

eAuthentication Fast-Track New Federal Employee Registration and ARL email Utility

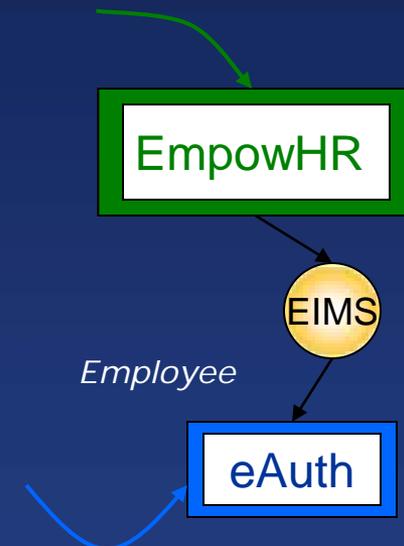
Updated - April 2010

“Fast-Track” Process

HR Staff

Process:

- Human Resources (HR) representative enters new federal employee’s record - including their government email address - into EmpowHR
- If the HR record is complete the new employee automatically receives an email within 2-3 days, inviting him/her to register for an eAuthentication ID (depends on the speed and accuracy of HR data entry).
- Employee visits URL provided in invitation email and registers for an eAuthentication ID (employee has 30 days to enroll; system reminds employee two more times)
- The eAuthentication system creates the new Employee account.



Employee Registration – Prerequisites

Prerequisites to register for a USDA eAuthentication Federal Employee account:

1. Registrant must be a new USDA federal employee.
2. Employee must have a complete HR record which includes: First name, Last name, SSN**, Date of Birth, Agency, Work City, Work State.

*** (eAuthentication only uses the last 4 digits during registration.)*

Employee Registration – Prerequisites (continued)

3. Employee must have a valid government email address.

NOTE: Only EmpowHR supports transmission of an email address to the eAuthentication system.

4. Employee must receive the Registration Invitation email and respond to it.

The legacy registration URL is for “customer” eAuthentication registration only -

<http://www.eauth.egov.usda.gov/eauthCreateAccount.html>.

Example of Employee Registration – Invitation email

From: eAuthHelpDesk@ftc.usda.gov [mailto:eAuthHelpDesk@ftc.usda.gov]
Sent: Wednesday, October 29, 2008 10:14 AM
To: xxxxxxxxxx
Subject: Please register for a USDA eAuthentication Employee Account

xxxxxxxxxxxxxxxxxx,

Congratulations, your employee records are now ready for you to register for a USDA eAuthentication account, which is required to access eAuthentication-protected applications such as AgLearn. To register for your eAuthentication Employee account, click on the link below:

<https://app.eauth.egov.usda.gov/AccountServices/EmployeeRegistration/eauthEmployeeRegistrationLogin.aspx?Regid=2AD34D41-33F0-4F80-8565>

This link will be valid for a limited time, so please register as soon as possible.

Note: if the link did not work, copy/paste the link into your browser's address field.

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 1-800-457-3642, or contact your Agency Registration Lead at <http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html>

Thank you,

Please do not respond to this message, this is a system-generated email.

