

NYPD Shield Training Document

Process	Portal Registration and Login
Users	Non-Registered Users with Approved Memberships

Process: The ability for an approved member to use the Invitation Code sent to the business email once the Shield Admins approve the membership requests. This process is applicable to ALL approved members with Level 1, 2 or 3 access.

Precondition: The user has applied/submitted the Membership request via the new Shield Portal AND Shield Admin as Approved the Membership Request.

Access the Invitation email from Shield

1. Once the Shield Admin approves the membership request and assigns a level the system will send an Invitation Email to registered users email

NYPD SHIELD: Welcome to the NYPD SHIELD program - Saved
Email

Email Related

Dear ARIFUL MONDAL ,

Your request for membership in the NYPD SHIELD program has been approved.

Please use your redemption code to set up your account [Invitation Code](#)

You have opted into the following alerts:

- **All Alerts : No** (Members would receive all alerts broadcasted)
- **Breaking News : Yes** (Alerts inform our members of breaking news events. Events could include active shooter incidents and terrorist attacks not necessarily confined to New York City. This information is based on open source media.)

Redeem Invitation Code

1. Access the Email and Click the Invitation Code

NYPD SHIELD: Welcome to the NYPD SHIELD program - Saved

Email

Email Related



Dear ARIFUL MONDAL,

Your request for membership in the NYPD SHIELD program has been approved.

Please use your redemption code to set up your account [Invitation Code](#)

2. The system will navigate to the Redeem Invitation Page on Shield Portal with the Invitation Code already populated for the user (User must not edit/change/update the code or click any other tabs)

NYPD SHIELD
COUNTERRING TERRORISM through INFORMATION SHARING

Search  Sign In April 04, 2022 4:00 PM 

Home About Initiatives Apply for Membership How Can I Help FAQ Global Shield Network Contact Us

[Sign in](#) [Redeem invitation](#)

Sign up with an invitation code

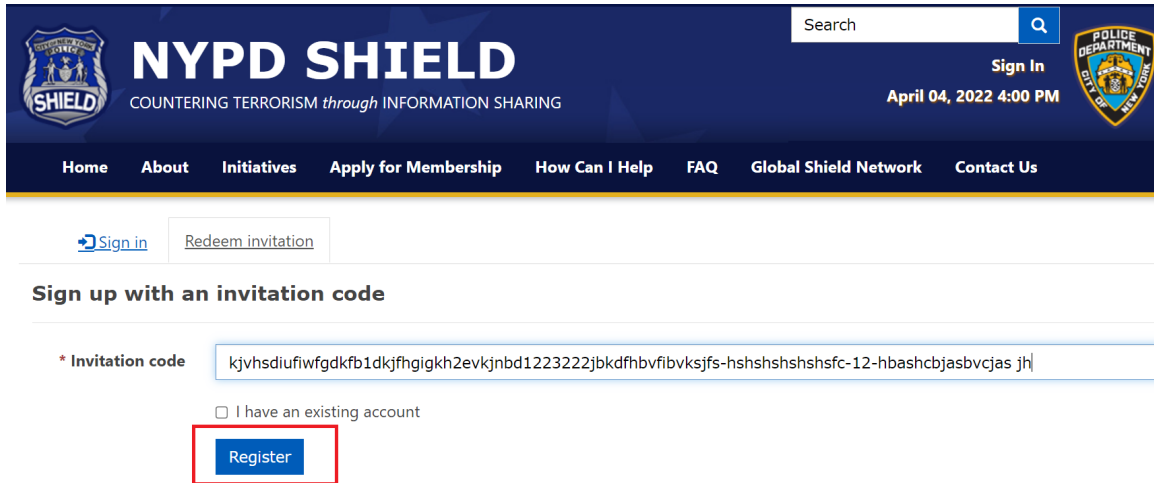
* Invitation code

☐ I have an existing account

[Register](#)

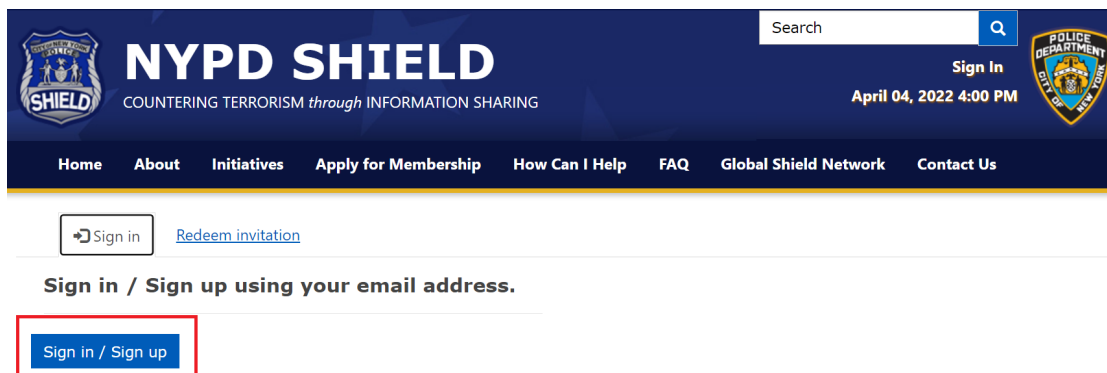
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3. Click Register – to redeem the code The system will navigate to the Redeem Invitation Page on Shield Portal



