UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
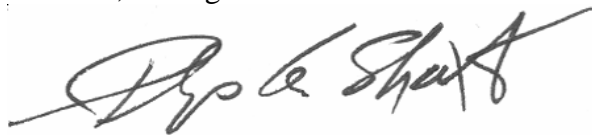Washington, DC 20250

For: FFAS Employees

Dashboard Retirement Calculator Access Change

Approved by: Deputy Administrator, Management

1   Overview

A Background

To protect employees' PII, USDA has directed that employees will no longer be able to log into "Dashboard" using Social Security numbers. Therefore, effective September 14, 2009:

- "Dashboard" is now called "HRLINK$"
- employees are required to login using their eAuthentication user ID and password.

B Purpose

This notice:

- announces Dashboard's name change to HRLINK$
- announces access change to eAuthentication
- provides the web address to access HRLINK$ and retirement calculator
- provides information about creating an eAuthentication account.

Disposal Date	Distribution
April 1, 2010	All FAS, FSA, and RMA employees; State Offices relay to County Offices

1   Overview (Continued)

C   Contacts

This table provides SPO contacts for questions about the retirement calculator.

IF located in…	THEN contact…
• FAS Overseas posts • FAS, FSA, and RMA Washington, DC, Offices • RMA Regional and Compliance Offices, **except** Kansas City	any of the following HRD, Employee Programs Branch employees: • Darla Hensley at 202-401-0681 • Maria Ruiz at 202-401-0685 • Natasha Facey at 202-401-0687.
FSA State and County Office	State Office administrative officer.
FSA Kansas City Offices, as follows: • KCCO and ITSD • AMS, FMD, FSC, MSD, and Office of Budget and Finance	KCHRO, Employee Labor Relations Section by applicable service area employee, as follows: • Dana Chandler at 816-926-6117 • Patricia Gepford at 816-926-6529.
• APFO. • RMA Kansas City Offices	Patricia Gepford, KCHRO, Employee Labor Relations Section at 816-926-6529.

2   Login Information

A   Web Address

The web address will remain **https://asp.gdcii.com/dashboard/usdaoa**.

B   System Name Change

The name "Dashboard" has been changed to "HRLINK$".

2   Login Information (Continued)

C   Accessing the Retirement Calculator

Follow these steps to access the retirement calculator. Employees are still able to estimate their retirement scenarios.

Step	Action
1	Access the HRLINK$ Home Page at **https://asp.gdcii.com/dashboard/usdaoa**.
2	Under "My HRLINK$", CLICK, "**eAuthentication**".
3	On the eAuthentication: • Warning Screen, CLICK "**I Agree**" • Login Screen: • enter user ID and password • CLICK "**Login**".
4	The first time HRLINK$ is accessed, My HRLINK$ will be displayed with a prompt to synchronize users Dashboard user ID (Social Security number) with users eAuthentication user ID. Under My HRLINK$, under "eAuthentication User Synchronization" enter users Social Security number and month/day of birth (mm/dd) and CLICK "**Update**". The Welcome Screen will be displayed.
5	Under the My Links menu, CLICK "**Calculate Retirement**".

D   Creating an eAuthentication Account

All employees should already have an eAuthentication account; however, if an account needs to be created, employee should:

• go to **www.eauth.egov.usda.gov**
• under "Quick Links", CLICK "**Create an Account**"
• follow the steps to create an account.

If assistance is needed, contact the eAuthentication Help Desk at 800-457-3642.