eOPF
Electronic Official Personnel Folder
Version 4.0
User Guide for Employees

4/2008

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1. Logging in to eOPF

Logging In to eOPF

1. **Go to**: https://ehr.opm.gov/dhhseopf/
Result: The eOPF User Agreement page will display

2. **Read the User Agreement and click the 'Accept' button**
Result: The eOPF Logon page will display

3. **Enter your eOPF ID**
   3a. If you forgot your user ID then you can click on the '*Forgot your eOPF ID?*' link on the logon page
You can look this ID up at:
http://learning.hhs.gov/EmployeeNumber.asp

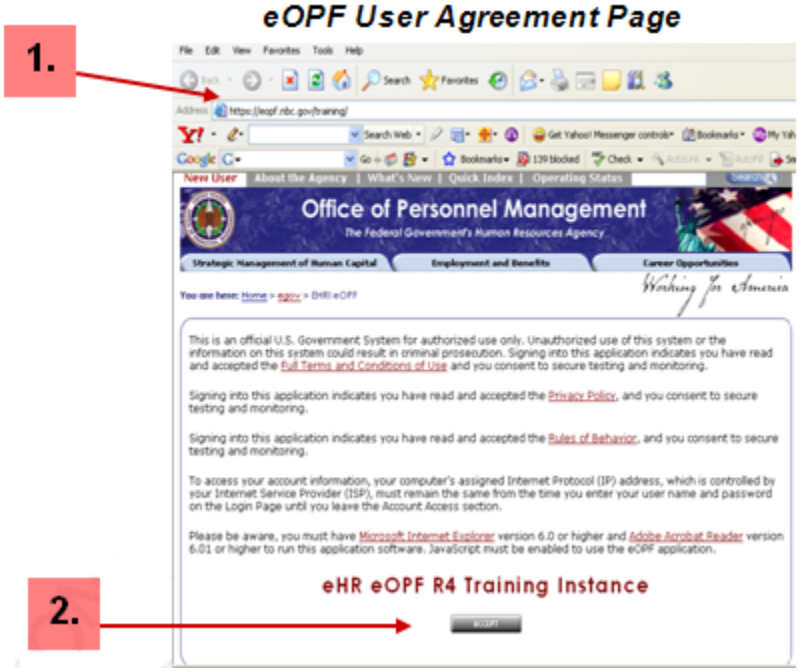
4. **Enter your Password**
   4a. If you forgot your password you can request a password by clicking the '*Forgot your password?*' link on the logon page
   4b. If you are a new user you can request a password by clicking the "*New User – Request your Password*…" link on the logon page

5. **Click the 'Submit' button**
Result: The eOPF Welcome page opens

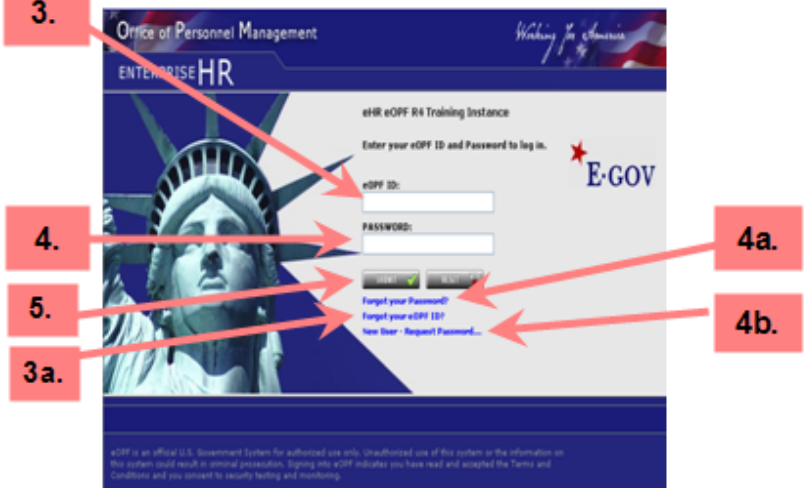
Note: The **first time** you login, follow the prompts to change your password and select and answer your security questions. Your password must contain at least one upper-case letter, one lower-case letter, one number and one special character. *See Chapter 9, Changing Your Password*.
The first time you login you should also enter your office email address. *See Chapter 6, Adding or Changing Your E-mail Address*.

END

eOPF User Agreement Page



eOPF Logon Page



2. Viewing Documents Using My eOPF

Viewing Documents Using My eOPF

From the eOPF main menu:

1. **Click the 'My eOPF' button on the main menu**

Result: A page showing your expanded eOPF folder displays with documents listed in chronological order by effective date

1a. The Home link will always bring you back to the eOPF Welcome Page.

↓

eOPF Welcome Page & Main Menu

eOPF Folder Expanded

Viewing Documents Using My eOPF (continued)

Viewing Documents Using My eOPF (continued)

2. **Locate the document you would like to view and click the 'A' icon located to the left of the effective date**

Result: A drop-down menu will appear

2a. Select View from the drop-down menu

Result: Adobe Acrobat opens the document

Note: At the File Download box you may also choose to save the document to a file or cancel. To protect personal data it is highly recommended that you do not save eOPF to your computer.

