



FEMA

# Mitigation Planning Portal (MPP) Tutorial

## General Information

*Updated: 8/8/2014*

**RiskMAP**

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# General Information – Introduction

The Mitigation Planning Portal (MPP) is an online platform for tracking and reporting mitigation plans and related data elements across all ten Federal Emergency Management Agency (FEMA) Regions. Users can enter mitigation plan and jurisdiction data into this single database system and use the MPP Reporting System to query information.

# General Information – System Requirements

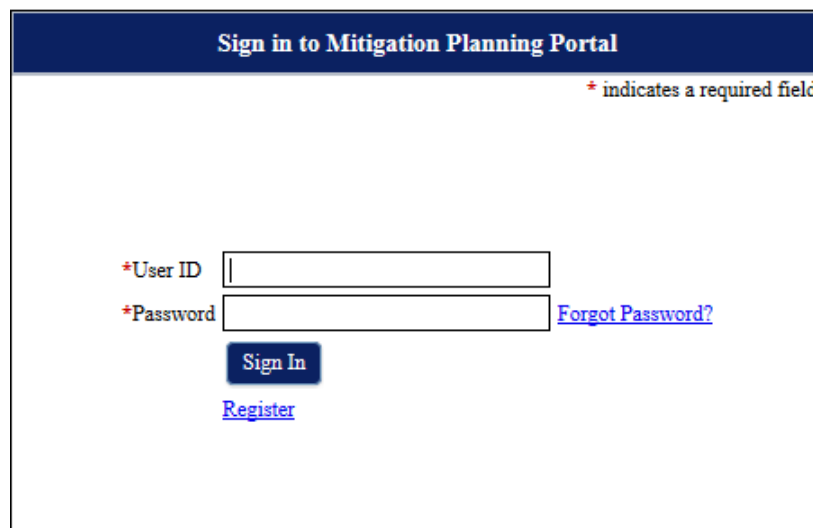
- The following browsers are recommended for use with the MPP system:
  - Internet Explorer 9
  - Internet Explorer 10
  - Firefox
- You should install the newest version of Java before using the MPP
  - You will need to implement a workaround
  - The MPP User Guide linked from the MPP Help page contains instructions completing the workaround under the Compatibility Issues section

# General Information – Getting Help

- For help with the MPP, contact MIP Help by emailing [miphelp@riskmapcds.com](mailto:miphelp@riskmapcds.com). Include the following information:
  - Your full name
  - Your telephone number
  - A detailed description of the issue
  - Screen shots, if possible
- You can also access this User Guide and a tutorial on the [MPP Resources webpage](#)

# General Information – Logging In

- You can access the MPP Log In screen using the following URL: <http://hazards.fema.gov/mitigation>
- When logging into the MPP, you will need to enter your **User ID** and your **password**. After three failed login attempts, you will be locked out of the system. To resolve the account lock email [MIP Help](#) or click on the **Forgot Password** link.



The screenshot shows the login interface for the Mitigation Planning Portal. At the top, a dark blue header contains the text "Sign in to Mitigation Planning Portal". Below the header, a small red asterisk followed by the text "\* indicates a required field" is positioned in the upper right corner. The main form area contains two input fields: the first is labeled "\*User ID" and the second is labeled "\*Password". To the right of the password field is a blue hyperlink labeled "Forgot Password?". Below the input fields is a dark blue button with the text "Sign In" in white. At the bottom of the form area is a blue hyperlink labeled "Register".

# General Information – Registering

1. On the **MPP Sign In** page, click the **Register** link

\* indicates a required field

### Request Registration

\*First Name

\*Last Name

\*E-mail Address

\*User Group

\*Organization Type MPP

\*MPP Role

\*Challenge Question

\*Challenge Answer

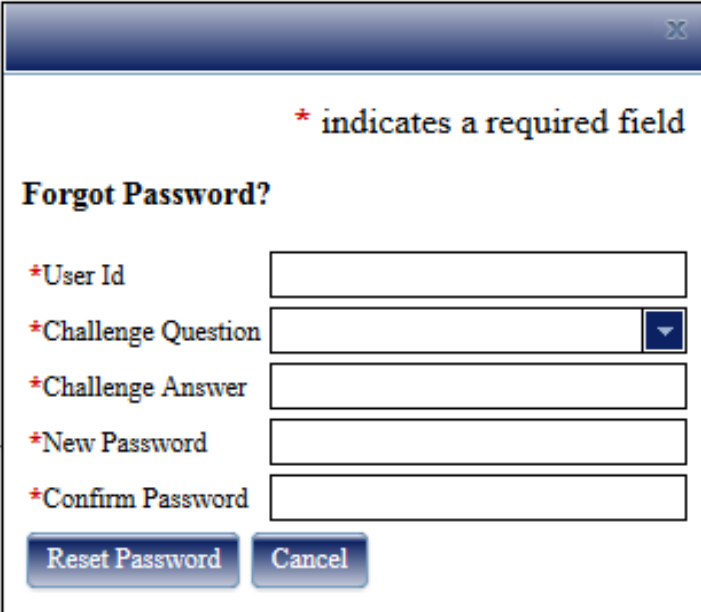
Register Cancel

# General Information – Registering

2. Complete the **Request Registration** form. Enter your **First and Last Name, E-mail Address, User Group, Role, Challenge Question, and Challenge Answer**. Remember the **Challenge Question** you select because you will need to answer it, if you reset your password
3. After you complete the form and click the **Register** button, your request is sent to MIP Help, who will email you when your new user account is created. Learn about the account approval process in the [MPP User Registration Process](#) document

