



NCSR GENERAL USER GUIDE

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Introduction

Welcome to the Nationwide Cybersecurity Review (NCSR) Portal! This guide will provide you with the information needed to navigate the platform, review your results, and export your data.

Signing On

- To access the NCSR portal, please visit the following link: <https://grc.archer.rsa.com>
- You will then enter your credentials and use the provided Instance Number: 20244

If you need assistance, please contact NCSR@cisecurity.org



The image shows a screenshot of the RSA Archer GRC User Login interface. The page has a dark grey background with a light grey header and footer. The main content area is dark grey and contains the following elements:

- User Login**: The title of the page, centered at the top.
- User Name:** A label followed by a white input field.
- Instance:** A label followed by a white input field.
- Password:** A label followed by a white input field.
- Login**: A button located below the input fields.
- > Display Domain**: A link located to the right of the Login button.

At the bottom of the page, the RSA Archer GRC logo is displayed, with the text "Powered by the RSA Archer GRC Platform™" below it.

NCSR General User Dashboard

This dashboard provides a general overview of the NIST Cybersecurity Framework Functions and Categories, the response scale used to answer the assessment, along with key links.

The dashboard features a top navigation bar with 'Home' and 'Edit' options. Below this, a 'Dashboard: NCSR General User' header is visible. The main content area is divided into several sections:

- NCSR Intro:** A large banner with the text 'Welcome to the Nationwide Cyber Security Review' and a brief description of the NCSR.
- Take the NCSR:** A table showing questionnaire details.

Questionnaire ID	Year	Organization	Progress Status	Entity Type	Industry
305011	2018	test	<div style="width: 100%;"></div>	Town/Township/Village	Judicial
- General NCSR Links:** A list of links including 'Nationwide Cyber Security Review General Info', 'NIST Cybersecurity Framework Overview', and 'DHS C3 Program'.
- Contact Us:** Information for reaching the NCSR team, including an email address (NCSR@disecurity.org) and a phone number.
- NCSR Instructions:** A section with instructions on how to take the NCSR.
- Helpful Hints:** A section with tips for using the dashboard.
- Maturity Levels:** A table defining maturity levels from 1 to 7.

Score	Maturity Level
7	Optimized: Your organization has formally documented policies, standards, and procedures. Implementation is tested, verified, and reviewed regularly to ensure continued effectiveness.
6	Tested and Verified: Your organization has formally documented policies, standards, and procedures. Implementation is tested and verified.
5	Implementation in Process: Your organization has formally documented policies, standards, and procedures and is in the process of implementation.
4	Risk Formally Accepted: Your organization has chosen not to implement based on a risk assessment.
3	Partially Documented Standards and/or Procedures: Your organization has a formal policy in place and begun the process of developing documented standards and/or procedures to support the policy.
2	Documented Policy: Your organization has a formal policy in place.
1	Informally Performed: Activities and processes may be substantially performed and technologies may be available to achieve this objective, but they are undocumented and/or not formally approved by management.
1	Not Performed: Activities, processes and technologies are not in place to achieve the referenced objective.
- NIST Cybersecurity Framework Overview:** A bar chart showing the number of categories for each function.

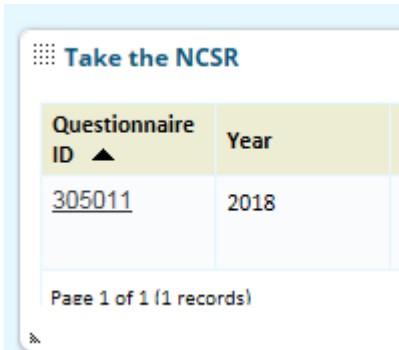
Function	Number of Categories
DETECT (DE)	3
IDENTIFY (ID)	5
PROTECT (PR)	6
RECOVER (RC)	3
RESPOND (RS)	5

Accessing the Questionnaire:

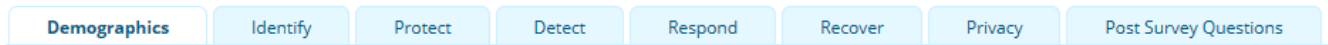
Under the NCSR General User Dashboard, there is a section named “Take the NCSR” on the upper right hand corner. Select the hyperlink under the column named “Questionnaire ID”.



