

Message

From: Killian, Cole [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2D49BCB7ECD943178E281A7ADC7C635F-A3B37796-B8]
Sent: 2/4/2025 6:14:46 PM
To: Stevens, Tanya [Stevens.Tanya@epa.gov]
CC: Brunecz, Michelle [Brunecz.Michelle@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Rogers, JoanB [Rogers.JoanB@epa.gov]; Burnett-Bakr, Robbin [Burnett-Bakr.Robbin@epa.gov]; Rodriguez, Victor [Rodriguez.Victor@epa.gov]; Barajas, Gayle [barajas.gayle@epa.gov]; Armstrong, Claudia [Armstrong.Claudia@epa.gov]
Subject: RE: Welcome to EPA Acquisition System (EAS)! (INC1581552)

Thank you, Tanya!

From: Stevens, Tanya <Stevens.Tanya@epa.gov>
Sent: Tuesday, February 4, 2025 11:16 AM
To: Killian, Cole <Killian.Cole@epa.gov>
Cc: Brunecz, Michelle <Brunecz.Michelle@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Rogers, JoanB <Rogers.JoanB@epa.gov>; Burnett-Bakr, Robbin <Burnett-Bakr.Robbin@epa.gov>; Rodriguez, Victor <Rodriguez.Victor@epa.gov>; Barajas, Gayle <barajas.gayle@epa.gov>; Armstrong, Claudia <Armstrong.Claudia@epa.gov>
Subject: Welcome to EPA Acquisition System (EAS)! (INC1581552)

Welcome to EAS, Cole!

EAS User ID: Ex. 6 Personal Privacy (PP)

LOGGING IN FOR THE FIRST TIME

You may access EAS online through <https://eas.epa.gov/>. Select the Single Sign-On tab and login.

You will be prompted to change your Approval Password when you log into EAS the first time. This password is used if you approve any documents. It is solely for EAS and is not connected to any other system accounts.

Further guidance:

https://usepa.sharepoint.com/sites/OARM_Community/oam.kms/Lists/EASResourceCenter/DispForm.aspx?ID=1458

EAS TRAINING

This section presents upcoming EAS training session information, Office Hours, and Recorded Demos.

https://usepa.sharepoint.com/sites/OARM_Community/oam.kms/SitePages/EAS_Training.aspx

EAS RESOURCE CENTER

The EAS Resource Center is a central repository of Hot Tips and various documentation that support the use of the EPA's Acquisition System (EAS).

You can find User Guides, Hot Tips, Job Aids, and more at:

https://usepa.sharepoint.com/sites/OARM_Community/oam.kms/SitePages/EAS_Home.aspx

EAS HELP DESK

For technical issues you may contact the EAS Service Desk for assistance in one of three ways:

1. Launch a Microsoft Teams call to "CQ-EAS Support".
2. Use the ServiceNow Self Portal - <https://usepa.servicenowservices.com/epa>.
3. Call the Help Desk Line Phone Number at 202-796-4222.

Further guidance:

https://usepa.sharepoint.com/sites/OARM_Community/oam.kms/SitePages/EAS_ContentDetail.aspx?&rc=1173

OAS PORTAL: <https://usepa.sharepoint.com/sites/OASPortal>

Tanya Stevens
EAS Support
OMS/ARM/OAS
MC: 3801R
1200 Pennsylvania Ave NW
Washington, DC 20460

OAS/EAS Service Desk:

Call "CQ-EAS Support" in Microsoft Teams OR

Online OAS Service Desk:

- Select Acquisitions Systems Help (EAS) button
- Issue Type="EPA Acquisition System (EAS)" OR

Call 202-796-4222

To learn more about EAS, visit the [EAS Resource Center](#)

OAS: Advancing EPA's Mission Through Acquisitions