

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

Email: Federal Sponsor Invite

MAX User ID and Collaboration Group Invitation from Jennifer Carlino

 maxadmin@max.gov
Today 9:17 AM

 Reply all | v

Inbox

Dear [REDACTED]

You have been sponsored by [REDACTED] to receive a User ID for accessing the MAX.gov computer system and websites (MAX). MAX is an official U.S. Government computer system used to conduct government business.

Jennifer [REDACTED] has included the following comment:

You are accessing a government system. Please be sure to complete the roles and responsibilities form.

To complete the process for receiving a MAX User ID, please:

1. Click on the link below to connect to the MAX registration website;
2. Review the User and Non-Disclosure Agreement;
3. Complete the requested information and press the SUBMIT button on the website to accept the user agreement.

CLICK ON THE FOLLOWING SINGLE-USE LINK TO ACCEPT THE USER AGREEMENT AND COMPLETE THE MAX REGISTRATION PROCESS: <https://max.gov/maxportal/sponsoredUserAgreementForm.do?code=DZG84/ZM&rid=260273>

If you have questions, or if you have received this e-mail by mistake, please contact MAX Support.

Thank you.

The MAX Support Team
maxsupport@max.gov
(202) 395-6860

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: *State:

*Zip Code:

*Phone Number: - Ext:

Fax Number:

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.

You Must Check
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.

SUBMIT

Click:
Submit

Submission Complete



MAX.GOV HOMEPAGE

Don't Have a MAX ID Yet?

[Register Now](#)

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

Email: OMB MAX Access and Change Password

User ID for Accessing the MAX Federal Government System



maxadmin@max.gov

Today, 10:28 AM



Reply all | v

Click the link to
Create an OMB
MAX Password

Inbox

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: 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



MAX.GOV LOGIN

[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:



Password Change Success



MAX.GOV LOGIN

Home

Manage Password

Contact Us

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

 DATA.GOV

[Privacy and Website Policies](#) | [USA.GOV](#) | [PERFORMANCE.GOV](#)

[About](#) [Twitter](#)

[Open Government](#) [Github](#)

[Blog](#)

[Metrics](#)

[Events](#)

[Log In](#)

Click the link to Log In to Catalog. Data.gov

Redirected to OMB MAX Log In

MAX.gov LOGIN Don't Have a MAX ID Yet? [REGISTER NOW](#)

[HOME](#) [MANAGE PASSWORD](#) [CONTACT US](#)

SECURE+2 SECURITY LEVEL LOGIN

You are currently logged into MAX with your username and password, which does not support the Secure+2 Security Level.

The login methods for this security level are shown below. (If your agency is a MAX Federated Login partner and its button does not appear below, your agency's login does not support the Secure+2 Security Level at this time.)

If you need assistance, you can contact MAX Support via [email](#) or at 202-395-6860.

LOGIN WITH ...

MAX SECURE+ SMS TWO-FACTOR ?

User ID Set a Personal Username

Password [Forgot, Set, or Change Your Password?](#)

Use MAX Secure+ SMS 2-Factor (BETA) ?

LOGIN WITH USER ID AND SMS

PIV OR CAC CARD ?

LOGIN WITH YOUR PIV OR CAC

Remember to plug in your PIV/CAC card

Register a Secure+ SMS 2-Factor Device ?

LOGIN WITH PIV/CAC

MAX AGENCY FEDERATED PARTNER AUTOMATED LOGIN ?

Log In to OMB MAX

Click and 1st Time Redirect to SMS Sign Up

OMB MAX Two Factor Authentication

 **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

Register SMS Device

We need to set up your mobile device for use with Secure+.

Enter your phone number and select your carrier below, then click "Get SMS Token". An SMS message with a code will be sent for entry on the next screen to confirm the device.

Phone Number:

Network Provider: AT&T Sprint T-Mobile USA Verizon

Get SMS Token

[Manage Devices](#) ⚠️ **SKIP** SECURE+ SMS 2-FACTOR LOGIN [continue to MAX](#)

Click the link to
Get SMS Token

SMS Authentication

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 [redacted]

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

Please enter it below to continue.

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

[Manage Devices](#) [SKIP SECURE+ SMS 2-FACTOR LOGIN continue to MAX](#)

Enter SMS
Token

Submit SMS
Token

Complete Device Registration via Email

 **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](#)

[Manage Devices](#)

Click the link to
**Obtain email
Token**

Email: Token

ID Verification for MAX Secure+



maxadmin@max.gov

Today, 11:29 AM



Reply all | v

[Redacted]

