

Unit 2 – Use the Reference Library

Overview.....2-2

Task 1: Access the Reference Library on the NEMIS Intranet2-3

Task 2: Access the Reference Library from NEMIS HMGP.....2-5

Overview

NEMIS historically provided a means of storing documents and data in the Reference Library. While the ability to store documents in the Reference Library has been removed, users can still access these historic documents and data. Over the years FEMA Headquarters and Regional Mitigation offices have added policy memos, reports, and other references to the library some of which may still be pertinent.

This unit describes the two ways you can access the Reference Library:

- On the NEMIS Intranet
- Within NEMIS HMGP

NOTE: A user ID and password with access to NEMIS HMGP does not allow the user to make modifications within the Reference Library. The user however, is able to view documents already contained within the Reference Library.

HINT: Information on the Hazard Mitigation Grant Program (HMGP) and the other Hazard Mitigation Assistance (HMA) programs is available on the [Federal Insurance and Mitigation Administration \(FIMA\)](#) page of the FEMA website. On the FIMA page, click the Programs link. From the list of programs, click the program you need additional information on.

Task 1: Access the Reference Library on the NEMIS Intranet

1. From within the FEMA Intranet, enter <https://nemis.fema.net/nemis/> in your browser address bar. The NEMIS Resource Center Main Page is displayed (Figure 2-1).

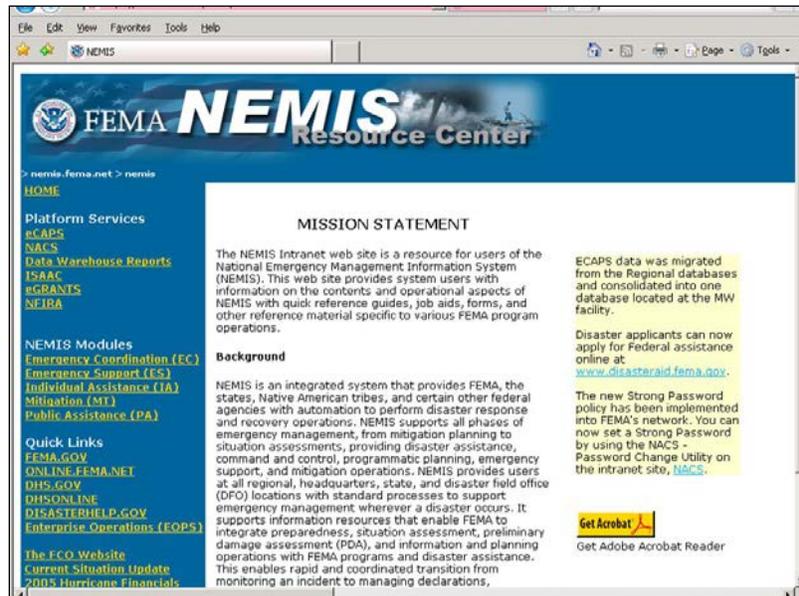


Figure 2-1: NEMIS Home Page

2. On the left navigation bar, click the MITIGATION (MT) link. The NEMIS Mitigation page is displayed (Figure 2-2).



Figure 2-2: NEMIS Mitigation Page

HINT: To obtain the latest NEMIS HMGP reference materials go to <http://www.fema.gov> and type “NEMIS HMGP User Manual” and “NEMIS Frequently Asked Questions” in the search bar.

- On the right side, click the region whose documents you wish to view. The page for that region is displayed with a map and a list of links to the Grantees in that region (Figure 2-3).

