TEXAS RE
Ensuring electric reliability for Texans

Welcome to Align Release 2 Training

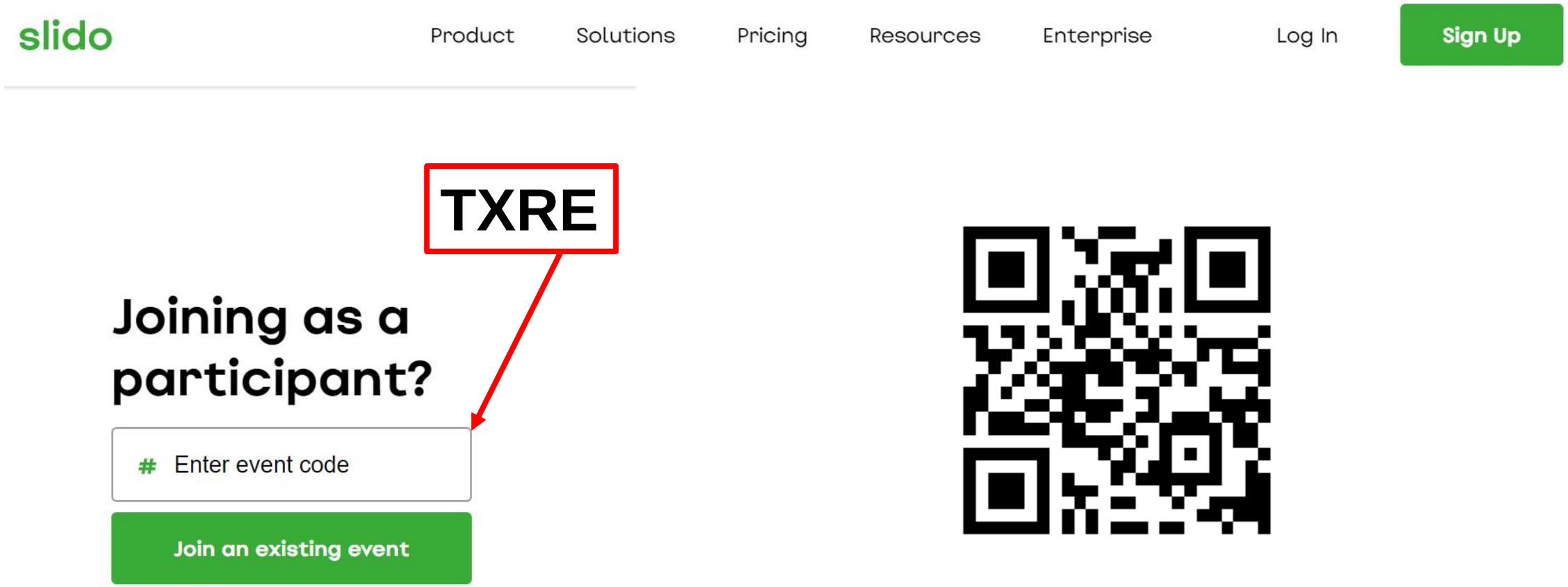
Technical Feasibility Exceptions, Self-Certifications, and ERO Secure Evidence Locker

Antitrust Admonition

Texas Reliability Entity, Inc. (Texas RE) strictly prohibits persons participating in Texas RE activities from using their participation as a forum for engaging in practices or communications that violate antitrust laws. Texas RE has approved antitrust guidelines available on its website. If you believe that antitrust laws have been violated at a Texas RE meeting, or if you have any questions about the antitrust guidelines, please contact the Texas RE General Counsel.

Notice of this meeting was posted on the Texas RE website and this meeting is being held in public. Participants should keep in mind that the listening audience may include members of the press, representatives from various governmental authorities, and industry stakeholders.

Sli.do


slido
Product
Solutions
Pricing
Resources
Enterprise
Log In
Sign Up
TXRE
Joining as a participant?
Enter event code
Join an existing event

Agenda

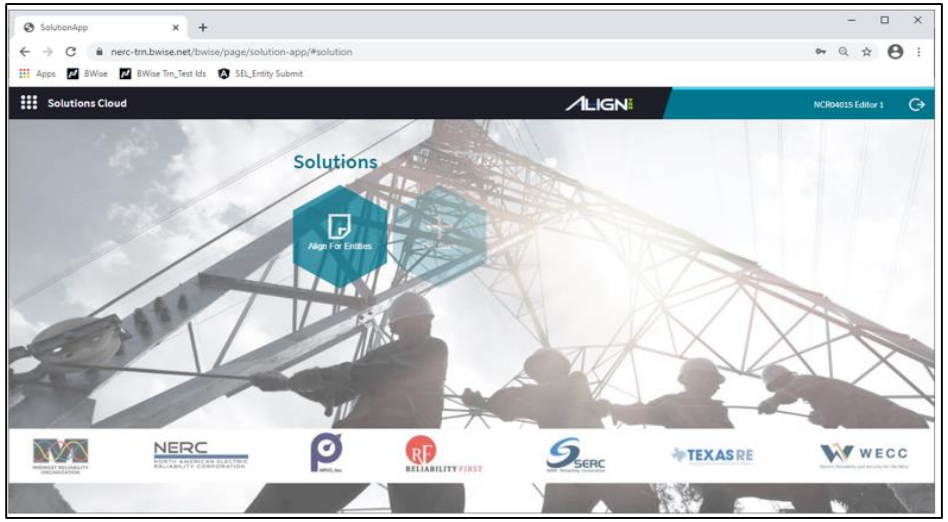
- Introduction to Align and ERO SEL
- Access and Permission Roles
- Technical Feasibility Exceptions (TFE) Demo
- Self-Certification Demo
- NERC HelpDesk/FootPrints Tickets
- ERO SEL Functionality
- Resources and Stay Informed

What is Align?

An ERO Enterprise common platform developed to support compliance monitoring and enforcement (CMEP) activities and business processes.

The tool provides a standardized and consistent interface for entities conducting CMEP activities.

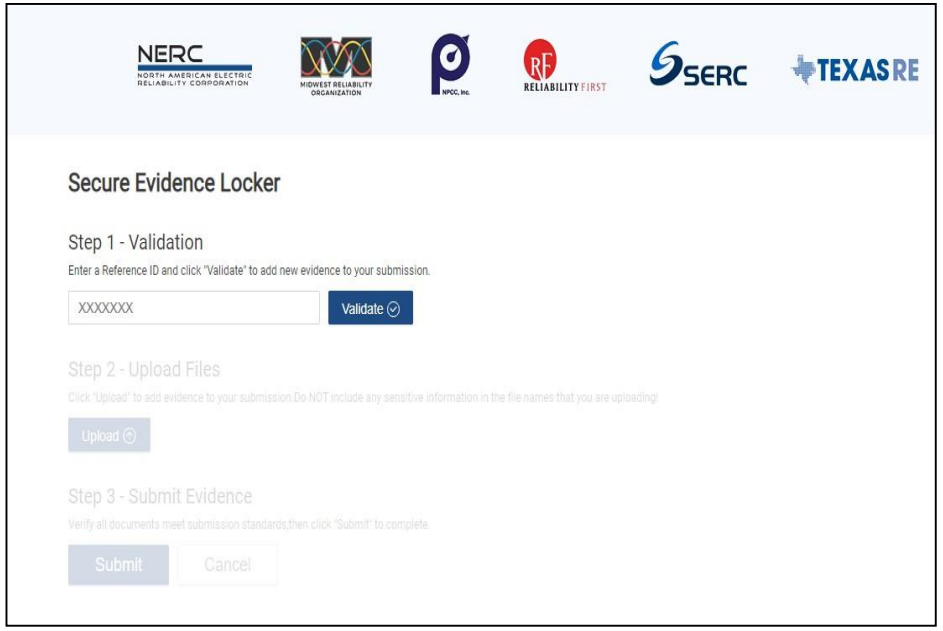
The Align rollout consists of three releases with full implementation by the end of 2021.

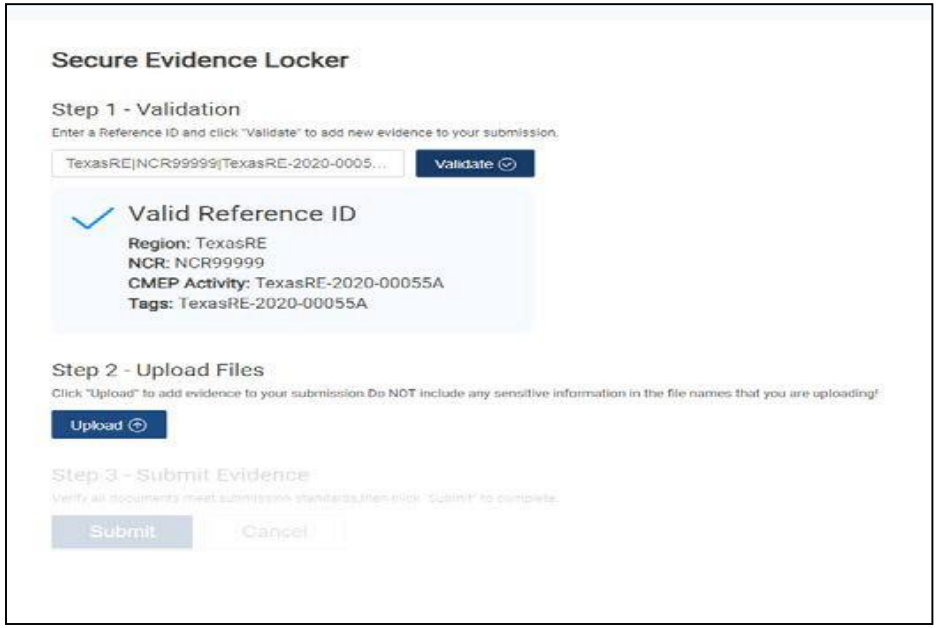


What is the ERO SEL?

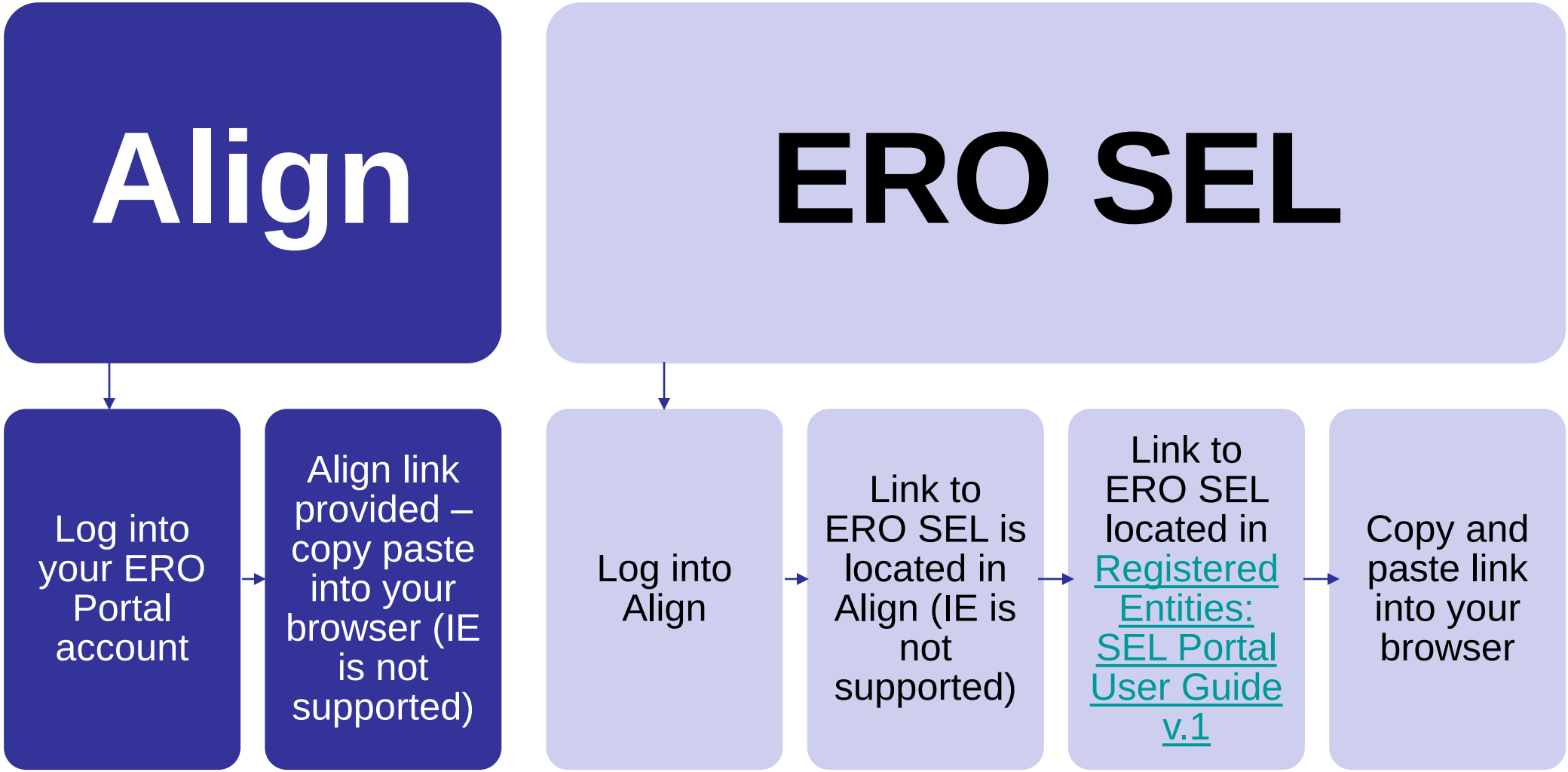
ERO Secure Evidence Locker (ERO SEL)

