Office of Enforcement and Compliance Assurance

Office of Compliance

**E-ENTERPRISE**
for the environment

# Smart Mobile Tools for Field Inspectors (Smart Tools)

# User Documentation - Access

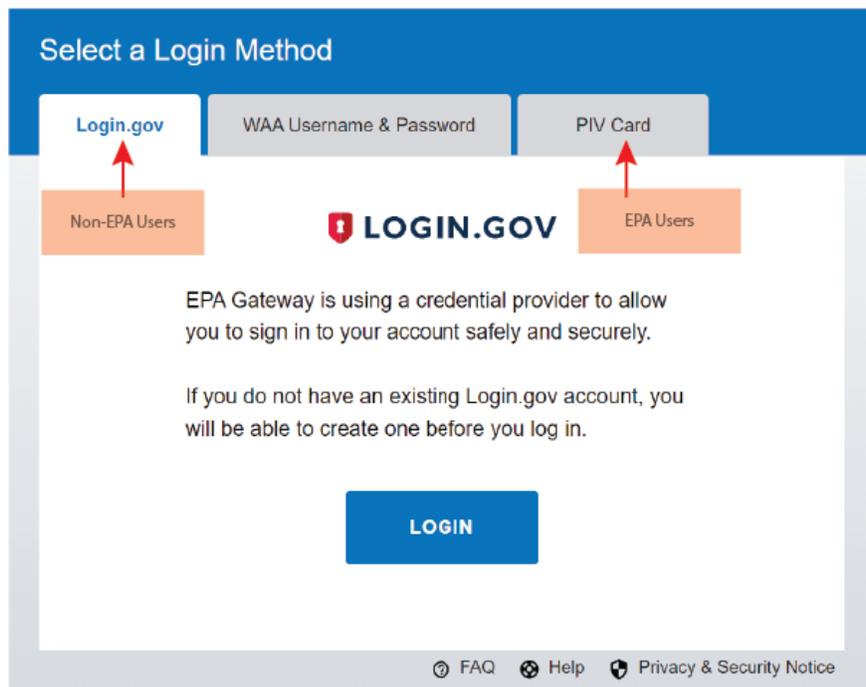Prepared by Plateau Software, Inc. for the Office of Compliance under EPA Contract No. EP-G17H-01433

# Login & Logout

> **Note:** Prior to logging in, the user must complete the required **FedTalent Security Awareness Training**
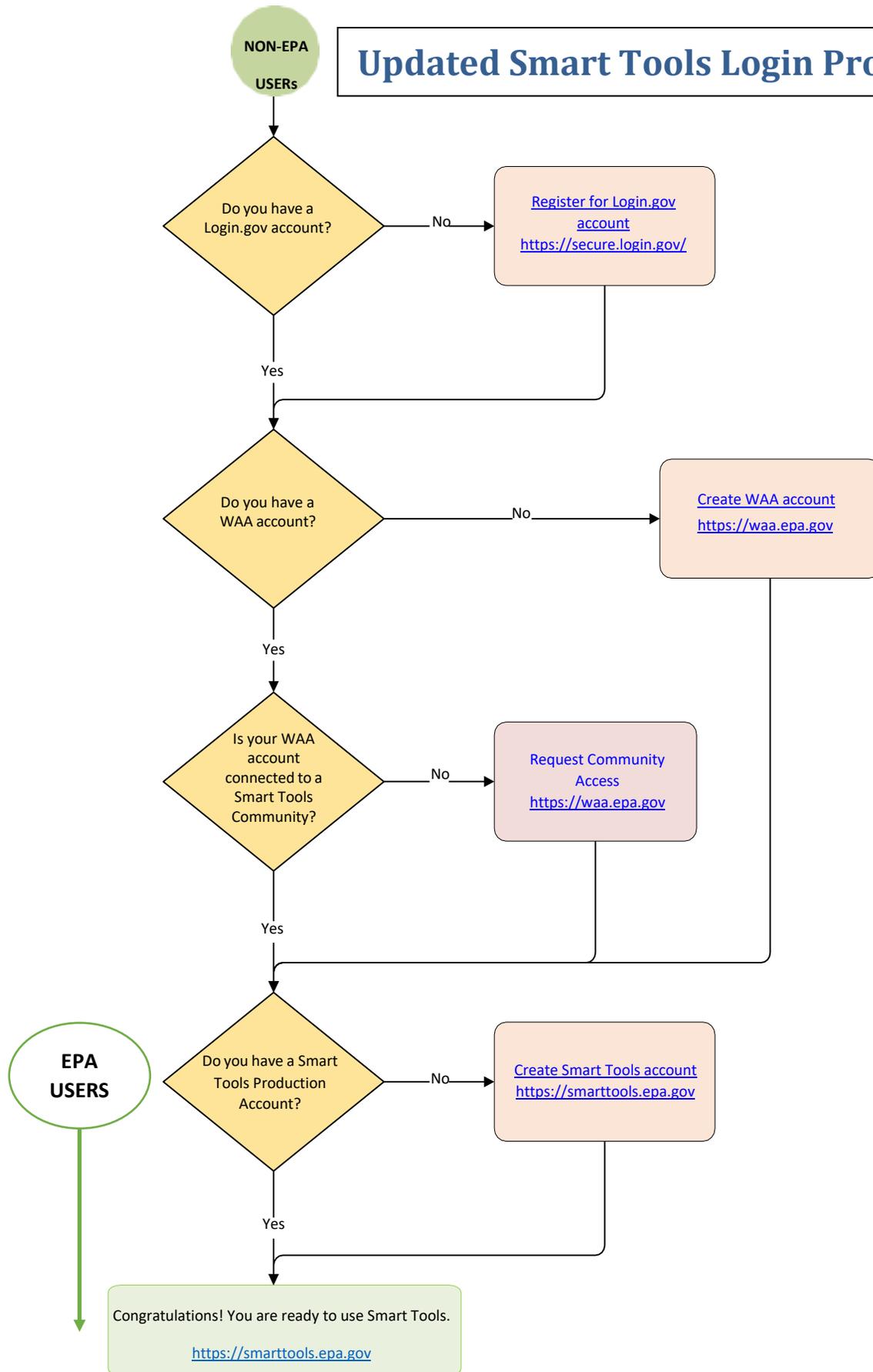
## Login

