



## **NRCS New Employee eAuthentication Account Registration Aid**

Updated: 11/18/2009

This document details how new NRCS federal employees can obtain a USDA Level 2 eAuthentication account that allows them access to USDA Web applications and services protected by eAuthentication (e.g., AgLearn, my.NRCS, WebTCAS, etc). This account is obtained through an electronic self-registration process.

**NOTE:** A new employee is an individual who is new to the NRCS personnel rolls and the USDA payroll system, and has not obtained a USDA eAuthentication Account previously from another agency.

A returning USDA employee could have an existing USDA Level 2 eAuthentication account so will not receive a Registration Invitation e-mail. They will need to contact the ITS Service Desk for assistance related to their existing eAuthentication User ID or password. The ITS Service Desk can be reached via e-mail at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or via telephone at 800-457-3642.

If a new employee transfers from another USDA agency their eAuthentication User ID will be in the format of the previous agency, it cannot be changed to match the EmpowHR Operator Login ID format which is the required format by NRCS.

A new employee may already have a public eAuthentication account because of a “customer” relationship with USDA (e.g., conservation district partner). In this case, the employee should register for a USDA employee account, which should be used in his/her capacity as an NRCS “federal” employee.

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### ***Human Resources (HR) Representative Responsibilities***

The person(s) designated by NRCS with the authority and responsibility to process, access, and/or enter official personnel and employment-related actions for an individual employee into EmpowHR (formally known as iCAMS) and the National Finance Center (NFC). HR should be contacted with questions related to your employee personnel data.

The Human Resources Representative is usually the first point of contact in assisting the new employee with obtaining their eAuthentication Employee Account. It is HR's responsibility to:

1. Be familiar with and understand the entire new employee registration process and its associated requirements.
2. Communicate the associated requirements to supervisory staff and other staff members to ensure they are also aware of the registration requirements and related processes.
3. Ensure the new employee receives the correct guidance to register for their eAuthentication employee account.
4. Ensure the new employee receives the "New Employee eAuthentication Account Registration Aid" and other related documentation.
5. Ensure the new employee has a complete HR record at NFC that includes: First name, Last name, SSN\*\*, Date of Birth, Agency, Work City, Work State, and valid E-mail Address.
6. Ensure the new employee has their alpha-numeric EmpowHR Operator Login ID which is used as their eAuthentication User ID.
7. Contact the Agency Registration Lead (ARL) with any questions on the registration process.

\*\* eAuthentication only uses the last 4-digits during registration

**NOTE:** For security reasons, it is imperative that the e-mail address that is submitted in EmpowHR belongs to the actual new federal employee who needs to register for an eAuthentication account. DO NOT input an e-mail address belonging to 3<sup>rd</sup> party.

If the e-mail submitted in EmpowHR is temporary (e.g. a personal e-mail account), remember to instruct the new employee to update their EmpowHR and eAuthentication profiles once they have obtained a government-issued e-mail address. This is required for the HSPD-12/Two-Factor Authentication enrollment process (e.g. LincPass Smart Card issuance).

### ***Agency Registration Lead (ARL) Responsibilities***

The person(s) designated by NRCS who can assist the HR representatives with the employee registration process. HR representatives that have questions or problems with the new employee registration process will contact the NRCS Agency Registration Lead.

**NOTE:** If the HR record is complete the new employee automatically receives a Registration Invitation e-mail within 2-3 days, inviting him/her to register for an eAuthentication ID. If the new federal employee does not receive their first Registration Invitation e-mail, the HR representative should contact the Agency Registration Lead for further assistance.

## ***Employee Account Self-Registration Process***

To obtain an Employee Level 2 USDA eAuthentication account, a NRCS new federal employee must receive a Registration Invitation e-mail.

Pre-requisites:

1. NRCS requires that ALL new federal employees use their alpha-numeric EmpowHR Operator Login ID as their eAuthentication User ID. This EmpowHR Operator Login ID is provided by their HR Representative (see page 2).
2. Your HR record must be completed by your HR representative, and you must have a valid e-mail address.
3. You must receive the Registration Invitation e-mail and click on the link within the e-mail.

