

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>