



Job Aid – Request a New Account in ECOS

Prepared By:
HRB’s Examination and Certification Unit (ECU)

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Background: The Examination and Certification Online System (ECOS) is the State’s integrated web-based hiring system (recruiting, tracking, selection, and online testing system) used by CDFW.

The steps to request a new account in the State’s Official Selection Process (Recruitment) database, “Examination and Certification Online System” (ECOS) will initiated by email from DocuSign. The steps for requesting access to ECOS are detailed below

1. Hiring supervisors will be sent via DocuSign the CalHR ECOS User Security Guidelines and the required Security Agreement form.
2. Review CalHR’s ECOS Security Requirements pages 1 through 9 for all users.
3. Review the Security Agreement pages 1 through 3.
4. Digitally fill-out and sign the “Employee Certification” form of the Security Agreement on page 3.
 - a. Name – your legal first and last name (nicknames are not allowed)
 - b. Email – your Wildlife email address (e.g. john.doe@wildlife.ca.gov)
 - c. Phone – your work telephone number (e.g., area code-xxx-xxxx)
 - d. Classification – your classification title (e.g., Fish and Wildlife Technician, Associate Governmental Program Analyst)
 - e. Department – enter “California Department of Fish and Wildlife”
 - f. Sign in the “Signature” field and write today’s date in the “Date” field

EMPLOYEE CERTIFICATION	
I certify that I have received, read, and understand the ECOS Security Guidelines. By signing this Security Agreement, I further certify I accept the personal responsibility to preserve and maintain the confidentiality of all privileged information I am exposed to in my employment.	
I understand that if I intentionally misuse and/or disclose confidential information that I obtain through my employment, I will be subject to disciplinary action. I understand that unauthorized access, attempted access or use of any computer systems or data of the State of California is a violation of Section 502, of the California Penal Code, and is subject to prosecution.	
Name (Printed): _____	
E-Mail: _____	Phone: _____
Classification: _____	Department: _____
Signature: _____	Date: _____

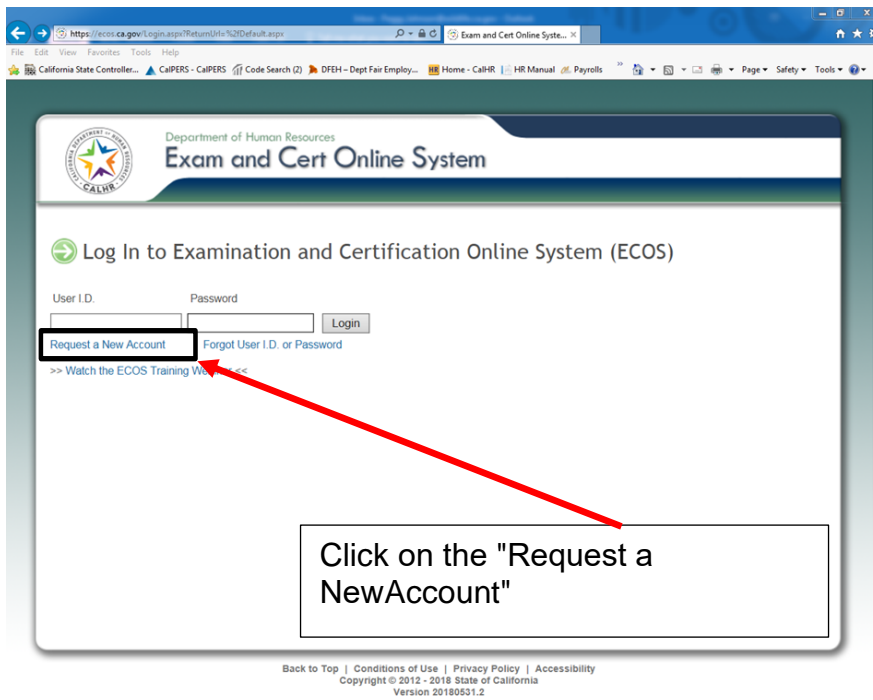
5. Submit the digitally signed the “Employee Certification” of the Security Agreement form on page 3 as per DocuSign instructions.



California Department of Fish and Wildlife

6. Upon receipt of the ECOS Security Agreement an email from ECOS@wildlife.ca.gov will be sent stating:


“Your ECOS User Security Form has been received. Please go to <https://ECOS.ca.gov> and click **Request a New Account**. Complete required fields and submit. Once account request has been completed, please send an email to the Wildlife ECOS mailbox stating an account has been requested so access can be granted. “





California Department of Fish and Wildlife

7. Complete all required fields (*) on the New Account Request Form
 - a. Use the following CDFW information
 - Department Code: 4999
 - Department: Department of Fish and Wildlife
 - Civil Service Title
 - Working Title: Hiring Supervisor; Hiring Manager, HR Liaison
 - b. Click **Continue** at the bottom of the page.



Department of Human Resources
Exam and Cert Online System

New Account Request

Notes:

- A valid State of California email address is required to retrieve your User I.D. if you forget it!
- Your User I.D. and Security Question are required to reset a password if you forget it!
- User I.D.'s are unique. If the User I.D. you have chosen is already taken add a number or short word to the end
- User I.D. must be between 5 and 25 characters.
- Password may not contain your User I.D. or any part of your full name.
- Password must be at least 8 characters and must contain at least 3 of the following: upper case letters, lower case letters, numbers, special characters.

