
CTEP-IAM / NIH-PIV INTEGRATION

[NEW USERS ACCOUNT CREATION](#)

CTEP-IAM Release 5.6.0

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

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

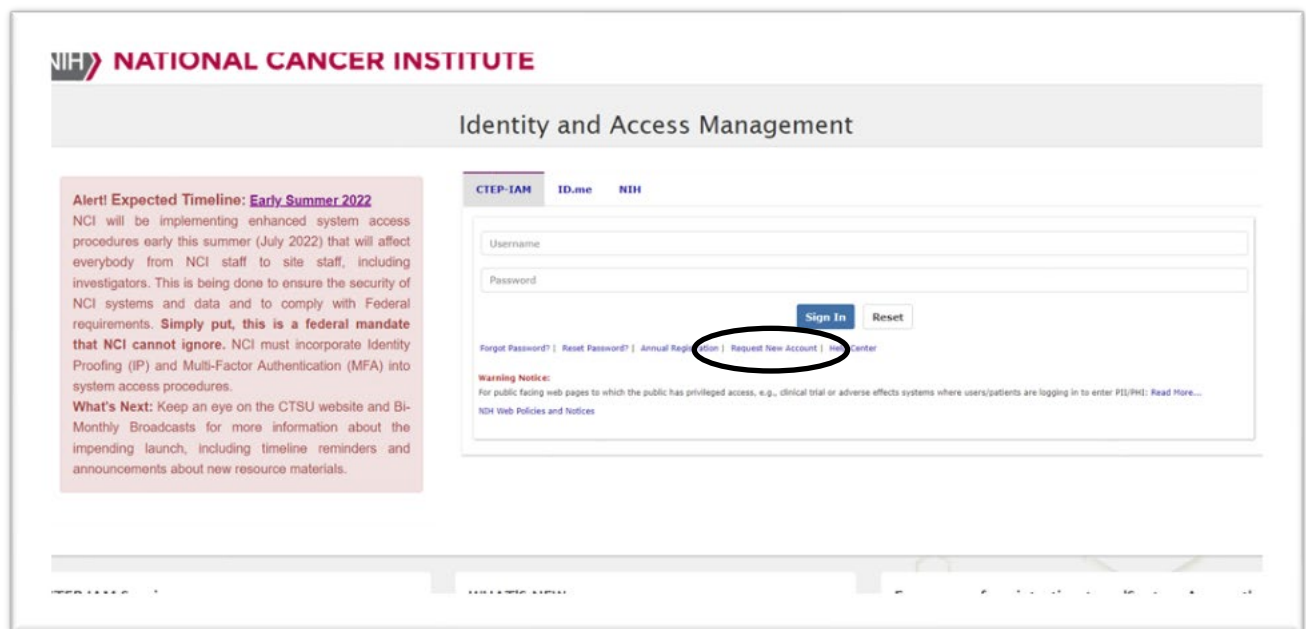
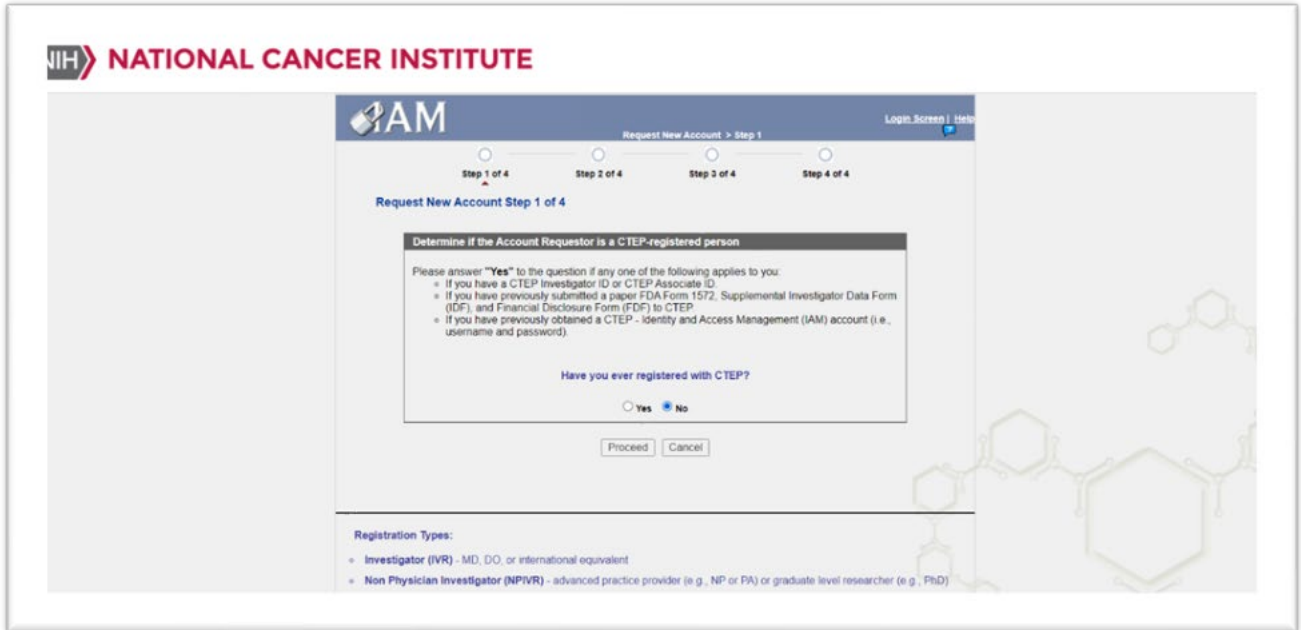


