Quick hints for Multi Factor Authentication access to the State/Federal 3-186A Database:

We hope you will find accessing the State/Federal 3-186A database using Multi Factor Authentication through Login.gov extremely straight-forward.

Below these **Quick Hints**, you will find the reason for this required change, as well as detailed step by step procedures for how to use the Multi Factor Authentication whether you already have an account on the 3-186A database, or if you are new to falconry and the 3-186A database.

You may wish to refer to the detailed guide before you try to use Login.gov, or if you have any difficulties with this conversion to Multi Factor Authentication.

NOTE: To proceed with Multi Factor Authentication through Login.gov, you must have a working email address that you can access, your existing 3-186A account login-ID (if you already have an account), **OR** your User ID/Authorized Code (if you are new to the database) which has been provided to you by your State Falconry Administrator.

Refer to the categories listed below for Quick Hints; are you an existing falconer, or, a new falconer/falconer who has not activated their account? See below.

Quick Hints: How do existing falconers create an account in Login.gov website to access the State/Federal 3-186a Falconry Website?

Existing Falconers can transition to the Login.gov MFA process in just a few minutes:

1. Go to the State/Federal 3-186a Falconry Database Website and click "Login" as you have done before.   You will then enter your User ID/Authorized Code.

2. Falconers will be re-routed to Login.gov where they will create a new account using their existing email address.

3. A validation Email will be sent to your email address with a link to authenticate the Email, create a new password, and select a preferred MFA method (We recommend text to your personal phone as the easiest method, however Login.gov lists other ways your 3-186A account can be authenticated.)

4. When finished, the falconer will be automatically directed back to the State/Federal 3-186a Falconry Database where they may enter their original Login ID and Password used to login to the non-MFA database and click "Convert".

5. Future logins to the 3-186A database will use your email and password established in Step 3 above.   Write down, or otherwise store your password for future use.   If you lose your password, you will need to click the icon 'Lost your password?' to create a new password for access to your account.

Quick Hints: New falconers or existing falconers who want to activate their State/Federal 3-186a Falconry Database account will need their User ID/Account Code that was provided to them by their State Falconry Administrator. They will follow similar steps.

New falconers or existing falconers needing to activate their account can transition to the Login.gov MFA process in just a few minutes:

    1. Go to the State/Federal 3-186a Falconry Database Website and Click "Activate New Account." You will then enter your User ID/Authorized Code.

    2. New Falconers will be re-routed to Login.gov where they will create a new account using their existing email address.

    3. A validation email will be sent to your email address with a link to authenticate the Email, create a new password, and select a preferred MFA method (We recommend 'text to your personal phone' as the easiest method, however Login.gov lists other ways your 3-186A account can be authenticated.)

    4. When finished, the falconer will be automatically directed back to the State/Federal 3-186a Falconry Database.

    5. Future logins to the 3-186A database will use your email and password established in Step 3 above.   Write down, or otherwise store your password for future use.   If you lose your password, you will need to click the icon 'Lost your password?' to create a new password for access to your account

    Finally, users who have made the conversion to Login.gov, will only need to go to the State/Federal 3-186A Database website as they normally would for future entries; click 'login' on the State/Federal 3-186A database, and you will be directed to Login.gov to enter email and password. After authentication, the Falconer will be automatically redirected back to the State/Federal 3-186A Database.

Please refer to the step-by-step instructions starting on the following page should you need more information.

If you have questions, please contact your State Falconry Administrator.

Step by Step Instructions: Multi Factor Authentication for the State/Federal 3-186A Database User Guide

Table of Contents:

Multi Factor Authentication (MFA) for Federal Falconry Application User Guide

The U.S. Department of Interior has required the U.S. Fish and Wildlife Service (USFWS) to convert all databases to use Multi-Factor Authentication (MFA). The USFWS has worked with the State Falconry Administrators to enact this upcoming change by August 2024.

This User Guide will help State permitted/Licensed Falconers use Login.gov to access the State/Federal 3-186A Database.

What is Login.gov? Login.gov is a required portal for all federal electronic services where a login is required. You may already be familiar with Login.gov if you have other electronic federal government services, such as Social Security, Veterans Administration, or even other USFWS permits.

Why Multi Factor Authentication? The US Fish and Wildlife Service is responding to a mandate established by the U.S. Federal Government to increase protection of federal computer databases and applications. Prior to accessing any U.S. Federal Government computer resources, such as federal wildlife permits, databases, and in this instance, the State/Federal 3-186A database, all logins by permitted users must be verified and authenticated by the US. Federal Government MFA service, Login.gov.

When you use Multi Factor Authentication, Login.gov uses your email address to send you a code that you must subsequently enter to verify your identity as part of logging in to the State/Federal 3-186A Falconry Database. You must have a working email address for this process to work, and to access the that email address, as well as the database.