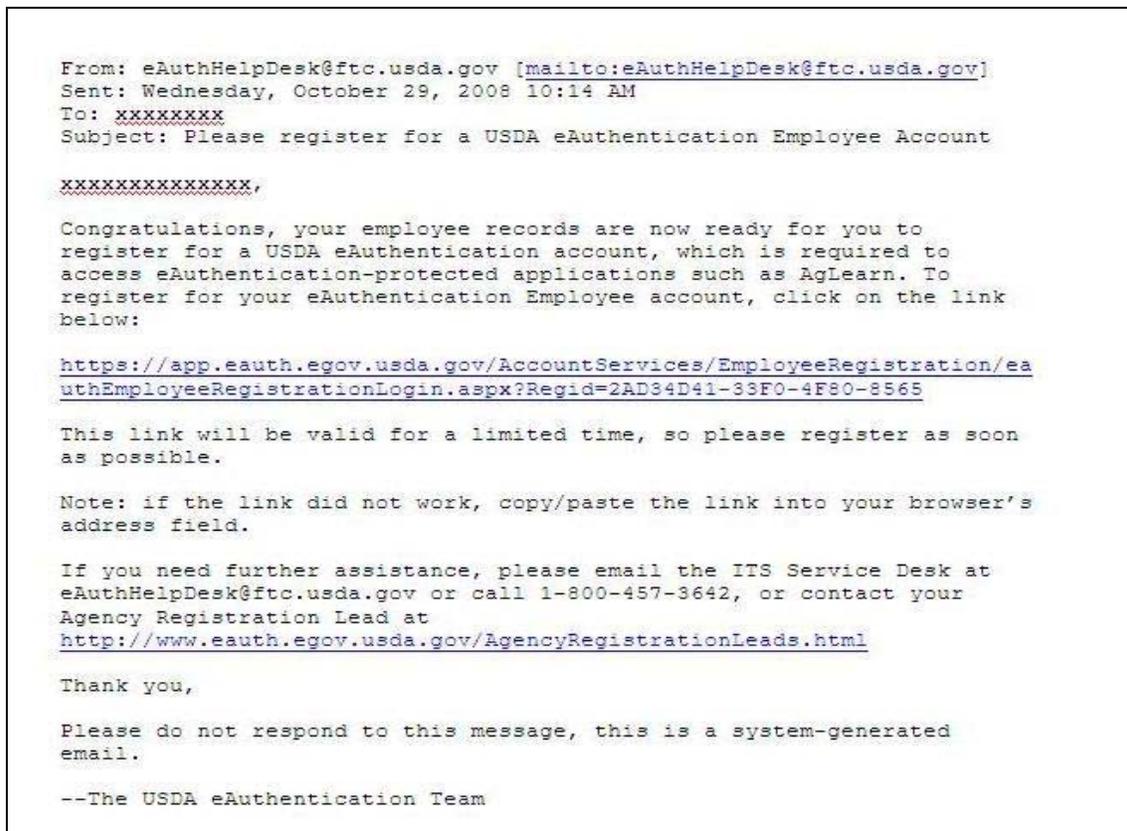


Figure 1: Registration Invitation Email

Once you have clicked on the link within the Registration Invitation, the steps to register are:

- STEP 1 of 6: Credential Verification
- STEP 2 of 6: Employee Verification & User ID Selection
- STEP 3 of 6: Populate Your Security Attributes
- STEP 4 of 6: Confirm Your Security Attributes
- STEP 5 of 6: Password Creation
- STEP 6 of 6: Congratulations Message

## STEP 1 of 6: Credential Verification

You are required to fill out the following fields:

DATA POINT	CRITERIA
Last 4 digits of SSN	Please enter the last 4 digits of your Social Security Number
Date of Birth	Please enter your date of birth, using the pull down menus

The screenshot shows the USDA eAuthentication interface. At the top, it says 'USDA United States Department of Agriculture USDA eAuthentication'. Below that is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, Service Centers. The main content area is titled 'Activate Your Employee Account' and 'Step 1 of 6: Credential Verification'. It includes a 'Quick Links' sidebar with options like 'What is an account?', 'Create an account', and 'Update your account'. The main form has two required fields: 'Last 4 digits of SSN' (with an asterisk) and 'Date of Birth' (with an asterisk). The date of birth is entered using three dropdown menus for month, day, and year. A 'Continue' button is located below the form. At the bottom of the page, there is a footer with links for 'eAuthentication Home', 'USDA.gov', 'Site Map', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', and 'www.FirstGov.gov'. A red box highlights the 'Trusted sites' indicator in the browser's address bar.

Figure 2: Credential Verification Form

After entering the information on the initial screen, click **Continue**.

## STEP 2 of 6: Employee Verification & User ID Selection

On the following screen, verify the information that is displayed.

- If your e-mail address or any of your HR information is not correct, please note which information is not correct and close your browser window (click on the red “x”). Contact your HR representative and ask them to review the items you’ve noted.
- If ALL of your information is correct, **enter** a User ID using your alpha-numeric EmpowHR Operator Login ID (NRCS required format). If you have questions, please contact your HR representative.
  - Your User ID must be the 8 digit alpha-numeric EmpowHR Operator Login ID provided by your HR representative.

