

For: State and County Offices

Modified Procedure for Accessing SCIMS

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Access to SCIMS has been modified to simplify the log in process beginning on Monday, May 14. Numerous access screens have been removed that will allow a more user friendly log in to the SCIMS application. The simplified process will also provide users the ability to search for customers by State, county, and/or Service Center.

The default for the "Type" field has always been "Individual". Multiple requests have been received from State and County Offices to change the default for the "Type" field to "Both". The SCIMS application has been modified to include this enhancement.

B Purpose

This notice provides procedure for:

- accessing the SCIMS data base
- a new SCIMS search default for both individuals and businesses.

Note: A forthcoming 1-CM amendment will include these changes for accessing SCIMS.

Disposal Date

December 1, 2007
5-10-07

Distribution

State Offices; State Offices relay to County Offices

2 Accessing Name and Address From SCIMS

A Accessing SCIMS

The SCIMS application shall be accessed through Internet Explorer (IE) using Common Computing Environment equipment. Open IE, type <http://intranet.fsa.usda.gov/fsa> in the address field and PRESS “Enter”.

Note: NRCS employees will use the My NRCS web site to access SCIMS. The My NRCS web site is located at <https://my.nrcs.usda.gov/nrcs.aspx>. On the Homepage, CLICK the “Field Office Tools” tab and then select the “Customers” SCIMS link.

B FSA’s Intranet Homepage

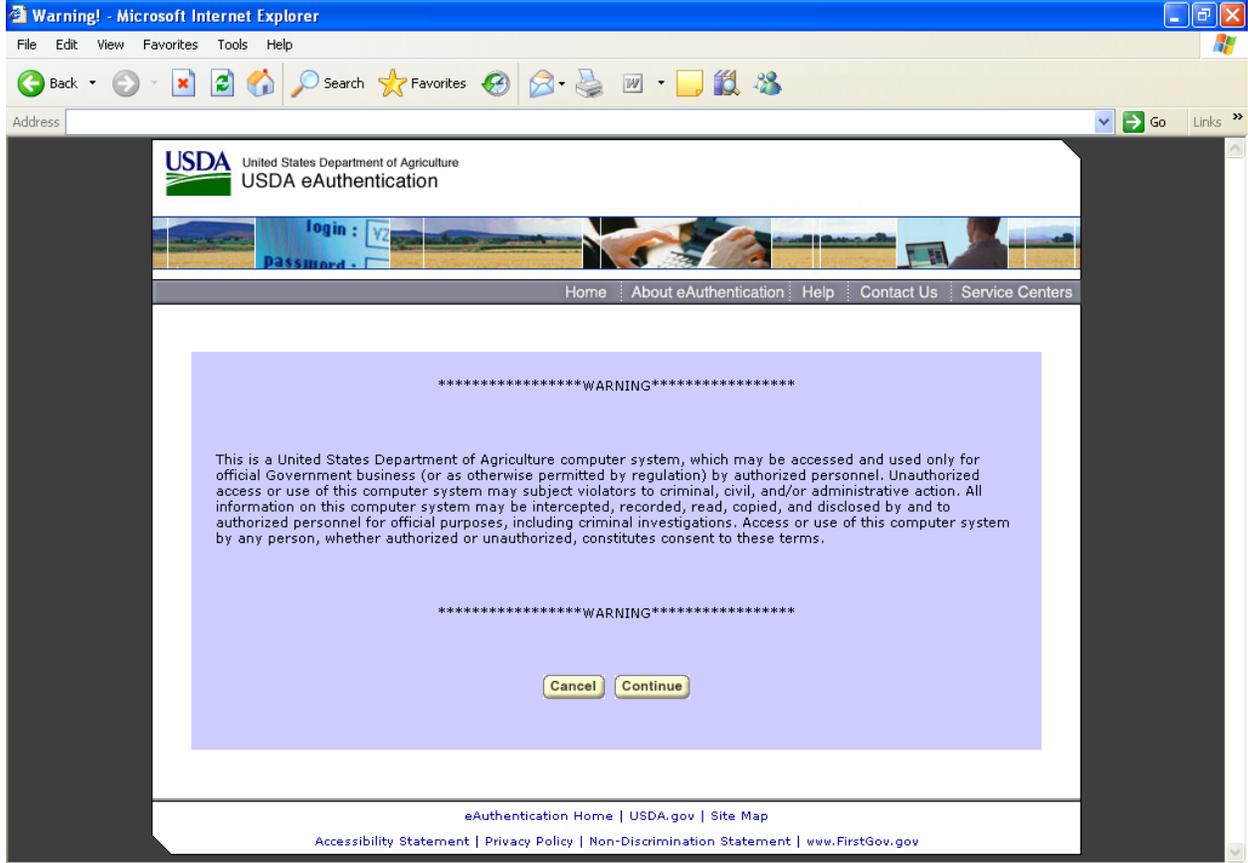
FSA’s Intranet Homepage will be displayed. CLICK “FSA Applications” and CLICK “SCIMS” under Common Applications Menu. Following is an example of the FSA Applications Screen.

