Office of the Chief Information Officer

Identity, Credential, and Access Management Program

USDA O365 Company Portal iOS Credential Activation MobileLinc User

June 2023

Document Revision and History

TABLE 1: Document revision and version information

VERSION NO.	DATE	DESCRIPTION	AUTHOR/APPROVAL
1.0	6/2023	Initial Draft	C.S.

Table of Contents

1. Introduction

1.1. Document Purpose

This document is a reference guide for accessing the Company Portal application on a mobile iOS device to activate a derived credential, using that credential to access O365 applications and authenticate to USDA protected web sites. This document provides detailed instructions for:

- Accessing and logging into the Comp Portal application.
- Activate a credential from the Comp Portal application.
- Accessing O365 applications with the Comp Portal credential.
- Authenticate to USDA eAuth protected sites using the Comp Portal credential.

MobileLinc user role qualifications are:
a) the user has a USDA issued mobile device.
b) the user has an active LincPass.
c) iOS mobile device has been enrolled in InTune using the iOS InTune Enrollment Guide. After completing the steps to enroll your device in InTune, you need to wait approximately 30 minutes for all the apps to download to the device. Then you can proceed with the steps in this guide to activate a Comp Portal credential.

CEC-Mobility - Microsoft Endpoint - All Documents (sharepoint.com)

1.2. Audience

This document is intended for all USDA Mobile Users that require a derived credential.

1.3. Scope

This document provides information on the process for activating a credential through the Comp Portal, accessing O365 applications and authenticating through eAuth protected sites. This document should be used by those meeting the "Audience" description and is not intended to non-USDA users.
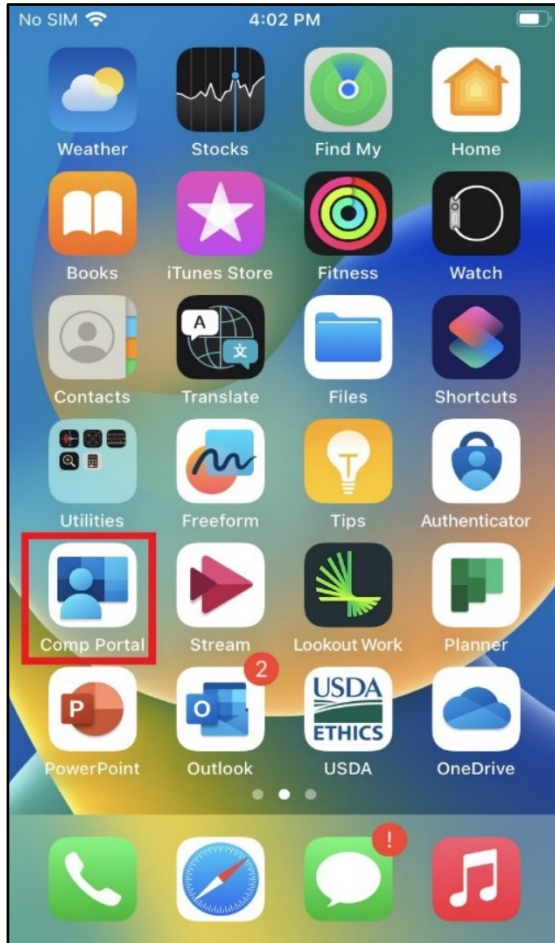
1.4. ICAM Program Information

