

CTEP-IAM / NIH-PIV INTEGRATION

NEW USERS ACCOUNT CREATION

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



CTEP-IAM Release 5.6.0

<u>Use Case</u>: 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

	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 site 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- Monthy Broadcasts for more information about the impending launch, including timeline reminders and announcements about new resource materials.	CTEP-IAN ID.me NIH Username: Password Password? Sign In Sign In Reset Yarning Netice: Note of the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PIL/PHJ: Read More Not Web Policies and Netices

Figure 1: CTEP-IAM Login Screen

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

Cogin Screen Help
Step 1 of 4 Step 2 of 4 Step 2 of 4 Step 2 of 4 Step 2 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 provide water both Form 1572. Supplemental Investigator Data Form
(IDF); 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?
O'Yes ® No

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)

- Country (required)
- Office Phone (required)
- Username (required)
- Email (required) (duplicate entry required)
- 5. Select "Continue"

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- 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. <u>NIH –</u> <u>PIV card credential holders must answer "Yes" to the question</u>. Answering "No" will force the users to create an ID.me account at the time of activating the new CTEP IAM account.

Select a security question from each of the through the text box on the right. Try to select question security requirement, you will be asked to sele change a Temporary password (a clear text pass	ee groups shown below and answer the selected question as with answers that are easy for you to remember. As a act and answer one of your security questions any time you ssword sent in an email) to a Permanent password.
Security Question	Answer
1 * Select a Question V	*
2 * Select a Question V	• *
3 * Select a Question 🗸	*
NIH-PIV CARD INFORMATION Select "Yes" if you have a NIH issued PIV can activate your CTEP-IAM account using your	rd. Selecting "Yes" will allow you to NIH PIV card.

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

	Step 1 of 4	Step 2 of 4	Step 3 of 4 Step 4 of	4
QUEST NEW ACCOUNT CONFIRMA	ATION			
Thank you for using the Cancer Therapy Ev and will be processed within two business d	valuation Program (CTEP) - Identity a fays and you will be notified of your a	and Access Management (IAM) v application status by email. Pleas	vebsite to apply for your user accordent of the request number <p165< td=""><td>ount Your CTEP-IAM user account application has been received 57916> for future correspondence.</td></p165<>	ount Your CTEP-IAM user account application has been received 57916> for future correspondence.
CI Authentication Update				
To ensure the security and safety of NCI sy with National Institute of Standards and Tec nformation Security Management Act (FISM	stems, subjects, research staff, and a hnology (NIST) 800-63-3, <u>Digital Ider</u> IA).	all associated sensitive informati ntity Guidelines. The enforcement	on, NCI will incorporate Identity Pr nt of these guidelines is regulated	roofing (IP) and Multi-Factor Authentication (MFA) in accordance by Congress and required for compliance with the Federal
eps to establish a CTEP IA	M account			
0	-0	8		
Initiation	Review Iden	atity Proofing and Authentication	on Account Activation	
Initiation	Review Iden	NIH user logs in	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	Account Activation User links NIH account with CTEP-IAM credent	rt ials
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	Account Activation	nt ials
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 (Not Started)	Account Activation User links NIH account with CTEP-IAM credent COLO (Not Started)	it ials
Viser 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 (Not Started) User must wait till they receive account approval email	Account Activation Account Activation User links NIH account with CTEP-IAM credent (Not Started) A successful Identity Verification and 2FA se is necessary to comple activation	nt ials

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

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

ctepreghelp@ctisin	c.com		🙂 🕤 Reply	« Reply All	\rightarrow Forward	ij	
To Ohbrooks@ctisinc.	com				Mon 10/30	/2023 11:	36 AM
Harry Brooks,							
CTEP-IAM Request Identifier: P16	57916						
Your request for a new account h below, before your account can b	as been processed. You an be activated.	e required to complete the Id	entity Proofing	and Authenticati	on steps that ar	e listed	
0							
Initiation	Review	Identity Proofing and A	uthentication	Account Activ	ation		
Initiation - Submit account reque	st in CTEP-IAM (Status: Co	mpleted)					
Review - Request reviewed and p	rocessed by CTEP Registrat	tion Helpdesk (Status: Comple	eted)				
Identity Proofing and Authentica verification based on the informa	tion- Verify your identity by ation provided during account	y logging to your NIH account unt creation.(<mark>Status: Pending</mark>)	. You will be red	irected to NIH w	ebsite to compl	ete	
Account Activation- Activation of	CTEP-IAM account after lin	nking your NIH (<mark>Status: Pendi</mark> i	ng)				
To initiate your Identity proofing method=renderAccountRequest authentication preferences.	and authentication, please to access CTEP-IAM and fo	e click " <u>https://ctepcoredev.ct</u> ollow the instructions on the s	isinc.com/iam/l creen to compl	NewAccountRequester Identity Proo	uestStatus.do? fing and Multi-	factor	
Once you complete the verificati	on process, your account w	vill be activated and you will b	e redirected to	CTEP-IAM applic	ation		
*****	*******	******	**********	**********	**********	******	***
This a system generated email. F and	lease do not respond to th	his email. If you have question	is or encounter	difficulties, pleas	se contact the C	TEP Ider	ntity
Access Management (IAM) Team	at < mailto:ctepreghelp@@	ctisinc.com >.	**********	**********	**********	******	

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.

