

eAuthentication

Your personnel action will typically be processed within your first week of employment. Once your Government email address has been added to your personal profile within EmpowHR, you will receive an invitation email from the eAuthentication server prompting you to register your eAuthentication account. If you will not receive a Government email address, this invitation can be sent to your personnel email but you must alert your office's administrative personnel to request that for you.

The email will look like what's shown below:

On Thursday, March 6, 2019 8:13 AM, "DoNotReply.ICAM@ocio.usda.gov" <DoNotReply.ICAM@ocio.usda.gov> wrote:

***** Please do not reply to this email. For assistance see below *****

Internal User Account Registration Notification

Congratulations, your human resource record has been received and your eAuthentication User Account has been automatically created by the system. You now need to register your internal account. This account is required for access to eAuthentication-protected applications such as AgLearn.

Note: If you have received this email and you are not the addressee, DONALD DUCK, please notify your Agency Registration Lead and have them obtain a new email address for the addressee. Do not attempt to register the eAuthentication account for the addressee.

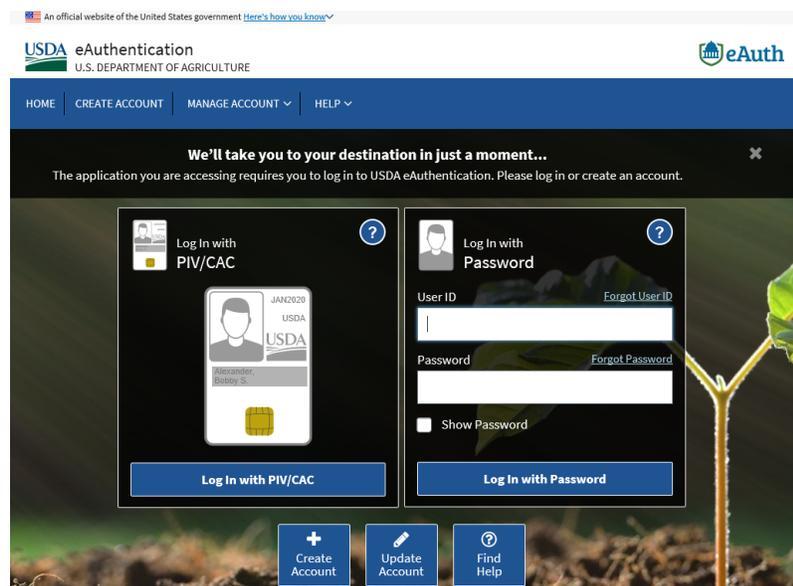
You must do the following to register your account:

Click **REGISTER MY INTERNAL ACCOUNT** This link will be valid for a limited time and it is specific to the user it was sent to. Register your account as soon as possible.

Note: If the link does not work, then copy/paste the provided URL into your browser's address field

If you have not received the eAuthentication email by the start of your second work week AND you have verified that it is not in your Junk/Trash/Spam folders – please contact ITD @ Help@usda.gov.

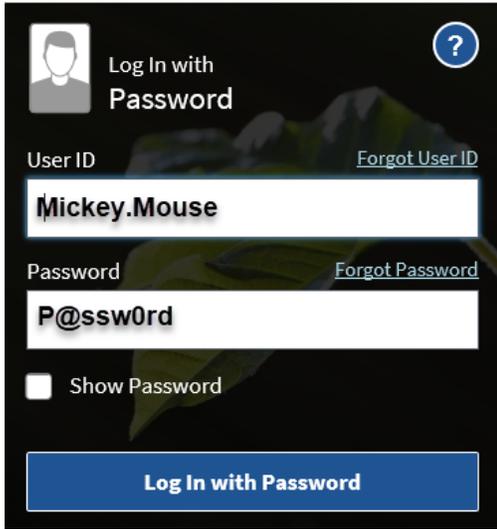
If you receive any type of error message when validating your information in the eAuth portal – please contact ITD @ Help@usda.gov.



You will be asked to authenticate using personal information (SSN, DoB) when registering your eAuthentication account for the first time.

Whenever you use a **“login with eAuthentication”** link – you will be directed to this eAuthentication portal.

- If you do have not received your Linc Pass - You will use this ID and Password combination



- If you do have a Linc Pass – you will click on the Login with PIV/CAC
- Select the Authentication Certificate from your Linc Pass
- Enter your PIN

