

**Identity & Access Management  
ONRR Identity Application Job Aid  
Industry User**

# Identity & Access Management

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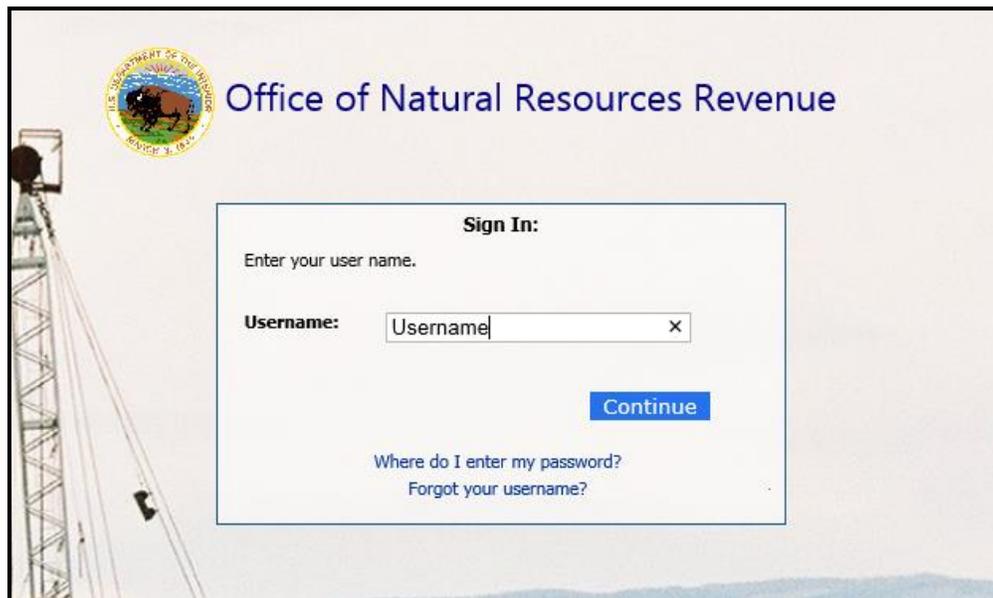
## Introduction

The following Job Aid was developed to provide step-by-step instructions for the ONRR Identity Application for an Industry User.

## How to Log into the ONRR Identity Application

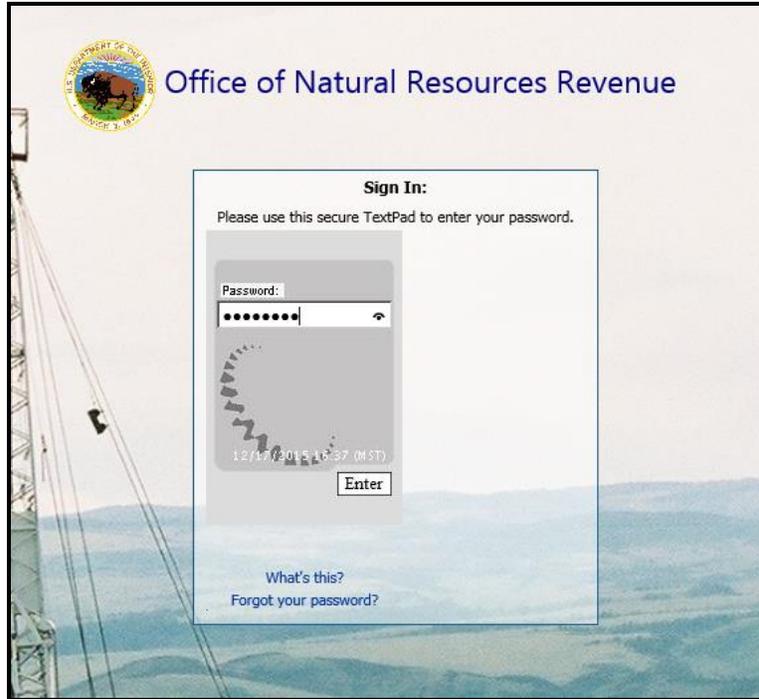
The following steps guide users through the login process for the ONRR Identity Application.

