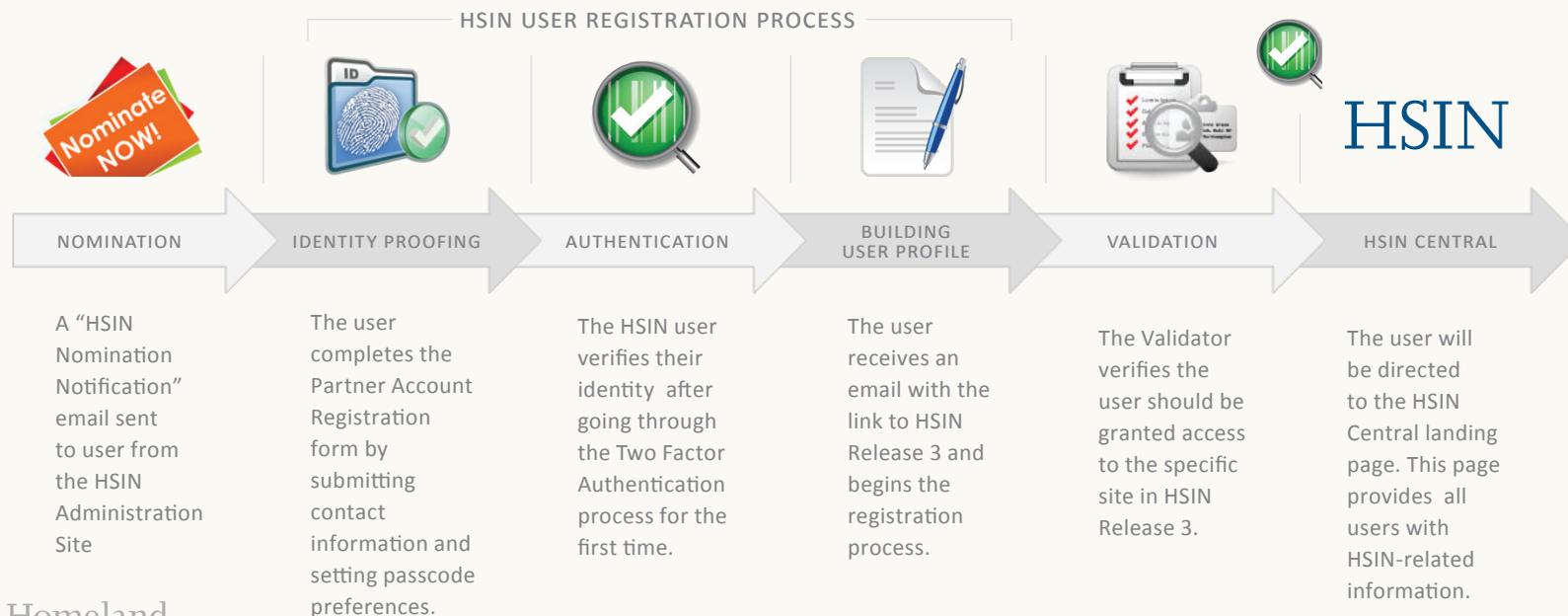


HSIN RELEASE 3 MIGRATION

ACCESSING HSIN RELEASE 3 FOR THE FIRST TIME QUICK REFERENCE GUIDE

In support of the migration from HSIN Legacy to HSIN Release 3, you have been nominated and pre-validated to a HSIN Release 3 site. Basic information has been provided by a Site Administrator and uploaded into HSIN Release 3 to initiate the account creation and validation process. To complete the process, you will be requested to create your HSIN Release 3 account, establish your access credentials, and provide security questions. In addition, you will also be required to complete an online identity proofing screening. This enhanced registration process makes HSIN Release 3 more secure. The extended profile allows for users to receive more relevant targeted content through HSIN. This quick reference guide provides instructions on how to complete the simple 9-step process to establish your HSIN Release 3 account. *If you need assistance with your account, contact your Site Administrator or the HSIN Help Desk at (866) 430-0162 or hsin.helpdesk@hq.dhs.gov. For outreach related questions, please send an email to hsin.outreach@hq.dhs.gov.*

