Here are some steps necessary for you to gain access to the Code 400 Top Ten site.

Important!

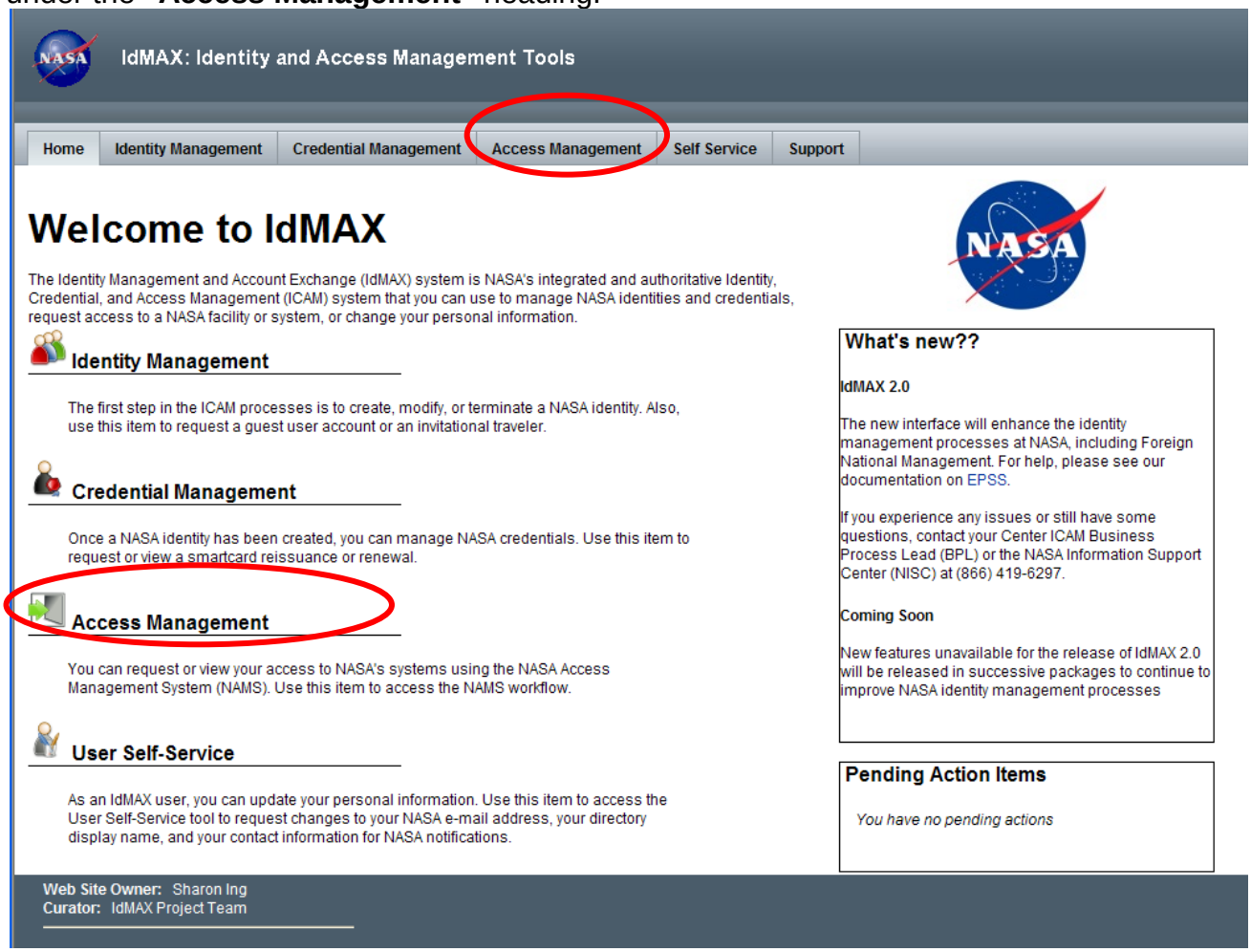
You must have the following to be granted access to the Code 400 Top Ten site:

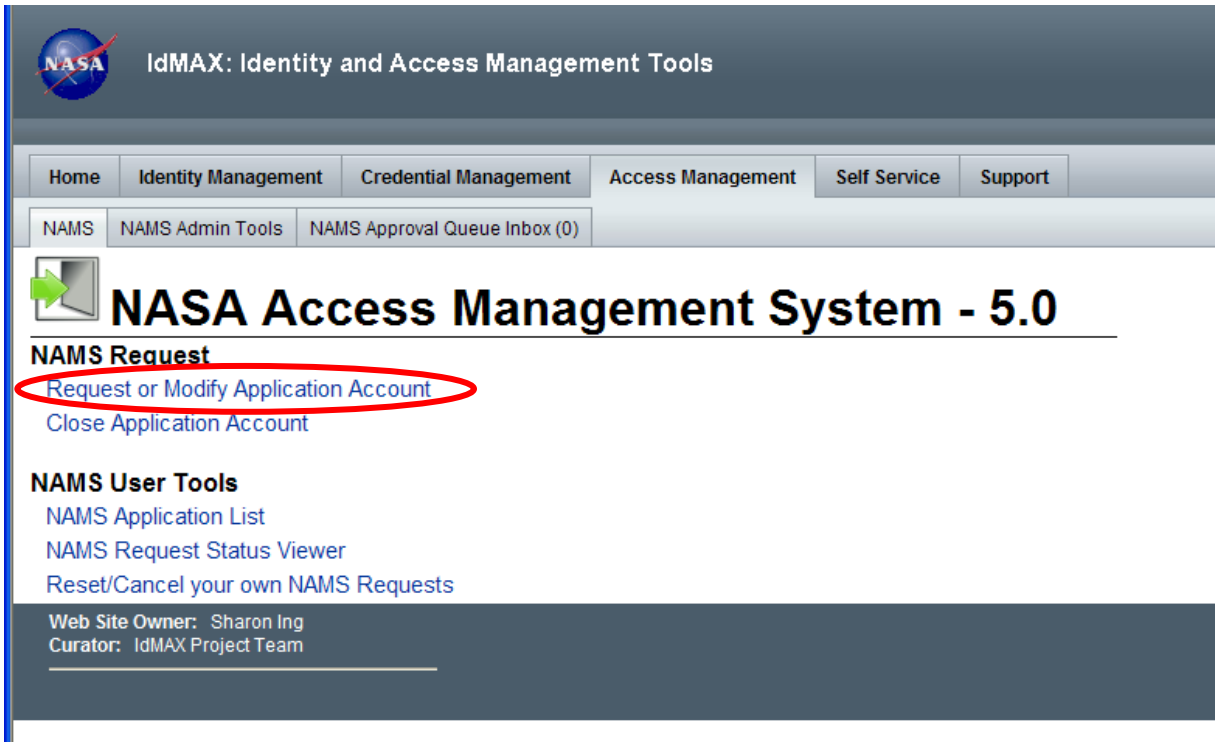
1) An enabled NASA identity. You can check this be going to https://webdir.nasa.gov
    a. (You must be on VPN or behind the NASA firewall to access this site)
2) Have a NASA User Profile. To check this you need to visit https://launchpad.nasa.gov
3) Have your Basic IT Security Training up to date in SATERN. https://satern.nasa.gov

Once you have confirmed you have all the above you can log in to IdMAX.

STEP 1: Login to IdMAX at https://idmax.nasa.gov. If you have never used IdMAX, click on the **"First Time User Button"** to create your NASA User Profile.

