



General User Guide

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Introduction

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

Signing On

An account has been created for all previous users. Accounts for new users have been created upon their registration at the following website: <https://www.cisecurity.org/ms-isac/services/ncsr/>. Accounts will be created within 2–4 days of registering. The following steps explain how to log in for the first time.

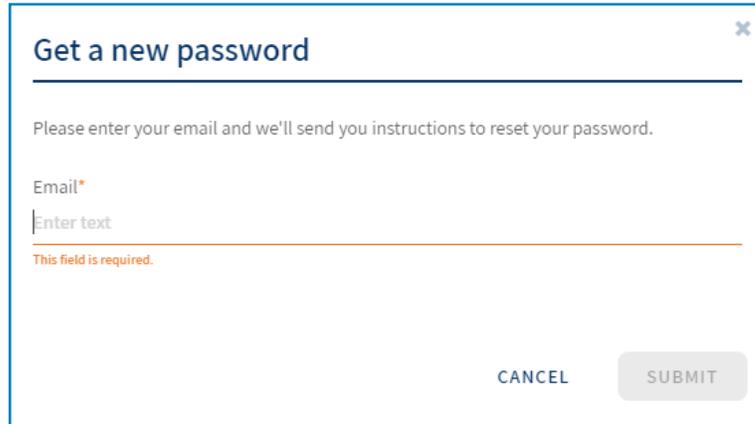
Note: You will not be able to login until your account has been created.

- 1 To access the NCSR Portal, please visit the following link: <https://cis.my.logicmanager.com/>
- 2 You will then be able to reset your password. Click the option "Get a new password."



The image shows a login interface for LogicManager. At the top, the LogicManager logo is displayed. Below the logo, there are two input fields: 'Email Address' and 'Password'. A green button labeled 'LOG IN' is positioned below the password field. At the bottom of the form, there is a link that says 'Get a new password'.

- 3 The following prompt will appear. Enter the email address with which your account is associated. (This will be your government email or the email you registered with).



Get a new password

Please enter your email and we'll send you instructions to reset your password.

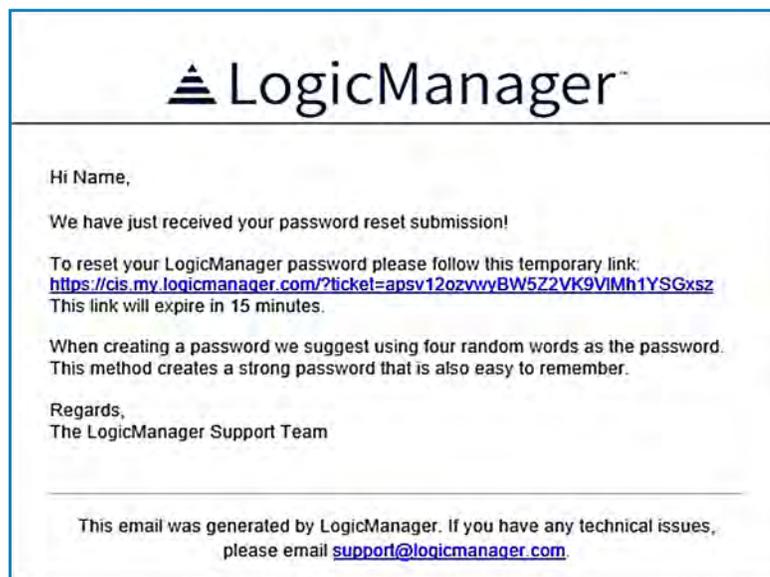
Email*

Enter text

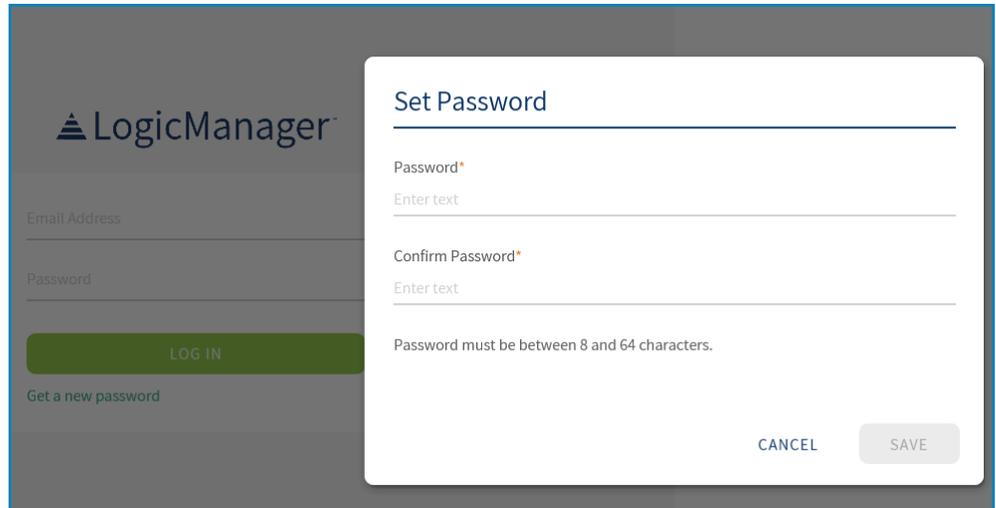
This field is required.

CANCEL SUBMIT

- 4 Once the email address is entered, click the "Submit" button. An email will be sent to the email address provided with a one-time password reset link. The email will come from the automated address customer.support@logicmanager.com. If you do not see the email in your inbox shortly, please check your spam or junk folders.