Step	Action
1.	Access the ONRR Identity Application URL.
2.	Enter your username in the <b>Username</b> field.



Step	Action
3.	Click the <b>Continue</b> button.
4.	Enter your password into the <b>Password</b> field.

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Step	Action
5.	Click the <b>Enter</b> button. 
6.	The ONRR Identity Application will appear and the user's <b>My Profile</b> page is displayed.

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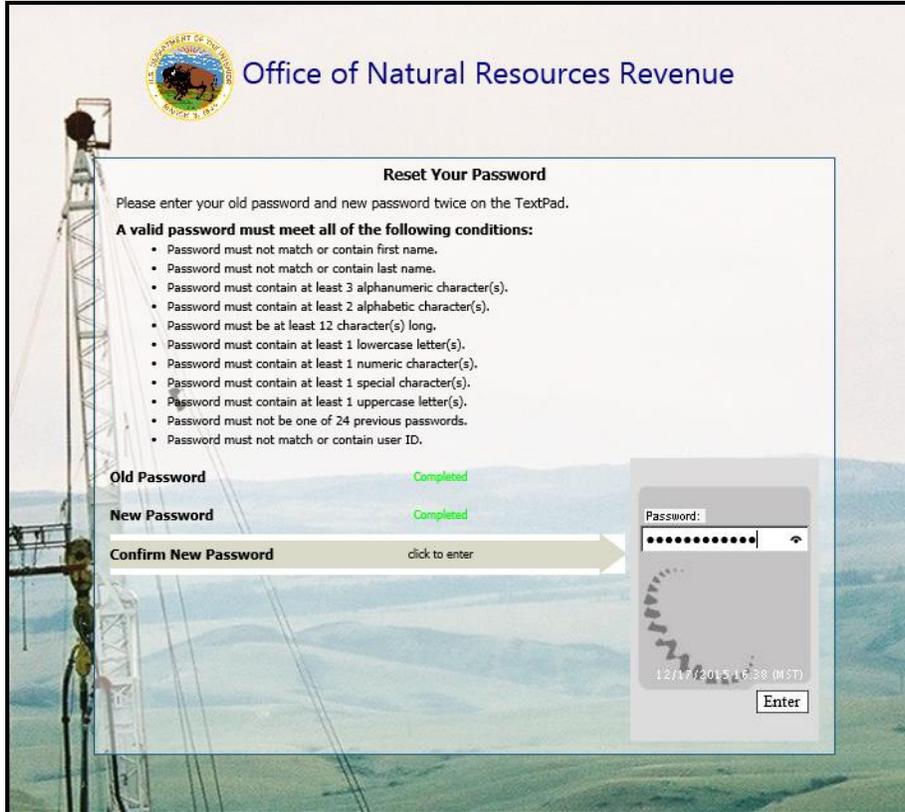
The screenshot shows the user interface for the Office of Natural Resources Revenue. At the top, there is a header with a logo on the left, the text "Office of Natural Resources Revenue" in the center, and the tagline "Collecting Every Dollar Due" below it. A secondary line of text reads "To Collect, disburse, and verify Federal and Indian energy and other natural resource revenues on behalf of all Americans." Below the header, a "Welcome Back, jdoe" message is displayed on the left, and a "Logout" link is on the right. The main content area is divided into two sections. On the left is a "Self-Service" menu with links for "My Profile" and "Change Password". The right section is titled "My Profile" and contains several expandable sections: "Basic Information" with fields for Preferred First Name, Full Name (Jane Doe), Manager/IR, User Type (Industry-EXT), Organization (DEVTEST15), User Login (JDOE), and Industry Representative (IR) checkbox; "Contact Information" with fields for Business Email (jdoe@devtest15.com), Business Telephone, Business Street Address, PO Box, Postal Code, City, and State; and "Other Attributes" with a Reporter ID dropdown menu showing options TES01, TES02, TES03, and TES04.

