

## Accessing Test Web Portal of the CTBTO

As announced in WGB sessions 34 and 36 the PTS is introducing a new Identity Management and Single Sign-On (IDM & SSO) infrastructure which will enable users of its various systems to log in with a single credential. In addition, all externally available PTS services shall be accessible via a portal page. The first phase of the project has been concluded whereby the services are running only on test platforms.

Once a web session has been established, users can access additional resources using the same browser session without additional log-ins. To this end, we would like to request your participation and feedback regarding this service.

The following PTS applications are available on the test portal:

<http://accesstest.ctbto.org/portal/>

- **ECS**
- **IDC Secure Web Site**
- **DOTS**
- **IRS**
- **PRTool**
- **KPI Access Server**
- **New Message System**
- **Test PKI Portal**

Welcome to the  
Test Web Portal of the CTBTO

Welcome to the Test Web Portal of the CTBTO: [accesstest.ctbto.org](http://accesstest.ctbto.org)

As announced in WGB Sessions, the PTS is introducing a new Identity Management and Single Sign-On (IDM & SSO) infrastructure which will enable users of its various systems to log in with a single credential. In addition, all externally available PTS services shall be accessible via a portal page. The first phase of the project has been concluded whereby the services are running only on test platforms. Once a web session has been established, users can access additional resources using the same browser session without additional log-ins.

**Available Applications**

All the applications below are test copies of the respective production deployment, therefore changes and entries made on this platform are not reflected in the live systems.

**IDENTITY MANAGEMENT AND SINGLE SIGN-ON INFRASTRUCTURE**

Service	URL	Description
Test Portal Service	<a href="http://accesstest.ctbto.org/portal/">http://accesstest.ctbto.org/portal/</a>	Entry point to all PTS Services
Test Self Registration Service	<a href="http://registerstest.ctbto.org/vf/WebApp">http://registerstest.ctbto.org/vf/WebApp</a>	Self Registration for non PTS users. Access to the Portal can be requested for non registered users. The approval process will be an electronic version of existing manual workflows
Test User Self-service And Configuration	<a href="https://servicetest.ctbto.org/vf/WebApp">https://servicetest.ctbto.org/vf/WebApp</a>	User Configuration interface where existing users can modify some of their attributes (e.g. change passwords, email, etc.). In addition users can request permission to access additional PTS resources

**PTS APPLICATIONS**

Service	URL	Description
Test ECS	<a href="https://ecstest.ctbto.org">https://ecstest.ctbto.org</a>	Test ECS application
Test IDC Secure Web Site	<a href="https://idctest.ctbto.org">https://idctest.ctbto.org</a>	Test IDC Secure Web Site
Test External DOTS	<a href="https://dotstest.ctbto.org">https://dotstest.ctbto.org</a>	Test External DOTS application
Test IRS	<a href="https://irstest.ctbto.org">https://irstest.ctbto.org</a>	Test IMS Incident Reporting System
Test PR Tool	<a href="https://prttest.ctbto.org">https://prttest.ctbto.org</a>	Test Performance Reporting application
Test KPI service	<a href="https://kpitest.ctbto.org">https://kpitest.ctbto.org</a>	Test PTS Key Performance Indicator Server
Test Web SSO service	<a href="https://ssoptest.ctbto.org">https://ssoptest.ctbto.org</a>	Test Web application of the PTS State of Health Server
Test New Message System	<a href="https://msgsystemtest.ctbto.org/docs">https://msgsystemtest.ctbto.org/docs</a>	Test New Message System
Test PKI DSA application	<a href="https://pkitptest.ctbto.org/dsa">https://pkitptest.ctbto.org/dsa</a>	Test PKI DSA application
Test PKI ECDSA application	<a href="https://pkitptest.ctbto.org/ecdsa">https://pkitptest.ctbto.org/ecdsa</a>	Test PKI ECDSA application