Smart Tools uses EPA's Sign-On Gateway System, Login.gov, for external users and EPA's Enterprise Identity System PIV authentication for internal EPA personnel. Both of the authentication methods have been integrated with EPA's Web Application Access System, WAA, a centrally managed infrastructure that provides web access management services to EPA web applications.

- For **EPA personnel**, users are already registered with WAA using their PIV card. *There are no additional steps required to register with WAA.
- For **non-EPA personnel**, users will need to create a Login.gov account before registering for the appropriate smart tools community in WAA.

# Updated Smart Tools Login Procedures

**NON-EPA USERs**

**Do you have a Login.gov account?**
— No → Register for Login.gov account https://secure.login.gov/
— Yes ↓

**Do you have a WAA account?**
— No → Create WAA account https://waa.epa.gov
— Yes ↓

**Is your WAA account connected to a Smart Tools Community?**
— No → Request Community Access https://waa.epa.gov
— Yes ↓

**EPA USERS**

**Do you have a Smart Tools Production Account?**
— No → Create Smart Tools account https://smarttools.epa.gov
— Yes ↓

Congratulations! You are ready to use Smart Tools.

https://smarttools.epa.gov

## Step 1. Register for Login.gov Account

All Non-EPA users will need a Login.gov account to access the Smart Tools production site even though you were previously able to access Smart Tools without one. Under Executive Order 13681, Login.gov is a government-wide solution that offers the public secure, private, streamlined access. Rather than requiring individuals to have a separate login for each federal agency's electronic system, the General Services Administration's (GSA's) Login.gov enables individuals to access information or request services from any participating federal agencies with a single Login.gov user ID and password.

Login.gov will serve as the identity provider and will collect the information necessary to complete identity proofing. Login.gov can meet the identity assurance levels (IALs) described in NIST-800-63. The EPA Gateway (aka Web Application Access (WAA)) leverages these identities to facilitate secure access. The information requested by the system and asserted back to the agency is only what is necessary to establish access at the appropriate assurance levels.

If you already have a WAA account, you should have received an email from EPA in early December to create your Login.Gov account. If you have yet created an account, follow the instructions to create one. Otherwise, you will be unable to access Smart Tools beginning in March 1, 2022.

1. Navigate to https://smarttools.epa.gov. You will be redirected to the new Login.gov log-in form. Select the **Login.gov** tab and click the **LOGIN** button.

2. Click **Create an account**



3. Follow the prompts to create a Login.gov account using the same email address that you used when you registered for the community access in WAA (Web Application Access) (Formerly known as WAM – Web Application Manager).

**Note:** If you do not already have a WAA account, remember the email address you use when creating your Login.Gov account because you'll need to use the same email address to create your WAA account.