Prerequisites: To be verified to use the Federal 3-186A database, falconers must have a valid permit/license issued by their State Wildlife Agency. Falconers must also have a valid and working electronic mail (Email) address they can log onto during the process of accessing the State/Federal 3-186A database with MFA requirements. Email addresses may be from any provider; including your business or company, state (e.g. university email address), or private entity including but not limited to Google (gmail), Yahoo, X.com (formerly twitter.com), paypal.com, facebook.com, etc.

Please contact your State Falconry Administrator if you have questions about valid email addresses.

Falconers will need their Login ID (User ID) they use to log on to the State/Federal 3-186A Falconry site. Please contact your State/Territory Falconry Administrator if you do not know your User ID.

If you are a new falconer, your State/Territory Falconry Administrator will provide you with a one-time "Authorized code" that you will need to activate your new State/Federal 3-186A Falconry Database account. If you do not remember your current Login ID or Authorized code, please contact your State/Territory Administrator. The Authorized code, or your Login ID, is required to connect your new Login.gov Email with your State/Federal 3-186A Falconry Profile data.

How to initially create an account in Login.gov website to access the current Federal Falconry Website?

As a licensed/permitted falconer, you will find yourself in one of three categories defined below. If you have already logged onto the Falconry Database using Login.gov, and have questions or issues, please see Category C, listed below.

Category A: NEW LOGIN.GOV USERS who already have an existing 3-186A account.

*You possess an account with a valid Login ID/User ID & Password to access the State/Federal 3-186A Falconry Database. (Note: you may or may not have data within your Falconry Database account, but you do have an account with the State/Federal 3-186A Database.)

And,

*You have never logged into the State/Federal 3-186A database using Login.gov.

Note; the new Login.gov account will displace your current legacy Login ID/User ID which is being used in the State/Federal 3-186A Database.

Please use section **A. FOR NEW LOGIN.GOV USERS.** See pages 8-18 below.

Category B: **First time falconry LOGIN.GOV USERS,** and **Falconers who have not activated their 3-186A account**.

*You are an Apprentice falconer, or your State/Territory Falconry Administrator has assigned you a new profile on the State/Federal 3-186A database.

And/or,

*You have a falconry permit/license, your State/Territory Falconry Administrator has assigned you an "Authorized code," but you have not "activated" your new account to access State/Federal 3-186A Falconry Database, and you have no data on the database.

And,

*You do not have a Login.gov account associated with falconry.

First time Falconry Database users will use the "Authorized code" assigned to you by your State Falconry Administrator to activate your new Falconry account.

Please note; the newly created Email login account for Login.gov will be your new Falconry Login ID/User ID.

Please use section "**B. ACTIVATE YOUR NEW ACCOUNT.**" See pages 32-34 below

Category C: **EXISTING Falconry Database LOGIN.GOV USERS who are already using MFA through Login.gov**

*You have created an Email Login ID and Password with MFA/Login.gov for the State/Federal 3-186A database.

*Your current Federal Falconry Login ID/User ID had been converted to the current MFA/Login.gov Email Login ID.

Please use section **C. DAILY LOGIN**. See pages 34-36 below.

If you are not in 1 of the 3 categories [A, B, C] outlined above, please contact your State/Territory Administrator(s).

_____

Detailed information: How to first login to the MFA/Service provider Login.gov.

Before you sign in, be sure that you have a current and valid email address.

Go to the State/Federal 3-186A Falconry Database website:

> *https://epermits.fws.gov/falcP*

See below for your category (A, B, or C).

For Category A, use instruction set **A. FOR First time Falconry Login.gov users.**

For Category B, use instruction set **B. FOR NEWLY REGISTERED USERS WITH 'AUTHORIZED CODE'.**

For Category C, use instruction set **C. DAILY LOGIN**.

A. First time LOGIN.GOV for the 3-186A database.

You will only need to do the steps below once for the State/Federal 3-186A Database. This is required by Login.gov.

This section applies to those who have never had access to the State/Federal 3-186A Falconry Database through Login.gov. Once successfully authenticated, the State/Federal 3-186A Falconry Database will use the email address accepted by Login.gov to replace existing Login ID/User ID in the current Falconry Profile table.

If you have multiple email addresses, you will NEED to remember which email address you used to sign in through Login.gov. We recommend you write it down, or otherwise store it with your falconry files.

Before signing in, you will need; a) your State/Federal 3-186A Falconry Database Login ID/User ID, b) your existing password, and c) your email address and access to your email account.

