



FEMA

# NIMS *Guide*

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National Integration Center  
202-646-3850

The purpose of this *NIMS Guide* is to inform National Incident Management System Compliance Assistance Support Tool (NIMSCAST) users and stakeholders of updates made for the NIMSCAST 5.0 release and NIMSCAST integration into the Preparedness Compliance Assessment System Tool (PrepCAST). It is important to note that PrepCAST acts as the portal through which NIMSCAST is accessed – it is not a new reporting system. NIMSCAST will continue to be the tool that local, State, Tribal and Federal governments use to report their NIMS implementation status. Other than changes to NIMSCAST access, user profile management and user password management (all changes are detailed in this *NIMS Guide*), NIMSCAST remains virtually the same. NIMSCAST accounts, assigned user roles, and the assessment management process remain the same.

## A. RELEASE 5.0

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Key enhancements in the NIMSCAST 5.0/PrepCAST 2.0 release include:

1. NIMSCAST integration into the PrepCAST portal;
  - a. New PrepCAST sign in process for NIMSCAST;
  - b. New PrepCAST sign out process for NIMSCAST;
  - c. PrepCAST portal navigation;
  - d. PrepCAST portal level user profile management;
  - e. PrepCAST portal level password management;
  - f. PrepCAST password reset by using security questions;
  - g. PrepCAST password reset by requesting a temporary password.
2. New NIMSCAST Edit My Preferences link;
3. *NIMSCAST Users Guide* and *PrepCAST Users Guide* updates.

## B. NIMSCAST INTEGRATION INTO THE PREPCAST PORTAL

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The PrepCAST portal (<https://prepcast.fema.gov>) serves as the point of access for assessment tools managed by FEMA's National Preparedness Directorate, including NIMSCAST and the State Preparedness Report (SPR) Survey Tool. The PrepCAST portal supports:

- **Single sign in:** Users sign in once to access all applications for which they have a roll assigned.
- **Single sign out:** Users sign out once to exit all applications and the PrepCAST portal.
- **User profile management:** Users manage their own profiles at the PrepCAST portal-level; updates and changes apply to all applications accessed through PrepCAST.
- **Password management:** Users manage their own passwords at the PrepCAST portal-level.
- **Password reset:** Users can reset their own passwords either by entering their security questions and creating a new password or by requesting a temporary password.



## 1. NEW PREPCAST SIGN IN PROCESS FOR NIMSCAST

To access NIMSCAST, users must first sign in to the PrepCAST portal at <https://prepcast.fema.gov>. Upon signing into the PrepCAST portal, users can access any application for which they have an assigned role.

Be sure to enter the PrepCAST portal web address precisely:  
**<https://prepcast.fema.gov>**

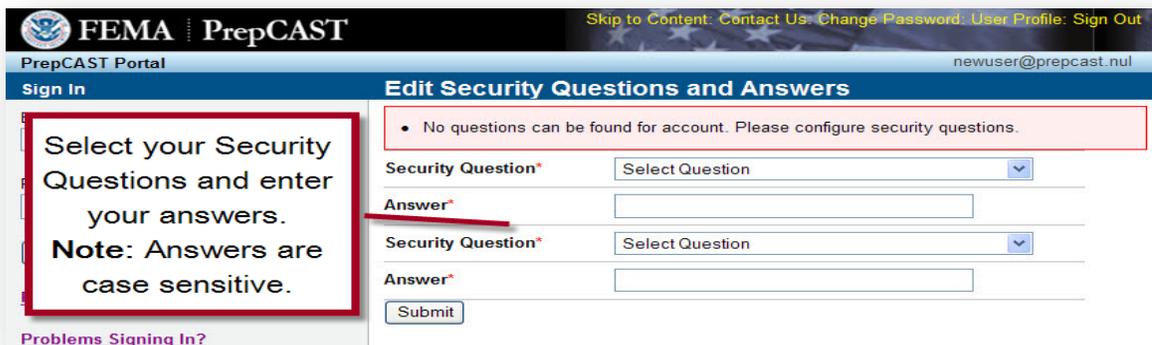
To sign in to PrepCAST, navigate to the PrepCAST portal at <https://prepcast.fema.gov>. Enter the email address associated with your NIMSCAST account. Enter your PrepCAST portal password, and then click the **Sign In** button.

- Passwords are case sensitive and must include two uppercase letters, two lowercase letters, two numbers and a special character (e.g.: ^ & \* @) and cannot end with a number.
- Current NIMSCAST users accessing the PrepCAST portal need to request a new password prior to signing in for the first time. See [PrepCAST Password Reset by Requesting a New Password](#) in this document or the *Quick Guide: Current NIMSCAST User Sign In to PrepCAST Process* for more information.