- Note: Once your User ID is **entered** you will be unable to modify it.
- When finished, click **Continue**.

**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:**

**Note: Enter your EmpowHR Operator ID here**

Figure 3: Employee Verification & User ID Selection

**STEP 3 of 6: Populate Your Security Attributes**

On the next screen, you are required to fill out the following fields:

DATA POINT	CRITERIA
Questions	Select 4 different security questions using the pull-down menus. This information will be required if you forget your password in the future, or if you need to access other account self-service functions.
Answers	Type an answer that only you would know (i.e., information that is non-researchable). Answers are not case sensitive; however, spaces and spelling do matter, so please enter something that is easy to remember.
Mother's Maiden Name	Please enter your mother's maiden name for security verification purposes.
4 Digit PIN	Please enter a 4 digit PIN number. Note: You cannot use a zero "0" as the first digit. You will also need to remember this 4 digit PIN for security verification purposes.

**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:

Figure 4: Employee Verification & User ID Selection

After entering the information, click **Continue**.  
**STEP 4 of 6: Confirm Your Security Attributes**

Verify the information that you entered and click **Continue**. To change any of the information click on the **Back** button.

**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**

Figure 5: Confirm Your Security Attributes

**STEP 5 of 6: Password Creation**

Please **create** a password for your account in accordance with the guidelines.

DATA POINT	CRITERIA
Password	<ul style="list-style-type: none"> <li>• 9 to 12 characters long</li> <li>• Contains at least one uppercase letter</li> <li>• Contains at least one lowercase letter</li> <li>• Contains a number or a special character: !#-\$%*+=+;,:~</li> <li>• May not contain your name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions / answers.</li> <li>• May not contain words that can be found in a dictionary, spaces, tabs, or special characters not listed above.</li> </ul>
Confirm Password	Re-type your password

## 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:**

Figure 6: Password Creation

After entering the information, click on **Continue**.

### ***STEP 6 of 6: Congratulations Message***

In the final step, you will receive a “Congratulations” message on the screen. Your Employee account is now active. You will also receive an e-mail message confirming the creation of your account.

Note: We recommend waiting 10 minutes before you attempt to log in to other websites, to allow for system propagation.

USDA United States Department of Agriculture  
USDA eAuthentication

login : Y2  
password :

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

## Activate Your Employee Account

**Step 6 of 6: Congratulations** [Account Creation Help](#)

**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](mailto:eAuthHelpDesk@ftc.usda.gov).

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)

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

Figure 7: Congratulations Message

## ***Additional Assistance***

For additional assistance with the eAuthentication account self-registration process, please contact the ITS Service Desk. The ITS Service Desk provides support to account holders of the USDA eAuthentication Service. If you are having trouble with the eAuthentication system, the ITS Service Desk is available to provide assistance related to passwords and the account creation process via e-mail at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or via telephone at 800-457-3642.

Please include:

- Your name and contact information
- Agency (if you are a USDA federal employee)
- Description of the issue:
  - Type of account you are trying to **enter** (i.e., EmpowHR Operator ID)
  - If you have received an error message, please also include the exact text of the error message.

## ***Sample Registration Error Messages***

- ***“There was an error while retrieving your record from the database. Please try again later.”***
  - This displays on the first page if there is a connectivity issue with the eAuthentication database. The employee should contact the ITS Service Desk.
- ***“Information provided does not match any records. Please try again later.”***
  - This displays on the first page if the last 4 SSN, DOB, and registration code do not match our records. Employee should re-enter the information. If the same error appears again, employee should contact the ITS Service Desk.
- ***“You are not authorized to be at this page. Please restart the registration process.”***
  - If the employee bookmarked or used ‘copy/paste’ to return to a registration screen other than the first page, this message appears. Instruct employee to click on the e-mail link and start at Screen 1.
- ***“The User ID you entered could not be validated against our system. Please try again later.”***
  - This message will only appear if there is a database communication issue. Instruct employee to try again. If unsuccessful, escalate to the ITS Service Desk.

- ***“There was an error while connecting to the database. Please try again later.”***
  - This is a general database communication issue. The employee should try again and if the error persists, contact the ITS Service Desk.
  
- ***“You already have an eAuthentication Employee account. If you do not remember your password, please reset your password.”***
  - This means the employee already has an existing Employee account. The employee can retrieve their User ID and reset their password via self-service links on the eAuthentication website.
  
- ***“There was an error while creating your account. Please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.”***
  - This message is displayed when there is a technical issue. The employee should contact the ITS Service Desk.