

How to Prepare for Loss of Elevated Access

Quick Guide

A loss of elevated access occurs when an eOPF user loses assigned privileges to their specific role and agency/subagency codes & POID combinations within the eOPF application. This system feature was mandated by OPM security to strengthen access controls in eOPF and removal of access when individuals transition between positions, particularly for HR Specialists.



What Triggers a Loss of Elevated Privileges!

- Change of Subelement Code
- Change of POID
- Change of Org Code
- Change of Activity Code



The most reported cause of account resets is agency reorganization or realignment.

The eOPF PMO can help agencies expedite the restoration of HR users with their elevated permissions after being reset to employee view. Please contact us via the eOPF Helpdesk (we recommend at least **two weeks** in advance, if possible) of the expected EDF changes so we can assist in the coordination of your request with the eOPF Technical Team. Below are the steps to prepare for the loss of elevated access:

Step 1: Plan for reorganization

- Ascertain date of the Employee Data Feed (EDF) flow into eOPF with the expected data element changes as referenced above.

Step 2. Provide the eOPF PMO with the date of the reorganization (EDF), if known.

Step 3: Prepare spreadsheet (One row per affected HR user) with the following information:

- | | |
|--|---|
| <input type="checkbox"/> Last Name | <input type="checkbox"/> Existing Org Code |
| <input type="checkbox"/> First Name | <input type="checkbox"/> Existing Activity Code |
| <input type="checkbox"/> Employment ID | <input type="checkbox"/> New Agency Subelement Code |
| <input type="checkbox"/> Email Address | <input type="checkbox"/> New POID |
| <input type="checkbox"/> Existing Agency Subelement Code | <input type="checkbox"/> New Org Code |
| <input type="checkbox"/> Existing POID | <input type="checkbox"/> New Activity Code |

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Quick Guide, Part 2

Sample Spreadsheet

Last Name	First Name	Employment ID	Email Address	Existing Agency Subelement Code	Existing POID	Existing Org Code	Existing Activity Code	New Subelement Code	New POID	New Org Code	New Activity Code
Doe	Jane	1111111	jane.doe@opm.gov	1234	1235	12136	1237	1239	1240	1241	1242
Doe	John	2222222	john.doe@opm.gov	1210	1211	1212	1213	1214	1215	1216	1217

Figure 1: Sample Spreadsheet

Step 4. Send spreadsheet with affected users to the eOPF Helpdesk at eopfhelpdesk@eopf.opm.gov.