



# **Intro to Align & the SEL**

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**Align Program Coordinator and**  
**Enforcement Analyst**

# 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.**



# Upcoming Sessions

June 3 – History and Introduction to Texas RE

June 4 – Registration & Certification

June 5 – Intro to Align

June 6 – Risk-Based Approach to Reliability

June 10 – Foundations of CIP Programs

June 11 – Foundations of O&P Programs

June 12 – Navigating Noncompliance Resolutions

June 13 – NERC Data Collection, Events Analysis, and Guidelines

June 17 – Reliability 201: CIP

June 18 – Reliability 201: O&P

June 24 – Reliability 201: CMEP Feedback Loop

June 25 – Reliability 201: Compliance in Align Walkthrough

June 25 – Reliability 201: Reliability Services

# JUNE 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 	4 	5 	6 	7	8
9	10 	11 	12 	13 	14	15
16	17 	18 	19 	20	21	22
23	24 	25  	26	27	28	29
30						



# Upcoming ERO Enterprise Events



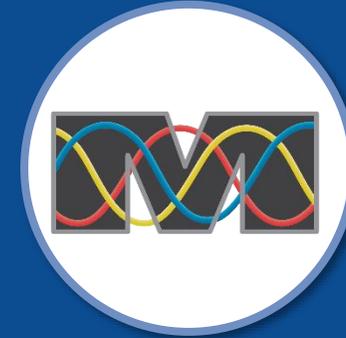
May - July, 2024

GADS Wind & Solar Template  
and Application Training



June 10, 2024

Technical Talk with RF



June 27, 2024

Regional Summer Assessment  
Webinar



#TXRE

Joining as a participant?

# Enter event code

Join an existing event

The ultimate Q&A and polling platform

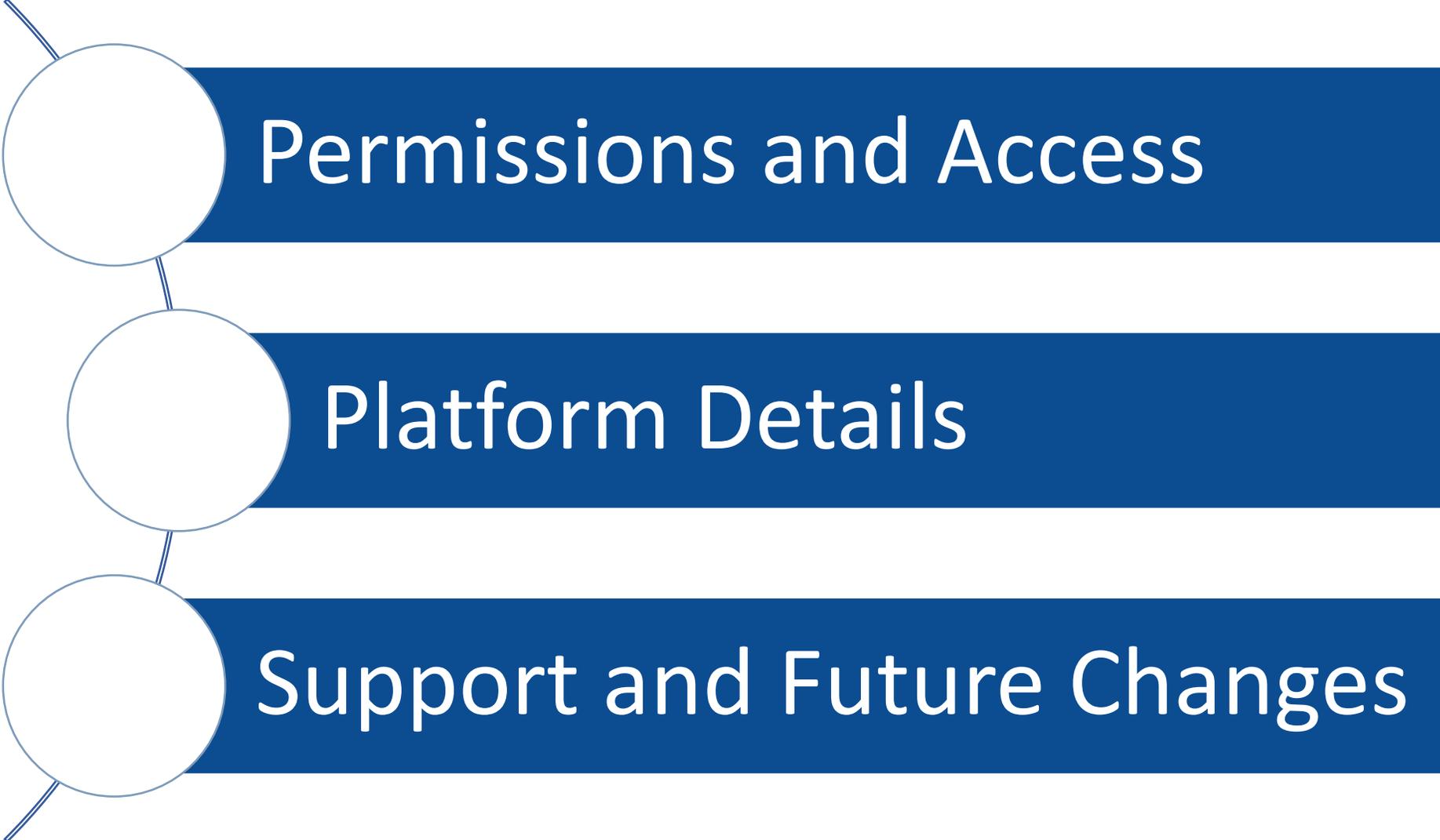
# Give a voice to your audience, wherever they are.

