

THE SAFEGUARDS
State Declarations Portal

START GUIDE



Safeguards

1 Create a NUCLEUS account

NUCLEUS provides access to over 130 IAEA scientific, technical, and regulatory resources. This includes databases, websites, applications, publications, safety standards, training material, and more. The State Declarations Portal (SDP) resides within NUCLEUS.

State or Regional Authority (SRA) users must have a registered and activated account with the IAEA's NUCLEUS platform. These accounts must be associated with an official SRA email address.

- If you already have an existing NUCLEUS account associated with your official SRA email address, please use this account. You do not need to create a new account for SDP.
- If you do not have a NUCLEUS account associated with your official SRA email address, go to <https://nucleus.iaea.org> and click the 'Register' link located at the top-right of the page.

Follow the instructions on the NUCLEUS website to create and activate your account. An email with an activation link will be sent to the email address specified in your account registration. Please ensure that you open the activation link before continuing.

If you have any problems registering or activating a NUCLEUS account, refer to the Help pages at <https://nucleus.iaea.org/Pages/Help/Registration.aspx>. Issues with accessing NUCLEUS may be reported to the IAEA's NUCLEUS Contact Point at <https://nucleus.iaea.org/Pages/Others/Contact-Us.aspx>.

NUCLEUS Portal (NUCLEUS)

Please enter your username and password to sign in to NUCLEUS.

If you have forgotten your password or username, please go to [Did you forget your username or password?](#)

Not yet a registered user? [Please first Register here](#)

If you have any further queries, please [Contact Us](#).

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Communicate with the SDP contact point

Send an email to the SDP Contact Point at SDP-Contact-Point@iaea.org, with the following:

- Your full name
- Your NUCLEUS username
- Your RSA SecurID token serial number (on the back of the token provided by the IAEA)

Please wait until the IAEA has communicated back to proceed.

3 Set your RSA SecurID token PIN

Access to SDP is protected by two-factor authentication. This requires 'something you know' (a PIN code) and 'something you have' (the RSA SecurID token [shown below]).



Upon confirmation from the IAEA, you must set your PIN for the token provided by the IAEA. Please follow these steps:

1. Go to SDP on NUCLEUS at <https://nucleus.iaea.org/sdp>
2. Enter your **NUCLEUS Username** and the *Tokencode* as displayed on the token (Note: for initial access, you do not need the token PIN).



3. The New PIN Assignment form will display. Wait for the number displayed on the token to change, and then complete the form by entering:

- **Passcode:** enter *only* the Tokencode.
- **Your new PIN:** enter a four-digit PIN code. You will need this PIN when accessing SDP.
- Click 'Sign In'

New PIN Assignment

A screenshot of a web form titled 'New PIN Assignment'. The form is under the heading 'Account Information' and contains several input fields. The 'Passcode' field is highlighted with a red circle and a green arrow pointing to it from the right. The 'New PIN' field is also highlighted with a red circle. Below the 'New PIN' field is a 'Confirm New SecurID PIN' field. A blue 'Sign In' button is at the bottom of the form.

4. You will see a 'Success!' message to confirm your token PIN has been accepted.

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Install and set-up the encryption software

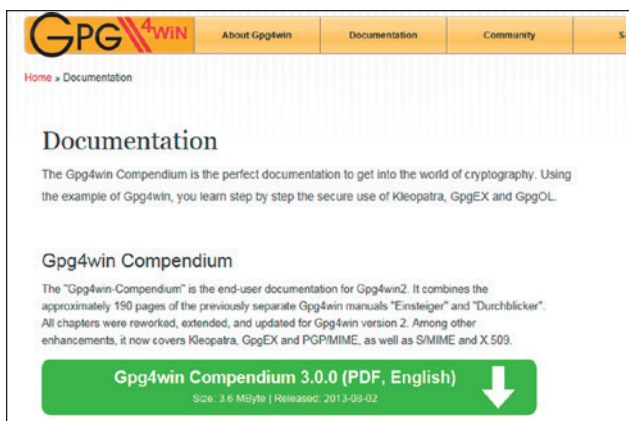
The following steps describe the process of downloading and installing the open source software tool for encryption and decryption, **Gpg4win**.

- If you already have the software tool installed (whether it is Gpg4win or any other OpenPGP compliant software), please skip these steps and move to section 5.

If you intend to use some other software tool, please ensure that it is first installed and functional by following the installation instructions provided by the vendor and in consultations with your technical support specialists.

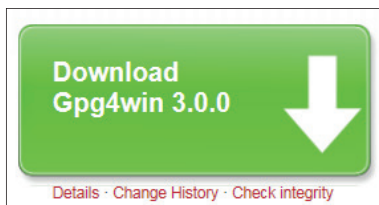
Download the Gpg4win user manual

Go to www.gpg4win.org/documentation.html and download the latest version of the Gpg4win software user manual, the *Gpg4win Compendium*. It provides instructions for the installation, configuration and usage of the tool.



