

PIV Login Quick Reference Guide

PIV Users can only login with Internet Explorer

What is PIV and who uses it?

PIV stands for Personal Identity Verification. FEMA employees or contractors are required to have a PIV card to access computers and certain systems. If you use one of the qualifying systems, and you are an owner of a PIV card, you will be required to login to the system using your PIV card once the application is enabled for PIV authentication.

What is the Personal Identity Verification Single Sign-On Implementation?

Personal Identity Verification Single Sign-On (PIV SSO) is implemented in accordance with Homeland Security Presidential Directive 12 (HSPD-12) to harden applications with an enterprise PIV SSO solution for 76 FEMA applications identified as high value assets by the FEMA Chief Information Officer. Twelve Risk MAP applications are being affected:

- Mitigation Planning Portal (MPP)
- Mitigation Action Tracker (MAT)
- Coordinated Needs Management Strategy (CNMS)
- Floodmaps File eXchange (FFX)
- Cooperating Technical Partners (CTP)
- Flood Hazard Determination (FHD)
- Mapping Information Platform (MIP)
- Risk MAP SharePoint Portal
- Hazus SharePoint Portal
- File Trail
- CFAS (File Vista)
- Project Planning and Purchasing Portal (P4)

If I don't have a PIV, how will this release affect me?

If you use one of the systems noted above and you do not have a FEMA email address and a PIV card, you will continue to use a username and password login to access the application. Similarly, if you have received your PIV card and PIN but have not yet received a FEMA email address, you will also be

required to sign in to the application using your existing login credentials.

Will I still be required to put in my username and password to access the applications?

All other users (i.e., users without a FEMA email address) will be required to use their username and password to access the application.

PIV card users will be required to enter their PIV PIN to access FEMA applications.

I forgot my PIV card. What should I do?

Contact the Enterprise Service Desk (ESD) at 1-888-457-3362 or FEMA-Enterprise-Service-Desk@fema.dhs.gov. They will provide instructions on next steps.

What is a PIV card PIN?

A PIV Personal Identification Number (PIN) is a six to eight digit number the user creates when they receive their FEMA badge.

I don't know my PIN. How do I find my PIN or reset my PIN?

Visit your Badging Office, Access Control Office, or Temporary PIV Card Station during their normal hours of operation to have your PIN reset. No appointment is necessary.

Will PIV Implementation affect corresponding SharePoint sites?

PIV Implementation will not have any effect on SharePoint sites, it will only change the login procedures. View the SharePoint PIV Guide for SharePoint login procedures.

I am able to login to my workstation, but the application will not open. What should I do?

Contact the FEMA Map Information eXchange (FMIX) at 877-FEMA-MAP (877-336-2627) or email FEMAMapSpecialist@riskmapcds.com.

NOTE: PIV Users can only be associated with **one** "fema.dhs.gov" email address on each application

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CNMS Login:

1. When logging into the CNMS tool, the following login screen will appear.

The screenshot shows the top navigation bar for 'Coordinated Needs Management Strategy' with links for 'NVUE Reports', 'NFHL on GeoPlatform', and 'Help'. Below the navigation bar is the 'Login' section. On the left, the 'NON-PIV User' login form is highlighted with a red border. It contains a 'User ID' field with a 'Register for an account' link, a 'Password' field with a 'Forgot Password?' link, and a blue 'Login with User ID' button. On the right, the 'PIV User' login form is also highlighted with a red border. It features an image of a PIV card, the text 'Login with your PIV or CAC', a reminder 'Remember to plug in your PIV/CAC card', and a blue 'Login with PIV/CAC' button.

- A. PIV Users will be required to select the “**Login with PIV/CAC**” button and will then be prompted to provide their PIN.
 - a. Once the PIV User has provided their PIN, they will be logged into the CNMS tool.
 - b. If the PIV User has not inserted their PIV card, they will receive the following message.

