

**Welcome to VSPS**  
**Lab Technicians**

Thank you for your interest in the *Veterinary Service Process Streamlining (VSPS)*.

To use VSPS to enter results for electronic EIA (Coggins Forms) that veterinarians submit to your lab using VSPS, you will need to **complete all 3 steps** below:

**Step 1: Creating a Login.gov Account**

USDA is transitioning from USDA eAuthentication to Login.gov ([more information here](#)).

As of September 11, 2023, new users who need a login to VSPS must register for a login.gov account:

- Login.gov has step-by-step instructions here:  
<https://www.login.gov/help/get-started/create-your-account/>
- Note that when you use login.gov, in addition to entering your password, you will be prompted to enter an authentication code depending on the multi-factor authentication methods selected when you created the Login.gov credentials.

If you need help with obtaining your login.gov account, visit: [Contact us | Login.gov](#)

**Step 2: Verify your identity for your Login.gov account**

After you have created your login.gov account, you must verify your identity by going to the link below.  
<https://www.eauth.usda.gov/eauth/b/usda/registration/oidp/elevate>

For reference, the steps required to verify your identity are located on this Login.gov Help Center page:  
<https://www.login.gov/help/verify-your-identity/how-to-verify-your-identity/>

**Step 3: Email your USDA Certificate of Training given by NVSL for EIA Diagnostic Tests OR an official memorandum from NVSL to the Federal Veterinarian in Charge for your State.**

**\*\*This must be done before your Laboratory technician role will be approved in VSPS\*\***

Email the below information to the Point of Contact for your State located here:

[https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa\\_area\\_offices/vs-area-offices](https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa_area_offices/vs-area-offices)

**Email Subject Line:** Laboratory Technician Access Request in VSPS

**In the email include:** First Name, Last Name, Email address, login.gov username

Let them know you need to be added into the User Management System (UMS) to get access to VSPS.

**Include which role and which lab you need access to:** Lab Technician **\*\*Include the lab name.\*\***

**\*\*DO NOT include your password\*\***

## Step 4: Creating a VSPS Profile and requesting the Lab Technician role

Log into VSPS with your login.gov account by going to the following web address and click LOG IN:

<https://vsapps.aphis.usda.gov/vsps/>

The screenshot shows the VSPS website homepage. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Animal and Plant Health Inspection Service". To the right is the text "Veterinary Services Process Streamlining". Below this is a navigation bar with links: "VSPS Home", "About VSPS", "Press Releases", and "Contact Us". The main content area has a heading "Welcome to VSPS: Veterinary Services Process Streamlining" followed by a paragraph describing the system. There are three main sections: "VSPS Users:" with a "LOG IN" button circled in red and text stating "No login necessary when performing a public search. Use the search link to the right."; "Public Searches:" with a link "Find an Approved Establishment"; and a list of questions for users who don't know what to do, such as "What is VSPS?" and "How do I register for an account?". The footer contains various links like "VS Home", "APHIS Home", "USDA.gov", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

Fill out your user profile (making sure to complete all fields with a red asterisk).

Please complete the profile contact information.

**Contact Information**

\* All fields marked with red asterisks are required

Email Address \*

**Name Information**

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Nickname

Maiden Name

Professional Title

Business Name

**Address Information**

Address 1 \*

Address 2

Postal Code \*

City \*

State \*

Country \*

**Telephone Number(s)**

Type	Country Code	Number (nnn) nnn-xxxx	Ext.
Fax	1		
Mobile	1		
Phone	1	*	
TDD	1		
Toll Free	1		

Scroll down to **Lab Technician**. Click the 'Request Laboratory Authorization' link.

Please request at least one role for your newly created profile.

If you are an accredited veterinarian please select Request State Authorization next to the word Veterinarian.

Current Roles | Request a Role

So that VSPS may meet your needs, please complete a role request from the information below. Please review the choices and only choose the option(s) that best meet(s) your needs. Please note that if you request a role for which you are not eligible your request will be denied.

AIC Administrator	[Request Import Center Authorization]
AIC Administrator National	[Request National Authorization]
AIC Coordinator	[Request Import Center Authorization]
AIC Financial Staff	[Request Import Center Authorization]
AVIC	[Request Avic Area Authorization]
AVIC Administrator	[Request Avic Area Authorization] [Request National Authorization]
AVIC Office Staff	[Request Avic Area Authorization]
Animal Import Support Staff	[Request Port Authorization] [Request National Authorization]
Full View NVAP	[Request National Authorization]
Horse Transport Administrator	[Request Role]
Horse Transport Coordinator	[Request Role]
Importer	[Request Role]
Interstate Administrator	[Request Role]
<b>Lab Technician</b>	<b>[Request Laboratory Authorization]</b>
Laboratory Director	[Request Laboratory Authorization]
Labs Administrator	[Request Role]
Limited View NVAP	[Request National Authorization]
Live Export Administrator	[Request Role]

Select your lab name and click Request.

Request Role

Role Name	Role Description
Lab Technician	I conduct laboratory tests for animal diseases. I am affiliated with an accredited laboratory.

Role Assignment Information

Laboratory \*

Remarks

**\*\*If you do not see your lab name in the list\*\***

1. Follow the instructions under Step 3. In the email let them know your lab is not listed in VSPS and needs to be added. Along with the other information needed under Step 3 also send the letter from NVSL stating you are an approved lab.
2. Someone will notify you when your lab has been added to VSPS so you can select it. When you log back into VSPS go to Personal Profile – My Roles and click the Request a Role tab.

After you have completed all 3 steps, the Lab Technician role will typically be approved in VSPS within 48 hours if requested during the work week. You can check to see if the role is approved by going to the Personal Profile – My Roles. Once the role is approved the status will say 'Approved'.

**If more than 2 working days have elapsed and your role is not approved, contact your point of contact listed for your State in the following document:**

[https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa\\_area\\_offices/vs-area-offices](https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa_area_offices/vs-area-offices)