



EODS Login.gov Sign-in Process for New Hires

June 15, 2022

Presented by the Human Resource Systems Management Branch



EODS Access with Login.gov Overview

- Login.gov is the new secure way to sign into the Entrance on Duty System (EODS), the system New Hires use to complete required onboarding forms
- You will receive an EODS Access email with the subject line *Welcome to the Entrance on Duty System (EODS)!*
- Review the contents of the email closely. To begin the EODS Login process, click the **EODS Web Link** located at the bottom of the email, then select "Sign in with Login.gov" which loads the Login.gov sign-in page. **Important!** You must use the EODS Web Link from the most recent EODS Access email to log into EODS. If you do not currently have a Login.gov account, you will need to set up a new Login.gov account.

NOTE: For EODS users who have been using the system prior to the Login.gov implementation, the EODS Web Link sent in previous EODS Access emails will now be invalid and will not work. You need to click on the EODS Web Link in the most recent EODS Access Email sent to you.

(Details on the above are included on the next slide)

EODS Access with Login.gov Overview

- You can either create a new Login.gov account or reuse an existing Login.gov account
- In all scenarios, the email address your EODS Access Email was sent to **must be registered** with Login.gov or you will not be able to access the EODS. **If you have any questions, please contact your HR Specialist. You can also refer to the [Login.gov Help Center](#) for questions about Login.gov.**
- **Important!**
 - 1) If you are creating a new Login.gov account, you must register the email address your EODS Access Email was sent to in Login.gov in order to access the EODS (i.e., the email address on file in WTTTS)
 - 2) **Special Scenario:** Login.gov accounts can have multiple email addresses associated with a given Login.gov account. If you already have a Login.gov account that uses a different email address than where your EODS Access Email was sent and you want to use this Login.gov account to access EODS, you will need to launch the Login.gov URL directly (<https://login.gov/>) and **ADD** the EODS Access email address to your existing Login.gov account. Otherwise, you will need to setup a new Login.gov account. (For more information, See slides 24-27)

EODS Login.gov Sign-in Process

Stage	Process	Details
1	[Email] New Hire receives EODS Access Email	Subject Line: Welcome to the Entrance on Duty System (EODS)!
2	[Email] New Hire Clicks the <u>EODS Web Link</u> located at the bottom of the EODS Access Email	Important: Use the EODS Web Link from the most recent “Welcome to the Entrance on Duty System (EODS)!” email received as any previous EODS Web Links will now be invalid
3	[Email] Select "Sign in with Login.gov" which loads the Login.gov Sign-on page	Note: The Sign-on page will log out due to inactivity after 7 minutes. If this happens, refresh the page.
4a	[Login.gov] New Hire creates a <u>new</u> Login.gov account with the email address the EODS Access Email was sent to Follow the steps in Stage 4a, Then Proceed to Stage 5.	The email address that you use to create a new Login.gov account MUST be the same email address the 'Welcome to the Entrance on Duty System (EODS)!' was sent to. This email is what your hiring agency has on file. If you experience issues, please contact your HR Specialist

EODS Login.gov Sign-in Process (cont'd)

Stage	Process	Details
4b	<p>[Login.gov] New Hire leverages an <u>existing</u> Login.gov account that was setup using the email address the EODS Access Email was sent to</p> <p>Follow the steps in Stage 4b, then Proceed to Stage 10.</p>	Click on the <u>EODS web link</u> , Enter previously created login information at the Login.gov
5	<p>[Email] Check your inbox and select the “Confirm email address” button contained in the Login.gov email</p>	Subject: Confirm your email
6	<p>[Login.gov] You will be directed to the Login.gov site. Once your email is confirmed, you will be asked to Create a strong password.</p>	Provide a strong password and continue.
7	<p>[Login.gov] The Authentication method setup page appears; Select the authentication method of your choice.</p>	For our basic EODS log-in instructions, we will assume the Text Message (SMS) or Phone is being selected as the base authentication method.

EODS Login.gov Sign-in Process (cont'd)

Stage	Process	Details
8	[Login.gov] Enter the phone number to receive your security code via text message (SMS) or phone call and select “Send code”. Once the code arrives, enter your security code on Login.gov and the phone number will be added to your account.	This will add your first Login.gov authentication method. You will be prompted to add a second method as a backup. We will be skipping this step, but you can always return to Login.gov to add additional authentication methods in the future (NOTE: If adding additional authentication mechanisms, you will need to access Login.gov directly, and <u>not</u> use the EODS Web Link in order to access your Login.gov profile to set them up).
9	[Login.gov] Once your Login.gov account setup is complete, you will be presented with a message that you’ve successfully created an account with Login.gov. Select “Agree and continue” to be sent back to EODS.	
10	[EODS] You will be re-directed to EODS and will be presented with the Rules of Behavior page for the first time.	Read the verbiage carefully on the EODS screens, click ‘Acknowledge and Continue’. You have now successfully entered the EODS System!

EODS Login.gov Sign-in Process (cont'd)

Stage	Process	Details
11	[EODS] Verify your personal information is correct, complete all required fields	NOTE: If the email address in EODS needs to be changed, please contact your HR Representative which can be found at the bottom of the 'Welcome to the Entrance on Duty System (EODS) email
12	[EODS] Your Forms will now appear. Open/review/complete each form and submit	Select 'Open Form', complete your New Hire Forms, then click Submit. NOTE: EODS times out after 30 minutes

Detailed Process (Stage #1)

Stage #1: New Hire receives EODS Access Email



OFC_OF_THE_SECRETARY@no.reply

Wed 6/8/2022 6:59 AM

To: Zwiebel, Rebecca G

Welcome REBECCA ZWIEBEL to the Entrance on Duty System (EODS)!

