



# FEMA

## HSEEP Toolkit System: User Guide

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### Login and Exercise Creation Basics

## Contents

<b>Summary.....</b>	<b>3</b>
<b>Purpose.....</b>	<b>3</b>
<b>Other Resources .....</b>	<b>3</b>
<b>1) Log In to the HSEEP Toolkit.....</b>	<b>4</b>
<b>2) Create an Exercise .....</b>	<b>5</b>
<b>3) View Exercise Summary.....</b>	<b>6</b>
<b>4) Modify Exercise Data .....</b>	<b>7</b>
<b>5) Delete Exercise Data .....</b>	<b>8</b>

## Summary

The Homeland Security Exercise and Evaluation Program (HSEEP) Toolkit is a key component of HSEEP's overall strategy for the creation and ongoing support of self-sustaining exercise programs at the State and local levels. The Toolkit integrates exercise design, scheduling, development, evaluation, and improvement planning. These systems also provide a collaborative working environment for exercise program development and project management.

The specific elements of the HSEEP Toolkit include the National Exercise Schedule (NEXS) system, the Design and Development System (DDS), the Master Scenario Event List (MSEL) Builder, the Exercise Evaluation Guide (EEG) Builder, and the Corrective Action Program (CAP) system.

The process for planning and building an exercise in the HSEEP Toolkit begins with exercise creation. This is the first step in the process.

For more information on the HSEEP program visit the HSEEP website at <https://hseep.dhs.gov/>.



## Purpose

The “Login and Exercise Creation Basics” user guide is designed to help you begin using the HSEEP Toolkit. This guide covers the basics of logging into the HSEEP Toolkit, as well as creating, modifying, and deleting an exercise. This document covers the steps need to interact with the system, but does not include guidance with respect to HSEEP policy, definitions, or a suggested methodology for describing exercise data.

## Other Resources

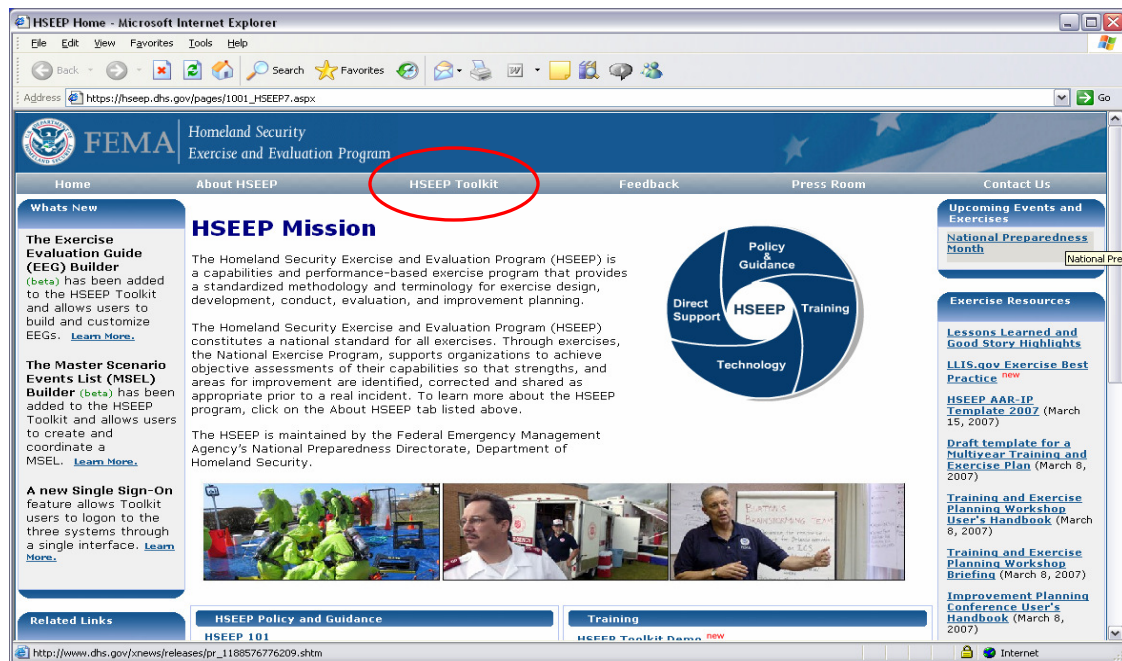
*HSEEP Volume IV*

HSEEP Website: About HSEEP section

HSEEP Toolkit Help file

## 1) Log In to the HSEEP Toolkit

- a) From the HSEEP Homepage (<http://hseep.dhs.gov>), click on the “HSEEP Toolkit” link in the gray menu bar.



