

# ePM Quick Reference Guide #122

## Internal GSA User Recertification

### WHAT IS USER ACCESS & CERTIFICATION?

The User Access and Certification (UAC) Tool is a web-based application that is used to facilitate ePM's annual recertification requirement. The tool allows ePM users to certify that they still need access to ePM.

Email notifications will be sent from [epmsupport@gsa.gov](mailto:epmsupport@gsa.gov) when the recertification period has started and periodically throughout the recertification period. If recertification is not completed by the recertification end date, users will lose their access to ePM and lose access to the programs and projects.

Additionally, the UAC Tool can be used to update contact information at any time.

If you no longer need access to ePM, please notify [epmsupport@gsa.gov](mailto:epmsupport@gsa.gov).

### WHO WILL USE THIS?

- Internal GSA ePM users

### UPDATE USER INFORMATION

1. Launch the UAC Tool from the [ePM Portal](#).



2. Click 'Certification' in the top toolbar.
3. Click 'User Certification' in the lower toolbar.
4. Verify your contact information. The information displayed is from the ePM address book.

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The screenshot shows the 'User Access & Certification' interface. The 'Certification' tab is active, and the 'User Certification' sub-tab is selected. The 'User Details' form contains the following fields:

- Organization Name: R05
- First Name: UAC
- Middle Initial: GSA
- Last Name: User
- Display Name: UAC GSA User
- Title: Program Coordinator
- Email: jrussell@meridiansystems.com
- Phone(s): A table with columns 'Phone Type' and 'Phone Number'. One entry is visible: 'Main' with phone number '555-111-2233'.

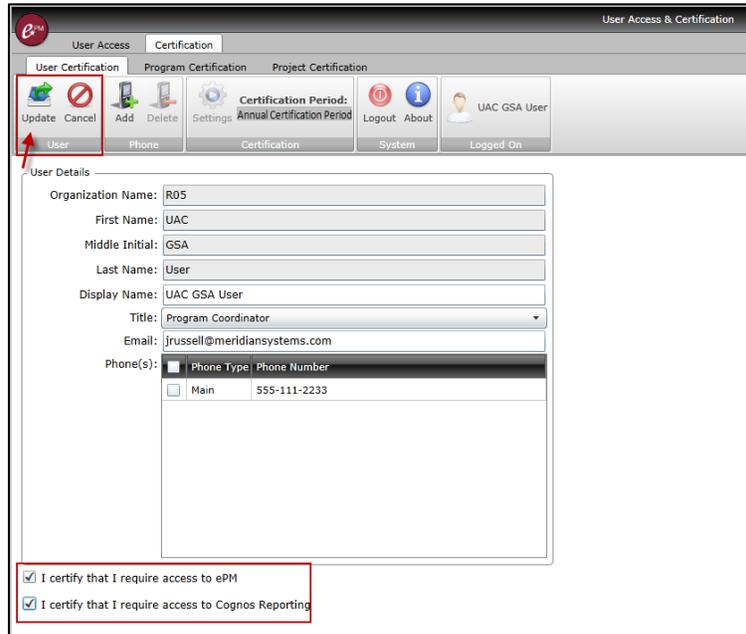
At the bottom of the form, there are two checkboxes:

- I certify that I require access to ePM
- I certify that I require access to Cognos Reporting

- The following fields are read-only:
    - Organization Name
    - First Name
    - Middle Initial
    - Last Name
  - If any of the information above is incorrect, please contact your local [ePM Regional System Administrator](#).
  - The following fields can be updated if necessary:
    - Display Name
    - Title
    - Email Address
    - Telephone Number (to add or remove a telephone number use the buttons in the toolbar)
5. Put a check mark in the box in front of “I certify that I require access to ePM.”
  6. If the “I certify that I require access to Cognos Reporting” box is visible, put a check mark in the box.
  7. To save, click ‘Update’ in the toolbar.

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A confirmation window opens stating that the account has been recertified successfully.

8. Click 'Logout' in the toolbar.

