

Getting Started

Logon to Portal

To login to the R-CISC portal, go to the url: <https://portal.r-cisc.org>. To login, enter your username, password, and tokencode.

The password must be a minimum of 8 characters, include 1 uppercase, 1 number and 1 special character (the characters supported are: _ . ! @ \$ * = - ?)



SIGN IN

Login

Password

Tokencode

Sign In

Need help logging in?


Contact the NC4 Support Center

helpdesk@nc4.com | 877.624.3771

Logon Screen

Upon successful authentication, the system will prompt you to set a new password and set up and answer two security questions. These questions are used by the Support team to verify identity, as well as enables users to use the Self-Service Password Reset function.

NEW PASSWORD

 Please enter a new password


Password (Required)



Verify Password (Required)

Submit

PASSWORD REMINDER

 Please choose a reminder query.

Password Reminder

Question

What is your father's middle name? ▼

Answer (Required)

Question Two

What is your father's middle name? ▼

Answer Two (Required)

Save

Self-Service Password Reset

*Note: You must have both security questions answered in order to use the Self-Service Password Reset feature.

On the login screen, click the "Forgot Password/Passcode?" link.

FORGOT PASSWORD

Screen Name (Required)

Email Address (Required)



Text Verification (Required)

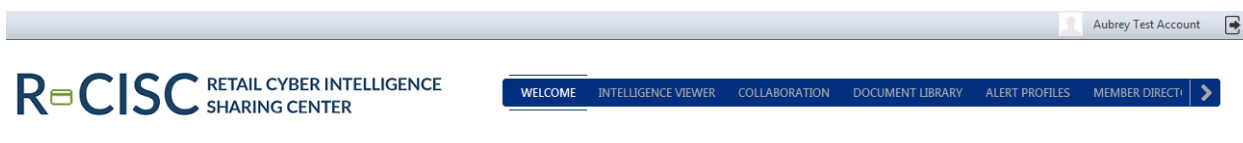
Send Reset Email

 [Sign In](#)

Fill in the username, email address, CAPTCHA code, and click to send the reset email. The system will deliver a notification to the external email address with prompts in resetting the password.

Updating Account Information

It is very important to keep your account identification information current. If you need to change your contact numbers, email address where you receive notifications, update your password, or change your security questions, access Account Details by clicking on your name in the upper right corner of the screen.



Submission Approval Notification

Member Submission Application

This tool is used by R-CISC members to submit information to the R-CISC ISAC. Members have the ability to submit Cyber, Physical or Other information.

Each submission form will open when the desired category is selected. Keep in mind the following points:

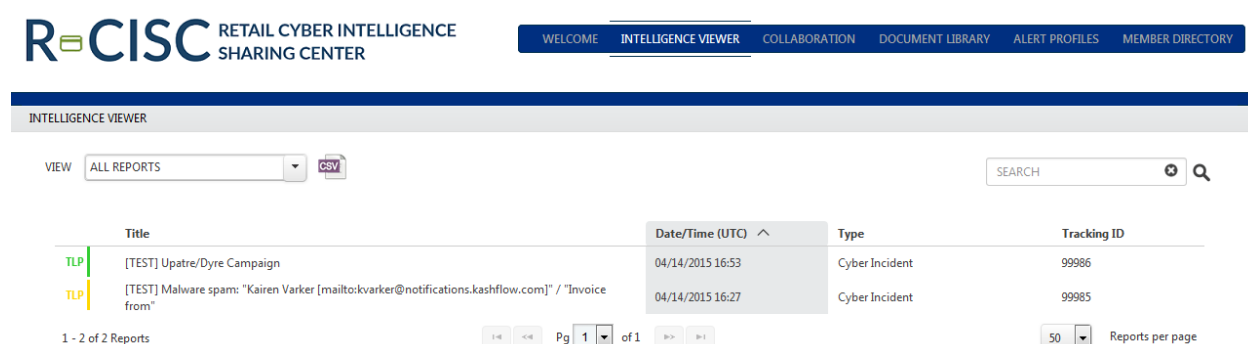
- Fields required to be completed before saving the form are marked as such
- Contact name, company, phone number, and email address are all optional, ensuring that you may submit information anonymously. If you wish for your identity to be known or to provide contact information to an analyst, you may complete one or more of these fields.

