Homeport 2.0 User Guide for Registered Users

Version 6.0

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1. PREFACE

1.1 About Homeport

Homeport is the United States Coast Guard's (USCGs) Internet tool for providing a public interface for internal USCG processes, information and services. The Homeport portal supports the secure information requirements of the Maritime Transportation Security Act. Homeport provides secure information dissemination, advanced collaboration capabilities for Area Maritime Security Committees, electronic submission and approval for Vessel & Facility Security Plans, and complex electronic mail (email) notification capabilities. The purpose of this document is to act as a guide to Homeport system users. This user guide includes explanations, terminology and business procedures for the Homeport system.

1.2 System Requirements for Using Homeport

The Internet Explorer browser deployed in the USCG Standard Image is supported with CGPortal. Users accessing Homeport from home via Common Access Card (CAC)-enabled Remote Access System (CAC RAS) must ensure that a supported web browser/version is installed.

The following web browsers are also supported with Homeport:

- Internet Explorer 8.0 (32-bit)

- Internet Explorer 10.0 (32-bit)

- Internet Explorer 11.0 (32-bit).

NOTE: For the best user experience, Internet Explorer 8 or greater is recommended.

Currently, only 32-bit versions of Internet Explorer support ActiveX controls. 64-bit versions of Internet Explorer and all other browsers, including Firefox, Chrome and Safari, do not support ActiveX controls and, therefore, may experience limited functionality.

1.3 Homeport & Security Plans

Facility and vessel owners, operators and security officers, and registered Homeport users, may submit vessel and facility security plans electronically using the Manage Security Plans tool when logged on to Homeport.

In addition to submitting new plans, they are able to retrieve submitted plans, submit amendments to approved plans and allow other company personnel access to view their plans.

1.4 C5ISC Kearneysville Application Support Division's Role in Homeport

Anyone with Internet access can view Homeport to see information available to the general public. The Command, Control, Communications, Computers, Cyber, and Intelligence Service Center in Kearneysville, West Virginia (C5ISC Kearneysville) Application Support Division provides end user helpdesk support for Homeport. To request support, please contact C5ISC Kearneysville Application Support Division at the following phone numbers or email address:

- Homeport phone numbers: 304-262-5971 or 877-872-4999

- Homeport email: SMB-USCG-Homeport@uscg.mil

1.5 User Types

User interaction with the Homeport system depends on the user's role in the maritime community. The user's permissions will determine the access and view ability of Homeport. When the user registers for a Homeport account, templates are automatically assigned to the user based on the criteria provided on the registration form. Templates ensure users receive the qualifiers, values, and access groups to use the Homeport system correctly. The following are descriptions of the user types, roles, and permissions.

- Coast Guard employees who have been issued a CAC must sign on to Homeport using their card and PIN only, no username/password required.

- Port Partner users refer to members of maritime industry who have registered for a Homeport account and have been approved by USCG personnel at the COTP Zone. Port Partners log on with a username and a password.

- Community Member Only (CMO) or External Participates are granted access to the system based on the request of an owner of a community site. CMOs also log on with a username and password.

NOTE: Only Non-USCG users (Port Partners and CMOs) will have access to the Password Registration and Password Reset sites.

2. LOGGING ON TO HOMEPORT

The following section describes the log on procedures for Coast Guard users and registered Homeport users. The Coast Guard user will be signing on with his/her CAC; whereas, the registered Homeport User will be signing on with a username and a password. This section also addresses the process by which a registered user can change his/her password.

2.1 CAC Users Logging on the Coast Guard Network

Users with a CAC and on the **Coast Guard Network** should perform the following steps to log on to the **Homeport** system:

1. Navigate to the Homeport page.

   The following screen appears:
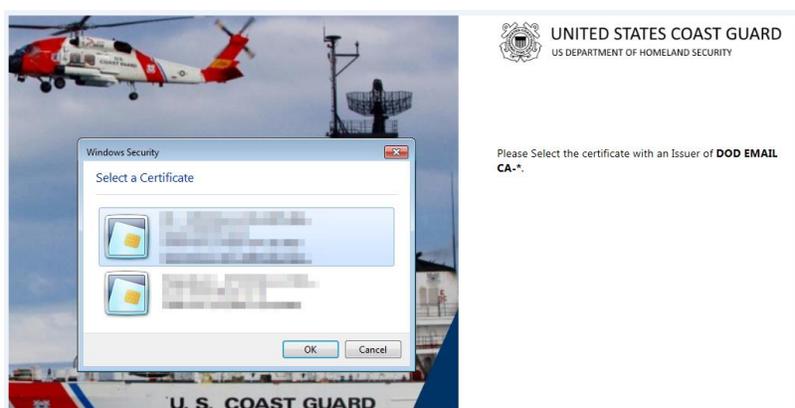
Figure 2-1 Coast Guard User Logging On with CAC

2. Select the *{DOD email certificate}*, and then click **OK**.

   The Coast Guard user is logged on to Homeport.

2.2 Registered Homeport Users Not on the Coast Guard Network

The following section describes the process the registered Non-USCG Homeport user will follow to register for self service password reset, reset his/her password, and then log on to Homeport.

2.2.1 Register for Self Service Password Reset

A **Registered Non-USCG Homeport User** that knows his/her current username and password can use the Self Service Password Registration site to provide answers for the security questions used by the password reset portal by completing the following steps:

1. User navigates to: https://sspreg.uscg.mil/ to register his/her account.

   The browser prompts the user to authenticate with their current username and password.

Figure 2-2 Homeport Username

2. Enter the *{username}*, which is the user's registered email address, and then click **Next**.

   *The **Password Registration: Your Current Password** screen appears similar to the following figure:*

Figure 2-3 Password Registration

3. Enter the *{temporary password}* that was provided to the user in the email, and then click **Next**.

*The **Security Questions** screen appears similar to the following figure:*

Figure 2-4 Security Questions

4. The user answers five of the eight questions to complete the Security Questions form, and then click **Next**.

NOTE: *Answers need to be at least four characters, they are case sensitive, and the same answer cannot be used more than once.*

The Password Registration window appears similar to the following figure:

Figure 2-5 Begin the Registration Process

5. Click **Next**.

The user is now registered for self service password resets.

2.2.2 Resetting Forgotten Passwords

The following section describes the steps for resetting a forgotten password and for changing the initial temporary password to complete the log on process:

1. Navigate to: https://sspr.uscg.mil/ to reset passwords.

    The Password Reset window appears similar to the following figure:

Figure 2-6 Password Reset

2. Click **Next**.

    *The **Verify Your Identity: Submit Your Answers** screen appears similar to the following figure:*

Figure 2-7 Verify Your Identity

3. The user must verify his/her identity by answering three of the five security questions.

NOTE: *Answer three of the five questions and they must match the answers provided during registration.*

4. Once the security questions have been answered, click **Next**.

5. Enter the new *{password}* in both boxes, and then click **Next**.

NOTE: *Forefront allows users to change passwords at any time after the initial registration. Complexity requirements are enforced when passwords are changed or created.*

Figure 2-8 Choose Your New Password

Warning: If the user has chosen a password that does not follow the password requirements he/she will receive an error message displaying the password requirements.

Figure 2-9 Password Requirements

The user can now log on using his/her email address and new password for Homeport.

Figure 2-10 Password Reset

2.2.3 Logging On to Homeport for Registered Homeport Users

A user that has a registered Homeport account but not on the Coast Guard Network, must first register and then reset his/her password. Once the password has been registered, the user may perform the following steps to log on to Homeport.

For steps on how to register the password for initial log on or to change the password refer to *Section 2.2.1, Registered Homeport User Password Registration*.

1. From the Homeport homepage, click **Log In**, in the upper right corner of the screen.

Figure 2-11 Homeport Log In

The Sign in box appears similar to the following:

Figure 2-12 Log In Screen for Registered Homeport Users

2. Sign in with the *{username}* and *{password}*, and then click **Sign In**.

NOTE: The username is the user's registered email address.

A warning message appears similar to the following figure:
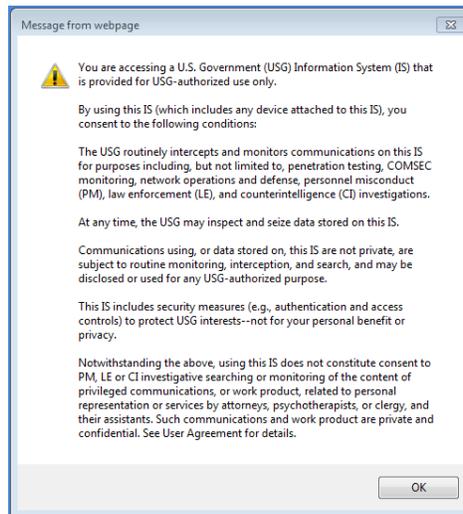
Figure 2-13 Warning Message for Registered Homeport Users

3. Click **OK**.

    The Registered Homeport user is logged on to Homeport.

2.2.4 Password and Security Questions Issues

This section describes the procedures to follow when the user is experiencing password and/or security question issues.

- If the user's password is not working, he/she needs to navigate to the Password Reset URL: https://sspr.uscg.mil/ to reset his/her password.

- If the user forgets his/her security questions but remembers their password, he/she needs to navigate to the Password Registration URL: https://sspreg.uscg.mil/ to reset the responses to the security questions.

- If the user has forgotten both their password and the answers to the security questions, deleted or never received the email containing the initial password, or his/her email address has changed, please contact C5ISC Kearneysville Application Support at the following phone numbers or email address:

  - Homeport phone numbers: 304-262-5971 or 877-872-4999

  - Homeport email: SMB-USCG-Homeport@uscg.mil

3. NAVIGATING HOMEPORT

Homeport logically organizes the information it contains from large categories to smaller ones. The broadest category areas are called Tabs and are located near the top of the screen. Clicking **Communities**, **Missions**, and **My Homeport** tabs, will display a page. The user will need to hover over **Port Directory** to display the Port Directory list, and then click the *{name of a port}* to display a page for the port. Hover over the **Missions** tab to display the drop down menu. Blocks contain links and information located in Homeport. Some blocks are common to all Homeport users, but some are unique to the user's role in the system. This section discusses the navigational structure of Homeport, which helps users find the information needed.

The navigational structure includes:

- **Tabs** display menus and pages.

NOTE: Registered Homeport Users that are logged on will have an additional two tabs: Communities and My Homeport.

  - **Communities**- a directory of Communities.

  - **Missions** - contains information about US Coast Guard's efforts in the marine safety, marine security and environmental protection.

  - **My Homeport** - personalized view of the user's port information and services; available to logged on users only.

  - **Port Directory** - public information directory for each US Coast Guard port.

Figure 3-1 Homeport Tabs

- **Featured Homeport Links** appears on all Homeport pages as a dropdown list.
- **Search Box** appears at the top of each Homeport page.
- **Blocks** containing content and links to websites and information.
- **Homeport Logo** appears at the top of each page, and by clicking the **Homeport logo** the user returns to the **My Homeport** page.

3.1 Communities Tab

In **Communities**, the user (depending on permissions) can view information for each community, request a new community, email owners of a particular community, and edit an existing community. The user can also add announcements or documents to the community.

3.1.1 Community Information

Perform the following steps to view **Community** Information:

1. Click **Communities**.

2. Select the desired *{Community}* to navigate to the community site.

NOTE: *Users can click the **Email Owners** icon to contact the Community Owner and request access.*

Figure 3-2 Community List

For more detailed information on **Communities**, refer to *Section 9.0, Communities*.

3.2 Missions Tab

The **Missions** tab contains information about US Coast Guard's efforts in marine safety, marine security, and environmental protection. The following section describes the **Missions Page** and the **Missions Menu**. Information about the using **Merchant Mariners** and **Vessel Response Plan** are also included in this section.

3.2.1 Missions Page

Clicking the **Missions** tab, displays the following screen. The user clicks the **Homeport logo**, at the top of every page, or the **Missions** tab to return to this screen.
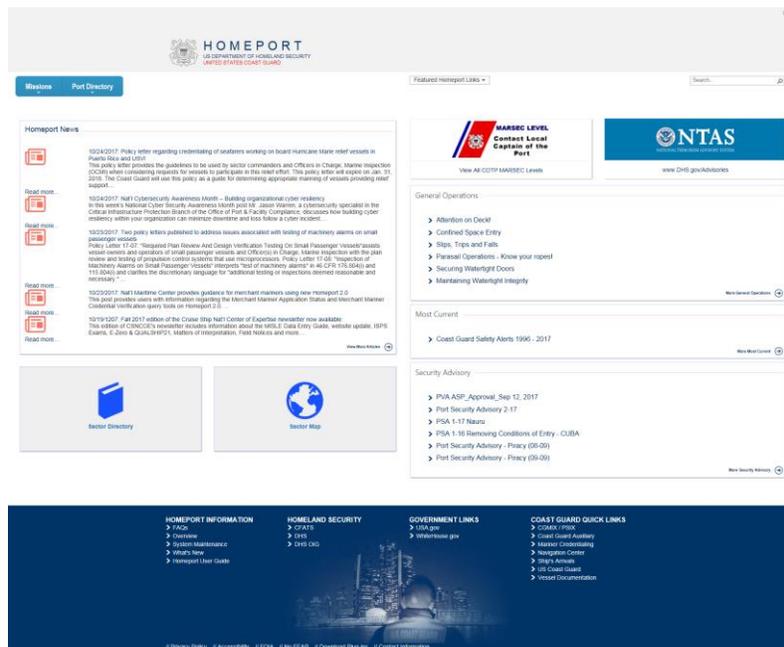
Figure 3-3 Missions Tab

3.2.2 Missions Page Blocks

The following section discusses the **Blocks** displayed on the **Missions** page.

- The **Homeport News** block includes articles available for the user to access from the Coast Guard Maritime Commons website.
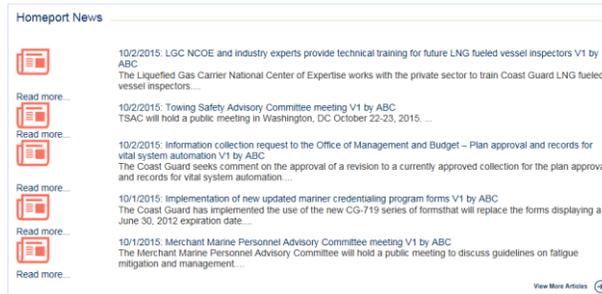
Figure 3-4 Homeport News

NOTE: The user clicks the desired article title and he/she will be directed to the website containing the article.

- The **US Coast Guard's Maritime Security (MARSEC)** level is a three-tiered system that provides the current threat condition of a maritime area. The **MARSEC Level** block also contains a link to **View All COTP MARSEC Levels**.

Figure 3-5 MARSEC Levels Block

A new internet page opens with the US Coast Guard Maritime Security Level information.

- The **National Terrorism Advisory System (NTAS)** communicates information concerning terrorist threats to the American public; clicking this directs the user to the **NTAS** site.

Figure 3-6 National Terrorism Advisory System Block

NOTE: The following blocks cannot be edited and/or information cannot be added unless the user is logged into his/her registered Homeport account.

- The **General Operations** block displays the six most recently published articles from under: **Missions** | **Investigations** | **Safety Alerts** | **General Operations**.
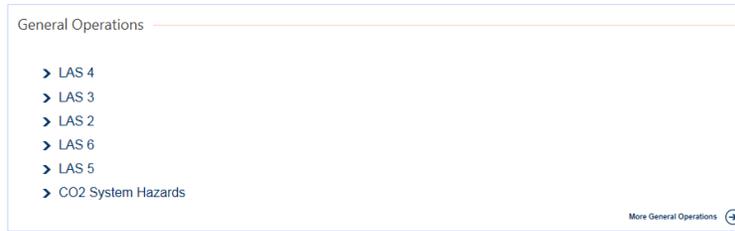
Figure 3-7 General Operations Block

NOTE: Click a link in the block to display content.

- The **Most Current** block displays the six most recently published articles from under: **Missions** | **Investigations** | **Safety Alerts** | **Most Current**.