# General Information – Password Reset

1. On the **MPP Sign In** page, click on the **Forgot Password?** link



A screenshot of a web browser window displaying a 'Forgot Password?' form. The window has a dark blue header with a close button (X) in the top right corner. Below the header, the text '\* indicates a required field' is displayed in red. The form title 'Forgot Password?' is in bold black text. The form contains five input fields, each with a red asterisk indicating it is required: '\*User Id' (text input), '\*Challenge Question' (dropdown menu), '\*Challenge Answer' (text input), '\*New Password' (text input), and '\*Confirm Password' (text input). At the bottom of the form are two buttons: 'Reset Password' and 'Cancel', both with a blue gradient and white text.



# General Information – Password Reset

2. You will need to enter your **User ID**, the **Challenge Question** and **Answer** you filled out during registration, and your new password. Your new password must be at least 8 characters in length, contain at least one number (0123456789), one special character ( ! @ # \$ % ^ & \* ( ) \_ = + ~ < > ), and must be different from the last 6 passwords
3. After you complete the form and click the **Reset Password** button, log in with your new password

# General Information – User Types

- Users can fall into four different categories:
  - HQ read/write - Can view, edit, and delete plans from all regions
  - Region read/write- Can view, edit, delete, and create plans for only their region
  - HQ read only- Can view plans from all regions
  - Region read only- Can view plans for their region
- All users have access to a **Home Page Dashboard**, the **Search** page, and the MPP Reporting System. All users can report on plans from all regions using the MPP Reporting System.

# General Information – Home Page Structure

- Once you login, you see the **MPP Home Page**, which includes a reporting dashboard and links to other MPP content, features, and actions

The screenshot shows the Mitigation Planning Portal home page. At the top left, it says "Mitigation Planning Portal" and "Welcome, mppregionuser of Region 02. (Logout)". At the top right, there is a FEMA logo and links for "Home" and "FAQ". Below the header, there are navigation tabs: "Home", "Search", "Create Plan", and "Reports". The main content area features two tables: "Number of Plans by Plan Status" and "Number of Jurisdictions by Jurisdiction Status". Below these tables, there is a section for "Percent of Population covered by Approved and APA Plans" with a dropdown menu for "New Jersey" and a value of "0.00%". At the bottom, there are links for "DHS", "FEMA.gov", "Privacy Policy", "Accessibility", "Site Help", and "Contact Us".

Link to log out of the MPP

Links to view MPP help text and FAQ information

Home Search Create Plan Reports

Number of Plans by Plan Status

Status	New Jersey	New York	Puerto Rico	Virgin Islands	Totals
Approved	0	0	0	0	56
APA	3	0	0	0	7
Expired	1	0	0	0	21
In Review	5	0	0	1	13
Awaiting Revisions	0	0	1	1	14
Amending	1	0	0	0	1
Plan in Progress	36	0	0	2	67

Number of Jurisdictions by Jurisdiction Status

Status	New Jersey	New York	Puerto Rico	Virgin Islands	Totals
Approved	0	812	0	0	812
APA	2	298	0	0	300
Expired	2	1224	0	0	1226
In Review	41	44	1	7	93
Awaiting Revisions	3	629	0	0	632

Percent of Population covered by Approved and APA Plans

Jurisdiction	Percent of Population
New Jersey	0.00%
Virgin Islands	0.00%

Dashboard summarizing plan information

DHS | FEMA.gov | Privacy Policy | Accessibility | Site Help | Contact Us

# General Information – Home Page Dashboard

- The **Dashboard** on the **Home Page** lists out plan information in three sections:
  - Number of Plans by Plan Status
  - Number of Jurisdictions by Jurisdiction Status
  - Percent of Population Covered by Approved and APA Plans (Population Coverage)
- Sort any of the columns by clicking on the associated column header. Regional and headquarters users have plan information grouped differently. Regional users see plans grouped by the states/territories in their region, and headquarters users see plans grouped by region.

# General Information – Home Page Dashboard

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Welcome, mppuser of HQ. ([Logout](#))

Home Search Reports		
Status	Region 1	Region 2
Approved	9	56
APA	0	5
Expired	0	26
In Review	0	27
Awaiting Revisions	0	14
Amending	0	0
Plan in Progress	0	69

Region 2 Column Not Sorted

Welcome, mppuser of HQ. ([Logout](#))

Home Search Reports		
Status	Region 1	Region 2
Plan in Progress	0	69
Approved	9	56
In Review	0	27
Expired	0	26
Awaiting Revisions	0	14
APA	0	5
Amending	0	0

Region 2 Column Not Sorted