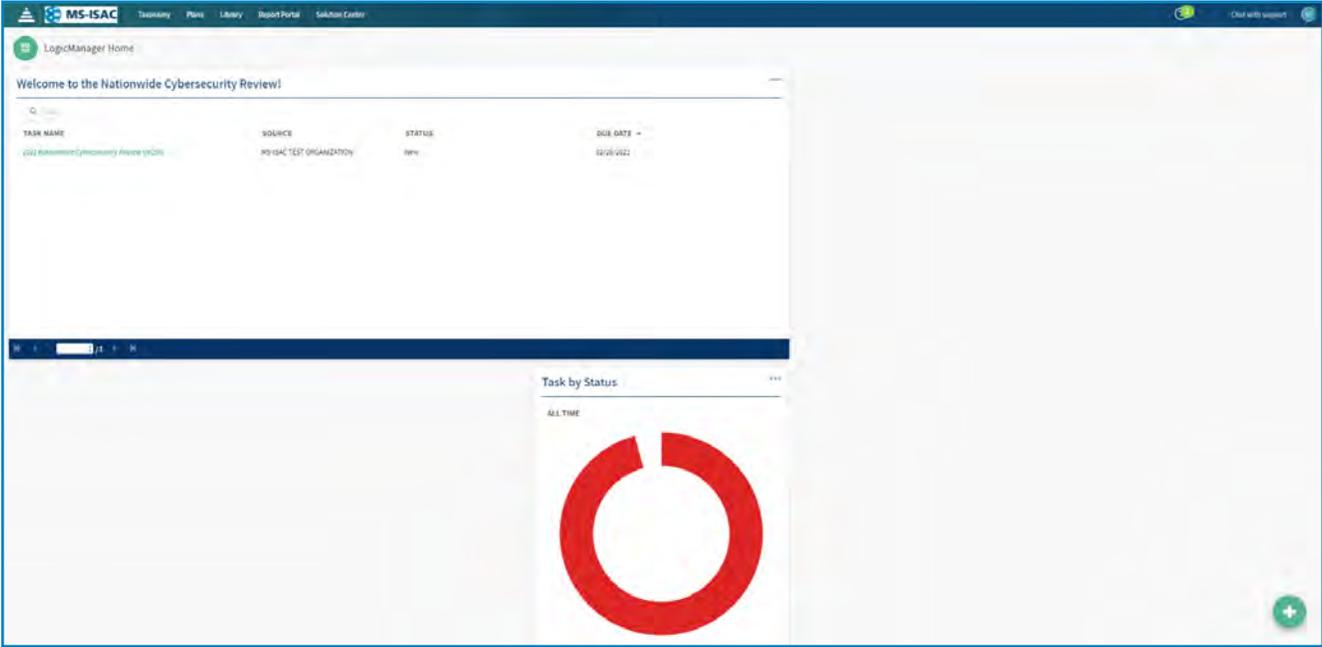
- 5 After clicking the temporary link, you will then be prompted to create a new password. This password must be between 8 and 64 characters. Use a mixture of special characters, capital letters, and numbers. Select "Save" and you will be successfully logged into the NCSR platform.



The screenshot shows the LogicManager login interface. On the left, there is a login form with fields for "Email Address" and "Password", a green "LOG IN" button, and a link "Get a new password". A modal window titled "Set Password" is overlaid on the right. The modal contains two text input fields: "Password*" and "Confirm Password*", both with "Enter text" placeholder text. Below the fields is a message: "Password must be between 8 and 64 characters." At the bottom right of the modal are two buttons: "CANCEL" and "SAVE".

NCSR Portal Home Screen

- 6 The NCSR Portal home screen will display a task for your NCSR assessment, when the assessment cycle is open. The home screen also has a "Report Portal" section, allowing access to folders holding your NCSR reports.



Note: Please DO NOT click the following options at the top of the NCSR Portal.



Always email ncsr@cisecurity.org or call 518-266-3466 with NCSR-related questions.

Accessing the Questionnaire:

- 7 Under the NCSR General User Dashboard, there is a section named "Task Name." Select the link named "2021 Nationwide Cybersecurity Review (NCSR)."

Your Task List ⋮

🔍 Search

TASK NAME	SOURCE	DUE DATE ▲
2021 Nationwide Cybersecurity Review (NCSR)	MS-ISAC TEST ORGANIZATION	02/28/2022

⏪ < 1 / 1 > ⏩

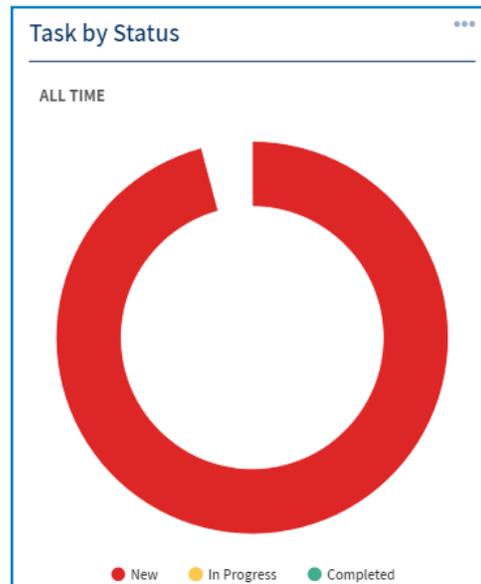
- 8 Once in the questionnaire, each section of the assessment will be shown in a collapsed view across the top of the screen.

