
CTEP-IAM / ID.ME INTEGRATION

Test Case: [Existing user on-boarding to ID.me](#)

JULY 08, 2022

CTIS, INC

1 Research Ct, Rockville, MD 20850

CTEP-IAM Release 5.0.0

Use Case: Existing CTEP-IAM users onboarding to ID.me and establishing a link between their CTEP-IAM and ID.me credentials

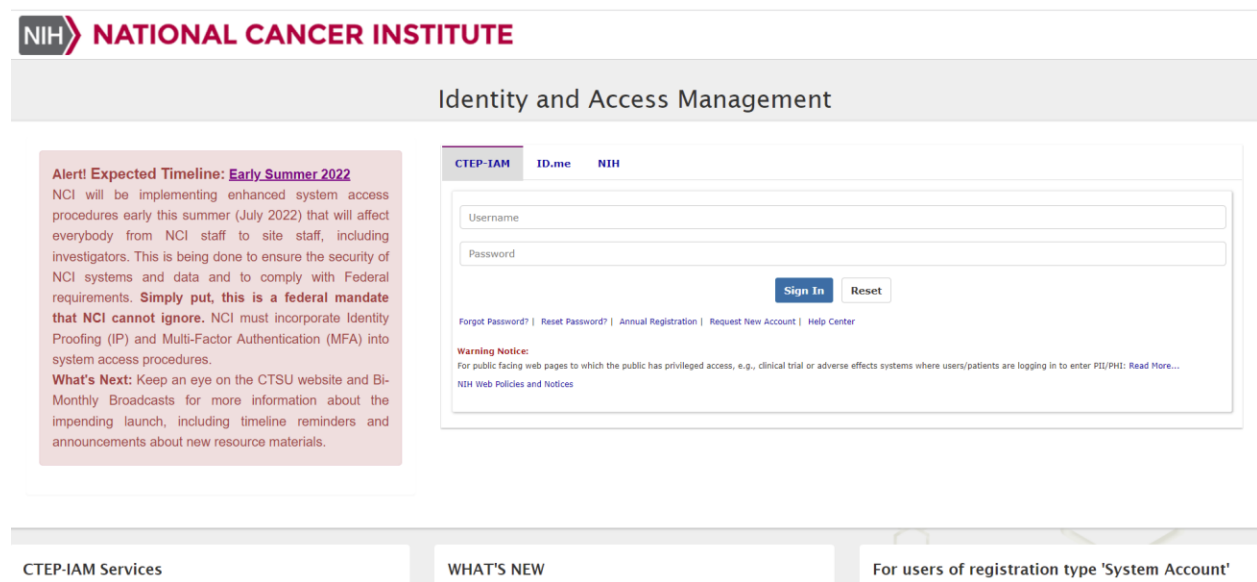
Reference

- <https://help.id.me/hc/en-us/articles/360018113093-How-do-I-set-up-Text-Message-or-Phone-Call-multi-factor-authentication->
- <https://help.id.me/hc/en-us/articles/4711423402647>
- <https://help.id.me/hc/en-us/articles/360052242853>
- <https://help.id.me/hc/en-us/articles/4711388572695-NCI-ID-me>

Application URL:

- <https://ctepcore.nci.nih.gov/iam>

Step 1: Copy the application URL (above) and paste it into a browser or just click on the link



The screenshot shows the NIH National Cancer Institute Identity and Access Management login page. On the left, there is a pink alert box with the text: "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-Monthly Broadcasts for more information about the impending launch, including timeline reminders and announcements about new resource materials." The main login area has tabs for "CTEP-IAM", "ID.me", and "NIH". Below the tabs are input fields for "Username" and "Password", followed by "Sign In" and "Reset" buttons. There are also links for "Forgot Password?", "Reset Password?", "Annual Registration", "Request New Account", and "Help Center". A "Warning Notice" is displayed at the bottom of the login area, stating: "For public facing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PII/PHI: Read More... NIH Web Policies and Notices". The footer contains "CTEP-IAM Services", "WHAT'S NEW", and "For users of registration type 'System Account'".

Figure: CTEP-IAM Login Screen

- under “CTEP-IAM”, enter current CTEP IAM username and password.
 - If password has expired, please use the “Forgot Password” feature to change the password.

