
October 24, 2003

WEST VIRGINIA BULLETIN NO: 360-4-5

SUBJECT: PER – eAuthentication Training

**Purpose: To announce the availability of eAuthentication Training for
Field Personnel**

Expiration Date: December 31, 2003

The on-line eAuthentication training is now ready for Service Center Staff to complete. On October 21, 2003, eAuthentication replaced the process by which our clients register and obtain permission to conduct business with USDA agencies via the Internet.

At least one person with each agency in each Service Center is required to complete the training and serve as a Local Registration Authority (LRA) to be available to assist clients requesting level 2 credentials, which will allow them to conduct business with USDA via the Internet.

Attached is a list of those employees who will complete the training by November 20, 2003. Other Service Center Employees may complete the training and obtain LRA certification if they want. Upon completion of the training, you will receive an e-mail confirming your training. Please forward a copy of this e-mail to Diana Doerr, Diana.Doerr@wv.usda.gov, by November 20, 2003

Also attached are instructions for accessing the eAuthentication training Website. It should take about 1 hour or less to complete the web based training.

If a Service Center has a client request Level 2 Credentials before an employee has completed the training, contact the Area Administrative Coordinator (AAC) for assistance. In the absence of the AAC contact either Diana Doerr or Herbert Andrick in the State Office. Both are trained and can assist you in granting Level 2 Credentials to a client.

If you have questions or need additional information, please contact (Herbert Andrick, Resource Conservationist, (304) 284-7560).

/s/ Charlotte Wertz, Acting for

LILLIAN V. WOODS
State Conservationist

Attachments

DIST: All Offices

List of Persons Required to Complete eAuthentication Training

Bennett, Jeremy	Householder, Misty
Boone, Alan	Hunter, Luke
Brackenrich, Doris	Jones, Michael
Brackenrich, Jerry	Keysecker, Ed
Broomall, Corine	Lewis, Becky
Bucklew, Chad	Luke, Pat
Canfield, Tim	Lynch, Daniel
Carr, Delmas	MacLeod, Rebecca
Carr, Ray	Marks, Michael
Casseday, Larry	McBride, Katy
Cherefko, Chad	Mullennex, Mike
Collier, Ben	Nestor, Jared
Cox, John	Pate, Rob
Crislip, Jason	Patterson, Rick
Darnell, Dave	Redden, Gary
Davis, Susan	Rexrode, Rex
Evans, Phil	Ritz, Steve
Findley, Sheldon	Ross, Christi
Fisher, Jessica	Schnably, Robert
Flanigan, Rebecca	Sentz, Andy
Gasper, Mike	Sheets, Sam
Godbey, Lee	Smith, Wanda
Gray, Richard	Stone, Greg
Greynolds, Larry	Sturm, Larry
Griffith, Jeff	Teets, Sigrid
Hannon, Valerie	Vance, Tom
Harris, Bill	White, Tom
Hatton, Joseph	Wolfe, J. R.
Hoover, Scott	

**INSTRUCTIONS FOR SERVICE CENTER EMPLOYEES
TO ACCESS LRA TRAINING FOR EAUTHENTICATION**

The LRA training program consists of online course materials, followed by an interactive segment that gives the employee a closer look at the application and tests knowledge. Upon successful completion of the interactive segment, the eAuthentication Help Desk will give the employee access to the eAuthentication Registration Administration application.

NOTE: The LRA will not be able to bring a customer to a Level 2 Credential, until the implementation date of the new process on October 21, 2003.

PLEASE NOTE THE FOLLOWING:

1. The interactive scenario segment of the LRA training requires **Microsoft Internet Explorer 5.05** or above. Netscape will not work.
2. **Monitor display resolution settings of 1024 x 768** are also recommended for optimal viewing.

To change your display setting:

1. Go to the **START** menu on your computer
2. Scroll up to **SETTINGS**, and choose **CONTROL PANEL** from the menu
3. In the Control Panel menu choose the **DISPLAY** icon
4. In the Display Properties menu choose the **SETTINGS** tab
5. In the Settings menu box use the slide bar on the **DISPLAY or SCREEN RESOLUTION** setting box to **1024 x 768**
6. Click **APPLY**
7. Click **OK** and exit the display and control setting menus. You follow the same steps to change back to your original settings
8. Contact your IT staff if you have questions or problems with this process

TO ACCESS THE TRAINING:

1. Go to the eAuthentication Portal Web site at <http://www.eauth.egov.usda.gov>
2. Use the **Employee Login** link on the upper right of web page to access the LRA training page
3. Enter **WebCAAF ID and Login**
4. Access online training from the LRA Training Page
5. If you get a pop up menu about using secure and non-secure settings Choose **YES**
6. Complete the self-pace training
7. Successfully complete the interactive training scenarios