Capital HR/EHRP
Capital HR Online Recertification Process

PLEASE CERTIFY YOUR CAPITAL HR ACCESS BY COMPLETING THE STEPS BELOW.

1. LOGIN TO CAPITAL HR/EHRP THRU AMS USING YOUR HHS PIV CARD OR YOUR NIH NETWORK LOGIN

![AMS Login Methods](image1)

2. CLICK THE 'SECURITY RECERTIFICATION' LINK IN THE TOOLBAR

![Oracle Security Recertification Menu](image2)

3. REVIEW USER SECURITY ROLES
   A. Review the Description
   B. Review your Row Security Permissions
   C. Review all of your Security Roles
   D. Review the Recertification Terms
   E. Check the box to certify that you accept your security.
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**4. YOU WILL NOW RECEIVE THE SECURITY RECERTIFICATION WARNING**

If you click “OK”, your Security Recertification will be SAVED with a Date and Time stamp. The Security Recertification process is now complete! If you click “Cancel”, you will be returned to the previous page.

**5. NEED ASSISTANCE?**

If your information is missing or incorrect, please click “Cancel” and contact the HR Systems Support helpdesk via the [online form](#) with the correction requests. Once the information is corrected, please come back to the Security Recertification page and certify your access.