Accessing the 2022 Nationwide Cybersecurity Review (NCSR) Completion Certificate

The below steps show how to access and export a "Completion Certificate" document specific to the 2022 Nationwide Cybersecurity Review (NCSR). This Completion Certificate document will be available once your entity has completed and submitted the NCSR assessment.

The exported PDF can be communicated or distributed to relevant contacts who administer your state's Homeland Security Grant Program (HSGP) process. A State Administrative Agency (SAA) office may require this certificate be delivered to a contact via email or be uploaded to a grant management portal. For reference, the following FEMA webpage shows SAA contact information, which can be utilized if further details are needed specific to a state's HSGP process: https://www.fema.gov/grants/preparedness/state-administrative-agency-contacts.

Directions:

1. Log into the NCSR portal: https://cis.my.logicmanager.com/

2. Enter your username and password and select 'Log In'. Note: If a password reset is needed, please select "Get a new password".

3. View the section named "Report Portal" on the home screen:

4. Select the sub-folder named "2022 NCSR Completion Certificate":

Note: This folder also contains a report named "Past Years of Participation" which displays 2021 and prior years of NCSR participation.

5. To access the 2022 Certificate, select the report named "2022 NCSR Completion Certificate":
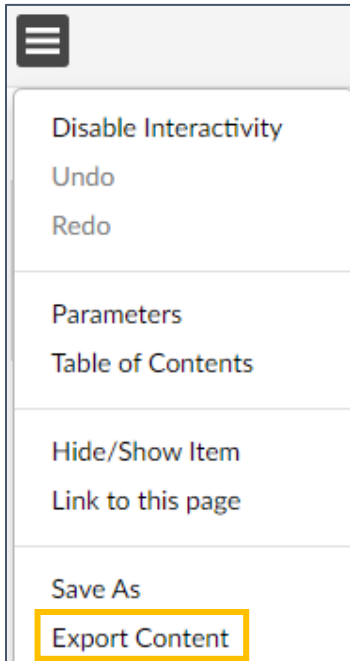

6. Your organization and any additional entities listed within Question #2 of your NCSR assessment will be displayed, along with a "Task Status" of "Completed". Below is a test example of how the information will appear:

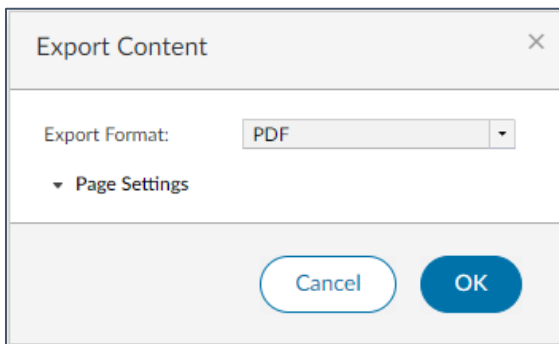| NCSR Organization Name	2022 NCSR Task Name	2022 NCSR Status	2022 NCSR Completion Date

7. To export this Completion Certificate document as a PDF, select the triple bar icon on the upper left-hand side of the screen:

8. Select the 'Export Content' option:

9. The following box will appear. Select the PDF option and click 'OK':

10. The PDF will generate and can be used to verify completion of the 2022 Nationwide Cybersecurity Review (NCSR).

Appendix: Visual Certificate: If you would like a separate visual document showing NCSR completion for internal purposes, then utilize Step #4 above and select the report option named "2022 Visual NCSR Certificate".

The below example displays this visual certificate:

Certificate of Completion

THIS ACKNOWLEDGES THAT

MS-ISAC TEST ORGANIZATION

HAS SUCCESSFULLY COMPLETED THE

2022 Nationwide Cybersecurity Review (NCSR)