
CTEP-IAM / ID.ME INTEGRATION

[NEW USERS ACCOUNT CREATION](#)

CTEP-IAM Release 5.8.0

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

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 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

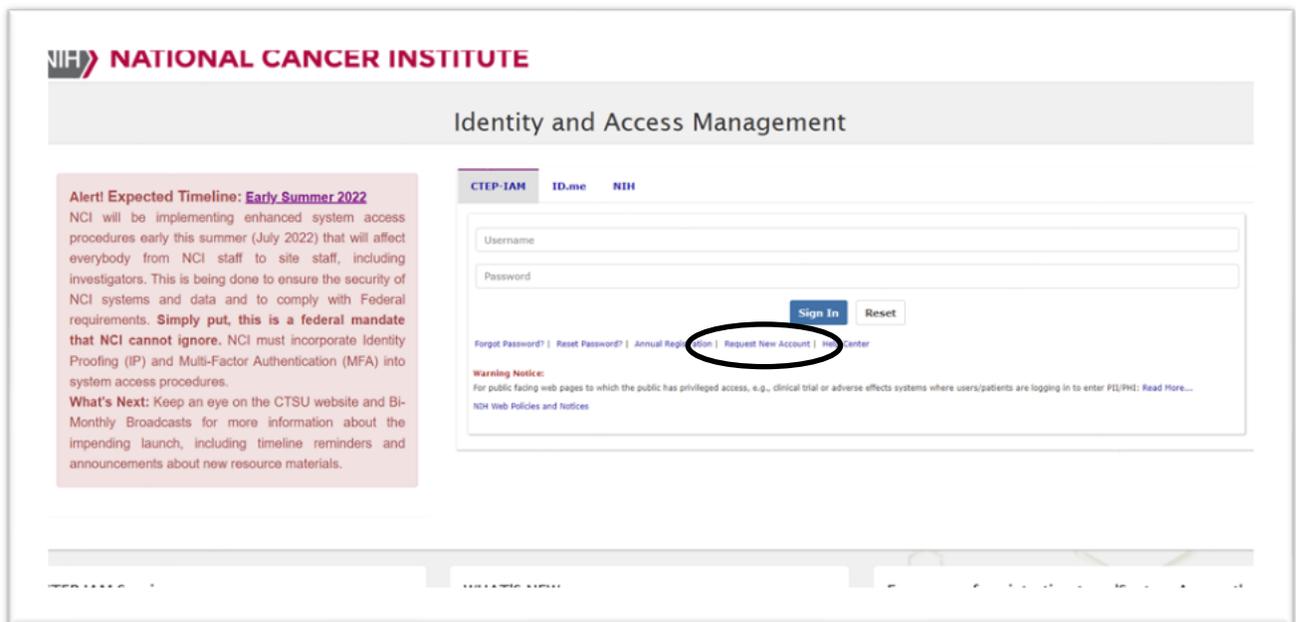


Figure 1: CTEP-IAM Login Screen

CTEP-IAM Identity Verification and 2 Factor Authentication

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

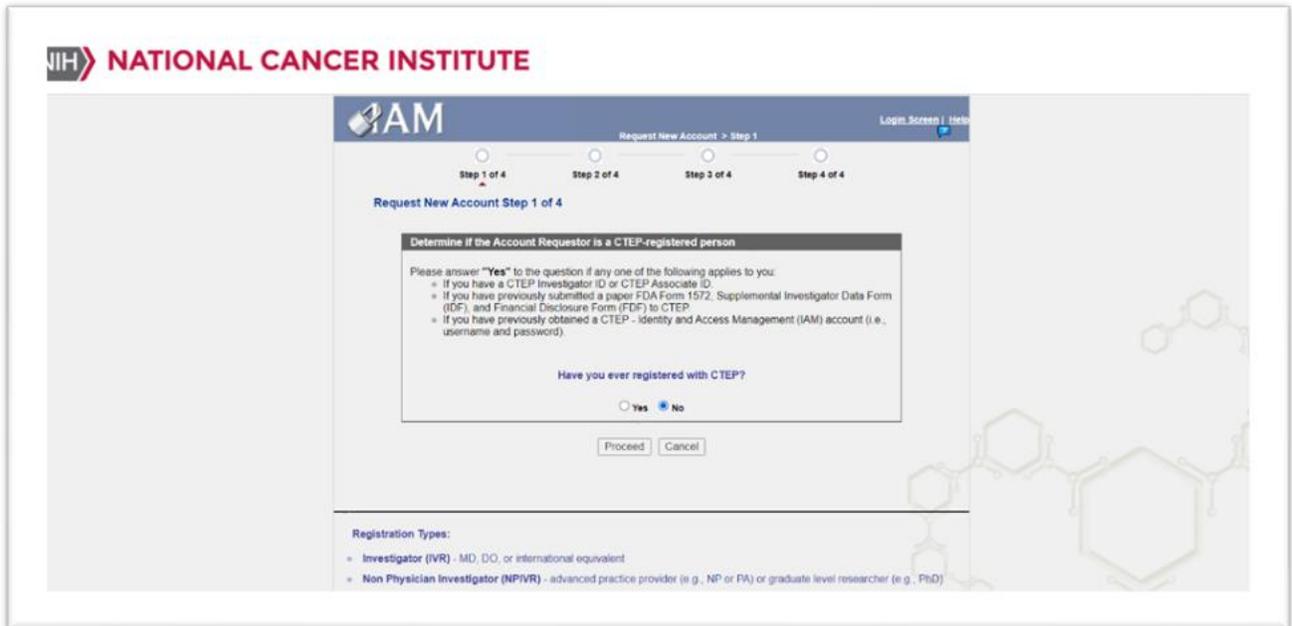


Figure 2: CTEP-IAM Request New Account Steps

- 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)

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 ctepreghelp@ctep.nci.nih.gov with questions related to new NCI CTEP-IAM account requests.

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 us 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 reque number < P1405334 > for future correspondence.

NCI Authentication Update

