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Equal Employment Opportunity Commission (EEOC)

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## **Federal Sector EEO Portal (FedSEP)**

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### **User Guide**

version 2.1  
September 1, 2014

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## Chapter 1 Getting Started

Pursuant to EEOC regulations, 29 C.F.R. §§ 1614.601(g) and 1614.602(a), agencies shall report to the Commission on (1) employment by race, national origin, sex, and disability as well as (2) the status, processing, and disposition of counselings and complaints at such times and in such manner as the Commission prescribes.

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### 1.1 About FedSEP

The Federal Sector EEO Portal (FedSEP) is the Commission's online data system that allows agencies to submit their complaint processing data (Form 462), affirmative employment plans (MD-715 report), and complaint files for hearings and appellate cases (Hearings and Appeals). In addition, FedSEP will offer agencies the opportunity to communicate with the Commission as well as other agencies. The Commission planned to implement FedSEP in stages: (1) MD-715 data - completed; (2) Form 462 data - completed; and (3) agency complaint files for hearings and appeals to OFO in Dec 2014.

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### 1.2 Definitions

The following definitions are used throughout this User Guide.

- **EEO Director:** Ability to edit and certify Form 462 and MD-715 reports. Authority to approve registration requests for FedSEP.
- **Agency Head:** Ability to edit and certify MD-715 report.
- **Registration Administrator:** Authority to approve registration requests for FedSEP.
- **Data Administrator:** Ability to upload MD-715 workforce data.
- **Form 462 Administrator:** Ability to approve registrations, edit and upload complaint data files.
- **Form 462 Preparer:** Ability to upload complaint data files.
- **MD-715 Preparer:** Ability to edit MD-715 report.
- **Other:** Ability to view reports in FedSEP.
- **Hearings and Appeals Registration Administrator:** Ability to approve registrations and upload case files. (not yet active)
- **Agency Representative:** Ability to view assigned cases and upload relevant documents. (not yet active)
- **Hearings and Appeals Uploader:** Ability to upload agency case files for hearings units and for appeals to OFO. (not yet active)
- **Hearings Uploader:** Ability to upload agency case files for hearings units. (not yet active)
- **Appeals Uploader:** Ability to upload agency case files for appeals to OFO. (not yet active)

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### 1.3 Improving Communication & Determining Impact

When it comes to identifying and removing program deficiencies and barriers to equal opportunity within federal agencies, EEOC's biggest challenge is getting data in an electronic format in order to calculate government-wide statistics and to conduct in-depth analysis.

The primary goals of FedSEP are to provide agencies with a user-friendly system with which to submit information about their EEO programs, and to allow EEOC to extract the data into business intelligence software for further analysis.

### 1.4 Registering with FedSEP for the First Time

The first step to gaining access to FedSEP is for the agency's EEO Director to register with the system. Any number of agency personnel can register in FedSEP. After validating the identity of the EEO Director, the Commission will approve the registration request. Subsequently, the EEO Director will have the authority to approve registration requests for all other agency personnel. The EEO Director, however, may designate a person to act as a Registration Administrator for MD-715 or a 462 Administrator for Form 462, who can then approve requests.

Discussed below is each step of the registration process.

**Step 1.** Open your web browser and type <https://egov.eeoc.gov/fedsep>.

**Step 2.** Select **New User – Click here to Register**.



**Step 3.** Type your personal information in the appropriate blanks. You must enter information where there is an asterisk (\*).

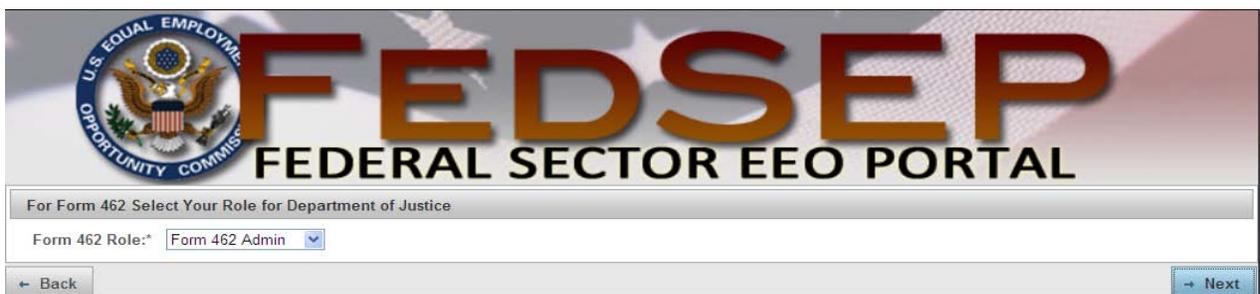
- Step 4.** As you type your agency's name in the **Agency** field, FedSEP will list possible agencies that match your text. For example, if you type "De" in the **Agency** field, you will see all of the agencies whose name begins with "De," for example the Department of Agriculture, the Defense Nuclear Facilities Safety Board, etc. If you work in a **Sub-Agency**, you can find your name by looking for the Departments mnemonic, for example, the Federal Bureau of Prisons would find itself under "DOJ Bureau of Prisons." See the list of Agency Codes on the Guidance page to determine what your agency/sub-agency name will be. In the **Email** field, the system will check if you have registered previously.
- Step 5.** Next, you will need to create a **Password** in order to login. The password must have between 5 and 15 characters, and must include one upper case letter, one lower case letter, and one numeric digit.
- Step 6.** Please remember to place a check in the **appropriate** box(es) in the bottom left corner of the screen to gain access to the application(s) you need.
- Step 7.** Click **Next**.
- Step 8.** FedSEP provides different privileges to users based upon their role in the agency's EEO programs. Please select the appropriate role using the definition of the roles in Section 1.2 for each application you are registering for. For example, when you are registering for more than one application you would select your role for each application, first MD-715



The screenshot shows the FedSEP Federal Sector EEO Portal interface. At the top left is the U.S. Equal Employment Opportunity Commission logo. The main heading reads "FEDSEP FEDERAL SECTOR EEO PORTAL". Below this, a grey bar contains the text "For MD-715 Select Your Role for Department of Justice". Underneath, there is a dropdown menu labeled "MD-715 Role:" with "MD-715 Preparer" selected. At the bottom of the form are two buttons: "← Back" on the left and "→ Next" on the right. A red circle highlights the "MD-715 Preparer" dropdown menu.

Click **NEXT**

Then select your role for Form 462. Roles for Hearings and Appeals will need to be selected once the application is live.



