

**Protected Critical Infrastructure Information Management System
(PCIIMS) User Registration Quick-Guide**

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1. Introduction

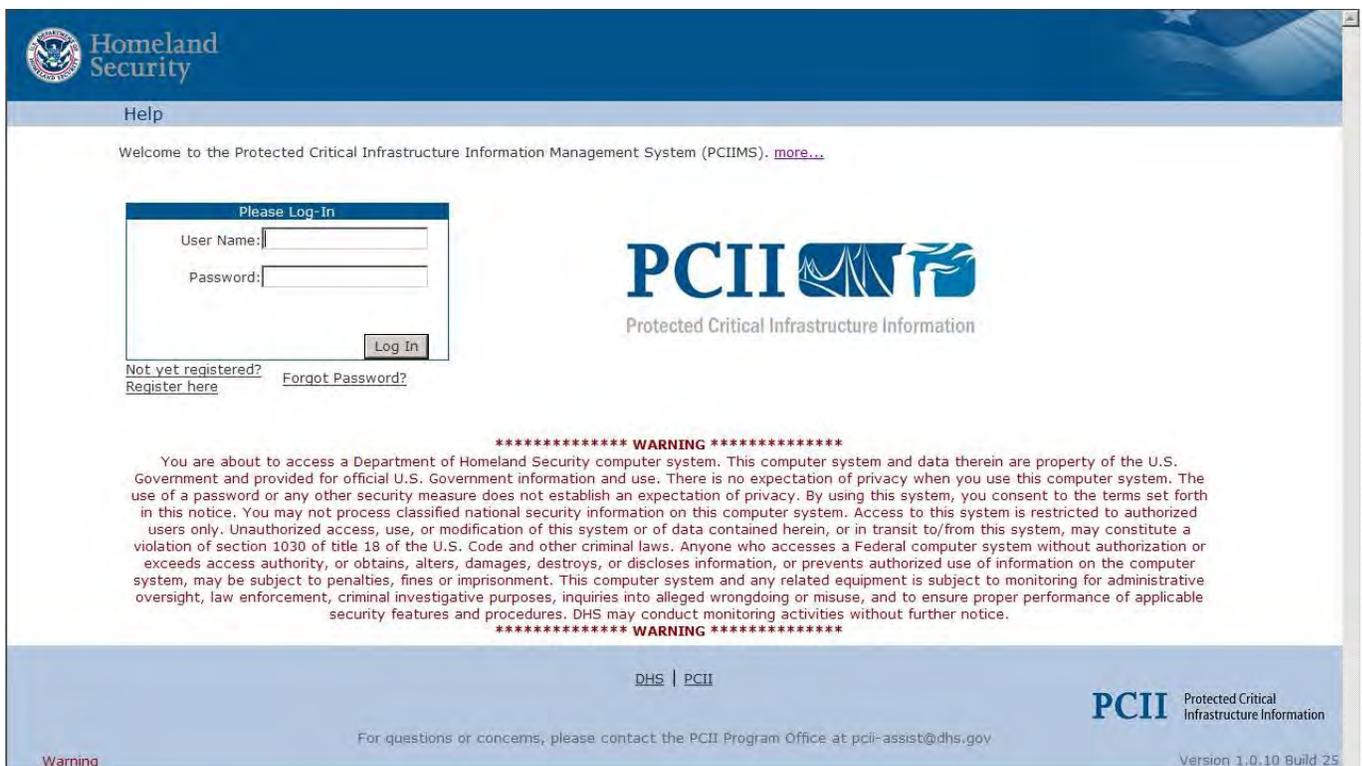
The PCII Management System (PCIIMS) is a web-based application used by the PCII Program Office, PCII Authorized Users, and PCII Officers to aid in the management of the PCII user community. Through the PCIIMS, users will be able to register and become PCII-authorized in addition to being able to verify other authorized users, identify their PCII Officer, and manage their authorized status through completing various training modules. PCII Officers will utilize the PCIIMS to manage all PCII users under their purview, while the PCII Program Office will perform all oversight and administrative-related functions through the application.

