
Quick-Start Guide to the SEI Partner Resource Center for SEI-Authorized Insider Threat Program Evaluators

This document contains information to help SEI-Authorized Insider Threat Program Evaluators access the SEI Partner Network – Partner Resource Center (PRC) portal to

- access and download the Insider Threat Program Evaluator (ITPE) Toolkit
- submit your ITPE data
- view your ITPE data submissions and access/download the processed results
- contact the SEI

Access the SEI Partner Resource Center

Log in to the SEI PRC at <https://partner-resources.sei.cmu.edu>.

SEI Partner Network
Carnegie Mellon University

Partner Resource Center

Today is Tuesday, November 10, 2020

Welcome

Welcome to the SEI Partner Resource Center, your source for SEI course materials, and forms.

The SEI Partner Resource Center:

- contains SEI intellectual property that you are authorized to use according to your license agreement
- provides online submission forms for submitting data to the SEI

Log in

Email Address:

Password:

Log in

Forgot your password?

[Forgot your password?](#)

[Legal](#) | [Privacy Notice](#)

Figure 1: SEI PRC Welcome / Login screen

If you previously received a username and password, you can continue to use them as they have not changed.

If you do not remember your login credentials, enter your email address and click the “Forgot your password?” link for information on how to reset your login by requesting a new temporary password.

Figure 2: *Forgot Password screen*

Once you have logged in, you will see the “Main View” screen for your account.

Figure 3: *Access Granted – Main View screen*

From the Main View screen, click the [+] next to the “SEI-Authorized Threat Program Evaluator” header to expand the resources available for that role.

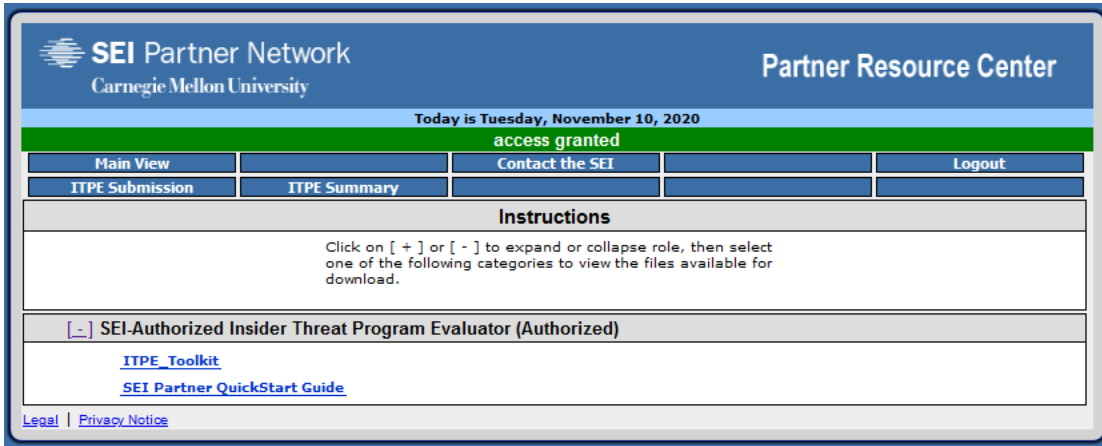


Figure 4: Main View Expanded screen showing files available for download

Click the “SEI Partner QuickStart Guide” link to access the “Partner Network Quick Start Guide 7.zip” file, which contains a PDF document providing additional information to help you manage your participation in the SEI Partner Network.