For more information on the ICAM program, visit our ICAM Customer Portal at URL:

https://usdagcc.sharepoint.com/sites/ICAM

2. How to Access Comp Portal
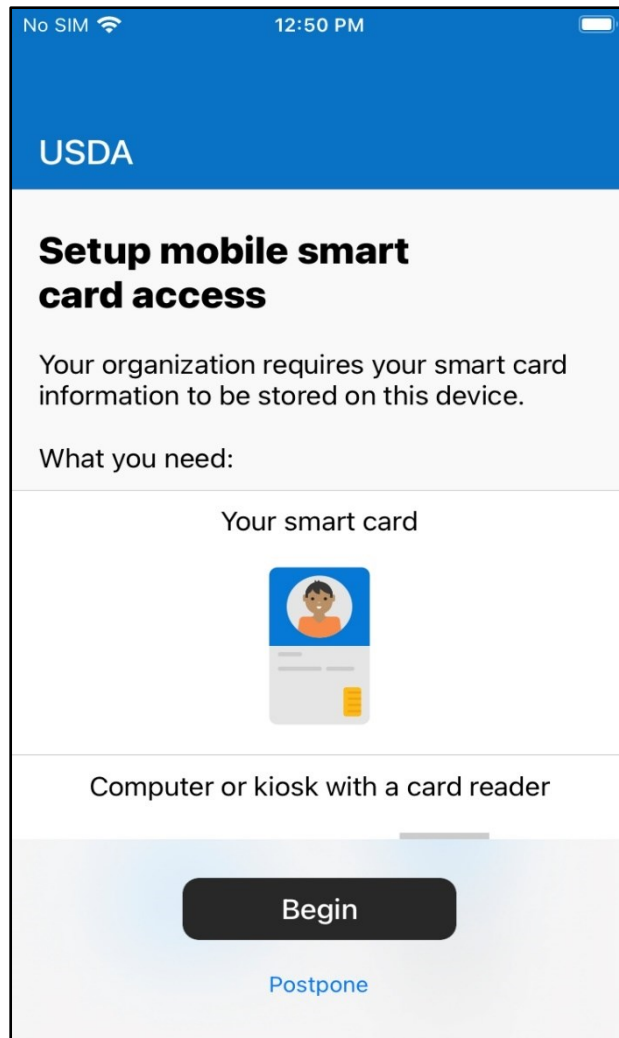
2.1. Access the Comp Portal

1. Click on the Comp Portal icon on the iOS device.

2. A USDA screen is displayed with a Device Notification