

Mid South Area

Computer Support Newsletter

Email all questions and comments to: MSA-HelpDesk@ars.usda.gov

E-Authentication and AgLearn Password Requirements

Level 2 Password Requirements:

- Must be between 9 and 12 characters long
- Must contain a minimum of the following:
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 non-alpha character (numbers 1-9 or characters !, #, -, \$, %, *, =, +, ?, ~)
- CANNOT contain user's name, user ID, dictionary words, spaces, tabs or special characters not listed above.

Did you know that you must log into [AgLearn](#) or [USDA.gov](#) at least once every three months or you will be locked out of the system? This can cause problems when it is time to complete your required training in AgLearn.

Be sure to establish your security questions in case you need to "Reset Password" or "Change My Forgotten Password" using the right sidebar in AgLearn. If you have not set up your security questions online, you will need to contact the AgLearn Help Desk to reset your password.

Mid South Area USDA employees need an account with Level 2 Access. This allows access to all

portals and applications needed to conduct official electronic business transactions with the USDA via the Internet. You must have a valid email address to register for an account with Level 2 Access. You create a customer profile, User ID, password that you will remember, and respond to a confirmation email within 7 days.

NEVER register twice in e-authentication. Registering twice will complicate your activation.

Your first and last names must be entered exactly as they appear on the SF-50 hiring document.



<http://www.aglearn.usda.gov>

<http://www.usda.gov>

Instructions for registering in E-Authentication may be found at:

<http://msa.ars.usda.gov/computerhelp/eAuthentication/>

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Ten Most Common Passwords

1. password
2. 123456
3. qwerty
4. abc123
5. letmein
6. monkey
7. myspace1
8. password1
9. link182
10. your first name

Is your password on that list?

Common passwords can be easily guessed by hackers and can cause security risks. If your password is on that list, you need to change it immediately to a secure password. Do not use dictionary words for a password.

What is MessageScreen Quarantine?

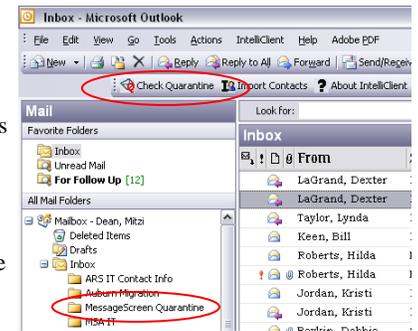
MessageScreen is an anti-spam solution that works with our email system to filter and isolate spam. MessageScreen uses several advanced methods to analyze email for identification as spam or for explicit content. MessageScreen will help reduce the number of spam messages received directly into your mailbox. Another function of MessageScreen is to block and isolate attachments that are poten-

tially harmful to your PC and the network, such as .ZIP, .EXE, and .PIF. These isolated attachments can then be reviewed from the safety of the quarantine area and released to your mailbox if they are legitimate.

Email identified as spam will automatically be isolated in your User Quarantine. User Quarantine is where the spam resides until acted upon either by the user or by the system's auto-

deletion. The User Quarantine is used to view, delete or release the suspected spam messages into your mailbox. If the quarantine area is left unattended, the system will automatically delete the messages when they are 30 days old.

MessageScreen can be accessed through Outlook by clicking on the "Check Quarantine" button or the "MessageScreen Quarantine" folder in your Inbox



Location of MessageScreen in Outlook

Check Your Quarantine Daily

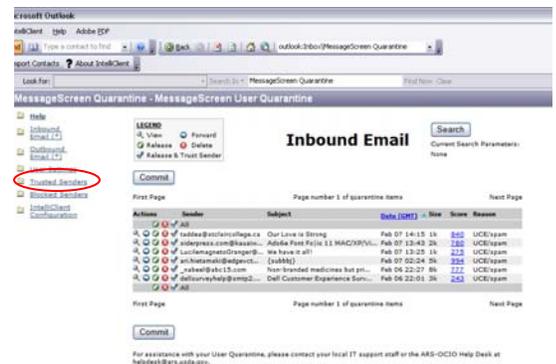
It is suggested that you log in and view your quarantine at least once a day; otherwise you may miss important email that has been incorrectly categorized as spam. This is known as a "false positive". If you regularly find messages in your quarantine that you would like to receive you may want to add the senders' addresses to your List of Trusted Senders.

Adding/modifying Trusted Senders:

1. Click Trusted Senders
2. Click Add New Sender
3. Enter the Trusted Sender in one of the following formats:

A. A user is entered as:
user@domain.com

B. A domain is entered as:
@domain.com



MessageScreen Inbound Email

Use MessageScreen Online Help

Information about MessageScreen topics discussed in this document, as well as other useful information, can be found in the MessageScreen Online Help. To access the online help, click the "Help" link on the left of the screen in the User Quarantine.

You can also access MessageScreen via the web at:

<https://messagescreen1.ars.usda.gov>

You will login using your email address and password.



MessageScreen Online Help



Why Do I Get So Much Spam?

You have often heard brush your teeth, wash your hands, and never give your home address to strangers. Some reminders remain valuable regardless of how many times you hear them:

- Don't respond to junk messages or chain letters
- Don't "Click Here"
- Don't display your personal email address on a Web page

Links in junk email that say "Click here to remove yourself from this mailing list" actually tell the sender there is someone reading messages at your email address.

**Click
Here**


MSA Migration Update

It has been a long haul, but the Mid South Area is fast approaching the completion of migrating all users from GroupWise to Outlook. With the help of all IT Specialists, computer contacts and volunteers from each location, the migration process has been a smooth process.

It has been a team effort to get this job well on its way to completion. We anticipate being finished with migrations in late April 2008.

Continue using the Microsoft Outlook Help feature in your tool bar to answer questions you may have concerning Outlook.

There are links to Outlook training on the Migration SharePoint site.

<https://arsnet.usda.gov/sites/MSA/migration/>

You will access the site using the same user name and password used for Outlook and eForms.

"We anticipate being finished with migrations in late April 2008."

Useful Tips and News

Screen Shots

So, you are having a problem with your PC, and your computer contact says, "Send me a screen shot of the error message." "A what?" you might ask. Here are the steps to taking a screen shot:

1. Tap the PRINT SCREEN button on your keyboard.
2. Open MS Word (or imaging software)
3. Use the "Paste" command (Ctrl + V)

This should paste an image of your computer screen into the MS Word document. Some programs require you to have MS Word open before you hit Print Screen. Use ALT + Print Screen if you only want to capture the current window.

Tired of typing www.abc.com?

From any Windows address bar, you can enter the name of the Web page you want to access and then press Ctrl-Enter.

Windows will automatically add both "www" and ".com", and then search for the page on the Internet.

Passwords are like bubble-gum:

- **strongest when fresh**
- **should be used by an individual, not a group**
- **if left laying around, will create a sticky mess**

GovTrip

On March 30, 2008, USDA Agricultural Research Service will implement the e-Travel system known as GovTrip.

GovTrip uses USDA eAuthentication credentials; therefore, in keeping with IT security requirements, no one should log into GovTrip as anyone else. Users will be re-directed to GovTrip after validation of credentials. USDA will not store Social Security numbers in the GovTrip System.



<http://www.govtrip.com/>