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, [Digital Identity Guidelines](#). 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	 Identity 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)	 (Not Started)
		User must wait till they receive account approval	A successful Identity Verification and 2FA setup

Figure 3: CTEP-IAM Account Request Confirmation Email

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

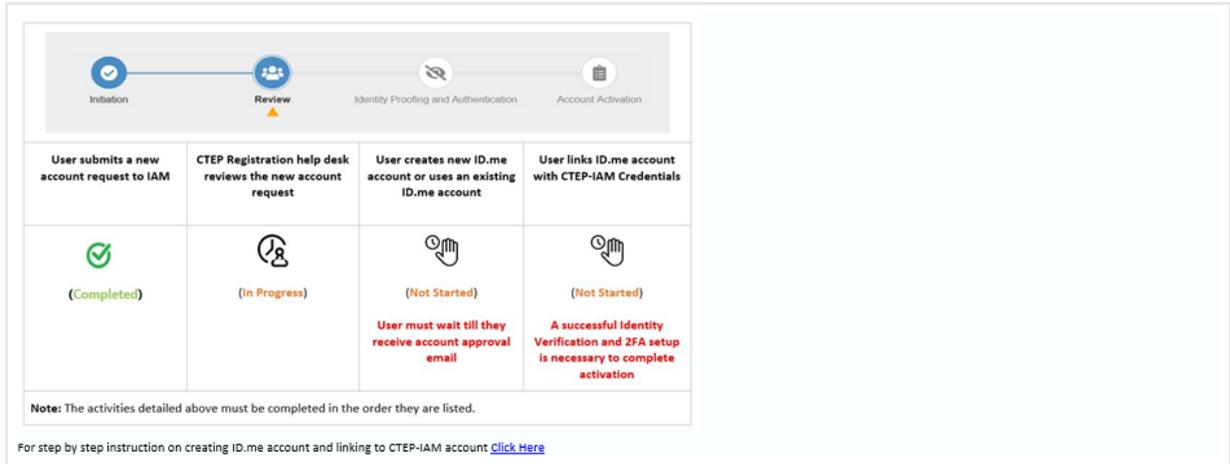
10. Use the link provided in account approval email to start verification process

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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Steps to establish a CTEP IAM account



How do check status of my account request?

<https://ctepcoredev.ctisinc.com/iam/NewAccountRequestStatus.do?method=renderAccountRequest>

Additional resources

- 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>

.....
This 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 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.

