

Department of Transportation

Electronic Official Personnel Folder (eOPF)

Version 4.0

Quick Reference Guide for Employees

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1. Logging in to eOPF

Logging in to eOPF

1. Go to: <https://eopf.opm.gov/dot/>

Result: The eOPF User Agreement Page will display

2. Read the User Agreement and click the 'Accept' button

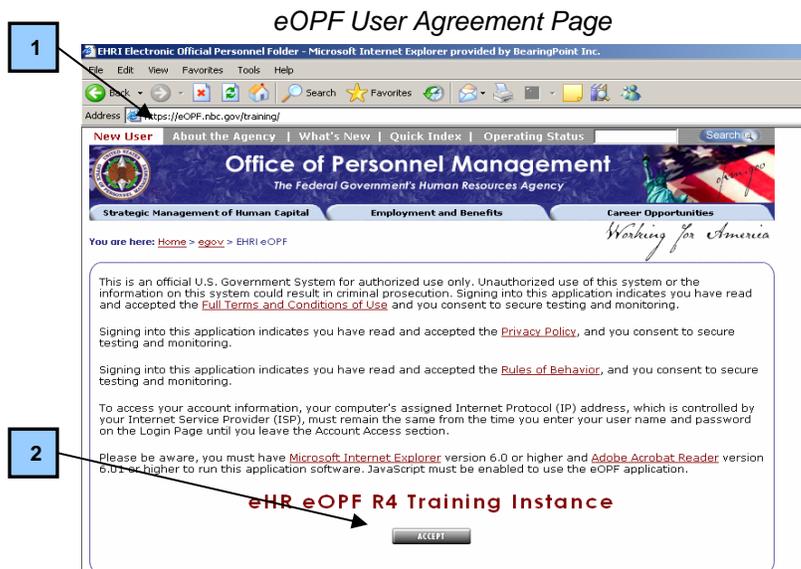
Result: The eOPF Logon page will appear

3. For first time users, click the 'New User – Request Password' link below the eOPF ID and Password field

4. Enter the required information in to the provided fields and click the 'Submit' button

Result: A temporary password will be sent to your email address

NOTE: If you are an existing eOPF user, you may automatically sign into the eOPF application using your unique user ID and password



Request Password Page



5. Once you receive your temporary password, re-open the eOPF Logon Page. Enter your User ID and password in the provided fields and click 'Submit'

Result: The 'Change your Password' page will appear

6. Enter your temporary password and new password in the required fields and click 'Reset Password'

Result: The 'Security Questions' page will appear

7. Please answer 6 security questions and click 'Submit'. These security questions will be used to verify your identity if you forget your User ID or Password.

Result: The eOPF Welcome page will appear

NOTE: If you are an existing eOPF user, you may automatically sign into the eOPF application using your unique user ID and password

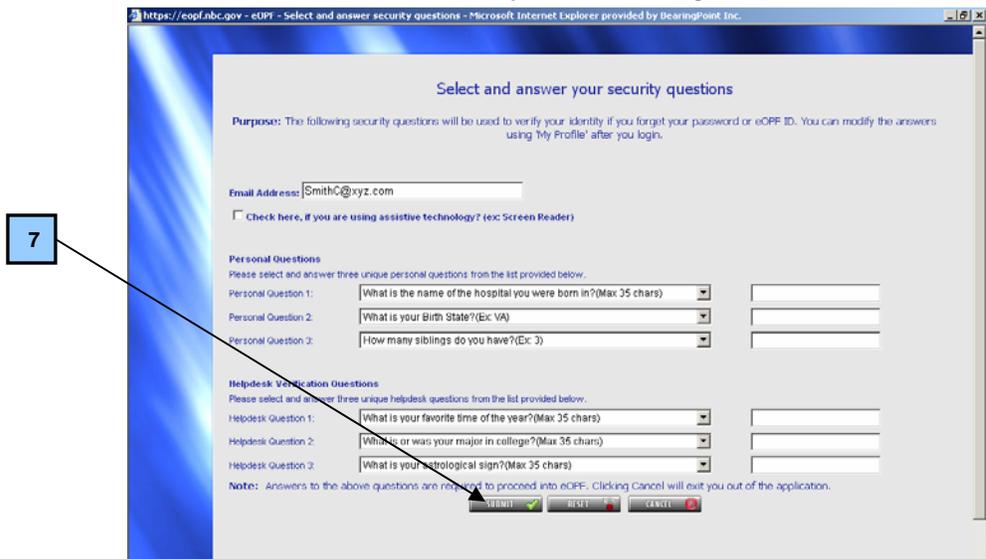
eOPF Logon Page



Change Password Page



Security Questions Page



2. Viewing Documents Using My eOPF

eOPF Welcome Page

Viewing Documents Using My eOPF

From the eOPF main menu:

1. Click the 'My eOPF' button on the main menu

Result: An expanded view of your eOPF will display with documents listed in chronological order by effective date

2. Locate the document you would like to view and click the 'A' icon located to the left of the effective date. A drop-down menu will appear. Select 'View' from the drop-down menu

3. Click the 'Open' button in the Adobe file download box to view the document

Result: Adobe Acrobat opens the document

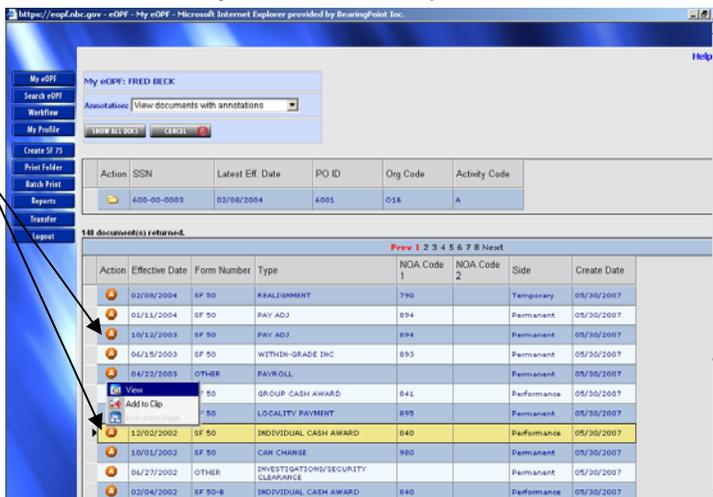
NOTE: At the file download box you may also choose to save the document to a file or cancel

1



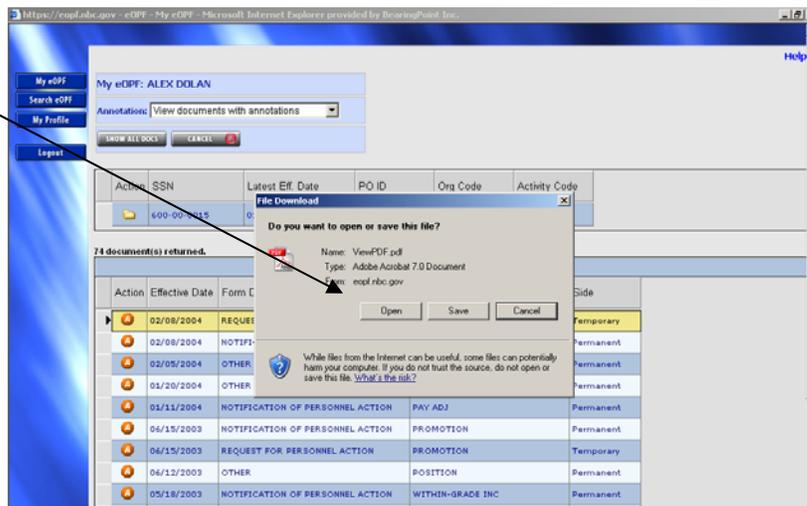
My eOPF Folder Expanded

2



File Download Box

3



3. Searching for eOPF Documents

Searching for eOPF Documents

From the eOPF main menu:

1. Click the 'Search eOPF' button on the eOPF main menu to open the Search page

Result: The 'Search My eOPF' page will appear

2. Enter your search criteria to retrieve a list of specific documents in your eOPF and click the 'Search' button to show all documents

NOTE: The result set of documents found in your folder is also filtered by the Form Setting you have chosen. If you want to see all documents in your folder then chose the 'All Forms' choice

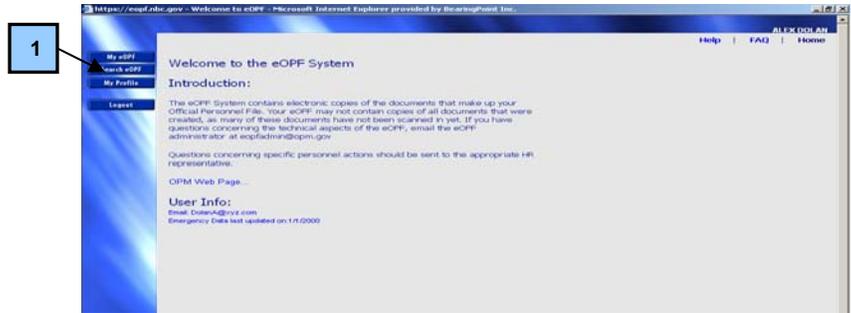
Result: The 'Search Results' page will appear