2. Accessing the PCIIMS

To access the PCII Management System, use Internet Explorer and navigate to the following webpage: <https://pciims.dhs.gov/>

3. Navigating the Main Homepage

The main PCIIMS homepage contains the log in prompts for existing users, in addition to the registration link for new users.



3.1. Application Menu Bar

The application menu bar at the top of the page contains links to various resources that will assist you in registering, as well as understanding the PCII program. Some or all of these choices will remain available throughout your session.

Home: Directs you back to the homepage from any page in the system.

References: Directs you to a page containing PCII-related documents and materials.

Glossary: Contains a list of PCII-related terms and definitions.

Help: Contains an on-line version of this user guide.

3.2. Hyperlinks

The hyperlinks along the bottom of the application will direct you to the respective external websites (PCII and DHS). Selecting either of these links will open the website in a new browser window and will not interfere with your current PCIIMS session.

Selecting the more... hyperlink after the welcome text at the top of the application will display an introductory page that contains additional information on the PCII program. Selecting the Not yet registered? Register here hyperlink will direct the user to the same page before proceeding with the registration process.

The Forgot Password? hyperlink allows existing PCII-authorized users to reset their password if they have forgotten it.

The Warning hyperlink displays a notice informing the user that they have connected to a U.S. Government computer.

4. New User Registration

New users wishing to become authorized PCII-users are required to register through the PCIIMS.

1. From the PCIIMS homepage, select the “Not yet registered? Register here” hyperlink, which will direct you to an introductory page about the PCII program.
2. Select the **Continue** button to proceed.
3. Select your appropriate employment condition from the dropdown list.
 - Federal Government Employee
 - Federal Government Contractor
 - State Government Employee
 - State Government Contractor
 - Local Government Employee
 - Local Government Contractor
 - Tribal Government Employee
 - Tribal Government Contractor
 - Other
4. In the designated textbox, provide the rationale as to why you desire PCII-authorized user status. Examples include, but are not limited to:
 - I am participating with the ACAMS program (or other designee program).
 - I will be the system administrator for a system that is storing PCII.
 - I will be a PCII officer for my organization.

5. Select the **Continue** button.
6. Populate the required user and contact information on the next screen.

The screenshot shows a web form titled "Federal Government Contractor" with a "Help" link in the top left. The form is divided into four main sections, each with a blue header:

- Personnel Information:** Contains three required text input fields: "* First Name:", "* Last Name:", and "Middle Initial:".
- Contracting Company Information:** Contains several fields: "* Company Name:", "* Support of homeland security?" (with a checked checkbox), "* Address:" (two lines), "* City:", "* State:" (dropdown menu), "* Zip:", "* Department or Agency Supported:" (dropdown menu), and "* Component:".
- Job Location:** Includes a checkbox "Use Company Info?". Below it are fields for "* Address:" (two lines), "* City:", "* State:" (dropdown menu), "* Zip:", "* Office Phone:" (with three separate input boxes for area code, number, and extension), and "Extension:".
- Government Contracting Officer Technical Representative (COTR):** Contains fields for "* First Name:", "* Last Name:", "* Office Phone:" (with three separate input boxes), and "Extension:".

At the bottom of the form, there is a legend "* required field" and two buttons: "Back" and "Next".

- ***Note:** Based of your previously selected employment condition, there are minor differences in the information that is collected.
 - In addition to the standard user information, government employees will be required to populate information about the government, department and component to which they belong, job address information, and supervisor information.
 - Government contractors will be required to specify the government, department and component they support, address information for their contracting company, along with job address information, and supervisor information.
 - Individuals that select *Other* as an employment condition will be required to enter their name, phone number and work e-mail address. This information will be automatically sent to the PCII Program Office where it will be reviewed and considered on a case-by-case basis. Such users will not be able to complete their registration at this time and will be contacted by a member of the Program Office staff.