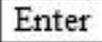
## How to Log in to the ONRR Identity Application for the First Time

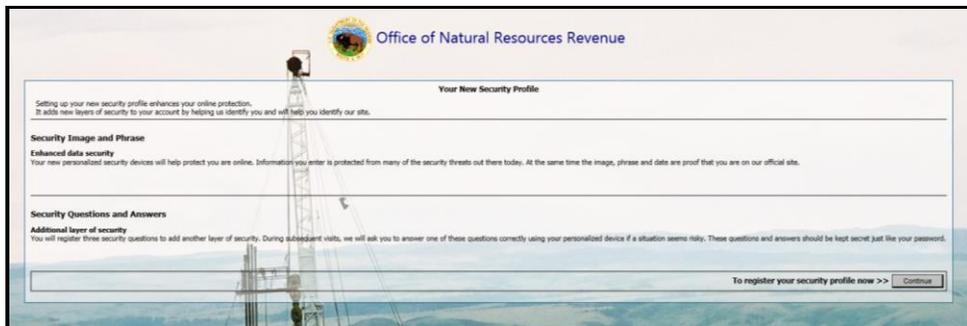
If you are logging in for the first time, you will be required to complete the following additional steps:

Step	Action
1.	After entering your username and initial password, you will need to choose a new password. Enter your initial password once and a new password twice.

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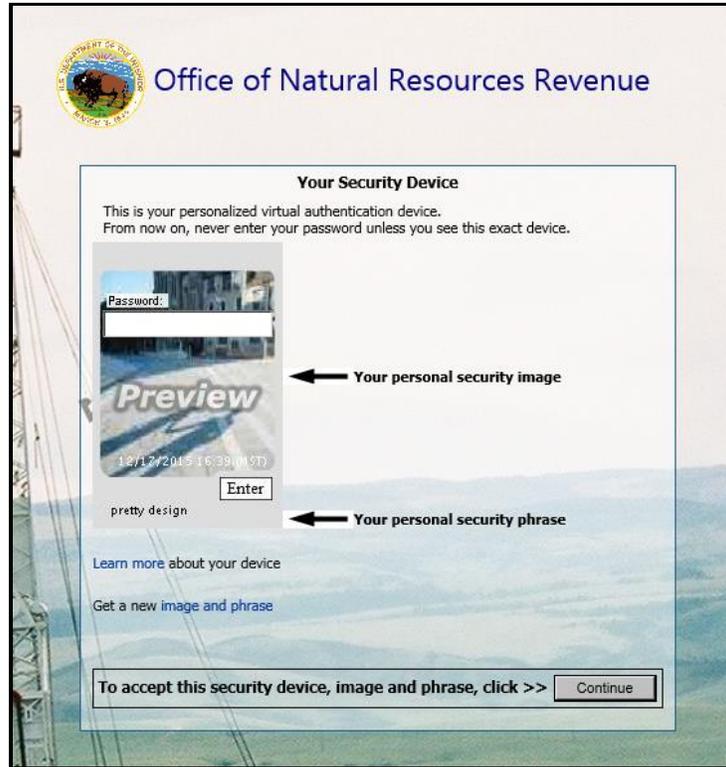
Step	Action
2.	Click the <b>Enter</b> button. 



