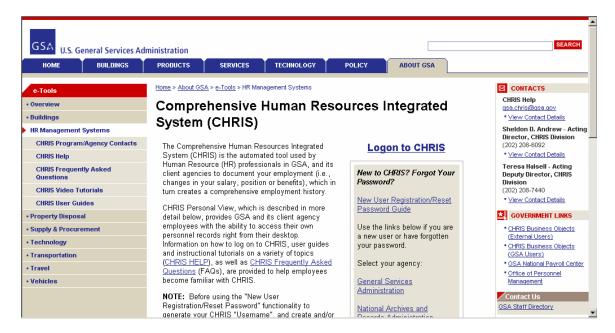# New User Registration/Reset Password Instructions

Access the CHRIS home page from G S A .G O V using the following URL:
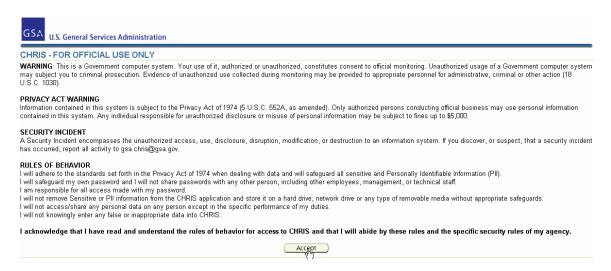www.gsa.gov/CHRIS (www.g s a .g o v/CHRIS).

Select your agency from the available choices (General Services Administration, National Archives and Records Administration, National Credit Union Administration or Railroad Retirement Board).
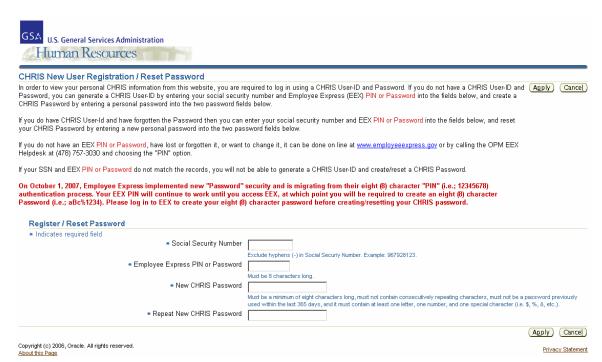
You will be automatically redirected to the Warning, Privacy Act, Security and Rules of Behavior requirements page.

Review "carefully" the Warning, Privacy Act, Security and Rules of Behavior requirements. At the bottom of the page click the "Accept" button to acknowledge that you understand and will comply with each requirement, as written.
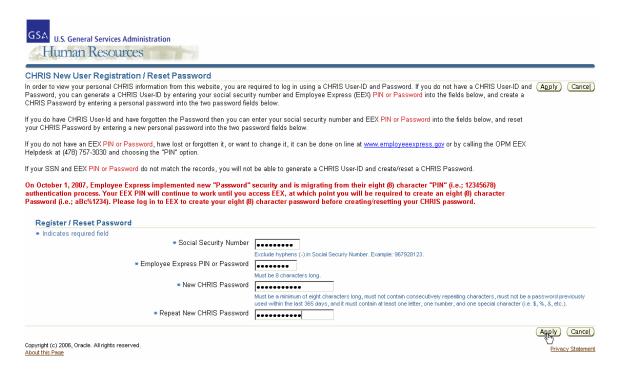

The CHRIS New User Registration/Reset Password window opens.
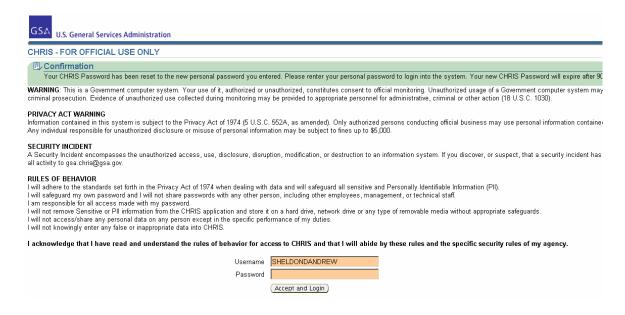

NOTE: CHRIS Password Rules: Must be a minimum of eight characters long, must not contain consecutively repeating characters, must not be a password previously used within the last 365 days, and it must contain at least one letter, one number, and one special character (for example: $, %, !, etc.).
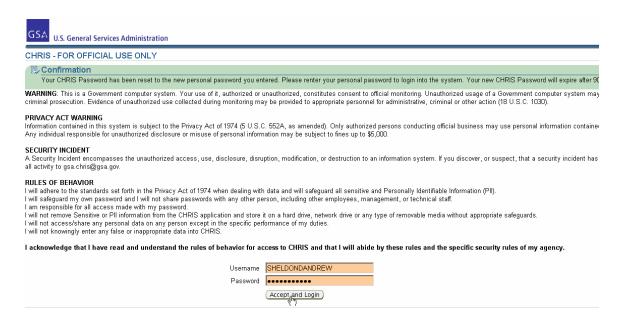
Enter your SSN (without dashes) into the Social Security Number field. Enter your EEX PASSWORD into the Employee Express PIN or Password field. Enter a CHRIS Password of your choosing into the New CHRIS Password and Repeat New CHRIS Password fields. Click the "Apply" button.

The CHRIS logon window opens, and the Username field is auto-populated with your CHRIS Username.

Enter your personal CHRIS Password, created in the preceding steps, into the Password field. When you click the "Accept and Logon" button you are acknowledging that you understand and will comply with each requirement, as written.

The Navigator window opens. Click on your Personal Self-Service responsibility (for example: G S A Personal Self Service, NARA Personal Self Service, RRB Personal Self Service, etc.).

Click on Personal View to access your personnel data.