Office of Chief Information Officer
Client Technology Services
Identity Access Branch

eAuthentication
Internal Registration Guide

December 15, 2016

About Internal Registration

This document details how USDA Internal workers (e.g., employees, contractors, volunteers, affiliates, etc.) can obtain a USDA eAuthentication account that allows access to USDA web applications and services protected by eAuthentication.

These accounts are obtained through an electronic self-registration process.

Contents

- Create an Account
  - Registration Email
  - Step 1: Identity Verification
  - Step 2: Identity Verification Confirmation
  - Step 3: Account Request Form
  - Step 4: Request Form Confirmation
  - Step 5: User ID and Create Password
  - Step 6: Registration Completion
  - Email Confirmation

- Contacts for Help

Create an Account

- The eAuthentication system uses data from your Human Resources record to create an account for you**
- The registration process allows you to activate your account and set several of your security questions and attributes
- eAuthentication accounts for internal users are intended for authentication and authorization of specific applications related to your job function at the USDA
- Most positions in the USDA require eAuthentication accounts

*****Throughout this guide, the term "HR" will refer to your Person Model record. The term "HR representative" will refer to the person who inputs your record into Person Model (e.g., HR rep, Contracting Officer, Sponsor, etc.).***

Registration Email

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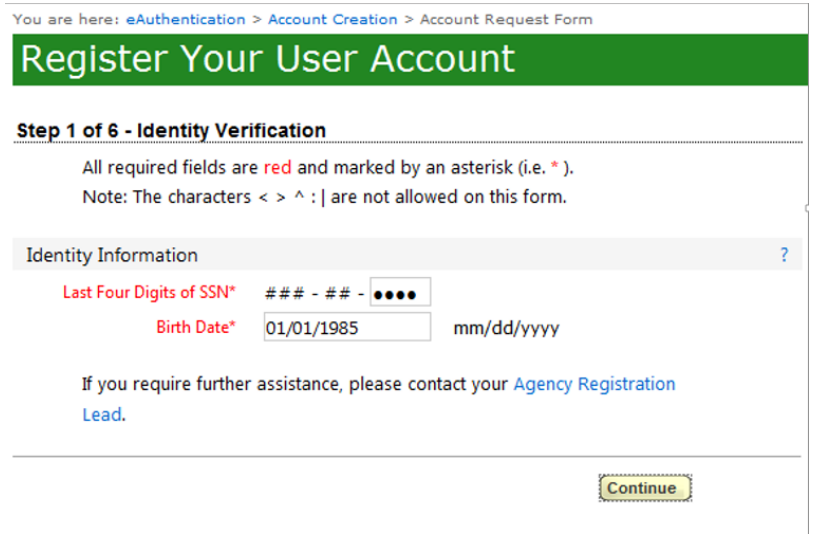
- You will receive an automated email from the USDA EEMS system for account registration once your HR record has been submitted
- Please click on the link provided in your email to begin the registration process
- If you do not receive an email, you will need to contact the Agency Registration Lead (ARL) for your agency

- To locate your ARL, please go to **https://www.eauth.usda.gov/MainPages/AgencyRegistrationLeads.aspx**

Step 1: Identity Verification

- You are required to fill out all of the fields marked in red with an asterisk *
- The first set of fields require the last 4 digits of your Social Security Number and your Birth Date to confirm your identity
- Your entries should match the information provided in your HR record
- For questions about each set of fields, you can click on the **?** box to the right of the fields



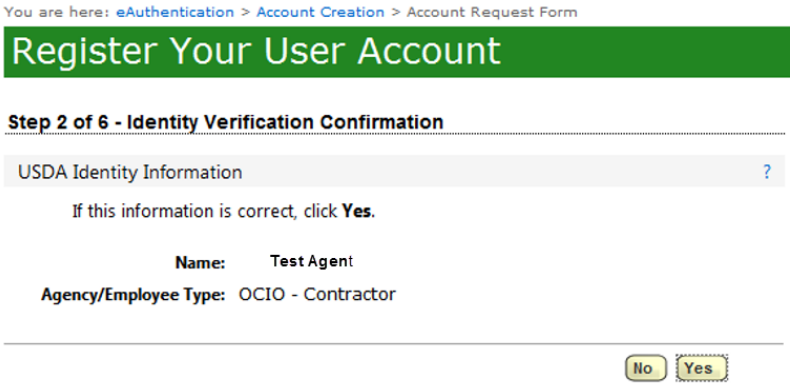
Note: If you receive an error stating that the information you provide does not match our records, please contact your HR representative.

Step 2: Identity Verification Confirmation

- Step 2 confirms your name, agency and employee type based on your HR record

- Note: If the information provided on the screen is inaccurate, please press **No**

  - You may need to contact your HR representative to correct your record information.