Go to: *https://epermits.fws.gov/falcP*

1. Click "Login" button from the State/Federal 3-186A Falconry Database default page as shown the image below:
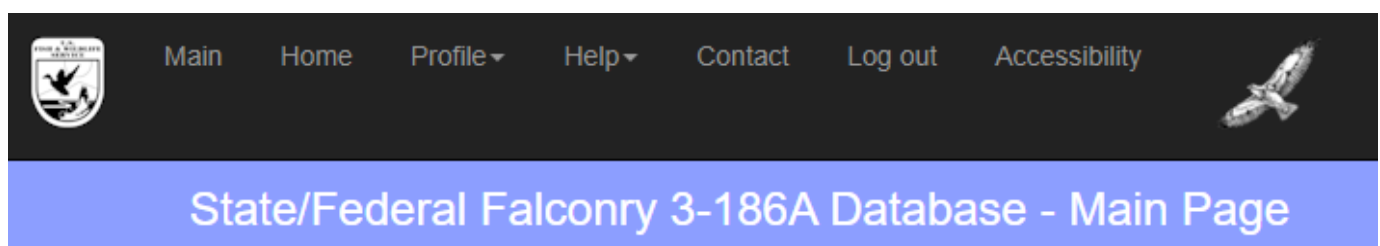
2. The following Login.gov web page appears:
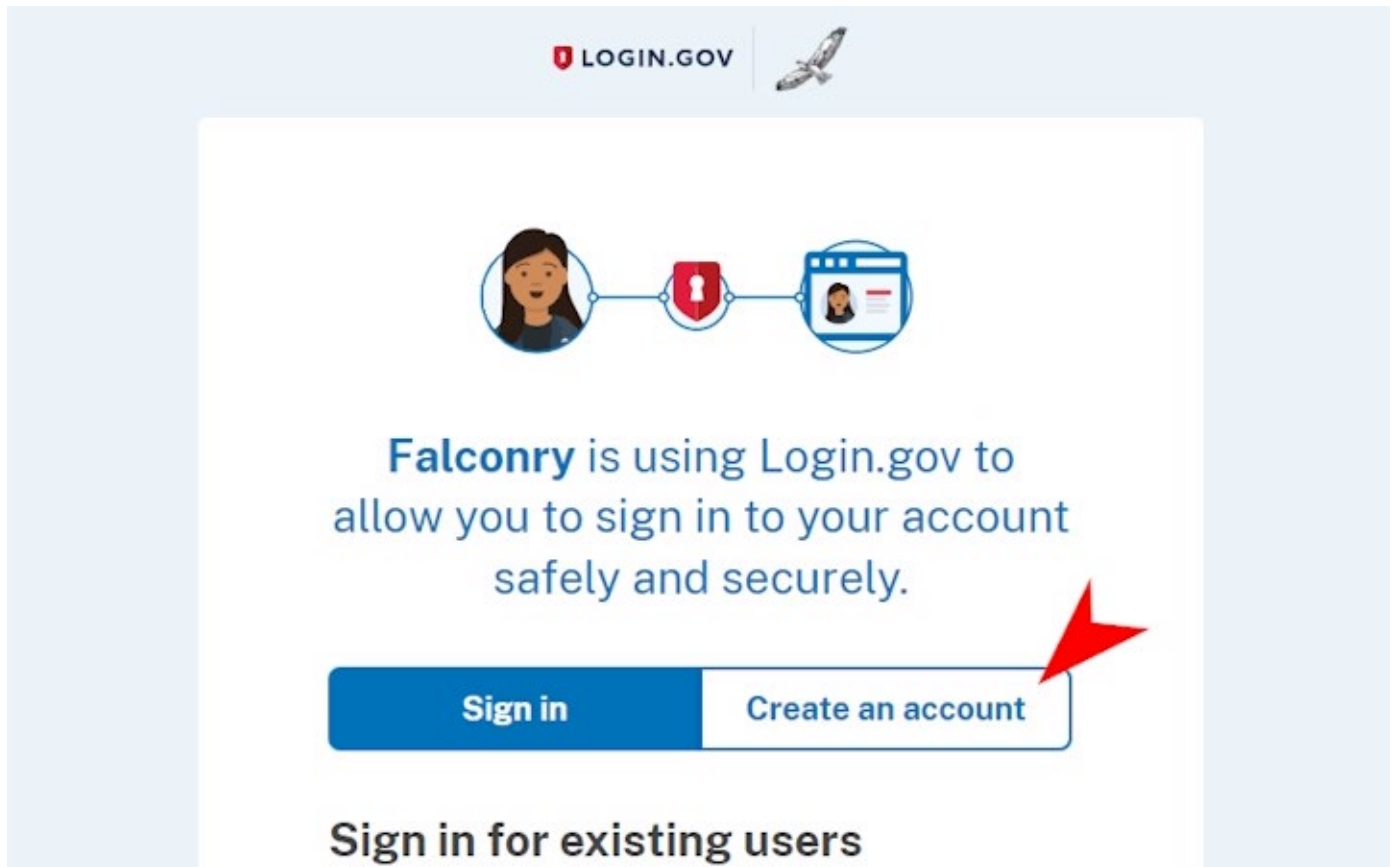
3. Next, click "Create an account" as shown above.

