

# **USAccess System- Role Administrator**

## **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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## ROLE ADMINISTRATOR HELP GUIDE

### USAccess System Role Administrator

In the USAccess System, the Role Administrator's duty is to assign and un-assign roles in HSPD-12.

Each section listed below contains USAccess screen shots and step by step instructions to assist the Role Administrator to perform their duties.

- A. Logging in to USAccess
- B. Search for a Role Holder
- C. Assign Roles
- D. Unassign a Role
- E. Assigning Multiple Roles
- F. Logging out of the USAccess System

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

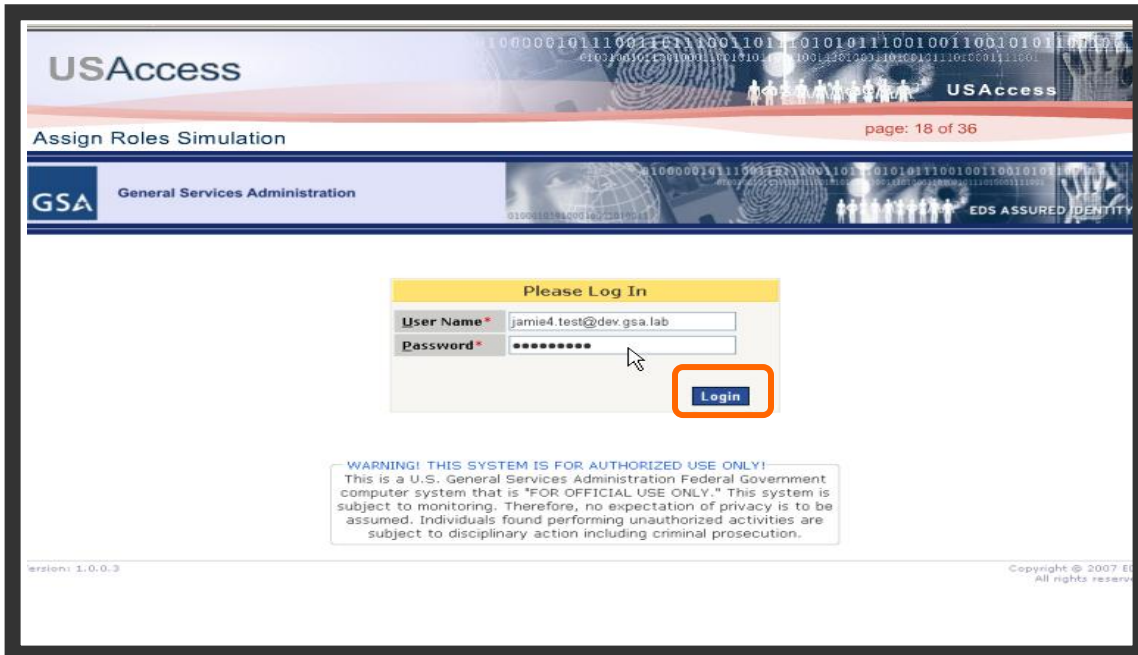
**Note:** Eventually, you will first insert your PIV Credential into a card reader to access the system; you will be prompted to enter your Personal Identification Number (PIN).

Make sure you do not remove your credential during the Role Administration 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.

