



USDA eAuthentication

Forgotten Password Training Guide for Internal Accounts



January 5, 2015, V.5

Self-Service “I forgot my Password”

USDA workers with an Internal eAuthentication account can reset their forgotten passwords at any time without helpdesk assistance by using our self-service “I forgot my User ID | **Password**” feature.

Please follow the steps provided in this guide to reset your forgotten Internal account password.

Steps for Resetting Your Password

1. Access Self-Service for “I forgot my User ID | **Password**”
2. Choose to reset your password with your LincPass or through manual Self-Service
3. LincPass Self-Service
 - a. Log into Identity Manager with your LincPass
 - b. Create a new password
4. Manual Self-Service
 - a. Enter your information for Self-Service
 - b. Create a new password
5. Contact the Helpdesk if assistance is required

Access Self Service

- Go to <https://www.eauth.usda.gov>
- Click on **Update your account**

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USDA eAuthentication

login :
Password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home

eAuthentication Home

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ **Update your account**

Administrator Links

- ▶ Local Registration Authority Login

Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account Page](#).

Access Self Service (continued)

- Review the “Warning” message
- On the eAuthentication Login page, click **I forgot my User ID | Password** below the “Password” field

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

eAuthentication Login

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

LincPass (PIV) ?



CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

[I forgot my User ID | Password](#)

[Change my Password](#)

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:

LincPass Self Service

- As a USDA worker, we encourage you to use your LincPass for Self Service and for logging into our system
- Please select the **Login with my LincPass** option first

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USDA eAuthentication

login :
password :

Home | About eAuthentication | Help | Contact Us | Find an LRA

Forgotten Password

Employees and Contractors

Reset your eAuthentication account password using your USDA LincPass [?](#)

To reset your eAuthentication account password using your LincPass, please click on the **Login with my LincPass** button.

If you do not have your LincPass, click on the **Continue** button in the section below to reset your password.

[Login with my LincPass](#)

Customers

Please click on the **Continue** button to reset your eAuthentication account password. [?](#)

[Continue](#)

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Log into Identity Manager

- Once you have logged into Identity Manager with your LincPass, go to the **Home** menu and select **Change My eAuthentication Password**



Create a New Password

- In the next screen you will need to create and verify a new password

The screenshot shows a web application interface for the USDA Enterprise Entitlements Management Service. The page title is "Change My eAuthentication Password". It displays user information: User ID (B.Helpdeskttestacct00), First Name (Jim), Last Name (Helpdeskttest), and Email (TESTEXAMPLE1102@GMAIL.COM). Below the user info, there is a section for password requirements, stating that passwords must be 12-24 characters long and include at least one of the following: uppercase letter, lowercase letter, a number, dictionary words, or special characters. The special characters listed are !, -, #, \$, %, =, +, :, ;, ,, ? and *. At the bottom of the form, there are two input fields labeled "Password" and "Confirm Password", both marked as required. "Submit" and "Cancel" buttons are located at the bottom right of the form area. The footer of the page includes links for "USDA Home", "Accessibility Statement", "Privacy Policy", "Non-discrimination Statement", and "IDManagement.gov", along with a "Powered by ERS" logo.

Create a New Password (continued)

- You will now be prompted to create a new password. The password must use the following criteria:
 - Contain 12-24 characters, including at least one of each of the following:
 - uppercase letter
 - lowercase letter
 - a number
 - one or more of these special characters

! # \$ % = + : ; , ? ~ * -

Create a New Password (continued)

Password Restrictions include:

- Do not use any spaces or special characters not listed above
- Dictionary words may not be used in passwords
- The previous 24 passwords may not be re-used
- Profile Information (e.g. Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc)

Note: Your password will expire every 60 days

Create a New Password (continued)

Once you have entered a password that meets the requirements, press the **Submit** button in the bottom right corner

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USDA eAuthentication

Forgotten Password Reset

• = Required

User ID	B.Helpdesktestacct00
First Name	Jim
•Last Name	Helpdeskctest
Email	TESTEXAMPLE1102@GMAIL.COM

Please type your password in the Password field and the Confirm Password field.

