

CHRIS New User Registration/Reset Password Instructions

Access the CHRIS home page from gsa.gov using the following URL:

www.gsa.gov/chris

The screenshot shows the CHRIS home page. At the top, there is a navigation bar with links for Home, Regions, Staff Directory, Careers, Forms, e-Tools, and QuickLinks. Below this is a search bar. The main navigation includes 'WHAT GSA OFFERS' (Buildings & Real Estate, Products & Services, Policy & Regulations), 'DOING BUSINESS WITH GSA' (Purchasing Programs, Real Estate Services), and 'LEARN MORE' (How We Help, About GSA, Newsroom). The left sidebar lists 'HR Management e-Tools' such as Overview, CHRIS Business Objects User Access, CHRIS Program/Agency Contacts, CHRIS Help, CHRIS Frequently Asked Questions, CHRIS Video Tutorials, and CHRIS User Guides. The main content area is titled 'Comprehensive Human Resources Integrated System (CHRIS)' and includes a breadcrumb trail: Home > About GSA > e-Tools > HR Management e-Tools > Comprehensive Human Resources Integrated System. Below the title, it says 'Existing Users: Logon to CHRIS'. A paragraph describes CHRIS as an automated tool used by HR professionals. A 'Password Assistance' section provides instructions for new users and a list of agency links: General Services Administration, National Archives and Records Administration, National Credit Union Administration, Railroad Retirement Board, Employee Express (EEX), and New User Registration/Reset Password Guide. The right sidebar contains 'Contacts' (GSA CHRIS Help Desk), 'Password Reset' (Dalene Hall, Janice Jarrett, Jeff Long), and 'APPAS and APRS' (Janice Jarrett, Jeff Long). At the bottom, there is a 'GOVERNMENT LINKS' section with a link to CHRIS Business Objects.

Select your agency from the available choices (General Services Administration, National Archives and Records Administration, National Credit Union Administration, or Railroad Retirement Board).

The close-up shows the 'Password Assistance' section. It begins with a bolded instruction: '*If you're new to CHRIS or forgot your password, please click on the link for your agency from the list below. You will be directed to a web page that will help you obtain your password.' Below this is a section titled 'Select your agency:' followed by a list of agency links: General Services Administration, National Archives and Records Administration, National Credit Union Administration, Railroad Retirement Board, Employee Express (EEX), and New User Registration/Reset Password Guide.

You will be automatically redirected to the Warning, Privacy Act, Security and Rules of Behavior requirements page.

Carefully review the Warning, Privacy Act, Security and Rules of Behavior requirements. At the bottom of the page, click the “Accept” button to acknowledge that you understand and will comply with each requirement, as written.

CHRIS - FOR OFFICIAL USE ONLY

WARNING: This is a Government computer system. Your use of it, authorized or unauthorized, constitutes consent to official monitoring. Unauthorized usage of a Government computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be provided to appropriate personnel for administrative, criminal or other action (18 U.S.C. 1030).

PRIVACY ACT WARNING
Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552A, as amended). Only authorized persons conducting official business may use personal information contained in this system. Any individual responsible for unauthorized disclosure or misuse of personal information may be subject to fines up to \$5,000.

SECURITY INCIDENT
A Security Incident encompasses the unauthorized access, use, disclosure, disruption, modification, or destruction to an information system. If you discover, or suspect, that a security incident has occurred, report all activity to gsa.chris@gsa.gov.

RULES OF BEHAVIOR
I will adhere to the standards set forth in the Privacy Act of 1974 when dealing with data and will safeguard all sensitive and Personally Identifiable Information (PII).
I will safeguard my own password and I will not share passwords with any other person, including other employees, management, or technical staff.
I am responsible for all access made with my password.
I will not remove Sensitive or PII information from the CHRIS application and store it on a hard drive, network drive or any type of removable media without appropriate safeguards.
I will not access/share any personal data on any person except in the specific performance of my duties.
I will not knowingly enter any false or inappropriate data into CHRIS.

I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.

The CHRIS New User Registration/Reset Password window opens.

