


DOIAccess 3.0

Requester TrainingModule

 DOI Access User Training

September, 2018

Record of Changes

Slide #	Topic	Date
12 - 13	Personal section, self edit capability	Sept. 2018
23 - 25	Select supervisor in card request template	Sept. 2018
42	Employment status value to search results	Sept. 2018
		

What is DOIAccess?

- System of record for DOI identity management
- Interfaces with FPPS and Active Directory
- Primary tool for requesting a DOI Access card for incoming persons
- Primary tool for requesting the de-provisioning of a record when persons are leaving the department
- 508 Compliant

DOIAccess 3.0 – Role Based Training Module

- Requester Role Use Cases:
 - [Homepage Dashboard](#)
 - [Checking My Card](#)
 - [Onboarding an applicant](#) (requester activities only)
 - [Check Requested Cards](#)
 - [Searching for a record](#)
 - [Requesting to Deprovisioning a record](#)



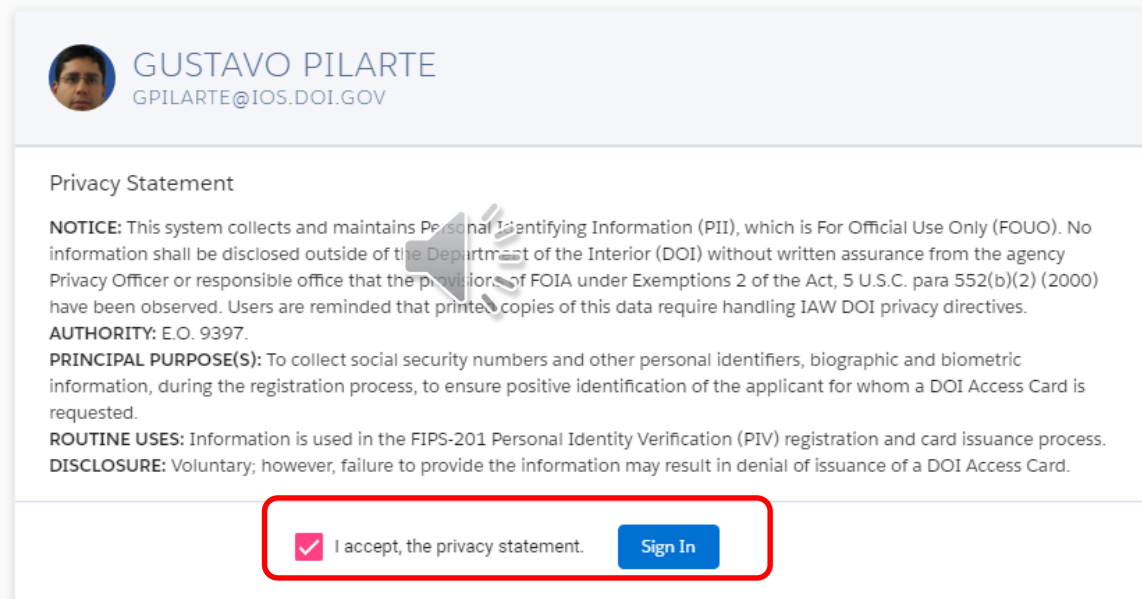


Home Page Dashboard

DOIAccess 3.0 – Home Page

Launch the DOIAccess application by navigating to the following URL:
<https://doiaccess.doi.net/app/>

DOI  ACCESS



The screenshot shows the DOIAccess application interface. At the top, there is a user profile section for GUSTAVO PILARTE with the email GPILARTE@IOS.DOI.GOV. Below this is a 'Privacy Statement' section containing the following text:

Privacy Statement

NOTICE: This system collects and maintains Personal Identifying Information (PII), which is For Official Use Only (FOUO). No information shall be disclosed outside of the Department of the Interior (DOI) without written assurance from the agency Privacy Officer or responsible office that the provision of FOIA under Exemptions 2 of the Act, 5 U.S.C. para 552(b)(2) (2000) have been observed. Users are reminded that printed copies of this data require handling IAW DOI privacy directives.

AUTHORITY: E.O. 9397.

PRINCIPAL PURPOSE(S): To collect social security numbers and other personal identifiers, biographic and biometric information, during the registration process, to ensure positive identification of the applicant for whom a DOI Access Card is requested.

ROUTINE USES: Information is used in the FIPS-201 Personal Identity Verification (PIV) registration and card issuance process.

DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of issuance of a DOI Access Card.

At the bottom of the privacy statement, there is a checkbox labeled 'I accept, the privacy statement.' which is checked, and a blue 'Sign In' button. The entire checkbox and button area is highlighted with a red rectangle.

