



Getting an Account to Use Resources at NAS

April 25, 2012

NASA Advanced Supercomputing Division



Accessing NAS Computer Systems

- Overview of the Steps
 - Request and receive allocation of computer time
 - Request a computer account via paper Account Request Form
 - Have/Get enabled NASA Identity
 - Complete IT Security Training
 - Receive access to NAS systems

Request and Receive Allocation of Computer Time



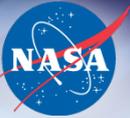
- Requests submitted via eBooks by Principal Investigator (PI) (person responsible for use of computer time)
- Mission Directorates review requests
- If request approved, computing time is awarded to PI and identified with GID
- PI notifies project team members to submit NAS account request form
- PI also submits account request form



Request a Computer Account

- Account requests submitted via paper form
 - <http://www.nas.nasa.gov/hecc/accounts/getaccounts.html>
- User provides GID and name of the responsible PI
- User signs acceptable use statement
- PI signs acceptable use statement (PI does not have to get MD POC signature anymore)
- Include Contract Number or WBS
 - Tracks to NASA sponsorship
- FAX completed form to (650) 604-1777
 - Or send via regular mail to address on form

Request a Computer Account



Account Request Form NASA Advanced Supercomputing Division (4/2012)	
FALSE OR INACCURATE INFORMATION PROVIDED ON THIS FORM IS A VIOLATION OF SECTION 499, TITLE 18, U.S. CODE	
<p>Instructions on Next Page Please Type or Print Form and Sign the Acceptable Use Statement</p>	
<p>Complete items 1–5, sign Acceptable Use Agreement, obtain Principal Investigator signature on Acceptable Use Agreement, then forward forms to: NASA Ames Research Center NAS Account Administration, Mail Stop 258-6 Bldg. N258, Rm. 226 P.O. Box 1 Moffett Field, CA 94035-0001 Or FAX to: (650) 604-1777</p> <p>You will be notified of account installation by NAS User Services, (650) 604-4444, (800) 331-USER</p>	
<p>1a. Have you had a previous NAS account? <input type="checkbox"/> If Yes, previous User Name: _____ <input type="checkbox"/> No</p> <p>1b. Are you a NASA Civil Servant? <input type="checkbox"/> Yes <input type="checkbox"/> If No, contract/grant #: _____ COTR Name: _____</p> <p>1c. User Information: Legal Name: _____ Company: _____ Work Addr: _____ _____ _____</p> <p>1d. Work Phone: _____</p> <p>1e. Alt. Work Phone: _____</p> <p>1f. Work Fax: _____</p> <p>1g. Work E-mail address: _____ (Do not use username@nas.nasa.gov)</p>	<p>2a. Project Number (GID): _____</p> <p>2b. Name of Principal Investigator: _____</p> <p>3a. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3b. If you are not a U.S. Citizen, are you a Legal Permanent Resident of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Question to confirm my identity (Select one): <input type="checkbox"/> Question 1: What is your favorite color? <input type="checkbox"/> Question 2: What is your favorite animal? <input type="checkbox"/> Question 3: What is an important date to you? <input type="checkbox"/> Question 4: What was your first car? <input type="checkbox"/> Question 5: What is your favorite sport? <input type="checkbox"/> Question 6: What is or was your very first pet's name?</p> <p>Answer I will provide: _____</p>
<p>5. Provide primary Computer Security Officer for your organization: Name: _____ Phone: _____ Email: _____</p>	
Items 6-13 for NAS Use Only	
6. Signature of System Owner/Designee: _____	7. Date _____
8. GID: _____	9. NAS Username: _____
10. AUID: _____	11. UUPIC: _____
12. Entered By: _____	
13. Authorized Computers/Services: (NAS Use ONLY)	
Supercomputers: <input type="checkbox"/> Columbia <input type="checkbox"/> Pleiades	General: <input type="checkbox"/> bruiser/bouncer <input type="checkbox"/> lou <input type="checkbox"/> PRACA <input type="checkbox"/> Other (identify): _____

NASA Advanced Supercomputing Division Acceptable Use Agreement (4/2012)

This document gives the requirements for use of the computing systems, resources and facilities located at and/or operated by the NASA Advanced Supercomputing (NAS) Division at NASA Ames Research Center.