Clicking the Submit button on any of the forms will deliver your submission to the R-CISC ISAC for further analysis and potential publishing to a larger member audience.



Intelligence Viewer


The Intelligence Viewer is used by portal members with the appropriate access privileges to view a wide range of R-CISC ISAC-approved records. Records are grouped into “lists” and can be further sorted, filtered, and selected in order to read the entire record.




R-CISC RETAIL CYBER INTELLIGENCE SHARING CENTER

WELCOME **INTELLIGENCE VIEWER** COLLABORATION DOCUMENT LIBRARY ALERT PROFILES MEMBER DIRECTORY

INTELLIGENCE VIEWER

VIEW 

SEARCH 

	Title	Date/Time (UTC) ^	Type	Tracking ID
TLP	[TEST] Upatre/Dyre Campaign	04/14/2015 16:53	Cyber Incident	99986
TLP	[TEST] Malware spam: "Kairen Varker [mailto:kvarker@notifications.kashflow.com]" / "Invoice from"	04/14/2015 16:27	Cyber Incident	99985

1 - 2 of 2 Reports

Pg 1 of 1

50 Reports per page

Visibility of records in the Intelligence Viewer is determined by the R-CISC ISAC who use a dedicated console to post and update records in the viewer. The Intelligence Viewer is a read-

Member Directory

The Member Directory is a tool that allows R-CISC Members to view the other users within their Member Organization, as well as view Primary Contact information for other Member Organizations.

Primary Contacts for each organization also have the ability to set up other POCs for their organization, including: Physical Security, Privacy Security, InfoSec, Fraud, Business Continuity, Payments, Regulatory Compliancy and Ops Center.

Collaboration Tools

Document Library

The default view of the Document Library portlet displays the contents of the **Home** folder. The links on the left side of the portlet windows are filters. You can use these filters to choose what you want the main window of the portlet to display.

- **Recent Documents** displays documents users have recently uploaded, edited or downloaded.
- **My Documents** shows your documents; in other words, the documents you have uploaded.
- **Basic Document** and the document types listed below it are also filters.

If you click on one of these filters, the main portlet window shows only documents that belong to the selected document type. When you add custom document types, which we discuss below, they are added to the filter list. Next, let's look at how to navigate around Documents and Media.

Navigating the Document Library

In the main window of Document Library, you can click on a document to view details about it.