Figure 1: CTEP-IAM Login Screen

CTEP-IAM Identity Verification and 2 Factor Authentication

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



NIH NATIONAL CANCER INSTITUTE

IAM

Request New Account > Step 1

Step 1 of 4 Step 2 of 4 Step 3 of 4 Step 4 of 4

Request New Account Step 1 of 4

Determine 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 a CTEP Investigator ID or CTEP Associate ID.
- If you have previously submitted a paper FDA Form 1572, Supplemental Investigator Data Form (SIDF), and Financial Disclosure Form (FDF) to CTEP.
- If you have previously obtained a CTEP - Identity and Access Management (IAM) account (i.e., username and password).

Have you ever registered with CTEP?

Yes No

Proceed Cancel

Registration Types:

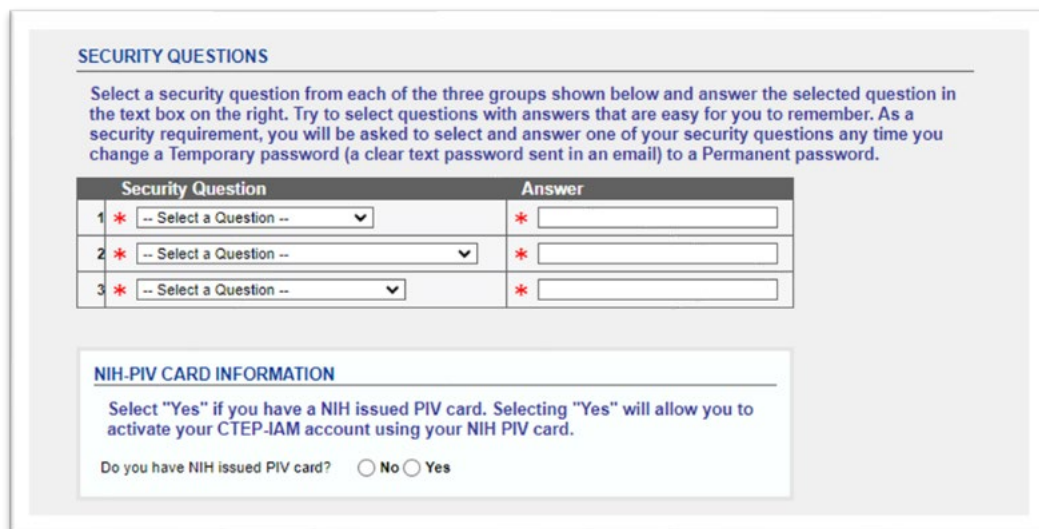
- Investigator (IVR) - MD, DO, or international equivalent
- Non Physician Investigator (NPIVR) - advanced practice provider (e.g., NP or PA) or graduate level researcher (e.g., PhD)

