

USAccess System- Adjudicator

Help Guide

Prepared for



**United States Department of Agriculture
Office of Security Services
300 7th Street SW, Washington DC 20024**

Version 1.0

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USAccess System Adjudicator

In the USAccess system, the Adjudicator's tasks are to request background checks, to submit requests for Recapture/Re-Enrollment, and to enter background check results.

This guide is divided into two parts: Requesting Background Checks and Adjudicating an Applicant. The following sections contain USAccess screen shots and step-by-step instructions to assist the Adjudicator in performing their duties.

Part I: Requesting Background Checks

- A. Logging into the system
- B. Searching for the applicant
- C. Requesting the background check
- D. Requesting a recapture/re-enrollment

Part II: Adjudicating an Applicant

- A. Entering an adjudication decision
- B. Completing the adjudication
- C. Logging Out

Contacts are also listed on the last page should you require assistance.

Note: Eventually, you will first insert your PIV Credential into a card reader to access the system; you will be prompted to enter your Personal Identification Number (PIN).

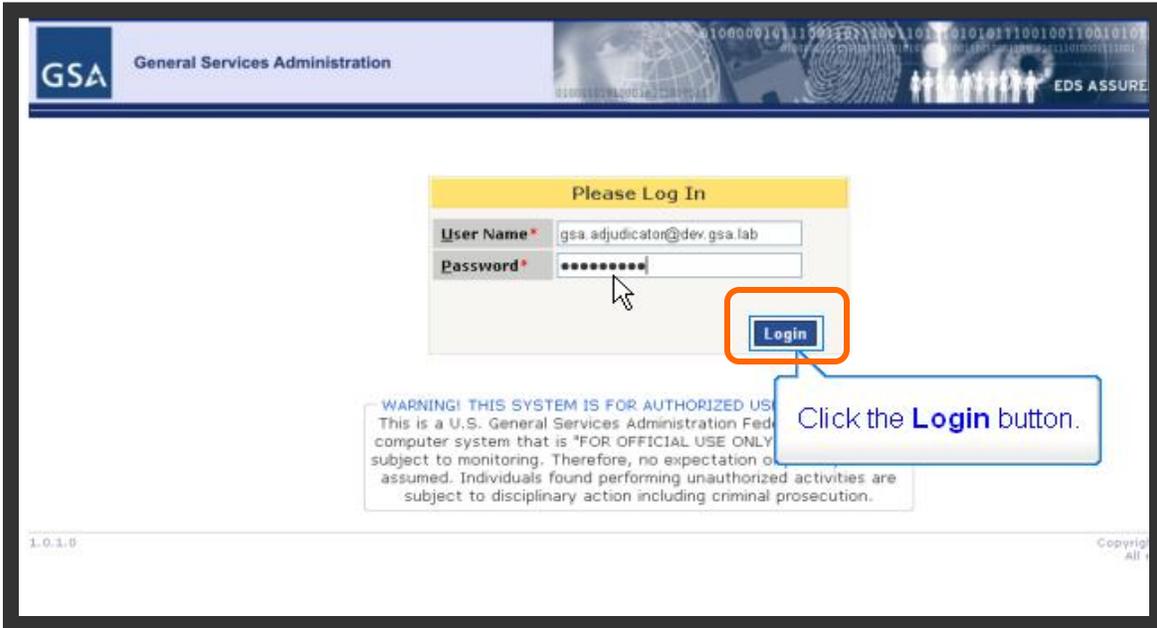
Make sure you do not remove your credential during the Adjudication process.

When you have completed your Role assignment activities or if you must leave your workstation, logout of the application and remove your PIV Credential from the card reader.

This **Help Guide** will demonstrate the temporary login procedures until the transition of utilizing card readers is in effect.

PART I: Requesting a Background Check

A. Log In



Step 1: On the login screen enter your user name in the **User Name** field.