CTEP-IAM Identity Verification and 2 Factor Authentication

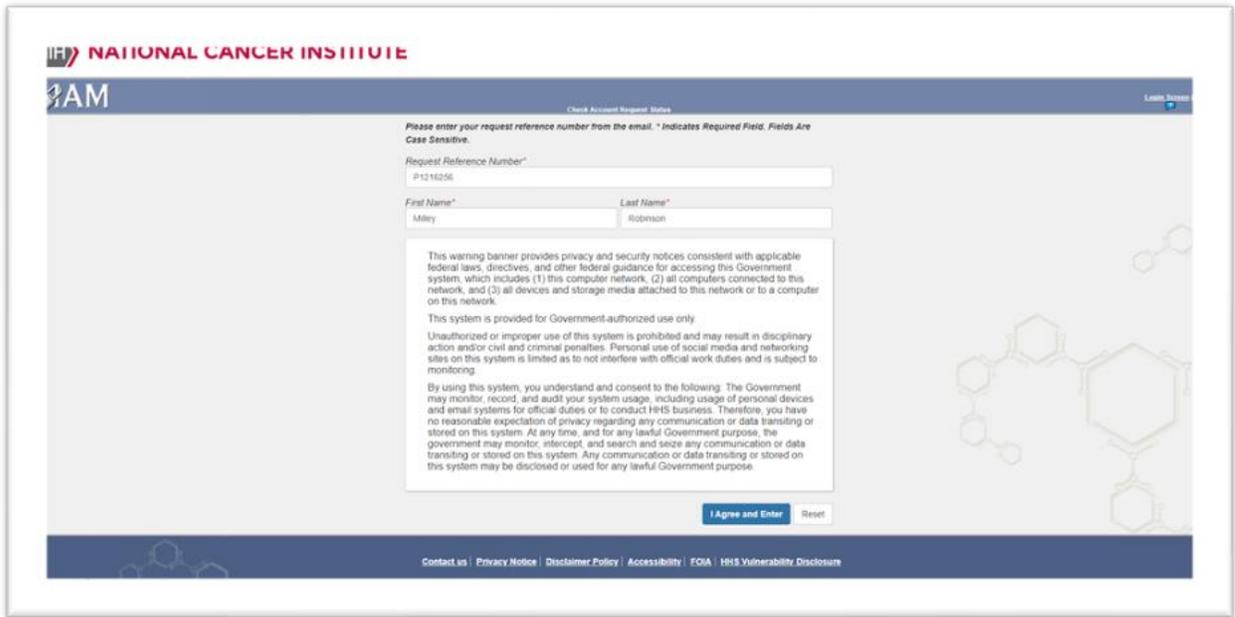


Figure 5: Account Request Verification Screen

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*

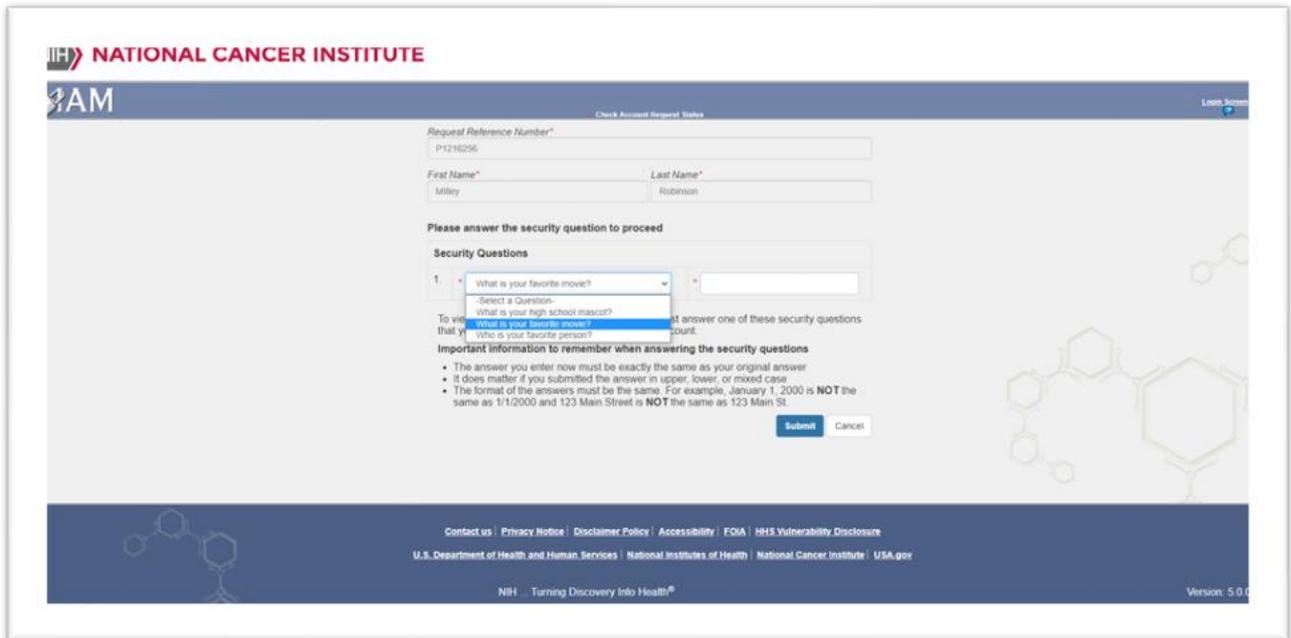


Figure 6: Account Request Verification Screen – Security Questions Screen

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

