

## Access to Comment Analysis and Response Application (CARA)

All employees with a Forest Service email (*@fs.fed.us* or *@usda.gov*)\* can have access to CARA, but you must request access.

1. Visit <https://apps.fs.usda.gov/pals/>
2. Select "Support" from menu options
3. From dropdown menu, select "Contact the Helpdesk for assistance: Click Here"
4. Complete online form

Training/Support is available from the eMNEPA SharePoint site

<https://usdagcc.sharepoint.com/sites/fs-nepa-nsg/emnepa/default.aspx>

CARA Training – eMNEPA SharePoint site has a training calendar. CARA 101 training is provided every month. Use the eMNEPA SharePoint training calendar to register.

\*If you had an email address with *@fs.fed.us* your CARA contact will likely include that extension. For employees that joined the Forest Service after the *@usda.gov* email addresses were applied across the Department, your CARA account will be with the new *@usda.gov* email. At this time, there is no expectation that CARA accounts with *@fs.fed.us* will be changed *@usda.gov*.