

Registration Authority Instructions for Verification of Identity and Token Possession for the National Center for Computational Sciences

Overview

The National Center for Computational Sciences (NCCS) at Oak Ridge National Laboratory (ORNL) provides services to many users, projects and programs. The NCCS uses one-time password technology (see figure 1) using RSA tokens for credentials to access NCCS resources remotely. The Registration Authority verifies the identity of the user in possession of the NCCS token and sends the record to the NCCS Credential Service Provider.



Figure 1: RSA SecurID tokens

If you have any questions regarding these instructions, please contact the NCCS Accounts Team using the contact information provided on the **Registration Authority Token Verification Form** included with these instructions.



Registration Authority Instructions

The user must perform this identity proofing and token possession process **in person. No exceptions.** A record of the identity proofing shall be maintained by the NCCS Credential Service Provider.

The identity credential must be a **valid government picture id** (Passport or State-issued identification, i.e. Drivers license, DOE-issued badge)

Step 1: The user fills out and signs the NCCS Registration Authority Token Verification Form in person with the Registration Authority.

Step 2: The Registration Authority will inspect the government/state issued identification and confirms the identification information is consistent with the information provided by the user on the ORNL Token Activation Form.

Step 3: Confirm the possession of the token and verify the serial number on the back of the token. The token serial number must be recorded on the NCCS Registration Authority Token Verification Form.

Step 4: Once the identity and token possession is verified the Registration Authority can execute/sign the form.

Step 5: The Registration Authority may email the NCCS Accounts Team to verify the user has possession of the token. The original NCCS Registration Authority Token Verification Form must be received by the NCCS Accounts team within 10 days. The email address and mailing address for the NCCS Accounts Team is provided on the NCCS Registration Authority Token Verification Form.

The Verification process is complete.

Definitions

Identity proofing – The process for identifying a person.

Registration Authority – A person or group that vouches for the identity of a user to a CSP.

Credential Service Provider – A person or group that issues and registers tokens for users.