

SEAP Publications Requests

How to Access the Site

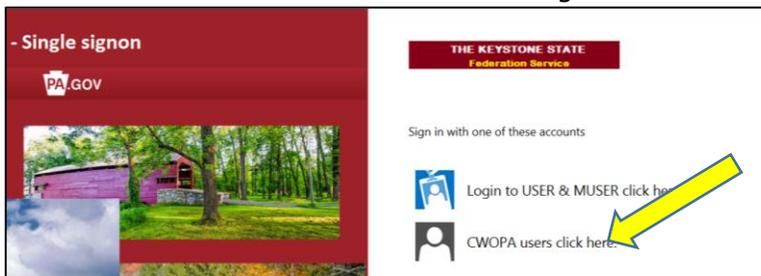
CWOPA Users

If you have a @pa.gov email address and are connected to the commonwealth network (for example, logged into your computer at work), you should be automatically allowed to enter the site.

Log into the Secure Site

If you are trying to access the site from outside the network (from home for example), you will be asked to log in.

1. Go to <https://collab.pa.gov/oa/seap/SitePages/Home.aspx>. You can also access the site from the SEAP page of the HRM website.
2. Select "CWOPA users click here" on the right side of the screen.



3. Enter the user name you created. You must include "cwopa\" in front of your user name.

Also remember that your password is case sensitive.



The screenshot shows a login form with a red header. It contains a 'Sign in with your organizational account' section. There is a text input field for the username containing 'cwopa\yourusername' and a password input field. Below the fields is a blue 'Sign in' button. At the bottom, it says 'Sign-in requires format Domain\username.'

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Non-CWOPA Users

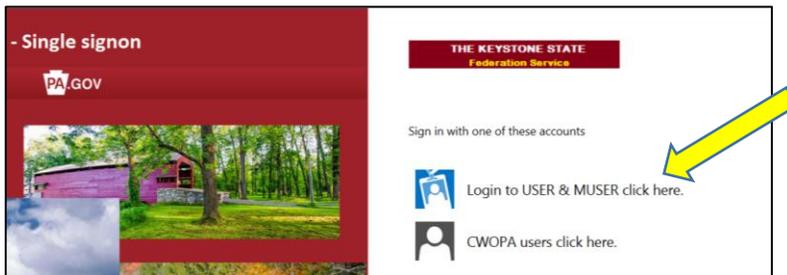
If you do not have a @pa.gov email address, you will need to create a USER account and be granted access to the secure site.

Create a USER Account

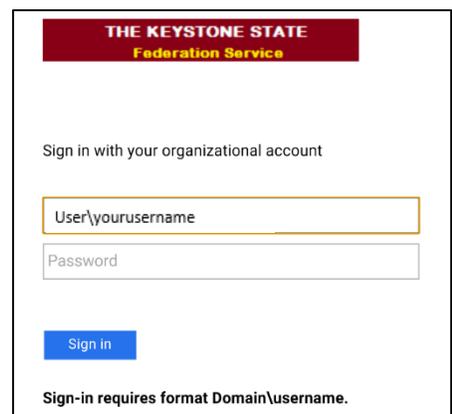
1. Go to www.login.state.pa.us to create an account. You can also use the site to retrieve a forgotten password.

Log into the Secure Site

1. Go to <https://collab.pa.gov/oa/seap/SitePages/Home.aspx>. You can also access the site from the SEAP page of the HRM website.
- 2: Select "Login to USER & MUSER click here" on the right side of the screen.



3. Enter the user name you created. You must include "user\" in front of your user name. Also remember that your password is case sensitive.



The screenshot shows a login form with a red header that says "THE KEYSTONE STATE Federation Service". Below the header, it says "Sign in with your organizational account". There are two input fields: "User\yourusername" and "Password". Below the input fields is a blue "Sign in" button. At the bottom, it says "Sign-in requires format Domain\username."