Step 3: Account Request Form

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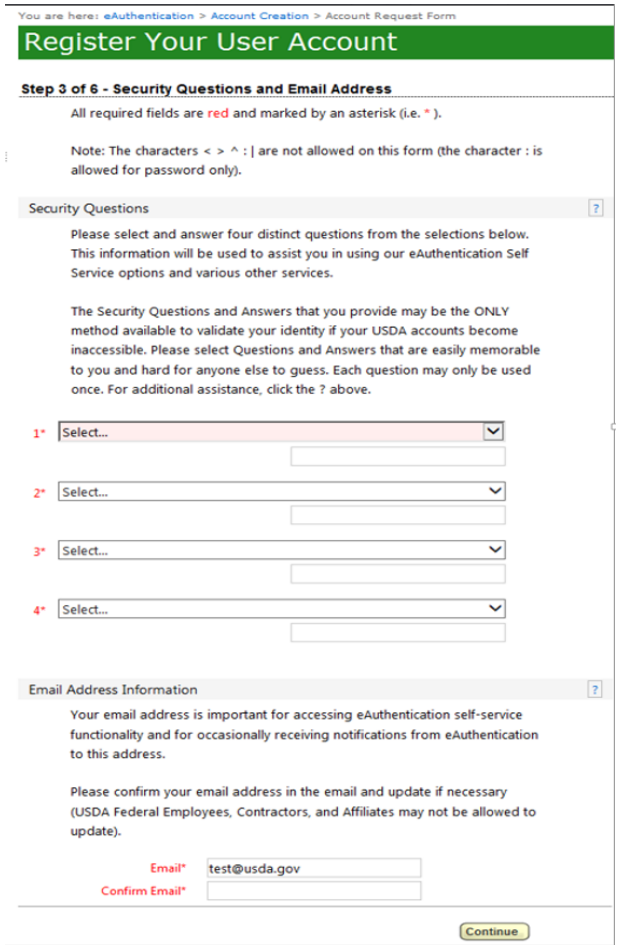
There are two main sections that need to be filled out on this screen:

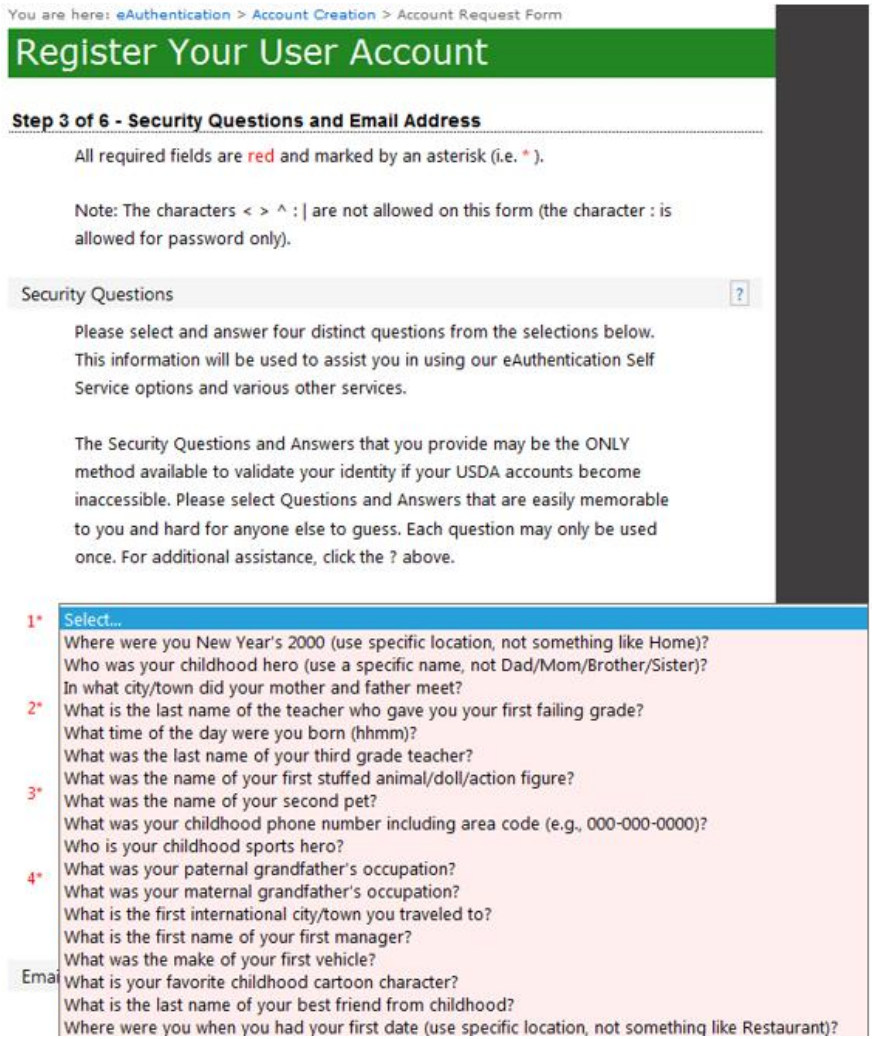
1. Security Questions

2. Email Address



Step 3: Security Questions (Continued)

