



## Capital HR/EHRP Capital HR Online Recertification Process

PLEASE CERTIFY YOUR CAPITAL HR ACCESS BY COMPLETING THE STEPS BELOW.

### 1. LOGIN TO CAPITAL HR/EHRP THRU AMS USING YOUR HHS PIV CARD OR YOUR NIH NETWORK LOGIN

### 2. CLICK THE 'SECURITY RECERTIFICATION' LINK IN THE TOOLBAR



Personalize [Content](#) | [Layout](#)

### 3. REVIEW USER SECURITY ROLES

- Review the Description
- Review your [Row Security Permissions](#)
- Review all of your [Security Roles](#)
- Review the Recertification Terms
- Check the box to certify that you accept your security.



## Capital HR/EHRP Capital HR Online Recertification Process

**Security Recertification**

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**Description:**

Welcome to the Security Recertification Page!  
 May 31, 2013 5:00 PM EST is the deadline to complete your recertification!  
 Please review all of your Security completely to check the accuracy of your EHRP account - this includes the User Information Section, User Security Roles and Recertification Terms below. If you find any missing or incomplete information, please contact your Security Administrator and request them to update your profile.  
 Once the information is acceptable, please (1) check the box below to ACCEPT your security (2) Type your Name which will be scanned as your Electronic Signature and (3) Click on the SAVE button. Thank you!

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**User Information**

**User ID** TEST99 **Last Signon Date:** 08-APR-13  
**Description** John Doe **Email ID** john.doe@mail.nih.gov  
**EmplID** 0000000 **Name** Doe, John **Row Security** DPN

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**User Security Roles:** Customize | Find | First Previous 1 of 13 | Last

Role Name	Description
1 Agency SW Administrator	AGY SECRTY/WORKFLOW ADMIN-MANT
2 Agency Super User	AGENCY SUPER USER-CORE
3 HE_AUDIT	EHRP Audit Report - MANT
4 HE_EHRL Edits_EE_Errors	EHRI Edits / Employee-MANT
5 HHS_STANDARD_MHAV_ROLE	HHS_STANDARD_MHAV_ROLE
6 PAR 2nd Authorizer	PAR 2ND AUTHORIZER-WKFW
7 PAR Approver	PAR APPROVER-WKFW
8 PAR Processor	PAR PROCESSOR-WKFW
9 PAR Requester	PAR REQUESTER-WKFW
10 Recruit 1st Authorizer	RECRUIT 1ST AUTHORIZER-WKFW
11 Recruit 2nd Authorizer	RECRUIT 2ND AUTHORIZER-WKFW
12 Recruit Approver	RECRUIT APPROVER-WKFW
13 Recruit Requester	RECRUIT REQUESTER-WKFW

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**Recertification Terms:**

This request is bound by the security and confidentiality agreements signed by the user to access computing resources. By signing this request, the employee acknowledges receipt of, understands their responsibilities under, and will comply with the Rules of Behavior for the Program Support Center, Enterprise Support Services Systems. By signing this request, the employee agrees that their Security access is appropriate for their position of record. The employee agrees to abide by all applicable ADP system security policies and procedures.

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**User Recertification:**

**Check This Box to CERTIFY that you ACCEPT your security**

**Electronic Signature** (please type your full name): John Doe

**Completed Date/Time:** 05/30/2013 10:11:32 000000AM

#### 4. YOU WILL NOW RECEIVE THE SECURITY RECERTIFICATION WARNING

If you click "OK", your Security Recertification will be SAVED with a Date and Time stamp. The Security Recertification process is now complete! If you click "Cancel", you will be returned to the previous page.

#### 5. NEED ASSISTANCE?

If your information is missing or incorrect, please click "Cancel" and contact the HR Systems Support helpdesk via the [online form](#) with the correction requests. Once the information is corrected, please come back to the Security Recertification page and certify your access.

Warning -- Security access certification (20000,286)

Please make sure you have reviewed your security access and accept the recertification terms.

- Click "OK" to SAVE or "Cancel" to go back and continue.

Once you click on OK, your response will be recorded and you will NOT be able to change the information.