Create your own Slido event

[Watch a video](#) or [Schedule a demo](#)



# Agenda



Permissions and Access

Platform Details

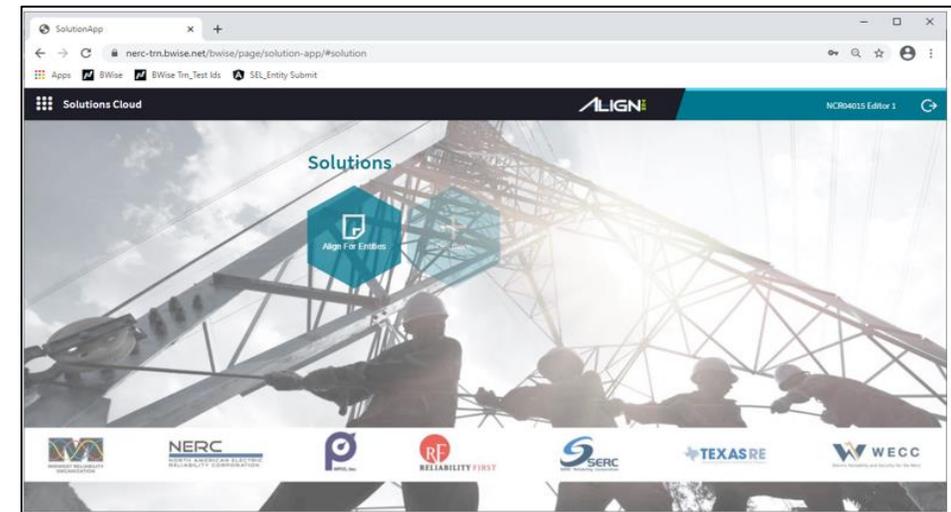
Support and Future Changes



# What is Align?

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

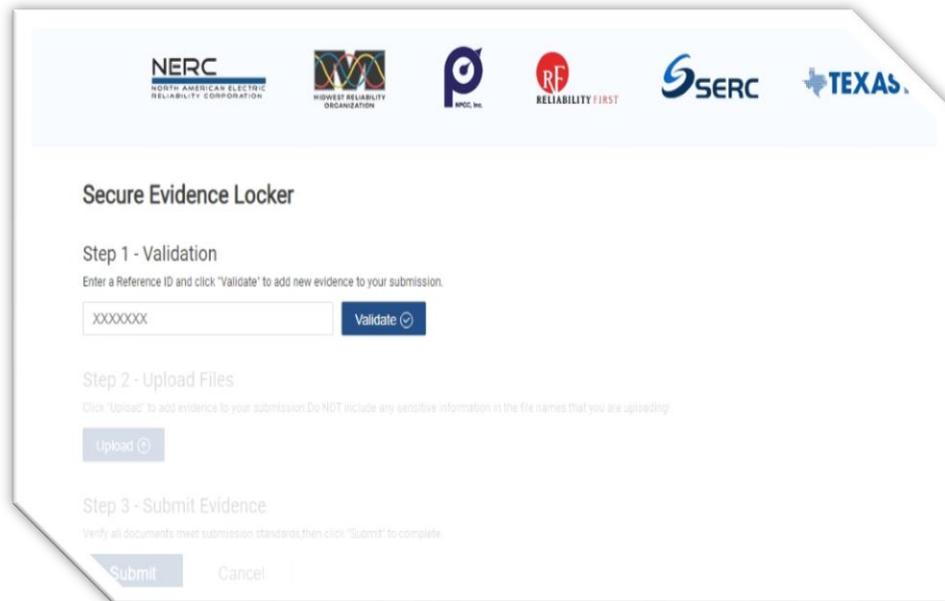
The tool provides a standardized and consistent interface for entities conducting CMEP activities.



