



NCSR 2019 October 1–December 31

General User Guide

Contents

Introduction	1
NCSR General User Dashboard	2
Accessing the Questionnaire:	3
Reviewing Your Organization's General Information	4
Accessing Your Results	5
Displaying Dashboard Data & Viewing the Reports	7
Sharing & Communicating the Reports	8
Data Reporting Template & Additional Resources	8
Contact the NCSR Team	8

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 screenshot shows a web-based login interface for RSA Archer GRC. The title "User Login" is centered at the top. Below it are three input fields labeled "User Name:", "Instance:", and "Password:". A "Login" button is positioned below the password field. To the right of the password field is a link "> Display Domain". At the bottom of the interface, the "RSA | Archer GRC" logo is displayed, with the text "Powered by the RSA Archer GRC Platform™" underneath 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.

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.
	Not Performed: Activities, processes and technologies are not in place to achieve the referenced objective.

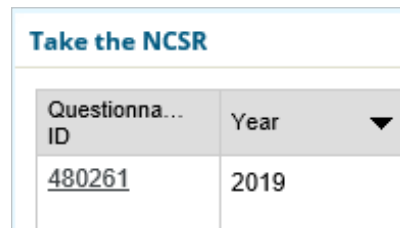
Function	Number of Categories
DETECT (DE)	3
IDENTIFY (ID)	5
PROTECT (PR)	6
RECOVER (RC)	3
RESPOND (RS)	5

Accessing the Questionnaire:

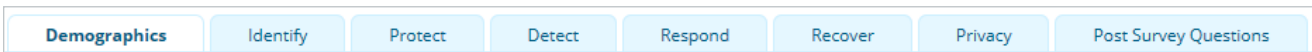
Under the NCSR General User Dashboard, there is a section named “Take the NCSR” on the upper right-hand corner. Select the hyperlink under the column named “Questionnaire ID”.



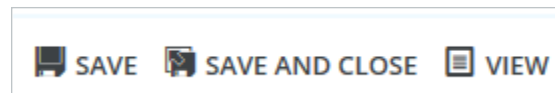
Enlarged View:



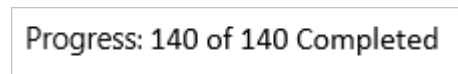
Once in the questionnaire, use the tabs to navigate through the survey.



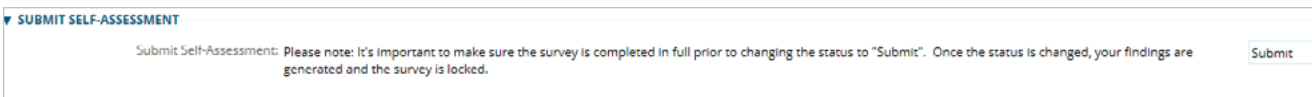
To save any edits to your questionnaire, use the Save option in the upper left side of your screen.



Once completely finalized, be sure that your progress count is 140 of 140 completed.



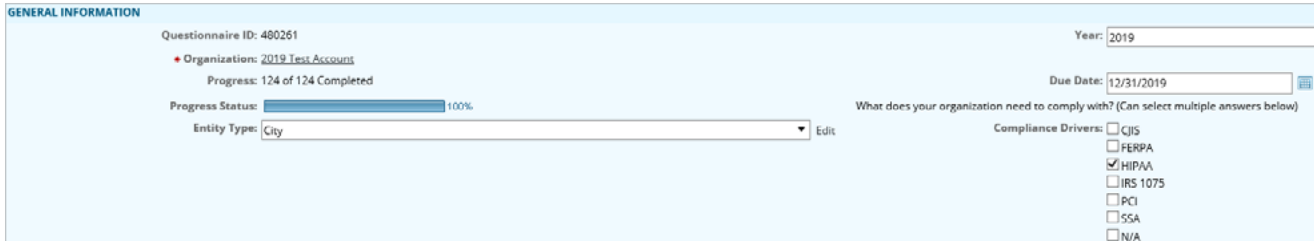
To officially submit the questionnaire, select the “Submit” option in the “Submit Self-Assessment” section.



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: 480261

Organization: [2019 Test Account](#)

Progress: 124 of 124 Completed

Entity Type: Edit

Year: 2019

Due Date:

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

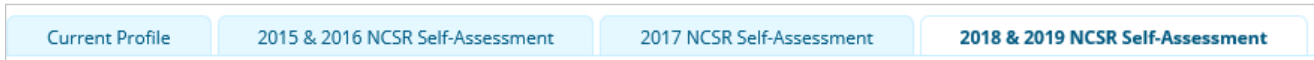
Compliance Drivers:

- CJIS
- FERPA
- HIPAA
- IRS 1075
- PCI
- SSA
- N/A

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.

