

Quick Reference Guide

Using Remote Access with One Time Password (OTP) Authentication

1. When remote go to: <https://workplace.epa.gov>.
2. Select the link: **Connect to EPA Workplace using Pulse Secure VPN client and One Time Password (OTP)**.

Remote Access Sign On - Notification and Information

PIV Authentication Update: Use your PIV card to connect to EPA's network. **First time PIV card users need to make sure they select the correct certificate** - click the link for more information: [Using PIV card authentication](#). If you experience issues using your PIV card, click the link for further assistance [PIV authentication help](#) or contact the EPA Help Desk.

OTP Authentication Update: If you use One Time Password (OTP) to connect to EPA's network, beginning April 30, new identity and security requirements will limit options for receiving a password (4-digit registration code) to an SMS/Text via an EPA-issued or personal cellular phone. Receiving your password (4-digit registration code) by Email or Voice will no longer be an option. As a result, in order to access EPA's network using OTP authentication, you must have a cellular phone registered with OTP. Click the link for more information: [Using OTP authentication](#)

Setup and Installation: The EPA Remote Access service provides secure access for EPA employees and contractors. To use, the appropriate registrations and login IDs must have already been created. Click the link for information about using and setting up the Pulse Secure VPN client: [Remote Access Setup and Installation Instructions](#).

The Microsoft Edge browser is not currently supported for remote access. Internet Explorer 11 is the recommended browser.

EPA Remote Access Sign On Options

	Connect to EPA Workplace using Pulse Secure VPN client and EPA PIV authentication.
	Connect to EPA Workplace using Pulse Secure VPN client and One Time Password (OTP).
	Connect to EPA Workplace Proxy using OTP Users who are having trouble signing in through the Pulse Secure VPN client or who are using a device that is not compatible with the VPN should sign in using the Workplace Proxy clientless connection.

Password Help : <https://pss.epa.gov>

3. Select **Proceed** on the Pre Sign-In Notification screen.

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Pre Sign-In Notification

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

- 1) you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
- 2) unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
- 3) the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
- 4) you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
- 5) at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
- 6) at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
- 7) any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
- 8) you may not process or store classified national security information on this computer system.

4. Enter **User ID** and **Password**, then click **Submit**.

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Please enter your UserID below.

User ID:

Password:

Submit

EPA Call Center
Phone: 1-866-411-4EPA (4372)
TDD: 1-866-489-4900
Fax: 703-674-0118 (DC local call)
1-703-674-0118 (outside DC local calling Area)
International callers: 1-703-679-1070
Email: epacallcenter@epa.gov

[Forgot User ID](#) [Forgot Password](#)
[Restart Login](#)

5. Select the radio button – **SMS/Text: xxx-xxx-xxxx**, then click **Submit**.

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Please choose the delivery method for your Registration Code.

Email xxxxx@epa.gov
 Email xxxxx@mac.com
 Voice : xxx-xxx-0741
 Voice : xxx-xxx-1807
 SMS/Text : xxx-xxx-1807

Submit

Email & Voice delivery methods for your Registration Code will no longer be available.

6. Enter **Registration Code** received on cellular phone by text, then click **Submit**.

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Enter the code that you just received by text.

Registration Code:

1 **2** **3**
4 **5** **6**
7 **8** **9**
0 **C**

Submit

7. The Host Checker screen will appear.

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Loading Components...
Please wait. This may take several minutes.

- Host Checker...

If an error prevents a component from loading properly, you can [click here](#) to continue. Not all functionality may be available.

Components loaded successfully

8. The intranet home page should appear, indicating that you have successfully connected to EPA's intranet home page. If you are experiencing issues, please contact your local help desk

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Search the Intranet...

FINANCIAL HUMAN RESOURCES EPA UNIVERSITY COLLABORATION



You Can Do It!
OneDrive Challenge Reboot

Due to its popularity last fall, the Office 365 Customer Adoption Team is conducting another OneDrive Challenge. [Try out OneDrive today!](#)

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Last Name First Name All Sites GO

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This week, we