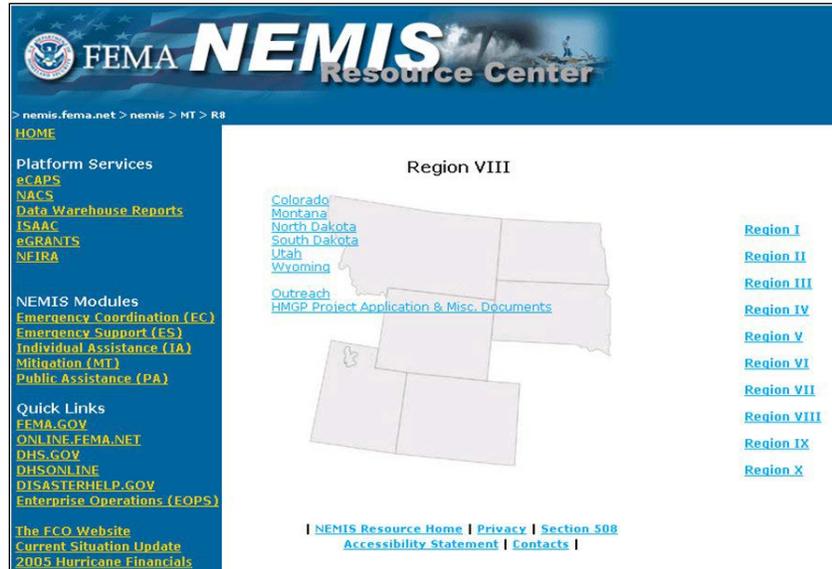


Figure 2-3: Region VIII Mitigation Page

- Click on a Grantee link. The list of reference documents for that Grantee is displayed (Figure 2-4).

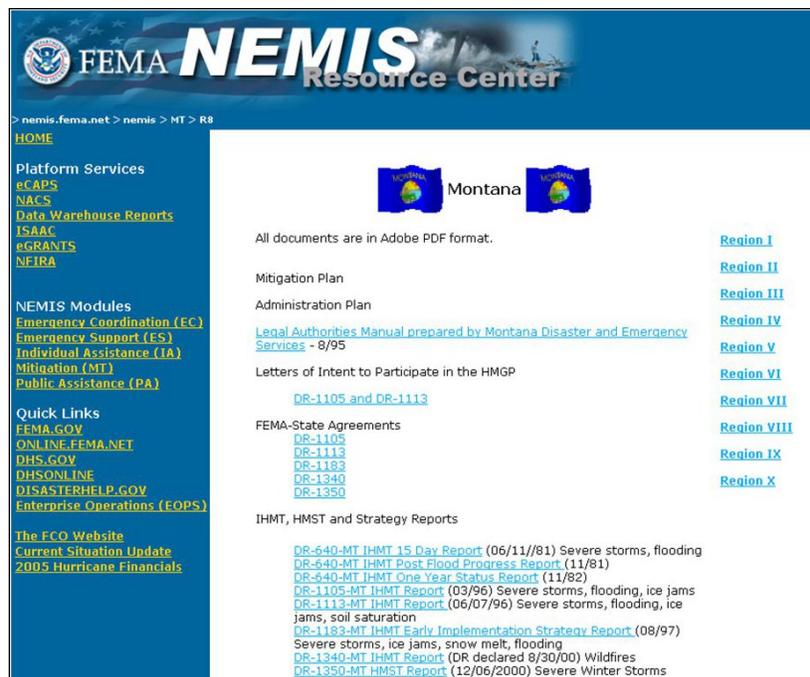


Figure 2-4: State Grantee Montana Reference Documents

- Click on the document link that you wish to view. The document is displayed (Figure 2-5).

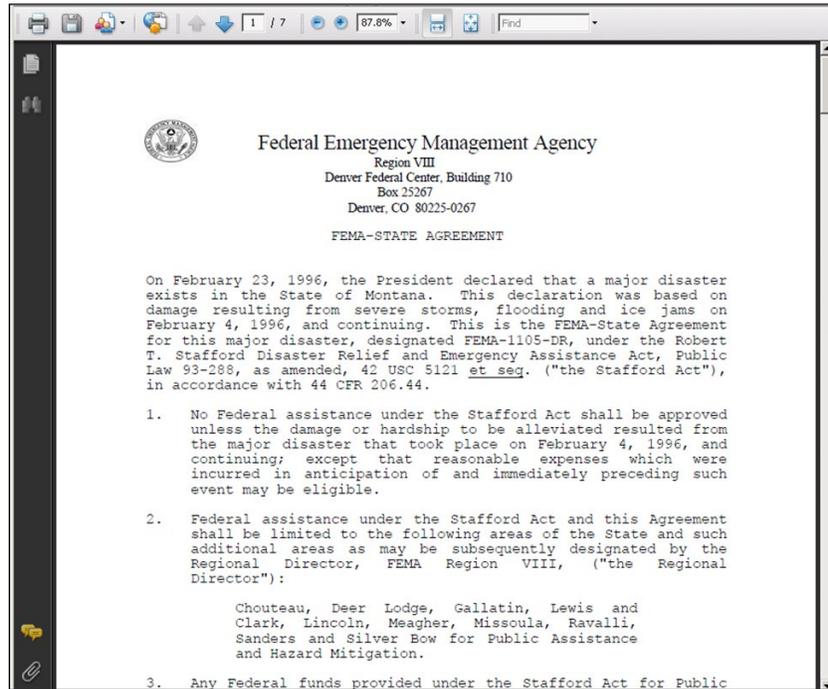


Figure 2-5: Sample Document in Reference Library

Task 2: Access the Reference Library from NEMIS HMGP

- On the NEMIS menu bar, click the NEMIS WIDE button (Figure 2-6).

