

U.S. Fish and Wildlife Service ServCat Help Document

## ServCat Partner Access

Partner Access accounts are used to establish credentials for non-FWS employees. These partners will then be able to access and search ServCat's public records. Additional application specific roles are required to discover 'internal' records, and create or modify data in ServCat.

To sign up for a ServCat Partner Access account, navigate to ServCat (<u>https://ecos.fws.gov/ServCat/</u>). If not on the DOI network, you will be redirected to the **Partner Username / Password Sign In** page. Click the link to create a new account

Home		Help	Contact Us		
Us	er Name / Password Sign In				
	The login below is intended for individuals who have an active partnership with the USFWS and need to contribute content to ServCat. Please note that Three failed attempts to login will result in a temporary lockout of your account. New users must use the link below to register for an account.				
Ente	your user name and password.				
	Password*				
	Sign In				
Click	here to create a new account.				
Click	here if you have forgotten your password.				
Click	here if you have forgotten your username.				

Complete all of the fields on the **Create New User Account** page. Note that the email address used cannot have the @FWS.gov domain and must be a valid email address since an account activation email will be sent to the email address listed. Passwords must meet each of the five criteria displayed to the right of the Password field. A password is not valid until each criterion has a green checkmark. Click Create when finished.

Home			Help Contact Us
Create New	User Account		
Use this form to cre email with instruction Passwords are requi one number, and a	eate a new user account for ServCat partner access. After completing the ons to complete the registration process. uired to be 12-25 characters long, contain at least one upper case and o t least one special character.	nis form, you will receive an one lower case letter, at least	
First Name*	Jimmy		
Last Name*	Buffet		
User Name*	Parrothead		
Email*	Margaritaville@hotmail.com		
Password*	Minimum 12 characters     Lowercase Letters	Dessurend	
Strength	71% Ø Uppercase Letters	Password	
Password Confirm*	✓ Numbers           ✓ Symbols [!&#\$%^&*()]</td><td>Criteria</td><td></td></tr><tr><td>Security Question*</td><td>Where were you New Years Eve 1999?</td><td>~</td><td></td></tr><tr><td>Security Answer*</td><td>On Tour</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Enter Characters Above*</td><td>formul</td><td></td><td></td></tr><tr><td></td><td>liiniyd</td><td></td><td></td></tr><tr><td></td><td></td><td>Create</td><td></td></tr></tbody></table>		

Once the ServCat Partner Access account has been successfully created, it must be activated via the activation message sent to the email address listed in the account.

Home		Help	Contact Us
Ac	count Created		
Your ac	count has been created. A confirmation email is being sent to the address Margaritaville@hotmail.com with instructions on how to activate your ne	w acco	unt.

Locate the email message with the subject "Activate Partner Access Account". Click the link in the email or copy it and paste it into the address bar of your web browser.

Activate Partner Access Account Sent By: ServCat@fws.gov On: November 21.2 To: mercat Margaritaville@hotmail.com	2014 4:05 PM	ServCat@fws.gov + Add to Address Book
Hello limmy		
	athe analysis of a Database Annual Annual Aliabeta liabeta li	
You are receiving this email because you rece	ntly created a Partner Access account. Click the link belo	w to activate your account.
https://ecos-beta.fws.gov/PartnerSTS/Account	/Activate?UserId=f72ec1a0-e3af-46a7-91f1-2bc5b4cff08d	
After visiting the above link you can log into the	e site!	
If you have any problems activating your accou	unt, please contact us at ServCat@fws.gov for assistance.	
Thank you.		

A confirmation screen will appear when the activation is complete. Use the link on this page to navigate to ServCat.

U.S. Fish and Wildlife Service PartnerSTS-2.4.0_483_20141002:13:26:18 Partner Access to ServCat					
Fish & Wildlife Service Catalog					
Home	Help	Contact Us			
Account Activated					
Thank you for activating your account, Parrothead.					
Your account grants you access to the following NPS applications:					
ServCat A FWS web site.					