3. **Click the Open button in the Adobe File Download box to view the document immediately**

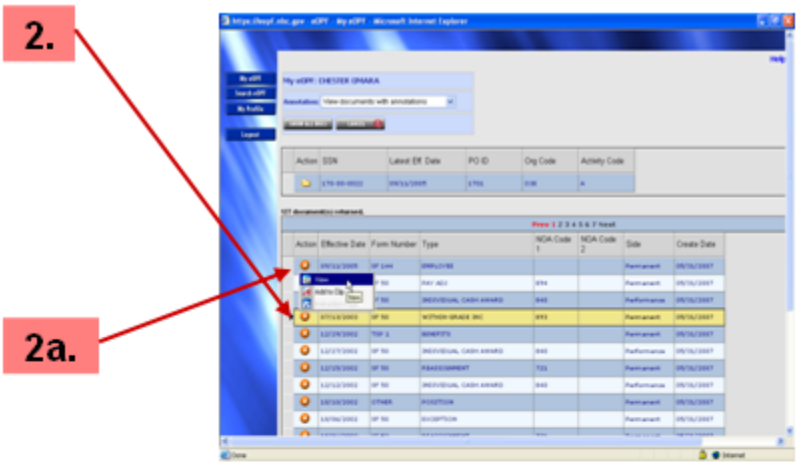
Note: Use the functions within the Acrobat viewer as necessary, including the Zoom, Next Page and Previous Page buttons to navigate through the document

4. **When you finish, click the Close button in the upper right corner of the document viewer window**

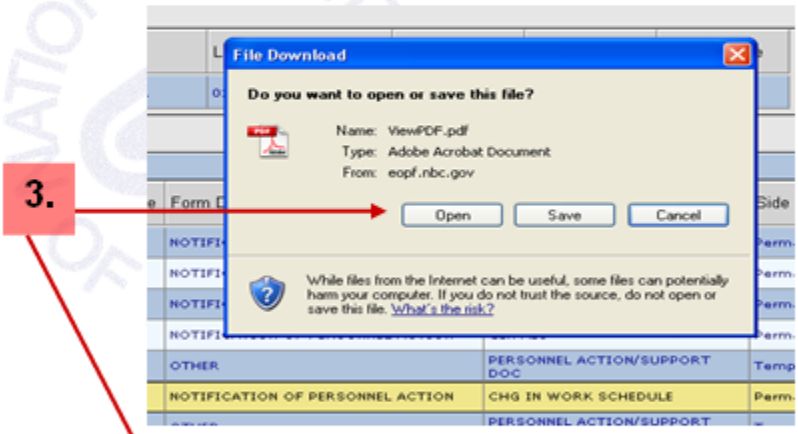
Note: If you are having problems viewing documents, go to http://hr.od.nih.gov/HRSystems/eOPF/help.htm for some suggestions.

END

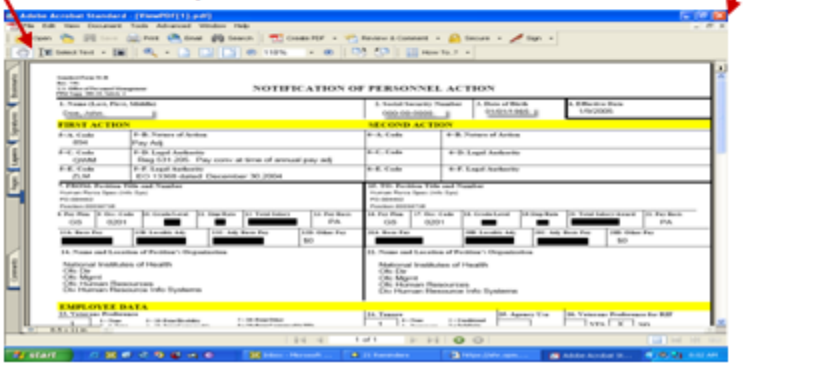
eOPF Documents Listed in Folder



File Download Box



Opened eOPF Document



3. Searching for eOPF Documents

Searching for eOPF Documents

From the eOPF main menu:

1. **Click the 'Search eOPF' button on the main menu**

Result: A "Search My eOPF" screen will display

2. **Enter the search criteria for the particular document or set of documents you would like to see**

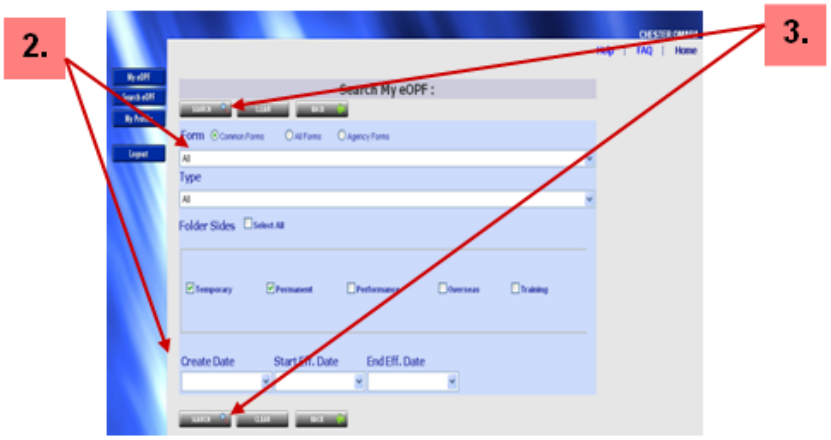
Note: You can search by form number, form type, document create date (the date the document was added to your eOPF) or the effective date of the document

