Applying for Renewal of Accreditation On-Line

If you have not completed your APHIS Approved Supplemental Training, you are not ready to renew. Please go to http://www.aphis.usda.gov/animal-health/nvap/take to complete your required training.

YOU MUST COMPLETE ALL 4 STEPS BELOW

STEP 1 OF 4: OBTAIN A LEVEL 1 EAUTHENTICATION ACCOUNT

If you already have a Level 1 or Level 2 eAuthentication account and know your user ID and password, you may go directly to step 2 below and log in to VSPS: https://vsapps.aphis.usda.gov/vsps/

Or

If you already have a Level 1 or Level 2 eAuthentication account and you have forgotten your password or user ID go to the eAuthentication log in page https://www.eauth.usda.gov/mainPages/eAuthSiteMap.aspx and follow the Self-Service instructions to retrieve your forgotten password or user ID.

Or

If you do NOT have a Level 1 or Level 2 eAuthentication account, go to https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1

- Ensure your account remains active, log in annually and keep your contact information up to date.
- Your password is case-sensitive and you are required to change it every 180 days.
- Complete the required fields and select "Continue"
- Print screen 3 of 4 of the first step for your records and select "Submit".
- After submitting your information, you will receive an email prompting you to click on the "ACTIVATE MY ACCOUNT" link. **You will have 7 days to activate your account** after you receive the email.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.

2. Click ACTIVATE MY ACCOUNT
   NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

For questions on eAuthentication contact the Service Desk at **eAuthHelpDesk@ftc.usda.gov** or 800-457-3642.

STEP 2 OF 4: LOG INTO VSPS AND REQUEST THE ROLE OF A VETERINARIAN
Go to https://vsapps.aphis.usda.gov/vsps/

Log in with your level one eAuthentication User ID and Password
- Complete your Personal Profile by entering your name, address and email address.
- Request the role of "veterinarian" by selecting "state authorization" next to the word "veterinarian".
- Enter the state where you are authorized, your National Accreditation Number (NAN) and your school of graduation.

- A **GREEN** success message displays.
- If you do not get a GREEN success message the help desk will contact you within 24 business hours.

If not contacted within 24 business hours contact the IT helpdesk (contact information at the bottom of this handout).

You will receive an email that says your role as a veterinarian was approved however you are not done with the renewal process yet.

STEP 3 OF 4: LOCATE THE APPLICATION ON-LINE IN VSPS

Log back into VSPS https://vsapps.aphis.usda.gov/vsps

- Select **Vet Accreditation** and then "My Veterinarian Record".
- Select **Apply Online** at the bottom of the screen.

STEP 4 OF 4: SUBMIT YOUR RENEWAL APPLICATION ON-LINE IN VSPS

- Select "yes" for **option 5**.
- Update all of your contact information including your email address.
- **You may make a contact information change or change your Category if applicable.**
- Scroll down and enter the required information for your APHIS Approved Supplemental Training Modules.
- At the bottom of the screen Select "Apply"
- You will be notified by email when your application has been "approved".

NEED HELP? THERE ARE THREE WAYS TO GET SUPPORT!

NVAP SUPPORT

If you have specific NVAP questions contact your **local NVAP Coordinator** .

NVAP questions include:

1. How do I correct my name?
2. I do not know what my NAN is.
3. I do not know if I have completed my APHIS Approved Supplemental Training.

Keep your account and contact information up to date by logging into your account annually!

VSPS NETWORK ASSOCIATES – Step-by-Step Assistance

Email: vsvspstrainingnetwork@aphis.usda.gov

TECHNICAL SUPPORT – VS IT Helpdesk

The VS IT Helpdesk is available Mon-Fri 8:00 AM - 5:00 PM Mountain Time. This Helpdesk should only be contacted with system problem.

System Problems include:
1. When I try to log in to VSPS I get an error stating that **my information does not match**.
2. When I try to log in to VSPS, I get an error stating that **my email address is associated with another account**.
3. When I try to log in to VSPS, I get an error stating that Internet Explorer cannot display the webpage.

Email: vsithelpdesk@aphis.usda.gov **with subject line of: "** VS IT Systems" or call: 877-944-8457: select option 2.