

Setting up a Federal OMB MAX Account for Data.gov Metadata Harvest Management



*Current as of:
February 15, 2017*

OMB MAX.gov: Home Page



Don't Have a MAX ID Yet? [Register Now](#)

Welcome to the
MAX.gov Homepage
Government-wide advanced collaboration, information sharing,
data collection, publishing, and analytical capabilities
for Federal agencies and partners

[Learn More](#)

< Prev Pause Play Next >

1 2 3 4 5 6

[Login](#)

[Manage Your Password](#)

[MAX Cloud Services Capabilities](#)

[Budget Formulation and Execution Line of Business](#)

Welcome to the MAX Homepage

If you are a new user, please [self-register](#) here. Self-registration is available to Federal government employees and contractors with a Federal government email address. Federal employees/contractors with a non-government email address as well as non-federal employees performing Federal activities should contact MAXSupport@max.gov or 202-395-6860. Please visit our [FAQ](#) for any questions about accessing MAX or to view our user agreement.

MAX Federal Community

The MAX Federal Community site has compelling capabilities for doing collaborations and information sharing that is far better than our usual work methods of E-mail, attachments, and network file sharing, supporting workgroups and information sharing across office, agency and governmental boundaries. The ability to directly edit Microsoft Office files contained in the Community collaborative editing of shared documents. The fundamental principle of building "knowledge" is to have work from daily activities be able to be repurposed into information with lasting value. The Community allows that to happen - it is easy to learn and powerful enough to be used for a broad scope of daily information sharing and collaboration activities.

[Go to the MAX Federal Community](#)

MAX Availability

[Available 24 Hours](#)
Maintenance window
Sundays 2-8:00AM EST

MAX Support Hours

[Weekdays](#)
8:30AM - 9:00PM EST
[Weekends](#)
9:00AM - 6:00PM EST
(response within 2 hours)

Contact Us

[E-Mail](#)
maxsupport@max.gov
[Phone](#)
202-395-6860

Click on
"Register Now".
To create an
OMB MAX
Account

MAX A-11 Data Entry (web-based)

OMB MAX.gov: Registration Page



Please fill out the registration form below and select the *Register* button. Your email address will be validated. Once approved, you will receive a confirmation email containing a link to activate your account and further instructions will be provided on how to complete the registration process. Self-registration is available to Federal government employees and contractors with a Federal government email address. Federal employees/contractors with a non-government email address as well as non-federal employees performing Federal activities should contact MAXSupport@max.gov or 202-395-6860.
* indicates required fields

User Info	Contractor? <input type="checkbox"/>
	*First <input type="text"/> Mi <input type="text"/> *Last <input type="text"/>
	*E-Mail <input type="text"/>
	*Confirm E-Mail <input type="text"/>
	Organization <input type="text"/>
	*Work Phone Number <input type="text"/>
Work Address	*Line 1 <input type="text"/>
	Line 2 <input type="text"/>
	*City <input type="text"/>
	*State <input type="text" value="Select a State"/> *Zip <input type="text"/>
	*Country <input type="text" value="United States of America"/>
	<input type="button" value="Continue"/> Cancel

Complete the Registration information then "Continue"

OMB MAX.gov: Email to Complete Registration

User ID for Accessing the MAX Federal Government System Inbox x



maxadmin@max.gov

1:37 PM (2 hours ago) ☆



to me ▾

Dear [REDACTED]

Congratulations, you have been granted access to the MAX system. Your MAX User ID will be the email address you provided when you registered: [REDACTED]

Please click on this link to create your new password: [https://max.gov/maxportal/changePasswordForm.action?token=\[REDACTED\]&email=\[REDACTED\]](https://max.gov/maxportal/changePasswordForm.action?token=[REDACTED]&email=[REDACTED])

Passwords must be a minimum of 8 characters, and must contain at least one character of each of the following:

- * a CAPITAL letter (A-Z),
- * a lowercase letter (a-z),
- * a number (0-9), and
- * a special character (e.g., !@#\$%^&*()-_+[]{};:'",./?~\).

Please contact MAX Support at maxsupport@max.gov if you have any questions or experience problems.

Thank you!
The MAX Support Team
Budget Systems Branch
Office of Management and Budget
(202) 395-6860
(Weekdays: 8:30 AM to 9:00 PM)
(Weekends: 9:00 AM to 6:00 PM)

Click here to
create/change
your password

OMB MAX.gov: Change Password



Home Manage Password Contact Us

Change Password

Please complete the form below and select the *Submit* button. When creating your password please note the following password requirements.

NOTE: You cannot re-use any of the last 16 passwords.