3. **Click the 'Search' button located at the top or bottom of your screen**

↓

eOPF Main Menu

eOPF Search Screen



Searching for eOPF Documents (continued)

Searching for eOPF Documents (continued)

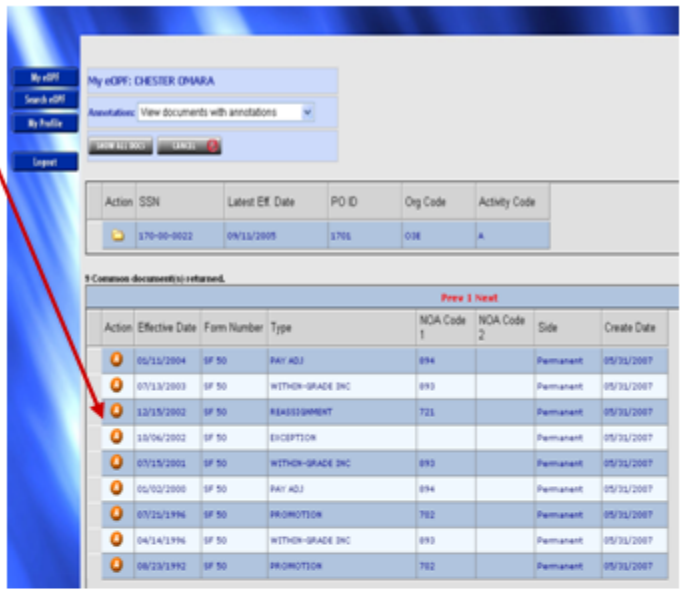
Result: A page showing your search results displays

4. Locate the document you would like to view and click the 'View Doc' icon. *See Chapter 2, Viewing Documents Using My eOPF*.

END

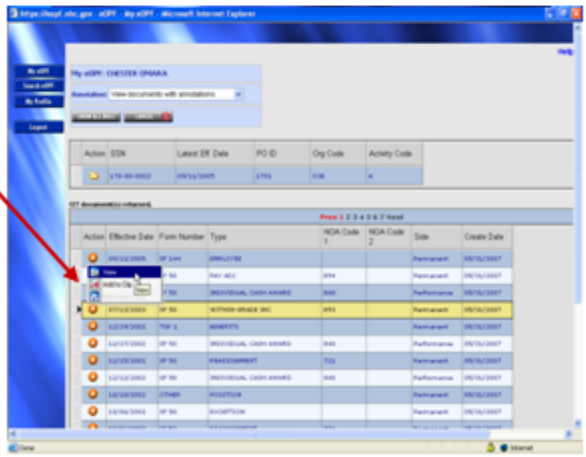
3.

Search Results Page



4.

Search Results Page



4. Printing an Individual eOPF Document

Printing an Individual eOPF Document

From the opened eOPF document page (See Chapter 2, Viewing Documents Using My eOPF)

1. **Click the Print icon or select 'File' and 'Print' from the Adobe Reader menu toolbar**

Result: The Print dialog box opens

2. **Ensure your printer settings are correct**

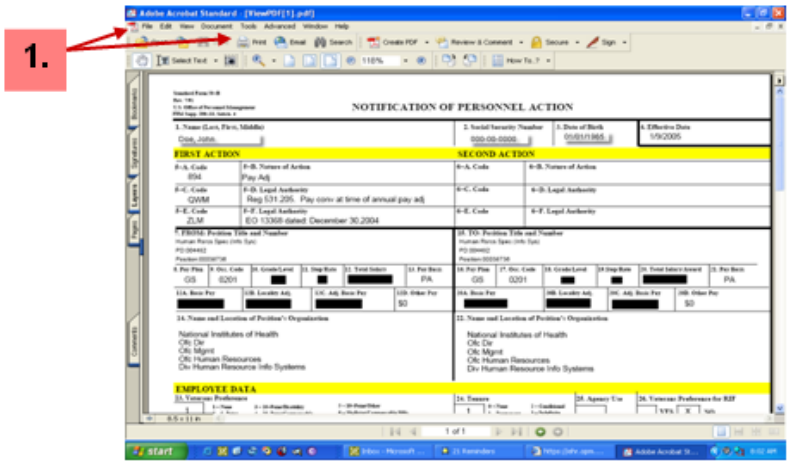
Note: If you are printing a double-sided document, make sure the printer selected is capable of performing duplex printing.