AM	Check Account Request Status	Laser Jee
	Please enter your request reference number from the email. * Indicates Required Field. Fields Are Case Sensitive.	
	Request Reference Number*	
	P1216256	
	First Name* Last Name*	
	Miley Robinson	
	federal laws, directores, and other lideral guidance for accessing this Government system, which includes (1) this compute network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use only. Unasthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring. By using this system, you understand and consent to the following. The Government may monitor, record, and audit you system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable segretation of pravery regarding any communication or data timesting or stored on this system. At any time, and for any landit Government purpose, the granulting or stored on this system, vorummication or data timesting or stored on this system may be disclosed or used for any landit Government purpose.	
	LAgree and Enter Reset	

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*

AM			Loom
	Request Reference Number* P1216256	Called According Tool and a	
	First Name" Milley	Last Name* Robinson	
	Please answer the security quet Security Questions 1 What is your tawning move -Select a Question- To vice what is your tawning should that your high should be that your high should be that your high should be that you have a security of the should be - The answer you enter now we - The format of the answers m - Same as 1/1/2000 and 123 to	tion to proceed the answer one of these security questions the answer one of these security questions built the answer in the security questions built be answer in port. Work of mande Case aud be the same in System of the same as 123 Main St. Submit Cancel	
°°°Q	Contact us Prinacy Notice Dir U.S. Department of Health and Human 3	sclaimer Policy Accessibility FOIA HHS Vulnerability Disclosure erroises National Institutes of Health National Cancer Institute USA gov	

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



Initiation	Review	Identity Proofin	Account Activation
lentity Proofing a	and Authenticat	ion	Ended On N
arted On: N/A sers are required to login to mpletion of Identity Proofin nfirmation from NIH, CTEP	their NIH account using I g is necessary to comple -IAM will link your NIH en	PIV Card to complete Identity Pro- te the account activation process nail address to your CTEP-IAM p	coofing. A successful a. On receiving profile.
iCK Sign in using my NIH Account	to be transitioned to	NIH website for 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).

Sign in (NIH Log	in: Development Environm	ent)
Smart Card Logi Insert your PIV card sign in using your m Sign in	n into your smart card reader or obile PIV-D credentials.	
PIV-Exempt? Not a PIV Ca Username	ard Holder? Sign in using your account cro Password	dentials: Forgot Password?



- 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

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CTEP-IAM Identity Verification and 2 Factor Authentication

ctepreghelp@ctisinc.com	☺ <	Reply	Reply All	→ Forward	ø	
To O hbrooks@ctisinc.com				Mon 10/30	/2023 12	:13 PM
Harry Brooks,						
Your Cancer Therapy Evaluation Program (CTEP) - Identity and Access Managen	ment (IAM) user a	iccount ha	is been activate	d.		
Your CTEP Person ID is: A-611711						
If you need to change your registration type to Investigator (IVR), Non-Physicial CTEP Registration and Credential Repository (RCR) to complete your registratio documentation of GCP training [ALL]; Financial Disclosure Form [ALL]; and Ager	n Investigator (NF on (FDA Form 157) nt Shipment Form	PIVR) or A 2 [IVR, NP n [IVR only	ssociate Plus (A IVR]; NCI Bioske]) with CTEP.	P), please proce etch, including	ed to th	ne
To access the CTEP Registration and Credential Repository (RCR): https://ctepcoredev.ctisinc.com/rcr/						
To access CTEP applications:						
https://ctepcoredev.ctisinc.com/iam/ApplicationAccess.do						
To access the CTSU website:						
https://www.ctsu.org/						
If you have questions about the status of your application to access the CTSU w	vebsite, please co	ntact the	CTSU Help Desk	k by email at <		
<pre>mailto:ctsucontact@westat.com > or by phone at < 1-888-823-5923 >.</pre>						
*****	*********	*******	**********	***********	*****	****
This is a system generated email. Please do not respond to this email. If you ha Identity and Access Management (IAM) Team at < <u>mailto:ctepreghelp@ctisinc.</u>	ave questions or com>.	encounte	r difficulties, ple	ease contact the	CTEP	

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

Personal Information						
Name Harry Brook	s	Username:	BROOKSH12		CTEP Person ID A-611711	
Institution/Address Capital Tect Rockville, M USA	nology Information Services Inc Ct D 20850		Contact Information	Office Phone: Email:	(123) 123-1231 hbrooks@ctisinc.com	
Addition Information about NIH and CTEP-JAM accounts 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 "NII tab in the login option to initiate authentication with NIH PIV Credentials. 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.						
User's NIH Account linked to CTEP-IAM Credentials		Description				
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 NH Account linked to CTEP-IAM Credentials status	Active	Current status of carefs linke - Actives: This status credensite (FIV Car - Approved: This status fischaraid quitems - Temporarity (Tobas) credensites to access to nectivate - Resizate: This status business as usual. N	of record. The profile can be in Active *, "machive *, "memorani a sagned winn be INM and CTEP-IAM INM redented a ystema. It is a saspend winn be INM and INM redented a ystema. Is a saspend winn be IAM sam initiate reactivation of an inter- is a sagned by INACTIVATION workflow. Indicates the user is a sagned and redented systems to the same a cleaned to re- sourcess CTEP-IAM and federated systems. The link record to the An account will be moved to this status as part of the SOM	I) Disployed" and "Reinstate" if for the first time. Indicates if our the decount. not allowed to use NIH crecc incident. Indicates the user inme business as usual. Us ume business as usual. Us cicates the user is allowed to not assigned this status till defined to handle security.	the user is allowed to use NIH lentials to access CTEP-IAM and is not allowed to use NIH ers in this status will not be allowed reactivate CTEP credentials and the site is cleared to resume incidents.	
Status Changed Date	10/30/2023	Date on which the user's NIH	- CTEP IAM linked profile attained one of the statuses permis	sible for "Profile Status"		
Comments	Account activation by BROOKSH1	2 Comments captured on the N	IIH - 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 <u>ctepreghelp@ctep.nci.nih.gov</u>.