OVERVIEW OF THE HSIN RELEASE 3 REGISTRATION PROCESS



HSIN RELEASE 3
ACCESSING HR3 ORG



STEP 1: RECEIVE AN INVITATION TO JOIN

Upon nomination, you will receive an e-mail (Figure 1) with a unique link that will prompt you to complete your registration. The initial steps in the process include:

- Building the access and security credentials portion of your HSIN Release 3 user profile
- Answering identity proofing questions

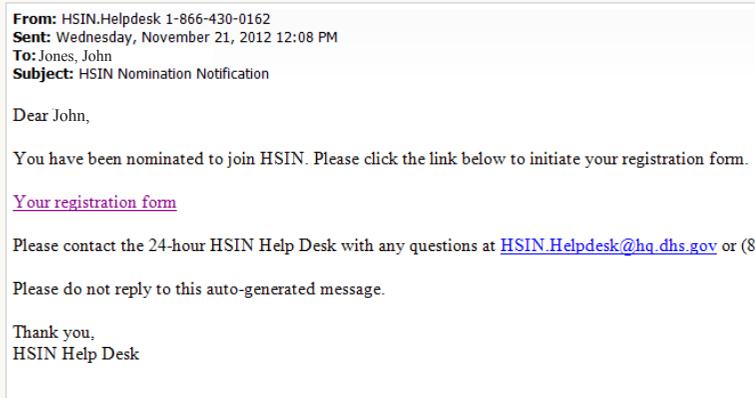


Figure 1 - HSIN Nomination Email



STEP 2: HSIN ACCOUNT REGISTRATION PART I



You will be requested to answer a series of questions that will be used to establish your login information, verify your identity, and allow you to reset your password if you become locked out of the system. Profile information requested during registration is presented by subject and includes:



A. Contact information (Figure 2) for identity proofing (Figure 3).

Basic contact information provided by your HSIN Site Administrator will be pre-populated by the system. Additional information will be requested to facilitate identity proofing.

Figure 2 - User Profile: Contact Information

Identity Proofing

The information in this section will be sent to a third party identity proofing provider for validation purposes only and will not be retained by DHS or the third party provider, compiled requiring your response to verify your identity.

Home Address

Must be your most recent U.S. address. Address must be within past 10 years.

Figure 3 - Identity Proofing



TIP! IDENTITY PROOFING is an enhanced security feature that prevents someone from establishing an unauthorized account in the system. Personal information required to support identity proofing will NOT be retained by the Department of Homeland Security. The information is only captured to establish a series of questions that you will need to answer to confirm your identity the first time you log in to HSIN Release 3.

B. Set your password
(Figure 4).

Password requirements are more stringent in HSIN Release 3 making the system more secure. Passwords must meet the following requirements:

Figure 4 - Set Your Password

- Must be between 8 and 20 characters in length
- Must contain:
 - At least two alphabetic characters (A-Z)
 - At least one uppercase letter (A-Z)
 - At least one lowercase letter (a-z)
 - At least one number (1-9)
 - At least one special character (e.g. @, \$, %)
- Must not contain:
 - The character: ~
 - All or part of your username
 - Any English dictionary word
 - One of the eight previous passwords

C. Password Reset Questions
(Figure 5).

Select and answer questions which will be used to verify your identity if you chose to reset your password or when calling the HSIN Helpdesk.

Figure 5 - Password Reset Questions

 **TIP!** While you are creating your HSIN Release 3 password, it may be helpful to write it down to ensure it meets all the requirements before trying to submit it. If you do this, be sure to properly dispose of the paper after you complete this step.

D. Passcode Settings (Figure 6).

Enter an e-mail address, phone number that can receive text messages (SMS), and/or a phone number for phone calls as part of the two-factor authentication login process for HSIN Release 3. Two-factor authentication is an enhanced security feature requiring users to enter a unique one-time passcode in addition to their username and password. The one-time passcode is provided through the delivery method you specify (e-mail, text message, or voice) when logging in to HSIN Release 3.