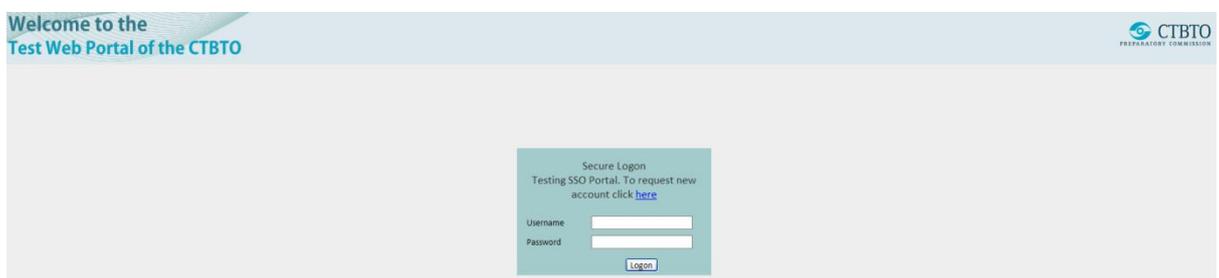
All these applications are test copies of the respective production deployment, therefore your changes and entries shall not reflect in the live systems. While we shall make every effort to keep the information on these systems synchronized with the live system, the content may not be identical.

## LOG-IN PROCESS

1. Please click on the URL <https://servicetest.ctbto.org/my.policy> next to **Test User Self-service And Configuration**, or type the URL <https://servicetest.ctbto.org/my.policy> on your browser of preference.

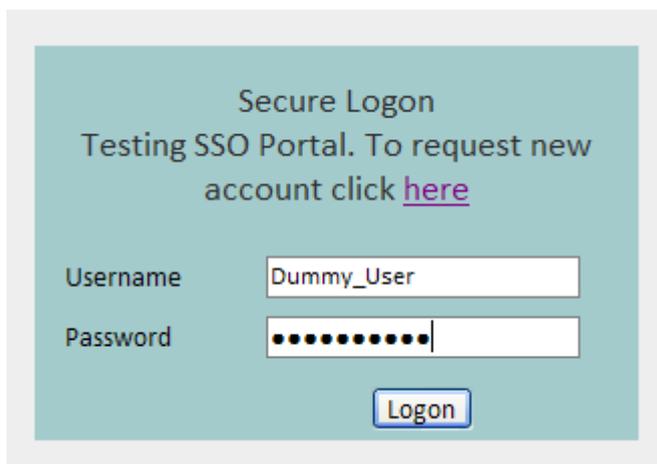
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Test User Self-service And Configuration	<a href="https://servicetest.ctbto.org/vWebApp">https://servicetest.ctbto.org/vWebApp</a>	User Configuration interface where existing users can modify some of their attributes (e.g. change passwords, email, etc.). In addition users can request permission to access additional PTS resources

2. After clicking on the **Test User Self-service And Configuration** URL the login screen below would be presented.



## LOG-IN INFORMATION

1. Enter your **username** and **password** on the **Secure Logon** box.



2. After entering your log on credentials, please click on **Logon** or press **Enter** key on your computer keyboard.

## PASSWORD CHANGE

1. After a successful validation of your log on credentials, you would be requested to change your password. Please follow the instructions on the window.

**Change Password**

To change your password, enter your old password, enter your new password, and then reenter your new password for confirmation.

\* Indicates Required Field

Old Password:  
\*

New Password:  
\*  [View Password Policy](#)

Confirm Password:  
\*

2. Click on **View Password Policy** to get a description of CTBTO’s password policy.

**Change Password**

To change your password, enter your old password, enter your new password, and then reenter your new password for confirmation.

\* Indicates Required Field

Old Password:  
\*

New Password:  
\*  [View Password Policy](#)

Confirm Password:  
\*

**Password Policy - Windows Internet Explorer**

https://servicetest.ctbto.org/xWebApp/changePassword.do?method=displayPasswordP

**Password Policy Description**

A valid password must meet all of the following conditions:

- Password must not match or contain last name.
- Password must contain at least 1 numeric characters.
- Password must contain at least 1 alphabetic characters.
- Password will expire 120 days after the last password change.
- Password must not match or contain user ID.
- Password must not match or contain first name.
- Password must not be longer than 12 characters.
- Password must not be one of 5 previous passwords.
- Password change reminder will be sent 119 days after the last password change.
- Password must be at least 6 characters long.

3. Click on **Save** to save the change and close your browser.

## SETTING UP CHALLENGE Q&A

1. After closing your browser, please type the URL <http://accesstest.ctbto.org/portal/> on your browser of preference and press **Enter** key on your computer keyboard.

The portal Web page would be displayed.

2. Please click on the URL <https://servicetest.ctbto.org/my.policy> next to **Test User Self-service And Configuration**, or type the URL <https://servicetest.ctbto.org/my.policy> on your browser of preference.

