

How Do I Update/Change My Password?

Introduction

Just like requesting access to the EIS Gateway, EPA's password policy addresses two types of users; external users and internal EPA users. The passwords for internal EPA users are synchronized with their existing LAN password. When internal EPA users change their existing LAN password, your EPA Portal password is changed as well.

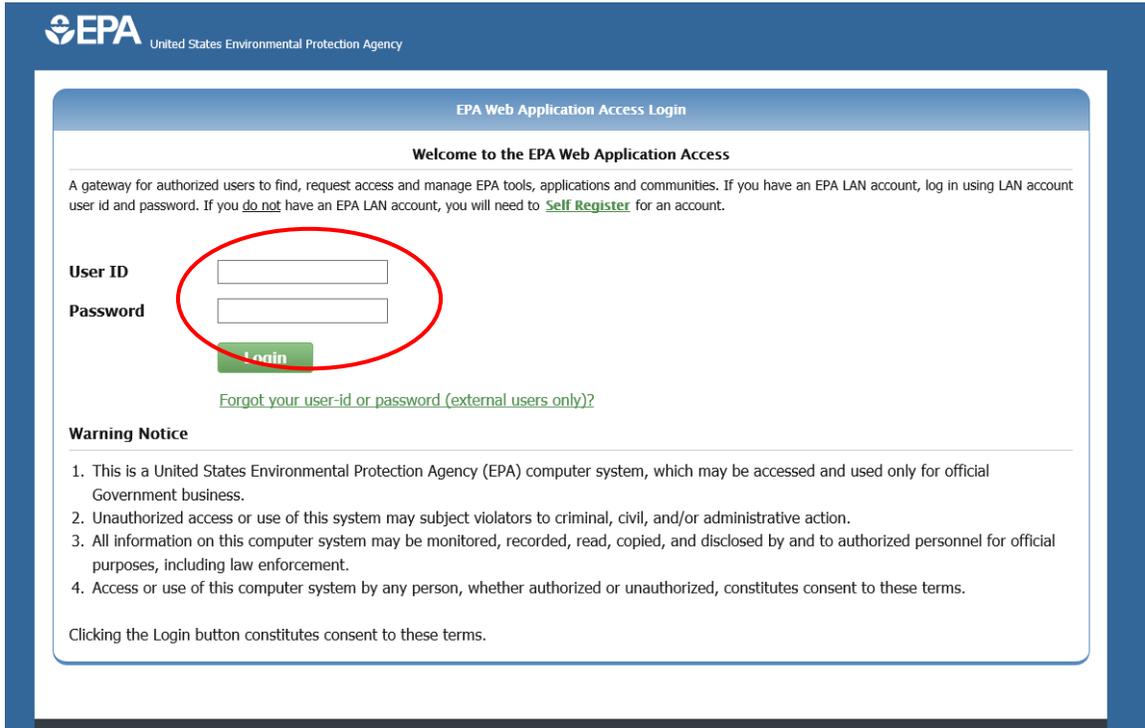
External users, those who registered for access to the EPA Portal, must follow the steps outlined below to change their password.

There are two possible scenarios for updating/changing your password. The first is if you know your current password and want to change it to a new password. The second is if you have forgotten your password and need a new password.

Scenario #1: Changing Your Existing Password

Step 1:

Access the EPA Portal at <https://wamssopr.d.epa.gov/identity> . Enter your User ID and password and click Login.



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EPA Web Application Access Login

Welcome to the EPA Web Application Access

A gateway for authorized users to find, request access and manage EPA tools, applications and communities. If you have an EPA LAN account, log in using LAN account user id and password. If you do not have an EPA LAN account, you will need to [Self Register](#) for an account.

User ID

Password

[Forgot your user-id or password \(external users only\)?](#)

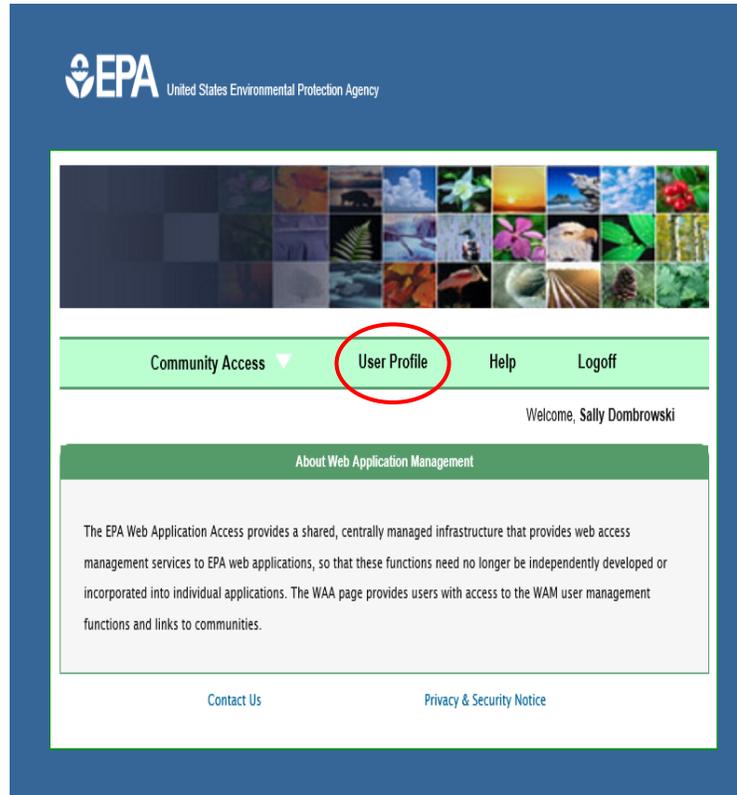
Warning Notice

1. This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business.
2. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action.
3. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement.
4. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Clicking the Login button constitutes consent to these terms.

