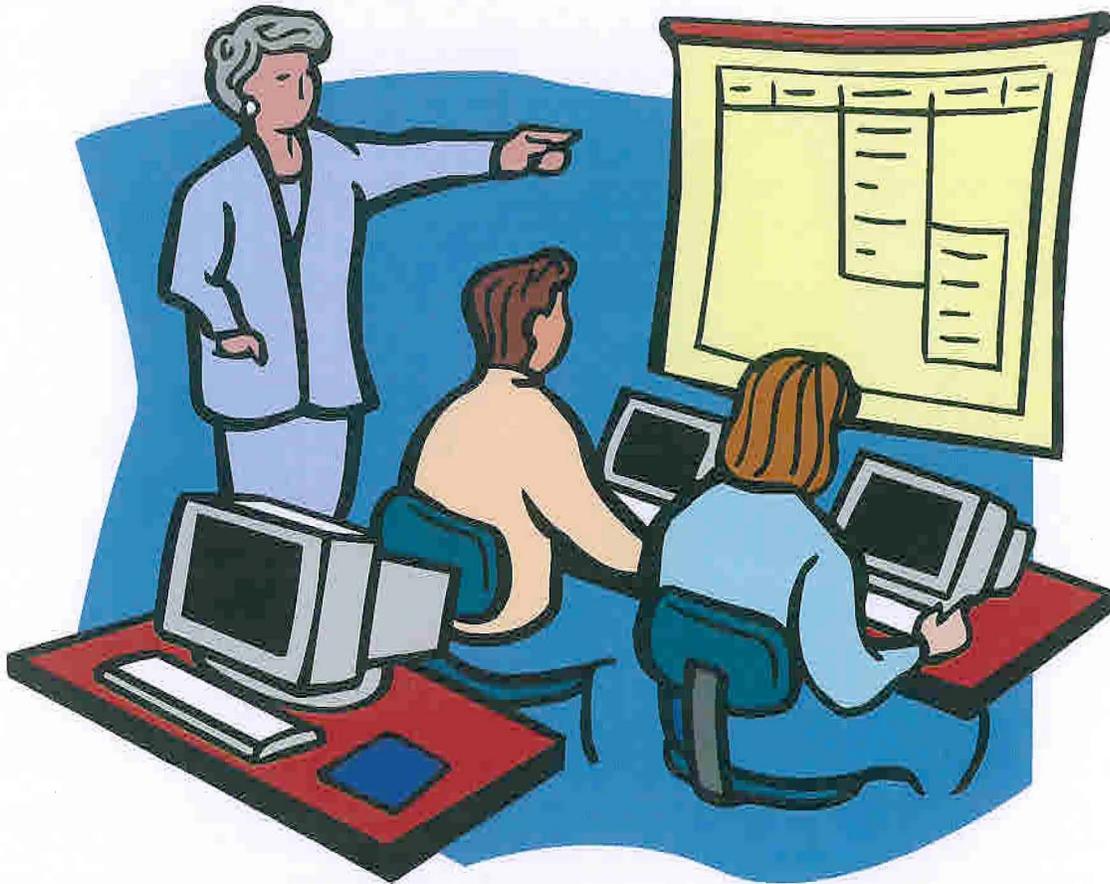


Training



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ARS eAuthentication Credentialing

What is eAuthentication?

Authentication is any process used to verify that someone is who they claim. For example, authentication occurs when you are asked to provide a driver's license as proof of identity when writing a check. Electronic authentication (eAuthentication) verifies identity for the purpose of accessing information systems. This is usually accomplished through a username and a password, but can include other methods of demonstrating identity such as a smart card or fingerprints. Many Federal services and applications are available to USDA employees and customers electronically. In order to access certain systems USDA employees must obtain a standard username and password – together called your *eAuthentication credentials*. Currently, credentials are used to access AgLearn - the USDA system for on-line training.

What data is needed to obtain credentials?

The data required for your credentialing (level 2 access for employees) is available on your **most recent** Earnings and Leave Statement (AD-334) from the National Finance Center (NFC) and Personnel Action Form SF-50. If you do not have the most recent versions of these documents, you can contact your administrative officer (e.g., Area Administrative Officer or Location Administrative Officer) or your servicing human resources assistant.