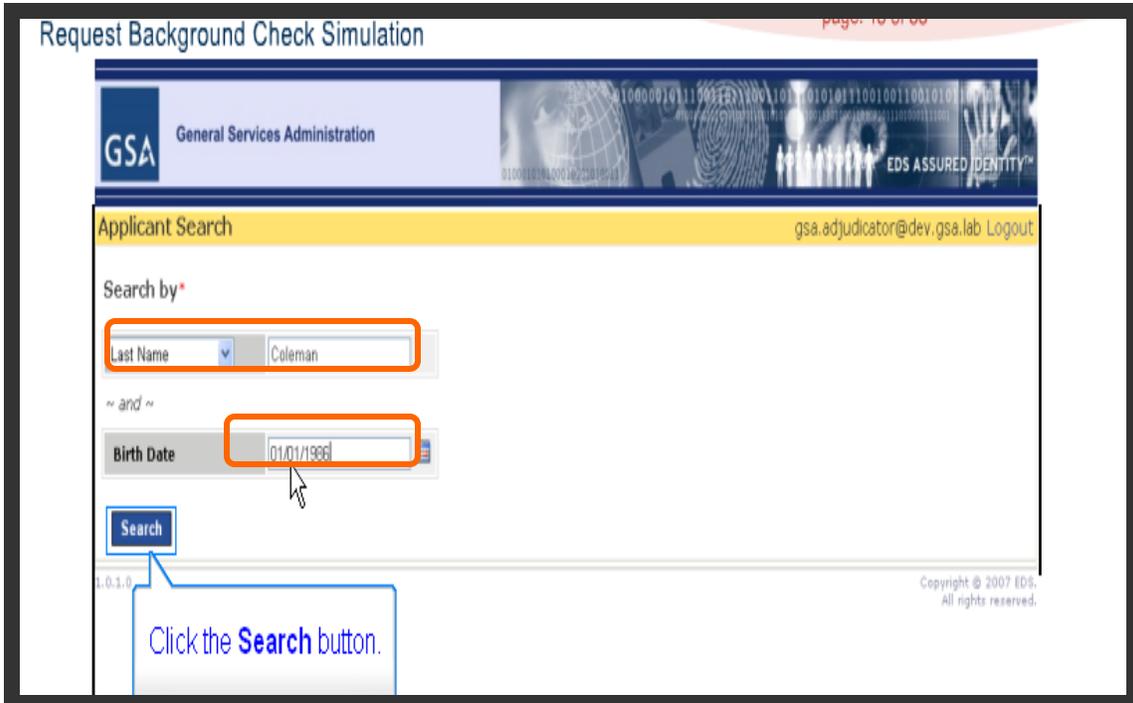
Step 2: Enter your Password into the **Password** field.

Step 3: Click on the **Login** button and you will be directed to the Applicant Search Screen.

Note: Web Address for USAccess Role Holder Portal:

<https://gsa.identitymsp.com/AssuredIdentityPortal/UserLogin.aspx?ReturnUrl=%2fAssuredIdentityPortal%2fdefault.aspx>

B. Search for an Applicant



Request Background Check Simulation

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GSA General Services Administration

EDS ASSURED IDENTITY™

Applicant Search gsa.adjudicator@dev.gsa.lab Logout

Search by*

Last Name Coleman

~ and ~

Birth Date 01/01/1966

Search

1.0.1.0

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Click the **Search** button.

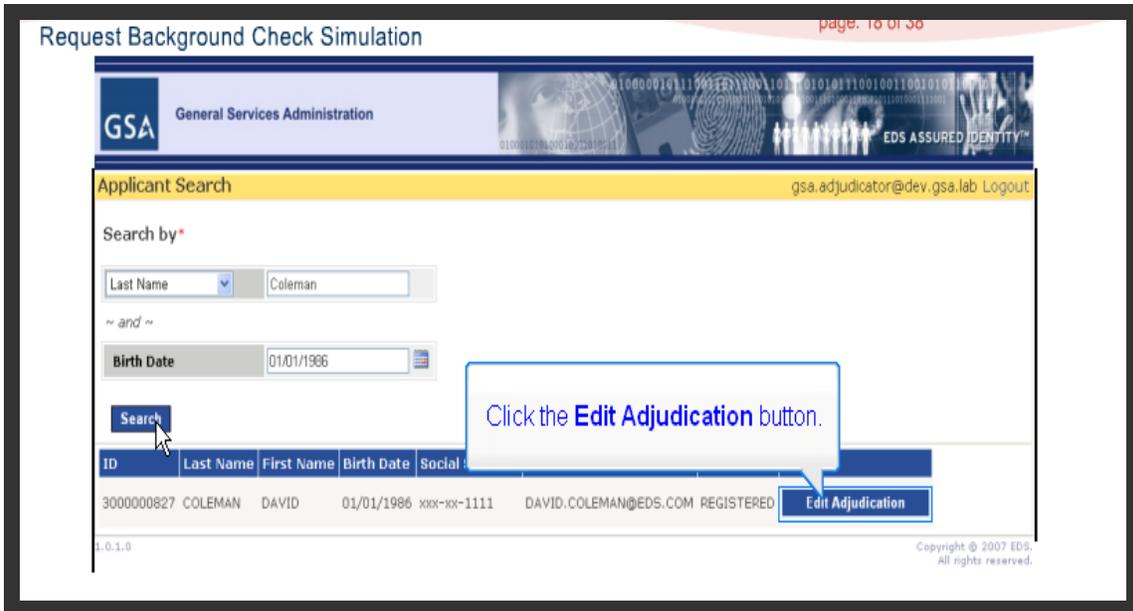
Step 1: Select a search method (Applicant SSN or Last Name) from the **Search by** drop-down.

