

.02 One-e-App User Account Authorization

REVISION 02
(10/01/07 - 12/31/07)

Complete the following to authorize user access to the One-e-App system:

- Access the [One-e-App web site](#).
- When the [One-e-App USER LOG IN](#) screen displays, complete the following:

Key adduser in the USERNAME field, using all lower case characters.

Key password in the PASSWORD field, using all lower case characters.

Click on NEXT, or press ENTER.

- When the USER PROFILE screen displays, complete the following:

Key the account information in the appropriate fields.

Key the staff's d0 log in as the User ID.

Click on NEXT, or press ENTER, to submit the request for authorization. A message displays when the One-e-App User Account request is successfully sent.

- Complete a [J-125 form](#) for the staff. Include the following on the J-125:

Staff's User ID (d0 log in)

Staff's [One-e-App User Profile](#)

Staff's e-mail address

Both of the following:

- "HEALTH-E-ARIZONA"
- "TOPAZ USER"

NOTE TOPAZ is software that enables staff to view and print [electronic signatures](#).

The Supervisor forwards the J-125 to [FAA Data Security](#). When both the J-125 and the One-e-App User Account request is received, FAA Data Security completes the following:

- Identifies and selects the new user in One-e-App.
- Assigns the User Profile and location.
- Authorizes the One-e-App User Account.
- Contacts the staff by e-mail informing them the account has been authorized and is active.

The e-mail also informs the staff to log in to the new account on the [One-e-App USER LOG IN](#) screen for the first time, as follows:

- Key the staff's d0 log in in the USER ID field.
- Key HeApass1* in the PASSWORD field.

When staff log in for the first time, One-e-App prompts them to complete the following:

- Review the [Click Agreements](#) and click on I AGREE.
- Change the log in password from HeApass1* to a new password. Key the new password following the formatting requirements in [Passwords to Secured Systems](#). Key the new password again to confirm.

WARNING

Do NOT use another staff's User ID and password to access the One-e-App system. Information returned through One-e-App is secured and confidential. Misuse of the authorized access to One-e-App is a security violation.

Once a user account is active, complete BOTH of the following:

- Ensure that electronic signatures can be viewed. When the electronic signatures do not display, contact the [FAA Information Technology \(IT\) Unit](#) to determine whether the TOPAZ software must be installed.
- Choose a [secret question](#).