* Required Field


User I.D.:*	<input type="text" value="sampleacct"/>	Department Code: *	<input type="text" value="4999"/>
Password:*	<input type="password" value="••••••••"/>	Department Name: *	<input type="text" value="Department of Fish and Wildlife"/>
Confirm Password:*	<input type="password" value="••••••••"/>	Civil Service Title:*	<input type="text" value="ACCOUNT CLERK II"/>
First Name:*	<input type="text" value="Tester"/>	Working Title:	<input type="text"/>
Middle Name/Initial:	<input type="text"/>		
Last Name:*	<input type="text" value="Tester"/>		
Name Suffix:	<input type="text" value="v"/>		
Email Address:*	<input type="text" value="tester@test.org"/>		
Phone Number:	<input type="text" value="916-555-5555"/>		
Security Question:*	<input type="text" value="What school did you attend in sixth grade"/>		
Security Answer:*	<input type="password" value="•••••"/>		
Confirm Security Answer:*	<input type="password" value="•••••"/>		






Following potential error messages requiring corrective entries before continuing your registration may be:

- **User ID already in use**-CalHR suggests you use your first initial followed by last name for your new User ID.
- **Password does not meet the requirements**-Passwords may not contain your User ID or any part of your full name, must be at least 8 characters, and must contain *at least* 3 of the following: upper case letters, lower case letters, numbers, special characters(*\$%@!).
- **Password and confirm password don't match**- Re-type your password in the **Confirm Password** field.
- **Email format is not valid**-Email addresses entered in ECOS must follow the following format: local-name@domain-name.xxx
Example: [johndoe@wildlife.ca.gov](mailto: johndoe@wildlife.ca.gov).
- **Phone number is invalid**- Phone numbers entered in ECOS must be numeric and formatted as follows: xxx-xxx-xxxx.



 **New Account Request**

Please address the following issues in order to proceed:

-  User I.D. already in use
-  Password and confirm password don't match
-  Email provided is not from a valid domain.

Notes:



- Once all required fields are complete and you successfully submit your request, you should see the following confirmation. You may print this page for your record. Once account request has been completed, please send an email to the Wildlife ECOS mailbox stating an account has been requested so access can be granted.

Department of Human Resources
Exam and Cert Online System

➔ User Registration Pending

Your User Registration has been submitted and must be confirmed by an authorized user from your Department. You will receive a notification email once your registration has been confirmed. Below is the information submitted. You can print it for your records.

User I.D.	sampleacct	Date Submitted:	6/19/2018 10:47:37 AM
First Name:	Tester	Department Code:	4999
Middle Name/Initial:		Department Name:	Department of Fish and Wildlife
Last Name:	Tester	Civil Service Title:	ACCOUNT CLERK II
Name Suffix:		Working Title:	
Email Address:	Helena.cano@wildlife.ca.gov		
Phone Number:			

Once your registration had been approved, you can log in by clicking on the Home tab or the Log in link at the top of the page.

You should receive an email from CalHR’s ECOS Administrator indicating your request is now pending approval.

From: ECOS Administration
To: Doe, John
Cc:
Subject: A New Account in ECOS

Sent: Wed 10/24/2012 9:14 AM

A User Account has been created for you in ECOS. Once the Account has been approved and granted authority, you will be sent an email.

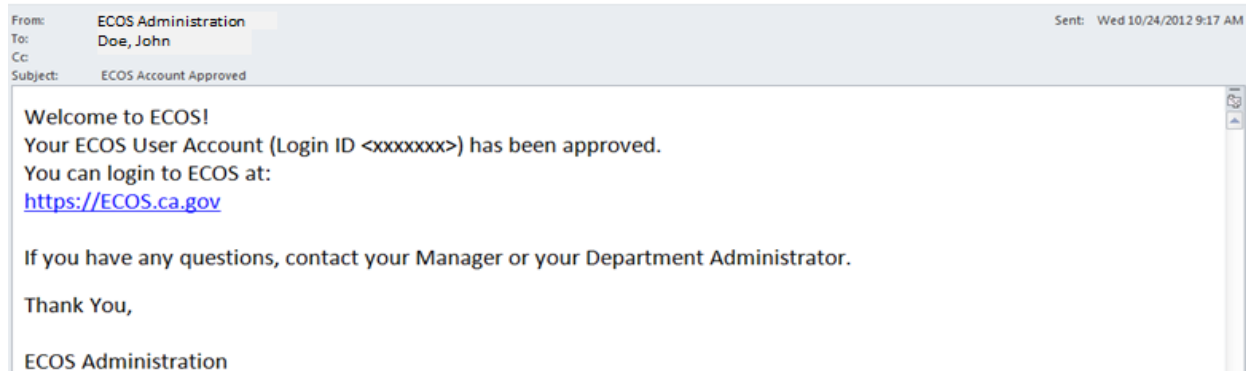
If you have questions, contact your Manager or Department Administrator.

Thank You,
ECOS Administration



California Department of Fish and Wildlife

9. HRB's Examination and Certification Unit (ECU) will review your New Account Request, completed page 3 "Employee Certification" of the Security Agreement form, and grant appropriate security rights.



10. Within two (2) business days, HRB's ECU confirms your request, sends you an email indicating your access has been granted or denied.

Account Users

- An annual ECOS Security Agreement renewal is required by **December 31** of each year regardless of when access is granted. Failure to submit the completed form will result in revocation of your access.
- Security maintenance includes renewals, additions, and access deletion. Maintenance is an audit item that could adversely affect CDFW's hiring delegation and system access.

Locked Account

Email your assigned ECU analyst (first.last@wildlife.ca.gov) with your user I.D. and contact phone number to request your account to be unlocked.

Please direct ECOS questions to: ECOS@wildlife.ca.gov. For other assistance, please contact your assigned [ECU Analyst](#).