- b) From the Toolkit Homepage, click the link to any of the systems (NEXS, DDS, or CAP).
- c) Once on the HSEEP Login page, enter your user name and password and click the “login” button.



- d) If you have any difficulty logging in, or to obtain a username and password, please contact the HSEEP Toolkit Helpdesk at: (877) 612-HELP (4357) or by email at [support@hseep.net](mailto:support@hseep.net).

## 2) Create an Exercise

- Once you have logged in to the HSEEP Toolkit, the first screen is the “Welcome” page.
- Select the NEXS or DDS button to navigate to the combined NEXS/DDS Homepage.
- Once at the combined NEXS/DDS Homepage, Select "Create Exercise" in the gray menu bar to begin creating an exercise.

**FEMA HSEEP Toolkit**

Toolkit Home | **Exercise List** | **Create Exercise** | NEXS Calendar | Reports | Settings | Log Out | Resources | Feedback | Help

**HSEEP System Message**  
The HSEEP Toolkit has been upgraded! There are several new features, including the integration of the NEXS system and the Design and Development System. For guidance on using this new release, please review the help file, located on the far right of the above menu bar. If you have additional questions, please contact the HSEEP help desk at (877) 612-HELP or send an email to support@hseep.net. If you have suggestions on how we can make the tool kit better for you, please use the "Feedback" link, also located in the upper right hand area of the menu bar. Thank you for using the HSEEP Toolkit.

Welcome, Lee Evans

Upload Exercise | Show Historical

Exercise Name	Date	City	State	Domain	Status
ITX_Test_07				None	Pending
FSE_Americana_07	9/24/2007	Anywhere	VI	DOI - Fish and Wildlife Service	Pending
FSE_Americana_07	9/24/2007			DOI - Fish and Wildlife Service	Pending
FSE_Siege_07	9/30/2007	Brooklyn	NY	Department of Homeland Security - Preparedness Directorate	Approved
FSE_TOPOFF_4_FSE_07	10/15/2007	Portland	OR	DHS - Office of Grants and Training	Approved
FSE_The_Kingdom_07	10/17/2007			None	Pending
WS_Test_3.0_6_07	10/25/2007	Arlington		None	Pending
FSE_Rio Bravo_07	10/31/2007	Rio Bravo	TX	Department of Homeland Security - Preparedness Directorate	Approved

- A series of screens into which you can enter basic information about your exercise will follow.

**FEMA HSEEP Toolkit**

Toolkit Home | Exercise List | **Create Exercise** | NEXS Calendar | Reports | Settings | Log Out | Resources | Feedback | Help

**Exercise Name & Series**

During exercise creation, use the NEXT button to save the information you've entered. Fields marked with an asterisk \* are required for exercise submittal to NEXS, as well as for exercise use in DDS where noted.

Enter the **Name** of the exercise.

**N** **D** Exercise Name: Siege

Select which **Series** this exercise belongs to or create a new one, if applicable.

Series: < None >

Exercise Overview (2000 character limit):











After the abduction by the US military of an Islamic religious leader, New York City becomes the target of escalating terrorist attacks. Anthony Hubbard, the head of the FBI's Counter-Intelligence Task Force in New York, teams up with CIA operative Elise Kraft to hunt down the terrorist cells responsible for the attacks.

1677 characters left

Foundation | Design & Devel | Conduct | Evaluation | Improv. Planning | **Next**

- e) The creation process can be navigated two ways:
- Use the “next” and “back” buttons (located in the lower right hand corner) to move sequentially through the screens.
  - Use the links on the left hand side to move to a specific section of the creation process.

*Please note that you **must** enter an exercise name before you can enter any additional information. Until the exercise name is entered, all of the selections on the left hand side will be grayed out.*

