



U.S. Department of Defense  
**DEFENSE SECURITY SERVICE**



**SECURITY TRAINING, EDUCATION and  
PROFESSIONALIZATION PORTAL  
(STEPP)**

**SMARTCARD INTEGRATION GUIDE**

March 7, 2015

v2.0

# IMPORTANT UPDATE

NEW STEPP ACCOUNT REQUESTS ARE CREATED  
THROUGH STEPP DIRECTLY.

PLEASE PAY SPECIAL ATTENTION TO THE  
[PRE-INITIATION CHECKLIST](#)  
BEFORE PROCEEDING.



# Pre-Initiation Checklist

## before beginning...

<ul style="list-style-type: none"> <li>Do you have a STEPP Account?</li> </ul>	<p><b>No? -&gt;</b> Quick Link: </p>
<ul style="list-style-type: none"> <li>Do you know/ have your STEPP Username and Password?</li> </ul>	<p><b>No? -&gt;</b> Contact the Call Center <b>(888) 282-7682</b></p>
<ul style="list-style-type: none"> <li>Do you have approved smartcard middleware installed on your computer? (e.g. ActivClient is popular within DoD)</li> </ul>	<p><b>No? -&gt;</b> Contact your local IT Department for assistance.</p>
<ul style="list-style-type: none"> <li>Is your Internet Explorer Browser in Compatibility View Mode? <i>(STEPP does not display correctly with newer Internet Explorer Browsers.)</i></li> </ul>	<p><b>No? -&gt;</b> Quick Link: <a href="#">Click Here For Instructions.</a></p>
<ul style="list-style-type: none"> <li>Verify your STEPP Account <i>(Login with Username and Password before proceeding.)</i></li> </ul>	<p>Quick Link: </p>



**Have you met all the prerequisites?**



# Overview

## STEPP Smartcard Login

### 4 Easy Steps!!

**STEP-1: VERIFY STEPP Access**

**STEP-2: CREATE NCAISS Account (*Self Enrollment*)**

**STEP-3: REGISTER Smartcard with NCAISS**

**STEP-4: LINK NCAISS Account to STEPP**



**NCAISS: National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)**

The DSS NCAISS Portal provides Public Key Infrastructure (PKI)-based authentication services to DSS applications.



# STEP-1: VERIFY STEPP Access

1 – Click Here to Login and Verify Access:

Username/Password  
Login

**FORGOT USERNAME AND PASSWORD? Call Us!**



Call Center Support  
(888) 282-7682



**Have you verified you can login to STEPP  
with Username & Password?**



## STEP-1 Complete?

Let's setup your NCAISS Account...

*Already have an NCAISS account?*

[Skip to Step-4](#)



# STEP-2: **CREATE** NCAISS Account (*Self Enrollment*)



## ATTENTION

NCAISS Password Rules Are Complex!



Password Rules	Examples
Minimum Length: 15	
Maximum Length: 30	
<b>NO</b> Duplicate Characters/Numbers (eg. TT, 33, !!)	Pa%%woRd!234E67
<b>DO NOT</b> Use @ or #	Pa#\$w@Rd!234E67
Must begin with an Alpha character	Pas\$woRd!234E67
Minimum Lowercase: 2	Pas\$woRd!234E67
Minimum Uppercase: 2	Pas\$woRd!234E67
Minimum Numeric: 2	Pas\$woRd!234E67
Minimum Special: 2 ( <b>NO</b> @ or #)	Pas\$woRd!234E67

Examples, please do not use!

Pas\$woRd!234E67

Af!\$x8iy34Ja9fg



# STEP-2: CREATE NCAISS Account (*Self Enrollment*)

- 1 – Navigate to the NCAISS Portal Page: <https://sso.dss.mil>
- 2 – Accept the DSS Portal Disclaimer when prompted.
- 3 – Click the button: “Register for An Account” in the Self Enrollment
- 4 – Fill out the **Request a DSS Account** Page:



Keep this link handy; this is how you will access STEPP in the future.

**Request a DSS Account**

Complete the following form to create your DSS account

First Name  \* Middle Name  Last Name  \*

Use your organization assigned email address (e.g. dss.mil) when registering for an NCAISS account if you are acting on behalf of an organization when utilizing this account.

Your Email Address  \* Confirm Email Address  \*

Password  \*  Confirm Password  \*

Please answer at least 3 of the following questions.

