

General Instructions for Completing the NIST Self Assessments Using the PIP Portal

The Assessments must be completed by Tuesday, June 15

Point of Contact for any questions: Yvette Bryant, 77-3564

Backup POC: Chuck Tobler, 77-3287 (NOTE Chuck will be out of the office from May 26 until the morning of June 8)

General Steps:

This year's self assessments must be completed using new PIP Portal on EDNet.

To access the NIST Self Assessment, log into the PIP portal (<http://pip.ed.gov>), using the default password given to you at yesterday's SSO meeting. (NOTE: If you do not have a password, contact Yvette Bryant immediately.)

You will be asked to change your default password. When changing your password, you must make sure the password is at least 8 characters long, contains both lower and uppercase letters, a number, and a special symbol (eg, "*", ^)

At the main screen (the "dashboard and reports" screen), click on the "Systems tab" on the top navigation bar

Then select your system/s and hit the "filter" button.

A table will then appear for your system/s. Under the "NIST" column, click on the "Edit" link. This will open up your self assessment.

The self-assessment is preloaded with last year's answers. If the answer is the same as last year, you don't have to change what's in the "level of effectiveness" box. However, you must "prove" that you have addressed every question (ie, even if the answer is the same as last year). Do this by adding the word "validated" in the "Comments" Box. **DO THIS FOR EVERY QUESTION.**

If the answer has changed, change the response in the "level of effectiveness" box. However, still add "Validated" in the "Comments" box.

If you are making a risk-based decision, check the "risk-based decision" box, and add your justification in the comments box (and still add "Validated").

Complete the rest of the survey using the steps above.

Navigation/Saving Work/Other Issues

Be sure to save your work frequently. Note: Hitting “Save” will save changes and keep you on the same screen; “save and exit” will save and take you back to the previous screen.

You don’t have to complete the survey all at once. But, you do need to remember where you left off. (Hint: If a question has “validated” in the comment box, you have completed that question.)

You can navigate through the survey either through the pick list at the top of the screen, or by using the navigation bar at the left.

NOTE: In the navigation bar at the left, MC, OC, and TC stand for “management controls,” “operational controls,” and “technical controls.