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

September 12, 2007



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: <u>Eventually</u>, 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

USAccess	100000010111001100110011001001100100100
Assign Roles Simulation	page: 18 of 36
GSA General Services Administration	
WAR This comp subjet assu st	Please Log In User Name* jamie4.test@dex.gsa.lab Password* Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" NING! THIS SYSTEM IS FOR AUTHORIZED USE ONLY! is a U.S. General Services Administration Federal Government uter system that is "FOR OFFICIAL USE ONLY." This system is to be med. Individuals found performing unauthorized activities are ubject to disciplinary action including criminal prosecution.
BISCONI LIGIO-S	All rights reserve

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

Assign Roles Simulation	page. 10 01 50
GSA General Services Administ	
Jser Search	jamie4.test@dev.gsa.lab Logou
Search by* Last Name Search	Enter the user's Last Name. In this case
Results	test is the last name.

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

US	Access	Anti-Ares and USAccess
Assign I	Roles Simulation	page: 18 of 36
GSA	General Services Administration	
Role Assiç	gnment	jamie4.test@dev.gsa.lab Logout
Full Name	test, jamie6	
Assigned?	Role	Description
	USDA - Forest Service - Activator	
	USDA - Forest Service - Adjudicator	
	USDA - Forest Service - Agency Role Adm	in
	USDA - Forest Service - Agency Security	Officer
	USDA - Forest Service - Agency Sponsor	
	USDA - Forest Service - PIV Registrar	
Update R	oles Back	2 A
Version: 1.0.0.4	4	Copyright & 2007 EDS All rights reserved

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

Assign F	Roles Simulation	page, to or so
GSA ⁽	Seneral Services Administration	
Role Assig	nment	jamie4.test@dev.gsa.lab Logout
Full Name	test, jamieć	
Assigned?	Role	Description
٥	USDA - Forest Service - Activator	
	USDA - Forest Service - Adjudicator	
1	USDA - Forest Service - Agency Role Admin	
	USDA - Forest Service - Agency Sec	ft Internet Explorer
	USDA - Forest Service - Agency Spo	
	USDA - Forest Service - PIV Registra	Are you sure wanted to update?
Update Ro	les Back	

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



Assign	Roles Simulation			page: 18 of 36
GSA	General Services Adminis	stration		EDS ASSURED DENTITY"
User Sea	rch			iamie4.test@dev.gsa.lab Logout
Last Name	V* test	The system returns you to t	he User Search - Resu	ults page.
Search		The role assi	gnment is complete.	
Results	l			
Last Name	e First Name	UPN	Agency	
Test	Another1	another1.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie5	jamie5.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie6	jamie6.test@dev.gsa.lab	Forest Service	Assign Roles
test	jamie7	jamie7.test@dev.gsa.lab	USDA	Assign Roles

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

D. Unassign a Role

GSA Gen	eral Services Adminis	ration		Eds Assured Devit
Jser Search Search by* Last Name 💌 Search	test			jamie4.test@dev.gsa.lab Log
Results Last Name	First Name	UPN	Agency	
Test	Another1	another1.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie5	jamie5.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie6	jamie6.test@dev.gsa 🏷	Forest Service	Assign Roles
test	jamie7	jamie7,test@dev.gsa.lab	Click the Assig	in Roles

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



Assign	Roles Simulation	page. It billet
GSA	General Services Administration	atogoogia 111991751) kito 110, kito 110, ato 110
Role Assig	gnment	jamie4.test@dev.gsa.lab Logou
Full Name	test, jamieć	
Assigned?	Role	Description
	USDA - Forest Service - Activator	
	USDA - Forest Service - Adjudicator	
R	USDA - Forest Service - Agency Role Adr	in
	USDA - Forest Service - Agency Security	Officer
Click Agen Update R	the check box to remove the cy Role Admin assignment.	

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.

US	Access	eterreterreterreterreterreterreterrete
Assign I	Roles Simulation	page: 18 of 36
GSA	General Services Administration	
Role Assiç	jnment	jamie4.test@dev.gsa.lab Logout
Full Name	test, jamie6	
Assigned?	Role	Description
	USDA - Forest Service - Activator	
	USDA - Forest Service - Adjudicator	
	USDA - Forest Service - Agency Role Ad	in
	USDA - Forest Service - Agency Sec	asoft Internet Explorer
	USDA - Forest Service - Agency Spo	
	USDA - Forest Service - PIV Registra	Are you sure wanted to update?
Update R	oles Back	N/
(ersion: 1.0.0.4	i	Copyright © 2007 ED All rights rezerve