Figure 3-8 Most Current Block

- The **Security Advisory** block displays the six most recently published articles from under: **Missions | Martime Security | International Port Security Program (ISPS Code) | Port Security Advisory.**
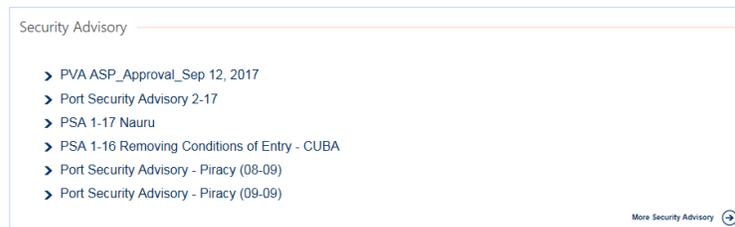
Figure 3-9 Security Advisory

- The **Sector Directory** block displays a list of commands grouped by their geographical **USCG District**.
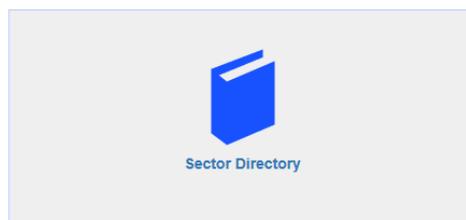
Figure 3-10 Public Sector Directory Block

- If the user clicks the **Sector Directory** block the following screen appears and displays information pertaining to each command:

Figure 3-11 Sector List

- The **Sector Map** block displays a map of the United States that shows the name and location of the US Coast Guard Sectors.

Figure 3-12 Public Sector Map

NOTE: *The user may click a* {port name} *to bring up* ***Port Directory*** *content; this information can also be accessed using the* ***Port Directory*** *tab.*

3.2.3 Missions Menu

The following are steps to navigate through the **Missions Menu**:

1. Hover over the **Missions** tab to display the **Missions Menu**.

NOTE: *This menu contains links directly to content that is located in the Homeport website and links to outside websites, depending on the information the user is trying to obtain.*
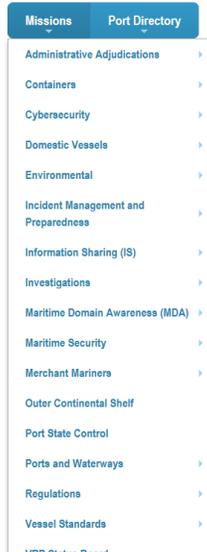
Figure 3-13 Missions Menu

2. To display the sub-menu, hover over the arrow to the right of the menu item.

NOTE: If the Menu item has a small arrow to the right of the title, there is a sub menu. If not, the user clicks the menu item to display the content or website.
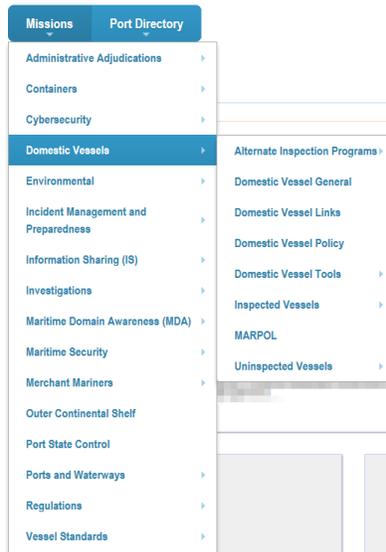
Figure 3-14 Missions Sub Menu

3. From the sub-menu the user can select one of the items by clicking the menu item.

3.2.3.1 Using the Sea Service Renewal Calculator

Homeport provides Merchant Mariners with a **Sea Service Renewal Calculator** to calculate the sea service time required for renewing their credentials. The **Sea Service Renewal Calculator** is located under the **Missions** menu.

NOTE: *This tool is not an official evaluation of the amount of sea service time an individual merchant marine has accumulated.*

Perform following steps to use the **Merchant Mariner Sea Service Renewal Calculator**:

1. From the **Missions** tab**,** click **Merchant Mariners**, and then click **Sea Service Renewal Calculator**.

The following MMLD Privacy Policy Screen appears:

> **MMLD Privacy Policy** ✕
>
> **Privacy & Security Policy**
> **PRIVACY ACT STATEMENT**
> **5 U.S.C 522(a) Privacy Act**
>
> **AUTHORITY**: 46 U.S.C. Subtitle II, Part E authorizes the Coast Guard to issue merchant seaman licenses, certificates and documents. This site is being provided as a service to mariners to determine if they have sufficient sea service time to qualify for credential renewal.
>
> **PRINCIPLE PURPOSE**: The Coast Guard will use this information to calculate the potential sea service time you have accumulated.
>
> **ROUTINE USES**: There will be no further use of this information. Information provided to Homeport will be destroyed at the end of the request session.
>
> **DISCLOSURE**: Furnishing this information is voluntry; however, the Coast Guard will not be able to perform the calculation without the information requested.

Figure 3-15 MMLD Privacy Policy

2. Close out of the **MMLD Privacy Policy** screen.

3. From the **Merchant Mariner Sea Service Renewal Calculator** page, select a **Credential Type** from the drop-down menu.

4. Select a *{Ship date}* and a *{Discharge Date}* from the calendars.

5. Choose a **Sea Service Type** from the drop-down menu.

6. To add more dates for the same type of service, click **Add Date** and then perform **Step 3** through **Step 5**.

7. Click **Calculate**.

Based on the information entered, you have **2 sea service days** and you need an **additional 358 days** of Sea Service to qualify for the Renewal of your **Master** credential.

Please print your results and keep a copy with your sea service documentation. When you have accumulated enough sea time to renew your credential you may bring your be eligible to renew your credential without the required sea time. For more information, visit: http://www.uscg.mil/nmc/

> **DISCLAIMER:** This tool is not an official evaluation of a Mariner's Sea Service. Actual credit for Sea Service will be based on the date of application. All information is subject to verificatio amount and nature of the sea service signed by appropriate officials or licensed masters.

Figure 3-16 Results of Service

8. To remove a date range, click the **Delete** checkbox next to the line, and then click **Remove date**.

NOTE: *When calculating service time, remember the time entered must have been completed within the last five years to count toward the 360 day requirement for renewing credentials.*

3.2.3.2 Verifying Merchant Mariner Credentials

Homeport allows for Port State Control Officers, employers, and others to verify the validity of a US Merchant Marine Credential. There are many ways to search for these credentials. This section discusses each method and provides information on how the results are displayed.

Click **Missions** | **Merchant Mariners** | **Merchant Mariner Credential Verification**.

The following screen appears:

- **IMPORTANT INFORMATION:** The U. S. Coast Guard has exercised its authority under Title 46, United States Code, Section 7507, and has granted an extension of national endorsements for any mariner whose MMC expires on or after December 1, 2016. This extension is effective immediately and will be valid until September 30, 2017. The Merchant Mariner Credential Verification tool will not reflect the extension date.
- **GENERAL:** This tool is intended for Port State Control Officers, employers and others who wish to verify the validity of a United States Merchant Mariner Credential (MMC) and Medical Certificate. This tool displays only the most recently issued valid MMC and Medical Certificate. Data viewed on this site is updated daily at 0700.
- **Medical Certificates:** The Coast Guard will use this information in order to match your request with the appropriate database entry regarding your credential application status.
    - **DATES:** Medical Certificates display the certificate issue and expiration dates for service under National, STCW and/or First Class Pilot Endorsements. For example, if the mariner is sailing under STCW, then the expiration date displayed for STCW applies. If the STCW and Pilot expiration dates are past but the National date is still valid, the mariner may continue to sail under the authority of their National Endorsement(s) until a new Medical Certificate has been issued.
    - **REQUIREMENT TO CARRY:** All credentialed U.S. Mariners who have been issued a medical certificate must carry both a valid MMC and Medical Certificate to sail under the authority of their MMC. All mariners holding STCW Endorsements should currently hold a Medical Certificate and in all cases are required to have a valid Medical Certificate to sail under the authority of their STCW Endorsement by January 1, 2017. All credentialed U.S. Mariners must have a valid Medical Certificate by March 24, 2019 in order to sail under the authority of their MMC.
- **EMPLOYERS:** It is recommended you visually verify original credentials before offering employment based on this tool.
- **HOW TO VERIFY:** Furnishing this information is voluntary; however, The Coast Guard will not be able to process your application status inquiry without the information requested.
    - Enter the document number and credential type.
    - Enter the reference number and last name of the mariner(s).
- **NEED MORE HELP:**
    - If you have any questions or concerns about the data you receive, please contact the National Maritime Center at IASKNMC@uscg.mil, 1-888-IASKNMC (domestic US calls only) or, from outside the U.S. (your country's exit code)-1-304-433-3400.
    - Additional information regarding U.S. Merchant Mariner Credentials can be found at http://www.uscg.mil/nmc/.

[Select One ▼] [Go]

Figure 3-17 Merchant Mariner Credential Verification

3.2.3.2.1 Merchant Mariner Document Search

Homeport provides a way to perform a search based on the document itself. If user knows the **Document Number** and **Document Type**, perform a **Document Search** by using the following steps:

1. Select **Document Search** from the drop-down menu.
2. Click **Go**.

[Document Search ▼] [Go]

Document Number Search

Choose the document type you are searching for then enter the document number:
- Where to find the document number
- New Document of Continuity certificates do not have document numbers and will be inaccessible via this search.

Document Type

[Choose Document Type ▼]

Document Number

[   ] [Search]

Figure 3-18 Document Number Search Area

3. Select the **Document Type**, and then enter the *{Document Number}*.
4. Click **Search**.

3.2.3.2.2 Performing a Single Mariner Search

To perform a search for one **Mariner's Credentials**, use the following steps:

1. Click **Missions** | **Merchant Mariners** | **Merchant Mariner Credential Verification**.
2. Select **Single Mariner Search** from the drop-down box.

3. Click **Go**.

Figure 3-19 Reference Number Search

4. From the **Reference Number Search** area, enter a *{Reference Number}* and a *{Last Name}*.

5. Click **Search**.

3.2.3.2.3 Multiple Mariner Search Using Reference Numbers

When searching for information on more than one mariner, the same steps as the Single Mariner Search can be used. However, entering the information is different.

Perform the following steps to complete a **Multiple Mariner Search**:

1. Using another program (preferably Microsoft Excel), create a document with *{Reference Numbers and Last Names}* of mariners for which information is needed.

NOTE: *When using MS Excel, enter reference numbers and last names in separate columns. If using a .txt file, enter the reference number followed by a TAB and then the last name. Each mariner's information must be on a separate line regardless of which program is used.*

2. From the **Merchant Mariner Credential Verification** page, select **Multiple Mariner Search by Reference Number** from the drop-down menu.

3. Click **Go**.

Figure 3-20 Multiple Mariner Search

4. Copy the information from the created reference document and paste the information into the box in the **Mariner Number Search Area**.

5. Click **Search**.

3.2.3.2.4 Credential Verification Search Results

After the user performs a successful **Merchant Mariner Credential Verification** search, the **MMLD Credential Verification Search Results** page displays the results.

- The screen displays the mariner's name, reference number, citizenship, and so forth.

- MMLD Credential Verification Search Results for Wednesday, August 02, 2017 12:59:45 PM

Mariner Information	
First Name:	**Reference Number:**
Middle Initial:	**Citizenship:** UNITED STATES
Last Name:	**Gender:** M
Suffix:	

Credentials						
Credential Type	**Credential Number**	**Credential Status**	**Credential Issued**	**National Expiration**	**STCW Expiration**	**Pilot Expiration**
MEDICAL CERTIFICATE		Valid	11-30-2016	11-30-2021	11-30-2018	11-30-2018
Credential Type	**Credential Number**	**Credential Status**	**Credential Issued**	**Credential Expiration**		
MMC		Valid	02-03-2017	02-03-2022		

Figure 3-21 Mariner Information

*NOTE: From here, the results can be printed by clicking **Print Friendly Version**. This creates a **PDF** document which can be printed or saved.*

- Duplicate credentials appear if a mariner has a Merchant Mariners Document (MMD) credential listed. If the mariner holds Merchant Mariner Credentials (MMC), other credentials which are rolled in with the MMC are not invalidated and will display in the list until they expire.

- If credential details need to be viewed, click the link under either **Credential Type** or **Credential Number**, both links open the **Detailed Credential Information** page.

Reference Number:	
Document Number:	
Document Type: MMC	
Credential Issue Date - Expiration Date: 02-03-2017 - 02-03-2022	

International Regulations
VI/4: First Aid and Medical Care
IV/2: GMDSS Radio Operator
VI/5: Vessel Security Officer
VI/2: Proficiency in the use of survival craft, rescue boats and fast rescue boats
VI/3: Advanced Fire Fighting
II/2: Master, Chief Mates (500 Gross Tons or More)
VI/1: Basic Training (BT)
II/3: Officers In Charge of a Navigational Watch and Masters (Less Than 500 Gross Tons)
VI/6: Vessel Personnel With Designated Security Duties/ Security Awareness
II/5: Able Seafarer-Deck
II/1: Officers In Charge of a Navigational Watch (500 Gross Tons or More)
II/4: Rating forming part of a navigational watch (RFPNW)

Figure 3-22 Detailed Credential Information

3.2.3.3 Vessel Response Plan Status Board

Homeport allows users to view Vessel Response Plans (VRP) and Shipboard Oil Pollution Emergency Plans (SOPEP).

Perform the following steps to search for **Vessel Response Plans**:

1. From the **Missions Menu**, click the **VRP Status Board** to be directed to the **VRP Search** page.

Figure 3-23 VRP Status Board

Figure 3-24 VRP Search Page

2. Enters the *{required criteria}*, and then click **Search**.

   *The **Search Results** page appears similar to the following figure:*

Figure 3-25 VRP Search Results Screen

3. The user may select his/her vessel.

   *The **Vessel Details** screen appears similar to the following figure:*

Figure 3-26 Vessel Details Screen

3.3 My Homeport Tab

Click **My Homeport** tab to navigate to the **My Homeport** page or hover over **My Homeport** tab to display the menu. The **My Homeport** page displays different features depending on the user's job, permissions and his/her COTP. The information the user navigates to, from the drop down menu is specific to the user's COTP zone.

This section describes the working side of Homeport; which is done through the **My Homeport** tab. A user, if permissions allow, will be able to complete edits that will change the information public users see as well as the information located under **Port Directory** tab.

- The user clicks the **My Homeport** tab.

> *The following screen appears:*

NOTE: *This screen appears differently depending on the permissions of the user and his/her COTP.*
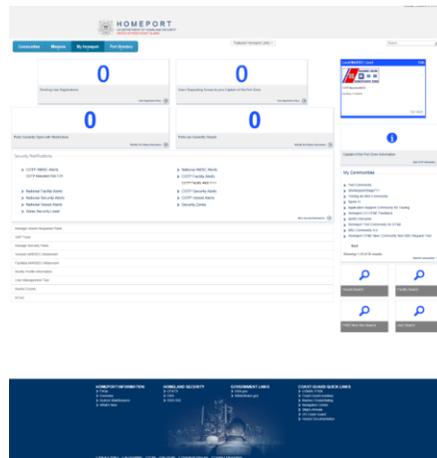
Figure 3-27 My Homeport Page

- Hover over to the **My Homeport** tab.

> *The following menu appears:*
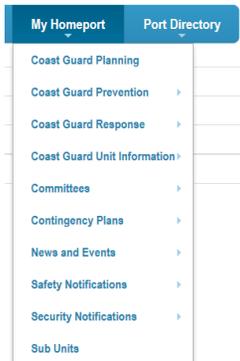
Figure 3-28 My Homeport Drop Down Menu

3.3.1 Port Status Blocks

The **Port Status Blocks**, on the **My Homeport** page, displays the number of closed ports and ports open with restrictions. The user can edit the port information through the **Port Status** blocks. The edits will update the information under the **Port Directory** tab and the information available to the public users.
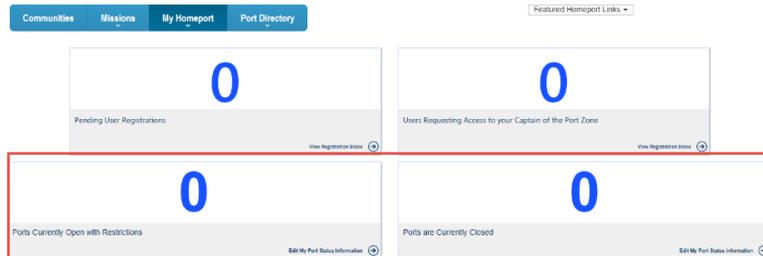
Figure 3-29 Port Status Blocks

NOTE: Only a user with correct permissions can edit the ports.