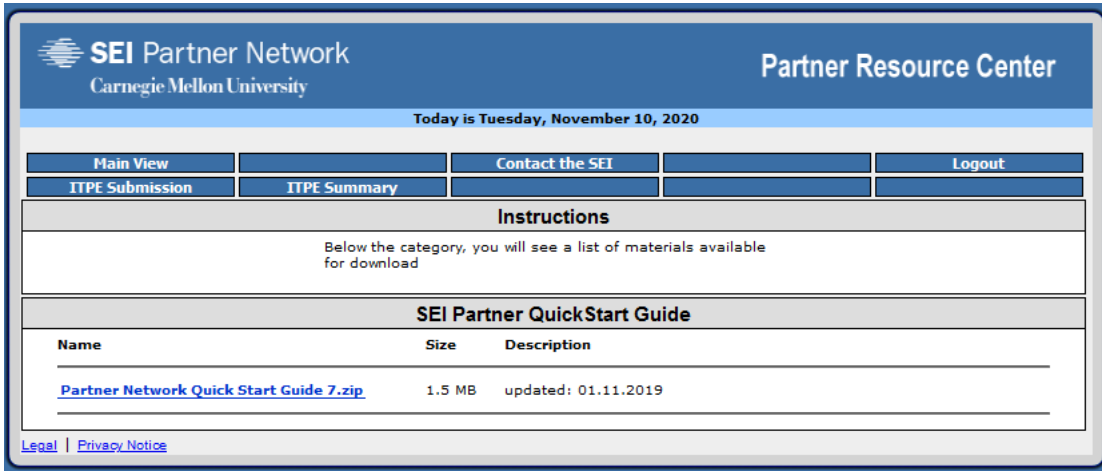


Figure 5: Partner Quick Start Guide document zip file download

Access and Download the ITPE Toolkit

From the expanded Main View screen (see Figure 4), click the “ITPE_Toolkit” link to access the ITPE Toolkit zip files.

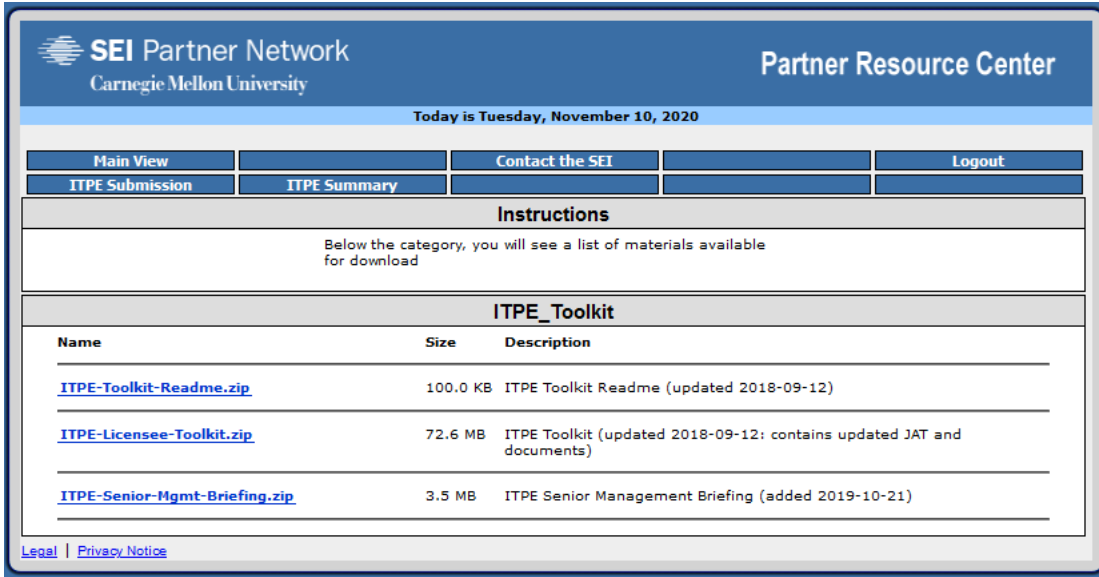


Figure 6: ITPE Toolkit zip files

Click the “ITPE-Toolkit-Readme.zip” link to open or save that zip file, which contains a PDF document (IPTE_Toolkit_Readme.pdf – see Figure 7) that provides a summary description of the contents of the ITPE Toolkit.

Click the “ITPE-Licensee-Toolkit.zip” link to open or save the ITPE Toolkit zip file, which contains the ITPE Workbooks, Pre-Evaluation Package materials, templates, briefings, and the Joint Assessment Tool as described in the ITPE-Toolkit-Readme file.

The “ITPE-Senior-Mgmt-Briefing.zip” contains a PowerPoint presentation describing the purpose, background, and process of the ITPE and its capabilities for introducing an organization’s senior leadership to the ITPE.