A highly secure, isolated, encrypted environment. It acts as a temporary repository to upload evidence which is subject to file destruction policies.





How Do I Access Align and the ERO SEL?



Align Release 2 and ERO SEL Live!

Periodic Data Submittals

Self-Certifications

Technical Feasibility Exceptions

ERO Secure Evidence Locker

Access and Permission Roles

Rochelle Brown

Change Agent and Manager, CMEP Coordination & Special Projects

Access for Align and ERO SEL: ERO Portal Required

The Primary Compliance Contact (PCC) MUST have an ERO Portal Account (Registered Entities: User Access Guide)

- **Set up ERO Portal Account:**
  - Navigate to https://eroportal.nerc.net.
  - Select “Register” in the upper left-hand corner.
  - Complete the registration form and click “Submit.”
- **Verify ERO Portal Account:**
  - Navigate to https://eroportal.nerc.net.
  - Select “Sign In” in the upper left-hand corner.
  - Enter your credentials to confirm access to ERO Portal.

NOTE: Submitter Access changes may take up to 24 hours to take effect!

Permission Roles: Align

PCC grants Account Access Levels

- **Align Registered Entity Reader**
  - Can log into Align and see everything for their registered entity, but cannot make changes.
- **Align Registered Entity Editor**
  - Can log into Align, see everything for their registered entity, and make changes, but cannot submit anything to the CEA for review or processing.
- **Align Registered Entity Submitter**
  - Can log into Align, see everything for their registered entity, make changes, and submit items to the CEA for review or processing.

Registered Entity Accounts

Access Request

- Registered entity user requests access level to Align

Access Approval

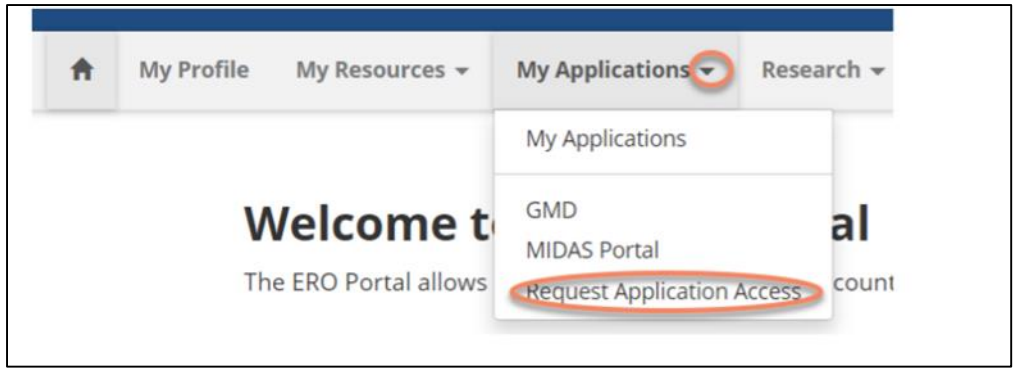
- Registered entity PCC reviews and approves access request

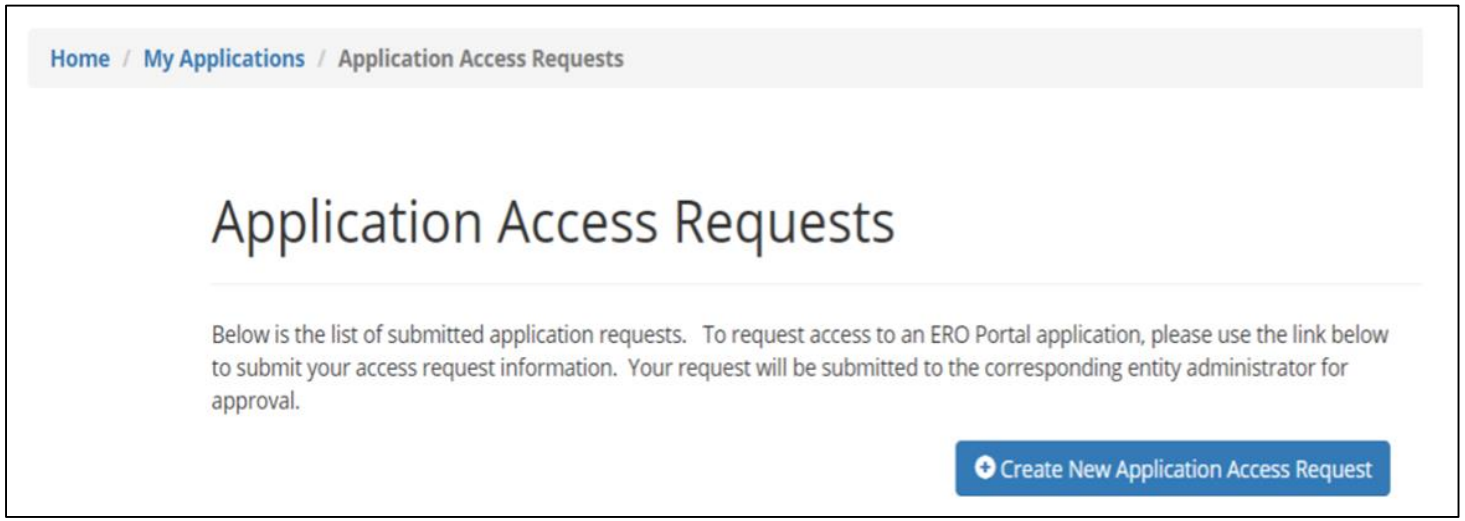
Access Verification

- Registered entity user verifies access. **Note**: Access changes take effect the next day.

Request Align Access

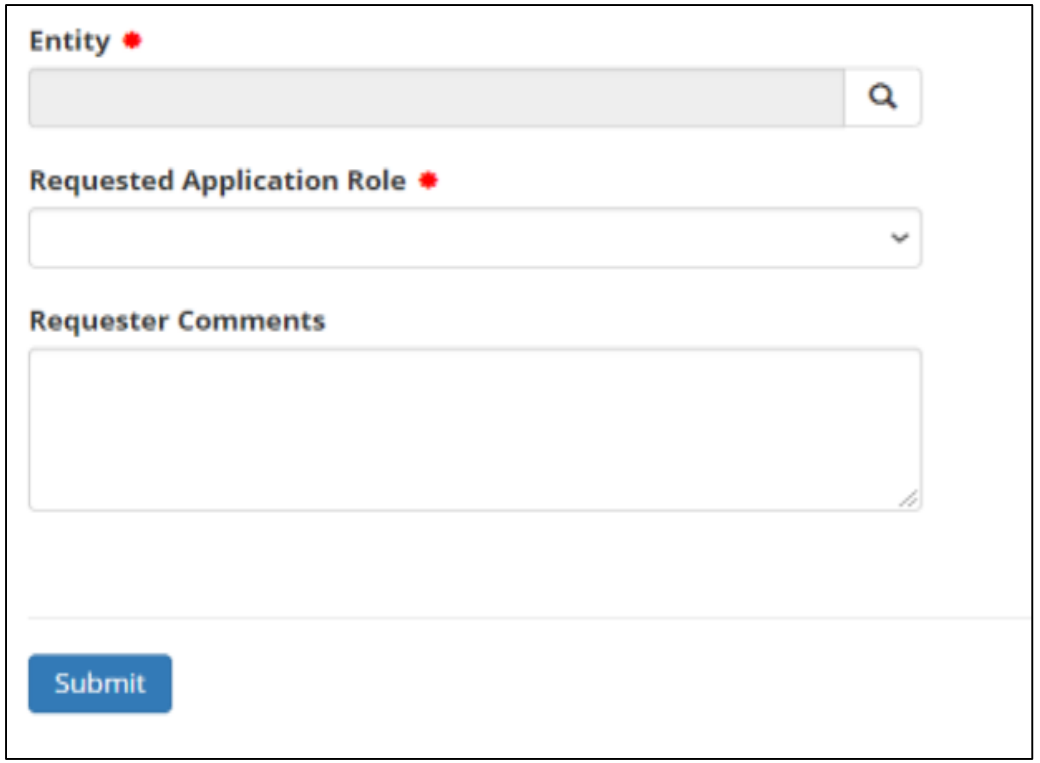
- **Log into ERO Portal: https://eroportal.nerc.net**
- Go to My Applications and select Request Application Access from the dropdown
- Select Create New Application Access Request





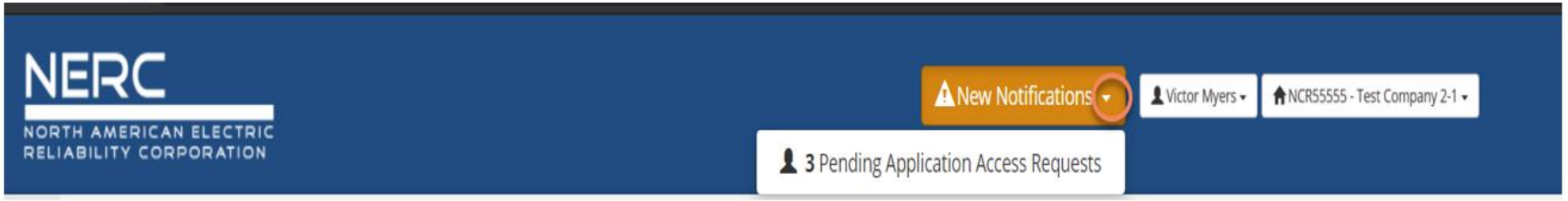
Request Align Access (Continued)

- Select or search for your entity
- Select the Requested Application Role:
  - Align Registered Entity Reader
  - Align Registered Entity Editor
  - Align Registered Entity Submitter
- Option to add comments
- Select Submit
  - Notification email of request