Note: Access to EODS does not constitute a formal offer of employment.

Please keep this message as you may need this information to log into the Entry on Duty System (EODS) more than once.

Detailed Process (Stage #2)

Stage #2: New Hire Clicks the EODS Web Link, located at the bottom of the email

OFC_OF_THE_SECRETARY@no.reply

Wed 6/8/2022 6:59 AM

To: Zwiebel, Rebecca G

Welcome REBECCA ZWIEBEL to the Entrance on Duty System (EODS)!

Note: Access to EODS does not constitute a formal offer of employment.

Please keep this message as you may need this information to log into the Entry on Duty System (EODS) more than once.

As part of the hiring process, you will be completing forms online in the EODS. This email contains your personal web link and must be used to successfully complete the log-in process and begin completing your forms.

Before filling out your forms that may contain 'Personally Identifiable Information' (PII), ensure you have installed the latest patches for the Internet browser you are using (i.e., Microsoft Edge, Google Chrome, etc.).

To access EODS, click on the EODS web link below to take you directly to the EODS log in screen (do not copy/paste). Click the "Sign in with Login.gov" button and follow the instructions with Login.gov to authenticate your identity. **It is important to note, that this email address must be used to register in Login.gov to access the EODS.** If the registered emails do not match, you will not be able to access the EODS. If you need to use a different email address, please notify your Human Resources Contact included at the bottom of this email.

After a successful logon to EODS, you will be redirected to the Rules of Behavior and Security Caution screen, and then onto the Common Information screen. Your first step will be to verify and update (as applicable) any information previously collected from you during the selection process. Be sure to review this information carefully, as it is used to pre-populate forms and payroll data. You will not be allowed to continue until you have completed all of the required fields.

Next you will be taken to the Forms List screen, which contains employment forms you are required to complete. Your prompt attention to complete and submit these time-sensitive forms for Human Resources (HR) approval is imperative.

Please follow these steps to assist you in completing forms:

1. To open a form, click the "Open Form" button in the Tools column. As you are completing a form you may save it and return later to finish filling it out. You may also view your form via a "Completed PDF" at any time during this process.
2. Once you have reviewed and completed the form (including any required electronic certifications and/or signatures), click the "Submit for Approval" button (located on both the top and bottom of the screen). You will then be presented with your Completed PDF as a final review prior to form submission. Once you have confirmed the forms submission, HR will be notified.
3. After a form has been submitted, an option to "Retract" will appear in the Forms List should you determine you need to pull the form submission back to make a form adjustment. NOTE: You may not retract a form that has been approved by HR.
4. Unless otherwise specified, please submit forms prior to your first day of employment. An HR Representative will review the form and either approve or reject the form. If the form is approved, there is no further action required by you. If a form is rejected it will show as "Rejected" in the form Status column. We recommend you frequently log into the system to check the status of your forms.
5. The following definitions will assist you in identifying the status of your forms:
 - o Unfilled. This status indicates a form has been assigned to you, but has not been opened and saved.
 - o In-Work. This status indicates a form that has been opened and saved. It is in the process of being completed.
 - o Submitted. This indicates a form has been Submitted, but not Approved or Rejected by Human Resources.
 - o Approved. This status indicates a form that was Approved/Completed by Human Resources. We recommend you print a copy of the forms (or save a copy of the PDF) for your records.
 - o Rejected. This status indicates a form that has been rejected back to you by the HR Representative. Please check the Comments column for further instructions.
 - o Unapproved. This status indicates a form that has been unapproved by the HR Representative. Please check the comments for any notes from the HR Representative.

By clicking the menu buttons at the top of the screen, you may:

- Review the Privacy Policy
- Return to the Common Information screen
- View information about your job
- View a list of forms that you have electronically certified (Certified Forms button)
- Review the EODS policy
- Review the Security Caution statements
- Access an information page concerning E-Verify
- Review Messages
- Receive EODS usage tips

If you need assistance signing into the system or completing the online forms, please contact the Human Resources Specialist listed below at the number provided. Welcome on board!!

The below EODS Web link is unique to you and MUST be used to log onto the Entrance on Duty System.

[EODS web link](#)

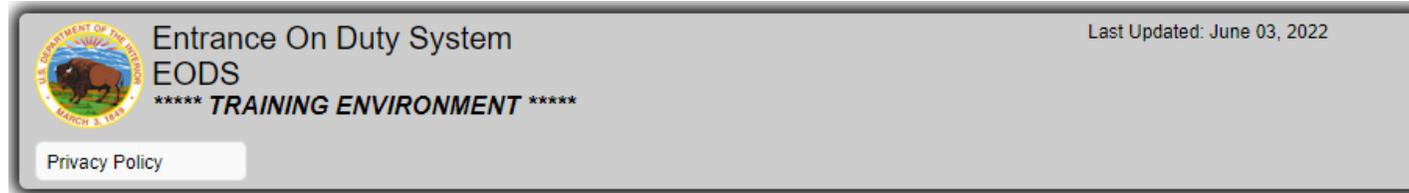
Human Resources Contact: LEE FORD

Telephone Number: (333) 333-3333

Please do not reply to this email.

Detailed Process (Stage #3)

Stage #3: The Login.gov Sign in Page appears; Click the Sign in Login.gov button



U.S. DEPARTMENT OF THE INTERIOR
ENTRANCE ON DUTY SYSTEM
EODS
***** TRAINING ENVIRONMENT *****
Last Updated: June 03, 2022
Privacy Policy

NOTE: This is a U.S. Government System. This system is for the use of authorized users only. By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution. View our Privacy Notice.