--The USDA eAuthentication Team

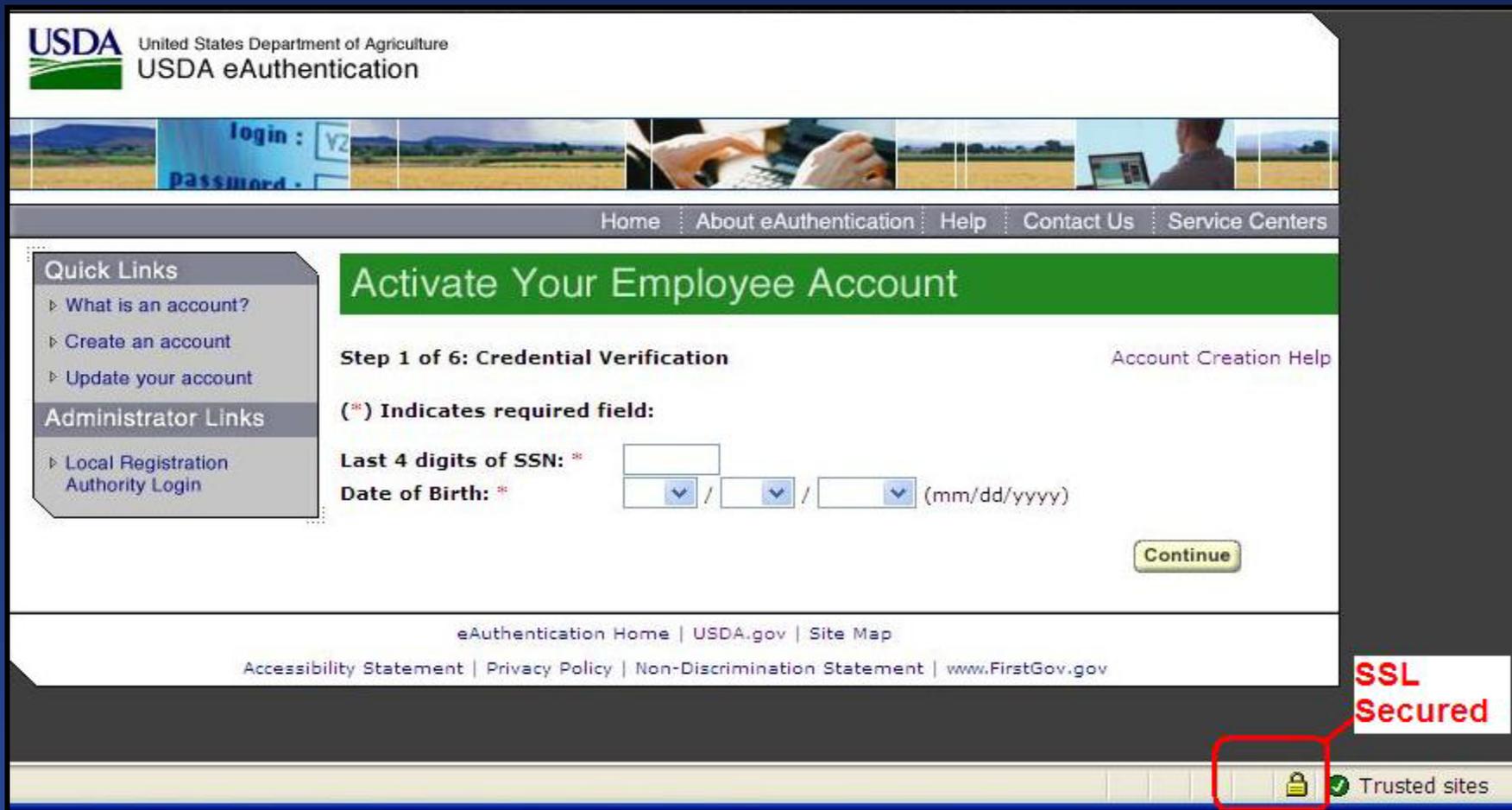
Employee Registration – Step 1 of 6

To register for a new account:

1. Employee clicks on the link within the email. This launches their web browser and takes them to the first page of registration.
2. To log in, employee will need the email code (embedded in the email link), the last 4 digits of their SSN, and date of birth.

NOTE: The code within the email link expires after 30 days. The system generates and sends a new email to the employee 2 more times. If the employee fails to register during the 90-day period, s/he must contact the ITS Service Desk for assistance.

Employee Registration – Step 1 of 6 (continued)



The screenshot shows the USDA eAuthentication website interface. At the top left is the USDA logo and the text 'United States Department of Agriculture USDA eAuthentication'. A navigation bar contains links for 'Home', 'About eAuthentication', 'Help', 'Contact Us', and 'Service Centers'. On the left side, there are 'Quick Links' (What is an account?, Create an account, Update your account) and 'Administrator Links' (Local Registration Authority Login). The main content area is titled 'Activate Your Employee Account' and 'Step 1 of 6: Credential Verification'. It includes a 'Continue' button and a note that asterisks indicate required fields. The form fields are: 'Last 4 digits of SSN: *' (text input), 'Date of Birth: *' (dropdown menus for month, day, and year), and a '(mm/dd/yyyy)' format hint. A red box highlights a lock icon and the text 'Trusted sites' in the browser's address bar. A red arrow points from the 'SSL Secured' badge to the lock icon.

USDA United States Department of Agriculture
USDA eAuthentication

login : [Y2]
password : []

Home | About eAuthentication | Help | Contact Us | Service Centers

Activate Your Employee Account

Step 1 of 6: Credential Verification [Account Creation Help](#)

(*) Indicates required field:

Last 4 digits of SSN: *

Date of Birth: * / / (mm/dd/yyyy)

[Continue](#)

eAuthentication Home | USDA.gov | Site Map

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

SSL Secured

 Trusted sites

Employee Registration – Step 2 of 6

3. The employee's HR data is displayed on-screen for the employee to review.
4. If any HR data is incorrect, the employee should contact their HR representative.
5. If all information is correct, the employee enters a User ID.

NOTE: NRCS requires that ALL new federal employees use their alphanumeric EmpowHR Operator Login ID as their eAuthentication User ID.

