

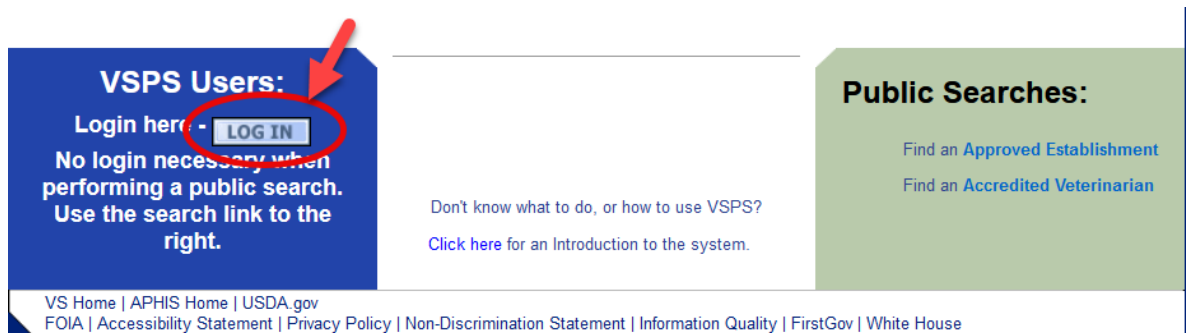
**Welcome to VSPS**  
**Lab Technicians**

Thank you for your interest in the *Veterinary Service Process Streamlining (VSPS)*.

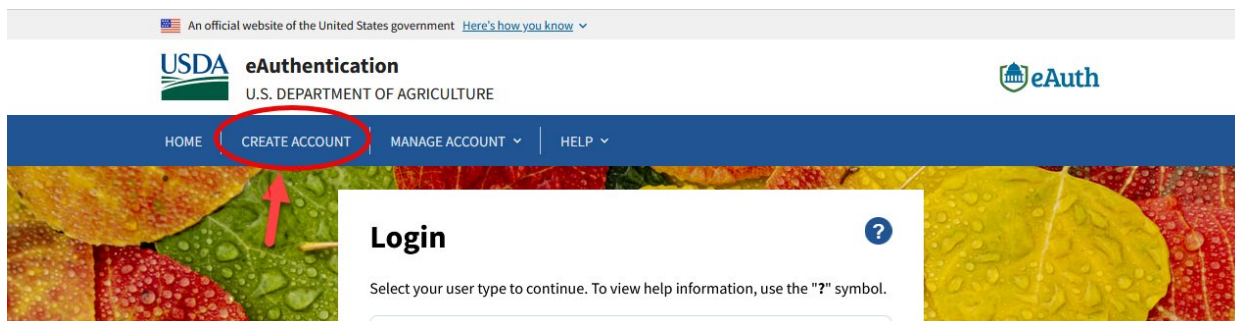
To use VSPS to enter results for electronic EIA (Coggins Forms) that veterinarians submit to your lab using VSPS, you will need to **complete all 3 steps** below:

**Step 1: Creating a Login.gov Account**

1. Go to the VSPS home page: <https://vsapps.aphis.usda.gov/vsps/>
  - a. Click Log In



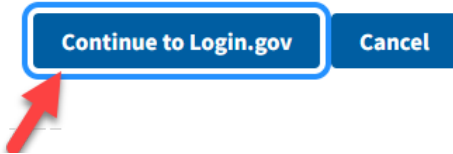
- b. Click Create Account



- c. Click Continue to Login.gov

## Customers - Use Login.gov ?

eAuth is now using Login.gov for our Public Citizens who want to access USDA agency resources online. Please click the Continue to Login.gov button to create your account.



- d. Click Create an Account
  - i. Enter your email and click submit.
  - ii. Follow the instructions on the following pages to finish the setup.



**USDA eAuthentication** is using Login.gov to allow you to sign in to your account safely and securely.



### Create an account for new users

Enter your email address

#### Select your email language preference

You will receive emails from Login.gov in the language you choose.

☒ English (default)

☐ Español

☐ Français

☐ 中文 (简体)

☐ I read and accept the Login.gov [Rules of Use](#)

If you need help with obtaining your login.gov account, visit: <https://www.eauth.usda.gov/eauth/b/usda/faq>

## **Step 2: Creating a VSPS Profile**

After you complete your login.gov account setup it will take you to the below page to complete your VSPS profile. Fill out your user profile (making sure to complete all fields with a red asterisk), then click Submit.