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2 Accessing Name and Address From SCIMS (Continued)

B FSA's Intranet Homepage (Continued)

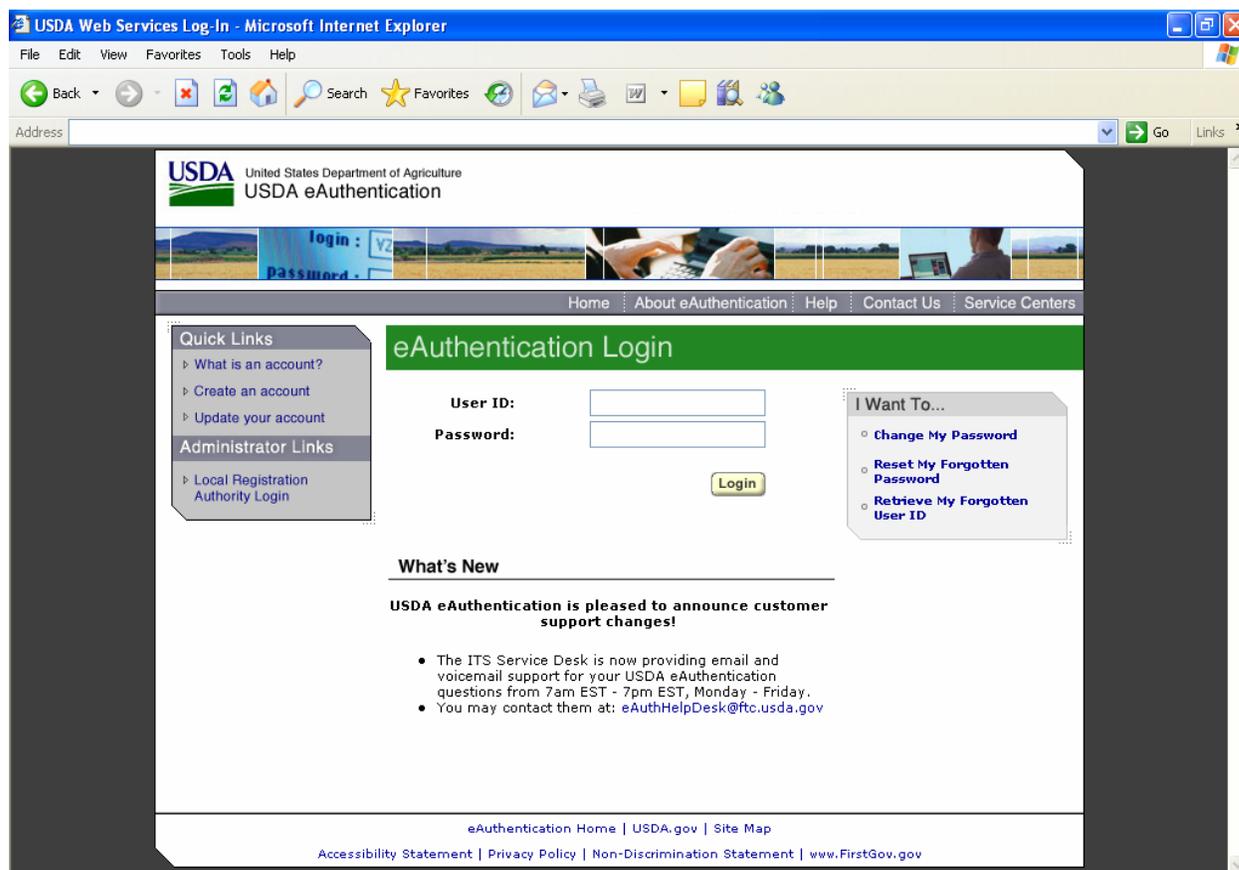
USDA's eAuthentication Warning Screen will be displayed. CLICK "Continue".