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)
 7. Answer “NIH-PIV Card Information” section. This section will appear to users whose email address domain qualifies to be in the NCI CTEP and its contractors’ group. **NIH – PIV card credential holders must answer “Yes” to the question. Answering “No” will force the users to create an ID.me account at the time of activating the new CTEP IAM account.**



SECURITY QUESTIONS

Select a security question from each of the three groups shown below and answer the selected question in the text box on the right. Try to select questions with answers that are easy for you to remember. As a security requirement, you will be asked to select and answer one of your security questions any time you change a Temporary password (a clear text password sent in an email) to a Permanent password.

Security Question	Answer
1 * -- Select a Question --	* <input type="text"/>
2 * -- Select a Question --	* <input type="text"/>
3 * -- Select a Question --	* <input type="text"/>

NIH-PIV CARD INFORMATION

Select "Yes" if you have a NIH issued PIV card. Selecting "Yes" will allow you to activate your CTEP-IAM account using your NIH PIV card.

Do you have NIH issued PIV card? No Yes


Figure 3: CTEP-IAM Request New Account Questions

8. Select “Confirm Request”

CTEP-IAM Account Request Review

9. Users will receive “*CTEP Identity and Access Management, New Account Request*” email from system

CTEP-IAM Identity Verification and 2 Factor Authentication


Request New Account > Step 4
Login Screen | Help

Step 1 of 4 Step 2 of 4 Step 3 of 4 Step 4 of 4


REQUEST NEW ACCOUNT CONFIRMATION


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 <P1657916> 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	NIH user logs in using NIH issued PIV card	User links NIH 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 necessary to complete activation

Note: The activities detailed above must be completed in the order they are listed.

For step by step instruction on creating and activating CTEP-IAM account [Click Here](#)

Figure 4: CTEP-IAM Account Request Confirmation Screen

CTEP-IAM Identity Verification and 2 Factor Authentication Verifying CTEP-IAM Account & Linking to NIH – PIV Credentials