CTEP-IAM Identity Verification and 2 Factor Authentication

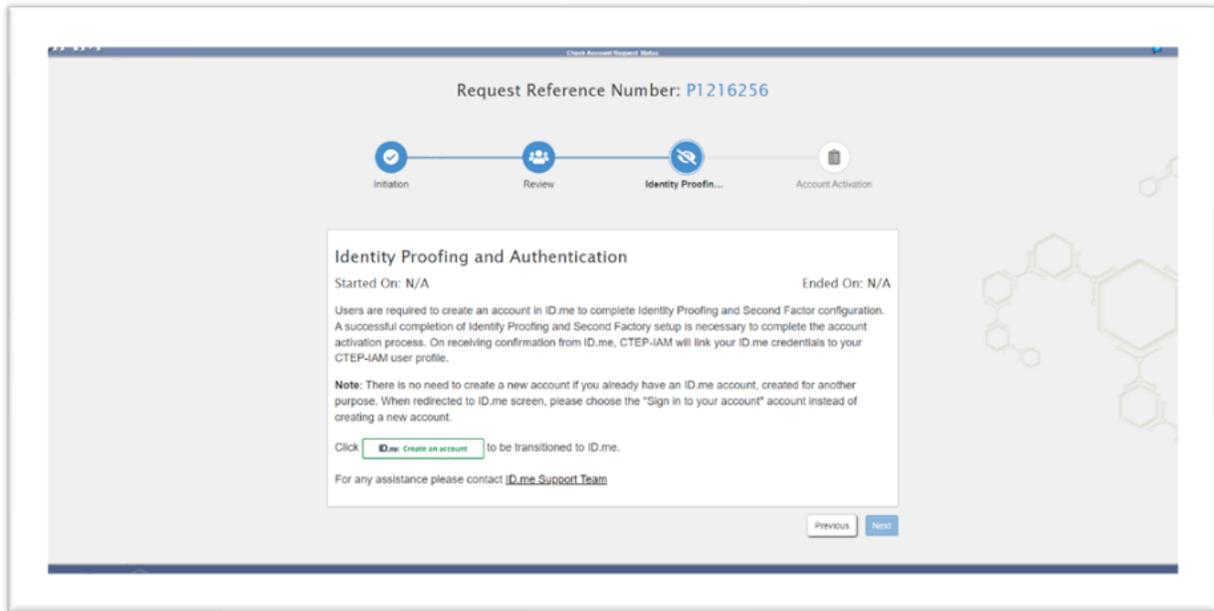


Figure 7: Account Request Verification Screen – Initiate ID.me Account Creation

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.*

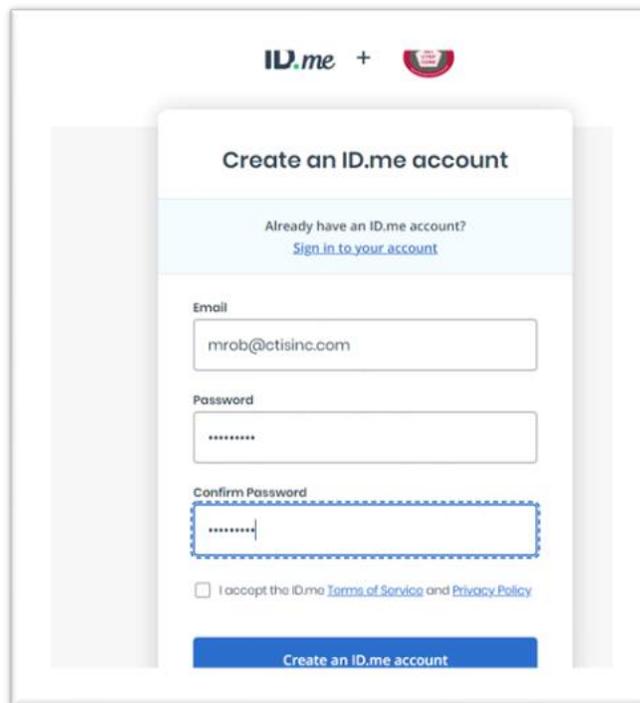


Figure 8: ID. me Create Account Screen

CTEP-IAM Identity Verification and 2 Factor Authentication