3. Click the "Show all Docs" button to show all documents that meet the search criteria

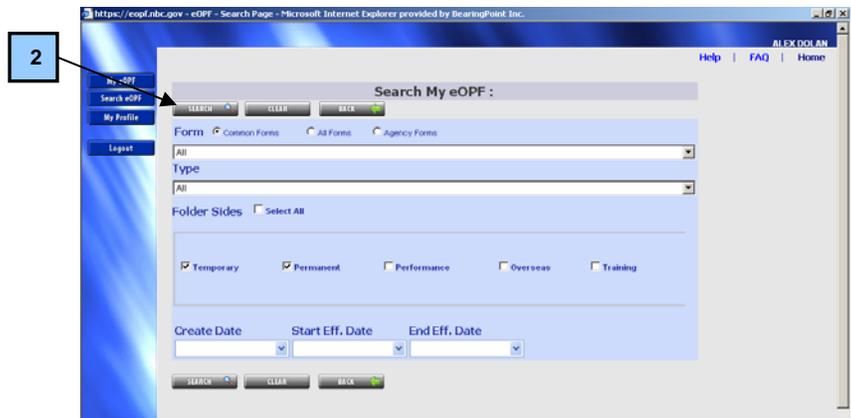
Result: The 'Show All Documents' page will appear

4. Locate the document you would like to view and click the 'A' icon and select 'View Doc' from the drop down list. Please refer to the previous page (Chapter 2, Viewing Documents Using My eOPF)