Privacy Statement

- After reading the statement, check the “I accept the privacy statement”.
 - Check the box will activate the “Sign In” button.
 - Click on the “Sign In” button to access the system.

DOIAccess 3.0 – Home Page

After accepting the privacy statement, the application will take you to the DOIAccess home page

DOI ACCESS

Home

 My Card

 Request New Card

 Requested Cards

Search by first, last or middle name or any combination



On-Boarding

- Initiate on-boarding requests two weeks prior to on-boarding date
- Click on [Request New Card](#) to initiate requests
- Click on [Requested Cards](#) to check on the request status



Lifecycle Management

- Click on [My Card](#) to:
 - Verify your personal information
 - Check on your network access status
 - Check on the expiration date of your DOI Access Card or your card's certificates
- Use the Search to check on the status of your employees or contractor staff



Off-Boarding

- Use Search to find and select an employee or contractor's record
- Select the "Deprovisioning Request" button
- Complete the Deprovisioning Request form

- View My Card
- Request New Card
- Check Requested Cards
- Search for an Applicant in the system

Checking My Card

Click on My Card to see your card data

DOI ACCESS

Home

 My Card

 Request New Card

 Requested Cards

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Off-Boarding

- Use Search to find and select an employee or contractor's record
- Select the "Deprovisioning Request" button
- Complete the Deprovisioning Request form

APPLICANT DETAILS

SPONSOR

BALISTRERI, BREEIN SARA
breein_balistreri@ibc.doi.gov

Name

Last Name

PILARTE

First Name

GUSTAVO

Middle Name

ALEJANDRO

Suffix

Person Id

1000003458

☐ No Middle Name

Profile Active Directory

Status

Sponsorship Status

SPONSORED

Sponsorship Last Updated

11/19/2016 07:14:30 AM

Enrollment Status

COMPLETED

Last Enrollment Date

11/10/2016 10:49:14 AM

Adjudication Status

ADJUDICATED

Adjudication Last Updated

11/18/2016 10:35:43 AM

Issuance Status

ACTIVATED

Issuance Last Updated

11/23/2016 11:10:03 AM

Users may see their data in the Applicant Details view including employment status:

- Sponsorship status = reflects if employee has been sponsored to receive a DOIAccess card
- Enrollment status = displays the status of an applicant's enrollment
- Adjudication status = displays status of fingerprint and background investigation
- Issuance status = displays status of DOI Access card issuance and activation

Personal Data

Status

Sponsorship Status

SPONSORED

Sponsorship Last Updated

11/19/2016 07:14:30 AM

Enrollment Status

COMPLETED

Last Enrollment Date

11/10/2016 10:49:14 AM

Adjudication Status

ADJUDICATED

Adjudication Last Updated

11/18/2016 10:35:43 AM

Issuance Status

ACTIVATED

Issuance Last Updated

11/23/2016 11:10:03 AM

Identification



UPN

GPILARTE@IOS.DOI.GOV

Business Email

GUSTAVO_PILARTE@IOS.DOI.GOV



Applicant ID

66396A7E-A743-48C3-BAFC-04F8435E9671

Bureau

OFFICE OF THE SECRETARY OF THE INTERIOR


Personal

Business

Credentials

- Personal view displays details held in the DOIAccess system about your personal information

Personal Data (cont'd)



UPN
GPILARTE@IOS.DOI.GOV

Business Email
GUSTAVO_PILARTE@IOS.DOI.GOV

Domain (FQDN)
DOI.NET

Applicant ID
66396A7E-A743-48C3-BAFC-04F8435E9671

Bureau
OFFICE OF THE SECRETARY OF THE INTERIOR

distinguishedName (Path)
**CN=PILARTE GUSTAVO A,OU=STANDARD
USERS,OU=USERS,OU=RES,OU=DOI_OS,DC=DOI,DC=NET**


Personal

Business

Credentials

Adjudication

Personal



EDIT

Date of Birth
XXXXXXXX

Birth Country
DOMINICAN REPUBLIC

Citizenship Country
UNITED STATES

Home Email
GUS.PILARTE@NGC.COM

Home Address 1
100 HAPPY LANE

Home State
PENNSYLVANIA

Home Country
UNITED STATES

SSN
XXXXXXXXXX

Birth City
SANTO DOMINGO

Home Address 2
17453

Home City
HERSHEY

- Note that sensitive PII (DoB and SSN) have been redacted to protect the record holder

Personal Data (cont'd)

Identification



UPN

GPILARTE@IOS.DOI.GOV

Business Email

GUSTAVO_PILARTE@IOS.DOI.GOV

Domain (FQDN)

