GeoPlatform Account Setup: External Partner

Create a Login.gov Account

1. Go to **https://secure.login.gov/sign_up/enter_email.**
   a. Fill out the requested information & click **Submit**
2. You will receive an email and will need to click the **Confirm email address** button (check Spam)
3. Click **Confirm email address**.
4. **Create a password** for your **Login.gov** account and click **Continue**.

You will be prompted to set up an **authentication method** (i.e. two-factor authentication). Two-factor authentication **is required** to access GeoPlatform content when signing in with the Login.gov account. (The legacy GeoPlatform sign in will expire on November 1, 2021.)

Login.gov currently offers 5 different authentication methods. Choose the authentication method with the **highest security** that best suits your needs. Multiple authentication methods can be set up.

Preference of authentication methods for External Partners:
o   Authentication application (e.g., Microsoft Authenticator)
o   Phone (SMS/Voice; charges may occur)

Authentication Application
Instructions shown for Microsoft Authenticator, however other authentication applications should work similarly.

1. Click **Authentication application**.
2. Click **Continue**.
3. Enter a **nickname** for this authentication method.

Authentication method setup

Add a second layer of security so only you can sign in to your account.

ⓘ Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

○ **Security key**
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.
MORE SECURE

○ **Government employee ID**
Insert your government or military PIV or CAC card and enter your PIN.
MORE SECURE

① **Authentication application**
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.
SECURE

② **Phone**
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.
LESS SECURE

○ **Backup codes**
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.
LEAST SECURE

