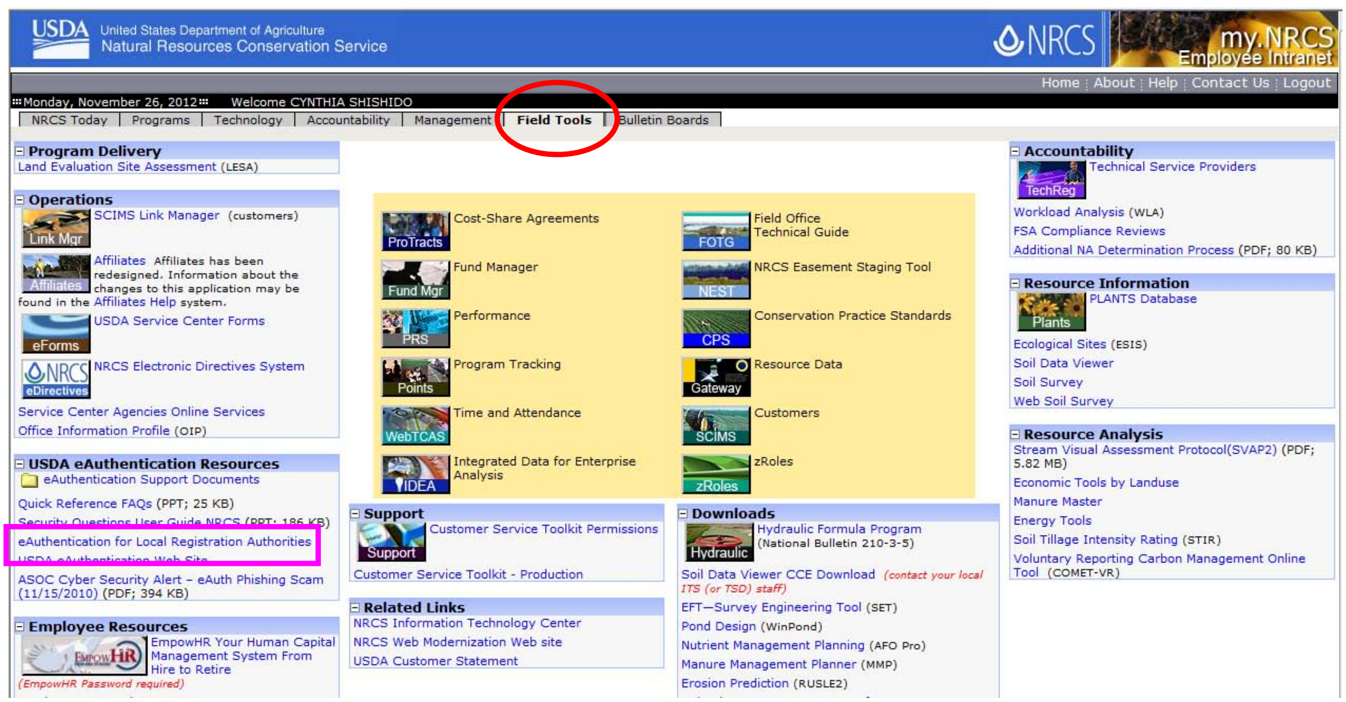
Local Registration Authority (LRA) Online Training

What is a LRA?
Local Registration Authorities (LRAs) are USDA employees who are trained to act as the trusted entity to validate the identity of a customer in eAuthentication. The role of the LRA can be compared to a Notary Public who ensures the identity of an individual conducting official business transactions.

LRAs are responsible for completing the entire process 3 step process:

- *Search for the customers User Profile in the eAuthentication application*
- *Validate the customers first name, last name, birth date, physical appearance and attributes provided on customer's government issued photo identification*
- *Activate the customer's Level 2 credentials*

1. At "**My NRCS**", select the **Field Tools** Tab
2. Under "**USDA eAuthentication Resources**, select "**eAuthentication for Local Registration Authorities**".



3. Familiarize yourself with “**LRA Information, Training & Login”**
4. Select “**Click this link to take LRA Training Course Online**”

USDA United States Department of Agriculture
USDA eAuthentication

Home | About eAuthentication | Help | Contact Us | Find an LRA

Quick Links
- What is an account?
- Create an account
- Update your account

Administrator Links
- Local Registration Authority Login

LRA Information, Training & Login

What is an LRA?