3. **Click the 'OK' button**

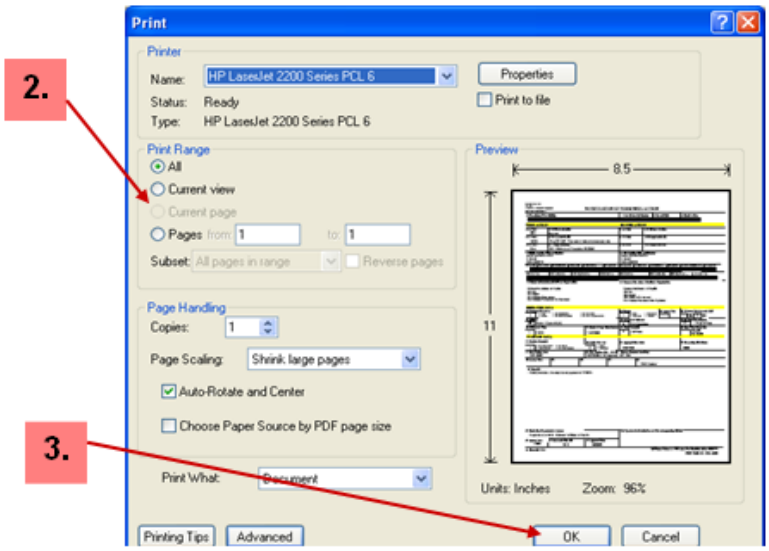
Result: The document will print to the selected printer

END

Opened eOPF Document



Print Dialog Box



5. Printing an Entire eOPF Folder

Printing an Entire eOPF Folder

From the eOPF main menu:

1. **Click the 'My eOPF' button on the main menu**
Result: A page showing your expanded eOPF folder displays

2. **Click the 'Show All Docs' button**
Result: A page listing all documents in your eOPF displays

3. **Click the 'Check All' button**
Result: A check mark will appear in the box for each document

4. **Click 'Print Single Sided' or 'Print Double Sided'**

Note: If you are printing a double-sided document, make sure the printer selected is capable of performing duplex printing.
Result: A File Download box appears

5. **Click Open**
Result: Adobe Acrobat opens all of the selected documents

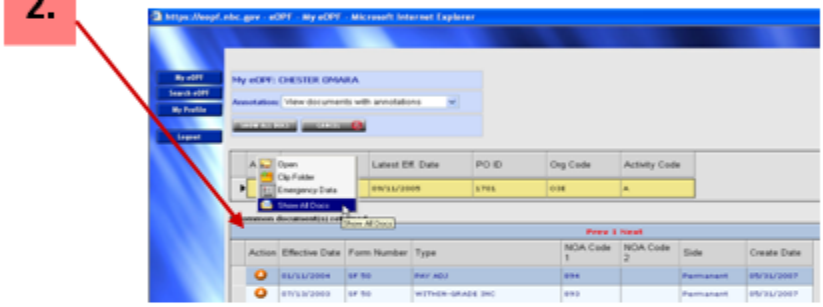
6. **Print the displayed folder contents using Adobe Reader**

See Chapter 2, Viewing Documents Using My eOPF and Chapter 4, Printing an Individual eOPF Document.

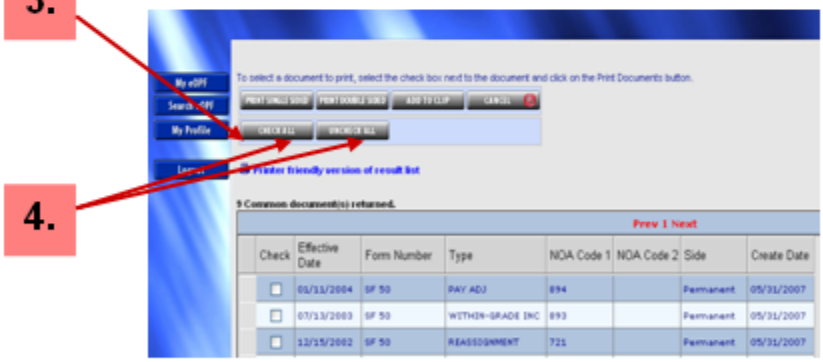
END

eOPF Main Menu

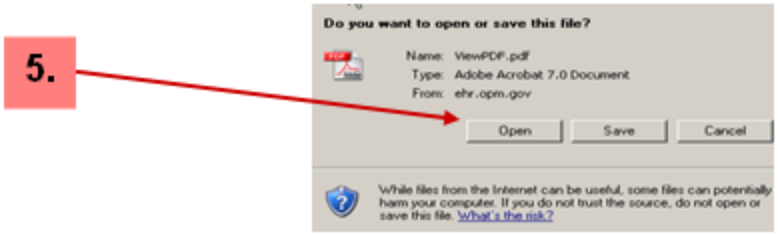
eOPF Folder Expanded



List of All eOPF Documents



File Download Box



6. Changing Your Preferences

Changing Your Preferences

From the eOPF main menu:

1. **Click the 'My Profile' button on the main menu**

Result: The General Preferences page displays

Note: It is highly suggested that you leave your default General Preferences as is *excluding the "Number of Rows per Page (Display):" preference*.

If you change preferences then you may need to log out and log back into the system for them to take effect.

2. **You may now change your preferences.**

3. **Click the 'Apply' button**

END

7. Adding or Changing Your E-mail Address

Adding or Changing Your E-mail Address

From the eOPF main menu:

1. **Click the 'My Profile' button on the main menu**

Result: The General Preferences page displays

Note: This is the e-mail account where you will receive notifications when new documents are added to your eOPF.

