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**: Using your Level 2 eAuthentication account created in Step 1, create a VSPS profile and request the Lab Technician role.

**Step 3**: 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.

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Step 1: Creating a Level 2 e-Authentication Account

If you do not have an e-Authentication account, go to http://www.eauth.egov.usda.gov/ and apply for Level 2 access. The USDA e-Authentication website will guide you through the steps needed to create your account.

From the first screen, click on Create an Account link:
Click on the *Register for a Level 2 Account* link:
Fill in all the required fields on the User Information form.

Register for Your Account - Level 2

Step 1 of 5 - Level 2 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication Privacy Act Statement and Public Burden Statement for more information on how your personal information will be protected.

All required fields are red and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver’s license).

Note: The characters < > ^ : | are not allowed on this form (the characters is allowed for password only).

User Information

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Contact Information

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Login Information

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<tr>
<td>Password*</td>
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<tr>
<td>Confirm Password*</td>
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</table>
Answer the Security Questions and click Continue.

Security Questions

Please select and answer four distinct questions from the selections below. This information will be used to assist you in using our eAuthentication Self Service options and various other services.

The Security Questions and Answers that you provide may be the ONLY method available to validate your identity if your USDA accounts become inaccessible. Please select Questions and Answers that are easily memorable to you and hard for anyone else to guess. Each question may only be used once. For additional assistance, click the ? above.

1* Select...

2* Select...

3* Select...

4* Select...

Continue
Below is some information on creating your account and password.

The information collected will be used to create your personal USDA account with Level 2 Access. Note: An account with Level 2 Access provides access to all the portals and applications that are covered by an account with Level 1 Access, and also provides the ability to conduct official electronic business transactions with the USDA via the Internet. You must have a valid email address to register for an account with Level 2 Access.

**User ID**
Create a permanent User ID that you will remember. For example, your first initial and last name (e.g., smith). The User ID must be a minimum of 6 characters and cannot exceed 20 characters.

**First Name**
Enter your first name exactly as it appears on your government issued photo ID (e.g., state driver’s license).

**Middle Initial**
The middle initial is limited to one character.

**Last Name**
Enter your last name exactly as it appears on your government issued photo ID (e.g., state driver’s license).

**Password**
Please create a password that you will remember. Your password is case sensitive. All passwords in eAuthentication (for Level 1 and Level 2 accounts) must adhere to the following criteria:

- 9 to 12 characters long
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one of the following: 1 2 3 4 5 6 7 8 9 ! $ % ^ + ; , ? ~ *

In addition:

- Your password may not contain your first name, last name, User ID, Mother’s Maiden Name, Date of Birth, 4-digit PIN, security questions or answers.
- Do not use dictionary words, spaces, or tabs.
- Your password will expire after 180 days.

**Email**
The email address provided will be used to confirm your identity to activate your account initially. It also may be used for correspondence periodically.

**Home Address**
Enter your home address exactly as it appears on your government issued photo ID (e.g., state driver’s license).

**State**
Required for the United States of America only.

**Home Phone**
If you are from the United States of America, please enter your phone number in the text boxes provided. If you have an international phone number please enter it in the international phone text box provided. You are only allowed to enter one or the other.

**PIN**
Create a four digit personal identification number (PIN) that you will remember. NOTE: You cannot use a zero as the first digit.

**Birth Date**
Please enter your date of birth using this format mm/dd/yyyy. The month, days, and years must be numbers.
Verify your User Information and selecting **Submit**. If you need to update anything select **Edit**.
Print the confirmation page for future reference. This page contains the information you will need to complete the Level 2 e-Authorization process.

Create an eAuthentication Account

Step 3 of 5 - Print Confirmation email

Account Created:

Your account has been created but you have two more steps required to complete your registration.

Your confirmation email with the subject line, "eAuthentication - Action Required - Instructions to Activate Your USDA Account With Level 2 Access", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

eAuthentication Account Information:

User ID: [redacted]
Email: [redacted]@msn.com

Level 2 access activation process:

1. Click the ACTIVATE MY ACCOUNT link in the confirmation email
2. Select an option for identity verification. You will be prompted to select one of the following:
   a. Online identity verification
   b. In-person identity verification at a USDA Service Center

   Note: You will NOT be able to use your account to conduct official electronic business transactions with the USDA until you have completed the identity verification process.

If after 24 hours you do not receive the confirmation email:

1. Check the email "junk" folder, as some email applications may place this email there.
2. Search for the following subject line in your email application: "eAuthentication - Action Required - Instructions to Activate Your USDA Account With Level 2 Access"

Once you have located the confirmation email:

1. Follow the instructions in the email to complete step 4 of your registration.

For additional information click here to review our Frequently Asked Questions.

Please print this page for future reference.
You will receive the below email from the eAuthHelpDesk (DoNotReply.ICAM@ocio.usda.gov) with the following information. Click on the **ACTIVATE MY ACCOUNT** link within 7 days of receiving the email.

