

New User Demo Video
Transcript

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00:00:00,000 --> 00:00:03,733

To ensure the security and safety of NCI systems,

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00:00:03,733 --> 00:00:08,066

NCI will incorporate Identity Proofing and Multi-Factor Authentication

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00:00:08,066 --> 00:00:10,999

in accordance with the digital identity guidelines

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00:00:11,000 --> 00:00:14,800

set by the National Institute of Standards and Technology

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00:00:14,800 --> 00:00:19,033

Identity proofing is the process of verifying a user's digital identity

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00:00:19,033 --> 00:00:24,966

using official documentation, such as a driver's license or passport.

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00:00:24,966 --> 00:00:29,532

Unlike Single-Factor Authentication, which uses a single authentication factor,

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00:00:29,533 --> 00:00:33,233

such as a password, to verify user identity,

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00:00:33,233 --> 00:00:37,899

Multi-Factor Authentication requires two or more authentication factors

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00:00:37,900 --> 00:00:40,266

to gain access to a protected system.

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00:00:40,266 --> 00:00:43,299

Also known as Two-Factor Authentication,

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00:00:43,300 --> 00:00:50,833

this method requires 2 keys such as a password and a confirmation code.

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00:00:50,833 --> 00:00:58,066

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

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00:00:58,066 --> 00:01:02,199

a Virginia-based company leveraged by federal agencies, states, and private companies

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00:01:02,200 --> 00:01:06,700

in providing a secure digital identity network.

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00:01:06,290 --> 00:01:07,290

Getting Started

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00:01:10,419 --> 00:01:20,766

First, go to <https://ctepcore.nci.nih.gov/iam>.

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00:01:21,300 --> 00:01:27,733

You can type this into your browser or click on the link shown here.

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00:01:27,733 --> 00:01:35,599

Once you have reached the webpage, select the "Request New Account" link under the "CTEP-IAM" tab.

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00:01:36,966 --> 00:01:45,066

Next, answer the question, "Have you ever registered with CTEP?" by selecting "No."

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00:01:45,400 --> 00:01:47,533

Then click "Proceed."

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00:01:47,533 --> 00:01:56,333

Complete the CTEP-IAM Request New Account screen by providing your name (including the prefix and suffix, if applicable).

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00:01:56,333 --> 00:02:05,233

Then add your birth month and year.

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00:02:05,233 --> 00:02:22,699

After that, input your role, institution, and internal office, if applicable.

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00:02:22,700 --> 00:02:33,366

To help find the correct institution, you can key in your site code or institution name to activate a list of suggestions.

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00:02:35,266 --> 00:02:46,466

Then add your address, which includes street, city, state, zip code, and country fields.

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00:02:47,400 --> 00:02:51,466

Finally, add your office phone, username, and email address.

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00:02:51,466 --> 00:02:55,232

Finally, add your office phone, username, and email address.

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00:02:55,233 --> 00:02:56,333

Finally, add your office phone, username, and email address.

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00:03:01,566 --> 00:03:02,566

Hit "Continue."

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00:03:05,600 --> 00:03:13,933

Carefully review and confirm your application profile by making the appropriate selection and hitting "Continue."

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00:03:18,700 --> 00:03:25,400

Select and answer three security questions.

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00:03:28,533 --> 00:03:33,866

Click "Confirm Request."

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00:03:33,900 --> 00:03:41,166

After your account request is complete, your submission will remain in review status until it is approved.

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00:03:42,600 --> 00:03:46,500

Once your account is approved you will receive an email titled,

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00:03:46,500 --> 00:03:52,333

"CTEP Identity and Access Management, Account Approved" from the IAM system.

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00:03:52,333 --> 00:03:57,599

You must receive this email before continuing your ID.me account configuration.

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00:03:59,119 --> 00:04:06,733

After you receive the account approval email, begin the verification process by copying the request reference number included within.

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00:04:07,300 --> 00:04:13,200

Next, navigate to the request verification screen using the link provided in the email.

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00:04:14,200 --> 00:04:20,900

Once you've reached the check account request status screen, paste the request reference number into the appropriate field.

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00:04:20,900 --> 00:04:24,400

Then, enter your first and last name.

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00:04:24,400 --> 00:04:28,400

When finished, select the "I Agree and Enter" button.

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00:04:29,633 --> 00:04:36,033

Answer one of the 3 security questions that were chosen at the time of account creation and click "Submit" when finished.

