



Defense Security Service

National Industrial Security Program (NISIP)

Central Access Information Security System

(NCAISS)

STEPP Tutorial

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Purpose

The purpose of this tutorial is to provide high-level step-by-step instructions for tying an existing STEPP account to your NCAISS account, creating a STEPP account via NCAISS, and accessing STEPP via NCAISS. After reviewing this tutorial you will be able to tie an existing STEPP account to your NCAISS account, create a STEPP account via NCAISS, and access STEPP via NCAISS.

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STEPP Account Correlation

This use case describes how an existing STEPP user associates his/her STEPP account to their NCAISS account. NOTE: This process assumes that the user already has an NCAISS account and a valid STEPP account. For a more detailed description of STEPP account correlation, please see the [NCAISS User Guide](#).



STEPP Account Correlation

Activities for STEPP Account Correlation

1. After logging into NCAISS, you will see the NCAISS user homepage; click “Register an Existing STEPP Account” link, under the “STEPP Quick Links” to proceed.
2. The Register an Existing STEPP Account page is displayed; enter your STEPP Username and Password, and click “Finish.”
3. Upon clicking finish, a page containing a confirmation message and a button for immediate access to STEPP is displayed.



DSS STEPP Account Workflow

When you have completed this process, click "Finish" or "Cancel" to return to the Home tab

Provide STEPP Username and Password

Please enter your existing STEPP account Username and Password?

STEPP Username:	<input type="text"/>	*
STEPP Password:	<input type="password"/>	*

Forgot your STEPP password? [Click here!](#)

If you need assistance or require additional information regarding STEPP accounts, please contact the STEPP Call Center at (888) 282-7682

Click “Finish”

* indicates a required field

<input type="button" value="Back"/>	<input type="button" value="Finish"/>	<input type="button" value="Cancel"/>
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STEPP Account Creation

This use case describes how an existing NCAISS user creates a new STEPP account, and gains access to the application. NOTE: This process assumes that the user already has an NCAISS account. For a more detailed description of STEPP account creation, please see the [NCAISS User Guide](#).



STEPP Account Creation

Activities for STEPP Account Creation

1. After logging into NCAISS, you will see the NCAISS user homepage; click “Create a New STEPP Account” link, under the “STEPP Quick Links” to proceed.
2. The Create a New STEPP Account page is displayed; your information will be pre-populated, review the information and click “Finish.”

Home Work Items Delegations Profile

DSS STEPP Account Workflow

When you have completed this process, click "Finish" or "Cancel" to return to the Home tab

Please verify the information shown below. This will be used to create your STEPP account.

STEPP Username:	<input type="text" value="STEPP john.doe"/>
First Name:	<input type="text" value="John"/>
Last Name:	<input type="text" value="Doe"/>
Email:	<input type="text" value="john.doe@dss.mil"/>

Information will be pre-filled and locked; review for accuracy

If you need assistance or require additional information regarding STEPP accounts, please contact the STEPP Call Center at (888) 282-7682

Click “Finish”

Back **Finish** Cancel



STEPP Account Creation - continued

Activities for STEPP Account Creation - continued

3. Upon clicking finish, STEPP displays a page requesting additional information; complete and submit the request form within STEPP.
4. Upon submission of the form, the STEPP account creation process is complete.

Clearance Level: * Special Needs:

Student Address Information

Company/Unit/Field Office Name: *

Mailing Address 2: *

Mailing Address 3:

City: *

Zipcode: *

State/Province: *

Country/Region: *

Student Contact Information

Phone Number (Commercial) (nnn-xxx-xxxx): *

Phone Number (DSN) (nnn-xxxx):

Fax Number (Commercial) (nnn-xxx-xxxx):

E-mail Address: *

Supervisor Contact Information

Supervisor Name: *

Supervisor Phone Number: *

Supervisor E-mail Address: *

Complete Information

Click Submit



Accessing STEPP from NCAISS

This use case describes how a user accesses STEPP via NCAISS. NOTE: This process assumes that the user already possesses valid NCAISS and STEPP accounts, and that the user's STEPP account has been correlated to his/her NCAISS account. For a more detailed description of accessing STEPP from NCAISS, please see the [NCAISS User Guide](#).



Accessing STEPP from NCAISS

Activities for Accessing STEPP from NCAISS

1. After logging into NCAISS, you will see the NCAISS user homepage; click “Access STEPP” link, under the “STEPP Quick Links” to proceed.
2. NCAISS determines if you have multiple STEPP accounts associated in NCAISS; if yes, then NCAISS prompts you to select the account you wish to access STEPP with. **Note:** If you only have a single STEPP account you will not see the screen below, and will be directed immediately to STEPP.
3. After selecting the appropriate STEPP account, click “Continue,” and NCAISS redirects you to STEPP.

Welcome STEPP user

Select STEPP username to Continue

adminsteppuser

regularsteppuser

Continue

Select the account that you wish to use

Contact DSS | FAQs | Accessibility | USA.gov | Security and Privacy Notice | No Fear Act | FOIA | Terms of Use

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