IDENTITY MANAGEMENT AND SINGLE SIGN-ON INFRASTRUCTURE		
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- After clicking on the **Test User Self-service And Configuration** URL the login screen below would be presented.
- Enter your **username** and **password** on the **Secure Logon** box.  
**NOTE:** Enter your new established password.

- After successfully log-in, a Welcome screen would be presented.

<ul style="list-style-type: none"> <li>▶ My Account</li> <li>▶ My Resources</li> <li>▶ To-Do List</li> <li>▶ Users</li> <li>▶ Organizations</li> <li>▶ User Groups</li> <li>▶ Access Policies</li> <li>▶ Generic Technology Connector</li> <li>▶ Attestation</li> <li>▶ Help</li> </ul>	<h3>Welcome To The Oracle Identity Manager Administrative And User Console</h3> <p><b>Quick Status</b></p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Pending Approvals</td> <td style="text-align: right; padding: 5px;">0</td> </tr> <tr> <td style="padding: 5px;">Requests raised by you in the last 30 days</td> <td style="text-align: right; padding: 5px;">0</td> </tr> <tr> <td style="padding: 5px;">Requests raised for you in the last 30 days</td> <td style="text-align: right; padding: 5px;">0</td> </tr> </table> <p><b>Manage Your Account</b></p> <hr/> <ul style="list-style-type: none"> <li><a href="#">Account Profile</a></li> <li><a href="#">Change Password</a></li> <li><a href="#">Challenge Q&amp;A</a></li> <li><a href="#">My Proxy</a></li> </ul> <p><b>Manage Your Resources</b></p> <hr/> <ul style="list-style-type: none"> <li><a href="#">My Resources</a></li> <li><a href="#">My Requests</a></li> <li><a href="#">Request New Resources</a></li> </ul>	Pending Approvals	0	Requests raised by you in the last 30 days	0	Requests raised for you in the last 30 days	0
Pending Approvals	0						
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- Click on **My Account** to expand its options.

**Welcome To The Oracle Identity Manager Administrative And User Console**

**Quick Status**

Pending Approvals	0
Requests raised by you in the last 30 days	0
Requests raised for you in the last 30 days	0

**Manage Your Account**

- [Account Profile](#)
- [Change Password](#)
- [Challenge Q&A](#)
- [My Proxy](#)

**Manage Your Resources**

- [My Resources](#)
- [My Requests](#)
- [Request New Resources](#)

7. Click on **Challenge Q&A**. Select 3 of the 4 questions displayed on **Select Challenge Questions**.

**Select Challenge Questions**

Select 3 questions from the following list:

- What is your mother's maiden name?
- What is the name of your pet?
- What is the city of your birth?
- What is your favorite color?

8. Click on **Select**.

9. **Provide Challenge Answers** to your selected questions in the step 7 and click on Save.

**My Account**

- Account Profile
- Change Password
- Challenge Q&A**
- My Proxy

**My Resources**

**To-Do List**

**Users**

**Organizations**

**User Groups**

**Access Policies**

**Generic Technology Connector**

**Attestation**

**Help**

### Provide Challenge Answers

Provide answers to your challenge questions.

\* Indicates Required Field

What is the name of your pet?  
\* Lassy

What is the city of your birth?  
\* Vienna

What is your favorite color?  
\* Brown

Exit Back Save

10. You would be asked to verify the selected questions and if you want to make any changes. Please follow the instructions if you feel you have made a mistake or want to change your questions and/or answers.

Challenge Question and Answer confirmation

Verify the answers to the questions you have selected. If you want to make any changes, click one of the following links. Clicking OK will save the questions and answers to your profile and forward you to the Oracle Identity Manager Home Page.

What is the name of your pet?  
Lassy

What is the city of your birth?  
Vienna

What is your favorite color?  
Brown

OK Cancel

[Back to Select Challenge Questions](#)

[Back to Provide Challenge Answers](#)

Please click on **OK** after you have verified your questions and answers. After clicking OK, you will be back on your Welcome screen.