The screenshot shows the FedSEP Federal Sector EEO Portal interface. At the top left is the U.S. Equal Employment Opportunity Commission logo. The main heading reads "FEDSEP FEDERAL SECTOR EEO PORTAL". Below this, a grey bar contains the text "For Form 462 Select Your Role for Department of Justice". Underneath, there is a dropdown menu labeled "Form 462 Role:" with "Form 462 Admin" selected. At the bottom of the form are two buttons: "← Back" on the left and "→ Next" on the right.

Click **NEXT**.

Please Confirm Your Information

Email: jlp@gmail.com  
First Name: j M.I.: Last Name: P  
Title: T Office: O  
Agency: Department of Justice  
Country: United States State: Alaska  
Address1: A1 Address2:  
City: W Zip: 22055  
Phone: (202) 663-4484 Alt Phone:  
Fax:

Registration Requested	Role Identified
MD-715	MD-715 Preparer
Form 462	Form 462 Admin

← Back → Next

**Step 9.** You must then verify the information you entered and click **BACK** to make any changes or **NEXT** complete your registration.

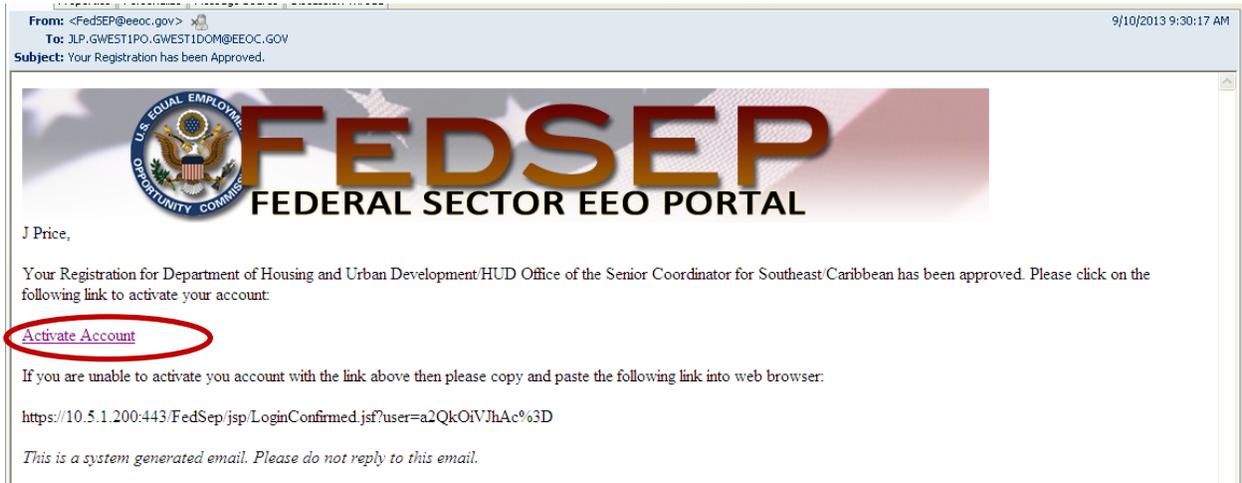


**Step 10.** You have now submitted your registration request! Depending on the role that you selected, either the Commission or your agency's EEO Director will receive an email, notifying them of your request.

The Commission approves the registrations for EEO Directors. Agency EEO Directors must approve the registrations for all other roles within the agency. The EEO Director may delegate the authority to approve or deny agency registrations to the Form 462 Admin for Form 462 Preparer roles or the MD-715 Registration Admin for MD-715 role registrations or the Hearings and Appeals Registration Administrator for case file uploads.

**Step 11.** If your registration request is approved, you will receive an email with a link to activate your account in FedSEP. You **must** click the **Activate Account** link to

finalize the registration process. If your registration is declined, you will receive an email that will include the reason for rejecting your request.



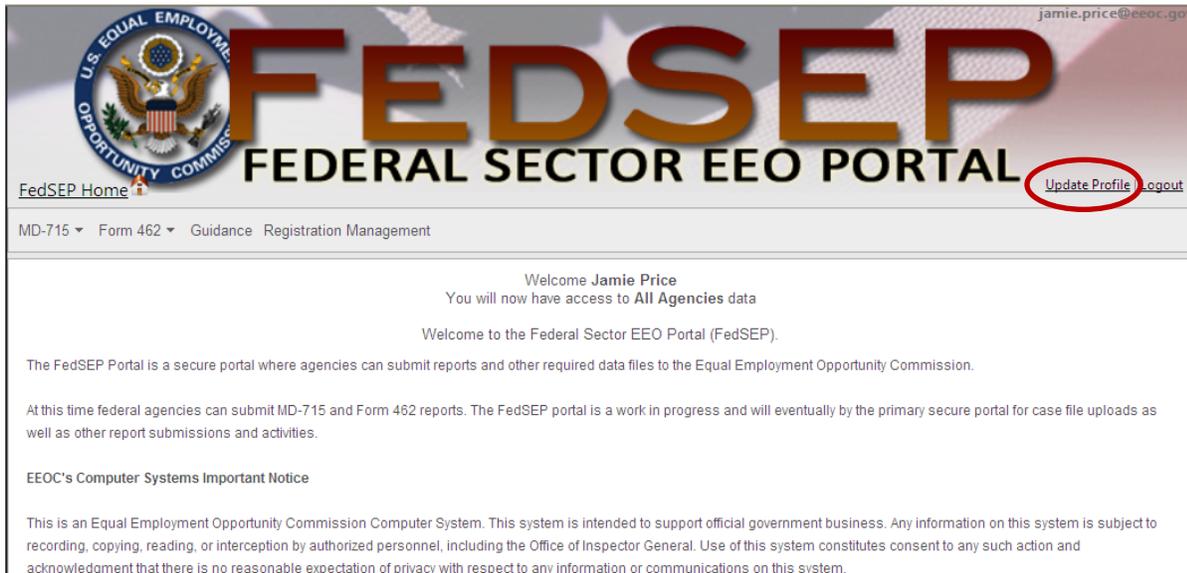
## 1.5 Registering with FedSEP for a New Application or Role

If you are already registered with FedSEP and need access to a new application, you simply update your profile. Discussed below is the process to add applications to a current registration in FedSEP:

**Step 1.** Login to FedSEP using your registered email address and password. Click **LOGIN**.



**Step 2.** Click the **Update Profile** link in the upper right corner of the page.



On the Update Profile page, a registered User can update their personal information, change their password or update their application role details.