2 Accessing Name and Address From SCIMS (Continued)

C eAuthentication Login Screen

After clicking “Continue” on the eAuthentication Warning Screen, the eAuthentication Login Screen will be displayed as follows.



Enter eAuthentication user ID and password, and then CLICK the “Login” button.

If the user does not have authority to access SCIMS, the user will receive the following message, “According to your security profile you do not have authority to access SCIMS. If you feel you have received this message in error, contact your State SCIMS Security Officer.”

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2 Accessing Name and Address From SCIMS (Continued)

C eAuthentication Login Screen (Continued)

Once a user has successfully completed the eAuthentication login and cleared the SCIMS security profile, the application will default to the SCIMS “Customer Search Page” site as follows.

IF the user is....	THEN the Customer Search Page will default to...
associated with a single Service Center	user’s respective location State, location county and Service Centers linked to location county.
associated with multiple Service Centers	Service Center and respective location county with lowest numbered organizational unit within user’s respective location State.
a State Office employee	Service Center and respective location county with the lowest numbered organizational unit within user’s respective location State.
a National Office employee	State location, Service Center, and respective location county with the lowest numbered organizational unit within the entire SCIMS database.
not assigned to a specific office	the following error message: “According to your security profile you do not have an assigned office ID in EAS. Please contact you State SCIMS security officer per 1-CM, Exhibit 11.5”.

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2 Accessing Name and Address From SCIMS (Continued)

C eAuthentication Login Screen (Continued)

After successful login to SCIMS, the following Customer Search Page will be displayed. See 1-CM, paragraph 175 for customer search instructions.

USDA-SCIMS Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: [] Go Links >>

Navigation
Customer Search
Report
Log Off

Notice!
You are entering an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing.

USDA Service Center Information Management System
Customer Search Page

State: INDIANA County: DELAWARE

Service Center: MUNCIE SERVICE CENTER
Service Center Details National Search:

Type
 Individual Business Both
Active Active and Inactive

Name
 Starts With Exact Match
Last or Business: []
First: []

Tax ID
ID: []
ID Type: Select One
 Whole ID Last 4 Digits

Other
Common Name: []
Zip Code: []
Phone No: []

Search Reset

ACCESSIBILITY: USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the CCE Help Desk at 1-800-467-3642. Please provide us with the specific URL with which you have a problem or concern.

Important: When exiting SCIMS, **always** use the “Log Off” option on the navigation bar on the left side of the screen. **Never** exit SCIMS from the “Close Box” (Red “X” in the upper right-hand corner of the screen on the blue Microsoft IE blue banner) or clicking the “Home” button on the tool bar. Exiting from the “Close Box” or “Home” button will lock-out other users from accessing the last customer accessed for 2 hours. If SCIMS is inadvertently exited from the “Close Box” or “Home” button, user shall **immediately** re-access the applicable record and “Log Off” from the navigation bar.

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3 Action

A State Office Action

State Offices shall:

- relay this information to County Offices immediately
- share this notice with NRCS.

B County Office Action

County Offices shall:

- follow the contents of this notice when accessing SCIMS
- share this notice with NRCS.