CHRIS New User Registration / Reset Password

In order to view your personal CHRIS information from this website, you are required to log in using a CHRIS User-ID and Password. If you do not have a CHRIS User-ID and Password, you can generate a CHRIS User-ID by entering your social security number and Employee Express (EEX) Password into the fields below, and create a CHRIS Password by entering a personal password into the two password fields below.

If you do have CHRIS User-ID and have forgotten the Password then you can enter your social security number and EEX Password into the fields below, and reset your CHRIS Password by entering a new personal password into the two password fields below.

If you do not have an EEX Password, have lost or forgotten it, or want to change it, it can be done on line at www.employeeexpress.gov or by calling the OPM EEX Helpdesk at (478) 757-3030 and choosing the "PIN" option.

If your SSN and EEX Password do not match the records, you will not be able to generate a CHRIS User-ID and create/reset a CHRIS Password.

Register / Reset Password

* Indicates required field

* Social Security Number
Exclude hyphens (-) in Social Security Number. Examples: 967928123.

* Employee Express PIN or Password
Must be 8 to 12 characters long.

* New CHRIS Password
Must be a minimum of eight characters long, must not contain consecutively repeating characters, must not be a password previously used within the last 365 days, and it must contain at least one letter, one number, and one special character (i.e. \$, %, !, etc.).

* Repeat New CHRIS Password

Note: CHRIS Password Rules: Must be a minimum of eight characters long, must not contain consecutively repeating characters, must not be a password previously used within the last 365 days, and it must contain at least one letter, one number, and one special character (for example: \$,%!,etc.).

Enter your SSN (without dashes) into the Social Security Number field. Enter your EEX password into the Employee Express PIN or Password field. Enter a CHRIS Password, of your choosing, into the New CHRIS Password and Repeat New CHRIS Password fields. Click the "Apply" button.

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* Repeat New CHRIS Password *****

The CHRIS logon window opens, and the Username field is auto-populated with your CHRIS Username.

Confirmation

Your CHRIS Password has been reset to the new personal password you entered. Please re-enter your personal password to login into the system. Your new CHRIS Password will expire after 90 days.

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I will not access/share any personal data on any person except in the specific performance of my duties.
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I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.

*User Name
(examples: JOHNPD0E)

*Password
(examples: 135chrise)

Enter your personal CHRIS Password, created in the preceding steps, into the Password field. When you click the “Accept and Logon” button, you are acknowledging that you understand and will comply with each requirement, as written.

Confirmation
Your CHRIS Password has been reset to the new personal password you entered. Please re-enter your personal password to login into the system. Your new CHRIS Password will expire after 90 days.

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*User Name: JOHNPD0E
(example: JOHNPD0E)

*Password: [Masked]
(example: 135Chris#)

Accept and Login

The Navigator window opens. Click on your Personal Self-Service responsibility (for example: GSA Personal Self-Service, NARA Personal Self-Service, RRB Personal Self-Service, etc.).

Oracle Applications Home Page

Navigator

Personalize

GSA Personal Self-Service

- Employee Views
- Saved for Later/Returned for Correction Actions
- Training
- Change Password and Accessibility
- Contact CPC or JG HR Office
- Race or National Origin
- Inbox

Logout Preferences Help

Click on Personal View to access your personnel data.

The screenshot displays the Oracle Applications Home Page for GSA E-Business Suite. At the top left, the GSA logo and "E-Business Suite" are visible. Below this is the "Oracle Applications Home Page" header. A "Navigator" section contains a "GSA Personal Self-Service" folder icon. To the right of this folder is a "Personalize" button. A list of links is displayed under the "GSA Personal Self-Service" heading, including "Employee Views", "Saved for Later/Returned for Correction Actions", "Training", "Change Password and Accessibility", "Contact CPC or IG HR Office", "Race or National Origin", and "Inbox". A mouse cursor is positioned over the "Employee Views" link. At the bottom right of the page, there are links for "Logout", "Preferences", and "Help".

GSA E-Business Suite

Oracle Applications Home Page

Navigator

Personalize

GSA Personal Self-Service

- Employee Views
- Saved for Later/Returned for Correction Actions
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Logout Preferences Help