Perform the following steps to **Add**, **Delete**, or **Edit** a **Port**.

1. Click **Edit My Port Status Information**.
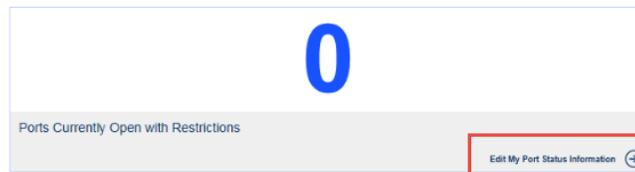
Figure 3-30 Edit My Port Status

2. Select **Add**, **Delete**, or **Edit**.

    The Port Status Update screen appears.

3. From the **Port Status Update** screen, complete the form.

Figure 3-31 Port Status Update Form

4. Click **Save**.

    *The Port Directory and the public information are updated with the user's edits and appears for the public user and in the **Port Directory** tab.*

3.3.2 Local MARSEC Level

The US Coast Guard's **Maritime Security (MARSEC) level** is a three-tiered system that provides the current threat condition of a maritime area. The current MARSEC level reflects the prevailing threat environment to the maritime elements of the national transportation system. MARSEC levels provide for easily communicating planned, scalable responses to increased threat levels.

MARSEC Levels are also consistent with the **Department of Homeland Security's (DHS) Homeland Security Advisory System (HSAS)**. Because of the unique nature of the maritime industry, the HSAS threat conditions and MARSEC levels align closely, but there is no direct relationship between them.

For more information on Local MARSEC Level, refer to Section 4.0, Maritime Security Level.

3.3.3 COTP Information Block

The **COTP Information** block allows the user, depending on permissions, to **Edit** his/her **COTP Information**. The edits will update the information under the **Port Directory** tab and the information available to the public users.
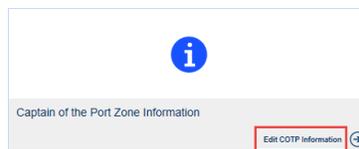
Figure 3-32 Edit COTP Information

3.3.4 Security Notifications Block

The **Security Notifications** block appears under the **My Homeport** tab. The user can select one of the displayed security notifications or select **More Security Notifications** to view **Security Notifications** pertaining to the primary Captain of the Port Zone associated with his/her Homeport user account.

Figure 3-33 Security Notifications

3.3.5 My Communities Block

The **My Communities** block displays a list of links to Homeport Community sites the Homeport user has permission to access.

NOTE: Please allow 24 hours for updates to appear in this block.

- To view a list of all communities or to request a new community, click **View All Communities**.

Figure 3-34 My Communities

For more detailed information on **Communities**, refer to *Section 9.0, Communities*.

3.3.6 My Homeport Page Menu

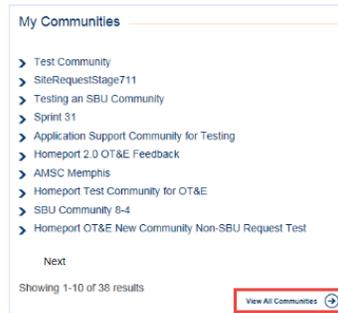The following menu appears differently depending on the user's permissions. The user will use this menu to navigate and manage different areas in Homeport.
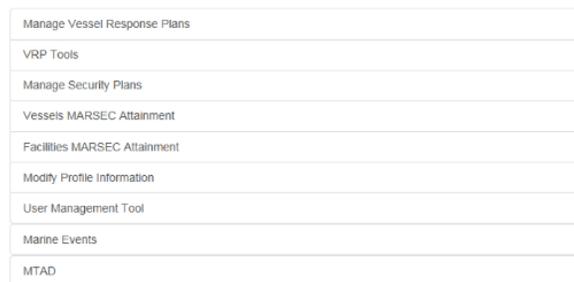
Figure 3-35 My Homeport Menu

3.3.6.1 Modify Profile Information

Homeport allows a user to modify his/her personal information contained in Homeport. Only certain fields will update without approval. There are sections of the profile page that require approval before updating in Homeport: In the **Address** section: the **Primary COTP zone** and the **Alternate COTP zone** need approval. In the **User Roles and Security** the **USCG information, committees, vessels, facilities, and third party VRP submitter** require approval before updating.

Perform the following steps to **Modify Profile Information**:

1. Log on to **Homeport**.
2. Click **My Homeport** tab.

Manage Security Plans
Vessels MARSEC Attainment
Facilities MARSEC Attainment
Modify Profile Information
User Management Tool
Marine Events
MTAD

Figure 3-36 Modify Profile Information

3. Click **Modify Profile Information**.

The user's profile page appears similar to the following:

Figure 3-37 Update Administration

4. Update the information and click **Update**.

NOTE: *When a user updates his/her email address, the Homeport Username will also be updated to the new email address. The user must wait up to 90 minutes before entering the new email as the Username, during this time he/she will continue to use the previous email address as the Username. An email will be sent when all processes have finished updating the user's new email/Username.*

5. Click **Homeport** at the top of the page to return to the Homeport main page.

Figure 3-38 Return to Homeport Main Page

3.3.7 Searches

The following blocks appear on the **My Homeport** homepage and allow users to complete a quick search for **Vessels**, **Facilities**, **TWIC New Hires**, or **Users Search**.
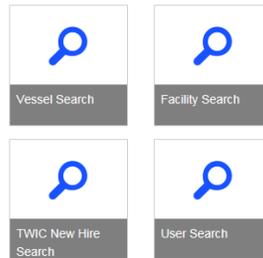
Figure 3-39 Search Blocks

The following screen is an example of the form that will need to be completed to conduct an Advanced Search.
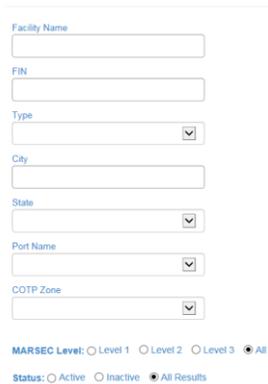
Figure 3-40 Advanced Facility Search

For more detailed information on completing a Search, refer to *Section 8.0, Vessel and Facility Search*.

3.4 Port Directory Tab

The **Port Directory** tab allows a user to view a list of sectors. By clicking any of the sector names the sector's information page appears and the user can view the information about a specific sector. The Port Directory tab contains public information for each US Coast Guard Sector.

Perform the following steps to view the **Port Directory**:

NOTE: *Editing cannot be completed through the **Port Directory** tab; the user will need to navigate to the **My Homeport** tab to edit sector information.*

1. Hover over the **Port Directory** tab to display the Port Directory.

Figure 3-41 Public Port Directory Tab

2. Select a specific sector to view public information, such as: **Port Status**, local **COTP MARSEC** level, **COTP Details**, and so on.
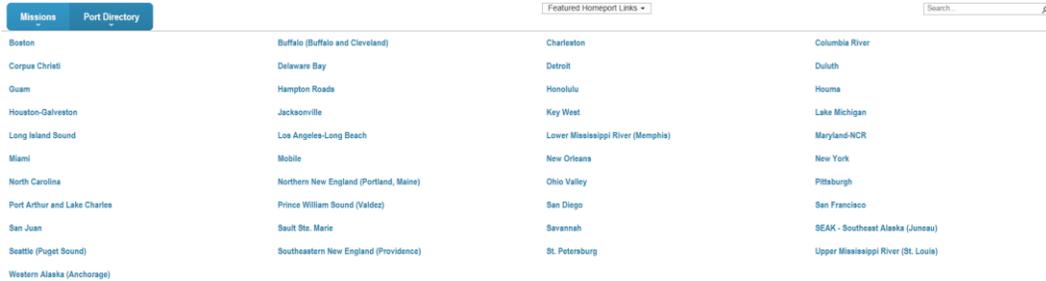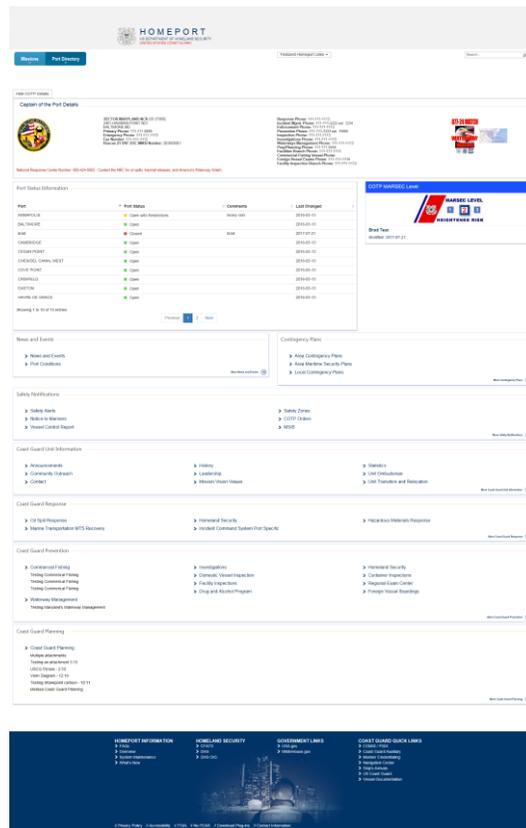

Figure 3-42 Port Directory Page

3.4.1 Port Directory Page Blocks

The **News and Events** block contains information specific to the selected sector.
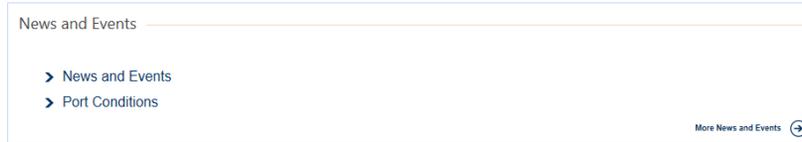
Figure 3-43 News and Events Block

The **Contingency Plans** block contains links to **Contingency Plans** and **Security Plans** specific to the selected sector.

Figure 3-44 Contingency Plans Block

The **Safety Notifications** block contains **Safety Alerts**, **Notice to Mariners**, **Vessel Control Report**, **Safety Zones**, **COTP Order**, and **MSIB** specific to the selected sector.

Figure 3-45 Safety Notifications Block

The **Coast Guard Unit Information** contains links to **Announcements**, **History**, **Statistics**, and so on for the specific to the selected sector.
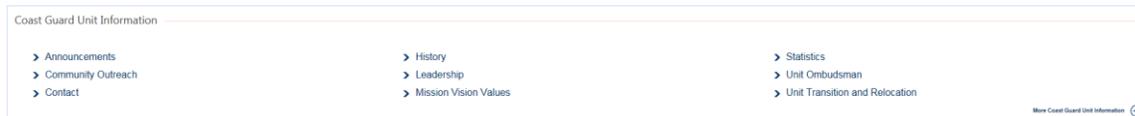
Figure 3-46 Coast Guard Unit Information Block

The **Coast Guard Response** block contains links to **Oil Spill Response**, **Marine Transportation MTS Recovery**, **Homeland Security**, **Incident Command System Port Specific** and **Hazardous Materials Response** specific to the selected sector.
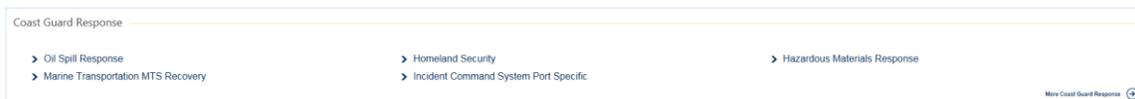

Figure 3-47 Coast Guard Response Block

The **Coast Guard Prevention** block contains links to **Commercial Fishing**, **Waterway Management**, **Investigations** and **Homeland Security** specific to the selected sector.

Figure 3-48 Coast Guard Prevention Block

The **Coast Guard Planning** block contains information for planning specific to the selected sector.
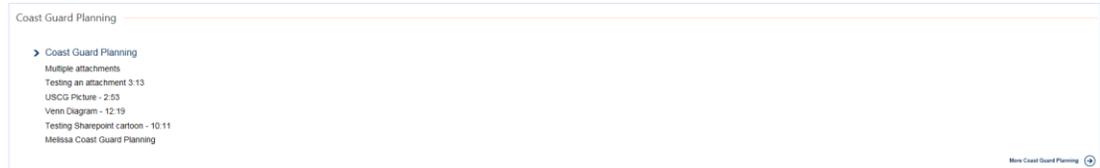
Figure 3-49 Coast Guard Planning Block

For information on editing and reviewing for Port Statuses navigate to *Section 3.3.1, Port Status Blocks*.

3.5 Featured Homeport Links

The **Featured Homeport Links** dropdown is located at the top of the page to the right of the tabs. It provides access to select featured Homeport Content.

NOTE: Marine Event Permits is only available on the Non-Logged In version of Homeport.
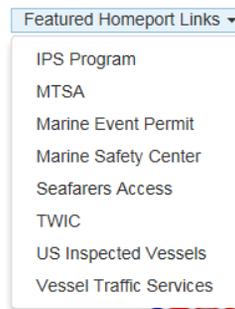
Figure 3-50 Featured Homeport Links

3.6 Homeport Footer

The **Homeport Footer** is located at the bottom of each page viewed throughout Homeport. The footer provides quick access to **Homeport Information**, **Homeland Security**, **and Government Links**.

Figure 3-51 Homeport Footer

The **Coast Guard Quick Links** are located in the footer as well and allow the user quick access to: **CGMIX/PSIX, Coast Guard Auxiliary, Mariner Credentialing, Navigation Center, Ship's Arrivals, US Coast Guard, and Vessel Documentation**.

Figure 3-52 Coast Guard Quick Links

The link to the **Homeport User Guide** is also located in the Homeport Footer.

Figure 3-53 Homeport User Guide Link

4. MARITIME SECURITY LEVEL

The US Coast Guard's **Maritime Security (MARSEC) level** is a three-tiered system that provides the current threat condition of a maritime area. The current MARSEC level reflects the prevailing threat environment to the maritime elements of the national transportation system. MARSEC levels provide for easily communicating planned, scalable responses to increased threat levels.

MARSEC Levels are also consistent with the **Department of Homeland Security's (DHS) Homeland Security Advisory System (HSAS)**. Because of the unique nature of the maritime industry, the HSAS threat conditions and MARSEC levels align closely, but there is no direct relationship between them.

*The three **MARSEC Levels** are listed in the following table:*

Table 4-1 MARSEC Levels

MARSEC Level	Description
1	Maintain at least the minimum appropriate security measures at all times.
2	Level of heightened risk or a transportation security incident for which additional protective security measures shall be maintained for a period of time.
3	Level at which specific protective security measures shall be maintained for a limited period of time when a transportation security incident is probable, imminent, or has occurred, although it may not be possible to identify the specific target.

4.1 MARSEC Level

Registered Homeport users, with the Approver template, will see the Local MARSEC Level block on the My Homeport main page.

Figure 4-1 Local MARSEC Level

Perform the following steps to navigate through the **COTP MARSEC Levels**:

1. Click **Missions**.

Figure 4-2 View All COTP MARSEC Levels

2. Click **View All COTP MARSEC Levels**.

The following COTP zones screen appears similar to the following:

Figure 4-3 National MARSEC Levels

*NOTE: Users can sort the view by **COTP**, **MARSEC Level** and **Date Set**.*

3. Hover over **Port Directory** and select the *{port}* to view the MARSEC Level.

*The **Captain of the Port Details** page appears and on the right side of the page it displays the MARSEC Level similar to the following figure:*

Figure 4-4 COTP MARSEC Level Block

NOTE 1: Users associated with a vessel or facility can also report MARSEC attainment using Homeport.

NOTE 2: Members of the US Coast Guard with active Homeport accounts can view MARSEC Levels for entities in their COTPs and also Publish MARSEC levels, with appropriate permissions.

4.2 Editing MARSEC Levels

Due to security settings, Homeport allows only one piece of MARSEC content per COTP zone. When the MARSEC Level for the Captain of the Port Zone changes, the user needs to edit the **Local MARSEC Level** block on the My Homeport tab.

Perform the following steps to **Edit the Local MARSEC Level** block:

1. On **My Homeport**, find the **Local MARSEC Level** block.

NOTE: This block is only visible to Homeport users with the Approver template.