What is the process for obtaining credentials?

Use your Internet browser to log on to <http://www.eauth.egov.usda.gov/EmployeeAccount/> - the USDA Employee Account Website (this site identifies you as a USDA Employee **not a customer of the USDA**). The data entered will be electronically compared to the NFC payroll database for the employee. The information entered by the employee is intended to be handled through secure channels and used only to validate the identity of the person against existing information at NFC. During the credentialing process, you will create a user ID and a 4-digit personal identification number (PIN). In the event you forget your password, the user ID and 4-digit PIN will be necessary to reset it. If all of the data entered by the employee matches the NFC data, the employee will be electronically issued a password. The

user ID and password will together form your USDA eAuthentication credentials.

What is the process for changing or resetting passwords?

To change or reset your password, you will need to access the Internet using your browser as previously explained and log on to the “Help” page at <http://www.eauth.egov.usda.gov/eauthHelp.html>. Once at the “Help” page on the left side there is the “Quick Links” menu. Select “Update your account” and on the next page click on “continue.” On this page you can enter your user ID and on the right side select either change or reset password. To **change** your password you will provide your user ID and password. To **reset** your password you will provide your user ID and 4-digit PIN that you created during the credentialing process. You will also need your mother’s maiden name and your date of birth as originally entered during the credentialing process.

For Further Information

USDA contracts with Accenture to provide e-authentication credentials to USDA employees. You can access Frequently Asked Questions at <http://www.eauth.egov.usda.gov/eauthFAQ.html>. For assistance with the employee credentialing implementation process, please contact the eAuthentication Help Desk at eAuthHelpDesk@usda.gov or call toll free 1-800-457-3642.

In the event that the USDA eAuthentication Help Desk is unable to provide assistance, ARS employees may contact the Help Desk of the ARS Office of the Chief Information Officer at helpdesk@ars.usda.gov. ARS Help Desk staff will then facilitate assistance from the eAuthentication Help Desk.

Last reviewed: February 21, 2007

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Employee Account Self-Registration Process

To obtain an Employee Level 2 USDA eAuthentication account, a USDA federal employee must receive a Registration Invitation email.

Pre-requisites:

1. Your HR record must be completed by your HR representative, and you must have a valid email address.
2. You must receive the Registration Invitation email and click on the link within the email.