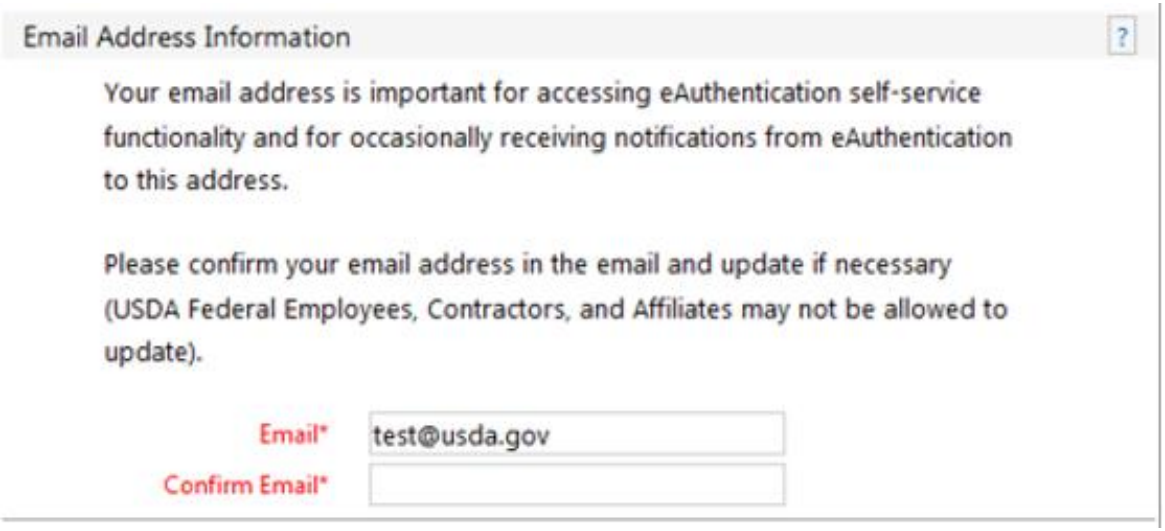
- Security questions are questions and answers that only you know the answers to
- This feature assists you if your USDA accounts become inaccessible
- It also ensures that your account is more secure from social engineering
- You can review and change your questions once you are logged into your eAuth account



Step 3: Email Address Information (Continued)

Your email address is important for accessing eAuthentication self-service functionality and for occasionally receiving notifications from eAuthentication to this address

Please confirm your email address in the email and update if necessary (USDA Federal Employees, Contractors, and Affiliates may not be allowed to update)

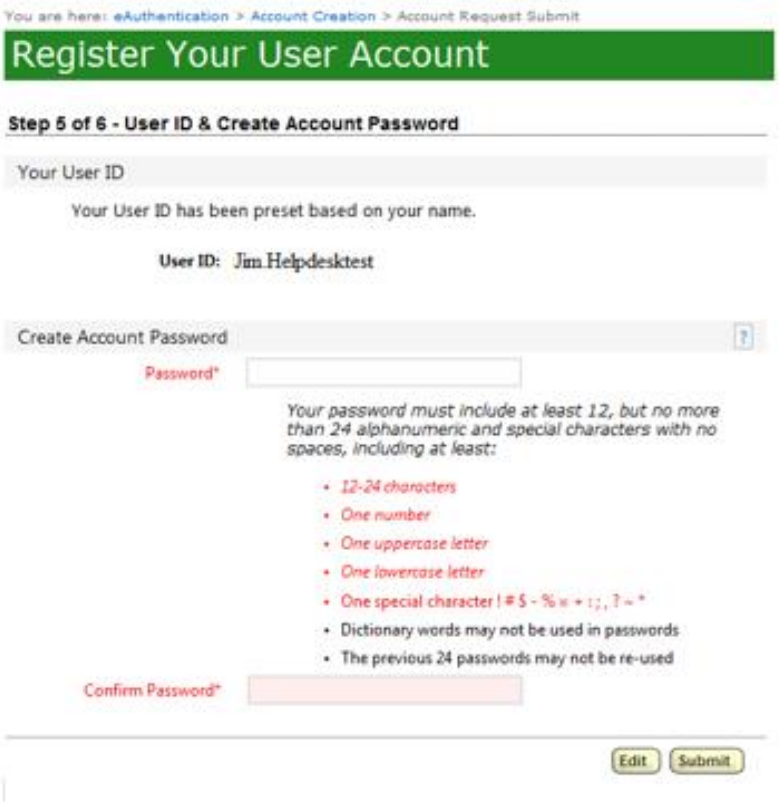


Step 4: Request Form Confirmation

- This screen allows you to verify that your information is accurate before creating your account
- If there is any field that requires correction, please press the **"Edit"** button to return to the previous screen and make the correction
- If everything is correct, press the "**Continue**" button

