

You've probably heard the term eOPF, but do you know what it is and why you should be familiar with it?



What does it stand for?

eOPF is the acronym for Electronic Official Personnel Folder.

What is it?

eOPF is a system developed as a management solution to handle official personnel files and to simplify your access to your own Official Personnel Folder (OPF).

When is an OPF created?

An OPF is created when an employee begins Federal service, and is maintained throughout an employee's career in accordance with the United States Office of Personnel Management (OPM) regulations.

What does it contain?

The OPF contains human resource (HR) records and documents related to Federal civilian employees. It follows you throughout the life of your federal service with any US federal agency.

What does it provide?

The eOPF system will provide secure, Web-enabled access for employees and HR staff members to view eOPF documents. Employees will be able to view only their own OPF through this secure system.

How to access your eOPF?

To access your Electronic Official Personnel Folder, you will need a computer connected to the Internet, through the Courts network. Access to eOPF while outside of the Courts network presents a security challenge and is not advised.

1. Launch your Web browser and enter the Web site address <https://eopf.nbc.gov/uscourts/Logon.aspx>. The eOPF User Agreement page appears.
2. Read the eOPF User Agreement and all of the corresponding document links on the agreement page. When you have finished, click ACCEPT. The eOPF Web Logon page appears.
3. Type your eOPF User ID in the EOPF ID field and press the TAB key to move to the PASSWORD field.
4. Type your eOPF password in the PASSWORD field and click SUBMIT.

The eOPF Welcome page appears, with the functions you are authorized to perform listed on left side menu. The first time you log on to eOPF, you will be requested to change your password. Your new eOPF password must be at least 8 characters long and must include at least one upper case letter, one lower case letter, one number, and one special character. The password cannot begin with a special character. Also, the first time you log on to eOPF, you are prompted to answer 6 security questions. If, at a later time, you forget your eOPF User ID or password, the answers to these questions will be used to verify your identity. Select and answer 3 different questions from the Personal Questions and also from the Helpdesk Verification Questions. When you have answered 6 questions, click SUBMIT once. The eOPF Welcome page appears. You can modify your answers from MY PROFILE after you log on. If you need a new password click FORGOT YOUR PASSWORD?, located below the User ID and password prompts from the eOPF Web Logon page. You will need to provide correct responses to 3 identity challenges: * your EOPF USER ID

* LAST 5 DIGITS OF YOUR SSN (Example: 67890) * FIRST 4 LETTERS OF YOUR LAST NAME- if your last name is less than 4 letters then use your full last name If the challenge question is correctly answered, then you are prompted to change your eOPF Password. Failure results in an access denied message:

The information you provided does not match the information in the eOPF system. **Please contact the helpdesk at eopf_hd@telesishq.com for assistance.**

NOTE: Certain application functions require a current email address. Please make sure to keep a correct updated email address, in InfoWeb.

Please protect the privacy of your personal information by keeping your User ID and Password in a secure location. If you have not received your eOPF User ID prior to receiving this email, please contact your designated HR Specialist for further assistance. If you need further assistance regarding the eOPF system or your password, please send an email to eopf_hd@telesishq.com or contact the eOPF help desk by PHONE at 1-866-275-8518. The eOPF system is implemented in accordance with the Privacy Act of 1974, 5 U.S.C. 552a to safeguard information from unauthorized use. However, as hard as we try, sometimes information is erroneously stored. In the event an employee who accesses his/her personnel file discovers another person's information in their folder, he/she should immediately contact their local Human Resource (HR) representative regarding the error so that corrective measures can be taken. Any employee who knowingly and willfully discloses personal information pertaining to other individuals, in any manner, to any person or agency not entitled to receive it, may be found guilty of a misdemeanor and fined.

For more information, please visit:

<http://www.opm.gov/policy-data-oversight/data-analysis-documentation/enterprise-human-resources-integration/#url=FAQs>