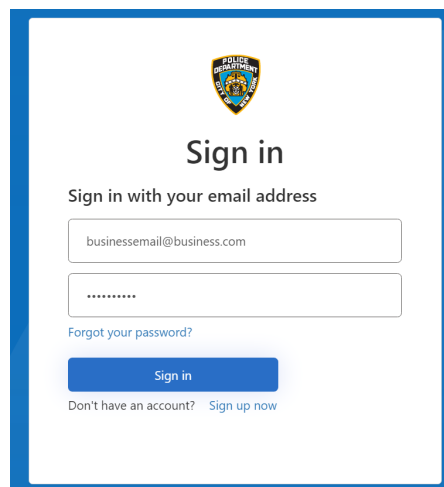
The screenshot shows the NYPD SHIELD portal header with the logo, search bar, and navigation links. Below the header, there are tabs for 'Sign in' and 'Redeem invitation'. The 'Redeem invitation' tab is selected. The main heading is 'Sign up with an invitation code'. Below this, there is a text input field for the invitation code, which contains a long alphanumeric string. Below the input field, there is a checkbox labeled 'I have an existing account'. Below the checkbox, there is a blue button labeled 'Register' which is highlighted with a red rectangle.

4. The system will present the user the ability to use the Sign In/Sign Up using their email



The screenshot shows the NYPD SHIELD portal header. Below the header, there are tabs for 'Sign in' and 'Redeem invitation'. The 'Sign in' tab is selected. The main heading is 'Sign in / Sign up using your email address.'. Below this, there is a blue button labeled 'Sign in / Sign up' which is highlighted with a red rectangle.

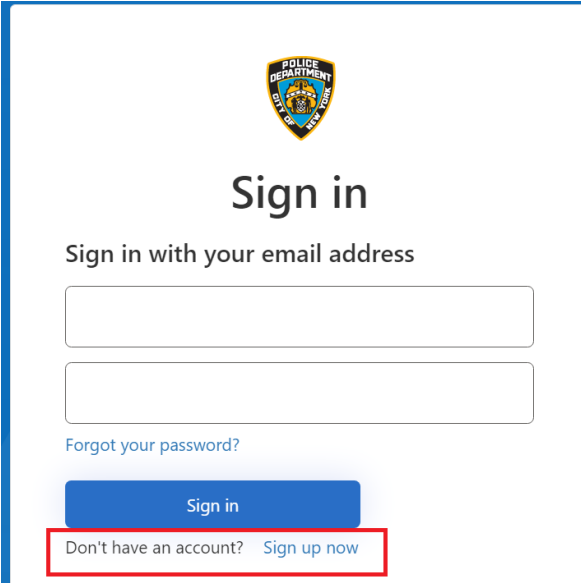
5. Upon clicking the Sign In/Sign Up the system will navigate to the newly designed B2C authentication screen



The screenshot shows the B2C authentication screen. At the top, there is the NYPD SHIELD logo. Below the logo, the heading is 'Sign in'. Below the heading, there is a sub-heading 'Sign in with your email address'. Below the sub-heading, there are two text input fields: the first for email address (containing 'businessemail@business.com') and the second for password (containing '*****'). Below the password field, there is a link 'Forgot your password?'. Below the links, there is a blue button labeled 'Sign in'. Below the button, there is a link 'Don't have an account? Sign up now'.