# 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.



The screenshot shows the ERO SEL interface with logos for NERC, MRO, IRO, RF, SERC, and TEXAS. The page title is "Secure Evidence Locker".

**Step 1 - Validation**  
Enter a Reference ID and click "Validate" to add new evidence to your submission.

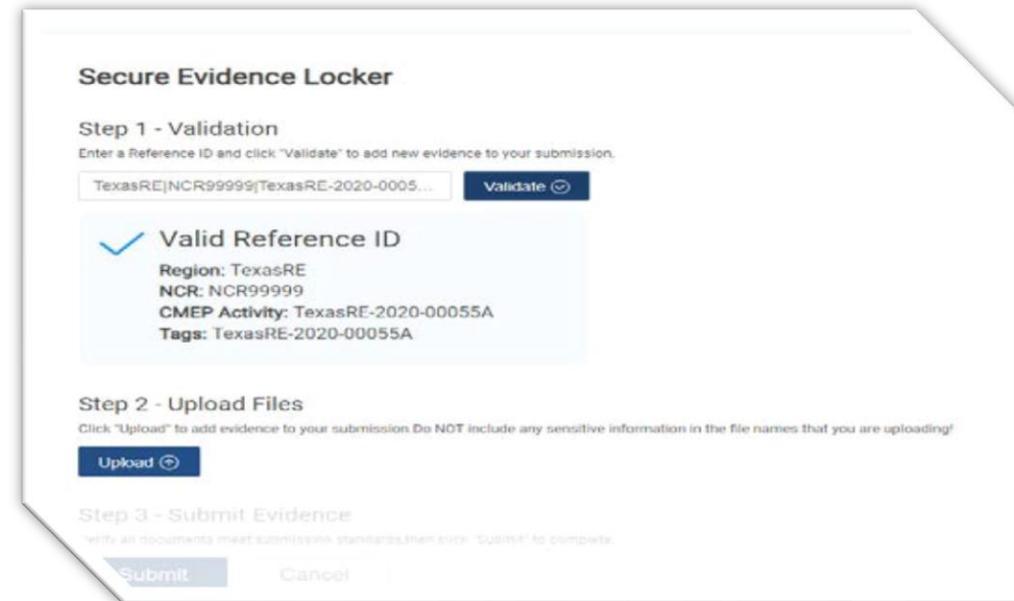
Input field: XXXXXXXX    Validate

**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.

Upload

**Step 3 - Submit Evidence**  
Verify all documents meet submission standards, then click "Submit" to complete.

Submit    Cancel



The screenshot shows the ERO SEL interface with a success message for the validation step.

**Secure Evidence Locker**

**Step 1 - Validation**  
Enter a Reference ID and click "Validate" to add new evidence to your submission.

Input field: TexasRE|NCR99999|TexasRE-2020-0005...    Validate

✓ **Valid Reference ID**

- Region: TexasRE
- NCR: NCR99999
- CMEP Activity: TexasRE-2020-00055A
- Tags: TexasRE-2020-00055A

**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!

Upload

**Step 3 - Submit Evidence**  
Verify all documents meet submission standards, then click "Submit" to complete.

Submit    Cancel



# Access Overview



All Align/SEL users must have an active ERO Portal account prior to accessing



Primary Compliance Contacts (PCCs) will manage access for their organizations within the ERO Portal



Once the PCC approves the request to access Align, users will automatically be given access to SEL Submitter Role



New PCCs will automatically receive the SEL and Align Submitter Roles

## [Registered Entities: User Access Guide](#)

# ERO Portal Account

<https://eroportal.nerc.net>  
Establish New Account

The screenshot shows the NERC ERO Portal login and registration interface. The NERC logo is in the top left. A yellow callout box with a red border points to the 'Register' button in the top right, with the text 'Select Register: New Account'. Another yellow callout box with a red border points to the 'Sign In' button in the middle left, with the text 'Select Sign In: Existing Account'. A third yellow callout box with a red border points to the 'Forgot Password/Username' link, with the text 'Existing Account: Forgot Password/Username'. A blue circular callout on the right contains the text: 'NOTE: Submitter Access changes may take up to 24 hours to take effect!'. The page includes navigation links like 'NERC Membership List' and 'Help Desk', and footer information about the ERO Portal, Atlanta and Washington offices, and copyright notice.