Step	Action
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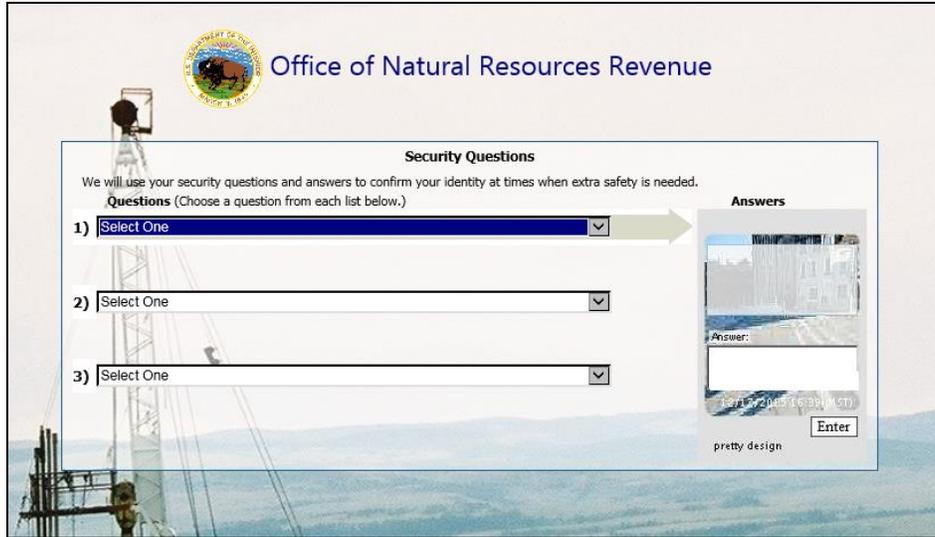
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3.	<p>You will now choose your security image/phrase and set your security questions/answers. Click the <b>Continue</b> button.</p> <div data-bbox="446 296 641 348" style="border: 1px solid black; padding: 2px; text-align: center;">Continue</div>
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Step	Action
4.	<p>The image with the sample password field and the “Preview” watermark is your personal security image. The phrase below it (“pretty design” in the example above) is your personal security phrase. If you would like a different image and/or phrase, click on <b>Get a new image and phrase</b> below. Whenever you authenticate, you should see the image and phrase you have chosen here. Once you are satisfied with an image/phrase combination, click the <b>Continue</b> button.</p> <div data-bbox="446 1472 641 1524" style="border: 1px solid black; padding: 2px; text-align: center;">Continue</div>

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Step	Action
5.	Choose a security question using the dropdown on the left and enter an answer in the box on the bottom-right. (Here, you should see the security image you chose on the previous page.) Click the <b>Enter</b> button. <input data-bbox="444 957 553 1003" type="text" value="Enter"/>
6.	Repeat the previous step for each of the three security questions.
7.	The ONRR Identity Application will appear and the user's <b>My Profile</b> page is displayed.

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## Office of Natural Resources Revenue

Collecting Every Dollar Due  
To Collect, disburse, and verify Federal and Indian energy and other natural resource revenues on behalf of all Americans.

Welcome Back, jdoe [Logout](#)

▼ **Self-Service**

- [My Profile](#)
- [Change Password](#)

### My Profile

▼ **Basic Information**

Preferred First Name		User Login	JDOE
Full Name	Jane Doe	Industry Representative (IR)	<input type="checkbox"/>
Manager/IR		Title	
User Type	Industry-EXT		
Organization	DEVTEST15		

▼ **Contact Information**

Business Email	jdoe@devtest15.com	Postal Code	
Business Telephone		City	
Business Street Address		State	
PO Box			

▼ **Other Attributes**

Reporter ID	<input type="text" value="TES01"/>
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# Identity & Access Management

## How to Logout of the ONRR Identity Application

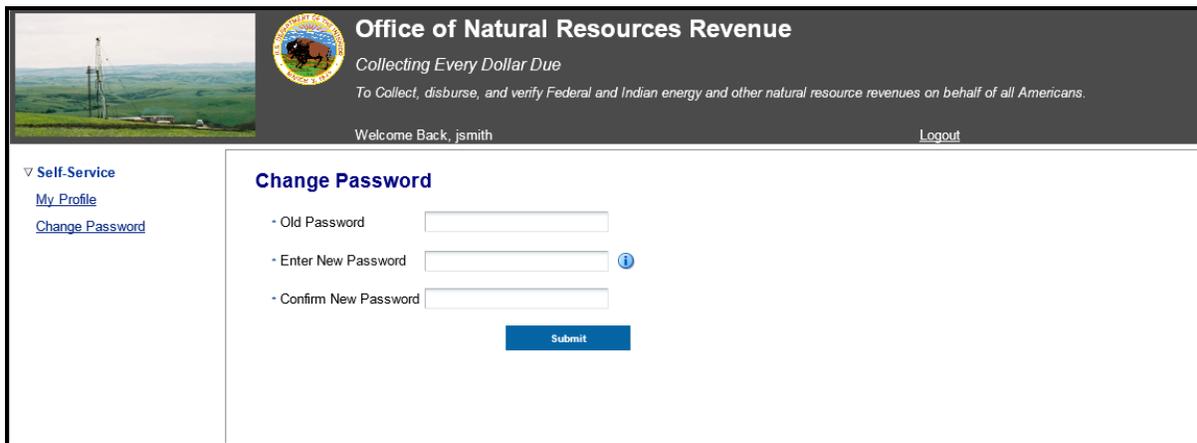
The following steps guide users through the process of logging out of the ONRR Identity Application.

