# EARS Web Page Login

1. EARS Web Page is hosted on the public internet, but requires user login to provide an additional layer of security.

2. The EARS application is by accessed by opening up a web browser and pointing it to the website address: **https://ears.ocfo.gsa.gov/ears/faces/home.jsp**. Upon visiting this website address a Warning Banner is presented to the user. Click OK to proceed. This allows user access to the Home, Help/FAQ, and Contact Us pages only. To submit an access request and/or perform the approval processes, the user must Login.
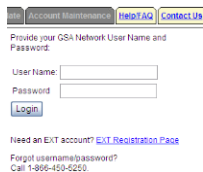

3. The User's IP address will determine if the web page requires ENT or GSA Network (EXT) account credentials to Login.

   3.1. GSA Users will use their ENT login credentials
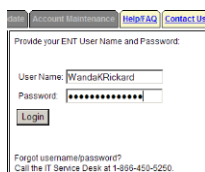
   3.2. External Users (Non-GSA Users) will use their GSA Network (EXT) account login credentials

   3.3. If the External User does not not have an EXT account, see the interim Special Processing for External (Non-GSA) Users workaround in section 16.

4. Upon successful login, the account logged in will display in the upper right corner.

5. The menu tabs are available based upon user login credentials as specified below, some menu tabs are currently under construction (identified in section 14).

   5.1. User – Home, Messages, Access Requests, Profile Update, Help/FAQ, and Contact Us

   5.2. Manager/Liaison/System Owner/ISSO – Home, Messages, Access Requests, Role Description, Access Management, Profile Update, Help FAQ, and Contact Us