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



# Align Permission Roles

## PCC or Admin 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 Compliance Enforcement Authority (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

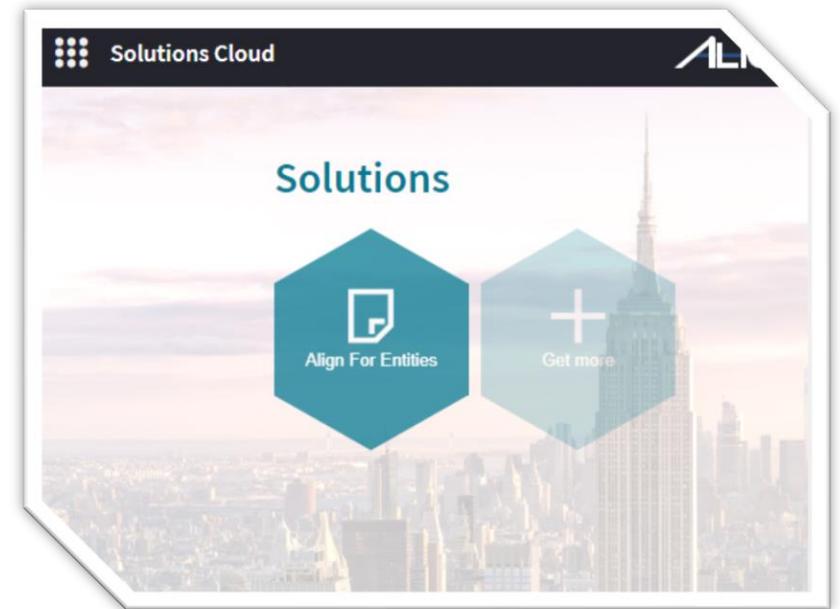


## ERO SEL Submitter Role

- All PCCs and users with the Align Registered Entity Submitter Role are paired with the ERO SEL Submitter Role
- In the event the PCC changes, the new designated PCC will be provided appropriate access
- For entity staff seeking to gain ERO SEL access, submit a ticket to NERC's Helpdesk (<https://support.nerc.net/>) AFTER getting PCC approval
  - Attach PCC approval email to the ticket



# Accessing Align



***\*Microsoft retired Internet Explorer in June 2022 and it is not a supported browser in Align***



# Accessing the SEL

## Registered Entities: SEL Portal User Guide v.1



NERC NORTH AMERICAN ELECTRIC RELIABILITY CORPORATION

MRO MIDWEST RELIABILITY ORGANIZATION

IPEC INC.

RF RELIABILITY FIRST

SERC

TEXAS

### Secure Evidence Locker

Step 1 - Validation

Enter a Reference ID and click "Validate" to add new evidence to your submission.

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.

Step 3 - Submit Evidence

Verify all documents meet submission standards, then click "Submit" to complete.

***\*Microsoft retired Internet Explorer in June 2022 and it is not a supported browser in Align***



# Align: My Dashboard and Tasks Landing Page

The screenshot shows the 'My Align' dashboard. A red box highlights the 'My Dashboard and Tasks' menu item in the top navigation bar. A red arrow points from this menu item to a detailed navigation menu on the right side of the slide.

**My Align**

- Risk and Planning
- Self Reports and Logs
- Periodic Data Submittals
- Self Certifications
- Audits and Spot Checks
- IRA and COP
- Enforcement Processing
- Mitigation Management
- Technical Feasibility Exception
- ations

**Dashboard Content:**

**My Tasks Table:**

TYPE	UNIQUE ID	REGION OR LRE	STATUS	NCR	REGIST...	STANDA...	REQ	DUE DATE

**Status of My Findings:**

A chart showing the status of findings with an x-axis ranging from -0.5 to 0.5.