4. Confirm your email address and create a strong password. Click **continue**.

5. It is recommended you choose the Text or Voice Message Authentication Setup.

## Authentication method setup

Add a second layer of security so only you can sign in to your account.

> ℹ️ Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

**Select an option to secure your account:**

○ **Authentication application**

Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

SECURE

**5**

◎ **Text or Voice Message**

Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.

LESS SECURE

○ **Backup codes**

We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least

6. Enter a number where you receive text messages. Click **Send Code**

7.  Enter one-time security code and click **Submit**.

## Enter your security code

We sent a security code to **+1###-###-####** This code will ex
10 minutes.

**One-time security code**

39Qk6C

**(7)**

**Submit**

🔄 Get another code      ☐ Remember this browser

8.  Click **Agree and continue**

✅ A phone was added to your account.

## You are now signing in for the first time

We'll share this information with **EPA Production**:

✅ **Email address**
   Your email will show here

✅ **Updated on**
   Not yet verified

**EPA Production** will only use this information      ect to your
account

**(8)**

**Agree and continue**

If you encounter any issues or have questions about creating the Login.Gov account, please contact EPA's IT support at EISD@epa.gov or at 866-411-4372 (select Option 3).

BACK TO DIAGRAM **or continue to next step:**

## Step 2. Creating/Registering for an EPA WAA Account

The EPA Web Application Access (WAA) provides a shared, centrally managed infrastructure that provides web access management services to EPA web applications so that these functions no longer need to be independently developed or incorporated into individual applications. The WAA page provides users with access to the user management functions.

1. Enter https://waa.epa.gov in the Browser Address Bar and log in using the Login.gov account you created to register with WAA.

> **Note:** For Contact information, enter appropriate **EPA (not state)** System Administrator name, email address, and phone number. For a list of **EPA** System Administrators, see **Smart Tools System Administrators**.

2.  In the "Select the Community or Application for which you are requesting access;" drop-down choose the appropriate media program you want access to (e.g., Smarttools – NPDES for NPDES inspectors/supervisors, or Smarttools – RCRA for RCRA inspectors/supervisors).

3. Then Choose the Smart Tools Region that corresponds to your state.
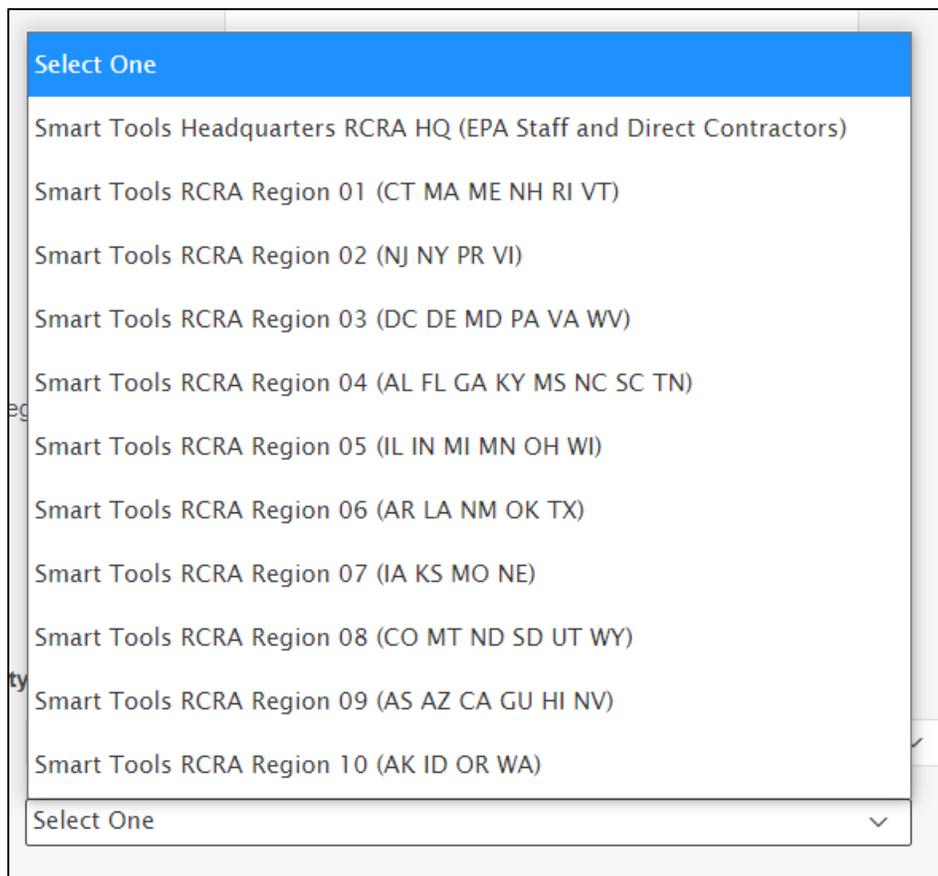


Select One

Smart Tools Headquarters RCRA HQ (EPA Staff and Direct Contractors)

