

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 left is the GSA logo and 'U.S. General Services Administration'. A search bar is at the top right. Below the logo is a navigation menu with tabs: HOME, BUILDINGS, PRODUCTS, SERVICES, TECHNOLOGY, POLICY, and ABOUT GSA. The main content area has a breadcrumb trail: Home > About GSA > e-Tools > HR Management Systems. The title is 'Comprehensive Human Resources Integrated System (CHRIS)'. Below the title is a description of CHRIS and a 'Logon to CHRIS' section. The 'Logon to CHRIS' section includes a link for 'New User Registration/Reset Password Guide' and a link for 'New to CHRIS? Forgot Your Password?'. Below these links is a list of agencies to select from: General Services Administration, National Archives and Records Administration, National Credit Union Administration, and Railroad Retirement Board. On the left side, there is a sidebar with 'e-Tools' and 'HR Management Systems' sections. On the right side, there is a sidebar with 'CONTACTS' and 'GOVERNMENT LINKS' sections.

Select your agency from the list.

Logon to CHRIS

New to CHRIS? Forgot Your Password?

[New User Registration/Reset Password Guide](#)

Use the links below if you are a new user or have forgotten your password.

Select your agency:

[General Services Administration](#)

[National Archives and Records Administration](#)

[National Credit Union Administration](#)

[Railroad Retirement Board](#)

Read “carefully” the Warning, Privacy Act, Security and Rules of Behavior requirements. When you click the “Accept” button you are acknowledging 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.

Accept

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) PIN or Password into the fields below, and create a CHRIS Password by entering a personal password into the two password fields below. Apply Cancel

If you do have CHRIS User-ID and have forgotten the Password then you can enter your social security number and EEX PIN or 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 PIN or 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 PIN or Password do not match the records, you will not be able to generate a CHRIS User-ID and create/reset a CHRIS Password.

On October 1, 2007, Employee Express implemented new "Password" security and is migrating from their eight (8) character "PIN" (i.e.: 12345678) authentication process. Your EEX PIN will continue to work until you access EEX, at which point you will be required to create an eight (8) character Password (i.e.: aBc%1234). Please log in to EEX to create your eight (8) character password before creating/resetting your CHRIS password.

Register / Reset Password

* Indicates required field

* Social Security Number

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

* Employee Express PIN or Password

Must be 8 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

Apply Cancel

Enter your SSN (without dashes), your EEX PIN or PASSWORD, and a CHRIS Password of your choosing. Click the "Apply" button.

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 (i.e. \$, %, &, etc.).



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Apply Cancel

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[About this Page](#)

[Privacy Statement](#)

The CHRIS logon window opens, auto-populated with your CHRIS Username.



CHRIS - FOR OFFICIAL USE ONLY

Confirmation

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

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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.

Username
Password
Accept and Login

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.

GSA U.S. General Services Administration

CHRIS - FOR OFFICIAL USE ONLY

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

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Username: SHELDONDANDREW
Password: ●●●●●●●●
Accept and Login

The Navigator window opens. Click on your Personal Self-Service responsibility.

ORACLE E-Business Suite

Home Logout Help

Logged In As JOSEPHCCIDTEST

Navigator Edit Navigator

GSA Personal Self-Service Please select a responsibility.

Favorites Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Home | Logout | Help

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Click on Personal View to access your personnel data.

The screenshot shows the Oracle E-Business Suite interface. At the top left is the Oracle logo and "E-Business Suite" text. On the top right, there are links for "Home", "Logout", and "Help", and a status bar indicating "Logged In As JOSEPHCCIDTEST".

The main content area is divided into two sections:

- Navigator:** Contains a tree view under "GSA Personal Self-Service". The "Personal View" link is highlighted. Other links include "Saved & Later/Returned for Correction Actions", "Training", "Change Manager", "Change Password and Accessibility", "Contact CPC or IG HR Office", "Race or National Origin", "Inbox", and "Help" (with a sub-link for "Training User Guide"). An "Edit Navigator" button is located to the right of the tree.
- Favorites:** Contains the text "You have not selected any favorites. Please use the 'Customize' link to set up your favorites." and an "Edit Favorites" button.

At the bottom of the page, there is a copyright notice: "Copyright 2000-2005 Oracle Corporation. All rights reserved." and links for "Home | Logout | Help" and "Privacy Statement".