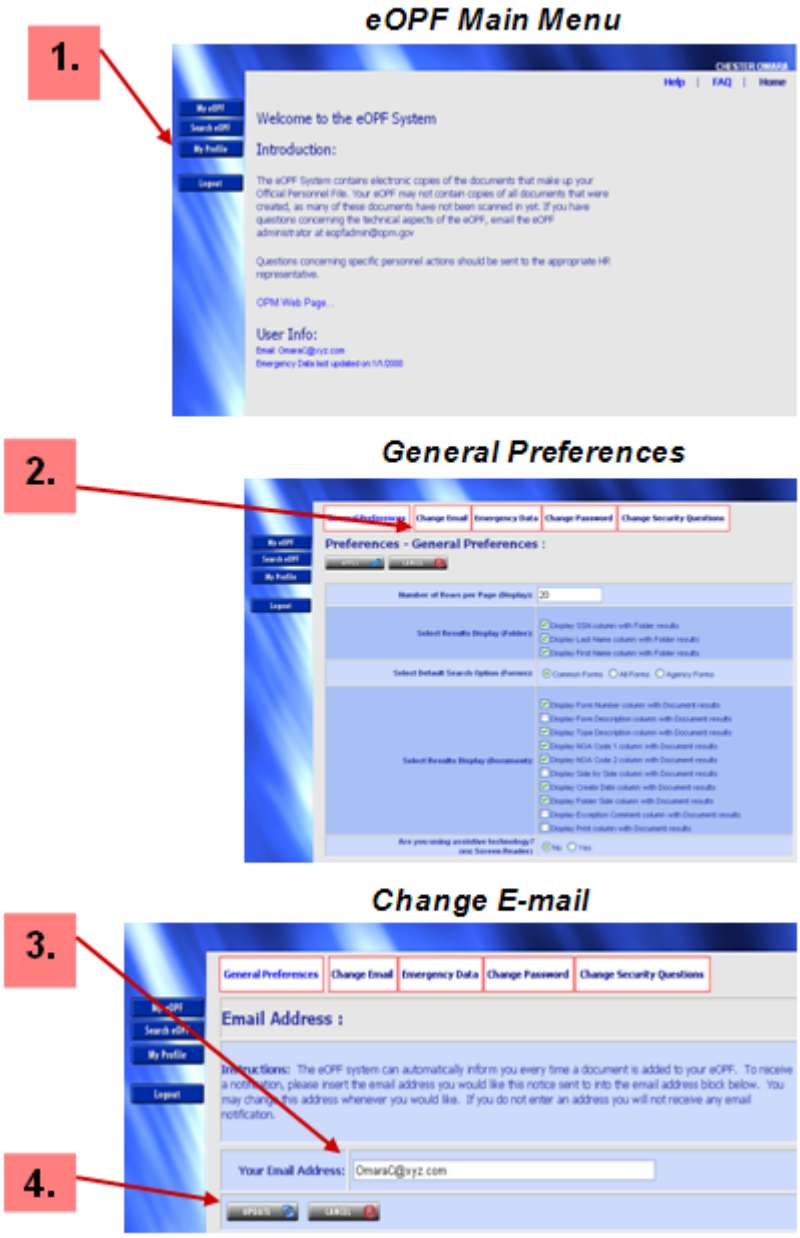
2. **Click on the 'Change Email' tab located at the top of the screen.**

Result: The Change Email page displays

3. **Enter your work email address**

4. **Click the 'Update' button**

END



8. Entering or Updating Emergency Data

Entering or Updating Emergency Data

Note: Providing this information is voluntary and it will only be used if you become ill or injured at work.

From the eOPF main menu:

1. **Click the 'My Profile' button on the main menu**

Result: The General Preferences page displays

2. **Click on the 'Emergency Data' tab located at the top of the screen.**

Result: The Emergency Data page displays

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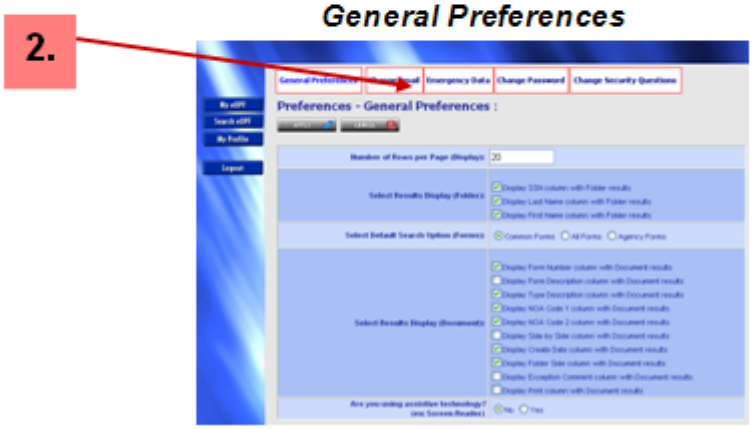
eOPF Main Menu

General Preferences



Entering or Updating Emergency Data (continued)