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

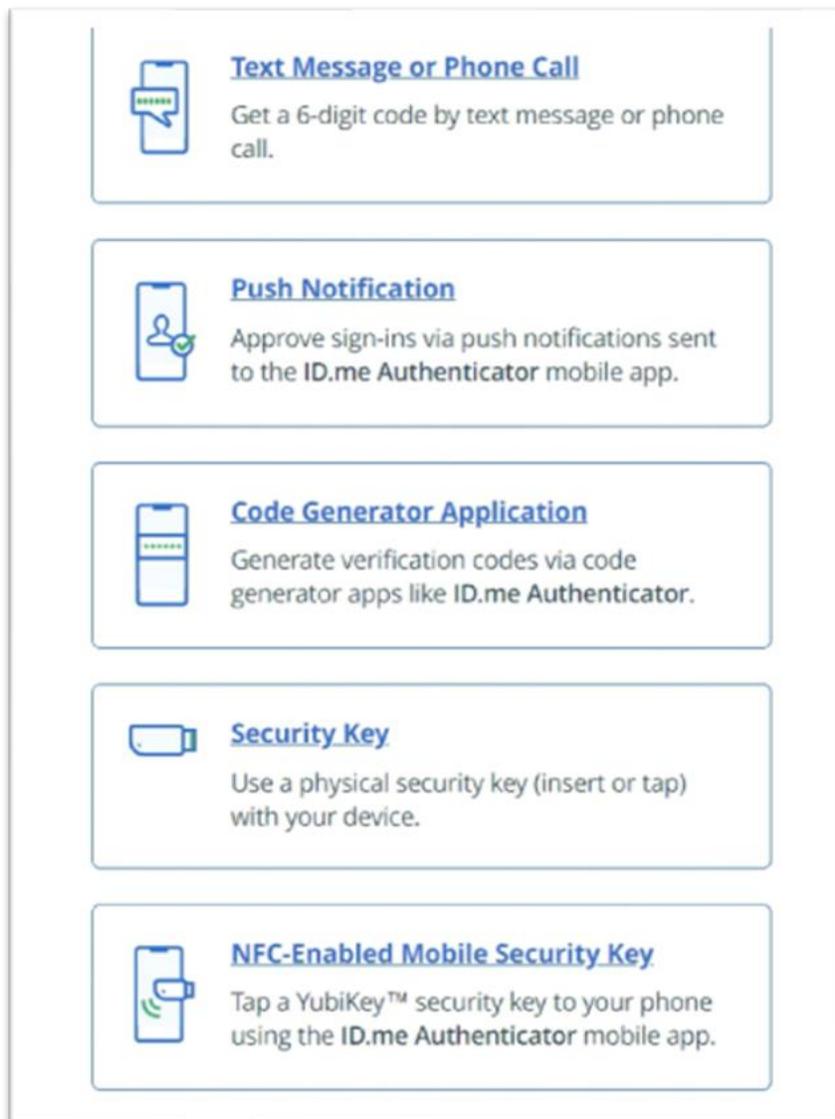


Figure 9: Available MFA options

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

CTEP-IAM Identity Verification and 2 Factor Authentication

VERIFY YOUR IDENTITY

We'll need permission to use details from public sources to verify your identity.

