



FEMA

FEMA Secure Web Portal User Guide
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FEMA SSL Clientless VPN Portal User Guide

1. Preliminary Information

This process was tested using a FEMA image which includes:

- Microsoft Internet Explorer (IE) 7
- Windows XP Service Pack 3.

2. Log on to the FEMA Secure Web Portal

The SSL Clientless VPN portal is ***NOT*** designed to be used RSA hard token (a.k.a keyfob). Users will access the portal with their FEMA Microsoft AD credentials. Some FEMA AD password activation keys are set to expire within 24 hours of the time that they are issued. You can log on to the FEMA Secure Web Portal with a password activation key or a 90-day password.

1. Open an IE window, and then navigate to one of the secure portals:
 - <https://connect1.dhs.gov/femaportal>
 - <https://connect2.dhs.gov/femaportal>
2. The tab label changes to **FEMA SSL VPN Portal**. A logon dialog box appears.
3. Input your FEMA username and FEMA password
4. Click the OK button. The links shown in Figure 3-1 appear:
5. There will be display buttons for:
 - a. Home – will bring you back to the Main Menu Screen at any time.
 - b. Preferences- Are not necessary to be used. .
 - c. Help –Basic help on session display and any error messages.
 - d. SignOut- Log out of the SSL VPN Session.
6. Each screen will have a icon in the top left corner to move back to the Home Page.



If you used a password access key in the preceding step 3, then select the Password Utility once connected to complete the FEMA Security Awareness Training and obtain your permanent password.

The secure gateway offers two toolbars for browsing the pages you access through the secure gateway: the standard toolbar and the framed toolbar. You can move the standard toolbar to different locations on the web page. The framed toolbar is fixed in a framed section at the top of the page. Your secure gateway administrator chooses which toolbar, if any, is displayed and which buttons are displayed on the toolbars.

Each browsing toolbar provides a convenient mechanism for returning to the secure gateway home page while browsing through the secure gateway.

2.1 Using the Framed Toolbar

When you are browsing to sites through the secure gateway, the secure gateway may display the framed toolbar, as explained in [Using the Browsing Toolbars](#). The framed toolbar is fixed in a framed section at the top of the page. Your secure gateway administrator chooses which of the following buttons appear on the framed toolbar:

Button name	Button	Description
Home		Your administrator can configure this button to return the browser window to the secure gateway's home page, or to a particular web page or resource. Your administrator can also choose to use a different image for this button, such as your company's logo.
Home		Returns the browser window to the secure gateway's home page
Add Web Bookmark		Displays the Add Web Bookmark page where you can add a bookmark for the current web page
Bookmarks		Displays a drop-down list of bookmarks that you specified as favorites on the Add Web Bookmark page
Help		Launches the secure gateway Help in a separate window
Sign out		Signs you out of the current secure gateway session



The time value on the toolbar indicates the maximum remaining time allowed in the current session for the secure gateway. Note that a period of user inactivity could also end the current session before this maximum time expires. Prior to the session timeout, you receive a message prompting you to re-authenticate using your sign in credentials, in order to avoid having your current session terminated.

2.2 Tips for Secure Use

- Before closing your browser window, click the **Sign Out** link in the top right of the secure gateway home page or click the exit button in the browsing toolbar.