Passwords need to follow these guidelines. 12-24 alpha, numeric, and special characters including at least one of each of the following:

- uppercase letter
- lowercase letter
- a number
- dictionary words may not be used in passwords
- the previous 24 passwords may not be re-used
- one or more of the following special characters
! - # \$ % = + : ; , ? ~ *

•Password	<input type="password"/>
•Confirm Password	<input type="password"/>

Create a New Password (continued)

- Press the **OK** button on the task pending screen. Your password has now been reset.



Manual Self Service

- For manual Self Service, please press the **Continue** button to proceed with a password reset

The screenshot shows the USDA eAuthentication website interface. At the top left is the USDA logo and text: "United States Department of Agriculture USDA eAuthentication". At the top right is the EAS logo. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, Find an LRA. On the left side, there are "Quick Links" and "Administrator Links" menus. The main content area is titled "Forgotten Password" and contains two sections:

- Employees and Contractors:** "Reset your eAuthentication account password using your USDA LincPass" with a help icon. Below this, it says: "To reset your eAuthentication account password using your LincPass, please click on the **Login with my LincPass** button." A button labeled "Login with my LincPass" is visible.
- Customers:** "Please click on the **Continue** button to reset your eAuthentication account password." with a help icon. A button labeled "Continue" is circled in red.

At the bottom of the page, there are links for "eAuthentication Home | USDA.gov | Site Map", "Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov".

Enter Your Information

- Input your User ID and click the **OK** button



The screenshot shows a web form for a password reset. At the top left is the USDA logo and the text 'United States Department of Agriculture' and 'USDA eAuthentication'. The main heading is 'Forgotten Password Reset: Please enter the following to identify yourself'. Below this is a label 'User ID' next to an empty text input field. At the bottom right of the form are two buttons: 'OK' and 'Cancel'. At the very bottom of the page, there is a footer with links: 'USDA Home | Accessibility Statement | Privacy Policy | Non-discrimination Statement | IDManagement.gov' and a logo for 'Powered by EASD'.

Enter Your Information (cont.)

- You will be prompted to answer 2 of your security questions (Security questions are a set of questions and answers you provided when you first registered for your account)
- Please provide the correct answer and press the **OK** button

 United States Department of Agriculture
USDA eAuthentication

Forgotten Password Reset: Please enter the following to verify your identity

User ID	B.Helpdesktestacct00
First Name	Jim
•Last Name	Helpdesk
Security Question:	What is the name of your first pet?
•Answer:	<input type="text"/>

[USDA Home](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-discrimination Statement](#) | [IDManagement.gov](#)

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Create a New Password

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Create a New Password (continued)

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Note: Your password will expire every 60 days

Create a New Password (continued)

Once you have entered a password that meets the requirements, press the **Submit** button in the bottom right corner

USDA United States Department of Agriculture
USDA eAuthentication

Forgotten Password Reset

• = Required

User ID	B.Helpdeskttestacct00
First Name	Jim
•Last Name	Helpdeskttest
Email	TESTEXAMPLE1102@GMAIL.COM

Please type your password in the Password field and the Confirm Password field.

Passwords need to follow these guidelines. 12-24 alpha, numeric, and special characters including at least one of each of the following:

- uppercase letter
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- dictionary words may not be used in passwords
- the previous 24 passwords may not be re-used
- one or more of the following special characters
! - # \$ % = + : ; , ? ~ *

•Password	<input type="password"/>
•Confirm Password	<input type="password"/>

Submit **Cancel**

Create a New Password (continued)

- Press the **OK** button on the task pending screen. Your password has now been reset



Contact the Helpdesk

If you were unsuccessful in resetting your password through Self Service or have eAuthentication related questions, please contact the eAuthentication Helpdesk to request a password reset:

- 1-800-457-3642 (Option 1)
- eAuthHelpDesk@ftc.usda.gov