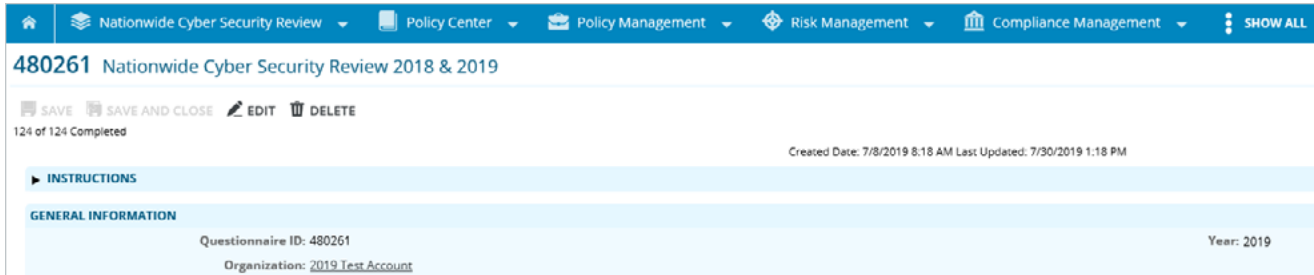
You can utilize the displayed tabs to navigate a previous year's questionnaire and current profile.



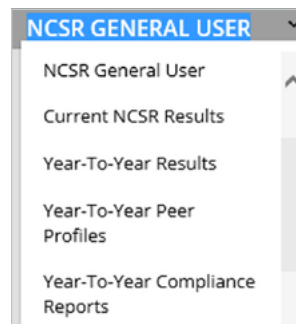
Current Profile 2015 & 2016 NCSR Self-Assessment 2017 NCSR Self-Assessment **2018 & 2019 NCSR Self-Assessment**

Accessing Your Results

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



This will bring you back to the NCSR General User Dashboard, which includes a dropdown listing of additional dashboards. Please note, the listing of dashboards below will show data from NCSR's completed in past years, until the 2019 NCSR is completed.



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 2019 survey's progress status reaches 100% and you submit your survey, your previous year's results will be replaced with your 2019 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.

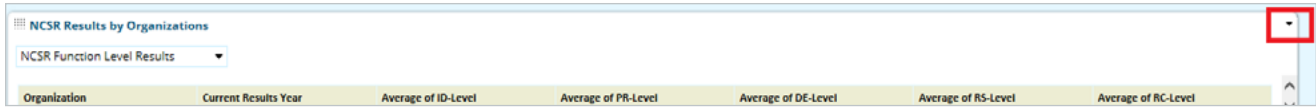
CIS Controls Mapped to NCSR: Provides a report that maps the CIS Controls to the NCSR questions, along with your submitted answers.

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

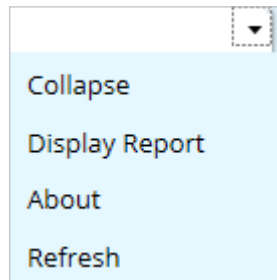
Findings: Provides a report that maps your organizations NCSR questions that were answered below the recommended minimum maturity of “Implementation in Process” to the NIST Cybersecurity Framework informative references (NIST CSF 800-53, COBIT, and CIS Controls).

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.



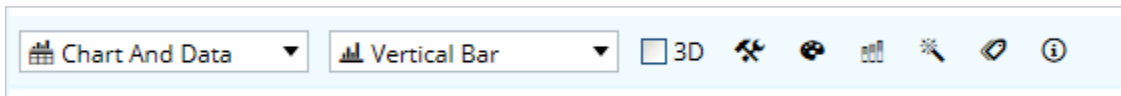
The following options appear when selecting that dropdown arrow.



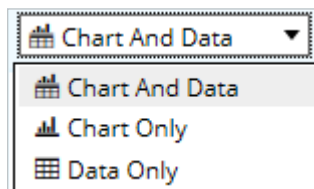
Click on “Display Report”. From here, you can change the way the data is displayed and/or represented by utilizing the tools highlighted below.

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.

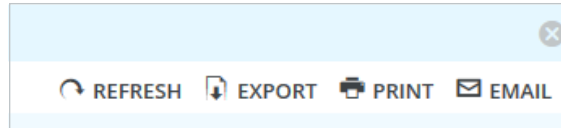


This allows you to change the appearance and formatting of your data and reports. For example, the field that says “Chart And Data” can be selected, and the dropdown options below will appear. You can select “Chart Only” or “Data Only”. The chart is a bar graph, to give a visual on the data. The Data 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 “NCSR End User Data Reporting Template”. That template can be used to compile your 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 518-516-6154 or 518-516-6116. We will be sure to get back to you as soon as possible.

Thank you for participating in the NCSR!