Step	Action
1.	Click the <b>Logout</b> button. 
2.	You have now been logged out of ONRR Identity Application.

## How to Change Your Password

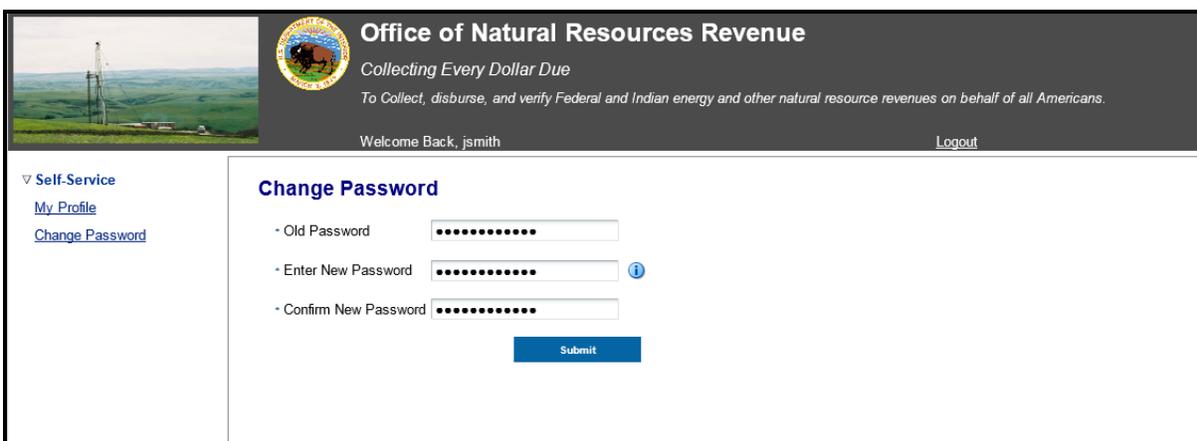
The following steps guide users through the process of changing their password in the ONRR Identity Application.

Step	Action
1.	Click the <b>Change Password</b> link. 
2.	The <b>Change Password</b> page appears.



The screenshot shows the top header of the ONRR website with the logo and tagline "Collecting Every Dollar Due". Below the header, a navigation menu on the left includes "Self-Service", "My Profile", and "Change Password". The main content area is titled "Change Password" and contains three text input fields: "Old Password", "Enter New Password", and "Confirm New Password". A blue "Submit" button is located below the fields.

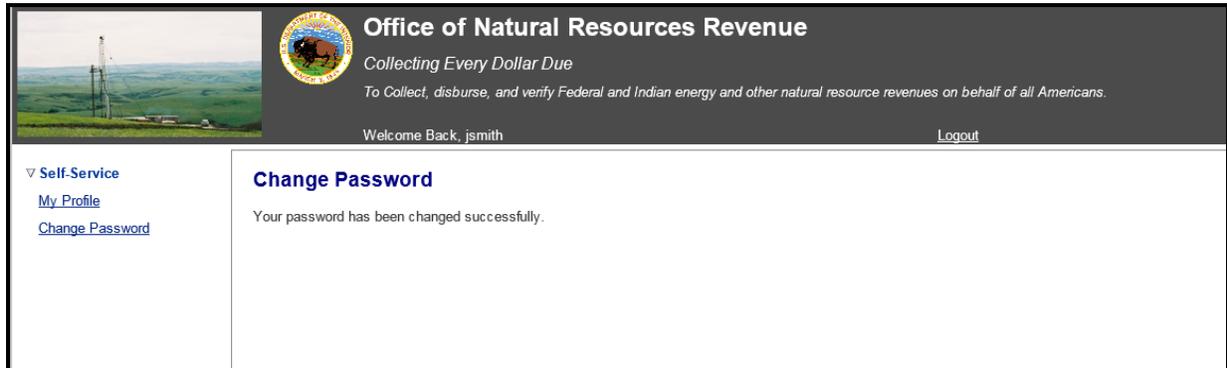
Step	Action
3.	Enter your old password and a new password (twice).