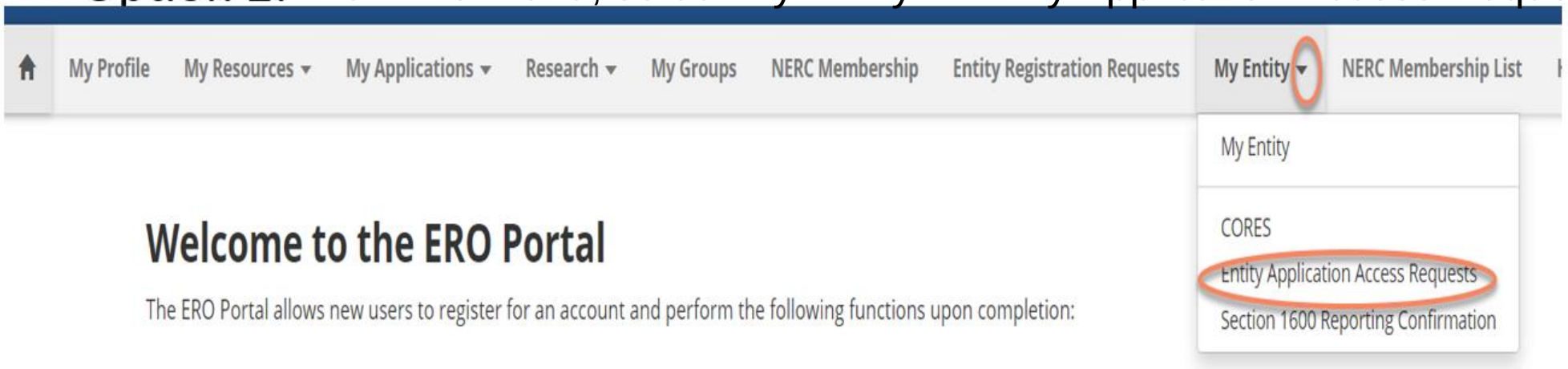


Approve Access Request

- Option 1: Select New Notifications and pending requests will appear.

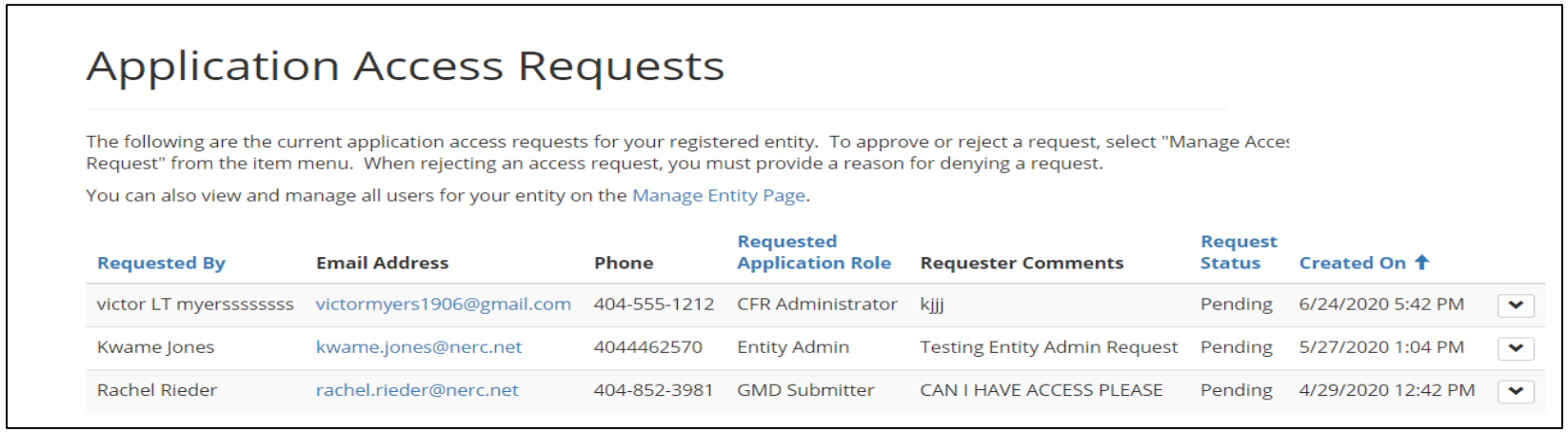


- Option 2: From the menu, select My Entity > Entity Application Access Request.

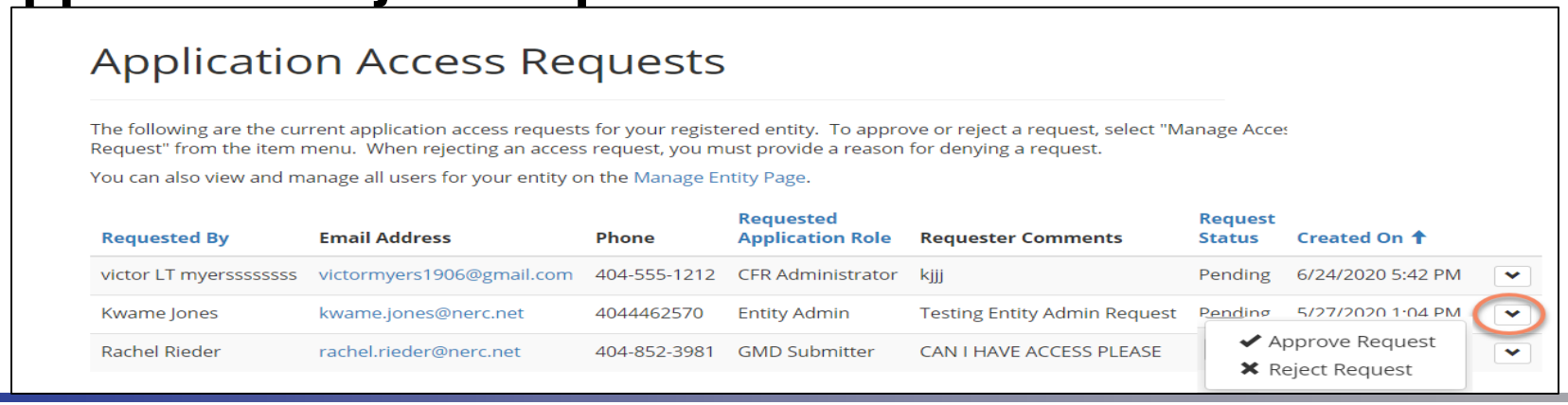


Approve Access Request (Continued)

- **Landing Page – shows open request:**



- **Approve or reject request:**



Permission Roles: ERO SEL

ERO SEL Submitter Role

Current State

- All PCCs and Align Registered Entity Submitter roles have been provide ERO SEL Submitter role
- In the event PCC changes, the new designated PCC will be provided access
- To gain ERO SEL access, submit ticket to NERC's Helpdesk (https://support.nerc.net/)
  - Routed to Texas RE staff
  - Confirm user request with PCC
  - Escalate to NERC to enable ERO SEL Submitter role

Future State

- PCC will approve their staff's request for access to the ERO SEL

Slido Question

Who grants Align access to registered entity staff?

A. Texas RE
B. Alternate Compliance Contact
C. NERC
D. Primary Compliance Contact

Technical Feasibility Exceptions (TFE) Demo

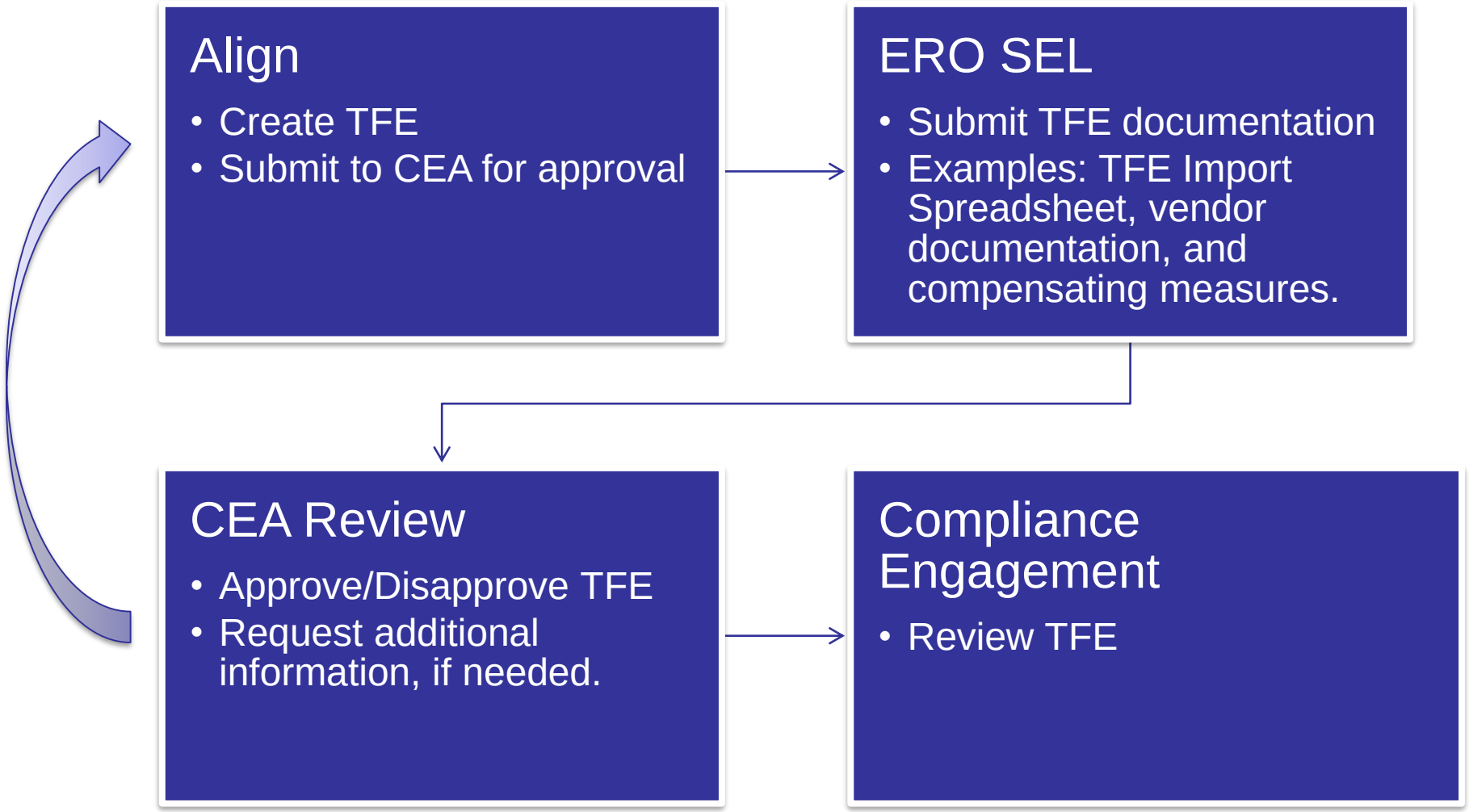
Devin Kitchens, CIP Cyber and Physical Security Analyst

Benjamin Gregson, CIP Cyber and Physical Security Analyst

Agenda

- TFE Process Overview
- TFE Spreadsheet and NERC Training Links
- Logging in to Align
- Dashboard
- Submit TFE
- Respond to RFI
- Create a Material Change Report (MCR)
- Terminate TFE
- Export data

Technical Feasibility Exceptions (TFE) Overview



Technical Feasibility Exceptions (TFE) Links

TFE Spreadsheet

- TFE Import Spreadsheet

NERC Align TFE Training Videos

19) Creating a TFE (4m 50s)

20) MCRs and Terminations (3m 43s)

21) Non-material Change Requests (2m 02s)

Slido Question

Regarding TFEs, Where should you enter sensitive information?

A. Align
B. SEL
C. Texas RE Extranet
D. All of the above

Break

Return: XX:XX AM

Sli.do (#TXRE)

Slido Question

What have you learned from the training thus far?

Self-Certification Demo

Dennis Glass, Compliance Analyst, Sr.