4. Follow the "RED ARROWS" from top-down to complete filling out the form as shown on the image below, then click "Submit" button located at the bottom of the page when done.

LOGIN.GOV

Falconry is using Login.gov to allow you to sign in to your account safely and securely.

Sign in	**Create an account**

Create an account for new users

Enter your email address

your_email@test.com — 1

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

2

⦿ English (default)

◯ Español

◯ Français

3

☑ I read and accept the Login.gov Rules of Use ☐

4

Submit

Cancel

Security Practices and Privacy Act Statement ☐

Privacy Act Statement ☐

5. Login.gov displays the following notification:
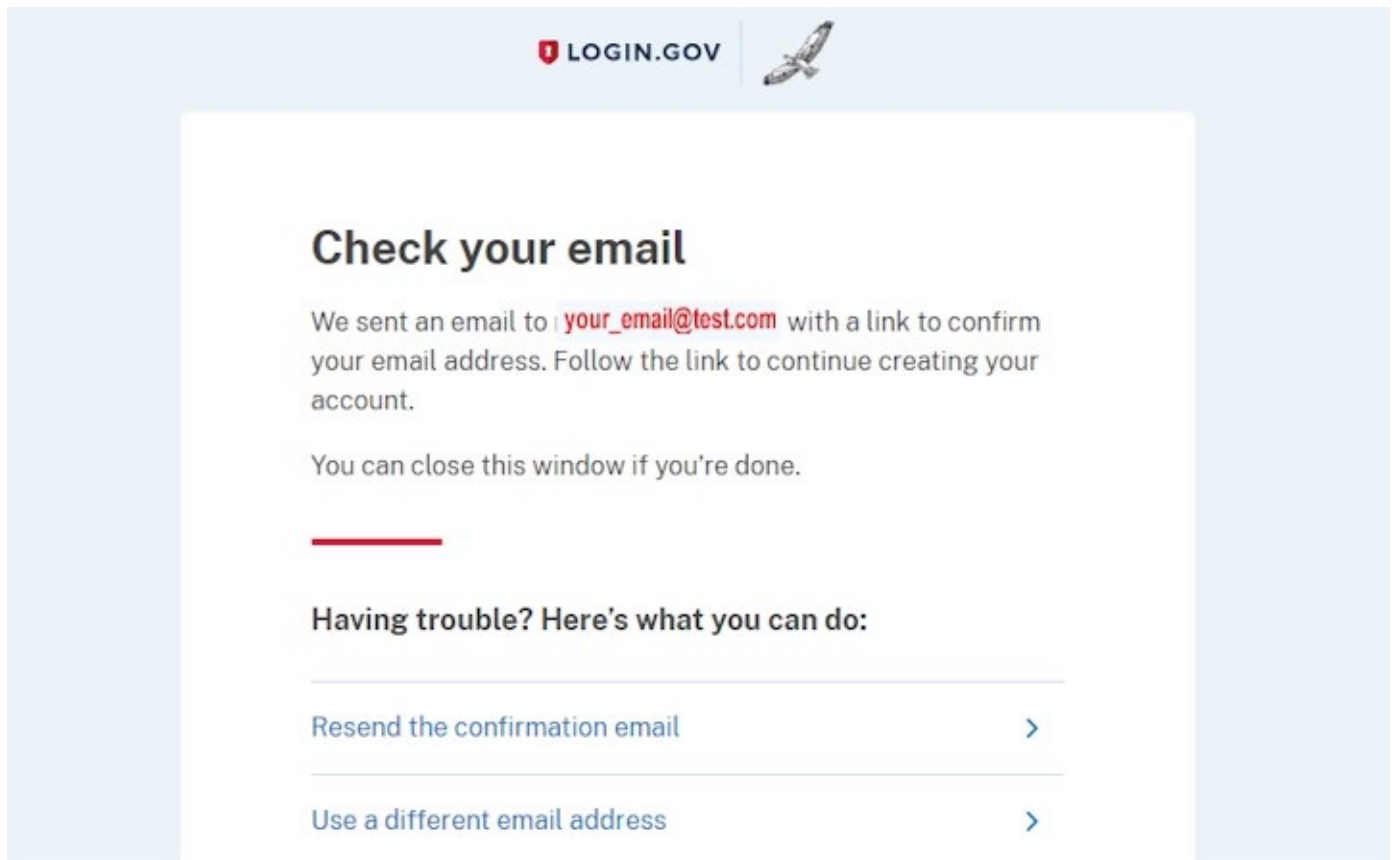
6. Log on to your Email Inbox and look for a notification message like the following image. You may need to check your 'spam' or 'junk email' file.

Then click to open the message as shown on the image below:

Notification item listed in your Email inbox.

