



GAINING ACCESS TO THE EPA PORTAL AND LOGGING INTO A COMMUNITY

This Quick Reference Guide provides information on:

- Establishing a Portal account for those individuals who do not have epa.gov email address, and LAN account
- Gaining access to a community.

If you do not have an epa.gov email and LAN account, start at [Gaining Access to the Portal](#), within this document.

NOTE: If you do not have BOTH an epa.gov email address and a LAN account you must complete the Self Registration process in the Portal to gain access.

If you do have an epa.gov email and LAN account you do not need to request access to the Portal. Go to [Logging into the Portal](#) within this document.

Gaining Access to the Portal

Individuals who do not have an epa.gov email address and LAN account need to request access to the EPA Portal. To do this, go to: <http://portal.epa.gov> and click on *Request Access to the EPA Portal*.

Welcome to the EPA Portal

Portal Help

Login Instructions

If you have an epa.gov email address and LAN account, log in using the following: User Name = your LAN id and Password = your LAN password.
If you DO NOT have an epa.gov email address and LAN account you will need to request access to the Portal using the "Request Access to the EPA Portal" link below.

Login

Enter your user name and password to login.

User Name

Password

Login

Resources for EPA business partners and affiliates

If you do not have an epa.gov email address, please click on the appropriate link below.

[Forgot your user-id or password?](#) [Request Access to the EPA Portal](#)

epa Auth Need Assistance? Call the EPA Customer Support Center at 1-866-411-4EPA or email EPACustomerCenter@epa.gov

[Contact Us](#) [Privacy & Security Notice](#)

Figure 1: Request Access to the EPA Portal



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Self Registration
 To obtain an account on the EPA Portal, you must be a business partner or affiliate who has business with the Environmental Protection Agency. Please fill out the following information and click submit to request access to the EPA Portal.

**** USE THIS FORM ONLY IF YOU DO NOT HAVE AN epa.gov EMAIL ADDRESS.****

ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Email Address:
 format: emailId@domainname.com

Street Address:

City:

State:

Postal Code:
 format: xxxxxx

Daytime Phone Number:
 format: (xxx) xxx-xxxx

EPA Contact Name:

EPA Contact's Email Address:
 format: emailId@domainname.com

EPA Contact's Phone Number:
 format: (xxx) xxx-xxxx

Select the Community you need to obtain Portal access:

accept the EPA Portal Privacy & Security Notice. Click here to read [Click](#).

Figure 2: Self Registration Form

The *Self Registration* page (Figure 2) is displayed. Make sure to complete all fields on the form including an EPA Sponsor who can verify your business need to access the Portal. You will also need to select a primary community. This community should be the one that is also part of your business need to access the Portal.

Once you complete and submit the form it will be routed to the Community Manager (of your primary Community) for approval. If you do not receive an email notification containing your user name and password within 24 hours, notify the EPA Customer Support Center at 1-866-411-4EPA or epacallcenter@epa.gov.

Note for the Environmental Science Connector (ESC) Community: At successful conclusion of the registration process, the person is added to the Portal database. At this time, an ESC Project Manager may add/invite the user to a specific ESC project however, the user will not have access to the project until they have requested and received approval into the ESC community. See [Request Access to Additional Communities](#), within this document.



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Logging into the Portal

If you have an epa.gov email address and LAN account or you have received a confirmation email containing your log-in information (user id and password) you can now log into the Portal.

Go to: <http://portal.epa.gov> and enter your User Name and Password on the Login screen and click *Login* (Figure 3). (For users with an epa.gov email, your Portal User Name is your LAN id and your Portal password is your LAN password) If you have any problems logging into the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov.

Figure 3: EPA Portal Log-in Screen

If this is the first time you have logged-in after completing the self registration form, you will be prompted to change your password (Figure 4). You will enter a new password, of your choice, that is 8 characters long and should contain at least one number.

Figure 4: Password Change Screen



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After changing your password, the Portal will require you to enter your new password to log into the Portal (Figure 6).

