



IPHIS Access Instructions

Prerequisites

Computer setup

To access USDA PPQ's IPHIS system you need, at a minimum, Internet access and a web browser. This includes Microsoft, Linux or Apple operating systems. IPHIS has been tested with Chrome, Microsoft Internet Explorer 10.0, IE 8.0 (in compatibility mode), and Mozilla Firefox 3.6.

Adobe Flash is required to use IPHIS' mapping feature.

Microsoft Excel is required for managing spreadsheets used to upload data. In testing, many third-party

Excel imitators do not correctly emulate ".xls/.xlsx" file formats and therefore have not worked when uploading data to IPHIS.

Request Logon Account

You are required to have a USDA eAuthentication (eAuth) account to use IPHIS. If you are an employee of USDA you should already have Level 2 eAuth access for other USDA programs such as AgLearn and GovTrip. If you are a cooperator with access to USDA's PCIT or ePermits, you have a Level 1 eAuth access and do not need to request an account.

Register at <https://www.eauth.usda.gov/eauth/b/usda/registration> if you need eAuth credentials.

Note: an e-mail account, whether work or personal, is required.

State and county cooperators will request Level 1 Access. Approvals typically occur within the hour.

Set IPHIS Access and Role(s)

Log on first time to request access

Go to <https://iphis.aphis.usda.gov> to log into IPHIS using your eAuth username (this will display as User ID). First time access requires filling out a "New User Role Request" form (Figure 1). Fill in all required fields, as indicated by the *symbol, then click "Request New Role." You'll receive e-mail notification once the Security Officer approves. Contact IPHIS Technical Support if your office is not listed in the Office drop-down field.

USDA United States Department of Agriculture
Animal and Plant Health Inspection Service
NON-PRODUCTION SITE

IPHIS Integrated Plant Health Information System

Today is February 26, 2013

New User Role Request

New Users please fill in the form below:
* indicates required fields.

User ID : N Leathers

First Name* :

Middle Name :

Last Name* :

Email* : ← This should be the same as your user ID

Phone* :

Cell Phone Number :

Fax Number :

Title* :

Supervisor Name* :

Agency Name* :

Office* : Please Select

Survey Supply User

Make sure the correct Office is selected

Click here to submit your request.

Select ONLY if you are the designated person in your office for ordering survey supplies.

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Figure 1