



CDC UNIFIED PROCESS PROCESS GUIDE



SDN USER ENROLLMENT & DIGITAL CERTIFICATION MANAGEMENT

Purpose of the Process Guide

CDC projects are required to comply with various CDC and Federal regulations, mandates, policies, processes, and standards. Information about these requirements is available from various websites and supporting documents. However, this information is often not presented from the perspective of the project team and their roles & responsibilities in complying with these requirements. CDC UP Process Guides provide that perspective.

CDC UP Process Guides help project teams comply with CDC and Federal requirements by:

1. Setting the requirements in the context of their purpose
2. Providing step-by-step instructions for completing the activities required for compliance
3. Illustrating potential integration points between processes
4. Presenting requirements in a concise, easy-to-understand, and consistent format
5. Making that presentation accessible to the CDC community via the CDC Unified Process website

The specific purpose of this Process Guide is to describe the [SDN User Enrollment & Digital Certification Management](#) process as it applies to project teams.

Process Overview

The Secure Data Network (SDN) allows field staff, researchers, and public health partners to securely exchange data that is considered Controlled Unclassified Information (CUI) critical in nature with Center/Institute/Office (C/I/O) programs. The SDN also provides secure access to critical CDC Internet tools, program applications, and sensitive or critical data resources that can be conveniently implemented by programs. For additional information about the Secure Data Network and all the services it provides please refer to the [CDC UP Secure Data Network Overview Guide](#).

The Secure Data Network's **user enrollment and digital certification service** allows individuals to request access to one or more applications administered by CDC program groups and hosted on the SDN. Before connecting to the desired application, a potential user must first complete the enrollment process. This involves creating an SDN account, gaining access approval, being assigned to the appropriate program activities, and installing a digital certificate on their browser.

The digital certificate management service supports the acquisition, management, and use of the digital certificates that are installed on user machines.

If your project is using the SDN for application hosting or secure file transfer services, persons accessing the application or sending/receiving files from the CDC will need access to the SDN. This process involves the users requesting an SDN account and installing a digital certificate on their computers. The Program Digital Certificate Authority (PDCA) provides the SDN with appropriate information indicating that a person is allowed to access their program's application or service. The PDCA is available to assist users with program specific enrollment while the SDN support desk is available to provide technical help with digital certificates and/or SDN enrollment.

Process Attributes

This section provides a list of process attributes to help project teams better understand the requirements necessary to comply with this process and to determine when and how they may impact their project.

PROCESS ATTRIBUTE	DESCRIPTION
Process Owner(s)	SDN Team
Process Criteria	All projects that use the SDN for application hosting or secure file transfer services.



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PROCESS ATTRIBUTE	DESCRIPTION
Timing of Process in Project Life Cycle	Executing Phase
Estimated Level of Effort	Depending upon the number of users, and identity proofing procedures it generally requires between 24 and 72 hours for the approval of digital certificate issuance and authorization to program activities.
Associated Costs	No cost to the project except the estimated level of effort described above.
Process Prerequisites	None
Process Dependencies	SDN Secure Application Hosting or Secure File Transfer Services
Related Systems/Tools	None
Available Training	None
Additional Information	None

Contact List

This section provides a list of individuals and/or offices that are available to assist project team in answering questions regarding the content of this Process Guide and related topics. The information is correct as of this publication. However, due to the ever-changing nature of our work environment it is possible some information may be out of date.

NATIONAL CENTER	ROLE	NAME
National Center for Public Health Informatics (NCPHI)	Operations Project Manager	Peter Cheung

Key Terms

The CDC Unified Process Team maintains a comprehensive list of key terms and acronyms relevant to all Unified Process artifacts maintained on the CDC UP website. Follow the link below for definitions and acronyms related to this, and other, document.

<http://www2.cdc.gov/cdcup/library/other/help.htm>

Activities Checklist

This section provides a list of steps outlining the activities associated with complying with this process, who usually performs those activities, and a list of any related documents or tools that may assist in completing the activities.

ACTIVITY	RELATED DOCUMENTS/TOOLS	PERFORMED BY
1. When it has been determined that the project is going to utilize the SDN for application hosting or file transfer service(s), the Business Steward of your program will need to assign a Program Digital Certificate Administrator (PDCA).		Business Steward
2. When the project is ready to go into production, begin communicating with end users of the application or service to notify them that they have to apply for SDN account access which involves creating an SDN account and installing a digital certificate to access the project's application or service.		Project Manager



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ACTIVITY	RELATED DOCUMENTS/TOOLS	PERFORMED BY
3. The SDN team will provide the project with an SDN enrollment guide document to distribute to the users of the project's application or service; this document instructs users how to obtain an SDN account, apply for a digital ID certificate, and enroll in a CDC program. The SDN support desk offers support if users encounter problems accessing the SDN, applying for a digital certificate, or enrolling in a CDC program. NOTE: Although the SDN provides technical support during enrollment, they do not provide training. Your project might want to consider training users on the SDN enrollment process along with other application/service training.		Project Manager
4. The PDCA must approve all SDN user requests for access to the project's programs and activities.		PDCA



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Process Flowchart

This section provides a pictorial view of steps outlining the activities associated with complying with this process and who usually performs those activities.