Step 2: Type in the search criteria based on what you selected in Step 1.

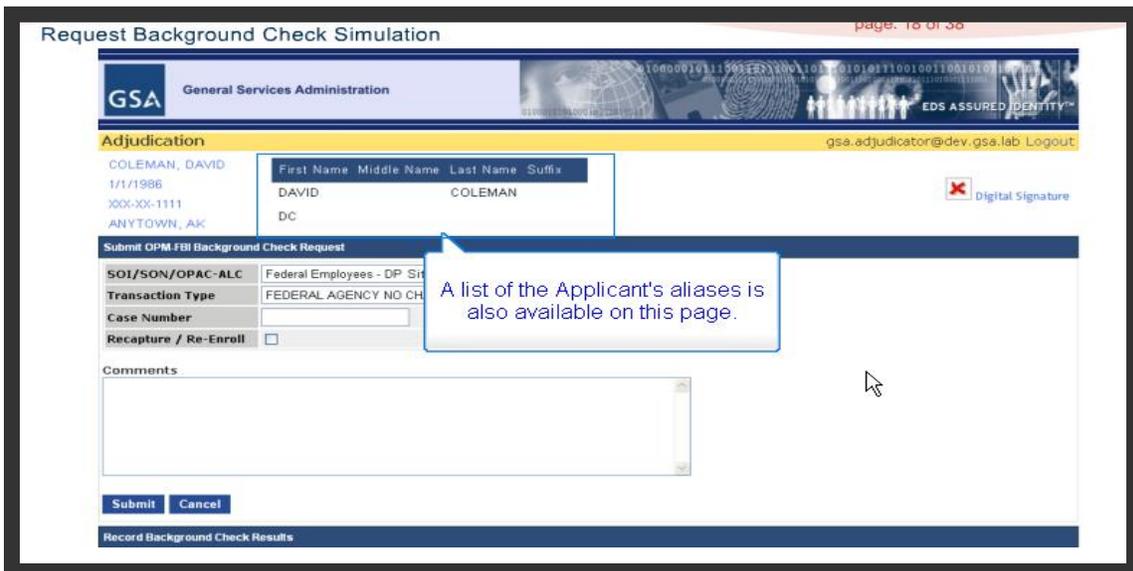
Step 3: Type in the Applicant's birth date in the **Birth Date** field.

Step 4: Click the **Search** button to perform the search.

C. Request a Background Check



Step 1: The search results appear. Click the **Edit Adjudication** button for the Applicant for whom you want to request a background check.



Step 2: The Applicant's adjudication record appears with their biographic information and any aliases.

Request Background Check Simulation page: 18 of 38

GSA General Services Administration EDS ASSURED IDENTITY™

Adjudication gsa.adjudicator@dev.gsa.lab Logout

COLEMAN, DAVID First Name Middle Name Last Name Suffix
1/1/1986 DAVID COLEMAN
XXX-XX-1111 DC Digital Signature
ANYTOWN, AK

Submit ODM EB Background Check Request

SOI/SON/OPAC-ALC Federal Employees - DP Sites (LX00, 00AA, 123123) v

Transaction Type FEDERAL AGENCY NO CHARGE v

Case Number

Recapture / Re-Enroll

Comments

Click the **Submit** button to submit the Background Check Request.

