



# USDA eAuthentication

## Forgotten User ID Training Guide



June 25, 2012 V.3

For Internal Users, please reference [pages 3-11](#).

If your are a USDA Customer, please reference [pages 12-18](#).

# Internal User

## Retrieve My Forgotten User ID

The following process to retrieve your User ID can be used for all employee, contractor and affiliate accounts.

Please follow the instructions provided in this guide before contacting the Helpdesk for assistance.

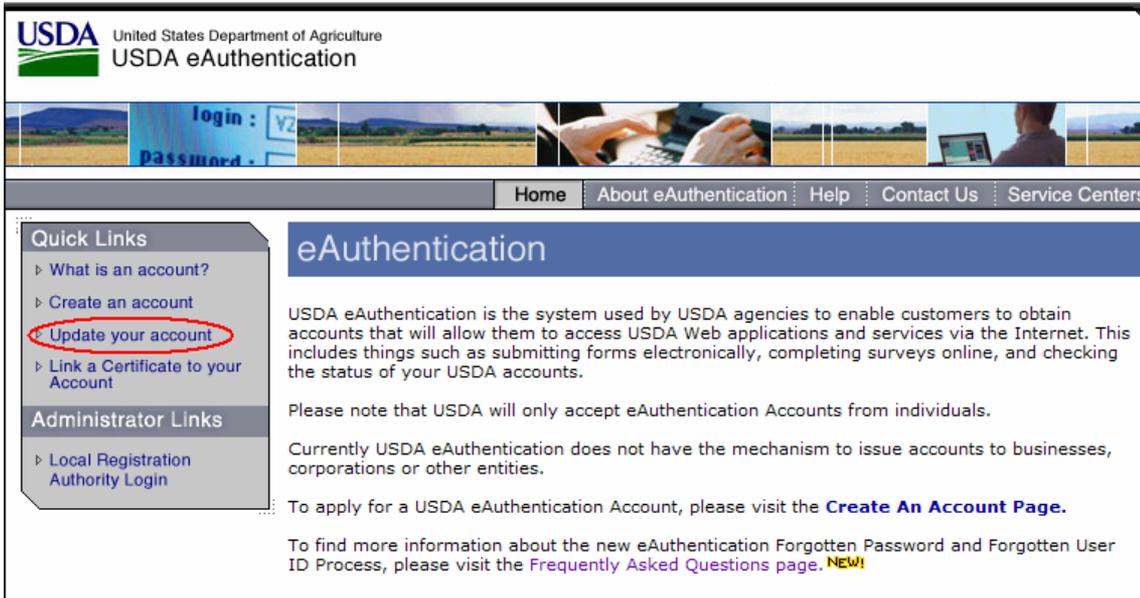
# Internal User

## Steps for Retrieving a User ID

1. Access Self Service
2. Log into Identity Manager with Your LincPass
  1. View Your User ID in Identity Manager
3. Manual Self Service
  1. Enter your information to receive an email with your User ID
4. Contact the Helpdesk if you need additional assistance

# Internal User Access Self Service

- Go to <https://www.eauth.usda.gov>
- Click on **Update your account**



USDA United States Department of Agriculture  
USDA eAuthentication

login : VZ  
password :

Home About eAuthentication Help Contact Us Service Centers

**Quick Links**

- › What is an account?
- › Create an account
- › **Update your account**
- › Link a Certificate to your Account

**Administrator Links**

- › Local Registration Authority Login

## eAuthentication

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create An Account Page](#).

To find more information about the new eAuthentication Forgotten Password and Forgotten User ID Process, please visit the [Frequently Asked Questions page](#). **NEW!**

# Internal User

## Access Self Service (cont.)

- Click on **I Agree** on the “Warning” page to proceed to our login screen.

\*\*\*\*\*WARNING\*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

\*\*\*\*\*WARNING\*\*\*\*\*

# Internal User Access Self Service (cont.)

- Under the “User ID” field, click on the **Forgot your User ID?** Link.



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**eAuthentication Login**

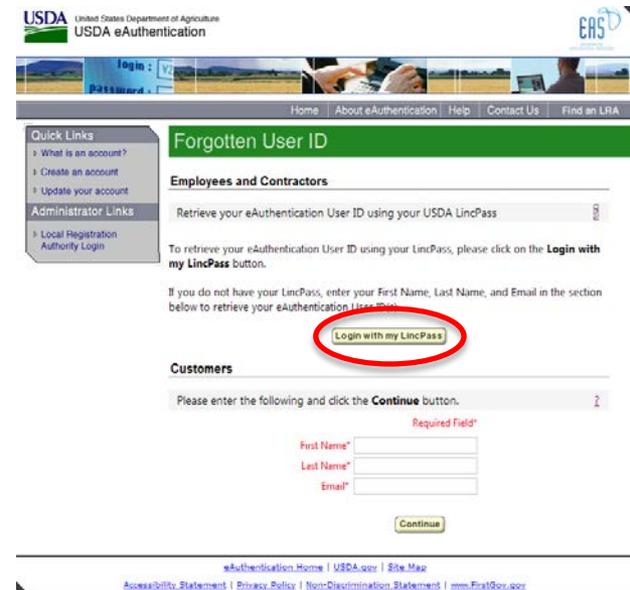
**User ID:**   
[Forgot your User ID?](#)

