

**NERC**

NORTH AMERICAN ELECTRIC  
RELIABILITY CORPORATION

# ALIGN

## Registered Entity Newsletter

November 2020

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## LET'S GET ALIGNED: KEY TAKEAWAYS

### **Just Launched: Change Readiness Assessment Pulse Check Survey**

As part of our efforts to increase change readiness across the ERO Enterprise, the Align team conducted two, short survey-style change readiness assessments last year. The change readiness assessments are key tools for gauging the level of readiness across the ERO Enterprise and helping to identify areas where additional training, communication, and stakeholder engagement activities are required to drive change adoption.

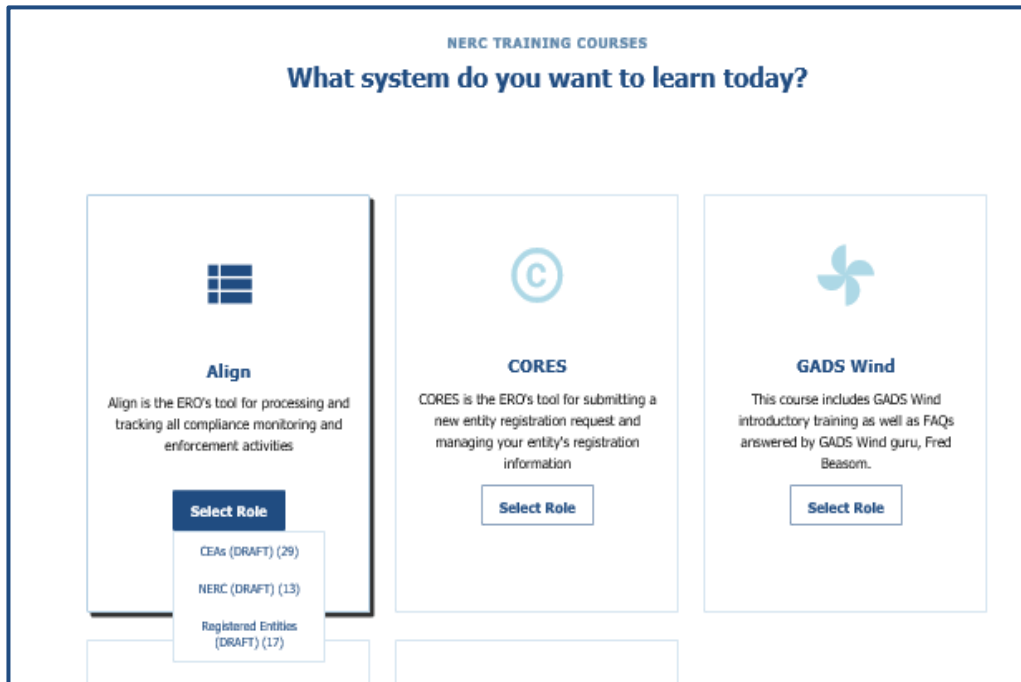
Given the number of readiness activities that have been conducted this year, we are rolling out a [2020 change readiness assessment pulse check survey](#). Please take 5-10 minutes to submit your survey response. Your feedback is critical to help us ensure you are prepared for Release 1!

### **Know What's Coming: Training**

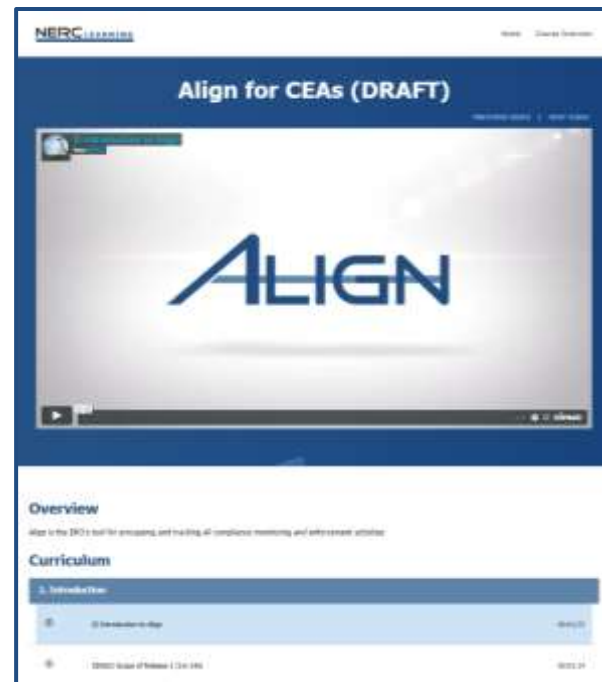
As we shift our focus toward training, the Align team has shared the Release 1 Training Plan and Strategy, which outlines the training approach and a high-level sequence of training events, with the regional training leads. The training leads are responsible for regional and registered entity training and are currently developing Region-specific plans that will inform training rollout over the next few months. Please note that there may be variations in the training schedule and delivery for different Regions based on their respective training plans.