Local Registration Authorities (LRAs) are USDA employees who are trained to act as the trusted entity to validate the identity of a customer seeking a level 2 eAuthentication account. The role of the LRA can be compared to a Notary Public who ensures the identity of an individual conducting official business transactions. This process is called "identity proofing".

What are my roles as an LRA?

- The LRA serves as an integral part of the Level 2 eAuthentication registration process
- The LRA must understand the importance of the account registration and eAuthentication process
- The LRA must be able to communicate the eAuthentication account registration process to customers and how it relates to their respective Agency's applications
- The LRA role is solely to assist USDA customers with eAuthentication registration. USDA federal employees, who need to register for eAuthentication, should be directed to their Agency Registration Lead (ARL).

If you need information or assistance, contact your State LRA or Accountability Information Management System Specialist

What are my responsiblities as an LRA?

- LRAs are responsible for completing the entire 3 step process:
  1. Search for the customer's User Profile in the eAuthentication application
  2. Validate the customer's first name, last name, birth date, physical appearance and attributes provided on customer's government issued photo identification
  3. Activate the customer's Level 2 credentials
- If a discrepancy is found that will prohibit the completion of Level 2 access, then the LRA will provide the customer with the required steps to complete Level 2 activation.

LRA "Validate Level 2 Customer" Approved Forms of Identification

Recent changes have been made to the list of approved forms of photo identification for Identity proofing Services for USDA eAuthentication. Only official government-issued photo identification from this list can be accepted.

- State- or Province-issued Driver's License or Photo Identification card from the United States or Canada
- US Military or US Federal Government employment PIV/CAC (Smart) identification card (DoD, DoS, DHS, etc.)
- Valid passport from one of the following countries: Andorra, Australia, Austria, Belgium, Bermuda, Brunei, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guam, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Marshall Islands, Mexico, Micronesia, Monaco, the Netherlands, New Zealand, Northern Mariana Islands, Norway, Portugal, San Marino, Singapore, Slovak Republic, Slovenia, South Korea (Republic of Korea), Spain, Sweden, Switzerland, the United Kingdom or the United States of America.

For more information:

If you have questions about eAuthentication, please contact eAuthHelpDesk@ftc.usda.gov.

If you have questions about the LRA program or role, please contact eAuthTier3Support@ocio.usda.gov.

Ready to become an LRA?

If you would like to take the LRA Training Course and become an LRA, your agency's LRA Coordinator will need to add an access role, for the training, to your eAuthentication account profile. If you do not know who your Agency LRA Coordinator is, please reach out to your Agency or State eGov Coordinator.

Please click the link below to proceed with the LRA Training Course online.

To take the training course, click on the link.
(The training may also be taken as a refresher at any time.)