DOI.NET

Applicant ID

66396A7E-A743-48C3-BAFC-04F8435E9671

Bureau

OFFICE OF THE SECRETARY OF THE INTERIOR

distinguishedName (Path)

CN=PILARTE GUSTAVO A,OU=STANDARD
USERS,OU=USERS,OU=RES,OU=DOI_OS,DC=DOI,DC=NET



[Personal](#) [Business](#) [Credentials](#) [Adjudication](#)

Personal

SAVE

CANCEL

Home Email*

GUS.PILARTE@NGC.COM

Home Address 1* ⓘ

100 SAD LANE

Home Address 2 ⓘ

Home Address 2

Home Country*

UNITED STATES ▼

Home State*

PENNSYLVANIA ▼

Home City*

HERSHEY

Home Zip*

17453

- Save or cancel your changes

Personal **Business** Credentials

Business

Bureau	Sub Bureau	Organization
OFFICE OF THE SECRETARY OF THE INTERIOR	ASST SECY,POL MGT & BUD	IDENTITY,CREDENTIAL & ACCESS MGT SEC.
Business Phone	Accounting Code	
Duty Street Address	Duty City	Duty State
12201 SUNRISE VALLEY DRIVE	RESTON	VIRGINIA
Affiliation	Employment Status	Federal Emergency Response Official
CONTRACTOR	ACTIVE	NO
Supervisor Name	Supervisor Email	
JUDY SNOICH	JUDITH_SNOICH@IOS.DOI.GOV	
Notes		
Card Ship Address		
DOI - SUNRISE VALLEY DR, 12201 SUNRISE VALLEY DR, RESTON, VA, 20192 [10068]		



- Business view displays details held in the DOIAccess system about your employment status at the DOI

Personal Business

Credentials

Current

Card Status

ACTIVE

Issuance Status

ACTIVATED

Card Expiration Date

11/18/2021 12:00:00 AM

Issuance Last Update

11/23/2016 11:10:03 AM

Certificate Expiration Date

11/22/2019 11:05:31 AM

FASC-N

14010004389509111000003458114005

Card ID

1

CMS Card ID

4820502B122424410044

Previous

Card Status

FASC-N

Card Expiration Date

CMS Card ID

Certificate Expiration Date

Card ID



Replacement

Replacement Issuance Status

Replacement Issuance Last Update

- Date of expiration for the digital certificates contained in the card.
- Credential data for current, previous and replacement cards as well as pending requests
- Details for enrollment and sponsorship of the credential holder not shown above

APPLICANT DETAILS

SPONSOR

BALISTRERI, BREEIN SARA
breein_balistreri@ibc.doi.gov

Name

Last Name	First Name	Middle Name	Suffix	Person Id
PILARTE	GUSTAVO	ALEJANDRO		1000003458
<input type="checkbox"/> No Middle Name				



☐ No Middle Name

- The Active Directory button will open a page that displays details about your DOI network account and related details.

DOI Access 3.0 – My Card

Profile Active Directory

Account

Domain (FQDN)	distinguishedName (Path)	
DOI.NET	CN=PILARTE GUSTAVO A,OU=STANDARD USERS,OU=USERS,OU=RES,OU=DOI_OS,DC=DOI,DC=NET	
extensionAttribute5	Last Update Date	ObjectGUID
66396A7E-A743-48C3-BAFC-04F8435E9671	09/28/2017 04:26:00 PM	3577367D-351D-4EC6-992E-B9CA57BF4C84
userPrincipalName	givenName	SN
GPILARTE@IOS.DOI.GOV	GUSTAVO	PILARTE
middleName	CN	displayName
ALEJANDRO	PILARTE GUSTAVO A	PILARTE, GUSTAVO ALEJANDRO
initials	msExchExtensionCustomAttribute3	mail
A	GUSTAVO (CONTRACTOR)	GUSTAVO_PILARTE@IOS.DOI.GOV
sAMAccountName	Disabled	extensionAttribute13
GPILARTE	NO	
extensionAttribute6	extensionAttribute8	
	60701210	
whenCreated	whenChanged	
11/08/2016 01:50:26 PM	09/28/2017 03:02:34 PM	
altSecurityIdentities	X509:<I>C=US,O=ENTRUST,OU=CERTIFICATION AUTHORITIES,OU=ENTRUST MANAGED SERVICES SSP CA<S>C=US,O=U.S. GOVERNMENT,OU=DEPARTMENT OF THE INTERIOR,OU=OFFICE OF THE SECRETARY OF THE INTERIOR,OID.0.9.2342.19200300.100.1.1=14001000003458 CN=GUSTAVO PILARTE (AFFILIATE)	

