

## EDCAS Frequently Asked Questions and Notes

1. Can I work on EDCAS outside of EDNET?
  - In order to use EDCAS, a person has to be on EDNET. It can't be accessed outside of EDNET, i.e. on the regular Internet.
  
2. I'm having problems saving data. What can I do?
  - When working with EDCAS, make sure you save each addition, otherwise it won't be saved for the next time you use EDCAS.
  
3. What is the best format to have a good password for my beloved EDCAS project?
  - Passwords must exactly 8 characters with 2 numerics and it is case sensitive. Using all lower case seems to minimize password issues and subsequent resetting of passwords. If you get locked out of your password and need a password reset, email David Elliott at [david.Elliott@ed.gov](mailto:david.Elliott@ed.gov).
  
4. It seems like when you are at the Add System Users Screen, the background clearance levels may be different. Can you explain?
  - There is a small change for the system Users Screen. When you are adding a System User, on the Add System User Screen, the clearance levels are different than the Department's. They convert to the following:
    - Confidential is equivalent to 1C in the Dept.
    - Secret is equivalent to 5C.
    - Top secret is equivalent to 6C.
    - Do not use SCSCI.

Select the clearance level that is equivalent to that user group and use that level.

\*\*\*Also for the Add System User Screen, do not select anything for the Position Description topic. Leave it as the default.
  
5. Can multiple users access EDCAS at the same time?
  - Yes, they can. However, be aware that if two people are working on one section, and person #1 makes a change and then person #2 makes a change, person #2's change will overwrite person #1's change.
  
6. It seems like I can't display the entire screen on my monitor. What should I do?
  - One solution is to adjust your monitor settings. To do this, go into (click on) the Control Panel, click on Display, click on settings and move the screen area arrow to the "more" side (right.) Then apply the changes and you should be able to see the screen.

7. What is the MAC address and where can I find it?
  - The MAC (Media Access Control) address is your computer's unique hardware number, it differentiates your computer from any other computer. The following site is just one example of how to find the MAC address, <http://www-dcn.fnal.gov/DCG-Docs/mac/>.
8. Where does the information for EDCAS come from?
  - Primarily from the System Security Plan, but also from other system documentation including the boundary worksheet recently completed for the C&A kickoff meetings.
9. Is the URL case sensitive?
  - Yes.

### EDCAS Frequently Asked Questions and Notes for the week of July 11

1. \*\*\*\*\*Please note: You can also use the following address to access EDCAS:  
<http://4.20.17.199:8080/xacta/JopletManager>
2. I have a question about the MAC and IP addresses for each piece of equipment. Is this required information? If this includes all PC's on each desk this is going to be very difficult to obtain. *You need the MAC and IP addresses for non-VDC network equipment and hardware to allow for vulnerability scans. I would say desktop IP and MAC are nice to have but not mandatory as of right now. The CRG could ask for them later, but let's concentrate on the other equipment right now.*
3. In the System Components Screen how do we know which equipment to test? *If the component is part of your system boundary, it should be tested. This option probably comes from GSS/MA issue where the GSS hosts the system and the MA "rides on" the GSS.*
4. Who is responsible for the Hardware?  
*In FSA, we've decided that the GSS is responsible and that the MA does not have to document this information.*
5. Do we list every non-VDC router, switch, and printer that is at each location?  
*List only those components that support your system and subsystems.*
6. What is the maximum amount of data that may be entered in each block?  
*Each section is limited to a maximum of 50,000 characters. (You can't paste the entire security plan in one of the security plan blocks.)*
7. I have entered in most of the information for the security plan and want to print out what I have done so far. How do I do this?  
*Go to the Task Screen and select Task 4, Analysis and Reporting. On the left hand side there is the bar with a list of the different sections of the SSP, including Security Plan, SSP Section 1, SSP Section 2, and SSP Section 3. If you want to see just one section of your work on the SSP or an appendix, select that section, or for all of the sections of the SSP select Security Plan. Hit the Publish button on the top right hand side. The system will process the publish function and will display a date and time for your newly published document. To access the published*

*document, click on the time and date display. The document will show up as a Word file which you can then print out, save, etc.*