# Self-Reports and Self-Logs

Self-Reports and Logs

Create New Self-Report or Log

### MY REGISTRATIONS

REGISTRATION

NCR9999999 - TXRE - Training Energy Corp. TXRE in TXRE

APPLICABLE REQUIREMENTS

Create Finding

Page 1 of 1

### MY DRAFTS

TYPE	UNIQUE ID	REGISTRATION	STANDARD AND REQUIREMENT	APPLIC. FUNCTI
Self-Report	2022-00026	NCR9999999 - TXRE - Training Energy Corp. TXRE in TXRE	BAL-001-TRE-2 R6.	GO

### Create Finding 2.0

#### SELECT APPLICABLE REQUIREMENT

STANDARD	REQ	CREATE SELF-REPORT	CREATE SELF-LOG
BAL-001-TRE-2	R10.	+	•
BAL-001-TRE-2	R6.	+	•
BAL-001-TRE-2	R7.	+	•
BAL-001-TRE-2	R9.	+	•
BAL-001-TRE-2	R8.	+	•
CIP-002-5.1a	R1.	+	•
CIP-002-5.1a	R2.	+	•
CIP-003-8	R1.	+	•
CIP-003-8	R2.	+	•
CIP-003-8	R3.	+	•
CIP-003-8	R4.	+	•
CIP-004-6	R1.	+	•
CIP-004-6	R2.	+	•
CIP-004-6	R3.	+	•
CIP-004-6	R4.	+	•



# Mitigation Milestones

2021-00619

### General Information

Type: Mitigating Activities      Related PNC: 2021-00619      CEA: TXRE

Registration: NCR9999999 - TXRE - Training Energy Corp. TXRE in TXRE

Applicable Requirement: FAC-003-4 R1.

Applicable Part(s): FAC-003-4 R1.4.; FAC-003-4 R1.3.; FAC-003-4 R1.2.; FAC-003-4 R1.1.

Applicable Reliability Function(s): GO

Region-Jurisdiction(s) in which the Potential Noncompliance occurred: TXRE-US

Root Cause: Still determining how this happened

Interim Risk Reduction

Registered Entity Contact: Please provide a point of contact for this mitigation.

<input type="checkbox"/>	FIRST NAME	LAST NAME
This table is empty		

### Entity Assigned to

<input type="checkbox"/>	FIRST NAME	LAST NAME
This table is empty		

### Review Results

CEA Comments

### Mitigation Milestones

<input type="checkbox"/>	MILESTONE ID	TYPE OF MILESTONE TASK	MILESTONE NAME	PLANNED COMPLETION DATE	REVISED PLANNED COMPLETION	ACTUAL COMPLETION DATE
<input type="checkbox"/>	MS24-43865	Preventative Control	TEST	06/26/2024		

Instructions: When ready for Region Review and Approval, Submit this Mitigation by selecting the "Submit for CEA Review" Action and clicking "Save and Action" below. By submitting the mitigating activities described above, I acknowledge that I have authority to submit the mitigating activities on behalf of the Registered Entity.

Action:

Under  
Mitigation  
Management

My Draft  
Mitigations



# Requests for Information

2022-00031-P | RF24-010175

## Request for Information

Parent Source 2022-00031-P  
 Applicable Standard/Requirement PRC-004-6 R6.  
 Related Registration NCR9999999 - TXRE - Training Energy Corp. TXRE in TXRE  
 Requestor TRE Editor 2  
 Requestor Comments Texas RE questions  
 Requestor Attachments  
 Request Sent On May 22, 2024  
 Response Due By June 27, 2024

Respondent Comments\*

Note: You cannot proceed in the workflow until the Respondent Comments are filed in. If evidence is submitted to the SEL, please check the box for Upload to SEL.

Upload to SEL 

## Evidence

Secure Evidence Locker Instructions Submit Evidence or Attachments related to this item via ERO Secure Evidence Locker (SEL) located at <https://eusstg.eroenterprise.com/nerc-infrastructure> with the following reference number:

For evidence related to PRC-004-6 R6, use: TXRE|NCR9999999 - TXRE|VI2022-00031|VI2022-00031,RF24-010175|PRC-004-6|R6.|

If you are hosting your own SEL, please provide a hyperlink to your locker in the comment section above.

## Action

Action Respond  
 Save and Action will acknowledge receipt of this Request and send back any response you have provided. Save will store any response you have provided, but will neither acknowledge receipt of this Request nor send any response.