- The AD page displays identifying attributes unique to you within the DOI network. If your card is not working, you may follow this link to perform a test: <http://wiki.doi.net/cardcheck/>

On-boarding an Applicant - Request New Card



Request New Card

DOI ACCESS

Home

My Card

+ Request New Card

Requested Cards

Search by first, last or middle name or any combination



On-Boarding

- Initiate on-boarding requests two weeks prior to on-boarding date
- Click on **Request New Card** to initiate requests
- Click on Requested Cards to check on the request status



Lifecycle Management

- Click on **My Card** to:
 - Verify your personal information
 - Check on your network access status
 - Check on the expiration date of your DOI Access Card or your card's certificates
- Use the Search to check on the status of your employees or contractor staff



Off-Boarding

- Use Search to find and select an employee or contractor's record
- Select the "Deprovisioning Request" button
- Complete the Deprovisioning Request form

- From the Home Page, select Request New Card

DOI Access 3.0 – Request New Card

Card Request:

☒ Name ☐ Personal ☐ Business ☐ Credential ☐ Adjudicator ☐ Review

Last Name *

First Name *

Middle Name * ☐ No Middle Name

Suffix

Must match legal documents.

Next

- Card request form walks you through the steps of requesting a card, from name through final review and submittal
- Be sure to enter names as they appear on legal documents, suffix being for Junior (Jr.), the third (III), Senior (Sr.)etc.
- Once required fields are completed, Next button turns blue and activates

DOIAccess 3.0 – Request New Card

Card Request:


☒ Name ☐ Personal ☐ Business ☐ Credential ☐ Review

Last Name *

First Name *

Middle Name *
☒ No Middle Name

Suffix



Must match legal documents.

- Next button on bottom right hand of page will activate **only** once all **required** fields are populated.

DOI Access 3.0 – Request New Card

Name

Personal

Business

Credential

Review

Card Request: BOB SMITH

Date Of Birth *

mm / dd / yyyy

A valid Date Of Birth is required

SSN *

☐ No SSN

Birth Country *

UNITED STATES

Birth State *

Birth City *

Citizenship Country *

UNITED STATES

Home Email *

Home Address 1 *

Home Address 2

Home Country *

UNITED STATES

Home State *

Home City *

Previous

Next



- Applicant name appears at top once Name page is completed
- Required fields are marked with a red asterisk
- Drop down menus are marked with a down arrow in the input field
- In drop down menu fields, you may enter the first few letters

DOI Access 3.0 – Request New Card

Card Request: BOB SMITH

[Name](#) [Personal](#) [Business](#) [Credential](#) [Review](#)

Bureau *	Sub Bureau *	Organization *
Bureau	Sub Bureau	Organization
Business Phone	Accounting Code	
Business Phone	Accounting Code	
Duty Street Address *	Duty City *	Duty State *
Duty Street Address	Duty City	Duty State
Affiliation ⓘ	Federal Emergency Response Official *	Supervisor *
Affiliation	<input type="radio"/> Yes <input checked="" type="radio"/> No	Supervisor Name Search
		@ N/A PID: N/A
		You have to search and select supervisor.
Notes		
Notes		



Previous

Next

- Business fields relate to employment status at DOI
- Selecting Contractor under Affiliation prompts the system to open additional fields that are required for contract employees

DOI Access 3.0 – Request New Card

Card Request: TESTING FINN TESTING

☒ Name ☒ Personal ☒ Business ☐ Credential ☐ Adjudicator ☐ Review

Bureau*
BOR - BUREAU OF RECLAMATION

Sub Bureau*
03 - LOWER COLORADO REGION

Organization*
3001600 - SECURITY

Business Phone
Business Phone

Accounting Code
Accounting Code

Duty Street Address*
45434 ggrf

Duty City*
Duty State*
LASKA

Affiliation* ⓘ
EMPLOYEE

Federal Emergency Response Official*
☐ Yes ☒ No

Supervisor*
Supervisor Name
@ N/A
You have to search and select supervisor.

Search
PID: N/A

Notes
Notes

Search and Select Supervisor

Judith

Search by first, last or middle name or any combination

Search

Cancel

- Type in supervisor name and click on Search

DOI Access 3.0 – Request New Card

Card Request: TESTING FINN TESTING

☒ Name ☒ Personal ☒ Business ☐ Credential ☐ Adjudicator ☐ Review

Bureau *
BOR - BUREAU OF RECLAMATION

Business Phone
Business Phone

Duty Street Address *
45434 ggfgf

Affiliation * ⓘ
EMPLOYEE

Supervisor *
Supervisor Name

@ N/A
You have to search and select supervisor.