### More Frequently Asked Questions

1. System Users. Exactly what should be entered here? Are you referring to every individual that accesses a particular system, or are you referring to individuals that handle maintenance, scheduling, etc.? **LOOK AT THE HELP OPTION ON THE SYSTEM USER SCREEN. IT'S LOOKING FOR USER GROUPS, NOT NECESSARILY INDIVIDUALS.**
2. System Environment - Weights. We are to assign the weights, correct? Yes.
3. For the System Environment- Threats tab- You assign weights to the non-VDC locations. Bob's shop will adjust the weights for the VDC location.
4. Importing Data into the System Components. None of my files are in an XML format. Most of my documentation is in Word, Text, or Adobe Acrobat. How are we to import these files..? **THE XML FORMAT IS FOR IMPORTING SYSTEM COMPONENTS SUCH AS HW/SW WITH IP AND MAC ADDRESSES. It will only import XML files for the Import Component Data screen, not any of the other type of files.**
5. STRM. I'm confused here. After we've entered data, should we just publish or save it..? When are the updates made..? **YOU REVIEW THE SRTM AND IDENTIFY ANY REQUIREMENTS THAT ARE N/A FOR YOUR SYSTEM. YOU THEN LET BOB'S OFFICE (AND ME) KNOW THAT YOU FEEL SOME REQUIREMENTS ARE N/A. WE DISCUSS AS A GROUP, MAKE A FINAL DECISION AND THEN I UPDATE YOUR PROJECT WITH N/A.**

6. There have been a few questions on inserting tables and documents.

#### **Inserting Images and Tables**

The Insert button enables you to insert a graphic or a table into a particular paragraph or section of the system security document or its appendices.

*Note: Inserted images must be in either GIF or JPG format and no larger than 8MB. Inserted tables must be in Microsoft Word format.*

1. Click the Insert button associated with the appropriate section or paragraph.

2. Click Browse and select an image file from your local computer.

*Note: If you do not see a Browse button, your browser does not support attachments. (Select All Files to show all file types.)*

3. Type the title to be used for the image or table.

4. Select Image or Table.

5. Click Insert. If the file was properly uploaded, the file name will then be displayed as a tag in the tag table.

6. Highlight and copy (ctrl+v) the entire tag (e.g.,

[[[filename]]]).

7. Click the Document Publishing page (displayed behind the Insert Image or Table window).

8. Select the location in the appropriate paragraph or section in which you want the image to appear and paste (ctrl+v) the [[[filename]]] tag. The image will appear in the position you selected whenever you publish the document.

9. When you have finished inserting and pasting images and tables, click the Close button on the Insert Images and Tables window.

10. Click the associated Save or the Save All button to confirm your insertion.

## Including Documents

The application allows you to define and upload documents or document sections to specific paragraphs and sections of the system security document appendices.

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*Note: This function is only available in certain appendices. If it is available, an Add button is located to the right of a section or subsection's text area.*

### To Add or Include a Document:

1. Click the appropriate paragraph's Add button.
2. Type a title of the included document.
3. Provide an abbreviated title for the document.
4. Enter the author's name or originating agency of the included document.
5. Type the date the document was published.
6. Provide the version designator of the included document.
7. Provide location or path of the included document.
8. Check the Add to References Appendix box if you would like the uploaded document to appear in the References appendix.
9. Type in or Browse to the appropriate file

*Note: The application only supports the following file formats: .jpg, .jpeg, .gif, .tif, .tiff, .bmp, .wmf, .doc, pdf, .txt, .htm, and .html.*

10. Click Save.

## EDCAS Frequently Asked Questions and Notes for the week of July 14

1. \*\*\*\*Please note: The website from last week, <http://4.20.17.199:8080/xacta/JopletManager> can be used as another way to access EDCAS from EDNet, but it can't be used offsite.
2. What appendices should I enter information/ import documents for? In the Analysis and Reporting Section, the main appendices you should be responsible for are I, J, K, L, N, and O. If you don't have any information for a particular appendix, state that. If the information for the appendix is in a section in the SP, state that. You can review the other appendices, but you don't need to enter information in them, except for an explanatory sentence in appendix M.