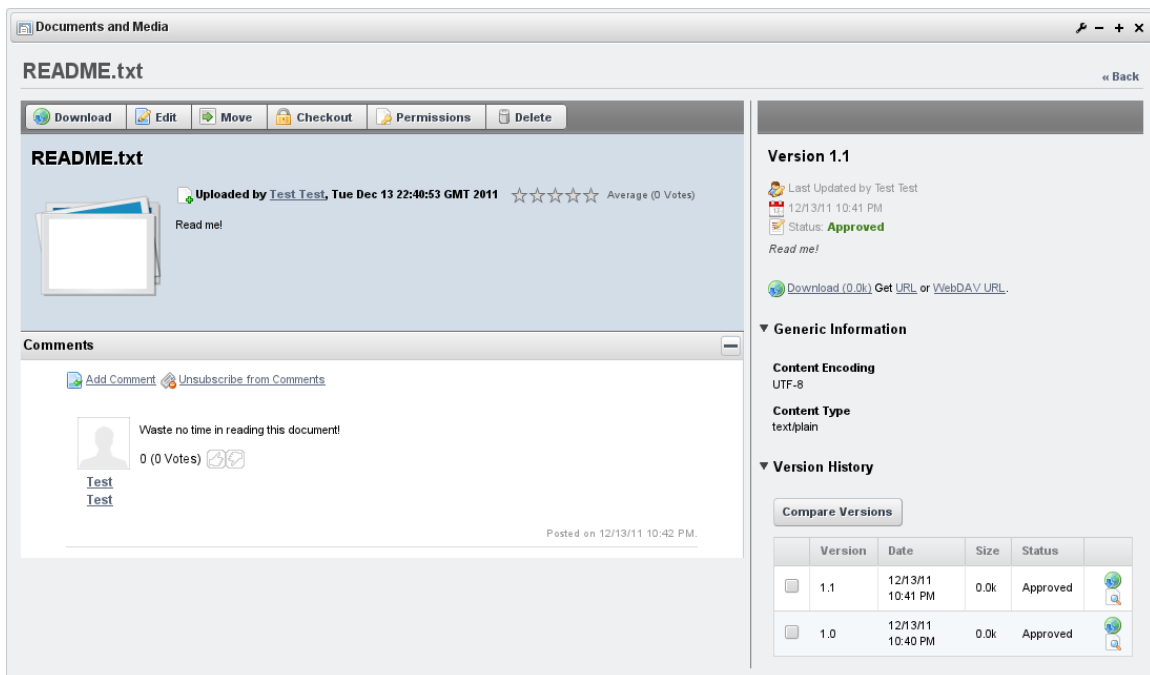


Figure 1 – Viewing a document

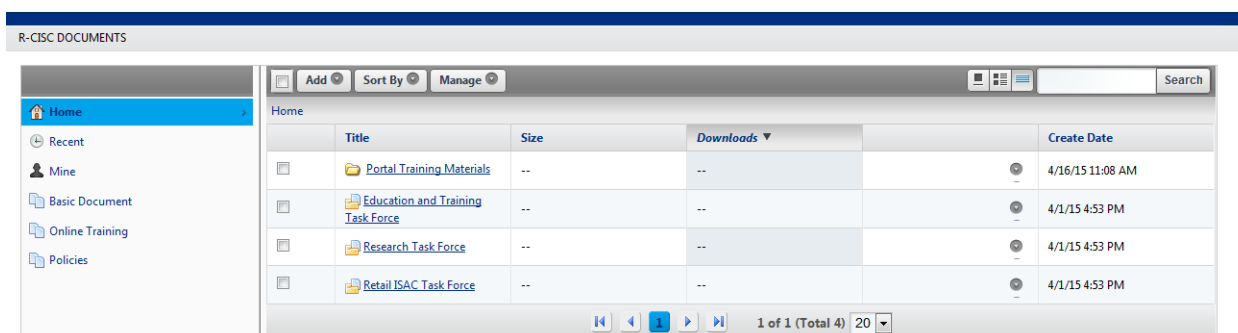
The document's version number, version history, status, as well as its uploader and the user who last edited it. Depending on the document, some automatically extracted metadata may also be displayed, such as the

document creator, author, title, content type, creation date and last modification date. In the case of audio or video files, the duration would also be displayed. You can perform several actions on the document here:

- **Download:** lets you download the document.
- **Get URL:** displays the URL of the document on the server.
- **Edit:** lets you change contents of a document, point it to a different file, change its title, description or document type, or add tags, categories or related assets.
- **Move:** lets you choose a new location in the Documents and Media repository to store the document.
- **Checkout/Checkin:** prevents others from modifying the document while you are working. Other users can still view the current version of the document if they have permission. You can check the document back in when you're done working.
- **Permissions:** allows you to navigate to the Permissions page where you can add or remove permissions at a very granular level, from assigning permissions at the Portal Roles, Organizations Role, Compartment Role, or at a User's level.
- **Delete:** lets you remove the document from the Documents and Media library.

