

For: State and County Offices

**Establishing User ID and Obtaining Password to Access
New Intranet-based Price Support Online Reporting System (SORS)**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice PS-379 provided information about activation of a **new Intranet-based SORS** that is replacing the old Delphi/Paradox-based SORS process.

The **old SORS**:

- was updated twice a week
- was available only to State Offices
- required State Offices to:
 - download data once a week from BBS
 - update a database that physically resided on a PC in the State Office.

Important: The **old SORS** was deactivated on June 30, 2001.

The **new SORS**:

- is Intranet-based
- is currently functional
- is available to all FSA personnel with PC's and Intranet access
- eliminates downloading of files and periodic software releases
- is updated daily.

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<p>Disposal Date</p> <p>December 1, 2001</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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1 Overview (Continued)

B

Purpose

This notice:

- informs State and County Offices that the Kansas City Security Office now requires SORS users to establish a user ID and obtain a new password, both of which will be encrypted for transmissions
- provides State and County Offices with instructions for:
 - gaining access to the new and secure SORS site
 - establishing a user ID and obtaining a password
 - changing or creating a bookmark or shortcut to the new SORS menu.

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2 Basic Information About SORS User ID's and Passwords

A

Gaining Access to SORS

SORS users shall:

- access Intranet secure password system logon according to subparagraph 3 A
 - complete "New Site Certificate" verification according to subparagraph 3 B
 - establish a user ID and obtain a **new** password according to subparagraph 3 C
 - use user ID and new password to access SORS according to paragraph 4
 - bookmark or establish shortcut to SORS according to paragraph 5.
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B

User ID Registration and Requests for Assistance

SORS user requests that have been forwarded to the Kansas City Complex over time have been recorded and maintained in a database that manages Price Support 'access authorization' (I.D. and password logon), matched with names previously established in the "Combined Administrative Management Systems" (CAMS) employee database.

Every effort has been made to keep the 'access authorization' database current with a listing of user names of all SORS:

- WDC users
- State Office users
- County Office users.

SORS users who experience user ID recognition, or password acceptance problems that are related to the instructions detailed in this notice shall contact the National Help Desk for assistance at **800- 255-2434, option #1**.

When requesting assistance provide:

- the user's full name
- the National, State, or County Office employment status of the user
- a reference to price support Intranet reporting when reporting problems.

Notes: Not every FSA employee involved in Price Support work has requested SORS access, or their State Office may not have submitted their name for access, and in either event they will not have a user ID listed in the Price Support authorization database.

County Office employees shall report SORS related problems to the State Office IT representative and have their State Office contact the National Help Desk.

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3 User ID and Password Authentication Actions

A

Accessing SORS Intranet Site

To access the new SORS Intranet Site users shall:

- open Netscape
- ENTER "**https://intra2.fsa.usda.gov/pwd**" in URL address "Location" box
- PRESS "Enter".

