

RAM Access Portal User Guide

February 2024



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1. How to Use this Guide

The RAM Access Portal (RAP) provides a secure, single-sign-on (SSO) capability to access RAM Access Portal applications requiring FEMA's approval for access. The RAM Access Portal provides the ability for users to request and manage application account access and role permissions in one location. This guide includes instructions and workflow screenshots to assist users with the portal.

Attention



This exclamation point alerts the user to important information to the subject it references. Please note these references as you use the RAM Access Portal (RAP).

2. User Types and Roles

2.1. Types of RAM Users

The RAM Access Portal is not intended for public use. Users are FEMA employees and their partners requiring access to the RAP's applications. These users include:

- Federal Users
- Contractors
- Cooperating Technical Partners (CTP)
- CTP Subcontractors
- Interagency Partners

2.2. RAP User Roles

Each user has a defined role, which determines the accesses, permissions, and responsibilities within RAP. These roles are:

- General User This is the standard user type. This user has the ability to create a RAP account, edit their profile information, request access to any application available in RAP, and access any RAP application they already have access to.
- Supervisor A supervisor user has all of the same permissions as a general user but also has the ability to approve any application requests, approve profile updates, and view and revoke any application accesses for any user they supervise.
- Authorizer An authorizer user has all of the same permissions as a general user but also has the ability to approve any application requests, approve profile updates, and view and revoke any application accesses. Requests will be automatically routed to the correct authorizer based on the information of the user who submitted the request.
- Product Owner A Product Owner has all of the same permissions as a general user but can also view and manage access for users under the applications they are a product owner for.

3. Reference Information

3.1. First Accessing RAP

The RAM Access Portal can be accessed at the following <u>link</u>. When you first access the system, you will see the following sign-in page. From this page, you can access three pages of reference and contact information without needing to log into the system.

| S FEMA | RAM Access Portal Sign in 4 |
|--|---|
| Applications Res | Contact |
| Welcom The RAM Access Po- internal access app multiple applicatio added to the portal creating an acceant if you need help, or - PIV losers, please b | e to the RAAM Access Portal! all is a single sign of 550 yits, which provides access to Mik Analysis Management (RMI System applications requiring to by agging into this portal, uses are grand access to integrand applications allowing users to create and manage to your which applications are already available, with the applications page prior to signing in. For more information prior to which the research gas, and and the applications applications and the applications and the applications are already available, with the applications page prior to signing in. For more information prior to have any questions, placate reach and through the contact page. assens you do not need to create an account. Instead, sign in with your VM cond. |
| | |
| | Sign In rur rur rur remeringen SIGN IN OR SIGN IN WITH PIV |
| | Don't have an account? |

For all pages of the RAP system, there is a menu bar along the top containing three navigational hyperlinks. The navigation options here are:

- Applications, which provides the catalog of all applications available on the system
- <u>Resources</u>, which launches the Resources page with links to additional information relevant to RAP users, required training information, and other useful information that is detailed later in this Guide
- <u>Contact</u>, which returns the user to the Contact Support form. Users provide their contact information along with a description of their reason for contacting support

3.2. Applications Catalog

The Applications Catalog page can be accessed by clicking the Applications tab on the navigation bar. The <u>Catalog</u> section shows the full list of RAP applications, a basic overview of those applications, and provides access to visit the sites or request application access for users that have an existing RAP account. Users without a RAP account can still see the Catalog and application information without logging in.

More information on each application in RAP can be found in Appendix 7.1.

| Applications Resources Col | Access Portal | | Profile 👗 Sign-Out |
|--|---|---|---|
| Application (This is the catalog of application On enabled in the catalog. For a | Catalog as available through the RAM Access Par ccess to the applications, please <u>Sign In</u> | tal (RAP). In future updates to RAP, more a For any further questions please visit the | optications will be Single Sign- Resources page. |
| Search by Application | | | ٩ |
| Case file Access System (CFAS) The CFAS application is an online tool that provides case file messaging & handling between Letters of MapRead More | FileTrail FileTrail is the FEMA Engineering Ubrary's inventory tracking and management application. InternalRead More | Flood Hazard Determination (FHD) Single Sign On National Flood Insurance Program (NFIP) regulations require the publication of a Flood Hazard Determination (FHD) notice Read More | Hazus Loss Library (HLL) The Hazus Loss Library is a centralized repository for accessing natural hazard risk information, curated by FEMA's NaturalRead More |
| Mapping information Platform (MIP) MIP is an online tool used to support the vision of flood Map Moderinzation (MapMod) and Risk Mapping,Read More | Mitigation Planning Portal (MPP) Single Septin The Mitigation Planning Portal (MPP) is an online platform for tracking and reporting mitigation plans and relatedRead More | Project Planning and Purchasing Portal (P4) Single Sacon P4 is an online GIS based platform designed to support and track Regional multi-your planning and sequencingRead More | Risk Management Directorate (RMD) SharePoint (RMD) SharePoint is the partal providing access to partal |

3.3. Resources Page

This page can be accessed without needing to be signed into a RAP account by clicking the Resources tab in the top navigation bar. The <u>Resources Page</u> provides additional information relevant to RAP users, including necessary privacy and security training requirements, CTP information, and Frequently Asked Questions (FAQs).

| | 1 | | |
|---|--|---|---|
| Resources | | | |
| About Risk Analy: Portal (RAP) The RM Access Portal (RAP) provi Risk Avalysis Management (RMA) Recess Parta provides the ab access and ride permissions in ord No view a list of applications require Register Now | tis Management (R des a secure, single-sign on (SSO) cap system applications requiring internati- like and the secure secure secure secure secure location. | AM) Access ability to access the access approximation in the priorition account in the catalog. | |
| Disclaimer The full integration of RAM. through the RAM Access Port be integrated by the energy of via RAM Access Portal. | ipplications and the RAM Access Portz tal. However, the SSD feature will only the year: CFAS, FHD, MIP, and SharePo | al is not complete yet. All access reques y be initially available for P4 and MPP: jint. Once integrated, users will be able | sts must still be completed The following applications will to sign-in to the applications |
| Guides & Require | d Trainings on for user registration and a demo- rity (DHS) cyber socurity awareness a | video of the BAP website. New users an nd privacy trainings. Users will be requ | e annually required to complete ared to provide proof of |
| | | 0 | Ľ |
| User Guide Further detailed instructions for user registration and request for application access. | RAP Demo An overview video of the RMM Access Portal website. | Cyber Security Awareness Training FEMA Personal Identity Venification (PW) card holders can find their cyber security awareness training. | Privacy Training FEMA employees only can access their privacy training certificate in the FEMA Employee Knowledge Center (FEKC). |
| Visit User Guide | Watch Now | Read More | Read More |
| Cooperating Tech Information The CTP Program is an innovative eligible entities participating in the access to Rick Analysis Manageme with your Regional CTP Program L Agreement (ISAA). | Inical Partners (CTF approach to create partnerships betwe I National Flood Insurance Program I (RANI System application, CTF use and and submit an Information Sharin | DS) HIPIP, Togain 9 mart Work 19 Access | CTP Program NEIP Regional CTP Program Contacts ISAA Form for CTPs ISAA Form for CTPs NonProfit |

3.4. Contact Support and FAQs

The "Contact Us" form can be found under the "Contact" tab on the main header. Be sure to complete all fields before clicking "Submit." This form will submit a request to the Risk Map IT Help desk, where they will be able to review your issue and reach out to the necessary parties. Please provide as much detail as you can. The Message box can be expanded using the indicator in the bottom right-hand corner of the box. You will receive a response via email. This form can be accessed without needing to be logged into RAP. If you are logged in, your name, email, and phone will be filled in automatically from your profile information.

