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

*Current as of:*

*February 15, 2017*
Click on “Register Now”. To create an OMB MAX Account.
Complete the Registration information then “Continue”
Congratulations, you have been granted access to the MAX system. Your MAX User ID will be the email address you provided when you registered.

Please click on this link to create your new password:

https://max.gov/maxportal/changePasswordForm.action?token=token&email=email

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) 395-6660
(Weekdays: 9:30 AM to 9:00 PM)
(Weekends: 9:00 AM to 6:00 PM)
OMB MAX.gov: Change Password

Change your password then "Submit"
Password Changed Successfully

Your password has been successfully changed.
Please be sure to remember your new password for future logins.

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.
Click “Login”. To access your account.
OMB MAX.gov: Login with User Name

Enter “User Name” and “Password”

Click “Login with User ID”
Welcome to the MAX.gov Homepage
Government-wide advanced collaboration, information sharing, data collection, publishing, and analytical capabilities for Federal agencies and partners

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

My MAX Applications

My Quicklinks
- MAX Federal Community Dashboard
- Department of the Interior Home Space
- MAX Cloud Services Capabilities
- Budget Formulation and Execution Line of Business

General
- Change Applications
- Change Communities
- Change Groups
- Search Agency Admins
- Search Group Admins
- Search Users

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

MAX Support Hours
- Weekdays
  - 8:30AM - 5:00PM EST
- Weekends
  - 9:00AM - 6:00PM EST
  - (response within 2 hours)
OMB MAX.gov: Logged In

Click your name first

Then here to setup your PIV and Cellphone
OMB MAX.gov: Submitting Token

Enter token to register PIV card

Click “Submit”
OMB MAX.gov: Verifying Identity

Click to verify

Verify Your Identity using a PIV/CAC Card

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.
OMB MAX.gov: Selecting Certificate
OMB MAX.gov: Entering PIN

Enter PIV PIN
OMB MAX.gov: Register certificate

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.

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.

Email Address associated with OMB MAX
Validation Token to register PIV card
OMB MAX.gov: Validation Code Sent

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: [Bracketed]

Validation Code: [Bracketed]

SUBMIT

You can click the Cancel button to cancel the PIV certificate registration process.
OMB MAX.gov: PIV Card registered

Click “Continue”
OMB MAX.gov: Register Device

Re-Login as needed
OMB MAX.gov:

**SECURE+ SMS 2-Factor Registration**

Success! Your device is registered.

You can now use your device 240-485-6156 (AT&T) with SECURE+ Login.

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
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

Bottom of Page

Login to Catalog.Data.gov
How to Find My Organization

1. Click Organization

2. Search for your organization or scroll through pages

3. Select Your Organization
Organization Access: Catalog.Data.gov

Profile
Page
MAX
ID

Access privilege
Administrative Page: Organization/Catalog.Data.gov

Select Harvest Sources

Mange Harvest Sources

Harvest Sources

Add Harvest Source

60 harvest sources

USGS National Geologic Map Database
The NGMDB is a Congressionally mandated national archive of geoscience maps, reports, and strategic 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 Forests

Frequency

WEEKLY (23)
DAILY (18)
MANUAL (14)
BIWEEKLY (5)
Profile Page: Catalog.Data.gov
Catalog.Data.gov Log Out

Don’t Forgot to Log Out