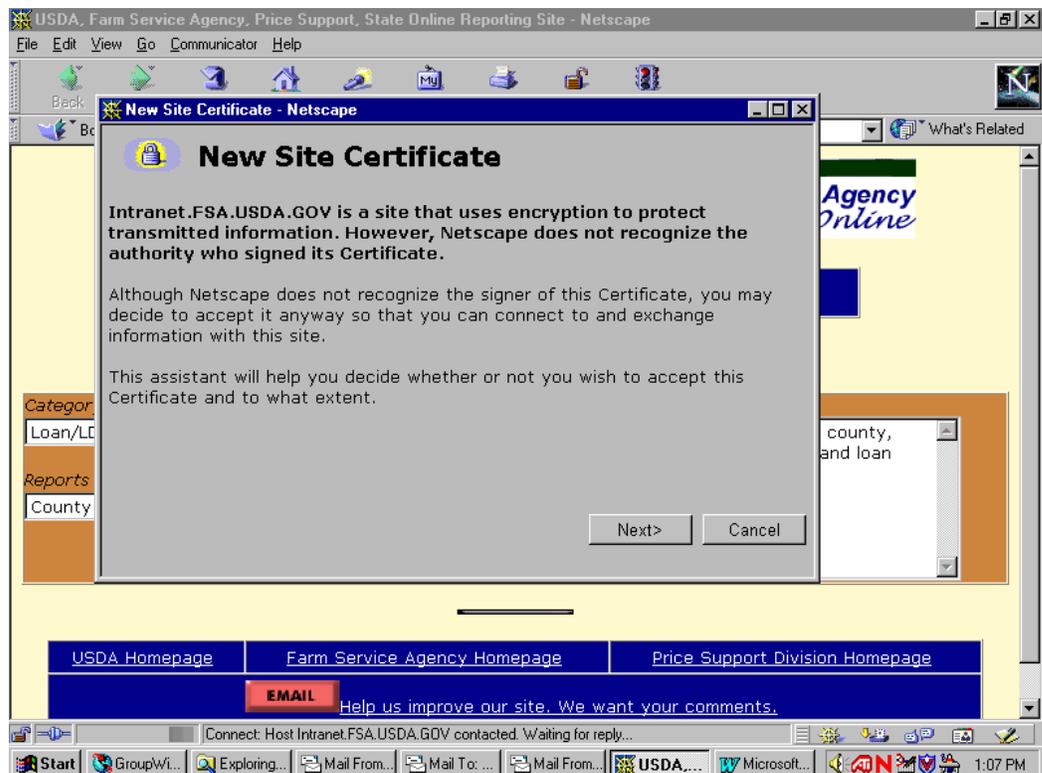
Note: Five "New Site Certificate" screens will be displayed.

B

New Site Certificate Verification

Users shall complete "New Site Certificate" actions according to the following subparagraph.

The following is an example of the **first** "New Site Certificate" screen for verification.



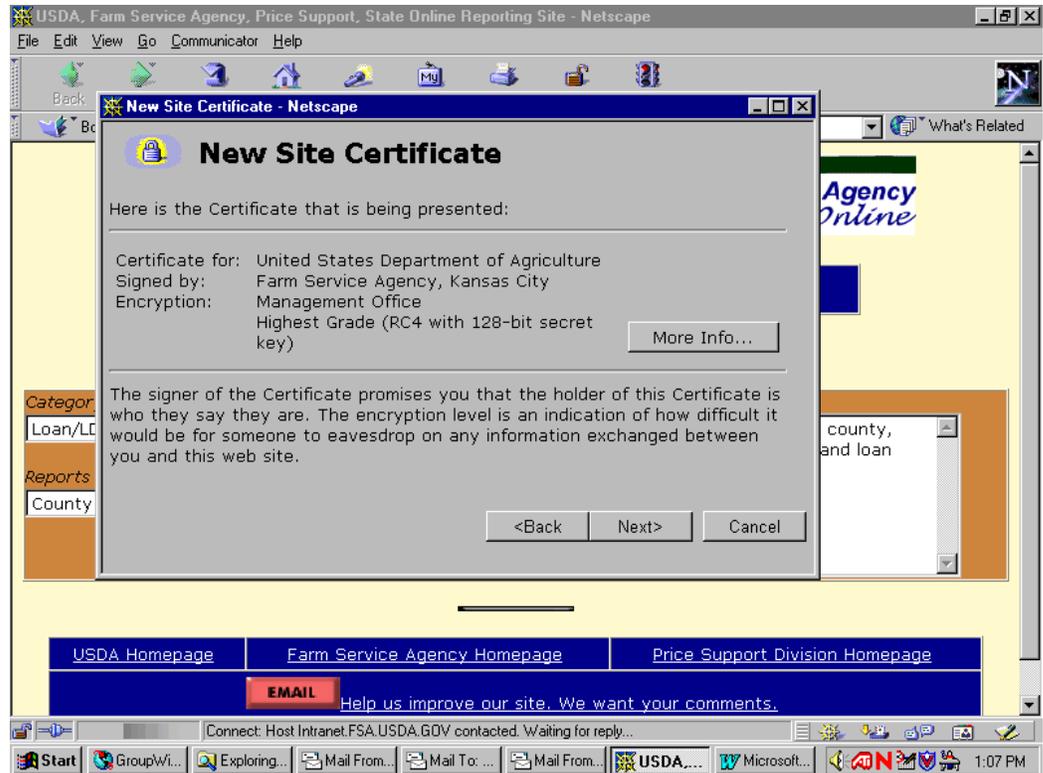
On this screen click "Next" to continue.