ITPE Licensee Toolkit

The ITPE_Toolkit.zip file contains this Readme file (ITPE-Toolkit-Readme.pdf) along with the following folders and files.

General-Resources

This folder contains the following subfolders and files.

ITPE-Briefings

This folder has briefings/templates that can be used to provide an overview of the ITPE, its processes, related artifacts, and summary of the on-site activity, to different audiences during different stages of the ITVE process:

ITPE-Exit-Briefing-Template.pptx (9 slides)

The [optional] briefing template can be customized and used to provide an optional, initial summary of the ITPE at the conclusion of the on-site activity.

Figure 7: ITPE Toolkit Readme document

Submit Your ITPE Data

To submit your ITPE data, you first need to export your evaluation from the Joint Assessment Tool (JAT) application using the Anonymized output format. See Section 6 in the “Joint Assessment Tool – A User’s Guide” for related information.

Click the “ITPE Submission” button in the top menu to open the screen for SEI-authorized evaluators to submit evaluations for review and scoring by the CERT Insider Threat Center.

The screenshot shows the 'ITPE Data - Evaluation Information' screen. At the top, there is a blue header with the SEI Partner Network logo and 'Carnegie Mellon University' on the left, and 'Partner Resource Center' on the right. Below the header, a light blue bar displays the date: 'Today is Tuesday, November 10, 2020'. A navigation menu consists of several buttons: 'Main View', 'ITPE Submission', 'ITPE Summary', 'Contact the SEI', and 'Logout'. The main content area is titled 'Instructions' and contains the following text: 'Welcome to the ITPE submission section of the SEI Partner Resource Center. This section is for SEI-authorized evaluators to submit evaluations for review and scoring by CERT Insider Threat experts.' Below this is a 'Please Note' section: 'Please Note: Entries marked with a * are required in order to 'Review Evaluation'. Only zip files will be accepted. Press 'Submit Evaluation' to send to SEI for processing'. The main form area is titled 'ITPE Data - Evaluation Information' and contains a sub-section 'EVALUATION INFORMATION' with the following fields: 'Your SEI Assigned Partner ID: 8', 'Evaluation Organization ID*' (with an input field), 'Evaluation Sub-Organization ID*' (with an input field), and 'Select Evaluation File*' (with a 'Browse...' button and the text 'No file selected.'). A 'Save Evaluation' button is located at the bottom of the form. At the bottom left of the page, there are links for 'Legal' and 'Privacy Notice'.

Figure 8: ITPE Data – Evaluation Information screen

In the “Evaluation Organization ID” field (required), enter an identifier from 1 to 15 characters in length. In the “Evaluation Sub-Organization ID” field (required), enter an identifier from 1 to 15 characters in length. After you submit your evaluation, these identifiers will be displayed on your ITPE Data Submission Summary page (see Figure 13).

In the “Select Evaluation File” field, type in your local file location, or click the “Browse...” button to select and upload a zip file containing your evaluation data to be submitted. Note that only zip files will be accepted.

Figure 9: ITPE Data – Evaluation Information screen – ready to save

After all three of the required fields are completed, click the “Save Evaluation” button on the bottom of the page.