Please note that you have 7 minutes from the time you loaded this page to authenticate with Login.gov before the request times out and you will need to re-authenticate. If you are unsure how long it has been since the page loaded, you can refresh before continuing with signing in with Login.gov.



Interior Business Center
Editor: Interior Business Center
Additional Links:
[Interior Business Center](#)
[Department of the Interior](#)
[U.S. Office of Personnel Management](#)

Detailed Process (Stage #4a)

Stage #4a. Create a new Login.gov account *(if you already have an account skip this step and proceed to Stage 4b)*

Step 1: Click on the EODS web link (Note: Do not create a new Login.gov account via the Login.gov URL directly)

If you need assistance signing into the system or completing the online forms, please contact the Human Resources Contact.

The below EODS Web link is unique to you and MUST be used to log onto the Entrance on Duty System.

[EODS web link](#)

Human Resources Contact: AARON KLEE
Telephone Number: (333) 333-3333

Please do not reply to this email.

[Reply](#) | [Forward](#)

Step 2: Click on the Login.gov Sign-on Button



Entrance On Duty System
EODS
***** TRAINING ENVIRONMENT *****

Last Updated: June 03, 2022

[Privacy Policy](#)

NOTE: This is a U.S. Government System. This system is for the use of authorized users only. By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution. View our Privacy Notice.

Please note that you have 7 minutes from the time you loaded this page to authenticate with Login.gov before the request times out and you will need to re-authenticate. If you are unsure how long it has been since the page loaded, you can refresh before continuing with signing in with Login.gov.

Sign in with  LOGIN.GOV

Detailed Process (Stage #4a)

Stage 4a. Create a new Login.gov account (cont'd)

Step 3: Select Create an Account

LOGIN.GOV Government Agency Name Placeholder

EODS - TRAIN Environment is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

[Sign in](#)

[Create an account](#)

[Sign in with your government employee ID](#)

[Back to EODS-TRAIN Environment](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Step 4: Enter the **SAME** email address as the address your EODS Access email was sent to; click Submit, then proceed to STAGE 5

LOGIN.GOV Government Agency Name Placeholder

Create your account

Enter your email address

rebecca_zwiebel@ibc.doi.gov

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

From: OFC_OF_THE_SECRETARY@no.reply <OFC_OF_THE_SECRETARY@no.reply>
Sent: Wednesday, June 8, 2022 6:36 AM
To: Zwiebel, Rebecca G <rebecca_zwiebel@ibc.doi.gov>
Subject: FLAME-WTTS-FILTER-FLAG Welcome to the Entrance on Duty System (EODS)!

Welcome REBECCA ZWIEBEL to the Entrance on Duty System (EODS)!

Note: Access to EODS does not constitute a formal offer of employment.

Please keep this message as you may need this information to log into the Entry

Detailed Process (Stage #4b)

Stage 4b. Sign into an existing Login.gov account (using the email address the EODS Access Email was sent to)

Step 1: Click on the EODS web link

(Note: Do not access Login.gov URL directly)

If you need assistance signing into the system or completing the online forms, please contact the Human Resources Contact.

The below EODS Web link is unique to you and MUST be used to log onto the Entrance on Duty System.

[EODS web link](#)

Human Resources Contact: AARON KLEE
Telephone Number: (333) 333-3333

Please do not reply to this email.

[Reply](#) | [Forward](#)

Step 2: Enter your existing Login.gov email address and password, click Sign In

LOGIN.GOV

Sign in

Email address
rebecca_zwiebel@ibc.doi.gov

Password Show password
.....

[Sign in](#)

[Create an account](#)

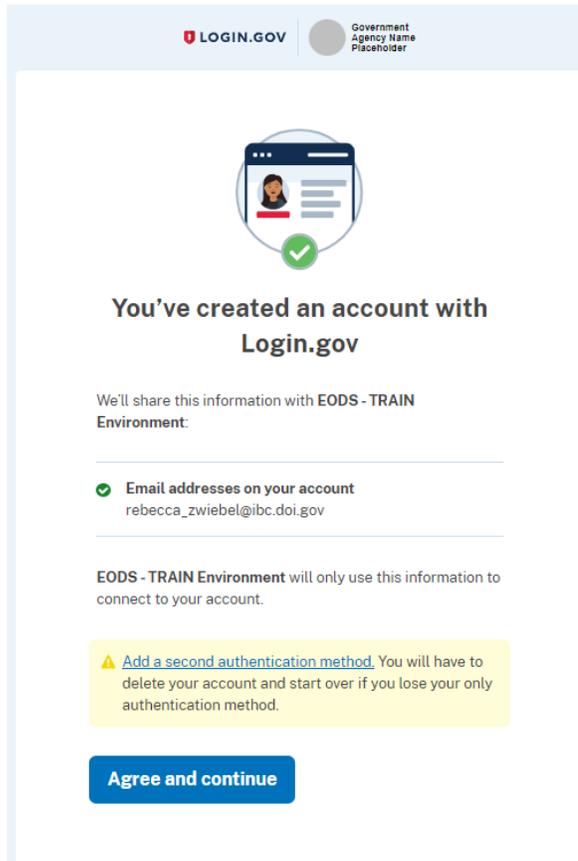
[Sign in with your government employee ID](#)

[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

Detailed Process (Stage #4b)

