

For: Cotton State and County Offices

**Instructions for County User Access and State Office Approval of
Cotton Online Processing System (COPS) Access**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

To access COPS, each user must:

- have NITC user ID and password
- request COPS access.

After the user submits the access request from COPS home page, it is currently approved by staff in KCAO.

Since the State Office Price Support Specialist has knowledge of who should have access to COPS, approval will now be completed at the State Office level.

B Purpose

This notice provides State and County Offices instructions for:

- county users to request COPS access
- State Offices to approve COPS access for County Office employees.

C Contact

State Offices shall direct questions about this notice to Julie Floriani by:

- telephone at 202-720-8374
- e-mail to julie.floriani@wdc.usda.gov.

Disposal Date	Distribution
November 1, 2005	Cotton State Offices; State Offices relay to County Offices

2 Requesting COPS Access

A System Access Request

The “**System Access Request**” link on the **COPS Home Page** provides the capability for a:

- new user to initially request system access to COPS by furnishing the following:
 - the reason for request
 - entity request type
 - contact/mailing information

- current user to:
 - add county codes
 - submit notification of a move from one county to another.

After the State Office authorizes and approves the request, the application will be sent to a security official. The official will issue NITC user ID and COPS password by e-mail to the new user or approve current user for additional county access.

B System Access Instructions

New users shall request system access according to the following table.

Note: Instructions and illustrations can also be found in the COPS User Guide, Section 1.6, by clicking on the “System Access Instructions” link under the “Administrative” tab.

2 Requesting COPS Access (Continued)

B System Access Instructions (Continued)

Step	Action		Result
1	Access COPS Home page at www.fsa.usda.gov/cotton .		COPS Sign On Screen will be displayed.
2	On the Sign On Screen , new users shall click the “Guest Logon” button.		COPS Home Page will be displayed.
3	On COPS Home Page , click the “System Access Request” link under the “Administrative” tab.		System Access Request Screen will be displayed. Go to step 4.
4	On the System Access Request Screen do the following.		
	IF the user is...	THEN...	
	a new user	click “New User”.	A pop-up box will be displayed that advises that a current user is not to use this option if they are having a problem with their COPS login. Current users shall click “OK” and proceed as a “Current User”. New user shall click “OK” and go to step 5.
a current user	click “Current User”.	System Access Request Form Screen will be displayed with the current user's information. Go to step 6.	
5	Read the pop-up message and click “OK”.		The pop-up message display Screen will close and the System Access Request Form Screen will be displayed. Go to step 6.

2 Requesting COPS Access (Continued)

B System Access Instructions (Continued)

Step	Action		Results
6	On the System Access Request Form Screen do the following.		
	IF the user is...	THEN...	
	new	<ul style="list-style-type: none"> • select a reason for request • select an entity reason types • enter type codes, contact information and mailing address information • click "Submit". 	Access Request Confirmation Screen will be displayed with information about the new user request. Go to step 7.
	a current user	<ul style="list-style-type: none"> • select a reason for request • select an entity request type and enter the new county codes • click "Submit". 	Access Request Confirmation Screen will be displayed with information about the current user request. Go to step 7.
	To clear all the information, click "Reset".		System Access Request Form fields will be: <ul style="list-style-type: none"> • cleared for a new user • reset for current user. Continue with this step.
	To close the System Access Request Form Screen, click "Cancel".		System Access Request Form Screen will close and return to the Home Page .
7	On the Request Confirmation Screen, click "Continue".		COPS Home Page Screen will be displayed.

3 Approving COPS Pending County Users

A State Office Approval Process

State Office COPS users will:

- receive an e-mail notifying them that a pending user requires State approval for access to COPS
- follow the steps in this table to approve or delete the request.

Step	Action		Results
1	On the COPS Home Page , click the “ User Maintenance ” link under the “ Administrative ” tab.		State User Maintenance Screen will be displayed.
2	On the State User Maintenance Screen: <ul style="list-style-type: none"> • sort by “Show all Counties” • click “List.” 		User Maintenance List Screen will be displayed. Print User Maintenance List.
3	On the User Maintenance List Screen place the cursor on the Administrative tab on the menu bar and click “Request Review” on the drop box.		Request Review List Screen will be displayed.
4	On the Request Review List Screen, click the “Pending User Number” of the person you want to approve or may have to delete.		Pending User Details Screen will be displayed.
5	Review the Pending User Details Screen (county code) against the printed User Maintenance Screen List as needed.		
	IF the user...	THEN...	
	is not listed on the User Maintenance List and is requesting access to COPS as a new user	<ul style="list-style-type: none"> • ensure that data entered is correct, especially the email address, and make necessary corrections, if required • click the “Approve 1” button. 	Approve 1 Confirmation Screen will be displayed to verify that the pending user has been updated to Approve 1 status. The approval process is completed.

Notice CN-975

3 Approving COPS Pending County Users (Continued)

A State Office Approval Process (Continued)

Step	Action		Results
5 (cntd)	IF the User...	THEN...	
	is a current user requesting authorization to add additional county codes	<ul style="list-style-type: none"> • review the request on the Pending User Details Screen, COPS Access Information Block <p>Note: COPS Access Information Block will show what county the user already has access to.</p> <ul style="list-style-type: none"> • new county codes are shown on the Request Type • click the “Approve 1” button. 	<p>Approve 1 Confirmation Screen will be displayed to verify that the pending user has been updated to Approve 1 status.</p> <p>The approval process is completed.</p>
	is a current user requesting authorization to move from one county to another	<ul style="list-style-type: none"> • review the request on the Pending User Details Screen, COPS Access Information Block <p>Note: COPS Access Information Block will show what county the user previously had access to.</p> <ul style="list-style-type: none"> • new county will be displayed in the Request Type Block • click the “Approve 1” button for the new county request • contact Janet DeLancey at 816-926-2638 or email to jldelancey@kcc.usda.gov advising the name of the user and the State and county codes requiring deletions. 	<p>Approve 1 Confirmation Screen will be displayed to verify that the pending user has been updated to Approve 1 status.</p> <p>The approval process is completed.</p> <p>KC will delete the user from the invalid county.</p>

3 Approving COPS Pending County Users (Continued)

A State Office Approval Process (Continued)

Step	Action		Results
5 (cntd)	<p>IF the user...</p> <p>is a current user attempting to come in as a new user and is listed on the User Maintenance List</p>	<p>THEN...</p> <ul style="list-style-type: none"> • the user will have an expired NITC ID or COPS password <p>Note: Do not approve.</p> <ul style="list-style-type: none"> • State Office instructs county user to contact the National Help Desk at 1-800-255-2434, Option 5 or call the Security Office at 816-926-6537, and request to have their NITC ID reinstated or have their COPS password reset • click the “delete” button at the bottom of the Pending User Details Screen. 	<p>A pop up box will be displayed with the question, “Are you sure you want to delete this user?”</p> <p>A Delete Confirmation Screen will be displayed that advises that the pending user has been deleted.</p> <p>The deletion process is completed.</p>