

## <u>Welcome to VSPS</u> Accredited Veterinarians

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

If you only need to access the Vet Accreditation/National Veterinary Accreditation Program (NVAP) module in VSPS to renew you accreditation, update your address information, update your Category level, and/or add an additional authorization State you only need to complete Step 1 and Step 2 below, you **DO NOT** need to complete step 3 for the identity verification.

The identify verification step (Step 3 below) is only required if you want to create Interstate Certificates of Veterinary Inspection (CVI)s in VSPS and/or create Equine Infectious Anemia (EIA)/Coggins test records.

# Step 1: Creating a Login.gov Account

- 1. Go to the VSPS home page: <u>https://vsapps.aphis.usda.gov/vsps/</u>
  - 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.

	Continue to Login.gov	Cancel
1		

- 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.

```
Sign in
```

Create an account

### Create an account for new users

Enter your email address	
Select your email language pr You will receive emails from Lo choose.	eference gin.gov in the language you
• English (default)	
O Español	
O Français	
○ 中文(简体)	
I read and accept the Login.	gov <u>Rules of Use</u> Ø

Submit

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

# Step 2: : Creating a VSPS Profile and requesting the Veterinarian Role

After you complete your login.gov account setup it will take you to the below page to complete your VSPS profile:

Please comp	lete the prof	ile cont	tact inform	ation.			
Contact Inform	nation						
* All fields marke	d with red asteris	sks are re	quired				
	Email Ac	idress *			×		
Name	Information	Ľ		Add	ress Inforr	nation	
Prefix			Address 1 *				
First Name *	-		Address 2			_	
Middle Name			Postal Code *			_	
Last Name *			City *				
Suffix			State *			~	
Nickname			Country *	United	States		~
Maiden Name							
ProfessionalTitle							
Business Name							
Telephone Nur	mber(s)	Country	Number				
	Туре	Code	(nnn) nnn-n	nnn	Ext.		
	Fax	1					
	Mobile	1					
	Phone	1	*				
	TDD	1					
	Toll Free	1					
Submit Ca	incel						

Scroll down to the Veterinarian role and click 'Request State Authorization'.

r rouger import running autor	[request role]			
Product Import Coordinator	[Request State Authorization] [Request National Authorization]			
Quarantine Enforcement Officer	[Request Import Center Authorization]			
Riverdale/Regional Staff	[Request Role]			
State Office Data Entry	[Request State Authorization] [Request National Authorization]			
State Regulatory Official	[Request State Authorization]			
System Administrator	[Request Role]			
Veterinarian	[Request State Authorization]			
Veterinary Medical Officer	[Request State Authorization] [Request Port Authorization]			

Select your State, enter your National Accreditation Number, and School of Vet Medicine. Click Request.

If the information entered matches the records we have for you, the role will automatically be approved.

If any of the information does not match, an email will be sent to the helpdesk. You will hear from the helpdesk after they verify any needed information and approve your role.

## If more than <u>2 working days</u> have elapsed and your role is not approved, you can email the helpdesk to check on the status: <u>help@usda.gov</u>

Role Name Veterinarian		Role Description I am a Veterinarian.	
Role Assignment Information	Role Assignment Data		
State *	Select a State	$\checkmark$	
National Accreditation Number *			
School of Veterinary Medicine *	United States	✓ Select a School	$\overline{}$
Remarks			

Request Cancel

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

\*\*This step is only required if you want to create Interstate CVI's and Coggins in VSPS\*\*

#### **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.usd a.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: <u>https://www.eauth.usda.gov/eauth/b/usda/registration/oidp/elevate?targetUrl=https://vsapps.aphis.usda.go</u> <u>v/vsps/</u>
- 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.