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3 User ID and Password Authentication Actions (Continued)

B New Site Certificate Verification (Continued)

The following is an example of the **second** “New Site Certificate” verification screen.



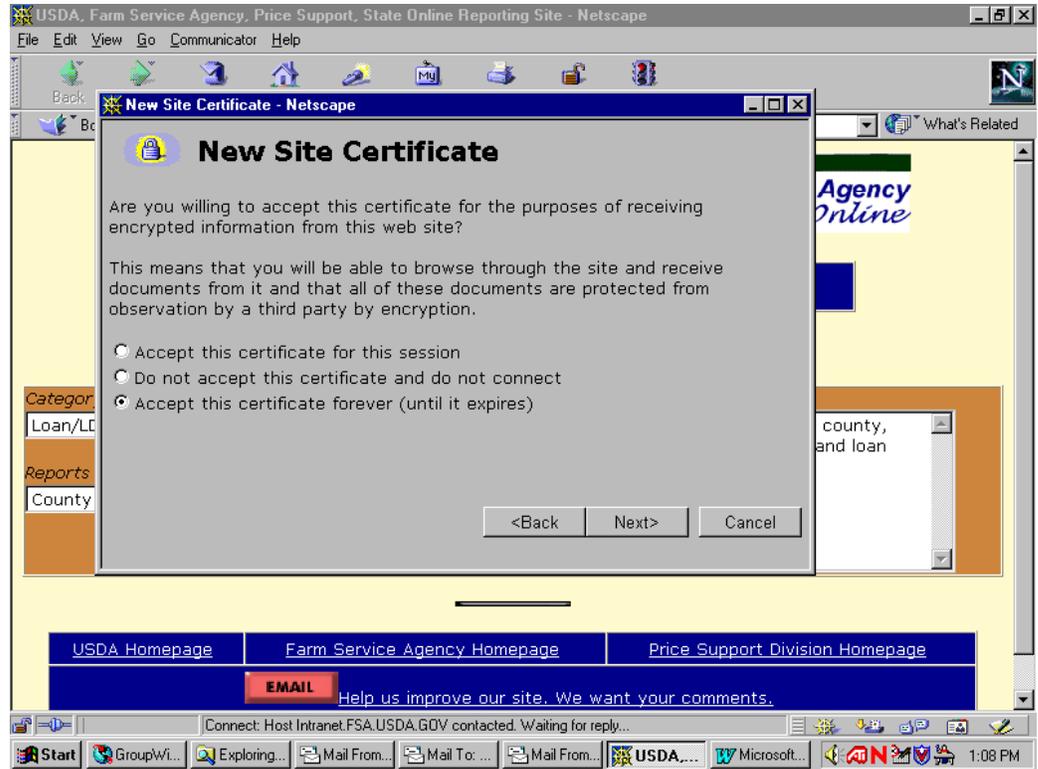
On this screen click “Next” to continue.

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3 User ID and Password Authentication Actions (Continued)

B New Site Certificate Verification (Continued)

The following is an example of the **third** "New Site Certification" verification screen.



