



All users must use the Preparedness Compliance Assessment System Tool (PrepCAST) portal at <https://prepcast.fema.gov> to access NIMSCAST. If you are a current NIMSCAST user accessing NIMSCAST through the PrepCAST portal for the first time, follow these steps described below. The steps take you through the process to create a new password, to create security questions and responses, and to update your account information.

**The steps described below are only for current users; new users should follow the standard process described in the *NIMSCAST Users Guide*.** Remember to update your NIMSCAST bookmark to the PrepCAST portal web address: <https://prepcast.fema.gov>.

**Update your NIMSCAST bookmark to the PrepCAST Portal at:**  
<https://PrepCAST.FEMA.gov>

## A. SIGN IN TO PREPCAST FOR THE FIRST TIME (CURRENT USERS ONLY)

To sign in to the PrepCAST portal for the first time, current users must first request and sign in using a temporary password. You will then create a new password and sign in using your newly created password. After you sign in to PrepCAST for the first time, you can follow the standard sign in process outlined in the *NIMSCAST Users Guide*.

- Step 1: Navigate to the PrepCAST portal (<https://prepcast.fema.gov>).  
**Note:** Enter the website exactly as written. Some users may see a certificate error notification when accessing PrepCAST, select **Continue to this website** to access PrepCAST.
- Step 2: Click on the **Problems Signing In?** link.

Step 3: On the Reset Your Password page, in the **Your Email** field, enter the email used to set up your NIMSCAST account.

Step 4: Click the **Send** button.  
**Note:** Upon clicking send, PrepCAST will send a temporary password to your email account.

Step 5: On the PrepCAST portal sign in page, in the **Email** field, enter the Email address used to set up your NIMSCAST account.

Step 6: In the **Password** field, enter the temporary password from the PrepCAST email.

Step 7: Click the **Sign In** button.

Step 8: On the Change Password page, enter your new password in the **New Password** and **Confirm New Password** fields.

Step 9: Click the **Save** button.  
**Note:** You will be taken back to the PrepCAST portal sign in page to sign in using your new password.

Step 10: In the **Email** field, enter the Email address used to set up your NIMSCAST account.

Step 11: In the **Password** field, enter your new password.

Step 12: Click the **Sign In** button.



## B. UPDATE YOUR USER PROFILE

Current NIMSCAST users should navigate to their profile to add security questions and edit contact information.

Step 1: On the PrepCAST portal, click **User Profile** link on the link strip.



Step 2: On the Update Profile page, enter your **First Name** and **Last Name** in the appropriate fields.

**Note:** The name field requirements are different for PrepCAST and could not be fully migrated.

Step 3: Verify the **Email**, **Contact Number** and **Organization** fields and update as appropriate.

**Note:** Contact Numbers can only be 10 digits long with no special characters.

Step 4: Select the appropriate **Security Questions** from the drop-down list boxes.

**Note:** You can reset your password by responding to security questions (without having to wait for an email).

Step 5: Enter the appropriate response in the **Answer** fields.

**Note:** Your answers are case sensitive; when responding to security question prompts you must enter exactly what is entered in the **Answer** field.

Step 6: Click the **Save** button to save the changes.

Step 7: Click the **Home** link to return to the PrepCAST portal home page.

### Update Profile

• No questions can be found for account. Please configure security questions.

Update your profile information.

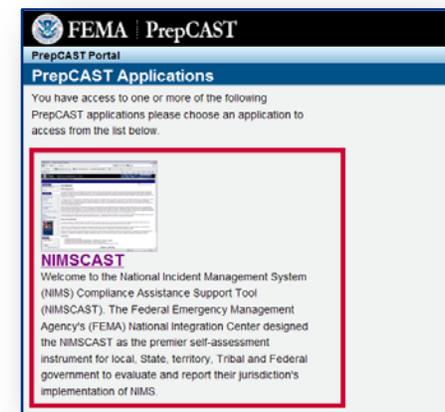
<b>First Name*</b>	<input type="text" value="FIRSTNAME"/>
<b>Last Name*</b>	<input type="text" value="LASTNAME"/>
<b>Email*</b>	<input type="text" value="johndemo@test.gov"/>
<b>Contact Number*</b>	<input type="text" value="5555555555"/>
<b>Organization*</b>	<input type="text" value="Los Angeles Fire Depar"/>
<b>Security Question*</b>	<input type="text" value="Select Question"/>
<b>Answer*</b>	<input type="text"/>
<b>Security Question*</b>	<input type="text" value="Select Question"/>
<b>Answer*</b>	<input type="text"/>

## C. NAVIGATE TO NIMSCAST

All NIMSCAST user roles and accounts remain intact with the PrepCAST integration. Users must have an active NIMSCAST user role to access their NIMSCAST Account.

Step 1: From the PrepCAST portal home page, click on the NIMSCAST link or icon.

See the *NIMSCAST Users Guide* for additional information on navigating NIMSCAST.



**Contact FEMA's National Integration Center for more information at:**  
**Telephone: (202)646-3850**  
**Email: FEMA-NIMS@fema.dhs.gov**



## D. GETTING HELP

There are several ways to get assistance when using NIMSCAST:

- Found in the Resources menu, the *NIMSCAST Users Guide* provides step-by-step instruction for common user activities conducted in NIMSCAST.
- The NIMSCAST Resources menu includes links to useful reference information:
  - Implementation Guidance
  - NIMS Website
  - NIMS Frequently Asked Questions
  - *NIMS Training Program*
  - NIMS Document
- For additional information concerning NIMS implementation and NIMSCAST, please contact the National Integration Center at (202) 646-3850 or email: FEMA-NIMS@fema.dhs.gov.