(Once an ID is chosen, there is no system edit to change it.)

6. The User ID should be between 6-20 characters long and is not case sensitive.

Employee Registration – Step 2 of 6 (continued)

Activate Your Employee Account

Step 2 of 6: Employee Verification & User ID Selection [Account Creation Help](#)

Please verify the information listed below.

Agency:	NRCS
First Name:	Test
Last Name:	Newemp
City:	Denver
State:	CO
Email:	emp1@ftc.usda.gov

If any of the information on this page is incorrect, please contact your Human Resources representative or Agency Registration Lead.

Create your eAuthentication User ID.
Your User ID must be 6 to 20 characters long.
Please ensure that you follow your agency's User ID guidelines.

User ID:

[Continue](#)

Employee verifies this information, then enters their EmpowHR Operator ID

Note: Enter your EmpowHR Operator ID here

Employee Registration – Step 3 of 6

NOTE: If the employee creates a User ID already in use, the system will suggest a close alternative, or the employee may choose another.

7. The employee is then prompted to select and answer 4 security questions (out of a possible 18.) The answers to these questions should be something only the employee would know (i.e., non-researchable.) These security questions/answers are used for self-service password resets.
8. The employee is also prompted to enter a 4-digit PIN and his/her mother's maiden name. This information is used by the ITS Service Desk to verify the identity of the employee asking for assistance. (Note: The ITS Service Desk does not have access to the security questions or answers in #7.)

Employee Registration – Step 3 of 6 (continued)

Employee selects and answers 4 security questions, and enters a PIN and mother's maiden name

Activate Your Employee Account

Step 3 of 6: Security Attributes [Account Creation Help](#)

User ID: Newemp_1234

Please choose four different security questions and provide answers. This information will be required if you forget your password in the future, or if you need to access other account self-service functions.

Questions	Answers
1. <<Please Select a Question>>	<input type="text"/>
2. <<Please Select a Question>>	<input type="text"/>
3. <<Please Select a Question>>	<input type="text"/>
4. What is the name of your first pet?	<input type="text"/>

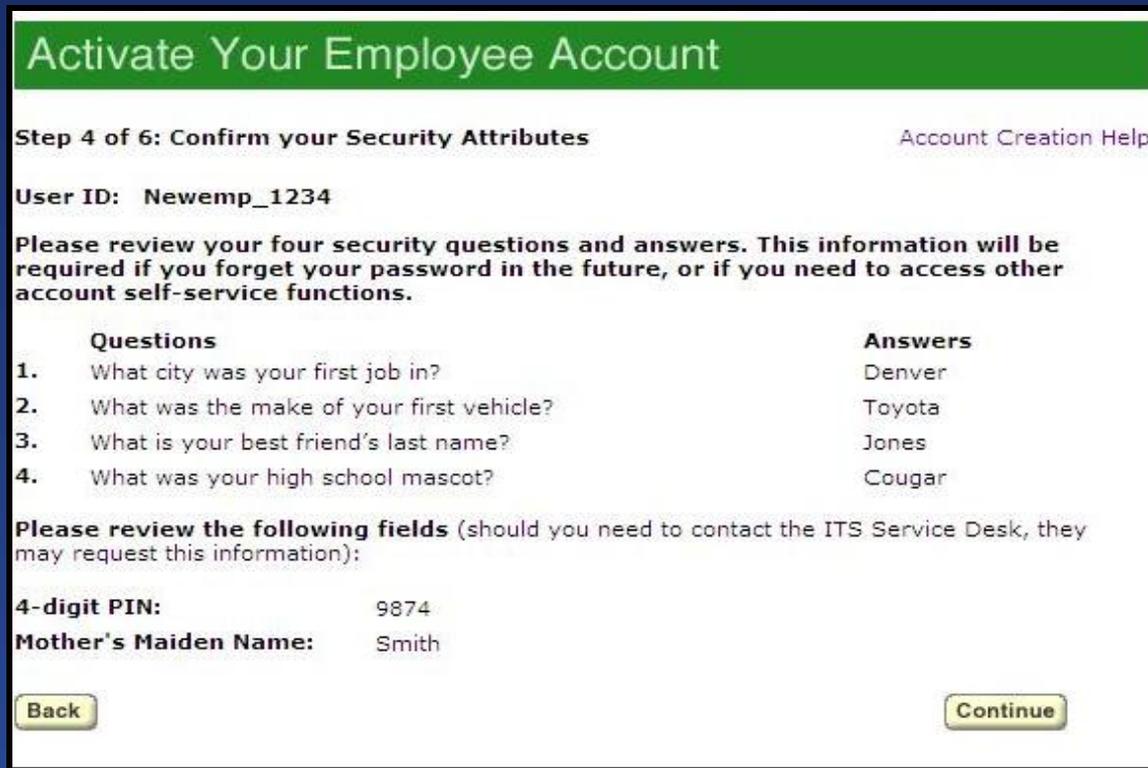
Please fill out the following fields (should you need to contact the ITS Service Desk, they may request this information):

4-digit PIN:

Mother's Maiden Name:

Employee Registration – Step 4 of 6

9. Confirm the information entered. Click “Back” button to go back and change any of this information, or click the “Continue” button to move forward.