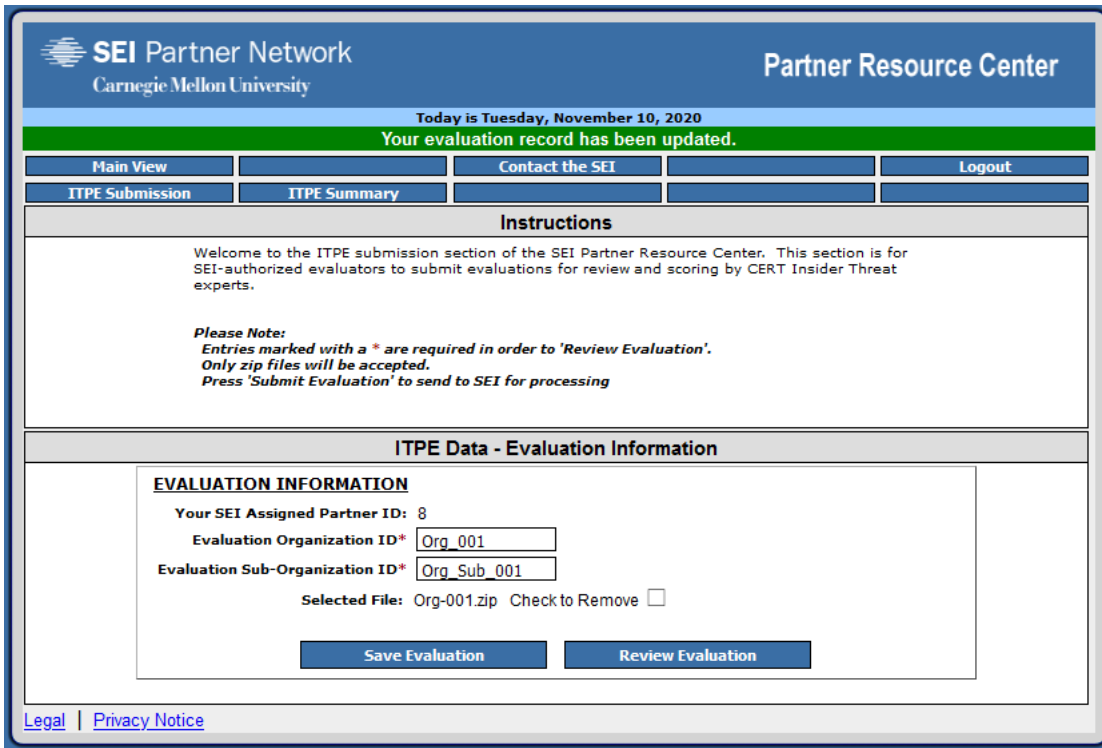


Figure 10: ITVA Data – Evaluation Information screen – ready to review

If you would like to change any information in the required evaluation fields (Evaluation Organization ID, Evaluation Sub-Organization ID, or Selected File), you may make those changes on this screen and then click the “Save Evaluation” button again. Otherwise, click the “Review Evaluation” button to continue.

In the “ITPE Data – Review Evaluation” screen, review the required information (Evaluation Organization ID, Evaluation Sub-Organization ID, or Selected File) for the evaluation data that you are about to submit.