7. Select the **Next** button.
8. Populate the information on the next page.

Help

PCIIMS Registration

* User Name:

* Password:

* Confirm Password:

* E-mail:

* Confirm E-mail:

* Security Question: What is the name of the high school you attended? ▾

* Security Answer:

* required field

Create User

- **Note: You will receive guidance on each field when placing your cursor within the text box.*

9. Select the **Create User** button.

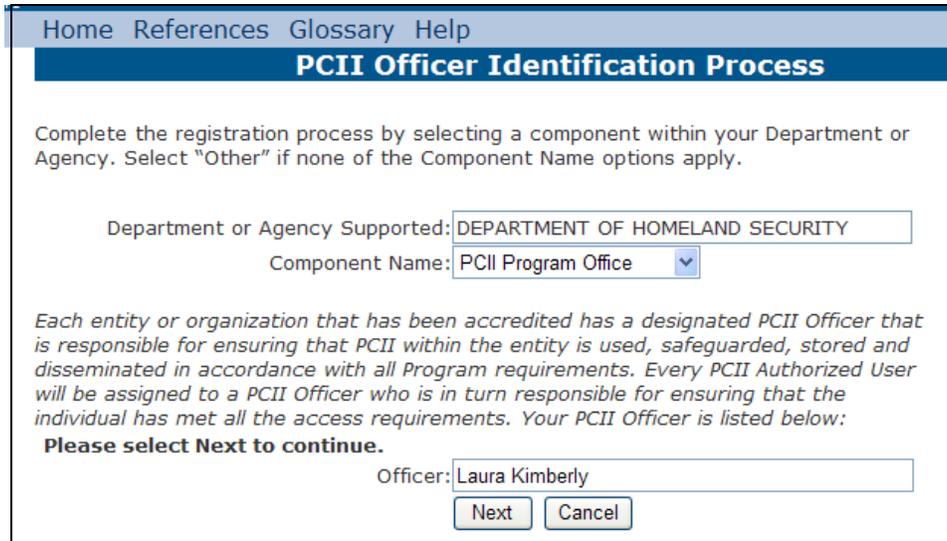
A confirmation page will be displayed that instructs you to follow the steps as outlined in the system-generated e-mail that you will receive. Depending on the e-mail address you registered with, one of two e-mails will be received.

- PCII PCIIMS Registration Approved
 - Sent to all users that have a pre-approved e-mail suffix (i.e., @dhs.gov)
- PCII PCIIMS Registration Pending Approval
 - Sent to all users that do not register with a pre-approved e-mail suffix (i.e., @gmail.com). Such registrations will be approved on a case-by-case basis, after which the user will be contacted by a member of the PCII Program Office staff and will receive a follow-up e-mail containing further instructions.

Contained within the PCII PCIIMS Registration Approved e-mail is a hyperlink you must select that will automatically direct you to the PCIIMS homepage where you will need to log in with your previously created username and password in order to complete the PCII Officer Identification Process and the Authorized User Training. Remember to use Internet Explorer while accessing the PCIIMS.

4.1. PCII Officer Identification Process

Each entity or organization that has been accredited to receive PCII has a PCII Officer that is responsible for ensuring that PCII received by that entity is used, safeguarded, stored and disseminated in accordance with the requirements set forth in the CII Act, the Regulation and all other guidance promulgated by the PCII Program Manager. Every PCII user will be assigned to a PCII Officer who is in turn responsible for ensuring that the individual has met all the access requirements.



The screenshot shows a web application interface for the PCII Officer Identification Process. At the top, there is a navigation bar with links for Home, References, Glossary, and Help. Below this is a title bar that reads "PCII Officer Identification Process". The main content area contains the following text: "Complete the registration process by selecting a component within your Department or Agency. Select 'Other' if none of the Component Name options apply." Below this text are two input fields: "Department or Agency Supported:" with the value "DEPARTMENT OF HOMELAND SECURITY" and "Component Name:" with a dropdown menu showing "PCII Program Office". A paragraph of text follows, explaining the role of the PCII Officer and stating "Please select Next to continue." Below this text is an "Officer:" input field with the value "Laura Kimberly". At the bottom of the form are two buttons: "Next" and "Cancel".