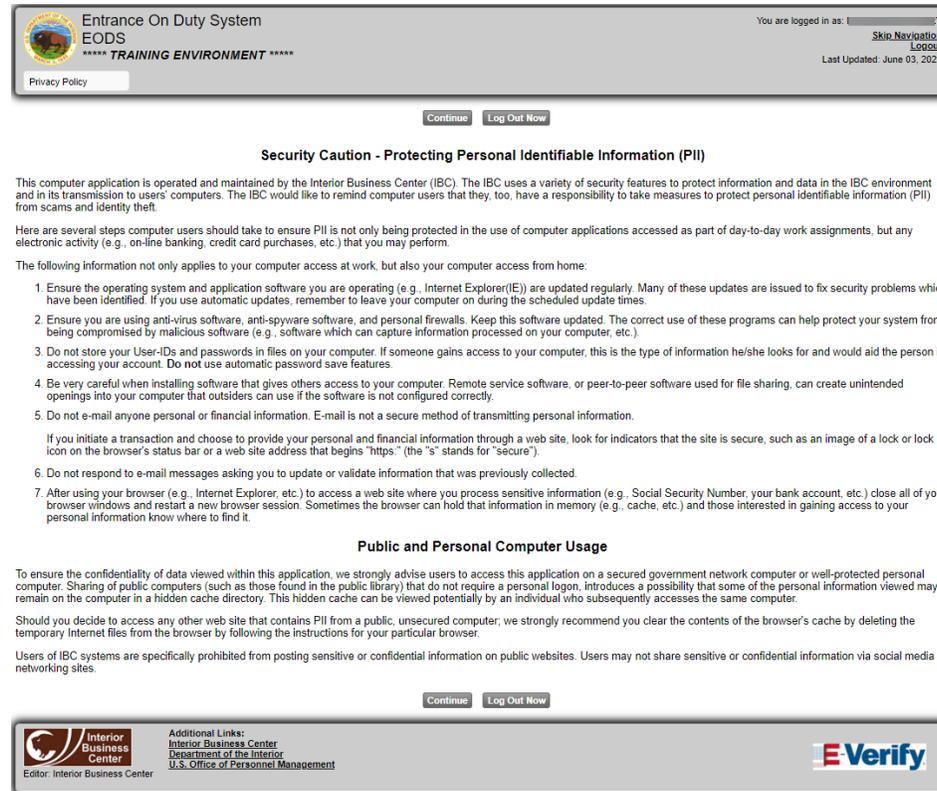
Stage 4b. Sign into an existing Login.gov account

Step 3: Click the 'Agree and Continue' Button



The screenshot shows the Login.gov interface. At the top left is the LOGIN.GOV logo and a placeholder for the Government Agency Name. The main heading reads "You've created an account with Login.gov". Below this, it states "We'll share this information with EODS - TRAIN Environment:". A green checkmark icon is next to the text "Email addresses on your account" with the email address "rebecca_zwiebel@ibc.doi.gov" listed below. A yellow warning box contains the text: "Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method." At the bottom, there is a blue button labeled "Agree and continue".

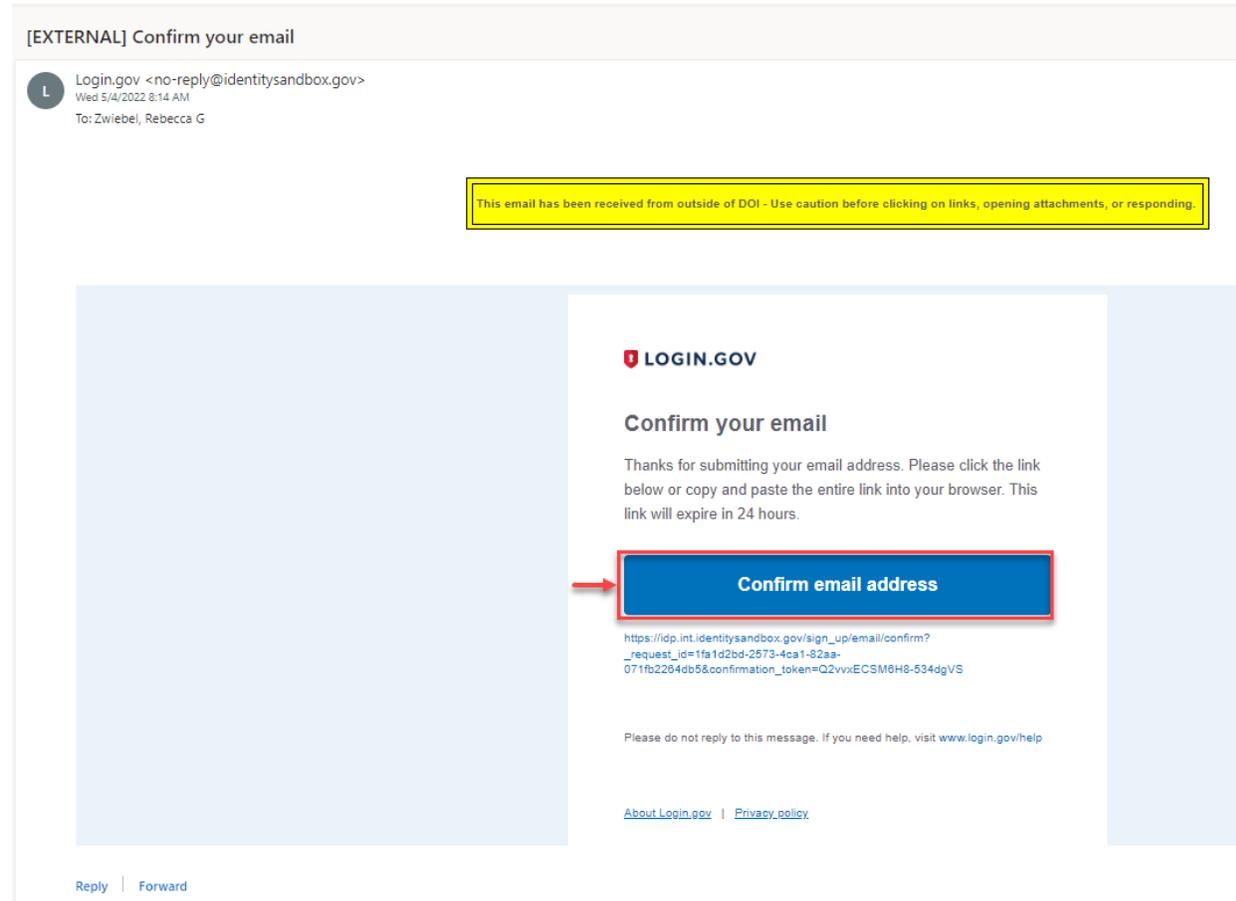
Step 4: You will then be directed into the EODS system! The EODS Security Caution page appears. Proceed to Stage 9