Activate Your Employee Account

Step 4 of 6: Confirm your Security Attributes [Account Creation Help](#)

User ID: Newemp_1234

Please review your four security questions and answers. This information will be required if you forget your password in the future, or if you need to access other account self-service functions.

Questions	Answers
1. What city was your first job in?	Denver
2. What was the make of your first vehicle?	Toyota
3. What is your best friend's last name?	Jones
4. What was your high school mascot?	Cougar

Please review the following fields (should you need to contact the ITS Service Desk, they may request this information):

4-digit PIN: 9874
Mother's Maiden Name: Smith

[Back](#) [Continue](#)

Employee Registration – Step 5 of 6

10. The employee is prompted to create a password.

Password Requirements:

- 9-12 characters long
- One uppercase letter: **A B C D E F G ...**
- One lowercase letter: **a b c d e f g ...**
- One of the following: **1 2 3 4 5 6 7 8 9 ! # \$ % = + : ; , ? ~ - ***

Password May NOT contain:

- Words that can be found in a dictionary
- Information in user's profile: name, address, phone number, email, mother's maiden name, PIN, date of birth, etc.

National Bulletin: <http://directives.sc.egov.usda.gov/viewerFS.aspx?hid=19651>

Employee Registration – Step 5 of 6 (continued)

Employee enters and confirms a password that meets the criteria shown on the screen

Activate Your Employee Account

Step 5 of 6: Password Creation [Account Creation Help](#)

Please create a password for your USDA eAuthentication account.

It **must** follow these rules to be accepted:

- 9 to 12 characters long
- At least 1 of these characters:
0 1 2 3 4 5 6 7 8 9
! # - \$ % * = + : ; , ? ~
- Have one uppercase letter (A, B, C, etc.)
- Have one lowercase letter (a, b, c, etc.)

Restricted Information (Do Not Use)

- Dictionary Words
- Profile Information:
Mother's Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc.

For additional recommendations regarding passwords, [click here](#).

Password:

Confirm Password:

Employee Registration – Step 6 of 6

11. In the final step (6 of 6), the employee receives a “success” message. Their Level 2 new federal employee account is now active.



NOTE: We recommend waiting 10 minutes before attempting to log in the first time, to allow for system propagation.

Example Registration Screenshots – Success



The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo and the text 'United States Department of Agriculture USDA eAuthentication'. Below this is a banner image with a 'login : YZ' and 'password : ' form. A navigation bar contains links for 'Home', 'About eAuthentication', 'Help', 'Contact Us', and 'Service Centers'. On the left side, there are 'Quick Links' (What is an account?, Create an account, Update your account) and 'Administrator Links' (Local Registration Authority Login). The main content area has a green header 'Activate Your Employee Account' and a sub-header 'Step 6 of 6: Congratulations' with a link to 'Account Creation Help'. The main text reads: 'Congratulations! You have successfully created your eAuthentication account. You should receive an email within an hour confirming the creation of your account. You may also login immediately by using this link: <http://www.dev.eauth.egov.usda.gov>. If you need any assistance with the USDA eAuthentication system, please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov.' The footer contains 'eAuthentication Home | USDA.gov | Site Map' and 'Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov'.

ARL Email Utility

ARL email Utility

The purpose of the ARL email Utility is to:

1. Add an email address to an employee's record, so they can receive an email inviting them to register for an eAuthentication new federal employee account.
2. Update an email address in an employee's record if they were unable to receive the Registration Invitation email.
3. List employees who do not yet have an eAuthentication Employee account.

NOTE: Once an employee has successfully created an eAuthentication account, their name will no longer appear in the ARL email Utility. From then on only the employee can modify the email address in their eAuthentication profile.

Agency Registration Lead (ARL)

- List of ARLs by Agency:

<https://app.eauth.egov.usda.gov/AccountServices/ARL/AgencyRegistrationLeads.aspx>

NOTE: I will only accept eAuthentication email Registration requests from the Human Resources staff . If I get a request from an new federal employee I will send them back to HR. The reason I do this is to make sure the new federal employee has their EmpowHR Operator ID and the “NRCS New Employee Account Registration Aid”.

Any questions?