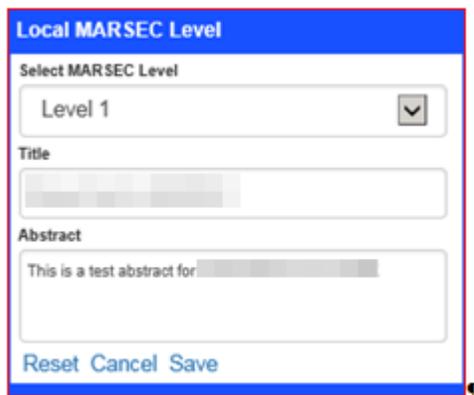**Figure 4-5 Edit Local MARSEC Level**

2. Click **Edit**.

Figure 4-6 Local MARSEC Level Edit Screen

3. Change the default values in the **Local MARSEC Level** Edit form.

*NOTE: The user can **Reset** the values or **Cancel** the values if the information is incorrect.*

*The following message box appears if the user clicks **Cancel**.*

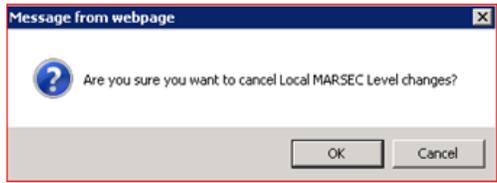*NOTE: Clicking **OK** returns the user to the display form.*

Figure 4-7 Confirmation for Cancelling Changes

4. If the updated information is correct, click **Save**.

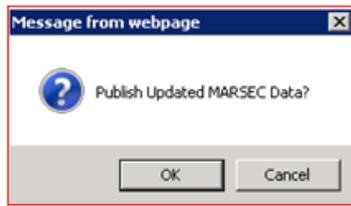   *A Confirmation message box appears similar to the following figure:*

Figure 4-8 Confirmation Message for Saving Changes

5. Click Cancel.

    *The **Edit** form appears.*

6. Click **OK** to update the **Local MARSEC Data**.

    The user is returned to the display form.

4.3 Reporting MARSEC Attainment

A registered Homeport user who is associated with a vessel or facility can repot MARSEC attainment. When logged on to Homeport, the My Vessels and Facilities block displays on the My Homeport page. It provides a list of all vessels and facilities associated with the user's profile. From this block, the user can electronically report MARSEC attainment for each entity.

NOTE: The information in the following section is presented so that COTP Approvers can assist users in the submission of Security Plan information.

Figure 4-9 My Vessels and Facilities Block

Perform the following steps to report **MARSEC attainment** for a specific vessel or facility:

1. Log on to **Homeport**.

2. The **My Vessels and Facilities** block displays on the My Homeport page.

The block displays a list of assigned vessels.

3. Click a *{column heading}* to sort the list.

4. Locate the vessel to be edited.

5. Under the **MARSEC** Level column, click the appropriate *{radio button}* for the MARSEC level.

6. To save the **MARSEC** level changes, click **Save**.

- To set the same MARSEC Level for all vessels listed in the block, click the appropriate number next to **Set All Vessels to MARSEC Level** and then click **Save**.

- To display **MARSEC Change History**, click the name of the vessel and scroll down the Vessel Details page.

Figure 4-10 MARSEC Change History

- Setting **MARSEC Levels** for facilities operates in the same manner. Click the **Facilities** tab to display a list of facilities.

4.4 Monitoring MARSEC Levels for User's Specific COTP

US Coast Guard members are able to view **MARSEC levels** for all vessels or facilities in their COTP zone. This information may be pertinent after a MARSEC level has been changed. This functionality provides the user the ability to ensure all facilities or vessels have met requirements.

Perform the following steps to view the **MARSEC levels** and sort by level:

Figure 4-11 Vessel MARSEC View

1. Login to **Homeport**.

2. On the **My Homeport** page, click the **Vessels MARSEC Attainment** link.

An alphabetical list of all vessels appears.

3. Scroll through the list to view information.

4. To sort vessels by **MARSEC level**, select a MARSEC level from the drop down menu at the top of the page and then click **Go**.

- To set the frequency of the screen refresh, click **30, 60, 90** or **OFF** to set the screen refresh rate.

- To display **MARSEC Change History**, click the *{name of the vessel}* to display the Vessel Details and then scroll down the page.

- To monitor MARSEC levels for facilities, click the **Facilities MARSEC Attainment** link on the **My Homeport** page.

5. REVIEWER OF MARINE EVENTS

Homeport allows user's easy access to review **Marine Event Permits** from the **My Homeport** page. The user must be a registered Homeport user and a member of the **Marine Events** site. Access to the site is provided by being a member of a **Captain of the Port** group or of the Marine Events Owners group. A user will only be able to view permits submitted to his/her assigned **Captain of the Port** group. This site provides options for a user to choose how to interact with the Marine Event Permits.

5.1 Viewing Marine Event Submissions

Perform the following steps to navigate through **Marine Events**:

1. Log on to **Homeport**.

2. From the **My Homeport** home page, select the **Marine Events** link.

    *The **Marine Events** screen appears similar to the following figure:*

Figure 5-1 Marine Events Home

3. A user can review submitted events, check the dashboard, and view a list of reviewers. These are accessible by using the menu on the left side of the screen.

Figure 5-2 Marine Events Menu

5.1.1 Dashboard

The **Dashboard** provides read only information about the **Marine Events Permits** submitted for the user's COTP. From here, the user can view the total number of applications submitted for each completed workflow state. A user, who is a member of multiple **Captain of the Port**

groups, may select a specific COTP dashboard to view. A user who is a member of the **Marine Events Owners** group may view a dashboard for all submitted Marine Events Permits.

Perform the following steps to view the **Dashboard**:

1. From the **Marine Events** site, click **Dashboard** from the menu on the left side.

2. If the user is a member of more than one COTP or a member of the owners group, then the user can view the totals for all the COTPs or change the COTP.

Figure 5-3 Dashboard

5.1.2 Submitted Marine Events

The **Marine Events Application** is divided between two views: **Submitted Last 95 Days** and **Submitted More than 95 days ago**. From both views Marine Events members can work with Marine Event Permits. A user is placed in a permission group based on his/her COTP. A user will only be able to view the permit applications that were submitted to the COTP that corresponds to the assigned COTP permission group. A user can open applications to view, work with, and submit application to the appropriate workflow.

Perform the following steps to view **Marine Events Applications**:

1. Select **Submitted within the Last 95 Days**.

Figure 5-4 Event Applications Submitted in the Last 95 Days

2. A user can view the status of the application. To sort or filter the results use the headers above each column.

NOTE: *When viewing the listing, the user can see which applications have not been processed. If **Review Incomplete** text displays next to the Tracking Number, the application's review data form has not been completed. If the Status is not started, the applications have not been opened.*

5.1.3 Reviewing the Event Application

To begin reviewing the application, perform the following steps:

1. Click **Edit Icon**.

Figure 5-5 Edit Icon

2. Review the information the requestor entered at the top of the **Application for Marine Events Permit** form.

Figure 5-6 Application For Marine Event Permit

3. Complete the **Reviewer Section** of the form.

*NOTE: At any time while completing the **Reviewer Section**, the reviewer may save the information. The red text, **Review Incomplete** next to the tracking number remains until the reviewer has completed all the fields in the **Reviewer Section**. When all fields in the **Reviewer Section** have been completed, the text next to the tracking number is changed to green and reads **Review Complete**.*
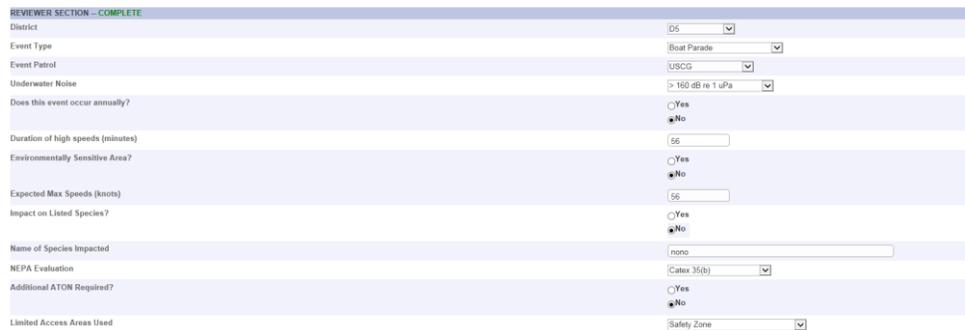
Figure 5-7 Reviewer Section

The following information is required in the **Reviewer Section**:

- District

- Event Type

- Event Patrol

- Underwater Noise

- Does this event occur annually?

- Duration of high speeds (minutes)

- Environmentally Sensitive Area

- Expected Max Speeds (knots)

- Impact on listed Species?

- Name of Species Impacted

- NEPA Evaluation

- Additional ATON required?

- Limited Access Areas Used.

4. Complete the **Workflow Information** section.

Figure 5-8 Workflow Information

The following options are available:

- Not Started

- Under Review

- Returned for More Information

- Returned, No USCG Permit Required

- Forwarded to another Unit

- Forwarded to District

- Forwarded to other Agency for Input

- Forwarded to other Agency FORAC

- Permit issued by Other Agency

- Permit Denied

- Duplicate Entry- Disregard

- Event Cancelled- Disregard.

> *The request is sent to the appropriate workflow.*

If the permit status is changed to one of the following, the user requesting the permit receives an email:

- Permit Issued by USCG
- Forwarded to District
- Returned to for More Information
- Under Review
- Permit Issued by other Agency.

5.2 Filtering and Sorting

The following section explains the possibilities for filtering and sorting:

- By clicking any *{column header}*, the user is given the ability to filter or sort.

NOTE: The user can add filters and sort on multiple columns for a further fine tuned selection.

- If the user requires further refining of his/her search, Homeport offers list views.
  - By clicking the ellipses at the top of the list, the user has option of creating a view.

	Tracking Number↓	Edit	Print	Title	Status	Event Type	Date Sub	St Date	Location	Sponsor	POC

Submitted Less Than 95 Days Ago   ALL   All Items   ...

Count= 13

Figure 5-9 Filtering Headers

NOTE 1: These views give the user the ability create complex filter and sorts.

NOTE 2: Any view created and not marked as private is viewable by all members of the site. It is recommended that the user create a view, set to private, and not modify the public view.

A tutorial on SharePoint views is beyond this user guide; but there are multiple sites that offer a step by step guide to filtering and sorting through SharePoint.

5.2.1 General Notification Emails

The **Marine Events Reviewers** link provides a way for the user to view the COTP reviewers. Personnel in this list will receive an email when a **Marine Event Permit** application is received.

5.3 Adding Reviewers

To add a Reviewer, the user must be a member of the COTP permission group for the selected port.

1. Click **Marine Event Reviewers** on the right side of the screen.
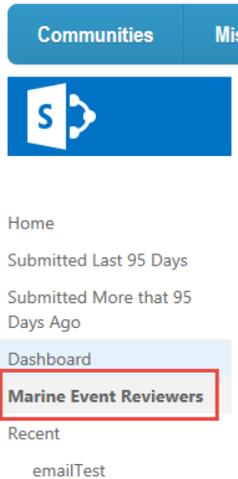
Figure 5-10 Marine Event Reviewers

2. Select the **Reviewer Group** from the drop down menu, and then click **View Reviewers**.

Figure 5-11 Reviewer Groups for Marine Events

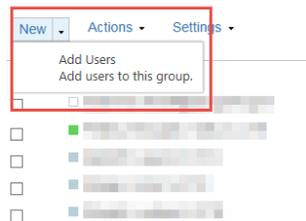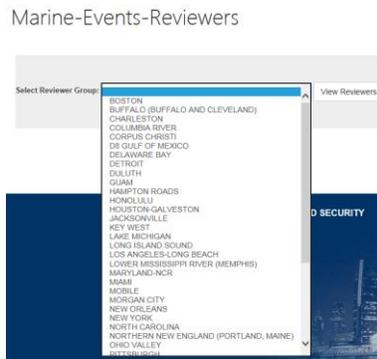3. Click the **New** drop down menu, and then click **Add Users**.

Figure 5-12 Add Users

4. Enter the *{name/s}* of the users to be added. (A message can be included and an email containing the message will be sent to the new member/s of the group.)

*NOTE: If the user wishes to not send an email, click **Show Options** and uncheck the box beside **Send an e-mail invitation**.*
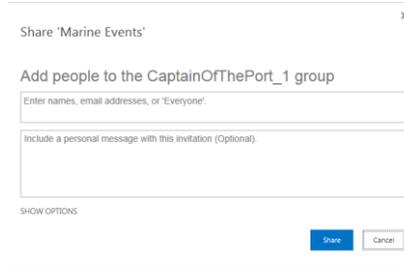
Figure 5-13 Add People to the COTP Group

5. Click **Share**.

> *The new users receive an email invitation and are added to the group.*

5.4 Remove a Reviewer

Perform the following steps to remove a reviewer:

1. Click **Marine Event Reviewers** on the right side of the screen.

2. Select the **Reviewer Group** from the drop down menu, and then click **View Reviewers**.

Figure 5-14 Reviewer Groups for Marine Events

3. Check the box/es by the *{name/s}* to be removed.

4. Click the **Actions** drop down menu, and then select **Remove Users from Group**.
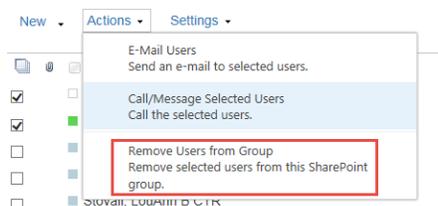
Figure 5-15 Remove Users from Group

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6. MARINER TRAINING AND ASSESSMENT DATA

Homeport allows users easy access to **Mariner Training and Assessment Data (MTAD)** from the **My Homeport** page. A user must be a registered Homeport user and a member of a selected **MTAD School** group or the **MTAD Owners** group. Homeport makes it simple for schools to upload course completions and curriculum to Homeport. Homeport uploads new school information nightly.

Perform the following steps to navigate through **MTAD**:

1. Log on to Homeport.

2. From the **My Homeport** home page, select the **MTAD** link.

*The **MTAD Welcome** screen appears similar to the following figure:*
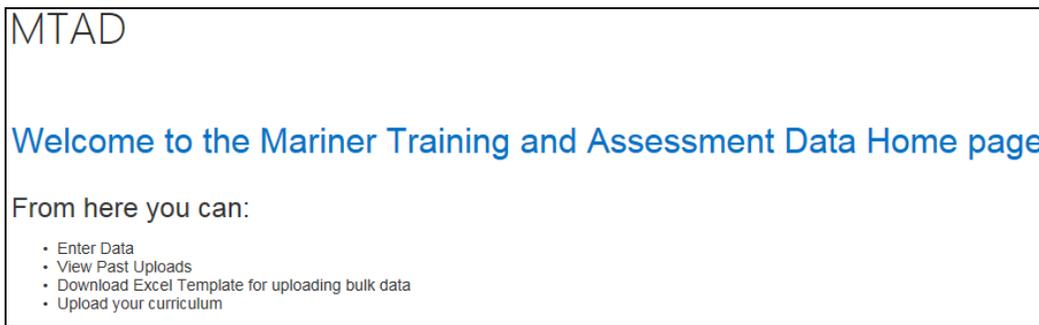
Figure 6-1 Welcome to MTAD

3. A user can enter data, view past uploads, download Excel template for uploading bulk data and upload curriculum. These are accessible by using the menu on the left side of the screen.
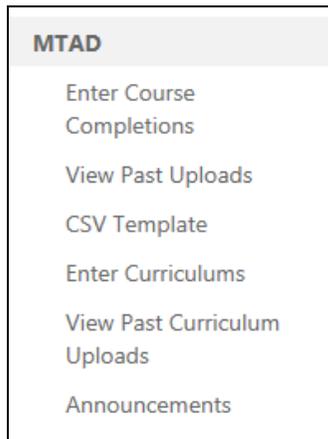
Figure 6-2 MTAD Menu

6.1 Enter Course Completions

Schools may upload course completions through Homeport. The data is transferred to MMLD to be attached to a mariner's record.

