

## Logging In and IT Security Awareness Training

### Where were changes made in the 6/3/2021 version?

1. A [section](#) was added on how to check your eAuthentication account. This will help users to know if they have a verified identity account which is needed for the majority of submissions.

### Where were changes made in the 1/17/2020 version?

1. Updated for changes made to USDA eAuthentication.

### Where were changes made in the 2/22/2018 version?

1. The section "[Elevated access needed to submit to CVB](#)" was added

## Logging In and IT Security Awareness Training

On the Portal Home Page you can Log In, as well as find features that will help you navigate the application.

**NCAH Portal**

# Welcome to the NCAH Portal

Come here to interact with NCAH entities through an electronic and automated interface

[Log In](#) **Click here if you already have access to the NCAH Portal**

(Need an eAuthentication Account? [Sign up now!](#) **Click here if you need to get an eAuth account**)

**Important Messages**

- No current messages...

**About**

Use of this application will allow external users to submit forms and samples through a portal atmosphere.

**Included NCAH Entities**

- Center for Veterinary Biologics
- National Veterinary Services Laboratories

[Go here](#) for Contact Information

**Warnings**

Some portions of this application may require elevation in e-Authentication - Level 2.

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**Click here to submit a question or comment**

- [USDA.gov](#)
- [FOIA](#)
- [CVB Homepage](#)
- [NVSL Homepage](#)
- [USA.gov](#)

- [Contact Us](#)
- [FAQs](#)
- [CVB User Guides](#)
- [NVSL User Guides](#)
- [Security Awareness Document](#)

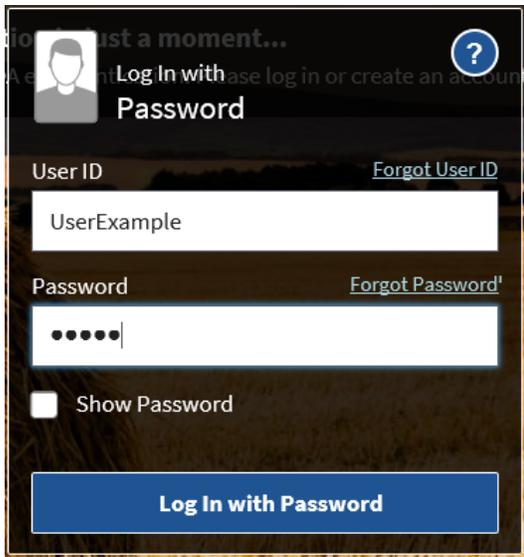
**Frequently Asked Questions about the NCAH Portal**

**User Guides specific to CVB processes in the NCAH Portal**

**Training on Security Awareness is required annually**

## Logging In and IT Security Awareness Training

After clicking on the "Log in" button on the home screen, you will see the eAuthentication log in screen. Use the window "Log In with Password".



Enter eAuthentication User ID & Password

Select "Log In with Password"

### Next: IT Security Awareness Training

USDA requires all users of USDA systems to take Security Awareness Training upon initial use of the system and annually thereafter.

If you haven't completed the IT Security Awareness Training, or if it has been more than 1 year since you last completed it, you will see the screen below. Open the Security Awareness Document, read the material and then click on the checkbox and Submit button.



United States Department of Agriculture  
National Centers for Animal Health  
Ames, IA

## Logging In and IT Security Awareness Training

Now you may use the NCAH Portal! Click on "CVB" in the Dashboard to see your options. What you are able to see and do depends on the role that has been assigned to you by your firm.



United States Department of Agriculture  
National Centers for Animal Health  
Ames, IA

The screenshot shows the NCAH Portal dashboard. At the top, there is a green navigation bar with 'NCAH Portal' and 'Dashboard' on the left, and a user profile 'ncah.teste2' and a 'Help' icon on the right. Below the navigation bar, a light blue message box states: 'Information security awareness training has been successfully updated!'. On the left side, there is a 'Dashboard' section with a list of links: 'CVB', 'NVSL', 'Application Messages', and 'Account Details'. The main content area on the right contains the text: 'Please click any of the links on the left to navigate to the section you would like.'

Next: What if you see an "Elevated Access needed..." message

## Logging In and IT Security Awareness Training

### "Elevated Access needed to submit to CVB" message

The Center for Veterinary Biologics (CVB) has multiple features in place to ensure the security of information transmitted via the NCAH Portal.