Submit **Cancel**

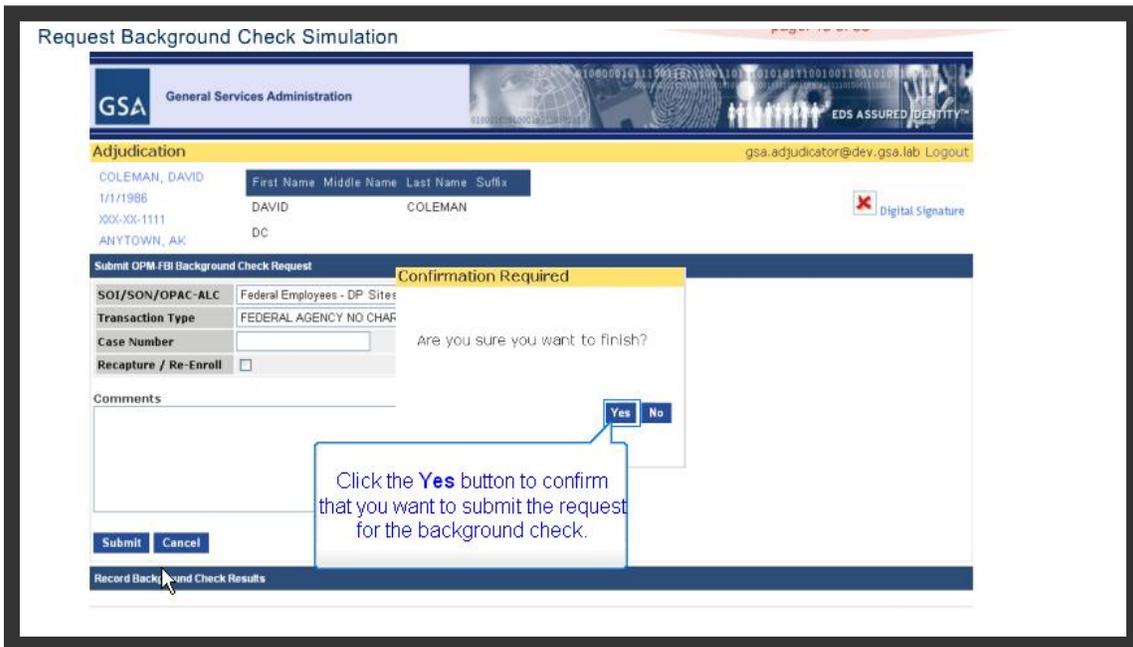
Record Background Check Results

Step 3: To initiate the background check, first select a billing code.

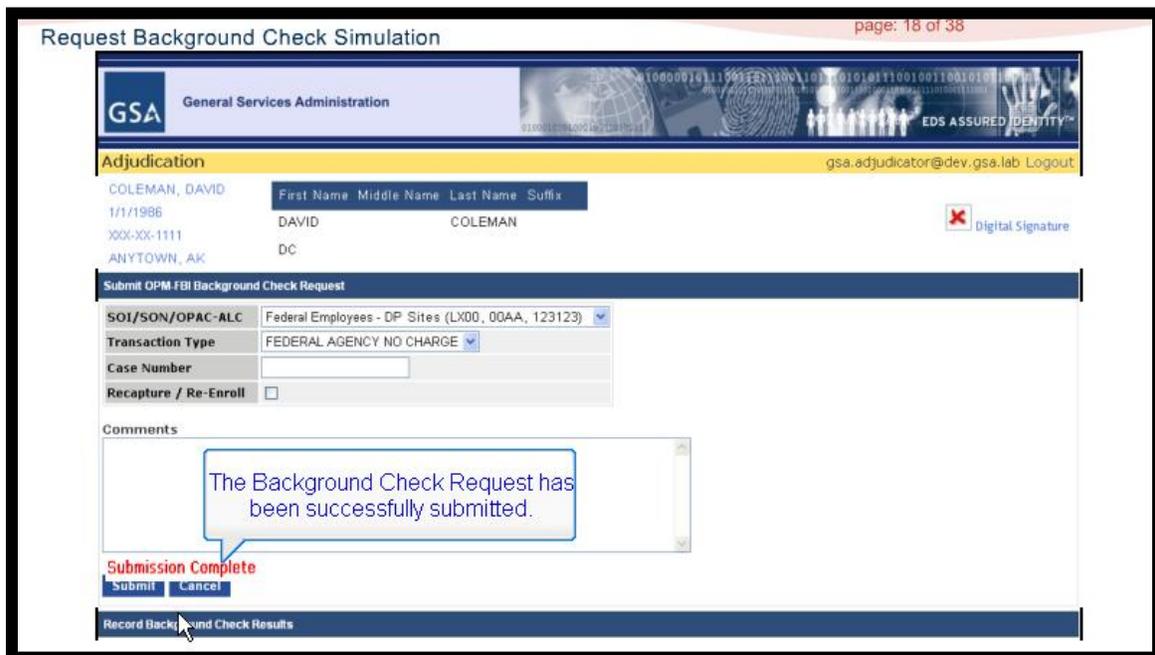
Step 4: Next select the **Transaction Type**.