Eric Newnam, Compliance Engineer

Agenda

- Respond to Self-Certification
- Create Attestation
- Request Extension
- Respond to RFI
- Notifications

Notifications

Dennis Glass, Compliance Analyst, Sr.

Eric Newnam, Compliance Engineer

TFE Approval Notification

From: noreply@bwise.net <noreply@bwise.net>
Sent: Wednesday, July 28, 2021 2:19 PM
To: AlignR2Testing@nerc.com
Subject: 2021-TXRE-TFE-000092-0 approved by CEA/RE/Align

WARNING: EXTERNAL SENDER. Always be cautious when clicking links or opening attachments. NEVER provide your user ID or password.

ALIGN Automatic email alert

This 2021-TXRE-TFE-000092-0 has been approved by the CEA TXRE.

Please login to Align for more details.

This e-mail has been generated automatically. Do not reply to this address.

Sincerely,
Team Align

You are currently subscribed to alignr2testing as: benjamin.gregson@texasre.org.

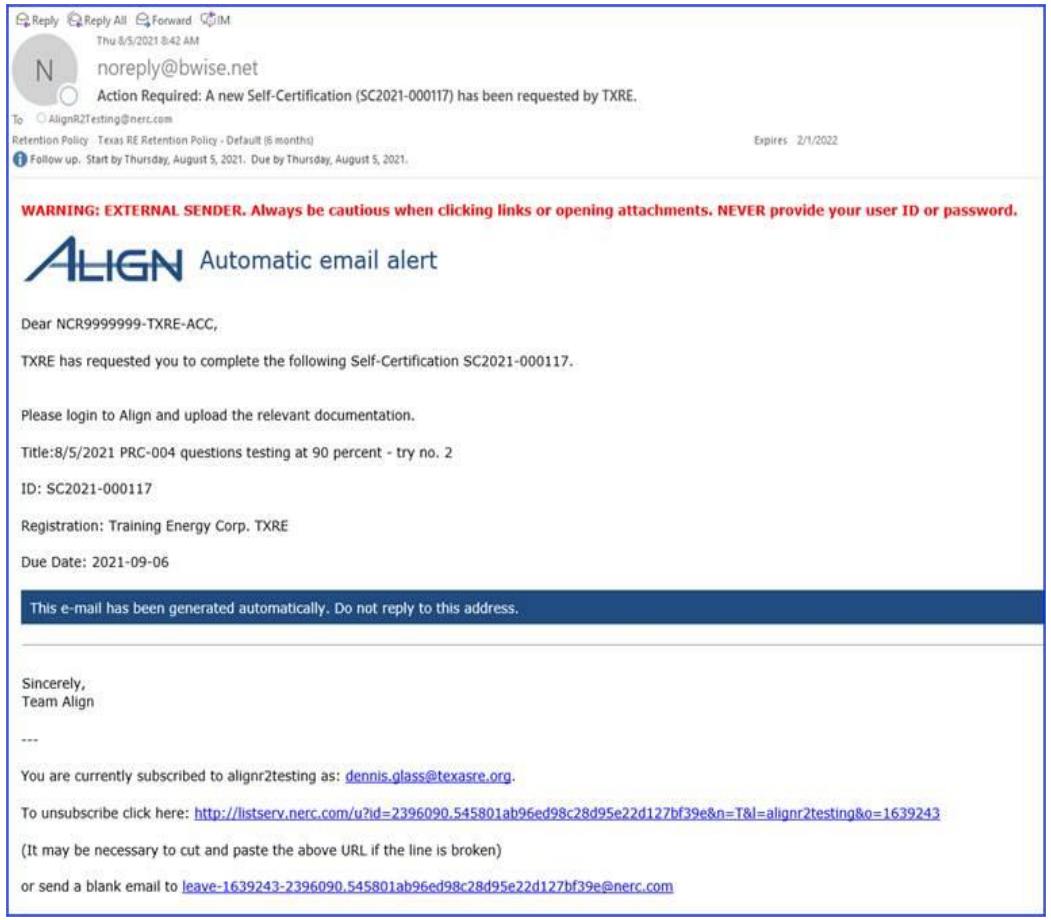
To unsubscribe click here: http://listserv.nerc.com/u?id=2396091.278649b7c26a9c67db97429628b8dd7d&n=T&l=alignr2testing&o=1638626

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to leave-1638626-2396091.278649b7c26a9c67db97429628b8dd7d@nerc.com

Self-Certification Notifications

Action Required: A new Self-Certification (SC2021-000117) has been requested by TXRE



Reply Reply All Forward IM

Thu 8/5/2021 8:42 AM

noreply@bwise.net

Action Required: A new Self-Certification (SC2021-000117) has been requested by TXRE.

To AlignR2Testing@nerc.com

Retention Policy Texas RE Retention Policy - Default (6 months) Expires 2/1/2022

Follow up. Start by Thursday, August 5, 2021. Due by Thursday, August 5, 2021.

WARNING: EXTERNAL SENDER. Always be cautious when clicking links or opening attachments. NEVER provide your user ID or password.

ALIGN Automatic email alert

Dear NCR9999999-TXRE-ACC,

TXRE has requested you to complete the following Self-Certification SC2021-000117.

Please login to Align and upload the relevant documentation.

Title:8/5/2021 PRC-004 questions testing at 90 percent - try no. 2

ID: SC2021-000117

Registration: Training Energy Corp. TXRE

Due Date: 2021-09-06

This e-mail has been generated automatically. Do not reply to this address.

Sincerely,
Team Align

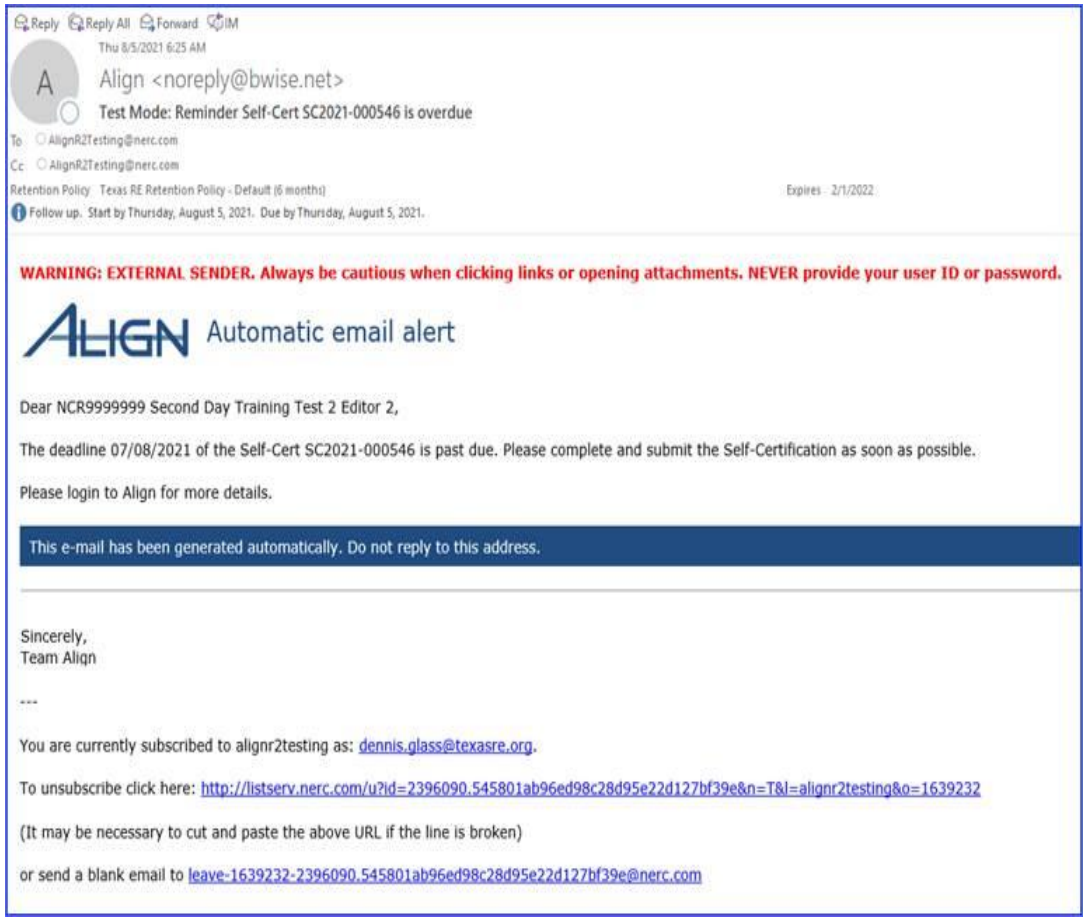
You are currently subscribed to alignr2testing as: dennis.glass@texasre.org.

To unsubscribe click here: http://listserv.nerc.com/u?id=2396090.545801ab96ed98c28d95e22d127bf39e&n=T&l=alignr2testing&o=1639243

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to leave-1639243-2396090.545801ab96ed98c28d95e22d127bf39e@nerc.com

Action Required: Reminder Self-Cert SC2021-000546 is overdue.



Reply Reply All Forward IM

Thu 8/5/2021 6:25 AM

Align <noreply@bwise.net>

Test Mode: Reminder Self-Cert SC2021-000546 is overdue

To AlignR2Testing@nerc.com

Cc AlignR2Testing@nerc.com

Retention Policy Texas RE Retention Policy - Default (6 months) Expires 2/1/2022

Follow up. Start by Thursday, August 5, 2021. Due by Thursday, August 5, 2021.

WARNING: EXTERNAL SENDER. Always be cautious when clicking links or opening attachments. NEVER provide your user ID or password.

ALIGN Automatic email alert

Dear NCR9999999 Second Day Training Test 2 Editor 2,

The deadline 07/08/2021 of the Self-Cert SC2021-000546 is past due. Please complete and submit the Self-Certification as soon as possible.

Please login to Align for more details.

This e-mail has been generated automatically. Do not reply to this address.

Sincerely,
Team Align

You are currently subscribed to alignr2testing as: dennis.glass@texasre.org.

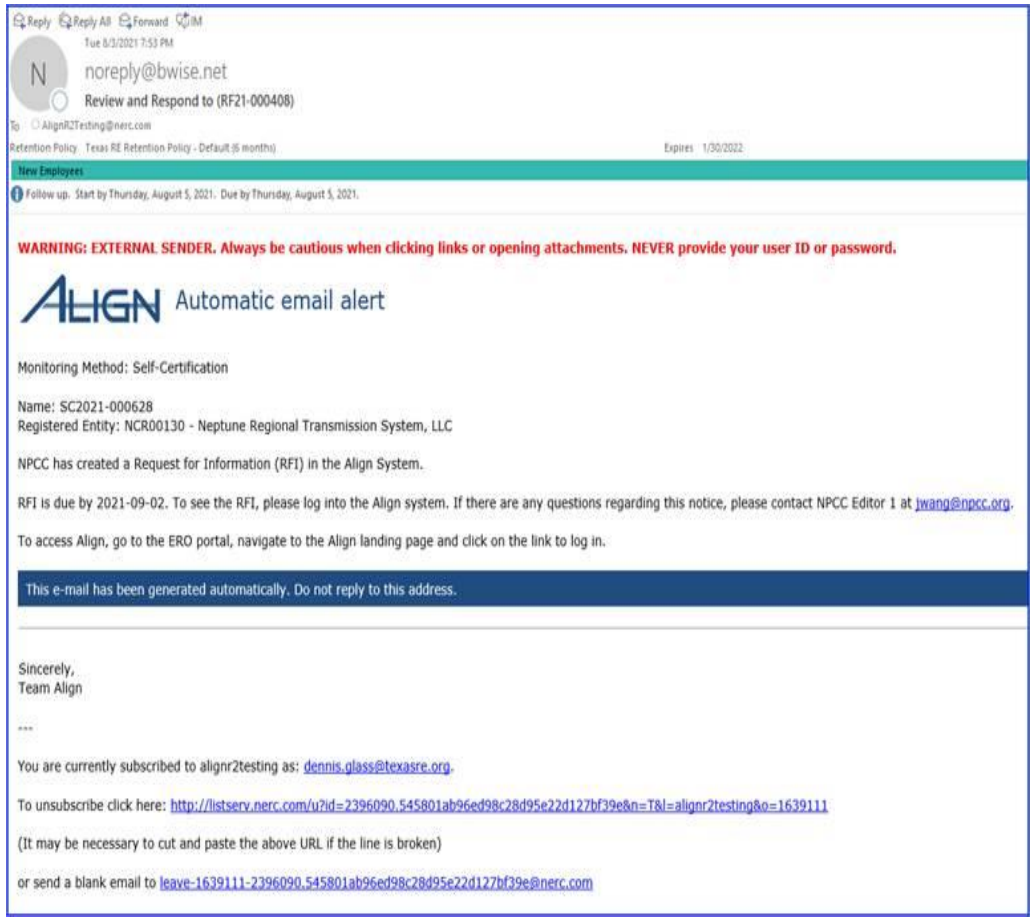
To unsubscribe click here: http://listserv.nerc.com/u?id=2396090.545801ab96ed98c28d95e22d127bf39e&n=T&l=alignr2testing&o=1639232