Recently, the team hosted the first Train-the-Trainer (TTT) session for regional training leads, which was used to review the various training tools, post go-live support process, and the dedicated training environment available for Align. The Align project team will hold a refresher TTT session in January as we get closer to go-live.

All training materials, including the training videos that were previewed during the regional adoption workshops and the registered entity testing exercise, are now available on the [NERC Training Site](#). You can navigate to the training videos relevant for your role as seen Figures 1.1 and 1.2 below.



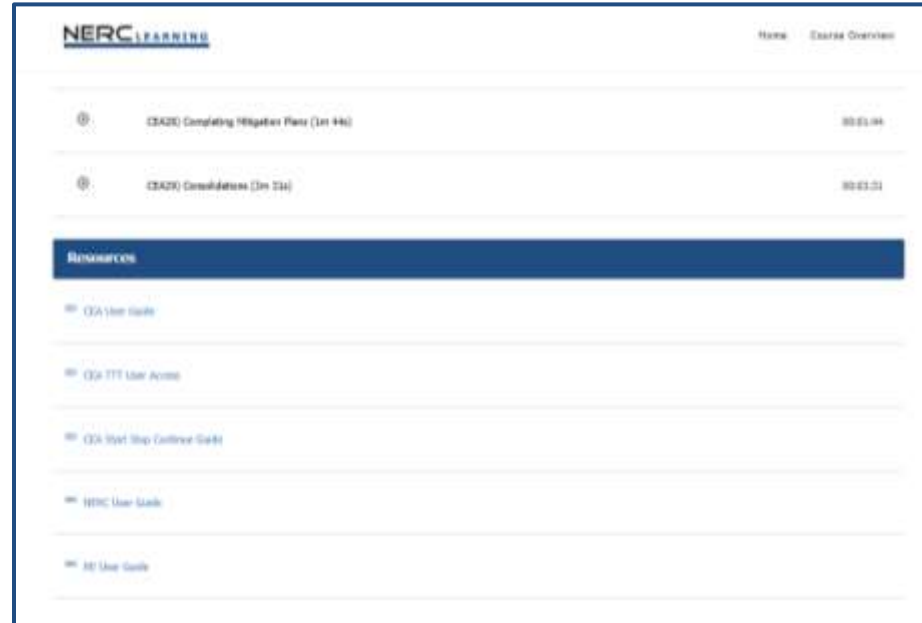
**Figure 1.1: NERC Training Site**



**Figure 1.2: NERC Training Site**

David Abdalla, senior program manager for Tennessee Valley Authority, has been with the company for nearly 15 years and recently reviewed the registered entities training videos on the NERC Training Site. “The new Align tool provides a number of enhancements and upgrades, which will make it easier to understand, input, and track items. The Align system screens are cleaner and easier to follow than previous systems, and also provide detailed help text to guide users through different screens,” said Abdalla. “The training videos are short, concise, easy to reference, and provide step-by-step instructions. I am looking forward to using the Align tool starting next year.”

In addition to the training videos, the site contains comprehensive End-User and Start/Stop/Continue guides, all of which will be used during training. The End-User guides provide a detailed overview of how to navigate through Align Release 1 functionalities, while the Start/Stop/Continue guides provide detailed guidance on which activities move to Align and which activities stay inside the legacy systems. Each Region will use the same training materials as seen in Figure 1.3 below.



**Figure 1.3: NERC Training Site**

Please reach out to the Training subject matter experts (SMEs) for your Region with any training-related questions. Please note that Align and ERO Secure Evidence Locker (SEL) training for registered entities will not begin until Q1 of 2021, closer to the rollout of Align in your Region. Your regional Align Change Agent and Training SMEs will communicate specific dates and times for these Align training events.