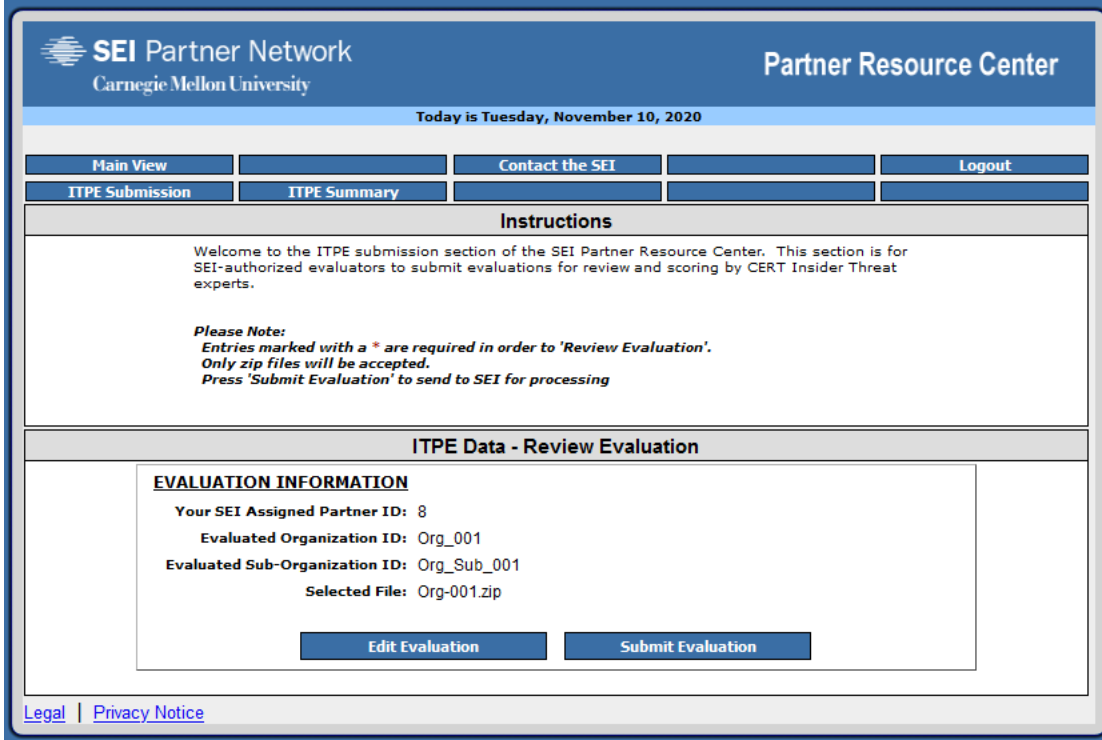


Figure 11: ITPE Data – Review Evaluation screen – ready to edit or submit

To make any changes, click the “Edit Evaluation” button to return to the previous screen (see Figure 10).

If no edits or changes are needed, click the “Submit Evaluation” button on the bottom of the page to submit your evaluation.

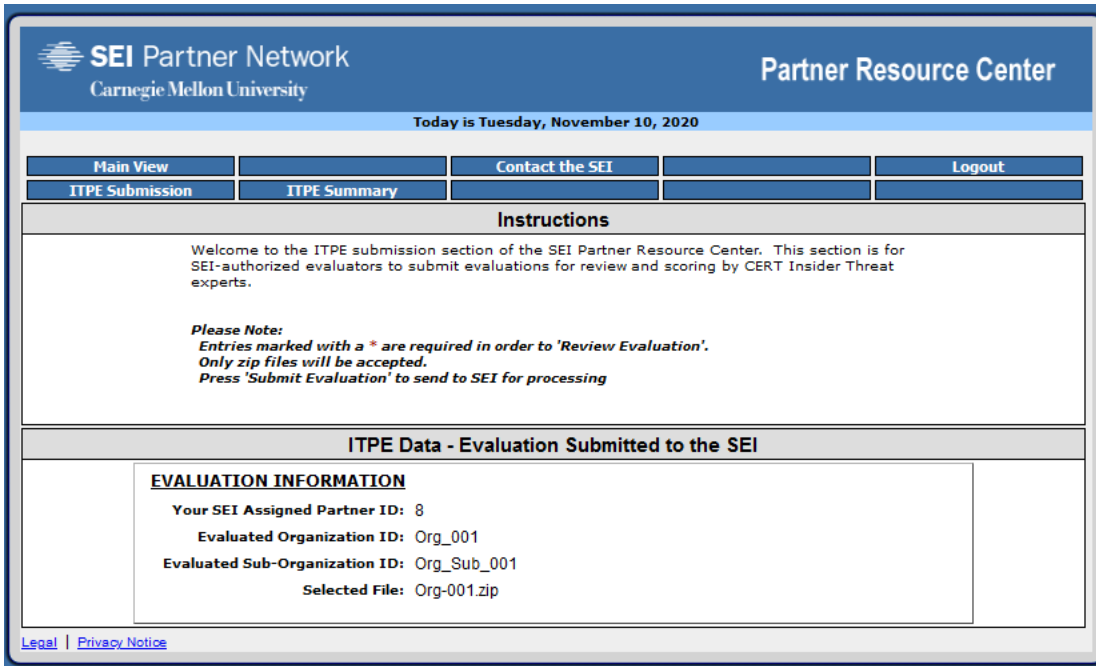


Figure 12: ITPE Data – Evaluation Submitted to the SEI

Please allow 3 to 5 business days after you have submitted an evaluation file for the SEI to process your data and generate the results in a draft report. You will receive an email notifying you that the results of your submitted evaluation file are available as a draft report for you to download from your ITPE Summary page (see Figure 13).

View Your ITPE Data Submission Summary

Click the “ITPE Summary” button in the top menu to open the page showing your submitted ITPE evaluations.