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to leave-1639232-2396090.545801ab96ed98c28d95e22d127bf39e@nerc.com

Self-Certification Notifications (Continued)

Action Required: Review and Respond to (RF21-000408)



Reply Reply All Forward IM

Tue 8/3/2021 7:53 PM

noreply@bwise.net

Review and Respond to (RF21-000408)

To AlignR2Testing@nerc.com

Retention Policy Texas RE Retention Policy - Default (6 months) Expires 1/30/2022

New Employees

Follow up. Start by Thursday, August 5, 2021. Due by Thursday, August 5, 2021.

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ALIGN Automatic email alert

Monitoring Method: Self-Certification

Name: SC2021-000628
Registered Entity: NCR00130 - Neptune Regional Transmission System, LLC

NPCC has created a Request for Information (RFI) in the Align System.

RFI is due by 2021-09-02. To see the RFI, please log into the Align system. If there are any questions regarding this notice, please contact NPCC Editor 1 at jwang@npcc.org.

To access Align, go to the ERO portal, navigate to the Align landing page and click on the link to log in.

This e-mail has been generated automatically. Do not reply to this address.

Sincerely,
Team Align

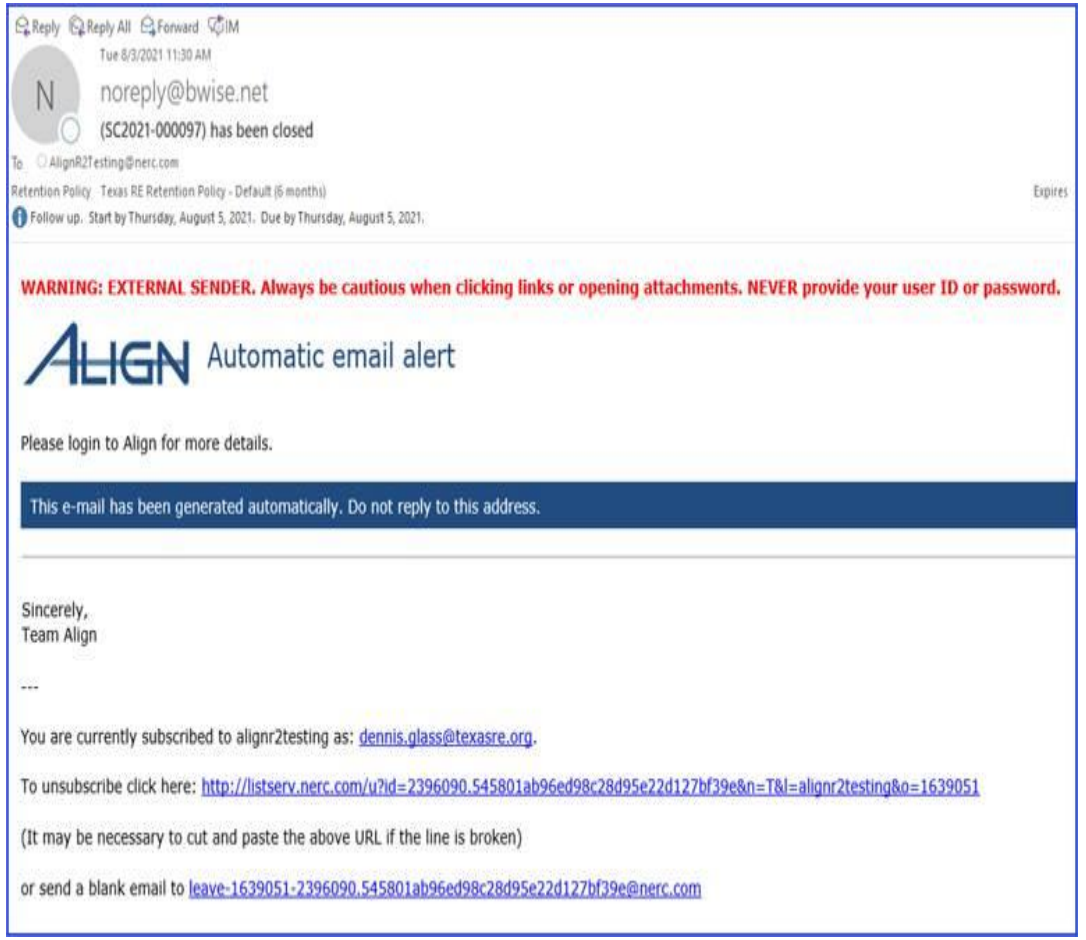
You are currently subscribed to alignr2testing as: dennis.glass@texasre.org.

To unsubscribe click here: http://listserv.nerc.com/u?id=2396090.545801ab96ed98c28d95e22d127bf39e&n=T&l=alignr2testing&o=1639111

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to leave-1639111-2396090.545801ab96ed98c28d95e22d127bf39e@nerc.com

(SC2021-000097) has been closed.



Reply Reply All Forward IM

Tue 8/3/2021 11:30 AM

noreply@bwise.net

(SC2021-000097) has been closed

To AlignR2Testing@nerc.com

Retention Policy Texas RE Retention Policy - Default (6 months) Expires

Follow up. Start by Thursday, August 5, 2021. Due by Thursday, August 5, 2021.

WARNING: EXTERNAL SENDER. Always be cautious when clicking links or opening attachments. NEVER provide your user ID or password.

ALIGN Automatic email alert

Please login to Align for more details.

This e-mail has been generated automatically. Do not reply to this address.

Sincerely,
Team Align

You are currently subscribed to alignr2testing as: dennis.glass@texasre.org.

To unsubscribe click here: http://listserv.nerc.com/u?id=2396090.545801ab96ed98c28d95e22d127bf39e&n=T&l=alignr2testing&o=1639051

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to leave-1639051-2396090.545801ab96ed98c28d95e22d127bf39e@nerc.com

Slido Question

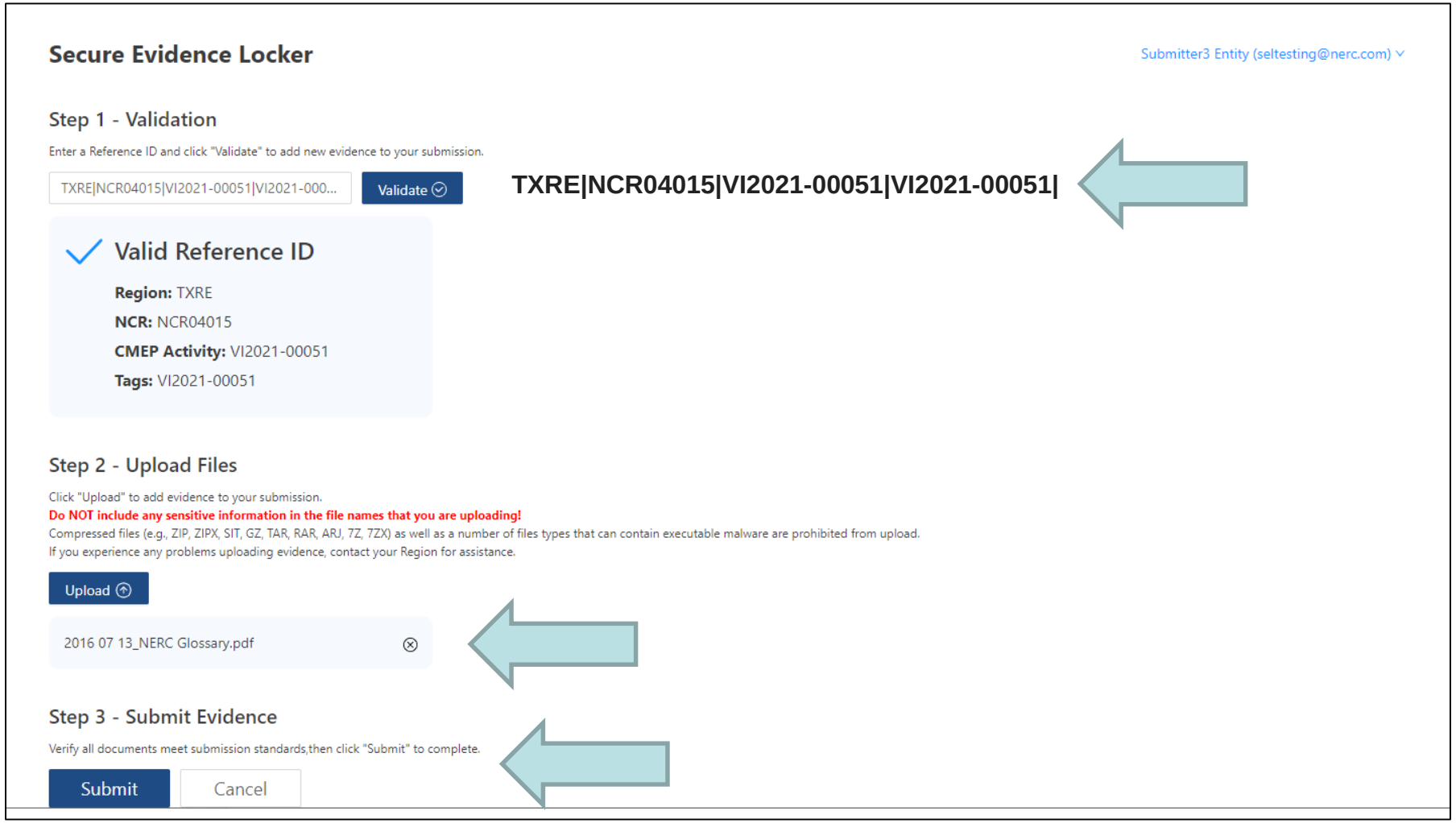
What action do you take if your screen does not update after clicking the "Update" button?

A. Call Thad and see if he has a minute.
B. Take some Excedrin.
C. Scroll to top of screen to see error message.
D. Get out your credit card.

