Work Instruction

WORK INSTRUCTION NUMBER:	**ORG-WI-013**
WORK INSTRUCTION TITLE:	**NEW APPLICATION ACCOUNT REQUEST – ES50 CODE COLLABORATOR PEER REVIEW TOOL**

PURPOSE: The purpose of this Work Instruction is to provide instructions for requesting a Code Collaborator (ES50 Peer Review Tool) account on the Flight & Ground Software Division Server.

DESCRIPTION:

This Work Instruction describes the steps necessary to obtain an account in Code Collaborator.

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New Application Account Request

ES50 CODE COLLABORATOR PEER REVIEW TOOL
IdMAX PROCESS

IdMAX: Identity and Access Management Tools

HELP

Welcome to IdMAX:

Identity and Access Management Tools - a gateway to access multiple new tools that are used for badging, IT access, and updating your personal information in NASA's public information directory.

To access the IdMAX system, you will need to know the following:

1. Your Agency User ID (AUID) *Click here to find your Agency User ID*
2. Your IdMAX password *(This will be emailed to you if you are a first time user and have completed first time enrollment.)*

Click here if you don't know your AUID

First time IdMAX users, click here

First Time Users Click Here

To begin, please enter your AUID and password below. If you are a first-time user, please click here or click the 'First Time User' button.
If you have forgotten your password, enter your AUID and click the "Forgot Password?" link.

Your AUID:

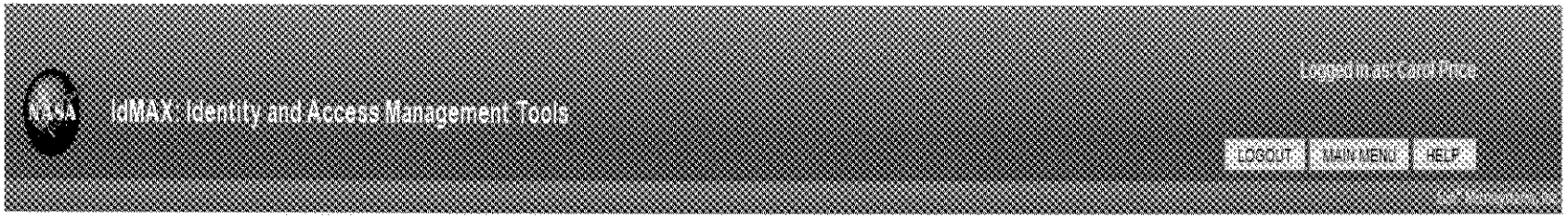
Your IdMAX Password:

Log In Forgot Password?

Frequently Asked Questions

or Agency Help Desk 1.866.419.6297

List of Applications
Click here for a current listing



Welcome, **Carol Price**.

Please select one of the options below:

User Self-Service Tools

Change Your Password

Update Answers to Authentication Questions

User Search

Invite - Remote User Identity

Modify Directory Names and E-mail Addresses

Change idMAX password, questions, etc., here

Account Management - NAMS

Request New Application Account

Modify Application Account

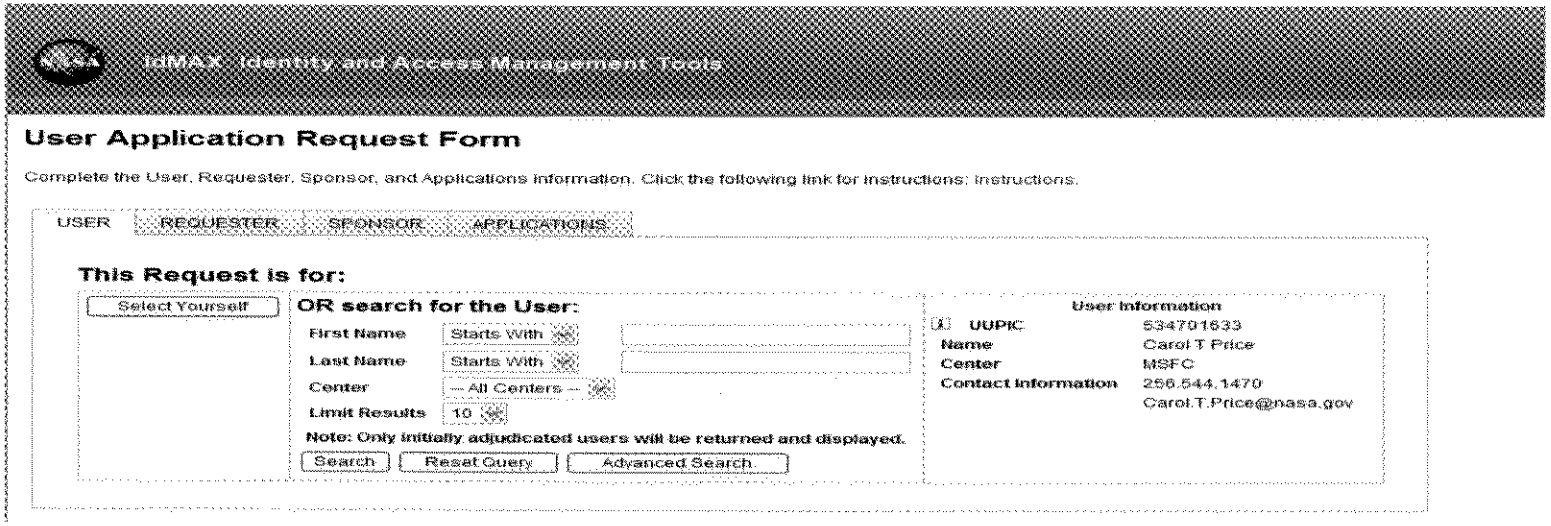
Close Application Account

NAMS Application List

Choose "Request New Application Account"