PID: N/A

Notes
Notes

Search and Select Supervisor

Judith

Search by first, last or middle name or any combination

JUDITH LYNN SNOICH
@ Judith_Snoich@ios.doi.gov
PERSON ID 1000005456 BUREAU OFFICE OF THE SECRETARY OF THE INTERIOR

JUDITH A. BLOWE
@ JBLOWE@OSMRE.GOV
PERSON ID 1000050286 BUREAU OFC OF SURFACE MINING, RECLAMATION & ENF

JUDITH E. FIERSTEIN
@ JFIERSTN@USGS.GOV

Organization *
001600 - SECURITY

Duty State *
ALASKA

Federal Emergency Response Official *
☐ Yes ☒ No

- Select supervisor from the approved list

DOI Access 3.0 – Request New Card

Card Request: BOB SMITH


☒ Name ☒ Personal ☒ Business ☒ **Contract** ☐ Credential ☐ Review



COR Name *


COR Email *

Contractor Company *

Contract Number *

Contract Start Date * 

Current POP End Date *  

Date reporting to government facility * 


- For contractors, you must complete the fields to match the data entered in FBMS
- Under Contract Number, please enter the number referenced in the Letter of Designation and not the PRISM PO#
- Ensure all data is as accurate as possible

Card Request: BOB SMITH

☒ Name ☒ Personal ☒ Business ☒ Contract ☒ Credential ☐ Review

Network Access Required *

☐ YES ☐ NO



- As a requestor, you may only select yes/no to specify if the person for whom you're requesting a card will require access to the DOI network

DOIAccess 3.0 – Request New Card

Card Request: BOB SMITH

☒ Name ☒ Personal ☒ Business ☒ Credential ☒ Adjudicator ☒ Review

☒ I hereby certify that this information is correct and this person requires a new DOIAccess Card.

NAME

Last Name	First Name	Middle Name	Suffix
SMITH	BOB		

PERSONAL

Date Of Birth	SSN		
11/22/1969	555-33-2288		
Birth Country	Birth State	Birth City	Citizenship Country
US	ALABAMA	MOBILE	US
Home Email	Home Address 1	Home Address 2	
BOB@EMAIL.TEST	123 HOME ST.		
Home City	Home State	Home Zip	Home Country
MOBILE	ALABAMA	12345	US

BUSINESS

Bureau	OS - OFFICE OF THE SECRETARY OF THE INTERIOR		
Sub Bureau	Organization		
60 - ASST SECY,POL MGT & BUD	60701211 - ACCESS MANAGEMENT UNIT		
Business Phone	Accounting Code		

Previous

Submit Request

- Review your entries, certify that the information provided is accurate and select **Submit Request** in the bottom right hand corner of the page.



Check Submission Status

Requested Cards

Checking Requested cards

DOI ACCESS

Home

My Card

+ Request New Card

Requested Cards

Search by first, last or middle name or any combination



On-Boarding

- Initiate on-boarding requests two weeks prior to on-boarding date
- Click on [Request New Card](#) to initiate requests
- Click on [Requested Cards](#) to check on the request status



Lifecycle Management

- Click on [My Card](#) to:
 - Verify your personal information
 - Check on your network access status
 - Check on the expiration date of your DOI Access Card or your card's certificates
- Use the Search to check on the status of your employees or contractor staff



Off-Boarding

- Use Search to find and select an employee or contractor's record
- Select the "Deprovisioning Request" button
- Complete the Deprovisioning Request form

- From home page, click on Requested Cards button

Checking requested cards

DOI ACCESS HOME



Requested Cards

STATUS	FULL NAME	AFFILIATION - PERSON ID	BUREAU	LAST UPDATE DATE
INCOMPLETE SPONSOR	Smith, Bob	EMPLOYEE - NO PERSON ID	OS - 60 - 60701210	07/06/2017 03:43:42 pm
SPONSORED	TEST-CONT-GUS , TEST-CONT-PILARTE S...	CONTRACTOR - NO PERSON ID	OS - 60 - 60701210	07/05/2017 12:25:06 pm
SPONSORED	TESTS-CONT-PILARTE , TESTS-CONT-GU...	CONTRACTOR - NO PERSON ID	OS - 60 - 60701211	07/03/2017 03:43:04 pm
SPONSORED	TESTS-EMP-PILARTE , TESTS-EMPL-GUS ...	EMPLOYEE - NO PERSON ID	OS - 60 - 60701211	07/03/2017 01:55:04 pm
SPONSORED	TEST-EMP-PILARTE , TEST-EMP-GUS FRI...	EMPLOYEE - NO PERSON ID	OS - 20 - 20000000	07/03/2017 09:25:04 am
SPONSORED	TESTER , GUS NMN	EMPLOYEE - NO PERSON ID	OS - 15 - 15000000	06/26/2017 03:50:08 pm
SPONSORED	TESTER , JUDE BOSSLADY	CONTRACTOR - NO PERSON ID	OS - 15 - 15000000	06/21/2017 03:25:12 pm