Step 5: Click **Submit** to submit the request.

Note: The **Case Number** is not needed when initiating the background check.



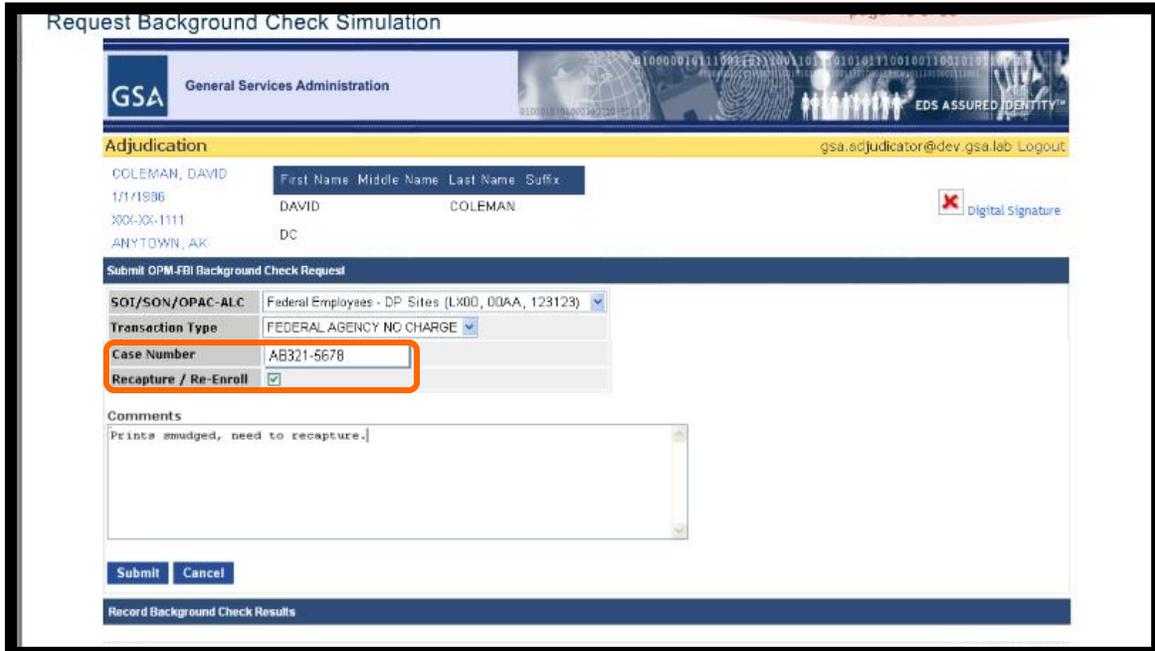
Step 5: Click **Yes** when the confirmation box appears in order to confirm that you want to submit the request for a background check.



The screen will display "Submission Complete" to confirm the request was submitted.

D. Recapture/Re-Enroll

Occasionally, the Adjudicator will need to request a recapture of the Applicant's fingerprints after registration due to poor quality of the captured prints or some other deficiency.



Request Background Check Simulation

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Adjudication gsa.sdjudicator@dev.gsa.lab Logout

COLEMAN, DAVID First Name Middle Name Last Name Suffix
1/1/1986 DAVID COLEMAN
XXX-XX-1111 DC
ANYTOWN, AK

Submit OPM-FBI Background Check Request

SOT/SON/OPAC-ALC Federal Employees - DP Sites (LX00, 00AA, 123123)
Transaction Type FEDERAL AGENCY NO CHARGE
Case Number A8321-5678
Recapture / Re-Enroll

Comments
Prints smudged, need to recapture.]

Submit Cancel

Record Background Check Results

Step 1: Search for the Applicant and click **Edit Adjudication** as described in Section B.