Question	Answer
What is your Mother's Maiden Name?	<input type="text"/>
What is your Favorite Color?	<input type="text"/>
What was your First Car Model?	<input type="text"/>
What is your Place of Birth?	<input type="text"/>
What is your Favorite Movie?	<input type="text"/>
What is your First Child's Name?	<input type="text"/>
What was your High School Mascot?	<input type="text"/>
What is your Favorite Vacation Location?	<input type="text"/>

Next Cancel

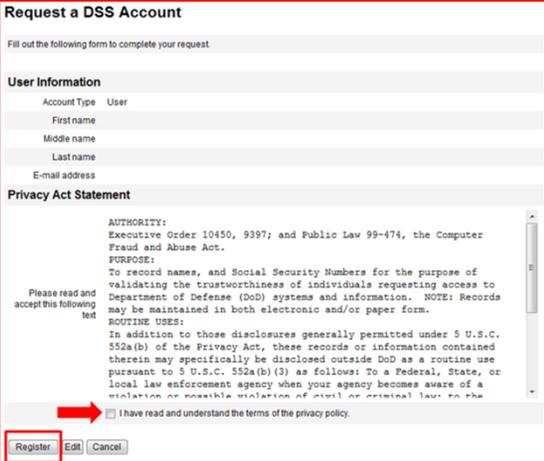
Password Rules
Minimum Length: 15
Maximum Length: 30
NO Duplicate Characters/Numbers (eg. TT, 33, !!)
DO NOT Use @ or #
Must begin with an Alpha character
Minimum Lowercase: 2
Minimum Uppercase: 2
Minimum Numeric: 2
Minimum Special: 2 (NO @ or #)

Answer  
3



## STEP-2: **CREATE** NCAISS Account (*Self Enrollment*)

- 5 – Review User Information and
- 6 – Read Privacy Act Statement
- 7 – Check the box “I have read and understand the terms of the privacy policy.”
- 8 – Click the “Register” button.
- 9 – Click OK after reading the message (NCAISS creates your account )



### Request a DSS Account

Your account request has been received. You will receive a notification email when your account has been created.

OK

- 10 – NCAISS sends an email with your **NCAISS Account ID**.



## STEP-2 COMPLETE

### Let's register your smartcard...

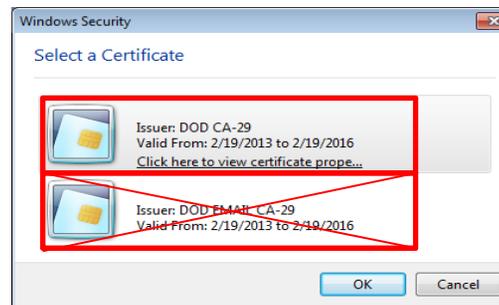


## STEP-3: REGISTER Smartcard with NCAISS

- 1 – Navigate to the NCAISS Portal Page: <https://sso.dss.mil>.
- 2 – Accept the DSS Portal Disclaimer when prompted.
- 3 – Click the button: “Register Certificate” in the Register CAC/ECA Section as shown:
- 4 – Enter your NCAISS Account ID (from email) and Password; click Submit.
- 5 – Select the appropriate **IDENTITY** certificate, enter your PIN when prompted and click OK.



**DO NOT USE YOUR EMAIL CERTIFICATE**



- 6 – A confirmation message will display informing you that your certificate was successfully registered.



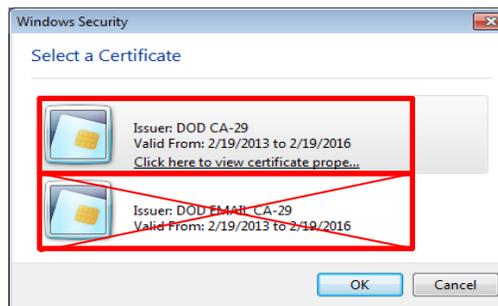
## STEP-3 COMPLETE

Let's link your STEPP account...



## STEP-4: LINK NCAISS Account to STEPP

- 1 – Navigate to the NCAISS Portal Page: <https://sso.dss.mil>.
- 2 – Accept the DSS Portal Disclaimer when prompted.
- 3 – Click the button: “CAC/ECA Login” in the Login to DSS Portal Section as shown:
- 4 – Choose the correct certificate and click OK.



