

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 authentication 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.

Table of Contents

Single Sign-On (SSO) login.....	2
DOI Smart Card Login.....	3
BASS or Active Directory (AD) login	4
DOI Smart Card / Active Directory Authentication Configuration	5

BASS - Change Authentication Type and Login Guide

Single Sign-On (SSO) login

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

BLM Application Security System

Internal Production

WARNING TO USERS OF THIS SYSTEM

THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS. This computer system, including all related equipment, networks, and network devices (including Internet access), is provided by the Department of the Interior (DOI) in accordance with the agency policy for official use and limited personal use.

All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied, and used for authorized purposes at any time. All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system.

By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

Login

User:

Password:

Login **User SmartCard**

DOI USERS ONLY: BASS now supports SSO (Single Sign-On) login without requiring a username and password. To log in leave the User and Password fields empty and click the Login button. For further information, including how to launch applications directly with automatic SSO login, please read the BASS Authentication Guide [here](#).

This page was created by the [U.S. Bureau of Land Management](#), National Operations Center, Denver Federal Center, Denver, CO 80225, Phone: 1-800-BLM-HELP

If you experience any difficulties logging into BASS, please contact your User Representative for the application you are trying to access. If you do not know who your User Representative is, please contact 1-800-BLM-HELP
[Download Adobe Acrobat Reader](#)

This is a U.S. Government Computer System. Before continuing, please read this [disclaimer](#), [privacy statement](#), and [acceptable use policy](#).

USA.gov
Government Made Easy

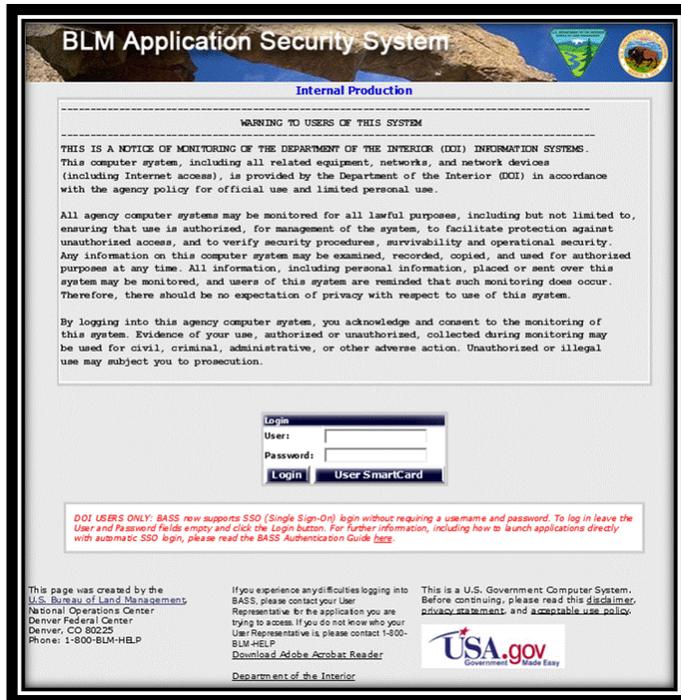
Department of the Interior

BASS - Change Authentication Type and Login Guide

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 - Change Authentication Type and Login Guide

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"

BLM Application Security System

Internal Production

WARNING TO USERS OF THIS SYSTEM

THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS. This computer system, including all related equipment, networks, and network devices (including Internet access), is provided by the Department of the Interior (DOI) in accordance with the agency policy for official use and limited personal use.

All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied, and used for authorized purposes at any time. All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system.

By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

Login

User:

Password:

Login User SmartCard

DOI USERS ONLY: BASS now supports SSO (Single Sign-On) login without requiring a username and password. To log in leave the User and Password fields empty and click the Login button. For further information, including how to launch applications directly with automatic SSO login, please read the BASS Authentication Guide here.

This page was created by the
U.S. Bureau of Land Management
National Operations Center
Denver Federal Center
Denver, CO 80225
Phone: 1-800-BLM-HELP

If you experience any difficulties logging into BASS, please contact your User Representative for the application you are trying to access. If you do not know who your User Representative is please contact 1-800-BLM-HELP.
[Download Adobe Acrobat Reader](#)
Department of the Interior

This is a U.S. Government Computer System. Before continuing, please read this [disclaimer](#), [privacy statement](#) and [acceptable use policy](#).