FedSEP Home | Update Profile | Logout

MD-715 ▾ Form 462 ▾ Guidance Registration Management

**Personal Information** | Change Password | Role Details

First Name:\* Jamie M.I.: [ ] Last Name:\* Price  
 Title:\* Director Office:\* Office of Federal Operation  
 Country:\* United States State:\* Alaska  
 Address1:\* 131 M Street NE Address2: [ ]  
 City:\* Washington Zip/Postal Code:\* 20507  
 Phone:\* (202) 663-4444 Ext. [ ] Alt Phone: [ ]  
 Email:\* jamie.price@eoc.gov

You have the following Application Access

MD-715  Form 462  EFX

Update

**Step 3.** Click the **Role Details** tab to register for another application/agency on FedSEP.

FedSEP Home | Update Profile | Logout

Form 462 ▾ Guidance Registration Management

Personal Information | Change Password | **Role Details**

**Role Detail**

If applicable, select your role for another application or another agency

Agency:\* Department of Homeland Security  
 Sub-Agency: HQ  
 Role:\* MD-715 Other **Add** Reset

Agency	Application	Role	Status
National Aeronautics and Space Administration	Form 462	Admin	Approved

Update

**Step 4.** Select the agency/sub-agency along with the new role you are requesting and click **Add**.

**Step 5.** Your Role Details will reflect your request. Click **Update** to submit your new Role request to the designated Approver. Remember there can be only one registered EEO Director role approved per agency/sub-agency.

FedSEP Home **FEDERAL SECTOR EEO PORTAL** [Update Profile](#) | [Logout](#)

Form 462 ▾ Guidance Registration Management

Personal Information Change Password **Role Details**

**Role Detail**

If applicable, select your role for another application or another agency

Agency:\*

Sub-Agency: HQ

Role:\* MD-715 Other

Agency/Sub-Agency	Application	Role	Status
National Aeronautics and Space Administration	Form 462	Admin	Approved
Department of Homeland Security	MD-715	MD-715 Other	

• Form 462 • Guidance • Registration Management • Update Profile • Logout

**Step 6.** You will be asked to confirm your change. Click **Yes** to proceed or **No** to cancel your change.

FedSEP Home **FEDERAL SECTOR EEO PORTAL** [Update Profile](#) | [Logout](#)

Form 462 ▾ Guidance

Personal Information Change Password **Role Details**

**Role Detail**

If applicable, select your role for another application or another agency

Agency:\*

Sub-Agency: HQ

Role:\* EEO Director

**Confirm Changes** ✕

⚠ By clicking update, you are updating  
Personal Information,  
Change Password,  
User Roles

Agency/Sub-Agency	Application	Role	Status
Department of Housing and Urban Development/HUD Southeast/Caribbean	Form 462	Admin	Approved
EOP U.S. Trade Representative	Form 462	Preparer	Approved
National Aeronautics and Space Administration	MD-715 and Form 462	EEO Director	Approved
ZZ FEDSEP TEST AGENCY	MD-715 and Form 462	EEO Director	

**Step 7.** Your new application role request is now pending approval by the appropriate approval authority.

The screenshot shows the FedSEP user interface. At the top, there is a navigation bar with the FedSEP logo and the text "FEDSEP FEDERAL SECTOR EEO PORTAL". Below the navigation bar, there is a notification bar that says "Profile updated successfully." Below the notification bar, there are three tabs: "Personal Information", "Change Password", and "Role Details". The "Role Details" tab is selected, and it shows a form for adding or managing roles. The form includes fields for "Agency:\*", "Sub-Agency:", and "Role:\*". Below the form, there is a table with the following data:

Agency/Sub-Agency	Application	Role	Status
National Aeronautics and Space Administration	Form 462	Admin	Approved
Department of Homeland Security	MD-715	Other	Pending

**Step 8.** You will receive a system-generated email notifying you of the approval of your registration request when it is approved. You will receive an email that will include the reason for rejecting your request if your registration is declined.

The screenshot shows a system-generated email notification. At the top, there is a banner with the FedSEP logo and the text "FEDSEP FEDERAL SECTOR EEO PORTAL". Below the banner, the email content reads:

L G,

Your Registration for Department of Homeland Security has been approved.

*This is a system generated email. Please do not reply to this email.*

## Chapter 2 How to Access FedSEP

After your registration request is approved, you can Login and utilize the FedSEP website.

### 2.1 Logging into FedSEP

**Step 1.** Open your Internet browser and type <https://egov.eeoc.gov/fedsep>.

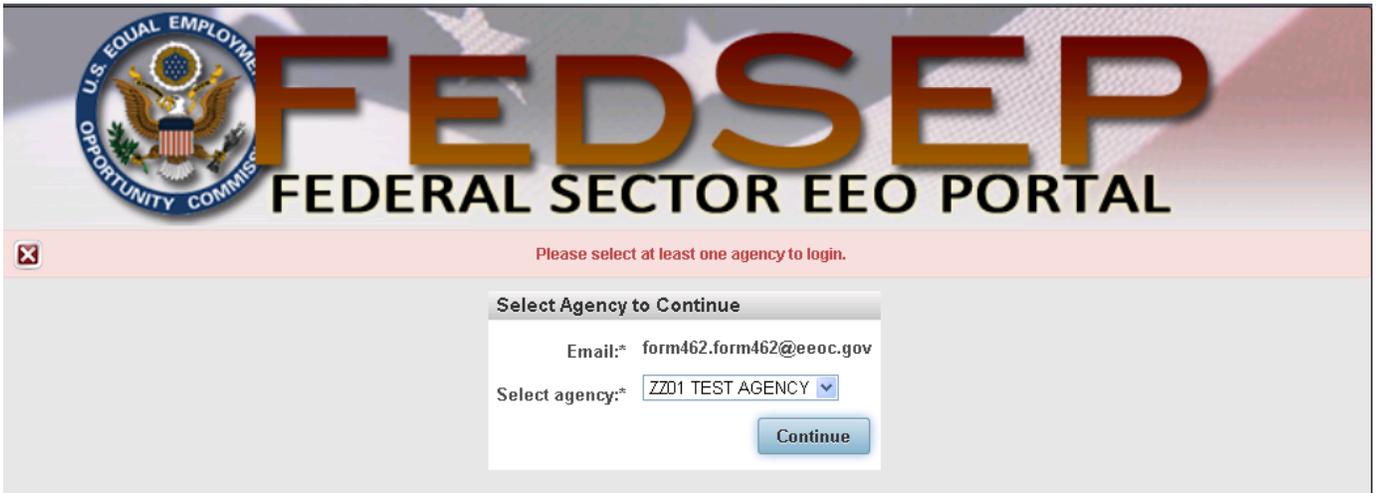


**Step 2.** In the **Email** and **Password** fields, type the email address and password that you used to register with in FedSEP and click **Login**.