2021 Nationwide Cybersecurity Review (NCSR)

[Task Details](#) [Demographics Questions](#) [Identify](#) [Protect](#) [Detect](#) [Respond](#) [Recover](#) [Automation Questions](#) [Post-Survey Questions](#)

Task by Status

- 9 This section will show your progress in completing the NCSR. See below for an example of the chart and the legend, indicating your progress.



Helpful Guidance Materials

- 10 Within the "Demographics Questions" section, a few guidance materials are available for download to help when completing the NCSR.

▼ Demographics Questions

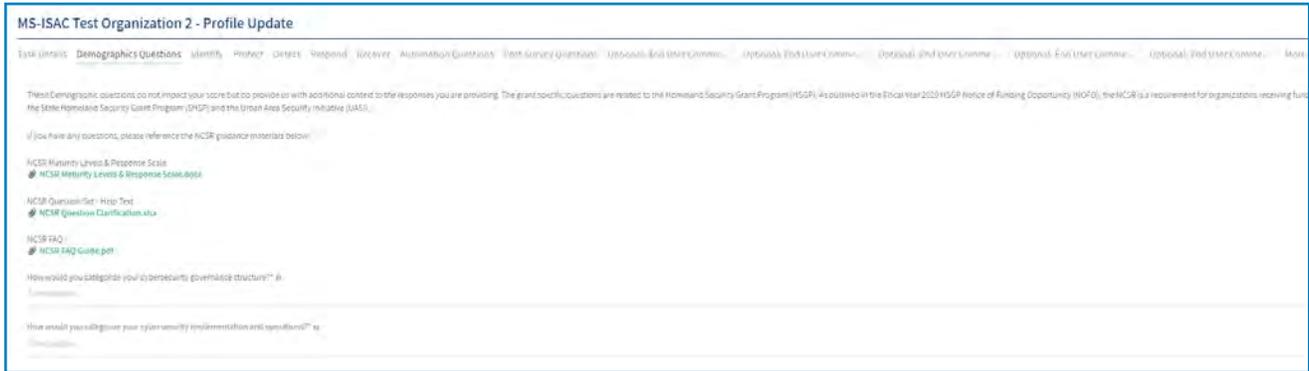
These Demographic questions do not impact your score but do provide us with additional context to the responses you are providing. The grant specific questions are related to the Homeland Security Grant Program (HSGP). As outlined in the Fiscal Year 2020 HSGP Notice of Funding Opportunity (NOFO), the NCSR is a requirement for organizations receiving funding through the HSGP, specifically the State Homeland Security Grant Program (SHSP) and the Urban Area Security Initiative (UASI).

If you have any questions, please reference the NCSR guidance materials below:

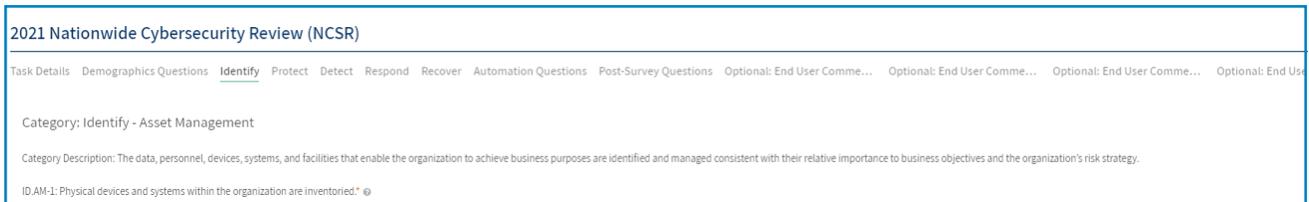
- NCSR FAQ Guide
[NCSR FAQ Guide.pdf](#)
- NCSR Maturity Levels & Response Scale
[NCSR Maturity Levels & Response Scale.pdf](#)
- NCSR Question Set - Help Text Clarification
[NCSR Question Clarification.xlsx](#)