7. Within Login.gov, click "Confirm email address" button as shown on the image below. This signals Login.gov that your email address is legitimate.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

click to confirm

Confirm email address

https://idp.int.identitysandbox.gov/sign_up/email/confirm?
_request_id=d5c20263-ddcf-49d6-92d0-
983bb9d4ce36&confirmation_token=yuMaLKojn7R1CRYcp9ku

Please do not reply to this message. If you need help, visit login.gov/help/

8. You will then be automatically returned to the Login.gov website where Login.gov then displays the confirmation message shown:

9. Complete the above to create your password, then click "Continue" as shown on image above. **Write down, or otherwise store your password for future use.**

10. Select your 2ⁿᵈ authentication method as illustrated below. If you chose 'Backup Codes' as your 2ⁿᵈ authentication method, please review and follow the additional illustrations below.

12. Click "Agree and Continue" as shown on image below:
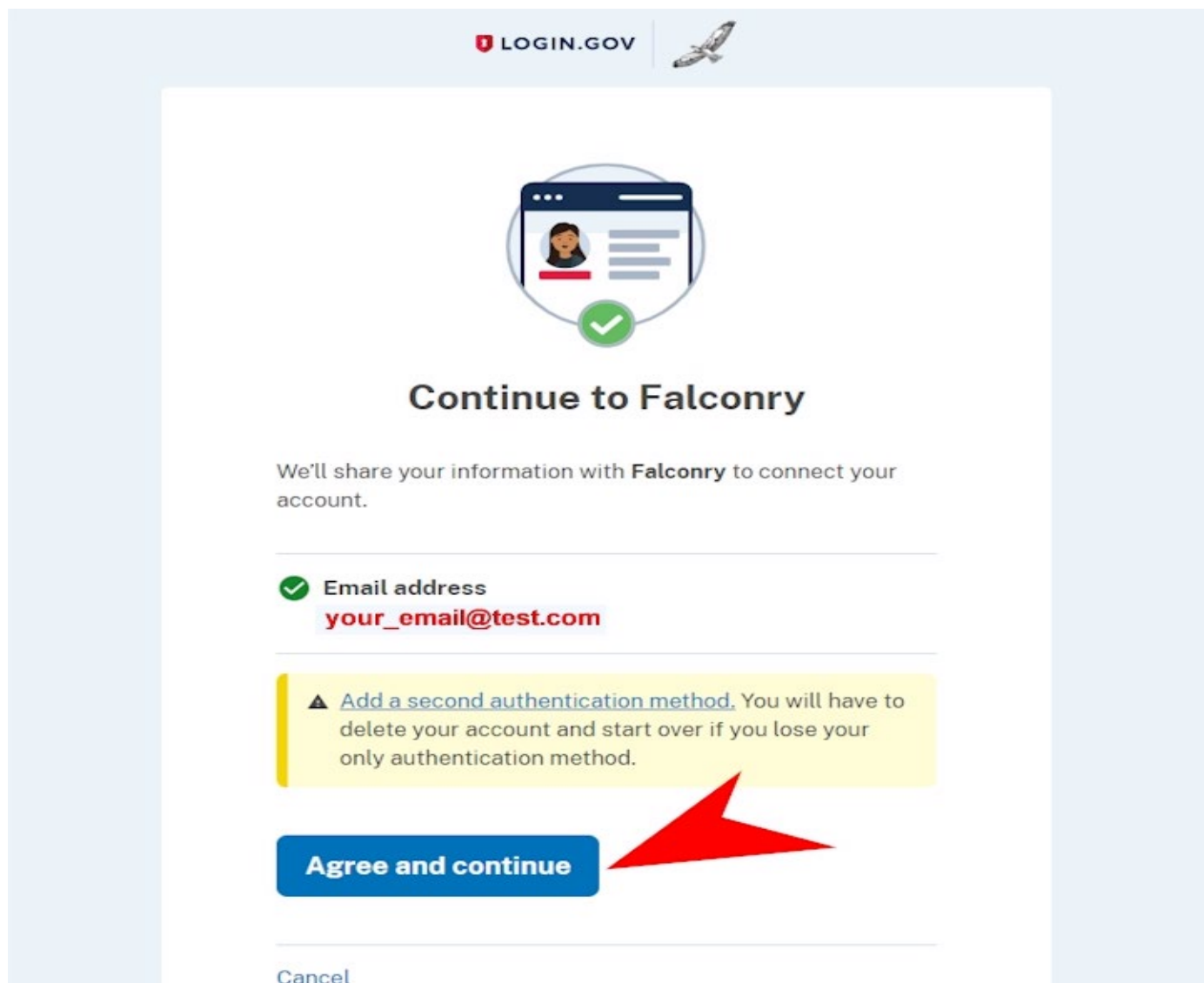
13. After clicking 'Agree and Continue, Login.gov will authenticate and redirect you back to the State/Federal 3-186A Falconry Database. The next screen will automatically be displayed (MFA/Registration) as shown on the following image. You will now be asked to convert your falconry Login ID/User ID and password to the newly created MFA/Login.gov email account.