Choose a verification method



[Verify using your phone number](#)
Enter your personal phone number. Then, we'll confirm your identity.



[Upload photos of your license or state ID](#)
Upload photos of your driver's license or state ID.



[Upload a photo of your passport](#)
Upload a photo of your passport.



[Upload photos of your passport card](#)
Upload photos of your passport card.

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

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.

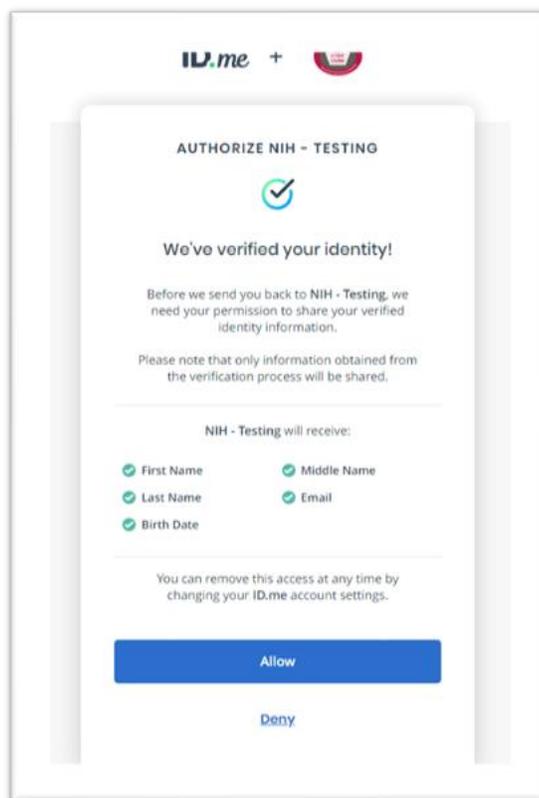


Figure 11: Allow Sharing Option

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.