## A. Log on to USAccess

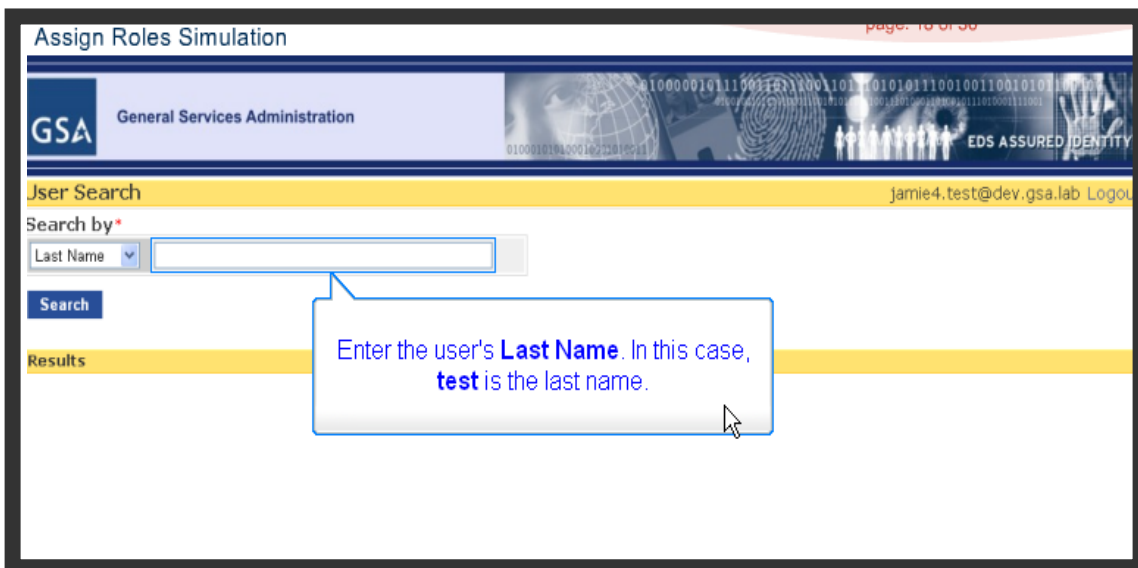


**Step 1.** On the login screen enter your user name in the **user name** field.

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

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

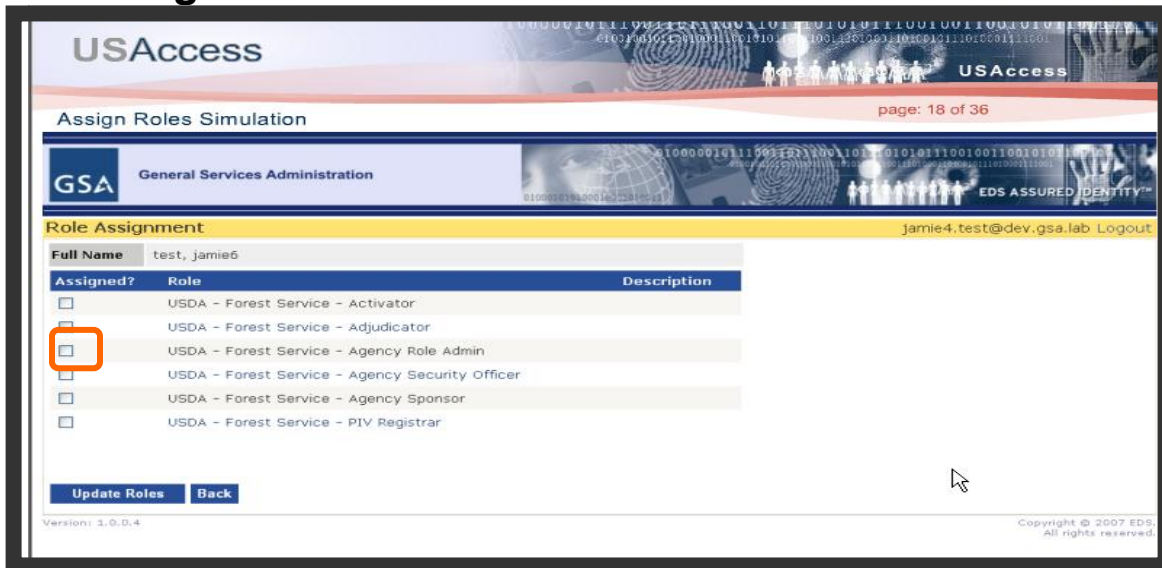
