BASS - Change Authentication Type and Login Guide

NOTE: DOI users have multiple options to log into the BLM Application Security System (BASS). If you are physically connected to a DOI network you can use a Smart Card, Active Directory, BASS password and/or a Single Sign-On (SSO) login.

SSO login is supported by additional browsers (IE, Chrome, MS Edge), where Smart Card requires IE to login. SSO login is always supported by DOI PCs for DOI users on the DOI network. *DOI users should attempt to use the SSO login 1st as it will automatically authenticate the user on DOI's network without requiring a user ID, password, or Smart Card PIN to be entered. If a SSO login attempt fails then DOI users should attempt their backup method such as Smart Card, Active Directory (AD) Login, or BASS password.*

Authenticating the Smart Card allows DOI users to log into BASS using their Smart Card and PIN via the two-factor autentication process to access the user's applications. If you have not setup your Smart Card previously see the steps at the bottom of this guide for the instructions on how to change the authentication type to enable Smart Card Authentication to gain entry to BASS.

Active Directory (AD) BASS login attempts require an AD User ID and Password to access BASS.

BASS Accounts Passwords are required for non-DOI logins and for special DOI administrative accounts.

If you are unable to login with any of the methods below, please submit a BLM National Help Desk Remedy ticket for additional assistance. Non-DOI users will need to call 1-800-BLM-HELP (4357) to submit a ticket; please provide your BASS ID with your ticket request to help expedite the request.

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Single Sign-On (SSO) login

1. **Click Login** (*leave* User and Password fields blank)

DOI Smart Card Login

Note: IE (Internet Explorer) is required to login with a Smart Card in BASS.

1. **Insert your Smart Card** in your PC
2. **Click "User SmartCard"** (*leave* User and Password fields blank)
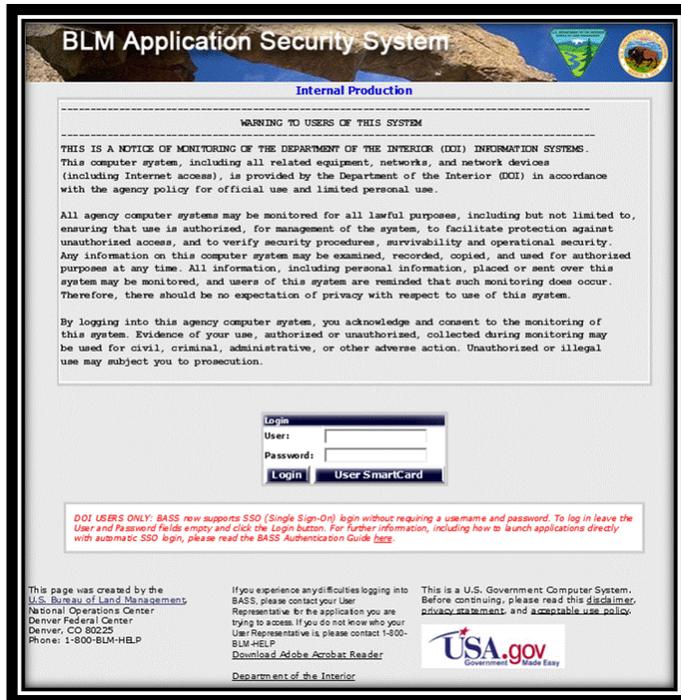
3. **Enter SmartCard PIN, click OK**

If a Smart Card login attempt fails then DOI users should attempt to change their backup method to Active Directory (AD) Login, or BASS password. If you are unable to login, please submit a BLM National Help Desk Remedy ticket (4357) for additional assistance.

BASS or Active Directory (AD) login

1. Enter BASS or Windows Active Directory username in User field and password in Password field
2. **Click "Login"**


If you are unable to login with any of the method above, please submit a BLM National Help Desk Remedy ticket for additional assistance. Non-DOI users will need to call 1-800-BLM-HELP (4357) to submit a ticket; please provide your BASS ID with your ticket request to help expedite the request; non-DOI users please provide your BASS ID with your ticket request to help expedite the request.

