

EmpowHR Access Request Procedures

NFC will accept EmpowHR Security Access requests only from authorized Agency Administrators following the procedure below:

1. Complete the FSA-13A and the EmpowHR Security Access Request Forms. Please have the supervisor sign the request and submit it to your Authorized Agency Administrator. Both forms are available on HRD's web application web page at the following link:

http://www.fsa.usda.gov/FSA/hrdapp?area=hrdwebapp&subject=landing&topic=emp#P84_1722

2. Authorized Agency Administrators shall email the request form to the EmpowHR Help Desk at nfcmPowhr@usda.gov.
3. Please attach the form to your email. Do not cut-and-paste the form information into the email. The completed request form must be an attachment to the email.
4. Any forms submitted by personnel other than the authorized Agency Administrators will be returned to the submitter.

These procedures have been established to maintain an efficient audit trail and to assure the proper authorization has been given on all requests submitted.