



Scheduling Appointments with the USAccess TimeTrade Scheduling Tool



LincPass
simple. smart. secure.



U.S. Department of Agriculture - Windows Internet Explorer

https://app3.timetrade.com/tc/login.do?url=usaccess

USDA United States Department of Agriculture

Enter the following URL into your browser:

<https://app3.timetrade.com/tc/login.do?url=usaccess>

Ask the Expert Contact Us En Esp

A-Z Index Advanced Search

Facebook Twitter Google+ RSS YouTube Email flickr RSS

Popular Topics

- > Agency Reports
- > Citrus Disease
- > Climate Solutions
- > Dietary Guidelines
- > Drought
- > Employee Services
- > Energy
- > Farm Bill
- > Food Safety
- > For Kids
- > Housing Assistance
- > New Media
- > Outreach
- > Travel and Recreation

Summer Food Rocks!
National Kick-Off Week: June 2-6, 2014

Done Local intranet | Protected Mode: Off 140%

10:04 AM
6/6/2014



Sign-in - Windows Internet Explorer

https://app3.timetrade.com/tc/login.do?url=usaccess

ConnectHR: Home | New Tab | Sign-in

GSA General Services Administration | HP Assured Identity

GSA Online Scheduling System

Applicant Access

Click to schedule



Select "Click! to Schedule"

WARNING! THIS SYSTEM IS FOR AUTHORIZED USE ONLY!
This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Internet | Protected Mode: On | 140% | 9:46 AM 6/6/2014



GSA Online Scheduling System

Select a Location:

Enter your duty station

Show locations near:

**A - SBA Only - 13221
Woodland Park Rd,
Herndon, VA**
13221 Woodland Park Rd
Herndon, VA 20171
26.1 miles

**B - Shared - 12201
Sunrise Valley Dr, Rm 1C
101, Reston, VA - DOI**
12201 Sunrise Dr, Rm 1C 101



The closest enrollment stations should appear in the results



**Woodland Park Rd,
Herndon, VA**

13221 Woodland Park Rd
Herndon, VA 20171

26.1 miles

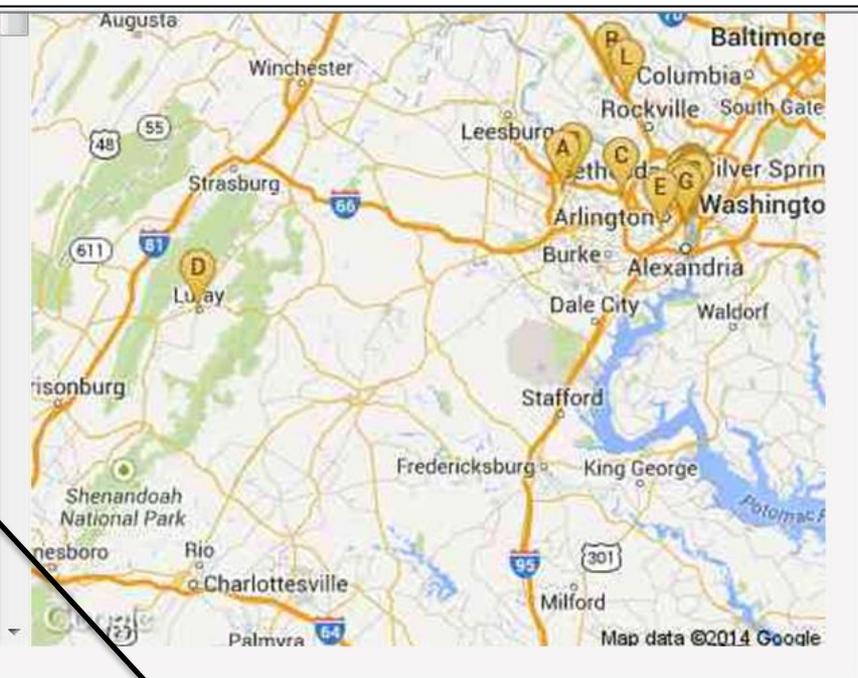
- B - Shared - 12201
Sunrise Valley Dr, Rm 1C
101, Reston, VA - DOI**

12201 Sunrise Dr, Rm 1C 101
Reston, VA 20192

28.3 miles

- C - Treas/FINCEN Only -
Vienna, VA
(LCS)**

33.3 miles



Continue

Select the desired/nearest location, then select “Continue”



USACCESS

GSA Online Scheduling System

Select an Appointment Type:

Enrollment

15 minutes

Card Pick Up

15 minutes

Card Update

15 minutes



Click on the action for which you need to register, then scroll down.

Enrollment: Please bring two forms of ID. During this appointment your fingerprints and photo will be taken, and your I-9 documents will be scanned.

Card Pick Up: Also known as Card Activation. During this appointment you will pick up and activate your LincPass. If you already have your LincPass but it is not Activated, please select this option to activate your card.

Card Update: This appointment is to update an already activated card with new information, such as email address, record information, card certificates (used for logical access).