Perform the following steps to **Upload Course Completions**:

1. From the **My Homeport** page, click the **MTAD** link.

2. Click **Enter Course Completions** from the menu on the left side of the screen.
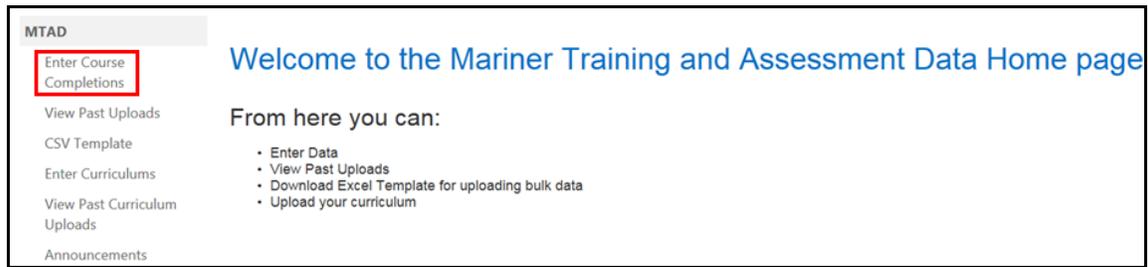
Figure 6-3 MTAD Menu

NOTE: The two types of users for MTAD are Owners and Schools. Each school sees only their school in the schools drop down box. A MTAD owner chooses from a list of schools.

6.1.1 School User

The following section explains how a School User enters Course Completions.

Perform the following steps to **Enter Course Completions** as a School user:

1. Choose the *{school}* from the drop down menu to upload the course completions.

NOTE: Only the user's assigned schools appear in the dropdown.

Figure 6-4 Choices for School Users

6.1.2 MTAD Owners

The following section explains how a MTAD User enters Course Completions.

Perform the following steps to **Enter Course Completions** as a MTAD user:

1. Choose the *{school}* from the drop down menu to upload the course completions.

Figure 6-5 Choose A School

2. Click **Go**.

6.1.3 Schools Users and MTAD Owners

The user can decide between two methods of uploading courses into Homeport. The user may upload courses through an HTML form via the website or he/she can upload **CSV** file containing several records. This section describes the steps to do both.

6.1.3.1 HTML Format

Perform the following steps to **Upload Courses** in HTML format:

1. Select **HTML** from the **Format** drop down menu.
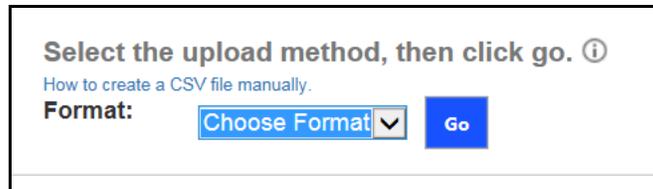
Figure 6-6 Upload Method

2. Click **Add Student**.
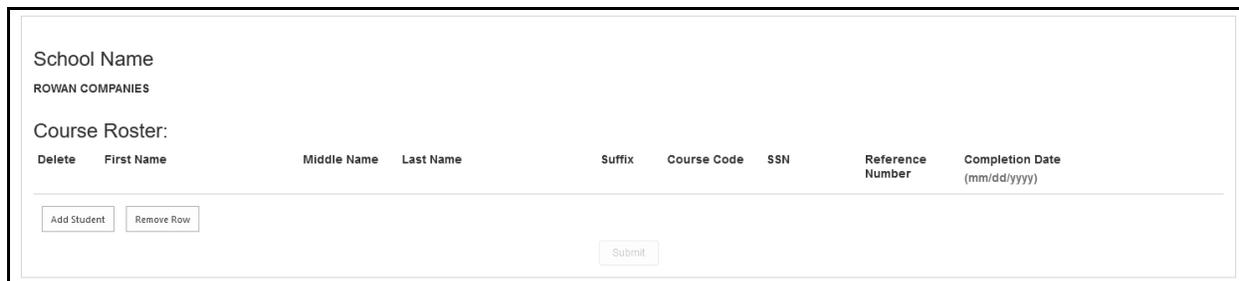
Figure 6-7 HTML Format

3. The user completes the *{required criteria}* on the Add Student Information form. Use the drop down menu to select the appropriate course(s).

NOTE: Multiple courses may be selected for each student. Individual course completion dates may be entered by selecting No in the course completion date field.

Figure 6-8 Add Student Information

NOTE 1: The SSN is required if a Reference number is not entered, and the Reference number is required if the SSN is not entered.

NOTE 2: The SSN must be nine digits and/or the Reference number must be only numbers.

Figure 6- 9 Completed Form with Multiple Courses and Multiple Completions Dates

4. Click **Add**.

Figure 6-10 Completed Course Roster

NOTE: Check the information including the spelling of the name, the course code, the reference number or SSN, and the completion date prior to submitting the roster.

5. Repeat Steps 2-4 to enter additional students.

6. If the user needs to delete a row, check the box at the beginning of that row.

7. Click **Remove Row**.

8. When the forms are complete and correct, click **Submit**.

> *An **Upload Warning** message appears to confirm the user's uploads.*

9. Click **OK** to upload or **Cancel** to return to the page to correct the data.
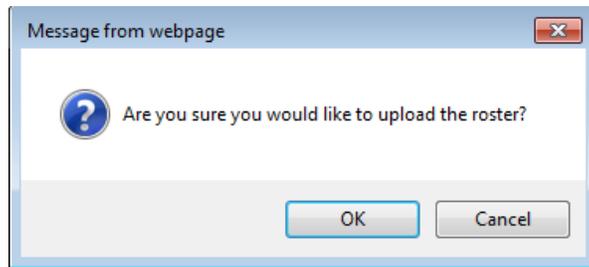
Figure 6-11 Upload Warning

> *The roster was submitted successfully.*

NOTE: *If an error occurs during uploading of the roster, contact Application Support at C5ISC-DG-AppSupport@uscg.mil.*

6.1.3.2 CSV Upload

To upload students from a data file, the user must first create a CSV data file:

1. Select **CSV Template** from the left menu.
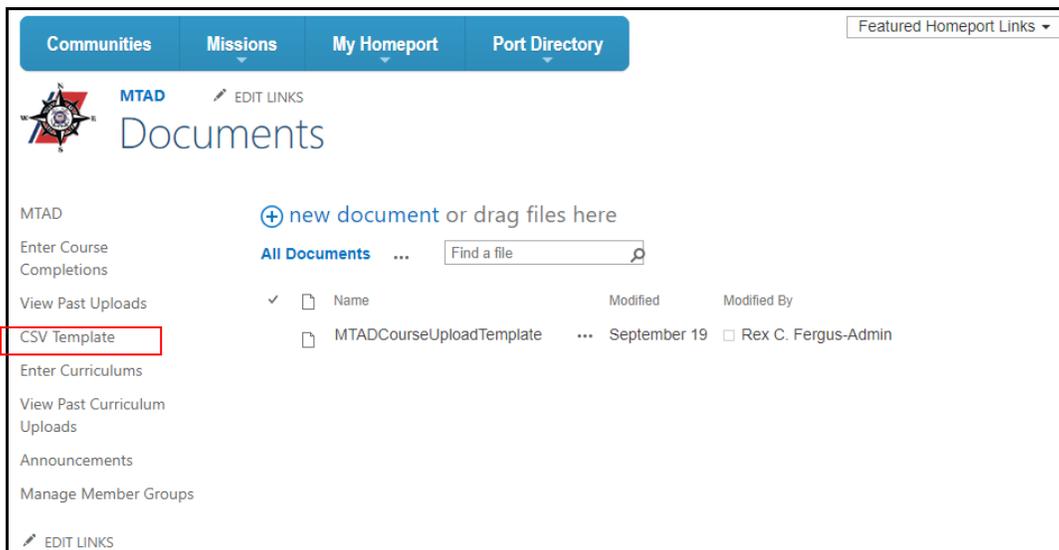
Figure 6-12 CSV Template

2. Click on the document name and save the CSV to an appropriate location on your computer.

3. Open the template and enter course completion data following the data entry instructions in the template.

4. Save and close the template.

Figure 6-13 CSV Template With Rules Displayed

NOTE: *Ensure the SSN column has been saved as a text field, if not, any leading zeroes in the SSN will be lost.*

Perform the following steps to upload a **CSV**:

5. Navigate to **Enter Course Completions**.

6. After selecting a school, click **Go**.

7. Select **CSV** from the **Format** drop down menu.

8. Click **Go**.

Figure 6-14 Upload Method

1. Click **Choose File** and locate the **CSV**.

2. Select **File**, and then click **Open**.

3. Click **Go**.

> *Homeport directs the user to the HTML form with the CSV data entered.*

NOTE: *The user can edit, add, and/or remove rows here as if the HTML form was originally selected.*

4. Click **Submit**.

> *The **Upload Warning** message appears.*

5. Click **OK** to upload or **Cancel** to edit.

If the user made errors during the upload process he/she receives an aggregated list of the errors, grouped by rows and there is an indicator around the form fields of the bad data. The user may manually correct the errors here and resubmit or delete all rows, correct the CSV file, and resubmit.

Figure 6-15 Upload Errors

6.2 View Past Uploads

The user can view the last six months of uploaded data. A **School** user can only view the uploads from his/her school. A **MTAD** owner can view all the uploads from all schools.

Perform the following steps to **View Past Course Uploads**:

1. Select the **View Past Uploads** on the left side of the screen.

Figure 6-16 MTAD Owner's Course Completion Upload History

2. As an **MTAD Owner** choose a school from the drop down and click **GO**.

   The search results for the school appear similar to the following figure:

Figure 6-17 MTAD Owner View of a School's Upload History

3. As a **MTAD Owner**, to view another school's uploads, simply choose a new school from the drop down and click **Go**.

4. As a **Member of a School**, the history results are displayed without the use of the drop down.

Student Name	Course	Trusted Agent	Completion Date
10/02/2017 ABB, INC. Batch: 0219ABBINC1506964135816			
John Beth Muller, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	10/01/2017
10/02/2017 ABB, INC. Batch: 0001ABBINC1506955538431			
Ralph Beth Wallace, Jr	ABLE SEAMAN	Stovall, LouAnn B CTR	09/12/2017
09/28/2017 ABB, INC. Batch: 0219ABBINC1506601344363			
Homer Beth Simpson, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/20/2017
Lisa Beth Simpson, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/20/2017
Bart Beth Simpson, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/01/2017
Marg Beth Simpson, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/20/2017
Kelly Beth Pelkey, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/20/2017

Showing 1 to 7 of 7 entries (filtered from 11 total entries)

Previous 1 Next

Figure 6-18 School View of the Upload History

5. All results are grouped by **Upload Date** and **Batch ID**.

Figure 6-19 Group Header

6. The roster will contain student's full name, the course name, name of the user who posted the roster and completion date.

Homer Beth Simpson, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/20/2017
Lisa Beth Simpson, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/20/2017
Bart Beth Simpson, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/01/2017
Marg Beth Simpson, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/20/2017
Kelly Beth Pelkey, Jr	HIGH VOLTAGE SAFETY	Kelly A. Pelkey-Fitzwater	01/20/2017

Figure 6-20 School Rosters

7. Results will be paged, the users will be able to change the amount of entries seen on a page by the drop down at the top of the results. Page through the results with the button at the bottom of the page.

Figure 6-21 Roster Page Drop Down and Buttons

8. By entering a *{search term}* in the search box above the results, the user can filter on the selected term. (It will filter from any of the columns.)

Figure 6-22 Search Results after Filter Applied

6.3 Enter Curriculums

MTAD gives schools an easy way to upload curriculum documentation for NMC to view.

Perform the following steps to **View Current Curriculums**:

1. Select **Enter Curriculums** from the left side of the screen.

    The search results appear.

2. If the user wishes to change the way the results are displayed he/she can adjust the filters which are located above the results list.

*NOTE: The default displays according to Name. The user can change the default and click **Save this View** to change the default.*

3. Select the *{individual curriculum}* from the list to view more information.

4. To search for a specific file the user enters the *{name of the file}* in the **Find a File** box, and then clicks the magnifying glass.

6.3.1 Adding a New Curriculum

Perform the following steps to add **New Curriculum**:

1. Click **Enter Curriculums** on the left side of the menu.

2. Click **Browse**.

Figure 6-23 Adding a New Curriculum Form

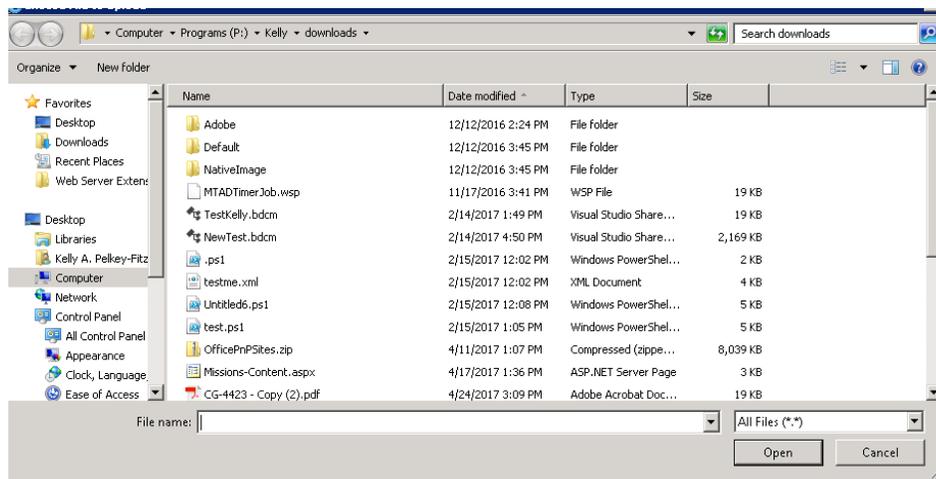3. Choose a *{document}*, and then click **Open**.

Figure 6-24 Document Upload Dialogue

4. The file name is the default, the title can be changed by the User. The user can add comments or if an error was made, click **Delete**. If everything is correct, click **Save**.
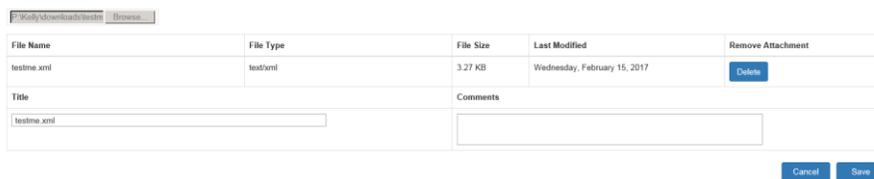

Figure 6-25 Document Information

6.4 View Past Curriculum Uploads

A school user only sees the past six months of uploads from his/her school. A MTAD user sees the past six months of all uploads from all schools.

Perform the following steps to **View Past Curriculum Uploads**:

1. Select **View Past Curriculum Uploads** from the left side of the screen.

    The search results appear.

2. If the user wishes to change the way the results are displayed he/she can adjust the filters which are located above the results list.

NOTE: *The default displays according to Title. The user can change the default and click Save, to set this View as the default..*
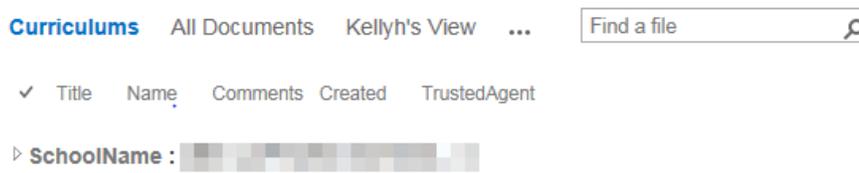

Figure 6-26 Search List for Past Curriculum

3. Select the *{individual curriculum}* from the list to view more information.

4. To search for a specific curriculum the user may enter the *{name}* in the **Find a File** box, and then click the magnifying glass.

6.5 Announcements

Perform the following steps to **View Announcements**:

1. Select **Announcements** from the left side of the screen.

    The search results appear.

2. If the user wishes to change the way the results are displayed he/she can adjust the filters which are located above the results list.

NOTE: *The default displays according to Title. The user can change the default and click Save to view this change in default..*

3. Select the *{individual announcement}* from the list to view more information.

4. To search for a specific announcement the user may enter the *{name}* in the **Find an Item** box, and then click the magnifying glass.

6.5.1 Adding New Announcement

Perform the following steps to add a **New Announcement**:

1. Click **Announcement**.

2. After clicking new announcement, the user can browse files or enter the *{name of the file}*, and then click **OK**.

6.6 Managing Users

The following section describes managing users in Homeport.

6.6.1 Adding External Partcipants

The following section describes the steps to add an External Participant:

NOTE: A user must be a Homeport User before he/she can be added to a community.