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00:04:38,600 --> 00:04:44,400

After a successful verification, you must link your new IAM account with an ID.me account.

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00:04:44,400 --> 00:04:51,366

To sign in to your ID.me account, or to create one, click on the "create an account" button.

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00:04:52,366 --> 00:04:58,065

Please note that if you have an existing ID.me account, you do not need to create a new one.

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00:04:58,066 --> 00:05:02,732

To link an existing ID.me account, click the "Sign in to your existing account"

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00:05:02,733 --> 00:05:08,333

link at the top of the screen and sign in using your ID.me account email and password.

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00:05:08,333 --> 00:05:10,866

Follow the prompts on the screen until complete.

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00:05:18,419 --> 00:05:28,733

If you do not have an existing ID.me account, begin your account setup by entering a secure email address as well as a private password.

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00:05:35,000 --> 00:05:38,366

Click "Create account" when finished.

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00:05:39,500 --> 00:05:42,466

Next you will need to confirm your email address.

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00:05:42,466 --> 00:05:47,332

Check your inbox for an email from hello@ID.me.

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00:05:47,366 --> 00:05:53,066

Open the email and confirm your address by clicking on the "Confirm your email" button

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00:05:53,066 --> 00:06:02,332

or by entering the 6-digit code into the "Confirmation Code" field on the email confirmation screen.

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00:06:06,033 --> 00:06:07,766

Hit "Continue."

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00:06:09,233 --> 00:06:14,199

Select and set up one of the 2 Factor Authentication options listed on the screen.

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00:06:14,252 --> 00:06:19,699

You can elect to texts, push notifications, or codes!

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00:06:33,266 --> 00:06:38,899

After securing your account with the 2 Factor Authentication method of your choice, select "Continue."

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00:06:41,533 --> 00:06:46,166

Next, choose an identification method to submit for verification.

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00:06:46,166 --> 00:06:52,732

U.S. based users can use a phone number, driver's license, passport, or passport card.

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00:06:52,733 --> 00:06:58,499

Canadian based users can use a driver's license, passport, or passport card.

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00:06:58,500 --> 00:07:05,433

All other internationally based users must use a passport or passport card to complete this process.

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00:07:21,133 --> 00:07:25,133

When finished, review your personal information listed on the screen.

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00:07:25,133 --> 00:07:29,133

Click "Yes" to confirm or "No" to make corrections.

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00:07:32,133 --> 00:07:37,433

Once identity verification and multi factor authentication configuration are complete,

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00:07:37,433 --> 00:07:44,166

ID.me will request consent to share your name, birthday, and email address with CTEP-IAM.

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00:07:46,066 --> 00:07:51,132

Click "allow" at the bottom of the screen to connect your accounts and complete the linking process.

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00:07:51,133 --> 00:07:59,933

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.

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00:08:00,866 --> 00:08:07,199

After account setup and linking is complete, users will receive confirmation of account activation.

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00:08:07,200 --> 00:08:14,466

Once you have completed the account activation, click on the "IAM" link to return to the CTEP-IAM application.

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00:08:17,100 --> 00:08:22,733

After reaching the IAM home page, you will see a banner at the top of the screen stating that,

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00:08:22,733 --> 00:08:27,366

"Your CTEP-IAM credentials are now linked to ID.me."

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00:08:28,833 --> 00:08:35,366

Now that your accounts have been linked, only ID.me credentials will allow a user to access NCI systems.

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00:08:39,040 --> 00:08:40,010

Logging In

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00:08:42,433 --> 00:08:50,966

When you're ready to log in using your ID.me account, navigate to NCI systems and select the ID.me tab.

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00:08:51,600 --> 00:08:55,700

Then click "sign in with ID.me"

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00:08:55,700 --> 00:09:06,266

Use your new ID.me credentials to log in. Simply enter your selected email and password and click "sign in."

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00:09:10,533 --> 00:09:20,166

Complete the 2 factor authentication process and hit "Continue" until finished.

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00:09:26,133 --> 00:09:30,133

When finished, you will arrive at the CTEP-IAM home screen.

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00:09:32,020 --> 00:09:33,200

Resources & Support

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00:09:37,270 --> 00:09:46,110

Click the CTEP website link for detailed instructions, FAQs, live webinar schedule & registrations, and other helpful information.

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00:09:47,240 --> 00:09:52,030

Select the ID.me support link for assistance with your ID.me account.

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00:09:53,080 --> 00:10:06,000

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.