

# QUICK START GUIDE

## TO ACCESS SECUREPASS APPLICATIONS:

1. Complete “DHRM - SecurePass General Users” training on the [COV Learning Center \(COVLC\)](#).
2. Contact your agency’s aSO (Agency Security Officer) or aHRD (Human Resource Designee) with:
  - Confirmation of General User training completion.
  - Request for registration invitation to SecurePass.
3. Complete SecurePass registration.
4. Contact your supervisor to request access to SecurePass application(s)
5. Supervisor contacts agency’s aSO (Agency Security Officer) or aHRD (Human Resource Director) to:
  - Provide justification for access to applications.
  - Request access to specific SecurePass application(s)

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