On this screen:

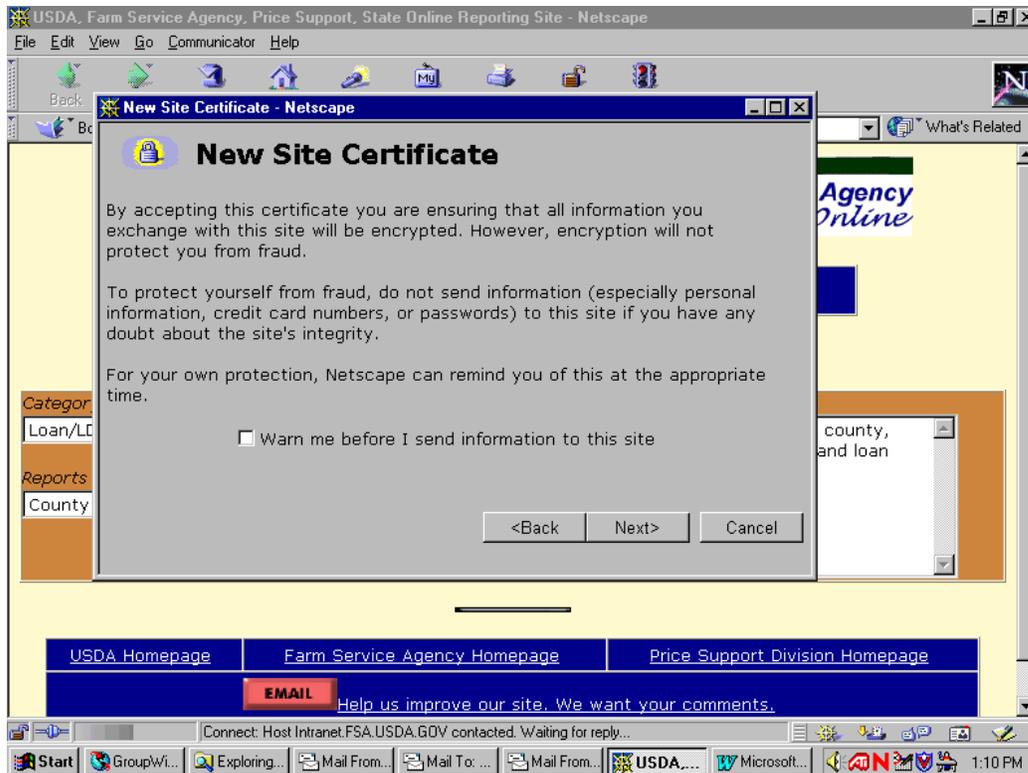
- "fill" by clicking on the radio button in front of "Accept this certificate forever (until it expires)"
- click "Next" to continue.

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3 User ID and Password Authentication Actions (Continued)

B
New Site Certificate Verification (Continued)

The following is an example of the **fourth** “New Site Certification” verification screen.



