



This guide provides information on:

- Establishing a Portal account for those individuals who do not have an EPA LAN account
- Logging on to the Portal
- Gaining access to specific communities

If you **do not** have an EPA LAN account, start at **Gaining Access to the Portal**, within this document.

NOTE: If you DO NOT have an EPA LAN account, you must complete the Self Registration process in the Portal to gain access.

If you have a 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 a 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*.

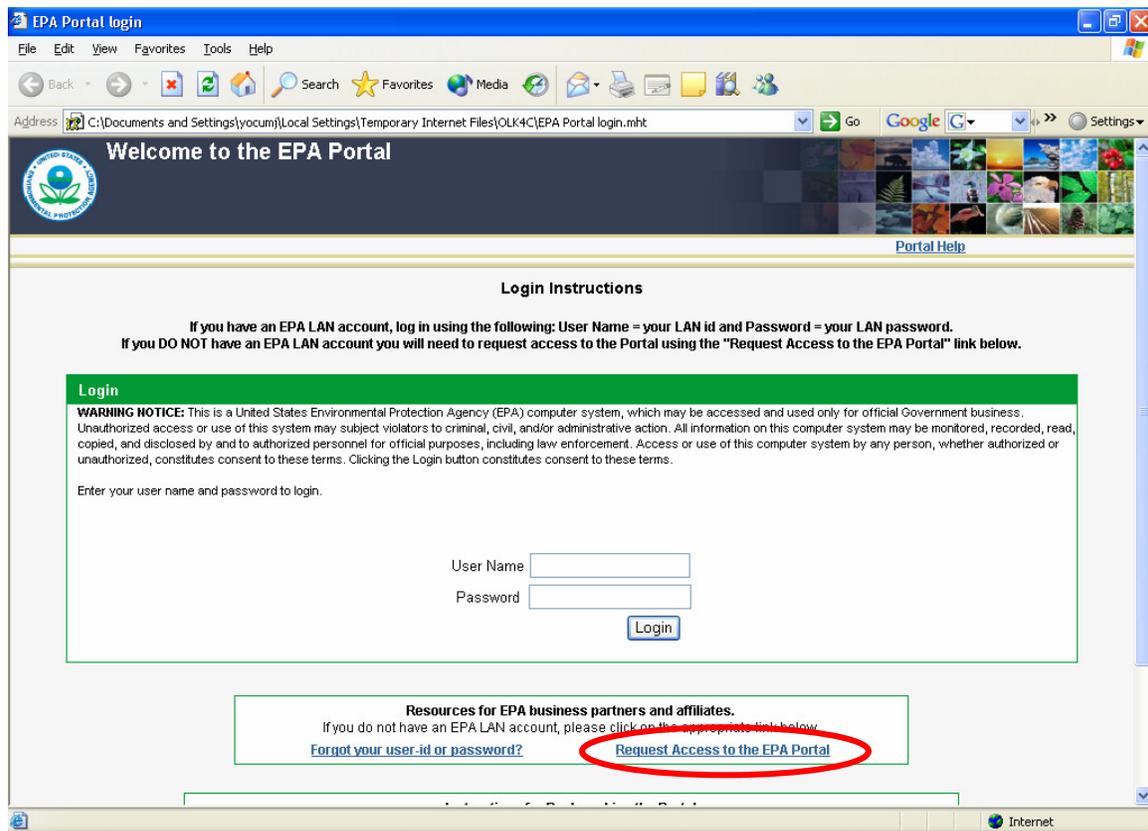


Figure 1: Request Access to the EPA Portal



Self Registration
To obtain an account, 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.

USE THIS FORM ONLY if you do not have an EPA LAN account - If you are an EPA employee or an on-site contractor and you already have an EPA LAN account you DO NOT need to complete this form. (User Name = your LAN id and Password = your LAN password)

ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Email Address:
format: emailid@domainname.com

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:

EPA Contact Name:

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

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

Passwords must be at least 8 characters long and contain at least one lower case letter and one number or symbol (i.e. \$, 5, etc.)

Password:

Confirm Password:

Select the Community from the drop down list that is the reason for your business need to obtain Portal access. Choosing a specific community instead of "General Portal" results in faster access. Once you gain access to the Portal you will have the ability to request access to additional Communities.

Select a primary community

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

Figure 2: Self Registration Form

The **Self Registration** page (Figure 2) is displayed. Be sure to complete all fields on the form including an EPA Sponsor who can verify your business need to access the Portal. You will need to select a primary community. This community should be the one that is also part of your business need to access the Portal. In addition you'll designate a password to be used when you log into the Portal.

Once you complete and submit the form, it will be routed to the Community Manager (of your primary Community) for approval. The Community Manager will approve or reject your request and an email will be sent notifying you of the account disposition.