- The requested cards queue will show the status of cards requested by you and the status of each requested card
- Clicking on any record will take you to the Applicant Details page

Checking requested cards

SPONSOR

PILARTE, GUSTAVO ALEJANDRO

gustavo_pilarte@ios.doi.gov

Name

Last Name	First Name	Middle Name	Suffix	Person Id
TEST-CONT-GUS	TEST-CONT-PILARTE	SAVAGE	III	1003488212

☐ No Middle Name



Profile Active Directory

Status

Sponsorship Status	Enrollment Status	Adjudication Status	Issuance Status
SPONSORED	PRE-ENROLLED, SPONSORED	PROVISIONAL	
Sponsorship Last Updated	Last Enrollment Date	Adjudication Last Updated	Issuance Last Updated
07/03/2017 01:31:56 PM		07/03/2017 01:31:45 PM	

Status section displays state of the various steps involved in on-boarding a person once the record has been sponsored

Section	Status	Action
Sponsorship Status	<ul style="list-style-type: none"> ➤ Incomplete Sponsor ➤ Sponsored 	<ul style="list-style-type: none"> ➤ Contact Sponsor to complete Sponsorship ➤ No action
Enrollment Status	<ul style="list-style-type: none"> ➤ Pre-enrolled ➤ Enrolled 	<ul style="list-style-type: none"> ➤ Contact applicant to complete enrollment ➤ No action
Adjudication Status	<ul style="list-style-type: none"> ➤ Incomplete ➤ Provisional ➤ Adjudicated 	<ul style="list-style-type: none"> ➤ Contact adjudicator to initiate adjudication ➤ Background investigation is process; no action required ➤ Background investigation completed; no action required
Issuance Status	<ul style="list-style-type: none"> ➤ Blank ➤ Issuance Request Pending ➤ Batch submitted/completed ➤ Batch delivered ➤ Active ➤ Replacement in Process 	<ul style="list-style-type: none"> ➤ If prior three sections are completed, contact sponsor to investigate ➤ Card being printed; no action required ➤ Card being shipped; no action required ➤ Card ready for pick-up; contact applicant to collect/activate card ➤ No action ➤ No action

Edit Returned Request for Verification

DOI Access 3.0 – Edit Returned Request for Verification

DOI ACCESS

Home

My Card

+ Request New Card

Requested Cards

Search by first, last or middle name or any combination



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- Click on Request New Card to initiate requests
- Click on Requested Cards to check on the request status



Lifecycle Management

- Click on My Card to:
 - Verify your personal information
 - Check on your network access status
 - Check on the expiration date of your DOI Access Card or your card's certificates
- Use the Search to check on the status of your employees or contractor staff



Off-Boarding

- Use Search to find and select an employee or contractor's record
- Select the "Deprovisioning Request" button
- Complete the Deprovisioning Request form

- Select Requested Cards from the homepage dashboard to see the status of all cards requested by you

DOI Access 3.0 – Edit Returned Request for Verification

Requested Cards

STATUS	FULL NAME	AFFILIATION - PERSON ID	BUREAU	LAST UPDATE DATE
VERIFICATION REQUIRED	Test-Pilarte , Test-Gus Tester	EMPLOYEE - NO PERSON ID	OS - 60 - 60701210	08/03/2017 09:40:58 am
SPONSORED	TEST-CONT-GUS , TEST-CONT-PILARTE SAVAGE	CONTRACTOR - NO PERSON ID	OS - 60 - 60701210	07/14/2017 08:18:44 am
SPONSORED	TESTSTSMITH , TESTBOB GREATNAMETTT	EMPLOYEE - NO PERSON ID	OS - 60 - 60701210	07/11/2017 11:50:06 am
SPONSORED	TESTS-CONT-PILARTE , TESTS-CONT-GUS PELE	CONTRACTOR - NO PERSON ID	OS - 60 - 60701211	07/03/2017 03:45:04 pm
SPONSORED	TESTS-EMP-PILARTE , TESTS-EMPL-GUS FRANKIE	EMPLOYEE - NO PERSON ID	OS - 60 - 60701211	07/03/2017 01:55:04 pm
SPONSORED	TEST-EMP-PILARTE , TEST-EMP-GUS FRIDAY	EMPLOYEE - NO PERSON ID	OS - 20 - 20000000	07/03/2017 09:25:04 am
SPONSORED	TESTER , GUS NMN	EMPLOYEE - NO PERSON ID	OS - 15 - 15000000	06/26/2017 03:50:08 pm
SPONSORED	TESTER , JUDE BOSSLADY	CONTRACTOR - NO PERSON ID	OS - 15 - 15000000	06/21/2017 03:25:12 pm

