Accessing Internal BLM Network Resources

The information detailed below is provided as a means to inform you how to perform some basic tasks from a non-BLM network location. If you have specific questions, it would be best if answers were sought prior to traveling.

- Accounts will be automatically disabled after 60 days of no registered activity. Supervisor must request account reactivation through published AFS procedures (see AFS Handbook). Accounts that have been disabled will not be accessible until they have been enabled by a System Administrator. Disabled accounts will not receive an e-mail.

- There is no longer a permanent account lockout for 5 consecutive failed password entries. If your account becomes locked due to too many incorrect password attempts, wait 15 minutes and the account will become unlocked automatically.

- Accessing your government e-mail registers as account activity. The E-mail access address is http://mail.doi.gov. Use the following format to log in to the system:
  
  Username: blm\shortname
  Password: Windows Login Password

- Passwords must be changed every 60 days.

- If you remember your password, it can be changed remotely through the DOI Remote Access Portal (https://apps.doi.gov). Use the following format to log in to the system:
  
  Username: shortname@blm.gov
  Password: Windows Login Password

  Click on Preferences -> General Tab. Enter old/new/confirm passwords. Click “Change Password” button.

- Forgotten passwords can be changed by calling 1-800-BLM-Help and answering the recovery questions you set up in the Secure Password Administration (SPA) tool. Before you leave for the season, setup and/or verify your recovery questions. Be aware that answers may be case sensitive. Password resets will not be handled over the phone by the AFS Technical staff as we have no mechanism to verify an individual’s identity.

  SPA Training: http://web.tc.blm.gov/SPA/SPA_Profile.swf
  SPA Access (setup & use both): https://blmdra-denver.blm.doi.net/user/Start.jsp

- Other actions that can be done through the DOI Remote Access Portal are accessing Time & Attendance, DOI Learn, and the BLM Internal Web environment. The internal AFS home page can be accessed through the Remote Access Portal using the address:
  
  https://apps.doi.gov/afs/DanaInfo-afshome.blm.doi.net