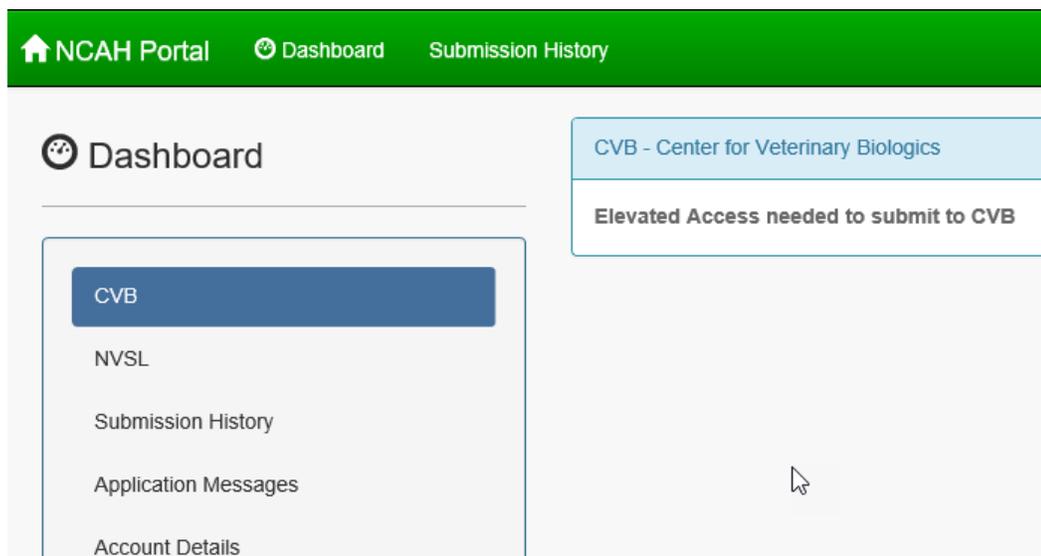
To access the CVB module users must:

1. **have USDA eAuthentication VERIFIED IDENTITY account** (a non-verified identity account will get you into the NCAH Portal and let you complete the IT Training, but you will get the message below when you try to access the CVB module) *\*NOTE: users with non-verified identity accounts can submit APHIS 2005s for Research & Evaluation or Transit Shipments Only*



2. have their eAuthentication username entered into LSRTIS
3. be assigned to an active Establishment site in LSRTIS
4. have a role assigned to them in LSRTIS (this role determines their access within the CVB module in the NCAH Portal)

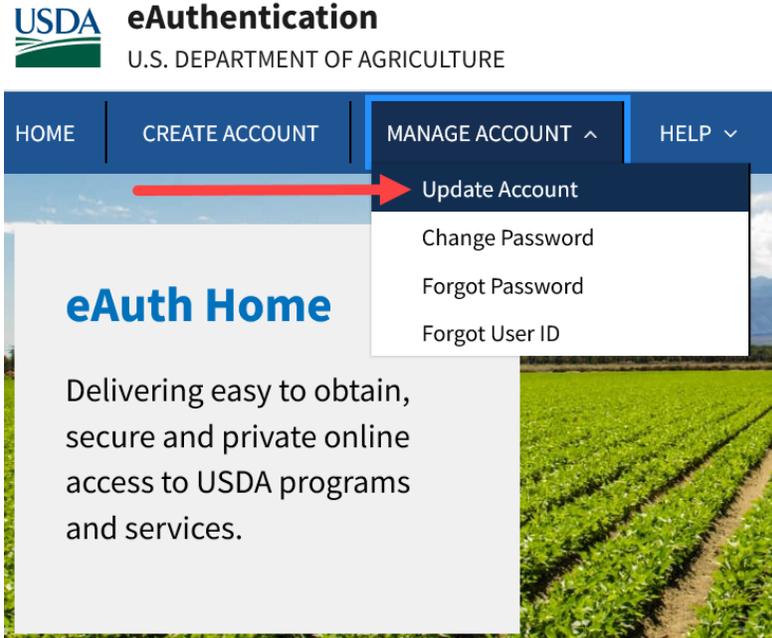
If any of these conditions is not met, then the user will see the message "Elevated Access needed to submit to CVB" when they click on "CVB" in the Dashboard menu:



## Logging In and IT Security Awareness Training

### Verifying Your eAuthentication Level

Verify eAuthentication identity level by visiting <https://www.eauth.usda.gov/eauth/b/usda/home>