Step 2:

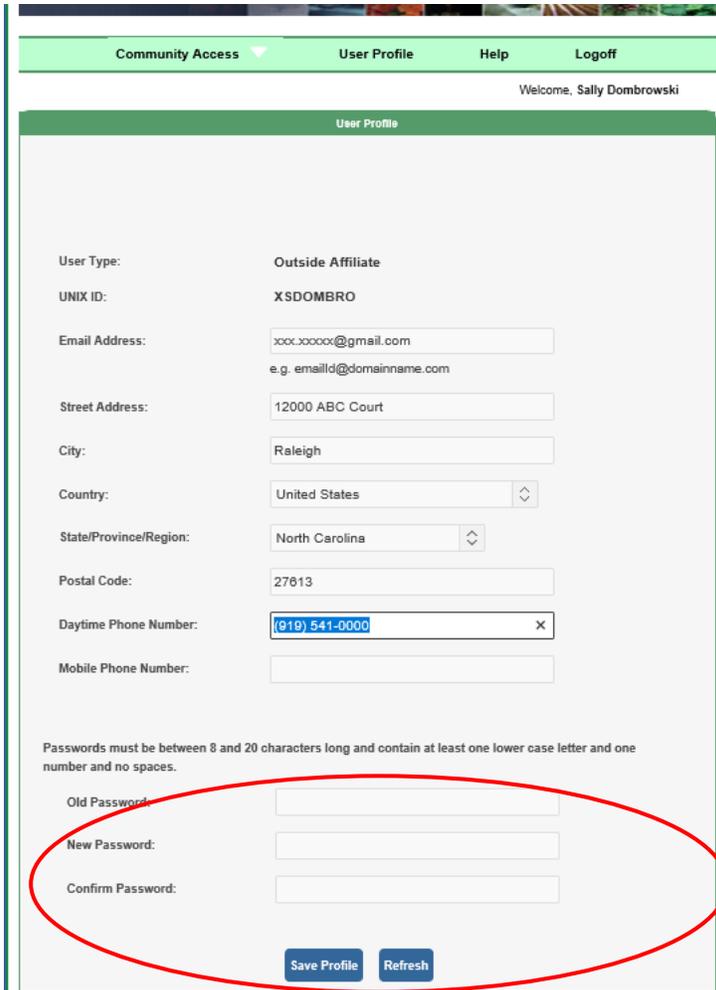
Select the “My Profile” option at the top of the page.



Step 3:

Once you select the My Profile option, the My Profile page will appear. To change your password, enter your current password, enter your new password, and then re-enter your new password as confirmation. Select the Save button to save your changes.

You may choose to logout or navigate to another page within the EPA Portal.



The screenshot shows the 'User Profile' page in the EPA Portal. The page has a green header with navigation links: 'Community Access', 'User Profile', 'Help', and 'Logoff'. Below the header, it says 'Welcome, Sally Dombrowski'. The main content area is titled 'User Profile' and contains a form with the following fields:

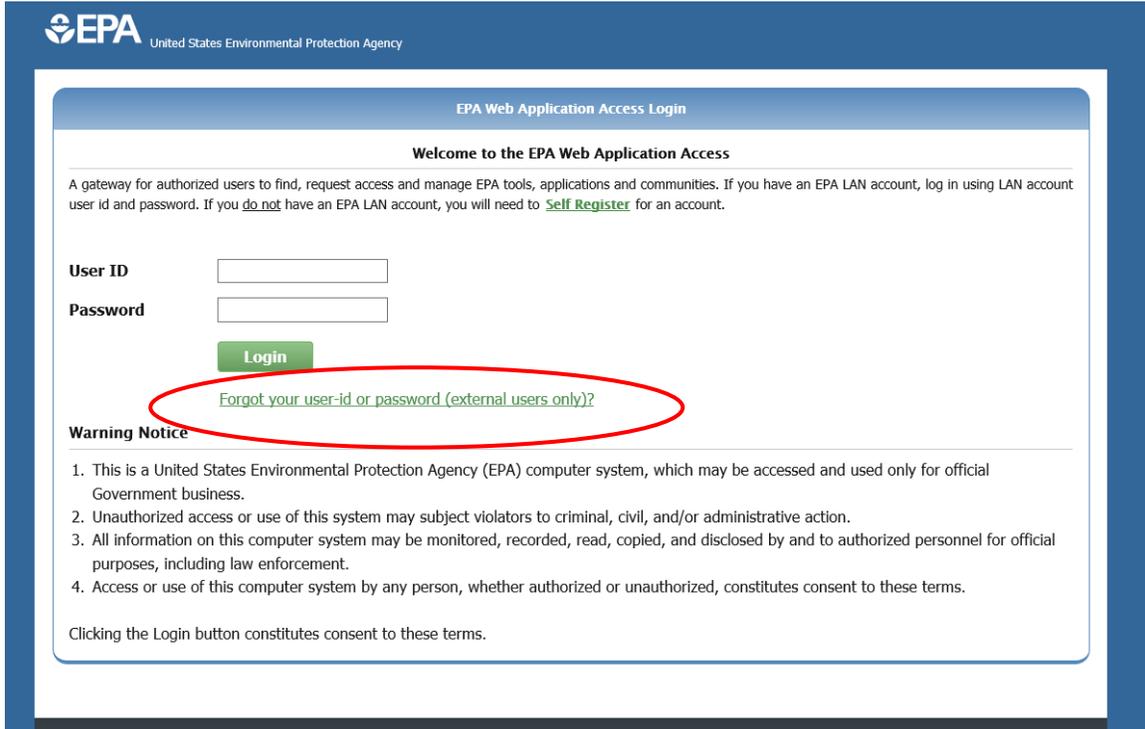
- User Type: Outside Affiliate
- UNIX ID: XSDOMBRO
- Email Address: xxx.xxxxx@gmail.com (with a note: e.g. email@domainname.com)
- Street Address: 12000 ABC Court
- City: Raleigh
- Country: United States (dropdown menu)
- State/Province/Region: North Carolina (dropdown menu)
- Postal Code: 27613
- Daytime Phone Number: (919) 541-0000
- Mobile Phone Number: (empty)

Below the form, there is a password change section with the following text: 'Passwords must be between 8 and 20 characters long and contain at least one lower case letter and one number and no spaces.' This section includes three input fields: 'Old Password', 'New Password', and 'Confirm Password'. A red circle is drawn around these three password fields. At the bottom of the form, there are two buttons: 'Save Profile' and 'Refresh'.

Scenario #2: Request a New Password

Step 1:

Access the EPA Portal at <https://wamssopr.d.epa.gov/identity>. Select the option at the bottom right of the screen entitled “Forget your user id or password?”



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User ID

Password

Login

[Forgot your user-id or password \(external users only\)?](#)

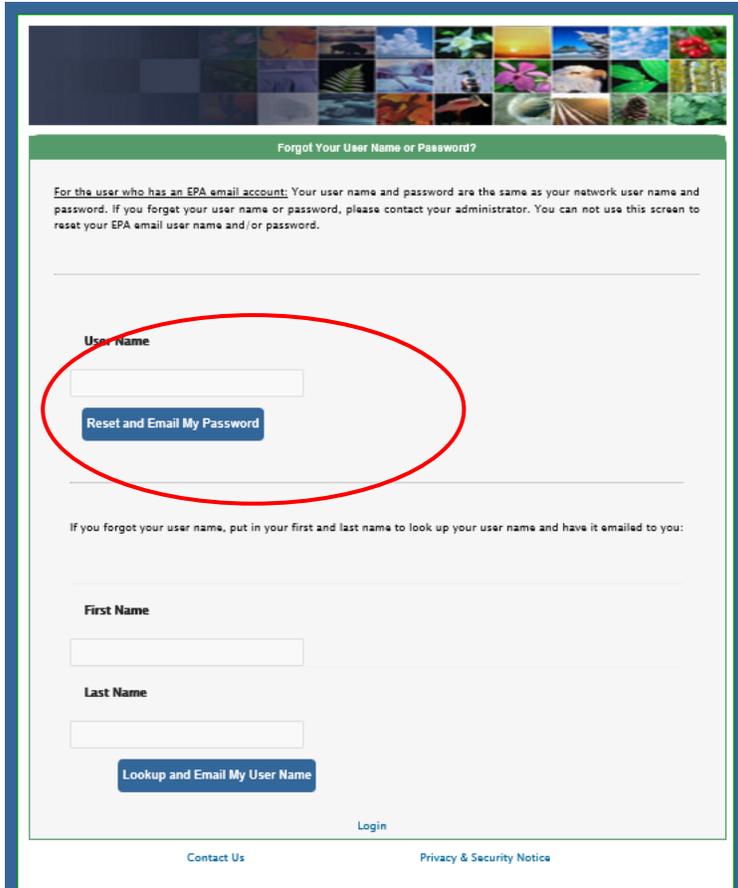
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Step 2:

Type your user name into the box in the first section. Click on the Reset and Email my Password button. You should receive a new password within one business day.



Forgot Your User Name or Password?

For the user who has an EPA email account: Your user name and password are the same as your network user name and password. If you forget your user name or password, please contact your administrator. You can not use this screen to reset your EPA email user name and/or password.

User Name

Reset and Email My Password

If you forgot your user name, put in your first and last name to look up your user name and have it emailed to you:

First Name

Last Name

Lookup and Email My User Name

[Contact Us](#) [Privacy & Security Notice](#) [Login](#)