Navigating the Question Set

11 Upon clicking into your assessment task, you will see the following view.

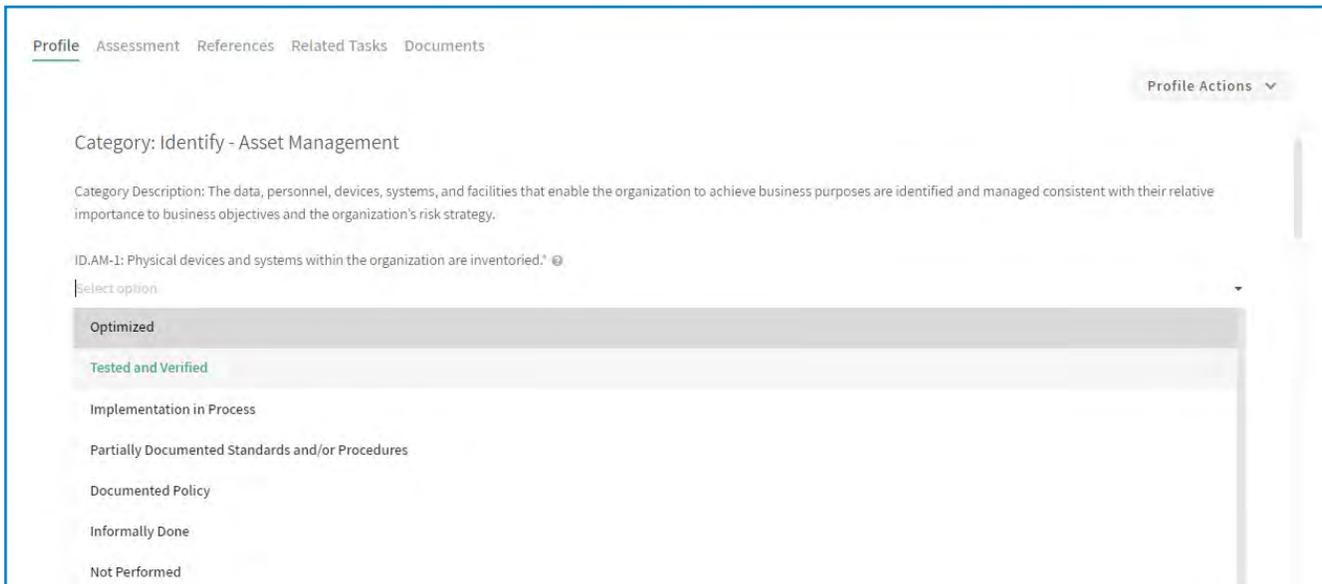


12 Each tab listed along the top will contain the questions on the NCSR. For example, by clicking into the "Identify" tab, you will see all category and subcategory questions within this section.



***All questions marked with a red asterisk are mandatory and must be answered for the assessment to be submitted.**

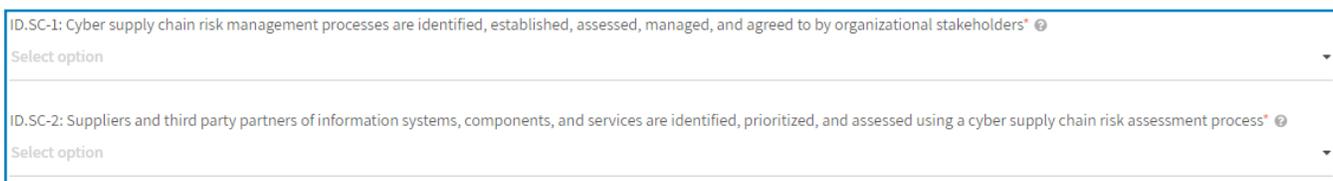
- 13 Click the drop down to the right of each question to choose the applicable response for your organization.



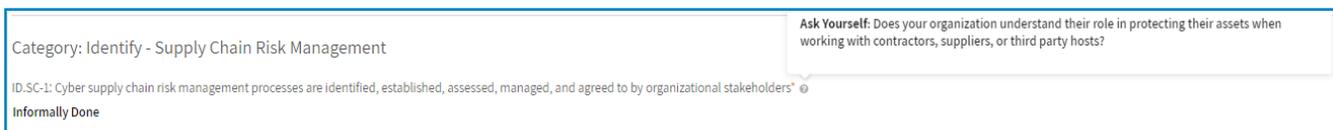
Note: The option listed “Do Not Select – Archived - Risk Formally Accepted” has been retired and is not an applicable response. PLEASE DO NOT CHOOSE THIS OPTION.

Understanding the NCSR Questions

- 14 Within the questionnaire, next to each question within the Identify, Protect, Detect, Respond, and Recover tabs, you may hover over a question mark for a more detailed explanation of the question.



- 15 The detailed explanation will look like the image below.

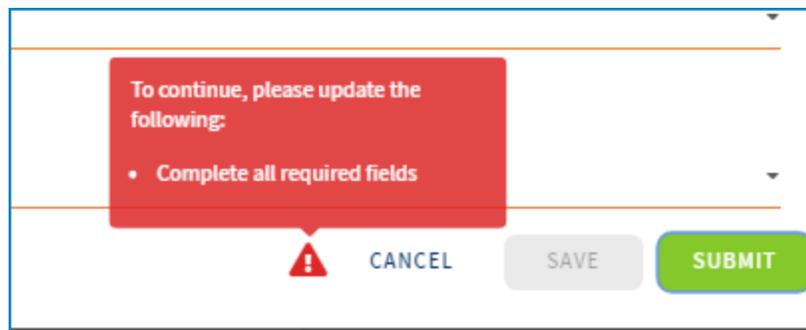


Saving the Assessment

- 16 To save edits to your questionnaire, use the “Save” option on the bottom of your screen. You do not have to complete the assessment in one sitting. You may save your changes and come back to the assessment.



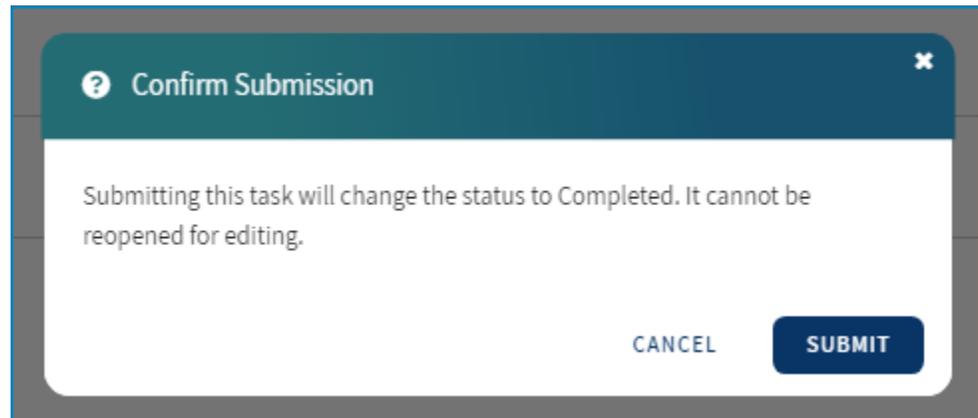
- 17 All mandatory questions must be answered before you may submit the NCSR. The following error will appear if responses are missing, and you will not be able to submit the assessment until the mandatory questions are answered.



