



eAuthentication

Internal Registration Guide



February 2, 2015

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.

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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

- 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.

You are here: [eAuthentication Account Registration](#) > Account Request Form

Register Your User Account

Step 1 of 6 - Identity Verification

All required fields are red and marked by an asterisk (i.e. *).

Identity Information ?

Last Four Digits of SSN* ### - ## -

Birth Date* mm/dd/yyyy

If you require further assistance, please contact your [Agency Registration Lead](#).

[Continue](#)

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.

Security Information ?

Please fill out the following fields. The eAuthentication Help Desk may request this information if you require assistance.

Four Digit PIN*

Mother's Maiden Name*

[Continue](#)

Step 3: Account Request Form

- There are three main sections that need to be filled out on this screen:
 - Security Questions
 - Email Address Information
 - Security Information
- Please ensure that all information is filled out accurately.
- The information provided will assist you if you need to use our Self Service functions or for contacting the help desk.

You are here: [eAuthentication Account Registration](#) > Account Request Form

Register Your User Account

Step 3 of 6 - Security Questions, Email Address, and Security Information

All required fields are red and marked by an asterisk (i.e. *).

Security Questions ?

To obtain your User ID, you will need to choose four unique security questions and provide answers. Each question may only be used once and each of your answers must be unique.

This information will be required to access the self service functionality in the event you forget your password.

1*

2*

3*

4*

Email Address Information ?

Please verify or set your current email address.

Email*

Confirm Email*



Step 3: Security Questions

- Security questions are questions that only you know the answers to.
- This feature assists you during self-service for a forgotten User ID or password.
- 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.

You are here: [eAuthentication Account Registration](#) > Account Request Form

Register Your User Account

Step 3 of 6 - Security Questions, Email Address, and Security Information

All required fields are **red** and marked by an asterisk (i.e. *).

Security Questions ?

To obtain your User ID, you will need to choose four unique security questions and provide answers. Each question may only be used once and each of your answers must be unique.

This information will be required to access the self service functionality in the event you forget your password.

1* Select security question 1

2* Select security question 1

3* Select security question 1

4* Select security question 1

Email Address ?

Please enter your email address

What is the name of your first pet?
What city was your first job in?
What was the name of high school where you graduated?
What is the name of your first school?
What city did you graduate high school?
What is your best friend's last name?
What city were you born in?
What is your father's middle name?
What was the make of your first vehicle?
What is your favorite cartoon character?
What was your high school mascot?
What is the name of the first street you remember living on?
What is your first teacher's name?
What is your paternal grandmother's first name?
What is your paternal grandfather's first name?
What was your grandfather's occupation?

Step 3: Email Address Information

- If you already have a valid USDA email address that has been added to your HR record, you will see it listed in the Email field.
- If not, please enter in a valid email address or change your existing USDA email address by editing the field.
- Next, re-enter the email address for confirmation.

Email Address Information ?

Please verify or set your current email address.

Email*

Confirm Email*

Please note: The email address entered must be valid and cannot be a duplicate of an existing email address in our system.

If you receive a duplication error, please try a different email address.

You can create a temporary email address at Gmail, Yahoo, Hotmail, etc.

Step 3: Security Information

- Security Information is used to verify your identity over the phone should you need to contact the help desk for assistance.
- Please create a 4 digit PIN number that you can remember.
 - The PIN may not start with a 0.
- Once you have completed the form in Step 3 in its entirety, press the Continue button at the bottom right.

Security Information ?

Please fill out the following fields. The ITS Service Desk may request this information if you require assistance.

Four Digit PIN*

Mother's Maiden Name*

[Continue](#)

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.

You are here: [eAuthentication Account Registration](#) > Account Request Submit

Register Your User Account

Step 4 of 6 - Security Questions, Email and, Security Attribute Confirmation

To receive your User ID, please review your security questions, security answers, and email address. Click **Edit** to make any necessary corrections.

Verify Security Questions & Answers ?

Q: What city was your first job in

A: Aurora

Q: What was the name of high school where you graduated

A: Smoky Hill

Q: What city were you born in

A: Galveston

Q: What was the make of your first vehicle

A: toyota

Verify Email Address ?

Email Address: TESTEXAMPLE1102@GMAIL.COM

Verify Security Attributes ?

4-digit PIN: 1234

Mother's Maiden Name: Cheng

[Edit](#) [Continue](#)



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
 - eAuthentication Security Responsibilities for End Users

You are here: [eAuthentication Account Registration](#) > Account Request Submit

Register Your User Account

Step 5 of 6 - User ID & Create Account Password

Your User ID

Your User ID has been preset based on your name.

User ID: Jim.Helpdesktst

Create Account Password

Password*

inv

Enter your password

Your password must include at least 12 characters, including at least:
• 12-24 characters
• One number
• One uppercase letter
• One lowercase letter
• One special character ! # \$ - % = + ; : ? ~ *
• Dictionary words may not be used in passwords
• The previous 24 passwords may not be re-used

Confirm Password*

Edit

Submit



icam

YOUR KEY TO USDA

Step 6: Registration Completion

- 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 [?](#)

Step 6 of 6 - Registration Successful

Congratulations Bill Helpdeskttestacct,
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.Helpdeskttestacct00

Email: TESTEXAMPLE1102@GMAIL.COM

You will receive an email confirming the successful registration of your account. Please [print](#) this information for your records.

If you need further assistance, please email 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 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 6: 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](tel: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

- 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



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YOUR KEY TO USDA