stating that "Your organization requires you to set up a mobile smart card before you can access work resources from this device. Set it up now". Click on this notification.
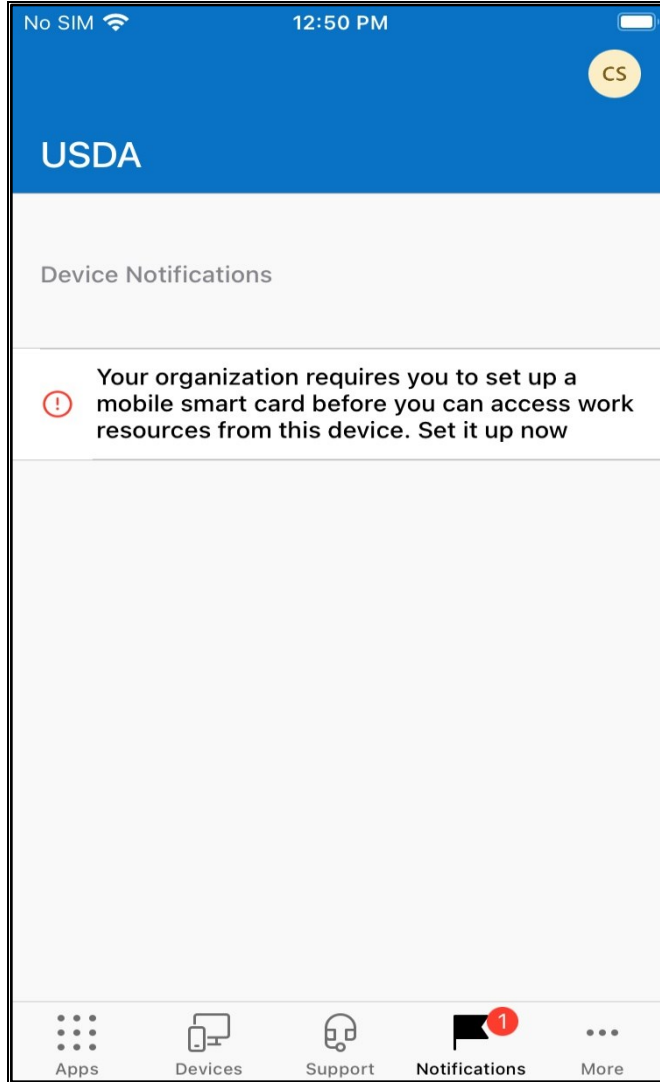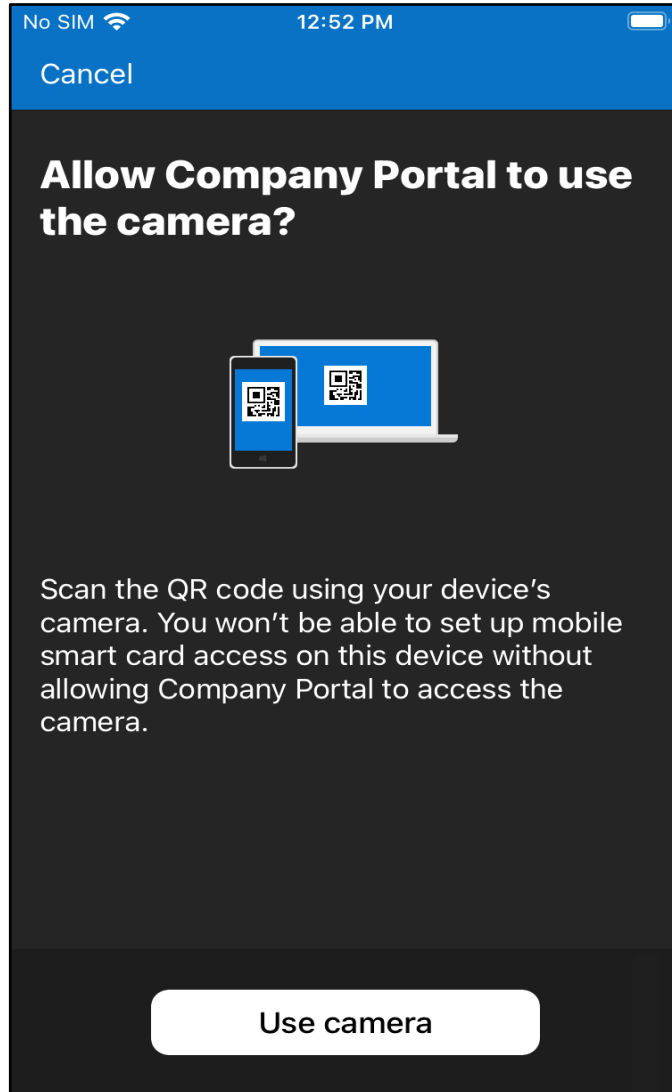
3. A USDA screen displays Setup mobile smart card access with a "Begin" and "Postpone" button at the bottom of the screen. Click "Begin".
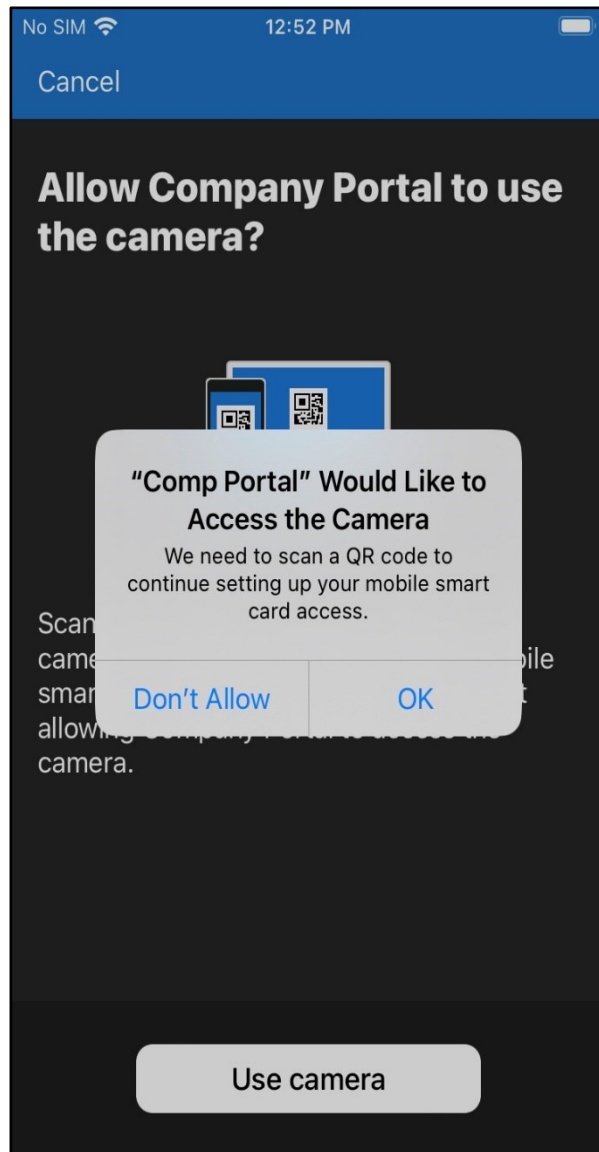
4. Get QR code screen is displayed. Click "Continue" at the bottom of the screen.
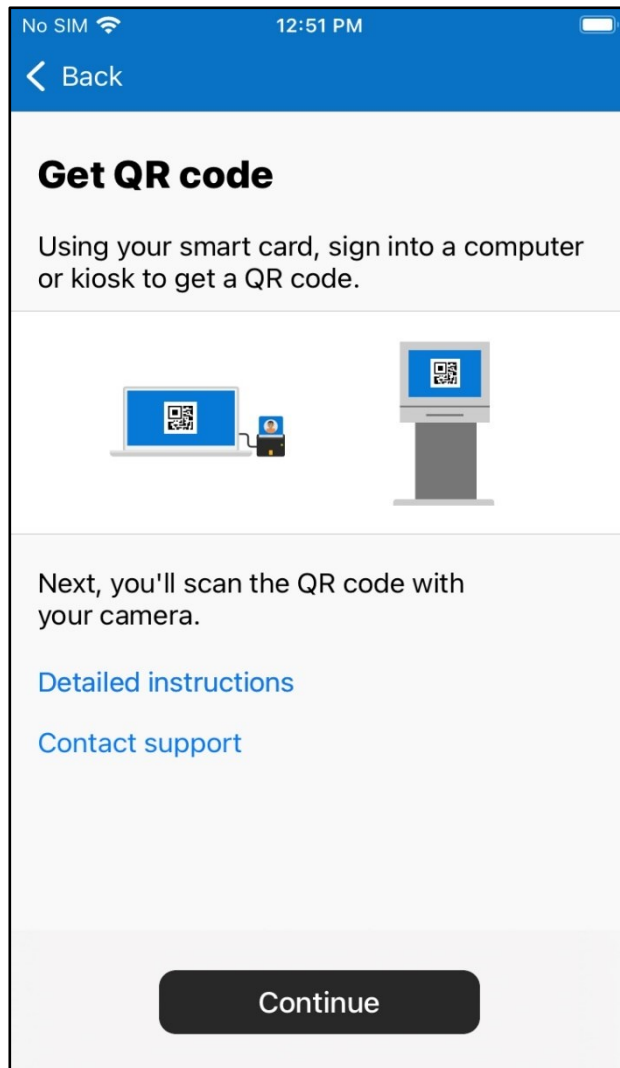
5. Allow Company Portal to use the camera? Screen is displayed. Click "Use camera" at the bottom of the screen.