- Under the Status column find records with Verification Required status and click on the record
- These records have been sent back by the Sponsor and require additional verification and/or corrections


DOI Access 3.0 – Edit Returned Request for Verification

Verification Required View

Requested Cards [Edit](#)

REQUESTOR
GUSTAVO PILARTE
gustavo_pilarte@ios.doi.gov
08/03/2017 09:32:23 am

Summary
ensure suffix is correct
[VERIFY SUFFIX](#)



Name	
Last Name	First Name
TEST-PILARTE	TEST-GUS
Middle Name	Suffix
TESTER	SR.
<input type="checkbox"/> No Middle Name	

- Record will open in the Verification Required view
- The Summary section contains the comments typed by the Sponsor before returning as well as the fields that need to be verified
- If a change must be made, select the Edit button on the top right hand of the screen

DOI Access 3.0 – Edit Returned Request for Verification

Card Request:

☒ Name ☒ Personal ☒ Business ☐ Credential ☐ Review

Last Name *

First Name *

Middle Name * ☐ No Middle Name

Suffix

Must match legal documents.

Next

- Edit will take you to the editable Card Request form
- You may select any section to edit without needing to select the Next button
- When done editing, select the Review tab, no need to click “Next”.

DOIAccess 3.0 – Edit Returned Request for Verification

Card Request: TEST-GUS TEST-PILARTE

☒ Name ☒ Personal ☒ Business ☒ Credential ☒ Review

✓ Success

Card Request updated successfully

☒ I hereby certify that this information is correct and this person requires a new DOIAccess Card.

NAME

Last Name

TEST-PILARTE

First Name

TEST-GUS

Middle Name

TESTER

Suffix

JR.

PERSONAL

Date Of Birth

01/02/1950

SSN

111-22-3333

Birth Country

UNITED STATES

Birth State

ALABAMA

Birth City

MOBILE

Citizenship Country

UNITED STATES

Home Email

GUS@EMAIL.TEST

Home Address 1

123 SMALLTOWN

Home Address 2

Home City

MOBILE

Home State

ALABAMA

Home Zip

12345

Home Country

UNITED STATES

BUSINESS

Bureau

OS - OFFICE OF THE SECRETARY OF THE INTERIOR

Sub Bureau

60 - ASST SECY,POL MGT & BUD

Organization

60701210 - IDENTITY,CREDENTIAL & ACCESS MGT SEC.

Business Phone

Accounting Code

Previous

Save Edits

- Certify that your changes are correct and save your Edits
- A “Success” message will appear after “Save Edits” is selected



Search for a Record

Click on Search to locate other applicant's records

DOI ACCESS



Home

My Card

Request New Card

Requested Cards

Search by first, last or middle name or any combination



On-Boarding

- Initiate on-boarding requests two weeks prior to on-boarding date
- Click on [Request New Card](#) to initiate requests
- Click on [Requested Cards](#) to check on the request status



Lifecycle Management

- Click on [My Card](#) to:
 - Verify your personal information
 - Check on your network access status
 - Check on the expiration date of your DOI Access Card or your card's certificates
- Use the Search to check on the status of your employees or contractor staff



Off-Boarding

- Use Search to find and select an employee or contractor's record
- Select the "Deprovisioning Request" button
- Complete the Deprovisioning Request form

- Enter first, last or middle name or any combination
- Use % for wild card search
- Click on the magnifying glass or "enter" key on your keyboard