Smart Tools RCRA Region 01 (CT MA ME NH RI VT)

Smart Tools RCRA Region 02 (NJ NY PR VI)

Smart Tools RCRA Region 03 (DC DE MD PA VA WV)

Smart Tools RCRA Region 04 (AL FL GA KY MS NC SC TN)

Smart Tools RCRA Region 05 (IL IN MI MN OH WI)

Smart Tools RCRA Region 06 (AR LA NM OK TX)

Smart Tools RCRA Region 07 (IA KS MO NE)

Smart Tools RCRA Region 08 (CO MT ND SD UT WY)

Smart Tools RCRA Region 09 (AS AZ CA GU HI NV)

Smart Tools RCRA Region 10 (AK ID OR WA)

Select One

4. Accept the Privacy Notice and Submit the Registration.

**Note:** The WAA system will generate an email when your request is approved. There will be a short delay since all requests are reviewed by System Administrators.

If you encounter any issues or have questions on requesting community access for the WAA account, please contact EPA's IT support at EISD@epa.gov or at 866-411-4372 (select Option 3).

## Step 3. Connect your Existing WAA Account to a Smart Tools Community

If a user already has a WAA account for other EPA applications previously but has not registered with an appropriate Smart Tools community in WAA, the user should log into WAA (https://waa.epa.gov) and request for a specific community access.

1. Log in to https://waa.epa.gov with your login.gov account.
2. On the landing page click the Community Access link
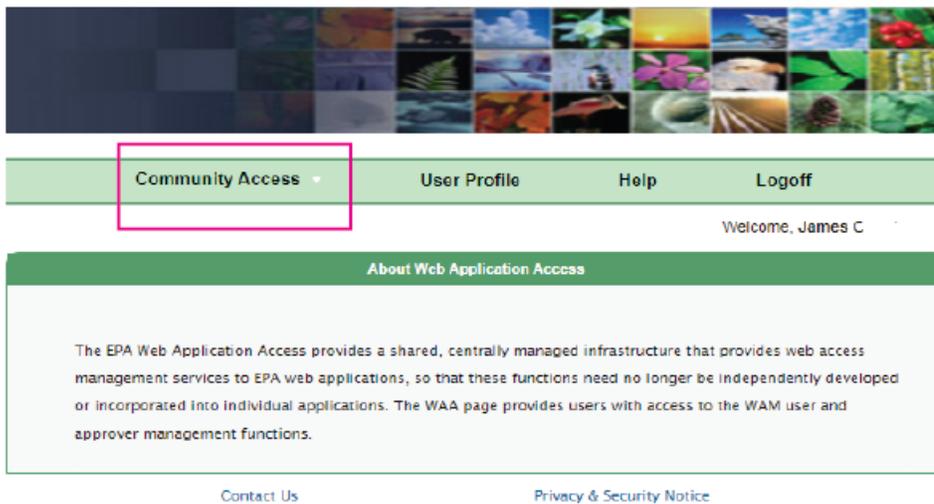


3. On the Community Access sub-menu, click the Request Web Access Community Link
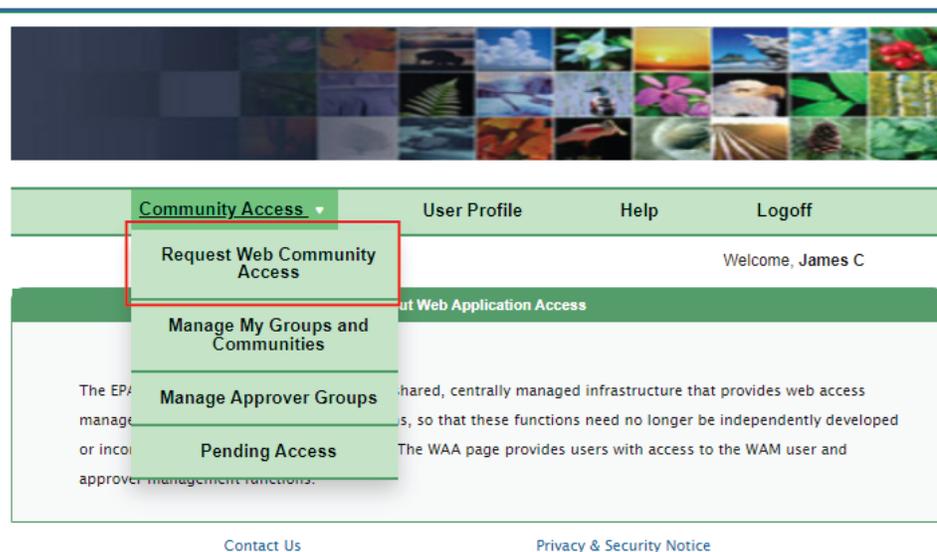
On the Community Listing Page, scroll down to the Smart Tools communities and select the community or communities that you wish to join. (**Note: After selecting a community, the list jumps to the top of the list. You will have to scroll down to make another selection if access to multiple communities is needed**). Then click the Select Button. You will be notified via email of your approved community access.

