

2. GETTING ACCESS TO HRDSweb

How to Establish an Account with the Office of Computer Services



Currently, users are not required to establish accounts with Springfield in order to use HRDSweb.

Requesting Access to the System

Requests for HRDSweb access must be made in writing (e-mail is acceptable) to the assigned System Administrator in the Servicing Human Resources Office (HRO). See the HRDSweb contacts web site at <http://ohrm.doc.gov/information/hrdscontacts/htm> for more information.

The following information items must be included:

Name (full name including middle initial), organization, phone, title and functions of proposed user, and OCS account number to which computer costs are to be charged.

As users receive access to aggregate reports and the statistical Ad hoc query, additional access may be granted to restricted, planner or EEO detail reports, depending on the duties of the proposed user. Use of the download module is based on the level of access granted for restricted reports.

The System Administrator will provide information on the HRDSweb ID and how to gain initial entry into HRDSweb using a start-up password. The System Administrator may also make introductory training available, if needed.

Using and Maintaining HRDSweb Passwords

Due to the sensitive personnel-related information and the Privacy Act, each HRDSweb user **MUST** have an individual password. Each user will choose their own password. Divulging a HRDSweb password to anyone is a security violation and may result in disciplinary action. Users have access to personnel information covered by the Privacy Act based on level of responsibility and users need to protect access to this information.

Passwords must be 6 to 8 alpha or numeric characters long. Special characters (spaces, periods, commas, underscores, etc.) are not valid. However, it is recommended that HRDSweb users change their passwords every sixty (60) days. HRDSweb passwords may be changed at any time, particularly if the password has been compromised.

Users that Change Organizations or Leave the Department

If an employee who has access to HRDSweb moves to another position, to another organization, or leaves the Department, the Administrative Officer is responsible for notifying the System Administrator in the Servicing HRO. Access must be discontinued. A new ID may be requested if the new position requires access to HRDSweb.