6. "Comp Portal" Would Like to Access the Camera" popup is displayed. Click "OK".

7. Log into MobileLinc.icam.usda.gov > Issue MobileLinc Credential > Log in with LincPass. Enroll for a MobileLinc credential. Enter a credential name and click "OK".

8. Scan QR code screen is displayed – scan the QR code on the PC and enter the red 8-digit code and click "Done".
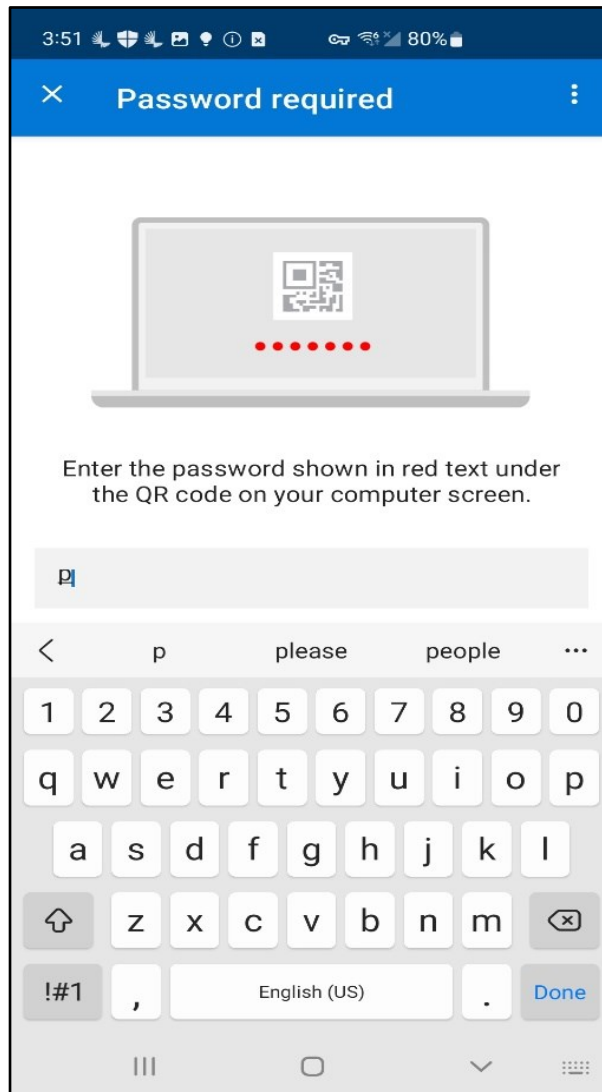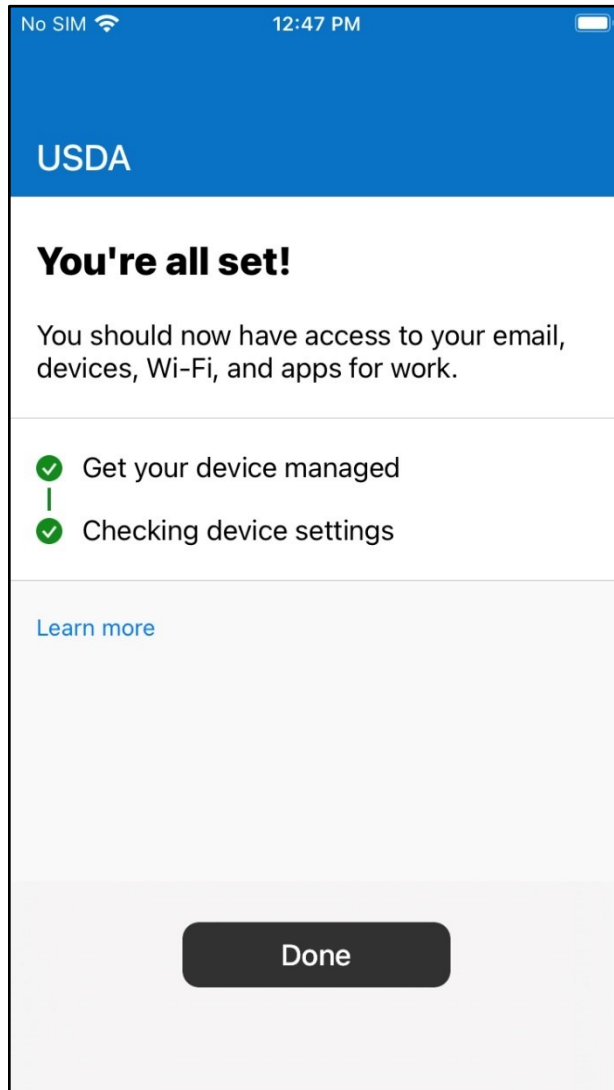