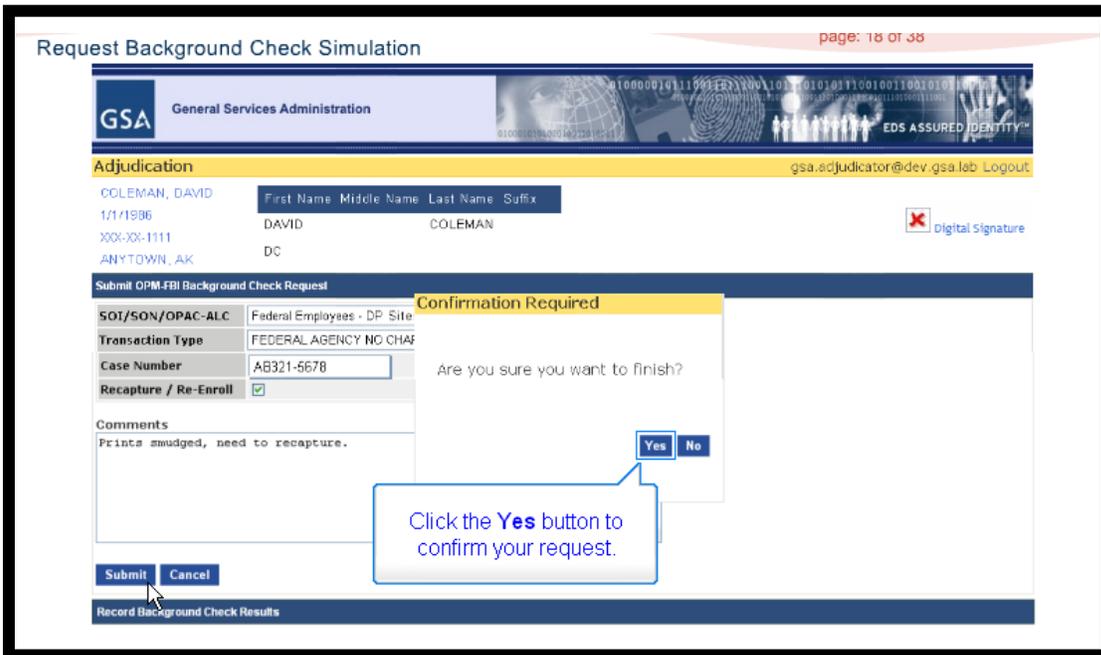
Step 2: The Applicant's record now appears; enter the **Case Number**.

Note: If you do not enter the **Case Number**, OPM may charge you for a new set of prints for this Applicant.

Step 3: Check the **Recapture/Re-Enroll** check box.

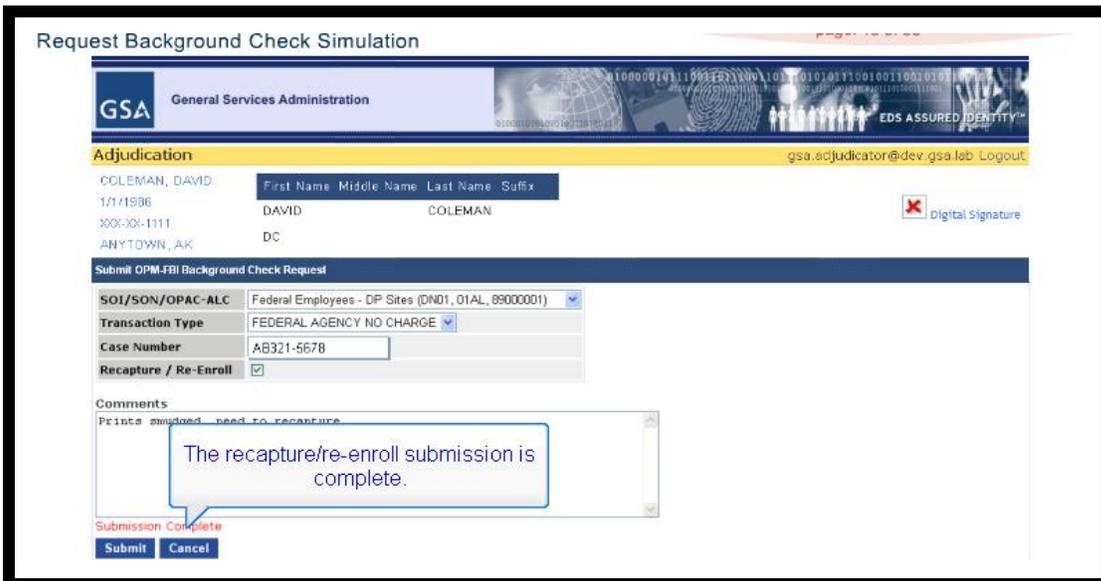
Step 4: Type in any necessary comments into the **Comments** field.

Note: When the Applicant's record appears, be sure to not change the billing code or transaction type unless an error was made in the initial request. Both need to match the initial submission or OPM may charge your agency for a new set of prints.



Step 5: Click the **Submit** button to complete the Recapture/Re-Enroll request.

Step 6: Click the **Yes** button on the resulting confirmation box to confirm the request for a Recapture/Re-Enrollment.