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

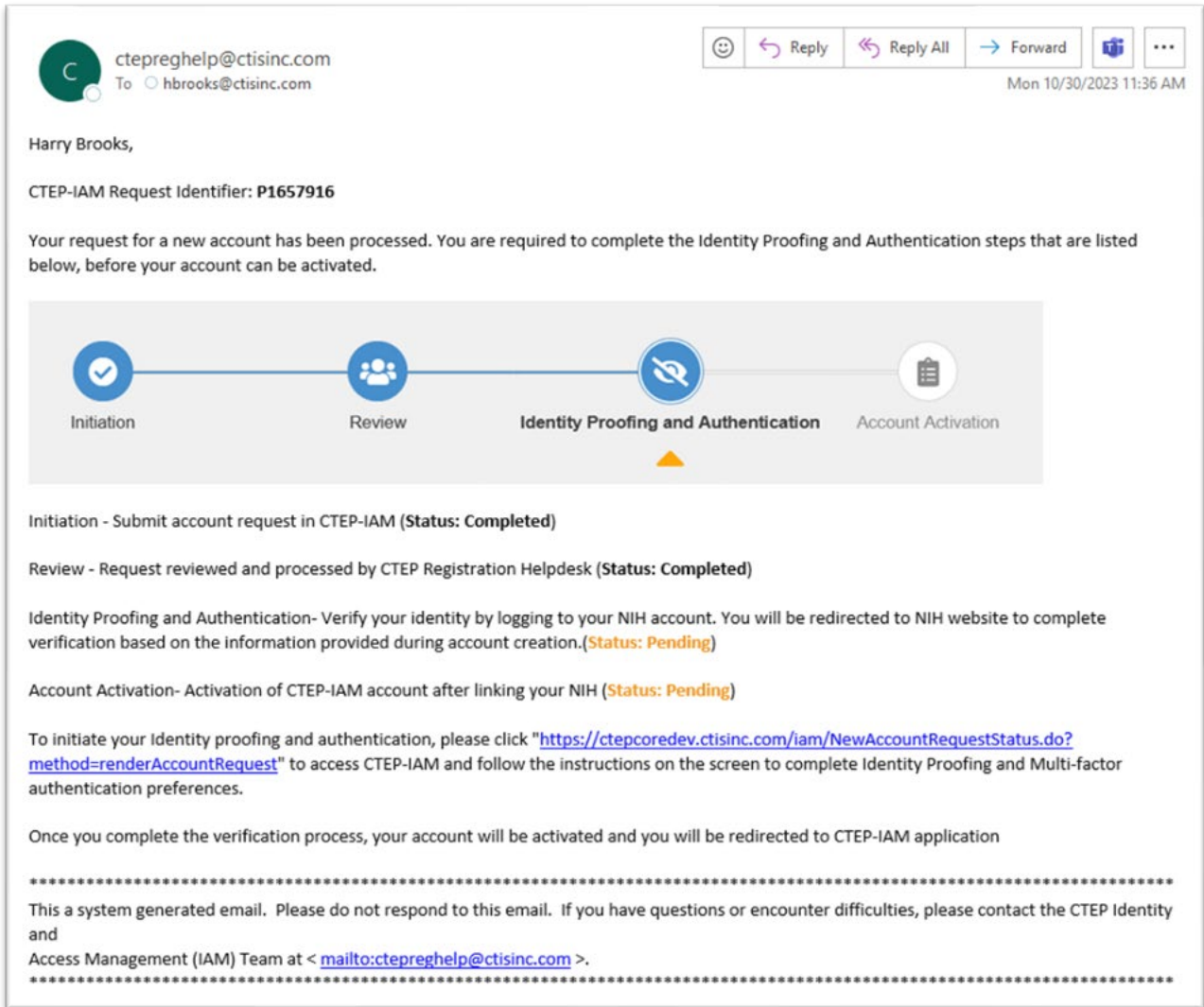


Figure 5: Sample CTEP-IAM Account Approval Email

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

CTEP-IAM Identity Verification and 2 Factor Authentication

Figure 6: 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 7: Account Request Verification Screen – Security Questions Screen

13. On successful verification of your CTEP-IAM account, users will be presented with the screen below to use their NIH credentials/ PIV card for the identity proofing and authentication requirement