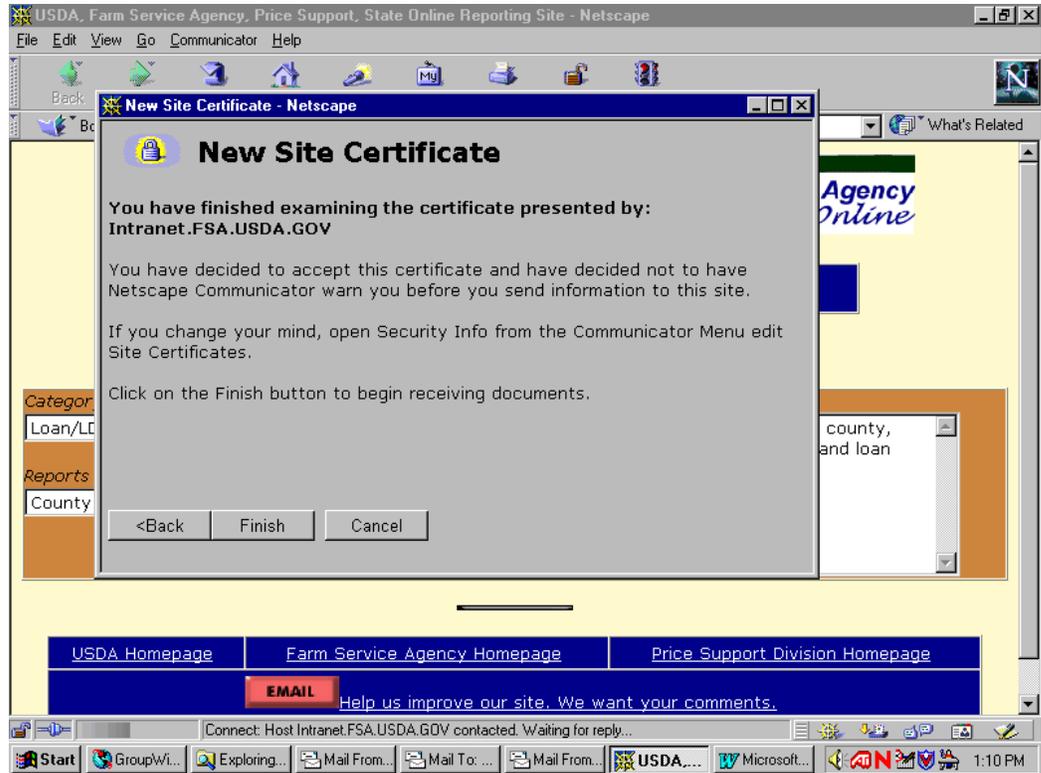
On this screen click “Next” to continue.

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3 User ID and Password Authentication Actions (Continued)

B New Site Certificate Verification (Continued)

The following is an example of the **fifth** "New Site Certificate" verification screen.



On this screen click "Finish".

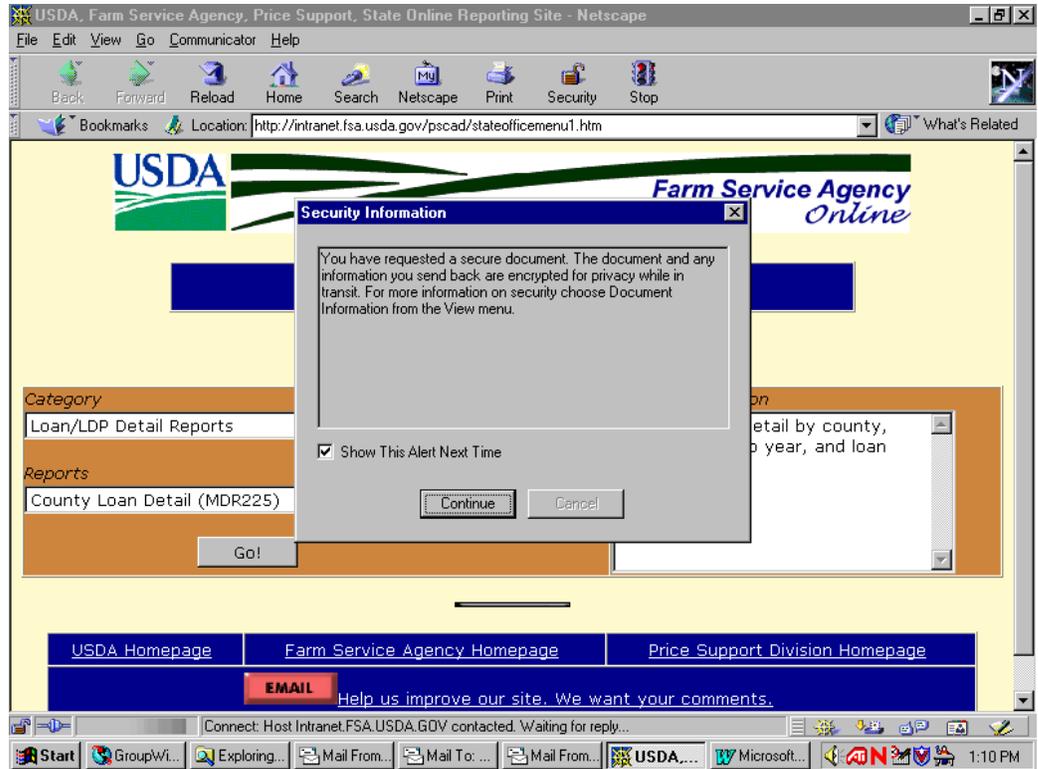
After the user clicks "Finish", a "Security Information" dialog box will be displayed.