USA.gov
Government Made Easy

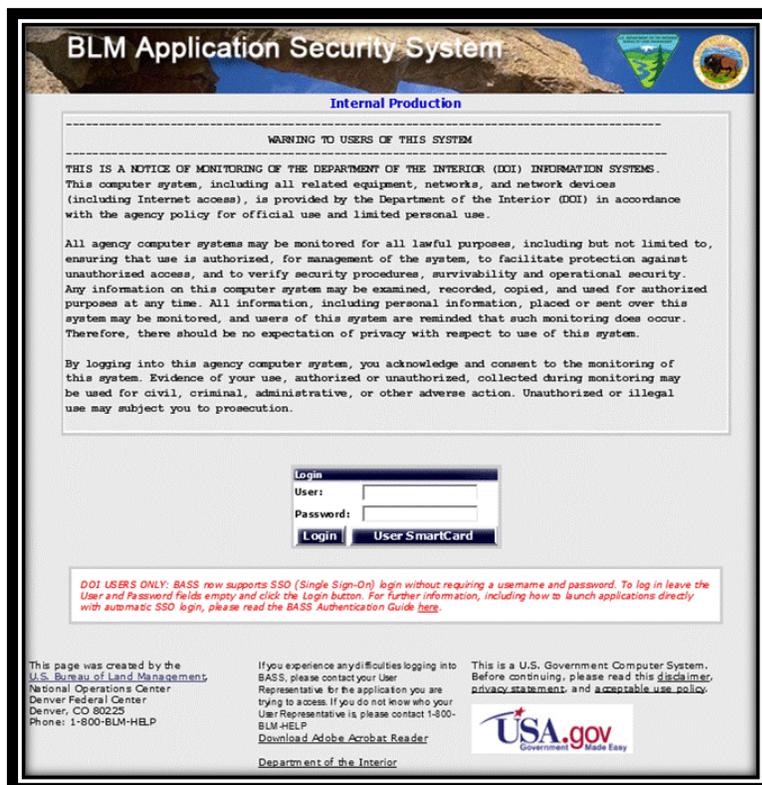
If you are unable to login with any of the method above, please submit a BLM National Help Desk Remedy ticket for additional assistance. Non-DOI users will need to call 1-800-BLM-HELP (4357) to submit a ticket; please provide your BASS ID with your ticket request to help expedite the request; non-DOI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

BASS - Change Authentication Type and Login Guide

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

BASS - Change Authentication Type and Login Guide

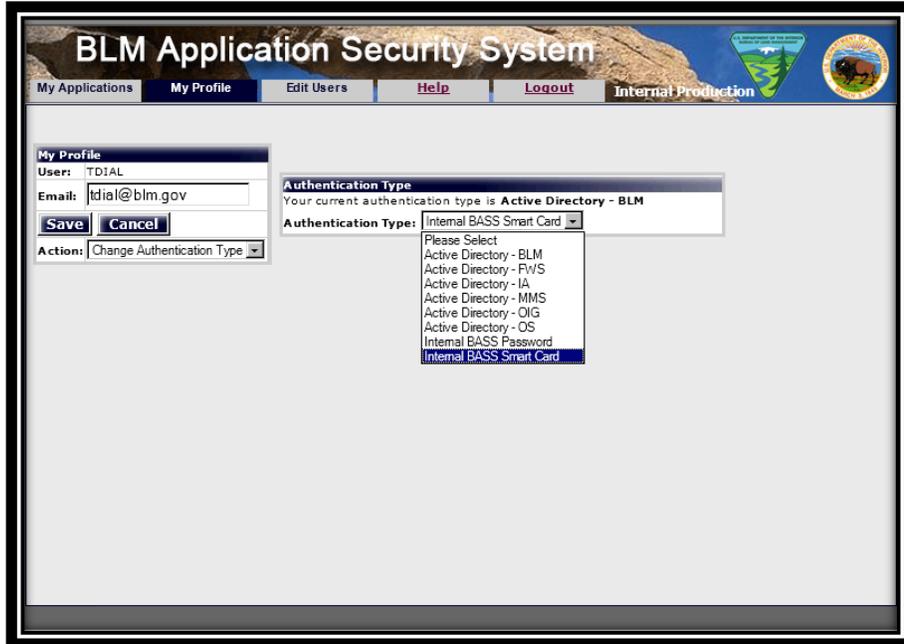


4. From the **Action** field drop-down box, select "Change Authentication Type".



BASS - Change Authentication Type and Login Guide

- 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.



- If the *Authentication field is changed to Smart Card*, the **Enable Smart Card** button will display. Click the **Enable Smart Card** button.



BASS - Change Authentication Type and Login Guide

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 System.

10. Verify that the preferred login works properly.