# USAccess Program

Making USAccess Appointments

The GSA Online Scheduling System is used to make appointments to visit a USAccess Credentialing Center. This guide provides instructions on how to make an appointment to enroll for your card or to pick up/activate your card.

1.	**Navigate to the GSA Online Scheduling System** https://app3.timetrade.com/tc/login.do?url=usaccess This URL is included in the USAccess e-mail prompting you to make an appointment.
2.	**Click on Schedule Icon** To access the Online Scheduling System, click on the **Click to SCHEDULE** icon in the middle of the screen. Do not attempt to enter a Username and Password – this section is for Authorized Role Holders Only.
3.	**Select a Location/Credentialing Center To Visit** a. Type a city or zip code into the **Show locations near** text box. Press Enter. b. Click on the desired site in the results pane on the left. c. Click **Continue** on bottom right corner of screen. **NOTE**: Centers marked "Shared" are open to all USAccess Applicants. <u>Centers marked "Only" limit use to only employees and contractors of that Agency</u>.

4.	**Select Type Of Appointment**	**Select an Appointment Type:**
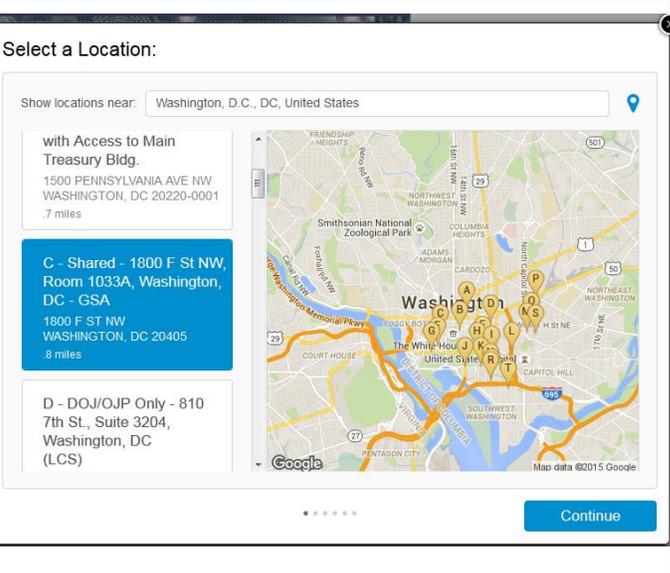
Select Type Of Appointment

a. Select type of activity:

Enrollment—Take photo and fingerprints, present ID documents

Select this appointment type if you received a Sponsor Complete email, a Credential Renewal/Re-issue Notification, or other notice to enroll or re-enroll for a credential. You will have your photo and fingerprints taken, and your identity documents verified and scanned.

Card Pick Up—Pick up/activate your NEW credential

Select this appointment type if you received a Credential Ready for Pick Up email or other notice to pick up/activate your new credential.

Card Update - Update your EXISTING credential and PIN resets

Select this appointment type if you received a Credential Ready for Certificate Update or other notice to update your existing credential. Select this appointment type to complete certificate updates, rekeys, and PIN resets.

b. Click **Continue**

Select an Appointment Type:

Enrollment - Take photo and fingerprints, present ID documents ⌄
15 minutes

Card Pick Up - Pick up/activate your NEW credential ⌄
15 minutes

Card Update - Update your EXISTING credential and PIN resets ⌄
15 minutes

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5.	**Select Day & Time For Appointment** a. From the calendar, select a day and time from the drop down lists that suits your schedule. Click "Continue"	Select a Date and Time: December 2015 ‹ ›	Week	Month	Location Shared - 1800 F St NW ▾ | Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 12 Available▾	1 15 Available▾	2 16 Available▾	3 16 Available▾	4 16 Available▾	5
6	7 16 Available▾	8 16 Available▾	9 16 Available▾	10 16 Available▾	11 16 Available▾	12
13	14 12 Available▾	15 16 Available▾	16 16 Available▾	17 16 Available▾	18 16 Available▾	19
20	21 16 Available▾	22 16 Available▾	23 16 Available▾	24 16 Available▾	25	26
27	28 12 Available▾	29 16 Available▾	30 16 Available▾	31 16 Available▾	1	2
3	4 16 Available▾	5 8:45 AM ▾	6 16 Available▾	7 16 Available▾	8 16 Available▾	9	 Back ● ● ● ● ● Continue
6.	**Provide Your Contact Information** a. You are prompted to enter your contact information. All fields are required to proceed to the next screen. Click **Continue**.	Provide your contact information: First name * Last name * Jane Doe Email * jane.doe@gsa.gov Phone * 202-555-9999 What is the name of your sponsoring organization? * GENERAL SERVICES ADMINISTRATION ▾ Back ● ● ● ● ● Continue

7.	**Schedule and Confirm Appointment**	

Schedule and Confirm Appointment

a. The Applicant is then prompted to schedule the appointment. **Click Schedule It**.

b. Once confirmed, a confirmation message appears on screen. A confirmation email is also sent to the address used on the Contact Information screen to make the appointment with a calendar attachment included in the email.

Ready to Schedule this Appointment?

Friday, January 29, 2016
9:00 AM - 9:15 AM
Eastern Time

Location	Shared - 1800 F St NW, Room 1033A, Washington, DC - GSA
	1800 F ST NW
	WASHINGTON, DC 20405
Appointment Type	Card Update
Contact Information	Jane Doe
	jane.doe@gsa.gov
	202-555-9999
	What is the name of your sponsoring organization?
	GENERAL SERVICES ADMINISTRATION

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Your Appointment Has Been Scheduled!

Friday, January 29, 2016   Confirmation # NK0589Y3
9:00 AM - 9:15 AM   SCHEDULED
Eastern Time

Location	Shared - 1800 F St NW, Room 1033A, Washington, DC - GSA
	1800 F ST NW
	WASHINGTON, DC 20405
Appointment Type	Card Update
Contact Information	Jane Doe
	jane.doe@gsa.gov
	(202) 555-9999
	What is the name of your sponsoring organization?
	4700

| 8. | **To Modify/Cancel or Reschedule Appointment**

Go to Modifying/Cancelling URL: https://timetrade.com/app/usaccess/workflows/usaccess001/find

a. The Applicant must enter in the **Confirmation Number** of the appointment. This information is located in the confirmation email they received when making the appointment.

b. Enter **Last Name** and characters shown in the CAPTHCA and click **Find**

c. Once your appointment is found, click on **Cancel It** or **Reschedule** according to desired action and follow instructions onscreen. | **US ACCESS**
GSA Online Scheduling System

Find Your Appointment:

Confirmation Number *

Last Name *

Type the character below

S445F

Find

US ACCESS
GSA Online Scheduling System

Your Appointment:

Wednesday, January 29, 2014
9:15 AM - 9:30 AM
Eastern Time

Confirmation # GQZ37456
SCHEDULED

Location — Gordon's Test Site Scheduler
221 HAWKS VIEW SQ SE
LEESBURG, VA 20175-4103
3015551212

Appointment Type — Enrollment

Contact Information — Jamie Pollard
jamie.pollard@hp.com
90
What is the name of your sponsoring organization?
9530

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