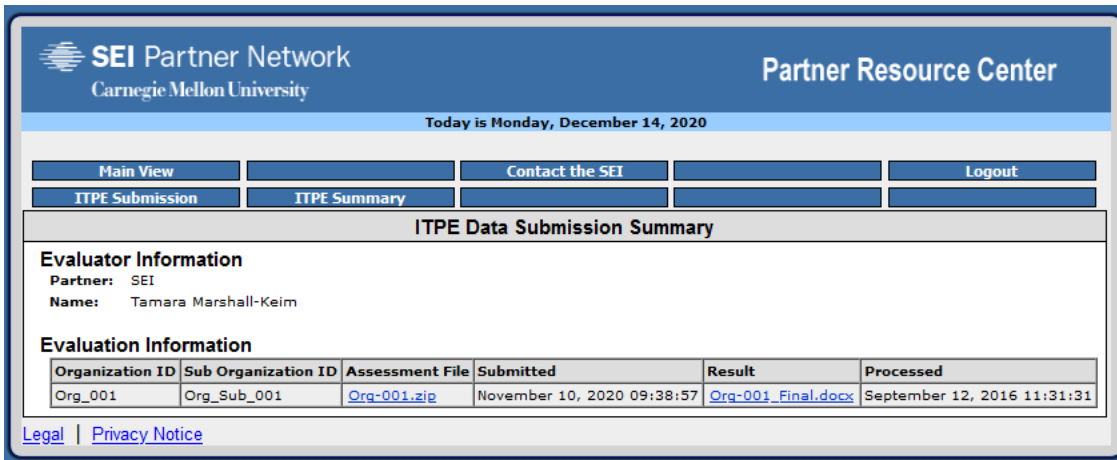


Figure 13: ITPE Data Submission Summary screen

Click the link in the “Result” column to open or download the processed results for that evaluation file. The evaluation results will be provided in a draft report (Word document) for you to edit and customize with additional details from your evaluation.

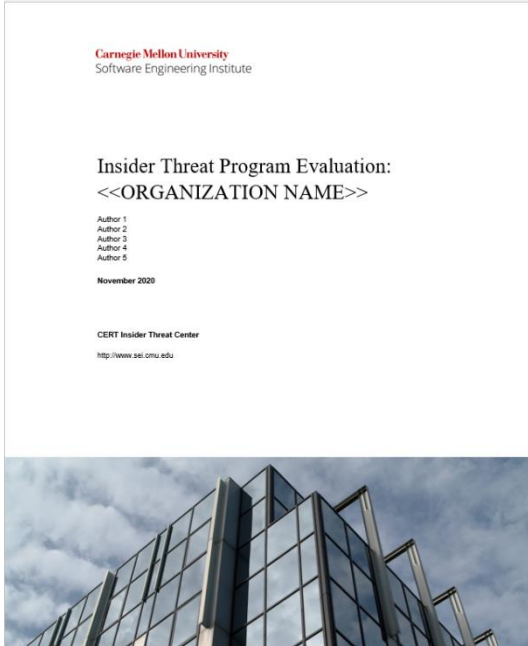


Figure 14: Example of the processed results generated in a draft ITPE report

Note that the draft ITPE report contains fields for you to replace with organizational information, and you will need to change the copyright notice according to the instructions in the document markings. See Section 8 of the “Joint Assessment Tool – A User’s Guide” for related information.

Contact the SEI

Click the “Contact the SEI button” in the top menu to open a screen to send a message (questions, comments, suggestions) to the SEI.

Figure 15: Contact the SEI screen

Enter a message subject in the “Subject” field (optional).

From the “SEI Product” drop-down menu, select “Insider Threat.”

Enter your message in the box provided. The length of your message must be between 10 and 500 characters and can contain only the permitted characters shown in the Instructions section.

SEI Partner Network
Carnegie Mellon University

Partner Resource Center

Today is Tuesday, November 10, 2020

[Main View](#) | [ITPE Submission](#) | [ITPE Summary](#) | [Contact the SEI](#) | [Logout](#)

Instructions

The SEI welcomes your questions, comments, and suggestions. Please send us a message using the box below.
The length of your message must be between 10 and 500 characters.