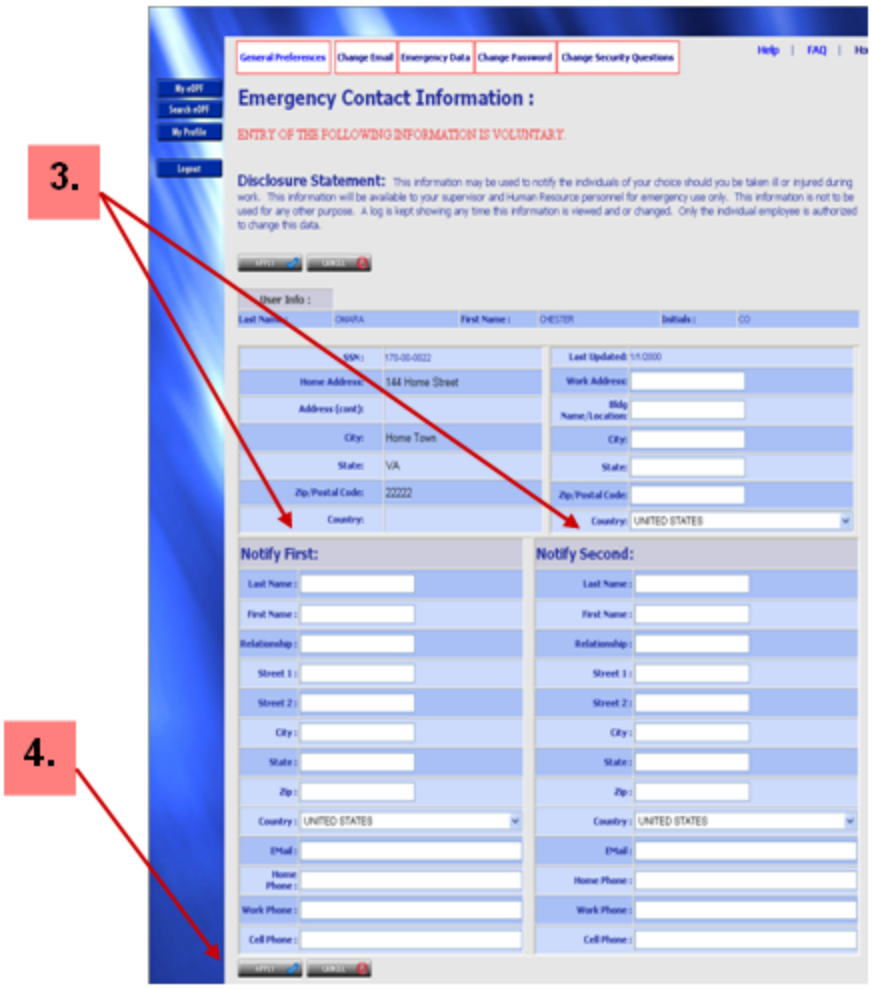
Entering or Updating Emergency Data (continued)

3. **Enter your emergency contact information in the 'Notify First' and/or 'Notify Second' fields**

4. **Click the 'Apply' button**

END

Emergency Contact Information Page



9. Changing Your Password

Changing Your Password

From the eOPF main menu:

1. **Click the 'My Profile' button on the main menu**

Result: The General Preferences page displays

2. **Click on the 'Change Password' tab located at the top of the screen.**

Result: The Change Password page displays

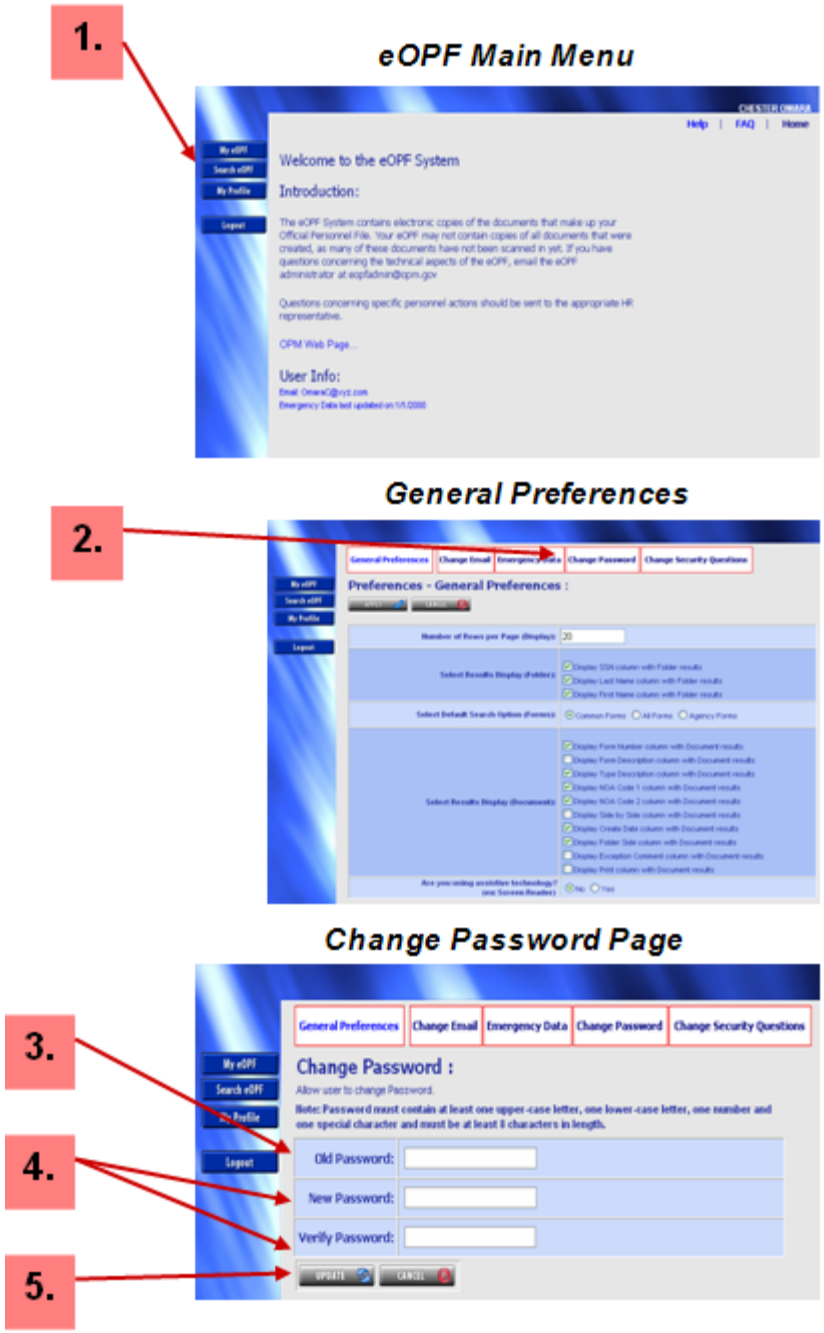
3. **Enter your old password in the 'Old Password' field**