**Password:**   
[Forgot your Password?](#)  
[Change My Password](#)

# Internal User

## Select LincPass or Manual Self Service

- As a USDA employee/contractor/affiliate, we strongly recommend using your LincPass to retrieve your forgotten User ID first before selecting the Manual Self Service option.
- Click the **Login with my LincPass** button to log into Identity Manager



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USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

### Forgotten User ID

**Employees and Contractors**

Retrieve your eAuthentication User ID using your USDA LincPass

To retrieve your eAuthentication User ID using your LincPass, please click on the **Login with my LincPass** button.

If you do not have your LincPass, enter your First Name, Last Name, and Email in the section below to retrieve your eAuthentication User ID.

**Login with my LincPass**

**Customers**

Please enter the following and click the **Continue** button.

Required Field\*

First Name\*

Last Name\*

Email\*

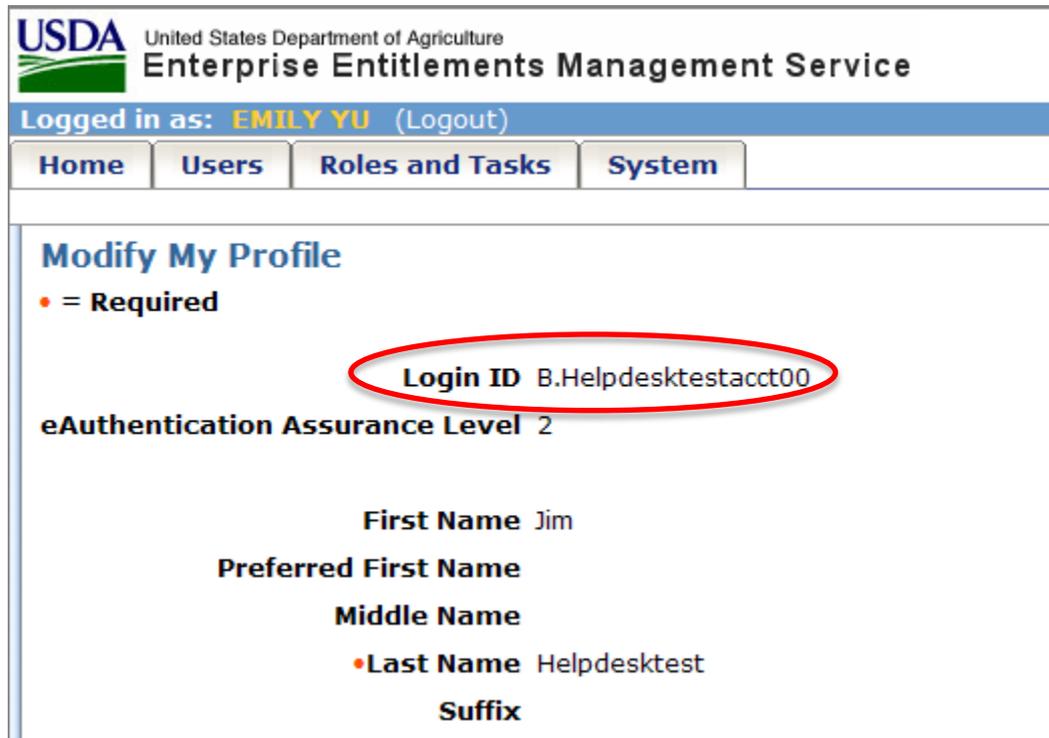
**Continue**

eAuthentication Home | USDA.gov | Site Map  
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# Internal User

## View My User ID

- Go to the **Home** tab and select **Modify My Profile** to view your User ID (also known as the Login ID).