| FEMA F | ala gournment Ben's har you know v | Secondary Link 🛓 Sign Out (+ |
|--|---|--|
| Applications 🗸 Resourc | s Contact | |
| Contact Us Please see our <u>Executedy</u> A provide an answer within th | and Duestians and if you need further assistance, complete the cor- next 48 hours. | tact form below. A member of our team will |
| | Kama" Enal" Enal" Pione Number Subject * Leagar * Image * Image * Image * Image * Image * Image * | |

Underneath the form is a list of Frequently asked Questions. Please review them prior to contacting RM-IT Help. Your question may be answered there.

| Who needs to create a RAM Access Portal account? | |
|---|---|
| | ~ |
| How do I request access to an application, and what documents are needed? | • |
| Where can I find cybersecurity/privacy training requirements? | • |
| How often should cybersecurity/privacy training be completed? | • |
| Per application, how do I remove access, and change my current access? | * |
| Is Information Sharing Access Agreement (ISAA) required for Cooperating Technical Partners (CTP) access requests? | • |
| How often do I need to Sign In to RAM Access Portal to update my password? | * |
| How often do I need to Sign In to RAP to keep my account active? | • |
| How do I request Supervisor Access? | * |
| Why would my RAM Access Portal account access be locked? | * |
| What does it mean when my account is locked versus deactivated? | * |
| When would my account be deactivated? | • |
| Who should I contact if I have additional questions about RAM Access Portal or account access? | * |

4. User Functionality

4.1. Who Needs to Create an Account?

- All new users requesting first time access to any application in RAP
- All users of applications that are newly migrated into RAP, even if the users already have accounts in the migrated application.
- All users who need to update or remove their access for any RAP application
- Anyone who supervises someone who needs access to any of the RAP applications
- All authorizers that approve requests for RAP applications

4.2. Creating an Account

If you do not have an existing account and need to create one, go to the login screen. If you are a non-PIV user, click the "Register" button. If you are a PIV user, click the "Sign In With PIV" button, which will redirect you to a page which allows you to enter in the rest of your profile information.

| Applications Re | ouures Centuct |
|--|--|
| Welcom The BMA Access P interflipte applicatio added to the parts creating an access if you need help, o - PHY them, please. | The to the RAM Access Portal! Infla is aging aging 1020 m, which product as server to the during the dangement (BMC) splitter applications requiring the server that aging aging the server of the s |
| | Sign In Team Facadadass Facadadass Facadadas Sign Hu OR SIGN HI WITH PV |
| | Don't have an account? |

Complete all the required fields on the profile setup form. If the information is complete and accurate, your new account will be created. You must enter your certificate expiration dates and read and accept the Rules of Behavior by clicking "View Rules of Behavior."

| Profile | |
|---|--|
| The profile allows the user to edit their account into requirements. | matus. To any follow guideou plase one the <u>Reservations</u> or other to your ordinanting team for additional information on applications and access |
| | |
| | |
| Among Street | Personal Information Registed Brits |
| Paramet | Figure state edits, plane to aware that your account will finance that to a source process, You will not be able to required account to |
| Pulsand dentity | applications with your changes have been approved. |
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| | Inar' Inclus deliberacción los de gru |
| | initian' mar |
| | for law 1 |
| | Indente |
| | |
| | |
| | Employment Status #1 |
| | The Employment Status portion of your account controls multiple levels of application requests and premissions. Any application you have access to will be feal to the Employment Status with which you request that application. You may have up to 5 employment |
| | staturary, with over being the primary option. To add inone, plonse which the "bidd imployment listics" below. |
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| | Indused Intel [®] (Eptimeter |
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| | Intrinsing source 1 |
| | Regions, States and Section (2) |
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| | Zore 2: Region 6, 6, 1 Zore 1: Region 6, 6, 10 |
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| | Documents and Forms |
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| | Accepted |
| | time failes at Indusian |
| | In hind blane |

If you have more than one role that you need to capture, you can do so with a single account by entering more than one Employment Status for appropriate access across the applications. This is not an option for any Federal user or State Partner. You can edit, add, or remove employment statuses after creating an account as well. Note that when you have more than one employment status, each access role will be tied to a specific status so that when that status is removed, the role is removed as well.

4.2.1. Designating Your Supervisor

One of the required sections during account creation is designating your RAP supervisor. Note that this is not necessarily your typical position supervisor, and this designation depends on factors such as, your organizational or contract affiliation, or the FEMA regions you support. While there may be exceptions, supervisors are generally assigned as follows:

- FEMA or other Federal employee users: A FEMA employee supervisor in their office or another RAP supervisor as designated by the RAP team
- Federal Contractors: The designated contractor RAP supervisor for each contract
- Cooperating Technical Partners: The designated regional contact (please see below)

The supervisor that you enter needs to have an account in RAP with a supervisor role attached to allow for application requests and profile updates to be approved in the system. The Supervisor Access drop down allows you to request Supervisor access upon registration.

If you are unsure of who to assign as your supervisor, contact Risk MAP IT Help for assistance.

4.2.2 SUPERVISOR INSTRUCTIONS FOR COOPERATING TECHNICAL PARTNERS

To avoid any issues or confusion, Cooperating Technical Partners (CTPs) should enter their Regional CTP Program Lead as their RAP supervisor upon account creation. Their organizational supervisors often do not have RAP accounts, and Regional CTP Program Leads are knowledgeable about to which applications CTPs in their respective regions require access.

The webpage <u>Regional Contacts for Cooperating Technical Partners</u> lists the regional FEMA staff member for each region. CTPs can reference this list to identify their proper RAP supervisor.

4.3. Multi-Factor Authentication

After registering an account, non-PIV users will be required to set up Multi-Factor Authentication (MFA).

| RAM Access Portal | Applications | Resources | Contact | |
|-------------------|--|--|--|--|
| | | | Restart login | |
| | Please choose using an Auther again, selecting | an OTP method be nticator App. If you Email as your OT | elow. Note that using Email as the OTP method tends to be more reliable than I have issues receiving an OTP code from an Authenticator App, please try IP method, before seeking Risk MAP IT Help Desk assistance. | |
| | | | Sign In | |
| | Choose OTP M | ethod | м | |
| | | | | |
| | | | | |
| | | | | |

Users can choose between using email or an authenticator app to receive a one-time password (OTP).

| RAM Access Por | tal Applications | Resources | Contact |
|----------------|------------------|---|---|
| | | | Restart login |
| | | | Select OTP Method |
| | A P n a | Authenticator App lease enter the one-time o spaces. If you are unab s the OTP method. If neil (Help@fema.dhs.gov for | password displayed in your authentication app to proceed, ensuring there are le to log in, please return to the previous page and try again, selecting Email > ther approach works, please contact the FEMA-RiskMAP- assistance. |
| | E P a | mail lease enter the one-time re unable to log in, conta | password sent to your email to proceed, ensuring there are no spaces. If you > ct the FEMA-RiskMAP-ITHelp@fema.dhs.gov for assistance. |
| | | | |
| | | | |
| | | | |

| RAM Access Portal | Applications | Resources | Contact | |
|-------------------|----------------------------------|-----------------|---|--|
| | | | justin.wu@associates.fema.dhs.gov <u>Restart login</u> | |
| | Code | | | |
| | | | Submit | |
| | Enter the code s Choose OTP M | ent to your ema | i address. | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Follow the instructions to receive and enter the code either sent to your email or displayed on your authenticator app to complete the MFA process.