4. **Enter your new password in the 'New Password' and 'Verify Password' fields**

Note: Passwords must be 8 characters and must contain at least one upper-case letter, one lower-case letter, one number and one special character (the special character cannot be the first character of your password).

5. **Click the 'Update' button**

END



10. Changing Your Security Questions

Changing Your Security Questions

From the eOPF main menu:

1. **Click the 'My Profile' button on the main menu**

Result: The General Preferences page displays

2. **Click on the 'Change Security Questions' tab located at the top of the screen**

Result: The Change Security Questions page displays

3. **You may now change your Personal/Helpdesk security questions and/or answers.**

Note: Remember, each security question/answer must be unique.

4. **Click the 'Update' button**

END

11. Resetting Your Password/Requesting a Password

Resetting Your Password/Requesting a Password

After three unsuccessful attempts to login, users will be locked out of the system.

All users have the ability to reset their own password if they have forgotten it.
From the log in screen:

1. Click on "Forgot your password?"
Result: The Reset Password Request page displays

1a. If you are a new user requesting a new password click on the "*New User – Request your Password*…" link

2. Enter your eOPF ID

Note: If you do not know your eOPF ID you can look it up by clicking the "Forgot your eOPF ID" link (see Chapter 12 "Requesting Your eOPF ID" of this guide)

3. Enter the last 5 digits of your social security number

4. Enter the first 4 letters of your last name.

5. Click 'Submit'
Result: The Reset Password Request page displays (Your temporary password will be sent via email from the eOPF Help Desk) (**Go to step 7 in this section**)

<u>Note</u>: If your information was verified, but does not have an email address, then you will be contacted by the eOPF Help Desk.

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Resetting Your Password/Requesting a Password (continued)

Resetting Your Password/Requesting a Password (continued)

5a. If you are a returning user and you have selected your security questions then a challenge question will be displayed on the screen.

5b. If you correctly answered the challenge question, then you will be forced to reset your password.

5c. If you answer the security question incorrectly then you will be instructed to contact the eOPF Help Desk. (see 6 in this section)

If your information fails to be verified, you will receive an "Access Denied Message" instructing you to contact the eOPF help desk.

6. Click 'here' to return to the logon page
Result: eOPF Logon screen appears

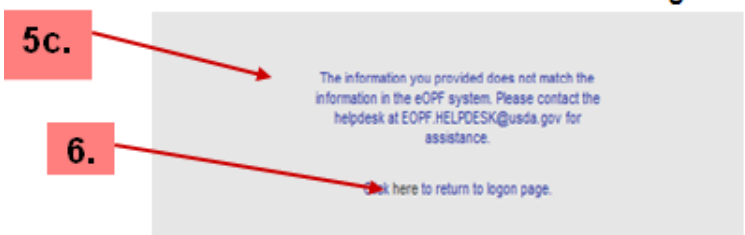
7. Check your email to obtain your new password

↓

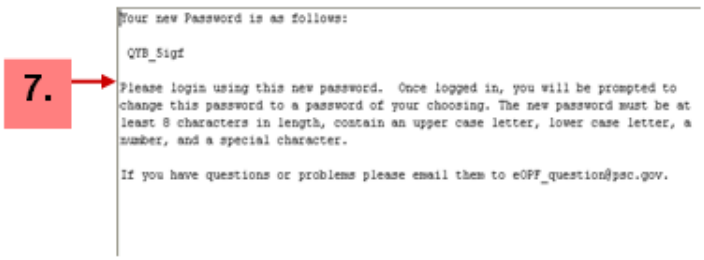
Security Question

Change Password Screen

Information Failed to be Verified Page



New Password E-mail



Resetting Your Password/Requesting a Password (continued)

Resetting Your Password/Requesting a Password (continued)

8. **Enter your eOPF ID into the 'eOPF ID' field**

9. **Copy and paste the password from the email message into the 'Password' field**

10. **Click the 'Submit' button**
Result: A page will appear indicating your must change your password

11. **Copy and paste the password from the email message into the 'Old Password' field**

12. **Enter your new password in the 'New Password' and 'Password Confirm' fields**

Note: Passwords must be 8 characters and must contain at least one upper-case letter, one lower-case letter, one number and one special character (the special character cannot be the first character of your password). The last 25 passwords cannot be reused.