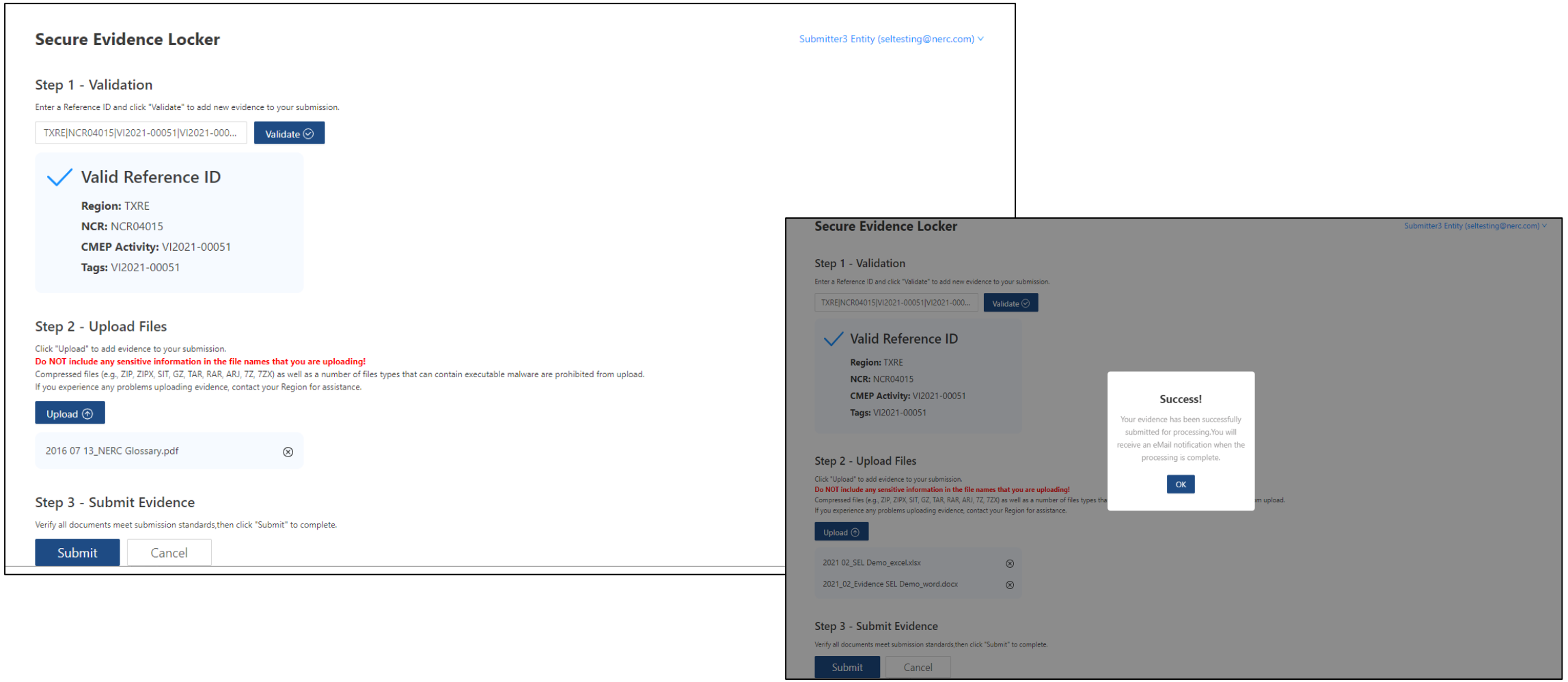
ERO Secure Evidence Locker

Rochelle Brown
Change Agent and Manager, CMEP Coordination & Special Projects

ERO SEL (Entity View)



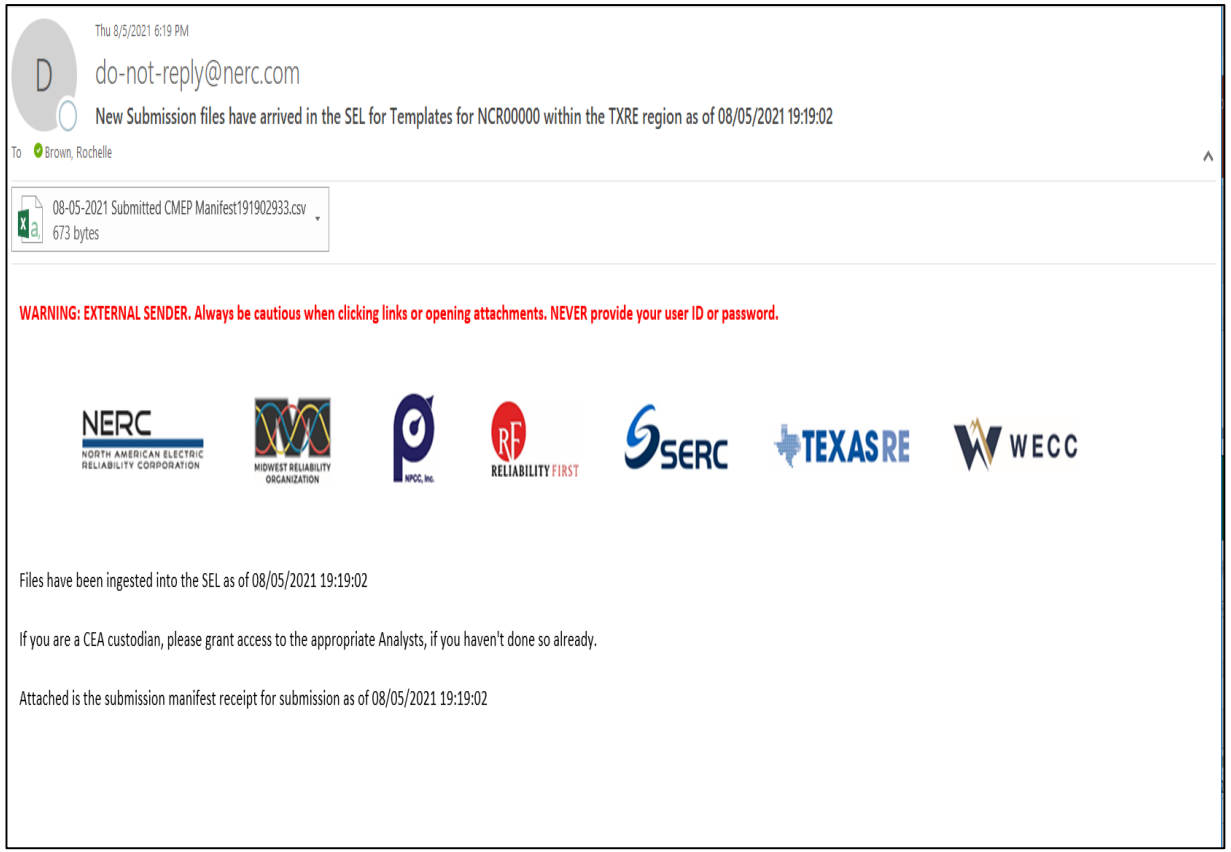
ERO SEL


Secure Evidence Locker
Submitter3 Entity (seltesting@nerc.com)
Step 1 - Validation
Enter a Reference ID and click "Validate" to add new evidence to your submission.
TXRE|NCR04015|VI2021-00051|VI2021-000...
Validate
Valid Reference ID
Region: TXRE
NCR: NCR04015
CMEP Activity: VI2021-00051
Tags: VI2021-00051
Step 2 - Upload Files
Click "Upload" to add evidence to your submission.
Do NOT include any sensitive information in the file names that you are uploading!
Compressed files (e.g., ZIP, ZIPX, SIT, GZ, TAR, RAR, ARJ, 7Z, 7ZX) as well as a number of files types that can contain executable malware are prohibited from upload.
If you experience any problems uploading evidence, contact your Region for assistance.
Upload
2016 07 13_NERC Glossary.pdf
Step 3 - Submit Evidence
Verify all documents meet submission standards,then click "Submit" to complete.
Submit
Cancel
Secure Evidence Locker
Submitter3 Entity (seltesting@nerc.com)
Step 1 - Validation
Enter a Reference ID and click "Validate" to add new evidence to your submission.
TXRE|NCR04015|VI2021-00051|VI2021-000...
Validate
Valid Reference ID
Region: TXRE
NCR: NCR04015
CMEP Activity: VI2021-00051
Tags: VI2021-00051
Success!
Your evidence has been successfully submitted for processing.You will receive an eMail notification when the processing is complete.
OK
Step 2 - Upload Files
Click "Upload" to add evidence to your submission.
Do NOT include any sensitive information in the file names that you are uploading!
If you experience any problems uploading evidence, contact your Region for assistance.
Upload
2021 02_SEL Demo_excel.xlsx
2021_02_Evidence SEL Demo_word.docx
Step 3 - Submit Evidence
Verify all documents meet submission standards,then click "Submit" to complete.
Submit
Cancel

Secure Evidence Locker (SEL)

File Types	• Allowed: .docx, .xlxs, .pdf, .jpeg, .ppt, etc. • Not allowed: ajr, gz, tar, zip, cab
File Size	• Single file: 2 GB • Multiple files: 10 GB
Reference ID Format	• TXRE|NCR01234|TEST202101|TEST202101|CIP-005-6|R1|1.1|
Email Manifest	• Shows reference ID and date stamp

SEL Notification and Manifest File



Thu 8/5/2021 6:19 PM

do-not-reply@nerc.com

New Submission files have arrived in the SEL for Templates for NCR00000 within the TXRE region as of 08/05/2021 19:19:02

To Brown, Rochelle

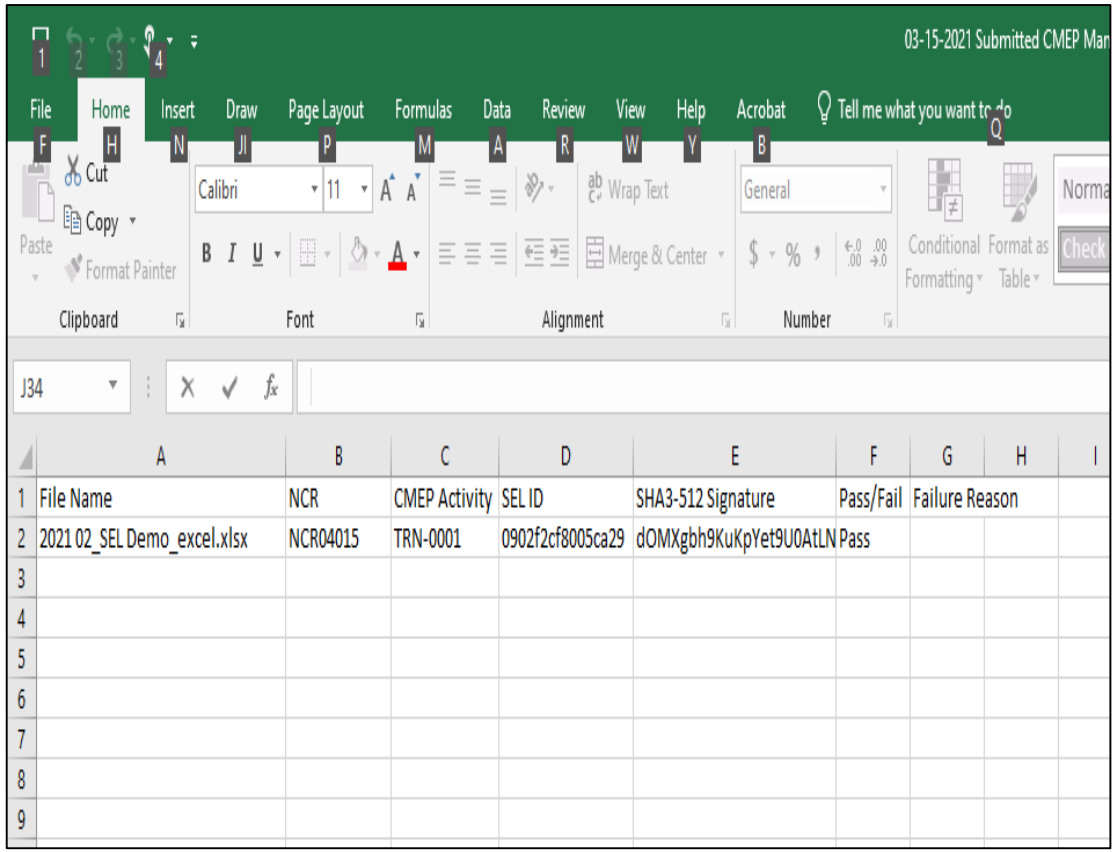
08-05-2021 Submitted CMEP Manifest191902933.csv
673 bytes

WARNING: EXTERNAL SENDER. Always be cautious when clicking links or opening attachments. NEVER provide your user ID or password.