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**

**Copy Email
Token**

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

The screenshot displays the MAX.gov LOGIN interface. At the top left is the MAX.gov logo. To its right, the text 'MAX.gov LOGIN' is displayed. 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 is titled 'SECURE+ SMS 2-Factor Registration'. It features a progress indicator with three steps: 'Register Device', 'Confirm Device', and 'Confirm E-mail', with the third step being active. To the right of the progress indicator is a 'Not Familiar with SECURE+ Learn more' link and a 'Get Help from MAX Support' link. The main instruction reads: 'Verify Email of Device Owner for [redacted]'. Below this, it says: 'We have sent an email to your registered MAX.gov email address containing an 8-character token. Please enter it below to continue.' There is an input field for the 'Email Verification Token' and a 'Get New Email Token' link. A blue 'Submit Email Token' button is highlighted with a red box, and a red arrow points to it from the text 'Submit Email Token' on the right. At the bottom left is a 'Manage Devices' link. At the bottom right is a 'SKIP SECURE+ SMS 2-FACTOR LOGIN continue to MAX' button with a right-pointing arrow.

**Submit Email
Token**

Device Registered

 **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](#) **[Validate Identity](#)**

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

SMS Device Registration Completed

Success! Your device is registered.

You can now use your device [REDACTED] with SECURE+ Login.

You are currently logged in to MAX with username and password.

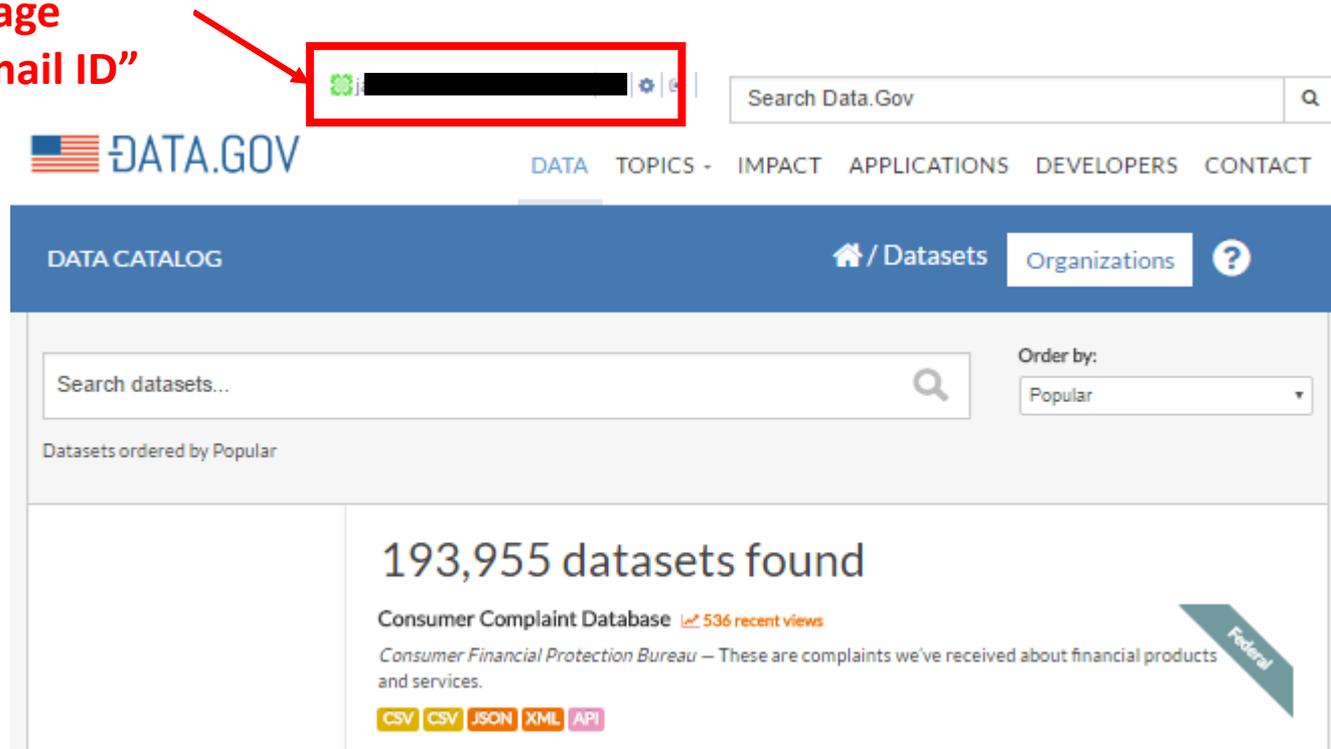
If you need access to a MAX site that is restricted to Security Level Secure+ 2 or higher, please use the "Re-Login with Secure+" button.