Align Training SMEs	
Organization	Training SMEs
MRO	<a href="#">Michael Spangenberg</a> ; <a href="#">Ryan McNamara</a>
NERC	<a href="#">Sara Minges</a> ; <a href="#">Simran Ahuja</a>
NPCC	<a href="#">Daniel Kidney</a> ; <a href="#">Kimberly Griffith</a>
RF	<a href="#">Bob Folt</a> ; <a href="#">Ron Ross</a>
SERC	<a href="#">Janice Carney</a> ; <a href="#">Rick Dodd</a> ; <a href="#">Shawna Speer</a>
Texas RE	<a href="#">Machelle Castro</a> ; <a href="#">Rachel Coyne</a> ; <a href="#">Rochelle Brown</a>
WECC	<a href="#">Angie Shapiro</a> ; <a href="#">Mailee Cook</a>

### **Benefits of the ERO Secure Evidence Locker**

The Align team is continuing to make progress with the ERO SEL, which is under construction and will be implemented in conjunction with Align Release 1 on March 31, 2021. The ERO SEL is a key component of NERC’s reimagined suite of Compliance Monitoring and Enforcement Program (CMEP) work and data management tools.

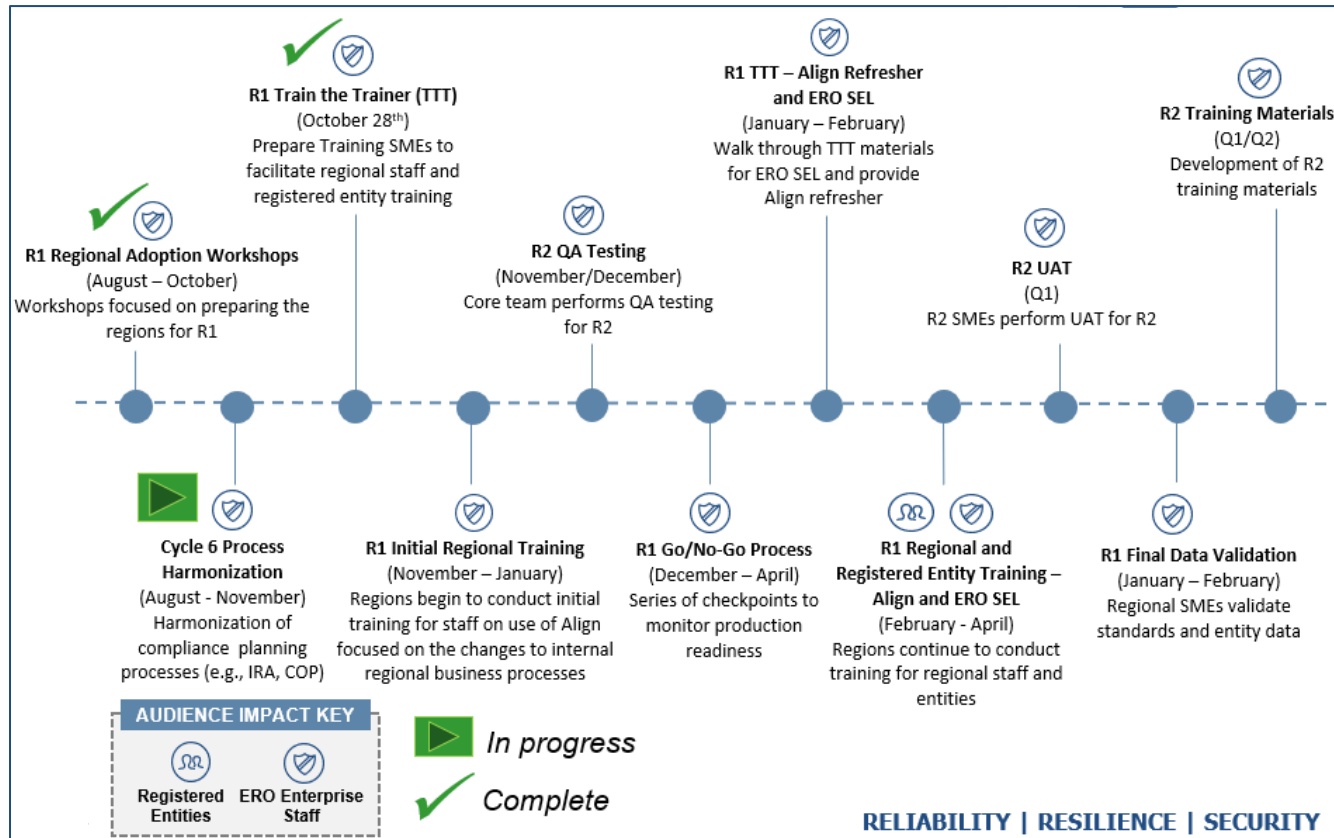
The ERO SEL will provide an isolated, on-premise environment for evidence analysis across the ERO Enterprise. In addition to securing the evidence process, the ERO SEL will:

- Ensure proper chain of custody management for registered entity evidence through compartmentalized access provided to select authorized users;
- Monitor and limit the length of time that evidence is within the possession of the ERO Enterprise; and
- Eliminate the creation of evidence copies to limit exposure and destroy evidence on a schedule to ensure that evidence is for kept the least amount of time necessary.