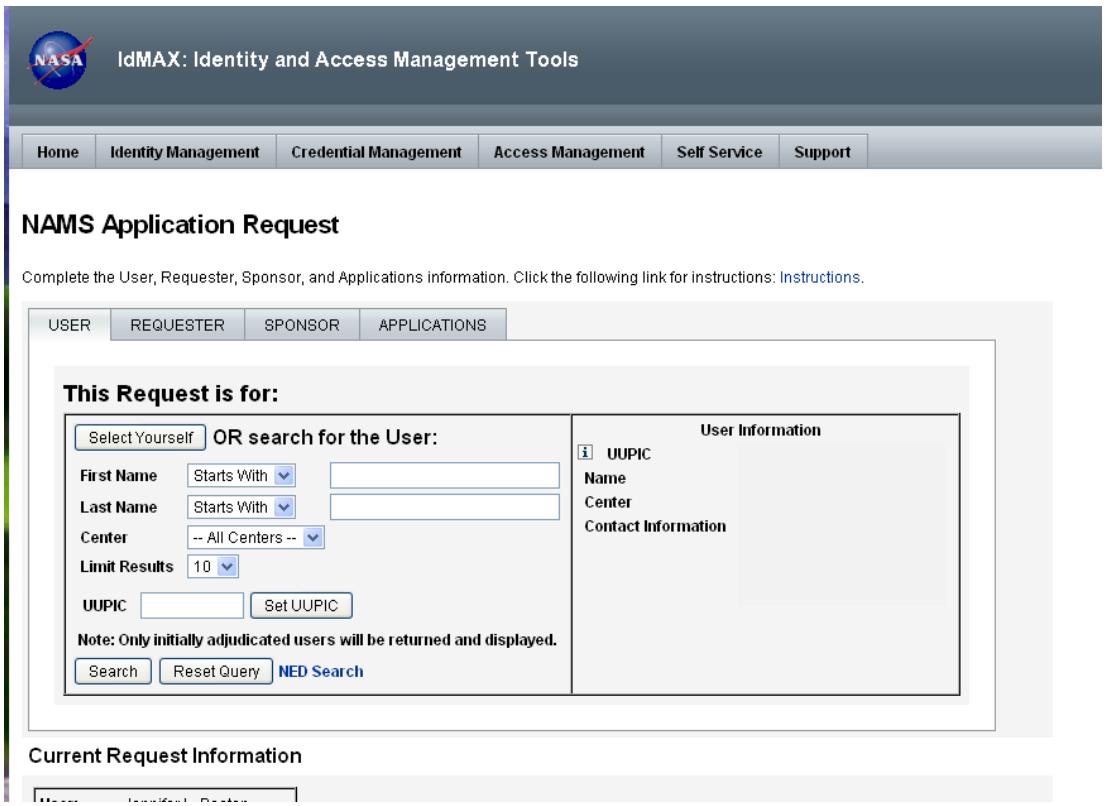
STEP 2: Click on the **"Request or Modify Application Account"** link, which appears under the **"Access Management"** heading.