- Password must contain at least 8 characters (minimum) and no more than 32 characters (maximum)
- Password must contain at least one each of the following four character types:
 1. Uppercase alpha (A-Z),
 2. Lowercase alpha (a-z),
 3. Numeric (0-9), and
 4. Special non-alphanumeric characters (i.e., !@#\$%^&*()-=+[]{};:~|/?~\).
- Password must not include greater than (>) or less than (<) characters

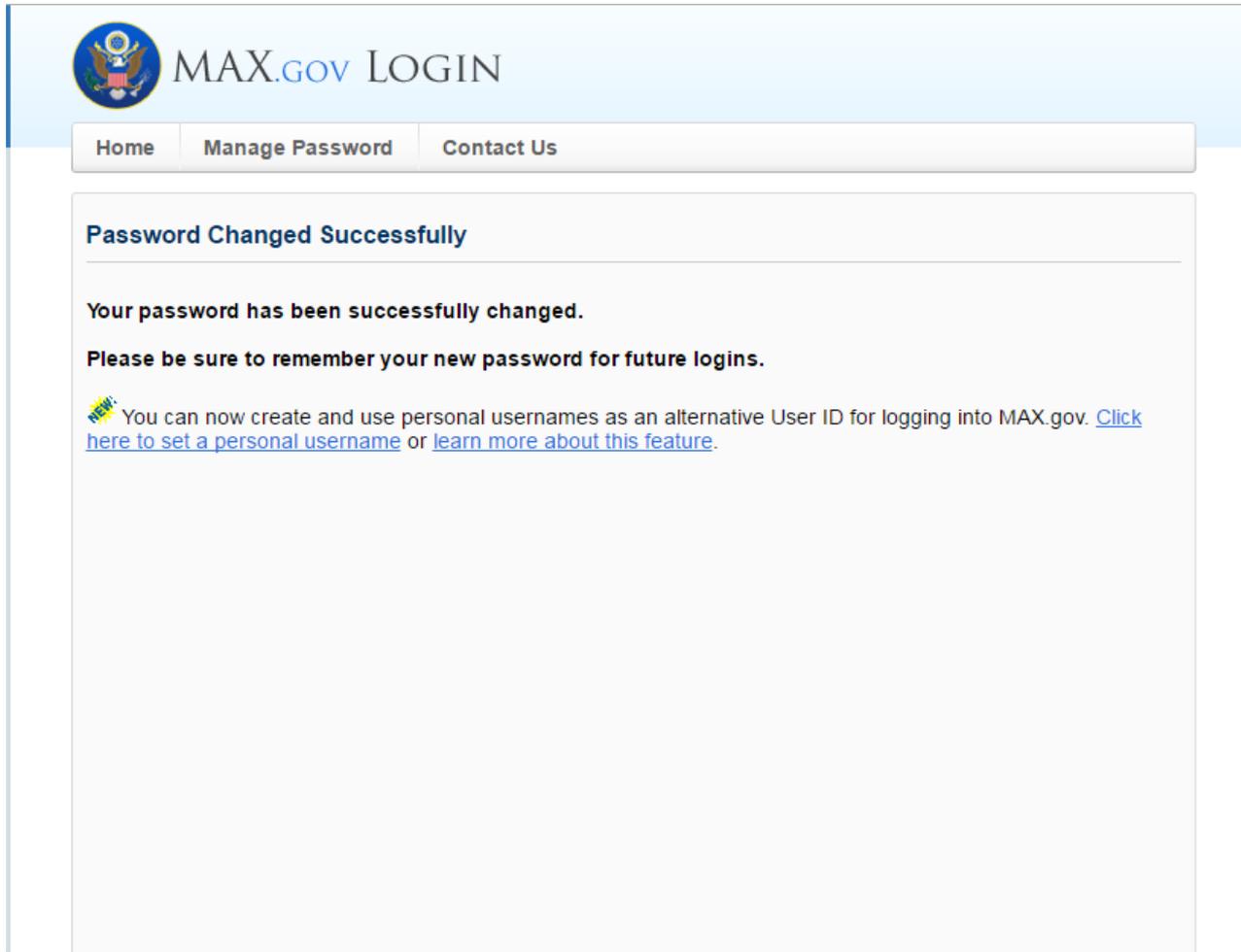
Email Address:

New Password:

Confirm New Password:

Change your password then "Submit"

OMB MAX.gov: Password Changed



The image shows a screenshot of the MAX.gov LOGIN page. At the top left is the MAX.gov logo, which features the United States seal. To the right of the logo is the text "MAX.gov LOGIN". Below the logo and text is a navigation bar with three buttons: "Home", "Manage Password", and "Contact Us". The main content area has a heading "Password Changed Successfully" followed by a horizontal line. Below the line, the text reads: "Your password has been successfully changed." and "Please be sure to remember your new password for future logins." There is a "NEW!" icon followed by the text: "You can now create and use personal usernames as an alternative User ID for logging into MAX.gov. [Click here to set a personal username](#) or [learn more about this feature](#)."

OMB MAX.gov: Login



MAX.gov HOMEPAGE

Don't Have a MAX ID Yet?

[Register Now](#)

ATTENTION!!