## REQUEST FOR NEW RESOURCES

To request new resources or services you can do it either by clicking on **Request New Resources** under **My Resources** or **Request New Resources** under **Manage Your Resources**

- ▶ My Account
- ▼ My Resources
  - My Resources
  - My Requests
  - Request New Resources
- ▶ To-Do List
- ▶ Users
- ▶ Organizations
- ▶ User Groups
- ▶ Access Policies
- ▶ Generic Technology Connector
- ▶ Attestation
- ▶ Help

## Welcome To The Oracle Identity Manager Administrative And User Console

### Quick Status

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Pending Approvals 0

Requests raised by you in the last 30 days 0

Requests raised for you in the last 30 days 0

### Manage Your Account

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[Account Profile](#)

[Change Password](#)

[Challenge Q&A](#)

[My Proxy](#)

### Manage Your Resources

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[My Resources](#)

[My Requests](#)

[Request New Resources](#)

1. Please click on boxes of the resource(s) you think you required on the **Create a request To Provision Resources**.

- ▶ My Account
- ▶ My Resources
- ▶ To-Do List
- ▶ Users
- ▶ Organizations
- ▶ User Groups
- ▶ Access Policies
- ▶ Generic Technology Connector
- ▶ Attestation
- ▶ Help

### Create a Request To Provision Resources

1 2 3

Step 1: Provide resources.

Results 1-10 of 11 First | Previous | Next | Last

<input type="checkbox"/>	Resource Name
<input type="checkbox"/>	DOTS
<input type="checkbox"/>	ECS
<input type="checkbox"/>	DC
<input type="checkbox"/>	IRS
<input type="checkbox"/>	KPI
<input type="checkbox"/>	NIMS
<input type="checkbox"/>	PKI
<input type="checkbox"/>	PRT
<input type="checkbox"/>	SOH
<input type="checkbox"/>	SWS

First | Previous | Next | Last

Exit
Continue >>

Selected:

2. After selecting the resources, click on **Add**

- ▶ My Account
- ▼ My Resources
  - My Resources
  - My Requests
  - Request New Resources
- ▶ To-Do List
- ▶ Users
- ▶ Organizations
- ▶ User Groups
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### Create a Request To Provision Resources

1 2 3

Step 1: Provide resources.

Results 1-10 of 11 First | Previous | Next | Last

<input type="checkbox"/>	Resource Name
<input type="checkbox"/>	DOTS
<input checked="" type="checkbox"/>	ECS
<input type="checkbox"/>	DC
<input type="checkbox"/>	IRS
<input checked="" type="checkbox"/>	KPI
<input type="checkbox"/>	NIMS
<input type="checkbox"/>	PKI
<input checked="" type="checkbox"/>	PRT
<input checked="" type="checkbox"/>	SOH
<input type="checkbox"/>	SWS

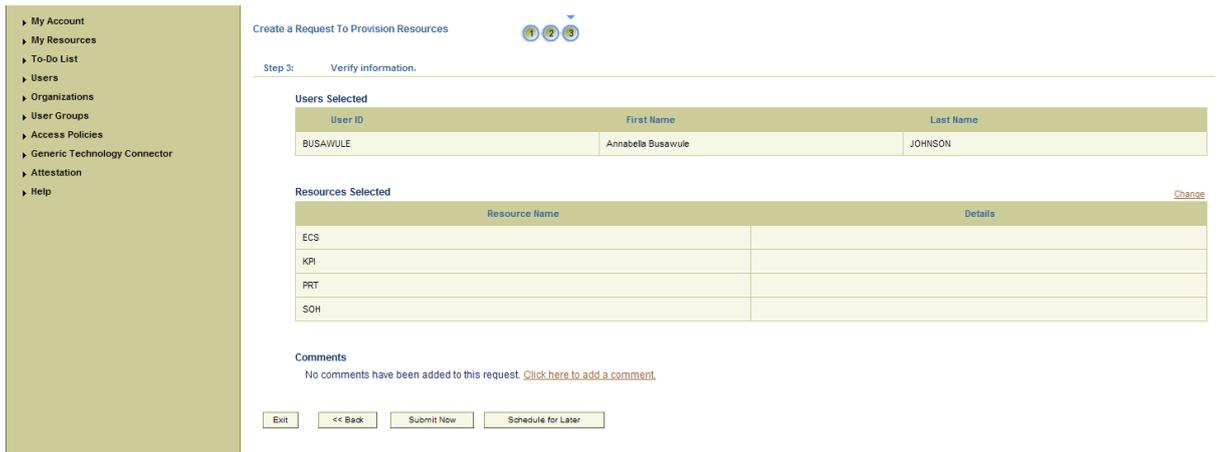
First | Previous | Next | Last

Exit
Continue >>

Selected:



- Click on **Continue**. You would be presented with a screen where you can verify your request. On this screen you can click on **Change** (located at the upper-left corner of the **Details of Resource Selected** matrix) to make change(s) to your resources request.