Figure 5: Enter New Password to Log-In

Request Access to Additional Communities

After logging into the Portal (See) you can request access to additional communities (Figure 6) by clicking *Request Access to a Community*, beneath the welcome banner."

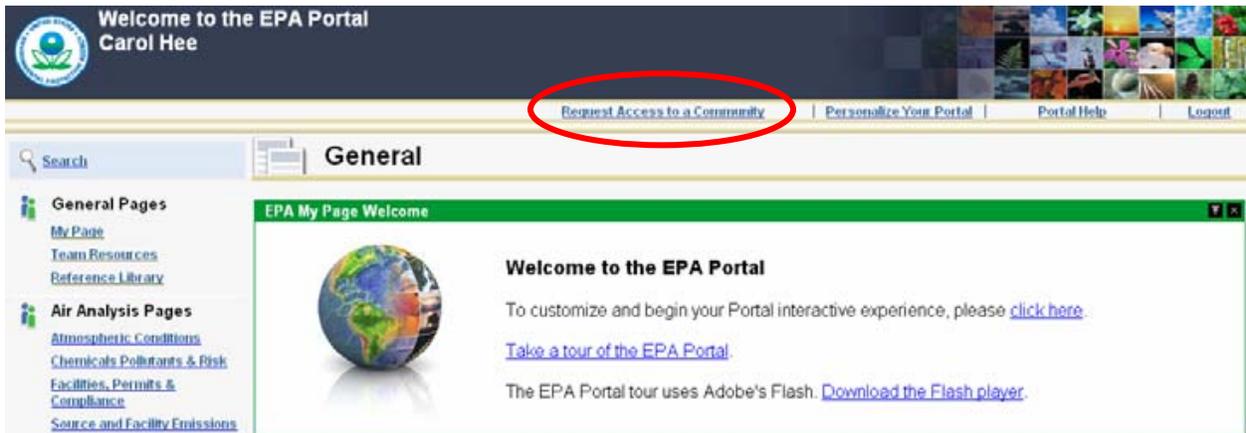


Figure 6: Request Access to a Community

It is important to note that according to your user classification, some communities are provided by default.

EPA employees automatically have access to the General Pages, EPA Employee Pages, Air Analysis, ITGSS READ, Environmental Science Connector, Geospatial, and the Office of Emergency Management communities.

Pages provided by default for internal affiliates (users with an epa.gov email and LAN account, but who are not EPA employees) are: the General Pages, Air Analysis, and ITGSS READ. Access to all other communities must be requested (Figure 6).



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For external users (those without an epa.gov email and LAN account), only the General Pages (excluding the Employee Page), Air Analysis, and ITGSS READ can be viewed.

Additional communities may also be requested (Figure 6).

Select Communities

Select Groups

The following list represents the communities that are available to you on the EPA Portal. To join a community, check the box next to the community name. To leave a community, remove the check from the box next to the name. For communities requiring authorization, you will be notified via email when your enrollment in the community is approved. You can join and leave multiple communities at one time. When you are satisfied with your selection, press the 'save subscription' button below. Note: There is a 10 minute delay before you can view the selected groups in the portal.

- Environmental Science Connector
- Geospatial
- ITGSS Investment (Coming Soon)
- ITGSS/Security (Coming Soon)
- Equipment Warehouse Manager
- Equipment Borrower
- Equipment Data Administrator
- Equipment Checkout Staff

Save Groups Reset

Figure 7: Select Community

To request access to an additional Community:

A. Click inside the check box next to a community name. (Note: in this example, the user is requesting access to the “Environmental Science Connector”)

B. Click the “Save Groups” button. (Figure 7)

Your request to the community is forwarded to the Community Manager. You will receive an email message when the Community Manager has either approved or denied your request.



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Accessing a Community

Once the Community Manager has granted access to the community, log into the Portal (See [Logging into the Portal](#)). The following screen is displayed and now includes the name of the approved community. (Note: In this example, the user has just been granted access to the Environmental Science Connector) See the left navigator bar (Figure 8).

Figure 8: Environmental Science Connector Community

You may now proceed to the Community. The ESC home page will be displayed (Figure 9).