## B. Search for a Role Holder



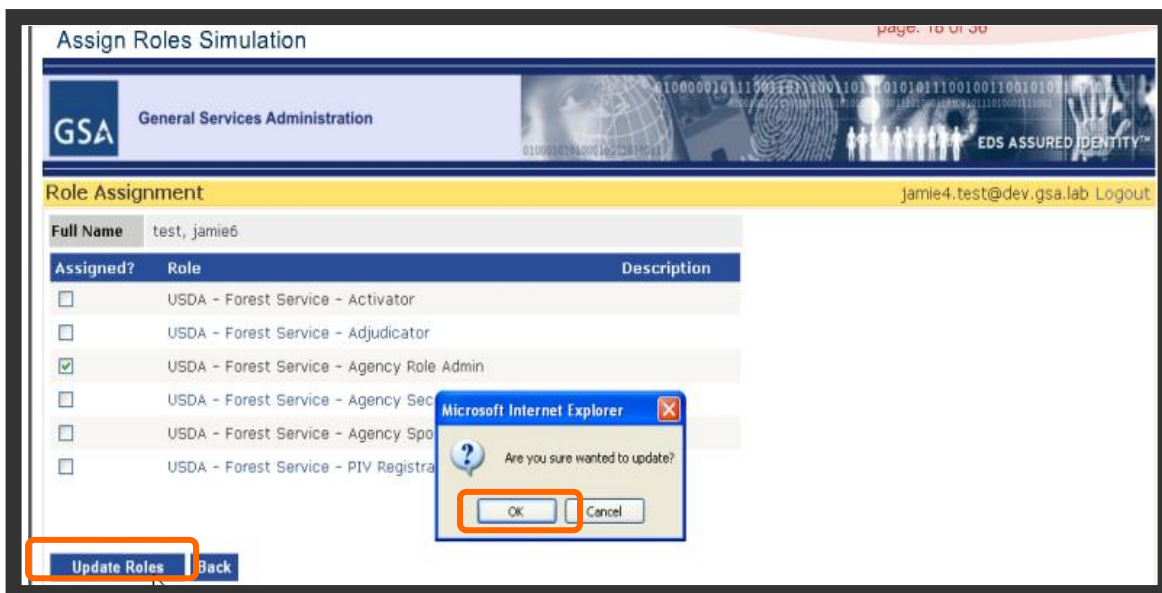
**Step 1.** On the Role Holder Search screen, enter the user's last name in the field and click on the **Search** button.

**Step 2.** The generated User Search-Results appear. Click on the **Assign Roles** button for the user you would like to assign a role to.