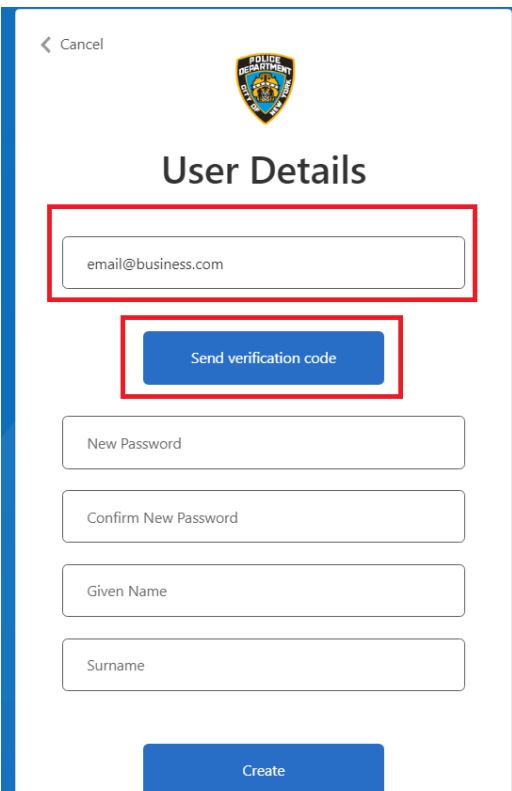
Registration/Creating New Account

1. As a first time approved user click Sign Up Now



The image shows a 'Sign in' screen for the NYPD. At the top is the NYPD shield logo. Below it, the text 'Sign in' is displayed in a large font, followed by 'Sign in with your email address'. There are two input fields: one for email and one for password. Below the password field is a link that says 'Forgot your password?'. At the bottom, there is a blue 'Sign in' button and a link that says 'Don't have an account? Sign up now'. The 'Sign up now' link is highlighted with a red rectangular box.

2. Input the email used for membership request (business email) and request for verification code

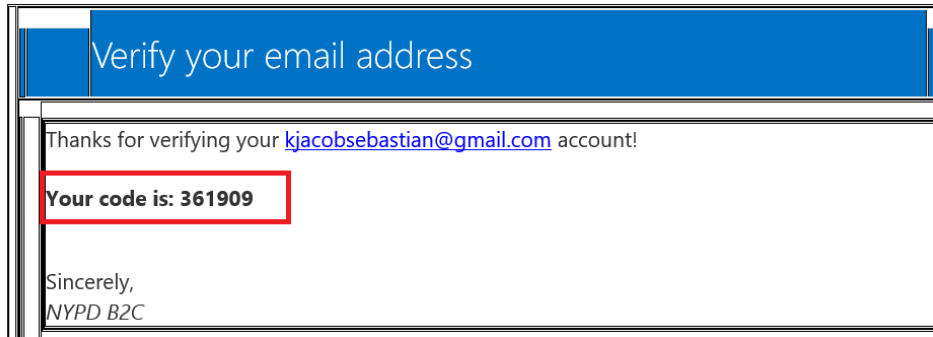


The image shows a 'User Details' screen for the NYPD. At the top is the NYPD shield logo. Below it, the text 'User Details' is displayed in a large font. There is a 'Cancel' link at the top left. Below the title, there is a red rectangular box around an email input field containing 'email@business.com'. Below the email field is a blue button labeled 'Send verification code', which is also highlighted with a red rectangular box. Below the button are four input fields: 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. At the bottom of the screen is a blue 'Create' button.

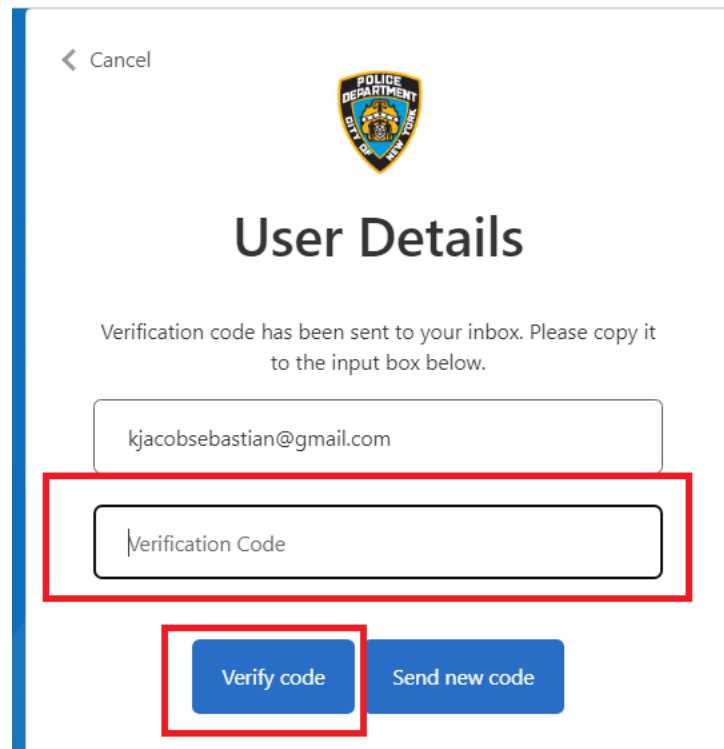
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3. Login into your email and retrieve the code

Date: Mon, 4 Apr 2022 at 08:54
Subject: NYPD B2C account email verification code
To: <kjacobsebastian@gmail.com>



4. Enter the code into Verification Code field and Click Verify Code on Shield Portal



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5. Once verified enter the password, Given Name and Last Name and Click Create



User Details

kjacobsebastian@gmail.com

New Password

Confirm New Password

Given Name

Surname

Create

6. Once the user clicks Create - System will perform another authorization (Multifactor Authorization)

< Cancel



User Details

Verification is necessary. Please click Send button.