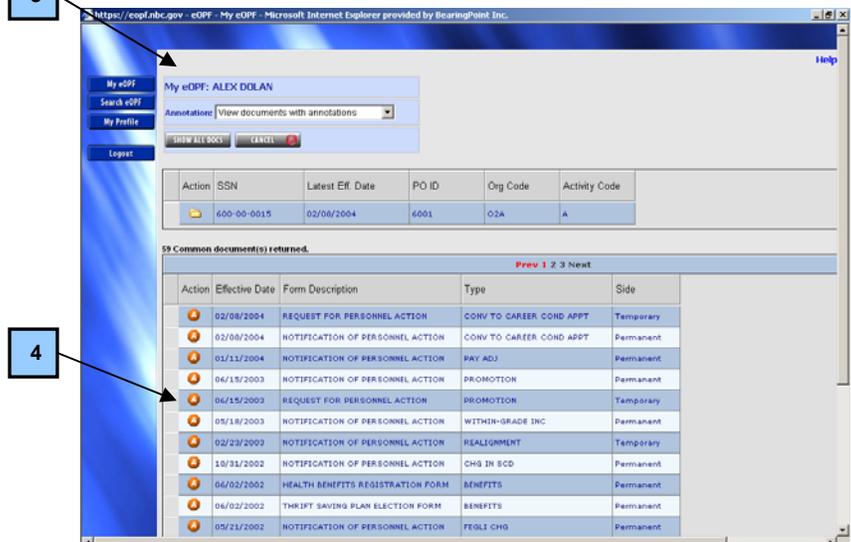
eOPF Welcome Page



eOPF Search Page



Search Results Page



4. Printing an Individual eOPF Document

Printing an eOPF Document

From the opened eOPF document page

1. Click the Print icon or select 'File' and 'Print' from the Adobe Reader menu toolbar

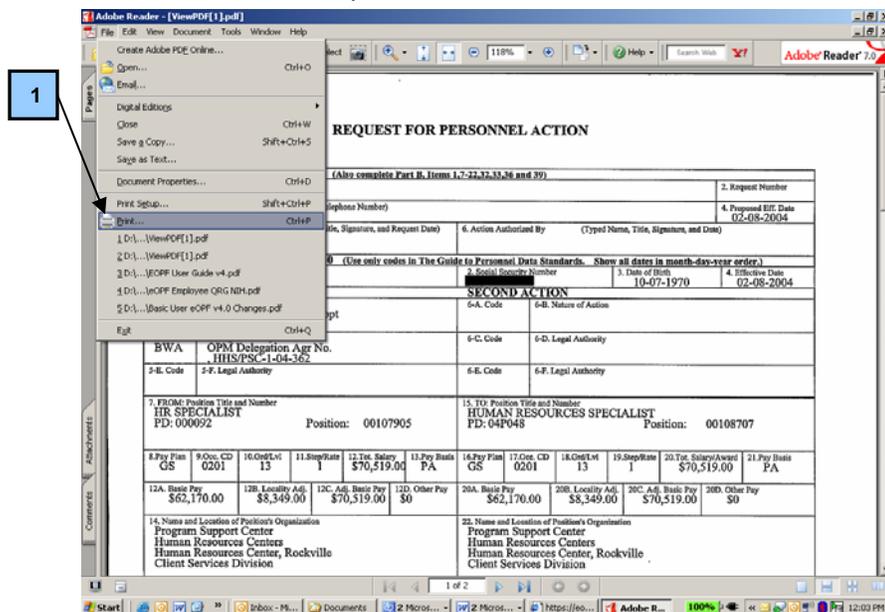
Result: The Print dialogue box opens

2. Click the 'OK' button

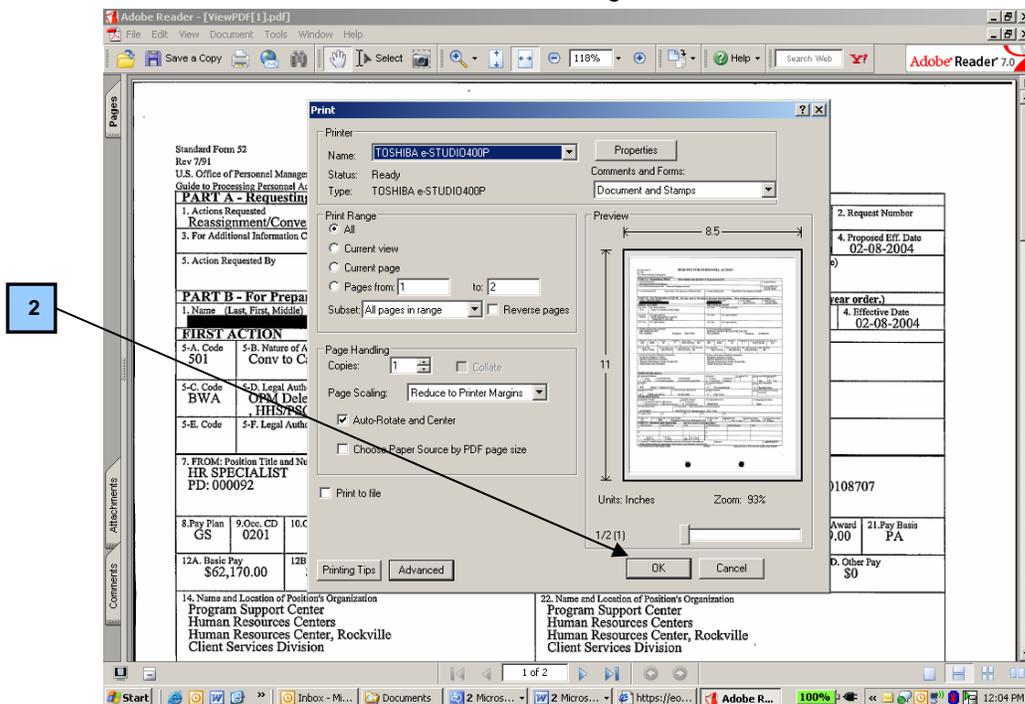
Result: The document will print to the selected printer

NOTE: Reference Chapter 2, if needed

Opened eOPF Document



Print Dialog Box



5. Printing an Entire eOPF Folder

Printing an Entire eOPF Folder

From the eOPF main menu:

1. Click the 'Search eOPF' button on the main menu

Result: The 'Search My eOPF' page will display

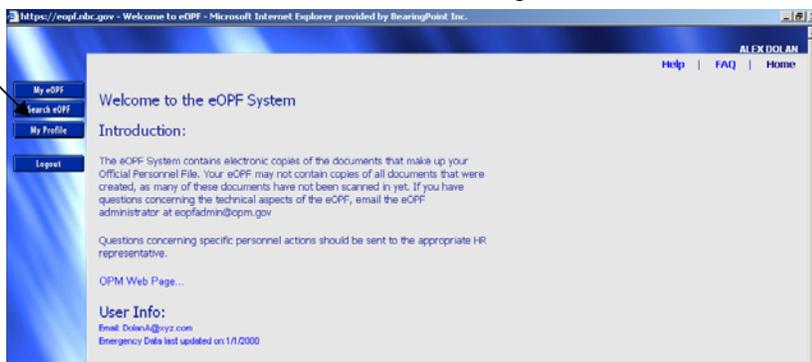
2. Click the 'Search' button without entering search criteria to return all documents within your eOPF