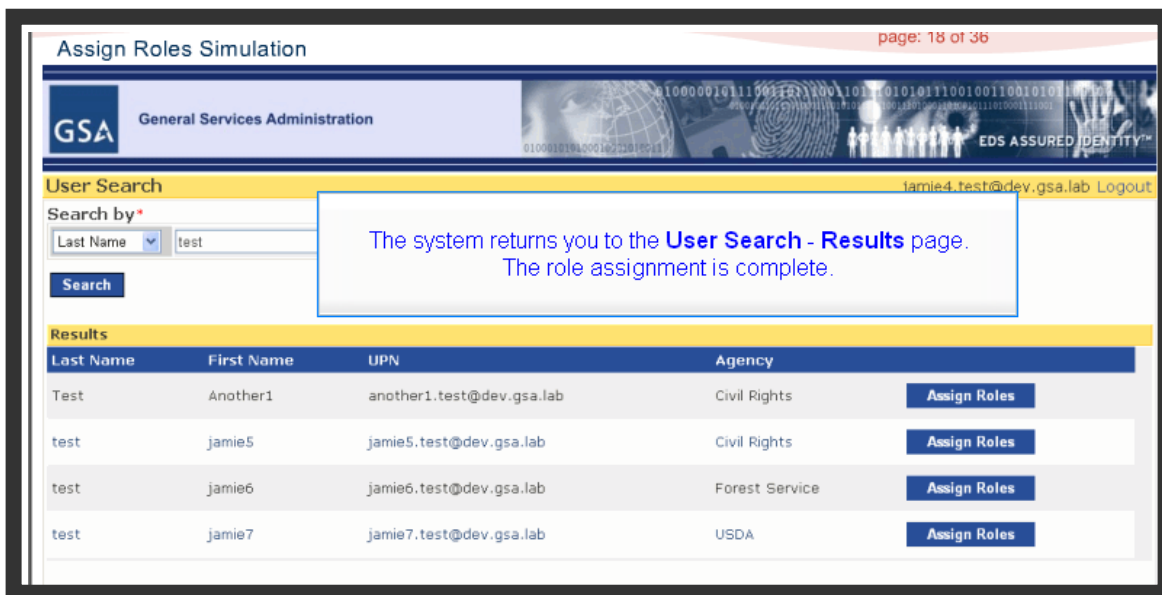
## C. Assign Role



**Step 1.** The role assignment screen appears. Click on the box to assign the user to a specific role.

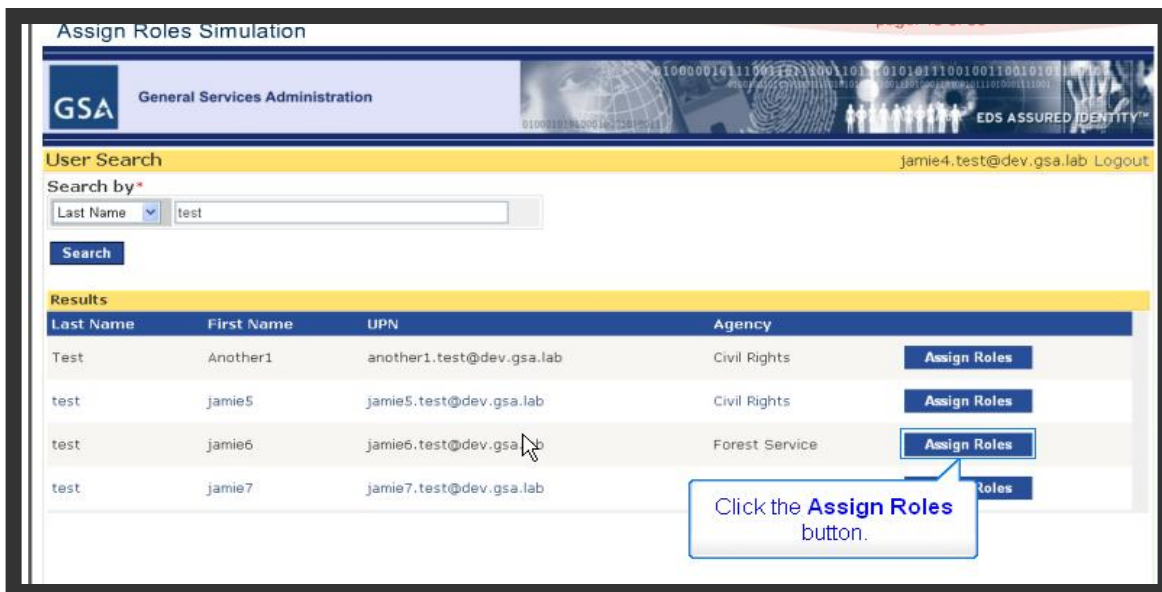


**Step 2.** Remember to save this action by clicking on the **Update Roles**. A confirmation popup will appear. Click **OK** to confirm the assignment.