1. Click the **Add External Participants** link at the bottom of the opening page.

Figure 6-27 External Participants Link

2. Complete *{required criteria}*, and then click **Submit**.

> *The new entry appears in the My Pending Requests list and the user receives an email requesting he/she register.*

3. Complete registration.

> *An email is sent to the requestor confirming completion. The user can now be added to the desired community.*

6.6.2 Adding Users to MTAD

The following section describes the steps outlining anouther option for adding members to a community:

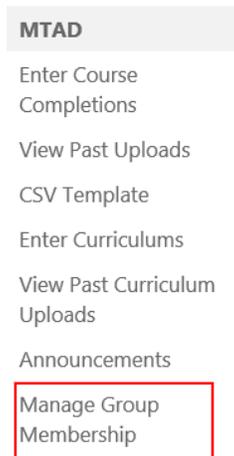1. Click the **Manage Group Users** from the menu on the left.

Figure 6-28 MTAD Menu

2. Select the *{name of the Group}* the user needs to be added to.

3. Click **New** or use the drop down menu to select **Add Users**.

4. Complete the *{required criteria}* to add the user.

7. TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL (TWIC) NEW HIRE PROVISION

TWIC is a common identification credential for all personnel requiring unescorted access to secure areas of Marine Transportation Security Act (MTSA)-regulated facilities and vessels and all mariners holding active Coast Guard-issued credentials. The Transportation Security Administration (TSA) will issue workers a tamper-resistant **Smart Card** containing the worker's biometric fingerprint template to allow for a positive link between the card itself and the individual.

Only owners/operators and security officers who are registered in Homeport can enter the new hire's information to find the status of the new hire's TWIC. When checking TWIC status, the employee's information must be entered into Homeport exactly as it appears on the TWIC application.

If the request was successful, the submitter sees the employee's real-time status. The submitter also receives an email when an employee's status changes. A request may only be submitted if the new hire has applied for a TWIC, signed a statement affirming that they have completed the TWIC enrollment process, paid the user fee, and is not engaged in a waiver or appeals process.

The TWIC New Hire Provision may NOT be used for Company or Vessel and Facilities Security Officers or any individual hired specifically to perform security duties.

For more information regarding the TWIC program, there is a TWIC Reference link and an On-line Help link located in the upper right-hand corner of the TWIC New Hire Provision Block.

The USCG's TWIC Help Desk can be reached at:

Phone: 1-877-MTSA-AID (option 1).

Email : uscg-twic-helpdesk@uscg.mil.

7.1 Submitting a TWIC New Hire Request

NOTE: This topic is primarily for Homeport Plan Submitters. It is provided to USCG users in case a user requires assistance.

> *Homeport allows Maritime Industry to submit requests to TSA so they can determine the status of a newly hired employee's TWIC New Hire Status.*

Perform the following steps to submit a **TWIC New Hire Provision** request:

1. Log on to **Homeport**.
2. From the **My Homeport Page**, navigate to the **TWIC New Hire Provision** block on the top left side of the screen.
3. Click **New Form** link in the top right corner.

Figure 7-1 TWIC New Hire Provision

The TWIC New Hire Submission Form appears similar to the following figure:

Figure 7-2 TWIC New Hire Submission Form

4. Read the disclaimer, and then click **OK** if all the stated requirements are met.

5. From the **TWIC New Hire Submission** form, indicate the *{Vessels(s) and/or Facility(ies)}*.

NOTE: Required form entries are marked with an asterisk.

Figure 7-3 Facility and Vessel

6. Enter the applicant's *{First Name, Middle Name, and Last Name}*. These must be spelled exactly as they appear on the TWIC application.

NOTE: If the user does not have a middle name, enter NMN in the box labeled Middle Name.

7. Enter *{Social Security Number (SSN)}*.

8. Enter the *{Date of Birth (DOB)}*.

9. If necessary, correct the *{Submitter 24 Hr Contract number}*.

10. Enter *{TWIC Enrollment Date}*.

11. If the applicant has an *{Applicant ID}* it may be entered.

12. Read the **Disclaimer** and check the agreement box.

13. Click **Save Record**.

NOTE: All information entered must exactly match the information provided to TSA on the TWIC application. If the information does not match the information provided by TSA, a message appears requesting that the information be checked and resubmitted. In addition, if required information is missing, the submitter will see a confirmation prompt. Correct the information and re-submit the form.

14. Once everything is entered correctly a confirmation of the submission appears, the form closes and the **TWIC New Hire Provision** block displays the newly submitted information. The status of the applicant's TWIC New Hire status is shown in the **Status** column.

7.2 Viewing TWIC New Hire Statuses

NOTE: This topic is primarily for Homeport Plan Submitters. It is provided to USCG users in case a user requires assistance.

Perform the following steps to **View TWIC New Hire Statuses**:

1. Once a request has been submitted the user can see the status of the applicant's TWIC in the status column of the **TWIC New Hire Provision** block.

Figure 7-4 Status Column of TWIC New Hire Provision Block

2. The user can **Edit** or **Delete** in the Action column to modify the employee's associated vessels, facilities or to delete the record from view.

NOTE: Homeport automatically searches for and updates the status changes on the submitter's view on a nightly basis.

3. There are four status messages that appear when viewing the TWIC New Hire status; they are displayed in the following table:

Table 7-1 TWIC New Hire Status Messages

Status	Flag	Description	Status Expiratio
Passed		The employee is approved as a TWIC New Hire.	30 days
In Progress		The employee's TWIC application is still in progress and the employee is not yet approved as a TWIC New Hire. The status is checked daily and may change.	90 days
Resubmit		The information submitted did not match the database and the information should be reviewed for errors (name spelling, enrollment date, etc.) and resubmitted.	90 days
Activated		The employee has his or her TWIC Card and is no longer a TWIC New Hire.	30 days

NOTE: Once an employee's status has expired, the employee no longer appears in the TWIC New Hire Requests block, however the employee remains searchable.

7.3 Performing a TWIC New Hire Search

A Coast Guard user, can perform a **TWIC New Hire Search**. The **TWIC New Hire Search** block is located on the **My Homeport** tab when the user logs on. This block is similar to the **User Search block**, but is specifically designed to search for **TWIC New Hires**.

Perform the following steps to complete a **TWIC New Hire Search**:

1. Select the **TWIC New Hire Search** on the right side of the screen with the other search blocks.
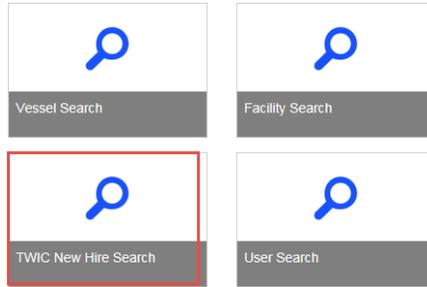
Figure 7-5 TWIC New Hire Search

2. Enter a *{First Name or Last Name}*, and then click **Search**.

Figure 7-6 TWIC New Hire Search

3. From the default **TWIC New Hire Search** page, click **Active TWIC New Hire in My COTP**.

Figure 7-7 TWIC New Hire Search Results

7.3.1 Advanced TWIC New Hire Search

Perform the following steps to complete an **Advanced TWIC New Hire Search**:

1. Click **TWIC New Hire Search** block.

Figure 7-8 Advanced TWIC New Hire Search

2. Select **Advanced TWIC New Hire** Search.

Figure 7-9 Advanced TWIC New Hire Search

3. The user may select any combination of search criteria to complete and to narrow the search results.

NOTE: *If the user is entering dates and enters the dates incorrectly an **Error Dialog box** appears similar to the following figure:*
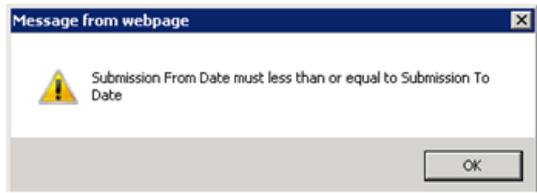

Figure 7-10 Error Dialog Box

4. Click **Search** on the bottom right of the screen.

> *If a valid combination of search criteria is entered a screen similar to the following figure appears:*

Figure 7-11 TWIC New Hire Search Results

4. Under the pages, click **Show all Results** to view the entire list.

5. Select the **Display Page Results in Excel** link to record the names in an Excel file.
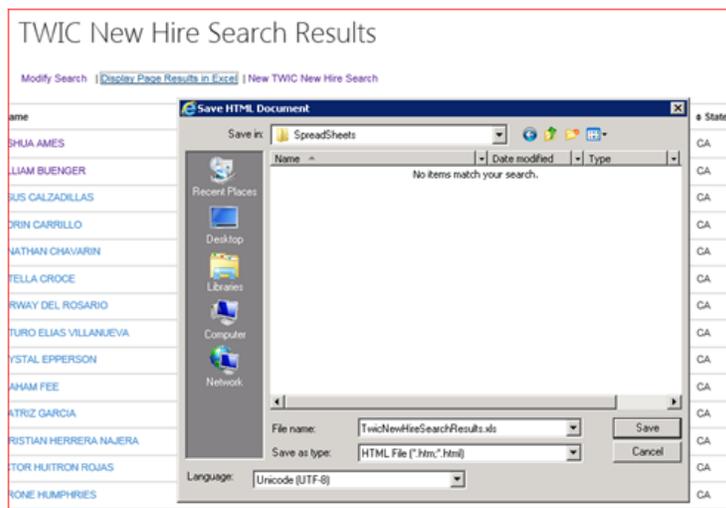
Figure 7-12 TWIC New Hire Search Results in Excel

6. Select **Modify Search** to add more search criteria information to narrow the search results.

7. Select **Submitters name**.

The TWIC New Hire Request Data screen appears similar to the following figure:

Figure 7-13 Submitters Results Screen

NOTE: *Homeport allows users to search **Vessel** and or **Facility** from the TWIC New Hire Search results.*

8.   From the search results screen, select **Vessel or Facility**.

The Vessel and Facility Detail screen appears similar to the following figure:

Figure 7-14 Vessel and Facility Results for TWIC New Hire

8. VESSEL AND FACILITY SEARCH

8.1 Vessel Search

A user logged on to Homeport, can search for vessels by clicking **Vessels Search**.

Perform the following steps to search for a **Vessel**:

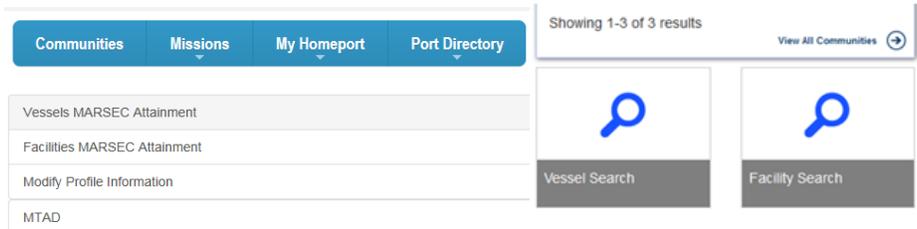1. Click **Vessel Search** on the My Homeport page.

Figure 8-1 Vessel Search

The Advanced Vessel Search appears.

8.1.1 Advanced Vessel Search

Perform the following steps to complete an **Advanced Vessel Search**:

The Vessel Search appears similar to the following figure:

Figure 8-2 Advanced Vessel Search Screen

1. Enter the *{search criteria}*, and then click **Search**.

Figure 8-3 Advanced Vessel Search Results

2. The user selects **Show All Results** to display all results on one page.

3. The user selects **Save Page Results in Excel** to export search results.

*A **File Save Dialog** box opens allowing the user to save an Excel version of the data:*

Figure 8-4 Save HTML Document

4. Open the exported Excel file.

Figure 8-5 Advanced Search Excel Document

5. From the search results page, select the *{vessel}* from the list to view information, associated user, security plans, and TWIC new hires.

Security Plans
Vessel Details

Call Sign:	
VIN:	
VIN Type:	
Official Number:	
IMO Number:	
RBS Hull Number:	
MARSEC Level:	1
Status:	Active

Figure 8-6 Vessel Details

6. If the user has a Homeport Administrator claim and has a claim for the vessel, then an **Add/Remove Override** link appears at the bottom of the Vessel Details page. Toggle over **Override** and it changes from **Add** to **Override**. In addition, an entry is placed in the Database removing the vessel from the daily MARSEC emails that request the vessel change to a different MARSEC level.

Add Vessel MARSEC Overide

Remove Vessel MARSEC Override

Figure 8-7 Add/Remove Vessel MARSEC Override

8.2 Facility Search

Perform the following steps to search for a **Facility**:

1. Click **Facility Search** on My Homeport page.

| Communities | Missions | My Homeport | Port Directory |

Vessels MARSEC Attainment

Facilities MARSEC Attainment

Modify Profile Information

MTAD

Showing 1-3 of 3 results

View All Communities →

Vessel Search
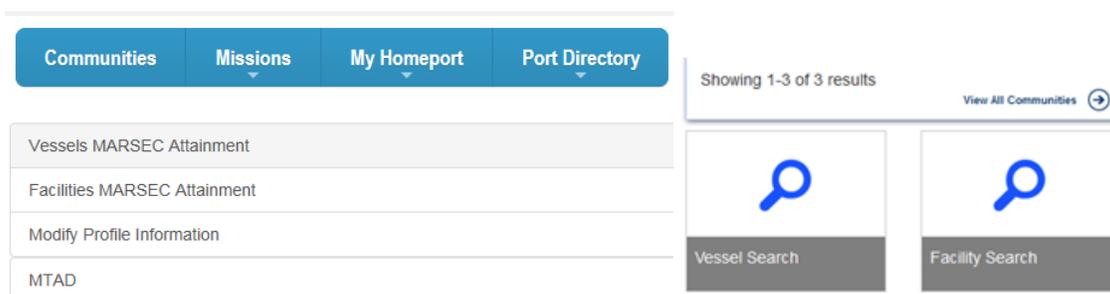
Facility Search

Figure 8-8 Facility Search

The Advanced Facility Search appears.

8.2.1 Advanced Facility Search

To complete an **Advanced Facility Search** follow these steps:

1. Navigate to **Advanced Facility Search**.

Advanced Facility Search

Facility Name

FIN

Type

City

State

Port Name

COTP Zone

MARSEC Level: ○Level 1 ○Level 2 ○Level 3 ⦿All

Status: ○Active ○Inactive ⦿All Results

Reset Search

Figure 8-9 Advance Facility Search Screen

2. Enter the *{required criteria}*, and then click **Search**.

The search results screen appears similar to the following figure:

Figure 8-10 Advanced Facility Search Results Screen

3. Click **Show all Results**.

Figure 8-11 Facility Records Found

4. Click **Display Page Results in Excel**.

*A **File Save Dialog** box opens allowing the user to save an **Excel** version of the data.*
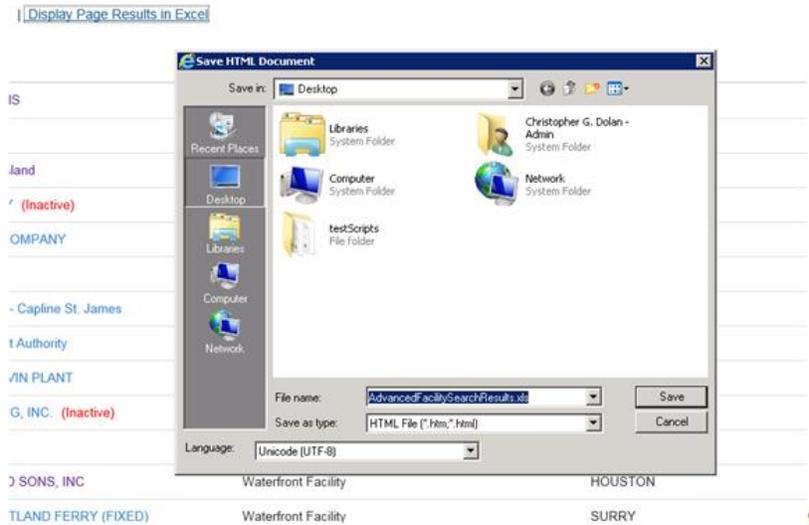
Figure 8-12 Save HTML Document

5. From the **Search Results** screen, select the **Facility Name** link to view the Facilities information.

   *The **Facility Details** page displaying the corresponding Facility Detail Information appears.*

Figure 8-13 Facility Details

9. COMMUNITIES

Communities are spaces in Homeport where a designated group of people works together on projects and exchanges information about topics of interest. This section discusses how to use Communities within Homeport.