Email Address

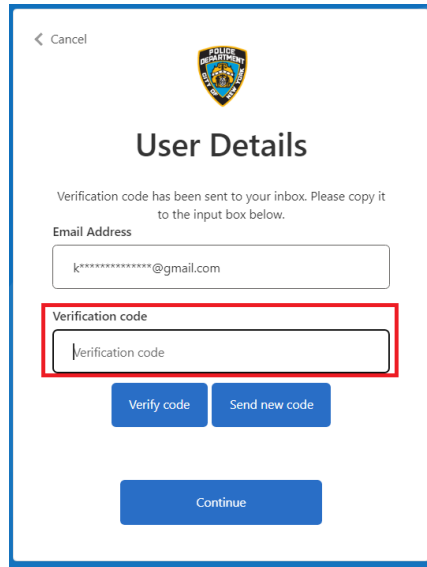
k*****@gmail.com

Send verification code


Continue

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7. Enter the Verification Code and click Verify Code to confirm email



< Cancel



User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

k*****@gmail.com

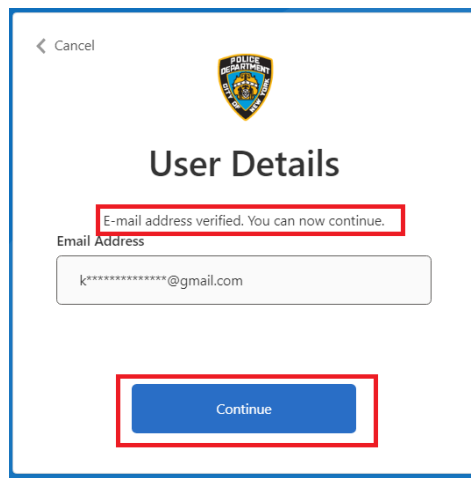
Verification code

Verification code


Verify code Send new code

Continue

8. Email is successfully verified and the user can click continue and login to the PORTAL



< Cancel



User Details

E-mail address verified. You can now continue.

Email Address

k*****@gmail.com

Continue

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9. User Successfully logs into Shield Portal and lands on Profile Page (User can view Tabs based on the Level Assigned)

The screenshot shows the NYPD SHIELD web application. The header features the NYPD SHIELD logo, the tagline "COUNTERING TERRORISM through INFORMATION SHARING", a search bar, and a user welcome message "Welcome, John Doe" with a dropdown arrow and the date "April 04, 2022 7:34 PM". The navigation menu includes links for Home, About, Initiatives, How Can I Help, FAQ, Welcome, and Global Shield Network. Below this is a secondary menu with Briefs & Reports, Presentations, Securing the Cities, Resource Library, and Contact Us. The main content area is titled "Your Information" and contains a profile section on the left with tabs for Profile and Security. The Profile tab is active, showing a user card for John Doe and a confirmation message: "Your email requires confirmation" with a "Confirm Email" button. The main form area contains fields for First Name (John), Last Name (Doe), E-mail (testemail@testemail.com), Business Phone (898-898-9898), Organization Name (Test), and Job Title (test). A sidebar on the left shows a vertical list of navigation options: Profile, Security, and Manage External Authentication.

NYPD SHIELD
COUNTERING TERRORISM through INFORMATION SHARING

Search

Welcome, John Doe

April 04, 2022 7:34 PM

Home About Initiatives How Can I Help FAQ Welcome Global Shield Network

Briefs & Reports Presentations Securing the Cities Resource Library Contact Us

John Doe

Please be sure to maintain this information up-to-date.
The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.
The **Email Address** and **Phone** number will not be displayed on the site.

Profile

Security

Manage External Authentication

Your email requires confirmation

Your Information

First Name * <input type="text" value="John"/>	Last Name * <input type="text" value="Doe"/>
E-mail * <input type="text" value="testemail@testemail.com"/>	Business Phone * <input type="text" value="898-898-9898"/>
Organization Name * <input type="text" value="Test"/>	Job Title * <input type="text" value="test"/>