Figure 6 - Passcode Settings

STEP 3: TERMS OF SERVICE

E. Terms of Service (Figure 7).

After reading the Terms of Service, click the “I have read and understood the above Terms of Service” checkbox and then click continue.





Figure 7 - Terms of Service



THE INFORMATION YOU HAVE PROVIDED WILL BE DISPLAYED. YOU WILL BE ASKED TO VERIFY AND SUBMIT THAT INFORMATION. UPON REVIEWING AND VERIFYING THE ACCURACY OF THE INFORMATION YOU HAVE ENTERED, YOU WILL HAVE COMPLETED PART ONE OF YOUR HSIN RELEASE 3 ACCOUNT REGISTRTRRATION.



STEP 4: ANSWER IDENTITY PROOFING QUESTIONS

You will need to answer a series of questions which will be used to confirm your identity to create your account (Figures 8 and 9). The questions are based on information about you available in secure commercial databases. If you are unsuccessful at answering your identity proofing questions, you will be given three attempts within 24 hours to answer the questions correctly before your account is locked.

IMPORTANT!

The information collected will be sent to a third party identity proofing provider for validation purposes and will not be retained by DHS or the third party provider.

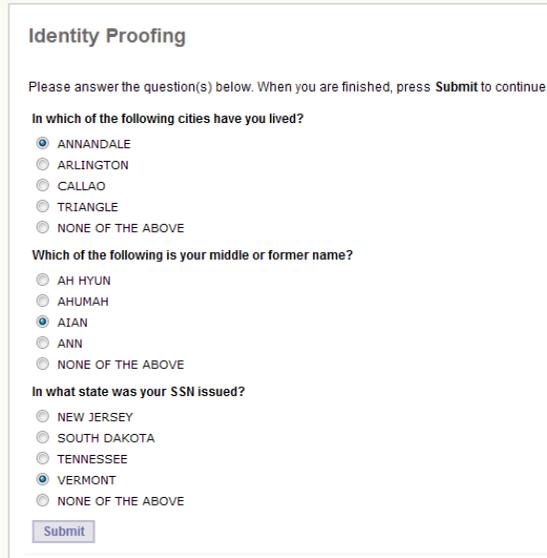


Figure 8 - Confirm Your Identity

STEP 5: RECEIVE AN E-MAIL VERIFICATION

You will receive an e-mail verifying that you have completed the first part of building your user profile and you will be prompted to log in to HSIN Release 3 to complete the registration process (Figure 9).

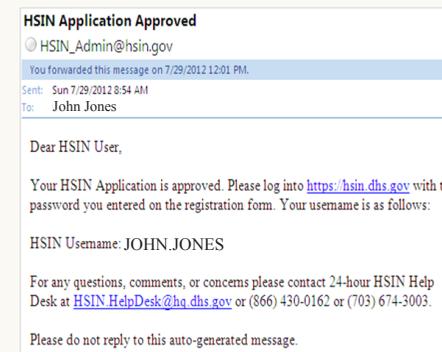


Figure 9 - Email Verification





STEP 6: LOG IN TO HSIN RELEASE 3

You will enter the username and password you created in Step 2 above (Figure 10). You will then be presented with options for receipt of the one-time passcode (e-mail, text message, or voice) - Figure 11. Once you receive the one-time passcode, enter the code and before submitting, select the option for the system to remember your computer, which means you will not be required to receive a one-time passcode while on that computer to regain access for a period of 12 hours (Figure 12). However, for security purposes you will be required to enter your Username and Password.