DOI Smart Card / Active Directory Authentication Configuration

1. **Insert your Smart Card** in your PC
2. **Click Login** (*leave* User and Password fields blank)

If a SSO login attempt fails then DOI users should attempt to change their backup method to Smart Card, Active Directory (AD) Login, or BASS password. If you are unable to login, please submit a BLM National Help Desk Remedy ticket 1-800-BLM-HELP (4357) for additional assistance.
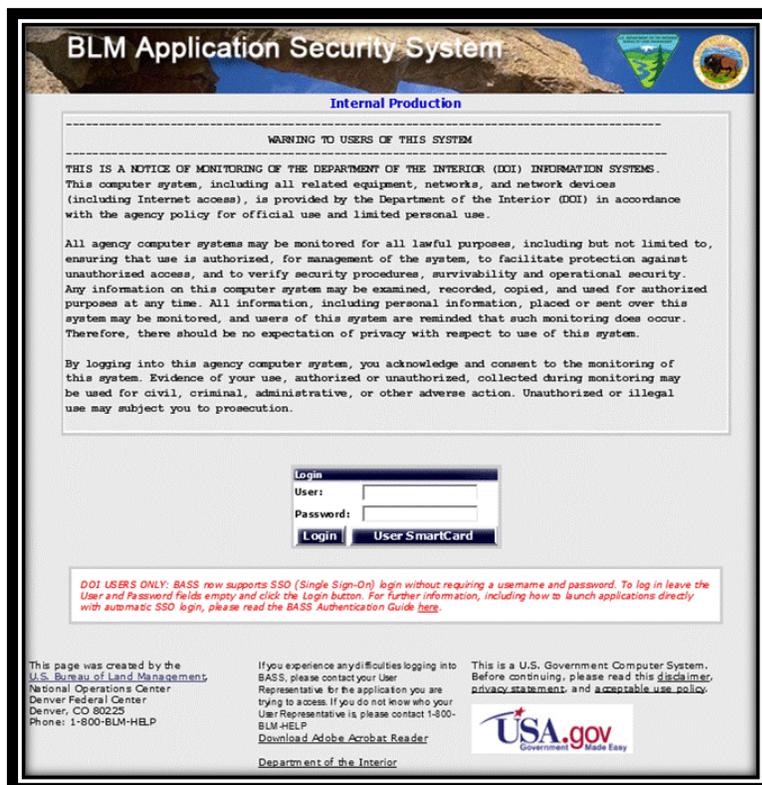
3. Access the **My Profile** Tab

4. From the **Action** field drop-down box, select "Change Authentication Type".

5. Once the **Action** field is changed, the **Authentication Type** box will display. From the Authentication Type field drop-down box, select "Internal BASS Smart Card" if you have a Smart Card or your agency's Active Directory option if not.
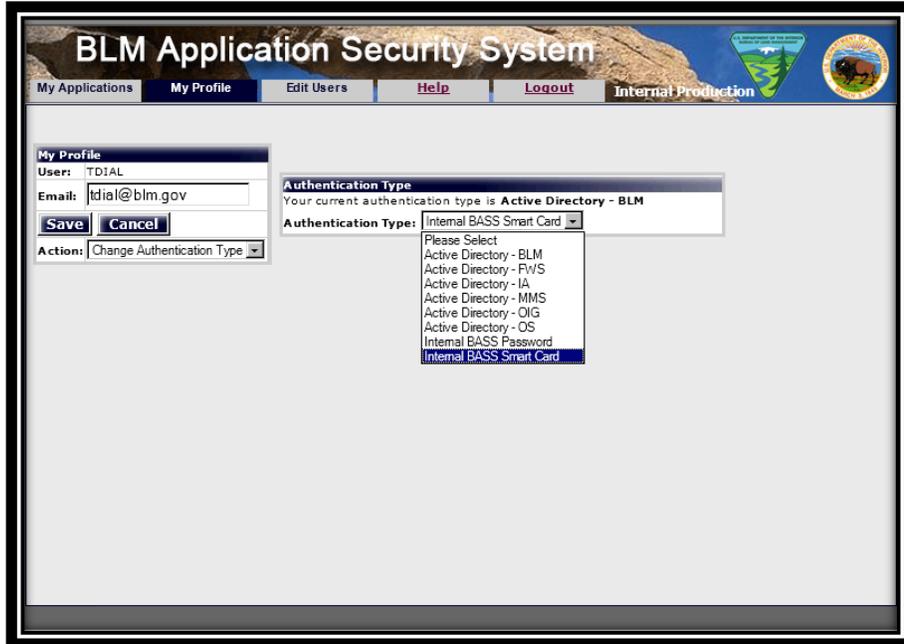
6. *If the Authentication field is changed to Smart Card*, the **Enable Smart Card** button will display. Click the **Enable Smart Card** button.

7. *If the Authentication field is changed to Smart Card*, a pop-up window will prompt the user to **enter the PIN** number associated with the Smart Card credentials. Click **OK**

8. Click the **Save** button and click **Logout**.

9. *If the Authentication field is changed to Smart Card*, confirm the Smart Card works by logging back into the BLM Application Security Sytem.

10. Verify that the preferred login works properly.