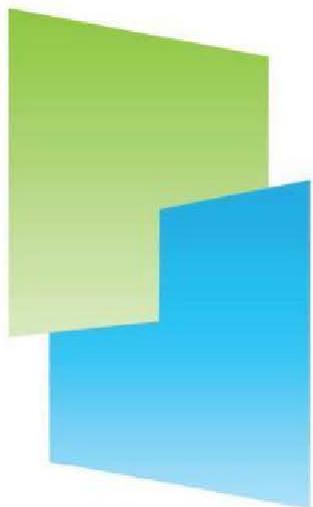




## ***Sponsor Post-Sponsorship Training***



**LincPass**  
simple. smart. secure.



## Introduction

Welcome to the Post-Sponsorship Sponsor training guide. Your role as a Sponsor is vitally important to the security of the nation, its assets, and its people. Each of us has an important personal role to fulfill in the credentialing process. By establishing an identity verification chain of trust, we will be working together to achieve a safer work environment and homeland.

Sponsors continue to have a significant responsibility in maintaining a person's identity after cards are sponsored, printed and issued.

This training guide details all of the responsibilities that a Sponsor must maintain post issuance of a LincPass/ AltLinc credential.





## Post-Sponsorship Training Agenda

The purpose of this training is to provide an overview of post-sponsorship duties for the Sponsor role. This training covers the procedures for post-sponsorship activities including:

- Module A: Understanding the LincPass Lifecycle
- Module B: Logging into USAccess/ Searching for a Record
- Module C: Maintaining Applicant Sponsorship Information
- Module D: Employment status changes
- Module E: Requesting Reissues
- Module F: Requesting Reprints (Renewals)
- Module G: Resending System Notifications
- Module H: Marking the LincPass Destroyed
- Module I: General Tools/ Tips in USAccess

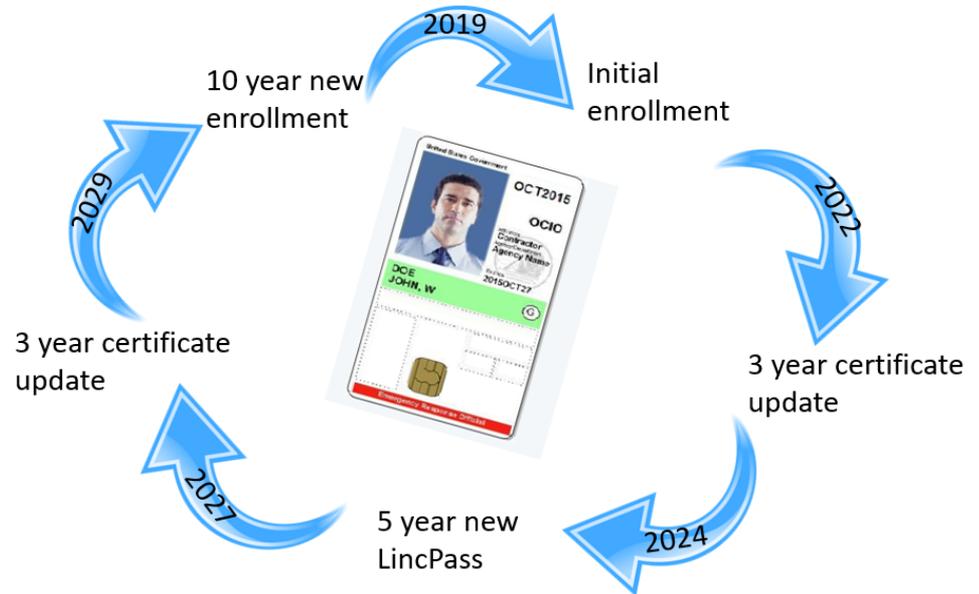




## Module A: Understanding the LincPass Lifecycle - One

As part of their sponsorship duties, Sponsors must understand the details related to the LincPass lifecycle. All LincPass credentials must have updates within various timeframe:

- 3 year certificate update
- 5 year renewal
- 10 year re-enrollment



**Note:** these lifecycle rules do not apply to an AltLinc credential as that is a temporary credential lasting 6 months or less



## Module A: Understanding the LincPass Lifecycle - Two

LincPass lifecycle time frames must be managed and maintained by Sponsors. All expirations detailed below will result in a card termination if not managed by the expiration date.

### **3 year certificate update**

- Certificates expire after 3 years
- Requires card holder to update certificates at a workstation (prior to expiration)
- Does not require an action from a Sponsor
- However, if certificates expire, the credential will terminate and the Sponsor will need to process a REPRINT or REISSUE in USAccess

### **5 year renewal – Reprint required**

- Credentials expire after 5 years
- Requires Sponsor to process a card renewal (reprint) in USAccess
- Requires card holder to activate new card
- Does not require a new enrollment

### **10 year re-enrollment – Re-issue required**

- Enrollments expire after 10 years
- Requires Sponsor to process a card re-issue in USAccess
- Requires card holder to re-enroll
- Requires card holder to activate new card



## Module B: Logging into USAccess/ Searching for a Record

Congratulations! You have just learned about the LincPass lifecycle.

The next few screens will provide details on logging into USAccess and searching for a record.

You must follow USDA business policy and standards for creating or editing records in Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [USDA HSPD-12 Policy](#).