Click this link to take LRA Training Course Online

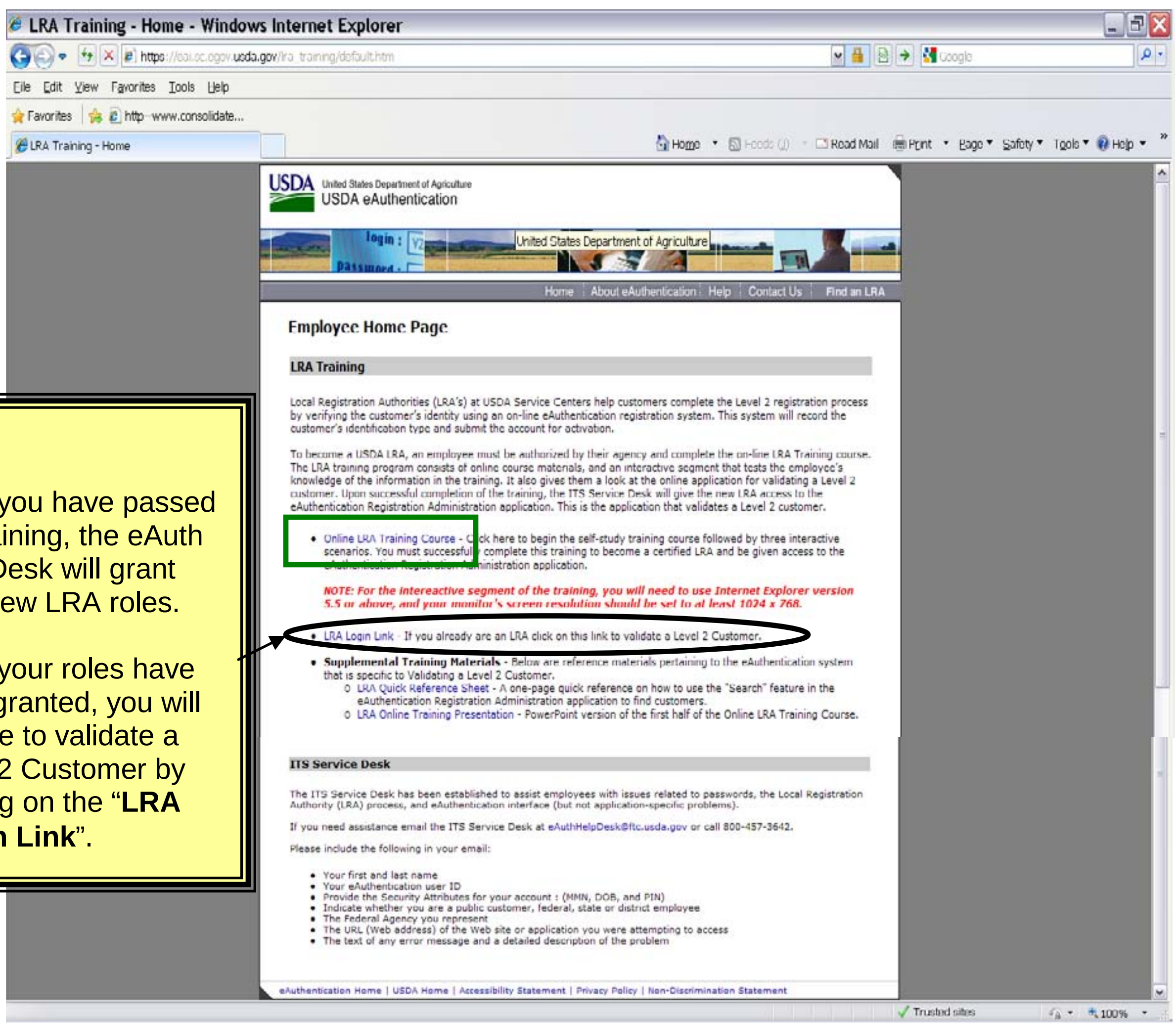
Already an LRA?

Please click the link below to perform your LRA duties.

Click this link to Validate a Level 2 Customer

5. Authenticate

6. Select "**Online LRA Training Course**"

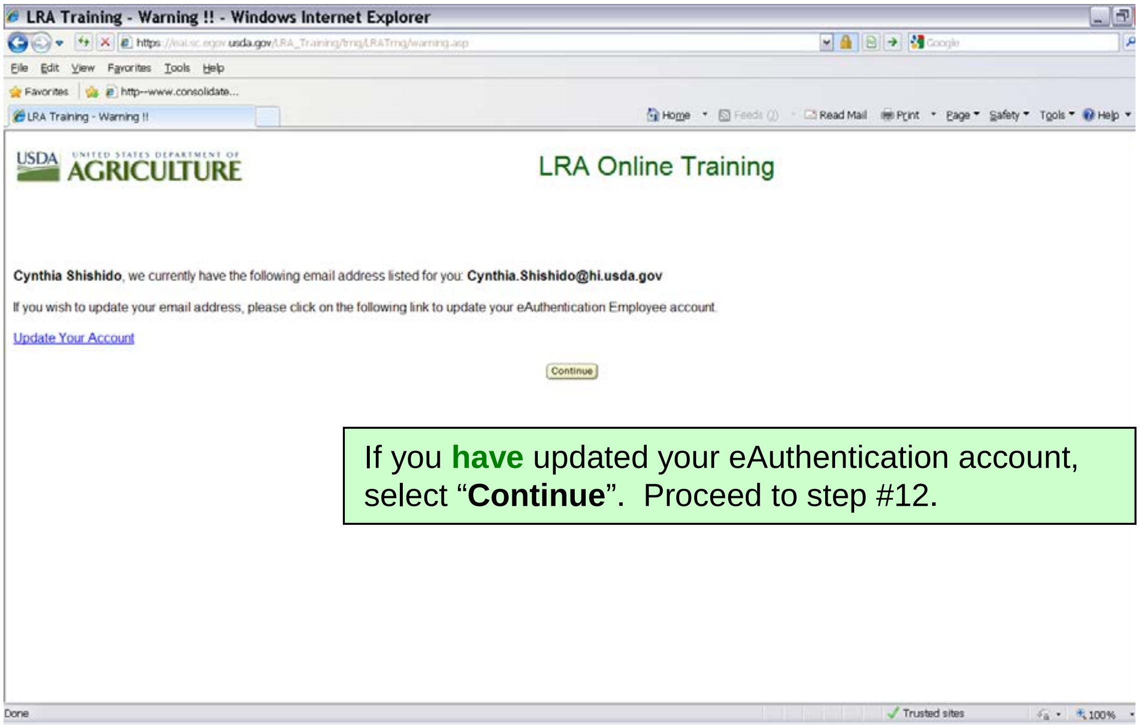


Note:

