

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 are an owner of a PIV card, you will be required to login to one of the qualifying systems 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)
- Manage Engine

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 in a way similar to the MPP login changes. 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

PIV Login Quick Reference Guide

MAT Login:

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



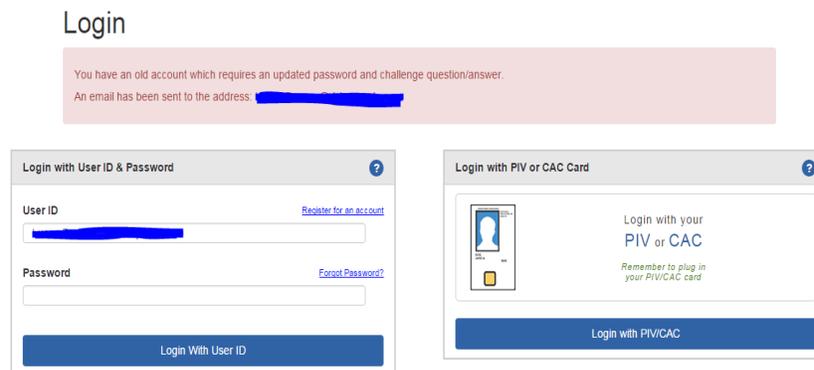
- A. PIV Users will be required to select the “**Login with PIV/CAC**” button and will then be prompted to provide their PIN.
 - a. Once the PIV User has provided their PIN, they will be logged into the MAT.
 - b. If the PIV User has not inserted their PIV card, they will receive the following message.



- 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.



PIV Login Quick Reference Guide

- 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 requirement:
- Eight characters
 - A combination of alphabetic, numeric, and special characters

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

Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 8 characters in length.

Account Information

New Password:

Confirm New 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 Question/Answer” button. The user will then be automatically logged into the MAT.

Mitigation Action Tracker Reporting Ideas Flags Welcome [User Name]

Set Secret Question

Use the form below to set your secret question/answer.

Password:

Password Question:
Password Answer:

PIV Login Quick Reference Guide

MAT Account Registration:

1. To register for a MAT account as a PIV or NON-PIV user, select “Register for an Account.”

Login

Login with User ID & Password

User ID [Register for an account](#)

Password [Forgot Password?](#)

Login With User ID

Login with PIV or CAC Card

Login with your PIV or CAC

Remember to plug in your PIV/CAC card

Login with PIV/CAC

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

Pre-Registration

Are you registering with a PIV card?

No Yes

3. Once a user is identified as a PIV or NON-PIV User, the “Create a New Account” screen will appear. For PIV Users, the username is prefilled and not editable. Once the user has filled in all the required fields, select “Create Your New Account.”

Create a New Account

Use the form below to create a new account.

Password must be at least eight characters in length, contain a combination of alphabetic, numeric, and special characters and cannot be the same as the previous 6 passwords. Your e-mail address serves as your user name.

Account Information

First Name: Username:

Last Name: [Create Your New Account >](#)

Agency:

Job Title:

City, Town, or County:

State:

PIV User

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length. Your e-mail address serves as your user name.

Account Information

First Name: E-mail Address (username):

Last Name: Password:

Agency: Confirm Password:

Job Title: [Create Your New Account >](#)

City, Town, or County:

State:

NON-PIV User