As a user of the computing systems, resources and facilities located at and/or operated by the NASA Advanced Supercomputing (NAS) Division at NASA Ames Research Center, I agree to the following and understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution:

- NAS accounts are to be used only for the purpose for which they are authorized and are not to be used for non-NASA related activities.
- Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Federal law; constitutes theft; and is punishable by law (Section 799, Title 18, U.S. Code). I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that sharing passwords with other people, even on the same project, is prohibited. I understand that my misuse of assigned accounts and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording and I will have no expectation of privacy in my use of these systems
- I am responsible for using the computing systems, resources and facilities in an efficient and effective manner. I understand that account deactivation will result after 60 days of non-use and data will be deleted after 90 days unless my project or I make arrangements with the NAS User Services to preserve my data.
- I understand that these computing systems are unclassified systems. Therefore, processing and storing classified, or other information that requires safeguarding in the interest of National Security, is prohibited.
- I understand that these computing systems are categorized as moderate according to FIPS 199, therefore processing and storing information that is categorized as high according to FIPS 199 and NIST SP 800-60 is prohibited.
- I understand that I am responsible for protecting any information processed or stored in my accounts and will take appropriate precautions to protect Sensitive But Unclassified information (e.g., proprietary information or information subject to International Traffic in Arms Regulations or Export Control Regulations), which may include encrypting the data to provide protection that goes beyond the standard OS protection provided by the computing systems.
- I understand that I shall not engage in activities that compromise or weaken the security of the NAS systems or have been identified as prohibited and high-risk practices by the NAS Security Team. These activities include but are not limited to keeping unauthorized world-writable directories, running password cracking programs, downloading or introducing malicious software, running unauthorized P2P and VOIP software and copying or making available system and password configuration files to others.
- I understand that I shall not make copies of copyrighted software, except as permitted by law or by the owner of the copyright.
- I understand that I shall not attempt to access any data or programs contained on systems for which I do not have authorization or explicit consent from the owner of the data/program, the NAS Division Chief or the NAS Computer Security Official.
- I understand that I am required to report any security weaknesses in the systems or any IT security incidents including misuse or violation of this agreement, to the NAS User Services, support@nas.nasa.gov, or to the NAS Security Team, security@nas.nasa.gov.
- I understand that I am required to access the NAS Computers only from remote systems which are fire walled and are running regularly updated virus protection software.
- I understand that I will be required to complete the NASA mandatory Basic IT Security Training available at: <http://saturn.nasa.gov/>. (Note: Additional details are available from NAS User Services.)
- If applicable, I further agree to abide by the provisions NASA NPDP 2540.1F regulating privileges and responsibilities of NASA employees and contractors.

I certify that the information I have provided is correct and that I have READ, UNDERSTAND and AGREE to ABIDE BY the above NAS Acceptable Use Agreement.

Requestor's Name: _____
 Signature: _____ Date: _____

I approve of the Requestor having access to computing resources to work on the project named above.

Name of Principal Investigator: _____
 Signature: _____ Date: _____



NASA Identity

- NAS uses data from Account Request Form to look up user in NASA Enterprise Directory (NED) database
 - Case 1: Active and enabled
 - Case 2: Not in NED
 - Case 3: In NED, status is terminated and disabled

NASA Identity Case 1



- User has identity in NED, active and enabled
 - If user has completed IT Security Training, NAS submits request to install account
 - If user has not completed IT Security Training, NAS sends user link to SATERN: <https://satern.nasa.gov/>
 - Once training completed, NAS submits request to install/renew account