Download the tool installation packages

Go to www.gpg4win.org and download the software application. Ensure to select the most recent stable full version (not a beta version). In this example, it is version 3.0.0.



You will be prompted to donate, although no donation is necessary. Click on 'Download' and make note of where the file is downloaded.

Install the tool

Run the installation file (downloaded in the step before) on the PC you wish to use for the encryption and decryption process. Follow the installation steps on the screen. If in doubt, follow the instructions in the compendium.

In case of issues, please request assistance from your technical support.

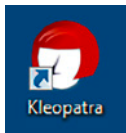
5 Generate your certificate (key pair)

The steps below describe the process of generating a certificate (key pair) for an authorised SDP user. These steps should be performed on the PC where the encryption/decryption software tool has been installed (as described in section 4).

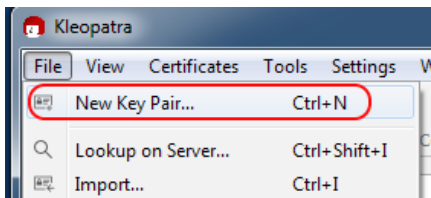
Please note that the IAEA strongly recommends that each user of SDP generates their own key pair — i.e. that they do not share keys. In this case, each user must follow the steps below.

Generate your private key pair

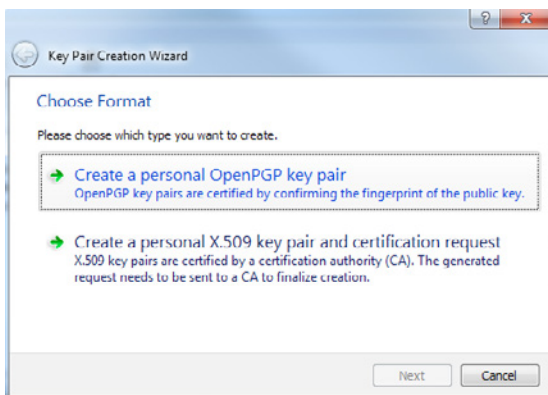
Start the **Gpg4win Kleopatra** tool:



Select 'File/New Key Pair...':



In the pop up window, select 'Create a personal OpenPGP' key pair:

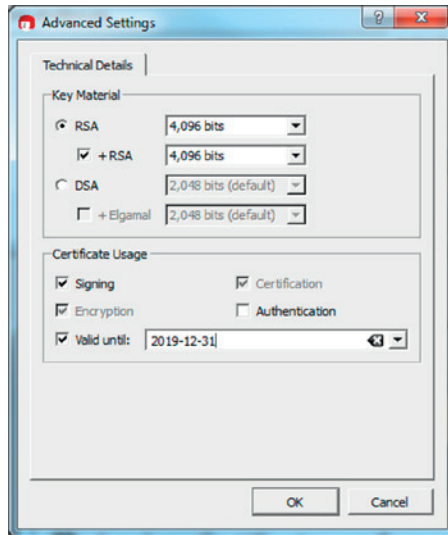


Enter the details requested:

- 'Name': Enter name of the user that will be using SDP. Please use the format 'State Name (person name)', e.g. 'Ruritania (John Doe)'.
- 'Email': Enter email of the user that will be using the SDP. This must be the same email used to register as a user of SDP.

Click on 'Advanced Settings...'

In the Advanced Settings window, configure additional technical details as shown below:

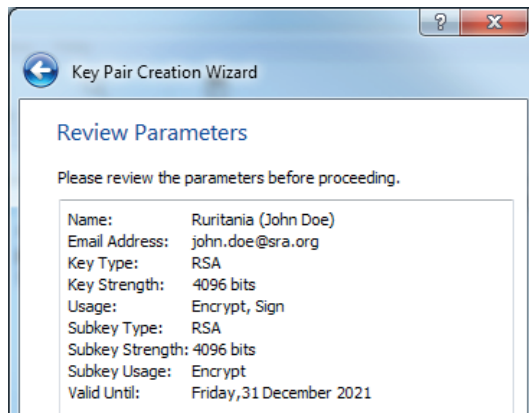


Press OK and then Next on the Key Pair Creation Wizard.

Review all details of the key pair that will be generated.

If you notice any inaccuracy, abort the process by clicking 'Cancel' and repeat the process.

If the information is correct, proceed to key pair generation, by clicking 'Create'.

