

Providing Summer Students with Appropriate Access to NIH Facilities and Computer/Information Systems

Purpose

This document outlines the process to ensure that the 2013 Summer Students have the access needed to perform their duties. This access includes both physical access to NIH-managed facilities, and logical access to NIH computers and information systems.

NED Record

To request physical or logical access, all Summer Students must be added to the NIH Enterprise Directory (NED). They must be sponsored for an NIH ID (Legacy) Badge if they require physical access and a network account if they require logical access. When registering the person in NED, the AO/AT should:

1. Select whatever classification is appropriate (e.g., FTE, etc.)
 - a. Flag the record as a Summer Student
2. Select whether the individual requires both a badge and/or a network account
3. Enter the applicable personal and position information, including an e-mail address
4. Sponsor the person for an ID badge and/or network account

The new person will have to follow the existing badge and account processes (outlined below) to receive their NIH ID (Legacy) Badge and network account.

Physical Access

After being sponsored in NED, Summer Students will undergo a background name check against the National Crime Information Center (NCIC). This check is administered by the NIH's Division of Police. Once the results of the name check have been successfully reviewed by the Division of Personnel Security and Access Control (DPSAC), the Summer Student will be notified via e-mail that they have been authorized for an NIH ID badge. The student will need to print that e-mail and take it to the South Lobby of the NIH Clinical Center to have their photograph taken and an ID badge issued.

The NIH ID badge will be valid for the duration of the Summer Student's appointment, but will expire no later than September 30 of the year it is issued. The NIH ID badge will provide access to unrestricted areas at NIH. Summer Students must remain under escort in restricted areas.

For more information please visit <http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/students.aspx>.

Logical Access Exemption Request

In order to allow the Summer Students access to the NIH network, their NIH Active Directory account will need to be placed in one or more NIH Active Directory exemption groups.

1. If local network access is required, the AT/AO will need to contact their IC's IT support group to request the exemption. In some cases, the IC may choose to route the request through their ISSO or designee. The individual handling the exemption request will move the Summer Student's NIH user account into the IC's SC USER NOCARD EXEMPT group.
2. If remote network access (i.e., VPN) is required, please contact your IC's IT department for instructions..