NASA Identity Case 2



- User does not have identity in NED
 - NAS goes to IdMAX and uses “Create Identity” process to invite user to get identity
 - User inputs personal data into IdMAX website
 - NAS goes into IdMAX and affiliates user with Grant/Contract/Dummy Contract Number
 - User may be requested to submit additional documents (e.g. visa, passport) that can be uploaded directly to IdMAX website
 - NASA completes preliminary background investigation
 - Identity then becomes “enabled”
 - User instructed to complete IT Security Training

Create Identity



IdMAX - Identity and Access Management Tools - Windows Internet Explorer

https://idmaxtest.ndc.nasa.gov/idm/user/workItemEdit.jsp?id=%23ID%23B7E7-%3AD003D803B21%3AFC597032-%3A10E07EF8B59AC451&lang=en&cntry=US

File Edit View Favorites Tools Help

IdMAX - Identity and Access Management Tools

Logged in as: NATHAN G. GABRE

LOGOUT MAIN MENU HELP

Sun Microsystems, Inc.

Home Identity Management Credential Management Access Management Self Service Support Administration

Create Identity

Please complete the information for the user and then select the "Continue" button.

Identity

Legal Name

Salutation *Last Name/Surname *First Name Middle Suffix

Notification

*Email Address *Phone Number

Position Detail

*Assigned Center Please select a Center *Assigned Org Code Please select an organization code

* Indicates that the field is required.

Continue Cancel

Web Site Owner: Sharon Ing
Curator: IdMAX Project Team

ndmsidmtest05a

Trusted sites 100%

Emails to User



From: Identity Manager [Identity.Manager@nasa.gov] Sent: Wed 2/23/2011 10:57
To: Diehl, Gwendolyn H. (MSFC-IS60)[EAST]
Cc:
Subject: [IdMAX-DEV-IF] Action: Your NASA Identity Invitation (Email 1 of 2)

Gwendolyn H. Diehl, (gwendolyn.h.diehl@nasa.gov)
location: MSFC. This identity is a prerequisite to

From: Identity Manager [Identity.Manager@nasa.gov] Sent: Wed 2/23/2011 10:57
To: Diehl, Gwendolyn H. (MSFC-IS60)[EAST]
Cc:
Subject: [IdMAX-DEV-IF] Action: Your NASA Identity Invitation (Email 2 of 2)

This is the first e-mail in a series of two. You should visit the Identity Invitation Web site. If you do not receive this e-mail, please contact Gwendolyn H. Diehl, gwendolyn.h.diehl@nasa.gov, who submitted this invitation. Refer to request number: NR-II-1298480247118.

Gwendolyn H. Diehl, (gwendolyn.h.diehl@nasa.gov), has requested that you, InvitationDemo TestGwen, receive a NASA "identity" for NASA location: MSFC. This identity is a prerequisite to IT computer access at NASA.

After receiving the pass phrase, please follow the instructions in the first email when you receive it. This invitation expires on **03/02/2011**.

This is the second e-mail in a series of two which contains your pass phrase. Please follow the instructions in the first email when you receive it.

Step 1:

After receiving the pass phrase, please click on the following link:

Pass Phrase: **gold book lost land**

- Have Adobe FlashPlayer 10.1 or later installed on your computer and accessible via a computer only.
- Enter the **pass phrase** received from the first e-mail.
- Click the check box, indicating that you have read and agree to the Terms and Conditions.
- Select one of the radio buttons to determine your status:
 - If you are a United States citizen or a Naturalized Citizen, select "I am a United States citizen".
 - If you are a Lawful Permanent Resident of the United States, select "I am a Lawful Permanent Resident".
 - If you are not a United States citizen (e.g. Foreign National), select "I am not a United States citizen".
- Click the **Sign In** button.

Note: If you did not receive the first e-mail with the link, please ensure that you receive it within **8 business hours** of receiving this e-mail. The expiration date for this request is **03/02/2011**.

If you do not receive the first e-mail, please contact **Gwendolyn H. Diehl**, gwendolyn.h.diehl@nasa.gov, who submitted this invitation. Refer to request number: NR-II-1298480247118.