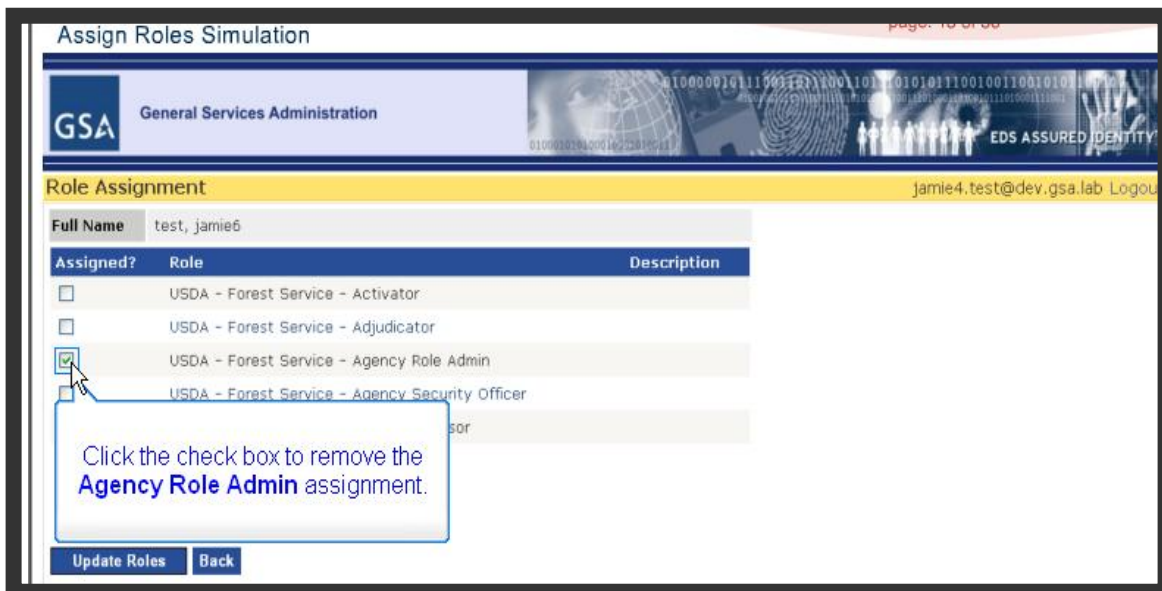


The system returns you to the User Search-Results page when the role assignment is complete.