This screenshot is identical to the previous one, but the password input fields are now masked with black dots. The "Old Password" field contains 10 dots, the "Enter New Password" field contains 10 dots, and the "Confirm New Password" field contains 10 dots. The "Submit" button remains visible below the fields.

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Step	Action
4.	Click the <b>Submit</b> button. 
5.	A message appears stating your password has been changed successfully.



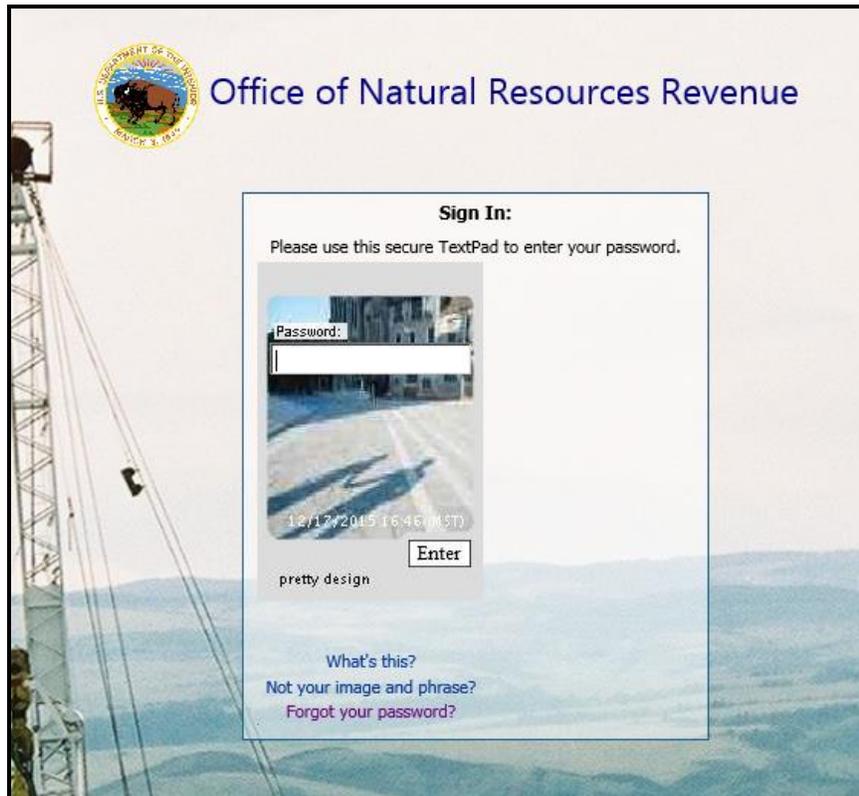
The screenshot shows the user interface of the Office of Natural Resources Revenue. At the top left is a landscape image with an oil rig. To its right is the agency logo and name: "Office of Natural Resources Revenue" with the tagline "Collecting Every Dollar Due" and the mission statement "To Collect, disburse, and verify Federal and Indian energy and other natural resource revenues on behalf of all Americans." Below this, the user is logged in as "Welcome Back, jsmith" with a "Logout" link. On the left, a "Self-Service" menu is expanded to show "My Profile" and "Change Password" links. The main content area is titled "Change Password" and displays the message: "Your password has been changed successfully."