### Account Information ?

Continue to Application

Logout

**Login Information**

**Your User ID is** [redacted]

**Email address:** [redacted]

**Password:** [redacted] [eye icon]

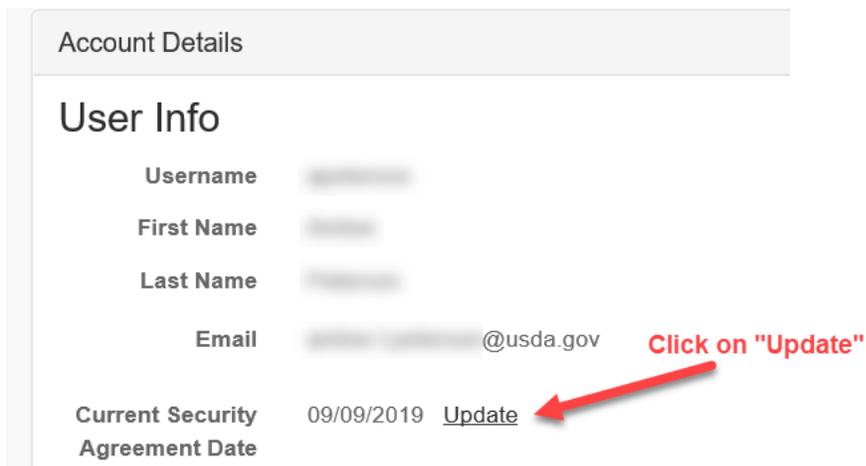
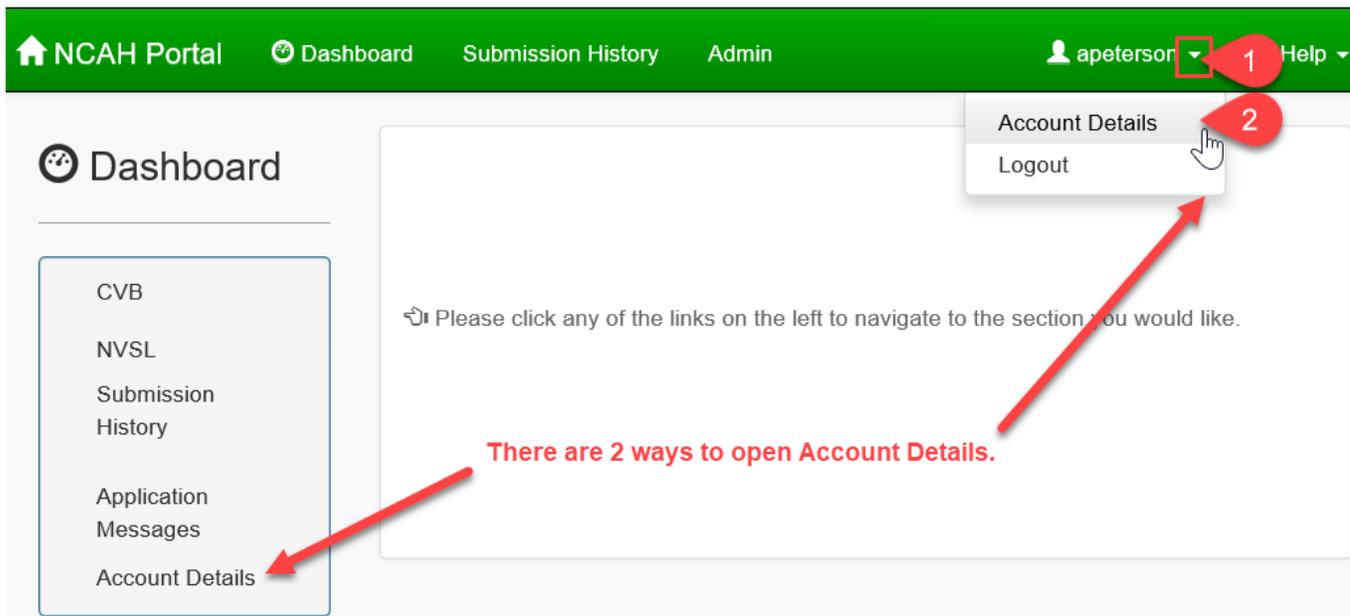
**Verified Identity** [checkmark icon]

Next: Completing IT Security Awareness Training at any time

## Logging In and IT Security Awareness Training

If you want to complete the IT Security Awareness Training prior to when your one year is up to avoid having to do it before you can do other work in the NCAH Portal after your year, you can always update your training at any time.

Go to Account Details and then click on the 'Update' link in the top section of the page.



Open the Security Awareness Document (1) and read the material. When you have read and understood the document then click on the checkbox (2) and then click the Submit button (3).