Add

From the **Add** button, you can add documents, folders and shortcuts just like on your local file system.



Steps to Add Folder:

1. Click the "Add" button.
2. Select "Folder".
3. Fill in the Name of the folder. Add a description (optional).
4. Click on the "Assign" link.

New Folder

Name (Required)

Description

Permissions

[Assign](#)

5. The main panel shows all roles that are already assigned. To add additional roles, open the appropriate panel. For R-CISC, the “Compartment” Roles panel is most likely where you should navigate.
6. Scroll or search for the role that should be granted access to the document (ie, Core, Core+, Analysts, etc).
7. Select the checkboxes for the appropriate rights for the role.
8. When finished, click “Save”.

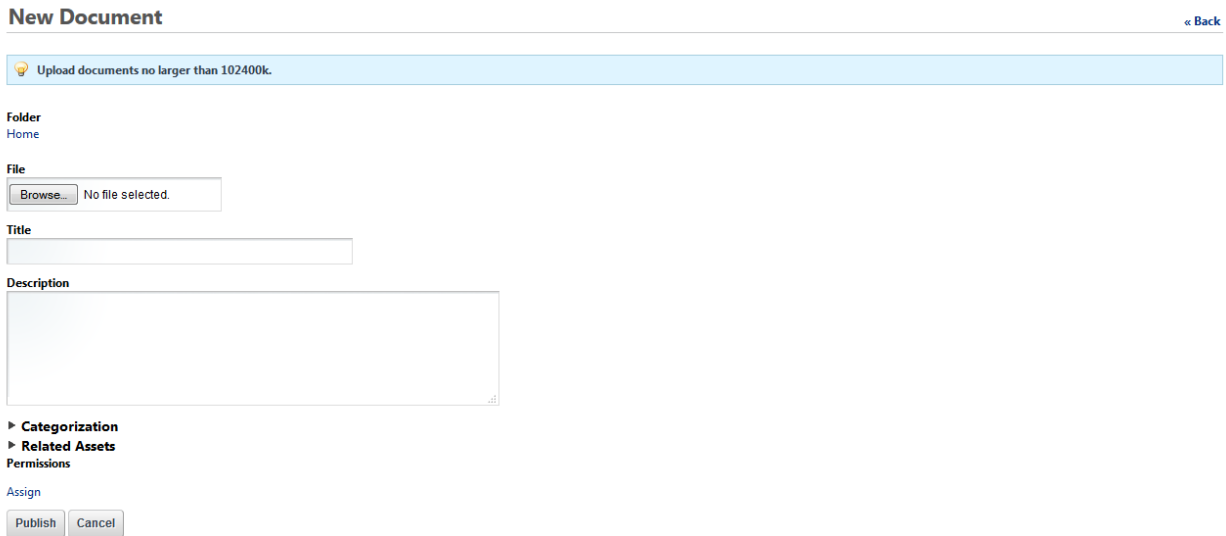
Description of Permissions for Folders:

- View: the ability to view the folder and its documents (if granted access to the documents)
- Access in Co:
- Add to Page:
- Configuration:
- Permissions: the ability to modify the permissions for the folder

Steps to Add Document:

1. Navigate to the desired folder.
2. Click on the “Add” button.

3. Select “Basic Document”.
4. Fill out the form: browse for the file, add a title and description.



5. Click on the Assign link. (Note: you can also click to “Publish” the document and then access Permissions from the main screen.
6. The main panel shows all roles that are already assigned. To add additional roles, open the appropriate panel. For R-CISC, the “Compartment” Roles panel is most likely where you should navigate.
7. Scroll or search for the role that should be granted access to the document (ie, Core, Core+, Analysts, etc).
8. Select the checkboxes for the appropriate rights for the role.
9. When finished, click “Save”.