## Module B: Logging into USAccess/ Searching for a Record - One

To log in to the **Sponsorship Portal**, following the following steps:

**Step 1:** Enter the USAccess web address into your Internet browser:

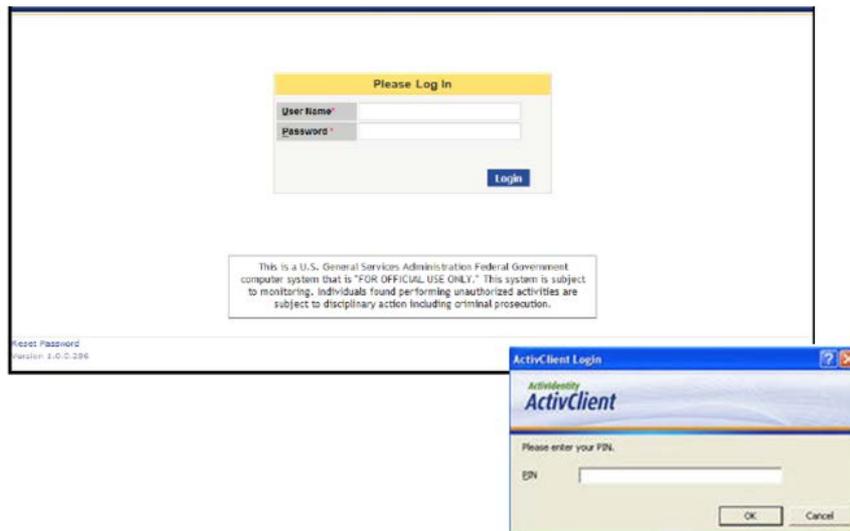
<https://portal.usaccess.gsa.gov/aisso/UserLogin.aspx>

**NOTE:** If you have more than one certificate, you will have to select the one that corresponds. When prompted, enter the PIN associated with your PIV card and select **OK**.

**Step 2:** It will now be required to log on using a PIV credential. Insert your credential into the card reader attached to your computer. In the **Choose a digital certificate** dialog box, choose your name from the digital certificate list and select the **OK** button.

**Step 3:** In the ActivClient Login window, enter your PIN and select the **OK** button.

**NOTE:** If you select the **Cancel** button, you will have to start over beginning with Step 2.



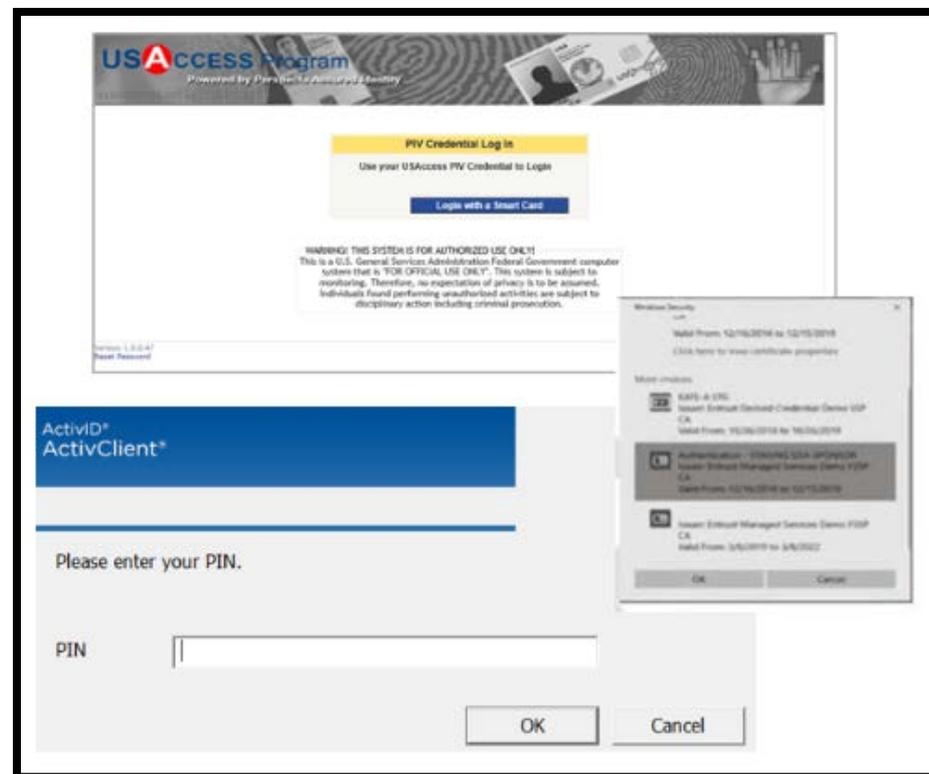


## Module B: Logging into USAccess/ Searching for a Record - Two

You will be prompted to choose your certificate and enter your PIN. If you do not know your PIN or you think you may have forgotten it, make an appointment at a credentialing center to get a new one as soon as possible.

For more detailed instructions on how to get a new PIN, please refer to the [fedidcard.gov](http://fedidcard.gov) site. You can select Credential Holders at the top of the page and navigate to the Credential PIN section.

You begin by logging into the system. On the PIV Credential Log In screen, select "Login with a Smart Card." Select your certificate, and then enter your PIN.





## Module B: Logging into USAccess/ Searching for a Record - Three

Once role holders choose their certificate and enter their PINs, they'll be prompted to select the portal they wish to access.

**NOTE:** A role holder with multiple roles in the system will see more than one portal on this screen. If a role holder only has access to one portal, they will be directed automatically to the home page of the portal once they enter their PIN.

Selecting Assured Identity Portal and then Sponsor will take you to the Search screen of Sponsorship. Bookmarking this page allows you to bypass the application selection screen.

**Application Selection**

Please Select an Application

- Navigate Services Portal
- Navigate Tracks
- Navigate Site Manager
- Navigate Assured Identity Portal
- Navigate Roles Administration Portal
- Navigate Reports Portal

**ROLE:**

Role and Scope selection 1700100014681720f-dbdcard.gov Logout

Please choose a role and a scope.