Files have been ingested into the SEL as of 08/05/2021 19:19:02

If you are a CEA custodian, please grant access to the appropriate Analysts, if you haven't done so already.

Attached is the submission manifest receipt for submission as of 08/05/2021 19:19:02



03-15-2021 Submitted CMEP Mar

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Cut Copy Format Painter Paste Clipboard

Calibri 11 Font

Wrap Text Merge & Center Alignment

General Number

Conditional Formatting Format as Table

J34

	A	B	C	D	E	F	G	H	I
1	File Name	NCR	CMEP Activity	SEL ID	SHA3-512 Signature	Pass/Fail	Failure Reason		
2	2021 02_SEL Demo_excel.xlsx	NCR04015	TRN-0001	0902f2cf8005ca29	dOMXgbh9KuKpYet9U0AtLN	Pass			
3									
4									
5									
6									
7									
8									
9									

ERO SEL

Current	ERO SEL
Extranet managed by Texas RE. Registered entities can view evidence submitted in permitted folders in the Extranet. Can upload evidence to webCDMS.	ERO Enterprise wide locker managed by NERC. Registered entities receive manifest file. Registered entities need ERO Portal account. Registered entities cannot view or delete documents uploaded to SEL. Registered entities cannot upload evidence to Align. Evidence shall be uploaded to the SEL.

SEL: Data Retention

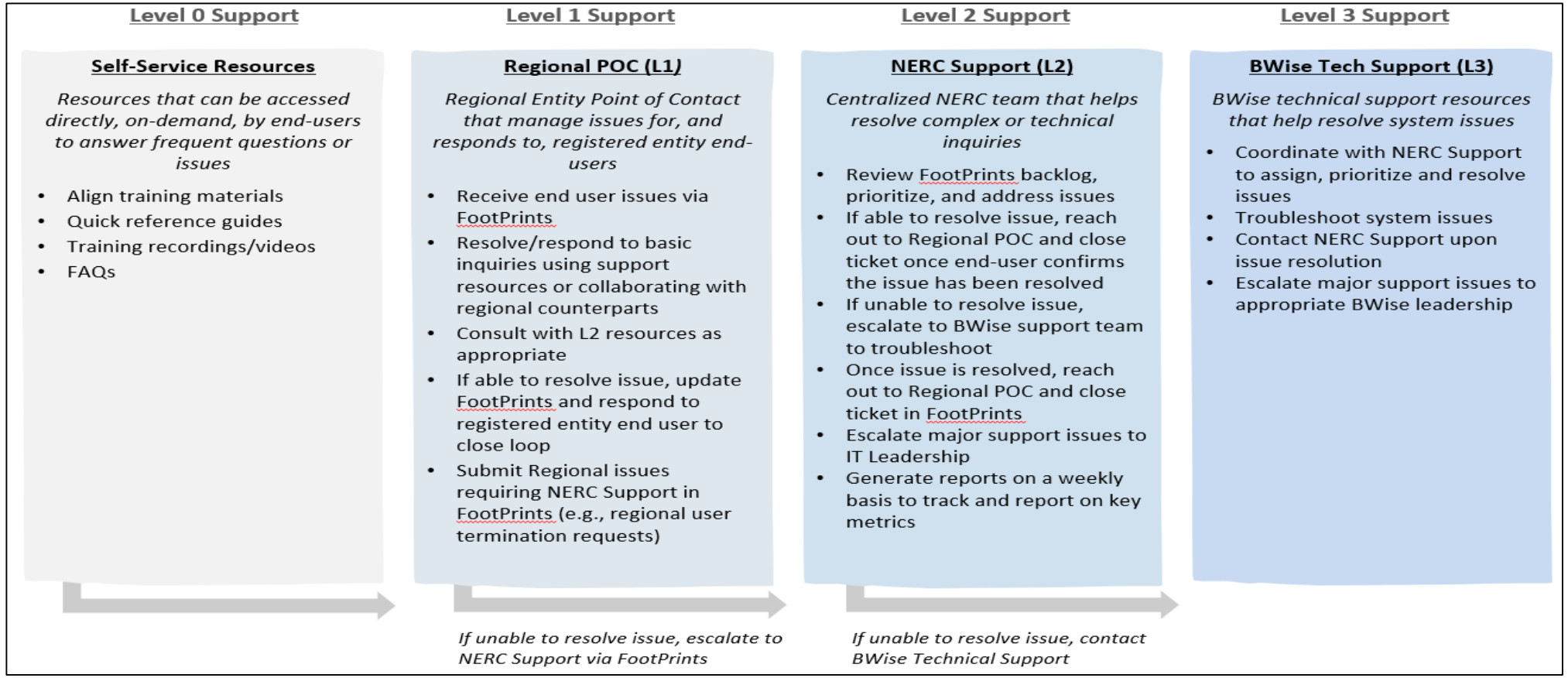
Data Retention for evidence in the SEL

- Non-records: Evidence in which there was no potential violation
  - Removed from SEL after 90 days
- Records: Evidence related to a possible violation
  - Removed for SEL two years after the violation is approved by FERC

How to Enter a Help Desk/FootPrints Ticket

Post Support System: Help Desk/FootPrints Support

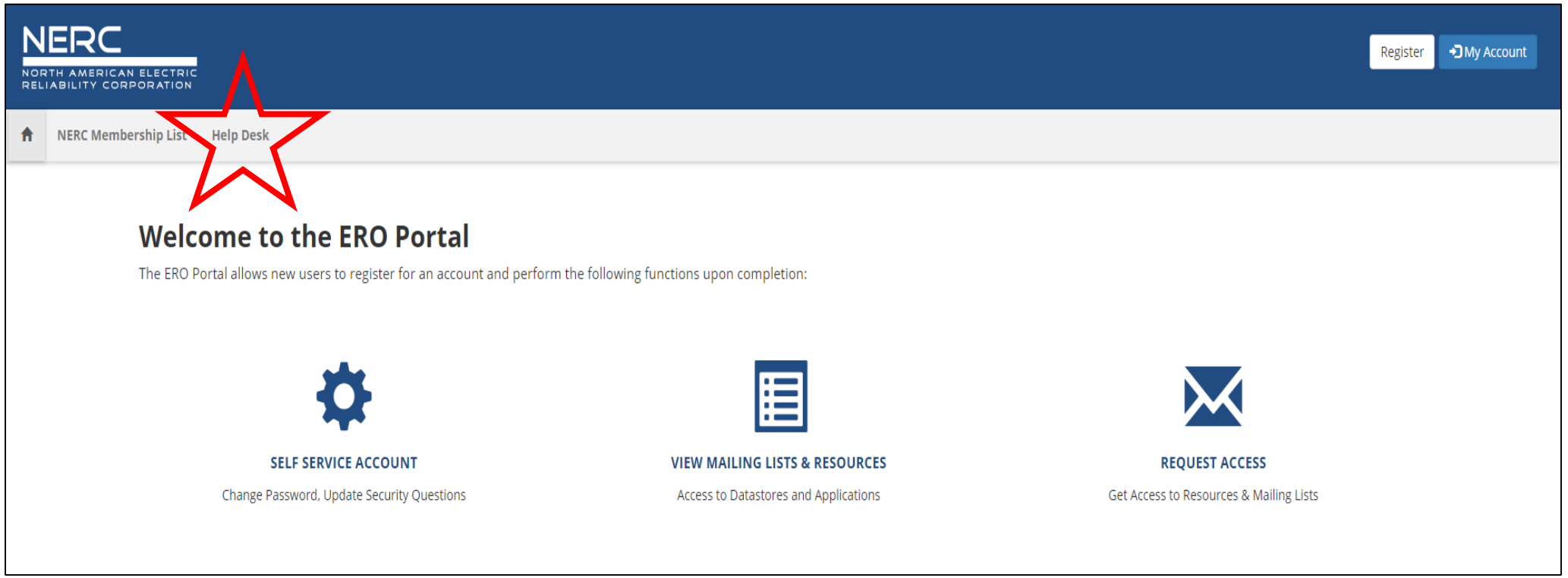
- Submit ticket to: https://support.nerc.net/ through the ERO Portal
- Routed to Texas RE staff for resolution



Help Desk/FootPrints Ticket

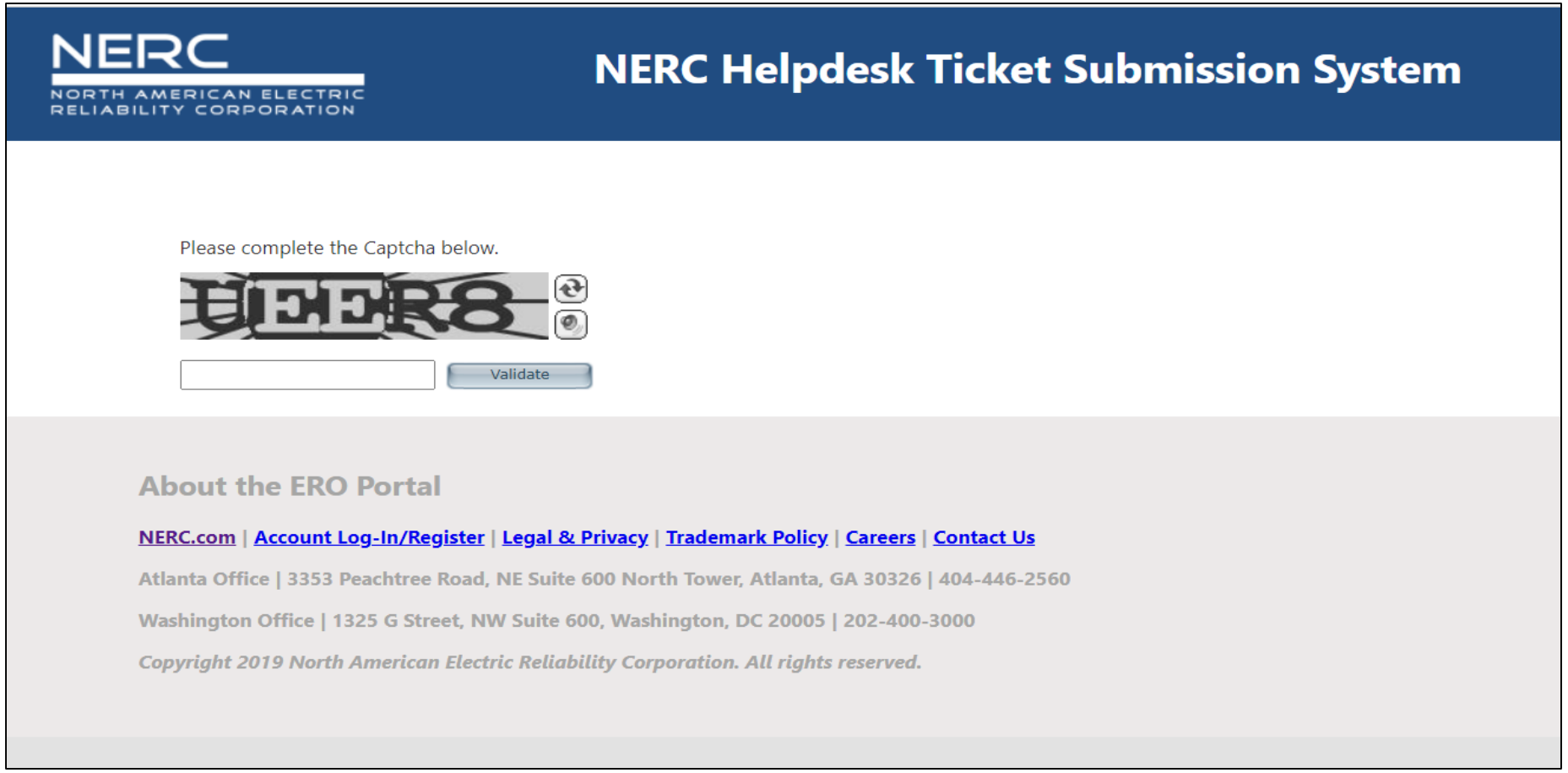
Navigate to the ERO Portal on NERC's website (https://eroportal.nerc.net/)