R-CISC DOCUMENTS

Portal Training Materials

100 Records per Page Search List

Currently Assigned			Users	Organization Roles	Compartment Roles	Portal Roles
Name ^	Type	View				
R-CISC Organization Member	Compartments	<input checked="" type="checkbox"/>				
R-CISC Organization Analysts	Compartments	<input checked="" type="checkbox"/>				
R-CISC Organization Membership Admin	Compartments	<input checked="" type="checkbox"/>				
Owner	Roles	<input checked="" type="checkbox"/>				

More >

Pg 1 of 1

Description of Permissions for Documents:

- View: the ability to download the file
- Add Discussion: the ability to add comments to a document
- Delete: the ability to delete the file from the Document Library
- Delete Discussion: the ability to delete comments to a document
- Override Checkout: the ability to check a document back in, if another user has checked it out
- Permissions: the ability to update the permissions for a document
- Update: the ability to edit the document (create a new version)
- Update Discussions: the ability to update comments on a document

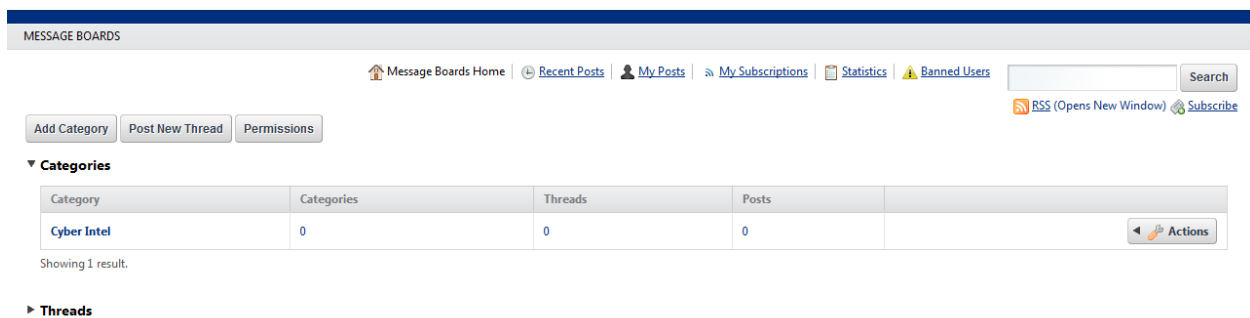
Message Boards

The Message Boards tool allows users to establish threaded discussions and to share expertise, thoughts, and feedback with other members of the portal.

Using Message Boards

Threads can be viewed in many ways. At the top of the portlet is a set of tabs: Recent posts, My Posts, My Subscriptions, and for administrative users, Statistics and Banned Users.

- The **Recent Posts** tab shows all posts from all categories by date, so you can keep up on all the most recent discussions in the message boards.
- The **My Posts** tab shows all of the posts for the user that is currently logged in. This is a convenient way to get back to a previous conversation in order to retrieve some pertinent information.
- The **My Subscriptions** tab allows a user to manage thread subscriptions. If you lose interest in a particular topic, you may want to visit this tab and unsubscribe from a thread.



MESSAGE BOARDS

[Message Boards Home](#) |
 [Recent Posts](#) |
 [My Posts](#) |
 [My Subscriptions](#) |
 [Statistics](#) |
 [Banned Users](#)

[Add Category](#) |
 [Post New Thread](#) |
 [Permissions](#)

[RSS \(Opens New Window\)](#) |
 [Subscribe](#)

▼ **Categories**

Category	Categories	Threads	Posts
Cyber Intel	0	0	0

Showing 1 result.