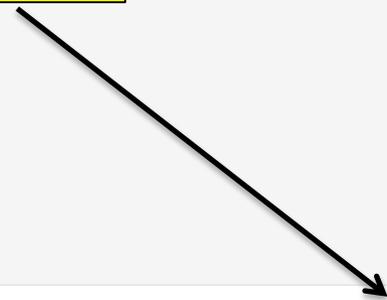
Card Pick Up

15 minutes

Card Update

15 minutes

Click "Continue"



Back



Continue



Select a Date and Time:

Select a Date and Time:

June 2014 Location:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 14 Available ▾	7
8	9 23 Available ▾	10 27 Available ▾	11 28 Available ▾	12 24 Available ▾	13 29 Available ▾	14
15	16 29 Available ▾	17 29 Available ▾	18 29 Available ▾	19 29 Available ▾	20 29 Available ▾	21
22	23 29 Available ▾	24 29 Available ▾	25 29 Available ▾	26 29 Available ▾	27 29 Available ▾	28
29	30 29 Available ▾	1 29 Available ▾	2 29 Available ▾	3 29 Available ▾	4	5

Select the drop down for any of the "Available" dates.



Access online presence - Schedule a Appointment - Windows Internet Explorer

https://timetrade.com/app/usaccess/workflows/usaccess001/schedule/availability?appointmentT

Suggested Sites Free Hotmail RealPlayer Enterprise

Select a Date and Time:

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 23 Available	10 27 Available	11 28 Available	12 24 Available	13 29 Available	14
15	16 29 Available	17 29 Available	18 29 Available	19 29 Available	20 29 Available	21 29 Available
22	23 29 Available	24 29 Available	25 29 Available	26 29 Available	27 29 Available	28
29	30 29 Available	1 29 Available	2 29 Available	3 29 Available	4	5

Location: Shared - 12201 Sunrise

Time Selection List:

- 8:00 AM
- 8:15 AM
- 8:30 AM
- 8:45 AM
- 9:00 AM
- 9:15 AM
- 9:30 AM
- 9:45 AM
- 10:00 AM
- 10:15 AM
- 10:30 AM
- 10:45 AM
- 11:00 AM
- 11:15 AM
- 11:30 AM
- 11:45 AM
- 1:15 PM
- 1:30 PM
- 1:45 PM
- 2:00 PM
- 2:15 PM
- 2:30 PM
- 2:45 PM
- 3:00 PM
- 3:15 PM
- 3:30 PM
- 3:45 PM
- 4:00 PM

Select the desired appointment time



8	9 23 Available ▾	10 27 Available ▾	11 2:45 PM ▾	12 24 Available ▾	13 29 Available ▾	14
15	16 29 Available ▾	17 29 Available ▾	18 29 Available ▾	19 29 Available ▾	20 29 Available ▾	21
22	23 29 Available ▾	24 29 Available ▾	25 29 Available ▾	26 29 Available ▾	27 29 Available ▾	28
29	30 29 Available ▾	1 29 Available ▾	2 29 Available ▾	3 29 Available ▾	4	5
6	7 29 Available ▾	8 29 Available ▾	9 29 Available ▾	10 25 Available ▾	11 29 Available ▾	12

Back ... Continue

Click "Continue"



**Enter the contact information.
All fields with an asterisk (*) are required.**



GSA Online Scheduling System

Provide your contact information:

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email *	
<input type="text"/>	
Phone *	
<input type="text"/>	
What is the name of your sponsoring organization? *	
<input type="text"/>	

Scroll down and select “Continue”



Location	Shared - 12201 Sunrise Valley Dr, Rm 1C 101, Reston, VA - DOI 12201 Sunrise Dr, Rm 1C 101 Reston, VA 20192	
Appointment Type	Enrollment	
Contact Information	John Smith John.Smith@dm.usda.gov 703-333-9121 What is the name of your sponsoring organization? DEPARTMENT OF AGRICULTURE	

[Back](#) [Schedule It](#)

Review for accuracy, then click “Schedule it”

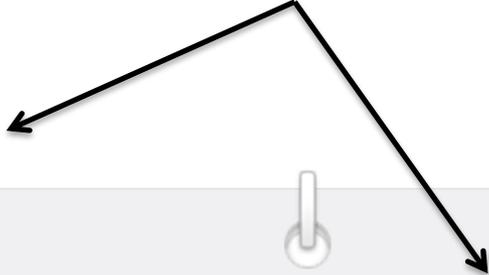


You will receive a message and confirmation number confirming the appointment

USACCESS

GSA Online Scheduling System

Your Appointment Has Been Scheduled!



	Friday, July 11, 2014 4:00 PM - 4:15 PM Eastern Time		Confirmation # VJW66555 SCHEDULED
Location	Shared - 12201 Sunrise Valley Dr, Rm 1C 101, Reston, VA - DOI 12201 Sunrise Dr, Rm 1C 101 Reston, VA 20192	Import to Your Calendar   	
Appointment Type	Enrollment		
Contact Information	John Smith John.Smith@dm.usda.gov		