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3 User ID and Password Authentication Actions (Continued)

B New Site Certificate Verification (Continued)

The following is an example of the security information dialog box that will be displayed after user finishes the “New Site Certificate” verification process.



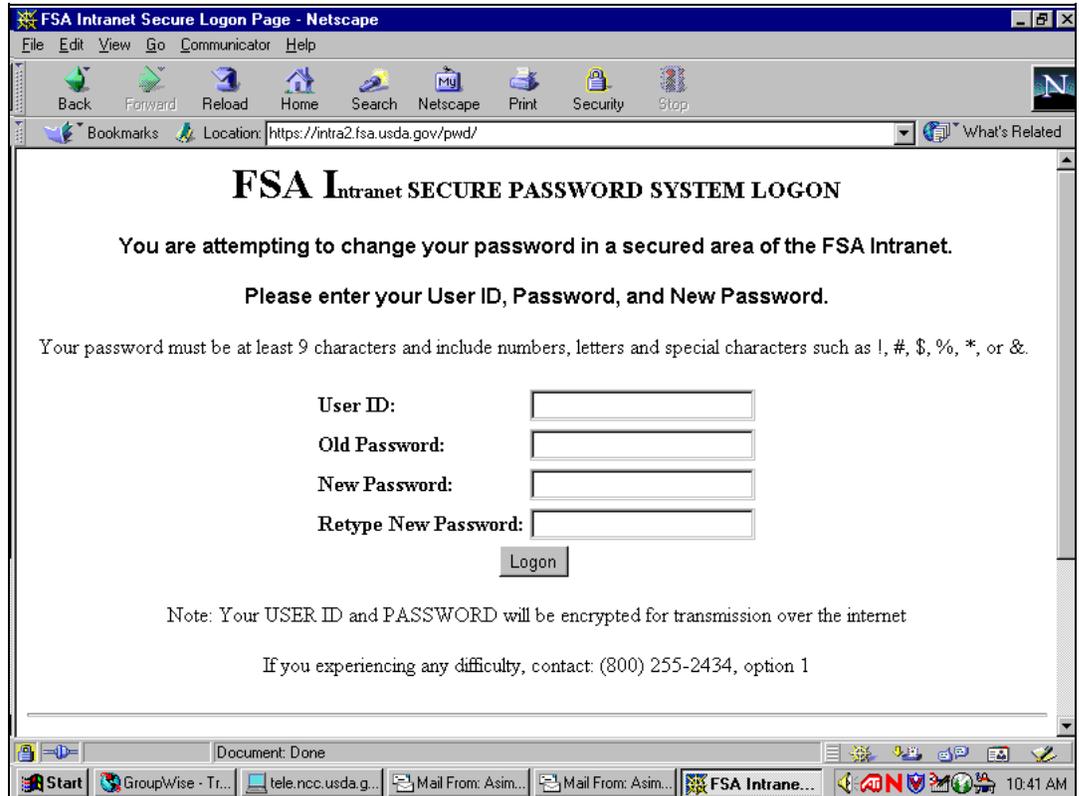
Note: Users can click “Show This Alert Next Time” box to ensure that this dialog box will not be displayed again

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3 User ID and Password Authentication Actions (Continued)

C User ID's and Passwords

The following is an example of the "FSA Intranet SECURE PASSWORD SYSTEM LOGON" screen.