The screenshot shows the "Entrance On Duty System" (EODS) security caution page. The header includes the EODS logo, the text "***** TRAINING ENVIRONMENT *****", and a "Privacy Policy" link. It also shows the user is logged in as "Ski Navigation" with a "Logout" link and a "Last Updated: June 03, 2022" timestamp. Below the header are "Continue" and "Log Out Now" buttons. The main section is titled "Security Caution - Protecting Personal Identifiable Information (PII)". It contains a paragraph explaining the system's security features and a list of seven steps for users to follow to protect their PII. The steps include: 1. Regularly update operating system and application software. 2. Use anti-virus, anti-spyware, and personal firewalls. 3. Do not store User-IDs and passwords in files. 4. Be careful when installing software that gives access to your computer. 5. Do not e-mail personal or financial information. 6. Do not respond to e-mail messages asking for updates. 7. Close all browser windows and restart a new session. Below the list is a section titled "Public and Personal Computer Usage" with a paragraph advising users to access the application on a secured network or well-protected personal computer and to clear their browser's cache. At the bottom, there are "Continue" and "Log Out Now" buttons, the Interior Business Center logo, and the E-Verify logo.

Detailed Process (Stage #5)

5. Check your inbox and 'select the confirm your email address' button contained in the Login.gov email



Detailed Process (Stage #6)

6. Click on the EODS web link contained in the Login.gov email and log-in with your email address and password

If you need assistance signing into the system or completing the online forms, please contact the Human Resources Specialist listed below at the number provided. Welcome on board!!

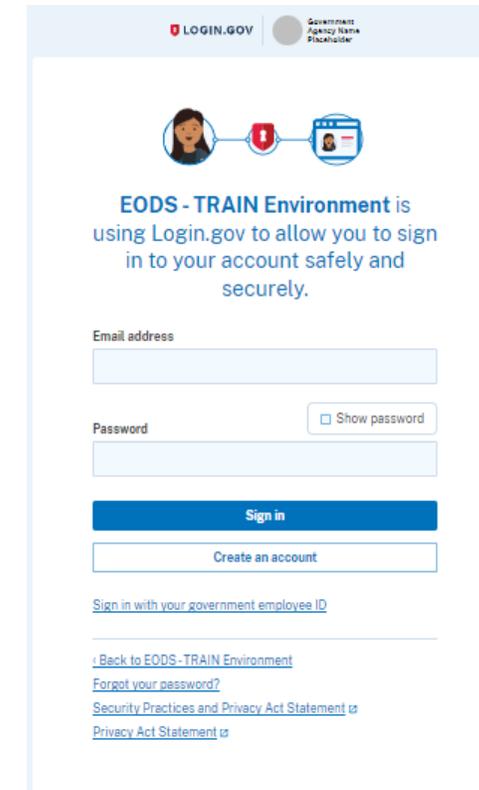
The below EODS Web link is unique to you and MUST be used to log onto the Entrance on Duty System.

[EODS web link](#)

Human Resources Contact: LEE FORD
Telephone Number: (333) 333-3333

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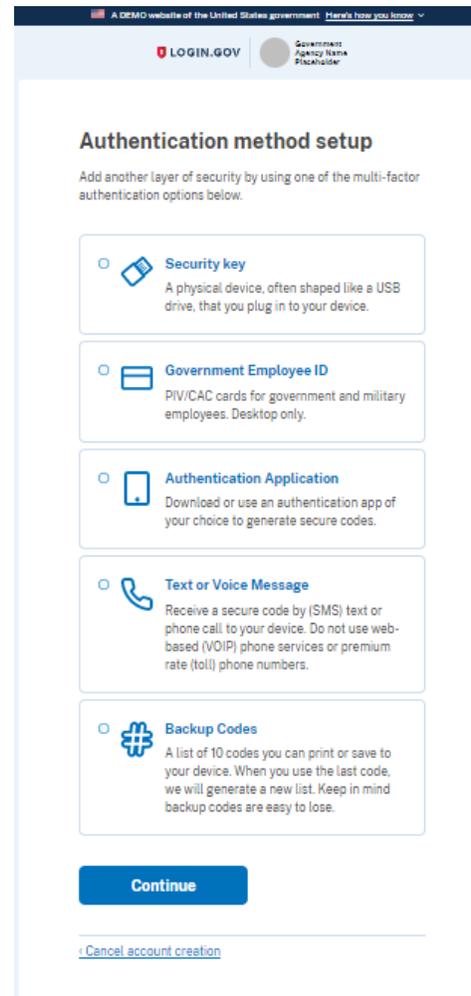
[Reply](#) | [Forward](#)