## Frequently Asked Questions (FAQs)

### What if I forgot my password?

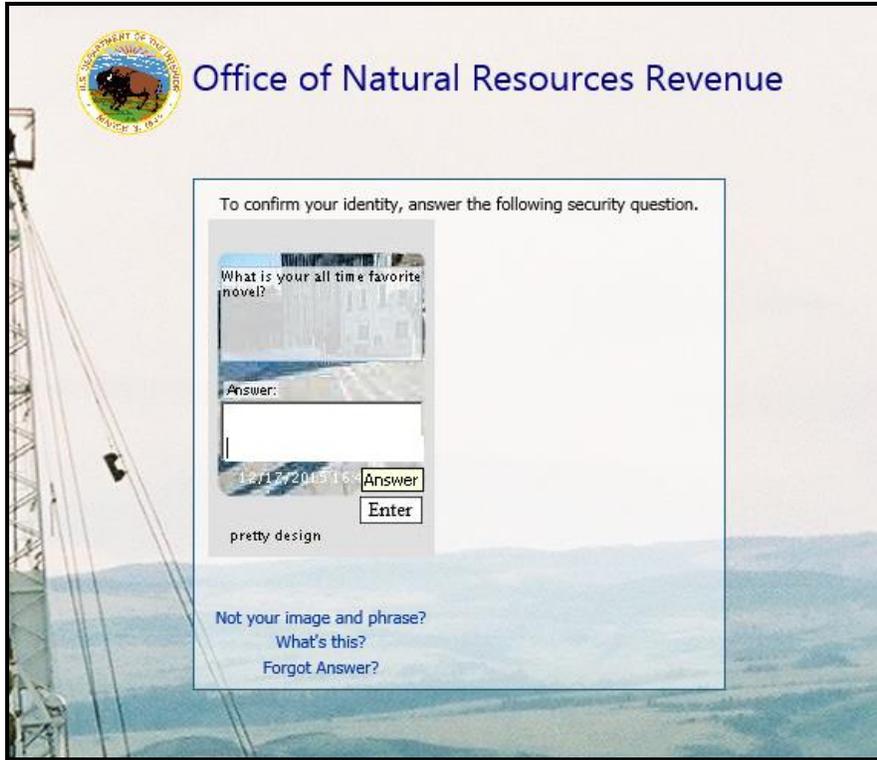
You can either contact your IR or proceed through the following steps to reset it:

Step	Action
1.	Proceed with the normal login process until you reach the password prompt.

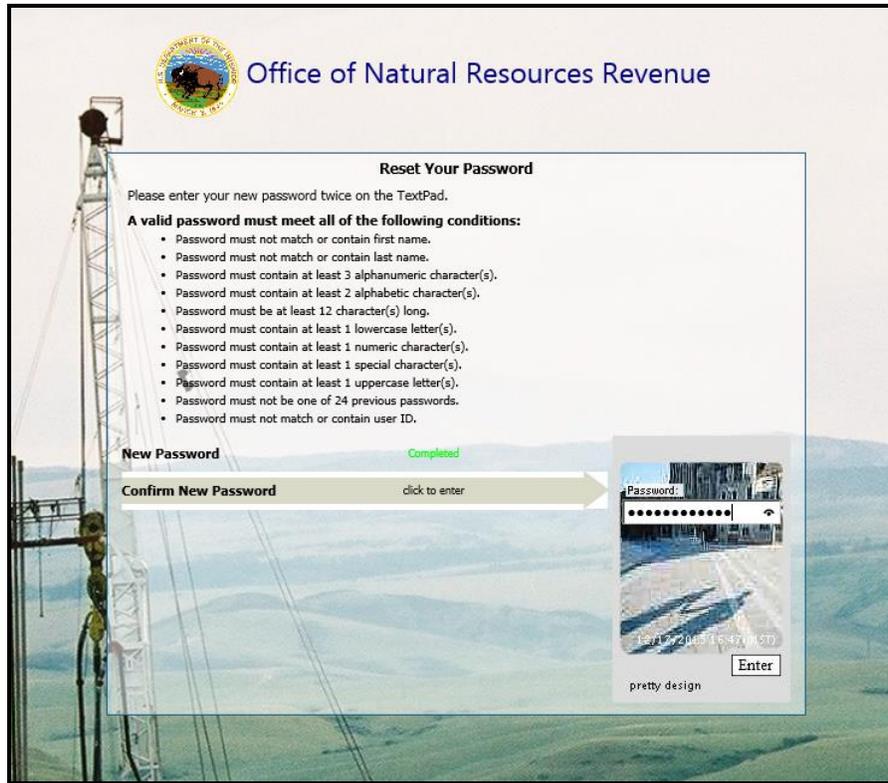


Step	Action
2.	Click <b>Forgot your password?</b> at the bottom.