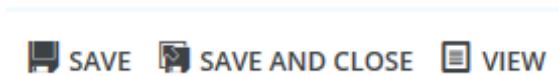
Enlarged View:



Once in the questionnaire, use the tabs to navigate through the survey.



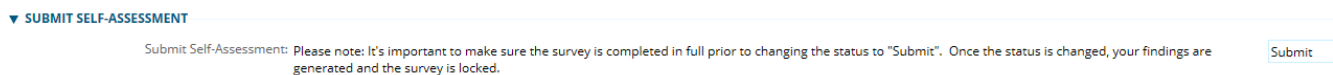
To save any edits to your questionnaire, use the Save option in the upper left side of your screen.



Once completely finalized, be sure that your progress count is **124 of 124 completed**.

Progress: 124 of 124 Completed

To officially submit the questionnaire, select the “Submit” option in the “Submit Self-Assessment” section.



Please note, once you change the status to “Submit”, your questionnaire is locked and a majority of the reports are generated.

Reviewing Your Organization's General Information

Within the questionnaire, under General Information, click on your organization's name.

GENERAL INFORMATION

Questionnaire ID: 305011

Organization: test

Progress: 124 of 124 Completed

Progress Status: 100%

Entity Type: Town/Township/Village

Year: 2018

Due Date: 12/15/2018

What does your organization need to comply with? (Can select multiple answers below)

Compliance Drivers: CJS
 FERPA
 HIPAA
 IRS 1075
 PCI
 SSA
 N/A
Edit

Admin Findings: Generate

This will bring you to an area that houses all of your organization's General Information, such as:

- Organization, Org ID, Org Users, Entity Type, State of Origin, Compliance Drivers, Years Participated, Division, Industry, and Population.

You can utilize the displayed tabs to navigate a previous year's questionnaire and current profile.



Accessing Your Results

To access your reports, click on the home icon in the upper left hand corner.

Nationwide Cyber Security Review

305011 Nationwide Cyber Security Review 2018

124 of 124 Completed

Created Date: 1/11/2019 1:29 PM Last Updated: 1/15/2019 2:52 PM

INSTRUCTIONS

GENERAL INFORMATION

Questionnaire ID: 305011

Organization: test

Progress: 124 of 124 Completed

Progress Status: 100%

Entity Type: Town/Township/Village

Industry: Judicial

Year: 2018

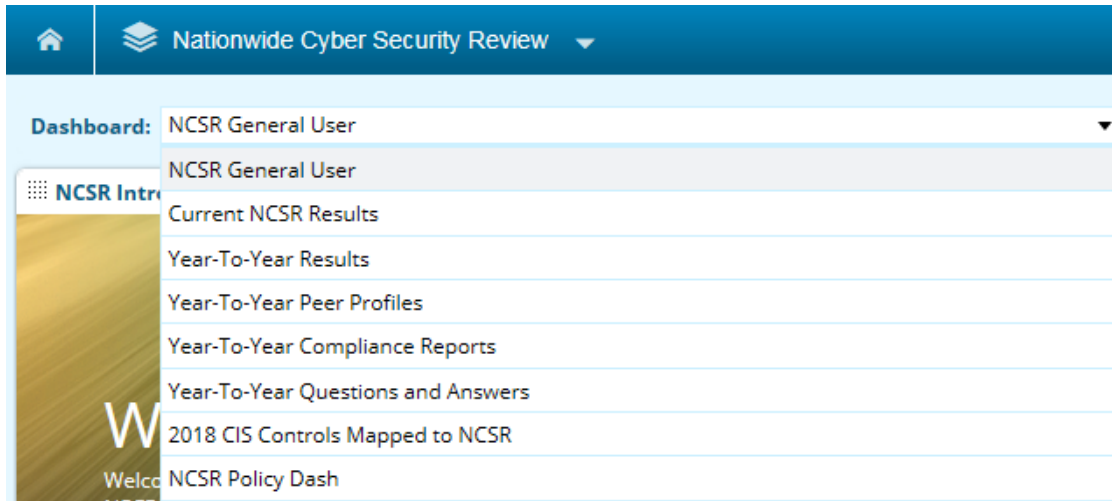
Due Date: 12/15/2018

What does your organization need to comply with? (Can select multiple answers below)

Compliance Drivers:

SUBMIT SELF-ASSESSMENT

This will bring you back to the **NCSR General User** Dashboard.