The screenshot shows the Login.gov sign-in interface. At the top, there are logos for LOGIN.GOV and Government Agency Name Placeholder. Below the logos is a navigation bar with icons for a person, a red shield with a white exclamation mark, and a computer monitor. The main heading reads "EODS - TRAIN Environment is using Login.gov to allow you to sign in to your account safely and securely." There are two input fields: "Email address" and "Password". The password field has a "Show password" checkbox. Below the input fields are two buttons: "Sign in" (blue) and "Create an account" (white with blue border). At the bottom, there are links for "Sign in with your government employee ID", "Back to EODS-TRAIN Environment", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

Detailed Process (Stage #7)

7. The Authentication method setup page appears; Select the authentication method of your choice



A DEMO website of the United States government. Here's how you know.

LOGIN.GOV

Government Agency Name Placeholder

Authentication method setup

Add another layer of security by using one of the multi-factor authentication options below.

- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government Employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- Authentication Application**
Download or use an authentication app of your choice to generate secure codes.
- Text or Voice Message**
Receive a secure code by (SMS) text or phone call to your device. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.
- Backup Codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

[Continue](#)

[Cancel account creation](#)

Detailed Process (Stage #8)

8. Once your Login.gov account is complete, retrieve the initial EODS Login email

Welcome LOGIN TRAIN to the Entrance on Duty System (EODS)!

Note: Access to EODS does not constitute a formal offer of employment.

Please keep this message as you may need this information to log into the Entry on Duty System (EODS) more than once.

As part of the hiring process, you will be completing forms online in the EODS. This email contains your personal web link and must be used to successfully complete the log-in process and begin completing your forms.

Before filling out your forms that may contain 'Personally Identifiable Information' (PII), ensure you have installed the latest patches for the Internet browser you are using (i.e., Microsoft Edge, Google Chrome, etc.).

To access EODS, click on the EODS web link below to take you directly to the EODS log in screen (do not copy/paste). Click the "Sign In with Login.gov" button and follow the instructions with Login.gov to authenticate your identity. **It is important to note, that this email address must be used to register in Login.gov to access the EODS.** If the registered emails do not match, you will not be able to access the EODS. If you need to use a different email address, please notify your Human Resources Contact included at the bottom of this email.

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1. To open a form, click the "Open Form" button in the Tools column. As you are completing a form you may save it and return later to finish filling it out. You may also view your form via a "Completed PDF" at any time during this process.
2. Once you have reviewed and completed the form (including any required electronic certifications and/or signatures), click the "Submit for Approval" button (located on both the top and bottom of the screen). You will then be presented with your Completed PDF as a final review prior to form submission. Once you have confirmed the forms submission, HR will be notified.
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4. Unless otherwise specified, please submit forms prior to your first day of employment. An HR Representative will review the form and either approve or reject the form. If the form is approved, there is no further action required by you. If a form is rejected it will show as "Rejected" in the form Status column. We recommend you frequently log into the system to check the status of your forms.
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 - o Submitted. This indicates a form has been Submitted, but not Approved or Rejected by Human Resources.
 - o Approved. This status indicates a form that was Approved/Completed by Human Resources. We recommend you print a copy of the forms (or save a copy of the PDF) for your records.
 - o Rejected. This status indicates a form that has been rejected back to you by the HR Representative. Please check the Comments column for further instructions.
 - o Unapproved. This status indicates a form that has been unapproved by the HR Representative. Please check the comments for any notes from the HR Representative.

By clicking the menu buttons at the top of the screen, you may:

- Review the Privacy Policy
- Return to the Common Information screen
- View information about your job
- View a list of forms that you have electronically certified (Certified Forms button)
- Review the EODS policy
- Review the Security Caution statements
- Access an information page concerning E-Verify
- Review Messages
- Receive EODS usage tips

If you need assistance signing into the system or completing the online forms, please contact the Human Resources Specialist listed below at the number provided. Welcome on board!!

The below EODS Web link is unique to you and MUST be used to log onto the Entrance on Duty System.

[EODS web link](#)

Human Resources Contact: LEE FORD
Telephone Number: (333) 333-3333

Please do not reply to this email.

[Reply](#) | [Forward](#)

Detailed Process (Stage #9)

9. Congratulations, you have now successfully entered the EODS System!



Entrance On Duty System
EODS
***** TRAINING ENVIRONMENT *****

You are logged in as: REBECCA GALE
[Skip Navigation](#)
[Logout](#)
Last Updated: June 03, 2022

[Privacy Policy](#)

Use of this system involves electronic transmission of personal information to your personnel and payroll system. Please read Rules of Behavior and Privacy Act Notice before consenting to electronic transmission of personal data.

Rules of Behavior

Access to this system has been granted by your employing agency and is to be used solely in connection with your agency's hiring process to allow you to securely complete hiring documents on-line. Use by anyone other than yourself is expressly prohibited. By use of this system, you agree to be responsible for the confidentiality of the assigned information and accountable for all activity. Further, you agree that you will not provide your EODS logon credentials to another user nor will you sign on to the system to allow others to utilize this system on your behalf.

