

For: FSA Employees

**Instructions for Obtaining eAuthentication Credentials for New Employees  
When Emergency/Immediate Access to Protected Resources is Required**

Approved by: Deputy Administrator, Management



**1 Instructions for Obtaining Credentials**

**A Background**

The standard process for obtaining employee eAuthentication credentials requires employee information to be processed in USDA’s HR system and then fed into the payroll system managed by NFC. eAuthentication employee accounts **cannot** be established in the normal manner until NFC feeds the new employee data into eAuthentication. This is a security feature of eAuthentication.

Generally, newly-hired employees are able to obtain an eAuthentication account through the normal process within a month.

**Note:** The process will take longer if agencies do **not** submit personnel actions to NFC in a timely manner.

**B Purpose**

This notice provides instructions for obtaining emergency/immediate, but temporary, “customer” accounts for instances where newly-hired employee access to protected computer resources is needed before NFC feeds the employee records into eAuthentication.

<p><b>Disposal Date</b></p> <p>October 1, 2007</p>	<p><b>Distribution</b></p> <p>All FSA employees; State Offices relay to County Offices</p>
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## Notice IRM-380

### 1 Instructions for Obtaining Credentials (Continued)

#### C Action

FSA **must** follow these steps to obtain immediate access for newly-hired employees into computer employee services, such as AgLearn or agency-specific applications.

Step	Action
1	<p>Contact the eAuthentication Integration team at <b>eAuthIntegration@ftc.usda.gov</b> or 970-295-5442 as early as possible and request temporary emergency employee access.</p> <p><b>Note:</b> Making requests before employees report to work will help speed the process.</p> <p>The integration team will help determine what systems the emergency access is needed for, on a case-by-case basis. Once this is determined, the integration team will create specific access roles for the eAuthentication-protected resources that these employees will need to access before their normal “employee” account is established.</p>
2	<p>Direct the employee to <b>www.eauth.egov.usda.gov</b> to create their temporary “customer” account within eAuthentication.</p> <p><b>Note:</b> eAuthentication leads have information on this process and can help employees through the process of obtaining a “customer” account. A list of eAuthentication leads and their contact information is at <b><a href="http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html">http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html</a></b>.</p>
3	<p>The employee will need to visit an FSA local registration authority (LRA) to be identity proofed. A list of LRA’s is at <b><a href="http://offices.sc.egov.usda.gov/">http://offices.sc.egov.usda.gov/</a></b>.</p>
4	<p>Once the employee has established a temporary “customer” account, FSA <b>must</b> assign system access roles for each emergency access application to the employee’s “customer” account to allow them to log into applications.</p> <p><b>Note:</b> Assistance in assigning the roles may be obtained from the eAuthentication Integration team at <b>eAuthIntegration@ftc.usda.gov</b> or 970-295-5442.</p>

#### D Contacts

Direct any questions about this notice to either of the following:

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