New NIMSCAST users accessing PrepCAST for the first time will be prompted to enter answers to security questions. Select two different security questions and enter the appropriate response. Current users should follow the steps outlined in the *Current NIMSCAST User Sign In to PrepCAST Process* quick guide.

**Note:** Security question responses are case sensitive. In the event you forget your password, you can create a new password after successfully responding to the security questions (see [PrepCAST Password Reset by Using Security Questions](#)).





## 2. NEW PREPCAST SIGN OUT PROCESS FOR NIMSCAST

PrepCAST supports single sign out of all applications. Click the **Sign Out** link in the link strip to sign out of NIMSCAST and all other applications on the PrepCAST Portal.



## 3. PREPCAST PORTAL NAVIGATION

The PrepCAST portal launch page displays all the applications accessible through the portal, announcements from the National Preparedness Directorate, and links to useful PrepCAST features.

- All the applications accessible through the PrepCAST portal display on the launch page. To access an application, users must have an active user role. Users may have user roles for one or more PrepCAST application.

Click the **NIMSCAST** link to access NIMSCAST.

- Return to the PrepCAST launch page to switch applications or to update your user profile.

Click on the **FEMA | PrepCAST** logo to return to the PrepCAST launch page from NIMSCAST.

Click on the **Home** link to return to the launch page within PrepCAST.

- National Preparedness Directorate announcements display on the launch page.
- The PrepCAST link strip provides access to useful functionality.
  - **Skip to Content:** Click the link to navigate the system using tab and arrow keys instead of a mouse.
  - **Contact Us:** Click the link to view contact information for technical or policy help.
  - **Change Password:** Click the link to manage your password (see [PrepCAST Portal-Level Password Management](#)).
  - **User Profile:** Click the link to manage your user profile (see [PrepCAST Portal-Level User Profile Management](#)).
  - **Sign Out:** Click the link to sign out of all PrepCAST applications (see [New PrepCAST Sign Out Process for NIMSCAST](#)).



**Click the FEMA|PrepCAST logo to return to the PrepCAST launch page from NIMSCAST.**

**PrepCAST applications display on the launch page. Users can access any application for which they have an active user role.**

**To access NIMSCAST, click the NIMSCAST link.**

**The link strip includes:**

- Skip to Content
- Contact Us
- Change Password
- User Profile
- Sign Out

**National Preparedness Directorate announcements display.**

**News & Events**

**Announcements**

- SPR Launch 8/17/12
- NIMSCAST Assessments Due 9/30/12
- NIMSCAST Training 10/16/12
- SPR Assessment Due 12/31/12

**PrepCAST Applications**

You have access to one or more of the following PrepCAST applications please choose an application to access from the list below.

**NIMSCAST**

Welcome to the National Incident Management System (NIMS) Compliance Assistance Support Tool (NIMSCAST). The Federal Emergency Management Agency's (FEMA) National Integration Center designed the NIMSCAST as the premier self-assessment instrument for local, State, territory, Tribal and Federal government to evaluate and report their jurisdiction's implementation of NIMS.

**SPR**

Welcome to the 2012 State Preparedness Report, a self-assessment of the capabilities required to prevent, protect against, mitigate the effects of, respond to, and recover from all threats and hazards. This annual assessment is mandated by the Post Katrina Emergency Management Reform Act (PKEMRA) for any state or territory receiving preparedness assistance that is administered by the Department of Homeland Security.

#### 4. PREPCAST PORTAL LEVEL USER PROFILE MANAGEMENT

PrepCAST portal user profiles apply across all applications accessed through PrepCAST. Users are responsible for maintaining their own profile information from the PrepCAST portal. Profile information includes the user's name, organization, email, contact number, and security questions and answers.

**Please note:** NIMSCAST administrative users can no longer update other users' profile information.

To update your user profile, click the **User Profile** link on the PrepCAST link strip. Update the appropriate profile information and click **Save**. Click the **Home** link to return to launch page.

**Click the **User Profile** link and update profile information as appropriate.**

**Click **Home** to return to the launch page.**

**Click **Save** to save the changes.**

**Update Profile**

Update your profile information.