Continue

4. Scanning the QR code can either be done from within the MS Authenticator app, as shown on the directions. Or you can open the mobile device's **camera's app** and use that to scan the QR code.
   a. To scan with MS Authenticator:
      i. Open MS Authenticator on your mobile device. Tap the **"+"** in the top right.
      ii. Tap **Work or school account**.
      iii. Tap **Scan QR code** and **scan** the code. Scanning the code will populate all of the necessary information.
      iv. Alternatively, you can enter the code shown on the website into the app. Tap **Or enter code manually**, enter the code, tap **Finish**.
   b. To scan with the device's camera:
      i. Open the camera app. **Scan the on-screen QR code** with your camera.
5. You should receive a push notification on your device prompting you to open the **Authenticator app**.
6. **Enter the code** in the authentication app into the website. If the code times out and changes, simply enter the new code.
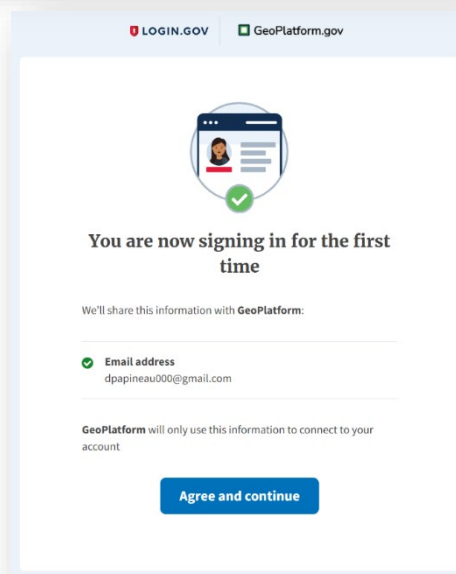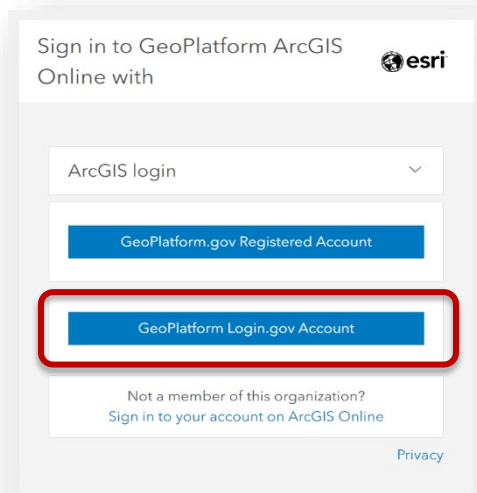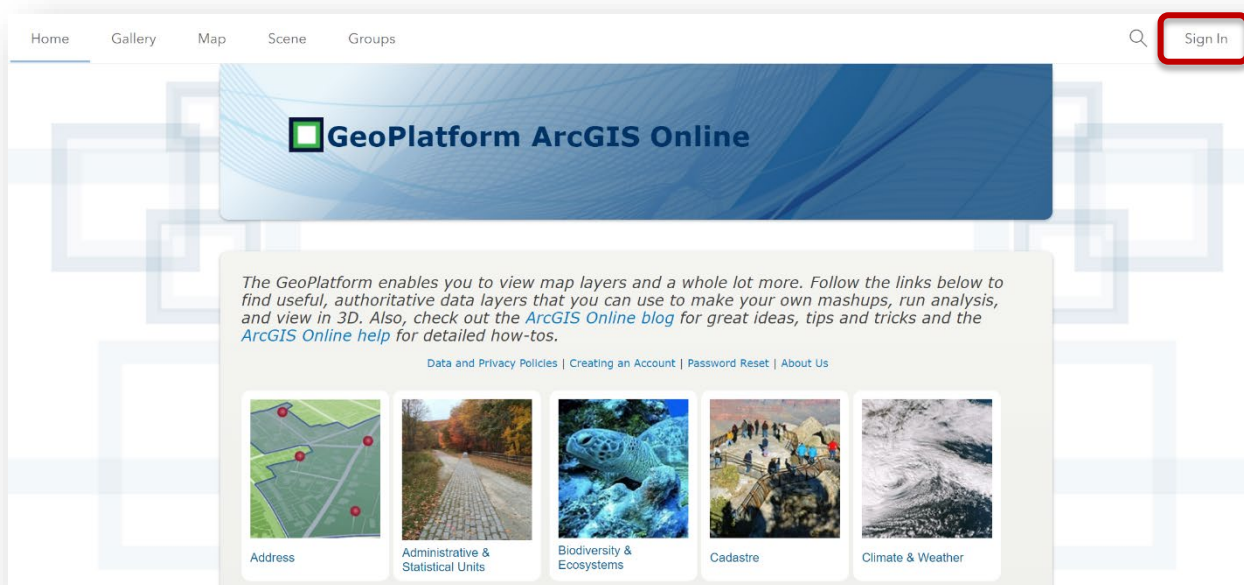7. Click **Submit**.
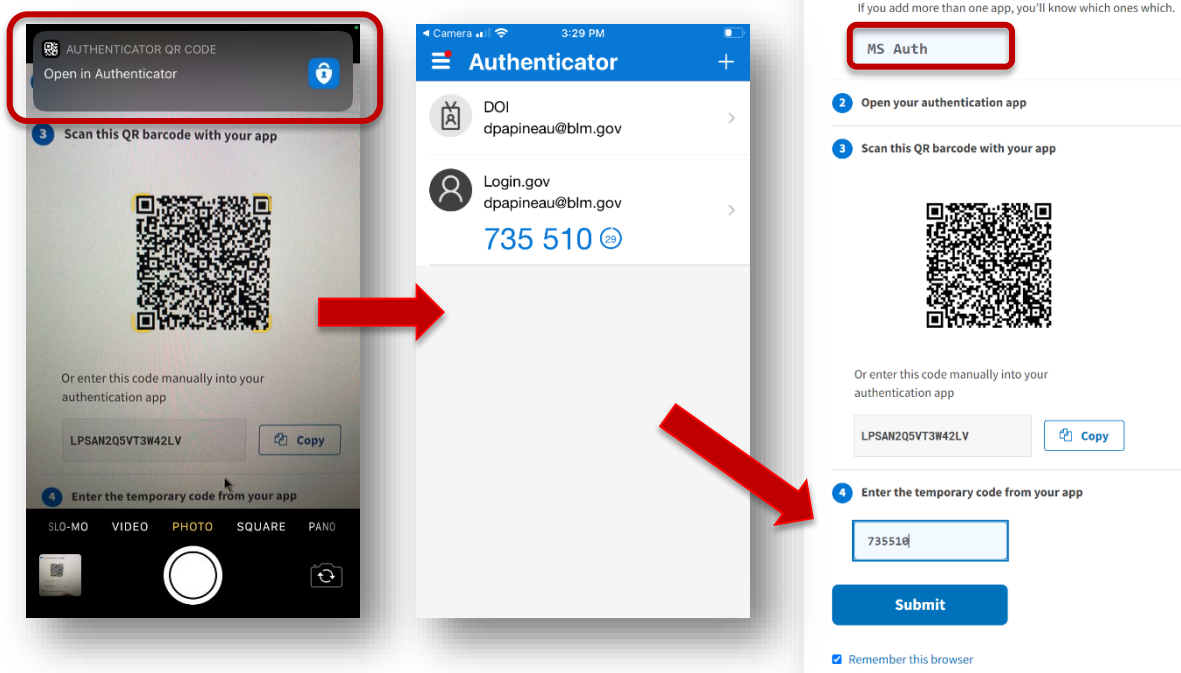
Once you have at least one **authentication method** set up, you will be redirected to the Login.gov **Your account** page. You may add additional authentication methods here at any time. Click on **Your authentication methods** on the left.