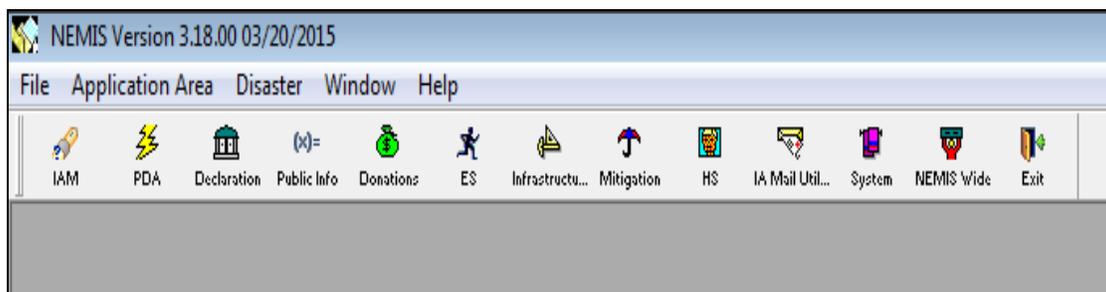


Figure 2-6: NEMIS Menu Bar

- The NEMIS Wide pop-up menu is displayed (Figure 2-7). Click Reference Library.

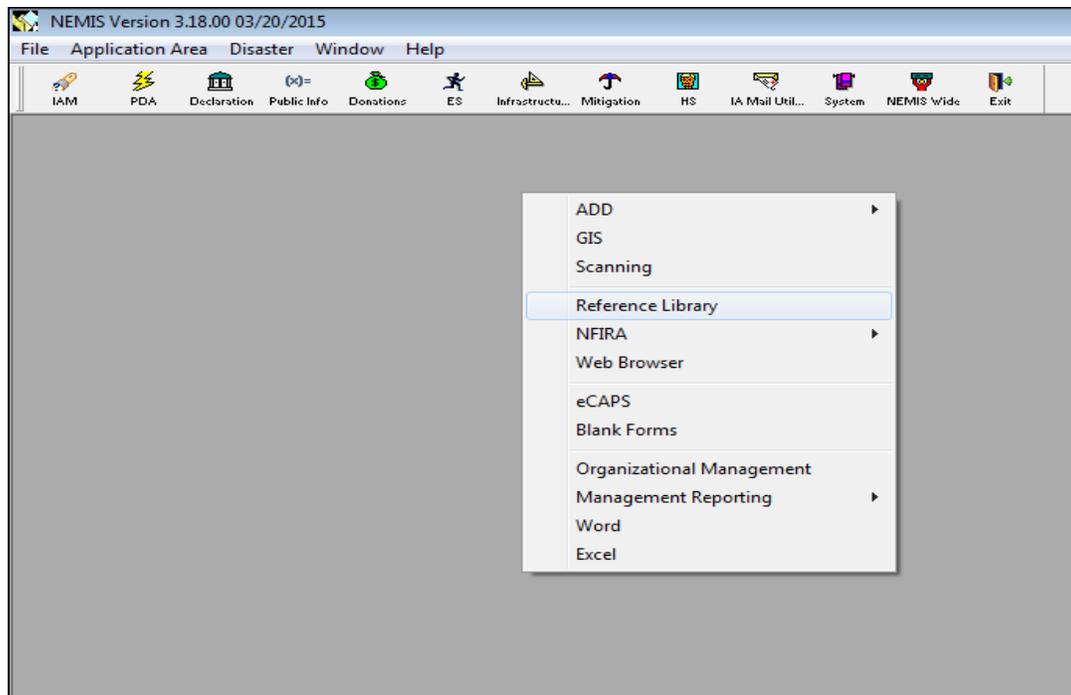


Figure 2-7: NEMIS-Wide Pop-Up Menu

3. The NEMIS Resource Center Main Page is displayed. Refer to Task 1: [Access the Reference Library on the NEMIS Intranet.](#)