4.4. Signing into Your Account

Once you have created an account, they will have the ability to sign in. To sign in, select "Sign In" in the top right corner. For a non-PIV user, enter your username and password then click sign in. You will be asked to enter a one-time security code using the authenticator app or email to confirm your account. If you are a PIV user, click the Login with PIV button to log in.

| Welcon The RMA Access P internal access a multiple applica- daded to the pert creating an accos if you need help, - PIV Users, pirese | The to the RAM Access Portal! which is nighting on this statistical and the statistic |
|--|--|
| | Sign In |

If you're a non-PIV user, you can change your password from your Profile.

| Notice while it is which it is a power way to | it has not been | | | | | |
|---|---------------------------------|--------------------------------|--|---|--|--------------------|
| | 8 F | EMA RAM Acco | ess Portal | | Profile Sign Out | |
| | Applications | Resources Century | | | | |
| Profile The powling allowed the same for inquirements | edi: their account information. | for any faritien quantiens pla | ne vice the <u>Baser on t</u> he | g er ákfer la ysar orðanning b | anvive additional information on applications and asso | - |
| | | C Back to View Profi | e | | | |
| Research Research Authorization Federated stantity | > | Change Pa | ssword | | | All Tolds required |
| Leg | | New Personnel Carifrentian | | | | |
| | | | | | | Save |
| | Bathani so sop | Rick MAP Resources | FFMI Resources | Partner Ster | 1 | |
| | | | | | Contact Us | |
| | | | | | | |
| | Ny Account | | No FearData Friedon of Information | USA gov Baadyagov Inspector General | | |
| | 🛞 FI | EMA | | | | |

4.5. Resetting a Password

To reset a forgotten password, click "Forgot Password?" from the sign-in page, enter your username or email, and click submit. You will receive instructions on how to create a new password.

To change your password, click on the User icon in the top right corner and select Edit Profile from the drop-down menu Select Password from the left side bar. Enter the current password and the new password and press Submit.

| | Forgot Your Password? |
|--------------------|--|
| | Username or email |
| | Submit |
| | Enter your username or email address and we will send you instructions on how to create a new password. |
| <u>turn to top</u> | |

4.6. Signing Out

To log out, click on the "Sign Out" icon in the top right corner.



4.7. Viewing and Editing Your Profile Data

To view your Profile Data, click on the Profile icon in the top right corner.



On the Profile page, you will see the below screen. Here you can edit your Personal Information, Employment Status, transition a username/password account to a PIV account, and update your Cyber Security and Privacy Certificate information.



Profile edits will go through an account review process and the user will not be able to request access to applications until the changes have been approved

| Profile The profile allows the user to edit their account information. For requirements. | or any further questions please view the <u>Biscources page</u> or defer to your onboarding team for additional information on applications and access | |
|--|--|--|
| Account > Passeord Authenticator Federated identity | Personal Information Required fields * If you make edits, planse be aware that your account will freeze due to a review process. You will not be able to request access to applications until your changes have been approved. | |
| Log | Ubernam datati fault* deglas.stati@associates.fema.dbs.gov Last Nume* deglas.stati@associates.fema.dbs.gov foot Nume* Designas | |
| | Multic wind Suffice Suffice Employment Status #1 The Employment Status protion dy our account controls multiple levels of application requests and permissions. Any application you have access to will be tote to the Employment Status with which you request that application. You may have up to 5 employment | |
| | statuses, with one being the primary option. To add more, please select the "Add Employment Status" below. | |
| | Supervisor Access* Ho Organization or Ageny* FEMA FEMA Importing isocation* MQ Pressions. States and Territories C The Production and Federical Services (PTS) contract operates off of "Zones" instead of regions. The list of FEMA Regions to Each Zone is provide below. | |
| | Come 1 - Regions 1, 2, 3, 5 Come 2 - Regions 8, 9, 10 Bouch * Actuarial and Catastrophic Modelling Branch Supervisor Illians* Supervisor Illians* Supervisor Illians* Supervisor Illians* Supervisor Illians* | |
| | Signerials Phone * 30(17)99254 Add Employment Status PIV User | |
| | Biffore you make effits to your Ph' user, please be avaire that your account will freeze oue to an account review process and you cannot request account or applications until your change have been approved. Proceerements and Ecorements Proceerements and Ecorements Proceerements Pr | |
| | DOCUMENTS AND FORMS Please with the Security Training Requirements section of the <u>Bicources sage</u> for instructions on how to locate your certificate dates. Option Security waters confluent base of Completion* Option 2023 Provide Confluence that of Completion* | |
| | Key Second | |
| Return to top | | |

If you are transitioning to PIV but have an existing account, certain profile information, such as name and email, on your RAP profile will be automatically updated with information that comes from FEIMS.

| Employment Status #1 | | | | | | |
|--|---|---|--|--|--|--|
| The Employment Status portion of your a have access to will be tied to the Employ statuses, with one being the primary opt | account controls multiple levels of application requests and permissions ment Status with which you request that application. You may have up to ion. To add more, please select the "Add Employment Status" below. | . Any application you o 5 employment | | | | |
| Job title " | Software Developer |] | | | | |
| Employment Status* | Contractor | • | | | | |
| Contract Supported * | Community Engagement and Risk Communications (CERC). M | | | | | |
| CTP Supported | 2 | | | | | |
| Supervisor Access * | No | • | | | | |
| Organization or Agency * | FEMA |] | | | | |
| FEMA Reporting Location * | HQ | • | | | | |
| Regions, States and Territorie The Production and Technical Se Regions for Each Zone is provide | ts ☑ rvices (PTS) contract operates off of "Zones" instead of regions. The list of d below. | of FEMA | | | | |
| • Zone 1 - Regions 1, 2, 3, 5 | | | | | | |
| Zone 2 - Regions 4, 6, 7 Zone 3 - Regions 8, 9, 10 | | | | | | |
| Branch* | Actuarial and Catastrophic Modeling Branch | × | | | | |
| Supervisor Name* | supervisor | | | | | |
| Supervisor E-mail * | supervisor@femax.com | | | | | |
| Supervisor Phone * | 3047909254 | | | | | |
| Add Employment Status | | | | | | |

Note that you may update any of your Employment Statuses from this page. You may have up to five Employment Statuses on your profile at once. If you have multiple statuses, each application access will be tied to a specific Employment Status. When that status is removed, all application roles associated with the Employment Status will also be removed.

You can also update any device associated with Multi-Factor Authentication for the account by clicking on the Authenticator option on the Left menu.

4.8. Requesting Access to an Application

To request access to an application, log in to RAP, select the "Applications" tab, and click "Request Access" beneath the application you need access to in the Catalog.