*An attempt to authenticate with a client certificate failed.
A valid client certificate is required to make this connection.*

- B. Non-PIV Users will login using their current credentials and select “**Login with User ID.**”

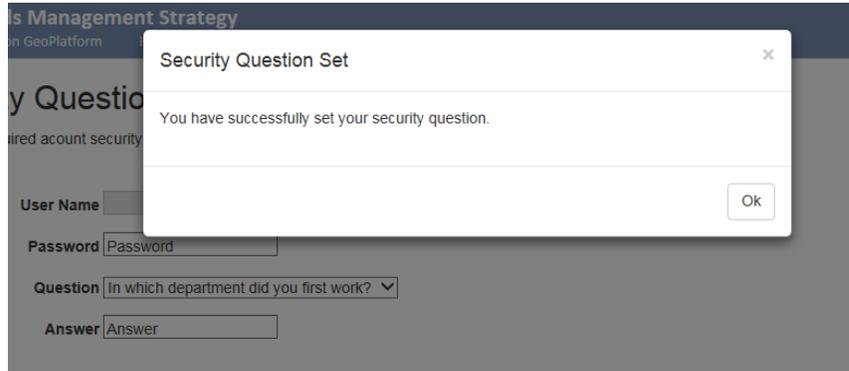
Non-PIV Users are required to set a challenge question and answer. **Users will only be prompted to set a challenge question the first time they login after PIV Implementation is deployed.**

- a. After users login with their current credentials, users will see the following message requiring them to set a security question and answer and select “Submit.”

The screenshot shows the 'Set Security Question' form. At the top is the 'Coordinated Needs Management Strategy' navigation bar. Below it is the title 'Set Security Question' and a message: 'You have not set a required account security question. Please do so now.' The form includes four input fields: 'User Name', 'Password', 'Question' (a dropdown menu with the text 'In which department did you first work?' and a downward arrow), and 'Answer'. A 'Submit' button is located at the bottom left of the form.

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- b. Once the user has set their security question and answer, they will receive the following confirmation message. The user will be automatically logged into the CNMS tool, after they select “Ok.”

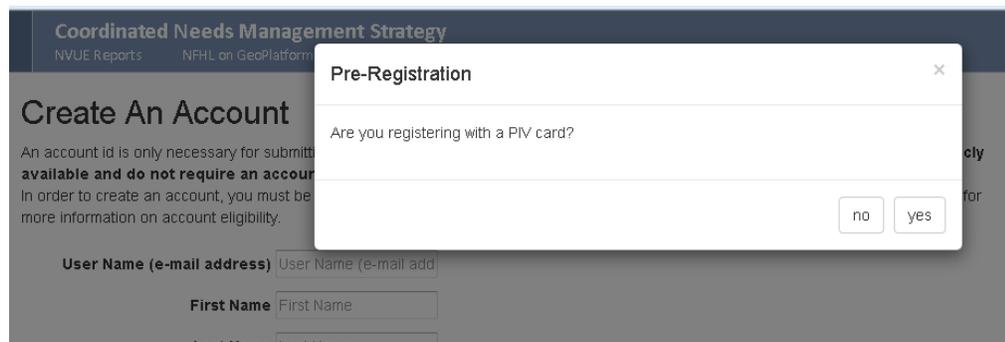


CNMS Account Registration

- 1. To register for a CNMS account, select “Register for an account.”



- 2. Once the user selects “Register for an account,” the following message will appear.
 - A. Non-PIV Users should select “No” and PIV Users should select “Yes” and continue with the account registration form.



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- B. If a PIV User selection that they are a PIV User without inserting a PIV card, the following message will appear.

An attempt to authenticate with a client certificate failed.
A valid client certificate is required to make this connection.

3. The Request Registration screen will appear for both PIV and non-PIV Users.

For PIV Users, email address is prefilled and not editable.

Once the user has filled in all the required fields, select “Create Account.”

Coordinated Needs Management Strategy
NVUE Reports NFHL on GeoPlatform Help

Create An Account

An account id is only necessary for submitting and reviewing CNMS needs requests. **All other functions of the CNMS viewer are publicly available and do not require an account.**
In order to create an account, you must be a local, state, or federal official approved by FEMA. Please contact your [FEMA Regional Office](#) for more information on account eligibility.

User Name (e-mail address)

First Name

Last Name

Phone Number

Question

Answer

FEMA Region

Organizational Affiliation

Opt-out of all e-mail notifications? Yes No