Re-Login to Catalog.Data.gov

[Re-Login Using Secure+](#)

Successful Log-In to Catalog. Data.gov

You will see your
Profile Page
"MAX Email ID"



The screenshot shows the Data.gov website interface. At the top right, there is a search bar labeled "Search Data.Gov". Below the search bar, the navigation menu includes "DATA", "TOPICS", "IMPACT", "APPLICATIONS", "DEVELOPERS", and "CONTACT". The main header area contains "DATA CATALOG" and navigation links for "Datasets", "Organizations", and a help icon. A search bar for datasets is visible, along with an "Order by:" dropdown menu set to "Popular". The main content area displays "193,955 datasets found" and a featured dataset: "Consumer Complaint Database" with 536 recent views, described as "Consumer Financial Protection Bureau – These are complaints we've received about financial products and services." Below the dataset name are links for "CSV", "JSON", "XML", and "API". A red box highlights a user profile dropdown menu in the top right corner, which is open to show a green gear icon, a blacked-out email address, and a blue gear icon. A red arrow points from the text "MAX Email ID" to this dropdown menu.

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

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

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

1
Click Organization

2
Search for your organization or scroll through pages

3
Select Your Organization

DATA.GOV

DATA TOPICS - IMPACT APPLICATIONS DEVELOPERS CONTACT

DATA CATALOG / Datasets Organizations

DATA CATALOG / Datasets Organizations

What are organizations?
Organizations are entities that publish and manage datasets (for example, the U.S. Geological Survey or NASA). Organizations own the datasets that are published under them. Within organizations, administrators can authorize members and assign them roles, giving them the right to publish datasets from that particular organization.

Search organizations... Order by: Name Ascending

182 organizations found

Arctic Landscape Conservation Cooperative
The Arctic Landscape Conservation Cooperative (ALCC) supports conservation in...
59 Datasets

Allegheny County / City of Pittsburgh / Western PA Regional Data Center
Allegheny County (Pennsylvania) and the City of Pittsburgh both publish their...
149 Datasets

State of Arkansas
The Arkansas Geographic Information Office coordinates statewide geographic...
360 Datasets

USGS
1 organization found for "USGS"

USGS
science for a changing world
U.S. Geological Survey, Department of the Interior
http://www.usgs.gov/ The USGS is a federal science agency that provides...
6317 Datasets

1 2 3 - 9

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), 'Members' (16), and 'Datasets' (6.3k). The main content area shows a search bar for datasets, a dropdown menu for 'Order by' (set to 'Relevance'), and a list of datasets. The first dataset is '1 meter Digital Elevation Models (DEMs) - USGS National Map 3DEP Downloadable Data Collection' 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](#)

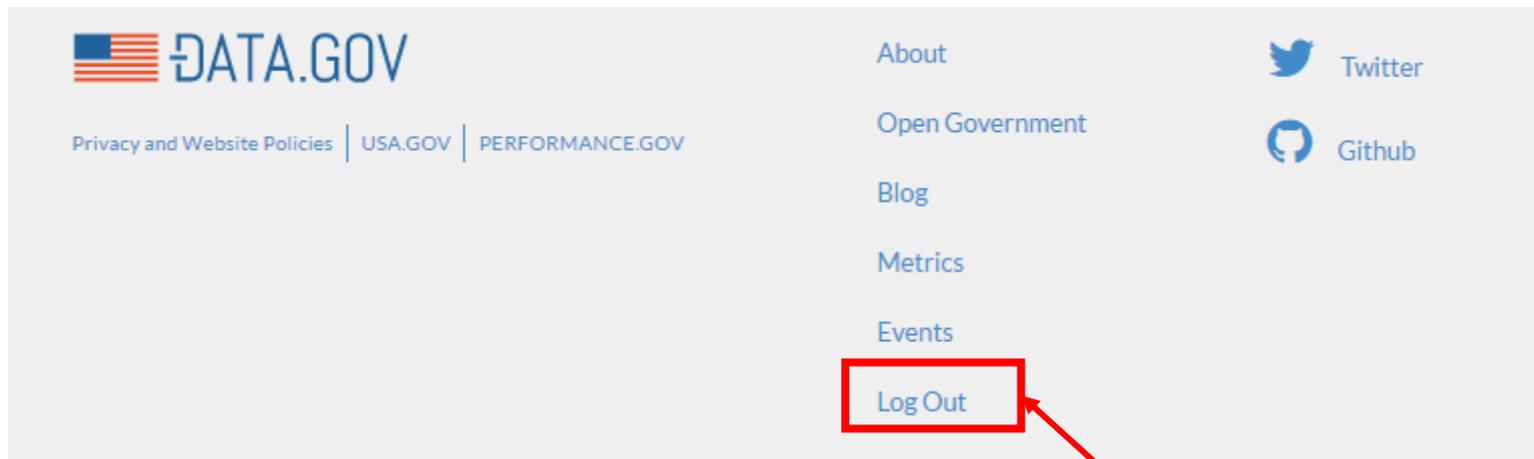
You haven't created any datasets. Create one now?



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 is the Data.gov logo, which includes the American flag and the text 'DATA.GOV'. Below the logo are links for 'Privacy and Website Policies', 'USA.GOV', and 'PERFORMANCE.GOV'. On the right side of the navigation bar, there is a vertical list of 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**