Result: The 'Search Results' page will display

3. From the 'Search Results' page click "Show all docs"

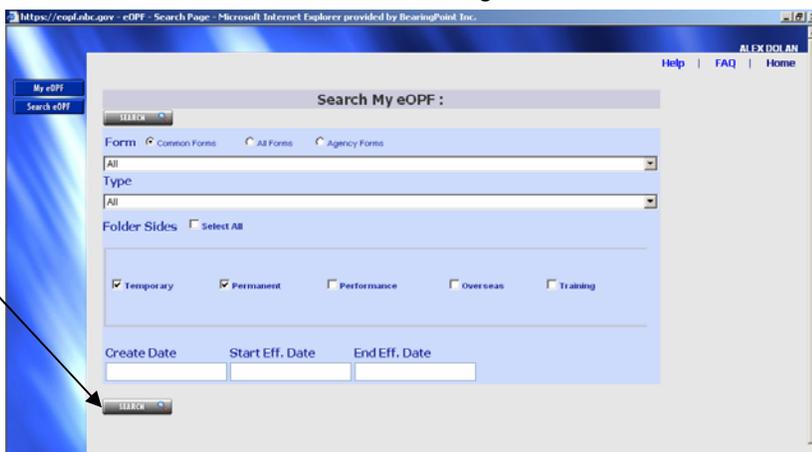
Result: The 'Show all docs' page will appear