9.1 Accessing a Community

Community Members Only users are granted access only to their specific community.

To participate in other Communities, the user must first find the Community he/she wants to access. The user can do this by **Searching for a Community** from the **Communities** tab, and then complete the following steps:

Figure 9-1 Communities Tab

1. Enter the *{name of the Community}* in the **Search box**, and then click **Search**.
2. From the **Search Results** screen locate the community needed and select the Name of the Community to find the Owner's contact information.
3. Contact the Owner of the Community to request access.

9.2 Requesting a New Community

If the user is unable to locate a Community that meets his/her needs, then a new community may be requested. The user requesting the community will, by default, become the Owner of the Community.

To request a new community complete the following steps:

1. Click **Request a New Community**.
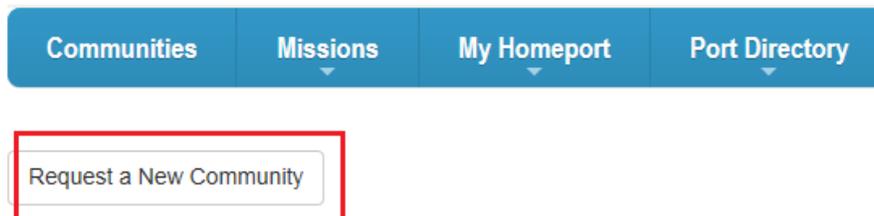
Figure 9-2 Request a New Community

2. Complete the *{required criteria}*, and click **Submit**.

Figure 9-3 Community Request Form

NOTE 1: Requesting a Community does not guarantee a new community is created; if another community fits the user's needs he/she is directed to the appropriate community and asked to contact the Community's Owner.

*NOTE 2: If the user's community is created an email is sent from the **Customer Service Division**, stating the community is available. To access the community use the **Communities** tab on Homeport.*

9.3 Sharing Communities

Community Owners can add and/or share the community with other registered Homeport users. Once added, the user becomes a Participant of the Community. Community Owners can also add External Participants.

To share communities and add users complete the following steps:

1. Select the **Share Your Site** tab.
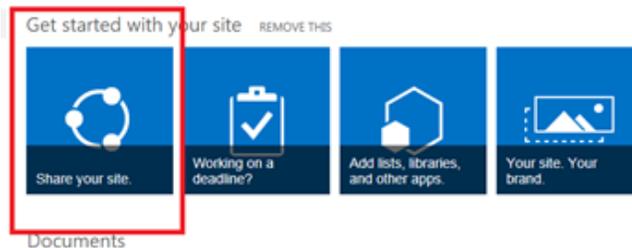
Figure 9-4 Share Your Site

2. A Community Owner can invite people by searching the name or email address. A personal message can be attached to the invite.

Figure 9-5 Invite People to Contribute

3. To send the invitation via email, check the **Send an E-mail Invitation** box.

NOTE: *The Community Owner can also select the permissions for each individual invited by choosing from the drop box under **Select a group or permission level**.*

4. Click **Share**.

> *The invited individual has access to the Community with the appropriate permissions granted by the Community Owner.*

9.3.1 Adding Members to Communities through Site Settings

The following are the steps outlining another option for adding members to a community:

1. Click the **Settings Gear** in the upper right-hand by the user name.
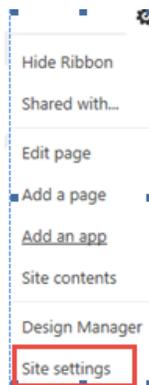
Figure 9-6 Setting Gear Menu

2. Click **Site Settings**, click **People and Groups**, and then click **More** to display all **Groups**.
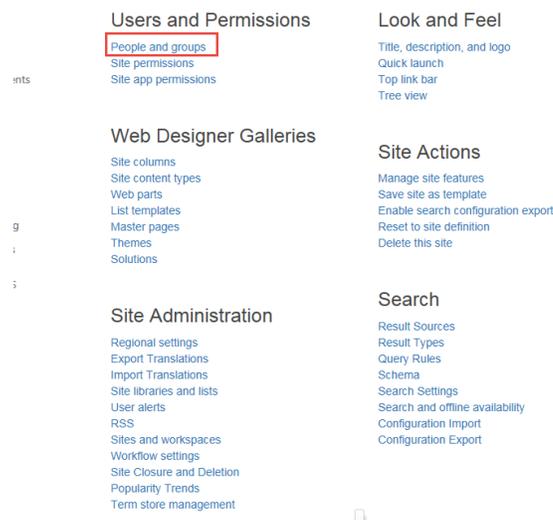
Figure 9-7 People and Groups

3. Select the *{name of the Group}* that users need to be added to.

4. Click **New** or use the drop down menu to select **Add Users**.

5. Complete the *{required criteria}* to add the user.

9.3.2 Adding External Participants

The following section describes the steps to add an External Participant.

NOTE: A user must be a Homeport User before he/she can be added to a community.

1. Click the **Settings Gear** in the upper right by the user name.

2. Select **Request External User as a Participant** under **Users and Permissions**.
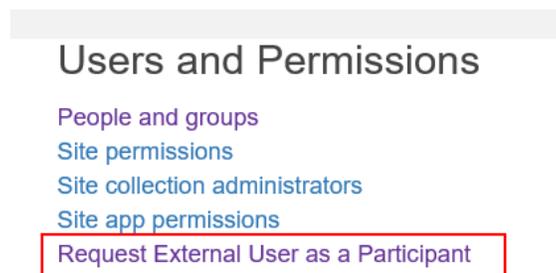
Figure 9-8 Users and Permissions

3. Complete *{required criteria}*, and then click **Submit**.

   *The new entry apprears in the **My Pending Requests** list.*

   The user receives an email requesting he/she register.

4. Complete his/her registration.

An email is sent to the requestor confirming completion. The user can now be added to the desired community.

Refer to *Section 9.3, Sharing Communities* for instructions to share communities.

9.4 Working on a Deadline

Communities in Homeport allow users to add content to the Community by completing the following steps:

1. Click **Working on a Deadline**.

The Community Menu screen appears similar to the following figure:
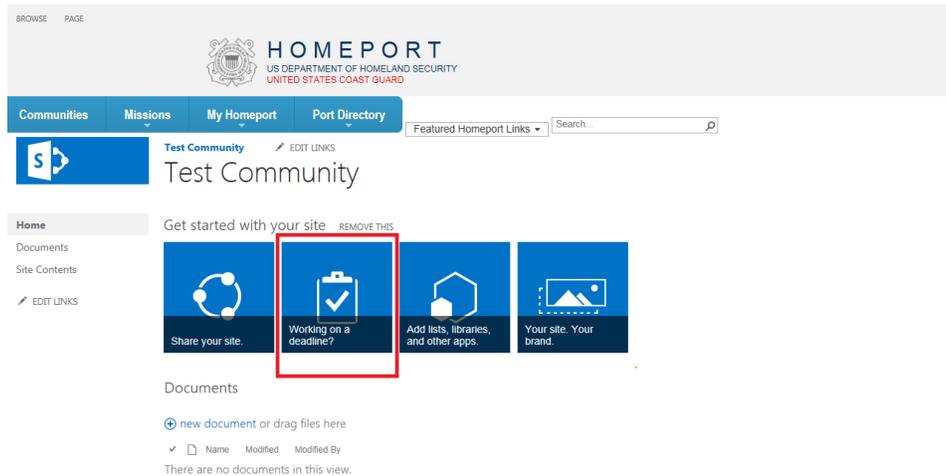
Figure 9-9 Working on a Deadline

*NOTE: This option allows the user to create a **Task List** with a timeline or to add items to the **Calendar**.*

2. The user selects the *{apps}* that he/she would like to update, and then click **Add Them**.
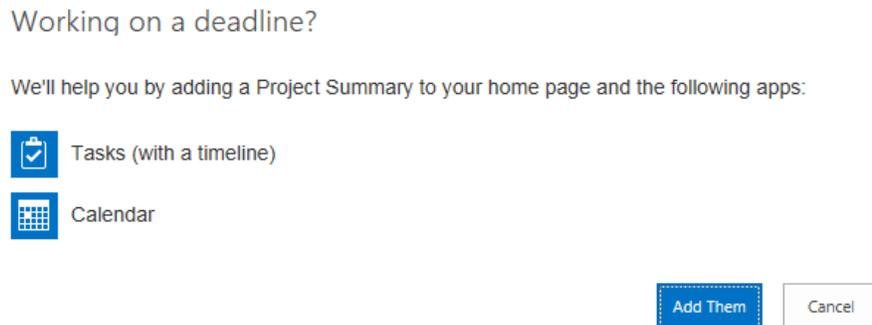
Figure 9-10 Task and Calendar Selection Screen

3. Enter the *{required criteria}*, and then click **Save**.

The calendar and tasks are updated.

Figure 9-11 Criteria for Adding a Task and/or the Calendar

9.5 Add Lists, Libraries and other Apps

Communities in Homeport allows for content to be added to the site by completing the following steps:

1. Click **Add Lists, Libraries and other Apps**.
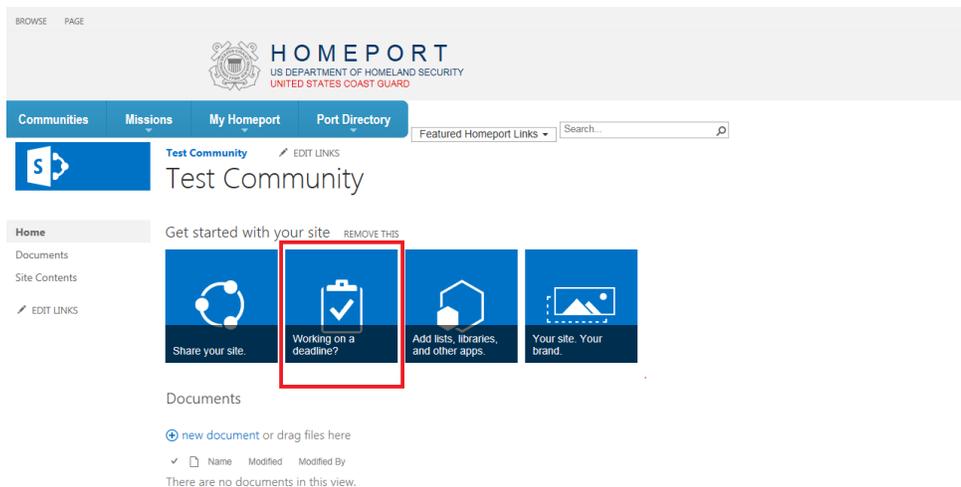
Figure 9-12 Add Lists, Libraries and other Apps

NOTE: *This option allows content to be added to the site such as document library, form library, Wiki page library, and picture library.*

2. Click the *{app}* in which content needs to be added.
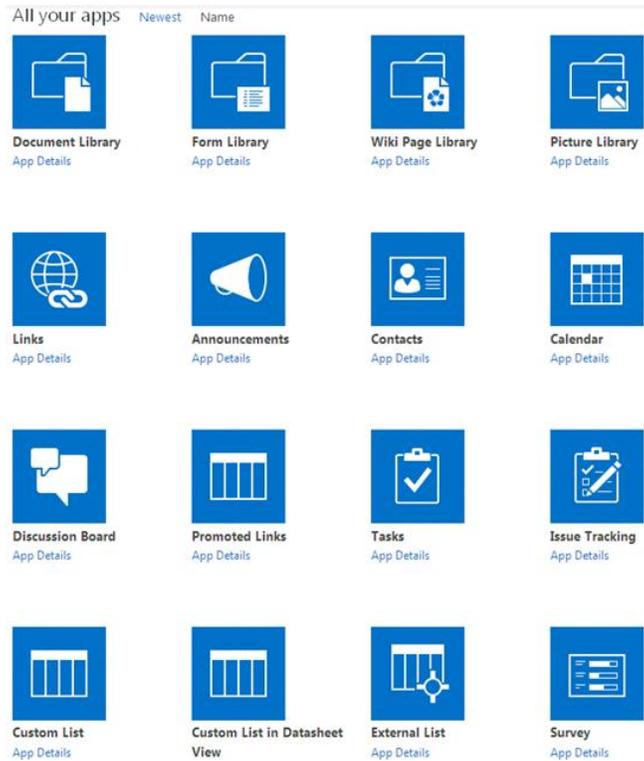
Figure 9-13 Content Apps

3. Complete the *{required criteria}*, and then click **Create**.

NOTE: *The new content is added.*

> *The Adding Document Library screen appears similar to the following figure:*
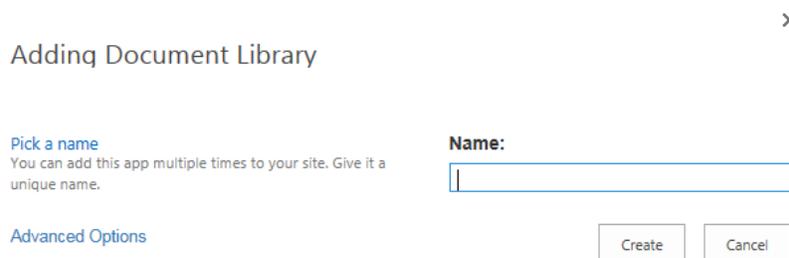
Figure 9-14 Adding Document Library

NOTE: *When adding documents to the **Defalut Library** select **Documents** on the left side of the screen,the user needs to have **Contribute Permissions** to add documents.*

4. Select **New Document** or drag and drop the document.

Figure 9-15 Adding Documents to the Default Library

9.6 Your Site, Your Brand

This option allows Community Owners to change the site Title, Description, Logo and description of the Logo.

1. Click **Your Site, Your brand**.
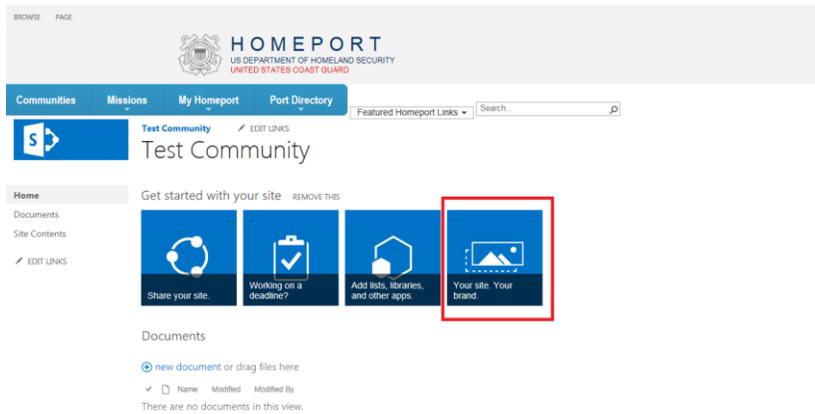
Figure 9-16 Your Site, Your Brand

2. Complete the *{required criteria}*, and then click **OK**.

NOTE: The Community Owner can choose the site logo from his/her computer.

Figure 9-17 Site Settings

10. PUBLISHING CONTENT

Homeport provides access to content for the general public and also other content for registered Homeport users. This information is added to Homeport by registered USCG users with Publisher permissions.

10.1 Getting Publishing Permissions

In order to publish information to Homeport, the user must have permission. To get the necessary permission, contact the Registration Approver in the COTP, and then perform the following steps:

1. The Registration Approver downloads the Coast Guard Registration Form spreadsheet.

2. For each Homeport user who needs Publishing permission, the Registration Approver adds the following **required** information to the spreadsheet:

    - *{First/Last Name}*
    - *{Email Address}*
    - *{Work Phone}*
    - *{COTP}*
    - *{Sensitive But Unclassified (SBU) Access-the person authorized to publish and view this information.}*

3. The Registration Approver then sends the completed spreadsheet to ASD at: SMB-USCG-Homeport@uscg.mil.

NOTE: When ASD processes the request, the Registration Approver is notified.

10.2 Using the Publishing Form

Homeport uses a publishing form to allow users to easily add content to the system. When using the publishing form, certain areas are required and others are optional. Throughout the steps below, the options are listed in their proper place with an optional tag next to them, and then they are detailed in subsequent sections.

