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

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

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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".
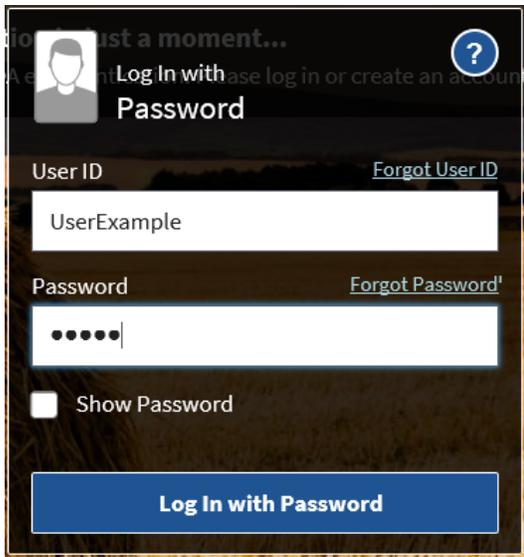
Enter eAuthentication User ID & Password

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

🏠 NCAH Portal   🕓 Dashboard   👤 ncah.tester2 ⓘ ▾   🚩 Help ▾

⊘ Cannot access the NCAH Portal without completing information security awareness training annually.   ×

Security Awareness Training Agreement

Click Here to open up the current Security Awareness Document.

☐   I have read and understand the document above; I hereby certify that I have completed the training.

✔ Submit

- USDA.gov
- CVB Homepage
- FOIA
- USA.gov

- Contact Us
- FAQs
- User Guide
- Security Awareness Document

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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.

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

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"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:

Next: How to verify your eAuthentication identity level
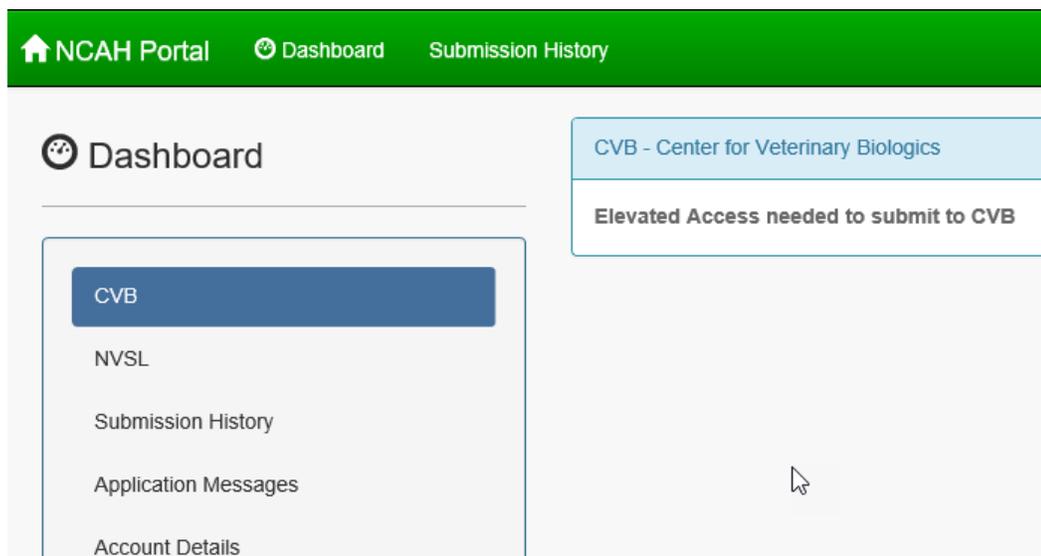
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Verifying Your eAuthentication Level

Verify eAuthentication identity level by visiting https://www.eauth.usda.gov/eauth/b/usda/home
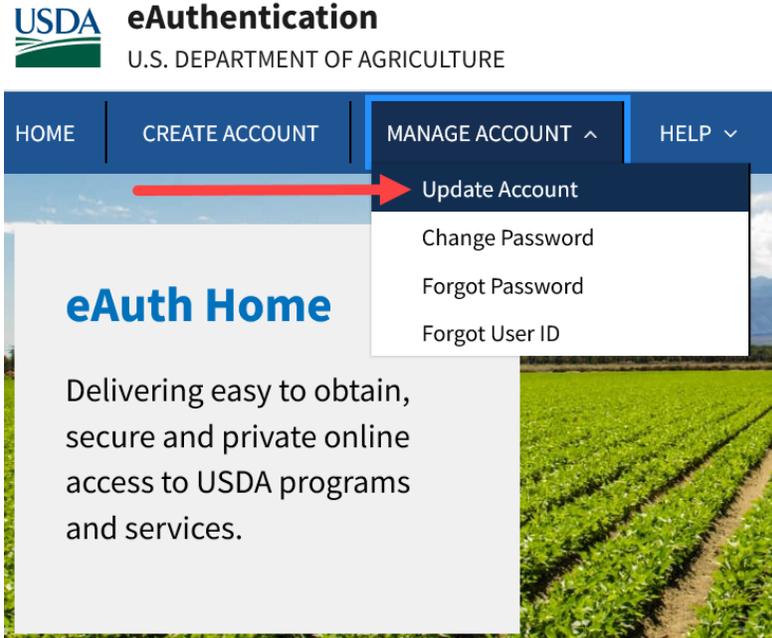
Next: Completing IT Security Awareness Training at any time

