

## National Aeronautics and Space Administration (NASA) New electronic Official Personnel Folder (eOPF) Login Instruction Sheet

eOPF is the electronic version of your Official Personnel Folder and contains all official records required to document your Federal career.

Using a government-provided system with secure internet connections, launch your web browser using Internet Explorer 6.0 or higher.

\***MAC** users should use Safari to access the following web address <https://hcie.nasa.gov>. MAC users should also follow the special instructions on the HCIE Work Force Services Portal log on screen. Click on "Learn More" under the eOPF icon.

**eOPF is accessed from <https://hcie.nasa.gov> the HCIE Front Portal Page - DO NOT LOG INTO HCIE**

### Instructions for accessing eOPF from the Portal page.



1. Locate and click on the white eOPF Icon located on lower right of the front page.
2. Type your eOPF User ID in the eOPF ID block (**If you have forgotten your eOPF log in ID or password**, please contact the NSSC eOPF team through the NSSC Center at 877-677-2123).
3. Type in your password and click submit.

Once you are in, you can view your files by clicking on the Orange circle with the A.



We hope you have a good experience using the eOPF system, and look forward to your feedback. If you have any questions or concerns, please contact the Help Desk by email at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov) or call 1-877-677-2123 (1-877-NSSC123).

The eOPF system has been implemented in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a to safeguard information from unauthorized use.

In the event you access your eOPF and discover another employee's information in your folder, please immediately contact the NSSC Help Desk at 1-877-677-2123 (1-877-NSSC123) or by email at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov). Corrective measures will be taken upon notification. Any employee who knowingly and willfully discloses personal information pertaining to other individuals, in any manner, to any person or agency not entitled to receive it may be subject to consequences that range from administrative to criminal action.

Sincerely,

<The NASA EOPF Team>