You will type in your existing legacy Login ID/User ID and password. Click "Convert" button as shown below.

14. Next, after conversion is completed, a message will be displayed at the top of the page. Click "Home" button to access the database for data entry, or other Falconry Database needs.

See images below.

State/Federal Falconry 3-186A Database - Main Page

Congratulation. You have successfully converted your legacy Logon ID (rj1) to new MFA/Email [your_email@test.com] and the new Key to your Profile is {91014702-625f-4247-b191-d87304b976bb}. From now on, You will use this MFA/Email to access the Falconry Application. Click "Home" to proceed.

◀ 5

Falconry Account Conversion:

You are here because it is your first time using **Multi Factor Authentication [MFA]** method to access the Federal Falconry Application. The MFA/Service Provider requires everyone must use Email to register/login their site. Most of you already have a legacy Login ID or User ID and Password. For new Users who have never logon to the Federal Falconry Application, you have to use the Authorized Code issued by your State Falconry Administrator. For existing Falconry users, please enter your old Login ID/UserID and Password; **NOTE: If you are new and your account is not yet activated**, the Authorized code is entered for you automatically in the **Enter Login ID (UserID) or Authorized code** text box below and you do not need a password.

PLEASE NOTE: the *Authorized code* is only good for those who have never been to the Federal Falconry Application, in other word, for new users only.

Next step is to click the **Convert** button to switch your existing legacy Login ID/UserID to the new Login.gov Email. The result is displayed at the top of this page. You have 5 chances before being introduced the Exit door.

If your old legacy Login ID (UserID) or Authorized code is successfully converted, click the **Home** button to resume daily falconry work. This is a one-time process; you will not see it again until you switch Email on the MFA/Login.gov website. Please watch the result displayed at the top of this page to make sure your request is successfully processed. If you are not sure, click the **Cancel** button and seek help with your State/Territory Falconry Administrators.

Enter existing Login ID (UserID) or Authorized code   Password *(for existing falconry users only)*

> rj1

MFA/Email   MFA/UUID

your_email@test.com   91014702-625f-4247-b1!

[Convert] [Home] [Cancel]

◀ 6

State/Federal Falconry 3-186A Database - Main Page

Falconry Home Page

Authorization/FEDID: A01241
Name: Robert, jonh1
Access Type: Falconer
Address: 1 Test Blvd
Chantily, VA 12345
Tel.: 111-111-1111
Email: t your_email@test.com ov

A. US State/Territory Falconers section

Add New 3-186A	For use by US State/Territory Falconers only
Query 3-186A	For use by US State/Territory Falconers only
Report A Move & Other changes	For use by US State/Territory Falconers only
Upload Images [Optional]	For use by US State/Territory Falconers only
View Images [Optional]	For use by US State/Territory Falconers only

Exit [Sign off the application]

Privacy Act and Required Notices »

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15. Note; this conversion is a 1-time process.

The next time you want to access your database account, you will use your email and password to access the State/Federal 3-186A Falconry Database. (see Category C; Daily login).

B. Activate new account. This section is for falconers who have not activated a profile on the State/Federal 3-186A Database.

The steps outlined below applies only to falconers who are new to the State/Federal 3-186A Falconry Database and were issued an "Authorized Code" by their State Falconry Administrator. This code will be used to activate your new account on the Falconry Application as outlined below:

Before you start, you must have a working email address, access to your email account, and your authorized code.

Go to: *https://epermits.fws.gov/falcP*

1. From the home page of the State/Federal 3-186A Falconry Database website, click the "**Activate new account**" button. See image below:
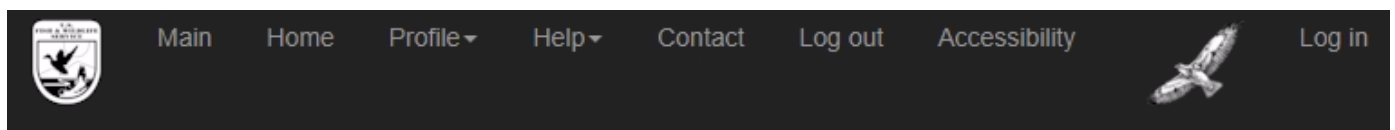
2. Next, enter your "Authorized code" which was provided to you by your State/Territory Falconry Administrator, and click "Submit" button as shown on the following image:

3. Verify your Profile and click "Next" as shown on the following image:

4. Click the "Next" button, step 5 above. The following Login.gov web page appears:

LOGIN.GOV

Falconry is using Login.gov to allow you to sign in to your account safely and securely.

Sign in	Create an account

Sign in for existing users

Email address

Password

☐ Show password

Sign in

Sign in with your government employee ID

‹ Back to Falconry

Forgot your password?

