



### Computer Support Newsletter

This newsletter is published mainly to inform MSA employees of Information Technology (IT) news and happenings. Please remember to send all requests for IT help to:

[MSA-Helpdesk@ars.usda.gov](mailto:MSA-Helpdesk@ars.usda.gov)

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# Computer Support Newsletter

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## NFC Employee Personal Page



As a registered user of the [Employee Personal Page \(EPP\)](#) you can view your payroll, leave, travel, health and life insurance, savings bond, and other personal information, read news items from your agency or NFC, and link to your favorite sites.

If you do not currently have access to EPP, you must sign up on the [Logon Page](#). You will be asked to select your organization (U.S. Department of Agriculture), and you will enter your social security number.

After your request is received, Form NFC-1265, Employee Personal Page, will be sent to

the mailing address on file and will include your six to eight character password for initial access.

First time EPP users will log in using their SSN and temporary password. [Click here for more information.](#)

Effective February 25, 2008, users who login to EPP, will be required to create a User ID once they have successfully accessed their EPP account. Some EPP users may be required to change their current EPP password if it does not meet the new password requirements.

For a demonstration of the EPP, please go to the [EPP Demo Site](#).

After a successful login, you will be able to login with your e-authentication ID and password by selecting the eAuth Login button.

The Operations and Security Center (OSC) will serve as the primary point-of-contact for guidance and assistance. Contact OSC in one of following ways:

- Email-[occ.etix@usda.gov](mailto:occ.etix@usda.gov)
- Phone-1-800-767-9641 or 504-426-6435.

**STEP 2:** After you receive your password in the mail, you MUST login in here (the first time).

**STEP 3:** After a successful login, in step 2, you will then be able to login here, with your e-authentication ID and p/w to get to your EPP.

**STEP 1:** By postal mail, you will receive a password.



*“if you get an email message that asks for personal or financial information, do not reply or click on the link in the message.”*

## Phishing...From Information Systems Security Awareness FY09 Training

A social engineering scam that you need to be aware of is phishing. Phishing is a high-tech scam that uses email or websites to deceive you into disclosing your credit card numbers, bank account information, Social Security number, passwords, or other sensitive information.

Phishers send an email message that claims to be from a business or organization that you deal with. For example, phishers often pose as your Internet Service Provider, bank, online

payment service, or even a government agency. The message usually says that you need to update or validate your account information. It might threaten dire consequences if you don't respond. The message directs you to a website that looks like a legitimate organization's site, but it is not affiliated with the organization in any way.

The purpose of the bogus site is to trick you into divulging your personal information so the operators can steal your

identity and run up bills or commit crimes in your name. The bogus site may also install malicious code on your system.

*If you get an email message that asks for personal or financial information, do not reply or click on the link in the message.*

Legitimate companies do not ask for the information via email. If you are concerned about your account, contact the organization in the email using a telephone number you know to be genuine.

## Cyber Security Tips from OCIO

**These tips have been previously published by US-CERT Cyber Security. They are being included again to increase cyber security awareness.**

**These tips are pertinent for both work and home. Please take the time to read the full articles.**

### Coordinating Virus and Spyware Defense

Using anti-virus and anti-spyware software is an important part of cyber security. However, in an attempt to protect yourself, you may unintentionally cause problems.

Isn't it better to have more protection? [Click here to find out.](#)

### Safeguarding Your Data

When there are multiple people using your computer and/or you store sensitive personal and work-related data on your computer, it is especially important to take extra precautions.

[Click here to learn how to safeguard your information.](#)



## AgLearn...Learning Just Got Easier

Did you know there is more training available via AgLearn than just the required Computer Security Awareness, Civil Rights and Ethics training?

AgLearn has partnered with Microsoft to bring you the latest training courses.

The combination of courses direct from Microsoft and Skillsoft's Microsoft courses will provide USDA employees a wealth of Microsoft training in

AgLearn.

Following is a small sample of the collections and courses that are coming soon.

- **What's New in MS Office 2007**
- **What's New in MS Word 2007**
- **What's New in MS Outlook 2007**

- **What's New in MS PowerPoint 2007**
- **What's New in MS Access 2007**

**Remember to have your User ID and Password ready and log onto AgLearn. Take advantage of the training opportunities provided by USDA.**

[Click here to go to AgLearn Welcome Page.](#)

## Thrift Savings Plan (TSP)

The TSP is a retirement savings and investment plan for Federal Employees. Congress established the TSP in the Federal Employees' Retirement System Act of 1986. The purpose of the TSP is to provide retirement income. The TSP offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under "401(k)" plans.

The TSP is a defined contribution plan. The retirement income that you receive from your TSP account will depend on how much you have contributed to your account during your working years and the earnings on those contributions.

The TSP website is: <http://www.tsp.gov>.

TSP frequently asked questions may be found at: <http://www.tsp.gov/faq/index.html>.

Are you interested in following the rates for your TSP? If so [click here for 2009 TSP rates](#).

TSP contact information may be found at: <http://www.tsp.gov/curinfo/contact.html>.



*Contributions that you make to your TSP account are voluntary and are separate from your contributions to your FERS Basic Annuity or CSRS annuity.*

## Section 508 of the Rehabilitation Act

In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. According to Section 508 of that Act, each USDA employee and contractor is responsible for ensuring that the electronic and information technology that they procure, develop, or maintain is accessible to employees and members of the public with disabilities.

An everyday example of a Section 508 compliance requirement is the use of email attachments. When executive correspondence or announcements are emailed to employees, the PDF format is often used. However, PDF documents may not be Section 508 compliant. To a visually impaired person using a screen reader, a PDF document can read as a blank page. Therefore, when distributing a PDF document, the email should also include the

information in MS Word form or as text in the body of the message.

Technical questions about evaluating a PDF for compliance or creating accessible PDFs can be directed to the TARGET Center by calling 202-720-2600 or my emailing [target-center@usda.gov](mailto:target-center@usda.gov). Mission Area and Staff Office Section 508 coordinators can also provide assistance. [Click here for contact information](#).

[USDA Section 508 Web Page](#)

[USDA Departmental Regulation \(html format\)](#)

[USDA Departmental Regulation \(pdf format\)](#)

[USDA Section 508 Reference Manual](#)

## Microsoft Outlook Shortcuts

- **CTRL + Shift + I:** Go immediately to the Inbox
- **CTRL + 3:** Switch to Contacts
- **CTRL + Shift + B:** Go to Address Book
- **Ctrl + Shift + O:** Go immediately to the Outbox
- **Ctrl + 4:** Switch to Tasks
- **F7:** Check Spelling
- **Ctrl + I (one):** Switch to Mail
- **Ctrl + Y:** Go to a different folder
- **F9 or CTRL + M:** Check for New Mail
- **Ctrl + 2:** Switch to Calendar
- **CTRL + Shift + C:** Create a contact
- **Up Arrow:** Go to the next message
- **CTRL + Shift + L:** Create a Distribution List
- **Down Arrow:** Go to previous message

