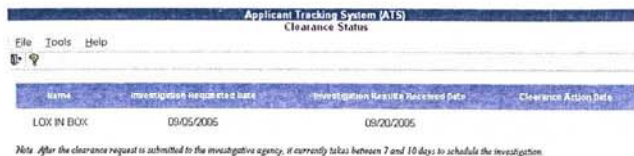


Step 3: Viewing Investigation Dates




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)
2. 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.



Explorer

Step 2: Logging into ATS

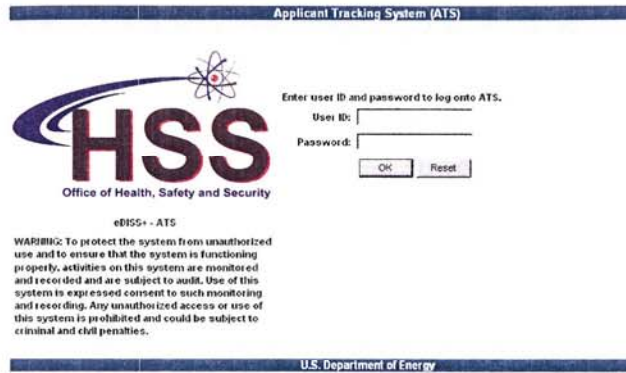
In the **Address** field, type <https://ats.doe.gov> and then press the **Enter** button.

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.

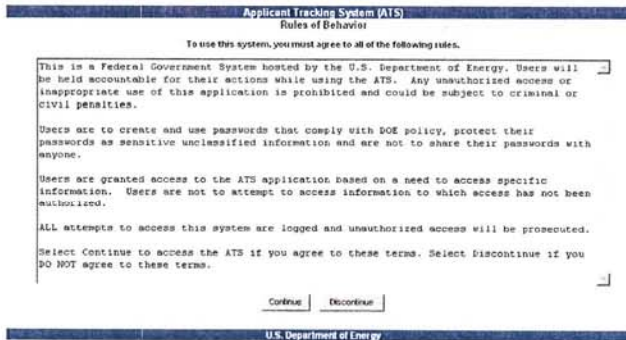


Type your social security number in the **User ID** field and press the **Tab** key. The cursor will move to the **Password** field.

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.



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

Click on **Continue**. The **Change Password** window opens.



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.