This is an automatic system notification. Please do not reply to it.

NOTE: Have the following information available before accessing the Web site:

- Social Security Number (required if United States or Lawful Permanent Resident citizen)
- Country/State/City of Birth
- Legal Identification (e.g. Driver's License, Passport, State Id Number, Naturalization Number, etc. for United States citizens or Lawful Permanent Residents)
- Permanent Resident Alien Number (required for Lawful Permanent Residents)
- VISA Information (required for Non United States citizens)

(Accessing this site before receiving your unique pass phrase can result in your invitation being canceled.)

Step 2:

The following is information you will be required to enter for creation of a NASA identity:

- Name Information: Current Legal First, Middle and Last Name
- City/State/Zip (required if Birth Country is United States)

User Login



User Entry - US



US or Naturalized Citizen Form

salutation:	<input type="text"/>	social security #:	<input type="text"/>
legal first name: *	<input type="text" value="InvitationDemo"/>	confirm social security #:	<input type="text"/>
legal middle name:	<input type="text"/>	daytime phone #:	<input type="text" value="256.256.2566"/>
legal last name: *	<input type="text" value="TestGwen"/>	email: *	<input type="text" value="gwendolyn.h.diehl@nasa.gov"/>
legal suffix:	<input type="text"/>	residence country: *	<input type="text" value="UNITED STATES"/>
birth date (mm/dd/yyyy): *	<input type="text"/>	residence street: *	<input type="text"/>
birth country: *	<input type="text"/>	residence city: *	<input type="text"/>
birth city: *	<input type="text"/>	residence state:	<input type="text"/>
birth state:	<input type="text"/>	residence county/province:	<input type="text"/>
legal identification type: *	<input type="text"/>	residence zip:	<input type="text"/>
legal identification number: *	<input type="text"/>	dual citizenship country:	<input type="text"/>
confirm legal identification number: *	<input type="text"/>	naturalization number:	<input type="text"/>
issuing country: *	<input type="text" value="UNITED STATES"/>	confirm naturalization number:	<input type="text"/>
issuing state:	<input type="text"/>	naturalization city:	<input type="text"/>
		naturalization state:	<input type="text"/>
		naturalization date (mm/dd/yyyy):	<input type="text"/>



User Entry - LPR

Lawful Permanent Resident Form

salutation:	<input type="text"/>	social security #:	<input type="text"/>
legal first name: *	<input type="text" value="InvitationDemo"/>	confirm social security #:	<input type="text"/>
legal	<input type="text" value="Enter your Legal First Name. This is a required field."/>	daytime phone #:	<input type="text" value="256.256.2566"/>
legal last name: *	<input type="text" value="TestGwen"/>	email: *	<input type="text" value="gwendolyn.h.diehl@nasa.gov"/>
legal suffix:	<input type="text"/>	residence country: *	<input type="text"/>
birth date (mm/dd/yyyy): *	<input type="text"/>	residence street: *	<input type="text"/>
birth country: *	<input type="text"/>	residence city: *	<input type="text"/>
birth city: *	<input type="text"/>	residence state:	<input type="text"/>
birth state:	<input type="text"/>	residence county/province:	<input type="text"/>
legal identification type:	<input type="text"/>	residence zip:	<input type="text"/>
legal identification number:	<input type="text"/>	citizenship country: *	<input type="text"/>
confirm legal identification number:	<input type="text"/>	dual citizenship country:	<input type="text"/>
issuing country:	<input type="text"/>	lawful permanent resident number: *	<input type="text"/>
issuing state:	<input type="text"/>	confirm lawful permanent resident number: *	<input type="text"/>
		lawful permanent resident expiration date (mm/dd/yyyy):	<input type="text"/>



