

## FAQ's – Prioritization Cybersecurity and Legacy Systems (PCLS)

Do I need to fill out an assessment for projects that don't concern cybersecurity or legacy modernization/replacement?

- No, HB 1 Article 9 Section 10 requires DIR to submit a list of only cybersecurity and legacy modernization/replacement projects.

I forgot my password, how do I log into the Archer system?

- You can use the password self-service reset option on the Archer log-in screen. If your account has been locked or inactivated due to non-use, the self-service feature will not work. You can always email [grc@dir.texas.gov](mailto:grc@dir.texas.gov) requesting a password reset.

Does my agency have to complete these assessments?

- HB 1 Article IX Section 10 requires agencies to cooperate with the DIR to determine a list of prioritized legacy modernization and cybersecurity projects. For an agency's project to be included in the report to the Legislative Budget Board, they will need to complete the assessments by the date their individual Legislative Appropriations Request is due.

Do Institutions of Higher Education need to complete these assessments?

- No, the report to the LBB will not include Institutions of Higher Education.

Can I get an electronic copy of the assessment questions to complete outside of the Archer portal?

- Yes, there is a word document that will allow you to fill in the information across a number of people without having to obtain credentials for each person. However, only users with an Archer account and the proper authorization will be able to submit the information, and they will be required to populate the Archer form for each project.

Can we print a report from the Archer portal to see our responses?

- Yes you can use the export function in the upper-right corner of the assessment to export your responses into a variety of file formats.

*Note: The responsive information submitted by your agency to the Department of Information Resources is subject to the Texas Public Information Act. The Department believes portions of the information from this portal to be confidential, and therefore, the Department will seek to withhold this information from the Act if a public information request is received. You must follow the portal's instructions and mark printed materials from this system according to your organization's classification/confidentiality requirements.*

When is the deadline to submit all of our project assessments?

- The deadline for completing the assessments depends on when your agency's Legislative Appropriations Request is due. At the latest, you should have completed the assessments by the time your agency submits its LAR. The system has been prepopulated for 2016 using your 2014 due date. The official deadline will be updated when the LBB issues the due dates for 2016.

Can I save my progress and return to an assessment at a later time?

- Yes! Make sure to press the “save and continue” or the “save and close” button in the bottom-middle portion of the screen before navigating away from the assessment page. Archer does not save unless you press one of these buttons so if you do not click a save button, you will lose the work you did during that particular session.

I have some questions about the cybersecurity components of the assessment, who should I contact?

- Please email [pcls@dir.texas.gov](mailto:pcls@dir.texas.gov) for assistance or clarification of assessment content.

I have some questions about the legacy modernization components of the assessment, who should I contact?

- Please email [pcls@dir.texas.gov](mailto:pcls@dir.texas.gov) for assistance or clarification of assessment content.

What does the Legislative Budget Board intend to do with the information provided by DIR?

- The LBB will take into consideration DIR’s report on the prioritization of projects when considering agency budgets.

How do I access the Archer data collection portal?

URL: <https://egrc.archer.rsa.com/default.aspx>.

User Name: *Your email address*

Instance #: 20224

Password: *User specific*

User Login

User Name:

Instance:

Password:

Login

> Display Domain

**RSA Archer GRC**  
Powered by the RSA Archer GRC Platform™

What do I do if I forget my password?

- If you forget your password, you can reset it using the self-service password reset function, which becomes active after incorrectly entering your password. The password reset will not work if your account has been deactivated due to 60 days of inactivity. In this case, or if you need access to the Archer system but do not have credentials, email [GRC@dir.texas.gov](mailto:GRC@dir.texas.gov).

How do I delegate the ability to complete the survey to someone?

- To delegate responsibility to someone they must have the appropriate level of credentials assigned to them. From the landing page of an assessment, select the ellipsis on the right of the “delegate to:” rectangle. This should force a dialogue box to pop up with the available people to delegate the assessment to. If the person you intend to delegate the assessment to is not in this dialogue box, then he or she may not have the appropriate credentials.

Can you have more than one person delegated to and/or as a reviewer in Archer?

- Yes – you can have multiple individuals in both the “reviewer” and the “delegate to” field, granted they are active users of the Archer system and have appropriate credentials.

Is it possible to obtain additional credentials for completing the assessment?

- Yes – if a user is currently an Archer user, you may request they obtain the proper authorization by emailing [grc@dir.texas.gov](mailto:grc@dir.texas.gov). You would then have to use the “delegate to” function on the assessment to allow them editing rights. If the user is not in Archer, you will need to request they obtain an account and proper authorization by emailing [grc@dir.texas.gov](mailto:grc@dir.texas.gov). We recommend using the electronic word copy of the assessment to limit the number of credentials administered by your agency, and having only one or a few individuals responsible for entering the information into the Archer portal.

Do I need to use the “delegate to” function on each project assessment in order for someone else to fill in responses?