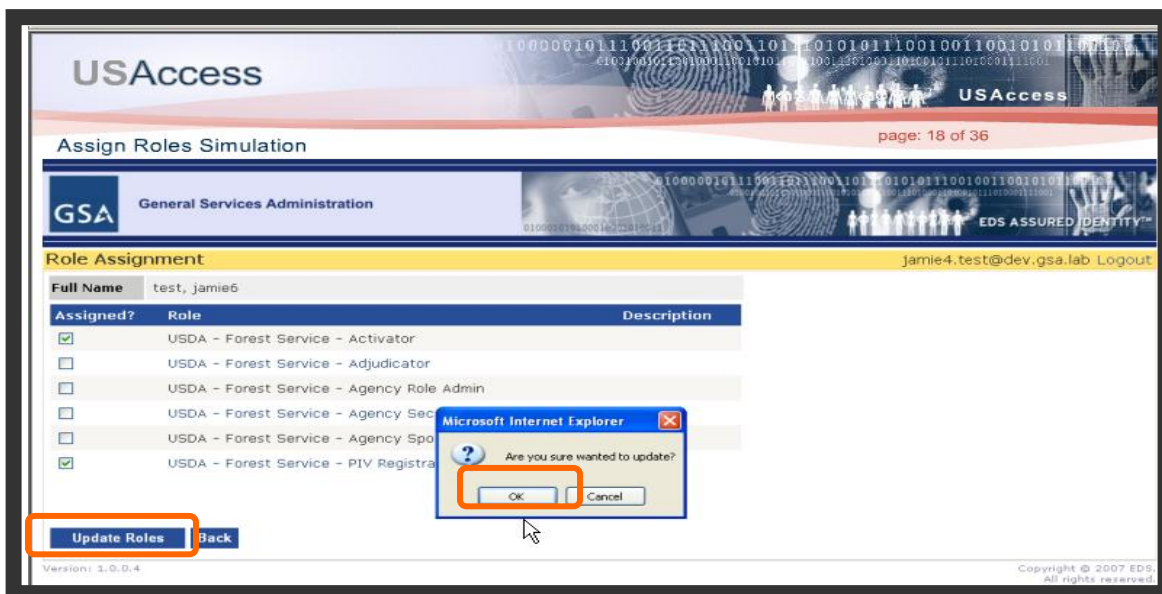
## D. Unassign a Role



**Step 1.** From the User Search-Results screen, click on the **Assign Roles** button.

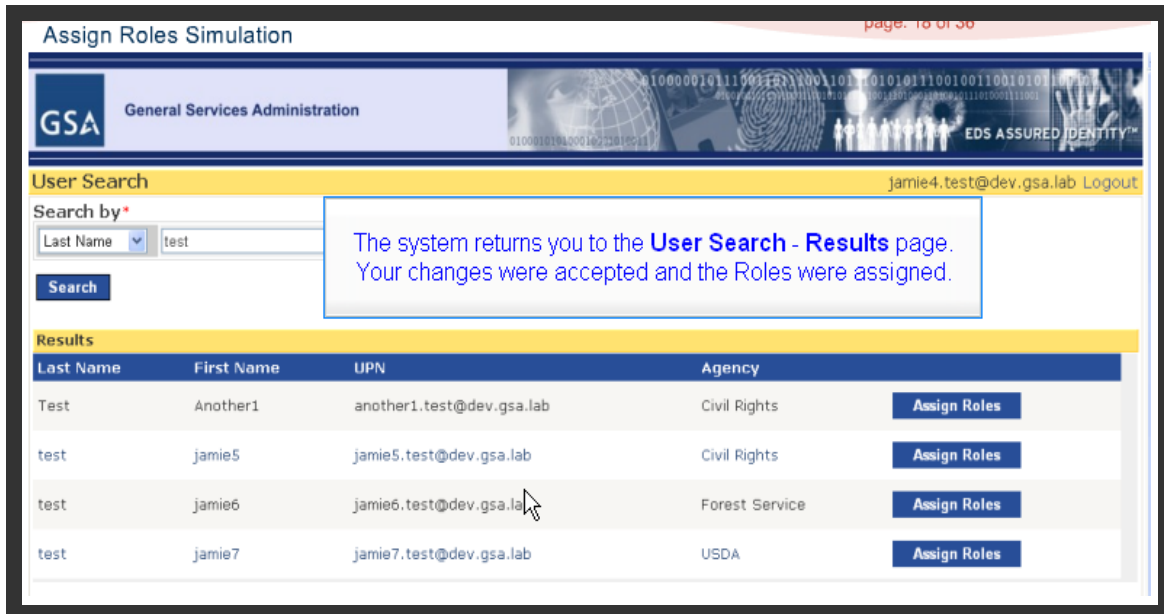


**Step 2.** The Role Assignment screen appears. Click the **checked box** to remove the role assignment. You can also assign a new role(s) at this time.



**Step 3.** Remember to save this action by clicking on the **Update Roles**. A confirmation popup will appear. Click **OK** to confirm the assignment.





**Step 4.** The system returns you to the User Search-Results page when the role assignment is confirmed.


## G.Assigning Multiple Roles



**Step 1.** At the User Search-Results screen, click on the **Assign Roles** button to direct you to the Role Assignment screen.

Assign Roles Simulation page: 18 of 36

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**General Services Administration**

EDS ASSURED IDENTITY

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**Role Assignment**

jamie4.test@dev.gsa.lab Logou

**Full Name** test, jamie6

Assigned?	Role	Description
<input checked="" type="checkbox"/>	USDA - Forest Service - Activator	
<input type="checkbox"/>	USDA - Forest Service - Adjudicator	
<input type="checkbox"/>	USDA - Forest Service - Agency Role Admin	
<input checked="" type="checkbox"/>	USDA - Forest Service - Agency Security Officer	
<input type="checkbox"/>	USDA - Forest Service - Agency Sponsor	
<input checked="" type="checkbox"/>	USDA - Forest Service - PIV Registrar	

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**Step 2.** Click on the **Check Box** to assign a third role.

Assign Roles Simulation

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**General Services Administration**

EDS ASSURED IDENTITY

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**Role Assignment**

jamie4.test@dev.gsa.lab Logou

**Full Name** test, jamie6

Assigned?	Role	Description
<input checked="" type="checkbox"/>	USDA - Forest Service - Activator	
<input type="checkbox"/>	USDA - Forest Service - Adjudicator	
<input type="checkbox"/>	USDA - Forest Service - Agency Role Admin	
<input checked="" type="checkbox"/>	USDA - Forest Service - Agency Security Officer	
<input type="checkbox"/>	USDA - Forest Service - Agency Sponsor	
<input checked="" type="checkbox"/>	USDA - Forest Service - PIV Registrar	

You cannot assign any other roles if you want to assign the role of PIV Registrar or Activator.