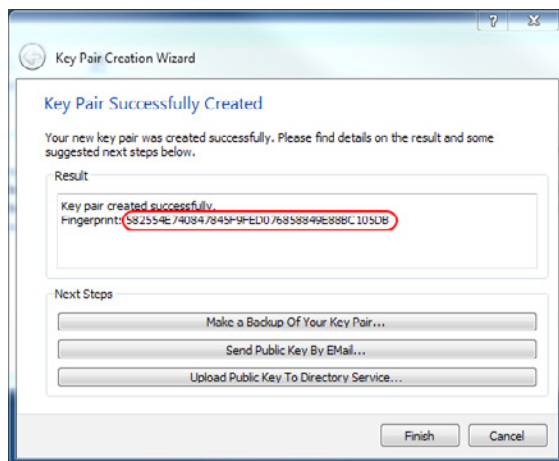


Select the passphrase (password) that will be used to protect your private key.

Important: To ensure your key is sufficiently protected, please select a strong passphrase. You can refer to security recommendations included in the Chapter 4 of the Gpg4Win compendium document. This is an important step in safeguarding your private key. Protection of your private key is of utmost importance to ensure that the security of the overall system is maintained. It is the responsibility of the users to protect the key and the associated pass-phrase.

To ensure you can access your key whenever needed, it is essential to remember the selected passphrase. Note that, in the case of a forgotten passphrase, there may be no mechanism or facility to recover the key and the IAEA will not be able to assist in this matter as this is an internal procedure for the SDP user.

If the key generation was successful, the confirmation window will be shown, containing the fingerprint of the generated key. The fingerprint is 40 characters long and it uniquely identifies the key. It is essential that you write down or copy/paste the fingerprint, This fingerprint is required by the IAEA as part of the official registration process.



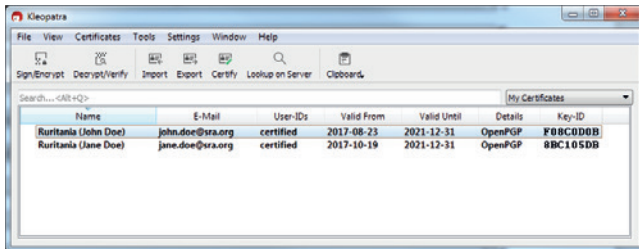
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Email the public certificate to SDP Contact Point

The steps below describe the process to export your public key and to send it to the SDP contact point.

Export your public key

Select the certificate for which you want to export the public key:



Select File / 'Export...' (or right-click on certificate)

Select the location on your computer (or external storage device) where you want to save the exported key. By default, the name of the file will likely be the same as the fingerprint with an .asc extension. Keep these default settings.

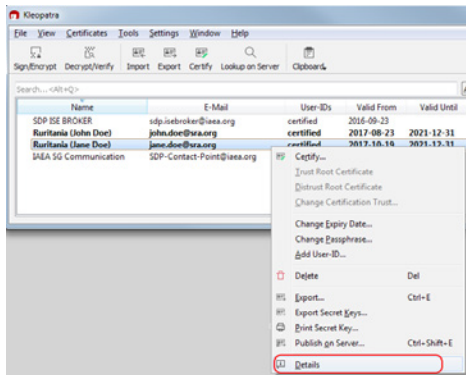
Email your public key

Send this file as an attachment to the SDP contact point along with the NUCLEUS username and token serial number.

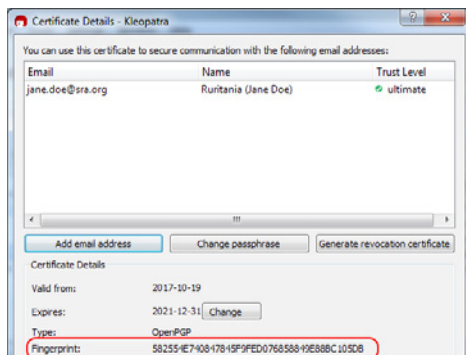
7 Send the SDP registration form to the IAEA

Find your certificate fingerprint

Start the **Gpg4win Kleopatra** tool. Right-click on your certificate and select 'Details'.



Highlight the 'Fingerprint', right-click and select 'Copy'. The Fingerprint (text) must be added to the SDP Registration form.



Send the SDP registration form

This form has to be authorized by the SRA or the Permanent Mission and sent to:

International Atomic Energy Agency (ref: SDP)
Vienna International Centre, P.O. Box 100,
1400 VIENNA, AUSTRIA

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Your registration is complete

Following the verification of identity, the account will be granted with the necessary permissions to access SDP as a representative of the SRA. The IAEA will confirm this via email.

After the account is activated and the SDP Contact Point has granted the necessary permissions, the portal website can be accessed at <https://nucleus.iaea.org/sdp>.

A complete user manual providing an overview and guidance to navigate SDP will be available online.

In case you forget your PIN or lose the SecurID token, please send an email to the SDP Contact Point at SDP-Contact-Point@iaea.org.



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