- 18 To submit the questionnaire, select the “Submit” option at the bottom of the screen.



- 19 Once the submit option is selected, the following notice will appear. If you have completed the NCSR assessment, select "Submit":



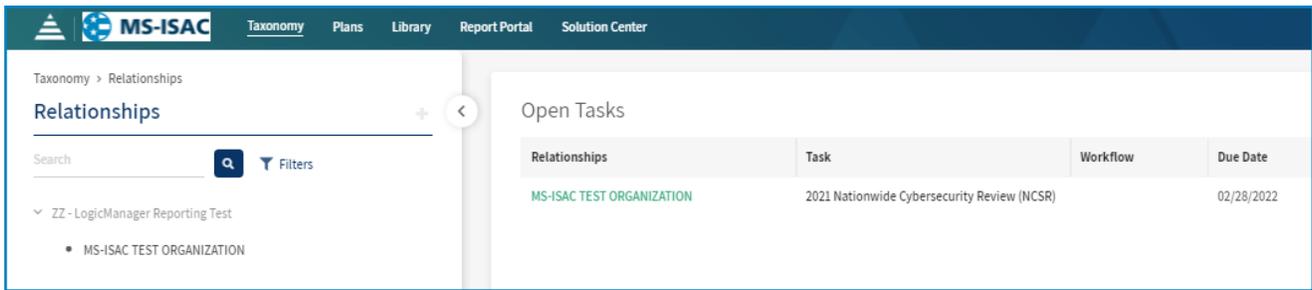
***Once you have submitted your assessment, your questionnaire is locked and a majority of available reports are generated.**

Viewing Your Assessment

- 20 To view your current year's assessment and responses, select the "Taxonomy" section in the top left of the screen and then select "Relationships."

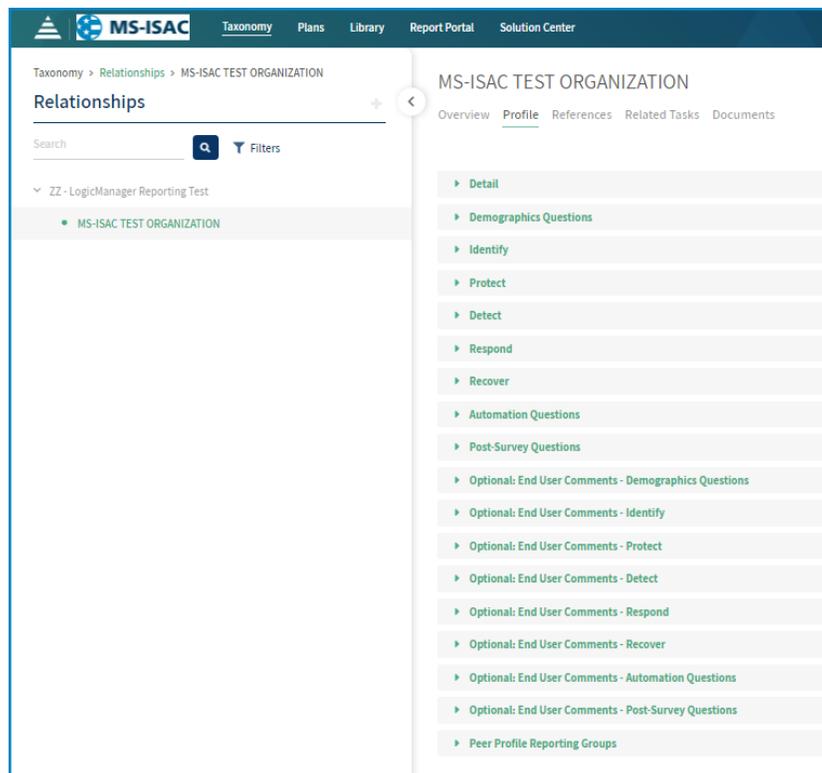


- 21 You will then be brought to a page listing your assessment and your organization's name.

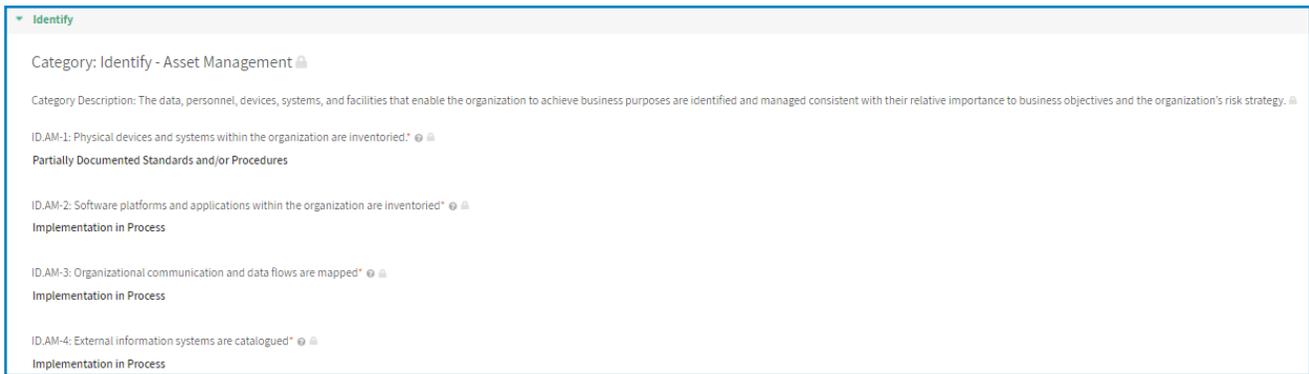


- 22 Select your organization's information under the section titled "Open Tasks."