Note for the Environmental Science Connector (ESC) Community: In order to have access to ESC projects, the ESC project manager must add/invite you to the project. This action can be completed by the ESC project manager only after you have been approved into the ESC Community via the self registration process.



Logging into the Portal

If you have an EPA 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 LAN account 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.

Welcome to the EPA Portal

Portal Help

Login Instructions

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

Login

WARNING NOTICE: This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Clicking the Login button constitutes consent to these terms.

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 LAN account, please click on the appropriate link below.
[Forgot your user id or password?](#) [Request Access to the EPA Portal](#)

Figure 3: EPA Portal Log-in Screen

You can change your password and update other profile information (name, address, phone number, etc), by using the My Profile function in the Portal (Figure 4) just below the Welcome banner. NOTE: You can only use this feature if you gained Portal access through the self registration process. If you are using your LAN account and password to log in you will need to contact your LAN Administrator to change your password and human resources to change other profile information.

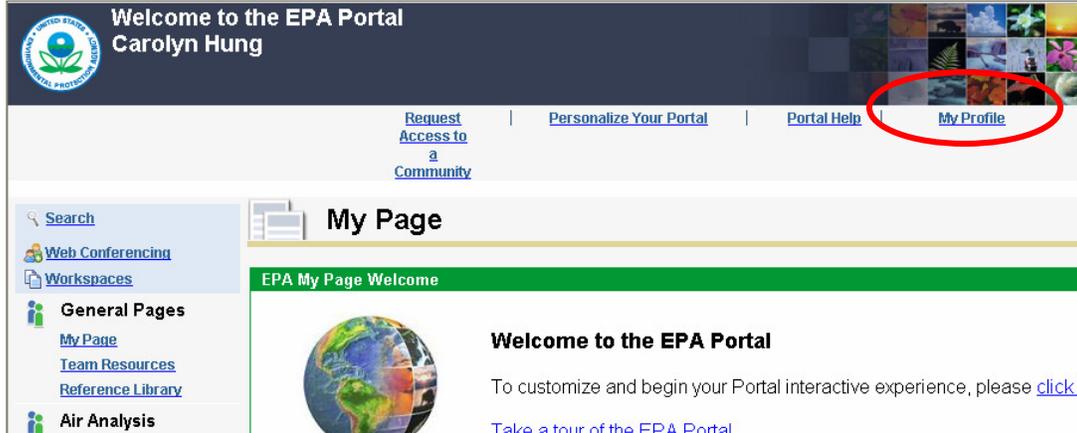


Figure 4: My Profile Link

Request Access to Additional Communities

After logging into the Portal you can request access to additional communities (Figure 5) by clicking *Request Access to a Community*, beneath the welcome banner.”

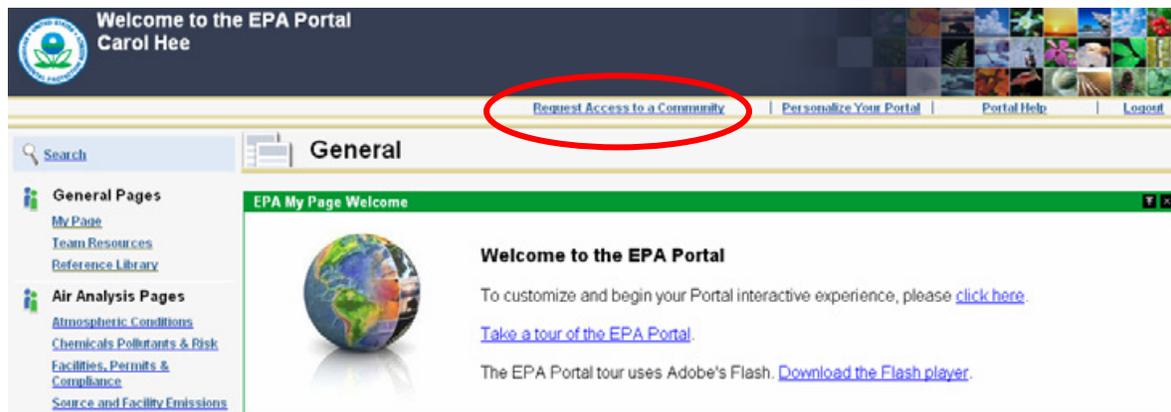


Figure 5: Request Access to a Community

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

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

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

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

Additional communities may also be requested (Figure 5).



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

ESE Connection Privileged Access

ITGSS/Investment

ITGSS/Security

Tribal Water Quality

WebCMS

The following groups require you to enter extra information

Clean Watersheds Needs Survey

EMP - Emergency Management Portal

Figure 6: Subscribe to Groups

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”) Some communities, such as the Clean Watersheds Needs Survey and Emergency Management Portal shown in Figure 6, may require additional information to complete the request.