Please complete the profile contact information.

**Contact Information**

\* All fields marked with red asterisks are required

Email Address \*

**Name Information**

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

Nickname

Maiden Name

Professional Title

Business Name

**Address Information**

Address 1 \*

Address 2

Postal Code \*

City \*

State \*

Country \* United States

**Telephone Number(s)**

Type	Country Code	Number (nnn) nnn-xxxx	Ext.
Fax	1		
Mobile	1		
Phone	1 *		
TDD	1		
Toll Free	1		

Submit Cancel

**BEFORE you can request the Lab Technician role you must do the below steps to verify your identity.**

## **Step 3: Verify your identity for your Login.gov account**

### **Online identity verification**

1. After you have created your login.gov account, you can verify your identity online by going to the link below:  
<https://www.eauth.usda.gov/eauth/b/usda/registration/oidp/elevate?targetUrl=https://vsapps.aphis.usda.gov/vsps/>
2. On the eAuth login of the application, select Customer and continue with your login.gov log in.
3. Select 'Verify my identity at Login.gov'
4. Follow the prompts to verify your identity online.

### **In-person identity verification (only needed if you failed the online identity verification)**

1. Return to the below URL:  
<https://www.eauth.usda.gov/eauth/b/usda/registration/oidp/elevate?targetUrl=https://vsapps.aphis.usda.gov/vsps/>
2. On the eAuth login of the application, select Customer and continue with your login.gov log in.
3. Select the 'Visit a USDA Service Center' option for identity verification.
4. Follow the prompts to update your profile with the required information to verify your identity (e.g., date of birth, home address, home phone).
5. Search for a USDA Service Center office location and call or email to make an appointment with an LRA.
6. Please note, it can take up to 2 hours for before your updates will be available in the LRA system for them to view and verify your identity.

## Step 4: Requesting the Lab Technician role

1. Log into VSPS: <https://vsapps.aphis.usda.gov/vsps/>
2. Go to Personal Profile – My Roles – select the Request a Role tab.
3. Scroll down to **Lab Technician**. Click the 'Request Laboratory Authorization' link.

Please request at least one role for your newly created profile.

If you are an accredited veterinarian please select Request State Authorization next to the word Veterinarian.

**Current Roles** | **Request a Role**

So that VSPS may meet your needs, please complete a role request from the information below. Please review the choices and only choose the option(s) that best meet(s) your needs. Please note that if you request a role for which you are not eligible your request will be denied.

AIC Administrator	[Request Import Center Authorization]
AIC Administrator National	[Request National Authorization]
AIC Coordinator	[Request Import Center Authorization]
AIC Financial Staff	[Request Import Center Authorization]
AVIC	[Request Avic Area Authorization]
AVIC Administrator	[Request Avic Area Authorization] [Request National Authorization]
AVIC Office Staff	[Request Avic Area Authorization]
Animal Import Support Staff	[Request Port Authorization] [Request National Authorization]
Full View NVAP	[Request National Authorization]
Horse Transport Administrator	[Request Role]
Horse Transport Coordinator	[Request Role]
Importer	[Request Role]
Interstate Administrator	[Request Role]
<b>Lab Technician</b>	<b>[Request Laboratory Authorization]</b>
Laboratory Director	[Request Laboratory Authorization]
Labs Administrator	[Request Role]
Limited View NVAP	[Request National Authorization]
Live Export Administrator	[Request Role]

Select your lab name and click Request.

**Request Role**

Role Name	Role Description
Lab Technician	I conduct laboratory tests for animal diseases. I am affiliated with an accredited laboratory.

Role Assignment Information	Role Assignment Data
Laboratory *	Select a Laboratory
Remarks	

**Request** **Cancel**

**\*\*If you do not see your lab name in the list\*\***

1. Follow the instructions under Step 5. 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 5 also send the letter from NVSL stating you are an approved lab.
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.

**Step 5: 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 Area Veterinarians in Charge (by State) for your State located here:

[https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa\\_area\\_offices/vs-area-offices](https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa_area_offices/vs-area-offices)

**Email Subject Line:** Laboratory Technician Access Request in VSPS

**In the email include:** First Name, Last Name, Email address, login.gov 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 password\*\***

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 the AVIC for your State:**

[https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa\\_area\\_offices/vs-area-offices](https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/contact-us/sa_area_offices/vs-area-offices)