Search Results

Test Request New Card

Search Result

<p>TEST NMN TEST-HILL EMPLOYEE</p> <p>ACTIVE</p> <p>PERSON ID 1003649986</p> <p>APPLICANT ID c9181f0c-c6c5-41bb-a634-b6a36b53de55</p> <p>UPN ttest-hill@nps.gov</p> <p>EMAIL test_test-hill@nps.gov</p> <p>BUREAU NPS-NATIONAL PARK SERVICE SE-NATL PK SVC, SOUTHEAST 5098</p> <p>Open</p> <p>Aug 28, 2018</p>	<p>TESTA NMN TEST ASSOCIATE</p> <p>FUTURE</p> <p>PERSON ID 1003649986</p> <p>APPLICANT ID c9181f0c-c6c5-41bb-a634-b6a36b53de55</p> <p>UPN ttest-hill@nps.gov</p> <p>EMAIL test_test-hill@nps.gov</p> <p>BUREAU NPS-NATIONAL PARK SERVICE SE-NATL PK SVC, SOUTHEAST 5098</p> <p>Open</p> <p>Aug 20, 2018</p>	<p>TESTFFG NMN TEST EMPLOYEE</p> <p>ACTIVE</p> <p>PERSON ID 1003593949</p> <p>APPLICANT ID 2e08542f-4729-4f61-9412-96a5391fdbc2</p> <p>UPN 14001003593949@fedidcard.gov</p> <p>EMAIL NO EMAIL</p> <p>BUREAU USGS-GEOLOGICAL SURVEY AH-CLIMATE & LAND-USE GGHCED1200</p> <p>Open</p> <p>Sep 11, 2018</p>
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- Search will find records in any status; hover cursor over green/red check/x-mark to see status
- Employment status value located on the top Right corner (Active, Future, Terminated and Suspended)
- Click on “Open” button to go to Applicant Details page

Search Results – Applicant Details

Card Request

Requested Cards

REQUESTOR

GUSTAVO PILARTE

gustavo_pilarte@ios.doi.gov

07/06/2017 03:43:42 pm

Name

Last Name

SMITH

First Name

BOB



Middle Name

NMN

Suffix

☒ No Middle Name

Business

Bureau

OFFICE OF THE SECRETARY OF THE INTERIOR

Sub Bureau

ASST SECY,POL MGT & BUD

Organization

IDENTITY,CREDENTIAL & ACCESS MGT SEC.

- Applicant Details page provides you business and credential information for an individual.
 - System will not display photo, date of birth, social security number and other personal data



Deprovisioning Request

Search Results – Applicant Details

DOI ACCESS HOME



Deprovisioning Request

SPONSOR
NOT AVAILABLE

Name

Last Name	First Name	Middle Name	Suffix	Person Id
AFTEST	ANOTHERTEST	TEST <input type="checkbox"/> No Middle Name		1003478968



Profile Active Directory

Status

Sponsorship Status	Enrollment Status	Adjudication Status	Issuance Status
INCOMPLETE	PRE-ENROLLED, NOT SPONSORED	INCOMPLETE	

- Search for and open the record you wish to deprovision, following the steps used in Search for a Record
- Deprovisioning Request is at the top right hand corner of the Applicant Details page

Deprovisioning Request Form

Deprovisioning Request

[Submit Request](#)[Cancel](#)

☐ I hereby certify that this record requires a deprovisioning action.

Name

Last Name

PFEIFFER

First Name

DWAYNE

Middle Name

MICHAEL

Suffix

Person Id

1000437239

No Middle Name

Request

Action *

Reason *

Effective Date *



Effective Date is required

Additional Information

- Completed the deprovisioning request fields on the bottom half of the page

Deprovisioning Request Form

Action *	Reason *	
Terminate Employment	LWOP	Retirement
Suspend Employment	Furlough	Resignation
	Security Related	Contract End
	Contract on Hold	Death
	Term Employee on break	Declined Employment

Relationship *
Admin
Supervisor
COR
Self

- Action, Reason and Relationship drop-down menus help further specify the deprovisioning request

Deprovisioning Request Form

Deprovisioning Request

☒ Submit Request

☐ Cancel

☒ I hereby certify that this record requires a deprovisioning action.

Name

Last Name

PFEIFFER

First Name

DWAYNE

Middle Name

MICHAEL

 No Middle Name

Suffix

Person Id

1000437239

Request

Action *

Terminate Employment

Reason *

Resignation

Effective Date *

07/14/2017

Additional Information

Relationship *

Supervisor

* Business Phone

(703) 555-2222 ext.212

- Certify that the information entered is accurate and select Submit or Cancel
- Relationship field requests your relationship to the person being deprovisioned

Further Information

Bureau Leads

• BIA	Lynn McCollough	703-390-6698
• BLM	Help Desk	800-256-4357
• BOR	Erin Quinn	303-445-2709
• BSEE/BOEM/OS	Julie Hartsock	703-787-1435
• FWS	Dave Hudson	703-358-1830
• IBC/ONRR	Bryan Gock	303-716-4132
• NPS	Keith Drexel	202-354-1982
• OIG	Miranda Sanderson-Callard	703-487-5416
• OSM	Yolande Texidor	202-513-0815
• OST	Leon Craig	202-208-6618
• USGS/SOL	Sarah Bemis	703-648-7395

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<https://sites.google.com/a/ios.doi.gov/icam/home?pli=1>