	Role	Agency
ADJUDICATOR	ADJUDICATOR	GENERAL SERVICES ADMINISTRATION
AGENCY ROLE ADMIN	AGENCY ROLE ADMIN	GENERAL SERVICES ADMINISTRATION
SPONSOR	SPONSOR	GENERAL SERVICES ADMINISTRATION



## Module B: Logging into USAccess/ Searching for a Record - Four

### Searching for an Applicant in USAccess

Use the Applicant Search screen to search for both new and existing Applicants using either the Applicant's Social Security number and birth date, or last name and birth date.

Select **Search** to verify whether the potential new Applicant already exists in the system.

**NOTE:** If the session is left idle for 30 minutes, the system times out and returns the user to the Log In screen.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

### Applicant Search

Search by\*

Lastname  Social Security No.

Lastname

- or -

Social Security No.

- and -

Birth Date

Version 1.0.0.311



## Module B: Logging into USAccess/ Searching for a Record - Five

### Exiting the USAccess Sponsorship Portal

To log out/exit the Sponsorship Portal, select Logout at the top right of the screen. Alternatively, closing the window will also log you out of the Sponsorship Portal.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Applicant Search granny.smith@gsa.gov Logout

Search by\*

Lastname  Social Security No.

Lastname

~ or ~

Social Security No.

- and -

Birth Date

Version 1.0-0.211 © 2007 - 2017 DXC Technology. All rights reserved.



## Module C: Maintaining Cardholder Sponsorship Information

Congratulations! You have just learned how to Log into USAccess and Search for a Record.

The next few screens will provide details on how a Sponsor should Maintain a Cardholder's Sponsorship Information. Some of these functions must occur directly in EmpowHR/ Person Model, and some should occur directly in USAccess. It is extremely important that Sponsor's understand the systems where specific functions should occur as performing functions in the incorrect system can result in data issues and delays in card issuance.

You must follow USDA business policy and standards for creating or editing records in EmpowHR or Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [USDA HSPD-12 Policy](#).



## Module C: Maintaining Cardholder Sponsorship Information - One

There are scenarios where a Federal Employee or Non-Federal Employees sponsorship information must be updated (i.e. name change, updating incorrect DOB, updating home address, updating an incorrect SSN, updated card type from AltLinc to LincPass, updating Ship To information, etc.). A change to any data element in EmpowHR/ Person Model stored in USAccess triggers an update, including identity attributes or sponsorship information. EmpowHR and Person Model have a direct connection to USAccess and feeds identity, sponsorship and adjudication information to USAccess for subsequent card actions.

Whenever an employee's sponsorship related information changes, Sponsors must complete sponsorship actions for Federal and non-Federal Employees in the authoritative HR System (EmpowHR/ Person Model) and **NOT USAccess**.

Depending on the type of change made (i.e. name change), a reprint or a reissue may be required. Please see Module E for Card Reissue procedures and Module F for Card Reprint procedures.



### **Identity** information, such as:

- Last Name
- Date of Birth
- Home Address

### **Sponsorship** information, such as:

- Card Type
- Card Shipping Address code
- FERRO designation

### **Card-related** functions, such as:

- Reprints
- Reissues
- Resending Emails

### **Oversight** functions, such as:

- Reporting

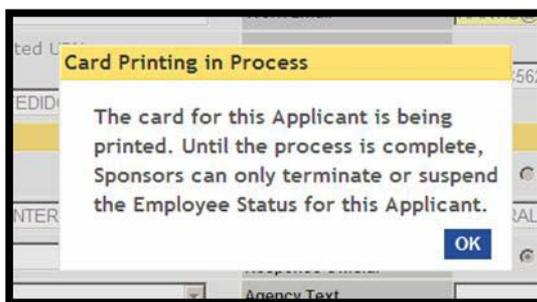


## Module C: Maintaining Cardholder Sponsorship Information - Two

### Record Editing is Blocked During Card Printing

In some cases, a Sponsor may need to update identity information due to it being entered in correctly initially. In some of these cases, a card may have already been sent to print. When a card is in the printing process, the system “locks down” the record and no updates can be made.

If this is the case, Sponsors see a warning message upon looking up the Applicant’s record in USAccess if card printing is in progress for the selected Applicant. The message states they can only terminate or suspend the employee’s status since the card is being printed. This is part of the effort to “lock down” the Applicant’s record from having changes made (such as shipping address) since these types of changes won’t take affect while card printing is in progress. If changes need to happen, the Sponsor must wait until printing is completed and then take appropriate action.





## Module D: Employment Status Changes

Congratulations! You have just learned how to Maintain a Cardholder's Sponsorship Information.

The next few screens will provide details on Employment Status Changes. Employment and assignment status updates should occur directly in EmpowHR/ Person Model unless there is a security breach requiring card actions to occur immediately.

You must follow USDA business policy and standards for creating or editing records in EmpowHR/ Person Model. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [USDA HSPD-12 Policy](#).



## Module D: Employment Status Changes - One

A change to an employee's employment/ assignment status has a direct effect on their LincPass/ AltLinc status. Any change to the employment status in the authoritative HR system causes a correlating change to the LincPass/ AltLinc status in USAccess. The change to the LincPass/ AltLinc status will happen automatically within a day of the employment status changing in the authoritative HR system.

- Employee Active = Active LincPass/ AltLinc
- Employee Suspended = Suspended LincPass / AltLinc
- Employee Terminated = Terminated LincPass / AltLinc
- Non-employee Assignment (the sponsored contract) Active = Active LincPass/ AltLinc
- Non-employee Assignment (the sponsored contract) Suspended = Suspended LincPass/ AltLinc
- Non-employee Assignment (the sponsored contract) Terminated = Terminated LincPass/ AltLinc  
(note: if there is at least 1 active assignment, cards will not be terminated)

The Sponsor will receive an automated email from USAccess whenever the LincPass/ AltLinc status is changed due to an employment/ assignment status change. Upon Suspension or Termination the LincPass/ AltLinc must be confiscated from the employee and either securely stored (for suspensions) or destroyed (for terminations).