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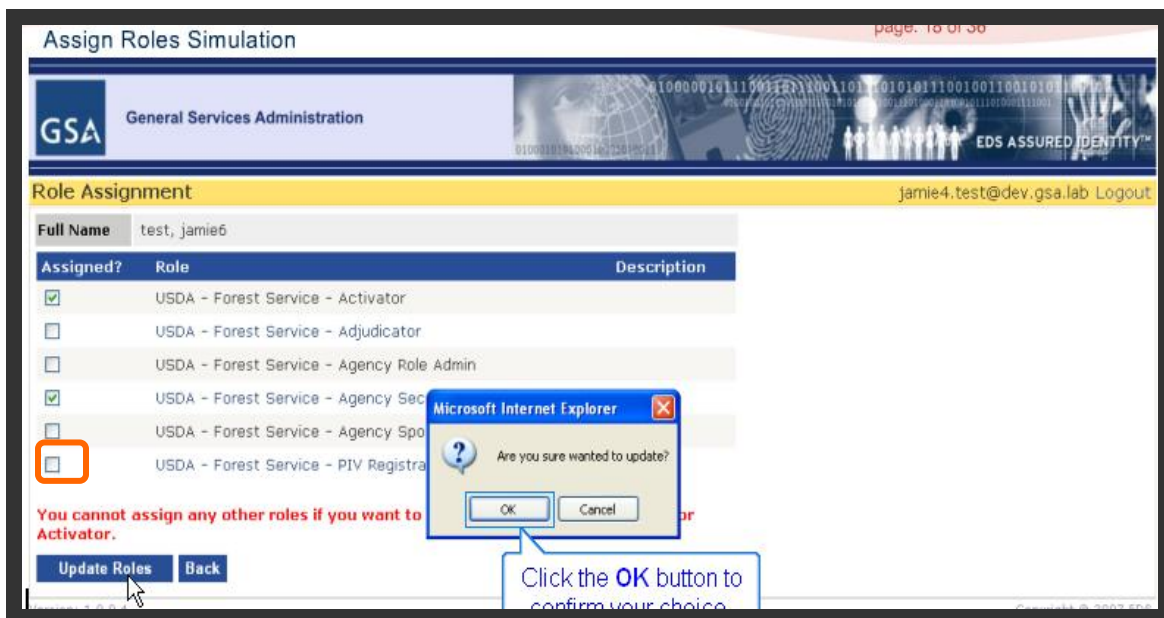
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An error message displays.

**Step 3.** An error message displays when you click on the **Update Roles** button.





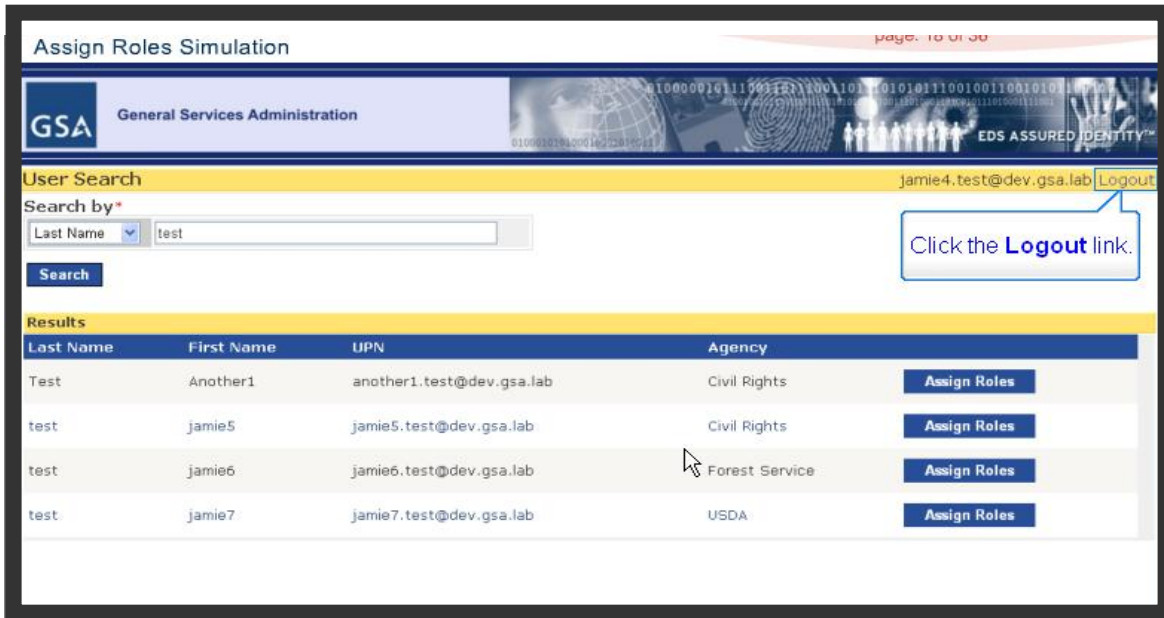
**Step 4. Uncheck** the extra role and click the **Update Roles** button. A confirmation popup appears. Click the **OK** button to confirm your assignment.