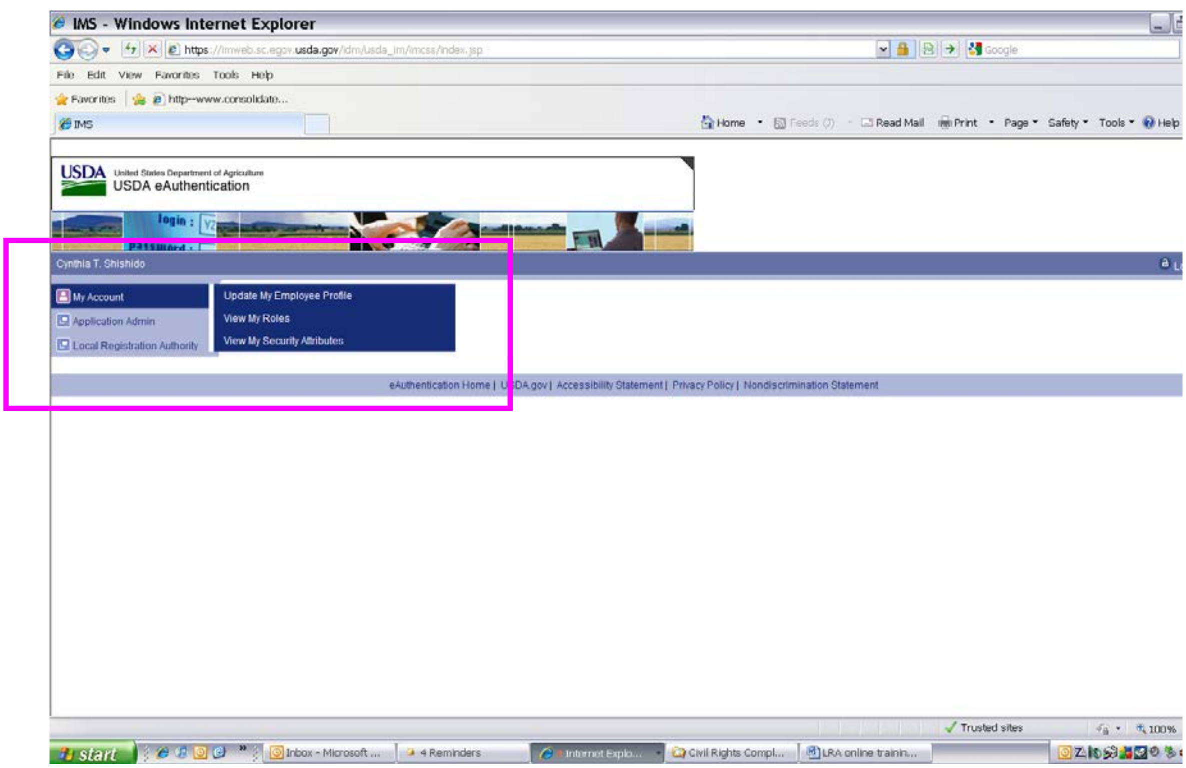
Once you have passed the training, the eAuth Help Desk will grant your new LRA roles.

Once your roles have been granted, you will be able to validate a Level 2 Customer by clicking on the "**LRA Logon Link**".