4.  Once approved, go to https://smarttools.epa.gov to access Smart Tools.


    If you encounter any issues or have questions on requesting community access for the WAA account, please contact EPA's IT support at EISD@epa.gov or at 866-411-4372 (select Option 3).


BACK TO DIAGRAM or continue to next step:


## Step 4. Register for Smart Tools Production Account


1.  After the user's account has been approved in WAA, and a confirmation email from WAA was received, you should go to https://smarttools.epa.gov and log in with your Login.gov account. Users will now go through the last step to request access to the Smart Tools production application using the following form:

2.  Once submitted, this message will appear:
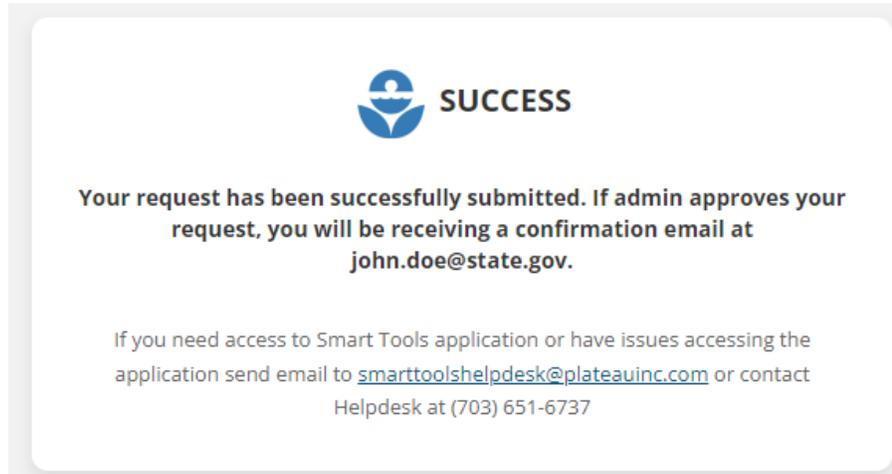


3.  The designated Smart Tools System Administrator for the user's organization will grant access and assign specific roles and permissions to the user. For example, EPA SysAdmin will approve the role(s) of EPA users and State SysAdmin (where available) will approve role(s) of state users. If a state SysAdmin is not available, the EPA HQ Web Administrator will assign roles of state inspectors. An autogenerated email from Smart Tools will be sent to the requester's email address once this is complete.

4.  After you receive the Smart Tools approval email, navigate to https://smarttools.epa.gov and log in with your Login.gov account. You now have access to the Smart Tools application.

If you encounter any issues or have questions on creating the Smart Tools account, please contact Smart Tools support at smarttoolshelpdesk@plateauinc.com or at (703) 651-6737.

# EPA Smart Tools for NPDES Regional System Administrators

| Region | Name | Email |
|--------|------|-------|
| 1 | Solanch Pastrana Del Valle | Pastrana-del-valle.Solanch@epa.gov |
| 2 | Nestor Louis | Louis.Nestor@epa.gov |
| 3 | Chuck Schadel | Schadel.Chuck@epa.gov |
| 4 | Jairo Castillo | Castillo.Jairo@epa.gov |
| 5 | James Coleman<br>Ryan Bahr | Coleman.James@epa.gov<br>bahr.ryan@epa.gov |
| 6 | Amy Andrews | andrews.amy@epa.gov |
| 7 | Naji Ahmed | Ahmad.Naji@epa.gov |
| 8 | John Mackey | mackey.john@epa.gov |
| 9 | Jaime Marincola | Marincola.JamesPaul@epa.gov |
| 10 | Jon Klemesrud | Klemesrud.Jon@epa.gov |
| NEIC/HQ | Trent Rainey | Rainey.Trent@epa.gov |