## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>NCSR General User Dashboard</td>
<td>3</td>
</tr>
<tr>
<td>Reviewing Your Organization’s General Information</td>
<td>5</td>
</tr>
<tr>
<td>Understanding the NCSR Questions</td>
<td>6</td>
</tr>
<tr>
<td>Accessing Your Results</td>
<td>7</td>
</tr>
<tr>
<td>Displaying Dashboard Data and Viewing the Reports</td>
<td>8</td>
</tr>
<tr>
<td>Sharing &amp; Communicating the Reports</td>
<td>10</td>
</tr>
<tr>
<td>Data Reporting Template &amp; Additional Resources</td>
<td>12</td>
</tr>
<tr>
<td>Contact the NCSR Team</td>
<td>12</td>
</tr>
</tbody>
</table>
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](https://grc.archer.rsa.com)
- You will then enter your credentials and use the provided Instance Number: 20244

**New Users**

For a new user logging in for the first time, the system will say your password has expired. You will then be prompted to create a new password of your choosing. The new password will need to be at a minimum 8 characters long, contain a lowercase letter, uppercase letter, and a special character.
Password Reset for Returning Users

If you do not remember an established password, or would like to proactively reset the password, then enter random characters in the “Password” field and attempt the login. After entering an incorrect password, you will receive the below message. In this view, select the option for “Reset Password?”

The following will appear, and you will enter your User Name and Instance of 20244. Also, you will need to enter your Email Address, so a temporary password can be sent to you:

Once the User Name, Instance, and Email Address are entered, select the option for “Reset”.

An email will be sent to the given email address, with a temporary password. The email will come from an automated no-reply address.
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.

**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".
Once in the questionnaire, use the tabs to navigate through the assessment.

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" field shows that all questions are complete. Example:

Temperature: 144 of 144 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.
Within the questionnaire, under General Information, click on your organization’s name. 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, and Industry.

You can utilize the displayed tabs to navigate a previous year’s questionnaire and current profile.
Understanding the NCSR Questions

Within the questionnaire, next to each question within the Identify, Protect, Detect, Respond, and Recover tabs, there are blue question mark icons to the left of each question:

By clicking this icon, a box will pop up containing a reworded and more detailed version of the NCSR question as well as a policy template link, if applicable:
**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 2020 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 2020 survey’s progress status reaches 100% and you submit your survey, your previous year’s results will be replaced with your 2020 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.

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

### NCSR Scoring Note

The NCSR question set comes from the NIST Cybersecurity Framework (CSF). The NIST CSF consists of a collection of cybersecurity-related activities organized into five main functions: Identify, Protect, Detect, Respond, and Recover. Each of the five functions is subdivided into a total of 23 categories and then further into 108 sub-categories.

A numeric score at the function level (Example: Identify), is calculated by taking the average of all category scores under the applicable function. A numeric score at the category level (Example: Identify–Asset Management), is calculated by taking the average of all subcategory scores under the applicable category.
Drill Down Option: The below dropdown list is available on the dashboard named "Current NCSR Results":

```
NCSR Results by Function - 2020
  NCSR Results by Function - 2020
  Identify Category Level Results - 2020
  Protect Category Level Results - 2020
  Detect Category Level Results - 2020
  Respond Category Level Results - 2020
  Recover Category Level Results - 2020
```

Selecting a specific function, such as Identify, will display the category level data under that specific function. This drill-down option is available across a number of the reporting dashboards.

Display Options: Within any dashboard, you can edit how the data is displayed by hovering your mouse over the top right corner of each section:

```
Year-to-Year Results
  Year-to-Year Function Comparison

Recommended Minimum Security Level
```

Three ellipses will appear in the upper-right corner. The following options appear when selecting the ellipsis icon:
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.

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. Note: The email option is only available to other contacts within your organization who have a user account within the NCSR portal.
When exporting, you will have options such as Microsoft Excel and Adobe PDF:

![Export Options Diagram]

Once your document has been exported, the following prompt will appear. By selecting the text “click here”, you can download your report:

![Export Complete Prompt]
The link below directs to the NCSR page on the CIS and MS-ISAC website. It includes 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/

The “Resources” section on the NCSR page also displays items that can assist an organization with “next steps” after completing the NCSR. Examples include:

- **“Cybersecurity Resources Guide”** – Provides a mapping of the NIST Cybersecurity Framework to: MS-ISAC Services, CIS Services, No-Cost FedVTE Online Training, Policy Templates, and open source resources.

- **“Cybersecurity Resources Guide – NCSR Results Mapping Template”** – Excel mapping template aligning your NCSR results to the Cybersecurity Resources Guide.

- **“NIST CSF Policy Template Guide”** – Aligns publicly available SANS policy templates, as well as donated policy and standard templates from New York and California, to the NIST Cybersecurity Framework (which is the NCSR question set).

- **“CIS Controls Version 7.1 – NCSR Results Mapping Template”** – Excel mapping template aligning your NCSR results to CIS Controls Version 7.1, including the breakout of Implementation Groups 1, 2, and 3.

- **“HIPAA Security Rule Assessment Requirement”** – Provides insight from the MS-ISAC Metrics Workgroup on using your NCSR results for HIPAA compliance purposes.

### 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) 266-3466. We will be sure to get back to you as soon as possible.

Thank you for participating in the NCSR!