B. Click the “Save Groups” button. (Figure 6)

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.



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 7).

Figure 7: Environmental Science Connector Community

You may now proceed to the Community. The home page of the community you selected will be displayed. Figure 8 displays the home page of the ESC Community (Figure 8).

Figure 8: ESC Home Page



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 portlet is included on the ESC log-in page (Figure 9).

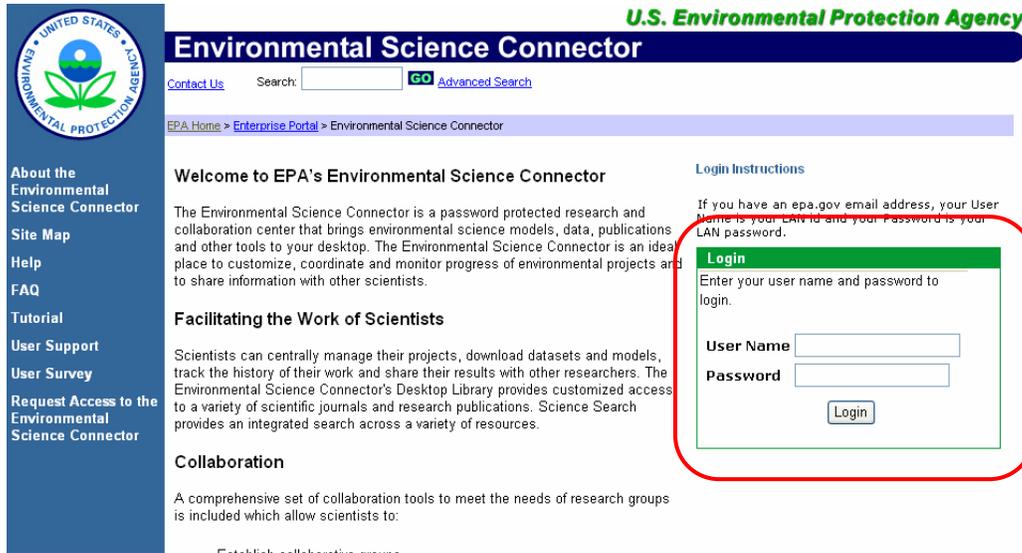


Figure 9: ESC Log-In Page

Most communities have on-line help within the application. 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.

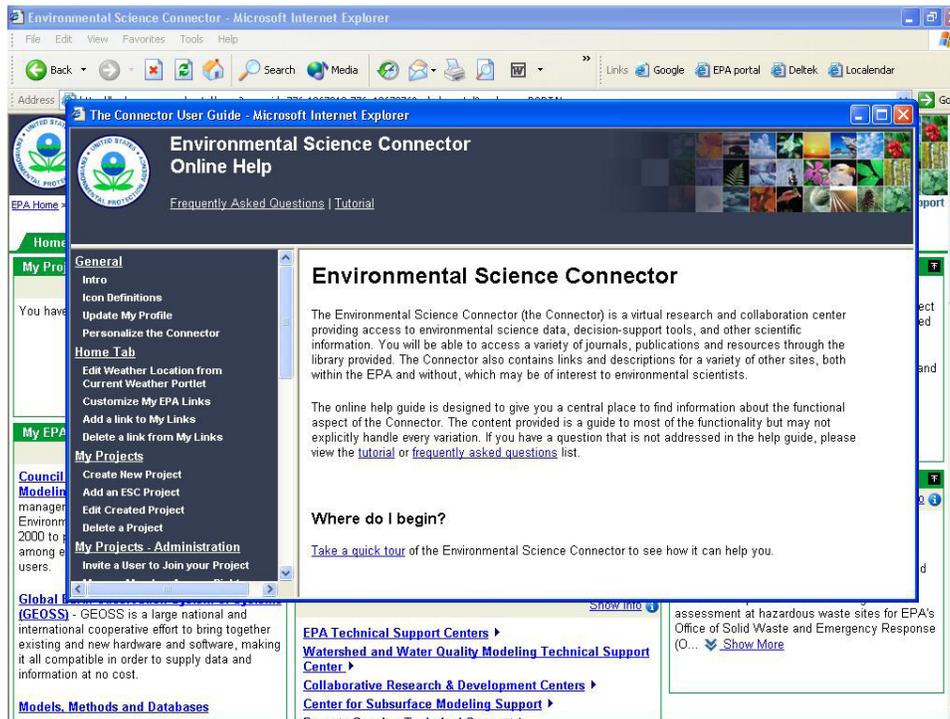


Figure 10: Environmental Science Connector Page on First Log-In



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, for access questions, contact Maja Lee at lee.maja@epa.gov.