Effective January 3, 2017, The MAX Support email address will change to:
MAXSupport@max.gov

NOTE: There is a possibility that we may not receive any emails sent to the old email address.
If there are any questions, please call 202-395-6860

1 2 3 4 5 6

Welcome to the MAX Homepage

If you are a new user, please [self-register](#) here. Self-registration is available to Federal government employees and contractors with a Federal government email address. Federal employees/contractors with a non-government email address as well as non-federal employees performing Federal activities should contact MAXSupport@max.gov or 202-395-6860. Please visit our [FAQ](#) for any questions about accessing MAX or to view our user agreement.

MAX Federal Community

The MAX Federal Community site has compelling capabilities for doing collaborations and information sharing that is far better than our usual work methods of E-mail, attachments, and network file sharing, supporting workgroups and information sharing across office, agency and governmental boundaries. The ability to directly edit Microsoft Office files contained in the Community collaborative editing of shared documents. The fundamental principle of building "knowledge" is to have work from daily activities be able to be repurposed into information with lasting value. The Community allows that to happen - it is easy to learn and powerful enough to be used for a broad scope of daily information sharing and collaboration activities.

[Go to the MAX Federal Community](#)

MAX A-11 Data Entry (web-based)

[Login](#)

[Manage Your Password](#)
[MAX Cloud Services Capabilities](#)
[Budget Formulation and Execution Line of Business](#)

MAX Availability

Available 24 Hours
Maintenance window
Sundays 2-8:00AM EST

MAX Support Hours

Weekdays
8:30AM - 9:00PM EST
Weekends
9:00AM - 6:00PM EST
(response within 2 hours)

Contact Us

E-Mail
maxsupport@max.gov
Phone
202-395-6860

Click "Login".
To access your
account

OMB MAX.gov: Login with User Name

The screenshot shows the MAX.gov LOGIN page. At the top left is the MAX.gov logo and the text "MAX.gov LOGIN". To the right, it says "Don't Have a MAX ID Yet? REGISTER NOW". Below this is a navigation bar with "HOME", "MANAGE PASSWORD", and "CONTACT US". The main content area is titled "LOGIN WITH ...". There are two primary login options: "MAX.GOV USER ID & PASSWORD" and "PIV OR CAC CARD". The "MAX.GOV USER ID & PASSWORD" option is highlighted with a red box and contains a "User ID" input field, a "Password" input field, and a "LOGIN WITH USER ID" button. The "PIV OR CAC CARD" option is also highlighted with a red box and contains a "LOGIN WITH PIV/CAC" button. Below these are options for "MAX AGENCY FEDERATED PARTNER AUTOMATED LOGIN" with logos for NASA, DOJ, HHS, and MCC. Red arrows point from the text on the right to the input fields and buttons.

Enter "User Name" and "Password"

Click "Login with User ID"

OMB MAX.gov: Logged In

Home ▾ Find ▾ Help ▾ Contact Us ▾ Welcome Bradley ▾ Log Out

 **MAX.GOV** HOMEPAGE 

[★ Favorites](#) [👤 Recently Viewed](#) [🔗 Share](#)



Welcome to the MAX.gov Homepage

Government-wide advanced collaboration, information sharing, data collection, publishing, and analytical capabilities for Federal agencies and partners

[Learn More](#)

< Prev Pause Play Next >

1 2 3 4 5 6 7 8 9 10

Successfully Logged In!
[Manage Your Password](#)

My Quicklinks

- [MAX Federal Community Dashboard](#)
- [Department of the Interior Home Space](#)
- [MAX Cloud Services Capabilities](#)
- [Budget Formulation and Execution Line of Business](#)

Collaboration Groups Shared Desktop

My Collaboration Groups

- Department of the Interior
- Department of the Interior - USGS
- MAX Information and Reports

My MAX Applications

General

- [Change Applications](#)
- [Change Communities](#)
- [Change Groups](#)
- [Search Agency Admins](#)
- [Search Group Admins](#)
- [Search Users](#)

MAX Availability

[Available 24 Hours](#)
Maintenance window
Sundays 2-8:00AM EST

MAX Support Hours

Weekdays
8:30AM - 9:00PM EST

Weekends
9:00AM - 6:00PM EST
(response within 2 hours)

OMB MAX.gov: Logged In

Home ▾ Find ▾ Help ▾ Contact Us ▾

MAX.GOV HOMEPAGE

Search The MAX Fede

Welcome Bradley ▾ Log Out

Bradley Macpherson(DOI)

My Profile
Set MAX Personal Username
Set/Reset Password
Manage SMS 2-Factor Devices
My MAX Calendar
My MAX Shared Desktop

My Favorites
Recently Viewed
Recently Updated
Manage Page Watches
MAX Digest START USING
Manage Personal Settings
Log Out

MAX Support Hours
Weekdays
8:30AM - 9:00PM EST
Weekends
9:00AM - 6:00PM EST
(response within 2 hours)

