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

Current as of: January 31, 2017
Getting Started

- Ask for a Federal Sponsorship
  - For Non-Federal Geospatial: Jennifer Carlino (JCarlino@usgs.gov)

- Receive an Invite to Register to OMB MAX
  - Register on OMB MAX
  - Register a SMS Device
  - Log into Data.gov using your OMB MAX Account
Click the link to Register. Do not register directly at the OMB MAX Website.
Register on OMB MAX (Top of Web Page)

MAX.gov Homepage

Don’t Have a MAX ID Yet? Register Now

Sponsored User Agreement Form

To complete the registration process for a MAX User ID, please complete the requested information, review the user agreement and non-disclosure statement below, and click on the “SUBMIT” button just after the non-disclosure statement. If you reside outside of the United States, please select “ZZ - Non-US” for the state and enter the country’s abbreviation in the city field after your city. Thank you!

CONTACT INFORMATION
* indicates required field

Name:
Email:
*Address:
Address2:
*City: Reston
*State: VA - Virginia
*Zip Code: 20190
*Phone Number:
Fax Number:
Ext:
Register on OMB MAX (Bottom of Web Page)

USER AGREEMENT
This agreement is issued under the authority of the Federal Information Security Management Act of 2002 (Pub. L. No. 107-347, Title III).

By checking the "I ACCEPT" check boxes and clicking on the "SUBMIT" button, I signify my understanding and acceptance of these policies and practices concerning access to the MAX systems and that I will be held accountable for any breach of these policies and practices.

MAX is a U.S. Government computer system used to conduct official government business. Business conducted on MAX shall be conducted in a manner above reproach and in accordance with the highest ethical standards to ensure the public's confidence in the integrity of the Government, its employees, and systems.

1. I understand that the MAX systems are U.S. Government systems for the purposes of conducting official Government business, and that the MAX User ID and any other information related to access and use of the MAX systems are considered sensitive and critical.
2. I will NOT enter classified information into the MAX systems.
3. I will protect my personal password from disclosure.
4. I will log off of or otherwise restrict access to any MAX System session when I am not personally attending to it.
5. Upon completion of my government-related duties that involve using the MAX systems, I will contact the sponsor or the MAX Data Management Team to ensure my User ID is properly disabled.
6. If I suspect someone else has tried to learn my password or fraudulently gain access to the MAX systems I will immediately report the incident to a MAX representative.

I accept.

NON-DISCLOSURE AGREEMENT
I acknowledge that with my MAX ID I may have access to government information of a sensitive or critical nature that is the sole property of the U.S. Government and I hereby agree to protect that information in the strictest confidence and to use it only to support Government purposes.

I accept.

You Must Check Accept

Click: Submit
Submission Complete

MAX.gov Homepage

Sponsored User Agreement Accepted
Thank you for accepting the MAX sponsored user agreement. You will be receiving an email with instructions on setting your password.

Registration Issues:

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
User ID for Accessing the MAX Federal Government System

maxadmin@max.gov
To: [Email address]

Today, 10:28 AM

Dear [Email address],

Congratulations, you have been granted access to the MAX system. Your MAX User ID will be the email address you provided when you registered: james.irvine@ardentmc.com

Please click on this link to create your new password: https://max.gov/maxportal/changePasswordForm.action?token=818695b9@email=james.irvine@ardentmc.com

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
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: [Redacted]
New Password: [Redacted]
Confirm New Password: [Redacted]

Submit
Password Change Success

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.
First Time Catalog.Data.gov: Log In

Bottom of Catalog.Data.gov Home Page

Click the link to Log In to Catalog.Data.gov
Redirected to OMB MAX Log In

Log In to OMB MAX

Click and 1st Time Redirect to SMS Sign Up
OMB MAX Two Factor Authentication

Click the link to Get SMS Token
SMS Authentication

MAX.gov LOGIN

SECURE+ SMS 2-Factor Registration

Verify SMS Token for

We have sent an SMS token to your device

SMS Confirmation Token: Enter Token

Submit Token

Enter SMS Token

Submit SMS Token
Complete Device Registration via Email

Click the link to Obtain email Token

SECURE+ SMS 2-Factor Registration

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.
Email: Token

ID Verification for MAX Secure+

maxadmin@max.gov

Today, 11:29 AM

Dear [Redacted],

You have selected SMS verification via email option for your recently registered SMS device 3018920663 (Verizon). To complete the email verification process, please visit the SMS Email Verification Page:

Email Confirmation code: f930f30a

Once you have completed this process, you will be able to use this SMS device to login to MAX.gov using the Secure+ SMS 2-Factor option that will enable you to access content restricted at Security Level Secure+2 (NIST Level of Assurance 2+).

Technical Note -- this process only provides an email verification of your device, not an ID verification. It is therefore not considered sufficient access content restricted at higher Security Levels, i.e. Secure+3 (NIST LOA-3). To validate your ID at LOA-3 you must verify your SMS device using a PIV or CAC card or in person with an agency security officer.

For additional information and assistance see https://go.max.gov/SecurePlus or contact the MAX Support team at maxsupport@omb.eop.gov or 202-395-6860.
Submit Email Token

MAX.gov Login

SECURE+ SMS 2-Factor Registration

Verify Email of Device Owner for

We have sent an email to your registered MAX.gov email address containing an 8-character token. Please enter it below to continue.

Email Verification Token: [Input Field]

Submit Email Token

Manage Devices

Don’t Have a MAX ID Yet? Register Now

Not Familiar with SECURE+ Learn more

Get Help from MAX Support.

SKIP SECURE+ SMS 2-FACTOR LOGIN
continue to MAX

Submit Email Token
Device Registered

Re-Login to Catalog.Data.gov
Successful Log-In to Catalog. Data.gov

You will see your Profile Page “MAX Email ID”
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
Registration Issues:

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
Accessing Catalog.Data.gov to Manage Organization Metadata Harvesting

Current as of: January 31, 2017
Initializing Log In to Catalog.Data.gov

Non-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 Ecosystems

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