## Module D: Employment Status Changes - Two

### Suspension Process

An applicant's card may need to be suspended due to various circumstances (employee is being deployed overseas, maternity leave, medical leave, etc.) The process to suspend an employee's LincPass/ AltLinc includes:

- Sponsor suspends the federal employee or non-federal employee's assignment in the authoritative HR system
- USAccess suspends the LincPass/ AltLinc
- LincPass/ AltLinc is confiscated from the federal employee/ non-federal employee and locked in a secure area until federal employee/ non-federal is no longer suspended



## Module D: Employment Status Changes - Three

### Termination process

The process to terminate an federal employee's/ non-federal employee's LincPass/ AltLinc includes:

- Sponsor terminates the federal employee's or non-federal employee's assignment in the authoritative HR system
- USAccess terminates the LincPass/ AltLinc
- LincPass/ AltLinc is confiscated from the federal employee or non-federal employee
- LincPass/ AltLinc is physically destroyed
- LincPass/ AltLinc is marked as destroyed in USAccess



## Module E: Requesting Reissues

Congratulations! You have just learned how manage Employment Status Changes.

The next few screens will provide details on Requesting Reissues in USAccess.

USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [USDA HSPD-12 Policy](#).



## Module E: Requesting Reissues - One

Sponsors are responsible for requesting a reissue when the situation arises. This request is made via a single option in the USAccess Sponsor portal and will necessitate the Federal Employee/ Non-Federal Employee re-enrolling at an enrollment station. The Federal Employee/ Non-Federal Employee will need to visit an enrollment station to re-enroll.

Upon processing a reissue, a brand new LincPass/ AltLinc will be printed and delivered, and the employee will have to go to an activation station again to activate the new LincPass/ AltLinc.

### Reissue Conditions

A reissue request should be made in the following circumstances:

- The Registrar flagged the applicant's I-9 documents during Enrollment and the Security Officer requests the Applicant to Re-Enroll with correct forms of I-9 documents.
- Information change that alters what is printed on the LincPass/ AltLinc or on the chip, such as name change. Exceptions are for a change in Federal Emergency Response Official (FERO) designation or Employee type change such as contractor becomes a federal employee; these result in a reprint.
- Manufacturer or process defects that can only be corrected by the employee enrolling again.
- The 10 year enrollment date for a Federal Employee or Non-Federal Employee has been reached.



## Module E: Requesting Reissues - Two

### Reissue Request Process

**Step 1.** Log into USAccess and search for the employee's record in USAccess.

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

**Applicant Search**

Search by\*

Lastname       Social Security No.

Lastname

~ or ~

Social Security No.

~ and ~

Birth Date  

[Search](#) [Reset](#) [Sponsor Tools](#)



## Module E: Requesting Reissues - Three

**Step 2.** Click on **Sponsor Utility** when the record is found.

Applicant Search 12001000000062@fedidcard.gov Logout

Search by\*

Lastname  Social Security No.

Lastname

~ or ~

Social Security No.

~ and ~

Birth Date

ID	Last Name	First Name	Birth Date	Social Security	Email	Status			
1000000060	Doe	John	01/01/1980	XXX-XX-8299	John.doe@usda.gov	REGISTERED	<a href="#">View Applicant</a>	<a href="#">Edit Sponsorship</a>	<a href="#">Sponsor Utility</a>



## Module E: Requesting Reissues - Four

**Step 3.** Select “Start” for Request Card Action. This card action wizard will walk you through a series of questions in order to help you decide if the card needs to be reprinted or reissued. In this example, the card will be reissued due to an expired enrollment and expired card.

The screenshot shows a web application interface with a search bar at the top. Below the search bar, there are three tabs: 'Card Actions' (selected), 'System Notifications', and 'Sponsor Reassignment'. Under the 'Card Actions' tab, there is a 'Request Card Action' section with a 'Start' button highlighted by a red box. Below this is a table with the following data:

Serial Nbr	Status	Create Date	Card Expiration Date	Destroyed
20505000118013155B47	TERMINATED	12/14/2008 6:44:10 PM	12/14/2013 6:44:10 PM	<a href="#">Destroy</a>



## Module E: Requesting Reissues - Five

**Step 4.** Depending on an Applicant's status, a pop-up question regarding the status of the applicant's card may appear. Please respond accordingly. In this case, the applicant gave his expired card to his Sponsor, and the Sponsor marked "Yes" and selected "Next".

The screenshot displays the 'Sponsor Utilities' interface. At the top, it shows the name 'John Doe' and a date 'N, 11/4/1948'. Below this is a 'Search' button and a navigation bar with 'Card Actions', 'System Notifications', and 'Sponsor Reassignment'. A 'Request Card Action' section is visible. A table below shows card details:

Serial Nbr	Status	Create Da
12345678920398989	TERMINATED	9/17/2007

Overlaid on this is the 'Card Action Request Wizard' dialog box. It contains the text: 'The current card is: TERMINATED'. Below this is the question: 'Does the applicant or an Agency official have the card in possession?'. There are two radio button options: 'Yes' (which is selected) and 'No'. At the bottom right of the dialog are 'Next' and 'Cancel' buttons.



## Module E: Requesting Reissues - Six

**Step 5.** Next pop-up question regarding the reason for the card action appears. Please respond accordingly. In this case, the applicant's card expired. The Sponsor marked "Expired" and selected "Next".

The screenshot displays the 'Sponsor Utilities' application interface. A 'Card Action Request Wizard' dialog box is open, prompting the user to select a reason for the card action. The dropdown menu shows three options: 'DATA UPDATE', 'EXPIRED', and 'MANUFACTURERS DEFECT'. The 'EXPIRED' option is selected and highlighted with a red box. Below the dropdown are 'Previous', 'Next', and 'Cancel' buttons.

