Welcome to VSPS for 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**: Create a Level 2 eAuthentication (E-Auth) account (a multi-step process). eAuthentication is a USDA imposed identity proofing concept for security purposes. It verifies your identity.

**Step 2**: Email your USDA Certificate of Training given by NVSL for EIA Diagnostic Tests OR an official memorandum from NVSL stating that you have successfully completed the EIA training course to the designated email address for your State.

**Step 3**: Create a VSPS profile and request the Lab Technician role.

---

**Table of Contents**

- Step 1: Creating a Level 2 e-Authentication Account .......................................................... 2
- Upgrading to a Level 2 eAuth account .................................................................................. 3
- Step 2: 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 ....................................................... 8
- Step 3: Creating a VSPS Profile and requesting the Lab Technician role .............................. 8
Step 1: Creating a Level 2 e-Authentication Account

If you do not have an e-Authentication account, go to http://www.eauth.usda.gov/ and apply for access. The USDA e-Authentication website will guide you through the steps needed to create your account. From the first screen, click on **Create Account**:

Select ‘Customer’ and click Continue.

Type your email address and click Submit.

You will see the following screen. You will need to check your email.
Click on the ‘Continue Registration’ button in the email from eAuth:

Enter the requested information and click Submit.

**Customer Account Registration**

Form Approved - OMB No. 0590-0034

Please provide the information requested below to complete the registration of your account.

Please enter your complete name as provided on a government issued photo ID (no nicknames).

First name

Middle name (optional)

Last name

Suffix (optional)

Your User ID Is Your Email Address

User ID: @gmail.com

Please set your password

Password must be at least 12 characters long and cannot be a commonly used password.

Password:

Show Password

Password Strength: Great!

Submit

Upgrading to a Level 2 eAuth account
You will need to update your eAuth account to a Level 2 eAuth account. Go to the eAuth website and click Manage Account then click Update Account.

http://www.eauth.usda.gov/

If you got to the eAuth login page from VSPS, the screen will look like the below screen. Click on Update Account.

Click the ‘Continue to Login Page’ button.

Enter your eAuth userID and password. Click Log In with Password.
Click the ‘Verify My Identity’ link.

Select ‘Verify my identity online (recommended)’.

Click I Agree.

Complete all fields and click Continue.
Answer all 5 identity verification questions.
If you are unable to verify your identity using the On-Line Self-Service.
You will have to visit a Local Registration Authority (LRA) in person order to validate your identity and get your Level 2 account activated. Please CALL the LRA before visiting the office to make sure they will be available.

This link will take you to a map to select your State where you can find the closest LRA to you: http://offices.sc.egov.usda.gov

Take your government issued photo ID (e.g. state issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office. We recommend that you call ahead to ensure that an employee trained as a Local Registration Authority (LRA) will be available to provide the service at the time you plan to visit the Service Center.
Step 2: 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:

Email Subject Line: Laboratory Technician Access Request in VSPS
In the email include: First Name, Last Name, Email address, eAuthentication 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 eAuthentication password**

Step 3: Creating a VSPS Profile and requesting the Lab Technician role
Log into VSPS by going to the following web address and click LOG IN:
https://vsapps.aphis.usda.gov/vspsl/

Login using your E-Auth username and password.
Click Login.
Fill out your user profile (making sure to complete all fields with a red asterisk).

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

Select your lab name and click Request.
**If you do not see your lab name in the list**

1. Follow the instructions under Step 2. 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 2 also give the lab name, city and State.
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:**