

Updating Your Personal Information

Updating your personal information has never been easier with our new on-line system in VSPS. The four easy steps are the same for the on-line renewal system with steps one and two only needing to be completed once. However, you can also update your contact information by submitting a paper **VS Form 1-36A** application (pdf 151kb) to your Area Office.

Steps for Getting Started in VSPS

STEP 1: OBTAIN A LEVEL-ONE EAUTHENTICATION ACCOUNT

If you already have a level one or level two eAuthentication account you may just log in to VSPS. If you created an eAuthentication account previously but the account is locked you can contact eAuthentication to get your current account reinstated. Contact information for eAuthentication is indicated below.

Go to

<https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1>

Fill out the required fields in the form; password requirements are listed below. Your password is case-sensitive and you are required to change it every 180 days.

Required Characters

- 12 to 24 characters long
- One uppercase letter (A, B, C, etc.)
- One lowercase letter (a, b, c, etc.)
- One number: 1 2 3 4 5 6 7 8 9
- One special character: ! # - \$ % * = + : ; , ? ~

Do Not Use

- Dictionary words
- Profile info: Your name, mother's maiden name, date of birth, PIN, phone number, email, etc.

Print the following page for your records and select "submit".

An email will be sent to the email address entered while creating your account within one hour. You will only have 7 days to activate your account but it can be done any time after you receive the email. Account activation is done by clicking on a link in the email that is sent to you which will look like this:

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:

NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.

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

STEP 2: LOG INTO VSPS AND REQUEST THE ROLE OF A VETERINARIAN.

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

- You must enter your National Accreditation Number (NAN), your last name and your school of graduation in order to be granted access to the 1-36A on-line renewal application. Once a green success message is displayed you will have to log out and then back in to complete the activation process.
- If the above information is not entered as it appears in our records, an email is sent to the VSPS helpdesk and your role will be approved **within two days**. The help desk will contact you with information on how to proceed once they have activated your role.
- If it is not approved within two days please contact the IT help desk.

The Help Desk is available Mon-Fri 8:00 AM - 5:00 PM Mountain Time.

Any request made outside of this window will be addressed on the next working day.

Phone: 877-944-8457: select option 3.

Email: vsithelpdesk@aphis.usda.gov

A help desk ticket can be opened via the website: <http://support.aphis.usda.gov/arsys>

STEP 3: LOCATE THE 1-36A APPLICATION ON-LINE

Select **Vet Accreditation** and then "My Veterinary Record".

Select at the bottom of the screen.

Note: You cannot make changes to your record without applying on-line (submitting an application electronically).

STEP 4: SUBMIT YOUR APPLICATION

- All required fields are marked with a red asterisk (*).
- Select Box 4 “yes”
- Change or enter the contact information that is applicable
- Ensure your email address is current
- Scroll to the bottom of the application
- Select “Apply”
- Select “Apply” on the pop up window to certify the information you are submitting is accurate
- Print or Save your application for your records if applicable

You will be notified once your application has been processed.

As an accredited veterinarian, it is your responsibility to keep your personal information current with the National Veterinary Accreditation Program (NVAP). Now with our on-line system keeping your personal information has never been easier. If you do not keep your contact information current in our records, you will not receive any reminders to renew your accreditation.

If you are unable to complete these tasks on-line you may still submit a paper application. The **VS Form 1-36A** is a multiple-use form. To update your contact information (name, address, telephone, etc.), request a change of accreditation category, request reinstatement after expiration, or to be reaccredited after revocation, you must complete a new **VS Form 1-36A** and submit it to your local VS **NVAP Coordinator**.