A pop-up will appear that guides you through the application request process.

| 🔛 As official w | abuite of the United States gover | sment Here's hoe you know 👻 | | | |
|-----------------------|---|---|--|---|-----------------------------|
| 2 | Mapping In | formation Platforr | n (MIP) |) | K ≜ Sign-Out (→ |
| | 0 | 2 | 3 | | |
| Applic | User Role | Purpose | Review and Submit | | |
| | 1 of 3 User I | Role | | | |
| Ар | Select an item to see | available user roles. | | | |
| This is the "b | Study Access Leve | ls | | ~ | using 1e My |
| 134.64 | PA for MT-1 | | | * | |
| | PA for MT-2 | | | • | |
| | Studies Reporting | : | | ~ | |
| All Appli My Appli | Study Roles | | | ~ | Q |
| Status Re | MT-2 Revision | | | ~ | |
| | Username requirem | ents are as follows: | | | (D) |
| | Total length require special characters are | ed is 16 characters using ONLY the re not available for use. | following special characters of $(_)$ and | (-). Any other | ance lations ion of a |
| | Username* | | | | ad More |
| | Username | | | | |
| | Next | | | | 22 |
| | | | | [| |
| | | Mapping Information Platform (MIP) | Mitigation Planning Portal (MPP) | Project Plannir Purchasing Por | ng and rtal (P4) |
| | | MIP is an online tool used to | Single Sign On | Single Sign On | |
| | | Map Modernization | The Mitigation Planning Portal (MPP) is an online | P4 is an online G platform design | ilS-based ed to |
| | | Mapping,Read More | platform for tracking and reporting mitigation plans and related Read More | support and trac multi-year plann sequencing Re | ing and and More |

| 0 | 2 | 3 | |
|---|--|---|---------|
| User Role | Purpose | Review and Submit | |
| of 3 User Role | | | |
| Select an item to see avai | lable user roles. | | |
| Study Access Levels | | | • |
| PA for MT-1 | | | ^ |
| Selection | Description | MIP Workflow Activity | |
| 🔿 Task | This access level is for users that can view and manage financials and Project status | Update Task Progress, Assign Task, Receive Assigned Task, Complete Task | |
| 🔘 Task | This access level is for users that are the 'Producers'. They complete tasks that are assigned to them. The large majority of MIP Users will fall in this category | Assign Task Receive, Assigned Task, Complete Task | |
| På for MT-2 | | | ~ |
| Out the Dependence | | | |
| Studies Reporting | | | • |
| Study Roles | | | • |
| MT-2 Revision | | | * |
| Username requirements : • Total length required is : | are as follows: L6 characters using ONLY the following | special characters of (_) and (-). An | y other |
| special characters are not | available for use. | | |

Note that the request process differs slightly depending on the application you are requesting. For example, as shown above for MIP, the user must choose a specific user role(s) to request.

| | Manning Info | unation Disting | (MID) | × |
|---|---|---|--|---|
| Applic | Mapping into | rmation Platform | (MIP) | |
| | 0 | | 3 | |
| ٨٣ | User Role | Purpose | Review and Submit | |
| Αμ | 2 of 3 Purpose | r. | | |
| This is the "to | Based on your selection | is explain why you need access. | | using 16 My |
| Resou | Purpose | | | |
| | | | | |
| | | | | |
| | | | | |
| Linear | | | | |
| All Appli- | Next Go Back | | | ٩ |
| All Appli- My Appli- | Next Go Back | | 21-7-1 | |
| All Appli My Appli Status Requests | Next Go Back | se file Access stem (CFAS) | FileTrail FileTrail is the FEMA | Rood Hazard Determination (FHD) |
| All Applis My Appli Status Requests | Next Go Back Ca Sy Th | se file Access stem (CFAS) e CFAS application is an line heal that nervides | FileFrait FileFrait is the FEMA Engineering Library's inventory tracking and | Flood Hazard Determination (FHD) Basis Sprin. |
| All Apple My Apple Status Requests | Next Go Back | se File Access stem (CFAS) e CFAS application is an e TeX application is an e film messaging 6 million between jaten of | FileTrail FileTrail is the FEM Engineering Library's invertory tracking and management application. InternalRead More | Flood Hazard Determination (FHD) Sight Spills National Flood Insurance Program (HEP) regulations |
| All Appli My Appli Status Requests | Next Go Back Sy Th on cas ha Ma | se File Access stem (CFAS) e CFAS application is an inse tool trad provides diling between extens of pRoad More | FileTrail FileTrail is the FEMA Engineeing Library's invertory tracking and management application. InternalRead More | Flood Hazard Determination (FHD) Singk Spit Bu National Flood Insurance Program (FPL) regulations require the publication of a Flood Hazard |
| All Appli My Appli Status Requests | Next Go Back | se file Access stem (EFAS) e CFAS application is an inte tool track provides e file messang as duing barween Letters of p. And Were | FileTrail FileTrail is the FEMA Engineering Library's Inventory tracking and meeting and file Internal Raid Nore Vior Site | Flood Hazard Determination (FHD) angle Sign & National Flood Insurance Program (PHP) regulations of a Flood Hazard Encod Hazard Encod Hazard |

You are required to enter a justification for your application request, which helps your supervisor and authorizer make their decision to approve or deny it.

| T At official o | ebute of the United States, governme | nt Heni't heer yes know 👻 | | Profile 🛔 Sign-Out (Ə | |
|-----------------------|---------------------------------------|---------------------------------|------------------------------------|-------------------------------------|--|
| Applic | Mapping Info | ormation Platforr | m (MIP) | × | |
| An | User Role | 2 Purpose | 2 Review and Submit | _ | |
| This is the "> | 3 of 3 Review | and Submit | | using ne My | |
| NE201 | User Role: User role section here. | | | | |
| | Purpose: Have the purpose they' | ve filled out pre-populated. | | | |
| All Appli My Appli | Submit Go B | ack | | Q. | |
| Status Request | s C | ase file Access ystem (CFAS) | FileTrail FileTrail is the FEMA | Flood Hazard Determination (FHD) | |

After entering all necessary information, you'll have the opportunity to review and submit your access request.

The list below identifies the applications accessible through the RAP.

- Case File Access System (CFAS)
- FileTrail
- Flood Hazard Determination (FHD)
- Hazus Loss Library (HLL) Data Import Dashboard
- Mapping Information Platform (MIP)
- Mitigation Planning Portal (MPP)
- Project Planning and Purchasing Portal (P4)
- Risk Management Directorate (RMD) SharePoint

User requests go through an approval process. The request will be routed to your supervisor for approval. Once the supervisor approves, it will be automatically routed to the authorizer. If the request is for an SSO-enabled application (currently MPP, P4, FHD, FileTrail, HLL Data Import Dashboard, and RMD SharePoint), the user will receive the roles automatically when the authorizer approves. For other applications, the request will then be routed to RM-IT Help who will update your access. You will receive an email at each step in this process and can monitor the current status for requests on the Status page.

Usernames will be displayed on Approval Requests within the Requests/Approvals section of RAP for PIV users. Supervisors, Authorizers, and Product Owners will be able to see the username for requests they are approving or rejecting.