To Publish Content the user navigates to the appropriate taxonomy where they have permissions to Publish:

1. Log on to Homeport.

2. Navigate to the **Content Listing** page where the content will reside.
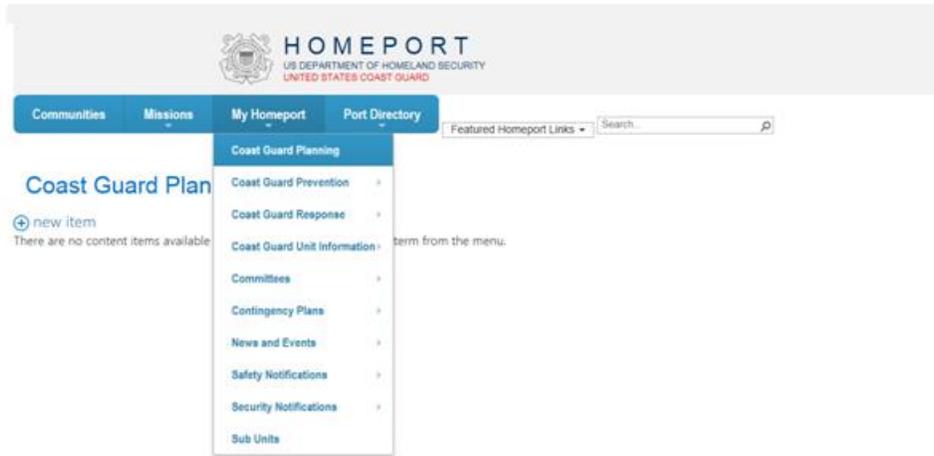
Figure 10-1 Coast Guard Planning

3. Select **New Item** to display the **Publishing Form**.
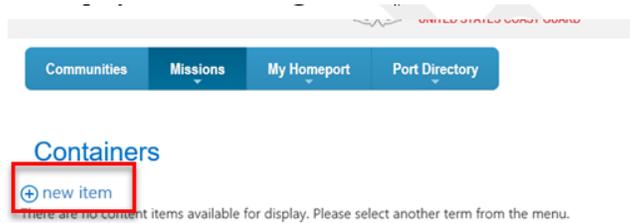
Figure 10-2 New Item

4. From the publishing form enter a *{title}* and a *{summary}*.

Figure 10-3 Publishing Form

NOTE 1: Page content is not required.

NOTE 2: *Rich Text can be used because it is controlled by the Ribbon when the user is in the* ***Page Content*** *field.*

Figure 10-4 Page Content Field

5. The user must select if the piece of Content contains **Personally Identifiable Information** (PII), (SBU) piece of Content or if it is available for **Public Release**.

- If the selected Content is selected for **SBU** then only the users who can view SBU content can see this information.

- The user cannot select information as **PII** and also **Public**.

- The user canot select information as **PII** and **SBU**.

- The user cannot select information as **SBU** and also **Public**.

- A piece of content marked as **Public** is displayed to the Non Authenticated users.

- The user can change the **offline Date** if need.

NOTE 1: *The default offline date is one year from the date it is published.*

NOTE 2: *When publishing SBU content, ensure that all attachments include the correct markings.*

10.2.1 Sensitive but Unclassified Values

The **Sensitive but Unclassified** values are **Yes** and **No**. Select **Yes**, if publishing information which is classified SBU. Only Homeport users with SBU permission are able to view this content. Users without SBU permission cannot see the content in the taxonomy.

NOTE: *If publishing SBU content, all attachments must be marked appropriately.*

10.3 Attaching Files

Perform the following steps to attach files:

1. Select the **Edit** tab, and then click **Attach File** in the **Ribbon**.

Figure 10-5 Publishing Content Ribbon

2. The user can browse to a location on their file system and attach a file. This process can be repeated for as many attachments as needed.

3. File names must follow the standards for Microsoft Naming Conventions. The following are reserved characters and cannot be used:

- **< (less than)**
- **(greater than)**
- **: (colon)**
- **" (double quote)**
- **/ (forward slash)**
- **\ (backslash)**
- **| (vertical bar or pipe)**
- **? (question mark)**
- **(asterisk)**

10.4 Adding Images to Content

Perform the following steps to **Add an Image**:

1. The user may add an image in the **Page Content** or where there is a Rich Text editor box. The user selects if he/she wants to upload a picture from his/her **Computer**, a **URL Address** or an image already in **SharePoint**.

2. Click **Insert**, and then click **Picture** in the **Ribbon**.
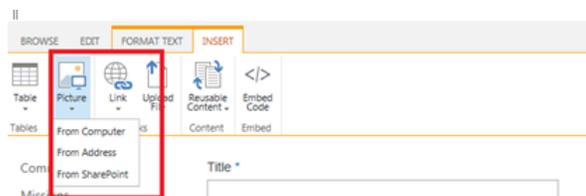
Figure 10-6 Publishing Content Ribbon

If the user selects the Computer option the Upload Image box appears similar to the following figure:

Figure 10-7 Uploading an Image for Publishing

3. Click **Browse** and *{select an image}* file, and then click **OK**.

Figure 10-8 Image Information

4. The user selects to upload a picture from his/her Computer, a URL Address or a picture already in SharePoint.

5. If the added image needs to be available to the **Non-Authenticated Users**, select **Yes** for Public.

*NOTE: The default for Public is **No***.

10.5 Content Availability

The content published by the user is immediately available to Authenticated Users. If the user selected the content to be available for Public Release then it is available within fifteen minutes. If the added content does not appear within 2 hours, contact ASD.

10.6 Changing Content Owners

There are times when it is necessary to change content owners. To update a piece of content the user needs publishing permissions. An email request will need to be sent to ASD at: SMB-USCG-Homeport@uscg.mil.

The request should include the following:

- The former Content Owner's name.

- The New Content Owner's name.

- Area where the update needs to occur.

11. SECURITY PLANS

To comply with the MTSA, certain vessels and facilities operating on or near US waterways must have a security plan approved by the US Coast Guard. Homeport allows users to submit these security plans electronically and follow the plans progress through the approval process. A user must be a Plan Submitter to submit security plans for the vessels and/or facilities with which he/she is associated. Plan Submitters can also review the plan status in Homeport.

11.1 Previously Submitted Security Plans

The initial security plans submitted to the US Coast Guard reside in another system to which Homeport connects. Before a user can view or edit security plans, he/she must have the COTP associate him/her with the plans in Homeport and approve this association in the other system.

NOTE 1: *These associations cannot be made when a plan was submitted by hard copy and then manually entered into the Coast Guard database. Only electronic submissions through Homeport or plans submitted through Black & Veatch are able to be back-associated to Homeport users.*

NOTE 2: *If the user is submitting security plans by submitting a hard copy and manually entering it, he/she must electronically resubmit the approved plan via Homeport. This allows a case number to be assigned to the security plans. The Coast Guard uses the original approval dates for the certificate planned.*

11.2 Submitting a Security Plan

A registered Homeport Plan Submitter user may submit security plans for vessels and facilities via Homeport. Once in the system, the user can track the plan's progress from review to approval and review the plan electronically periodically. This section provides an example of submitting a Vessel Security Plan.

Perform the following steps to submit a **Vessel Security Plan**:

> **WARNING: If the user has multiple COTPs associated with his/her profile, the user must ensure that the correct COTP is selected in the upper right-hand corner of the screen before proceeding. Failure to do so will send the user's security plan to the wrong COTP and may cause a delay in the approval.**

1. Click **My Homeport**.
2. Click **Manage Security Plans**.

Figure 11-1 Manage Security Plans

3. From the **Manage Security Plans** page, click **Submit New Vessel Plan**.

Figure 11-2 Submit New Vessel Plan

4. Enter a *{Plan Name, the Company Name, and Primary Contact}*.

5. If this information is the same as the current user's information, select **Same as User Information**.

> *The fields populate with the user's information.*

6. Enter **Secondary Contact** information, this step is optional.

7. From the **Vessels Pane**, place a check in the box next to the vessel(s) needed to associate with this plan.

NOTE: The **Vessel Pane** *is automatically populated with the vessels associated with in Homeport.*

Figure 11-3 Vessel Pane

> *Individuals associated with the selected vessels appear in the **Plan Viewers Pane**.*

8. To apply the plan to one or more facilities, place a check in the box next to the *{facilities}* needed to associate with this security plan.

NOTE: *The Facilities Pane is automatically populated with the facilities associated with the user in Homeport.*

	Facility Name	FIN	Address	AOR Unit	Latitude	Longitude	Port Name
☐	BITUMAR USA	BALT004	6000 PENNINGTON AVENUE	CG SECTOR MARYLAND-NCR	39.21	-76.59	Baltimore
☐	Kinder Morgan Liquid Terminals LLC	BALT006	801 EAST ORDINANCE ROAD	CG SECTOR MARYLAND-NCR	39.21	-76.59	Baltimore
☐	WESTWAY TERMINAL CO LLC	BALT049	1055 HULL STREET	CG SECTOR MARYLAND-NCR	39.27	-76.59	Baltimore
☐	MPA Dundalk Marine Terminal	BALT022	MARYLAND PORT ADMINISTRATION	CG SECTOR MARYLAND-NCR	39.25	-76.53	Baltimore
☐	Buckeye Terminals, LLC, Baltimore Termin	BALT007	6200 PENNINGTON AVE	CG SECTOR MARYLAND-NCR	39.21	-76.59	Baltimore

Figure 11-4 Facilities Information

9.   To upload a security plan, click **Browse to Select Security Plan**.

NOTE: *Maximum plan size is limited to 10 MB. This includes all attachments added to the plan.*

10. If additional attachments need to be added, click **Browse** to select files.

NOTE: *Examples of additional attachments include cover letters stating the amendments, a schematic of the facility, and/or other correspondence with the USCG.*

11. Select the **Attachment Type**.

NOTE: *This step is only required when adding vessel information.*

12. Repeat Steps 8 and 9 for multiple attachments.

13. Click **Plan Viewers Pane**, and then click **Viewers** to add viewers for the security plan submission.

NOTE: *At least one viewer must be selected.*

Viewer	Name	Company	Address	City	State
☐		Mystery, Inc.	127 Any Road	Kearneysville	WV
☐		Mystery, Inc.	123 Spooky Hollow Road	Kearneysville	WV
☑		Mystery, Inc.	127 Spooky Hollow Road	Kearneysville	WV

Figure 11-5 Viewers Listing

14. Click **Save** to submit the security plan.

> *Once the user has submitted the security plan, an email is sent to the Captain of the Port Plan Approvers.*

NOTE 1: *The Security plan also appears in **Manage Security Plans page** and **Security Plan Status block** on the **My Homeport** tab. If the Captain of the Port has any questions regarding submissions, he/she will contact the user.*

NOTE 2: *Each user can only have one security plan in process at any given time. To submit a second plan, wait until the first is approved.*

11.3 Viewing and Amending Security Plan Status

Once a security plan has been submitted the status it can be viewed and/or edited at any time. This section will cover viewing and amending a submitted security plan.

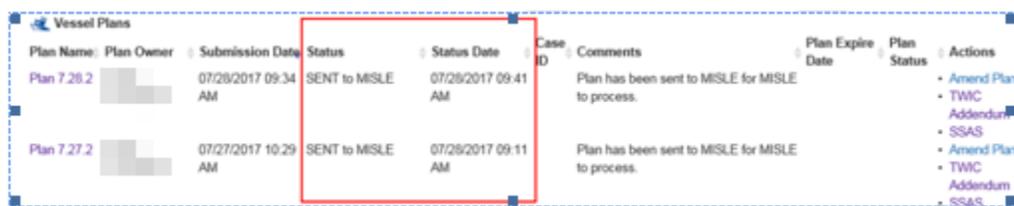***NOTE:*** *This section contains information so the Captain of the Port Approvers can assist users in the submission of Security Plan information.*

11.3.1 Viewing Security Plans

Perform the following steps to view the status of the submitted security plan:

1. Click **My Homeport.**

2. Click **Manage Security Plans**.

NOTE: *After a vessel or facility plan is submitted, it appears in the Manage Security Plans page.*

The submitted security plans for Vessels appears similar to the following:

Figure 11-6 Vessel Security Plan Status

11.3.2 Amending a Submitted Security Plan

After a vessel or facility plan is submitted, it appears in the Manage Security Plans page. From here, it is possible to edit existing plans for re-submission to the US Coast Guard for approval. This feature is useful when a security plan is denied because a user can correct the errors without having to re-enter all of the information.

Perform the following steps to edit a **Security Plan**:

1. Click **Amend Plan** in the **Manage Security Plans** page.

2. Edit the information as needed.

3. . Click **Save**.

The plan is now re-submitted for review and approval.

NOTE: *If a problem is identified with the plan during review, it is denied and the user receives an email from the Plan Approver stating the reason. There are many reasons that plans may be denied but the user can make the necessary changes by simply amending the plan.*

11.3.3 TWIC Addendums And SQL Server Analysis Services (SSAS) Submissions

Perform the following steps to add **TWIC addendums** or to submit **SSAS documents** after the security plan has been submitted:

1. From the **Security Plan Status** block, click **TWIC Addendum** or the **SSAS** link.

Figure 11-7 Vessel Plans

2. From the **TWIC Addendum Submission** screen or **SSAS Submission** screen, Browse to **Addendum** for the file.

3. Click **Save**.

> *A success screen appears similar to the following figure, and the file is added to the security plan.*
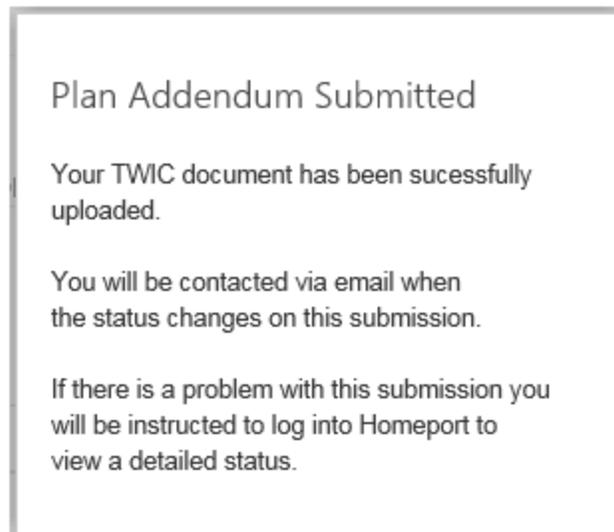

Figure 11-8 Plan Addendum Submitted

11.3.4 Associating Users With Security Plans

Any user that is a plan creator can associate other Homeport Users with security plans that have already been approved and reside in MISLE. After the plan creator performs the association and the users are accepted into MISLE and they can view the security plans in Homeport.

Perform the following steps to associate users with a valid Security Plans:

1. From the **Security Plan Status** block, click **Plan Name**.

Figure 11-9 Vessel Plans

2. From the **Security Plan Details** page, click **Edit Plan Viewers**, at the bottom of the **Plan Viewers** block.

Figure 11-10 Edit Plan Viewers

3. On the **Plan Viewers** page, the user selects the plan viewers to associate with the plan.

Figure 11-11 Plan Viewers

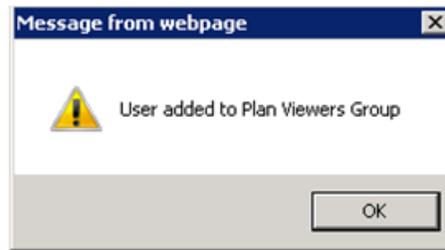*A success dialog appears and the user is now added to the Plan Viewers Group.*

Figure 11-12 Success Dialog Message

4. To remove a user from the plan viewers group unselect the checkbox corresponding to the users name on the **Plan Viewers** page.

Figure 11-13 Removing a Plan Viewer

A success dialog appears and the user is now removed from the Plan Viewers Group.
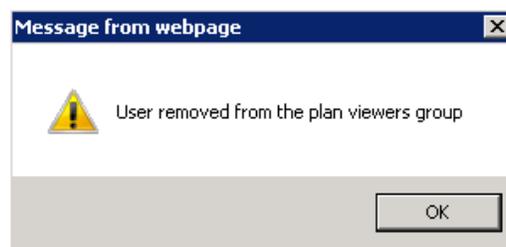

Figure 11-14 Success Dialog Message

NOTE: *When the association is made in Homeport, work with the appropriate individual at the users COTP to have the user accepted into MISLE. Then contact the user to tell them they can access their plans in Homeport.*