USDA United States Department of Agriculture  
Enterprise Entitlements Management Service

Logged in as: **EMILY YU** (Logout)

Home Users Roles and Tasks System

### Modify My Profile

• = Required

**Login ID** B.Helpdeskttestacct00

eAuthentication Assurance Level 2

First Name Jim

Preferred First Name

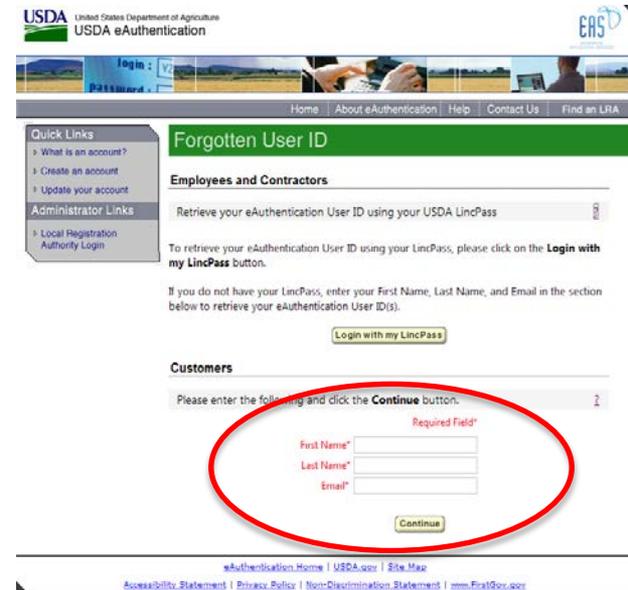
Middle Name

• Last Name Helpdeskttest

Suffix

# Internal User Manual Self Service

- For manual Self Service, you will need to fill in your First Name, Last Name and email address and then press the **Continue** button.
- This information should match what you entered when you first registered for your eAuthentication account.
- Once you press **Continue**, you will receive an email with your User ID in approximately 10 minutes or less.



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USDA eAuthentication

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**Forgotten User ID**

**Employees and Contractors**

Retrieve your eAuthentication User ID using your USDA LincPass

To retrieve your eAuthentication User ID using your LincPass, please click on the **Login with my LincPass** button.

If you do not have your LincPass, enter your First Name, Last Name, and Email in the section below to retrieve your eAuthentication User ID(s).

Login with my LincPass

**Customers**

Please enter the following and click the **Continue** button.

First Name\*  Required Field\*

Last Name\*  Required Field\*

Email\*  Required Field\*

Continue

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# Internal User

## Contact the Helpdesk

- If you are unable to retrieve your User ID or have additional eAuthentication questions, please contact the ITS Helpdesk:
  - 1-800-457-3642
  - [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov)

# USDA Customer Retrieve My Forgotten User ID

The following process to retrieve your User ID can be used for all customer account types.

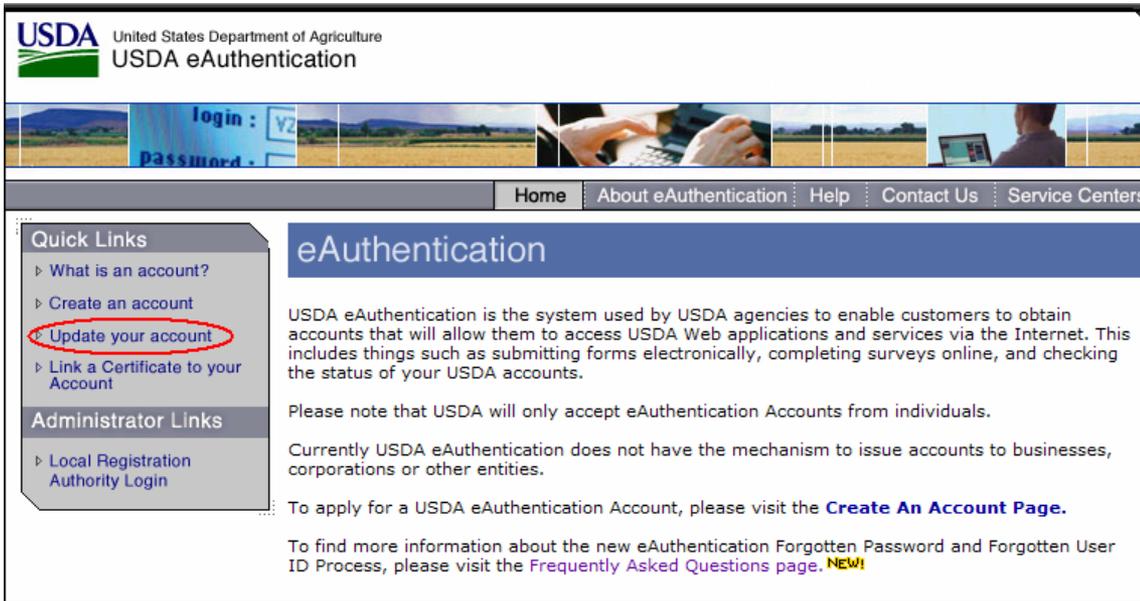
Please follow the instructions provided in this guide before contacting the Helpdesk for assistance.