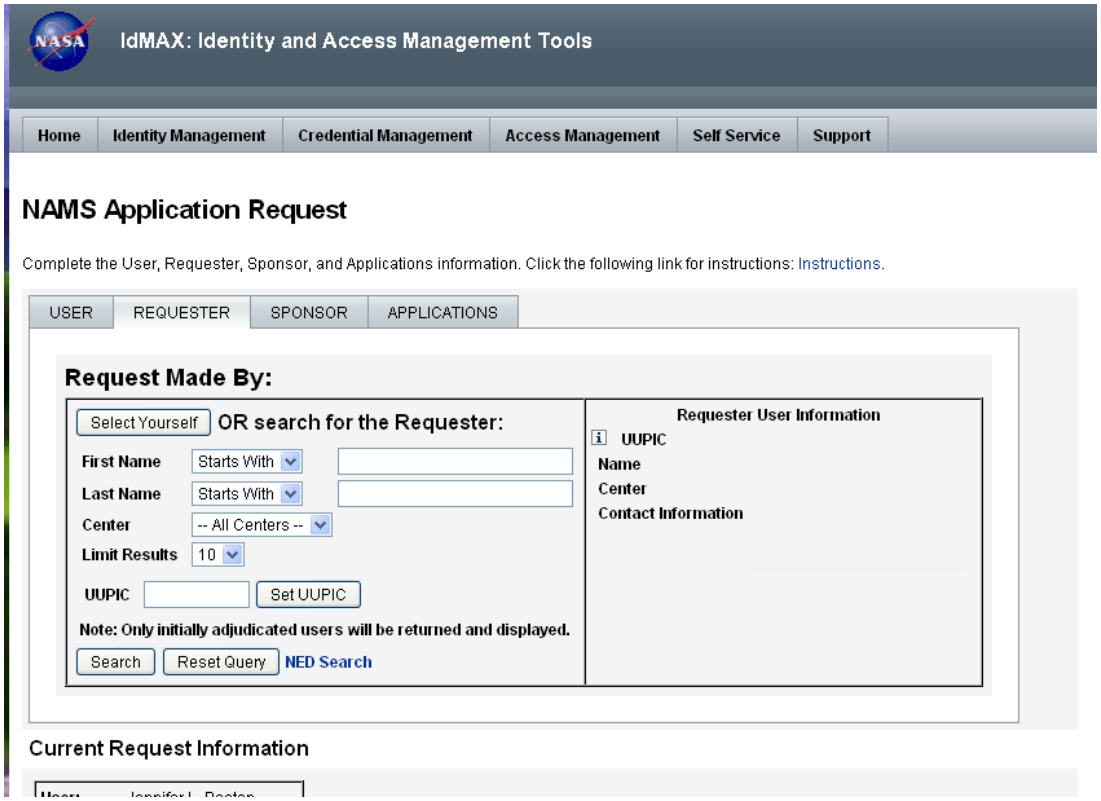


STEP 3: Enter/update the information requested on each of the following tabs:

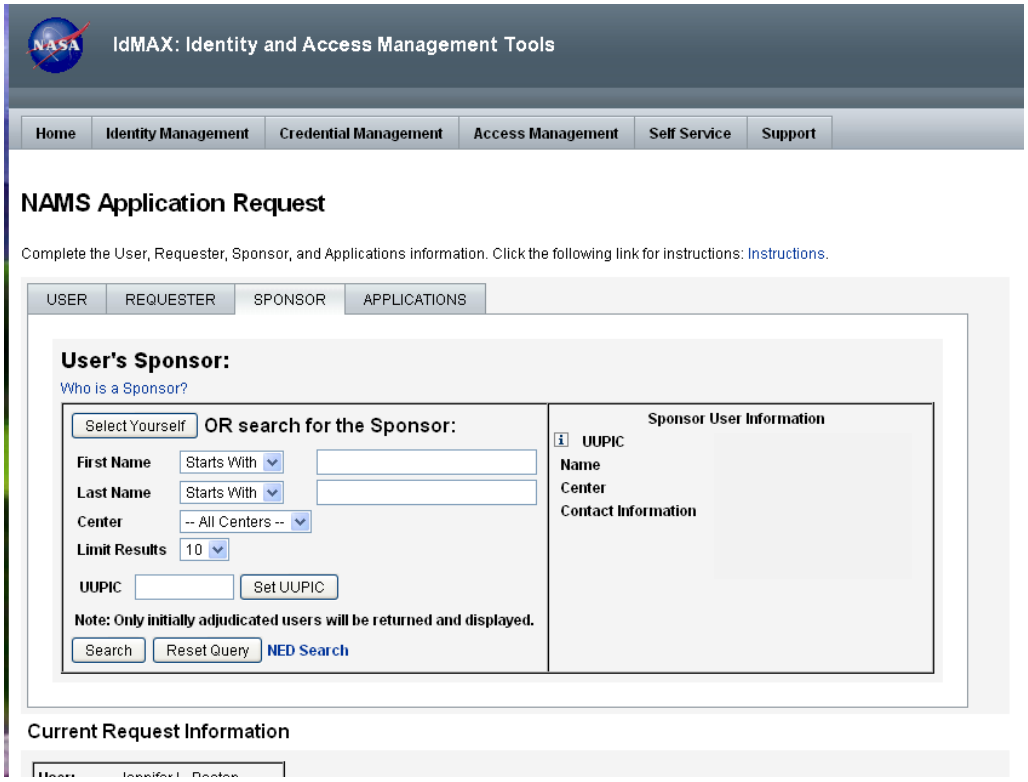
- **"User" tab:** The User is the person who would use the application or system. You can submit a request for yourself or on behalf of someone else. The User will default to your name. If you are making a request for someone else this information can be reset by searching and selecting a new user.