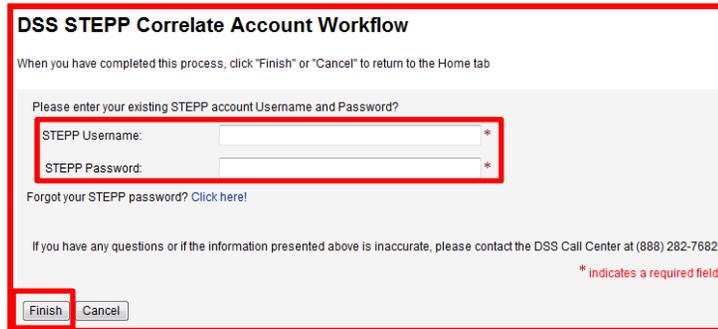
*You may NOT be prompted for a PIN if you recently used your PIN to login to your computer, application or website.*

- 5 – You will be logged into the NCAISS Portal with your CAC.
- 6 – In the STEPP Quick Links section, click the link “Register an Existing STEPP Account”.



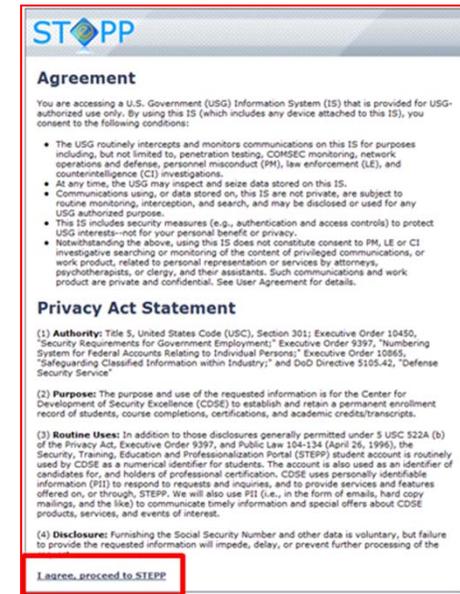
# STEP-4: LINK NCAISS Account to STEPP

7 – Enter your STEPP Username and Password and click the Finish button



8 – Upon clicking Finish, a page containing a confirmation message is displayed.

9 – Click the “I agree, proceed to STEPP” link at the bottom of the page.



## STEP-4 COMPLETE

### You are now smartcard enabled!



# Please use this website to access STEPP

Bookmark

CAC

<https://sso.dss.mil/opensso/cert/login>

**Defense Security Service Portal**  
National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)

**Note:** If you have recently used your CAC/ECA to login, you may not be prompted for your PIN and/or Certificate.

**Login to DSS Portal**  
CAC/ECA Login

**Register CAC/ECA**  
Register Certificate

**Self Enrollment**  
Register for an account

**Threat Advisory**  
NTAS  
NO ACTIVE ALERTS  
www.DHS.gov/alerts  
Read more

**Links**  
DSS Applications  
★ STEPP

**FAQs**  
★ Setting up Firefox to work with Card readers?  
★ NCAISS not loading in Firefox?  
★ What is the NCAISS?  
★ What is the Single Sign-on?  
★ How do I create an NCAISS account?  
★ How do I reset my password?  
★ How do I associate CAC/ECA with my account?  
★ From where do I get an ECA certificate?  
★ How do I log into NCAISS using my CAC/ECA?  
★ How can I find help?  
★ CAC error message "Page cannot be displayed"?  
★ See ALL FAQs

Contact DSS | FAQs | Accessibility | USA.gov | Security and Privacy Notice | No Fear Act | FOIA | Terms of Use  
FOR OFFICIAL USE ONLY  
Copyright © 2011 - Defense Security Service | All Rights Reserved.





**BACKUP**



Password Rules	Examples
Minimum Length: <b>15</b>	
Maximum Length: <b>30</b>	
<b>NO</b> Duplicate Characters/Numbers (eg. <b>TT, 33, !!</b> )	Pa <b>\$</b> woRd!234E67
<b>DO NOT</b> Use <b>@</b> or <b>#</b>	1a <b>#</b> \$w <b>@</b> Rd!234E67
Must begin with an Alpha character	<b>1</b> as\$woRd!234E67
Minimum Lowercase: 2	Pa <b>s</b> \$woRd!234E67
Minimum Uppercase: 2	Pa <b>S</b> \$wo <b>R</b> d!234E67
Minimum Numeric: 2	Pa <b>S</b> \$woRd! <b>23</b> 4E67
Minimum Special: 2 ( <b>NO @</b> or <b>#</b> )	Pa <b>S</b> \$woRd! <b>!</b> 234E67



Pas\$woRd!234E67  
Af!\$x8iy34Ja9fg