CTEP-IAM & ID.me Integration (IAL2 / AAL2)

Step 2: Navigate to “ID.me Information” section

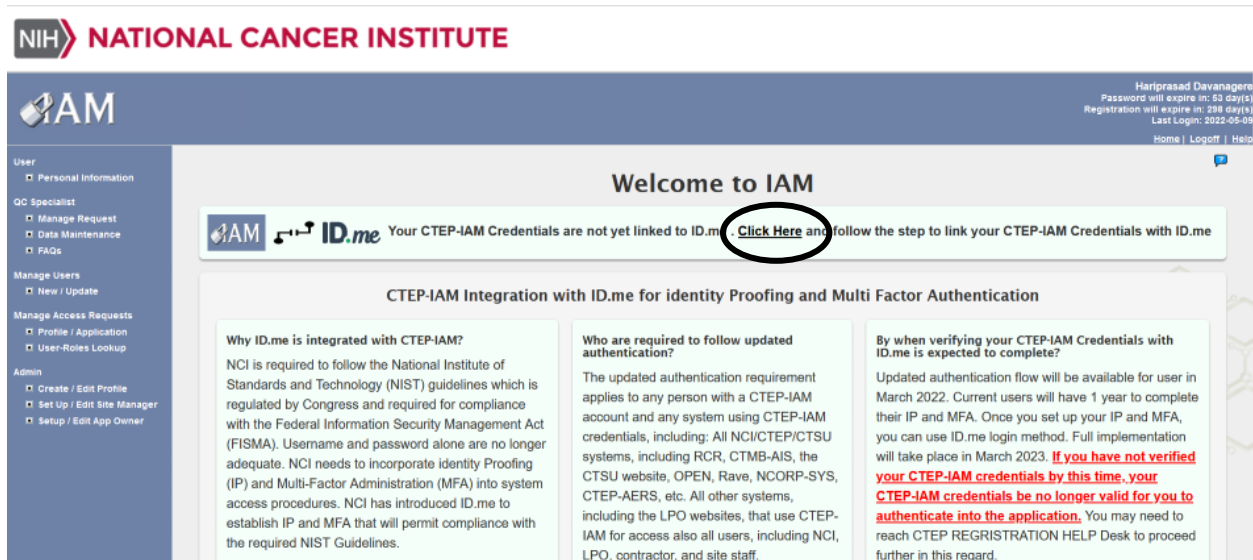


Figure: CTEP-IAM Welcome screen after login

- Option I:
 - “Click here” (highlighted in the above snapshot) will take user to “ID.me information” section.
- Option II:
 - Clicking on “Personal Information” in the left menu will take user to “ID.me information” section.

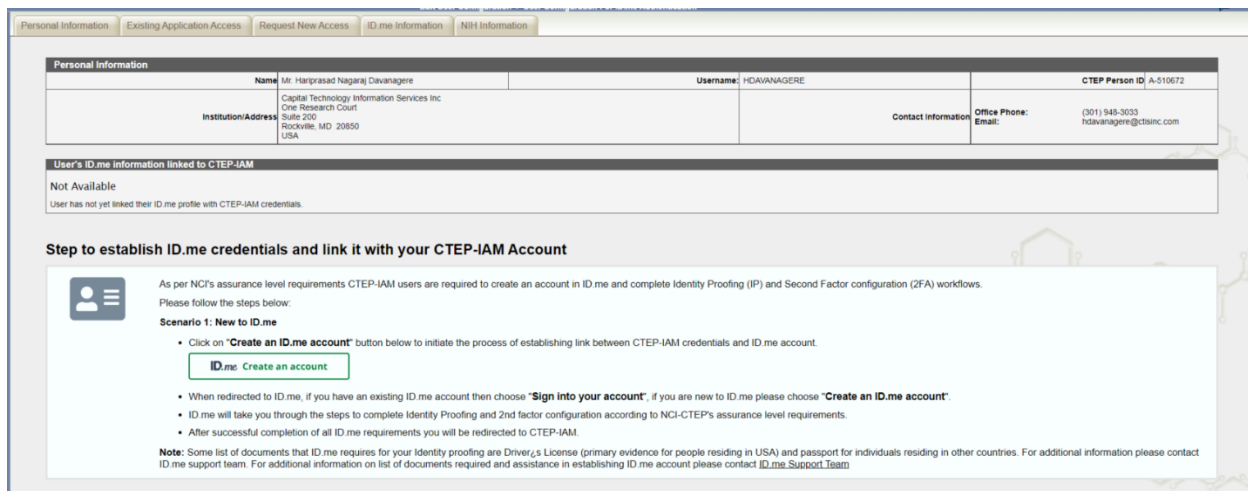


Figure: “ID.me Information” section

CTEP-IAM & ID.me Integration (IAL2 / AAL2)