Welcome to the MAX.gov Homepage
Government-wide advanced collaboration, information sharing, data collection, publishing, and analytical capabilities for Federal agencies and partners
Learn More

My Collaboration Groups
Department of the Interior
Department of the Interior - USGS
MAX Information and Reports

My MAX Applications
Modify My Applications

OMB MAX.gov: Submitting Token

MAX.gov LOGIN

Don't Have a MAX ID Yet? [Register Now](#)

Home **Manage Password** Contact Us

SECURE+ SMS 2-Factor Registration

Register Device **Confirm Device** Verify Identity

Not Familiar with SECURE+ [Learn more](#)

Get Help from MAX Support

Verify SMS Token for 240-485-6156 (AT&T)

We have sent an SMS token to your device [redacted]

Please enter it below to continue.

SMS Confirmation Token: [Get New SMS Token](#)

Submit Token

[Choose a Different SMS Device](#)

[Manage Devices](#)

Enter token to register PIV card

Click "Submit"

OMB MAX.gov: Verifying Identity

 **MAX.gov LOGIN** Don't Have a MAX ID Yet? [Register Now](#)

[Home](#) [Manage Password](#) [Contact Us](#)

SECURE+ SMS 2-Factor Registration

[Register Device](#) [Confirm Device](#) **Verify Identity**

[? Not Familiar with SECURE+ Learn more](#)
Get Help from MAX Support

Verify Device Ownership and Identity

To complete the registration of your device, we need to verify your identity.

Verify Your Identity using a PIV/CAC Card

If you don't have a working PIV/CAC card, you can register your SMS device using email without ID verification. *

[Complete Registration via Email \(w/o ID Verification\)](#)

*Note: registration without ID verification will enable you to use your SMS device to access content with permissions set at the Secure+ 2 Security Level, but not the Secure+ 3 Security Level. ?

[Complete Registration Later](#) | [Contact MAX Support](#)

Click to verify

OMB MAX.gov: Selecting Certificate

ent and Budget [US] | <https://login.max.gov/maxdevreg/loa3/device/validateIdentity.action?deviceId=5373&returnUrl=&hasA>

Log WSMP Tracking XMLEs & CSVs

Home Ma

Register Device

Verify Dev

Register Now

SECURE+

Support

Select a certificate

Select a certificate to authenticate yourself to piv.max.gov:443

Subject	Issuer	Serial
[REDACTED]	Entrust	[REDACTED]
[REDACTED]	Entrust	[REDACTED]

Certificate information

OK Cancel

To complete the registration of your device, we need to verify your identity.

Verify Your Identity using a PIV/CAC Card

If you don't have a working PIV/CAC card, you can register your SMS device using email without ID verification. *

Complete Registration via Email (w/o ID Verification)

*Note: registration without ID verification will enable you to use your SMS device to access content with permissions set at the Secure+ 2 Security Level, but not the Secure+ 3 Security Level. ?

[Complete Registration Later](#) | [Contact MAX Support](#)

Select certificate

OMB MAX.gov: Entering PIN

The screenshot shows the MAX.gov LOGIN page. At the top, there is a navigation bar with links for Home, Manage Password, and Contact Us. A green button labeled "Register Now" is visible next to the text "Don't Have a MAX ID Yet?". The main content area is titled "SECURE+ SMS" and includes a "Verify Device Ownership" section. A "Windows Security" dialog box is overlaid on the page, titled "Microsoft Smart Card Provider" and asking the user to "Please enter your PIN." The dialog box contains a text input field with the label "PIN" and a red box around it. A red arrow points from the text "Enter PIV PIN" to this input field. Below the dialog box, there is a button labeled "Complete Registration via Email (w/o ID Verification)" and a note: "*Note: registration without ID verification will enable you to use your SMS device to access content with permissions set at the Secure+ 2 Security Level, but not the Secure+ 3 Security Level." At the bottom of the dialog box, there are "OK" and "Cancel" buttons.

Enter PIV PIN

OMB MAX.gov: Register certificate

MAX.GOV
MAX REGISTRATION

Home Manage Password Contact Us

PIV Certificate Registration

We do not recognize the certificate you used for login. To use PIV, you must complete a registration process that associates your PIV certificate to your MAX account.

Enter the MAX Personal Username or email address you use as your MAX ID and select the *Send Validation Code* button. You will receive an email containing a PIV certificate validation code.

MAX ID:

Send Validation Code

If you do not already have a MAX account, click the *REGISTER* button below to create an account. You can also click the *Cancel* button to cancel the PIV certificate registration process.

REGISTER Cancel

Email Address
associated with
OMB MAX

OMB MAX.gov: Obtaining Token Email

MAX User Certificate Registration Inbox x 🖨️ 📧

 **maxadmin@max.gov** 1:49 PM (2 hours ago) ☆ ↩️ ▾

to me ▾

Dear [REDACTED]

You have requested the registration of your PIV/CAC card for your MAX account. You must register your PIV/CAC card by 03:49 PM, February 06, 2017.

