

Access Request - Annual Recertification

V1.2 7-7-11

Annual Recertification is a simple process that is **required by security regulations for each role a user has in an application**. If you fail to request recertification for a role you are using and/or your supervisor does not approve in a timely manner, your access will be cancelled and you will have to re-apply for access.

Recertification Overview

- 1) Sign into EARS
- 2) Check and update your User Profile for your current supervisor (if necessary)
- 3) Request to be recertified for each role you continue to need or cancel the ones you no longer need.
- 4) Your supervisor approves the roles you request (assuming they are still needed)

That's All you need to do !!

See Below for Detailed Steps

Recertification Detail

1. The User will sign into EARS using their ENT or GSA network (EXT) login credentials via <https://ears.ocfo.gsa.gov/ears/faces/home.jsp>. Refer to the EARS User Guide (EARS Web Page Login), located in the Help/FAQ menu tab, for assistance with the login screen.
2. Click on the **Profile Update** tab – **** Please verify the Manager listed is your current manager, this is the person used to verify your access to the system/application is still required/authorized ****
 - 2.1. If the Supervisor/COTR is correct - Skip to Step 3
 - 2.2. If the Supervisor/COTR is NOT Correct - Use Pull-Down to see if your manager is on the existing list of managers and choose him/her and go to Step 2.5
 - 2.3. If manager is NOT on the list, then scroll to the TOP of the choices where there is a BLANK line and choose the BLANK line
 - 2.4. Next, enter the Email Address (ex john.doe@gsa.gov) of the your immediate manager who will approve the recertification request
 - 2.5. Go to the bottom of the form and click "Submit" button
 - 2.6. Wait for a message of "Submission Successful" OR take a screen shot of any error message and send to ears.support@gsa.gov and then log out, as your manager change was not successful
3. Once the User Profile has been checked/updated, the User will click the **Access Request menu tab** to perform the Recertification request. The access request queue will display all

requests that require your action. If more than 10 records exist, you can use the arrow keys to maneuver between pages.

4. Click on the access request you wish to request recertification for or to cancel; this will display the access request and highlight the populated request in the request queue in yellow

GSA Enterprise Access Request System (EARS)

Home Messages Access Requests Role Description Reports Access Management Profile Update Account Maintenance Help/FAQ Contact Us

Logged in as WandaKRickard Log Out

User Access:

(Click on the row that you would like to view/edit. Currently selected row is highlighted in yellow.)

ID	System	Subsystem	Role	State
PegTs00001946	E-Payroll PAR	HRSL	HRSL_Analyst	Pend_Recert_Rqst

Sample Recert

1 request(s) found Displaying 1 request(s) from 1 to 1. Page 1/1

Action

Cancel Rqst_Recert

Recertification Action Choices

System: E-Payroll PAR

Subsystem: HRSL

Role: HRSL_Analyst

UserID: WandaKRickard

State: Pend_Recert_Rqst

Temp. Acct/Exp. Date: []

Recert. Date: 2011-10-18 00:00:00

Conflicting Role/Reason: []

Remarks/Comments: []

Remarks/Comments Log

==== State: Activated by: WandaKRickard on 21 October 2010 02:38:19 ====

Access Verified by User

==== State: In_Approval by: ECON6B_EARS_ISSO on 18 October 2010 14:54:53 ====

User Profile:

UserID: WandaKRickard

Email: Wanda.Ricka

First: [] M: [] Last: [] Agency Code: GS General Services Admin

Office Symbol: EARS

Phone Number: 8168234664

Job Title: EARSTester

Contractor?: [checked]

Contractor Company: Test4

Manager/COTR: DavidPeterman

Manager/COTR Email: []

Initial Background Investigation

Completed? [checked] Date: 18 August 2010

Full Background Investigation

Completed? [] Date: []

Accept? [checked] Date: 18 August 2010

GSA Rules of Behavior

Non-Disclosure

Completed? [checked] Date: 18 August 2010

Attachments

Add an Attachment (max size of 10MB)

View [] Browse... Add

Submit Button

Reset Submit

5. Additional Fields to complete in User Access section (* denotes Required field) –
Fields that are grayed out are unavailable. **The fields listed below are the ONLY fields that are to be processed by the ‘User’**

5.1. Action* – The User can Request Recertification (Rqst_Recert) or Cancel by clicking the down arrow Action button and choosing the appropriate action.

5.1.1. Rqst_Recert – This action will forward the recertification request to the specified manager, identified in the User Profile section of the access request.

5.1.2. Cancel – This action will forward the cancellation request directly to the Implementation Group.

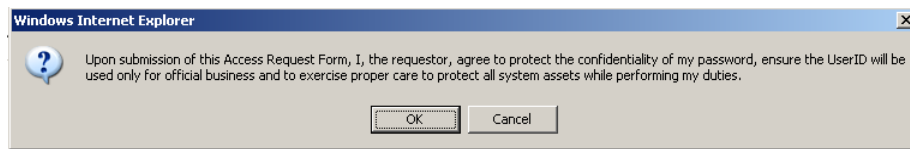
5.2. Remarks/Comments – You may enter remarks/comments in this field, it will remain in your access record and be displayed to all managers throughout the approval process. If Cancel action is selected, this field becomes a required field.

6. Reset Button – Clears the screen and allows for reentry

7. Submit Button – Click the Submit button to start the Recertification process.

7.1. Upon clicking the Submit button a Confirmation Statement will appear.

7.2. The User must “... agree to protect the confidentiality of their password, ensure the UserID will be used only for official business and to exercise proper care to protect all system assets while performing their duties” by clicking OK.



7.3. Upon submission a status message will appear at top or bottom of the page if the request was updated successfully. (Similar to below). This will complete the recertification process for a period of time (normally a year).

Profile update successful.

Access request submission successful.

8. For future reference next year’s request for recertification should occur, thirty days out from the recertification date, the user will receive an email from “ESC_Do_Not_Reply@gsa.gov” stating it is time to recertify the specified role(s). Additional email notifications will be sent at two weeks prior and one week prior if the access request has not been recertified.

Subject: [PegTs00001893 Access Request requires recertification.](#)

Access request for the user listed below requires recertification.
Please recertify by signing in to ESC and selecting the Recertify action*
If you do not recertify within 7 days of this notice, the account will be automatically cancelled
If you are no longer have the authority to certify access, please forward this email to the user's new manager or to the user
User: DavidPeterman
Userid: PeterWomackMan
Role: Analyst
System = E-Payroll PAR PAR
Link to request =
http://esc.finance.gsa.gov/cqweb/main?command=GenerateMainFrame&service=CQ&schema=Production&contextid=PegTs&entityID=33556325&entityDefName=Access_Request

*Instructions for web: After you click the above link, if prompted to login, please use your ENT or network credentials for userid and password.
Select Schema = Production and Database = ESC01
Review the record then click Change State and choose the appropriate action.
Enter in any additional information. Click Save when complete

Questions? Please email esc-support@gsa.gov

9. If no further action is required by the User, select Logout, located in the upper right hand corner of the screen.