1. Click the hyperlink contained in the PCIIMS Registration Approved e-mail you received.
2. Log in to the PCIIMS with your previously created username and password.
3. Your organization's structure will dictate the next steps to will need to complete at this point in the process.
4. If your organization or agency is not divided into sub-organizations, your PCII Officer will be automatically displayed on this screen. Skip to step 8.
5. If your agency (i.e., DHS) is divided into sub-organizations that have also been approved to receive PCII (i.e., TSA, NPPD, etc.), select your specific organization from the **Component** dropdown list. Skip to step 8.
6. If none of the values in the **Component** list apply and you fall under the purview of a PCII-approved system (i.e., ACAMS, BASIS, etc.), select **Other**.
7. Select the appropriate system you support or interact with from the **System** dropdown list.
8. Select the **Next** button to proceed to the Authorized User Training.

4.2. Authorized User Training/NDA

To complete the registration process, you must complete training before you are considered an authorized PCII user. Within PCIIMS, you will be presented with three training options to select from after the PCII Officer Identification Process has been completed. You will be required to complete Refresher training once a year in order to maintain your PCII-authorized user status. Select the appropriate link to launch the course.

***Note:** Progress cannot be saved during the middle of a training module. Once you begin a module, you must complete it in its entirety in one session.

PCII Authorized User Training – Standard: The standard Authorized User Training module contains background information on the PCII program, accessing PCII, PCII work products, and handling PCII. There are five knowledge assessment questions at the end of the module that must be answered. Select the best answer from the available choices and select the “Check Your Answer” button to check your answers. Click the **Next** button at the top of the screen to continue to the next question.

Upon completion of the module all users, with the exception of Federal government employees, must sign a non-disclosure agreement (NDA).

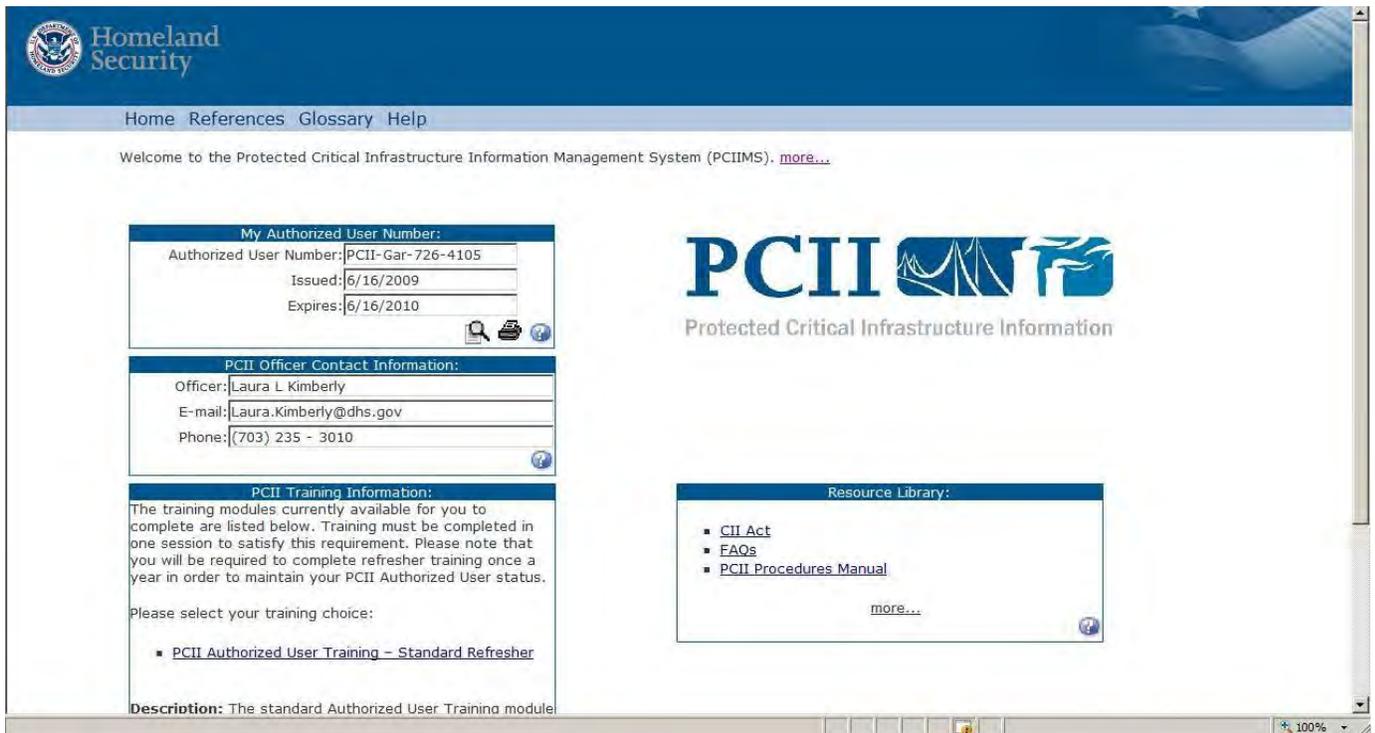
1. Select the [Sign the NDA Agreement Here](#) hyperlink.
2. Read the displayed document.
3. Check the box at the bottom of the page indicating that the agreement is being made in good faith.
4. Select the **Agree** button.