Click on **Click here to add comment** if you want to add a note to request. This option is good if you want to provide detail information of your request to the system administrator.

Create a Request To Provision Resources

Step 3: Verify information.

Users Selected		
User ID	First Name	Last Name
BUSAWULE	Annabella Busawule	JOHNSON

Resources Selected	
Resource Name	
ECS	
KPI	
PRT	
SOH	

Comments  
No comments have been added to this request. [Click here to add a comment.](#)

Exit << Back Submit Now Schedule for Later

- Click on **Submit Now** if you want to expedite your request. Or **Schedule Now** if you want to submit your request at later day.

If you decide to click on **Submit Now** you will get a screen informing you of the **Status** of your request, the **Requester**, the **Action** you are submitting and **Date** of the request.

<ul style="list-style-type: none"> <li>▶ My Account</li> <li>▶ My Resources</li> <li>▶ To-Do List</li> <li>▶ Users</li> <li>▶ Organizations</li> <li>▶ User Groups</li> <li>▶ Access Policies</li> <li>▶ Generic Technology Connector</li> <li>▶ Attestation</li> <li>▶ Help</li> </ul>	<p><b>Request Submitted</b></p> <hr/> <p><b>Request Submitted</b></p> <p>Your request has been received. Your Request ID for tracking purposes is: <b>641</b></p> <table border="1"> <tr> <td><b>Status</b></td> <td>Request Received</td> </tr> <tr> <td><b>Requester</b></td> <td>Annabella Busawule JOHNSON [BUSAWULE]</td> </tr> <tr> <td><b>Action</b></td> <td>Add</td> </tr> <tr> <td><b>Date</b></td> <td>April 7, 2011</td> </tr> </table>	<b>Status</b>	Request Received	<b>Requester</b>	Annabella Busawule JOHNSON [BUSAWULE]	<b>Action</b>	Add	<b>Date</b>	April 7, 2011
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<b>Requester</b>	Annabella Busawule JOHNSON [BUSAWULE]								
<b>Action</b>	Add								
<b>Date</b>	April 7, 2011								

If you decide to click on **Schedule Later** you would be presented with a screen similar to the one below. Please click on the calendar icon next to the empty box to select the date your want to schedule your request.

<ul style="list-style-type: none"> <li>▶ My Account</li> <li>▶ My Resources</li> <li>▶ To-Do List</li> <li>▶ Users</li> <li>▶ Organizations</li> <li>▶ User Groups</li> <li>▶ Access Policies</li> <li>▶ Generic Technology Connector</li> <li>▶ Attestation</li> <li>▶ Help</li> </ul>	<p>Create a Request To Provision Resources</p> <p>Step 3: <b>Verify information.</b></p> <p>Set the schedule for provisioning to take place after approval.</p> <p>April 12, 2012 </p> <p>Exit &lt;&lt; Back Submit</p>
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Please click in **Submit** to schedule your request. After clicking on Submit, you would be presented with a similar window.

<ul style="list-style-type: none"><li>▶ My Account</li><li>▶ My Resources</li><li>▶ To-Do List</li><li>▶ Users</li><li>▶ Organizations</li><li>▶ User Groups</li><li>▶ Access Policies</li><li>▶ Generic Technology Connector</li><li>▶ Attestation</li><li>▶ Help</li></ul>	<p>Request Submitted</p> <p>Request Submitted</p> <hr/> <p>Your request has been received. Your Request ID for tracking purposes is: <a href="#">642</a></p> <table border="1"><thead><tr><th>Status</th><th>Requester</th></tr></thead><tbody><tr><td>Request Received</td><td>Annabella Busawule JOHNSON [BUSAWULE]</td></tr><tr><th>Action</th><td>Add</td></tr><tr><th>Date</th><td>April 7, 2011</td></tr><tr><th>Scheduled Date</th><td>April 12, 2012</td></tr></tbody></table>	Status	Requester	Request Received	Annabella Busawule JOHNSON [BUSAWULE]	Action	Add	Date	April 7, 2011	Scheduled Date	April 12, 2012
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