eOPF Welcome Page



1

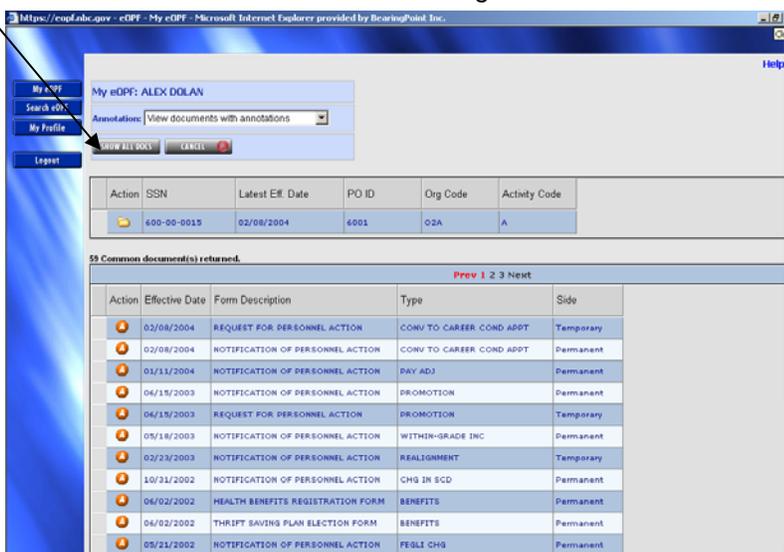
Search eOPF Page



2

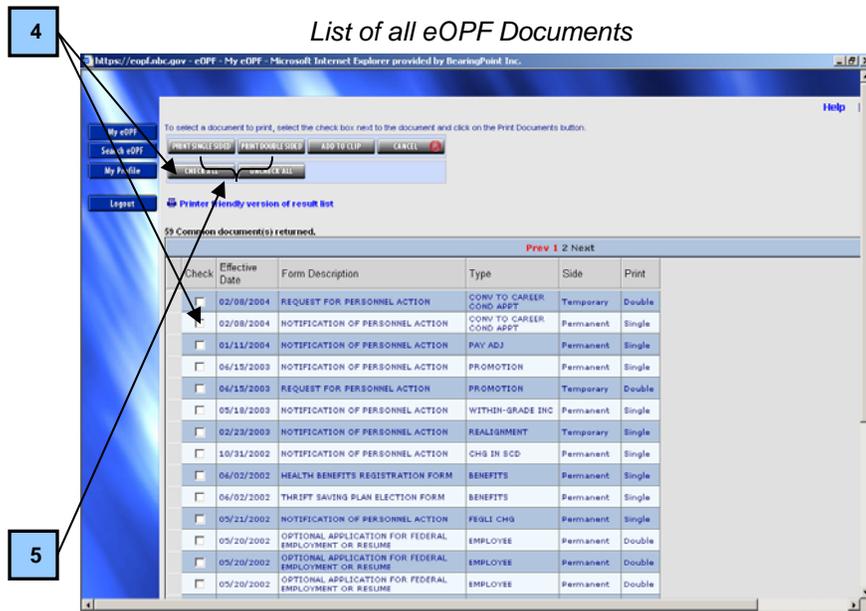
Search Results Page

3

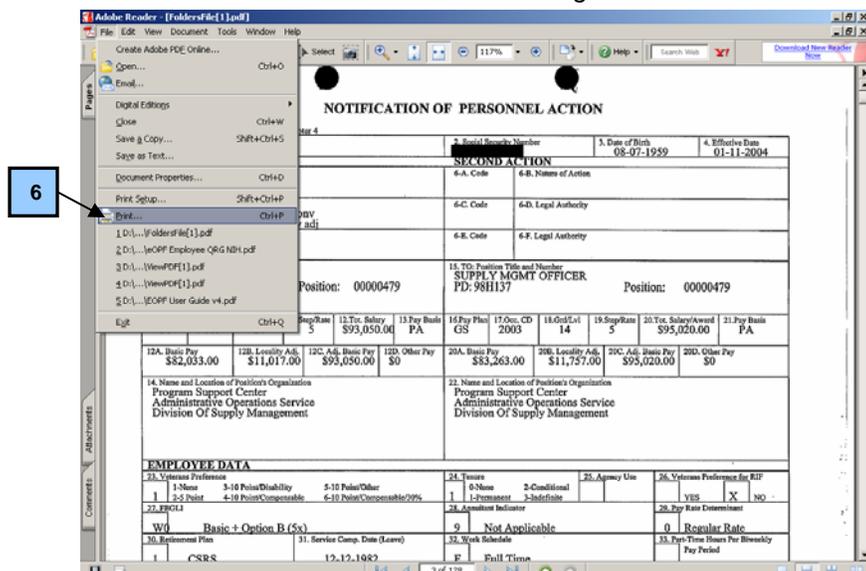


4. Select the documents to print by clicking on the checkbox(es) to the left of each document or select all by clicking the "check all" button
5. Click either the 'Print Single Sided' button or the 'Print Double Sided' button located at the top of the page
- Result:* A file download box will appear. Click 'Open' and the selected documents are merged into a single PDF document; a watermark is added to each page indicating the source of the documents as eOPF and the resulting document is displayed in the document viewer
- NOTE:** If you are printing a double-sided document, make sure the printer selected is capable of performing duplex printing
6. From the document viewer, click the Print option and then OK to print the checked documents or entire folder

List of all eOPF Documents



Document Viewer Page



6. Adding or Changing Your E-mail Address

eOPF Welcome Page



Adding or Changing Your E-mail Address

From the eOPF main menu:

1. Click the 'My Profile' button on the main menu

Result: The 'My Profile' page will appear with the General tab active

2. Click the 'Change Email' tab at the top of the screen

Result: The Change Email page will appear

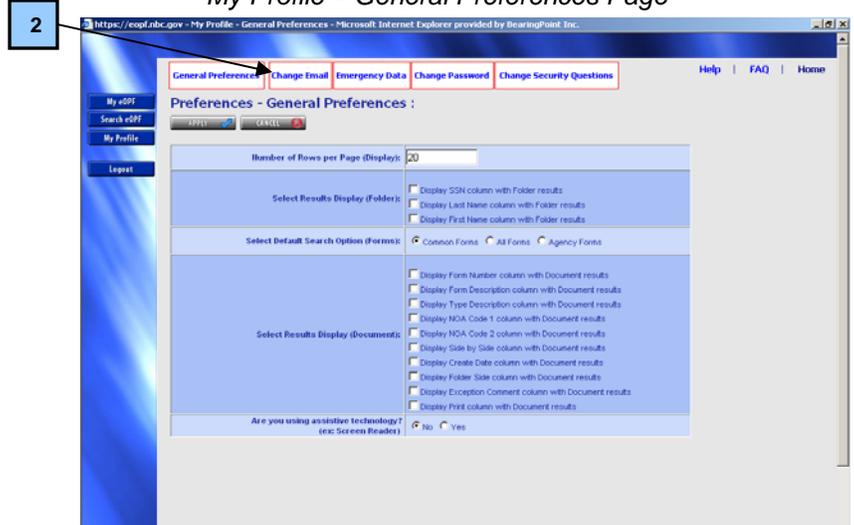
3. Type your email address in the 'Your Email Address' field