You will receive an e-mail congratulating you on obtaining PCII Authorized User Status after this point. Attached to this e-mail is a copy of your authorized user certificate and NDA, which should be retained for your records.

PCII Authorized User Training – Instructor Led: Users that have taken in-class, instructor led PCII Authorized User Training should select this option. Your name will be added to a list where it will be verified against registration rosters by a member of the PCII Program Office staff. You will not be able to complete your registration until your classroom completion has been verified. You will receive follow-up instructions via e-mail.

5. Navigating the Authorized User Homepage

Congratulations on becoming a PCII-authorized user! After you have completed all previous steps, upon logging in to the PCIIMS your homepage will contain useful information such as your PCII Officer's contact information, your PCII authorized user number, and a library of various PCII-related documents. Selecting the question mark icon within each box will provide additional information on the specific functionality of the area.



The screenshot shows the PCII Authorized User Homepage. At the top left is the Homeland Security logo. Below it is a navigation bar with links for Home, References, Glossary, and Help. A welcome message reads: "Welcome to the Protected Critical Infrastructure Information Management System (PCIIMS). [more...](#)".

The main content area is divided into several sections:

- My Authorized User Number:** A box containing:
 - Authorized User Number: PCII-Gar-726-4105
 - Issued: 6/16/2009
 - Expires: 6/16/2010
- PCII Officer Contact Information:** A box containing:
 - Officer: Laura L Kimberly
 - E-mail: Laura.Kimberly@dhs.gov
 - Phone: (703) 235 - 3010
- PCII Training Information:** A box containing:
 - A paragraph explaining training requirements.
 - A prompt: "Please select your training choice:"
 - A radio button next to "PCII Authorized User Training - Standard Refresher".
 - A "Description:" field with the text: "The standard Authorized User Training module".
- Resource Library:** A box containing:
 - A list of links: CII Act, FAQs, PCII Procedures Manual.
 - A "more..." link.

At the bottom right of the page, there is a "100%" zoom indicator.

5.1. PCII Officer Contact Information

The PCII Officer Contact Information section displays contact information for your designated PCII Officer. This information is pre-populated and cannot be manually modified. You should contact your officer should you have any questions relating to accessing, safeguarding, or handling PCII.

PCII Officer Contact Information:	
Officer:	Laura Kimberly
E-mail:	LKimberly@dhs.gov
Phone:	(703) 555 - 5555

5.2. Authorized User Number

Every authorized user is assigned a unique number that identifies them as being PCII-authorized. All numbers are valid for one year of their issuance date and are renewed after the required refresher training is completed.

My Authorized User Number:	
Authorized User Number:	PCII-Las-192-1917
Issued:	3/20/2008
Expires:	3/20/2009
  	

Authorized user numbers are generated based on the first three letters of your last name, followed by a randomly-generated, non-sequential number.

You will be able to verify the validity of other PCII-authorized users by selecting the **Search Token** icon, found in the lower right-hand corner of the authorized user number box.

This search feature is designed to confirm that the Authorized User number is still active in the PASS. It does not provide any personal information. If you would like further confirmation regarding the individual's full name or employment, you may request to see the individual's Authorized User certificate or contact the PCII Program Office directly at (202) 360-3023 or pcii-assist@dhs.gov.