Here's the validation code for registering your PIV/CAC card:

Validation Code **0e8b1fb8**

If you require assistance, please contact the MAX Support team by emailing maxsupport@omb.eop.gov or calling 202-395-6860.

Thank you!
The MAX Support Team
Budget Systems Branch
Office of Management and Budget
(202) 395-6860
(Weekdays 8 AM to 6:30 PM)

Validation
Token to
register PIV
card

OMB MAX.gov: Validation Code Sent



MAX.GOV
MAX REGISTRATION

Home Manage Password Contact Us



**PIV Certificate Validation Code
Successfully Sent**

Type the PIV certificate validation code from the bottom of the PIV Certificate Registration email into the space below.

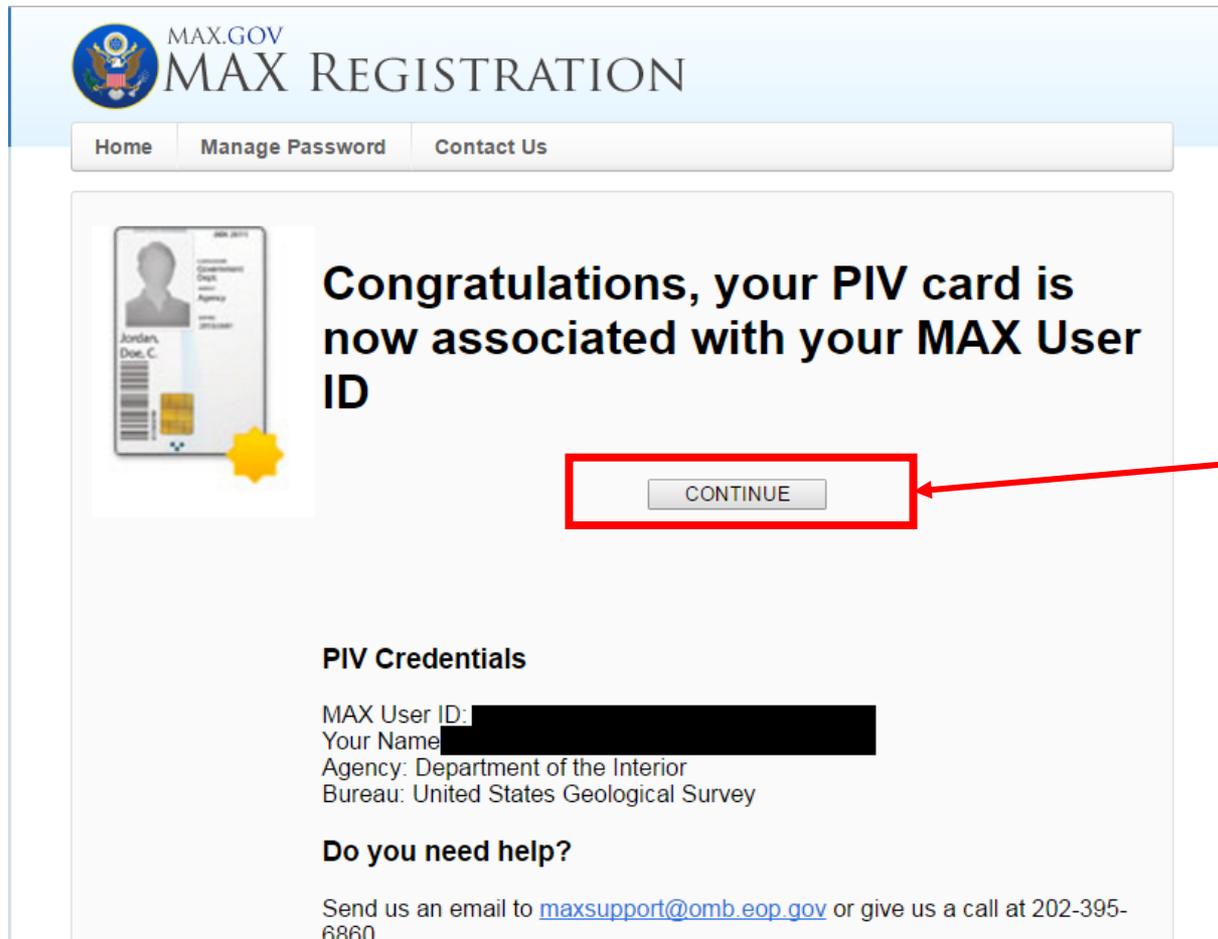
Then click the *Submit* button.

MAX ID: [REDACTED]

Validation Code:

You can click the *Cancel* button to cancel the PIV certificate registration process.