NAMS Tools

NAMS Request Status Viewer



1. **SELECT THE <u>USER TAB</u> – SEARCH FOR THE USER NEEDING THE APPLICATION ACCESS, AND SELECT THE APPROPRIATE SEARCH RESULT. IF YOU ARE THE "USER", THEN CLICK THE "SELECT YOURSELF" BUTTON INDICATED ABOVE.**
2. **SELECT THE <u>REQUESTER TAB</u> – SEARCH FOR THE PERSON REQUESTING THE USER TO HAVE ACCESS AND SELECT THE APPROPRIATE SEARCH RESULT. (USER AND REQUESTER CAN BE THE SAME PERSON.) IF YOU ARE THE "REQUESTER", THEN CLICK THE "SELECT YOURSELF" BUTTON INDICATED ABOVE.**
3. **SELECT THE <u>SPONSOR TAB</u> – SEARCH FOR THE SPONSOR OF THE USER AND SELECT THE APPROPRIATE SEARCH RESULT. (CLICK THE "WHO IS A SPONSOR" LINK FOR HELP.) THE USER CANNOT BE THE SPONSOR.**
4. **SELECT THE <u>APPLICATION TAB</u> – SEARCH FOR "PEERREVIEW" AND THEN SELECT "MSFC ASDF PEER REVIEW" SEARCH RESULT.**

User Application Request Form

Complete the User, Requester, Sponsor, and Applications information. Click the following link for instructions: Instructions.

USER | REQUESTER | SPONSOR | APPLICATIONS

Search for Application by:

Center MSFC and a keyword PeerReview

Entering a keyword is optional.

Search | Reset Query

Application(s) Found

	Application Name	Description
Add to Request	MSFC ASDF-PeerReview	ARES Software Development Facility Peer Review Access

Application(s) to Provision

Delete MSFC ASDF-PeerReview

Continue | Cancel

AFTER THE REQUESTER HAS SELECTED THE PEERREVIEW APPLICATION, IT WILL BE LISTED AT THE BOTTOM OF THE REQUEST AS AN "APPLICATION TO PROVISION".

CLICK "CONTINUE".

Application Request Attributes for MSFC ASDF-PeerReview

USER		REQUESTER		SPONSOR	
Account ID:	232394956	Account ID:	534701633	Account ID:	068981523
Name:	JOHNNY GRIFFIN	Name:	Carol Price	Name:	PATRICIA BENSON
Phone Number:	256.544.3774	Phone Number:	256.544.1470	Phone Number:	256.544.3780
Email Address:	Johnny.P.Griffin@nasa.gov	Email Address:	Carol.T.Price@nasa.gov	Email Address:	Pat.Benson@nasa.gov
Center:	MSFC	Center:	MSFC	Center:	MSFC
Org Code:	ES51	Org Code:	ES51	Org Code:	ES51
User ID(s):	MS05559 jpgriffi na9j317f	User ID(s):	MS0281997 ctprice na3a1z8g	User ID(s):	MS07371 pbenson na3[illegible]2d

1. Verify request information. Cancel request and start over if not correct.

Security Information

IT Security Training Completion Date:	04/16/2008	US Citizen:	Yes	Employer:	NASA
Foreign Owned Company:	No	Validation Code:	Validated	PIV Status:	Claimed Identity

Request Details

Account Expiration: 04/03/2010

Urgency: ◯ Normal ◯ Priority ◯ Emergency

Special Instructions:

Business Justification:

2. IMPORTANT: Provide sufficient Justification for your request.

User ID: ☐ Account Type of User on Production with userid

Remove | Add

Submit | Cancel

3. Click "Submit"

Confirm Application Account Request

Confirm the new application account request and click **Continue** when finished.

Request Information

		Priority Status: Normal			
	Name	UUPIC	Phone	Center	Email
User	JOHNNY P GRIFFIN	232394956	256.544.3774	MSFC	Johnny.P.Griffin@nasa.gov
Sponsor	PATRICIA BENSON	068981523	256.544.3780	MSFC	Pat.Benson@nasa.gov
Requester	Carol Price	534701633	256.544.1470	MSFC	Carol.T.Price@nasa.gov

Once your request has been approved by your Sponsor and the Project or Product Approvers, you will be notified of your access by the Peer Review administrator with further instructions on how to access the application.

Requested Application(s)

Application Name: MSFC ASDF-PeerReview

User ID	[UserId: ; Type: User; Environment: Production]
Special Instructions	
Account Expiration	Sat Apr 03 00:00:00 CDT 2010
Urgency	
Business Justification	To paricipate in peer reviews given by ES50 Division.

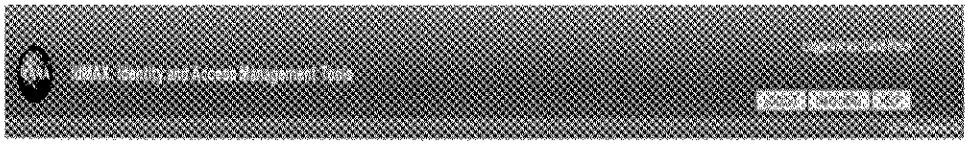
Initially Requested Application(s)

Initially Requested Application(s)

1. Click "Continue" to confirm your request.

MSFC ASDF-PeerReview

Continue | Start Over | Cancel



Application Account Request

Below is the request number generated. Please print or note for future reference. Click SUBMIT when finished.

Request Number NR-AR-00602973

Submit

2. Click "Submit" to complete Account Request.

REVISION HISTORY

Status	Effective Date	Description of Change
	4/15/09	Initial Release