CTEP-IAM Identity Verification and 2 Factor Authentication

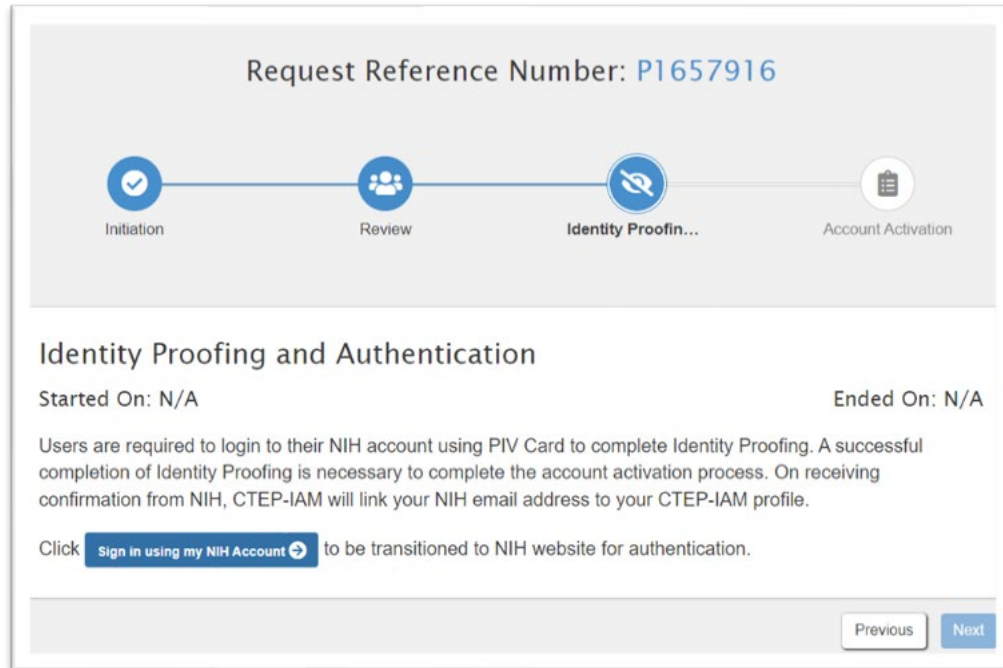


Figure 8: Identity proofing and authentication with NIH credentials/ PIV card

14. Clicking on ‘Sign in using my NIH Account’ will transition the user to NIH Login screen (shown below).

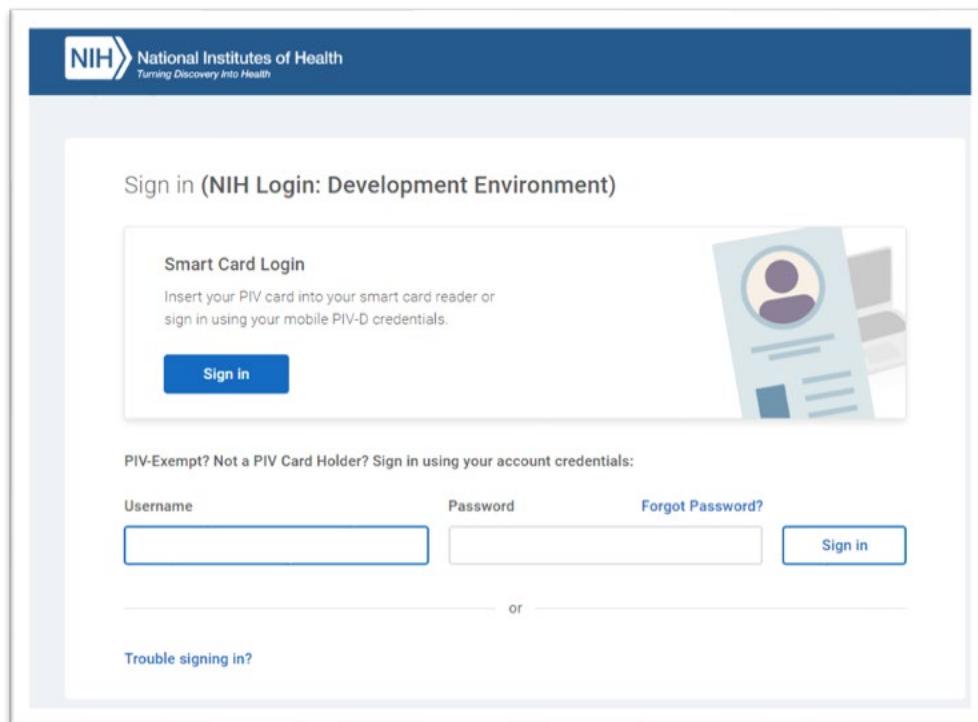


Figure 9: NIH Login Screen

CTEP-IAM Identity Verification and 2 Factor Authentication

15. As shown in the above snapshot, complete the authentication procedure by using either the PIV Card option or the 2FA option using the NIH account credentials.
16. On successful authentication, users will be redirected to an alert, confirming that the user's CTEP-IAM and NIH accounts have been successfully linked. Click on "IAM" link to proceed back into the CTEP-IAM application.