**Step 3.** For those who have registered for more than one agency, a new screen will ask you to select the agency that you wish to access. FedSEP only allows you to access one agency during a session. To access another agency, you must log out and sign in under that agency. Use the dropdown to select the agency you need to login for.



**Step 4.** When you are ready, select the **Continue** button.



The screenshot shows the FedSEP login interface. At the top left is the U.S. Equal Employment Opportunity Commission logo. To its right, the text 'FEDSEP' is displayed in large, bold, orange and red letters, with 'FEDERAL SECTOR EEO PORTAL' underneath in black. Below this, a red banner contains the text 'Please select at least one agency to login.' Below the banner is a white form titled 'Select Agency to Continue'. The form contains an 'Email:\*' field with the value 'form462.form462@eoc.gov', a 'Select agency:\*' dropdown menu with 'ZZ01 TEST AGENCY' selected, and a blue 'Continue' button.

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## 2.2 Recovering Your Password

If you cannot remember your password, please use the following steps to recover your password.

**Step 1.** If you cannot remember your password, click **Forgot Password?** link in the bottom right corner of the page.



The screenshot shows the FedSEP sign-in interface. At the top left is the U.S. Equal Employment Opportunity Commission logo. To its right, the text 'FEDSEP' is displayed in large, bold, orange and red letters, with 'FEDERAL SECTOR EEO PORTAL' underneath in black. Below this, a white form titled 'Sign In' contains an 'Email:\*' field, a 'Password:\*' field, and a 'Login' button. At the bottom of the form, there are two links: 'New User? Click here to Register' and 'Forgot Password?'. The 'Forgot Password?' link is circled in red.

**Step 2.** Type the email address that you used to register with in FedSEP and click **Submit**.



**Step 3.** FedSEP will send you an email with your password.

## Chapter 3 FedSEP at a Glance

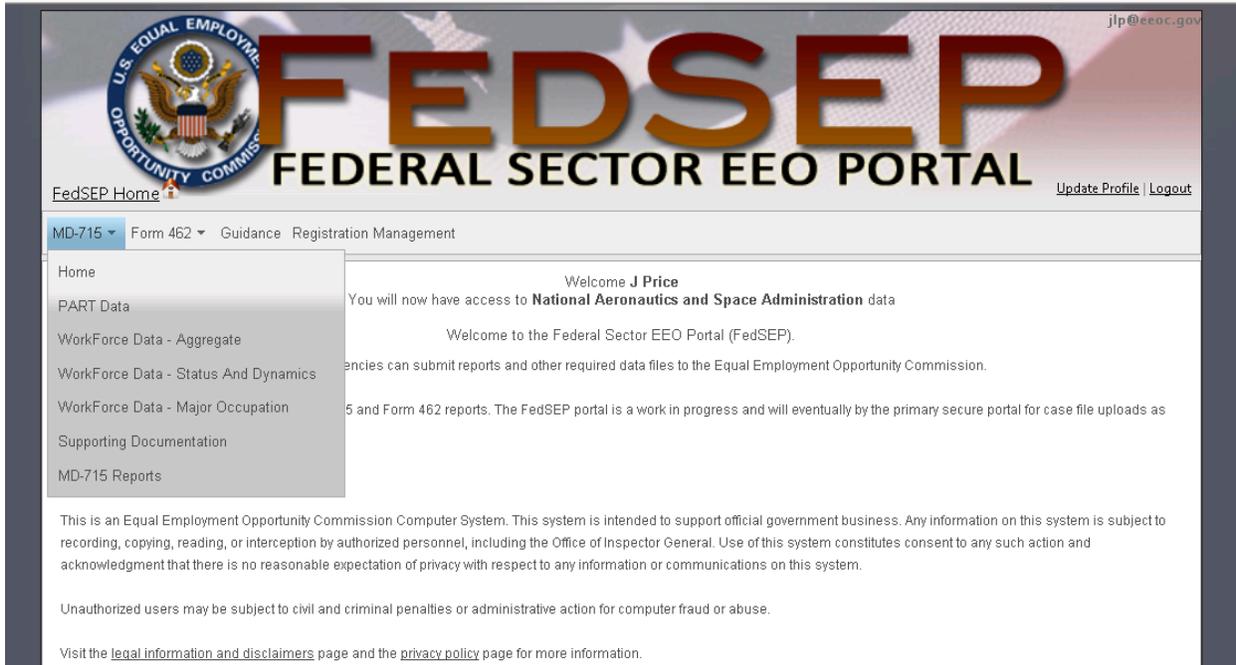
The **FedSEP** home page briefly describes the purpose of the portal, provides the legal information and privacy policy information. The **FedSEP** home page functions like the Table of Contents for the portal. From here, the User can update their profile, find multiple resources on the Guidance page, manage the agency's registrations, and submit the agency's MD-715 Report and or Form 462 Report or Logout.



This page also has two menu boxes MD-715 and Form 462. Each of these functions is addressed in more detail.

### 3.1 MD-715 Menu

If you click on the **MD-715 Menu** in the top left corner of the page, you may have access to the following pages depending upon your role within FedSEP: Home, PART Data, Workforce Data - Aggregate, Workforce Data – Status and Dynamics, Workforce Data- Major Occupations, Supporting Documentation, Certification and MD-715 Reports.

