a 6-digit code by text message or phone call.
R	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.
l.	NFC-Enabled Mobile Security Key Tap a YubiKey <sup>™</sup> security key to your phone using the ID.me Authenticator mobile app.

Figure 9: Available MFA options

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





**Figure 10: Verification Methods** 

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

- For U.S. 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
- For Canadian nationals
  - A copy of driver's License will be accepted for verification

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CTEP-IAM Identity Verification and 2 Factor Authentication

- A copy of Passport
- A copy of Passport Card
- For other national residents living outside of the U.S. or Canada
  - A copy of Passport
  - A copy of Passport Card
- 17. 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.
- 18. Please click "Allow" to complete the activation of CTEP-IAM account along with establishing a link to users' ID.me credentials.



Figure 11: Allow Sharing Option

- 19. Few points to note:
  - It is important that users agree to share data with NCI CTEP and click "Allow," without which the new account activation will not be complete.
  - If 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 account activation 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.

#### **CTEP-IAM Account Activation**

20. Users will be redirected back to CTEP-IAM with a confirmation of account activation. Click on "*IAM*" link to proceed into the CTEP-IAM application.

	Request Reference Number: P1216256	
	Initiation         Review         Identity Proofing         Account Activat	
	Account Activation Started On: 05/17/2022 10:43:18 Finded On: 05/17/2022 10:43:18 Your ID.me account is linked to CTEP-IAM profile. The account activation process is completed. Please click IAM to go to your application home screen. Previous	
0.00	Contact un   Pshwcy Notice   Disclaimer Policy   Accessibility   EDA   HILS Volmenbility Disclosure U.S. Department of Health and Hannes Services   National Institutes of Health   National Cancer Institute   USA.pov	

Figure 12: Account Activation

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To O mob@ctsinc.com	Tue 5/17/2022 10:43 AM
lley Robinson,	
ur Cancer Therapy Evaluation Program (CTEP) - Identity and Access Management (IAM) user account has been activated.	
ur CTEP Person ID is: A-612731	
rou need to change your registration type to Investigator (IVII), Non-Physician Investigator (NPIVR) or Associate Plus (AP), please proceed to the CTEP Registration and Credential Repositor IVRI; NCI Biosketch, including documentation of GCP training [ALL]; Financial Disclosure Form [ALL]; and Agent Shipment Form [IVR only]) with CTEP.	ry (RCR) to complete your registration (FDA Form 1572 [IVR,
access the CTEP Registration and Credential Repository (RCR): ps://ctepcoretest.ctisinc.com/rcr/	
access CTEP applications: ps://ctepcoretest.ctisinc.com/lam/ApplicationAccess.do	
access the CTSU website: ps://www.ctsu.org/	
you have questions about the status of your application to access the CTSU website, please contact the CTSU Help Desk by email at < mailtocctsucontact@westat.com > or by phone at < 1-	888-823-5923 >.
is is a system generated email. Please do not respond to this email. If you have questions or encounter difficulties, please contact the CTEP Identity and Access Management (IAM) Team	at < mailto:ctepreghelp@ctisinc.com>.

Figure 13: Sample Account Activation Email from CTEP-IAM

CTEP-IAM / ID.me Integration: New Users Account Creation



21. Once logged into CTEP-IAM, click on "Personal Information" menu option and the "ID.me Information" sub menu to view the attributes that were received from ID.me

AM	Frankrik de dere Registration der Statistication der Statistication der Statistication der Statistication der Statistication der Registration der Statistication der Statistication der Statistication der Statistication der Statistication der
	Welcome to IAM
	JAM JOF ID.me Your CIEP-JAM credentials are now linked to ID.me.
	CTEP-IAM Services
	Your current Registration Type is Associate.
	Click here to access the RCR System to submit your annual NCI registration and/or update your Registration Type to Investigator, Non Physician Investigator, or Associate Plus. NCI Registration Types are defined as listed below.
	Registration Types
	Investigator (VM): IOD, OD, or international equivalent.     Model of the Control of the Co
	<ul> <li>Non-improvement investigation (per mice), accounting plantation provision (e.g., mice).</li> <li>A speciate Planta (APP): Climical sets staff (e.g., RN or CRA) with data entry accession CSR3 applications (e.g., RNMA, CRA).</li> </ul>
	Associate (A): Other clinical site staff involved in the conduct of NCI-supported research     Associate Basic (AB): Individuals (e.g., pharmaceutical company employees) with limited access to NCI-supported systems (e.g., NAVIGATOR)
	CTEP-IAM Account Request Services
	CTEP-IAM is a web-based interface to request the creation of a new CTEP-IAM user account either by the prospective user or on behalf of another user. It also provides application managers, site contacts, and/or account holders ability to request CTEP Enterprise application access for new or existing user accounts and to request specific roles or data setup to an application
	CTEP-IAM Account Administration Services (User Provisioning)
	CTEP-VAM administration services include:
	New user account review and approval by the IAA Help Deak Team (i.e., user provisioning)     Another account review and approval by the IAA Help Deak Team (i.e., user provisioning)     Another account account holdsex     another account holdsex

Figure 14: CTEP-IAM Personal Information Tab

AM					Password will expire a Registration will expire in Last Logie
		Edit User Configural	tion > User Configuration For ID are Authentication		Hume I La
	Personal Information Existing Application Access Request New	Access ID me information NIH Information			
	Personal Information	Mile-Relieves	linear and the second se	TET MONTESTIMONAL	(178 Barry 8) (41/20)
	Institution/Address	Capital Technology Information Services Inc 1 Research ct Revenue Arth 201400		Contact Information	Office Phone: (201) 364-1161
		USA			
	User's ID me information linked to CTTP-IAM		Description		
	Email Address	m <sup></sup> @ctains.com	Primary amail associated to the use assistance needed with your ID me	d 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 your ID me email and password.	
	Name	VERONICA C PERSINGER	User's name associated with the ID	name associated with the ID me account. Format < First Name Last Name >	
	Created Date 05/172022 Date on which the user's Dime profile was initiad to CTEP - Hill profile		file was linked to CTEP - IAM profile		
	User's IDure information linked to CTEP-AW status	Address	<ul> <li>Inactive: This status is an</li> <li>Temporarily Deadbell: This status is and destinate systems of a</li> <li>Reinstate: This status is a a</li> <li>access CERPINAT and the status as part of the SDP o</li> </ul>	<ul> <li>Insertion: The stands is assigned by INSE/TMINEOU worked, insigned the same of an elevent in an One eleventian is assiss CMIPUAR on National Agental Inserties in the stands of the stand of the stand Agenta is the stand of the stand and hearted to stand of the st</li></ul>	
	Status Changed Date	05172022	Date on which the uper's ID me pro	fie attained one of the statuses permissible for 'Profile Status'	
	Comments		Comments ceptured on the ID me y	Comments captured on the ID me profile as part of CTEP-IAM application workflows.	
	Elime Account Status History w				
or C		Contactus   Privacy Notice   Discl	aimer Policy   Accessibility   EOA   HHS Vainerability	Disclosure	
		U.S. Department of Health and Human Service	vices   National Institutes of Health   National Cancer I	nstitute   USA.gov	

Figure 15 : ID.me Information Section

22. Review ID.me / IAM link status and use ID.me credentials to access CTEP-IAM