4.9. Request Status

If you have an in-process request, it will display under the "Status Requests" section on the "Applications" page. It will display the status of the request and the information you selected when completing the request. Any in-process request will show up in this section. This can include Application requests, profile updates, change role requests, or access revocation requests.

| Applications Acces | na Requesta - Remove Access Regionalis - Resources - Cantanti | |
|--|--|---|
| Application | Catalog | |
| This is the catalog of all Applications* button. To | I applications available on the Risk Analysis Management System. To view application s view statuses of any requests made, please filter using "Status Requests" For any furt | pecific to your account, please filter using the "My her questions, please view the <u>My Resources Page</u> . |
| | | |
| All Applications | Search by Application Name | Search |
| All Applications My Applications Status Request | Search by Application Name | Search |
| All Applications My Applications Status Request | Search by Apalization Name Flood Hazard Determination ((HD) | Starch |
| Al Applications Ny Applications Status Request | Search by Application Name Flood Hazard Determination (Flo) Mexic Vibriol Subfithiot Edition Proper Editors Subfithiot Edition Property Compared Subfithiot | - |

4.10. Changing Role

4.10.1. Adding or Updating a Role

If you have existing access to an application and need to add a role or update an existing role, navigate to the My Apps section on the Applications page.

| Application Cat | alog ations available on the Risk / tatuses of any requests mad | Analysis Management Sj e, please filter using "Sta | ystem. To view application specific to yo itus Requests" For any further question | ur account, please filter using the "My s, please view the <u>My Resources Page</u> . |
|-----------------------------------|--|---|--|--|
| All Applications | Search by Application | Name | | Search |
| My Applications | | | | |
| Status Request | | | | |
| | Flood Hazard Determination SNRCE SIGN ON National Flood Insu- regulations require National Determination Risk. Remove Remove Access to | n (FHD) | Perject Planning and Purchasing Portal (P4) SmcLi Sokon P4 is an online GIS-based platform designed to upport and track Regional multi-year planning and sequencing efforts. Remove Access | Risk Management Directorate (RMD) SharePoint SharePoint SharePoint (Bital SharePoint point point gacesss to all of Risk Management Directorate's SharePoint sites. Remove Access |
| Return to top | | | | |
| RAM Access Portal Applications | Risk MAP Resources | FEMA Resources About FEMA | Partner Sites Whitehouse.gov | Contact Us |
| | Risk MAP Products | Privacy Policy | DHS.gov | Login to RAP |

Click the green icon in the corner of the box of the application for which you need to update your role. This will give you the option to Change role. Click that button.

A popup will appear that is very similar to the Application Request screen, but your current role will already be filled in. Pick the new role which corresponds with your needed access, enter your justification, and submit the request. This request will go through the same approval process as a standard application request and can be tracked on the status page. For non-SSO applications, you will also need to enter your application username along with the request.

| Application C This is the catalog of all a Applications" button. To v All Applications My Applications Status Report | Catalog opplications available on the Risk / over statuses of any requests mad FHD Re User fielde User fielde Choose ye Study Study All Previous | Analysis Managom a, please filter usin equest access Type or ser Role or user role. | ont System. To view ag g "Status Requests" F or Level 6. Purpose gin | pplication specific for any further que | to your account, please filter using the "My solons, please way the My <u>Resources Page</u> . X Risk Management Directorate (RMD) SharePoint SharePoint Directorate (RMD) SharePoint Directorate (RMD) SharePoint |
|---|--|---|---|--|--|
| | | | | | |
| | | | | | Contact Us |

4.10.2. Removing a Role

To remove a role, select the application and uncheck the box next to the current role. Fill in the purpose of the change and submit the request.



Users can also adjust their Access Type and User Level based on the change in role

4.11. Removing Access

To remove access to an application, navigate to the "My Applications" section on the Applications page. Click the red "Remove Access" button at the bottom of the application to which you're removing your access.

| | muses of any requests mad | e, please filter using "Si | atus Requests" For any further questio | ns, please view the My Resources I | Page. |
|------------------|---|---|---|--|--------------------------------|
| All Applications | Search by Application | Name | | | Search |
| Wy Applications | | | | | |
| | Flood Hazard Determination smut Sko IN National Flood Image Hazard Determinati Risk. Remove Access to | n (FHD) Charge caree Program (NFP) the publication of a Flood on (FHO) for every Flood over Access All Apps | Project Planning and Purchasing Portal (P4) SmcL Siele Mis is online GS basid platform designe to support and rest Regnost multi year planning and sequencing refure. Remove Access | Risk Management Directorate (RMD) SharePoint SwarePoint SwarePoint SwarePoint SwarePoint SwarePoint SwarePoint Remove Access | 20 oint portal anagement |
| Return to top | | | | | |

Once you click the "Remove Access" button, a confirmation window will appear. If you confirm to Remove Access to that application, a request will be submitted to RM-IT Help to remove your access. If the application is already SSO-enabled, your access will be removed automatically.





4.12. Single Sign-On Through RAP

4.12.1. MPP, P4, FHD, FileTrail, RMD Sharepoint and HLL Data Import Dashboard

MPP, P4, FHD, FileTrail, RMD SharePoint and HLL Data Import Dashboard are fully integrated with SSO in RAP. To access these applications from RAP, log in to RAP and navigate to the applications page. Here you will see a section at the top of the page called My Apps. This section will display any applications you have access to.

To access an application, click the "Visit Site" button in the box for the desired application. This will launch the selected application and automatically log you in.

| All Applications | Search by Application | | C |
|------------------|--|---|---|
| My Applications | | | |
| Status Requests | Case file Access System (CFAS) The CFAS application is an online tool that provides case file messaging & handling between Letters of MapRead More | FileTrail FileTrail is the FEMA Engineering Library's inventory tracking and maragement application. InternalRead More | Flood Hazard Determination (FHD) Single Spr.0n National Flood Insurance Program (NHP) regulations require the publication of a Flood Hazard DeterminationRead Mare |
| | Visit Site | Visit Site | Visit Site |
| | Request Access | Request Access | Request Access |

If the user has an existing account with RAP, the user can also access an SSO-enabled application using the standard links. When the user accesses those links, the user will be redirected to the RAP landing page. Once the user signs in there, they will be redirected back to the application and logged in.

4.12.2. Other Applications

For every other non-SSO enabled application, you will be able to access the site from the Application Catalog once you're logged into RAP. You will not be logged in automatically as these are not SSO enabled. You can also access these applications using the standard links.

5. Supervisors

Supervisors are federal employees, contract leads, primary managers, control access managers, or other employees who have the authority to attest to the user's/requester's need for access to the RAM Access Portal. Supervisors are the first line of defense to ensure secure access is granted to users.

The Supervisor is responsible for:

- 1. Providing initial approval or denial of their user/requester access request
- 2. Understanding and attesting to user/requester "need for access" and ensuring their compliance with system rules
- 3. Monitoring user access validity and currency, as well as compliance with all applicable contract clauses regarding access control or other information sharing agreements by providing oversight on:
 - o Understanding and maintaining accurate records of their users' access needs
 - Ensuring completion and currency of cyber security, privacy training, and security agreements as a prerequisite for access to the system
 - o Monitoring and enforcing authorized use of the system by their users/requesters
 - Timely initiation of the authorization revocation process for their users/requesters in the event access to PII is no longer needed, if violations have been committed regarding appropriate use, or if unauthorized accessing of PII has occurred

Supervisors **WILL** be required to request supervisor role access during RAP account registration or on their account profile. This request will be validated. Once approved, supervisor roles and responsibilities will be administered, and supervisors will then be granted access to additional approvals/requests tabs on the RAP dashboard. A supervisor must be granted the RAP Supervisor role before a user can select them as their supervisor.

5.1. Becoming a Supervisor

You can request supervisor access during registration while creating an account or from the Edit Profile screen.

5.1.1. Requesting During Registration

Please refer to section 4.2 for more information on how to register for a RAP account. On the registration page, under the employment status section, there is a field called Supervisor Access. When registering a new account, if you select "Yes" in that dropdown, a request will automatically be submitted to add the Supervisor role to your account.

5.1.2. Requesting for an Existing Account

Existing users can request Supervisor access through the Profile page. To access the Profile page, click on your profile icon in the top right corner of the navigation bar.