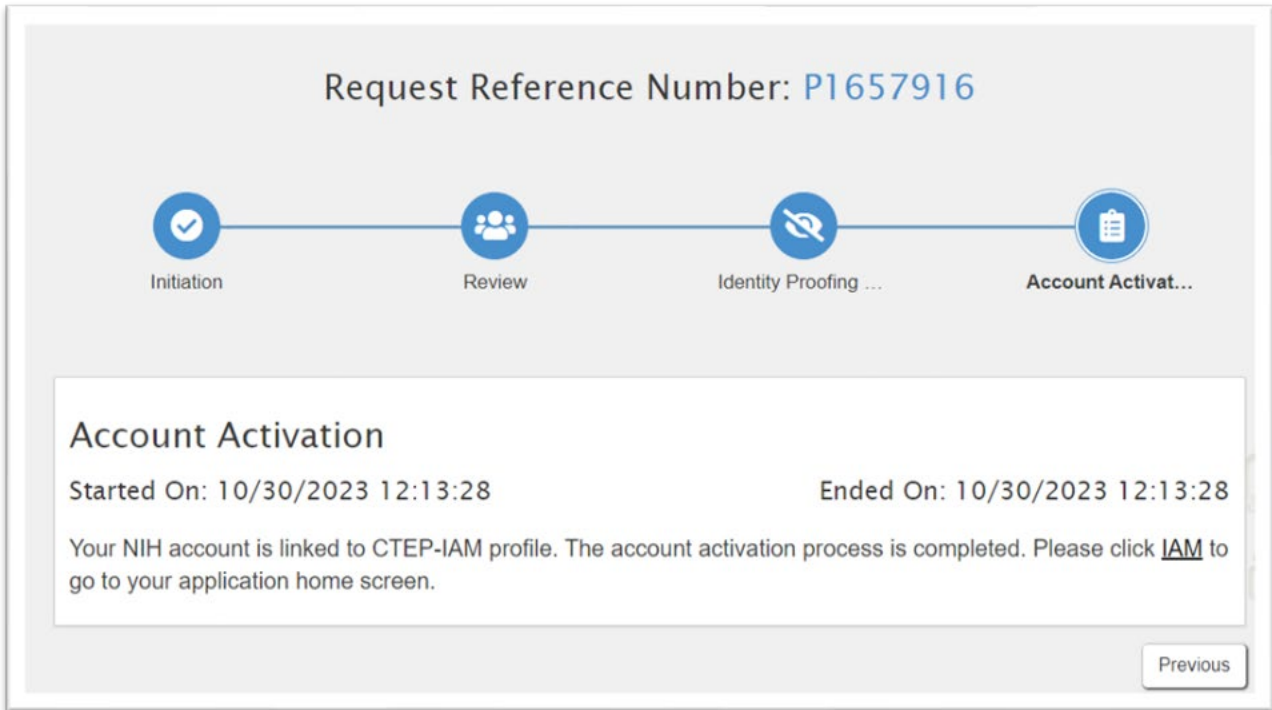


Figure 10: Account Activation and successful link between CTEP-IAM and NIH accounts

