

# National Preparedness Directorate (NPD) Secure Portal

In order to gain access to the National Preparedness Directorate (NPD) Secure Portal, for purposes of reviewing the Preliminary Statewide Communications Interoperability Plans (SCIPs), please email your name and contact information to the NPD Centralized Scheduling and Information Desk (CSID) at [askcsid@dhs.gov](mailto:askcsid@dhs.gov) (Subject: PSIC Program Office). Upon receipt of your e-mail, you will be sent an invitation to register. Once the registration process is complete your account will be approved and you will be able to log on to the system.

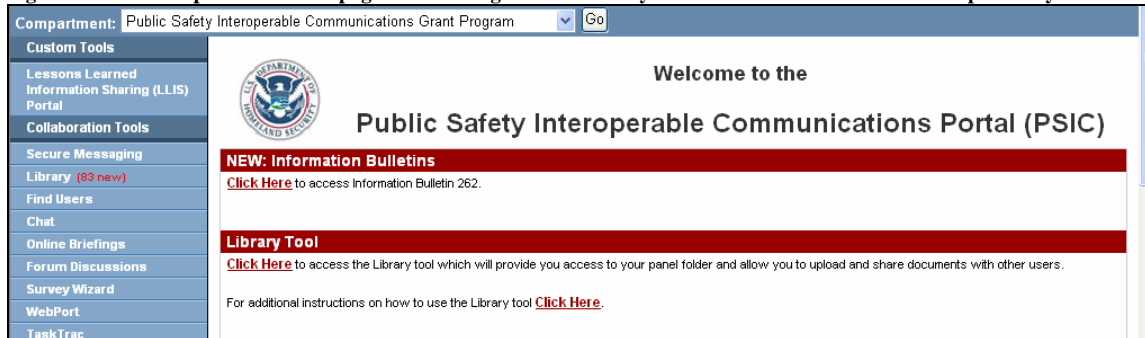
The three tools that will be most widely utilized through this process are the Library, Secure Messaging and Chat. Please follow the steps below in order to use these tools. Should you have any questions regarding the registration process or how to upload a document please contact Rebecca Bean at (703) 682-6017, [Becky.Bean@nc4.us](mailto:Becky.Bean@nc4.us) or the Help Desk at (804) 744-8800, [helpdesk@nc4.us](mailto:helpdesk@nc4.us).

## Library

This tool allows you to upload and share documents with other users:

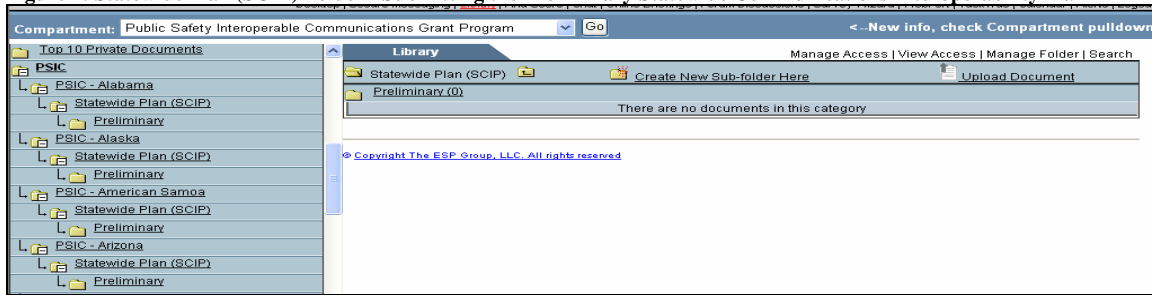
- Click on the “Collaboration” link from the desktop.
- Select the “Library” link from the list of collaboration tools.

**Figure 1: PSIC Compartment Homepage - Submitting the Preliminary Statewide Communications Interoperability Plan**



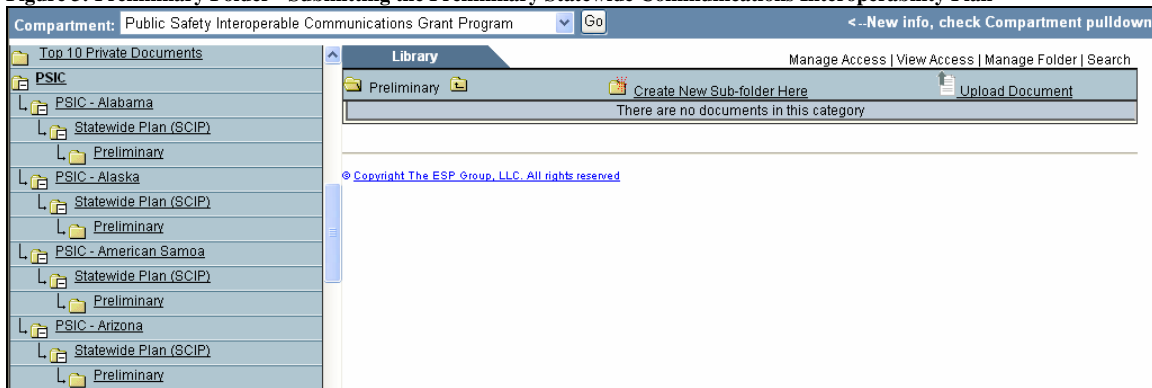
- Click on the appropriate folder listed in the left hand frame (all folders will follow the same scheme as “PSIC – State/Territory”).
- Within your selected PSIC-State/Territory folder click on the appropriate sub-folder, “Statewide Plan (SCIP)”.

**Figure 2: Statewide Plan (SCIP) Folder - Submitting the Preliminary Statewide Communications Interoperability Plan**



- In regards to submitting the Preliminary Statewide Plan, please upload to the folder identified as “Preliminary” only.

**Figure 3: Preliminary Folder - Submitting the Preliminary Statewide Communications Interoperability Plan**



- Once you have selected the folder, click the “Upload Document” link in the middle of the folder screen on the right hand side. You also have the option to notify others with access to that folder that you have uploaded a document by checking the “Send Notification” box. There is also a “Bulk Upload” capability that will allow you to upload multiple documents at once. However, you must be using **Internet Explorer and have the most recent version of Flash on your system.**
- Please use the following naming convention when uploading the Statewide Plan [State/Territory Name, Preliminary SCIP, Date], a brief document description and select the file from your computer to upload. Click the “Finished” button to upload your file.

# NPD Secure Portal

## Secure Messaging

This tool allows you to send internal messages, with attachments, to any other user participating in the NPD Secure Portal:

- Click on the “Collaboration” link from the desktop.
- Select the “Secure Messaging” link from the list of collaboration tools.
- Click on “Compose Message” in the upper right hand side.
- Use the search feature to send a message to an organization or another portal user (make sure the appropriate “Orgs” or “Users” box is checked when searching).
- Highlight the organization name and click the “To” box to move the name into the “To:” column.
- Type in a subject and message.
- Select a notification option at the bottom.
- Click “Send” to send the message.

## Chat

This tool allows users to participate in a real-time chat with other users participating in the system. Use this tool to post questions regarding the program and/or the NPD Secure Portal:

- Click on the “Collaboration” link from the desktop.
- Click on the “Chat” link from the list of collaboration tools.
- Select the “Questions and Answers Chat” from the drop down box in order to join the discussion.
- Use the text box in the bottom right hand corner to post a message. If you post a question in this area, you will receive a written response from an Administrator within 48 hours of your posting.
- Use the “View Transcript” hyperlink in the upper right hand corner to view previous chat postings.