On the Edit Profile screen, the Supervisor Access Field is found under the Employment Status section. Supervisor access can be granted for any employment status. Select "Yes" for this dropdown and then click Save. A request to add a Supervisor role to your profile will be submitted.

| Employment Status The Employment Status portion of your have access to will be tied to the Employ statuses, with one being the primary opt | #1 account controls multiple levels of application requests and permissions. Any application you account Status with which you request that application. You may have up to 5 employment ion. To add more, please select the "Add Employment Status" below. |
|---|--|
| Job title * | Software Developer |
| Employment Status* | Contractor |
| Contract Supported * | Community Engagement and Risk Communications (CERC) × |
| PTD Supported | |
| Supervisor Access * | no v |
| Organization or Agency * | FEMA |
| FEMA Reporting Location * | HQ |
| Regions, States and Territorie The Production and Technical Se Regions for Each Zone is provide Zone 1 - Regions 1, 2, 3, 5 Zone 2 - Regions 4, 6, 7 Zone 3 - Regions 8, 9, 10 | gL 位 rvices (JPTS) contract operates off of "Zones" instead of regions. The list of FEMA Dedow. |
| Branch* | Actuarial and Catastrophic Modeling Branch |
| Supervisor Name * | supervisor |
| Supervisor E-mail * | supervisor@/femax.com |
| Supervisor Phone * | 3047909254 |
| Add Employment Status | |

5.2. Revoke User Access

To request access to an application be revoked from a user that you supervise, log in to RAP and select Remove Access Requests from the header. This tab is not available for general users.

| | DER PROCE CALL TO HOM-DI |
|---|--|
| | |
| | |
| ZHANG, WEI | ~ |
| HARPER, JESSICA | ^ |
| WENTPROTIE | |
| Security Consultant Number of Applications the user has access to: 3 | |
| Select All | |
| Case Access File System (CRAS) | |
| Mapping Information Platform (MIP) | |
| Risk Management Directorate (FDM) Sharepoint | |
| | Request Remove Access |
| | |
| BILL, BUFFALD | • |
| MCCONAUGHEY, MATTHEW | * |
| CLARK, LEWIS | * |
| LINCOLN, ABRAHAM | ~ |
| WASHINGTON, GEORGE | ~ |
| ADAMS, JOHN | ~ |
| BILL, BUFFALO | * |
| MCCONAUGHEY, MATTHEW | ~ |
| CLARK, LEWIS | ~ |
| LINCOLN, ABRAHAM | ~ |
| WASHINGTON, GEORGE | ~ |
| ADAMS, JOHN | ~ |
| | |
| | 2Mes, HE Performation Performation Performation Performation Performation Performation Performation Performation Performation Performation Performation P |

You can also search for access by a specific user by selecting the User View tab. The View Profile button on this page allows you to see details for a specific user.



Under either the Application View or User View options, you can select the Select All checkbox or select individual applications to remove.

| User Requests | ZHANG, WEI | ~ |
|----------------------|--|-----------------------|
| Application Requests | HARPER, JESSICA | ^ |
| | WEW PROFILE Security Consultant Number of Applications the user has access to: 3 Select All Case Access File System (CFAS) Mapping Information Platform (MIP) Risk Management Directorate (RDM) Sharepoint | Request Remove Access |
| | BILL, BUFFALO | • |

Once you select the access to be removed, press the Request Remove Access button. A pop-up will appear asking you to confirm your request.

| Removal Acces | Requests | | |
|---|---|--|--|
| This is a catalog of all Risk Analysis N follow the steps. To filter or search th Help. | gement System user profiles. To request the removal of access stalog, you ma Remove Access Request | please select the user profile and/roles below and ince, please reach out to RM-IT | |
| User Requests | You are requesting to remove the followi from application access: ZHANG, Harper.Jessica@associates.fema.dhs. the following applications: Case Access I | ng user gov from V | |
| Аррикатон нецоека | HARPER System (CFAS), Mapping Information I (MIP), and Risk Management Directora Sharepoint | (RDM) | |
| | Number Cancel Requi | st Removal | |

Once you confirm, the request will be submitted. For SSO enabled applications (currently MPP, P4, and FHD), the roles will be removed automatically. For other applications, a request will be submitted to RM-IT Help. You will receive an email notification once your request has been completed.



5.3. Responding to Requests

5.3.1. Application Access Requests

You will receive an email notifying you of the pending requests in your queue. You can click the link in the email or navigate to the RAP application and select the Requests/Approvals tab from the header. This tab is not available for general users.



If you click "Open Request," the request will expand to show more information. It will also give you the option to view additional user details by clicking the View User Details button.

| 📕 An official website of the United States government 🛛 Here's how you know 🗠 | |
|---|-----------------------|
| FEMA RAM Access Portal | Profile 🌲 Sign-Dut (+ |
| Applications Resources Approval Requests Removal Requests Contact | × |
| | |
| Ap | × |
| This is Request Access | 50 |
| furthe Date: 09/27/23 Location: HQ Role: I/T Support requir | , , |
| Status: Presdrg Supervisor Approval | |
| PIV Access: No Purpose: New Employee Requesting Access for Technical Writing Position | |
| Filt Approving Supervisor's Email: j.logan@DHS.govstory: View Past Record | rch |
| Approving Authorizer's Email: Harry.smith@DHS.gov | |
| User Role Requested: Task Approver History: <u>View Past Record</u> | |
| Approve | Reject |
| | |
| Application Alexandra McAdams | |
| Type of Employment | Open Request |

Once you are ready to advance the request, you can either select "Approve" or "Reject." Each option will give you the opportunity to type in a comment to go along with your request. To Approve a request, click the approve button, enter your reasoning in the Comments box, and press Submit. This will advance the request to the Authorizer for their approval. If you Deny the request, it will be returned to the user with the reasoning for the denial.

| Date: 202 | 3-10-12 17:10:54 | Location: Region 1 | Role: Developers | - 1 |
|-----------|-----------------------|--------------------|---|-------|
| Status: | Pending Supervisor Ap | proval | | |
| Employm | ent Status: Contract | or | | |
| PIV Acces | ss: Yes | | | |
| Purpose: | Example | | | - 1 |
| Comment | s: | | | - 1 |
| | | | | - 1 |
| | | | | - 1 |
| | | | le la | - 1 |
| | | | | _ 1 |
| Approve | | | Rej | ect 🗸 |

5.3.2. Change Role Requests

A user can also request to Change roles to an application. This request will work in the same way as an application access request for the Supervisor but will be marked as a Change Role request. Role requests must follow the same full procedure as application access requests.

5.3.3. Profile Update Requests

You will receive an email notifying you of a pending profile update request. You can click the link in the email or navigate to the RAP application and select the "Approval Requests" tab from the header.



On this page, you will see a list of pending requests. You can update how the requests are sorted using the Filter By drop down in the top left. Once you have found the profile update request you would like to approve, click on the box to expand the request. This allows you to see the request details. This will show you any field that has been updated, what the old value was, and what the user changed the field to. You can also click the View User Details button to see a more detailed summary of the user's information.



