

# Two-Factor Authentication

## Two-Factor Authentication HSPD-12 Overview for USDA Agencies

To meet the requirements of HSPD-12 and senior management, USDA agencies are rolling out the use of smartcards — LincPasses — for their employees and contractors. While the initial focus is on laptop users, the rollout will continue with desktop users and agency personnel with a need to access government resources. Here is an overview of the HSPD-12 process.

### sponsorship

The HSPD-12 process starts with sponsorship. Depending on your agency, your sponsor may be your HR representative, administrative personnel, or other assigned staff. You may be asked to verify your personal information before your record is submitted to the HSPD-12 system and marked as “sponsored.”



### enrollment



You'll receive an automated email from the HSPD-12 system (HSPD12Admin@eds.com) telling you the sponsorship is complete, and telling you how to use the GSA Online Scheduling System to make an enrollment appointment. The GSA system will also let you select the LincPass Credentialing Center (enrollment station) closest to you. You'll need two forms of government-issued ID (see [www.FedIDCard.gov](http://www.FedIDCard.gov) for a list of acceptable documents and policies about your name on those documents). During enrollment, which takes about 15 minutes, the registrar will take your photo and your fingerprints, and scan your ID documents.



### adjudication

As required by HSPD-12, you must pass a background investigation (BI) before a LincPass can be issued to you. Most USDA employees had a BI when they started, so in most cases, this step will involve HR or security staff verifying the BI and submitting data to the HSPD-12 system. For new employees and contractors, the adjudication step involves receiving the BI results and adjudicating them, then submitting data to the HSPD-12 system.

### activation

You'll receive an automated email from the HSPD-12 system (HSPD12Admin@eds.com) saying your LincPass has arrived, and telling you to use the GSA Online Scheduling System to make an activation appointment at the LincPass Credential Center where your new card was shipped. You'll need the same two forms of government-issued ID you used when you enrolled. During activation, the registrar will scan your fingerprint to make sure it matches the information about the card, then load certificates (electronic credentials) onto the card's chip. You'll be asked to set a Personal Identification Number (PIN) that is 6 to 8 digits long and meets complexity requirements.