Step 3: Viewing Investigation Dates



The Clearance Status window lists your name and three date fields:

- Investigation Requested Date: This is the date DOE has asked the investigating agency to start the investigation.
- Investigation Results Received Date: This is the date DOE received all investigation results from the investigating agency.
- Clearance Action Date: This is the date DOE
 made a determination on your clearance request
 (granted/reinstated L or Q access, upgraded L
 access to Q, canceled/terminated the request).

If the Investigation Results Received Date or the Clearance Action Date is blank, that stage of the process has not occurred.

You can see the information shown in this window during the following time frame: from 1 day after the **Investigation Requested Date** is entered into DOE's Personnel Security Database (PSDB) through 30 days after the **Clearance Action Date**.

The Clearance Status window contains three drop-down menus:

File: Select File/Exit (or click on the icon) to close the Clearance Status window and return to the ATS Logon window.

- Tools: Select Tools/Change Password to change your password.
- Help: Select Help/Content (or click on the icon) to view the help file.

Select Help/Rules to view the ATS Rules of Behavior.

Select **Help/About** to view the current version number and release date of the ATS software.

Additional Information

If you have specific questions about the investigation process or time frame, contact the security officer who has been handling your clearance request.

For questions or problems concerning this web site, contact the eDISS+ Help Desk.

- Our phone number is (301) 903-8790.
- Our fax number is (301) 903-8724.
- Our e-mail address is diss-helpdesk@hq.doe.gov.

DOE Integrated Security System (eDISS+)
Applicant Tracking System (ATS)

ATS

Quick Reference Guide

April 2007

eDISS+



U.S. Department of Energy Office of Personnel Security

What is ATS

The Applicant Tracking System (ATS) is a secure web page that allows a clearance applicant to see when the clearance investigation was scheduled, when DOE received the investigation results, and when a determination was made concerning the clearance request.

Getting Started

There are three basic steps in using ATS:

- 1. Open Internet Explorer (the web browser)
- Log into ATS
- 3. View the investigation date data

Step 1: Opening Internet Explorer

Start Internet Explorer by double clicking its icon. The browser home page opens.



Step 2: Logging into ATS

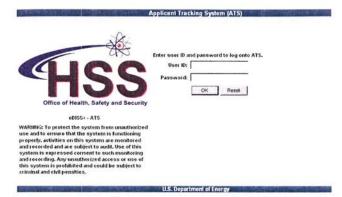
In the Address field, type https://ats.doe.gov and then press the Enter button.

Note: Make sure that you type the s in https:



The ATS Log In page opens.

The cursor will be in the User ID field.



Type your social security number in the **User ID** field and press the **Tab** key. The cursor will move to the **Password** field.

The first time you log onto ATS, type atsuser1 in the Password field.

Click on the OK button.

If the login was successful, the Rules of Behavior window opens.

Rules of Behavior						
To use this system, you must agree to all of the following rules.						
This is a Federal Covernment System hosted by the U.S. Department of Energy, Users will be held accountable for their actions while using the ATS. Any unauthorized access or inappropriate use of this application is prohibited and could be subject to criminal or civil pensities.	47					
Users are to create and use passwords that comply with DOE policy, protect their passwords as sensitive unclassified information and are not to share their passwords with anyone.						
Users are granted access to the ATS application based on a need to access specific information. Users are not to attempt to access information to which access has not been multipulzed.						
ALL attempts to access this system are logged and unauthorized access will be prosecuted.						
Select Continue to access the ATS if you agree to these terms. Select Discontinue if you DO NOT agree to these terms.						
	-					
Continue Discontinue						

Note: If you cannot log into ATS, contact the eDISS+ Help Desk.

Click on Continue. The Change Password window opens.

	nge Passwore		
	ange your passe	, vau	
Old Password'			
Hew Password			
Confirm Password'			
	OK (Cancel	

Type atsuser1 in the Old Password field.

Type your new password in the New Password and Confirm Password fields.

Your new password must be in compliance with the following DOE G 205.3-1 requirements:

- Passwords shall contain at least eight non-blank characters.
- Passwords shall contain a combination of letters (preferably a mixture of upper and lowercase), numbers, and at least one special character within the first seven positions.
- Passwords shall contain a letter or special character in the first and last position.
- Passwords shall not contain common names or words.

Click on the OK button.

If the password change was successful, the Clearance Status window opens.