**Note:** The Role Administrator and Security Officer cannot hold any additional roles other than their role.

	Role Administrator	Sponsor	Adjudicator	Security Officer	Activator	Registrar
Role Administrator	<b>X</b>					
Sponsor		<b>X</b>	<b>X</b>			
Adjudicator		<b>X</b>	<b>X</b>			
Security Officer				<b>X</b>		
Activator					<b>X</b>	<b>X</b>
Registrar					<b>X</b>	<b>X</b>

*This chart indicates which Role Holders can hold multiple roles simultaneously in the system. Due to the separation of duties to ensure that no single official in the process may issue a credential, sponsors/adjudicators and activators/registrar cannot perform both roles for a single applicant. For instance, a sponsor cannot sponsor an applicant and adjudicate the same applicant as an adjudicator.*

## G. Logout



The screenshot shows the 'Assign Roles Simulation' page. At the top, there is a header with 'GSA General Services Administration' and 'EDS ASSURED IDENTITY™'. Below the header, there is a 'User Search' section with a search bar containing 'test' and a 'Search' button. To the right of the search bar, there is a 'Logout' button. A callout box points to the 'Logout' button with the text 'Click the Logout link.' Below the search bar, there is a table with the following data:

Last Name	First Name	UPN	Agency	Assign Roles
Test	Another1	another1.test@dev.gsa.lab	Civil Rights	<a href="#">Assign Roles</a>
test	jamie5	jamie5.test@dev.gsa.lab	Civil Rights	<a href="#">Assign Roles</a>
test	jamie6	jamie6.test@dev.gsa.lab	Forest Service	<a href="#">Assign Roles</a>
test	jamie7	jamie7.test@dev.gsa.lab	USDA	<a href="#">Assign Roles</a>

**Step 1.** From any screen you can log out of the system by clicking on the **Logout** button.



The screenshot shows the 'Please Log In' screen. At the top, there is a header with 'USAccess' and 'EDS ASSURED IDENTITY™'. Below the header, there is a 'Please Log In' section with a login form containing the following fields:

- User Name \*: jamie4.test@dev.gsa.lab
- Password \*: [REDACTED]

Below the login form, there is a 'Login' button. At the bottom of the screen, there is a warning message:

**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.

You will be returned to the Login Screen.



## ROLE ADMINISTRATOR HELP GUIDE

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### H. Contacts for Assistance:

#### **USAccess Help Desk \***

Phone Number: 866-493-8391

Email Address: [Usaccess.helpdesk@hp.com](mailto:Usaccess.helpdesk@hp.com)

Availability: Monday thru Friday (except Federal holidays/closures) from 8AM – 5PM (EST).

Services Supported: Contact the USAccess Help Desk for the following:

- USAccess system issues and/or error messages
- Account Passwords
- User Log in Problems
- Non-receipt of USAccess login credentials
- Non-receipt of automated USAccess emails
- Any other problems/questions related to the use of the USAccess system

**NOTE:** *The USAccess Help Desk is for HSPD-12 Role Holders only. LincPass applicants should not utilize the USAccess Help Desk and should contact the USDA HSPD-12 Help Desk instead.*

#### **USDA HSPD-12 Help Desk**

Phone Number: Toll Free: 1-888-212-9309 Local: 703-245-7888

Email Address: [USDAHSPD12HELP@dm.usda.gov](mailto:USDAHSPD12HELP@dm.usda.gov)

Availability: Monday thru Friday (except Federal holidays/closures) from 8:30 AM – 4:30 PM (EST)

Services Supported: Contact the USDA HSPD-12 Help Desk for the following:

- How to use of the Agency Certification Portal
- Business Process and Procedures
- Data Preparation
- General HSPD-12 Questions