OMB MAX.gov: PIV Card registered



The screenshot shows the MAX.GOV registration page. At the top left is the MAX.GOV logo and the text "MAX REGISTRATION". Below this is a navigation bar with "Home", "Manage Password", and "Contact Us". The main content area features a congratulatory message: "Congratulations, your PIV card is now associated with your MAX User ID". To the left of this message is a graphic of a PIV card for "Jordan, Doe, C." with a yellow starburst. Below the message is a "CONTINUE" button, which is highlighted with a red rectangular border. A red arrow points from the text "Click 'Continue'" to this button. Below the button, the "PIV Credentials" section displays: "MAX User ID: [REDACTED]", "Your Name: [REDACTED]", "Agency: Department of the Interior", and "Bureau: United States Geological Survey". At the bottom, there is a "Do you need help?" section with contact information: "Send us an email to maxsupport@omb.eop.gov or give us a call at 202-395-6860."

Click
"Continue"

OMB MAX.gov: Register Device

MAX.gov LOGIN

Don't Have a MAX ID Yet? [Register Now](#)

Home Manage Password Contact Us

SECURE+ SMS 2-Factor Registration

Not Familiar with SECURE+ [Learn more](#)

Get Help from MAX Support

Register Device Confirm Device Verify Identity

Your SMS Devices

Phone Number	Network Provider	Status	Actions
240-485-6156	AT&T	Pending Ownership Confirmation	Confirm Remove

[Register New Device](#) [Re-Login Using Secure+](#)

Re-Login as needed

OMB MAX.gov:



The screenshot displays the MAX.gov LOGIN interface. At the top left is the MAX.gov logo, and to its right is the text "MAX.gov LOGIN". Further right, there is a link "Don't Have a MAX ID Yet?" and a green "Register Now" button. Below this is a navigation bar with "Home", "Manage Password", and "Contact Us" links. The main content area features a "SECURE+ SMS 2-Factor Registration" heading. A progress bar shows three steps: "Register Device", "Confirm Device", and "Validate Identity", with "Validate Identity" being the active step. To the right of the progress bar is a help link: "? Not Familiar with SECURE+ Learn more" and "Get Help from MAX Support". The central message box states "SMS Device Registration Completed" and "Success! Your device is registered." It also provides the phone number "240-485-6156 (AT&T) with SECURE+ Login." and a "Manage Devices" button. At the bottom left of the message box, there is a blue link "Manage Devices".

Next Steps

Congratulations!

- ❖ You now have a successful OMB MAX account
- ❖ You can Log In to Data.gov
- ❖ Next is to obtain permission to manage your harvest source in Data.gov
 - ❖ The next set of slides show
 - ❖ How to access your organization
 - ❖ How to get your permissions set

Accessing Catalog.Data.gov to Manage Organization Metadata Harvesting



***Current as of:
January 31, 2017***

Initializing Log In to Catalog.Data.gov

❖ Federal Users

❖ After you have Created a OMB MAX Account:

1. Log In to Catalog.Data.gov to establish a presence then
2. Email Datagov@gsa.gov and include:
 1. Inform Data.gov you have completed the initial OMB MAX login.
 2. Provide your OMB MAX username (Initially your email address)
 3. The organization name to which you are associated (**See Next Slide**)
 4. Required access permission (Admin or Editor)
 1. Follower- Has no harvesting permissions but can follow activity
 2. Editor- Admin and Editor have same level of harvesting permissions
 3. Admin- has extra permission to manage users for the assigned organization
3. Data.gov will associate permissions to your account.
4. On subsequent logins to Catalog. Data.gov (through OMB MAX), you should be able to perform the actions you have privileges for on the Data.gov catalog without further assistance."

Log In to Catalog.Data.gov

Top of Page

Search Data.Gov

DATA TOPICS + IMPACT APPLICATIONS DEVELOPERS CONTACT

DATA CATALOG / Datasets Organizations ?

Search datasets... Order by: Popular

Datasets ordered by Popular

193,976 datasets found

Bottom of Page

DATA.GOV

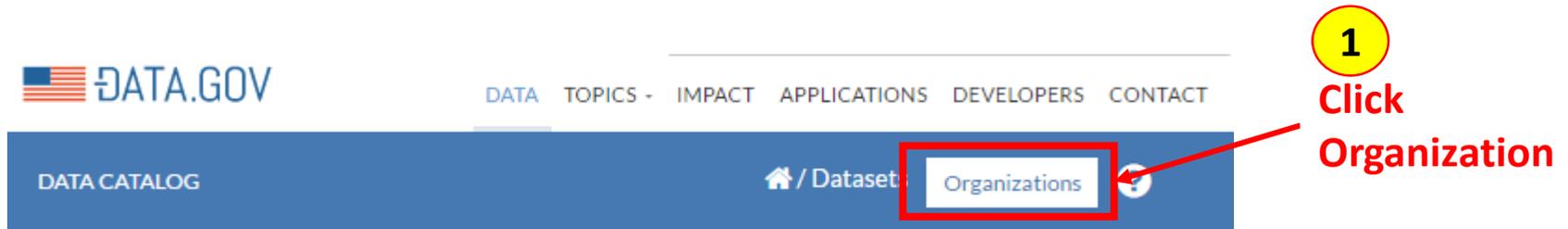
Privacy and Website Policies | USA.GOV | PERFORMANCE.GOV