7. If you have not updated your eAuth Employee account, select the "**Update Your Account**" link.

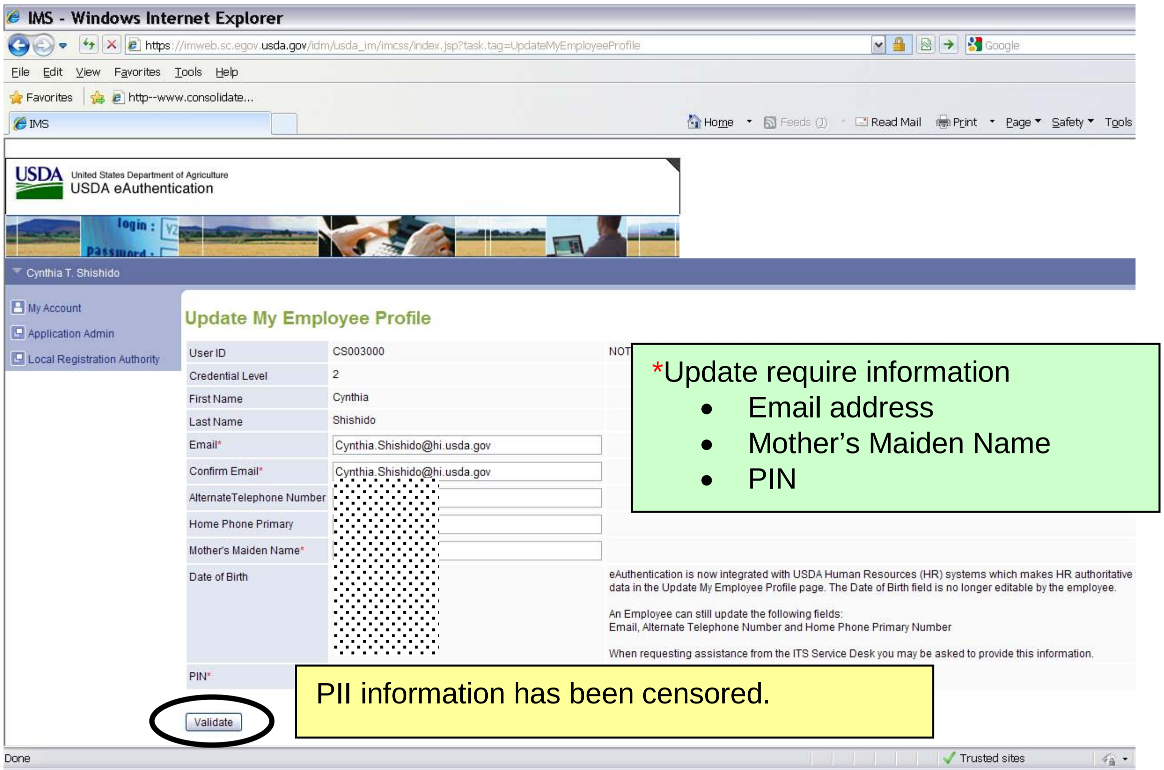


8. Hover over "**My Account**", select "**Update My Employee Profile**"