Security Practices and Privacy Act Statement ☒

Privacy Act Statement ☒

5. Click "Create an account" as shown on the above image.

6. Login.gov will allow you to enter your login information. Make sure you scroll down to the bottom of the page if you are using a mobile device.

7. Click "Submit" when your information has been correctly entered.

8. Login.gov will take you to the following page.

LOGIN.GOV

Check your email

We sent an email to **your_email@test.com** with a link to confirm your email address. Follow the link to continue creating your account.

You can close this window if you're done.

―――――――

Having trouble? Here's what you can do:

Resend the confirmation email ›

Use a different email address ›

9. Log on to your email address, and look for a message with title "Login.gov" as shown on the following image (check your 'spam' or 'junk email files,' if necessary):
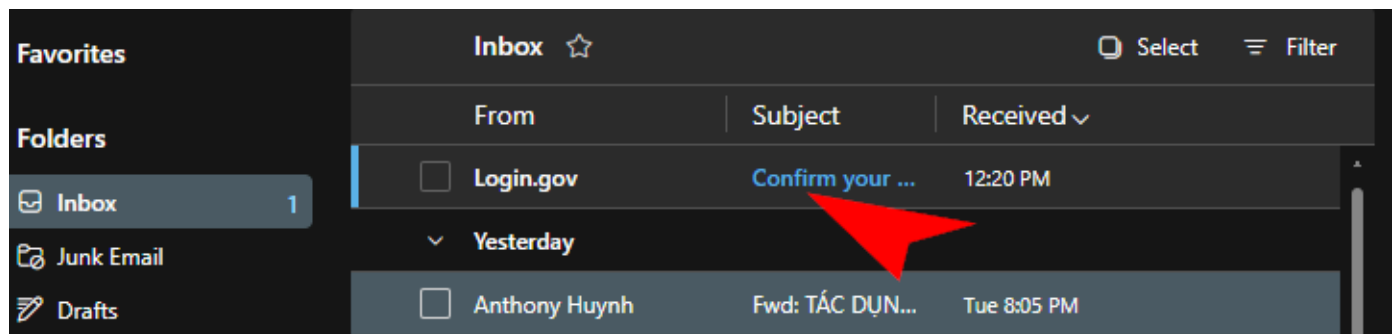
<div align="center" style="color:red">Message header sent by Login.gov.</div>

10. Click to open the Login.gov notification message. Then click "Confirm email address" as shown on the following image:

Folders

Inbox

Junk Email

Drafts

Sent Items

Deleted Items   55

Archive

Notes   1

30t4d

ahdhsgd

aodai

bdq

bsBlaji

bsgd

cmx2024GT   2

cmxqm2023   1

Conversation History

copyRight   1

ctqt

Confirm your email

Login.gov <no-reply@identitysandbox.gov>

To: You

Wed 5/8/2024 12:20 PM

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://idp.int.identitysandbox.gov/sign_up/email/confirm?
_request_id=ce2487c8-df93-4043-bb8e-
a1f3d29303a9&confirmation_token=jqutcTCp3AxqvxY3q6bJ

11. Login.gov presents the email confirmation as shown on the following image:

12. Complete the form to create your password as shown above and click "Continue." **Write down, or otherwise safely store your password.**

13. Select the authentication method as shown on the next image.

14. Click "Continue" as shown on the above image

15. Click agree and continue.

16. You are now being redirected back to the State/Federal 3-186A Falconry Database as shown on the following image. Login.gov successfully authenticated your email account.

17. Follow steps outlined on the above image. At this point, the State/Federal 3-186A Falconry Database asks you to replace the Authorized code with the newly created account on the Login.gov website.

Because you are new user, you do not have a password from the old log-in method. Click the "Convert" button to complete.

18. After conversion is completed, you will see the image displayed below:

State/Federal Falconry 3-186A Database - Main Page

Congratulation. You have successfully Activated your new Account to new MFA/Email [your_email@test.com] and the new Key to your Profile is (f652681c-e8bd-459a-a0bd-bb32b10b3f40). From now on, You will use this MFA/Email to access the Falconry Application. Click "Home" to proceed.

Falconry Account Conversion:

You are here because it is your first time using **Multi Factor Authentication [MFA]** method to access the Federal Falconry Application. The MFA/Service Provider requires everyone must use Email to register/login their site. Most of you already have a legacy Login ID or User ID and Password. For new Users who have never logon to the Federal Falconry Application, you have to use the Authorized Code issued by your State Falconry Administrator. For existing Falconry users, please enter your old Login ID/UserID and Password; **NOTE: If you are new and your account is not yet activated**, the Authorized code is entered for you automatically in the **Enter Login ID (UserID) or Authorized code** text box below and you do not need a password.