I understand that, when using this system, I am personally accountable for my actions and that I must:

1. Log-off the system when not in use.
2. Refrain from leaving my password near the workstation area.
3. Avoid leaving printed documents unattended or unsecured.
4. Immediately contact my agency point of contact, regarding any suspected violation or breach of system security.
5. Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation.

I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

I understand that my agency reserves the right, to terminate or suspend my access and use of this system without notice, if there is a violation of these Rules of Behavior.

Privacy Act Notice

Access to this information is limited to only those who have a need for the information in the performance of their official duties. Disclosure without the consent of the subject of the information is restricted unless required by the Freedom of Information Act; to those listed in an appropriate Federal Register System of Records Notice under the "routine use" section; for the purposes identified in that section; and to those identified in 43 C.F.R. 2.56.

These records may not be altered or destroyed except as authorized by 43 C.F.R. 2.52. Please contact your agency Human Resources Office for advice on disclosure restrictions.

CRIMINAL PENALTIES FOR DISCLOSURE: The Privacy Act contains provisions for criminal penalties for knowingly and/or willfully disclosing information from this system unless properly authorized.

Terms and Conditions of Use

This U. S. Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the Government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review and action by all authorized Government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

By clicking "Acknowledge and Continue" below, I consent to the following:

1. I have reviewed information for the above Rules of Behavior, Privacy Act Notice, and Terms & Conditions of Use and acknowledge that electronic signature/approval is equivalent of signing each form.
2. I understand there can be consequences for stating fraudulent information.
3. I give consent to the release of information as appropriate (i.e. HR staff, Federal, State or local investigators).

[Acknowledge and Continue](#) [Log Out Now](#)

Detailed Process (Stage #10)

10. Verify your personal information is correct, complete all required fields (Note: If your email address needs to be corrected, please contact your HR Representative listed at the bottom of the EODS Access Email)

Entrance On Duty System
EODS
***** TRAINING ENVIRONMENT *****

You are logged in as: REBECCA GALE
[Skip Navigation](#)
[Logout](#)
Last Updated: June 03, 2022

[Privacy Policy](#)

Welcome to your Entrance On Duty System!

Some of the following information will be used to pre-populate common information in the forms you are submitting to your HR Specialist. While not all information is required, you are strongly encouraged to provide as much information as possible so your forms are completed to the greatest extent.

Please ensure this information is COMPLETE and CORRECT as soon as possible. Contact your HR Specialist if you need to update this information after the "Save my Information" option is no longer available.

Some of this information will be used for official correspondence and your W-2. Please verify your address and legal name are correct.

You will have an opportunity to update this information each time you log in until the update button is no longer there. To make an update after logging on, access this page from the menu button "Common Info". If you are in the middle of completing a form, save any information before clicking the "Common Info" button as you will be redirected off the current page resulting in a loss of data.

If you have any questions, please contact your Human Resources Specialist, LEE FORD at 333-333-3333.

[Save My Information and Continue](#)

Common Information

Primary Email Address (Required)	REBECCA_ZWIBEL@IBC.DOI.GOV
Primary Contact Number (Required)	(333)333-333
Daytime Number (Required)	(333)333-333
Mobile Number	
Evening Number (Required)	(444)444-444

Payroll Information

Legal First and Last Name	REBECCA GALE	
Legal Middle Name		
Suffix		
Mailing Address (Required)	7301 W MANSFIELD AVE	
Address Line 2		
City (Required)	DENVER	
State (Required)	CO - COLORADO	
Zip Code (Required)	80235	
Social Security Number (Required)	*****	
Date of Birth (Required)	08/01/198	
Gender (Required)	Female	
Are you a US citizen? (Required)	Yes	
Citizenship Details (Required)	All fields are required	
	Citizenship Type	US Citizen By Birth
	City of Birth	SUMTER
	State of Birth	SC - SOUTH CAROLINA
	Country of Birth	UNITED STATES
Country of Citizenship	UNITED STATES	

If you need assistance signing into the system or completing the online forms, please contact the Human Resources Specialist listed below at the number provided. Welcome on board!!

The below EODS Web link is unique to you and MUST be used to log onto the Entrance on Duty System.

[EODS web link](#)

Human Resources Contact: LEE FORD
Telephone Number: (777) 777-7777

Please do not reply to this email.

[Reply](#) | [Forward](#)

Detailed Process (Stage #11)

11. Your assigned Forms page will appear, open/review/complete each form and submit

The screenshot displays the EODS interface. At the top, it says "Entrance On Duty System EODS ***** TRAINING ENVIRONMENT *****". There are navigation links for Privacy Policy, Common Info, My Job Info, Certified Forms, EODS Policy, Security Caution, e-Verify for Employees, and Messages. A notification box titled "IMPORTANT!" contains the following text:

The Entrance on Duty System (EODS) will be implementing Multifactor Authentication (MFA) via Login.gov in June, in order to protect you, your agency or organization, and the government. This will make it more difficult for unauthorized access to your EODS user account and information. Upon implementation in June, all EODS users, including those that have accessed the system prior to the MFA implementation date, will be required to use their Login.gov account to access EODS.

What can you do to prepare?

Be on the lookout for a new, "Welcome to the Entrance on Duty System (EODS)!" access email. This new access email will be sent to the primary email address on file at the time of implementation. You must use the EODS Web Link in the new access email and Login.gov to access EODS. Any EODS Web Link in access emails received prior to implementation will no longer be valid.

If you do not have a Login.gov account, you will be prompted to create one via the EODS Web Link in your access email sent upon implementation. It is important you use the same email address links your Login.gov account to your existing EODS account. If you use a different email for your Login.gov account or have an existing Login.gov account that doesn't match the email on file, your accounts will not be connected.