- 23 Select the "Profile" tab to be brought to your organization's previous NCSR assessment. Your organization's name will appear to the left and your responses will appear to the right.

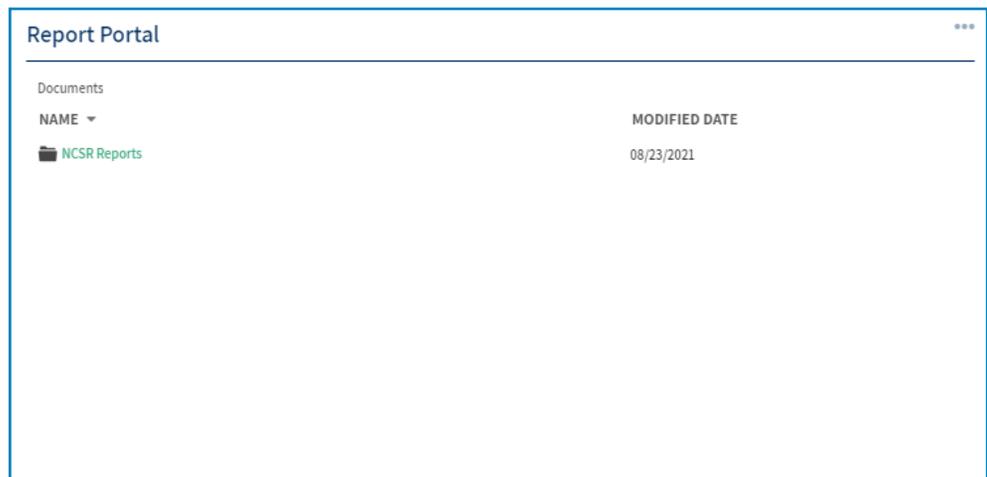


24 For example, select the arrow next to “Identify” to view your responses within that function.



Accessing Your Results and Reporting

25 To access your reports, return to the home page by clicking the pyramid icon or the MS-ISAC Logo in the upper left corner. The Report Portal can be accessed two ways. The first is by navigating to the section on the main dashboard as seen below.

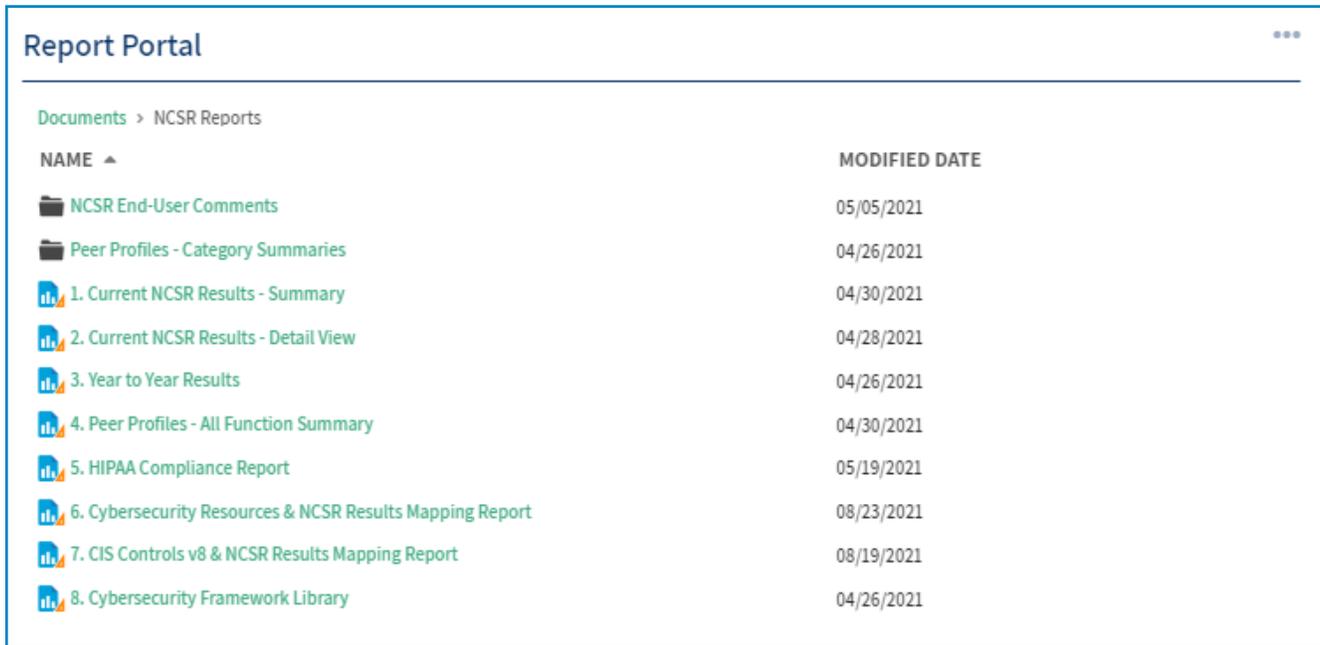


26 Or, by navigating to the top of the screen where “Report Portal” is listed.



27 On either screen, select “NCSR Reports.”

28 You will see the following reports listed.



The screenshot shows a 'Report Portal' interface with a breadcrumb trail 'Documents > NCSR Reports'. Below the breadcrumb, there is a table with two columns: 'NAME' and 'MODIFIED DATE'. The table lists eight items, each with a folder icon or a report icon. The first two items are folders, and the remaining six are reports.