Once you are ready to advance the request, you can either select Approve or Deny. Each option will give you the opportunity to type in a comment to go along with your request. To Approve a request, click the approve button, enter your reasoning in the Comments box, and press Submit. This will advance the request to the Authorizer for their approval. If you Deny the request, it will be returned to the user with the reasoning for the denial. Once a Profile update is fully approved, the user's profile will be updated. If a request is denied, any profile changes will be reverted.

| Change Role Re | quest | | |
|-----------------------------------|----------------------|------------------|--|
| Date: 2023-10-12 17:10:54 | Location: Region 1 | Role: Developers | |
| Status: Pending Authorizer Approv | al | | |
| Employment Status: Contractor | | | |
| PIV Access: Yes | | | |
| Purpose: Example | | | |
| Approving Supervisor's Email: | supervisor@femax.gov | | |
| Comments: Supervisor Comment | Example | | |
| Comments: | | | |
| Authorizer Comment Example | | | |
| | | | |

5.4. Alternate Supervisors

In cases where you are out of the office and unable to respond to requests from users you supervise, you can grant up to three other supervisors the role and responsibility to accept and deny requests for the period in which you're unavailable. Others can also request you as their alternate supervisor.

5.4.1. Being assigned as others' alternate supervisor

On the "Alternate Supervisor Role Access" page, you can view any supervisors who have requested you to be their alternate supervisor and for what duration.

| Personal Information | Alternate Supervisor Role Access |
|---------------------------------------|---|
| Employment Status #2 | This section allows the current supervisor to grant a federal user the role and responsibility as an alternate supervisor. Delegation of authority designates the title of "Supervisor" to the user and |
| PIV User | provides them the authority to authorize Risk Analysis Management Access Portal (RAP) access to the users under their chain of command and area of responsibility. |
| Security Agreements & Certificates | Jerry Gerzich |
| Supervisor Role | SUPERVISORACCESS Open Request |
| Alternate Supervisor | Date: 05/10/23 - 05/15/23 Role: Temporary Supervisor Status: Proving Hismate Acceptance View User Details |
| Supervisor Summary | |
| Authorizer Role | and |
| | This is the grouping of other users who have named you as their alternate supervisor, the duration, and if you have accepted or rejected this assignment. Authorizer Name Duration Accept or Reject |
| | Gergich, Jerry 05/10/2023 - 05/15/2023 🔗 Accept 😵 Reject |
| | Save |

On the "Alternate Supervisor Role Access" page, you can see any requests you've received to be an alternate supervisor. Click the "Open Request" button to view request details.

| Them | Alternate A | uthori | zer Request | | | | |
|-----------------------|-------------------------|-----------------|---------------------------|--------------------------|----------|------------------|---------------------------|
| sodne | Date: 05/10/23 - 05/ | 15/23 | Role: Temporary A | uthorizer | | | |
| | Status: Pending Alter | mate Acceptance | | | | | |
| | Signed Authorizer | Agreement | : Yes | | | | |
| | Purpose: Alternate | Authorizer r | esponsibilities while I'm | out of the office. | | | _ |
| Per | Approver History: | liew Past Re | scord | | | | |
| Em | Approve | | | | | | Reject |
| Em | | | outer then the authority | to authorize Rick Analy | orie Ma | nament &co | and |
| PIV User | , | th | e users under their chain | of command and area o | frespo | onsibiliity. | and the first function of |
| Security Certifica | Agreements & | | Jerry Gergich | | | | |
| Supervi | sor Role | | SUPERVISORACCESS | | | | Doen Request |
| Alte | rnate Supervisor | | Date: 05/10/23 - 05/15/23 | Role: Temporary Sup | ervisor | | View User Details |
| Sup | ervisor Summary | | | | | | |
| Authoriz | ter Role | | Add | | | | |
| | | | 2000 - C | | | | |
| | | | Alternate Supervisor A | ssignments | | | ^ |
| | | | This is the grouping of o | ther users who have na | med ye | ou as their alte | rnate supervisor, the |
| | | | duration, and if you hav | e accepted or rejected t | his assi | ignment. | |
| | | | Authorizer Name | Duration | ¢ | Accept or R | eject |
| | | | Gergich, Jerry | 05/10/2023 - 05/15/20 | 23 | 🖉 Accept | 😢 Roject |
| | | | | | | | |
| | | | | | | | |
| | | | Save Cancel | | | | |

Depending on if you will be available and feel you are fit to be the person's alternate supervisor, choose "Approve" or "Reject."

5.4.2. Assigning an Alternate Supervisor

To designate others as your alternate supervisors, navigate to the "Alternate Supervisor Role Access" page. There is a button to "Add" alternate supervisors, as well as a list showing your previous supervisor requests, if any, and if the request was accepted or rejected.

| Profile The profile allows the user to edit their onboarding team for additional inform | account information. For any further questions please view the <u>Besources page</u> or defer to your ation on applications and access requirements. |
|--|--|
| Personal Information Employment Status Employment Status #2 PIV User Security Agreements & Certificates | Alternate Supervisor Role Access In the section allows the current supervisor to grant a federal user the role and responsibility as an alternate supervisor. Delegation of authority designates the title of "Supervisor" to the user and provides them the authority to authorize fields. Analysis Management Access Portal (RAP) access to the users under their chain of command and area of responsibility. |
| Supervisor Role Alternate Supervisor Supervisor Summary Authorizer Role | Alternate Supervisor Assignments |
| | Supervisor Name Duration Accept or Reject Walowitz, Howard 05/10/2023 - 05/15/2023 |
| Return to top | |

If you click "Add," you'll be taken to a form to input information about your alternate supervisor and the time frame for which they'd assume your responsibilities.

| Personal Information | Alternate Supervisor Pole Access | |
|---------------------------------------|--|--|
| Employment Status | Alternate Supervisor Role Access | |
| Employment Status #2 | This section allows the current supervisor to grant a federal user the role and responsibility as an alternate supervisor. Delegation of authority designates the title of "Supervisor" to the user and | |
| PIV User | provides them the authority to authorize Risk Analysis Management Access Portal (RAP) access to the users under their chain of command and area of responsibility. | |
| Security Agreements & Certificates | First Name* Middle Initial | |
| Supervisor Role | Leonard | |
| Alternate Supervisor | Last Name* | |
| Supervisor Summary | Hofstadter | |
| Authorizer Role | Suffix | |
| | Email" XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | |
| | Alternate Supervisor Assignments | |
| | Add | |
| | | |
| | | |

After completing the form and again clicking "Add," a confirmation pop-up will appear. Note that the alternate supervisor must still accept the request through their own account, as shown in 5.4.1.



6. Authorizers

Authorizers are designated federal employees who serve as the Authorizer for the RAM Access Portal. The RAM System Owner is responsible for selecting the authorizers to assist in the authorization process.

The Authorizer is responsible for:

- 1. Providing final approval or denial of their users/requesters access request.
- 2. Verifying "need to access" and compliance with system rules as well as being able to support or defend them during any audit or review of system access.
- 3. Ensuring the monitoring of and compliance with all applicable contract clauses regarding access control or other information sharing agreements by providing oversight on:
 - o Understanding and maintaining accurate records of their users' access needs
 - Ensuring completion and currency of cyber security, privacy training, and security agreements as a prerequisite for access to the system
 - o Monitoring and enforcing authorized use of the system by their users/requesters
 - Timely initiation of the authorization revocation process for their users/requesters in the event access to PII is no longer needed, if violations have been committed regarding appropriate use, or if unauthorized accessing of PII has occurred

6.1. Authorizer Updates

If there is a change in authorizers, an existing authorizer has the ability request the authorizer role be added to another user's account. To do this, click on the profile icon in the top right corner of the screen and select Edit Profile. Anyone with an Authorizer role will have access to a special authorizer section of the profile page which will appear in the account section. If you input the email address of any user that needs an Authorizer role and press Save, a request will be submitted to add the role to their account. Once the user has the role, please let RM-IT Help know which employment area they are becoming the authorizer for so that they can ensure the correct requests are routed to them for approval.

| Authorizer Access Delegation | | | | |
|--|---|--|---|--|
| Before you make edits to your personal i access to applications until your change delegate a user authorizer access. | information, please be aware that your acc s have been approved. You must agree to t | ount will freeze due to an acco he guidelines of the Delegation | unt review process and you cannot request of Signature Authority (DOSA) before you can | |
| Authorizer Access Delegation • | | |] | |
| Accept Authorizer Role | | 10/11/2024 | Delagation of Signature Authority Date of Expiration • | |

You may also reach out to RM-IT Help to notify them of the change. Please provide the name and email of the new authorizer, the name of the old authorizer, and what Region or Branch they will be an authorizer for. The help desk will work with CDS to update this information and ger the new authorizer set up with the correct roles.