13. **Click the 'Reset Password' button**
Result: The Welcome page will display

END

eOPF Log in Page

Required Password Change Page

eOPF Welcome Page

12. Requesting Your eOPF User ID

Requesting Your eOPF User ID

NOTE: If you never logged into the system and have not selected your security questions you will need to visit the HHS Employee ID Look Up page, https://learning.hhs.gov/EmployeeNumber.asp to obtain your eOPF ID.

1. **From the eOPF Web Login page, click the '*Forgot your Login?*'**

Result: The Request your eOPF ID page appears

2. **Type the last 5 digits of your SSN in the '*Last 5 digits of your SSN*' field, first 4 letters of your last name in the '*First 4 letters of Last Name*' field (If your last name is less than 4 letters then use your full last name) and your Date of Birth into the '*Date of Birth*' Field**

3. **Click the Submit button**

Result: Upon successfully verifying your information, the system randomly generates a challenge question you should know

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eOPF Logon Page

eOPF ID Page

Requesting Your eOPF User ID (continued)

Requesting Your eOPF User ID (continued)

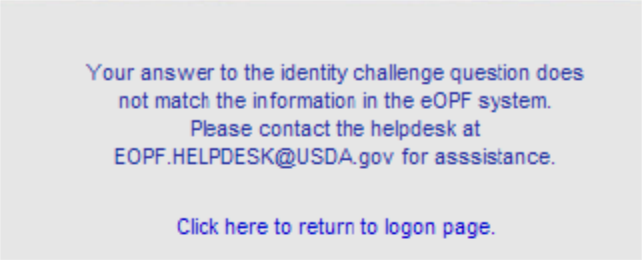
Note: You will be instructed to contact the eOPF Help Desk if you answer the question incorrectly

4. If you answer the security question correctly
Result: Your eOPF ID is displayed on the page

5. Click 'here' to return to the logon page
Result: The eOPF logon page will display

END

Information Failed to be Verified Page



eOPF ID

eOPF Logon Page

13. eOPF System Requirements

To access and utilize the eOPF, you must use two basic "off-the-shelf" software components: a Web browser application and the document viewer. The Web browser enables you to view the various system screens such as Logon and Search. Adobe Acrobat, the document viewer, enables you to view documents.

Microsoft Internet Explorer v5.5 and above is the recommended browser for eOPF. Adobe Acrobat Reader is the document viewer used by eOPF.

The eOPF stores documents as Portable Document Format (PDF) files, which can be viewed and printed using Adobe Acrobat Reader. Use version 6.0.1 or above of Adobe Acrobat Reader. Version 6.0.0 or older may not work. Certain versions of Adobe Acrobat Professional will not work. If you do not have Adobe Acrobat Reader installed on your computer, it is available as a free download on the Internet or you should contact IT support to have it installed.

Note:
The Adobe Acrobat Reader "options" should be set to "not" view inside the browser. This option can be accessed by selecting Edit Preferences Internet in Adobe Acrobat Reader v6.x version.

14. eOPF Support

If you have **forgotten your user ID** it can be looked up here:
User ID / Employee Number Look Up.

If you have **forgotten your password or do not have a password** you can reset or request a password on the eOPF login screen:
eOPF Login Screen
Instructions for resetting passwords (.pdf)

If you are experiencing **problems with opening documents** in eOPF, you may need to delete the Temporary Internet Files on your computer.

Instructions for PC users:
Instructions on how to delete Temporary Internet Files (.pdf)

Instructions for Mac users:
Instructions on how to delete Temporary Internet Files for Macs (.pdf)

If you have other questions or concerns of a technical nature, e.g., inability to open documents, and/or questions related to your user account, you can access online help by clicking the Help link in the upper right hand corner of each eOPF screen.

You can also call the Contact Center at 1-866-275-8518 or send an email to the HHS eOPF mailbox at **eopf_hd@telesishq.com**

If you have questions or concerns related to the content of your eOPF, e.g., missing documents, incorrect documents, etc., contact NIH HR System Support by email at **hrsystemssupport@od.nih.gov** or by phone at (301) 451-1436.

Additional eOPF Resources:
Online Help - When logged into the system, click the Help link in the upper right hand corner for general assistance.

NIH eOPF website: http://hr.od.nih.gov/HRSystems/eOPF/default.htm
HHS eOPF website: http://intranet.hhs.gov/eopf/

If you are having a problem with your PC, operating system, network, server, or printer, contact your local IT helpdesk or support organization, e.g., OIT. Local IT support will also assist you in downloading and installing the appropriate browser or document viewer if necessary.