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**eAuthentication: Action Required - Instructions to Activate Your USDA Account with Level 2 Access**

- **DoNotReply.ICAM@ocio.usda.gov**
- **Today, 2:12 PM**

*** Please do not reply to this email. For assistance see below. ***

**Step 4 of 5 - Instructions to Activate Your USDA Account with Level 2 Access**

Congratulations, you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

1. Click **ACTIVATE MY ACCOUNT**
2. When you have activated your account, you will be prompted to select one of the following options to verify your identity:
   - Option 1: Online Self Service (Recommended) - Selecting this option will take you to the USDA online identity verification application
   - Option 2: In-person Identity Verification - For in-person identity verification, you will need to present a government issued photo ID (e.g. state-issued driver’s license) to a Local Registration Authority (LRA). Most LRAs are located at a USDA Service Center office.

The User ID you created is: ********
The email address you provided is: ********

**Please retain this information for future reference.**

If you need further assistance, please contact the eAuthentication Help Desk at eAuthenticationDesk@usda.gov or call 800-457-3642 (Option 1).

Please include the following information in your request:

- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:


Thank You,
-- The USDA eAuthentication Team
Your account is now activated. The last step is to verify your identity.

If you have never had a Level 2 E-Auth account or you aren’t sure if you have, click on the **Option 1: Online Self-Service (Recommended)** link. You will also receive an email with the link.

**NOTE:** If you already have a Level 2 E-Auth account on file you will not be able to verify your identity using the On-Line service. You will need to go to Option 2 and visit a local LRA. You can try the on-line option if you aren’t sure.

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**On-Line Self-Service Verification Process**

After clicking on the **Option 1: Online Self-Service (Recommended)** link, enter your E-Auth user ID and password you created and click Login.

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If you cannot find an LRA, contact the eAuthentication Help Desk:

- **email:** eAuthHelpDesk@ftc.usda.gov
- **Phone:** 800-457-3642 (Option 1)
WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

- By using this information system, you understand and consent to the following:

  1. You have no reasonable expectation of privacy regarding any communications or data transcoding or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transcoding or stored on this information system.

  2. Any communications or data transcoding or stored on this information system may be disclosed or used for any lawful government purpose.

  3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.
You must click “I AGREE” before continuing.

Below is the expanded Terms of Service information:
**Step 1 of E-Auth Level 2 On-Line Self Service Verification**

Verify your eAuth profile data. If not correct, use the 'click here' link to update your eAuth profile information. (This will take you to your profile in the EEMS/Identity Manager).

To continue on you must enter your SSN, and click Submit.

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**Step 1 - Validate Identity**

*Verify eAuthentication Profile Data*

Please verify that the information below is correct before clicking Submit. If you need to correct your information, click here to update your eAuthentication profile. Once you have updated your profile, please return to this page to complete the identity verification process.

- **First Name:** [Redacted]
- **Last Name:** [Redacted]
- **Address:** [Redacted]
- **City:** [Redacted]
- **State:** [Redacted]
- **Zipcode:** [Redacted]
- **Country:** [Redacted]
- **Email:** [Redacted]
- **Birth Date:** [Redacted]

To start the process you must enter your complete 9-digit Social Security Number (SSN) without spaces or dashes. For example: 123456789. Once you have entered your SSN, click the "Submit" button to continue.

**Social Security Number(SSN) = [Redacted] [Redacted]**

Submit

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*Note - Your SSN is used as a temporary part of the online identity validation process. The AAA application does not store or uses your SSN beyond the validation of identity.*
Step 2 of E-Auth Level 2 Verification
A quiz page is displayed if the identity verification service provider has enough data to provide a quiz for the user and if the system found no other Level 2 accounts on file for you.

There are 5 questions on the quiz. You must answer all questions before submitting.
Online Identity Verification – Success Page
This page is returned when you have successfully completed the identity verification process. The eAuth account is updated to Level 2 assurance, and an email is sent to you as confirmation. The account is now ready for use.

The below email is sent to you after successfully completing the online identity verification process.

Level 2 Account Upgrade Complete

Congratulations,

You have successfully completed the necessary requirements to upgrade your USDA eAuthentication account to Level 2 access. You now have the ability to conduct official electronic business transactions with the USDA via the Internet.

You can view or update your account information by clicking on the MODIFY MY CUSTOMER PROFILE link or by going to the following link:


If you need further assistance, click here to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click here.

Thank You,
-- The USDA eAuthentication Team
If you are unable to verify your identity using the On-Line Self-Service, after you Validate your Identity (Step 1 above) you will receive the below screen if the system has another Level 2 E-Auth on file for you. You will have to visit a local LRA in order to validate your identity and get your Level 2 account. Select Go to find a local LRA.

This will take you to a map to select your State where you can find the closest LRA to you. 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, to find the nearest USDA Service Center office, go to http://offices.sc.egov.usda.gov. 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.

When your Level 2 e-Authentication account is activated and verified you can access VSPS and create your profile and obtain the role of Lab Technician.
Step 2: Creating a VSPS Profile with the Role of Lab Technician

Log into VSPS by going to the following web address and click LOG IN:

https://vsapps.usda.gov/vsps/

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.
Step 3: 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 Subject Line:** Laboratory Technician Access Request in VSPS

In the email include: First Name, Last Name, Email address, eAuthentication username

Include which role and which lab you need access to: Lab Technician  **Include the lab name.**

**DO NOT include your eAuthentication password**

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After you have your e-Auth username, have requested the VSPS role (Laboratory Technician), and have emailed the State mailbox, the role will be approved usually 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, send an email to the State mailbox you sent the request to and someone will check on the status. If you don’t hear back from anyone you can call 1-877-944-8457 (Opt 2) or send an email to help@usda.gov.