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



Assign	Roles Simulation			page. To 0130
GS۸	General Services Administra	ation		EDI 0101110010011001010101010101000
User Sear	rch			jamie4.test@dev.gsa.lab Logout
Search by Last Name Search	* test	The system returns you to Your changes were accep	the User Search - Resu ted and the Roles were a	ilts page. assigned.
Results				
Last Name	First Name	UPN	Agency	
Test	Another1	another1.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie5	jamie5.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie6	jamie6.test@dev.gsa.la	Forest Service	Assign Roles
test	jamie7	jamie7.test@dev.gsa.lab	USDA	Assign Roles

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

G.Assigning Multiple Roles

Assign Role	es Simulation			
GSA Gene	eral Services Admin	istration		10101011100100110010100
User Search Search by*	lest	You assigned two roles to th Next, you'll attempt to assign	is user: Activator and a third role.	PIV Registrar.
Search			Press	ENTER to continue.
Results Last Name	First Name	UPN	Agency	
Test	Another1	another1.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie5	jamie5.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie6	jamie6.test@dev.gsa.la	Forest Service	Assign Roles
test	jamie7	jamie7.test@dev.gsa.lab	USDA	Assign Roles

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



Assign F	Roles Simulation	page: 18 of 36
GSA	General Services Administration	DIODUITINASSOLE TOPICAL
Role Assig	nment	jamie4.test@dev.gsa.lab_Logo
Full Name	test, jamie6	
Assigned?	Role	Description
	USDA - Forest Service - Activator	
	USDA - Forest Service - Adjudicator	
	USDA - Forest Service - Agency Role Admin	
	USDA - Forest Service - Agency Security Off	icer
	USDA - Forest Service - Agency Sponsor	
	USDA – Forest Service – PIV Registrar	
Update Ro	oles Back	
Version: 1.0.0.4	4	Copyright @ 2007 E

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

GSA	Seneral Services Administration	to the stand of eds assured dent
Role Assig	nment	jamie4.test@dev.gsa.lab Log
Full Name	test, jamie6	
Assigned?	Role Description	
	USDA - Forest Service - Activator	
	USDA - Forest Service - Adjudicator	
	USDA - Forest Service - Agency Role Admin	
~	USDA - Forest Service - Agency Security Officer	
	USDA - Forest Service - Agency Sponsor	
	USDA – Forest Service – PIV Registrar	
You cannot	assign any other roles if you want to assign the role of PIV Registrar or	
ALUVOUL.		

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



Assign F	Roles Simulation		page. 18 01 30
GSA	General Services Administration	610000010111001 810010104000101580011	EDITION 101 HOTOLOGY 1001001 TO
Role Assig	nment		jamie4.test@dev.gsa.lab Logout
Full Name	test, jamie6		
Assigned?	Role	Description	
	USDA - Forest Service - Activator		
	USDA - Forest Service - Adjudicator		
	USDA - Forest Service - Agency Role Admi	n	
V	USDA - Forest Service - Agency Sec Micro	soft Internet Explorer	
	USDA - Forest Service - Agency Spo		
	USDA - Forest Service - PIV Registra 🥰	Are you sure wanted to update?	
You cannot Activator.	assign any other roles if you want to	CK Cancel pr	
Update Ro	les Back	Click the OK button to	
Veniero 1.0.0.4	1	confirm your choico	Convicted in 2007 ED.0

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	Registar
Role Administrator	X					
Sponsor		X	X			
Adjudicator		x	X			
Security Officer				X		
Activator					X	X
Registar					X	X

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/registrars 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

Assign Rol	es Simulation			page. to ut ou
GSA Gen	eral Services Administ	ration		COLORIDATION COLORIDATION
User Search				jamie4.test@dev.gsa.lab
Search by*				
Last Name 💌	test			Click the Logout link.
Search				
Results				
Last Name	First Name	UPN	Agency	
Test	Another1	another1.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie5	jamie5.test@dev.gsa.lab	Civil Rights	Assign Roles
test	jamie6	jamie6.test@dev.gsa.lab	Forest Service	Assign Roles
test	jamie7	jamie7.test@dev.gsa.lab	USDA	Assign Roles

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

USAccess		0000010111001F671400110 ercyndio cynorllio dro		ccess
ssign Roles Simulation			page: 18 of 36	
General Services Administration		01000001011000000000000000000000000000		
		Please Log In		
	<u>U</u> ser Name*	jamie4.test@dev.gsa.lab		
	Password*			
WAPNIN This is a Compute subject t assume subje	IGI THIS SYST U.S. General r system that o monitoring. 1 d. Individuals 1 hect to disciplin	Tem IS FOR AUTHORIZED USE ONLY Services Administration Federal Go is "FOR OFFICIAL USE ONLY." This Therefore, no expectation of privat found performing unauthorized acti ary action including criminal prosec	l varment system is zy is to be vities are ution.	
ion: 1.0.0.3				Copyright © 2007 EC All rights reserve

You will be returned to the Login Screen.



H. Contacts for Assistance:

USAccess Help Desk *

Phone Number: 866-493-8391

Email Address: Usaccess.helpdesk@hp.com

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