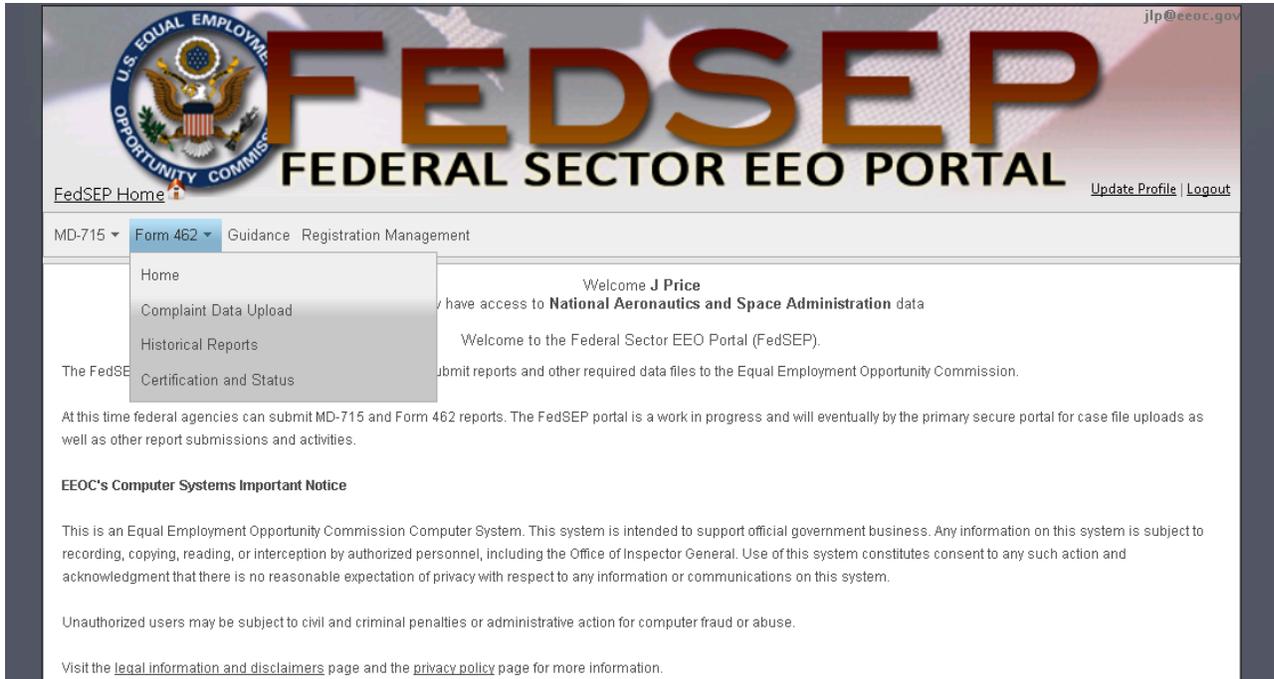


The table below shows the areas that are accessible according to your MD-715 role within FedSEP.

<b>Role→</b>	<b>Agency Head</b>	<b>EEO Director</b>	<b>MD-715 Registration Admin</b>	<b>MD-715 Preparer</b>	<b>MD-715 File Uploader</b>	<b>Other</b>
<b>MENU:</b>						
<b>MD-715 Home</b>	✓	✓	✓	✓	✓	✓
→PART Data	✓	✓	X	✓	X	X
→Workforce Data	✓	✓	X	✓	✓	X
→Supporting Documentation	✓	✓	X	✓	X	X
→Certification	✓	✓	X	X	X	X
→Reports	✓	✓	✓	✓	✓	✓
<b>Guidance</b>	✓	✓	✓	✓	✓	✓
<b>Registration Management</b>	✓	✓	✓	X	X	X

### 3.2 Form 462 Menu

If you click on the **Form 462 Menu** in the top left corner of the page, you may have access to the following pages depending upon your role within FedSEP: Home, Complaint Data Upload, Parts 3 and 12, Historical Reports and Certification and Status.



The table below shows the areas that are accessible according to your Form 462 role within FedSEP.

Menu	Role→	EEO Director	Form 462 Agency Admin	Form 462 Preparer
<b>Form462</b>		✓	✓	✓
→Home		✓	✓	✓
→Complaint Data Upload		✓	✓	✓
→Part 3 & 12 Data Entry		✓	✓	x
→Historical Reports		✓	✓	✓
→Certification and Status		✓	Status Only	x
<b>Guidance</b>		✓	✓	✓
<b>Registration Management</b>		✓	✓	x

### 3.3 Hearings and Appeals Menu

To be developed.

### 3.4 Guidance Hyperlink

The Guidance page contains links to a myriad of resources, including links to the EEO laws regulations, policy guidance, Management Directives, MD-715 FedSEP resources, Form 462 FedSEP resources, EEOC Reports and Evaluations and links to Resource Partners.