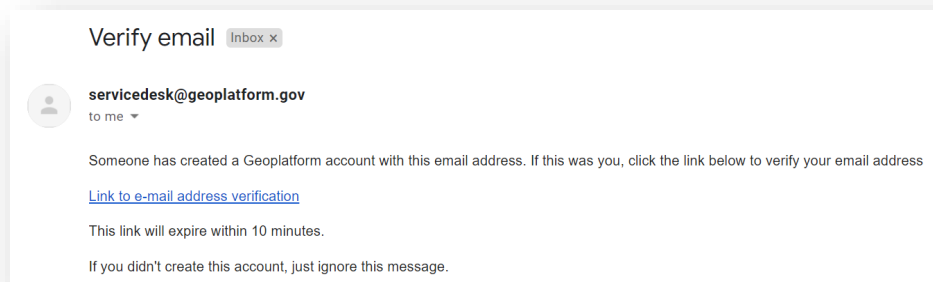## *Create a GeoPlatform Account with your Login.gov Account*

Now that you have a **Login.gov** account created with an authentication method associated with it, you need to create a GeoPlatform Login.gov account.

1. Go to **https://geoplatform.maps.arcgis.com/home/index.html**
2. Click **Sign In**.
3. Click **GeoPlatform Login.gov Account**.
4. Click **Agree and continue**.

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Bureau of Land Management

5. On the **Update Account Information** window, confirm the username and email address is correct. ****Do NOT change the username.**
6. Enter your first and last name and click **Submit**.
7. Submitting your account updates will direct you to verify your email address.
   a. Leave this window open until you have received the email.
8. Return to your email and click the **"Link to e-mail address verification"**
      i. The email verification link may expire in **10 minutes**. If this happens, request another email in the open browser window (shown in previous step).
      ii. Email will be received from **servicedesk@geoplatform.gov**.

Verify email Inbox ×

servicedesk@geoplatform.gov
to me ▾

Someone has created a Geoplatform account with this email address. If this was you, click the link below to verify your email address

Link to e-mail address verification

This link will expire within 10 minutes.

If you didn't create this account, just ignore this message.

9. After clicking the link in the email, GeoPlatform AGOL should launch in a new window, and you should be signed in.

Note that when you sign into GeoPlatform, your username will be the <u>first part of your email</u> and may have a <u>random number appended</u> to it if that username already exists within ArcGIS Online.

Read, Sign, and Submit: DOI Information Security Rules of Behavior for External Partners

1. Obtain a copy of the **DOI Information Security Rules of Behavior for External Partners** document from your BLM sponsor.
2. Read the document carefully.
3. **Print out and sign the final page** (page 3).
4. Send the signed agreement to your BLM sponsor (either a physical copy or scanned PDF copy will do).
5. Lastly, **inform your BLM sponsor what your GeoPlatform username is.**

Your BLM sponsor will notify you when they have completed the remainder of the steps to give your account the ability to edit BLM data.