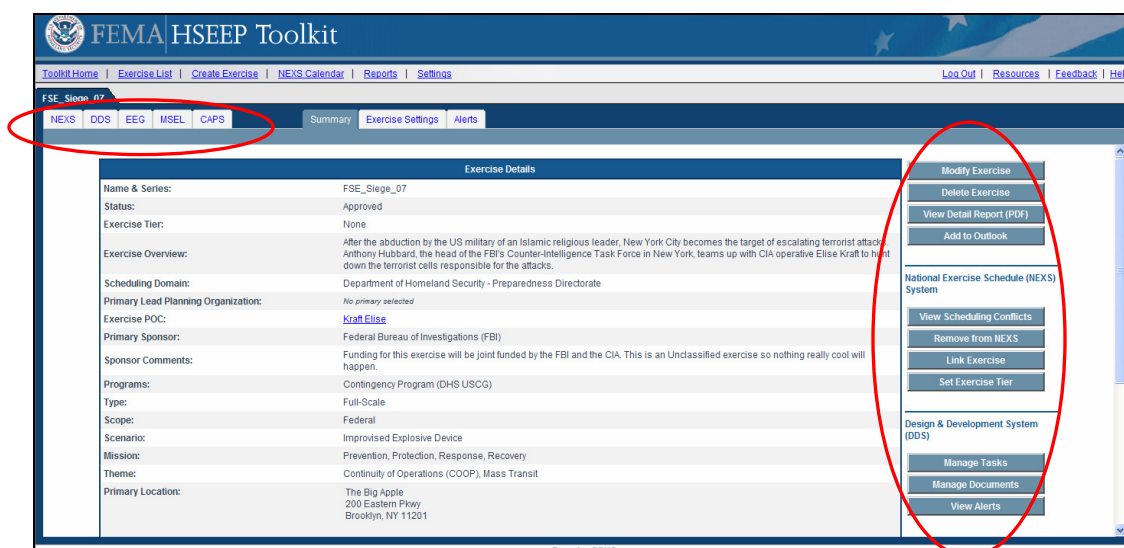
- f) NEXS and DDS each have certain basic information that must be entered before you can proceed. These fields are marked  for NEXS system and  for the DDS.
- g) The fields that can be filled in are:
-  Name and Series.
  - Sponsoring Agency
  - Sponsor Settings
  - Programs
  -  Type
  -  Scope
  -  Scenario
  - Themes
  -  Location (city, state, zip, and venue name)
  -  Date (The start date for exercise conduct)
  - Conferences
  -  Mission and Target Capabilities
  -  Points of Contact, Exercise POC and Lead Planner
  - Lead Planning Organization
  - Major Participants
  - Contingencies (Contingencies only appear after the exercise has been submitted and approved for the NEXS, and if they are appropriate to your scheduling domain)

### 3) View Exercise Summary

- Once you have logged in to the HSEEP Toolkit, the first screen is the “Welcome” page.
- Select the NEXS or DDS button to navigate to the combined NEXS/DDS Homepage.
- In the center of the page is a list of all exercises you have created or are otherwise associated with. Select the exercise by clicking on its name. This will bring up the exercise summary page.
- From the Exercise Summary page, you have access to many options for handling this exercise. Across the top, just below the gray menu bar, are tabs that take you to different tools, such as the EEG Builder and CAP System. Along the right-hand side, you’ll find a series of buttons: Modify Exercise, Delete Exercise, View Detailed Report, and Add to Outlook. There are also buttons for performing NEXS- and DDS-specific tasks.