Home

First Name\*

Last Name\*

Email\*

Contact Number\*

Organization\*

Security Question\*

Answer\*

Security Question\*

Answer\*



## 5. PREPCAST PORTAL LEVEL PASSWORD MANAGEMENT

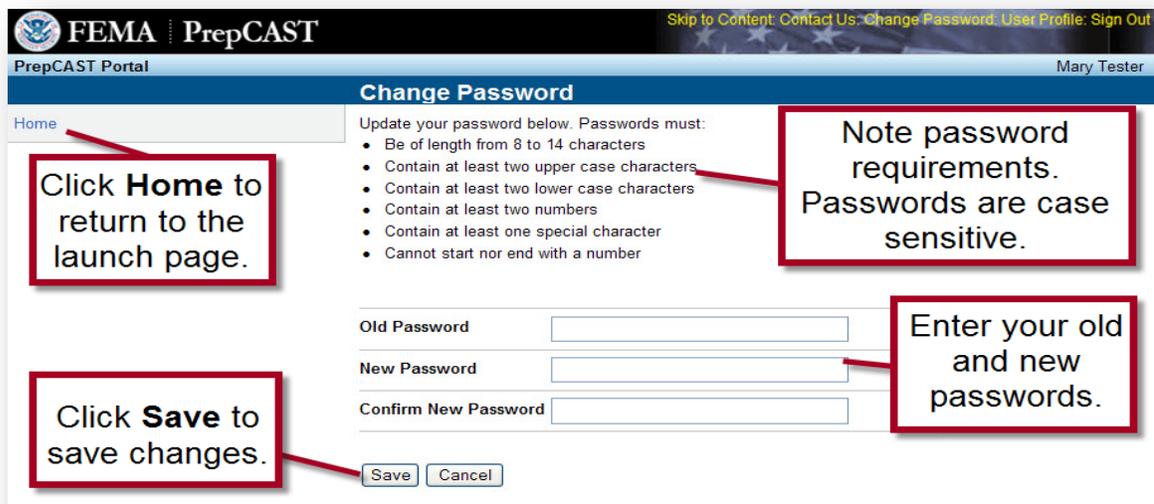
To support single sign in, users' passwords are maintained at the PrepCAST portal level. Each user has one password to access PrepCAST, NIMSCAST and any other application on the PrepCAST portal. Users maintain their own password by clicking on the **Change Password** link on the link strip.

To change your password, click the **Change Password** link on the link strip. Enter your old password and your new password in the appropriate fields.

**Note:** Passwords are case sensitive and must be 8 – 14 characters long and contain:

- Two upper case characters
- Two lower case characters
- Two numbers (passwords cannot end with a number)
- A special character.

Click the **Save** button to save your password change. Click the **Home** link to return to the PrepCAST launch page.



## 6. PREPCAST PASSWORD RESET BY USING SECURITY QUESTIONS

PrepCAST users who have forgotten their passwords can gain access to PrepCAST using the **Forgot Password?** link and entering their security question answers.

To change your password by answering your security questions, click on the **Forgot Password?** link. Enter your email address and click the **Find** button. If PrepCAST finds your email address in the user database, at the prompt enter the answers to your pre-selected security questions and then click the **Submit** button.

**Note:** Security question responses are case sensitive.



The screenshot shows the 'Reset Your Password' page on the FEMA PrepCAST portal. On the left, there is a 'Sign In' section with fields for 'Email' and 'Password', a 'Sign In' button, and links for 'Forgot Password?' and 'Problems Signing In?'. A red callout box points to the 'Forgot Password?' link with the text 'Click the **Forgot Password?**'. The main area is titled 'Reset Your Password' and contains the instruction 'Enter your email below.' followed by a 'Your Email' field containing 'User@prepcast.nul' and a 'Find' button. A red callout box points to the 'Find' button with the text 'Enter your email address and click **Find**.'. Below this are two security questions: 'What is your mother's maiden name?' and 'What is your favorite movie?'. A red callout box points to these fields with the text 'Enter the answers to your security questions.'. At the bottom of the form is a 'Submit' button. A red callout box points to the 'Submit' button with the text 'Click the **Submit** button.'.

Next, you then will be prompted to change your password. Enter your new password in the fields provided and click **Save**. On the Change Password page, enter a new password and click **Save**. You will be brought back to the PrepCAST sign in page to sign in to PrepCAST using your new password.

## 7. PREPCAST PASSWORD RESET BY REQUESTING A NEW PASSWORD

PrepCAST users who have forgotten their passwords and do not remember or have not yet entered their security question responses can gain access to PrepCAST using the **Problems Signing In?** link and requesting a temporary password.

To request a temporary password, click on the **Problems Signing In?** link. On the Reset Your Password page, enter your email address and then click **Send**. You will receive a temporary password via email.

When you sign in using the temporary password, you will be prompted to create a new password. On the Change Password page, enter a new password and click **Save**. You will be brought back to the PrepCAST sign in page to sign in to PrepCAST using your new password.

