

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?

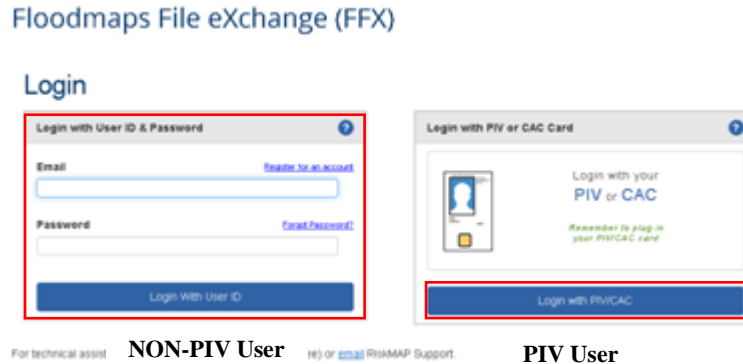
Contact the FEMA Map Information eXchange (FMIX) at 877-FEMA-MAP (877-336-2627) or email FEMAMapSpecialist@riskmapcds.com.

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

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FFX Login:

1. When logging into the FFX site, the following login screen will appear.



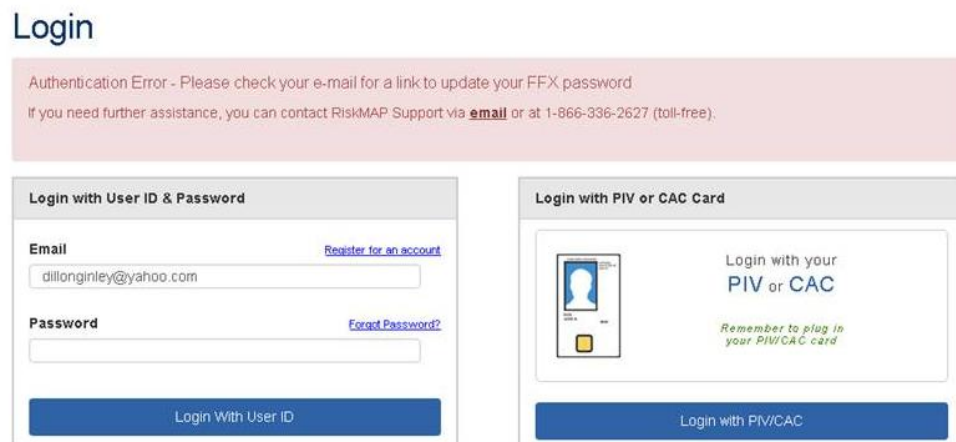
- A. PIV Users will be required to select the “**Login with PIV/CAC**” button and will then be prompted to provide their PIN.
 - a. Once the PIV User has provided their PIN, they will be logged into the FFX site.
 - b. If the PIV User has not inserted their PIV card, they will receive the following message.

*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 change their password and set a challenge question and answer. **Users will only be prompted to change their password and 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.



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- b. Once users have selected the link in their email, they will be redirected to the following screen, where they are required to change their password with the following requirements:
- Eight characters
 - A combination of alphabetic, numeric, and special characters

Once the user has changed their password, select the “Change Password” button.

Change Your Password

You must change your password to meet the new security requirements. It must be least eight characters in length. It must also contain a combination of alphabetic, numeric, and special characters.

New Password:

Confirm Password:

[Change Password](#)

- c. Once the user has entered their new password, they will be required to setup a challenge question. Once the user has created their challenge question and answer, select the “Set Challenge Question” button. The user will then be automatically logged into the FFX site.

Setup your challenge question

You must create a challenge question/answer to meet the new security requirements

Challenge Question:

Answer:


You may unlock your account by entering a correct challenge question/answer combination.

[Set Challenge Question](#)

FFX Account Registration

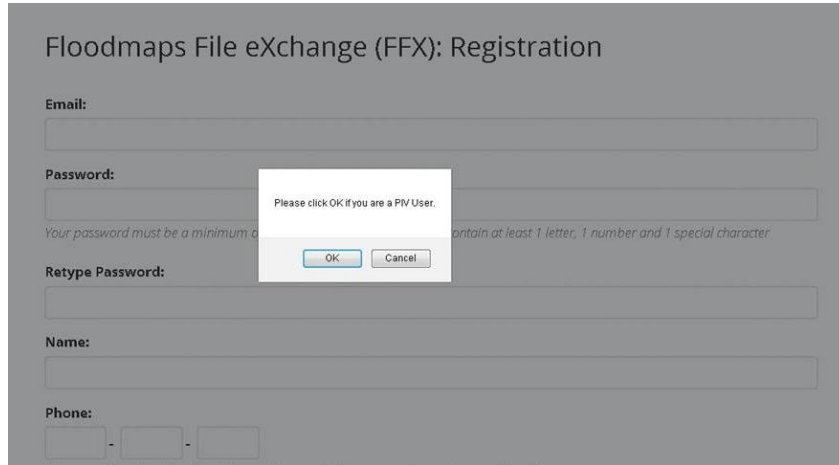
1. To register for an FFX account, select “Register for an account.”

Login

<p>Login with User ID & Password</p> <p>User ID Register for an account</p> <input type="text"/> Password Forgot Password? <input type="password"/> Login With User ID	<p>Login with PIV or CAC Card</p> <p> Login with your PIV or CAC Remember to plug in your PIV/CAC card</p> Login with PIV/CAC
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2. Once the user selects “Register for an account,” the following message will appear.
 - A. Non-PIV Users should select “Cancel” and PIV Users should select “Ok” and continue with the account registration form.



- B. If a PIV User indicates 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.

Floodmaps File eXchange (FFX): Registration

Email:
nicholas.janzen@associates.fema.dhs.gov

Name:

Phone:
____ - ____ - ____
Phone number should only contain numbers; no dashes or other characters are allowed.

Terms of Use Agreement:

Terms of Use Agreement

Welcome to FEMA's Floodmaps File eXchange application ("FFX"). By using this application, you are agreeing to comply with and be bound by the following terms. Please review the following terms carefully. If you do not agree with these terms, please do not proceed with using this application.

I agree that I have read the Terms of Use Agreement.