

eAuthentication Guidelines

The purpose of the table is to provide TSP applicant with instructions for obtaining eAuthentication. In order to access the TechReg or AgLearn system you will need a USDA eGovernment user account and password. You can now register for your eGovernment account online <http://www.eAuth.eGov.USDA.gov> and complete the process through the USDA Service Center <http://www.ri.nrcs.usda.gov/contact/>.

[Note: If you have a problem using the online E-Authorization, contact technical support by email at eauthhelpdesk@usda.gov.

For technical Assistance with the USDA eAuthentication system, or your USDA eAuthentication account, contact the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov. Please include the following information in your email:

- Your first and last name;
- Your eAuthentication User ID;
- Indicate whether you are a public customer or federal, state, or district employee;
- If you are a federal employee, provide the name of your employing agency;
- The URL (Web Address) of the Web site or application you were attempting to access; and
- The text of any error messages and a detailed description of the problem

A Note about Passwords

The password that you establish for your eAuthentication account must be changed the first time that you log on to a USDA/NRCS website. Your Level 2 password has different requirements than the first. You will subsequently be asked to change your password every few months. Password requirements are subject to change without notice.

YOU MUST LOG INTO TECHREG AT LEAST ONCE EVERY THREE MONTHS OR YOU WILL BE LOCKED OUT OF THE SYSTEM. BE SURE TO SET UP YOUR SECURITY QUESTIONS ONLINE OR YOU WILL NEED TO CONTACT THE HELP DESK TO RESET YOUR PASSWORD.

Level 2 Password Requirements:

- Passwords **must** be between 9 and 12 characters long.
Passwords **must** contain a minimum of the following:
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 non-alpha character.

Examples include:

- *numbers: 1-9;*
- *Characters: ! # - \$ % * = + , ? ~*

Passwords **cannot** contain the user's first name, last name, or user Id, dictionary words, spaces, tabs or special characters not listed above

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PERSON RESPONSIBLE	STEPS	DIRECTIONS	WHAT YOU WILL NEED TO COMPLETE THIS STEP	RESOURCES NEEDED	HELP AVAILABLE TO YOU
1. Obtain a Level 2 eAuthentication account/user identification					
<ul style="list-style-type: none"> ▪ TSP applicant 	A. Register online for Level 2 eAuthentication Account	<ul style="list-style-type: none"> • Click on the “First time users” link found on TechReg or click on “Create a Level 2 Account” on the eAuthentication Website or click on USDA Partner/Customer on AgLearn Website 	<ul style="list-style-type: none"> • Via the “First time users” link on TechReg Website https://techreg.nrcs.usda.gov • Via the USDA eAuthentication Website http://www.eauth.egov.usda.gov/eauthCreateAccount.html • Via the AgLearn website http://www.aglearn.usda.gov/registration_directions.html 	<ul style="list-style-type: none"> ▪ Internet Access ▪ email address 	<ul style="list-style-type: none"> ▪ TSP Coordinator ▪ State eAuthentication Coordinator
<ul style="list-style-type: none"> ▪ TSP applicant 	B. Complete online eAuthentication form	<ul style="list-style-type: none"> • Applicant enters required information (telephone, address, email, date of birth) • Applicant creates User ID and temporary password • Applicant creates security information • Applicant submits online profile 	<ul style="list-style-type: none"> • Level 2 eAuthentication Form 	<ul style="list-style-type: none"> ▪ Internet Access ▪ email address 	<ul style="list-style-type: none"> ▪ TSP Coordinator ▪ State eAuthentication Coordinator
<ul style="list-style-type: none"> ▪ TSP applicant 	C. Applicant receives confirmation e-mail with notification that the account was activated	<ul style="list-style-type: none"> • Respond to confirmation e-mail sent by system within 7 days or the process must be started over again 	<ul style="list-style-type: none"> • eAuthentication email 	<ul style="list-style-type: none"> • Internet Access • email address 	<ul style="list-style-type: none"> ▪ TSP Coordinator ▪ State eAuthentication Coordinator
<ul style="list-style-type: none"> ▪ TSP applicant ▪ Field Office Local Registration Authority (LRA) 	D. USDA Local Registration Authority (LRA) Validates TSP Applicant identity	<ul style="list-style-type: none"> • Take official Photo ID (state ID, drivers license, military ID or passport) to Service Center for in-person Identity proofing and validation by a USDA Local Registration Authority (LRA) • LRA validates the account by confirming identify of applicant using the applicant’s Photo ID • LRA activates the account by entering ID type and expiration date. <p>Account will be ready to use within 2 hrs.</p>	<ul style="list-style-type: none"> • Applicant Photo ID • NRCS LRA will use the online login site to validate the individuals identification and activate the account: https://imweb.sc.egov.usda.gov/idm/usda_im/imcss/index.jsp 	<ul style="list-style-type: none"> • Internet Access • email address 	<ul style="list-style-type: none"> ▪ TSP Coordinator ▪ State eAuthentication Coordinator ▪ USDA eAuthentication Help Desk eAuthHelpDesk@usda.gov Field Office Local Registration Authority (LRA)

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<ul style="list-style-type: none"> ▪ TSP applicant ▪ Field Office Local Registration Authority (LRA) 	<p>E. Link of the applicants eAuthentication account to an individual SCIMS record</p> <p><i>NOTE: A business eAuthentication account SHOULD NOT be linked to a record in SCIMS. (TSP Businesses link to individual TSPs in the Business's profile accessed through the TechReg website.</i></p>	<ul style="list-style-type: none"> • Local Registration Authority (LRA) links Applicant record to SCIMS. 	<ul style="list-style-type: none"> • NRCS will use the USDA SCIMS ID Link Manager to link the applicant record: https://scimslinkmgr.sc.egov.usda.gov/SearchAD.aspx 	<ul style="list-style-type: none"> • Internet Access • email address 	<ul style="list-style-type: none"> ▪ TSP Coordinator ▪ State eAuthentication Coordinator ▪ USDA eAuthentication Help Desk eAuthHelpDesk@usda.gov ▪ Field Office Local Registration Authority (LRA)
<ul style="list-style-type: none"> • TSP applicant 	<p>F. The first time the account holder logs into an eAuthentication protected application, such as the TechReg Login site, they will be prompted to change their password. <i>Note: This password has different requirements than the first password you created. See information below.</i></p>	<ul style="list-style-type: none"> • TSP Applicant creates new password • TSP Applicant may proceed to completing online application • TSP Applicant may proceed to register at AgLearn and complete required NRCS courses for Certification • Conservation Planning Part 1 • TSP Orientation (required for new TSP Applicants only) • Other courses as required by the TSP category option criteria • Cultural Resources • Environmental Compliance <p><i>Note #2: TSPs must access their eAuthentication Account at least once every 3 months or they will be locked out of the account.</i></p>	<ul style="list-style-type: none"> • TSP TechReg Website or other eAuthentication application USDA Web Services Log-In 	<ul style="list-style-type: none"> • Internet Access • email address 	<ul style="list-style-type: none"> • TSP Coordinator • State eAuthentication Coordinator • USDA eAuthentication Help Desk eAuthHelpDesk@usda.gov • Field Office Local Registration Authority (LRA)