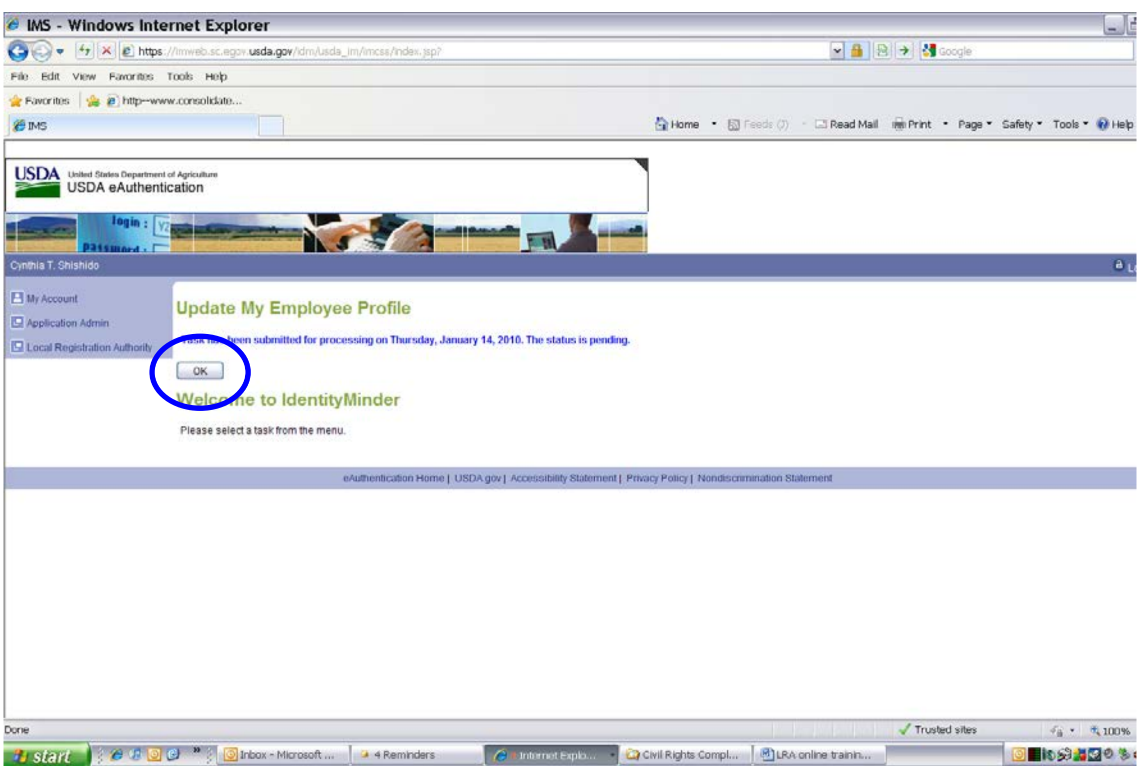


9. Update your email address, phone numbers and Personally Identifiable Information (PII).

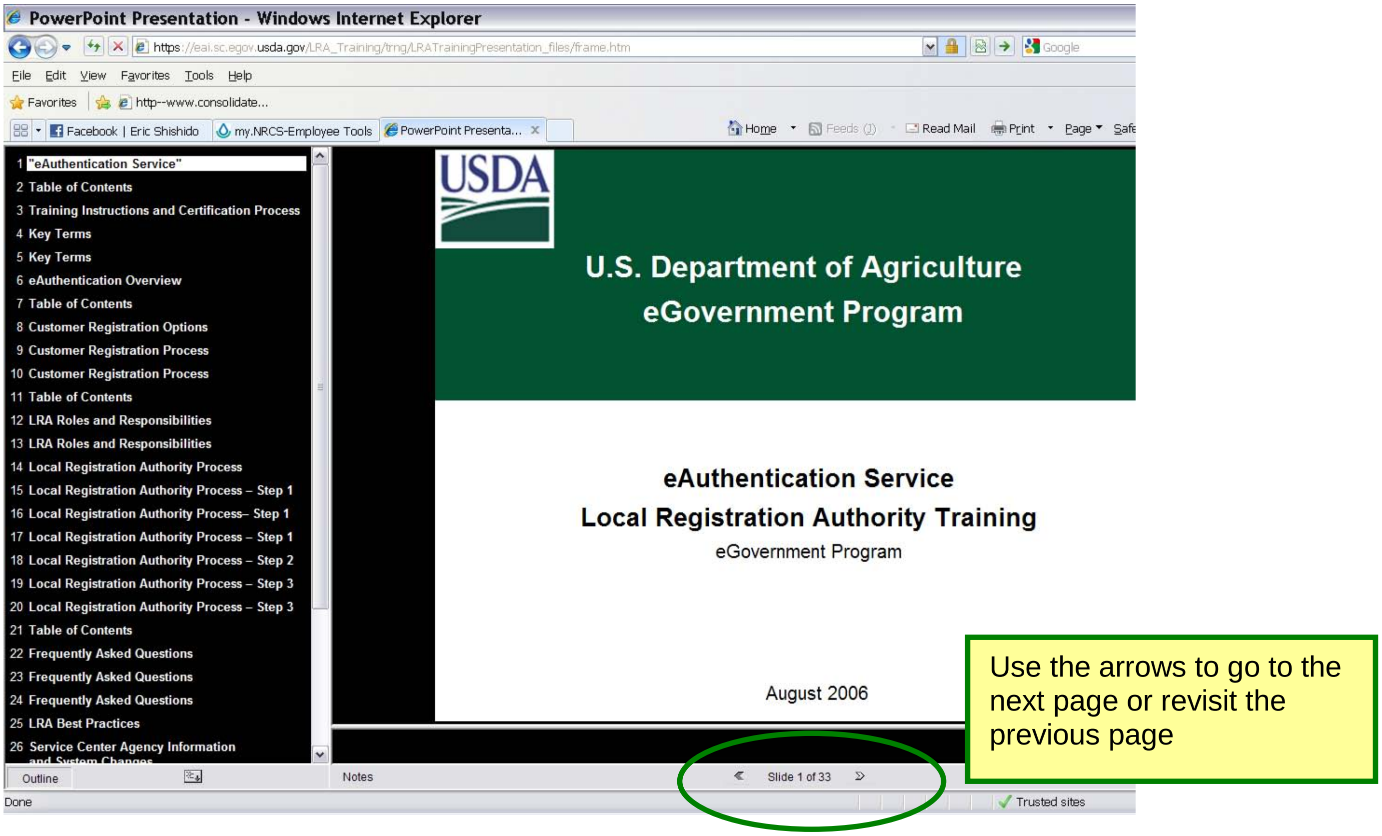
10. Select "**Validate**".



