

## EDCAS Project Access

At last, the moment we know you've been eagerly anticipating- the day you receive your EDCAS identifier and password. The FSA Security and Privacy Team realizes that you probably want to immediately start working on your project, however, there are just a few more notes we'd like to impart before the fun really starts!

### Getting Started

Enclosed is your personal login identifier and password. Also there is the Rules of Behavior for the system, describing the acceptable and unacceptable actions related to the system. Please read and sign the Rules of Behavior and return the signed form to the FSA Security and Privacy Team. The Rules of Behavior must be signed before access can be granted to the system. The EDCAS Rules of Behavior is also located as Appendix A to the EDCAS system security plan, for future reference.

After reading the Rules of Behavior, please log in to your project at the EDCAS URL

### **(EDCAS URL**

**<http://4.20.17.199:8080/xacta/jsp/Splash.jsp>**)

and verify that your initial user ID and password is functional and that you can gain access to your project. Enter your user ID and password exactly as it is listed on the password sheet.

You will be prompted to change your password, do so immediately. The new password that you enter will be the password you use from now on. The new password must have exactly 8 characters, and at least 2 of the characters must be numbers. Your login user ID will not change.

The EDCAS website listed above will be the website that you use for the entire time on the project to access EDCAS.

If you cannot gain access into EDCAS or have other questions, please contact David.Elliott@ed.gov.

NAME \_\_\_\_\_

Date \_\_\_\_\_