4. Click the 'Update' button

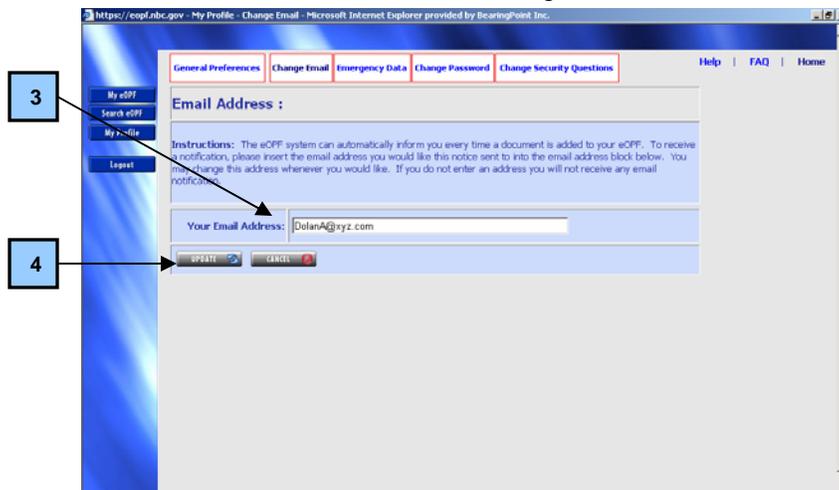
Result: The eOPF Welcome Page will appear with the updated email address displayed

NOTE: DOT email addresses preferred

My Profile – General Preferences Page



Email Address Page



7. Entering or Updating Emergency Data

eOPF Welcome Page

Entering or Updating Emergency Data

From the eOPF main menu:

1. Click the 'My Profile' button the main menu

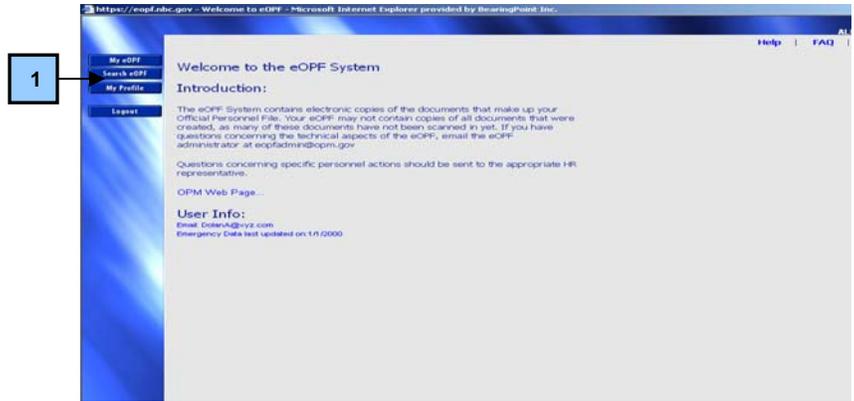
Result: The 'My Profile' page will display

2. Click the 'Emergency Data' tab at the top of the screen

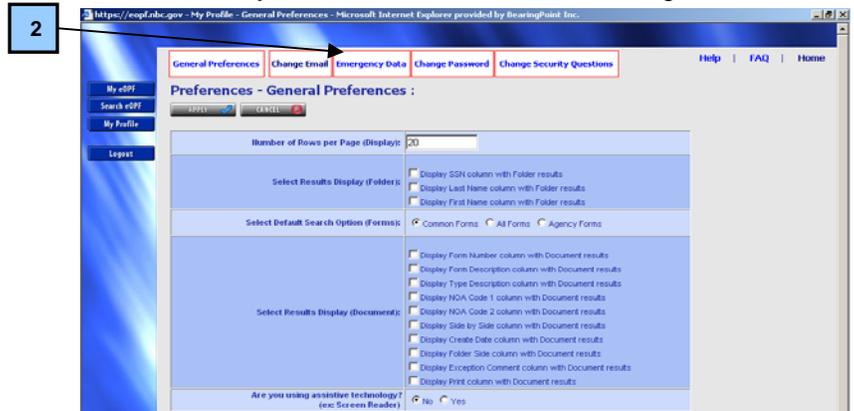
Result: The 'Emergency Data' page will appear

3. Edit the desired fields and click the 'Apply' button

Result: The Emergency Data page reappears displaying the message 'Emergency data updated successfully'



My Profile - General Preferences Page



Emergency Contact Information Page



8. Changing Your Password

Changing Your Password

From the eOPF main menu:

