



The National Incident Management System Compliance Assistance Support Tool (NIMSCAST) is available on the Preparedness Compliance Assessment System Tool (PrepCAST) portal. To access NIMSCAST, users must first sign into the PrepCAST portal at <https://prepcast.fema.gov> and then navigate to NIMSCAST. Users must have an active user role to access NIMSCAST from the portal. See the *NIMSCAST Users Guide* for more information about PrepCAST and NIMSCAST navigation.

## A. SIGNING IN TO PREPCAST (EXISTING USER)

The process below describes the normal sign in process. If you are a new user, see the *NIMSCAST Users Guide* for more information on signing into PrepCAST for the first time. Existing NIMSCAST users signing into PrepCAST for the first time should follow the steps outlined in *Quick Guide: Current NIMSCAST Users Sign into PrepCAST Process*.

Step 1: Navigate to PrepCAST at <https://prepcast.fema.gov>.

**Note:** Enter the website exactly as written. Some users may see a certificate error notification when accessing PrepCAST, select **Continue to this website** to access PrepCAST.

Step 2: In the **Email** field, enter the email address associated with your account.

Step 3: In the **Password** field, enter your password.

**Note:** Users who forget their passwords can click the **Forgot Password?** link to enter their security question responses and create a new password or users can click the **Problems Signing In?** link to request a new password be emailed to their email account.

Step 4: Click the **Sign In** button.

## B. NAVIGATE TO NIMSCAST

The PrepCAST portal houses National Preparedness Directorate (NPD) assessment applications. Though users will see all the application, they will only have access to those applications for which they have a user role assigned. Users must have an active NIMSCAST user role to access their NIMSCAST Account.

Step 1: From the PrepCAST portal home page, click on the NIMSCAST link or icon.

See the *NIMSCAST Users Guide* for additional information on navigating PrepCAST and NIMSCAST.



## C. IDENTIFYING YOUR CURRENT ACCOUNT

Some users have access to more than one NIMSCAST account. It is important to ensure that you are using the correct account when working in NIMSCAST.

Step 1: Look to the upper part of the page where you will see **[Current Account] » USA** and the account string. The last entry in the account string (in bold) indicates your current account location.

Step 2: To change your account, click on one of the links within the account string to select that account or click the **[Current Account]** link for a full list of accounts that you can access.



## D. VIEWING ASSESSMENT METRICS

NIMSCAST enables users to view and complete active assessments and to view inactive assessments. To view an assessment, verify that you are in the correct account by reviewing the account string.

Step 2: Click the **Select an Assessment** link, located in the Navigation menu.

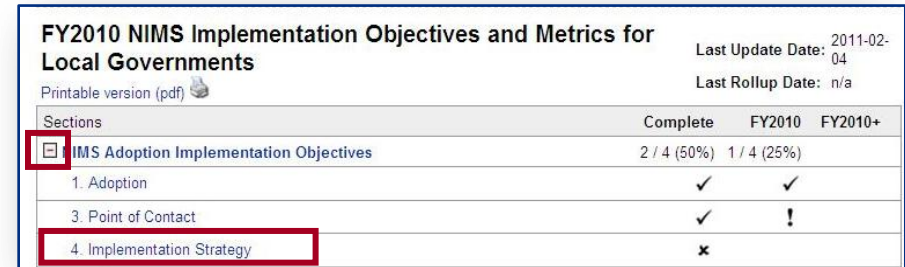
Step 3: Click on the appropriate assessment link to open the assessment dashboard.

Step 4: Click on the appropriate objective link to open the implementation objective and associated metrics.



Step 5: Click the plus icon **+** next to the appropriate section to open the metric objectives.

Step 6: Click on the metric title link, to open the assessment metric.



## E. GETTING HELP

There are several ways to get assistance when using NIMSCAST:

- Found in the Resources menu, the *NIMSCAST Users Guide* provides step-by-step instruction for common user activities conducted in NIMSCAST.
- In addition to the *NIMSCAST Users Guide*, the NIMSCAST Resources menu includes links to useful reference information:
  - Implementation Guidance
  - NIMS (Resource Center)
  - NIMS Frequently Asked Questions
  - Five-Year NIMS Training Plan
  - NIMS Document
- For additional information concerning NIMS implementation and NIMSCAST, please contact the National Integration Center at (202) 646-3850 or email: FEMA-NIMS@dhs.gov.