- Yes, each record (project) has distinct credentials for authorizing user rights to edit and submit a record.

When I log into Archer and navigate to the Cybersecurity and Legacy Prioritization page, I can see the questions, but I can't edit any of the responses.

- This may be due to your account not having the right credentials. You should discuss with the submitter whether you are intended to have edit rights, and contact [grc@dir.texas.gov](mailto:grc@dir.texas.gov) if you would like to request the proper authorization. If you do have the proper credentials, you may simply need to select the “edit” button in the middle-bottom portion of the screen for the response options to populate.

## How do I assign a reviewer?

- Assigning a reviewer is similar to using the “delegate to” function. Click on the ellipses (...) to the right of the “Reviewer:” bar in the General Information pane. Select the appropriate reviewer from the dialogue box. If the reviewer you intend to assign is not in the box, they may require different authorization.

The screenshot shows the Archer portal interface for 'Cybersecurity/Legacy LAR Prioritization: 239100'. The form is titled '0 of 13 Completed' and includes several sections:

- General Information:** Includes fields for 'Has this project been previously denied?' (radio buttons for Yes/No), 'Cybersecurity and/or Legacy Modernization' (checkboxes for Cybersecurity/Legacy Modernization), 'Total IT related funds requested for the Biennium to support this LAR project item:' (text input), 'Is this subject to time sensitive federal or other matching funds?:' (radio buttons for Yes/No), 'Submitter:' (text input with ellipsis), 'Submit Date:' (calendar icon), 'Submission Status:' (dropdown menu set to 'In Process'), and 'History Log:' (link to 'View History Log').
- Item Request Information:** Includes 'Item included in final LAR?:' (dropdown menu set to 'Yes'), 'Is this an exceptional item request?:' (radio buttons for Yes/No), 'Delegated to:' (text input with ellipsis), 'Reviewer:' (text input with ellipsis), 'Review Status:' (dropdown menu set to 'Awaiting Review'), and 'Review Date:' (calendar icon).
- Item Request Information (Expanded):** Section 1: '1. Related Business application names as identified in the Legacy Systems Study:' (text input). Section 2: '2. Product and business processes affected by this issue:' (text input).
- Cybersecurity Questions:** Section 3: '3. Description of issue (including threats and vulnerabilities):' (text input).

At the bottom of the form, there are three buttons: 'Save and Close', 'Save and Continue', and 'Cancel'.

## How do I submit a completed assessment?

- To submit a project assessment, simply change the “Submission Status:” from “In process” to “Submitted” and select the “save and close” button at the bottom of the Archer portal. If you have assigned a reviewer, submitting the assessment will send a notification to the reviewer to review and perform the final submission.

The screenshot shows the Archer portal interface for 'Cybersecurity/Legacy LAR Prioritization: 239100'. The form is titled '0 of 13 Completed' and includes several sections:

- General Information:** Includes fields for 'Submission Status:' (dropdown menu set to 'In Process'), 'Review Status:' (dropdown menu set to 'Awaiting Review'), 'History Log:' (link to 'View History Log'), and 'Review Date:' (calendar icon).
- Item Request Information:** Section 1: '1. Related Business application names as identified in the Legacy Systems Study:' (text input). Section 2: '2. Product and business processes affected by this issue:' (text input).
- Cybersecurity Questions:** Section 3: '3. Description of issue (including threats and vulnerabilities):' (text input).

At the bottom of the form, there are three buttons: 'Save and Close', 'Save and Continue', and 'Cancel'.

How do I access a record I had previously saved?

- On the dashboard, you can enter previously saved records by selecting the number of the “questionnaire ID” associated with the record you wish to edit in the Cybersecurity/Legacy Projects pane. You can additionally select the “records” link in the Cyber/Legacy Quick Links pane to navigate to a list of all previously created project assessments.

The screenshot displays the 'Cyber/Legacy Prioritization' dashboard. At the top, there is a navigation bar with 'DIR' logo, 'Department of Information Resources', and 'DEVELOPMENT' status. The main heading is 'Prioritization of Cybersecurity and Legacy System Projects'. Below this, there are three side panels: 'Confidentiality Statement', 'Cyber/Legacy Contact Information', and 'Cyber/Legacy Quick Links'. The 'Quick Links' panel contains 'New Record' and 'Records' links. The main content area features a table titled 'Cybersecurity/Legacy Projects' with the following data:

Questionnaire ID	LAR Item Name	Cybersecurity and/or Legacy	Total Project IT Dollars requested for the Biennium	Item Included in Submitted LAR?	Probability Ranking	Impact Ranking	Risk Rating	Overall Status	Progress Status	Due Date
238897				Yes						

Page 1 of 1 (1 records)

What do I do if I accidentally submitted an assessment and need to edit it again?

- Please email [grc@dir.texas.gov](mailto:grc@dir.texas.gov) to notify administrators that you wish to reopen a submitted assessment.