The background application shows the following details:

- Sponsor Utilities** (12001000020272@F)
- John Doe**, 11/4/1948
- Search** button
- Card Actions** | System Notifications | Sponsor Reassignment
- Request Card Action** section
- Table:**

Serial Nbr	Status	Create Da
12345678920398989	TERMINATED	9/17/2007



## Module E: Requesting Reissues - Seven

**Step 6.** A reissue request pop-up window will appear. Please select “Finish” in order to complete the reissuance of the LincPass/ AltLinc. A reissuance will terminate the current LincPass/ AltLinc. Confiscate and destroy the current LincPass/ AltLinc (if not lost or stolen) using the guidance in Module H.

Serial Nbr	Status	Create Da
12345678920398989	TERMINATED	9/17/2007

**Step 7.** Mark the old LincPass/ AltLinc as destroyed in USAccess once it has been physically destroyed.



## Module F: Requesting Reprints (Renewals)

Congratulations! You have just learned how Request Reissues in USAccess

The next few screens will provide details on Requesting Reprints (Renewals) in USAccess.

USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [USDA HSPD-12 Policy](#).



## Module F: Requesting Reprints (Renewals) - One

A reprint request is very similar to a reissue request except the Employee does not have to enroll again. Upon request, the LincPass/ AltLinc will be printed again and the employee will just need to pick it up and activate it again.

### Reprint (Renewal) Request Conditions

A reprint should be requested under the following circumstances:

- The FERO designation or Employee type has been changed.
- The 5 year expiration date on the LincPass card for a Federal Employee or Non-Federal Employee has been reached (does not apply to AltLinc).
- LincPass certificates expire resulting in a terminated LincPass (does not apply to AltLinc).
- LincPass/ AltLinc is permanently lost or stolen.
- LincPass/ AltLinc damaged beyond repair
- Manufacturer defect (e.g. information printed wrong, card cannot activate upon delivery, etc.) that does not necessitate re-enrolling



## Module F: Requesting Reprints (Renewals) - Two

### Reprint Request Process

**Step 1.** Follow Steps 1-5 in the Reissue process except choose the reason for the Request Card Reprint.

Card Actions | System Notifications | Sponsor Reassignment | **Card Action Request Wizard**

Request Card Action

No PIV cards found.

Change Password?  
Version 1.0.0.172

Please select a reason for this Card Action:

- MANUFACTURER'S DEFECT
- BIOMETRIC UPDATE
- CERTIFICATE REKEY
- DAMAGED
- DATA UPDATE
- EXPIRED
- MANUFACTURER'S DEFECT

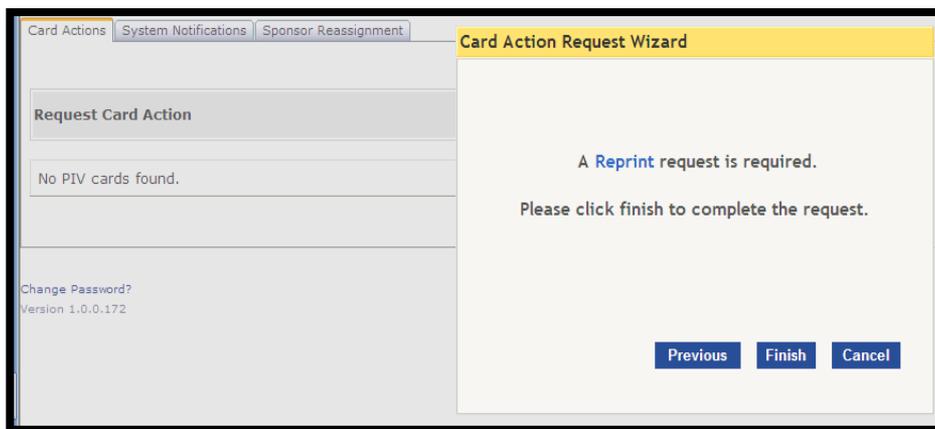
Previous Next Cancel



## Module F: Requesting Reprints (Renewals) - Three

### Reprint (Renewal) Request Process

**Step 2.** A reprint request pop-up window will appear. Please select “Finish” in order to complete the reissuance of the LincPass.





## Module F: Requesting Reprints (Renewals) - Four

### Reprint (Renewal) Request Process

**Step 3.** If the Reason for the card reprint is due to the card being lost or stolen, the request will terminate the current LincPass/ AltLinc. However, all other card reprints will result in a card termination once the new card is activated. Confiscate and destroy the current LincPass/ AltLinc (if not lost or stolen) using the guidance in Module H.

**Step 4.** Mark the LincPass/ AltLinc as destroyed in USAccess once it has been physically destroyed.

**Step 5.** The Federal Employee/ Non-Federal Employee will receive an activation email when the LincPass/ AltLinc has been delivered and checked in.



## Module G: Resending System Notifications

Congratulations! You have just learned how Request Reprints (Renewals) in USAccess

The next few screens will provide details on Resending System Notifications in USAccess.

USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [USDA HSPD-12 Policy](#).



## Module G: Resending System Notifications - One

The USAccess system auto-generates an enrollment email (email comes from HSPD-12) notifying an applicant to find a location to enroll, then schedule their enrollment. In addition, when cards are *delivered and checked in*, the system automatically sends the applicant an email with the address where the credential is located. Please note that this may be a different location from where the applicant enrolled.

Sponsors have the capability to resend enrollment and card delivery emails from USAccess to individual applicants. This may be necessary when Applicants did not receive the email from USAccess initially, they lost/deleted the email, or they forgot their activation PIN number (in the case of the card delivery email).

- The Sponsor can send an enrollment email to anyone with a complete sponsorship and incomplete enrollment status.
- The Sponsor can send the card delivery email to any applicant with an issuance status of “Card Delivered.”