User Entry - FN

Non US Citizen Form

salutation:	Mrs.	citizenship country:	KOREA, REPUBLIC OF
legal first name:	InvitationDemo	dual citizenship country:	
legal middle name:	Middle	passport number:	*****
legal last name:	TestGwen	confirm passport number:	
legal suffix:		passport expiration date (mm/dd/yyyy):	
birth date (mm/dd/yyyy):	8/17/1981	passport country:	
birth country:	KOREA, REPUBLIC OF	VISA number:	*****
birth city:	Seoul	confirm VISA number:	*****
birth state:		VISA begin date (mm/dd/yyyy):	
social security #:		VISA end date (mm/dd/yyyy):	
confirm social security #:		VISA type:	No Visa Required
daytime phone #:	256.256.2566	I-94 end date (mm/dd/yyyy):	
email:	gwendolyn.h.diehl@nasa.gov	how long have you been living and/or working in US?:	Less than 3 years
residence country:	KOREA, REPUBLIC OF		
residence street:	1234 Yongsan		
residence city:	Seoul		
residence state:			
residence county/province:			
residence zip:			

Submit

NASA Identity Case 3



- User has identity in NED, terminated and disabled
 - NAS goes to IdMAX and uses “Modify Identity” process to affiliate user
 - NAS goes into IdMAX and affiliates user with Grant/Contract/Dummy Contract Number
 - NASA updates background investigation, if needed
 - Identity then becomes “enabled”
 - User instructed to complete IT Security Training, if needed

Modify Identity - Affiliation



IdMAX - Identity and Access Management Tools - Windows Internet Explorer

http://ndmsidmdev01.ndc.nasa.gov/idm/user/workItemEdit.jsp?id=%23ID%2399F7-%3A5ABD3813B21%3A1A859C4%3AF44A235A86FE4195&lang=en&cntry=US

File Edit View Favorites Tools Help

IdMAX - Identity and Access Management Tools

Logged in as: NATHAN G. GABRE

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support Administration

Modify Identity - Bob Andrew McSawyer [992331665]

Please complete the information for the user and then select the "Continue" button.

Identity Identity Status Citizenship Residential Affiliation Access Level

Affiliation

* Agreement Number	IF2.0 Agreement	* Company	Identity Framework Company
* Agreement End Date	07/22/2015	* Affiliation Sponsor	NDIRITU, MARGARET W
* Affiliation Start Date	09/21/2010	* Affiliation End Date	09/21/2011

* Indicates that the field is required.

Continue Cancel

Web Site Owner: Sharon Ing
Curator: IdMAX Project Team

ndmsidmdev01

Trusted sites 100%



Completion of IT Security Training

- JPL user should follow JPL instructions
- Users must have active Launchpad accounts
 - Once identities become “enabled” in NED, users are sent email to set up Launchpad account
 - Must “activate” Launchpad account—can take up to 48 hours to complete
 - SATERN IT Security Training must be added in user’s Training Plan—this process takes another 24 hours
- Completion of IT Security Training is the final step before account creation

SATERN Account Activation



https://satern.nasa.gov/customcontent/splash_page/SATERN_Splash.html

Writeboard: ...ekly Report EXCEPTIONA...D (817487) Internet Tim...ntry System ALERT Reser...Information Aetna Login shift1-3 Ad...(Passwords) Caremark Vision Benefits Subscribers |...of Virginia Delta Dental - Patients HEC eBooks SC11 Demo Tracking SOC Ops Sharepoint

SATERN
System for Administration, Training, and Educational Resources for NASA

Log into SATERN as:

User

Administrator

SATERN Resources

Forgot your [Agency UserID](#) or [Password](#)?

[Trouble Logging In?](#)
Click Here to Resolve

To learn more about SATERN and its new features:
Visit the [SATERN Info Site](#)

OR

Access the [SATERN Tutorial](#)

WELCOME TO SATERN!

NASA's Simplified Login should pass on your credentials and take you directly to SATERN. In some cases, you will have to enter your Agency UserID and Access Launchpad password. Please note the exceptions to [Simplified Login](#) for more information.

Course Credit Issues

Occasionally you may encounter an issue after completing a custom on-line content course through SATERN where course completion does not get recorded correctly. If you encounter this issue, please call or e-mail the NSSC Contact Center. To obtain course completion credit, you will need a screen capture of the course final page indicating you have successfully completed the course. If you do not have a screen shot, you may need to re-take the course.

