

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: <u>https://nacip-test.faa.gov/disclaimer</u>
- 2. You will reach the disclaimer page. Click "I agree"

 United States Department of Transportation 	
🙆 FAA	National Automated Conformity Inspection Process
	Disclaimer Statement
You are accessing a U.S. G U.S. Government-authoriz	overnment information system, which includes (1) this computer, (2) this computer network, (3) all other computers connected to this network, and (4) all devices and storage media connected to this network or to a computer on this network. This information system is provided for ad use only.
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Any communication or da	ta transiting or stored on this information system may be disclosed or used for any lawful government purpose.
This statement is provided	s pursuant to the Privacy Act of 1974, 5 USC \$ 552a:
Authority: The authority	for collecting this information is contained 49 U.S.C. 40101, 40113, 44701, 44702, and 44703.
Purpose: The information	collected in the National Automated Conformity Inspection Process (NACIP) is used to support the Air Certification Office and Manufacturing Inspection District Offices to automate the Conformity Inspection Process. The Conformity Inspection Process is the workflow used to certify
civil aircraft parts, assemb	lies, installations, and functions. Specifically, NACIP is used to create and manage Federal Aviation Administration FAA Form 8120-10 Request for Conformity.
Routine Use: The informa	tion may be shared in accordance with Privacy Act System of Records DOT/FAA 830, Representatives of the Administrator, November 9, 2010 75 FR 68849. This information shared is to provide the public with the names and addresses of certain categories of representatives who may
provide service to them. S	ee Prefatory Statement of General Routine Uses.
Disclosures: Provision of	the requested information is voluntary; however failure to furnish the requested information may result in an inability of the Department to process your Request for Conformity.

I AGREE

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





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

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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
I I
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.





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



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 <u>MyAccessCIAMSupport@faa.gov</u> immediately.
Click this link to reset the password for your username, <u>huma.kapadia@karsun-</u> <u>llc.com</u> :
Reset Password
This link expires in 1 hour.
If you experience difficulties accessing your account, send a help request to: <u>MyAccessCIAMSupport@faa.gov</u>

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.



 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	



8. 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 ha@karsun- Ilc.com.
Help
Technical Support: 1 (844) FAA-MYIT or 1 (844) 322-6948

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:

MyAccess CIAM - Action Required: One-time verification code
Hi Huma,
You are receiving this email because a request was made for a one-time code that can be used for authentication.
Please enter the following code for verification:
427969
If you believe you have received this email in error, please reach out to your system administrator.



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





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



Technical Comment



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
Ownload 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 Federal PIV/CAC Holder? Proceed to sign-in below First Time Here? Activate an existing external account New User? Register for an external account



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- 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:





Welco Federal First Time New	me to the FAA's new MyAccess login PIV/CAC Holder? Proceed to sign-in below Here? Activate an existing external account User? Register for an external account		
Ø			
Se	t up multifactor authentication		
You o	an configure any additional optional factor or click finish		
Enrolle	d factors		
Ø	Okta Verify 🥥		
	Email Authentication 🥥		
Additio	nal optional factors		
	Security Key or Biometric Authenticator Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.) Setup		
۲	Google Authenticator Enter single-use code from the mobile app. Setup		
	Finish		

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.

) United States Department of Transportation About DOT Our Act				
FAA	National Automated Conformity Inspection Process (NACIF	²)	Access I	NACIP as
	Recent Notices	Login As		
	Welcome to NACIP 3.0 If you are experiencing problems logging into NACIP and you are either a DAR and/or DMR your function code update in DMS needs to be completed to be able to continue using NACIP. After logging in, please check out the What's New for details on new design and functionality. About NACIP	Huma Kapadia DERY Log In	~	
	NACIP automates and standardizes the procedures and processes used to access, create, submit, revise, print, track and distribute FAA Form 8120-10 Request For Conformity (RFC) used in the Type Certification process. NACIP is used by AIR personnel, RFC applicants, and authorized designees (DER, DAR, DMIR and ODA) to produce Form 8120-10 and submit it to any Aircraft Certification Office (ACO) and/or Manufacturing Inspection District Office (MIDO).			
	For Registered and Authorized Users Only This application works best with Edge, Chrome and Firefox			

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!