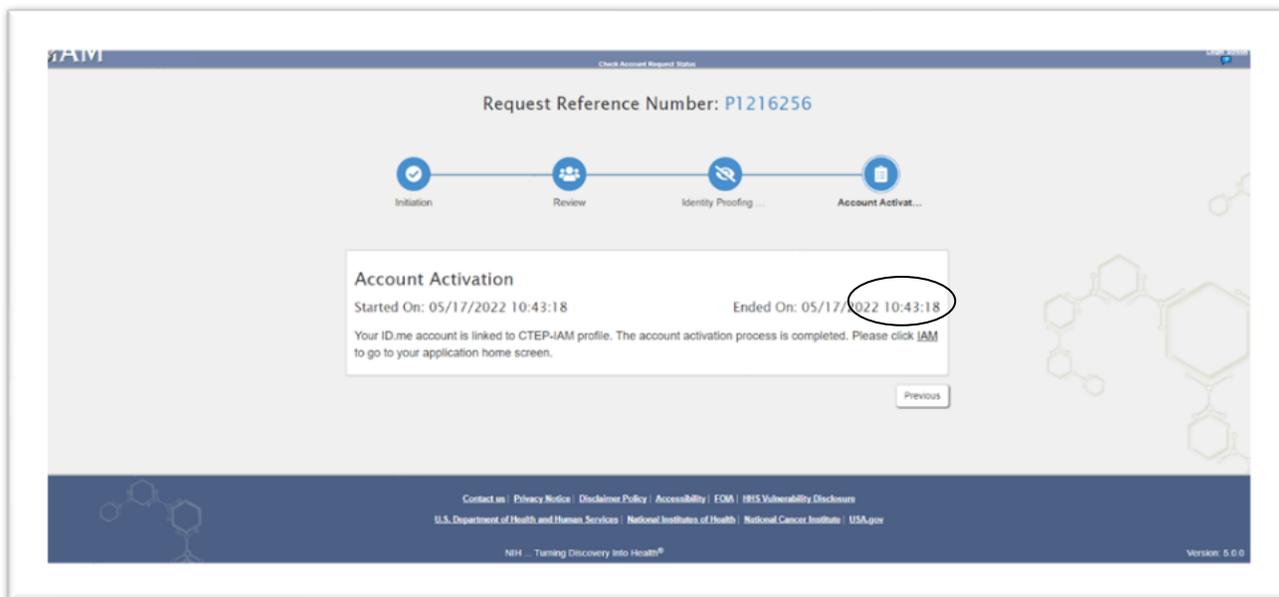


Figure 12: Account Activation

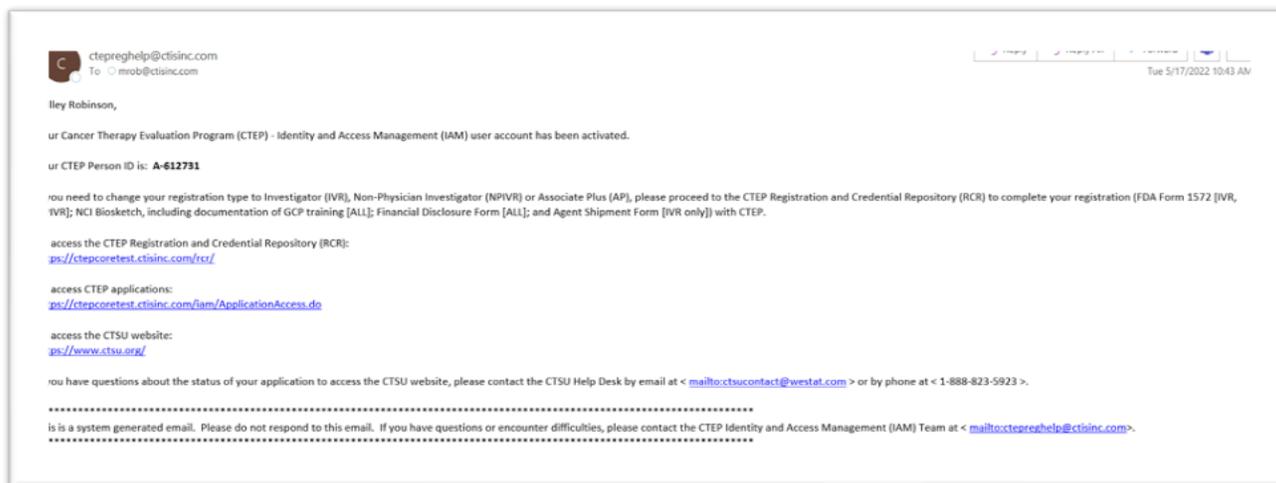


Figure 13: Sample Account Activation Email from CTEP-IAM

CTEP-IAM Identity Verification and 2 Factor Authentication