PLEASE NOTE: *the Authorized code is only good for those who have never been to the Federal Falconry Application, in other word, for new users only.*

Next step is to click the **Convert** button to switch your existing legacy Login ID/UserID to the new Login.gov Email. The result is displayed at the top of this page. You have 5 chances before being introduced the Exit door.

If your old legacy Login ID (UserID) or Authorized code is successfully converted, click the **Home** button to resume daily falconry work. This is a one-time process; you will not see it again until you switch Email on the MFA/Login.gov website. Please watch the result displayed at the top of this page to make sure your request is successfully processed. If you are not sure, click the **Cancel** button and seek help with your State/Territory Falconry Administrators.

Enter existing Login ID (UserID) or Authorized code

A01006

MFA/Email

your_email@test.com

Password *(for existing falconry users only)*

MFA/UUID

f652681c-e8bd-459a-a0bd-bb:

[Convert] [Home] [Cancel]

19. Follow steps outlined by the red arrows # 3 & # 4 above to complete the account activation. You will land on the Federal Falconry Home page and may begin to enter your falconry data.

State/Federal Falconry 3-186A Database - Main Page

Authorization/FEDID: A01006
Name: ████████████
Access Type: Fws Administrator
Address: 5275 LEESBURG PIKE
Falls Church, VA 22041-3803
Tel.: 111-222-3333 (Office)
Email: your_email@test.com

Falconry Home Page
5

C. USFWS Administrators section

Add New State/Territory Administrator	For USFWS Administrators use only
Edit State/Territory Administrator	For USFWS Administrators use only
Add New Federal Law Enforcement	For USFWS Aministrators use only
Edit Federal Law Enforcement	For USFWS Aministrators use only
Query State/Territory & LE	For USFWS Administrators use only
Query 3-186A	For USFWS Administrators use only

Exit [Sign off the application]

Privacy Act and Required Notices »

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20. Note; this conversion is a 1-time process.

The next time you want to access your database account, you will use your email and password to access the State/Federal 3-186A Falconry Database. (see Category C; Daily login).
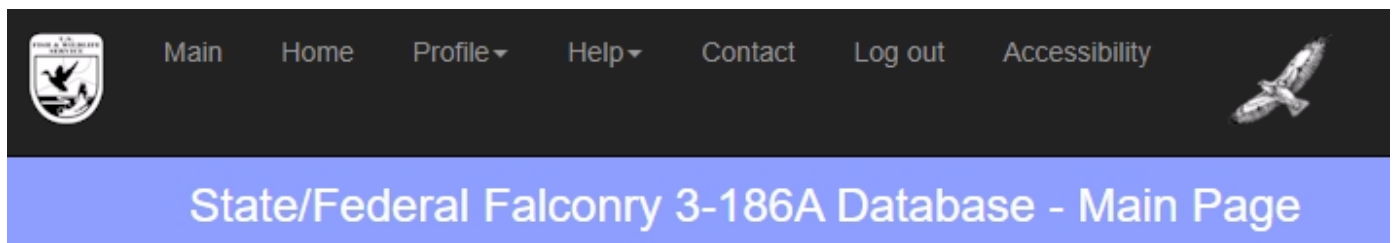
C. DAILY LOGIN.

If you have already used Login.gov to access the State/Federal 3-186A Falconry Database, it is easy to get back into the website for any future visit.

 Go to:

https://epermits.fws.gov/falcP

1. Click "Login" button as shown on the image below:

2. Fill out your email and password on the login-form. (See below)

LOGIN.GOV

Falconry is using Login.gov to allow you to sign in to your account safely and securely.

| **Sign in** | **Create an account** |

Sign in for existing users

Email address **1**

Your_email@some.com

Password **2**

••••••••••••••••

☐ Show password

3

Sign in

Sign in with your government employee ID

‹ Back to Falconry

Forgot your password?

Security Practices and Privacy Act Statement ⧉

Privacy Act Statement ⧉

3. Login.gov authenticates your email and password. It will redirect you back to the State/Federal 3-186A Falconry Database website, so you can enter data, or check your account.

IMPORTANT: In all Categories, if a user should miss a step, or somehow fail the MFA/Login.gov authentication, they will be sent to the following web page:

Failed authenticated by Login.gov
© - Division of Migratory Birds/Falconry 3-186A Database.
5/2/2024 1:52:29 PM.

[[The redirected URL: http://epermits.fws.gov/falct/falcmfareentry?error=access_denied&state=1da1z3pvgvwe2k4y1kbh432y] Error: [access_denied]] failed MFA Login sent from falcMFAReentry.aspx

Close

If this happens, you will need to retype your email address and password.   If you have forgotten your password, you will have to create a new password using the section on the page: (Forgot your password?).   You will be prompted to create a new password for your account.

If you continue to have problems signing on, please contact your State Falconry Administer for assistance.

END OF MFA User's Guide