The screenshot shows a Netscape browser window titled "FSA Intranet Secure Logon Page - Netscape". The address bar shows the URL "https://intra2.fsa.usda.gov/pwd/". The main content area displays the following text:

FSA Intranet SECURE PASSWORD SYSTEM LOGON

You are attempting to change your password in a secured area of the FSA Intranet.

Please enter your User ID, Password, and New Password.

Your password must be at least 9 characters and include numbers, letters and special characters such as !, #, \$, %, *, or &.

User ID:

Old Password:

New Password:

Retype New Password:

Note: Your USER ID and PASSWORD will be encrypted for transmission over the internet

If you experiencing any difficulty, contact: (800) 255-2434, option 1

The browser's taskbar at the bottom shows several open applications, including GroupWise, tele.ncc.usda.g..., Mail From: Asim..., and FSA Intranet... The system clock shows 10:41 AM.

Users shall take the following actions on the "FSA Intranet SECURE PASSWORD SYSTEM LOGON" screen to establish a user ID and obtain a Password:

- in "User ID" box enter your **first name**, ".", and **last name in lower case**

Example: "george.jones"

Note: The first name can be proper name or nickname. The last name can use "Jr" or "II".

Example: Ed Murray can be stored as "edward.murrayjr".

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3 User ID and Password Authentication Actions (Continued)

C

User ID's and Passwords (Continued)

- in “**Old Password**” box, ENTER “**first**” followed immediately by **last 4** digits of user’s Social Security Number

Example: “*first1234*”

- in “**New Password**” box, enter a new Password

Note: A new Password must be minimum of 9 characters and include numbers, letters and a special character.

Example: “password1\$”

- in “**Retype New Password**” box , re-enter the new password
- Click the “**Logon**” button.

IF the above actions are...	THEN...
successful	the Intranet Secure Password system screen will be displayed with the heading “FSA Intranet Secure Password Confirmation”, followed by “Your Password For The FSA Intranet Is Changed”.
unsuccessful	an error message will be displayed and users shall: <ul style="list-style-type: none">• screen print error message• PRESS the “Back” button to try again• contact National Help Desk according to subparagraph 2 B.

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4 Accessing SORS After Establishing User ID and New Password

A

Accessing SORS

After successfully establishing the user ID and obtaining a new password according to paragraph 3, users shall access SORS according to the following.

To access SORS, user shall:

- open Netscape
- logon to the FSA Home Page by taking the following actions:
 - ENTER “<https://intranet.fsa.usda.gov/fsa>” in the URL address “Location” box
 - PRESS “Enter”. The “FSA Intranet Home Page” will be displayed.

From the “FSA Intranet Home Page”, SORS users shall:

- select “State & County Intranet”
- select their respective State, then:
 - **State Office** users shall select “Price Support” from furthest-right “Secured Operations” column on State FSA Office page

Note: You will be prompted at this point for your user ID and password to enable access to the SORS Menu.

- **County Office** users shall select:
 - their respective County
 - “Price Support” from furthest-right “Secured Operations” column on the County FSA Office page.

Note: You will be prompted at this point for your user ID and password to enable access to the SORS Menu.

5 Information About Bookmark and Shortcut to SORS

A

Bookmarks and Shortcuts

After accessing SORS according to paragraph 4, users can:

- bookmark the site by clicking on
 - “Bookmarks”
 - “Add Bookmark”
 - create a desktop “Icon” shortcut to the SORS site by:
 - placing the mouse over the web page itself
 - right-clicking the mouse
 - selecting “create a shortcut”
 - typing in the applicable shortcut wording you want to appear in the desktop Icon.
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