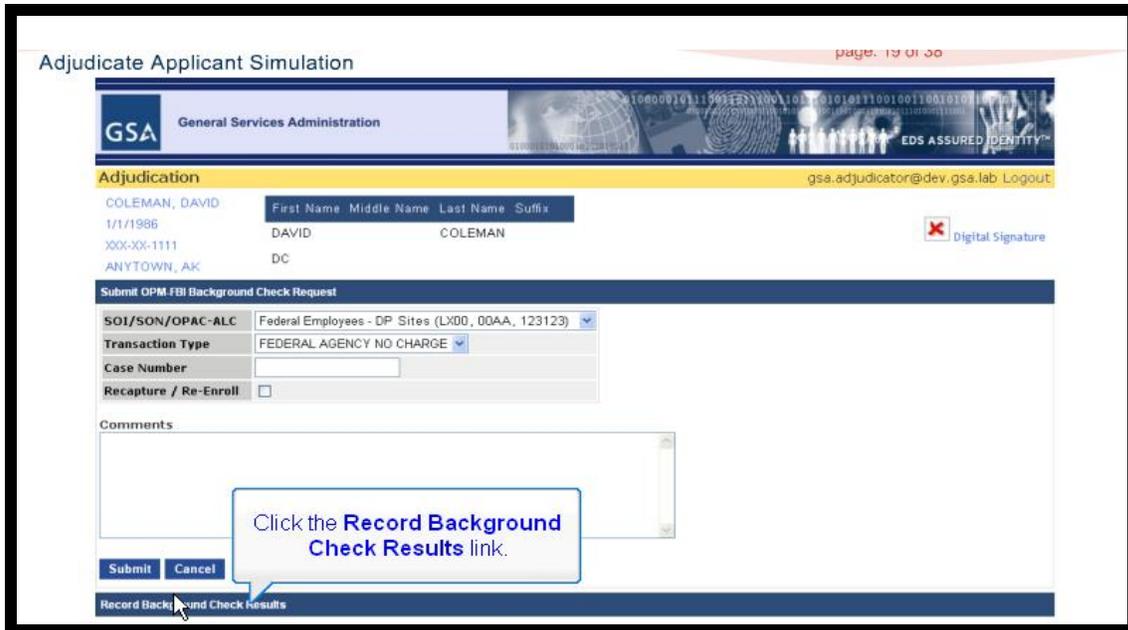
Step 7: The screen will display “Submission Complete” when the request has been submitted.

Note: The Applicant will then receive an email from the Registrar informing them that they should re-enroll and have their prints re-captured.

PART II: Adjudicating an Applicant

A. Entering an Adjudication Decision

When you receive the results of the fingerprint check and the NACI and adjudicated the results, you should enter them into USAccess to complete the Applicant's adjudication record.



Adjudicate Applicant Simulation page: 19 of 30

GSA General Services Administration EDS ASSURED IDENTITY™

Adjudication gsa.adjudicator@dev.gsa.lab Logout

COLEMAN, DAVID	First Name	Middle Name	Last Name	Suffix
1/1/1986	DAVID		COLEMAN	
XXX-XX-1111	DAVID		COLEMAN	
ANYTOWN, AK	DC			

Digital Signature

Submit OPM/FBI Background Check Request

SOI/SON/OPAC-ALC	Federal Employees - DP Sites (LX00, 00AA, 123123)
Transaction Type	FEDERAL AGENCY NO CHARGE
Case Number	
Recapture / Re-Enroll	<input type="checkbox"/>

Comments

[Record Background Check Results](#)

Click the **Record Background Check Results** link.

Step 1: Search for the Applicant and click the **Edit Adjudication** as described in Section B.

Step 2: Click the **Record Background Check Results** link at the bottom left of the screen.

Note: Initially, both the **FBI/NCHS** status and **NACI Status** fields are set to “Pending”, but can be set to either “Pending”, “Approved”, or “Rejected”.

Adjudicate Applicant Simulation page: 19 of 38

GSA General Services Administration EDS ASSURED IDENTITY™

Adjudication gsa.adjudicator@dev.gsa.lab Logout

COLEMAN, DAVID First Name Middle Name Last Name Suffix
 1/1/1986 DAVID COLEMAN Digital Signature
 XXX-XX-1111 DC

ANYTOWN, AK

Submit OPM/FBI Background Check Request Enter the approval date in the **DATE** field.

Record Background Check Results

FBI/NCHC	APPROVED	Date	07/10/2007
NACI Status	PENDING	Date	07/10/2007

Comments

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Step 3: Update the **FBI/NCHC** status by choosing “Approved” from the drop-down.

