



Defense Security Service

National Industrial Security Program (NISP)

Central Access Information Security System

(NCAISS)

OBMS Tutorial

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Purpose

The purpose of this tutorial is to provide high-level step-by-step instructions for requesting an OBMS account within NCAISS, approving an OBMS account request within NCAISS, and accessing OBMS via NCAISS. After reviewing this tutorial you will be able to request an OBMS account within NCAISS, access OBMS from NCAISS, and, if required, approve an OBMS access request within NCAISS.

Contents

Use Cases

Slides

OBMS Account Request

3-4

Accessing OBMS

5-6

Approving and OBMS Account Request

7-8



OBMS Account Request

This use case describes the process an NCAISS user follows to request access to OBMS. NOTE: This process assumes that the user has a valid NCAISS account. For a more detailed description of OBMS Account Request, please see the [NCAISS User Guide](#).



OBMS Account Request

Activities for OBMS Account Request

1. After logging into NCAISS, you will see the NCAISS user homepage; click “Request/Manage OBMS Access” link, under the “OBMS Quick Links” to proceed.
2. NCAISS determines the type of requestor you are, and displays the appropriate OBMS Access Request form (the external contractor submitter form is displayed below); enter the required information and click “Submit.”
Note: The KMP/Sponsor email address entered must be that of an existing NCAISS user.
3. Upon clicking “Submit,” a confirmation page is displayed; after reviewing the request for accuracy, click “Confirm” to submit the request for review.
4. Once the request has been fully approved, the NCAISS solution notifies you via email.

Manage OBMS User Access

Please complete all information requested below and click "Submit" when complete, or click "Cancel" to return to Home tab.

OBMS User:

OBMS ID:	industry.user27
First Name:	industry
Last Name:	user27
Suffix:	
Email Name:	industryuser27@test.com
Organization Name:	<input type="text"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
State:	Choose a State
Zip Code:	<input type="text"/>
Phone:(xxx-xxx-xxxx)	<input type="text"/>
Phone Ext:	<input type="text"/>

Change Access:

User OBMS Title: Information System Security Manager (ISSM)

Selected DSS Application: OBMS

Available OBMS Roles	Selected OBMS Role(s)
Contractor Submitter	

Current Approved CAGE Code(s): None

CAGE Code	CAGE Code KMP Email
<input type="text"/>	<input type="text"/>

New set of CAGE Code(s):

CAGE Code	CAGE Code KMP Email
<input type="text"/>	<input type="text"/>

Remove Selected CAGE Code Add Another CAGE Code

Need To Lookup a CAGE code? [Click here!](#)

If you have any questions or if the information presented above is inaccurate, please contact the DSS Call Center at (888) 282-7682

Provide information

Select Title

Select Role

Enter CAGE Code and KMP Email Address

Click to add additional CAGE Code rows

Click Submit



Accessing OBMS

This use case describes how a user accesses OBMS via NCAISS. NOTE: This process assumes that the user already possesses valid NCAISS and OBMS accounts. For a more detailed description of accessing OBMS, please see the [NCAISS User Guide](#).



Accessing OBMS

Activities for Accessing OBMS

1. After logging into NCAISS, you will see the NCAISS user homepage; click “Access OBMS” link, under the “OBMS Quick Links” to proceed.
2. NCAISS directs you to OBMS, and your OBMS homepage is displayed.

Logged in as: test11 test

RETURN TO DSS PORTAL LOGOUT HELP

Defense Security Service Portal

National Industrial Security Program (NISIP) Central Access Information Security System (NCAISS)

Home Work Items Delegations Profile

Welcome, test11 test.

Last Successful Login: Fri, 11 Oct 2013 09:57:52 CDT

NCAISS Quick Links

[Request an NCAISS Role](#)

[Request a Privileged NCAISS Role](#)

OBMS Quick Links

[Request/Manage OBMS Access](#)

[Access OBMS](#) ← **Click Here**

STEPP Quick Links

[Create a new STEPP Account](#)

[Register an Existing STEPP Account](#)

ISFD Quick Links

[Request ISFD Account](#)

[Access ISFD](#)

Approvals 0

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Approving an OBMS Account Request

This use case describes how a Sponsor/KMP approves an OBMS account request within NCAISS. NOTE: The Sponsor/KMP must have an active NCAISS account. For a more detailed description of approving an OBMS account request, please see the [NCAISS User Guide](#).



Approving an OBMS Account Request

Activities for Approving an OBMS Account Request

1. The Sponsor/KMP will receive an email notifying them of a pending OBMS account request in NCAISS that requires action.
2. After logging into NCAISS, you will see the NCAISS user homepage; click the “Work Items” tab or “Approvals” link to proceed.
3. A list of awaiting approvals is displayed; click the link for the account request you wish to view.
4. Review the request, and click either “Approve” or “Reject” to grant or deny the request form (the external contractor submitter request form is displayed below).

OBMS Access Request Approval

OBMS User:

OBMS ID:	industry.user27				
First Name:	industry				
Last Name:	user27				
Suffix:					
Email Name:	industryuser27@test.com				
Organization Name:	Industry Test *				
Street Address:	123 Quantico St *				
City:	Quantico *	State:	Virginia *	Zip Code:	22222 *
Phone:(xxx-xxx-xxxx)	703-555-5555	Phone Ext:			
CAGE Code:	G1000 *				

Please select appropriate OBMS Role(s):

Available OBMS Roles

Selected OBMS Role(s)

Contractor Submitter

Comments

Note the CAGE Code being requested.

Click here to Approve