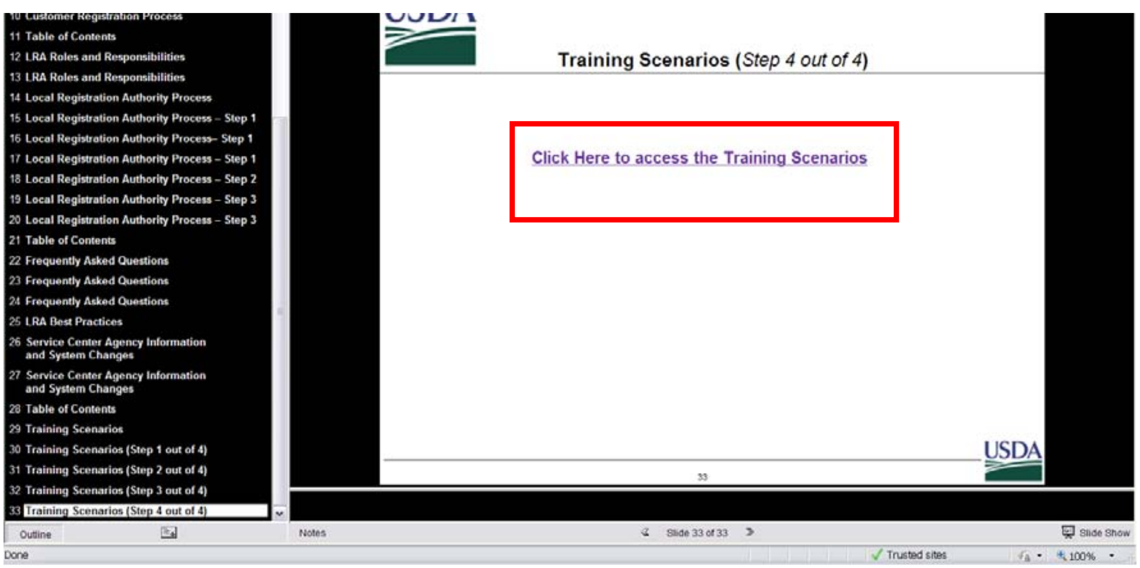
11. The information is being updated. Select "**OK**".



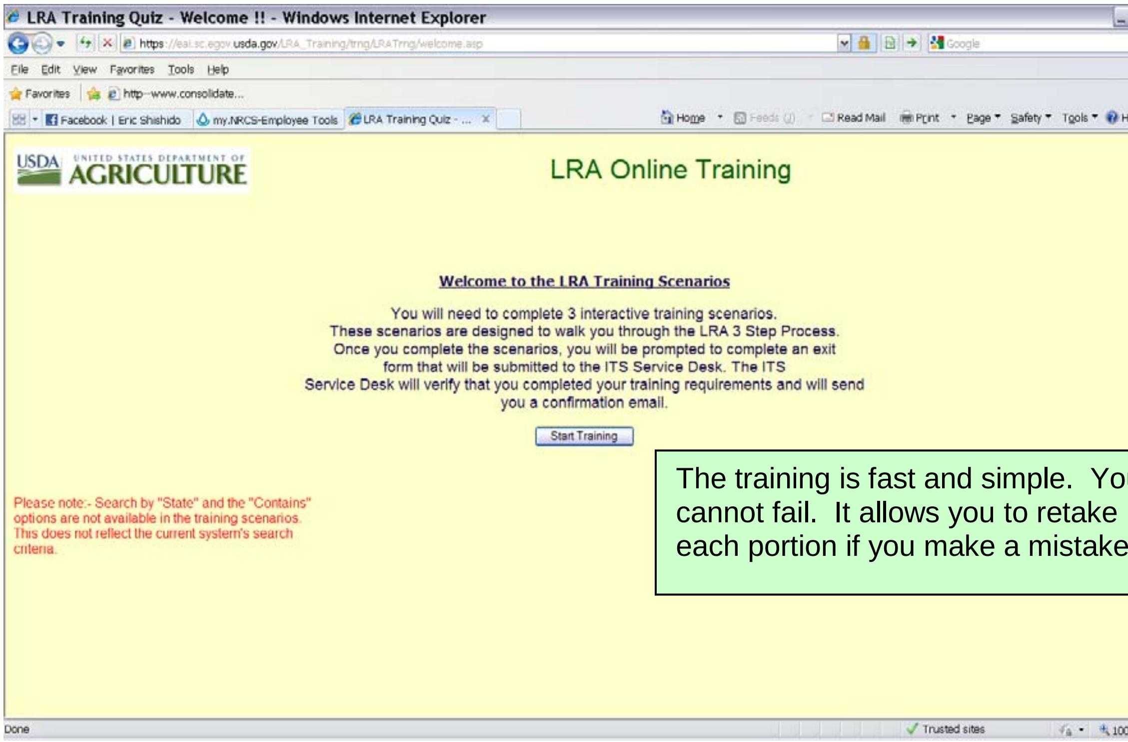
12. Go through the entire Powerpoint presentation.