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Step	Action
3.	Answer each of your security questions and click the <b>Enter</b> button. <input data-bbox="444 1108 548 1150" type="button" value="Enter"/>



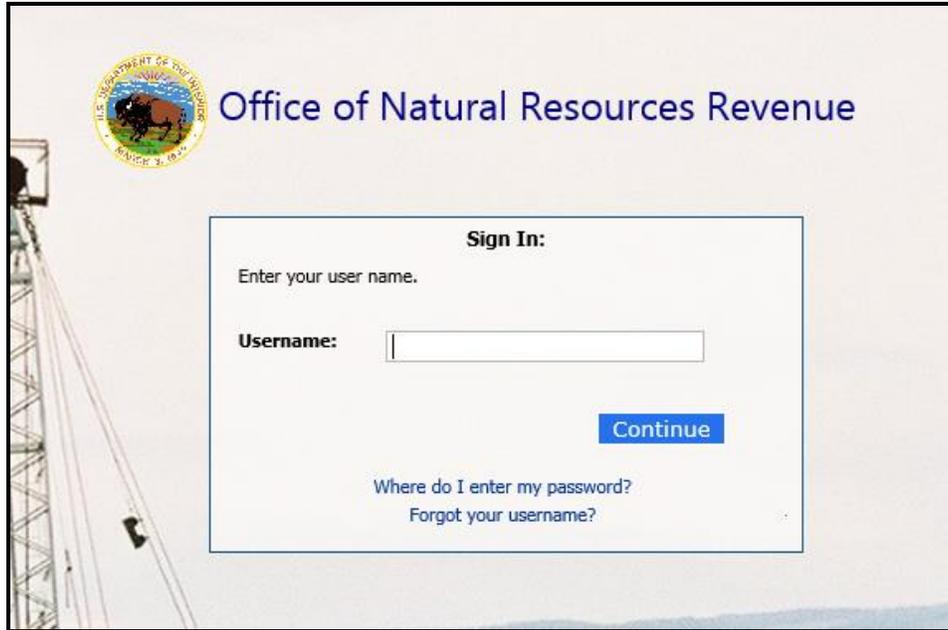
Step	Action
4.	Choose a new password, enter it again to confirm it, and click the <b>Enter</b> button. <input type="button" value="Enter"/>

## What if I forgot my username?

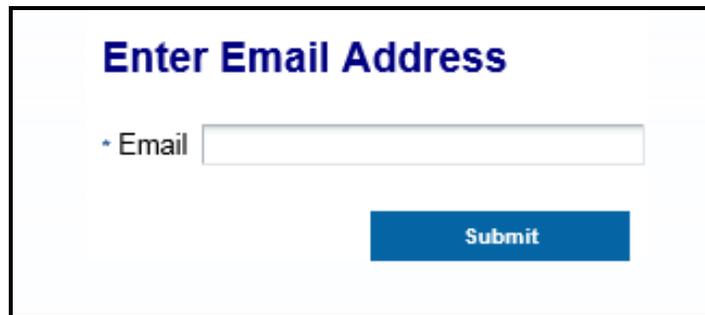
You can retrieve your username by doing the following:

Step	Action
1.	Navigate to the <b>Sign In</b> page.

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Step	Action
2.	Click <b>Forgot your username?</b> at the bottom.



Step	Action
3.	Enter your email address and click the <b>Submit</b> button.



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Step	Action
4.	You will receive an email containing your username.

### **What if I forgot the answers to my security questions?**

Please contact your IR or the helpdesk to resolve this issue.

### **Is my account locked?**

Your IR can check on whether your account is locked and, if it is, unlock it.

### **How do I obtain access to Solids P&R and/or eCommerce Reporting?**

Please contact your IR, and they will be able to grant you access.

### **How do I edit my profile information (e.g., name, address, email address)?**

Please contact your IR, and they will be able to edit your profile information.