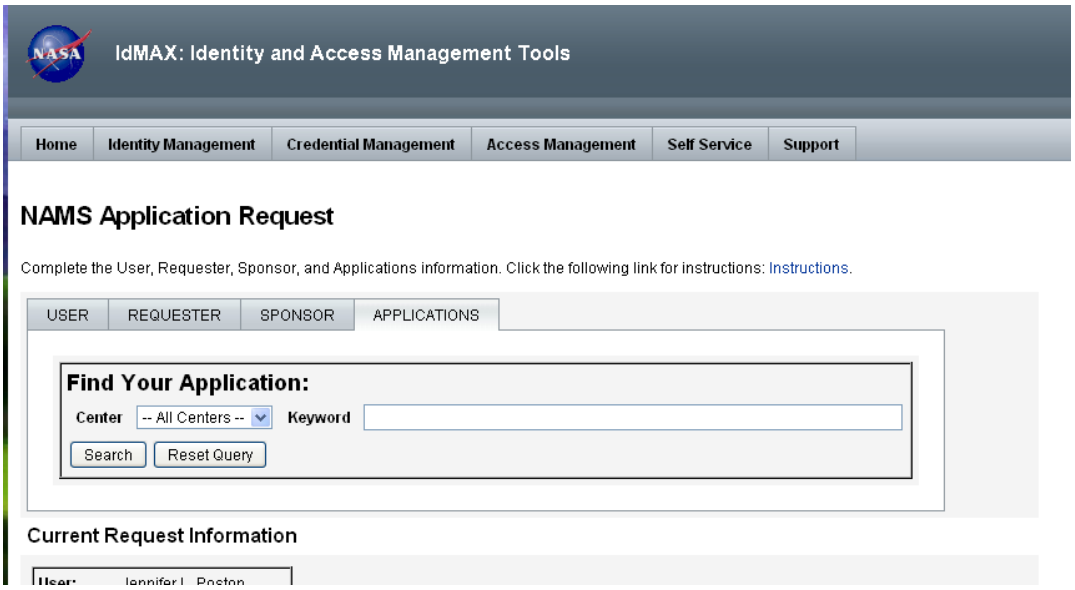
- **"Requester" tab:** The Requester is the person submitting the request in NAMS. This person may have any relationship to the User. The Requester will default to your name. You can "Select User as Requester" or reset this information by searching and selecting a new user.



- **"Sponsor" tab:** Select your Sponsor. This will typically be your supervisor or manager (the reviewing official-of-record for your Performance Plan and/or your Web-Based Time and Attendance System approver). NAMS will default this field to the Sponsor specified for your previous NAMS request, but can be changed as needed. You cannot be your own Sponsor.



- **"Applications" tab:** Enter the key word or acronym of the IT resource for which you are requesting access. You may choose to specify "GSFC" or "AGCY" (for Agency applications) to reduce the number of choices presented. You may request access to more than one application at a time.



- On the Applications tab enter Flight Project Directorate SP in the Keyword field then search
- In the Application Found area you will find Flight Project Directorate SP
- Choose Add to Request and click continue at the bottom of the page
- You will be taken to the next page, Application Request Attributes for Flight Project Directorate SP. You will need to enter: https://fpdsp.gsfc.nasa.gov/topten/default.aspx in the field Please enter URL or Web Address to the site you are requesting, this is a required field

STEP 4: Click on the **"Continue"** button at the bottom of your screen.

STEP 5: Review the Application Request Attributes and complete **"Request Detail"** fields.

- Validate that the correct User, Requester and Sponsor have been selected.
- Select the correct level of **"Urgency"** from the available options: "normal", "priority", and "emergency". Unless you have an unusual situation and

need immediate access to an application, you should select "normal". Typical processing times can vary between 1-7 days.

- It is essential that you provide a **"Business Justification"** for your request outlining the function you are performing that requires access, your role, and any special access and/or privileges you require.
- Unique features of some applications will result in additional fields that will need to be entered (e.g., user roles, contract numbers).

HELPFUL HINT: *The Account Expiration date defaults to one year from the request date. You can shorten the duration but any duration set to more than one year will result in an error message.*

STEP 6: Click the **"Submit"** button.

STEP 7: Review the data you have entered. Then click the **"Submit Request"** button, to send the request to your Sponsor for review.

HELPFUL HINT: *Use the NAMS Request Status Viewer to track the progress of your requests.*

FOR MORE INFORMATION: NAMS training modules are available in SATERN. Visit https://www.satern.nasa.gov and enter keyword NAMS.

FOR HELP: Contact the Agency Help Desk at 866-419-6297.