13. On the last slide (Slide 33) select "**Click Here to access the Training Scenarios**"

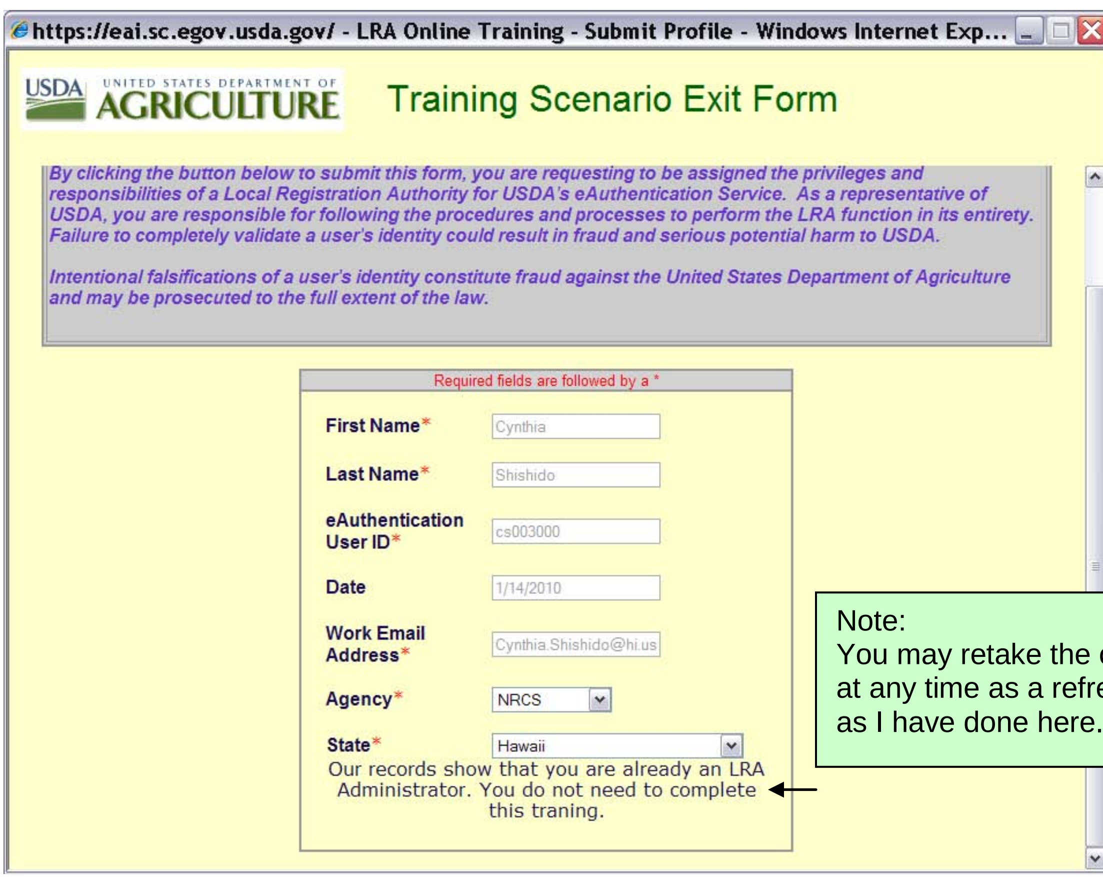


14. Click on “Start Training”.



The training is fast and simple. You cannot fail. It allows you to retake each portion if you make a mistake.

15. When you have completed all three exercises, be sure to complete the form below.



Note:
You may retake the course at any time as a refresher, as I have done here.