# USDA Customer Steps for Retrieving a User ID

1. Access Self Service
2. Enter your information
3. Contact the Helpdesk if you need additional assistance

# USDA Customer Access Self Service

- Go to <https://www.eauth.usda.gov>
- Click on **Update your account**



**USDA** United States Department of Agriculture  
**USDA eAuthentication**

login : YZ  
password :

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**eAuthentication**

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To find more information about the new eAuthentication Forgotten Password and Forgotten User ID Process, please visit the [Frequently Asked Questions page](#). **NEW!**

# USDA Customer Access Self Service (cont.)

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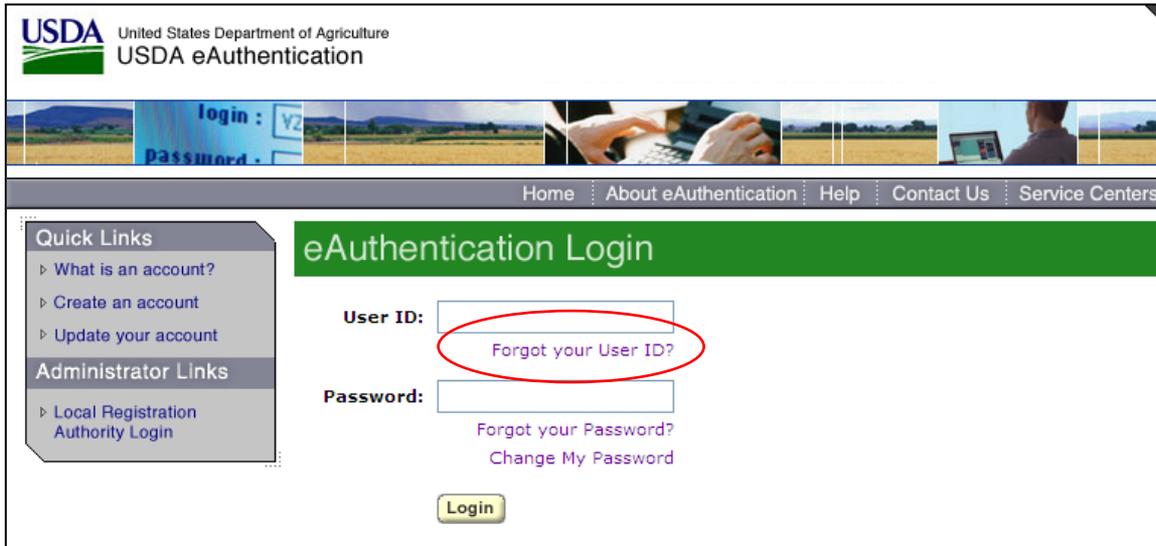
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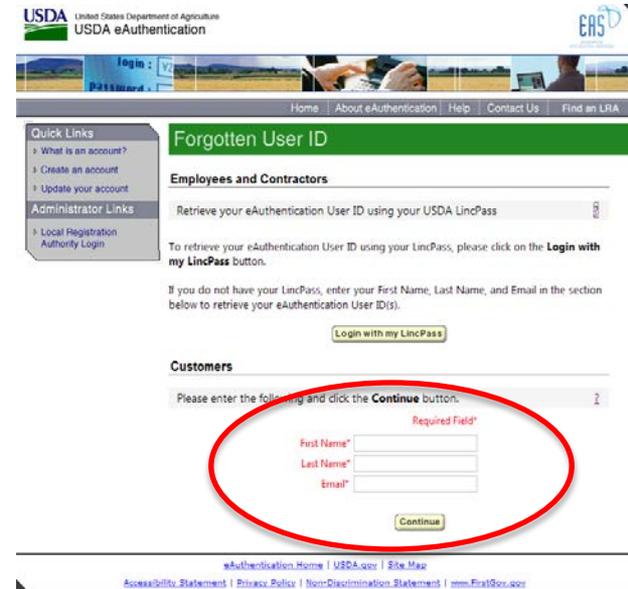
**eAuthentication Login**

**User ID:**   
[Forgot your User ID?](#)

**Password:**   
[Forgot your Password?](#)  
[Change My Password](#)

# USDA Customer Enter Your Information

- As a USDA customer, you will need to fill in your First Name, Last Name and email address and then press the **Continue** button.
- This information should match what you entered when you first registered for your eAuthentication account.
- Once you press **Continue**, you will receive an email with your User ID in approximately 10 minutes or less.



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## Forgotten User ID

### Employees and Contractors

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If you do not have your LincPass, enter your First Name, Last Name, and Email in the section below to retrieve your eAuthentication User ID(s).

Login with my LincPass

### Customers

Please enter the following and click the **Continue** button.

First Name\* Required Field\*

Last Name\*

Email\*

Continue

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# USDA Customer Contact the Helpdesk

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