Step 4: Then enter an adjudication date in the **Date** field.

Step 5a: If you want to provisionally approve an Applicant after the FBI fingerprint check is completed, but before the NACI is completed, check the **Adjudicate** button now. Then proceed to Step 11.

Step 5b: If you want to wait until you receive the NACI results, then click the **Update** button now and proceed to Step 6 once the NACI results are received.

Adjudicate Applicant Simulation

GSA General Services Administration gsa.adjudicator@dev.gsa.lsb Logout

Adjudication

COLEMAN, DAVID First Name Middle Name Last Name Suffix
1/1/1986 DAVID COLEMAN
XXX-XX-1111
ANYTOWN, AK DC Digital Signature

Submit OPM-FBI Background
Record Background Check R

FBI/NCIC

NACI Status	Date
APPROVED	07/10/2007

Comments

Update **Adjudicate** **Cancel**

Enter the date the NACI background check was completed in the **DATE** field.

Step 6: When the NACI results are received, update the **NACI Status** field to “Approved” if you are entering a favorable adjudication or “Rejected” if you are entering an unfavorable adjudication.

Step 7: Provide an adjudication date in the **Date** field.

Step 8: Click the **Update** button to save the adjudication results.

Adjudicate Applicant Simulation page: 19 of 38

GSA General Services Administration EDS ASSURED IDENTITY™

Adjudication gsa.adjudicator@dev.gsa.lab Logout

COLEMAN, DAVID First Name Middle Name Last Name Suffix
1/1/1986 DAVID COLEMAN
XXX-XX-1111 DC
ANYTOWN, AK Digital Signature

Submit OPM/FBI Background Check Request

Confirmation Required

Record Background Check Results

FBI/NCIC: APPROVED
NACI Status: APPROVED

Are you sure you want to finish?

Yes No

Click the **Yes** button to confirm your update.

Update Adjudicate Cancel

Step 9: Click on the **Yes** button to confirm the update. The Applicant's record is now updated.

B. Complete the Adjudication

Adjudicate Applicant Simulation

GSA General Services Administration

Adjudication gsa.adjudicator@dev.gsa.lab Logout

COLEMAN, DAVID First Name Middle Name Last Name Suffix
1/1/1986 DAVID COLEMAN
XXX-XX-1111 DC
ANYTOWN, AK

Submit OPM/FBI Background Check Request

Record Background Check Results

FBINCHC	APPROVED	Date	12/15/2007
NACI Status	APPROVED	Date	12/15/2007

Comments

Click the **Adjudicate** button.

Update Adjudicate Cancel

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Step 1: Submit the adjudication of the Applicant by clicking the **Adjudicate** button.

Adjudicate Applicant Simulation page: 19 of 38

GSA General Services Administration EDS ASSURED IDENTITY™

Adjudication gsa.adjudicator@dev.gsa.lab Logout

COLEMAN, DAVID First Name Middle Name Last Name Suffix

1/1/1986 DAVID COLEMAN

XXX-XX-1111 DC Digital Signature

ANYTOWN, AK

Submit OPM-FBI Background Check Request

Record Background Check Results

Confirmation Required

Are you sure you want to finish?

FBINCHC: APPROVED

NACI Status: APPROVED

Comments

Click the **Yes** button to confirm the adjudication.

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Step 2: Verify you are authorizing a provisional or complete credential and that you are satisfied with the choice you are making.

Step 3: Click on the **Yes** button on the confirmation box to confirm the adjudication. The system may take a minute or two to process the record and return a confirmation.



Step 4: When the record has been successfully completed, “Adjudication Completed” will appear on the screen. The adjudication process is now complete and an issuance request has been initiated.

Note: If a provisional credential was issued (Step 5a), the Applicant will receive an email instructing them to go to an Activation Station to update the certificates on their credential.

If the NACI adjudication was unfavorable, the provisional credential will be automatically revoked.

C. Log Out



Step 1: Click the **Logout** link in the upper right hand corner.



You will be returned to the Log In Screen.



ADJUDICATOR HELP GUIDE

Contacts for Assistance:

Questions regarding the Business Process and Policies-

- Website- <http://hspd12.usda.gov/>
- Email- USDAHSPD12HELP@dm.usda.gov
- HSPD-12 LincPass Support Line- **Local: 703-245-7888; Toll Free: 1-888-212-9309**

Questions regarding the USAccess System-

- Website- www.FedIDCard.gov
- Email- Usaccess.helpdesk@hp.com
- USAccess Help Desk **866-493-8391**