

Mitigation Planning Portal - General Information

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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.

System Requirements

Browser Recommendations

The following browsers are recommended for use with the MPP system: Internet Explorer 9, Internet Explorer 10, and Firefox. Users of Internet Explorer 8 might encounter system freezing when viewing plans with many Jurisdictions.

Compatibility Issues

If you see display or site not found errors you may be seeing compatibility issues. To resolve compatibility issues review the resolutions in [Resolving Compatibility Issues in the MPP](#) document.

Getting Help

For help with the MPP, contact MIP Help by emailing miphelp@riskmapcds.com. Include the following information:

- Your full name
- Your telephone number
- A detailed description of the issue
- Screen shots, if possible

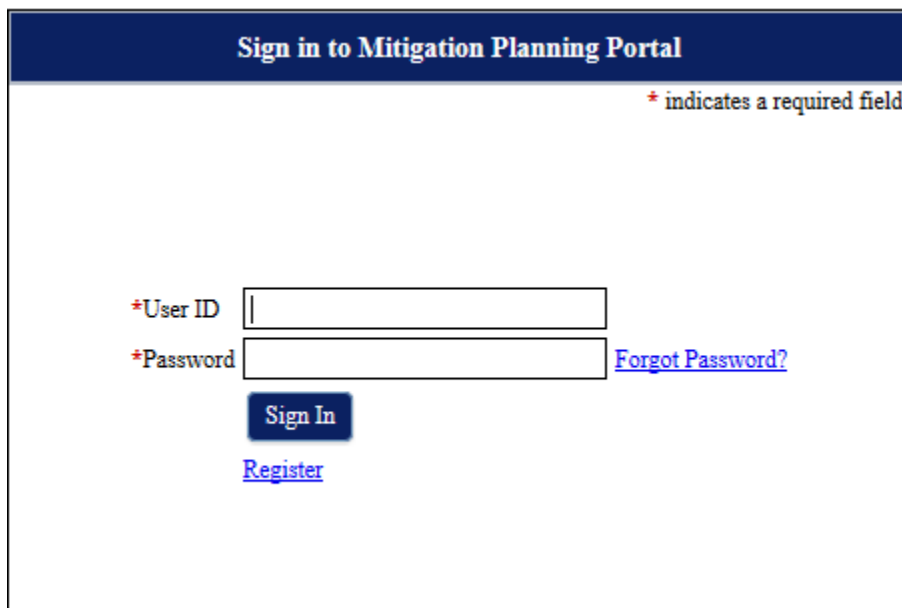
You can also access this User Guide and a tutorial on the [MPP Resources webpage](#).

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 legend indicates that an asterisk (*) denotes a required field. The login form consists of two input fields: "*User ID" and "*Password". To the right of the password field is a blue underlined link labeled "Forgot Password?". Below the input fields is a dark blue "Sign In" button. At the bottom of the form area is a blue underlined link labeled "Register".

MPP Login Screen

Registering

To register as a new user, complete the following steps:

1. On the **MPP Sign In** page, click the **Register** link
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 in a few days when your new user account is created. Learn about the account approval process in the [MPP User Registration Process](#) document
4. When MIP Help sends your account information, you will be asked to login for the first time and change your password. Passwords expire after 90 days.

A screenshot of a web browser window titled "Request Registration". The window has a blue header bar with a close button (X) in the top right corner. Below the header, there is a legend: "* indicates a required field". The form contains several fields: "*First Name" (text input with a red border and a red exclamation mark icon), "*Last Name" (text input), "*E-mail Address" (text input), "*User Group" (dropdown menu), "*Organization Type" (text input with "MPP" selected), "*MPP Role" (dropdown menu), "*Challenge Question" (dropdown menu), and "*Challenge Answer" (text input). At the bottom of the form are two buttons: "Register" and "Cancel".

Registration Screen

Password Change/Reset

If you forget your password or would like to change it, you can email MIP Help at miphelp@riskmapcds.com or you can change your password yourself:

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

* indicates a required field

Forgot Password?

*User Id

*Challenge Question

*Challenge Answer

*New Password

*Confirm Password

Password Reset Screen

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.

Home Page

Structure

The **MPP Home Page** includes a reporting dashboard and links to other MPP content, features, and actions:

- Tabs to search for plans, create plans, and generate reports
- A link to log out on the top left corner
- Links to the **Help** and **FAQ** pages on the top right corner

The screenshot shows the Mitigation Planning Portal home page. At the top left, there is a 'Mitigation Planning Portal' header with a 'Welcome, representative of Region 02 (Logout)' message. At the top right, there is a 'FEMA' logo and a 'Help | FAQ' link. Below the header, there are navigation tabs for 'Home', 'Search', 'Create Plan', and 'Reports'. The main content area is divided into three sections: 'Number of Plans by Plan Status', 'Number of Jurisdictions by Jurisdiction Status', and 'Percent of Population Covered by Approved and APA Plans'. Each section contains a table with columns for 'Status', 'New Jersey', 'New York', 'Puerto Rico', 'Virgin Islands', and 'Totals'. The 'Search', 'Create Plan', and 'Reports' tabs are highlighted with a red box and a callout box. The 'Link to log out of the MPP' callout points to the 'Logout' link. The 'Links to view MPP help text and FAQ information' callout points to the 'Help | FAQ' link. The 'Dashboard summarizing plan information' callout points to the three main data sections.

Number of Plans by Plan Status

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

	New Jersey	Virgin Islands
Percent of Population covered by Approved and APA Plans	0.00%	0.00%

MPP 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.