



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

(STC-15-033, May, Other, SCP)

May 8, 2015

ALL AGREEMENT STATES, WYOMING

NOTIFICATION OF THE OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS  
STATE COMMUNICATION PORTAL (STC-15-033)

**Purpose:** To inform the Agreement States of the deployment of the Office of Nuclear Material Safety and Safeguards (NMSS) State Communication Portal.

**Discussion:** As was communicated in the first letter to the Agreement States regarding the deployment of the State Communication Portal (SCP) dated April 6, 2015, NMSS is in the process of constructing a new Web portal replacing the Office of Federal and State Materials and Environmental Management Programs (FSME) Web site. NMSS is rolling out the new NMSS SCP on June 5, 2015. It can be accessed at <https://scp.nrc.gov/> on and after the rollout date.

No changes have been made to how the public areas are accessed; however, to access any of the four restricted areas, a user must use a One-Time Password (OTP) credential. These OTP credentials can be obtained today. Once the NMSS SCP portal is rolled out, users that access the old FSME Web site will be redirected to the new site where they are required to authenticate using an OTP credential; so, to ease the transition and minimize disruption, users are encouraged to obtain OTP credentials well in advance of the rollout.

Users that already have U.S. Nuclear Regulatory Commission (NRC) issued OTP credential can use the same credential to access the NMSS SCP portal. They do not need to obtain a new OTP credential.

NRC users that need an OTP credential should visit the NRC internal OTP credentialing Web site at <https://icam.nrc.gov/otp> and non-NRC users that need an OTP credential should visit the NRC external OTP credentialing Web site at <https://pki.nrc.gov/ecs>. Enclosed are instructions for both NRC users and non-NRC users to obtain OTP credentials at the two respective credentialing Web sites.

STC-15-033

2

If you have any questions regarding this correspondence, please contact me, or the point of contact below:

POINT OF CONTACT: Stephen Poy  
TELEPHONE: (301) 415-7135

INTERNET: [Stephen.Poy@nrc.gov](mailto:Stephen.Poy@nrc.gov)

*/RA/*

Laura A. Dudes, Director  
Division of Material Safety, State, Tribal  
and Rulemaking Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. Credentialing Instructions for NRC staff/contractors
2. Credentialing Instructions for Non-NRC Users

## Credentialing Instructions for NRC Users

1. Launch your Internet browser; open the U.S. Nuclear Regulatory Commission (NRC) internal One-Time Password (OTP) credentialing Web site at <https://icam.nrc.gov/otp>.
2. Click the "Request" button; then, follow the onscreen instructions to request a new OTP credential. The following three form factors are available:
  - a. Mobile Token (can be immediately downloaded on your smart phone)
  - b. Security Card (delivered to you via inter-office mail)
  - c. Security Token (delivered to you via inter-office mail)

If you select a hardware credential (options b or c above), the credential is scheduled for delivery via mail. It usually takes 5 to 7 business days to receive the credential.

3. Upon receiving the credential, return to the NRC Internal OTP Credentialing website at <https://icam.nrc.gov/otp>.
4. Click the "Activate" button; then, follow the onscreen instructions to activate the new credential.

If you previously had access to the Office of Federal and State Materials and Environmental Management Program Web site, you have access to the same restricted section on the Office of Nuclear Material Safety and Safeguards (NMSS) State Communication Portal (SCP) portal and can skip step 5 below.

5. Upon successful activation, send an email message to the NRC NMSS point of contact requesting access to one or more restricted sections on the NMSS SCP portal. Include the following information in the email message:
  - a. Your Name
  - b. Contact Information
  - c. Organization
  - d. Sections of the NMSS SCP portal to which you are requesting access
  - e. Business justification for acquiring access to those sections

The NRC NMSS point of contact notifies you when you have been granted access to the restricted sections.

6. Once the NMSS SCP portal is rolled out, visit the portal at <https://scp.nrc.gov/>. Follow the onscreen instructions for using the OTP credential to authenticate to the restricted sections.

## Credentialing Instructions for Non-NRC Users

1. Launch your Internet browser; open the U.S. Nuclear Regulatory Commission (NRC) external One-Time Password (OTP) credentialing (ECS) Web site at <https://pki.nrc.gov/ecs>.
2. Click the “SCP” button; then, follow the onscreen instructions to request a new OTP credential. The following three form factors are available:
  - a. Mobile Token (can be immediately downloaded on your smart phone)
  - b. Security Card (delivered to you via U.S. Postal Service)
  - c. Security Token (delivered to you via U.S. Postal Service)

If you select a hardware credential (options b or c above), provide your shipping address. It usually takes 5 to 7 business days to receive the credential.

Provide the following information in the “Applicant Notes” section:

- Sections of the Office of Nuclear Material Safety and Safeguards (NMSS) SCP portal to which you are requesting access
- Business justification for acquiring access to those sections

When you have submitted your request, the NRC NMSS point of contact reviews the request within the NRC ECS system. Once your request is approved, the NRC NMSS point of contact provides you an NRC approval code.

3. Upon receiving the credential, return to the ECS Web site at <https://pki.nrc.gov/ecs>.
4. Click the “Activate” button; then, follow the onscreen instructions to activate the new credential. Note that you must have the NRC approval code to complete this process.
5. Once the NMSS SCP portal is rolled out, visit the portal at <https://scp.nrc.gov/>. Follow the onscreen instructions for using the OTP credential to authenticate to the restricted sections.