## Module G: Resending System Notifications - Two

### Steps for Resending Email Notifications

**Step 1.** Follow the steps for Reissue/Reprint in Module E up to Step 2. Click on the **System Notifications** tab.

Search	
Card Action	System Notifications
Sponsor Reassignment	
Sponsorship Complete	Resend Email
Credential Check-In	Send Email

**Step 2.** Click the **Resend Email** button next to the appropriate email type to send the email, and then click **Finish**.



## Module H: Marking the LincPass/ AltLinc Destroyed

Congratulations! You have just learned how to Resend System Notifications in USAccess.

The next few screens will provide details on Marking a LincPass/ AltLinc as Destroyed in USAccess.

USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [USDA HSPD-12 Policy](#).



## Module H: Marking the LincPass/ AltLinc Destroyed - One

**Note:** Depending on your agency's processes, this may be a task shared by Sponsors and Security Officers or managed solely by Security Officers.

The Sponsor (along with the Security Officer) has the ability to mark a LincPass/ AltLinc as destroyed after it has been terminated and physically destroyed. Each agency should develop a process that defines who is responsible for the physical actions on the LincPass/ AltLinc as well as marking it destroyed in USAccess.

To mark a card as destroyed, Sponsors and Security Officers can make the update via the Card Actions Request Wizard when a credential has been physically destroyed.

**Note:** Do NOT mark the card as destroyed in the system until the card has been physically destroyed in accordance with USDA policy. Please follow USDA business policy and standards for ensuring cards are destroyed and marked as destroyed in USAccess in timely manner. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [USDA HSPD-12 Policy](#).

### Marking a card as Destroyed

**Step 1.** Log into USAccess and search for the employee's record in USAccess.

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

Applicant Search

Search by:

Lastname  Social Security No.

Lastname

- or -

Social Security No.

- and -

Birth Date



## Module H: Marking the LincPass/ AltLinc Destroyed - Two

**Step 2.** Launching the Card Action Request Wizard by clicking on **Sponsor Utility** when the record is found.

Applicant Search 12001000000062@fedidcard.gov Logout

Search by\*

Lastname  Social Security No.

Lastname

~ or ~

Social Security No.

~ and ~

Birth Date

ID	Last Name	First Name	Birth Date	Social Security	Email	Status			
1000000060	Doe	John	01/01/1980	xxx-xx-8299	John.doe@usda.gov	REGISTERED	<input type="button" value="View Applicant"/>	<input type="button" value="Edit Sponsorship"/>	<input type="button" value="Sponsor Utility"/>



## Module H: Marking the LincPass/ AltLinc Destroyed - Three

**Step 3.** To mark a credential as physically destroyed in the system, select the Destroy button next to the correct serial number for the credential that is in hand.

ROLE: SPONSOR - DEPT OF JUSTICE

Sponsor Utilities super.sponsor@gsa.gov Logout

STG ROLETEST-A, 1/2/1981 Issuance Criteria Show Applicant Status ●●●● Show Previous Card Info ⓘ

**Search**

Card Actions System Notifications Sponsor Reassignment

Request Card Action **Start**

Serial Nbr	Status	Create Date	Credential Expiration Date	Destroyed
	TERMINATED	9/27/2016 2:42:15 PM	9/27/2021 12:00:00 AM	
	TERMINATED	9/27/2016 2:31:45 PM	9/27/2021 12:00:00 AM	
4820502B200700116773	TERMINATED	9/8/2016 11:56:27 AM	9/8/2021 12:00:00 AM	<b>Destroy</b>



## Module H: Marking the LincPass/ AltLinc Destroyed - Four

**Step 4.** A confirmation box displays, select the Yes button to confirm the action. Select the No button to cancel the action. The card is marked destroyed in the system and the Applicant Search screen displays.

The screenshot shows a web application interface. A modal dialog box titled "Card Action Request Wizard" is centered on the screen. The dialog contains the text "Please select a reason for this Card Action:" followed by a dropdown menu with the text "Please Select ...". Below the dropdown are two buttons: "Next" and "Cancel".

The background interface shows a user profile at the top left: "ROLE: SPONSOR - DEPT OF...", "Sponsor Utilities", and "STG ROLETEST-A; 1/2/1981". There is a "Search" button and a "Card Actions" tab. The top right shows a user email "super.sponsor@gsa.gov" and a "Logout" link. Below the wizard, there is a table with the following data:

Serial Nbr	Status	Create Date	Credential Expiration Date	Destroyed
	TERMINATED	9/27/2016 2:42:15 PM	9/27/2021 12:00:00 AM	
	TERMINATED	9/27/2016 2:31:45 PM	9/27/2021 12:00:00 AM	
4820502B200700116773	TERMINATED	9/8/2016 11:56:27 AM	9/8/2021 12:00:00 AM	<a href="#">Destroy</a>



## Module I: General Tools/ Tips in USAccess

Congratulations! You have just learned how to Mark a LincPass/ AltLinc as Destroyed in USAccess.

The next few screens will provide details on General Tools/ Tips for Sponsors in USAccess. This section provides insight on specific tools that can assist Sponsors in performing Sponsorship functions.

USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at [USDA HSPD-12 Policy](#).



## Module I: General Tools/ Tips in USAccess - One

### Record Status Indicator

When an Applicant record has been established in the USAccess system, an Information Toolbar indicates the status of his/her record on all pages in the View Applicant and Edit Sponsorship sections of the Sponsorship portal.

The icon indicators at the upper right corner of the Toolbar, beside Show Applicant Status, show at a quick glance whether the Applicant has completed the four processes needed: Sponsorship Status, Enrollment Status, Adjudication Status, and Issuance Status.

