Access Processes for Payload Developers
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ISS Payloads Office
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Access Processes for Payload Developers

- **Computer Access and Physical Access for Payload Developers**

    - Computer Access is via JSC login with access to sites needed by payload developers
    - Physical Access or badging for visits to JSC

- **These Instructions are for not for Payload Developers from ISS International Partners**

    - For NASA, National Lab and Private U.S. Payload Developers
    - Access for International Partner (IP) Payloads (RSA, ESA, JAXA, CSA, ASI…) is coordinated through their JSC liaison office

Access Processes for Payload Developers

- **Remote Computer Access**

    - Allow 6 to 8 weeks from the time you have provided your information to NASA
    - Contact Jim Cochrane at **james.g.cochrane@nasa.gov** or 281-244-6385
    - Step One – Complete NF 1760 by Payload Developer
        - NF 1760 and instructions on how to complete can be obtained from OZ
        - NF 1760 is completed by Payload Developer and faxed back to OZ
        - OZ will turn NF 1760 into JSC Security
    - Step Two – NASA OZ Generates Request for User Account in IDMax
    - Step Three – JSC Security Reviews and Approves 1760 and IDMax Request
    - Step Four – A Service Request is generated by OZ to request a new account with the appropriate access privileges (R2S – see next page)
    - Step Five – JSC IT notifies user email that the account is ready

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Access Processes for Payload Developers

- **Remote Computer Access (Continued)**

  - **Current R2S List (As of April 2010)**
    - » **1) EDMS:**
      - http://iss-www.jsc.nasa.gov/ss/issapt/edms/*
      - https://edms.iss.nasa.gov/ISS_EDMS/*
    - » **2) Payload Safety Review Panel (PSRP) web and related pages:**
      - http://psrp.jsc.nasa.gov/*
      - http://wwwsrqa.jsc.nasa.gov/*
      - http://sma.jsc.nasa.gov/*
    - » **3) JSC internal web:**
      - http://www4.jsc.nasa.gov/*
      - http://www6.jsc.nasa.gov/*
    - » **4) ISS OZ web pages, including Payload Data Library:**
      - http://iss-www.jsc.nasa.gov/nwo/*

  - **If needed, access to additional websites can be requested**
    - » **OZ will generate a request for the site to be added it there is a valid need**
    - » **If you have a request, contact the OZ Help Line or Jim Cochrane at 281-244-6385**
    - » **The JSC IT team will review and approve the addition**

Access Processes for Payload Developers

- **Badging for Visits to JSC by U.S. Citizens**

  - Allow at least 5 days from processing the time you have provided your information to NASA

  - Contact Jim Cochrane at **james.g.cochrane@nasa.gov** or 281-244-6385

  - Step 1 – Payload Developer or meeting organizer provides meeting information, needed to complete NF 1020, to OZ

  - Step 2 – OZ enters request into online badging system

  - Step 3 – Security approves request

  - Step 4 – Badge is ready for pickup at JSC building 110, adjacent to gate 1, on day of visit

Access Processes for Payload Developers

- **Badging for Visits to JSC by Non-U.S. Citizens**

  – **Allow at least 20 days processing from the time you have provided your information to NASA**

  – **Contact Jim Cochrane at james.g.cochrane@nasa.gov or 281-244-6385**

  – **Step 1 – Payload Developer or meeting organizer provides meeting information, needed to complete NF 1019, to OZ**

    – **Copies of the Passports, Visas, Contract or Space Act Agreement will be needed from all visitors in order for OZ for to process the request**

  – **Step 2 – OZ enters request into online badging system for foreign nationals**

  – **Step 3 – Security reviews request and documents and approves request**

  – **Step 4 – Badge is ready for pickup at JSC building 110, adjacent to gate 1, on day of visit**