Step 3: Create ID.me account and link to CTEP-IAM

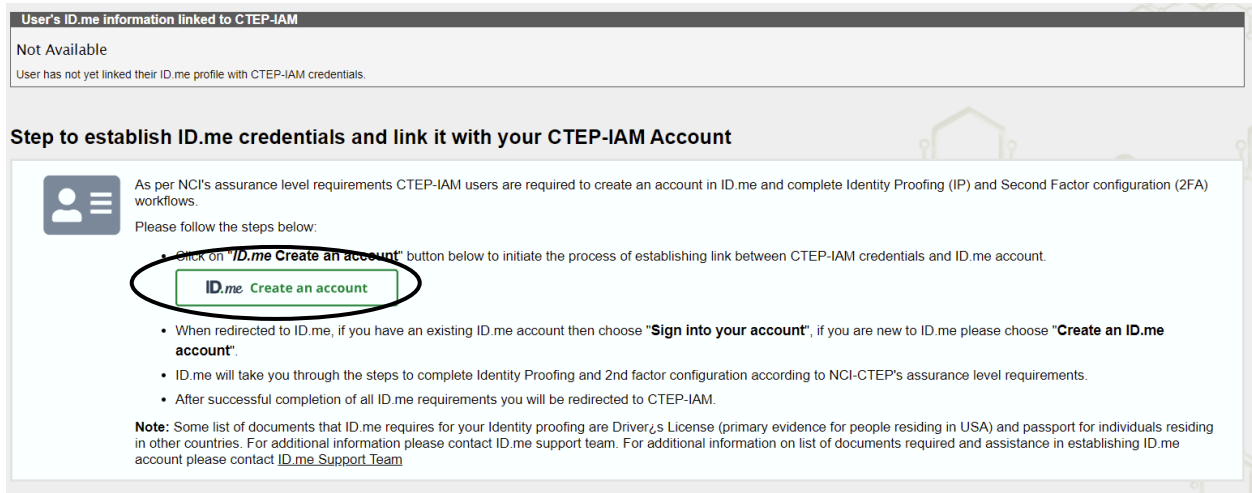


Figure: Id.me Information section

- Click on "**ID.me Create an account**" button (highlighted in the above snapshot)

