



Job Aid – Request a new ECOS account

Prepared By:
HRB’s Recruitment and Selection Unit (RSU)

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Follow the steps below to request access to ECOS (Examination and Certification Online System). For hiring managers, supervisors or Personnel Liaisons only.

1. Send an email to ECOS@wildlife.ca.gov requesting access to ECOS.
2. Within approximately two business days, you will receive an email from Wildlife ECOS via DocuSign providing a link to review and sign the CalHR ECOS Security Agreement and Form. The email will provide a link to review and sign the following documents:
 - a. California Department of Human Resources Exam & Cert Online System (ECOS) Security Requirements For All Users
 - b. ECOS Security Agreement – Complete the “Employee Certification” part of the document. Please refer to sample below.

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): **Insert Legal Name**

E-Mail: **John.Doe@wildlife.ca.gov** Phone: **Work Telephone Number**

Classification: **Formal Title** Department: **California Department of Fish and Wildlife**

Signature: _____ Date: _____

3. Once the form is submitted, the document will automatically be sent to your supervisor for approval.
4. Once the ECOS Security Agreement is electronically signed by your supervisor and the ECOS Department Administrator (RSU), an email will be sent to you from donotreply@ecos.ca.gov providing a link to complete your registration on the ECOS Web Portal.



California Department of Fish and Wildlife

New Account Request

1. Complete all required fields (*) on the New Account Request Form with the following CDFW information:
 - Department Code: 4999
 - Department: Department of Fish and Wildlife
 - Civil Service Title
 - Working Title: Hiring Supervisor, Hiring Manager, Personnel Liaison
 - Phone Number: Must be formatted as xxx-xxx-xxxx
2. Once all required fields are complete and you successfully submit your request:
 - You will receive an email from CalHR's ECOS Administrator (donotreply@ecos.ca.gov) titled ECOS New Business User indicating: A User Account has been created for you in ECOS. Once the Account has been approved, you will be sent an email. If you have any questions, contact your Manager or Department Administrator.
3. **Send an email to the Wildlife ECOS mailbox stating you have requested an ECOS account.**
 - Within two business days, HRB's RSU will confirm your request and send you an email indicating whether 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

If you are locked out of your ECOS account, email your assigned [RSU Analyst](#) and request for your account to be unlocked. Provide your ECOS user I.D. and contact phone number.

Contact

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