Figure 10 - HSIN Release 3 Login



Figure 11 - Confirm Your Identity

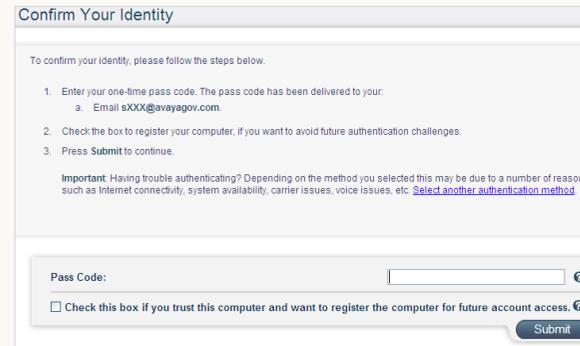


Figure 12 - Confirm Your Identity



STEP 7: HSIN ACCOUNT REGISTRATION PART II

The second part of building your HSIN Release 3 user profile requires you to complete six tabs of information: Contact, Employment, Location, Interests, Supervisor, and Affiliation (Figures 13-23). This information is visible to other HSIN Release 3 users and will be used to identify content relevant to you. At any point of this process, you can save the information you have entered and come back at a later time to complete your profile. Once you have completed all of the tabs, you will need to submit and confirm your profile information to access your Community of Interest(s).



Figure 13 - Account Registration Part II



Account Request

HSIN Homeland Security Information Network

Hello JOHN JONES, you have been nominated into the HSIN Community of Interest (COI): HSINCentral.

The status of your HSIN Account is: **Profile In Progress**.

Please complete your HSIN profile before your account request can be validated.

Your profile has been pre-populated with data provided in your initial registration form. Please verify the information and complete your profile to continue the enrollment process.

You must complete your profile before 8/11/2012, or your nomination into HSIN will expire.

Your profile has 1 out of 6 sections completed.
Click on a section below to edit saved sections or to work on a new section.

Contact Employment Location
Interests Supervisor Affiliation

Figure 14 - Account Registration Part II

Contact Employment Location Interests Supervisor Affiliation

All fields are required unless otherwise noted.

First Name Middle Initial Last Name
Primary E-Mail Alternate E-Mail (Optional) Example: test@ABC.com
Business Phone ext Other Phone (Optional) Mobile Phone

Contact Method
To be used by the help desk and validators. This is not to receive credentials, notifications, or reminders sent out.
Primary Alternate E-Mail Secondary Mobile Phone

Save

Figure 15 - Account Registration Part II

Contact Employment Location Interests Supervisor Affiliation

All fields are required

Job Title Organization
601st Air and Space Operations Center [Federal:Department of Defense:U]

Save & Finish Later Save & Continue >>

Figure 16 - Account Registration Part II: Employment

Contact Employment Location Interests Supervisor Affiliation

Business Address
All fields are required

Street Postal/ZIP
Country United States
City State ... United States: Choose A State ...

Add Home Address
Add Deployed Address

Save & Finish Later Save & Continue >>

Figure 17- Account Registration Part II: Location

Contact Employment Location Interests Supervisor Affiliation

Topic(s) of Interests Information Sharing

As a key part of the User Profile, entering your unique interests allows other HSIN members to conduct searches for Subject Matter Experts in various areas of Homeland Security. For example, a Police Officer may seek SMEs in Hazardous Chemicals or Gang Related Crime in order to form a Joint Task Force.

Save & Finish Later Save & Continue >>

Figure 18 - Account Registration Part II: Interests

Contact Employment Location Interests Supervisor Affiliation

All fields are required unless otherwise noted.

Supervisor's Full Name Organization Job Title
601st Air and Space Operations Center [Federal:Departm
Primary E-Mail Alternate E-Mail (Optional) Example: test@ABC.com
Business Phone ext Mobile Phone(Optional)

Contact Method
To be used to verify your account request.
Primary Primary E-Mail Alternate Business Phone

Save & Finish Later Save & Continue >>

Figure 19 - Account Registration Part II: Supervisor

Contact Employment Location Interests Supervisor Affiliation

Select your employer's primary affiliation: Federal State, Local, Territory Tribal Private International

Check all that apply:

- I am currently employed by a federal, state, local, territory, tribal agency/organization as a Law Enforcement officer.
- I am currently employed by a federal, state, local, territory, tribal agency/organization in direct support of law enforcement activities.
- I have received PCII Authorized User Training on PCII safeguarding and handling procedures.

Save & Finish Later Save

Figure 20 - Account Registration Part II: Affiliation

You have saved all sections of your profile. You can either edit a section or submit your profile for review.