9. A Success! Screen will display. Click "Done".
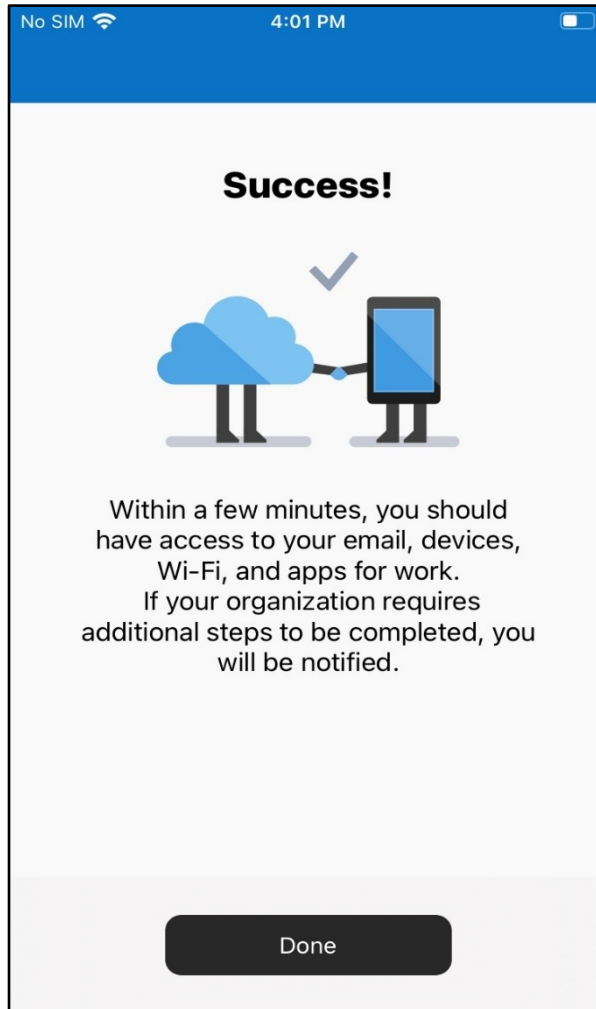
10. "You're all set!" screen will display and there are no longer any Notifications indicators on the bottom of the screen.
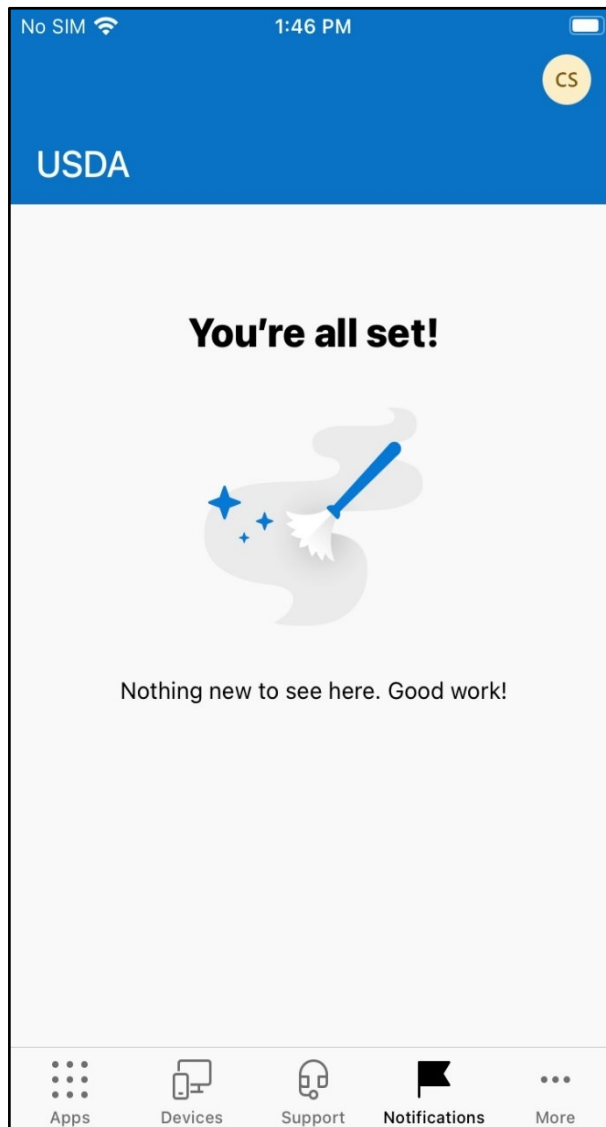
11. Click on the Comp Portal icon again and you will see the screen displaying green check marks next to "Get your device managed" and "Checking device settings".