NAME	MODIFIED DATE
NCSR End-User Comments	05/05/2021
Peer Profiles - Category Summaries	04/26/2021
1. Current NCSR Results - Summary	04/30/2021
2. Current NCSR Results - Detail View	04/28/2021
3. Year to Year Results	04/26/2021
4. Peer Profiles - All Function Summary	04/30/2021
5. HIPAA Compliance Report	05/19/2021
6. Cybersecurity Resources & NCSR Results Mapping Report	08/23/2021
7. CIS Controls v8 & NCSR Results Mapping Report	08/19/2021
8. Cybersecurity Framework Library	04/26/2021

NCSR End-User Comments: This subfolder provides any end-user comments/notes entered for each NCSR question, all in one place.

Peer Profiles–Category Summaries: This subfolder provides a drill-down reporting view of the peer profile scores for the categories within each function (example: Select “Peer Profiles – Identify Categories” to view your specific scores in the Identify category).

Peer Profiles–All Function Summary: Provides your year-to-year NCSR results across the National Institute of Standards and Technology (NIST) Cybersecurity Functions 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. Also, this reporting is created at the close of an NCSR cycle. Users will be notified when it is available.*

Current NCSR Results–Summary: Provides your organization’s current NCSR results across the NIST Cybersecurity Framework Functions and Categories.

Current NCSR Results–Detail View: Provides your organization’s current NCSR results across the NIST Cybersecurity Framework Functions, Categories, and Subcategories. Each Subcategory represents an NCSR question.

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

Health Insurance Portability and Accountability Act (HIPAA) Compliance Report: This report maps the NCSR question set to applicable HIPAA security rules.

Cybersecurity Resources & NCSR Results Mapping Report: This report maps your NCSR responses to applicable Multistate Information Sharing & Analysis Center® (MS-ISAC) and CIS no-cost or low-cost resources, open source resources, and policy templates.

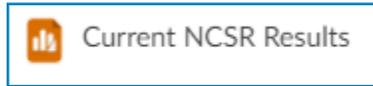
CIS Controls v8 and NCSR Results Mapping Report: This report maps your NCSR responses to the CIS Controls within Implementation Groups 1, 2, or 3.

Cybersecurity Framework Library: This library provides additional authoritative resources such as the CIS Controls v8, HIPAA Security Rules, NIST 800-53 rev5, and the NIST Cybersecurity Framework.

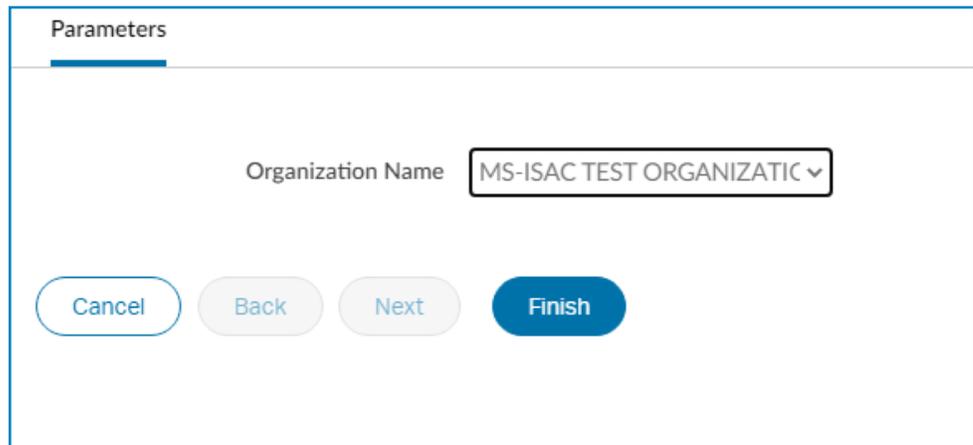
Displaying Dashboard Data and Viewing the Reports