Figure 9: ESC Log-In Screen



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Some communities are accessible via a direct URL. The Environmental Science Connector is one such community and uses the URL <http://portal.epa.gov/ESC>. When using the direct URL, the login screen is included on the ESC home page (Figure 9).

When you access the Environmental Science Connector for the first time, you will be presented with a pop-up for Online Help (Figure 10). You can close or minimize the online help pop-up and start using the Connector.

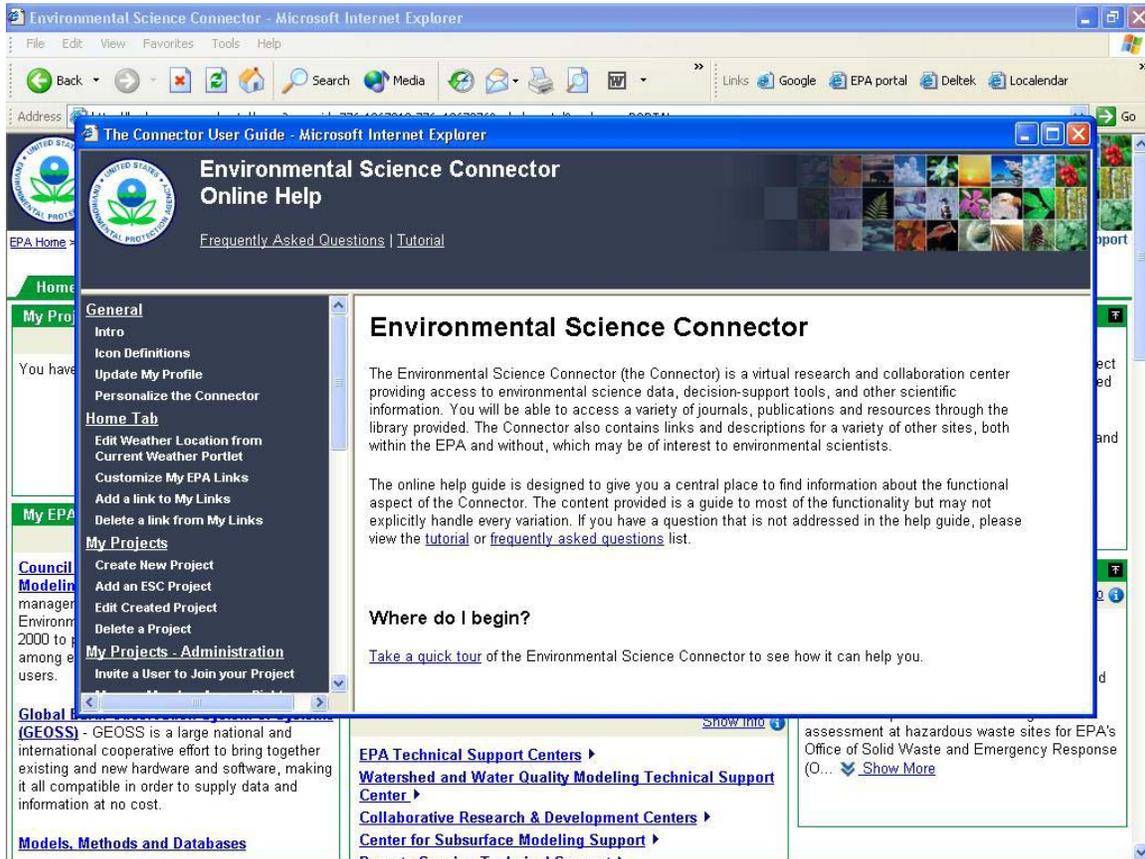


Figure 10: Environmental Science Connector Page on First Log-In

Logging Out of the Portal

To log out or sign off the Portal, click *Log out* at anytime on any page. The *Log out* button is always displayed, regardless of which page you are currently viewing.

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov. If you have suggestions or general concerns regarding the EPA Portal, contact Terry Grady at grady.terry@epa.gov or Maja Lee at lee.maja@epa.gov.



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