17. Users will also receive email confirmation that the account has been activated

CTEP-IAM Identity Verification and 2 Factor Authentication

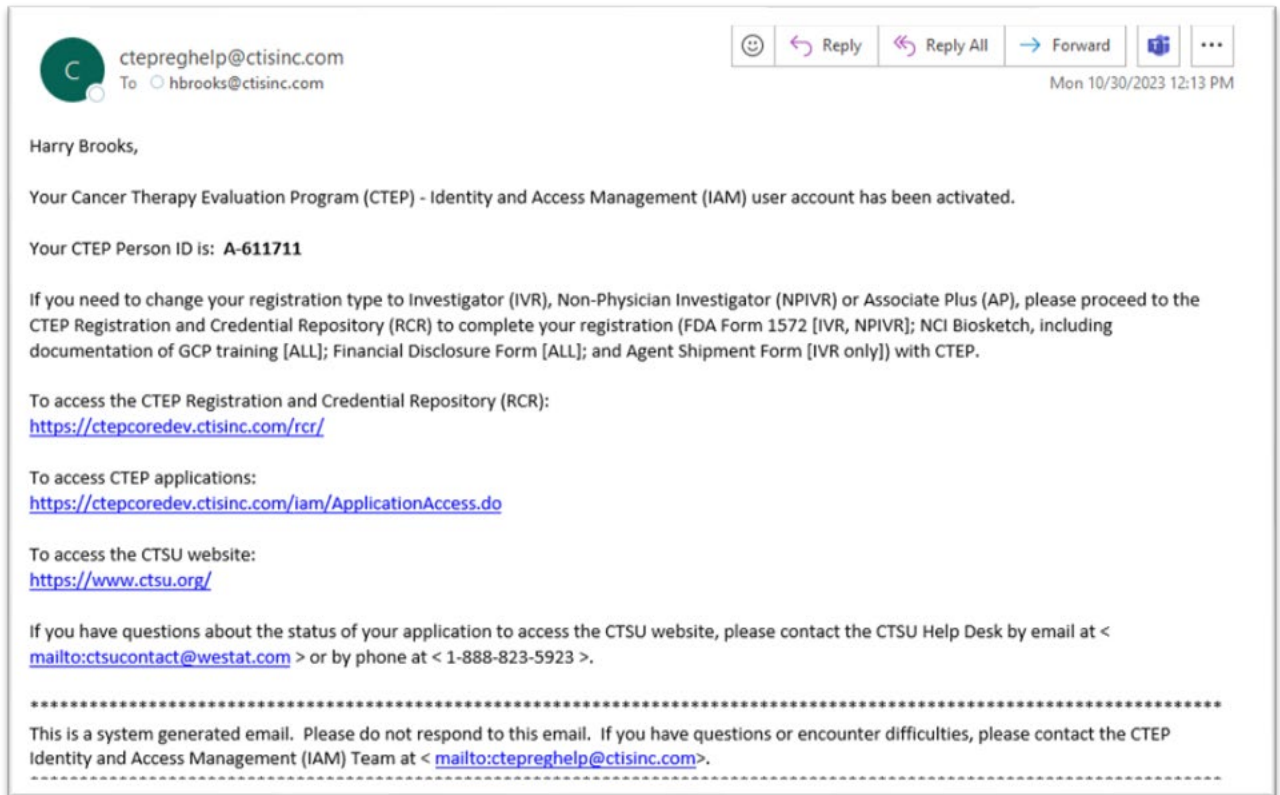


Figure 11: Sample Account Activation Email from CTEP-IAM

18. Once logged into CTEP-IAM, click on “Personal Information” menu option and the “NIH Information” sub menu to view the attributes that were received from NIH.