For more information on the ERO SEL, visit the “Secure Evidence Locker Functionality” section on the [Align FAQs](#) page. The team is also hosting an [ERO Enterprise stakeholder webinar](#) to share information on registered entity self-built lockers on Monday, November 30 from 1:00–2:00 p.m. Eastern.

### Updated Timeline of Key Activities

The coming months are packed with communications and training activities to ensure that the ERO Enterprise and the registered entities are fully prepared for a smooth transition to Align and the SEL as well as future releases. The timeline below provides an overview of key activities over the next six months.



**Figure 1.4: Key Activities Timeline**

### Accessing Align: Act Now!

As we continue to get closer to Release 1, it is important that you complete the setup or verification of your ERO Portal Account. You are required to have an active ERO Portal Account prior to accessing Align. **Please follow the instructions below to verify your existing account or set up your new account!** If you cannot remember your username/password, select the “Forgot Password/Username” to reset your password. If you have questions or problems concerning your ERO Portal account, please submit a support ticket [here](#).

All registered entities should also have a primary compliance contact (PCC) set up with an ERO Portal Account. PCCs will be responsible for managing access for their organizations within the ERO Portal. Prior to go-live, NERC will ensure all PCCs with ERO Portal Accounts are set up as an Align Registered Entity Submitter and the Entity Administrators responsible for approving access requests.

#### To Set Up an ERO Portal Account:

1. Navigate to <https://eroportal.nerc.net>.
2. Select “Register” in the upper left-hand corner.
3. Complete the registration form and click “Submit.”

#### To Verify an ERO Portal Account:

1. Navigate to <https://eroportal.nerc.net>.
2. Select “Sign In” in the upper left-hand corner.
3. Enter your credentials to confirm access to ERO Portal.

### Quick Links for Reference

Here is a list of links to commonly requested project materials for Align and the ERO SEL. Please reach out to your Change Agents for additional materials.

Quick Links
<a href="#">FAQs</a>
<a href="#">Program Business Case</a> (Updated April 2020)
<a href="#">Registered Entity SEL Functional Specification</a> (Updated November 2020)
<a href="#">ERO SEL Stakeholder Presentation</a> (March 23, 2020)

[Project SME Site](#) (Secure Member Access Only)

[NERC Training Site](#)

### Want to Learn More? Key Contacts and Resources

The next Align Q&A is scheduled for **Tuesday, November 24**, and is open to everyone in the ERO Enterprise. Join this call to get answers to your questions and hear the latest updates from the project team. Please reach out for call details and submit your questions in advance to [AskAlign@NERC.net](mailto:AskAlign@NERC.net). You can also reach out to your Region’s Change Agents, who meet on a monthly basis and have the latest project updates. They are another resource available to you for asking questions or sharing comments and feedback on the project.

Align Change Agents	
Organization	Change Agents
MRO	<a href="#">Desiree Sawyer</a> , <a href="#">Marissa Falco</a>
NERC	<a href="#">Chris Boyd-Witherspoon</a> , <a href="#">Jamie Calderon</a> , <a href="#">Farzaneh Tafreshi</a> , <a href="#">Sara Minges</a>
NPCC	<a href="#">Jason Wang</a> , <a href="#">Kimberly Griffith</a>
RF	<a href="#">Ray Sefchik</a>
SERC	<a href="#">Andrew Williamson</a> , <a href="#">Janice Carney</a> , <a href="#">Melinda Montgomery</a> , <a href="#">Rick Dodd</a> , <a href="#">Todd Curl</a>
Texas RE	<a href="#">Rochelle Brown</a>
WECC	<a href="#">Ben Aldous</a> , <a href="#">Mailee Cook</a> , <a href="#">Michael Dalebout</a>

### ABOUT THE ALIGN NEWSLETTER

This newsletter compiles a list of important Align project updates with actionable deadlines, as well as upcoming events, recently posted resources, and other relevant news and information. Please email [AskAlign@nerc.net](mailto:AskAlign@nerc.net) with feedback on this newsletter. Current and future newsletters and additional project resources, including the regularly updated [Align FAQs](#), can be found on the [Align Project Site](#).