Contact Employment Location Interests Supervisor Affiliation Submit Profile

Select your employer's primary affiliation: Federal State, Local, Territory Tribal Private International

Check all that apply:

- I am currently employed by a federal, state, local, territory, tribal agency/organization as a Law Enforcement officer.
- I am currently employed by a federal, state, local, territory, tribal agency/organization in direct support of law enforcement activities.
- I have received PCII Authorized User Training on PCII safeguarding and handling procedures.

Save

Figure 21 - Account Registration Part II: Submit Profile



HSIN RELEASE 3
ACCESSING HR3 ORG

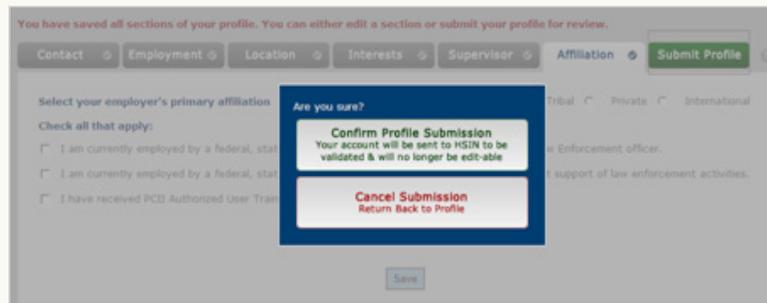


Figure 22 - Account Registration Part II: Confirm Profile Submission



Figure 23 - Account Registration Part II: COI Nomination



STEP 8: APPROVE HSIN RELEASE 3 REGISTRANTS

An authorized Validator, identified by your Site Manager, will review your registration and confirm your access to HSIN Release 3 and your HSIN site.

HSIN STEP 9: ACCESS HSIN CENTRAL

Once approved, you will be notified by e-mail and will be able to log in to HSIN Release 3. HSIN Central (Figure 24) is the new the landing page for HSIN Release 3 that provides access to general HSIN program information, announcements, alerts, and important news.

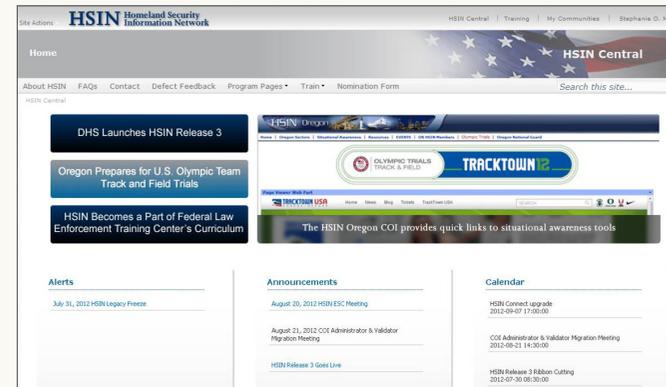


Figure 24 - HSIN Central

HSIN STEP 10: ACCESS HSIN SITES

HSIN Legacy sites are being migrated to HSIN Release 3 in waves, meaning you may not have access to your sites even though you are able to log in to HSIN Release 3. You will be notified by e-mail once your HSIN Legacy sites have been cutover.



TIP! While your HSIN sites are being cutover to HSIN Release 3, HSIN Central provides access to on-demand HSIN Release 3 training videos and resources. These training materials provide an overview of the enhanced functionalities and security features of HSIN Release 3.

HSIN RELEASE 3 TERMS YOU SHOULD KNOW

Identity proofing

This new one-time process allows HSIN to confirm the identity of a user through simple questions with easy-to-remember answers. The information provided for identity proofing is not retained by DHS.

Two-Factor Authentication

An enhanced security feature of HSIN Release 3 is two-factor authentication. This means users will be required to enter their login information as well as a unique passcode that will be provided through the delivery method you specify (e-mail, text message, or voice).

HSIN Central

This landing page for your HSIN Release 3 account and provides access to training materials and important news and notices.

HSIN Site

HSIN sites (formerly communities of interest on HSIN Legacy) are pages set up for a particular field of interest. To access these sites, a user must be nominated by an existing member of the site and validated by a designated vetting authority for the site.



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