The screenshot shows the 'Reset Your Password' page on the FEMA PrepCAST portal. On the left, there is a 'Sign In' section with fields for 'Email' and 'Password', a 'Sign In' button, and links for 'Forgot Password?' and 'Problems Signing In?'. A red callout box points to the 'Problems Signing In?' link with the text 'Click the **Problems Signing In?** link.'. The main area is titled 'Reset Your Password' and contains the instruction 'Enter email below to receive password.' followed by a 'Your Email' field and a 'Send' button. A red callout box points to the 'Send' button with the text 'Enter your email address then click **Send**.'.

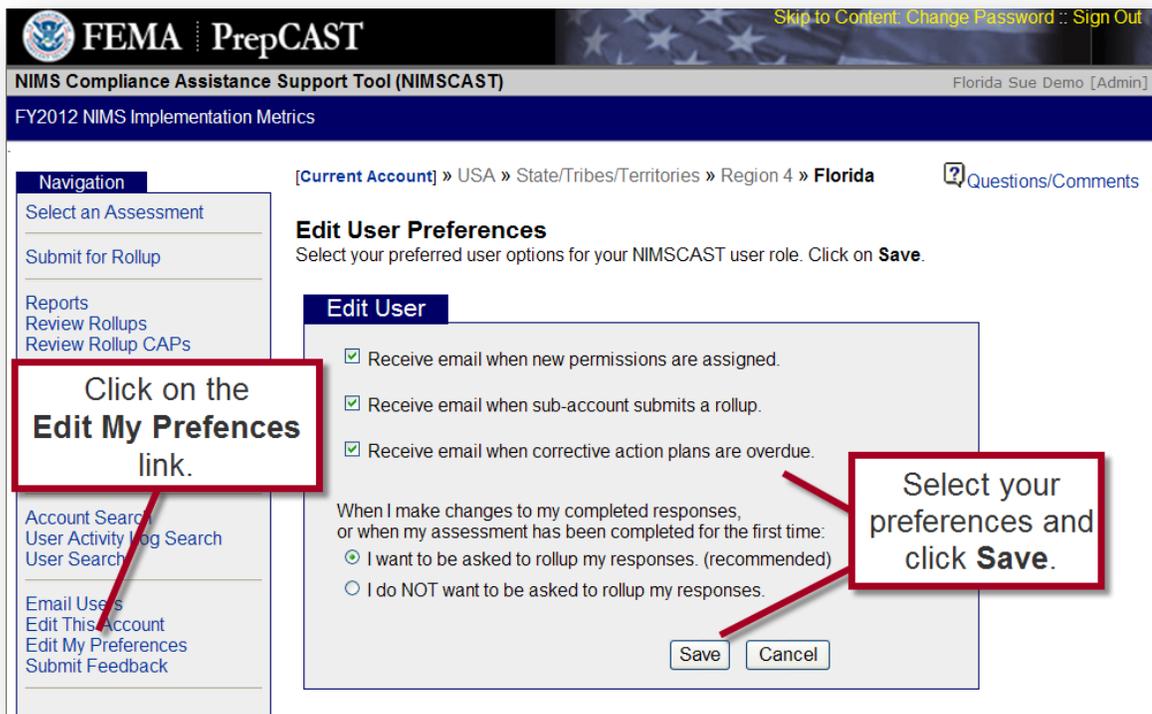


## C. NEW NIMSCAST EDIT MY PREFERENCES LINK

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To accommodate PrepCAST level user profile management, a new **Edit My Preferences** link replaces the **Edit My User Profile** link in NIMSCAST. The **Edit My Preferences** link allows users access to set their NIMSCAST email and rollup prompt preferences.

To edit your user preferences, click the **Edit My Preferences** link on the NIMSCAST Navigation menu. Update your user preferences on the Edit User Preferences page and then click **Save**.



## D. NIMSCAST USERS GUIDE AND PREPCAST USERS GUIDE UPDATES

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The *NIMSCAST Users Guide* and the *PrepCAST Users Guide* were updated to reflect the changes in the application as a result of NIMSCAST integration into PrepCAST.



## E. ADDITIONAL INFORMATION

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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

Additional information concerning NIMS, NIMS implementation, and NIMSCAST can be found on the NIMS website ([www.fema.gov/national-incident-management-system](http://www.fema.gov/national-incident-management-system)). All questions can be directed to the National Integration Center at 202-646-3850 or via e-mail: FEMA-NIMS@fema.dhs.gov.

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### Resources

- About NIMSCAST
- User's Guide [pdf]
- Acronyms
- Glossary
- Announcements
- Frequently Asked Questions
- Implementation Guidance
- NIMS
- NIMS FAQ
- NIMS Training Program
- NIMS Document [pdf]