About Open Government Blog Metrics Events Login

Twitter Github

**Login to
Catalog.Data.gov**

How to Find My Organization

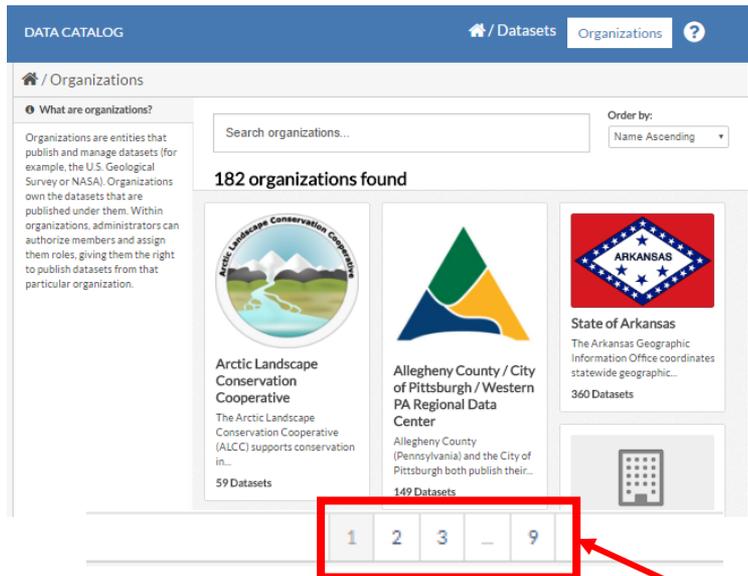


DATA.GOV

DATA TOPICS - IMPACT APPLICATIONS DEVELOPERS CONTACT

DATA CATALOG / Datasets Organizations

1
Click Organization



DATA CATALOG / Datasets Organizations

What are organizations?

Search organizations... Order by: Name Ascending

182 organizations found

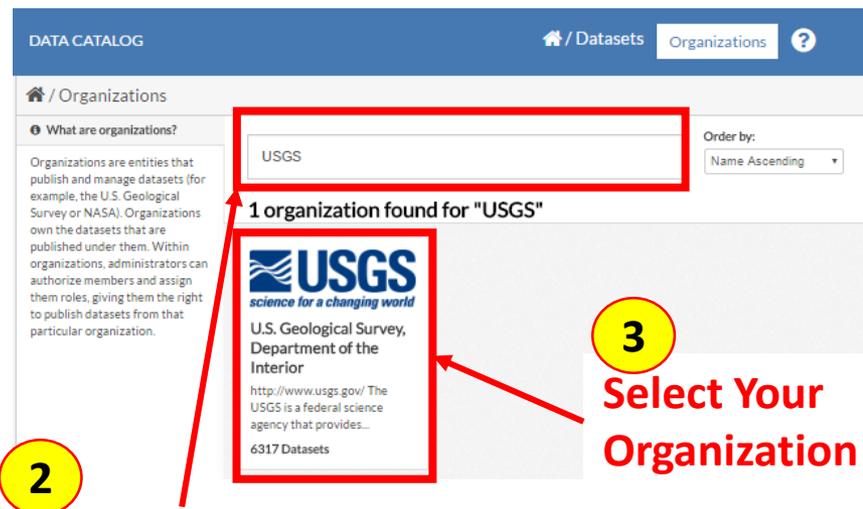
Arctic Landscape Conservation Cooperative
59 Datasets

Allegheny County / City of Pittsburgh / Western PA Regional Data Center
149 Datasets

State of Arkansas
360 Datasets

1 2 3 ... 9

2
Search for your organization or scroll through pages



DATA CATALOG / Datasets Organizations

What are organizations?

Search organizations... Order by: Name Ascending

1 organization found for "USGS"

U.S. Geological Survey, Department of the Interior
6317 Datasets

3
Select Your Organization

2
Search for your organization or scroll through pages

Organization Access: Catalog.Data.gov

Profile
Page
MAX
ID

The screenshot shows the Data.gov website interface. At the top, there is a search bar labeled 'Search Data.Gov'. Below it, the 'DATA.GOV' logo is visible, along with navigation links for 'DATA', 'TOPICS - IMPACT', 'APPLICATIONS', 'DEVELOPERS', and 'CONTACT'. The main navigation bar includes 'DATA CATALOG', a home icon, '/ Datasets', 'Organizations', and a help icon. The current page is the profile for the 'U.S. Geological Survey, Department of the Interior'. On the right side of the profile header, there are two buttons: 'Admin' and 'Follow'. The 'Admin' button is highlighted with a red box, and a red arrow points to it from the text 'Access privilege' on the right. On the left side of the profile, there is a sidebar with the USGS logo and the text 'U.S. Geological Survey, Department of the Interior'. Below this, there are statistics for 'Followers' (0) and 'Members' (16). The main content area shows a search bar for datasets, a dropdown menu for 'Order by: Relevance', and a list of datasets. The first dataset is '1 meter Digital Elevation Models (DEMs) - USGS National Map 3DEP' with 256 recent views. The second dataset is 'USGS Small-scale Dataset - Cities and Towns of the United States 201403 Shapefile' with 132 recent views. A red box also highlights a search bar at the top left of the page, with a red arrow pointing to it from the 'Profile Page MAX ID' text on the left.

