

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.gsa.gov/CHRIS).

The screenshot shows the CHRIS home page. At the top left is the GSA logo and the text "U.S. General Services Administration". To the right is a search bar with a "SEARCH" button. Below this is a horizontal navigation menu with tabs for HOME, BUILDINGS, PRODUCTS, SERVICES, TECHNOLOGY, POLICY, and ABOUT GSA. On the left side, there is a vertical "e-Tools" menu with sub-items: Overview, Buildings, HR Management Systems (expanded), CHRIS Program/Agency Contacts, CHRIS Help, CHRIS Frequently Asked Questions, CHRIS Video Tutorials, CHRIS User Guides, Property Disposal, Supply & Procurement, Technology, Transportation, Travel, and Vehicles. The main content area is titled "Comprehensive Human Resources Integrated System (CHRIS)". It contains a description of the system, a "Logon to CHRIS" section with a "New to CHRIS? Forgot Your Password?" link, and a "New User Registration/Reset Password Guide" link. Below the guide link, it says "Use the links below if you are a new user or have forgotten your password." and "Select your agency:" followed by links for "General Services Administration", "National Archives and Records Administration", "National Credit Union Administration", and "Railroad Retirement Board". On the right side, there are "CONTACTS" and "GOVERNMENT LINKS" sections.

Select your agency from the available choices (General Services Administration, National Archives and Records Administration, National Credit Union Administration or Railroad Retirement Board).

[Logon to CHRIS](#)

This is a close-up of the "Logon to CHRIS" section. It features a box with a light beige background and a thin border. At the top, it says "New to CHRIS? Forgot Your Password?". Below this is a blue underlined link: "New User Registration/Reset Password Guide". The text "Use the links below if you are a new user or have forgotten your password." is centered. Below that, it says "Select your agency:". There are four blue underlined links listed vertically: "General Services Administration", "National Archives and Records Administration", "National Credit Union Administration", and "Railroad Retirement Board". A mouse cursor is pointing at the "General Services Administration" link.

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.

GSA U.S. General Services Administration

CHRIS - FOR OFFICIAL USE ONLY

WARNING: This is a Government computer system. Your use of it, authorized or unauthorized, constitutes consent to official monitoring. Unauthorized usage of a Government computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be provided to appropriate personnel for administrative, criminal or other action (18 U.S.C. 1030).

PRIVACY ACT WARNING
Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552A, as amended). Only authorized persons conducting official business may use personal information contained in this system. Any individual responsible for unauthorized disclosure or misuse of personal information may be subject to fines up to \$5,000.

SECURITY INCIDENT
A Security Incident encompasses the unauthorized access, use, disclosure, disruption, modification, or destruction to an information system. If you discover, or suspect, that a security incident has occurred, report all activity to gsa.chris@gsa.gov.

RULES OF BEHAVIOR
I will adhere to the standards set forth in the Privacy Act of 1974 when dealing with data and will safeguard all sensitive and Personally Identifiable Information (PII).
I will safeguard my own password and I will not share passwords with any other person, including other employees, management, or technical staff.
I am responsible for all access made with my password.
I will not remove Sensitive or PII information from the CHRIS application and store it on a hard drive, network drive or any type of removable media without appropriate safeguards.
I will not access/share any personal data on any person except in the specific performance of my duties.
I will not knowingly enter any false or inappropriate data into CHRIS.

I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.

The CHRIS New User Registration/Reset Password window opens.

GSA U.S. General Services Administration
Human Resources

CHRIS New User Registration / Reset Password

In order to view your personal CHRIS information from this website, you are required to log in using a CHRIS User-ID and Password. If you do not have a CHRIS User-ID and Password, you can generate a CHRIS User-ID by entering your social security number and Employee Express (EEX) PIN or Password into the fields below, and create a CHRIS Password by entering a personal password into the two password fields below.

If you do have CHRIS User-Id and have forgotten the Password then you can enter your social security number and EEX PIN or Password into the fields below, and reset your CHRIS Password by entering a new personal password into the two password fields below.

If you do not have an EEX PIN or Password, have lost or forgotten it, or want to change it, it can be done on line at www.employeeexpress.gov or by calling the OPM EEX Helpdesk at (478) 757-3030 and choosing the "PIN" option.

If your SSN and EEX PIN or Password do not match the records, you will not be able to generate a CHRIS User-ID and create/reset a CHRIS Password.

On October 1, 2007, Employee Express implemented new "Password" security and is migrating from their eight (8) character "PIN" (i.e.: 12345678) authentication process. Your EEX PIN will continue to work until you access EEX, at which point you will be required to create an eight (8) character Password (i.e.: aBc%1234). Please log in to EEX to create your eight (8) character password before creating/resetting your CHRIS password.