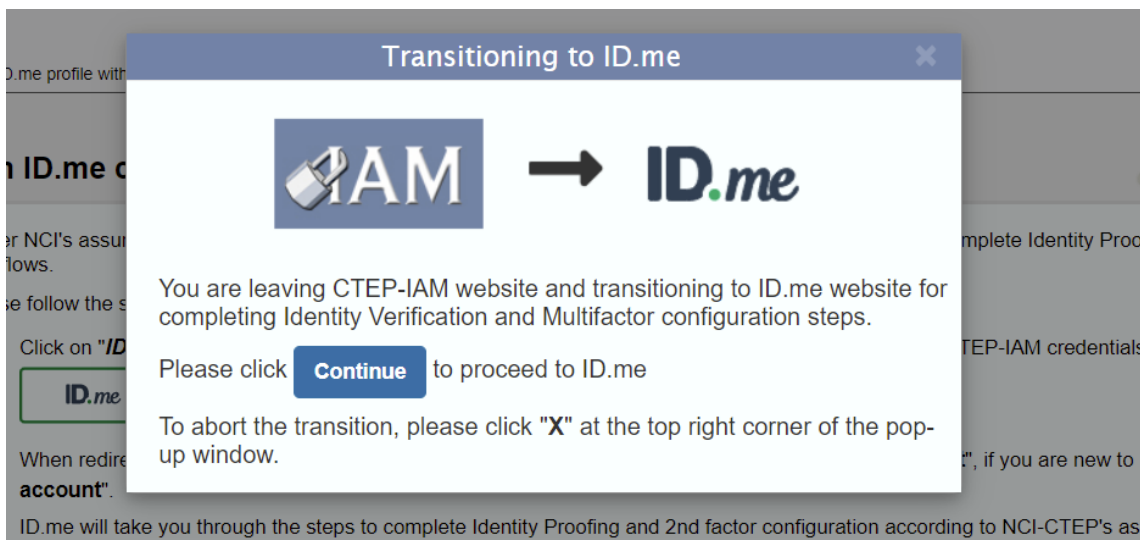


Figure Popup message before redirecting user to ID.me

- **Scenario 1: New to ID.me**
 - When redirected to ID.me, please choose the "Create an ID.me account" option to start the process of creating a new account. ID.me will take you through the steps to complete Identity proofing and multi-factor authentication configuration according to CTEP's assurance level requirements.
 - After completing all ID.me requirements, you will be prompted to "Allow" ID.me to share user attributes with CTEP-IAM. Please agree to share and click "Allow".
 - You will then be redirected to CTEP-IAM.

CTEP-IAM & ID.me Integration (IAL2 / AAL2)

- **Scenario 2:** Already have an ID.me account created for another purpose
 - When redirected to ID.me screen, please choose the "Sign in to ID.me" instead of "Create an ID.me account". ID.me will take you through the steps to complete Identity proofing and multi-factor configuration according to CTEP's assurance level requirements.
 - After completing all ID.me requirements, you will be prompted to "Allow" ID.me to share user attributes with CTEP-IAM. Please agree to share and click "Allow".
 - You will then be redirected to CTEP-IAM.

- **Scenario 3:** Initiated the process of linking ID.me account to CTEP-IAM but the process aborted before completion
 - When redirected to ID.me screen, please choose the " **Sign in to ID.me** " instead of "Create an ID.me account". ID.me will prompt you to start from where you left off and walk you through the remaining steps.
 - After completing all ID.me requirements, you will be prompted to "Allow" ID.me to share user attributes with CTEP-IAM. Please agree to share and click "Allow".
 - You will then be redirected to CTEP-IAM.

- On successfully establishing the link, user must view their ID.me credentials in CTEP-IAM as shown below