[click here to print](#)

Save and Action Save Close

Under  
Enforcement  
Processing

OR

Under  
Request for  
Information



# Using the SEL

## Entity submits evidence – system auto classifies, secures, creates subfolders, and metadata

- Receive notification of submission
- After upload, files are not editable by the Entity

## Option for registered entity self-built SEL

- See [NERC's Align and SEL Page](#) for more information
- Contact Texas RE's Align Program Coordinator if interested



# ERO SEL

## File Types

- Allowed: .docx, .xlxs, .pdf, .jpeg, .ppt, etc.
- Not allowed: ajr, gz, tar, zip, zipx, sit, 7z, 7zx

## File Size

- Single file: 1 GB
- Multiple files: 10 GB
- 20 files per upload

## Reference ID Format

- TXRE|NCR01234|TEST202101|TEST202101|CI  
P-005-6|R1|1.1|

## Email Manifest

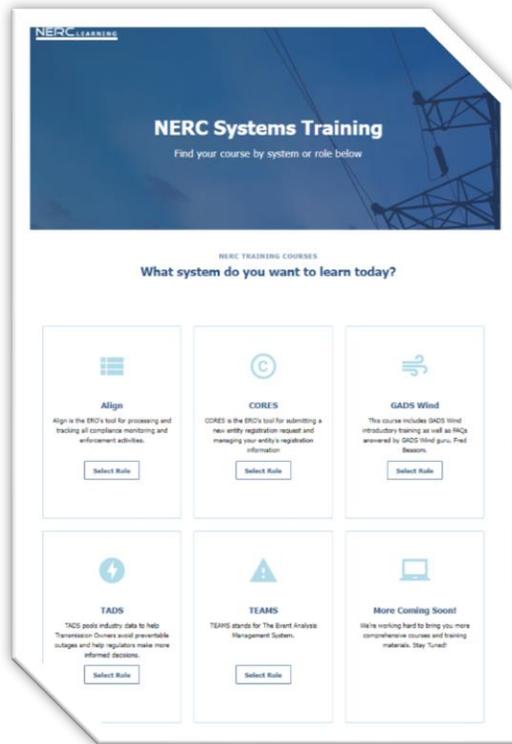
- Shows reference ID and date stamp

*\*Embedded files not recommended due to manifest limitations*



# Support System: FootPrints/NERC Helpdesk

To submit ticket use: <https://support.nerc.net/> or go through the ERO Portal



Level 0  
Training Resources

Level 1  
Texas RE Support

Level 2  
NERC Support

Level 3  
Developers Support



# How to Enter a FootPrints Ticket

- **Populate all fields that contain a red asterisk**
- **Select the following for proper routing:**
  - **Service:** ERO Enterprise Applications
  - **Category:** Align for Entities or Secure Evidence Locker (SEL)
  - **Sub-Category:** Best fit option
- **File Attachment:** Include screenshots of the issue
- **Description:** Include description of the issue

NERC  
NORTH AMERICAN ELECTRIC  
RELIABILITY CORPORATION

NERC Helpdesk Ticket Submission System

Submit

\* required fields | Home | Contact Us

Submit a new Ticket

Title \*

Region \* Priority \*

Service \* Category \* Sub-Category

File Attachment *(if you need to send multiple files, please create a single zip file)*

Your Personal Information

Last Name \* First Name \* Email Address

User ID Phone \* *(Format: xxx-xxx-xxxx)* Company \*

Description

Description \* *(1000 characters remaining)*

Submit



# 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	Tammy Thomas own

#### Client Support Services

Phone: 404.446.9790 (Mon-Fri 8am to 5pm) | 609.452.1893 (After Hours)

Portal: <https://support.nerc.net>



# Training and Information Resources

## Training Resources

### Registered Entity Training Materials

#### Registered entity videos

- Align Release 1, 2, 3, 4, 4.5 and ERO SEL

#### User Guides

- Align Release 1, 2, 3, 4, 4.5, ERO SEL, ERO Portal, Post Support Process, MFA, Harmonization Process, etc.

Texas RE Align training: Presentation and recording on the [Align Page](#)

## Stay Informed

Texas RE website: [Align page](#)

Texas REview, Align Newsletters, announcements, and social media

Visit NERC's [Align and SEL page](#)

Join Talk with Texas RE meetings and workshops for Align/SEL updates



# Align Going Forward: Governance Model



# Contact



**Tammy Thomas**

**Align Program Coordinator and Enforcement Analyst**

**[Tammy.Thomas@texasre.org](mailto:Tammy.Thomas@texasre.org)**

**512-583-4967**



The background of the slide features a blurred Texas state flag on the left and a target with several darts on the right. The darts are clustered in the center of the target, suggesting a focus or a goal.

# Questions?



**TEXAS RE**

Ensuring electric reliability for Texans