First Time SATERN Users

Step 1: Please download [First Time User Login](#) instructions.

Step 2: Please visit the [Access Launchpad](#) website to create your NASA User profile.

Step 3: Please follow this link and instructions to [activate your SATERN account](#).

This is a U.S. Government system and is for authorized users only. By accessing and using this computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

[NASA Privacy Statement](#)

SATERN
System for Administration, Training, and Educational Resources for NASA
<https://saterninfo.nasa.gov>

Guides and Aids
Training Materials
Quick Reference Guides

Recommended web browsers for full functionality:

Windows -
Internet Explorer 6.0 and 7.0
Firefox 2.0 and 3.5

MAC -
Safari 3.0
Firefox 2.0 and 3.5
Firefox 3.6 and higher not recommended.

SATERN Help
NSSC Contact Center
877-NSSC-123
(877-677-2123) or
NASA-satern.support@nasa.gov
Hours of Operation:
8 a.m. - 8 p.m. ET
Monday - Friday

Tip -
Please Turn OFF Pop-Up Blockers

See your [System Settings](#)

SATERN Account Activation



The screenshot shows a web browser window with the URL <https://www.nssc.nasa.gov/portal/site/customerservice/menutem.aaa1e083b204ecfac88305100788576c/>. The page header includes the NASA logo, "National Aeronautics and Space Administration", and "NASA SHARED SERVICES CENTER". On the right, "NSSC Contact Information" is provided: Phone: 1-877-677-2123 (1-877-NSSC123), Fax: 1-866-779-6772 (1-866-779-NSSC). The main navigation bar features the "nssc Customer Service Web" logo, a search bar, and social media icons for Facebook and Twitter. Below this, a menu lists services: Home, Travel, IT Services, Accounting Service, Training/Conference, Retirement & Benefits, Employee Service, and Procurement Service. The breadcrumb trail reads: "NSSC Customer Service Web > Training/Conferences > SATERN Learner Account Validation". The main content area is titled "SATERN Learner Account Validation" and contains the following text:

Welcome to the SATERN Learner Account Validation Site!

New SATERN accounts are created automatically after a new employee is assigned a NASA Universal Uniform Personal Identification Code (UUPIC) and an ENABLED NASA Identity in the NASA Enterprise Directory.

SATERN accounts are created initially in an INACTIVE state and must be activated prior to use.

First Time SATERN Users must use this site to schedule their account to be set to an ACTIVE status.

Non-First Time Users may also use this site to validate their current SATERN account readiness and to schedule the re-activation of their account in certain situations.

To schedule the activation of your SATERN account or to validate your current account readiness:

Please enter your NASA Agency User ID (AUID):

[I Don't Know My Agency User ID](#)

Below the main content is an "FAQs" section with a search bar and a list of links:

- [SATERN's Recommended Browsers](#)
- [I forgot my SATERN user name/password, can you help?](#)
- [Find a Course in SATERN](#)
- [I completed an online course in SATERN, but was not provided credit, what should I do?](#)

[More Results](#)

At the bottom right, there is a link: [Need to download Adobe Reader?](#)

Receive Access to NAS Systems



- NAS confirms SATERN IT Security Training
- NAS submits request to install account
- NAS mails RSA SecurID token to user
 - Importance of valid mailing address
- A couple more things about your account
 - IT Security Training must be completed annually
 - NAS accounts are renewed annually
 - NAS accounts expire automatically after one year

NAS Contacts



- Sandra Glass (650) 604-1416
- Control Room (650) 604-4444 or (800) 331-USER
- Leigh Ann Tanner (650) 604-4468
- Email: support@nas.nasa.gov
- launchpad.nasa.gov
- eBooks: hec.reisys.com/hec/computing/index.do
- NED: people.nasa.gov

For more information:

www.nas.nasa.gov/hecc