



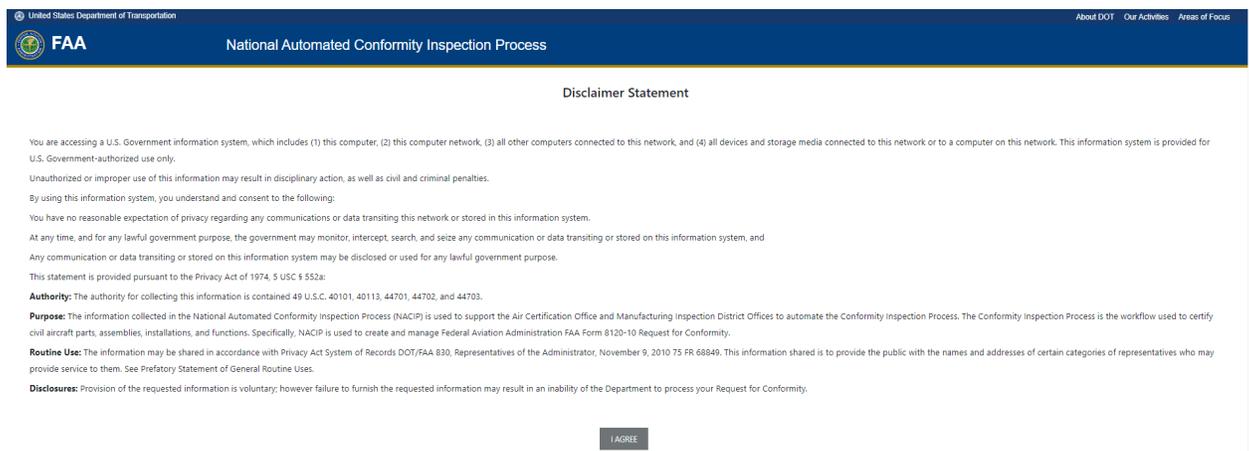
# NACIP - MyAccess External Migrated User Registration and Sign-In Process

This document describes the steps to complete the migration of your existing NACIP account into the new MyAccess CIAM authentication system. By following these steps you will be able to authenticate and login to NACIP.

## First-time of Sign-In through MyAccess CIAM:

Follow these steps to activate your account in MyAccess CIAM:

1. Go to NACIP page following this link: <https://nacip-test.faa.gov/disclaimer>
2. You will reach the disclaimer page. Click "I agree"



3. Select "I am Not an FAA employee" button





4. The MyAccess CIAM login page should be displayed (see picture below)

Click the "Activate an existing external account" link.

Welcome to the FAA's new MyAccess login

Federal PIV/CAC Holder? [Proceed to sign-in below](#)

**First Time Here? [Activate an existing external account](#)**

New User? [Register for an external account](#)



Sign in using MyAccess

Email Address

Remember me

[Next](#)

OR

[Continue with DOT/FAA PIV](#)

[Continue with Federal CAC/PIV](#)

[Don't have an account? Sign up](#)

Need help signing in?



5. The "Reset Password" screen will be displayed. Enter your email address and click on "Reset via Email" button.

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign-in below  
First Time Here? Activate an existing external account  
New User? Register for an external account



### Reset Password

Email Address

[Reset via Email](#)

[Back to sign in](#)

**Technical Support:**  
1 (844) FAA-MYIT or 1 (844) 322-6948  
[helpdesk@faa.gov](mailto:helpdesk@faa.gov)



After you click the "Reset via Email" button, the following confirmation screen will be displayed:

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? [Proceed to sign-in below](#)  
First Time Here? [Activate an existing external account](#)  
New User? [Register for an external account](#)



**Email sent!**

Email has been sent to  
[huma.kapadia@karsun-llc.com](mailto:huma.kapadia@karsun-llc.com) with  
instructions on resetting your password.