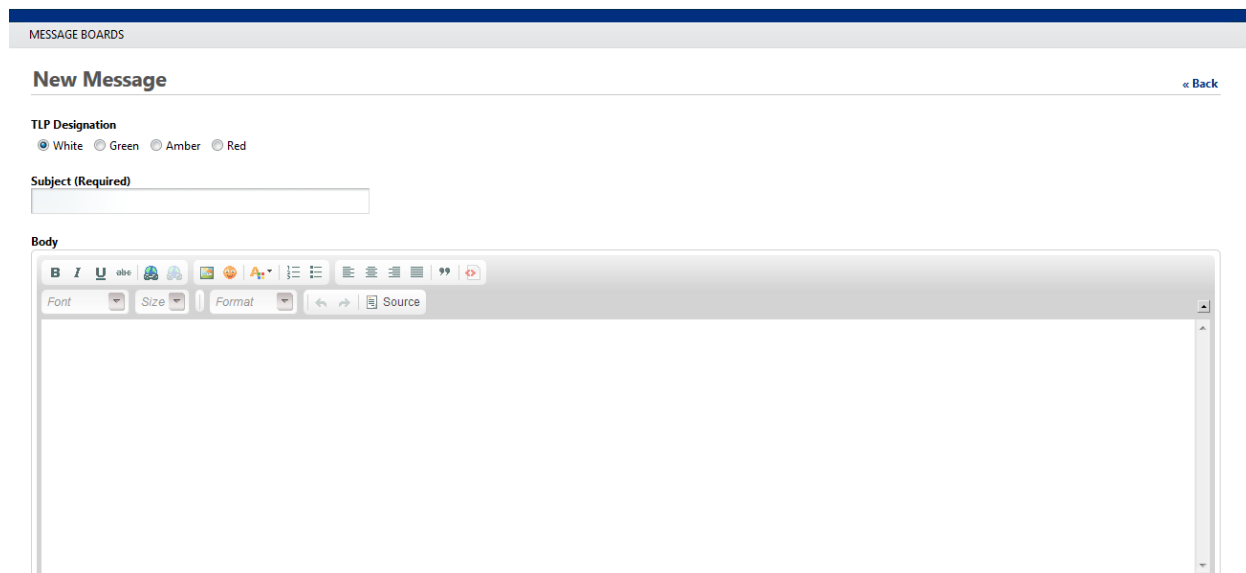
► **Threads**

Subscribe to Categories and Threads

Users are able to subscribe to Categories and Threads. Whenever a new post is created or an existing post is updated, an external email notification is sent. Subscribe by selecting the associated “Actions” button and select “Subscribe”.

Posting New Threads

To post a new thread simply select the **Post New Thread** button. You will see a message editing form.



Editing a message boards post

The message boards editor is quite rich. It supports bold, italicized, underlined, and crossed-out text, links, images, colors, lists, tables, alignments, quotation blocks, code blocks, different fonts and font sizes, and more.

Messages that are posted to the message boards are shown by default in a threaded view so that replies are attached to the proper parent message. This makes it easy to follow along with conversations.

When viewing a message board thread, users are given several options. At the top right of the thread are three icons, allowing users to view threads in a flat view, in a tree view, or in a combination view. A flat view shows all of the messages in the order in which they are posted. A tree view shows all of the messages in a threaded view, so that replies are next to the messages they are replying to. A combination view shows the threads at the top as subjects only, with the flat view underneath.

When viewing a thread, users can click links allowing them to post a new thread, subscribe to the thread they are viewing, or if they have administrative access, lock a thread or move a thread to another category. Subscribing to a thread causes the system to send the user an email whenever a new message is posted to the thread. If you have enabled the mailing list feature for the category in which the thread resides, users can simply reply to these messages in order to post back to the thread, without having to visit your site.

The Message Boards portlet is also highly integrated with user management features. Posts on the message board show users' pictures if they have uploaded one for themselves, as well as the dates that users created an ID on your site.

NC4 Support Center Contact

If a user has any questions on how to navigate through the portal, functional questions, or are having difficulties logging into the R-CISC portal, the NC4 Support Center is available.

The NC4 Support Center is available Monday – Friday, 8am – 8pm EST.

Phone: 1-877-624-3771

Email: helpdesk@nc4.com