Account and Password Process – ECN

The External Collaborative Network (ECN) is a network setup for collaboration through SharePoint sites between Members of the Workforce at Sandia and their external business partners. This document shows the account provisioning process, provides instructions for obtaining accounts, and describes how to obtain and/or change an ECN password.

ECN Account Provisioning High Level Diagram

Requesting an ECN Account for:

1. Browse to WebCARS.
2. In the Search for New Accounts field, type ECN.
3. Check the box for the External Collaboration Network, click Add Item to Cart and complete the checkout.
4. Once the account has been approved you will receive an email with your ECN login ID with instructions for getting a temporary ECN password and then changing it.
Members of the Workforce (MOW)

1) A Manager or Manager’s EP Delegate accesses Onboarding for the MOW in Enterprise Person:
   a) From the Techweb, click on the HR Self-Service link in the left menu. Then click the Enterprise Person link. If you do not see this link, you are not a manager or manager’s EP delegate.
   b) Under the Data Stewards heading, click the Person Data Management link.
   c) Look up the person by name. If the search returns multiple results, you will need to select the correct person.
   d) You will need to click the to see the Access Summary tab.
   e) Click the Cyber Access Requests (WebCARS) link.

2) In the Search for New Accounts field, type ECN.
3) Check the box for the External Collaboration Network, click Add Item to Cart and complete the checkout.
4) Once the account has been approved the MOW will receive an email with instructions for getting a temporary ECN password and then changing it. The account will become available the next day after the account is approved.

External Business Partners

When requesting the ECN account for external partners, please be sure that there is a valid email address and a Sandia Mail Stop entered in Enterprise Person.

- **SARAPE** - This is the established process for colleagues at the Tri-Labs, NSC, and PSAAP University Alliance sites to request accounts at Sandia. Personnel from these external sites must use SARAPE.

- **Foreign National** - This is the method for Cyber Access to be request for Foreign Nationals. An FNRSP must be approved before WebCARS can be accessed for foreign nationals.

- **Other Business Partners (Colleagues/Visitors)** – The sponsoring manager (or EP delegate) On-boards the business partner in Enterprise Person, creating the appropriate relationship with Cyber-access and non-sensitive validation.

Once the External Partner is properly in the Enterprise Person system, the ECN account can be requested, using the same instructions as adding accounts for Sandia MOWs (see above). Once
the account has been approved, the user will receive an email with instructions for getting a temporary ECN password and then changing it.

**Instructions for getting a Temporary ECN Password**

To get a Temporary Password go to [https://ecnpassword.sandia.gov](https://ecnpassword.sandia.gov) and select “Get Temporary Password”.

![Password Maintenance for the External Collaboration Network](Image)

You will need to enter your Sandia login and Org (with or without the leading zero). If you do not know your Org, you can click the “What is my Organization?” link and it will be emailed to you. Once you have put in the username and Organization, click the “Reset Password” button. This will generate an email containing your temporary password.

![Password Maintenance for the External Collaboration Network](Image)

**Changing your Temporary Password**
Once the email with the temporary password is received, go back to https://ecnpassword.sandia.gov/ and select “Change your password”. This will bring up a login window. You must log on with your ECN UserID and the temporary password.

This will take you to a page where you can select your new password. Please be sure to record your selection as once you click the “Change Password” button, the passwords will be gone.

**Password Maintenance for the External Collaboration Network**

You are about to change the password for your ECN account: \texttt{SANDIA-DMZ\ kaamspa}

Please choose one of the following machine-generated passwords. Click on the \texttt{Get New Choices} button below to get a new list of password choices if you do not like any of the passwords listed.

1. Carefully type your new password choice in the text box provided below
2. Record your password in a safe place or memorize it
3. Click on the \texttt{Change Password} button

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0 1 2 3 4 5 6 7 8 9

cdefghijklmnopqrstuvwxyz

ABCDEFHIJKLMNOPQRSTUVWXYZ

Troubleshooting tips:

The Temporary Password is only good for about an hour, if it has been longer, or the temporary password does not work, repeat the reset process.

There must be a mail stop entered in Enterprise Person or the Sandia Directory. It will take overnight to authenticate and populate into the proper systems.

There must be a valid email address entered in Enterprise Person or the Sandia Directory. It will take overnight to authenticate and populate into the proper systems. If there is not a valid email address, it will not be possible to obtain/change a password.

For help with questions or technical problems, please contact the Corporate Computing Help Desk (\texttt{CCHD}): 505-845-2243