[Back to sign in](#)

**Technical Support:**  
1 (844) FAA-MYIT or 1 (844) 322-6948  
[helpdesk@faa.gov](mailto:helpdesk@faa.gov)

**Note:** Once you see the above email sent notification, just close the window and following the instruction in the next step mentioned in the email send to your email ID.



6. You will receive an email from MyAccess Administrator (no-replyOkta@faa.gov) with instructions to reset your password. Click "Reset Password" button

## MyAccess

### FAA's MyAccess Customer Identity and Access Management Password Reset Requested

Hi Huma,

A password reset request was made for your FAA MyAccess account. If you did not make this request, please contact [MyAccessCIAMSupport@faa.gov](mailto:MyAccessCIAMSupport@faa.gov) immediately.

Click this link to reset the password for your username, [huma.kapadia@karsun-llc.com](mailto:huma.kapadia@karsun-llc.com):

Reset Password

This link expires in 1 hour.

If you experience difficulties accessing your account, send a help request to: [MyAccessCIAMSupport@faa.gov](mailto:MyAccessCIAMSupport@faa.gov)

**Tip:** If you do not see this email in the inbox then check the spam folder

**Warning:** The link to reset your password expires in 1 hour. If you try to use an expired link or use a previously used link, then you will see an error message: "Access recovery link has been previously used or expired". If this happens, **close your browser** and go back to step one.



7. When you click "Reset Password" button, you will be directed to reset password page. Enter your new password in both the fields "New password" and "Repeat password". Then, click on "Reset Password".

**Tip:** Make the password unique and different from previous password used.

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign-in below  
First Time Here? Activate an existing external account  
New User? Register for an external account



### Reset your password

Password requirements:

- At least 8 characters
- No parts of your username

New password

Repeat password

**Reset Password**

[Back to sign in](#)



- You will be asked to confirm your email authentication by clicking on the "Send me the code".

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? [Proceed to sign-in below](#)  
First Time Here? [Activate an existing external account](#)  
New User? [Register for an external account](#)



Verify with Email Authentication

Send a verification code to h...a@karsun-llc.com.

[Send me the code](#)

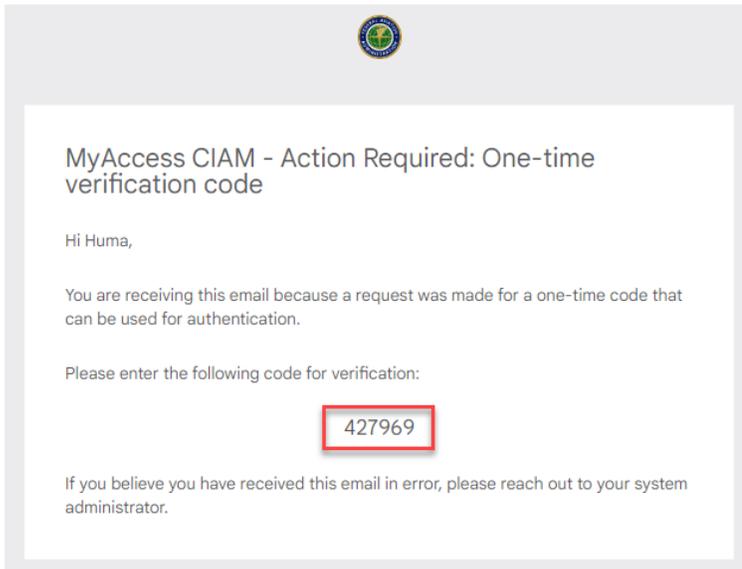
[Help](#) [Back to sign in](#)

**Technical Support:**  
1 (844) FAA-MYIT or 1 (844) 322-6948  
[helpdesk@faa.gov](mailto:helpdesk@faa.gov)

**Tip:** This is a one-time password "OTP" send to your email address. If you do not receive the OTP, you must regenerate the OTP to complete this step.