A green light indicates a completed process. An orange light displays if there are any problems with the Applicant's status. To view the specific status information, click on the Show Applicant Status link.

To minimize the Toolbar, click on the Hide Applicant Status link. The toolbar also displays Issuance Criteria, followed by the number of criteria checks the applicant's record failed and a red X. If the Applicant did not fail any criteria checks, the Issuance Criteria link is not active, and there is no number or indicator following the link.







## Module I: General Tools/ Tips in USAccess - Three

### Updating Sponsor on Record

A Sponsor may need to reassign the Sponsor on record for an Applicant(s) record.

**Step 1:** On the main search screen in the Sponsor portal is a button for Sponsor Tools. Sponsors can use this option to reassign records to a new sponsor in bulk, and to initiate Card Renewals for Applicants whose credentials are about to expire. From the Applicant Search page, select the Sponsor Tools button.

ROLE: SPONSOR - GENERAL SERVICES ADMINISTRATION

Applicant Search super.sponsor@gsa.gov Logout

Search by\*

Lastname  Social Security No.

Lastname

~ or ~

Social Security No.

~ and ~

Birth Date



## Module I: General Tools/ Tips in USAccess - Four

### Updating Sponsor on Record

**Step 2:** The Sponsor Reassignment tab displays the current Sponsors within the scope of the current Sponsor's Agency or sub-Agency, the number of Applicant records for which each Sponsor is the Sponsor of Record, and whether the Sponsors listed currently hold the Sponsor Role (Role Status). It is good practice to review the current Sponsor's list of Applicants before assuming sponsorship of all the Applicants.

ROLE: SPONSOR - DEPARTMENT OF ENERGY

Sponsor Utilities super.sponsor@gsa.gov Logout

TEST JOHNSON-VBT, 1/2/1981 Issuance Criteria: 3 X Show Applicant Status ●●●

Search

Card Actions System Notifications **Sponsor Reassignment**

Current Sponsor of Record: ADTEST-A, TEST (SPONSOR) Reassign Sponsor



## Module I: General Tools/ Tips in USAccess - Five

### Updating Sponsor on Record

**Step 3:** To review the current Sponsor's list of Applicants before assuming sponsorship of all the Applicants, select the View Applicants button next to the Sponsor. The list of Applicants available for reassignment for the Sponsor selected display with an empty checkbox in the Reassign column as shown in the screenshot.

To select specific Applicants for Sponsor reassignment, select the checkbox next to each Applicant's name to be reassigned, and select the Reassign Selected button.

0000006013	OFFICER, SECURITY O	DEPARTMENT OF ENERGY	6	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
0000081770	OPM, CR O	DEPARTMENT OF ENERGY	1	NOT A SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
0000027847	OPM-THREE, OPM M	DEPARTMENT OF ENERGY	101	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
0000127293	PATT, RALPH ALLEN	DEPARTMENT OF ENERGY	3	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>

1 2

**Applicants for ENERGY, DEPARTMENT O**

Reassign	ID	Applicant Name	Sub Agency
<input checked="" type="checkbox"/>	0000079908	CAMERA, CR A	DEPARTMENT OF ENERGY
<input checked="" type="checkbox"/>	0000131589	DOENOV, HP	DEPARTMENT OF ENERGY
<input type="checkbox"/>	0000079897	EFT, CR E	DEPARTMENT OF ENERGY
<input checked="" type="checkbox"/>	0000079788	LIFE-CYCLE, CR V	DEPARTMENT OF ENERGY
<input type="checkbox"/>	0000079907	LIFECYCLE-ELEVAN, CR V	DEPARTMENT OF ENERGY
<input type="checkbox"/>	0000079905	LIFECYCLE-NINE, CR L	DEPARTMENT OF ENERGY
<input type="checkbox"/>	0000079906	LIFECYCLE-TEN, CR V	DEPARTMENT OF ENERGY
<input type="checkbox"/>	0000027849	OPM-FIVE, OPM O	DEPARTMENT OF ENERGY
<input type="checkbox"/>	0000027848	OPM-FOUR, OPM T	DEPARTMENT OF ENERGY
<input type="checkbox"/>	0000079751	OPM-NINE, CR O	DEPARTMENT OF ENERGY

1 2

Selections are retained across pages.

[Reassign Selected](#) [Reassign All](#)



## Module I: General Tools/ Tips in USAccess - Six

### Updating Sponsor on Record

**Step 4:** To assume sponsorship of all of a current Sponsor's Applicants, select the Reassign All button.

**NOTE:** A red X displays next to Applicants who cannot be reassigned due to a conflict in separation of duties. A message box displays asking you to confirm your selection, as shown on the next screen.

https://portal.usaccess.gsa.gov/AssuredIdentity/Portal/SponsorTools.aspx

ID	Name	Agency	Count	Role	Actions
3000051743	CARD ADDB, STG	GENERAL SERVICES ADMINISTRATION	1	SPONSOR	<a href="#">View Applicants</a> <a href="#">Reassign All</a>
0000025747	CPSC-THREE, USER C	GENERAL SERVICES ADMINISTRATION	4	SPONSOR	<a href="#">View Applicants</a> <a href="#">Reassign All</a>
3000051901	DOE TEXT, STG	GENERAL SERVICES ADMINISTRATION	4	SPONSOR	<a href="#">View Applicants</a> <a href="#">Reassign All</a>
3000051849	DOIFINAL-B, STG	GENERAL SERVICES ADMINISTRATION	6	SPONSOR	<a href="#">View Applicants</a> <a href="#">Reassign All</a>