Permitted characters:
(Alph-Numeric)
(.)(,)(?)(!)
(:)(;)(")(')
(-)(_)({)(})
(@)(\$)(%)(&)

Enter Comments to send to the SEI

Subject:

SEI Product:

[Legal](#) | [Privacy Notice](#)

Figure 16: Contact the SEI screen – ready to send

Click the “Send to the SEI” button at the bottom of the page to send your message.

The screenshot displays the SEI Partner Network Partner Resource Center interface. At the top, it shows the SEI logo and 'Carnegie Mellon University' on the left, and 'Partner Resource Center' on the right. Below this is a date bar: 'Today is Tuesday, November 10, 2020'. A green banner across the page reads 'Your message has been sent'. Below the banner is a navigation menu with buttons for 'Main View', 'ITPE Submission', 'ITPE Summary', 'Contact the SEI', and 'Logout'. The main content area is titled 'Instructions' and contains the following text: 'The SEI welcomes your questions, comments, and suggestions. Please send us a message using the box below. The length of your message must be between 10 and 500 characters. Permitted characters: (Alph-Numeric) (.)(,)(?)(!) (:)(;)(")(') (-)(_)({)(}) (@)(\$)(%)(& }'. Below the instructions is a section titled 'Enter Comments to send to the SEI' which includes a 'Subject:' text input field, an 'SEI Product:' dropdown menu with the option '- Select an SEI product if it applies to this comment', a large text area for the comment, and a 'Send to the SEI' button. At the bottom left, there are links for 'Legal' and 'Privacy Notice'.

Figure 17: Contact the SEI – your message has been sent

Logout

Click the “Logout” button in the top menu to end your session and return to the Welcome screen.

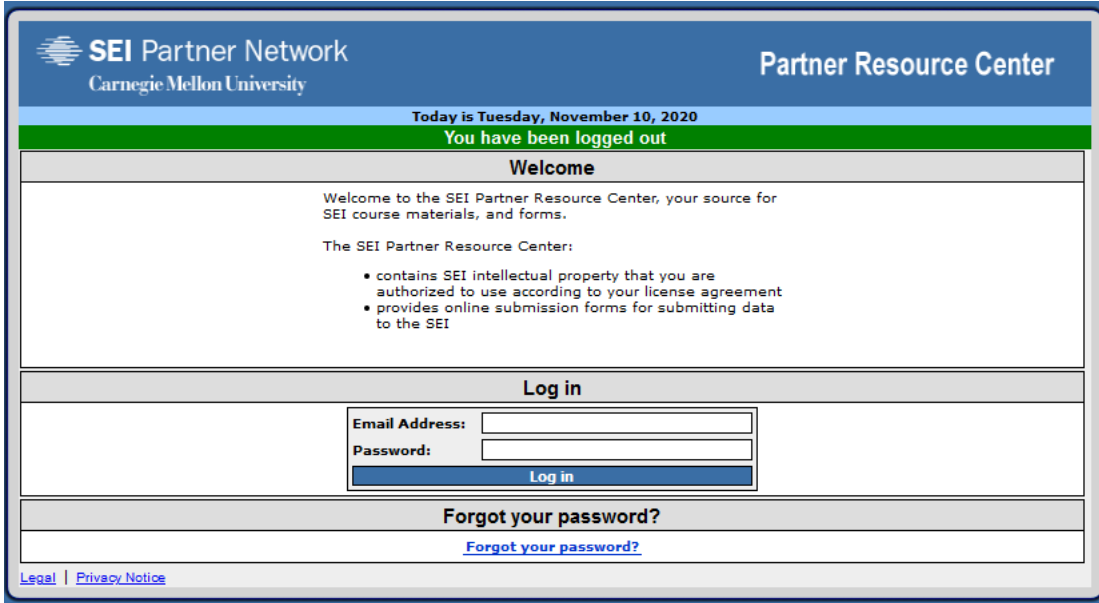


Figure 18: Logged out

Contact Us

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Web: www.sei.cmu.edu

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