The OTP will be sent by email as shown below:





9. On the next screen, enter the OTP you received. Then, click on "Verify" button.

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign-in below  
First Time Here? Activate an existing external account  
New User? Register for an external account



### Verify with Email Authentication

A verification code was sent to h...a@karsun-llc.com. Check your email and enter the code below.

 Haven't received an email? [Send again](#)

Verification code

[Verify](#)

[Help](#) [Back to sign in](#)



10. On the next screen, select a preferred multi-factor authentication method. **These instructions explain how to use the Okta Verify option on your phone.**

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? *Proceed to sign-in below*  
First Time Here? *Activate an existing external account*  
New User? *Register for an external account*



### Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your account

-  **Okta Verify**  
Use a push notification sent to the mobile app.
-  **Security Key or Biometric Authenticator**  
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
-  **Google Authenticator**  
Enter single-use code from the mobile app.

Technical Support



11. Select the OS for the phone you will use to enroll for MFA. Click the "Next" button.

Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? [Proceed to sign-in below](#)  
First Time Here? [Activate an existing external account](#)  
New User? [Register for an external account](#)



Setup Okta Verify

Select your device type

iPhone

Android

 [Download Okta Verify from the Google Play Store](#) onto your mobile device.

Next

[Back to factor list](#)



Welcome to the FAA's new MyAccess login  
Federal PIV/CAC Holder? Proceed to sign-in below  
First Time Here? Activate an existing external account  
New User? Register for an external account



Setup Okta Verify

Select your device type

iPhone

Android

 Download Okta Verify from the App Store onto your mobile device.

Next

[Back to factor list](#)

12. Download and install the "Okta Verify" app from the Google Play Store or the App Store.

13. Open the "Okta Verify" app and click on the "+" icon.

14. Select "Other" and then select "Scan QR code".



Welcome to the FAA's new MyAccess login  
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### Setup Okta Verify

Launch Okta Verify on your mobile device and select "Add an account". Scan the QR code to continue.



Can't scan?

[Back to factor list](#)

15. After the QR code is scanned, the FAA application will be added to Okta Verify.

16. Click the "Finish" button. The screen will display an authentication completion message:

**You have successfully authenticated  
with MyAccess**

You may now proceed to the application  
you want to access

**Technical Support:**

1 (844) FAA-MYIT or 1 (844) 322-6948

[helpdesk@faa.gov](mailto:helpdesk@faa.gov)



Welcome to the FAA's new MyAccess login  
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First Time Here? Activate an existing external account  
New User? Register for an external account



### Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

-  Okta Verify 
-  Email Authentication 

Additional optional factors

-  **Security Key or Biometric Authenticator**  
Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)
-  **Google Authenticator**  
Enter single-use code from the mobile app.

**Tip:** Once your multifactor authentication is complete, please navigate to NACIP login page as the MyAccess CIAM will not redirect you automatically.

17. Click on the "Finish" button. You can begin the authorization process by going to the FAA application home page.



18. When you click “Ok” on the above message, you will be directed to your NACIP login page. Once your FAA advisor approves your request, you should be able to login in NACIP.

The screenshot shows the NACIP login page. At the top, there is a dark blue header with the FAA logo on the left and the text "National Automated Conformity Inspection Process (NACIP)" in the center. To the right of the header, there are links for "About DOT", "Our Activities", and "Areas of Focus". Below the header, there is a "Recent Notices" section with a welcome message and a warning about DAR and DMIR function code updates. To the right of the notices is a "Login As" section with a dropdown menu showing "Huma Kapadia DERY" and a "Log In" button. Below the notices, there is an "About NACIP" section with a brief description of the system and a note for registered and authorized users.

**Note:** You can access MyAccess helpdesk in case you have any additional questions or concerns:

<https://myaccessreg.faa.gov/help/?fromURI=%2Fhelp%2Flogin>

Congratulations, you have successfully completed all steps needed to authenticate your access in NACIP!