1. Click the 'My Profile' button on the main menu

Result: The 'My Profile' Page will appear

2. Click on the 'Change Password' tab at the top of the page

Result: The 'Change Password' page will appear

3. Enter your current password in the Old Password Field

4. In the New Password Field enter your new password

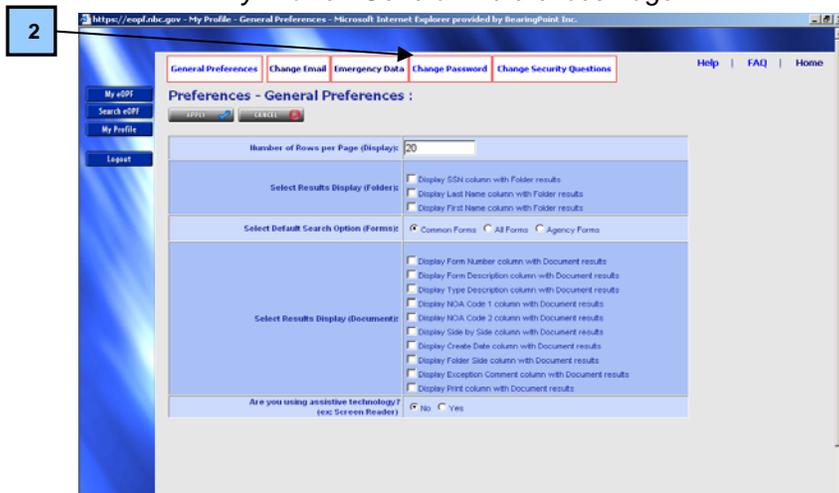
5. In the Verify Password field, enter your new password again

6. Click the Update button, which will update your new password in eOPF

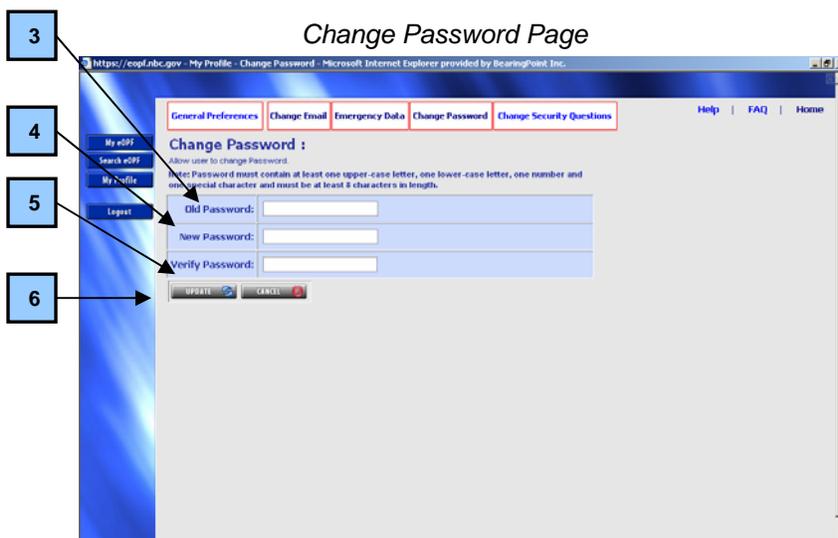
eOPF Welcome Page



My Profile - General Preferences Page



Change Password Page



9. eOPF System Requirements

To access and utilize the eOPF, you must use two basic “off-the-shelf” software components: a Web browser application and Adobe Acrobat Reader. The Web browser enables you to view the various system screens such as Logon and Search. Adobe Acrobat Reader enables you to view documents.

Browsers

You can use commercially available Web browsers to access the eOPF. For best results, it is recommended that you use the latest version of Microsoft Internet Explorer.

Downloading and Configuring the Viewer (Adobe Reader)

The eOPF stores documents as Portable Document Format (PDF) files, which can be viewed and printed using Adobe Reader. If you do not have Adobe Reader installed on your computer, it is available as a free download on the Internet.

NOTE: The Adobe Reader “options” should be set to “not” view inside the browser. This option can be assessed by selecting Edit -- Preferences -- Internet in Adobe Reader v6.x version.

10. eOPF Support

If you have forgotten your user ID or if you have forgotten your password or do not have a password, go to the eOPF application, accept the “Rules and Behavior” and follow the links for “forgot ID” or “forgot password”

If you have other questions or concerns of a technical nature, e.g., inability to open documents, and/or questions related to your user account, you can access online help by clicking the **Help** link in the upper right hand corner of each eOPF screen.

You can also call the eOPF Help Desk at 1-866-275-8518 or send an email to the DOT eOPF Help Desk at eopf_hd@telesishq.com

If you have questions or concerns related to the content of your eOPF, e.g., missing documents, incorrect documents, etc., contact your eOPF Help Desk.

Additional eOPF Resources:

Online Help – When logged into the system, click the **Help** link or the **FAQs** link in the upper right hand corner for general assistance.

DOT eOPF Website: <http://dothr.ost.dot.gov/hrprograms/automation/eopf>

If you are having a problem with your PC, operating system, network, server, or printer, contact your local IT helpdesk or support organization. Local IT support will also assist you in downloading and installing the appropriate browser or document viewer if necessary.