Note: This example applies to all reports

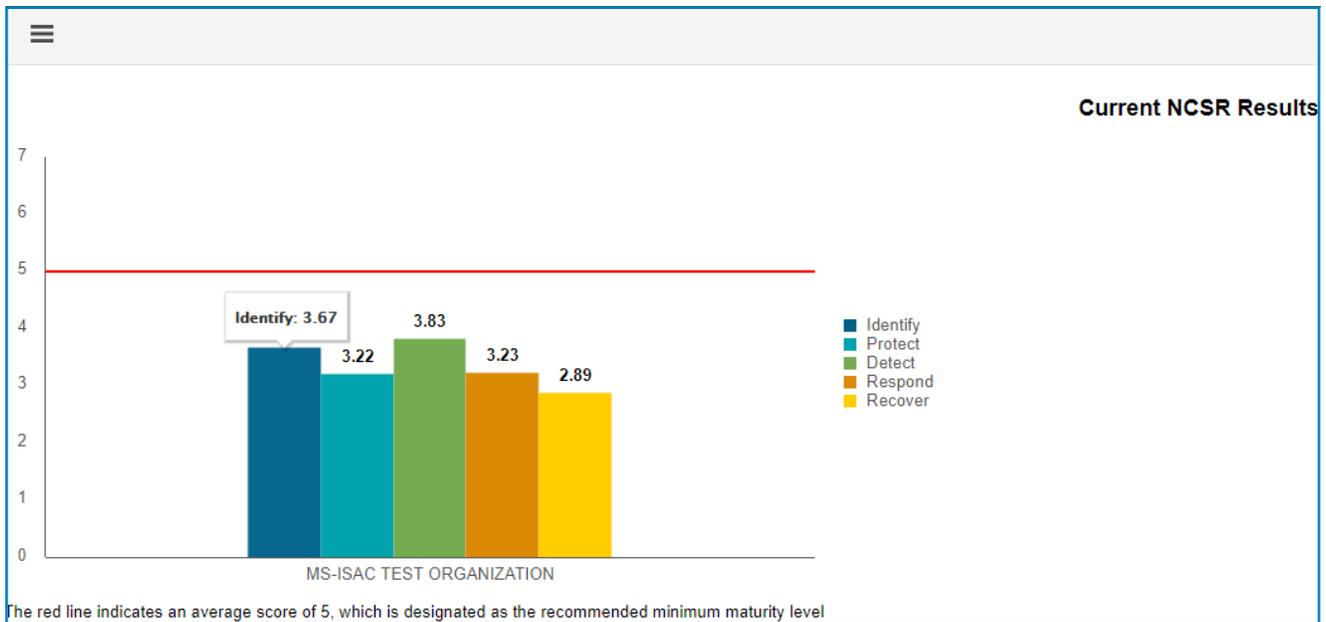
- 29 Click the report titled "Current NCSR Results" in the Report Portal.



- 30 Click the drop-down on the next screen to select your organization's name. *Please note, you will only be able to access information specific to your organization.*

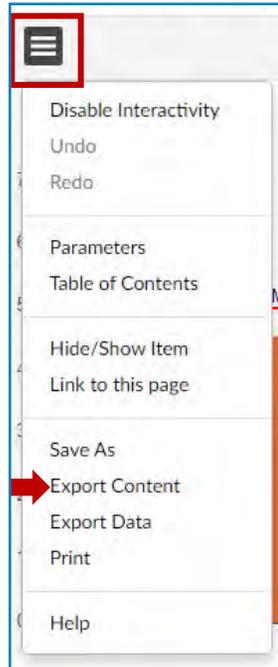
A screenshot of a web interface titled "Parameters" in a blue header bar. Below the header is a large white area. In the center, the text "Organization Name" is followed by a dropdown menu box containing the text "MS-ISAC TEST ORGANIZATIC" and a downward-pointing chevron. At the bottom of the white area, there are four rounded buttons: "Cancel" (light blue), "Back" (light grey), "Next" (light grey), and "Finish" (dark blue).

- 31 Select "Finish" and wait for your report to load. Once the report is loaded, you will see a graph and data represented, as seen below. *Please note, this example is test data and does not reflect any participating organization.*

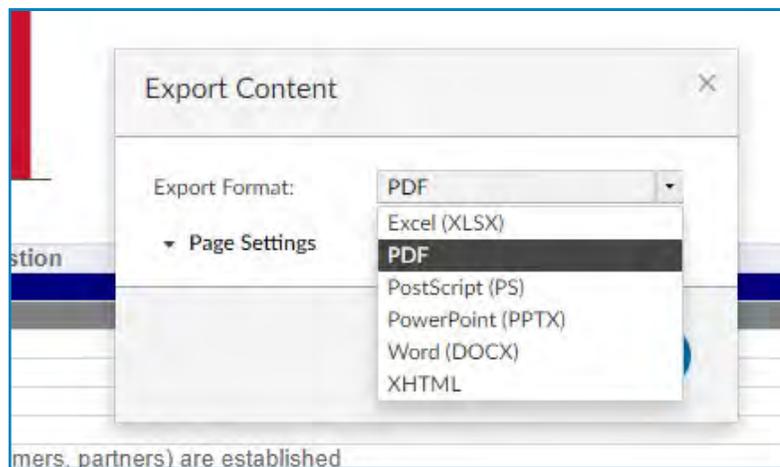


Sharing and Communicating the Reports

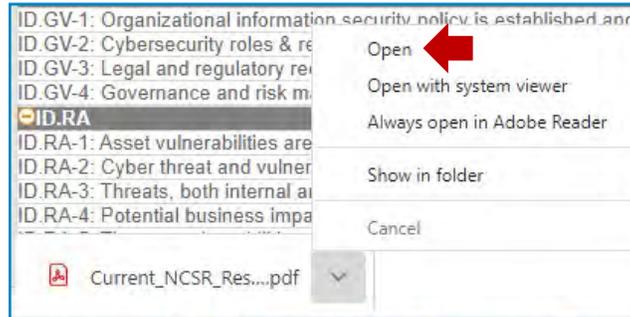
- 32 Using the options below, you may export, save, or print the reports. These options are available when clicking the bar icons on the upper left side of your view within a report. To export your report, select the option "Export Content."



- 33 When exporting, you will be presented with file-type options such as Microsoft Excel and Adobe PDF. We recommend using either of these options for the highest quality.



- 34 Once your document has been exported, the following prompt will appear at the bottom of your screen. Click the arrow and select "Open" to view your report.



- 35 These steps can be used to export data from each report referenced above.

Guidance and Additional Resources

The link below directs to the NCSR page on the CIS and MS-ISAC website.

<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.

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 get back to you as soon as possible.

Thank you for participating in the NCSR!