Guidance
<p><b>Laws</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Title VII of the Civil Rights Act</a></li> <li>• <a href="#">Pregnancy Discrimination Act</a></li> <li>• <a href="#">Rehabilitation Act</a></li> <li>• <a href="#">Americans with Disabilities Act Amendments Act</a></li> <li>• <a href="#">Age Discrimination in Employment Act</a></li> <li>• <a href="#">Equal Pay Act</a></li> <li>• <a href="#">Genetic Information Nondiscrimination Act</a></li> <li>• <a href="#">Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)</a></li> </ul>
<p><b>Regulations</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Federal Sector EEO, 29 CFR Part 1614</a></li> <li>• <a href="#">No Fear Act (EEOC)</a></li> </ul>
<p><b>Policy Guidance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Executive Order 13145 Prohibiting Discrimination in Federal Employment Based on Genetic Information</a></li> <li>• <a href="#">Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation</a></li> <li>• <a href="#">Practical Advice For Drafting And Implementing Reasonable Accommodation Procedures Under Executive Order 13164</a></li> <li>• <a href="#">Consideration of Arrest and Conviction Records In Employment Decisions Under Title VII of the Civil Rights Act of 1964</a></li> <li>• <a href="#">Employment Tests and Selection Procedures</a></li> <li>• <a href="#">Vicarious Employer Liability for Unlawful Harassment by Supervisors</a></li> </ul>
<p><b>Management Directives</b></p> <ul style="list-style-type: none"> <li>• <b>MD-715</b> <ul style="list-style-type: none"> <li>◦ <a href="#">MD-715 Instructions</a></li> <li>◦ <a href="#">Federal Sector Occupation Crosswalk by OPM Occupation Code</a></li> <li>◦ <a href="#">Census 2000 EEO Data Tool</a></li> <li>◦ <a href="#">Census 2010 EEO Data Tool</a></li> <li>◦ <a href="#">Applicant Flow Form</a></li> </ul> </li> <li>• <b>MD-110</b> <ul style="list-style-type: none"> <li>◦ <a href="#">Management Bulletin 100-1</a></li> </ul> </li> </ul>
<p><b>MD-715 FEDSEP</b></p> <ul style="list-style-type: none"> <li>• <a href="#">List of Agency Codes-CPDF.pdf</a></li> <li>• <a href="#">Option 2-XML Workforce XML Schema Definition Requirement Document.xsd</a></li> <li>• <a href="#">Option 2-XML Workforce Table Grid Identifiers Requirement Document.xls</a></li> <li>• <a href="#">Download Excel Template.xlsm</a></li> <li>• <a href="#">Option 3-Status and Dynamic Requirement Document.pdf</a></li> <li>• <a href="#">FedSEP User Manual.pdf</a></li> <li>• <a href="#">Option 1-Excel Template Aggregate Requirement Document.pdf</a></li> <li>• <a href="#">MD-715 Certification Steps.pdf</a></li> <li>• <a href="#">cr8_eeo462_report.sql</a></li> <li>• <a href="#">Test File</a></li> </ul>
<p><b>Form 462 FEDSEP</b></p> <ul style="list-style-type: none"> <li>• <a href="#">FedSEP User Guide</a></li> <li>• <a href="#">FedSEP Submitting Form 462 User Guide</a></li> <li>• <a href="#">FY 2013 Form 462 User Instruction Manual</a></li> <li>• <a href="#">FY 2013 Form 462 Excel Tool</a></li> <li>• <a href="#">Quick Guide for Using the FY 2013 Form 462 Excel Tool</a></li> <li>• <a href="#">Quick Guide for Form 462 Report Submission for Agencies with Sub-components</a></li> <li>• <a href="#">Quick Guide for Form 462 Report Submission for Agencies with No Sub-components</a></li> <li>• <a href="#">List of Agency Codes for FY 2013 Form 462 Report Submission</a></li> </ul>
<p><b>EEOC Reports and Evaluations</b></p> <ul style="list-style-type: none"> <li>• <b>Model EEO Program Reports:</b> <ul style="list-style-type: none"> <li>◦ <a href="#">Attaining a Model Agency Program: Efficiency</a></li> <li>◦ <a href="#">Federal Sector Investigations: Time and Cost</a></li> <li>◦ <a href="#">ADR Report: Part I</a></li> <li>◦ <a href="#">ADR Report: Part II</a></li> <li>◦ <a href="#">Effective Reasonable Accommodation Procedures</a></li> <li>◦ <a href="#">Effective Anti-Harassment Programs</a></li> </ul> </li> <li>• <b>Affirmative Employment Reports:</b> <ul style="list-style-type: none"> <li>◦ <a href="#">A practical Guide to Common Issues and Possible Barriers Which Asians and Native Hawaiian of Other Pacific Islander Employees May Face in the Federal Work Force (09/12)</a></li> <li>◦ <a href="#">Tips for Small Agencies Conducting Barrier Analysis</a></li> <li>◦ <a href="#">Tips on Employee Retention</a></li> <li>◦ <a href="#">Hispanics</a></li> <li>◦ <a href="#">Asian Americans &amp; Pacific Islanders</a></li> <li>◦ <a href="#">People with Targeted Disabilities</a></li> </ul> </li> <li>• <b>Annual Report on the Federal Workforce:</b> <ul style="list-style-type: none"> <li>◦ <a href="#">FY 2011</a></li> <li>◦ <a href="#">FY 2010</a></li> <li>◦ <a href="#">FY 2009</a></li> <li>◦ <a href="#">FY 2008</a></li> <li>◦ <a href="#">FY 2007</a></li> <li>◦ <a href="#">FY 2006</a></li> <li>◦ <a href="#">FY 2005</a></li> </ul> </li> </ul>

and



The Guidance page is intended to be dynamic and will contain new links as time goes on.

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### 3.5 Registration Management Hyperlink

If you registered as an Agency Head, EEO Director, MD-715 Registration Admin, or Form 462 Admin you will have access to **Registration Management**, where you can approve or deny registration requests. For more information about registration management, please review Chapter 4.

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### 3.6 Update Profile Hyperlink

Under **Update Profile**, all FedSEP users will be able to change their **personal information** and **password**. You can also review your **role details**. In the future, you will have the option of requesting access to Hearings and Appeals. To learn more about updating your profile, please consult Chapter 5.

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### 3.7 Logout Hyperlink

By clicking the **Logout** hyperlink, you will exit FedSEP.

## Chapter 4 Registration Management

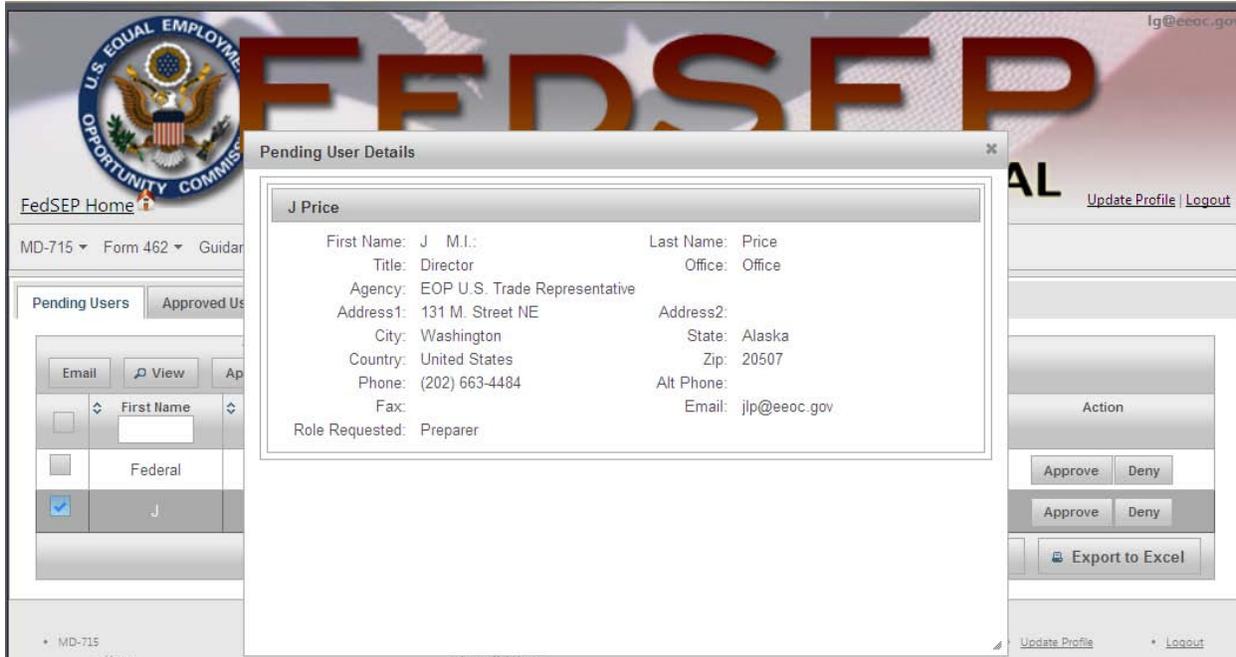
Only individuals who have the role of Agency Head, EEO Director, MD-715 Registration Admin, or Form 462 Admin will have access to the **Registration Management** page. The EEO Director has the primary responsibility of approving or denying requests to access FedSEP from agency personnel. However, the EEO Director may delegate this responsibility to the MD-715 Registration Admin for agency MD-715 report submissions or to the Form 462 Admin for submitting Form 462 reports. The registration management page has two menus, one showing the pending requests and one that shows all the currently approved Users and their roles. The steps for approving and denying requests are as follows:

