Attachment: USDA eAuthentication Employee Credentialing Job Aid

Self-Registration Process

To obtain a USDA eAuthentication employee credential,
all FSIS employees should go to
http://www.eauth.egov.usda.gov/eauthEmployeeCreateAccount.html
Enter the information required on the "Activate your Employee Account" page, then click **Next**. The information you entered will be compared to data stored for payroll and personnel purposes at the National Finance Center (NFC).

You should feel assured that the information entered into the USDA eAuthentication service is handled through secure channels and is used only to validate your identity against information already known and stored at NFC. If all of the data you enter matches the data held at NFC, you will be electronically issued a USDA eAuthentication Employee Account (User ID and password) with Level 2 assurance.

You will need the following information:

DATA POINT	CRITERIA
First Name, Last Name	Please enter exactly as on Earnings and Leave Statement AD-334.
Social Security Number	Please enter your complete, 9 digit Social Security Number
Date of Birth	Please enter exactly as in Box 3 of your most recent Personnel Action Form SF 50-B
Home State and Home City	Please enter exactly as on Earnings and Leave Statement AD-334.

DATA POINT	CRITERIA
Agency Name	Please select your primary USDA agency affiliation from the drop down box exactly as it appears in Box 22 of your Personnel Action Form SF-50. If you work for more than one agency please select your primary agency affiliation. If your agency is not listed, please select the option closest to what you think the correct choice is.
Duty Station Code	Please enter exactly as shown in Box 38 of your most recent Personnel Action Form SF 50-B, ##-####-###
Service Comp. Date (Leave)	Please enter exactly as shown in Box 31 of your most recent Personnel Action Form SF 50-B, ##-##-##,
What is the net amount of your last paycheck?	Please enter the amount shown on latest Earnings and Leave Statement AD-334, $######. ##,
Pay Plan, Grade and Step	Please select the Pay Plan, Grade and Step shown on your latest Earnings and Leave Statement AD-334.

On the second page, create and enter your User ID and password and enter your email address. A valid email address is required to activate your account. Click **Next** to complete the registration.

You will need to confirm your email account in accordance with Government-wide standards before your USDA eAuthentication Employee Account with Level 2 Access is active. Within 24 hours, you will receive an email from the USDA eAuthentication Help Desk containing an activation link; click this link to verify your email and activate your USDA eAuthentication Employee Account with Level 2 Access.

Once you have confirmed your eAuthentication employee credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password and the security questions that you stored (Mother's Maiden Name, PIN, and Date of birth) - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share this password or write it down in an insecure location.

If you need further assistance with the USDA eAuthentication Employee Account with Level 2 Access account activation process, please visit the help guidance, at the following link:

www.eauth.egov.usda.gov/employeeActivateHelp.html

Registration Scenarios

If you have difficulties with the eAuthentication process, please refer to **Appendix B** for further instructions.

A small percentage of employees will encounter problems with this process due to discrepancies between the data you entered into the USDA eAuthentication service and the payroll and personnel data on file at NFC.

If the system is not able to verify your payroll and personnel information, an account cannot be issued for you. You will need to contact your HR Representative to update or recover

your payroll and personnel data before attempting to re-try your registration. Information may take up to 72 hours to be updated in the NFC system and the eAuthentication service.

For NFC data discrepancies, please contact Adrianna Benedetti at Adrianna.Benedetti@fsis.usda.gov. (Headquarters employees).   Field employees, please contact Mary Davis in HRFO, Minneapolis, at Mary.Davis@fsis.usda.gov.

For technical assistance, please contact the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov. See **Appendix B** for additional information.

For questions about AgLearn, please contact the Help Desk at AgLearn@fsis.usda.gov.

For more information about this process, you may contact your FSIS Employee Registration Help Desk, at eAuth@fsis.usda.gov.

Appendix A: Screen Shots

The pictures below are of the USDA eAuthentication Employee Account with Level 2 Access activation pages where you will enter your information:

Figure 1: Self-Registration Page 1

Figure 2: Self-Registration Page 2

Figure 3: Confirmation Page

Appendix B

Employees who are unsuccessful in their attempt to register will be contacted by the eAuthentication Help Desk as soon as possible. However, due to the number of employees attempting to sign in, it could take up to a week for you to be contacted. Please DO NOT send an email to the Help Desk asking about the status of your account. We ask you to be patient and wait for a contact about your account. This contact may be in the form of an email either indicating the approval (confirmation email), or denial of your account, or a telephone message from a USDA eAuthentication Team Member attempting to interview you to approve your account.

Employees who DO NOT receive the confirmation email 24 hours after successful registrations should do the following:

1.   Email the eAuthentication Help Desk at <mailto:eAuthHelpDesk@usda.gov> eAuthHelpDesk@usda.gov
2.   Inform the Help Desk they successfully registered and DID NOT receive the confirmation email.
3.   Include their First and Last Name, User ID, Agency and date they registered.

Employees who register successfully and DO receive their confirmation email message, however the activation link will not work or the email message is blank, should do the following:

1.   Forward their copy of the confirmation email to the eAuthentication Help Desk at <mailto:eAuthHelpDesk@usda.gov>
eAuthHelpDesk@usda.gov
2.   Tell the Help Desk they cannot activate the account.
3.   Include their First and Last Name, User ID, Agency and date they registered.

To expedite assistance, ALL inquiries to the eAuthentication Help Desk should include the following information:

1.   First and Last Name

2.   User ID

3.   Agency Name

4.   The name of the application or URL they were attempting to access

5.   A description of the problem or error message

6.   Their 3 security attributes (PIN, DOB, MMN) if requesting a password reset.

Note: NEVER SEND YOUR PASSWORD TO THE HELP DESK