Dashboard Option with Applicable Reports:

NCSR General User: Gives a general overview of the NIST Cybersecurity Functions and Categories, the response scale used to answer the survey, and key links.

Current NCSR Results: Provides your organization's current NCSR results across the NIST Cybersecurity Framework Functions and Categories. *Please note, once your 2018 survey's progress status reaches 100% and you submit your survey, your previous year's results will be replaced with your 2018 results.*

Year-To-Year Results: Provides your year-to-year NCSR results across the NIST Cybersecurity Functions and Categories.

Year-To-Year Peer Profiles: Provides your year-to-year NCSR results across the NIST Cybersecurity Functions and Categories in comparison to your peers. Your peer groups are based on your Entity Type and Industry (Example: State Health & Human Services). *Please note: Your results will be compared anonymously to other organizations in your peer group. The reports will be available shortly after the survey officially closes.*

Year-To-Year Compliance Reports: Provides access to your year-to-year compliance reports. Currently, we have the HIPAA Security Rule Crosswalk mapped to the NIST Cybersecurity Framework.

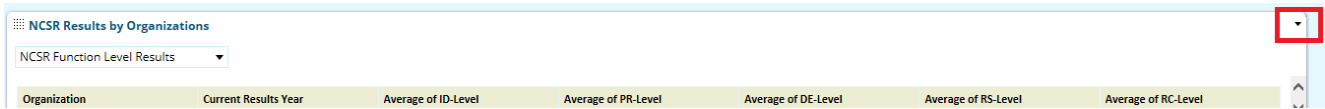
Year-To-Year Questions and Answers: Provides a listing of all your questionnaires and submitted answers.

2018 CIS Controls Mapped to NCSR: Provides a report that maps version 7 of the CIS Controls to the NCSR questions, along with your submitted answers.

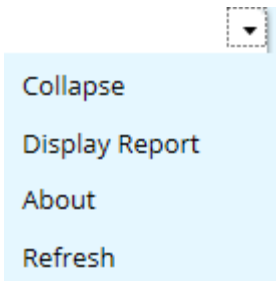
NCSR Policy Dash: Displays access to a repository of authoritative sources that provide a general understanding on what guides and governs your organization.

Displaying Dashboard Data & Viewing the Reports

Within each dashboard, you can edit how the data is displayed by clicking on the dropdown arrow in the right hand corner.



The following options appear when selecting that dropdown arrow.



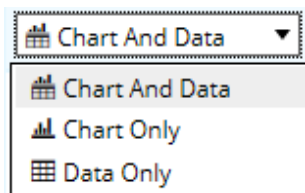
Click on “Display Report”. From here, you can change the way the data is displayed and/or represented by utilizing the tools highlighted below.

Please note: Not all reports are able to be displayed in graph format, as it’s dependent on the number of data points being displayed.

After selecting the “Display Report” option, the following area is on the upper left side of your screen.

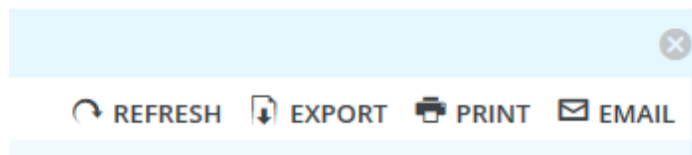


This allows you to change the appearance and formatting of your data and reports. For example, the field that says “Chart And Data” can be selected, and the dropdown options below will appear. You can select “Chart Only” or “Data Only”. The chart is a bar graph, to give a visual on the data. The Data Only option shows only the numeric values of the specific report you are viewing.



Sharing & Communicating the Reports

Using the options below, you can export, print, or email the reports. These options are on the upper right side of your view within a report.



When exporting, you will have options such as Microsoft Excel and Adobe PDF.

Data Reporting Template & Additional Resources

The following page on the Center for Internet Security website gives additional NCSR details, including a link to a Word document named “2018 NCSR End User Data Reporting Template”. That template can be used to compile your 2018 NCSR data/charts and present to your stakeholders.

<https://www.cisecurity.org/ms-isac/services/ncsr/>

Contact the NCSR Team

If you have any questions, concerns, or issues, please do not hesitate to contact an NCSR team member at NCSR@cisecurity.org, or by phone at 518-880-0736 or 518-516-6116. We will be sure to get back to you as soon as possible.

Thank you for participating in the NCSR!