### 4.1 Pending Users Menu

- Step 1.** When someone registers for a particular agency in FedSEP, the system will send an email to the EEO Director, alerting him or her of the pending request.
- Step 2.** To approve or deny the request, the EEO Director (or MD-715 Registration Admin or Form 462 Admin) will need to login to FedSEP and click on the **Registration Management** page.
- Step 3.** The Pending Users page displays all requests for access that require approval or denial., if you recognize the name of the person requesting access, you should verify that the person has selected the correct role, the correct agency/sub-agency, entered an accurate address, email address and phone number.
- Step 4.** To check the information before approving click the box next to the person's name and click the **View** button. This will allow you to see the registration information, including title and office. If necessary, you can email or call the person to discuss the registration. There is also a **"Change Role"** link where the approver can change the registrant's requested role prior to approving it rather than denying the registration and forcing the individual to go through and re-register.

To see details, select one/multiple checkboxes and click "View" button. Select Checkboxes and click "Approve" button

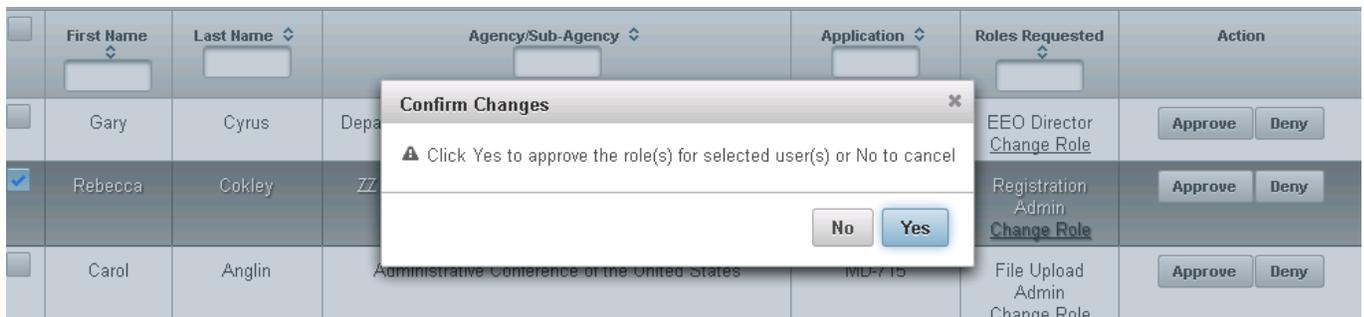
Email	First Name	Last Name	Agency/Sub-Agency	Application	Roles Requested	Action
<input type="checkbox"/>	Gary	Cyrus	Department of Treasury/DTR Bureau of the Public Debt	MD-715 and Form 462	EEO Director <a href="#">Change Role</a>	<input type="checkbox"/> <input type="button" value="Approve"/> <input type="button" value="Deny"/>
<input type="checkbox"/>	Rebecca	Cokley	ZZ FEDSEP TEST AGENCY/ZZ02 TEST AGENCY	MD-715	Registration Admin <a href="#">Change Role</a>	<input type="checkbox"/> <input type="button" value="Approve"/> <input type="button" value="Deny"/>



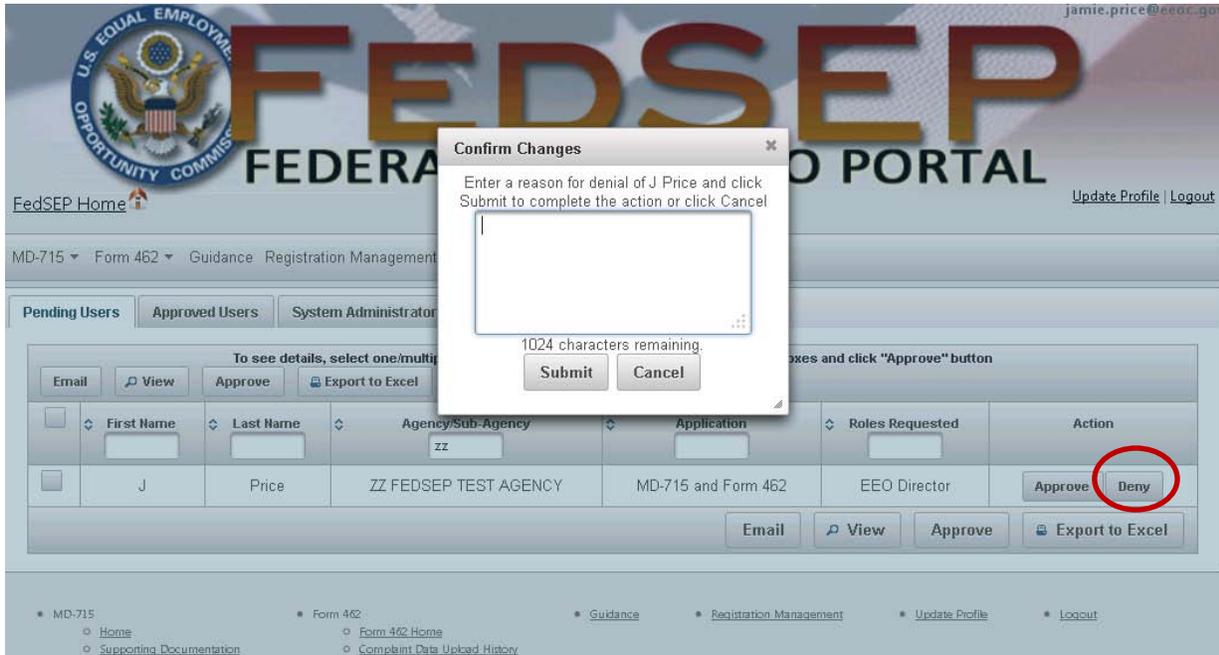
**Step 5.** To approve a request, click the box to the left of the person’s name and select the **Approve** button. If two or more people have submitted a request, you can also select multiple boxes and click the Approve button at the bottom right hand corner of the page.



