

USGS recently changed all contractors' email addresses. How do I log in to OME and see records I created under my old email account?

USGS, under the direction of the Department, is gradually converting all of our contractors' email addresses to a new format of [FirstName.LastName.ctr@usgs.gov](#). Many contractors have already created records in the OME under their previous email address, which did not include the ".ctr" extension. These users are understandably concerned that they will no longer be able to see or edit their existing metadata records, and they are receiving conflicting instructions as to how they should log in to tools such as the OME, DOI Tool, the Data Release Workbench, my.USGS, ScienceBase, and other USGS resources that rely upon Active Directory to login.

The short answer to this question is that in most cases, you will continue to use your original USGS email address - the one prior to the change to .ctr - when logging in to the OME. That original email address is likely also your Active Directory (AD) short name, which is what AD is actually authenticating against when you are logging in to the OME. Even if your USGS email address has been changed to FirstName.LastName.ctr@usgs.gov, your Active Directory short name is still your original email address. For example, if you were originally jjjingleheimerschmidt@usgs.gov, and your email address was changed to JohnJacob.Jingleheimerschmidt.ctr@usgs.gov, your Active Directory short name remained jjjingleheimerschmidt@usgs.gov, and it is this short name that you will continue to use to log in to applications that use Active Directory authentication for login. If you try to use your new email address that contains the .ctr extension, Active Directory will not recognize it as a valid login name, and you will not be able to access the OME.

If you want to confirm your correct Active Directory short name, you can do the following:

1. Go to <https://ecomputing.usgs.gov/apps/accountinfo/> (note: you must be on the USGS network to access this information).
2. Search for yourself by last name; click Submit next to your name when you locate it in the results list.
3. You will now be viewing your Active Directory information. Look in the left column, in the section labeled "Account Detail."
4. Your Username (UPN) is your Active Directory user name; this may, or may not, be a currently valid email address for you. In the example below, you can see that the Active Directory user name and the Email address of the user are not the same.
5. It is your Active Directory Username that you will always use to log in to an application, such as the OME, which relies upon Active Directory to authenticate you as an approved user.

Email Status		
Email Aliases	Mail Enabled	Google Enabled
steven.foga.ctr@usgs.gov	Yes	Yes

Account Detail
Username (UPN) sfoga@usgs.gov
Username (pre-Windows 2000) GS\sfoga
Email steven.foga.ctr@usgs.gov