If you need additional assistance upon receipt of your new access email, please contact your HR Specialist or System Representative.

If you have any questions, please contact your Human Resources Specialist, LEE FORD at 777-777-7777.

Below the notification is a search bar and a table of assigned forms:

Appointment			
Tools	Form Name & Description	Status	Comments
View PDF Retract	SF-181 Ethnicity and Race Identification Ethnicity and race identification - optional	SUBMITTED	
Open Form	SF-144 Statement of Prior Federal Service Statement of prior federal service	UNFILLED	

At the bottom, there are logos for the Interior Business Center and E-Verify, along with additional links to the Interior Business Center, Department of the Interior, and U.S. Office of Personnel Management.

Questions/Help?

Please contact your Human Resources Specialist if you have any questions.

Your HR Specialist can be located at the bottom of your EODS Access Email, underneath your EODS Access Link.

If you need assistance signing into the system or completing the online forms, please contact the Human Resources Specialist listed below at the number provided. Welcome on board!!

The below EODS Web link is unique to you and MUST be used to log onto the Entrance on Duty System.

[EODS web link](#)

Human Resources Contact: AARON KLEE

Telephone Number: (333) 333-3333

Please do not re ply to this email.

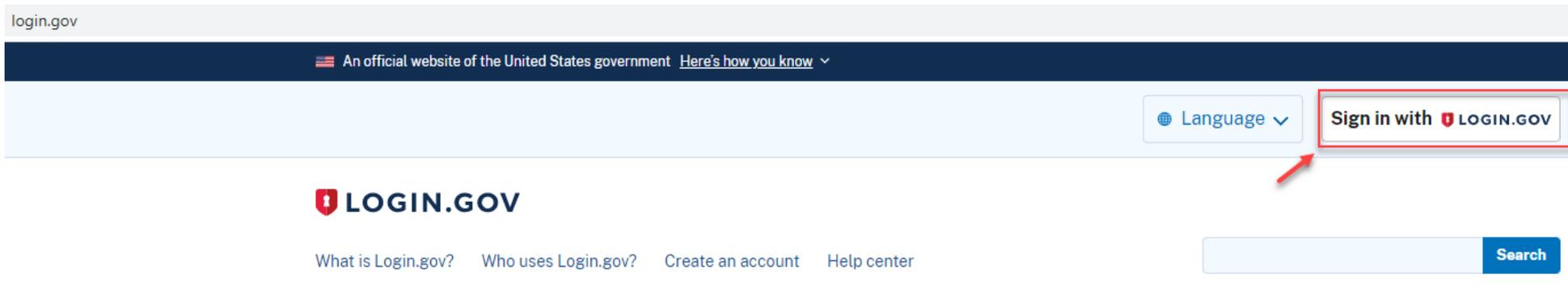
You 'Securely' did it!!

Welcome Aboard!!

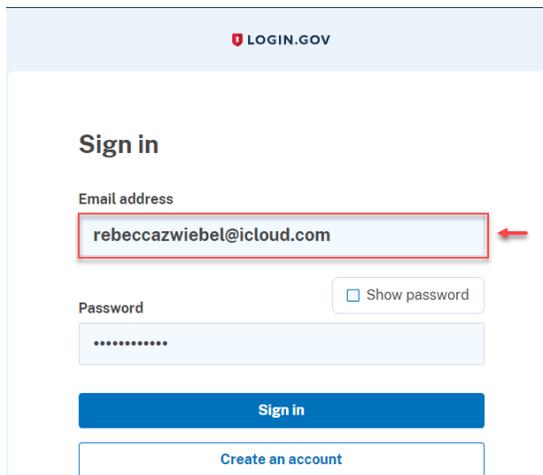
Special Scenario

***Sign into an existing Login.gov account using an email address which is different than the email address the EODS Access email was sent to**

Step 1: Visit the Login.gov URL directly, click the Login.gov Sign-on button



Step 2: Enter your existing Login.gov email address and password, click Sign In



Special Scenario (cont'd)

Step 3: Log in using your unique Authentication Method

Authentication method setup

Add another layer of security by using one of the multi-factor authentication options below.

- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

[Continue](#)

Step 4: Select Add new email

Access your government benefits and services from your Login.gov account. [Learn more about Login.gov](#)

[Continue to EODS-TRAIN Environment](#)

Your account

Add email address

Edit password

Delete account

Your authentication methods

Add phone number

Add authentication apps

Add Face or Touch Unlock

Add security key

Add federal employee ID

Get backup codes

Your connected accounts

History

Forget all browsers

Customer support

Email preferences

Email addresses

rebeccazwiebel@icloud.com

[+ Add new email](#)

Language

English [Edit](#)

Password

***** [Edit](#)

Phone numbers

+1 303-901-8171 (default) [Manage](#)

[+ Add phone](#)

Special Scenario (cont'd)

Step 6: Enter the same email address as the EODS Access Email was sent to; click Submit

LOGIN.GOV Government Agency Name Placeholder

Add a new email address

Enter your email address

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Step 7: Check your email and confirm your email address

LOGIN.GOV

Check your email

We sent an email to **rebecca_zwiebel@ibc.doi.gov** with a link to confirm your email address. Follow the link to continue adding this email to your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

[Return to your Login.gov profile](#)

Special Scenario (cont'd)

Step 8: Your Login.gov account should now list both email addresses linked in your account

Step 9: Click on the EODS web link in your ‘Welcome to the Entrance on Duty System (EODS)’ and sign in with your new added email address