Once you click the **Approve** button you will be asked to confirm the changes. Click **Yes** to approve the registration and **No** to cancel the approval action.

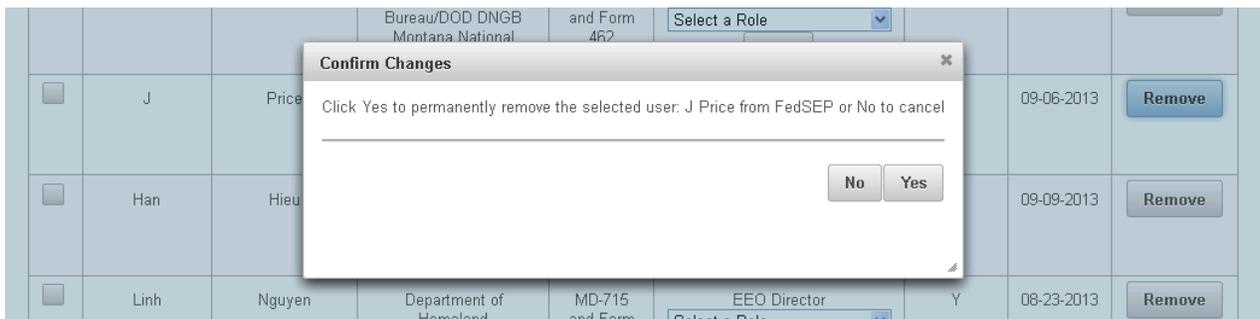


**Step 6.** To deny a registration request, click the box next to the person's name and click the **Deny** button in the **Actions** column. A box will appear, asking you to provide a reason for the denial. For example, the requester may not work for the agency or may be an employee lacking a legitimate reason to access the data. After typing an explanation, click the **Submit** button.



## 4.2 Approved Users Menu

The Approved Users page shows all Users currently approved and activated for the agency. To delete a FedSEP user, click the box next to the name you want to remove then click the Remove button in the **Actions** column. When FedSEP asks whether you want to delete the file, click the **Yes** button.



The individuals with access to Registration Management can export a list of all or the selected Users to Excel by clicking the **Export to Excel** button in the bottom right corner of the screen. Click **Open** to see the spreadsheet or **Save** and select a folder in which to retain the spreadsheet.

1	First Name	Last Name	Agency/Sub-Agency	Application	Roles Requested	Activated?	Approval Date
2	Federal	Sector	EOP U.S. Trade Representative	Form 462	Admin	Y	09-16-2013
3	J	Price	EOP U.S. Trade Representative	Form 462	Preparer	Y	09-16-2013

Under the Activated column, you will see either a **Y** (yes) or **N (No)**. The Yes means that the person has activated their FedSEP account; while the No means they have not activated their account. You can click on the **Remind** link to send an email to the person so they can activate their account.

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

# FEDSEP

FEDERAL SECTOR EEO PORTAL

[Update Profile](#) | [Logout](#)

MD-715 ▾ Reports ▾ Registration Management

To see details, select one/multiple checkboxes and click "View" button. Select Checkboxes and click "Approve" button

First Name Last Name Agency/Sub-Agency Roles Requested Actions

No Pending Approvals

Approve

Approved Users

(1 of 1) 1 15

First Name	Last Name	Agency/Sub-Agency	Roles Requested	Activated?	Approval Date	Actions
Wendell	Green	Equal Employment Opportunity Commission	Preparer	N <a href="#">Remind</a>	02-22-2013	Remove

## Chapter 5 User Profile

Every FedSEP user has access to the **User Profile** page, which allows them to view their personal information, change their password, and update their role(s).

### 5.1 Personal Information

A FedSEP user can modify their name, title, office, address, phone number, and email address on the **Personal Information** page. In the appropriate field(s), erase the previous information and type the new information. Then, select the **Update** button.

The screenshot shows the FedSEP user profile interface. At the top, there is a header with the U.S. Equal Employment Opportunity Commission logo and the text 'FEDSEP FEDERAL SECTOR EEO PORTAL'. Below the header, there are navigation links for 'FedSEP Home', 'Update Profile', and 'Logout'. The main content area has three tabs: 'Personal Information', 'Change Password', and 'Role Details'. The 'Personal Information' tab is active, displaying a form with the following fields and values:

First Name:*	L	M.I.:		Last Name:*	G
Title:*	Dir	Office:*	O	State:*	Alaska
Country:*	United States	Address1:*	131 M Street NE	Address2:	
City:*	Washington	Zip/Postal Code:*	22050	Alt Phone:	
Phone:*	(202) 663-4616	Ext.:		Email:*	lg@eeoc.gov

Below the form, there is a section titled 'You have the following Application Access' with three checkboxes: MD-715 (checked), Form 462 (checked), and EFX (unchecked). At the bottom right of the form, there is a button labeled 'Update', which is circled in red in the original image.

### 5.2 Change Password

A FedSEP user may also change their password at any time. After selecting the **Change Password** tab, type in the previous password and the new password. Then, click the **Update** button.

### 5.3 Role Details

By clicking the Role Details tab, FedSEP users can request access to another agency. To do so, type the name of the agency and select name of the sub-agency, if applicable. After identifying your role, click the **Add** button. Soon after you click the **Update** button, the **Status** column will show whether your request was approved. More details regarding the Role Details tab are in Chapter 1 Section 1.5.

Agency/Sub-Agency	Application	Role	Status
Department of Homeland Security	MD-715	Other	Approved
National Aeronautics and Space Administration	Form 462	Admin	Approved
EOP U.S. Trade Representative	MD-715 and Form 462	EEO Director	Approved
National Archives and Records Administration	MD-715 and Form 462	EEO Director	Pending
Department of Education	MD-715 and Form 462	EEO Director	Pending