12. Click on Outlook on the iOS and "Add Account" button. Your Office 365 email address should display – click Continue.
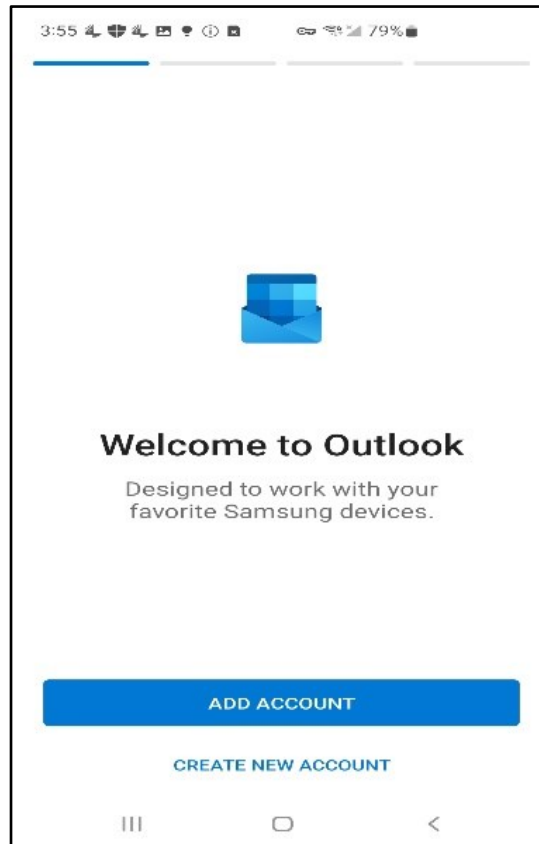
13. All your emails should display. You should be able to access all the O365 applications now.
14. Click on the Chrome icon and navigate to a USDA credential authenticating application like AgLearn.

** You should be able to authenticate using your newly activated Derived credential to login.

3. Support

Escalate unresolved issues to USDA-OCIO-CTS/ IOD-Identity Access/ ICAM- MobileLinc.
Include the incident ID and details and results of all troubleshooting steps.

Important note: Internal USDA workers listed in search results may not have a fully registered account for use in accessing eAuthentication-protected applications, however roles can still be added to the user's record and then access will be permitted once they register. Also, users must use their LincPass to log on to MobileLinc Identity Guard.