Register / Reset Password
* Indicates required field

* Social Security Number	<input type="text"/>	Exclude hyphens (-) in Social Security Number. Example: 967928123.
* Employee Express PIN or Password	<input type="text"/>	Must be 8 characters long.
* New CHRIS Password	<input type="text"/>	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 (i.e. \$, %, &, etc.).
* Repeat New CHRIS Password	<input type="text"/>	

Copyright (c) 2006, Oracle. All rights reserved.
[About this Page](#) [Privacy Statement](#)

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.



CHRIS New User Registration / Reset Password

In order to view your personal CHRIS information from this website, you are required to log in using a CHRIS User-ID and Password. If you do not have a CHRIS User-ID and Password, you can generate a CHRIS User-ID by entering your social security number and Employee Express (EEX) PIN or Password into the fields below, and create a CHRIS Password by entering a personal password into the two password fields below.

If you do not have CHRIS User-ID and have forgotten the Password then you can enter your social security number and EEX PIN or Password into the fields below, and reset your CHRIS Password by entering a new personal password into the two password fields below.

If you do not have an EEX PIN or Password, have lost or forgotten it, or want to change it, it can be done on line at www.employeeexpress.gov or by calling the OPM EEX Helpdesk at (478) 757-3030 and choosing the "PIN" option.

If your SSN and EEX PIN or Password do not match the records, you will not be able to generate a CHRIS User-ID and create/reset a CHRIS Password.

On October 1, 2007, Employee Express implemented new "Password" security and is migrating from their eight (8) character "PIN" (i.e.: 12345678) authentication process. Your EEX PIN will continue to work until you access EEX, at which point you will be required to create an eight (8) character Password (i.e.: aBc%1234). Please log in to EEX to create your eight (8) character password before creating/resetting your CHRIS password.

Register / Reset Password

* Indicates required field

* Social Security Number	<input type="text" value="....."/>	<small>Exclude hyphens (-) in Social Security Number. Example: 967926123.</small>
* Employee Express PIN or Password	<input type="text" value="....."/>	<small>Must be 8 characters long.</small>
* New CHRIS Password	<input type="text" value="....."/>	<small>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 (i.e. \$, %, &, etc.).</small>
* Repeat New CHRIS Password	<input type="text" value="....."/>	

Copyright (c) 2006, Oracle. All rights reserved.
[About this Page](#)

[Privacy Statement](#)

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



CHRIS - FOR OFFICIAL USE ONLY

Confirmation

Your CHRIS Password has been reset to the new personal password you entered. Please reenter your personal password to login into the system. Your new CHRIS Password will expire after 90

WARNING: This is a Government computer system. Your use of it, authorized or unauthorized, constitutes consent to official monitoring. Unauthorized usage of a Government computer system may criminal prosecution. Evidence of unauthorized use collected during monitoring may be provided to appropriate personnel for administrative, criminal or other action (18 U.S.C. 1030).

PRIVACY ACT WARNING

Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552a, as amended). Only authorized persons conducting official business may use personal information contained. Any individual responsible for unauthorized disclosure or misuse of personal information may be subject to fines up to \$5,000.

SECURITY INCIDENT

A Security Incident encompasses the unauthorized access, use, disclosure, disruption, modification, or destruction to an information system. If you discover, or suspect, that a security incident has all activity to gsa.chris@gsa.gov.


RULES OF BEHAVIOR

I will adhere to the standards set forth in the Privacy Act of 1974 when dealing with data and will safeguard all sensitive and Personally Identifiable Information (PII).
I will safeguard my own password and I will not share passwords with any other person, including other employees, management, or technical staff.
I am responsible for all access made with my password.
I will not remove Sensitive or PII information from the CHRIS application and store it on a hard drive, network drive or any type of removable media without appropriate safeguards.
I will not access/share any personal data on any person except in the specific performance of my duties.
I will not knowingly enter any false or inappropriate data into CHRIS.

I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.

Username	<input type="text" value="SHELDONDANDREW"/>
Password	<input type="password"/>
<input type="button" value="Accept and Login"/>	

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.

 U.S. General Services Administration

CHRIS - FOR OFFICIAL USE ONLY

Confirmation
Your CHRIS Password has been reset to the new personal password you entered. Please reenter your personal password to login into the system. Your new CHRIS Password will expire after 90 days.

WARNING: This is a Government computer system. Your use of it, authorized or unauthorized, constitutes consent to official monitoring. Unauthorized usage of a Government computer system may constitute a criminal offense. Evidence of unauthorized use collected during monitoring may be provided to appropriate personnel for administrative, criminal or other action (18 U.S.C. 1030).

PRIVACY ACT WARNING
Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552A, as amended). Only authorized persons conducting official business may use personal information contained in this system. Any individual responsible for unauthorized disclosure or misuse of personal information may be subject to fines up to \$5,000.