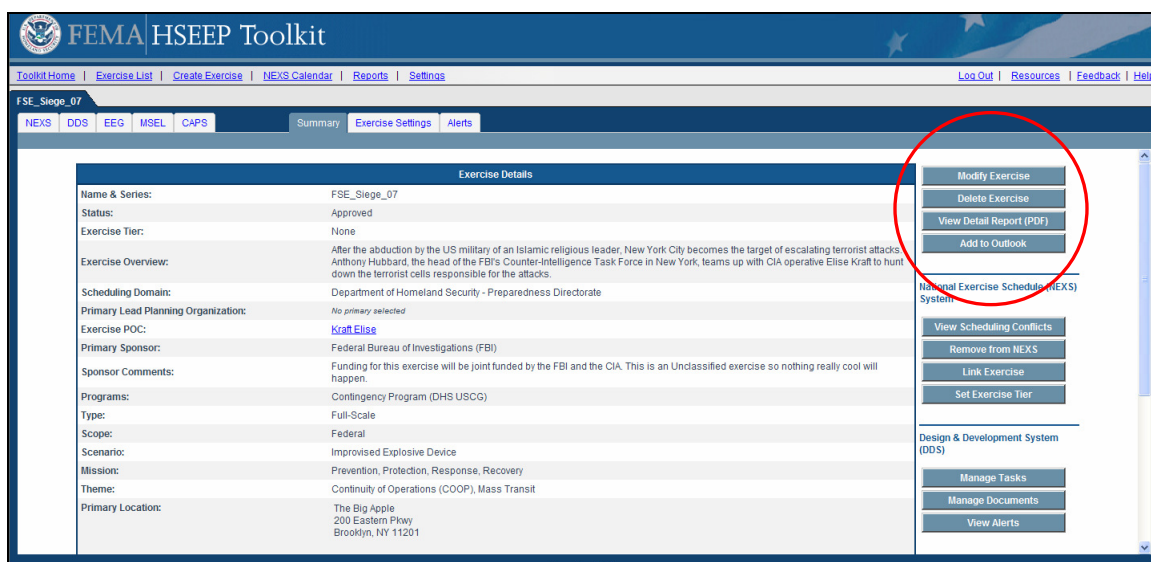


*Note: The specific buttons shown depend on what role you have and your level of access to that exercise. For more information on working with the NEXS system or DDS, reference the “help” file or the appropriate user guides.*



#### 4) Modify Exercise Data

- Once you have logged in to the HSEEP Toolkit, the first screen is the “Welcome” page.
- Select the NEXS or DDS button to navigate to the combined NEXS/DDS Homepage.
- In the center of the page is a list of all exercises associated with you. Select the exercise by clicking on its name. This will bring up the exercise summary page.
- Along the right hand side, there are a series of the following buttons: Modify Exercise, Delete Exercise, View Detailed Report, and Add to Outlook.



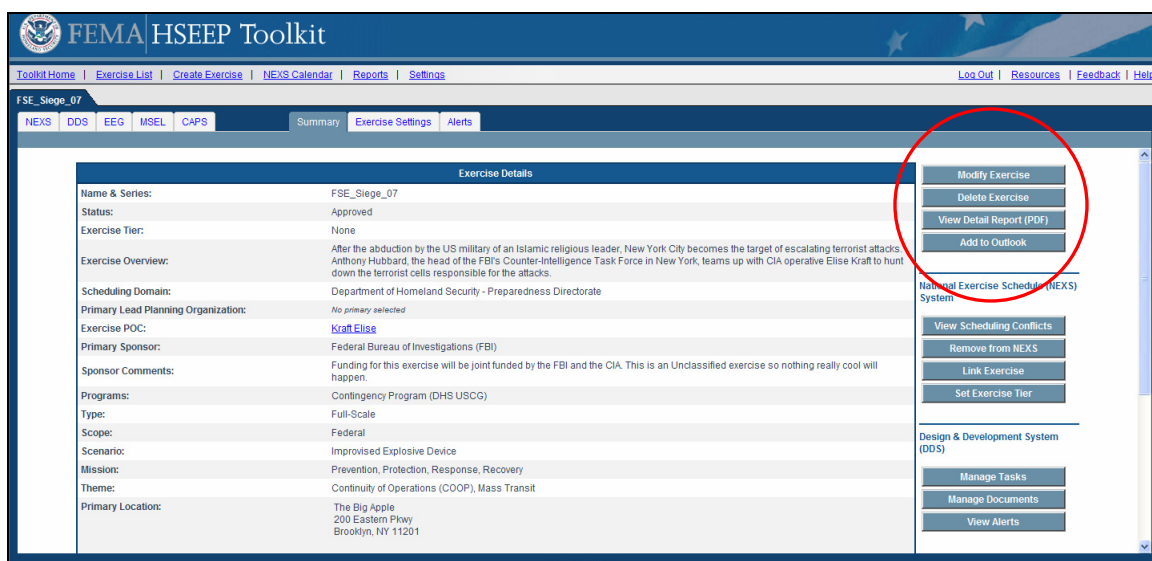
*Note: The specific buttons shown depend on your role and level of access to that exercise.*

- e) Select the “Modify Exercise” button to make changes to the exercise data.

*Note: Refer back to the “Create an Exercise” section for guidance on navigating through the various screens.*

## 5) Delete Exercise Data

- a) Log in to the HSEEP Toolkit. Once you have logged in, the first screen is the “Welcome” page.
- b) Select the NEXS or DDS button to navigate to the combined “NEXS/DDS Homepage.”
- c) In the center of the page is a list of all exercises you have created or are otherwise associated with. Select the exercise by clicking on its name. This will bring up the exercise summary page.
- d) Along the right-hand side of the page is a series of the following buttons: Modify Exercise, Delete Exercise, View Detailed Report, and Add to Outlook.



*Note: The specific buttons shown depend on your role and level of access to that exercise.*

- e) Select the “Delete Exercise” button to delete that exercise. You will receive a warning message indicating that you are about to delete the exercise and the exercise data will be lost.
- f) Click “ok” to delete the exercise.