Before an Authorized User may access PCII the holder of the PCII must make a determination that the Authorized User has a need to know the particular piece of PCII.

Verify Authorized User Number:	
Enter Authorized User Number:	<input type="text"/>
<input type="button" value="Find"/>	

1. Enter the user's authorized user number, you wish to verify.
2. Select the **Find** button
3. If the user is PCII-authorized, something similar to the following output will be displayed.

Verify Authorized User Number:	
Enter Authorized User Number:	PCII-Las-192-1917
<input type="button" value="Find"/>	
Authorized User Search:	
Status:	AUTHORIZED
Organization:	DEPARTMENT OF HOMELAND SECURITY
Component:	PCII
Company Name:	Common Company
Expiration Date:	3/20/2009
Federal Government Contractor	

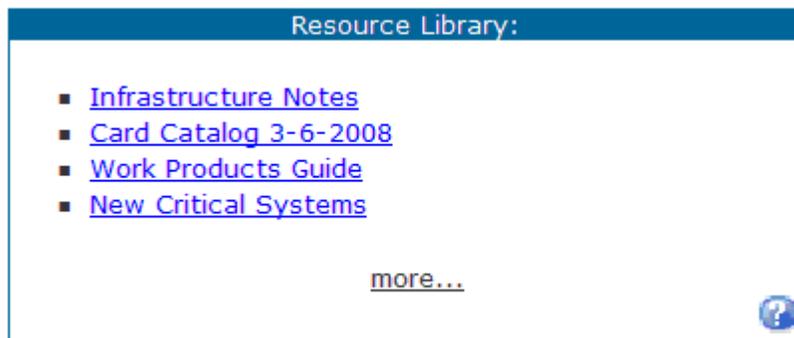
4. If the user is not PCII-authorized, you will receive a message stating that the Authorized user number was not found.

In order to protect user's personal information, name and contact information will not be displayed from within this feature.

Selecting the **Print** icon will open a copy of your authorized user certificate in a separate browser window for printing or exporting. To print your certificate, simply select the printer icon at the top of the screen. To export your certificate, select the desired value from the **Select a format** dropdown, we recommend PDF, and click the **Export** link.

5.3. Resource Library

The Resource Library contains links to documents that are relevant to PCII-authorized users. Examples may include, the CII Act of 2002 and the PCII Procedures Manual. Links to as many as five of the most relevant documents will display on the homepage, but selecting the more... hyperlink will display the entire list of all available user documents.



5.4. Change Password

Selecting the Change Password link near the bottom of the screen will allow you to change your password.

A screenshot of a "Change Your Password" form. The form has a title "Change Your Password" at the top. Below the title are three input fields: "Password:", "New Password:", and "Confirm New Password:". At the bottom of the form, there are two buttons: "Change Password" and "Cancel".

1. Enter your current password in the **Password** field.
2. Enter a new password in both the **New Password** and **Confirm New Password** fields.
 - **Note: Passwords must be a minimum of 8 characters, a maximum of 16 characters and include 1 capital, 1 number, and 1 special character.*

3. Select the **Change Password** button.
4. To continue with your PCIIMS session, select the **Continue** button from the confirmation page that is displayed.

5.5. *Forgot Password*

If you are already a PCII-authorized user but have forgotten your PCIIMS password, click the [Forgot Password](#) link.

1. Enter your username.
2. Click the **Submit** button.
3. Enter the appropriate answer to your previously established security question.
4. Click the **Submit** button.
5. You will receive an e-mail containing a new default password. You will need to change your password after your next successful log in.

5.6. *Edit My Profile*

Users can edit certain information within their profile by selecting the [Edit Profile](#) link.

1. Based on your employment condition (i.e., Federal Government Employee, State Government Contractor, etc.) the fields available for modification may vary.
2. Fields that are grayed-out cannot be modified as they are systematically used in determining your PCII Officer and generating your authorized user number during the registration process.
3. Modify the necessary fields and select the **Submit** button.

5.7. *Logging Out*

Selecting the [Logout](#) link near the bottom of the screen will terminate your current PCIIMS session.