Logging In via the GUI

To log in to DME using the web application:

- 1. If you do not already have an account, request one by sending a message to NCIDataVault@mail.nih.gov.
- 2. Open a supported browser:
 - Chrome
 - Safari
 - Firefox

If you want to log in to DME using your PIV card and you want to use Firefox, log in to the NIH IT service desk and refer to the Firefox configuration instructions for your operating system:

- Windows: https://myitsm.nih.gov/kb_view_customer.do?sysparm_article=KB0011339
- Mac: https://myitsm.nih.gov/kb_view_customer.do?sysparm_article=KB0011357

3. Depending on your needs, visit one of the following tiers:

- Production: https://hpcdmeweb.nci.nih.gov/
- User Acceptance Testing (UAT): https://fsdmel-dsapi01t.ncifcrf.gov/

The iTrust login page appears.

4. Choose a login method:

- Insert your PIV card in your smart card reader. Under Smart Card Login, click Sign in. If prompted, select a certificate and specify a
- PIN. For the UAT tier, a redirection page appears. In that case, click Continue to requested address.
- Under Sign in using your account credentials, enter your NIH user ID and password. Click Sign in.

The Dashboard appears, with version information and your username on the right side of the banner.

NIH NATIONAL CANCER INSTITUTE				
Data Management Environment 🔹 🤹			uth Frost 🗍 Help	version: 2.27.0 (UAT)
Carboard ☐ Register >	ØSearch 🗖	Browse 🏶 Manage	≥ >	admin >
My Searches				
Search Name ~	Search Type $$	Created On V	Auto Run Frequency 🗸	Delete ∨ ≡
collection-frostrs 🕼	Collection	09/19/2022 02:20	None 📝	D
collection-frostrs-detailed	Collection	09/19/2022 02:34	None 🕜	•
data-object-frostrs 🗷	Data Object	05/03/2019 01:49	None 🗷	D
data-object-frostrs-detailed 🗷	Data Object	09/19/2022 02:34	None 🗷	1
links 🕼	Data Object	01/16/2020 08:46	None 🕜	0

On this page, the My Searches section lists your saved searches and the My Notifications section lists the notifications to which you have subscribed. For instructions on sorting, filtering, and navigating these lists, refer to the following pages:

- Using the List of Saved Searches in the GUI
- Using the List of Notifications

From the Dashboard, you can perform various actions. For instructions, refer to the following pages:

- Finding Data via the GUI
- Using Bookmarks
- Viewing Metadata via the GUI
- Registering Data via the GUI
- Downloading Data via the GUI
- Subscribing to Notifications
- Managing Permissions
- Managing Users and Groups via the GUI
- Viewing Reports
- Deleting Data via the GUI