6.2. Revoke User Access

The process of revoking user access is the same for supervisors and authorizers. For detailed instructions, see **Section 5.2**.

6.3. Responding to Requests

The process of responding to requests is the same for supervisors and authorizers. Please refer to **Section 5.3** for detailed instructions.

6.4. Alternate Authorizers

In cases where you are out of the office and unable to respond to requests from users you authorize, you can grant another authorizer the role and responsibility to accept and deny requests for the period in which you're unavailable. Others can also request you as their alternate authorizer. Please refer to **Section 5.4**, as the process for authorizers is the same as for supervisors.

6.5. Authorizer Delegation of Authority

Every Authorizer needs to review the Delegation of Signature Authority at least once per year. If you are an Authorizer who does not have a review date within the past year, your account will be locked until the review is complete

To complete the review, access the profile page by clicking the profile icon on the top right corner of the screen and selecting Edit Profile. Authorizers have a special section of the profile screen where you can review the Delegation of Authority letter.

| Authorizer Access Delegation | | | | |
|--|--|---|--|--|
| Before you make edits to your personal ir access to applications until your changes delegate a user authorizer access. | iformation, please be aware that your acco have been approved. You must agree to th | ount will freeze due to an accou le guidelines of the Delegation o | nt review process and you cannot request of Signature Authority (DOSA) before you can | |
| Authorizer Access Delegation * | | | | |
| | | | Delagation of Signature Authority Date of Expiration | |
| Accept Authorizer Role | | 10/11/2024 | | |

In order to complete your review, please click the blue button that says "Accept SA". Upon clicking the button, a pop-up will appear with the Delegation of Signature Authority.

| Delegation of Signature Authority (SA) | |
|--|-----|
| | |
| Delegation of Signature Authority | |
| This Delegation of Signature Authority (SA) as described below, will be effective from November 1, 2022 and remain in effect un January 31, 2024. | I |
| As the Risk Analysis and Management (RAM) system owner, I am delegating the SA, solely to approve or deny user account requere to the RAM system and its applications. This is a delegation of authority, but ultimately the responsibility is solely mine as the System Owner. | sts |
| This SA is specific to the RAM System User Management Plan and processing within the Risk Analysis Management Access Porta (RAP) application. This requires the SA to validate that all required information provided in the application is accurate and that requestor's signed Rules of Behavior and proof of security and privacy training is submitted with the request. In-addition, the authorizer will validate that the user requesting access is authorized to perform designated duties under a FEMA/RMD/FIMA contract, partner agreement, or federal job description The authorized to perform designated duties under a FEMA/RMD/FIMA contract, partner agreement, or federal job description The authorizet signated by this memo cannot be re-delegated by anyone The approved list of authorizers is located on the next page. If your name is not shown on the approved list of authorizers, you must request signatory approval from the RAM system owner: Joanne Neukirchen, Branch Chief, Information, Technology, and Data Management Branch. To agree to the signatory authority and responsibility herein, please print and sign your name, date, and organizational information in the fields below. | he |
| Cancel Accept | |
| | |

Review the letter and then click the checkbox to Accept and Acknowledge the review. You will then be able to click the Accept button. The Delegation of Signature Authority Date of Expiration will then

be updated to one year from the current date. You may review the delegation letter again at any point to ensure that you are always up to date with your review.

7. Appendix

7.1. RAP Application Catalog

The table below details the list of <u>applications</u> accessible through the RAP.

| Risk Analysis Management System | Description |
|---|--|
| Case File Access System (CFAS) | CFAS is an online tool that provides file synching between Letters of Map Change (LOMC) Clearing house and CFAS |
| FileTrail | File Trail is the FEMA Engineering Library's inventory tracking and management application. Internal requesters (FEMA staff, contract providers, and CTPs) may use File Trail as the primary means for requesting NFIP technical and administrative data from the Engineering Library. |
| Flood Hazard Determination (FHD) | National Flood Insurance Program (NFIP) regulations require the publication of a Flood Hazard Determination (FHD) notice for every Flood Risk Project, including Physical Map Revisions (PMRs), and LOMRs that include new and/or modified FHDs. The FHD tool allows the user to create FHD notices quickly and consistently. Users enter information specific to a Flood Risk Project or LOMR to create the notice and this information then generates the appropriately formatted html notices for FEMA's Flood Hazard Mapping Website. This data also feeds the interim and proposed notice Federal Register docket templates that FEMA HQ uses for Federal Register publication |
| Hazus Loss Library (HLL) - Data Import Dashboard | The Hazus Loss Library Data Import Dashboard is the platform for the Hazus team to upload Hazus analyses into the Hazus Loss Library. The Hazus Loss Library is a free, public, and centralized repository for accessing natural hazard risk information, curated by FEMA's Natural Hazards Risk Assessment Program (NHRAP), and can be accessed outside of RAP. The Data Import Dashboard is intended for uploads only, not access of the public application. |
| Mapping Information Platform (MIP) | MIP is an online tool used to support the vision of Flood Map Modernization (MapMod) and Risk Mapping, Assessment and Planning (Risk MAP) to record progress and upload data for a study project. The MIP Studies Workflow is a series of tasks and activities completed by |

| | the PTS or CTP, the Regional Service Center (RSC) and |
|--|--|
| | FEMA to complete a studies project. The MIP also |
| | documents and tracks the MT-1 and MT-2 workflows |
| | The Mitigation Planning Portal (MPP) is an online platform |
| | for tracking and reporting mitigation plans and related data |
| Mitigation Planning Portal | elements across all ten Federal Emergency Management |
| (MPP) | 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 |
| | P4 is an online GIS-based platform designed to support and |
| | track Regional multi-year planning and sequencing efforts. |
| | The system allows for the creation and tracking of projects |
| | with specific geographical footprints. These projects are |
| | then comprised of multiple geographically tagged |
| Project Planning and | purchases which contain scope, quantity, and cost |
| Purchasing Portal (P4) | information. The information is used to generate |
| | procurement information, specifically and ordering template |
| | and a Statement of Priorities (SOP) for Planned purchases. |
| | P4 also capture planned and realized program metrics |
| | (deployment & NVUE initiated) and generates national and |
| | regional reports on current and planned progress |
| | SharePoint is the digital SharePoint portal providing access |
| | to all of Risk Management Directorate's SharePoint sites. |
| Risk Management Directorate (RMD) SharePoint | The intent of the RMD SharePoint portal is to encourage |
| | information sharing and collaboration across all program |
| | teams. Sites are represented across all 10 Regions, as well |
| | as the HQ RMD Divisions: Communications and |
| | Management Division, Engineering and Modeling Division, |
| | and the Planning, Safety, and Building Sciences Division |