



## A. LOGGING IN TO NIMSCAST

Step 1: Navigate to NIMSCAST ([www.fema.gov/nimscast](http://www.fema.gov/nimscast)).

Step 2: In the **Email** field, enter the email address is associated with your account.

Step 3: In the **Password** field, enter your password.

**Note:** Users who forget their passwords can click the **Lost or forgotten password** link in the Log In box or **Reset My Password** on the Navigation menu to be sent to the **Reset my password** page.

Step 4: Click the **Log In** button.

## B. RESETTING YOUR PASSWORD

Users who have forgotten or lost passwords can reset their password from the NIMSCAST log in page ([www.fema.gov/nimscast](http://www.fema.gov/nimscast)).

Step 1: Click the **Reset My Password** link located on the Navigation menu or click the **Lost or forgotten password** link in the Log In box.

Step 2: On the Reset Your Password page, in the **Email** field, enter your email address.

Step 3: Click on the **Reset Password** button.

Step 4: A new temporary password will be emailed to you. Your old password will no longer be valid.

- If logging in less than 24 hours from the time that the email was sent, click on the **Change my password** link to access NIMSCAST and change your password.

- If logging in more than 24 hours from the time that the email was sent, click on the **Change my password after the 24 hour period** link to reset or renew their temporary password. Another email will be sent to the user with a new password link.

## C. UPDATING YOUR USER PROFILE

NIMSCAST users should ensure that their current profile and contact information is up to date.

Step 1: Click the **Edit My User Profile** link on the Navigation menu.

Step 2: Update your name, organization, email, or telephone number as necessary.

**Note:** If you change your email address, it will become your new NIMSCAST log in ID. An email confirmation message will be sent to your new email address. You must acknowledge this message by clicking on the link contained in the email message to complete the email address change.

Step 3: Click the checkboxes to select your email preferences.

Step 4: Select the radio button next to the appropriate option for rollover reminders.

Step 5: Click the **Save** button to save the changes.

## D. IDENTIFYING YOUR CURRENT ACCOUNT

Some users have access to more than one NIMSCAST account. It is important to ensure that you are using the correct account.



Step 1: Look to the upper part of the page where you will see [**Current Account**] » USA and the account string. The last entry in the account string (in bold) indicates your current account location.

Step 2: To change your account, click on one of the links within the account string to select that account or click the [**Current Account**] link for a full list of accounts that you can access.

[Current Account] » USA » Region 3 » Virginia » Loudoun

## E. VIEWING ASSESSMENT METRICS

NIMSCAST enables users to view and complete active assessments and to view inactive assessments. To view an assessment, verify that you are in the correct account by reviewing the account string.

Step 1: Click the **Select an Assessment** link, located in the Navigation menu.

Step 2: Click on the appropriate assessment link to open the assessment dashboard.

Step 3: Click on the appropriate objective link to open the implementation objective and associated metrics.

Assessment	% Complete	Rollup Date	Last Update Date	Printable (PDF)
FY2010 NIMS Implementation Metrics	100%	2011-03-21	2011-03-21	
FY2009 NIMS Implementation Metrics	100%	2011-03-21	2011-03-21	
FY2008 NIMS Compliance Metrics	100%	2011-03-22	2011-03-22	
FY2007 NIMS Compliance Metrics	100%	2009-09-29	2008-05-16	

Step 4: Click the plus icon next to the appropriate section to open the metric objectives.

Step 5: Click on the metric title link, to open the assessment metric.

Sections	Complete	FY2010	FY2010+
<input checked="" type="checkbox"/> NIMS Adoption Implementation Objectives	2 / 4 (50%)	1 / 4 (25%)	
1. Adoption	✓	✓	
3. Point of Contact	✓	!	
<b>4. Implementation Strategy</b>	✗		
5. Ensure Federal Preparedness Funding support NIMS	✗		

## F. GETTING HELP

There are several ways to get assistance when using NIMSCAST:

- Found in the Resources menu, the *NIMSCAST Users Guide* provides step-by-step instruction for common user activities conducted in NIMSCAST.
- In addition to the *NIMSCAST Users Guide*, the NIMSCAST Resources menu includes links to useful reference information:
  - Acronyms
  - Glossary
  - Announcements
  - NIMSCAST Frequently Asked Questions
  - Implementation Guidance
  - NIMS (Resource Center)
  - NIMS Frequently Asked Questions
  - Five-Year NIMS Training Plan
  - NIMS Document
- For additional information concerning NIMS implementation and NIMSCAST, please contact the National Integration Center at (202) 646-3850 or email: FEMA-NIMS@dhs.gov.

