

Hello! Welcome to the “NISS Short” that will explain how to request a NISS account for an External user. This training short applies to Industry users who are seeking the following roles:

- Sponsor
- Facility Clearance Verifier
- Security Staff
 - Facility Security Officer (FSO)
 - Assistant Facility Security Officer (AFSO)
 - Corporate Security Officer
 - Information System Security Manager (ISSM)
 - Key Management Personnel (KMP)
 - And, Other Security Staff

Please note, all Industry roles will be approved by the company’s assigned DSS Industrial Security Representative.

First, you must establish an account in the National Industrial Security Program (NISP) Central Access Information Security System, or NCAISS. For instructions on how to register for NCAISS, please visit the following website: <http://www.dss.mil/is/ncaiss.html>.

Once you have registered for an NCAISS account, go to the NCAISS homepage using the following website: <https://ncaiss.dss.mil/> .

Click I Accept. Click CAC/ECA Login.

Under Requests, click Create/Modify Requests.

Click Request/Manage NISS Access.

Your NCAISS personal information will appear. Additionally, any active NISS roles you have already established will appear. Scroll down.

The first fillable field is NISS Category. Click the drop down and select one of three options: Facility Clearance Verifier, Security Staff, or Sponsor. Choose Facility Clearance Verifier if you need to determine the facility clearance information for another company. Choose Security Staff if you are a member of the company’s security team. Finally, choose sponsor if you need to sponsor a company for a facility clearance or facility clearance upgrade. In this example, I will choose Security Staff.

Enter your CAGE code.

Select your Role. The options are Assistant Facility Security Officer, Corporate Security Officer, Facility Security Officer, Information System Security Manager, Key Management Personnel, and Other Security Staff. In this case, I will select Facility Security Officer.

Please note, under the NISS category, if I decided to choose Facility Clearance Verifier or Sponsor, you would still be required to enter your CAGE code. Also, there would be only one option for each for the Role type.

Now, moving back to my request for a Facility Security Officer role. If you need to remove any roles that you currently have, you may check the box under the Delete column.

Click Next.

The form displays a final summary screen. To submit the request, click Confirm. You may also click Edit to modify the request, or cancel to exit without saving.

Click Confirm.

A confirmation appears. Click Ok.

When your role is approved, you will receive an email to the email account associated with your NCAISS account.

After your account is approved, the next time you log into NCAISS, you will see a link for NISS Application under "My Applications." Click NISS Application to access the system.

Finally, you may request more than one NISS Role for a given CAGE code through NCAISS, depending on your job duties. Additionally, you may request NISS Roles for multiple CAGE codes through NCAISS, depending on your job duties.

This concludes the NISS training short for requesting a NISS account for the External user. Thank you!