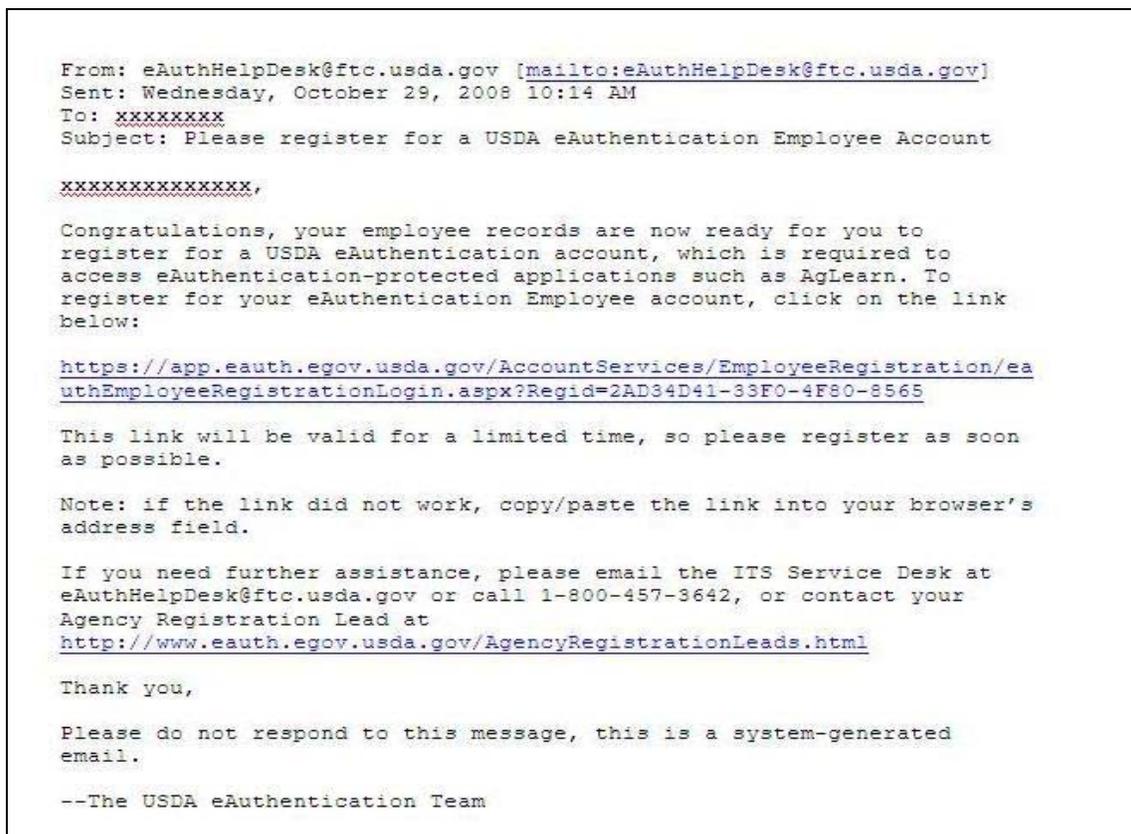


Figure 1: Registration Invitation Email

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 heading is 'Activate Your Employee Account'. Underneath, it says 'Step 1 of 6: Credential Verification' with a link for 'Account Creation Help'. A note indicates that an asterisk (*) denotes a required field. The form has two main input areas: 'Last 4 digits of SSN: *' with a text input field, and 'Date of Birth: *' with three dropdown menus for month, day, and year, followed by '(mm/dd/yyyy)'. A 'Continue' button is located to the right of the date field. 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). At the bottom of the page, there are links for 'eAuthentication Home', 'USDA.gov', and 'Site Map', along with 'Accessibility Statement', 'Privacy Policy', and 'Non-Discrimination Statement'. A red box in the bottom right corner highlights the 'Trusted sites' indicator in the browser's address bar, which is accompanied by a lock icon and the text 'SSL Secured'.

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 email address is not correct, please close your browser window (click on the red “x”) and contact your Agency Registration Lead for assistance:
<http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html>
- If 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 rep and ask them to review the items you’ve noted.

- If ALL of your information is correct, create a User ID using your Agency's preferred format. If you do not know your Agency's preferred format, please contact your Agency Registration Lead for assistance:
<http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html>
 - Your User ID must be 6 to 20 characters long. It is not case sensitive and may contain the following characters: . @ _ - (period, "at" sign, underscore, hyphen)
 - Note: Select your User ID carefully - do NOT include your SSN for example - once your User ID is created 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:

Continue

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.
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.

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

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"> • 9 to 12 characters long • Contains at least one uppercase letter • Contains at least one lowercase letter • Contains a number or a special character: !#-\$%*+=+;,?~ • May not contain your name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions / answers. • May not contain words that can be found in a dictionary, spaces, tabs, or special characters not listed above.
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 email 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.

The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo with the text 'United States Department of Agriculture' and 'USDA eAuthentication'. Below the logo is a horizontal banner with several small images: a landscape, a login form with 'login:' and 'password:' fields, a person's hands typing on a keyboard, and a person looking at a laptop. To the right of the banner is a navigation menu with links: Home, About eAuthentication, Help, Contact Us, and Service Centers.

On the left side, there is a 'Quick Links' section with three items: 'What is an account?', 'Create an account', and 'Update your account'. Below that is an 'Administrator Links' section with one item: 'Local Registration Authority Login'.

The main content area has a green header that says 'Activate Your Employee Account'. Below this, it says 'Step 6 of 6: Congratulations' and '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.

At the bottom of the page, there is a footer with the following text: 'eAuthentication Home | USDA.gov | Site Map' and 'Accessibility Statement | Privacy Policy | Non-Discrimination Statement | 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 at: eAuthHelpDesk@ftc.usda.gov

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 create (Level 1 Customer, Level 2 Customer, or Employee account)
 - If you have received an error message, please also include the exact text of the error message.