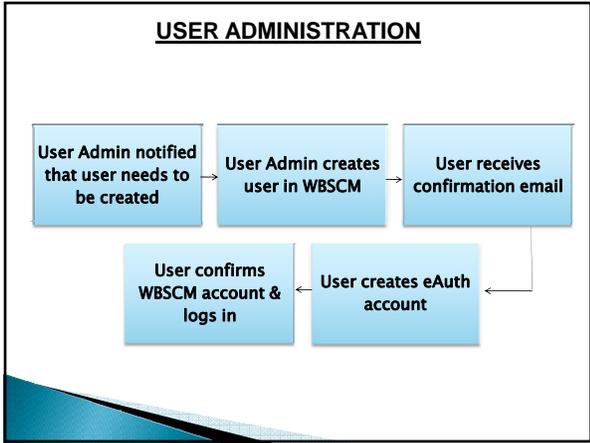


WBSCM *Processor Refresher Training*

Presented by: Marybeth Flowers
Ray Magee

User Registration



USER ADMINISTRATION

The screenshot shows a web browser window with the URL <http://admin.wbsca.gov/portal>. The page title is "USDA United States Department of Agriculture Web-Based Supply Chain Management". The user is logged in as "CRS25346". The main content area displays a "Manage Users" section with a search bar and a table of users.

Organization	User Name	Last Name	Last Login Date
CRS25346	CRS25346		2010-09-28 09:32:10

USER ADMINISTRATION

The screenshot shows the "User Details" form for a user named Cecilia Oragella. The form is divided into three tabs: "Personal data", "Role data", and "Admin data". The "Personal data" tab is active, showing fields for User ID, First Name, Last Name, Email, Title, Street Address, City, Zip Code, Country, State/Province, and Time Zone. There are also fields for Company, Phone, Fac, and Mobile Phone.

User Details

Personal data | Role data | Admin data

User ID: [] Company: 0004905346
First Name: * [] Phone: []
Last Name: * [] Fac: []
Email: * [] Mobile Phone: []
Title: []
Street Address: []
City: []
Zip Code: []
Country: * []
State/Province: []
Time Zone: []

Save Cancel

USER ADMINISTRATION

Enter user information in Personal Data

The screenshot shows the "User Details" form with the "Personal data" tab highlighted. The form is identical to the previous screenshot, but the "Personal data" tab is selected.

User Details

Personal data | Role data | Admin data

User ID: [] Company: 0004905346
First Name: * [] Phone: []
Last Name: * [] Fac: []
Email: * [] Mobile Phone: []
Title: []
Street Address: []
City: []
Zip Code: []
Country: * []
State/Province: []
Time Zone: []

Save Cancel

USER ADMINISTRATION

Assign user roles in Role Data

User Details

Personal data | **Role data** | Admin data

Available Roles

Order Manager - RA
Org Admin - RA
User Admin - RA
View-Only - RA

Add ▶ Remove ◀

Current Roles

Order Manager - RA
View-Only - RA

Row 1 of 4 Row 1 of 2

Save Cancel

USER ADMINISTRATION

Lock User in Admin Data

User Details

Personal data | Role data | **Admin data**

User Locked:

Reason Locked:

Save Cancel

An email is sent to the new user!

Action Required: Register USDA WBSM User Account

WBSM_USER_REGISTRATION@usda.gov to me

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear Cecilia Ornelas,

A user account has been created for you on the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSM) System. In order to access this account, you will need to obtain a username and password from the USDA eAuthentication System.

Important: The email address appearing in the To line of this message, and the last name of the recipient in the greeting line must be entered in eAuthentication registration forms. Failure to follow this procedure will result in an error message during WBSM registration.

- If you do not already have an eAuthentication account, please access <https://www.eauth.usda.gov/auth/Registration/Registration> to request an account.
- Once your eAuthentication account has been activated, please access the following address to complete your WBSM registration: <https://wsconnect.usda.gov/registration?action=register&token=008B886965C97F0F95AF46152e98bf2D6c0c0d49a471d7a3075284500>
- Once you have completed your WBSM registration, please use the following URL for ALL future WBSM logins: <https://www.usda.gov/wbsm>

If you have any questions, please contact your user administrator: wsa@usda.gov

This is an automatically generated message. Please do not reply back to this email.

Create your Password

Required Requirements:

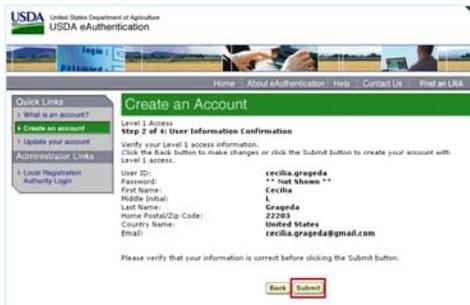
- 9 to 12 characters long
- At least one uppercase
- At least one lowercase
- At least one number (1 - 9)
- At least one special character

Passwords Should Not:

- Be Dictionary Words
- Contain Profile Info (i.e. Mother's Maiden Name, Date of Birth, PIN, Phone, Email, etc)

Change your password every 180 days!

Submit your E-Auth Information



Close Window and wait for the confirmation email!