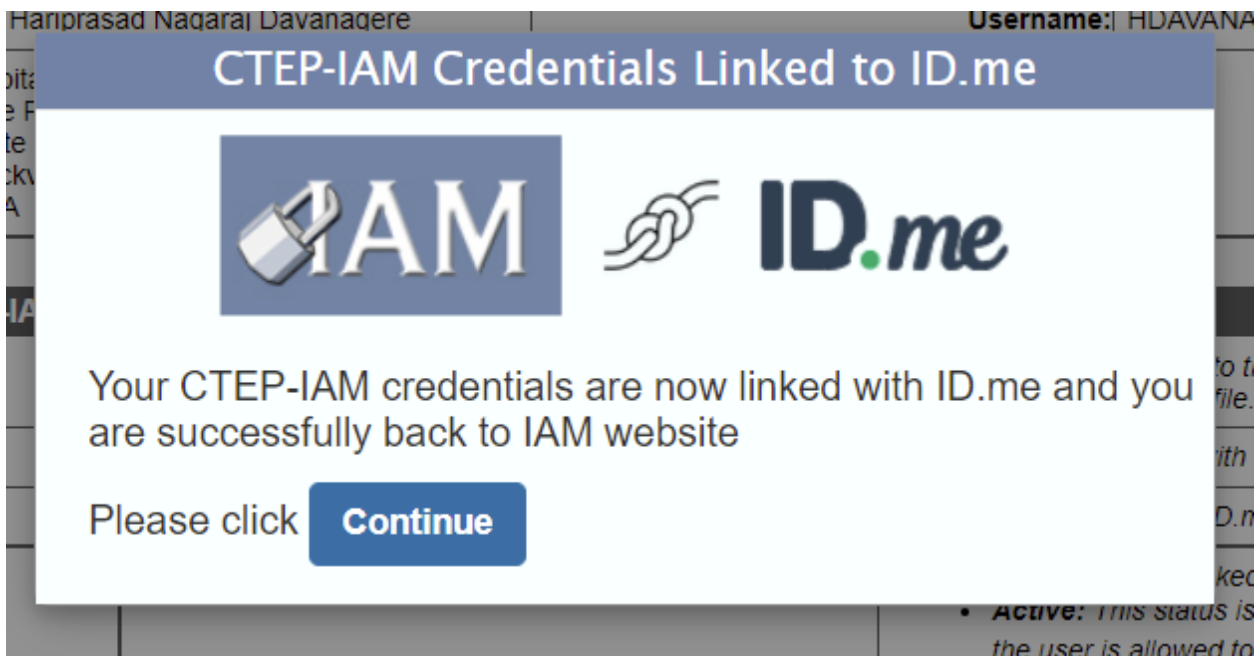


Figure Popup message on returning to CTEP IAM

CTEP-IAM & ID.me Integration (IAL2 / AAL2)


Personal Information		Existing Application Access		Request New Access		ID.me Information		NIH Information	
Personal Information									
Name	Shneha Acharya	Username:	ACHARYAS90	CTEP Person ID	A-653873				
Institution/Address	Capital Technology Information Services Inc 117 Quince Meadow Avenue Gaithersburg, MD 20878 USA	Contact Information	Office Phone:	(571) 424-9190					
			Email:	sacharya@ctisinc.com					
User's ID.me information linked to CTEP-IAM		Description							
Email Address	s*****@ctisinc.com		Primary email associated 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 assistance needed with your ID.me email and password.						
Name	SHNEHA ACHARYA		User's name associated with the ID.me account. Format < First Name Last Name >						
Created Date	03/14/2022		Date on which the user's ID.me profile was linked to CTEP - IAM profile						
User's ID.me information linked to CTEP-IAM status	 Active		Current status of user's linked profile. The profile can be in "Active", "Inactive", "Temporarily Disabled" and "Reinstate" <ul style="list-style-type: none"> • Active: This status is assigned when the ID.me and CTEP-IAM credentials are linked for the first time. Indicates the user is allowed to use ID.me credentials to access CTEP-IAM and federated systems. • Inactive: This status is assigned by INACTIVATION workflow. Indicates the user is not allowed to use ID.me 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 ID.me 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 ID.me 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	03/14/2022		Date on which the user's ID.me profile attained one of the statuses permissible for "Profile Status"						
Comments	Comments captured on the ID.me profile as part of CTEP-IAM application workflows.								
ID.me Account Status History									
Created By	Status	Comments	Status Date						
ACHARYAS90	Active		03/14/2022 07:09:14 PM						

Figure: Id.me Information section after accounts is linked

Step 4: Validate access to CTEP-IAM using ID.me

- **URL:** <https://ctepcore.nci.nih.gov/iam>
- **Test 1:**
 - Try gaining access to CTEP-IAM with CTEP-IAM username/password.
 - A validation message must be displayed as shown below

CTEP-IAM
ID.me
NIH

You have linked your CTEP-IAM account with ID.me. Please login using your ID.me credentials method to authenticate.

[Forgot Password?](#) | [Reset Password?](#) | [Annual Registration](#) | [Request New Account](#) | [Help Center](#)


Warning Notice:

For public facing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PII/PHI: [Read More...](#)

[NIH Web Policies and Notices](#)

- **Test 2:**
 - Try gaining access to CTEP-IAM with ID.me account.
 - Users must be allowed access and should see a welcome screen as shown below

CTEP-IAM & ID.me Integration (IAL2 / AAL2)



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-Monthly Broadcasts for more information about the impending launch, including timeline reminders and announcements about new resource materials.


CTEP-IAM
ID.me
NIH

Sign in with ID.me

For any assistance needed for your ID.me email and password, please [click here](#)
Please Contact [ID.me Support](#) to reach ID.me support team for any other needed support related to ID.me

Warning Notice:
For public facing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PHI/PHI: [Read More...](#)
[NIH Web Policies and Notices](#)

Welcome to IAM



Your CTEP-IAM 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 (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).
- Associate Plus (AP):** Clinical site staff (e.g., RN or CRA) with data entry access to CTSU applications (e.g., RUMS, OPEN, RAVE, DTL).
- 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).

Step 5: Accessing other applications

Please navigate to the applications that you regularly access using CTEP IAM username/password. The same applications should now be accessible using your ID.me credentials.