Step 5: User ID and Create Password

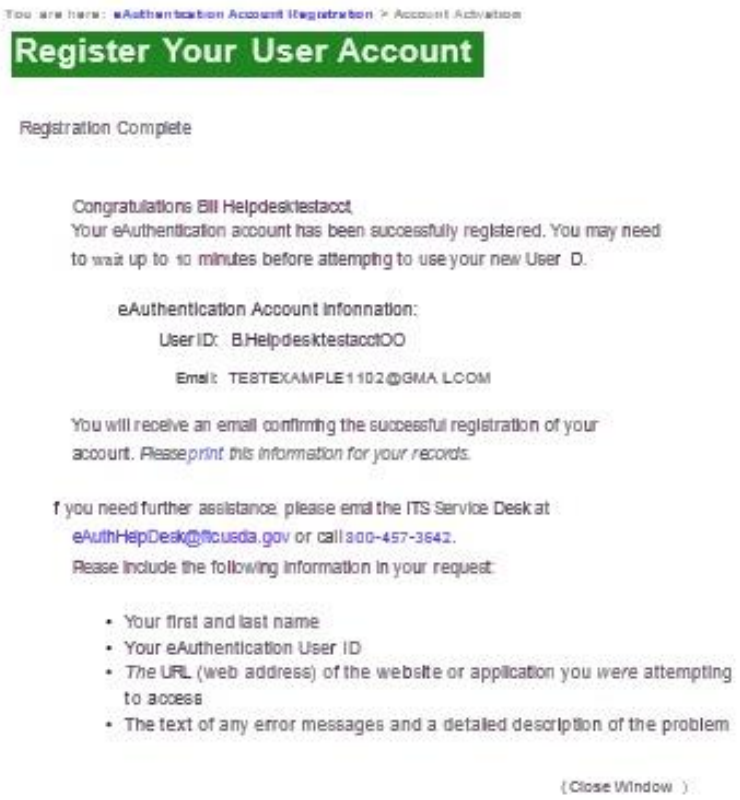
- Our system automatically generates your User ID based on the name in your HR record
- You will need to create a password for your eAuthentication account that meets the NIST guidelines for secure passwords.
- ***For more information about creating a secure password, please review our other guides:***
  Tips on Creating a Strong Password for your eAuthentication Account
  Authentication Security Responsibilities for End Users



Step 6: Registration Complete

- The final step of your registration will provide you with your User ID and the email address you have used to register your eAuthentication account

- You will also receive a confirmation email providing you with the same information



You are here: eAuthentication Account Registration > Account Activation

Register Your User Account

Registration Complete

Congratulations Bill Helpdesktestacct,
Your eAuthentication account has been successfully registered. You may need to wait up to 10 minutes before attempting to use your new User ID.

eAuthentication Account Information:
User ID: B.HelpdesktestacctOO
Email: TESTEXAMPLE1102@GMA LCOM

You will receive an email confirming the successful registration of your account. *Please print this information for your records.*

f you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftcusda.gov or call 800-457-3642.
Please include the following information in your request:

- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

(Close Window)

Step 7: Confirmation Email

- If you have registered with a valid email address, you will receive a confirmation email within 10 minutes with your User ID.

If you do not receive it please check your Spam or Junk folder

From: <eems.support@ocio.usda.gov>
Date: Tue, Jun 5, 2012 at 11:28 AM
Subject: eAuthentication: FYI - Internal Account Registration Successful
To: TESTEXAMPLE1102@gmail.com

Internal Account Registration Successful

Congratulations Jim.Helpdesktest, you have successfully registered your USDA eAuthentication account.

You may need to wait up to 10 minutes from the receipt of this email before you can use this account to access eAuthentication-protected applications.

Your new User ID is: Jim.Helpdesktest.

Please retain this information for your future reference.

If you need further assistance, please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

Please include the following information in your request:

- Your first and last name
- Your eAuthentication Login ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

Thank You,
-- The USDA eAuthentication Team

Contacts for Help

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- For additional registration assistance, please contact your Agency Registration Lead. Contact information can be found at: **https://www.eauth.usda.gov/MainPages/AgencyRegistrationLeads.aspx**

- If there are any discrepancies in the information provided from your HR record during registration, please contact your HR representative

- If you have any other technical issues or have any questions regarding your eAuthentication account, please contact the eAuthentication Helpdesk:
  - 1-800-457-3642 (Option 1)
  - **eAuthHelpDesk@ftc.usda.gov**