3. Is there anything other than this output from EDCAS that should be included in the C&A package, for example the SSAA? **NO SSAA. THE CRG MAY REQUEST ADDTL INFORMATION DURING ITS REVIEW.**
4. What will be the responsibility of the CRG prior to August 4? **THE CRG HAS BEGUN DOCUMENTATION REVIEWS ON SOME SYSTEMS** After August 4? **THE CRG HAS NOT RELEASED A SCHEDULE YET. WHEN THEY DO, WE WILL FORWARD TO THE GROUP.**
5. Will the CRG produce the Risk Assessment? If so, when will this occur? Will we have an opportunity to review the Risk Assessment and edit and add to the EDCAS automated output? **EDCAS CAN PRODUCE A RISK ASSESSMENT. THE CRG HAS NOT ISSUED ITS PROCEDURES AS OF TODAY. WHEN IT DOES, THE PROCEDURES WILL BE CIRCULATED**
6. b. When can the system expect to receive feedback from the CRG? Are systems responsible for anything other than responses to ST&E results? **NO TIMETABLE AS OF YET**
7. What is the responsibility of THE SYSTEM after the ST&E process and up to December 31, 2003? **CONTINUE TO PROCESS YOUR DATA, AND BE AVAILABLE FOR CRG DOC REQUESTS AND INTERVIEWS.**
8. 5. Should the CM Plan be attached as an Appendix to the EDCAS generated C&A package? **WE'VE TOLD SYSTEMS TO ATTACH THE CM PLAN IN APPENDIX O. THIS APP IS A CATCH ALL FOR DOCUMENTS NOT HAVING AN ASSIGNED APPENDIX. AS YOU KNOW, CM IS NOT HISTORICALLY A SECURITY DOCUMENT AND THEREFORE DOES NOT HAVE AN ASSIGNED APPENDIX. ED HAS ASSIGNED IT AS A SECURITY RESPONSIBILITY, SO YOU SHOULD ADD IT TO APP O.**
9. **Components** – since all of my system HW/SW is hosted at the VDC we will have no data to enter under “Components.” Is this a correct assumption? **ASSUMING YOU DON'T HAVE ANY DEVELOPMENT COMPONENTS OFFSITE, THEN YES.**
10. **Text Formatting for Security Plan Sections 1-4** – original Word formatting is lost when cutting and pasting and does not return when the security plan is published. Also, in some sections margin problems occur. I know not much can be done so this is just a response to your question. **THERE ARE DIRECTIONS IN THE HELP FILE WITHIN EDCAS THAT EXPLAIN HOW TO RECOVER MUCH OF THE FORMATTING.**
11. **Test Plan and Results, ST&E questions** – per your direction we will only review the requirements/tests for applicability and not answer the questions. We will provide a list of tests/requirements to you and Bob that we feel are not applicable. **IF TIME PERMITS, IT IS PERFECTLY ACCEPTABLE TO PREPARE YOURSELVES AND YOUR SYSTEM PERSONNEL TO RESPOND TO THE REQUIREMENT AHEAD OF TIME, I.E. LOCATE DOCUMENTATION THAT SUPPORTS THE REQUIREMENTS.**
12. System Environment - we have defined three system environments (VDC, UCP, and main EDs CFOs office). UCP and the ED CFOs office are user environments. Is this a correct use of the environments definition? Another interpretation may be development, test, integration test, and production environments.[Fuller, Brian] (The latter)
13. Components - we assume that we need to enter information about our servers only. Is this correct?[Fuller, Brian] **Enter only those components not hosted at the VDC**

14. Minimum security checklist - only ED Risk Assessment Guide BLSRs are listed. What is the purpose of this step? Also, we checked the box titled "use as risk" is this correct?[Fuller, Brian] Don't worry about this whole section. This is for the CRG.
15. Appendixes A-P - are we completing and providing information for these appendixes or has this step been eliminated in order to follow the draft NIST C&A methodology?[Fuller, Brian] If you have documents that correspond to the appendixes, include them. Such as, Contingency Plan (COS/DR per our discussion last week)