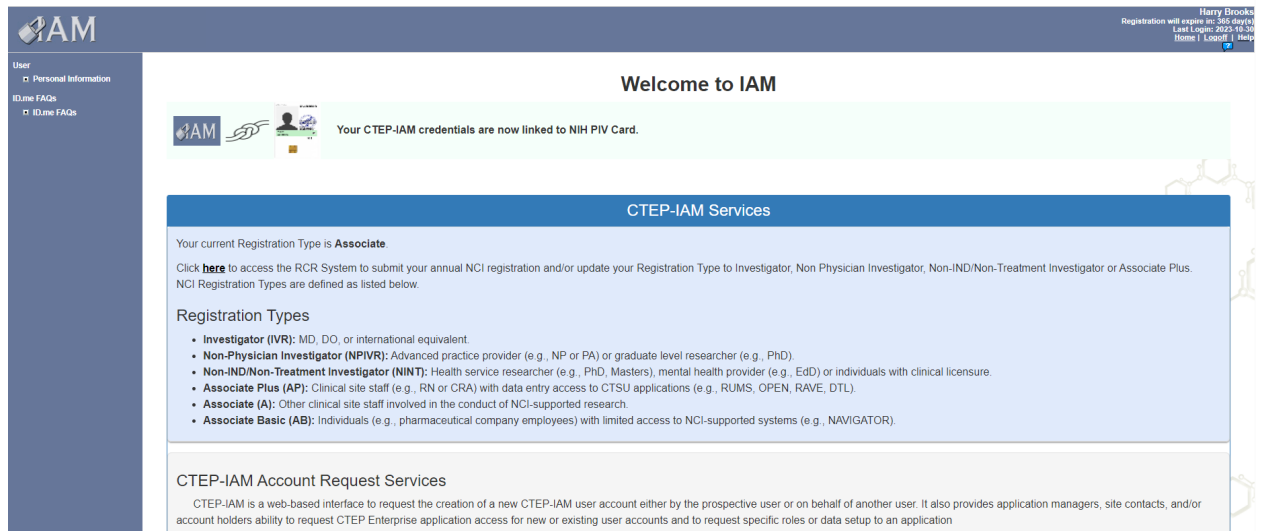


Figure 12: CTEP-IAM Personal Information Tab

CTEP-IAM Identity Verification and 2 Factor Authentication


Personal Information			
Name	Harry Brooks	Username	BROOKSH12
Institution/Address	Capital Technology Information Services Inc 1 Research Ct Rockville, MD 20850 USA	Contact Information	Office Phone: Email: (123) 123-1231 hbrooks@ctisinc.com
CTEP Person ID: A-611711			
Addition information about NIH and CTEP-IAM accounts			
<p>Your CTEP-IAM Credentials are linked to NIH PIV Credentials. You can continue to use your NIH PIV Credentials to access CTEP and other NCI systems where CTEP-IAM is provided as an Identity source. Please choose "NIH" tab in the login option to initiate authentication with NIH PIV Credentials.</p> <p>In addition to NIH PIV card, you can also access CTEP and other systems using CTEP-IAM username and password. If you do not know your current password, please logout of the current session and click on "Forgot Password" link in the login screen to initiate the password change workflow.</p>			
User's NIH Account linked to CTEP-IAM Credentials			
Email Address	davanagereh@mail.nih.gov	User's NIH Email ID	
Name	Hari Davanagere	User's name available in NIH NED	
Created Date	10/30/2023	Date on which the user's NIH account was linked to CTEP - IAM profile	
User's NIH Account linked to CTEP-IAM Credentials status	 Active	Current status of user's linked record. The profile can be in "Active", "Inactive", "Temporarily Disabled" and "Reinstate". <ul style="list-style-type: none"> Active: This status is assigned when the NIH and CTEP-IAM credentials are linked for the first time. Indicates the user is allowed to use NIH credentials (PIV Card) to access CTEP-IAM and federated systems. Approved: This status is assigned when IAM team initiated reactivation of an Inactive user account. Inactive: This status is assigned by INACTIVATION workflow. Indicates the user is not allowed to use NIH 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 NIH 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 NIH 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	10/30/2023	Date on which the user's NIH - CTEP IAM linked profile attained one of the statuses permissible for "Profile Status"	
Comments	Account activation by BROOKSH12	Comments captured on the NIH - CTEP IAM linked profile as part of application workflows.	

Figure 13 : NIH Information Section

19. At this point, the process is complete. If you have any questions or issues related to a new NCI CTEP-IAM account requests, please contact ctepreghelp@ctep.nci.nih.gov.