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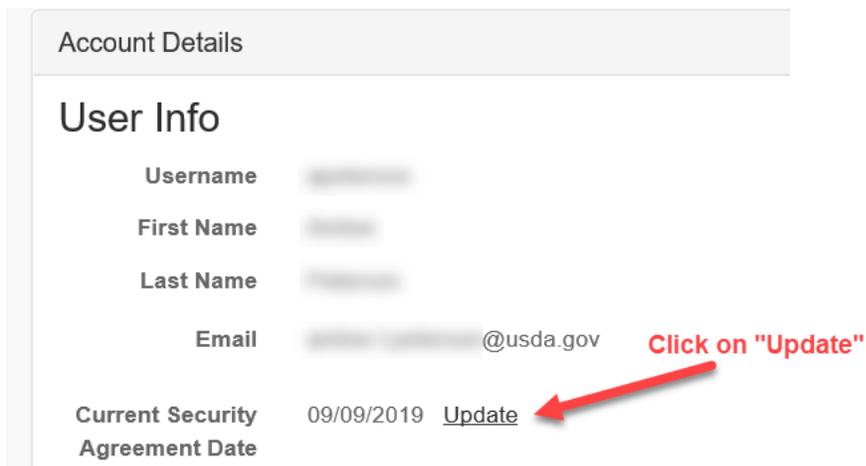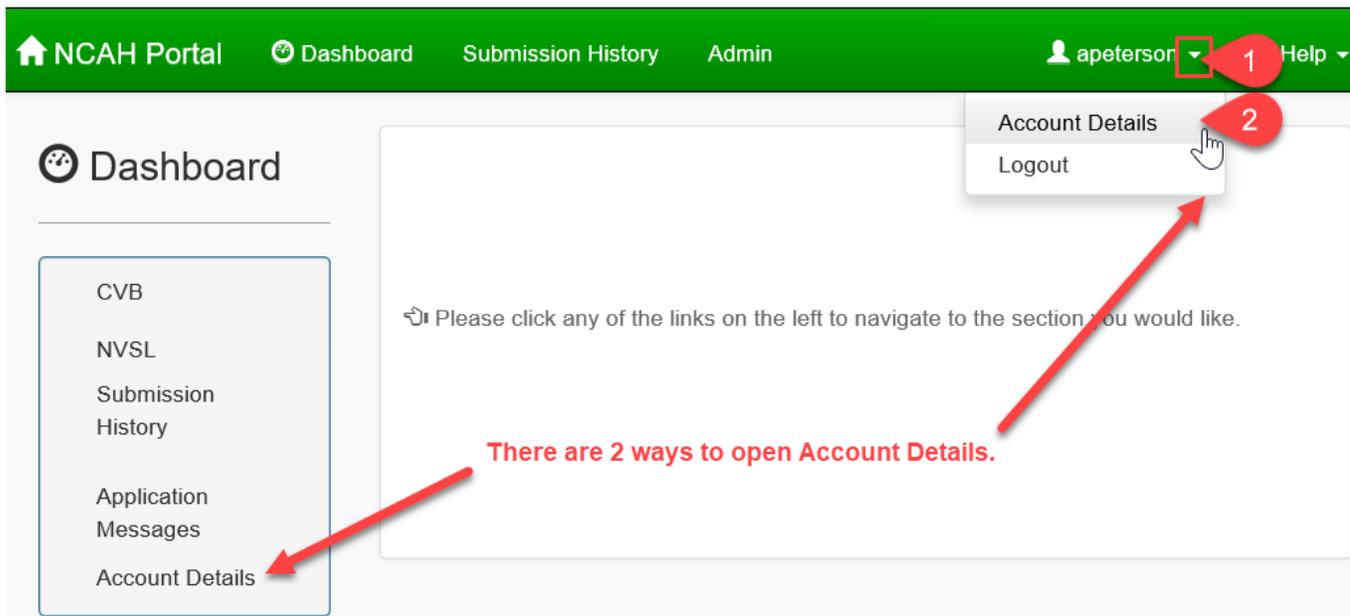
Open the Security Awareness Document (1) and read the material. When you have read and understood the document then click on the checkbox (2) and then click the Submit button (3).