SECURITY INCIDENT
A Security Incident encompasses the unauthorized access, use, disclosure, disruption, modification, or destruction to an information system. If you discover, or suspect, that a security incident has occurred, please report it to gsa.chris@gsa.gov.

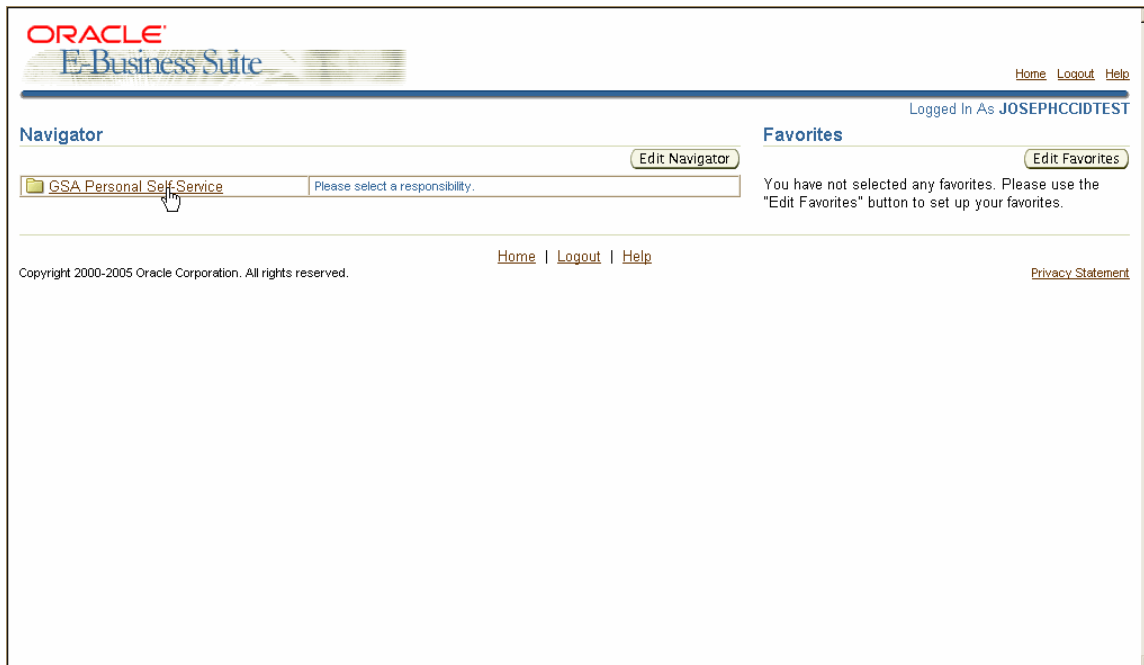
RULES OF BEHAVIOR
I will adhere to the standards set forth in the Privacy Act of 1974 when dealing with data and will safeguard all sensitive and Personally Identifiable Information (PII).
I will safeguard my own password and I will not share passwords with any other person, including other employees, management, or technical staff.
I am responsible for all access made with my password.
I will not remove Sensitive or PII information from the CHRIS application and store it on a hard drive, network drive or any type of removable media without appropriate safeguards.
I will not access/share any personal data on any person except in the specific performance of my duties.
I will not knowingly enter any false or inappropriate data into CHRIS.

I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.

Username:

Password:

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.).



ORACLE
E-Business Suite

Home Logout Help

Logged In As JOSEPHCCIDTEST

Navigator

GSA Personal Self-Service Please select a responsibility.

Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Home | Logout | Help

Copyright 2000-2005 Oracle Corporation. All rights reserved. [Privacy Statement](#)

Click on Personal View to access your personnel data.

The screenshot shows the Oracle E-Business Suite interface. At the top left is the Oracle logo and "E-Business Suite" text. On the top right, there are links for "Home", "Logout", and "Help", and a status bar indicating "Logged In As JOSEPHCCIDTEST".

The main content area is divided into two sections:

- Navigator:** Contains a tree view under "GSA Personal Self-Service". The "Personal View" link is highlighted. Other links include "Saved & Later/Returned for Correction Actions", "Training", "Change Manager", "Change Password and Accessibility", "Contact CPC or IG HR Office", "Race or National Origin", "Inbox", and "Help" (with a sub-link for "Training User Guide"). An "Edit Navigator" button is located to the right of the tree.
- Favorites:** Contains the text "You have not selected any favorites. Please use the 'Customize' link to set up your favorites." and an "Edit Favorites" button.

At the bottom of the page, there is a copyright notice: "Copyright 2000-2005 Oracle Corporation. All rights reserved." and links for "Home", "Logout", "Help", and "Privacy Statement".