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

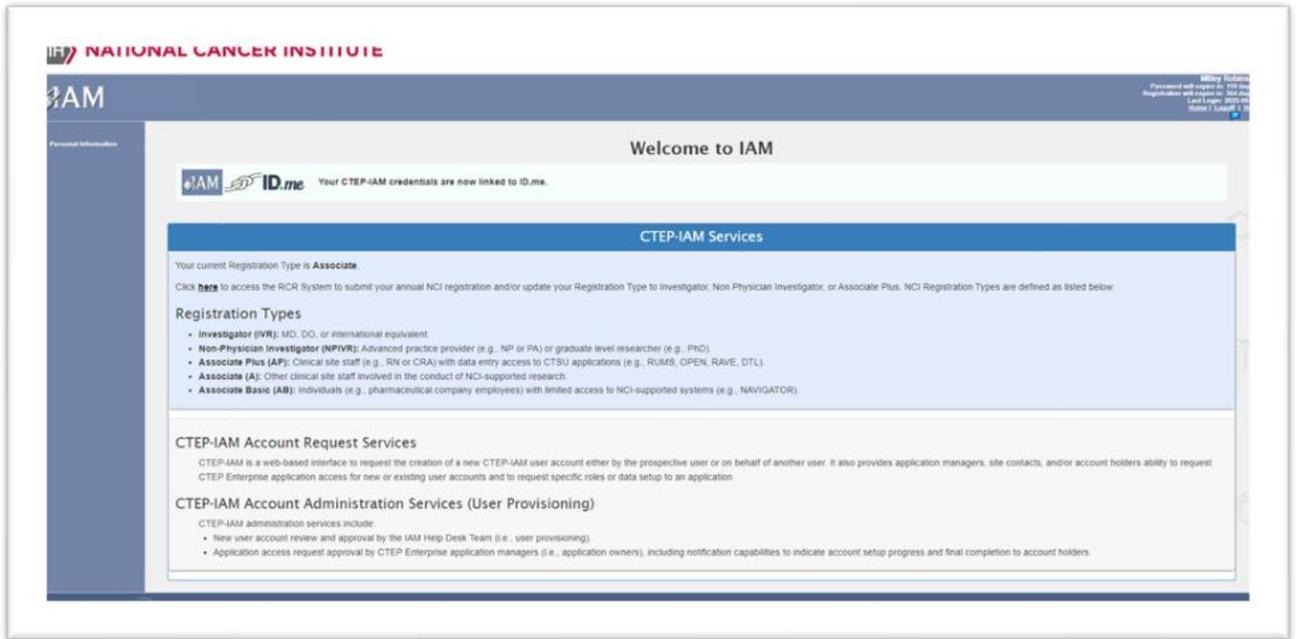


Figure 14: CTEP-IAM Personal Information Tab

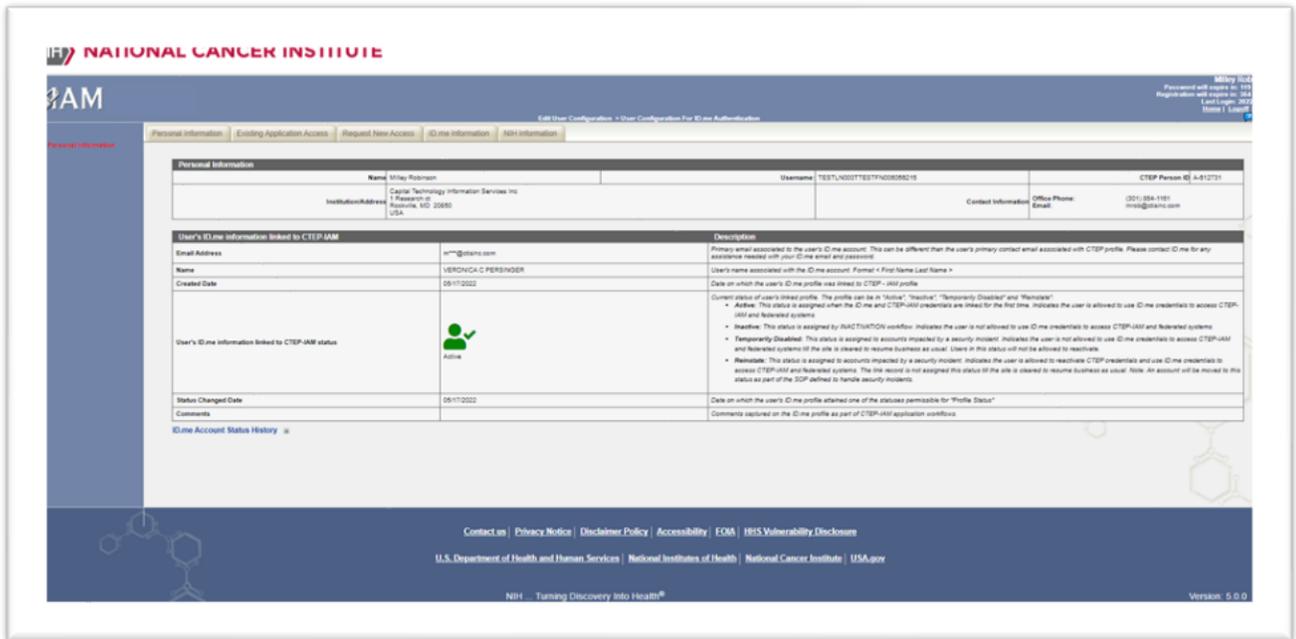


Figure 15 : ID.me Information Section

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