Access
privilege

Administrative Page: Organization/Catalog.Data.gov

Select Harvest Sources

Manage Harvest Sources

DATA.CATALOG / Datasets Organizations

/ U.S. Geological Survey, Department of the Interior / Admin

Edit Datasets Members **Harvest Sources** View

60 harvest sources

Add Harvest Source

Search sources...

Q Search

Frequency
A-Z 1-9 Clear All

- WEEKLY (23)
- DAILY (18)
- MANUAL (14)
- BIWEEKLY (5)

USGS National Geologic Map Database

The NGMDB is a Congressionally mandated national archive of geoscience maps, reports, and stratigraphic information, developed according to standards defined by the cooperators (principally the USGS and the Association of American State Geologists). Included in this system is a comprehensive set of publication citations, stratigraphic nomenclature, downloadable content, unpublished source information, and guidance on standards development. The NGMDB contains information on more than 94,000 maps and related geoscience reports published from the early 1800s to the present day, by more than 630 agencies, universities, associations, and private companies.

Global Ecosystems

Profile Page: Catalog.Data.gov

DATA CATALOG [/ Datasets](#) [Organizations](#) [?](#)

[/ Users /](#) [REDACTED]

[Datasets](#) [Activity Stream](#)

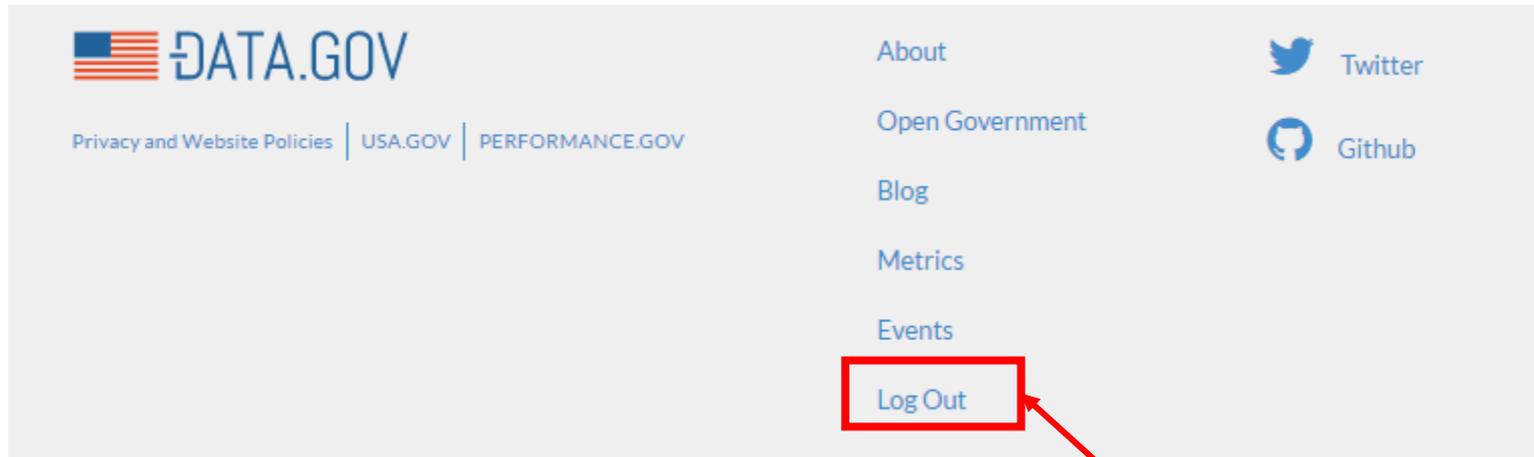
You haven't created any datasets. Create one now?



james.irvine@ardentmc.com
You have not provided a biography.

Followers	Datasets
0	0
Edits	
0	

Catalog.Data.gov Log Out



The screenshot shows the top navigation bar of the Data.gov website. On the left, there is the Data.gov logo (an American flag icon followed by the text 'DATA.GOV') and links for 'Privacy and Website Policies', 'USA.GOV', and 'PERFORMANCE.GOV'. On the right, there is a vertical list of navigation links: 'About', 'Open Government', 'Blog', 'Metrics', 'Events', and 'Log Out'. The 'Log Out' link is highlighted with a red rectangular box. To the right of these links are social media icons for Twitter and Github.

**Don't Forget
to Log Out**