Select Help Desk



Help Desk/FootPrints Ticket

Complete the Captcha



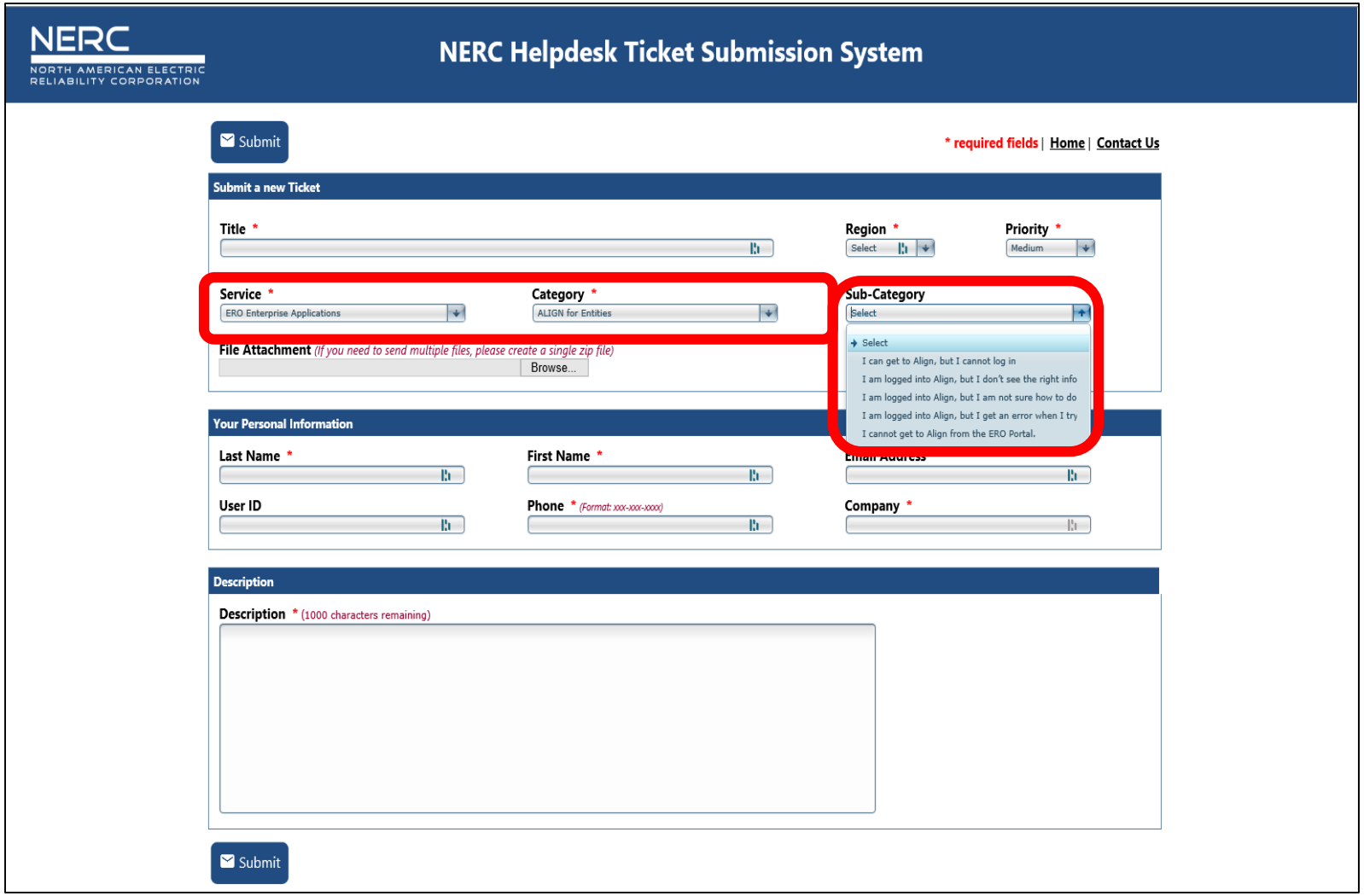
How To Enter a Help Desk/FootPrints Ticket: Align

- **Populate all fields that contain a red asterisk**

- **Select the following for proper routing:**
  - **Service:** ERO Enterprise Applications
  - **Category:** Align for Entities
  - **Sub-Category:** Leave blank if not applicable

- **File Attachment:** Include screenshots of the issue.

- **Description**: Include description of the issue.

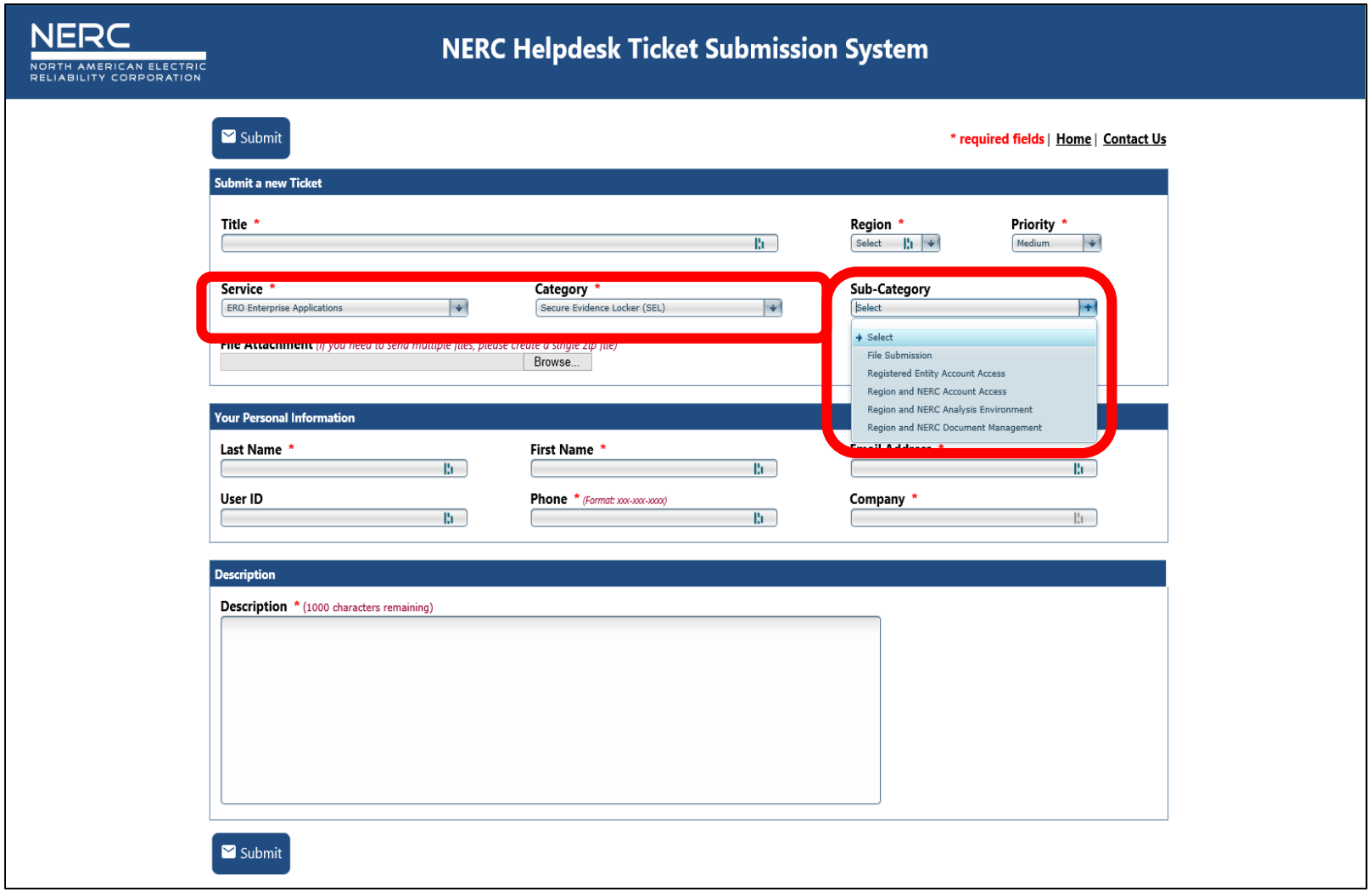


How To Enter a Help Desk/FootPrints Ticket: ERO SEL

- **Populate all fields that contain a red asterisk**

- **Select the following for proper routing:**
- **Service:** ERO Enterprise Applications
- **Category:** Secure Evidence Locker (SEL)
- **Sub-Category:** File Submission **or** Registered Entity Account Access

- **File Attachment:** Include screenshots of the issue.
- **Description**: Include description of the issue.



Help Desk/FootPrints Ticket Notification

A FootPrints Ticket notification will be generated and sent to your email address

Work with your IT group to whitelist the FootPrints notification emails

From: FootPrints <erosupport@nerc.net>
Sent: Monday, April 5, 2021 11:22 AM
To: Texas RE Extranet <Extranet@texasre.org>
Subject: Service Request Ticket ERO-20058 has Been Assigned To You or Your Team Ticket= ERO-20058 ItemType= 10749 WS= 3745

WARNING: EXTERNAL SENDER. Always be cautious when clicking links or opening attachments. NEVER provide your user ID or password.

When replying, type your text above this line.

_____

The following Service Request has been assigned to you or your Team. Please acknowledge assignment and advance the Status of the ticket as appropriate.

Ticket Type	Service Request
Ticket Number	ERO-20058
Created On	04/05/2021 12:22:02
Summary	ERO Enterprise Applications - ALIGN: Align: Testing FootPrint Ticket to the Extranet Email Box
Assignees	Texas RE ALIGN;
Assisted By	
Service	ERO Enterprise Applications
Category	ALIGN
Sub-Category	
All Descriptions	04/05/2021 12:22 PM | System: This is a test to confirm FootPrint ticket goes to the subfolder created for all tickets. Email sent by:noreply@nerc.net
Contacts Full Name	Rochelle Brown

Client Support Services
Phone: 404.446.9790 (Mon-Fri 8am to 5pm) | 609.452.1893 (After Hours)
Portal: https://support.nerc.net

Resources and Stay Informed

Training Resources

Registered Entity Training Materials

Registered entity videos

- **TFEs**
  - 19) Creating a TFE (4m 50s)
  - 20) MCRs and Terminations (3m 43s)
  - 21) Non-material Change Requests (2m 02s)
- **Self-Certifications**
  - 29) Responding to a Self Cert Request (3m 46s)
  - 30) Responding to a Reopened Self Cert (3m 09s)
  - 31) Requesting an Self-Cert Extension (1m 11s)
  - 32) Creating an Attestation for a Self Cert (2m 15s)

- **User Guides**
  - Registered Entities: Release 2 User Guide
  - Registered Entities: Release 2 Process Harmonization
  - Registered Entities: Release 2 Start Stop Continue Guide

Stay Informed

Stay Informed

- Texas RE website: Align page
- Texas RE*view*, Align Newsletters, announcements, and social media
- Visit NERC's Align page
- Join Talk with Texas RE meetings for Align updates

Sli.do (#TXRE)

Slido Question

If I need assistance with Align or the ERO SEL, I contact:

A. Information@texasre.org
B. Compliance@texasre.org
C. www.texasre.org
D. https://support.nerc.net/

Questions?