1 2 3 4 5 6

#### Applicants for AGENCY-SM, STAGING

Reassign	ID	Applicant Name	Sub Agency
X	3000027019	AARON, CONNIE DENISE	GENERAL SERVICES ADMINISTRATION
X	3000027021	ABDELJAWAD, JAWAD RASHED	GENERAL SERVICES ADMINISTRATION
X	3000055821	ALITEST, ALI	GENERAL SERVICES ADMINISTRATION
X	3000055674	BORDEN, ELIZABETH	GENERAL SERVICES ADMINISTRATION
X	3000055906	DEMOTEST-AA, STG	GENERAL SERVICES ADMINISTRATION
X	3000055172	FBIDEMO-A, PETE	GENERAL SERVICES ADMINISTRATION
X	3000055175	FBIDEMO-B, PETE	GENERAL SERVICES ADMINISTRATION
X	3000055907	FTCTEST-A, STG	GENERAL SERVICES ADMINISTRATION
X	3000027061	GOMEZ, EVELIO ARISTIDES	GENERAL SERVICES ADMINISTRATION
X	3000026232	GOOLEY, UNCLE S	GENERAL SERVICES ADMINISTRATION

1 2

Selections are retained across pages.

[Reassign Selected](#) [Reassign All](#)



## Module I: General Tools/ Tips in USAccess - Seven

### Updating Sponsor on Record

**Step 5:** When the Reassign Confirmation message box displays, select the OK button to confirm, or select the Cancel button to make a different selection.

ROLE: SPONSOR - DEPARTMENT OF ENERGY  
Sponsor Tools super.sponsor@gsa.gov Logout

Sponsor Reassignment Card Renewal

**Sponsor List** Back to Search

ID	Sponsor Name	Reassignment Confirmation		View Applicants	Reassign All	
1000000002	ADJUDICATOR, GSA MIDDLE DEPAI	Are you sure that you want to make yourself the sponsor of record for the 3 selected applicant(s)? <span style="border: 2px solid red; padding: 2px;">OK</span> <span style="padding: 2px;">Cancel</span>		View Applicants	Reassign All	
0000131671	ADTEST-A, TEST DEPAI			View Applicants	Reassign All	
0000162974	BATCHPOLICY-B, STAGING DEPAI			View Applicants	Reassign All	
3000005042	DOE-SPONSOR, STAGING	DEPARTMENT OF ENERGY	4167	SPONSOR	View Applicants	Reassign All
0000007358	ENERGY, DEPARTMENT O	DEPARTMENT OF ENERGY	16	SPONSOR	View Applicants	Reassign All
3000005032	GSA-SPONSOR, STAGING	DEPARTMENT OF ENERGY	1523	SPONSOR	View Applicants	Reassign All
0000006013	OFFICER, SECURITY O	DEPARTMENT OF ENERGY	6	SPONSOR	View Applicants	Reassign All
0000081770	OPM, CR O	DEPARTMENT OF ENERGY	1	NOT A SPONSOR	View Applicants	Reassign All
0000027847	OPM-THREE OPM M	DEPARTMENT OF ENERGY	101	SPONSOR	View Applicants	Reassign All



## Module I: General Tools/ Tips in USAccess - Eight

### Updating Sponsor on Record

**Step 6:** The Sponsor Reassignment screen displays again with the message, "Reassignment was successful" and the Applicant list at the bottom of the page has been refreshed to remove the three records that were reassigned.

Continue with Sponsor reassignments, or select the Back to Search button to return to the Applicant Search screen.

ROLE: SPONSOR - DEPARTMENT OF ENERGY

Sponsor Tools super.sponsor@gsa.gov Logout

Sponsor Reassignment Card Renewal

**Sponsor List** Reassignment was successful. Back to Search

ID	Sponsor Name	Sub Agency	App. Count	Role Status		
1000000002	ADJUDICATOR, GSA MIDDLE	DEPARTMENT OF ENERGY	33	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
0000131671	ADTEST-A, TEST	DEPARTMENT OF ENERGY	415	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
0000162974	BATCHPOLICY-B, STAGING	DEPARTMENT OF ENERGY	1	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
3000005042	DOE-SPONSOR, STAGING	DEPARTMENT OF ENERGY	4167	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
0000007358	ENERGY, DEPARTMENT O	DEPARTMENT OF ENERGY	13	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
3000005032	GSA-SPONSOR, STAGING	DEPARTMENT OF ENERGY	1523	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
0000006013	OFFICER, SECURITY O	DEPARTMENT OF ENERGY	6	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
0000081770	OPM, CR O	DEPARTMENT OF ENERGY	1	NOT A SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>
0000027847	OPM-THREE, OPM M	DEPARTMENT OF ENERGY	101	SPONSOR	<a href="#">View Applicants</a>	<a href="#">Reassign All</a>



## End of Training

Congratulations! You have just completed a review of General Tools/ Tips for Sponsors in USAccess.

This concludes your Sponsor training.



## Sponsor Resources

**Resources:** For more information on LincPass/ AltLinc applicability, please see the USDA Departmental Manual (DM) 4620-002 via the following link: [USDA HSPD-12 Policy](#). Additional information and training materials on HSPD-12 at USDA can be located at: [USDA HSPD-12 website training page](#).

If you need help or additional information, please see the contact list below:

USDA HSPD-12 LincPass Website Sponsor page: [USDA HSPD-12 website Sponsor page](#)

USDA HSPD-12 Help Desk (all role holder/applicant questions; ePACs related issues)

Toll Free: 833-682-4675

Email: [usdahspd12help@dm.usda.gov](mailto:usdahspd12help@dm.usda.gov)

USAccess Help Desk (for USAccess system questions/issues)

Toll Free: 866-493-8391

Email: [usaccess.helpdesk@perspecta.com](mailto:usaccess.helpdesk@perspecta.com)

GSA MSO Help Desk (general policy questions)

Phone: 202-501-4740

Email: [hspd12@gsa.gov](mailto:hspd12@gsa.gov)

eAuthentication Help:

Phone: 800-457-3642, Option 1

